

HERMISTON™

OREGON

Where Life is Sweet



FISCAL YEAR 2017 – 2018

ADOPTED BUDGET

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INTRODUCTION

ELECTED AND APPOINTED OFFICIALS

Mayor and City Council (Elected)

Mayor.....	Dave Drotzmann
Councilor.....	Clara Beas-Fitzgerald
Councilor.....	Lori Davis
Councilor.....	Manuel Gutierrez
Councilor.....	Rod S. Hardin
Councilor.....	John Kirwan
Councilor.....	Jackie C. Myers
Councilor.....	Doug Primmer
Councilor.....	Douglas T. Smith

Budget Committee Citizen Members (Council Appointed)

Fred J. Allen, Jr.	Brian Misner
Tim Beinert	Joshua Roberts
John F. Douglas	Laura Sterling
Joanna Hayden	Dave Wright
Jason McAndrew	

Appointed Officials

City Manager.....	Byron D. Smith
City Attorney.....	Gary Luisi
Assistant City Manager.....	Mark Morgan
Finance Director.....	Amy Palmer, CPA
Chief of Police.....	Jason Edmiston
Water Superintendent.....	Roy Bicknell
Recycled Water Superintendent.....	Bill Schmittle
Street Superintendent.....	Ron Sivey
Electric General Manager.....	Nate Rivera
Library Director.....	Mark Rose
Building Official.....	Chuck Woolsey
Parks & Recreation Director.....	Larry Fetter
City Planner.....	Clint Spencer

VISION AND VALUES



Where Life is Sweet

Our Vision

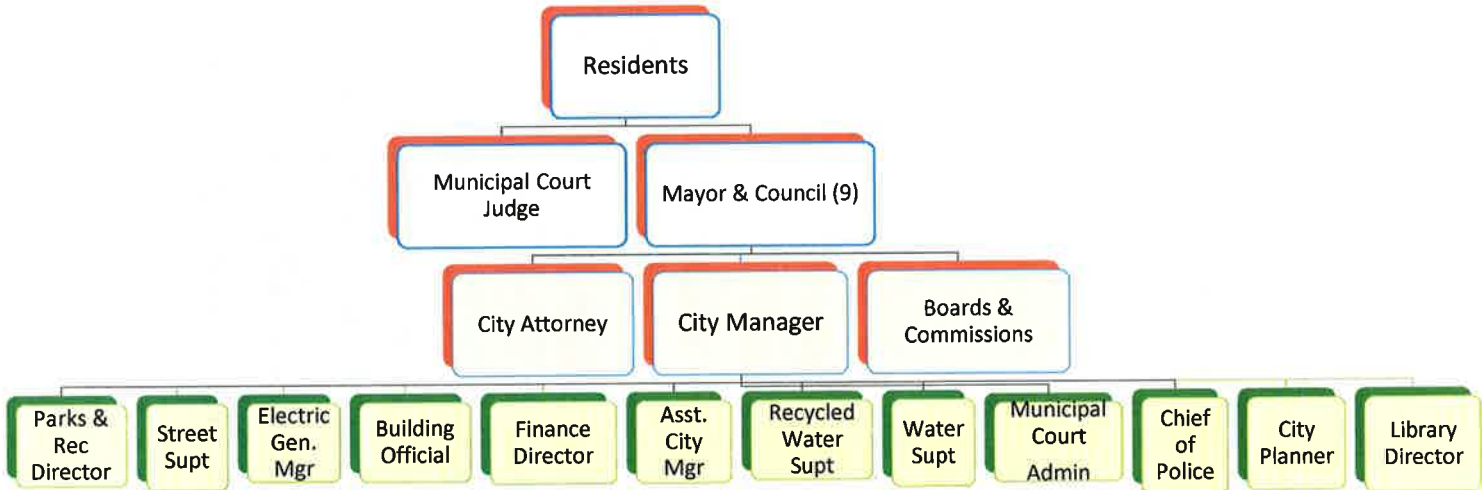
The City of Hermiston aspires to support an excellent community. We strive to provide courageous leadership to create an inclusive community while providing an affordable, livable and growing economy.

Our Values

Strong Work Ethic
Inclusiveness
Integrity

Generosity
Excellence
People

ORGANIZATION CHART

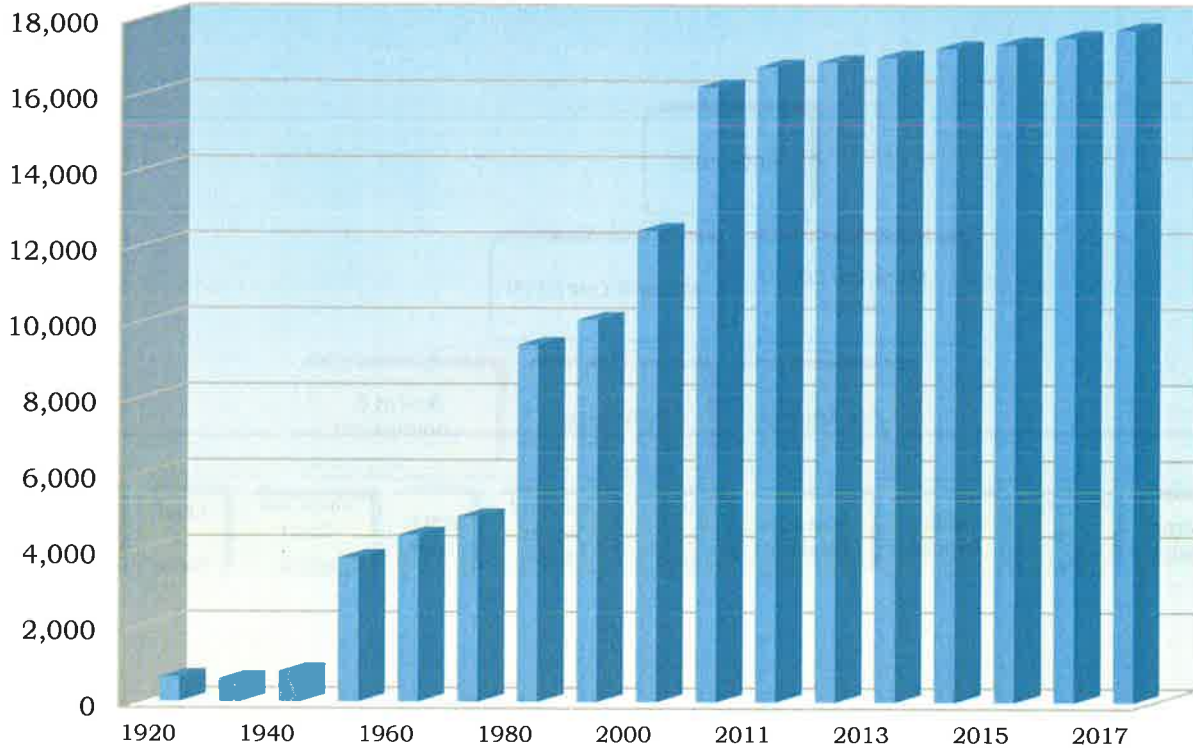


CITY PROFILE

Location and Population:

Hermiston is a progressive, growth-oriented urban/retail center for an area based economically on agriculture, food processing, transportation, utilities and other light industry. In 2016, Hermiston continued to grow as the largest city in Eastern Oregon, with a population of 17,730. The city projects a growth rate of 2% each year for the next 20 years.

Population 17,730



We are located in the northwest corner of Umatilla County in northeast Oregon and are centrally located between the major cities of the Pacific Northwest. Located just 185 miles east of Portland; 183 miles southwest of Spokane, Washington; 260 miles southeast of Seattle, Washington and 257 miles northwest of Boise, Idaho, Hermiston is a transportation hub accessed by Interstate Highways I-84, east to west, and I-82, north and south, and numerous feeder highways. Hermiston lies one truck day from seven western states and two Canadian provinces. In addition we are in close proximity to the Union Pacific-Hinkle Rail yard and the Columbia River and its container cargo shipping facilities. The City operates a local municipal airport for light commercial and private use and there are Regional Airports offering full commercial services 30 minutes away at Pendleton, Oregon and Pasco, Washington.

Business:

Hermiston is the commercial center for a highly varied and productive agriculture industry. The Hermiston Region can viably grow more than 200 crops for commercial production. Irrigated farm and ranch lands produce potatoes, alfalfa, corn, wheat, onions, carrots, asparagus, mint, peppers, fruit, beef and dairy cattle, plus many other specialty crops. Ongoing efforts to diversify the area's agriculture are supported by the Oregon State University Hermiston Agricultural Research Center located just south of Hermiston. The Hermiston area is home to a variety of light industries whose products include potato chips, frozen foods, manufactured housing, plastic pipes, wood chips for paper production, motor control panels, horse trailers and metal specialties. In addition, the northwest distribution center for Wal-Mart is located in Hermiston along with Fed-Ex and UPS freight facilities. Economic development efforts are centered on warehousing, distribution and manufacturing to further diversify our economy.

Municipal Facilities:

The City of Hermiston offers a public safety center which houses the police department and the municipal court. The Hermiston Fire & Emergency Services District facilities are also located in the safety center. Hermiston provides a convention center, airport, public works building, recycled water treatment plant, water treatment plant, public library, city parks, a combined lap and leisure outdoor community swimming pool complex and water/sewer utilities. In addition, beginning in October 2001, Hermiston Energy Services, the city's municipal electric utility, began providing power to its nearly 5,000 residential and commercial customers. HES was the first municipal electric utility created in Oregon in over 50 years.

Education:

Hermiston's School District is made up of one senior high school, two middle schools, five elementary schools, one alternative school and one ESD office. The school district serves students in kindergarten through grade 12 and offers a broad range from basic skills to vocational and advanced placement classes. A wide variety of classes and workforce training programs are also offered on the Hermiston campus of Blue Mountain Community College. The Eastern Oregon Higher Education Center offers Bachelors and Master's degree courses in Hermiston through Eastern Oregon University.

Health Care:

Good Shepherd Community Hospital is a modern facility with the latest diagnostic and surgical facilities with a trauma emergency center. The hospital has expanded their physician offices to enable more physicians in specific fields to locate in Hermiston. Hermiston continues to attract medical professionals, general practitioners and specialist as well as a full range of dental practices, chiropractic services, mental health and physical therapy facilities. An additional seven hospitals are located within a sixty mile radius of the city. Ambulance service is provided by the Hermiston Fire & Emergency Services District. The city offers a skilled nursing facility for the elderly and handicapped. There are also multiple assisted living complexes for the elderly.

Recreation:

The area offers a broad spectrum of outdoor pastimes. With the relatively dry climate and long growing season outdoor activities are abundant. Water sports are very popular and include skiing, boating, swimming and fishing. Hermiston is within a day's drive to mountain regions which offer snow skiing, camping, hiking and hunting. Hermiston offers multiple City parks, athletic clubs, jogging trails, tennis courts, soccer fields, horseshoe pits and several ball parks. There are eleven golf courses within 45 minutes of Hermiston.

CITY MANAGER BUDGET MESSAGE



Administrative Offices
City of Hermiston
180 N.E. 2nd Street
Hermiston, OR 97838
bsmith@hermiston.or.us

May 11, 2017

Dear Mayor, Council, Citizens and Members of the Budget Committee:

It is my honor to present the City of Hermiston's 2017-18 Proposed Budget. The proposed budget and the budget document are the result of hard work from the city's leadership team and their employees. The dedication of our employees is remarkable.

Introduction

The 2017-18 budget has been prepared in accordance with the State of Oregon budget law and best practices established by the Government Finance Officers Association. It has also been developed on the foundation of the city's adopted financial policies. We continue to expect these changes to make the budget more transparent and easier to understand.

In February 2017 the City Council held a goal setting session during which it confirmed the City's vision statement, its core values and established the goals for the 2017-18 budget. The new vision statement and values are included in this document and many appropriation recommendations are specifically targeted to address the goals. We continue to work to improve the budget process and the budget document.

There are only a few structural changes in this budget in comparison to the 2016-17 budget. One of those changes is the addition of a new bonded debt fund. Oregon budget law requires separate debt service funds for general obligation or full faith and credit bonds and revenue bonds. This is to segregate obligations that are supported by property taxes from those supported by revenues typically generated by enterprise funds.

The 2017-18 budget continues and upholds the City's adopted policies. The all funds budget is \$57,349,641 which is approximately \$200,000 smaller than the 2016-17 budget.

The 2017-18 budget includes a 2.5% cost of living adjustment for all City employees. This increase matches the negotiated wage being given to the Police Union. I will now walk through the major funds in the budget and provide highlights about each one.

General Fund

The general fund contains funding for some of the most basic operations of the City like our police department. It also contains many services that we call quality of life programs like parks and recreation and library. These two types of services work together to make a safe and inviting community.

General fund revenues and expenditures decreased by approximately 20% or \$3,050,712. This decrease is almost completely driven by the one-time bond proceeds which will be repaid by the additional dollar of Tourism Promotion Assessment (TPA) funds. The region's hoteliers have supported this additional revenue source to support capital construction at the Eastern Oregon Trade and Event Center (EOTEC). Most of the other revenue sources are holding fairly steady with small amounts of growth. This level of general fund spending returns us to the 2015-16 fiscal year levels.

The following general fund items are of particular note:

Parks and Recreation

- The Recreation budget is up slightly this year to add additional staff resources to assist in managing and providing programming to the Hermiston Community Center and the Harkenrider Center after its completion. These facilities directly support the Council's **Livability Goal**.
- With the positive movement taken so far related to recreational immunity, we are hoping to begin more planning work on the skate park.
- The West Highland Trail project has taken longer than anticipated due to ODOT involvement. We have carried over all of the accumulated funds and anticipate initial construction activities to take place sometime during the 2017-18 fiscal year.

Police

- The Police Department has had a number of positions move around during the current fiscal year. The only major budget impact in FY2018 is a request for new vehicles. We have been replacing two patrol cars on a regular basis. We plan to continue that but also plan to replace the unmarked vehicles used by the detectives and the command staff.

Building Maintenance

- For the past few years, the City has been teetering on the edge of needing a full-time dedicated building maintenance position. Right now we are having highly paid management level employees performing basic building maintenance. This budget proposes to hire a building maintenance position that will oversee all building maintenance activities in the general fund related buildings. One of the factors that tipped things over the edge was the movement of the Community Center to City responsibility on January 1, 2018.

Transportation

- The new transit program has been successful. Grant funding is being sought to decrease the City's direct investment in this new program.

Reorganization

- A number of positions are going to be reassigned. The one that impacts the general fund the most is the reassignment of an existing employee to become the first human resource fully dedicated position in the City's history. This will help us stay more current in a very complicated portion of City business. These changes will be funded through efficiency savings related to mailings and banking.

Utility Fund

The utility fund and its associated reserve and project funds will take on a couple of new projects this year. As approved by the Council through the sale of bonds, the water department will be installing new water meters throughout the City and the recycled water plant will be implementing a new solids treatment and

handling process. Both of these have resulted in long-term operational savings for this fund and are key components of implementing the Council's **Capital Improvement Plan (CIP) Goal**.

The projects also represent the first two items completed in our CIP process. Efforts to reinvigorate the process will begin in the first portion of fiscal year 2017-18 and will then be a part of future budget processes.

Street Fund

This fund is relatively stable. Maintenance activities have really stayed within budget. There will be efforts pave on segment of gravel street. We are trying to work with property owners on this but may need to change our approach.

Hermiston Energy Services (HES) Fund

During the budget process we realized that a rate increase in this fund was not needed for the upcoming fiscal year. New bonds were issued and older bonds were refinanced which enabled us to allocate new funds to large capital project needs. The Bonneville Power Administration (BPA) is considering another rate increase. Projections indicate it won't cause the need for a rate increase on our side. The one change in this fund is a reclassification of our Superintendent to a General Manager. The title change better indicates the duties that are being performed.

We have also identified more precisely the needs of HES related to working capital reserves and capital construction reserves. This proposed budget implements a new policy that will allow some more investment by the utility.

Transient Room Tax (TRT) Fund

This fund is only projecting a slight increase in revenues. Some regional assessment of the hotel market has indicated that the growth of this funding stream will slow down a little over past year to year increases.

Regional Water Fund

This fund is another very stable fund without many major changes. The analysis has been done and a proposed rate prepared. It will not be implemented until January 1, 2018 in order to respect the budgeting years of the large users of this system.

OTHER FUNDS

General Obligations Bonded Debt Fund

This fund has increased significantly due to the recent bonds issued for various projects. This fund houses the repayment of those bonds and the funding stream for repayment is also transferred in to this fund.

Reserve Fund

The reserve fund does not contain major changes. We are again proposing adding funds to the community enhancement fund to continue to serve as grant match. We are also adding funds to the city hall improvement fund. Those funds will assist in making more safety improvements to city hall itself as well as fund improvements to the Historic Carnegie Library building.

Harkenrider Center Construction

Due to some delays we are going to re-appropriate a large portion of the construction money for this project into the 2018 budget. Some will be completed this year but a majority of the work will be done in FY 2018.

EOTEC Construction

The only portion of this City budget that pertains to EOTEC construction is the transferring of TPA bond proceeds.

I would like to thank the department heads and managers especially Amy Palmer and the finance department staff for all the work they did to help complete the budget. Lastly, I would like to thank the City Council and the citizen members of the Budget Committee for their willingness to give up their time and serve our community. It is an honor to work with professional and skilled City employees and dedicated community volunteers to implement the 2017-2018 budget.

Sincerely,

A handwritten signature in cursive script, appearing to read "Byron D. Smith".

Byron D. Smith
City Manager

BUDGET POLICIES AND PROCESS

The City of Hermiston is committed to the highest level of financial integrity. We are accountable to our citizens for the use of public dollars, and resources should be used wisely to ensure adequate funding for the services, public facilities and infrastructure necessary to meet the community's present and future needs.

Written, adopted financial policies have many benefits, such as assisting the Council and City Manager in the financial management of the City, saving time and energy when discussing financial matters, fostering public confidence, and providing continuity over time as Council and staff members change. The purpose of the financial policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. The policies are adopted by the City Council and establish the framework for Hermiston's overall financial planning and management, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals:

- Ensure the financial integrity of the City.
- Provide an adequate financial base to sustain a sufficient level of municipal services to maintain the social well-being and physical condition of the City.
- Provide and maintain essential public facilities, utilities and capital equipment.
- Enhance policy setting for and sound management of City government by providing accurate and timely information on current and anticipated financial conditions.
- Protect and enhance the City's credit ratings.
- Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.

BUDGET POLICIES

- 1) The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives.
- 2) The City Council will adopt and maintain a balanced annual operating budget in conformance with existing state and local regulations. Per Local Budget Law, the City Council shall adopt the budget at the fund, department or program level as appropriate.
- 3) Budget control and accountability is maintained at the same level it is appropriated.
- 4) The Budget Officer shall annually prepare and present a proposed operating budget to the Budget Committee no later than May 30 of each year, and the City Council will adopt the budget no later than June 30 of each year.
- 5) Historical trend analysis will be performed on both revenues and expenditures as part of the budget process. Efforts will be made to identify potential deviations from the trends and this information will be factored into revenue and expenditure forecasts.
- 6) Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
- 7) The budget process will be coordinated so that major policy issues and department goals and objectives are identified and incorporated into the budget.
- 8) Monthly reports comparing budgeted to actual revenues and expenditures will be distributed to the City Manager and City Council. Significant variances will be investigated and explained.
- 9) The operating budget will be constrained to the total amount approved by the Budget Committee and as adjusted and adopted by the City Council.
- 10) A mid-year review process will be conducted by the City Manager to make any necessary adjustments to the adopted budget.
- 11) All resolutions adjusting the budget will be prepared by the Finance Department for Council approval to ensure compliance with budget laws.

BUDGET PROCESS

Most local governments in Oregon must prepare and adopt an annual budget. Budget guidelines are determined by Oregon's Local Budget Law. The law requires citizen involvement in the preparation of the budget, public disclosure of the budget before its final adoption, and establishes standard procedures for preparing, presenting, and administering the budget.

The budget committee in Oregon is made up of the mayor and city councilors of the local government and an equal number of appointed citizens. The Hermiston Budget Committee consists of eighteen individuals, each uniquely suited to provide guidance and analysis for the city budget. The Local Budget Law sets out the following specific procedures

- 1) Appoint budget officer;
- 2) Prepare a proposed budget;
- 3) Publish notices of budget committee meeting;
- 4) Hold budget committee meetings;
- 5) Budget committee approves proposed budget and specifies the amount or rate of ad valorem taxes;
- 6) Publish budget summary and notice of budget hearing;
- 7) Hold a budget hearing;
- 8) Enact resolutions or ordinances to adopt budget, make appropriations, levy taxes by fund and categorize taxes; and
- 9) File budget and certify tax levy to county assessor and county clerk.

BUDGET CALENDAR

The City of Hermiston's 2017-18 budget calendar (abbreviated) is as follows:

January	City Council meets with City Manager and department heads to set goals for 2017-18 budget.
March	Department budget requests are submitted. City Manager and Finance Director meet with department heads to discuss submissions.
April	City Manager finalizes budget and prepares budget message.
May	Budget Committee meets to receive budget, hear public comment and approve budget. Property tax levy set.
June	Public hearing is held on the budget. City council adopts budget, sets appropriations and levies property taxes.

During the fiscal year, circumstances may require expenses to be paid that were not budgeted or the city may receive revenue it did not plan for in its budget. A supplemental budget is required to pay additional expenses and spend the extra revenue. The supplemental budget must be adopted and appropriated before any additional money can be spent.

Adopting a budget will not involve the budget committee. After publishing a notice of the regular meeting at which the supplemental budget will be adopted, the governing body may adopt the supplemental budget by resolution if the expenditures are less than 10 percent of the annual budget fund being adjusted. If the expenditures are more, the governing body must publish the supplemental budget notice and hold a special hearing.

FUND ORGANIZATION AND INTER-FUND APPROPRIATIONS

FUND ORGANIZATION

The accounts of the city are organized on the basis of funds and account groups. Each is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The governmental accounting system gives rise to a great deal of confusion for the individual not directly associated with the required accounting systems. A multiple fund structure provides an accuracy of reporting and control of expenditures unsurpassed for the type of activities which this government must undertake. This positive side more than compensates for the overstatement of total outlays and the multiple accounting in cumulative recaps of total budget which the system forces.

INTER-FUND APPROPRIATIONS

The best example of the overstatement of the budget is in the interaction between funds included in the relationship between the general fund, the street fund and the reserve fund in the expenditure of roadway construction or overlay funds. Since state reporting requirements demand we include all street related costs in the street fund, it is necessary for us to include the appropriations we make each year to the reserve for roadway construction to be included in the street fund. The gasoline tax is not sufficient to cover the costs of our total efforts in street maintenance and improvement, so we must appropriate a transfer from the general fund to balance the street fund. The actual expenditure of roadway improvements occurs in the reserve fund.

This complicated interaction requires the city to anticipate revenues in the general fund, appropriate the necessary funds to the street fund, anticipate the revenue in the street fund and appropriate the transfer to the reserve fund, anticipate the revenue and appropriate for the expenditures in the reserve fund. Because the expenses for roadway improvements are beyond the ability of our local government to complete in any one year, the reserve appropriation will reflect the current transfer and the accumulated balances designed to accomplish the projects identified in the roadway capital improvement plan.

Due to this interaction of funds, the same funds are identified as an expense three times and a revenue three times. This inflation of the total budget is an unfortunate side impact which occurs in this system.

The Hermiston budget is divided into separate funds, each with independent revenue sources and appropriations. The fund structure is determined by the specific reporting needs of our governing body and the need to report accurate and timely information to the community. The City's funds and their descriptions are listed below.

1. Bonded Debt Fund (02): This fund accounts for the outstanding general obligation bonds of the city. This fund is also required by Oregon statues to account for the proceeds of the general obligation bonds issued for street and water and wastewater treatment improvements.
2. General Fund (03): The general fund provides for the accounting of all revenues and expenditures not specifically categorized into a separate fund. It is the most diverse and largest of the city's funds. It is also the source for the inter-fund transfers necessary to augment the operations of our other functions. The general fund departments are as follows:

City Council	Building Inspections	Recreation
City Manager/Planning	Parks	Conference Center
Finance	Parks/Utility Landscape	Public Safety Center
Legal Counsel	Municipal Pool	Police Operations
Court	Municipal Buildings	Audit & Others
Transportation	Library	Unappropriated Balance
Airport		

3. State Street Tax Fund (04): This is the fund where all gasoline tax revenues are deposited as required by Oregon state law to ensure that they will be used for street and roadway repair, maintenance and improvement. This fund is exclusively supported from the gasoline tax and a general fund subsidy if necessary. The expenditures accounted for in the fund are the labor, equipment, materials and contracted services necessary to maintain and improve the roadway surfaces and storm drainage system of the city.
4. Transient Room Tax Fund (05): This fund is used to receipt revenues collected from the city's transient room tax and tourism promotion assessment for appropriations to be made for economic, community and other development activities. The balance of the transient room tax revenues are appropriated directly to conference center management and operational costs, pool operation, TRT/Recreation programs reserve and Parks & Recreation Development reserve.
5. Utility Fund (06): This is an enterprise fund financed from user fees for water and recycled water use and connection charges to the system. Expenditures of this fund include all necessary personnel, equipment, materials, and contracted services necessary to maintain and improve the water and recycled water systems of the city. The fund is responsible for all debt applicable to utility operations.
6. Recreation Special Revenue Fund (07): This fund is used to account for amounts designated for recreation activities for city residents.
7. Reserve Fund (08): This fund is used to accumulate money for long-term goals and projects of the City. Financed directly by appropriations from the operating funds and with limited revenues directly from small reimbursement projects, the reserve fund has been the major single fiscal tool which has provided the City with the stability and multiple year appropriations necessary to manage a small community in difficult financial times. The reserve fund allows the accumulation of resources to accomplish specifically authorized goals contained in the resolution which must be adopted to establish each account.
8. Municipal Court Special Revenue Fund (10): This fund is used to account for fines and forfeits processed by the Municipal Court.
9. Miscellaneous Special Revenue Fund (11): This fund is used to account for certain pass-through payments related to payroll and surcharges due to the state.
10. Conference Center Special Revenue Fund (12): This fund is used to account for revenues and expenditures relating to the operation of the city's conference center.
11. Hermiston Energy Services Fund (13): On October 1, 2001, the City of Hermiston acquired and became responsible for the municipally owned electric utility. This enterprise fund is financed from user fees for electrical use and other charges to the system. Expenditures in this fund include all necessary personnel, equipment, materials, and contracted services necessary to maintain and improve the electrical system of the city. This enterprise fund is also responsible for all necessary debt payments of the electrical system.
12. Regional Water Fund (15): On November 1993, voters in the City of Hermiston approved a ballot measure to issue general obligation bonded indebtedness in an amount not to exceed 5,000,000 to finance the city's portion of a regional water system. The balance of the construction costs were funded through revenue bonds issued by the Port of Umatilla and retired by revenues from non-city users of the system. Construction was completed in 1996 and this has become an operating enterprise fund with expenditures including all necessary personnel, equipment, materials and contracted services necessary to operate the system.
13. RWTP Construction Fund (16): In accordance with the city policy of isolating and independently accounting for major capital projects, this fund was created in fiscal year 2008-09.
14. EOTEC Construction Fund (18): This fund was created to track the funds to acquire, develop, construct and equip the Eastern Oregon Trade and Event Center (EOTEC).
15. Christmas Express Special Revenue Fund (19): This fund is used to account for amounts designated for annual Christmas Express activities.
16. Law Enforcement Special Revenue Fund (20): This fund is used to account for amounts designated by the City for law enforcement and related purposes.

17. Library Special Revenue Fund (21): This fund is used to account for amounts designated by the City for library operations and improvements.
18. Revenue Bonded Debt (22): This fund accounts for the outstanding revenue bonds of the city.
19. 2014 Water & Sewer Revenue Bonds (31): This fund is used to account for the proceeds of the general obligation bonds issued for the water and wastewater treatment facilities.
20. Senior Center Construction Fund (32): This fund is used to account for the proceeds of the grant and other resources received to construct a new Senior Center in Hermiston.
21. 2016 Full Faith & Credit Obligation-Electric (33): This funds proceeds from the sale of the Obligation will be used to finance capital improvements for the City's Electric System.
22. 2017 Full Faith & Credit Obligation-Sewer & Water (34): This funds proceeds from the sale of the Obligation will be used to finance capital improvements to the City's Water and Sewer system.
23. 2017 Full Faith & Credit Obligation-HURA (35): This funds proceeds from the sale of the Obligation will be used to finance projects described in the Hermiston Urban Renewal Agency Plan.
24. 2017 Full Faith & Credit Obligation-TPA (36): This funds proceeds from the sale of the Obligation will be used to finance capital improvements to the Eastern Oregon Trade and Event Center.

FINANCIAL POLICIES

ACCOUNTING AND FINANCIAL REPORTING POLICIES

- 1) The City will comply with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA); Oregon Revised Statutes relating to Municipal finance; and prevailing federal, state and local statutes and regulations.
- 2) The City will prepare a Comprehensive Annual Financial Report (CAFR) and submit its CAFR to the GFOA's "Certificate of Achievement for Excellence in Financial Reporting" program.
- 3) Monthly financial reports showing revenue and expenditure activity for each fund will be distributed to the City Manager and City Council.
- 4) A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations.
- 5) The City will maintain accounting records by fund. Per GAAP, proprietary funds will use the accrual basis of accounting and government funds will use the modified accrual basis of accounting. Changes in the basis of accounting will be explained in the budget message for the year in which the change is planned.
- 6) In accordance with Oregon Administrative Rules, the City will have its accounts and fiscal affairs audited annually in accordance with generally accepted auditing standards (GAAS) as promulgated by the American Institute of Certified Public Accountants (AICPA).
- 7) Full disclosure will be provided in the financial statements and bond representations.

CONSOLIDATED REVENUES AND EXPENDITURES BY FUND

REVENUES BY FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
GO/FF&C Bonded Debt	1,833,476	3,923,708	699,925	2,206,540	2,206,540	2,206,540
General	10,300,401	13,695,230	15,563,112	12,512,400	12,512,400	12,516,115
State Tax Street	1,184,470	2,049,884	1,730,474	1,831,230	1,831,230	1,831,230
Transient Room Tax	93,008	598,871	830,460	839,700	839,700	839,700
Utility	5,906,870	8,761,074	8,731,020	6,795,865	6,795,865	6,795,865
Recreation Special Revenue	300,089	256,417	375,000	68,000	68,000	68,000
Reserve	6,934,464	9,291,640	6,410,276	6,352,358	6,352,358	6,352,358
Municipal Court Special Revenue	204,789	277,259	281,900	281,900	281,900	281,900
Miscellaneous Special Revenue	26,633	128,052	92,742	496,145	496,145	496,145
Conference Center	177,166	312,968	254,782	221,750	221,750	221,750
Hermiston Energy Services	9,140,791	11,835,744	11,380,501	11,949,950	11,949,950	11,949,950
Regional Water	863,466	2,614,682	1,317,060	1,497,265	1,497,265	1,497,265
RWTP Construction	4,918,630	-	-	-	-	-
EOTEC Construction	8,541,930	8,961,480	-	-	-	-
Christmas Express	-	-	36,204	39,000	39,000	39,000
Law Enforcement Special Revenue	77,856	100,104	107,606	83,475	83,475	83,475
Library Special Revenue	49,155	61,101	57,200	62,995	62,995	62,995
Revenue Bonds Debt Service Fund	-	-	-	1,826,768	1,826,768	1,826,768
2014 Utility Rev Bonds	18,141	1,300,623	-	-	-	-
Harkenrider Center Const Fund	73,360	139,849	2,713,100	2,084,300	2,084,300	2,084,300
2016 FF & C Oblig-Electric	-	-	-	3,700,000	3,700,000	3,700,000
2017 FF & C Oblig- Sewer/Water	-	-	3,265,614	3,000,000	3,000,000	3,000,000
2017 FF & C Oblig- HURA	-	-	1,524,109	1,500,000	1,500,000	1,500,000
2017 FF & C Oblig- TPA	-	-	2,190,830	-	-	-
TOTAL	50,644,695	64,308,686	57,561,915	57,349,641	57,349,641	57,353,356

EXPENDITURES BY FUND

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
GO/FF&C Bonded Debt	2,587,057	3,690,190	699,925	2,206,540	2,206,540	2,206,540
General	8,674,788	9,635,271	15,563,112	12,512,400	12,512,400	12,516,115
State Tax Street	1,179,969	1,408,919	1,730,474	1,831,230	1,831,230	1,831,230
Transient Room Tax	66,874	516,825	830,460	839,700	839,700	839,700
Utility	4,663,193	5,971,009	8,731,020	6,795,865	6,795,865	6,795,865
Recreation Special Revenue	149,007	57,085	375,000	68,000	68,000	68,000
Reserve	1,748,683	5,148,857	6,410,276	6,352,358	6,352,358	6,352,358
Municipal Court Special Revenue	197,195	235,569	281,900	281,900	281,900	281,900
Miscellaneous Special Revenue	42,821	28,651	92,742	496,145	496,145	496,145
Conference Center	155,542	222,606	254,782	221,750	221,750	221,750
Hermiston Energy Services	8,830,494	8,789,004	11,380,501	11,949,950	11,949,950	11,949,950
Regional Water	885,409	1,764,517	1,317,060	1,497,265	1,497,265	1,497,265
RWTP Construction	1,022,566	-	-	-	-	-
EOTEC Construction	2,542,480	3,561,480	-	-	-	-
Christmas Express	-	-	36,204	39,000	39,000	39,000
Law Enforcement Special Revenue	45,522	34,325	107,606	83,475	83,475	83,475
Library Special Revenue	27,033	29,735	57,200	62,995	62,995	62,995
Revenue Bonds Debt Service Fund	-	-	-	1,826,768	1,826,768	1,826,768
2014 Water & Sewer Revenue Bond	3,872,020	723,939	-	-	-	-
Harkenrider Center Const Fund	528	114,525	2,713,100	2,084,300	2,084,300	2,084,300
2016 FF & C Oblig-Electric	-	-	-	3,700,000	3,700,000	3,700,000
2017 FF & C Oblig- Sewer/Water	-	-	3,265,614	3,000,000	3,000,000	3,000,000
2017 FF & C Oblig- HURA	-	-	1,524,109	1,500,000	1,500,000	1,500,000
2017 FF & C Oblig- TPA	-	-	2,190,830	-	-	-
TOTAL	36,691,181	41,932,507	57,561,915	57,349,641	57,349,641	57,353,356

CONSOLIDATED REVENUES AND EXPENDITURES BY CATEGORY

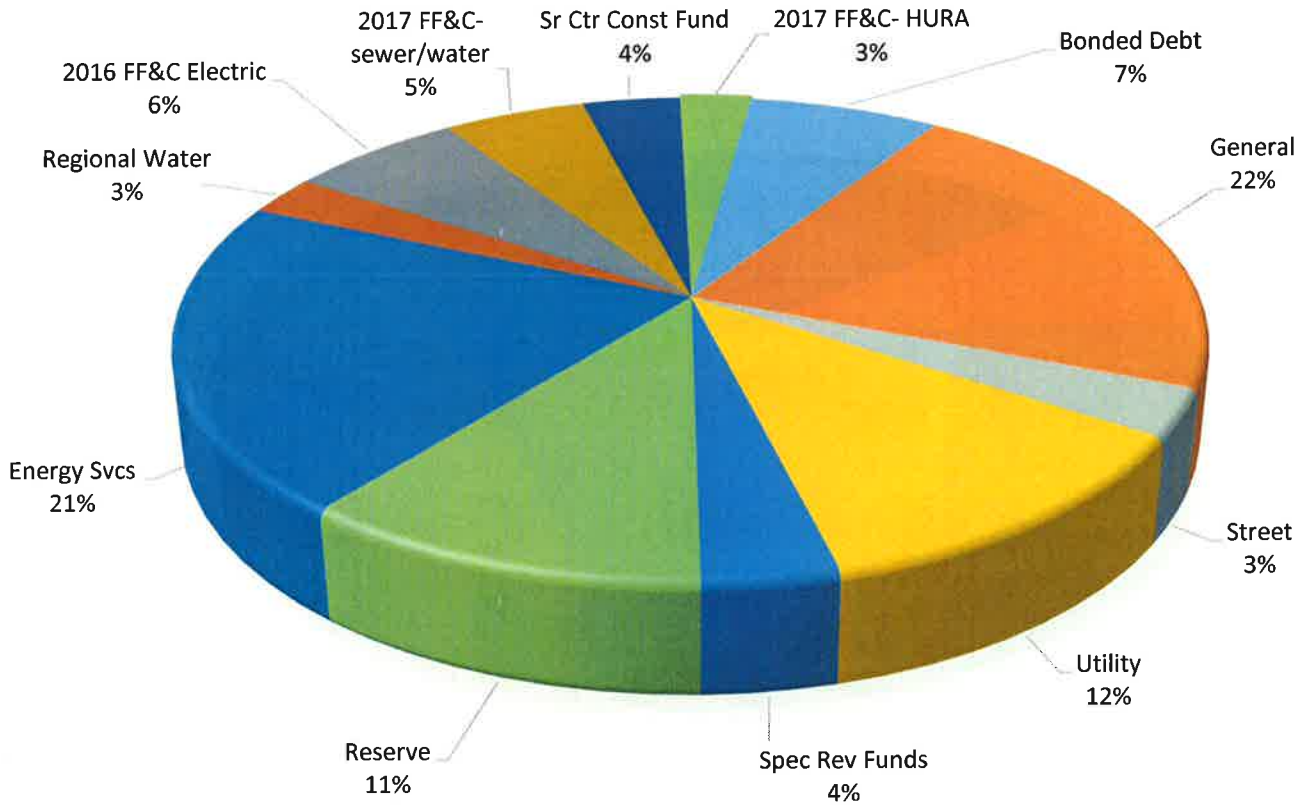
REVENUES BY CATEGORY

REVENUES	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Property Taxes	5,233,328	5,276,627	5,461,800	5,496,340	5,496,340	5,496,340
Local Assessments	20,786	21,040	20,900	20,000	20,000	20,000
Licenses & Franchises	787,034	822,166	851,100	835,660	835,660	835,660
Fines & Penalties	802,024	838,433	831,900	810,400	810,400	810,400
Interest Earnings	164,338	142,331	153,000	97,500	97,500	97,500
From Other Agencies	9,503,370	9,008,288	4,835,794	4,029,245	4,029,245	4,029,245
Service Charges	2,105,310	2,236,300	2,366,760	3,087,130	3,087,130	3,087,130
Non-Revenue Receipts	221,907	280,247	8,196,053	255,823	255,823	255,823
Miscellaneous Revenues	143,152	101,029	91,500	127,800	127,800	127,800
Sanitary Sewer Service	2,115,102	2,220,800	2,285,340	2,516,260	2,516,260	2,516,260
Water Service	3,550,591	4,062,254	3,810,640	3,390,105	3,390,105	3,390,105
Energy Service	7,511,506	8,244,036	8,475,501	8,492,200	8,492,200	8,492,200
Transfer From Other Funds	4,297,857	6,524,035	3,176,434	5,358,197	5,358,197	5,358,197
Cash Forward	14,188,390	24,531,100	17,005,193	22,832,981	22,832,981	22,836,696
TOTAL	50,644,695	64,308,686	57,561,915	57,349,641	57,349,641	57,353,356

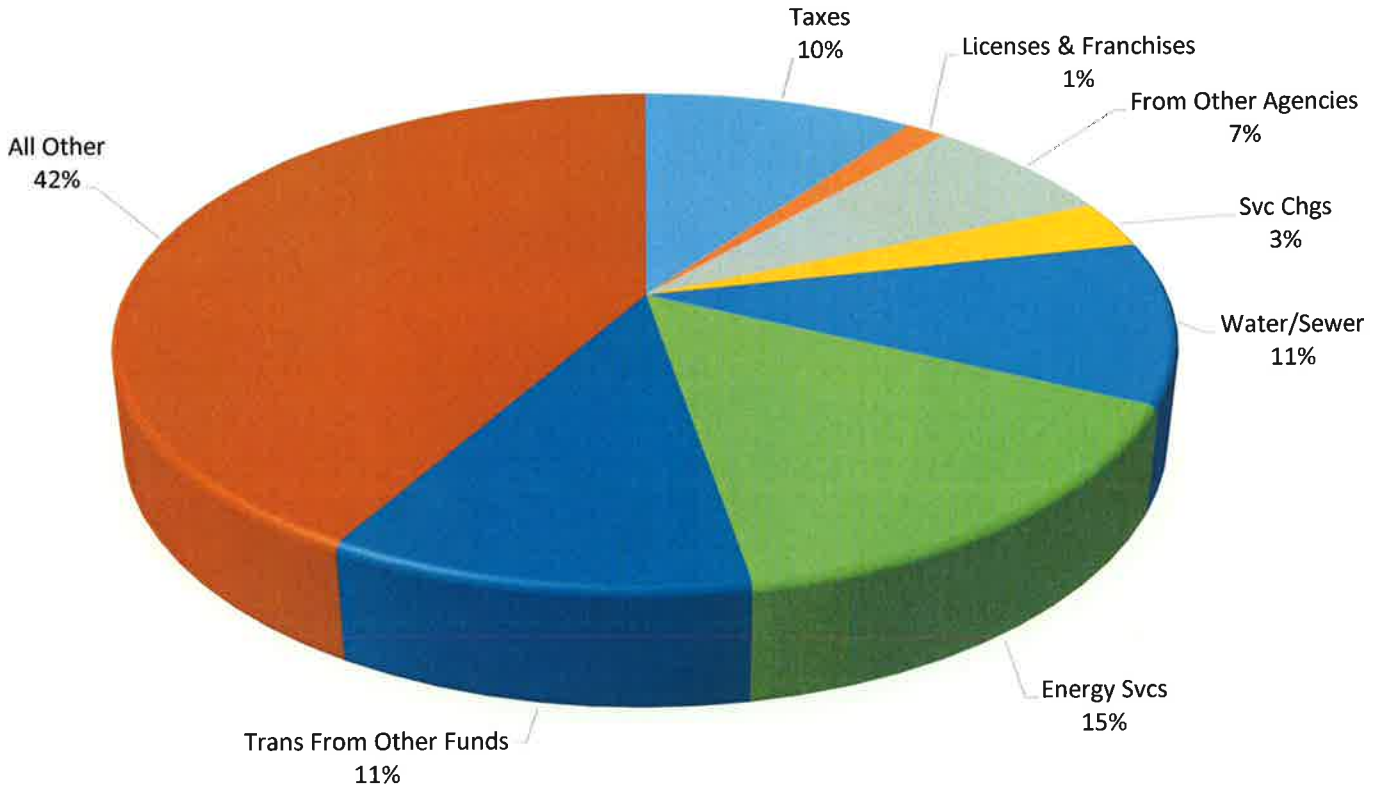
EXPENDITURES BY CATEGORY

EXPENDITURES	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Personnel Services	8,742,121	9,155,142	9,828,863	10,952,525	10,952,525	10,952,525
Materials & Services	13,161,304	15,336,171	14,681,219	13,413,447	13,413,447	13,417,162
Capital Outlay	7,080,657	6,868,312	15,440,100	16,263,250	16,263,250	16,263,250
Transfers:						
Bonded Debt	2,268,431	3,368,304	189,925	3,432,910	3,432,910	3,432,910
General Fund	-	707,745	523,902	620,265	620,265	620,265
Street Fund	-	-	-	60,000	60,000	60,000
Recreation Special Revenue Reserve	50,210	6,417	312,214	-	-	-
Misc Special Revenue Fund	2,551,627	1,180,774	946,922	999,879	999,879	999,879
Conference Center Fund	-	90,984	96,525	137,143	137,143	137,143
Christmas Express Fund	-	-	21,204	-	-	-
Law Enforcement Special Revenue	16,106	19,094	16,000	16,000	16,000	16,000
Utility Fund	-	527,000	263,000	80,000	80,000	80,000
HES Fund	-	600,000	-	4,000	4,000	4,000
Regional Water	-	-	-	8,000	8,000	8,000
Sr Ctr Const Fund	-	-	750,000	-	-	-
Debt Service	2,587,057	3,690,190	3,792,560	4,048,308	4,048,308	3,863,308
Special Payments	233,668	382,374	337,400	237,400	237,400	237,400
Contingency	-	-	6,421,688	4,978,695	4,978,695	4,978,695
Unappropriated Balance	-	-	3,882,651	2,097,819	2,097,819	2,282,819
TOTAL	36,691,181	41,932,507	57,561,915	57,349,641	57,349,641	57,353,356

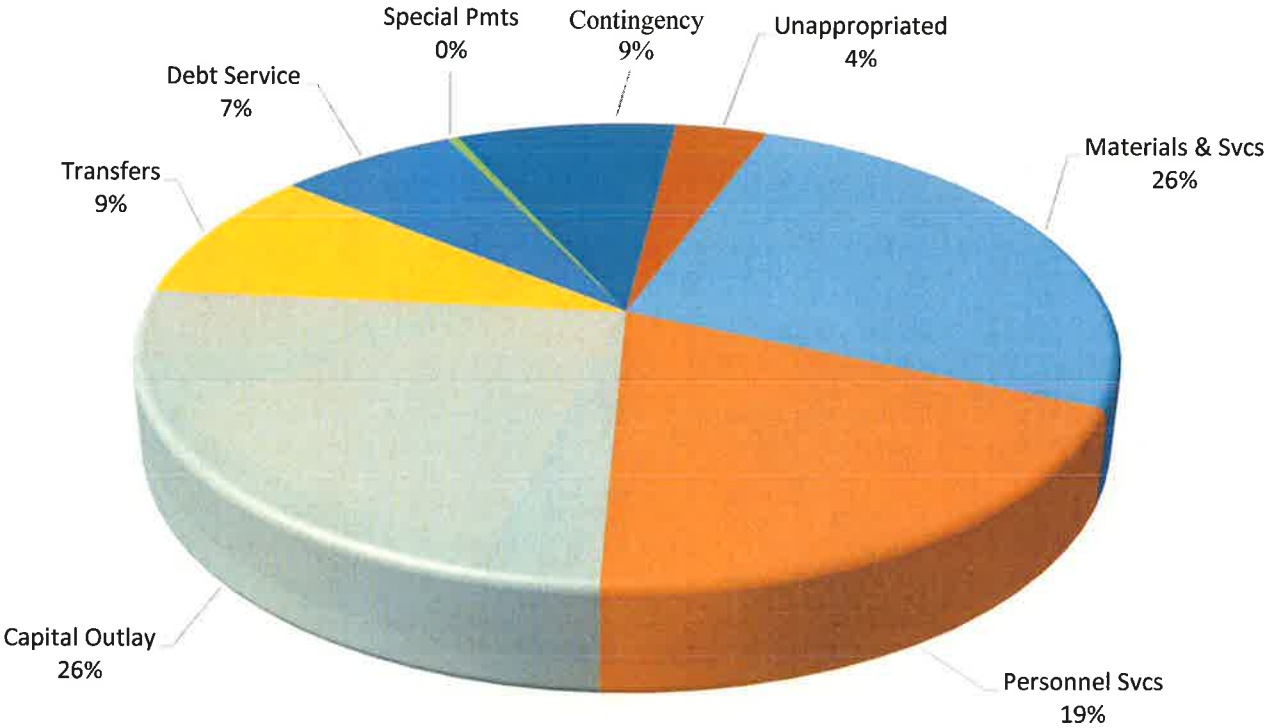
REVENUES BY FUND CHART



REVENUES BY CATEGORY CHART



EXPENDITURES BY CATEGORY CHART



TAX HISTORY

Fiscal Year	Tax Levy Submitted	Inside 6%	Outside 6%	G.O. Bond Issues	Bancroft Bond Issues	Population
1920-21	6,250.00	6,250.00				655
1930-31	6,250.00	6,250.00				608
1940-41	6,385.00	6,385.00				803
1950-51	15,878.00	15,878.00				3,804
1960-61	76,225.00	19,300.00	56,924.41			4,402
1970-71	148,877.00	148,877.00				4,893
1980-81	954,165.00	290,279.64	632,836.36	31,049.00		9,408
1981-82	1,108,206.15	308,456.12	765,272.03	34,478.00		9,700
1982-83	1,099,425.00	327,333.00	738,423.00	33,669.00		9,630
1983-84	1,099,379.00	347,133.00	719,760.00	32,486.00		9,835
1984-85	1,113,565.00	1,200,000.00		31,304.00		9,890
1985-86	1,230,121.00	1,200,000.00		30,121.00		9,914
1986-87	1,302,872.00	1,272,000.00		30,872.00		9,890
1987-88	1,379,397.00	1,113,845.00		30,517.00	235,035.00	9,870
1988-89	1,434,572.00	1,232,192.00		32,220.00	170,160.00	9,860
1989-90	1,518,092.00	1,349,416.00		26,055.00	142,599.00	9,860
1990-91	1,552,821.00	1,430,380.00		16,192.00	106,249.00	10,075
1991-92	1,615,733.00	1,517,691.00		9,497.00	88,545.00	10,075
1992-93	1,621,089.00	1,609,186.00		11,903.00		10,045
1993-94	1,717,630.00	1,706,249.00		11,381.00		10,215
1994-95	2,258,724.00	1,809,960.00		448,764.00		10,332
1995-96	1,991,044.00	1,929,161.00		61,883.00		10,605
1996-97	2,417,024.00	2,045,797.00		371,227.00		11,061
1997-98	2,574,503.00	2,169,858.00		404,645.00		11,340

TAX HISTORY (Permanent Operating Tax Rate \$6.0860/\$1,000)

Fiscal Year	Taxable Value	Operating Rate	Operating Tax	Bond Rate	Bond Tax	Total Tax Imposed	Population
1989-99	343,341,230	4.8894	1,678,716	1.1717	402,293	2,081,009	11,595
1999-00	368,557,070	4.8894	1,802,010	1.0950	403,570	2,205,580	12,165
2000-01	405,856,680	4.8894	1,984,230	0.9565	389,150	2,373,380	12,425
2001-02	467,733,020	4.8894	2,286,839	0.7475	349,631	2,321,802	13,560
2002-03	494,029,220	4.8894	2,415,342	0.7265	358,911	2,774,253	14,120
2003-04	526,243,480	5.0841	2,676,555	0.6948	365,826	3,042,381	14,540
2004-05	561,341,500	5.0841	2,854,052	0.6749	378,912	3,232,964	14,700
2005-06	589,997,120	5.0841	2,998,901	0.6480	382,318	3,381,219	15,025
2006-07	644,683,321	6.0860	3,869,614	0.1706	109,982	3,979,596	15,410
2007-08	669,241,051	6.0860	4,030,551	0.4958	331,810	4,362,361	15,780
2008-09	705,153,815	6.0860	4,291,566	0.4817	339,672	4,631,238	16,080
2009-10	745,218,903	6.0860	4,472,692	0.5234	390,386	4,863,078	16,215
2010-11	761,094,614	6.0860	4,549,684	0.5087	387,168	4,936,852	16,745
2011-12	783,138,675	6.0860	4,634,210	0.4638	363,219	4,997,429	16,865
2012-13	805,177,490	6.0860	4,754,795	0.3485	280,677	5,035,472	16,995
2013-14	807,543,485	6.0860	4,751,445	0.3983	322,009	5,073,454	17,240
2014-15	855,270,682	6.0860	5,028,975	0.3771	322,138	5,351,113	17,385
2015-16	875,887,405	6.0860	5,161,713	0.2981	260,880	5,422,593	17,520
2016-17	905,529,534	6.0860	5,207,617	0.2878	260,032	5,467,649	17,730

PERSONNEL SERVICES SUMMARY

Supplemental Information Salaries Paid From More Than One Source

Position Description	No. Emp	Total Salary	Page No.	Amount	Page No.	Amount	Page No.	Amount	Page No.	Amount
City Manager	1	133,543	62	50,748	65	50,748	69	32,047		
Finance Director	1	122,321	11	12,275	62	51,355	65	51,355	69	7,336
Recreation Supervisor	1	71,030	29	24,367	35	46,663				
HR Specialist	1	70,786	11	17,697	65	24,775	51	2,831	62	25,483
Executive Secretary/ City Recorder	1	69,429	9	52,072	11	17,357				
Permit Tech II	1	58,842	23	19,998	51	19,422	65	19,422		
Accounting Tech	1	39,040	11	16,397	51	7,027	62	7,808	65	7,808

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<u>City Council</u>						
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Councilors	8.00	8.00	8.00	8.00	8.00	8.00
Total FTE	9.00	9.00	9.00	9.00	9.00	9.00
<u>City Manager/Planning</u>						
City Planner	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	0.00	0.75	0.75	0.75	0.75	0.75
General Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total FTE	2.50	3.25	3.25	3.25	3.25	3.25
<u>Finance</u>						
Finance Director	0.10	0.10	0.10	0.10	0.10	0.10
Executive Secretary/City Recorder	0.50	0.25	0.25	0.25	0.25	0.25
HR Specialist	0.00	0.00	0.00	0.25	0.25	0.25
Accounting Tech	0.00	0.00	0.50	0.42	0.42	0.42
Total FTE	0.60	0.35	0.85	1.02	1.02	1.02
<u>Court</u>						
Municipal Judge (.33 FTE)	0.33	0.33	0.33	0.33	0.33	0.33
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Clerk	1.00	1.00	1.00	1.00	1.00	1.00
General Clerical	0.75	0.75	1.00	1.00	1.00	1.00
Total FTE	3.08	3.08	3.33	3.33	3.33	3.33
<u>Building Inspections</u>						
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Building Official/Inspector	0.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.50	0.50	0.50	0.50	0.50	0.50
Electrical Inspector	1.00	0.00	0.00	0.00	0.00	0.00
Permit Technician II	0.34	0.34	0.34	0.34	0.34	0.34
Total FTE	2.84	2.84	2.84	2.84	2.84	2.84
<u>Parks</u>						
Municipal Service Worker II	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal Maintenance (2.5 FTE)	3.00	3.00	2.50	2.50	2.50	2.50
Total FTE	5.00	5.00	4.50	4.50	4.50	4.50

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
<u>Parks/ Utility Landscaping</u>						
Seasonal Maintenance(2-PT)	0.00	0.00	1.00	1.00	1.00	1.00
Total FTE	0.00	0.00	1.00	1.00	1.00	1.00
<u>Municipal Pool</u>						
Recreation/Aquatics Coordinat	0.33	0.34	0.34	0.34	0.34	0.34
Swim Pool (10FTE)	10.00	10.00	10.00	10.25	10.25	10.25
Total FTE	10.33	10.34	10.34	10.59	10.59	10.59
<u>Municipal Buildings</u>						
Buildings Supervisor	0.00	0.00	0.00	1.00	1.00	1.00
Total FTE	0.00	0.00	0.00	1.00	1.00	1.00
<u>Library</u>						
Library Director	1.00	1.00	1.00	1.00	1.00	1.00
Librarian III	1.00	1.00	1.00	1.00	1.00	1.00
Librarian II	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Library Assistants (6.5 FTE)	5.00	5.00	4.75	4.55	4.55	4.55
Total FTE	9.00	9.00	8.75	8.55	8.55	8.55
<u>Recreation</u>						
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00	1.00
Recreation/Aquatics Coord	0.66	0.66	0.66	0.66	0.66	0.66
General Clerical	0.80	1.00	1.00	1.00	1.00	1.00
Summer Park Program (5 FTE)	5.00	5.00	5.00	6.75	6.75	6.75
Total FTE	7.46	7.66	7.66	9.41	9.41	9.41
<u>Police Operations</u>						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Captain	1.00	1.00	1.00	1.00	1.00	1.00
Operations Captain	1.00	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	0.00	0.00	0.00	1.00	1.00	1.00
Police Sergeants	4.00	4.00	4.00	4.00	4.00	4.00
Detectives	2.00	2.00	2.00	3.00	3.00	3.00
Communications Manager	1.00	1.00	1.00	1.00	1.00	1.00
Patrol Officers	15.00	11.00	11.00	10.00	10.00	10.00
Patrol Corporal	0.00	4.00	4.00	4.00	4.00	4.00
School Resource Officer	1.00	1.00	1.00	2.00	2.00	2.00
Youth Officer	1.00	1.00	1.00	0.00	0.00	0.00
Code Enforcement Officer	1.00	0.50	0.50	0.50	0.50	0.50
Senior Secretary	1.00	1.00	1.00	0.00	0.00	0.00
Senior General Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE	31.00	30.50	30.50	30.50	30.50	30.50

2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
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State Tax Street Fund

Street Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician II	0.33	0.33	0.33	0.33	0.33	0.33
HR Specialist	0.00	0.00	0.00	0.04	0.04	0.04
Accounting Tech	0.00	0.00	0.00	0.18	0.18	0.18
Mechanic/Municipal Svc. Worker	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Worker II	2.00	2.00	2.00	1.00	1.00	1.00
Municipal Worker I	1.00	1.00	1.00	2.00	2.00	2.00
Municipal Worker (Part-time FTE 1)	1.14	1.14	0.00	1.14	1.14	1.14
Total FTE	6.47	6.47	5.33	6.69	6.69	6.69

Disposal Plant Maintenance

Recycled Water Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
City Manager	0.38	0.38	0.38	0.38	0.38	0.38
Finance Director	0.42	0.42	0.42	0.42	0.42	0.42
Payroll/HR	1.00	1.00	1.00	0.00	0.00	0.00
HR Specialist	0.00	0.00	0.00	0.35	0.35	0.35
Senior General Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Accounting Tech	0.00	0.00	0.00	0.20	0.20	0.20
Recycled Water Lab Technician	1.00	1.00	1.00	1.00	1.00	1.00
Recycled Water Chief Operator	1.00	1.00	1.00	1.00	1.00	1.00
Recycled Water Worker IV	0.00	0.00	1.00	1.00	1.00	1.00
Recycled Water Worker III	1.00	0.00	2.00	1.00	1.00	1.00
Recycled Water Worker II	2.00	3.00	0.00	2.00	2.00	2.00
Recycled Water Worker I	2.00	2.00	2.00	1.00	1.00	1.00
Total FTE	11.30	11.30	11.30	10.85	10.85	10.85

Water Production & Maintenance

Water Superintendent	1.00	1.00	0.75	0.75	0.75	0.75
City Manager	0.38	0.38	0.38	0.38	0.38	0.38
Finance Director	0.42	0.42	0.42	0.42	0.42	0.42
HR Specialist	0.00	0.00	0.00	0.35	0.35	0.35
Permit Technician II	0.33	0.33	0.33	0.33	0.33	0.33
Senior General Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Accounting Tech	0.00	0.00	0.00	0.20	0.20	0.20
Water Utility Worker II	5.00	5.00	5.00	5.00	5.00	5.00
Meter Reader/General Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	9.63	9.63	9.38	9.93	9.93	9.93

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
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Regional Water

Water Chief Operator	1.00	1.00	1.00	1.00	1.00	1.00
Water Superintendent	0.00	0.00	0.25	0.25	0.25	0.25
Total FTE	1.00	1.00	1.25	1.25	1.25	1.25

Hermiston Energy Services

Electric General Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Manager	0.25	0.25	0.25	0.25	0.25	0.25
Finance Director	0.06	0.06	0.06	0.06	0.06	0.06
HR Specialist	0.00	0.00	0.00	0.01	0.01	0.01
Accounting Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	2.31	2.31	2.31	2.32	2.32	2.32

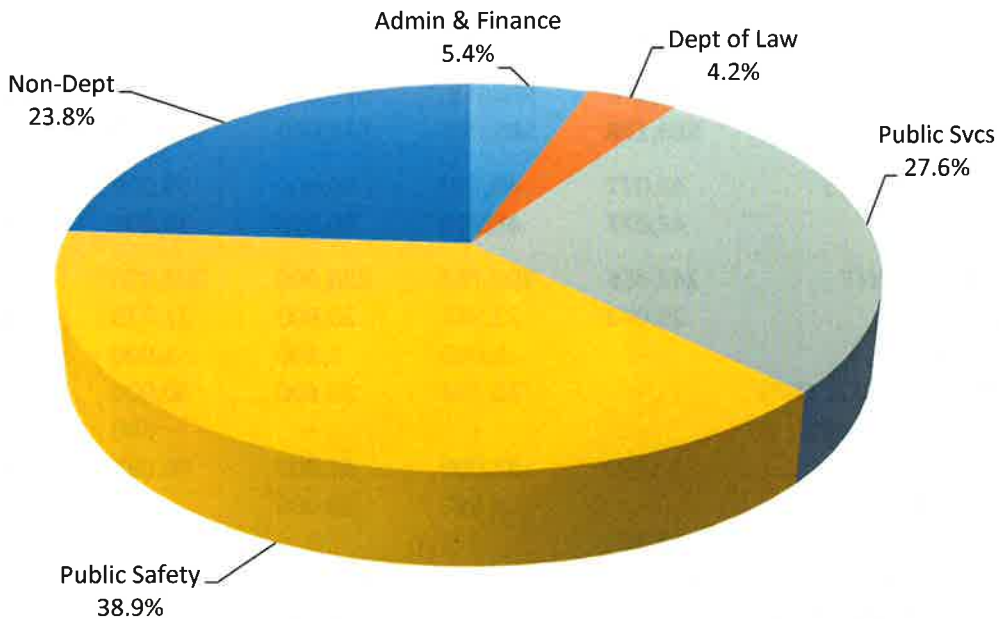
Grand Total	111.52	111.73	111.59	116.03	116.03	116.03
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GENERAL FUND

As the name implies, the general fund provides for the accounting of all revenues and expenditures not specifically categorized into a separate fund structure. The general fund is the most diverse and the largest of the city's funds. In accord with the continuing policies of the community, the general fund is the source for the inter-fund transfers necessary to augment the operations of our other functions. The general fund is the source for inter-fund transfers to the reserve fund system, the street fund, 911 communications fund, and is the direct source for our smaller capital outlay projects related to the departments and functions accounted in the fund. The general fund departments are categorized as:

- | | | |
|-----------------------|-------------------------|------------------------|
| City Council | Building Inspections | Recreation |
| City Manager/Planning | Parks | Conference Center |
| Finance | Parks/Utility Landscape | Public Safety |
| Legal Counsel | Municipal Pool | Police |
| Court | Municipal Buildings | Audit & Others |
| Transportation | Library | Unappropriated Balance |
| Airport | | |

2017-18 General Fund Appropriations



<u>Expenditures</u>	<u>Proposed</u>
Admin & Finance	681,780
Dept of Law	524,535
Public Svcs	3,459,330
Public Safety	4,867,105
Non-Dept	<u>2,983,365</u>
Total	12,516,115

GENERAL FUND RESOURCES

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PROPERTY TAXES	4,755,772	4,902,788	5,089,800	5,018,340	5,018,340	5,018,340
DELINQUENT TAXES	161,819	118,432	112,000	100,000	100,000	100,000
PROPERTY TAX COMP LOSS OFFSE	-	-	-	50,000	50,000	50,000
PROPERTY TAXES	4,917,591	5,021,221	5,201,800	5,168,340	5,168,340	5,168,340
H E S IN LIEU OF TAXES	373,338	408,830	424,300	418,860	418,860	418,860
P P & L FRANCHISE	2,500	-	2,500	2,500	2,500	2,500
U E C A FRANCHISE	201,541	201,844	208,000	210,000	210,000	210,000
NATURAL GAS FRANCHISE	89,414	85,185	87,700	85,000	85,000	85,000
EO TELECOM FRANCHISE	6,911	11,055	14,800	15,000	15,000	15,000
QWEST TELEPHONE FRANCHISE	32,008	29,236	30,000	20,000	20,000	20,000
T V FRANCHISE	64,899	66,711	66,000	66,000	66,000	66,000
MISC. FRANCHISES	11,944	11,251	13,000	11,000	11,000	11,000
TAXI FRANCHISE	500	600	-	-	-	-
MOBILE VENDOR LICENSE	1,000	1,500	1,500	1,500	1,500	1,500
DOG LICENSE & BOARD	2,300	5,245	2,500	5,000	5,000	5,000
LIQUOR PERMIT LICENSE	680	710	800	800	800	800
LICENSES & FRANCHISES	787,034	822,166	851,100	835,660	835,660	835,660
FINES	583,178	583,006	570,000	548,500	548,500	548,500
FINES & PENALTIES	583,178	583,006	570,000	548,500	548,500	548,500
INTEREST ON INVESTMENTS	42,077	45,719	50,000	35,000	35,000	35,000
INTEREST	42,077	45,719	50,000	35,000	35,000	35,000
LIQUOR APPORTIONMENT	249,356	250,786	228,400	304,070	304,070	304,070
CIGARETTE TAX	25,043	22,995	20,600	21,275	21,275	21,275
COMMUNITY GRANTS	-	5,000	5,100	5,000	5,000	5,000
SUMMER LUNCH PROG GRANT-FE	-	38,774	20,600	30,000	30,000	30,000
SUMMER LUNCH PROG GRANT-ST	-	-	-	500	500	500
COUNTY TAXI GRANT	32,000	32,000	31,900	36,935	36,935	36,935
TRAFFIC SAFETY GRANT	-	13,560	28,000	-	-	-
PERIODIC REVIEW GRANT	17,900	-	-	-	-	-
STATE REVENUE SHARING	175,639	168,712	164,800	175,000	175,000	175,000
STATE REINSATE AIRPORT GRANT	-	-	7,000	-	-	-
IFA GRANT	-	-	29,750	-	-	-
FROM OTHER AGENCIES	499,937	531,827	536,150	572,780	572,780	572,780

GENERAL FUND RESOURCES (cont.)

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
TRT/ COMMUNITY CTR 45%	145,035	-	-	-	-	-
TRT - POOL BONDS 37.5%	194,999	-	-	-	-	-
PLUMBING PERMITS	19,349	35,274	24,100	22,000	22,000	22,000
BLDG/MECH PERMIT SURCHARGE	-	-	17,600	-	-	-
PLAN REVIEW/SPL INSP FEE	57,689	104,063	61,800	65,000	65,000	65,000
CONSTRUCTION PERMIT FEES	90,423	143,503	91,400	100,000	100,000	100,000
ELECTRICAL PERMITS	28,390	37,671	27,600	27,000	27,000	27,000
PLAN REVIEW/INSP FEE-UMATILL	-	-	-	19,200	19,200	19,200
LIBRARY FEES & CHARGES	-	-	-	-	-	-
DISTRICT LIBRARY CONTRACT	117,137	120,912	113,300	121,130	121,130	121,130
SCHOOL DISTRICT CONTRACT	123,993	133,231	143,100	172,100	172,100	172,100
TAXI TICKET SALES	54,190	42,772	42,500	37,000	37,000	37,000
DIAL-A-RIDE TICKET SALES	-	-	2,000	-	-	-
SANITARY DISPOSAL REVENUE	244,025	275,619	300,000	300,000	300,000	300,000
SANIT DISP REV-SPRING CLEANUF	-	-	-	10,000	10,000	10,000
AIRPORT GAS & OIL SALES	156,838	106,659	160,000	160,000	160,000	160,000
AIRPORT LEASE INCOME	53,563	72,352	60,000	75,000	75,000	75,000
AIRPORT MISC INCOME	284	-	200	-	-	-
POOL INCOME	311,154	250,073	265,000	260,000	260,000	260,000
PARK & RECREATION FEE	62,478	11,866	10,000	10,000	10,000	10,000
PARKS & REC ACTIVITY GUIDE	-	9,890	10,000	10,000	10,000	10,000
ADULT RECREATION	-	30,930	25,000	25,000	25,000	25,000
YOUTH RECREATION	-	80,468	70,000	65,000	65,000	65,000
SERVICE CHARGES	1,659,546	1,455,283	1,423,600	1,478,430	1,478,430	1,478,430
SALE OF OBLIGATION BONDS	-	-	1,000,000	-	-	-
INTERFUND LOANS	-	55,000	160,500	111,425	111,425	111,425
REIMBURSE DIRECT EXPENSE	24,655	14,807	25,000	37,000	37,000	37,000
NON-REVENUE RECEIPTS	24,655	69,807	1,185,500	148,425	148,425	148,425
LAND USE REVIEW FEES	64,909	39,399	42,000	45,000	45,000	45,000
MISCELLANEOUS SALES	45,290	51,706	45,000	60,000	60,000	60,000
MISCELLANEOUS REVENUES	110,200	91,104	87,000	105,000	105,000	105,000

GENERAL FUND RESOURCES (cont.)

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
TRANS FROM MUNICIPAL COURT	-	-	5,200	5,200	5,200	5,200
TRANS FROM ENERGY SERVICES	-	300,000	-	-	-	-
TRANS FROM TRT-POOL	-	198,627	204,000	178,000	178,000	178,000
TRANS FROM TRT- EVENT FACILIT	-	148,970	152,320	132,920	132,920	132,920
TRANS FROM UTILITY FUND	-	56,503	39,475	-	-	-
TRANS FROM STREET FUND	-	1,146	-	-	-	-
TRANS FROM MISC SPEC REV FUN	-	2,500	57,742	304,145	304,145	304,145
TRANS FROM TRT-TPA CAPITAL	-	-	117,730	-	-	-
TRANS FROM CONF CTR FUND	-	2,905	5,177	-	-	-
TRANS FROM REC SPEC REV FUNE	-	-	276,318	-	-	-
TRANSFERS IN	-	710,651	857,962	620,265	620,265	620,265
CASH FORWARD	1,676,183	4,364,445	4,800,000	3,000,000	3,000,000	3,003,715
CASH FORWARD	1,676,183	4,364,445	4,800,000	3,000,000	3,000,000	3,003,715
TOTAL GEN FUND RESOURCES	10,300,401	13,695,230	15,563,112	12,512,400	12,512,400	12,516,115

CONSOLIDATED GENERAL FUND EXPENDITURES SUMMARY

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
03-4110 CITY COUNCIL	21,894	30,797	61,819	61,260	61,260	61,260
03-4210 MGR/PLANNING	331,666	403,542	438,624	493,310	493,310	493,310
03-4300 FINANCE	51,752	53,195	79,295	127,210	127,210	127,210
03-5100 LEGAL	183,697	188,271	83,700	85,250	85,250	85,250
03-5200 COURT	224,058	245,565	413,186	439,285	439,285	439,285
03-6230 TRANSPORTATION	159,853	132,586	248,300	274,300	274,300	274,300
03-6400 AIRPORT	238,688	218,557	266,450	252,120	252,120	252,120
03-6500 BLDG INSPECTION	323,763	337,484	358,617	381,910	381,910	381,910
03-6710 PARKS	433,530	452,402	490,819	496,120	496,120	496,120
03-6715 PARKS/UTILITY LANDSCAPING	-	24,622	39,475	43,975	43,975	43,975
03-6720 POOL	387,450	376,766	433,333	417,140	417,140	417,140
03-6730 MUNI BLDG	10,740	10,166	18,500	124,240	124,240	124,240
03-6740 LIBRARY	594,812	643,882	734,775	789,530	789,530	789,530
03-6750 RECREATION	416,733	507,756	565,808	679,995	679,995	679,995
03-6760 CONF CTR	91,600	-	-	-	-	-
03-7030 PUBLIC SAFETY BLDG	81,042	104,056	82,000	89,400	89,400	89,400
03-7130 POLICE OPERATIONS	3,959,635	4,149,419	4,434,616	4,773,990	4,773,990	4,777,705
03-8810 NON-DEPARTMENTAL	1,163,875	1,756,205	6,474,558	2,956,505	2,956,505	2,956,505
03-8890 UNAPPROPRIATED	-	-	339,237	26,860	26,860	26,860
TOTAL	8,674,788	9,635,271	15,563,112	12,512,400	12,512,400	12,516,115

CONSOLIDATED GENERAL FUND EXPENDITURES BY CATEGORY

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	5,680,963	6,034,285	6,545,092	7,217,860	7,217,860	7,217,860
MATERIALS & SERVICES	2,044,258	2,236,939	2,600,465	2,740,130	2,740,130	2,743,845
CAPITAL OUTLAY	125,810	776,315	1,143,500	240,300	240,300	240,300
TRANSFERS:						
BONDED DEBT FUND	191,397	190,747	189,925	198,900	198,900	198,900
RECREATION FUND	45,000	-	-	-	-	-
RESERVE FUND	349,001	216,000	115,000	227,090	227,090	227,090
TRANS TO CONFERENCE CTF	-	90,984	96,525	104,400	104,400	104,400
SENIOR CENTER CONST	73,360	-	750,000	-	-	-
SPECIAL PAYMENTS	165,000	90,000	100,000	-	-	-
CONTINGENCY	-	-	3,683,368	1,756,860	1,756,860	1,756,860
UNAPPROP BALANCE	-	-	339,237	26,860	26,860	26,860
TOTAL	8,674,788	9,635,271	15,563,112	12,512,400	12,512,400	12,516,115

CONSOLIDATED ADMINISTRATION

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CITY COUNCIL	21,894	30,797	61,819	61,260	61,260	61,260
MANAGER/PLANNING	331,666	403,542	438,624	493,310	493,310	493,310
FINANCE	51,752	53,195	79,295	127,210	127,210	127,210
TOTAL	405,312	487,534	579,738	681,780	681,780	681,780

ADMINISTRATION & FINANCE

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	359,720	419,187	477,634	574,260	574,260	574,260
MATERIALS & SERVICES	45,592	59,908	102,104	107,520	107,520	107,520
CAPITAL OUTLAY	-	8,439	-	-	-	-
TOTAL	405,312	487,534	579,738	681,780	681,780	681,780

CITY COUNCIL

03 GENERAL FUND
4110 CITY COUNCIL

MISSION STATEMENT

To lead the community by formulating policy and giving guidance and support to enhance Hermiston.

DEPARTMENT DESCRIPTION

Hermiston uses a "Council-Manager" form of government, similar to the large majority of Oregon cities. In a Council-Manager form of government, all powers of the city are vested in the City Council. The Council, made up of 8 elected Hermiston residents, ultimately decides whether or not the City will take an action on matters concerning the city. The Council hires a City Manager, to manage all of the day-to-day decisions.

The city council budget provides for the payment of our elected officials. The rates of pay are \$100 per month for councilors and \$250 per month for the mayor. The mayor and council are the policy leaders of all of the City of Hermiston, and each of the operating and capital outlay areas identified in this budget.

DEPARTMENT OBJECTIVES 2017-18

- Specific goals of the city council are identified in the City Manager's budget message and reiterated in each department.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Councilors	8.00	8.00	8.00	8.00	8.00	8.00
Total FTE	9.00	9.00	9.00	9.00	9.00	9.00

CITY COUNCIL DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	12,400	12,600	12,600	12,600	12,600	12,600
ACCIDENT INSURANCE	25	17	16	15	15	15
RETIREMENT	557	570	570	680	680	680
SOCIAL SECURITY	949	964	964	965	965	965
PERSONNEL SERVICES	13,930	14,151	14,150	14,260	14,260	14,260
TRAVEL & TRAINING	6,302	13,188	30,100	30,000	30,000	30,000
DUES & MEMBERSHIP	-	-	13,569	13,000	13,000	13,000
FOOD & MISCELLANEOUS	1,661	3,458	4,000	4,000	4,000	4,000
MATERIALS & SERVICES	7,963	16,646	47,669	47,000	47,000	47,000
TOTAL CITY COUNCIL	21,894	30,797	61,819	61,260	61,260	61,260

CITY MANAGER/PLANNING

03 GENERAL FUND
 4210 CITY MANAGER/PLANNING

MISSION STATEMENT

With the help of fellow employees, to accomplish policy objectives and activity priorities established by the mayor and city council, to provide mayor and city council with the information and communications needed to facilitate the decision making process and to provide the leadership and guidance among fellow employees of the city such that we may always take pride in the worth of the public services we perform, rendering those services to the very best of our individual and collective abilities.

DEPARTMENT DESCRIPTION

The planning department administers the day to day land use planning actions of the city. The department works with the city council, planning commission, developers, and property owners, outside agencies, and city staff to insure orderly development. The departments also maintains and administers the city's land use ordinances and comprehensive plan.

DEPARTMENT OBJECTIVES 2017-2018

- Work on urban renewal projects, particularly the construction of the festival street
- Implement water and sewer GIS layers online and begin work on street layer
- Develop updated residential development policies and code to reflect changing residential needs
- Provide excellent service to the public to ensure broad participation in the planning process

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
City Planner	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary/City Recorder	0.00	0.75	0.75	0.75	0.75	0.75
General Clerical	0.50	0.50	0.50	0.50	0.50	0.50
Total FTE	2.50	3.25	3.25	3.25	3.25	3.25

CITY MANAGER/PLANNING DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	219,270	249,332	263,572	283,865	283,865	283,865
OVERTIME	-	-	10,000	10,000	10,000	10,000
UNEMPLOYMENT INSURANCE	1,096	1,247	1,845	2,060	2,060	2,060
ACCIDENT INSURANCE	437	336	343	380	380	380
RETIREMENT	37,334	49,626	52,255	67,795	67,795	67,795
SOCIAL SECURITY	16,509	18,671	20,163	22,480	22,480	22,480
MEDICAL, DENTAL & LIFE INS	36,792	49,025	52,711	65,960	65,960	65,960
PERSONNEL SERVICES	311,438	368,237	400,889	452,540	452,540	452,540
OTHER PROFESSIONAL SERVICES	1,308	124	-	-	-	-
POSTAGE	258	522	2,650	2,650	2,650	2,650
TRAVEL & TRAINING	7,686	13,570	17,000	17,000	17,000	17,000
LEGAL PUBLICATIONS	1,353	2,102	1,500	1,500	1,500	1,500
TELEPHONE	2,003	1,901	2,000	2,000	2,000	2,000
DUES & MEMBERSHIP	1,946	3,101	2,085	3,200	3,200	3,200
MISCELLANEOUS CONTRACTUAL	2,287	555	1,500	1,500	1,500	1,500
OFFICE SUPPLIES	3,347	2,853	6,000	7,920	7,920	7,920
FOOD & MISCELLANEOUS	-	2,140	5,000	5,000	5,000	5,000
MOTOR VEHICLE FUEL & OIL	40	-	-	-	-	-
MATERIALS & SERVICES	20,229	26,866	37,735	40,770	40,770	40,770
OFFICE EQUIPMENT	-	8,439	-	-	-	-
CAPITAL OUTLAY	-	8,439	-	-	-	-
TOTAL MANAGER/PLANNING	331,666	403,542	438,624	493,310	493,310	493,310

FINANCE

03 GENERAL FUND
4300 FINANCE

MISSION STATEMENT

To maintain the financial stability of the community, promote a service-oriented government and provide courteous and friendly services to the residents of the community.

DEPARTMENT DESCRIPTION

The finance department is responsible for accounting and budgeting, accounts payable and receivable, investments and debt management, human resources, payroll, risk management, information technology, grant management, utility billing, and customer service.

DEPARTMENT OBJECTIVES 2017-2018

- Complete a cost allocation study and develop recommendations to implement in 2018-19
- Finish implementing banking and treasury improvements to reduce costs and improve safety
- Reinvigorate the City's safety committee
- Develop grant management procedures and implement process improvements
- Oversee the installation of safety improvements for City Hall
- Ensure the City's CAFR is published accurately and timely
- Obtain a clean audit opinion

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Finance Director	0.10	0.10	0.10	0.10	0.10	0.10
Executive Secretary/City Recorder	0.50	0.25	0.25	0.25	0.25	0.25
HR Specialist	0.00	0.00	0.00	0.25	0.25	0.25
Accounting Tech	0.00	0.00	0.50	0.42	0.42	0.42
Total FTE	0.60	0.35	0.85	1.02	1.02	1.02

FINANCE DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	25,221	24,087	44,315	63,725	63,725	63,725
OVERTIME	-	-	-	-	-	-
UNEMPLOYMENT INSURANCE	126	120	310	445	445	445
ACCIDENT INSURANCE	49	32	60	85	85	85
RETIREMENT	2,366	4,222	7,770	14,395	14,395	14,395
SOCIAL SECURITY	1,897	1,791	3,390	4,875	4,875	4,875
MEDICAL, DENTAL & LIFE INS	4,693	6,547	6,750	23,935	23,935	23,935
PERSONNEL SERVICES	34,353	36,799	62,595	107,460	107,460	107,460
POSTAGE	5,170	3,820	2,000	2,000	2,000	2,000
TRAVEL & TRAINING	4,229	3,766	5,000	8,000	8,000	8,000
ADVERTISING	95	-	-	-	-	-
TELEPHONE	1,098	1,099	1,300	1,800	1,800	1,800
REPAIRS-OFFICE EQUIPMENT	2,743	2,700	3,500	3,000	3,000	3,000
DUES & MEMBERSHIP	345	798	600	550	550	550
OFFICE SUPPLIES	3,548	4,023	4,000	4,200	4,200	4,200
FOOD & MISCELLANEOUS	173	190	300	200	200	200
MATERIALS & SERVICES	17,400	16,396	16,700	19,750	19,750	19,750
TOTAL FINANCE	51,752	53,195	79,295	127,210	127,210	127,210

CONSOLIDATED DEPARTMENT OF LAW EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
03-5100 LEGAL	183,697	188,271	83,700	85,250	85,250	85,250
03-5200 COURT	224,058	245,565	413,186	439,285	439,285	439,285
TOTAL	407,755	433,836	496,886	524,535	524,535	524,535

DEPARTMENT OF LAW
By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	214,828	236,506	273,936	299,535	299,535	299,535
MATERIALS & SERVICES	192,927	197,329	222,350	224,400	224,400	224,400
CAPITAL OUTLAY	-	-	600	600	600	600
TOTAL	407,755	433,836	496,886	524,535	524,535	524,535

LEGAL

03 GENERAL
 FUND 5100 LEGAL

MISSION STATEMENT: To provide prompt legal services to the City Council, City Manager, and operating departments as required.

DEPARTMENT DESCRIPTION

The Office of City Attorney provides legal advice to city operations. The city attorney attends City Council and Leadership Team meetings, attends City Planning Commission meetings as requested, and prepares legal documents, including ordinances, resolutions and public contracts, as requested.

The labor negotiations attorney represents the city in union labor negotiations and may provide advice on other labor matters.

LEGAL DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER PROFESSIONAL SERVICES	38,515	42,330	62,000	63,550	63,550	63,550
PROSECUTION	75,000	75,000	-	-	-	-
LABOR NEGOTIATIONS	18,000	18,000	18,000	18,000	18,000	18,000
PUBLIC DEFENSE	49,700	50,700	-	-	-	-
TRAVEL & TRAINING	1,434	1,362	1,500	1,500	1,500	1,500
OFFICE SUPPLIES	-	287	500	500	500	500
MAGAZINE, MAP, PAMPHLET	1,048	592	1,100	1,100	1,100	1,100
MATERIALS & SERVICES	183,697	188,271	83,100	84,650	84,650	84,650
OFFICE EQUIPMENT	-	-	600	600	600	600
CAPITAL OUTLAY	-	-	600	600	600	600
TOTAL LEGAL	183,697	188,271	83,700	85,250	85,250	85,250

COURT

O3 GENERAL FUND
5200 COURT

MISSION STATEMENT

The mission of the court continues to be to provide swift and efficacious justice in matters brought before it. That justice is extended to both society and the alleged offender. The municipal court is not a civil court and any civil functions of the court are secondary in nature to the primary function of the court, which is the processing of criminal cases, traffic violations, and violations of city ordinance. The courts priority in all cases is the prompt, orderly, efficient, and just resolution of matters.

The court has exclusive jurisdiction over municipal ordinance violations, and concurrent jurisdiction with Circuit Court for vehicle code offenses, for selected statutorily defined violations, and for misdemeanors.

DEPARTMENT DESCRIPTION

The Court is responsible for the processing of criminal cases, traffic violations and city ordinance violations within the City limits of Hermiston. This includes collecting fines instated on all cases, tracking probation, issuing warrants for fail to appear and sending show cause letters for non-compliance. The Court also provides notary services and marriage ceremonies.

DEPARTMENT OBJECTIVES 2017-2018

- Provide customer service with professional speed, courtesy and respect.
- Provide annual staff training for Court Administration.
- Send staff to special Caselle training for court only.
- Continue with scanning all paper files into Caselle.
- Continue with collections of unpaid fines.
- Use community service and interface with other City departments to help with labor.
- Continue to provide traffic safety classes.
- Encourage the public to use the lobby computer for court and city payments.
- Continue to find ways to improve the courts functions.
- Install microphones for better hearing on the defendant side of counter and court-side.
- Replace office desk for Deputy Clerk(s).

Court-Public Defender

MISSION STATEMENT

The City Public Defender's role is to provide assistance of counsel to indigent defendants in criminal prosecutions in the Hermiston Municipal Court.

DEPARTMENT DESCRIPTION

The Public Defender is an independent contractor hired by the City Manager to assist indigents with the defense of their case(s). Article I, Section 11, of the Oregon Constitution, requires that in all prosecutions of a criminal nature the indigent accused have the right to the assistance of counsel at public expense.

Cases of a criminal nature include class B and C misdemeanors, the class A misdemeanor of Failure to Appear, and contempt matters when filed by the City Prosecutor or when filed by the Court and the City Prosecutor deems a sentence would merit a punitive sanction.

DEPARTMENT OBJECTIVES 2017-18

- To dispose of ninety per cent (90%) of appointments within 90 days of appointment, ninety-eight percent (98%) of appointments within 180 days of appointment, and one hundred percent (100%) of appointments within one year, except for cases where defendant is on abscond status, or for exceptional cases in which continuing review should occur. See Oregon Standards of Timely Disposition in Oregon Circuit Courts, Oregon Judicial Conference.

Court-Prosecutor

MISSION STATEMENT

The City Prosecutor's role is to serve the interest of justice, promote City wellness, focus on Victim's rights, rehabilitate convicted criminal offenders, work with Court, Defense Counsel, the Police and all other stakeholders to reach results that are in conformance and congruent with the best interest of the City.

DEPARTMENT DESCRIPTION

The City Prosecutor is an independent contractor hired by the City Manager to prosecute defendants who have committed class B and C misdemeanors, such as Disorderly Conduct, Criminal Trespass and Theft in the Third Degree; the class A misdemeanor(s) of Failure to Appear in the Second Degree; city ordinance violations when the defendant is represented by an attorney; and Criminal Contempt and Probation Revocation cases initiated by the City Prosecutor.

DEPARTMENT OBJECTIVES 2017-2018

- Work with the Public Defender to process cases in a timely manner.
- Work with the Code Enforcement Officer when he or she requests assistance with prosecuting ordinance violations.
- Fulfill the office's mission statement to the fullest extent possible.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Municipal Judge (.33 FTE)	0.33	0.33	0.33	0.33	0.33	0.33
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Clerk	1.00	1.00	1.00	1.00	1.00	1.00
General Clerical	0.75	0.75	1.00	1.00	1.00	1.00
Total FTE	3.08	3.08	3.33	3.33	3.33	3.33

COURT DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	152,116	163,247	175,581	179,890	179,890	179,890
OVERTIME	250	1,554	3,000	3,000	3,000	3,000
UNEMPLOYMENT INSURANCE	621	682	1,250	1,280	1,280	1,280
ACCIDENT INSURANCE	228	222	250	260	260	260
RETIREMENT	24,041	27,221	29,833	36,060	36,060	36,060
SOCIAL SECURITY	11,451	12,357	13,661	13,990	13,990	13,990
MEDICAL, DENTAL & LIFE INS	26,120	31,223	50,361	65,055	65,055	65,055
PERSONNEL SERVICES	214,828	236,506	273,936	299,535	299,535	299,535
PROSECUTION	-	-	75,000	75,000	75,000	75,000
PUBLIC DEFENSE	-	-	55,000	55,000	55,000	55,000
POSTAGE	2,496	2,039	2,000	2,000	2,000	2,000
TELEPHONE	4,828	4,869	5,100	5,100	5,100	5,100
MISCELLANEOUS CONTRACTUAL	1,905	2,150	2,150	2,150	2,150	2,150
OFFICE SUPPLIES	-	-	-	500	500	500
MATERIALS & SERVICES	9,230	9,058	139,250	139,750	139,750	139,750
TOTAL COURT	224,058	245,565	413,186	439,285	439,285	439,285

CONSOLIDATED PUBLIC SERVICES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
03-6230 TRANSPORTATION	159,853	132,586	248,300	274,300	274,300	274,300
03-6400 AIRPORT	238,688	218,557	266,450	252,120	252,120	252,120
03-6500 BUILDING INSPECTION	323,763	337,484	358,617	381,910	381,910	381,910
03-6710 PARKS	433,530	452,402	490,819	496,120	496,120	496,120
03-6715 PARKS/UTILITY LANDSCAPING	-	24,622	39,475	43,975	43,975	43,975
03-6720 MUNICIPAL POOL	387,450	376,766	433,333	417,140	417,140	417,140
03-6730 MUNICIPAL BLDGS	10,740	10,166	18,500	124,240	124,240	124,240
03-6740 LIBRARY	594,812	643,882	734,775	789,530	789,530	789,530
03-6750 RECREATION	416,733	507,756	565,808	679,995	679,995	679,995
03-6760 CONFERENCE CTR	91,600	-	-	-	-	-
TOTAL	2,657,169	2,704,221	3,156,077	3,459,330	3,459,330	3,459,330

PUBLIC SERVICES

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	1,746,933	1,844,440	2,069,752	2,343,170	2,343,170	2,343,170
MATERIALS & SERVICES	837,975	784,267	1,033,825	1,046,160	1,046,160	1,046,160
CAPITAL OUTLAY	31,261	59,514	37,500	55,000	55,000	55,000
TRANSFERS:						
RESERVE FUND	41,001	16,000	15,000	15,000	15,000	15,000
TOTAL	2,657,169	2,704,221	3,156,077	3,459,330	3,459,330	3,459,330

TRANSPORTATION

03 GENERAL FUND
6230 TRANSPORTION

MISSION STATEMENT

To provide quality transportation to members of the community to the maximum extent possible within the fiscal constraints of the City.

DEPARTMENT DESCRIPTION

This service is provided entirely through 3rd-party contracts. The city subsidizes taxi rides for seniors and disabled residents. The City also partners with KAYAK Public Transit to provide a fixed-route bus which loops through the city on week days.

TRANSPORTATION DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PRINTING	857	877	1,800	1,800	1,800	1,800
ADVERTISING	-	-	1,500	2,500	2,500	2,500
TAXI PROGRAM	158,996	131,709	120,000	120,000	120,000	120,000
BUS PROGRAM	-	-	125,000	150,000	150,000	150,000
MATERIALS & SERVICES	159,853	132,586	248,300	274,300	274,300	274,300
TOTAL TRANSPORTATION	159,853	132,586	248,300	274,300	274,300	274,300

AIRPORT

03 GENERAL
FUND 6400 AIRPORT

MISSION STATEMENT

To serve as a critical piece of the region's overall transportation infrastructure by operating a high-quality General Aviation Airport which accommodates all private and commercial aviation related uses. To enhance regional economic depth and diversity by providing leasable sites for aviation related businesses, and non-aviation related businesses where appropriate.

DEPARTMENT DESCRIPTION

Hermiston Municipal Airport is operated on a contract basis by Hermiston Aviation, Inc. through a flat monthly contract fee and the occupancy of the city-owned airport manager's home. Hermiston Aviation provides day-to-day maintenance and operation, but other city departments also provide manpower and assistance on a limited as-needed basis. The airport provides fuel sales, 40+ tie-down spaces, two city-owned multi-space hangars, and one open hangar.

AIRPORT DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER PROFESSIONAL SERVICES	35,854	35,576	37,500	37,500	37,500	37,500
PROPERTY & LIABILITY INS	9,362	9,943	10,410	10,220	10,220	10,220
ELECTRICITY	8,745	9,365	10,500	10,500	10,500	10,500
TELEPHONE	2,378	2,492	2,600	2,600	2,600	2,600
MISCELLANEOUS CONTRACTUAL	4,938	5,881	22,000	10,000	10,000	10,000
LICENSES & PERMITS	233	75	240	300	300	300
OFFICE SUPPLIES	103	93	200	200	200	200
CLEAN/SANITATION SUPPLIES	434	421	300	300	300	300
FOOD & MISCELLANEOUS	322	168	100	500	500	500
MINOR/SAFETY EQUIP	217	1,760	600	1,000	1,000	1,000
MOTOR VEHICLE FUEL & OIL	125,368	118,591	150,000	147,000	147,000	147,000
PARTS FOR OPERATING EQUIP	-	-	2,000	2,000	2,000	2,000
MATERIALS & SERVICES	187,954	184,365	236,450	222,120	222,120	222,120
AIRPORT IMPROVEMENTS	10,733	19,193	15,000	15,000	15,000	15,000
CAPITAL OUTLAY	10,733	19,193	15,000	15,000	15,000	15,000
RES-AIRPORT IMPROVEMENTS	40,001	15,000	15,000	15,000	15,000	15,000
TRANSFERS OUT	40,001	15,000	15,000	15,000	15,000	15,000
TOTAL AIRPORT	238,688	218,557	266,450	252,120	252,120	252,120

BUILDING INSPECTIONS

03 GENERAL FUND
6500 BUILDING INSPECTIONS

MISSION STATEMENT

To provide effective public service for residential and commercial structures through education and safety for the citizens of Hermiston.

DEPARTMENT DESCRIPTION

The building department assists in negotiation with developers and builders to the extent and character of individual developments as well as in land use compatibility. The building department shall render interpretations pertaining to code and will adopt and enforce rules and supplemental regulations to clarify the application of its provisions. Such interpretations, rules and regulations shall be in conformance with the intent and purpose of the code.

DEPARTMENT OBJECTIVES 2017-18

- Provide interdepartmental liaison activity on private and public developments
- Maintain a customer friendly environment through excellent communication in the office and in the field
- Investigate citizen complaints in a timely manner

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Building Official/Inspector	0.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.50	0.50	0.50	0.50	0.50	0.50
Electrical Inspector	1.00	0.00	0.00	0.00	0.00	0.00
Permit Technician II	0.34	0.34	0.34	0.34	0.34	0.34
Total FTE	2.84	2.84	2.84	2.84	2.84	2.84

BUILDING INSPECTIONS DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	214,752	222,055	227,547	235,260	235,260	235,260
UNEMPLOYMENT INSURANCE	1,074	1,110	1,593	1,650	1,650	1,650
ACCIDENT INSURANCE	2,967	2,827	2,732	2,800	2,800	2,800
RETIREMENT	40,434	44,424	45,242	55,690	55,690	55,690
SOCIAL SECURITY	16,284	16,780	17,407	18,000	18,000	18,000
MEDICAL, DENTAL & LIFE INS	29,545	31,322	32,796	37,160	37,160	37,160
PERSONNEL SERVICES	305,055	318,518	327,317	350,560	350,560	350,560
POSTAGE	-	-	250	250	250	250
CC TRANSACTION FEES	-	-	-	4,800	4,800	4,800
TRAVEL & TRAINING	559	200	1,850	2,500	2,500	2,500
LEGAL PUBLICATIONS	-	-	500	500	500	500
ELECTRICITY	2,471	2,451	2,400	2,400	2,400	2,400
TELEPHONE	2,796	2,825	3,000	3,000	3,000	3,000
REPAIRS-BUILDINGS	-	357	4,000	1,000	1,000	1,000
REPAIRS-MOTOR VEHICLES	-	685	250	750	750	750
CLEANING & PAINTING	1,836	1,836	1,800	1,800	1,800	1,800
DUES & MEMBERSHIP	88	135	450	450	450	450
MISCELLANEOUS CONTRACTUAL	5,246	4,364	8,500	5,500	5,500	5,500
OFFICE SUPPLIES	1,507	1,893	1,900	2,000	2,000	2,000
FOOD & MISCELLANEOUS	385	425	400	400	400	400
FUEL-OTHER THAN VEHICLE	1,288	1,107	2,000	2,000	2,000	2,000
MINOR/SAFETY EQUIP	4	60	-			
MOTOR VEHICLE FUEL & OIL	2,458	2,334	3,000	3,000	3,000	3,000
MOTOR VEHICLE PARTS	70	296	1,000	1,000	1,000	1,000
MATERIALS & SERVICES	18,708	18,966	31,300	31,350	31,350	31,350
TOTAL BUILDING INSPECTIONS	323,763	337,484	358,617	381,910	381,910	381,910

PARKS

03 GENERAL FUND
6710 PARKS

MISSION STATEMENT

The City of Hermiston Parks Division protects, develops and enhances the City's Parks, trails, open spaces, and landscapes for the enjoyment of citizens.

DEPARTMENT DESCRIPTION

The Parks and Recreation Department is responsible for creating and maintaining diverse recreation programs and facilities for all residents. We strengthen community through a wide variety recreational opportunities that add to Hermiston's overall quality of life.

DEPARTMENT OBJECTIVES 2017-18

- Safe and attractive recreation and open spaces for a variety of interests.
- Seek land acquisition on the east side of Hermiston.
- Develop a destination skate park.
- Acquire Steelhead Park.
- Develop the Highland segment of the Hermiston Loop.
- Enhance trails within Butte Park.
- Redevelop Greenwood Park.

PERSONNEL DISTRIBUTION

	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Actual	Proposed	Approved	Adopted
Municipal Service Worker II	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal Maintenance (2.5 FTE)	3.00	3.00	2.50	2.50	2.50	2.50
Total FTE	5.00	5.00	4.50	4.50	4.50	4.50

PARKS DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	191,554	205,128	210,932	208,010	208,010	208,010
OVERTIME	6,171	3,319	5,000	5,000	5,000	5,000
UNEMPLOYMENT INSURANCE	989	1,042	1,512	1,490	1,490	1,490
ACCIDENT INSURANCE	6,561	6,203	6,327	6,240	6,240	6,240
RETIREMENT	27,238	31,985	47,211	51,395	51,395	51,395
SOCIAL SECURITY	14,844	15,622	16,519	16,295	16,295	16,295
MEDICAL, DENTAL & LIFE INS	36,186	43,321	53,818	59,690	59,690	59,690
PERSONNEL SERVICES	283,544	306,620	341,319	348,120	348,120	348,120
TRAVEL & TRAINING	345	1,368	2,000	2,000	2,000	2,000
ELECTRICITY	17,876	17,027	20,000	20,000	20,000	20,000
TELEPHONE	3,872	3,343	4,000	1,500	1,500	1,500
MISCELLANEOUS CONTRACTUAL	48,677	44,177	44,000	46,000	46,000	46,000
AG & HORT SUPPLIES	12,917	16,139	10,000	12,000	12,000	12,000
CHEMICALS	3,208	2,833	4,000	4,000	4,000	4,000
CLEAN/SANITATION SUPPLIES	3,257	2,632	5,000	4,000	4,000	4,000
MINOR/SAFETY EQUIP	12,525	20,094	16,000	16,000	16,000	16,000
MOTOR VEHICLE FUEL & OIL	17,129	17,099	22,000	20,000	20,000	20,000
MOTOR VEHICLE PARTS	3,279	3,197	2,500	2,500	2,500	2,500
PAINT & PAINT SUPPLIES	4,846	5,882	5,000	5,000	5,000	5,000
PLUMBING & SEWAGE SUPPLIES	16,414	4,451	9,000	9,000	9,000	9,000
PARTS FOR OPERATING EQUIP	5,640	7,540	6,000	6,000	6,000	6,000
MATERIALS & SERVICES	149,986	145,783	149,500	148,000	148,000	148,000
TOTAL PARKS	433,530	452,402	490,819	496,120	496,120	496,120

PARKS/ UTILITY LANDSCAPING

03 GENERAL FUND
 6715 PARKS/UTILITY
 LANDSCAPING

MISSION STATEMENT

The Park Utilities Division provides landscape maintenance services for the Water and Recycled Water Utility lift stations and reservoirs.

DEPARTMENT OBJECTIVES 2017-2018

- Weekly mowing and trimming
- Irrigation repair as needed
- Weed control
- Facility enhancement and beautification

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Seasonal Maintenance(2-PT)	0.00	0.00	1.00	1.00	1.00	1.00
Total FTE	0.00	0.00	1.00	1.00	1.00	1.00

PARKS/UTILITY LANDSCAPING EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	-	4,992	27,040	29,850	29,850	29,850
OVERTIME	-	252	500	500	500	500
UNEMPLOYMENT INSURANCE	-	26	193	215	215	215
ACCIDENT INSURANCE	-	162	807	890	890	890
RETIREMENT	-	-	4,828	6,200	6,200	6,200
SOCIAL SECURITY	-	401	2,107	2,320	2,320	2,320
MEDICAL, DENTAL & LIFE INS	-	-	-	-	-	-
PERSONNEL SERVICES	-	5,833	35,475	39,975	39,975	39,975
CHEMICALS	-	-	1,000	1,000	1,000	1,000
MINOR/SAFETY EQUIP	-	-	500	500	500	500
MOTOR VEHICLE FUEL & OIL	-	-	2,500	2,500	2,500	2,500
MATERIALS & SERVICES	-	-	4,000	4,000	4,000	4,000
OTHER EQUIPMENT	-	18,789	-	-	-	-
CAPITAL OUTLAY	-	18,789	-	-	-	-
TOTAL PARKS LANDSCAPING	-	24,622	39,475	43,975	43,975	43,975

MUNICIPAL POOL

03 GENERAL FUND
6720 MUNICIPAL POOL

MISSION STATEMENT

Develop and manage diverse aquatic opportunities that range from basic water safety to water adventure programming. Operate the facility as cost effectively as possible.

DEPARTMENT OBJECTIVES 2017-18

- Offer high quality, safe aquatic programming June through August.
- Offer high quality swim instruction for all levels.
- Evaluate the fees and charges for maximum cost recovery.
- Attain 75% cost recovery or better.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Recreation/Aquatics Coordinator	0.33	0.34	0.34	0.34	0.34	0.34
Swim Pool (10FTE)	10.00	10.00	10.00	10.25	10.25	10.25
Total FTE	10.33	10.34	10.34	10.59	10.59	10.59

MUNICIPAL POOL DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	196,007	194,458	212,430	216,295	216,295	216,295
OVERTIME	-	-	500	500	500	500
UNEMPLOYMENT INSURANCE	980	972	1,491	1,520	1,520	1,520
ACCIDENT INSURANCE	6,279	5,733	6,068	6,180	6,180	6,180
RETIREMENT	8,685	11,855	37,327	14,865	14,865	14,865
SOCIAL SECURITY	14,957	14,837	16,289	16,585	16,585	16,585
MEDICAL, DENTAL & LIFE INS	5,368	4,981	5,238	14,150	14,150	14,150
PERSONNEL SERVICES	232,276	232,836	279,343	270,095	270,095	270,095
POSTAGE	230	-	100	100	100	100
TRAVEL & TRAINING	360	432	1,000	1,000	1,000	1,000
ADVERTISING	643	2,166	2,500	2,500	2,500	2,500
PROPERTY & LIABILITY INS	7,778	8,867	9,490	9,495	9,495	9,495
ELECTRICITY	16,799	22,432	24,000	20,000	20,000	20,000
TELEPHONE	1,102	1,304	2,200	2,200	2,200	2,200
INTERNET	-	665	700	700	700	700
MISCELLANEOUS CONTRACTUAL	15,569	10,943	15,000	15,000	15,000	15,000
LICENSES & PERMITS	350	2,837	2,000	2,000	2,000	2,000
OFFICE SUPPLIES	2,447	2,419	2,000	2,000	2,000	2,000
CHEMICALS	32,034	29,725	30,000	30,000	30,000	30,000
CLEAN/SANITATION SUPPLIES	3,950	3,300	4,000	4,000	4,000	4,000
ITEMS FOR RESALE	-	-	3,500	3,500	3,500	3,500
FOOD & MISCELLANEOUS	22,436	5,871	1,500	1,500	1,500	1,500
FUEL-OTHER THAN VEHICLE	41,660	43,585	40,000	35,000	35,000	35,000
MINOR/SAFETY EQUIP	-	-	-	1,500	1,500	1,500
PAINT & PAINT SUPPLIES	2,458	3,140	5,000	5,000	5,000	5,000
PLUMBING & SEWAGE SUPPLIES	4,667	1,857	5,000	5,000	5,000	5,000
RECREATIONAL SUPPLIES	1,355	2,130	4,000	4,000	4,000	4,000
OVER AND SHORTS	29	(14)	-	50	50	50
UNIFORMS	1,306	2,271	2,000	2,500	2,500	2,500
MATERIALS & SERVICES	155,174	143,930	153,990	147,045	147,045	147,045
TOTAL MUNICIPAL POOL	387,450	376,766	433,333	417,140	417,140	417,140

MUNICIPAL BUILDINGS

03 GENERAL FUND
6730 MUNICIPAL BUILDINGS

MISSION STATEMENT

The direct costs of the operations of the city hall are specifically budgeted in this account. This budget is a central accounting location to consolidate costs and avoid allocation costs to the individual uses of the building. Also added is a position for a Municipal Building Supervisor which will provide preventative maintenance and repair to all city owned buildings.

DEPARTMENT DESCRIPTION

City Hall is the location where utility billings and other related activities are housed, it was determined that the costs related to this facility are justified to be split between the general fund, water and recycled water. The bulk of the Municipal Building Supervisor is allocated to this account to avoid allocating costs across multiple individual General Fund Departments. All costs for outside contractors, equipment, supplies, etc., with the exception of City Hall, are allocated to the individual departments when work is done on their individual facilities.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Buildings Supervisor	0.00	0.00	0.00	1.00	1.00	1.00
Total FTE	0.00	0.00	0.00	1.00	1.00	1.00

MUNICIPAL BUILDINGS DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	-	-	-	58,980	58,980	58,980
OVERTIME	-	-	-	1,500	1,500	1,500
UNEMPLOYMENT INSURANCE	-	-	-	425	425	425
ACCIDENT INSURANCE	-	-	-	3,870	3,870	3,870
RETIREMENT	-	-	-	12,350	12,350	12,350
SOCIAL SECURITY	-	-	-	4,630	4,630	4,630
MEDICAL, DENTAL & LIFE INS	-	-	-	23,985	23,985	23,985
PERSONNEL SERVICES	-	-	-	105,740	105,740	105,740
ELECTRICITY	1,913	1,863	2,100	2,100	2,100	2,100
REPAIRS-BUILDINGS	581	1,396	7,000	7,000	7,000	7,000
REPAIRS-MACHINERY & EQUIP	3,754	695	2,500	2,500	2,500	2,500
CLEANING & PAINTING	2,876	3,902	4,500	4,500	4,500	4,500
MISCELLANEOUS CONTRACTUAL	1,030	1,496	1,500	1,500	1,500	1,500
FUEL-OTHER THAN VEHICLE	490	526	700	700	700	700
MINOR/SAFETY EQUIP	96	287	200	200	200	200
MATERIALS & SERVICES	10,740	10,166	18,500	18,500	18,500	18,500
TOTAL MUNICIPAL BLDGS	10,740	10,166	18,500	124,240	124,240	124,240

LIBRARY

03 GENERAL FUND
6740 LIBRARY

MISSION STATEMENT

To provide to the public, in a friendly and courteous manner, timely access to information and exposure to cultural events for the purpose of learning, self-development or life enhancement.

DEPARTMENT DESCRIPTION

The Hermiston Public Library serves the citizens of Hermiston and the surrounding community. Library services include a collection of nearly 40,000 items, including books, DVD's, magazines, newspapers, microfilm and more. Digital materials are also available with more than 30,000 downloadable eBooks and audio-books. Our inter-library loan program gives patrons access to other library holdings throughout Oregon. Year-round programming for all ages includes summer reading programs, teen activities, book clubs and many other programs engaging our community. The library is operated by 4 full time and 8 part time employees.

DEPARTMENT OBJECTIVES 2017-18

- Conduct Strategic Planning for Library Services.
- Begin developing a facility plan that will enable the Library Strategic Plan.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Library Director	1.00	1.00	1.00	1.00	1.00	1.00
Librarian III	1.00	1.00	1.00	1.00	1.00	1.00
Librarian II	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Library Assistants (6.5 FTE)	5.00	5.00	4.75	4.55	4.55	4.55
Total FTE	9.00	9.00	8.75	8.55	8.55	8.55

LIBRARY DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	388,732	414,904	462,225	455,840	455,840	455,840
UNEMPLOYMENT INSURANCE	1,944	2,075	3,236	3,190	3,190	3,190
ACCIDENT INSURANCE	915	681	601	595	595	595
RETIREMENT	77,079	86,734	94,834	106,835	106,835	106,835
SOCIAL SECURITY	29,524	31,528	35,360	34,875	34,875	34,875
MEDICAL, DENTAL & LIFE INS	27,281	28,820	30,284	57,700	57,700	57,700
PERSONNEL SERVICES	525,474	564,743	626,540	659,035	659,035	659,035
POSTAGE	635	817	790	850	850	850
TRAVEL & TRAINING	1,095	3,292	3,500	3,500	3,500	3,500
ELECTRICITY	7,859	9,152	9,600	9,300	9,300	9,300
TELEPHONE	2,057	1,892	3,250	2,500	2,500	2,500
REPAIRS-BUILDINGS	6,788	8,089	16,000	8,000	8,000	8,000
CLEANING & PAINTING	518	4,486	5,000	14,250	14,250	14,250
DUES & MEMBERSHIP	275	295	1,150	1,150	1,150	1,150
MISCELLANEOUS CONTRACTUAL	19,469	17,880	29,220	29,220	29,220	29,220
LICENSES & PERMITS	-	97	2,000	2,000	2,000	2,000
OFFICE SUPPLIES	6,269	7,913	10,000	14,500	14,500	14,500
MAGAZINE, MAP, PAMPHLET	1,652	1,037	1,500	1,500	1,500	1,500
CLEAN/SANITATION SUPPLIES	928	1,119	1,200	1,200	1,200	1,200
FOOD & MISCELLANEOUS	-	215	1,000	1,000	1,000	1,000
MINOR/SAFETY EQUIP	265	156	1,275	1,275	1,275	1,275
MOTOR VEHICLE FUEL & OIL	-	168	250	250	250	250
MATERIALS & SERVICES	47,810	56,607	85,735	90,495	90,495	90,495
LIBRARY BOOKS & EQUIPMENT	20,500	21,532	22,500	40,000	40,000	40,000
MOTOR VEHICLES	28	-	-	-	-	-
CAPITAL OUTLAY	20,528	21,532	22,500	40,000	40,000	40,000
RES-OFFICE EQUIPMENT	1,000	1,000	-	-	-	-
TRANSFERS OUT	1,000	1,000	-	-	-	-
TOTAL LIBRARY	594,812	643,882	734,775	789,530	789,530	789,530

RECREATION

03 GENERAL FUND
6750 RECREATION

MISSION STATEMENT

The City of Hermiston Recreation Division offers the highest quality recreational and leisure activities for all citizens.

DEPARTMENT DESCRIPTION

The Parks and Recreation Department is responsible for creating and maintaining diverse recreation programs and facilities for all residents. We strengthen community through a wide variety recreational opportunities that add to Hermiston's overall quality of life.

DEPARTMENT OBJECTIVES 2017-18

- Offer high quality events designed to promote tourism and community enrichment.
- Develop program partners for the widest possible program offerings.
- Provide and support high quality recreation opportunities for all ages.
- Attain 100% cost recovery or better on all fee based programs.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Parks & Recreation Director	1.00	1.00	1.00	1.00	1.00	1.00
Recreation/Aquatics Coord	0.66	0.66	0.66	0.66	0.66	0.66
General Clerical	0.80	1.00	1.00	1.00	1.00	1.00
Summer Park Program (5 FTE)	5.00	5.00	5.00	6.75	6.75	6.75
Total FTE	7.46	7.66	7.66	9.41	9.41	9.41

RECREATION DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	284,549	293,482	307,941	353,175	353,175	353,175
OVERTIME	-	89	500	500	500	500
UNEMPLOYMENT INSURANCE	1,423	1,468	2,156	2,475	2,475	2,475
ACCIDENT INSURANCE	5,272	4,726	4,870	6,080	6,080	6,080
RETIREMENT	42,160	43,803	57,307	74,590	74,590	74,590
SOCIAL SECURITY	21,405	22,063	23,596	27,055	27,055	27,055
MEDICAL, DENTAL & LIFE INS	45,775	50,259	63,388	105,770	105,770	105,770
PERSONNEL SERVICES	400,584	415,891	459,758	569,645	569,645	569,645
POSTAGE	151	331	200	200	200	200
TRAVEL & TRAINING	2,431	2,352	1,500	2,000	2,000	2,000
ADVERTISING	2,567	9,825	15,500	15,500	15,500	15,500
TELEPHONE	3,993	3,945	3,500	1,500	1,500	1,500
REPAIRS-OFFICE EQUIPMENT	-	-	200	200	200	200
DUES & MEMBERSHIP	403	1,161	1,500	1,500	1,500	1,500
MISCELLANEOUS CONTRACTUAL	2,209	34,897	35,000	40,000	40,000	40,000
OFFICE SUPPLIES	682	1,301	1,000	1,800	1,800	1,800
FOOD & MISCELLANEOUS	186	16,671	25,000	25,000	25,000	25,000
MINOR/SAFETY EQUIP	542	-	150	150	150	150
MOTOR VEHICLE FUEL & OIL	1,000	928	1,000	1,000	1,000	1,000
RECREATIONAL SUPPLIES	1,863	19,911	20,000	20,000	20,000	20,000
UNIFORMS	121	545	1,000	1,000	1,000	1,000
OTHER EQUIPMENT	-	-	500	500	500	500
MATERIALS & SERVICES	16,148	91,865	106,050	110,350	110,350	110,350
TOTAL RECREATION	416,733	507,756	565,808	679,995	679,995	679,995

CONFERENCE CENTER

03 GENERAL FUND
6760 CONFERENCE CENTER

MISSION STATEMENT: To serve the needs of Hermiston and the surrounding area for cultural events, public and private conferences, shows, exhibitions and private functions.

The City of Hermiston owns the Hermiston Conference and Convention Center and funds the operation thereof. A portion of the transient room tax is dedicated for improvements, maintenance and operation of the conference center. Effective July 1, 2015 the expenditures that the City was paying directly rather than the Conference Center paying were transferred to the Conference Center Special Revenue Fund 12. An equal amount in resources was also transferred to Fund 12 to cover the expenditures.

CONFERENCE CENTER DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER PROFESSIONAL SERVICES	64,350	-	-	-	-	-
PROPERTY & LIABILITY INS	6,953	-	-	-	-	-
ELECTRICITY	16,325	-	-	-	-	-
FUEL-OTHER THAN VEHICLE	3,972	-	-	-	-	-
MATERIALS & SERVICES	91,600	-	-	-	-	-
TOTAL CONFERENCE CENTER	91,600	-	-	-	-	-

CONSOLIDATED PUBLIC SAFETY

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PUBLIC SAFETY CTR	81,042	104,056	82,000	89,400	89,400	89,400
POLICE OPERATIONS	3,959,635	4,149,419	4,434,616	4,773,990	4,773,990	4,777,705
TOTAL	4,040,676	4,253,475	4,516,616	4,863,390	4,863,390	4,867,105

PUBLIC SAFETY
By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	3,359,481	3,534,152	3,723,770	4,000,895	4,000,895	4,000,895
MATERIALS & SERVICES	597,858	632,323	692,446	682,795	682,795	686,510
CAPITAL OUTLAY	83,337	86,999	100,400	179,700	179,700	179,700
TOTAL	4,040,676	4,253,475	4,516,616	4,863,390	4,863,390	4,867,105

PUBLIC SAFETY CENTER

03 GENERAL FUND
7030 PUBLIC SAFETY CENTER

MISSION STATEMENT

To provide a consolidated location for the expenses of the structure occupied by the municipal court, police and fire functions.

DEPARTMENT DESCRIPTION

This fund functions similar to the municipal buildings budget, designed to allow accounting simplicity. The costs of the area are potentially allocable to the municipal court, fire and police functions. The operation and maintenance of the building located at 330 S. First Street and HPB annex are contained in the fund.

There are no personnel assigned to this budget. A contractual relationship for custodial services is maintained.

PUBLIC SAFETY CENTER DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
ELECTRICITY	16,221	19,511	19,000	18,000	18,000	18,000
TELEPHONE	21,629	22,579	24,000	24,000	24,000	24,000
REPAIRS-BUILDINGS	22,115	40,925	9,000	9,600	9,600	9,600
CLEANING & PAINTING	18,932	19,271	19,000	19,000	19,000	19,000
FUEL-OTHER THAN VEHICLE	2,146	1,770	3,000	3,000	3,000	3,000
MATERIALS & SERVICES	81,042	104,056	74,000	73,600	73,600	73,600
OTHER EQUIPMENT	-	-	8,000	15,800	15,800	15,800
CAPITAL OUTLAY	-	-	8,000	15,800	15,800	15,800
TOTAL PUBLIC SAFETY BUILDING	81,042	104,056	82,000	89,400	89,400	89,400

POLICE OPERATIONS

03 GENERAL FUND
7130 POLICE – OPERATIONS

MISSION STATEMENT

Without fear or favor and in partnership with our diverse community, we will create and maintain a safe environment with the reduction of crime through problem-oriented and community-based policing strategies. The quality of life for those we serve takes precedent over our individual needs.

DEPARTMENT DESCRIPTION

The Hermiston Police Department is committed to serving the community while protecting the rights of all persons. Our diverse 27 sworn officer department is representative of the demographic for those we serve. The department is responsible for general public safety; prevention of crime; responding to and investigating crime; apprehension of those who commit crime; traffic safety; criminal justice records; and safety/prevention education.

PERSONNEL DISTRIBUTION

	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Actual	Actual	Actual	Proposed	Approved	Adopted
<u>Police Operations</u>						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Captain	1.00	1.00	1.00	1.00	1.00	1.00
Operations Captain	1.00	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	0.00	0.00	0.00	1.00	1.00	1.00
Police Sergeants	4.00	4.00	4.00	4.00	4.00	4.00
Detectives	2.00	2.00	2.00	3.00	3.00	3.00
Communications Manager	1.00	1.00	1.00	1.00	1.00	1.00
Patrol Officers	15.00	11.00	11.00	10.00	10.00	10.00
Patrol Corporal	0.00	4.00	4.00	4.00	4.00	4.00
School Resource Officer	1.00	1.00	1.00	2.00	2.00	2.00
Youth Officer	1.00	1.00	1.00	0.00	0.00	0.00
Code Enforcement Officer	1.00	0.50	0.50	0.50	0.50	0.50
Senior Secretary	1.00	1.00	1.00	0.00	0.00	0.00
Senior General Clerical	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE	31.00	30.50	30.50	30.50	30.50	30.50

POLICE OPERATIONS DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	2,107,483	2,185,477	2,278,603	2,336,955	2,336,955	2,336,955
OVERTIME	37,529	38,712	60,000	60,000	60,000	60,000
UNEMPLOYMENT INSURANCE	10,772	11,155	16,370	16,780	16,780	16,780
ACCIDENT INSURANCE	55,641	54,114	52,628	55,370	55,370	55,370
RETIREMENT	440,901	501,420	527,469	637,380	637,380	637,380
SOCIAL SECURITY	159,775	165,532	178,903	183,370	183,370	183,370
MEDICAL, DENTAL & LIFE INS	547,378	577,742	609,797	711,040	711,040	711,040
PERSONNEL SERVICES	3,359,481	3,534,152	3,723,770	4,000,895	4,000,895	4,000,895
OTHER PROFESSIONAL SERVICE	1,090	-	1,000	1,000	1,000	1,000
POSTAGE	1,439	790	1,500	1,500	1,500	1,500
TRAVEL & TRAINING	27,480	28,013	35,000	35,000	35,000	35,000
REPAIRS-MOTOR VEHICLES	14,734	19,752	22,500	22,000	22,000	22,000
DUES & MEMBERSHIP	1,395	1,578	2,250	2,250	2,250	2,250
LAUNDRY & OTHER SANITATIO	2,625	2,501	3,000	3,000	3,000	3,000
INFORMANT INFORMATION	-	-	500	500	500	500
ANIMAL IMPOUND SERVICE	33,291	37,000	34,500	34,500	34,500	34,500
MISCELLANEOUS CONTRACTU/	70,568	59,910	61,699	69,685	69,685	69,685
UMATILLA CO. DISPATCH SERV	246,660	255,900	304,436	305,260	305,260	308,975
NUISANCE ABATEMENT	14,577	29,768	30,000	25,000	25,000	25,000
OFFICE SUPPLIES	14,064	16,129	15,000	15,000	15,000	15,000
FOOD & MISCELLANEOUS	2,366	2,639	10,500	6,000	6,000	6,000
MINOR/SAFETY EQUIP	8,912	14,122	22,561	17,500	17,500	17,500
MOTOR VEHICLE FUEL & OIL	53,008	43,269	58,000	55,000	55,000	55,000
MOTOR VEHICLE PARTS	6,479	-	-	-	-	-
UNIFORMS	16,879	16,896	16,000	16,000	16,000	16,000
RESERVE OFFICER EQUIP/UNIF	1,250	-	-	-	-	-
MATERIALS & SERVICES	516,816	528,267	618,446	609,195	609,195	612,910
MOTOR VEHICLES	68,575	75,000	77,000	134,500	134,500	134,500
OTHER EQUIPMENT	14,763	11,999	15,400	29,400	29,400	29,400
CAPITAL OUTLAY	83,337	86,999	92,400	163,900	163,900	163,900
TOTAL POLICE OPERATIONS	3,959,635	4,149,419	4,434,616	4,773,990	4,773,990	4,777,705

CONSOLIDATED NON-DEPARTMENTAL EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
NON-DEPARTMENTAL	1,163,875	1,756,205	6,474,558	2,956,505	2,956,505	2,956,505
UNAPPROP BALANCE	-	-	339,237	26,860	26,860	26,860
TOTAL	1,163,875	1,756,205	6,813,795	2,983,365	2,983,365	2,983,365

NON-DEPARTMENTAL
By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES	369,906	563,111	549,740	679,255	679,255	679,255
CAPITAL OUTLAY	11,212	621,363	1,005,000	5,000	5,000	5,000
TRANSFERS:						
BONDED DEBT FUND	191,397	190,747	189,925	198,900	198,900	198,900
RECREATION FUND	45,000	-	-	-	-	-
RESERVE FUND	308,000	200,000	100,000	212,090	212,090	212,090
CONF CTR	-	90,984	96,525	104,400	104,400	104,400
SENIOR CENTER CONST	73,360	-	750,000	-	-	-
CONTINGENCY	-	-	3,683,368	1,756,860	1,756,860	1,756,860
SPECIAL PAYMENTS	165,000	90,000	100,000	-	-	-
UNAPPROP BALANCE	-	-	339,237	26,860	26,860	26,860
TOTAL	1,163,875	1,756,205	6,813,795	2,983,365	2,983,365	2,983,365

NON-DEPARTMENTAL

03 GENERAL FUND
8810 NON-DEPARTMENTAL

MISSION STATEMENT

To provide a non-apportioned general fund accounting entity which allows for costs which are not readily divided into the appropriation areas of the operating budget, and for those costs which are beneficial to the entire operation.

DEPARTMENT DESCRIPTION

The appropriations in this category include specialized services such as general publication of council activity and ordinances, memberships in organizations such as the local chamber and the League of Oregon Cities, expenses incurred in the sale of city foreclosed property, and similar expenses.

NON-DEPARTMENTAL DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
ACCOUNTING & AUDITING	6,265	20,994	22,330	24,000	24,000	24,000
OTHER PROFESSIONAL SERVICES	112,613	129,134	140,000	150,000	150,000	150,000
LEGAL PUBLICATIONS	2,168	2,894	2,500	2,500	2,500	2,500
PROPERTY & LIABILITY INS	84,113	99,101	109,950	116,055	116,055	116,055
TELEPHONE	203	-	300	-	-	-
REPAIRS-OFFICE EQUIPMENT	-	1,083	-	-	-	-
DUES & MEMBERSHIP	15,576	13,287	1,660	1,700	1,700	1,700
MISCELLANEOUS CONTRACTUAL	139,475	285,123	270,000	300,000	300,000	300,000
OPERATING CONTRACTUAL SERV	-	-	-	75,000	75,000	75,000
FOOD & MISCELLANEOUS	8,618	7,839	3,000	10,000	10,000	10,000
MINOR/SAFETY EQUIP	980	3,656	-	-	-	-
OVER AND SHORTS	(106)	-	-	-	-	-
MATERIALS & SERVICES	369,906	563,111	549,740	679,255	679,255	679,255
LAND, R-O-W & EASEMENT	11,212	-	-	-	-	-
CAPITAL IMPROVEMENTS	-	600,000	1,000,000	-	-	-
OFFICE EQUIPMENT	-	21,363	5,000	5,000	5,000	5,000
CAPITAL OUTLAY	11,212	621,363	1,005,000	5,000	5,000	5,000
RES - GAS UTILITY	-	50,000	-	-	-	-
RES-TRAFFIC CONTROL	295,000	-	-	-	-	-
RES- SKATE PARK	5,000	-	-	-	-	-
RES - VICTORY SQUARE PARK	8,000	-	-	-	-	-
RES-COMMUNITY ENHANCEMENTS	-	50,000	10,000	100,000	100,000	100,000
RES-CITY HALL IMPROVEMENTS	-	100,000	-	112,090	112,090	112,090
RES-WEST HIGHLAND TRAIL	-	-	90,000	-	-	-
TRANS TO RECREATION FUND	45,000	-	-	-	-	-
TRANS TO CONFERENCE CENTER	-	90,984	96,525	104,400	104,400	104,400
TRANS TO BONDED DEBT	191,397	190,747	189,925	198,900	198,900	198,900
TRANS TO SR CENTER CONST	73,360	-	750,000	-	-	-
TRANSFERS OUT	617,757	481,731	1,136,450	515,390	515,390	515,390
LOAN TO HURA	50,000	-	100,000	-	-	-
LOAN TO RES FUND	115,000	90,000	-	-	-	-
SPECIAL PAYMENTS	165,000	90,000	100,000	-	-	-
CONTINGENCY	-	-	3,683,368	1,756,860	1,756,860	1,756,860
CONTINGENCY	-	-	3,683,368	1,756,860	1,756,860	1,756,860
TOTAL NON-DEPARTMENTAL	1,163,875	1,756,205	6,474,558	2,956,505	2,956,505	2,956,505

UNAPPROPRIATED BALANCE

03 GENERAL FUND
8890 UNAPPROPRIATED BALANCE

MISSION STATEMENT

To provide minimum cash flow for the ensuing fiscal period and set aside reserves for future expenditure in accordance with the local budget law.

No personnel are contained in this appropriation.

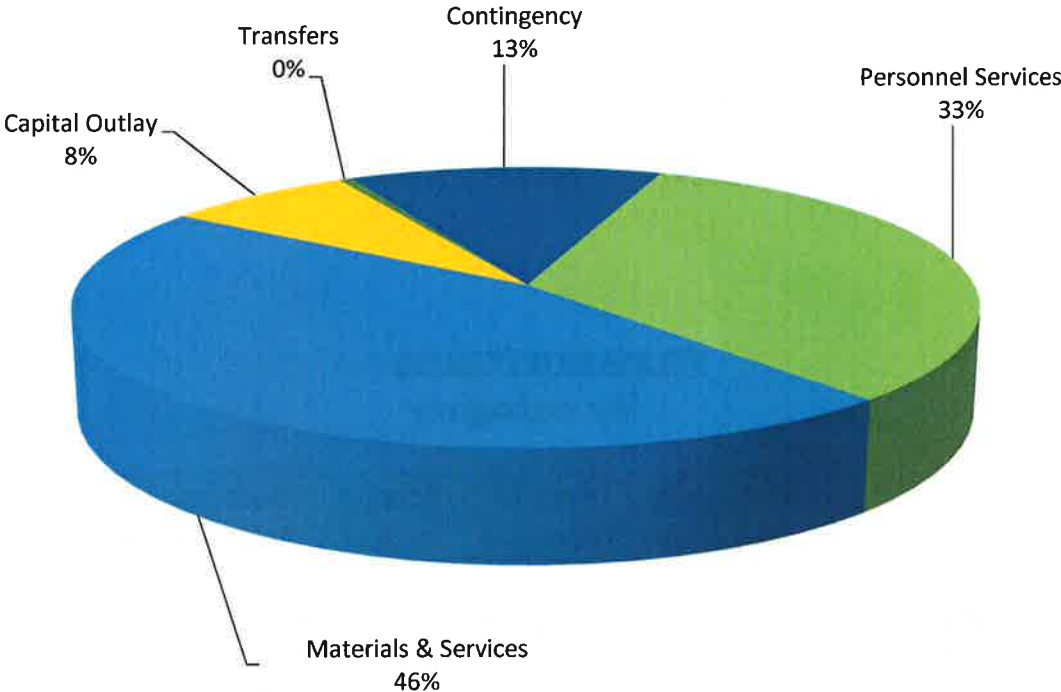
UNAPPROPRIATED BALANCE EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
UNAPPROPRIATED BALANCE	-	-	-	-	-	-
RESERVE FOR FUTURE EXPEND.	-	-	339,237	26,860	26,860	26,860
TOTAL UNAPPROPRIATED BALANCE	-	-	339,237	26,860	26,860	26,860
 GRAND TOTAL GENERAL FUND	 8,674,788	 9,635,271	 15,563,112	 12,512,400	 12,512,400	 12,516,115

STATE STREET TAX FUND

This is the fund in which gasoline tax revenues are accounted for and required by Oregon Law. It provides a guarantee that all such revenues will be utilized for street and roadway repair, maintenance, and improvement. This fund is exclusively supported from the gasoline tax and a general fund subsidy if necessary. The expenditures accounted in the fund are the manpower, equipment, materials, and contracted services necessary to maintain and improve the roadway surfaces and storm drainage system of the city.

2017-18 Street Expenditures



Personnel Services	599,240
Materials & Services	842,905
Capital Outlay	142,000
Transfers	10,214
Contingency	236,871
Reserve for Future Ex	-
Total	1,831,230

RESOURCES

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
STATE HIGHWAY ALLOCATION	1,003,797	1,032,112	1,000,000	1,021,400	1,021,400	1,021,400
STP ALLOCATION	134,645	215,872	180,474	199,830	199,830	199,830
SAIF - REIMBURSEMENTS	17,886	-	-	-	-	-
MISCELLANEOUS STREET INCOM	142	-	-	-	-	-
FROM OTHER AGENCIES	1,156,470	1,247,984	1,180,474	1,221,230	1,221,230	1,221,230
TRANS FROM MISC SPEC REV FU	-	-	-	60,000	60,000	60,000
TRANS FROM OTHER FUNDS	-	-	-	60,000	60,000	60,000
CASH FORWARD	28,000	801,900	550,000	550,000	550,000	550,000
CASH FORWARD	28,000	801,900	550,000	550,000	550,000	550,000
TOTAL STREET FUND	1,184,470	2,049,884	1,730,474	1,831,230	1,831,230	1,831,230

EXPENDITURES By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	517,055	526,988	553,852	599,240	599,240	599,240
MATERIALS & SERVICES	118,529	162,410	150,225	842,905	842,905	842,905
CAPITAL OUTLAY	-	-	102,000	142,000	142,000	142,000
TRANSFERS:						
GENERAL FUND	-	1,146	-	-	-	-
RECREATION FUND	-	-	-	-	-	-
RESERVE FUND	544,385	718,375	378,802	10,214	10,214	10,214
CONTINGENCY	-	-	545,595	236,871	236,871	236,871
RES -FUTURE EXPENDITURES	-	-	-	-	-	-
TOTAL STREET	1,179,969	1,408,919	1,730,474	1,831,230	1,831,230	1,831,230

MISSION STATEMENT

To protect, maintain and improve the largest single asset owned by the residents of our community; the asphalt, curbs, gutters, storm drains and buildings of our community, and to supply support in the form of manpower and equipment to other departments and community events.

DEPARTMENT DESCRIPTION

In support of the general vision of the City, the members of the Street Department, continuously strive to maintain the highest standards of professionalism in our daily operations and programs. Our mission is achieved through continuously improved performance, supported by a consistent system of effective communications. A committed workforce initiates partnerships and strategic alliances to collaborate delivery of the highest quality of service possible.

DEPARTMENT OBJECTIVES 2017-18

The city-wide goals of enhanced livability and economic development directly affect the operations of this department as proposed. The objectives for the department for the next year include:

- Daily street sweeping, with concentration on arterial, and collector roadways.
- Roadway repair of identified problems as materials are available.
- Provide equipment maintenance and repair at a high level.
- Provide support for community events in the form of manpower and equipment.
- Respond to problems with available manpower, recognizing, roadway, building repair and maintenance is a higher priority.
- Provide annual grading and repair of gravel roadways.
- Continue with the current crack sealing and resurfacing programs.
- Provide pavement striping and marking.
- Provide street sign installation and repair.
- Clean, repair and replace storm water catch basins, distribution boxes, piping and dry wells.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Street Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician II	0.33	0.33	0.33	0.33	0.33	0.33
HR Specialist	0.00	0.00	0.00	0.04	0.04	0.04
Accounting Tech	0.00	0.00	0.00	0.18	0.18	0.18
Mechanic/Municipal Svc. Worker	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Worker II	2.00	2.00	2.00	1.00	1.00	1.00
Municipal Worker I	1.00	1.00	1.00	2.00	2.00	2.00
Municipal Worker (Part-time FTE)	1.14	1.14	0.00	1.14	1.14	1.14
Total FTE	6.47	6.47	5.33	6.69	6.69	6.69

STATE STREET TAX DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
EXPENDITURES						
SALARY & WAGES	320,283	319,542	328,876	342,140	342,140	342,140
OVERTIME	480	747	1,000	3,000	3,000	3,000
UNEMPLOYMENT INSURANCE	1,604	1,602	2,306	2,415	2,415	2,415
ACCIDENT INSURANCE	17,355	17,233	20,014	20,255	20,255	20,255
RETIREMENT	63,602	69,615	74,652	88,570	88,570	88,570
SOCIAL SECURITY	23,844	23,765	25,197	26,405	26,405	26,405
MEDICAL, DENTAL & LIFE INS	89,887	94,484	101,807	116,455	116,455	116,455
PERSONNEL SERVICES	517,055	526,988	553,852	599,240	599,240	599,240
OTHER PROFESSIONAL SERVICES	-	23,457	-	43,000	43,000	43,000
TRAVEL & TRAINING	404	756	2,000	2,000	2,000	2,000
PROPERTY & LIABILITY INS	12,112	14,139	14,875	12,955	12,955	12,955
ELECTRICITY	13,195	17,612	13,500	13,500	13,500	13,500
TELEPHONE	2,994	2,722	4,000	3,500	3,500	3,500
STREET LIGHTS	39,084	41,129	43,000	43,000	43,000	43,000
REPAIRS-OPERATING EQUIP	31	-	2,000	2,000	2,000	2,000
LAUNDRY & OTHER SANITATION	1,489	1,783	2,000	2,000	2,000	2,000
MISCELLANEOUS CONTRACTUAL	8,171	12,590	14,500	32,000	32,000	32,000
OFFICE SUPPLIES	701	368	1,000	5,000	5,000	5,000
ASPHALT & ASPHALT PRODUCTS	-	879	1,000	482,600	482,600	482,600
CHEMICALS	1,681	1,784	2,500	2,500	2,500	2,500
CLEAN/SANITATION SUPPLIES	36	2	150	150	150	150
CONCRETE PRODUCTS	-	837	-	15,000	15,000	15,000
FOOD & MISCELLANEOUS	250	276	500	500	500	500
FUEL-OTHER THAN VEHICLE	2,847	2,558	5,000	5,000	5,000	5,000
LUBE-OTHER THAN VEHICLE	-	-	-	-	-	-
LUMBER & WOOD PRODUCTS	-	-	1,000	1,000	1,000	1,000
MINOR/SAFETY EQUIP	5,542	6,227	6,500	6,500	6,500	6,500
MOTOR VEHICLE FUEL & OIL	19,393	18,904	23,000	23,000	23,000	23,000
MOTOR VEHICLE PARTS	1,737	296	2,500	2,500	2,500	2,500
PLUMBING & SEWAGE SUPPLIES	92	-	200	200	200	200
STRUCTURAL STEEL & IRON	-	209	1,000	1,000	1,000	1,000
TRAFFIC/STREET SIGN MAT	-	-	-	7,000	7,000	7,000
PARTS FOR OPERATING EQUIP	8,770	7,644	10,000	10,000	10,000	10,000
SIGNAL MAINTENANCE	-	-	-	6,000	6,000	6,000
ROCK PRODUCTS	-	-	-	3,000	3,000	3,000
SNOW AND ICE	-	-	-	6,000	6,000	6,000
CRACKFILL MATERIALS	-	-	-	22,000	22,000	22,000
STORM WATER	-	1,231	-	50,000	50,000	50,000
STREET MARKING & STRIPING	-	7,006	-	20,000	20,000	20,000
ENGINEERING/SURVEY SERVICE	-	-	-	20,000	20,000	20,000
MATERIALS & SERVICES	118,529	162,410	150,225	842,905	842,905	842,905

STATE STREET TAX DETAILED EXPENDITURES (cont.)

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
BUILDINGS & FIXED EQUIP	-	-	2,000	2,000	2,000	2,000
OTHER EQUIPMENT	-	-	100,000	140,000	140,000	140,000
CAPITAL OUTLAY	-	-	102,000	142,000	142,000	142,000
RES-EQUIPMENT	41,085	90,000	-	-	-	-
RES-STREET CONSTRUCTION	133,000	90,000	141,618	-	-	-
RES-TRAFFIC CONTROL 11TH & E	65,000	-	3,710	-	-	-
RES-HIGHLAND TRAIL	-	-	10,000	-	-	-
RES-BICYCLE TRAILS	9,500	9,500	-	10,214	10,214	10,214
RES-OFFICE EQUIPMENT	-	2,000	-	-	-	-
RES-STREET MAINTENANCE	282,800	526,875	223,474	-	-	-
RES- PW ELM ENTRANCE	13,000	-	-	-	-	-
TRANS TO GENERAL FUND	-	1,146	-	-	-	-
TRANSFERS OUT	544,385	719,521	378,802	10,214	10,214	10,214
CONTINGENCY	-	-	545,595	236,871	236,871	236,871
CONTINGENCY	-	-	545,595	236,871	236,871	236,871
RES FOR FUTURE EXPENDITURE	-	-	-	-	-	-
FUTURE EXPENDITURES	-	-	-	-	-	-
TOTAL STREET FUND	1,179,969	1,408,919	1,730,474	1,831,230	1,831,230	1,831,230

TRANSIENT ROOM TAX FUND

05

8810 TRANSIENT ROOM TAX

MISSION STATEMENT

This fund has multiple missions; all of which are established through City Code 112.25(A), and are in compliance with state regulations for collecting transient room taxes (TRT).

DEPARTMENT DESCRIPTION

The Transient Room Tax Fund receives revenues from a local tax on hotel and RV Park stays. City Code specifies a formula for how the revenues can be spent as:

- 37.5%- Pay off Hermiston Family Aquatic Center Bonds
- 28 %- Improve & Operate the Hermiston Conference Center and EOTEC
- 15 %- Economic Development
- 9 %- Parks & Recreation Programs and Park Improvements
- 9 %- Park Development
- 1.5%- Preventative Maintenance & repair of HFAC

DEPARTMENT OBJECTIVES 2017-18

- Continue to pay down city debt for the Aquatics Center.
- Leverage Transient Room Taxes to provide high quality conference and event space in the community that attracts additional visitors to the community.
- Leverage Transient Room Taxes toward projects and programs that grow the local economy.
- Provide high quality recreational programming for local residents and visitors.
- Maintain and enhance park facilities in the community that can be enjoyed by local residents and visitors.

RESOURCES

05
TRANSIENT ROOM TAX

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
TRANSIENT ROOM TAX	78,788	512,503	544,000	474,700	474,700	474,700
TPA- TOURISM PROMOTION ASSESSM	-	-	117,730	115,000	115,000	115,000
TPA- CAPITAL ADDIT. ASSESSMENT	-	46,368	117,730	115,000	115,000	115,000
SERVICE CHARGES	78,788	558,871	779,460	704,700	704,700	704,700
CASH FORWARD	14,220	40,000	51,000	135,000	135,000	135,000
CASH FORWARD	14,220	40,000	51,000	135,000	135,000	135,000
TOTAL	93,008	598,871	830,460	839,700	839,700	839,700

EXPENDITURES

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES	66,874	69,914	187,730	205,000	205,000	205,000
TRANSFERS OUT						
GENERAL FUND	-	347,597	474,050	310,920	310,920	310,920
RES-TRT/TOURISM	-	49,657	48,960	42,725	42,725	42,725
RES-TRT/PARK DEVELOPMENT	-	49,657	48,960	42,725	42,725	42,725
RES-HFAC	-	-	8,160	7,125	7,125	7,125
GO/ FF&C BONDED DEBT FUND 2	-	-	-	135,915	135,915	135,915
RESERVE FOR FUTURE EXPENDITURES	-	-	62,600	95,290	95,290	95,290
TOTAL	66,874	516,825	830,460	839,700	839,700	839,700

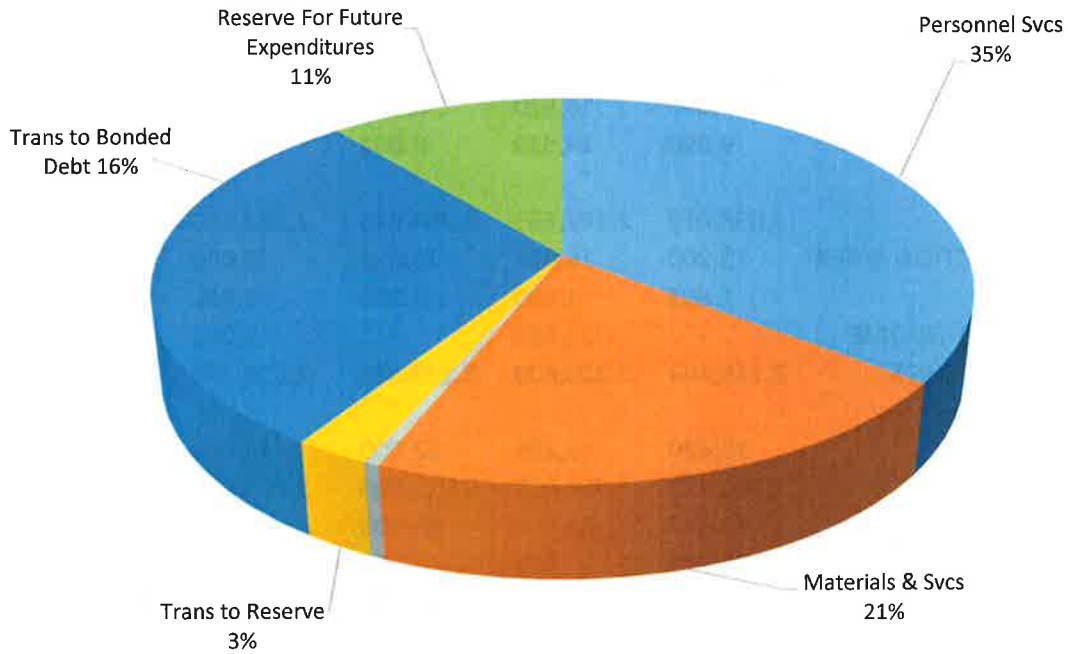
TRANSIENT ROOM TAX DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CONTRIBUTIONS TO EOTEC-TPA	-	-	-	115,000	115,000	115,000
MISCELLANEOUS CONTRACTUAL	66,874	69,914	187,730	70,000	70,000	70,000
MISC CONT TRT-4th OF JULY	-	-	-	20,000	20,000	20,000
MATERIALS & SERVICES	66,874	69,914	187,730	205,000	205,000	205,000
TRANSFER TO RES-PARK DEV	-	49,657	48,960	42,725	42,725	42,725
TRANSFER TO GO/FF&C BONDED DEBT	-	-	-	135,915	135,915	135,915
TRANSFER TO GEN FUND	-	347,597	474,050	310,920	310,920	310,920
TRANSFER TO RES-TOURISM	-	49,657	48,960	42,725	42,725	42,725
TRANSFER TO RES- HFAC	-	-	8,160	7,125	7,125	7,125
TRANSFERS OUT	-	446,910	580,130	539,410	539,410	539,410
RESERVE FOR FUTURE EXPENDITURES	-	-	62,600	95,290	95,290	95,290
RESERVE FOR FUTURE EXPENDITURES	-	-	62,600	95,290	95,290	95,290
TOTAL	66,874	516,825	830,460	839,700	839,700	839,700

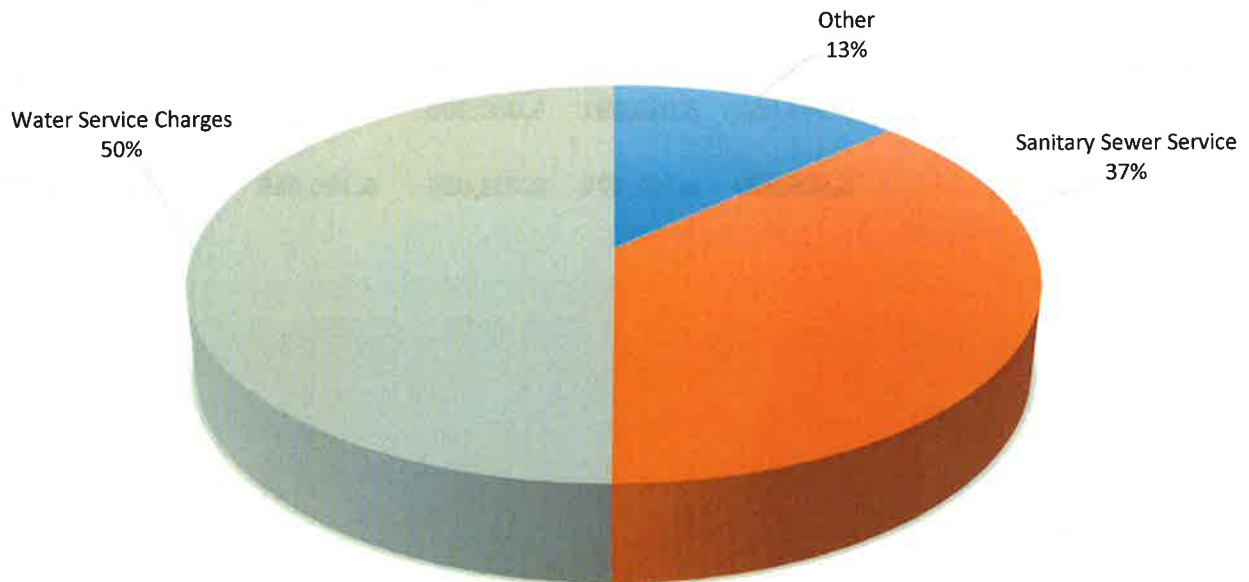
UTILITY FUND

This is an enterprise fund financed from user fees for water and wastewater use and the connection charges to the system. The expenditure responsibilities of this fund include all necessary personnel, equipment, materials and contracted services necessary to maintain and improve the water and wastewater systems of the city. The enterprise funds are also responsible for the necessary transfers to the debt fund to carry the bonded debt and notes of the systems.

2017-18 Utility Expenditures



2017-18 Utility Resources



RESOURCES

06
UTILITY FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
REVENUES						
BOND ASSESSMENTS	20,786	21,040	20,900	20,000	20,000	20,000
LOCAL ASSESSMENTS	20,786	21,040	20,900	20,000	20,000	20,000
INTEREST ON INVESTMENTS	9,090	14,520	8,000	2,500	2,500	2,500
INTEREST	9,090	14,520	8,000	2,500	2,500	2,500
RECYCLED WATER SALES	2,098,019	2,187,655	2,268,840	2,502,260	2,502,260	2,502,260
RECYCLED WTR CONNECTION & SERV	15,200	16,835	15,000	10,000	10,000	10,000
SEPTIC TANK SERVICE	1,883	1,650	1,500	1,000	1,000	1,000
MISC. RECYCLED WATER INCOME	-	14,660	-	3,000	3,000	3,000
RECYCLED WATER SVC CHGS	2,115,102	2,220,800	2,285,340	2,516,260	2,516,260	2,516,260
ACCOUNT SET-UP FEE	13,420	13,295	12,000	12,000	12,000	12,000
WATER SALES	2,702,229	2,864,063	3,015,580	3,325,825	3,325,825	3,325,825
WATER CONNECTION & SERVICE	79,546	85,561	65,000	47,280	47,280	47,280
MISCELLANEOUS WATER INCOME	2,748	903	1,000	5,000	5,000	5,000
WATER SERVICE CHGS	2,797,943	2,963,822	3,093,580	3,390,105	3,390,105	3,390,105
TRANS FROM RESERVE FUND	-	527,000	263,000	-	-	-
TRANS FROM MISC SPEC REV FUND	-	-	-	80,000	80,000	80,000
TRANSFERS IN	-	527,000	263,000	80,000	80,000	80,000
CASH FORWARD	963,950	3,013,891	3,060,200	787,000	787,000	787,000
CASH FORWARD	963,950	3,013,891	3,060,200	787,000	787,000	787,000
TOTAL UTILITY RESOURCES	5,906,870	8,761,074	8,731,020	6,795,865	6,795,865	6,795,865

CONSOLIDATED UTILITY EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SEWER	2,364,516	3,130,954	4,915,715	3,109,459	3,109,459	3,109,459
WATER	2,298,677	2,840,057	3,040,305	2,939,366	2,939,366	2,939,366
RESERVE FOR FUTURE EXPENDITURE	-	-	775,000	747,040	747,040	747,040
TOTAL UTILITY EXPENDITURES	4,663,193	5,971,011	8,731,020	6,795,865	6,795,865	6,795,865

UTILITY EXPENDITURES
By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	2,094,931	2,185,724	2,249,805	2,411,365	2,411,365	2,411,365
MATERIALS & SERVICES	1,176,668	1,326,804	2,809,615	1,404,885	1,404,885	1,404,885
CAPITAL OUTLAY	4,990	8,374	-	35,000	35,000	35,000
TRANSFERS:						
RESERVE	76,000	40,000	340,000	170,000	170,000	170,000
BONDED DEBT	520,603	2,353,607	-	2,027,575	2,027,575	2,027,575
RATE STABILIZATION ACCOUNT	790,001	-	-	-	-	-
GENERAL FUND	-	56,503	39,475	-	-	-
DEBT SERVICE	-	-	2,517,125	-	-	-
CONTINGENCY	-	-	-	-	-	-
RES-FUTURE EXPENDITURES	-	-	775,000	747,040	747,040	747,040
TOTAL UTILITY	4,663,193	5,971,011	8,731,020	6,795,865	6,795,865	6,795,865

RECYCLED WATER TREATMENT

06 UTILITY

6310 RECYCLED WATER TREATMENT

MISSION STATEMENT

To operate the City Recycled Water Plant and Collection System. Providing the most efficient treatment of the City's sanitary sewer in a professional, safe, and courteous manner.

DEPARTMENT DESCRIPTION

The recycled water department is responsible for the operation and maintenance of approximately eighty miles of sanitary sewer lines, nine sewer lift stations, three storm water pump stations and the recycled water treatment plant.

DEPARTMENT OBJECTIVES 2017-18

- We will continue to work toward a Higher Performance Organization.
- We will continue to maintain an OSHA compliant work place.
- We will continue our routine preventative maintenance on the recycled water plant, sanitary sewer system, and storm water collection systems. This greatly reduces the number of problems a system of this age can expect to have.
- Provide quality recycled water and disposable by-products exceeding regulatory requirements.
- Operate the collection and treatment facilities in a cost effective and efficient manner.

This budget includes the costs of operation for the recycled water plant, collection system, laboratory, bio-solids disposal, and all associated costs for recycled water related activities.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Recycled Water Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
City Manager	0.38	0.38	0.38	0.38	0.38	0.38
Finance Director	0.42	0.42	0.42	0.42	0.42	0.42
Payroll/HR	1.00	1.00	1.00	0.00	0.00	0.00
HR Specialist	0.00	0.00	0.00	0.35	0.35	0.35
Senior General Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Accounting Tech	0.00	0.00	0.00	0.20	0.20	0.20
Recycled Water Lab Technician	1.00	1.00	1.00	1.00	1.00	1.00
Recycled Water Chief Operator	1.00	1.00	1.00	1.00	1.00	1.00
Recycled Water Worker IV	0.00	0.00	1.00	1.00	1.00	1.00
Recycled Water Worker III	1.00	0.00	2.00	1.00	1.00	1.00
Recycled Water Worker II	2.00	3.00	0.00	2.00	2.00	2.00
Recycled Water Worker I	2.00	2.00	2.00	1.00	1.00	1.00
Total FTE	11.30	11.30	11.30	10.85	10.85	10.85

RECYCLED WATER TREATMENT DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	734,419	759,654	793,170	782,140	782,140	782,140
OVERTIME	9,764	10,443	18,000	20,000	20,000	20,000
UNEMPLOYMENT INSURANCE	3,721	3,851	5,680	5,615	5,615	5,615
ACCIDENT INSURANCE	15,570	15,190	14,640	14,995	14,995	14,995
RETIREMENT	138,101	152,034	163,940	188,885	188,885	188,885
SOCIAL SECURITY	55,659	57,279	62,055	61,365	61,365	61,365
MEDICAL, DENTAL & LIFE INS	178,288	186,678	197,300	216,135	216,135	216,135
PERSONNEL SERVICES	1,135,522	1,185,130	1,254,785	1,289,135	1,289,135	1,289,135
ACCOUNTING & AUDITING	8,924	6,352	6,870	7,325	7,325	7,325
OTHER PROFESSIONAL SERVICES	27,040	51,231	51,320	51,320	51,320	51,320
POSTAGE	15,527	15,303	14,310	-	-	-
TRAVEL & TRAINING	7,627	7,318	7,500	7,500	7,500	7,500
PROPERTY & LIABILITY INS	40,363	45,971	48,135	47,950	47,950	47,950
ELECTRICITY	150,687	180,336	180,000	180,000	180,000	180,000
TELEPHONE	8,389	8,243	10,500	8,500	8,500	8,500
REPAIRS-MACHINERY & EQUIP	21,755	56,187	20,000	20,000	20,000	20,000
REPAIRS-OFFICE EQUIPMENT	4,614	4,209	4,000	4,000	4,000	4,000
DUES & MEMBERSHIP	1,870	1,473	1,100	1,100	1,100	1,100
LAUNDRY & OTHER SANITATION	2,705	3,086	2,530	2,530	2,530	2,530
MISCELLANEOUS CONTRACTUAL	97,531	132,977	1,494,480	94,500	94,500	94,500
BILLING/MAILING SERVICES	-	-	-	13,000	13,000	13,000
LICENSES & PERMITS	14,580	14,284	14,000	14,000	14,000	14,000
OFFICE SUPPLIES	7,629	5,776	7,600	4,600	4,600	4,600
AG & HORT SUPPLIES	-	43	-	-	-	-
CHEMICALS	62,660	91,528	110,000	110,000	110,000	110,000
CLEAN/SANITATION SUPPLIES	2,090	1,374	1,350	1,350	1,350	1,350
CONCRETE SUPPLIES	1,120	275	50	50	50	50
FOOD & MISCELLANEOUS	251	337	300	300	300	300
FUEL-OTHER THAN VEHICLE	9,642	13,460	15,000	15,000	15,000	15,000
LUBE-OTHER THAN VEHICLE	887	5,678	3,000	2,000	2,000	2,000
MEDICAL & LAB SUPPLIES	22,161	30,394	21,500	22,500	22,500	22,500
MINOR/SAFETY EQUIP	12,752	12,931	28,720	30,000	30,000	30,000
MOTOR VEHICLE FUEL & OIL	9,449	8,116	15,000	11,000	11,000	11,000
MOTOR VEHICLE PARTS	2,353	1,853	3,000	3,000	3,000	3,000
PAINT & PAINT SUPPLIES	261	261	500	500	500	500
PLUMBING & SEWAGE SUPPLIES	425	7,468	500	500	500	500
PARTS FOR OPERATING EQUIP	17,141	24,888	20,000	24,000	24,000	24,000
OVER AND SHORTS	213	47	-	-	-	-
MATERIALS & SERVICES	550,645	731,399	2,081,265	676,525	676,525	676,525

RECYCLED WATER TREATMENT DETAILED EXPENDITURES (cont.)

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MOTOR VEHICLES	-	-	-	35,000	35,000	35,000
PLANT EQUIPMENT	4,990	-	-	-	-	-
OTHER EQUIPMENT	-	8,374	-	-	-	-
CAPITAL OUTLAY	4,990	8,374	-	35,000	35,000	35,000
RES-EQUIPMENT	10,000	-	-	100,000	100,000	100,000
RES-SANITARY SEWER DEPT EQUIP	-	-	300,000	-	-	-
RES- PW ELM ENTRANCE	13,000	-	-	-	-	-
TRANS TO BONDED DEBT FUND 22	-	-	-	908,396	908,396	908,396
TRANS TO BONDED DEBT FUND 2	255,359	1,171,862	-	100,403	100,403	100,403
TRANS TO GENERAL FUND	-	34,190	26,050	-	-	-
TRANS TO RATE STAB ACCT	395,000	-	-	-	-	-
TRANSFERS OUT	673,359	1,206,052	326,050	1,108,799	1,108,799	1,108,799
BOND PRINCIPAL 2007 BONDS	-	-	151,700	-	-	-
BOND INTEREST 2007 BONDS	-	-	6,220	-	-	-
BOND INTEREST 2014 BONDS	-	-	100,150	-	-	-
PRINCIPAL CWSRF LOANS	-	-	551,700	-	-	-
INTEREST CWSRF LOANS	-	-	443,845	-	-	-
DEBT SERVICE	-	-	1,253,615	-	-	-
TOTAL SANITARY SEWER	2,364,516	3,130,954	4,915,715	3,109,459	3,109,459	3,109,459

WATER PRODUCTION & MAINTENANCE

06 UTILITY

6320 WATER PRODUCTION & MAINTENANCE

MISSION STATEMENT

To provide a continuous supply of potable drinking water and non-potable water for domestic, commercial, industrial use and fire protection, in a safe, efficient and courteous manner.

DEPARTMENT DESCRIPTION

The Hermiston Water Department (HWD) is responsible for two independent water systems. The City system produces explicitly potable water for domestic, commercial and industrial use. The Regional system produces both potable and non –potable water for the Regional Water users. HWD is regulated by Federal and State drinking water regulations.

DEPARTMENT OBJECTIVES 2017-2018

- Carry on operations with a High Performance attitude and direction.
- Continue to operate while conforming to OR-OSHA, Oregon Health & EPA regulations.
- Complete the Regional Water System improvements.
- Implement meter program and reading solution.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Water Superintendent	1.00	1.00	0.75	0.75	0.75	0.75
City Manager	0.38	0.38	0.38	0.38	0.38	0.38
Finance Director	0.42	0.42	0.42	0.42	0.42	0.42
HR Specialist	0.00	0.00	0.00	0.35	0.35	0.35
Permit Technician II	0.33	0.33	0.33	0.33	0.33	0.33
Senior General Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Accounting Tech	0.00	0.00	0.00	0.20	0.20	0.20
Water Utility Worker II	5.00	5.00	5.00	5.00	5.00	5.00
Meter Reader/General Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	9.63	9.63	9.38	9.93	9.93	9.93

WATER PRODUCTION & MAINTENANCE DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	588,905	606,174	601,920	651,735	651,735	651,735
OVERTIME	20,805	27,482	20,000	28,000	28,000	28,000
UNEMPLOYMENT INSURANCE	3,093	3,214	4,350	4,760	4,760	4,760
ACCIDENT INSURANCE	10,856	10,809	10,700	11,145	11,145	11,145
RETIREMENT	122,175	137,049	135,100	170,785	170,785	170,785
SOCIAL SECURITY	46,184	47,804	47,575	52,000	52,000	52,000
MEDICAL, DENTAL & LIFE INS	167,392	168,061	175,375	203,805	203,805	203,805
PERSONNEL SERVICES	959,409	1,000,594	995,020	1,122,230	1,122,230	1,122,230
ACCOUNTING & AUDITING	8,924	6,352	6,870	7,325	7,325	7,325
OTHER PROFESSIONAL SERVICES	58,315	21,468	76,320	74,320	74,320	74,320
WATER SAMPLES	14,671	16,169	22,000	22,000	22,000	22,000
POSTAGE	14,506	14,349	14,300	-	-	-
TRAVEL & TRAINING	2,777	4,925	4,800	4,800	4,800	4,800
PROPERTY & LIABILITY INS	31,050	34,929	37,635	37,340	37,340	37,340
ELECTRICITY	201,698	240,859	240,000	240,000	240,000	240,000
TELEPHONE	2,764	2,693	5,500	6,600	6,600	6,600
REGIONAL WATER	2,813	3,116	50,000	50,000	50,000	50,000
REPAIRS-MACHINERY & EQUIP	571	90	400	400	400	400
REPAIRS-MOTOR VEHICLES	2,046	1,614	3,500	3,500	3,500	3,500
REPAIRS-OPERATING EQUIP	12,946	4,182	4,000	4,000	4,000	4,000
REPAIRS-OFFICE EQUIPMENT	6,569	4,338	4,200	-	-	-
EQUIPMENT RENT ALLOWANCE	200	75	250	250	250	250
DUES & MEMBERSHIP	21,366	21,040	21,850	21,850	21,850	21,850
MISCELLANEOUS CONTRACTUAL	58,792	75,091	89,650	86,650	86,650	86,650
BILLING/MAILING SERVICES	-	-	-	13,000	13,000	13,000
OFFICE SUPPLIES	5,744	5,870	7,000	8,000	8,000	8,000
CHEMICALS	22,612	20,798	20,500	25,000	25,000	25,000
CLEAN/SANITATION SUPPLIES	102	-	150	150	150	150
CONCRETE SUPPLIES	339	2,606	450	450	450	450
FOOD & MISCELLANEOUS	308	1,157	450	450	450	450
FUEL-OTHER THAN VEHICLE	683	526	800	800	800	800
LUBE-OTHER THAN VEHICLE	1,137	1,098	1,350	1,350	1,350	1,350
MINOR/SAFETY EQUIP	8,679	3,885	4,250	6,000	6,000	6,000
MOTOR VEHICLE FUEL & OIL	10,915	9,511	15,000	14,000	14,000	14,000
MOTOR VEHICLE PARTS	1,940	3,577	1,750	2,750	2,750	2,750
PAINT & PAINT SUPPLIES	666	108	375	375	375	375
PLUMBING & SEWAGE SUPPLIES	78,828	65,719	80,000	80,000	80,000	80,000
PARTS FOR OPERATING EQUIP	53,978	29,217	15,000	17,000	17,000	17,000
OVER AND SHORTS	83	45	-	-	-	-
MATERIALS & SERVICES	626,023	595,405	728,350	728,360	728,360	728,360

WATER PRODUCTION & MAINT DETAILED EXPENDITURES (cont.)

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
RES-EQUIPMENT	40,000	40,000	40,000	70,000	70,000	70,000
RES- PW ELM ENTRANCE	13,000	-	-	-	-	-
TRANS TO BONDED DEBT FUND 22	265,244	1,181,745	-	918,372	918,372	918,372
TRANS TO BONDED DEBT-FUND 2	-	-	-	100,404	100,404	100,404
TRANS TO GENERAL FUND	-	22,313	13,425	-	-	-
TRANS TO RATE STAB. ACCT.	395,001	-	-	-	-	-
TRANSFERS OUT	713,245	1,244,058	53,425	1,088,776	1,088,776	1,088,776
BOND PRINCIPAL 2007 BONDS	-	-	151,710	-	-	-
PRINCIPAL CWSRF LOANS	-	-	551,700	-	-	-
PENNY AVE NOTE PRINCIPAL	-	-	8,135	-	-	-
BOND INTEREST 2007 BONDS	-	-	6,220	-	-	-
BOND INTEREST 2014 BONDS	-	-	100,150	-	-	-
INTEREST CWSRF LOANS	-	-	443,845	-	-	-
PENNEY AVE NOTE INTEREST	-	-	1,750	-	-	-
DEBT SERVICE	-	-	1,263,510	-	-	-
TOTAL	2,298,677	2,840,057	3,040,305	2,939,366	2,939,366	2,939,366

HERMISTON ENERGY SERVICES

MISSION STATEMENT

To provide the citizen-owners of Hermiston Energy Services with safe and reliable electric service at comparable and affordable prices.

DEPARTMENT DESCRIPTION

HES has completed 15 calendar years of operation. During that time, HES has spent millions on system improvements, underground replacements and line extensions.

HES's single largest cost is wholesale power and transmission costs from the Bonneville Power Administration (BPA). Over the last eight years, HES's wholesale power provider, Bonneville Power Administration (BPA) has increased the cost by approximately 31 percent to Hermiston Energy Services and other public utilities throughout the Northwest. HES's wholesale power costs comprise over 50% of its total operating expenses.

In 2016, HES restructured its debt, decreasing its interest rate and issued \$4,000,000 in Full Faith and Credit Obligations for HES's 2016-19 Construction Work Plan (CWP).

In September of 2016, HES implemented a 2.59% rate increase. This was HES's third increase in the history of the utility. In May of 2015 HES implemented a 10.95% rate increase and 5% in 2003.

HES increased rates in 2016 in anticipation of BPA's estimated 5-7% rate increase on October 1, 2017. Based on the final BPA rate increase, it may be necessary to raise HES retail rates in 2017-18.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Electric General Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Manager	0.25	0.25	0.25	0.25	0.25	0.25
Finance Director	0.06	0.06	0.06	0.06	0.06	0.06
HR Specialist	0.00	0.00	0.00	0.01	0.01	0.01
Accounting Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	2.31	2.31	2.31	2.32	2.32	2.32

RESOURCES

13 HERMISTON ENERGY SERVICES

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
INTEREST ON INVESTMENTS	49,408	41,709	45,000	25,000	25,000	25,000
INTEREST	49,408	41,709	45,000	25,000	25,000	25,000
ENERGY SERVICES	7,397,090	8,125,061	8,335,501	8,377,200	8,377,200	8,377,200
MISC ENERGY SVCS	114,416	118,975	140,000	115,000	115,000	115,000
SERVICE CHARGES	7,511,506	8,244,035	8,475,501	8,492,200	8,492,200	8,492,200
TRANS FROM RESERVE FD	-	600,000	-	-	-	-
TRANS FROM MISC SPEC REV	-	-	-	4,000	4,000	4,000
TRANSFER FROM	-	600,000	-	4,000	4,000	4,000
CASH FORWARD	1,579,878	2,950,000	2,860,000	3,428,750	3,428,750	3,428,750
CASH FORWARD	1,579,878	2,950,000	2,860,000	3,428,750	3,428,750	3,428,750
TOTAL HES FUND	9,140,791	11,835,744	11,380,501	11,949,950	11,949,950	11,949,950

EXPENDITURES

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	293,403	249,298	263,399	291,625	291,625	291,625
MATERIALS & SERVICES	6,483,518	6,670,251	7,049,135	6,847,490	6,847,490	6,847,490
CAPITAL OUTLAY	431,128	695,507	648,652	1,253,745	1,253,745	1,253,745
TRANSFERS:						
RESERVE	816,706	350,000	-	500,000	500,000	500,000
BONDED DEBT	805,739	823,948	-	1,070,520	1,070,520	1,070,520
DEBT SERVICE	-	-	600,160	-	-	-
CONTINGENCY	-	-	1,500,000	1,986,570	1,986,570	1,986,570
RES FOR FUTURE EXPEND	-	-	1,319,155	-	-	-
TOTAL HES FUND	8,830,494	8,789,004	11,380,501	11,949,950	11,949,950	11,949,950

HERMISTON ENERGY SERVICES DETAILED EXPENDITURES

13

6350 HERMISTON ENERGY SERVICES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	209,359	177,097	186,529	201,110	201,110	201,110
OVERTIME	-	881	-	-	-	-
UNEMPLOYMENT INSURANC	1,047	891	1,306	1,410	1,410	1,410
ACCIDENT INSURANCE	1,543	1,363	1,297	1,425	1,425	1,425
RETIREMENT	30,191	29,895	32,698	41,120	41,120	41,120
SOCIAL SECURITY	15,810	13,473	14,269	15,385	15,385	15,385
MEDICAL, DENTAL & LIFE INS	35,454	25,699	27,300	31,175	31,175	31,175
PERSONNEL SERVICES	293,403	249,298	263,399	291,625	291,625	291,625
ACCOUNTING & AUDITING	4,749	3,176	3,435	3,675	3,675	3,675
OTHER PROF SVCS	1,502,826	1,503,551	1,502,550	1,604,755	1,604,755	1,604,755
TRAVEL & TRAINING	9,170	10,189	11,000	11,000	11,000	11,000
PROPERTY & LIABILITY INS	20,821	23,544	25,900	26,940	26,940	26,940
TELEPHONE	1,860	3,493	2,000	1,500	1,500	1,500
STREET LIGHTS	83,472	83,857	84,000	84,000	84,000	84,000
POWER PURCHASES-BPA	4,274,772	4,400,272	4,675,000	4,445,760	4,445,760	4,445,760
IN LIEU OF TAXES	373,338	408,830	446,250	418,860	418,860	418,860
CONSERVATION SERVICES	108,714	122,438	180,000	130,000	130,000	130,000
ENERGY ASSISTANCE (HEAT)	10,000	12,500	15,000	15,000	15,000	15,000
DUES & MEMBERSHIP	36,382	43,634	52,000	50,000	50,000	50,000
MISC CONTRACTUAL	55,259	50,840	48,500	50,000	50,000	50,000
OFFICE SUPPLIES	1,409	3,890	2,500	2,500	2,500	2,500
MINOR/SAFETY EQUIP	870	304	1,000	3,500	3,500	3,500
OVER AND SHORTS	(122)	(268)	-	-	-	-
MATERIALS & SERVICES	6,483,518	6,670,251	7,049,135	6,847,490	6,847,490	6,847,490

HERMISTON ENERGY SERVICES EXPENDITURES (cont.)

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	428,664	695,507	646,152	1,253,745	1,253,745	1,253,745
OFFICE EQUIPMENT	2,463	-	2,500	-	-	-
CAPITAL OUTLAY	431,128	695,507	648,652	1,253,745	1,253,745	1,253,745
RES-COMM ENHANCE	-	50,000	-	-	-	-
RES - HES IMPROVEMENTS	216,706	-	-	500,000	500,000	500,000
RES FOR FUT EXP - HES RSA	600,000	-	-	-	-	-
TRANS TO GENERAL FUND	-	300,000	-	-	-	-
TRANS TO BONDED DEBT	805,739	823,948	-	1,070,520	1,070,520	1,070,520
TRANSFERS OUT	1,622,445	1,173,948	-	1,570,520	1,570,520	1,570,520
BOND PRINCIPAL	-	-	94,100	-	-	-
BOND INTEREST	-	-	506,060	-	-	-
DEBT SERVICE	-	-	600,160	-	-	-
CONTINGENCY	-	-	1,500,000	1,986,570	1,986,570	1,986,570
CONTINGENCY	-	-	1,500,000	1,986,570	1,986,570	1,986,570
RES FOR FUTURE EXPEND	-	-	1,319,155	-	-	-
RES FOR FUTURE EXPEND	-	-	1,319,155	-	-	-
TOTAL HES FUND	8,830,494	8,789,004	11,380,501	11,949,950	11,949,950	11,949,950

REGIONAL WATER

MISSION STATEMENT

To provide a continuous supply of potable drinking water & non-potable water for domestic, commercial, industrial use and fire protection, in a safe, efficient and courteous manner.

DEPARTMENT DESCRIPTION

The Hermiston Water Department (HWD) is responsible for two independent water systems. The City system produces explicitly potable water for domestic, commercial and industrial use. The Regional system produces both potable and non –potable water for the Regional Water users. The HWD is regulated by Federal and State drinking water regulations.

DEPARTMENT OBJECTIVES 2017-2018

- Carry on operations with a High Performance attitude and direction.
- Continue to operate while conforming to OR-OSHA, Oregon Health & EPA regulations.
- Complete the Regional Water System improvements.
- Implement meter program and reading solution.

PERSONNEL DISTRIBUTION

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
Water Chief Operator	1.00	1.00	1.00	1.00	1.00	1.00
Water Superintendent	0.00	0.00	0.25	0.25	0.25	0.25
Total FTE	1.00	1.00	1.25	1.25	1.25	1.25

RESOURCES

REGIONAL WATER

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
STATE GRANT	-	664,200	-	-	-	-
FROM OTHER AGENCIES	-	664,200	-	-	-	-
REIMBURSE DIRECT EXPENSE	27,252	2,050	-	-	-	-
MISCELLANEOUS REVENUE	185,549	440,429	-	-	-	-
MISCELLANEOUS REVENUE	212,801	442,479	-	-	-	-
POTABLE WATER RECEIPTS	97,764	130,559	118,830	155,425	155,425	155,425
NON-POTABLE WATER RECEIPTS	469,335	527,444	588,230	606,840	606,840	606,840
MISCELLANEOUS WATER SALES	-	-	10,000	-	-	-
SERVICE CHARGES	567,099	658,003	717,060	762,265	762,265	762,265
TRANS FROM MISC SPEC REV FU	-	-	-	8,000	8,000	8,000
TRANSFERS FROM	-	-	-	8,000	8,000	8,000
CASH FORWARD	83,566	850,000	600,000	727,000	727,000	727,000
CASH FORWARD	83,566	850,000	600,000	727,000	727,000	727,000
TOTAL REGIONAL WATER	863,466	2,614,682	1,317,060	1,497,265	1,497,265	1,497,265

CONSOLIDATED REGIONAL WATER EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
NON- POTABLE WATER	302,027	1,264,716	167,710	175,185	175,185	175,185
POTABLE WATER	117,751	109,274	154,015	157,485	157,485	157,485
RIVER INTAKE STATION	238,810	254,900	267,090	269,480	269,480	269,480
NON- DEPARTMENTAL	226,822	135,628	134,715	137,010	137,010	137,010
TOTAL EXPENDITURES	885,409	1,764,517	723,530	739,160	739,160	739,160
CONTINGENCY	-	-	593,530	758,105	758,105	758,105
CONTINGENCY	-	-	593,530	758,105	758,105	758,105
TOTAL REGIONAL WATER	885,409	1,764,517	1,317,060	1,497,265	1,497,265	1,497,265

REGIONAL WATER EXPENDITURES

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	147,234	152,748	195,715	203,050	203,050	203,050
MATERIALS & SERVICES	533,977	454,117	527,815	536,110	536,110	536,110
CAPITAL OUTLAY	204,199	1,157,653	-	-	-	-
CONTINGENCY	-	-	593,530	758,105	758,105	758,105
TOTAL REGIONAL WATER	885,409	1,764,517	1,317,060	1,497,265	1,497,265	1,497,265

NON-POTABLE WATER

15 REGIONAL WATER
6320 NON-POTABLE WATER

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	22,873	24,182	35,400	31,570	31,570	31,570
OVERTIME	6,162	5,305	6,375	6,000	6,000	6,000
UNEMPLOYMENT INSURANCE	134	134	260	265	265	265
ACCIDENT INSURANCE	681	657	930	925	925	925
RETIREMENT	5,967	6,365	6,705	10,605	10,605	10,605
SOCIAL SECURITY	1,996	1,994	2,160	2,875	2,875	2,875
MEDICAL, DENTAL & LIFE INS	5,485	6,499	8,530	9,595	9,595	9,595
PERSONNEL SERVICES	43,296	45,137	60,360	61,835	61,835	61,835
ELECTRICITY	51,330	57,785	79,000	79,000	79,000	79,000
RW- PURCHASE-NON-POTABLE WATER	-	-	5,000	5,000	5,000	5,000
MISC CONTRACTUAL	20,148	1,338	21,000	25,000	25,000	25,000
OFFICE SUPPLIES	-	38	-	-	-	-
FUEL-OTHER THAN VEHICLE	1,206	1,355	1,300	1,300	1,300	1,300
MINOR/SAFETY EQUIP	152	3	-	1,000	1,000	1,000
PLUMBING & SEWAGE SUPP	4	3	50	50	50	50
PARTS FOR OPERATING EQUIP	1,691	1,405	1,000	2,000	2,000	2,000
MATERIALS & SERVICES	74,532	61,926	107,350	113,350	113,350	113,350
CAPITAL IMPROVEMENTS	184,199	1,157,653	-	-	-	-
CAPITAL OUTLAY	184,199	1,157,653	-	-	-	-
TOAL NON-POTABLE WATER	302,027	1,264,716	167,710	175,185	175,185	175,185

POTABLE WATER

15 REGIONAL WATER
6330 POTABLE WATER

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	21,894	22,831	33,775	31,570	31,570	31,570
OVERTIME	4,516	4,414	6,000	6,000	6,000	6,000
UNEMPLOYMENT INSURANCE	121	124	265	265	265	265
ACCIDENT INSURANCE	625	606	930	925	925	925
RETIREMENT	5,383	5,873	6,705	10,605	10,605	10,605
SOCIAL SECURITY	1,800	1,840	2,160	2,875	2,875	2,875
MEDICAL, DENTAL & LIFE INS	5,021	6,325	8,530	9,595	9,595	9,595
PERSONNEL SERVICES	39,360	42,012	58,365	61,835	61,835	61,835
OTHER PROFESSIONAL SERVICES	841	-	-	-	-	-
WATER SAMPLES	6,154	5,309	8,000	8,000	8,000	8,000
TRAVEL & TRAINING	-	275	-	-	-	-
ELECTRICITY	48,344	50,455	62,000	62,000	62,000	62,000
RW- PURCHASE-POTABLE WATER	-	-	5,000	5,000	5,000	5,000
MISCELLANEOUS CONTRACTUAL	960	1,433	3,500	3,500	3,500	3,500
OFFICE SUPPLIES	-	15	-	-	-	-
CHEMICALS	12,576	5,290	12,000	12,000	12,000	12,000
MEDICAL & LAB SUPPLIES	341	1,129	800	800	800	800
MINOR/SAFETY EQUIP	-	-	150	150	150	150
PLUMBING & SEWAGE SUPPLIES	-	12	200	200	200	200
PARTS FOR OPERATING EQUIP	9,175	3,344	4,000	4,000	4,000	4,000
MATERIALS & SERVICES	78,391	67,261	95,650	95,650	95,650	95,650
TOTAL POTABLE WATER	117,751	109,274	154,015	157,485	157,485	157,485

RIVER INTAKE STATION

15 REGIONAL WATER
6335 RIVER INTAKE STATION

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SALARY & WAGES	26,859	26,415	36,800	34,325	34,325	34,325
OVERTIME	15,751	15,968	15,000	15,000	15,000	15,000
UNEMPLOYMENT INSURANCE	191	195	350	345	345	345
ACCIDENT INSURANCE	923	903	1,225	1,215	1,215	1,215
RETIREMENT	8,521	9,264	10,605	13,925	13,925	13,925
SOCIAL SECURITY	2,847	2,900	3,415	3,775	3,775	3,775
MEDICAL, DENTAL & LIFE INS	9,485	9,953	9,595	10,795	10,795	10,795
PERSONNEL SERVICES	64,577	65,598	76,990	79,380	79,380	79,380
				-	-	-
ELECTRICITY	174,082	187,075	184,000	184,000	184,000	184,000
MISCELLANEOUS CONTRACTUAL	70	700	1,000	1,000	1,000	1,000
MINOR/SAFETY EQUIP	40	47	100	100	100	100
PLUMBING & SEWAGE SUPPLIES	40	-	4,000	1,000	1,000	1,000
PARTS FOR OPERATING EQUIP	-	1,480	1,000	4,000	4,000	4,000
MATERIALS & SERVICES	174,232	189,302	190,100	190,100	190,100	190,100
TOTAL RIVER INTAKE STATION	238,810	254,900	267,090	269,480	269,480	269,480

NON-DEPARTMENTAL

15 REGIONAL WATER 8810
NON-DEPARTMENTAL

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
ACCOUNTING & AUDITING	2,168	3,176	3,435	3,675	3,675	3,675
OTHER PROFESSIONAL SERVICES	2,414	850	-	-	-	-
TRAVEL & TRAINING	2,474	4,308	3,000	3,000	3,000	3,000
PROPERTY & LIABILITY INS	9,455	10,533	11,130	10,735	10,735	10,735
TELEPHONE	2,931	1,273	4,200	5,300	5,300	5,300
INTERNET	-	2,573	-	-	-	-
MISCELLANEOUS CONTRACTUAL	172,512	103,844	100,000	100,000	100,000	100,000
OFFICE SUPPLIES	272	202	750	500	500	500
LUBE-OTHER THAN VEHICLE	-	70	500	500	500	500
MEDICAL & LAB SUPPLIES	179	168	-	-	-	-
MINOR/SAFETY EQUIP	1,773	326	3,500	3,500	3,500	3,500
MOTOR VEHICLE FUEL & OIL	2,608	2,173	3,000	3,000	3,000	3,000
MOTOR VEHICLE PARTS	4,076	212	1,700	1,700	1,700	1,700
PLUMBING & SEWAGE SUPPLIES	-	1,349	-	100	100	100
PARTS FOR OPERATING EQUIP	5,961	4,572	3,500	5,000	5,000	5,000
MATERIALS & SERVICES	206,822	135,628	134,715	137,010	137,010	137,010
MOTOR VEHICLES	20,000	-	-	-	-	-
CAPITAL OUTLAY	20,000	-	-	-	-	-
CONTINGENCY	-	-	593,530	758,105	758,105	758,105
CONTINGENCY	-	-	593,530	758,105	758,105	758,105
TOTAL NON-DEPARTMENTAL	226,822	135,628	728,245	895,115	895,115	895,115

RESERVE FUND

This fund is used to accumulate money for long-term goals and projects of the City. Financed directly by appropriations from the operating funds and with limited revenues directly from small reimbursement projects, the reserve fund has been the major single fiscal tool which has provided the City with the stability and multiple year appropriations necessary to manage a small community in difficult financial times. The reserve fund allows the accumulation of resources to accomplish specifically authorized goals contained in the resolution which must be adopted to establish each account.

RESOURCES

08
RESERVE FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
INTEREST ON INVESTMENTS	45,622	39,760	50,000	35,000	35,000	35,000
INTEREST	45,622	39,760	50,000	35,000	35,000	35,000
LOCAL GRANTS	16,800	57,999	533,500	450,000	450,000	450,000
FEDERAL GRANTS-DIRECT	266,676	2,580,656	-	453,000	453,000	453,000
STATE GRANTS	26,461	258,540	628,350	-	-	-
FROM OTHER AGENCIES	309,937	2,897,194	1,161,850	903,000	903,000	903,000
TRANSIENT ROOM TAX	96,630	-	-	-	-	-
WATER SDC'S	20,862	25,340	15,000	15,000	15,000	15,000
SANITARY SEWER SDC'S	14,127	18,737	15,000	10,000	10,000	10,000
PARK SDC'S	20,800	21,200	15,000	15,000	15,000	15,000
SERVICE CHARGES	152,419	65,277	45,000	40,000	40,000	40,000
INTERFUND LOAN PROCEEDS	170,000	90,000	-	-	-	-
SPECIAL PAYMENTS	170,000	90,000	-	-	-	-
TRANSFER FROM GENERAL FUNC	349,000	216,000	115,000	227,090	227,090	227,090
TRANSFER FROM STREET FUND	544,385	718,375	378,802	10,214	10,214	10,214
TRANSFER FROM UTILITY FUND	866,000	40,000	340,000	170,000	170,000	170,000
TRANSFER FROM HES FUND	816,706	50,000	-	500,000	500,000	500,000
TRANSFER FROM CONF. CTR. FUI	-	20,814	6,040	32,743	32,743	32,743
TRANSFER FROM SPECIAL REVEN	-	57,085	-	-	-	-
TRANSFER FROM TRT-TOURISM	-	49,657	48,960	42,725	42,725	42,725
TRANSFER FROM TRT-PARK DEVI	-	49,657	48,960	42,725	42,725	42,725
TRANSFER FROM TRT-HFAC	-	-	8,160	7,125	7,125	7,125
TRANS FROM REC SPEC REV FUN	-	-	35,896	-	-	-
TRANSFERS IN	2,576,091	1,201,587	981,818	1,032,622	1,032,622	1,032,622
CASH FORWARD	3,680,396	4,995,933	4,171,608	4,341,736	4,341,736	4,341,736
CASH FORWARD	3,680,396	4,995,933	4,171,608	4,341,736	4,341,736	4,341,736
TOTAL RESERVE FUND	6,934,466	9,291,640	6,410,276	6,352,358	6,352,358	6,352,358

CONSOLIDATED RESERVE EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OFFICE EQUIP	32,165	1,000	15,000	50,599	50,599	50,599
AIRPORT IMPROVEMENTS	265,374	2,998,737	643,350	454,707	454,707	454,707
DISC GOLF COURSE	-	-	-	9,000	9,000	9,000
FUNLAND PLAYGROUND	-	-	-	35,896	35,896	35,896
HERMISTON FAMILY AQUATIC CTR	-	-	8,160	10,285	10,285	10,285
TRT/TOURISM	83,467	52,245	144,200	35,000	35,000	35,000
TRT/PARK DEVELOPMENT	20,062	55,787	123,000	42,725	42,725	42,725
BICYCLE TRAILS	-	-	-	19,316	19,316	19,316
PARKS SDC	-	-	15,000	88,473	88,473	88,473
SKATE PARK	-	40,393	48,900	14,600	14,600	14,600
VICTORY SQUARE PARK	-	90,917	58,500	-	-	-
SOUTH 2ND ST GATEWAY	-	-	12,085	12,085	12,085	12,085
SUNSET PARK	-	1,080	43,920	20,000	20,000	20,000
WEST HIGHLAND TRAIL	-	-	130,000	177,000	177,000	177,000
STREET MAINTENANCE	192,652	526,241	223,474	-	-	-
STREET CONSTRUCTION	-	-	481,618	330,103	330,103	330,103
TRAFFIC CONTROL - 11TH & ELM	-	-	813,710	773,710	773,710	773,710
PW ELM ENTRANCE	-	36,370	-	2,630	2,630	2,630
HES GAS UTILITY	185,550	5,607	258,800	208,843	208,843	208,843
SANITARY SEWER DEPT EQUIP	9,750	-	300,000	425,000	425,000	425,000
SANITARY SEWER- SDC	-	-	15,000	88,000	88,000	88,000
WATER DEPT EQUIPMENT	12,819	-	-	178,000	178,000	178,000
WATER - SDC	-	-	65,000	-	-	-
UTILITY CONSTRUCTION	722,457	660,093	519,050	235,000	235,000	235,000
REPAIR/REPLACE - REGIONAL	79,901	33,969	300,000	300,000	300,000	300,000
HES IMPROVEMENTS	143,839	600,000	1,000,000	1,500,000	1,500,000	1,500,000
HCC MAINTENANCE & REPAIRS	648	6,115	25,000	15,000	15,000	15,000
COMMUNITY ENHANCEMENTS	-	6,820	100,000	100,000	100,000	100,000
CITY HALL IMPROVEMENTS	-	33,483	65,000	157,089	157,089	157,089
BELT PARK SUPP ENV PROJ	-	-	16,800	16,800	16,800	16,800
RESERVE FOR FUTURE EXPEND	-	-	1,034,709	1,052,497	1,052,497	1,052,497
TOTAL RESERVE FUND	1,748,683	5,148,857	6,460,276	6,352,358	6,352,358	6,352,358

RESERVE FUND EXPENDITURES

By category

	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Expended	Expended	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES	327,102	589,088	844,474	751,667	751,667	751,667
CAPITAL OUTLAY	1,421,581	3,362,769	4,037,848	4,292,905	4,292,905	4,292,905
TRANSFERS:						
RECREATION FUND	-	-	-	-	-	-
UTILITY FUND	-	527,000	263,000	-	-	-
HES FUND	-	600,000	-	-	-	-
DEBT SERVICE	-	70,000	165,000	15,000	15,000	15,000
CONTINGENCY	-	-	65,245	240,289	240,289	240,289
RESERVE FOR FUTURE EXPENDITUI	-	-	1,034,709	1,052,497	1,052,497	1,052,497
UNALLOCATED	-	-	50,000			
TOTAL RESERVE FUND	1,748,683	5,148,857	6,460,276	6,352,358	6,352,358	6,352,358

RESERVE FOR FUTURE EXPENDITURE

08 RESERVE FUND
 8890 RESERVE FOR FUTURE EXPENDITURE

This reserve is used to track the amounts in the individual reserve accounts that are not being currently appropriated but have been set aside for future appropriations.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
RES- FUT EXP OFFICE EQUIPMENT	-	-	33,600	-	-	-
RES- FUT EXP AIRPORT IMPROVE	-	-	-	15,000	15,000	15,000
RES- FUT EXP TRT/TOURISM	-	-	16,642	-	-	-
RES- FUT EXP TRT/PARK DEVELOP	-	-	33,629	-	-	-
RES- FUT EXP PARKS SDC	-	-	52,273	-	-	-
RES- FUT EXP STREET EQUIPMENT	-	-	230,784	232,746	232,746	232,746
RES- FUT EXP STREET MAINTENANC	-	-	-	735	735	735
RES- FUT EXP SANIT SEWER EQUIP	-	-	-	222,986	222,986	222,986
RES- FUT EXP RWT PLANT IMPROV	-	-	-	376	376	376
RES- FUT EXP SANIT SEWER SDC	-	-	69,274	98,011	98,011	98,011
RES- FUT EXP WATER DEPT EQUIP	-	-	108,104	-	-	-
RES- FUT EXP WATER - SDC	-	-	312,467	348,075	348,075	348,075
RES- FUT EXP HCC MAINT/REPAIR	-	-	6,040	-	-	-
RES- FUT EXP HES IMPROVEMENTS	-	-	86,000	86,104	86,104	86,104
RES- FUT EXP FUNLAND PLAYGROUN	-	-	35,896	-	-	-
RES- FUT EXP ALORA HEIGHTS	-	-	-	4,819	4,819	4,819
HIGHLAND/KENNISON FIELD	-	-	-	1,500	1,500	1,500
RES- UNALLOCATED	-	-	50,000	42,145	42,145	42,145
TOTAL RESERVE FOR FUTURE EXP	-	-	1,034,709	1,052,497	1,052,497	1,052,497

CONTINGENCY

08 RESERVE FUND
6000 CONTINGENCY

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
HERMISTON FAMILY AQUATIC CTR	-	-	8,160	1,785	1,785	1,785
BICYCLE TRAILS	-	-	-	19,316	19,316	19,316
PARKS SDC	-	-	15,000	88,473	88,473	88,473
SOUTH 2ND ST GATEWAY	-	-	12,085	12,085	12,085	12,085
PW ELM ENTRANCE	-	-	-	2,630	2,630	2,630
SANITARY SEWER- SDC	-	-	15,000	88,000	88,000	88,000
WATER - SDC	-	-	15,000	-	-	-
UTILITY CONSTRUCTION	-	-	-	28,000	28,000	28,000
TOTAL CONTINGENCY	-	-	65,245	240,289	240,289	240,289

OFFICE EQUIPMENT

08 RESERVE FUND
7210 OFFICE EQUIPMENT

This reserve is for money set aside for Office Equipment.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	30,922	-	-	-	-	-
MINOR/SAFETY EQUIP	-	-	15,000	50,599	50,599	50,599
MATERIALS & SERVICES	30,922	-	15,000	50,599	50,599	50,599
OFFICE EQUIPMENT	1,243	1,000	-	-	-	-
CAPITAL OUTLAY	1,243	1,000	-	-	-	-
TOTAL OFFICE EQUIPMENT	32,165	1,000	15,000	50,599	50,599	50,599

AIRPORT IMPROVEMENTS

08 RESERVE FUND
7220 AIRPORT IMPROVEMENTS

MISSION STATEMENT/ PURPOSE OF RESERVE

This reserve is used for large capital projects at the Airport. The fund accumulates regular General Fund Contributions each year in order to save up to pay for the City's match portion for FAA Grant funded projects. The fund also receives grant disbursements and makes payments towards these projects.

DEPARTMENT DESCRIPTION

The FY 2017-18 request covers any remaining items associated with the Taxi Realignment and Rehabilitation project. Construction was completed in FY 16-17, however a major Airport Geographic Information Systems (AGIS) project was added on to the project due to the substantial changes of the airport layout. This work will continue in to FY 17-18.

Work is expected to begin on the Airport Master Plan update in FY 17-18. This project would be paid for largely with FAA grant funding; however, consistent with City Policy, that project is not budgeted until grant funding is awarded. Therefore that project is not included in the FY 17-18 budget, and will require a budget supplement upon award.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
AIRPORT IMPROVEMENTS	265,374	2,998,737	643,350	454,707	454,707	454,707
CAPITAL OUTLAY	265,374	2,998,737	643,350	454,707	454,707	454,707
TOTAL AIRPORT IMPROVEMENTS	265,374	2,998,737	643,350	454,707	454,707	454,707

DISC GOLF COURSE

08 RESERVE FUND
7227 DISC GOLF COURSE

MISSION STATEMENT/ PURPOSE OF RESERVE

The City has been granted recreational use easements from Good Shephard Hospital and the Irrigation District for the purpose of developing a Disc Golf Course. In addition, \$15,000 has been awarded from the Good Shephard Hospital Foundation to develop the first 9 holes.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	-	-	-	9,000	9,000	9,000
MATERIALS & SERVICES	-	-	-	9,000	9,000	9,000
TOTAL DISC GOLF COURSE	-	-	-	9,000	9,000	9,000

FUNLAND PLAYGROUND

08 RESERVE FUND
7228 FUNLAND PLAYGROUND

MISSION STATEMENT/ PURPOSE OF RESERVE

A reserve account has been established to maintain and enhance Funland Playground in Butte Park.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	-	-	-	35,896	35,896	35,896
CAPITAL OUTLAY	-	-	-	35,896	35,896	35,896
TOTAL FUNLAND PLAYGROUND	-	-	-	35,896	35,896	35,896

AQUATIC CENTER MAINTENANCE & REPAIR

08 RESERVE FUND
 7229 AQUATIC CENTER
 MAINTENANCE & REPAIR

DEPARTMENT DESCRIPTION

The Hermiston Family Aquatic Center opened in 2003. Now over ten years old, the facility is showing signs of aging and requires reinvestment in infrastructure, pumps, operating system, etc. Additionally, there are investments in energy saving systems such as solar that have the ability to reduce the annual operating cost of the pool.

DEPARTMENT OBJECTIVES 2017-18

- Install a solar system for heating the swimming pool water.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	-	-	-	8,500	8,500	8,500
MATERIALS & SERVICES	-	-	-	8,500	8,500	8,500
CONTINGENCY	-	-	8,160	1,785	1,785	1,785
CONTINGENCY	-	-	8,160	1,785	1,785	1,785
TOTAL HFAC	-	-	8,160	10,285	10,285	10,285

TRT/TOURISM PROGRAMS

08 RESERVE FUND
7231 TRT/TOURISM PROGRAMS

DEPARTMENT DESCRIPTION

The TRT Tourism Fund is dedicated toward attracting tourism to Hermiston through community grants, programs, and facilities. Council has appointed a committee to make an annual recommendation regarding allocation of funds. The committee dedicated \$65,000 for a new pool slide to be repaid per the following schedule:

2014	\$10,000
2015	\$15,000
2016	\$15,000
2017	\$15,000
<u>2018</u>	<u>\$10,000</u>
Total	\$65,000

DEPARTMENT OBJECTIVES 2017-18

Allocate \$20,000 in community tourism grants and \$15,000 in Pool Slide Repayment funds.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER REPAIRS	-	-	27,200	-	-	-
MISCELLANEOUS CONTRACTUAL	83,467	28,265	20,000	20,000	20,000	20,000
MATERIALS & SERVICES	83,467	28,265	47,200	20,000	20,000	20,000
CAPITAL IMPROVEMENTS	-	8,980	-	-	-	-
CAPITAL OUTLAY	-	8,980	-	-	-	-
INTERFUND LOAN REPAYMENT	-	15,000	97,000	15,000	15,000	15,000
DEBT SERVICE	-	15,000	97,000	15,000	15,000	15,000
TOTAL TRT/REC	83,467	52,245	144,200	35,000	35,000	35,000

PARKS & REC DEVELOPMENT

08 RESERVE FUND
7232 TRT/PARKS DEVELOPMENT

MISSION STATEMENT

A portion of the transient room tax is dedicated for city parks and recreation development administered by the Parks and Recreation Committee. The proceeds of the tax for such developments shall accumulate in this reserve and may not be diverted or utilized in any other manner.

DEPARTMENT DESCRIPTION

Greenwood Park is programmed to have park improvements including new play equipment, surfacing, fence, and landscape.

DEPARTMENT OBJECTIVES 2017-18

- Project design is anticipated in summer of 2017 and park improvement by June 30, 2018.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	20,062	787	55,000	42,725	42,725	42,725
MATERIALS & SERVICES	20,062	787	55,000	42,725	42,725	42,725
INTERFUND LOAN REPAYMENT	-	55,000	68,000	-	-	-
DEBT SERVICE	-	55,000	68,000	-	-	-
TOTAL PARKS & REC	20,062	55,787	123,000	42,725	42,725	42,725

BICYCLE TRAILS

08 RESERVE FUND
7233 BICYCLE TRAILS

This is a state-mandated outlay consisting of 1% of all gasoline tax proceeds for the development of bicycle systems.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CONTINGENCY	-	-	-	19,316	19,316	19,316
TOTAL CONTINGENCY	-	-	-	19,316	19,316	19,316
TOTAL BICYCLE TRAILS	-	-	-	19,316	19,316	19,316

PARKS SDC

08 RESERVE FUND
7234 PARKS SDC

Reimbursement and improvement fees shall be spent only on capital improvements associated with the parks system or on capacity increasing capital improvements including expenditures relating to repayment of indebtedness.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CONTINGENCY	-	-	15,000	88,473	88,473	88,473
CONTINGENCY	-	-	15,000	88,473	88,473	88,473
TOTAL PARKS SDC	-	-	15,000	88,473	88,473	88,473

SKATE PARK

08 RESERVE FUND
7235 SKATE PARK

MISSION STATEMENT

This reserve was created to accumulate funds to acquire property and proceed with planning and construction of a skate park.

DEPARTMENT DESCRIPTION

The City purchased property on 345 S 1st St. for the purpose of developing a modern skate park in January 2016. The next phase will be to design in Fiscal 2017-2018 for the new facility and begin to assemble capital budget to construct the park beginning Fiscal 2018-2019.

DEPARTMENT OBJECTIVES 2017-18

- Design in Fiscal Year 2017-18, and assemble the construction funds to build the park in Fiscal 2018-19.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
LAND ACQUISITION	-	40,393	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	48,900	14,600	14,600	14,600
CAPITAL OUTLAY	-	40,393	48,900	14,600	14,600	14,600
TOTAL SKATE PARK	-	40,393	48,900	14,600	14,600	14,600

VICTORY SQUARE PARK

08 RESERVE FUND
7236 VICTORY SQUARE PARK

MISSION STATEMENT

This reserve was created to complete the planned improvements for Victory Square Park including a restroom, parking, lighting, and new roof on the shelter.

DEPARTMENT DESCRIPTION

The state has reimbursed the City for \$140,000 in park improvements at Victory Square Park. This has included a new playground, restroom, and picnic shelter room.

PROJECT was completed in FY 16-17.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	-	90,917	58,500	-	-	-
CAPITAL OUTLAY	-	90,917	58,500	-	-	-
TOTAL VICTORY SQUARE PARK	-	90,917	58,500	-	-	-

SOUTH SECOND STREET GATEWAY

08 RESERVE FUND
7237 SOUTH SECOND STREET GATEWAY

This reserve was created to accumulate funds to design and construct a Gateway Arch and other improvements at South Second Street.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CONTINGENCY	-	-	12,085	12,085	12,085	12,085
CONTINGENCY	-	-	12,085	12,085	12,085	12,085
TOTAL SOUTH 2ND ST GATEWAY	-	-	12,085	12,085	12,085	12,085

SUNSET PARK

08 RESERVE FUND
7238 SUNSET PARK

MISSION STATEMENT

This reserve was create to accumulate funds for combining the newly acquired parcel for Sunset Park by relocating the Public Works entrance, removing fences, and adding irrigation and landscaping.

DEPARTMENT DESCRIPTION

Sunset Park was expanded to Willow Court by the purchase of a corner lot in 2015. The entrance to the Public Works Yard was relocated to Elm Street in anticipation of park improvements. The planned improvements included removal of the old entrance, installing a detention pond to collect storm runoff from 4th street, re-grading the surface, installing irrigation, and landscape. The remaining playground element will be installed in the summer of 2017.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	-	1,080	43,920	20,000	20,000	20,000
CAPITAL OUTLAY	-	1,080	43,920	20,000	20,000	20,000
TOTAL SUNSET PARK	-	1,080	43,920	20,000	20,000	20,000

WEST HIGHLAND TRAIL

08 RESERVE FUND
7239 WEST HIGHLAND
TRAIL

MISSION STATEMENT

This project is primarily funded by an ODOT Enhancement Grant to create a separated multi-modal trail from 13th to 23rd on the south side of West Highland Ave.

DEPARTMENT DESCRIPTION

The agreement details the responsibilities of each party in the design and construction of the W. Highland multi-use trail. This is the trail project requested by the city through the Enhance Grant program. The project was approved by ODOT and incorporated into the Statewide Transportation Improvement Program (STIP). The City is responsible for a match of 22% for the grant program. The final project will construct a separated multi-use path on the south side of W. Highland Avenue. Future connection is planned under the Highland Bridge into the Riverfront Park trail.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	-	-	130,000	177,000	177,000	177,000
MATERIALS & SERVICES	-	-	130,000	177,000	177,000	177,000
TOTAL WEST HIGHLAND TRAIL	-	-	130,000	177,000	177,000	177,000

STREET MAINTENANCE

08 RESERVE FUND
7241 STREET MAINTENANCE

This reserve was established to maintain the streets in our community by providing funding for such materials as asphalt, concrete, paint and sign materials.

2017-2018 expenses have been moved to the 04 Street Fund.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER PROFESSIONAL SERVICES	-	-	43,000	-	-	-
MISCELLANEOUS CONTRACTUAL	166,040	375,668	41,274	-	-	-
ASPHALT (PATCHING PRODUCTS)	2,802	3,546	5,000	-	-	-
CONCRETE PRODUCTS	4,011	1,188	15,000	-	-	-
TRAFFIC/STREET SIGN MATERIALS	9,801	7,755	10,000	-	-	-
PARTS FOR OPERATING EQUIP	4,424	1,045	1,000	-	-	-
SIGNAL MAINTENANCE	-	-	1,200	-	-	-
ROCK PRODUCTS	254	331	1,000	-	-	-
SNOW AND ICE	4,153	2,500	6,000	-	-	-
CRACKFILL MATERIALS	165	22,000	25,000	-	-	-
STORM WATER	-	101,939	50,000	-	-	-
STREET MARKING & STRIPING	-	4,000	10,000	-	-	-
ENGINEERING/SURVEY SERVICES	1,002	6,270	15,000	-	-	-
MATERIALS & SERVICES	192,652	526,241	223,474	-	-	-
TOTAL STREET MAINTENANCE	192,652	526,241	223,474	-	-	-

STREET CONSTRUCTION

08 RESERVE FUND
7242 STREET CONSTRUCTION

The street construction reserve is targeted for costs related to overlay and reconditioning projects to be approved by the city council. Hermiston has over 60 miles of paved roadways. The designation of the specific roadway segments will be made by the city council.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	-	-	481,618	330,103	330,103	330,103
CAPITAL OUTLAY	-	-	481,618	330,103	330,103	330,103
TOTAL STREET CONSTRUCTION	-	-	481,618	330,103	330,103	330,103

TRAFFIC CONTROL 11TH & ELM

08 RESERVE FUND
7243 TRAFFIC CONTROL 11TH & ELM

MISSION STATEMENT

Partial funding for signalization and intersection improvements at 11th & Elm.

DEPARTMENT DESCRIPTION

This project will construct a new turn signal at the intersection of Elm & 11th near the hospital, as well as widen a portion of 11th street to install a “protected turn pocket” for 11th street southbound traffic to facilitate safer waiting and turning in to the hospital. The project will also construct a protected pedestrian crossing for the Oxbow Trail to cross 11th street.

This will be an ODOT-led project, which is funded 50/50 by the City and an ODOT “Immediate Opportunity Fund” Grant. Through an Intergovernmental Agreement (IGA) with ODOT, the City will submit its 50% match up-front, and ODOT will manage the project. The City of Hermiston is also responsible for any cost over-runs.

Good Shepherd Medical Center, through a sub-agreement, has agreed to pay \$450,000 of the City’s required match.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	-	-	813,710	773,710	773,710	773,710
CAPITAL OUTLAY	-	-	813,710	773,710	773,710	773,710
TOTAL TRAFFIC CONTROL	-	-	813,710	773,710	773,710	773,710

PUBLIC WORKS ELM ENTRANCE

08 RESERVE FUND
7244 PUBLIC WORKS ELM ENTRANCE

This reserve is for tracking the costs associated with relocating the entrance to the Public Works Shop from NE 4th Street to Elm Street. This project was completed in FY16-17

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY	-	36,370	-	-	-	-
CAPITAL OUTLAY	-	36,370	-	-	-	-
CONTINGENCY	-	-	-	2,630	2,630	2,630
TOTAL CONTINGENCY	-	-	-	2,630	2,630	2,630
TOTAL PW ELM ENTRANCE	-	36,370	-	2,630	2,630	2,630

HES GAS UTILITY

08 RESERVE FUND
7250 HES GAS UTILITY

This reserve is to accumulate funds for establishing a natural gas utility.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	-	5,607	208,800	208,843	208,843	208,843
MATERIAL & SERVICES	-	5,607	208,800	208,843	208,843	208,843
OTHER IMPROVEMENTS	185,550	-	-	-	-	-
CAPITAL OUTLAY	185,550	-	-	-	-	-
TOTAL PIONEER	185,550	5,607	208,800	208,843	208,843	208,843

SANITARY SEWER DEPT EQUIPMENT

08 RESERVE FUND
7260 SANITARY SEWER DEPT EQUIPMENT

MISSION STATEMENT

This reserve is to replace equipment in the Sanitary Sewer department.

DEPARTMENT DESCRIPTION

\$100,000 has been budgeted for replacement of the membrane fiber in nine years from now.

DEPARTMENT OBJECTIVES 2017-18

- Ten years for membrane replacement
- This year replace the Vac-con

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SAN SEWER DEPT EQUIPMENT	9,750	-	300,000	425,000	425,000	425,000
CAPITAL OUTLAY	9,750	-	300,000	425,000	425,000	425,000
TOTAL SANITARY SEWER EQUIPMENT	9,750	-	300,000	425,000	425,000	425,000

SANITARY SEWER SDC

08 RESERVE FUND
7262 SANITARY SEWER SDC

Reimbursement and improvement fees shall be spent only on capital improvements associated with the wastewater system or on capacity increasing capital improvements including expenditures for debt service.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CONTINGENCY	-	-	15,000	88,000	88,000	88,000
CONTINGENCY	-	-	15,000	88,000	88,000	88,000
TOTAL SANITARY SEWER SDC	-	-	15,000	88,000	88,000	88,000

WATER DEPT. EQUIPMENT

08 RESERVE FUND
7270 WATER DEPT. EQUIPMENT

MISSION STATEMENT

This reserve is to replace equipment in the water department.

DEPARTMENT DESCRIPTION

Equipment replacement: Continuing contributions to replace 23 year old backhoe and 21 year old operations truck that have been increasing in repair costs & have some severe costs ahead, both nearing the end of their useful service life.

DEPARTMENT OBJECTIVES 2017-18

- Replace backhoe.
- Replace an operation pickup truck.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
WATER DEPARTMENT EQUIPMENT	12,819	-	-	178,000	178,000	178,000
CAPITAL OUTLAY	12,819	-	-	178,000	178,000	178,000
TOTAL WATER EQUIPMENT	12,819	-	-	178,000	178,000	178,000

WATER - SDC

08 RESERVE FUND
7271 WATER – SDC

Reimbursement and improvement fees shall be spent only on capital improvements associated with the water system or on capacity increasing capital improvements including expenditures relating to repayment of indebtedness.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
WATER EQUIPMENT	-	-	50,000	-	-	-
CAPITAL OUTLAY	-	-	50,000	-	-	-
CONTINGENCY	-	-	15,000	-	-	-
CONTINGENCY	-	-	15,000	-	-	-
TOTAL WATER SDC	-	-	65,000	-	-	-

UTILITY CONSTRUCTION

08 RESERVE FUND
7280 UTILITY CONSTRUCTION

This account was created to accumulate funds to address all major water and sewer projects.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
UTILITY CONSTRUCTION	692,097	119,670	-	157,000	157,000	157,000
UTILITY CONSTRUCTION EOTEC WELL	30,360	13,423	100,000	50,000	50,000	50,000
MOTOR VEHICLES	-	-	81,050	-	-	-
OTHER IMPROVEMENTS	-	-	75,000	-	-	-
CAPITAL OUTLAY	722,457	133,093	256,050	207,000	207,000	207,000
TRANSFER TO UTILITY FUND-RSA	-	527,000	263,000	-	-	-
TRANSFERS OUT	-	527,000	263,000	-	-	-
CONTINGENCY	-	-	-	28,000	28,000	28,000
TOTAL CONTINGENCY	-	-	-	28,000	28,000	28,000
TOTAL UTILITY CONSTRUCTION	722,457	660,093	519,050	235,000	235,000	235,000

REPAIR/REPLACE - REGIONAL

08 RESERVE FUND
 7285 REPAIR/REPLACE – REGIONAL

MISSION STATEMENT

This reserve is to set aside funds for major capital repairs and replacement to the regional water treatment system.

DEPARTMENT DESCRIPTION

This reserve is being made available to continue the repair & replacement of the antiquated and failing Supervisory Control And Data Acquisition (SCADA) system that controls the regional water system.

DEPARTMENT OBJECTIVES 2017-18

- Finish replacement of SCADA system.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
REPAIR & REPLACEMENT-REGIONAL	79,901	33,969	300,000	300,000	300,000	300,000
CAPITAL OUTLAY	79,901	33,969	300,000	300,000	300,000	300,000
TOTAL REGIONAL REP & REPLACEMNT	79,901	33,969	300,000	300,000	300,000	300,000

HES IMPROVEMENTS

08 RESERVE FUND
7290 HES IMPROVEMENTS

This is for future Hermiston Energy System improvements.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
HES IMPROVEMENTS	143,839	-	1,000,000	1,500,000	1,500,000	1,500,000
CAPITAL OUTLAY	143,839	-	1,000,000	1,500,000	1,500,000	1,500,000
TRANSFER TO HES FUND	-	600,000	-	-	-	-
TRANSFERS OUT	-	600,000	-	-	-	-
TOTAL HES IMPROVEMENTS	143,839	600,000	1,000,000	1,500,000	1,500,000	1,500,000

HCC MAINTENANCE & REPAIRS

08 RESERVE FUND
7296 HCC MAINTENANCE & REPAIRS

MISSION STATEMENT

This reserve was created to accumulate funds to address major maintenance and repairs at the Hermiston Conference Center.

DEPARTMENT DESCRIPTION

This fund receives revenues from the “profit” distribution out of the Conference Center Operating Fund. This fund is to be used for maintenance and repairs at the Conference Center that cost more than \$500. Examples of projects paid for in recent years include: New Digital Reader Board, roof repair, electrical repairs to serve digital reader board, repair of main freezer and an orbital floor scrubber.

DEPARTMENT OBJECTIVES 2017-18

- Allow for the smooth continuous operation of the Hermiston Conference Center without adding annual costs to the City’s General Fund.
- Continue to build reserves to pay for large maintenance and repair costs in future years.
- Pay for smaller necessary repairs as they arise.

	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Expended	Expended	Budget	Proposed	Approved	Adopted
HCC MAINTENANCE & REPAIRS	648	6,115	25,000	15,000	15,000	15,000
CAPITAL OUTLAY	648	6,115	25,000	15,000	15,000	15,000
TOTAL HCC MAINT & REPAIRS	648	6,115	25,000	15,000	15,000	15,000

COMMUNITY ENHANCEMENT

08 RESERVE FUND
7297 COMMUNITY ENHANCEMENT

MISSION STATEMENT

This reserve was created to accumulate funds for community enhancement projects.

DEPARTMENT DESCRIPTION

This fund should be used as a set-aside to be used for matching of potential grant funds.

DEPARTMENT OBJECTIVES 2017-18

Continue to execute projects from the 2015 Community Enhancement Project list:

- Project #2 "Pedestrian Pathways Throughout the City" Use these funds to supplement ODOT grant funding and ensure proper completion of the West Highland Avenue Bike Path.
- Project #4 "Directional Signage" Leverage these funds with HURA funds toward Travel Oregon grant funding to provide decorative wayfinding signage throughout the City.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approve	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	-	6,820	100,000	100,000	100,000	100,000
MATERIALS & SERVICES	-	6,820	100,000	100,000	100,000	100,000
TOTAL COMMUNITY ENHANCEMENT	-	6,820	100,000	100,000	100,000	100,000

CITY HALL IMPROVEMENTS

08 RESERVE FUND
7298 CITY HALL IMPROVEMENTS

DEPARTMENT DESCRIPTION

This reserve was created to accumulate funds to address capital needs for City Hall.

DEPARTMENT OBJECTIVES 2017-18

Renovate the basement of the Carnegie Library Building into useable office space. This flexible office space will alleviate various space-needs pressures on the City Hall facility.

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	-	21,368	65,000	135,000	135,000	135,000
MATERIAL & SERVICES	-	21,368	65,000	135,000	135,000	135,000
CAPITAL IMPROVEMENTS	-	12,115	-	22,089	22,089	22,089
CAPITAL OUTLAY	-	12,115	-	22,089	22,089	22,089
TOTAL CITY HALL IMPROVEMENT:	-	33,483	65,000	157,089	157,089	157,089

BELT PARK SUPP ENV PROJECT

08 RESERVE FUND
 7299 BELT PARK SUPP ENV PROJECT

This project is funded by a grant from Calpine Corporation to create a pond in the Hermiston Drain.

	2013-14 Expended	2014-15 Expended	2015-16 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
CAPITAL IMPROVEMENTS	-	-	16,800	16,800	16,800	16,800
CAPITAL OUTLAY	-	-	16,800	16,800	16,800	16,800
TOTAL BELT PARK	-	-	16,800	16,800	16,800	16,800

BONDED DEBT MANAGEMENT

GO/FF&C-BONDED DEBT FUND

02

GO/FF&C BONDED DEBT FUND

The City issues bonds to provide funds for the acquisition and construction of major capital facilities. Bonds have been issued for both general government and proprietary activities.

In the spring of 1997 the City issued revenue bonds for utility improvements in the amount of \$4,500,000 for the purpose of financing the cost of construction of a new water reservoir, certain water pressure zone and pump improvements and regional water completion improvements. These bonds were refunded in the fall of 2011. This obligation will be met in fiscal year 2024-25. Following is a payment schedule for the next seven years:

<u>2011 Utility Ref Bonds</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Principal	Aug	250,000	255,000	260,000	270,000	285,000	295,000	300,000
Interest	Aug/Feb	<u>73,000</u>	<u>65,425</u>	<u>56,400</u>	<u>45,800</u>	<u>34,700</u>	<u>23,100</u>	<u>11,200</u>
Total		323,000	320,425	316,400	315,800	319,700	318,100	311,200

In the spring of 2003 the City issued \$3,635,000 in full faith and credit obligations for the construction of a combined lap and multi-use outdoor community swimming pool and associated facilities. These bonds were refunded in the spring of 2013. This obligation will be met in fiscal year 2032-33. Following is a payment schedule for the next seven years:

<u>2013 Ref Pool Bonds</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2020-21</u>	<u>2022-23</u>	<u>2023-24</u>
Principal	Dec.	100,000	110,000	120,000	130,000	140,000	145,000	155,000
Interest	Dec/June	<u>88,900</u>	<u>86,670</u>	<u>83,220</u>	<u>78,820</u>	<u>73,420</u>	<u>67,720</u>	<u>61,720</u>
Total		198,900	196,670	203,220	208,820	213,420	212,720	216,720

2016 Full Faith & Credit Obligation HES- ELECTRIC

In the fall of 2016 the City issued \$11,925,500 in full faith and credit obligations for the Hermiston Electric system. The obligation for the 2016A will be met in fiscal year 2035-36. The obligation for the 2016B will be met in fiscal year 2032-33. Following is a payment schedule for the next seven years:

<u>2016A FF&C HES</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Principal								
Interest	Dec/June	<u>160,200</u>	<u>160,200</u>	<u>160,200</u>	<u>160,200</u>	<u>160,200</u>	<u>160,200</u>	<u>160,200</u>
Total		160,200	160,200	160,200	160,200	160,200	160,200	160,200

<u>2016B FF&C HES</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Principal	Dec	590,000	605,000	615,000	625,000	640,000	660,000	680,000
Interest	Dec/June	<u>320,320</u>	<u>305,345</u>	<u>292,272</u>	<u>284,212</u>	<u>270,550</u>	<u>251,050</u>	<u>230,950</u>
Total		910,320	910,345	907,272	909,212	910,550	911,050	910,950

2017 Full Faith & Credit Obligation UTILITY-SEWER & WATER

In the spring of 2017 the City issued \$3,160,000 in full faith and credit obligations for the Sewer and Water Departments. The proceeds will be used to finance capital improvements to the city's Sewer and Water System. The Water Department will replace all water meters with digital remote-read water meters. This obligation will be met in fiscal year 2036-37. Following is a payment schedule for the next seven years:

<u>2017 FF&C</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
<u>UTILITY</u>								
Principal	March	110,000	120,000	125,000	130,000	130,000	135,000	140,000
Interest	Sept/Mar	<u>90,806</u>	<u>95,462</u>	<u>91,862</u>	<u>88,112</u>	<u>84,212</u>	<u>80,312</u>	<u>76,262</u>
Total		<u>200,806</u>	<u>215,462</u>	<u>216,862</u>	<u>218,112</u>	<u>214,212</u>	<u>215,312</u>	<u>216,262</u>

2017 Full Faith & Credit Obligation HURA

In the spring of 2017 the City issued \$1,475,000 in full faith and credit obligations for Hermiston Urban Renewal Agency. The proceeds will be used to finance projects described in the Hermiston Urban Renewal Agency Project. This obligation will be met in fiscal year 2036-37. Following is a payment schedule for the next seven years:

<u>2017 FF&C</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
<u>HURA</u>								
Principal	March	50,000	55,000	60,000	60,000	60,000	65,000	65,000
Interest	Sept/Mar	<u>42,398</u>	<u>44,612</u>	<u>42,962</u>	<u>41,162</u>	<u>39,362</u>	<u>37,562</u>	<u>35,612</u>
Total		<u>92,398</u>	<u>99,612</u>	<u>102,962</u>	<u>101,162</u>	<u>99,362</u>	<u>102,562</u>	<u>100,612</u>

2017 Full Faith & Credit Obligation TPA

In the spring of 2017 the City issued \$2,120,000 in full faith and credit obligations for the TPA/EOTEC. The proceeds will be used to finance capital improvements to the Eastern Oregon Trade and Event Center. This obligation will be met in fiscal year 2036-37. Following is a payment schedule for the next seven years:

<u>2017 FF&C</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
<u>TPA</u>								
Principal	March	75,000	80,000	85,000	85,000	90,000	90,000	95,000
Interest	Sept/Mar	<u>60,913</u>	<u>64,000</u>	<u>61,600</u>	<u>59,050</u>	<u>56,500</u>	<u>53,800</u>	<u>51,100</u>
Total		<u>135,913</u>	<u>144,000</u>	<u>146,600</u>	<u>144,050</u>	<u>146,500</u>	<u>143,800</u>	<u>146,100</u>

GO/FF&C-BONDED DEBT RESOURCES

02

GO/FF&C BONDED DEBT FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
BOND TAXES	304,241	247,509	250,000	323,000	323,000	323,000
DELINQUENT TAXES	11,495	7,897	10,000	5,000	5,000	5,000
PROPERTY TAXES	315,737	255,406	260,000	328,000	328,000	328,000
TRANS FM GENERAL	191,397	190,747	189,925	198,900	198,900	198,900
TRANS FM UTILITY-LOANS	9,884	9,884	-	-	-	-
TRANS FM UTILITY-2007 BONDS	313,597	317,780	-	-	-	-
TRANS FM ENERGY SERVICES	805,739	823,948	-	-	-	-
TRANS FM UTILITY-2014 BONDS	193,623	200,300	-	-	-	-
TRANS FM UTILITY CWSRF	754,190	1,074,952	-	-	-	-
TRANS FM HES-2016 FF&C	-	-	-	1,070,520	1,070,520	1,070,520
TRANS FM UTILITY- 2017 FF&C	-	-	-	200,807	200,807	200,807
TRANS FM TRT/TPA 2017 FF&C	-	-	-	135,915	135,915	135,915
TRANSFERS IN	2,268,431	2,617,611	189,925	1,606,142	1,606,142	1,606,142
HURA PYMT ON 2017 FF&C	-	-	-	92,398	92,398	92,398
NON-REVENUE RECEIPTS	-	-	-	92,398	92,398	92,398
CASH FORWARD	-	-	250,000	180,000	180,000	180,000
CASH FORWARD	-	-	250,000	180,000	180,000	180,000
TOTAL	2,584,167	2,873,017	699,925	2,206,540	2,206,540	2,206,540

GO/FF&C-BONDED DEBT REQUIREMENTS

02

GO/FF&C BONDED DEBT FUND

	Due Date	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PRINCIPAL							
2007 Utility (Refunding)	Oct	277,745	293,314	-	-	-	-
TOTAL UTILITY BONDS		277,745	293,314	-	-	-	-
2011 Utility (Refunding)	Aug	230,000	235,000	240,000	250,000	250,000	250,000
Pool Refunding	Dec	100,000	100,000	100,000	110,000	110,000	110,000
2016-FF & C- HES- ELECTRIC	Dec	-	-	-	590,000	590,000	590,000
2017-FF & C- UTILITY	March	-	-	-	110,000	110,000	110,000
2017-FF & C- HURA	March	-	-	-	50,000	50,000	50,000
2017-FF & C- TPA	March	-	-	-	75,000	75,000	75,000
TOTAL GO/ FF&C BONDS		330,000	335,000	340,000	1,185,000	1,185,000	1,185,000
2005 Energy	Oct	275,000	305,000	-	-	-	-
TOTAL REVENUE BONDS		275,000	305,000	-	-	-	-
TOTAL PRINCIPAL		882,745	933,314	340,000	1,185,000	1,185,000	1,185,000
INTEREST							
2007 Utility (Refunding)	Oct/Apr	35,855	24,466	-	-	-	-
TOTAL UTILITY BONDS		35,855	24,466	-	-	-	-
2011 Utility (Refunding)	Aug/Feb	92,125	86,888	80,350	88,900	88,900	88,900
Pool Refunding	Dec/June	91,400	90,747	89,925	73,000	73,000	73,000
2016-FF & C- HES- ELECTRIC	Dec/June	-	-	-	480,520	480,520	480,520
2017-FF & C- UTILITY	Sept/Mar	-	-	-	90,807	90,807	90,807
2017-FF & C- HURA	Sept/Mar	-	-	-	42,398	42,398	42,398
2017-FF & C- TPA	Sept/Mar	-	-	-	60,915	60,915	60,915
TOTAL GO/ FF&C BONDS		183,525	177,635	170,275	836,540	836,540	836,540
2005 Energy	Oct/Apr	530,740	518,948	-	-	-	-
2014 Water & Sewer WWTP	Dec/June	193,623	200,300	-	-	-	-
TOTAL REVENUE BONDS		724,363	719,248	-	-	-	-
TOTAL INTEREST		943,743	921,349	170,275	836,540	836,540	836,540
NOTES PAYABLE							
Penny/Pioneer SPWF	Dec	9,884	9,884	-	-	-	-
CWSRF - WWTP	Dec/June	750,691	1,074,952	-	-	-	-
		760,575	1,084,836	-	-	-	-
UNAPPROP BALANCE		-	-	189,650	185,000	185,000	185,000
TOTAL BONDED DEBT		2,587,063	2,939,499	699,925	2,206,540	2,206,540	2,206,540

REVENUE BONDED DEBT FUND

22

REVENUE BONDED DEBT FUND

The City issues bonds to provide funds for the acquisition and construction of major capital facilities. Bonds have been issued for both general government and proprietary activities.

In the spring of 2014 the City issued \$4,715,000 in revenue bonds to pay for a portion of capital improvements, including constructing, repairing and expanding the City's recycled water treatment facilities and water delivery facilities. The Bond will be met in fiscal year 2038-39. Following is a payment schedule for the next seven years:

<u>2014 Utility Rev Bonds</u>	<u>Due Date</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Principal	Nov	125,000	130,000	135,000	140,000	145,000	155,000	160,000
Interest	Nov/May	<u>197,800</u>	<u>192,700</u>	<u>187,400</u>	<u>181,900</u>	<u>176,200</u>	<u>170,200</u>	<u>163,900</u>
Total		322,800	322,700	322,400	321,900	321,200	325,200	323,900

In the spring of 2009 the City of Hermiston was awarded a state loan from the Special Public Works Fund for water and wastewater improvements and roadway construction of Penny Avenue in the amount of \$76,362 at an interest rate of 4.99%. Following is a payment schedule for this loan:

Penny Avenue/Pioneer Hi-Bred Improvements

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Due</u>	<u>Balance</u>
12/01/09		1,284.22	1,284.22	76,362.00
12/01/10	6,073.97	3,810.46	9,884.43	70,288.03
12/01/11	6,377.06	3,507.37	9,884.43	63,910.97
12/01/12	6,695.27	3,189.16	9,884.43	57,215.70
12/01/13	7,029.37	2,855.06	9,884.43	50,186.33
12/01/14	7,380.13	2,504.30	9,884.43	42,806.20
12/01/15	7,748.40	2,136.03	9,884.43	35,057.80
12/01/16	8,135.05	1,749.38	9,884.43	26,922.75
12/01/17	8,540.98	1,434.45	9,975.43	18,381.77
12/01/18	8,967.18	917.25	9,884.43	9,414.59
12/01/19	9,414.59	469.79	9,884.38	.00

In the spring of 2010 the City of Hermiston was awarded a loan (R43770) from the Clean Water State Revolving Fund through the Oregon Department of Environmental Quality. The Loan is a "Revenue Secured Loan" for the purpose of making improvements to the recycled water treatment system for \$4,047,328 at an interest rate of 2.83% over twenty years. The City was awarded a second loan (R43771) for the project in the fall of 2010 for \$11,409,645. The second loan has a 2.65% interest rate and a twenty year repayment period. Loan R43771 was amended in September 2011 to increase the loan amount to \$17,052,672. Following is a payment schedule for the next seven years for both loans.

CLEAN WATER STATE REVOLVING FUND LOAN

<u>R43770</u>	<u>Due</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
	<u>Date</u>							
Principal	Oct/Apr	164,870	169,569	174,402	179,372	184,484	189,743	195,151
Interest	Oct/Apr	<u>125,157</u>	<u>119,722</u>	<u>114,030</u>	<u>108,175</u>	<u>102,154</u>	<u>95,959</u>	<u>89,589</u>
Total		290,127	289,291	288,432	287,547	286,638	285,702	284,740

<u>R43771</u>	<u>Due</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
	<u>Date</u>							
Principal	Oct/Apr	705,350	724,164	743,483	763,315	783,677	804,582	826,045
Interest	Oct/Apr	<u>498,515</u>	<u>476,127</u>	<u>453,139</u>	<u>429,541</u>	<u>405,311</u>	<u>380,436</u>	<u>354,897</u>
Total		1,203,865	1,200,291	1,196,622	1,192,856	1,188,988	1,185,018	1,180,942

REVENUE BONDED DEBT RESOURCES

22

REVENUE BONDED DEBT FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
TRANS FM UTILITY-2014 BONDS	-	-	-	322,800	322,800	322,800
TRANS FM UTILITY-CWSRF	-	-	-	1,493,992	1,493,992	1,493,992
TRANS FM UTILITY-PENNY NOTE	-	-	-	9,976	9,976	9,976
TRANSFERS IN	-	-	-	1,826,768	1,826,768	1,826,768
TOTAL	-	-	-	1,826,768	1,826,768	1,826,768

REVENUE BONDED DEBT REQUIREMENTS

22

REVENUE BONDED DEBT FUND

	Due	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Date	Expended	Expended	Budget	Proposed	Approved	Adopted
PRINCIPAL							
2014 Water & Sewer WWTP	Nov	-	-	-	125,000	125,000	125,000
TOTAL REVENUE BONDS		-	-	-	125,000	125,000	125,000
TOTAL PRINCIPAL		-	-	-	125,000	125,000	125,000
INTEREST							
2014 Water & Sewer WWTP	Nov/May	-	-	-	197,800	197,800	197,800
TOTAL REVENUE BONDS		-	-	-	197,800	197,800	197,800
TOTAL INTEREST		-	-	-	197,800	197,800	197,800
NOTES PAYABLE							
Penny/Pioneer SPWF	Dec	-	-	-	1,493,992	1,493,992	1,493,992
CWSRF - WWTP	Oct/Apr	-	-	-	9,976	9,976	9,976
		-	-	-	1,503,968	1,503,968	1,503,968
TOTAL REVENUE BONDED DEBT		-	-	-	1,826,768	1,826,768	1,826,768

RECREATION SPECIAL REVENUE FUND

Special revenue funds are used to account for specific revenues that are restricted to expenditure for particular purposes. This fund is used to account for amounts designated for recreation activities for city residents.

RESOURCES

07
RECREATION SPECIAL REVENUE FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
LOCAL GRANTS	2,000	-	-	-	-	-
STATE GRANTS	34,804	-	-	-	-	-
INSURANCE RECOVERIES	-	-	-	-	-	-
FROM OTHER AGENCIES	36,804	-	-	-	-	-
ACTIVITY GUIDE	9,710	-	-	-	-	-
ADULT RECREATION FEES	16,124	-	-	-	-	-
YOUTH RECREATION FEES	57,340	-	-	-	-	-
SERVICE CHARGES	83,173	-	-	-	-	-
DONATIONS	11,903	-	-	-	-	-
MISC REVENUES	11,903	-	-	-	-	-
INTERFUND LOANS	-	15,000	15,000	15,000	15,000	15,000
NON-REVENUE RECEIPTS	-	15,000	15,000	15,000	15,000	15,000
TRANSFER FROM GENERAL FUND	45,000	-	-	-	-	-
TRANSFER FROM MUNICIPAL COURT	5,210	6,417	-	-	-	-
TRANSFERS IN	50,210	6,417	-	-	-	-
CASH FORWARD	118,000	235,000	360,000	53,000	53,000	53,000
CASH FORWARD	118,000	235,000	360,000	53,000	53,000	53,000
TOTAL RECREATION FUND	300,089	256,417	375,000	68,000	68,000	68,000

EXPENDITURES

07

RECREATION SPECIAL REVENUE FUND

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
ADVERTISING	3,193	-	-	-	-	-
MISCELLANEOUS CONTRACTUAL	59,141	-	-	-	-	-
FOOD & MISCELLANEOUS	9,300	-	-	-	-	-
RECREATIONAL SUPPLIES	22,374	-	-	-	-	-
MATERIALS & SERVICES	94,007	-	-	-	-	-
TRANSFER TO RESERVE FUND	-	57,085	35,896	-	-	-
TRANSFER TO GENERAL FUND	-	-	276,318	-	-	-
TRANSFER TO RESERVE FUND	-	57,085	312,214	-	-	-
LOAN TO RESERVE FUND	55,000	-	-	-	-	-
SPECIAL PAYMENTS	55,000	-	-	-	-	-
RESERVE FOR FUTURE EXPEND.	-	-	62,786	68,000	68,000	68,000
RESERVE FOR FUTURE EXPEND	-	-	62,786	68,000	68,000	68,000
TOTAL RECREATION FUND	149,007	57,085	375,000	68,000	68,000	68,000

RECREATION EXPENDITURES

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES	94,007	-	-	-	-	-
TRANSFERS OUT	-	57,085	312,214	-	-	-
RESERVE FOR FUTURE EXPEND	-	-	62,786	68,000	68,000	68,000
SPECIAL PAYMENTS	55,000	-	-	-	-	-
TOTAL RECREATION FUND	149,007	57,085	375,000	68,000	68,000	68,000

MUNICIPAL COURT FUND

Special revenue funds are used to account for specific revenues that are restricted to expenditure for particular purposes. This fund is primarily used to account for court fines and penalties.

RESOURCES

10

MUNICIPAL COURT SPECIAL REVENUE FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
FINES & PENALTIES	204,789	242,248	246,900	246,900	246,900	246,900
SALES & SERVICE	-	11	-	-	-	-
FINES & PENALTIES	204,789	242,259	246,900	246,900	246,900	246,900
CASH FORWARD	-	35,000	35,000	35,000	35,000	35,000
CASH FORWARD	-	35,000	35,000	35,000	35,000	35,000
TOTAL MUNI COURT FUND	204,789	277,259	281,900	281,900	281,900	281,900

EXPENDITURES

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES	8,985	13,835	26,500	26,500	26,500	26,500
TRANSFERS:						
LAW ENF FUND	16,106	19,094	16,000	16,000	16,000	16,000
RECREATION FUND	5,210	6,417	-	-	-	-
GENERAL FUND	-	-	5,200	5,200	5,200	5,200
SPECIAL PAYMENTS	166,895	196,223	212,400	212,400	212,400	212,400
RES - FUTURE EXPENDITURES	-	-	21,800	21,800	21,800	21,800
TOTAL MUNI COURT FUND	197,195	235,569	281,900	281,900	281,900	281,900

MUNICIPAL COURT DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
SECURITY, TRAINING & EQUIPMENT	8,985	13,835	26,500	26,500	26,500	26,500
MATERIALS & SERVICES	8,985	13,835	26,500	26,500	26,500	26,500
TRANS TO LAW ENF. FUND	16,106	19,094	16,000	16,000	16,000	16,000
TRANS TO RECREATION FUND	5,210	6,417	-	-	-	-
TRANS TO GENERAL FUND	-	-	5,200	5,200	5,200	5,200
TRANSFERS OUT	21,316	25,511	21,200	21,200	21,200	21,200
SPECIAL PAYMENTS	166,895	196,223	212,400	212,400	212,400	212,400
SPECIAL PAYMENTS	166,895	196,223	212,400	212,400	212,400	212,400
RESERVE FOR FUTURE EXPEND.	-	-	21,800	21,800	21,800	21,800
RESERVE FOR FUTURE EXPEND	-	-	21,800	21,800	21,800	21,800
TOTAL MUNI COURT FUND	197,195	235,569	281,900	281,900	281,900	281,900

MISCELLANEOUS SPECIAL REVENUE FUND

Special revenue funds are used to account for specific revenues that are restricted to expenditure for particular purposes. This fund is used to account for the CIS Wellness grant and certain pass-through payments related to payroll and surcharges due to the state.

RESOURCES

11
MISCELLANEOUS SPECIAL REVENUE FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CONST. PERMIT SURCHARGE	16,633	26,225	25,000	25,000	25,000	25,000
SERVICE CHARGES	16,633	26,225	25,000	25,000	25,000	25,000
CASH FORWARD	10,000	12,500	67,742	471,145	471,145	471,145
CASH FORWARD	10,000	12,500	67,742	471,145	471,145	471,145
TOTAL	26,633	38,725	92,742	496,145	496,145	496,145

EXPENDITURES

By category

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	-	-	10,000	15,000	15,000	15,000
TRANSFERS	-	2,500	57,742	456,145	456,145	456,145
SPECIAL PAYMENTS	16,773	26,151	25,000	25,000	25,000	25,000
TOTAL	16,773	28,651	92,742	496,145	496,145	496,145

MISCELLANEOUS SPECIAL REVENUE FUND DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
EMPLOYMENT CLAIMS	-	-	10,000	15,000	15,000	15,000
PERSONNEL SERVICES	-	-	10,000	15,000	15,000	15,000
TRANS TO GENERAL FUND	-	2,500	57,742	304,145	304,145	304,145
TRANS TO STREET FUND	-	-	-	60,000	60,000	60,000
TRANS TO UTILITY FUND	-	-	-	80,000	80,000	80,000
TRANS TO REGIONAL FUND	-	-	-	8,000	8,000	8,000
TRANS TO HES FUND	-	-	-	4,000	4,000	4,000
TRANSFERS	-	2,500	57,742	456,145	456,145	456,145
CONST. PERMIT SURCHG TO STA	16,773	26,151	25,000	25,000	25,000	25,000
SPECIAL PAYMENTS	16,773	26,151	25,000	25,000	25,000	25,000
TOTAL	16,773	28,651	92,742	496,145	496,145	496,145

CONFERENCE CENTER SPECIAL REVENUE FUND

MISSION STATEMENT

To serve the needs of Hermiston and the surrounding area for public and private conferences, shows, exhibitions, and gatherings; as well as community-based programs which enhance the quality of life of the community, and attract visitors to the community.

DEPARTMENT DESCRIPTION

The City owns the Hermiston Conference and Community Center, and funds the operation thereof. A portion of the Transient Room Tax is dedicated for improvements, maintenance, and operation of the Conference Center.

DEPARTMENT OBJECTIVES 2017-18

- Provide a facility that is of high enough quality to host large events for local and regional groups at a competitive rental price.
- Provide a facility that is of high enough quality that local groups will utilize it for meetings and gatherings in exchange for a competitive rental price.
- Maximize the community impact of the facility by hosting community and recreational activities.
- Achieve these objectives with only a minimal public subsidy.

RESOURCES

12

CONFERENCE CENTER SPECIAL REVENUE FUND

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MANAGEMENT REVENUE	64,350	-	-	-	-	-
EVENT REVENUE	107,792	125,812	90,000	75,000	75,000	75,000
SERVICE CHARGES	172,142	125,812	90,000	75,000	75,000	75,000
MISC. REVENUE	5,024	3,602	1,000	4,000	4,000	4,000
MISCELLANEOUS REVENUES	5,024	3,602	1,000	4,000	4,000	4,000
TRANSFER FROM GENERAL FUND	-	90,984	96,525	104,400	104,400	104,400
TRANSFERS FROM	-	90,984	96,525	104,400	104,400	104,400
CASH FORWARD	-	92,570	67,257	38,350	38,350	38,350
CASH FORWARD	-	92,570	67,257	38,350	38,350	38,350
TOTAL CONF FUND	177,166	312,968	254,782	221,750	221,750	221,750

EXPENDITURES

By category

	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
	Expended	Expended	Budget	Proposed	Approved	Adopted
MATERIALS & SERVICES	155,542	198,887	193,565	182,885	182,885	182,885
TRANSFERS:						
RESERVE FUND	-	23,719	11,217	32,743	32,743	32,743
RESERVE FOR FUTURE EXPENDITURES	-	-	50,000	6,122	6,122	6,122
TOTAL CONF FUND	155,542	222,606	254,782	221,750	221,750	221,750

CONFERENCE CENTER DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
EVENT EXPENSES - ADVERTISING	210	316	-	-	-	-
EVENT EXPENSES - JANITORIAL	29,332	31,978	31,000	25,000	25,000	25,000
EVENT EXPENSES - LINEN	4,013	5,091	3,600	3,600	3,600	3,600
EVENT EXPENSES - SECURITY	8,922	16,276	11,000	9,000	9,000	9,000
EVENT EXPENSES - FOOD & MISC	300	583	-	-	-	-
NON-EVENT EXP. - ADVERTISING	200	229	500	1,500	1,500	1,500
NON-EVENT EXP- MINOR/SAFETY	-	200	400	400	400	400
NON-EVENT EXP. - JANITORIAL	14,993	15,817	15,000	12,500	12,500	12,500
NON-EVENT EXP. - LINEN	2,649	1,870	2,600	2,000	2,000	2,000
NON-EVENT EXP.-MANAGEMENT FEI	69,977	64,602	65,300	65,300	65,300	65,300
NON-EVENT EXP.-REPAIR & MAINT.	4,797	6,216	4,700	12,500	12,500	12,500
NON-EVENT EXP. - SECURITY	1,025	991	1,400	1,400	1,400	1,400
NON-EVENT EXP. - SUPPLIES	16,555	21,523	17,500	18,000	18,000	18,000
NON-EVENT EXP. - UTILITIES	2,570	3,173	3,300	3,000	3,000	3,000
DIST. OF PROFITS - CHAMBER	-	3,389	6,040	-	-	-
CITY PD- PROPERTY & LIABILITY	-	7,625	8,325	7,785	7,785	7,785
CITY PD- UTILITIES	-	15,909	17,300	16,500	16,500	16,500
CITY PD- MISC CONTRACTUAL	-	365	900	900	900	900
CITY PD- FUEL-OTHER THAN VEHIC	-	2,735	4,700	3,500	3,500	3,500
MATERIALS & SERVICES	155,542	198,887	193,565	182,885	182,885	182,885
TRANS TO RES - HCC	-	20,814	6,040	32,743	32,743	32,743
TRANSFER TO GENERAL FUND	-	2,905	5,177	-	-	-
TRANSFERS OUT	-	23,719	11,217	32,743	32,743	32,743
RESERVE FOR FUTURE EXPEND.	-	-	50,000	6,122	6,122	6,122
RESERVE FOR FUTURE EXPEND.	-	-	50,000	6,122	6,122	6,122
TOTAL CONF FUND	155,542	222,606	254,782	221,750	221,750	221,750

CHRISTMAS EXPRESS SPECIAL REVENUE FUND

The Hermiston Police Department utilizes a special revenue fund to account for specific revenues that are restricted to expenditure(s) for particular law enforcement purposes. The Christmas Express special revenue fund includes donated monies by persons in this community.

RESOURCES

19 CHRISTMAS EXPRESS SPECIAL REVENUE FUND
7500

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Propose	2017-18 Approve	2017-18 Adopted
DONATIONS	-	-	15,000	15,000	15,000	15,000
MISC REVENUES	-	-	15,000	15,000	15,000	15,000
TRANSFERS FROM LAW ENF FUND	-	-	21,204	-	-	-
TRANSFERS FROM	-	-	21,204	-	-	-
CASH FORWARD	-	-	-	24,000	24,000	24,000
CASH FORWARD	-	-	-	24,000	24,000	24,000
TOTAL REV FUND	-	-	36,204	39,000	39,000	39,000

EXPENDITURES

By category

19 CHRISTMAS EXPRESS SPECIAL REVENUE FUND
7500

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Propose	2017-18 Approve	2017-18 Adopted
MATERIALS & SERVICES	-	-	34,690	35,000	35,000	35,000
RESERVE FOR FUTURE EXPEND	-	-	1,514	4,000	4,000	4,000
TOTAL XMAS EXPRESS FUND	-	-	36,204	39,000	39,000	39,000

CHRISTMAS EXPRESS SPECIAL REVENUE FUND DETAILED EXPENDITURES

19 CHRISTMAS EXPRESS SPECIAL REVENUE FUND
7500

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Propose	2017-18 Approve	2017-18 Adopted
FOOD & MISCELLANEOUS	-	-	34,690	35,000	35,000	35,000
MATERIALS & SERVICES	-	-	34,690	35,000	35,000	35,000
RESERVE FOR FUTURE EXPEND	-	-	1,514	4,000	4,000	4,000
RESERVE FOR FUTURE EXPEND	-	-	1,514	4,000	4,000	4,000
TOTAL XMAS EXPRESS FUND	-	-	36,204	39,000	39,000	39,000

LAW ENFORCEMENT FUND

Special revenue funds are used to account for specific revenues that are restricted to expenditure for particular purposes. This fund is used to account for amounts designated by the City for law enforcement and related purposes.

RESOURCES

20 LAW ENFORCEMENT FUND
7600

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Propose	2017-18 Approved	2017-18 Adopted
GRANT-JUVENILE CRIME (CAB)	-	-	2,500	-	-	-
GRANTS - FEDERAL INDIRECT	9,718	15,748	7,000	4,325	4,325	4,325
GRANTS - FEDERAL DIRECT	1,050	2,967	4,000	3,150	3,150	3,150
GRANTS - LOCAL	25,191	13,732	5,020	-	-	-
FROM OTHER AGENCIES	35,960	32,447	18,520	7,475	7,475	7,475
MISC REVENUE	465	-	-	-	-	-
DONATIONS	13,325	14,063	-	-	-	-
MISC REVENUES	13,790	14,063	-	-	-	-
TRANSFER FROM MUNICIPAL CC	16,106	19,094	16,000	16,000	16,000	16,000
TRANSFERS IN	16,106	19,094	16,000	16,000	16,000	16,000
CASH FORWARD	12,000	34,500	73,086	60,000	60,000	60,000
CASH FORWARD	12,000	34,500	73,086	60,000	60,000	60,000
TOTAL LAW ENF FUND	77,856	100,104	107,606	83,475	83,475	83,475

EXPENDITURES

By category

20 LAW ENFORCEMENT FUND
7600

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Propose	2017-18 Approved	2017-18 Adopted
PERSONNEL SERVICES	8,895	6,100	11,000	5,000	5,000	5,000
MATERIALS & SERVICES	36,628	28,225	28,452	15,000	15,000	15,000
TRANSFERS OUT	-	-	21,204	-	-	-
CONTINGENCY	-	-	33,950	-	-	-
RESERVE FOR FUTURE EXPEND	-	-	13,000	63,475	63,475	63,475
TOTAL LAW ENF FUND	45,522	34,325	107,606	83,475	83,475	83,475

LAW ENFORCEMENT FUND DETAILED EXPENDITURES

20 LAW ENFORCEMENT FUND 7600

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Propose	2017-18 Approved	2017-18 Adopted
OVERTIME	8,895	6,100	11,000	5,000	5,000	5,000
PERSONNEL SERVICES	8,895	6,100	11,000	5,000	5,000	5,000
PROFESSIONAL DEVOLPMENT	4,965	3,507	6,000	5,000	5,000	5,000
MISCELLANEOUS CONTRACTUAL	1,095	1,983	2,000	5,000	5,000	5,000
FOOD & MISCELLANEOUS	15,965	12,459	-	-	-	-
MINOR SAFETY EQUIPMENT	14,602	10,276	20,452	5,000	5,000	5,000
MATERIALS & SERVICES	36,628	28,225	28,452	15,000	15,000	15,000
TRANS TO CHRISTMAS EXPRESS	-	-	21,204	-	-	-
TRANSFERS OUT	-	-	21,204	-	-	-
CONTINGENCY	-	-	33,950	-	-	-
CONTINGENCY	-	-	33,950	-	-	-
RESERVE FOR FUTURE EXPEND.	-	-	13,000	63,475	63,475	63,475
RESERVE FOR FUTURE EXPEND	-	-	13,000	63,475	63,475	63,475
TOTAL LAW ENF FUND	45,522	34,325	107,606	83,475	83,475	83,475

LIBRARY FUND

Special revenue funds are used to account for specific revenues that are restricted to expenditure for particular purposes. This fund is used to account for amounts designated by the City for library operations and improvements.

RESOURCES

21 LIBRARY FUND
7700

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
FINES & FEES	14,057	13,179	15,000	15,000	15,000	15,000
FINES & PENALTIES	14,057	13,179	15,000	15,000	15,000	15,000
GRANTS - PRIVATE	194	3,120	3,000	7,500	7,500	7,500
GRANTS - STATE	3,071	2,957	-	2,960	2,960	2,960
GRANTS - FEDERAL	583	-	-	-	-	-
GRANTS - E-RATE	-	590	-	-	-	-
FROM OTHER AGENCIES	3,848	6,667	3,000	10,460	10,460	10,460
WINDMILL DISTRICT	-	-	1,200	735	735	735
RENTAL	1,935	1,230	1,500	1,000	1,000	1,000
SERVICE CHARGES	1,935	1,230	2,700	1,735	1,735	1,735
SALES & SERVICE	1,942	3,634	1,500	1,500	1,500	1,500
DONATIONS & CONTRIBUTIONS	5,171	4,391	3,000	2,300	2,300	2,300
MISCELLANEOUS REVENUES	7,114	8,025	4,500	3,800	3,800	3,800
CASH FORWARD	22,200	32,000	32,000	32,000	32,000	32,000
CASH FORWARD	22,200	32,000	32,000	32,000	32,000	32,000
TOTAL LIBRARY FUND	49,154	61,101	57,200	62,995	62,995	62,995

EXPENDITURES

By category

21 LIBRARY FUND
7700

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES	17,986	24,222	29,000	35,260	35,260	35,260
CAPITAL OUTLAY	9,047	5,513	15,000	15,000	15,000	15,000
RESERVE FOR FUTURE EXPENDITURES	-	-	13,200	12,735	12,735	12,735
TOTAL LIBRARY FUND	27,033	29,735	57,200	62,995	62,995	62,995

LIBRARY FUND DETAILED EXPENDITURES

21 LIBRARY FUND
7700

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
TRAVEL & TRAINING	150	1,366	1,000	1,000	1,000	1,000
MISCELLANEOUS CONTRACTUAL	9,154	8,133	15,000	21,260	21,260	21,260
LICENSES & PERMITS	831	68	-	-	-	-
OFFICE SUPPLIES	3,363	4,995	5,000	5,000	5,000	5,000
FOOD & MISCELLANEOUS	4,487	8,929	8,000	8,000	8,000	8,000
REIMB. EXPENDITURE OPER	-	731	-	-	-	-
MATERIALS & SERVICES	17,986	24,222	29,000	35,260	35,260	35,260
BOOKS	6,578	4,220	15,000	15,000	15,000	15,000
REIMBURSABLE EXPENDITURES	2,469	1,294	-	-	-	-
CAPITAL OUTLAY	9,047	5,513	15,000	15,000	15,000	15,000
RESERVE FOR FUTURE EXPEND.	-	-	13,200	12,735	12,735	12,735
RESERVE FOR FUTURE EXPEND	-	-	13,200	12,735	12,735	12,735
TOTAL LIBRARY FUND	27,033	29,735	57,200	62,995	62,995	62,995

RWTP CONSTRUCTION

In accordance with the city policy of isolating and independently accounting for major capital projects, the Recycled Water Treatment Plant construction project fund was created by supplemental budget in fiscal year 2008-09 in connection with the City's Recycled Water Plant project.

RESOURCES

16
6310 RWTP CONSTRUCTION

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
STATE SRF LOAN	4,918,630	-	-	-	-	-
FROM OTHER AGENCIES	4,918,630	-	-	-	-	-
TOTAL RWTP CONST FUND	4,918,630	-	-	-	-	-

EXPENDITURES

By category

16
6310 RWTP CONSTRUCTION

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY	1,022,566	-	-	-	-	-
TOTAL RWTP CONST FUND	1,022,566	-	-	-	-	-

RWTP CONSTRUCTION DETAILED EXPENDITURES

16
6310 RWTP CONSTRUCTION

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	1,022,069	-	-	-	-	-
OUTFALL CAPITAL IMPROVEMEN	497	-	-	-	-	-
CAPITAL OUTLAY	1,022,566	-	-	-	-	-
TOTAL RWTP CONST FUND	1,022,566	-	-	-	-	-

EOTEC CONSTRUCTION

This fund was created for the accountability of funds for the purpose of acquiring, developing, constructing and equipping the Eastern Oregon Trade and Event Center (EOTEC).

RESOURCES

18
6760 EOTEC CONSTRUCTION

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
STATE LOTTERY GRANT	2,541,930	3,561,480	-	-	-	-
FROM OTHER AGENCIES	2,541,930	3,561,480	-	-	-	-
CASH FORWARD	6,000,000	5,400,000	-	-	-	-
CASH FORWARD	6,000,000	5,400,000	-	-	-	-
TOTAL EOTEC CONST FUND	8,541,930	8,961,480	-	-	-	-

EXPENDITURES

By category

18
6760 EOTEC CONSTRUCTION

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MATERIALS & SERVICES	2,542,480	3,561,480	-	-	-	-
TOTAL EOTEC CONST FUND	2,542,480	3,561,480	-	-	-	-

EOTEC CONSTRUCTION DETAILED EXPENDITURES

18

6760 EOTEC CONSTRUCTION

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
MISCELLANEOUS CONTRACTUAL	2,542,480	3,561,480	-	-	-	-
MATERIALS & SERVICES	2,542,480	3,561,480	-	-	-	-
TOTAL EOTEC CONST FUND	2,542,480	3,561,480	-	-	-	-

2014 WATER & SEWER REVENUE BONDS

In the spring of 2014 the City issued \$4,715,000 in revenue bonds to pay for a portion of capital improvements, including constructing, repairing and expanding the City's wastewater treatment facilities and water delivery facilities.

RESOURCES

31 WATER & SEWER REVENUE BONDS
8200

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
INTEREST ON INVESTMENTS	18,142	623	-	-	-	-
TOTAL INTEREST	18,142	623	-	-	-	-
CASH FORWARD	-	1,300,000	-	-	-	-
CASH FORWARD	-	1,300,000	-	-	-	-
TOTAL 2014 WTR & SWR BONDS	18,142	1,300,623	-	-	-	-

EXPENDITURES

By category

31 WATER & SEWER REVENUE BONDS
8200

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY	3,872,020	723,939	-	-	-	-
TOTAL 2014 WTR & SWR BONDS	3,872,020	723,939	-	-	-	-

2014 WATER & SEWER REVENUE BONDS DETAILED EXPENDITURES

31 WATER & SEWER REVENUE BONDS
8200

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
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LAND, RIGHTS OF WAY & EASEMI	13,500	-	-	-	-	-
CAPITAL IMPROVEMENTS	3,858,520	723,939	-	-	-	-
CAPITAL OUTLAY	3,872,020	723,939	-	-	-	-
TOTAL 2014 WTR & SWR BONDS	3,872,020	723,939	-	-	-	-

HARKENRIDER CENTER CONSTRUCTION FUND

MISSION STATEMENT

The City has received a \$2M grant from CDBG to design and construct a new senior center on leased ground near the library. Council has added \$750,000 to the budget for a partial basement and parking lot enhancements.

DEPARTMENT OBJECTIVES 2017-18

- Complete the Harkenrider Senior Center Spring of 2018.

RESOURCES

32 HARKENRIDER CENTER CONSTRUCTION FUND
8300

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
LOCAL GRANTS	-	-	6,800	-	-	-
CDBG GRANT - FEDERAL	-	66,489	1,929,000	1,314,300	1,314,300	1,314,300
FROM OTHER AGENCIES	-	66,489	1,935,800	1,314,300	1,314,300	1,314,300
TRANSFER FROM GENERAL FUND	73,360	-	750,000	-	-	-
TRANSFERS	73,360	-	750,000	-	-	-
CASH FORWARD	-	73,360	27,300	770,000	770,000	770,000
CASH FORWARD	-	73,360	27,300	770,000	770,000	770,000
TOTAL SENIOR CTR FUND	73,360	139,849	2,713,100	2,084,300	2,084,300	2,084,300

EXPENDITURES

By category

32 HARKENRIDER CENTER CONSTRUCTION
FUND 8300

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY		114,525	2,713,100	2,084,300	2,084,300	2,084,300
TOTAL SENIOR CTR FUND	-	114,525	2,713,100	2,084,300	2,084,300	2,084,300

HARKENRIDER CONSTRUCTION FUND DETAILED EXPENDITURES

32 HARKENRIDER CENTER CONSTRUCTION FUND
8300

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY	528	114,525	2,713,100	2,084,300	2,084,300	2,084,300
CAPITAL OUTLAY	528	114,525	2,713,100	2,084,300	2,084,300	2,084,300
TOTAL	528	114,525	2,713,100	2,084,300	2,084,300	2,084,300

2016 FF & C OBLIGATION-ELECTRIC

MISSION STATEMENT

To provide the citizen-owners of Hermiston Energy Services with safe and reliable electric service at comparable and affordable prices.

DEPARTMENT DESCRIPTION

In 2016, HES issued \$4,000,000 in Series 20016A Oregon Full Faith and Credit Obligations for HES's 2016-19 Construction Work Plan (CWP).

DEPARTMENT OBJECTIVES 2017-18

- HES will participate in the construction of Hermiston East substation with Umatilla Electric Cooperative. This will provide three additional feeders into HES's system.
- HES will install new Automated Meter Infrastructure (AMI) capable of reading electric meters. This automated two-way communications system will read meters, assist in outage management and provide additional customer options once deployed.
- Primary system improvements:
 - Feedville Substation: Pioneer and Airport Way.
 - Butte Substation: W. Ridgeway Ave., 4th Street, Madrona and Butte Park.

RESOURCES

33 2016 FF & C OBLIG-ELECTRIC FUND
8200

	2014-15 Received	2015-16 Received	2017-18 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CASH FORWARD	-	-	-	3,700,000	3,700,000	3,700,000
TOTAL CASH FORWARD	-	-	-	3,700,000	3,700,000	3,700,000
TOTAL REVENUE	-	-	-	3,700,000	3,700,000	3,700,000

EXPENDITURES

By category

33 2016 FF & C OBLIG-ELECTRIC FUND
8200

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY	-	-	-	3,700,000	3,700,000	3,700,000
TOTAL FF & C OBLIG.-ELECTRIC	-	-	-	3,700,000	3,700,000	3,700,000

2016 FF&C OBLIGATION-ELECTRIC DETAILED EXPENDITURES

33 2016 FF & C OBLIG-ELECTRIC FUND
8200

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL IMPROVEMENTS	-	-	-	3,700,000	3,700,000	3,700,000
CAPITAL OUTLAY	-	-	-	3,700,000	3,700,000	3,700,000
TOTAL EXPENDITURES	-	-	-	3,700,000	3,700,000	3,700,000

2017 FF & C OBLIGATION-SEWER & WATER

MISSION STATEMENT

The proceeds from the sale of the Full Faith and Credit Obligations will be used to finance capital improvements to the City's Sewer and Water System.

DEPARTMENT OBJECTIVES 2017-18

- Purchase and install new equipment and machinery at the Sewer Treatment Plant
- Purchase and replace all water meters in the City with remote-read meters

RESOURCES

34 2017 FF & C OBLIG-SEWER & WATER
FUND 8210/8220

	2014-15 Received	2015-16 Received	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PROCEEDS FROM BONDS	-	-	3,265,614	-	-	-
TOTAL NON REVENUE RECEIPTS	-	-	3,265,614	-	-	-
CASH FORWARD	-	-	-	3,000,000	3,000,000	3,000,000
CASH FORWARD	-	-	-	3,000,000	3,000,000	3,000,000
TOTAL REVENUE	-	-	3,265,614	3,000,000	3,000,000	3,000,000

EXPENDITURES

By category

34 2017 FF & C OBLIG-SEWER & WATER
FUND 8210/8220

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY	-	-	3,265,614	3,000,000	3,000,000	3,000,000
CAPITAL OUTLAY	-	-	3,265,614	3,000,000	3,000,000	3,000,000

2017 FF&C SEWER & WATER BONDS DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER PROFESSIONAL SERVICES	-	-	28,599	-	-	-
PLANT EQUIPMENT	-	-	1,502,174	1,500,000	1,500,000	1,500,000
SEWER TOTAL	-	-	1,530,773	1,500,000	1,500,000	1,500,000
OTHER PROFESSIONAL SERVICES	-	-	32,412	-	-	-
METERS	-	-	1,702,429	1,500,000	1,500,000	1,500,000
WATER TOTAL	-	-	1,734,841	1,500,000	1,500,000	1,500,000
TOTAL SEWER & WATER	-	-	3,265,614	3,000,000	3,000,000	3,000,000

2017 FF & C OBLIGATION-HURA

MISSION STATEMENT

The proceeds from the sale of the Full Faith and Credit Obligations will be used to finance projects described in the Hermiston Urban Renewal Agency Plan.

URBAN RENEWAL PLAN PROJECTS 2017-18

- First phase of a “Festival Street”
- Parking Improvements
- Façade Grants
- Street Lighting
- Signage

RESOURCES

35 2017 FF & C OBLIGATION-HURA FUND
8200

	2014-15 Received	2015-16 Received	2017-18 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
PROCEEDS FROM BONDS	-	-	1,524,109	-	-	-
TOTAL NON REVENUE RECEIPTS	-	-	1,524,109	-	-	-
CASH FORWARD	-	-	-	1,500,000	1,500,000	1,500,000
CASH FORWARD	-	-	-	1,500,000	1,500,000	1,500,000
TOTAL REVENUE	-	-	1,524,109	1,500,000	1,500,000	1,500,000

EXPENDITURES

By category

35 2017 FF & C OBLIGATION-HURA FUND
8200

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
CAPITAL OUTLAY	-	-	1,524,109	1,500,000	1,500,000	1,500,000
TOTAL FF & C OBLIG-HURA	-	-	1,524,109	1,500,000	1,500,000	1,500,000

2017 FF&C HURA BONDS DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER PROFESSIONAL SERVICES	-	-	28,478	-	-	-
CAPITAL IMPROVEMENTS	-	-	1,495,631	1,500,000	1,500,000	1,500,000
FESTIVAL STREET TOTAL	-	-	1,524,109	1,500,000	1,500,000	1,500,000
TOTAL EXPENDITURES	-	-	1,524,109	1,500,000	1,500,000	1,500,000

2017 FF & C OBLIGATION-TPA

MISSION STATEMENT

The proceeds from the sale of the Full Faith and Credit Obligations will be used to finance capital improvements to the Eastern Oregon Trade and Event Center.

DEPARTMENT OBJECTIVES 2017-18

- Construction of three animal barns and the rodeo arena
- Fund various site amenities including bathroom facilities, fencing and walkway / roadway improvements

RESOURCES

36 2017 FF & C OBLIGATION-TPA FUND
8200

2014-15 Received	2015-16 Received	2017-18 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
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PROCEEDS FROM BONDS	-	-	2,190,830	-	-	-
TOTAL NON REVENUE RECEIPTS	-	-	2,190,830	-	-	-
TOTAL REVENUE	-	-	2,190,830	-	-	-

EXPENDITURES

By category

36 2017 FF & C OBLIGATION-TPA FUND
8200

2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
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MATERIALS & SERVICES	-	-	40,931	-	-	-
CAPITAL OUTLAY	-	-	2,149,899	-	-	-
TOTAL FF & C OBLIGATION-TPA	-	-	2,190,830	-	-	-

2017 FF&C TPA BONDS DETAILED EXPENDITURES

	2014-15 Expended	2015-16 Expended	2016-17 Budget	2017-18 Proposed	2017-18 Approved	2017-18 Adopted
OTHER PROFESSIONAL SERVICES	-	-	40,931	-	-	-
MATERIALS & SERVICE	-	-	40,931	-	-	-
CAPITAL IMPROVEMENTS	-	-	2,149,899	-	-	-
CAPITAL OUTLAY	-	-	2,149,899	-	-	-
TOTAL	-	-	2,190,830	-	-	-

GLOSSARY OF TERMS

Adopted Budget. Financial plan that forms the basis for appropriations. Adopted by the governing body.

Ad Valorem Tax. A property tax computed as a percentage of the value of taxable property. See "Assessed Value."

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body.

Assessed Value. The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value.

Budget. Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

Budget Committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district.

Budget Message. Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body.

Budget Officer. Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget.

Capital Outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings.

Commodities. Supplies purchased for direct use, such as paper products, gasoline, equipment parts and cleaning supplies.

Contractual Services. Services provided by outside sources, such as architects, janitorial and printing.

Debt Service Fund. A fund established to account for payment of general long-term debt principal and interest.

Enterprise Fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water and wastewater utilities.

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.

EOTEC. Eastern Oregon Trade and Event Center.

Fiscal Year. A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1 through June 30 for local governments.

Full-Time Equivalent Position (FTE). A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example a summer parks worker working for four months, or 690 hours, would be equivalent to .3 of a full-time position.

Fund. A division in a budget segregating independent fiscal and accounting requirements. An entity within a government's financial plan designated to carry on specific activities or to reach certain objectives.

Goal. A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

HES. Hermiston Energy Services.

Long-Term. A period of time ten yours or more.

Materials & Services. The goods and direct services purchased for direct consumption in the annual operation of the budget.

Maximum Assessed Value (MAV). The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Operating Funds. Resources derived from recurring revenue sources used to finance ongoing expenditures and pay-as-you-go capital projects.

Operating Rate. The rate determined by dividing the local government's operating tax amount by the estimated assessed value of the local government. This rate is needed when a local government wants to impose less tax than its permanent rate will raise.

Ordinance. A formal legislative enactment by the governing board of a municipality.

ORS. Oregon Revised Statutes.

Permanent Rate Limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.

Personal Services. Salaries, health and accident insurance premiums, social security and retirement contributions, for example.

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

Real Market Value (RMV). The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

Reserve Fund. Established to accumulate money from one fiscal year to another for a specific purpose, such as purchase of new equipment.

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resources. Estimated beginning funds on hand plus anticipated receipts.

SDC. System Development Charge.

Short-Term. A period of time less than ten years.

State SRF Loan. Long-term loan from the State of Oregon Department of Environmental Quality's "Clean Water State Revolving Fund" program. Funds from this loan are a portion of the total financing for the City's Recycled Water Plant project.

Supplemental Budget. A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

System Development Charge. A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of a development permit or building permit, or at the time of connection to the capital improvement.

Tax on Property. Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property.

Tax Rate. The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Transfers. Also known as inter-fund transfers, the amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

Unappropriated Ending Fund Balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provided the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

User Charges. The payment of a fee for direct receipt of a public service by the party benefiting from the service.