



**CITY OF FAIRVIEW, OREGON  
APPROVED BUDGET  
FOR  
FISCAL YEAR 2016-17**

**BUDGET COMMITTEE**

**Council Members:**

Ted Tosterud, Mayor  
Steve Prom, Council President  
Dan Kreamier, Councilor  
Natalie Voruz, Councilor  
Brian Cooper, Councilor  
Ed Bejarana, Councilor  
Tamie Arnold, Councilor

**Citizen Members:**

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George Linglebach  
Les Moore  
Valerie Tewksbury  
Mike Weatherby  
Chris Rathgeber  
Theresa Delaney Davis

**Prepared By:**

Nolan Young, City Administrator & Budget Officer

**City Management Team:**

Nolan Young, City Administrator  
Lesa Folger, Finance Director  
Allan Berry, Public Works Director  
Harry Smith, Interim Police Chief





## SECTION II

## CITY WIDE BUDGET OVERVIEW

The overall city budget for FY 2016-17 is \$21,244,155; a 16% increase over FY 2015-16. Beginning fund balances for all funds total \$10,323,563. This is 48% of all resources.

Total expenditures by categories are as follows:

Personnel	\$4,107,844
Materials and Service	\$5,127,388
Capital Outlay	\$2,640,166
Debt	\$ 272,881
Transfers	\$ 498,856
Contingencies	\$4,204,141
Ending Balances	\$4,392,878

## SECTION III

## GENERAL FUND

The proposed budget for the General Fund is one that focuses on continuing to support existing programs, addresses City Council goals, enhances city parks, addresses maintenance, and meets the Council's fund balance requirements.

The General Fund is comprised of ten (10) separate departments: Resources (110-01), Administration (110-05), Finance (110-10), Court (110-13), Public Works/Community Services (110-15), Public Works Parks (110-17), Recreation (New (110-18)), Public Safety (110-20), FIRE/BOEC/Emergency Management (110-25), and Other Requirements (110-40). In total, the expenses in the General Fund for the FY 2016-17 Budget are \$125,652 (2.6%) greater than the FY 2015-16 Budget.

The *Beginning Fund Balance* of the General Fund is budgeted to be \$3,961,852. This is an increase of \$502,152 (14.5%) from the current year's beginning fund balance of \$3,459,700. This change is primarily due to a larger than anticipated ending fund balance in FY 2014-15.

*Operating Resources*, which are resources generated through the course of business within the fiscal year, are forecasted to be \$86,978 above the FY 2015-16 budget. The biggest increases were a three percent (3%) increase in property tax assessments and rising Business Income Tax (BIT) resources. Significant reductions occurred in Municipal Court revenue and permits.

*Personnel Expenses* include a contractual cost of living increase of 2%, a 5% increase in health insurance and an increase in Workers' Compensation and Unemployment Coverage rates. No regular positions were added or eliminated from the budget. The Public Employees Retirement System (PERS) expenses rate remained flat. All employees continue to contribute 10% of the cost for health insurance premiums. Personnel related expenses for FY 2016-17 increased \$8,841.

*Materials and Services Expenses* in the General Fund increased by approximately \$93,108 (4.6%). This increase is primarily due to a fee adjustment and cost increase for fire services of \$108,839 (11.9%) and \$55,000 proposed for a Parks Master Plan. All remaining Materials and Services costs decreased a total of \$71,031 across the General Fund Departments. Capital Outlay decreased by \$31,622.

Below are the key expenditures in each General Fund Department:

#### Administration

- Evaluation and negotiation of merger of Fairview Police Department with Multnomah County Sheriff's Office. (Goal #2A)
- Increased support for community events.
- Volunteer and employee recognition events.

#### Finance

- Develop and implement an investment policy for city funds. (Goal #6A)
- Integrate updated five-year Capital Improvement Plan. (Goal #6B)
- Contract out payroll (\$8,000). This will create addition staff resources without adding staff.

#### Public Safety

- Enhance community outreach to support neighborhood watch programs throughout the city. (Goal 32C)
- Develop an independent city Emergency Preparedness Plan. (Goal #2D)
- Maintain the current status of the Police Department while evaluation of MCSO contract is explored by City Council.

#### Fire/BOEC/Emergency Management:

- Identify and pursue options to increase Fire and Rescue response times. (Goal #2B)

#### Public Works

- Community Services:
  - Implement the Development Incentive Program. (Goal #5B)
  - Complete Halsey Corridor study. (Goal #5A)
  - Pursue *Community Branding*. (Goal #5C).
- Parks:
  - Complete Phase 1 Improvements for Lakeshore Park. (Goal #3A)
  - Pursue all applicable grant opportunities to leverage limited resources for park maintenance and improvements.
  - Complete update of Parks Master Plan. (Goal #4C)
  - Complete park improvements under "Hanson's Plan". (Goal #1E)
  - Install "Historic" signage in "Old Town" Fairview.

- Paint exterior and replace roof of Heslin House.
- Paint interior and resurface upstairs floors of Community Center.

➤ Recreation:

- Create a new Recreation Department and develop a three cities recreation program. (Goal #3B)
- Budget funds for postage and mailing of Recreation Guide.

Overall, the operating revenues of the General Fund are forecasted to be \$4,716,096, with operating expenditures budgeted to be \$4,820,055. We are using \$103,959 from reserves to fund operations. Financial Guideline #5 states, "*The city shall, to the extent possible, balance current (recurring) revenues and current (recurring) expenditures.*" We have budgeted and are recommending an exception to this policy which we will further discuss in a separate Budget Information Paper.

The proposed General Fund budget includes transfers to other funds in the amount of \$335,100. This includes the following:

- \$250,000 to the Street Fund for sidewalk design. (Goal #1A)
- \$30,000 to the Parks SDC Fund for Lakeshore Park. (Goal #3A)
- \$13,000 to the Facilities Maintenance Fund for the Community Center.
- \$42,100 to the Vehicle and Equipment Replacement Fund for Police and Parks vehicles and equipment.

As part of the budget process, the City Council adopted financial guidelines and policies to provide direction in preparation of annual budgets. The guidelines are included at the end of this letter. Of particular importance are the following guidelines:

- Emergency Contingency- 5% of operating expenses.
- Operating Fund Balance- 25% of operating expenses (3 months of operating expenses).
- Excess Reserves Contingency- all resources beyond those identified above.
- Equipment Replacement Fund Contributions.
- Facilities Maintenance Fund Contributions.

*Emergency Contingency* is fully funded at \$242,000. The *Operating Fund Balance* is fully funded at \$1,206,000. This is the equivalent of three months of operating expenses of the General Fund as budgeted for FY 2015-16.

*Excess Reserves Contingency* is budgeted at \$1,927,581- an increase over last year's budgeted amount of \$251,016. This was made possible because the actual audited beginning fund balance for FY 2015-16 exceed the budgeted amount.

The *Facilities Maintenance Fund* includes a \$13,000 transfer in from the General Fund reserves for interior painting and refinishing of the upstairs floors of the Community Center. We also plan to paint the interior of City hall and do energy efficacies work in the upper east wing.

The *Equipment Replacement Fund* was established to ensure the City has adequate cash reserves to replace City equipment and vehicles. An additional \$40,000 is being transferred in from the Police Department. Depending on the future of that department, we will be purchasing 2 or 3 new police cars. We also proposed to replace the City Hall pool car this year.

#### **Section IV: Business and Infrastructure Funds**

The City also provides essential city services through Enterprise Funds that are separate from the General Fund.

#### AEC FUND

The city charges an Administrative Excise Charge to all new construction. The council has directed that the revenue from this charge be used for Park Maintenance and Improvements to replace SDC charges that will be waived under our new Development Incentive Program. We are transferring \$45,667 to the Parks SDC Fund for the Lake Shore Park Improvements.

#### BUILDING FUND

The Building Fund is forecasted to operate sufficiently to meet its obligations without additional help from the General Fund for FY 2016-17. *Personnel Expenses* are budgeted to increase to reflect the actual time personnel works in that fund. *Materials and Services* are expected to rise with the significant increase in demand for inspections and development review for new construction. The Building Fund's primary goal is to provide enhanced, responsive, and timely building inspection services to developers and property owners in Fairview. The reserve funds in the Building Fund will be impacted by new Development incentive program. We may need to transfer in money from the General Fund in FY 2017-18.

#### STREET FUND

The Street Fund continues to fund routine maintenance of our local streets and pays for capital projects (e.g. pavement overlays). The Street Fund is currently stable and using current resources to meet operating demands. The Sidewalk Repair Assistance Program was launched in FY 2013-14, and is funded for a fourth year at the maximum amount of \$50,000. \$125,000 is budgeted for the crack sealing and slurry seal programs. The FY 2016-17 Budget includes \$600,000 for design of sidewalks. \$250,000 is being transferred in from the General fund for this project.

#### DEBT SERVICE

The City has maintained one debt fund for the Fairview Lake Sewer LID. Payment of this debt has been complete. The budgeted beginning fund balance for this Fund is \$432,246. The remaining funds and accounts receivables in this fund are general resources. The city has discretion on how

these funds are used. The scheduled transfer of \$121,656 to the General Fund in FY 2015-16 has been delayed until FY 2016-17.

### CAPITAL PROJECT FUNDS

These funds are to account for System Development Charges (SDC) assessed on new construction to facilitate the capacity increasing capital infrastructure projects to support new development. Areas for capital infrastructure are the water system, sanitary sewer system, storm water system, and parks/open spaces system. In recent years we have chosen to save these funds and not expend them on eligible projects. This year we are proposing we start expending these funds. We are also transferring funds in from other funds so that projects can be budgeted in these funds.

- *Water SDC*: We are transferring in \$560,500 from the Water fund to help pay for the Reservoir #1 Project. (Goal #4A)
- *Sewer SDC*: No expenditures are proposed for this year. The funds are in reserve for the Interlachen and Sandy Boulevard water line improvements.
- *Storm Water SDC*: \$16,767 is being transferred in to the Storm Water Fund. We will be completing the DETENTION Pond Evaluation/Restoration Project and the Fairview Lake Bank restoration.
- *Parks SDC*: We are transferring in funds from the General and AEC Funds to help with the Lake Shore Parks project.

### UTILITY FUNDS

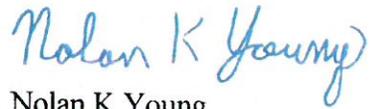
Included in the Enterprise Funds are the Water, Sewer, and Storm Water Funds. These funds collect utility payments and service fees from those that utilize the systems. The funds are then used for the operation, maintenance, and development of these critical systems. The proposed budget maintains funding for all current services for operations. Key projects identified by these funds are as follows:

- ❖ *Water Fund*- An increase is budgeted for Water System Maintenance (\$125,000) to be used for hydrant gaps, Well 9 operation issues, and maintenance of equipment. \$8,000 is budgeted for Goal #4E- Water Quality. A separate Budget Information Paper addresses that project.
- ❖ *Sewer Fund*- \$100,000 for Engineering Services for the sewer pre-design for the Interlachen Interceptor.
- ❖ *Storm Water*- \$60,000 in Engineering Services to complete the required water quality manual, and \$50,000 in Contract Services to continue the funding for the required MS4 permit renewal. The City will continue to evaluate options in relation to the MS4 permit requirements and the associated significant costs requirements.

**Conclusion**

We look forward to working with the Budget Committee on reviewing our proposed budget.

Respectfully Submitted,



Nolan K Young  
City Administrator







# City of Fairview

## Financial & Budgeting Policies



City of Fairview  
Financial Guidelines

1. The City shall maintain a General Fund *Emergency Contingency* funded at a minimum of 5 percent of General Fund operating expenditures. This contingency is for unexpected expenditures that staff could not have known about at the time the budget was prepared.
2. The City shall maintain a General Fund *Operating Fund Balance* funded at a minimum of 25 percent of operating expenditures. This will help maintain the minimum cash flow necessary to ensure the City will not need to issue Tax Anticipation Notes (short term borrowing).
3. The City shall budget all funds designated as Excess Reserves as *Excess Reserves Contingency*.
4. The City shall recognize that the beginning fund balance is a one-time, non-recurring resource. To the extent feasible, one-time resources will be applied toward one-time expenditures. It also should help to ensure a stable ending fund balance.
5. The City shall, to the extent feasible, balance current (recurring) revenues and current (recurring) expenditures. Fund balance shall not be used to pay for ongoing revenues and expenditures.
6. The City will maintain a policy of aggressively collecting accounts receivable whereby after City staff has exhausted all in-house collection alternatives, accounts are assigned to a private collection agency.
7. The City shall review utility rates every two years. Fees will be set to recover the total cost associated with the service provided.
8. The City will maintain its infrastructure at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. It shall be the goal of the City not to defer maintenance of buildings and infrastructure.
9. Equipment replacement costs for vehicles and public works equipment will be charged all funds on a uniform and equitable basis. The amount will be based on the replacement cost of each fund's capital assets.



City of Fairview  
General Fund Ending Fund Balance Policy

Maintaining a reserve is an essential part of the City of Fairview's financial management. To accomplish this, the Fairview City Council has established policies to provide for reserves to deal with unanticipated adverse financial events, accumulate resources for opportunities to undertake special projects, and save for future capital needs and opportunities. To that end, the City Council has established balances that reflect these goals.

1. The City will maintain sufficient contingency and reserves for the ability to:
  - a. Mitigate short-term volatility in revenues
  - b. Mitigate short-term economic downturns
  - c. Absorb unanticipated operating needs that arise during the fiscal year but were not able to be anticipated during the budget process
  - d. Meet requirements for debt reserves
  - e. Absorb unexpected claim of litigation settlements
  - f. Sustain city services in the event of an emergency
  - g. Meet operating cash flow requirements before the collection of property taxes, grant proceeds and other operating revenues in order to prevent the need for issuing Tax Anticipation Notes
  
2. General Fund Reserves- the City will maintain General Fund Reserves as follows:
  - *Emergency Contingency* – amount equal to a minimum 5% of operating expenses for fiscal year
  - *Operating Fund Balance*- amount equal to a minimum 25% of operating expenses for fiscal year (3 months)
  - *Excess Reserves Contingency*- any funds beyond those identified above

The City will use *Excess Reserves Contingency* on a one-time or temporary basis for purposes as prioritized in the Excess Reserve Policy below. In the event that *General Fund Operating Ending Fund Balance* or *Emergency Contingency* decrease to amounts below the levels established by this policy, the City will develop a plan to restore reserves to the required levels.

Definitions:

***Emergency Contingency:***

Funds which are utilized for unforeseen expenses that may arise during the fiscal year. Per Oregon Budget Law, these funds may only be utilized by formal action of the council (resolution) in accordance with all notice requirements as detailed in the Oregon Local Budget Law Handbook.

***Operating Fund Balance:***

Minimum reserve balance to be maintained in the ending fund balance.

***Excess Reserves Contingency:***

Any amounts above the grand total of Contingency plus Operating Fund Balance.



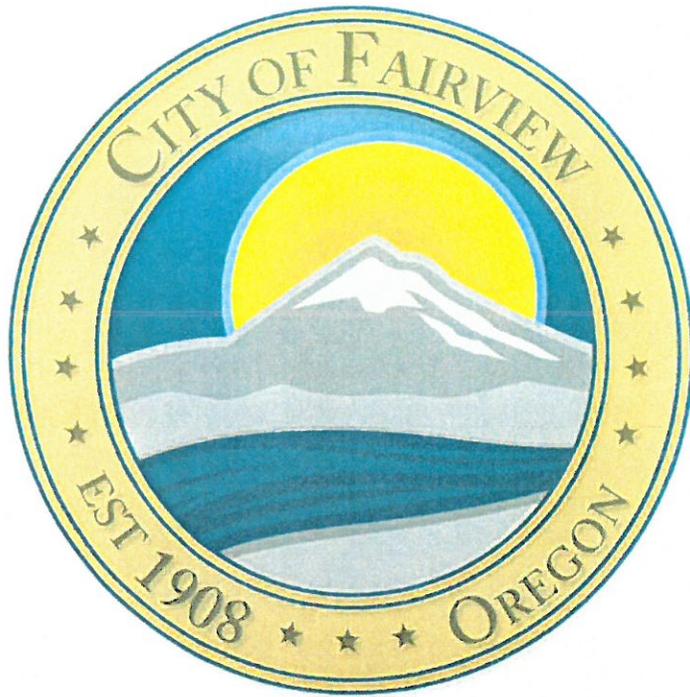
## CITY OF FAIRVIEW EXCESS RESERVES POLICY

After the conclusion of each fiscal year, the Finance Director or designee will report on the audited year-end financial reports. Should the prior year annual General Fund resources exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any portion of the year-end operating surplus that contributes to the General Fund balances, in excess of established fund balance policies, shall be deemed “excess reserves” and subsequently available for allocation in the following priority order:

1. Re-appropriate to offset one-time shortfalls contributing to budget-year operating expenditures.
3. Replenish any other established fund balance targets or designations, so as to meet target levels, including debt reduction schedules.
4. Transfer to capital program funds and/or departments for appropriation to capital improvement program budget and/or deferred maintenance needs in accordance with improvement plans and replacement schedules.
5. Appropriate for one time expenditures or expenses which do not result in recurring operating costs.

*Use or allocation of excess funds is subject to approval by Council Resolution and notice requirements as stipulated by Oregon Budget Law.*





# General Fund



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>Resources 01</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Lesa Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>(503) 674-6724</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The General Fund provides funding for Administration, Finance, Court, Public Works Community Services, Public Works Parks, Recreation, Police and BOEC/Fire/Emergency Management Services. This fund accounts for all government operations not separately accounted for in another fund.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Property tax resources are projected to increase 3% for FY 2016-17.
- The Business Income Tax continues to increase. The projected increase for FY 2016-17 is 8%.
- The Red Light Enforcement Program termed May 31, 2015 thus the resources received from this public safety program have dramatically decreased. Slight revenues are still realized as payments for outstanding citations are collected via a collections agency.
- Other Court Revenues (fines and safety classes) are down 27%.

General Fund Resources (110-01)	Account Number	Line Item Description
BEGINNING FUND BALANCE	110-01-4995000	Ending Fund Balance from Previous Year (Estimate).
		Fairview Woods Park Resources
		Economic Development Resources
Property Taxes:		Revenue from Multnomah County for property taxes
PROP TAXES-CURRENT	110-01-4311100	Revenue from tax bills mailed Fall 2016
PROP TAXES-PRIOR	110-01-4311200	Revenue from Multnomah County for property taxes (prior to 2016 assessments)
TELEPHONE FRAN. FEE	110-01-4313101	7% of gross receipts- Integra, Frontier
PORT. GEN. ELECT. FRAN. FEE	110-01-4313102	5% of gross receipts-Portland General Electric
NW NATURAL FRAN. FEE	110-01-4313103	5% of gross receipts- NW Natural Gas
REFUSE COMP. FRAN. FEE	110-01-4313104	4.5% of gross receipts- 12 Mile Disposal
CABLE FRAN. FEE	110-01-4313105	5% of gross receipts- Mt. Hood Cable
RWPUD FRAN. FEE	110-01-4313106	5% of gross receipts- Rockwood Water PUD
CITY WTR FRAN. FEE	110-01-4313107	6% of gross receipts- City of Fairview Water
CITY SEWER FRAN. FEE	110-01-4313108	6% of gross receipts- City of Fairview Sewer
CITY STORM FRAN. FEE	110-01-4313109	6% of gross receipts- City of Fairview Storm water
HOTEL/MOTEL TAX	110-01-4316100	6% tax on occupancy revenue received from Fairview RV Park.
LIQUOR TAX	110-01-4320100	Distribution from State based on population (8940)
PERMITS (LAND USE/HOME OCC)	110-01-4320500	Revenues from Community Development Fees- NOT BLDG PERMITS
BUSINESS LICENSES	110-01-4321100	Fee for Business License - based on anticipated activity
ALARM PERMITS	110-01-4321200	Fee for Alarm permit - based on anticipated activity
BUS. INCOME TAX	110-01-4330101	Distribution from Mult. Co. based on estimated figures for business income tax
CIGARETTE TAX	110-01-4330102	Distribution from State based on population (8940)
STATE REVENUE SHARING	110-01-4330103	Distribution from State based on percentage trends in per capita liquor tax distribution
911 TAX	110-01-4330104	Per Oregon State Law directly paid to Bureau of Emergency Communications on behalf of Fairview
METRO RECYCLING PROGRAM	110-01-4330107	From Metro for administration costs of the Recycling Program
PILOT-HAP	110-01-4330201	Payment in lieu of property taxes paid by Portland Housing Authority (Home Forward)
OPER. GRT. PROC- FED	110-01-4331200	Grants from Federal Govt. for Operational Costs
OACP-DUII GRANT	110-01-4333101	DUII Enforcement Grant from Oregon Chiefs of Police Assoc.
OACP- SEATBELT GRANT	110-01-4333102	Seatbelt Enforcement Grant from Oregon Chiefs of Police Assoc.
EMGET	110-01-4333103	Grant from State for Gang Enforcement. Program administered through Gresham.
SRO REYNOLDS S.D.	110-01-4333104	Contribution from Reynolds SD for 9 months wages for a School Resource Officer position
TARGET GRANT- CRIME PREVENTION	110-01-4333106	Grant applied for to pay for expenses directly related to crime prevention
TARGET GRANT- SHOP W/ COP	110-01-4333107	Grant for annual Shop with a Cop event
TARGET GRANT - NATIONAL NIGHT OUT (NNO)	110-01-4333109	Grant to assist with cost of NNO Event - not budgeted this fiscal year
JAG GRANT	110-01-4333108	Justice Assistance Grant - not budgeted this fiscal year
STATE HOMELAND SECURITY GRANT	110-01-4334100	Grant to pay for expenses directly related to improved Police radio communications
GRANT PROCEEDS - STATE	110-01-4334100	Grant proceeds from eh State of Oregon
GENERAL GOVT CHARGES	110-01-4340100	Revenue from copies, faxes, notary services and other services not elsewhere classified
CREDIT CARD MERCHANT FEE	110-01-4340300	Fee assessed to each credit card transaction per federal consumer credit laws
LIEN SEARCHES	110-01-4341200	Fees from companies who request title searches via Net Assets.
FIRE SUPPRESSION FEE	110-01-4341300	Fees collected from utility customers to offset a portion of Gresham Fire Suppression contract.
METRO REIMB.	110-01-4342100	Reimbursement from Metro for police patrols at Chinook Landing and Blue Lake Park
PENALTIES-UB	110-01-4344600	Fee applied to utility customers who are delinquent in paying Fire Suppression Fee

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110 - GENERAL FUND

Indicates Amended Amount

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
3,841,056	3,733,878	3,459,700	3,459,700	110-01-4995000	BEGINNING FUND BALANCE- UNASSIGNED	3,961,852	3,961,852
		25,000	25,000		BEGINNING FUND BALANCE- ASSIGNED FAIRVIEW WOODS PARK	-	-
					BEGINNING FUND BALANCE- COMMITTED TRAFFIC SAFETY PROGRAM	-	-
		16,441	16,441		BEGINNING FUND BALANCE- COMMITTED E-ZONE ECONOMIC DEVELOPMENT	17,537	17,537
					<b>Property Taxes:</b>		
2,044,651	2,102,417	2,140,000	2,140,000	110-01-4311100	PROP TAXES-CURRENT	2,294,523	2,294,523
55,268	48,675	58,000	58,000	110-01-4311200	PROP TAXES-PRIOR	48,675	48,675
13,476	41,178	27,000	27,000	110-01-4313101	TELEPHONE FRAN. FEE	16,800	16,800
318,778	347,255	335,000	335,000	110-01-4313102	PORT. GEN. ELECT. FRAN. FEE	350,607	350,607
95,573	98,236	101,200	101,200	110-01-4313103	NW NATURAL FRAN. FEE	92,000	92,000
45,897	46,037	50,000	50,000	110-01-4313104	REFUSE COMP. FRAN. FEE	49,000	49,000
45,256	26,973	36,000	36,000	110-01-4313105	CABLE FRAN. FEE	35,500	35,500
4,627	5,350	5,300	5,300	110-01-4313106	RWPUD FRAN. FEE	5,500	5,500
68,383	70,052	72,000	72,000	110-01-4313107	CITY WTR FRAN. FEE	75,334	75,334
112,436	113,987	117,000	117,000	110-01-4313108	CITY SEWER FRAN. FEE	121,908	121,908
32,067	32,501	33,000	33,000	110-01-4313109	CITY STORM FRAN. FEE	33,416	33,416
49,130	59,186	57,000	57,000	110-01-4316100	HOTEL/MOTEL TAX	60,000	60,000
125,017	128,689	143,862	143,862	110-01-4320100	LIQUOR TAX	148,046	148,046
10,906	15,713	57,000	57,000	110-01-4320500	PERMITS (LAND USE/HOME OCC)	15,771	15,771
13,230	16,134	15,000	15,000	110-01-4321100	BUSINESS LICENSES	13,500	13,500
7,425	8,950	9,000	9,000	110-01-4321200	ALARM PERMITS	8,500	8,500
431,171	464,439	450,000	450,000	110-01-4330101	BUS. INCOME TAX	486,000	486,000
12,010	11,924	10,448	10,448	110-01-4330102	CIGARETTE TAX	10,639	10,639
71,740	74,232	77,000	77,000	110-01-4330103	STATE REVENUE SHARING	76,275	76,275
-	-	-	-	110-01-4330104	911 TAX	-	-
4,110	4,162	4,200	4,200	110-01-4330107	METRO RECYCLING PROGRAM	4,200	4,200
26,010	26,530	27,100	27,100	110-01-4330201	PILOT-HAP	27,602	27,602
1,119	1,062	2,500	2,500	110-01-4331200	OPER. GR. PROC- FED	2,400	2,400
1,400	-	2,400	2,400	110-01-4333101	OACP-DUII GRANT	2,000	2,000
2,000	4,638	2,000	2,000	110-01-4333102	OACP- SEATBELT GRANT	4,000	4,000
107,421	121,134	119,000	119,000	110-01-4333103	EMGET	121,133	121,133
77,939	-	81,350	81,350	110-01-4333104	SRO REYNOLDS S.D.	89,224	89,224
-	-	1,500	1,500	110-01-4333106	TARGET GRANT- CRIME PREVENTION	-	-
-	-	-	-	110-01-4333107	TARGET GRANT- SHOP W/ COP	1,000	1,000
-	-	-	-	110-01-4333109	TARGET GRANT-National Night Out (NNO)	-	-
-	-	-	-	110-01-4333108	JAG GRANT	-	-
-	-	10,000	10,000	110-01-4334103	STATE HOMELAND SECURITY GRANT	-	-
-	5,000	-	-	110-01-4334100	GRANT PROCEEDS-STATE	-	-
-	75	1,500	1,500	110-01-4340100	GENERAL GOVT CHARGES	150	150
6,519	8,044	6,900	6,900	110-01-4340300	CREDIT CARD MERCHANT FEE	-	-
5,300	5,725	6,300	6,300	110-01-4341200	LIEN SEARCHES	6,000	6,000
15,887	15,823	16,000	16,000	110-01-4341300	FIRE SUPPRESSION FEE	15,825	15,825
29,332	45,880	32,000	32,000	110-01-4342100	METRO REIMB.	32,209	32,209
545	275	400	400	110-01-4344600	PENALTIES-UB	325	325

General Fund Resources (110-01)	Account Number	Line Item Description
ABATEMENT FEE	110-01-4350100	Civil penalties from Municipal Court for code violations
FINES- CODE ENFORCEMENT	110-01-4351800	Fines collected as the result of citations for code enforcement
DRIVER'S SAFETY CLASS	110-01-4351100	Fees paid in lieu of fines to attend driver safety class
FINES/FORFEITURES/RED LIGHT:		Fees for traffic citations, tow releases, PD reports and other ordinance violations
FINES - FIX-IT	110-01-4351102	Administrative fee for fix-it tickets
FINES AND FORFEITURES	110-01-4351300	Fees for traffic citations and other ordinance violations
FINES - RED LIGHT	110-01-4351301	Red light camera photo enforcement program fines - Program termed May 31, 2015
PD REPORTS	110-01-4351600	Fees for issuing copies of police reports
TOW RELEASE	110-01-4351700	Fees for the release of towed vehicles
COLLECTIONS- INTEREST/PENALTIES	110-01-4351401	Fees related to past due court-related citations which have been turned over to collections
OR. STATE SURCHARGE	110-01-4351201	Fee Assessed by State of Oregon but retained by local munipicle court. Program sunset 2012
OTHER COURT REVENUE	110-01-4351500	Revenue distributed from other courts (State Judicial/ Mult. Co.)
INTEREST:		Interest received from State Local Government Investment Pool (LGIP) and CD at credit union
INTEREST- LGIP	110-01-4361100	LGIP Interest
INTEREST- INVESTMENTS	110-01-4361200	CD Interest
MISC. REVENUE	110-01-4390100	Revenue from other General Fund activities not elsewhere classified
CELL TOWER RENT	110-01-4362100	Revenue from T-Mobile, Sprint, and Verizon for placing cell towers on water reservoirs
CITY HALL CONF RM RENT	110-01-4362200	Fees for the rental of conference rooms in City Hall
COMMUNITY CENTER RENT	110-01-4362300	Fees for the rental of the Community Center
COMMUNITY GARDEN/FACILITY RENT	110-01-4362500	Fees for the rental of space in the Community Garden
RENTAL REVENUE-OTHER	110-01-4362600	Fees for the rental of other City property or space not elsewhere classified
RENT- FROM STREET	110-01-4362414	Rent paid by Street Fund for use of office space in City Hall
RENT- FROM WATER	110-01-4362421	Rent paid by Water Fund for use of office space in City Hall
RENT- FROM SEWER	110-01-4362422	Rent paid by Sewer Fund for use of office space in City Hall
RENT- FROM STW	110-01-4362423	Rent paid by Stormwater Fund for use of office space in City Hall
GIFTS & DONATIONS- DESIGNATED	110-01-4364100	Contributed money for specified purposes
PD GIFTS & DONATIONS - DESIGNATED	110-01-4364101	Contributed money for Public Safety specific purposes
DONATIONS/REGISTRATION - CHILI ON THE GREEN	110-01-4500101	Not budgeted this fiscal year.
DONATIONS-SPEC. EVENT OTHER	110-01-4500106	Misc. donations received to support city hosted events
DONATIONS- EASTER	110-01-4500104	Donations to support city hosted Easter Event
DONATION- TREE LIGHTING	110-01-4500102	Donations to support city hosted Tree Lighting Event

City of Fairview  
Fiscal Year 2016-17  
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Fund: 110-01 - GENERAL FUND RESOURCES

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
1,729	-	-	-	110-01-4350100	ABATEMENT FEE	-	-
536	539	550	550	110-01-4351800	FINES- CODE ENFORCEMENT	550	550
41,040	46,581	40,000	40,000	110-01-4351100	DRIVER'S SAFETY CLASS	12,000	12,000
					<b>FINES/FORFEITURES/RED LIGHT:</b>		
450	656	450	450	110-01-4351102	FINES - FIX-IT	1,000	1,000
128,743	139,127	160,000	160,000	110-01-4351300	FINES AND FORFEITURES	132,756	132,756
156,062	159,539	5,000	5,000	110-01-4351301	FINES - RED LIGHT	6,080	6,080
1,741	1,859	2,200	2,200	110-01-4351600	PD REPORTS	2,100	2,100
1,900	2,900	2,300	2,300	110-01-4351700	TOW RELEASE	3,000	3,000
5,005	2,961	3,500	3,500	110-01-4351401	COLLECTIONS- INTEREST/PENALTIES	3,500	3,500
1,099	1,035	600	600	110-01-4351201	OR. STATE SURCHARGE	1,100	1,100
8,846	6,302	9,200	9,200	110-01-4351500	OTHER COURT REVENUE	7,500	7,500
					<b>INTEREST:</b>		
21,318	19,152	22,000	22,000	110-01-4361100	INTEREST- LGIP	28,372	28,372
51	185	52	52	110-01-4361200	INTEREST- INVESTMENTS	104	104
16,441	16,927	-	-	110-01-4380000	ENTERPRISE ZONE- DESIGNATED	-	-
2,818	5,902	15,000	15,000	110-01-4390100	MISC. REVENUE	7,800	7,800
	-	121,656	121,656	110-01-4391900	TRANSFER IN FROM LID DEBT FUND	121,656	121,656
59,434	61,400	63,750	63,750	110-01-4362100	CELL TOWER RENT	65,741	65,741
3,205	3,140	3,300	3,300	110-01-4362200	CITY HALL CONF RM RENT	3,150	3,150
14,495	17,690	17,500	17,500	110-01-4362300	COMMUNITY CENTER RENT	17,500	17,500
200	225	250	250	110-01-4362500	COMMUNITY GARDEN/FACILITY RENT	225	225
720	721	750	750	110-01-4362600	RENTAL REVENUE-OTHER	700	700
10,000	10,000	10,000	10,000	110-01-4362414	RENT- FROM STREET	10,000	10,000
15,000	15,000	15,000	15,000	110-01-4362421	RENT- FROM WATER	15,000	15,000
15,000	15,000	15,000	15,000	110-01-4362422	RENT- FROM SEWER	15,000	15,000
10,000	10,000	10,000	10,000	110-01-4362423	RENT- FROM STW	10,000	10,000
-	2,250	1,000	1,000	110-01-4364100	GIFTS & DONATIONS- DESIGNATED	1,000	1,000
419	2,070	1,000	1,000	110-01-4364101	PD GIFTS & DONATIONS - DESIGNATED	1,000	1,000
-	-	-	-	110-01-4500101	DONATIONS/REGISTRATION - CHILI ON THE GREEN	-	-
-	-	1,000	1,000	110-01-4500106	DONATIONS-SPEC. EVENT OTHER	200	200
950	950	500	500	110-01-4500104	DONATIONS- EASTER	500	500
550	1,335	500	500	110-01-4500102	DONATION- TREE LIGHTING	500	500
<b>4,352,377</b>	<b>4,493,721</b>	<b>4,629,018</b>	<b>4,629,018</b>		<b>OPERATING RESOURCES TOTAL:</b>	<b>4,716,096</b>	<b>4,716,096</b>
<b>8,193,433</b>	<b>8,227,600</b>	<b>8,130,160</b>	<b>8,130,160</b>		<b>TOTAL REVENUE:</b>	<b>8,695,485</b>	<b>8,695,486</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER</b>	<b>General Fund 110</b>
<b>DEPARTMENT/DEPARTMENT NUMBER</b>	<b>Administration 05</b>
<b>DEPARTMENT DIRECTOR</b>	<b>Nolan Young</b>
<b>DIRECTOR DIRECT PHONE NUMBER</b>	<b>503-674-6211</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Administration Department includes the City Administrator who is appointed by the City Council to carry out Council policies and to serve as the chief administrative officer of the City. The Department also includes the City Recorder and the Information Systems Coordinator. The department manages the City's business and implements the Council's policies and goals by:

1. Coordinating the work of all City departments and employees;
2. Enforcing City laws and applying Council policies;
3. Expending monies as approved by the City Council;
4. Making recommendations to the Council on legislation, financial programs, capital improvements, policies, services, and other matters as requested;
5. Keeping the City Council informed of the City's business and financial condition;
6. Investigating and acting on complaints;
7. Writing, editing and publishing the monthly *Fairview Point* newsletter and issuing press releases;
8. Overseeing intergovernmental relations;
9. Preparing and distributing the Council agenda, completing Council meeting minutes, coordinating City-wide elections, and maintaining city records system;
10. Monitoring and managing all IT systems for the City;
11. Overseeing Risk Management; and
12. Preparing and monitoring the annual budget.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- \$5000 is budgeted in Employee recognition and awards. (\$2500 for volunteer recognition and \$2500 for employee recognition).
- "Special Events" that were previously budgeted in the Public Works Community Services Department are now included in the Administration Department where the administrative support for these events is budgeted.
- Legal costs have increased due to the possible merger between the Fairview Police Department and the Multnomah County Sheriff's Office.

GF- Administration (110-05)	Account Number	Line Item Description
WAGES:		Cost for personnel wages
STAFF	110-05-6110900	Staff Wages and Mayor Monthly Stipend
OVERTIME	110-05-6130100	Overtime for Staff
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE-EMPLOYEES	110-05-6200200	Staff Cell Phone Allowances
LONGEVITY	110-05-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	110-05-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	110-05-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	110-05-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	110-05-6210100	Cost for dental expense included in Medical line item.
MEDICAL INSURANCE	110-05-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSPR- EMPR. PD	110-05-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	110-05-6220100	Social Security Tax
TRI-MET TAX	110-05-6220200	Tri-Met Tax
WBF ASSESSMENT	110-05-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	110-05-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	110-05-6200300	Costs to provide Employee Assistance Program and Flexible Spending Account Program
WORKERS COMP INSURANCE	110-05-6210500	Workers' Compensation Insurance expense
AWARDS/RECOGNITION	110-05-6295100	Awards/Recognition of Employees & Volunteers
CONTRACT SERVICES	110-05-6300100	Contract services to carry out the functions of the Admin Dept.
HR ADMINISTRATION	110-05-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	110-05-6330100	Allocated: Costs of annual audit and technical support
LEGAL	110-05-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. and others as necessitated
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	110-05-6330500	Cost for Building alarm services
IT SERVICES	110-05-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	110-05-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	110-05-6340200	Cost for City Website and online Code Publishing updates
REFUSE/SHREDDING	110-05-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	110-05-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining pool car, city hall bldg. maint., and maint. of necessary equip.
VEHICLE REP/MAINT	110-05-6430100	Pool car repair expenses.
BLDG REP/MAINT	110-05-6430200	City Hall routine repair and annual maintenance expenses
OFFICE EQUIP REP/MAIN	110-05-6430300	City Hall office equipment repair and maintenance expenses
EQUIP RENT	110-05-6442100	Allocated: Costs for rental of copier and postage machine and other office equip. rental

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-05 -General Fund Admin Dept

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
85,778	139,107	155,395	155,395	110-05-6110900	WAGES:		
664	1,324	4,380	4,380	110-05-6130100	STAFF	162,437	271,045
					OVERTIME	4,200	4,200
					BENEFITS:		
2,083	1,018	2,160	2,160	110-05-6200200	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	2,160	2,160
954	954	1,440	1,440	110-05-6200400	LONGEVITY	1,440	1,440
164	174	220	220	110-05-6210300	LIFE INSURANCE	136	136
608	593	640	640	110-05-6210400	LONG TERM DISAB. INS	728	728
560	9,277	2,965	2,965	110-05-6290100	VACATION BUY-OUT	3,000	3,000
					H&W/ PERS:		
1,746	-	-	-	110-05-6210100	DENTAL INSURANCE	-	-
20,239	19,908	23,940	23,940	110-05-6210200	MEDICAL INSURANCE	24,477	24,477
20,925	23,065	27,230	27,230	110-05-6230100	PERS/OPSRP- EMPR. PD	26,460	26,460
					TAXES:		
7,156	11,212	12,725	12,725	110-05-6220100	SOCIAL SECURITY (FICA)	12,542	12,542
694	1,071	1,190	1,190	110-05-6220200	TRI-MET TAX	1,212	1,212
47	49	85	85	110-05-6220300	WBF ASSESSMENT	84	84
94	1,036	1,120	1,120	110-05-6250100	UNEMP. INSURANCE	1,156	1,156
191	327	160	160	110-05-6200300	EMP ASSIST PROGRAM/FSA	356	356
1,290	1,546	3,900	3,900	110-05-6210500	WORKERS COMP INSURANCE	2,151	2,151
143,196	210,661	237,550	237,550		<b>PERSONAL SERVICES Total:</b>	<b>242,539</b>	<b>351,147</b>
300	447	300	300	110-05-6295100	AWARDS/RECOGNITION	5,000	5,000
-	1,160	10,000	10,000	110-05-6300100	CONTRACT SERVICES	10,000	25,000
123	257	5,000	5,000	110-05-6310100	HR ADMINISTRATION	5,000	5,000
1,124	1,058	775	775	110-05-6330100	AUDIT & ACCOUNTING	800	800
28,706	21,335	30,000	30,000	110-05-6330200	LEGAL	20,000	20,000
					IT SERVICES:		
10	10	12	12	110-05-6330500	PROPERTY ALARM MONITORING SERVICE	25	25
2,481	1,455	4,875	4,875	110-05-6340100	IT SERVICES	4,205	4,205
1,028	3,046	2,080	2,080	110-05-6340101	IT UPGRADES/HARWARE	6,760	6,760
-	298	235	235	110-05-6340200	WEBSITE MANAGEMENT	237	237
142	112	95	95	110-05-6421100	REFUSE/SHREDDING	105	105
492	507	525	525	110-05-6423100	BLDG CLEANING SRVCS	531	531
					REPAIR & MAINTENANCE:		
98	385	300	300	110-05-6430100	VEHICLE REP/MAINT	250	250
351	367	1,000	1,000	110-05-6430200	BLDG REP/MAINT	1,000	1,000
-	-	100	100	110-05-6430300	OFFICE EQUIP REP/MAIN	-	-
1,479	14,880	2,000	2,000	110-05-6442100	EQUIP RENT	1,800	1,800

GF- Administration (110-05)	Account Number	Line Item Description
SPECIAL EVENTS-CITY SPONSORED:		
SPECIAL EVENTS CS- CHILI	110-05-6500101	City Contribution to event coordinated by outside volunteer group (previously budgeted in Dept. 15)
SPECIAL EVENTS CS- EGG HUNT	110-05-6500104	City hosted annual Egg Hunt Event (previously budgeted in Dept. 15)
SPECIAL EVENTS CS- FLICKS IN THE PARK		Summer Movies in the Park event (previously budgeted in Dept. 15)
SPECIAL EVENTS CS-NEIGHBOR FAIR		Neighbor Fair (previously budgeted in Dept. 15)
SPECIAL EVENTS CS- NNO	110-05-6500107	Annual Police National Night Out Event (previously budgeted in Dept. 15)
SPECIAL EVENT CS-TREE LIGHTING	110-05-6500102	City hosted annual Tree Lighting Event (previously budgeted in Dept. 15)
SPECIAL EVENT CS-VETERANS DAY	110-05-6500103	Veterans Day Event (previously budgeted in Dept. 15)
SPECIAL EVENT CS-BIG TRUCK DAY	110-15-6500105	Not budgeted this fiscal year.
SPECIAL EVENT CS- OTHER	110-05-6500106	Funds for other community outreach events (previously budgeted in Dept. 15)
SPECIAL EVENTS DS- CHILI FEST	110-15-6500201	Not budgeted this fiscal year.
SPECIAL EVENT DS- EGG HUNT	110-05-6500204	Donations to annual Egg Hunt Event (previously budgeted in Dept. 15)
SPECIAL EVENT DS- TREE LIGHTING	110-05-6500202	Donations to annual Tree Lighting Event (previously budgeted in Dept. 15)
SPECIAL EVENTS DS - OTHER	110-05-6500206	Donations to other community outreach events (previously budgeted in Dept. 15)
GENERAL LIAB/PROP INSURANCE	110-05-6520100	Allocated: Property, General Liability, and Auto Insurance
CABLE TV	110-05-6530100	Allocated between PD/Finance/Admin- costs for cable TV in event of emergency
POSTAGE	110-05-6530200	Allocated and direct costs for postage
TELEPHONE-CH	110-05-6530300	Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	110-05-6540100	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	110-05-6550100	Costs for professional printing and design services for business cards, letterhead, etc.
PRINTING-NEWSLETTER	110-05-6550101	Not budgeted this fiscal year as newsletter is printed in-house
BANK FEES:		
BANK FEES	110-05-6590100	Allocated: Costs for banking and credit card payment services.
MERCHANT FEES	110-05-6590200	Cost related to credit card payment process.
CONVENIENCE FEES/CREDIT CARD	110-05-6590300	Cost related to credit card payment process.
SUPPLIES:		
OFFICE SUPPLIES	110-05-6610100	General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OPERATING MATERIALS & SUPPLES	110-05-6610200	Office supplies from office supply vendors
BLDG SUPP- CITY HALL	110-05-6610300	Costs for items related to the operations of the Administration Department
		Building supplies including coffee, toilet paper, etc.
ELECTRIC/GAS:		
GAS/HEAT- CH	110-05-6621100	Allocated: Electric and Natural Gas heat for City Hall.
ELECTRICITY-CH	110-05-6622100	Northwest Natural Portland General Electric
FUEL	110-05-6626101	Costs for fuel for the pool car
DUES/SUB/MEMBRSHIP	110-05-6650100	Membership dues to professional organizations related to City business and City Admin. staff duties
MEETINS/ERRANDS:		
TRAVEL-MEETINGS/ERRANDS	110-05-6580100	Costs for meals and travel to attend meetings by the City Administrator, Administration staff and Mayor.
MEETING ATTENDANCE- CA	110-05-6630100	Travel cost for Admin Staff to attend meetings and complete errands
MEETING ATTENDANCE-MAYOR	110-05-6630101	Cost for meeting attendance by City Administrator Cost for meeting attendance by Mayor
TRAINING & CONF.	110-05-6650200	Registration costs for conferences and trainings attend by the Administration Dept. staff
CONF- MEALS/LODGING	110-05-6630200	Costs for meal and lodging expenses associated with attending conferences by the Administration Dept. staff
COUNCIL EXPENSES:		
COUNCIL TRAINING & CONF EXPENSES	110-05-6650201	Cost for council dinners, business cards, Mayor's Roundtable Luncheons, Council polo shirts, etc.
COUNCIL EXPENSES GENERAL	110-05-6650201	Costs for the registration, meals, and lodging expenses associated with attending Council related trainings and the LOC Conference Council related expenses including meals, shirts, nameplates, business cards, etc.
COMMUNITY SUPPORT	110-05-6690220	Reimbursement for Troutdale Recreation Tuition Difference
REFUNDS	110-05-6690000	Expense line for refunds to customers
ER CONTRIBUTION	110-05-6491601	Transfer to Equipment Replacement Fund for purchase of new equipment
CITY HALL MAINT/IMPROVEMENTS	110-05-6720103	
BLDG EQUIPMENT- CH	110-05-6740200	Allocated: Costs for new City Hall building equipment.
OFFICE EQUIPMENT	110-05-6740500	Allocated and Direct- Costs for new office equipment.

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-05 -General Fund Admin Dept

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
-	-	-	-	110-05-6500101	SPECIAL EVENTS-CITY SPONSORED (CS):		
-	-	-	-	110-05-6500104	SPECIAL EVENTS CS- CHILI	1,000	1,000
					SPECIAL EVENTS CS- EGG HUNT	1,734	1,734
					SPECIAL EVENTS CS- FLICKS IN THE PARK	1,534	1,534
					SPECIAL EVENTS CS-NEIGHBOR FAIR	1,534	1,534
-	-	-	-	110-05-6500107	SPECIAL EVENTS CS- NATIONAL NIGHT OUT	2,034	2,034
-	-	-	-	110-05-6500102	SPECIAL EVENT CS-TREE LIGHTING	3,534	3,534
-	-	-	-	110-05-6500103	SPECIAL EVENT CS-VETERANS DAY	-	2,500
-	-	-	-	110-05-6500105	SPECIAL EVENT CS-BIG TRUCK DAY	-	-
-	-	-	-	110-05-6500106	SPECIAL EVENT CS- OTHER	4,068	4,068
					SPECIAL EVENTS-DONATION SPONSORED (DS):		
-	-	-	-	110-05-6500201	SPECIAL EVENTS DS- CHILI FEST	-	-
-	-	-	-	110-05-6500204	SPECIAL EVENTS DS - EGG HUNT	500	500
-	-	-	-	110-05-6500202	SPECIAL EVENTS DS- TREE LIGHTING	-	-
-	-	-	-	110-05-6500206	SPECIAL EVENTS DS - OTHER	500	500
1,942	2,359	2,360	2,360	110-05-6520100	GENERAL LIAB/PROP INSURANCE	2,888	2,888
24	24	25	25	110-05-6530100	CABLE TV	35	35
242	534	550	550	110-05-6530200	POSTAGE	550	550
145	163	300	300	110-05-6530300	TELEPHONE	250	250
906	1,630	950	950	110-05-6540100	PUBLICATIONS	1,000	1,000
-	11	1,350	1,350	110-05-6550100	PRINTING	500	500
-	-	-	-	110-05-6550101	PRINTING-NEWSLETTER	-	-
					BANK FEES:		
395	450	130	130	110-05-6590100	BANK FEES	153	153
109	145	120	120	110-05-6590200	MERCHANT FEES	142	142
499	538	410	410	110-05-6590300	CONVENIENCE FEES/CREDIT CARD	1,100	1,100
					SUPPLIES:		
700	480	1,500	1,500	110-05-6610100	OFFICE SUPPLIES	1,100	1,100
864	748	1,500	1,500	110-05-6610200	OPERATING MATERIALS & SUPPLES	1,000	1,000
359	461	500	500	110-05-6610300	BLDG SUPP- CITY HALL	1,000	1,000
					ELECTRIC/GAS:		
43	14	50	50	110-05-6621100	GAS/HEAT- CH	40	40
754	787	2,812	2,812	110-05-6622100	ELECTRICITY-CH	2,435	2,435
72	94	250	250	110-05-6626101	FUEL	250	250
9,569	9,463	9,900	9,900	110-05-6650100	DUES/SUB/MEMBRSHIP	9,900	9,900
					MEETINS/ERRANDS:		
184	323	100	100	110-05-6580100	TRAVEL-MEETINGS/ERRANDS	120	120
175	451	500	500	110-05-6630100	MEETING ATTENDANCE- CA	500	500
221	600	350	350	110-05-6630101	MEETING ATTENDANCE-MAYOR	350	350
2,921	1,761	4,500	4,500	110-05-6650200	TRAINING & CONF.	4,000	4,000
1,535	1,676	4,800	4,800	110-05-6630200	CONF- MEALS/LODGING	4,800	4,800
					COUNCIL EXPENSES:		
1,781	2,812	6,300	6,300	110-05-6650201	COUNCIL TRAINING AND CONFERENCES EXPENSES	9,000	9,000
5,607	1,839	5,000	31,505	110-05-6650201	COUNCIL EXPENSES GENERAL	6,000	6,000
-	43	-	-	110-05-6690220	COMMUNITY SUPPORT	438	438
-	-	-	-	110-05-6690000	REFUNDS	-	-
<b>65,382</b>	<b>72,720</b>	<b>101,554</b>	<b>128,059</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>119,701</b>	<b>137,201</b>
1,000	1,000	1,000	1,000	110-05-6491601	ER CONTRIBUTION	1,000	1,000
-	-	-	-	110-05-6720103	CITY HALL MAINT/IMPROVEMENTS	-	-
198	-	500	500	110-05-6740200	BLDG EQUIPMENT- CH	500	500
-	-	500	500	110-05-6740500	OFFICE EQUIPMENT	500	500
<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>		<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>1,000</b>	<b>1,000</b>
<b>198</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>		<b>CAPITAL OUTLAY Total:</b>	<b>1,000</b>	<b>1,000</b>
<b>209,776</b>	<b>284,381</b>	<b>341,104</b>	<b>367,609</b>		<b>ADMINISTRATION Total:</b>	<b>364,240</b>	<b>490,348</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER</b>	<b>General Fund 110</b>
<b>DEPARTMENT/DEPARTMENT NUMBER</b>	<b>Finance 10</b>
<b>DEPUTY DEPARTMENT DIRECTOR</b>	<b>Lesa Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER</b>	<b>503-674-6247</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Finance Department serves as the City's accounting manager and is responsible for:

1. Efficient accounting of cash receipts and payables;
2. Processing payroll and required filings;
3. Preparation and monitoring of monthly utility bills;
4. Conducting monthly and year end closing procedures;
5. Monitoring of fiscal budget in association with accounts payable and payroll;
6. Providing effective and useful financial information to department staff, City Council, Budget Committee members and interested parties;
7. Preparation of year end schedules and documents for the City's required annual audit;
8. Monitoring of internal controls;
9. Implementation of procedures as necessary to ensure accounting data is properly captured within the accounting system;
10. Management of employee benefits;
11. Working with other department directors to improve systems and ensure accuracy of accounting and billing processes; and
12. Maintaining overall functionality of the Incode Integrated Financial System

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Contract Services has been increased in order to contract with a third party provider for payroll services.

GF- Finance (110-10)	Account Number	Line Item Description
WAGES:		Cost for personnel wages
STAFF	110-10-6110900	Staff Wages
OVERTIME HOURS	110-10-6130100	Overtime for Staff
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE	110-10-6200200	Staff Cell Phone Allowances
LONGEVITY PAY	110-10-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	110-10-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	110-10-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	110-10-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	110-10-6210100	Cost for dental expense included in Medical line item.
MEDICAL INSURANCE	110-10-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP-EMPR. PD	110-10-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	110-10-6220100	Social Security Tax
TRI-MET TAX	110-10-6220200	Tri-Met Tax
WBF ASSESSMENT	110-10-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	110-10-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	110-10-6200300	Costs to provide the Employee Assist Program and Flexible Spending Account Program
WORKERS COMP INSURANCE	110-10-6210500	Workers' Compensation Insurance expense
AWARDS/ RECOGNITION	110-10-6295100	Volunteer and Employee awards and recognition
CONTRACT SERVICES	110-10-6300100	Contract svcs to carry out the functions of the Finance Dept including contracted office assistant
HR ADMINISTRATION	110-10-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	110-10-6330100	Allocated: Costs of annual audit and technical support
LEGAL	110-10-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. and others as needed
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	110-10-6330500	Cost for building alarm services
IT SERVICES	110-10-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	110-10-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	110-10-6340200	Cost for City Website and online code publishing updates
REFUSE/SHREDDING	110-10-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	110-10-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining pool car, city hall building maint., and maint. of necessary equip.
VEHICLE REP/MAINT	110-10-6430100	Pool car repair expenses.
BLDG REP/MAINT	110-10-6430200	City Hall repair and annual maintenance expenses.
OFFICE EQUIP REP/MAIN	110-10-6430300	City Hall office equipment repair and maintenance expenses.
EQUIP RENT	110-10-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	110-10-6520100	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	110-10-6530200	Allocated and direct. Costs for postage
TELEPHONE- CH	110-10-6530300	Allocated: Telephone, voice mail, and fax services for City Hall.

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-10 - General Fund Finance Dept

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
140,158	85,422	90,075	90,075	110-10-6110900	<b>WAGES:</b>		
757	3,247	1,100	1,100	110-10-6130100	STAFF	93,699	93,699
					OVERTIME HOURS	514	514
					<b>BENEFITS:</b>		
405	186	300	300	110-10-6200200	CELL PHONE ALLOWANCE	297	297
852	630	795	795	110-10-6200400	LONGEVITY PAY	1,600	1,600
126	130	150	150	110-10-6210300	LIFE INSURANCE	150	150
439	557	390	390	110-10-6210400	LONG TERM DISAB. INS	399	399
1,009	385	1,390	1,390	110-10-6290100	VACATION BUY-OUT	1,500	1,500
					<b>H&amp;W/ PERS:</b>		
1,526	-	-	-	110-10-6210100	DENTAL INSURANCE		
17,703	16,445	21,945	21,945	110-10-6210200	MEDICAL INSURANCE	17,876	17,876
17,038	15,454	16,040	16,040	110-10-6230100	PERS/OPSRP-EMPR. PD	16,328	16,328
					<b>TAXES:</b>		
9,724	6,738	7,165	7,165	110-10-6220100	SOCIAL SECURITY (FICA)	6,087	6,087
907	637	670	670	110-10-6220200	TRI-MET TAX	584	584
44	49	60	60	110-10-6220300	WBF ASSESSMENT	60	60
129	617	565	565	110-10-6250100	UNEMP. INSURANCE	557	557
211	(638)	100	100	110-10-6200300	EMP ASSIST PROGRAM/FSA	259	259
2,000	2,062	2,245	2,245	110-10-6210500	WORKERS COMP INSURANCE	2,868	2,868
<b>193,027</b>	<b>131,919</b>	<b>142,990</b>	<b>142,990</b>		<b>PERSONAL SERVICES Total:</b>	<b>142,778</b>	<b>142,778</b>
100	93	200	200	110-10-6295100	<b>AWARDS/ RECOGNITION</b>	200	200
					<b>CONTRACT SERVICES</b>	15,000	15,000
	6,566	16,000	16,000	110-10-6300100	HR ADMINISTRATION	1,500	1,500
788	1,241	2,500	2,500	110-10-6310100	AUDIT & ACCOUNTING	1,600	1,600
1,799	2,081	1,600	1,600	110-10-6330100	LEGAL	5,500	5,500
6,100	4,498	3,900	3,900	110-10-6330200			
					<b>IT SERVICES:</b>		
10	10	45	45	110-10-6330500	PROPERTY ALARM MONITORING SERVICE	50	50
2,290	2,018	11,355	11,355	110-10-6340100	IT SERVICES	9,811	9,811
1,256	1,022	8,325	8,325	110-10-6340101	IT UPGRADES/HARWARE	5,790	5,790
-	368	530	530	110-10-6340200	WEBSITE MANAGEMENT	592	592
142	112	95	95	110-10-6421100	<b>REFUSE/SHREDDING</b>	105	105
2,954	3,042	3,100	3,100	110-10-6423100	<b>BLDG CLEANING SRVCS</b>	3,108	3,108
					<b>REPAIR &amp; MAINTENANCE:</b>		
-	364	250	250	110-10-6430100	VEHICLE REP/MAINT	150	150
2,109	1,970	5,400	5,400	110-10-6430200	BLDG REP/MAINT	5,400	5,400
-	70	500	500	110-10-6430300	OFFICE EQUIP REP/MAIN	250	250
629	799	750	750	110-10-6442100	<b>EQUIP RENT</b>	750	750
2,589	3,145	3,146	3,146	110-10-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	3,850	3,850
24	24	25	25	110-10-6530100	<b>CABLE TV</b>	35	35
1,212	2,915	2,000	2,000	110-10-6530200	<b>POSTAGE</b>	2,000	2,000
653	732	1,700	1,700	110-10-6530300	<b>TELEPHONE- CH</b>	1,750	1,750

GF- Finance (110-10)	Account Number	Line Item Description
PUBLICATIONS	110-10-6540100	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	110-10-6550100	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	110-10-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	110-10-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	110-10-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	110-10-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	110-10-6610200	Costs for items related to the operations of the department.
BLDG SUPP- CITY HALL	110-10-6610300	Building supplies including coffee, toilet paper, etc.
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat for City Hall.
GAS/HEAT- CH	110-10-6621100	Northwest Natural
ELECTRICITY-CH	110-10-6622100	Portland General Electric
FUEL	110-10-6626101	Costs for fuel for the Ford Taurus.
DUES/SUB/MEMBRSHIP	110-10-6650100	Membership dues to professional organizations related to Finance Department responsibilities
MEETINGS/ERRANDS:		Cost for attending local meetings or running errands for city business
TRAVEL-MEETINGS/ERRANDS	110-10-6580100	Cost for travel to attend meetings and complete errands done by staff
MEETING ATTENDANCE-FD	110-10-6630100	Cost for meeting attendance by Department Director
TRAINING & CONF.	110-10-6650200	Registration costs for conferences and trainings attend by the Finance Department staff
CONF- MEALS/LODGING	110-10-6630200	Costs for meals and travel to attend meetings by the Finance Department staff
LIEN SEARCHES	110-10-6691000	Costs for Net Assets services related to title and lien searches.
ER CONTRIBUTION	110-10-6491602	Transfer to Equipment Replacement Fund for purchase of new equipment
BLDG EQUIPMENT:		Allocated: Costs for City Hall building equipment.
EQUIPMENT	110-10-6740100	Allocated and Direct Costs for new building equipment.
BLDG EQUIPMENT-CH	110-10-6740200	Allocated and Direct- Costs for new City Hall building equipment.
OFFICE EQUIPMENT	110-10-6740500	Allocated and Direct- Costs for new office equipment.

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-10 - General Fund Finance Dept

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
286	49	600	600	110-10-6540100	PUBLICATIONS	850	850
422	1,029	1,025	1,025	110-10-6550100	PRINTING	1,000	1,000
					<b>BANK FEES:</b>		
1,121	1,259	275	275	110-10-6590100	BANK FEES	325	325
158	193	50	50	110-10-6590200	MERCHANT FEES	59	59
566	624	250	250	110-10-6590300	CONVENIENCE FEES/CREDIT CARD	1,234	1,234
					<b>SUPPLIES:</b>		
3,352	2,486	3,000	3,000	110-10-6610100	OFFICE SUPPLIES	3,250	3,250
659	4,016	3,250	3,250	110-10-6610200	OPERATING MATERIALS & SUPPLES	3,250	3,250
1,068	852	775	775	110-10-6610300	BLDG SUPP- CITY HALL	775	775
					<b>ELECTRIC/GAS:</b>		
108	34	75	75	110-10-6621100	GAS/HEAT- CH	60	60
1,885	1,966	1,615	1,615	110-10-6622100	ELECTRICITY-CH	1,398	1,398
72	94	100	100	110-10-6626101	FUEL	100	100
285	275	425	425	110-10-6650100	DUES/SUB/MEMBRSHIP	425	425
					<b>MEETINGS/ERRANDS:</b>		
-	12	200	200	110-10-6580100	TRAVEL-MEETINGS/ERRANDS	120	120
12	15	75	75	110-10-6630100	MEETING ATTENDANCE-FD	65	65
654	715	1,875	1,875	110-10-6650200	TRAINING & CONF.	1,910	1,910
620	1,093	1,230	1,230	110-10-6630200	CONF- MEALS/LODGING	1,325	1,325
2,120	2,310	2,500	2,500	110-10-6691000	LIEN SEARCHES	2,500	2,500
<b>36,042</b>	<b>48,093</b>	<b>78,741</b>	<b>78,741</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>76,087</b>	<b>76,087</b>
5,000	10,000	2,500	2,500	110-10-6491602	ER CONTRIBUTION	1,000	1,000
					<b>BLDG EQUIPMENT:</b>		
1,000	-	1,000	1,000	110-10-6740100	EQUIPMENT	800	800
516	-	500	500	110-10-6740200	BLDG EQUIPMENT-CH	500	500
1,974	-	2,500	2,500	110-10-6740500	OFFICE EQUIPMENT	2,500	2,500
<b>5,000</b>	<b>10,000</b>	<b>2,500</b>	<b>2,500</b>		<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>1,000</b>	<b>1,000</b>
<b>3,490</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>		<b>CAPITAL OUTLAY Total:</b>	<b>3,800</b>	<b>3,800</b>
<b>237,559</b>	<b>190,011</b>	<b>228,231</b>	<b>228,231</b>		<b>FINANCE Total:</b>	<b>223,665</b>	<b>223,665</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>Court 13</b>
<b>DEPUTY DEPARTMENT DIRECTOR:</b>	<b>Lesa Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6247</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Fairview Municipal Court is the judicial branch of the City government. Its mission is to provide a fair and impartial local forum for the resolution of minor traffic violations, parking citations, and violations of City ordinances. Court staff responds to questions regarding the court schedule, bail amounts, and other administrative matters but does not provide legal advice. Staff administers the court proceedings and docketing. Coordination of court matters with defendants, judges, finance, code compliance, police department, and other criminal justice and state agencies are also managed.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

No significant changes in this department.

GF- Court (110-13)	Account Number	Line Item Description
WAGES:		Cost for personnel wages
STAFF	110-13-6110900	Staff Wages
OVERTIME HOURS	110-13-6130100	Overtime for Staff
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE	110-13-6200200	Staff Cell Phone Allowances
LONGEVITY PAY	110-13-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	110-13-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	110-13-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	110-13-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	110-13-6210100	Cost for dental expense included in Medical line item.
MEDICAL INSURANCE	110-13-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMPYR PD	110-13-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	110-13-6220100	Social Security Tax
TRI-MET TAX	110-13-6220200	Tri-Met Tax
WBF ASSESSMENT	110-13-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	110-13-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	110-13-6200300	Costs to provide the Employee Assist Program and Flexible Spending Account Program
WORKERS COMP INSURANCE	110-13-6210500	Workers' Compensation Insurance expense.
CONTRACT SERVICES:		Costs for professional services related to court
CONTRACT SERVICES	110-13-6300100	Cost for professional services related to court including interpretive services
CONTRACT SERVICES- JUDGE	110-13-6300101	Cost of the contract for Municipal Court Judge
CONTRACT SERVICES-ATTORNEY	110-13-6300102	Cost of prosecutor for Court
HR ADMINISTRATION	110-13-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	110-13-6330100	Allocated: Costs of annual audit and technical support
LEGAL	110-13-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. and others as needed
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	110-13-6330500	Cost for Nighthawk alarm services
IT SERVICES	110-13-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	110-13-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	110-13-6340200	Cost for City Website and online code publishing updates
REFUSE/SHREDDING	110-13-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	110-13-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining pool car, city hall building maintenance, and maintaining of necessary equipment.
BLDG REP/MAINT	110-13-6430200	City Hall repair and annual maintenance expenses.
EQUIP RENT	110-13-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	110-13-6520100	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	110-13-6530200	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE-CH	110-13-6530300	Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	110-13-6540100	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	110-13-6550100	Costs for professional printing and design services for business cards, letterhead, etc.

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-13 - General Fund Court Dept

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
28,685	33,679	40,945	40,945	110-13-6110900	<b>WAGES:</b>		
-	316	500	500	110-13-6130100	STAFF	42,636	42,636
					OVERTIME HOURS	234	234
-	-	135	135	110-13-6200200	<b>BENEFITS:</b>		
720	1,080	360	360	110-13-6200400	CELL PHONE ALLOWANCE	135	135
42	49	70	70	110-13-6210300	LONGEVITY PAY	750	750
149	171	180	180	110-13-6210400	LIFE INSURANCE	55	55
	42	630	630	110-13-6290100	LONG TERM DISAB. INS	182	182
					VACATION BUY-OUT	500	500
649	-	-	-	110-13-6210100	<b>H&amp;W/ PERS:</b>		
7,527	9,253	9,975	9,975	110-13-6210200	DENTAL INSURANCE		
5,981	6,106	7,290	7,290	110-13-6230100	MEDICAL INSURANCE	8,125	8,125
					PERS/OPSRP- EMPYR PD	7,394	7,394
2,164	2,553	3,260	3,260	110-13-6220100	<b>TAXES:</b>		
203	242	305	305	110-13-6220200	SOCIAL SECURITY (FICA)	2,766	2,766
16	22	30	30	110-13-6220300	TRI-MET TAX	265	265
28	234	255	255	110-13-6250100	WBF ASSESSMENT	30	30
					UNEMP. INSURANCE	253	253
11	5	40	40	110-13-6200300	<b>EMP ASSIST PROGRAM/FSA</b>	40	40
1,410	1,546	1,415	1,415	110-13-6210500	<b>WORKERS COMP INSURANCE</b>	2,151	2,151
<b>47,586</b>	<b>55,297</b>	<b>65,390</b>	<b>65,390</b>		<b>PERSONAL SERVICES Total:</b>	<b>65,516</b>	<b>65,516</b>
5,517	2,933	4,000	4,000	110-13-6300100	<b>CONTRACT SERVICES:</b>		
6,774	6,974	12,000	12,000	110-13-6300101	CONTRACT SERVICES	1,000	1,000
-	4,583	4,000	4,000	110-13-6300102	CONTRACT SERVICES- JUDGE	8,275	8,275
					CONTRACT SERVICES-ATTORNEY	3,000	3,000
7	36	300	300	110-13-6310100	<b>HR ADMINISTRATION</b>	300	300
375	353	400	400	110-13-6330100	<b>AUDIT &amp; ACCOUNTING</b>	400	400
88	424	1,500	1,500	110-13-6330200	<b>LEGAL</b>	1,500	1,500
10	10	10	10	110-13-6330500	<b>IT SERVICES:</b>		
489	477	3,630	3,630	110-13-6340100	PROPERTY ALARM MONITORING SERVICE	15	15
109	1,106	1,810	1,810	110-13-6340101	IT SERVICES	2,803	2,803
-	153	180	180	110-13-6340200	IT UPGRADES/HARWARE	1,890	1,890
					WEBSITE MANAGEMENT	197	197
142	112	100	100	110-13-6421100	<b>REFUSE/SHREDDING</b>	111	111
492	507	550	550	110-13-6423100	<b>BLDG CLEANING SRVCS</b>	551	551
351	328	100	100	110-13-6430200	<b>REPAIR &amp; MAINTENANCE:</b>		
31	31	50	50	110-13-6430300	BLDG REP/MAINT	100	100
629	678	792	792	110-13-6442100	OFFICE EQUIP REP/MAINT	50	50
647	786	780	780	110-13-6520100	EQUIP RENT	795	795
242	209	300	300	110-13-6530200	GENERAL LIAB/PROP INSURANCE	963	963
73	81	200	200	110-13-6530300	POSTAGE	300	300
-	-	50	50	110-13-6540100	TELEPHONE-CH	205	205
16	23	50	50	110-13-6550100	PUBLICATIONS	50	50
					PRINTING	50	50

GF- Court (110-13)	Account Number	Line Item Description
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	110-13-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	110-13-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	110-13-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	110-13-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	110-13-6610200	Costs for items related to the operations of the department.
BLDG SUPP- CITY HALL	110-13-6610300	Building supplies including coffee, toilet paper, etc.
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat for City Hall.
GAS/HEAT- CH	110-13-6621100	Northwest Natural
ELECTRICITY-CH	110-13-6622100	Portland General Electric
DUES/SUB/MEMBRSHIP	110-13-6650100	Costs for memberships to professional organizations related to the Court
TRAINING & CONF	110-13-6650200	Registration costs for conferences and trainings attend by the Court Department staff
CONF-MEALS/LODGING	110-13-6630200	Costs for meals and travel to attend meetings by the Court Department staff
REFUNDS- CITATIONS	110-13-6690000	Refunds for reduced, over-paid etc. citations.
OFFICE EQUIPMENT	110-13-6740500	Allocated & Direct costs for office equipment

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-13 - General Fund Court Dept

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
-	12	100	100	110-13-6590100	<b>BANK FEES:</b>		
39	48	50	50	110-13-6590200	BANK FEES	118	118
67	86	40	40	110-13-6590300	MERCHANT FEES	59	59
					CONVENIENCE FEES/CREDIT CARD	197	197
					<b>SUPPLIES:</b>		
197	480	500	500	110-13-6610100	OFFICE SUPPLIES	500	500
444	1,030	300	300	110-13-6610200	OPERATING MATERIALS & SUPPLES	400	400
132	76	150	150	110-13-6610300	BLDG SUPP- CITY HALL	150	150
					<b>ELECTRIC/GAS:</b>		
22	7	25	25	110-13-6621100	GAS/HEAT- CH	20	20
377	393	740	740	110-13-6622100	ELECTRICITY-CH	641	641
-	50	100	100	110-13-6650100	<b>DUES/SUB/MEMBRSHIP</b>	100	100
-	175	500	500	110-13-6650200	TRAINING & CONF	700	700
-	491	1,170	1,170	110-13-6630200	CONF-MEALS/LODGING	1,250	1,250
-	29	300	300	110-13-6580100	TRAVEL- MEETINGS/ERRANDS	100	100
-	-	-	-	110-13-6690000	REFUNDS- CITATIONS	-	-
870	540	600	600	110-13-6740500	OFFICE EQUIPMENT	300	300
<b>18,139</b>	<b>23,223</b>	<b>35,377</b>	<b>35,377</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>27,090</b>	<b>27,090</b>
<b>65,725</b>	<b>78,521</b>	<b>100,767</b>	<b>100,767</b>		<b>MUNICIPAL COURT Total:</b>	<b>92,606</b>	<b>92,606</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>PW Community Services 15</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Public Works Community Services Department provides staff representatives to the Planning Commission, Parks and Recreation Advisory Committee, East Multnomah County Transportation Committee, and Economic Development Advisory Committee. The department also and administers the following programs and activities:

1. Support of Planning Commission activities; city planning initiatives; Metro compliance; improvements to applicable city codes;
2. Coordination of land use and construction permitting; business support; pre-application and pre-construction services;
3. Provides information to citizens, businesses, and outside agencies concerning development and building codes and general planning matters;
4. Administration of the City's Flood Hazard Program, providing information and support to business and residential development along Fairview's urban waterways;
5. Administration of a Code Compliance program which addresses litter, dumping, graffiti, yard debris, and other nuisance violations. This year we will be hiring a full-time Associate Planner/Codes Compliance Officer who will spend half their time on Codes activity. Previously we contracted with the City of Gresham for part time code compliance assistance. Activities also include case preparation for appearance in municipal court;
6. Provides Economic Development outreach and development including management of Fairview's enterprise zone. Activities include marketing and promotion of the zone; business support; application administration and reporting. The Department also supports local business recruitments and responds to state leads;
7. Administration of the City's required recycling program with support from Portland State University.
8. The Department provides staff and other resources to the Parks Committee.
9. The Department provides staff and other resources to the EDAC Committee.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- "Special Events" that were previously budgeted in the Public Works Community Services Department are now included in the Administration Department.
- The addition of a new Associate Planner / Codes Compliance position as described above.

GF- PW Community Services (110-15)	Account Number	Line Item Description
<b>WAGES:</b>		
STAFF	110-15-6110900	Cost for personnel wages Staff Wages
OVERTIME HOURS	110-15-6130100	Overtime for Staff
<b>BENEFITS:</b>		
CELL PHONE ALLOWANCE	110-15-6200200	Cost for employee benefits as determined by contracts and Employee Manual Staff Cell Phone Allowances
LONGEVITY PAY	110-15-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	110-15-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	110-15-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	110-15-6290100	Vacation Buy-Out per Employee Manual
<b>H&amp;W/ PERS:</b>		
DENTAL INSURANCE	110-15-6210100	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs Cost for dental expense included in Medical line item.
MEDICAL INSURANCE	110-15-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMPR. PD	110-15-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
<b>TAXES:</b>		
SOCIAL SECURITY (FICA)	110-15-6220100	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc. Social Security Tax
TRI-MET TAX	110-15-6220200	Tri-Met Tax
WBF ASSESSMENT	110-15-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	110-15-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	110-15-6200300	Costs to provide the Employee Assist Program and Flexible Spending Account Program
WORKERS COMP INSURANCE	110-15-6210500	Workers' Compensation Insurance expense
AWARDS/ RECOGNITION	110-15-6295100	Employee and Volunteer awards and recognition
<b>CONTRACT SERVICES:</b>		
CONTRACT SERVICES	110-15-6300100	Costs for professional svcs including the cost of code compliance position with City of Gresham Cost for professional services
CONTRACT SERVICES-CODE COMPLIANCE	110-15-6300101	Cost for Code Compliance assistance from City of Gresham
HR ADMINISTRATION	110-15-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated
AUDIT & ACCOUNTING	110-15-6330100	Allocated: Costs of annual audit and technical support
LEGAL	110-15-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. And others as needed
<b>IT SERVICES:</b>		
PROPERTY ALARM MONITORING SERVICE	110-15-6330500	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc. Cost for building alarm services
IT SERVICES	110-15-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	110-15-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	110-15-6340200	Cost for City Website and online code publishing updates
REFUSE/SHREDDING	110-15-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	110-15-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
<b>REPAIR &amp; MAINTENANCE:</b>		
VEHICLE REP/MAINT	110-15-6430100	Costs associated with maintaining vehicles, city hall building maintenance, and maintaining of necessary equipment. Public Works vehicle repair expenses
BLDG REP/MAINT	110-15-6430200	City Hall repair and annual maintenance expenses
OFFICE EQUIP REP/MAIN	110-15-6430300	City Hall office equipment repair and maintenance expenses
EQUIP RENT	110-15-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-15 - GF PW Community Services

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
28,856	41,887	65,030	65,030	110-15-6110900	<b>WAGES:</b>		
138	-	1,680	1,680	110-15-6130100	STAFF	65,219	100,619
					OVERTIME	500	500
45	13	220	220	110-15-6200200	<b>BENEFITS:</b>		
144	-	960	960	110-15-6200400	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	220	220
39	53	95	95	110-15-6210300	LONGEVITY	893	893
136	174	265	265	110-15-6210400	LIFE INSURANCE	58	58
224	-	1,165	1,165	110-15-6290100	LONG TERM DISAB. INS	302	302
					VACATION BUY-OUT	800	800
530	-	-	-	110-15-6210100	<b>H&amp;W/ PERS:</b>		
6,176	7,090	13,830	13,830	110-15-6210200	DENTAL INSURANCE	-	-
4,283	4,352	12,260	12,260	110-15-6230100	MEDICAL INSURANCE	3,771	3,771
					PERS/OPSRP- EMPR. PD	12,245	12,245
2,258	2,562	5,285	5,285	110-15-6220100	<b>TAXES:</b>		
205	242	495	495	110-15-6220200	SOCIAL SECURITY (FICA)	5,050	5,050
14	19	51	51	110-15-6220300	TRI-MET TAX	485	485
28	234	425	425	110-15-6250100	WBF ASSESSMENT	51	51
					UNEMP. INSURANCE	462	462
93	37	125	125	110-15-6200300	<b>EMP ASSIST PROGRAM/FSA</b>	95	95
1,410	1,546	2,440	2,440	110-15-6210500	<b>WORKERS COMP INSURANCE</b>	2,151	2,151
<b>44,580</b>	<b>58,210</b>	<b>104,326</b>	<b>104,326</b>		<b>PERSONAL SERVICES Total:</b>	<b>92,301</b>	<b>127,701</b>
15	31	75	75	110-15-6295100	<b>AWARDS/ RECOGNITION</b>	75	75
6,991	9,472	40,000	40,000	110-15-6300100	<b>CONTRACT SERVICES:</b>		
9,284	2,610	20,000	20,000	110-15-6300101	CONTRACT SERVICES	47,500	7,500
					CONTRACT SERVICES-CODE COMPLIANCE	25,000	-
1,379	195	500	500	110-15-6310100	<b>HR ADMINISTRATION</b>	500	500
1,125	1,058	1,200	1,200	110-15-6330100	<b>AUDIT &amp; ACCOUNTING</b>	1,200	1,200
12,037	7,364	9,500	9,500	110-15-6330200	<b>LEGAL</b>	9,500	9,500
10	10	35	35	110-15-6330500	<b>IT SERVICES:</b>		
2,159	1,424	6,655	6,655	110-15-6340100	PROPERTY ALARM MONITORING SERVICE	35	35
2,472	844	4,410	4,410	110-15-6340101	IT SERVICES	5,606	5,606
-	337	180	180	110-15-6340200	IT UPGRADES/HARWARE	3,630	3,630
					WEBSITE MANAGEMENT	197	197
142	108	100	100	110-15-6421100	<b>REFUSE/SHREDDING</b>	111	111
739	824	750	750	110-15-6423100	<b>BLDG CLEANING SRVCS</b>	752	752
105	-	250	250	110-15-6430100	<b>REPAIR &amp; MAINTENANCE:</b>		
527	492	1,400	1,400	110-15-6430200	VEHICLE REP/MAINT	250	5,250
-	-	100	100	110-15-6430300	BLDG REP/MAINT	1,400	1,400
2,334	2,365	4,600	4,600	110-15-6442100	OFFICE EQUIP REP/MAIN	100	100
					EQUIP RENT	4,600	4,600

GF- PW Community Services (110-15)	Account Number	Line Item Description
ECONOMIC DEVELOPMENT:		Costs incurred by the City to further its Economic Development including payment to EMEA, Gresham Chamber, and GPI
ECON DEVELOPMENT-CITY	110-15-6465200	Economic Development related expenses incurred by City staff and programs
ECON DEV MEMBERSHIPS	110-15-6465300	GPI membership, Gresham Area Chamber Membership
ECONOMIC DEVELOP.- EMEA	110-15-6465400	East Metro Economic Alliance Contribution
ECON DEV. CONSORTIUM	110-15-6465100	Not budgeted this fiscal year
USS RANGER EXPENSES	110-15-6465201	Not budgeted this fiscal year
ENTERPRISE ZONE MGMT-WOOD VILLAGE	110-15-6465202	Funds received for management of Enterprise zone and assigned to economic development
SPECIAL EVENTS-CITY SPONSORED:		
SPECIAL EVENTS CS- CHILI	110-15-6500101	City Contribution to event coordinated by outside volunteer group (Now budgeted in Dept. 05)
SPECIAL EVENTS CS- EGG HUNT	110-15-6500104	Budget for City hosted annual Egg Hunt Event (Now budgeted in Dept. 05)
SPECIAL EVENTS CS- NNO		
SPECIAL EVENT CS-TREE LIGHTING	110-15-6500107	Budget for Police Department staff hosted Annual National Night Out Event (Now budgeted in Dept. 05)
SPECIAL EVENT CS-VETERANS DAY	110-15-6500102	Budget for City hosted annual Tree Lighting Event (Now budgeted in Dept. 05)
SPECIAL EVENT CS-BIG TRUCK DAY	110-15-6500103	Veteran's Day Event (Now budgeted in Dept. 05)
SPECIAL EVENT CS- OTHER	110-15-6500105	Not budgeted this fiscal year.
	110-15-6500106	Budgeted funds for Flicks in Park, Neighbor Fairs and other council community outreach events (Now budgeted in Dept. 05)
SPECIAL EVENTS DS- CHILI FEST		
SPECIAL EVENT- EGG HUNT	110-15-6500201	Not budgeted this fiscal year.
SPECIAL EVENT DS- TREE LIGHTING	110-15-6500204	Donations to annual Egg Hunt Event (Now budgeted in Dept. 05)
	110-15-6500202	Donations to annual Tree Lighting Event (Now budgeted in Dept. 05)
GENERAL LIAB/PROP INSURANCE		
POSTAGE	110-15-6520100	Allocated: Property, General Liability, and Auto Insurance
TELEPHONE-CH	110-15-6530200	Allocated and direct. Costs for postage to mail general envelopes etc.
	110-15-6530300	Allocated: Telephone, voice mail, and fax services for City Hall
PUBLICATIONS		
PRINTING	110-15-6540100	Costs for publishing ads in newspapers, magazines, and other publications
BANK FEES:	110-15-6550100	Costs for professional printing and design services for business cards, letterhead, etc.
BANK FEES	110-15-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	110-15-6590200	Allocated: Costs for banking and credit card payment services
CONVENIENCE FEES/CREDIT CARD	110-15-6590300	Cost related to credit card payment process
SUPPLIES:		
OFFICE SUPPLIES	110-15-6610100	General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OPERATING MATERIALS & SUPPLES	110-15-6610200	Office supplies from office supply vendors
BLDG SUPP- CITY HALL	110-15-6610300	Costs for items related to the operations of the department
		Building supplies including coffee, toilet paper, etc.
ELECTRIC/GAS:		
GAS/HEAT- CH	110-15-6621100	Allocated: Electric and Natural Gas heat for City Hall
ELECTRICITY-CH	110-15-6622100	Northwest Natural
		Portland General Electric
FUEL	110-15-6626101	Costs for fuel for City PW vehicles
DUES/MEMBERSHIPS	110-15-6650100	Membership dues to professional organizations related to PW Community Services Department responsibilities
MEETINGS/ERRANDS:		
TRAVEL-MEETINGS/ERRANDS	110-15-6580100	Cost for attending local meetings or running errands for City business
MEETING ATTENDANCE-CD	110-15-6630100	Cost for travel to attend meetings and complete errands done by staff
TRAINING & CONF.	110-15-6630100	Cost for meeting attendance by Department Director
CONF- MEALS/LODGING	110-15-6650200	Registration costs for conferences and trainings attend by the Public Works Department staff
	110-15-6630200	Costs for meals and travel to attend meetings by the Public Works Department staff

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-15 - GF PW Community Services

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
344	458	2,000	2,000	110-15-6465200	<b>ECONOMIC DEVELOPMENT:</b>		
1,500	2,179	6,544	6,544	110-15-6465300	ECON DEVELOPMENT-CITY	2,000	2,000
2,000	2,000	2,500	2,500	110-15-6465400	ECON DEV MEMBERSHIPS	4,544	4,544
-	-	-	-	110-15-6465100	ECONOMIC DEVELOP.- EMEA	4,500	4,500
-	-	-	-	110-15-6465201	ECON DEV. CONSORTIUM	-	-
2,025		15,000	15,000	110-15-6465202	USS RANGER EXPENSES	-	-
					ENTERPRISE ZONE ECONOMIC DEVELOPMENT	15,000	15,000
					<b>SPECIAL EVENTS-CITY SPONSORED:</b>		
-	1,000	1,000	1,000	110-15-6500101	SPECIAL EVENTS CS- CHILI	-	-
600	600	600	600	110-15-6500104	SPECIAL EVENTS CS- EGG HUNT	-	-
					SPECIAL EVENTS CS- FLICKS PARK	-	-
					SPECIAL EVENTS CS-NEIGHBOR FAIR	-	-
2,435	1,002	1,500	1,500	110-15-6500107	SPECIAL EVENTS CS- NNO	-	-
250	800	1,500	1,500	110-15-6500102	SPECIAL EVENT CS-TREE LIGHTING	-	-
-	-	-	-	110-15-6500103	SPECIAL EVENT CS-VETERANS DAY	-	-
-	-	-	-	110-15-6500105	SPECIAL EVENT CS-BIG TRUCK DAY	-	-
160	813	3,000	3,000	110-15-6500106	SPECIAL EVENT CS- OTHER	-	-
-	-	-	-	110-15-6500201	SPECIAL EVENTS-DONATION SPONSORED:	-	-
462	635	500	500	110-15-6500204	SPECIAL EVENTS DS- CHILI FEST	-	-
916	664	500	500	110-15-6500202	SPECIAL EVENT- EGG HUNT	-	-
					SPECIAL EVENT DS- TREE LIGHTING	-	-
1,294	2,359	1,500	1,500	110-15-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	2,888	2,888
242	470	300	300	110-15-6530200	POSTAGE	300	300
145	163	400	400	110-15-6530300	TELEPHONE-CH	415	415
238	953	1,000	1,000	110-15-6540100	<b>PUBLICATIONS</b>	1,000	1,000
172	637	500	500	110-15-6550100	PRINTING	638	638
658	750	250	250	110-15-6590100	<b>BANK FEES:</b>		
128	145	175	175	110-15-6590200	BANK FEES	295	295
380	426	175	175	110-15-6590300	MERCHANT FEES	208	208
					CONVENIENCE FEES/CREDIT CARD	863	863
116	137	1,500	1,500	110-15-6610100	<b>SUPPLIES:</b>		
279	372	1,300	1,300	110-15-6610200	OFFICE SUPPLIES	1,500	1,500
328	466	400	400	110-15-6610300	OPERATING MATERIALS & SUPPLES	1,300	1,300
					BLDG SUPP- CITY HALL	400	400
22	7	25	25	110-15-6621100	<b>ELECTRIC/GAS:</b>		
377	393	1,755	1,755	110-15-6622100	GAS/HEAT- CH	20	20
					ELECTRICITY-CH	1,520	1,520
-	-	150	150	110-15-6626101	<b>FUEL</b>	150	150
-	46	250	250	110-15-6650100	<b>DUES/MEMBERSHIPS</b>	320	320
133	261	200	200	110-15-6580100	<b>MEETINGS/ERRANDS:</b>		
80	32	100	100	110-15-6630100	TRAVEL-MEETINGS/ERRANDS	200	200
85	340	2,260	2,260	110-15-6650200	MEETING ATTENDANCE-CD	100	100
-	11	400	400	110-15-6630200	TRAINING & CONF.	2,260	2,260
					CONF- MEALS/LODGING	400	400

	Account Number	Line Item Description
GF- PW Community Services (110-15)		
CD REFUNDS	110-15-6690000	Refunds for fees overpaid
ABATEMENT EXPENSE	110-15-6690601	Code violation abatement expense
SOLV AND OTHER VOL. EVENTS	110-15-6690602	Special Events - Partnered with City
RECYCLING PROGRAM-METRO	110-15-6690603	Costs for Metro recycling program
ER CONTRIBUTION	110-15-6491603	Transfer to Equipment Replacement Fund for purchase of new equipment
BLDG EQUIPMENT-CH	110-15-6740200	Allocated; Costs for City Hall building equipment
OFFICE EQUIPMENT	110-15-6740500	Allocated and Direct- Costs for new office equipment

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-15 - GF PW Community Services

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
-	-	-	-	110-15-6690000	CD REFUNDS	-	-
-	-	1,000	1,000	110-15-6690601	ABATEMENT EXPENSE	1,000	1,000
-	-	500	500	110-15-6690602	VOLUNTEER EVENTS	500	4,500
510	594	4,200	4,200	110-15-6690603	RECYCLING PROGRAM-METRO	4,200	4,200
<b>55,198</b>	<b>45,848</b>	<b>142,739</b>	<b>142,739</b>	<b>MATERIALS AND SERVICES Total:</b>		<b>146,977</b>	<b>90,977</b>
1,000	1,000	1,500	1,500	110-15-6491603	ER CONTRIBUTION	3,300	3,300
132	-	500	500	110-15-6740200	BLDG EQUIPMENT-CH	500	500
-	-	500	500	110-15-6740500	OFFICE EQUIPMENT	500	500
<b>1,000</b>	<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	<b>TRANSFER TO OTHER FUNDS Total:</b>		<b>3,300</b>	<b>3,300</b>
<b>132</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>CAPITAL OUTLAY Total:</b>		<b>1,000</b>	<b>1,000</b>
<b>100,910</b>	<b>105,058</b>	<b>249,565</b>	<b>249,565</b>	<b>PW COMM. SRVCS. Total:</b>		<b>243,578</b>	<b>222,978</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>Parks 17</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

Combines parks planning activities and park maintenance and is managed by the Public Works Director.

The Parks Department provides the day to day planning, design, construction and maintenance of the city's parks, trails and facilities. These duties include a variety of tasks such as mowing, pruning, fertilizing, irrigation, maintenance, plantings, weekly garbage pickup, and restroom maintenance.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Interior painting and refinishing of upstairs floors of the Community Center.
- In collaboration with Wood Village, an additional seasonal personnel position has been added (fewer than 600 hours). This position will be responsible for watering flower baskets in both Fairview and Wood Village. Wood Village will reimburse Fairview for half of the wages associated with the position.
- Funds have been set aside for completion of the Parks Masterplan.
- The design and construction of improvements at Lakeshore Park has been budgeted in the Park SDC Fund.
- Transfer of \$10,000 to the Facilities Maintenance Fund for Community Center Improvements

GF-PW Parks and Recreation (110-17)	Account Number	Line Item Description
WAGES:		Cost for personnel wages
STAFF	110-17-6110900	Staff Wages
OVERTIME HOURS	110-17-6130100	Overtime for Staff
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE	110-17-6200200	Staff Cell Phone Allowances
LONGEVITY PAY	110-17-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	110-17-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	110-17-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	110-17-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	110-17-6220100	Cost for dental expense included in Medical line item.
MEDICAL INSURANCE	110-17-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMPR. PD	110-17-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	110-17-6220100	Social Security Tax
TRI-MET TAX	110-17-6220200	Tri-Met Tax
WBF ASSESSMENT	110-17-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	110-17-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	110-17-6200300	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	110-17-6210500	Workers' Compensation Insurance expense.
AWARDS/ RECOGNITION	110-17-6295100	Employee and volunteer awards and recognition
UNIFORMS	110-17-6295300	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel.
CONTRACT SERVICES:		Costs for professional services including the cost of a planning/design services for Park Cleone
CONTRACT SERVICES	110-17-6330100	Cost for professional services.
PARK PLANNING	110-17-6690703	Not budgeted this fiscal year.
HR ADMINISTRATION	110-17-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	110-17-6330100	Allocated: Costs of annual audit and technical support
LEGAL	110-17-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. And others as needed
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	110-17-6330500	Cost for building alarm services
IT SERVICES	110-17-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	110-17-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	110-17-6340200	Cost for City Website
COMMUNITY CENTER	110-17-6362100	Costs for utilities and other monthly expenses related to the Community Center.
HESLIN HOUSE	110-17-6362200	Costs for monthly expenses related to the Heslin House.
REFUSE/SHREDDING	110-17-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	110-17-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-17 - General Fund PW – Parks

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
86,975	91,611	90,495	90,495	110-17-6110900	<b>WAGES:</b>		
-	-	2,535	2,535	110-17-6130100	STAFF	91,675	91,675
					OVERTIME	500	500
					<b>BENEFITS:</b>		
45	13	325	325	110-17-6200200	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	325	325
1,650	1,650	1,440	1,440	110-17-6200400	LONGEVITY	1,339	1,339
126	115	140	140	110-17-6210300	LIFE INSURANCE	94	94
450	381	395	395	110-17-6210400	LONG TERM DISAB. INS	488	488
11	472	1,750	1,750	110-17-6290100	VACATION BUY-OUT	1,750	1,750
					<b>H&amp;W/ PERS:</b>		
1,840	-	-	-	110-17-6210100	DENTAL INSURANCE		
21,328	17,967	20,745	20,745	110-17-6210200	MEDICAL INSURANCE	20,706	20,706
18,038	15,214	18,390	18,390	110-17-6230100	PERS/OPSRP- EMPR. PD	18,194	18,194
					<b>TAXES:</b>		
6,629	6,825	7,390	7,390	110-17-6220100	SOCIAL SECURITY (FICA)	7,481	7,481
628	632	690	690	110-17-6220200	TRI-MET TAX	718	718
51	46	55	55	110-17-6220300	WBF ASSESSMENT	55	55
87	612	615	615	110-17-6250100	UNEMP. INSURANCE	685	685
44	42	200	200	110-17-6200300	EMP ASSIST PROGRAM/FSA	200	200
2,350	2,577	3,867	3,867	110-17-6210500	WORKERS COMP INSURANCE	3,585	3,585
<b>140,252</b>	<b>138,157</b>	<b>149,032</b>	<b>149,032</b>		<b>PERSONAL SERVICES Total:</b>	<b>147,795</b>	<b>147,795</b>
100	72	150	150	110-17-6295100	<b>AWARDS/ RECOGNITION</b>	75	75
458	453	950	950	110-17-6295300	<b>UNIFORMS</b>	950	950
					<b>CONTRACT SERVICES:</b>		
414	811	5,000	5,000	110-17-6330100	CONTRACT SERVICES	5,000	5,000
20,000		-	-	110-17-6690703	PARK PLANNING	-	-
					<b>HR ADMINISTRATION</b>	1,000	1,000
180	666	1,000	1,000	110-17-6310100	<b>AUDIT &amp; ACCOUNTING</b>	1,600	1,600
1,499	1,411	1,750	1,750	110-17-6330100	<b>LEGAL</b>	4,000	4,000
735	5,963	4,000	4,000	110-17-6330200			
					<b>IT SERVICES:</b>		
130	130	125	125	110-17-6330500	PROPERTY ALARM MONITORING SERVICE	100	100
2,257	2,010	4,305	4,305	110-17-6340100	IT SERVICES	3,504	3,504
373	533	370	370	110-17-6340101	IT UPGRADES/HARWARE	800	800
-	337	60	60	110-17-6340200	WEBSITE MANAGEMENT	79	79
8,933	8,712	10,000	10,000	110-17-6362100	<b>COMMUNITY CENTER</b>	10,000	10,000
1,312	609	750	750	110-17-6362200	<b>HESLIN HOUSE</b>	750	750
					<b>REFUSE/SHREDDING</b>	111	111
142	116	100	100	110-17-6421100	<b>BLDG CLEANING SRVCS</b>	802	802
739	697	800	800	110-17-6423100			

GF-PW Parks and Recreation (110-17)	Account Number	Line Item Description
REPAIR & MAINTENANCE:		Costs associated with maintaining vehicles, city hall building maintenance, and maintaining of necessary equipment.
VEHICLE REP/MAINT	110-17-6430100	Public Works vehicle repair expenses.
BLDG REP/MAINT	110-17-6430200	City Hall repair and annual maintenance expenses.
EQUIP REPAIR/MAINT	110-17-6430400	City Hall office equipment repair and maintenance expenses.
EQUIP RENT	110-17-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental
GENERAL LIAB/PROP INSURANCE	110-17-6520100	Allocated: Property, General Liability, and Auto Insurance
POSTAGE	110-17-6530200	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE/WIRELESS:		Allocated: Telephone, voice mail, and fax services for City Hall
TELEPHONE- CH	110-17-6530300	City Hall telephone related expenses
TELEPHONE- CITY SHOPS	110-17-6530301	City Shop telephone related expenses
WIRELESS TECHNOLOGY	110-17-6530400	Cell phone for crew when on duty
PUBLICATIONS	110-17-6540100	Costs for publishing ads in newspapers, magazines, and other publications
PRINTING	110-17-6550100	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	110-17-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	110-17-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	110-17-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	110-17-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	110-17-6610200	Costs for items related to the operations of the department.
BLDG SUPP- CITY HALL	110-17-6610300	Allocated: Building supplies including coffee, toilet paper, etc. for City Hall
BLDG SUPP- CITY SHOPS	110-17-6610400	Allocated: Building supplies including coffee, toilet paper, etc. for the City Shops
SMALL TOOLS/MINOR EQUIP	110-17-6665100	Costs for small tools less than \$1000 each.
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat for City Hall.
GAS/HEAT- CH	110-17-6621100	Northwest Natural- City Hall
GAS/HEAT- CITY SHOPS	110-17-6621101	Northwest Natural- City Shops
ELECTRICITY-CH	110-17-6622100	Portland General Electric- City Hall
ELECTRICITY- CITY SHOPS	110-17-6622101	Portland General Electric- City Shops
FUEL	110-17-6626101	Costs for fuel for City PW vehicles
DUES/SUB/MEMBERSHIP	110-17-6650100	Membership dues to professional organizations related to PW Parks Department responsibilities
MEETINGS/ERRANDS:		Cost for attending local meetings or running errands for City business
TRAVEL-MEETINGS/ERRANDS STAFF	110-17-6580100	Cost for staff travel to attend meetings and complete errands
MEETING ATTENDANCE DIRECTOR	110-17-6630100	Cost for meeting attendance by Department Director
TRAINING & CONF	110-17-6650200	Registration costs for conferences and trainings attend by the Public Works Department staff
CONF- MEALS/LODGING	110-17-6630200	Costs for meals and travel to attend meetings by the Public Works Department staff
RENTAL REFUNDS	110-17-6690000	Refunds related to rental of city equipment or facilities.

City of Fairview  
Fiscal Year 2016-17  
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Fund: 110-17 - General Fund PW – Parks

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
					<b>REPAIR &amp; MAINTENANCE:</b>		
1,598	3,092	2,500	2,500	110-17-6430100	VEHICLE REP/MAINT	2,500	2,500
2,254	1,965	2,000	2,000	110-17-6430200	BLDG REP/MAINT	2,000	2,000
3,422	3,746	5,000	5,000	110-17-6430400	EQUIP REPAIR/MAINT	5,000	5,000
1,745	1,694	3,300	3,300	110-17-6442100	EQUIP RENT	3,300	3,300
2,589	3,145	2,900	2,900	110-17-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	3,850	3,850
242	457	500	500	110-17-6530200	POSTAGE	500	500
					<b>TELEPHONE/WIRELESS:</b>		
290	325	800	800	110-17-6530300	TELEPHONE- CH	820	820
1,148	1,598	1,250	1,250	110-17-6530301	TELEPHONE- CITY SHOPS	1,150	1,150
315	316	350	350	110-17-6530400	WIRELESS TECHNOLOGY	626	626
-	41	150	150	110-17-6540100	<b>PUBLICATIONS</b>	150	150
-	534	100	100	110-17-6550100	PRINTING	100	100
					<b>BANK FEES:</b>		
658	750	280	280	110-17-6590100	BANK FEES	331	331
158	193	200	200	110-17-6590200	MERCHANT FEES	237	237
89	176	75	75	110-17-6590300	CONVENIENCE FEES/CREDIT CARD	400	400
					<b>SUPPLIES:</b>		
472	913	500	500	110-17-6610100	OFFICE SUPPLIES	1,000	1,000
2,060	1,815	2,000	2,000	110-17-6610200	OPERATING MATERIALS & SUPPLES	2,000	2,000
275	278	325	325	110-17-6610300	BLDG SUPP- CITY HALL	325	325
60	152	-	-	110-17-6610400	BLDG SUPP- CITY SHOPS	-	-
2,045	1,646	2,400	2,400	110-17-6665100	<b>SMALL TOOLS/MINOR EQUIP</b>	2,400	2,400
					<b>ELECTRIC/GAS:</b>		
259	81	175	175	110-17-6621100	GAS/HEAT- CH	140	140
145	161	100	100	110-17-6621101	GAS/HEAT- CITY SHOPS	120	120
6,894	7,552	6,800	6,800	110-17-6622100	ELECTRICITY-CH	5,888	5,888
728	787	2,100	2,100	110-17-6622101	ELECTRICITY- CITY SHOPS	1,100	1,100
3,409	2,393	4,000	4,000	110-17-6626101	<b>FUEL</b>	4,000	4,000
190	338	500	500	110-17-6650100	<b>DUES/SUB/MEMBRSHIP</b>	5,000	5,000
					<b>MEETINGS/ERRANDS:</b>		
67	-	100	100	110-17-6580100	TRAVEL-MEETINGS/ERRANDS STAFF	100	100
6	14	75	75	110-17-6630100	MEETING ATTENDANCE DIRECTOR	75	75
340	470	1,000	1,000	110-17-6650200	<b>TRAINING &amp; CONF</b>	1,000	1,000
34	243	200	200	110-17-6630200	CONF- MEALS/LODGING	400	400
-	-	-	-	110-17-6690000	<b>RENTAL REFUNDS</b>	-	-

GF-PW Parks and Recreation (110-17)	Account Number	Line Item Description
PARK MAINTENANCE:		Supplies for parks and grounds maintenance
PARK MAINTENANCE	110-17-6690701	Expenses related to City park maintenance and upkeep
TREE MANAGEMENT	110-17-6690705	Expenses related to removal and cleaning up of trees in City parks
GRAFITTI REMOVAL	110-17-6690709	Expenses related to the removal of graffiti in City parks
ER CONTRIBUTION	110-17-6491604	Transfer to Equipment Replacement Fund for purchase of new equipment
GRANT MATCH	110-17-6491800	Not budgeted this fiscal year.
PARK IMPROVEMENTS	110-17-6730100	Cost for FV Woods Parks improvements identified and funded with reserves in FY 2014-15
COMMUNITY CENTER MAINT/IMPROVEMENTS	110-17-6720101	Costs for specified improvements to the Community Center
HESLIN HOUSE MAINT/ IMPROVEMENTS	110-17-6720104	Costs for maintenance of the Heslin House (no improvements to be made)
EQUIPMENT	110-17-6740100	Allocated: Costs for Parks Department equipment
BLDG EQUIPMENT- CH	110-17-6740200	Allocated: Costs for City Hall building equipment

City of Fairview  
 Fiscal Year 2016-17  
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 Fund: 110-17 - General Fund PW – Parks

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
37,504	44,355	40,900	40,900	110-17-6690701	<b>PARK MAINTENANCE:</b>		
1,000	-	1,000	1,000	110-17-6690705	PARK MAINTENANCE	40,900	40,900
-	-	500	500	110-17-6690709	TREE MANAGEMENT	1,000	1,000
					GRAFITTI REMOVAL	500	500
<b>107,268</b>	<b>101,749</b>	<b>111,440</b>	<b>111,440</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>115,683</b>	<b>115,683</b>
1,775	1,775	1,775	1,775	110-17-6491604	ER CONTRIBUTION	16,800	16,800
-	-	-	-	110-17-6491800	GRANT MATCH	-	-
-	37,800	25,000	25,000	110-17-6730100	TRANS TO FACILITY MAINT FUND	10,000	10,000
					PARK IMPROVEMENTS	55,000	55,000
7,099	9,550	10,000	10,000	110-17-6720101	COMMUNITY CENTER MAINT/IMPROVEMENTS	-	-
-	886	25,000	25,000	110-17-6720104	HESLIN HOUSE MAINT/ IMPROVEMENTS	15,000	1,000
-	-	500	500	110-17-6740100	EQUIPMENT	500	500
132	-	500	500	110-17-6740200	BLDG EQUIPMENT- CH	500	500
<b>1,775</b>	<b>1,775</b>	<b>1,775</b>	<b>1,775</b>		<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>26,800</b>	<b>26,800</b>
<b>7,231</b>	<b>48,236</b>	<b>61,000</b>	<b>61,000</b>		<b>CAPITAL OUTLAY Total:</b>	<b>71,000</b>	<b>57,000</b>
<b>256,527</b>	<b>289,917</b>	<b>323,247</b>	<b>323,247</b>		<b>PW – Parks Total:</b>	<b>361,277</b>	<b>347,277</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>Recreation 18</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Nolan Young</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6221</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

Accounts for expenses related to a proposed City recreation program. Called for in City Council Goal #3 Increases recreational opportunities for all residents of Fairview. Objective B Develop a three Cities recreation program.

A three City (Fairview, Wood Village, and Troutdale) Committee is being formed to develop this program the only known expense at this time is the cost of printing and mailing out Troutdale's recreation guides for its 3 program periods. The goal is to roll out a program in the summer of 2017. As additional development costs are identified we may need to amend this budget.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- This is a new department for FY 2016-17
- Print and Mail out Troutdale's recreation guides
- Institute an assistance program for registration costs

GF-Recreation (110-18)	Account Number	Line Item Description
PRINTING	110-18-6550100	Costs for professional printing of recreation catalog
RECREATION REGISTRATION ASSISTANCE		Assistance Program for Registration Costs
POSTAGE	110-18-6530200	Cost for mailing recreation catalog

City of Fairview  
 Fiscal Year 2016-17  
 Approved Budget  
 Fund: 110-18 - Recreation

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
-	-	-	-	110-18-6550100	PRINTING - RECREATION	2,400	2,400
-	-	-	-	110-18-6530200	RECREATION REGISTRATION ASSISTANCE	-	1,000
-	-	-	-	110-18-6530200	POSTAGE - RECREATION	3,000	3,000
<b>MATERIALS AND SERVICES Total:</b>						<b>5,400</b>	<b>6,400</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>Police 20</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Scott Anderson</b>
<b>DIRECTOR PHONE NUMBER:</b>	<b>(503) 674-6200</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

1. Respond to emergency calls for service
2. Protect life and property
3. Maintain order
4. Enforce traffic and criminal laws
5. Crime prevention and public education
6. Investigate crimes

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 20115-16 AND FY 2016-17:**

- Currently, the Fairview Police Department is preparing to enter negotiations with the Multnomah County Sheriff's Office in consideration of consolidation. The FY2016-17 budget was prepared as though no consolidation would occur.
- Additional funds were set aside for the replacement of police vehicles.
- Contract Services contains the expense agreed upon by the City of Fairview and the Multnomah County Sheriff's Office for the continued use of a Sheriff's Commander as the Fairview Chief of Police (through September 2016).
- Staff costs do not include the hiring of a Fairview Chief of Police until August 2016 (assuming consolidation does not occur).

GF- Police (110-20)	Account Number	Line Item Description
WAGES:		Cost for personnel wages
STAFF	110-20-6110900	Staff Wages
OVERTIME HOURS	110-20-6130100	Overtime for Staff
ON CALL PAY- SGTS	110-20-6130400	On Call Pay for Sergeants per Employee Manual
FTO PAY	110-20-6130500	Full Time Officer Pay for training of new officers per Employee Manual
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE	110-20-6200200	Staff Cell Phone Allowances
LONGEVITY PAY	110-20-6200400	Longevity Pay per Employee Manual
CERTIFICATION PAY	110-20-6200500	Additional Pay for Police Certification per Employee Manual and Contracts
LIFE INSURANCE	110-20-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	110-20-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	110-20-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	110-20-6210100	Cost for dental expense included in Medical line item.
MEDICAL INSURANCE	110-20-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMP. PD	110-20-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	110-20-6220100	Social Security Tax
TRI-MET TAX	110-20-6220200	Tri-Met Tax
WBF ASSESSMENT	110-20-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	110-20-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	110-20-6200300	Costs to provide the Employee Assist Program and Flexible Spending Account Program.
WORKERS COMP INSURANCE	110-20-6210500	Workers' Compensation Insurance expense.
AWARDS/ RECOGNITION	110-20-6295100	Employees and volunteer awards and recognition
UNIFORMS-REPAIR & REPLACE:		Costs for replacing, repairing, and purchasing new Officer uniforms.
UNIFORMS-REPLACEMENT	110-20-6295300	Cost for replacing damaged or worn out police uniforms
UNIFORMS- MAINT	110-20-6295400	Cost for cleaning and repairs of police uniforms
UNIFORMS-NEW HIRE	110-20-6295500	Cost for uniforms for newly hired police officers
CONTRACT SERVICES	110-20-6300100	Costs for professional services including contract with MCSO for Chief Position
RED LIGHT CAMERA EXPENSE	110-20-6300103	Amount owed for red light citations paid after June 30, 2015 but issued prior to program termination
HR ADMINISTRATION	110-20-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated
AUDIT & ACCOUNTING	110-20-6330100	Allocated: Costs of annual audit and technical support
LEGAL	110-20-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. And others as needed
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	110-20-6330500	Cost for building alarm services
IT SERVICES	110-20-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	110-20-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	110-20-6340200	Cost for City Website
REFUSE/SHREDDING	110-20-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	110-20-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.

City of Fairview  
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Fund: 110-20 - General Fund Public Safety

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
1,048,766	1,159,466	1,200,944	1,200,944	110-20-6110900	<b>WAGES:</b>		
98,923	78,251	85,000	85,000	110-20-6130100	STAFF	1,201,256	1,201,256
5,325	2,800	7,200	7,200	110-20-6130400	OVERTIME HOURS	77,150	77,150
2,086	3,170	6,000	6,000	110-20-6130500	ON CALL PAY- SGTS	7,200	7,200
					FTO PAY	2,000	2,000
					<b>BENEFITS:</b>		
810	304	810	810	110-20-6200200	CELL PHONE ALLOWANCE	608	608
9,540	11,755	14,880	14,880	110-20-6200400	LONGEVITY PAY	13,800	13,800
29,980	16,009	35,630	35,630	110-20-6200500	CERTIFICATION PAY	33,862	33,862
556	2,782	3,400	3,400	110-20-6295600	UNIFORM REIMBURSEMENT	3,200	3,200
1,630	1,884	2,055	2,055	110-20-6210300	LIFE INSURANCE	1,326	1,326
5,239	5,724	5,525	5,525	110-20-6210400	LONG TERM DISAB. INS	6,122	6,122
9,314	13,540	23,550	23,550	110-20-6290100	VACATION BUY-OUT	24,000	24,000
					<b>H&amp;W/ PERS:</b>		
18,198	-	-	-	110-20-6210100	DENTAL INSURANCE	-	-
211,320	230,026	238,035	238,035	110-20-6210200	MEDICAL INSURANCE	239,369	239,369
212,290	230,626	234,565	234,565	110-20-6230100	PERS/OPSRP- EMPR. PD	260,657	260,657
					<b>TAXES:</b>		
90,868	95,748	97,130	97,130	110-20-6220100	SOCIAL SECURITY (FICA)	99,902	99,902
8,537	9,059	9,065	9,065	110-20-6220200	TRI-MET TAX	9,581	9,581
548	579	630	630	110-20-6220300	WBF ASSESSMENT	630	630
1,188	8,762	8,650	8,650	110-20-6250100	UNEMP. INSURANCE	9,141	9,141
734	897	1,680	1,680	110-20-6200300	EMP ASSIST PROGRAM/FSA	1,000	1,000
22,086	24,223	28,000	28,000	110-20-6210500	WORKERS COMP INSURANCE	33,702	33,702
<b>1,777,939</b>	<b>1,895,605</b>	<b>2,002,749</b>	<b>2,002,749</b>		<b>PERSONAL SERVICES Total:</b>	<b>2,024,508</b>	<b>2,024,508</b>
909	1,382	2,000	2,000	110-20-6295100	AWARDS/ RECOGNITION	2,000	2,000
					<b>UNIFORMS-REPAIR &amp; REPLACE:</b>		
8,138	1,857	11,000	11,000	110-20-6295300	UNIFORMS-REPLACEMENT	11,000	11,000
3,301	3,031	4,500	4,500	110-20-6295400	UNIFORMS- MAINT	4,250	4,250
2,412	865	-	-	110-20-6295500	UNIFORMS-NEW HIRE	-	-
		1,000	1,000	110-20-6300100	CONTRACT SERVICES	24,300	24,300
56,670	57,450	1,000	1,000	110-20-6300103	RED LIGHT CAMERA EXPENSE	-	-
4,644	1,443	7,000	7,000	110-20-6310100	HR ADMINISTRATION	5,000	5,000
8,246	7,759	8,500	8,500	110-20-6330100	AUDIT & ACCOUNTING	8,800	8,800
3,728	7,631	15,000	15,000	110-20-6330200	LEGAL	25,000	25,000
					<b>IT SERVICES:</b>		
72	72	150	150	110-20-6330500	PROPERTY ALARM MONITORING SERVICE	115	115
20,471	19,133	33,340	33,340	110-20-6340100	IT SERVICES	28,030	28,030
12,718	7,036	13,875	13,875	110-20-6340101	IT UPGRADES/HARWARE	12,750	12,750
-	1,093	1,580	1,580	110-20-6340200	WEBSITE MANAGEMENT	1,698	1,698
1,046	733	1,100	1,100	110-20-6421100	REFUSE/SHREDDING	1,216	1,216
9,109	9,380	9,250	9,250	110-20-6423100	BLDG CLEANING SRVCS	9,274	9,274

GF- Police (110-20)	Account Number	Line Item Description
REPAIR & MAINTENANCE:		Costs associated with maintaining police vehicles, city hall building maint., maint. of necessary equipment
VEHICLE REP/MAINT	110-20-6430100	Police fleet vehicle repair expenses
BLDG REP/MAINT	110-20-6430200	City Hall repair and annual maintenance expenses
OFFICE EQUIP REP/MAIN	110-20-6430300	City Hall office equipment repair and maintenance expenses
EQUIP REPAIR/MAINT	110-20-6430400	Police Equipment repair and maintenance expenses
RADIO/MDC REPAIR/MAINT	110-20-6430401	Radio/MDC repair and maintenance expenses
EQUIPMENT & VEHICLE RENT:		Allocated: Costs for rental of copier and postage machine and any other office equipment rental
EQUIP RENT	110-20-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental
EQUIP RENT- VEHICLES	110-20-6442101	Cost for lease of police vehicles
GENERAL LIAB/PROP INSURANCE	110-20-6520100	Allocated: Property, General Liability, and Auto Insurance
CABLE TV	110-20-6530100	Allocated between PD and GF-Admin- costs for cable TV in event of emergency
POSTAGE	110-20-6530200	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE- CH	110-20-6530300	Allocated: Telephone, voice mail, and fax services for City Hall
PUBLICATIONS	110-20-6540100	Costs for publishing ads in newspapers, magazines, and other publications
PRINTING	110-20-6550100	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	110-20-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	110-20-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	110-20-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	110-20-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	110-20-6610200	Costs for items related to the operations of the department
BLDG SUPP- CITY HALL	110-20-6610300	Allocated: Building supplies including coffee, toilet paper, etc. for City Hall
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat for City Hall
GAS/HEAT- CH	110-20-6621100	Northwest Natural
ELECTRICITY-CH	110-20-6622100	Portland General Electric
ELECTRICITY- RED LIGHT CAMERAS	110-20-6622102	Program termed 5/31/2015
FUEL	110-20-6626101	Costs for fuel for City Police vehicles
DUES/SUB/MEMBRSHIP	110-20-6650100	Membership dues to professional organizations related to Police Department responsibilities
MEETINGS/ERRANDS:		Cost for attending local meetings or running errands for city business
TRAVEL-MEETINGS/ERRANDS	110-20-6580100	Cost for travel to attend meetings and complete errands done by staff
MEETING ATTENDANCE-CP	110-20-6630100	Cost for meeting attendance by Department Director
TRAINING & CONF.	110-20-6650200	Registration costs for conferences and trainings attend by Police Department staff
CONF- MEALS/LODGING	110-20-6630200	Costs for meals and travel to attend meetings by Police Department staff
COMMUNITY SUPPORT	110-20-6690901	Funding for Multnomah County Aging Services and East Metro Mediation Services
ACCREDITATION	110-20-6690906	Expenses related to maintaining accreditation of Police Department including annual dues
LEXIPOL- POICY UPDATES	110-20-6690907	Costs for Lexipol-policy manual updates
CRIME PREVENTION	110-20-6690930	Crime prevention operational costs and other handouts
EVIDENCE MANAGEMENT	110-20-6690934	Costs for the operation of police evidence room and evidence systems
INVESTIGATE/CRIME	110-20-6690935	Costs for supplies and equipment needed at crime scenes and during investigations
COUNTY BOOKING FEE	110-20-6690920	Fee imposed by Multnomah County Sheriff for use of holding facility for arrest

City of Fairview  
Fiscal Year 2016-17  
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Fund: 110-20 - General Fund Public Safety

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
20,080	20,870	21,000	21,000	110-20-6430100	<b>REPAIR &amp; MAINTENANCE:</b>		
10,490	6,328	17,000	17,000	110-20-6430200	VEHICLE REP/MAINT	21,000	21,000
-	-	500	500	110-20-6430300	BLDG REP/MAINT	17,000	17,000
587	-	1,600	1,600	110-20-6430400	OFFICE EQUIP REP/MAIN	500	500
1,851	180	1,600	1,600	110-20-6430401	EQUIP REPAIR/MAINT	1,000	1,000
					RADIO/MDC REPAIR/MAINT	1,000	1,000
					<b>EQUIPMENT &amp; VEHICLE RENT:</b>		
4,525	3,974	7,500	7,500	110-20-6442100	EQUIP RENT	3,400	3,400
7,755	7,848	6,234	6,234	110-20-6442101	EQUIP RENT- VEHICLES	4,900	4,900
13,592	17,299	14,000	14,000	110-20-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	21,178	21,178
24	24	25	25	110-20-6530100	<b>CABLE TV</b>	100	100
539	1,148	750	750	110-20-6530200	<b>POSTAGE</b>	750	750
13,176	12,123	5,200	5,200	110-20-6530300	<b>TELEPHONE- CH</b>	5,400	5,400
-	122	150	150	110-20-6540100	<b>PUBLICATIONS</b>	100	100
572	70	550	550	110-20-6550100	<b>PRINTING</b>	550	550
					<b>BANK FEES:</b>		
2,303	2,627	2,000	2,000	110-20-6590100	BANK FEES	2,361	2,361
868	1,060	1,000	1,000	110-20-6590200	MERCHANT FEES	1,187	1,187
1,413	1,836	750	750	110-20-6590300	CONVENIENCE FEES/CREDIT CARD	3,701	3,701
					<b>SUPPLIES:</b>		
3,791	4,025	5,500	5,500	110-20-6610100	OFFICE SUPPLIES	4,800	4,800
4,697	1,820	5,000	5,000	110-20-6610200	OPERATING MATERIALS & SUPPLES	3,000	3,000
2,911	2,055	2,500	2,500	110-20-6610300	BLDG SUPP- CITY HALL	2,500	2,500
					<b>ELECTRIC/GAS:</b>		
324	101	250	250	110-20-6621100	GAS/HEAT- CH	200	200
5,653	5,937	20,607	20,607	110-20-6622100	ELECTRICITY-CH	17,844	17,844
766	669	-	-	110-20-6622102	<b>ELECTRICITY- RED LIGHT CAMERAS</b>	-	-
34,440	30,140	45,000	45,000	110-20-6626101	<b>FUEL</b>	35,000	35,000
901	520	1,375	1,375	110-20-6650100	<b>DUES/SUB/MEMBRSHIP</b>	1,205	1,205
					<b>MEETINGS/ERRANDS:</b>		
21	240	100	100	110-20-6580100	TRAVEL-MEETINGS/ERRANDS	100	100
87	88	100	100	110-20-6630100	MEETING ATTENDANCE-CP	100	100
13,292	8,717	15,000	15,000	110-20-6650200	<b>TRAINING &amp; CONF.</b>	14,250	14,250
853	2,308	5,000	5,000	110-20-6630200	<b>CONF- MEALS/LODGING</b>	5,835	5,835
4,650	4,650	4,650	4,650	110-20-6690901	<b>COMMUNITY SUPPORT</b>	4,650	4,650
1,050	1,050	1,100	1,100	110-20-6690906	<b>ACCREDITATION</b>	1,100	1,100
2,450	2,450	2,500	2,500	110-20-6690907	<b>LEXIPOL- POICY UPDATES</b>	2,500	2,500
3,511	2,172	3,000	3,000	110-20-6690930	<b>CRIME PREVENTION</b>	5,000	5,000
2,021	1,984	2,000	2,000	110-20-6690934	<b>EVIDENCE MANAGEMENT</b>	2,000	2,000
6,371	1,776	3,000	3,000	110-20-6690935	<b>INVESTIGATE/CRIME</b>	2,000	2,000
2,133	4,266	4,300	4,300	110-20-6690920	<b>COUNTY BOOKING FEE</b>	4,576	4,576

GF- Police (110-20)	Account Number	Line Item Description
FIREARMS	110-20-6690933	Costs for ammunition for trainings and routine purposes
POLICE RESERVE EXPENSES	110-20-6690940	Costs for equipment, supplies and training related to reserves
TRAFFIC SAFETY	110-20-6690950	Costs related to traffic safety
RADIO COMMUNICATIONS	110-20-6690959	Costs for radio communications for Officer radios
RECORDS MANAGEMENT SYSTEMS	110-20-6690960	Costs for records management system
WIRELESS TECHNOLOGY- PD	110-20-6690961	Costs for wireless technology such as department cell phones
T1 LINE	110-20-6690963	Not budgeted as need for this expense no longer exist due to changed system
JAG GRANT	110-20-6690937	Grant termed 2013
PD DONATIONS- DESIGNATED	110-20-6690938	Funds donated to the police department to purchase or in support of specific items or programs.
ST. HOMELAND SECURITY GRANTS	110-20-6690939	Grant applied for to pay for expenses directly related to improved Police radio communications
CRIME PREVENTION- TARGET GRANT	110-20-6690931	Grant applied for to use for crime prevention purposes.
SHOP W/COP	110-20-6690932	Grant from Target for Shop with a Cop Event
PD DEPT- ALARM REFUNDS	110-20-6690000	Alarm Permit Refunds
ER CONTRIB	110-20-6491605	Contribution to Equipment Replacement Fund
BUILDING IMPROVEMENTS	110-20-6720100	Costs for improvements to Police Department area
TRAFFIC SAFETY/POLICE EQUIP	110-20-6720102	Costs related to traffic safety
EQUIPMENT	110-20-6740100	Costs for police equipment- MDC radios, etc.
BLDG EQUIPMENT- CH	110-20-6740200	Allocated: Costs for City Hall building equipment
OFFICE EQUIPMENT	110-20-6740500	Allocated and Direct- Costs for new office equipment

City of Fairview  
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Fund: 110-20 - General Fund Public Safety

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
7,457	1,290	9,500	9,500	110-20-6690933	FIREARMS	7,724	7,724
3,521	-	500	500	110-20-6690940	POLICE RESERVE EXPENSES	225	225
5,096	7,025	8,000	8,000	110-20-6690950	TRAFFIC SAFETY	2,100	2,100
27,385	26,780	26,550	26,550	110-20-6690959	RADIO COMMUNICATIONS	20,100	20,100
9,270	13,881	15,900	15,900	110-20-6690960	RECORDS MANAGEMENT SYSTEMS	16,904	16,904
6,704	6,396	9,000	9,000	110-20-6690961	WIRELESS TECHNOLOGY- PD	8,000	8,000
-	-	-	-	110-20-6690963	T1 LINE	-	-
-	-	-	-	110-20-6690937	JAG GRANT	-	-
160	516	1,000	1,000	110-20-6690938	PD DONATIONS- DESIGNATED	1,000	1,000
-	-	2,500	2,500	110-20-6690940	OPERATIONAL GRANTS- FEDERAL	-	-
-	-	10,000	10,000	110-20-6690939	ST. HOMELAND SECURITY GRANTS	-	-
-	-	1,500	1,500	110-20-6690931	CRIME PREVENTION- TARGET GRANT	-	-
1,000	-	-	-	110-20-6690932	SHOP W/COP	1,000	1,000
-	-	-	-	110-20-6690000	PD DEPT- ALARM REFUNDS	-	-
<b>359,752</b>	<b>325,230</b>	<b>394,586</b>	<b>394,586</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>381,273</b>	<b>381,273</b>
38,126	40,000	-	-	110-20-6491605	ER CONTRIB	40,000	40,000
1,000	-	2,000	2,000	110-20-6720100	BUILDING IMPROVEMENTS	1,950	1,950
8,350	-	4,500	85,572	110-20-6720102	TRAFFIC SAFETY/POLICE EQUIP	5,000	5,000
15,760	9,814	19,600	19,600	110-20-6740100	EQUIPMENT	48,800	48,800
875	1,200	1,000	1,000	110-20-6740200	BLDG EQUIPMENT- CH	1,000	1,000
1,000	365	1,200	1,200	110-20-6740500	OFFICE EQUIPMENT	1,200	1,200
<b>38,126</b>	<b>40,000</b>	<b>-</b>	<b>-</b>		<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>40,000</b>	<b>40,000</b>
<b>26,985</b>	<b>11,379</b>	<b>28,300</b>	<b>109,372</b>		<b>CAPITAL OUTLAY Total:</b>	<b>57,950</b>	<b>57,950</b>
<b>2,202,802</b>	<b>2,272,214</b>	<b>2,425,635</b>	<b>2,506,707</b>		<b>POLICE DEPARTMENT Total:</b>	<b>2,503,730</b>	<b>2,503,730</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>Fire/BOEC/EM 25</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Scott Anderson</b>
<b>DIRECTOR PHONE NUMBER:</b>	<b>(503) 674-6200</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Fire/BOEC/Emergency Management department is responsible for contracting with the City of Gresham for fire services to the citizens of Fairview and contracting with the City of Portland for Bureau of Emergency Communications (BOEC) for police dispatch services.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- The contract with City of Gresham for fire services includes a change in methodology for determining expenses in FY2016-17. The contract expense is now based on assessed value as determined by Multnomah County.

GF- FIRE/BOEC/EM (110-25)	Account Number	Line Item Description
WAGES:		Cost for personnel wages
STAFF	110-25-6110900	Staff wages
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE-EMPLOYEES	110-25-6200200	Staff Cell Phone Allowances
LONGEVITY PAY	110-25-6200400	Longevity Pay per Employee Manual
CERTIFICATION PAY	110-25-6200500	Additional Pay for Police Certification per Employee Manual and Contracts
LIFE INSURANCE	110-25-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	110-25-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	110-25-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	110-25-6210100	Cost for dental expense included in Medical line item
MEDICAL INSURANCE	110-25-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMPR. PD	110-25-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	110-25-6220100	Social Security Tax
TRI-MET TAX	110-25-6220200	Tri-Met Tax
WBF ASSESSMENT	110-25-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	110-25-6250100	Unemployment Insurance Assessment
WORKERS COMP INSURANCE	110-25-6210500	Workers' Compensation Insurance expense
CONTRACT SERVICES	110-25-6300100	Contract Services W/MCSO for Chief Position
BOEC CONTRACT COSTS	110-25-6690924	Anticipated cost for Bureau of Emergency Communications (911 services)
FIRE CONTRACT COSTS	110-25-6690925	Costs for fire services with the City of Gresham.
EQUIPMENT	110-25-6740100	Not budgeted this fiscal year.

City of Fairview  
Fiscal Year 2016-17  
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Fund: 110-25 - General Fund FIRE/BOEC/EM

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
9,819	10,341	10,290	10,290	110-25-6110900	<b>WAGES:</b> STAFF	7,148	7,148
90	34	90	90	110-25-6200200	<b>BENEFITS:</b> CELL PHONE ALLOWANCE-EMPLOYEES	68	68
60	120	120	120	110-25-6200400	LONGEVITY PAY	-	-
264	88	415	415	110-25-6200500	CERTIFICATION PAY	215	215
13	13	15	15	110-25-6210300	LIFE INSURANCE	15	15
46	46	45	45	110-25-6210400	LONG TERM DISAB. INS	35	35
-	-	200	200	110-25-6290100	VACATION BUY-OUT	200	200
108	-	-	-	110-25-6210100	<b>H&amp;W/ PERS:</b> DENTAL INSURANCE	-	-
1,254	1,291	1,330	1,330	110-25-6210200	MEDICAL INSURANCE	1,015	1,015
1,832	1,873	2,245	2,245	110-25-6230100	PERS/OPSRP- EMPR. PD	1,584	1,584
777	751	845	845	110-25-6220100	<b>TAXES:</b> SOCIAL SECURITY (FICA)	796	796
73	71	80	80	110-25-6220200	TRI-MET TAX	60	60
3	3	5	5	110-25-6220300	WBF ASSESSMENT	5	5
10	69	70	70	110-25-6250100	UNEMP. INSURANCE	52	52
-	-	-	-	110-25-6210500	<b>WORKERS COMP INSURANCE</b>	-	-
<b>14,349</b>	<b>14,700</b>	<b>15,750</b>	<b>15,750</b>		<b>PERSONAL SERVICES Total:</b>	<b>11,193</b>	<b>11,193</b>
-	-	-	-	110-25-6300100	<b>CONTRACT SERVICES</b>	2,700	2,700
-	-	-	-	110-25-6430400	EQUIPMENT REPAIR/MAINT		
185,358	185,548	205,000	205,000	110-25-6690924	BOEC CONTRACT COSTS	205,000	205,000
805,061	837,104	914,377	914,377	110-25-6690925	FIRE CONTRACT COSTS	1,023,516	1,023,516
<b>990,419</b>	<b>1,022,652</b>	<b>1,119,377</b>	<b>1,119,377</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>1,231,216</b>	<b>1,231,216</b>
-	1,000	-	-	110-25-6740100	<b>EQUIPMENT</b>		
-	<b>1,000</b>	-	-		<b>CAPITAL OUTLAY Total:</b>	-	-
<b>1,004,768</b>	<b>1,038,352</b>	<b>1,135,127</b>	<b>1,135,127</b>		<b>EMERGENCY MANAGEMENT Total:</b>	<b>1,242,409</b>	<b>1,242,409</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>General Fund 110</b>
<b>DEPARTMENT:</b>	<b>Other Requirements 40</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Lesa Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>(503) 674-6247</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The purpose of the General Fund “Other Requirements” is to budget for transfers in support of other City Funds, to maintain identification of dedicated and assigned funds, and to maintain a reserve that will ensure adherence to the following City Council adopted Financial Guidelines:

1. The City shall maintain a general fund *emergency contingency* funded at a *minimum of 5 percent* of general fund operating expenditures. This contingency is for unexpected expenditures that staff could not have known about at the time the budget was prepared.
2. The City shall maintain a general fund *operating fund balance* funded at a *minimum of 25 percent* of operating expenditures. This will help maintain the minimum cash flow necessary to ensure the City will not need to issue Tax Anticipation Notes (short-term borrowing).
3. Remainder of funds, unless otherwise restricted, will be designated at *contingency-excess reserves*.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- A Transfer to the Parks SDC Fund (\$30,000) to assist in the completion of Lakeshore Park design and construction. City Council Goal Objective #3A

GF- OTHER REQUIREMENTS (110-40)	Account Number	Line Item Description	
TRANS TO GRANT FUND 40 MILE LOOP	110-40-6491123	Not budgeted this fiscal year	
TRANS TO FACILITIES MAINT FUND	110-40-6491144	Transfer to Facilities Maintenance Fund for City Building Improvements	
TRANS TO BLDG FUND	110-40-6491200	Not budgeted this fiscal year	
TRANS TO PARK SDC		Transfer to Parks SDC Fund	
TRANS TO STREET		Transfer to Street Fund	
TRANSFER TO OTHER FUNDS	110-40-6491100	Not budgeted this fiscal year.	
CONTINGENCY:			
CONTINGENCY	110-40-6910000	For unforeseen events- cannot be used without City Council approval.	
CONTINGENCY- LAKE SHORE PARK	110-40-6910000	Portion of Contingency identified in FY 2014-15 for Lakeshore Improvements.	
CONTINGENCY- EXCESS RESERVES	110-40-6910000	Resources remaining after applying City Financial policies regarding ending fund balances	
ENDING FUND BALANCE-ASSIGNED	110-40-6791000	Ending Fund Balance Assigned by Council for specific purpose.	
ENDING FUND BALANCE-UNASSIGNED	110-40-6791000	Unappropriated funds per Council Guidelines- minimum 25% of Operating Expenses.	
			144,008
			(37,500)
			(250,000)
			(14,000)
			157,493
			(1)

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-40 - General Fund Other Requirements

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
25,000	-	-	-	110-40-6491123	TRANS TO GRANT FUND 40 MILE LOOP	-	-
10,000	75,000	-	-	110-40-6491144	TRANS TO FACILITIES MAINT FUND	3,000	3,000
-	-	-	-	110-40-6491200	TRANS TO BLDG FUND	-	-
					TRANS TO PARK SDC	30,000	30,000
					TRANS TO STREET	250,000	-
346,488	-	-	-	110-40-6491100	TRANSFER TO OTHER FUNDS	-	-
					CONTINGENCY:		
-	-	245,000	245,000	110-40-6910000	EMERGENCY CONTINGENCY	242,000	242,000
-	-	125,342	125,342	110-40-6910000	CONTINGENCY- LAKE SHORE PARK	-	-
-	-	1,784,142	1,676,565	110-40-6910000	CONTINGENCY- EXCESS RESERVES	1,927,580	2,085,073
-	-	-	-	110-40-6791000	FUND BALANCE-ASSIGNED	-	-
-	-	1,172,000	1,172,000	110-40-6791000	FUND BALANCE-UNASSIGNED	1,206,000	1,206,000
<b>381,488</b>	<b>75,000</b>	-	-		<b>TRANSFER TO OTHER FUNDS Totals:</b>	<b>283,000</b>	<b>33,000</b>
-	-	<b>3,326,484</b>	-		<b>OTHER REQUIREMENTS Total:</b>	<b>3,375,580</b>	<b>3,533,073</b>
<b>4,459,555</b>	<b>4,333,454</b>	<b>4,803,676</b>	<b>4,911,253</b>	<b>0</b>	<b>TOTAL GENERAL FUND EXPENSES:</b>	<b>5,314,505</b>	<b>5,156,013</b>
<b>3,733,878</b>	<b>3,974,547</b>	<b>1,171,999</b>	<b>1,171,999</b>		<b>GENERAL FUND TOTALS:</b>	<b>1,206,000</b>	<b>1,206,000</b>

3,841,056	3,733,878	3,501,141	3,501,141
4,352,377	4,493,721	4,629,018	4,629,018
2,360,929	2,504,549	2,717,787	2,717,787
1,632,201	1,639,515	1,983,814	2,010,319
-	-	-	-
428,389	128,775	6,775	6,775
38,036	60,615	95,300	176,372
-	-	2,154,484	2,046,907
3,733,878	3,974,547	1,171,999	1,171,999

Supplemental

GENERAL FUND TOTALS  
BEGINNING FUND BALANCE  
OPERATING RESOURCES  
PERSONNEL SERVICES  
26,505 MATERIALS AND SERVICES  
0 DEBT SERVICE  
0 TRANSFERS TO OTHER FUNDS  
81072 CAPITAL OUTLAY  
-107577 CONTINGENCY  
0 ENDING BALANCE

3,979,389	3,979,389
4,716,096	4,716,096
2,726,628	2,870,636
2,103,427	2,065,927
-	-
355,100	105,100
134,750	120,750
2,169,580	2,327,073
1,206,000	1,206,000



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>AEC 121</b>
<b>DEPARTMENT:</b>	<b>00 DEPARTMENT</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Lesla Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6247</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The purpose of The Administrative Excise Charge Fund (AEC) is to collect funds from new development to pay for public infrastructure to replace park SDC's that will be waived as part of the City's Development Incentive Program.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2015-17:**

- City Council passed a resolution in FY 2015-16 to allow AEC funds to be utilized for approved capital expenditures (related to parks). Funds will be utilized to purchase and install park benches (The Hanson Plan) in FY 2015-16.
- Funds have been set aside for additional park projects as directed by Council.
- Funds have been transferred to the Parks SDC Fund for the Lakeshore Park improvements.

AEC FUND (121-00)	Account Number	
BEGINNING FUND BALANCE- COMMITTED	121-00-4995000	Ending Fund Balance from Previous Year (Estimate).
ADMIN EXCISE CHRG	121-00-4318300	The AEC Charge is \$.50 /ft^2 for residential development and \$.25/ft^2 for commercial development.
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union.
INTEREST- LGIP	121-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	121-00-4361200	CD Interest
CAPITAL IMPROVEMENTS		Capital Improvements as identified by Council
AUDIT & ACCOUNTING	121-00-6330100	Allocated: Costs of annual audit and technical support
<hr/>		
TRANSFER TO PARKS SDC		Transfer to Parks SDC
CONTINGENCY	121-00-6910000	For unforeseen events- cannot be used without City Council approval
FUND BALANCE- COMMITTED	121-00-6791000	Unappropriated funds

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 121 - ADMIN EXCISE CHARGE FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
22,457	25,969	30,915	30,915	121-00-4995000	BEGINNING FUND BALANCE- COMMITTED	26,740	26,740
3,369	12,083	15,000	15,000	121-00-4318300	ADMIN EXCISE CHRG	65,000	65,000
					INTEREST:		
143	150	200	200	121-00-4361100	INTEREST- LGIP	258	258
0	2	1	1	121-00-4361200	INTEREST- INVESTMENTS	2	2
25,969	38,204	46,116	46,116		RESOURCES Total:	92,000	92,000
-	-	-	45,916		CAPITAL IMPROVEMENTS	30,916	30,916
		200	200	121-00-6330100	AUDIT & ACCOUNTING	400	400
-	-	200	200		MATERIALS AND SERVICES Total:	400	400
					TRANSFER TO PARK SDC	45,667	45,667
		45,916	-	121-00-6910000	CONTINGENCY	15,017	15,017
		-	-	121-00-6791000	FUND BALANCE- COMMITTED	-	-
-	-	45,916	-		OTHER Total:	15,017	15,017
-	-	46,116	46,116		TOTAL AEC EXPENSES:	92,000	92,000
25,969	38,204	-	-		AEC TOTAL FUND:	(0)	0



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Building Fund 122</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

State law requires that permit revenues be used only toward operating expenditures of the Building Department. The Building Fund segregates building fund activity and ensures that the City of Fairview can account for permit revenues and operating expenditures, therefore demonstrating compliance with state law. The purpose of the Department follows:

1. Provide and fund a Building Inspection Program as required by state law.
2. Support the Contract Building Official, plan examiners, and inspectors.
3. Provide expert, timely, coordinated, and cost effective permitting and inspection services.
4. Issue permits, conduct inspections, and approve occupancies.
5. Enforce violations of building codes.
6. Establish an operating reserve fund to cover operating costs during economic down turns and limit general fund transfers.
7. Coordinate, implement, and track the "Vacant Land Building Incentive Program" as adopted by Council in FY2015-16 (Council Goal 5B).

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Increased personnel costs are the result of accurately reflecting the allocation of time spent on building department related activities.
- Permit revenue has decreased due to the "Vacant Land Building Incentive Program".
- Contract Services have increased for building inspection in anticipation of additional services required as the "Vacant Land Building Incentive Program" encourages development.

Building Fund (122-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE-RESTRICTED	122-00-4995000	Ending Fund Balance from Previous Year (Estimate).
CET REVENUE	122-00-4318200	Building Fund administrative portion of Construction Excise Tax on new construction
REYNOLDS CET REVENUE	122-00-4318201	Building Fund administrative portion of Reynolds Construction Excise Tax on new construction
PERMIT REVENUE:		Estimated Revenue from the issuance of the various building related permits
BUILDING PERMITS	122-00-4320200	Revenue from the issuance of building permits
ELECTRICAL PERMITS	122-00-4320300	Revenue from the issuance of electrical permits
PLUMBING PERMITS	122-00-4320400	Revenue from the issuance of plumbing permits
MECHANICAL PERMITS	122-00-4320800	Revenue from the issuance of mechanical permits
BLDG PERMITS- OTHER	122-00-4320900	Revenue from the issuance of all other permits not elsewhere classified
FIRE PREVENTION PERMITS	122-00-4320901	Revenue from the issuance of fire prevention permits
GRADING PERMITS	122-00-4320902	Revenue from the issuance of grading permits
DEMOLITION PERMITS	122-00-4320903	Revenue from the issuance of demolition permits
MANUF. DWELLING PERMIT	122-00-4320904	Revenue from the issuance of Manufactured Home Dwelling permits
INTEREST:		Interest received from State Local Government Investment Pool and CD at local credit union
INTEREST- LGIP	122-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	122-00-4361200	CD Interest
MISC. REVENUE	122-00-4390100	Revenue for items not elsewhere classified
TRANSFER FROM GEN FUND	122-00-4391400	Not budgeted this fiscal year
WAGES:		Cost for personnel wages
STAFF	122-00-6110900	Staff Wages
OVERTIME HOURS	122-00-6130100	Overtime for Staff
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE-EMPLOYEES	122-00-6200200	Staff Cell Phone Allowances
LONGEVITY PAY	122-00-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	122-00-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	122-00-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	122-00-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	122-00-6210100	Cost for dental expense included in Medical line item.
MEDICAL INSURANCE	122-00-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP-EMPR. PD	122-00-6230100	PERS Costs per Employee Manual and rate imposed by PERS board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	122-00-6220100	Social Security Tax
TRI-MET TAX	122-00-6220200	Tri-Met Tax
WBF ASSESSMENT	122-00-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	122-00-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	122-00-6200300	Costs to provide the Employee Assist Program and Flexible Spensing Account Program
WORKERS COMP INSURANCE	122-00-6210500	Workers' Compensation Insurance expense
AWARDS/ RECOGNITION	122-00-6295100	Employee and volunteer awards and recognition
CONTRACT SERVICES:		Costs for professional services including the cost of a planning/design services
CONTRACT SERVICES	122-00-6300100	Costs for professional services
CONTRACT SERVICES- PERMIT TECH	122-00-6300100	Cost for contracted services from City of Gresham for part-time permit technician

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 122- BUILDING FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
57,111	1,335	24,109	24,109	122-00-4995000	BEGINNING FUND BALANCE-RESTRICTED	120,374	120,374
60	354	100	100	122-00-4318200	CET REVENUE	100	100
41	2	175	175	122-00-4318201	REYNOLDS CET REVENUE	-	-
					<b>PERMIT REVENUE:</b>		
28,776	53,559	80,000	80,000	122-00-4320200	BUILDING PERMITS	52,583	52,583
7,113	16,479	25,000	25,000	122-00-4320300	ELECTRICAL PERMITS	26,907	26,907
2,702	13,918	20,000	20,000	122-00-4320400	PLUMBING PERMITS	21,526	21,526
4,443	13,959	8,500	8,500	122-00-4320800	MECHANICAL PERMITS	9,149	9,149
-	-	1,500	1,500	122-00-4320900	BLDG PERMITS- OTHER	-	-
668	2,866	4,000	4,000	122-00-4320901	FIRE PREVENTION PERMITS	4,305	4,305
530	905	2,500	2,500	122-00-4320902	GRADING PERMITS	2,691	2,691
750	-	1,000	1,000	122-00-4320903	DEMOLITION PERMITS	1,076	1,076
-	960	500	500	122-00-4320904	MANUF. DWELLING PERMIT	500	500
					<b>INTEREST:</b>		
80	51	157	157	122-00-4361100	INTEREST- LGIP	202	202
0	3	10	10	122-00-4361200	INTEREST- INVESTMENTS	20	20
					<b>MISC. REVENUE</b>		
91	300	100	100	122-00-4390100	TRANSFER FROM GEN FUND	100	100
-	-	-	-	122-00-4391400	TRANSFER FROM GEN FUND	-	-
<b>102,365</b>	<b>104,689</b>	<b>167,651</b>	<b>167,651</b>		<b>RESOURCES Total:</b>	<b>239,533</b>	<b>239,533</b>
					<b>WAGES:</b>		
20,054	13,041	7,545	7,545	122-00-6110900	STAFF	58,770	58,770
92	-	215	215	122-00-6130100	OVERTIME	-	-
					<b>BENEFITS:</b>		
45	13	30	30	122-00-6200200	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	-	-
96	-	120	120	122-00-6200400	LONGEVITY	-	-
28	35	15	15	122-00-6210300	LIFE INSURANCE	43	43
98	110	35	35	122-00-6210400	LONG TERM DISAB. INS	222	222
150	-	150	150	122-00-6290100	VACATION BUY-OUT	250	250
					<b>H&amp;W/ PERS:</b>		
371	-	-	-	122-00-6210100	DENTAL INSURANCE	1,088	1,088
4,326	4,690	1,730	1,730	122-00-6210200	MEDICAL INSURANCE	12,321	12,321
3,191	3,059	1,535	1,535	122-00-6230100	PERS/OPSRP- EMPR. PD	8,821	8,821
					<b>TAXES:</b>		
1,630	1,663	620	620	122-00-6220100	SOCIAL SECURITY (FICA)	4,339	4,339
149	157	60	60	122-00-6220200	TRI-MET TAX	301	301
10	12	5	5	122-00-6220300	WBF ASSESSMENT	5	5
21	152	55	55	122-00-6250100	UNEMP. INSURANCE	288	288
11	11	20	20	122-00-6200300	EMP ASSIST PROGRAM/FSA	20	20
1,410	1,546	550	550	122-00-6210500	WORKERS COMP INSURANCE	2,151	2,151
<b>31,683</b>	<b>24,488</b>	<b>12,685</b>	<b>12,685</b>		<b>PERSONAL SERVICES Total:</b>	<b>88,619</b>	<b>88,619</b>
-	31	75	75	122-00-6295100	AWARDS/ RECOGNITION	75	75
					<b>CONTRACT SERVICES:</b>		
1,970	-	6,500	6,500	122-00-6300100	CONTRACT SERVICES	5,000	5,000
25,000	9,319	20,000	20,000	122-00-6300100	CONTRACT SERVICES- PERMIT TECH	-	-

Building Fund (122-00)	Account Number	Line Item Description
HR ADMINISTRATION	122-00-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated
AUDIT & ACCOUNTING	122-00-6330100	Allocated: Costs of annual audit and technical support
LEGAL	122-00-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. and others as needed
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	122-00-6330500	Cost for building alarm services
IT SERVICES	122-00-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	122-00-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	122-00-6340200	Cost for City Website
REFUSE/SHREDDING	122-00-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	122-00-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining police vehicles, city hall building maint., and maint. of necessary equipment
BLDG REP/MAINT	122-00-6430200	City Hall repair and annual maint. Expenses
EQUIP RENT	122-00-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental
GENERAL LIAB/PROP INSURANCE	122-00-6520100	Allocated: Property, General Liability, and Auto Insurance
POSTAGE	122-00-6530200	Allocated and direct. Costs for postage
TELEPHONE-CH	122-00-6530300	Allocated: Telephone, voice mail, and fax services for City Hall.
PRINTING	122-00-6550100	Costs for professional printing and design services for business cards, letterhead, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	122-00-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	122-00-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	122-00-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	122-00-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	122-00-6610200	Costs for items related to the operations of the department
BLDG SUPP- CITY HALL	122-00-6610300	Allocated: Building supplies including coffee, toilet paper, etc. for City Hall
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat
GAS/HEAT- CH	122-00-6621100	Northwest Natural Gas
ELECTRICITY-CH	122-00-6622100	Portland General Electric
DUES/SUB/MEMBRSHIP	122-00-6650100	Membership dues to professional organizations related to Building Fund responsibilities
TRAINING & CONF.	122-00-6650200	Registration costs for conferences and trainings attend by the Building Fund staff
CONF- MEALS/LODGING	122-00-6630200	Costs for meals and travel to attend meetings by the Building Fund staff
BUILDING INSPECTION SRVCS	122-00-6690502	Contracted costs for Building Inspection services.
BLDG EQUIPMENT- CH	122-00-6740200	Allocated: Costs for City building equipment
OFFICE EQUIPMENT	122-00-6740500	Allocated and Direct: Costs for new office equipment
CONTINGENCY	122-00-6910000	For unforeseen events- cannot be used without City Council approval
FUND BALANCE- RESTRICTED	122-00-6791000	Unappropriated funds restricted for Building Fund related expenditures in the next fiscal year

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 122- BUILDING FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
11	1	150	150	122-00-6310100	HR ADMINISTRATION	150	150
375	353	400	400	122-00-6330100	AUDIT & ACCOUNTING	400	400
575	890	1,500	1,500	122-00-6330200	LEGAL	1,750	1,750
					<b>IT SERVICES:</b>		
10	10	20	20	122-00-6330500	PROPERTY ALARM MONITORING SERVICE	25	25
669	442	1,190	1,190	122-00-6340100	IT SERVICES	701	701
49	184	270	270	122-00-6340101	IT UPGRADES/HARWARE	160	160
-	153	60	60	122-00-6340200	WEBSITE MANAGEMENT	79	79
142	112	95	95	122-00-6421100	REFUSE/SHREDDING	105	105
246	254	1,400	1,400	122-00-6423100	BLDG CLEANING SRVCS	1,328	1,328
					<b>REPAIR &amp; MAINTENANCE:</b>		
176	164	2,250	2,250	122-00-6430200	BLDG REP/MAINT	2,250	2,250
2,156	2,092	4,140	4,140	122-00-6442100	EQUIP RENT	1,600	1,600
3,236	786	3,750	3,750	122-00-6520100	GENERAL LIAB/PROP INSURANCE	963	963
121	106	100	100	122-00-6530200	POSTAGE	100	100
73	81	1,200	1,200	122-00-6530300	TELEPHONE-CH	1,300	1,300
-	-	250	250	122-00-6540100	PUBLICATIONS	250	250
24	56	50	50	122-00-6550100	PRINTING	50	50
-	-	-	-	122-00-6580100	TRAVEL - MEETINGS/ERRANDS	75	75
					<b>BANK FEES:</b>		
66	75	70	70	122-00-6590100	BANK FEES	83	83
39	48	45	45	122-00-6590200	MERCHANT FEES	53	53
126	141	60	60	122-00-6590300	CONVENIENCE FEES/CREDIT CARD	296	296
					<b>SUPPLIES:</b>		
35	7	100	100	122-00-6610100	OFFICE SUPPLIES	150	150
864	42	750	750	122-00-6610200	OPERATING MATERIALS & SUPPLIES	750	750
66	37	100	100	122-00-6610300	BLDG SUPP- CITY HALL	100	100
					<b>ELECTRIC/GAS:</b>		
22	7	200	200	122-00-6621100	GAS/HEAT- CH	140	140
377	356	300	300	122-00-6622100	ELECTRICITY-CH	260	260
					<b>DUES/SUB/MEMBRSHIP</b>		
-	-	100	100	122-00-6650100	DUES/SUB/MEMBRSHIP	100	100
-	-	200	200	122-00-6650200	TRAINING & CONF.	1,000	1,000
-	-	400	400	122-00-6630200	CONF- MEALS/LODGING	-	-
32,919	54,195	45,000	45,000	122-00-6690502	BUILDING INSPECTION SRVCS	50,000	50,000
<b>69,347</b>	<b>69,942</b>	<b>90,725</b>	<b>90,725</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>69,292</b>	<b>69,292</b>
					<b>CAPITAL OUTLAY:</b>		
		250	250	122-00-6740200	BLDG EQUIPMENT- CH	250	250
		250	250	122-00-6740500	OFFICE EQUIPMENT	250	250
		<b>500</b>	<b>500</b>		<b>CAPITAL OUTLAY Total:</b>	<b>500</b>	<b>500</b>
					<b>OTHER:</b>		
		25,000	25,000	122-00-6910000	CONTINGENCY	81,122	81,122
		38,741	38,741	122-00-6791000	FUND BALANCE- RESTRICTED		
		<b>63,741</b>	<b>63,741</b>		<b>OTHER Total:</b>	<b>81,122</b>	<b>81,122</b>
<b>101,030</b>	<b>94,430</b>	<b>167,651</b>	<b>167,651</b>		<b>TOTAL BLDG. EXPENSES:</b>	<b>239,533</b>	<b>239,533</b>
<b>1,335</b>	<b>10,259</b>	<b>-</b>	<b>-</b>		<b>BLDG FUND TOTAL:</b>	<b>(0)</b>	<b>(0)</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Grants/Projects 123</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

Identify and track required grant match contributions, grant revenues, and grant expenditures. Identify and track individual capital projects or other program grants/donations.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- The majority of revenue and expenses for the “Halsey Street Corridor Project” are expected to be realized in FY 2016-17
- The City has been awarded a Community Development Block Grant (CDBG) to fund installation of sidewalks in identified “old town” where sidewalks do not currently exist. At the time of development in this area, sidewalks were not a required development standard as they are currently. This grant was initially budgeted in FY 2015-16, but has not been completed. As a result, the grant is again budgeted in FY 2016-17

GRANT/PROJECT FUND (123-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE	123-00-4995000	Ending Fund Balance from Previous Year (Estimate)
GRANT MATCH FROM GENERAL FUND	123-00-4391200	Transfer for Parks and Trail Improvements
GRANT- HALSEY	123-00-4334101	Not budgeted this fiscal year.
GRANT- HALSEY CORRIDOR		Halsey Corridor Grant Project
OPER GRANT FED	123-00-4331200	Not budgeted this fiscal year.
METRO GRANT- NATURE IN NEIGH.	123-00-4337201	Project completed in 2013
CDBG GRANT	123-00-4337202	Grant awarded for sidewalk improvements in Old Town- "Historic Fairview"
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union.
INTEREST- LGIP	123-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	123-00-4361200	CD Interest
GRANT- HALSEY ST PROJ	123-00-6700103	Project completed in 2012
GRANT- HALSEY CORRIDOR		Halsey Corridor Grant Project
CDBG GRANT	123-00-6700107	Grant awarded for sidewalk improvements in Old Town- "Historic Fairview"
METRO GRANT-NATURE IN NEIGH.	123-00-6700105	Project completed in 2013
CONTINGENCY	123-00-6910000	For unforeseen events- cannot be used without City Council approval
FUND BALANCE- COMMITTED	123-00-6910000	Not budgeted this fiscal year

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 123 - GRANT AND SPECIAL PROJECT FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
(16,645)	24,753	24,753	24,753	123-00-4995000	BEGINNING FUND BALANCE	24,961	24,961
25,000	-	-	-	123-00-4391200	GRANT MATCH FROM GENERAL FUND	-	-
-	-	-	-	123-00-4334101	GRANT- HALSEY	-	-
-	-	-	112,000	123-00-4334101	GRANT- HALSEY CORRIDOR	100,000	100,000
79,743	-	-	-	123-00-4331200	OPER GRANT FED	-	-
16,398	-	-	-	123-00-4337201	METRO GRANT- NATURE IN NEIGH.	-	-
-	-	69,500	69,500	123-00-4337202	CDBG GRANT	69,500	69,500
					INTEREST:		
-	107	161	161	123-00-4361100	INTEREST- LGIP	208	208
-	1	-	-	123-00-4361200	INTEREST- INVESTMENTS	-	-
<b>104,496</b>	<b>24,861</b>	<b>94,414</b>	<b>206,414</b>		<b>RESOURCES Total:</b>	<b>194,669</b>	<b>194,669</b>
	-	-	-	123-00-6700103	GRANT- HALSEY ST PROJ	-	-
	-	-	112,000	123-00-6700103	GRANT- HALSEY CORRIDOR	100,000	100,000
79,743	-	69,500	69,500	123-00-6700107	CDBG GRANT	69,500	69,500
	-	-	-	123-00-6700105	METRO GRANT-NATURE IN NEIGH.	-	-
<b>79,743</b>	<b>-</b>	<b>69,500</b>	<b>181,500</b>		<b>CAPITAL OUTLAY Total:</b>	<b>169,500</b>	<b>169,500</b>
	-	24,914	24,914	123-00-6910000	CONTINGENCY	25,169	25,169
	-	-	-	123-00-6910000	FUND BALANCE- COMMITTED	-	-
<b>-</b>	<b>-</b>	<b>24,914</b>	<b>24,914</b>		<b>OTHER Total:</b>	<b>25,169</b>	<b>25,169</b>
<b>79,743</b>	<b>-</b>	<b>94,414</b>	<b>206,414</b>		<b>TOTAL GRANT EXPENSES:</b>	<b>194,669</b>	<b>194,669</b>
<b>24,753</b>	<b>24,861</b>	<b>-</b>	<b>-</b>		<b>GRANT FUND TOTAL:</b>	<b>(0)</b>	<b>(0)</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Street 124</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The State Tax Street Fund provides equipment and services to maintain the City's streets and alley ways. This fund includes payment for services to Multnomah County for street sweeping, annual striping, periodic crack sealing and shoulder repair. This fund also purchases signs, barricades, gravel and other equipment specific to street repair and maintenance. As improvement moneys accumulate, the pavement overlay program is also funded out of this project.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- \$175,000 was set aside in Engineering and Maps to include Phase I of a proposed sidewalk design program.
- Continuation of \$50,000 expenditure line to fund Sidewalk Maintenance Assistance Program.
- Street Maintenance and Improvements scheduled include overlay and other street related improvements throughout the City.

PW Street Fund (124-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	124-00-4995000	Ending Fund Balance from Previous Year (Estimate).
RIGHT OF WAY PERMITS	124-00-4322100	Fee for inspection for work completed in city right-of-way (i.e. water and sewer line connections and other utility work).
COUNTY SHARED REVENUE	124-00-4330105	Annual pay from Multnomah County for roads.
STATE SHARED REVENUE-GAS	124-00-4330106	Distribution from state gas tax based on population.
GENERAL GOVT CHARGES	124-00-4340100	Resources not elsewhere classified
TGM GRANT	124-00-4334100	Grant awarded to assist with cost of updating the City's Transportation System Plan (TSP)
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union.
INTEREST- LGIP	124-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	124-00-4361200	CD Interest
		Transfer from the General Fund
MISC. REVENUE	124-00-4390100	Revenue not elsewhere classified
		Cost for personnel wages
WAGES:		
STAFF	124-00-6110900	Staff Wages
OVERTIME HOURS	124-00-6130100	Overtime for Staff
CALL OUT PAY	124-00-6130200	Pay for call-out situations.
		Cost for employee benefits as determined by contracts and Employee Manual
BENEFITS:		
CELL PHONE ALLOWANCE-EMPLOYEES	124-00-6200200	Cell Phone Allowances
LONGEVITY PAY	124-00-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	124-00-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	124-00-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	124-00-6290100	Vacation Buy-Out per Employee Manual
		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
H&W/ PERS:		
DENTAL INSURANCE	124-00-6210100	Cost for dental expense included in Medical line item
MEDICAL INSURANCE	124-00-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMPR. PD	124-00-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
TAXES:		
SOCIAL SECURITY (FICA)	124-00-6220100	Social Security Tax
TRI-MET TAX	124-00-6220200	Tri-Met Tax
WBF ASSESSMENT	124-00-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	124-00-6250100	Unemployment Insurance Assessment
		Costs to provide the Employee Assist Program and Flexible Spending Account Program
EMP ASSIST PROGRAM/ FSA	124-00-6200300	
WORKERS COMP INSURANCE	124-00-6210500	Workers' Compensation Insurance expense
		Employee and Volunteer awards and recognition
AWARDS/ RECOGNITION	124-00-6295100	
UNIFORMS	124-00-6295300	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel
		Contract Services (Tree Trimming, etc.)
CONTRACT SERVICES	124-00-6300100	
		Allocated: HR-related expenses. Some expenses directly related are not allocated
HR ADMINISTRATION	124-00-6310100	
AUDIT & ACCOUNTING	124-00-6330100	Allocated: Costs of annual audit and technical support
LEGAL	124-00-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. And others as needed
		Costs for professional engineering services
ENGINEERING SERVICES:		
ARCHITECTUAL/DESIGN ENGINEERING	124-00-6330300	Professional Engineering services for architectural and design work
ENGINEERING AND MAPS	124-00-6330400	Professional engineering services for engineering and maps work

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 124 - STREET FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
531,290	674,498	626,841	626,841	124-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	592,859	592,859
750	1,575	2,500	2,500	124-00-4322100	RIGHT OF WAY PERMITS	2,500	2,500
12,268	12,578	13,500	13,500	124-00-4330105	COUNTY SHARED REVENUE	13,000	13,000
510,012	515,902	514,904	514,904	124-00-4330106	STATE SHARED REVENUE-GAS	513,782	513,782
-	-	250	250	124-00-4340100	GENERAL GOVT CHARGES	-	-
-	-	55,000	55,000	124-00-4334100	TGM GRANT	-	-
3,888	3,396	4,075	4,075	124-00-4361100	INTEREST:	5,255	5,255
10	34	15	15	124-00-4361200	INTEREST- LGIP	30	30
-	-	-	-	-	INTEREST- INVESTMENTS	-	-
-	290	750	750	124-00-4390100	TRANSFER FROM GF	250,000	-
-	-	-	-	-	MISC. REVENUE	500	500
<b>1,058,219</b>	<b>1,208,273</b>	<b>1,217,835</b>	<b>1,217,835</b>		<b>RESOURCES Total:</b>	<b>1,377,926</b>	<b>1,127,926</b>
<b>WAGES:</b>							
111,931	103,996	109,440	109,440	124-00-6110900	STAFF	107,779	107,779
516	1,023	1,255	1,255	124-00-6130100	OVERTIME	808	808
635	632	1,420	1,420	124-00-6130200	CALL OUT PAY	1,272	1,272
<b>BENEFITS:</b>							
609	253	505	505	124-00-6200200	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	459	459
1,479	1,380	1,465	1,465	124-00-6200400	LONGEVITY	1,272	1,272
150	159	160	160	124-00-6210300	LIFE INSURANCE	98	98
528	523	455	455	124-00-6210400	LONG TERM DISAB. INS	513	513
849	2,045	1,200	1,200	124-00-6290100	VACATION BUY-OUT	1,300	1,300
<b>H&amp;W/ PERS:</b>							
2,000	-	-	-	124-00-6210100	DENTAL INSURANCE	1,834	1,834
23,212	23,363	23,275	23,275	124-00-6210200	MEDICAL INSURANCE	19,942	19,942
20,424	19,392	20,510	20,510	124-00-6230100	PERS/OPSRP- EMPR. PD	19,807	19,807
<b>TAXES:</b>							
8,646	8,996	8,750	8,750	124-00-6220100	SOCIAL SECURITY (FICA)	8,450	8,450
809	853	820	820	124-00-6220200	TRI-MET TAX	811	811
58	58	80	80	124-00-6220300	WBF ASSESSMENT	80	80
112	825	725	725	124-00-6250100	UNEMP. INSURANCE	672	672
161	153	145	145	124-00-6200300	EMP ASSIST PROGRAM/FSA	108	108
1,410	1,546	2,890	2,890	124-00-6210500	WORKERS COMP INSURANCE	2,151	2,151
<b>173,529</b>	<b>165,196</b>	<b>173,095</b>	<b>173,095</b>		<b>PERSONAL SERVICES Total:</b>	<b>167,356</b>	<b>167,356</b>
75	31	75	75	124-00-6295100	AWARDS/ RECOGNITION	75	75
-	594	600	600	124-00-6295300	UNIFORMS	600	600
16,395	16,641	15,000	15,000	124-00-6300100	CONTRACT SERVICES	16,500	16,500
-	-	55,000	55,000	124-00-6700100	STATE GRANT-TGM	-	-
165	308	1,000	1,000	124-00-6310100	HR ADMINISTRATION	1,000	1,000
2,249	2,116	2,300	2,300	124-00-6330100	AUDIT & ACCOUNTING	2,400	2,400
1,468	5,634	1,500	1,500	124-00-6330200	LEGAL	2,000	2,000
<b>ENGINEERING SERVICES:</b>							
500	5,750	10,000	10,000	124-00-6330300	ARCHITECTUAL/DESIGN ENGINEERING	10,000	10,000
10,000	3,774	25,000	25,000	124-00-6330400	ENGINEERING AND MAPS	625,000	200,000

PW Street Fund (124-00)	Account Number	Line Item Description
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	124-00-6330500	Cost for building alarm services
IT SERVICES	124-00-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	124-00-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	124-00-6340200	Cost for City Website and online code publishing updates
REFUSE/SHREDDING	124-00-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	124-00-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining police vehicles, city hall building maint., and maint. of necessary equipment.
VEHICLE REP/MAINT	124-00-6430100	Public Works vehicle repair expenses
BLDG REP/MAINT	124-00-6430200	City Hall repair and annual maintenance expenses
OFFICE EQUIP REP/MAIN	124-00-6430300	City Hall office equipment repair and maintenance expenses
EQUIP REP/MAINT	124-00-6430400	Equipment repair expenses
EQUIP RENT	124-00-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental
RENT EXPENSE-TO GF	124-00-6441100	Rent paid by Street Fund for use of office space in City Hall
GENERAL LIAB/PROP INSURANCE	124-00-6520100	Allocated: Property, General Liability, and Auto Insurance
POSTAGE	124-00-6530200	Allocated and direct. Costs for postage
TELEPHONE/ANSWERING SERV/WIRELESS:		Allocated: Telephone, voice mail, and fax services
TELEPHONE-CH	124-00-6530300	City Hall telephone related expenses
TELEPHONE- CITY SHOPS	124-00-6530301	City Shop telephone related expenses
ANSWERING SERVICE	124-00-6530302	On call answering service for after hours and weekends
WIRELESS TECHNOLOGY	124-00-6530400	Cell phone for crew related expenses
PUBLICATIONS	124-00-6540100	Costs for publishing ads in newspapers, magazines, and other publications
PRINTING	124-00-6550100	Costs for professional printing and design services for business cards, letterhead, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	124-00-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	124-00-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	124-00-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	124-00-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	124-00-6610200	Costs for items related to the operations of the department
BLDG SUPP- CITY HALL	124-00-6610300	Allocated: Building supplies including coffee, toilet paper, etc. for City Hall
BLDG SUPP- CITY SHOPS	124-00-6610400	Allocated: Building supplies including coffee, toilet paper, etc. for Public Works Shops
SMALL TOOLS/MINOR EQUIP	124-00-6665100	Costs for small tools less than \$1000 each.
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat.
GAS/HEAT- CH	124-00-6621100	NW Natural Gas
GAS/HEAT- CITY SHOPS	124-00-6621101	NW Natural Gas
ELECTRICITY-CH	124-00-6622100	Portland General Electric
ELECTRICITY- CITY SHOPS	124-00-6622101	Portland General Electric
FUEL	124-00-6626101	Cost for fuel for Public Works vehicles and equipment
DUES/SUB/MEMBRSHIP	124-00-6650100	Membership dues to professional organizations related to Street Fund responsibilities

City of Fairview  
Fiscal Year 2016-17  
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Fund: 124 - STREET FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
					<b>IT SERVICES:</b>		
77	77	110	110	124-00-6330500	PROPERTY ALARM MONITORING SERVICE	115	115
4,033	3,005	2,385	2,385	124-00-6340100	IT SERVICES	2,102	2,102
437	554	740	740	124-00-6340101	IT UPGRADES/HARWARE	480	480
-	431	120	120	124-00-6340200	WEBSITE MANAGEMENT	118	118
142	112	100	100	124-00-6421100	<b>REFUSE/SHREDDING</b>	111	111
1,231	1,268	1,325	1,325	124-00-6423100	<b>BLDG CLEANING SRVCS</b>	1,328	1,328
					<b>REPAIR &amp; MAINTENANCE:</b>		
1,373	1,498	2,000	2,000	124-00-6430100	VEHICLE REP/MAINT	2,000	2,000
2,835	2,074	2,250	2,250	124-00-6430200	BLDG REP/MAINT	2,250	2,250
-	-	100	100	124-00-6430300	OFFICE EQUIP REP/MAIN	100	100
537	1,229	1,000	1,000	124-00-6430400	EQUIP REP/MAINT	1,000	1,000
3,285	3,419	4,200	4,200	124-00-6442100	<b>EQUIP RENT</b>	4,200	4,200
10,000	10,000	10,000	10,000	124-00-6441100	<b>RENT EXPENSE-TO GF</b>	10,000	10,000
3,883	4,718	4,329	4,329	124-00-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	5,776	5,776
364	1,124	600	600	124-00-6530200	<b>POSTAGE</b>	600	600
					<b>TELEPHONE/ANSWERING SERV/WIRELESS:</b>		
508	567	1,330	1,330	124-00-6530300	TELEPHONE-CH	1,360	1,360
725	950	775	775	124-00-6530301	TELEPHONE- CITY SHOPS	775	775
-	-	100	100	124-00-6530302	ANSWERING SERVICE	-	-
199	199	225	225	124-00-6530400	WIRELESS TECHNOLOGY	938	938
-	453	325	325	124-00-6540100	<b>PUBLICATIONS</b>	325	325
-	1	150	150	124-00-6550100	<b>PRINTING</b>	150	150
-	-	-	-	124-00-6580100	<b>TRAVEL - MEETINGS/ERRANDS</b>	75	75
197	225	395	395	124-00-6590100	<b>BANK FEES:</b>		
235	289	275	275	124-00-6590200	BANK FEES	466	466
581	685	250	250	124-00-6590300	MERCHANT FEES	326	326
					CONVENIENCE FEES/CREDIT CARD	1,234	1,234
					<b>SUPPLIES:</b>		
668	565	450	450	124-00-6610100	OFFICE SUPPLIES	600	600
19,605	14,392	25,000	25,000	124-00-6610200	OPERATING MATERIALS & SUPPLES	25,000	25,000
407	351	400	400	124-00-6610300	BLDG SUPP- CITY HALL	400	400
60	152	100	100	124-00-6610400	BLDG SUPP- CITY SHOPS	100	100
555	671	2,000	2,000	124-00-6665100	<b>SMALL TOOLS/MINOR EQUIP</b>	2,000	2,000
					<b>ELECTRIC/GAS:</b>		
194	61	125	125	124-00-6621100	GAS/HEAT- CH	100	100
97	102	80	80	124-00-6621101	GAS/HEAT- CITY SHOPS	85	85
3,889	3,765	3,950	3,950	124-00-6622100	ELECTRICITY-CH	3,420	3,420
460	483	500	500	124-00-6622101	ELECTRICITY- CITY SHOPS	500	500
2,112	1,485	3,000	3,000	124-00-6626101	<b>FUEL</b>	3,000	3,000
31	88	250	250	124-00-6650100	<b>DUES/SUB/MEMBRSHIP</b>	250	250

PW Street Fund (124-00)	Account Number	Line Item Description
MEETINGS/ERRANDS:		Cost for attending local meetings or running errands for city business
TRAVEL- MEETINGS/ERRANDS	124-00-6580100	Cost for travel to attend meetings and complete errands done by staff
MEETING ATTENDANCE	124-00-6630100	Cost for meeting attendance by Department Director
TRAINING & CONF.	124-00-6650200	Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	124-00-6630200	Costs for meals and travel to attend meetings by the Public Works staff
STREET MAINT. SERVICES	124-00-6690401	Work completed by Multnomah County on City streets (routine road maintenance: sweeping, stripping, crack-seal, etc).
STREET LIGHT TAXES	124-00-6690405	Cost of street lights on all City properties.
ER CONTRIBUTION	124-00-6491608	Transfer to Equipment Replacement Fund for future capital outlay purchases
FMF CONTRIBUTION	124-00-6491708	Funds transferred to Facilities Maintenance Fund for future capital outlay purchases
STREET IMPROVEMENTS	124-00-6730101	Improvements to City streets
SIDEWALK IMPROVEMENTS/REPAIR	124-00-6730102	Funds to facilitate Sidewalk/Tree Program
TRAFFIC CALMING	124-00-6730102	Traffic calming devices (i.e, speed bumps)
FOOT PATHS AND BIKE TRAILS	124-00-6730104	State required 1% of Gas Tax for footpaths and bike trails
EQUIPMENT	124-00-6740100	Allocated and Direct: Costs for new equipment
BLDG EQUIPMENT:		Allocated: Costs for building equipment
BLDG EQUIPMENT- CH	124-00-6740200	Allocated: Costs for City Hall building equipment
BUILDING EQUIP FOR CITY SHOP	124-00-6740400	Allocated: Costs for City Hall building equipment
CONTINGENCY	124-00-6910000	For unforeseen events and cannot be used without City Council approval
FUND BALANCE- RESTRICTED	124-00-6791000	Unappropriated funds restricted for Fund related expenditures in the next fiscal year

City of Fairview  
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Fund: 124 - STREET FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
-		75	75	124-00-6580100	MEETINGS/ERRANDS:		
6	29	75	75	124-00-6630100	TRAVEL- MEETINGS/ERRANDS MEETING ATTENDANCE	75	75
49	283	1,000	1,000	124-00-6650200	TRAINING & CONF.	1,000	1,000
319	796	1,000	1,000	124-00-6630200	CONF- MEALS/LODGING	1,000	1,000
25,441	31,487	30,000	30,000	124-00-6690401	STREET MAINT. SERVICES	30,000	30,000
5,429	5,787	5,760	5,760	124-00-6690405	STREET LIGHT TAXES	6,402	6,402
120,817	128,222	217,324	217,324		<b>MATERIALS AND SERVICES Total:</b>	<b>767,336</b>	<b>342,336</b>
5,260	5,300	5,300	5,300	124-00-6491608	ER CONTRIBUTION	7,700	7,700
1,000	1,000	1,000	1,000	124-00-6491708	FMF CONTRIBUTION	3,000	3,000
65,667	128,707	180,000	180,000	124-00-6730101	STREET IMPROVEMENTS	180,000	180,000
17,316	56,331	50,000	50,000	124-00-6730102	SIDEWALK REPAIR ASSISTANCE PROGRAM	50,000	50,000
	-	7,800	38,400	124-00-6730102	TRAFFIC CALMING	7,800	7,800
	33,000	8,600	8,600	124-00-6730104	FOOT PATHS AND BIKE TRAILS	8,600	8,600
	1	500	500	124-00-6740100	EQUIPMENT	500	500
132	-	500	500	124-00-6740200	BLDG EQUIPMENT:		
	-	500	500	124-00-6740400	BLDG EQUIPMENT- CH BUILDING EQUP FOR CITY SHOP	250	250
6,260	6,300	6,300	6,300		<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>10,700</b>	<b>10,700</b>
83,115	218,039	247,900	278,500		<b>CAPITAL OUTLAY Total:</b>	<b>247,150</b>	<b>247,150</b>
		150,000	119,400	124-00-6910000	CONTINGENCY	185,384	360,384
		423,216	423,216	124-00-6791000	FUND BALANCE- RESTRICTED		
-	-	573,216	542,616		<b>OTHER Total:</b>	<b>185,384</b>	<b>360,384</b>
383,721	517,756	1,217,835	1,217,835		<b>TOTAL STREET EXPENSES:</b>	<b>1,377,926</b>	<b>1,127,926</b>
674,498	690,517	-	-		<b>TOTAL STREET FUND:</b>	<b>0</b>	<b>0</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Water SDC 131</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Water SDC Fund helps pay for projects listed in the City’s Water Master Plan. This fund works in conjunction with the Water Fund to pay for improvements to the City’s water system. As defined, a portion of this fund is restricted to capital improvements that increase water capacity.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- \$663,123 is transferred in from the General Fund and expensed as a “Water System Improvement” to be used for reservoir 1 seismic protection and liner replacement. (Total Cost 950,000)
- The Reservoir #1 project is 41% eligible for SDC Funds (\$389,500)
- The remaining SDC Funds are set aside in reserves for Well #10.
- No System Development Revenue is projected.

WATER SDC FUND (131-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	131-00-4995000	Ending Fund Balance from Previous Year (Estimate).
SYS. DEVE. CHARGE	131-00-4319100	Revenues on new construction for water system capacity increases and existing infrastructure
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	131-00-4361100	LGIP INTEREST
INTEREST- INVESTMENTS	131-00-4361200	CD INTEREST
ADMINISTRATIVE COSTS	131-00-6310200	Cost from General Fund for the accounting and administration of SDC Water Fund
WATER SYSTEM IMPROV.	131-00-6730200	Water system infrastructure system capacity increasing projects
CONTINGENCY	131-00-6910000	For unforeseen events and cannot be used without City Council approval
FUND BALANCE- RESTRICTED	131-00-6791000	Unappropriated funds restricted for Fund related expenditures in the next fiscal year

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 131 - WATER SDC FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
380,055	388,876	258,388	258,388	131-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	447,831	447,831
6,692	30,641	28,000	28,000	131-00-4319100	SYS. DEVE. CHARGE	-	-
					INTEREST:		
2,123	2,021	1,700	1,700	131-00-4361100	INTEREST- LGIP	2,192	2,192
6	19	12	12	131-00-4361200	INTEREST- INVESTMENTS	24	24
					TRANSFER IN WATER	663,123	663,123
<b>388,876</b>	<b>421,557</b>	<b>288,100</b>	<b>288,100</b>		<b>RESOURCES Total:</b>	<b>1,113,170</b>	<b>1,113,170</b>
-	-	200	200	131-00-6310200	ADMINISTRATIVE COSTS	-	-
-	-	<b>200</b>	<b>200</b>		<b>MATERIALS AND SERVICES Total:</b>	-	-
-	-	287,900	287,900	131-00-6730200	WATER SYSTEM IMPROV.	950,000	950,000
-	-	<b>287,900</b>	<b>287,900</b>		<b>CAPITAL OUTLAY Total:</b>	<b>950,000</b>	<b>950,000</b>
					CIP PROJECT RESERVES	163,170	163,170
				131-00-6910000	CONTINGENCY	-	-
				131-00-6791000	FUND BALANCE- RESTRICTED	-	-
					<b>OTHER Total:</b>	-	-
-	-	<b>288,100</b>	<b>288,100</b>		<b>TOTAL WATER SDC EXPENSES:</b>	<b>1,113,170</b>	<b>1,113,170</b>
388,876	421,557	-	-		<b>WATER SDC FUND TOTAL:</b>	<b>0</b>	<b>0</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>SEWER SDC 132</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Sewer SDC Fund helps pay for projects listed in the City's Capital Improvement Fund. This fund works in conjunction with the Sewer Fund; together these funds pay for improvements to the City's sewer system. As defined, a portion of this fund is restricted to capital improvements that increase sewer capacity.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Funds are set aside in reserves to be used first for the "Interlachen Sewer Project", and second for the "Sandy Blvd Sewer Replacement and Enlargement Project".
- No System Development Revenue is projected.

SEWER SDC FUND (132-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	132-00-4995000	Ending Fund Balance from Previous Year (Estimate)
SYS. DEVE. CHARGE	132-00-4319100	Revenues on new construction for sewer system capacity increases and existing infrastructure
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union.
INTEREST- LGIP	132-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	132-00-4361200	CD Interest
ADMINISTRATIVE COSTS	132-00-6310200	Cost from General Fund for the accounting and administration of SDC Sewer Fund
SEWER SYSTEM IMPROV.	132-00-6730200	Sewer infrastructure system capacity increasing projects
CONTINGENCY	132-00-6910000	For unforeseen events and cannot be used without City Council approval
FUND BALANCE- RESTRICTED	132-00-6791000	Unappropriated funds restricted for Fund related expenditures in the next fiscal year

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 132 - SEWER SDC FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
608,486	620,451	633,671	633,671	132-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	681,134	681,134
8,555	32,343	25,000	25,000	132-00-4319100	SYS. DEVE. CHARGE	-	-
					INTEREST:		
3,401	3,245	3,600	3,600	132-00-4361100	INTEREST- LGIP	4,643	4,643
9	31	20	20	132-00-4361200	INTEREST- INVESTMENTS	40	40
620,451	656,070	662,291	662,291		RESOURCES Total:	685,817	685,817
-	-	200	200	132-00-6310200	ADMINISTRATIVE COSTS	-	-
-	-	200	200		MATERIALS AND SERVICES Total:	-	-
-	-	662,091	662,091	132-00-6730200	SEWER SYSTEM IMPROV.	-	-
-	-	662,091	662,091		CAPITAL OUTLAY Total:	-	-
-	-	-	-	132-00-6910000	CIP PROJECT RESERVE	685,817	685,817
-	-	-	-	132-00-6791000	CONTINGENCY		
-	-	-	-		FUND BALANCE- RESTRICTED		
-	-	-	-		OTHER Total:	685,817	685,817
-	-	200	200		TOTAL SEWER SDC EXPENSES:	685,817	685,817
620,451	656,070	-	-		SEWER SDC FUND TOTAL:	(0)	(0)



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Storm Water SDC 133</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The Storm Water SDC Fund helps pay for projects listed in the City's Consolidated Stormwater Master Plan. This fund works in conjunction with the Stormwater Fund. Together these funds pay for improvements to the City's stormwater system.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Funds are transferred in from the Stormwater Fund totaling \$16,767.
- \$200,000 is projected to be expensed on "Detention Pond Evaluation/Restoration" (\$150,000) and "Fairview Lake Bank Restoration" (\$50,000).
- No System Development Revenue is projected because of the new Development Incentive Program.

STORMWATER SDC FUND (133-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	133-00-4995000	Ending Fund Balance from Previous Year (Estimate).
SYS. DEVE. CHARGE	133-00-4319100	Revenues on new construction for stormwater system capacity increases and existing infrastructure
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union.
INTEREST- LGIP	133-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	133-00-4361200	CD Interest
ADMINISTRATIVE COSTS	133-00-6310200	Cost from General Fund for the accounting and administration of SDC Storm Water Fund
STORM WATER SYSTEM IMPROV.	133-00-6730200	Storm Water infrastructure system capacity increasing projects
CONTINGENCY	133-00-6910000	For unforeseen events and cannot be used without City Council approval
FUND BALANCE- RESTRICTED	133-00-6791000	Unappropriated funds restricted for Fund related expenditures in the next fiscal year

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 133 - STORM WATER SDC FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
281,710	284,447	290,857	290,857	133-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	180,775	180,775
1,168	14,866	20,000	20,000	133-00-4319100	SYS. DEVE. CHARGE	-	-
				133-00-4391621	TRANSFER IN FROM STORMWATER	16,767	16,767
					INTEREST:		
1,566	1,185	1,890	1,890	133-00-4361100	INTEREST- LGIP	2,437	2,437
4	8	10	10	133-00-4361200	INTEREST- INVESTMENTS	20	20
<b>284,447</b>	<b>300,507</b>	<b>312,757</b>	<b>312,757</b>		<b>RESOURCES Total:</b>	<b>200,000</b>	<b>200,000</b>
-	-	200	200	133-00-6310200	ADMINISTRATIVE COSTS	-	-
-	-	<b>200</b>	<b>200</b>		<b>MATERIALS AND SERVICES Total:</b>	-	-
-	121,779	312,557	312,557	133-00-6730200	STORM WATER SYSTEM IMPROV.	200,000	200,000
-	121,779	<b>312,557</b>	<b>312,557</b>		<b>CAPITAL OUTLAY Total:</b>	<b>200,000</b>	<b>200,000</b>
-	-	-	-	133-00-6910000	CONTINGENCY	-	-
-	-	-	-	133-00-6791000	FUND BALANCE- RESTRICTED	-	-
-	-	-	-		<b>OTHER Total:</b>	-	-
-	121,779	<b>312,757</b>	<b>312,757</b>		<b>TOTAL STORM SDC EXPENSES:</b>	<b>200,000</b>	<b>200,000</b>
<b>284,447</b>	<b>178,728</b>	-	-		<b>STORM SDC FUND TOTAL:</b>	<b>(0)</b>	<b>(0)</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Parks and Open Spaces SDC 134</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

Provide funding for planned park facilities identified in the Parks and Recreation Master Plan. System Development Charge funds may be expended only for those projects contained within the Master Plan and master planning purposes. Parks System Development Charge fees are assessed only on new residential construction not eligible for the "Vacant Land Building Incentive Program".

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- A transfer from the General Fund of \$30,000.
- A transfer from the AEC Fund of \$45,667.
- Decreased revenue due to the "Vacant Land Building Incentive Program".
- Funds have been budgeted for Lakeshore Park Design (\$50,000) and Construction (\$75,000).

PARKS/OPEN SPACES SDC FUND (134-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	134-00-4995000	Ending Fund Balance from Previous Year (Estimate).
SYS. DEVE. CHARGE	134-00-4319100	Revenues on new construction for parks capacity increases and existing infrastructure
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	134-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	134-00-4361200	CD Interest
ADMINISTRATIVE COSTS	134-00-6310200	Cost from General Fund for the accounting and administration of SDC Parks/Open Spaces Fund
PARK IMPROVEMENTS	134-00-6730100	Costs for projects outlined in Parks Master Plan and fund summary
CONTINGENCY	134-00-6910000	For unforeseen events and cannot be used without City Council approval
FUND BALANCE- RESTRICTED	134-00-6791000	Unappropriated funds restricted for Fund related expenditures in the next fiscal year

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 134 - PARKS/OPEN SPACES SDC FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
293,534	193,556	-	-	134-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	37,038	37,038
1,850	7,495	8,000	8,000	134-00-4319100	SYS. DEVE. CHARGE	12,243	12,243
				134-00-4391621	TRANSFER IN FROM PARKS	30,000	30,000
					TRANSFER FROM AEC	45,667	45,667
					INTEREST:		
1,066	451	33	33	134-00-4361100	INTEREST- LGIP	43	43
3	1	5	5	134-00-4361200	INTEREST- INVESTMENTS	10	10
<b>296,453</b>	<b>201,503</b>	<b>8,038</b>	<b>8,038</b>		<b>RESOURCES Total:</b>	<b>125,000</b>	<b>125,000</b>
-	-	200	200	134-00-6310200	ADMINISTRATIVE COSTS	-	-
-	-	<b>200</b>	<b>200</b>		<b>MATERIALS AND SERVICES Total:</b>	-	-
102,897	184,717	7,838	7,838	134-00-6730100	PARK IMPROVEMENTS	125,000	125,000
<b>102,897</b>	<b>184,717</b>	<b>7,838</b>	<b>7,838</b>		<b>CAPITAL OUTLAY Total:</b>	<b>125,000</b>	<b>125,000</b>
-	-	-	-	134-00-6910000	CONTINGENCY	-	-
-	-	-	-	134-00-6791000	FUND BALANCE- RESTRICTED	-	-
-	-	-	-		<b>OTHER Total:</b>	-	-
<b>102,897</b>	<b>184,717</b>	<b>8,038</b>	<b>8,038</b>		<b>TOTAL PARKS SDC EXPENSES:</b>	<b>125,000</b>	<b>125,000</b>
<b>193,556</b>	<b>16,785</b>	-	-		<b>PARKS SDC FUND TOTAL:</b>	<b>0</b>	<b>0</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Fairview Lake LID Debt 141</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Lesa Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6247</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The City, acting on behalf of the benefiting properties adjacent to Fairview Lake (Townsend Farms Business Park and other affected properties) borrowed money to pay for the Fairview Lake Sewer Construction Project. This allowed for complete development of the area. The Fairview Lake Sewer Local Improvement District Debt Fund collects payments, from the benefiting properties, that have been used to pay off the debt service on the Fairview Lake Sewer Construction Project.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Payment in full was received on two of the remaining properties in FY 2015-16. Few properties remain that are still reimbursing the City for the project (less than six). As a result, revenue is budgeted to decrease.
- Funds have been set aside in Reserves for future Capital Improvement Projects as directed by Council.

FV LAKE LID DEBT FUND (141-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	141-00-4995000	Ending Fund Balance from Previous Year (Estimate)
RESTRICTED- BEGINNING FUND BALANCE	141-00-4995000	Designated Funds per bond/loan contracts (debt retired FY 2014-15)
PRIN/INT- FVW LID PAST DUE	141-00-4355101	Payments received, which are considered past due, from benefited properties
PRIN/INT-FV LK LID	141-00-4355100	Payments received from benefited properties
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	141-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	141-00-4361200	CD Interest
AUDIT & ACCOUNTING	141-00-6330100	Accounting support on management of FVW Lake Sewer LID
PRINCIPAL/FVW LK SWR 2000	141-00-6470203	Debt retired in FY 2014-15
INT/FVW LK SWR 2000	141-00-6470303	Debt retired in FY 2014-15
TRANSFER TO OTHER FUND	141-00-6491000	Transfer to General Fund per City Auditor
DEBT RESERVE	141-00-6793000	Fund balance restricted per the terms of the debt contract
RESERVE		Funds Held in Reserve
FUND BALANCE- RESTRICTED	141-00-6791000	Unappropriated funds restricted for Fund related expenditures in the next fiscal year

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 141 - FV LAKE SEWER LID DEBT FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
460,673	505,194	64,046	64,046	141-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	432,247	432,247
-	-	-	-	141-00-4995000	RESTRICTED- BEGINNING FUND BALANCE	-	-
-	-	-	-	141-00-4355101	PRIN/INT- FVW LID PAST DUE	-	-
71,081	125,373	57,610	57,610	141-00-4355100	PRIN/INT-FV LK LID	39,198	39,198
					INTEREST:		
2,782	2,445	-	-	141-00-4361100	INTEREST- LGIP	-	-
-	-	-	-	141-00-4361200	INTEREST- INVESTMENTS	-	-
<b>534,537</b>	<b>633,012</b>	<b>121,656</b>	<b>121,656</b>		<b>RESOURCES Total:</b>	<b>471,445</b>	<b>471,445</b>
-	131	-	-	141-00-6310200	ADMINISTRATIVE COSTS	-	-
-	-	-	-	141-00-6330100	AUDIT & ACCOUNTING	-	-
-	<b>131</b>	-	-		<b>MATERIALS AND SERVICES Total:</b>	-	-
-	485,000	-	-	141-00-6470203	PRINCIPAL/FVW LK SWR 2000	-	-
29,342	29,016	-	-	141-00-6470303	INT/FVW LK SWR 2000	-	-
29,342	<b>514,016</b>	-	-		<b>BONDS PAYABLE - CURRENT Total:</b>	-	-
-	-	121,656	121,656	141-00-6491000	TRANSFER TO OTHER FUND	121,656	121,656
-	-	-	-	141-00-6793000	DEBT RESERVE	-	-
-	-	-	-	141-00-6791000	RESERVE	349,789	349,789
-	-	<b>121,656</b>	<b>121,656</b>		<b>FUND BALANCE- RESTRICTED</b>		
					<b>OTHER Total:</b>	<b>471,445</b>	<b>471,445</b>
29,342	<b>514,147</b>	<b>121,656</b>	<b>121,656</b>		<b>TOTAL FV LAKE LID EXPENSES:</b>	<b>471,445</b>	<b>471,445</b>
505,194	<b>118,865</b>	-	-		<b>FV LAKE LID FUND TOTAL:</b>	<b>0</b>	<b>0</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Equipment Replacement 143</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Lesa Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6247</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The purpose of the Equipment Replacement Fund is to ensure that funds are systematically set aside for routine replacement of Police equipment and vehicles, Public Works equipment and vehicles, and other city departments' equipment.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Transfers in have increased as funds are being set aside for the purchase of up to purchase up to three new Police vehicles in FY 2016-17 (if needed).
- Transfers in from the Parks Department have increased in order to account for the Parks vehicle purchased in FY 2015-16 (earlier than initially projected).
- Equipment expense for the Finance Department is expected to increase as a new pool car is scheduled for purchase.
- Sale of Materials & Equipment revenue has increased due to the anticipated sale of the Parks and Finance vehicles referenced above.

EQUIPMENT REPLACEMENT FUND (143-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- ASSIGNED	143-00-4995000	Ending Fund Balance from Previous Year (Estimate)
ADMIN CONTRIBUTION	143-00-4391501	Funds transferred in for future capital outlay purchases
FINANCE CONTRIBUTION	143-00-4391502	Funds transferred in for future capital outlay purchases
PW CS CONTRIBUTION	143-00-4391503	Funds transferred in for future capital outlay purchases
PW PARKS CONTRIBUTION	143-00-4391504	Funds transferred in for future capital outlay purchases
PD CONTRIBUTION	143-00-4391505	Funds transferred in for future capital outlay purchases
PW STREET CONTRIBUTION	143-00-4391514	Funds transferred in for future capital outlay purchases
PW WATER CONTRIBUTION	143-00-4391521	Funds transferred in for future capital outlay purchases
PW SEWER CONTRIBUTION	143-00-4391522	Funds transferred in for future capital outlay purchases
PW STORMWATER CONTRIBUTION	143-00-4391523	Funds transferred in for future capital outlay purchases
GENERAL GOVT CHARGES	143-00-4340100	Not budgeted this fiscal year
VEH FINE ASSESS.	143-00-4351900	\$5 per citation fee designated for public safety vehicles, equipment and other related expenses
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	143-00-4361100	LGIP Interest
INTEREST-INVESTMENTS	143-00-4361200	CD Interest
MISC. REVENUE	143-00-4390100	Not budgeted this fiscal year
SALE MATERIAL EQUIP	143-00-4392100	Sale of equipment currently owned by the City but which is deemed surplus
EQUIPMENT- ADMIN	143-00-6740101	Not budgeted this fiscal year
EQUIPMENT-FINANCE	143-00-6740102	Identified capital asset purchases per equipment replacement schedules
EQUIPMENT-PW CS	143-00-6740103	Not budgeted this fiscal year
EQUIPMENT- PW PARKS	143-00-6740104	Identified capital asset purchases per equipment replacement schedules
EQUIPMENT- PD	143-00-6740105	Identified capital asset purchases per equipment replacement schedules
EQUUPMENT-STREET	143-00-6740114	Identified capital asset purchases per equipment replacement schedules
EQUIPMENT- WATER	143-00-6740121	Identified capital asset purchases per equipment replacement schedules
EQUIPMENT- SEWER	143-00-6740122	Identified capital asset purchases per equipment replacement schedules
EQUIPMENT- STORM	143-00-6740123	Identified capital asset purchases per equipment replacement schedules
CONTINGENCY	143-00-6910000	For unforeseen events and cannot be used without City Council approval
FUND BALANCE- ASSIGNED	143-00-6791700	Funds assigned for capital asset purchases in future years

City of Fairview  
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Fund: 143 - EQUIPMENT REPLACEMENT FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
429,283	446,059	350,548	350,548	143-00-4995000	BEGINNING FUND BALANCE- ASSIGNED	490,944	490,944
1,000	1,000	1,000	1,000	143-00-4391501	ADMIN CONTRIBUTION	1,000	1,000
5,000	10,000	2,500	2,500	143-00-4391502	FINANCE CONTRIBUTION	1,000	1,000
1,000	1,000	1,500	1,500	143-00-4391503	PW CS CONTRIBUTION	3,300	3,300
1,775	1,775	1,775	1,775	143-00-4391504	PW PARKS CONTRIBUTION	16,800	16,800
38,126	40,000	-	-	143-00-4391505	PD CONTRIBUTION	40,000	40,000
5,260	5,300	5,300	5,300	143-00-4391514	PW STREET CONTRIBUTION	7,700	7,700
25,222	25,500	25,500	25,500	143-00-4391521	PW WATER CONTRIBUTION	10,800	10,800
25,222	25,500	25,500	25,500	143-00-4391522	PW SEWER CONTRIBUTION	7,600	7,600
5,847	5,900	5,900	5,900	143-00-4391523	PW STORMWATER CONTRIBUTION	7,100	7,100
7,113	6,827	8,000	8,000	143-00-4340100	GENERAL GOVT CHARGES	-	-
				143-00-4351900	VEH FINE ASSESS.	3,000	3,000
					INTEREST:		
2,457	2,203	2,279	2,279	143-00-4361100	INTEREST- LGIP	2,939	2,939
6	24	14	14	143-00-4361200	INTEREST-INVESTMENTS	28	28
3	-	-	-	143-00-4390100	MISC. REVENUE	-	-
9,360	-	5,000	5,000	143-00-4392100	SALE MATERIAL EQUIP	15,141	15,141
<b>556,674</b>	<b>571,089</b>	<b>434,816</b>	<b>434,816</b>		<b>RESOURCES Total:</b>	<b>607,351</b>	<b>607,351</b>
-	-	-	-	143-00-6740101	EQUIPMENT- ADMIN	-	-
-	15,140	-	-	143-00-6740102	EQUIPMENT-FINANCE	15,000	15,000
-	-	1,500	1,500	143-00-6740103	EQUIPMENT-PW CS	-	-
77,168	-	2,000	2,000	143-00-6740104	EQUIPMENT- PW PARKS	6,000	6,000
2,000	74,994	-	-	143-00-6740105	EQUIPMENT- PD	120,000	120,000
9,574	297	15,000	15,000	143-00-6740114	EQUIPMENT-STREET	3,500	3,500
5,574	446	30,000	30,000	143-00-6740121	EQUIPMENT- WATER	3,500	3,500
5,574	446	30,000	30,000	143-00-6740122	EQUIPMENT- SEWER	3,500	3,500
10,725	297	30,000	30,000	143-00-6740123	EQUIPMENT- STORM	3,500	3,500
<b>110,615</b>	<b>91,619</b>	<b>108,500</b>	<b>108,500</b>		<b>CAPITAL OUTLAY Total:</b>	<b>155,000</b>	<b>155,000</b>
-	-	25,000	25,000	143-00-6910000	CONTINGENCY	25,000	25,000
-	-	301,316	301,316	143-00-6791700	FUND BALANCE- ASSIGNED	427,351	427,351
					<b>OTHER Total:</b>	<b>452,351</b>	<b>452,351</b>
<b>110,615</b>	<b>91,619</b>	<b>434,816</b>	<b>434,816</b>		<b>TOTAL EQUIP REPLAC. EXPENSES</b>	<b>607,351</b>	<b>607,351</b>
<b>446,059</b>	<b>479,470</b>	<b>-</b>	<b>-</b>		<b>EQUIP. REPLACE. FUND TOTAL:</b>	<b>0</b>	<b>0</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Facilities Maintenance 144</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The purpose of the Facilities Maintenance Fund is to ensure that funds are systematically set aside for routine repair and maintenance of city facilities.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Funds have been set aside to address deferred maintenance City Hall including:
  - Interior Paint (\$25,000)
  - Improved Insulation in the upper level east wing of the building to improve energy efficiency (\$10,000)
  
- Funds have been set aside to address deferred maintenance at the Community Center including:
  - Interior Paint and Resurface Upstairs Floors (\$10,000)

FACILITIES MAINTENANCE FUND (144-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- ASSIGNED	144-00-4995000	Ending Fund Balance from Previous Year (Estimate)
GENERAL FUND CONTRIBUTION	144-00-4391601	Contributions for future facilities maintenance expenses
PW STREET CONTRIBUTION	144-00-4391620	Contributions for future facilities maintenance expenses
PW WATER CONTRIBUTION	144-00-4391621	Contributions for future facilities maintenance expenses
PW SEWER CONTRIBUTION	144-00-4391622	Contributions for future facilities maintenance expenses
PW STORMWATER CONTRIBUTION	144-00-4391623	Contributions for future facilities maintenance expenses
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	144-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	144-00-4361200	CD Interest
BLDG REP. MAINT	144-00-6720105	Not budgeted this fiscal year
CITY HALL MAINT/ IMPROVEMENTS	144-00-6720103	Maintenance on City Buildings
CONTINGENCY	144-00-6910000	For unforeseen events and cannot be used without City Council approval
FUND BALANCE- ASSIGNED	144-00-6791000	Unappropriated funds assigned for future facility maintenance

City of Fairview  
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Fund: 144 - FACILITIES MAINTENANCE FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
55,822	70,208	69,761	69,761	144-00-4995000	BEGINNING FUND BALANCE- ASSIGNED	76,969	76,969
10,000	75,000	-	-	144-00-4391601	GENERAL FUND CONTRIBUTION	13,000	13,000
1,000	1,000	1,000	1,000	144-00-4391620	PW STREET CONTRIBUTION	3,000	3,000
1,000	1,000	1,000	1,000	144-00-4391621	PW WATER CONTRIBUTION	3,000	3,000
1,000	1,000	1,000	1,000	144-00-4391622	PW SEWER CONTRIBUTION	3,000	3,000
1,000	1,000	1,000	1,000	144-00-4391623	PW STORMWATER CONTRIBUTION	3,000	3,000
					INTEREST:		
387	258	455	455	144-00-4361100	INTEREST- LGIP	587	587
-	-	3	3	144-00-4361200	INTEREST- INVESTMENTS	6	6
<b>70,208</b>	<b>149,466</b>	<b>74,219</b>	<b>74,219</b>		<b>RESOURCES Total:</b>	<b>102,562</b>	<b>102,562</b>
				144-00-6720105	BLDG REP. MAINT		
	58,491	25,000	25,000	144-00-6720103	CITY HALL MAINT/ IMPROVEMENTS	48,000	48,000
-	<b>58,491</b>	<b>25,000</b>	<b>25,000</b>		<b>CAPITAL OUTLAY Total:</b>	<b>48,000</b>	<b>48,000</b>
		49,219	49,219	144-00-6910000	CONTINGENCY	54,562	54,562
		-	-	144-00-6791000	FUND BALANCE- ASSIGNED		
-	-	<b>49,219</b>	<b>49,219</b>		<b>OTHER Total:</b>	<b>54,562</b>	<b>54,562</b>
					<b>Total Facil. Maint. Expenses:</b>	<b>102,562</b>	<b>102,562</b>
<b>70,208</b>	<b>149,466</b>	<b>74,219</b>	<b>74,219</b>		<b>Facilities Maint. Fund Total:</b>	<b>-</b>	<b>-</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Water 211</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The purpose of the Water Fund is to provide material and services directly related to the operation and maintenance of the City's water system. This fund pays personnel costs for Public Works staff as well as the electricity for the City's five wells, pump repair, water meters, water testing, tools, and minor professional services associated with the providing water to citizens.

In addition, this fund is responsible for debt payments on water related capital improvements. This currently includes the payoff of an ARRA loan utilized to fund the construction of Well #9.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Transfer of \$663,123 to the Water SDC Fund to be utilized for the seismic upgrade and liner replacement of Reservoir #1.
- An increase in expected Water System Maintenance Costs of \$125,000 (hydrant gaps, Well #9, and maintenance of equipment).

PW Water Fund (211-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	211-00-4995000	Ending Fund Balance from Previous Year (Estimate)
RESTRICTED BEGINNING FUND BALANCE	211-00-4995000	Not required by current water debt covenants
ARRA GRANT PROCEEDS	211-00-4331100	Project completed
WATER SERVICE USER FEES	211-00-4344400	User fees collected for water service
CONNECTION FEES	211-00-4344500	Connection charges for water hook-ups
UB PENALTIES	211-00-4344600	Fee applied to utility customers who are delinquent in paying their utility bills
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	211-00-4361100	LGIP Interest
INTEREST- INVESTMENTS	211-00-4361200	CD Interest
MISC. REVENUE	211-00-4390100	Revenue not elsewhere classified
WAGES:		Cost for personnel wages
STAFF	211-00-6110900	Staff Wages
OVERTIME HOURS	211-00-6130100	Overtime for Staff
CALL OUT PAY	211-00-6130200	Pay for call-out situations
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE	211-00-6200200	Cell Phone Allowances
LONGEVITY PAY	211-00-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	211-00-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	211-00-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	211-00-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	211-00-6210100	Cost for dental expense included in Medical line item
MEDICAL INSURANCE	211-00-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMPR. PD	211-00-6230100	PERS Costs per Employee Manual and rate imposed by the PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	211-00-6220100	Social Security Tax
TRI-MET TAX	211-00-6220200	Tri-Met Tax
WBF ASSESSMENT	211-00-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	211-00-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	211-00-6200300	Costs to provide the Employee Assist Program and Flexible Spending Account Program
WORKERS COMP INSURANCE	211-00-6210500	Workers' Compensation Insurance expense
AWARDS/ RECOGNITION	211-00-6295100	Employee and volunteer awards and recognition
UNIFORMS	211-00-6295300	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel
CONTRACT SERVICES	211-00-6300100	Costs for professional services related to the City water system
HR ADMINISTRATION	211-00-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated
AUDIT & ACCOUNTING	211-00-6330100	Allocated: Costs of annual audit and technical support
LEGAL	211-00-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. And others as needed
ENGINEERING SERVICES:		Costs for professional engineering services
ARCHITECTUAL/DESIGN ENGINEERING	211-00-6330300	Professional Engineering services for architectual and design work
ENGINEERING AND MAPS	211-00-6330400	Professional engineering services for engineering and maps work

City of Fairview  
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Fund: 211 - WATER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
985,841	919,119	947,791	947,791	211-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	1,216,530	1,216,530
-	-	-	-	211-00-4995000	RESTRICTED BEGINNING FUND BALANCE	-	-
-	-	-	-	211-00-4331100	ARRA GRANT PROCEEDS	-	-
1,138,599	1,192,754	1,180,000	1,180,000	211-00-4344400	WATER SERVICE USER FEES	1,255,567	1,255,567
2,360	1,055	1,500	1,500	211-00-4344500	CONNECTION FEES	1,500	1,500
22,063	3,779	21,000	21,000	211-00-4344600	UB PENALTIES	10,000	10,000
346,488	-	-	-		TRANSFER FROM GENERAL FUND		
					INTEREST:		
2,649	4,495	6,200	6,200	211-00-4361100	INTEREST- LGIP	7,996	7,996
12	48	30	30	211-00-4361200	INTEREST- INVESTMENTS	60	60
500	625	700	700	211-00-4390100	MISC. REVENUE	700	700
<b>2,498,513</b>	<b>2,121,875</b>	<b>2,157,221</b>	<b>2,157,221</b>		<b>RESOURCES Total:</b>	<b>2,492,353</b>	<b>2,492,353</b>
					<b>WAGES:</b>		
245,622	270,672	265,250	265,250	211-00-6110900	STAFF	265,911	265,911
1,939	2,570	3,100	3,100	211-00-6130100	OVERTIME	2,023	2,023
5,076	5,052	3,550	3,550	211-00-6130200	CALL OUT PAY	3,307	3,307
					<b>BENEFITS:</b>		
1,694	596	1,245	1,245	211-00-6200200	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	1,161	1,161
3,888	3,894	3,650	3,650	211-00-6200400	LONGEVITY	3,280	3,280
315	383	400	400	211-00-6210300	LIFE INSURANCE	250	250
1,106	1,278	1,125	1,125	211-00-6210400	LONG TERM DISAB. INS	1,312	1,312
4,308	3,215	2,500	2,500	211-00-6290100	VACATION BUY-OUT	2,500	2,500
					<b>H&amp;W/ PERS:</b>		
4,344	-	-	-	211-00-6210100	DENTAL INSURANCE	-	-
50,444	58,373	57,980	57,980	211-00-6210200	MEDICAL INSURANCE	54,669	54,669
44,944	47,067	51,050	51,050	211-00-6230100	PERS/OPSRP- EMPR. PD	46,946	46,946
					<b>TAXES:</b>		
19,104	21,530	21,550	21,550	211-00-6220100	SOCIAL SECURITY (FICA)	20,515	20,515
1,792	2,037	2,010	2,010	211-00-6220200	TRI-MET TAX	2,052	2,052
120	140	170	170	211-00-6220300	WBF ASSESSMENT	170	170
250	1,970	1,770	1,770	211-00-6250100	UNEMP. INSURANCE	1,704	1,704
304	290	270	270	211-00-6200300	EMP ASSIST PROGRAM/FSA	380	380
5,169	5,669	7,315	7,315	211-00-6210500	WORKERS COMP INSURANCE	7,888	7,888
<b>390,418</b>	<b>424,736</b>	<b>422,935</b>	<b>422,935</b>		<b>PERSONAL SERVICES Total:</b>	<b>414,067</b>	<b>414,067</b>
136	144	300	300	211-00-6295100	AWARDS/ RECOGNITION	300	300
262	731	1,300	1,300	211-00-6295300	UNIFORMS	1,300	1,300
41,157	40,348	53,750	53,750	211-00-6300100	CONTRACT SERVICES	107,250	107,250
852	518	1,000	1,000	211-00-6310100	HR ADMINISTRATION	1,000	1,000
7,522	6,701	7,300	7,300	211-00-6330100	AUDIT & ACCOUNTING	7,200	7,200
306	8,424	4,000	4,000	211-00-6330200	LEGAL	4,500	4,500
					<b>ENGINEERING SERVICES:</b>		
1,000	1,250	15,000	15,000	211-00-6330300	ARCHITECTURAL/DESIGN ENGINEERING	15,000	15,000
13,589	1,074	80,000	80,000	211-00-6330400	ENGINEERING AND MAPS	50,000	50,000

PW Water Fund (211-00)	Account Number	Line Item Description
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	211-00-6330500	Cost for building alarm services
IT SERVICES	211-00-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	211-00-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	211-00-6340200	Cost for City Website and online code publishing updates
REFUSE/SHREDDING	211-00-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	211-00-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining vehicles, city hall building maint., and maint. of necessary equipment
VEHICLE REP/MAINT	211-00-6430100	Public Works vehicle repair expenses
BLDG REP/MAINT	211-00-6430200	City Hall repair and annual maintenance expenses
EQUIP REPAIR/MAINT	211-00-6430400	Equipment repair expenses
EQUIP RENT	211-00-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental
RENT EXPENSE-TO GF	211-00-6441100	Rent paid by Water Fund for use of office space in City Hall
GENERAL LIAB/PROP INSURANCE	211-00-6520100	Allocated: Property, General Liability, and Auto Insurance
POSTAGE	211-00-6530200	Allocated and direct. Costs for postage
TELEPHONE/ANSWERING SERV/ WIRELESS:		Allocated: Telephone, voice mail, and fax services
TELEPHONE-CH	211-00-6530300	City Hall telephone related expenses
TELEPHONE- CITY SHOPS	211-00-6530301	City Shop telephone related expenses
WIRELESS TECHNOLOGY	211-00-6530400	Cell phone for crew related expenses
PUBLICATIONS	211-00-6540100	Costs for publishing ads in newspapers, magazines, and other publications
PRINTING	211-00-6550100	Costs for professional printing and design services for business cards, letterhead, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	211-00-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	211-00-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	211-00-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	211-00-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	211-00-6610200	Costs for items related to the operations of the department
UTIL. NOTIFICATION CTR.	211-00-6610201	Notification services for On-Call water emergencies
BLDG SUPP- CITY HALL	211-00-6610300	Allocated: Building supplies including coffee, toilet paper, etc. for City Hall
BLDG SUPP- CITY SHOPS	211-00-6610400	Allocated: Building supplies including coffee, toilet paper, etc. for Public Works Shops
SMALL TOOLS/MINOR EQUIP	211-00-6665100	Costs for small tools less than \$1000 each.
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat.
GAS/HEAT - CH	211-00-6621100	NW Natural Gas
GAS/HEAT- CITY SHOPS	211-00-6621101	NW Natural Gas
ELECTRICITY-CH	211-00-6622100	Portland General Electric
ELECTRICITY- CITY SHOPS	211-00-6622101	Portland General Electric
FUEL	211-00-6626101	Costs for fuel for Public Works vehicles and equipment
DUES/SUB/MEMBRSHIP	211-00-6650100	Membership dues to professional organizations related to Water Fund responsibilities

City of Fairview  
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Fund: 211 - WATER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
					<b>IT SERVICES:</b>		
1,091	891	1,250	1,250	211-00-6330500	PROPERTY ALARM MONITORING SERVICE	950	950
12,733	10,280	4,925	4,925	211-00-6340100	IT SERVICES	4,205	4,205
1,440	2,204	1,580	1,580	211-00-6340101	IT UPGRADES/HARWARE	10,960	10,960
114	935	235	235	211-00-6340200	WEBSITE MANAGEMENT	237	237
148	112	100	100	211-00-6421100	<b>REFUSE/SHREDDING</b>	111	111
2,954	3,042	3,200	3,200	211-00-6423100	<b>BLDG CLEANING SRVCS</b>	3,208	3,208
					<b>REPAIR &amp; MAINTENANCE:</b>		
1,888	1,129	3,000	3,000	211-00-6430100	VEHICLE REP/MAINT	3,000	3,000
4,672	4,086	5,400	5,400	211-00-6430200	BLDG REP/MAINT	4,000	4,000
3,378	4,204	23,000	23,000	211-00-6430400	EQUIP REPAIR/MAINT	23,000	23,000
2,953	3,087	3,700	3,700	211-00-6442100	<b>EQUIP RENT</b>	3,700	3,700
15,000	15,000	15,000	15,000	211-00-6441100	<b>RENT EXPENSE-TO GF</b>	15,000	15,000
14,886	18,871	20,000	20,000	211-00-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	23,103	23,103
3,392	4,470	5,150	5,150	211-00-6530200	<b>POSTAGE</b>	5,150	5,150
					<b>TELEPHONE/ANSWERING SERV/ WIRELESS:</b>		
1,234	1,385	3,220	3,220	211-00-6530300	TELEPHONE-CH	3,300	3,300
1,593	2,136	1,720	1,720	211-00-6530301	TELEPHONE- CITY SHOPS	1,700	1,700
430	432	435	435	211-00-6530400	WIRELESS TECHNOLOGY	1,405	1,405
77	78	200	200	211-00-6540100	<b>PUBLICATIONS</b>	200	200
182	161	250	250	211-00-6550100	<b>PRINTING</b>	250	250
					<b>BANK FEES:</b>		
526	600	1,200	1,200	211-00-6590100	BANK FEES	1,417	1,417
710	868	820	820	211-00-6590200	MERCHANT FEES	973	973
1,144	1,492	330	330	211-00-6590300	CONVENIENCE FEES/CREDIT CARD	1,628	1,628
					<b>SUPPLIES:</b>		
711	1,169	750	750	211-00-6610100	OFFICE SUPPLIES	1,000	1,000
36,254	36,134	33,000	33,000	211-00-6610200	OPERATING MATERIALS & SUPPLES	33,000	33,000
167	167	600	600	211-00-6610201	UTIL. NOTIFICATION CTR.	167	167
869	628	1,300	1,300	211-00-6610300	BLDG SUPP- CITY HALL	1,300	1,300
60	152	500	500	211-00-6610400	BLDG SUPP- CITY SHOPS	500	500
583	1,937	2,500	2,500	211-00-6665100	<b>SMALL TOOLS/MINOR EQUIP</b>	2,500	2,500
					<b>ELECTRIC/GAS:</b>		
432	138	300	300	211-00-6621100	GAS/HEAT - CH	300	300
192	220	200	200	211-00-6621101	GAS/HEAT- CITY SHOPS	200	200
7,538	7,866	5,400	5,400	211-00-6622100	ELECTRICITY-CH	4,676	4,676
996	999	1,200	1,200	211-00-6622101	ELECTRICITY- CITY SHOPS	1,150	1,150
5,676	2,844	7,000	7,000	211-00-6626101	<b>FUEL</b>	7,000	7,000
2,329	1,553	5,500	5,500	211-00-6650100	<b>DUES/SUB/MEMBRSHIP</b>	5,500	5,500

PW Water Fund (211-00)	Account Number	Line Item Description
MEETINGS/ERRANDS:		Cost for attending local meetings or running errands for city business
TRAVEL-MEETINGS/ERRANDS	211-00-6580100	Cost for travel to attend meetings and complete errands done by staff
MEETING ATTENDANCE	211-00-6630100	Cost for meeting attendance by Department Director
TRAINING & CONF.	211-00-6650200	Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	211-00-6630200	Costs for meals and travel to attend meetings by the Public Works staff
FRANCHISE FEES	211-00-6690199	Franchise fee paid to the General Fund based on 6% of Gross Sales Revenue
WATER CONSERVATION	211-00-6690112	Costs to meet the requirements of the Water Mgmt. & Conservation Plan
WATER TESTING	211-00-6690104	Routine Monthly bacterial water testing along with other state mandated quarterly & annual tests
WATER TREATMENT	211-00-6690116	Costs for treatment of water
SCADA DATA SYSTEMS	211-00-6690136	Cost for SCADA services
ELECTRICITY-PUMPING	211-00-6690117	Electrical costs for production of water from the City's wells
PURCHASED WATER	211-00-6690110	Rockwood Water Peoples Utility District (RWPUD) reimb. for large customers within Fairview, but outside RWPUD boundary (Reynolds Middle ar
WATER SYSTEM MAINTENANCE	211-00-6690198	Costs for misc maint and repair projects for the water system. (Large meter testing, tank cleaning/inspection, etc.)
WATER- UB REFUNDS	211-00-6670000	Refunds for overpayments of utility bills
BAD DEBT	211-00-6690200	Auditor amount for write-off off uncollectible utility bills turned to collections
ER CONTRIBUTION	211-00-6491621	Transfer to Equipment Replacement Fund for future capital outlay purchases
FMF CONTRIBUTION	211-00-6491721	Funds transferred to Facilities Maintenance Fund for future capital outlay purchases
WELL 9 PROJECT	211-00-6700100	Project completed
WATER SYSTEM IMPROV.	211-00-6730200	Water system projects and replacement or upgrading of major portions of the City's water system
EQUIPMENT	211-00-6740100	Allocated and Direct: Costs for new equipment
BLDG EQUIPMENT:		Allocated: Costs for building equipment
BLDG EQUIPMENT- CH	211-00-6740200	Cost for new equipment for City Hall
BLDG EQUIPMENT-CITY SHOPS	211-00-6740300	Cost for new equipment for Public Works shops
PRINCIPAL ARRA LOAN 2010	211-00-6470200	Principal paid on Well 9 Safe Drinking Water Revolving Loan Fund
INT ARRA LOAN -2010	211-00-6470300	Interest paid on Well 9 Safe Drinking Water Revolving Loan Fund
PRINCIPAL/ BOND 2004	211-00-6470202	Debt retired FY 2013-14 by General Fund
INT/ BOND 2004	211-00-6470302	Debt retired FY 2013-14 by General Fund
CONTINGENCY	211-00-6910000	For unforeseen events and cannot be used without City Council approval
BOND RESERVE	211-00-6793000	Not required this fiscal year
FUND BALANCE- RESTRICTED	211-00-6791000	Unappropriated funds restricted for future Water System Operations

City of Fairview  
Fiscal Year 2016-17  
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Fund: 211 - WATER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
					<b>MEETINGS/ERRANDS:</b>		
8	11	100	100	211-00-6580100	TRAVEL-MEETINGS/ERRANDS	100	100
5	42	75	75	211-00-6630100	MEETING ATTENDANCE	75	75
446	437	1,500	1,500	211-00-6650200	<b>TRAINING &amp; CONF.</b>	1,500	1,500
715	815	1,300	1,300	211-00-6630200	<b>CONF- MEALS/LODGING</b>	1,300	1,300
68,383	70,052	72,000	72,000	211-00-6690199	<b>FRANCHISE FEES</b>	75,334	75,334
-	43	10,000	10,000	211-00-6690112	<b>WATER CONSERVATION</b>	10,000	10,000
5,535	11,495	12,000	12,000	211-00-6690104	<b>WATER TESTING</b>	12,000	12,000
20,625	22,495	25,000	25,000	211-00-6690116	<b>WATER TREATMENT</b>	25,000	25,000
8,460	7,500	7,500	7,500	211-00-6690136	<b>SCADA DATA SYSTEMS</b>	7,500	7,500
63,074	71,775	64,000	64,000	211-00-6690117	<b>ELECTRICITY-PUMPING</b>	64,000	64,000
16,016	17,272	18,000	18,000	211-00-6690110	<b>PURCHASED WATER</b>	15,000	15,000
52,664	38,702	75,000	75,000	211-00-6690198	<b>WATER SYSTEM MAINTENANCE</b>	125,000	125,000
-	-	-	-	211-00-6670000	<b>WATER- UB REFUNDS</b>	-	-
8,075	(5,872)	-	-	211-00-6690200	<b>BAD DEBT</b>	2,000	2,000
<b>435,183</b>	<b>423,231</b>	<b>602,090</b>	<b>602,090</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>690,148</b>	<b>690,148</b>
25,225	25,500	25,500	25,500	211-00-6491621	<b>ER CONTRIBUTION</b>	10,800	10,800
1,000	1,000	1,000	1,000	211-00-6491721	<b>FMF CONTRIBUTION</b>	3,000	3,000
-	-	-	-		<b>TRANSFER TO WATER SDC FUND</b>	663,123	663,123
-	-	-	-	211-00-6700100	<b>WELL 9 PROJECT</b>	-	-
202,606	185,118	50,000	50,000	211-00-6730200	<b>WATER SYSTEM IMPROV.</b>	10,000	10,000
4,300	-	35,000	35,000	211-00-6740100	<b>EQUIPMENT</b>	35,000	35,000
					<b>BLDG EQUIPMENT:</b>		
132	-	500	500	211-00-6740200	BLDG EQUIPMENT- CH	500	500
-	-	500	500	211-00-6740300	BLDG EQUIPMENT-CITY SHOPS	500	500
<b>26,225</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>		<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>676,923</b>	<b>676,923</b>
<b>207,038</b>	<b>185,118</b>	<b>86,000</b>	<b>86,000</b>		<b>CAPITAL OUTLAY Total:</b>	<b>46,000</b>	<b>46,000</b>
22,789	23,473	24,177	24,177	211-00-6470200	<b>PRINCIPAL ARRA LOAN 2010</b>	24,902	24,902
17,178	16,494	15,791	15,791	211-00-6470300	<b>INT ARRA LOAN -2010</b>	15,065	15,065
460,000	-	-	-	211-00-6470202	<b>PRINCIPAL/ BOND 2004</b>	-	-
20,563	-	-	-	211-00-6470302	<b>INT/ BOND 2004</b>	-	-
<b>520,530</b>	<b>39,967</b>	<b>39,968.00</b>	<b>39,968.00</b>		<b>DEBT SERVICE Total:</b>	<b>39,967</b>	<b>39,967</b>
-	-	150,000	150,000	211-00-6910000	<b>CIP RESERVE</b>	297,021	297,021
-	-	-	-	211-00-6793000	<b>CONTINGENCY</b>	328,227	328,227
-	-	829,728	829,728	211-00-6791000	<b>BOND RESERVE</b>	-	-
-	-	<b>979,728.00</b>	<b>979,728.00</b>		<b>FUND BALANCE- RESTRICTED</b>		
					<b>OTHER Total:</b>	<b>625,248</b>	<b>625,248</b>
<b>1,579,394</b>	<b>1,099,552</b>	<b>2,157,221</b>	<b>2,157,221</b>		<b>TOTAL WATER FUND EXPENSES:</b>	<b>2,492,353</b>	<b>2,492,353</b>
<b>919,119</b>	<b>1,022,323</b>	<b>-</b>	<b>-</b>		<b>WATER FUND TOTAL:</b>	<b>0</b>	<b>0</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Sewer 212</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The purpose of the Sanitary Sewer Fund is to provide services directly related to the operation and maintenance of the City's sanitary sewer system. This fund pays the cost of Public Works personnel as well as electricity for the City's four sewer pump stations, pump repair and maintenance, sewer pipe repair material (pipe, manholes, gravel, etc.), and tools.

This fund also pays for treatment of the City's sewage at the City of Gresham's wastewater treatment plant and pays the debt service payment for additional treatment capacity originally purchased in 2001.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- \$500,000 to be utilized for future Sewer CIP Projects.
- Reserve for Interlachen and Sandy Blvd Sewer Replacement projects.

PW Sewer Fund (212-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	212-00-4995000	Ending Fund Balance from Previous Year (Estimate)
RESTRICTED BEGINNING FUND BALANCE	212-00-4995000	Funds reserved per debt contract
SEWER SERVICE USER FEES	212-00-4344400	User fees collected for sewer service
CONNECTION FEES	212-00-4344500	Connection charges for sewer hook-ups
PENALTIES - UB	212-00-4344600	Fee applied to utility customers who are delinquent in paying their utility bills
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	212-00-4361100	LGIP interest
INTEREST- INVESTMENTS	212-00-4361200	CD interest
WAGES:		Cost for personnel wages
STAFF	212-00-6110900	Staff Wages
OVERTIME HOURS	212-00-6130100	Overtime for Staff
CALL OUT PAY	212-00-6130200	Pay for call-out situations
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE	212-00-6200200	Cell Phone Allowances
LONGEVITY PAY	212-00-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	212-00-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	212-00-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	212-00-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	212-00-6210100	Cost for dental expense included in Medical line item
MEDICAL INSURANCE	212-00-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP- EMPR. PD	212-00-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	212-00-6220100	Social Security Tax
TRI-MET TAX	212-00-6220200	Tri-Met Tax
WBF ASSESSMENT	212-00-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	212-00-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	212-00-6200300	Costs to provide the Employee Assist Program and Flexible Spending Account Program.
WORKERS COMP INSURANCE	212-00-6210500	Workers' Compensation Insurance expense
AWARDS/ RECOGNITION	212-00-6295100	Employee and volunteer awards and recognition
UNIFORMS	212-00-6295300	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel
CONTRACT SERVICES	212-00-6300100	Costs for professional services related to the City sewer system
HR ADMINISTRATION	212-00-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated
AUDIT & ACCOUNTING	212-00-6330100	Allocated: Costs of annual audit and technical support
LEGAL	212-00-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. And others as needed
ENGINEERING SERVICES:		Costs for professional engineering services
ARCHITECTUAL/DESIGN ENGINEERING	212-00-6330300	Professional Engineering services for architectural and design work
ENGINEERING AND MAPS	212-00-6330400	Professional engineering services for engineering and maps work

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 212 - SANITARY SEWER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
1,637,085	1,738,748	1,158,784	1,158,784	212-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	1,736,738	1,736,738
-		233,000	233,000	212-00-4995000	RESTRICTED BEGINNING FUND BALANCE		
1,902,655	1,959,247	1,940,000	1,940,000	212-00-4344400	SEWER SERVICE USER FEES	2,031,803	2,031,803
810	1,640	1,500	1,500	212-00-4344500	CONNECTION FEES	1,500	1,500
84,910	17,646	40,000	40,000	212-00-4344600	PENALTIES - UB	19,402	19,402
129,032		-	-		TRANSFER IN FROM OTHER FUND		
8,309	9,068	9,050	9,050	212-00-4361100	INTEREST:		
22	91	50	50	212-00-4361200	INTEREST- LGIP	11,671	11,671
					INTEREST- INVESTMENTS	100	100
<b>3,762,823</b>	<b>3,726,439</b>	<b>3,382,384</b>	<b>3,382,384</b>		<b>RESOURCES Total:</b>	<b>3,801,215</b>	<b>3,801,215</b>
					<b>WAGES:</b>		
233,333	260,735	278,110	278,110	212-00-6110900	STAFF	250,414	250,414
1,931	2,489	3,275	3,275	212-00-6130100	OVERTIME	2,108	2,108
5,076	5,052	3,695	3,695	212-00-6130200	CALL OUT PAY	3,307	3,307
					<b>BENEFITS:</b>		
1,596	567	1,315	1,315	212-00-6200200	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	1,197	1,197
3,816	3,792	3,820	3,820	212-00-6200400	LONGEVITY	2,902	2,902
299	368	415	415	212-00-6210300	LIFE INSURANCE	255	255
1,045	1,220	1,180	1,180	212-00-6210400	LONG TERM DISAB. INS	1,336	1,336
4,318	3,205	2,500	2,500	212-00-6290100	VACATION BUY-OUT	2,500	2,500
					<b>H&amp;W/ PERS:</b>		
4,180	-	-	-	212-00-6210100	DENTAL INSURANCE	-	-
48,542	56,523	60,775	60,775	212-00-6210200	MEDICAL INSURANCE	55,489	55,489
42,316	44,375	53,520	53,520	212-00-6230100	PERS/OPSRP- EMPR. PD	47,573	47,573
					<b>TAXES:</b>		
18,158	20,582	22,595	22,595	212-00-6220100	SOCIAL SECURITY (FICA)	20,862	20,862
1,703	1,947	2,110	2,110	212-00-6220200	TRI-MET TAX	2,090	2,090
115	136	179	179	212-00-6220300	WBF ASSESSMENT	179	179
237	1,884	1,855	1,855	212-00-6250100	UNEMP. INSURANCE	1,724	1,724
415	396	270	270	212-00-6200300	EMP ASSIST PROGRAM/FSA	365	365
5,169	5,669	7,315	7,315	212-00-6210500	WORKERS COMP INSURANCE	7,888	7,888
<b>372,250</b>	<b>408,939</b>	<b>442,929</b>	<b>442,929</b>		<b>PERSONAL SERVICES Total:</b>	<b>400,189</b>	<b>400,189</b>
235	144	300	300	212-00-6295100	AWARDS/ RECOGNITION	300	300
434	521	1,300	1,300	212-00-6295300	UNIFORMS	1,300	1,300
2,775	12,540	29,000	29,000	212-00-6300100	CONTRACT SERVICES	32,250	32,250
857	519	1,000	1,000	212-00-6310100	HR ADMINISTRATION	1,000	1,000
11,871	11,228	12,000	12,000	212-00-6330100	AUDIT & ACCOUNTING	12,000	12,000
1,094	7,762	1,500	1,500	212-00-6330200	LEGAL	5,500	5,500
					<b>ENGINEERING SERVICES:</b>		
500	13,243	100,000	100,000	212-00-6330300	ARCHITECTUAL/DESIGN ENGINEERING	100,000	100,000
7,500	4,974	15,000	15,000	212-00-6330400	ENGINEERING AND MAPS	15,000	15,000

PW Sewer Fund (212-00)	Account Number	Line Item Description
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	212-00-6330500	Cost for building alarm services
IT SERVICES	212-00-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	212-00-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	212-00-6340200	Cost for City Website and online code publishing updates
REFUSE/SHREDDING	212-00-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	212-00-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining vehicles, city hall building maint., and maint. of necessary equipment.
VEHICLE REP/MAINT	212-00-6430100	Public Works vehicle repair expenses
BLDG REP/MAINT	212-00-6430200	City Hall repair and annual maintenance expenses
EQUIP REPAIR/MAINT	212-00-6430400	Equipment repair expenses
EQUIP RENT	212-00-6442100	Allocated: Costs for rental of copier and postage machine and any other equipment rental
RENT EXPENSE-TO GF	212-00-6441100	Rent paid by Sewer Fund for use of office space in City Hall
GENERAL LIAB/PROP INSURANCE	212-00-6520100	Allocated: Property, General Liability, and Auto Insurance
POSTAGE	212-00-6530200	Allocated and direct. Costs for postage
TELEPHONE/ANSWER SERV./WIRELESS:		Allocated: Telephone, voice mail, and fax services
TELEPHONE-CH	212-00-6530300	City Hall telephone related expenses
TELEPHONE- CITY SHOPS	212-00-6530301	City Shop telephone related expenses
WIRELESS TECHNOLOGY	212-00-6530400	Cell phone for crew related expenses
PUBLICATIONS	212-00-6540100	Costs for publishing ads in newspapers, magazines, and other publications
PRINTING	212-00-6550100	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	212-00-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	212-00-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	212-00-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	212-00-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	212-00-6610200	Costs for items related to the operations of the department
UTIL. NOTIFICATION CTR.	212-00-6610201	Notification services for On-Call water emergencies
BLDG SUPP- CITY HALL	212-00-6610300	Allocated: Building supplies including coffee, toilet paper, etc. for City Hall
BLDG SUPP- CITY SHOPS	212-00-6610400	Allocated: Building supplies including coffee, toilet paper, etc. for Public Works Shops
SMALL TOOLS/MINOR EQUIP	212-00-6665100	Costs for small tools less than \$1000 each.
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat
GAS/HEAT- CH	212-00-6621100	NW Natural Gas for City Hall
GAS/HEAT- CITY SHOPS	212-00-6621101	NW Natural Gas for City Shops
ELECTRICITY-CH	212-00-6622100	Portland General Electric for City Hall
ELECTRICITY- CITY SHOPS	212-00-6622101	Portland General Electric for City Shops
FUEL	212-00-6626101	Cost for fuel for Public Works vehicles and equipment

City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 212 - SANITARY SEWER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
					<b>IT SERVICES:</b>		
353	353	225	225	212-00-6330500	PROPERTY ALARM MONITORING SERVICE	225	225
12,722	10,380	4,925	4,925	212-00-6340100	IT SERVICES	4,205	4,205
1,440	2,187	1,580	1,580	212-00-6340101	IT UPGRADES/HARWARE	960	960
-	935	235	235	212-00-6340200	WEBSITE MANAGEMENT	237	237
147	112	95	95	212-00-6421100	<b>REFUSE/SHREDDING</b>	105	105
2,954	3,042	3,200	3,200	212-00-6423100	<b>BLDG CLEANING SRVCS</b>	3,208	3,208
					<b>REPAIR &amp; MAINTENANCE:</b>		
1,668	1,649	2,000	2,000	212-00-6430100	VEHICLE REP/MAINT	2,000	2,000
4,666	4,483	5,400	5,400	212-00-6430200	BLDG REP/MAINT	5,400	5,400
5,582	4,992	16,200	16,200	212-00-6430400	EQUIP REPAIR/MAINT	16,200	16,200
6,520	6,769	8,300	8,300	212-00-6442100	<b>EQUIP RENT</b>	8,300	8,300
15,000	15,000	15,000	15,000	212-00-6441100	<b>RENT EXPENSE-TO GF</b>	15,000	15,000
14,886	18,871	20,500	20,500	212-00-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	23,103	23,103
3,392	4,470	5,200	5,200	212-00-6530200	<b>POSTAGE</b>	5,200	5,200
					<b>TELEPHONE/ANSWER SERV./WIRELESS:</b>		
1,234	1,382	3,220	3,220	212-00-6530300	TELEPHONE-CH	3,300	3,300
1,564	2,136	1,660	1,660	212-00-6530301	TELEPHONE- CITY SHOPS	1,660	1,660
430	432	440	440	212-00-6530400	WIRELESS TECHNOLOGY	1,470	1,470
77	78	200	200	212-00-6540100	<b>PUBLICATIONS</b>	200	200
182	161	400	400	212-00-6550100	<b>PRINTING</b>	400	400
					<b>BANK FEES:</b>		
395	450	1,975	1,975	212-00-6590100	BANK FEES	2,332	2,332
1,182	1,446	1,365	1,365	212-00-6590200	MERCHANT FEES	1,620	1,620
1,233	1,851	620	620	212-00-6590300	CONVENIENCE FEES/CREDIT CARD	3,059	3,059
					<b>SUPPLIES:</b>		
700	1,133	750	750	212-00-6610100	OFFICE SUPPLIES	1,500	1,500
5,628	12,088	15,000	15,000	212-00-6610200	OPERATING MATERIALS & SUPPLES	15,000	15,000
167	167	580	580	212-00-6610201	UTIL. NOTIFICATION CTR.	167	167
869	628	1,000	1,000	212-00-6610300	BLDG SUPP- CITY HALL	1,000	1,000
60	152	150	150	212-00-6610400	BLDG SUPP- CITY SHOPS	150	150
507	1,386	2,500	2,500	212-00-6665100	<b>SMALL TOOLS/MINOR EQUIP</b>	2,500	2,500
					<b>ELECTRIC/GAS:</b>		
432	132	100	100	212-00-6621100	GAS/HEAT- CH	100	100
198	220	160	160	212-00-6621101	GAS/HEAT- CITY SHOPS	160	160
7,538	7,869	5,300	5,300	212-00-6622100	ELECTRICITY-CH	4,589	4,589
996	1,014	1,200	1,200	212-00-6622101	ELECTRICITY- CITY SHOPS	1,200	1,200
4,247	2,827	3,800	3,800	212-00-6626101	<b>FUEL</b>	3,800	3,800

PW Sewer Fund (212-00)	Account Number	Line Item Description
DUES/SUB/MEMBRSHIP	212-00-6650100	Membership dues to professional organizations related to Sewer Fund responsibilities
MEETINGS/ERRANDS:		Cost for attending local meetings or running errands for city business
TRAVEL-MEETINGS/ERRANDS	212-00-6580100	Cost for travel to attend meetings and complete errands done by staff
MEETING ATTENDANCE	212-00-6630100	Cost for meeting attendance by Department Director
TRAINING & CONF.	212-00-6650200	Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	212-00-6630200	Costs for meals and travel to attend meetings by the Public Works staff
FRANCHISE FEES	212-00-6690199	Franchise fee paid to the General Fund based on 6% of Gross Sales Revenue
ELECTRICITY-PUMPING	212-00-6690117	Electrical costs for sewage pumping at Interlachen, Blue Lake, Fairview Lake, and Marine Drive pump stations.
SEWER DISPOSAL	212-00-6690119	Amount paid to City of Gresham for sewage treatment (metered flows)
SCADA DATA SYSTEMS	212-00-6690136	Cost for SCADA services
SEWER SYSTEM MAINTENANCE	212-00-6690198	Costs for miscellaneous maintenance and repair projects for the sewer system. (ie. Line cleaning, manhole repair, etc.)
BAD DEBT	212-00-6690200	Auditor amount for write-off off uncollectible utility bills turned to collections
DEBT ISSUANCE EXP.	212-00-6470100	Administrative cost associated with Sewer Capacity debt
PRINCIPAL/ GRESHAM	212-00-6470205	Principal debt payment to the City of Gresham for purchased sewer capacity
INT/ GRESHAM	212-00-6470305	Interest debt payment to the City of Gresham for purchased sewer capacity
ER CONTRIBUTION	212-00-6491622	Transfer to Equipment Replacement Fund for future capital outlay purchases
FMF CONTRIBUTION	212-00-6491722	Funds transferred to Facilities Maintenance Fund for future capital outlay purchases
SEWER SYSTEM IMPROV.	212-00-6730200	Sanitary sewer re-habilitation projects and replacement or upgrading to major portions of the City's sewer system
EQUIPMENT	212-00-6740100	Allocated and Direct: Costs for new equipment
BLDG EQUIPMENT:		Allocated: Costs for building equipment
BLDG EQUIPMENT- CH	212-00-6740200	Cost for new equipment for City Hall
BUILDING EQUP FOR CITY SHOP	212-00-6740400	Cost for new equipment for Public Works shops
CONTINGENCY	212-00-6910000	For unforeseen events and cannot be used without City Council approval
DEBT RESERVE	212-00-6793000	Reserve for Gresham Sewer Debt Payments
FUND BALANCE - RESERVED		Reserved portion of Fund Balance
FUND BALANCE- RESTRICTED	212-00-6910000	Unappropriated funds restricted for future Sewer System Operations.

City of Fairview  
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Fund: 212 - SANITARY SEWER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
339	367	4,000	4,000	212-00-6650100	DUES/SUB/MEMBRSHIP	4,000	4,000
					MEETINGS/ERRANDS:		
8	3	100	100	212-00-6580100	TRAVEL-MEETINGS/ERRANDS	100	100
-	27	75	75	212-00-6630100	MEETING ATTENDANCE	75	75
446	240	1,200	1,200	212-00-6650200	TRAINING & CONF.	1,415	1,415
696	858	1,200	1,200	212-00-6630200	CONF- MEALS/LODGING	1,200	1,200
112,436	113,987	117,000	117,000	212-00-6690199	FRANCHISE FEES	121,908	121,908
12,009	15,660	14,000	14,000	212-00-6690117	ELECTRICITY-PUMPING	14,000	14,000
839,713	715,803	735,000	735,000	212-00-6690119	SEWER DISPOSAL	698,025	698,025
8,460	7,500	7,500	7,500	212-00-6690136	SCADA DATA SYSTEMS	7,500	7,500
7,203	22,382	20,000	20,000	212-00-6690198	SEWER SYSTEM MAINTENANCE	50,000	50,000
12,121	4,692	-	-	212-00-6690200	BAD DEBT	3,500	3,500
<b>1,115,663</b>	<b>1,041,249</b>	<b>1,183,455</b>	<b>1,183,455</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>1,197,422</b>	<b>1,197,422</b>
-	-	-	-	212-00-6470100	DEBT ISSUANCE EXP.		
178,119	184,408	190,919	190,919	212-00-6470205	PRINCIPAL/ GRESHAM	197,659	197,659
54,795	48,506	41,996	41,996	212-00-6470305	INT/ GRESHAM	35,255	35,255
<b>232,914</b>	<b>232,914</b>	<b>232,915</b>	<b>232,915</b>		<b>DEBT SERVICE Total:</b>	<b>232,914</b>	<b>232,914</b>
25,222	25,500	25,500	25,500	212-00-6491622	ER CONTRIBUTION	7,600	7,600
1,000	1,000	1,000	1,000	212-00-6491722	FMF CONTRIBUTION	3,000	3,000
276,895	141,506	500,000	500,000	212-00-6730200	SEWER SYSTEM IMPROV.	-	-
-	-	12,000	12,000	212-00-6740100	EQUIPMENT	12,000	12,000
					BLDG EQUIPMENT:		
132	-	500	500	212-00-6740200	BLDG EQUIPMENT- CH	500	500
-	-	500	500	212-00-6740400	BUILDING EQUP FOR CITY SHOP	500	500
<b>26,222</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>		<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>10,600</b>	<b>10,600</b>
<b>277,027</b>	<b>141,506</b>	<b>513,000</b>	<b>513,000</b>		<b>CAPITAL OUTLAY Total:</b>	<b>13,000</b>	<b>13,000</b>
-		150,000	150,000	212-00-6910000	CONTINGENCY	928,736	928,736
-		240,000	240,000	212-00-6793000	DEBT RESERVE	232,914	232,914
					FUND BALANCE- RESERVED	785,440	785,440
-		593,585	593,585	212-00-6910000	FUND BALANCE- RESTRICTED	-	-
-		<b>983,585</b>	<b>983,585</b>		<b>OTHER Total:</b>	<b>1,947,090</b>	<b>1,947,090</b>
<b>2,024,075</b>	<b>1,851,107</b>	<b>3,382,384</b>	<b>3,382,384</b>		<b>TOTAL SEWER FUND EXPENSES:</b>	<b>3,801,214</b>	<b>3,801,214</b>
<b>1,738,748</b>	<b>1,875,332</b>	-	-		<b>SEWER FUND TOTAL:</b>	<b>0</b>	<b>0</b>



**GENERAL INFORMATION FORM  
FY 2016-17**

<b>FUND/ FUND NUMBER:</b>	<b>Stormwater 213</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

The purpose of the Stormwater Fund is to provide services directly related to the operation and maintenance of the City's stormwater system. This fund pays the cost of Public Works personnel as well as stormwater repair materials (pipe, manholes, gravel, etc.), and tools. It also pays for work associated with the City's stormwater permit, including developing mandated stormwater documents and periodic stormwater testing.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2015-16 AND FY 2016-17:**

- Stormwater system improvements are budget at \$0 as these projects will be completed using funds from the Stormwater SDC Fund.
- Funds are transferred to the Stormwater SDC Fund totaling \$16,767.

PW Stormwater Fund (213-00)	Account Number	Line Item Description
BEGINNING FUND BALANCE- RESTRICTED	213-00-4995000	Ending Fund Balance from Previous Year (Estimate)
GENERAL GOVT CHARGES	213-00-4340100	Not budgeted this fiscal year
STORM WATER SERVICE USER FEES	213-00-4344400	User fee collected for storm water service
PENALTIES- UB	213-00-4344600	Fee applied to utility customers who are delinquent in paying their utility bills
EROSION CONTROL	213-00-4344500	Permit fee for monitoring construction
INTEREST:		Interest received from State Local Government Investment Pool and CD in credit union
INTEREST- LGIP	213-00-4361100	LGIP interest
INTEREST- INVESTMENTS	213-00-4361200	CD interest
MISC. REVENUE	213-00-4390100	Not budgeted this fiscal year
WAGES:		Cost for personnel wages
STAFF	213-00-6110900	Staff Wages
OVERTIME HOURS	213-00-6130100	Overtime for Staff
CALL OUT PAY	213-00-6130200	Pay for call-out situations
BENEFITS:		Cost for employee benefits as determined by contracts and Employee Manual
CELL PHONE ALLOWANCE	213-00-6200200	Cell Phone Allowances
LONGEVITY PAY	213-00-6200400	Longevity Pay per Employee Manual
LIFE INSURANCE	213-00-6210300	Life Insurance Benefit per Employee Manual
LONG TERM DISAB. INS	213-00-6210400	LTD Insurance Benefit per Employee Manual
VACATION BUY-OUT	213-00-6290100	Vacation Buy-Out per Employee Manual
H&W/ PERS:		Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
DENTAL INSURANCE	213-00-6210100	Cost for dental expense included in Medical line item
MEDICAL INSURANCE	213-00-6210200	Medical Insurance (includes medical/dental/vision)
PERS/OPSRP-EMPR. PD	213-00-6230100	PERS Costs per Employee Manual and rate imposed by PERS Board
TAXES:		Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
SOCIAL SECURITY (FICA)	213-00-6220100	Social Security Tax
TRI-MET TAX	213-00-6220200	Tri-Met Tax
WBF ASSESSMENT	213-00-6220300	Workers Benefit Fund Assessment
UNEMP. INSURANCE	213-00-6250100	Unemployment Insurance Assessment
EMP ASSIST PROGRAM/FSA	213-00-6200300	Costs to provide the Employee Assist Program and Flexible Spending Account Program.
WORKERS COMP INSURANCE	213-00-6210500	Workers' Compensation Insurance expense
AWARDS/ RECOGNITION	213-00-6295100	Employee and volunteer awards and recognition
UNIFORMS	213-00-6295300	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel
CONTRACT SERVICES	213-00-6300100	Costs for professional services related to the City stormwater system
HR ADMINISTRATION	213-00-6310100	Allocated: HR-related expenses. Some expenses directly related are not allocated
AUDIT & ACCOUNTING	213-00-6330100	Allocated: Costs of annual audit and technical support
LEGAL	213-00-6330200	Allocated: City legal services-Beery, Elsner, and Hammond, LLC. And others as needed
ENGINEERING SERVICES:		Costs for professional engineering services
ARCHITECTURAL/DESIGN ENGINEERING	213-00-6330300	Professional Engineering services for architectural and design work
ENGINEERING AND MAPS	213-00-6330400	Professional engineering services for engineering and maps work

City of Fairview  
Fiscal Year 2016-17  
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Fund: 213 - STORM WATER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
843,625	841,088	554,972	554,972	213-00-4995000	BEGINNING FUND BALANCE- RESTRICTED	733,604	733,604
-	-	-	-	213-00-4340100	GENERAL GOVT CHARGES		
528,977	541,009	556,000	556,000	213-00-4344400	STORM WATER SERVICE USER FEES	556,935	556,935
16,255	4,814	12,000	12,000	213-00-4344600	PENALTIES- UB	4,477	4,477
733	4,716	2,500	2,500	213-00-4344500	EROSION CONTROL	5,000	5,000
					INTEREST:		
4,569	4,012	3,610	3,610	213-00-4361100	INTEREST- LGIP	4,656	4,656
12	38	25	25	213-00-4361200	INTEREST- INVESTMENTS	50	50
-	-	-	-	213-00-4390100	MISC. REVENUE		
<b>1,394,170</b>	<b>1,395,677</b>	<b>1,129,107</b>	<b>1,129,107</b>		<b>RESOURCES Total:</b>	<b>1,304,722</b>	<b>1,304,722</b>
					WAGES:		
165,347	172,583	207,280	207,280	213-00-6110900	STAFF	201,878	201,878
996	1,550	2,475	2,475	213-00-6130100	OVERTIME	1,591	1,591
1,904	1,895	2,560	2,560	213-00-6130200	CALL OUT PAY	1,431	1,431
					BENEFITS:		
940	355	985	985	213-00-6200200	CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE)	891	891
2,301	2,220	2,760	2,760	213-00-6200400	LONGEVITY	2,339	2,339
213	244	310	310	213-00-6210300	LIFE INSURANCE	187	187
746	804	875	875	213-00-6210400	LONG TERM DISAB. INS	986	986
1,907	2,444	2,000	2,000	213-00-6290100	VACATION BUY-OUT	2,000	2,000
					H&W/ PERS:		
2,923	-	-	-	213-00-6210100	DENTAL INSURANCE	-	-
33,943	25,833	45,085	45,085	213-00-6210200	MEDICAL INSURANCE	41,186	41,186
29,077	28,925	39,415	39,415	213-00-6230100	PERS/OPSRP- EMPR. PD	34,759	34,759
					TAXES:		
12,479	13,587	16,815	16,815	213-00-6220100	SOCIAL SECURITY (FICA)	15,540	15,540
1,168	1,287	1,570	1,570	213-00-6220200	TRI-MET TAX	1,540	1,540
83	91	140	140	213-00-6220300	WBF ASSESSMENT	140	140
162	1,244	1,375	1,375	213-00-6250100	UNEMP. INSURANCE	1,217	1,217
185	175	220	220	213-00-6200300	EMP ASSIST PROGRAM/FSA	280	280
3,289	3,608	5,522	5,522	213-00-6210500	WORKERS COMP INSURANCE	5,019	5,019
<b>257,662</b>	<b>256,843</b>	<b>329,387</b>	<b>329,387</b>		<b>PERSONAL SERVICES Total:</b>	<b>310,985</b>	<b>310,985</b>
103	103	225	225	213-00-6295100	AWARDS/ RECOGNITION	225	225
453	598	850	850	213-00-6295300	UNIFORMS	850	850
38,125	134,647	53,750	53,750	213-00-6300100	CONTRACT SERVICES	57,250	57,250
821	570	1,100	1,100	213-00-6310100	HR ADMINISTRATION	1,100	1,100
2,999	2,822	3,100	3,100	213-00-6330100	AUDIT & ACCOUNTING	3,200	3,200
7,309	6,315	6,000	6,000	213-00-6330200	LEGAL	6,000	6,000
					ENGINEERING SERVICES:		
500	1,250	10,000	10,000	213-00-6330300	ARCHITECTURAL/DESIGN ENGINEERING	10,000	10,000
27,941	1,074	50,000	50,000	213-00-6330400	ENGINEERING AND MAPS	50,000	50,000

PW Stormwater Fund (213-00)	Account Number	Line Item Description
IT SERVICES:		Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
PROPERTY ALARM MONITORING SERVICE	213-00-6330500	Cost for building alarm services
IT SERVICES	213-00-6340100	Cost for IT professional services as well as fees for back-up and other IT related expenses
IT UPGRADES/HARWARE	213-00-6340101	Cost for hardware and software systems per replacement schedules
WEBSITE MANAGEMENT	213-00-6340200	Cost for City Website and online code publishing updates
REFUSE/SHREDDING	213-00-6421100	Allocated: Costs for shredding confidential documents per Red Flag Rules
BLDG CLEANING SRVCS	213-00-6423100	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:		Costs associated with maintaining vehicles, city hall building maint, and maint of necessary equip.
VEHICLE REP/MAINT	213-00-6430100	Public Works vehicle repair expenses
BLDG REP/MAINT	213-00-6430200	City Hall repair and annual maintenance expenses
EQUIP REPAIR/MAINT	213-00-6430400	Equipment repair expenses
EQUIP RENT	213-00-6442100	Allocated: Costs for rental of copier and postage machine and any other office equipment rental
RENT EXPENSE-TO GF	213-00-6441100	Rent paid by Stormwater Fund for use of office space in City Hall
GENERAL LIAB/PROP INSURANCE	213-00-6520100	Allocated: Property, General Liability, and Auto Insurance
POSTAGE	213-00-6530200	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE/ANSWERING SRVC./WIRELESS:		Allocated: Telephone, voice mail, and fax services
TELEPHONE-CH	213-00-6530300	City Hall telephone related expenses
TELEPHONE- CITY SHOPS	213-00-6530301	City Shop telephone related expenses
WIRELESS TECHNOLOGY	213-00-6530400	Cell phone for crew related expenses
PUBLICATIONS	213-00-6540100	Costs for publishing ads in newspapers, magazines, and other publications
PRINTING	213-00-6550100	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES:		Allocated: Costs for banking and credit card payment services
BANK FEES	213-00-6590100	Allocated: Costs for banking and credit card payment services
MERCHANT FEES	213-00-6590200	Cost related to credit card payment process
CONVENIENCE FEES/CREDIT CARD	213-00-6590300	Cost related to credit card payment process
SUPPLIES:		General office supplies, supplies specific to dept. functions, City Hall bldg. supplies, and general office supplies
OFFICE SUPPLIES	213-00-6610100	Office supplies from office supply vendors
OPERATING MATERIALS & SUPPLES	213-00-6610200	Costs for items related to the operations of the department
UTIL. NOTIFICATION CTR.	213-00-6610201	Notification services for On-Call water emergencies
BLDG SUPP- CITY HALL	213-00-6610300	Allocated: Building supplies including coffee, toilet paper, etc. for City Hall
BLDG SUPP- CITY SHOPS	213-00-6610400	Allocated: Building supplies including coffee, toilet paper, etc. for Public Works Shops
SMALL TOOLS/MINOR EQUIP	213-00-6665100	Costs for small tools less than \$1000 each
ELECTRIC/GAS:		Allocated: Electric and Natural Gas heat
GAS/HEAT- CH	213-00-6621100	NW Natural Gas for City Hall
GAS/HEAT- CITY SHOPS	213-00-6621101	NW Natural Gas for City Shops
ELECTRICITY- CH	213-00-6622100	Portland General Electric for City Hall
ELECTRICITY- CITY SHOPS	213-00-6622101	Portland General Electric for City Shops
FUEL	213-00-6626101	Not budgeted this fiscal year
DUES/SUB/MEMBRSHIP	213-00-6650100	Membership dues to professional organizations related to Stormwater Fund responsibilities

City of Fairview  
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Fund: 213 - STORM WATER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
					<b>IT SERVICES:</b>		
116	116	160	160	213-00-6330500	PROPERTY ALARM MONITORING SERVICE	140	140
5,415	3,900	4,765	4,765	213-00-6340100	IT SERVICES	4,205	4,205
645	993	1,580	1,580	213-00-6340101	IT UPGRADES/HARWARE	960	960
-	494	235	235	213-00-6340200	WEBSITE MANAGEMENT	237	237
142	112	100	100	213-00-6421100	<b>REFUSE/SHREDDING</b>	111	111
2,708	2,789	2,925	2,925	213-00-6423100	<b>BLDG CLEANING SRVCS</b>	2,933	2,933
					<b>REPAIR &amp; MAINTENANCE:</b>		
1,092	2,660	4,000	4,000	213-00-6430100	VEHICLE REP/MAINT	4,000	4,000
4,365	3,546	4,950	4,950	213-00-6430200	BLDG REP/MAINT	4,950	4,950
1,821	558	3,000	3,000	213-00-6430400	EQUIP REPAIR/MAINT	3,000	3,000
1,681	1,747	2,300	2,300	213-00-6442100	<b>EQUIP RENT</b>	2,300	2,300
10,000	10,000	10,000	10,000	213-00-6441100	<b>RENT EXPENSE-TO GF</b>	10,000	10,000
5,178	6,290	6,100	6,100	213-00-6520100	<b>GENERAL LIAB/PROP INSURANCE</b>	7,701	7,701
2,181	2,680	3,550	3,550	213-00-6530200	<b>POSTAGE</b>	3,550	3,550
					<b>TELEPHONE/ANSWERING SRVC./WIRELESS:</b>		
943	1,057	2,500	2,500	213-00-6530300	TELEPHONE-CH	2,700	2,700
1,013	1,397	1,100	1,100	213-00-6530301	TELEPHONE- CITY SHOPS	1,100	1,100
281	282	300	300	213-00-6530400	WIRELESS TECHNOLOGY	1,129	1,129
77	78	200	200	213-00-6540100	<b>PUBLICATIONS</b>	200	200
182	161	500	500	213-00-6550100	<b>PRINTING</b>	355	355
					<b>BANK FEES:</b>		
395	450	525	525	213-00-6590100	BANK FEES	620	620
312	386	365	365	213-00-6590200	MERCHANT FEES	433	433
595	744	265	265	213-00-6590300	CONVENIENCE FEES/CREDIT CARD	1,308	1,308
					<b>SUPPLIES:</b>		
700	773	750	750	213-00-6610100	OFFICE SUPPLIES	750	750
3,618	3,417	7,250	7,250	213-00-6610200	OPERATING MATERIALS & SUPPLIES	7,250	7,250
167	167	360	360	213-00-6610201	UTIL. NOTIFICATION CTR.	167	167
794	567	900	900	213-00-6610300	BLDG SUPP- CITY HALL	900	900
60	152	150	150	213-00-6610400	BLDG SUPP- CITY SHOPS	150	150
499	807	3,200	3,200	213-00-6665100	<b>SMALL TOOLS/MINOR EQUIP</b>	3,200	3,200
					<b>ELECTRIC/GAS:</b>		
302	94	200	200	213-00-6621100	GAS/HEAT- CH	160	160
130	144	120	120	213-00-6621101	GAS/HEAT- CITY SHOPS	125	125
5,277	5,503	5,000	5,000	213-00-6622100	ELECTRICITY- CH	4,329	4,329
651	663	825	825	213-00-6622101	ELECTRICITY- CITY SHOPS	800	800
2,500	1,821	3,800	3,800	213-00-6626101	<b>FUEL</b>	3,800	3,800
5,707	6,268	10,500	10,500	213-00-6650100	<b>DUES/SUB/MEMBRSHIP</b>	5,500	5,500

PW Stormwater Fund (213-00)	Account Number	Line Item Description
MEETINGS/ERRANDS:		Cost for attending local meetings or running errands for city business
TRAVEL-MEETINGS/ERRANDS	213-00-6580100	Cost for travel to attend meetings and complete errands done by staff
MEETING ATTENDANCE	213-00-6630100	Cost for meeting attendance by Department Director
TRAINING & CONF.	213-00-6650200	Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	213-00-6630200	Costs for meals and travel to attend meetings by the Public Works staff
FRANCHISE FEES	213-00-6690199	Franchise fee paid to the General Fund based on 6% of Gross Sales Revenue
LICENSES AND PERMITS	213-00-6660100	NPDES permitting and cost for continued compliance with NPDES Permit
PUBLIC EDUCATION	213-00-6690109	Public education required under the City's NPDES Permit
WATER TESTING	213-00-6690104	Routine water testing for NPDES compliance
INFRASTRUCTURE SYSTEM MAINTENANCE	213-00-6690198	Costs for misc maint and repair for the stormwater system. (ie. Inmate work, vactoring, line cleaning, etc.)
BAD DEBT EXPENSE	213-00-6690200	Auditor amount for write-off off uncollectible utility bills turned to collections
ER CONTRIBUTION	213-00-6491623	Transfer to Equipment Replacement Fund for future capital outlay purchases.
FMF CONTRIBUTION	213-00-6491723	Funds transferred to Facilities Maintenance Fund for future capital outlay purchases.
TRANSFER TO STORMWATER SDC		Funds transferred to stormwater SDC Fund
FUND BALANCE- RESTRICTED	213-00-6791000	Unappropriated funds restricted for future Storm Water System Operations.
BUILDING EQUIP FOR CITY SHOP	213-00-6740400	Cost for new equipment for Public Works shops.
STORM WATER SYSTEM IMPROV.	213-00-6730200	Storm water system projects to upgrade or expand the City storm water infrastructure system.
BLDG EQUIPMENT:		Allocated: Costs for building equipment.
BLDG EQUIPMENT- CH	213-00-6740200	Cost for new equipment for City Hall.
CONTINGENCY	213-00-6910000	For unforeseen events and cannot be used without City Council approval.

Total All City Funds  
 BEGINNING BALANCES  
 OPERATING RESOURCES  
 PERSONNEL SERVICES  
 MATERIALS AND SERVICES  
 DEBT SERVICE  
 TRANSFER TO OTHER FUNDS  
 CAPITAL OUTLAY  
 CONTINGENCY  
 ENDING BALANCE TOTAL CITY

TOTAL COMBINED BEGINNING BALANCES OF ALL FUNDS  
 TOTAL COMBINED OPERATIONING RESOURCES OF ALL FUNDS EARNED DURING THE FISCAL YEAR  
 TOTAL COMBINED PERSONNEL EXPENSES OF ALL CITY FUNDS  
 TOTAL COMBINED MATERIALS AND SERVICES EXPENSES OF ALL CITY FUNDS  
 TOTAL COMBINED DEBT EXPENSES OF ALL CITY FUNDS  
 TOTAL COMBINED TRANSFERS FROM ONE FUND TO ANOTHER OF ALL CITY FUNDS  
 TOTAL COMBINED CAPITAL OUTLAY EXPENSES OF ALL CITY FUNDS  
 TOTAL COMBINED CONTINGENCY OF ALL CITY FUNDS  
 TOTAL COMBINED ENDING FUND BALANCES OF ALL CITY FUNDS

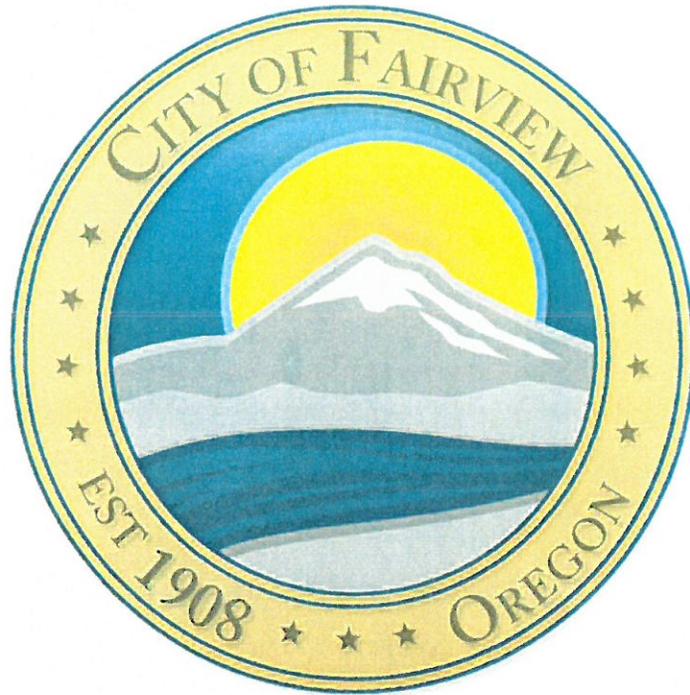
City of Fairview  
Fiscal Year 2016-17  
Approved Budget  
Fund: 213 - STORM WATER FUND

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Account Number	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
					<b>MEETINGS/ERRANDS:</b>		
32	3	100	100	213-00-6580100	TRAVEL-MEETINGS/ERRANDS	100	100
-	17	75	75	213-00-6630100	MEETING ATTENDANCE	75	75
151	395	1,800	1,800	213-00-6650200	<b>TRAINING &amp; CONF.</b>	1,800	1,800
339	753	1,700	1,700	213-00-6630200	<b>CONF- MEALS/LODGING</b>	1,700	1,700
32,067	32,501	33,000	33,000	213-00-6690199	<b>FRANCHISE FEES</b>	33,416	33,416
1,247	-	6,000	6,000	213-00-6660100	<b>LICENSES AND PERMITS</b>	6,000	6,000
-	2,800	10,000	10,000	213-00-6690109	<b>PUBLIC EDUCATION</b>	10,000	10,000
-	6,026	18,000	18,000	213-00-6690104	<b>WATER TESTING</b>	18,000	18,000
8,814	10,967	45,000	45,000	213-00-6690198	<b>INFRASTRUCTURE SYSTEM MAINTENANCE</b>	45,000	45,000
7,205	(12,927)	-	-	213-00-6690200	<b>BAD DEBT EXPENSE</b>	2,000	2,000
<b>187,651</b>	<b>248,731</b>	<b>323,175</b>	<b>323,175</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>325,778</b>	<b>325,778</b>
5,847	5,900	5,900	5,900	213-00-6491623	<b>ER CONTRIBUTION</b>	7,100	7,100
1,000	1,000	1,000	1,000	213-00-6491723	<b>FMF CONTRIBUTION</b>	3,000	3,000
-	-	218,645	218,645	213-00-6791000	<b>TR TO STORMWATER SDC</b>	16,767	16,767
<b>6,847</b>	<b>6,900</b>	<b>225,545</b>	<b>225,545</b>		<b>FUND BALANCE- RESTRICTED</b>		
					<b>TRANSFER TO OTHER FUNDS Total:</b>	<b>26,867</b>	<b>26,867</b>
100,790	1,739	150,000	150,000	213-00-6730200	<b>STORM WATER SYSTEM IMPROV.</b>		
-	-	-	-	213-00-6740100	<b>EQUIPMENT</b>		
132	-	500	500	213-00-6740200	<b>BLDG EQUIPMENT:</b>	250	250
-	-	500	500	213-00-6740400	<b>BLDG EQUIPMENT- CH</b>	100	100
<b>100,922</b>	<b>1,739</b>	<b>151,000</b>	<b>151,000</b>		<b>BUILDING EQUP FOR CITY SHOP</b>		
					<b>CAPITAL OUTLAY Total:</b>	<b>350</b>	<b>350</b>
-	-	100,000	100,000	213-00-6910000	<b>CONTINGENCY</b>	640,741	640,741
<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>		<b>OTHER Total:</b>	<b>640,741</b>	<b>640,741</b>
<b>553,083</b>	<b>514,214</b>	<b>1,129,107</b>	<b>1,129,107</b>		<b>TOTAL STORM EXPENSES:</b>	<b>1,304,721</b>	<b>1,304,721</b>
<b>841,088</b>	<b>881,463</b>	<b>-</b>	<b>-</b>		<b>STORMWATER FUND TOTAL:</b>	<b>0</b>	<b>0</b>

City of Fairview  
Fiscal Year 2016-17  
Approved Budget

2013-14 Actuals	2014-15 Actuals	2015-16 Adopted Budget	2015-16 Adopted Budget Amended	Amendments	Line Item Name	2016-17 Proposed Budget	2016-17 Approved Budget
10,411,383	10,468,181	8,769,577	8,769,577		BEGINNING BALANCES	10,778,131	10,778,132
9,480,252	9,312,641	9,457,187	9,569,187	112,000	OPERATING RESOURCES	10,725,116	10,475,116
3,586,470	3,784,751	4,098,818	4,098,818		PERSONNEL SERVICES	4,107,844	4,251,852
3,560,863	3,551,021	4,401,583	4,428,088	26,505	MATERIALS AND SERVICES	5,153,803	4,691,303
782,786	786,897	272,883	272,883		DEBT SERVICE	272,881	272,881
493,943	194,975	194,631	194,631		TRANSFER TO OTHER FUNDS	1,247,513	997,513
999,393	1,063,622	2,567,086	2,836,674	269,588	CAPITAL OUTLAY	2,120,166	2,106,166
-	-	2,874,533	2,690,440	(184,093)	CONTINGENCY	4,453,538	4,786,031
10,468,181	10,399,556	3,817,230.00	3,817,230.00		ENDING BALANCE TOTAL CITY	4,147,502	4,147,502





# Supplemental Information



## CITY OF FAIRVIEW

2016-2017

## SALARY RANGES - NON REPRESENTED

			min	step 2	step 3	step 4	step 5	max
\$6,860	\$8,757	<b>Finance Director</b>	\$6,860	\$7,203	\$7,564	\$7,943	\$8,340	\$8,757
		<b>Police Chief</b>						
		<b>Public Works Director</b>						
\$6,517	\$8,317	No Classifications	\$6,517	\$6,843	\$7,185	\$7,544	\$7,921	\$8,317
\$6,191	\$7,901	No Classifications	\$6,191	\$6,501	\$6,826	\$7,167	\$7,525	\$7,901
\$5,881	\$7,506	<b>City Engineer</b>	\$5,881	\$6,176	\$6,484	\$6,809	\$7,149	\$7,506
\$5,587	\$7,131	No Classifications	\$5,587	\$5,867	\$6,160	\$6,468	\$6,792	\$7,131
\$5,308	\$6,775	<b>P.W. Operations Superintendent</b>	\$5,308	\$5,573	\$5,852	\$6,145	\$6,452	\$6,775
\$5,043	\$6,436	<b>City Recorder</b>	\$5,043	\$5,295	\$5,560	\$5,837	\$6,129	\$6,436
		<b>Police Sergeant</b>						
\$4,791	\$6,114	No Classifications	\$4,791	\$5,030	\$5,282	\$5,546	\$5,823	\$6,114
\$4,551	\$5,808	No Classifications	\$4,551	\$4,779	\$5,017	\$5,268	\$5,532	\$5,808
\$4,323	\$5,518	<b>Information Systems Coordinatc</b>	\$4,323	\$4,540	\$4,767	\$5,005	\$5,255	\$5,518
\$4,107	\$5,242	No Classifications	\$4,107	\$4,313	\$4,528	\$4,755	\$4,992	\$5,242
\$3,902	\$4,980	No Classifications	\$3,902	\$4,097	\$4,302	\$4,517	\$4,743	\$4,980
\$3,707	\$4,731	No Classifications	\$3,707	\$3,892	\$4,087	\$4,291	\$4,506	\$4,731
\$3,521	\$4,494	No Classifications	\$3,521	\$3,698	\$3,882	\$4,077	\$4,280	\$4,494
\$3,345	\$4,270	<b>Police Records Specialist</b>	\$3,345	\$3,513	\$3,688	\$3,873	\$4,066	\$4,270
\$3,178	\$4,056	No Classifications	\$3,178	\$3,337	\$3,504	\$3,679	\$3,863	\$4,056
\$3,019	\$3,853	No Classifications	\$3,019	\$3,170	\$3,329	\$3,495	\$3,670	\$3,853
\$2,868	\$3,661	No Classifications	\$2,868	\$3,012	\$3,162	\$3,320	\$3,486	\$3,661
\$2,725	\$3,478	No Classifications	\$2,725	\$2,861	\$3,004	\$3,154	\$3,312	\$3,478
\$2,589	\$3,304	No Classifications	\$2,589	\$2,718	\$2,854	\$2,997	\$3,146	\$3,304
\$2,459	\$3,139	No Classifications	\$2,459	\$2,582	\$2,711	\$2,847	\$2,989	\$3,139

## SALARY RANGES - TEAMSTERS

MINIMUM	MAXIMUM	POSITION TITLE	min	step 2	step 3	step 4	step 5	max
\$6,843	\$8,734	No Classifications	\$6,843	\$7,185	\$7,545	\$7,922	\$8,318	\$8,734
\$6,501	\$8,297	No Classifications	\$6,501	\$6,826	\$7,167	\$7,526	\$7,902	\$8,297
\$6,176	\$7,882	No Classifications	\$6,176	\$6,485	\$6,809	\$7,149	\$7,507	\$7,882
\$5,867	\$7,488	No Classifications	\$5,867	\$6,160	\$6,469	\$6,792	\$7,132	\$7,488
\$5,574	\$7,114	No Classifications	\$5,574	\$5,852	\$6,145	\$6,452	\$6,775	\$7,114
\$5,295	\$6,758	No Classifications	\$5,295	\$5,560	\$5,838	\$6,130	\$6,436	\$6,758
\$5,030	\$6,420	<b>Senior Planner</b>	\$5,030	\$5,282	\$5,546	\$5,823	\$6,114	\$6,420
\$4,779	\$6,099	No Classifications	\$4,779	\$5,018	\$5,269	\$5,532	\$5,809	\$6,099
\$4,540	\$5,794	<b>Public Works Supervisor</b>	\$4,540	\$4,767	\$5,005	\$5,255	\$5,518	\$5,794
\$4,313	\$5,504	<b>Associate Planner</b>	\$4,313	\$4,529	\$4,755	\$4,993	\$5,242	\$5,504
		<b>Accountant II</b>						
		<b>Development Analyst</b>						
		<b>Engineering Associate</b>						
		<b>Operations Lead Worker</b>						
\$4,097	\$5,229	No Classifications	\$4,097	\$4,302	\$4,517	\$4,743	\$4,980	\$5,229
\$3,902	\$4,980	<b>Police Records Specialist - Lead</b>	\$3,902	\$4,097	\$4,302	\$4,517	\$4,743	\$4,980
\$3,892	\$4,968	<b>Public Works Lead Worker</b>	\$3,892	\$4,087	\$4,291	\$4,506	\$4,731	\$4,968
		<b>Crew Lead - Parks/Stormwater</b>						
\$3,698	\$4,719	<b>Parks Maintenance Worker III</b>	\$3,698	\$3,883	\$4,077	\$4,281	\$4,495	\$4,719
\$3,513	\$4,483	<b>Maintenance Worker II</b>	\$3,513	\$3,689	\$3,873	\$4,067	\$4,270	\$4,483
\$3,337	\$4,259	<b>Office Assistant III</b>	\$3,337	\$3,504	\$3,679	\$3,863	\$4,056	\$4,259
		<b>Building Permit Technician</b>						
		<b>Municipal Court Clerk</b>						
		<b>Utility Billing Clerk</b>						
\$3,170	\$4,046	No Classifications	\$3,170	\$3,329	\$3,495	\$3,670	\$3,854	\$4,046
\$3,019	\$3,853	<b>Police Records Specialist II</b>	\$3,019	\$3,170	\$3,329	\$3,495	\$3,670	\$3,853
\$3,012	\$3,846	<b>Maintenance Worker 1</b>	\$3,012	\$3,163	\$3,321	\$3,487	\$3,662	\$3,846
		<b>Office Assistant II-(PW IS 80% TIME)</b>						
\$2,861	\$3,652	No Classifications	\$2,861	\$3,004	\$3,155	\$3,312	\$3,478	\$3,652
\$2,718	\$3,469	No Classifications	\$2,718	\$2,854	\$2,997	\$3,147	\$3,304	\$3,469
\$2,582	\$3,296	No Classifications	\$2,582	\$2,712	\$2,847	\$2,989	\$3,139	\$3,296
\$2,453	\$3,131	No Classifications	\$2,453	\$2,576	\$2,705	\$2,840	\$2,982	\$3,131

## Represented Employees

		<b>Police Officer (Association)</b>	\$4,418	\$4,640	\$4,871	\$5,115	\$5,369	\$5,639
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2016-17 BUDGETED POSITIONS

	GF ADMIN	GF FINANCE	GF COURT	GF PW CS	GF PW PARKS	GF PD	GF BOEC	BUILDING	STREET	WATER	SEWER	STORM
ADMINISTRATOR	60%								5%	12%	13%	10%
RECORDER	60%								5%	12%	13%	10%
MAYOR	60%								5%	12%	13%	10%
IT COORDINATOR	60%								5%	12%	13%	10%

FINANCE:

	GF ADMIN	GF FINANCE	GF COURT	GF PW CS	GF PW PARKS	GF PD	GF BOEC	BUILDING	STREET	WATER	SEWER	STORM
DEPUTY DIRECTOR		33%	15%						6%	15%	16%	15%
UTILITY BILLING CLERK/OA II		33%	15%						6%	15%	16%	15%
ACCOUNTANT II		33%	15%						6%	15%	16%	15%
OFFICE ASSISTANT II		33%	15%						6%	15%	16%	15%
COURT CLERK/OA II		33%	15%						6%	15%	16%	15%
TEMPORARY CONTRACT HELP		33%	15%						6%	15%	16%	15%

PUBLIC WORKS:

	GF ADMIN	GF FINANCE	GF COURT	GF PW CS	GF PW PARKS	GF PD	GF BOEC	BUILDING	STREET	WATER	SEWER	STORM
DIRECTOR				8%	12%			1%	10%	25%	26%	18%
SUPERINTENDENT				8%	12%			1%	10%	25%	26%	18%
OPERATIONS LEAD WORKER				8%	12%			1%	10%	25%	26%	18%
CREW LEAD WORKER				8%	12%			1%	10%	25%	26%	18%
MW II				8%	12%			1%	10%	25%	26%	18%
MW II				8%	12%			1%	10%	25%	26%	18%
MW II				8%	12%			1%	10%	25%	26%	18%
MW II				8%	12%			1%	10%	25%	26%	18%
SENIOR PLANNER				8%	12%			1%	10%	25%	26%	18%
DEVELOPMENT ANALYST				10%	3%			75%	3%	3%	3%	3%
ENGINEERING ASSOC.				8%	12%			1%	10%	25%	26%	18%
ENGINEERING ASSOC				8%	12%			1%	10%	25%	26%	18%
PT OFFICE ASST II				14%	14%			14%	14%	15%	15%	14%
INTERN					100%							
SUMMER SEASONAL WORKER #1												
SUMMER SEASONAL WORKER #2									25%	25%	25%	25%
SUMMER SEASONAL WORKER #3									20%	10%	10%	10%

POLICE:

	GF ADMIN	GF FINANCE	GF COURT	GF PW CS	GF PW PARKS	GF PD	GF BOEC	BUILDING	STREET	WATER	SEWER	STORM
POLICE CHIEF						90%	10%					
SERGEANT						100%						
SERGEANT						100%						
SERGEANT						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
PATROL OFFICER						100%						
RECORDS LEAD						100%						
RECORDS SPECIALIST II						100%						



## DEBT SERVICE FUTURE REQUIREMENTS

City Debts:

	Fiscal Year	Beginning Balance	Principal Paid	Interest Paid	Ending Balance
<i>Water Fund Debt</i>					
Safe Drinking Water Revolving Loan Fund	2015-16	\$ 526,335.19	\$ 24,176.80	\$ 15,790.06	\$ 502,158.39
	<b>2016-17</b>	<b>\$ 502,158.39</b>	<b>\$ 24,902.11</b>	<b>\$ 15,064.75</b>	<b>\$ 477,256.28</b>
	2017-18	\$ 477,256.28	\$ 25,649.17	\$ 14,317.69	\$ 451,607.11
	2018-19	\$ 451,607.11	\$ 26,418.65	\$ 13,548.21	\$ 425,188.46
	2019-20	\$ 425,188.46	\$ 27,211.21	\$ 12,755.65	\$ 397,977.25
	2020-21	\$ 397,977.25	\$ 28,027.54	\$ 11,939.32	\$ 369,949.71
	2021-22	\$ 369,949.71	\$ 28,868.37	\$ 11,098.49	\$ 341,081.34
	2022-23	\$ 341,081.34	\$ 29,734.42	\$ 10,232.44	\$ 311,346.92
	2023-24	\$ 311,346.92	\$ 30,626.45	\$ 9,340.41	\$ 280,720.47
	2024-25	\$ 280,720.47	\$ 31,545.25	\$ 8,421.61	\$ 249,175.22
	2025-26	\$ 249,175.22	\$ 32,491.60	\$ 7,475.26	\$ 216,683.62
	2026-27	\$ 216,683.62	\$ 33,466.35	\$ 6,500.51	\$ 183,217.27
	2027-28	\$ 183,217.27	\$ 34,470.34	\$ 5,496.52	\$ 148,746.93
	2028-29	\$ 148,746.93	\$ 35,504.45	\$ 4,462.41	\$ 113,242.48
	2029-30	\$ 113,242.48	\$ 36,569.59	\$ 3,397.27	\$ 76,672.89
	2030-31	\$ 76,672.89	\$ 37,666.67	\$ 2,300.19	\$ 39,006.22
	2031-32	\$ 39,006.22	\$ 39,006.22	\$ 1,170.19	\$ -
			<b>\$ 526,335.19</b>	<b>\$ 153,310.98</b>	

*Sewer Fund Debt*  
City of Gresham Debt  
Wastewater Treatment Plant Exp.

	2015-16	\$ 1,247,185.54	\$ 190,918.33	\$ 41,995.45	\$ 1,056,267.21
	<b>2016-17</b>	<b>\$ 1,056,267.21</b>	<b>\$ 197,658.94</b>	<b>\$ 35,254.84</b>	<b>\$ 858,608.27</b>
	2017-18	\$ 858,608.27	\$ 204,637.54	\$ 28,276.24	\$ 653,970.73
	2018-19	\$ 653,970.73	\$ 211,862.52	\$ 21,051.26	\$ 442,108.21
	2019-20	\$ 442,108.21	\$ 219,342.60	\$ 13,571.18	\$ 222,765.61
	2020-21	\$ 222,765.61	\$ 222,765.61	\$ 5,827.02	\$ -
			<b>\$ 1,247,185.54</b>	<b>\$ 145,975.99</b>	





**CITY COUNCIL GOALS: FISCAL YEAR 2016 – 17**

Objectives to be completed by June 30, 2017

**Goal #1: Improve pedestrian safety and walkability of the community.**

- \*A- Complete sidewalk design for priority areas.
- \*B- Develop a five year funding plan for construction of sidewalks in priority areas.
- \*C- Complete one sidewalk construction project in Old Town.
- \*D- Review and promote sidewalk grant program.
- \*E- Implement “Hanson” plan for park benches.

**Goal #2: Enhance service levels of public safety programs.**

- \*A- Evaluate and consider a proposal to contract law enforcement services with the Multnomah County Sheriff's Office.
- \*B- Identify and pursue options to increase Fire and Rescue response times.
- \*C- Enhance community outreach to support Neighborhood Watch Programs throughout the city.
- \*D- Develop an independent city emergency preparedness plan.

**Goal #3: Increase recreational opportunities for all residents of Fairview.**

- \*A- Develop and implement a three to five year plan to complete the Lakeshore Park improvement plan.
- B- Develop a three cities recreation program.

**Goal #4: Maintain and enhance the City's public infrastructure in a cost efficient manner.**

- \*A- Develop plan to address concerns regarding Reservoir #1.
- B- Complete Traffic System Plan (TSP).
- C- Complete update of Park Master Plan.
- D- Complete Bi-annual Utility Rate Review.
- E- Investigate opportunities to address water supply aesthetic quality concerns.

**Goal #5: Enhance & Promote Economic Development Activity.**

- \*A- Complete Halsey Corridor Study Project.
- B- Promote, monitor and provide reports on new Development Incentive Program.
- C- Pursue City branding (task force).

**Goal # 6: Promote City's long-term financial stability.**

- A- Develop and implement an investment policy for city funds.
- B- Integrate updated five-year Capital Improvement Plan in the budget.

\*Priority Objectives per City Council.



## GLOSSARY

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### ACCRUAL ACCOUNTING-

A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenditures are recognized in the period in which they are incurred.

### ACTUAL-

Denotes revenue or expenditure totals for a given period, which is in contrast to “Budget” which denotes estimates for a period.

### AD VOLEM TAX-

A property tax computed as a percentage of the value of taxable property. See “Assessed Value”.

### ADOPTED BUDGET-

The financial plan approved by the City Council, which forms a basis for appropriations. The final draft of the budget document includes Budget Committee and City Council revisions and is submitted to the State for filing.

### APPROPRIATION-

The legal authorization made by the City Council, which permits the City to incur obligations and to make expenditures of resources.

### APPROVED BUDGET-

The budget that the Citizens Budget Committee recommends to the City Council for adoption.

### ASSESSED VALUE-

Lower of maximum assessed value or real market value. Exceptions exist for changed property and special provisions for specially assessed or partially exempt property.

**AUDIT-**

A comprehensive examination as to the manner in which the government's resources were actually utilized, concluding in a written report or opinion. A financial audit is a review of the accounting and financial information to determine how funds were spent and whether they were in compliance with appropriations. A performance audit consists of a review of how well the government met its stated goals.

**AVERAGE MAXIMUM ASSESSED VALUE-**

If the property is not specially assessed or partially exempt, the value determined by dividing the total maximum assessed value of all property in the same area in the same property class by the number of properties in the same area in the same property class. If the property is specially assessed, or partially exempt, the amount is determined by dividing the total maximum assessed value of property in the area that is subject to the same exemption or special assessment program as the subject property by the total number of such properties in the area.

**AVERAGE REAL MARKET VALUE-**

The value determined by dividing the total real market value of all property in the same area in the same property class by the number of properties in the same area in the same property class.

**BOND-**

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets. The City currently has one type of bond outstanding: Revenue Bond.

## **GLOSSARY**

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### **BUDGET-**

A document showing the City's financial plan for one or two fiscal years (the City of Fairview budgets on a fiscal year basis). By statute, it must include a balanced statement of resources and requirements for the previous two periods and estimated revenues and expenditures for the current and upcoming year.

### **BUDGET CALENDAR-**

The schedule of key dates which the City follows in the preparation and adoption of the budget.

### **BUDGET COMMITTEE-**

A financial planning board of a local government, consisting of the governing body (City Council) plus an equal number of appointed legal voters from the community (citizens).

### **BUDGET MESSAGE-**

A message prepared by the City Manager explaining the proposed budget, articulating the strategies to achieve the City's goals, and identifying budget impacts and changes.

### **CAPITAL ASSET-**

An asset costing \$5,000 or greater with a useful life of more than one year.

### **CAPITAL IMPROVEMENT PLAN (CIP) –**

A plan for capital expenditures to be incurred over several future years. It sets forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**CAPITAL OUTLAYS-**

Expenditures which result in the acquisition of or addition to, the City's fixed assets. The City's capitalization threshold is currently \$5,000 per item.

**CITY COUNCIL-**

The legislative branch of the City composed of seven elected officials who serve a four year term.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)-**

The complete annual financial report of the City that is prepared in conformity with generally accepted accounting principles. An independent auditing firm audits the financial statements in this annual report.

**CONTINGENCY-**

An appropriation of funds to cover unforeseen events and emergencies, which may occur during the budget period. City Council must authorize the use of any contingency appropriations.

**CONTRACTUAL SERVICES-**

The costs related to services performed for the City by individuals, business, or utilities.

**DEBT SERVICE-**

Payment of principal and interest related to long-term debt. The City has debt service payments budgeted in the Fairview Lake LID Fund, the Water Fund, and the Sewer Fund.

## GLOSSARY

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### **DEBT SERVICE FUND-**

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for, and serviced by, a government enterprise fund.

### **DEPARTMENT-**

A major administrative organizational unit of the City which indicates overall management responsibility for one or more divisions.

### **DEVELOPMENT CODE AND STANDARDS-**

The City's procedures and criteria for the review and approval of land development proposals.

### **DOUBLE MAJORITY-**

A term that refers to an election where at least 50% of the registered voters eligible to vote in the election cast a ballot and more than 50% voting on the measure approve. The voter turn out requirements do not apply at a general election held in November of an even-numbered year, as approval of a measure at a general election is considered to meet the "double majority" requirement by definition.

### **ENCUMBERANCE-**

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**ENTERPRISE FUND-**

A fund established to account for operations in a manner similar to private business enterprise, in that, the costs of providing services to the general public on a continuing basis are recovered primarily through user charges. The City's three enterprise funds are Water, Sanitary Sewer, and Storm water Funds.

**ESTIMATED REVENUE-**

The amount of projected revenues to be collected during the fiscal year.

**EXPENDITURES-**

A decrease in the financial resources of the City due to the procurement of goods and services.

**FISCAL YEAR-**

A twelve-month period at the end of which a government determines its financial position and the results of its operations (July 1 through June 30 is required for municipalities in the State of Oregon).

**FRANCHISE FEE-**

A fee paid by businesses for use of City streets, alleys, and/or property in providing their services to the citizens of the community. Services requiring franchises include electricity, telephone, natural gas, waste collection, and cable television.

**FULL-TIME EQUIVALENT (FTE) –**

Staffing levels are measured in FTE's to give a consistent comparison from year to year. One full-time position filled for the entire year equals one FTE; however, in some instances a FTE may actually consist of several part-time positions.

## GLOSSARY

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### **FUND-**

An independent grouping of accounts that are self-balancing by, recording cash and/or resources together with all related liabilities, obligations, reserves, and equities. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives.

### **FUND BALANCE-**

The budget amount available in a particular fund at a certain period of time.

### **GAAP, GENERALLY ACCEPTED ACCOUNTING PRINCIPLES-**

The Government Accounting Standards Board is the body that establishes accounting principles for state and local governments.

### **GASB- STATEMENT NO. 34-**

This statement's objective is to enhance the understandability and usefulness of the external financial reports (i.e. the audit) of state and local governments. Among its requirements: a new section- Management's Discussion and Analysis (MD&A), governments-wide financial statements prepared on the accrual basis of accounting, and the reporting of infrastructure and depreciation on all capital assets.

### **GENERAL FUND-**

The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

### **GENERAL OBLIGATION BONDS-**

General obligation bonds are long-term obligations backed by the "full faith and credit" pledge of the city's general fund revenues. They carry an unlimited taxing power, require voter-approval, and are limited in total to 3% of the city's true cash value.

**GFOA- GOVERNMENT FINANCE OFFICERS ASSOCIATION-**

The Government Finance Officers Association is the premier association of public-sector finance professionals and is dedicated to providing high-quality support to state and local governments. Annually, the City applies for the distinguished Certificate of Achievement for Excellence in Financial Reporting (for the audit).

**GOALS-**

General statements of each division's desired social or organizational outcomes.

**GRANT-**

A contribution by one governmental unit to another. The contribution may be made to aid in the support of a specified purpose or function or general purpose.

**INFRASTRUCTURE-**

Substructure or underlying foundation of the City (e.g. streets, utility lines, bridges, sidewalks, etc.).

**INTERGOVERNMENTAL REVENUES-**

Revenues received from another governmental entity, such as county, state, or federal governments.

**LEVEL OF SERVICE-**

The amount and type of existing services, programs, and facilities provided. Level of service depends on the available resources.

**LEVY-**

The amount of ad valorem tax certified by a local government for the support of governmental activities.

## GLOSSARY

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### LOCAL BUDGET LAW-

Oregon Revised Statute (ORS) 294.305 to 294.565. Local Budget Law has several purposes: 1) establish standard procedures for presenting a local government budget; 2) outline programs and services provided; 3) provide a standard method for estimating revenues, expenditures, and proposed tax levies; and 4) encourage citizen involvement in the preparation of the budget before formal adoption.

### LOCAL OPTION LEVY-

A voter approved serial levy meeting the double majority test that may extend the limits of Measure 50. They are limited to 5 years, but may extend to 10 years for a capital project. These levies do not become part of the permanent rate limit.

### MATERIALS AND SERVICES-

Expendable materials, operating supplies, and services necessary to conduct departmental activity.

### MEASURE 5-

On November 6, 1990, Oregon citizens approved an amendment to the State Constitution (Measure 5) which limits the ability of state and local governments to levy property taxes, impose certain types of charges, and to issue certain types of debt. Measure 5 sets a maximum tax rate of \$10 per \$1,000 of true value for overlapping general-purpose governments. The amendment also subjects school districts to a property tax cap of \$15 per \$1,000 full market value in 1991-92, declining in \$2.50 increments to \$5 in 1995-96.

**MEASURE 50-**

On May 29, 1997, Oregon citizens approved an amendment to the State Constitution (Measure 50) which limits the ability of the state and local governments to levy property taxes, impose certain types of charges and issue certain types of debt. Measure 50 sets a statewide property tax reduction of 17% which was authorized for 1996-97 fiscal year. Certain types of property tax levies are exempt or may be added outside of the reduced amount. Limits assessed value to 3% growth and requires that certain fees receive voter approval if increased.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING-**

The accrual basis of accounting adapted to governmental funds where revenues are recognized when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are generally recognized when the related fund liability is incurred.

**OBJECTIVES-**

A specific, measurable and observable result of an organization’s activity which advances the organization toward a goal.

**OPERATING BUDGET-**

The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personal services, supplies, utilities, materials, and debt service.

**ORDINANCE-**

Written directive or act of a governing body. Has the full force and effect of law within the local government’s boundaries, provided it does not conflict with a state statute or constitutional provision. See “Resolution”.

## GLOSSARY

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### ORS-

Oregon Revised Statutes

### PERMANENT RATE LIMIT-

A tax rate calculated under the limitations of Measure 50 that would extend the full amount of “operating taxes” that could be imposed. The City of Fairview permanent rate is 3.4902 per \$1,000.

### PERS-

The State of Oregon Public Employees Retirement System (PERS) is the retirement program for about 95 percent of state and local government employees in Oregon.

### PERSONAL SERVICES-

Expenditures including wages and fringe benefits of a government’s employees.

### PROPERTY TAX-

A tax that uses assessed property value as the base by which the cost burden of local services is determined.

### PROPERTY TAX ACCOUNT-

Administrative account number used for the purpose of listing property tax on the assessment roll.

### PROPOSED BUDGET-

Financial and operating plan proposed by the budget officer, submitted to the public and budget committee for review.

**REAL MARKET VALUE (RMV) -**

The amount in cash that could reasonably be expected to be paid by an informed buyer to an informed seller, each acting without compulsion in an arm's length transaction/ occurring as of the assessment date for the tax year, as established by law.

**RESERVE-**

An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**RESOLUTION-**

An order of a governing body. Requires less legal formality and has lower legal status than an ordinance. Statutes or charter will specify which actions must be by ordinance and which may be by resolution (for cities, revenue-raising measures such as taxes, special assessments, and service charges always require ordinances). See "Ordinance."

**RESOURCES-**

Total amount available for appropriation, consisting of estimated beginning funds on hand plus anticipated revenues.

**REVENUE BONDS-**

Revenue bonds are long-term obligations that are payable solely from a designated source of revenue generated by the project which was financed. No taxing power or general fund pledge is provided as security.

**REVENUES-**

Monies received or anticipated by a local government from either tax or nontax sources.

## GLOSSARY

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### **SPECIAL REVENUE FUND-**

A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are reserved for specific purposes.

### **STATE SHARED REVENUE-**

Revenues received from the State of Oregon from cigarette, liquor, and highway taxes under ORS 221. These funds are available to cities located in counties with at least 100,000 inhabitants that provide at least four types of municipal services.

### **STATE REVENUE SHARING-**

A share of certain revenues from the State of Oregon that are apportioned among and distributed to cities for general purposes. These funds require a public hearing before the budget committee to discuss possible uses.

### **SUPPLEMENTAL BUDGET-**

A supplemental budget is a budget adjustment to fund unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. It cannot be used to increase a tax levy.

### **TAX LEVY-**

The total amount of taxes imposed by the City on taxable property, as determined by the appraisers for Multnomah County.

### **TAX RATE-**

The tax rate discussed by the citizens budget committee and set by the City Council. It is made up of two components: operations and debt service. It is usually expressed as a rate for each \$1,000 of assessed value.

**TRANSFERS-**

Amounts distributed between funds to finance activities in another fund. Shown as expenditure in the originating fund and revenue in the receiving fund.

**UNAPPROPRIATED ENDING FUND BALANCE-**

Amount set aside in the budget for carryover to the following period providing the local government with needed cash flow until other money is received (typically in November). This amount cannot be transferred by resolution or used via a supplemental budget.

**UNITY OF PROPERTY-**

For purposes of Measure 50, “property” and “unit of property”, except for centrally assessed utility property, means all property included within a single property tax account.