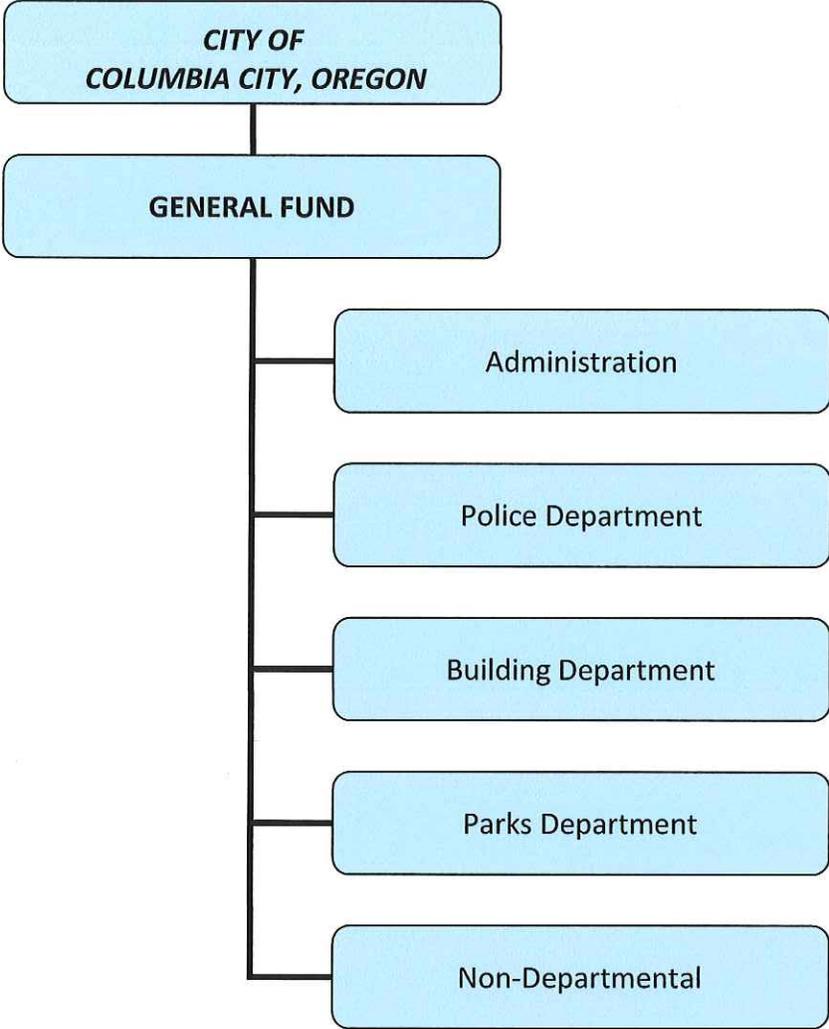


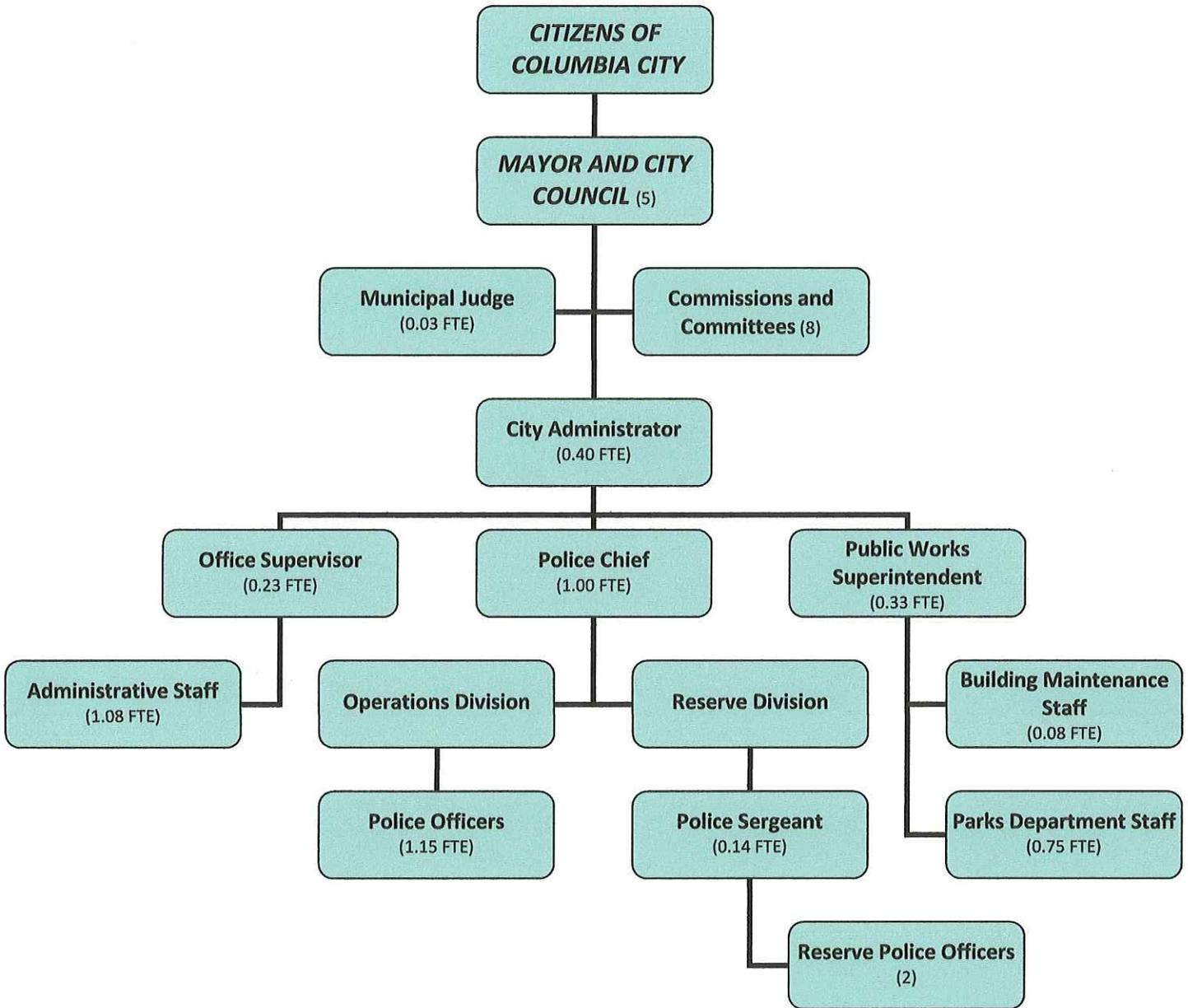


General Fund

City of Columbia City
Fiscal Year 2016-17
General Fund Structure

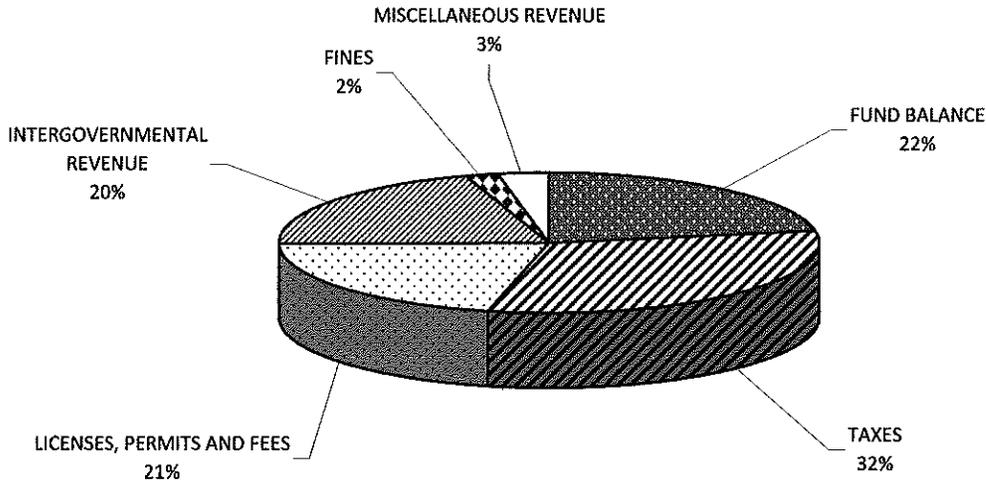


**City of Columbia City
Fiscal Year 2016-17
Organizational Structure
General Fund**



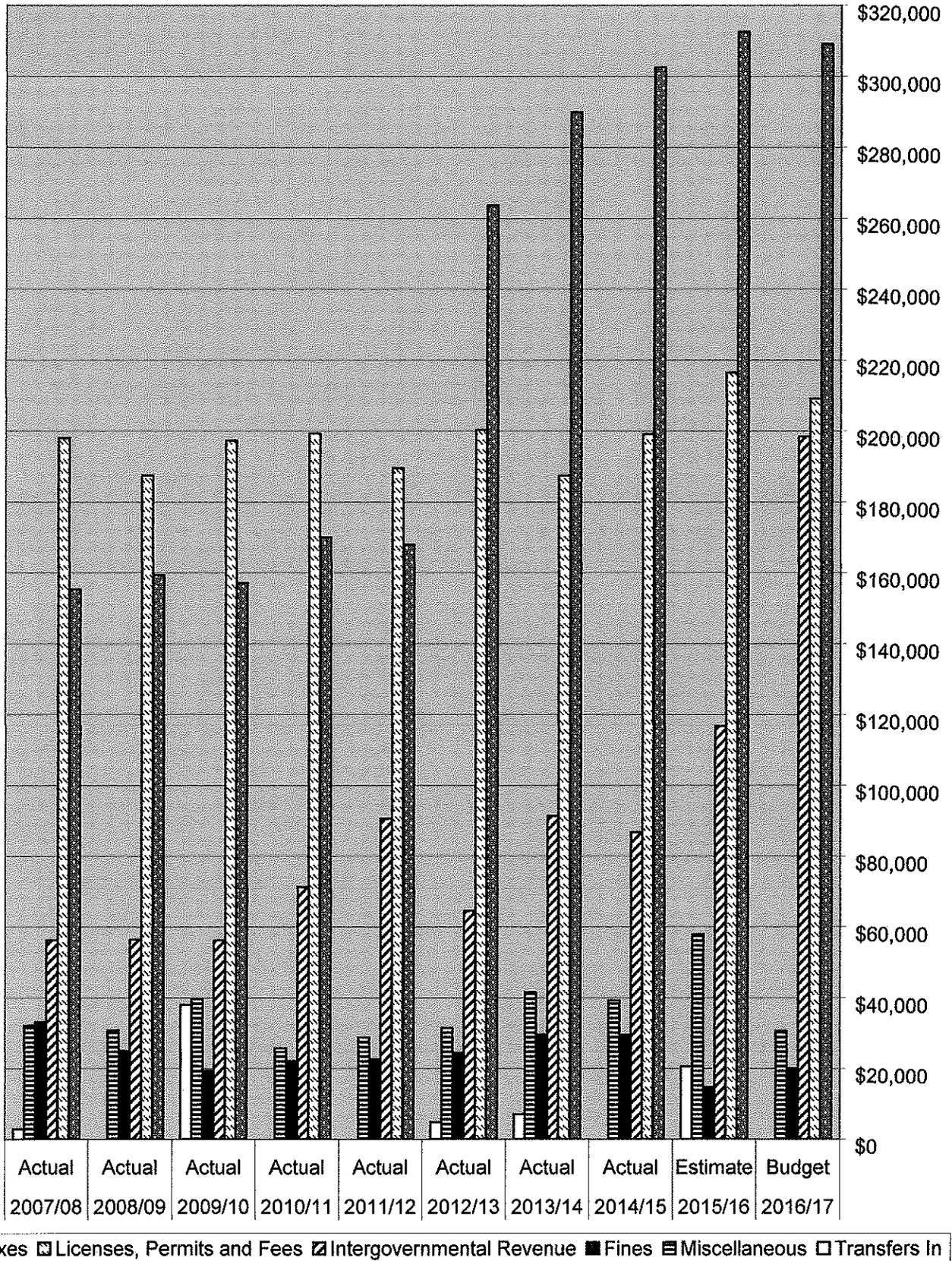
2016-17 GENERAL FUND REVENUES & OTHER RESOURCES

Taxes are the main revenue source



GENERAL FUND REVENUES AND OTHER RESOURCES SUMMARY							
Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
FUND BALANCE	178,830	178,463	192,626	222,751	218,752	218,752	218,752
TAXES	289,903	302,555	309,853	312,571	309,178	309,178	309,178
LICENSES, PERMITS AND FEES	187,402	199,092	193,648	216,498	209,118	209,118	209,118
INTERGOVERNMENTAL REVENUE	91,345	86,783	144,093	116,623	198,377	198,377	198,377
FINES	29,561	29,477	26,000	14,648	20,000	20,000	20,000
MISCELLANEOUS REVENUE	41,433	39,226	54,246	57,861	30,595	30,595	30,595
INTERFUND TRANSFERS IN	7,000	0	20,500	20,500	0	0	0
GRAND TOTAL REVENUES & OTHER RESOURCES	825,474	835,596	940,966	961,452	986,020	986,020	986,020

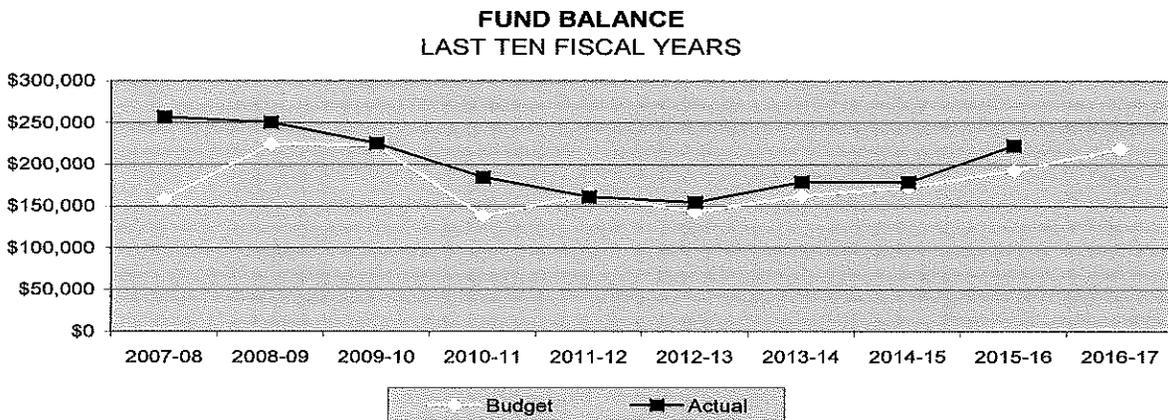
General Fund Revenue Trends By Category



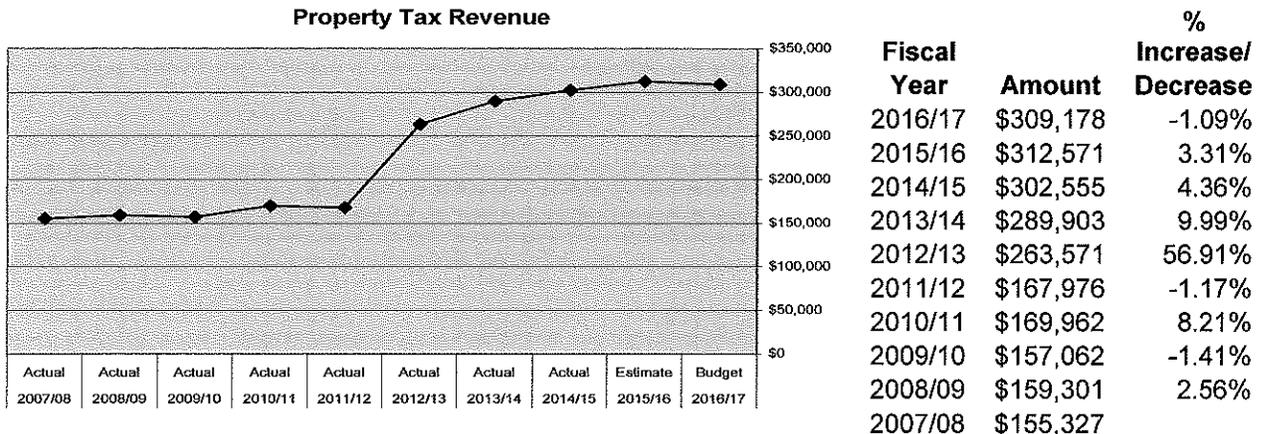
**City of Columbia City
2016-17 Annual Budget**

**GENERAL FUND
REVENUE AND OTHER RESOURCES**

Fund Balance. The funds remaining at year-end are carried forward the following year in the beginning fund balance. This category is equal to 22% of the General Fund revenues and other resources this year. This estimate is based upon the actual beginning fund balance as of July 1, 2015 and the estimated revenues for the current year, less the estimated expenditures for the current year. Fund balance increased by 14% as a result of revenue exceeding original projections, and fewer expenditures than originally anticipated during the current year.



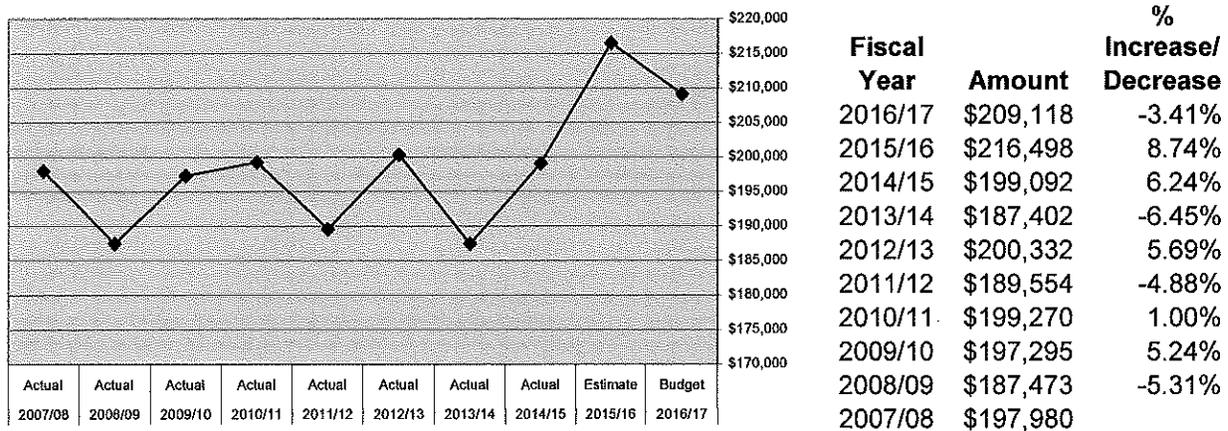
Taxes. Columbia County collects all property taxes and distributes total collections for the City's certified tax dollars back to the City. The City's permanent tax rate limit as established by Measure 50 is \$1.1346 per \$1,000 assessed value. The City will levy a permanent tax rate of \$1.1346 per \$1,000 assessed value during the 2016-17 budget year. In addition, the City will levy the fifth year of a five-year local option levy of \$0.67 per \$1,000 assessed value during the 2016-17 budget year. The City's assessed value is projected to remain about the same in the coming year. Taxes account for 32% of the General Fund revenues and other resources.



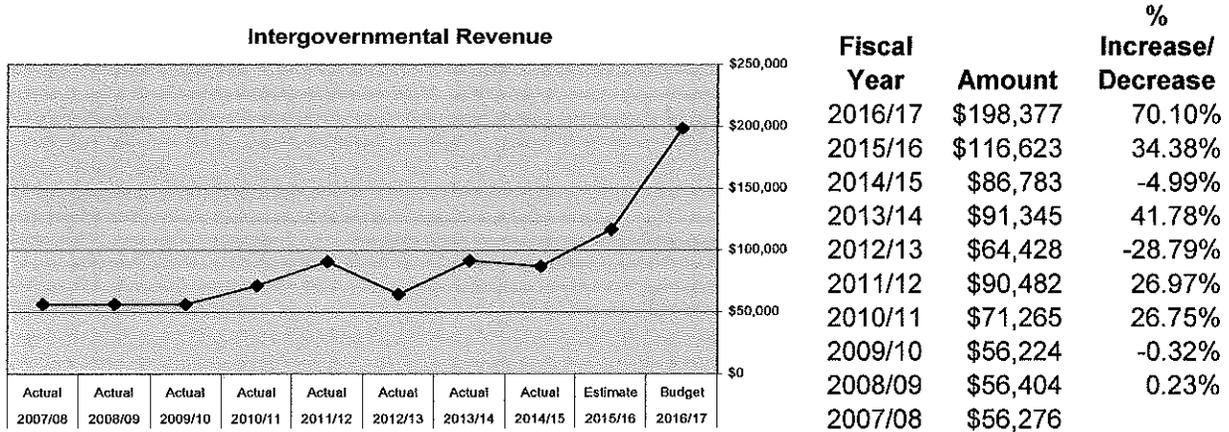
HOUSING STARTS									
10-YEAR TREND - CALENDAR YEARS									
2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
34	10	5	0	0	1	1	1	2	0

Licenses, Permits and Fees. Franchise agreements are made between the City and businesses that provide certain services within the City limits. The amount of franchise tax paid to the City is usually determined by a percentage of the gross revenues of the business and is established by the franchise agreement. Revenue estimates are based upon amounts received in the past, taking into account any recent or projected changes to franchise agreements, changes in the number of customers served, utility rates, vacancy rates, conservation trends, etc. In-lieu-of franchise fees are fees paid by the City's enterprise operations for use of the City's right-of-ways. Like franchise fees, these fees are based upon a percentage of gross revenues of the enterprise funds and are established by resolution of the City Council. Business license tax fees are collected from those who conduct business in the City and are not covered by a franchise agreement, and businesses seeking the City Council's endorsement on liquor license applications pay a processing fee. Structural, mechanical and plumbing permits are issued for new construction within the City, and one new housing start is predicted in the coming year. Land use fees and engineering review fees are paid by developers. Licenses, Permits and Fees account for 21% of General Fund revenues and other resources.

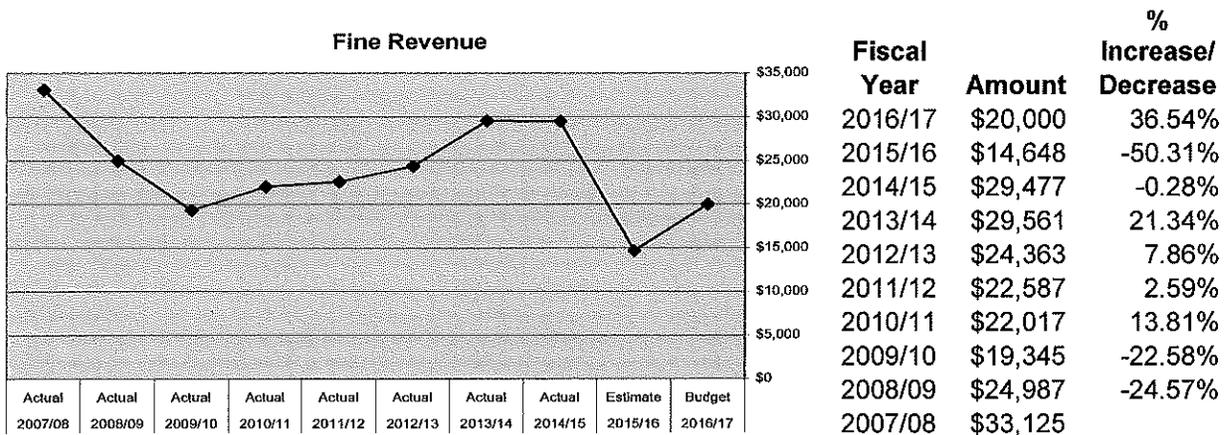
Licenses, Permits and Fees Revenue



Intergovernmental Revenue. The City plans to request several foundation grants for improvements to the kitchen and restroom facilities in the Community Hall. A request will be made for a Transportation Growth Management Grant for the development of a Master Plan for industrial zoned property within the City. An application for an Oregon Recreational Trail Grant will be submitted for the development of a section of hiking trail along the banks of McBride Creek. The State of Oregon collects alcohol and cigarette taxes from all sales. These taxes are distributed to the City based upon population, along with State revenue sharing funds. Estimates are based upon adjustments to the State's apportionment procedures, as well as past receipts. Intergovernmental revenues account for 20% of the General Fund revenues and other resources.

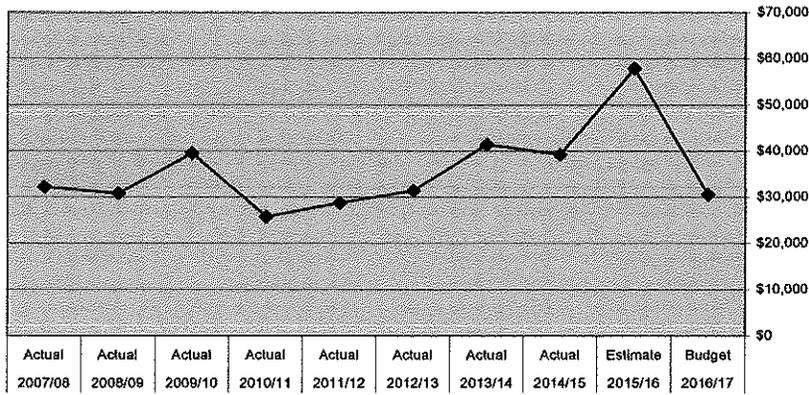


Fines. Revenues in this category are generated by the City Police Department in conjunction with the Municipal Court. The revenues collected from fines are used to offset the cost of providing these services. The fine assessments revenues are used for educational purposes for municipal court and police employees. Fine revenue estimates are based upon amounts collected historically and staffing levels. Fines and forfeits account for 2% of General Fund revenues and other resources.



Miscellaneous Revenue. Miscellaneous revenue consists of investment and rental income, donations and contributions, and other miscellaneous resources. Investment income is estimated based upon projected investing power and interest rates. The City collects rental fees for use of the Community Hall and City Hall, and the City collects its share of mineral royalties from the County. Donations collected under the Shop with a Cop program are used to purchase wintertime necessities and wish list items for local families in need during the holiday season. Donations to the Columbia City Veterans Park are used to development improvements in the park. Revenue from engraved brick sales are used to offset maintenance costs for the Columbia City Veterans Park. Contributions from the Daughters of the American Revolution (DAR) are used to offset maintenance costs for the two DAR parks (Ruth Rose Richardson and Pixie Parks). Contributions for improvements to the Community Hall are collected. Miscellaneous revenues account for 2% of the General Fund revenues and other resources.

Miscellaneous Revenue

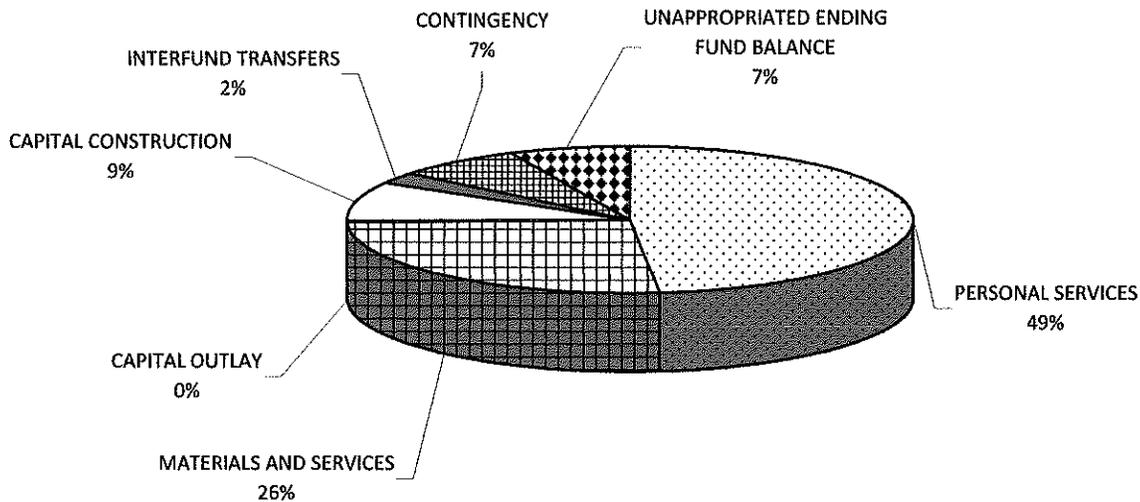


Fiscal Year	Amount	% Increase/Decrease
2016/17	\$30,595	-47.12%
2015/16	\$57,861	47.51%
2014/15	\$39,226	-5.33%
2013/14	\$41,433	31.89%
2012/13	\$31,416	9.33%
2011/12	\$28,735	11.67%
2010/11	\$25,732	-34.93%
2009/10	\$39,543	28.37%
2008/09	\$30,804	-4.27%
2007/08	\$32,179	

		GENERAL FUND						
		REVENUES AND OTHER RESOURCES						
		DETAIL						
Line		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Item	Account Description	Actual	Actual	Adopted	Estimated	Proposed	Approved	Adopted
01	FUND BALANCE							
271000	Beginning Fund Balance	178,830	178,463	192,626	222,751	218,752	218,752	218,752
	TOTAL FUND BALANCE	178,830	178,463	192,626	222,751	218,752	218,752	218,752
	TAXES							
311000	Current Property Tax	277,080	290,163	297,853	295,966	297,178	297,178	297,178
311100	Property Tax - Prior Years	12,823	12,392	12,000	16,605	12,000	12,000	12,000
	TOTAL TAXES	289,903	302,555	309,853	312,571	309,178	309,178	309,178
	LICENSES, PERMITS AND FEES							
321300	In Lieu of Tax Fees	6,321	6,473	6,602	6,570	5,538	5,538	5,538
321400	In Lieu of Franchise Fees	43,362	45,215	45,511	46,229	46,611	46,611	46,611
321500	Franchise Fees	103,925	107,566	105,000	112,944	114,020	114,020	114,020
321600	Business Licenses	14,937	15,053	15,300	15,354	15,300	15,300	15,300
321700	Liquor License Application Fees	70	170	35	35	35	35	35
321900	School Excise Tax Fees	2,858	5,864	2,500	4,800	5,864	5,864	5,864
322100	Building Permit Fees	6,721	5,819	5,000	11,806	9,000	9,000	9,000
322200	Mechanical Permit Fees	2,660	2,900	2,000	4,170	3,500	3,500	3,500
322300	Plumbing Permit Fees	1,446	3,003	1,700	648	1,000	1,000	1,000
322400	Land Use Fees	3,600	6,723	8,500	11,294	7,500	7,500	7,500
322500	Right of Way Fees	465	240	150	40	150	150	150
322600	Vehicle Towing Fees	400	100	100	100	100	100	100
322700	Engineering Review Fees	637	(34)	1,250	2,508	500	500	500
	TOTAL LICENSES, PERMITS AND FEES	187,402	199,092	193,648	216,498	209,118	209,118	209,118
	INTERGOVERNMENTAL REVENUE							
331300	DLCD Planning Grant	1,000	0	1,000	1,000	0	0	0
331600	Risk Management Grant	3,696	0	0	0	0	0	0
332400	ODOT Motor Carrier Grant	25,612	18,258	0	0	0	0	0
332500	Transportation Growth Management Grant	0	0	0	0	75,000	75,000	75,000
332600	Veterans & War Memorial Grant	15,087	21,306	32,000	15,600	0	0	0
332700	Samuel S. Johnson Foundation Grant	0	0	5,000	5,000	0	0	0
332800	Intergovernmental Partnership Program	0	0	15,000	15,000	0	0	0
332900	Oregon Community Foundation Grant	0	0	25,000	30,000	0	0	0
333000	Columbia County Cultural Coalition Grant	0	0	0	2,000	0	0	0
333100	Ford Foundation Grant	0	0	15,000	0	30,000	30,000	30,000
333200	Meyer Memorial Trust Grant	0	0	0	0	30,000	30,000	30,000
333300	Oregon Recreational Trail Grant	0	0	0	0	15,000	15,000	15,000
335000	State Revenue Sharing	16,058	16,600	17,483	17,098	17,000	17,000	17,000
335600	Cigarette Tax	2,621	2,597	2,276	2,623	2,326	2,326	2,326
335700	Alcohol Tax	27,271	28,022	31,334	28,302	29,051	29,051	29,051
	TOTAL INTERGOVERNMENTAL REVENUE	91,345	86,783	144,093	116,623	198,377	198,377	198,377
	FINES							
351000	Fines	28,776	28,406	25,000	14,648	20,000	20,000	20,000
351100	Municipal Court Assessment Fees	785	1,071	1,000	0	0	0	0
	TOTAL FINES	29,561	29,477	26,000	14,648	20,000	20,000	20,000
	MISCELLANEOUS REVENUE							
355200	Weatherization Loan Repayments	0	0	11,246	11,246	0	0	0
361000	Interest	1,130	1,251	600	936	1,000	1,000	1,000
363000	City Hall Rental	3,225	3,900	3,500	2,850	3,325	3,325	3,325
363100	Community Hall Rental	13,301	8,599	9,000	10,750	13,000	13,000	13,000
363200	Mineral Royalties	1,737	1,233	1,600	1,485	1,485	1,485	1,485
365200	Celebration Donations	796	1,390	1,000	372	0	0	0
365300	Miscellaneous	2,607	3,869	1,250	3,500	3,035	3,035	3,035
365400	Spring Cleanup	324	297	300	250	250	250	250
365500	DAR Park Maintenance Contribution	2,000	913	2,000	1,000	1,000	1,000	1,000
365600	Shop with a Cop Donations	3,998	3,601	4,000	6,672	4,000	4,000	4,000
365800	Veterans Park Donations	7,735	9,165	4,000	1,300	1,000	1,000	1,000
366000	Veterans Park Engraved Brick Sales	4,580	5,008	750	2,500	1,500	1,500	1,500
366100	Community Hall Capital Campaign	0	0	15,000	15,000	1,000	1,000	1,000
	TOTAL MISCELLANEOUS REVENUE	41,433	39,226	54,246	57,861	30,595	30,595	30,595
	INTERFUND TRANSFERS IN							
390200	Transfer in from Equipment Reserve Fund	7,000	0	20,500	20,500	0	0	0
	TOTAL INTERFUND TRANSFERS IN	7,000	0	20,500	20,500	0	0	0
	TOTAL REVENUES & OTHER RESOURCES	825,474	835,596	940,966	961,452	986,020	986,020	986,020

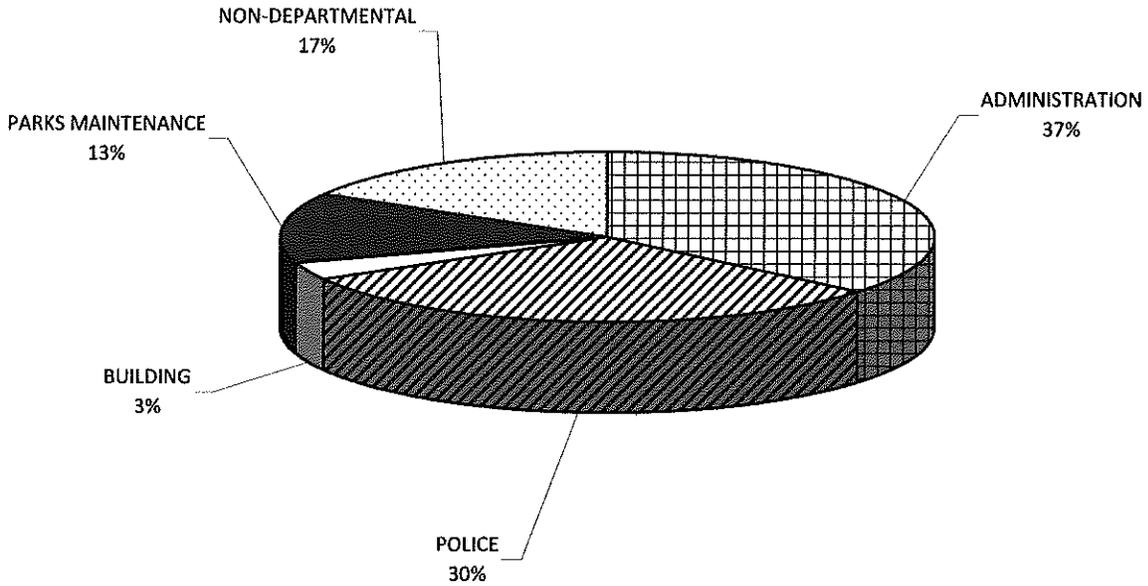
**2016-17 GENERAL FUND EXPENDITURES
BY CATEGORY**

Personal services are the largest expense



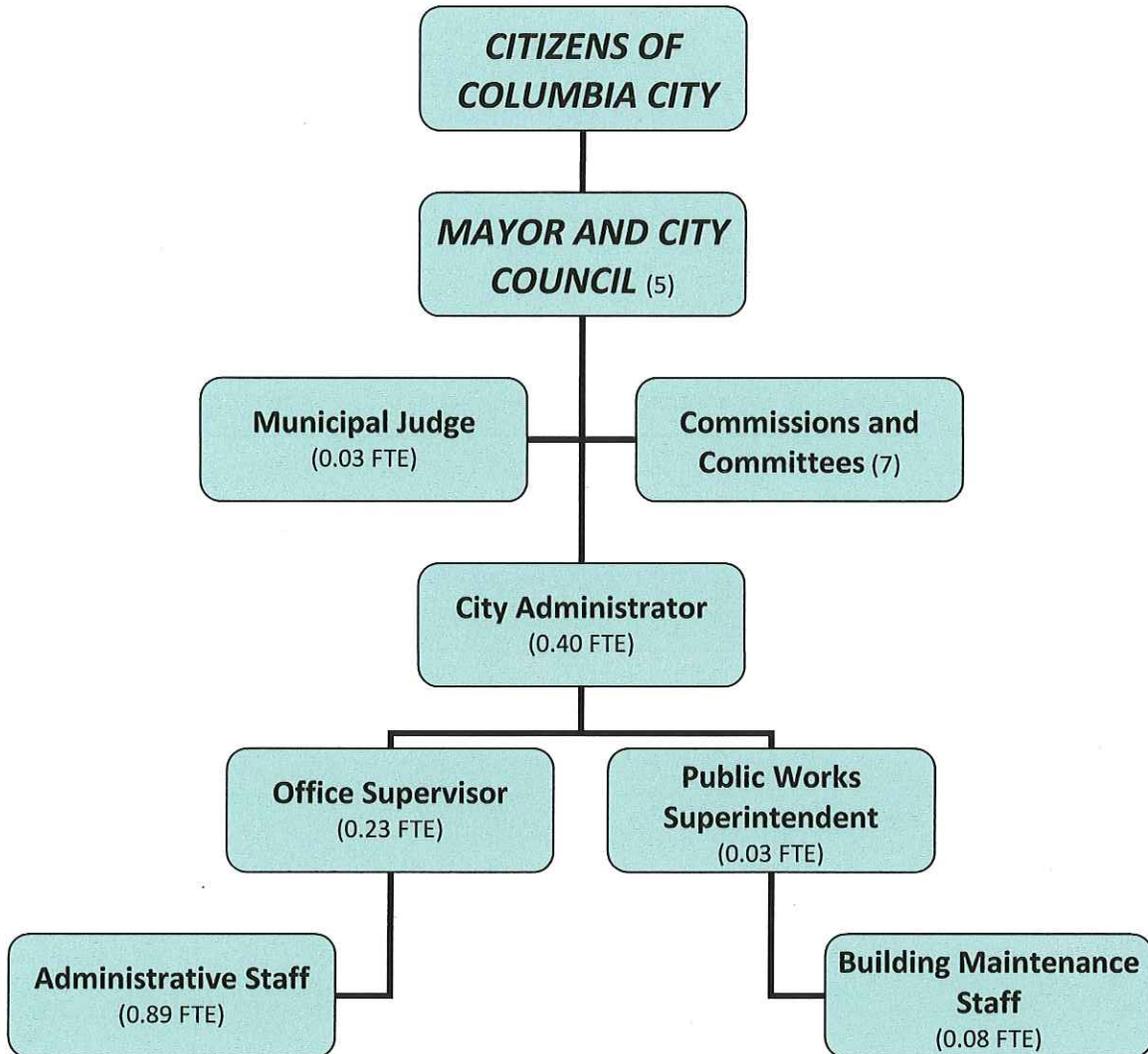
EXPENDITURE SUMMARY FISCAL YEAR 2016-17 GENERAL FUND BY CATEGORY							
Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
PERSONAL SERVICES	453,773	469,807	447,196	421,407	477,835	477,835	477,835
MATERIALS AND SERVICES	151,710	156,418	222,226	177,871	257,546	257,546	257,546
CAPITAL OUTLAY	10,534	2,092	62,422	60,422	1,072	1,072	1,072
CAPITAL CONSTRUCTION	23,494	31,351	116,000	83,000	85,000	85,000	85,000
INTERFUND TRANSFERS OUT	7,500	9,379	0	0	23,700	23,700	23,700
CONTINGENCY	0	0	31,712	0	73,537	73,537	73,537
UNAPPROPRIATED ENDING BALANCE	0	0	61,410	0	67,332	67,332	67,332
TOTAL GENERAL FUND	647,011	669,047	940,966	742,700	986,022	986,022	986,022

**2016-17 GENERAL FUND EXPENDITURES
BY DEPARTMENT**
Administrative services represent the largest expense



EXPENDITURE SUMMARY FISCAL YEAR 2016-17 GENERAL FUND BY DEPARTMENT							
Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
ADMINISTRATION	219,360	226,306	349,485	310,384	355,973	355,973	355,973
POLICE	318,402	318,402	332,546	309,009	300,699	300,699	300,699
BUILDING	22,896	25,247	36,045	26,669	34,084	34,084	34,084
PARKS MAINTENANCE	78,853	89,713	129,768	96,638	130,697	130,697	130,697
NON-DEPARTMENTAL	7,500	9,379	93,122	0	164,569	164,569	164,569
TOTAL GENERAL FUND	647,011	669,047	940,966	742,700	986,022	986,022	986,022

City of Columbia City
 Fiscal Year 2016-17
 Organizational Structure
 Administration

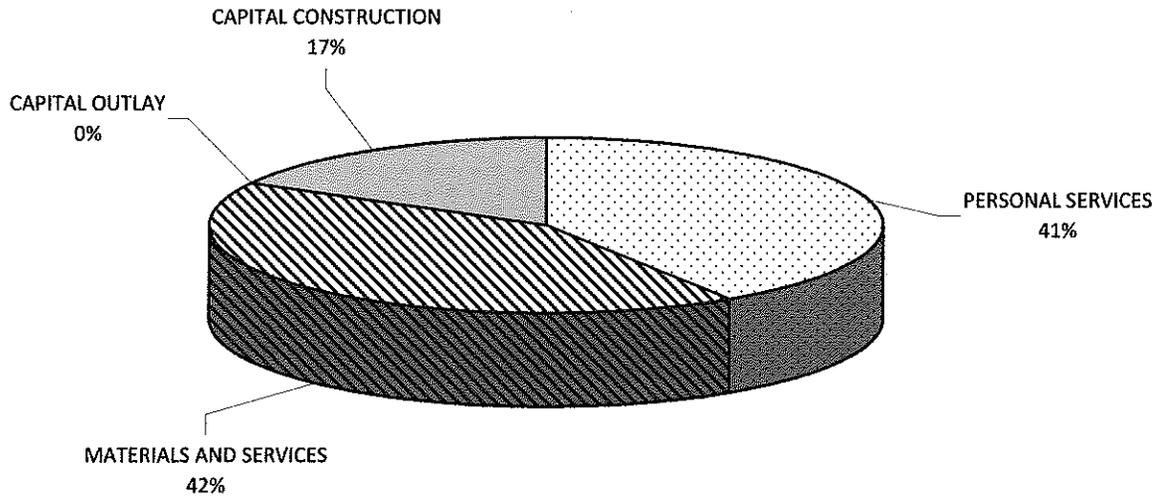


Administration Department Activities:

- Legislative Body Activities
- Commission and Committee Activities
- Administrative Services
- Management Administration
- Financial Operations
- Personnel Activities
- Elections
- Records Management
- Fixed Asset Accounting
- Public Information Functions
- Intergovernmental Affairs
- Building Maintenance
- Current and Long-Range Land Use Planning
- Municipal Court

2016-17 ADMINISTRATION DEPARTMENT EXPENDITURES

Materials and services represent the largest expense



GENERAL FUND EXPENDITURE SUMMARY ADMINISTRATION DEPARTMENT							
Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
PERSONAL SERVICES	152,933	158,930	154,310	139,595	144,902	144,902	144,902
MATERIALS AND SERVICES	66,427	65,799	107,573	88,187	150,669	150,669	150,669
CAPITAL OUTLAY	0	1,577	7,602	7,602	402	402	402
CAPITAL CONSTRUCTION	0	0	80,000	75,000	60,000	60,000	60,000
TOTAL ADMINISTRATION DEPARTMENT	219,360	226,306	349,485	310,384	355,973	355,973	355,973

**City of Columbia City
2016-17 Annual Budget**

FUND: GENERAL

DEPARTMENT: ADMINISTRATION

DEPARTMENT ACTIVITIES AND SERVICE LEVEL DESCRIPTION:

The Administrative Department is responsible for the management, administration, financial operations, personnel activities, current and long-range land use planning, and municipal court functions of the City. The department provides administrative services related to the activities of the Mayor and City Council, the Planning Commission, and various other City committees and commissions. The department is responsible for City elections, the City's records management programs, and accounting for the City's fixed assets. It handles public information functions and the intergovernmental affairs of the City and is responsible for building maintenance activities related to the City Hall and Community Hall.

The Administrative Department is funded by licenses, fees, franchise taxes, fines, intergovernmental revenues, and miscellaneous revenues.

Personal service costs include scheduled step increases and a 2% cost of living adjustment. The substantial increase in planning consultant service costs represents a master plan project that is dependent upon a Transportation Growth Management Grant award. Capital outlay purchases consist of this department's share of a financial software upgrade. Capital construction costs consist of improvements to the Community Hall kitchen and restroom facilities. The capital construction project is also dependent upon foundation grant awards and fund raising efforts.

Administration Performance Measures	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Inputs:				
Administrator/Recorder	0.40	0.40	0.40	0.40
Supervisor/Accounting Clerk	0.21	0.22	0.23	0.23
Planning/Court/Administrative Assistant	0.00	0.00	0.51	0.51
Planning Commission Secretary	0.45	0.45	0.00	0.00
Office Clerk	0.00	0.00	0.38	0.38
Court Clerk	0.48	0.50	0.00	0.00
Municipal Judge	0.03	0.03	0.03	0.03
City Attorney	0.01	0.02	0.00	0.00
Public Works Superintendent	0.09	0.08	0.04	0.03
Utility Worker II	0.12	0.16	0.08	0.03
Utility Worker I	0.03	0.00	0.00	0.03
Utility Worker	0.05	0.04	0.02	0.02
Number of Full Time Equivalents (FTEs)	1.87	1.90	1.69	1.66
Department Operating Expenditures	\$219,360	\$224,729	\$227,782	\$295,571
Hours Worked by Volunteers	182	205	319	300

Administration Performance Measures	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Outputs:				
City Council Meetings	26	23	21	23
Budget Committee Meetings	1	1	1	1
Planning Commission Meetings	3	6	10	12
Audit Committee Meetings	2	5	4	4
Hazard Mitigation Team Meetings	9	5	3	4
Ad Hoc Committee Meetings	7	0	12	6
Ordinances Adopted	6	8	6	8
Resolutions Adopted	35	24	19	24
Business Licenses Issued	158	173	180	190
Land Use Reviews	5	8	3	3
Work Orders Completed	76	65	71	73
Municipal Court Sessions	12	12	7	6
Trials	14	6	3	5
Measures of Efficiency and Effectiveness:				
Percent of Legal Notice Requirements Met	100%	100%	100%	100%
Percent of Agendas and Minutes Available on Website	100%	100%	100%	100%
Percent of Requests for Information Fulfilled	100%	100%	100%	100%
Percent of Ordinances Codified	100%	100%	100%	100%
Receive GFOA Distinguished Budget Award	1	1	1	1
Accelerated Focus on Code Enforcement Actions	Yes	Yes	Yes	Yes
Unqualified Opinion from Auditor	Yes	Yes	Yes	Yes
Average Customer Satisfaction Rating 1=Poor, 5=Excellent	4.42	4.58	4.75	4.80
Department Operating Expenditures Per Capita	\$112.78	\$114.95	\$116.51	\$150.80

DEPARTMENT ACCOMPLISHMENTS IN 2015-16:

- Implemented a new web-based data base system for municipal court.
- Implemented the new vacant property registration process.
- A continued emphasis was placed on weed and junk abatement, zoning regulation compliance, sidewalk maintenance, barking dog violations, boat and recreational vehicle storage, etc.
- Assisted with the coordination of the annual Spring Clean Up event.
- Kicked off the Capital Campaign for Our Community Hall - A Legacy to Treasure. Fund raising efforts included the solicitation of project sponsors, coordination of two successful bake sales, coordination of the Michael Allen Harrison performance, and coordination of the Community Hall's 90th Birthday Benefit Dance.
- Secured a DLCD Planning Grant for planning services, a Samuel S. Johnson Foundation Grant and intergovernmental Partnership Program funding for the Community Hall.
- Submitted grant funding applications to the Oregon Community Foundation for a grant for the Community Hall Capital Improvements.
- Preparing to submit an application for a Transportation Growth Management Grant to prepare a master plan for the industrially zoned property within Columbia City.
- Earned the Distinguished Budget Presentation Award from the Government Finance

Officers Association for the fifteenth year.

- Regularly utilized the City's Facebook and Twitter accounts to distribute information in an effort to increase our followers and improve the dissemination of information.

DEPARTMENT OBJECTIVES FOR 2016-17:

To pursue foundation grants from the Ford Foundation and Meyer Memorial Trust to provide funding for improvements to the Community Hall in keeping with 2016-17 Policy Goal and Objective 1-G as established by Council. Target date: December 31, 2016.

To complete improvements to the Community Hall that include refurbishment of the kitchen, the addition of men and women restrooms and a unisex shower facility, new storage space with carts for tables and chairs, and retractable basketball hoops.

To secure funding for and complete a master plan for the Columbia City Industrial park as outlined in 2016-17 Policy Goal and Objective 1-E as established by Council. Target date: June 30, 2017.

To place a continued emphasis on code compliance by furthering public outreach and education, identifying violations, and pursuing compliance in accordance with 2016-17 Policy Goal and Objective 1-F as set forth by Council. This year a significant focus will be placed on the placement of outbuildings, setbacks and portable storage structures. Target date: Ongoing.

To continue economic development efforts to further the sustainability of our community in accordance with 2016-17 Policy Goal and Objective 1-D adopted by Council. A continued focus will be placed on marketing, code review and development, master plan implementation, identifying development incentives, urban growth boundary review, re-zoning considerations, etc. Target date: Ongoing.

To continue to identify and implement cost-reducing efficiencies and processes through the use of available technologies and sustainable activities in accordance with 2016-17 Policy Goal and Objective 1-B as set forth by Council. Target date: Ongoing.

To ensure that staff, elected and appointed officials complete required emergency response training, and to encourage their participation in emergency response exercises and additional training opportunities to further enhance the City's ability to respond to emergency events in keeping with 2016-17 Policy Goal and Objective 1-C established by Council. Target date: Ongoing.

To continue to present the budget document in a manner that meets the requirements of the Distinguished Budget Presentation Awards Program through the Government Finance Officers Association (GFOA). Target date: August 2016.

To work towards the completion of a Citywide records inventory and develop a Records

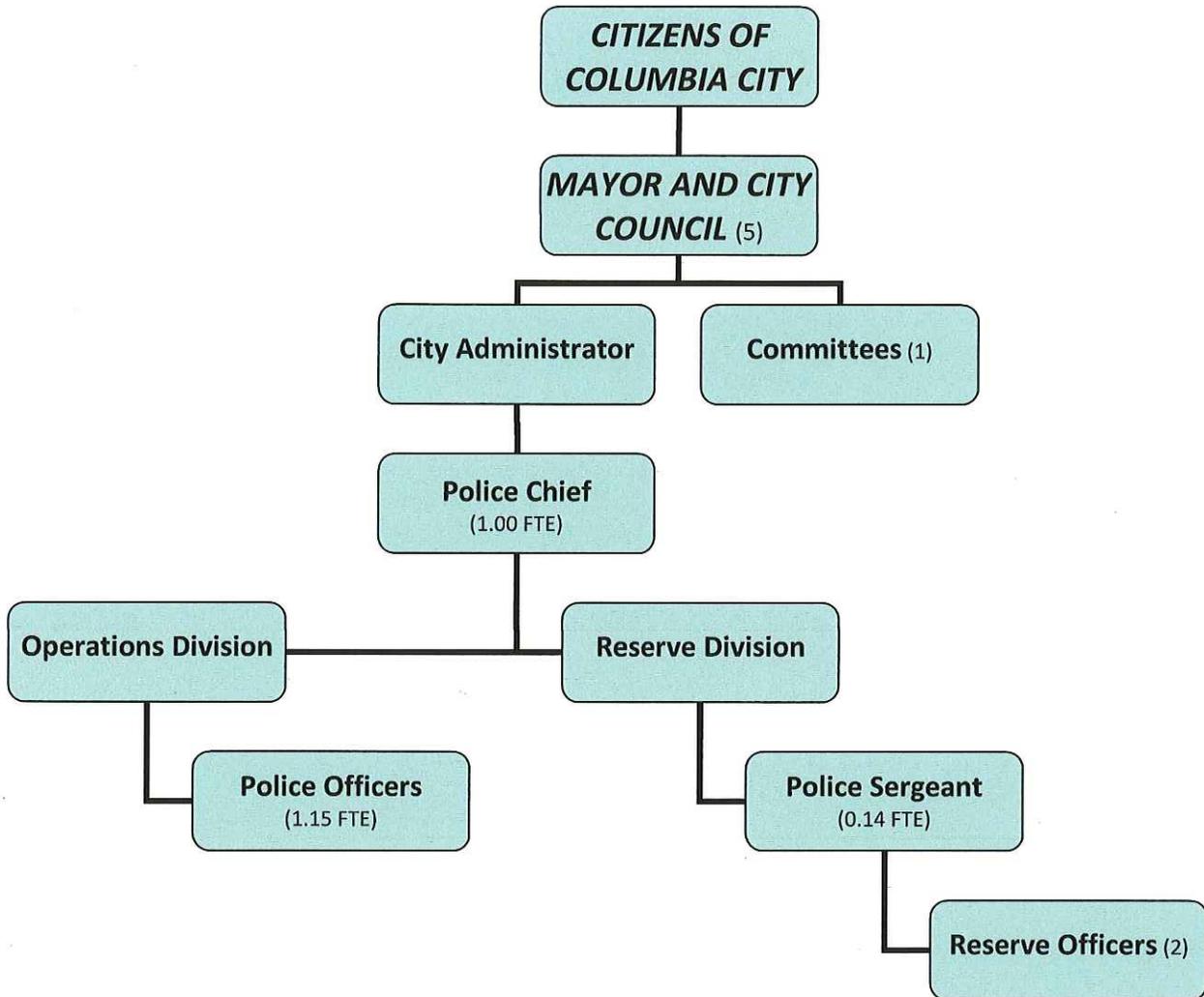
Disaster Plan to prevent the sudden and unexpected loss of records or information essential to the City's continued operation, conduct a vital records inventory and classify records according to their relative value to essential City functions to ensure that the City will be able to function following a disaster, and take protective measures to assure that vital records are duplicated and stored off-site in keeping with 2016-17 Policy Goal and Objective 1-C. Target date: June 30, 2017.

To continue to increase our Twitter and Facebook following to improve our ability to communicate rapidly, efficiently and effectively with our citizens in accordance with 2016-17 Policy Goal and Objective 1-C adopted by Council. Target date: Ongoing.

City of Columbia City 2016-17 Budget

GENERAL FUND								
EXPENDITURE DETAIL								
ADMINISTRATION DEPARTMENT								
Line		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Item	Account Description	Actual	Actual	Adopted	Estimated	Proposed	Approved	Adopted
01								
01	PERSONAL SERVICES							
110000	Regular Services	107,706	109,490	103,988	94,650	94,237	94,237	94,237
120000	Extra Labor	1,161	1,069	557	894	568	568	568
130000	Overtime	615	390	600	111	300	300	300
210000	Group Insurance	21,195	21,144	22,765	20,328	20,511	20,511	20,511
220000	Social Security	8,299	8,842	8,315	7,210	7,673	7,673	7,673
230000	Retirement Contributions	12,581	11,232	13,488	13,257	15,222	15,222	15,222
250000	Unemployment Compensation	604	224	109	100	100	100	100
260000	Workers' Compensation	772	849	639	943	1,093	1,093	1,093
295000	Accrued Leave	0	5,690	3,849	2,102	5,198	5,198	5,198
	TOTAL PERSONAL SERVICES	152,933	158,930	154,310	139,595	144,902	144,902	144,902
02	MATERIALS AND SERVICES							
331000	Auditing Services	1,564	1,213	1,550	1,287	1,325	1,325	1,325
333000	Legal Services	0	61	3,192	1,292	1,331	1,331	1,331
334000	Engineering Services	637	622	1,548	2,739	1,000	1,000	1,000
335000	Planning Consultant Services	11,237	12,042	14,500	11,054	86,836	86,836	86,836
412000	School Excise Tax	2,829	5,805	16,475	4,812	8,707	8,707	8,707
431000	Building Maintenance	4,574	2,245	5,000	1,098	3,000	3,000	3,000
432000	Equipment Maintenance	2,208	2,774	3,363	3,546	2,200	2,200	2,200
433000	Community Hall Maintenance	11,255	4,922	10,000	10,000	10,300	10,300	10,300
520000	Insurance and Bonds	2,158	1,879	2,000	1,832	1,887	1,887	1,887
540000	Legal Notices	573	636	618	1,584	700	700	700
581000	Travel and Training	598	639	1,400	1,584	750	750	750
582000	Mayor, Council & Commission Travel	1,188	947	1,600	1,882	1,600	1,600	1,600
583000	Dues, Subscriptions and Programs	3,174	3,715	4,326	4,326	4,456	4,456	4,456
611000	Office Supplies	1,660	2,320	2,000	1,666	2,030	2,030	2,030
612000	Postage	2,412	2,630	3,830	3,830	2,788	2,788	2,788
613000	Telephone and Internet Services	1,723	1,789	1,840	1,688	1,896	1,896	1,896
615000	Materials and Supplies	4,293	4,067	5,761	6,396	6,588	6,588	6,588
621000	Natural Gas	252	272	315	250	288	288	288
622000	Electricity	486	502	550	550	532	532	532
626000	Gasoline	403	262	350	200	206	206	206
652000	Citation Refunds	487	56	500	50	500	500	500
658000	Library	1,758	2,795	1,800	1,250	250	250	250
658600	SHEDCO	0	500	0	0	0	0	0
689000	Columbia County Transportation	1,000	1,000	1,000	1,000	1,000	1,000	1,000
659100	St. Helens Senior Center	1,000	1,000	1,000	1,000	1,000	1,000	1,000
659200	Columbia Pacific Food Bank	0	500	500	500	500	500	500
659400	Columbia County Emergency Manager	3,409	3,409	3,409	3,409	3,409	3,409	3,409
659800	Columbia County Economic Development	2,500	2,500	2,500	2,500	2,500	2,500	2,500
659900	Housing Rehabilitation Loans	0	0	11,246	11,246	0	0	0
660000	Miscellaneous	3,049	4,697	5,400	5,616	3,090	3,090	3,090
	TOTAL MATERIALS AND SERVICES	66,427	65,799	107,573	88,187	150,669	150,669	150,669
03	CAPITAL OUTLAY							
741000	Equipment	0	1,577	7,602	7,602	402	402	402
	TOTAL CAPITAL OUTLAY	0	1,577	7,602	7,602	402	402	402
03	CAPITAL CONSTRUCTION							
743000	Building Improvements	0	0	80,000	75,000	60,000	60,000	60,000
	TOTAL CAPITAL CONSTRUCTION	0	0	80,000	75,000	60,000	60,000	60,000
	TOTAL ADMINISTRATION DEPARTMENT	219,360	226,306	349,485	310,384	355,973	355,973	355,973

City of Columbia City
Fiscal Year 2016-17
Organizational Structure
Police Department

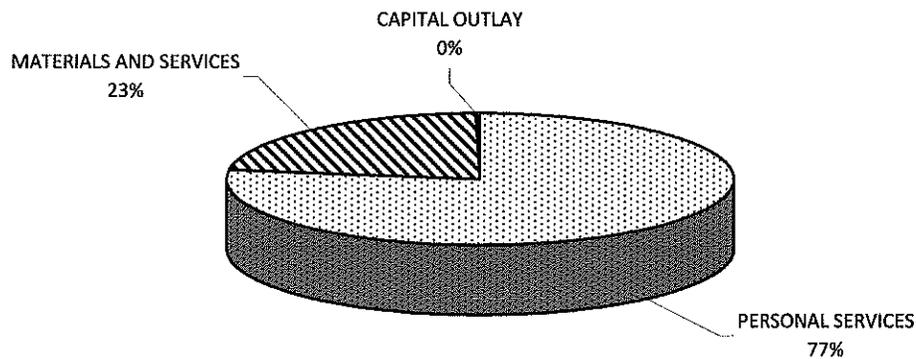


Police Department Activities:

- Build Community Relationships**
- Preserve the Public Peace**
- Protect Life and Property**
- Prevent Crime through Proactive Police Operations**
- Enforce State Laws and Local Ordinances**

2016-17 POLICE DEPARTMENT EXPENDITURES

Personal services are the largest expense



GENERAL FUND EXPENDITURE SUMMARY POLICE DEPARTMENT							
Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
PERSONAL SERVICES	257,743	257,743	211,548	202,383	231,861	231,861	231,861
MATERIALS AND SERVICES	60,659	60,659	70,762	58,390	68,302	68,302	68,302
CAPITAL OUTLAY	0	0	50,236	48,236	536	536	536
TOTAL POLICE DEPARTMENT	318,402	318,402	332,546	309,009	300,699	300,699	300,699

**City of Columbia City
2016-17 Annual Budget**

FUND: GENERAL

DEPARTMENT: POLICE DEPARTMENT

DEPARTMENT ACTIVITIES AND SERVICE LEVEL DESCRIPTION:

The objective of the Police Department is to continue to maintain the peace and quality of life that the citizens of Columbia City presently enjoy. The Police Department enforces state laws and local ordinances, protects life and property through preventive and proactive law enforcement practices, and contributes to the livability of the City by taking the lead and being an active participant in the development of community policing relationships, in direct support of 2015-16 Policy Goal and Objective 1 as set forth by Council.

The Police Department is funded by property taxes and miscellaneous revenue.

The department is staffed by the Police Chief, Reserve Police Sergeant, and Reserve Police Officers. The present staffing is equivalent to 2.29 full time employees (FTEs) and provides seven day-a-week coverage. An on-call protocol also exists for times that no police officers are physically on duty. Personal service costs include scheduled step increases and a 2% cost of living adjustment.

The department continues to work towards boosting participation in the volunteer Reserve Program, which has been extremely valuable in assisting the department in reaching and maintaining its objectives relating to maintaining the peace, safety and quality of life for the citizens of the City. These efforts will continue.

Department service levels in the coming year are expected to increase as is reflected in current local and regional trends. To that end, the department will continue to operate in a professional, efficient, and effective manner in order to retain public trust and re-certify the local option levy which was passed in November 2011.

Training costs are expected to decrease slightly over the current year's training expenditures. With the development of the department's quarterly In-Service Training Program, the department has gained the ability to concentrate on core law enforcement skills training while improving upon the fiscal effectiveness and efficiency of their delivery. The department continues to identify areas of training to better equip officers in accomplishing its objectives. State and federal training mandates have continued to increase requirements for the training of officers in a variety of areas to include Incident Command Systems, National Incident Management Systems, Homeland Security issues, marijuana legislation, DUII enforcement, and transparency and accountability in policing issues.

Continual training and education in core law enforcement skills; such as the use of less-lethal and lethal force weapons systems, police patrol and investigative techniques, use of force and officer safety instruction are key to the safety of officers and citizens alike. As well, they are instrumental in reducing department liability. By meeting these training mandates the City insures training compliance and increases our chances for success in obtaining future funding through competitive federal and/or state grant processes.

The department has historically been a community oriented policing agency by its very function and nature. We plan on continuing to focus on community-oriented policing standards and enhance our community policing efforts by further involving the public and working closely with them in dealing with community nuisance issues, in direct support of 2016-17 Policy Goal and Objective 1-F as set forth by Council.

Capital outlay represents this department's share of a financial software upgrade and a network copier/scanner/fax machine.

Police Department Performance Measures	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Inputs:				
Police Chief	1.00	1.00	1.00	1.00
Police Sergeant	0.14	0.14	0.14	0.14
Police Officers	1.73	1.46	1.19	1.15
Number of Full Time Equivalent (FTEs)	2.87	2.60	2.33	2.29
Department Operating Expenditures	\$318,402	\$260,075	\$260.773	\$300,162
Volunteer Reserve Officer Hours Worked	936	1,200	1,100	1,200
Average Training Hours Per Officer	159	100	120	120
Outputs:				
Criminal Investigations	64	70	95	110
Physical Arrests	50	53	60	67
Traffic Enforcement	1,022	1,225	1,300	1,305
Residential Security Checks	2,838	3,000	3,100	3,100
Calls for Service	7,962	8,500	8,700	8,700
Reports Prepared	144	195	200	205
Citations Per 100 Residents	8.9	9.3	9.0	8.7
Emergency Preparedness Events	1	1	1	1
Measures of Efficiency and Effectiveness:				
Average Response Time (Citizen & Officer Initiated - Minutes)	5.36	4.00	3.50	3.50
Percent of Offenses Cleared	60%	70%	73%	76%
Percent of Complaints Responded To Within 24 Hours	100%	100%	100%	100%
# of Complaints Leading to Internal Affairs Investigation	0	0	0	0
Number of Alcohol Related Accidents	0	0	0	0
Crime Investigation Closure Rate	78%	80%	83%	86%
% of Stolen Goods Recovered	17.3%	20%	25%	30%
Speed Related Accidents Reported	0	0	0	0
Average Customer Satisfaction Rating 1=Poor, 5=Excellent	4.37	4.56	4.70	4.70
Department Operating Expenditures Per Capita	\$163.70	\$133.03	\$133.39	\$154.54

DEPARTMENT ACCOMPLISHMENTS IN 2015-16:

The department continued integrating community policing and problem solving concepts into daily law enforcement operations, continued annual review and update of applicable department policies and procedures, continued upgrade to the agency's records management and computer systems, continued improvements to the evidence and property room procedures, and continued the department's emphasis on improvements in leadership, accountability, and personal responsibility. Numerous training courses were also attended by officers.

The department coordinated and lead efforts to conduct the Columbia City Emergency Management Fair. This event focused on educating the public on current emergency management issues within the City, soliciting registration for the county-wide CAN Emergency Notification System, provided training on shelter-in-place versus evacuation guidelines, provided earthquake mitigation and planning information, and promoted community partnerships.

The department coordinated and led efforts to re-write the City's Emergency Operations Plan. This effort utilized both the standing Hazard Mitigation Planning Group as well as an outside technical assistance vender that was funded by a Homeland Security Grant. The department also led efforts to draft a Continuity of Operations Plan and Emergency Messaging Templates for use in emergency information and notification processes

Specific problem areas relating to criminal and illegal drug activity, traffic safety issues, animal complaints, and nuisance issues were addressed and resolved. In support of established City Council Goals, ongoing efforts in working with City residents to resolve concerns within their neighborhoods have been successful and will continue to be ongoing. These efforts have also led to Columbia City's 2015 ranking as the 2nd safest city, per capita, within the State of Oregon.

The Hearing Conservation Program was continued for all department personnel. Maintenance record systems for all vehicles, mobile data terminals, Tasers and other equipment were maintained and updated as required.

DEPARTMENT OBJECTIVES FOR 2016-17:

Continued implementation of the City's Public Policy on Policing as established by Resolution No. 08-933-R. Target date: Ongoing.

Continued exceptional performance of department personnel in the interest of achieving future re-certification of the local option levy in order to continue long term department financial funding. Target date: Ongoing.

Continue to improve officer and employee safety, minimize liability and meet federal and state mandates through continued and expanded training programs and equipment upgrades.

Target date: Ongoing.

Continue to expand on a number of community safety programs to include, but not be limited to, Child Identification Programs, Identity Theft Awareness, Traffic Safety Awareness, and Neighborhood Watch. Target date: June 30, 2016.

Achieve department compliance with "Best Practice" standards as represented in a City County Insurance Services best practices survey dated June 10, 2008. Target date: June 30, 2016.

Develop and implement a City Code Enforcement Program in order to more effectively and efficiently address ordinance violations within the jurisdiction, as well as improve overall quality of life issues for all citizens in a more equitable manner in accordance with 2016-17 Policy Goal and Objective 1-F as set forth by Council. Target date: September 30, 2015.

Continue commitment to the reserve officer recruitment and training program in order to provide for a professional and qualified pool of officers to compliment the regular officer force. Efforts will also provide the maximum amount of police protection and services to the community. Target date: Ongoing.

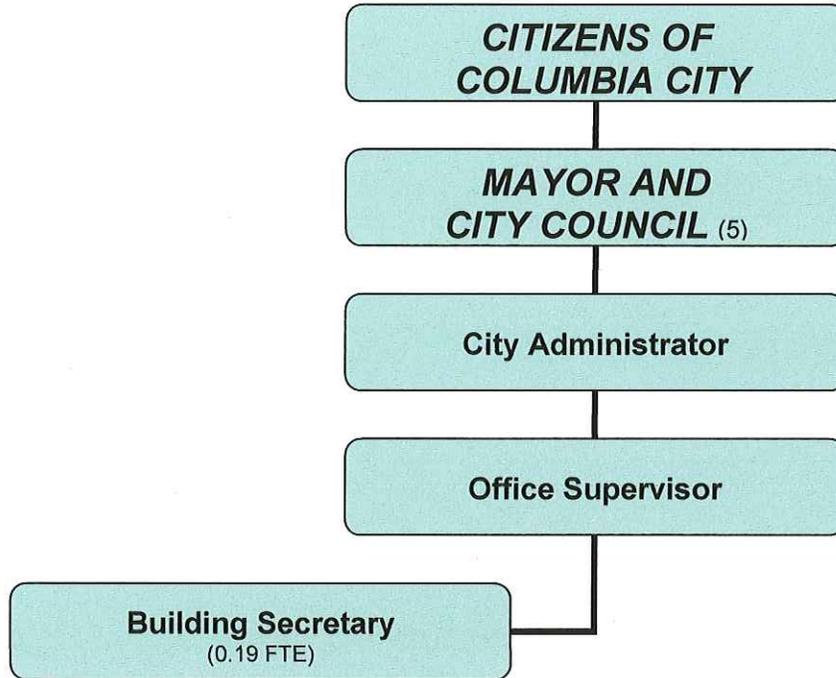
Facilitate and attend core skill level training, at no cost to the City, through collaborative efforts on a regional basis. Efforts to utilize these opportunities to the maximum extent possible will continue to be a priority for the department. Target date: Ongoing.

Continue cooperative agreements and mutual aid agreements with other local, state and federal agencies to ensure that the City continues to receive assistance from those agencies at times when needed. Memorandum of Understandings and Interagency Agreements also have and will continue to provide for investigative services as well as access to equipment that the department does not have and could not otherwise afford. Target date: Ongoing.

City of Columbia City 2016-17 Budget

		GENERAL FUND EXPENDITURE DETAIL POLICE DEPARTMENT						
Line Item	Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
02								
01	PERSONAL SERVICES							
110000	Regular Services	167,514	148,150	151,235	145,687	152,595	152,595	152,595
130000	Overtime	291	804	1,000	1,836	2,000	2,000	2,000
210000	Group Insurance	40,019	26,180	21,143	22,244	27,141	27,141	27,141
220000	Social Security	13,480	11,567	11,981	10,824	12,698	12,698	12,698
230000	Retirement Contributions	20,190	12,950	16,084	15,090	18,975	18,975	18,975
250000	Unemployment Compensation	1,057	132	157	141	166	166	166
260000	Workers' Compensation	6,793	6,389	5,567	6,039	6,889	6,889	6,889
295000	Accrued Leave	8,399	2,246	4,381	522	11,397	11,397	11,397
	TOTAL PERSONAL SERVICES	257,743	208,418	211,548	202,383	231,861	231,861	231,861
02	MATERIALS AND SERVICES							
331000	Auditing Services	1,594	1,349	1,388	1,485	1,530	1,530	1,530
333000	Legal Services	110	35	420	275	283	283	283
431000	Building Maintenance	2,909	1,537	3,152	928	3,000	3,000	3,000
432000	Equipment Maintenance	4,714	1,809	7,300	4,234	4,361	4,361	4,361
435000	Vehicle Maintenance	7,197	3,603	4,335	7,320	7,540	7,540	7,540
520000	Insurance and Bonds	8,746	12,116	12,479	13,327	13,727	13,727	13,727
540000	Legal Notices	0	0	318	318	328	328	328
581000	Travel and Training	3,091	4,034	6,790	3,459	4,500	4,500	4,500
583000	Dues and Subscriptions	4,413	1,606	4,828	4,828	4,973	4,973	4,973
611000	Office Supplies	227	225	240	811	835	835	835
612000	Postage	151	175	302	302	311	311	311
613000	Telephone and Internet Services	3,082	2,625	3,615	2,650	3,200	3,200	3,200
615000	Materials and Supplies	6,817	8,051	7,507	5,492	7,000	7,000	7,000
616000	Uniforms	1,665	504	1,500	1,742	1,794	1,794	1,794
621000	Natural Gas	84	91	103	103	106	106	106
622000	Electricity	61	63	64	62	64	64	64
626000	Gasoline	11,237	9,445	12,000	5,448	10,000	10,000	10,000
650000	Shop with a Cop Program	3,997	3,601	3,709	5,250	4,000	4,000	4,000
660000	Miscellaneous	564	788	712	356	750	750	750
	TOTAL MATERIALS AND SERVICES	60,659	51,657	70,762	58,390	68,302	68,302	68,302
03	CAPITAL OUTLAY							
741000	Equipment	0	2,124	50,236	48,236	536	536	536
	TOTAL CAPITAL OUTLAY	0	2,124	50,236	48,236	536	536	536
	TOTAL POLICE DEPARTMENT	318,402	262,199	332,546	309,009	300,699	300,699	300,699

City of Columbia City
Fiscal Year 2016-17
Organizational Structure
Building Department

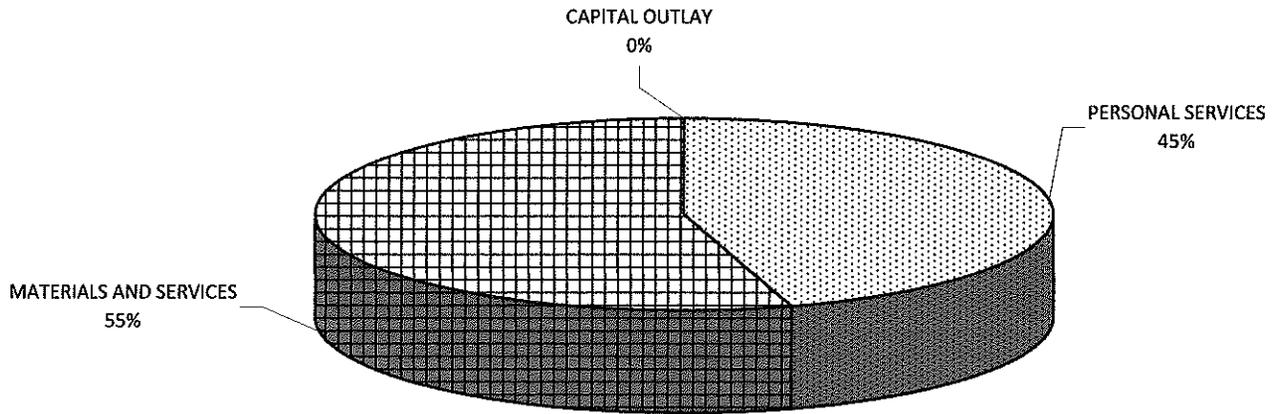


Building Department Activities:

- Information Services
 - Plan Review
 - Application Review
- Inspection Services
- Clerical Support
- Enforcement of City Ordinances
- Enforcement of State and Local Regulations and Laws

2016-17 BUILDING DEPARTMENT EXPENDITURES

Materials and services are the largest expense



GENERAL FUND EXPENDITURE SUMMARY BUILDING DEPARTMENT							
Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
PERSONAL SERVICES	13,568	13,856	14,680	14,837	15,446	15,446	15,446
MATERIALS AND SERVICES	9,328	11,209	20,720	11,187	18,593	18,593	18,593
CAPITAL OUTLAY	0	182	645	645	45	45	45
TOTAL BUILDING DEPARTMENT	22,896	25,247	36,045	26,669	34,084	34,084	34,084

**City of Columbia City
2016-17 Annual Budget**

FUND: GENERAL

DEPARTMENT: BUILDING DEPARTMENT

DEPARTMENT ACTIVITIES AND SERVICE LEVEL DESCRIPTION:

The Building Department is responsible for the enforcement of City ordinances, state and local regulations and laws relating to minimum housing standards, and building, mechanical and plumbing permits, along with related engineering plans. The department provides information services, application review, plan review, inspection services, and clerical support for new construction, remodeling, improvements to existing structures, and demolitions.

The Building Department receives funding through revenues from permits and fees and other sources.

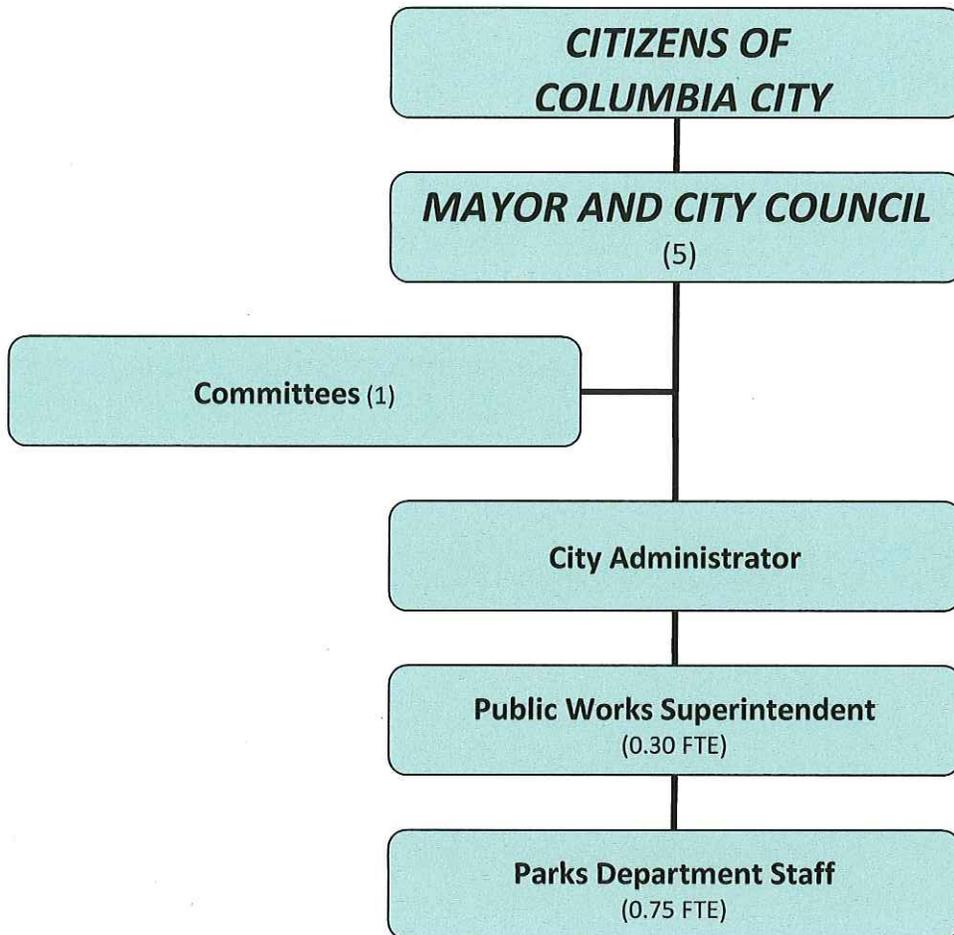
Personal service costs include a 2% cost of living adjustment. Building permit activity is expected to start to pick up in the coming year. Capital outlay represents this department's share of a financial software upgrade.

Building Department Performance Measures	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Inputs:				
Secretary	0.19	0.19	0.19	0.19
Number of Full Time Equivalents (FTEs)	0.19	0.19	0.19	0.19
Department Operating Expenditures	\$22,896	\$25,065	\$26,024	\$34,039
Outputs:				
Structural Permits Issued	8	6	15	10
Mechanical Permits Issued	27	27	30	28
Plumbing Permits Issued	6	15	12	15
Mobile Home Permits Issued	0	0	0	0
Demolition Permits Issued	0	0	0	0
New Housing Starts	1	2	4	3
Measures of Efficiency and Effectiveness:				
Percentage of Permits Issued Within 14 days of Application	57%	50%	33%	85%
Percentage of Permit Activity Logged	100%	100%	100%	100%
Average Customer Satisfaction Rating 1=Poor, 5=Excellent	4.42	4.58	4.75	4.80
Department Operating Expenditures Per Capita	\$11.77	\$12.82	\$13.31	\$17.37

City of Columbia City 2016-17 Budget

		GENERAL FUND EXPENDITURE DETAIL BUILDING DEPARTMENT						
Line Item	Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
03								
01	PERSONAL SERVICES							
110000	Regular Services	8,080	8,324	8,691	8,984	9,163	9,163	9,163
210000	Group Insurance	3,900	3,946	4,018	4,018	4,006	4,006	4,006
220000	Social Security	618	637	685	688	735	735	735
230000	Retirement Contributions	891	918	987	990	1,059	1,059	1,059
250000	Unemployment Compensation	49	7	9	9	10	10	10
260000	Workers' Compensation	30	24	26	16	28	28	28
295000	Accrued Leave	0	0	264	132	445	445	445
	TOTAL PERSONAL SERVICES	13,568	13,856	14,680	14,837	15,446	15,446	15,446
02	MATERIALS AND SERVICES							
331000	Auditing Services	188	96	99	198	203	203	203
332000	Building Official Services	7,381	8,760	18,000	8,095	15,000	15,000	15,000
333000	Legal Services	0	0	26	54	55	55	55
335000	Other Contractual Services	0	8	54	25	26	26	26
431000	Building Maintenance	274	301	103	884	911	911	911
432000	Equipment Maintenance	374	522	581	608	626	626	626
520000	Insurance and Bonds	203	230	237	233	240	240	240
540000	Legal Notices	0	0	54	54	56	56	56
581000	Travel and Training	0	144	318	159	164	164	164
583000	Dues, Subscriptions and Programs	30	0	64	32	33	33	33
611000	Office Supplies	143	206	204	114	210	210	210
612000	Postage	135	153	266	266	274	274	274
613000	Telephone and Internet Services	434	444	478	326	475	475	475
615000	Materials and Supplies	21	191	27	14	100	100	100
621000	Natural Gas	84	91	103	50	100	100	100
622000	Electricity	61	63	80	62	90	90	90
660000	Miscellaneous	0	0	26	13	30	30	30
	TOTAL MATERIALS AND SERVICES	9,328	11,209	20,720	11,187	18,593	18,593	18,593
03	CAPITAL OUTLAY							
741000	Equipment	0	182	645	645	45	45	45
	TOTAL CAPITAL OUTLAY	0	182	645	645	45	45	45
	TOTAL BUILDING DEPARTMENT	22,896	25,247	36,045	26,669	34,084	34,084	34,084

City of Columbia City
Fiscal Year 2016-17
Organizational Structure
Parks Department

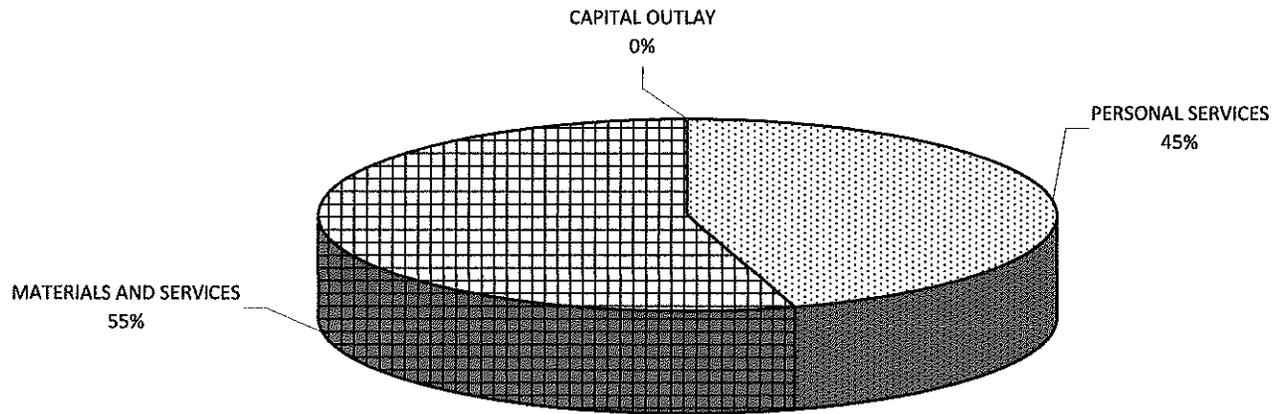


Parks Department Activities:

- Mowing
- Irrigation
- Landscape Maintenance
- Equipment Maintenance
- Custodial Services
- Customer Service
- Playground Maintenance
- Facility Maintenance
- Construction Activities

2016-17 BUILDING DEPARTMENT EXPENDITURES

Materials and services are the largest expense



GENERAL FUND EXPENDITURE SUMMARY BUILDING DEPARTMENT							
Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
PERSONAL SERVICES	13,568	13,856	14,680	14,837	15,446	15,446	15,446
MATERIALS AND SERVICES	9,328	11,209	20,720	11,187	18,593	18,593	18,593
CAPITAL OUTLAY	0	182	645	645	45	45	45
TOTAL BUILDING DEPARTMENT	22,896	25,247	36,045	26,669	34,084	34,084	34,084

**City of Columbia City
2016-17 Annual Budget**

FUND: GENERAL

DEPARTMENT: PARK MAINTENANCE DEPARTMENT

DEPARTMENT ACTIVITIES AND SERVICE LEVEL DESCRIPTION:

The Parks Maintenance Department is responsible for the daily operation and maintenance of 18.64 acres of land that is used for public park purposes and park construction projects.

The Park Maintenance Department is funded primarily by state revenue sharing, in lieu of tax revenues, grants, donations and miscellaneous revenue.

Personal service costs include scheduled step increases and a 2% cost of living adjustment. Capital requests represent this department's share of a financial software upgrade. Capital construction projects consist of Phase III of the Columbia City Veterans Park Improvements, which is funded primarily by a Veterans and War Memorials Grant, and Phase I of the McBride Creek Trail Improvements, contingent upon an award from the Oregon Recreational Trail Grant program.

Parks Department Performance Measures	Actual 2013-14	Actual 2014-15	Estimate 2015-16	Budget 2016-17
Inputs:				
Public Works Superintendent	0.11	0.14	0.23	0.30
Utility Worker II	0.18	0.28	0.46	0.30
Utility Worker I	0.04	0.00	0.00	0.30
Utility Worker	0.06	0.07	0.11	0.15
Number of Full Time Equivalents (FTEs)	0.39	0.49	0.80	1.05
Department Operating Expenditures	\$44,825	\$58,029	\$84,699	\$105,606
Hours Worked by Volunteers				
Outputs:				
Work Orders Completed	19	17	20	20
Parks Committee Meetings	15	13	10	12
Park Acres	18.64	18.64	18.64	18.64
Park Acres Per 100 Residents	0.96	0.95	0.95	0.95
Measures of Efficiency and Effectiveness:				
Park Acres Maintained Per FTE	47.79	38.04	23.30	17.75
Attendance at Annual Memorial Day Ceremony	N/A	400	400	400
Average Customer Satisfaction Rating 1=Poor, 5=Excellent	4.00	4.09	4.15	4.25
Department Operating Expenditures Per Capita	\$23.05	\$29.84	\$43.32	\$54.41

DEPARTMENT ACCOMPLISHMENTS IN 2015-16:

- A continued focus was placed on park maintenance needs, and the department delivered a higher level of park maintenance services than ever before with the assistance of a dedicated team of organized volunteers and the Columbia County Community Corrections Crew.
- Completed a portion of the Phase III development work in the Columbia City Veterans Park. Phase III improvements include the addition of a fourth veteran wall panel, two monuments, a handcrafted park bench, drinking fountain, and trash receptacle, split rail fencing and landscaping, and tile aprons around the base of seven existing monuments within the park.
- Coordinated a second annual Memorial Day Ceremony at the Columbia City Veterans Park.
- Successfully secured two grants for the development of Columbia City Veterans Park Phase III improvements - one from the Columbia County Cultural Commission in the amount of \$2,000 and another from the Veterans and War Memorials Grant Program in the amount of \$15,600.
- Participated on the Port of St. Helens Trestle Beach Advisory Committee, The Committee developed recommendations about park amenities, access and parking at the Trestle Beach site, which is a popular beach owned and operated by the Port.
- Developed several volunteer projects for consideration by members of Boy Scout Troop No. 142. Two of the projects were selected and completed by Scouts for Eagle Badge Projects - one involving the installation of split rail fencing along a walking path adjacent to a steep drop off, and another involving the addition of a see-saw in the Harvard Park playground.
- In consultation with members from the St. Helens Garden Club, completed significant pruning, trimming and removal of unruly shrubs and trees from Ruth Rose Richardson Park.

DEPARTMENT OBJECTIVES FOR 2016-17:

To complete the Columbia City Veteran Park Phase III improvements in accordance with 2016-17 Policy Goal and Objective 1-I established by Council and as outlined in the Five-Year Capital Improvement Program. Target Date: October 31, 2016.

To pursue grant funding for trail development and invasive species removal along the McBride Creek riparian corridor in keeping with 2016-17 Policy Goal and Objective 1-H established by Council. Target date: Ongoing.

To complete the development of the first phase of the McBride Creek Trail System, including a picnic area near the trailhead and design engineering for a section of hiking trail, in stride with 2016-17 Policy Goal and Objective 1-H adopted by Council and as outlined in the Five-Year Capital Improvement Program. Target date: June, 2017.

To pursue the acquisition of additional easements and/or land acquisitions along the length of McBride Creek for the development of a linear park in accordance with 2016-17 Policy Goal and

Objective 1-H as set forth by Council and as outlined in the Five-Year Capital Improvement Program. Target date: Ongoing.

To coordinate an annual ceremony to honor All American Veterans on Memorial Day 2017 in the Columbia City Veterans Park. Target date: May 30, 2017.

To continue to recruit and manage volunteers to assist with park maintenance and development activities in line with 2016-17 Policy Goal and Objective 1-B as set forth by Council. Target date: Ongoing.

To develop written maintenance plan and identify a volunteer advocate for each of the City's parks. Target date: June 30, 2017

City of Columbia City 2016-17 Budget

		GENERAL FUND						
		EXPENDITURE DETAIL						
		PARK MAINTENANCE						
Line		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Item	Account Description	Actual	Actual	Adopted	Estimated	Proposed	Approved	Adopted
04								
01	PERSONAL SERVICES							
110000	Regular Services	17,244	23,292	39,476	36,126	49,510	49,510	49,510
120000	Extra Labor	1,420	1,871	3,060	5,142	4,259	4,259	4,259
130000	Overtime	752	683	800	1,212	1,000	1,000	1,000
210000	Group Insurance	5,812	7,604	12,711	11,784	15,563	15,563	15,563
220000	Social Security	1,486	1,977	3,340	3,240	4,413	4,413	4,413
230000	Retirement Contributions	1,984	2,772	4,811	4,668	5,887	5,887	5,887
250000	Unemployment Compensation	117	21	44	42	58	58	58
260000	Workers' Compensation	714	1,058	1,795	1,086	2,021	2,021	2,021
295000	Accrued Leave	0	0	621	1,292	2,915	2,915	2,915
	TOTAL PERSONAL SERVICES	29,529	39,278	66,658	64,592	85,626	85,626	85,626
02	MATERIALS AND SERVICES							
331000	Auditing Services	281	193	699	693	714	714	714
333000	Legal Services	0	0	420	136	140	140	140
335000	Other Contractual Services	7,268	9,525	11,000	12,694	13,075	13,075	13,075
432000	Equipment Maintenance	172	293	418	612	630	630	630
435000	Vehicle Maintenance	0	0	72	98	104	104	104
440000	Rental Fees	20	390	412	412	424	424	424
520000	Insurance and Bonds	398	593	611	666	686	686	686
540000	Legal Notices/Advertising	37	0	42	42	43	43	43
581000	Travel and Training	45	19	41	8	8	8	8
612000	Postage	7	106	10	10	10	10	10
615000	Materials and Supplies	6,262	6,697	7,750	3,258	3,356	3,356	3,356
616000	Uniforms	0	72	0	0	0	0	0
622000	Electricity	409	563	579	508	523	523	523
626000	Gasoline	377	262	265	164	169	169	169
660000	Miscellaneous	20	38	852	806	100	100	100
	TOTAL MATERIALS AND SERVICES	15,296	18,751	23,171	20,107	19,982	19,982	19,982
03	CAPITAL OUTLAY							
741000	Equipment	10,534	333	3,939	3,939	89	89	89
	TOTAL CAPITAL OUTLAY	10,534	333	3,939	3,939	89	89	89
	CAPITAL CONSTRUCTION							
730100	Veterans Park Improvements	23,494	31,351	36,000	8,000	10,000	10,000	10,000
751000	McBride Creek Trail System Project	0	0	0	0	15,000	15,000	15,000
		23,494	31,351	36,000	8,000	25,000	25,000	25,000
	TOTAL PARKS MAINTENANCE DEPT.	78,853	89,713	129,768	96,638	130,697	130,697	130,697

**City of Columbia City
2016-17 Annual Budget**

FUND: GENERAL

DEPARTMENT: NON-DEPARTMENTAL

DEPARTMENT ACTIVITIES AND SERVICE LEVEL DESCRIPTION:

The Non-Departmental section of the General Fund is used to account for only those expenditures that cannot be accounted for in individual departments.

The Interfund Transfers Out to the Equipment Reserve Fund represent contributions towards police and park equipment. The funds will remain in the Equipment Reserve Fund until such time as the equipment purchases occur.

Contingency funds equal to 10% of the General Fund's operating expenditures are provided to cover unanticipated expenditures which may occur in the 2016-17 fiscal year, which satisfies the requirements of City Council Budget and Financial Policy No. 2.

An undesignated ending fund balance equal to 7% of General Fund appropriations is provided to ensure that an adequate working capital balance is maintained.

City of Columbia City 2016-17 Budget

		GENERAL FUND EXPENDITURE DETAIL NON-DEPARTMENTAL						
Line Item	Account Description	2013-14 Actual	2014-15 Actual	2015-16 Adopted	2015-16 Estimated	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
05								
06	INTERFUND TRANSFERS OUT							
806000	Transfer out to Equipment Reserve - Admin.	0	1,879	0	0	0	0	0
807000	Transfer out to Equipment Reserve - Police	7,500	7,500	0	0	15,000	15,000	15,000
808000	Transfer out to Equipment Reserve - Parks	0	0	0	0	8,700	8,700	8,700
	TOTAL INTERFUND TRANSFERS OUT	7,500	9,379	0	0	23,700	23,700	23,700
07	CONTINGENCY							
900000	Contingency	0	0	31,712	0	73,537	73,537	73,537
	TOTAL CONTINGENCY	0	0	31,712	0	73,537	73,537	73,537
09	UNAPPROPRIATED							
950000	Unappropriated Ending Balance	0	0	61,410	0	67,332	67,332	67,332
	TOTAL UNAPPROPRIATED	0	0	61,410	0	67,332	67,332	67,332
	TOTAL NON-DEPARTMENTAL	7,500	9,379	93,122	0	164,569	164,569	164,569
	TOTAL GENERAL FUND	647,011	612,844	940,966	742,700	986,022	986,022	986,022

