



# **CITY OF FAIRVIEW, OREGON ADOPTED BUDGET FOR FISCAL YEAR 2017-18**

## **BUDGET COMMITTEE**

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### **Prepared By:**

Nolan Young, City Administrator & Budget Officer

### **City Management Team:**

Nolan Young, City Administrator  
Lesa Folger, Finance Director  
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**City of Fairview, Oregon  
FISCAL YEAR 2017-18  
BUDGET MESSAGE**

I am pleased to submit to the Citizens of Fairview and their Budget Committee the Fiscal Year 2017-18 City Budget, my second budget as the City Administrator (Budget Officer) for the city. My first year has been a great experience and I am looking forward to working with the Budget Committee as we approve a new budget to present to the City Council for consideration.

We acknowledge the work of our Finance Director Lesa Folger, other Finance Department employees, and all of the Department Directors and their associated personnel who were involved in assembling this document.

The Budget Message begins with a section summarizing issues that affect the entire budget. The two areas discussed in Section I, are:

1. Fiscal policies involved in the preparation of the budget.
2. The City Council's goals and objectives.

The Section II is an overview of the full city budget. Section III will look at major aspects of The General Fund and Section IV will address the Business and Infrastructure Funds. There are narratives at the beginning of each department budget that provide further information. We will also send the Budget Committee several Budget Information Papers (BIP) that further discuss specific areas. We will reference both the BIP's and Council Goals throughout the Budget.

**SECTION I. CITY WIDE BUDGET ISSUES**

- A. **Proposed Fiscal Policies:** Major fiscal policies reflect the Council's goal of maintaining long term fiscal stability of the City. Following this message are three documents that detail the Council's current fiscal policies:
1. Financial Guidelines,
  2. General Fund Ending Fund Balance Policy, and
  3. Excess Reserves Policy (General Fund)
- B. City Council's Goals and Objectives: Following the fiscal policies is the City Council's new goals and objectives. Council has identified seven (7) goals with a total of 2 objectives to be completed by June 30, 2018. As identified on the following goal list, ten (10) of the objectives have direct budget implications as will be identified and discussed in this Message. Six (6) should be completed in the current Fiscal Year and the remaining seven (7) objectives do not have a direct appropriation but require staff resources in this budget to complete.

## SECTION II.

## CITY WIDE BUDGET OVERVIEW

The overall city budget for FY 2017-18 is \$21,542,132 an 1.3% increase over FY 2016-17 The Total of the Beginning Fund Balances for all funds is \$10,323,563, a 13.4% increase over FY 2016-17. The Beginning Fund Balances are 55% of all resources.

Total expenditures by categories are as follows:

|                       |             |
|-----------------------|-------------|
| Personnel             | \$2,431,497 |
| Materials and Service | \$6,665,296 |
| Capital Outlay        | \$945,207   |
| Debt                  | \$272,881   |
| Transfers             | \$338,368   |
| Contingencies         | \$3,240,962 |
| Ending Balances       | \$7,647,921 |

*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. A new Recreation Coordinator has been added (BIP #17-012) and the 18 budgeted positions in the Police Department are removed from the budget as part of the proposed consolidation with MCSO (BIP #17-011). The Public Employees Retirement System (PERS) rate has increased significantly (BIP # 004). All employees continue to contribute 10% of the cost for health insurance premiums. The total increase in the non-public safety personnel related expenses for FY 2017-18 increased 11.4% compared to the current year's budget.

## SECTION III.

## GENERAL FUND

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

The General Fund is comprised of nine (9) 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), Public Safety (110-20), FIRE/BOEC/Emergency Management (110-25), and Other Requirements (110-40). Recreation has been moved from the General Fund to a new Recreation Fund (118) In total, the operating expenses for the General Fund for FY 2017-18 Budget are \$27,336 (0.6%) greater than the FY 2016-17 Budget (BIP #17-001).

The *beginning fund balance* of the General Fund is budgeted to be \$4,081,556. This is an increase of \$102,167 (2.6%) from the current years beginning fund balance of \$3,979,389. This change is primarily due to an increase in revenue from the Business Income Tax and projected expenditures being 8.4% less than the amount budgeted.

*Operating Resources*, which are resources generated through the course of business within the fiscal year, are forecasted and budgeted to be \$22,010 less than the FY 2016-17 budget. The was caused by

proposed and budgeted Consolidation of our Police Services with MCSO (BIP #17-011). We are losing \$250,966 in revenue but also no longer have the associated costs required to receiving those funds. The adjusted increase in our revenues is about 229,000 (around 5%) The biggest increases were in property tax and Business Income Tax (BIT) revenues.

*Operating Expenses* for FY 2017-18 increased \$27,336 compared to the current year's budget. There was a big shift from the Personnel expense category and Materials and Services category as the over \$2 million in police department personnel costs where shift to a proposed contract with MCSO. Overall, the operating revenues of the General Fund are forecasted to be \$4,716,096 with operating expenditures are budgeted to be \$4,820,055. Operating expenses exceed operating revenues by \$207,767 as compared to \$168,421 in FY 2016-17. Financial Guideline #5 states "The city shall, to the extent possible, balance current (recurring) revenues and current (recurring) expenditure." We have budgeted and recommend an exception to this policy which we will further discuss in a Budget Information Paper BIP #17-016.

Below are the key expenditures in each General Fund Department:

Administration

- Increase support for community events (BIP #17-008).
- \$10,000 for a PSU Summer Fellow to help with the Vision Action Plan (BIP #17-007).

Finance

- Contract out Payroll (\$8,000). This will create addition staff resources without adding staff.

Community Services

- \$17,000 for the next phase of the Halsey Corridor Project.

Public Safety

- Budget reflects a proposal to contract out Law Enforcement Service with MCSO (BIP #17-011)

Fire/BOEC/Emergency Management:

- Fire Contract with Gresham increased 4.5%
- BOEC (Public safety Dispatch) increase 11%

Other (Transfers)

- \$68,573 Transferred to the new Recreation Fund
- \$50,000 transferred to Facilities Maintenance for the Community Center

Other (Contingencies and End Balances) (BIP #17-002)

- The *Emergency Contingency* (5%) is fully funded at \$245,120.

- The *Operating (Ending) Fund Balance* is fully funded at \$1,225,602. This is the equivalent of three months of operating expenses of the General Fund as budgeted for FY 2017-18.
- A *Recreation Contingency* of \$129,424 has been created for funding of the City of Fairview's share of years two and three of the three year recreation program.
- *Excess Reserves Contingency* is budgeted at \$2,195,346. An increase over last years budgeted amount of \$47,264. This was made possible because of a healthy projected Beginning Fund Balance.

#### **SECTION IV: BUSINESS AND INFRASTRUCTURE FUNDS**

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

##### RECREATION FUND

The Recreation Fund is to account for the New Wood Village/Fairview Recreation Program being created through an intergovernmental agreement (IGA). The three year IGA calls for Fairview to handle the Administrative functions of the program including Fiscal Management and hiring and supervising a full time Recreation Coordinator.

Any expenses above program income and donations are split 60% Fairview and 40% Wood Village. Fairview's year 1 contribution (\$68,573) is transferred in from General Fund Reserve Funds. The amount anticipated coming from Fairview in years 2 and 3 of the program (129,424) is in a special contingency in the General Fund.

##### AEC FUND

The city charges an Administrative Excise Charge to all new construction. The last year council 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 \$36,891 to the Parks SDC Fund for the Lake Shore Park phase #2 Improvements (BIP #17-015 and \$43,212 for a variety of maintenance and capital projects including; Salish Ponds ADA access, Historic Jail restoration and footbridge, trail and park structures repairs.

##### BUILDING FUND

The Building Fund is forecasted to operate sufficiently to meet its' obligations without additional help from the General Fund for FY 2017-17. *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.

##### 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 is funded for a fifth year at the amount of \$50,000.
- \$205,000 is budgeted for the Departments Clack sealing Pavement Overlay and slurry seal program.
- \$70,000 for 7<sup>th</sup> Street CDBG sidewalk project (Also \$60,000 in Grants and \$25,000 in Storm Water) (BIP #17-013)
- Feasibility Analysis of NE 223<sup>rd</sup> north Railroad Bridge (\$50,000) (BIP #17-014)

### CAPITAL PROJECT FUNDS

- *Water SDC*: Reserve for Well #10.
- *Sewer SDC*; Reserve for the Interlochen and Sandy Blvd. sewer lines.
- *Storm sewer SDC*: Reserve for future projects in Capital improvement Fund.
- Parks SDC. We are transferring in \$36,891 from AEC Fund to help with the Lake Shore Parks project.
- The *Facilities Maintenance Fund* includes a \$50,000 transfer in from the General fund Reserves for exterior wall waterproofing and second floor ADA ramp at the Community Center. Budget Information Paper #17-027 talks about the need for projects at City Hall.
- The *Equipment Replacement Fund* was established to ensure the City has adequate cash reserves to replace City equipment and vehicles. We also proposed to replace a Publics Work Pick Up and Parks Mower this year.

### 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. No rate increase is proposed in the proposed budget. We will be reviewing the Utility Rates during the year and may recommend a mid-year adjustment (BIP #17-020).

Utility revenues are used for the operation, maintenance, and development of these critical systems. A Five Year Capital Improvement Plan has been developed for each of the Utilities (BIP #17-006). The proposed budget maintains funding for all current services for operations. Key projects identified by these funds are as follows:

- ❖ Water Fund- \$40,000 has been budgeted to install fire Hydrants in coverage gap areas. The water fund has a \$1,151,556 reserve to address projects in the Capital improvement plan.
- ❖ Sewer Fund- \$100,000 for Engineering Services for the Sewer Pre-design for the Interlochen Interceptor and a reserve of \$1,931,812.
- ❖ Storm Water: \$100,000 is budgeted for Storm Water Hydraulic Modeling. \$9,061 has been budgeted for Fairview's share of the Levee Ready Columbia work for the Fiscal Year.

**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.*



**CITY COUNCIL GOALS: FISCAL YEAR 2017 – 18**

(Objectives to be completed by June 30, 2018)

**Goal #1: Improve pedestrian and bicycle access and safety.**

- \*A- Complete sidewalk design for priority areas.
- \*B- Develop a five year funding plan for construction of sidewalks in priority areas.
- \*C- Identify alternative solutions, including cost estimates, for narrow railroad bridge on NE 223rd Avenue north of Sandy Boulevard.

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

- \*A- Develop, consider and (if approved) implement a proposal to consolidate law enforcement services with the Multnomah County Sheriff's Office.
- \*B- Identify and pursue options to improve fire and emergency responses.
- \*C- Identify community outreach opportunities to build community-police relationships to increase levels of trust and cooperation, support crime prevention efforts.
- D- Update Emergency Response Plan information, create leadership checklist tool and plan an emergency preparedness exercise.

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

- \*A- Complete year two of the Lake Shore Park improvements plan.
- \*B- Develop, consider and (if approved) implement a two cities recreation program.
- C- Develop plan and complete the engineering for restroom(s) (with utilities) at Salish Ponds.
- D- Restore Heslin House Jail.

**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- Commence preliminary investigation of future Well #10's location and timing.
- C- Complete update of Park Master Plan.
- D- Investigate opportunities to address water supply aesthetic quality concerns.

**Goal #5: Enhance & promote economic development activity.**

- \*A- Complete plan for implementation of recommendations from Halsey Corridor Project.
- B- Develop and pursue a plan to reinvigorate live/work concept in Village commercial district.

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

- \*A- Complete utility rate review.
- B- Integrate updated five-year Capital Improvement Plan in the budget.

**Goal #7: Work with other Local, Regional and State Organizations to enhance the community.**

- A- Develop better lines of communication with regional agencies and leadership (including Metro, Tri-Met and Multnomah County Roads) to address local issues.
- B- Actively participate in the Columbia River levee recertification process.
- C- Identify and pursue, in partnership with Troutdale, Wood Village and Reynolds School District, an opportunity to enhance local K-12 education system.
- D- Develop and adopt, in partnership with local citizens and regional agencies, a 10 to 20 year Vision Action (Strategic) Plan.

\*Priority Objectives per City Council.

Adopted February 15, 2017 – Resolution 7-2017

**GENERAL INFORMATION FORM  
FY 2017-18**

**FUND/ FUND NUMBER:** General Fund 110  
**DEPARTMENT:** Resources 01  
**DEPARTMENT DIRECTOR:** Lesa Folger  
**DIRECTOR DIRECT PHONE NUMBER:** (503) 674-6724  
**DIRECTOR EMAIL:** [folgerl@ci.fairview.or.us](mailto:folgerl@ci.fairview.or.us)

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

The General Fund provides funding for Administration, Finance, Court, Public Works Community Services, Public Works Parks, 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 2016-17 AND FY 2017-18:**

- Property tax resources are projected to increase about 3% for FY 2017-18 over projected for FY 2016-17.
- The Business Income Tax continues to increase. The projected increase for FY 2017-18 is only 2% over 15-16 actual but 23% over the FY 16-17 Budget.
- Under the proposed Public Safety Contract with MCSO they will be taking over 3 contracts for services and receiving the revenue (last years amounts)
  - EMGET \$232,133
  - SRO Reynolds \$89,224
  - Metro Reimb. \$32,209The will be giving us a credit on our service fee for the Metro Contract.
- We have also removed \$8,840 in grants and other revenue received by our Police Department in the past.
- We are once again budgeting a \$121,000 transfer from the old LID fund. We have done this for the prior two (2) years but have not made the transfer either year as it has not been needed.

| 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 | 5.94 % 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 |
| 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- SHOP W/ COP       | 110-01-4333107 | Grant for annual Shop with a Cop event   |
| GRANT PROCEEDS - STATE          | 110-01-4334100 | Grant proceeds from the 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 credit card pmts per federal consumer credit laws - not budgeted this FY |
| 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 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 2017-18  
Approved Budget  
Fund: 110 - GENERAL FUND**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name   | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--|----------------------------|----------------------------|---------------------------|
| 3,714,856          | 3,841,547          | 3,961,852                               | 110-01-4995000 | BEGINNING FUND BALANCE- UNASSIGNED                               | 4,064,019                  | 4,064,019                  | 4,064,019                 |
|                    | 25,000             | -                                       |                | BEGINNING FUND BALANCE- ASSIGNED FAIRVIEW WOODS<br>PARK          | -                          | -                          | -                         |
|                    |                    | -                                       |                | BEGINNING FUND BALANCE- COMMITTED TRAFFIC SAFETY<br>PROGRAM      | -                          | -                          | -                         |
|                    | 16,441             | 17,537                                  |                | BEGINNING FUND BALANCE- COMMITTED E-ZONE<br>ECONOMIC DEVELOPMENT | 17,537                     | 17,537                     | 17,537                    |
|                    |                    |   |                | <b>Property Taxes:</b>   |                            |                            |                           |
| 2,102,417          | 2,173,012          | 2,294,523                               | 110-01-4311100 | PROP TAXES-CURRENT   | 2,345,707                  | 2,345,707                  | 2,345,707                 |
| 48,675             | 44,552             | 48,675                                  | 110-01-4311200 | PROP TAXES-PRIOR   | 51,134                     | 51,134                     | 51,134                    |
| 41,178             | 22,719             | 16,800                                  | 110-01-4313101 | TELEPHONE FRAN. FEE  | 13,892                     | 13,892                     | 13,892                    |
| 347,255            | 348,863            | 350,607                                 | 110-01-4313102 | PORT. GEN. ELECT. FRAN. FEE                                      | 348,059                    | 348,059                    | 348,059                   |
| 98,236             | 90,218             | 92,000                                  | 110-01-4313103 | NW NATURAL FRAN. FEE   | 92,975                     | 92,975                     | 92,975                    |
| 46,037             | 37,220             | 49,000                                  | 110-01-4313104 | REFUSE COMP. FRAN. FEE   | 45,967                     | 45,967                     | 45,967                    |
| 26,973             | 36,110             | 35,500                                  | 110-01-4313105 | CABLE FRAN. FEE  | 38,698                     | 38,698                     | 38,698                    |
| 5,350              | 5,943              | 5,500                                   | 110-01-4313106 | RWPUD FRAN. FEE  | 8,443                      | 8,443                      | 8,443                     |
| 70,052             | 76,442             | 75,334                                  | 110-01-4313107 | CITY WTR FRAN. FEE   | 77,636                     | 77,636                     | 77,636                    |
| 113,987            | 122,888            | 121,908                                 | 110-01-4313108 | CITY SEWER FRAN. FEE   | 129,036                    | 129,036                    | 129,036                   |
| 32,501             | 34,043             | 33,416                                  | 110-01-4313109 | CITY STORM FRAN. FEE   | 36,000                     | 36,000                     | 36,000                    |
| 59,186             | 57,401             | 60,000                                  | 110-01-4316100 | HOTEL/MOTEL TAX  | 59,186                     | 59,186                     | 59,186                    |
| 128,689            | 128,388            | 148,046                                 | 110-01-4320100 | LIQUOR TAX   | 153,321                    | 153,321                    | 153,321                   |
| 15,713             | 13,070             | 15,771                                  | 110-01-4320500 | PERMITS (LAND USE/HOME OCC)                                      | 25,771                     | 25,771                     | 25,771                    |
| 16,134             | 17,152             | 13,500                                  | 110-01-4321100 | BUSINESS LICENSES  | 13,033                     | 13,033                     | 13,033                    |
| 8,950              | 7,175              | 8,500                                   | 110-01-4321200 | ALARM PERMITS  | 7,175                      | 7,175                      | 7,175                     |
| 464,439            | 588,748            | 486,000                                 | 110-01-4330101 | BUS. INCOME TAX  | 599,748                    | 599,748                    | 599,748                   |
| 11,924             | 11,793             | 10,639                                  | 110-01-4330102 | CIGARETTE TAX  | 10,728                     | 10,728                     | 10,728                    |
| 74,232             | 73,188             | 76,275                                  | 110-01-4330103 | STATE REVENUE SHARING  | 78,258                     | 78,258                     | 78,258                    |
| 4,162              | 4,210              | 4,200                                   | 110-01-4330107 | METRO RECYCLING PROGRAM  | 4,910                      | 4,910                      | 4,910                     |
| 26,530             | 27,061             | 27,602                                  | 110-01-4330201 | PILOT-HAP  | 28,132                     | 28,132                     | 28,132                    |
| 1,062              | 1,070              | 2,400                                   | 110-01-4331200 | OPER. GRT. PROC- FED   | -                          | -                          | -                         |
| -                  | 715                | 2,000                                   | 110-01-4333101 | OACP-DUII GRANT  | -                          | -                          | -                         |
| 4,638              | 3,143              | 4,000                                   | 110-01-4333102 | OACP- SEATBELT GRANT   | -                          | -                          | -                         |
| 121,134            | 128,660            | 121,133                                 | 110-01-4333103 | EMGET  | -                          | 125,978                    | 125,978                   |
| -                  | 136,089            | 89,224                                  | 110-01-4333104 | SRO REYNOLDS S.D.  | -                          | 85,388                     | 85,388                    |
| -                  | 1,000              | 1,000                                   | 110-01-4333107 | TARGET GRANT- SHOP W/ COP  | 500                        | 500                        | 500                       |
| 5,000              | -                  | -                                       | 110-01-4334100 | GRANT PROCEEDS-STATE   | -                          | -                          | -                         |
| 75                 | 32                 | 150                                     | 110-01-4340100 | GENERAL GOVT CHARGES   | 150                        | 150                        | 150                       |
| 8,044              | 2,020              | -                                       | 110-01-4340300 | CREDIT CARD MERCHANT FEE   | -                          | -                          | -                         |
| 5,725              | 4,200              | 6,000                                   | 110-01-4341200 | LIEN SEARCHES  | 5,225                      | 5,225                      | 5,225                     |
| 15,823             | 15,892             | 15,825                                  | 110-01-4341300 | FIRE SUPPRESSION FEE   | 15,893                     | 15,893                     | 15,893                    |
| 45,880             | 15,789             | 32,209                                  | 110-01-4342100 | METRO REIMB.   | -                          | 32,930                     | 32,930                    |
| 275                | 256                | 325                                     | 110-01-4344600 | PENALTIES-UB   | 300                        | 300                        | 300                       |

| 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 turned over to collections               |
| OR. STATE SURCHARGE               | 110-01-4351201 | Fee Assessed by St. of Oregon but retained by local municipal court - Program sunset 2012 |
| OTHER COURT REVENUE               | 110-01-4351500 | Revenue distributed from other courts (State Judicial/ Mult. Co.)                         |
| INTEREST:                         |                | Interest from State Local Government Investment Pool (LGIP) and other investments         |
| 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                       |
| TRANSFER IN FROM LID DEBT FUND    | 110-01-4391900 | Transferred funds from the LID Debt Fund  |
| 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 Storm water 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-SPEC. EVENT OTHER       | 110-01-4500106 | Misc. donations received to support city hosted events                                    |
| DONATIONS- EASTER EGG HUNT        | 110-01-4500104 | Donations to support city hosted Easter Egg Hunt  |
| DONATION- CHRISTMAS TREE LIGHTING | 110-01-4500102 | Donations to support city hosted Christmas Tree Lighting Event                            |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 110-01 - GENERAL FUND RESOURCES

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                      | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|-------------------------------------|----------------------------|----------------------------|---------------------------|
| -                  | 835                | -                                       | 110-01-4350100 | ABATEMENT FEE                       | 1,000                      | 1,000                      | 1,000                     |
| 539                | -                  | 550                                     | 110-01-4351800 | FINES- CODE ENFORCEMENT             | 550                        | 550                        | 550                       |
| 46,581             | 11,943             | 12,000                                  | 110-01-4351100 | DRIVER'S SAFETY CLASS               | 10,000                     | 10,000                     | 10,000                    |
|                    |                    |   |                | <b>FINES/FORFEITURES/RED LIGHT:</b> |                            |                            |                           |
| 656                | 919                | 1,000                                   | 110-01-4351102 | FINES - FIX-IT                      | 500                        | 500                        | 500                       |
| 139,127            | 133,127            | 132,756                                 | 110-01-4351300 | FINES AND FORFEITURES               | 130,633                    | 130,633                    | 130,633                   |
| 159,539            | 25,735             | 6,080                                   | 110-01-4351301 | FINES - RED LIGHT                   | 3,000                      | 3,000                      | 3,000                     |
| 1,859              | 1,915              | 2,100                                   | 110-01-4351600 | PD REPORTS                          | -                          | -                          | -                         |
| 2,900              | 6,900              | 3,000                                   | 110-01-4351700 | TOW RELEASE                         | 6,600                      | 6,600                      | 6,600                     |
| 2,961              | 3,860              | 3,500                                   | 110-01-4351401 | COLLECTIONS- INTEREST/PENALTIES     | 4,024                      | 4,024                      | 4,024                     |
| 1,035              | 1,286              | 1,100                                   | 110-01-4351201 | OR. STATE SURCHARGE                 | 1,100                      | 1,100                      | 1,100                     |
| 6,302              | 8,370              | 7,500                                   | 110-01-4351500 | OTHER COURT REVENUE                 | 10,362                     | 10,362                     | 10,362                    |
|                    |                    |   |                | <b>INTEREST:</b>                    |                            |                            |                           |
| 19,152             | 24,466             | 28,372                                  | 110-01-4361100 | INTEREST- LGIP                      | 39,366                     | 39,366                     | 39,366                    |
| 185                | 171                | 104                                     | 110-01-4361200 | INTEREST- INVESTMENTS               | -                          | -                          | -                         |
| 16,927             | 1,096              | -                                       | 110-01-4380000 | ENTERPRISE ZONE- DESIGNATED         | 15,000                     | 15,000                     | 15,000                    |
| 5,902              | 16,030             | 7,800                                   | 110-01-4390100 | MISC. REVENUE                       | 11,394                     | 11,394                     | 11,394                    |
| -                  | -                  | 121,656                                 | 110-01-4391900 | TRANSFER IN FROM LID DEBT FUND      | 121,000                    | 121,000                    | 121,000                   |
| 61,400             | 63,432             | 65,741                                  | 110-01-4362100 | CELL TOWER RENT                     | 67,385                     | 67,385                     | 67,385                    |
| 3,140              | 3,050              | 3,150                                   | 110-01-4362200 | CITY HALL CONF RM RENT              | 3,150                      | 3,150                      | 3,150                     |
| 17,690             | 19,639             | 17,500                                  | 110-01-4362300 | COMMUNITY CENTER RENT               | 23,220                     | 23,220                     | 23,220                    |
| 225                | 200                | 225                                     | 110-01-4362500 | COMMUNITY GARDEN/FACILITY RENT      | 225                        | 225                        | 225                       |
| 721                | 540                | 700                                     | 110-01-4362600 | RENTAL REVENUE-OTHER                | 700                        | 700                        | 700                       |
| 10,000             | 10,000             | 10,000                                  | 110-01-4362414 | RENT- FROM STREET                   | 10,500                     | 10,500                     | 10,500                    |
| 15,000             | 15,000             | 15,000                                  | 110-01-4362421 | RENT- FROM WATER                    | 15,750                     | 15,750                     | 15,750                    |
| 15,000             | 15,000             | 15,000                                  | 110-01-4362422 | RENT- FROM SEWER                    | 15,750                     | 15,750                     | 15,750                    |
| 10,000             | 10,000             | 10,000                                  | 110-01-4362423 | RENT- FROM STW                      | 10,500                     | 10,500                     | 10,500                    |
| 2,250              | -                  | 1,000                                   | 110-01-4364100 | GIFTS & DONATIONS- DESIGNATED       | 1,000                      | 1,000                      | 1,000                     |
| 2,070              | 2,049              | 1,000                                   | 110-01-4364101 | PD GIFTS & DONATIONS - DESIGNATED   | -                          | -                          | -                         |
| -                  | 200                | 200                                     | 110-01-4500106 | DONATIONS-SPEC. EVENT OTHER         | 500                        | 500                        | 500                       |
| 950                | 1,650              | 500                                     | 110-01-4500104 | DONATIONS- EASTER EGG HUNT          | 500                        | 500                        | 500                       |
| 1,335              | 277                | 500                                     | 110-01-4500102 | DONATION- CHRISTMAS TREE LIGHTING   | 500                        | 500                        | 500                       |
| <b>4,493,721</b>   | <b>4,606,753</b>   | <b>4,716,096</b>                        |                | <b>OPERATING RESOURCES TOTAL:</b>   | <b>4,694,086</b>           | <b>4,938,382</b>           | <b>4,938,382</b>          |
| <b>8,208,577</b>   | <b>8,489,742</b>   | <b>8,695,486</b>                        |                | <b>TOTAL REVENUE:</b>               | <b>8,775,642</b>           | <b>9,019,938</b>           | <b>9,019,938</b>          |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                     |   |
|-------------------------------------|---|
| <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>503-674-6221</b>   |
| <b>DIRECTOR EMAIL:</b>              | <a href="mailto:youngn@ci.fairview.or.us"><u>youngn@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 2.4</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 goals 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.
13. Expenses associated with the activities of the City Council and Community events are also included in this budget.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2016-17 AND FY 2017-18:**

- \$5700 is budgeted in Employee recognition and awards (\$3200 for volunteer recognition and \$2500 for employee recognition)
- \$10,500 is budgeted in Contract Services to hire a 10 week PSU summer fellow to assist with creating a City vision action plan (See BIP 17-009)
- \$26,500 has been included in this budget for events included in the council approved work plan for the Arts and Cultural Events Advisory Committee. (See BIP 17-008)

| 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-MAYOR & EMPLOYEES | 110-05-6200200 | Mayor & 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                         |
| MEDICAL INSURANCE                      | 110-05-6210200 | Medical Insurance (includes medical/dental/vision)  |
| PERS/OPSRP- 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 the Employee Assistance and Flexible Spending Account Programs                 |
| 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 maint pool car, city hall bldg. maint., and maint. of necessary equip.    |
| VEHICLE REP/MAINT                      | 110-05-6430100 | Pool car repair and maintenance 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        |
| EQUIP RENT - VEHICLES                  | 110-05-6442101 | Allocated: For Lease of Pool Car  |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 110-05 -General Fund Admin Dept.

| 2014-15<br>Actuals               | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                  | Line Item Name                           | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|----------------------------------|--------------------|---|---------------------------------|--|----------------------------|----------------------------|---------------------------|
| <b>WAGES:</b>                    |                    |   |                                 |  |                            |                            |                           |
| 139,107                          | 158,556            | 162,437                                 | 110-05-6110900                  | STAFF                                    | 164,138                    | 164,138                    | 164,138                   |
| 1,324                            | 3,250              | 4,200                                   | 110-05-6130100                  | OVERTIME                                 | 4,200                      | 4,200                      | 4,200                     |
| <b>BENEFITS:</b>                 |                    |   |                                 |  |                            |                            |                           |
| 1,018                            | 1,855              | 2,160                                   | 110-05-6200200                  | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEES) | 2,160                      | 2,160                      | 2,160                     |
| 954                              | 2,378              | 1,440                                   | 110-05-6200400                  | LONGEVITY                                | 1,800                      | 1,800                      | 1,800                     |
| 174                              | 124                | 136                                     | 110-05-6210300                  | LIFE INSURANCE                           | 135                        | 135                        | 135                       |
| 593                              | 550                | 728                                     | 110-05-6210400                  | LONG TERM DISAB. INS                     | 723                        | 723                        | 723                       |
| 9,277                            | -                  | 3,000                                   | 110-05-6290100                  | VACATION BUY-OUT                         | 3,000                      | 3,000                      | 3,000                     |
| <b>H&amp;W/ PERS:</b>            |                    |   |                                 |  |                            |                            |                           |
| 19,908                           | 23,657             | 24,477                                  | 110-05-6210200                  | MEDICAL INSURANCE                        | 26,602                     | 26,602                     | 26,602                    |
| 23,065                           | 25,698             | 26,460                                  | 110-05-6230100                  | PERS/OPSRP- EMPR. PD                     | 33,732                     | 33,732                     | 33,732                    |
| <b>TAXES:</b>                    |                    |   |                                 |  |                            |                            |                           |
| 11,212                           | 12,376             | 12,542                                  | 110-05-6220100                  | SOCIAL SECURITY (FICA)                   | 12,529                     | 12,529                     | 12,529                    |
| 1,071                            | 1,181              | 1,212                                   | 110-05-6220200                  | TRI-MET TAX                              | 1,234                      | 1,234                      | 1,234                     |
| 49                               | 59                 | 84                                      | 110-05-6220300                  | WBF ASSESSMENT                           | 70                         | 70                         | 70                        |
| 1,036                            | 1,101              | 1,156                                   | 110-05-6250100                  | UNEMP. INSURANCE                         | 491                        | 491                        | 491                       |
| 327                              | 283                | 356                                     | 110-05-6200300                  | EMP ASSIST PROGRAM/FSA                   | 699                        | 699                        | 699                       |
| 1,546                            | 1,956              | 2,151                                   | 110-05-6210500                  | WORKERS COMP INSURANCE                   | 5,346                      | 5,346                      | 5,346                     |
| 210,661                          | 233,024            | 242,539                                 | <b>PERSONAL SERVICES Total:</b> |  | 256,859                    | 256,859                    | 256,859                   |
| 447                              | 2,749              | 5,000                                   | 110-05-6295100                  | AWARDS/RECOGNITION                       | 5,700                      | 5,700                      | 5,700                     |
| 1,160                            | -                  | 7,597                                   | 110-05-6300100                  | CONTRACT SERVICES                        | 14,000                     | 14,000                     | 14,000                    |
| 257                              | 14,078             | 5,000                                   | 110-05-6310100                  | HR ADMINISTRATION                        | 2,500                      | 2,500                      | 2,500                     |
| 1,058                            | 1,078              | 800                                     | 110-05-6330100                  | AUDIT & ACCOUNTING                       | 1,365                      | 1,365                      | 1,365                     |
| 21,335                           | 22,092             | 20,000                                  | 110-05-6330200                  | LEGAL                                    | 20,000                     | 20,000                     | 20,000                    |
| <b>IT SERVICES:</b>              |                    |   |                                 |  |                            |                            |                           |
| 10                               | 19                 | 25                                      | 110-05-6330500                  | PROPERTY ALARM MONITORING SERVICE        | 24                         | 24                         | 24                        |
| 1,455                            | 2,040              | 4,205                                   | 110-05-6340100                  | IT SERVICES                              | 3,042                      | 3,042                      | 3,042                     |
| 3,046                            | 1,127              | 6,760                                   | 110-05-6340101                  | IT UPGRADES/HARWARE                      | 2,019                      | 2,019                      | 2,019                     |
| 298                              | 316                | 237                                     | 110-05-6340200                  | WEBSITE MANAGEMENT                       | 1,187                      | 1,187                      | 1,187                     |
| 112                              | 59                 | 105                                     | 110-05-6421100                  | REFUSE/SHREDDING                         | 100                        | 100                        | 100                       |
| 507                              | 391                | 531                                     | 110-05-6423100                  | BLDG CLEANING SRVCS                      | 598                        | 598                        | 598                       |
| <b>REPAIR &amp; MAINTENANCE:</b> |                    |   |                                 |  |                            |                            |                           |
| 385                              | 4                  | 250                                     | 110-05-6430100                  | VEHICLE REP/MAINT                        | 115                        | 115                        | 115                       |
| 367                              | 625                | 1,000                                   | 110-05-6430200                  | BLDG REP/MAINT                           | 1,030                      | 1,030                      | 1,030                     |
| -                                | -                  | -                                       | 110-05-6430300                  | OFFICE EQUIP REP/MAIN                    | -                          | -                          | -                         |
| 1,480                            | 1,335              | 1,800                                   | 110-05-6442100                  | EQUIP RENT                               | 1,436                      | 1,436                      | 1,436                     |
| -                                | -                  | -                                       | 110-05-6442101                  | EQUIP RENT - VEHICLES                    | 1,680                      | 1,680                      | 1,680                     |

| GF- Administration (110-05)              | Account Number | Line Item Description   |
|--|----------------|---|
| SPECIAL EVENTS-CITY SPONSORED:           |                | City Sponsored (CS) Events  |
| SPECIAL EVENTS CS- CHILI                 | 110-05-6500101 | City cont. - event coordinated by outside volunteer group (previously budgeted in Dept. 15)             |
| SPECIAL EVENTS CS- EASTER EGG HUNT       | 110-05-6500104 | City hosted annual Easter Egg Hunt Event (previously budgeted in Dept. 15)                              |
| SPECIAL EVENTS CS- FLICKS IN THE PARK    | 110-05-6500109 | Summer Movies in the Park event (previously budgeted in Dept. 15)                                       |
| SPECIAL EVENTS CS-NEIGHBOR FAIR          | 110-05-6500110 | 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-CHRISTMAS TREE LIGHTING | 110-05-6500102 | City hosted annual Christmas 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- OTHER                  | 110-05-6500106 | Funds for other community outreach events (previously budgeted in Dept. 15)                             |
| SPECIAL EVENTS CS - FAIRVIEW ANNIVERSARY | 110-05-6500111 | Fairview's 110th Anniversary on Incorporation Event   |
| SPECIAL EVENTS CS - CHALK THE WALK       | 110-05-6500112 | Chalk the Walk Event as part of Fairview on the Green   |
|  |                | Donation Sponsored (DS) Events  |
| SPECIAL EVENT DS- EASTER EGG HUNT        | 110-05-6500204 | Donations to annual Easter Egg Hunt 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  |
| WIRELESS TECHNOLOGY                      | 110-05-6530400 | Monthly Costs for Management iPads  |
| 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 processing  |
| CONVENIENCE FEES/CREDIT CARD             | 110-05-6590300 | Cost related to credit card payment processing  |
| SUPPLIES:                                |                | General office supplies, supplies specific to dept. functions, City Hall bldg. supplies                 |
| OFFICE SUPPLIES                          | 110-05-6610100 | Office supplies from office supply vendors  |
| OPERATING MATERIALS & SUPPLES            | 110-05-6610200 | Costs for items related to the operations of the Administration Department                              |
| BLDG SUPP- CITY HALL                     | 110-05-6610300 | Building supplies including coffee, toilet paper, etc.  |
| ELECTRIC/GAS:                            |                | Allocated: Electric and Natural Gas heat for City Hall  |
| GAS/HEAT- CH                             | 110-05-6621100 | Northwest Natural   |
| ELECTRICITY-CH                           | 110-05-6622100 | 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     |
| MEETINGS/ERRANDS:                        |                | Costs for meals and travel to attend meetings by the City Administrator, Administration Staff and Mayor |
| TRAVEL-MEETINGS/ERRANDS                  | 110-05-6580100 | Travel cost for Admin Staff to attend meetings and complete errands                                     |
| MEETING ATTENDANCE- CA                   | 110-05-6630100 | Cost for meeting attendance by City Administrator   |
| MEETING ATTENDANCE-MAYOR                 | 110-05-6630101 | 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 Admin. Dept. Staff     |
| COUNCIL EXPENSES:                        |                | Cost for Council dinners, business cards, Mayor's Roundtable Luncheons, Council polo shirts, etc.       |
| COUNCIL TRAINING & CONF EXPENSES         | 110-05-6650201 | Registration, meals, and lodging exp associated with attending Council trainings and the LOC Conference |
| COUNCIL EXPENSES GENERAL                 | 110-05-6650201 | Council related expenses including meals, shirts, nameplates, business cards, etc.                      |
| COUNCIL EXPENSE - OTHER                  | 110-05-6690210 | Misc. Council Expense   |
| 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                                    |
| 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 2017-18  
Approved Budget  
Fund: 110-05 -General Fund Admin Dept.**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name   | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--|----------------------------|----------------------------|---------------------------|
| -                  | -                  | 1,000                                   | 110-05-6500101 | SPECIAL EVENTS-CITY SPONSORED (CS):<br>SPECIAL EVENTS CS- CHILI                | 1,000                      | 1,000                      | 1,000                     |
| -                  | -                  | 1,734                                   | 110-05-6500104 | SPECIAL EVENTS CS- EASTER EGG HUNT   | 3,000                      | 3,000                      | 3,000                     |
| -                  | -                  | 1,534                                   | 110-05-6500109 | SPECIAL EVENTS CS- FLICKS IN THE PARK  | 2,000                      | 2,000                      | 2,000                     |
| -                  | -                  | 1,534                                   | 110-05-6500110 | SPECIAL EVENTS CS-NEIGHBOR FAIR  | 1,500                      | 1,500                      | 1,500                     |
| -                  | -                  | 2,034                                   | 110-05-6500107 | SPECIAL EVENTS CS- NATIONAL NIGHT OUT  | 2,000                      | 2,000                      | 2,000                     |
| -                  | -                  | 3,534                                   | 110-05-6500102 | SPECIAL EVENT CS - CHRISTMAS TREE LIGHTING                                     | 3,500                      | 3,500                      | 3,500                     |
| -                  | -                  | 2,500                                   | 110-05-6500103 | SPECIAL EVENT CS-VETERANS DAY  | 2,500                      | 2,500                      | 2,500                     |
| -                  | -                  | 4,068                                   | 110-05-6500106 | SPECIAL EVENT CS- OTHER  | 4,000                      | 4,000                      | 4,000                     |
| -                  | -                  | -                                       | 110-05-6500111 | SPECIAL EVENTS CS - FAIRVIEW ANNIVERSARY                                       | 7,000                      | 7,000                      | 7,000                     |
| -                  | -                  | -                                       | 110-05-6500112 | SPECIAL EVENTS CS - CHALK THE WALK   | 500                        | 500                        | 500                       |
| -                  | -                  | 500                                     | 110-05-6500204 | SPECIAL EVENTS-DONATION SPONSORED (DS):<br>SPECIAL EVENTS DS - EASTER EGG HUNT | -                          | -                          | -                         |
| -                  | -                  | 500                                     | 110-05-6500206 | SPECIAL EVENTS DS - OTHER  | -                          | -                          | -                         |
| 2,359              | 2,625              | 2,888                                   | 110-05-6520100 | GENERAL LIAB/PROP INSURANCE  | 2,346                      | 2,346                      | 2,346                     |
| 24                 | 35                 | 35                                      | 110-05-6530100 | CABLE TV   | 27                         | 27                         | 27                        |
| 534                | 480                | 550                                     | 110-05-6530200 | POSTAGE  | 564                        | 564                        | 564                       |
| 163                | 358                | 250                                     | 110-05-6530300 | TELEPHONE  | 216                        | 216                        | 216                       |
| -                  | -                  | -                                       | 110-05-6530400 | WIRELESS TECHNOLOGY  | 480                        | 480                        | 480                       |
| 1,630              | 936                | 1,000                                   | 110-05-6540100 | PUBLICATIONS   | 1,000                      | 1,000                      | 1,000                     |
| 11                 | 251                | 500                                     | 110-05-6550100 | PRINTING   | 500                        | 500                        | 500                       |
| -                  | -                  | -                                       | 110-05-6550101 | PRINTING-NEWSLETTER  | -                          | -                          | -                         |
| 450                | 300                | 153                                     | 110-05-6590100 | BANK FEES:<br>BANK FEES  | 197                        | 197                        | 197                       |
| 145                | 171                | 142                                     | 110-05-6590200 | MERCHANT FEES  | 250                        | 250                        | 250                       |
| 538                | 1,004              | 1,100                                   | 110-05-6590300 | CONVENIENCE FEES/CREDIT CARD   | 1,693                      | 1,693                      | 1,693                     |
| 480                | 1,557              | 1,100                                   | 110-05-6610100 | SUPPLIES:<br>OFFICE SUPPLIES   | 1,600                      | 1,600                      | 1,600                     |
| 748                | 32                 | 1,000                                   | 110-05-6610200 | OPERATING MATERIALS & SUPPLES  | 750                        | 750                        | 750                       |
| 461                | 267                | 1,000                                   | 110-05-6610300 | BLDG SUPP- CITY HALL   | 1,386                      | 1,386                      | 1,386                     |
| 14                 | 16                 | 40                                      | 110-05-6621100 | ELECTRIC/GAS:<br>GAS/HEAT- CH  | 44                         | 44                         | 44                        |
| 787                | 727                | 2,435                                   | 110-05-6622100 | ELECTRICITY-CH   | 2,019                      | 2,019                      | 2,019                     |
| 94                 | 47                 | 250                                     | 110-05-6626101 | FUEL   | 250                        | 250                        | 250                       |
| 9,463              | 8,990              | 9,900                                   | 110-05-6650100 | DUES/SUB/MEMBRSHIP<br>MEETINS/ERRANDS:   | 10,670                     | 10,670                     | 10,670                    |
| 323                | 141                | 120                                     | 110-05-6580100 | TRAVEL-MEETINGS/ERRANDS  | 120                        | 120                        | 120                       |
| 451                | 76                 | 500                                     | 110-05-6630100 | MEETING ATTENDANCE- CA   | 500                        | 500                        | 500                       |
| 600                | 159                | 350                                     | 110-05-6630101 | MEETING ATTENDANCE-MAYOR   | 350                        | 350                        | 350                       |
| 1,761              | 1,165              | 4,000                                   | 110-05-6650200 | TRAINING & CONF.   | 4,475                      | 4,475                      | 4,475                     |
| 1,676              | 1,732              | 4,800                                   | 110-05-6630200 | CONF- MEALS/LODGING  | 4,650                      | 4,650                      | 4,650                     |
| 2,812              | -                  | 9,000                                   | 110-05-6650201 | COUNCIL EXPENSES:<br>COUNCIL TRAINING AND CONFERENCES EXPENSES                 | 9,000                      | 9,000                      | 9,000                     |
| 1,839              | 29,171             | 6,000                                   | 110-05-6650201 | COUNCIL EXPENSES GENERAL   | 6,000                      | 6,000                      | 6,000                     |
| -                  | 50                 | -                                       | 110-05-6690210 | COUNCIL EXPENSE - OTHER  | -                          | -                          | -                         |
| 43                 | 151                | 438                                     | 110-05-6690220 | COMMUNITY SUPPORT  | 4,350                      | 4,350                      | 4,350                     |
| -                  | -                  | -                                       | 110-05-6690000 | REFUNDS  | -                          | -                          | -                         |
| <b>59,320</b>      | <b>96,354</b>      | <b>119,798</b>                          |                | <b>MATERIALS AND SERVICES Total:</b>   | <b>135,233</b>             | <b>135,233</b>             | <b>135,233</b>            |
| 1,000              | 1,000              | 1,000                                   | 110-05-6491601 | ER CONTRIBUTION  | 1,000                      | 1,000                      | 1,000                     |
| -                  | -                  | 500                                     | 110-05-6740200 | BLDG EQUIPMENT- CH   | -                          | -                          | -                         |
| -                  | 864                | 500                                     | 110-05-6740500 | OFFICE EQUIPMENT   | -                          | -                          | -                         |
| <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>1,000</b>              |
| -                  | 864                | 1,000                                   |                | <b>CAPITAL OUTLAY Total:</b>   | -                          | -                          | -                         |
| <b>270,981</b>     | <b>331,243</b>     | <b>364,337</b>                          |                | <b>ADMINISTRATION Total:</b>   | <b>393,092</b>             | <b>393,092</b>             | <b>393,092</b>            |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                     |   |
|-------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL</b>               | <a href="mailto:folgerl@ci.fairview.or.us"><u>folgerl@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 1.98</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 2016-17 AND FY 2017-18:**

- Contract Services includes funds 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                               |
| 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 Assistance and Flexible Spending Account Programs                       |
| 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 and maintenance 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  |
| WIRELESS TECHNOLOGY               | 110-10-6530400 | Monthly Costs for Management iPads  |
| EQUIP RENT                        | 110-10-6442100 | Allocated: Costs for rental of copier and postage machine and any other office equipment rental       |
| EQUIP RENT - VEHICLES             | 110-10-6442101 | Allocated: For Lease of Pool Car  |
| 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 2017-18  
Approved Budget  
Fund: 110-10 - General Fund Finance Dept.

| 2014-15<br>Actuals               | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                  | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|----------------------------------|--------------------|---|---------------------------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>WAGES:</b>                    |                    |   |                                 |                                   |                            |                            |                           |
| 85,422                           | 91,389             | 93,699                                  | 110-10-6110900                  | STAFF                             | 104,787                    | 104,787                    | 104,787                   |
| 3,247                            | 624                | 514                                     | 110-10-6130100                  | OVERTIME HOURS                    | 1,000                      | 1,000                      | 1,000                     |
| <b>BENEFITS:</b>                 |                    |   |                                 |                                   |                            |                            |                           |
| 186                              | 297                | 297                                     | 110-10-6200200                  | CELL PHONE ALLOWANCE              | 297                        | 297                        | 297                       |
| 630                              | 1,291              | 1,600                                   | 110-10-6200400                  | LONGEVITY PAY                     | 957                        | 957                        | 957                       |
| 130                              | 109                | 150                                     | 110-10-6210300                  | LIFE INSURANCE                    | 92                         | 92                         | 92                        |
| 557                              | 464                | 399                                     | 110-10-6210400                  | LONG TERM DISAB. INS              | 488                        | 488                        | 488                       |
| 385                              | 119                | 1,500                                   | 110-10-6290100                  | VACATION BUY-OUT                  | 2,000                      | 2,000                      | 2,000                     |
| <b>H&amp;W/ PERS:</b>            |                    |   |                                 |                                   |                            |                            |                           |
| 16,445                           | 20,234             | 17,876                                  | 110-10-6210200                  | MEDICAL INSURANCE                 | 24,384                     | 24,384                     | 24,384                    |
| 15,454                           | 16,311             | 16,328                                  | 110-10-6230100                  | PERS/OPSRP-EMPR. PD               | 22,511                     | 22,511                     | 22,511                    |
| <b>TAXES:</b>                    |                    |   |                                 |                                   |                            |                            |                           |
| 6,738                            | 6,889              | 6,087                                   | 110-10-6220100                  | SOCIAL SECURITY (FICA)            | 7,842                      | 7,842                      | 7,842                     |
| 637                              | 656                | 584                                     | 110-10-6220200                  | TRI-MET TAX                       | 773                        | 773                        | 773                       |
| 49                               | 55                 | 60                                      | 110-10-6220300                  | WBF ASSESSMENT                    | 48                         | 48                         | 48                        |
| 617                              | (137)              | 557                                     | 110-10-6250100                  | UNEMP. INSURANCE                  | 308                        | 308                        | 308                       |
| (638)                            | 167                | 259                                     | 110-10-6200300                  | EMP ASSIST PROGRAM/FSA            | 557                        | 557                        | 557                       |
| 2,062                            | 2,607              | 2,868                                   | 110-10-6210500                  | WORKERS COMP INSURANCE            | 3,346                      | 3,346                      | 3,346                     |
| <b>131,919</b>                   | <b>141,075</b>     | <b>142,778</b>                          | <b>PERSONAL SERVICES Total:</b> |                                   | <b>169,390</b>             | <b>169,390</b>             | <b>169,390</b>            |
| 93                               | -                  | 200                                     | 110-10-6295100                  | AWARDS/ RECOGNITION               | 200                        | 200                        | 200                       |
| 6,566                            | 5,521              | 15,000                                  | 110-10-6300100                  | CONTRACT SERVICES                 | 15,000                     | 15,000                     | 15,000                    |
| 1,241                            | 71                 | 1,500                                   | 110-10-6310100                  | HR ADMINISTRATION                 | 1,500                      | 1,500                      | 1,500                     |
| 2,081                            | 1,738              | 1,600                                   | 110-10-6330100                  | AUDIT & ACCOUNTING                | 2,551                      | 2,551                      | 2,551                     |
| 4,498                            | 17,962             | 5,500                                   | 110-10-6330200                  | LEGAL                             | 6,000                      | 6,000                      | 6,000                     |
| <b>IT SERVICES:</b>              |                    |   |                                 |                                   |                            |                            |                           |
| 10                               | 43                 | 50                                      | 110-10-6330500                  | PROPERTY ALARM MONITORING SERVICE | 48                         | 48                         | 48                        |
| 2,018                            | 2,875              | 9,811                                   | 110-10-6340100                  | IT SERVICES                       | 4,055                      | 4,055                      | 4,055                     |
| 1,022                            | 4,608              | 5,790                                   | 110-10-6340101                  | IT UPGRADES/HARWARE               | 3,559                      | 3,559                      | 3,559                     |
| 368                              | 351                | 592                                     | 110-10-6340200                  | WEBSITE MANAGEMENT                | 484                        | 484                        | 484                       |
| 112                              | 59                 | 105                                     | 110-10-6421100                  | REFUSE/SHREDDING                  | 100                        | 100                        | 100                       |
| 3,042                            | 2,344              | 3,108                                   | 110-10-6423100                  | BLDG CLEANING SRVCS               | 3,587                      | 3,587                      | 3,587                     |
| <b>REPAIR &amp; MAINTENANCE:</b> |                    |   |                                 |                                   |                            |                            |                           |
| 364                              | 6                  | 150                                     | 110-10-6430100                  | VEHICLE REP/MAINT                 | 230                        | 230                        | 230                       |
| 1,970                            | 3,750              | 5,400                                   | 110-10-6430200                  | BLDG REP/MAINT                    | 5,562                      | 5,562                      | 5,562                     |
| 70                               | -                  | 250                                     | 110-10-6430300                  | OFFICE EQUIP REP/MAIN             | 250                        | 250                        | 250                       |
| -                                | -                  | -                                       | 110-10-6530400                  | WIRELESS TECHNOLOGY               | 480                        | 480                        | 480                       |
| 799                              | 557                | 750                                     | 110-10-6442100                  | EQUIP RENT                        | 598                        | 598                        | 598                       |
| -                                | -                  | -                                       | 110-10-6442101                  | EQUIP RENT - VEHICLES             | 1,680                      | 1,680                      | 1,680                     |
| 3,145                            | 3,500              | 3,850                                   | 110-10-6520100                  | GENERAL LIAB/PROP INSURANCE       | 3,128                      | 3,128                      | 3,128                     |
| 24                               | 33                 | 35                                      | 110-10-6530100                  | CABLE TV                          | 27                         | 27                         | 27                        |
| 2,915                            | 2,714              | 2,000                                   | 110-10-6530200                  | POSTAGE                           | 2,052                      | 2,052                      | 2,052                     |
| 732                              | 1,538              | 1,750                                   | 110-10-6530300                  | TELEPHONE- CH                     | 1,514                      | 1,514                      | 1,514                     |

| 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      |
| 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 Gas  |
| ELECTRICITY-CH                | 110-10-6622100 | Portland General Electric  |
| FUEL                          | 110-10-6626101 | Costs for fuel for Pool Car  |
| 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 staff travel to attend meetings and complete errands                                |
| 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 2017-18  
Approved Budget  
Fund: 110-10 - General Fund Finance Dept.

| 2014-15        | 2015-16        | 2016-17        |                |                                       | 2017-18         | 2017-18         | 2017-18        |
|----------------|----------------|----------------|----------------|---------------------------------------|-----------------|-----------------|----------------|
| Actuals        | Actuals        | Adopted        | Account Number | Line Item Name                        | Proposed Budget | Approved Budget | Adopted Budget |
| 49             | 539            | 850            | 110-10-6540100 | PUBLICATIONS                          | 875             | 875             | 875            |
| 1,029          | 1,054          | 1,000          | 110-10-6550100 | PRINTING                              | 1,000           | 1,000           | 1,000          |
|                |                |                |                | <b>BANK FEES:</b>                     |                 |                 |                |
| 1,259          | 779            | 325            | 110-10-6590100 | BANK FEES                             | 418             | 418             | 418            |
| 193            | 228            | 59             | 110-10-6590200 | MERCHANT FEES                         | 104             | 104             | 104            |
| 624            | 1,191          | 1,234          | 110-10-6590300 | CONVENIENCE FEES/CREDIT CARD          | 1,899           | 1,899           | 1,899          |
|                |                |                |                | <b>SUPPLIES:</b>                      |                 |                 |                |
| 2,486          | 2,647          | 3,250          | 110-10-6610100 | OFFICE SUPPLIES                       | 3,000           | 3,000           | 3,000          |
| 4,016          | 1,099          | 3,250          | 110-10-6610200 | OPERATING MATERIALS & SUPPLIES        | 3,250           | 3,250           | 3,250          |
| 852            | 667            | 775            | 110-10-6610300 | BLDG SUPP- CITY HALL                  | 1,074           | 1,074           | 1,074          |
|                |                |                |                | <b>ELECTRIC/GAS:</b>                  |                 |                 |                |
| 34             | 41             | 60             | 110-10-6621100 | GAS/HEAT- CH                          | 66              | 66              | 66             |
| 1,966          | 1,817          | 1,398          | 110-10-6622100 | ELECTRICITY-CH                        | 1,159           | 1,159           | 1,159          |
| 94             | 47             | 100            | 110-10-6626101 | FUEL                                  | 125             | 125             | 125            |
| 275            | 275            | 425            | 110-10-6650100 | DUES/SUB/MEMBERSHIP                   | 430             | 430             | 430            |
|                |                |                |                | <b>MEETINGS/ERRANDS:</b>              |                 |                 |                |
| 12             | -              | 120            | 110-10-6580100 | TRAVEL-MEETINGS/ERRANDS               | 100             | 100             | 100            |
| 15             | -              | 65             | 110-10-6630100 | MEETING ATTENDANCE-FD                 | 60              | 60              | 60             |
| 715            | 730            | 1,910          | 110-10-6650200 | TRAINING & CONF.                      | 2,220           | 2,220           | 2,220          |
| 1,093          | 939            | 1,325          | 110-10-6630200 | CONF- MEALS/LODGING                   | 1,243           | 1,243           | 1,243          |
| 2,310          | 2,430          | 2,500          | 110-10-6691000 | LIEN SEARCHES                         | 2,700           | 2,700           | 2,700          |
| <b>48,093</b>  | <b>62,153</b>  | <b>76,087</b>  |                | <b>MATERIALS AND SERVICES Total:</b>  | <b>72,328</b>   | <b>72,328</b>   | <b>72,328</b>  |
| 10,000         | 2,500          | 1,000          | 110-10-6491602 | ER CONTRIBUTION                       | 662             | 662             | 662            |
|                |                |                |                | <b>BLDG EQUIPMENT:</b>                |                 |                 |                |
| -              | -              | 800            | 110-10-6740100 | EQUIPMENT                             | -               | -               | -              |
| -              | 1,541          | 500            | 110-10-6740200 | BLDG EQUIPMENT-CH                     | -               | -               | -              |
| -              | 1,397          | 2,500          | 110-10-6740500 | OFFICE EQUIPMENT                      | -               | -               | -              |
| <b>10,000</b>  | <b>2,500</b>   | <b>1,000</b>   |                | <b>TRANSFER TO OTHER FUNDS Total:</b> | <b>662</b>      | <b>662</b>      | <b>662</b>     |
| -              | <b>2,937</b>   | <b>3,800</b>   |                | <b>CAPITAL OUTLAY Total:</b>          | -               | -               | -              |
| <b>190,011</b> | <b>208,666</b> | <b>223,665</b> |                | <b>FINANCE Total:</b>                 | <b>242,380</b>  | <b>242,380</b>  | <b>242,380</b> |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:folgerl@ci.fairview.or.us"><u>folgerl@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = .9</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 2016-17 AND FY 2017-18:**

No significant changes in this department. We will be hiring a new Judge.

| 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                            |
| 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 Assistance and Flexible Spending Account Programs                    |
| WORKERS COMP INSURANCE            | 110-13-6210500 | Workers' Compensation Insurance expense  |
| AWARDS/ RECOGNITION               | 110-13-6295100 | Volunteer and Employee awards and recognition  |
| 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 maint pool car, city hall building maintenance, and maint of necessary equip |
| BLDG REP/MAINT                    | 110-13-6430200 | City Hall repair and annual maintenance expenses   |
| OFFICE EQUIP REP/MAINT            | 110-13-6430300 | City Hall office equipment repair and 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 2017-18  
Approved Budget  
Fund: 110-13 - General Fund Court Dept.

| 2014-15<br>Actuals               | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                  | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|----------------------------------|--------------------|---|---------------------------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>WAGES:</b>                    |                    |   |                                 |                                   |                            |                            |                           |
| 33,679                           | 41,541             | 42,636                                  | 110-13-6110900                  | STAFF                             | 47,630                     | 47,630                     | 47,630                    |
| 316                              | 192                | 234                                     | 110-13-6130100                  | OVERTIME HOURS                    | 250                        | 250                        | 250                       |
| <b>BENEFITS:</b>                 |                    |   |                                 |                                   |                            |                            |                           |
| -                                | 135                | 135                                     | 110-13-6200200                  | CELL PHONE ALLOWANCE              | 135                        | 135                        | 135                       |
| 1,080                            | 587                | 750                                     | 110-13-6200400                  | LONGEVITY PAY                     | 435                        | 435                        | 435                       |
| 49                               | 49                 | 55                                      | 110-13-6210300                  | LIFE INSURANCE                    | 42                         | 42                         | 42                        |
| 171                              | 214                | 182                                     | 110-13-6210400                  | LONG TERM DISAB. INS              | 222                        | 222                        | 222                       |
| 42                               | 54                 | 500                                     | 110-13-6290100                  | VACATION BUY-OUT                  | 500                        | 500                        | 500                       |
| <b>H&amp;W/ PERS:</b>            |                    |   |                                 |                                   |                            |                            |                           |
| 9,253                            | 9,872              | 8,125                                   | 110-13-6210200                  | MEDICAL INSURANCE                 | 11,084                     | 11,084                     | 11,084                    |
| 6,106                            | 7,405              | 7,394                                   | 110-13-6230100                  | PERS/OPSRP- EMPYR PD              | 10,232                     | 10,232                     | 10,232                    |
| <b>TAXES:</b>                    |                    |   |                                 |                                   |                            |                            |                           |
| 2,553                            | 3,125              | 2,766                                   | 110-13-6220100                  | SOCIAL SECURITY (FICA)            | 3,565                      | 3,565                      | 3,565                     |
| 242                              | 298                | 265                                     | 110-13-6220200                  | TRI-MET TAX                       | 351                        | 351                        | 351                       |
| 22                               | 23                 | 30                                      | 110-13-6220300                  | WBF ASSESSMENT                    | 22                         | 22                         | 22                        |
| 234                              | 277                | 253                                     | 110-13-6250100                  | UNEMP. INSURANCE                  | 140                        | 140                        | 140                       |
| 5                                | 5                  | 40                                      | 110-13-6200300                  | EMP ASSIST PROGRAM/FSA            | 40                         | 40                         | 40                        |
| 1,546                            | 1,956              | 2,151                                   | 110-13-6210500                  | WORKERS COMP INSURANCE            | 1,521                      | 1,521                      | 1,521                     |
| <b>55,297</b>                    | <b>65,732</b>      | <b>65,516</b>                           | <b>PERSONAL SERVICES Total:</b> |                                   | <b>76,169</b>              | <b>76,169</b>              | <b>76,169</b>             |
| -                                | -                  | -                                       | 110-13-6295100                  | AWARDS/ RECOGNITION               | 40                         | 40                         | 40                        |
| <b>CONTRACT SERVICES:</b>        |                    |   |                                 |                                   |                            |                            |                           |
| 2,933                            | 940                | 1,000                                   | 110-13-6300100                  | CONTRACT SERVICES                 | 200                        | 200                        | 200                       |
| 6,974                            | 3,538              | 8,275                                   | 110-13-6300101                  | CONTRACT SERVICES- JUDGE          | 4,000                      | 4,000                      | 4,000                     |
| 4,583                            | 2,035              | 3,000                                   | 110-13-6300102                  | CONTRACT SERVICES-ATTORNEY        | 2,500                      | 2,500                      | 2,500                     |
| 36                               | 18                 | 300                                     | 110-13-6310100                  | HR ADMINISTRATION                 | 300                        | 300                        | 300                       |
| 353                              | 359                | 400                                     | 110-13-6330100                  | AUDIT & ACCOUNTING                | 455                        | 455                        | 455                       |
| 424                              | 1,154              | 1,500                                   | 110-13-6330200                  | LEGAL                             | 900                        | 900                        | 900                       |
| <b>IT SERVICES:</b>              |                    |   |                                 |                                   |                            |                            |                           |
| 10                               | -                  | 15                                      | 110-13-6330500                  | PROPERTY ALARM MONITORING SERVICE | 15                         | 15                         | 15                        |
| 477                              | 566                | 2,803                                   | 110-13-6340100                  | IT SERVICES                       | 1,014                      | 1,014                      | 1,014                     |
| 1,106                            | 747                | 1,890                                   | 110-13-6340101                  | IT UPGRADES/HARWARE               | 340                        | 340                        | 340                       |
| 153                              | 141                | 197                                     | 110-13-6340200                  | WEBSITE MANAGEMENT                | 392                        | 392                        | 392                       |
| 112                              | 59                 | 111                                     | 110-13-6421100                  | REFUSE/SHREDDING                  | 100                        | 100                        | 100                       |
| 507                              | 391                | 551                                     | 110-13-6423100                  | BLDG CLEANING SRVCS               | 597                        | 597                        | 597                       |
| <b>REPAIR &amp; MAINTENANCE:</b> |                    |   |                                 |                                   |                            |                            |                           |
| 328                              | 625                | 100                                     | 110-13-6430200                  | BLDG REP/MAINT                    | 103                        | 103                        | 103                       |
| 31                               | -                  | 50                                      | 110-13-6430300                  | OFFICE EQUIP REP/MAINT            | 50                         | 50                         | 50                        |
| 678                              | 608                | 795                                     | 110-13-6442100                  | EQUIP RENT                        | 634                        | 634                        | 634                       |
| 786                              | 875                | 963                                     | 110-13-6520100                  | GENERAL LIAB/PROP INSURANCE       | 782                        | 782                        | 782                       |
| 209                              | 160                | 300                                     | 110-13-6530200                  | POSTAGE                           | 308                        | 308                        | 308                       |
| 81                               | 179                | 205                                     | 110-13-6530300                  | TELEPHONE-CH                      | 177                        | 177                        | 177                       |
| -                                | -                  | 50                                      | 110-13-6540100                  | PUBLICATIONS                      | 50                         | 50                         | 50                        |
| 23                               | -                  | 50                                      | 110-13-6550100                  | PRINTING                          | 50                         | 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 processing  |
| CONVENIENCE FEES/CREDIT CARD  | 110-13-6590300 | Cost related to credit card payment processing  |
| SUPPLIES:                     |                | General office supplies, supplies specific to dept. functions, City Hall bldg. 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 Gas   |
| 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 2017-18  
Approved Budget  
Fund: 110-13 - General Fund Court Dept.

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                       | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--------------------------------------|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>BANK FEES:</b>                    |                            |                            |                           |
| 12                 | 38                 | 118                                     | 110-13-6590100 | BANK FEES                            | 152                        | 152                        | 152                       |
| 48                 | 57                 | 59                                      | 110-13-6590200 | MERCHANT FEES                        | 104                        | 104                        | 104                       |
| 86                 | 127                | 197                                     | 110-13-6590300 | CONVENIENCE FEES/CREDIT CARD         | 303                        | 303                        | 303                       |
|                    |                    |   |                | <b>SUPPLIES:</b>                     |                            |                            |                           |
| 480                | 383                | 500                                     | 110-13-6610100 | OFFICE SUPPLIES                      | 500                        | 500                        | 500                       |
| 1,030              | 367                | 400                                     | 110-13-6610200 | OPERATING MATERIALS & SUPPLIES       | 400                        | 400                        | 400                       |
| 76                 | 110                | 150                                     | 110-13-6610300 | BLDG SUPP- CITY HALL                 | 208                        | 208                        | 208                       |
|                    |                    |   |                | <b>ELECTRIC/GAS:</b>                 |                            |                            |                           |
| 7                  | 8                  | 20                                      | 110-13-6621100 | GAS/HEAT- CH                         | 22                         | 22                         | 22                        |
| 393                | 363                | 641                                     | 110-13-6622100 | ELECTRICITY-CH                       | 532                        | 532                        | 532                       |
| 50                 | 168                | 100                                     | 110-13-6650100 | DUES/SUB/MEMBRSHIP                   | 160                        | 160                        | 160                       |
| 175                | 350                | 700                                     | 110-13-6650200 | TRAINING & CONF                      | 750                        | 750                        | 750                       |
| 491                | 998                | 1,250                                   | 110-13-6630200 | CONF-MEALS/LODGING                   | 1,492                      | 1,492                      | 1,492                     |
| 29                 | -                  | 100                                     | 110-13-6580100 | TRAVEL- MEETINGS/ERRANDS             | 100                        | 100                        | 100                       |
| -                  | -                  | -                                       | 110-13-6690000 | REFUNDS- CITATIONS                   | -                          | -                          | -                         |
| 540                | 299                | 300                                     | 110-13-6740500 | OFFICE EQUIPMENT                     | 300                        | 300                        | 300                       |
| <b>23,223</b>      | <b>15,664</b>      | <b>27,090</b>                           |                | <b>MATERIALS AND SERVICES Total:</b> | <b>18,030</b>              | <b>18,030</b>              | <b>18,030</b>             |
| <b>78,521</b>      | <b>81,396</b>      | <b>92,606</b>                           |                | <b>MUNICIPAL COURT Total:</b>        | <b>94,199</b>              | <b>94,199</b>              | <b>94,199</b>             |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 1.65</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 Columbia Cascade River District Steering Committee. The department also 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. Last year we hired a full-time Associate Planner/Code 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 include case preparation for appearance in municipal court;
6. Provides Economic Development outreach and development including management of Fairview's enterprise zone and new Development Incentive Program. 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:**

- The personnel costs have decreased as we reallocated the expenses of public works staff to better represent where they actively spend their worktime.
- The \$17,000 under the Economic Development line item is for additional work on the Halsey corridor project next phase. We may be using Enterprise zone money to pay for this activity. (Council Goal Objective #5A)

| GF- PW Community Services (110-15) | Account Number | Line Item Description   |
|------------------------------------|----------------|---|
| WAGES:                             |                | Cost for personnel wages  |
| STAFF                              | 110-15-6110900 | Staff Wages   |
| TEMPORARY HELP                     | 110-15-6120100 | Temporary Help - Typically PW Seasonal (previously included in Staff Line)                              |
| OVERTIME HOURS                     | 110-15-6130100 | Overtime for Staff  |
| CALL OUT PAY                       | 110-15-6130200 | Pay for call-out situations   |
| BENEFITS:                          |                | Cost for employee benefits as determined by contracts and Employee Manual                               |
| CELL PHONE ALLOWANCE               | 110-15-6200200 | 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  |
| H&W/ PERS:                         |                | Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs                                 |
| 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   |
| TAXES:                             |                | Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.               |
| SOCIAL SECURITY (FICA)             | 110-15-6220100 | 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 Assistance and Flexible Spending Account Programs                         |
| WORKERS COMP INSURANCE             | 110-15-6210500 | Workers' Compensation Insurance expense   |
| AWARDS/ RECOGNITION                | 110-15-6295100 | Employee and Volunteer awards and recognition   |
| CONTRACT SERVICES:                 |                | Costs for professional svcs including the cost of code compliance position with City of Gresham         |
| CONTRACT SERVICES                  | 110-15-6300100 | 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                    |
| IT SERVICES:                       |                | Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.                              |
| PROPERTY ALARM MONITORING SERVICE  | 110-15-6330500 | 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.         |
| REPAIR & MAINTENANCE:              |                | Costs associated with maintaining vehicles, city hall building maint, and maint of necessary equipment. |
| VEHICLE REP/MAINT                  | 110-15-6430100 | Public Works vehicle repair and maintenance 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 2017-18  
Approved Budget  
Fund: 110-15 - GF PW Community Services**

| 2014-15<br>Actuals               | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                  | Line Item Name                          | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|----------------------------------|--------------------|---|---------------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>WAGES:</b>                    |                    |   |                                 |   |                            |                            |                           |
| 41,887                           | 72,516             | 146,218                                 | 110-15-6110900                  | STAFF                                   | 102,435                    | 102,435                    | 102,435                   |
| -                                | -                  | -                                       | 110-15-6120100                  | TEMPORARY HELP                          | -                          | -                          | -                         |
| -                                | 312                | 500                                     | 110-15-6130100                  | OVERTIME                                | 575                        | 575                        | 575                       |
| -                                | -                  | -                                       | 110-15-6130200                  | CALL OUT PAY                            | 665                        | 665                        | 665                       |
| <b>BENEFITS:</b>                 |                    |   |                                 |   |                            |                            |                           |
| 13                               | 216                | 220                                     | 110-15-6200200                  | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE) | 207                        | 207                        | 207                       |
| -                                | 1,420              | 893                                     | 110-15-6200400                  | LONGEVITY                               | 742                        | 742                        | 742                       |
| 53                               | 73                 | 58                                      | 110-15-6210300                  | LIFE INSURANCE                          | 91                         | 91                         | 91                        |
| 174                              | 315                | 302                                     | 110-15-6210400                  | LONG TERM DISAB. INS                    | 476                        | 476                        | 476                       |
| -                                | 409                | 800                                     | 110-15-6290100                  | VACATION BUY-OUT                        | 1,000                      | 1,000                      | 1,000                     |
| <b>H&amp;W/ PERS:</b>            |                    |   |                                 |   |                            |                            |                           |
| 7,090                            | 14,724             | 3,771                                   | 110-15-6210200                  | MEDICAL INSURANCE                       | 24,680                     | 24,680                     | 24,680                    |
| 4,352                            | 12,661             | 12,245                                  | 110-15-6230100                  | PERS/OPSRP- EMPR. PD                    | 21,533                     | 21,533                     | 21,533                    |
| <b>TAXES:</b>                    |                    |   |                                 |   |                            |                            |                           |
| 2,562                            | 5,060              | 5,050                                   | 110-15-6220100                  | SOCIAL SECURITY (FICA)                  | 7,729                      | 7,729                      | 7,729                     |
| 242                              | 482                | 485                                     | 110-15-6220200                  | TRI-MET TAX                             | 761                        | 761                        | 761                       |
| 19                               | 33                 | 51                                      | 110-15-6220300                  | WBF ASSESSMENT                          | 49                         | 49                         | 49                        |
| 234                              | 448                | 462                                     | 110-15-6250100                  | UNEMP. INSURANCE                        | 303                        | 303                        | 303                       |
| 37                               | 16                 | 95                                      | 110-15-6200300                  | EMP ASSIST PROGRAM/FSA                  | 424                        | 424                        | 424                       |
| 1,546                            | 1,956              | 2,151                                   | 110-15-6210500                  | WORKERS COMP INSURANCE                  | 3,298                      | 3,298                      | 3,298                     |
| <b>58,210</b>                    | <b>110,642</b>     | <b>173,300</b>                          | <b>PERSONAL SERVICES Total:</b> |   | <b>164,968</b>             | <b>164,968</b>             | <b>164,968</b>            |
| 31                               | -                  | 75                                      | 110-15-6295100                  | AWARDS/ RECOGNITION                     | 75                         | 75                         | 75                        |
| <b>CONTRACT SERVICES:</b>        |                    |   |                                 |   |                            |                            |                           |
| 9,472                            | 7,882              | 7,500                                   | 110-15-6300100                  | CONTRACT SERVICES                       | -                          | -                          | -                         |
| 2,610                            | 12,932             | -                                       | 110-15-6300101                  | CONTRACT SERVICES-CODE COMPLIANCE       | -                          | -                          | -                         |
| 195                              | 699                | 500                                     | 110-15-6310100                  | HR ADMINISTRATION                       | 500                        | 500                        | 500                       |
| 1,058                            | 1,078              | 1,200                                   | 110-15-6330100                  | AUDIT & ACCOUNTING                      | 1,365                      | 1,365                      | 1,365                     |
| 7,364                            | 7,118              | 9,500                                   | 110-15-6330200                  | LEGAL                                   | 6,000                      | 6,000                      | 6,000                     |
| <b>IT SERVICES:</b>              |                    |   |                                 |   |                            |                            |                           |
| 10                               | 29                 | 35                                      | 110-15-6330500                  | PROPERTY ALARM MONITORING SERVICE       | 34                         | 34                         | 34                        |
| 1,424                            | 1,683              | 5,606                                   | 110-15-6340100                  | IT SERVICES                             | 3,042                      | 3,042                      | 3,042                     |
| 844                              | 2,883              | 3,630                                   | 110-15-6340101                  | IT UPGRADES/HARWARE                     | 4,019                      | 4,019                      | 4,019                     |
| 337                              | 316                | 197                                     | 110-15-6340200                  | WEBSITE MANAGEMENT                      | 393                        | 393                        | 393                       |
| 108                              | 59                 | 111                                     | 110-15-6421100                  | REFUSE/SHREDDING                        | 100                        | 100                        | 100                       |
| 824                              | 586                | 752                                     | 110-15-6423100                  | BLDG CLEANING SRVCS                     | 898                        | 898                        | 898                       |
| <b>REPAIR &amp; MAINTENANCE:</b> |                    |   |                                 |   |                            |                            |                           |
| -                                | -                  | 5,250                                   | 110-15-6430100                  | VEHICLE REP/MAINT                       | 250                        | 250                        | 250                       |
| 492                              | 986                | 1,400                                   | 110-15-6430200                  | BLDG REP/MAINT                          | 1,442                      | 1,442                      | 1,442                     |
| -                                | -                  | 100                                     | 110-15-6430300                  | OFFICE EQUIP REP/MAIN                   | 100                        | 100                        | 100                       |
| 2,365                            | 2,026              | 4,600                                   | 110-15-6442100                  | EQUIP RENT                              | 3,669                      | 3,669                      | 3,669                     |

| GF- PW Community Services (110-15)        | Account Number | Line Item Description  |
|---|----------------|--|
| ECONOMIC DEVELOPMENT:                     |                | Costs incurred by the City to further its Economic Development including pmt to EMEA, Chamber, 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 | Not budgeted this fiscal year  |
| SPECIAL EVENTS CS- EASTER EGG HUNT        | 110-15-6500104 | Budget for City hosted annual Easter Egg Hunt Event (Now budgeted in Dept. 05)                         |
| SPECIAL EVENTS CS- NNO                    |                |  |
| SPECIAL EVENT CS- CHRISTMAS 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 Christmas 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  |
| SPECIAL EVENTS DS- CHILI FEST             | 110-15-6500106 | Funds for Flicks in Park, Neighbor Fairs and other Council Community events (Now budgeted in Dept. 05) |
| SPECIAL EVENT- EASTER EGG HUNT            | 110-15-6500201 | Not budgeted this fiscal year  |
| SPECIAL EVENT DS- CHRISTMAS TREE LIGHTING | 110-15-6500204 | Donations to annual Easter Egg Hunt Event (Now budgeted in Dept. 05)                                   |
| SPECIAL EVENT DS- CHRISTMAS TREE LIGHTING | 110-15-6500202 | Donations to annual Christmas 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.                                 |
| WIRELESS TECHNOLOGY                       | 110-15-6530300 | Allocated: Telephone, voice mail, and fax services for City Hall                                       |
| PUBLICATIONS                              | 110-15-6530400 | Monthly Costs for Management iPads   |
| 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 processing   |
| SUPPLIES:                                 |                |  |
| OFFICE SUPPLIES                           | 110-15-6610100 | General office supplies, supplies specific to dept. functions, City Hall bldg. 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  |
| ELECTRIC/GAS:                             |                |  |
| GAS/HEAT- CH                              | 110-15-6621100 | Building supplies including coffee, toilet paper, etc.   |
| ELECTRICITY-CH                            | 110-15-6622100 | Allocated: Electric and Natural Gas heat for City Hall   |
| FUEL                                      |                |  |
|   | 110-15-6626101 | Northwest Natural Gas  |
|   | 110-15-6626101 | 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 Dept. 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 staff travel to attend meetings and complete errands  |
| TRAINING & CONF.                          | 110-15-6650200 | Cost for meeting attendance by Department Director   |
| CONF- MEALS/LODGING                       | 110-15-6630200 | 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 2017-18  
Approved Budget  
Fund: 110-15 - GF PW Community Services**

| 2014-15<br>Actuals                    | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                            | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|---------------------------------------|--------------------|---|----------------|---|----------------------------|----------------------------|---------------------------|
| <b>ECONOMIC DEVELOPMENT:</b>          |                    |   |                |   |                            |                            |                           |
| 458                                   | 714                | 2,000                                   | 110-15-6465200 | ECON DEVELOPMENT-CITY                     | 17,000                     | 17,000                     | 17,000                    |
| 2,179                                 | 1,850              | 4,544                                   | 110-15-6465300 | ECON DEV MEMBERSHIPS                      | 2,044                      | 2,044                      | 2,044                     |
| 2,000                                 | 2,000              | 4,500                                   | 110-15-6465400 | ECONOMIC DEVELOP.- EMEA                   | 2,500                      | 2,500                      | 2,500                     |
| -                                     | -                  | -                                       | 110-15-6465100 | ECON DEV. CONSORTIUM                      | -                          | -                          | -                         |
| -                                     | -                  | -                                       | 110-15-6465201 | USS RANGER EXPENSES                       | -                          | -                          | -                         |
| -                                     | -                  | 15,000                                  | 110-15-6465202 | ENTERPRISE ZONE ECONOMIC DEVELOPMENT      | 1,000                      | 1,000                      | 1,000                     |
| <b>SPECIAL EVENTS-CITY SPONSORED:</b> |                    |   |                |   |                            |                            |                           |
| 1,000                                 | 1,000              | -                                       | 110-15-6500101 | SPECIAL EVENTS CS- CHILI                  | -                          | -                          | -                         |
| 600                                   | 1,185              | -                                       | 110-15-6500104 | SPECIAL EVENTS CS- EASTER EGG HUNT        | -                          | -                          | -                         |
| 1,002                                 | 2,647              | -                                       | 110-15-6500107 | SPECIAL EVENTS CS- NNO                    | -                          | -                          | -                         |
| 800                                   | 1,120              | -                                       | 110-15-6500102 | SPECIAL EVENT CS-CHRISTMAS TREE LIGHTING  | -                          | -                          | -                         |
| -                                     | -                  | -                                       | 110-15-6500103 | SPECIAL EVENT CS-VETERANS DAY             | -                          | -                          | -                         |
| -                                     | -                  | -                                       | 110-15-6500105 | SPECIAL EVENT CS-BIG TRUCK DAY            | -                          | -                          | -                         |
| 813                                   | 1,923              | -                                       | 110-15-6500106 | SPECIAL EVENT CS- OTHER                   | -                          | -                          | -                         |
| -                                     | -                  | -                                       | 110-15-6500201 | SPECIAL EVENTS DS- CHILI FEST             | -                          | -                          | -                         |
| 635                                   | 1,263              | -                                       | 110-15-6500204 | SPECIAL EVENT- EASTER EGG HUNT            | -                          | -                          | -                         |
| 664                                   | 255                | -                                       | 110-15-6500202 | SPECIAL EVENT DS- CHRISTMAS TREE LIGHTING | -                          | -                          | -                         |
| 2,359                                 | 2,625              | 2,888                                   | 110-15-6520100 | <b>GENERAL LIAB/PROP INSURANCE</b>        | 2,346                      | 2,346                      | 2,346                     |
| 470                                   | 403                | 300                                     | 110-15-6530200 | <b>POSTAGE</b>                            | 308                        | 308                        | 308                       |
| 163                                   | 358                | 415                                     | 110-15-6530300 | <b>TELEPHONE-CH</b>                       | 359                        | 359                        | 359                       |
| -                                     | -                  | -                                       | 110-15-6530400 | <b>WIRELESS TECHNOLOGY</b>                | 480                        | 480                        | 480                       |
| 953                                   | 1,351              | 1,000                                   | 110-15-6540100 | <b>PUBLICATIONS</b>                       | 1,000                      | 1,000                      | 1,000                     |
| 637                                   | 15                 | 638                                     | 110-15-6550100 | <b>PRINTING</b>                           | 638                        | 638                        | 638                       |
| <b>BANK FEES:</b>                     |                    |   |                |   |                            |                            |                           |
| 750                                   | 488                | 295                                     | 110-15-6590100 | BANK FEES                                 | 379                        | 379                        | 379                       |
| 145                                   | 171                | 208                                     | 110-15-6590200 | MERCHANT FEES                             | 366                        | 366                        | 366                       |
| 426                                   | 755                | 863                                     | 110-15-6590300 | CONVENIENCE FEES/CREDIT CARD              | 1,328                      | 1,328                      | 1,328                     |
| <b>SUPPLIES:</b>                      |                    |   |                |   |                            |                            |                           |
| 137                                   | 381                | 1,500                                   | 110-15-6610100 | OFFICE SUPPLIES                           | 1,500                      | 1,500                      | 1,500                     |
| 372                                   | 170                | 1,300                                   | 110-15-6610200 | OPERATING MATERIALS & SUPPLES             | 1,300                      | 1,300                      | 1,300                     |
| 466                                   | 219                | 400                                     | 110-15-6610300 | BLDG SUPP- CITY HALL                      | 554                        | 554                        | 554                       |
| <b>ELECTRIC/GAS:</b>                  |                    |   |                |   |                            |                            |                           |
| 7                                     | 9                  | 20                                      | 110-15-6621100 | GAS/HEAT- CH                              | 22                         | 22                         | 22                        |
| 393                                   | 363                | 1,520                                   | 110-15-6622100 | ELECTRICITY-CH                            | 1,260                      | 1,260                      | 1,260                     |
| -                                     | -                  | 150                                     | 110-15-6626101 | <b>FUEL</b>                               | 150                        | 150                        | 150                       |
| 46                                    | 378                | 320                                     | 110-15-6650100 | <b>DUES/MEMBERSHIPS</b>                   | 320                        | 320                        | 320                       |
| <b>MEETINGS/ERRANDS:</b>              |                    |   |                |   |                            |                            |                           |
| 261                                   | 28                 | 200                                     | 110-15-6580100 | TRAVEL-MEETINGS/ERRANDS                   | 200                        | 200                        | 200                       |
| 32                                    | 121                | 100                                     | 110-15-6630100 | MEETING ATTENDANCE-CD                     | 100                        | 100                        | 100                       |
| 340                                   | 299                | 2,260                                   | 110-15-6650200 | TRAINING & CONF.                          | 1,760                      | 1,760                      | 1,760                     |
| 11                                    | 34                 | 400                                     | 110-15-6630200 | CONF- MEALS/LODGING                       | 500                        | 500                        | 500                       |

|                                    | 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 2017-18  
Approved Budget  
Fund: 110-15 - GF PW Community Services

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                        | Line Item Name          | 2017-18         | 2017-18         | 2017-18           |
|--------------------|--------------------|---|---------------------------------------|-------------------------|-----------------|-----------------|-------------------|
|                    |                    |   |                                       |                         | Proposed Budget | Approved Budget | Adopted<br>Budget |
| -                  | -                  | -                                       | 110-15-6690000                        | CD REFUNDS              | -               | -               | -                 |
| -                  | -                  | 1,000                                   | 110-15-6690601                        | ABATEMENT EXPENSE       | 1,000           | 1,000           | 1,000             |
| -                  | -                  | 4,500                                   | 110-15-6690602                        | VOLUNTEER EVENTS        | 4,500           | 4,500           | 4,500             |
| 594                | 721                | 4,200                                   | 110-15-6690603                        | RECYCLING PROGRAM-METRO | 4,200           | 4,200           | 4,200             |
| <b>45,848</b>      | <b>61,122</b>      | <b>90,977</b>                           | <b>MATERIALS AND SERVICES Total:</b>  |                         | <b>69,001</b>   | <b>69,001</b>   | <b>69,001</b>     |
| 1,000              | 1,500              | 3,300                                   | 110-15-6491603                        | ER CONTRIBUTION         | 593             | 593             | 593               |
| -                  | -                  | 500                                     | 110-15-6740200                        | BLDG EQUIPMENT-CH       | -               | -               | -                 |
| -                  | -                  | 500                                     | 110-15-6740500                        | OFFICE EQUIPMENT        | 500             | 500             | 500               |
| <b>1,000</b>       | <b>1,500</b>       | <b>3,300</b>                            | <b>TRANSFER TO OTHER FUNDS Total:</b> |                         | <b>593</b>      | <b>593</b>      | <b>593</b>        |
| -                  | -                  | <b>1,000</b>                            | <b>CAPITAL OUTLAY Total:</b>          |                         | <b>500</b>      | <b>500</b>      | <b>500</b>        |
| <b>105,058</b>     | <b>173,264</b>     | <b>268,577</b>                          | <b>PW COMM. SRVCS. Total:</b>         |                         | <b>235,062</b>  | <b>235,062</b>  | <b>235,062</b>    |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 1.53</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 2016-17 AND FY 2017-18:**

- In collaboration with Wood Village, a seasonal personnel position is included for watering flower baskets in both Fairview and Wood Village. Wood Village will reimburse Fairview for half of the wages associated with the position.
- The design and construction of improvements at Lakeshore Park has been budgeted in the Park SDC Fund. (BIP 17-015)
- Transfer of \$50,000 to the Facilities Maintenance Fund for Community Center Improvements (Basement water proofing and rebuilding ADA ramp)
- Personnel Costs have increased as we reallocate the expense of Public Works Staff to better represent where they actually spend their time.

| GF-PW Parks and Recreation (110-17) | Account Number | Line Item Description   |
|-------------------------------------|----------------|---|
| WAGES:                              |                | Cost for personnel wages  |
| STAFF                               | 110-17-6110900 | Staff Wages   |
| TEMPORARY HELP                      | 110-17-6120100 | Temporary Help - Typically PW Seasonal (previously included in Staff Line)                      |
| OVERTIME HOURS                      | 110-17-6130100 | Overtime for Staff  |
| CALL OUT PAY                        | 110-17-6130200 | Pay for call out situations   |
| 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                         |
| 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 Assistance and Flexible Spending Account Programs                 |
| 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 contract services  |
| 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 2017-18  
Approved Budget  
Fund: 110-17 - General Fund PW – Parks**

| 2014-15<br>Actuals        | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                  | Line Item Name                          | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|---------------------------|--------------------|---|---------------------------------|---|----------------------------|----------------------------|---------------------------|
| <b>WAGES:</b>             |                    |   |                                 |   |                            |                            |                           |
| 91,611                    | 87,370             | 94,191                                  | 110-17-6110900                  | STAFF                                   | 92,383                     | 92,383                     | 92,383                    |
| -                         | 1,813              | -                                       | 110-17-6120100                  | TEMPORARY HELP                          | 12,681                     | 12,681                     | 12,681                    |
| -                         | 479                | 500                                     | 110-17-6130100                  | OVERTIME                                | 931                        | 931                        | 931                       |
| -                         | 2,531              | -                                       | 110-17-6130200                  | CALL OUT PAY                            | 348                        | 348                        | 348                       |
| <b>BENEFITS:</b>          |                    |   |                                 |   |                            |                            |                           |
| 13                        | 324                | 325                                     | 110-17-6200200                  | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE) | 108                        | 108                        | 108                       |
| 1,650                     | 2,129              | 1,339                                   | 110-17-6200400                  | LONGEVITY                               | 2,332                      | 2,332                      | 2,332                     |
| 115                       | 99                 | 94                                      | 110-17-6210300                  | LIFE INSURANCE                          | 90                         | 90                         | 90                        |
| 381                       | 420                | 488                                     | 110-17-6210400                  | LONG TERM DISAB. INS                    | 466                        | 466                        | 466                       |
| 472                       | 614                | 1,750                                   | 110-17-6290100                  | VACATION BUY-OUT                        | 1,750                      | 1,750                      | 1,750                     |
| <b>H&amp;W/ PERS:</b>     |                    |   |                                 |   |                            |                            |                           |
| 17,967                    | 19,410             | 20,706                                  | 110-17-6210200                  | MEDICAL INSURANCE                       | 22,611                     | 22,611                     | 22,611                    |
| 15,214                    | 18,826             | 18,572                                  | 110-17-6230100                  | PERS/OPSRP- EMPR. PD                    | 24,924                     | 24,924                     | 24,924                    |
| <b>TAXES:</b>             |                    |   |                                 |   |                            |                            |                           |
| 6,825                     | 7,027              | 7,671                                   | 110-17-6220100                  | SOCIAL SECURITY (FICA)                  | 8,061                      | 8,061                      | 8,061                     |
| 632                       | 669                | 737                                     | 110-17-6220200                  | TRI-MET TAX                             | 794                        | 794                        | 794                       |
| 46                        | 47                 | 56                                      | 110-17-6220300                  | WBF ASSESSMENT                          | 91                         | 91                         | 91                        |
| 612                       | 624                | 692                                     | 110-17-6250100                  | UNEMP. INSURANCE                        | 316                        | 316                        | 316                       |
| 42                        | 21                 | 200                                     | 110-17-6200300                  | EMP ASSIST PROGRAM/FSA                  | 430                        | 430                        | 430                       |
| 2,577                     | 3,259              | 3,665                                   | 110-17-6210500                  | WORKERS COMP INSURANCE                  | 3,439                      | 3,439                      | 3,439                     |
| <b>138,157</b>            | <b>145,662</b>     | <b>150,986</b>                          | <b>PERSONAL SERVICES Total:</b> |   | <b>171,755</b>             | <b>171,755</b>             | <b>171,755</b>            |
| 72                        | 25                 | 75                                      | 110-17-6295100                  | AWARDS/ RECOGNITION                     | 150                        | 150                        | 150                       |
| 453                       | 754                | 950                                     | 110-17-6295300                  | UNIFORMS                                | 950                        | 950                        | 950                       |
| <b>CONTRACT SERVICES:</b> |                    |   |                                 |   |                            |                            |                           |
| 811                       | -                  | 5,000                                   | 110-17-6330100                  | CONTRACT SERVICES                       | 5,000                      | 5,000                      | 5,000                     |
|                           | -                  | -                                       | 110-17-6690703                  | PARK PLANNING                           | -                          | -                          | -                         |
| 666                       | 192                | 1,000                                   | 110-17-6310100                  | HR ADMINISTRATION                       | 1,000                      | 1,000                      | 1,000                     |
| 1,411                     | 1,438              | 1,600                                   | 110-17-6330100                  | AUDIT & ACCOUNTING                      | 1,821                      | 1,821                      | 1,821                     |
| 5,963                     | 845                | 4,000                                   | 110-17-6330200                  | LEGAL                                   | 5,000                      | 5,000                      | 5,000                     |
| <b>IT SERVICES:</b>       |                    |   |                                 |   |                            |                            |                           |
| 130                       | 92                 | 100                                     | 110-17-6330500                  | PROPERTY ALARM MONITORING SERVICE       | 97                         | 97                         | 97                        |
| 2,010                     | 2,240              | 3,504                                   | 110-17-6340100                  | IT SERVICES                             | 3,042                      | 3,042                      | 3,042                     |
| 533                       | 719                | 800                                     | 110-17-6340101                  | IT UPGRADES/HARWARE                     | 1,494                      | 1,494                      | 1,494                     |
| 337                       | 316                | 79                                      | 110-17-6340200                  | WEBSITE MANAGEMENT                      | 157                        | 157                        | 157                       |
| 8,712                     | 12,670             | 10,000                                  | 110-17-6362100                  | COMMUNITY CENTER                        | 10,000                     | 10,000                     | 10,000                    |
| 609                       | 437                | 750                                     | 110-17-6362200                  | HESLIN HOUSE                            | 750                        | 750                        | 750                       |
| 116                       | 59                 | 111                                     | 110-17-6421100                  | REFUSE/SHREDDING                        | 100                        | 100                        | 100                       |
| 697                       | 521                | 802                                     | 110-17-6423100                  | BLDG CLEANING SRVCS                     | 896                        | 896                        | 896                       |

| GF-PW Parks and Recreation (110-17) | Account Number | Line Item Description   |
|-------------------------------------|----------------|---|
| REPAIR & MAINTENANCE:               |                | Costs associated with maintaining vehicles, city hall building maint, and maint 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                 |
| 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/MEMBRSHIP                  | 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                      |

**City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 110-17 - General Fund PW – Parks**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                     | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|------------------------------------|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>REPAIR &amp; MAINTENANCE:</b>   |                            |                            |                           |
| 3,092              | 3,701              | 2,500                                   | 110-17-6430100 | VEHICLE REP/MAINT                  | 2,500                      | 2,500                      | 2,500                     |
| 1,965              | 1,366              | 2,000                                   | 110-17-6430200 | BLDG REP/MAINT                     | 2,060                      | 2,060                      | 2,060                     |
| 3,746              | 5,302              | 5,000                                   | 110-17-6430400 | EQUIP REPAIR/MAINT                 | 5,000                      | 5,000                      | 5,000                     |
| 1,694              | 1,458              | 3,300                                   | 110-17-6442100 | <b>EQUIP RENT</b>                  | 2,632                      | 2,632                      | 2,632                     |
| 3,145              | 3,500              | 3,850                                   | 110-17-6520100 | <b>GENERAL LIAB/PROP INSURANCE</b> | 3,128                      | 3,128                      | 3,128                     |
| 457                | 400                | 500                                     | 110-17-6530200 | <b>POSTAGE</b>                     | 513                        | 513                        | 513                       |
|                    |                    |   |                | <b>TELEPHONE/WIRELESS:</b>         |                            |                            |                           |
| 325                | 794                | 820                                     | 110-17-6530300 | TELEPHONE- CH                      | 710                        | 710                        | 710                       |
| 1,598              | 1,058              | 1,150                                   | 110-17-6530301 | TELEPHONE- CITY SHOPS              | 1,250                      | 1,250                      | 1,250                     |
| 316                | 584                | 626                                     | 110-17-6530400 | WIRELESS TECHNOLOGY                | 1,434                      | 1,434                      | 1,434                     |
| 41                 | -                  | 150                                     | 110-17-6540100 | <b>PUBLICATIONS</b>                | 150                        | 150                        | 150                       |
| 534                | -                  | 100                                     | 110-17-6550100 | <b>PRINTING</b>                    | 100                        | 100                        | 100                       |
|                    |                    |   |                | <b>BANK FEES:</b>                  |                            |                            |                           |
| 750                | 526                | 331                                     | 110-17-6590100 | BANK FEES                          | 425                        | 425                        | 425                       |
| 193                | 228                | 237                                     | 110-17-6590200 | MERCHANT FEES                      | 417                        | 417                        | 417                       |
| 176                | 135                | 400                                     | 110-17-6590300 | CONVENIENCE FEES/CREDIT CARD       | 616                        | 616                        | 616                       |
|                    |                    |   |                | <b>SUPPLIES:</b>                   |                            |                            |                           |
| 913                | 1,061              | 1,000                                   | 110-17-6610100 | OFFICE SUPPLIES                    | 1,000                      | 1,000                      | 1,000                     |
| 1,815              | 1,445              | 2,000                                   | 110-17-6610200 | OPERATING MATERIALS & SUPPLES      | 25,000                     | 25,000                     | 25,000                    |
| 278                | 219                | 325                                     | 110-17-6610300 | BLDG SUPP- CITY HALL               | 450                        | 450                        | 450                       |
| 152                | -                  | -                                       | 110-17-6610400 | BLDG SUPP- CITY SHOPS              | -                          | -                          | -                         |
| 1,646              | 2,069              | 2,400                                   | 110-17-6665100 | <b>SMALL TOOLS/MINOR EQUIP</b>     | 8,400                      | 8,400                      | 8,400                     |
|                    |                    |   |                | <b>ELECTRIC/GAS:</b>               |                            |                            |                           |
| 81                 | 99                 | 140                                     | 110-17-6621100 | GAS/HEAT- CH                       | 155                        | 155                        | 155                       |
| 161                | 139                | 120                                     | 110-17-6621101 | GAS/HEAT- CITY SHOPS               | 150                        | 150                        | 150                       |
| 7,552              | 6,830              | 5,888                                   | 110-17-6622100 | ELECTRICITY-CH                     | 4,883                      | 4,883                      | 4,883                     |
| 787                | 997                | 1,100                                   | 110-17-6622101 | ELECTRICITY- CITY SHOPS            | 1,100                      | 1,100                      | 1,100                     |
| 2,393              | 1,660              | 4,000                                   | 110-17-6626101 | <b>FUEL</b>                        | 4,000                      | 4,000                      | 4,000                     |
| 338                | 2,069              | 5,000                                   | 110-17-6650100 | <b>DUES/SUB/MEMBRSHIP</b>          | 2,500                      | 2,500                      | 2,500                     |
|                    |                    |   |                | <b>MEETINGS/ERRANDS:</b>           |                            |                            |                           |
| -                  | -                  | 100                                     | 110-17-6580100 | TRAVEL-MEETINGS/ERRANDS STAFF      | 100                        | 100                        | 100                       |
| 14                 | -                  | 75                                      | 110-17-6630100 | MEETING ATTENDANCE DIRECTOR        | -                          | -                          | -                         |
| 470                | 368                | 1,000                                   | 110-17-6650200 | <b>TRAINING &amp; CONF</b>         | 385                        | 385                        | 385                       |
| 243                | 121                | 400                                     | 110-17-6630200 | <b>CONF- MEALS/LODGING</b>         | 400                        | 400                        | 400                       |

| 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.   |
| TRANS TO FACILITY MAINT FUND        | 110-17-6491144 | Transfer to Facilities Maint Fund for maintenance of City facilities   |
| PARK IMPROVEMENTS                   | 110-17-6730100 | Cost for park improvements   |
| PARK BENCH PROGRAM                  | 110-17-6730106 | Costs associated with the Park Bench Program                           |
| 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 2017-18  
Approved Budget  
Fund: 110-17 - General Fund PW – Parks

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                        | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---------------------------------------|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>PARK MAINTENANCE:</b>              |                            |                            |                           |
| 44,355             | 49,481             | 40,900                                  | 110-17-6690701 | PARK MAINTENANCE                      | 25,000                     | 25,000                     | 25,000                    |
| -                  | -                  | 1,000                                   | 110-17-6690705 | TREE MANAGEMENT                       | 2,000                      | 2,000                      | 2,000                     |
| -                  | -                  | 500                                     | 110-17-6690709 | GRAFITTI REMOVAL                      | 500                        | 500                        | 500                       |
| <b>101,749</b>     | <b>105,918</b>     | <b>115,683</b>                          |                | <b>MATERIALS AND SERVICES Total:</b>  | <b>127,415</b>             | <b>127,415</b>             | <b>127,415</b>            |
| 1,775              | 1,775              | 16,800                                  | 110-17-6491604 | ER CONTRIBUTION                       | 593                        | 593                        | 593                       |
| -                  | -                  | -                                       | 110-17-6491800 | GRANT MATCH                           | -                          | -                          | -                         |
| -                  | -                  | 10,000                                  | 110-17-6491144 | TRANS TO FACILITY MAINT FUND          | -                          | -                          | -                         |
| 37,800             | 14,387             | 51,809                                  | 110-17-6730100 | PARK IMPROVEMENTS                     | -                          | -                          | -                         |
| 1,397              | 758                | -                                       | 110-17-6730106 | PARK BENCH PROGRAM                    | -                          | -                          | -                         |
| 9,550              | 5,708              | -                                       | 110-17-6720101 | COMMUNITY CENTER MAINT/IMPROVEMENTS   | -                          | -                          | -                         |
| 886                | 17,655             | 1,000                                   | 110-17-6720104 | HESLIN HOUSE MAINT/ IMPROVEMENTS      | -                          | -                          | -                         |
| -                  | -                  | 500                                     | 110-17-6740100 | EQUIPMENT                             | -                          | -                          | -                         |
| -                  | -                  | 500                                     | 110-17-6740200 | BLDG EQUIPMENT- CH                    | -                          | -                          | -                         |
| <b>1,775</b>       | <b>1,775</b>       | <b>26,800</b>                           |                | <b>TRANSFER TO OTHER FUNDS Total:</b> | <b>593</b>                 | <b>593</b>                 | <b>593</b>                |
| <b>49,633</b>      | <b>38,508</b>      | <b>53,809</b>                           |                | <b>CAPITAL OUTLAY Total:</b>          | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |
| <b>291,314</b>     | <b>291,863</b>     | <b>347,278</b>                          |                | <b>PW – Parks Total:</b>              | <b>299,763</b>             | <b>299,763</b>             | <b>299,763</b>            |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL</b>                | <b><a href="mailto:youngn@ci.fairview.or.us">youngn@ci.fairview.or.us</a></b> |

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

No longer a department in the General fund. With the implementation of the two (2) Cities Recreation program we have a new Fund (#118) so we can restrict the revenue to the purpose of the Department.

| GF-Recreation (110-18)             | Account Number | Line Item Description   |
|------------------------------------|----------------|---|
| WAGES:                             |                | Cost for personnel wages  |
| STAFF                              | 110-18-6110900 | Staff Wages   |
| TEMPORARY HELP                     | 110-18-6120100 | Temporary Help  |
| OVERTIME HOURS                     | 110-18-6130100 | Overtime for Staff  |
| CALL OUT PAY                       | 110-18-6130200 | Pay for call-out situations   |
| BENEFITS:                          |                | Cost for employee benefits as determined by contracts and Employee Manual                 |
| CELL PHONE ALLOWANCE               | 110-18-6200200 | Staff Cell Phone Allowances   |
| LONGEVITY PAY                      | 110-18-6200400 | Longevity Pay per Employee Manual   |
| LIFE INSURANCE                     | 110-18-6210300 | Life Insurance Benefit per Employee Manual  |
| LONG TERM DISAB. INS               | 110-18-6210400 | LTD Insurance Benefit per Employee Manual   |
| VACATION BUY-OUT                   | 110-18-6290100 | Vacation Buy-Out per Employee Manual  |
| H&W/ PERS:                         |                | Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs                   |
| MEDICAL INSURANCE                  | 110-18-6210200 | Medical Insurance (includes medical/dental/vision)  |
| PERS/OPSRP- EMPR. PD               | 110-18-6230100 | 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)             | 110-18-6220100 | Social Security Tax   |
| TRI-MET TAX                        | 110-18-6220200 | Tri-Met Tax   |
| WBF ASSESSMENT                     | 110-18-6220300 | Workers Benefit Fund Assessment   |
| UNEMP. INSURANCE                   | 110-18-6250100 | Unemployment Insurance Assessment   |
| EMP ASSIST PROGRAM/FSA             | 110-18-6200300 | Costs to provide the Employee Assistance and Flexible Spending Account Programs           |
| WORKERS COMP INSURANCE             | 110-18-6210500 | Workers' Compensation Insurance expense   |
| HR ADMINISTRATION                  | 110-18-6310100 | Allocated: HR-related expenses - some expenses directly related are not allocated         |
| BUS TRANSPORTATION                 | 110-18-6442200 | Bus Transportation associated with the Recreation Program                                 |
| FISHING DERBY                      | 110-18-6500210 | Costs associated with Fishing Derby   |
| COMMUNITY MOVIE NIGHTS             | 110-18-6500211 | Costs associated with Community Movie Nights  |
| GENERAL LIAB/PROP INSURANCE        | 110-18-6520100 | Allocated: Property, General Liability, and Auto Insurance                                |
| POSTAGE                            | 110-18-6530200 | Cost for mailing recreation catalog   |
| PRINTING                           | 110-18-6550100 | Costs for professional printing of recreation catalog                                     |
| OPERATING MATERIALS & SUPPLES      | 110-18-6610200 | Operating Materials and Supplies associated with the Recreation Program                   |
| RECREATION REGISTRATION ASSISTANCE | 110-18-6690230 | Assistance Program for Registration Costs   |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 110-18 - Recreation

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                          | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>WAGES:</b>                           |                            |                            |                           |
| -                  | -                  | 10,063                                  | 110-18-6110900 | STAFF                                   | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-18-6120100 | TEMPORARY HELP                          | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-18-6130100 | OVERTIME                                | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-18-6130200 | CALL OUT PAY                            | -                          | -                          | -                         |
|                    |                    |   |                | <b>BENEFITS:</b>                        |                            |                            |                           |
| -                  | -                  | -                                       | 110-18-6200200 | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE) | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-18-6200400 | LONGEVITY                               | -                          | -                          | -                         |
| -                  | -                  | 4                                       | 110-18-6210300 | LIFE INSURANCE                          | -                          | -                          | -                         |
| -                  | -                  | 17                                      | 110-18-6210400 | LONG TERM DISAB. INS                    | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-18-6290100 | VACATION BUY-OUT                        | -                          | -                          | -                         |
|                    |                    |   |                | <b>H&amp;W/ PERS:</b>                   |                            |                            |                           |
| -                  | -                  | 2,402                                   | 110-18-6210200 | MEDICAL INSURANCE                       | -                          | -                          | -                         |
| -                  | -                  | 1,510                                   | 110-18-6230100 | PERS/OPSRP- EMPR. PD                    | -                          | -                          | -                         |
|                    |                    |   |                | <b>TAXES:</b>                           |                            |                            |                           |
| -                  | -                  | 752                                     | 110-18-6220100 | SOCIAL SECURITY (FICA)                  | -                          | -                          | -                         |
| -                  | -                  | 74                                      | 110-18-6220200 | TRI-MET TAX                             | -                          | -                          | -                         |
| -                  | -                  | 4                                       | 110-18-6220300 | WBF ASSESSMENT                          | -                          | -                          | -                         |
| -                  | -                  | 30                                      | 110-18-6250100 | UNEMP. INSURANCE                        | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-18-6200300 | EMP ASSIST PROGRAM/FSA                  | -                          | -                          | -                         |
| -                  | -                  | 322                                     | 110-18-6210500 | WORKERS COMP INSURANCE                  | -                          | -                          | -                         |
| -                  | -                  | <b>15,178</b>                           |                | <b>PERSONAL SERVICES Total:</b>         | -                          | -                          | -                         |
| -                  | -                  | 100                                     | 110-18-6310100 | HR ADMINISTRATION                       | -                          | -                          | -                         |
| -                  | -                  | 200                                     | 110-18-6442200 | BUS TRANSPORTATION                      | -                          | -                          | -                         |
| -                  | -                  | 1,000                                   | 110-18-6500210 | FISHING DERBY                           | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-18-6500211 | COMMUNITY MOVIE NIGHTS                  | -                          | -                          | -                         |
| -                  | -                  | 500                                     | 110-18-6520100 | GENERAL LIAB/PROP INSURANCE             | -                          | -                          | -                         |
| -                  | 933                | 3,000                                   | 110-18-6530200 | POSTAGE - RECREATION                    | -                          | -                          | -                         |
| -                  | 543                | 2,525                                   | 110-18-6550100 | PRINTING - RECREATION                   | -                          | -                          | -                         |
| -                  | -                  | 300                                     | 110-18-6610200 | OPERATING MATERIALS & SUPPLES           | -                          | -                          | -                         |
| -                  | -                  | 1,000                                   | 110-18-6690230 | RECREATION REGISTRATION ASSISTANCE      | -                          | -                          | -                         |
| -                  | <b>1,476</b>       | <b>8,625</b>                            |                | <b>MATERIALS AND SERVICES Total:</b>    | -                          | -                          | -                         |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                               |   |
|-------------------------------|---|
| <b>FUND/ FUND NUMBER:</b>     | <b>General Fund 110</b>   |
| <b>DEPARTMENT:</b>            | <b>Police 20</b>  |
| <b>DEPARTMENT DIRECTOR:</b>   | <b>Eric “Harry” Smith</b>   |
| <b>DIRECTOR PHONE NUMBER:</b> | <b>(503) 674-6200</b>   |
| <b>DIRECTOR EMAIL:</b>        | <b><a href="mailto:smithh@ci.fairview.or.us">smithh@ci.fairview.or.us</a></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 2016-17 AND FY 2017-18:**

- The Adopted FY 2017-18 budget is presented with the expectation that the City will maintain its own stand-alone Police Department (BIP 17-011A). Consolidation of the Fairview Police Department with the Multnomah County Sheriff’s Office is currently under consideration. If consolidation does occur, an amended Police Services budget will be presented to Council for adoption.

| 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                            |
| UNIFORM REIMBURSEMENT             | 110-20-6295600 | Annual Uniform Reimbursement Cost  |
| 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                              |
| MEDICAL INSURANCE                 | 110-20-6210200 | Medical Insurance (includes medical/dental/vision)   |
| PERS/OPSRP- EMPR. 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 Assistance and Flexible Spending Account Programs                      |
| 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 SERCVICES                | 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  
Fiscal Year 2016-17  
Approved Budget  
Fund: 110-20 - General Fund Public Safety**

| 2014-15<br>Actuals                    | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                  | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|---------------------------------------|--------------------|---|---------------------------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>WAGES:</b>                         |                    |   |                                 |                                   |                            |                            |                           |
| 1,159,466                             | 1,146,346          | 1,201,256                               | 110-20-6110900                  | STAFF                             |                            | 1,265,817                  | 1,265,817                 |
| 78,251                                | 74,760             | 77,150                                  | 110-20-6130100                  | OVERTIME HOURS                    |                            | 96,000                     | 96,000                    |
| 2,800                                 | 7,200              | 7,200                                   | 110-20-6130400                  | ON CALL PAY- SGTS                 |                            | 7,200                      | 7,200                     |
| 3,170                                 | 450                | 2,000                                   | 110-20-6130500                  | FTO PAY                           |                            | 2,000                      | 2,000                     |
| <b>BENEFITS:</b>                      |                    |   |                                 |                                   |                            |                            |                           |
| 304                                   | 224                | 608                                     | 110-20-6200200                  | CELL PHONE ALLOWANCE              |                            | 900                        | 900                       |
| 11,755                                | 17,356             | 13,800                                  | 110-20-6200400                  | LONGEVITY PAY                     |                            | 13,800                     | 13,800                    |
| 16,009                                | 29,255             | 33,862                                  | 110-20-6200500                  | CERTIFICATION PAY                 |                            | 30,755                     | 30,755                    |
| 2,782                                 | 3,566              | 3,200                                   | 110-20-6295600                  | UNIFORM REIMBURSEMENT             |                            | 2,800                      | 2,800                     |
| 1,884                                 | 1,505              | 1,326                                   | 110-20-6210300                  | LIFE INSURANCE                    |                            | 1,350                      | 1,350                     |
| 5,724                                 | 5,778              | 6,122                                   | 110-20-6210400                  | LONG TERM DISAB. INS              |                            | 6,233                      | 6,233                     |
| 13,540                                | 25,948             | 24,000                                  | 110-20-6290100                  | VACATION BUY-OUT                  |                            | 25,000                     | 25,000                    |
| <b>H&amp;W/ PERS:</b>                 |                    |   |                                 |                                   |                            |                            |                           |
| 230,026                               | 226,670            | 239,369                                 | 110-20-6210200                  | MEDICAL INSURANCE                 |                            | 266,019                    | 266,019                   |
| 230,626                               | 244,474            | 260,657                                 | 110-20-6230100                  | PERS/OPSRP- EMPR. PD              |                            | 334,910                    | 334,910                   |
| <b>TAXES:</b>                         |                    |   |                                 |                                   |                            |                            |                           |
| 95,748                                | 97,283             | 99,902                                  | 110-20-6220100                  | SOCIAL SECURITY (FICA)            |                            | 98,318                     | 98,318                    |
| 9,059                                 | 9,257              | 9,581                                   | 110-20-6220200                  | TRI-MET TAX                       |                            | 9,687                      | 9,687                     |
| 579                                   | 549                | 630                                     | 110-20-6220300                  | WBF ASSESSMENT                    |                            | 524                        | 524                       |
| 8,762                                 | 8,644              | 9,141                                   | 110-20-6250100                  | UNEMP. INSURANCE                  |                            | 3,856                      | 3,856                     |
| 897                                   | 696                | 1,000                                   | 110-20-6200300                  | EMP ASSIST PROGRAM/FSA            |                            | 1,150                      | 1,150                     |
| 24,223                                | 30,638             | 33,702                                  | 110-20-6210500                  | WORKERS COMP INSURANCE            |                            | 41,952                     | 41,952                    |
| <b>1,895,605</b>                      | <b>1,930,599</b>   | <b>2,024,508</b>                        | <b>PERSONAL SERVICES Total:</b> |                                   | <b>-</b>                   | <b>2,208,271</b>           | <b>2,208,271</b>          |
| 1,382                                 | 164                | 2,000                                   | 110-20-6295100                  | AWARDS/ RECOGNITION               | -                          | 2,000                      | 2,000                     |
| <b>UNIFORMS-REPAIR &amp; REPLACE:</b> |                    |   |                                 |                                   |                            |                            |                           |
| 1,857                                 | 3,727              | 11,000                                  | 110-20-6295300                  | UNIFORMS-REPLACEMENT              | -                          | 11,000                     | 11,000                    |
| 3,031                                 | 3,349              | 4,250                                   | 110-20-6295400                  | UNIFORMS- MAINT                   | -                          | 4,250                      | 4,250                     |
| 865                                   | -                  | -                                       | 110-20-6295500                  | UNIFORMS-NEW HIRE                 | -                          | -                          | -                         |
| 57,450                                | 32,400             | 24,300                                  | 110-20-6300100                  | CONTRACT SERVICES                 | 2,247,993                  | -                          | -                         |
| 1,443                                 | 7,740              | -                                       | 110-20-6300103                  | RED LIGHT CAMERA EXPENSE          | -                          | -                          | -                         |
| 7,759                                 | 2,236              | 5,000                                   | 110-20-6310100                  | HR ADMINISTRATION                 | -                          | 7,000                      | 7,000                     |
| 7,631                                 | 7,908              | 8,800                                   | 110-20-6330100                  | AUDIT & ACCOUNTING                | -                          | 9,000                      | 9,000                     |
|                                       | 22,985             | 25,000                                  | 110-20-6330200                  | LEGAL                             | -                          | 23,000                     | 23,000                    |
| <b>IT SERVICES:</b>                   |                    |   |                                 |                                   |                            |                            |                           |
| 72                                    | 111                | 115                                     | 110-20-6330500                  | PROPERTY ALARM MONITORING SERVICE | 111                        | 111                        | 111                       |
| 19,133                                | 20,991             | 28,030                                  | 110-20-6340100                  | IT SERVICES                       | -                          | 28,000                     | 28,000                    |
| 7,036                                 | 4,386              | 12,750                                  | 110-20-6340101                  | IT UPGRADES/HARWARE               | -                          | 12,750                     | 12,750                    |
| 1,093                                 | 1,140              | 1,698                                   | 110-20-6340200                  | WEBSITE MANAGEMENT                | -                          | 2,225                      | 2,225                     |
| 733                                   | 516                | 1,216                                   | 110-20-6421100                  | REFUSE/SHREDDING                  | -                          | 1,000                      | 1,000                     |
| 9,380                                 | 7,228              | 9,274                                   | 110-20-6423100                  | BLDG CLEANING SRVCS               | 11,060                     | 11,060                     | 11,060                    |

| GF- Police (110-20)            | Account Number | Line Item Description   |
|--------------------------------|----------------|---|
| REPAIR & MAINTENANCE:          |                | Costs associated with maintaining police vehicles, city hall building maint., maint. of necessary equip |
| 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                 |
| 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 staff travel to attend meetings and complete errands   |
| 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 2017-18  
Approved Budget  
Fund: 110-20 - General Fund Public Safety**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                       | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--------------------------------------|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>REPAIR &amp; MAINTENANCE:</b>     |                            |                            |                           |
| 20,870             | 15,137             | 21,000                                  | 110-20-6430100 | VEHICLE REP/MAINT                    | -                          | 21,000                     | 21,000                    |
| 6,328              | 11,841             | 17,000                                  | 110-20-6430200 | BLDG REP/MAINT                       | 17,510                     | 17,169                     | 17,169                    |
| -                  | 906                | 500                                     | 110-20-6430300 | OFFICE EQUIP REP/MAIN                | -                          | 500                        | 500                       |
| -                  | 317                | 1,000                                   | 110-20-6430400 | EQUIP REPAIR/MAINT                   | -                          | 1,000                      | 1,000                     |
| 180                | 300                | 1,000                                   | 110-20-6430401 | RADIO/MDC REPAIR/MAINT               | -                          | 1,000                      | 1,000                     |
|                    |                    |   |                | <b>EQUIPMENT &amp; VEHICLE RENT:</b> |                            |                            |                           |
| 3,974              | 1,711              | 3,400                                   | 110-20-6442100 | EQUIP RENT                           | -                          | 8,900                      | 8,900                     |
| 7,848              | 6,008              | 4,900                                   | 110-20-6442101 | EQUIP RENT- VEHICLES                 | -                          | 3,500                      | 3,500                     |
| 17,299             | 19,252             | 21,178                                  | 110-20-6520100 | <b>GENERAL LIAB/PROP INSURANCE</b>   | -                          | 21,216                     | 21,216                    |
| 24                 | 74                 | 100                                     | 110-20-6530100 | CABLE TV                             | 90                         | 90                         | 90                        |
| 1,148              | 1,047              | 750                                     | 110-20-6530200 | POSTAGE                              | -                          | 1,620                      | 1,620                     |
| 12,123             | 3,999              | 5,400                                   | 110-20-6530300 | TELEPHONE- CH                        | 4,673                      | 4,673                      | 4,673                     |
| 122                | 33                 | 100                                     | 110-20-6540100 | PUBLICATIONS                         | -                          | 100                        | 100                       |
| 70                 | 352                | 550                                     | 110-20-6550100 | PRINTING                             | -                          | 1,000                      | 1,000                     |
|                    |                    |   |                | <b>BANK FEES:</b>                    |                            |                            |                           |
| 2,627              | 2,379              | 2,361                                   | 110-20-6590100 | BANK FEES                            | -                          | 1,800                      | 1,800                     |
| 1,060              | 1,254              | 1,187                                   | 110-20-6590200 | MERCHANT FEES                        | -                          | 1,600                      | 1,600                     |
| 1,836              | 2,673              | 3,701                                   | 110-20-6590300 | CONVENIENCE FEES/CREDIT CARD         | -                          | 3,856                      | 3,856                     |
|                    |                    |   |                | <b>SUPPLIES:</b>                     |                            |                            |                           |
| 4,025              | 3,440              | 4,800                                   | 110-20-6610100 | OFFICE SUPPLIES                      | -                          | 4,800                      | 4,800                     |
| 1,820              | 5,547              | 3,000                                   | 110-20-6610200 | OPERATING MATERIALS & SUPPLES        | -                          | 5,000                      | 5,000                     |
| 2,055              | 1,888              | 2,500                                   | 110-20-6610300 | BLDG SUPP- CITY HALL                 | -                          | 2,500                      | 2,500                     |
|                    |                    |   |                | <b>ELECTRIC/GAS:</b>                 |                            |                            |                           |
| 101                | 124                | 200                                     | 110-20-6621100 | GAS/HEAT- CH                         | 221                        | 221                        | 221                       |
| 5,937              | 5,451              | 17,844                                  | 110-20-6622100 | ELECTRICITY-CH                       | 14,797                     | 14,797                     | 14,797                    |
| 669                | -                  | -                                       | 110-20-6622102 | ELECTRICITY- RED LIGHT CAMERAS       | -                          | -                          | -                         |
| 30,140             | 21,845             | 35,000                                  | 110-20-6626101 | FUEL                                 | -                          | 30,000                     | 30,000                    |
| 520                | 418                | 1,205                                   | 110-20-6650100 | DUES/SUB/MEMBRSHIP                   | -                          | 1,250                      | 1,250                     |
|                    |                    |   |                | <b>MEETINGS/ERRANDS:</b>             |                            |                            |                           |
| 240                | 54                 | 100                                     | 110-20-6580100 | TRAVEL-MEETINGS/ERRANDS              | -                          | 100                        | 100                       |
| 88                 | 17                 | 100                                     | 110-20-6630100 | MEETING ATTENDANCE-CP                | -                          | 100                        | 100                       |
| 8,717              | 14,189             | 14,250                                  | 110-20-6650200 | <b>TRAINING &amp; CONF.</b>          | -                          | 14,250                     | 14,250                    |
| 2,308              | 775                | 5,835                                   | 110-20-6630200 | <b>CONF- MEALS/LODGING</b>           | -                          | 5,835                      | 5,835                     |
| 4,650              | 6,500              | 4,650                                   | 110-20-6690901 | <b>COMMUNITY SUPPORT</b>             | -                          | 1,000                      | 1,000                     |
| 1,050              | 1,050              | 1,100                                   | 110-20-6690906 | <b>ACCREDITATION</b>                 | -                          | 1,100                      | 1,100                     |
| 2,450              | 2,500              | 2,500                                   | 110-20-6690907 | <b>LEXIPOL- POICY UPDATES</b>        | -                          | 5,000                      | 5,000                     |
| 2,172              | 987                | 5,000                                   | 110-20-6690930 | <b>CRIME PREVENTION</b>              | -                          | 3,000                      | 3,000                     |
| 1,984              | 1,702              | 2,000                                   | 110-20-6690934 | <b>EVIDENCE MANAGEMENT</b>           | -                          | 2,000                      | 2,000                     |
| 1,776              | 100                | 2,000                                   | 110-20-6690935 | <b>INVESTIGATE/CRIME</b>             | -                          | 2,000                      | 2,000                     |
| 4,266              | 4,421              | 4,576                                   | 110-20-6690920 | <b>COUNTY BOOKING FEE</b>            | -                          | 4,517                      | 4,517                     |

| 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  
Fiscal Year 2017-18  
Approved Budget  
Fund: 110-20 - General Fund Public Safety

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget | Account Number                        | Line Item Name                 | 2017-18          | 2017-18          | 2017-18 Adopted  |
|--------------------|--------------------|------------------------------|---------------------------------------|--------------------------------|------------------|------------------|------------------|
|                    |                    | Amended                      |                                       |                                | Proposed Budget  | Approved Budget  | Budget           |
| 1,290              | 9,741              | 7,724                        | 110-20-6690933                        | FIREARMS                       | -                | 7,000            | 7,000            |
| -                  | -                  | 225                          | 110-20-6690940                        | POLICE RESERVE EXPENSES        | -                | 250              | 250              |
| 7,025              | 4,422              | 2,100                        | 110-20-6690950                        | TRAFFIC SAFETY                 | -                | 2,100            | 2,100            |
| 26,780             | 24,164             | 20,100                       | 110-20-6690959                        | RADIO COMMUNICATIONS           | -                | 22,110           | 22,110           |
| 13,881             | 15,132             | 16,904                       | 110-20-6690960                        | RECORDS MANAGEMENT SYSTEMS     | -                | 18,244           | 18,244           |
| 6,396              | 10,235             | 8,000                        | 110-20-6690961                        | WIRELESS TECHNOLOGY- PD        | -                | 12,000           | 12,000           |
| -                  | -                  | -                            | 110-20-6690963                        | T1 LINE                        | -                | -                | -                |
| -                  | -                  | -                            | 110-20-6690937                        | JAG GRANT                      | -                | -                | -                |
| 516                | 788                | 1,000                        | 110-20-6690938                        | PD DONATIONS- DESIGNATED       | -                | -                | -                |
| -                  | -                  | -                            | 110-20-6690940                        | OPERATIONAL GRANTS- FEDERAL    | -                | -                | -                |
| -                  | -                  | -                            | 110-20-6690939                        | ST. HOMELAND SECURITY GRANTS   | -                | -                | -                |
| -                  | -                  | -                            | 110-20-6690931                        | CRIME PREVENTION- TARGET GRANT | -                | -                | -                |
| -                  | 1,000              | 1,000                        | 110-20-6690932                        | SHOP W/COP                     | -                | 1,000            | 1,000            |
| -                  | -                  | -                            | 110-20-6690000                        | PD DEPT- ALARM REFUNDS         | -                | -                | -                |
| <b>325,230</b>     | <b>318,653</b>     | <b>381,273</b>               | <b>MATERIALS AND SERVICES Total:</b>  |                                | <b>2,296,455</b> | <b>360,594</b>   | <b>360,594</b>   |
| 40,000             | -                  | 40,000                       | 110-20-6491605                        | ER CONTRIB                     | -                | -                | -                |
| -                  | -                  | 1,950                        | 110-20-6720100                        | BUILDING IMPROVEMENTS          | -                | -                | -                |
| -                  | 65,804             | 5,000                        | 110-20-6720102                        | TRAFFIC SAFETY/POLICE EQUIP    | -                | 5,000            | 5,000            |
| 9,814              | 543                | 48,800                       | 110-20-6740100                        | EQUIPMENT                      | -                | 62,000           | 62,000           |
| 1,200              | -                  | 1,000                        | 110-20-6740200                        | BLDG EQUIPMENT- CH             | -                | -                | -                |
| 365                | 623                | 1,200                        | 110-20-6740500                        | OFFICE EQUIPMENT               | -                | -                | -                |
| <b>40,000</b>      | <b>-</b>           | <b>40,000</b>                | <b>TRANSFER TO OTHER FUNDS Total:</b> |                                | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>11,379</b>      | <b>66,970</b>      | <b>57,950</b>                | <b>CAPITAL OUTLAY Total:</b>          |                                | <b>-</b>         | <b>67,000</b>    | <b>67,000</b>    |
| <b>2,272,214</b>   | <b>2,316,221</b>   | <b>2,503,730</b>             | <b>POLICE DEPARTMENT Total:</b>       |                                | <b>2,296,455</b> | <b>2,635,865</b> | <b>2,635,865</b> |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                               |   |
|-------------------------------|---|
| <b>FUND/ FUND NUMBER:</b>     | <b>General Fund 110</b>   |
| <b>DEPARTMENT:</b>            | <b>Fire/BOEC/EM 25</b>  |
| <b>DEPARTMENT DIRECTOR:</b>   | <b>Nolan Young</b>  |
| <b>DIRECTOR PHONE NUMBER:</b> | <b>(503) 674-6221</b>   |
| <b>DIRECTOR EMAIL:</b>        | <a href="mailto:youngn@ci.fairview.or.us"><u>youngn@ci.fairview.or.us</u></a> |

**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 2016-17 AND FY 2017-18:**

- The Personnel Cost (a portion of the Police Chief's salary) will no longer be charged to this department. With consolidation of our Police Department with MCSO the City Administrator will assume management of the two contracts (Fire and Dispatch) included in this budget.
- The contract with City of Gresham for fire services includes a change in methodology for determining expenses in FY2017-18. The contract expense is now based on increase in personnel costs. There is a cap on the annual increase of 4.5%. Cost went up 4.5%.
- The BOEC contract did not increase in FY 2016-17. We have budgeted an 11% increase in FY 2017-18.

| 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                   |
| 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 2017-18  
Approved Budget  
Fund: 110-25 - General Fund FIRE/BOEC/EM

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                                     | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--|----------------------------|----------------------------|---------------------------|
| 10,341             | 5,381              | 7,148                                   | 110-25-6110900 | <b>WAGES:</b><br>STAFF                             | -                          | -                          | -                         |
| 34                 | 25                 | 68                                      | 110-25-6200200 | <b>BENEFITS:</b><br>CELL PHONE ALLOWANCE-EMPLOYEES | -                          | -                          | -                         |
| 120                | 108                | -                                       | 110-25-6200400 | LONGEVITY PAY                                      | -                          | -                          | -                         |
| 88                 | 73                 | 215                                     | 110-25-6200500 | CERTIFICATION PAY                                  | -                          | -                          | -                         |
| 13                 | 3                  | 15                                      | 110-25-6210300 | LIFE INSURANCE                                     | -                          | -                          | -                         |
| 46                 | 12                 | 35                                      | 110-25-6210400 | LONG TERM DISAB. INS                               | -                          | -                          | -                         |
| -                  | 1,450              | 200                                     | 110-25-6290100 | VACATION BUY-OUT                                   | -                          | -                          | -                         |
| 1,291              | 323                | 1,015                                   | 110-25-6210200 | <b>H&amp;W/ PERS:</b><br>MEDICAL INSURANCE         | -                          | -                          | -                         |
| 1,873              | 587                | 1,584                                   | 110-25-6230100 | PERS/OPSRP- EMPR. PD                               | -                          | -                          | -                         |
| 751                | 532                | 796                                     | 110-25-6220100 | <b>TAXES:</b><br>SOCIAL SECURITY (FICA)            | -                          | -                          | -                         |
| 71                 | 50                 | 60                                      | 110-25-6220200 | TRI-MET TAX  | -                          | -                          | -                         |
| 3                  | 1                  | 5                                       | 110-25-6220300 | WBF ASSESSMENT                                     | -                          | -                          | -                         |
| 69                 | 49                 | 52                                      | 110-25-6250100 | UNEMP. INSURANCE                                   | -                          | -                          | -                         |
| -                  | -                  | -                                       | 110-25-6210500 | <b>WORKERS COMP INSURANCE</b>                      | -                          | -                          | -                         |
| <b>14,700</b>      | <b>8,593</b>       | <b>11,193</b>                           |                | <b>PERSONAL SERVICES Total:</b>                    | -                          | -                          | -                         |
| -                  | 6,771              | 2,700                                   | 110-25-6300100 | <b>CONTRACT SERVICES</b>                           | -                          | -                          | 3,300                     |
| -                  | -                  | -                                       | 110-25-6430400 | <b>EQUIPMENT REPAIR/MAINT</b>                      | -                          | -                          | -                         |
| 185,548            | 199,082            | 205,000                                 | 110-25-6690924 | <b>BOEC CONTRACT COSTS</b>                         | 227,550                    | 227,550                    | 227,550                   |
| 837,104            | 913,044            | 1,023,516                               | 110-25-6690925 | <b>FIRE CONTRACT COSTS</b>                         | 1,069,574                  | 1,069,574                  | 1,069,574                 |
| <b>1,022,652</b>   | <b>1,118,897</b>   | <b>1,231,216</b>                        |                | <b>MATERIALS AND SERVICES Total:</b>               | <b>1,297,124</b>           | <b>1,297,124</b>           | <b>1,300,424</b>          |
| 1,000              | -                  | -                                       | 110-25-6740100 | <b>EQUIPMENT</b>                                   | -                          | -                          | -                         |
| <b>1,000</b>       | -                  | -                                       |                | <b>CAPITAL OUTLAY Total:</b>                       | -                          | -                          | -                         |
| <b>1,038,352</b>   | <b>1,127,490</b>   | <b>1,242,409</b>                        |                | <b>EMERGENCY MANAGEMENT Total:</b>                 | <b>1,297,124</b>           | <b>1,297,124</b>           | <b>1,300,424</b>          |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:folgerl@ci.fairview.or.us"><u>folgerl@ci.fairview.or.us</u></a> |

**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 2016-17 AND FY 2017-18:**

- \$68,573 is being transferred to the new recreation fund to pay for the City of Fairview 60% share of the costs for the two (2) cities recreation program beyond donations and user fees.
- A \$129,424 recreation contingency has been created for years two and three of the recreation program.
- The contingency – excess reserve (2,195,346) is up \$47,264 from FY 2016-17. This is after the full funding for the three year recreation program was removed from the excess reserve. BIP 17-002 goes into more detail on contingencies and ending fund balance.

| 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                | 110-00-6491130 | Transfer to Parks SDC Fund  |
| TRANS TO STREET                  | 110-00-6491125 | Transfer to Street Fund   |
| TRANS TO RECREATION              | 110-40-6491118 | Transfer to Recreation 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.           |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 110-40 - General Fund Other Requirements

| 2014-15<br>Actuals  | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                         | Line Item Name                   | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|---------------------|--------------------|---|--|----------------------------------|----------------------------|----------------------------|---------------------------|
| -                   | -                  | -                                       | 110-40-6491123                         | TRANS TO GRANT FUND 40 MILE LOOP | -                          | -                          | -                         |
| 75,000              | -                  | 3,000                                   | 110-40-6491144                         | TRANS TO FACILITIES MAINT FUND   | 53,000                     | 93,000                     | 93,000                    |
| -                   | -                  | -                                       | 110-40-6491200                         | TRANS TO BLDG FUND               | -                          | -                          | -                         |
| -                   | -                  | 30,000                                  | 110-40-6491130                         | TRANS TO PARK SDC                | -                          | -                          | -                         |
| -                   | -                  | -                                       | 110-40-6491125                         | TRANS TO STREET                  | -                          | -                          | -                         |
| -                   | -                  | -                                       | 110-40-6491118                         | TRANS TO RECREATION              | 68,573                     | 68,573                     | 68,573                    |
| -                   | -                  | -                                       | 110-40-6491100                         | TRANSFER TO OTHER FUNDS          | -                          | -                          | -                         |
| <b>CONTINGENCY:</b> |                    |   |  |                                  |                            |                            |                           |
| -                   | -                  | 242,000                                 | 110-40-6910000                         | EMERGENCY CONTINGENCY            | 245,120                    | 245,120                    | 245,120                   |
| -                   | -                  | -                                       | 110-40-6910000                         | CONTINGENCY- LAKE SHORE PARK     | -                          | -                          | -                         |
| -                   | -                  | 2,148,082                               | 110-40-6910000                         | CONTINGENCY- EXCESS RESERVES     | 2,195,346                  | 2,060,232                  | 2,056,932                 |
| -                   | -                  | -                                       | 110-40-6791000                         | CONTINGENCY - RECREATION PROGRAM | 129,424                    | 129,424                    | 129,424                   |
| -                   | -                  | 1,206,000                               | 110-40-6791000                         | FUND BALANCE-UNASSIGNED          | 1,226,104                  | 1,226,104                  | 1,226,104                 |
| <b>75,000</b>       | -                  | <b>33,000</b>                           | <b>TRANSFER TO OTHER FUNDS Totals:</b> |                                  | <b>121,573</b>             | <b>161,573</b>             | <b>161,573</b>            |
| -                   | -                  | <b>3,596,082</b>                        | <b>OTHER REQUIREMENTS Total:</b>       |                                  | <b>3,795,994</b>           | <b>3,660,880</b>           | <b>3,657,580</b>          |
| <b>4,321,451</b>    | <b>4,530,143</b>   | <b>5,075,602</b>                        | <b>TOTAL GENERAL FUND EXPENSES:</b>    |                                  | <b>4,979,648</b>           | <b>5,359,058</b>           | <b>5,362,358</b>          |
| <b>3,882,988</b>    | <b>3,958,122</b>   | <b>1,206,000</b>                        | <b>GENERAL FUND TOTALS:</b>            |                                  | <b>1,226,104</b>           | <b>1,226,104</b>           | <b>1,226,104</b>          |

|                  |                  |                  |
|------------------|------------------|------------------|
| 3,714,856        | 3,882,988        | 3,979,389        |
| 4,493,721        | 4,606,753        | 4,716,096        |
| 2,504,549        | 2,635,328        | 2,825,997        |
| 1,629,714        | 1,780,236        | 2,050,749        |
|                  |                  |                  |
| 128,775          | 6,775            | 105,100          |
| 62,552           | 109,279          | 117,559          |
|                  | -                | 2,390,082        |
| <b>3,882,988</b> | <b>3,958,122</b> | <b>1,206,000</b> |

GENERAL FUND TOTALS  
BEGINNING FUND BALANCE  
OPERATING RESOURCES  
PERSONNEL SERVICES  
MATERIALS AND SERVICES  
DEBT SERVICE  
TRANSFERS TO OTHER FUNDS  
CAPITAL OUTLAY  
CONTINGENCY  
ENDING BALANCE

|                  |                  |                  |
|------------------|------------------|------------------|
| 4,081,556        | 4,081,556        | 4,081,556        |
| 4,694,086        | 4,938,382        | 4,938,382        |
| 839,141          | 3,047,412        | 3,047,412        |
| 4,015,586        | 2,079,725        | 2,083,025        |
|                  |                  |                  |
| 124,421          | 164,421          | 164,421          |
| 500              | 67,500           | 67,500           |
| 2,569,890        | 2,434,776        | 2,431,476        |
| <b>1,226,104</b> | <b>1,226,104</b> | <b>1,226,104</b> |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                     |   |
|-------------------------------------|---|
| <b>FUND/ FUND NUMBER</b>            | <b>Recreation 118</b>   |
| <b>DEPARTMENT/DEPARTMENT NUMBER</b> | <b>Administration 00</b>  |
| <b>DEPARTMENT DIRECTOR</b>          | <b>Nolan Young</b>  |
| <b>DIRECTOR DIRECT PHONE NUMBER</b> | <b>503-674-6221</b>   |
| <b>DIRECTOR EMAIL:</b>              | <a href="mailto:youngn@ci.fairview.or.us"><u>youngn@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 1</b>                 |   |

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

The Recreation Fund is to account for the New Two Cities Recreation Program created through an intergovernmental agreement (IGA) between the cities of Fairview and Wood Village. For three years the IGA calls for Fairview to handle the Administrative functions of the program including Fiscal Management and hiring and supervising a full time Recreation Manager.

Any expenses above program income and donations are split 60% Fairview and 40% Wood Village. Fairview's year 1 contribution (\$68,573) is transferred in from General Fund Reserve Funds. The amount anticipated coming from Fairview in years 2 and 3 of the program (129,424) is in a special contingency in the general fund.

City Council Goal Objective #3B: "Develop, Consider and (if approved) implement a two cities recreation program".

Budget Issue Paper (BIP) 17-012 further discusses this program.

|                                     |                |   |
|-------------------------------------|----------------|---|
| BEGINNING FUND BALANCE- ASSIGNED    | 118-00-4995000 | Beginning Fund Balance Assigned for Recreation Program                                      |
| Wood Village Contribution           | 118-00-4333118 | IGA calls for 40% support of costs over user fees and donations                             |
| Transfer in from General fund       | 118-00-4391200 | IGA calls for 60% Fairview support of costs over user fees and donations                    |
| Contributions, Grants, Sponsorships | 118-00-4510112 | Funds raised from Third parties to support programs   |
| Registration Fees                   | 118-00-4510113 | Fees from Participants  |
|                                     |                |   |
| WAGES:                              |                | Cost for personnel wages  |
| STAFF                               | 118-00-6110900 | Staff Wages   |
| OVERTIME HOURS                      | 118-00-6130100 | Overtime for Staff  |
|                                     |                |   |
| BENEFITS:                           |                | Cost for employee benefits as determined by contracts and Employee Manual                   |
| LIFE INSURANCE                      | 118-00-6210300 | Life Insurance Benefit per Employee Manual  |
| LONG TERM DISAB. INS                | 118-00-6210400 | LTD Insurance Benefit per Employee Manual   |
| VACATION BUY-OUT                    | 118-00-6290100 | Vacation Buy-Out per Employee Manual  |
|                                     |                |   |
| H&W/ PERS:                          |                | Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs                     |
| MEDICAL INSURANCE                   | 118-00-6210200 | Medical Insurance (includes medical/dental/vision)  |
| PERS/OPSRP- EMPYR PD                | 118-00-6230100 | 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)              | 118-00-6220100 | Social Security Tax   |
| TRI-MET TAX                         | 118-00-6220200 | Tri-Met Tax   |
| WBF ASSESSMENT                      | 118-00-6220300 | Workers Benefit Fund Assessment   |
| UNEMP. INSURANCE                    | 118-00-6250100 | Unemployment Insurance Assessment   |
|                                     |                |   |
| EMP ASSIST PROGRAM/FSA              | 118-00-6200300 | Costs to provide the Employee Assistance and Flexible Spending Account Programs             |
| WORKERS COMP INSURANCE              | 118-00-6210500 | Workers' Compensation Insurance expense   |
|                                     |                |   |
| COURSE INSTRUCTION FEES             | 118-00-6300106 | Fees paid to instructors  |
| WOOD VILLAGE BAPTIST PROGRAM        | 118-00-6300107 | Assistance with programs provided by this current participant                               |
| HR ADMINISTRATION                   | 118-00-6310100 | Cost of Background checks and training for volunteers                                       |
| IT SERVICES                         | 118-00-6340100 | Cost for IT professional services as well as fees for back-up and other IT related expenses |
| IT UPGRADES/HARDWARE                | 118-00-6340101 | Recreation registration software  |
| BUS TRANSPORTATION                  | 118-00-6442200 | Transportation program costs  |
| FISHING DERBY                       | 118-00-6500210 | Event costs   |
| COMMUNITY MOVIE NIGHTS              | 118-00-6500211 | Event Costs   |
| POSTAGE                             | 118-00-6530200 | Mailings  |
| WIRELESS TECHNOLOGY                 | 118-00-6530400 | Cell phone expense  |
| PRINTING                            | 118-00-6550100 | Printing of program guides and materials including Troutdale guides                         |
| MERCHANT FEES                       | 118-00-6590200 | Cost related to credit card payment process for online registrations                        |
| CONVENIENCE FEES/CREDIT CARD        | 118-00-6590300 | Cost related to credit card payment process for online registrations                        |
| OPERATING MATERIALS & SUPPLIES      | 118-00-6610200 | Items needed for programs   |
| CONF- MEALS/LODGING                 | 118-00-6630200 | Costs for meals and travel to attend meetings by the Recreation Fund staff                  |
| TRAINING & CONF.                    | 118-00-6650200 | Registration costs for conferences and trainings attend by the Recreation Fund staff        |
| RECREATION ASSISTANCE               | 118-00-6690230 | To help individuals participate in Troutdale and two City programs                          |
|                                     |                |   |
| CONTINGENCY                         | 118-00-6910000 | For unforeseen events- cannot be used without City Council approval                         |

**City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 118 - RECREATION PROGRAM FUND**

| 2014-15<br>Actuals                | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                       | Line Item Name                          | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|-----------------------------------|--------------------|---|--------------------------------------|---|----------------------------|----------------------------|---------------------------|
| -                                 | -                  | -                                       | 118-00-4995000                       | <b>BEGINNING FUND BALANCE- ASSIGNED</b> | -                          | -                          | -                         |
| -                                 | -                  | -                                       | 118-00-4333118                       | Wood Village Contribution               | 45,716                     | 45,716                     | 45,716                    |
| -                                 | -                  | -                                       | 118-00-4391200                       | Transfer in from General fund           | 68,573                     | 68,573                     | 68,573                    |
| -                                 | -                  | -                                       | 118-00-4510112                       | Contributions, Grants, Sponsorships     | 10,000                     | 10,000                     | 10,000                    |
| -                                 | -                  | -                                       | 118-00-4510113                       | Registration Fees                       | 9,100                      | 9,100                      | 9,100                     |
| -                                 | -                  | -                                       | <b>RESOURCES Total:</b>              |   | <b>133,389</b>             | <b>133,389</b>             | <b>133,389</b>            |
| <b>WAGES:</b>                     |                    |   |                                      |   |                            |                            |                           |
| -                                 | -                  | -                                       | 118-00-6110900                       | STAFF                                   | 60,372                     | 60,372                     | 62,166                    |
| -                                 | -                  | -                                       | 118-00-6130100                       | OVERTIME HOURS                          | -                          | -                          | -                         |
| <b>BENEFITS:</b>                  |                    |   |                                      |   |                            |                            |                           |
| -                                 | -                  | -                                       | 118-00-6210300                       | LIFE INSURANCE                          | 76                         | 76                         | 76                        |
| -                                 | -                  | -                                       | 118-00-6210400                       | LONG TERM DISAB. INS                    | 209                        | 209                        | 209                       |
| -                                 | -                  | -                                       | 118-00-6290100                       | VACATION BUY-OUT                        | -                          | -                          | -                         |
| <b>H&amp;W/ PERS:</b>             |                    |   |                                      |   |                            |                            |                           |
| -                                 | -                  | -                                       | 118-00-6210200                       | MEDICAL INSURANCE                       | 14,779                     | 14,779                     | 14,779                    |
| -                                 | -                  | -                                       | 118-00-6230100                       | PERS/OPSRP- EMPYR PD                    | 11,006                     | 11,006                     | 11,280                    |
| <b>TAXES:</b>                     |                    |   |                                      |   |                            |                            |                           |
| -                                 | -                  | -                                       | 118-00-6220100                       | SOCIAL SECURITY (FICA)                  | 4,496                      | 4,496                      | 4,611                     |
| -                                 | -                  | -                                       | 118-00-6220200                       | TRI-MET TAX                             | 443                        | 443                        | 455                       |
| -                                 | -                  | -                                       | 118-00-6220300                       | WBF ASSESSMENT                          | 29                         | 29                         | 29                        |
| -                                 | -                  | -                                       | 118-00-6250100                       | UNEMP. INSURANCE                        | 176                        | 176                        | 181                       |
| -                                 | -                  | -                                       | 118-00-6200300                       | <b>EMP ASSIST PROGRAM/FSA</b>           | 5                          | 5                          | 5                         |
| -                                 | -                  | -                                       | 118-00-6210500                       | <b>WORKERS COMP INSURANCE</b>           | 1,918                      | 1,918                      | 1,968                     |
| -                                 | -                  | -                                       | <b>PERSONAL SERVICES Total:</b>      |   | <b>93,509</b>              | <b>93,509</b>              | <b>95,759</b>             |
| -                                 | -                  | -                                       | 118-00-6300106                       | COURSE INSTRUCTION FEES                 | -                          | -                          | -                         |
| -                                 | -                  | -                                       | 118-00-6300107                       | WOOD VILLAGE BAPTIST PROGRAM            | 5,000                      | 5,000                      | 5,000                     |
| -                                 | -                  | -                                       | 118-00-6310100                       | HR ADMINISTRATION                       | 2,000                      | 2,000                      | 2,000                     |
| -                                 | -                  | -                                       | 118-00-6340100                       | IT SERVICES                             | -                          | -                          | -                         |
| -                                 | -                  | -                                       | 118-00-6340101                       | IT UPGRADES/HARDWARE                    | 5,000                      | 5,000                      | 5,000                     |
| -                                 | -                  | -                                       | 118-00-6442200                       | BUS TRANSPORTATION                      | 2,000                      | 2,000                      | 2,000                     |
| -                                 | -                  | -                                       | 118-00-6500210                       | FISHING DERBY                           | 1,000                      | 1,000                      | 1,000                     |
| -                                 | -                  | -                                       | 118-00-6500211                       | COMMUNITY MOVIE NIGHTS                  | 3,200                      | 3,200                      | 3,200                     |
| -                                 | -                  | -                                       | 118-00-6530200                       | POSTAGE                                 | 300                        | 300                        | 300                       |
| -                                 | -                  | -                                       | 118-00-6530400                       | WIRELESS TECHNOLOGY                     | -                          | -                          | -                         |
| -                                 | -                  | -                                       | 118-00-6550100                       | PRINTING                                | 5,500                      | 5,500                      | 5,500                     |
| -                                 | -                  | -                                       | 118-00-6590200                       | MERCHANT FEES                           | -                          | -                          | -                         |
| -                                 | -                  | -                                       | 118-00-6590300                       | CONVENIENCE FEES/CREDIT CARD            | 200                        | 200                        | 200                       |
| -                                 | -                  | -                                       | 118-00-6610200                       | OPERATING MATERIALS & SUPPLIES          | 3,000                      | 3,000                      | 3,000                     |
| -                                 | -                  | -                                       | 118-00-6630200                       | CONF- MEALS/LODGING                     | 350                        | 350                        | 350                       |
| -                                 | -                  | -                                       | 118-00-6650200                       | TRAINING & CONF.                        | 1,900                      | 1,900                      | 1,900                     |
| -                                 | -                  | -                                       | 118-00-6690230                       | RECREATION ASSISTANCE                   | 2,500                      | 2,500                      | 2,500                     |
| -                                 | -                  | -                                       | <b>MATERIALS AND SERVICES Total:</b> |   | <b>31,950</b>              | <b>31,950</b>              | <b>31,950</b>             |
| -                                 | -                  | -                                       | 118-00-6910000                       | <b>CONTINGENCY</b>                      | 7,930                      | 7,930                      | 5,680                     |
| -                                 | -                  | -                                       | <b>OTHER Total:</b>                  |   | <b>7,930</b>               | <b>7,930</b>               | <b>5,680</b>              |
| <b>TOTAL RECREATION EXPENSES:</b> |                    |   |                                      |   | <b>133,389</b>             | <b>133,389</b>             | <b>133,389</b>            |
| <b>RECREATION TOTAL FUND:</b>     |                    |   |                                      |   | <b>-</b>                   | <b>-</b>                   | <b>(0)</b>                |



**GENERAL INFORMATION FORM  
FY 2017-18**

**FUND/ FUND NUMBER:** AEC 121  
**DEPARTMENT:** 00  
**DEPUTY DEPARTMENT DIRECTOR:** Lesa Folger  
**DIRECTOR DIRECT PHONE NUMBER:** 503-674-6247  
**DIRECTOR EMAIL:** [folgerl@ci.fairview.or.us](mailto:folgerl@ci.fairview.or.us)

**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 such as the City Hall and other City buildings. City Council passed a resolution in FY 2015-16 to allow AEC funds to be utilized for approved capital expenditures in City Parks.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2016-17 AND FY 2017-18:**

- \$36,891 is proposed to be transferred to the Parks SDC fund to help for phase 2 improvements at Lakeshore Park (BIP-17-015)
- Budgeted Park improvements ( \$43,212) include:
  - Salish Ponds ADA access \$5,000
  - Footbridge repairs \$5,000
  - Trail repairs \$10,000
  - Repair of Park Structures \$5,000
  - Heritage signage at Handy Park \$5,000 (BIP 17-019)
  - Historic Jail Restoration \$7,500 (BIP 17-019)
  - Salish Ponds Restroom Design \$5,712 (BIP 17-017)

| 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  |
| PARK IMPROVEMENTS                 | 121-00-6730107 | Expenses related to park improvements  |
| AUDIT & ACCOUNTING                | 121-00-6330100 | Allocated: Costs of annual audit and technical support   |
| TRANSFER TO PARKS SDC             | 121-00-6491134 | 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 2017-18  
Approved Budget  
Fund: 121 - ADMIN EXCISE CHARGE FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| 25,969             | 38,203             | 26,740                                  | 121-00-4995000 | BEGINNING FUND BALANCE- COMMITTED | 58,481                     | 58,481                     | 58,481                    |
| 12,083             | 9,926              | 65,000                                  | 121-00-4318300 | ADMIN EXCISE CHR                  | 26,480                     | 26,480                     | 26,480                    |
|                    |                    |   |                | INTEREST:                         |                            |                            |                           |
| 150                | 257                | 258                                     | 121-00-4361100 | INTEREST- LGIP                    | 539                        | 539                        | 539                       |
| 2                  | 2                  | 2                                       | 121-00-4361200 | INTEREST- INVESTMENTS             | -                          | -                          | -                         |
| 38,204             | 48,389             | 92,000                                  |                | RESOURCES Total:                  | 85,500                     | 85,500                     | 85,500                    |
| -                  | 5,234              | 30,916                                  | 121-00-6730107 | PARK IMPROVEMENTS                 | 43,212                     | 48,609                     | 48,609                    |
| -                  | 5,234              | 30,916                                  |                | CAPITAL IMPROVEMENTS              | 43,212                     | 48,609                     | 48,609                    |
| -                  | -                  | 400                                     | 121-00-6330100 | AUDIT & ACCOUNTING                | -                          | -                          | -                         |
| -                  | -                  | 400                                     |                | MATERIALS AND SERVICES Total:     | -                          | -                          | -                         |
|                    |                    | 45,667                                  | 121-00-6491134 | TRANSFER TO PARKS SDC             | 36,891                     | 36,891                     | 36,891                    |
| -                  | -                  | 15,017                                  | 121-00-6910000 | CONTINGENCY                       | 5,397                      | -                          | -                         |
| -                  | -                  | -                                       | 121-00-6791000 | FUND BALANCE- COMMITTED           | -                          | -                          | -                         |
| -                  | -                  | 15,017                                  |                | OTHER Total:                      | 5,397                      | -                          | -                         |
| -                  | 5,234              | 92,000                                  | -              | TOTAL AEC EXPENSES:               | 85,500                     | 85,500                     | 85,500                    |
| 38,204             | 43,155             | 0                                       | -              | AEC TOTAL FUND:                   | -                          | -                          | -                         |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 1.47</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 Fairview 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 “Development Incentive Program” as adopted by Council in FY2015-16.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2016-17 AND FY 2017-18:**

- Increased personnel costs are the result of accurately reflecting the allocation of time spent on building department related activities.
- Contract Services have increased for building inspection in anticipation of additional services required as a result of several projects at different stages of development progress to construction in response to the Development Incentive Program.
- The contingency includes Building Inspection Fees that may need to be refunded under the Development Incentive Program.

| 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                      |
| 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 Assistance and Flexible Spending Account Programs              |
| 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 2017-18  
Approved Budget  
Fund: 122- BUILDING FUND**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                          | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---|----------------------------|----------------------------|---------------------------|
| 1,706              | 10,261             | 120,374                                 | 122-00-4995000 | BEGINNING FUND BALANCE-RESTRICTED       | 311,335                    | 311,335                    | 311,335                   |
| 354                | 427                | 100                                     | 122-00-4318200 | CET REVENUE                             | 300                        | 300                        | 300                       |
| 2                  | -                  | -                                       | 122-00-4318201 | REYNOLDS CET REVENUE                    | -                          | -                          | -                         |
|                    |                    |   |                | <b>PERMIT REVENUE:</b>                  |                            |                            |                           |
| 53,559             | 98,268             | 52,583                                  | 122-00-4320200 | BUILDING PERMITS                        | 81,682                     | 81,682                     | 81,682                    |
| 16,479             | 21,810             | 26,907                                  | 122-00-4320300 | ELECTRICAL PERMITS                      | 20,420                     | 20,420                     | 20,420                    |
| 13,918             | 15,863             | 21,526                                  | 122-00-4320400 | PLUMBING PERMITS                        | 20,420                     | 20,420                     | 20,420                    |
| 13,959             | 15,949             | 9,149                                   | 122-00-4320800 | MECHANICAL PERMITS                      | 8,160                      | 8,160                      | 8,160                     |
| -                  | -                  | -                                       | 122-00-4320900 | BLDG PERMITS- OTHER                     | -                          | -                          | -                         |
| 2,866              | 3,350              | 4,305                                   | 122-00-4320901 | FIRE PREVENTION PERMITS                 | 4,084                      | 4,084                      | 4,084                     |
| 905                | 699                | 2,691                                   | 122-00-4320902 | GRADING PERMITS                         | 1,500                      | 1,500                      | 1,500                     |
| -                  | 175                | 1,076                                   | 122-00-4320903 | DEMOLITION PERMITS                      | 2,000                      | 2,000                      | 2,000                     |
| 960                | 1,600              | 500                                     | 122-00-4320904 | MANUF. DWELLING PERMIT                  | 500                        | 500                        | 500                       |
|                    |                    |   |                | <b>INTEREST:</b>                        |                            |                            |                           |
| 51                 | 671                | 202                                     | 122-00-4361100 | INTEREST- LGIP                          | 2,228                      | 2,228                      | 2,228                     |
| 3                  | 5                  | 20                                      | 122-00-4361200 | INTEREST- INVESTMENTS                   | -                          | -                          | -                         |
|                    |                    |   |                | <b>MISC. REVENUE</b>                    |                            |                            |                           |
| 300                | 342                | 100                                     | 122-00-4390100 | MISC. REVENUE                           | 300                        | 300                        | 300                       |
| -                  | -                  | -                                       | 122-00-4391400 | TRANSFER FROM GEN FUND                  | -                          | -                          | -                         |
| <b>105,061</b>     | <b>169,420</b>     | <b>239,533</b>                          |                | <b>RESOURCES Total:</b>                 | <b>452,929</b>             | <b>452,929</b>             | <b>452,929</b>            |
|                    |                    |   |                | <b>WAGES:</b>                           |                            |                            |                           |
| 13,041             | 5,926              | 58,770                                  | 122-00-6110900 | STAFF                                   | 96,024                     | 96,024                     | 96,024                    |
| -                  | 39                 | -                                       | 122-00-6130100 | OVERTIME                                | 102                        | 102                        | 102                       |
|                    |                    |   |                | <b>BENEFITS:</b>                        |                            |                            |                           |
| 13                 | 27                 | -                                       | 122-00-6200200 | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEE) | 126                        | 126                        | 126                       |
| -                  | 177                | -                                       | 122-00-6200400 | LONGEVITY                               | 202                        | 202                        | 202                       |
| 35                 | 13                 | 43                                      | 122-00-6210300 | LIFE INSURANCE                          | 88                         | 88                         | 88                        |
| 110                | 63                 | 222                                     | 122-00-6210400 | LONG TERM DISAB. INS                    | 459                        | 459                        | 459                       |
| -                  | 51                 | 250                                     | 122-00-6290100 | VACATION BUY-OUT                        | 250                        | 250                        | 250                       |
|                    |                    |   |                | <b>H&amp;W/ PERS:</b>                   |                            |                            |                           |
| 4,690              | 2,992              | 13,409                                  | 122-00-6210200 | MEDICAL INSURANCE                       | 21,725                     | 21,725                     | 21,725                    |
| 3,059              | 2,263              | 8,821                                   | 122-00-6230100 | PERS/OPSRP- EMPR. PD                    | 18,706                     | 18,706                     | 18,706                    |
|                    |                    |   |                | <b>TAXES:</b>                           |                            |                            |                           |
| 1,663              | 964                | 4,339                                   | 122-00-6220100 | SOCIAL SECURITY (FICA)                  | 7,163                      | 7,163                      | 7,163                     |
| 157                | 92                 | 301                                     | 122-00-6220200 | TRI-MET TAX                             | 706                        | 706                        | 706                       |
| 12                 | 6                  | 5                                       | 122-00-6220300 | WBF ASSESSMENT                          | 43                         | 43                         | 43                        |
| 152                | 85                 | 288                                     | 122-00-6250100 | UNEMP. INSURANCE                        | 281                        | 281                        | 281                       |
| 11                 | 9                  | 20                                      | 122-00-6200300 | EMP ASSIST PROGRAM/FSA                  | 196                        | 196                        | 196                       |
| 1,546              | 1,956              | 2,151                                   | 122-00-6210500 | WORKERS COMP INSURANCE                  | 3,056                      | 3,056                      | 3,056                     |
| <b>24,488</b>      | <b>14,664</b>      | <b>88,619</b>                           |                | <b>PERSONAL SERVICES Total:</b>         | <b>149,127</b>             | <b>149,127</b>             | <b>149,127</b>            |
| 31                 | -                  | 75                                      | 122-00-6295100 | AWARDS/ RECOGNITION                     | 75                         | 75                         | 75                        |
|                    |                    |   |                | <b>CONTRACT SERVICES:</b>               |                            |                            |                           |
| -                  | -                  | 5,000                                   | 122-00-6300100 | CONTRACT SERVICES                       | 5,000                      | 5,000                      | 5,000                     |
| 9,319              | -                  | -                                       | 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:<br>BLDG REP/MAINT | 122-00-6430200 | Costs associated with maintaining police vehicles, city hall building maint., and maint. of necessary equip<br>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  |
| 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 2017-18  
Approved Budget  
Fund: 122- BUILDING FUND

| 2014-15<br>Actuals               | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                       | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|----------------------------------|--------------------|---|--------------------------------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| 1                                | 18                 | 150                                     | 122-00-6310100                       | HR ADMINISTRATION                 | 150                        | 150                        | 150                       |
| 353                              | 359                | 400                                     | 122-00-6330100                       | AUDIT & ACCOUNTING                | 455                        | 455                        | 455                       |
| 890                              | 4,552              | 1,750                                   | 122-00-6330200                       | LEGAL                             | 1,750                      | 1,750                      | 1,750                     |
| <b>IT SERVICES:</b>              |                    |   |                                      |                                   |                            |                            |                           |
| 10                               | -                  | 25                                      | 122-00-6330500                       | PROPERTY ALARM MONITORING SERVICE | 24                         | 24                         | 24                        |
| 442                              | 567                | 701                                     | 122-00-6340100                       | IT SERVICES                       | 1,014                      | 1,014                      | 1,014                     |
| 184                              | 162                | 160                                     | 122-00-6340101                       | IT UPGRADES/HARWARE               | 340                        | 340                        | 340                       |
| 153                              | 141                | 79                                      | 122-00-6340200                       | WEBSITE MANAGEMENT                | 157                        | 157                        | 157                       |
| 112                              | 59                 | 105                                     | 122-00-6421100                       | REFUSE/SHREDDING                  | 100                        | 100                        | 100                       |
| 254                              | 195                | 1,328                                   | 122-00-6423100                       | BLDG CLEANING SRVCS               | 299                        | 299                        | 299                       |
| <b>REPAIR &amp; MAINTENANCE:</b> |                    |   |                                      |                                   |                            |                            |                           |
| 164                              | 313                | 2,250                                   | 122-00-6430200                       | BLDG REP/MAINT                    | 2,318                      | 2,318                      | 2,318                     |
| 2,092                            | 1,797              | 1,600                                   | 122-00-6442100                       | EQUIP RENT                        | 1,276                      | 1,276                      | 1,276                     |
| 786                              | 875                | 963                                     | 122-00-6520100                       | GENERAL LIAB/PROP INSURANCE       | 782                        | 782                        | 782                       |
| 106                              | 113                | 100                                     | 122-00-6530200                       | POSTAGE                           | 103                        | 103                        | 103                       |
| 81                               | 179                | 1,300                                   | 122-00-6530300                       | TELEPHONE-CH                      | 1,125                      | 1,125                      | 1,125                     |
| -                                | 797                | 250                                     | 122-00-6540100                       | PUBLICATIONS                      | 250                        | 250                        | 250                       |
| 56                               | 14                 | 50                                      | 122-00-6550100                       | PRINTING                          | 50                         | 50                         | 50                        |
| -                                | -                  | 75                                      | 122-00-6580100                       | TRAVEL - MEETINGS/ERRANDS         | 75                         | 75                         | 75                        |
| <b>BANK FEES:</b>                |                    |   |                                      |                                   |                            |                            |                           |
| 75                               | 76                 | 83                                      | 122-00-6590100                       | BANK FEES                         | 107                        | 107                        | 107                       |
| 48                               | 57                 | 53                                      | 122-00-6590200                       | MERCHANT FEES                     | 93                         | 93                         | 93                        |
| 141                              | 252                | 296                                     | 122-00-6590300                       | CONVENIENCE FEES/CREDIT CARD      | 455                        | 455                        | 455                       |
| <b>SUPPLIES:</b>                 |                    |   |                                      |                                   |                            |                            |                           |
| 7                                | 101                | 150                                     | 122-00-6610100                       | OFFICE SUPPLIES                   | 150                        | 150                        | 150                       |
| 42                               | -                  | 750                                     | 122-00-6610200                       | OPERATING MATERIALS & SUPPLIES    | 800                        | 800                        | 800                       |
| 37                               | 36                 | 100                                     | 122-00-6610300                       | BLDG SUPP- CITY HALL              | 139                        | 139                        | 139                       |
| <b>ELECTRIC/GAS:</b>             |                    |   |                                      |                                   |                            |                            |                           |
| 7                                | 8                  | 140                                     | 122-00-6621100                       | GAS/HEAT- CH                      | 155                        | 155                        | 155                       |
| 356                              | 363                | 260                                     | 122-00-6622100                       | ELECTRICITY-CH                    | 216                        | 216                        | 216                       |
| -                                | -                  | 100                                     | 122-00-6650100                       | DUES/SUB/MEMBRSHIP                | 100                        | 100                        | 100                       |
| -                                | 40                 | 1,000                                   | 122-00-6650200                       | TRAINING & CONF.                  | 800                        | 800                        | 800                       |
| -                                | -                  | -                                       | 122-00-6630200                       | CONF- MEALS/LODGING               | -                          | -                          | -                         |
| 54,195                           | 20,233             | 50,000                                  | 122-00-6690502                       | BUILDING INSPECTION SRVCS         | 163,629                    | 163,629                    | 163,629                   |
| <b>69,942</b>                    | <b>31,308</b>      | <b>69,292</b>                           | <b>MATERIALS AND SERVICES Total:</b> |                                   | <b>181,987</b>             | <b>181,987</b>             | <b>181,987</b>            |
| -                                | -                  | 250                                     | 122-00-6740200                       | BLDG EQUIPMENT- CH                | 250                        | 250                        | 250                       |
| -                                | -                  | 250                                     | 122-00-6740500                       | OFFICE EQUIPMENT                  | 250                        | 250                        | 250                       |
| -                                | -                  | <b>500</b>                              | <b>CAPITAL OUTLAY Total:</b>         |                                   | <b>500</b>                 | <b>500</b>                 | <b>500</b>                |
| -                                | -                  | 81,122                                  | 122-00-6910000                       | CONTINGENCY                       | 121,315                    | 121,315                    | 121,315                   |
| -                                | -                  | -                                       | 122-00-6791000                       | FUND BALANCE- RESTRICTED          | -                          | -                          | -                         |
| -                                | -                  | <b>81,122</b>                           | <b>OTHER Total:</b>                  |                                   | <b>121,315</b>             | <b>121,315</b>             | <b>121,315</b>            |
| <b>94,430</b>                    | <b>45,972</b>      | <b>239,534</b>                          | <b>TOTAL BLDG. EXPENSES:</b>         |                                   | <b>452,929</b>             | <b>452,929</b>             | <b>452,929</b>            |
| <b>10,630</b>                    | <b>123,448</b>     | <b>(0)</b>                              | <b>BUILDING FUND TOTAL:</b>          |                                   | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <b><a href="mailto:berrya@ci.fairview.or.us">berrya@ci.fairview.or.us</a></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 2016-17 AND FY 2017-18:**

- The only project funded is a community Development Block Grant (CDBG) sidewalk project in “Historic Fairview” (see BIP 17-013). The matching funds are in the street and stormwater funds.

| 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        | 123-00-4334109 | 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        | 123-00-6700109 | 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 2017-18  
Approved Budget  
Fund: 123 - GRANT AND SPECIAL PROJECT FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|-------------------------------|----------------------------|----------------------------|---------------------------|
| 24,753             | 24,861             | 24,961                                  | 123-00-4995000 | BEGINNING FUND BALANCE        | 22,989                     | 22,989                     | 22,989                    |
| -                  | -                  | -                                       | 123-00-4391200 | GRANT MATCH FROM GENERAL FUND | -                          | -                          | -                         |
| -                  | -                  | -                                       | 123-00-4334101 | GRANT- HALSEY                 | -                          | -                          | -                         |
| -                  | -                  | 100,000                                 | 123-00-4334109 | GRANT- HALSEY CORRIDOR        | -                          | -                          | -                         |
| -                  | -                  | -                                       | 123-00-4331200 | OPER GRANT FED                | -                          | -                          | -                         |
| -                  | -                  | -                                       | 123-00-4337201 | METRO GRANT- NATURE IN NEIGH. | -                          | -                          | -                         |
| -                  | -                  | 69,500                                  | 123-00-4337202 | CDBG GRANT                    | 60,000                     | 60,000                     | 60,000                    |
|                    |                    |   |                | INTEREST:                     |                            |                            |                           |
| 107                | 161                | 208                                     | 123-00-4361100 | INTEREST- LGIP                | 150                        | 150                        | 150                       |
| 1                  | 1                  |   | 123-00-4361200 | INTEREST- INVESTMENTS         |                            |                            |                           |
| <b>24,861</b>      | <b>25,023</b>      | <b>194,669</b>                          |                | <b>RESOURCES Total:</b>       | <b>83,139</b>              | <b>83,139</b>              | <b>83,139</b>             |
| -                  | 2,156              | -                                       | 123-00-6700103 | GRANT- HALSEY ST PROJ         | -                          | -                          | -                         |
| -                  | -                  | 112,000                                 | 123-00-6700109 | GRANT- HALSEY CORRIDOR        | -                          | -                          | -                         |
| -                  | -                  | 69,500                                  | 123-00-6700107 | CDBG GRANT                    | 60,000                     | 60,000                     | 60,000                    |
| -                  | -                  | -                                       | 123-00-6700105 | METRO GRANT-NATURE IN NEIGH.  | -                          | -                          | -                         |
| -                  | <b>2,156</b>       | <b>181,500</b>                          |                | <b>CAPITAL OUTLAY Total:</b>  | <b>60,000</b>              | <b>60,000</b>              | <b>60,000</b>             |
| -                  | -                  | 13,169                                  | 123-00-6910000 | CONTINGENCY                   | 23,139                     | 23,139                     | 23,139                    |
| -                  | -                  | -                                       | 123-00-6910000 | FUND BALANCE- COMMITTED       |                            |                            |                           |
| -                  | -                  | <b>13,169</b>                           |                | <b>OTHER Total:</b>           | <b>23,139</b>              | <b>23,139</b>              | <b>23,139</b>             |
| -                  | <b>2,156</b>       | <b>194,669</b>                          |                | <b>TOTAL GRANT EXPENSES:</b>  | <b>83,139</b>              | <b>83,139</b>              | <b>83,139</b>             |
| <b>24,861</b>      | <b>22,867</b>      | <b>(0)</b>                              |                | <b>GRANT FUND TOTAL:</b>      | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |



**GENERAL INFORMATION FORM  
FY 2016-17**

|                                      |  |
|--------------------------------------|--|
| <b>FUND/ FUND NUMBER:</b>            | Street 124   |
| <b>DEPARTMENT:</b>                   | 00   |
| <b>DEPARTMENT DIRECTOR:</b>          | Allan Berry  |
| <b>DIRECTOR DIRECT PHONE NUMBER:</b> | 503-674-6235   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us">berrya@ci.fairview.or.us</a> |
| <b>EMPLOYEE = 2.19</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 2016-17 AND FY 2017-18:**

- Personnel costs have increased as we reallocated the expense of Public Works Staff to better represent where they actively spend their time.
- \$70,000 for Engineering include \$20,000 for Wistful Vista Cul-de-sac design and \$50,000 for work on narrow Railway undercrossing on NE 223<sup>rd</sup> (BIP 17-014)
- Continuation of \$50,000 expenditure line to fund Sidewalk Maintenance Assistance Program with an additional \$6,000 for tree replacement and \$40,000 for those we need to plant for them and then the lien property.
- Street Maintenance and Improvements scheduled include overlay and other street related improvements throughout the City.(see BIP 17-006: Capital Improvement Plan)

| 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, etc.) |
| 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   |
| TEMPORARY HELP                         | 124-00-6120100 | Temporary Help - Typically PW Seasonal (previously included in Staff Line)                                |
| 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-MAYOR & EMPLOYEES | 124-00-6200200 | Cell Phone Allowances - Mayor and Employees   |
| 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:                             |                |   |
| 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 Assistance and Flexible Spending Account Programs                           |
| 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:                  |                |   |
| ARCHITECTURAL/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 2017-18  
Approved Budget  
Fund: 124 - STREET FUND**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                           | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--|----------------------------|----------------------------|---------------------------|
| 676,498            | 688,564            | 592,859                                 | 124-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED       | 613,671                    | 613,671                    | 613,671                   |
| 1,575              | 1,925              | 2,500                                   | 124-00-4322100 | RIGHT OF WAY PERMITS                     | 2,500                      | 2,500                      | 2,500                     |
| 12,578             | 12,879             | 13,000                                  | 124-00-4330105 | COUNTY SHARED REVENUE                    | 13,100                     | 13,100                     | 13,100                    |
| 515,902            | 528,733            | 513,782                                 | 124-00-4330106 | STATE SHARED REVENUE-GAS                 | 515,000                    | 515,000                    | 515,000                   |
| -                  | -                  | -                                       | 124-00-4340100 | GENERAL GOVT CHARGES                     | -                          | -                          | -                         |
| -                  | -                  | -                                       | 124-00-4334100 | TGM GRANT                                | -                          | -                          | -                         |
|                    |                    |   |                | INTEREST:                                |                            |                            |                           |
| 3,396              | 4,491              | 5,255                                   | 124-00-4361100 | INTEREST- LGIP                           | 8,121                      | 8,121                      | 8,121                     |
| 34                 | 32                 | 30                                      | 124-00-4361200 | INTEREST- INVESTMENTS                    | -                          | -                          | -                         |
|                    |                    |   |                | TRANSFER FROM GF                         | -                          | -                          | -                         |
| 290                | 2,800              | 500                                     | 124-00-4390100 | MISC. REVENUE                            | 500                        | 500                        | 500                       |
| <b>1,210,274</b>   | <b>1,239,424</b>   | <b>1,127,926</b>                        |                | <b>RESOURCES Total:</b>                  | <b>1,152,892</b>           | <b>1,152,892</b>           | <b>1,152,892</b>          |
|                    |                    |   |                | <b>WAGES:</b>                            |                            |                            |                           |
| 103,996            | 105,998            | 117,779                                 | 124-00-6110900 | STAFF                                    | 138,286                    | 138,286                    | 138,286                   |
| -                  | 1,390              | -                                       | 124-00-6120100 | TEMPORARY HELP                           | 7,840                      | 7,840                      | 7,840                     |
| 1,023              | 765                | 808                                     | 124-00-6130100 | OVERTIME                                 | 1,355                      | 1,355                      | 1,355                     |
| 632                | 2,531              | 1,272                                   | 124-00-6130200 | CALL OUT PAY                             | 2,059                      | 2,059                      | 2,059                     |
|                    |                    |   |                | <b>BENEFITS:</b>                         |                            |                            |                           |
| 253                | 479                | 459                                     | 124-00-6200200 | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEES) | 549                        | 549                        | 549                       |
| 1,380              | 2,207              | 1,272                                   | 124-00-6200400 | LONGEVITY                                | 2,020                      | 2,020                      | 2,020                     |
| 159                | 116                | 98                                      | 124-00-6210300 | LIFE INSURANCE                           | 123                        | 123                        | 123                       |
| 523                | 499                | 513                                     | 124-00-6210400 | LONG TERM DISAB. INS                     | 647                        | 647                        | 647                       |
| 2,045              | 533                | 1,300                                   | 124-00-6290100 | VACATION BUY-OUT                         | 1,500                      | 1,500                      | 1,500                     |
|                    |                    |   |                | <b>H&amp;W/ PERS:</b>                    |                            |                            |                           |
| 23,363             | 22,983             | 21,776                                  | 124-00-6210200 | MEDICAL INSURANCE                        | 31,036                     | 31,036                     | 31,036                    |
| 19,392             | 20,359             | 19,807                                  | 124-00-6230100 | PERS/OPSRP- EMPR. PD                     | 32,079                     | 32,079                     | 32,079                    |
|                    |                    |   |                | <b>TAXES:</b>                            |                            |                            |                           |
| 8,996              | 8,427              | 8,450                                   | 124-00-6220100 | SOCIAL SECURITY (FICA)                   | 11,228                     | 11,228                     | 11,228                    |
| 853                | 803                | 811                                     | 124-00-6220200 | TRI-MET TAX                              | 1,106                      | 1,106                      | 1,106                     |
| 58                 | 56                 | 80                                      | 124-00-6220300 | WBF ASSESSMENT                           | 90                         | 90                         | 90                        |
| 825                | 749                | 672                                     | 124-00-6250100 | UNEMP. INSURANCE                         | 440                        | 440                        | 440                       |
| 153                | 105                | 108                                     | 124-00-6200300 | EMP ASSIST PROGRAM/FSA                   | 496                        | 496                        | 496                       |
| 1,546              | 1,956              | 2,151                                   | 124-00-6210500 | WORKERS COMP INSURANCE                   | 4,791                      | 4,791                      | 4,791                     |
| <b>165,196</b>     | <b>169,957</b>     | <b>177,356</b>                          |                | <b>PERSONAL SERVICES Total:</b>          | <b>235,645</b>             | <b>235,645</b>             | <b>235,645</b>            |
| 31                 | -                  | 75                                      | 124-00-6295100 | AWARDS/ RECOGNITION                      | 75                         | 75                         | 75                        |
| 594                | 241                | 600                                     | 124-00-6295300 | UNIFORMS                                 | 600                        | 600                        | 600                       |
| 16,641             | 1,353              | 16,500                                  | 124-00-6300100 | CONTRACT SERVICES                        | 17,923                     | 17,923                     | 17,923                    |
| -                  | -                  | -                                       | 124-00-6700100 | STATE GRANT-TGM                          |                            |                            |                           |
| 308                | 168                | 1,000                                   | 124-00-6310100 | HR ADMINISTRATION                        | 1,000                      | 1,000                      | 1,000                     |
| 2,116              | 2,157              | 2,400                                   | 124-00-6330100 | AUDIT & ACCOUNTING                       | 2,731                      | 2,731                      | 2,731                     |
| 5,634              | 5,099              | 2,000                                   | 124-00-6330200 | LEGAL                                    | 4,500                      | 4,500                      | 4,500                     |
|                    |                    |   |                | <b>ENGINEERING SERVICES:</b>             |                            |                            |                           |
| 5,750              | 868                | 10,000                                  | 124-00-6330300 | ARCHITECTUAL/DESIGN ENGINEERING          | 25,000                     | 25,000                     | 25,000                    |
| 3,774              | 2,666              | 190,000                                 | 124-00-6330400 | ENGINEERING AND MAPS                     | 70,000                     | 70,000                     | 70,000                    |

| 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 equip |
| 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                     |
| 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 2017-18  
Approved Budget  
Fund: 124 - STREET FUND**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                            | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>IT SERVICES:</b>                       |                            |                            |                           |
| 77                 | 106                | 115                                     | 124-00-6330500 | PROPERTY ALARM MONITORING SERVICE         | 111                        | 111                        | 111                       |
| 3,005              | 3,752              | 2,102                                   | 124-00-6340100 | IT SERVICES                               | 6,084                      | 6,084                      | 6,084                     |
| 554                | 275                | 480                                     | 124-00-6340101 | IT UPGRADES/HARWARE                       | 2,338                      | 2,338                      | 2,338                     |
| 431                | 419                | 118                                     | 124-00-6340200 | WEBSITE MANAGEMENT                        | 236                        | 236                        | 236                       |
| 112                | 59                 | 111                                     | 124-00-6421100 | <b>REFUSE/SHREDDING</b>                   | 100                        | 100                        | 100                       |
| 1,268              | 977                | 1,328                                   | 124-00-6423100 | <b>BLDG CLEANING SRVCS</b>                | 1,495                      | 1,495                      | 1,495                     |
|                    |                    |   |                | <b>REPAIR &amp; MAINTENANCE:</b>          |                            |                            |                           |
| 1,498              | 737                | 2,000                                   | 124-00-6430100 | VEHICLE REP/MAINT                         | 2,000                      | 2,000                      | 2,000                     |
| 2,074              | 1,629              | 2,250                                   | 124-00-6430200 | BLDG REP/MAINT                            | 2,318                      | 2,318                      | 2,318                     |
| -                  | -                  | 100                                     | 124-00-6430300 | OFFICE EQUIP REP/MAIN                     | 100                        | 100                        | 100                       |
| 1,229              | 1,587              | 1,000                                   | 124-00-6430400 | EQUIP REP/MAINT                           | 1,000                      | 1,000                      | 1,000                     |
| 3,419              | 2,846              | 4,200                                   | 124-00-6442100 | <b>EQUIP RENT</b>                         | 3,350                      | 3,350                      | 3,350                     |
| 10,000             | 10,000             | 10,000                                  | 124-00-6441100 | <b>RENT EXPENSE-TO GF</b>                 | 10,500                     | 10,500                     | 10,500                    |
| 4,718              | 5,251              | 5,776                                   | 124-00-6520100 | <b>GENERAL LIAB/PROP INSURANCE</b>        | 4,692                      | 4,692                      | 4,692                     |
| 1,124              | 1,039              | 600                                     | 124-00-6530200 | <b>POSTAGE</b>                            | 615                        | 615                        | 615                       |
|                    |                    |   |                | <b>TELEPHONE/ANSWERING SERV/WIRELESS:</b> |                            |                            |                           |
| 567                | 1,303              | 1,360                                   | 124-00-6530300 | TELEPHONE-CH                              | 1,177                      | 1,177                      | 1,177                     |
| 950                | 669                | 775                                     | 124-00-6530301 | TELEPHONE- CITY SHOPS                     | 750                        | 750                        | 750                       |
| -                  | -                  | -                                       | 124-00-6530302 | ANSWERING SERVICE                         | -                          | -                          | -                         |
| 199                | 369                | 938                                     | 124-00-6530400 | WIRELESS TECHNOLOGY                       | 906                        | 906                        | 906                       |
| 453                | 406                | 325                                     | 124-00-6540100 | <b>PUBLICATIONS</b>                       | 325                        | 325                        | 325                       |
| 1                  | -                  | 150                                     | 124-00-6550100 | <b>PRINTING</b>                           | 150                        | 150                        | 150                       |
| -                  | -                  | 75                                      | 124-00-6580100 | <b>TRAVEL - MEETINGS/ERRANDS</b>          | 75                         | 75                         | 75                        |
|                    |                    |   |                | <b>BANK FEES:</b>                         |                            |                            |                           |
| 225                | 304                | 466                                     | 124-00-6590100 | BANK FEES                                 | 599                        | 599                        | 599                       |
| 289                | 342                | 326                                     | 124-00-6590200 | MERCHANT FEES                             | 574                        | 574                        | 574                       |
| 685                | 1,136              | 1,234                                   | 124-00-6590300 | CONVENIENCE FEES/CREDIT CARD              | 1,899                      | 1,899                      | 1,899                     |
|                    |                    |   |                | <b>SUPPLIES:</b>                          |                            |                            |                           |
| 565                | 717                | 600                                     | 124-00-6610100 | OFFICE SUPPLIES                           | 600                        | 600                        | 600                       |
| 14,392             | 10,015             | 25,000                                  | 124-00-6610200 | OPERATING MATERIALS & SUPPLES             | 25,000                     | 25,000                     | 25,000                    |
| 351                | 291                | 400                                     | 124-00-6610300 | BLDG SUPP- CITY HALL                      | 554                        | 554                        | 554                       |
| 152                | 11                 | 100                                     | 124-00-6610400 | BLDG SUPP- CITY SHOPS                     | 100                        | 100                        | 100                       |
| 671                | 1,675              | 2,000                                   | 124-00-6665100 | <b>SMALL TOOLS/MINOR EQUIP</b>            | 2,000                      | 2,000                      | 2,000                     |
|                    |                    |   |                | <b>ELECTRIC/GAS:</b>                      |                            |                            |                           |
| 61                 | 74                 | 100                                     | 124-00-6621100 | GAS/HEAT- CH                              | 111                        | 111                        | 111                       |
| 102                | 88                 | 85                                      | 124-00-6621101 | GAS/HEAT- CITY SHOPS                      | 95                         | 95                         | 95                        |
| 3,765              | 3,495              | 3,420                                   | 124-00-6622100 | ELECTRICITY-CH                            | 2,836                      | 2,836                      | 2,836                     |
| 483                | 469                | 500                                     | 124-00-6622101 | ELECTRICITY- CITY SHOPS                   | 500                        | 500                        | 500                       |
| 1,485              | 887                | 3,000                                   | 124-00-6626101 | <b>FUEL</b>                               | 3,000                      | 3,000                      | 3,000                     |
| 88                 | 56                 | 250                                     | 124-00-6650100 | <b>DUES/SUB/MEMBRSHIP</b>                 | 250                        | 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 staff travel to attend meetings and complete errands   |
| 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 by Multnomah County on City streets (routine road maint: 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 EQUP 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  
Fiscal Year 2017-18  
Approved Budget  
Fund: 124 - STREET FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                            | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>MEETINGS/ERRANDS:</b>                  |                            |                            |                           |
|                    | -                  |   | 124-00-6580100 | TRAVEL- MEETINGS/ERRANDS                  |                            |                            |                           |
| 29                 | -                  | 75                                      | 124-00-6630100 | MEETING ATTENDANCE                        | 75                         | 75                         | 75                        |
| 283                | 252                | 1,000                                   | 124-00-6650200 | <b>TRAINING &amp; CONF.</b>               | 1,000                      | 1,000                      | 1,000                     |
| 796                | 682                | 1,000                                   | 124-00-6630200 | <b>CONF- MEALS/LODGING</b>                | 1,000                      | 1,000                      | 1,000                     |
| 31,487             | 17,216             | 30,000                                  | 124-00-6690401 | <b>STREET MAINT. SERVICES</b>             | 35,000                     | 35,000                     | 35,000                    |
| 5,787              | 6,570              | 6,402                                   | 124-00-6690405 | <b>STREET LIGHT TAXES</b>                 | 6,572                      | 6,572                      | 6,572                     |
| <b>128,222</b>     | <b>88,257</b>      | <b>332,336</b>                          |                | <b>MATERIALS AND SERVICES Total:</b>      | <b>241,916</b>             | <b>241,916</b>             | <b>241,916</b>            |
| 5,300              | 5,300              | 7,700                                   | 124-00-6491608 | <b>ER CONTRIBUTION</b>                    | 5,018                      | 5,018                      | 5,018                     |
| 1,000              | 1,000              | 3,000                                   | 124-00-6491708 | <b>FMF CONTRIBUTION</b>                   | -                          | -                          | -                         |
| 128,707            | 187,749            | 180,000                                 | 124-00-6730101 | <b>STREET IMPROVEMENTS</b>                | 255,000                    | 255,000                    | 255,000                   |
| 56,331             | 52,730             | 50,000                                  | 124-00-6730102 | <b>SIDEWALK REPAIR ASSISTANCE PROGRAM</b> | 96,000                     | 96,000                     | 96,000                    |
| -                  | 27,357             | 7,800                                   | 124-00-6730102 | <b>TRAFFIC CALMING</b>                    | 7,800                      | 7,800                      | 7,800                     |
| 33,000             | -                  | 8,600                                   | 124-00-6730104 | <b>FOOT PATHS AND BIKE TRAILS</b>         | 8,600                      | 8,600                      | 8,600                     |
| 1                  | -                  | 500                                     | 124-00-6740100 | <b>EQUIPMENT</b>                          | -                          | -                          | -                         |
|                    |                    |   |                | <b>BLDG EQUIPMENT:</b>                    |                            |                            |                           |
| -                  | -                  | 250                                     | 124-00-6740200 | BLDG EQUIPMENT- CH                        | -                          | -                          | -                         |
| -                  | -                  | -                                       | 124-00-6740400 | BUILDING EQUIP FOR CITY SHOP              | -                          | -                          | -                         |
| <b>6,300</b>       | <b>6,300</b>       | <b>10,700</b>                           |                | <b>TRANSFER TO OTHER FUNDS Total:</b>     | <b>5,018</b>               | <b>5,018</b>               | <b>5,018</b>              |
| <b>218,039</b>     | <b>267,837</b>     | <b>247,150</b>                          |                | <b>CAPITAL OUTLAY Total:</b>              | <b>367,400</b>             | <b>367,400</b>             | <b>367,400</b>            |
|                    |                    |   |                | <b>CONTINGENCY</b>                        |                            |                            |                           |
|                    | -                  | 360,384                                 | 124-00-6910000 |   | 302,913                    | 302,913                    | 302,913                   |
|                    | -                  | -                                       | 124-00-6791000 | <b>FUND BALANCE- RESTRICTED</b>           |                            |                            |                           |
| -                  | -                  | <b>360,384</b>                          |                | <b>OTHER Total:</b>                       | <b>302,913</b>             | <b>302,913</b>             | <b>302,913</b>            |
| <b>517,756</b>     | <b>532,350</b>     | <b>1,127,926</b>                        |                | <b>TOTAL STREET EXPENSES:</b>             | <b>1,152,892</b>           | <b>1,152,892</b>           | <b>1,152,892</b>          |
| <b>692,518</b>     | <b>707,074</b>     | <b>0</b>                                |                | <b>STREET FUND TOTAL:</b>                 | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |

**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 2016-17 AND FY 2017-18:**

- The SDC Funds are set aside in reserves for Well #10. (see BIP 17-006)
- No new System Development Revenue is projected as it is all waived until June 30, 2018 under the Development Incentive Program.

| 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  |
| TRANS FROM WATER FUND              | 131-00-4391121 | Transfer from Water Fund   |
| 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                              |
| CIP RESERVE                        | 131-00-6794000 | CIP Reserve  |
| 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 2017-18  
Approved Budget  
Fund: 131 - WATER SDC FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                       | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--------------------------------------|----------------------------|----------------------------|---------------------------|
| 388,876            | 421,559            | 447,831                                 | 131-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED   | 436,640                    | 436,640                    | 436,640                   |
| 30,641             | 8,183              | -                                       | 131-00-4319100 | SYS. DEVE. CHARGE                    | -                          | -                          | -                         |
|                    |                    |   |                | INTEREST:                            |                            |                            |                           |
| 2,021              | 2,750              | 2,192                                   | 131-00-4361100 | INTEREST- LGIP                       | 4,851                      | 4,851                      | 4,851                     |
| 19                 | 20                 | 24                                      | 131-00-4361200 | INTEREST- INVESTMENTS                | -                          | -                          | -                         |
| -                  | -                  | 663,123                                 | 131-00-4391121 | TRANSFER IN WATER                    | -                          | -                          | -                         |
| <b>421,557</b>     | <b>432,512</b>     | <b>1,113,170</b>                        |                | <b>RESOURCES Total:</b>              | <b>441,491</b>             | <b>441,491</b>             | <b>441,491</b>            |
| -                  | -                  | -                                       | 131-00-6310200 | ADMINISTRATIVE COSTS                 | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | <b>MATERIALS AND SERVICES Total:</b> | -                          | -                          | -                         |
| -                  | -                  | 950,000                                 | 131-00-6730200 | WATER SYSTEM IMPROV.                 | -                          | -                          | -                         |
| -                  | -                  | <b>950,000</b>                          |                | <b>CAPITAL OUTLAY Total:</b>         | -                          | -                          | -                         |
| -                  | -                  | 163,170                                 | 131-00-6794000 | CIP RESERVE                          | 441,491                    | 441,491                    | 441,491                   |
| -                  | -                  | -                                       | 131-00-6910000 | CONTINGENCY                          | -                          | -                          | -                         |
| -                  | -                  | -                                       | 131-00-6791000 | FUND BALANCE- RESTRICTED             | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | <b>OTHER Total:</b>                  | -                          | -                          | -                         |
| -                  | -                  | <b>1,113,170</b>                        |                | <b>TOTAL WATER SDC EXPENSES:</b>     | <b>441,491</b>             | <b>441,491</b>             | <b>441,491</b>            |
| 421,557            | 432,512            | <b>0</b>                                |                | <b>WATER SDC FUND TOTAL:</b>         | -                          | -                          | -                         |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIECTOR EMAIL:</b>                | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |

**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 the “Sandy Blvd Sewer Replacement and Enlargement Project”.
- No new System Development Revenue is projected, as it is all waived until June 30, 2018 under the Development Incentive Program.

| 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                                     |
| CIP RESERVE                        | 132-00-6794000 | CIP Reserve  |
| 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 2017-18  
Approved Budget  
Fund: 132 - SEWER SDC FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                       | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--------------------------------------|----------------------------|----------------------------|---------------------------|
| 620,451            | 656,071            | 681,134                                 | 132-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED   | 672,463                    | 672,463                    | 672,463                   |
| 32,343             | 5,884              | -                                       | 132-00-4319100 | SYS. DEVE. CHARGE                    | -                          | -                          | -                         |
|                    |                    |   |                | INTEREST:                            |                            |                            |                           |
| 3,245              | 4,329              | 4,643                                   | 132-00-4361100 | INTEREST- LGIP                       | 7,531                      | 7,531                      | 7,531                     |
| 31                 | 32                 | 40                                      | 132-00-4361200 | INTEREST- INVESTMENTS                | -                          | -                          | -                         |
| <b>656,070</b>     | <b>666,316</b>     | <b>685,817</b>                          |                | <b>RESOURCES Total:</b>              | <b>679,994</b>             | <b>679,994</b>             | <b>679,994</b>            |
| -                  | -                  | -                                       | 132-00-6310200 | ADMINISTRATIVE COSTS                 | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | <b>MATERIALS AND SERVICES Total:</b> | -                          | -                          | -                         |
| -                  | -                  | -                                       | 132-00-6730200 | SEWER SYSTEM IMPROV.                 | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | <b>CAPITAL OUTLAY Total:</b>         | -                          | -                          | -                         |
| -                  | -                  | 685,817                                 | 132-00-6794000 | CIP RESERVE                          | 679,994                    | 679,994                    | 679,994                   |
| -                  | -                  | -                                       | 132-00-6910000 | CONTINGENCY                          | -                          | -                          | -                         |
| -                  | -                  | -                                       | 132-00-6791000 | FUND BALANCE- RESTRICTED             | -                          | -                          | -                         |
| -                  | -                  | <b>685,817</b>                          |                | <b>OTHER Total:</b>                  | <b>679,994</b>             | <b>679,994</b>             | <b>679,994</b>            |
| -                  | -                  | <b>685,817</b>                          |                | <b>TOTAL SEWER SDC EXPENSES:</b>     | <b>679,994</b>             | <b>679,994</b>             | <b>679,994</b>            |
| <b>656,070</b>     | <b>666,316</b>     | <b>(0)</b>                              |                | <b>SEWER SDC FUND TOTAL:</b>         | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |



**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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |

**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 2016-17 AND FY 2017-18:**

- Funds placed in Contingency for future stormwater projects (see BIP 17-006).
- No new System Development Revenue is projected, as it is all waived until June 30, 2018 under the 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 storm water 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 2017-18  
Approved Budget  
Fund: 133 - STORM WATER SDC FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                       | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--------------------------------------|----------------------------|----------------------------|---------------------------|
| 284,447            | 178,728            | 180,775                                 | 133-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED   | 44,063                     | 44,063                     | 44,063                    |
| 14,866             | 784                | -                                       | 133-00-4319100 | SYS. DEVE. CHARGE                    | -                          | -                          | -                         |
|                    | -                  | 16,767                                  | 133-00-4391621 | TRANSFER IN FROM STORMWATER          | 13,176                     | 13,176                     | 13,176                    |
|                    |                    |   |                | INTEREST:                            |                            |                            |                           |
| 1,185              | 1,143              | 2,437                                   | 133-00-4361100 | INTEREST- LGIP                       | 2,017                      | 2,017                      | 2,017                     |
| 8                  | 8                  | 20                                      | 133-00-4361200 | INTEREST- INVESTMENTS                | -                          | -                          | -                         |
| <b>300,507</b>     | <b>180,664</b>     | <b>200,000</b>                          |                | <b>RESOURCES Total:</b>              | <b>59,256</b>              | <b>59,256</b>              | <b>59,256</b>             |
| -                  | -                  | -                                       | 133-00-6310200 | ADMINISTRATIVE COSTS                 | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | <b>MATERIALS AND SERVICES Total:</b> | -                          | -                          | -                         |
| 121,779            | -                  | 200,000                                 | 133-00-6730200 | STORM WATER SYSTEM IMPROV.           | 46,080                     | 46,080                     | 46,080                    |
| 121,779            | -                  | <b>200,000</b>                          |                | <b>CAPITAL OUTLAY Total:</b>         | <b>46,080</b>              | <b>46,080</b>              | <b>46,080</b>             |
| -                  | -                  | -                                       | 133-00-6910000 | CONTINGENCY                          | 13,176                     | 13,176                     | 13,176                    |
| -                  | -                  | -                                       | 133-00-6791000 | FUND BALANCE- RESTRICTED             | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | <b>OTHER Total:</b>                  | <b>13,176</b>              | <b>13,176</b>              | <b>13,176</b>             |
| 121,779            | -                  | <b>200,000</b>                          |                | <b>TOTAL STORM SDC EXPENSES:</b>     | <b>59,256</b>              | <b>59,256</b>              | <b>59,256</b>             |
| <b>178,728</b>     | <b>180,664</b>     | <b>(0)</b>                              |                | <b>STORM SDC FUND TOTAL:</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>   |
| <b>DIRECTOR EMAIL:</b>               | <b><a href="mailto:berrya@ci.fairview.or.us">berrya@ci.fairview.or.us</a></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 “Development Incentive Program”.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2016-17 AND FY 2017-18:**

- A transfer from the AEC Fund of \$36,891
- Decreased revenue due to the “Development Incentive Program”.
- \$100,000 has been budgeted for Lakeshore Park Phase #2 (see BIP 17-015)

| 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      |
| TRANS FROM AEC FUND                 | 134-00-4391120 | Transfer to Parks SDC from Parks   |
| 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 2017-18  
Approved Budget  
Fund: 134 - PARKS/OPEN SPACES SDC FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                     | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|------------------------------------|----------------------------|----------------------------|---------------------------|
| 193,556            | 16,786             | 37,038                                  | 134-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED | 52,494                     | 52,494                     | 52,494                    |
| 7,495              | 14,088             | 12,243                                  | 134-00-4319100 | SYS. DEVE. CHARGE                  | 20,400                     | 20,400                     | 20,400                    |
|                    |                    | 30,000                                  | 134-00-4391621 | TRANSFER IN FROM PARKS             | -                          | -                          | -                         |
| -                  | -                  | 45,667                                  | 134-00-4391120 | TRANSFER FROM AEC                  | 36,891                     | 36,891                     | 36,891                    |
|                    |                    |   |                | INTEREST:                          |                            |                            |                           |
| 451                | 164                | 43                                      | 134-00-4361100 | INTEREST- LGIP                     | 480                        | 480                        | 480                       |
| 1                  | 1                  | 10                                      | 134-00-4361200 | INTEREST- INVESTMENTS              | -                          | -                          | -                         |
| 201,503            | 31,039             | 125,000                                 |                | RESOURCES Total:                   | 110,265                    | 110,265                    | 110,265                   |
| -                  | =                  | -                                       | 134-00-6310200 | ADMINISTRATIVE COSTS               | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | MATERIALS AND SERVICES Total:      | -                          | -                          | -                         |
| 184,717            | -                  | 125,000                                 | 134-00-6730100 | PARK IMPROVEMENTS                  | 100,000                    | 100,000                    | 100,000                   |
| 184,717            | -                  | 125,000                                 |                | CAPITAL OUTLAY Total:              | 100,000                    | 100,000                    | 100,000                   |
| -                  | -                  | -                                       | 134-00-6910000 | CONTINGENCY                        | 10,265                     | 10,265                     | 10,265                    |
| -                  | -                  | -                                       | 134-00-6791000 | FUND BALANCE- RESTRICTED           | -                          | -                          | -                         |
| -                  | -                  | -                                       |                | OTHER Total:                       | 10,265                     | 10,265                     | 10,265                    |
| 184,717            | -                  | 125,000                                 |                | TOTAL PARKS SDC EXPENSES:          | 110,265                    | 110,265                    | 110,265                   |
| 16,785             | 31,039             | 0                                       |                | PARKS SDC FUND TOTAL:              | -                          | -                          | -                         |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <b>FUND/ FUND NUMBER:</b>            | <b>Fairview Lake LID Debt 141</b>   |
| <b>DEPARTMENT:</b>                   | <b>00</b>   |
| <b>DEPUTY DEPARTMENT DIRECTOR:</b>   | <b>Lesa Folger</b>  |
| <b>DIRECTOR DIRECT PHONE NUMBER:</b> | <b>503-674-6247</b>   |
| <b>DIRECTOR EMAIL:</b>               | <b><a href="mailto:folgerl@ci.fairview.or.us">folgerl@ci.fairview.or.us</a></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 2016-17 AND FY 2017-18:**

- Debt paid in full, remaining funds can be used for General Fund Purposes. Few properties remain that are still reimbursing the City for the project. As a result, revenue is budgeted to decrease.
- \$121,000 is budgeted to be transferred to the General Fund. This is the third time it has been budgeted, but we have not had to transfer the money, yet.
- 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                            |
| CIP RESERVE                        | 141-00-6794000 | CIP Reserve   |
| FUND BALANCE- RESTRICTED           | 141-00-6791000 | Unappropriated funds restricted for Fund related expenditures in the next fiscal year |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 141 - FV LAKE SEWER LID DEBT FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                        | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---------------------------------------|----------------------------|----------------------------|---------------------------|
| 505,194            | 118,865            | 432,247                                 | 141-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED    | 511,572                    | 511,572                    | 511,572                   |
|                    | -                  | -                                       | 141-00-4995000 | RESTRICTED- BEGINNING FUND BALANCE    | -                          | -                          | -                         |
| -                  | 127,681            | -                                       | 141-00-4355101 | PRIN/INT- FVW LID PAST DUE            | -                          | -                          | -                         |
| 125,373            | 199,918            | 39,198                                  | 141-00-4355100 | PRIN/INT-FV LK LID                    | 16,191                     | 16,191                     | 16,191                    |
|                    |                    |   |                | INTEREST:                             |                            |                            |                           |
| 2,445              | 2,083              | -                                       | 141-00-4361100 | INTEREST- LGIP                        | -                          | -                          | -                         |
| -                  | 16                 | -                                       | 141-00-4361200 | INTEREST- INVESTMENTS                 | -                          | -                          | -                         |
| <b>633,012</b>     | <b>448,562</b>     | <b>471,445</b>                          |                | <b>RESOURCES Total:</b>               | <b>527,763</b>             | <b>527,763</b>             | <b>527,763</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             | -                          | -                          | -                         |
| 29,016             | -                  | -                                       | 141-00-6470303 | INT/FVW LK SWR 2000                   | -                          | -                          | -                         |
| <b>514,016</b>     | -                  | -                                       |                | <b>BONDS PAYABLE - CURRENT Total:</b> | -                          | -                          | -                         |
| -                  | -                  | 121,656                                 | 141-00-6491000 | TRANSFER TO OTHER FUND                | 121,000                    | 121,000                    | 121,000                   |
| -                  | -                  | -                                       | 141-00-6793000 | DEBT RESERVE                          | -                          | -                          | -                         |
| -                  | -                  | 349,789                                 | 141-00-6794000 | CIP RESERVE                           | 406,763                    | 406,763                    | 406,763                   |
| -                  | -                  | -                                       | 141-00-6791000 | FUND BALANCE- RESTRICTED              | -                          | -                          | -                         |
|                    |                    | <b>471,445</b>                          |                | <b>OTHER Total:</b>                   | <b>527,763</b>             | <b>527,763</b>             | <b>527,763</b>            |
| <b>514,147</b>     | -                  | <b>471,445</b>                          |                | <b>TOTAL FV LAKE LID EXPENSES:</b>    | <b>527,763</b>             | <b>527,763</b>             | <b>527,763</b>            |
| <b>118,865</b>     | <b>448,562</b>     | <b>0</b>                                |                | <b>FV LAKE LID FUND TOTAL:</b>        | -                          | -                          | -                         |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <b>FUND/ FUND NUMBER:</b>            | <b>Equipment Replacement 143</b>  |
| <b>DEPARTMENT:</b>                   | <b>00</b>   |
| <b>DEPUTY DEPARTMENT DIRECTOR:</b>   | <b>Lesa Folger</b>  |
| <b>DIRECTOR DIRECT PHONE NUMBER:</b> | <b>503-674-6247</b>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:folgerl@ci.fairview.or.us"><u>folgerl@ci.fairview.or.us</u></a> |

**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 2016-17 AND FY 2017-18:**

- We anticipate purchasing the following equipment in FY 2017-18
  - Crew truck – replacement for PW 05-13
  - Mower – replacement for Kubota 27-331
- The remaining funds will be placed in reserves for future purchases.

| 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                           |
| EQUIPMENT-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  
Fiscal Year 2017-18  
Approved Budget  
Fund: 143 - EQUIPMENT REPLACEMENT FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                        | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---------------------------------------|----------------------------|----------------------------|---------------------------|
| 446,059            | 479,475            | 490,944                                 | 143-00-4995000 | BEGINNING FUND BALANCE- ASSIGNED      | 470,608                    | 470,608                    | 470,608                   |
| 1,000              | 1,000              | 1,000                                   | 143-00-4391501 | ADMIN CONTRIBUTION                    | 1,000                      | 1,000                      | 1,000                     |
| 10,000             | 2,500              | 1,000                                   | 143-00-4391502 | FINANCE CONTRIBUTION                  | 662                        | 662                        | 662                       |
| 1,000              | 1,500              | 3,300                                   | 143-00-4391503 | PW CS CONTRIBUTION                    | 593                        | 593                        | 593                       |
| 1,775              | 1,775              | 16,800                                  | 143-00-4391504 | PW PARKS CONTRIBUTION                 | 593                        | 593                        | 593                       |
| 40,000             | -                  | 40,000                                  | 143-00-4391505 | PD CONTRIBUTION                       | -                          | -                          | -                         |
| 5,300              | 5,300              | 7,700                                   | 143-00-4391514 | PW STREET CONTRIBUTION                | 5,018                      | 5,018                      | 5,018                     |
| 25,500             | 25,500             | 10,800                                  | 143-00-4391521 | PW WATER CONTRIBUTION                 | 10,800                     | 10,800                     | 25,088                    |
| 25,500             | 25,500             | 7,600                                   | 143-00-4391522 | PW SEWER CONTRIBUTION                 | 12,544                     | 12,544                     | 12,544                    |
| 5,900              | 5,900              | 7,100                                   | 143-00-4391523 | PW STORMWATER CONTRIBUTION            | 5,018                      | 5,018                      | 5,018                     |
| -                  | -                  | -                                       | 143-00-4340100 | GENERAL GOVT CHARGES                  | -                          | -                          | -                         |
| 6,827              | 3,257              | 3,000                                   | 143-00-4351900 | VEH FINE ASSESS.                      | 1,800                      | 1,800                      | 1,800                     |
|                    |                    |   |                | INTEREST:                             |                            |                            |                           |
| 2,203              | 2,999              | 2,939                                   | 143-00-4361100 | INTEREST- LGIP                        | 5,214                      | 5,214                      | 5,214                     |
| 24                 | 22                 | 28                                      | 143-00-4361200 | INTEREST-INVESTMENTS                  | -                          | -                          | -                         |
| -                  | -                  | -                                       | 143-00-4390100 | MISC. REVENUE                         | -                          | -                          | -                         |
| -                  | 3,688              | 15,141                                  | 143-00-4392100 | SALE MATERIAL EQUIP                   | -                          | -                          | -                         |
| <b>571,089</b>     | <b>558,416</b>     | <b>607,351</b>                          |                | <b>RESOURCES Total:</b>               | <b>513,850</b>             | <b>513,850</b>             | <b>528,138</b>            |
| -                  | -                  | -                                       | 143-00-6740101 | EQUIPMENT- ADMIN                      | -                          | -                          | -                         |
| 15,140             | -                  | 15,000                                  | 143-00-6740102 | EQUIPMENT-FINANCE                     | -                          | -                          | -                         |
| -                  | -                  | -                                       | 143-00-6740103 | EQUIPMENT-PW CS                       | -                          | -                          | -                         |
| -                  | 26,936             | 6,000                                   | 143-00-6740104 | EQUIPMENT- PW PARKS                   | 24,263                     | 24,263                     | 24,263                    |
| 74,994             | -                  | 120,000                                 | 143-00-6740105 | EQUIPMENT- PD                         | -                          | -                          | -                         |
| 297                | 14,085             | 3,500                                   | 143-00-6740114 | EQUIPMENT-STREET                      | 6,460                      | 6,460                      | 6,460                     |
| 446                | 7,285              | 3,500                                   | 143-00-6740121 | EQUIPMENT- WATER                      | 19,925                     | 19,925                     | 19,925                    |
| 446                | 2,267              | 3,500                                   | 143-00-6740122 | EQUIPMENT- SEWER                      | 9,962                      | 9,962                      | 9,962                     |
| 297                | 11,818             | 3,500                                   | 143-00-6740123 | EQUIPMENT- STORM                      | 3,985                      | 3,985                      | 3,985                     |
| <b>91,619</b>      | <b>62,390</b>      | <b>155,000</b>                          |                | <b>CAPITAL OUTLAY Total:</b>          | <b>64,595</b>              | <b>64,595</b>              | <b>64,595</b>             |
| -                  | -                  | 25,000                                  | 143-00-6910000 | CONTINGENCY                           | 25,000                     | 25,000                     | 25,000                    |
| -                  | -                  | 427,351                                 | 143-00-6791700 | FUND BALANCE- ASSIGNED                | 424,255                    | 424,255                    | 438,543                   |
| -                  | -                  | 452,351                                 |                | <b>OTHER Total:</b>                   | <b>449,255</b>             | <b>449,255</b>             | <b>463,543</b>            |
| <b>91,619</b>      | <b>62,390</b>      | <b>607,351</b>                          |                | <b>TOTAL EQUIP REPLAC. EXPENSES</b>   | <b>513,850</b>             | <b>513,850</b>             | <b>528,138</b>            |
| <b>479,470</b>     | <b>496,026</b>     | <b>0</b>                                |                | <b>EQUIP. REPLACEMENT FUND TOTAL:</b> | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |

**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 2016-17 AND FY 2017-18:**

- In FY 2016-17 we did a complete inspection of City Hall and developed a five year Capital Improvement Plan (see BIP 17-006).
- Two projects that must be done at the same time at City Hall have been delayed for 1 year to develop a financial plan. (BIP 17-027)
  - Roof (\$110,000)
  - HVAC System (\$439,253)
- \$50,000 has been transferred in from the General Fund for the Community Center including:
  - Waterproof exterior wall (\$25,000)
  - Rebuild ramp/access to second floor (25,000)

| 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  |
| MISC. REVENUE                        | 144-00-4390100 | Not budgeted this fiscal year  |
| BLDG REP. MAINT                      | 144-00-6720105 | Not budgeted this fiscal year  |
| COMMUNITY CENTER MAINT/IMPROVEMENTS  | 144-00-6720106 | Maintenance & Improvements on the Community Center                                   |
| CITY HALL MAINT/ IMPROVEMENTS        | 144-00-6720103 | Maintenance & Improvements on City Hall  |
| 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  
Fiscal Year 2017-18  
Approved Budget  
Fund: 144 - FACILITIES MAINTENANCE FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                           | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--|----------------------------|----------------------------|---------------------------|
| 70,208             | 90,975             | 76,969                                  | 144-00-4995000 | BEGINNING FUND BALANCE- ASSIGNED         | 76,969                     | 76,969                     | 76,969                    |
| 75,000             | -                  | 13,000                                  | 144-00-4391601 | GENERAL FUND CONTRIBUTION                | 53,000                     | 93,000                     | 93,000                    |
| 1,000              | 1,000              | 3,000                                   | 144-00-4391620 | PW STREET CONTRIBUTION                   | -                          | -                          | -                         |
| 1,000              | 1,000              | 3,000                                   | 144-00-4391621 | PW WATER CONTRIBUTION                    | 3,000                      | 3,000                      | 3,000                     |
| 1,000              | 1,000              | 3,000                                   | 144-00-4391622 | PW SEWER CONTRIBUTION                    | 3,000                      | 3,000                      | 3,000                     |
| 1,000              | 1,000              | 3,000                                   | 144-00-4391623 | PW STORMWATER CONTRIBUTION               | 3,000                      | 3,000                      | 3,000                     |
|                    |                    |   |                | INTEREST:                                |                            |                            |                           |
| 258                | 586                | 587                                     | 144-00-4361100 | INTEREST- LGIP                           | 928                        | 928                        | 928                       |
| -                  | 4                  | 6                                       | 144-00-4361200 | INTEREST- INVESTMENTS                    | -                          | -                          | -                         |
| -                  | 6,145              | -                                       | 144-00-4390100 | MISC. REVENUE                            | -                          | -                          | -                         |
| <b>149,466</b>     | <b>101,710</b>     | <b>102,562</b>                          |                | <b>RESOURCES Total:</b>                  | <b>139,897</b>             | <b>179,897</b>             | <b>179,897</b>            |
| -                  | -                  |   | 144-00-6720105 | BLDG REP. MAINT                          | -                          | -                          | -                         |
| -                  | -                  | -                                       | 144-00-6720106 | COMMUNITY CENTER MAINT/IMPROVEMENTS      | 50,000                     | 50,000                     | 50,000                    |
| 58,491             | 6,781              | 48,000                                  | 144-00-6720103 | CITY HALL MAINT/ IMPROVEMENTS            | -                          | 40,000                     | 40,000                    |
| <b>58,491</b>      | <b>6,781</b>       | <b>48,000</b>                           |                | <b>CAPITAL OUTLAY Total:</b>             | <b>50,000</b>              | <b>90,000</b>              | <b>90,000</b>             |
| -                  | -                  | 54,562                                  | 144-00-6910000 | CONTINGENCY                              | 89,897                     | 89,897                     | 89,897                    |
| -                  | -                  | -                                       | 144-00-6791000 | FUND BALANCE- ASSIGNED                   | -                          | -                          | -                         |
| -                  | -                  | <b>54,562</b>                           |                | <b>OTHER Total:</b>                      | <b>89,897</b>              | <b>89,897</b>              | <b>89,897</b>             |
| <b>58,491</b>      | <b>6,781</b>       | <b>102,562</b>                          |                | <b>Total Facilities Maint. Expenses:</b> | <b>139,897</b>             | <b>179,897</b>             | <b>179,897</b>            |
| <b>90,975</b>      | <b>94,929</b>      | -                                       |                | <b>FACILITIES MAINT. FUND TOTAL:</b>     | -                          | -                          | -                         |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 4.80</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 2016-17 AND FY 2017-18:**

- Personnel costs have increased as we reallocated the expense of Public Works Staff to better represent where they actively spend their time.
- An increase in expected Water System Improvement (\$40,000 new hydrants in coverage gaps).
- The CIP reserve is for projects in the Capital Improvement Plan (BIP 17-006).

| 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   |
| TEMPORARY HELP                           | 211-00-6120100 | Temporary Help - Typically PW Seasonal (previously included in Staff Line)                |
| 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 - MAYOR & EMPLOYEES | 211-00-6200200 | Cell Phone Allowance - Mayor & Employees  |
| 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                   |
| 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 Assistance and Flexible Spending Account Programs           |
| 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 architectural and design work                       |
| ENGINEERING AND MAPS                     | 211-00-6330400 | Professional engineering services for engineering and maps work                           |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 211 - WATER FUND

| 2014-15<br>Actuals            | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                           | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|-------------------------------|--------------------|---|----------------|--|----------------------------|----------------------------|---------------------------|
| 919,119                       | 1,019,820          | 1,216,530                               | 211-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED       | 1,440,197                  | 1,440,197                  | 1,440,197                 |
|                               |                    |   | 211-00-4995000 | RESTRICTED BEGINNING FUND BALANCE        | -                          | -                          | -                         |
|                               |                    |   | 211-00-4331100 | ARRA GRANT PROCEEDS                      | -                          | -                          | -                         |
| 1,192,754                     | 1,249,574          | 1,255,567                               | 211-00-4344400 | WATER SERVICE USER FEES                  | 1,221,800                  | 1,221,800                  | 1,221,800                 |
| 1,055                         | 940                | 1,500                                   | 211-00-4344500 | CONNECTION FEES                          | 1,500                      | 1,500                      | 1,500                     |
| 3,779                         | 11,046             | 10,000                                  | 211-00-4344600 | UB PENALTIES                             | 10,000                     | 10,000                     | 10,000                    |
|                               |                    |   |                | TRANSFER FROM GENERAL FUND               | -                          | -                          | -                         |
|                               |                    |   |                | INTEREST:                                |                            |                            |                           |
| 4,495                         | 7,131              | 7,996                                   | 211-00-4361100 | INTEREST- LGIP                           | 14,750                     | 14,750                     | 14,750                    |
| 48                            | 53                 | 60                                      | 211-00-4361200 | INTEREST- INVESTMENTS                    | -                          | -                          | -                         |
|                               |                    |   | 211-00-4390100 | MISC. REVENUE                            | 700                        | 700                        | 700                       |
| <b>2,121,875</b>              | <b>2,289,364</b>   | <b>2,492,353</b>                        |                | <b>RESOURCES Total:</b>                  | <b>2,688,947</b>           | <b>2,688,947</b>           | <b>2,688,947</b>          |
| <b>WAGES:</b>                 |                    |   |                |  |                            |                            |                           |
| 270,672                       | 260,507            | 265,911                                 | 211-00-6110900 | STAFF                                    | 294,338                    | 294,338                    | 294,338                   |
|                               | 611                | -                                       | 211-00-6120100 | TEMPORARY HELP                           | 3,947                      | 3,947                      | 3,947                     |
| 2,570                         | 1,869              | 2,023                                   | 211-00-6130100 | OVERTIME                                 | 3,057                      | 3,057                      | 3,057                     |
| 5,052                         | 2,531              | 3,307                                   | 211-00-6130200 | CALL OUT PAY                             | 5,861                      | 5,861                      | 5,861                     |
| <b>BENEFITS:</b>              |                    |   |                |  |                            |                            |                           |
| 596                           | 1,182              | 1,161                                   | 211-00-6200200 | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEES) | 1,647                      | 1,647                      | 1,647                     |
| 3,894                         | 5,499              | 3,280                                   | 211-00-6200400 | LONGEVITY                                | 5,372                      | 5,372                      | 5,372                     |
| 383                           | 284                | 250                                     | 211-00-6210300 | LIFE INSURANCE                           | 259                        | 259                        | 259                       |
| 1,278                         | 1,217              | 1,312                                   | 211-00-6210400 | LONG TERM DISAB. INS                     | 1,357                      | 1,357                      | 1,357                     |
| 3,215                         | 1,334              | 2,500                                   | 211-00-6290100 | VACATION BUY-OUT                         | 2,500                      | 2,500                      | 2,500                     |
| <b>H&amp;W/ PERS:</b>         |                    |   |                |  |                            |                            |                           |
| 58,373                        | 56,021             | 54,669                                  | 211-00-6210200 | MEDICAL INSURANCE                        | 67,983                     | 67,983                     | 67,983                    |
| 47,067                        | 49,648             | 46,946                                  | 211-00-6230100 | PERS/OPSRP- EMPR. PD                     | 71,177                     | 71,177                     | 71,177                    |
| <b>TAXES:</b>                 |                    |   |                |  |                            |                            |                           |
| 21,530                        | 20,308             | 20,515                                  | 211-00-6220100 | SOCIAL SECURITY (FICA)                   | 23,133                     | 23,133                     | 23,133                    |
| 2,037                         | 1,936              | 2,052                                   | 211-00-6220200 | TRI-MET TAX                              | 2,279                      | 2,279                      | 2,279                     |
| 140                           | 135                | 170                                     | 211-00-6220300 | WBF ASSESSMENT                           | 151                        | 151                        | 151                       |
| 1,970                         | 1,804              | 1,704                                   | 211-00-6250100 | UNEMP. INSURANCE                         | 907                        | 907                        | 907                       |
| 290                           | 175                | 380                                     | 211-00-6200300 | EMP ASSIST PROGRAM/FSA                   | 575                        | 575                        | 575                       |
| 5,669                         | 7,171              | 7,888                                   | 211-00-6210500 | WORKERS COMP INSURANCE                   | 9,871                      | 9,871                      | 9,871                     |
| <b>424,736</b>                | <b>412,229</b>     | <b>414,067</b>                          |                | <b>PERSONAL SERVICES Total:</b>          | <b>494,414</b>             | <b>494,414</b>             | <b>494,414</b>            |
| 144                           | -                  | 300                                     | 211-00-6295100 | AWARDS/ RECOGNITION                      | 300                        | 300                        | 300                       |
| 731                           | 983                | 1,300                                   | 211-00-6295300 | UNIFORMS                                 | 1,300                      | 1,300                      | 1,300                     |
| 40,348                        | 92,953             | 107,250                                 | 211-00-6300100 | CONTRACT SERVICES                        | 66,114                     | 66,114                     | 66,114                    |
| 518                           | 411                | 1,000                                   | 211-00-6310100 | HR ADMINISTRATION                        | 1,000                      | 1,000                      | 1,000                     |
| 6,701                         | 6,830              | 7,200                                   | 211-00-6330100 | AUDIT & ACCOUNTING                       | 8,647                      | 8,647                      | 8,647                     |
| 8,424                         | 5,831              | 4,500                                   | 211-00-6330200 | LEGAL                                    | 4,500                      | 4,500                      | 4,500                     |
| <b>ENGINEERRING SERVICES:</b> |                    |   |                |  |                            |                            |                           |
| 1,250                         | 868                | 15,000                                  | 211-00-6330300 | ARCHITECTUAL/DESIGN ENGINEERING          | 5,000                      | 5,000                      | 5,000                     |
| 1,074                         | 11,130             | 50,000                                  | 211-00-6330400 | ENGINEERING AND MAPS                     | 25,000                     | 25,000                     | 25,000                    |

| 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                  |
| 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  
Fiscal Year 2017-18  
Approved Budget  
Fund: 211 - WATER FUND**

| 2014-15<br>Actuals                         | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--|--------------------|---|----------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>IT SERVICES:</b>                        |                    |   |                |                                   |                            |                            |                           |
| 891  | 939                | 950                                     | 211-00-6330500 | PROPERTY ALARM MONITORING SERVICE | 921                        | 921                        | 921                       |
| 10,280                                     | 14,173             | 4,205                                   | 211-00-6340100 | IT SERVICES                       | 22,306                     | 22,306                     | 22,306                    |
| 2,204                                      | 4,851              | 10,960                                  | 211-00-6340101 | IT UPGRADES/HARWARE               | 8,124                      | 8,124                      | 8,124                     |
| 935  | 968                | 237                                     | 211-00-6340200 | WEBSITE MANAGEMENT                | 471                        | 471                        | 471                       |
| 112  | 59                 | 111                                     | 211-00-6421100 | REFUSE/SHREDDING                  | 100                        | 100                        | 100                       |
| 3,042                                      | 2,344              | 3,208                                   | 211-00-6423100 | BLDG CLEANING SRVCS               | 3,587                      | 3,587                      | 3,587                     |
| <b>REPAIR &amp; MAINTENANCE:</b>           |                    |   |                |                                   |                            |                            |                           |
| 1,129                                      | 1,255              | 3,000                                   | 211-00-6430100 | VEHICLE REP/MAINT                 | 3,000                      | 3,000                      | 3,000                     |
| 4,086                                      | 4,093              | 4,000                                   | 211-00-6430200 | BLDG REP/MAINT                    | 4,120                      | 4,120                      | 4,120                     |
| 4,204                                      | 4,917              | 23,000                                  | 211-00-6430400 | EQUIP REPAIR/MAINT                | 23,000                     | 23,000                     | 23,000                    |
| 3,087                                      | 2,556              | 3,700                                   | 211-00-6442100 | EQUIP RENT                        | 2,951                      | 2,951                      | 2,951                     |
| 15,000                                     | 15,000             | 15,000                                  | 211-00-6441100 | RENT EXPENSE-TO GF                | 15,750                     | 15,750                     | 15,750                    |
| 18,871                                     | 21,003             | 23,103                                  | 211-00-6520100 | GENERAL LIAB/PROP INSURANCE       | 18,767                     | 18,767                     | 18,767                    |
| 4,470                                      | 3,755              | 5,150                                   | 211-00-6530200 | POSTAGE                           | 5,283                      | 5,283                      | 5,283                     |
| <b>TELEPHONE/ANSWERING SERV/ WIRELESS:</b> |                    |   |                |                                   |                            |                            |                           |
| 1,385                                      | 3,151              | 3,300                                   | 211-00-6530300 | TELEPHONE-CH                      | 2,856                      | 2,856                      | 2,856                     |
| 2,136                                      | 1,448              | 1,700                                   | 211-00-6530301 | TELEPHONE- CITY SHOPS             | 1,500                      | 1,500                      | 1,500                     |
| 432  | 756                | 1,405                                   | 211-00-6530400 | WIRELESS TECHNOLOGY               | 1,963                      | 1,963                      | 1,963                     |
| 78   | 77                 | 200                                     | 211-00-6540100 | PUBLICATIONS                      | 200                        | 200                        | 200                       |
| 161  | 138                | 250                                     | 211-00-6550100 | PRINTING                          | 250                        | 250                        | 250                       |
| <b>BANK FEES:</b>                          |                    |   |                |                                   |                            |                            |                           |
| 600  | 990                | 1,417                                   | 211-00-6590100 | BANK FEES                         | 1,930                      | 1,930                      | 1,930                     |
| 868  | 1,026              | 973                                     | 211-00-6590200 | MERCHANT FEES                     | 1,712                      | 1,712                      | 1,712                     |
| 1,492                                      | 2,165              | 1,628                                   | 211-00-6590300 | CONVENIENCE FEES/CREDIT CARD      | 2,505                      | 2,505                      | 2,505                     |
| <b>SUPPLIES:</b>                           |                    |   |                |                                   |                            |                            |                           |
| 1,169                                      | 1,532              | 1,000                                   | 211-00-6610100 | OFFICE SUPPLIES                   | 1,000                      | 1,000                      | 1,000                     |
| 36,134                                     | 33,598             | 33,000                                  | 211-00-6610200 | OPERATING MATERIALS & SUPPLES     | 40,000                     | 40,000                     | 40,000                    |
| 167  | 167                | 167                                     | 211-00-6610201 | UTIL. NOTIFICATION CTR.           | 167                        | 167                        | 167                       |
| 628  | 543                | 1,300                                   | 211-00-6610300 | BLDG SUPP- CITY HALL              | 1,802                      | 1,802                      | 1,802                     |
| 152  | 11                 | 500                                     | 211-00-6610400 | BLDG SUPP- CITY SHOPS             | 500                        | 500                        | 500                       |
| 1,937                                      | 2,191              | 2,500                                   | 211-00-6665100 | SMALL TOOLS/MINOR EQUIP           | 2,000                      | 2,000                      | 2,000                     |
| <b>ELECTRIC/GAS:</b>                       |                    |   |                |                                   |                            |                            |                           |
| 138  | 229                | 300                                     | 211-00-6621100 | GAS/HEAT - CH                     | 332                        | 332                        | 332                       |
| 220  | 190                | 200                                     | 211-00-6621101 | GAS/HEAT- CITY SHOPS              | 220                        | 220                        | 220                       |
| 7,866                                      | 7,267              | 4,676                                   | 211-00-6622100 | ELECTRICITY-CH                    | 3,877                      | 3,877                      | 3,877                     |
| 999  | 971                | 1,150                                   | 211-00-6622101 | ELECTRICITY- CITY SHOPS           | 975                        | 975                        | 975                       |
| 2,844                                      | 2,559              | 7,000                                   | 211-00-6626101 | FUEL                              | 7,000                      | 7,000                      | 7,000                     |
| 1,553                                      | 1,568              | 5,500                                   | 211-00-6650100 | DUES/SUB/MEMBRSHIP                | 5,500                      | 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 staff travel to attend meetings and complete errands   |
| 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 | Pmt. To Rockwood Water PUD for large customers within Fairview with RWPUD water service                   |
| WATER SYSTEM MAINTENANCE  | 211-00-6690198 | Costs for misc maint and repair projects for the water system. (Large meter testing, tank cleaning, etc.) |
| 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                      |
| TRANS TO WATER SDC        | 211-00-6491131 | Transfer to Water SDC Fund  |
| 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   |
| CIP RESERVE               | 211-00-6794000 | CIP Reserve   |
| 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  
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Fund: 211 - WATER FUND

| 2014-15<br>Actuals       | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                        | Line Item Name             | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------------|--------------------|---|---------------------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| <b>MEETINGS/ERRANDS:</b> |                    |   |                                       |                            |                            |                            |                           |
| 11                       | 49                 | 100                                     | 211-00-6580100                        | TRAVEL-MEETINGS/ERRANDS    | 100                        | 100                        | 100                       |
| 42                       | -                  | 75                                      | 211-00-6630100                        | MEETING ATTENDANCE         | 75                         | 75                         | 75                        |
| 437                      | 474                | 1,500                                   | 211-00-6650200                        | TRAINING & CONF.           | 1,300                      | 1,300                      | 1,300                     |
| 815                      | 1,144              | 1,300                                   | 211-00-6630200                        | CONF- MEALS/LODGING        | 1,300                      | 1,300                      | 1,300                     |
| 70,052                   | 76,442             | 75,334                                  | 211-00-6690199                        | FRANCHISE FEES             | 73,308                     | 73,308                     | 73,308                    |
| 43                       | -                  | 10,000                                  | 211-00-6690112                        | WATER CONSERVATION         | 10,000                     | 10,000                     | 10,000                    |
| 11,495                   | 6,145              | 12,000                                  | 211-00-6690104                        | WATER TESTING              | 12,000                     | 12,000                     | 12,000                    |
| 22,495                   | 21,286             | 25,000                                  | 211-00-6690116                        | WATER TREATMENT            | 30,000                     | 30,000                     | 30,000                    |
| 7,500                    | 9,265              | 7,500                                   | 211-00-6690136                        | SCADA DATA SYSTEMS         | 8,000                      | 8,000                      | 8,000                     |
| 71,775                   | 72,314             | 64,000                                  | 211-00-6690117                        | ELECTRICITY-PUMPING        | 70,000                     | 70,000                     | 70,000                    |
| 17,272                   | 20,807             | 15,000                                  | 211-00-6690110                        | PURCHASED WATER            | -                          | -                          | -                         |
| 38,702                   | 27,894             | 125,000                                 | 211-00-6690198                        | WATER SYSTEM MAINTENANCE   | 47,000                     | 47,000                     | 47,000                    |
| (5,872)                  | (6,867)            | 2,000                                   | 211-00-6690200                        | BAD DEBT                   | 1,000                      | 1,000                      | 1,000                     |
| <b>423,231</b>           | <b>484,447</b>     | <b>690,148</b>                          | <b>MATERIALS AND SERVICES Total:</b>  |                            | <b>550,613</b>             | <b>550,613</b>             | <b>550,613</b>            |
| 25,500                   | 25,500             | 10,800                                  | 211-00-6491621                        | ER CONTRIBUTION            | 10,800                     | 10,800                     | 25,088                    |
| 1,000                    | 1,000              | 3,000                                   | 211-00-6491721                        | FMF CONTRIBUTION           | 3,000                      | 3,000                      | 3,000                     |
| -                        | -                  | 663,123                                 | 211-00-6491131                        | TRANSFER TO WATER SDC FUND | -                          | -                          | -                         |
| -                        | -                  | -                                       | 211-00-6700100                        | WELL 9 PROJECT             | -                          | -                          | -                         |
| 185,118                  | 39,663             | 10,000                                  | 211-00-6730200                        | WATER SYSTEM IMPROV.       | 40,000                     | 40,000                     | 40,000                    |
| -                        | -                  | 35,000                                  | 211-00-6740100                        | EQUIPMENT                  | 35,000                     | 35,000                     | 35,000                    |
| <b>BLDG EQUIPMENT:</b>   |                    |   |                                       |                            |                            |                            |                           |
| -                        | -                  | 500                                     | 211-00-6740200                        | BLDG EQUIPMENT- CH         | -                          | -                          | -                         |
| -                        | -                  | 500                                     | 211-00-6740300                        | BLDG EQUIPMENT-CITY SHOPS  | -                          | -                          | -                         |
| <b>26,500</b>            | <b>26,500</b>      | <b>676,923</b>                          | <b>TRANSFER TO OTHER FUNDS Total:</b> |                            | <b>13,800</b>              | <b>13,800</b>              | <b>28,088</b>             |
| <b>185,118</b>           | <b>39,663</b>      | <b>46,000</b>                           | <b>CAPITAL OUTLAY Total:</b>          |                            | <b>75,000</b>              | <b>75,000</b>              | <b>75,000</b>             |
| 23,473                   | 24,177             | 24,902                                  | 211-00-6470200                        | PRINCIPAL ARRA LOAN 2010   | 25,649                     | 25,649                     | 25,649                    |
| 16,494                   | 15,790             | 15,065                                  | 211-00-6470300                        | INT ARRA LOAN -2010        | 14,318                     | 14,318                     | 14,318                    |
| -                        | -                  | -                                       | 211-00-6470202                        | PRINCIPAL/ BOND 2004       | -                          | -                          | -                         |
| -                        | -                  | -                                       | 211-00-6470302                        | INT/ BOND 2004             | -                          | -                          | -                         |
| <b>39,967</b>            | <b>39,967</b>      | <b>39,967</b>                           | <b>DEBT SERVICE Total:</b>            |                            | <b>39,967</b>              | <b>39,967</b>              | <b>39,967</b>             |
| -                        | -                  | 297,021                                 | 211-00-6794000                        | CIP RESERVE                | 1,410,153                  | 1,410,153                  | 1,395,865                 |
| -                        | -                  | 328,227                                 | 211-00-6910000                        | CONTINGENCY                | 105,000                    | 105,000                    | 105,000                   |
| -                        | -                  | -                                       | 211-00-6793000                        | BOND RESERVE               | -                          | -                          | -                         |
| -                        | -                  | -                                       | 211-00-6791000                        | FUND BALANCE- RESTRICTED   | -                          | -                          | -                         |
| -                        | -                  | <b>625,248</b>                          | <b>OTHER Total:</b>                   |                            | <b>1,515,153</b>           | <b>1,515,153</b>           | <b>1,500,865</b>          |
| <b>1,099,552</b>         | <b>1,002,805</b>   | <b>2,492,353</b>                        | <b>TOTAL WATER FUND EXPENSES:</b>     |                            | <b>2,688,947</b>           | <b>2,688,947</b>           | <b>2,688,947</b>          |
| <b>1,022,323</b>         | <b>1,286,559</b>   | <b>0</b>                                | <b>WATER FUND TOTAL:</b>              |                            | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 3.85</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 2016-17 AND FY 2017-18:**

- Engineering (\$100,000) for Interlachen Sewer Line replacement-pre-design.
- Reserve for Interlachen and Sandy Blvd. sewer replacement projects (see BIP 17-006).
- Personnel costs have decreased as we reallocated the expense of Public Works Staff to better represent where they actively spend their time.

| 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   |
| TEMPORARY HELP                           | 212-00-6120100 | Temporary Help - Typically PW Seasonal (previously included in Staff Line)                |
| 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 - MAYOR & EMPLOYEES | 212-00-6200200 | Cell Phone Allowances - Mayor & Employees   |
| 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                   |
| 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 Assistance and Flexible Spending Account Programs           |
| 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   |
| ARCHITECTURAL/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 2017-18  
Approved Budget  
Fund: 212 - SANITARY SEWER FUND**

| 2014-15<br>Actuals           | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number                  | Line Item Name                           | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|------------------------------|--------------------|---|---------------------------------|--|----------------------------|----------------------------|---------------------------|
| 1,742,928                    | 1,875,935          | 1,736,738                               | 212-00-4995000                  | BEGINNING FUND BALANCE- RESTRICTED       | 2,186,568                  | 2,186,568                  | 2,186,568                 |
|                              | -                  |   | 212-00-4995000                  | RESTRICTED BEGINNING FUND BALANCE        |                            |                            |                           |
| 1,959,247                    | 2,101,282          | 2,031,803                               | 212-00-4344400                  | SEWER SERVICE USER FEES                  | 2,112,658                  | 2,112,658                  | 2,112,658                 |
| 1,640                        | 2,025              | 1,500                                   | 212-00-4344500                  | CONNECTION FEES                          | 1,750                      | 1,750                      | 1,750                     |
| 17,646                       | 20,509             | 19,402                                  | 212-00-4344600                  | PENALTIES - UB                           | 19,400                     | 19,400                     | 19,400                    |
|                              | -                  | -                                       |                                 | TRANSFER IN FROM OTHER FUND              | -                          | -                          | -                         |
| 9,068                        | 11,345             | 11,671                                  | 212-00-4361100                  | INTEREST: INTEREST- LGIP                 | 19,505                     | 19,505                     | 19,505                    |
| 91                           | 84                 | 100                                     | 212-00-4361200                  | INTEREST- INVESTMENTS                    | -                          | -                          | -                         |
| <b>3,730,619</b>             | <b>4,011,180</b>   | <b>3,801,215</b>                        | <b>RESOURCES Total:</b>         |  | <b>4,339,881</b>           | <b>4,339,881</b>           | <b>4,339,881</b>          |
| <b>WAGES:</b>                |                    |   |                                 |  |                            |                            |                           |
| 260,735                      | 273,434            | 280,414                                 | 212-00-6110900                  | STAFF                                    | 238,153                    | 238,153                    | 238,153                   |
| -                            | 611                | -                                       | 212-00-6120100                  | TEMPORARY HELP                           | 4,947                      | 4,947                      | 4,947                     |
| 2,489                        | 1,978              | 2,108                                   | 212-00-6130100                  | OVERTIME                                 | 2,485                      | 2,485                      | 2,485                     |
| 5,052                        | 2,531              | 3,307                                   | 212-00-6130200                  | CALL OUT PAY                             | 2,376                      | 2,376                      | 2,376                     |
| <b>BENEFITS:</b>             |                    |   |                                 |  |                            |                            |                           |
| 567                          | 544                | 1,197                                   | 212-00-6200200                  | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEES) | 1,071                      | 1,071                      | 1,071                     |
| 3,792                        | 5,755              | 2,902                                   | 212-00-6200400                  | LONGEVITY                                | 3,163                      | 3,163                      | 3,163                     |
| 368                          | 297                | 255                                     | 212-00-6210300                  | LIFE INSURANCE                           | 204                        | 204                        | 204                       |
| 1,220                        | 1,276              | 1,336                                   | 212-00-6210400                  | LONG TERM DISAB. INS                     | 1,077                      | 1,077                      | 1,077                     |
| 3,205                        | 1,388              | 2,500                                   | 212-00-6290100                  | VACATION BUY-OUT                         | 2,500                      | 2,500                      | 2,500                     |
| <b>H&amp;W/ PERS:</b>        |                    |   |                                 |  |                            |                            |                           |
| 56,523                       | 58,736             | 55,489                                  | 212-00-6210200                  | MEDICAL INSURANCE                        | 52,760                     | 52,760                     | 52,760                    |
| 44,375                       | 52,048             | 47,573                                  | 212-00-6230100                  | PERS/OPSRP- EMPR. PD                     | 54,689                     | 54,689                     | 54,689                    |
| <b>TAXES:</b>                |                    |   |                                 |  |                            |                            |                           |
| 20,582                       | 21,302             | 20,862                                  | 212-00-6220100                  | SOCIAL SECURITY (FICA)                   | 18,575                     | 18,575                     | 18,575                    |
| 1,947                        | 2,029              | 2,090                                   | 212-00-6220200                  | TRI-MET TAX                              | 1,830                      | 1,830                      | 1,830                     |
| 136                          | 141                | 179                                     | 212-00-6220300                  | WBF ASSESSMENT                           | 124                        | 124                        | 124                       |
| 1,884                        | 1,892              | 1,724                                   | 212-00-6250100                  | UNEMP. INSURANCE                         | 728                        | 728                        | 728                       |
| 396                          | 229                | 365                                     | 212-00-6200300                  | EMP ASSIST PROGRAM/FSA                   | 640                        | 640                        | 640                       |
| 5,669                        | 7,171              | 7,888                                   | 212-00-6210500                  | WORKERS COMP INSURANCE                   | 7,926                      | 7,926                      | 7,926                     |
| <b>408,939</b>               | <b>431,361</b>     | <b>430,189</b>                          | <b>PERSONAL SERVICES Total:</b> |  | <b>393,248</b>             | <b>393,248</b>             | <b>393,248</b>            |
| 144                          | -                  | 300                                     | 212-00-6295100                  | AWARDS/ RECOGNITION                      | 300                        | 300                        | 300                       |
| 521                          | 550                | 1,300                                   | 212-00-6295300                  | UNIFORMS                                 | 1,300                      | 1,300                      | 1,300                     |
| 12,540                       | 8,303              | 32,250                                  | 212-00-6300100                  | CONTRACT SERVICES                        | 32,114                     | 32,114                     | 32,114                    |
| 519                          | 581                | 1,000                                   | 212-00-6310100                  | HR ADMINISTRATION                        | 1,000                      | 1,000                      | 1,000                     |
| 11,228                       | 11,424             | 12,000                                  | 212-00-6330100                  | AUDIT & ACCOUNTING                       | 14,199                     | 14,199                     | 14,199                    |
| 7,762                        | 8,484              | 5,500                                   | 212-00-6330200                  | LEGAL                                    | 5,500                      | 5,500                      | 5,500                     |
| <b>ENGINEERING SERVICES:</b> |                    |   |                                 |  |                            |                            |                           |
| 13,243                       | 868                | 70,000                                  | 212-00-6330300                  | ARCHITECTUAL/DESIGN ENGINEERING          | 100,000                    | 100,000                    | 100,000                   |
| 4,974                        | 2,571              | 15,000                                  | 212-00-6330400                  | ENGINEERING AND MAPS                     | 46,000                     | 46,000                     | 46,000                    |

| 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                   |
| 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 2017-18  
Approved Budget  
Fund: 212 - SANITARY SEWER FUND**

| 2014-15<br>Actuals                      | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|---|--------------------|---|----------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>IT SERVICES:</b>                     |                    |   |                |                                   |                            |                            |                           |
| 353                                     | 217                | 225                                     | 212-00-6330500 | PROPERTY ALARM MONITORING SERVICE | 218                        | 218                        | 218                       |
| 10,380                                  | 13,178             | 4,205                                   | 212-00-6340100 | IT SERVICES                       | 22,306                     | 22,306                     | 22,306                    |
| 2,187                                   | 3,824              | 960                                     | 212-00-6340101 | IT UPGRADES/HARWARE               | 8,124                      | 8,124                      | 8,124                     |
| 935                                     | 968                | 237                                     | 212-00-6340200 | WEBSITE MANAGEMENT                | 471                        | 471                        | 471                       |
| 112                                     | 65                 | 105                                     | 212-00-6421100 | REFUSE/SHREDDING                  | 100                        | 100                        | 100                       |
| 3,042                                   | 2,344              | 3,208                                   | 212-00-6423100 | BLDG CLEANING SRVCS               | 3,587                      | 3,587                      | 3,587                     |
| <b>REPAIR &amp; MAINTENANCE:</b>        |                    |   |                |                                   |                            |                            |                           |
| 1,649                                   | 2,438              | 2,000                                   | 212-00-6430100 | VEHICLE REP/MAINT                 | 2,000                      | 2,000                      | 2,000                     |
| 4,483                                   | 4,093              | 5,400                                   | 212-00-6430200 | BLDG REP/MAINT                    | 5,562                      | 5,562                      | 5,562                     |
| 4,992                                   | 4,025              | 16,200                                  | 212-00-6430400 | EQUIP REPAIR/MAINT                | 16,200                     | 16,200                     | 16,200                    |
| 6,769                                   | 5,629              | 8,300                                   | 212-00-6442100 | EQUIP RENT                        | 6,620                      | 6,620                      | 6,620                     |
| 15,000                                  | 15,000             | 15,000                                  | 212-00-6441100 | RENT EXPENSE-TO GF                | 15,750                     | 15,750                     | 15,750                    |
| 18,871                                  | 21,003             | 23,103                                  | 212-00-6520100 | GENERAL LIAB/PROP INSURANCE       | 18,767                     | 18,767                     | 18,767                    |
| 4,470                                   | 3,755              | 5,200                                   | 212-00-6530200 | POSTAGE                           | 5,334                      | 5,334                      | 5,334                     |
| <b>TELEPHONE/ANSWER SERV./WIRELESS:</b> |                    |   |                |                                   |                            |                            |                           |
| 1,382                                   | 3,151              | 3,300                                   | 212-00-6530300 | TELEPHONE-CH                      | 2,856                      | 2,856                      | 2,856                     |
| 2,136                                   | 1,448              | 1,660                                   | 212-00-6530301 | TELEPHONE- CITY SHOPS             | 1,600                      | 1,600                      | 1,600                     |
| 432                                     | 800                | 1,470                                   | 212-00-6530400 | WIRELESS TECHNOLOGY               | 1,963                      | 1,963                      | 1,963                     |
| 78                                      | 615                | 200                                     | 212-00-6540100 | PUBLICATIONS                      | 200                        | 200                        | 200                       |
| 161                                     | 138                | 400                                     | 212-00-6550100 | PRINTING                          | 400                        | 400                        | 400                       |
| <b>BANK FEES:</b>                       |                    |   |                |                                   |                            |                            |                           |
| 450                                     | 1,261              | 2,332                                   | 212-00-6590100 | BANK FEES                         | 2,997                      | 2,997                      | 2,997                     |
| 1,446                                   | 1,710              | 1,620                                   | 212-00-6590200 | MERCHANT FEES                     | 2,851                      | 2,851                      | 2,851                     |
| 1,851                                   | 2,197              | 3,059                                   | 212-00-6590300 | CONVENIENCE FEES/CREDIT CARD      | 4,707                      | 4,707                      | 4,707                     |
| <b>SUPPLIES:</b>                        |                    |   |                |                                   |                            |                            |                           |
| 1,133                                   | 1,606              | 1,500                                   | 212-00-6610100 | OFFICE SUPPLIES                   | 1,500                      | 1,500                      | 1,500                     |
| 12,088                                  | 9,716              | 15,000                                  | 212-00-6610200 | OPERATING MATERIALS & SUPPLES     | 15,000                     | 15,000                     | 15,000                    |
| 167                                     | 167                | 167                                     | 212-00-6610201 | UTIL. NOTIFICATION CTR.           | 167                        | 167                        | 167                       |
| 628                                     | 543                | 1,000                                   | 212-00-6610300 | BLDG SUPP- CITY HALL              | 1,386                      | 1,386                      | 1,386                     |
| 152                                     | 11                 | 150                                     | 212-00-6610400 | BLDG SUPP- CITY SHOPS             | 150                        | 150                        | 150                       |
| 1,386                                   | 2,111              | 2,500                                   | 212-00-6665100 | SMALL TOOLS/MINOR EQUIP           | 2,000                      | 2,000                      | 2,000                     |
| <b>ELECTRIC/GAS:</b>                    |                    |   |                |                                   |                            |                            |                           |
| 132                                     | 113                | 100                                     | 212-00-6621100 | GAS/HEAT- CH                      | 111                        | 111                        | 111                       |
| 220                                     | 177                | 160                                     | 212-00-6621101 | GAS/HEAT- CITY SHOPS              | 200                        | 200                        | 200                       |
| 7,869                                   | 7,267              | 4,589                                   | 212-00-6622100 | ELECTRICITY-CH                    | 3,805                      | 3,805                      | 3,805                     |
| 1,014                                   | 971                | 1,200                                   | 212-00-6622101 | ELECTRICITY- CITY SHOPS           | 1,200                      | 1,200                      | 1,200                     |
| 2,827                                   | 2,504              | 3,800                                   | 212-00-6626101 | FUEL                              | 3,800                      | 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 staff travel to attend meetings and complete errands  |
| 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, FV 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 misc maint and repair projects for the sewer system. (i.e.. 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 rehab 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  |
| CIP RESERVE                 | 212-00-6794000 | CIP Reserve  |
| FUND BALANCE- RESTRICTED    | 212-00-6910000 | Unappropriated funds restricted for future Sewer System Operations.  |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 212 - SANITARY SEWER FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                        | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---------------------------------------|----------------------------|----------------------------|---------------------------|
| 367                | 526                | 4,000                                   | 212-00-6650100 | DUES/SUB/MEMBRSHIP                    | 5,500                      | 5,500                      | 5,500                     |
|                    |                    |   |                | MEETINGS/ERRANDS:                     |                            |                            |                           |
| 3                  | 29                 | 100                                     | 212-00-6580100 | TRAVEL-MEETINGS/ERRANDS               | 100                        | 100                        | 100                       |
| 27                 | -                  | 75                                      | 212-00-6630100 | MEETING ATTENDANCE                    | 75                         | 75                         | 75                        |
| 240                | 443                | 1,415                                   | 212-00-6650200 | TRAINING & CONF.                      | 1,800                      | 1,800                      | 1,800                     |
| 858                | 687                | 1,200                                   | 212-00-6630200 | CONF- MEALS/LODGING                   | 1,700                      | 1,700                      | 1,700                     |
| 113,987            | 122,888            | 121,908                                 | 212-00-6690199 | FRANCHISE FEES                        | 126,759                    | 126,759                    | 126,759                   |
| 15,660             | 15,062             | 14,000                                  | 212-00-6690117 | ELECTRICITY-PUMPING                   | 14,000                     | 14,000                     | 14,000                    |
| 715,803            | 826,206            | 698,025                                 | 212-00-6690119 | SEWER DISPOSAL                        | 692,820                    | 692,820                    | 692,820                   |
| 7,500              | 9,265              | 7,500                                   | 212-00-6690136 | SCADA DATA SYSTEMS                    | 8,000                      | 8,000                      | 8,000                     |
| 22,382             | 18,038             | 50,000                                  | 212-00-6690198 | SEWER SYSTEM MAINTENANCE              | 45,000                     | 45,000                     | 45,000                    |
| 4,692              | (4,570)            | 3,500                                   | 212-00-6690200 | BAD DEBT                              | 1,750                      | 1,750                      | 1,750                     |
| <b>1,041,249</b>   | <b>1,134,401</b>   | <b>1,167,422</b>                        |                | <b>MATERIALS AND SERVICES Total:</b>  | <b>1,249,849</b>           | <b>1,249,849</b>           | <b>1,249,849</b>          |
| -                  | -                  | -                                       | 212-00-6470100 | DEBT ISSUANCE EXP.                    | -                          | -                          | -                         |
| 184,408            | 190,918            | 197,659                                 | 212-00-6470205 | PRINCIPAL/ GRESHAM                    | 204,638                    | 204,638                    | 204,638                   |
| 48,506             | 41,995             | 35,255                                  | 212-00-6470305 | INT/ GRESHAM                          | 28,276                     | 28,276                     | 28,276                    |
| <b>232,914</b>     | <b>232,914</b>     | <b>232,914</b>                          |                | <b>DEBT SERVICE Total:</b>            | <b>232,914</b>             | <b>232,914</b>             | <b>232,914</b>            |
| 25,500             | 25,500             | 7,600                                   | 212-00-6491622 | ER CONTRIBUTION                       | 12,544                     | 12,544                     | 12,544                    |
| 1,000              | 1,000              | 3,000                                   | 212-00-6491722 | FMF CONTRIBUTION                      | 3,000                      | 3,000                      | 3,000                     |
| 141,506            | 407,959            | -                                       | 212-00-6730200 | SEWER SYSTEM IMPROV.                  | 86,000                     | 86,000                     | 86,000                    |
| -                  | -                  | 12,000                                  | 212-00-6740100 | EQUIPMENT                             | 12,000                     | 12,000                     | 12,000                    |
|                    |                    |   |                | BLDG EQUIPMENT:                       |                            |                            |                           |
| -                  | -                  | 500                                     | 212-00-6740200 | BLDG EQUIPMENT- CH                    | -                          | -                          | -                         |
| -                  | -                  | 500                                     | 212-00-6740400 | BUILDING EQUP FOR CITY SHOP           | -                          | -                          | -                         |
| <b>26,500</b>      | <b>26,500</b>      | <b>10,600</b>                           |                | <b>TRANSFER TO OTHER FUNDS Total:</b> | <b>15,544</b>              | <b>15,544</b>              | <b>15,544</b>             |
| <b>141,506</b>     | <b>407,959</b>     | <b>13,000</b>                           |                | <b>CAPITAL OUTLAY Total:</b>          | <b>98,000</b>              | <b>98,000</b>              | <b>98,000</b>             |
|                    |                    | 928,736                                 | 212-00-6910000 | CONTINGENCY                           | 185,600                    | 185,600                    | 185,600                   |
|                    |                    | 232,914                                 | 212-00-6793000 | DEBT RESERVE                          | 232,914                    | 232,914                    | 232,914                   |
|                    |                    | 785,440                                 | 212-00-6794000 | CIP RESERVE                           | 1,931,812                  | 1,931,812                  | 1,931,812                 |
|                    |                    | -                                       | 212-00-6791000 | FUND BALANCE- RESTRICTED              | -                          | -                          | -                         |
|                    |                    | <b>1,947,090</b>                        |                | <b>OTHER Total:</b>                   | <b>2,350,326</b>           | <b>2,350,326</b>           | <b>2,350,326</b>          |
| <b>1,851,107</b>   | <b>2,233,135</b>   | <b>3,801,214</b>                        |                | <b>TOTAL SEWER FUND EXPENSES:</b>     | <b>4,339,881</b>           | <b>4,339,881</b>           | <b>4,339,881</b>          |
| <b>1,879,512</b>   | <b>1,778,045</b>   | <b>0</b>                                |                | <b>SEWER FUND TOTAL:</b>              | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |



**GENERAL INFORMATION FORM  
FY 2017-18**

|                                      |   |
|--------------------------------------|---|
| <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>   |
| <b>DIRECTOR EMAIL:</b>               | <a href="mailto:berrya@ci.fairview.or.us"><u>berrya@ci.fairview.or.us</u></a> |
| <b>EMPLOYEE = 3.02</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 2016-17 AND FY 2017-18:**

- Engineering System is Hydraulic Modeling System (\$100,000) (BIP 17-24)
- Reserve CIP for future projects in 5 year Capital Improvement Plan (BIP 17-006).
- Contract services included \$9,061 for Fairview's share of Levee Ready Columbia work for the Fiscal year (see BIP 17-025).
- Personnel costs have decreased as we reallocated the expense of Public Works Staff to better represent where they actively spend their time.

| PW Storm water 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   |
| TEMPORARY HELP                           | 213-00-6120100 | Temporary Help - Typically PW Seasonal (previously included in Staff Line)                |
| 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 - MAYOR & EMPLOYEES | 213-00-6200200 | Cell Phone Allowances - Mayor & Employees   |
| 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                   |
| 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 Assistance and Flexible Spending Account Programs           |
| 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 storm water 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   |
| ARCHITECTUAL/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 2017-18  
Approved Budget  
Fund: 213 - STORMWATER FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                           | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|--|----------------------------|----------------------------|---------------------------|
| 844,011            | 870,465            | 733,604                                 | 213-00-4995000 | BEGINNING FUND BALANCE- RESTRICTED       | 897,238                    | 897,238                    | 897,238                   |
|                    | -                  |   | 213-00-4340100 | GENERAL GOVT CHARGES                     |                            |                            |                           |
| 541,009            | 565,457            | 556,935                                 | 213-00-4344400 | STORM WATER SERVICE USER FEES            | 575,879                    | 575,879                    | 575,879                   |
| 4,814              | 4,678              | 4,477                                   | 213-00-4344600 | PENALTIES- UB                            | 4,477                      | 4,477                      | 4,477                     |
| 4,716              | 4,255              | 5,000                                   | 213-00-4344500 | EROSION CONTROL                          | 6,000                      | 6,000                      | 6,000                     |
|                    |                    |   |                | INTEREST:                                |                            |                            |                           |
| 4,012              | 5,256              | 4,656                                   | 213-00-4361100 | INTEREST- LGIP                           | 9,320                      | 9,320                      | 9,320                     |
| 38                 | 38                 | 50                                      | 213-00-4361200 | INTEREST- INVESTMENTS                    | -                          | -                          | -                         |
| -                  | 7,098              | -                                       | 213-00-4390100 | MISC. REVENUE                            | -                          | -                          | -                         |
| <b>1,398,600</b>   | <b>1,457,247</b>   | <b>1,304,722</b>                        |                | <b>RESOURCES Total:</b>                  | <b>1,492,914</b>           | <b>1,492,914</b>           | <b>1,492,914</b>          |
|                    |                    |   |                | WAGES:                                   |                            |                            |                           |
| 172,583            | 204,695            | 218,378                                 | 213-00-6110900 | STAFF                                    | 196,201                    | 196,201                    | 196,201                   |
| -                  | 611                | -                                       | 213-00-6120100 | TEMPORARY HELP                           | 3,947                      | 3,947                      | 3,947                     |
| 1,550              | 1,480              | 1,591                                   | 213-00-6130100 | OVERTIME                                 | 1,943                      | 1,943                      | 1,943                     |
| 1,895              | 2,531              | 1,431                                   | 213-00-6130200 | CALL OUT PAY                             | 1,109                      | 1,109                      | 1,109                     |
|                    |                    |   |                | BENEFITS:                                |                            |                            |                           |
| 355                | 1,633              | 891                                     | 213-00-6200200 | CELL PHONE ALLOWANCE (MAYOR & EMPLOYEES) | 900                        | 900                        | 900                       |
| 2,220              | 4,177              | 2,339                                   | 213-00-6200400 | LONGEVITY                                | 2,038                      | 2,038                      | 2,038                     |
| 244                | 223                | 187                                     | 213-00-6210300 | LIFE INSURANCE                           | 169                        | 169                        | 169                       |
| 804                | 957                | 986                                     | 213-00-6210400 | LONG TERM DISAB. INS                     | 894                        | 894                        | 894                       |
| 2,444              | 975                | 2,000                                   | 213-00-6290100 | VACATION BUY-OUT                         | 2,500                      | 2,500                      | 2,500                     |
|                    |                    |   |                | H&W/ PERS:                               |                            |                            |                           |
| 25,833             | 44,116             | 41,186                                  | 213-00-6210200 | MEDICAL INSURANCE                        | 42,267                     | 42,267                     | 42,267                    |
| 28,925             | 38,750             | 34,759                                  | 213-00-6230100 | PERS/OPSRP- EMPR. PD                     | 43,548                     | 43,548                     | 43,548                    |
|                    |                    |   |                | TAXES:                                   |                            |                            |                           |
| 13,587             | 15,972             | 15,540                                  | 213-00-6220100 | SOCIAL SECURITY (FICA)                   | 15,211                     | 15,211                     | 15,211                    |
| 1,287              | 1,521              | 1,540                                   | 213-00-6220200 | TRI-MET TAX                              | 1,499                      | 1,499                      | 1,499                     |
| 91                 | 108                | 140                                     | 213-00-6220300 | WBF ASSESSMENT                           | 99                         | 99                         | 99                        |
| 1,244              | 1,416              | 1,217                                   | 213-00-6250100 | UNEMP. INSURANCE                         | 597                        | 597                        | 597                       |
| 175                | 116                | 280                                     | 213-00-6200300 | EMP ASSIST PROGRAM/FSA                   | 508                        | 508                        | 508                       |
| 3,608              | 4,563              | 5,019                                   | 213-00-6210500 | WORKERS COMP INSURANCE                   | 6,491                      | 6,491                      | 6,491                     |
| <b>256,843</b>     | <b>323,844</b>     | <b>327,485</b>                          |                | <b>PERSONAL SERVICES Total:</b>          | <b>319,921</b>             | <b>319,921</b>             | <b>319,921</b>            |
| 103                | -                  | 225                                     | 213-00-6295100 | AWARDS/ RECOGNITION                      | 225                        | 225                        | 225                       |
| 598                | 417                | 850                                     | 213-00-6295300 | UNIFORMS                                 | 850                        | 850                        | 850                       |
| 134,647            | 62,611             | 57,250                                  | 213-00-6300100 | CONTRACT SERVICES                        | 32,114                     | 32,114                     | 32,114                    |
| -                  | 7,098              | -                                       | 213-00-6300105 | LEVEE RECERTIFICATION                    | 9,061                      | 9,061                      | 9,061                     |
| 570                | 215                | 1,100                                   | 213-00-6310100 | HR ADMINISTRATION                        | 1,000                      | 1,000                      | 1,000                     |
| 2,822              | 12,689             | 3,200                                   | 213-00-6330100 | AUDIT & ACCOUNTING                       | 3,641                      | 3,641                      | 3,641                     |
| 6,315              | 4,286              | 6,000                                   | 213-00-6330200 | LEGAL                                    | 6,000                      | 6,000                      | 6,000                     |
|                    |                    |   |                | ENGINEERING SERVICES:                    |                            |                            |                           |
| 1,250              | 868                | 10,000                                  | 213-00-6330300 | ARCHITECTUAL/DESIGN ENGINEERING          | 100,000                    | 100,000                    | 100,000                   |
| 1,074              | 11,576             | 33,500                                  | 213-00-6330400 | ENGINEERING AND MAPS                     | 46,000                     | 46,000                     | 46,000                    |

| PW Storm water 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 Storm water 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             |
| 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 Storm water Fund responsibilities          |

**City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 213 - STORMWATER FUND**

| 2014-15<br>Actuals                         | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                    | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--|--------------------|---|----------------|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>IT SERVICES:</b>                        |                    |   |                |                                   |                            |                            |                           |
| 116  | 130                | 140                                     | 213-00-6330500 | PROPERTY ALARM MONITORING SERVICE | 136                        | 136                        | 136                       |
| 3,900                                      | 4,986              | 4,205                                   | 213-00-6340100 | IT SERVICES                       | 8,112                      | 8,112                      | 8,112                     |
| 993  | 1,530              | 960                                     | 213-00-6340101 | IT UPGRADES/HARWARE               | 3,143                      | 3,143                      | 3,143                     |
| 494  | 488                | 237                                     | 213-00-6340200 | WEBSITE MANAGEMENT                | 471                        | 471                        | 471                       |
| 112  | 53                 | 111                                     | 213-00-6421100 | REFUSE/SHREDDING                  | 100                        | 100                        | 100                       |
| 2,789                                      | 2,149              | 2,933                                   | 213-00-6423100 | BLDG CLEANING SRVCS               | 3,289                      | 3,289                      | 3,289                     |
| <b>REPAIR &amp; MAINTENANCE:</b>           |                    |   |                |                                   |                            |                            |                           |
| 2,660                                      | 1,817              | 4,000                                   | 213-00-6430100 | VEHICLE REP/MAINT                 | 4,000                      | 4,000                      | 4,000                     |
| 3,546                                      | 3,731              | 4,950                                   | 213-00-6430200 | BLDG REP/MAINT                    | 5,099                      | 5,099                      | 5,099                     |
| 558  | 2,708              | 3,000                                   | 213-00-6430400 | EQUIP REPAIR/MAINT                | 3,000                      | 3,000                      | 3,000                     |
| 1,747                                      | 1,453              | 2,300                                   | 213-00-6442100 | EQUIP RENT                        | 1,834                      | 1,834                      | 1,834                     |
| 10,000                                     | 10,000             | 10,000                                  | 213-00-6441100 | RENT EXPENSE-TO GF                | 10,500                     | 10,500                     | 10,500                    |
| 6,290                                      | 7,001              | 7,701                                   | 213-00-6520100 | GENERAL LIAB/PROP INSURANCE       | 6,256                      | 6,256                      | 6,256                     |
| 2,680                                      | 2,237              | 3,550                                   | 213-00-6530200 | POSTAGE                           | 3,641                      | 3,641                      | 3,641                     |
| <b>TELEPHONE/ANSWERING SRVC./WIRELESS:</b> |                    |   |                |                                   |                            |                            |                           |
| 1,057                                      | 2,398              | 2,700                                   | 213-00-6530300 | TELEPHONE-CH                      | 2,337                      | 2,337                      | 2,337                     |
| 1,397                                      | 947                | 1,100                                   | 213-00-6530301 | TELEPHONE- CITY SHOPS             | 1,000                      | 1,000                      | 1,000                     |
| 282  | 522                | 1,129                                   | 213-00-6530400 | WIRELESS TECHNOLOGY               | 1,283                      | 1,283                      | 1,283                     |
| 78   | 77                 | 200                                     | 213-00-6540100 | PUBLICATIONS                      | 200                        | 200                        | 200                       |
| 161  | 138                | 355                                     | 213-00-6550100 | PRINTING                          | 355                        | 355                        | 355                       |
| <b>BANK FEES:</b>                          |                    |   |                |                                   |                            |                            |                           |
| 450  | 492                | 620                                     | 213-00-6590100 | BANK FEES                         | 797                        | 797                        | 797                       |
| 386  | 456                | 433                                     | 213-00-6590200 | MERCHANT FEES                     | 762                        | 762                        | 762                       |
| 744  | 1,142              | 1,308                                   | 213-00-6590300 | CONVENIENCE FEES/CREDIT CARD      | 2,013                      | 2,013                      | 2,013                     |
| <b>SUPPLIES:</b>                           |                    |   |                |                                   |                            |                            |                           |
| 773  | 1,015              | 750                                     | 213-00-6610100 | OFFICE SUPPLIES                   | 750                        | 750                        | 750                       |
| 3,417                                      | 3,107              | 7,250                                   | 213-00-6610200 | OPERATING MATERIALS & SUPPLES     | 7,250                      | 7,250                      | 7,250                     |
| 167  | 167                | 167                                     | 213-00-6610201 | UTIL. NOTIFICATION CTR.           | 167                        | 167                        | 167                       |
| 567  | 494                | 900                                     | 213-00-6610300 | BLDG SUPP- CITY HALL              | 1,247                      | 1,247                      | 1,247                     |
| 152  | 11                 | 150                                     | 213-00-6610400 | BLDG SUPP- CITY SHOPS             | 150                        | 150                        | 150                       |
| 807  | 1,100              | 3,200                                   | 213-00-6665100 | SMALL TOOLS/MINOR EQUIP           | 3,200                      | 3,200                      | 3,200                     |
| <b>ELECTRIC/GAS:</b>                       |                    |   |                |                                   |                            |                            |                           |
| 94   | 115                | 160                                     | 213-00-6621100 | GAS/HEAT- CH                      | 177                        | 177                        | 177                       |
| 144  | 124                | 125                                     | 213-00-6621101 | GAS/HEAT- CITY SHOPS              | 125                        | 125                        | 125                       |
| 5,503                                      | 5,087              | 4,329                                   | 213-00-6622100 | ELECTRICITY- CH                   | 3,590                      | 3,590                      | 3,590                     |
| 663  | 635                | 800                                     | 213-00-6622101 | ELECTRICITY- CITY SHOPS           | 800                        | 800                        | 800                       |
| 1,821                                      | 1,252              | 3,800                                   | 213-00-6626101 | FUEL                              | 3,800                      | 3,800                      | 3,800                     |
| 6,268                                      | 910                | 5,500                                   | 213-00-6650100 | DUES/SUB/MEMBRSHIP                | 5,500                      | 5,500                      | 5,500                     |

| PW Storm water 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 staff travel to attend meetings and complete errands   |
| 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 | Misc maint and repair for the storm water system. (i.e.. 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        | 213-00-6491133 | Funds transferred to storm water SDC Fund   |
| FUND BALANCE- RESTRICTED          | 213-00-6791000 | Unappropriated funds restricted for future Storm Water System Operations.                             |
| BUILDING EQUP 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.                               |

City of Fairview  
Fiscal Year 2017-18  
Approved Budget  
Fund: 213 - STORMWATER FUND

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Account Number | Line Item Name                        | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|----------------|---------------------------------------|----------------------------|----------------------------|---------------------------|
|                    |                    |   |                | <b>MEETINGS/ERRANDS:</b>              |                            |                            |                           |
| 3                  | 34                 | 100                                     | 213-00-6580100 | TRAVEL-MEETINGS/ERRANDS               | 100                        | 100                        | 100                       |
| 17                 | -                  | 75                                      | 213-00-6630100 | MEETING ATTENDANCE                    | 100                        | 100                        | 100                       |
| 395                | 372                | 1,800                                   | 213-00-6650200 | TRAINING & CONF.                      | 1,800                      | 1,800                      | 1,800                     |
| 753                | 746                | 1,700                                   | 213-00-6630200 | CONF- MEALS/LODGING                   | 1,700                      | 1,700                      | 1,700                     |
| 32,501             | 34,043             | 33,416                                  | 213-00-6690199 | FRANCHISE FEES                        | 34,553                     | 34,553                     | 34,553                    |
| -                  | 1,595              | 6,000                                   | 213-00-6660100 | LICENSES AND PERMITS                  | -                          | -                          | -                         |
| 2,800              | 3,665              | 10,000                                  | 213-00-6690109 | PUBLIC EDUCATION                      | 10,000                     | 10,000                     | 10,000                    |
| 6,026              | 11,161             | 18,000                                  | 213-00-6690104 | WATER TESTING                         | -                          | -                          | -                         |
| 10,967             | 17,098             | 45,000                                  | 213-00-6690198 | INFRASTRUCTURE SYSTEM MAINTENANCE     | 45,000                     | 45,000                     | 45,000                    |
| (12,927)           | (1,452)            | 2,000                                   | 213-00-6690200 | BAD DEBT EXPENSE                      | 1,000                      | 1,000                      | 1,000                     |
| <b>248,731</b>     | <b>225,494</b>     | <b>309,278</b>                          |                | <b>MATERIALS AND SERVICES Total:</b>  | <b>378,228</b>             | <b>378,228</b>             | <b>378,228</b>            |
| 5,900              | 5,900              | 7,100                                   | 213-00-6491623 | ER CONTRIBUTION                       | 5,018                      | 5,018                      | 5,018                     |
| 1,000              | 1,000              | 3,000                                   | 213-00-6491723 | FMF CONTRIBUTION                      | 3,000                      | 3,000                      | 3,000                     |
| -                  | -                  | 16,767                                  | 213-00-6491133 | TR TO STORMWATER SDC                  | 13,176                     | 13,176                     | 13,176                    |
| -                  | -                  | -                                       | 213-00-6791000 | FUND BALANCE- RESTRICTED              | -                          | -                          | -                         |
| <b>6,900</b>       | <b>6,900</b>       | <b>26,867</b>                           |                | <b>TRANSFER TO OTHER FUNDS Total:</b> | <b>21,194</b>              | <b>21,194</b>              | <b>21,194</b>             |
| 1,739              | 51,398             | -                                       | 213-00-6730200 | STORM WATER SYSTEM IMPROV.            | 86,000                     | 86,000                     | 86,000                    |
| -                  | -                  | -                                       | 213-00-6740100 | EQUIPMENT                             | -                          | -                          | -                         |
|                    |                    |   |                | <b>BLDG EQUIPMENT:</b>                |                            |                            |                           |
| -                  | -                  | 250                                     | 213-00-6740200 | BLDG EQUIPMENT- CH                    | -                          | -                          | -                         |
| -                  | -                  | 100                                     | 213-00-6740400 | BUILDING EQUP FOR CITY SHOP           | -                          | -                          | -                         |
| <b>1,739</b>       | <b>51,398</b>      | <b>350</b>                              |                | <b>CAPITAL OUTLAY Total:</b>          | <b>86,000</b>              | <b>86,000</b>              | <b>86,000</b>             |
| -                  | -                  | -                                       | 213-00-6794000 | CIP RESERVE                           | 618,994                    | 618,994                    | 618,994                   |
| -                  | -                  | 640,741                                 | 213-00-6910000 | CONTINGENCY                           | 68,577                     | 68,577                     | 68,577                    |
|                    |                    | <b>640,741</b>                          |                | <b>OTHER Total:</b>                   | <b>687,571</b>             | <b>687,571</b>             | <b>687,571</b>            |
| <b>514,214</b>     | <b>607,636</b>     | <b>1,304,721</b>                        |                | <b>TOTAL STORM EXPENSES:</b>          | <b>1,492,914</b>           | <b>1,492,914</b>           | <b>1,492,914</b>          |
| <b>884,387</b>     | <b>849,610</b>     | <b>0</b>                                |                | <b>STORMWATER FUND TOTAL:</b>         | <b>-</b>                   | <b>-</b>                   | <b>-</b>                  |

Total All City Funds  
BEGINNING BALANCES  
OPERATING RESOURCES

TOTAL COMBINED BEGINNING BALANCES OF ALL FUNDS  
TOTAL COMBINED OPERATIONING RESOURCES OF ALL FUNDS EARNED DURING THE FISCAL YEAR

PERSONNEL SERVICES  
MATERIALS AND SERVICES  
DEBT SERVICE  
TRANSFER TO OTHER FUNDS  
CAPITAL OUTLAY  
CONTINGENCY  
ENDING BALANCE TOTAL CITY

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 2017-18  
Approved Budget**

| 2014-15<br>Actuals | 2015-16<br>Actuals | 2016-17<br>Adopted<br>Budget<br>Amended | Line Item Name                        | 2017-18<br>Proposed Budget | 2017-18<br>Approved Budget | 2017-18 Adopted<br>Budget |
|--------------------|--------------------|---|---------------------------------------|----------------------------|----------------------------|---------------------------|
| 10,458,634         | 10,373,556         | 10,778,133                              | BEGINNING BALANCES                    | 11,876,844                 | 11,876,844                 | 11,876,844                |
| 9,312,641          | 9,775,451          | 10,475,116                              | OPERATING RESOURCES                   | 9,800,905                  | 10,085,201                 | 10,099,489                |
| 19,771,275         | 20,149,007         | 21,253,248                              | TOTAL RESOURCES                       | 21,677,749                 | 21,962,045                 | 21,976,333                |
| 3,784,751          | 3,987,383          | 4,263,713                               | PERSONNEL SERVICES                    | 2,525,005                  | 4,733,276                  | 4,735,526                 |
| 3,541,220          | 3,744,143          | 4,619,625                               | MATERIALS AND SERVICES                | 6,650,129                  | 4,714,268                  | 4,717,568                 |
| 272,881            | 272,881            | 272,881                                 | DEBT SERVICE                          | 272,881                    | 272,881                    | 272,881                   |
| 194,975            | 72,975             | 875,857                                 | TRANSFER TO OTHER FUNDS               | 216,868                    | 377,868                    | 392,156                   |
| 1,065,559          | 952,697            | 2,114,975                               | CAPITAL OUTLAY                        | 991,287                    | 1,103,684                  | 1,103,684                 |
| -                  | -                  | 4,837,040                               | CONTINGENCY                           | 3,390,745                  | 3,258,164                  | 3,252,614                 |
| 10,911,889         | 11,118,929         | 4,269,159                               | ENDING BALANCE TOTAL CITY             | 7,630,834                  | 7,501,904                  | 7,501,904                 |
| 19,771,275         | 20,149,007         | 21,253,249                              | TOTAL EXPENSE AND ENDING FUND BALANCE | 21,677,749                 | 21,962,045                 | 21,976,333                |





# Supplemental Information

## DEBT SERVICE FUTURE REQUIREMENTS

| City Debts:                                | Fiscal<br>Year | Beginning<br>Balance | Principal<br>Paid    | Interest<br>Paid     | Ending<br>Balance    |
|--|----------------|----------------------|----------------------|----------------------|----------------------|
| <i>Water Fund Debt</i>                     |                |                      |                      |                      |                      |
| Safe Drinking Water Revolving<br>Loan Fund | 2016-17        | \$ 502,158.39        | \$ 24,902.11         | \$ 15,064.75         | \$ 477,256.28        |
|  | <b>2017-18</b> | <b>\$ 477,256.28</b> | <b>\$ 25,649.17</b>  | <b>\$ 14,317.69</b>  | <b>\$ 451,607.11</b> |
|  | 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          | \$ -                 |
|  |                |                      | <u>\$ 502,158.39</u> | <u>\$ 137,520.92</u> |                      |

|   |                |                      |                        |                      |                      |
|---|----------------|----------------------|------------------------|----------------------|----------------------|
| <i>Sewer Fund Debt</i>                                  |                |                      |                        |                      |                      |
| City of Gresham Debt<br>Wastewater Treatment Plant Exp. | 2016-17        | \$ 1,056,267.21      | \$ 197,658.94          | \$ 35,254.84         | \$ 858,608.27        |
|   | <b>2017-18</b> | <b>\$ 858,608.27</b> | <b>\$ 204,637.54</b>   | <b>\$ 28,276.24</b>  | <b>\$ 653,970.73</b> |
|   | 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          | \$ -                 |
|   |                |                      | <u>\$ 1,056,267.21</u> | <u>\$ 103,980.54</u> |                      |

**City of Fairview  
Salary Ranges  
2017-2018**

| PAY CLASS | MINIMUM  | MAXIMUM  | REPRESENTATION               | POSITION TITLE   | STEP 1   | STEP 2   | STEP 3   | STEP 4   | STEP 5   | STEP 6   | STEP 7   |
|-----------|----------|----------|------------------------------|--|----------|----------|----------|----------|----------|----------|----------|
| N21       | \$ 6,997 | \$ 8,930 | Non Represented              | Finance Director<br>Public Works Director  | \$ 6,997 | \$ 7,347 | \$ 7,714 | \$ 8,100 | \$ 8,505 | \$ 8,930 | N/A      |
| N20       | \$ 6,647 | \$ 8,483 | Non Represented              | No Classifications   | \$ 6,647 | \$ 6,979 | \$ 7,328 | \$ 7,694 | \$ 8,079 | \$ 8,483 | N/A      |
| N19       | \$ 6,315 | \$ 8,060 | N/A                          | No Classifications   | \$ 6,315 | \$ 6,630 | \$ 6,963 | \$ 7,310 | \$ 7,677 | \$ 8,060 | N/A      |
| N18       | \$ 5,999 | \$ 7,657 | N/A                          | No Classifications   | \$ 5,999 | \$ 6,299 | \$ 6,614 | \$ 6,945 | \$ 7,292 | \$ 7,657 | N/A      |
| N17       | \$ 5,700 | \$ 7,275 | N/A                          | No Classifications   | \$ 5,700 | \$ 5,984 | \$ 6,283 | \$ 6,597 | \$ 6,927 | \$ 7,275 | N/A      |
| N16       | \$ 5,414 | \$ 6,911 | Non Represented              | P.W. Operations Superintendent   | \$ 5,414 | \$ 5,684 | \$ 5,969 | \$ 6,267 | \$ 6,581 | \$ 6,911 | N/A      |
| N15b      | \$ 5,144 | \$ 6,827 | Non Represented              | Police Sergeant  | \$ 5,144 | \$ 5,401 | \$ 5,670 | \$ 5,954 | \$ 6,252 | \$ 6,565 | \$ 6,827 |
| N15       | \$ 5,144 | \$ 6,565 | Non Represented              | City Recorder  | \$ 5,144 | \$ 5,401 | \$ 5,670 | \$ 5,954 | \$ 6,252 | \$ 6,565 | N/A      |
| N15a      | \$ 5,132 | \$ 6,548 | Non Represented              | Recreation Program Manager   | \$ 5,132 | \$ 5,388 | \$ 5,657 | \$ 5,939 | \$ 6,237 | \$ 6,548 | N/A      |
| T15       | \$ 5,132 | \$ 6,548 | Teamsters                    | Senior Planner<br>Civil Engineer   | \$ 5,132 | \$ 5,388 | \$ 5,657 | \$ 5,939 | \$ 6,237 | \$ 6,548 | N/A      |
| T14       | \$ 4,875 | \$ 6,221 | N/A                          | No Classifications   | \$ 4,875 | \$ 5,118 | \$ 5,374 | \$ 5,643 | \$ 5,925 | \$ 6,221 | N/A      |
| T13       | \$ 4,631 | \$ 5,911 | N/A                          | No Classifications   | \$ 4,631 | \$ 4,861 | \$ 5,105 | \$ 5,360 | \$ 5,628 | \$ 5,911 | N/A      |
| P1        | \$ 4,506 | \$ 5,751 | Police Officer's Association | Police Officer   | \$ 4,506 | \$ 4,731 | \$ 4,968 | \$ 5,216 | \$ 5,476 | \$ 5,751 | N/A      |
| N12       | \$ 4,410 | \$ 5,628 | Non Represented              | Information Systems Coordinator  | \$ 4,410 | \$ 4,631 | \$ 4,862 | \$ 5,105 | \$ 5,360 | \$ 5,628 | N/A      |
| T12       | \$ 4,399 | \$ 5,615 | Teamsters                    | Accountant II<br>Associate Planner/Code<br>Enforcement<br>Development Analyst<br>Engineering Associate<br>Operations Lead Worker | \$ 4,399 | \$ 4,620 | \$ 4,850 | \$ 5,093 | \$ 5,348 | \$ 5,615 | N/A      |
| T11       | \$ 4,179 | \$ 5,335 | N/A                          | Civil Engineering Technician   | \$ 4,179 | \$ 4,388 | \$ 4,608 | \$ 4,838 | \$ 5,081 | \$ 5,335 | N/A      |
| T10a      | \$ 3,980 | \$ 5,079 | Teamsters                    | Police Records Specialist - Lead   | \$ 3,980 | \$ 4,179 | \$ 4,388 | \$ 4,607 | \$ 4,837 | \$ 5,080 | N/A      |
| T10       | \$ 3,970 | \$ 5,067 | Teamsters                    | Public Works Lead Worker<br>Crew Lead - Parks/Stormwater   | \$ 3,970 | \$ 4,169 | \$ 4,377 | \$ 4,596 | \$ 4,826 | \$ 5,067 | N/A      |
| T9        | \$ 3,772 | \$ 4,814 | N/A                          | No Classifications   | \$ 3,772 | \$ 3,961 | \$ 4,159 | \$ 4,367 | \$ 4,585 | \$ 4,814 | N/A      |
| T8        | \$ 3,583 | \$ 4,574 | Teamsters                    | Maintenance Worker II  | \$ 3,583 | \$ 3,762 | \$ 3,950 | \$ 4,148 | \$ 4,355 | \$ 4,574 | N/A      |
| T7        | \$ 3,404 | \$ 4,345 | Teamsters                    | OAll/Municipal Court Clerk<br>OAll/Utility Billing Clerk<br>Office Assistant III   | \$ 3,404 | \$ 3,574 | \$ 3,753 | \$ 3,941 | \$ 4,138 | \$ 4,345 | N/A      |
| T6        | \$ 3,233 | \$ 4,127 | N/A                          | No Classifications   | \$ 3,233 | \$ 3,396 | \$ 3,566 | \$ 3,743 | \$ 3,931 | \$ 4,127 | N/A      |
| T5a       | \$ 3,079 | \$ 3,930 | Teamsters                    | Police Records Specialist II   | \$ 3,079 | \$ 3,233 | \$ 3,396 | \$ 3,565 | \$ 3,743 | \$ 3,931 | N/A      |
| T5        | \$ 3,072 | \$ 3,921 | Teamsters                    | Maintenance Worker I<br>Office Assistant II - Finance<br>Office Assistant II - Public Works                                      | \$ 3,072 | \$ 3,225 | \$ 3,387 | \$ 3,556 | \$ 3,734 | \$ 3,921 | N/A      |
| T4        | \$ 2,918 | \$ 3,725 | N/A                          | No Classifications   | \$ 2,918 | \$ 3,064 | \$ 3,218 | \$ 3,378 | \$ 3,547 | \$ 3,725 | N/A      |
| T3        | \$ 2,772 | \$ 3,538 | N/A                          | No Classifications   | \$ 2,772 | \$ 2,911 | \$ 3,057 | \$ 3,210 | \$ 3,370 | \$ 3,538 | N/A      |
| T2        | \$ 2,635 | \$ 3,362 | N/A                          | No Classifications   | \$ 2,635 | \$ 2,765 | \$ 2,904 | \$ 3,050 | \$ 3,202 | \$ 3,362 | N/A      |
| T1        | \$ 2,502 | \$ 3,194 | N/A                          | No Classifications   | \$ 2,502 | \$ 2,628 | \$ 2,759 | \$ 2,897 | \$ 3,041 | \$ 3,194 | N/A      |

Non-represented, Teamsters, & Police Officer's Association - 2% COLA  
Seasonal Workers: \$13 per hour

**Budgeted Position Listing  
FY 2017/2018**

**2017-18 BUDGETED POSITIONS**

**ADMINISTRATION:**

|                        | GF ADMIN | GF FINANCE | GF COURT | GF PW CS | GF PW PARKS | GF PD | GF BOEC | RECREATION | 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%   |
| RECREATION COORDINATOR |          |            |          |          |             |       |         | 100%       |          |        |       |       |       |

**FINANCE:**

|                              | GF ADMIN | GF FINANCE | GF COURT | GF PW CS | GF PW PARKS | GF PD | GF BOEC | BUILDING | STREET | WATER | SEWER | STORM |
|------------------------------|----------|------------|----------|----------|-------------|-------|---------|----------|--------|-------|-------|-------|
| 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%       | 5%          |       |         | 6%       | 10%    | 25%   | 26%   | 20%   |
| SUPERINTENDENT                       |          |            |          | 10%      | 5%          |       |         | 5%       | 20%    | 20%   | 20%   | 20%   |
| OPERATIONS LEAD WORKER               |          |            |          | 5%       | 2%          |       |         | 3%       | 5%     | 75%   | 5%    | 5%    |
| CREW LEAD WORKER                     |          |            |          | 5%       | 65%         |       |         |          | 5%     | 5%    | 10%   | 10%   |
| MW II                                |          |            |          | 5%       | 65%         |       |         |          | 5%     |       | 15%   | 10%   |
| MW II                                |          |            |          | 3%       | 2%          |       |         |          | 20%    | 45%   | 25%   | 5%    |
| MW II                                |          |            |          | 3%       | 2%          |       |         |          | 20%    | 45%   | 25%   | 5%    |
| MW I                                 |          |            |          | 5%       | 2%          |       |         |          | 15%    | 50%   | 18%   | 10%   |
| SENIOR PLANNER                       |          |            |          | 8%       |             |       |         | 25%      | 17%    | 17%   | 17%   | 16%   |
| DEVELOPMENT ANALYST                  |          |            |          | 10%      |             |       |         | 75%      | 3%     | 3%    | 6%    | 3%    |
| ASSOCIATE PLANNER / CODE ENFORCEMENT |          |            |          | 75%      |             |       |         | 8%       | 3%     | 3%    | 8%    | 3%    |
| ENGINEERING ASSOC.                   |          |            |          | 10%      | 5%          |       |         | 12%      | 12%    | 12%   | 19%   | 30%   |
| ENGINEERING ASSOC                    |          |            |          | 10%      |             |       |         | 12%      | 20%    | 16%   | 21%   | 21%   |
| PT OFFICE ASST II                    |          |            |          | 10%      |             |       |         | 1%       | 10%    | 33%   | 28%   | 18%   |
| INTERN                               |          |            |          | 10%      |             |       |         |          | 20%    | 20%   | 30%   | 20%   |
| SUMMER SEASONAL WORKER #1            |          |            |          |          | 100%        |       |         |          |        |       |       |       |
| SUMMER SEASONAL WORKER #2            |          |            |          |          |             |       |         |          | 25%    | 25%   | 25%   | 25%   |
| SUMMER SEASONAL WORKER #3            |          |            |          |          | 50%         |       |         |          | 50%    |       |       |       |

**City of Fairview  
Equipment Replacement Schedule**

| Vehicle ID                               | Description                    | Utilization          | Primary Driver  | Year of Purchase | Life | Estimated Replacement Year | Purchased Cost (*) | Cost in Replacement Year | 2016              | 2017        | 2018        | 2019        | 2020         | General     | Streets | Water | Sewer | Storm | TOTAL |
|--|--------------------------------|----------------------|-----------------|------------------|------|----------------------------|--------------------|--------------------------|-------------------|-------------|-------------|-------------|--------------|-------------|---------|-------|-------|-------|-------|
|  | ACTIVE FLEET                   |                      |                 |                  | n    |                            |                    | See note below           | 2017              | 2018        | 2019        | 2020        | 2021         |             |         |       |       |       |       |
|  | IR Air Compressor              |                      | Crew            | 1999             | 20   | 2019                       | \$ 12,000          | \$ 19,261                | \$ 963            | \$ 963      | \$ 963      | \$ (19,261) | \$ 963       | 5%          | 10%     | 50%   | 25%   | 10%   | 100%  |
|  | Vactor PMD 500                 | Localized excavation | Crew            | 2001             | 20   | 2021                       | \$ 40,000          | \$ 64,202                | \$ 3,210          | \$ 3,210    | \$ 3,210    | \$ 3,210    | \$ 3,210     | 0%          | 0%      | 10%   | 30%   | 60%   | 100%  |
|  | Kubota B2910                   | Small Tractor        | Crew            | 2004             | 15   | 2019                       | \$ 30,000          | \$ 42,780                | \$ 2,852          | \$ 2,852    | \$ 2,852    | \$ (42,780) | \$ 2,852     | 20%         | 20%     | 20%   | 20%   | 20%   | 100%  |
| PW 05-13                                 | GMC 2500 HD                    | Crew truck           | Ralph Horn      | 2005             | 12   | 2017                       | \$ 30,000          | \$ 39,849                | \$ 3,321          | \$ (39,849) | \$ 3,321    | \$ 3,321    | \$ 3,321     | 5%          | 10%     | 50%   | 25%   | 10%   | 100%  |
| AM 06-01                                 | Ford Taurus                    | Administrative       | All staff       | 2006             | 10   | 2016                       | \$ 18,000          | \$ 22,804                | \$ 2,280          | \$ 2,280    | \$ (22,804) | \$ 2,280    | \$ 2,280     | 60%         | 10%     | 10%   | 10%   | 10%   | 100%  |
| PW 07-15                                 | Chevy 1500                     | Landscape            |                 | 2007             | 12   | 2019                       | \$ 30,000          | \$ 39,849                | \$ 3,321          | \$ 3,321    | \$ 3,321    | \$ (39,849) | \$ 3,321     | 15%         | 5%      | 60%   | 15%   | 5%    | 100%  |
| PW 07-16                                 | GMC 2500 HD                    | Crew truck           | Grant Baughman  | 2007             | 11   | 2018                       | \$ 30,000          | \$ 38,917                | \$ 3,538          | \$ 3,538    | \$ (38,917) | \$ 3,538    | \$ 3,538     | 5%          | 10%     | 50%   | 25%   | 10%   | 100%  |
|  | Kubota 2Z-331                  | Mower                | Crew            | 2008             | 9    | 2017                       | \$ 20,000          | \$ 24,746                | \$ 2,750          | \$ (24,746) | \$ 2,750    | \$ 2,750    | \$ 2,750     | 90%         | 10%     | 0%    | 0%    | 0%    | 100%  |
|  | Kubota RTV                     | 2-Man ATV            | Crew            | 2008             | 10   | 2018                       | \$ 12,000          | \$ 15,203                | \$ 1,520          | \$ 1,520    | \$ (15,203) | \$ 1,520    | \$ 1,520     | 55%         | 25%     | 0%    | 0%    | 20%   | 100%  |
| PW 08-17                                 | Chevy 1500                     | Crew truck           | Derrick Yates   | 2008             | 12   | 2020                       | \$ 25,000          | \$ 33,207                | \$ 2,767          | \$ 2,767    | \$ 2,767    | \$ 2,767    | \$ (33,207)  | 20%         | 20%     | 20%   | 20%   | 20%   | 100%  |
| PW 08-18                                 | GMC Dump Truck                 | Maintenance          | Crew            | 2009             | 21   | 2030                       | \$ 80,000          | \$ 131,478               | \$ 6,261          | \$ 6,261    | \$ 6,261    | \$ 6,261    | \$ 6,261     | 5%          | 10%     | 50%   | 25%   | 10%   | 100%  |
| PW 11-19                                 | GMC 1500                       | Superintendent       | Steve Richards  | 2011             | 12   | 2023                       | \$ 27,090          | \$ 35,983                | \$ 2,999          | \$ 2,999    | \$ 2,999    | \$ 2,999    | \$ 2,999     | 20%         | 20%     | 20%   | 20%   | 20%   | 100%  |
|  | Kubota Kx91-3                  | Compact Excavator    | Crew            | 2013             | 15   | 2028                       | \$ 43,673          | \$ 62,277                | \$ 4,152          | \$ 4,152    | \$ 4,152    | \$ 4,152    | \$ 4,152     | 20%         | 20%     | 20%   | 20%   | 20%   | 100%  |
| PW 12-20                                 | GMC Terrain                    | Director             | Allan Berry     | 2013             | 12   | 2025                       | \$ 22,850          | \$ 30,352                | \$ 2,529          | \$ 2,529    | \$ 2,529    | \$ 2,529    | \$ 2,529     | 50%         | 5%      | 10%   | 25%   | 10%   | 100%  |
| PW 14-21                                 | Chevy Equinox                  | Field inspections    | Public Works    | 2013             | 12   | 2025                       | \$ 22,296          | \$ 29,616                | \$ 2,468          | \$ 2,468    | \$ 2,468    | \$ 2,468    | \$ 2,468     | 80%         | 5%      | 5%    | 5%    | 5%    | 100%  |
|  | Exmark                         | Mower                | Crew            | 2014             | 8    | 2022                       | \$ 20,000          | \$ 24,167                | \$ 3,021          | \$ 3,021    | \$ 3,021    | \$ 3,021    | \$ 3,021     | 80%         | 20%     | 0%    | 0%    | 0%    | 100%  |
|  | Kubota F3090                   | Mower                | Crew            | 2015             | 15   | 2030                       | \$ 21,055          | \$ 30,024                | \$ 2,002          | \$ 2,002    | \$ 2,002    | \$ 2,002    | \$ 2,002     | 80%         | 20%     | 0%    | 0%    | 0%    | 100%  |
| PW 16-22                                 | Chevy 3500                     | Landscape            |                 | 2016             | 11   | 2027                       | \$ 45,335          | \$ 58,810                | \$ 5,346          | \$ 5,346    | \$ 5,346    | \$ 5,346    | \$ 5,346     | 55%         | 20%     | 5%    | 5%    | 15%   | 100%  |
|  | Kohler Leaf Vac                | Blower               | Landscape       | 2017             | 15   | 2032                       | \$ 9,950           | \$ 14,189                | \$ (9,950)        | \$ 946      | \$ 946      | \$ 946      | \$ 946       | 100%        |         |       |       |       | 100%  |
| <b>FLEET NOT SUBJECT TO CONTRIBUTION</b> |                                |                      |                 |                  |      |                            |                    |                          |                   |             |             |             |              |             |         |       |       |       |       |
|  | JD 410D Backhoe                | Maintenance          |                 | 1992             | 20   | 2012                       | \$ 60,000          | \$ 96,303                |                   |             |             |             |              |             |         |       |       |       |       |
| PW 00-11                                 | GMC 1500                       | Field inspections    | Code Compliance | 2000             | 20   | 2020                       | \$ 30,000          | \$ 48,152                |                   |             |             |             |              |             |         |       |       |       |       |
| PW 06-14                                 | Chevy 3500                     | Maintenance          |                 | 2006             | 10   | 2016                       | \$ 40,000          | \$ 50,676                |                   |             |             |             |              |             |         |       |       |       |       |
| PW 01-12                                 | GMC 3500                       | Service truck        |                 | 2001             | 11   | 2012                       | \$ 50,000          | \$ 64,862                |                   |             |             |             |              |             |         |       |       |       |       |
|  | GHS Walker Mower               | Parks                |                 | 2007             | 8    | 2015                       | \$ 20,000          | \$ 24,167                |                   |             |             |             |              |             |         |       |       |       |       |
|  |                                |                      |                 |                  |      |                            |                    |                          | Contributions     | \$ 55,300   | \$ 50,175   | \$ 48,907   | \$ 49,110    | \$ 53,478   |         |       |       |       |       |
|  | <b>2015-16 Balance</b>         | \$ 372,355           |                 |                  |      |                            |                    |                          | Expenditures      | \$ (9,950)  | \$ (64,595) | \$ (54,120) | \$ (101,889) | \$ (33,207) |         |       |       |       |       |
|  |                                |                      |                 |                  |      |                            |                    |                          | Sales / Trade-ins |             |             |             |              |             |         |       |       |       |       |
|  | <b>Current Year</b>            | 2017                 |                 |                  |      |                            |                    |                          | Annual Balance    | \$ 45,350   | \$ (14,419) | \$ (5,213)  | \$ (52,780)  | \$ 20,271   |         |       |       |       |       |
|  | <b>Estimated Inflation (i)</b> | 2%                   |                 |                  |      |                            |                    |                          | Running Balance   | \$ 427,655  | \$ 413,235  | \$ 408,022  | \$ 355,243   | \$ 375,513  |         |       |       |       |       |

A public meeting of the Fairview City Council will be held on June 21, 2017 at 7:00 pm at Fairview City Hall, 1300 N.E. Village Street, Fairview, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the City of Fairview Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Fairview City Hall, Administration/Finance Department, 1st Floor, 1300 N.E. Village Street, Fairview, Oregon 97024, between the hours of 8:00 a.m. and 5:00 p.m. or online at www.fairvieworegon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Nolan Young, Budget Officer

Telephone: 503-665-7929

Email: youngn@ci.fairview.or.us

| FINANCIAL SUMMARY - RESOURCES   |                          |                                     |                                      |
|---|--------------------------|-------------------------------------|--------------------------------------|
| TOTAL OF ALL FUNDS  | Actual Amount<br>2015-16 | Adopted Budget<br>This Year 2016-17 | Approved Budget<br>Next Year 2017-18 |
| Beginning Fund Balance/Net Working Capital                            | 10,373,556               | 10,778,133                          | 11,876,843                           |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges   | 5,343,634                | 5,218,819                           | 5,348,466                            |
| Federal, State and all Other Grants, Gifts, Allocations and Donations | 138,764                  | 203,233                             | 198,978                              |
| Revenue from Bonds and Other Debt                                     | 0                        | 0                                   | 0                                    |
| Interfund Transfers / Internal Service Reimbursements                 | 72,975                   | 875,857                             | 375,642                              |
| All Other Resources Except Current Year Property Taxes                | 2,047,067                | 1,882,684                           | 1,816,409                            |
| Current Year Property Taxes Estimated to be Received                  | 2,173,012                | 2,294,523                           | 2,345,707                            |
| <b>Total Resources</b>  | <b>20,149,008</b>        | <b>21,253,249</b>                   | <b>21,962,045</b>                    |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION         |                   |                   |                   |
|---|-------------------|-------------------|-------------------|
| Personnel Services  | 3,987,383         | 4,207,213         | 4,733,276         |
| Materials and Services  | 3,744,143         | 4,676,125         | 4,717,568         |
| Capital Outlay  | 952,697           | 2,102,975         | 1,103,684         |
| Debt Service  | 272,881           | 272,881           | 272,881           |
| Interfund Transfers   | 72,975            | 875,857           | 377,868           |
| Contingencies   | 0                 | 4,849,040         | 3,234,058         |
| Special Payments  | 0                 | 0                 | 0                 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 11,118,929        | 4,269,158         | 7,522,710         |
| <b>Total Requirements</b>   | <b>20,149,008</b> | <b>21,253,249</b> | <b>21,962,045</b> |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM * |           |           |           |
|---|-----------|-----------|-----------|
| Name of Organizational Unit or Program<br>FTE for that unit or program  |           |           |           |
| General Fund - Administration   | 331,243   | 364,337   | 393,092   |
| FTE   | 1.80      | 1.80      | 1.80      |
| General Fund - Finance  | 208,666   | 223,665   | 242,380   |
| FTE   | 1.65      | 1.65      | 1.65      |
| General Fund - Court  | 81,396    | 92,606    | 94,199    |
| FTE   | 0.75      | 0.75      | 0.75      |
| General Fund - Public Works Community Service   | 173,264   | 268,577   | 235,062   |
| FTE   | 1.02      | 2.04      | 1.65      |
| General Fund - Public Works Parks   | 291,863   | 347,278   | 299,763   |
| FTE   | 1.54      | 1.45      | 1.53      |
| General Fund - Recreation   | 1,476     | 23,803    | 0         |
| FTE   | 0         | 0         | 0         |
| General Fund - Police   | 2,316,221 | 2,503,730 | 2,635,865 |
| FTE   | 17.90     | 17.90     | 18        |
| General Fund - Fire/BOEC/Emergency Management   | 1,127,490 | 1,242,410 | 1,297,124 |
| FTE   | 0.10      | 0.10      | 0         |
| General Fund - Other Requirements   | 3,958,122 | 3,629,082 | 3,822,453 |
| FTE   | 0         | 0         | 0         |
| Recreation Fund   | 0         | 0         | 133,389   |
| FTE   | 0         | 0         | 1         |
| Administrative Excise Charge Fund   | 48,389    | 92,000    | 85,500    |
| FTE   | 0         | 0         | 0         |
| Building Fund   | 169,420   | 239,533   | 452,929   |
| FTE   | 0.13      | 1.11      | 1.47      |
| Grant and Special Project Fund  | 25,023    | 194,669   | 83,139    |
| FTE   | 0         | 0         | 0         |
| Public Works State Tax Street Fund  | 1,239,425 | 1,127,926 | 1,152,892 |
| FTE   | 1.73      | 1.70      | 2.08      |
| Water System Development Charge Fund  | 432,512   | 1,113,170 | 441,491   |
| FTE   | 0         | 0         | 0         |
| Sewer System Development Charge Fund  | 666,316   | 685,817   | 679,994   |
| FTE   | 0         | 0         | 0         |

|  |                   |                   |                   |
|--|-------------------|-------------------|-------------------|
| Stormwater System Development Charge Fund            | 180,664           | 200,000           | 59,256            |
| FTE  | 0                 | 0                 | 0                 |
| Parks and Open Spaces System Development Charge Fund | 31,039            | 125,000           | 110,265           |
| FTE  | 0                 | 0                 | 0                 |
| Public Works Water Fund                              | 2,289,365         | 2,492,353         | 2,688,947         |
| FTE  | 4.31              | 3.98              | 4.53              |
| Public Works Sewer Fund                              | 4,011,180         | 3,801,214         | 4,339,881         |
| FTE  | 4.52              | 4.16              | 3.57              |
| Public Works Stormwater Fund                         | 1,457,246         | 1,304,721         | 1,492,914         |
| FTE  | 3.35              | 3.16              | 2.77              |
| Not Allocated to Organizational Unit or Program      | 1,108,688         | 1,181,358         | 1,221,510         |
| FTE  | 0                 | 0                 | 0                 |
| <b>Total Requirements</b>                            | <b>20,149,008</b> | <b>21,253,249</b> | <b>21,962,045</b> |
| <b>Total FTE</b>                                     | <b>38.8</b>       | <b>39.8</b>       | <b>40.8</b>       |

|   |
|---|
| <b>STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *</b>  |
| Addition of a Recreation Fund and one FTE Recreation Manager position. No major changes in other fund activities. |

| PROPERTY TAX LEVIES                                 |                                   |   |  |
|---|-----------------------------------|---|--|
|   | Rate or Amount Imposed<br>2015-16 | Rate or Amount Imposed<br>This Year 2016-17 | Rate or Amount Approved<br>Next Year 2017-18 |
| Permanent Rate Levy (rate limit 3.4902 per \$1,000) | 3.4902                            | 3.4902                                      | 3.4902                                       |
| Local Option Levy                                   | 0                                 | 0   | 0  |
| Levy For General Obligation Bonds                   | 0                                 | 0   | 0  |

| STATEMENT OF INDEBTEDNESS |  |  |
|---------------------------|--|--|
| LONG TERM DEBT            | Estimated Debt Outstanding<br>on July 1. | Estimated Debt Authorized, But<br>Not Incurred on July 1 |
| General Obligation Bonds  | \$0                                      | \$0  |
| Other Bonds               | \$0                                      | \$0  |
| Other Borrowings          | \$1,335,865                              | \$0  |
| <b>Total</b>              | <b>\$1,335,865</b>                       | <b>\$0</b>   |

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

# FORM LB-50 2017-2018

To assessor of Multnomah County

Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

The City of Fairview has the responsibility and authority to place the following property tax, fee, charge, or assessment on the tax roll of Multnomah County. The property tax, fee, charge, or assessment is categorized as stated by this form.

|   |   |    |  |  |
|---|---|----|--|--|
| <u>1300 NE Village Street</u><br><small>Mailing address of district</small> | <u>Fairview</u><br><small>City</small>          | Or | <u>97024</u><br><small>ZIP code</small>                        | <u>07/13/2017</u><br><small>Date submitted</small>                               |
| <u>Lesa Folger</u><br><small>Contact person</small>                         | <u>Finance Director</u><br><small>Title</small> |    | <u>503-674-6247</u><br><small>Daytime telephone number</small> | <u>folgerl@ci.fairview.or.us</u><br><small>Contact person e-mail address</small> |

**CERTIFICATION**— You **must** check one box if you are subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

|   | Subject to<br>General Government Limits |                                   |
|---|---|-----------------------------------|
|   | Rate —or—                               | Dollar Amount                     |
| 1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1                     | 3.4902                                  |                                   |
| 2. Local option operating tax ..... 2   |   | Excluded from<br>Measure 5 Limits |
| 3. Local option capital project tax ..... 3   |   |                                   |
| 4. City of Portland Levy for pension and disability obligations ..... 4                                   |   | Dollar Amount<br>of Bond Levy     |
| 5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 ..... 5a   |   |                                   |
| 5b. Levy for bonded indebtedness from bonds approved by voters <b>after</b> October 6, 2001 ..... 5b      |   |                                   |
| 5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) ..... 5c |   | 0.00                              |

**PART II: RATE LIMIT CERTIFICATION**

|   |        |
|---|--------|
| 6. Permanent rate limit in dollars and cents per \$1,000..... 6                                       | 3.4902 |
| 7. Election date when your new district received voter approval for your permanent rate limit ..... 7 |        |
| 8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated</b> district ..... 8        |        |

**PART III: SCHEDULE OF LOCAL OPTION TAXES**— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

| Purpose<br>(operating, capital project, or mixed) | Date voters approved<br>local option ballot measure | First tax year<br>levied | Final tax year<br>to be levied | Tax amount —or— rate<br>authorized per year by voters |
|---|---|--------------------------|--------------------------------|---|
|   |   |                          |                                |   |
|   |   |                          |                                |   |

**PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES**

| Description                | Subject to General<br>Government Limitation | Excluded from<br>Measure 5 Limitation |
|----------------------------|---|---------------------------------------|
| 1 Delinquent Sewer Charges |   | \$5,226.82                            |
| 2                          |   |                                       |

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property. **The authority for putting these assessments on the roll is ORS 224.400.** (Must be completed if you have an entry in Part IV.)

(see the back for worksheet for lines 5a, 5b, and 5c)  
File with your assessor no later than **JULY 15**, unless granted an extension in writing.