



**Work Session**

**WS**

**Milwaukie City Council**



## MILWAUKIE CITY COUNCIL WORK SESSION

City Hall Conference Room  
10722 SE Main Street  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

**REVISED AGENDA**  
**DECEMBER 20, 2016**  
(Revised December 16, 2016)

**NOTE: the meeting will begin at 4:00 p.m.**

Page #

- |           |                  |  |            |
|-----------|------------------|--|------------|
| <b>0.</b> | <b>4:00 p.m.</b> | <b>Budget Committee Quarterly Report Review</b><br>Staff: Haley Fish, Finance Director<br>(Added to the Agenda on December 16, 2016)   | <b>0-1</b> |
| <b>1.</b> | <b>4:30 p.m.</b> | <b>Purchasing Policy Update Request for Qualifications (RFQ)</b><br>Staff: Haley Fish, Finance Director, and<br>Tim Ramis, City Attorney<br>(Removed from the Agenda on December 16, 2016) |            |
| <b>2.</b> | <b>4:30 p.m.</b> | <b>Volunteer of the Year Award Process Discussion</b><br>Staff: Mitch Nieman, Assistant to the City Manager  | <b>1</b>   |
| <b>3.</b> | <b>5:00 pm.</b>  | <b>Adjourn</b>   |            |

### **EXECUTIVE SESSION**

Immediately upon adjournment of the Work Session the City Council will meet in Executive Session pursuant to Oregon Revised Statute (ORS) 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions. (Added to the Agenda on December 16, 2016)

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### **Executive Sessions**

The City Council may meet in Executive Session pursuant to ORS 192.660(2); all discussions are confidential and may not be disclosed; news media representatives may attend but may not disclose any information discussed. Executive Sessions may not be held for the purpose of taking final actions or making final decisions and are closed to the public.

### **Meeting Information**

Times listed for each Agenda Item are approximate; actual times for each item may vary. Council may not take formal action in Study or Work Sessions. Please silence mobile devices during the meeting.



**MINUTES**  
MILWAUKIE CITY COUNCIL  
www.milwaukieoregon.gov

**WORK SESSION**  
DECEMBER 20, 2016  
City Hall Conference Room

**Mayor Mark Gamba called the Work Session to order at 5:05 p.m.**

**Council Present:** Council President Lisa Batey and Councilors Scott Churchill, Wilda Parks, and Karin Power (via phone)

**Staff Present:** City Manager Ann Ober, City Recorder Scott Stauffer, Finance Director Haley Fish, City Attorney Peter Watts, Planning Director Denny Egnor, Engineering Director Charles Eaton, Police Chief Stave Bartol, and Assistant to the City Manager Mitch Nieman

**1. Purchasing Policy Update – Request for Qualifications (RFQ) [Moved Up the Agenda]**

**Mr. Watts** explained the RFQ and Request for Proposal (RFP) processes that the City has utilized, he noted that the City's policies did not allow RFQs/RFPs to be used when disposing real property, and presented the benefits of having the option to utilize the RFQ/RFP process.

The group discussed the RFQ/RFP process. **Ms. Fish** explained the proposal before Council to update the Milwaukie Municipal Code (MMC) for disposal of property so the process could be done under the City's authority versus under the Urban Renewal Agency's (URA) authority. She explained the benefits to this, and noted that the Coho Point at Kellogg Creek site would be executed under the City's capacity so there would be time to develop the URA's rules and procedures.

**Ms. Ober** provided additional background information and discussed possible steps moving forward.

**Ms. Fish** noted that if Council was in agreement, City staff could return January 3, 2017, with an update to the disposal property code and with two resolutions. **Mr. Watts** and **Ms. Fish** explained the contents and reasoning behind the two resolutions.

**Council President Batey** wondered why the resolutions were separate and asked if they could be inserted into the ordinances. **Ms. Ober** explained the timing issues and the effort to not slow down current projects affected by the RFQ process. **Mr. Watts** noted the differences between resolutions and ordinances.

**Councilor Churchill** expressed his concerns about the potential of the RFQ process wasting staff time in later stages of a project. The group discussed both the RFQ and RFP processes and noted there were risks both ways.

**Mr. Watts** pointed out the RFQ / RFP processes were additional tools that could be utilized or not. They were currently available under state law, but not under the City's existing code; it was up to Council to add it or not.

**Mayor Gamba** believed it made sense to have the tools available. He wanted to see Coho Point out on the market, and wanted the process done as the attorney's advised.

**Councilor Power** and **Ms. Ober** discussed the Coho Point RFQ process in conjunction with the upcoming transition of Alma Flores, the Community Development Director. **Ms. Ober** noted that staff was working on the transition, and the projects were looking at about a two-month delay.

9860

The group discussed the possibility of having the RFQ/RFP tool for the City, and the timing of the steps moving forward. **Ms. Fish** would return with language and additional details at the January 3, 2017, meeting.

**2. Volunteer of the Year Award Process Discussion [Moved Down the Agenda]**

**Mr. Nieman** explained that the Volunteer of the Year Award process would be similar to last year's process. He noted the timeline and that there was a budget for a volunteer appreciation event like the one held in April 2016.

The group discussed the process of choosing a Volunteer of the Year award recipient and the question of public versus private deliberation of the finalists.

**Mayor Gamba adjourned the Work Session at 5:45 p.m.**

Respectfully submitted,

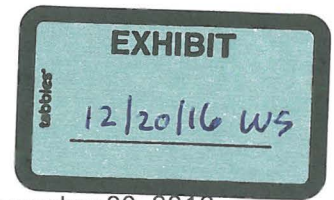


Amy Aschenbrenner, Administrative Specialist II



**MILWAUKIE CITY COUNCIL  
STAFF REPORT**

Agenda Item:  
Meeting Date: December 20, 2016



To: Mayor and City Council  
Through: Ann Ober, City Manager  
Subject: **Amendment to Real Property Disposition Process to Encourage Redevelopment**  
From: Haley Fish, Finance Director  
Date: December 16, 2016

**ACTION REQUESTED**

No action required; purpose to provide information on an ordinance and resolutions we would like to bring to council for approval in January.

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

Municipal Code Chapter 3.15 was adopted by Council on February 5, 2002 and has not been updated since.

**BACKGROUND**

Previously we discussed updating our disposal of real property code to allow for dispositions to the Milwaukie Redevelopment Commission, governing body for the City's new Urban Renewal District and adopting policies therein to allow for a request for qualifications (RFQ) /request for proposal (RFP) process within the district. We are no longer proposing to redevelop the Coho Point at Kellogg Creek property through the Urban Renewal District but rather we would like to adopt policies that would allow the City to pursue redevelopment through a RFQ /RFP process within the municipal code.

Currently our policy related to surplus property disposal does not provide authorization to use a RFQ/RFP process when disposing real property. The proposed changes would allow the City to conduct an RFQ/RFP in order to encourage development through a private/public partnership. The proposed changes would also allow the City to transfer property to the Milwaukie Redevelopment Commission if future redevelopment opportunities were to arise in which the Urban Renewal Agency may better be able to encourage the redevelopment of a city owned site. This proposal was made on November 1, 2016 and was already slated to be presented by the Planning Department as a part of a broader Urban Renewal District discussion on February 7, 2016. To expedite this process, staff recommends moving forward with the RFQ process under the City's capacity therefore leaving time to develop the Urban Renewal Bylaws and policies independent of this project.

This is specifically being proposed with an emergency clause to allow the City to continue to pursue the redevelopment of the Coho Point at Kellogg Creek property but will give the City the flexibility to use this process prospectively if other opportunities are identified.

Additionally staff plans to bring a more comprehensive update to the City's Public Contracting rules as they have not been updated in many years and other state and federal contracting rules have been found to be contradictory to or absent from our current rules. These things are not addressed in the proposal that we will bring before you in January because they will take a lot more cross departmental coordination and we don't want to impede the progress of the Coho Point at Kellogg Creek initiative.

**CONCURRENCE**

Community Development Director and City's Attorney

**FISCAL and WORK LOAD IMPACTS**

None

**ATTACHMENTS – LEGAL MEMORANDUM**

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## LEGAL MEMORANDUM

TO: Milwaukie City Council & Ann Ober, City Manager

FROM: Tim Ramis, City Attorney

DATE: December 13, 2016

RE: **Amendment to Real Property Disposition Process to Encourage  
Redevelopment**  
File No. 49979-36735

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This memo was prepared to aid in the discussion of a proposed RFQ which requests submittals for the sale and development of a parcel of city-owned real property. We have recommended that the City Council take the following actions to establish clear authority to use the RFQ/RFP process:

- 1) Adopt an ordinance amending Milwaukie Municipal Code Chapter 3.15, Real Property, to authorize the use of a Request for Qualification (RFQ)/Request for Proposal (RFP) process for the disposition of city-owned real property. (This would be a companion amendment to a code revision which would authorize transfer of city-owned real property to the Milwaukie Redevelopment Commission.)
- 2) For transparency and ease of implementation, adopt a resolution which sets out the process for a RFQ and/or RFP for the development of city-owned property.
- 3) Adopt a separate resolution which exempts this type of RFQ and RFP from the City's contracting rules.

Milwaukie City Council  
December 13, 2016  
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Background:

The City owns several properties in downtown Milwaukie. In order to encourage development in the downtown area, the City is interested in exploring a public/private partnership for the development of the "Cash Spot" site, now rebranded as "Coho Point at Kellogg Creek." Staff has prepared a draft RFQ to invite submittals on the proposed project. The City's primary contribution to the project would be the sale or transfer of the city-owned real property. While urban renewal statutes authorize this type of demonstration project, the City's surplus real property process (Chapter 3.15) does not anticipate such a project and, unless amended, acts as a road block to either transferring property to the Milwaukie Redevelopment Commission or to the City utilizing a RFQ and/or RFP process to dispose of the property through a development agreement. In addition, because a RFQ or RFP is typically used for public contracting, there is the possibility of an assertion that the City's Public Contracting Rules apply. It is therefore advisable to clearly carve out the proposed RFQ/RFP process from the Public Contracting Rules to be clear they don't apply to this process. The City has the legal authority to adopt a separate RFQ/RFP process for the disposition of city-owned real property for development while exempting that process from the City's Public Contracting Rules.

Ordinance amending Chapter 3.15 – Real Property

The proposed ordinance does two things. First, the ordinance would authorize using a RFQ/RFP process for the sale or transfer of city-owned property to a developer who has entered into a development agreement in order to redevelop city-owned property outside of urban renewal. Second, the proposed ordinance would also authorize the transfer of real property to the City's urban renewal agency, the Milwaukie Redevelopment Commission, provided the property is not needed for public use by the City and subject to terms and conditions determined by the City Council. Because of the current real estate market and the high level of building activity, the ordinance could be adopted with an emergency clause in order to move the project forward for the upcoming construction season.

Resolution adopting a RFQ/RFP process to identify an entity to purchase and/or develop real property owned by the City

The proposed resolution would define a RFQ and RFP and state when each process should be utilized. It would set out decision making authority and provide a selection and appeal process. It could also list possible criteria. The objective would be to provide a transparent, objective process thereby reducing the risk of challenge.

Milwaukie City Council

December 13, 2016

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Resolution amending the City's Public Contracting Rules

The City's contracting rules exempt the transfer of real property or any interest in real property (Rule 10.010(A)(5)). However, the rules also contain a Request for Proposal process as well as process for awarding Personal Services Contracts. Because the City intends to use a RFQ and/or RFP process for deciding on an entity to provide development services, we suggest amending the City's contracting rules to specifically exempt this type of real property transfer thereby avoiding any confusion as to the screening and selection process to be utilized.

Following the opportunity for discussion at the upcoming work session, we will prepare the proposed ordinance and resolutions as well work with staff on finalizing the draft RFQ.



**WS 0.**  
**12/20/16**  
**Added 12/16/16**

**BUDGET COMMITTEE MEETING AGENDA**

*December 15, 2017 at 6:00 p.m.*

**City Hall**

1. Call to order and introductions
2. Approval of September 20, 2016 meeting minutes
3. Review of quarterly financial report for the first quarter ended September 30, 2016 and discussion
4. Meeting schedule
  - a. Second quarter fiscal year 2017 financial report propose scheduling January 25, 2017; will include reviewing proposed supplemental budget
5. Adjourn

**CITY OF MILWAUKIE**  
**BUDGET COMMITTEE MEETING**  
**September 20, 2016**

**Ms. Fish** called the meeting to order at 5:05 p.m. She introduced herself to the Committee. Committee members and staff introductions were done.

Members Present: Lisa Batey, Scott Churchill, Milo Denham, Mark Gamba, Michael Osborne, Wilda Parks, Karin Power, Ronn Palmer and Jon Stoll

Excused: Jesse Boumann

Staff Present: Haley Fish and Bill Monahan

Approval of prior meeting minutes

**It was moved by Ms. Batey and seconded by Mrs. Power to approve the July 19, 2016 meeting minutes with Mr. Denham's clarification on page 3. Motion passed unanimously.**

Review of quarterly financial report for the fourth quarter ended June 30, 2016 and discussion

**Ms. Fish** began the discussion of the quarterly report by reminding members it is the end of the biennium and the numbers are preliminary; the revenue and payable accruals had not been done when this report was prepared a few weeks after the end of the fiscal year. The final report of compliance will be the CAFR, to be done by end of November. With first review, there does not appear to be any overages within the departments or anything out of compliance with local budget law.

**Mrs. Power** asked if General Fund revenues will meet current projections.

**Ms. Fish** responded overall most revenues will be plus or minus 5% of projections. She continued with pointing out a new addition to the report on page 3, an average quarterly FTE count, a request by a Committee member. She will maintain this schedule on a biennium basis, to reflect quarterly numbers.

**Mr. Denham** acknowledged this is what he had in mind.

**Mr. Palmer** asked if Information Systems is combined with another section since it does not have an employee count.

**Ms. Fish** responded Information Systems Technology is two lines and the number flowed to the second line; she will fix the format of the chart.

**Chair Stoll** asked if a variance column can be added to the chart.

**Ms. Fish** responded yes.

**Chair Stoll** asked Mr. Monahan if he tracks the actuals over budget and can provide an explanation if there is such an instance.

**Mr. Monahan** responded assessments are done every time there is a vacancy to determine if the position will be filled.

**Ms. Fish** added the decisions are also made based on the personnel services budgeted amounts. She continued with the report and directed members to a section added for the

Library bonds. The City received an interest rate of 2.26%, which nets to an extra \$255,000 for the project.

**Mr. Denham** suggested this information be included in the Pilot.

**Ms. Fish** will try to have it added to the October edition, but the deadline might be past. She reiterated the lower interest rate has a lot to do with the City's credit rating and the current market conditions. She continued by mentioning to the citizen Budget Committee members they have in front of them the published budget document, which will be submitted to the GFOA. She invited Mr. Denham to present to the Committee his request related to the quarterly report.

**Mr. Denham** responded he did not think there was enough time to discuss all of them. One of the items is the organizational chart, sustainability and city attorney do not have budget numbers; can staff carve out money from the other budgets so amounts can be added for these two areas.

**Mr. Monahan** responded he would leave it up to the new City Manager and the Budget Committee to determine if this could be done.

**Ms. Fish** added from the local budget law perspective, since the City attorney is not a department no a program, it would not meet the criteria to have a budget. Sustainability falls under the City Manager's budget.

**Mr. Monahan** added the sustainability position is a one-year limited term position; a decision will be made in February to determine if the position will continue. Once it is determined the position is sustaining, the organizational chart can be modified.

**Ms. Fish** clarified there are limitations of creating classifications within a supplemental budget; but it is something that can be looked at during the next budget cycle.

**Mr. Osborne** asked if the City attorney used on an as-needed basis.

**Ms. Fish** stated the City attorney has a contract and invoices for actual hours worked; individual departments pay for their attorney services.

**Mr. Monahan** added the City attorney is not on retainer.

**Mr. Denham** pointed out the City attorney expenditures are larger than six department budgets.

**Mr. Churchill** stated the City attorney expenditures are not insignificant, it should forecast a cap.

**Ms. Fish** mentioned **Mr. Denham** requested a summary chart of this expenditure be included in the report; it could be done on an annual basis.

**Chair Stoll** clarified the ending reserves are \$19.7 million; it looks good.

**Ms. Fish** directed the Committee to the project status list at the end of the report. She asked the Committee if there were any questions.

#### Meeting Schedule

**Ms. Fish** explained to the Committee in order to keep this meeting to a certain time frame and Committee members' work obligations, she is proposing to move the quarterly meetings to the Thursday night Council study session. The study session begins at 6:00 pm and would accommodate Committee members' schedules. She will bring her request to the new City Manager and asked members if this schedule change is alright with them. The next quarterly meeting is tentatively scheduled for November 17<sup>th</sup>.

**Mr. Monahan** clarified the first hour of the study session would be designated for the Budget Committee.

**Ms. Fish** stated the City is going through a visioning process hosted by the Planning department; there are meetings being held by different groups, including the NDAs. She was wondering if the Budget Committee wanted to host their own meeting or if members wanted to join other scheduled meetings for this discussion. Feedback from these meetings will be presented at a City Hall meeting in early November.

**Mr. Osborne** asked the objective of the visioning plan.

**Ms. Fish** responded it is a long-range plan of the overall City.

**Mr. Monahan** added it is a strategic plan which has not been done for a number of years; the community has changed, population composition has change. Project completion is February 2017.

**Ms. Batey** added that some of the NDAs are including this in their meetings.

**Ms. Fish** offered to schedule a joint meeting with the Audit Committee or she can send other scheduled meeting times to the Committee.

**Ms. Parks** clarified the process asks four questions of the group and responses are being compiled.

**Ms. Fish** will send the Committee the dates and times of the NDA meetings if they would like to attend and a separate joint meeting will not be scheduled.

**Mr. Denham** has mixed feelings of doing that since the meetings he attended had different perspectives. It would be a good idea to look at budgets and the Committee's perspective.

**Chair Stoll** requested Ms. Fish organize a joint meeting between the Audit and Budget Committees.

**Ms. Fish** will email both Committees and see if there is enough interest for a meeting.

Adjourn

It was moved by **Mayor Gamba** and seconded by **Chair Stoll** adjourn the Budget Committee meeting at 5:30 p.m.

Respectfully submitted,

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Judy Serio, Accountant



# MILWAUKIE

*Dogwood City of the West*

## QUARTERLY FINANCIAL REPORT

REPORTING FINANCIAL  
RESULTS  
FOR THE FIRST  
QUARTER ENDED  
SEPTEMBER 30, 2016

MILWAUKIE  
FINANCE

## Executive Summary

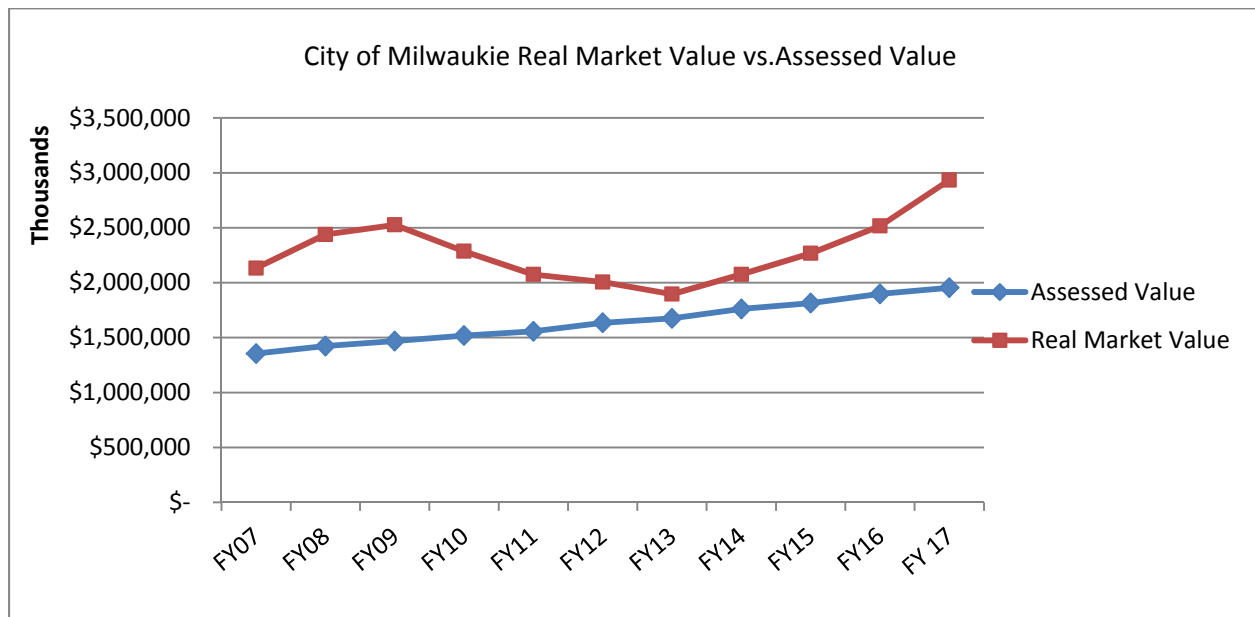
We are pleased to offer this preliminary financial report of City operations for your review. This report covers financial operations through the first quarter ended September 30, 2016 for the fiscal year ending June 30, 2017.

### QUARTERLY HIGHLIGHTS

This financial report summarizes the financial results for the first quarter of fiscal year ending September 30, 2016 (year-to-date) and highlights certain topics of interest.

#### Property Tax Bills Mailed out by County

Clackamas County mailed out property tax bills. Market Values are continuing the recent upward trend totaling \$2,933,407,109 and increase of approximately \$417 million or 17%. Additionally Assessed Value increased from 1,897,526,766 to 1,953,724,522, which is an increase of approximately 56 million or 3%. Therefore the County imposed \$8,081,972 in property taxes per the City's permanent tax rate of 4.1367 per 1000 of assessed value which puts us on track in relation to budget.



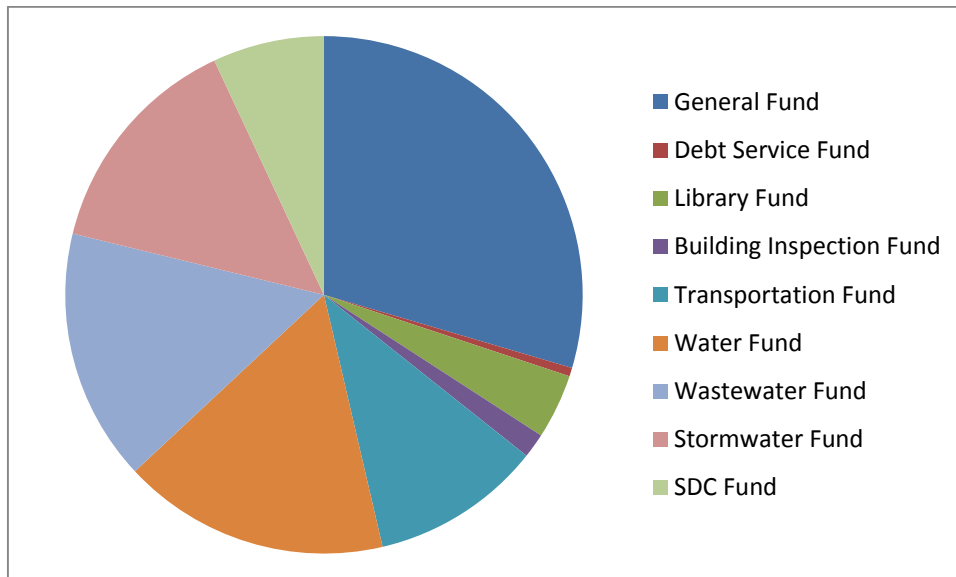
### Summary of Beginning Fund Balances

Beginning fund balances represent the amount of funds available to fund capital projects and operations until property taxes begin to be received in November. During the budget process we estimated that beginning fund balances on July 1, 2016 for all funds would total \$19,366,000. In our financial statements for fiscal year ended June 30, 2016, ending fund balances for all funds came in higher at \$20,753,936. See table below which includes the budget and actual balances by fund including the variances and notes.

Beginning Fund Balance					
Fund	Budgeted	Actual	Variance	Notes	
General Fund	\$ 5,395,000	\$ 6,134,695	\$ 739,695	2	
Debt Service Fund	100,000	110,750	10,750		
Library Fund	954,000	841,724	(112,276)	1	
Building Inspection Fund	233,000	317,368	84,368		
Transportation Fund	2,174,000	2,216,827	42,827		
Water Fund	3,100,000	3,462,471	362,471	2	
Wastewater Fund	3,274,000	3,271,883	(2,117)		
Stormwater Fund	2,784,000	2,953,385	169,385		
SDC Fund	1,352,000	1,444,833	92,833		
<b>Totals</b>	<b>\$ 19,366,000</b>	<b>\$ 20,753,936</b>	<b>\$ 1,387,936</b>		

#### Notes

- 1 Primarily due to unanticipated professional services related to the bond measure and issuance.
- 2 Variance due in part to receiving more revenue than expected and in part due to unanticipated cost savings.



### Average Quarterly FTE Count

At a previous Budget Committee meeting the committee requested that we provide an actual FTE vs Budget FTE count each quarter. This is the second time a schedule of this kind has been presented in this report. It has been updated to reflect the changes in the budget for the new biennium. The first quarter (Q1) actual presented herein was calculated by taking the total hours paid for the quarter and dividing by 520; overtime and incentive pay were excluded from the calculation. Note actual FTEs may fluctuate from quarter to quarter due to vacancies and seasonal workers; however, personnel service expense over the biennium was within budget.

Department	Budget FY17	Actual Q1 FY17
City Manager	5	4.90
Community Development	5	4.36
Public Works Administration	5	5.55
Engineering	5	5.68
Facilities	2	2.09
Finance	8	8.36
Fleet	3	3.08
Human Resources	2	2.06
Information Systems Technology	3	2.85
Municipal Court	3	3.04
Planning	5	3.93
Code Enforcement	1.5	1.53
Record Information Management	4	2.99
Police Administration	3.25	3.28
Police	34.5	35.44
Police Support	5	4.39
Building	2	2.01
Library	19.76	20.07
Streets	5	5.40
Water	8.2	6.89
Wastewater	5	5.08
Stormwater	8.3	6.65
Total FTE	140.1	139.63

**Attorney Fees summarized by department through September 30, 2016**

During the last budget committee meeting the committee requested a summary of legal expenses year-to-date (YTD) by department.

Department	Charges through Sept 30, 2016	Budget	YTD 25%
City Manager	\$ 25,505	\$ 48,000	53%
Community Development	3,882	42,000	9%
Public Works Administration	2,631	18,000	15%
Engineering	3,557	6,000	59%
Facilities	-	5,000	0%
Finance	2,808	12,000	23%
Fleet	-	2,000	0%
Human Resources	3,519	10,000	35%
Information Systems Technology	-	57,000	0%
Municipal Court	5,549	30,000	18%
Planning	5,669	42,000	13%
Code Enforcement	3,786	10,000	38%
Records & Information Management	440	5,000	9%
Police Administration	546	12,000	5%
Library	1,496	-	0%
Streets	-	3,000	0%
Water	-	10,000	0%
Wastewater	-	20,000	0%
Stormwater	-	30,000	0%
<b>Total</b>	<b>\$ 59,387</b>	<b>\$ 362,000</b>	<b>16%</b>

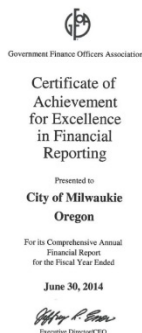
**FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016**

The City of Milwaukie Comprehensive Annual Financial Report (CAFR) will be issued in January and will be available for review at [www.milwaukieoregon.gov/finance](http://www.milwaukieoregon.gov/finance); we will send the committee an email notification once it is posted.

Additionally the City prepares a Popular Annual Financial Report (PAFR) which will also be available online at the aforementioned webpage. The PAFR is specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.

**INTERNATIONAL AWARDS RECEIVED FOR FINANCE DOCUMENTS**

**Comprehensive Annual Financial Reporting Award.** For the fifth time since the early nineties, the City received the *Certificate of Achievement for Excellence in Financial Reporting* award from the Government Finance Officers Association (GFOA). In order to receive this award, a government unit must publish an easily readable and efficiently organized CAFR whose contents conform to program



standards and satisfy both accounting principles generally accepted in the United States of America and applicable legal requirements.

**Popular Annual Financial Reporting Award.** For the fifth time the City received an *Award for Outstanding Achievement in Popular Annual Financial Reporting* from the GFOA. In order to receive this award, a government unit must publish a Popular Annual Financial Report whose contents conform to program standards of creativity, presentation, understandability, and reader appeal.

**Distinguished Budget Presentation Award.** The City also received the *Distinguished Budget Presentation Award* for its biennium 2015-2016 budget document from the GFOA. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment by a governmental entity, its financial staff, and its management. This international award program was established in 1984 to encourage exemplary budgetary practices and to provide peer recognition for government finance officers who prepare budget documents. A budget's proficiency is rated in four major categories: as a policy document, an operations guide, a financial plan, and a communications device.



These awards are prestigious national awards that recognizes conformance with the highest standards for preparation of state and local government financial reports.

We value your trust and promise to ensure fiscal integrity in all that we do. As you review this quarterly report, I welcome your questions, comments, and any suggestions you may have. As always, the best method of contact is by email at: [FishH@milwaukieoregon.gov](mailto:FishH@milwaukieoregon.gov).

Respectfully,

Haley Fish, CPA, CFE  
Finance Director, City of Milwaukie  
December 8, 2016

**City of Milwaukie, Oregon**  
**Quarterly Financial Report**  
**Budget-to-Actual**  
**Through the first quarter ended September 30, 2016**

**General Fund**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Property taxes	\$ 14,676,000	\$ 1,834,500	\$ 18,789	\$ 18,789	\$ (1,815,711)	1%
Franchise fees	3,345,000	418,125	-	-	(418,125)	-
Intergovernmental	4,069,000	508,625	252,310	252,310	(256,315)	50%
Licenses and permits	1,035,000	129,375	85,396	85,396	(43,979)	66%
Fines and forfeitures	2,659,000	332,375	257,519	257,519	(74,856)	77%
Miscellaneous	376,000	47,000	77,639	77,639	30,639	165%
	26,160,000	3,270,000	691,653	691,653	(2,578,347)	21%
Transfers	10,380,000	1,297,500	1,290,000	1,290,000	(7,500)	99%
<b>Total revenue</b>	<b>36,540,000</b>	<b>4,567,500</b>	<b>1,981,653</b>	<b>1,981,653</b>	<b>(2,585,847)</b>	<b>43%</b>
<b>Expenditures</b>						
City Council	235,000	29,375	21,462	21,462	7,913	73%
City Manager	2,029,000	253,625	257,642	257,642	(4,017)	102%
Community Development	3,537,000	442,125	138,273	138,273	303,852	31%
Public Works Administration	1,303,000	162,875	159,667	159,667	3,208	98%
Engineering Services	1,284,000	160,500	148,852	148,852	11,648	93%
Facilities Management	2,463,000	307,875	161,311	161,311	146,564	52%
Finance	2,239,000	279,875	243,032	243,032	36,843	87%
Fleet Services	1,424,000	178,000	126,268	126,268	51,732	71%
Human Resources	690,000	86,250	87,074	87,074	(824)	101%
Information Technology	2,768,000	346,000	354,624	354,624	(8,624)	102%
Municipal Court	762,000	95,250	80,665	80,665	14,585	85%
Planning Services	1,746,000	218,250	159,218	159,218	59,032	73%
Code Enforcement	365,000	45,625	39,148	39,148	6,477	86%
Public Access Studio	170,000	21,250	7,620	7,620	13,631	36%
Records and Information Management	964,000	120,500	105,009	105,009	15,491	87%
Non-Departmental	1,607,000	200,875	341,100	341,100	(140,225)	170%
Police Administration	1,228,000	153,500	150,914	150,914	2,586	98%
Police Field Services	11,900,000	1,487,500	1,293,665	1,293,665	193,835	87%
Police Support Services	813,000	101,625	96,557	96,557	5,068	95%
<b>Total expenditures</b>	<b>37,527,000</b>	<b>4,690,875</b>	<b>3,972,099</b>	<b>3,972,099</b>	<b>718,776</b>	<b>85%</b>
Revenue over (under) expenditures	(987,000)	(123,375)	(1,990,446)	(1,990,446)	(1,867,071)	
Beginning fund balance	5,395,000	5,395,000	6,134,695	4,144,249	(1,250,751)	
<b>Ending fund balance</b>	<b>\$ 4,408,000</b>	<b>\$ 5,271,625</b>	<b>\$ 4,144,249</b>	<b>\$ 2,153,803</b>	<b>\$ (3,117,822)</b>	
Personnel services			\$ 2,906,821			
Materials and services			1,044,892			
Capital outlay			16,516			
Debt service			3,870			
			<u>\$ 3,972,099</u>			

1 Property taxes are levied and due in October therefore the city receives a bulk of their distribution from the County in November and December.

2 Franchise fee payments are paid quarterly or annually therefore we don't receive our first distributions until subsequent to this reporting period.

3 Intergovernmental revenues are low due to receipt timing from the State (two month lag) and grants which are paid when earned vs consistently throughout the fiscal period.

4 Business Registrations are renewed annually in January therefore revenues appear low due to timing of business cycle.

5 Photo radar and traffic fines are significantly less than expected due to staffing adaptations and modifications to photo radar van deployment.

6 General liability premiums are paid annually at the beginning of the year.

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**Debt Service Fund**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Property taxes	\$ 479,000	\$ 59,875	\$ -	\$ -	\$ (59,875)	-
Intergovernmental	174,000	21,750	-	-	(21,750)	-
Proceeds from issuance of debt	-	-	9,480,005	-	-	-
<b>Total revenue</b>	<b>653,000</b>	<b>81,625</b>	<b>9,480,005</b>	<b>-</b>	<b>(81,625)</b>	<b>-</b>
<b>Expenditures</b>						
Debt service	703,000	87,875	-	-	87,875	-
<b>Total expenditures</b>	<b>703,000</b>	<b>87,875</b>	<b>-</b>	<b>-</b>	<b>87,875</b>	<b>-</b>
Revenue over (under) expenditures	(50,000)	(6,250)	9,480,005	-	6,250	-
Beginning fund balance	100,000	100,000	110,750	110,750	10,750	-
<b>Ending fund balance</b>	<b>\$ 50,000</b>	<b>\$ 93,750</b>	<b>\$ 9,590,755</b>	<b>\$ 110,750</b>	<b>\$ 17,000</b>	

<sup>1</sup> Property taxes will be received for the new tax year beginning in November.

**Building Inspection Fund**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Fees and charges	\$ 965,000	\$ 120,625	\$ 136,738	\$ 136,738	\$ 16,113	113%
Intergovernmental	2,000	250	292	292	(2,000)	0%
Miscellaneous	2,000	250	66	66	(184)	26%
<b>Total revenue</b>	<b>969,000</b>	<b>121,125</b>	<b>137,096</b>	<b>137,096</b>	<b>13,929</b>	<b>113%</b>
<b>Expenditures</b>						
Personnel services	511,000	63,875	63,710	63,710	165	100%
Materials and services	166,000	20,750	7,853	7,853	12,897	38%
Transfers	240,000	30,000	30,000	30,000	-	100%
<b>Total expenditures</b>	<b>917,000</b>	<b>114,625</b>	<b>101,563</b>	<b>101,563</b>	<b>13,062</b>	<b>89%</b>
Revenue over (under) expenditures	52,000	6,500	35,533	35,533	26,991	-
Beginning fund balance	233,000	233,000	317,368	352,901	119,901	-
<b>Ending fund balance</b>	<b>\$ 285,000</b>	<b>\$ 239,500</b>	<b>\$ 352,901</b>	<b>\$ 388,435</b>	<b>\$ 146,893</b>	

<sup>2</sup> Building permit volume increased more than anticipated in FY2016; fees also increased.

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**Library Fund**

<b>Revenue</b>	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
Intergovernmental revenue	\$ 3,261,000	\$ 407,625	\$ -	\$ -	\$ (407,625)	-
Intergovernmental revenue - capital	1,000,000	125,000	-	-	(125,000)	-
Fines	112,000	14,000	13,629	13,629	(372)	97%
Miscellaneous	30,000	3,750	1,436	1,436	(2,314)	38%
Allocation of general property taxes	1,703,000	212,875	-	-	(212,875)	-
Proceeds from issuance of debt	9,200,000	1,150,000				
<b>Total revenue</b>	<b>15,306,000</b>	<b>1,913,250</b>	<b>15,064</b>	<b>15,064</b>	<b>(748,186)</b>	<b>1%</b>
<b>Expenditures</b>						
Personnel services	3,339,000	417,375	408,131	408,131	9,244	98%
Materials and services	415,000	51,875	45,110	45,110	6,765	87%
Transfers	1,460,000	182,500	180,000	180,000	2,500	99%
Capital outlay	10,445,000	1,305,625	14,617	14,617	1,291,008	100%
<b>Total expenditures</b>	<b>15,659,000</b>	<b>1,957,375</b>	<b>647,858</b>	<b>647,858</b>	<b>1,309,517</b>	<b>33%</b>
Revenue over (under) expenditures	(353,000)	(44,125)	(632,794)	(632,794)	561,331	
Beginning fund balance	954,000	954,000	841,724	208,930	(745,070)	
<b>Ending fund balance</b>	<b>\$ 601,000</b>	<b>\$ 909,875</b>	<b>\$ 208,930</b>	<b>\$ (423,863)</b>	<b>\$ (183,738)</b>	

<sup>1</sup> The District makes two distributions throughout the year; one in January and one in May/June.

<sup>2</sup> We are in the process of requesting the distribution from the County to fund a portion of the Library expansion which is in the preliminary contracting phase.

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**Transportation Fund - in Total**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
<i>Dedicated to St/Surf Maintenance Program:</i>						
Fees (from street maintenance fee)	\$ 1,250,000	\$ 156,250	\$ 156,470	\$ 156,470	\$ 220	100%
Franchise fees (from 1.5% privilege tax)	636,000	79,500	-	-	(79,500)	- <sup>2</sup>
Intergovernmental (from local gas tax)	368,000	46,000	29,718	29,718	(16,282)	65%
	2,254,000	281,750	186,188	186,188	(95,562)	66%
<i>Dedicated to State Gas Tax Program:</i>						
Intergovernmental (from state gas tax)	2,466,000	308,250	195,983	195,983	(112,267)	64%
Intergovernmental (other)	4,543,000	567,875	-	-	(567,875)	- <sup>1</sup>
Franchise fees (from utility funds)	1,368,000	208,625	202,000	202,000	(6,625)	97%
Miscellaneous	180,000	22,500	2,436	2,436	(20,064)	11%
<b>Total revenue</b>	<b>10,811,000</b>	<b>1,389,000</b>	<b>586,607</b>	<b>586,607</b>	<b>(802,393)</b>	<b>42%</b>
<b>Expenditures</b>						
Personnel services	949,000	118,625	118,889	118,889	(264)	100%
Materials and services	1,077,000	134,625	74,887	74,887	59,738	56%
Debt service	14,000	1,750	-	-	1,750	-
Transfers	2,090,000	261,250	272,500	272,500	(11,250)	104%
Capital outlay	8,391,000	1,048,875	-	-	1,048,875	- <sup>1</sup>
<b>Total expenditures</b>	<b>12,521,000</b>	<b>1,565,125</b>	<b>466,276</b>	<b>466,276</b>	<b>1,098,849</b>	<b>30%</b>
Revenue over (under) expenditures	(1,710,000)	(176,125)	120,331	120,331	296,456	
Beginning fund balance	2,174,000	2,174,000	2,216,827	2,337,158	163,158	
<b>Ending net available fund balance</b>	<b>\$ 464,000</b>	<b>\$ 1,997,875</b>	<b>\$ 2,337,158</b>	<b>\$ 2,457,490</b>	<b>\$ 459,615</b>	

<sup>1</sup> Intergovernmental revenues are comprised of reimbursement grants. These may not be received uniformly through out the year based on when the related capital project is completed. See project status report for further information.

<sup>2</sup> Franchise fee payments are paid quarterly or annually therefore we don't receive our first distributions until subsequent to this reporting period.

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**Street Surface Maintenance Program**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Fees (from street maintenance fee)	\$ 1,250,000	\$ 156,250	\$ 156,470	\$ 156,470	\$ 220	100%
Franchise fees (from 1.5% privilege tax)	636,000	79,500	-	-	(79,500)	-
Intergovernmental (from local gas tax)	368,000	46,000	29,718	29,718	(16,282)	65%
Fee in lieu of construction	124,000	15,500	-	-	(15,500)	100%
<b>Total revenue</b>	<b>2,378,000</b>	<b>297,250</b>	<b>186,188</b>	<b>186,188</b>	<b>(111,062)</b>	<b>63%</b>
<b>Expenditures</b>						
Materials and services	50,000	6,250	3,484	3,484	2,766	56%
Debt service	-	-	-	-	-	-
Transfers	418,000	52,250	54,500	54,500	(2,250)	104%
Capital outlay	2,895,000	361,875	-	-	361,875	-
<b>Total expenditures</b>	<b>3,363,000</b>	<b>420,375</b>	<b>57,984</b>	<b>57,984</b>	<b>362,391</b>	<b>14%</b>
Revenue over (under) expenditures	(985,000)	(123,125)	128,204	128,204	251,329	
Beginning fund balance	1,238,000	1,238,000	1,456,147	1,584,351	346,351	
<b>Ending net available fund balance</b>	<b>\$ 253,000</b>	<b>\$ 1,114,875</b>	<b>\$ 1,584,351</b>	<b>\$ 1,712,555</b>	<b>\$ 597,680</b>	

**State Gas Tax Program**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Intergovernmental (from state gas tax)	\$ 2,466,000	\$ 308,250	\$ 195,983	\$ 195,983	\$ (112,267)	64%
Intergovernmental (other)	4,543,000	567,875	-	-	(567,875)	-
Franchise fees (from utility funds)	1,669,000	208,625	202,000	202,000	(6,625)	97%
Fee in Lieu of Construction	140,000	17,500	-	-	(17,500)	-
Miscellaneous	40,000	5,000	2,436	2,436	(2,564)	100%
Proceeds from issuance of debt	130,000	16,250	-	-	(16,250)	-
<b>Total revenue</b>	<b>8,988,000</b>	<b>1,107,250</b>	<b>400,419</b>	<b>400,419</b>	<b>(723,081)</b>	<b>36%</b>
<b>Expenditures</b>						
Personnel services	949,000	118,625	118,889	118,889	(264)	100%
Materials and services	1,027,000	128,375	71,403	71,403	56,972	56%
Transfers	1,672,000	209,000	218,000	218,000	(9,000)	104%
Capital outlay	5,496,000	687,000	-	-	687,000	-
Debt service	14,000	1,750	-	-	1,750	-
<b>Total expenditures</b>	<b>9,158,000</b>	<b>1,144,750</b>	<b>408,292</b>	<b>408,292</b>	<b>736,458</b>	<b>36%</b>
Revenue over (under) expenditures	(170,000)	(37,500)	(7,873)	(7,873)	13,377	
Beginning fund balance	936,000	936,000	760,680	752,807	(183,193)	
<b>Ending net available fund balance</b>	<b>\$ 766,000</b>	<b>\$ 898,500</b>	<b>\$ 752,807</b>	<b>\$ 744,935</b>	<b>\$ (169,815)</b>	

<sup>1</sup> Intergovernmental revenues are comprised of reimbursement grants. These may not be received uniformly through out the year based on when the related capital project is completed. See project status report for further information.

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**Water Fund**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Fees and charges	\$ 7,921,000	\$ 990,125	\$ 1,216,984	1,216,984	226,859	123%
Miscellaneous	130,000	16,250	14,309	14,309	(1,941)	88%
Proceeds from issuance of debt	130,000	16,250	-	-	(16,250)	-
<b>Total revenue</b>	<b>8,181,000</b>	<b>1,022,625</b>	<b>1,231,293</b>	<b>1,231,293</b>	<b>208,668</b>	<b>120%</b>
<b>Expenditures</b>						
Personnel services	1,616,000	202,000	171,266	171,266	30,734	85%
Materials and services	1,804,000	225,500	161,154	161,154	64,346	71%
Transfers	2,320,000	290,000	285,000	285,000	5,000	98%
Capital outlay	3,960,000	495,000	-	-	495,000	-
Debt service	14,000	1,750	-	-	1,750	-
<b>Total expenditures</b>	<b>9,714,000</b>	<b>1,214,250</b>	<b>617,420</b>	<b>617,420</b>	<b>596,830</b>	<b>51%</b>
Revenue over (under) expenditures	(1,533,000)	(191,625)	613,873	613,873	805,498	
Beginning fund balance	3,100,000	3,100,000	3,462,471	4,076,344	976,344	
<b>Ending fund balance</b>	<b>\$ 1,567,000</b>	<b>\$ 2,908,375</b>	<b>\$ 4,076,344</b>	<b>\$ 4,690,217</b>	<b>\$ 1,781,842</b>	

<sup>1</sup> The Water Fund experienced higher usage due to the hot summer and dry fall, accompanied with higher rates.

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**Wastewater Fund**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Fees and charges	\$ 15,451,000	\$ 1,931,375	\$ 1,973,862	\$ 1,973,862	\$ 42,487	102%
Intergovernmental (grant)	30,000	3,750	-			
Miscellaneous	46,000	5,750	2,742	2,742	(3,008)	48%
Proceeds from reimbursement district	150,000	18,750	13,899	13,899	(4,851)	74%
<b>Total revenue</b>	<b>15,677,000</b>	<b>1,959,625</b>	<b>1,990,504</b>	<b>1,990,504</b>	<b>34,629</b>	<b>102%</b>
<b>Expenditures</b>						
Personnel services	950,000	118,750	101,420	101,420	17,330	85%
Materials and services	10,321,000	1,290,125	830,510	830,510	459,615	64%
Debt service	214,000	26,750	48,229	48,229	(21,479)	180%
Transfers	2,190,000	273,750	267,500	267,500	6,250	98%
Capital outlay	2,560,000	320,000	9,957	9,957	310,043	3%
<b>Total expenditures</b>	<b>16,235,000</b>	<b>2,029,375</b>	<b>1,257,616</b>	<b>1,257,616</b>	<b>771,759</b>	<b>62%</b>
Revenue over (under) expenditures	(558,000)	(69,750)	732,888	732,888	806,388	
Beginning fund balance	3,274,000	3,274,000	3,271,883	4,004,771	730,771	
<b>Ending fund balance</b>	<b>\$ 2,716,000</b>	<b>\$ 3,204,250</b>	<b>\$ 4,004,771</b>	<b>\$ 4,737,659</b>	<b>\$ 1,537,159</b>	

- <sup>1</sup> Wastewater Fund revenues were higher than anticipated due to usage, accompanied with higher rates.
- <sup>2</sup> Treatment payments to WES are a month behind with actual year-to-date amounts reflecting only two payments.
- <sup>3</sup> Projects slated for FY2017 have not yet been completed. See project status report for further information.

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**Stormwater Fund**

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
Fees and charges	\$ 7,069,000	\$ 883,625	\$ 839,584	\$ 839,584	\$ (44,041)	95%
Miscellaneous	14,000	1,750	1,037	1,037	(713)	59%
Proceeds from issuance of debt	130,000	-	-	-	-	-
<b>Total revenue</b>	<b>7,213,000</b>	<b>885,375</b>	<b>840,622</b>	<b>840,622</b>	<b>(44,753)</b>	<b>95%</b>
<b>Expenditures</b>						
Personnel services	1,445,000	180,625	145,434	145,434	35,191	81% <sup>1</sup>
Materials and services	1,005,000	125,625	88,548	88,548	37,077	70%
Transfers	2,080,000	260,000	255,000	255,000	5,000	98%
Capital outlay	4,835,000	604,375	7,614	7,614	596,761	1% <sup>2</sup>
Debt service	14,000	-	-	-	-	-
<b>Total expenditures</b>	<b>9,379,000</b>	<b>1,170,625</b>	<b>496,596</b>	<b>496,596</b>	<b>674,029</b>	<b>42%</b>
Revenue over (under) expenditures	(2,166,000)	(285,250)	344,026	344,026	629,276	
Beginning fund balance	2,784,000	2,784,000	2,953,385	3,297,411	513,411	
<b>Ending fund balance</b>	<b>\$ 618,000</b>	<b>\$ 2,498,750</b>	<b>\$ 3,297,411</b>	<b>\$ 3,641,437</b>	<b>\$ 1,142,687</b>	

<sup>1</sup> One budgeted position has not been filled.

<sup>2</sup> Anticipated capital projects have not started. See project status report for further information.

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***Systems Development Charges Fund***

	Biennial Budget	Flexible Budget	FY 2017 Actual	Total Biennium To-Date Actual	Variance	% of Budget
<b>Revenue</b>						
System development charges	\$ 106,000	\$ 13,250	\$ 22,131	\$ 22,131	\$ 8,881	167%
Miscellaneous	2,000	250	82	82	(169)	100%
<b>Total revenue</b>	<b>108,000</b>	<b>13,500</b>	<b>22,213</b>	<b>22,213</b>	<b>8,713</b>	<b>165%</b>
<b>Expenditures</b>						
Materials and services	50,000	6,250	-	-	6,250	-
Capital outlay	623,000	77,875	-	-	77,875	-
<b>Total expenditures</b>	<b>673,000</b>	<b>84,125</b>	<b>-</b>	<b>-</b>	<b>84,125</b>	<b>-</b>
Revenue over (under) expenditures	(565,000)	(70,625)	22,213	22,213	92,838	
Beginning fund balance	1,352,000	1,352,000	1,444,833	1,467,046	115,046	
<b>Ending fund balance</b>	<b>\$ 787,000</b>	<b>\$ 1,281,375</b>	<b>\$ 1,467,046</b>	<b>\$ 1,489,258</b>	<b>\$ 207,883</b>	

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**Project Status Report**

Biennium-to-Date through September 30, 2016

General Fund	Project Number	Project Description	FY17 Annual		FY18 YTD Actual		Total BN		Variance	% of Budget	Project Status
			Budget	Budget	Actual	Actual	Budget	Actual			
	D23	Riverfront Park Repairs	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	-	Currently under design
	D24	Wayfinding	40,000	-	-	-	-	-	40,000	-	Plans and drawing 90% complete; finalizing details after receiving ODOT comments
	D28	Adams Street Plaza		20,000					20,000	-	Not started
	D29	Kronberg Park Multi-Use Trail		1,700,000					1,700,000	-	Pending ODOT authorization to begin
	F18	Removal of Oil Tank Bertmann House			3,775		3,775		(3,775)	0%	Completed
	F21	Replace Main Floor Surface at City Hall	30,000						30,000	-	Not started; hiring PM/General Contractor to assist with project
	F22	Replace Lighting in Fleet Shop	15,000						15,000	-	Not started; hiring PM/General Contractor to assist with project
	F23	Expand Self-Checkout at Library	10,000						10,000	-	Not started; hiring PM/General Contractor to assist with project
	F24	Install Bullet Resistance Glass at Public Safety Building	60,000						60,000	-	Not started; hiring PM/General Contractor to assist with project
	F25	Improve Customer Interaction Windows at City Hall	40,000						40,000	-	Not started; hiring PM/General Contractor to assist with project
	F26	New Concrete Floor in Pole Barn	30,000						30,000	-	Not started
	F27	Construct Mud Room in Public Works Building	40,000						40,000	-	Not started
	F28	Electronic Door Openers in Fleet Shop	30,000		10,150		10,150		19,850	34%	Completed
	F29	Full Height Walls for Engineering Department	30,000						30,000	-	Not started
	F30	Replace Cabinets at Public Safety Building	25,000						25,000	-	Not started
	F15	Incode Version 10 Upgrade	46,000		1,966		1,966		44,034	4%	In process; next modules begin 3rd quarter
	K05	Automatic Parts Washing Machine for Fleet	14,000						24,000	-	Not started
	I09	Core Infrastructure Upgrade - IT	50,000						50,000	-	Purchase of software in process. Scope of work for project complete. Logical and physical design will begin January 2017. Scheduled for phase one completion April 2017.
	I12	Data Center Consolidation - IT	30,000						30,000	-	Scope of Work development in process.
	I13	VOIP Polycom Device Upgrade - IT	30,000						30,000	-	not started
	I10	Enterprise Security Firewall and Router Upgrades - IT	50,000		41,000*				50,000	-	Firewalls are purchased. Staff training, current firewall documentation, and firewall configuration in process. *expended in October 2016
	I14	Virtual Environment Host Upgrade - IT	65,000						65,000	-	not started
	I11	Help Desk System Application Upgrade - IT	50,000						50,000	-	not started
	V01	Public Access Studio Equipment Replacement	40,000		625		625		79,375	1%	Finishing project that was mostly completed in FY16 along with a few projects identified for FY17
	Z09	Fleet Vehicle Purchases - Police	150,000						300,000	-	Vehicles purchase for FY17 in process
	E02	Fleet Vehicle Purchase - Engineering	35,000						35,000	-	Not started
	G04	Fleet Vehicle Purchase - Public Works Administration	45,000						45,000	-	Not started
	D30	Fleet Vehicle Purchase - Community Development	25,000						25,000	-	Not started
	I15	Fleet Vehicle Purchase - Information Technology	35,000						35,000	-	Not started
	N02	Fleet Vehicle Purchase - Non-Departmental (City Hall)	25,000						25,000	-	Not started
		<b>Total General Fund Capital Projects</b>	<b>\$ 715,000</b>	<b>\$ 2,270,000</b>	<b>\$ 16,516</b>	<b>\$ -</b>	<b>\$ 16,516</b>	<b>\$ -</b>	<b>\$ 2,968,484</b>	<b>1%</b>	

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**Project Status Report**

Biennium-to-Date through September 30, 2016

Project Number	Project Status	FY17 Annual Budget			FY18 Annual Budget			FY17 YTD Actual			FY18 YTD Actual			Total BN		% of Budget	
		Budget	Variance	% of Budget	Budget	Variance	% of Budget	Actual	Variance	% of Budget	Actual	Variance	% of Budget	Actual	Variance		% of Budget
<b>Library Fund</b>																	
L03	Library Expansion	\$ -	\$ -	0%	\$ 10,345,000	\$ 10,345,000	0%	\$ 14,617	\$ -	0%	\$ 14,617	\$ -	0%	\$ 14,617	\$ -	0%	Project manager hired; architectural design team and CM/GC teams will be in place by January 2017
L07	RFID Technology	100,000	-	-	-	100,000	-	-	-	-	-	-	-	-	100,000	-	Tagging will begin January 2017, go live by June 2017
<b>Total Library Fund Capital Projects</b>		<b>\$ 100,000</b>	<b>\$ 10,345,000</b>	<b>0%</b>	<b>\$ 10,445,000</b>	<b>\$ 10,445,000</b>	<b>0%</b>	<b>\$ 14,617</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 14,617</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 14,617</b>	<b>\$ 10,430,383</b>	<b>0%</b>	
<b>Transportation Fund</b>																	
<b>State Gas Tax</b>																	
G05	Property Acquisition at Public Works	\$ 130,000	\$ -	-	\$ 130,000	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ 130,000	-	Nearing completion; purchase agreement being drafted
T39	Vehicle Purchases	45,000	60,000	133%	60,000	105,000	175%	-	-	-	-	-	-	-	105,000	-	In process
T05	17th Avenue Multi-Use Trail	3,495,000	-	-	3,495,000	-	-	-	-	-	-	-	-	-	3,495,000	-	Project under construction
D22	Kellogg Creek Bridge	818,000	427,000	52%	1,245,000	-	-	-	-	-	-	-	-	-	1,245,000	-	Working with FEMA for project authorization
T38	Monroe Street Greenway	15,000	125,000	833%	140,000	-	-	-	-	-	-	-	-	-	140,000	-	Preliminary work underway
T37	21st Avenue and Washington Street Traffic Configuration	131,000	-	-	131,000	-	-	-	-	-	-	-	-	-	131,000	-	Project in design phase
T36	Main Street Crossing Improvements	50,000	-	-	50,000	-	-	-	-	-	-	-	-	-	50,000	-	Project in design phase
T35	ADA Ramp Enhancements (CDBG)	200,000	-	-	200,000	-	-	-	-	-	-	-	-	-	200,000	-	Project under construction
<b>Total State Gas Tax Projects</b>		<b>\$ 4,884,000</b>	<b>\$ 612,000</b>	<b>12%</b>	<b>\$ 5,496,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ 5,496,000</b>	<b>0%</b>	
<b>Street Surface Maintenance Program</b>																	
S14	SSMP Crack Seal	15,000	15,000	100%	30,000	30,000	100%	-	-	-	-	-	-	-	30,000	-	Work deferred to FY18
S17	SSMP Slurry Seal	-	100,000	-	100,000	-	-	-	-	-	-	-	-	-	100,000	-	Not started
S15	Bike and Pedestrian Improvements	50,000	-	-	50,000	-	-	-	-	-	-	-	-	-	50,000	-	Project underway
T05	17th Avenue Multi-Use Trail	315,000	-	-	315,000	-	-	-	-	-	-	-	-	-	315,000	-	Project under construction
S13	SSMP Paving - 42nd Avenue	1,000,000	-	-	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000	-	Project in design phase
S16	SSMP Paving - 43rd Avenue	400,000	-	-	400,000	-	-	-	-	-	-	-	-	-	400,000	-	Project upcoming
S18	SSMP Paving - Home Avenue	-	600,000	-	600,000	-	-	-	-	-	-	-	-	-	600,000	-	Not started
S19	SSMP Paving - Stanley Avenue	400,000	-	-	400,000	-	-	-	-	-	-	-	-	-	400,000	-	Not started
<b>Total Street Surface Maintenance Program Projects</b>		<b>\$ 1,780,000</b>	<b>\$ 1,115,000</b>	<b>63%</b>	<b>\$ 2,895,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ 2,895,000</b>	<b>0%</b>	
<b>Total Transportation Fund Capital Projects</b>																	
<b>Total</b>		<b>\$ 6,664,000</b>	<b>\$ 1,727,000</b>	<b>26%</b>	<b>\$ 8,391,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ 8,391,000</b>	<b>0%</b>	

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**Project Status Report**

Biennium-to-Date through September 30, 2016

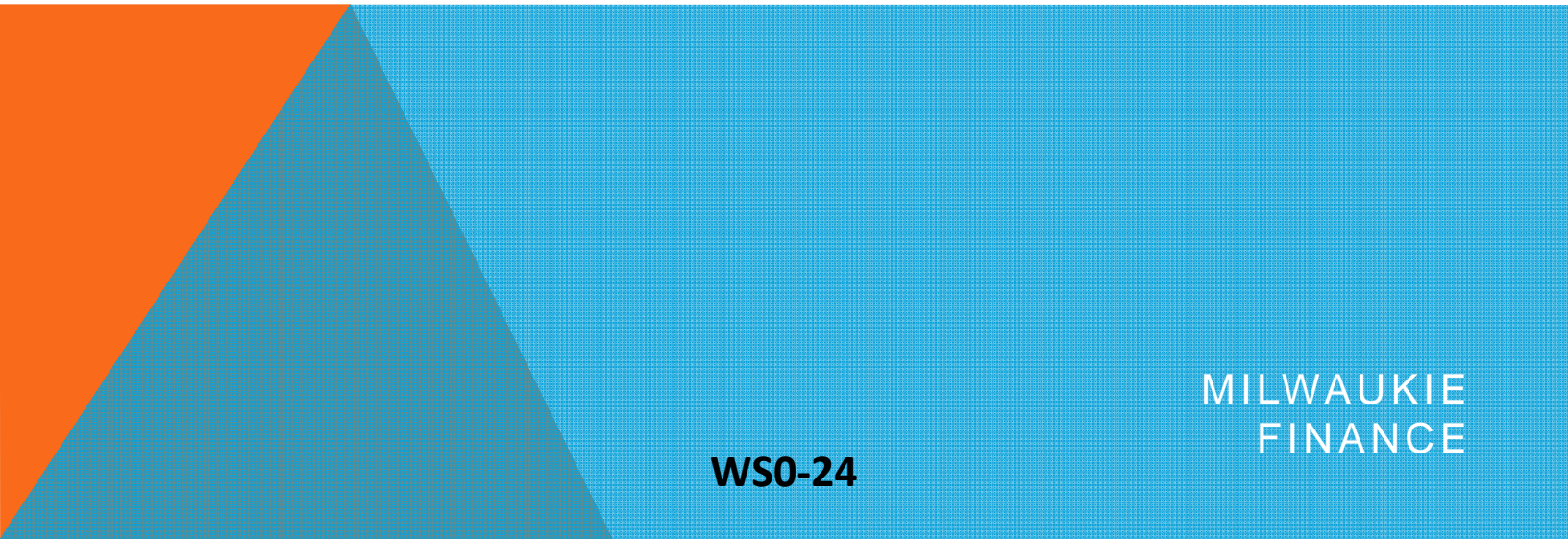
Project Number	FY17 Annual		FY18 Annual		Total BN		Variance	% of Budget	Project Status
	Budget	Actual	Budget	Actual	Budget	Actual			
<b>Water Fund</b>									
Property Acquisition at Public Works									
G05	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000	0%	Nearing completion; purchase agreement being drafted
Vehicle Purchases									
W42	105,000.00	-	105,000.00	-	105,000.00	-	105,000.00	-	In process
W27	-	510,000	-	510,000	-	-	510,000	-	Project in design phase
W38	160,000	-	160,000	-	160,000	-	160,000	-	Project in design phase
W39	75,000	-	75,000	-	75,000	-	75,000	-	Project upcoming
W40	75,000	-	75,000	-	75,000	-	75,000	-	Project upcoming
W41	50,000	-	50,000	-	50,000	-	50,000	-	Project upcoming
W10	1,255,000	-	1,255,000	-	1,255,000	-	1,255,000	-	Project underway
W14	-	400,000	-	400,000	-	-	400,000	-	Not started
W16	200,000	1,000,000	1,200,000	-	1,200,000	-	1,200,000	-	Design to begin Spring 2017
	<b>\$ 2,050,000</b>	<b>\$ 1,910,000</b>	<b>\$ 3,830,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,960,000</b>	<b>-</b>	
<b>Total Water Fund Capital Projects</b>									
<b>Wastewater Fund</b>									
Property Acquisition at Public Works									
G05	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000	-	Nearing completion; purchase agreement being drafted
Vehicle Purchases									
X15	45,000	60,000	105,000	-	-	-	105,000	-	Purchases to be made in the 2nd and 3rd quarters
X16	190,000	90,000	280,000	9,957	-	9,957	270,043	4%	Project to begin in 3rd quarter
X07	200,000	200,000	400,000	-	-	-	400,000	-	Project in design phase
X10	485,000	600,000	1,085,000	-	-	-	1,085,000	-	Project upcoming
X17	165,000	165,000	330,000	-	-	-	330,000	-	Project upcoming
X18	-	180,000	180,000	-	-	-	180,000	-	Not started
X11	50,000	-	50,000	-	-	-	50,000	-	Working with FEMA for project authorization
	<b>\$ 1,265,000</b>	<b>\$ 1,295,000</b>	<b>\$ 2,560,000</b>	<b>\$ 9,957</b>	<b>\$ -</b>	<b>\$ 9,957</b>	<b>\$ 2,040,043</b>	<b>0%</b>	
<b>Total Wastewater Fund Capital Projects</b>									

City of Milwaukie, Oregon  
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 Through the first quarter ended September 30, 2016

**Project Status Report**

Biennium-to-Date through September 30, 2016

Project Number	Project Description	FY17 Annual		FY18 Annual		FY17 YTD Actual		FY18 YTD Actual		Total BN Actual	Variance	% of Budget	Project Status
		Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual				
<b>Stormwater Fund</b>													
Property Acquisition at Public Works		\$ 130,000.00	\$ -	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	-	130,000	-	Nearing completion; purchase agreement being drafted
G05													
Vehicle Purchases		295,000	300,000	595,000	-	-	-	-	-	-	595,000	-	Purchase of sweeper is underway
Y12													
Kellogg Creek Bridge		260,000	-	260,000	-	-	-	-	-	-	260,000	-	Working with FEMA for project authorization
D22													
Kellogg Creek Dam Removal		-	50,000	50,000	-	-	-	-	-	-	50,000	-	Not started
Y04													
36th Avenue Stormwater Improvements		105,000	-	105,000	-	-	-	-	-	-	105,000	-	Project upcoming
Y08													
47th Avenue and Llewelling Street Stormwater Improvements		160,000	-	160,000	-	-	-	-	-	-	160,000	-	Project upcoming
Y09													
55th Avenue and Monroe Street Stormwater Improvements		25,000	-	25,000	-	-	-	-	-	-	25,000	-	Project upcoming
Y10													
Hemlock Street Pipe Replacement		-	560,000	560,000	-	-	-	-	-	-	560,000	-	Not started
Y17													
Plum Street and Apple Street Pipe Installation		180,000	-	180,000	-	-	-	-	-	-	180,000	-	Design and construction to begin Summer 2017
Y14													
Washington Street Pipe Replacement		-	800,000	800,000	-	-	-	-	-	-	800,000	-	Not started
Y18													
Main Street and Milport Street Pipe Replacement		250,000	-	250,000	-	-	-	-	-	-	250,000	-	Project in design phase
Y13													
Stormwater Main Repair Program		150,000	150,000	300,000	-	-	-	-	-	-	300,000	-	Project upcoming
Y15													
Water Quality Facility (Washington Street)		120,000	-	120,000	-	-	-	-	-	-	120,000	-	Negotiated IGA with TriMet
Y16													
Meek Street Pipe Replacement		500,000	800,000	1,300,000	-	7,614	-	7,614	-	7,614	1,292,386	1%	Project in design phase
Y11													
<b>Total Stormwater Fund Capital Projects</b>		<b>\$ 2,175,000</b>	<b>\$ 2,660,000</b>	<b>\$ 4,835,000</b>	<b>\$ -</b>	<b>\$ 7,614</b>	<b>\$ -</b>	<b>\$ 7,614</b>	<b>\$ -</b>	<b>\$ 7,614</b>	<b>\$ 4,827,386</b>	<b>1%</b>	
<b>SDC Fund</b>													
17th Avenue Multi-Use Trail - Streets		20,000	-	20,000	-	-	-	-	-	-	20,000	-	Project under construction
T05													
Kellogg Creek Bridge - Streets		180,000	-	180,000	-	-	-	-	-	-	180,000	-	Working with FEMA for project authorization
D22													
McBrood Avenue Water System Improvements - Water		-	90,000	90,000	-	-	-	-	-	-	90,000	-	Project in design phase
W27													
Capacity Building Pipe Replacement - Wastewater		-	180,000	180,000	-	-	-	-	-	-	180,000	-	Not started
X18													
Kellogg Creek Bridge - Stormwater		100,000	-	100,000	-	-	-	-	-	-	100,000	-	Working with FEMA for project authorization
D22													
17th Avenue Multi-Use Trail - Stormwater		53,000	-	53,000	-	-	-	-	-	-	53,000	-	Project under construction
T05													
<b>Total SDC Fund Capital Projects</b>		<b>\$ 353,000</b>	<b>\$ 270,000</b>	<b>\$ 470,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 623,000</b>	<b>-</b>	
<b>Total</b>		<b>\$ 13,322,000</b>	<b>\$ 20,477,000</b>	<b>\$ 33,516,000</b>	<b>\$ -</b>	<b>\$ 48,704</b>	<b>\$ -</b>	<b>\$ 48,704</b>	<b>\$ -</b>	<b>\$ 48,704</b>	<b>\$ 33,240,296</b>		



**WS0-24**

MILWAUKIE  
FINANCE



MILWAUKIE CITY COUNCIL  
**STAFF REPORT**

Agenda Item: **WS 2.**  
Meeting Date: **12/20/16**

To: Mayor and City Council  
Through: Ann Ober, City Manager

Subject: **2016 Volunteer of the Year Award**

From: Mitch Nieman, Asst to City Manager

Date: 12/20/2016

### **ACTION REQUESTED**

Provide direction on administrative process and nomination criteria for the 2016 “Ed Zumwalt, Volunteer of the Year Award.”

### **HISTORY OF PRIOR ACTIONS**

Since 2012, Council has formally recognized an exclusive volunteer in the community on an annual basis. Past recipients were:

- 2012 – Ed Zumwalt
- 2013 – Dion Shepard
- 2014 – Alicia Hamilton
- 2015 – Dave Aschenbrenner

### **BACKGROUND**

Last year, Council directed staff to open up the nomination process in January, so volunteers could take advantage of a full calendar year to volunteer. Also, Council agreed to allow staff to nominate volunteers.

Nomination criteria has differed over the years, but staff recommends Council adopt the criteria that was used last year:

- Name of Nominee\*
- Description of the Nominee’s service to the Milwaukie Community\*
- Of the nominee’s service to the Milwaukie Community, specifically, what service was provided during 2015\*
- Of the nominee’s service to the Milwaukie Community, what service was provided to the City of Milwaukie as 1) either a member of a board, commission, committee, task force, or other body, or 2) through participation in a city sponsored activity\*
- Why do you believe that the nominee’s service to the Milwaukie Community has been so significant that they should be recognized with the award\*

- List any services the nominee has provided outside of the Milwaukie community\*
- Name (submitter)\*
- Address (submitter)
- Telephone (submitter)
- E-mail (submitter)\*
- If a non-resident, what Milwaukie non-profit or business are you a member of (submitter)

*\*required to be completed for nomination to be counted*

Nominations may be submitted online or through e-mail. If a member of the community phones or writes in a nomination, then staff will enter it in the online system provided the nomination includes required criteria.

Nominations will begin on January 9 and end on February 13. The five-week timeframe gives Council until March 7 to deliberate nominees and to decide on a winner. Following Council's decision, the winner will be formally recognized at the first Council meeting in April, and again at an anticipated volunteer recognition event in April 2017.

#### **ALTERNATIVES**

1. Approve staff's recommended administrative process and nomination criteria
2. Decline staff's recommended administrative process and nomination criteria and provide a different process and set of criteria

#### **FISCAL IMPACTS**

There is no fiscal impact associated with this action other than staff time to administer the process, and the cost to procure a custom designed recognition plaque.

#### **ATTACHMENTS**

N/A