

# city of forest grove



## PROPOSED 2013-14 BUDGET

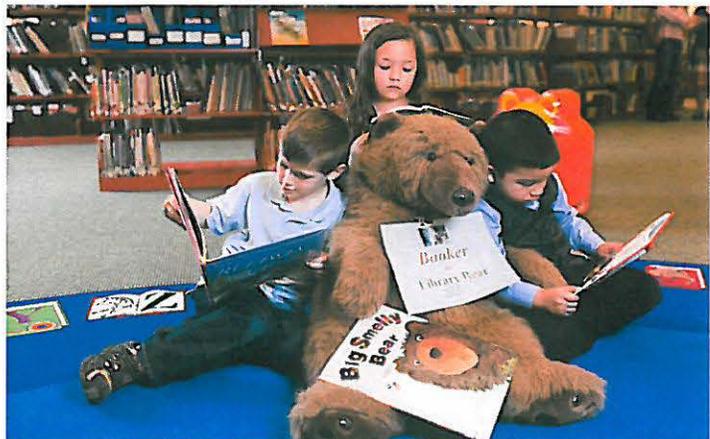
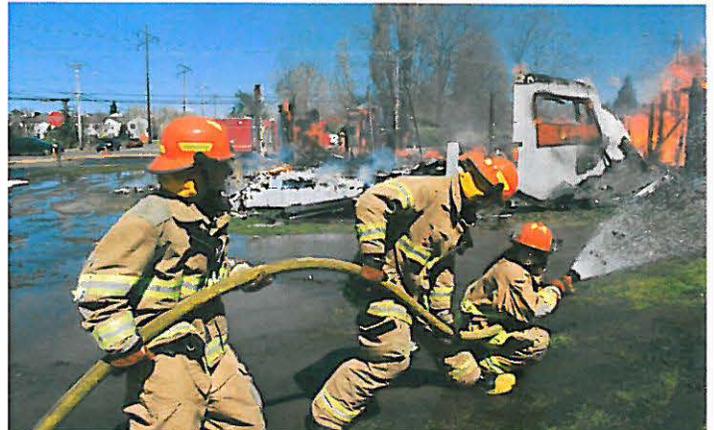


FOREST GROVE OREGON

*A place where businesses and families thrive.*



FOREST GROVE  
*Where Oregon pinot was born*





# 2013-14 BUDGET COMMITTEE

## COUNCIL

Tom Johnston  
Richard Kidd  
Victoria Lowe  
Camille Miller  
Ron Thompson  
Pete Truax, Mayor  
Elena Uhing

## CITIZENS

Tom Beck  
Meredith Bliss  
Rod Fuiten  
David Maisel  
Debby Roth  
Cheré Sandusky  
Dale Smith

## STAFF

Michael Sykes, City Manager  
Paul Downey, Administrative Services Director  
Susan Cole, Assistant Finance Director  
Janie Schutz, Police Chief  
Rob Foster, Public Works Director  
Tom Gamble, Parks & Recreation Director  
Jon Holan, Community Development Director  
George Cress, Light & Power Director  
Michael Kinkade, Fire Chief  
Colleen Winters, Library Director

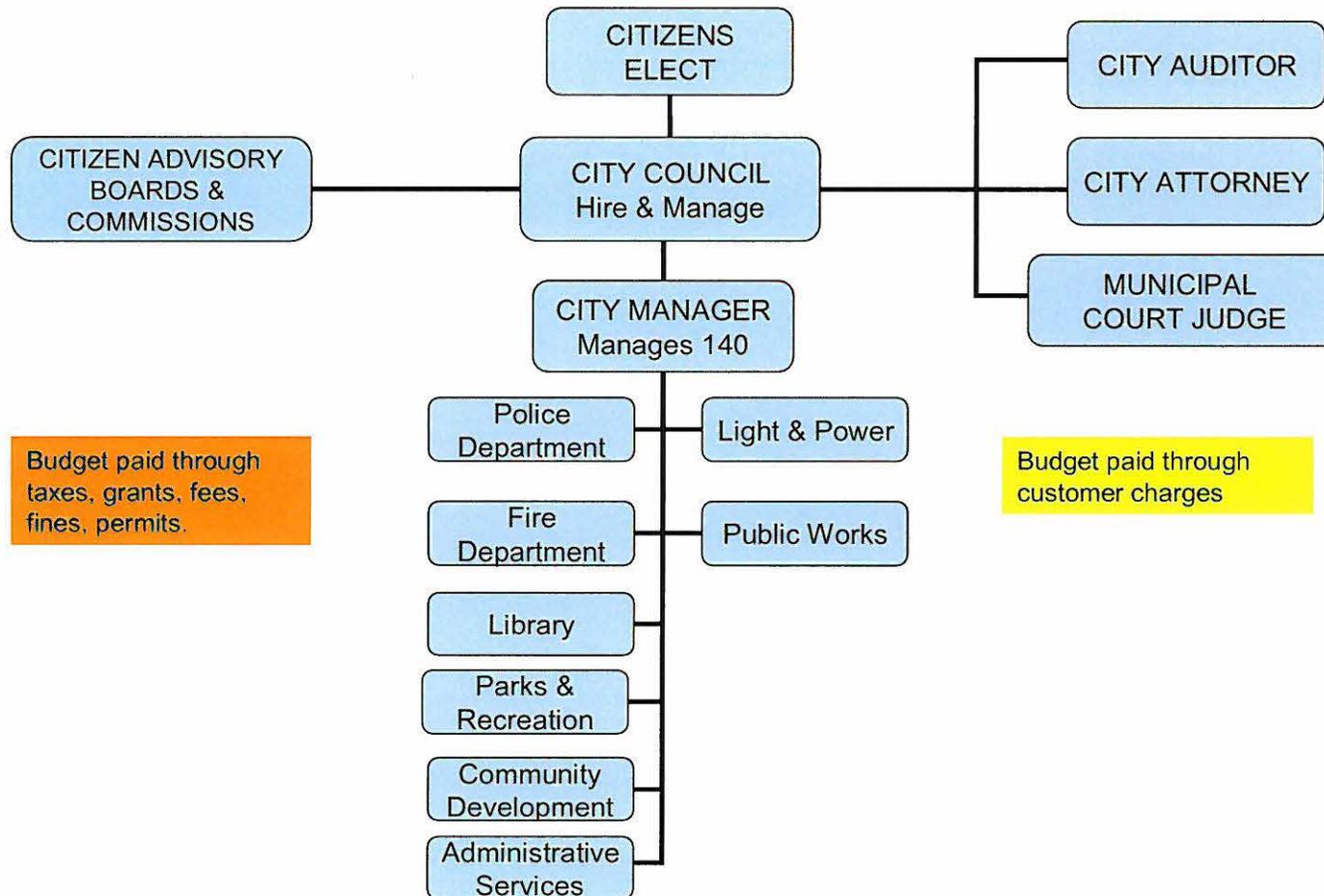
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CITY OF FOREST GROVE  
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# CITY OF FOREST GROVE ORGANIZATIONAL CHART



FY 2013-14 PROPOSED BUDGET REVENUE SUMMARY BY FUND

<u>FUND</u>	<u>Local Taxes</u>	<u>Intergovernmental Revenue</u>	<u>Charges for Services</u>	<u>Fines</u>	<u>Licenses, Permits, Fees</u>	<u>Miscellaneous</u>	<u>Transfers &amp; Reimbursements</u>	<u>Beginning Fund Balance</u>	<u>Total Revenues</u>
<u>Total General Fund</u>	<u>7,264,661</u>	<u>2,188,495</u>	<u>3,344,659</u>	<u>375,839</u>	<u>135,400</u>	<u>61,700</u>	<u>2,106,019</u>	<u>3,904,737</u>	<u>19,381,510</u>
<u>Enterprise Funds</u>									
Light Fund		200,000	15,053,969			81,520		6,203,968	21,539,457
Sewer Fund			4,521,322			12,902		2,020,430	6,554,654
Sewer SDC Fund			636,000			3,696		1,078,480	1,718,176
Water Fund			3,436,874			1,154,980		2,810,332	7,402,186
Water SDC Fund			322,000			15,870		2,594,218	2,932,088
Surface Management Fund			1,045,686			1,301		260,099	1,307,086
SWM SDC Fund			35,000			1,613		322,559	359,172
<u>Total Enterprise Funds</u>		<u>200,000</u>	<u>25,050,851</u>			<u>1,271,882</u>	<u>-</u>	<u>15,290,086</u>	<u>41,812,819</u>
<u>Special Revenue Funds</u>									
Street Fund		1,281,671				103,810		562,028	1,947,509
Building Permits Fund			763,929			4,000		850,808	1,618,737
Community Enhancement		55,000						13,162	68,162
Library Endowment Fund						300		41,187	41,487
Street Tree Fund			51,000			500		129,500	181,000
Trail System Fund						150		47,220	47,370
Transportation System Fund		570,000							570,000
Public Arts Donations						2,050		10,014	12,064
Fac. Major Maintenance Fund						2,400		673,884	676,284
Fire SAFER Fund			255,984						255,984
<u>Total Special Revenue Funds</u>	<u>-</u>	<u>2,162,655</u>	<u>814,929</u>	<u>-</u>	<u>-</u>	<u>113,210</u>	<u>-</u>	<u>2,327,803</u>	<u>5,418,597</u>
<u>Internal Service Fund</u>									
Equipment Fund			905,621			12,000	90,050	747,756	1,755,427
Fire Equip Replace Fund		172,500				1,800	97,850	474,832	746,982
Information Systems Fund			203,752			3,000		629,372	836,124
City Utility Fund							180,486		180,486
Risk Management Fund			384,648			2,000		2,846,238	3,232,886
<u>Total Internal Service Funds</u>	<u>-</u>	<u>172,500</u>	<u>1,494,021</u>	<u>-</u>	<u>-</u>	<u>18,800</u>	<u>368,386</u>	<u>4,698,198</u>	<u>6,751,905</u>
<u>Capital Projects Funds</u>									
Bikeway Improvements		12,146				242		41,115	53,503
Park System Development			252,000			4,318		863,562	1,119,880
Traffic Impact Fund			-			29,563		2,956,263	2,985,826
Transport. Devel. Tax Fund			466,550			10,490		2,098,022	2,575,062
Capital Projects Fund						7,500	1,600,000	176,197	1,783,697
CIP Excise Tax Fund					215,000	200		56,287	271,487
<u>Total Capital Project Funds</u>		<u>12,146</u>	<u>718,550</u>		<u>215,000</u>	<u>52,313</u>	<u>1,600,000</u>	<u>6,191,446</u>	<u>8,789,455</u>
<u>Debt Service Funds</u>									
General Debt Service Fund	494,792					1,100		46,046	541,938
SPWF Debt Service Fund			9,735			3,154		30,184	43,073
<u>Total Debt Service Funds</u>	<u>494,792</u>		<u>9,735</u>			<u>4,254</u>		<u>76,230</u>	<u>585,011</u>
<b>TOTAL - ALL FUNDS</b>	<b><u>7,759,453</u></b>	<b><u>4,735,796</u></b>	<b><u>31,432,745</u></b>	<b><u>375,839</u></b>	<b><u>350,400</u></b>	<b><u>1,522,159</u></b>	<b><u>4,074,405</u></b>	<b><u>32,488,500</u></b>	<b><u>82,739,297</u></b>

FY 2013-14 ADOPTED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTIN-GENCIES	TOTAL APPROPRIATIONS	UNAPPROP ENDING FUND BALANCE	TOTAL EXPENDITURES
<u>General Fund</u>									
Legislative & Executive	427,510	66,382					493,892		493,892
Administrative Services	1,588,829	649,119					2,237,948		2,237,948
Library	860,882	148,454					1,009,336		1,009,336
Planning	347,184	92,459					439,643		439,643
Engineering	564,367	74,815					639,182		639,182
Police Services	4,024,656	593,514	10,800				4,628,970		4,628,970
Fire Department	2,495,297	586,016					3,081,313		3,081,313
Aquatics	434,664	184,106					618,770		618,770
Parks and Recreation	484,136	173,334					657,470		657,470
Municipal Court	179,099	144,186					323,285		323,285
Non-Departmental		393,000				1,158,701	1,551,701	3,700,000	5,251,701
Total General Fund	11,406,624	3,105,385	10,800		-	1,158,701	15,681,510	3,700,000	19,381,510
<u>Enterprise Funds</u>									
Light Fund	3,186,160	11,275,173	2,189,500		858,043	1,225,581	18,734,457	2,805,000	21,539,457
Sewer Fund	353,371	4,000,673	32,500	94,004	60,424	750,000	5,290,972	1,263,682	6,554,654
Sewer SDC Fund		608,800	275,000	121,995		500,000	1,505,795	212,381	1,718,176
Water Fund	935,045	2,453,509	707,241	462,928	235,878	1,000,000	5,794,601	1,607,585	7,402,186
Water SDC Fund		1,200	50,000			100,000	151,200	2,780,889	2,932,089
Surface Water Management	356,748	590,658	30,000		52,227	40,000	1,069,633	237,453	1,307,086
SWM SDC Fund			50,000				50,000	309,171	359,171
Total Enterprise Funds	4,831,324	18,930,013	3,334,241	678,927	1,206,572	3,615,581	32,596,658	9,216,161	41,812,819
<u>Special Revenue Funds</u>									
Street Fund	294,224	804,224	564,469			100,000	1,762,917	184,592	1,947,509
Building Permits Fund	474,786	137,732				250,000	862,518	756,219	1,618,737
Community Enhancement		61,310					61,310	6,852	68,162
Library Endowment Fund		300					300	41,187	41,487
Street Tree Fund		181,000					181,000		181,000
Trail System Fund			47,370				47,370		47,370
Transportation System Fund		570,000					570,000		570,000
Public Arts Donations		12,064					12,064		12,064
Fac. Major Maintenance Fund			250,000				250,000	426,284	676,284
Fire SAFER Fund	251,984	4,000					255,984		255,984
Total Special Revenue Funds	1,020,994	1,770,630	861,839	-	-	350,000	4,003,463	1,415,134	5,418,597
<u>Internal Service Fund</u>									
Equipment Fund	209,103	414,422	290,000			250,000	1,163,525	591,902	1,755,427
Fire Equip Replace Fund			345,000			50,000	395,000	351,982	746,982
Information Systems Fund		231,961	110,600			85,147	427,708	408,416	836,124
City Utility Fund		180,486					180,486		180,486
Risk Management Fund		466,586			2,430,000	56,155	2,952,741	280,145	3,232,886
Total Internal Service Funds	209,103	1,293,455	745,600	-	2,430,000	441,302	5,119,460	1,632,445	6,751,905
<u>Capital Projects Funds</u>									
Bikeway Improvements			53,503				53,503		53,503
Park System Development		85,000	1,034,880				1,119,880		1,119,880
Traffic Impact Fund			2,985,826				2,985,826		2,985,826
Transport. Devel. Tax Fund			2,575,062				2,575,062		2,575,062
Capital Projects Fund		30,000	1,753,697				1,783,697		1,783,697
CIP Excise Tax Fund			83,587		187,900		271,487		271,487
Total Capital Project Funds		115,000	8,486,555	-	187,900	-	8,789,455	-	8,789,455
<u>Debt Service Funds</u>									
General Debt Service Fund				500,250			500,250	41,688	541,938
SPWF Debt Service Fund				21,981			21,981	21,092	43,073
Total Debt Service Funds				522,231			522,231	62,780	585,011
<b>TOTAL - ALL FUNDS</b>	<b>17,468,045</b>	<b>25,214,483</b>	<b>13,439,035</b>	<b>1,201,158</b>	<b>3,824,472</b>	<b>5,565,584</b>	<b>66,712,777</b>	<b>16,026,520</b>	<b>82,739,297</b>

**2013-14 PERSONNEL REQUIREMENTS SUMMARY**

**Expressed in Full-Time Equivalent (FTE) Units**

<u>DEPARTMENT</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>
Legislative & Executive	3.00	0.00	3.00
Administrative Services	13.35	2.13	15.48
Municipal Court	2.00	0.00	2.00
Library	6.00	5.30	11.30
Aquatics	1.75	8.15	9.90
Parks & Recreation	4.50	1.50	6.00
Police	33.00	1.00	34.00
Fire	19.00	0.50	19.50
Community Development	7.00	0.00	7.00
Engineering	4.40	0.60	5.00
Light & Power	25.32	0.53	25.85
Public Works:	<u>22.88</u>	<u>0.00</u>	<u>22.88</u>
Sewer	3.73		
Water	9.59		
SWM	3.96		
Street	3.20		
Equipment	2.40		
<b>TOTALS:</b>	<b>142.20</b>	<b>19.71</b>	<b>161.91</b>

# GENERAL FUND REVENUES

FY 13-14 Revenues

GENERAL FUND

Fund: 100

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation Summary	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
6,632,762	6,773,073	6,884,819		Local Taxes	7,264,661	0	0
1,805,622	1,892,449	1,874,764		Intergovernmental Revenue	2,153,862	0	0
31,760	101,373	205,963		Grants	34,633	0	0
3,118,740	3,050,669	3,214,586		Charges For Services	3,344,659	0	0
87,040	132,760	87,974		Licenses, Permits, Fees	135,400	0	0
263,183	274,750	254,901		Fines	375,839	0	0
53,402	63,625	55,400		Miscellaneous Revenue	61,700	0	0
1,145,639	1,119,135	1,266,978		Transfers & Reimbursements	2,106,019	0	0
4,373,806	4,434,289	4,590,795		Fund Balance Available July 1	3,904,737	0	0
<b>17,511,954</b>	<b>17,842,122</b>	<b>18,436,180</b>		<b>TOTAL RESOURCES</b>	<b>19,381,511</b>	<b>0</b>	<b>0</b>

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>LOCAL TAXES</b>							
4,418,392	4,551,852	4,633,185	411003	Property Taxes	4,696,904	0	0
1,507,411	1,551,608	1,581,332	411010	Local Option Levy	1,899,946	0	0
186,564	115,370	135,000	411150	Property Tax Prior Years	110,000	0	0
520,395	554,243	535,302	413001	Franchise Tax	557,811	0	0
<b>6,632,762</b>	<b>6,773,073</b>	<b>6,884,819</b>		<b>TOTAL LOCAL TAXES</b>	<b>7,264,661</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
274,926	263,038	255,000	420005	Alcoholic Beverages	285,000	0	0
32,185	31,275	31,000	420015	Cigarette	28,380	0	0
165,135	180,224	171,000	420020	State Revenue Sharing	199,500	0	0
23,593	417	0	420029	PCC Payments	0	0	0
650,466	666,728	683,396	420035	W.C.C.L.S.	695,705	0	0
424,543	437,693	452,368	420050	Rural Fire District	479,777	0	0
25,822	56,710	45,000	420055	Metro Construction Excise Tax	60,000	0	0
52,697	55,581	50,000	422045	Transient Room Tax	55,500	0	0
156,255	200,783	187,000	422055	SD15 Construction Excise Tax	350,000	0	0
<b>1,805,622</b>	<b>1,892,449</b>	<b>1,874,764</b>		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>2,153,862</b>	<b>0</b>	<b>0</b>
<b>GRANTS</b>							
0	60,940	63,463	430214	Homeland Security Grant	0	0	0
0	5,000	0	430327	Reducing Youth Access To Alcohol Gran	0	0	0
7,111	7,186	0	430328	Justice Assistance Grant			
5,460	2,990	3,000	430335	DEC/DUII Police Grant	3,000	0	0
815	833	0	430455	Metro Cleanup Grant	833		
13,408	0	4,000	430460	SHPO Grant	12,800	0	0
0	21,250	132,500	430587	Grant - Other Agencies	15,000	0	0
2,716	3,174	3,000	430601	Public Library Support Grant	3,000	0	0
2,250	0	0	432280	Healthy Benefits Grant	0	0	0
<b>31,760</b>	<b>101,373</b>	<b>205,963</b>		<b>TOTAL GRANTS</b>	<b>34,633</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
272,399	258,186	280,000	440004	Swimming Pool	291,000	0	0
30,509	37,264	35,000	440007	Recreation User Fees	40,000	0	0
13,014	10,081	12,000	440010	Lockers/Vending Machines	12,000	0	0
840	810	1,000	440019	Library Collection Fees	750	0	0
1,663	1,399	1,000	440020	Code Enforcement Revenue	1,500	0	0
3,830	4,484	4,400	440021	Library Charges	4,400	0	0
10,213	12,185	10,600	440022	Lien Searches	13,000	0	0
3,206	3,099	2,700	440023	Print Fees	2,800	0	0
5,854	6,417	5,600	440025	Copy Service	6,800	0	0

GENERAL FUND REVENUES

GENERAL FUND REVENUES

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
9,575	8,700	8,400	440028	Passport Execution Fee	8,800	0	0
2,718,460	2,657,449	2,809,886	440029	General Fund Spt Svc (522023)	2,911,989	0	0
960	989	1,000	440030	Reserved Parking	1,020	0	0
22,330	25,524	22,000	440040	New Account Set-Up Fee	26,000	0	0
24,210	22,979	20,000	440042	Door Hanger Fee	23,500	0	0
1,679	1,104	1,000	440301	Rental Income	1,100	0	0
<b>3,118,740</b>	<b>3,050,669</b>	<b>3,214,586</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,344,659</b>	<b>0</b>	<b>0</b>
				<b>LICENSES, PERMITS, FEES</b>			
2,662	2,621	2,400	450050	Liquor Licenses	2,500	0	0
78	0	100	450051	Police Permits	100	0	0
12,835	10,519	10,600	450054	Metro Business License	10,500	0	0
15	25	0	450055	Business License Late Fees	0	0	0
39,155	38,395	39,000	450056	City Business License	40,000	0	0
8,801	1,298	875	450057	Other	1,000	0	0
17,331	52,391	21,560	450101	Planning Fees	48,000	0	0
5,863	27,294	13,189	450122	Engineering Inspection Fees	33,000	0	0
300	217	250	450225	Impound Fees	300	0	0
<b>87,040</b>	<b>132,760</b>	<b>87,974</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>135,400</b>	<b>0</b>	<b>0</b>
				<b>FINES</b>			
33,952	39,673	33,000	460105	State Court Fines	35,000	0	0
10,941	5,604	8,150	460115	Parking Fines	12,250	0	0
100	206	100	460116	Immobilization Fees	0	0	0
179,075	194,868	180,300	460120	Traffic Fines	196,250	0	0
				Cornelius Court Fines	97,989		
1,010	137	750	460125	Ordinance Fines	1,250	0	0
100	0	1	460126	CD Code Violation Fines	0	0	0
3,636	4,593	3,600	460130	Marijuana Fines/Fees	4,350	0	0
8,489	6,093	6,000	460135	Minor In Possession Fines/Fees	3,750	0	0
25,880	23,576	23,000	460500	Library Late Fines	25,000	0	0
<b>263,183</b>	<b>274,750</b>	<b>254,901</b>		<b>TOTAL FINES</b>	<b>375,839</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
36,382	56,041	52,000	470105	Interest	56,000	0	0
143	146	150	471020	Library Donations	200	0	0
1,971	5,472	750	471021	Donations	500	0	0
755	550	500	471022	Restricted Library Memorials	500	0	0
7,650	0	0	471030	Bond Refinancing Proceeds	0	0	0
6,502	1,416	2,000	472005	Miscellaneous	4,500	0	0
<b>53,402</b>	<b>63,625</b>	<b>55,400</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>61,700</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS &amp; REIMBURSEMENTS</b>			
12,878	8,881	9,450	480006	Municipal Judge Reimbursement	2,067	0	0
4,844	10,219	7,500	480006	Reimbursements	12,500	0	0
18,700	37,400	40,256	480008	Cornelius Fire Dept Reimb For Chief	44,765	0	0
116,667	101,761	112,620	480009	Trimet Officer Reimbursement	121,609	0	0
53,330	54,397	57,868	480010	SRO Reimbursement	58,659	0	0
2,401	0	0	480011	School District Overtime	0	0	0
27,685	4,747	2,500	480015	Fire Dept Reimbursements	5,500	0	0
5,837	5,740	4,200	480017	Fire Dept Inspection Reimbursement	5,740	0	0
883,635	882,207	1,032,584	480050	In-Lieu Of Transfer	1,025,179	0	0
19,663	13,783	0	481005	Transfer From Other Funds	830,000	0	0
<b>1,145,639</b>	<b>1,119,135</b>	<b>1,266,978</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>2,106,019</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
4,373,806	4,434,289	4,590,795	495005	Fund Bal Avail For Approp	3,904,737	0	0
<b>4,373,806</b>	<b>4,434,289</b>	<b>4,590,795</b>		<b>TOTAL AVAILABLE</b>	<b>3,904,737</b>	<b>0</b>	<b>0</b>
<b>17,511,954</b>	<b>17,842,122</b>	<b>18,436,180</b>		<b>TOTAL RESOURCES</b>	<b>19,381,511</b>	<b>0</b>	<b>0</b>

## **LEGISLATIVE & EXECUTIVE**

### **MISSION STATEMENT**

The Legislative and Executive Department will work closely with the City Council and Mayor so as to provide effective, responsible and collaborative leadership in pursuing and implementing the goals, priorities and policies established by the City Council.

### **DEPARTMENT OVERVIEW**

The Legislative and Executive (L&E) budget includes financial support for the Forest Grove City Council, City Manager, Executive Assistant, and City Recorder functions. The City Council is the policy-making body of the City of Forest Grove. The City Manager serves as chief executive officer for the City and is a direct employee of the Council. The City Manager, who manages all City staff through a structure of department directors and is the official budget officer, is charged with the responsibility for implementing Council policy. The City Manager works with the Economic Development Coordinator, other departments and key community stakeholders to promote economic prosperity in Forest Grove. The Executive Assistant provides support to the City Manager, website management and budget preparations. The City Recorder provides support for Council business, City records, and elections.

### **DEPARTMENT GOALS**

- To strive to achieve Council goals in a timely, cost-effective manner;
- To solicit citizen and employee input through frequent, clear communication efforts;
- To manage public information and records in a manner that ensures timely, open access and efficient retrieval;
- To coordinate efforts with Light & Power in efforts to promote economic Forest Grove as a place where businesses and families thrive;
- To pursue and monitor development of a sound financial plan that relieves dependence on levy resources.
- Provide oversight for all City departments in the successful completion of all Council goals.

### **PERFORMANCE MEASUREMENTS**

- Milestones for Council goals will be strived for with an emphasis on excellent performance.
- Vision Statement Action Plan items will be implemented as resources allow.
- Departments and enterprise funding will be managed in a cost-efficient manner.
- Department work plans and economic development strategic plan will be successfully monitored and implemented on an ongoing basis.
- Communication with citizens will include current events and activities posted on website and facebook with an emphasis on a continued increase in followers and hits.

### **BUDGET HIGHLIGHTS**

This budget primarily funds the personnel costs associated with the Legislative Department. This department provides critical executive oversight in implementing Council policies and the goals they establish them for the community. The Legislative and Executive budget is increasing approximately 4.6% when compared to FY 12-13. Increases include cost of living adjustments and benefit increases, as well as boosting training to take advantage of programs through ICMA (International City/County Management Association). Additionally, a new podium will be purchased for the Community Auditorium.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**BUDGET DETAIL**

FY 13-14 Revenues							
GENERAL FUND - Legislative & Executive							
Fund& Dept: 100-11							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
0	0	28	440025	Copy Service	0	0	0
307,090	301,259	306,959	440029	General Fund Spt Svc (522023)	330,092	0	0
<b>307,090</b>	<b>301,259</b>	<b>306,987</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>330,092</b>	<b>0</b>	<b>0</b>
				INTERGOVERNMENTAL REVENUE			
23,593	417	0	420029	PCC Payments	0	0	0
<b>23,593</b>	<b>417</b>	<b>0</b>		<b>TOTAL INTERGOVT REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS			
400	362	0	472005	Miscellaneous	0	0	0
<b>400</b>	<b>362</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>331,083</b>	<b>302,038</b>	<b>306,987</b>		<b>TOTAL RESOURCES</b>	<b>330,092</b>	<b>0</b>	<b>0</b>

<b>FY 13-14 Expenditures Legislative &amp; Executive Fund &amp; Dept: 100-11</b>							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>PERSONNEL SERVICES</b>							
281,012	256,967	265,156	511005	Regular Employee Wages	273,898	0	0
9,024	9,048	9,000	511010	Part-Time Employees	9,000	0	0
0	3,931	0	511020	Temp Employee Wages	0		
50,351	51,714	56,281	512005	Health/Dental Benefits	57,165	0	0
2,777	2,541	2,606	512008	Health Reimb Arrangement	2,693	0	0
56,635	51,412	53,686	512010	Retirement	58,970	0	0
20,371	18,656	20,973	512015	FICA	21,642	0	0
358	325	336	512020	Worker'S Comp	347	0	0
2,515	2,365	1,675	512025	Other Benefits	1,722	0	0
2,288	2,166	2,012	512030	Other Payroll Taxes	2,073	0	0
<b>425,330</b>	<b>399,125</b>	<b>411,726</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>427,510</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
602	1,437	750	520110	Operating Supplies	750	0	0
9,535	9,807	7,500	520120	Organization Business Expense	8,000	0	0
2,753	64	0	520150	Utilities	0	0	0
84	56	100	520180	Subscriptions/Books	100	0	0
0	0	500	520220	Small Equipment	1,500	0	0
6,034	3,806	2,300	520503	Printing	2,300	0	0
800	426	500	520506	Postage	500	0	0
619	371	452	520509	Telephone	452	0	0
11,226	8,119	9,020	520521	Public Information	9,020	0	0
656	20	60	520524	Publications	60	0	0
6,180	3,715	3,505	520530	Memberships	4,657	0	0
1,447	300	6,500	520563	Sister City Contribution	6,800	0	0
365	332	332	520578	Insurance & Bonds	365	0	0
9,363	7,211	7,969	521003	Training/Conferences	9,269	0	0
12,342	14,581	17,000	521004	Legislative Training/Conferences	18,500	0	0
604	139	200	521006	Travel	200	0	0
1,349	884	1,000	521150	Professional Services	1,000	0	0
499	499	500	522003	Equipment Maint & Oper Supplies	500	0	0
127	106	0	522012	Fuel/Oil	0	0	0
1,740	652	642	522021	Equipment Fund Charges	720	0	0
2,668	1,748	1,688	522022	Information Systems Fund	1,688	0	0
15,588	0	0	522309	Building/Facility Rental	0	0	0
133	0	0	522312	Facility Maintenance Supplies	0	0	0
<b>84,715</b>	<b>54,274</b>	<b>60,518</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>66,382</b>	<b>0</b>	<b>0</b>
<b>510,045</b>	<b>453,398</b>	<b>472,244</b>		<b>TOTAL LEG &amp; EXEC EXPENDITURES</b>	<b>493,892</b>	<b>0</b>	<b>0</b>

# ADMINISTRATIVE SERVICES

## MISSION STATEMENT

To provide all City operations with needed Administrative Services in a professional manner that is cost effective.

## DEPARTMENT OVERVIEW

The Administrative Services budget includes accounting and financial management, legal, facility maintenance, human resources management services, risk management, information systems management services, business licenses, and passport services. Accounting and financial management includes all budgeting, utility billing, accounts payable, accounts receivable, cash management, payroll, banking and purchasing. Facility Maintenance includes janitorial and general repair services for most City facilities. Professional Services includes contracted professional services including auditing, actuary, and legal services. Human resources management includes personnel services provided to other departments. Information systems management services include staff that provides computer support to other departments. Non-personnel costs for information systems management are in the Information Systems Fund.

## DEPARTMENT GOALS

- Record and report all financial transactions to ensure compliance with generally accepted governmental accounting principles.
- Maintain appropriate accounting systems and internal controls to ensure compliance with State budgetary and statutory requirements.
- Process utility billings on a timely basis and actively manage receivables to ensure collection of payments.
- Provide effective and timely human resources services to all departments.
- Administer a risk management program that provides a safe environment for the citizenry and minimizes losses.
- Maintain City information systems to provide employees with the needed computer technology to effectively perform their duties.
- Maintain all City facilities to provide a clean, attractive environment for providing public services.

## PERFORMANCE MEASUREMENTS

- Delinquent utility receivables will be closely monitored.
- A monthly budget report will be available for distribution no later than the 15th of the month following closure of the monthly accounting period and quarterly financial reports will be provided to the City Council.
- HR policies will be updated to ensure compliance with state and federal law and to respond to current organizational needs.
- Employee training will be planned and implemented to ensure city-wide compliance with state and federal law.
- Invoices received from departments in a timely manner will be processed to comply with vendor terms and receive available discounts.

	FY 09-10	FY 10-11	FY 11-12
Utility Bills Processed	112,351	113,391	113,952
On-Line Utility Billing members <sup>1</sup>	1,142	2,180	3,614
On-Line Utility Billing payments <sup>1</sup>	3,558	6,516	11,435
Utility Accounts as of June 30	9,362	9,449	9,496
Utility Meters Disconnected	426	523	477
Accts Payable Invoices Processed	9,358	9,215	8,954
Lien Search Completions	514	470	547
Employment Apps. Processed <sup>2</sup>	600	876	692
Position Recruitments Completed	10	20	17

<sup>1</sup>The City went live with Utility Billing On-Line July 1, 2009.

<sup>2</sup>The City went live with accepting job applications over the internet in September of 2011. In FY 12-13, 682 on-line applications were processed, and 10 paper copy applications were processed.

### **BUDGET HIGHLIGHTS**

Overall, the Administrative Department's budget is increasing about 3.4% when compared to FY 12-13. A portion of this increase is due to cost of living adjustments for staff and increases in benefit costs. A portion of an Administrative Specialist position previously assigned to the Utility Billing section of this department was transferred to the Municipal Court, in order to support the court operations. Material and Services are slightly higher, increasing less than one percent, approximately 0.7%. Funds are included for repairs to the Senior Center as required by the contract, as well as funds to support the operations of the Senior Center. Facility maintenance is increasing about \$5,000 from FY 12-13, to ensure City facilities are properly maintained and repairs happen in a timely manner. In FY 12-13, City Hall received the Honda Hybrid from the Police Department as a replacement for the Malibu, instead of receiving Light and Power's Nissan Leaf.

### **PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Proposed FY 12-13	Proposed FY 13-14
Director of Administrative Services	1.000	1.000	1.000
Human Resources Manager	0.875	0.875	0.875
Assistant Administrative Services Director	1.000	1.000	1.000
Accountant	1.000	1.000	1.000
Network Supervisor	1.000	1.000	1.000
PC Technician	1.000	1.000	1.000
Administrative Services Manager	1.000	1.000	1.000
Vol. Coordinator/HR Coord.	0.500	0.500	0.500
Senior Administrative Specialist	1.000	1.000	1.000
Administrative Specialists	3.850	4.050	3.600
Payroll Specialist	1.000	1.000	1.000
Janitors	1.875	1.750	1.750
Facility Maintenance Supervisor	0.500	0.750	0.750
<b>TOTAL</b>	<b>15.600</b>	<b>15.925</b>	<b>15.475</b>

**BUDGET DETAIL**

**Admin Services**

**FY 13-14 Revenues  
GENERAL FUND - Administrative Services  
Fund & Dept: 100-12-10**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				GRANTS			
815	833	0	430455	Metro Cleanup Grant	833	0	0
2,250	0	0	432280	Healthy Benefits Grant	0	0	0
<b>3,065</b>	<b>833</b>	<b>0</b>		<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				CHARGES FOR SERVICES			
10,213	12,185	10,600	440022	Lien Searches	13,000	0	0
204	311	220	440025	Copy Service	278	0	0
9,575	8,700	8,400	440028	Passport Execution Fee	8,800	0	0
1,730,764	1,676,596	1,752,863	440029	General Fund Spt Svc (522023)	1,852,428	0	0
960	989	1,000	440030	Reserved Parking	1,020	0	0
22,330	25,524	22,000	440040	New Account Set-Up Fee	26,000	0	0
24,210	22,979	20,000	440042	Door Hanger Fee	23,500	0	0
<b>1,798,256</b>	<b>1,747,283</b>	<b>1,815,083</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,925,026</b>	<b>0</b>	<b>0</b>
				LICENSES,PERMITS & FEES			
15	25	0	450055	Business License Late Fees	0	0	0
39,155	38,395	39,000	450056	Business License	40,000	0	0
0	291	875	450057	Other	1,000	0	0
<b>39,170</b>	<b>38,711</b>	<b>39,875</b>		<b>TOTAL LICENSES,PERMITS &amp; FEES</b>	<b>41,000</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
7,650	0		471030	Bond Refinancing Proceeds			
2,868	2,044	2,000	472005	Miscellaneous	4,500	0	0
<b>10,518</b>	<b>2,044</b>	<b>2,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>4,500</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
3	1,125	7,500	480006	Reimbursements	12,500	0	0
<b>3</b>	<b>1,125</b>	<b>7,500</b>		<b>TOTAL TRANSFERS &amp; REIMBRSM</b>	<b>12,500</b>	<b>0</b>	<b>0</b>
<b>1,851,012</b>	<b>1,789,996</b>	<b>1,864,458</b>		<b>TOTAL RESOURCES</b>	<b>1,983,026</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures**  
**Admin Services Dept**  
**Fund & Dept & Division: 100-12-10**

2010-11	2011-12	2012-13	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
Actual	Actual	Budgeted					
<b>PERSONAL SERVICES</b>							
860,708	792,112	826,294	511005	Regular Employee Wages	845,939	0	0
69,726	114,615	122,107	511010	Part-Time Wages	136,181	0	0
0	68	0	511015	Overtime	0	0	0
5,075	0	2,500	511020	Temporary Wages	0	0	0
1,056	2,377	0	511021	Unemployment Compensation	0	0	0
244,918	257,402	287,743	512005	Health/Dental Benefits	303,976	0	0
8,746	9,552	8,861	512008	Health Reimb Arrang	9,436	0	0
170,993	167,609	177,260	512010	Retirement	194,969	0	0
70,490	69,504	72,744	512015	FICA	75,132	0	0
4,528	4,361	4,895	512020	Worker's Comp	5,012	0	0
8,041	9,540	5,670	512025	Other Benefits	5,835	0	0
5,699	6,762	7,143	512030	Other Payroll Taxes	7,349	0	0
<b>1,449,981</b>	<b>1,433,901</b>	<b>1,515,217</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>1,583,829</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
1,679	6,015	6,000	520110	Operating Supplies	6,000	0	0
5,804	5,142	6,200	520120	Organization Business Expense	3,150	0	0
9,665	9,583	7,684	520150	Utilities	10,977	0	0
649	683	800	520180	Subscriptions/Books	400	0	0
62,601	68,382	65,230	520200	Computer Software Licenses/Mnt	62,658	0	0
2,611	862	1,200	520220	Small Equipment	1,200	0	0
16,629	15,615	17,870	520503	Printing	17,870	0	0
60,604	51,954	70,000	520506	Postage	70,000	0	0
4,014	4,560	5,450	520509	Telephone	5,450	0	0
2,865	3,587	3,750	520521	Public Information	2,850	0	0
535	440	1,252	520524	Publications	1,297	0	0
18,295	19,141	20,863	520530	Memberships	20,196	0	0
918	2,146	2,500	520533	Recruiting Expenses	2,500	0	0
6,337	5,687	11,426	520557	Intergovernmental Services	12,357	0	0
16,429	17,084	22,500	520560	Senior Center	22,500	0	0
8,741	7,954	7,954	520578	Insurance & Bonds	8,749	0	0
12,348	9,329	25,000	521003	Training/Conferences	25,000	0	0
23	41	500	521006	Travel	1,650	0	0
35,047	35,713	54,500	521113	Attorney Services	54,500	0	0
10,964	9,601	33,700	521150	Professional Services	33,200	0	0
5,009	5,780	6,000	521165	Contracts For Services	6,000	0	0
76	1,633	0	521168	Misc Medical Services	0	0	0
61,910	23,596	28,991	521171	Financial Services-Auditing, Banking	29,570	0	0
1,234	1,384	2,600	521172	Bank Service Fees	1,300	0	0
8,647	24,930	31,220	522003	Equipment Maint & Oper Supplies	31,720	0	0
5,869	6,865	7,231	522021	Equipment Fund Charges	7,982	0	0
82,260	70,261	70,261	522022	Information Systems Fund Charges	72,383	0	0
5,295	9,440	5,900	522303	Custodial	5,900	0	0
1,225	1,140	1,100	522306	Rents & Leases	1,100	0	0
21,860	21,860	21,860	522309	Building/Facility Rental	21,860	0	0
3,680	10,201	13,500	522312	Facility Maintenance Supplies	12,300	0	0
81,366	61,714	87,500	522315	Facility Mnt/Repairs	92,500	0	0
<b>555,189</b>	<b>512,322</b>	<b>640,541</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>645,119</b>	<b>0</b>	<b>0</b>
<b>2,005,170</b>	<b>1,946,223</b>	<b>2,155,758</b>		<b>TOTAL ADMIN SERVICE EXPEND</b>	<b>2,228,948</b>	<b>0</b>	<b>0</b>

ADMIN SERVICES

# MUNICIPAL COURT

## MISSION STATEMENT

To impartially adjudicate traffic, state statute and city code violations such that the legal rights of individuals are preserved and public interest is protected.

## DEPARTMENT OVERVIEW

The Municipal Court is the Judicial Branch of City Government which began operating in November, 2004, and is part of the Administrative Services Department. The Court processes traffic, parking, city code and state statute violations that occur inside the city limits of Forest Grove. The court tracks the disposition of those citations which includes setting court appearances, ensuring enforcement of sanctions, making payment arrangements, sending notices, monitoring deferred sentencing programs and court ordered alcohol treatment, paying state assessments and notifying the Department of Motor Vehicles (DMV) of convictions and non-compliance.

In March, 2013, Forest Grove entered into an Intergovernmental Agreement (IGA) with the City of Cornelius to operate that City's Municipal Court. Both the Forest Grove and Cornelius Municipal Court arraignments are held simultaneously and are presided over by the same judge. Those cited into the Cornelius Municipal Court must come to Forest Grove City Hall to enter their pleas and/or pay their fines. Forest Grove staffs the Cornelius Municipal Court and conducts the same business for Cornelius as it does for its own Court. The IGA allows Forest Grove and Cornelius to split the Cornelius Municipal Court fine and fee revenue after the state assessments are paid. Forest Grove recovers its costs of operating the Cornelius Municipal Court from the fines and fees generated by citations written into that Court.

## DEPARTMENT GOALS

- Efficiently and effectively process all cases filed with the Court and ensure the accuracy and integrity of those records.
- Actively pursue the collection of court fines and fees.
- Maintain cost-effective court operations.

## PERFORMANCE MEASUREMENTS

	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
Total Cases Filed	1418	1288	1308	1196	1309
Total Cases Closed	1264	1142	1140	985	1010
Deferred Sentencing Programs	132	135	187	110	192

## BUDGET HIGHLIGHTS

The Court's revenue is generated by the adjudication over and collection of citation fines issued primarily by the Forest Grove and Cornelius Police Departments, and occasionally by other Forest Grove City Departments that take enforcement action. The Municipal Judge Reimbursement Revenue is decreasing because Forest Grove is now operating the Cornelius Municipal Court, negating the need for Cornelius to reimburse Forest Grove for the Judge's time.

The Court is staffed by a Court Coordinator and an Administrative Specialist. In FY 12-13, the Administrative Specialist position was split with Utility Billing, but for FY 13-14, this position is brought fully into the Court to help administer the Cornelius Court. In FY 13-14, the Professional

Services budget has been increased to accommodate expenses associated with a prosecuting attorney. While the City does not make use of these services often, occasionally cases are complex and complicated, and the City would benefit from a prosecuting attorney. Also in FY 13-14, the City is planning on upgrading its Court software. Because of the extent of this upgrade, the vendor has notified the City the cost of the upgrade is beyond the maintenance the City currently pays. The software must be updated prior to December, 2014.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Court Coordinator	1.00	1.00	1.00
Admin Specialist	0.30	0.55	1.00
<b>TOTAL</b>	<b>1.30</b>	<b>1.55</b>	<b>2.00</b>

**BUDGET DETAIL**

FY 13-14 Revenues							
GENERAL FUND - Municipal Court							
Fund & Dept: 100-12-20							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
FINES							
10,941	5,604	8,150	460115	Parking Fines	12,250	0	0
179,075	194,868	180,300	460120	Traffic Fines	196,250	0	0
				Cornelius Court Fines	97,989		
1,010	137	750	460125	Ordinance Fines	1,250	0	0
100	0	0	460126	CD Code Violation Fines	0	0	0
3,636	4,593	3,600	460130	Marijuana Fines/Fees	4,350	0	0
8,489	6,093	6,000	460135	Minor In Possession Fines/Fees	3,750	0	0
<b>203,251</b>	<b>211,295</b>	<b>198,800</b>		<b>TOTAL FINES</b>	<b>315,839</b>	<b>0</b>	<b>0</b>
MISCELLANEOUS							
45	0	0	472005	Miscellaneous	0	0	0
<b>45</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
TRANSFERS & REIMBURSEMENTS							
12,878	8,881	9,450	480006	Municipal Judge Reimbursement	2,067	0	0
<b>12,878</b>	<b>8,881</b>	<b>9,450</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>2,067</b>	<b>0</b>	<b>0</b>
<b>216,174</b>	<b>220,176</b>	<b>208,250</b>		<b>TOTAL RESOURCES</b>	<b>317,906</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures  
Municipal Court  
Fund & Dept & Division: 100-13-10**

**MUNI COURT**

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
55,313	67,725	75,690	511005	Regular Employee Wages	96,763	0	0
34,900	14,792	18,480	511010	Part-Time Employee Wages	18,480	0	0
11,970	19,856	24,559	512005	Health/Dental Benefits	35,101	0	0
539	966	746	512008	Health Reimb Arrange	956	0	0
10,992	11,588	13,746	512010	Retirement	17,268	0	0
6,790	6,151	7,204	512015	FICA	8,816	0	0
126	116	119	512020	Worker's Comp	146	0	0
532	660	589	512025	Other Benefits	701	0	0
661	647	706	512030	Other Payroll Taxes	867	0	0
<b>121,823</b>	<b>122,501</b>	<b>141,839</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>179,099</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
314	852	1,000	520110	Operating Supplies	1,000	0	0
32	52	200	520120	Organiz Business Exp	200	0	0
			520190	Computer Software	13,000		
6,152	6,422	6,485	520200	Computer Software Licenses	6,813	0	0
0	0	200	520220	Small Equipment	200	0	0
4	10	400	520503	Printing	400	0	0
816	806	1,150	520506	Postage	1,240	0	0
143	124	250	520509	Telephone	250	0	0
0	0	100	520521	Public Information	100	0	0
25	180	500	520524	Publications	500	0	0
185	145	195	520530	Memberships	195	0	0
6,329	5,050	2,532	520539	Assessment-County	1,125	0	0
3,146	1,991	0	520540	State Court Security Assessment	0	0	0
217	171	700	520557	Intergovern Services	21,986	0	0
27,966	38,698	53,890	520566	Assessment- State	79,961	0	0
327	298	298	520578	Insurance & Bonds	328	0	0
677	895	2,600	521003	Training/Conferences	2,600	0	0
3,163	2,599	3,900	521150	Professional Services	6,900	0	0
1,324	1,324	1,500	521172	Banking Services	1,620	0	0
6,476	5,280	4,984	522022	Inform Systems Fund	4,984	0	0
784	784	784	522309	Building/Facility Rental	784	0	0
<b>58,081</b>	<b>65,681</b>	<b>81,668</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>144,186</b>	<b>0</b>	<b>0</b>
<b>179,904</b>	<b>188,182</b>	<b>223,507</b>		<b>TOTAL MUNICIPAL COURT EXP</b>	<b>323,285</b>	<b>0</b>	<b>0</b>

# LIBRARY

## MISSION STATEMENT

It is the mission of the Forest Grove Library to provide the community with ready access to a broad spectrum of materials in a variety of media that record our knowledge, ideas, and culture. All members of the Forest Grove Library staff, Library Commission, and City Council support, protect, and facilitate every person's right to access library resources.

## DEPARTMENT OVERVIEW

Staff selects and acquires materials, catalog and process new and donated materials, check materials in and out, register borrowers, assist patrons with library resources and reference questions, provide equipment and computer instruction and assistance including Online Catalog and the Internet, request and process holds and interlibrary loans, and maintain the collection through shelving, weeding, and mending. Programming and promotion services include presenting preschool story time, summer reading, Early Childhood Discovery Time, Fun@4, Read to the Dogs, a Book Group for adults, Latino outreach, school and group tours, and displays. The Friends of the Library schedule and fund the Cultural Series. Staff also provides support for the Library Commission, Friends of the Library, Library Foundation, and the Public Arts Commission.

The City is a member of the Washington County Cooperative Library Services (WCCLS). Through this network, Washington County residents receive tax payer supported access to all public libraries in the county. Member libraries receive funding based on an adopted reimbursement agreement supported by revenues from Washington County, including a County-wide levy. Other services received from this membership include: The library catalog; daily courier service; Database subscriptions that include job-training skills; Library staff training support; Reference service support; Digital reference 24/7; Downloadable e-books, audio books and videos; Outreach service to Latino patrons, homebound patrons and assisted living facilities; Wireless Internet service; Programming and Publicity Support; Cultural Passes to Portland-area museums and gardens; And a reciprocal borrowing agreement with Multnomah, Clackamas, Fort Vancouver and Hood River Library Systems.

The County's RFID (Radio Frequency Identification) project was completed last year. As a result, the library's entire collection contains security tags. Security gates were also purchased by WCCLS for libraries that did not have them. Library Security gates were previously included in the City's CIP budget, but not funded.

## DEPARTMENT GOALS

- Complete Ed Carpenter public art project:
- Conduct safety and security audit: patrons, staff, building and collections
- Collection development analysis
- Post RFID evaluation: efficiencies and benefits

## PERFORMANCE MEASURES

### 1. Access to facility and collections – calendar year 2011

- Library visits = 222,822 persons came into the library
- library cards issued = 1,704 new registrations
- Items checked out = 411,944 items
- Volunteer assistance provided = 6,010 hours

### 2. Reference Assistance – calendar year 2011

- Reference questions answered = 15,176

- Hold and interlibrary loan requests = 278,888
- Public computer use = 19,630

**3. Programming for all ages – calendar year 2011**

- Children’s programs presented = 186 programs/6,022 persons attending
- Adult programs presented = 79 programs/1,013 people attending

**BUDGET HIGHLIGHTS**

The Forest Grove City Library is slated to receive approximately 70% of its funding for operations from the WCCLS in FY 13-14. Other revenue supporting the operations of the Forest Grove Library includes various fees, charges and fines, which make up an additional 3.3% of the Library’s budget. The remaining 28% of the Library’s operating budget comes from the City’s General Fund. The Library does receive support for one-time purchases from the Friends of the Library, the Library Foundation, and periodic donations.

**LIBRARY**

The Library’s budget is proposed to increase approximately 5.7% in FY 2013-14 when compared to the budget for FY 2012-13. This increase is due to inflationary increases in salary and benefit costs, utilities, and various maintenance contracts.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Library Director	1.00	1.00	1.00
Services Supervisors	2.00	2.00	2.00
Adult/Youth Services Librarians	2.55	2.55	2.55
Library Associate/Assistants	5.50	5.50	5.50
Volunteer Coordinator	0.25	0.25	0.25
<b>TOTAL</b>	<b>11.30</b>	<b>11.30</b>	<b>11.30</b>

**BUDGET DETAIL**

			<b>FY 13-14 Revenues GENERAL FUND - Library Fund &amp; Dept: 100-14</b>				
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
650,466	666,728	683,396	420035	WCCLS	695,705	0	0
2,716	3,174	3,000	430601	Public Library Support Grant	3,000	0	0
<b>653,182</b>	<b>669,902</b>	<b>686,396</b>		<b>TOTAL INTERGOVMT REVENUE</b>	<b>698,705</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
840	810	1,000	440019	Library Collection Fees	750	0	0
3,830	4,484	4,400	440021	Library Charges	4,400	0	0
3,206	3,099	2,700	440023	Print Fees	2,800	0	0
1,645	1,548	942	440025	Copy Service	1,226	0	0
1,679	1,104	1,000	440301	Rental Income	1,100	0	0
<b>11,200</b>	<b>11,044</b>	<b>10,042</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>10,276</b>	<b>0</b>	<b>0</b>
<b>FINES</b>							
25,880	23,576	23,000	460500	Library Late Fines	25,000	0	0
<b>25,880</b>	<b>23,576</b>	<b>23,000</b>		<b>TOTAL FINES</b>	<b>25,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
54	0	0	450057	Other	0	0	0
143	146	150	471020	Library Donations	200	0	0
755	550	500	471022	Restricted Library Memorials	500	0	0
<b>952</b>	<b>696</b>	<b>650</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>700</b>	<b>0</b>	<b>0</b>
<b>691,213</b>	<b>705,219</b>	<b>720,088</b>		<b>TOTAL RESOURCES</b>	<b>734,681</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures  
Library  
Fund & Dept: 100-14**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>PERSONNEL SERVICES</b>			
335,413	344,836	352,438	511005	Regular Employee Wages	366,782	0	0
224,815	236,123	245,044	511010	Part-Time Employee Wages	255,452	0	0
0		0	511020	Temporary Employee Wages	0	0	0
70,030	75,831	83,241	512005	Health/Dental Benefits	98,403	0	0
3,927	4,870	4,137	512008	Health Reimb Arrange	4,562	0	0
67,892	68,983	71,634	512010	Retirement	79,255	0	0
41,720	43,264	45,707	512015	FICA	47,601	0	0
713	684	710	512020	Worker's Comp	740	0	0
2,567	2,672	3,257	512025	Other Benefits	3,389	0	0
4,141	4,339	4,524	512030	Other Payroll Taxes	4,699	0	0
<b>752,377</b>	<b>781,601</b>	<b>810,692</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>860,882</b>	<b>0</b>	<b>0</b>
				<b>MATERIALS &amp; SERVICES</b>			
5,500	6,937	5,000	520110	Operating Supplies	5,500	0	0
46	688	100	520120	Organization Business Expense	200	0	0
80,625	80,801	79,850	520140	Library Materials	79,850	0	0
3,679	5,026	1,501	520150	Utilities	1,756	0	0
0		0	520210	Computer Supplies	0	0	0
0	1,438	1,700	520220	Small Equipment	1,500	0	0
2,057	2,148	1,900	520506	Postage	1,900	0	0
1,222	1,241	1,400	520509	Telephone	1,296	0	0
2,264	639	800	520521	Public Information	800	0	0
505	490	750	520530	Memberships	750	0	0
62	0	0	520536	Customer Refunds	0	0	0
2,030	2,139	2,500	520557	Intergovernmental Services	2,500	0	0
7,388	6,723	6,723	520578	Insurance & Bonds	7,395	0	0
560	286	1,250	521003	Training/Conferences	2,250	0	0
0	28	500	521006	Travel	500	0	0
4,976	4,625	6,000	521165	Contracts For Services	6,000	0	0
0		0	521168	Misc Medical Services	0	0	0
		0	521172	Bank Service Fees	564	0	0
2,796	4,080	4,450	522003	Equipment Maintenance	5,180	0	0
1,740	652	642	522021	Equipment Fund Charges	720	0	0
22,135	20,944	20,943	522022	Information Systems Fund	20,943	0	0
3,912	3,880	4,000	522312	Facility Maintenance Supplies	4,400	0	0
4,421	4,734	4,350	522315	Facility Mnt/Repairs	4,450	0	0
<b>145,919</b>	<b>147,500</b>	<b>144,360</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>148,454</b>	<b>0</b>	<b>0</b>
<b>898,296</b>	<b>929,100</b>	<b>955,052</b>		<b>TOTAL LIBRARY EXPENDITURES</b>	<b>1,009,336</b>	<b>0</b>	<b>0</b>

LIBRARY

# AQUATIC CENTER

## MISSION STATEMENT

To provide the citizens of Forest Grove and the surrounding area quality aquatic programs, while maintaining a safe and accessible facility by our staff, who are our most valuable resource.

## DEPARTMENT OVERVIEW

The Department provides three primary services: 1) Instruction Services for all ages, provided by instructors who are certified by the American Red Cross as Water Safety Instructors; they instruct all levels of Red Cross programs plus several specialty classes including arthritis; 2) Recreation Services program components that include recreation or public swimming and fitness swimming; staff provides lifeguard services which include monitoring swimmers, first aid, customer service, and front counter support; and 3) Rental Services that serves groups renting space for private parties, Scuba, School District lessons, Pacific University, Therapy Clinics, Forest Grove Water Polo Club and Forest Grove Swim Club. Safety is provided for these services as required by “Oregon Administrative Rules Chapter 333 Swimming Pools and Spa Pools” with certified lifeguards.

## DEPARTMENT GOALS

- Instruction: The Aquatics Department will offer a full range of swimming programs. Course selection will be evaluated four times during the year and adjusted as necessary.
- Recreational Swimming: Recreational swimming will be offered by providing both fitness and public swims on a daily basis. Seasonal changes will be evaluated and adjusted if necessary.
- Aquatic Center Rentals: Space will be allocated on a daily basis for group rentals.
- Maintenance and Safety: Daily safety inspections for compliance with “Oregon Administrative Rules Chapter 333 Swimming Pools and Spa Pools” will be conducted.

## PERFORMANCE MEASUREMENTS

Swimming Instruction: A minimum of 422 classes will be offered throughout the fiscal year to meet attendance and revenue projections.

Recreational Swimming: Recreational Swimming will be offered 334 days during the fiscal year.

Aquatic Center Rentals: 1000 hours have been allocated for group rentals to meet prior year demands for this service.

Facility Maintenance and Safety: Staff will devote 2,800 hours toward cleaning and maintenance of the Aquatic Center to meet State Health guidelines.

	<u>FY 11-12</u>	<u>FY 12-13</u>
Swimming Instruction	18,902	20,530
Recreational Swimming	34,894	36,709
Group Rentals	21,366	24,430

## BUDGET HIGHLIGHTS

For Fiscal Year 2013-14, the Aquatics Department will continue to offer the same services at the same level as in 2012-13. A new partnership with the Insurance industry, allowing the Aquatic Center to be a Silver and Fit and Silver Sneakers provider, was added to last year’s program and has been successful. This partnership covers the cost of admission to Aquatics Center for those patrons with proper insurance coverage. Staff is also exploring energy conservation measures as recommended by the Energy Trust of Oregon.

Overall, the Aquatics Department's budget is relatively flat when compared to FY 12-13. While some accounts are increasing, a decrease in the utility account keeps the overall budget even. The utility account is comprised of payments for natural gas to heat the pool, and the rates have not increased as originally projected, allowing for the budget to be decreased. The part-time staff configuration is being modified in FY 13-14 for minimal cost. The current Administrative Specialist II will be working three-quarters time instead of half-time, and the Aquatic Center will seek consistent counter help for the evening shift. These changes are accomplished with an additional \$4,000 added to the part-time wage budget account. In FY 13-14, the Aquatics Department is proposing to repair the front parking lot, as well as make repairs to the chlorine system.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Director of Parks & Recreation	0.50	0.50	0.50
Aquatic Supervisor	1.00	1.00	1.00
Administrative Specialist II	0.50	0.50	0.75
Aquatics Program Specialist	0.50	0.50	0.50
Facility Maintenance Supervisor	0.50	0.25	0.25
Aquatic Staff	6.90	6.90	6.90
<b>TOTAL</b>	<b>9.90</b>	<b>9.65</b>	<b>9.90</b>

AQUATIC CENTER

**BUDGET DETAIL**

FY 13-14 Revenues							
GENERAL FUND - Aquatics							
Fund & Dept: 100-15							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
272,399	258,186	280,000	440004	Swimming Pool	291,000	0	0
13,014	10,081	12,000	440010	Lockers/Vending Machines	12,000	0	0
<b>285,413</b>	<b>268,268</b>	<b>292,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>303,000</b>	<b>0</b>	<b>0</b>
<b>285,413</b>	<b>268,268</b>	<b>292,000</b>		<b>TOTAL RESOURCES</b>	<b>303,000</b>	<b>0</b>	<b>0</b>

## FY 13-14 Expenditures

## Aquatics

## Fund &amp; Dept: 100-15

2010-11	2011-12	2012-13	Account	Title	2013-14	2013-14	2013-14
Actual	Actual	Budgeted			Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
135,763	140,612	130,741	511005	Regular Employee Wages	134,532	0	0
159,818	160,380	192,025	511010	Part-Time Employee Wages	196,042	0	0
185	1,556	0	511020	Temporary Employee Wages	0	0	0
919	0	0	511021	Unemployment Compensation	0	0	0
35,465	38,485	38,739	512005	Health/Dental Benefits	37,351	0	0
2,145	2,077	1,675	512008	Health Reimb Arrange	1,846	0	0
27,099	28,081	26,321	512010	Retirement	28,793	0	0
21,794	22,278	24,998	512015	Fica	25,595	0	0
6,534	6,279	6,169	512020	Worker'S Comp	6,004	0	0
1,311	1,493	1,822	512025	Other Benefits	1,863	0	0
2,297	2,346	2,576	512030	Other Payroll Taxes	2,638	0	0
<b>393,331</b>	<b>403,587</b>	<b>425,065</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>434,664</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
17,200	21,337	28,150	520110	Operating Supplies	29,150	0	0
185	205	400	520120	Organization Business Expense	400	0	0
267	300	300	520130	Personnel Uniforms & Equipment	300	0	0
80,565	75,883	99,512	520150	Utilities	86,000	0	0
173	0	0	520190	Computer Software	0	0	0
4,268	6,515	4,950	520220	Small Equipment	5,450	0	0
1,174	1,306	2,400	520503	Printing	2,600	0	0
316	298	500	520506	Postage	500	0	0
485	753	600	520509	Telephone	600	0	0
2,621	3,428	2,200	520521	Public Information	1,200	0	0
100	0	250	520530	Memberships	250	0	0
1,139	1,139	1,100	520557	Intergovernmental Services	1,300	0	0
6,306	5,738	5,738	520578	Insurance & Bonds	6,312	0	0
1,770	1,404	1,950	521003	Training/Conferences	1,950	0	0
40	520	3,000	521150	Professional Services	1,000	0	0
3,243	331	1,150	522003	Equipment Maint & Oper Supplies	1,550	0	0
1,740	728	763	522021	Equipment Fund Charges	842	0	0
3,682	3,452	3,452	522022	Information Systems Fund	3,452	0	0
10,106	7,662	12,300	522312	Facility Maintenance Supplies	12,500	0	0
27,013	26,101	24,250	522315	Facility Mnt/Repairs	28,750	0	0
<b>162,392</b>	<b>157,100</b>	<b>192,965</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>184,106</b>	<b>0</b>	<b>0</b>
<b>555,723</b>	<b>560,687</b>	<b>618,030</b>		<b>TOTAL AQUATICS EXPENDITURES</b>	<b>618,770</b>	<b>0</b>	<b>0</b>

# PARKS & RECREATION

## MISSION STATEMENT

- To provide safe and well-maintained parks and to facilitate use of park facilities to meet the daily leisure needs of City residents.
- To provide landscaping around City facilities and other non-park areas, street plantings, and trimming trees for street clearance by our committed staff, who are our most valuable resource.

## DEPARTMENT OVERVIEW

The Parks and Recreation Department provides safe and well-maintained equipment and facilities within the community. The department provides summer and recreational opportunities by working with various community providers of recreational activities. Staff also assists other recreation providers by improving public facilities they utilize for their programs. Park staff provides regular inspections of all parks and equipment to insure facilities and equipment are clean and safe for park users. Parks staff also provides grounds maintenance for all City-owned buildings. Department personnel conduct tree-trimming functions not only for City Parks, but also for the City’s street trees and support to the Light and Power Department Line Clearance program for five (5) months during the fiscal year.

## DEPARTMENT GOALS

- Provide safe, well-maintained park equipment and facilities.
- Maximize recreational and leisure use of facilities.
- Ensure that the department maintains a qualified and trained staff to effect safe and efficient operations.
- Maintain non-park areas around City facilities.
- Maintain citywide street tree clearance standards and assist in electrical line-clearance tree-trimming.
- Maximize the benefit of cooperative intergovernmental relationships with other agencies such as Pacific University and Forest Grove Public Schools, Metro, Washington County and the City of Cornelius.

## PERFORMANCE MEASURES

- Most parks will be cleaned daily from March to October and when needed during the winter season.
- All developed parks’ turf will be maintained to industry guidelines.
- Park Crews will spend five months providing street tree clearance trimming and support utility line-clearance tree-trimming.
- Field lighting will be provided and maintained for Lincoln Park and Thatcher Park supported by rental fees.
- Parks Crews will maintain grounds around most City buildings, including support for non-park related areas, such as the East and North Entrances and the flag pole area.
- Non-park areas will be checked regularly for litter and weed control. Mowing will be done every seven to ten days on developed areas and when necessary in street Right of ways and substations during growing season.

	<u>2011</u>	<u>2012</u>
Park Reservations (# of reservations)	758	895
Sports League Games Participants	11,496	17,504

## BUDGET HIGHLIGHTS

Overall, the Parks Department budget is increasing about \$48,000, or 8%. Labor costs are increasing due to cost-of-living adjustments and step increases applied to wages, and benefit rates are increasing.

Another change in personnel is a re-allocation and addition in the Park's crews. The Parks Department employs seasonal labor to help maintain parks in the busy spring and summer season, and that budget allowance has been analyzed and brought down to match more closely with recent trends. Those funds were reallocated to the Part-Time account, and \$7,800 was added so that the Parks' crews can expand by a regular, part time utility worker. This additional, part-time member to the crew should allow the Department to keep up with the growth in the Parks system. Another addition to the Parks budget includes enhancing the Facility Maintenance Repair account to allow for top dressing to be applied to Lincoln and Thatcher Parks. Equipment fund charges are increasing roughly 4%, to maintain and replace equipment such as mowers and trucks. Lastly, facility supplies are increasing to purchase more fertilizer, dog waste bags, and restroom supplies.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Director Parks and Recreation	0.50	0.50	0.50
Crew Supervisor	1.00	1.00	1.00
Utility Workers	3.00	3.00	3.50
Seasonal Temporary	1.00	1.00	1.00
<b>Total</b>	<b>5.50</b>	<b>5.50</b>	<b>6.00</b>

**BUDGET DETAIL**

FY 13-14 Revenues GENERAL FUND - Parks & Recreation Fund & Dept: 100-16								
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted	
CHARGES FOR SERVICES								
30,509	37,264	35,000	440007	RECREATION USER FEES	40,000	0	0	
86,842	87,232	89,620	440029	GENERAL FUND SPT SVC (522023)	92,175	0	0	
<b>117,351</b>	<b>124,496</b>	<b>124,620</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>132,175</b>	<b>0</b>	<b>0</b>	
MISCELLANEOUS REVENUE								
0	30	0	450057	OTHER	0	0	0	
1,000	2,630	750	471020	DONATIONS	500	0	0	
<b>1,000</b>	<b>2,660</b>	<b>750</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>500</b>	<b>0</b>	<b>0</b>	
TRANSFERS & REIMBURSEMENTS								
1,227	6,191	0	480006	REIMBURSEMENTS	0	0	0	
<b>1,227</b>	<b>6,191</b>	<b>0</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>119,578</b>	<b>133,347</b>	<b>125,370</b>		<b>TOTAL RESOURCES</b>	<b>132,675</b>	<b>0</b>	<b>0</b>	

PARKS

**FY 13-14 Expenditures  
Parks Dept  
Fund & Dept: 100-16**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>PERSONAL SERVICES</b>							
235,819	246,538	257,625	511005	Regular Employee Wages	269,403	0	0
742	0	0	511010	Part-Time Employee Wages	18,960	0	0
34,544	31,716	48,210	511020	Temp Employee Wages	37,133	0	0
2,621	721	0	511021	Unemployment Compensation	0	0	0
48,699	52,713	58,290	512005	Health/Dental Benefits	61,075	0	0
1,880	2,969	2,548	512008	Health Reimb Arrange	2,855	0	0
48,396	49,616	52,497	512010	Retirement	58,370	0	0
20,489	21,150	23,396	512015	FICA	25,283	0	0
6,544	6,220	6,445	512020	Worker's Comp	7,025	0	0
1,703	1,773	1,365	512025	Other Benefits	1,528	0	0
1,997	2,094	2,316	512030	Other Payroll Taxes	2,504	0	0
<b>403,433</b>	<b>415,510</b>	<b>452,694</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>484,136</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
989	533	2,400	520110	Operating Supplies	2,650	0	0
126	0	100	520120	Organization Business Expense	100	0	0
1,442	1,382	2,100	520130	Personnel Uniforms & Equipment	2,300	0	0
3,554	5,045	4,994	520150	Utilities	5,574	0	0
3,463	12,097	8,350	520220	Small Equipment	8,350	0	0
9	2	0	520503	Printing	0	0	0
0	0	150	520506	Postage	150	0	0
1,397	839	2,735	520509	Telephone	2,735	0	0
200	200	200	520521	Public Information	100	0	0
920	800	1,370	520530	Memberships	1,670	0	0
158	158	450	520557	Intergovernmental Services	450	0	0
2,042	1,858	1,858	520578	Insurance & Bonds	2,050	0	0
1,216	1,218	1,825	521003	Training/Conferences	2,075	0	0
11,641	11,378	12,800	521150	Professional Services	11,300	0	0
453	748	0	521168	Misc Medical Services	0	0	0
1,531	1,928	2,500	522003	Equipment Maint & Oper Supplies	3,000	0	0
700	614	500	522012	Fuel/Oil	500	0	0
65,186	76,583	81,538	522021	Equipment Fund Charges	84,945	0	0
1,422	1,685	1,685	522022	Information Systems Fund	1,685	0	0
0	0	500	522306	Rents & Leases	500	0	0
18,130	24,245	20,800	522312	Facility Maintenance Supplies	23,700	0	0
12,567	4,643	9,500	522315	Facility Mnt/Repairs	19,500	0	0
<b>127,146</b>	<b>145,956</b>	<b>156,356</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>173,334</b>	<b>0</b>	<b>0</b>
<b>530,579</b>	<b>561,466</b>	<b>609,050</b>		<b>TOTAL PARKS &amp; REC EXPENDITURES</b>	<b>657,470</b>	<b>0</b>	<b>0</b>

**PARKS**

# NON-DEPARTMENTAL

## DEPARTMENT OVERVIEW

This cost center was established to account for the payment of expenditures not assigned to a particular department, General Fund Transfers to Other Funds, the General Fund Contingency, and the Unappropriated Ending Fund Balance in the General Fund. The total of the Contingency and Unappropriated Ending Fund Balance are more commonly referred to as the General Fund Reserves.

## BUDGET HIGHLIGHTS

In May of 2012, the voters of the City of Forest Grove voted to increase the local option levy from \$1.35 per \$1,000 of assessed value to \$1.60. This becomes effective July 1, 2013, and hence revenue from the local option levy is increasing when compared to FY 12-13.

Property taxes, however, remain flat when compared to FY 12-13. The main factor contributing to this is a property tax appeal filed by a major industrial property. The result of this appeal could mean the removal of approximately \$20 million from Forest Grove's assessed value, and this conservative assumption has been built into the property tax revenues below. The property tax value to Forest Grove is approximately \$80,000 of foregone revenue. Additionally, the City at this time is not expecting much assessed value growth in the commercial or industrial sectors.

The Metro Construction Excise Tax and the School District Construction Excise Tax revenues and pass-through expenditures are recorded in this department, and are expected to increase in FY 13-14. State Shared Revenue is trending up, and FY 13-14 includes about a \$28,000 increase in that revenue source.

The Transfer from Other Funds account represents replenishing the General Fund for the purchase of the Times-Litho Building. That purchase was made in FY 12-13 from the General Fund, drawing down its reserves. The City desires to pay back the reserves, with the transfer coming out of the Risk Management Fund.

NON-DEPT

**BUDGET DETAIL**

**FY 13-14 Revenues  
GENERAL FUND - NON-DEPARTMENTAL REVENUE  
Fund & Dept: 100-18**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>LOCAL TAXES</b>							
4,418,392	4,551,852	4,633,185	411003	Property Taxes	4,696,904	0	0
1,507,411	1,551,608	1,581,332	411010	Local Option Levy	1,899,946	0	0
186,564	115,370	135,000	411150	Property Tax Prior Years	110,000	0	0
520,395	554,243	535,302	413001	Franchise Tax	557,811	0	0
<b>6,632,762</b>	<b>6,773,073</b>	<b>6,884,819</b>		<b>TOTAL LOCAL TAXES</b>	<b>7,264,661</b>	<b>0</b>	<b>0</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
165,135	180,224	171,000	420020	State Revenue Sharing	199,500	0	0
25,822	56,710	45,000	420055	Metro Construction Excise Tax	60,000	0	0
52,697	55,581	50,000	422045	Transient Room Tax	55,500	0	0
156,255	200,783	187,000	422055	SD 15 Construction Excise Tax	350,000	0	0
<b>399,909</b>	<b>493,298</b>	<b>453,000</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>665,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
36,382	56,041	52,000	470105	Interest	56,000	0	0
<b>36,382</b>	<b>56,041</b>	<b>52,000</b>		<b>TOTAL INTEREST</b>	<b>56,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS &amp; REIMBURSEMENTS</b>							
883,635	882,207	1,032,584	480050	In-Lieu Of Transfer	1,025,179	0	0
19,663	13,783	0	481005	Transfer From Other Funds	830,000	0	0
<b>903,298</b>	<b>895,990</b>	<b>1,032,584</b>		<b>TOTAL TRANSFERS</b>	<b>1,855,179</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
4,373,806	4,434,289	4,590,795	495005	Fund Bal Avail For Approp.	3,904,737	0	0
<b>4,373,806</b>	<b>4,434,289</b>	<b>4,590,795</b>		<b>TOTAL FUND BALANCE</b>	<b>3,904,737</b>	<b>0</b>	<b>0</b>
<b>12,346,157</b>	<b>12,652,691</b>	<b>13,013,198</b>		<b>TOTAL RESOURCES</b>	<b>13,745,577</b>	<b>0</b>	<b>0</b>

**NON-DEPT**

**FY 13-14 Expenditures  
Non-Departmental  
Fund & Dept:100-18**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>MATERIALS AND SERVICES</b>							
25,144	59,946	42,750	520547	Metro Construction Excise Tax	57,000	0	0
126,588	181,486	179,520	520549	SD15 Construct Excise Tax Pymt	336,000	0	0
	20,950	0	521150	Professional Services	0	0	0
<b>151,732</b>	<b>262,382</b>	<b>222,270</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>393,000</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>							
0	0	1,240,795	580206	Contingency	0	0	0
<b>0</b>	<b>0</b>	<b>1,240,795</b>		<b>TOTAL CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>							
545,000	50,000	350,000	570127	Transfer To Other Funds	0	0	0
<b>545,000</b>	<b>50,000</b>	<b>350,000</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>							
0	0	3,000,000	590304	Unappropriated Ending Fund Bal	0	0	0
<b>0</b>	<b>0</b>	<b>3,000,000</b>		<b>TOT UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>696,732</b>	<b>312,382</b>	<b>4,813,065</b>		<b>TOTAL NON-DEPARTMENTAL EXPEND.</b>	<b>393,000</b>	<b>0</b>	<b>0</b>

# **POLICE**

## **MISSION STATEMENT**

The mission of the Forest Grove Police Department is to consistently strive towards making Forest Grove a safe place to live, work, learn, play and visit, and to contribute to the economic prosperity of our community through professional and responsive high-quality law enforcement services to our citizens and visitors.

## **DEPARTMENT OVERVIEW**

The Forest Grove Police Department serves the community of Forest Grove through law enforcement patrol and investigative services, crime prevention, and community outreach. In FY 2012-13, the department employs 29 sworn officers, including a chief, two captains (division commanders), four sergeants (including one detective sergeant), three detectives, and 19 patrol officers (including one school resource officer and one transit division officer). The department also employs two non-sworn, part-time community service officers, a support unit supervisor, an evidence technician, and two records specialists. A volunteer chaplain and a volunteer event coordinator also serve the members of the department and the community.

The Department administration is comprised of the Chief of Police, Operations Division Commander, Administrative Division Commander, and Support Unit Supervisor. The administration is responsible for budget management, policy development and review, personnel matters, strategic planning, community relations, media relations, labor relations, and special projects.

The operations division includes all patrol function, community service officers, training and the reserve program. The Operations Division Commander serves on the county Technical Advisory Committee, the Police Users Group and locally on the Traffic Review Board. The patrol staff is responsible for organizing and planning the primary investigation of all offenses within the jurisdiction of the Forest Grove Police Department. The department has one motor officer primarily responsible for traffic enforcement and investigating motor vehicle crashes. Some personnel from the patrol staff are members of countywide teams such as the Multi-Agency Traffic Team (MATT) and Crash Analysis Reconstruction Team (CART). The community service officers coordinate the Neighborhood Watch program, code enforcement activities, for example parking, the abandoned vehicle program, and graffiti tracking, as well as many other events such as National Night Out and monthly landlord forums.

The administrative division includes evidence/property room, records, investigations, volunteers and community outreach, public information officer duties, equipment procurement, (except the fleet) and specialty assignment overview including the School Resource Officer. The Police fleet replacement and additional needs are coordinated in partnership with Public Works through the Equipment Fund. The investigations staff is responsible for the investigation of complex criminal investigations and membership on the countywide Major Crimes Team (MCT), Child Abuse Multi-Disciplinary Team, Elder Abuse Multi-Disciplinary Team, and Planning Authority for Police Officer Deadly Force Encounters. The investigations staff has also assisted on a Governor appointed task force in new state-wide legislation on the protection of elder abuse victims and prosecution in these cases.

In April 2013, the department hosted its fifth annual Citizen's Academy, graduating 21 citizens with an increased insight and knowledge into the services provided by the department for the community. It was the most successful of the academy classes to date which began with the first course back in 2009. The Citizen's Academy has evolved beyond the lecture format to live action and media intensive presentations. It is in high demand for participation each year, highlighting its success. The Citizen's

Academy curriculum consists of courses regarding search & seizure, traffic enforcement, use of force, media relations, case studies, patrol operations and investigations.

The department continues to fund its Police Reserve program, as well as look for ways to raise money for sustainability. The department also continued its commitment towards emergency management through achieving NIMS compliance and participating in countywide emergency management drills.

The department continues to host an annual National Night Out event which is well received and attended by the community.

The City of Forest Grove will continue to experience the types of patterns of criminal activity found throughout the Portland metropolitan area. The causation for this type of criminal activity is complex, but can be related to the accessibility of Forest Grove through the metropolitan area's transportation infrastructure, but also the transjurisdictional nature of some criminal offenses. The department has seen moderate increases in child and elder abuse cases, requiring complex collaboration with regional social service agencies. A Forest Grove detective continues to work on the creation of new and updated legislation in dealing with elder abuse cases.

Maintenance of quality of life issues will require increased collaboration with other governmental agencies and non-governmental organizations. Appropriate responses to gang-related issues will require increased cooperation with the Forest Grove School District and the presence of police personnel in proactive drug and gang-prevention programs. The police department has partnered with the Forest Grove School District to provide awareness programs for students, staff and families on trends involving drug use in the schools and gangs.

**DEPARTMENT GOALS**

- Promote relationships with the community through Neighborhood Watch, Safety Fairs and Community Events (i.e. National Night Out, Corn Roast, Holiday Light Parade, Farmers Market).
- Apply for and obtain specific traffic safety grants (i.e. seat belt, DUII).
- Continue to develop future leadership in the police department with leadership and professional development training.

**PERFORMANCE MEASUREMENTS\***

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Reports	3,209	3,520	3,677	3,736
Case Closed by Arrest*	940	792	690	883
Traffic Citations	1,856	1,402	1,659	1,363
Traffic Written Warnings	978	357	177	985
Motor Vehicle Crash Reports (Total)	136	134	217	104
Graffiti Follow-Up (CSO)	342	170	94	78
Abandoned Vehicle Cases (CSO)	442	288	245	347
Total Traffic Stops	5,636	5,633	7,802	5,639
<b>Total Calls for Service</b>	<b>21,051</b>	<b>20,626</b>	<b>22,710</b>	<b>20,489</b>

*\*July 1, 2010 the Forest Grove Police Department joined the Portland Police Data System (PPDS) for the records management database to improve regional information sharing. PPDS does not have the capability to provide statistics for citations, juveniles, or status offenses. The department is taking active measures to develop an independent database that will capture this important statistical information in future years.*

**BUDGET HIGHLIGHTS**

The Police Department budget is increasing approximately 4.5% in FY 13-14 when compared to FY 12-13. Overall, labor costs in the Police Department are increasing about 5%. Within this 5%, the Police Department is enhancing its code enforcement efforts by extending a vacant half-time Community Services Officer to full-time. This will allow the Police Department to put more emphasis on code enforcement, including graffiti. Code enforcement has been one of the City Council’s top goals, and continues to be an area of concern for citizens as expressed in the citizen survey conducted by the City. Cost-of-living, step increases, and benefit changes are also part of the 5% increase in the Personnel Services category.

The Material and Services category of the Police budget is also increasing by about 5%. This increase includes the contract fee for the Washington County Consolidated Communications Agency (WCCCA), which is 4% in FY 13-14. Equipment fund charges are increasing by 6%, reflecting the cost of maintaining and replacing the Police fleet. In FY 13-14, the Police Department will be replacing the Ford Expedition, the Community Service Officer’s van, the Honda motorcycle, and the last Crown Victoria Patrol vehicle. The Police Department proposes to purchase cameras and a drug collection box, increasing the Small Equipment line item by about \$2,000.

Replacing radios is once again budgeted in the capital outlay section of the budget.

**PERSONNEL REQUIREMENTS**

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	5.00	4.00	4.00
Transit Police Officer	1.00	1.00	1.00
Police Officer	20.00	21.00	21.00
Police Evidence Technician	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00
Community Service Officer (1 part-time)	1.00	1.00	1.50
Support Unit Supervisor	1.00	1.00	1.00
<b>TOTAL</b>	<b>34.00</b>	<b>34.00</b>	<b>34.50</b>

**POLICE**

**BUDGET DETAIL**

			<b>FY 13-14 Revenues GENERAL FUND - Police Fund &amp; Dept: 100-21</b>				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
274,926	263,038	255,000	420005	Alcoholic Beverages	285,000	0	0
<b>274,926</b>	<b>263,038</b>	<b>255,000</b>		<b>TOTAL INTERGYMNT REVENUE</b>	<b>285,000</b>	<b>0</b>	<b>0</b>
				GRANTS			
0	32,662	22,663	430214	Homeland Security Grant	0	0	0
7,111	7,186	0	430328	Justice Assistance Grant	0	0	0
5,460	2,990	3,000	430335	DEC/DUII Police Grant	3,000	0	0
0	5,000	0	430587	Grant Match - Other Agencies	0	0	0
<b>12,571</b>	<b>47,838</b>	<b>25,663</b>		<b>TOTAL GRANTS</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
				CHARGES FOR SERVICES			
2,316	3,722	2,850	440025	Copy Service	3,570	0	0
<b>2,316</b>	<b>3,722</b>	<b>2,850</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,570</b>	<b>0</b>	<b>0</b>
				LICENSES, PERMITS, FEES			
2,662	2,621	2,400	450050	Liquor Licenses	2,500	0	0
78	0	100	450051	Police Permits	100	0	0
483	607	0	450057	Other	0	0	0
300	217	250	450225	Impound Fees	300	0	0
<b>3,522</b>	<b>3,444</b>	<b>2,750</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>2,900</b>	<b>0</b>	<b>0</b>
				FINES			
33,952	39,673	33,000	460105	State Court Fines	35,000	0	0
100	206	100	460116	Immobilization Fees	0	0	0
<b>34,052</b>	<b>39,879</b>	<b>33,100</b>		<b>TOTAL FINES</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS			
946	2,842	0	471021	Donations	0	0	0
2,472	-1,280	0	472005	Miscellaneous	0	0	0
<b>3,417</b>	<b>1,562</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
3,613	2,903	0	480006	Reimbursements	0	0	0
116,667	101,761	112,620	480009	Trimet Officer Reimbursement	121,609	0	0
53,330	54,397	57,868	480010	Sro Reimbursement	58,659	0	0
2,401	0	0	480011	School District Overtime	0	0	0
<b>176,010</b>	<b>159,060</b>	<b>170,488</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMN.</b>	<b>180,268</b>	<b>0</b>	<b>0</b>
<b>506,814</b>	<b>518,543</b>	<b>489,851</b>		<b>TOTAL RESOURCES</b>	<b>509,738</b>	<b>0</b>	<b>0</b>

**POLICE**

**FY 13-14 Expenditures  
Police Dept  
Fund & Dept: 100-21**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>PERSONNEL SERVICES</b>							
2,177,871	2,288,863	2,362,776	511005	Regular Employee Wages	2,463,603	0	0
30,608	41,826	44,488	511010	Part-Time Employee Wages	25,260	0	0
122,162	120,060	152,048	511015	Overtime	152,048	0	0
10,434	0	0	511021	Unemployment Compensation	21,770	0	0
429,563	468,010	501,182	512005	Health/Dental Benefits	543,397	0	0
44,916	44,890	31,819	512008	Health Reimb Arrange	32,739	0	0
394,282	409,957	444,668	512010	Retirement	484,974	0	0
176,546	185,738	195,471	512015	FICA	201,709	0	0
65,591	61,189	62,746	512020	Worker's Comp	64,689	0	0
14,344	13,448	14,423	512025	Other Benefits	14,856	0	0
16,897	17,992	18,995	512030	Other Payroll Taxes	19,610	0	0
<b>3,483,215</b>	<b>3,651,974</b>	<b>3,828,616</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>4,024,656</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
17,185	19,987	22,202	520110	Operating Supplies	24,885	0	0
1,091	1,714	1,505	520120	Organization Business Expense	2,705	0	0
16,405	19,648	20,760	520130	Personnel Uniforms & Equipm	20,760	0	0
3,629	4,808	2,814	520150	Utilities	3,048	0	0
0	0	0	520190	Computer Software	50	0	0
3,294	2,209	3,000	520220	Small Equipment	5,195	0	0
7,734	7,792	5,000	520225	Reserve Officer Expenses	4,000	0	0
517	1,231	500	520270	Miscellaneous	500	0	0
	1,727	0	520274	Hands and Words Project	3,273	0	0
3,651	1,528	3,528	520503	Printing	3,150	0	0
2,014	2,027	2,000	520506	Postage	1,500	0	0
12,172	18,639	15,825	520509	Telephone	15,825	0	0
0	0	0	520518	Volunteer Reim Expense	300	0	0
2,421	3,029	2,789	520521	Public Information	2,985	0	0
25	0	1,555	520524	Publications	1,555	0	0
2,285	2,000	2,932	520530	Memberships	2,100	0	0
167,061	182,835	185,155	520558	WCCCA	191,878	0	0
9,797	10,076	10,020	520557	Intergovernmental Services	9,770	0	0
28,441	25,881	25,881	520578	Insurance & Bonds	28,469	0	0
21,199	19,775	25,200	521003	Training/Conferences	25,200	0	0
4,232	3,734	4,083	521150	Professional Services	3,925	0	0
5,833	4,947	3,717	521168	Misc Medical Services	2,950	0	0
2,099	4,212	2,368	522003	Equip Maint & Oper Supplies	2,350	0	0
467	252	1,000	522009	Vehicle Maint & Oper. Suppl	1,000	0	0
5	22	500	522010	Vehicle Maint External	500	0	0
0	530	0	522012	Fuel/Oil	100	0	0
149,430	180,168	189,177	522021	Equipment Fund Charges	201,010	0	0
24,197	24,026	23,355	522022	Information Systems Fund	23,355	0	0
6,541	4,456	6,060	522306	Rents & Leases	6,060	0	0
2,367	1,716	1,611	522312	Facility Mainten Supplies	1,600	0	0
3,880	4,785	3,520	522315	Facility Mnt/Repairs	3,516	0	0
<b>497,972</b>	<b>553,754</b>	<b>566,058</b>		<b>TOTAL MATERIALS &amp; SERVICE</b>	<b>593,514</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>							
0	0	10,800	550181	Major Tools & Work Equip	10,800	0	0
670	44,964	22,663	550185	Homeland Security	0	0	0
<b>670</b>	<b>44,964</b>	<b>33,463</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>10,800</b>	<b>0</b>	<b>0</b>
<b>3,981,857</b>	<b>4,250,692</b>	<b>4,428,137</b>		<b>TOTAL POLICE EXPENDITURES</b>	<b>4,628,970</b>	<b>0</b>	<b>0</b>

**POLICE**

# **FIRE**

## **MISSION STATEMENT**

Everything we do, we do for the people and the communities we proudly serve. With education and training, we prevent harm. With rapid and professional response, we protect lives and property. Through our desire to serve and courage to act, we are the model of a successful fire and rescue agency for the State of Oregon. Prevent, Protect, Serve.

## **DEPARTMENT OVERVIEW**

The Fire Department will continue to strive to maintain a minimum career staffing of 4 personnel per shift to meet demands for service, to answer concurrent calls, and to provide for firefighter safety. The department continues to improve the service through leadership, creative management, increased training, and aggressive pursuit of alternative funding sources.

## **DEPARTMENT GOALS**

- Continue implementation of the fire departments strategic plan. Strategic goals include:
  - Develop and maintain the highest possible level of service delivery.
  - Maintain long-term strategic planning.
  - Expand community outreach to meet our vision.
  - Utilize available technology to enhance service delivery and efficiency.
  - Develop and maintain strategic partnerships.
  - Enhance internal relations, communications and employee development.
- Continue development of City emergency operations plan to meet federal and state National Incident Management System (NIMS) standards.
- Enhance and improve our community risk reduction program through programs such as fire prevention classes, Community Emergency Response Team (CERT) training, community CPR training and child safety seat inspections.
- Work with neighboring departments and develop public and private partnerships to enhance emergency service delivery in the region.
- Promote a positive image of the fire department throughout the city and the district.
- Aggressively pursue grants and other alternative funding sources for fire and public safety needs.
- Enhance training, mentoring and career development for all career and volunteer firefighters.

## **PERFORMANCE MEASUREMENTS**

- As part of the strategic planning process, the department will develop a more accurate response-time measurement program.
- The department will maintain the emergency operations plan for the City and continue partnerships with neighboring agencies.
- The department will continue to improve our community risk reduction program to increase effectiveness.
- The department will continue their medical surveillance program for career and volunteer firefighters.
- The department will update and expand firefighter training for career and volunteer firefighters, and establish measurable goals.

## **BUDGET HIGHLIGHTS**

Overall, the Fire Department's budget in FY 2013-14 is increasing approximately 2% over FY 2012-13. One major offset leading to this small increase is the removal of a grant for \$40,800. Salary and benefits are increasing only about 1%. While this includes staff cost-of-living, step increases, and benefit changes, it is important to note that two staff members have been re-allocated to a new fund – the Fire SAFER Fund. This new fund was created to track the SAFER grant revenues and expenses.

The material and services category is increasing about 13.6%, and includes an 8.8% increase to the Washington County Consolidated Communications Agency (WCCCA) account, and a 10% increase to the fuel budget. Other additions include one-time items of remodeling the kitchen countertops, adding an amenity to block pedestrian access to the back parking lot, such as a fence or bushes, and purchasing rescue equipment such as various saws to cut through concrete, roofs and exterior walls. The Equipment Fund Charges are increasing to reflect the Fire Department's share of the Chaplain's vehicle.

In FY 13-14, the Department plans on replacing its tender, budgeted in the Fire Equipment Replacement Fund. The tender is used to carry 3,000 to 4,000 gallons of water. The current tender was purchased in 1998. The partnership with the City of Cornelius continues, where the Forest Grove Fire Chief provides management and leadership services to the City of Cornelius.

**PERSONNEL REQUIREMENTS**

	Appropriated	Appropriated	Proposed
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Fire Chief	1.00	1.00	1.00
Fire Division Chief	2.00	2.00	2.00
Fire Captain	3.00	3.00	3.00
Lieutenant	3.00	3.00	3.00
Firefighter	9.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00
Fire Inspector	0.00	0.00	0.00
Part-time Fire Inspector	0.00	0.00	0.00
Fire Dept Assistant	0.50	0.50	0.50
<b>TOTAL</b>	<b>19.50</b>	<b>19.50</b>	<b>19.50</b>

**BUDGET DETAIL**

<b>FY 13-14 Revenues</b>						
<b>GENERAL FUND - Fire Department</b>						
<b>Fund &amp; Dept: 100-22</b>						
2010-11	2011-12	2012-13			2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved
					Adopted	
				INTERGOVERNMENTAL REVENUE		
32,185	31,275	31,000	420015	Cigarette	28,380	0
424,543	437,693	452,368	420050	Rural Fire District	479,777	0
<b>456,728</b>	<b>468,968</b>	<b>483,368</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>508,157</b>	<b>0</b>
				GRANTS		
0	28,278	40,800	430214	Homeland Security Grant	0	0
<b>0</b>	<b>28,278</b>	<b>40,800</b>		<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>
				CHARGES FOR SERVICES		
102	125	107	440025	Copy Service	130	0
<b>102</b>	<b>125</b>	<b>107</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>130</b>	<b>0</b>
				LICENSES, PERMITS, FEES		
0	10	0	450057	Other	0	0
<b>0</b>	<b>10</b>	<b>0</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE		
718	290	0	472005	Misellaneous	0	0
<b>718</b>	<b>290</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS		
18,700	37,400	40,256	480008	Cornelius Fire Dept Reimb For Chief	44,765	0
27,685	4,747	2,500	480015	Fire Dept Reimbursement	5,500	0
5,837	5,740	4,200	480017	Fire Dept Inspection Reimb	5,740	0
<b>52,222</b>	<b>47,887</b>	<b>46,956</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>56,005</b>	<b>0</b>
<b>509,769</b>	<b>545,558</b>	<b>571,231</b>		<b>TOTAL RESOURCES</b>	<b>564,292</b>	<b>0</b>

**FY 13-14 Expenditures  
Fire Dept: Fund 100; Dept 22  
Fund & Dept: 100-22**

2010-11 Actual	2011-12 Budgeted	2012-13 Adopted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>PERSONNEL SERVICES</b>							
1,395,589	1,427,214	1,462,268	511005	Regular Employee Wages	1,458,167	0	0
14,208	16,671	16,846	511010	Part Time	17,680	0	0
100,424	90,780	93,700	511015	Overtime	93,700	0	0
61,294	58,000	62,880	511019	Volunteer Stipend	62,880	0	0
14,452	20,000	20,000	511020	Temporary Wages	20,000	0	0
1	0	0	511021	Unemployment Compensation	0	0	0
270,854	297,021	322,860	512005	Health/Dental Benefits	335,539	0	0
12,885	13,447	13,598	512008	Health Reimb Arrange	13,876	0	0
262,725	289,724	301,227	512010	Retirement	316,330	0	0
117,640	123,019	126,310	512015	FICA	126,060	0	0
28,099	26,640	27,291	512020	Worker's Comp	26,958	0	0
9,726	7,786	9,215	512025	Other Benefits	9,193	0	0
11,583	11,746	12,292	512030	Other Payroll Taxes	12,269	0	0
2,646	2,646	2,646	512035	Volunteer Fringe Benefits	2,646	0	0
<b>2,302,126</b>	<b>2,384,695</b>	<b>2,471,134</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>2,495,297</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
14,222	14,000	14,000	520110	Operating Supplies	16,000	0	0
4,395	4,300	4,300	520120	Organization Business Expense	4,300	0	0
15,299	14,000	14,000	520130	Personnel Uniforms & Equipment	15,000	0	0
18,107	24,937	26,257	520150	Utilities	26,953	0	0
418	0	0	520200	Computer Software Maintenance	0	0	0
8,227	8,000	8,000	520220	Small Equipment	9,000	0	0
34,831	64,200	62,400	520230	Tools - 50/50	104,800	0	0
2,319	2,800	2,800	520300	Emergency Operations Center	3,100	0	0
47	700	500	520503	Printing	500	0	0
608	900	700	520506	Postage	700	0	0
6,927	4,000	4,000	520509	Telephone	4,500	0	0
1,520	1,800	1,800	520521	Public Information	1,800	0	0
1,443	1,490	1,490	520524	Publications	1,490	0	0
1,199	1,000	1,000	520530	Memberships	1,000	0	0
121,818	142,931	151,444	520558	WCCCA	164,730	0	0
1,285	1,400	1,400	520557	Intergovernmental Services	1,400	0	0
27,088	24,650	24,650	520578	Insurance & Bonds	27,115	0	0
25,651	26,600	27,000	521003	Training/Conferences	27,000	0	0
38,963	41,540	29,040	521150	Professional Services	29,040	0	0
2,000	0	0	521165	Contracts For Services	0	0	0
13,557	21,750	26,000	521168	Misc Medical Services	26,000	0	0
4,984	5,000	5,700	522003	Equipment Maint & Oper Supplies	6,000	0	0
48,747	50,000	50,000	522009	Vehicle Maint & Oper. Supplies	50,000	0	0
26,182	24,500	26,950	522012	Fuel/Oil	29,645	0	0
2,000	2,334	2,532	522021	Equipment Fund Charges	4,342	0	0
15,455	15,334	16,290	522022	Information Systems Fund	18,101	0	0
775	1,000	1,000	522303	Custodial	1,000	0	0
2,964	3,000	3,000	522312	Facility Maintenance Supplies	3,000	0	0
12,950	9,500	9,500	522315	Facility Mnt/Repairs	9,500	0	0
<b>453,979</b>	<b>511,666</b>	<b>515,753</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>586,016</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>							
0	29,000	40,800	550185	Homeland Security	0	0	0
<b>0</b>	<b>29,000</b>	<b>40,800</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2,756,105</b>	<b>2,925,361</b>	<b>3,027,686</b>		<b>TOTAL FIRE SERVICE EXPENDITUR</b>	<b>3,081,313</b>	<b>0</b>	<b>0</b>

FIRE

# COMMUNITY DEVELOPMENT

## MISSION STATEMENT

To effectively serve the citizens of Forest Grove by providing an open, accessible and timely process to all land use and building-related matters; To maintain professional and effective involvement in all local and regional planning and building programs.

## DEPARTMENT OVERVIEW

The following are the responsibilities of the Planning and Building divisions that comprise the Community Development Department.

**Planning:** The Planning Division is responsible for developing and maintaining the City's Comprehensive plan and related implementation programs and ordinances, maintaining compliance with all applicable state, regional and subregional planning related programs, processing relevant land use permits for individual development projects in coordination with relevant City and outside agency review and enforcing the provisions of the City's land development codes and nuisance ordinances.

**Building Permits Fund:** Where a development is allowed by the City's land use requirements, the Building Division reviews proposed construction plans for a project to assure consistency with State building, plumbing and mechanical code requirements. The Building Division also reviews the installation of manufactured homes, erosion control and grading projects, conducts enforcement activities under the building and housing codes as well as participates in state and regional building programs. Another important program involving both divisions is enforcement of zoning, and building code provisions.

## DEPARTMENT GOALS

### **Planning:**

- Complete the Comprehensive Plan update (Periodic Review) work program approved by City Council and Oregon DLCDC. Address the City Council to promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city.
- Complete the update of the Forest Grove Transportation System Plan due to any changes in land use as a result of periodic review and for compliance with the Regional Transportation Plan.
- Develop sustainable practices for City activities through the continued work of the City's Boards, Commissions and Committees, and evaluate a permanent City Sustainability Committee.
- Obtain a decision on the adoption of an Urban Renewal Program that is funded by Metro through Construction Excise Tax funds.
- Work with Ride Connection to establish expanded transit service for the Forest Grove community.
- Complete Westside Planning Program subject to obtaining Metro funding.
- Continue to promote the interests and needs of Forest Grove in regional affairs, such as discussions pertaining to the greenhouse gas reduction and boundary expansions, through participation in Metro related activities, including but not necessarily limited to, MPAC and MTAC and the Making the Greatest Place efforts.
- Work with Economic Development on Downtown revitalization including completion of revitalization efforts, implementation of a downtown plaza and other efforts.
- Work with Committee for Citizen Involvement and other boards and commissions supported by the Department to assist in the implementation of the Vision Statement Action Plan.
- Continue preserving significant historic structures and pursue National Historic District designations.

### **Building Permits Fund**

- Continue to implement processes to bring uniformity to the permit process in the Tri-County area.
- Continue Code Enforcement activities and assist in examining the City's Code Enforcement program to improve the program.
- Process building permits and building-related code enforcement actions in a timely fashion.
- Participate in OBOA outreach program.

## PERFORMANCE MEASUREMENTS

### **Planning:**

- Determine land use application completeness within 30 days of filing of application
- Process land use applications within 120 days of determining completeness; complete site plan review for multi-family with 3 to 5 units, commercial and industrial projects under 10,000 square feet in size within 15 working days of receiving a complete submittal.
- Respond to all information requests and nuisance complaints within three working days.
- Complete staff reports and agendas for land-use items seven days prior to Planning Commission hearings.

### **Building Permits Fund:**

- Determine completeness of one and two family building permit applications within three days from date of filing.
- Complete plan check review for simple one and two family dwellings within 10 days of a complete submittal.
- Complete initial plan check review for other building permits for projects over 15,000 square feet within 4 weeks.
- Respond to all information requests and nuisance complaints within three working days.

## BUDGET HIGHLIGHTS

**Planning:** The proposed budget for the Planning Division for FY 13-14 is decreasing approximately 20%, reflecting the removal of one-time grant monies to update the Transportation System Plan consistent with the Periodic Review effort. The grant to study the feasibility for an Urban Renewal District has been spent down, and a small amount is carrying over from FY 12-13 to 13-14. Personnel services are increasing approximately 4%, reflecting cost-of-living and benefit adjustments, as well as two reallocations: the Senior Planner from the Street Fund to the General Fund, because the Street Fund can no longer afford the allocation of the Planner's time; and the Director will be splitting his time 50/50 between Planning and Building, a change from FY 12-13, where his time was split 60/40, respectively. Although the cost allocation of the Senior Planner is occurring, transportation planning will still occur. Intergovernmental Services include funds to partner with Metro for technical assistance to complete various projects such as the Westside Study.

### **Building Permits Fund:**

**Revenue:** The Building Services function is sustained by revenue collected through building related permits. Building activity in Forest Grove has rebounded, and the City expects to realize approximately \$170,000 more in revenue in FY 13-14, representing an increase of 53%. Forest Grove has also agreed to operate the City of Cornelius' Building Permit function, which is anticipated to bring in an additional \$50,000. Fund balance has significantly increased, representing increased building activity in FY 12-13 – more revenue was brought in than anticipating, accruing to fund balance.

**Expenditure:** Overall, the Building Services expenditure budget is proposed to increase approximately \$750,000 when compared to FY 12-13, due to robust building activity. About \$444,000 of this is adding to fund balance. Due to this increased activity, Building Services is proposing to add an additional Building Inspector in FY 13-14. As mentioned in the Revenue paragraph above, Forest Grove has agreed to operate the City of Cornelius' Building Permit function, and so this position will also be able to absorb the Building permit activity from them, which is expected to only add marginal additional work. Further, Building Services is proposing to add part-time help for 3 to 4 months, in order to help the department weather what appears to be a cyclical peak in activity. If the increased activity continues, Building Services will re-evaluate staffing needs. Also, the Department Director time will be split 50/50 with Planning, instead of 60% to Planning and 40% to Building.

Other changes include adding resources to Professional Services, in order to digitize existing microfiche, and also outsource expected commercial structural engineering reviews. The Contingency is proposed to more than double, from \$100,000 in FY 12-13 to \$250,000 in FY 13-14. These funds are set aside in the event that building activity increases are more than projected and the department finds the need for additional outsourcing or staffing resources.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
<b>Planning</b>			
Director of Community Development	0.75	0.60	0.50
Senior Planner	1.50	1.80	2.00
Permit Coordinator	0.50	0.30	0.30
<b>Building Permits Fund</b>			
Director of Community Development	0.25	0.40	0.50
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	2.00
Permit Coordinator	0.50	0.70	0.70
<b>TOTAL</b>	<b>5.50</b>	<b>5.80</b>	<b>7.00</b>

The following pages display the revenues and expenditures for the Planning Division. The Building Services Division revenues and expenditures can be found in the Special Revenue section of this budget document.

**BUDGET DETAIL – BUILDING: PLEASE SEE SPECIAL REVENUE SECTION FOR BUILDING DETAIL.**

**BUDGET DETAIL – PLANNING**

**COMM. DEV. - PLANNING**

			<b>FY 13-14 Revenues</b>				
			<b>GENERAL FUND - Planning Department</b>				
			<b>Fund &amp; Dept: 100-31</b>				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>GRANTS</b>			
13,408	0	4,000	430460	SHPO Grant	12,800	0	0
0	21,250	132,500	430587	Grant - Other Agencies	15,000	0	0
<b>13,408</b>	<b>21,250</b>	<b>136,500</b>		<b>TOTAL GRANTS</b>	<b>27,800</b>	<b>0</b>	<b>0</b>
				<b>CHARGES FOR SERVICES</b>			
1,663	1,399	1,000	440020	Code Enforcement Revenue	1,500	0	0
21	28	78	440025	Copy Service	84	0	0
55,362	73,078	62,008	440029	General Fund Spt Svc (522023)	73,546	0	0
<b>57,045</b>	<b>74,505</b>	<b>63,086</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>75,130</b>	<b>0</b>	<b>0</b>
				<b>LICENSES, PERMITS, FEES</b>			
12,835	10,519	10,600	450054	Metro Business License	10,500	0	0
8,264	360	0	450057	Other	0	0	0
17,331	52,391	21,560	450101	Planning Fees	48,000	0	0
<b>38,430</b>	<b>63,270</b>	<b>32,160</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>58,500</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
25	0	0	471021	Donations	0	0	0
<b>25</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>108,909</b>	<b>159,024</b>	<b>231,746</b>		<b>TOTAL RESOURCES</b>	<b>161,430</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures**

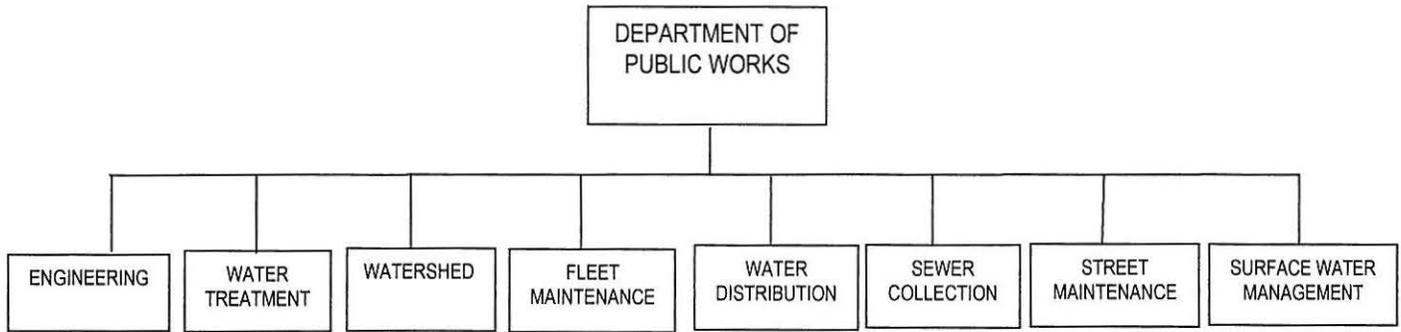
**Planning**

**Fund & Dept: 100-31**

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
239,009	209,853	216,079	511005	Regular Employee Wages	225,288	0	0
0	0	3,000	511010	Part-Time Employee Wages	0	0	0
32,302	32,448	33,841	512005	Health/Dental Benefits	33,865	0	0
2,353	2,051	2,146	512008	Health Reimb Arrange	2,240	0	0
48,176	42,092	44,212	512010	Retirement	49,061	0	0
17,792	15,727	16,760	512015	Fica	17,235	0	0
305	281	296	512020	Worker'S Comp	303	0	0
1,763	1,619	1,190	512025	Other Benefits	1,239	0	0
1,724	1,536	1,617	512030	Other Payroll Taxes	1,663	0	0
<b>343,425</b>	<b>305,606</b>	<b>319,141</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>330,894</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
801	832	2,112	520110	Operating Supplies	2,112	0	0
909	1,400	1,160	520120	Organization Business Expense	1,700	0	0
4,211	2,089	4,500	520170	Code Enforcement Expenditures	4,500	0	0
650	2,350	0	520190	Computer Software	0	0	0
650	650	3,000	520200	Computer Software Licenses	3,000	0	0
0	120	0	520220	Small Equipment	0	0	0
62	3	3,350	520503	Printing	4,050	0	0
3,028	2,517	2,400	520506	Postage	2,400	0	0
607	494	850	520509	Telephone	850	0	0
2,604	898	6,000	520521	Public Information	9,200	0	0
621	119	400	520524	Publications	400	0	0
960	820	2,600	520530	Memberships	2,600	0	0
746	0	6,650	520557	Intergovernmental Services	11,700	0	0
267	824	0	520569	Forestry Commission	0	0	0
468	426	426	520578	Insurance & Bonds	469	0	0
542	924	1,300	521003	Training/ Conferences	1,300	0	0
11,434	11,165	10,000	521113	Attorney Services	10,000	0	0
0	39,974	150,000	521150	Professional Services	26,500	0	0
5,218	4,715	4,080	522003	Equipment Maint & Oper Supplies	4,080	0	0
1,740	1,787	1,807	522021	Equipment Fund Charges	1,999	0	0
4,133	3,946	3,946	522022	Information Systems Fund	3,946	0	0
1,573	1,573	1,573	522309	Building/Facility Rental	1,573	0	0
2,076	474	4,080	523006	SHPO Grant Expenses	80	0	0
<b>43,298</b>	<b>78,101</b>	<b>210,234</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>92,459</b>	<b>0</b>	<b>0</b>
<b>386,723</b>	<b>383,706</b>	<b>529,374</b>		<b>TOTAL PLANNING EXPENDITURES</b>	<b>423,353</b>	<b>0</b>	<b>0</b>

**COMM. DEV. - PLANNING**

# ENGINEERING



## MISSION STATEMENT

To ensure that the construction of public improvements conform to accepted standards. Public improvements generally consist of streets, storm drain, water, and sanitary sewers. To anticipate and manage infrastructure for growth, consistent with local and regional plans, with long-range planning horizons of 20-50 years.

## OVERVIEW

The Engineering function provides project design, project management, construction inspection and other related needs for the City's Capital Improvement Plan and privately financed residential, commercial and industrial development. Additional public services are provided through traffic management, infrastructure mapping and information.

## GOALS

- Design and construct capital projects for sanitary sewer, water, street and storm drainage systems.
- Review new development plans for conformity with existing public works systems.
- Prepare and administer contracts for maintenance projects associated with streets and other public works systems.
- Keep public works system maps updated with new information.
- Provide support service for public works operations.
- Furnish information to the public relative to the availability and location of public works systems.

## PERFORMANCE MEASURES

- Respond to telephone calls or in person requests by the next business day.
- Perform all inspections within 24 hours of receiving request.
- Capital Improvements Program projects – Complete projects within five percent of the projected budget and completion schedule.
- Private Development – Complete construction plan review and redlines in approximately one month. Respond to inspection request within 24 hours.
- Information System – Perform updates to system maps and distribute to internal and external customers at least annually.

## BUDGET HIGHLIGHTS

The budget for the Engineering Department in FY 13-14 is proposed to increase about \$35,000, just under 6%. Labor costs are increasing approximately 5%, representing cost-of-living adjustments and changes in employee benefits. Additionally, the Engineering Department is proposing to partner with Light and Power and Administrative Services to undergo an assessment of the City's use of and need for geographic

information system (GIS) mapping and software, to ensure the City is keeping up with technological advances. GIS software is used to capture, store, manipulate, analyze, manage and present all types of geographical data in layers, for example, city infrastructure such as water pipes and electrical lines. Effective software can provide a solid analytical foundation for services that rely on location, such as planning and maintaining infrastructure, managing growth, and emergency response.

Below is a sampling of projects the Engineering Department will be working on in FY 13-14:

- Completing the crossings at Thatcher and Gales Creek Highway (carry-over from FY 12-13)
- Completing the Safe Routes to School project near Harvey Clark (carry-over from FY 12-13)
- Improving the intersection of TV Highway and Quince/Highway 47 (carry-over from FY 12-13)
- 26th Avenue improvements from Hawthorne to Sunset
- Working with Pacific University on improvements to University Avenue

Forecasts for higher-end residential development are low, but smaller, more affordable lots that host entry level homes appear to have more potential. Forest Grove currently has several developments with Land Use Approval that could see construction of public improvements within the next year as these are zoned in higher density areas. The Engineering Department will provide design review and construction inspection for public improvements associated with these new neighborhoods.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Director of Public Works	1.00	1.00	1.00
Project Engineer	2.00	2.00	2.00
Engineering Technician	1.00	1.00	1.00
Administrative Assistant	0.60	0.60	0.60
Administrative Specialist II	0.40	0.40	0.40
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**BUDGET DETAIL**

FY 13-14 Revenues								ENGINEERING
GENERAL FUND - Engineering Department								
Fund & Dept: 100-51								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				CHARGES FOR SERVICES				
1,567	684	1,375	440025	Copy Service	1,512	0	0	
538,402	519,284	552,676	440029	General Fund Spt Svc (522023)	563,748	0	0	
<b>539,969</b>	<b>519,967</b>	<b>554,051</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>565,260</b>	<b>0</b>	<b>0</b>	
				LICENSES, PERMITS, FEES				
5,863	27,294	13,189	450122	Engineering Inspection Fees	33,000	0	0	
<b>5,863</b>	<b>27,294</b>	<b>13,189</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>33,000</b>	<b>0</b>	<b>0</b>	
<b>545,831</b>	<b>547,262</b>	<b>567,240</b>		<b>TOTAL RESOURCES</b>	<b>598,260</b>	<b>0</b>	<b>0</b>	

**FY 13-14 Expenditures**

**Engineering**

**Fund & Dept: 100-51**

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>PERSONNEL SERVICES</b>			
353,873	323,739	333,730	511005	Regular Employee Wages	344,514	0	0
1,198	26,918	38,819	511010	Part Time Wages	32,554	0	0
0	80	0	511015	Overtime	0	0	0
3,859	7,981	0	511020	Temporary Employee Wages	0	0	0
60,312	50,334	58,604	512005	Health/Dental Benefits	72,751	0	0
2,870	2,758	2,768	512008	Health Reimb Arrangement	3,390	0	0
70,935	64,239	67,653	512010	Retirement	74,248	0	0
27,031	27,338	28,500	512015	FICA	28,846	0	0
2,957	2,824	2,970	512020	Worker's Comp	3,003	0	0
2,957	3,211	2,245	512025	Other Benefits	2,268	0	0
2,603	2,639	2,769	512030	Other Payroll Taxes	2,793	0	0
<b>528,594</b>	<b>512,061</b>	<b>538,057</b>		<b>PERSONNEL SERVICES</b>	<b>564,367</b>	<b>0</b>	<b>0</b>
				<b>MATERIALS &amp; SERVICES</b>			
2,874	2,078	2,500	520110	Operating Supplies	2,500	0	0
124	512	250	520120	Organization Business Expense	250	0	0
0	0	500	520130	Personnel Uniforms & Equipment	500	0	0
2,983	432	3,000	520190	Computer Software	3,000	0	0
650	2,461	0	520200	Computer Software Licenses	0	0	0
758	13	3,300	520220	Small Equipment	3,300	0	0
1,572	1,113	2,100	520503	Printing	2,100	0	0
1,890	559	550	520506	Postage	550	0	0
960	741	2,550	520509	Telephone	2,550	0	0
1,568	720	0	520521	Public Information	0	0	0
192	245	990	520524	Publications	990	0	0
1,885	1,590	1,600	520530	Memberships	1,750	0	0
0	250	650	520557	Intergovernmental Services	650	0	0
961	875	875	520578	Insurance & Bonds	963	0	0
2,192	1,620	2,550	521003	Training/ Conferences	2,550	0	0
0	2,285	3,000	521113	Attorney Services	3,000	0	0
655	13,249	10,520	521150	Professional Services	18,520	0	0
2,318	2,398	4,060	522003	Equipment Maint & Oper Supplie	4,060	0	0
14,088	16,784	17,621	522021	Equipment Fund Charges	17,980	0	0
12,267	9,502	9,502	522022	Information Systems Fund	9,502	0	0
0	0	100	522306	Rents & Leases	100	0	0
0	465	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
0	366	0	522315	Facility Mnt/Repairs	0	0	0
<b>47,936</b>	<b>58,257</b>	<b>66,218</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>74,815</b>	<b>0</b>	<b>0</b>
<b>576,531</b>	<b>570,319</b>	<b>604,275</b>		<b>TOTAL ENGINEERING EXPENDITUI</b>	<b>639,181</b>	<b>0</b>	<b>0</b>

**ENGINEERING**

# LIGHT AND POWER

## MISSION STATEMENT

The Light and Power Department will create a safe and supportive workplace for its employees, continue to provide high-quality electric utility service at a reasonable cost for the customers in the City of Forest Grove and in the unincorporated service area, and provide a valuable return to the Utility's owner, the City of Forest Grove. We will conduct all activities as responsible stewards of the resources at our disposal.

## DEPARTMENT OVERVIEW

The purposes of this Department are to provide reliable low-cost electrical service to customers within the service area and to support the City's efforts in promoting economic development. In addition, the Department will provide customer and community service programs designed to reduce the retail cost and enhance the quality of electric service provided to customers, to enhance the quality of life in the Forest Grove community, and to promote the wise and efficient use of electric energy and renewable resources.

## DEPARTMENT GOALS

- To maintain quality electric service provided to the Department's customers, and maintain the high satisfaction rating from customers, based on the annual Citizen's Survey of City Services. Objectives to achieve this goal include increased emphasis on preventative maintenance and equipment replacement programs, the upgrading of underground cable installations, the replacement of obsolete or dated substation equipment, and the expansion and upgrading of distribution system facilities.
- To encourage energy conservation and energy use efficiency by the City's customers for the purposes of reducing power cost and reducing the need for additional power resources to serve the City's growing load. Objectives to achieve this goal include administering programs such as residential weatherization and appropriate conservation and energy efficiency programs for commercial customers and industrial customers. Continuing this budget year, financing for conservation programs will be supplemented from internally generated department funds. In addition, provide renewable energy options to promote an environmentally friendly community. Objectives to achieve this include participating in studies to secure possible renewable resources that fit the needs of the community and secure future load growth needs and offer a voluntary program for our customers to purchase renewable energy. A third objective is to focus on climate change and ways to participate in carbon reduction. This will be achieved by promoting the use of electric vehicles and providing the infrastructure necessary to charge those vehicles.
- To enhance economic development within the City by participating on the Economic Development Commission, assisting to promote the services the City has to offer.
- To enhance and maintain the quality of the Department's work force, tools, fleet equipment, and facilities for the purpose of ensuring that the Department's work is performed safely and efficiently.
- To encourage energy sustainability by studying the feasibility of installing a solar energy project on a city-owned facility. This effort is hoped to be grant supported by the Bonneville Power Administration.

**PERFORMANCE MEASUREMENTS**

<b>Workload Indicator</b>	<b>Performance Std</b>	<b>Performance Level</b>
New Service Installations	within 10 days	100%
Unplanned Outage Response	30 minutes	95%
Street & Rental Light Repair	5 days	100%
Interdepartmental Maint. Requests	10 days	85%
Underground Locate Requests	2 days	100%

LIGHT AND POWER

**BUDGET HIGHLIGHTS**

**Revenue:** Because the Bonneville Power Administration (BPA) is proposing to increase their rates to the City, Light and Power will be considering a slight increase to rates in the fall of 2013. An increase of approximately 3% in the Charges for Services revenue category has been included to capture not only this potential, but also to capture new utility accounts as Forest Grove grows. The overall operating revenue to the Light and Power Department is increasing just over 3% when compared to FY 12-13, including not only charges for services just discussed, but also revenue from sale of scrap, interest, and the Industrial Conservation Reimbursement from BPA.

**Expenditure:** Overall, the expenditure budget for Light and Power is increasing by approximately 2.5%. Labor costs of the department are increasing approximately 3%. This reflects the addition of an Apprentice Lineman, but the addition is offset by discontinuing the services of the temporary Systems Engineer in the fall of 2013. Cost-of-living adjustments and benefit changes are also included.

The Materials and Services category remains flat when compared to FY 12-13. This includes an addition of approximately \$90,000 to accelerate the purchase of radio-read meters, to take advantage of bulk discounts. The Purchase Power budget item is decreasing about 2%, to line up better with recent trends of use and power purchases. The department will partner with the Engineering Department to undergo an assessment of the City’s use of and need for geographic information system (GIS) mapping and software, to ensure the City is keeping up with technological advances. GIS software is used to capture, store, manipulate, analyze, manage and present all types of geographical data in layers, for example, city infrastructure such as water pipes and electrical lines.

The Capital Outlay category remains relatively flat when compared to FY 12-13. Many one-time items were removed, while others were added. As the building remodel wraps up, those budgetary line-items have been removed, dropping the Building Improvements line item by \$432,000 when compared to FY 12-13, to \$78,500. Items remaining include landscaping, plumbing and signage. Capital items added include further design on the overall electric system – the substations and transformers. The Department will also work on various feeder extensions, loopings and upgrades for customers, such as for Pacific University and Rose Grove. The Department also plans on replacing a mower, and a double bucket truck, while the replacement of the Chevy Manlift is carrying over from FY 12-13.

**PERSONNEL REQUIREMENTS**

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
Director	1.00	1.00	1.00
Operations Superintendent	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00
Working Foreman	2.00	2.00	2.00
Meter Relay Foreman	0.00	0.00	0.00
Meterman	2.00	0.00	0.00
Lead Meter Relay Technician		1.00	1.00
Lead Substation Meter/Relay Technician		1.00	1.00
Lineman	7.00	7.00	7.00
Apprentice Lineman	1.00	0.00	1.00
Apprentice Meterman	0.00	0.00	0.00
Journeyman Tree-Trimmer	2.00	2.00	2.00
Temp System Engineer		1.00	0.33
Electrical Engineer			1.00
Project Engineer	1.00	1.00	1.00
Engineering Tech	1.00	1.00	0.00
Meter Reader	1.32	1.32	1.32
Senior Utility Worker	2.00	2.00	2.00
Economic Dev. Coordinator	1.00	1.00	1.00
Economic Dev Intern	0.20	0.20	0.20
TOTAL	25.52	25.52	25.85

LIGHT AND POWER

**BUDGET DETAIL**

**LIGHT AND POWER**

				<b>FY 13-14 Revenues Light &amp; Power Fund Fund &amp; Dept: 610-41</b>			
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>GRANTS</b>							
4,000	0	4,500	432290	Appa/Deed Grant	0	0	0
<b>4,000</b>	<b>0</b>	<b>4,500</b>		<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
<i>Power Sales</i>							
6,927,044	7,134,229	7,462,612	440105	Residential Sales	7,562,118	0	0
600,998	617,389	640,174	440110	General Svc - 1 Ph Sales	664,624	0	0
588,064	629,290	645,644	440112	General Svc - 3 Ph Sales	661,831	0	0
1,687,375	1,689,515	1,742,469	440120	Industrial Svc - Specl Conctrct	1,829,600	0	0
3,475,194	3,641,159	3,720,540	440125	Large Commercial Industrial	3,942,009	0	0
67,952	66,881	71,062	440130	Public St. Lighting Sales	68,875	0	0
101,698	101,503	105,144	440135	Rental Lights	105,295	0	0
2,140	2,917	3,081	440140	Irrigation Service	5,927	0	0
10,804	10,036	9,840	440150	Green Power Units (225 Units)	10,800	0	0
<b>13,461,270</b>	<b>13,892,919</b>	<b>14,400,566</b>		<i>Total Power Sales</i>	<b>14,851,079</b>	<b>0</b>	<b>0</b>
2,275	1,925	1,500	440035	NSF Handling Charge	1,500	0	0
54,715	177,914	60,000	440165	Connection Charges/Reimbursements	60,000	0	0
73,000	73,000	73,000	440170	St. Light Maint.	73,000	0	0
21,880	23,671	22,500	440175	Reconnect Charges	22,500	0	0
46,554	21,748	21,748	440180	Pole Rental	21,748	0	0
26,258	25,525	24,142	440302	Auditorium Rental	24,142	0	0
<b>13,685,952</b>	<b>14,216,700</b>	<b>14,603,456</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>15,053,969</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
0	0	0	425033	BPA Refund Payment	0	0	0
18,902	18,946	15,000	445005	Sale Of Scrap	15,000	0	0
0	349	2,500	445010	Sale Of Materials	2,500	0	0
2,580	3,288	3000	445015	Sale Of Equipment	3,000	0	0
5,147	37,242	30,000	450057	Other	30,000	0	0
0	0	0	451035	Contribution-In-Aid Of Construction	0	0	0
32,315	43,092	30,917	470105	Interest	31,020	0	0
32,606	13,447	0	480006	Reimbursements	0	0	0
425,021	346,967	150,000	480020	Industrial Conservation Reimbursement	200,000	0	0
<b>516,572</b>	<b>463,330</b>	<b>231,417</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>281,520</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>							
11,614	8,140	0	481005	Transfer From Other Funds	0	0	0
<b>11,614</b>	<b>8,140</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
6,056,523	6,883,745	6,183,447	495005	Fund Bal Avail For Approp.	6,203,968	0	0
<b>6,056,523</b>	<b>6,883,745</b>	<b>6,183,447</b>		<b>TOTAL AVAILABLE</b>	<b>6,203,968</b>	<b>0</b>	<b>0</b>
<b>20,274,662</b>	<b>21,571,916</b>	<b>21,022,820</b>		<b>TOTAL L&amp;P RESOURCES</b>	<b>21,539,457</b>	<b>0</b>	<b>0</b>

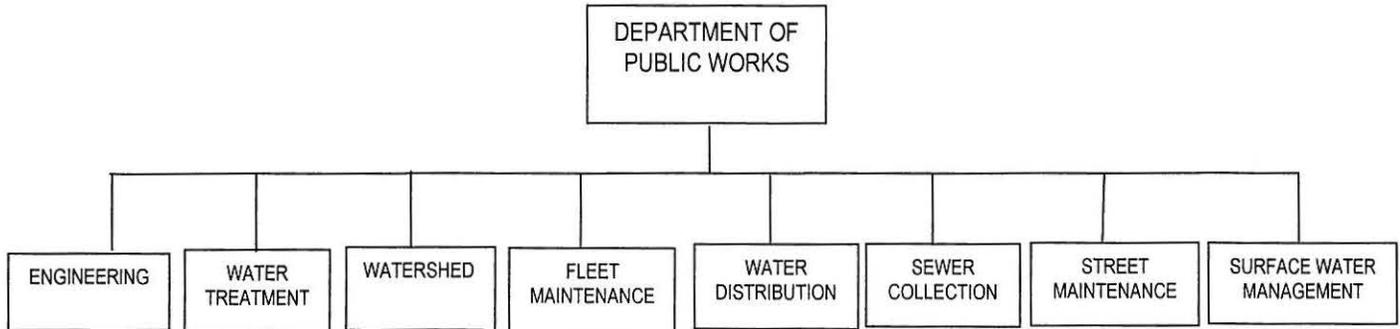
**FY 13-14 Expenditures  
Light & Power Dept  
Fund & Dept: 610-41**

2010-11	2011-12	2012-13	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
Actual	Actual	Budgeted					
<b>PERSONNEL SERVICES</b>							
1,648,687	1,799,123	1,897,071	511005	Regular Employee Wages	2,018,930	0	0
37,595	205	52,359	511010	Part-Time Employee Wages	34,232	0	0
93,662	127,167	96,000	511015	Overtime	96,000	0	0
297,889	316,507	360,627	512005	Health/Dental Benefits	370,593	0	0
19,815	19,697	5,723	512008	Health Reimb Arrangement	20,437	0	0
328,047	324,009	379,321	512010	Retirement	416,982	0	0
131,867	146,913	156,475	512015	Fica	164,028	0	0
35,572	35,553	35,826	512020	Worker's Comp	37,206	0	0
9,455	10,344	11,381	512025	Other Benefits	11,904	0	0
12,861	14,394	15,126	512030	Other Payroll Taxes	15,848	0	0
<b>2,615,450</b>	<b>2,838,390</b>	<b>3,009,909</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>3,186,160</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
10,317	11,966	12,000	520110	Operating Supplies	12,000	0	0
5,076	12,231	14,650	520120	Organization Business Expense	15,650	0	0
33,118	23,102	39,700	520130	Personnel Uniforms & Equipment	38,700	0	0
26,345	26,457	28,088	520150	Utilities	29,493	0	0
155	595	750	520180	Subscriptions/Books	1,000	0	0
8,725	6,582	9,600	520190	Computer Software	12,500	0	0
2,175	2,460	7,000	520200	Computer Software Licenses	6,800	0	0
33,395	60,211	31,100	520220	Small Equipment	35,250	0	0
363,541	531,749	493,500	520240	Construction Supplies	582,500	0	0
7,308,630	7,732,112	8,571,866	520260	Purchased Power	8,389,771	0	0
400	0	1,000	520270	Miscellaneous	1,000	0	0
0	236	3,000	520503	Printing	2,000	0	0
1,660	2,398	3,000	520506	Postage	3,000	0	0
7,156	8,724	10,000	520509	Telephone	10,000	0	0
2,973	17,144	42,000	520521	Public Information	42,000	0	0
52	1,616	3,900	520524	Publications	2,250	0	0
76,715	86,147	94,455	520530	Memberships	98,554	0	0
6,967	5,496	3,500	520533	Recruiting Expenses	3,500	0	0
83,105	74,564	75,000	520542	Bill Paying Assistance Program	75,000	0	0
15,163	2,500	45,500	520554	Conservation Incentives	50,000	0	0
220,277	355,199	150,000	520555	Industrial Conservation Augmentation	200,000	0	0
0	0	2,000	520556	Green Power Info & Promotion	2,000	0	0
5,897	13,018	17,500	520557	Intergovernmental Services	16,500	0	0
33,557	30,537	30,537	520578	Insurance & Bonds	33,591	0	0
23,625	23,918	42,100	521003	Training/Conferences	42,100	0	0
	13		521006	Travel			
5,745	4,682	5,000	521113	Attorney Services	5,000	0	0
30,436	35,128	18,800	521150	Professional Services	30,300	0	0
0	0	22,000	521159	Construction Contracts	0	0	0
0	0	100,000	521162	Consultants	100,000	0	0
61,850	52,133	135,000	521165	Contracts For Services	95,000	0	0
4,799	2,562	3,850	521168	Misc Medical Services	3,850	0	0
33,368	48,308	33,537	521172	Banking Services	45,000	0	0
15,631	26,876	26,000	522003	Equipment Maint & Oper Supplies	30,000	0	0
0	0	1,200	522006	Equipment/Vehicle Rental	5,000	0	0

**LIGHT AND POWER**

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
36,518	23,763	35,000	522009	Vehicle Maint & Oper. Supplies	41,800	0	0
20,719	26,813	20,000	522010	Vehicle Maint External	22,000	0	0
39,387	49,514	35,805	522012	Fuel/Oil	37,595	0	0
18,421	16,952	19,373	522022	Information Systems Fund	19,373	0	0
1,004,386	985,061	1,046,491	522023	General Fund Spt Svc (4004801)	1,097,246	0	0
15,828	11,433	14,650	522306	Rents & Leases	14,650	0	0
4,516	4,215	10,700	522312	Facility Maintenance Supplies	10,700	0	0
9,960	5,562	12,500	522315	Facility Mnt/Repairs	12,500	0	0
4,000	0	4,500	523010	Ocean Wave Energy Grant	0	0	0
<b>9,574,589</b>	<b>10,321,977</b>	<b>11,276,152</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>11,275,173</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
0	3,657	4,000	550051	Office Equipment & Furniture	5,000	0	0
69,410	386,786	510,700	550166	Building Improvements	78,500	0	0
101,868	129,486	87,000	550181	Major Tools & Work Equipment	72,000	0	0
	0	1,250,000	550XXX	Substation Improvements	1,323,000	0	0
23,841	79,323	0	550960	F.G. Substation Improvements	0	0	0
0	139	0	550961	Filbert Substation	0	0	0
0	11,460	65,000	550962	System Additions & Upgrades	215,000	0	0
0	0	0	550963	T.J. Substation Improvements	0	0	0
197,065	39,896	240,000	551260	Vehicle Replacement	485,000	0	0
0	175,331	26,000	551261	Vehicle Replacement & Equip	11,000	0	0
<b>392,184</b>	<b>826,077</b>	<b>2,182,700</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>2,189,500</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
121,000	121,000	127,050	570127	Transfer To Other Funds	131,497	0	0
656,550	660,635	768,327	570130	In-Lieu Of Tax Transfer	726,546	0	0
<b>777,550</b>	<b>781,635</b>	<b>895,377</b>		<b>TOTAL TRANSFERS</b>	<b>858,043</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCY</b>			
0	0	1,418,319	580206	Contingency	1,225,581	0	0
<b>0</b>	<b>0</b>	<b>1,418,319</b>		<b>TOTAL CONTINGENCY</b>	<b>1,225,581</b>	<b>0</b>	<b>0</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	0	590303	Major Equipment Replacement Fund	0	0	0
0	0	2,240,363	590304	Unapp Fund Balance	2,805,000	0	0
<b>0</b>	<b>0</b>	<b>2,240,363</b>		<b>UNAPPROPRIATED FUND BALANCE</b>	<b>2,805,000</b>	<b>0</b>	<b>0</b>
<b>13,359,772</b>	<b>14,768,079</b>	<b>21,022,820</b>		<b>TOTAL LIGHT &amp; POWER EXPENDITURE</b>	<b>21,539,457</b>	<b>0</b>	<b>0</b>

# SEWER



## MISSION STATEMENT

To provide a safe and sanitary sewer collection and treatment system.

## OVERVIEW

Clean Water Services, (CWS), (formerly known as Unified Sewerage Agency), a special district of Washington County, operates and maintains the regional sewer system, including the large conveyance pipes and the wastewater treatment plants. One wastewater treatment plant is located on the outskirts of Forest Grove. The City operates a local sanitary sewer utility, accounted for as an enterprise fund, that feeds into CWS' regional system. The City shares a proportional share of the revenue with CWS for the regional system. The City's sewer utility is responsible for the safe and efficient operation and maintenance of the local sanitary sewer system. The utility provides customer service by responding to emergencies involving the sanitary system as well as citizens' concerns. However, it is the Administrative Services Department that performs utility billing services and provides customer service related to billing. The City is responsible for all collection lines smaller than 24" in diameter as well as all manholes. CWS is responsible for the large trunk lines, lift stations, and treatment.

## GOALS

- Maintain a reliable collection system, to transport sewerage to CWS' conveyance system, and then to CWS' treatment facility. (339,282 feet of sewer pipe)
- Contract with CWS for the provision of pump stations, trunk lines 24 inches and larger, and treatment.
- Reduce storm water inflow and infiltration into the collection system.
- Construct new pipe lines to replace defective ones or to provide increased service capacity.
- Install new service laterals when requested.
- Inspect grease and oil separators in all food establishments.

## PERFORMANCE MEASURES

- Work with businesses to control fats, oils and grease entering the sewer system.
- Respond to service interruption within 24 hours.
- Sanitary line cleaning (based on CSM Study) – 33% system annually
- Sanitary line TV inspection (based on CSM Study) – 15% system annually
- Respond to Sewer service interruption emergency – same day.

**BUDGET HIGHLIGHTS**

**Revenue:** Clean Water Services (CWS) sets the rates throughout their service district, which includes the cities within Washington County and most of the unincorporated areas. The monthly sewer fee is comprised of two components – a regional component and a local component. CWS sets both components through their Board of Directors, which is made up of the Washington County Commissioners. Cities can add or modify the local component of the rate in order to properly fund local sewer services. Forest Grove currently adds \$3.59 per month, per equivalent dwelling unit, to the local portion of the rate.

CWS proposes to increase sewer rates approximately 3% on July 1, 2013, and likewise, the City is proposing to raise its add-on component by the same percentage, from \$3.59 to \$3.70 per month per equivalent dwelling unit. The charges are combined on the monthly utility bill.

**Expenditures:** Overall staffing levels for the Department of Public Works remains the same as in FY 12-13. Cost-of-living increases and benefit costs result in the personnel services category of the budget increasing about 3.5%.

Many accounts, such as small equipment, construction supplies, and equipment supplies fluctuate year to year depending upon the workload and the focus of sewer maintenance activities. The Sewer Fund will participate in the purchases of a rut paver to repair trenches in the streets, and a hydraulic concrete cutter that will eliminate trench emissions from gas powered saws. Equipment Fund charges are increasing, reflecting inflationary changes in the cost of maintaining and operating equipment. The Intergovernmental Services line item reflects the amount that is remitted to Clean Water Services to provide regional sewer services. The General Fund Support Services line item is increasing, reflecting increases in the cost to provide the services of utility billing, human resources and information technology support.

Major maintenance will continue to reduce inflow and infiltration of ground water (I&I), cracked pipes, and roots that create ongoing maintenance issues. Funding is identified under Sewer Construction – Replace Old Sewers in the Capital Improvement Program to address problems as they occur. The 23rd Avenue Inflow and Infiltration project is budgeted in the Sewer System Development Charge budget.

**PERSONNEL REQUIREMENTS**

SEWER

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	1.98	1.98	1.98
Program Specialist	0.35	0.35	0.35
Administrative Assistant	0.20	0.20	0.20
TOTAL	3.73	3.73	3.73

**BUDGET DETAIL**

			<b>FY 13-14 Revenues</b>				
			<b>Sewer</b>				
			<b>Fund &amp; Dept: 620-54</b>				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
3,173,953	3,321,788	3,428,730	440105	Residential Sales	3,555,476	0	0
689,473	686,724	719,898	440106	Commercial Sales	782,597	0	0
181,721	175,828	191,196	440120	Industrial Sales	183,249	0	0
<b>4,045,147</b>	<b>4,184,341</b>	<b>4,339,824</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,521,322</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
0	0	0	445010	Sale Of Materials	0	0	0
737	800	800	450057	Other	800	0	0
0	0	0	450070	Sewer Permits	0	0	0
0	2,000	2,000	451040	Sewer Laterals	2,000	0	0
10,439	8,326	9,277	470105	Interest	10,102	0	0
<b>11,175</b>	<b>11,126</b>	<b>12,077</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>12,902</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
1,781,735	1,665,177	1,855,490	495005	Fund Bal Avail For Approp.	2,020,430	0	0
<b>1,781,735</b>	<b>1,665,177</b>	<b>1,855,490</b>		<b>TOTAL AVAILABLE</b>	<b>2,020,430</b>	<b>0</b>	<b>0</b>
<b>5,838,057</b>	<b>5,860,644</b>	<b>6,207,391</b>		<b>TOTAL SEWER RESOURCES</b>	<b>6,554,654</b>	<b>0</b>	<b>0</b>

**SEWER**

**FY 13-14 Expenditures  
Sewer  
Fund & Dept: 620-54**

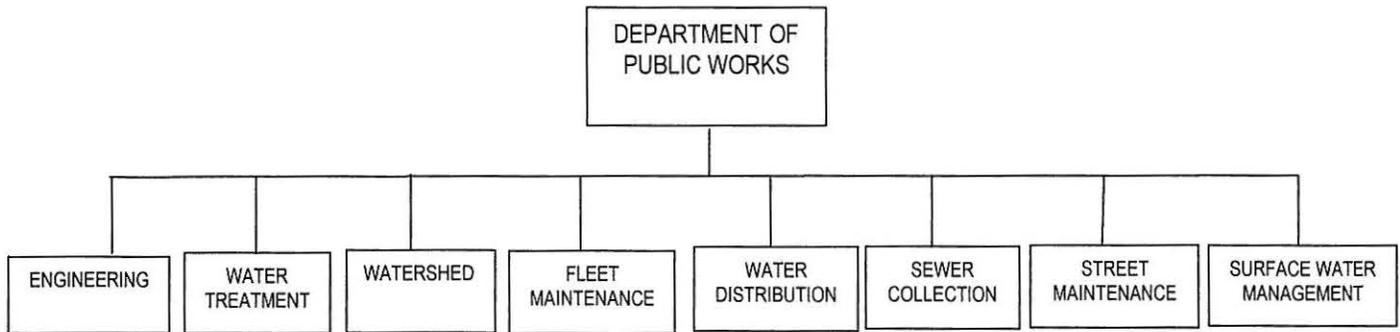
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
143,117	151,604	206,734	511005	Regular Employee Wages	215,191	0	0
1,801	1,388	2,029	511015	Overtime	2,029	0	0
52,373	57,517	63,153	512005	Health/Dental Benefits	63,397	0	0
1,908	2,325	2,052	512008	Health Reimburs Arrange	2,086	0	0
28,503	29,288	41,669	512010	Retirement	44,002	0	0
11,148	11,741	15,970	512015	FICA	16,235	0	0
6,492	7,032	7,191	512020	Worker's Comp	7,706	0	0
1,462	1,516	1,106	512025	Other Benefits	1,125	0	0
1,427	1,472	1,576	512030	Other Payroll Taxes	1,601	0	0
<b>249,812</b>	<b>265,334</b>	<b>341,481</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>353,371</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
1,887	1,959	3,000	520110	Operating Supplies	3,000	0	0
46	20	75	520120	Organization Business Expense	75	0	0
2,386	3,196	4,250	520130	Personnel Uniforms & Equipment	3,250	0	0
1,713	1,724	1,350	520150	Utilities	1,350	0	0
4,177	3,330	4,900	520190	Computer Software	4,900	0	0
3,330	4,501	6,000	520220	Small Equipment	8,000	0	0
3,092	2,659	7,000	520240	Construction Supplies	7,000	0	0
0	192	0	520270	Miscellaneous	0	0	0
544	63	200	520503	Printing	200	0	0
59	17	100	520506	Postage	100	0	0
469	436	800	520509	Telephone	800	0	0
260	107	225	520521	Public Information	225	0	0
4	106	300	520524	Publications	300	0	0
716	380	700	520530	Memberships	540	0	0
0	0	0	520533	Recruiting Expenses	0	0	0
2,983,709	3,104,683	3,255,054	520557	Intergovernmental Services	3,391,991	0	0
8,204	7,466	7,466	520578	Insurance & Bonds	8,213	0	0
1,415	1,155	3,025	521003	Training/Conferences	3,825	0	0
1,925	0	0	521113	Attorney Services	0	0	0
1,849	3,701	3,500	521150	Professional Services	3,500	0	0
0	0	0	521165	Contracts For Services	0	0	0
535	482	375	521168	Misc Medical Services	375	0	0

**SEWER**

2010-11 Actual	2011-12 Budgeted	2012-13 Adopted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
10,745	14,561	12,000	521172	Bank Service Fees	15,000	0	0
141	114	1,000	522003	Equipment Maint & Oper Supplies	1,900	0	0
99	28	0	522012	Fuel/Oil	0	0	0
86,808	100,584	103,147	522021	Equipment Fund Charges	104,677	0	0
1,279	1,703	1,710	522022	Information Systems Fund Charges	1,710	0	0
412,092	391,689	413,115	522023	General Fund Admin Sevices	432,228	0	0
0	1,336	1,400	522306	Rents & Leases	500	0	0
6,264	6,264	6,264	522309	Building/Facility Rental	6,264	0	0
167	70	500	522312	Facility Maintenance Supplies	500	0	0
60	0	250	522315	Facility Mnt/Repairs	250	0	0
<b>3,533,972</b>	<b>3,652,525</b>	<b>3,837,707</b>		<b>MATERIALS &amp; SERVICES</b>	<b>4,000,673</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
0	5,831	0	550181	Major Tools & Work Equipment	2,500	0	0
87,379	36,960	237,375	550763	Sewer Construction	30,000	0	0
<b>87,379</b>	<b>43,327</b>	<b>237,375</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>32,500</b>	<b>0</b>	<b>0</b>
				<b>DEBT SERVICE</b>			
74,487	77,321	81,773	562001	Principal-Cws/City Phase Iii Rehab	84,885	0	0
19,518	16,683	12,232	562041	Interest-Cws/City Phase Iii Rehab	9,120	0	0
<b>94,004</b>	<b>94,004</b>	<b>94,004</b>		<b>TOTAL DEBT SERVICE</b>	<b>94,004</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
0	0	0	570127	Transfer To Other Funds	0	0	0
50,292	51,295	55,833	570130	In-Lieu Of Tax	60,424	0	0
<b>50,292</b>	<b>51,295</b>	<b>55,833</b>		<b>TOTAL TRANSFERS</b>	<b>60,424</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCIES</b>			
0	0	750,000	580206	Contingency	750,000	0	0
<b>0</b>	<b>0</b>	<b>750,000</b>		<b>TOTAL CONTINGENCIES</b>	<b>750,000</b>	<b>0</b>	<b>0</b>
				<b>UNAPPROR ENDING FUND BALANCE</b>			
0	0	890,991	590304	Unapp Fund Balance	1,263,681	0	0
<b>0</b>	<b>0</b>	<b>890,991</b>		<b>TOTAL UNAPPR ENDING FUND BAL</b>	<b>1,263,681</b>	<b>0</b>	<b>0</b>
<b>4,015,460</b>	<b>4,106,486</b>	<b>6,207,391</b>		<b>TOTAL SEWER EXPENDITURES</b>	<b>6,554,654</b>	<b>0</b>	<b>0</b>

SEWER

# SEWER SYSTEM DEVELOPMENT CHARGE



## MISSION STATEMENT

To provide a revenue source for growth related sewer capital expansion projects.

## OVERVIEW

The Sewer System Development Charge (SDC) is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the service and is therefore based on the number of water use fixture units in the building. Clean Water Services (CWS), the regional authority for sewage collection and treatment, sets the amount of the Sewer SDC charge. This revenue is split between CWS (80%) and the City (20%).

The City uses the money to increase the capacity of the sewer collection lines, and cost participates with development when they are required to build a section of a large trunk line. The City is responsible for the system pipes 21 inches and below. CWS uses the money to increase the capacity of large conveyance pipes and wastewater treatment facilities in order to accommodate growth.

## BUDGET HIGHLIGHTS

**Revenue:** Clean Water Services (CWS), the regional authority for sewage collection and treatment, sets the amount of the Sewer SDC charge. There will be an increase of \$135.00 to raise the Sewer SDC from \$4,665 per EDU (Equivalent Dwelling Unit) to \$4,800 per EDU. This revenue is split between CWS (80%) and the City (20%).

**Expenditures:** The Sewer SDC Fund is used for system expansion capital only. System expansion includes expanding capacity by solving inflow and infiltration problems in the sewer pipes, where ground water seeps into the pipes, taking up capacity. For FY 13-14, the City will work in partnership with CWS to complete Phase I of the 23rd Avenue Inflow and Infiltration project. \$250,000 is set aside for this project. Additionally, \$25,000 is set aside for capacity expansion if necessary.

The Sewer SDC revenue is split with CWS, and the City disburses the funds to CWS through the Intergovernmental Services line item.

SEWER SDC

**BUDGET DETAIL**

**FY 13-14 Revenues**  
**Sewer SDC**  
**Fund & Dept & Division: 622-54-91**

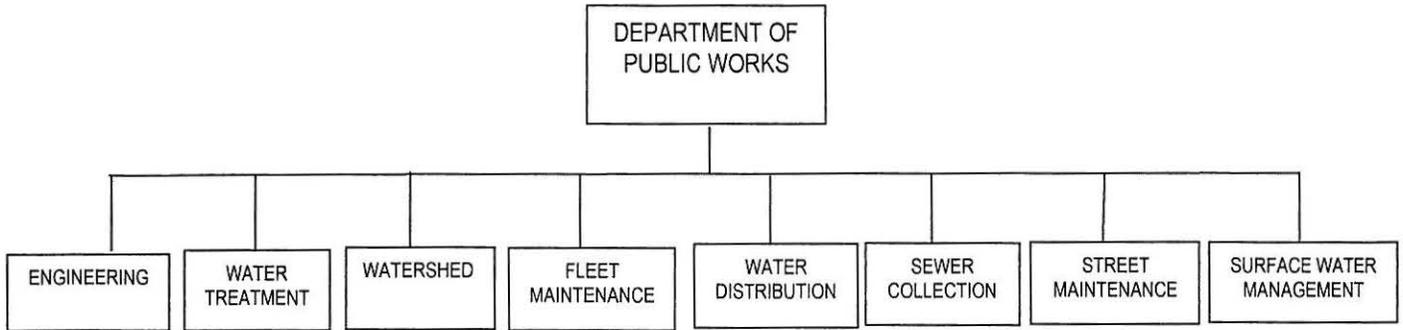
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>CHARGES FOR SERVICES</b>			
359,765	598,225	435,340	451005	System Development Charges	636,000	0	0
<b>359,765</b>	<b>598,225</b>	<b>435,340</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>636,000</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
2,250	4,500	1,000	451042	Sunset Sewer Constr Fee	1,000	0	0
6,360	7,205	2,475	470105	Interest	2,696	0	0
<b>8,610</b>	<b>11,705</b>	<b>3,475</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>3,696</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
1,080,792	1,039,361	990,197	495005	Fund Bal Avail For Approp.	1,078,480	0	0
<b>1,080,792</b>	<b>1,039,361</b>	<b>990,197</b>		<b>TOTAL AVAILABLE</b>	<b>1,078,480</b>	<b>0</b>	<b>0</b>
<b>1,449,168</b>	<b>1,649,291</b>	<b>1,429,012</b>		<b>TOTAL SEWER SDC RESOURCES</b>	<b>1,718,176</b>	<b>0</b>	<b>0</b>

**FY13-14 Expenditures**  
**Sewer SDC**  
**Fund & Dept & Division: 622-54-91**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>MATERIALS &amp; SERVICES</b>			
287,812	478,580	348,272	520557	Intergovern Services	608,800	0	0
0	0	0	521150	Professional Services	0	0	0
<b>287,812</b>	<b>478,580</b>	<b>348,272</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>608,800</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OULAY</b>			
0	0	50,000	550760	Construction Projects	275,000	0	0
<b>0</b>	<b>0</b>	<b>50,000</b>		<b>TOTAL CAPITAL OULAY</b>	<b>275,000</b>	<b>0</b>	<b>0</b>
				<b>DEBT SERVICE</b>			
88,475	92,230	96,144	562002	Principal - Cws/City Sunset Drive	100,225	0	0
33,520	29,765	25,850	562042	Interest - Cws/City Sunset Drive	21,770	0	0
<b>121,995</b>	<b>121,995</b>	<b>121,995</b>		<b>TOTAL DEBT SERVICE</b>	<b>121,995</b>	<b>0</b>	<b>0</b>
0	0	680,149	580206	Contingency	500,000	0	0
<b>0</b>	<b>0</b>	<b>680,149</b>		<b>TOTAL CONTINGENCY</b>	<b>500,000</b>	<b>0</b>	<b>0</b>
0	0	228,596	590304	Unapp Fund Balance	212,381	0	0
<b>0</b>	<b>0</b>	<b>228,596</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>212,381</b>	<b>0</b>	<b>0</b>
<b>409,807</b>	<b>600,575</b>	<b>1,429,012</b>		<b>TOTAL SEWER SDC EXPENDITURES</b>	<b>1,718,176</b>	<b>0</b>	<b>0</b>

SEWER SDC

# WATER



## MISSION STATEMENT

To provide high quality water for domestic, commercial, industrial and recreational use and to manage the watershed for the production of high quality water and a healthy forest.

## OVERVIEW

The City operates the water utility as an enterprise fund. The utility is responsible for the safe and efficient operation and maintenance of the water system as a municipal water provider. The utility provides customer service by responding to emergencies involving the City water system as well as customer concerns. Customer billing and customer service related to water bills are provided through the Department of Administrative Services.

The primary elements of service are water supply, water treatment, and water distribution. Revenues to this fund consist primarily of charges for water services, billed monthly, based on customer consumption. Transfers are made to the General Fund for the functions of monthly billing and collections, accounting, payroll and other administrative support. The Public Works employees are very dedicated and provide high quality and reliable water service at a low price.

## GOALS

- Provide adequate water supply to meet the present and future water needs of the community.
- Maintain and manage the City watershed for water supply quality and sound forest environment.
- Provide reliable and efficient water treatment facilities.
- Ensure sufficient water flow for all water use, including fire suppression, by maintaining the reservoirs, pump station, piping and fire hydrants throughout the distribution system.
- Provide efficient metering of all water to assure fair allocation of costs and maintain reasonable water rates.
- Construct pipelines and other facilities necessary to replace those that are aged and defective or to serve expansion of services.
- Safeguard the water distribution system from contamination by providing a backflow prevention program.
- Continue partnership with the Joint Water Commission (JWC).

## PERFORMANCE MEASURES

- Collect approximately 180 samples annually to meet requirements of the Oregon Health Division and ensure clean and safe water.
- Replace meters after 15 years of service.
- Test meters greater than 2" annually.

- Test 12% of the distribution system per year for leaks.
- Flush distribution system annually.
- Respond to service interruption within 24 hours.

**WATER SYSTEM**

	<u>CY 2010</u>	<u>CY 2011</u>	<u>CY 2012</u>
Number of Metered Customers	5,653	5,762	5,775
Pipe in System, linear feet	415,838	429,533	435,160
Water Supplied	1,008 Mil. Gal.	1,065 Mil. Gal.	1,112 Mil. Gal.

**BUDGET HIGHLIGHTS**

**Revenue:** The City underwent a water rate analysis in 2011. This analysis evaluated the cost of providing water service, and the most efficient way to recover those costs through water rates. All rate classes were reviewed – residential, multi-family, commercial and industrial. Additionally, the rate analysis suggested that a charge for compound meters and fire service be added in order to recover the cost to provide these. The result of this rate analysis demonstrated that the water utility needs system-wide average rate increases of approximately 8% per year for the next several years in order to afford on-going operations and required investments in maintaining the water capital infrastructure. The water rate is made up of two components – a fixed charge and a volume charge. The volume charge for the residential class of customers is divided into tiers – where a higher price is charged per unit of water as water usage exceeds a threshold. All components of the water rates are slated to increase 8% in FY 13-14.

Revenue from water rates funds the operations of the water utility, as well as funding the capital program. Funds are intended to be saved up over time in order to pay for necessary capital investments on a pay-as-you-go basis. The water capital program is comprised of capital investments at the City-owned water treatment plant, within the City-owned watershed, various City transmission and distribution pipes, and of assets owned in partnership with the Joint Water Commission (JWC). As a partner in the JWC, Forest Grove owns portions of the JWC’s water treatment plant, Fern Hill water storage tanks, and a transmission pipe from the JWC to the outskirts of Forest Grove. Current and future capital projects are outlined in the separate Capital Improvement Program book.

For FY 13-14, the estimated revenues from the timber harvest are increased. Revenue from the timber harvest is pledged to covering expenses of the harvest and servicing the debt of the water fund. In 2003, the City issued a total of \$5 million in debt in order to fund: a) a buy back in the Joint Water Commission’s water treatment plan of 2 million gallons per day; b) an update to Forest Grove’s water treatment plant; and c) Forest Grove’s participation in the JWC’s second Fern Hill finished water storage tank. The annual debt service is about \$415,000 per year. Therefore, revenue figure is a derived number set to equal the timber harvest expense plus the debt service obligation, and is not based upon estimated receipts from timber products out of the watershed. This is a budgetary tool to balance the water fund’s budget. Excess revenue from the timber harvest accrues to the water fund’s fund balance, and is used for capital investments of the water utility on a pay-as-you go basis, including investments in water treatment, the watershed, and the transmission and distribution system.

**Expenditures:** Overall, the Water budget for FY 13-14 is proposed to increase by approximately \$1.3 million, or 21%. Two major increases, accounting for roughly \$900,000 of this increase, can be found in the timber harvest account and in the fund balance account. The timber harvest account is increasing by \$400,000 on a budgetary basis, reflecting the need for additional appropriation authority. In FY 11-12 and

WATER

in 12-13, the actual timber harvest expenditures have exceeded the appropriation authority. The budget for the timber harvest is often set well in advance of having firm estimates. Additionally, in FY 13-14, slightly more volume is projected to be harvested than in FY 12-13, increasing the expense. Another factor is that the City may embark upon the following year's harvest (2014) in the fiscal year of 2013-14, since the fiscal year ends in June and harvesting may start in May or June, meaning spending may span two fiscal years. The revenue has been increased accordingly.

The fund balance is proposed to increase approximately \$512,000. This reflects efforts by the City to save up funds for future capital investments, both at the City-owned facilities and those owned in partnership with the JWC. Please see the separate Capital Improvement Program book for the descriptions of capital projects.

Other increases in the water utility include labor costs, which are increasing due to cost-of-living adjustments, step increases and benefit changes, accounting for approximately \$31,000, or 3.4%. Construction supplies are increasing about \$21,000 when compared to FY 12-13, in order to purchase replacement compound meters and the radio-read add-ons for current meters. JWC water purchases are proposed to increase by roughly \$28,000, reflecting the intent to buy more water from the JWC as the City's treatment plant undergoes maintenance projects.

The capital program is increasing by approximately \$252,000. The capital program changes from year to year, and projects drop from the budget as they are completed, and others are added. Some highlights of capital projects for FY 13-14 include partnering with the other JWC partners to upgrade electrical systems at the JWC water treatment plant, repairing the water transmission line from the City's watershed, repairing the east filter bay at the City's water treatment plant, and replacing chemical analyzers at the treatment plant. Additionally, the City will be replacing a large meter that serves Pacific University. The water utility owns the building that houses the Parks Department offices and storage, and will be replacing the roof on that building.

The water fund's general contingency is proposed to increase by roughly \$52,000. Total contingency funds are made up of three components – one for the JWC (roughly \$335,000), one for debt service (\$415,000), and one for the water utility generally. The \$52,000 will be added to the general water utility contingency, bringing that total to about \$250,000, and total contingency funds to \$1,000,000.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Water Treatment Plant Superintendent	1.00	1.00	1.00
Water Treatment Plant Operator	1.00	1.00	1.00
WTP Utility Worker/Operator	1.00	1.00	1.00
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	4.18	3.96	3.96
Program Specialist	0.35	0.35	0.35
Administrative Assistant	0.20	0.20	0.20
Meter Readers	0.88	0.88	0.88
TOTAL	9.81	9.59	9.59

**BUDGET DETAIL**

<b>FY 13-14 Revenues</b>						
<b>Water</b>						
<b>Fund &amp; Dept: 630-53</b>						
2010-11	2011-12	2012-13		2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Title	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>						
1,546,252	1,802,449	1,839,936	440105 Residential Sales	2,111,823	0	0
467,665	535,468	539,842	440106 Commercial Sales	620,507	0	0
371,118	334,106	351,966	440118 Multi-Family Sales	364,961	0	0
238,986	249,108	245,088	440120 Industrial Sales	280,583	0	0
20,532	28,546	20,000	440160 Non-Metered Sales	24,000	0	0
28,344	37,713	20,000	440165 Connection Charges	35,000	0	0
<b>2,672,897</b>	<b>2,987,390</b>	<b>3,016,832</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,436,874</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>						
35,928	35,928	35,928	440305 Bldg. Rental Income	35,928	0	0
0	0	0	Sale Of Materials	0	0	0
0	0	0	Sale Of Raw Water	0	0	0
760,030	1,012,116	700,000	445025 Timber Sales	1,100,000	0	0
10,391	14,703	5,000	450057 Other	5,000	0	0
9,965	15,517	11,685	470105 Interest	14,052	0	0
0	1,206	0	480006 Reimbursements	0	0	0
<b>816,314</b>	<b>1,079,470</b>	<b>752,613</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,154,980</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>						
2,297,167	2,290,250	2,337,049	495005 Fund Bal Avail For Approp.	2,810,333	0	0
<b>2,297,167</b>	<b>2,290,250</b>	<b>2,337,049</b>	<b>TOTAL AVAILABLE</b>	<b>2,810,333</b>	<b>0</b>	<b>0</b>
<b>5,786,378</b>	<b>6,357,110</b>	<b>6,106,494</b>	<b>TOTAL WATER RESOURCES</b>	<b>7,402,186</b>	<b>0</b>	<b>0</b>

WATER

**FY 13-14 Expenditures**

**Water**

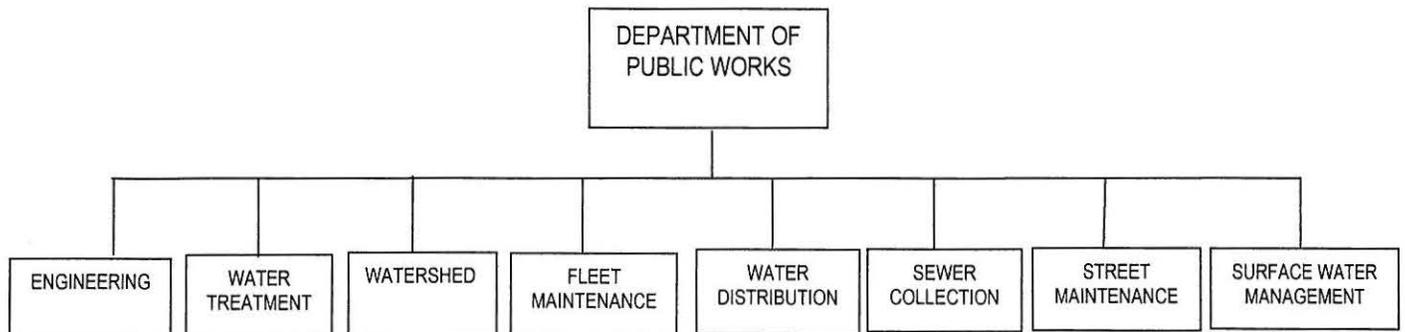
**Fund & Dept: 630-53**

	2010-11	2011-12	2012-13	Account	Title	2013-14	2013-14	2013-14
	Actual	Actual	Budgeted			Proposed	Approved	Adopted
					<b>PERSONNEL SERVICES</b>			
	540,339	526,965	538,399	511005	Regular Employee Wages	556,447	0	0
	32,088	29,264	28,980	511015	Overtime	28,980	0	0
	5,936	4,192	0	511020	Temporary Employee Wages	0	0	0
	131,181	139,285	151,531	512005	Health/Dental Benefits	153,915	0	0
	5,610	6,473	5,355	512008	Health Reimb Arrangement	5,635	0	0
	106,867	104,119	109,101	512010	Retirement	117,244	0	0
	43,921	42,554	43,405	512015	FICA	44,250	0	0
	19,225	19,502	19,641	512020	Worker's Comp	20,418	0	0
	3,843	4,395	3,727	512025	Other Benefits	3,786	0	0
	4,226	4,103	4,292	512030	Other Payroll Taxes	4,370	0	0
	<b>893,237</b>	<b>880,853</b>	<b>904,430</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>935,045</b>	<b>0</b>	<b>0</b>
					<b>MATERIALS &amp; SERVICES</b>			
	71,985	69,443	90,840	520110	Operating Supplies	84,000	0	0
	115	177	350	520120	Organization Business Expense	250	0	0
	4,284	3,691	5,500	520130	Personnel Uniforms & Equipment	5,500	0	0
	60,861	77,715	71,400	520150	Utilities	78,540	0	0
	2,291	2,764	3,800	520190	Computer Software	4,000	0	0
	11,502	10,905	17,100	520220	Small Equipment	16,500	0	0
	159,443	138,853	141,000	520240	Construction Supplies	162,000	0	0
	219,278	200,030	222,043	520250	JWC Water Purchases	250,000	0	0
		482		520270	Miscellaneous			
	2,540	2,224	2,500	520503	Printing	2,500	0	0
	937	843	1,000	520506	Postage	1,000	0	0
	5,384	5,195	6,198	520509	Telephone	6,198	0	0
	420	81	250	520521	Public Information	250	0	0
	184	393	1,356	520524	Publications	532	0	0
	995	1,438	1,475	520530	Memberships	1,475	0	0
	0	0	0	520545	In-Lieu Of Tax	0	0	0
	165	0	0	520533	Recruiting Expenses	0	0	0
	4,335	57,340	7,500	520548	Watershed Management	7,500	0	0
	2,877	4,825	7,500	520550	Watershed Maintenance	7,500	0	0
	315,546	496,847	300,000	520551	Timber Harvesting	700,000	0	0
	36,650	61,466	72,875	520557	Intergovernmental Services	72,930	0	0.0
	25,509	23,213	23,213	520578	Insurance & Bonds	25,534	0	0
	2,440	2,202	6,300	521003	Training/Conferences	6,300	0	0
	0	0	6,500	521113	Attorney Services	6,500	0	0
	78,544	36,803	111,641	521150	Professional Services	53,000	0	0
	984	1,424	0	521168	Misc Medical Services	0	0	0
	9,080	12,143	12,000	521172	Bank Service Fees	15,000	0	0
	3,054	6,174	12,000	522003	Equipment Maint & Oper Supplies	10,900	0	0

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
165	307	0	522012	Fuel/Oil	0	0	0
118,043	132,552	139,313	522021	Equipment Fund Charges	143,705	0	0
12,557	10,868	11,037	522022	Information Systems Fund Charges	11,037	0	0
706,654	677,002	717,439	522023	General Fund Admin Services	742,859	0	0
0	792	800	522303	Custodial	800	0	0
48	2,112	3,900	522306	Rents & Leases	3,000	0	0
14,139	13,418	5,950	522312	Facility Maintenance Supplies	13,200	0	0
18,150	30,982	14,000	522315	Facility Mnt/Repairs	21,000	0	0
<b>1,889,159</b>	<b>2,084,702</b>	<b>2,016,779</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,453,509</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
11,751	8,417	0	550181	Major Tools & Work Equipment	52,500	0	0
0		0	550185	Homeland Security	0	0	0
0		0	550190	Bond Projects	0	0	0
	536		550600	Water Projects			
0	0	19,995	550660	Joint - Capital Equipment	39,990	0	0
26,127	46,048	227,980	550663	JWC - Other Projects	214,751	0	0
0	0	100,000	550666	Water Line Extension	275,000	0	0
8,924	44,390	52,585	550669	Water Treatment Plant Equip.	45,000	0	0
0	34,664	20,000	550672	Watershed Capital	20,000	0	0
0	0	35,000	550760	Construction Projects	60,000	0	0
<b>46,802</b>	<b>134,055</b>	<b>455,560</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>707,241</b>	<b>0</b>	<b>0</b>
				<b>DEBT SERVICE</b>			
245,000	255,000	260,000	562010	Principal - 2003 FFC Bonds	255,000	0	0
29,763	30,805	31,882	562030	Principal - Scoggins Reservoir	32,998	0	0
166,500	156,700	146,181	562045	Interest - 2003 Ffc Bonds	135,131	0	0
43,034	41,992	40,915	562070	Interest - Scoggins Reservoir	39,799	0	0
<b>484,297</b>	<b>484,497</b>	<b>478,978</b>		<b>TOTAL DEBT SERVICE</b>	<b>462,928</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
39,641	39,951	45,360	570127	Transfer To Other Funds	49,896	0	0
138,203	128,104	162,045	570130	In-Lieu Of Tax	185,982	0	0
<b>177,844</b>	<b>168,055</b>	<b>207,405</b>		<b>TOTAL TRANSFERS</b>	<b>235,878</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCY</b>			
0	0	333,250	580203	JWC - Contingency	333,250	0	0
0	0	200,000	580206	Contingency	251,750	0	0
0	0	415,000	580212	Debt Service Contingency	415,000	0	0
<b>0</b>	<b>0</b>	<b>948,250</b>		<b>TOTAL CONTINGENCY</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>
				<b>RESERVES</b>			
0	0	1,095,092	590304	Unapp Fund Balance	1,607,585	0	0
<b>0</b>	<b>0</b>	<b>1,095,092</b>		<b>TOTAL UNAPPROPRIATED FB</b>	<b>1,607,585</b>	<b>0</b>	<b>0</b>
<b>3,491,339</b>	<b>3,752,163</b>	<b>6,106,494</b>		<b>TOTAL WATER EXPENDITURES</b>	<b>7,402,186</b>	<b>0</b>	<b>0</b>

WATER

# WATER SYSTEM DEVELOPMENT CHARGE



**MISSION STATEMENT**

To provide a revenue source for growth related water capital expansion projects.

**OVERVIEW**

The System Development Charge (SDC) is applied to every new service connection to the water distribution system. The amount of the charge is proportional to the impact of the service and is therefore based on the water meter size. Revenue is dependent on the amount of development activity. The money is used to increase the City’s water supply, distribution and treatment facilities. The Water SDC is indexed to the published ENR (Engineering New Record) in the Seattle area, and will be adjusted each January in accordance with Resolution 07-64. In this way, it keeps up with the construction cost inflation.

**BUDGET HIGHLIGHTS**

**Revenue:** Revenue is dependent on the amount of development activity. The money is used to increase the City’s water supply, distribution and treatment facilities. The Water SDC is indexed to the published ENR (Engineering New Record) in the Seattle area, and will be adjusted each January in accordance with Resolution 07-64. In this way, it keeps up with the construction cost inflation.

**Expenditures:** The Water SDC Fund is used for system expansion capital, even if that expansion occurred in the past. Because capacity exists in the City’s water supply in Henry Hagg Lake behind Scoggins Dam, the Water SDC fund can be used to pay for the capacity portion of the eventual seismic retro-fit of Scoggins Dam. The amount is estimated to come from the Water SDC fund is approximately \$2.2 million of the approximate \$4.4 million retro-fit project.

For FY 13-14, \$50,000 is set aside for capacity expansion if necessary.

WATER SDC

**BUDGET DETAIL**

**FY 13-14 Revenues**

**Water SDC**

**Fund & Dept & Division: 632-53-91**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CHARGES FOR SERVICES			
257,493	373,006	200,000	451005	System Development Charges	322,000	0	0
<b>257,493</b>	<b>373,006</b>	<b>200,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>322,000</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
7,536	10,518	11,081	470031	Principal - J Lieb Water SDC	2,862	0	0
1,162	1,079	516	470032	Interest - J Lieb Water SDC	38	0	0
8,462	12,372	9,508	470105	Interest	12,971	0	0
<b>17,160</b>	<b>23,969</b>	<b>21,105</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>15,870</b>	<b>0</b>	<b>0</b>
				FUND BALANCE AVAILABLE			
1,334,493	1,581,919	1,901,653	495005	Fund Bal Avail For Approp.	2,594,218	0	0
<b>1,334,493</b>	<b>1,581,919</b>	<b>1,901,653</b>		<b>TOTAL AVAILABLE</b>	<b>2,594,218</b>	<b>0</b>	<b>0</b>
<b>1,609,146</b>	<b>1,978,895</b>	<b>2,122,758</b>		<b>TOTAL WATER SDC RESOURCES</b>	<b>2,932,089</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures**

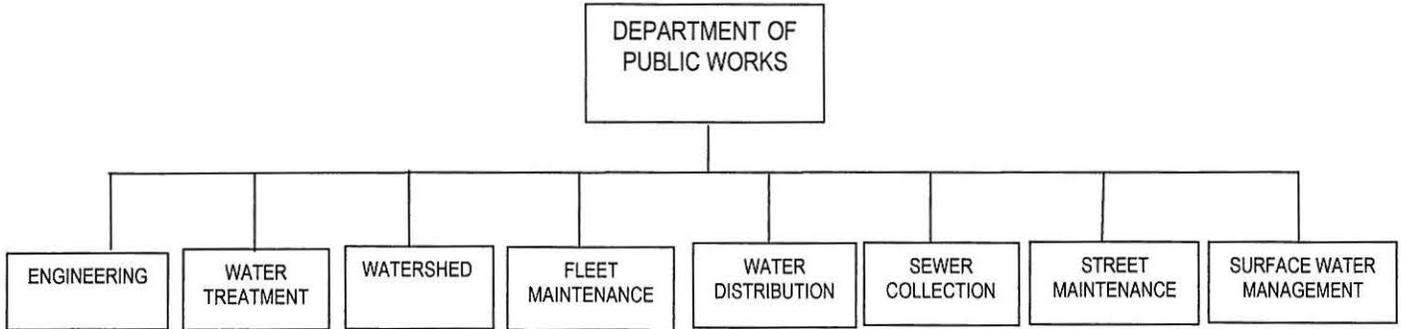
**Water SDC**

**Fund & Dept & Division: 632-53-91**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				MATERIALS & SERVICES			
27,226	0	0	521150	Professional Services	0	0	0
			570103	Transfer to General Fund	1,200	0	0
<b>27,226</b>	<b>0</b>	<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,200</b>	<b>0</b>	<b>0</b>
				CAPITAL OUTLAY			
0	0	120,000	550760	Construction Projects	50,000	0	0
<b>0</b>	<b>0</b>	<b>120,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
				CONTINGENCY			
0	0	75,000	580206	SDC Contingency	100,000	0	0
<b>0</b>	<b>0</b>	<b>75,000</b>		<b>TOTAL CONTINGENCY</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
				UNAPP FUND BALANCE			
0	0	1,927,758	590304	Unapp Fund Balance	2,780,889	0	0
<b>0</b>	<b>0</b>	<b>1,927,758</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>2,780,889</b>	<b>0</b>	<b>0</b>
<b>27,226</b>	<b>0</b>	<b>2,122,758</b>		<b>TOTAL WATER SDC EXPEND</b>	<b>2,932,089</b>	<b>0</b>	<b>0</b>

WATER SDC

# SURFACE WATER MANAGEMENT



## MISSION STATEMENT

Comply with federal regulations to protect the quality of storm water runoff within the City of Forest Grove.

## OVERVIEW

Clean Water Services, a special district of Washington County, operates and maintains the regional surface water management system, with the goal of keeping the Tualatin River clean and healthy for fish and other habitat. The City operates a local surface water management utility accounted for as an enterprise fund. The function of Surface Water Management (SWM) is to manage the quality and quantity of storm water runoff generated within the City limits, in order to minimize local flooding and to protect the water quality of the streams and rivers the runoff flows into. Activities include TV inspection and jet cleaning all storm pipes, operation and maintenance of City owned water quality facilities, responding to hazardous material spills that may potentially discharge into the storm or sanitary sewer, enforcing construction rules for erosion control, street sweeping, cleaning catch basins and annually picking up leaves to minimize flooding.

Forest Grove has approximately 1,227 catch basins, 282,970 lineal feet of storm pipes, 28 public water quality facilities, and 46 water quality manholes. Forest Grove sweeps approximately 107 miles of streets monthly.

## GOALS

- Maintain the storm water collection system for flow reliability and water quality meeting standards established by CWS.
- Detect and control illegal connections through annual field screening in wet and dry weather.
- Sweep streets in town center twice per month.
- Complete a leaf pickup program during the fall. (remove 1,348 cubic yards of debris)

## PERFORMANCE MEASURES

- Clean catch basins once per year.
- Clean 25% of the storm pipe system annually.
- Inspect 12% of the storm pipe system annually.
- Inspect erosion control sites within 48 hours of a storm event.
- Sweep streets 12 times per year, 24 times in the downtown area. (remove 1,148 cubic yards of debris)
- Pick up leaves annually.

SWM

**BUDGET HIGHLIGHTS**

**Revenue:** Clean Water Services (CWS) sets the rates throughout their service district, which includes the cities within Washington County and most of the unincorporated areas. The monthly SWM fee is comprised of two components – a regional component and a local component, and is based on the impervious area of a property. Residential units are equalized into an Equivalent Service Unit (ESU), using a standard of impervious area of 2,640 square feet. Commercial and Industrial customers are calculated against this index and are charged per ESU. CWS sets both components through their Board of Directors, which is made up of the Washington County Commissioners. Cities can add to or modify the local component of the rate in order to properly fund local SWM services. CWS currently charges \$5.75 per month per ESU. 75% of this stays with the City to fund local SWM activities. Additionally, the City adds another \$0.75 charge per month per ESU to fund local SWM activities. The combined fee in FY 12-13 is \$6.50. CWS is proposing to raise the monthly \$5.75/ESU charge by \$0.50, to \$6.25 per month, per ESU. Added to Forest Grove’s \$0.75 per month per ESU, the new charge as of July 1, 2013 is proposed to be \$7.00 per month per ESU.

**Expenditures:** Overall, the SWM budget is increasing by approximately \$131,000, or 11%. Personnel Services are increasing due to cost-of-living adjustments, step increases and benefit increases. Increases in Materials and Services are due to increased payments to CWS for their share of the SWM charges, increased payments to the Equipment Fund to cover costs of maintaining and operating vehicles and equipment, and increased payments to the General Fund for administrative functions such as utility billing, accounting and human resources. Additionally, this fund will participate with the Sewer Fund in the purchase of a hydraulic saw. In the capital outlay section, \$30,000 is set aside for storm sewer outfall projects and other surface water projects. Lastly, fund balance in the SWM fund is proposed to increase to provide more working capital and to accumulate fund for future capital projects.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.86	2.86	2.86
Program Specialist	0.20	0.20	0.20
Administrative Assistant	0.20	0.20	0.20
<b>TOTAL</b>	<b>3.96</b>	<b>3.96</b>	<b>3.96</b>

**WMS**

**BUDGET DETAIL**

**FY 13-14 Revenues**

**SWM**

**Fund & Dept: 640-55**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CHARGES FOR SERVICES			
770,445	853,475	930,960	440101	Surface Water Management Fees	1,045,686	0	0
<b>770,445</b>	<b>853,475</b>	<b>930,960</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,045,686</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
2,746	1,805	0	450057	Other	0	0	0
1,173	734	1,221	470105	Interest	1,301	0	0
<b>3,919</b>	<b>2,539</b>	<b>1,221</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,301</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
349,142	330,463	243,920	495005	Fund Bal Avail For Approp.	260,099	0	0
<b>349,142</b>	<b>330,463</b>	<b>243,920</b>		<b>TOTAL AVAILABLE</b>	<b>260,099</b>	<b>0</b>	<b>0</b>
<b>1,123,505</b>	<b>1,186,477</b>	<b>1,176,101</b>		<b>TOTAL SWM RESOURCES</b>	<b>1,307,086</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures**

**SWM**

**Fund & Dept: 640-55**

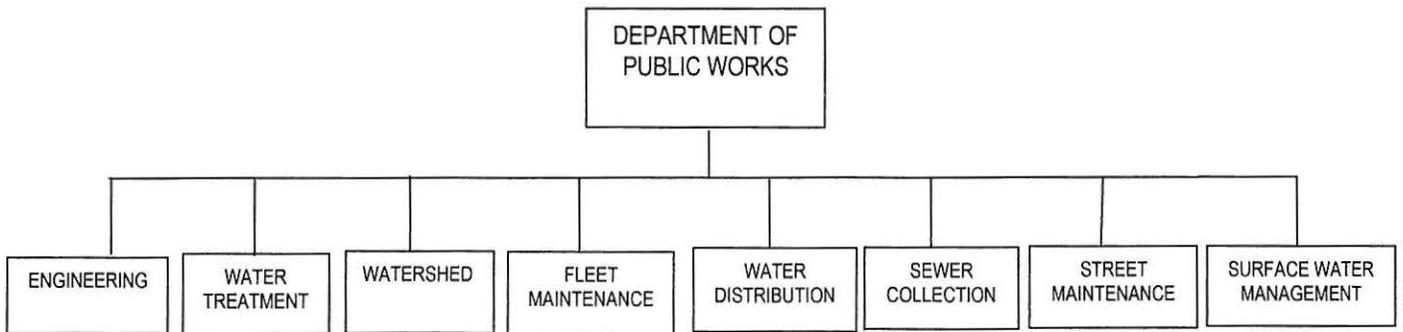
**SWM**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				PERSONNEL SERVICES			
186,880	198,509	208,429	511005	Regular Employee Wages	216,308	0	0
1,630	1,290	0	511015	Overtime	0	0	0
1,507	2,468	0	511020	Temporary Employee Wages	0	0	0
43,585	58,903	65,111	512005	Health/Dental Benefits	68,079	0	0
1,485	2,417	2,075	512008	Health Reimburse Arrange	2,094	0	0
37,695	38,374	41,874	512010	Retirement	43,838	0	0
14,394	15,343	15,945	512015	Fica	16,089	0	0
5,546	7,168	7,323	512020	Worker'S Comp	7,633	0	0
1,102	1,462	1,105	512025	Other Benefits	1,115	0	0
1,167	1,511	1,579	512030	Other Payroll Taxes	1,592	0	0
<b>294,990</b>	<b>327,445</b>	<b>343,441</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>356,748</b>	<b>0</b>	<b>0</b>
				MATERIALS & SERVICES			
1,335	1,006	1,500	520110	Operating Supplies	2,000	0	0
0	0	50	520120	Organization Business Expense	50	0	0
1,771	2,636	4,000	520130	Personnel Uniforms & Equipment	4,000	0	0
0	98	1,000	520150	Utilities	1,000	0	0

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
2,180	2,203	3,300	520190	Computer Software	3,300	0	0
3,253	1,782	2,700	520220	Small Equipment	4,700	0	0
6,230	1,836	5,500	520240	Construction Supplies	5,500	0	0
1,321	1,440	1,500	520503	Printing	250	0	0
0	0	50	520506	Postage	50	0	0
360	154	630	520509	Telephone	630	0	0
115	0	250	520521	Public Information	1,500	0	0
4	8	300	520524	Publications	300	0	0
0	130	200	520530	Memberships	200	0	0
162,428	182,823	207,385	520557	Intergovernmental Services	234,912	0	0
5,172	4,707	4,707	520578	Insurance & Bonds	5,178	0	0
711	375	1,800	521003	Training/Conferences	1,800	0	0
7,258	8,210	14,900	521150	Professional Services	14,900	0	0
507	931	150	521168	Misc Medical Services	500	0	0
1,963	2,726	2,400	521172	Bank Service Fees	2,800	0	0
105	29	1,300	522003	Equipment Maint & Oper Supplies	2,200	0	0
103,068	117,216	129,495	522021	Equipment Fund Charges	144,569	0	0
548	536	558	522022	Information Systems Fund Charges	558	0	0
149,019	142,960	150,377	522023	General Fund Admin Services	155,229	0	0
0	1,331	1,300	522306	Rents & Leases	400	0	0
3,132	3,132	3,132	522309	Building/Facility Rental	3,132	0	0
30	0	1,500	522312	Facility Maintenance Supplies	1,000	0	0
<b>450,509</b>	<b>476,269</b>	<b>539,984</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>590,658</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
0	6,845	0	550181	Major Tools & Work Equipment	0	0	0
0	536	0	550800	SWM Projects	0	0	0
6,271	57,829	10,000	550863	Storm Sewer Construction	30,000	0	0
<b>6,271</b>	<b>65,211</b>	<b>10,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
38,590	42,173	46,836	570130	In-Lieu Of Tax	52,227	0	0
<b>38,590</b>	<b>42,173</b>	<b>46,836</b>		<b>TOTAL TRANSFERS</b>	<b>52,227</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCY</b>			
0	0	40,000	580206	Contingency	40,000	0	0
<b>0</b>	<b>0</b>	<b>40,000</b>		<b>TOTAL CONTINGENCY</b>	<b>40,000</b>	<b>0</b>	<b>0</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	195,840	590304	Unapp Fund Balance	237,453	0	0
<b>0</b>	<b>0</b>	<b>195,840</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>237,453</b>	<b>0</b>	<b>0</b>
<b>790,360</b>	<b>911,098</b>	<b>1,176,101</b>		<b>TOTAL SWM EXPENDITURES</b>	<b>1,307,086</b>	<b>0</b>	<b>0</b>

SWM

# SURFACE WATER MANAGEMENT SYSTEM DEVELOPMENT CHARGE



**MISSION STATEMENT**

To provide a revenue source for growth related surface water management (SWM) capital expansion projects.

**OVERVIEW**

The Surface Water Management System Development Charge (SWM SDC) is an assessment provided under Oregon Law which is paid at the time a connection permit is issued to recognize the cost of growth. The amount of the charge is proportional to the impact of the development and therefore is based on the amount of impervious area created by the new construction. Clean Water Services (CWS) sets the amount of the SWM SDC charge. Both quantity and quality fees are collected and, for a typical residential dwelling, are \$275 and \$225 per equivalent service unit, respectively. The City retains 100% of this fee.

**BUDGET HIGHLIGHTS**

**Revenue:** Clean Water Services (CWS) sets the amount of the SWM SDC charge, which for FY 13-14 is \$500.00 per Equivalent Service Unit (ESU). Residential units are equalized into an Equivalent Service Unit (ESU), using a standard of impervious area of 2,640 square feet. Commercial and Industrial developments are calculated against this index and are charged per ESU. Both quantity and quality fees are collected and, for a typical residential dwelling, are \$275 and \$225 per ESU, respectively. The City retains 100% of this fee.

**Expenditures:** Surface Water Management SDC Fund is used for system expansion capital only. For FY 13-14, \$50,000 is budgeted for capacity expansion if necessary, including drainage projects associated with new parks and trails.

SWM SDC

**BUDGET DETAIL**

**FY 13-14 Revenues**

**SWM SDC**

**Fund & Dept & Division: 642-55-91**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>CHARGES FOR SERVICES</b>							
1,153	0	15,750	451006	In-Lieu Charges - Quality	15,750	0	0
17,303	61,710	19,250	451007	In-Lieu Charges - Quantity	19,250	0	0
<b>18,456</b>	<b>61,710</b>	<b>35,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>35,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
1,019	1,431	1,525	470105	Interest	1,613	0	0
<b>1,019</b>	<b>1,431</b>	<b>1,525</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,613</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS &amp; REIMBURSEMENTS</b>							
0	0	0	470020	Swm Fund (Quantity)	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL TRANSFERS &amp; REIMBURSEMNT</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
225,321	217,022	304,926	495005	Fund Bal Avail For Approp.	322,559	0	0
<b>225,321</b>	<b>217,022</b>	<b>304,926</b>		<b>TOTAL AVAILABLE</b>	<b>322,559</b>	<b>0</b>	<b>0</b>
<b>244,796</b>	<b>280,164</b>	<b>341,451</b>		<b>TOTAL SWM SDC RESOURCES</b>	<b>359,171</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures**

**SWM SDC**

**Fund & Dept & Division: 642-55-91**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>CAPITAL OUTLAY</b>							
27,647	0	20,000	550860	Quantity System Improvements	0	0	0
0	0	0	550861	Quality Systems Improvements	0	0	0
127	0	0	550863	Storm Sewer Construction	50,000	0	0
<b>27,774</b>	<b>0</b>	<b>20,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>							
0	0	176,798	580208	SDC Contingency Quantity	170,044	0	0
0	0	144,653	580207	SDC Contingency Quality	139,127	0	0
<b>0</b>	<b>0</b>	<b>321,451</b>		<b>TOTAL CONTINGENCY</b>	<b>309,171</b>	<b>0</b>	<b>0</b>
<b>UNAPP FUND BALANCE</b>							
0	0	0	590304	Unapp Fund Balance	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>27,774</b>	<b>0</b>	<b>341,451</b>		<b>TOTAL SWM SDC EXPENDITURES</b>	<b>359,171</b>	<b>0</b>	<b>0</b>

SWM SDC

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# BUILDING PERMITS FUND

## DEPARTMENT OVERVIEW

The Building Permits Fund was established in FY 03-04 so building permit revenues and expenses can be separately tracked to help ensure the City is complying with the laws and regulations established concerning the usage of building permit fees. This Fund is part of the Community Development Department and the information about this Fund is included in the Community Development Department narrative in the General Fund section.

## BUDGET DETAIL

				<b>FY 13-14 Revenues Building Permits Fund Fund &amp; Dept: 205-32</b>			
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
216	144	0	440025	Copy Service	0	0	0
<b>216</b>	<b>144</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				LICENSES,PERMITS,FEES			
296,218	300,825	133,772	450074	Building Permit	325,006	0	0
210	0	0	450076	Manufactured Home Permits	0	0	0
42,395	70,472	38,950	450078	Plumbing Permits	74,870	0	0
14,225	21,095	11,654	450080	Mechanical Permits	19,480	0	0
20,165	35,291	15,813	450082	Structural State Surcharge	39,001	0	0
22	0	0	450084	Manuf. Housing State Surcharge	0	0	0
4,891	8,331	4,674	450086	Plumbing State Surcharge	8,984	0	0
1,707	2,532	1,398	450088	Mechanical Plans St. Surchrng	2,338	0	0
459	174,237	88,678	450106	Structural Plan Review Fees	191,520	0	0
797	4,730	875	450108	Plumbing Plan Review Fees	4,450	0	0
2,617	4,157	2,914	450110	Mechanical Plan Review Fees	1,500	0	0
19,228	9,079	0	450112	Fl&S Plan Review Fees	23,730	0	0
19,463	29,925	21,450	450124	Erosion Control Fees	21,950	0	0
37	38	0	450126	Misc-Reinspect/Investigate Fee	1,100	0	0
				Cornelius Permit Revenue	50,000		
<b>422,434</b>	<b>660,711</b>	<b>320,178</b>		<b>TOTAL LICENSES,PERMITS,FEES</b>	<b>763,929</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
2,250	2,612	0	470105	Interest	4,000	0	0
<b>2,250</b>	<b>2,612</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
				FUND BALANCE AVAILABLE			
420,603	440,558	548,646	495005	Fund Bal Avail For Approp.	850,808	0	0
<b>420,603</b>	<b>440,558</b>	<b>548,646</b>		<b>TOTAL AVAILABLE</b>	<b>850,808</b>	<b>0</b>	<b>0</b>
<b>845,502</b>	<b>1,104,026</b>	<b>868,824</b>		<b>TOTAL BUILDING RESOURCES</b>	<b>1,618,737</b>	<b>0</b>	<b>0</b>

BUILDING PERMITS FUND

**FY 13-14 Expenditures**

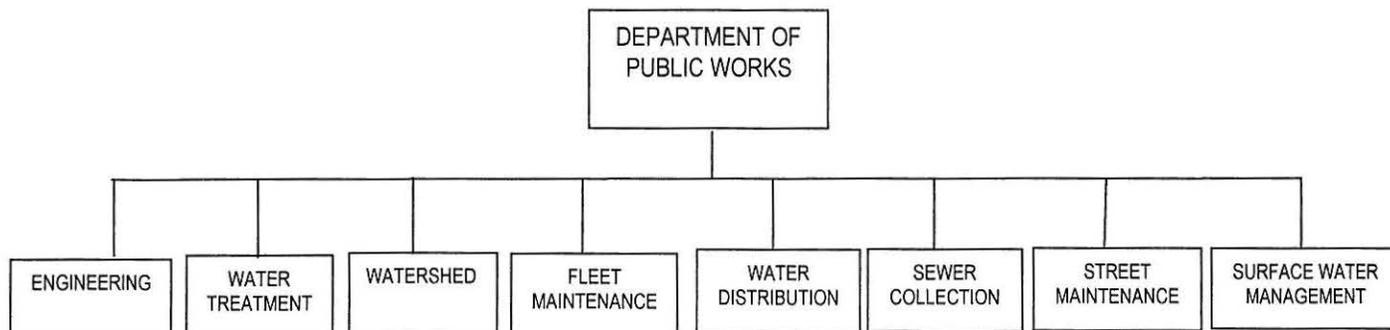
**Building Services**

**Fund & Dept: 205-32**

**BUILDING PERMITS FUND**

2010-11	2011-12	2012-13	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
Actual	Actual	Budgeted					
<b>PERSONNEL SERVICES</b>							
194,735	198,865	228,464	511005	Regular Employee Wages	308,513	0	0
0	0	0	511010	Part-Time Employee Wages	12,572	0	0
33,237	35,938	42,317	512005	Health/Dental Benefits	62,909	0	0
1,936	1,991	2,255	512008	Health Reimb Arrangement	3,052	0	0
39,604	40,072	46,460	512010	Retirement	57,050	0	0
14,675	14,786	17,477	512015	Fica	24,563	0	0
1,241	1,259	1,319	512020	Worker'S Comp	1,974	0	0
1,341	1,350	1,256	512025	Other Benefits	1,747	0	0
1,401	1,443	1,694	512030	Other Payroll Taxes	2,406	0	0
<b>288,170</b>	<b>295,704</b>	<b>341,241</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>474,786</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
706	967	975	520110	Operating Supplies	975	0	0
0	0	300	520120	Organization Business Expense	300	0	0
0	0	3,200	520190	Computer Software	3,200	0	0
3,587	1,967	0	520200	Computer Software Maintenance	0	0	0
0	0	0	520220	Small Equipment	100	0	0
899	562	800	520503	Printing	1,000	0	0
197	174	200	520506	Postage	200	0	0
1,175	1,063	1,850	520509	Telephone	1,850	0	0
0	0	150	520521	Public Information	150	0	0
259	520	500	520524	Publications	1,500	0	0
980	1,238	950	520530	Memberships	950	0	0
						0	
33,407	53,362	31,885	520557	Intergovernmental Services	31,885	0	0
515	469	469	520578	Insurance & Bonds	516	0	0
1,250	1,367	8,000	521003	Training/ Conferences	9,000	0	0
2,544	0	3,000	521113	Attorney Services	3,000	0	0
14,046	17,163	1,050	521150	Professional Services	18,800	0	0
87	85	150	521172	Bank Service Fees	150	0	0
272	162	900	522003	Equipment Maint & Oper Supplies	900	0	0
7,692	9,297	9,560	522021	Equipment Fund Charges	9,789	0	0
6,153	5,687	5,635	522022	Information Systems Fund Charges	5,635	0	0
43,007	44,000	45,760	522023	General Fund Admin Services	47,833	0	0
0	0	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
<b>116,774</b>	<b>138,081</b>	<b>115,334</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>137,732</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>							
0	100,000	100,000	580206	Contingency	250,000	0	0
<b>0</b>	<b>100,000</b>	<b>100,000</b>		<b>TOTAL CONTINGENCY</b>	<b>250,000</b>	<b>0</b>	<b>0</b>
<b>UNAPP FUND BALANCE</b>							
0	325,137	312,249	590304	Unapp Fund Balance	756,219	0	0
<b>0</b>	<b>325,137</b>	<b>312,249</b>		<b>UNAPP FUND BALANCE</b>	<b>756,219</b>	<b>0</b>	<b>0</b>
<b>404,944</b>	<b>858,922</b>	<b>868,824</b>		<b>TOTAL BUILDING EXPENDITURES</b>	<b>1,618,737</b>	<b>0</b>	<b>0</b>

# STREET



## MISSION STATEMENT

To construct and maintain a street system that will provide safe and efficient transportation.

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## OVERVIEW

The Street Fund is a special revenue fund operated for the specific purpose of building and maintaining streets and related infrastructure within the City of Forest Grove. The Street department is responsible for the safe and efficient operation and maintenance of the streets, alleyways, and signs. Employees provide customer service by responding to emergencies involving these responsibilities as well as citizen concerns. Principle funding to the Street Fund is the State of Oregon gasoline tax apportionment paid to the City. Additional funds come from the 2001 Oregon Transportation Investment Act (OTIA). The Street Fund also maintains the street lighting and pays the electric power usage.

The street system has approximately 78 miles of streets within City limits.

## GOALS

- Maintain City street pavement surfaces for safe conditions.
- Reconstruct deteriorated streets and storm drains.
- Keep traffic control signs and pavement markings in good repair.

## PERFORMANCE MEASURES

- Respond to pot hole repair calls within 48 hours.
- Perform annual pavement rating analysis on entire system annually.

## BUDGET HIGHLIGHTS

**Revenue:** The State highway fund (“gas tax”) per capita distribution to cities is estimated to be \$32.09 for FY 13-14. Coupled with the OTIA distribution, the total per capita State funding is \$37.86 per capita. The 2009 Transportation Package (HB 2001), passed in 2009, provides an additional six-cents in the state gas tax, and also increases the vehicle title and registration fees and weight-mile fees paid by truckers. The per capita amount for HB 2001 is estimated to be \$18.74 for FY 13-14. One percent of these taxes accrue to the Bike/Pedestrian Pathway Fund, and the rest go to the Street Fund. Forest Grove’s population as of July 1, 2012 is estimated to be 21,460, per Portland State University’s Population Research Center, which is 185 more than the population estimate used in FY 2012-13 of 21,275.

The beginning fund balance in the Street Fund has been declining in recent years to fund the capital program of the Street Fund. While revenue is adequate to fund the operations of the Street department, including maintaining the street lights, repairing potholes and sealing cracks in the roads, the revenue is not adequate to continue to adequately overlay roads or do street reconstruction or other capital projects. To

STREET

rectify this problem, the City is proposing to implement a new street light fee. This street light fee will be a new revenue to the Street Fund, and will cover the estimated cost of street lights, including the electricity for the street lights and their bulb replacement and repair. The electricity for the street lights is paid from the utility account seen below in the budget detail, estimated to be \$78,000 in FY 13-14. Street light maintenance is also seen in the budget detail below, and is estimated to be \$73,000 in FY 13-14. The City is proposing a monthly fee of \$1.50 per utility customer, which will raise an estimated \$150,000. Because the street light expense will be covered by this fee, the gas tax revenue previously dedicated to the street lights can be redirected to the Street capital program for street overlays, reconstruction, and other capital projects, as well as bolstering the Street Fund Balance for future capital projects.

**Expenditures:** The Street Fund budget is decreasing by approximately \$85,000, or 4.2%, in FY 2013-14 when compared to FY 2012-13. Changes in Personnel Services result in a decrease of about \$15,000, mainly due to re-allocating the cost of the Senior Planner to the General Fund. The Senior Planner will still be involved in transportation planning.

The Materials and Services budget category remains basically unchanged from FY 12-13, decreasing about \$1,300. Many different accounts are adjusted slightly up or down as budget needs were reviewed for FY 2013-14. One of the more significant changes is in the Construction Supply account, which is decreasing \$5,000, to line up better with expenditure trends and budget needs for FY 2013-14, in the areas of hot/cold mix, crack seal and fog seal material, and traffic signs.

In the Capital Outlay category of the budget, the purchase of a rut paver is added, funded in partnership with the CIP Excise Tax Fund, the Water Fund and the Sewer Fund. The rut paver will be able to be used on City parking lots, trails, and Public Works trench repairs, as well as repairing ruts in the streets. The grant match for the Safe Routes to School project of \$50,000 is being carried over. This project is in partnership with the Oregon Department of Transportation. The increase in the Street Construction account is due to the City re-classifying a deposit made by Wal-Mart from Fund Balance to this account, to prepare for the City's match in reconfiguring the intersection of Highway 8 (TV Highway) and Highway 47 (Quince Street). Wal-Mart made a payment to the City to mitigate traffic impacts at this intersection caused by the opening of their store in Cornelius. The annual street overlay program is proposed at \$100,000 in FY 13-14, in the Construction Maintenance account.

The Contingency in the Street Fund is decreasing from \$150,000 in FY 12-13 to \$100,000 in order to help fund the capital program. While this figure is adequate, it does limit the Street Fund's flexibility to respond to emergencies or to participate in grant match opportunities. The Fund Balance is decreasing, due to reclassifying the Wal-Mart payment to the Street Construction account. Also, it is important to note that part of the Street's Fund Balance is designated for improvements in the north central part of town, from revenues generated from the Street Improvement Fees, one for the North Central Projects and one for Pacific Crossing/Spring Garden Way. Approximately \$77,000 of fund balance is designated in this way, leaving approximately \$107,000 in undesignated fund balance. The Street Fund should have two months' worth of operating expenses set aside, or approximately \$130,000, as well as funds for future capital projects. The proposed Street Light Fee will enable the Fund Balance to be restored so that the Street Fund will have adequate reserves.

STREET

**PERSONNEL REQUIREMENTS**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	1.98	2.20	2.20
Program Specialist	0.10	0.10	0.10
Administrative Assistant	0.20	0.20	0.20
Senior Planner	0.50	0.20	0.00
<b>TOTAL</b>	<b>3.48</b>	<b>3.40</b>	<b>3.20</b>

**BUDGET DETAIL**

			<b>FY 13-14 Revenues Streets Fund &amp; Dept: 210-52</b>				
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
1,015,720	1,142,672	1,185,805	422015	State Gas Tax	1,198,241	0	0
83,357	81,103	83,877	422025	County Gas Tax	83,430	0	0
0	0	0	430216	FEMA Reimbursement	0	0	0
0	0	0	430706	CDBG	0	0	0
0	0	0	430710	Safe Routes To School Grant	0	0	0
25,000	7,000	0	430718	Wayfaring Signage Grants	0	0	0
<b>1,124,078</b>	<b>1,230,775</b>	<b>1,269,682</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>1,281,671</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
4,900	11,550	0	450100	Street Improv Fee-N Central Projects	0	0	0
				External Work Performed	1,000	0	0
2,903	2,462	3,300	470105	Interest	2,810	0	0
		0	470131	Sidewalk Program Interest	0	0	0
		0	470132	Sidewalk Program Principal	0	0	0
		100,000	470133	Sidewalk Program Pay-In-Full	100,000	0	0
4,108	17,789	0	450057	Other	0	0	0
0	0	0	445010	Sale Of Materials	0	0	0
<b>11,911</b>	<b>31,801</b>	<b>103,300</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>103,810</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
918,128	788,907	659,812	495005	Fund Bal Avail For Approp.	562,028	0	0
<b>918,128</b>	<b>788,907</b>	<b>659,812</b>		<b>TOTAL AVAILABLE</b>	<b>562,028</b>	<b>0</b>	<b>0</b>
<b>2,054,116</b>	<b>2,051,484</b>	<b>2,032,794</b>		<b>TOTAL STREET RESOURCES</b>	<b>1,947,509</b>	<b>0</b>	<b>0</b>

STREET

**FY 13-14 Expenditures**

**Streets**

**Fund & Dept: 210-52**

	2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
					<b>PERSONNEL SERVICES</b>			
	144,291	221,785	185,909	511005	Regular Employee Wages	176,511	0	0
	1,007	1,903	6,955	511015	Overtime	2,898	0	0
	0	0	0	511021	Unemployment Compensation	0	0	0
	1,822	1,406	0	511020	Temporary Employee Wages	0	0	0
	36,509	47,226	53,696	512005	Health/Dental Benefits	55,306	0	0
	1,294	2,150	1,850	512008	Health Reimburs Arrange	1,716	0	0
	28,682	43,701	37,437	512010	Retirement	35,808	0	0
	11,191	17,114	14,754	512015	FICA	13,419	0	0
	5,493	5,789	6,280	512020	Worker's Comp	6,309	0	0
	983	1,337	1,022	512025	Other Benefits	930	0	0
	986	1,446	1,460	512030	Other Payroll Taxes	1,328	0	0
	<b>232,257</b>	<b>343,858</b>	<b>309,363</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>294,224</b>	<b>0</b>	<b>0</b>
					<b>MATERIALS &amp; SERVICES</b>			
	1,260	1,659	2,000	520110	Operating Supplies	2,000	0	0
	222	20	50	520120	Organization Business Expense	50	0	0
	1,654	1,850	3,200	520130	Personnel Uniforms & Equipment	3,000	0	0
	73,190	72,184	78,000	520150	Utilities	78,000	0	0
	1,528	2,053	2,500	520190	Computer Software	2,500	0	0
	3,408	3,778	3,250	520220	Small Equipment	3,250	0	0
	23,809	51,723	67,000	520240	Construction Supplies	62,000	0	0
	73,000	73,000	73,000	520280	Street Light Maint. (4003509)	73,000	0	0
	502	339	800	520503	Printing	800	0	0
	144	174	100	520506	Postage	100	0	0
	650	763	650	520509	Telephone	800	0	0
	704	132	500	520521	Public Information	500	0	0
	4	8	300	520524	Publications	300	0	0
	0	30	0	520530	Memberships	0	0	0
	9,993	16,595	23,500	520557	Intergovernmental Services	22,000	0	0
	5,448	4,958	4,958	520578	Insurance & Bonds	5,454	0	0
	400	1,321	1,500	521003	Training/Conferences	1,800	0	0
	3,329	2,058	0	521113	Attorney Services	0	0	0
	3,761	1,509	1,200	521150	Professional Services	1,700	0	0
	436	653	250	521168	Misc Medical Services	250	0	0
	693	683	700	521172	Bank Service Fees	700	0	0
	364	396	750	522003	Equipment Maint & Oper Supplies	1,650	0	0
	923	1,256	0	522012	Fuel/Oil	1,000	0	0
	77,425	84,324	89,816	522021	Equipment Fund Charges	91,342	0	0
	1,484	2,246	2,302	522022	Information Systems Fund Charges	2,302	0	0
	403,302	416,737	436,703	522023	General Fund Admin Services	436,594	0	0
	2,755	8,931	9,400	522306	Rents & Leases	9,000	0	0
	3,132	3,132	3,132	522309	Building/Facility Rental	3,132	0	0
	0	0	0	522312	Facility Maintenance Supplies	0	0	0
	0	1,470	0	522315	Facility Mnt/Repairs	1,000	0	0
	<b>693,521</b>	<b>753,982</b>	<b>805,561</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>804,224</b>	<b>0</b>	<b>0</b>

**STREET**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>CAPITAL OUTLAY</b>			
	0	100,000	550580	Sidewalk Program	100,000	0	0
41,938	30,908	0	550181	Major Tools & Work Equipment	5,000	0	0
188,493	296,028	200,000	550563	Construction Maintenance	100,000	0	0
109,000	12,254	65,000	550575	Street Construction	309,469	0	0
0	0	0	551060	CDBG Projects	0	0	0
0	0	50,000	551066	Safe Routes To School	50,000	0	0
<b>339,431</b>	<b>339,190</b>	<b>415,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>564,469</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCIES</b>			
0	0	150,000	580206	Contingency	100,000	0	0
<b>0</b>	<b>0</b>	<b>150,000</b>		<b>TOTAL CONTINGENCY</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	352,871	590304	Unapp Fund Balance	184,592	0	0
<b>0</b>	<b>0</b>	<b>352,871</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>184,592</b>	<b>0</b>	<b>0</b>
<b>1,265,209</b>	<b>1,437,030</b>	<b>2,032,794</b>		<b>TOTAL STREET EXPENDITURES</b>	<b>1,947,509</b>	<b>0</b>	<b>0</b>

STREET

# STREET TREE FUND

## DEPARTMENT OVERVIEW

The City's Development Code requires all subdivisions and partitions to install street trees. To prevent trees from being damaged, street trees are not installed until construction is completed. As a result, each development is assessed for the cost of acquisition, installation and one year of maintenance for the street trees required for a project. The Street Tree Fund is the collection of these assessments.

## BUDGET DETAIL

STREET TREE FUND

			FY 13-14 Revenues				
			Street Tree Fund				
			Fund & Dept & Division: 212-31-60				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LICENSES, PERMITS, FEES			
41,458	44,570	47,600	450140	Tree Planting Fees	51,000	0	0
<b>41,458</b>	<b>44,570</b>	<b>47,600</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>51,000</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
336	380	250	470105	Interest	500	0	0
-163	0	0	472025	Tree Compensation Revenue	0		
<b>173</b>	<b>380</b>	<b>250</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>500</b>	<b>0</b>	<b>0</b>
				FUND BALANCE AVAILABLE			
74,318	88,050	97,150	495005	Fund Bal Avail For Approp.	129,500	0	0
<b>74,318</b>	<b>88,050</b>	<b>97,150</b>		<b>TOTAL AVAILABLE</b>	<b>129,500</b>	<b>0</b>	<b>0</b>
<b>115,949</b>	<b>133,000</b>	<b>145,000</b>		<b>TOTAL STREET TREE RESOURCES</b>	<b>181,000</b>	<b>0</b>	<b>0</b>

			FY 13-14 Expenditures				
			Street Tree Fund				
			Fund & Dept & Division: 212-31-60				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
25,781	28,343	131,495	520290	Street Tree Planting	181,000	0	0
<b>25,781</b>	<b>28,343</b>	<b>131,495</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>181,000</b>	<b>0</b>	<b>0</b>
<b>25,781</b>	<b>28,343</b>	<b>131,495</b>		<b>TOTAL STREET TREE EXPENDITURES</b>	<b>181,000</b>	<b>0</b>	<b>0</b>



# FORFEITURE SHARING FUND

## DEPARTMENT OVERVIEW

The City received forfeiture funds from the Federal government and was required to place the money in a separate fund. The Police Department has spent the funds in accordance with the rules of how the fund can be spent. This Fund is no longer needed and is being presented for history purposes only.

## BUDGET DETAIL

FORFEITURE SHARING FUND

FY 13-14 Revenues								
Forfeiture Sharing Fund								
Fund & Dept & Division: 220-21-40								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				<b>FINES AND FORFEITURES</b>				
-	0	5,000	460150	Forfeiture Sharing Revenue	0	0	0	
-	0	5,000		<b>TOTAL FINES AND FORFEITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
				<b>FUND BALANCE AVAILABLE</b>				
46	46	0	495005	Fund Bal Avail For Approp.	0	0	0	
46	46	0		<b>TOTAL AVAILABLE</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>46</b>	<b>46</b>	<b>5,000</b>		<b>TOTAL FORFEITURE SHARING FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	

FY 13-14 Expenditures								
Forfeiture Sharing Fund								
Fund & Dept & Division: 220-21-40								
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				<b>MATERIALS &amp; SERVICES</b>				
0	46	5,000	520220	Small Equipment	0	0	0	
0	46	5,000		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
				<b>TRANSFERS</b>				
0	0	0	570103	To General Fund	0	0	0	
0	0	0		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>0</b>	<b>46</b>	<b>5,000</b>		<b>TOTAL FORFEITURE SHARING FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# FIRE SAFER GRANT FUND

## DEPARTMENT OVERVIEW

This fund has been created to record the revenues and expenditures associated with the Fire Staffing for Adequate Fire and Emergency Response (SAFER) Grants. Two grants were awarded by the federal Department of Homeland Security.

One grant is for a four-year term, commencing in September of 2012 and expiring in September of 2016. This grant funds a Recruitment and Retention Volunteer Coordinator position, as well as incidental supplies. The second grant is for a term of two years, commencing in February, 2013, and expiring in February, 2015. This grant funds a Fire Inspector position.

## BUDGET HIGHLIGHTS

In FY 2013-14, two positions are budgeted in this fund as noted in the Department Overview above.

## PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
Fire Captain		2.00	2.00
<b>TOTAL</b>		<b>2.00</b>	<b>2.00</b>

## BUDGET DETAIL

			FY 13-14 Revenues SAFER Grant Fund Fund & Dept & Division: 226-22-10				
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				INTERGOVERNMENTAL REVENUE			
	0	0	430214	SAFER Grant Revenue	255,984	0	0
	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL REVEN</b>	<b>255,984</b>	<b>0</b>	<b>0</b>
				FUND BALANCE AVAILABLE			
0	0	0	495005	Fund Bal Avail For Approp.	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL AVAILABLE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL SAFER GRANT RESOURCES</b>	<b>255,984</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures**  
**SAFER Grant Fund**  
**Fund & Dept & Division: 226-22-10**

**FIRE SAFER GRANT FUND**

2010-11	2011-12	2012-13	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
Actual	Actual	Budgeted					
				<b>PERSONAL SERVICES</b>			
		0	511005	Regular Employee Wages	156,229	0	0
		0	512005	Health/Dental Benefits	43,102	0	0
		0	512008	Health Reimb Arrange	1,401	0	0
		0	512010	Retirement	34,214	0	0
		0	512015	FICA	11,952	0	0
		0	512020	Worker's Comp	2,981	0	0
		0	512025	Other Benefits	1,008	0	0
		0	512030	Other Payroll Taxes	1,097	0	0
				<b>TOTAL PERSONAL SERVICES</b>	<b>251,984</b>	<b>0</b>	<b>0</b>
				<b>MATERIALS &amp; SERVICES</b>			
		0	520110	Operating Supplies	4,000	0	0
		0	520220	Small Equipment	0	0	0
		0	520521	Public Information	0	0	0
		0	520524	Publications	0	0	0
		0	520530	Memberships	0	0	0
		0	520578	Insurance & Bonds	0	0	0
		0	521003	Training/Conferences	0	0	0
		0	522022	Inform Systems Fund	0	0	0
		<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL SAFER GRANT EXP</b>	<b>255,984</b>	<b>0</b>	<b>0</b>

# LIBRARY ENDOWMENT FUND

## DEPARTMENT OVERVIEW

The Library Endowment Fund was created to receive monies from the sale of the Rogers Library. The building was sold to Pacific University in December 1989. The proceeds from the sale of the Rogers Library, \$41,186.39, may not be spent and must remain in the fund. Only the earnings on those proceeds may be spent.

## BUDGET DETAIL

LIBRARY ENDOWMENT FUND

FY 13-14 Revenues								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>MISCELLANEOUS REVENUE</b>								
233	206	300	470105	Interest		300	0	0
<b>233</b>	<b>206</b>	<b>300</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>300</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>								
270	503	503	495005	Fund Bal Avail For Approp.		0	0	0
41,187	41,187	41,187	495006	Restricted Fund Balance		41,187	0	0
<b>41,457</b>	<b>41,690</b>	<b>41,690</b>		<b>TOTAL AVAILABLE</b>		<b>41,187</b>	<b>0</b>	<b>0</b>
<b>41,690</b>	<b>41,896</b>	<b>41,990</b>		<b>TOTAL LIB ENDOWMENT RESOURCES</b>		<b>41,487</b>	<b>0</b>	<b>0</b>

FY 13-14 Expenditures								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>								
0	0	0	520220	Small Equipment		300	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>								
0	200	803	570127	To Library Donations Fund		0	0	0
<b>0</b>	<b>200</b>	<b>803</b>		<b>TOTAL TRANSFERS</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>								
0	0	41,187	590304	Unappropriated Ending Fund Bal		41,187	0	0
<b>0</b>	<b>0</b>	<b>41,187</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>		<b>41,187</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>200</b>	<b>41,990</b>		<b>TOTAL LIB ENDOWMENT EXPEND.</b>		<b>41,187</b>	<b>0</b>	<b>0</b>

# LIBRARY DONATIONS FUND

LIBRARY DONATIONS FUND

## DEPARTMENT OVERVIEW

The Library Donations Fund was established to account for all the other donations for library purposes that do not have the same restriction as the proceeds from the sale of the Rogers Library. The Library Endowment Fund still accounts for the restricted proceeds from the sale of the Rogers Library which was sold to Pacific University in December 1989.

The major source of funds for this Fund has been donations from the Forest Grove Library Foundation. However, the Foundation has been purchasing items and then donating the items to the Library instead of giving the funds to the City to purchase the items. This Fund is no longer needed and is being phased out. The information is being presented for history purposes only.

## BUDGET DETAIL

			<b>FY 13-14 Revenues</b>					
			<b>Library Donations Fund</b>					
			<b>Fund &amp; Dept: 250-14</b>					
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
<b>MISCELLANEOUS REVENUE</b>								
0	0	0	471026	Contributions	0	0	0	
0	0	0	470105	Interest	0	0	0	
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRANSFERS</b>								
0	200	803	481005	From Library Endowment Fund	0	0	0	
<b>0</b>	<b>200</b>	<b>803</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FUND BALANCE AVAILABLE</b>								
1,484	1,484	1,684	495005	Fund Bal Avail For Approp.	0	0	0	
<b>1,484</b>	<b>1,484</b>	<b>1,684</b>		<b>TOTAL AVAILABLE</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>1,484</b>	<b>1,684</b>	<b>2,487</b>		<b>TOTAL LIB DONATIONS RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>	

			<b>FY 13-14 Expenditures</b>					
			<b>Library Donations Fund</b>					
			<b>Fund &amp; Dept: 250-14</b>					
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
<b>MATERIALS &amp; SERVICES</b>								
0	0	2,487	520220	Small Equipment	0	0	0	
<b>0</b>	<b>0</b>	<b>2,487</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>UNAPPROPRIATED ENDING FUND BAL</b>								
0	0	0	560304	Unappropriated Ending Fund Bal	0	0	0	
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>0</b>	<b>0</b>	<b>2,487</b>		<b>TOTAL LIB DONATIONS EXPEND.</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# TRAIL SYSTEM FUND

## DEPARTMENT OVERVIEW

This fund was established in Fiscal Year 2007-08 to account for payments from Waste Management (WM) to the City, and is dedicated to the development and maintenance of the City's trail system. The City established a maximum allowable rate of return for solid waste disposal services of 11%. In 2012, WM's rate of return did not exceed 11% so no payment was required.

## BUDGET HIGHLIGHTS

The City does not budget to receive a payment in the coming fiscal year. With the slow economy and cost increases, staff does not anticipate receiving a payment in FY 2013-14. The City is proposing using the remaining funds on repaving a portion of the south bike path along Hwy. 47 in FY 2013-14.

## BUDGET DETAIL

				<b>FY 13-14 Revenues</b>			
				<b>Trail System Fund</b>			
				<b>Fund &amp; Dept: 260-16</b>			
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
0	0	0	465200	WM Trail Sponsorship	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVMT REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
476	272	500	450005	Interest	150	0	0
<b>476</b>	<b>272</b>	<b>500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>150</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
162,685	66,555	49,445	485005	Fund Bal Avail For Approp.	47,220	0	0
<b>162,685</b>	<b>66,555</b>	<b>49,445</b>		<b>TOTAL AVAILABLE</b>	<b>47,220</b>	<b>0</b>	<b>0</b>
<b>163,161</b>	<b>66,827</b>	<b>49,945</b>		<b>TOTAL TRAIL SYSTEM FUND RESOURCE</b>	<b>47,370</b>	<b>0</b>	<b>0</b>

				<b>FY 13-14 Expenditures</b>			
				<b>Trail System Fund</b>			
				<b>Fund &amp; Dept: 260-16</b>			
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	10,000	522320	Trail Maintenance	0	0	0
<b>0</b>	<b>0</b>	<b>10,000</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
96,605	19,812	39,945	550240	Trail Development	47,370	0	0
<b>96,605</b>	<b>19,812</b>	<b>39,945</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>47,370</b>	<b>0</b>	<b>0</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	0	560304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>96,605</b>	<b>19,812</b>	<b>49,945</b>		<b>TOTAL TRAIL SYSTEM FUND EXPEND.</b>	<b>47,370</b>	<b>0</b>	<b>0</b>

TRAIL SYSTEM FUND

# TRANSPORTATION SYSTEMS FUND

TRANSPORTATION SYSTEMS FUND

## DEPARTMENT OVERVIEW

The City assists Ride Connection in receiving reimbursement from the Oregon Department of Human Services for Non-Medical Transportation Services in Washington County. The City contracts with the Department of Human Services to provide a brokerage program that provides eligible clients with cost effective and appropriate means on Non-Medical Transportation Services. The City contracts with Ride Connection to provide all services. Ride Connection bills the City and provides the required grant match for the State funds. The City reviews the invoices, bills the State, and passes the reimbursement from the State to Ride Connection.

## BUDGET DETAIL

FY 13-14 Revenues								
Transportation System Fund								
Fund & Dept: 265-12								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
487,640	528,354	520,000	430725	DHS Transportation Grant		570,000	0	0
487,640	528,354	520,000		<b>TOTAL INTERGVMNT REVENUE</b>		570,000	0	0
				<b>FUND BALANCE AVAILABLE</b>				
0	0	0	495005	Fund Bal Avail For Approp.		0	0	0
0	0	0		<b>TOTAL AVAILABLE</b>		0	0	0
<b>487,640</b>	<b>528,354</b>	<b>520,000</b>		<b>TOTAL TRANSP SYS FUND RESOURCES</b>		<b>570,000</b>	<b>0</b>	<b>0</b>

FY 13-14 Expenditures								
Transportation System Fund								
Fund & Dept: 265-12								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>				
487,640	528,354	520,000	523015	Transportation Grant		570,000	0	0
487,640	528,354	520,000		<b>TOTAL MATERIALS AND SERVICES</b>		570,000	0	0
				<b>UNAPPROPRIATED ENDING FUND BAL</b>				
0	0	0	590304	Unappropriated Ending Fund Bal		0	0	0
0	0	0		<b>TOTAL UNAPPROPRIATE END FD BAL</b>		0	0	0
<b>487,640</b>	<b>528,354</b>	<b>520,000</b>		<b>TOTAL TRAIL SYSTEM FUND EXPEND.</b>		<b>570,000</b>	<b>0</b>	<b>0</b>

# FACILITIES MAJOR MAINTENANCE FUND

## DEPARTMENT OVERVIEW

This fund was created in FY 10-11 to accumulate funds for major maintenance projects the City will be facing in the coming years. The City recently completed a Facility Master Plan update for City Hall, Engineering, Police, Light & Power, and Public Works. The study indicated that City Hall, Engineering, and Police (the General Fund buildings included in the study) buildings have major systems, such as the HVAC and plumbing systems, which are past their expected useful lives. Additionally, many buildings have roofs or other structural components in need of repair or replacement.

The study recommended that City begin developing plans to replace City Hall, Engineering, and the Police facilities. The estimated cost of the preferred alternative is over \$25 million. Looking at the economy and the low probability of replacing these buildings in the next five to ten years, this Fund was established so funds are available when repairs are required to extend the life of current buildings, and money does not need to be taken from operations at the time repairs are necessary. The Fund will accumulate funds to repair buildings for departments that are part of the General Fund. The funding source for this Fund is periodic transfers of one-time money from the General Fund.

## BUDGET HIGHLIGHTS

No funding transfer from the General Fund is proposed for FY 2013-14.

Potential projects include: 1) replacement of three HVAC units at the Library; 2) finish repainting the rest of the outside of the Aquatic Center; 3) review and improve the layout of the first floor of City Hall to improve staff efficiency and effectiveness; and 4) finish re-carpeting the second floor of City Hall.

## BUDGET DETAIL

<b>Major Maintenance Fund</b>							
<b>FY 13-14 Revenues</b>							
<b>Fund &amp; Dept &amp; Division: 270-12-50</b>							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MISCELLANEOUS REVENUE</b>			
1,166	3,045	2,500	470105	Interest	2,400	0	0
<b>1,166</b>	<b>3,045</b>	<b>2,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,400</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
545,000	50,000	350,000	481005	From General Fund	0	0	0
<b>545,000</b>	<b>50,000</b>	<b>350,000</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	546,166	426,105	485005	Fund Bal Avail For Appropriation	673,884	0	0
<b>0</b>	<b>546,166</b>	<b>426,105</b>		<b>TOTAL AVAILABLE</b>	<b>673,884</b>	<b>0</b>	<b>0</b>
<b>546,166</b>	<b>599,211</b>	<b>778,605</b>		<b>TOTAL MAJOR MAINT. FUND RESOURCES</b>	<b>676,284</b>	<b>0</b>	<b>0</b>

**Major Maintenance Fund**  
**FY 13-14 Expenditures**  
**Fund & Dept & Division: 270-12-50**

**MAJOR MAINT FUND**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>CAPITAL OUTLAY</b>			
	172,610	193,642	550166	Building Improvements	250,000	0	0
	<b>172,610</b>	<b>193,642</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>250,000</b>	<b>0</b>	<b>0</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
	0	403,658	590304	Unappropriated Ending Fund Bal	426,284	0	0
	<b>0</b>	<b>403,658</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>426,284</b>	<b>0</b>	<b>0</b>
	<b>172,610</b>	<b>597,300</b>		<b>TOTAL MAJOR MAINT. FUND EXPENDITURE</b>	<b>676,284</b>	<b>0</b>	<b>0</b>

# COMMUNITY ENHANCEMENT FUND

## DEPARTMENT OVERVIEW

This fund contains revenue received from the Metropolitan Service District (METRO). The revenue is collected by METRO from the operation of the solid waste transfer station in Forest Grove. A \$0.50 per ton fee is charged for waste brought to the transfer station. In 1990, the City Council established the Community Enhancement Program.

The Community Enhancement Program is open to all interested non-profit groups and City-sponsored committees. During spring each year, applications for project/program funding can be submitted to the City Council for evaluation. In developing the program, the City Council established the boundary area and criteria for selection of community enhancement projects. The boundary area for community enhancement projects is Forest Grove's Urban Growth Boundary. All projects must meet one or more of the following criteria to be eligible for funding:

- ▶ Enhance appearance and cleanliness of area within the boundary
- ▶ Improve public safety within the boundary.
- ▶ Preserve or improve natural, cultural or recreational resources for public enjoyment within the boundary.
- ▶ Improve transportation including pedestrian and bike routes within the boundary.
- ▶ Improve viability of commercial, industrial, and residential area within the boundary.

## BUDGET DETAIL

FY 13-14 Revenues							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2010-11	2011-12	2012-13	Account	Title	2013-14	2013-14	2013-14
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
57,872	54,940	54,870	420025	Metro Enhancement Fee	55,000	0	0
<b>57,872</b>	<b>54,940</b>	<b>54,870</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>55,000</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
1,038	454	0	431001	Repayment Of Grants	0	0	0
34	3	0	470105	Interest	0	0	0
<b>1,072</b>	<b>457</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
32,609	14,193	8,521	495005	Fund Bal Avail For Approp.	13,162	0	0
<b>32,609</b>	<b>14,193</b>	<b>8,521</b>		<b>TOTAL AVAILABLE</b>	<b>13,162</b>	<b>0</b>	<b>0</b>
<b>91,553</b>	<b>69,590</b>	<b>63,391</b>		<b>TOTAL CEP RESOURCES</b>	<b>68,162</b>	<b>0</b>	<b>0</b>

**COMM ENHANCE FUND**

<b>FY 13-14 Expenditures</b> <b>Community Enhancement Fund</b> <b>Fund &amp; Dept &amp; Division: 275-12-50</b>						
2010-11	2011-12	2012-13			2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved
						Adopted
				<b>MATERIALS &amp; SERVICES</b>		
73,361	55,143	57,000	523003	Community Enhancement Grants	58,310	0
4,000	0	0	523004	CEP Prior Year Carryover	3,000	0
<b>77,361</b>	<b>55,143</b>	<b>57,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>61,310</b>	<b>0</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>		
0	0	6,391	590304	Unappropriated Ending Fund Bal	6,852	0
<b>0</b>	<b>0</b>	<b>6,391</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>6,852</b>	<b>0</b>
<b>77,361</b>	<b>55,143</b>	<b>63,391</b>		<b>TOTAL CEP EXPENDITURES</b>	<b>68,162</b>	<b>0</b>

# PUBLIC ARTS DONATION FUND

## DEPARTMENT OVERVIEW

The Public Arts Donations Fund was established to account for all monies received for public art purposes. The sources for this Fund are generally monies raised by the Public Arts Commission through donations, grants, and fundraising events including "Meet the Artist" dinners. Also, in recent years, proceeds from the annual Main Event were contributed to the Arts Commission. The Commission has completed their first public art acquisition, three art benches in downtown Forest Grove. Their next project, in partnership with the Library Foundation, is an installation by artist Ed Carpenter at the library.

## BUDGET DETAIL

<b>FY 13-14 Revenues</b>							
<b>Public Arts Donations Fund</b>							
<b>Fund &amp; Dept: 280-11</b>							
2010-11	2011-12	2012-13			2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	
					Adopted		
<b>MISCELLANEOUS REVENUE</b>							
654	2,193	0	471026	CONTRIBUTIONS	2,000	0	0
43	38	50	470105	INTEREST	50	0	0
<b>697</b>	<b>2,231</b>	<b>50</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,050</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
17,580	7,516	8,433	495005	FUND BAL AVAIL FOR APPROP.	10,014	0	0
<b>17,580</b>	<b>7,516</b>	<b>8,433</b>		<b>TOTAL AVAILABLE</b>	<b>10,014</b>	<b>0</b>	<b>0</b>
<b>18,277</b>	<b>9,747</b>	<b>8,483</b>		<b>TOTAL PUBLIC ARTS RESOURCES</b>	<b>12,064</b>	<b>0</b>	<b>0</b>

<b>FY 13-14 Expenditures</b>							
<b>Public Arts Donations Fund</b>							
<b>Fund &amp; Dept: 280-11</b>							
2010-11	2011-12	2012-13			2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	
					Adopted		
<b>MATERIALS &amp; SERVICES</b>							
10,761	1,916	8,483	520564	Public Arts Commission Expenditures	12,064	0	0
<b>10,761</b>	<b>1,916</b>	<b>8,483</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>12,064</b>	<b>0</b>	<b>0</b>
<b>10,761</b>	<b>1,916</b>	<b>18,707</b>		<b>TOTAL PUBLIC ARTS EXPEND.</b>	<b>12,064</b>	<b>0</b>	<b>0</b>

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# INFORMATION SYSTEMS FUND

## MISSION STATEMENT

To maintain City information systems to provide all employees with the needed computer technology to effectively perform their duties.

## DEPARTMENT OVERVIEW

This fund provides for the funded replacement of all computer equipment related to file servers and personal computers. Each department is assessed a charge to replace file servers and related equipment every three to four years, personal computers every four years, and printers every five to seven years. This fund also provides for centralized purchase of computer supplies and other related operating expenses. Staff expenses for information systems are in the Administrative Services department.

## DEPARTMENT GOALS

- Replace computer equipment on a scheduled basis from funds placed in reserve for that purpose.
- Establish standard specifications for work stations acquired by the City.
- Provide repair and maintenance service for all computer equipment in a timely manner.
- Maintain e-mail and Internet access in an efficient and cost effective manner.
- Purchase computer supplies for the other departments.

## PERFORMANCE MEASUREMENTS

- Troubleshooting for problems with critical systems, mainly file servers, will commence when the problem is reported.
- Software licenses will be monitored to ensure the City is complying with licensing requirements.

## BUDGET HIGHLIGHTS

The major work items in FY 2013-14 include:

- Converting to Office 2010 from Office 2003.
- Converting the operating system to Windows 7 from Windows XP.
- Continuing the City's replacement program for employees' work stations and file servers.
- Working with a recently established Information Systems Committee consisting of staff from various departments to review use of technology and develop written IT policies.

**BUDGET DETAIL**

**INFO SYSTEMS FUND**

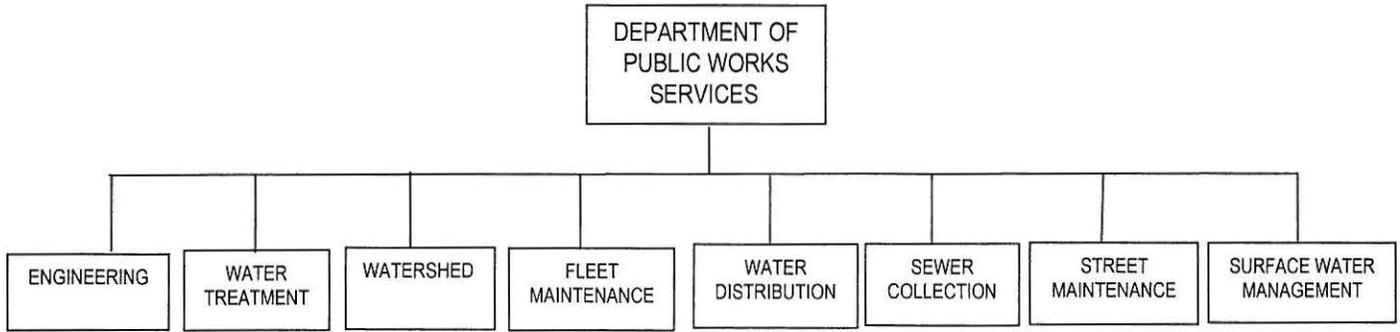
**FY 13-14 Revenues  
Information Systems Fund  
Fund & Dept & Division: 710-12-30**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>CHARGES FOR SERVICES</b>							
218,492	197,455	199,809	440225	Equipment Charges	203,752	0	0
<b>218,492</b>	<b>197,455</b>	<b>199,809</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>203,752</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
6,919	0	0	430601	Library Computer Grant	0	0	0
3,740	4,054	1,850	470105	Interest	3,000	0	0
50	1,159		472005	Miscellaneous Revenue			
<b>10,709</b>	<b>5,213</b>	<b>1,850</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
577,646	620,317	620,548	495005	Fund Bal Avail For Approp.	629,372	0	0
<b>577,646</b>	<b>620,317</b>	<b>620,548</b>		<b>TOTAL AVAILABLE</b>	<b>629,372</b>	<b>0</b>	<b>0</b>
<b>806,847</b>	<b>822,985</b>	<b>822,207</b>		<b>TOTAL INFO SYSTEMS RESOURCES</b>	<b>836,124</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures  
Information Systems Fund  
Fund & Dept & Division: 710-12-30**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>MATERIALS &amp; SERVICES</b>							
-1,716	87	3,000	520110	Operating Supplies	500	0	0
9,407	15,129	8,895	520190	Computer Software	5,950	0	0
23,236	30,621	35,800	520200	Computer Software Maintenance	67,239	0	0
16,185	8,875	17,000	520210	Computer Supplies	17,500	0	0
76,499	95,414	161,136	520220	Small Equipment	89,915	0	0
412	13	0	520506	Postage	0	0	0
7,327	7,472	8,439	520557	Intergovernmental Services	10,329	0	0
0	749	20,500	521003	Training/Conference	13,000	0	0
20,650	5,872	10,000	521150	Professional Services	19,500	0	0
8,029	8,028	8,645	522003	Equipment Maint & Oper Supplies	8,028	0	0
<b>160,029</b>	<b>172,260</b>	<b>273,415</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>231,961</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>							
15,950	47,808	86,200	550051	Office Furniture & Equipment	50,600	0	0
10,554	2,625	61,344	550460	Accounting System	60,000	0	0
<b>26,504</b>	<b>50,433</b>	<b>147,544</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>110,600</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>							
0	0	0	580206	Contingency	85,147	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CONTINGENCY</b>	<b>85,147</b>	<b>0</b>	<b>0</b>
<b>UNAPP FUND BALANCE</b>							
0	0	401,248	590304	Unapp Fund Balance	408,416	0	0
<b>0</b>	<b>0</b>	<b>401,248</b>		<b>TOTAL UNAPP FUND BALANCE</b>	<b>408,416</b>	<b>0</b>	<b>0</b>
<b>186,533</b>	<b>222,693</b>	<b>822,207</b>		<b>TOTAL INFO SYSTEMS FUND EXPEND</b>	<b>836,124</b>	<b>0</b>	<b>0</b>

# EQUIPMENT



## MISSION STATEMENT

To provide effective and economical equipment services for other City departments by maintaining vehicles and equipment and keeping a comprehensive parts and supply inventory.

## OVERVIEW

The Equipment Fund furnishes and maintains vehicles and major construction equipment for all City departments except for the Light and Power Department and the Fire Department. This includes inspecting motor vehicles, scheduling preventive and normal maintenance, recording maintenance history, analyzing equipment costs and defining replacement cycles, and drafting specifications for the purchase of new equipment. In addition, the Equipment Fund maintains a fuel supply station. As an internal service fund for the City, the Equipment Fund generates its revenue by billing other departments in the form of a rental rate for each piece of equipment. This service is provided to all City departments. The Fire and Light & Power departments purchase their own vehicles. These two departments receive maintenance from the Equipment Fund on a contract basis.

## GOALS

- Replace vehicles and equipment on a scheduled basis from funds placed in reserve for that purpose.
- Keep all Equipment Fund vehicles and equipment in good repair and serviced regularly.
- Provide repair and maintenance service as requested for all vehicles in the Light & Power and Fire Departments.
- Furnish and maintain a fueling station for all City vehicles and equipment.
- Inspect and certify that all City vehicles with gasoline engines meet DEQ emission standards.

## PERFORMANCE MEASURES

- All City vehicles will be tested for DEQ certification once during the year.
- One hundred percent of all preventive maintenance requirements will be completed for all Equipment Fund owned vehicles and equipment.
- Minor repair of emergency service vehicles will be completed within 24 hours.

## BUDGET HIGHLIGHTS

**Revenue:** The revenue to the Equipment Fund is derived from rental charges charged out to City departments, except the Light & Power Department and the Fire Department. Rental rate revenue covers the costs of the mechanics, as well as parts and fuel. Replacement rental rates covers an annual portion of the total cost of replacing vehicles and equipment. When vehicles and equipment reach the end of their useful lives, the Equipment Fund purchases the replacements using a combination of accumulated fund balance and current replacement rental revenue. This combination keeps the replacement rental revenue

more steady over time. Because costs, including gasoline, are predicted to increase in FY 13-14, the rental charges are increased to the departments in order to recover these costs. Also, the fund's fund balance is increasing according to plan, in order to afford the future purchase of replacement vehicles and equipment.

**Expenditures:** The Equipment Fund's reserves (fund balance plus unappropriated fund balance) is increasing as planned, by approximately \$260,000. The fund balance is used in combination with current replacement rental revenue to replace vehicles and equipment at the end of their useful lives. By accumulating fund balance for such purchases, it avoids one-time shocks to the participating departments to provide funds immediately for a replacement. Many participating departments are funded by the General Fund or through utility rates, so one-time expenditure shocks can be difficult for those departments to manage without trading off against operations. Accumulating fund balance in the Equipment Fund over time for replacements allows for a steady, predictable stream of transfers from the participating departments, and allows for the General Fund to better maintain on-going operations and for the utility departments to plan better for their user rates. The fund balance in some years will dip down significantly as major replacements are made, but will be replenished over time through replacement rental revenues.

The Personnel Services category of expenditures are increasing slightly, reflecting cost of living increases and salary step increases. The Equipment/Vehicle Fuel line item has increased in the past to provide a cushion in case gas prices increase, and now remains at that higher level. Gasoline is centrally purchased and stored at the Public Works facilities. City departments make use of this facility, and the cost is recovered through the monthly rental rates, or through direct billings to the Light & Power Department and the Fire Department. Overall, the Material and Services category of expenditures are increasing less than one percent.

Capital equipment purchases will fluctuate over time according to the vehicle replacement schedule. For information regarding replacements, please see the Capital Improvement Program book. For FY 13-14, equipment replacement purchases include a dump truck and a vibratory roller for Public Works, a pick-up for the Building Division, and a dump truck for the Parks Department. In the Police Department, replacements include: the Ford Expedition, the Community Service Officer's van, the Honda motorcycle, and the Crown Victoria Patrol vehicle.

**PERSONNEL REQUIREMENTS**

**EQUIPMENT**

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Public Works Superintendent	0.15	0.20	0.20
Mechanic	2.00	2.00	2.00
Administrative Assistant	0.25	0.20	0.20
<b>TOTAL</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>

**BUDGET DETAIL**

**FY 13-14 Revenues  
Equipment Fund  
Fund & Dept: 720-56**

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>CHARGES FOR SERVICES</b>			
			440190	External Work Performed	1,000		
438,183	517,974	550,745	440220	Equipment Rental	579,846	0	0
14,976	16,233	16,332	440221	City Hall Vehicle Replacement	16,582	0	0
20,942	23,843	25,108	440222	Parks Veh & Equipment Replacement	26,193	0	0
86,060	0	0	440223	Police Veh & Equipment Replacement	0	0	0
162,468	172,477	181,099	440224	Public Works Veh & Equipment Replaceme	192,000	0	0
42,086	36,457	25,000	440227	Light/Fire Maintenance	30,000	0	0
66,086	84,085	60,000	440228	Sale Of Gas & Oil	60,000	0	0
<b>830,801</b>	<b>851,070</b>	<b>858,284</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>905,621</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
16,600	8,797	10,000	445015	Sale Of Equipment	10,000	0	0
3,479	5,020	0	450057	Other	0	0	0
1,157	1,890	1,798	470105	Interest	2,000	0	0
<b>21,236</b>	<b>15,707</b>	<b>11,798</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
0	90,050	90,050	481005	Transfer From Cip Excise Fund	90,050	0	0
30,171	21,147	0	481005	Transfers From Other Funds	0	0	0
0	0	0	481005	Transfer From General Fund	0	0	0
<b>30,171</b>	<b>111,197</b>	<b>90,050</b>		<b>TOTAL TRANSFERS</b>	<b>90,050</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
189,370	258,677	359,526	495005	Fund Bal Avail For Approp.	747,756	0	0
<b>189,370</b>	<b>258,677</b>	<b>359,526</b>		<b>TOTAL AVAILABLE</b>	<b>747,756</b>	<b>0</b>	<b>0</b>
<b>1,071,578</b>	<b>1,236,651</b>	<b>1,319,657</b>		<b>TOTAL EQUIPMENT RESOURCES</b>	<b>1,755,427</b>	<b>0</b>	<b>0</b>

**EQUIPMENT**

**FY 13-14 Expenditures**  
**Equipment Fund: Fund 720; Dept 56**

	2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
	Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
					<b>PERSONNEL SERVICES</b>			
	127,595	125,072	130,206	511005	Regular Employee Wages	134,070	0	0
	0	38	2,029	511015	Overtime	2,029	0	0
	31,815	32,106	37,277	512005	Health/Dental Benefits	32,679	0	0
	1,274	1,295	1,299	512008	Health Reimbursement Arr	1,338	0	0
	25,940	18,906	21,734	512010	Retirement	23,745	0	0
	9,674	9,416	10,116	512015	FICA	10,412	0	0
	2,633	2,907	2,877	512020	Worker's Comp	2,992	0	0
	1,082	1,126	791	512025	Other Benefits	811	0	0
	936	929	1,000	512030	Other Payroll Taxes	1,028	0	0
	<b>200,950</b>	<b>191,795</b>	<b>207,328</b>		<b>PERSONNEL SERVICES</b>	<b>209,103</b>	<b>0</b>	<b>0</b>
					<b>MATERIALS &amp; SERVICES</b>			
	401	1,431	1,250	520110	Operating Supplies	1,500	0	0
	23	131	1,000	520130	Personnel Uniforms & Equip	1,000	0	0
	4,864	4,079	5,000	520190	Computer Software	5,000	0	0
	1,009	2,632	2,500	520220	Small Equipment	2,500	0	0
	0	115	0	520503	Printing	0	0	0
	859	61	1,000	520506	Postage	1,000	0	0
	142	123	350	520509	Telephone	350	0	0
	3	0	0	520530	Memberships	0	0	0
	0	409	0	520533	Recruiting Expenses	0	0	0
	408	350	750	520557	Intergovernmental Services	750	0	0
	25,748	24,181	23,431	520578	Insurance & Bonds	25,774	0	0
	725	575	2,000	521003	Training/Conferences	2,000	0	0
	2,506	1,962	1,400	521150	Professional Services	1,600	0	0
	102	393	0	521168	Misc Medical Services	0	0	0
	173	171	250	521172	Bank Service Fees	250	0	0
	64	115	1,000	522003	Equip Maint & Oper Supplies	1,000	0	0
	54,585	67,333	68,000	522009	Vehicle Maint & Oper. Supplies	68,000	0	0
	11,191	7,003	27,000	522010	Vehicle Maint External	27,000	0	0
	195,049	221,102	250,000	522012	Equip/Vehicle Fuel	250,000	0	0
	3,355	3,285	3,098	522022	Information Systems Fund	3,098	0	0
	98	98	200	522306	Rents & Leases	200	0	0
	23,400	23,400	23,400	522309	Building/Facility Rental	23,400	0	0
	<b>324,704</b>	<b>358,950</b>	<b>411,629</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>414,422</b>	<b>0</b>	<b>0</b>
					<b>CAPITAL OUTLAY</b>			
	0	9,739	7,000	550181	Major Tools And Work Equipment	0	0	0
	0	0	18,000	551262	City Hall Veh Replacement	18,000	0	0
	0	5,900	0	551263	Parks Veh & Equipmnt Replacement	35,000	0	0
	98,513	144,570	0	551264	Police Veh & Equipmnt Replacement	108,500	0	0
	188,733	44,110	92,000	551265	Public Works Veh & Equipmnt Replaceme	128,500	0	0
	<b>287,246</b>	<b>204,318</b>	<b>117,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>290,000</b>	<b>0</b>	<b>0</b>
					<b>CONTINGENCIES</b>			
	0	0	50,000	580206	Contingency	250,000	0	0
	<b>0</b>	<b>0</b>	<b>50,000</b>		<b>TOTAL CONTINGENCIES</b>	<b>250,000</b>	<b>0</b>	<b>0</b>
					<b>UNAPPROR ENDING FUND BALANCE</b>			
	0	0	533,700	590304	Unapp Fund Balance	591,902	0	0
	<b>0</b>		<b>533,700</b>		<b>TOTAL UNAPPR ENDING FUND BAL</b>	<b>591,902</b>	<b>0</b>	<b>0</b>
<b>EQUIPMENT</b>	<b>812,900</b>	<b>755,064</b>	<b>1,319,657</b>		<b>TOTAL EQUIPMENT EXPENDITURES</b>	<b>1,755,427</b>	<b>0</b>	<b>0</b>

# CITY UTILITY FUND

## DEPARTMENT OVERVIEW

This fund was established in Fiscal Year 2007-08 to account for the electric and water usage of departments funded out of the General Fund. As a budget saving strategy, General Fund departments are not charged for the city-owned services of electricity and water. However, usage will still be tracked in this fund. This fund receives revenue from the Light and Power Fund and the Water Fund, and in turn the expenditures are paid back to those respective funds, based on each department's usage. If the total budgeted funds from the Light & Power Fund or the Water Fund are exceeded, then the excess is charged directly to the General Fund department(s) that exceeded their budgeted funds.

## BUDGET DETAIL

FY 13-14 Revenues City Utility Fund Fund & Dept & Division: 730-12-60							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>TRANSFERS</b>							
121,000	121,000	127,050	481005	From Light & Power Fund	131,497	0	0
39,641	39,951	45,360	481010	From Water Fund	48,989	0	0
<b>160,641</b>	<b>160,951</b>	<b>172,410</b>		<b>TOTAL TRANSFERS</b>	<b>180,486</b>	<b>0</b>	<b>0</b>
<b>160,641</b>	<b>160,951</b>	<b>172,410</b>		<b>TOTAL CITY UTILITY FUND RESOURCES</b>	<b>180,486</b>	<b>0</b>	<b>0</b>

FY 13-14 Expenditures City Utility Fund Fund & Dept & Division: 730-12-60							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>MATERIALS &amp; SERVICES</b>							
21,253	22,431	23,500	520151	City Hall Utilities	24,120	0	0
31,143	30,560	31,410	520152	Library Utilities	32,775	0	0
34,612	33,124	36,250	520153	Aquatics Utilities	38,381	0	0
42,497	42,610	46,000	520154	Parks Utilities	48,985	0	0
17,054	17,198	19,500	520155	Police Utilities	20,125	0	0
11,538	12,632	12,750	520156	Fire Utilities	13,000	0	0
2,544	2,396	3,000	520157	Engineering Building Utilities	3,100	0	0
<b>160,641</b>	<b>160,951</b>	<b>172,410</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>180,486</b>	<b>0</b>	<b>0</b>
<b>160,641</b>	<b>160,951</b>	<b>172,410</b>		<b>TOTAL CITY UTILITY FUND EXPEND.</b>	<b>180,486</b>	<b>0</b>	<b>0</b>

CITY UTILITY FUND

# RISK MANAGEMENT FUND

## DEPARTMENT OVERVIEW

The City established the Risk Management Fund in FY 2007-08 to account for Workers' Compensation Insurance and Property/Liability Insurance activities. The departments are charged for workers' compensation insurance based on the salaries and worker compensation rates for their employees and property/liability insurance is allocated on several factors including assets assigned to the departments.

The worker's compensation insurance was the principal reason this fund was originally established. The City had been purchasing guaranteed premium insurance, and starting in FY 2007-08, the City changed and purchased retro insurance. Retro insurance includes a much lower minimum premium payment and then the remainder of the cost is based on the City's actual workers' compensation claims for that year. There is a maximum cap as well as a minimum premium. Over the first few years of the retro program, the City had favorable results with the program. Over the last few years, the City has experienced less favorable results. In FY 2010-11, the City will end up paying the maximum liability. With the increasing age of employees and their increasing claims experience, the City decided to purchase guaranteed premium insurance again. There are remaining funds from the Retro program which are being used to help offset increases in the guaranteed premium insurance program.

## BUDGET HIGHLIGHTS

The City transferred \$2,450,000 from the Capital Projects Fund to this Fund to the Risk Management Fund to reserve that money in the event the City has to pay the judgment in the David Hill lawsuit. Now that the lawsuit has been settled for the insurance limits and no direct City funds will be paid to David Hill Development, LLC, those funds that were transferred to the Risk Management Fund are proposed to be transferred as follows: 1) \$830,000 to the General Fund to reimburse that Fund for the purchase of the Times Litho property; and 2) the remaining funds, after payment of some legal expenses to the City Attorney for the David Hill lawsuit, will be transferred back to the Capital Projects Fund.

\$33,476 has been budgeted in the Risk Management Fund to fund risk management programs such as ergonomic improvements to try to reduce the potential for future workers' compensation claims. The City did purchase Automated External Defibrillators (AEDs) for the Library, City Hall, and the Community Auditorium from these funds.

**BUDGET DETAIL**

**FY 13-14 Revenues  
Risk Management Fund  
Fund & Dept & Division: 740-12-35**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>CHARGES FOR SERVICES</b>							
82,127	74,735	74,735	444126	P/L Insurance - General Fund	82,064	0	0
104,153	94,781	94,781	444127	P/L Insurance - Other Funds	104,260	0	0
115,748	108,915	111,977	444128	WC Insurance - General Fund	115,270	0	0
76,204	79,210	80,302	444129	WC Insurance - Other Funds	83,054	0	0
<b>378,232</b>	<b>357,641</b>	<b>361,795</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>384,648</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
3,387	2,382	18,200	470105	Interest	2,000	0	0
20,990	11,887	0	472005	Miscellaneous Revenue	0	0	0
<b>24,377</b>	<b>14,269</b>	<b>18,200</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>							
		2,634,000	481005	Transfers From Other Funds	-	0	0
		<b>2,634,000</b>		<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
486,942	527,856	461,967	495005	Fund Bal Avail For Approp.	2,846,238	0	0
<b>486,942</b>	<b>527,856</b>	<b>461,967</b>		<b>TOTAL AVAILABLE</b>	<b>2,846,238</b>	<b>0</b>	<b>0</b>
<b>889,551</b>	<b>899,766</b>	<b>3,475,962</b>		<b>TOTAL RISK MANAGEMENT RESOURCES</b>	<b>3,232,886</b>	<b>0</b>	<b>0</b>

**RISK MANAGEMENT FUND**

**FY 13-14 Expenditures  
Risk Management Fund  
Fund & Dept & Division: 740-12-35**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>MATERIALS &amp; SERVICES</b>							
95,777	127,924	185,589	520585	Property/Liability Premiums	203,390	0	0
908	352	5,000	520586	P/L Claims	5,000	0	0
	0	0	520588	P/L Claims - Light & Power Fund	0	0	0
	9,256	33,626	520589	Risk Management Activities	33,476	0	0
48,370	199,926	204,924	520590	Worker's Compensation Premiums	217,220	0	0
155,192	116,216	59,365	520591	Worker's Comp Claims	7,500	0	0
			521113	Attorney Fees			
<b>300,247</b>	<b>453,674</b>	<b>488,504</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>466,586</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>							
			570103	Transfer to General Fund	830,000	0	0
61,448	43,070	0	570127	Transfer To Other Funds	1,600,000	0	0
<b>61,448</b>	<b>43,070</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>2,430,000</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCIES</b>							
0	0	2,699,000	580206	Contingency	56,155	0	0
<b>0</b>	<b>0</b>	<b>2,699,000</b>		<b>TOTAL CONTINGENCIES</b>	<b>56,155</b>	<b>0</b>	<b>0</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>							
0	0	0	590304	Unappropriated Ending Fund Bal	0		
0	0	25,793	590303	Reserved For P/L Insurance	24,790	0	0
0	0	262,665	590303	Reserved For Wc Insurance	255,355	0	0
<b>0</b>	<b>0</b>	<b>288,458</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>280,145</b>	<b>0</b>	<b>0</b>
<b>361,695</b>	<b>496,744</b>	<b>3,475,962</b>		<b>TOTAL RISK MANAGEMENT EXPEND.</b>	<b>3,232,886</b>	<b>0</b>	<b>0</b>

# FIRE EQUIPMENT REPLACEMENT FUND

## DEPARTMENT OVERVIEW

This fund provides for the timely replacement of Fire Department vehicles and equipment by building up funds for the programmed replacement of these assets. An annual charge is assessed based on the costs and the useful lives of the vehicles and equipment currently in service. The City and the Rural Fire District split the costs of assets purchased by this fund on a 50/50 basis. The money in this fund is the City's portion of the accumulated replacement costs of the vehicles. The Rural Fire District retains its own funds and reimburses the City when assets are actually purchased.

The main sources of revenue for the City share are from the CIP Excise Tax for the equipment, grants, and interest earnings on the accumulated rental charges.

## BUDGET HIGHLIGHTS

In FY 2013-14, the Fire Department will replace the tender that was originally purchased in 1998. This tender carries 3,000 – 4,000 gallons of water.

## BUDGET DETAIL

FY 13-14 Revenues Fire Equipment Replacement Fund Fund & Dept: 225-23							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
27,951	122,950	149,775	420010	RURAL DISTRICT SHARE	172,500	0	0
<b>27,951</b>	<b>122,950</b>	<b>149,775</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>172,500</b>	<b>0</b>	<b>0</b>
<b>GRANTS</b>							
		0	430207	FEDERAL FIRE GRANTS	0	0	0
47,832	373,800	17,245	430214	HOMELAND SECURITY GRANT	0	0	0
<b>47,832</b>	<b>373,800</b>	<b>17,245</b>		<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
2,450	10,000	0	445010	SALE OF MATERIALS	0	0	0
<b>2,450</b>	<b>10,000</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
2,089	1,651	5,000	470105	INTEREST	1,800	0	0
<b>2,089</b>	<b>1,651</b>	<b>5,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,800</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS &amp; REIMBURSEMENTS</b>							
97,850	102,100	97,850	481005	TRANSFER FROM CIP EXCISE TAX FUND	97,850	0	0
<b>97,850</b>	<b>102,100</b>	<b>97,850</b>		<b>TOTAL TRANSFERS &amp; REIMBURSEMNT</b>	<b>97,850</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
389,133	417,050	339,538	495005	FUND BAL AVAIL FOR APPROP	474,832	0	0
<b>389,133</b>	<b>417,050</b>	<b>339,538</b>		<b>TOTAL AVAILABLE</b>	<b>474,832</b>	<b>0</b>	<b>0</b>
<b>567,305</b>	<b>1,027,551</b>	<b>609,408</b>		<b>TOTAL FIRE EQUIP REPLCMT RESOURCES</b>	<b>746,982</b>	<b>0</b>	<b>0</b>

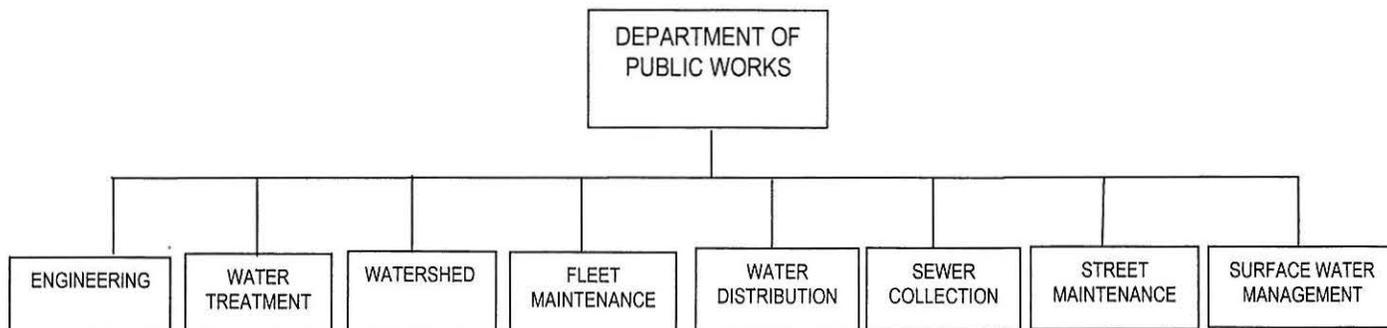
**FY 13-14 Expenditures  
Fire Equipment Replacement Fund  
Fund & Dept: 225-23**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
<b>CAPITAL OUTLAY</b>							
0	53,705	0	550166	Building Improvements	0	0	0
111,754	434,328	42,100	550181	Major Tools & Work Equipment	0	0	0
47,500	218,585	275,000	551261	Vehicle Replacement	345,000	0	0
<b>159,254</b>	<b>706,618</b>	<b>317,100</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>345,000</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>							
0	0	50,000	580206	Contingency	50,000	0	0
<b>0</b>	<b>0</b>	<b>50,000</b>		<b>TOTAL CONTINGENCY</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
0	0	242,308	590304	Unapp Fund Balance	351,982	0	0
<b>0</b>	<b>0</b>	<b>403,082</b>		<b>TOTAL UNAPP FUND BALANCE</b>	<b>351,982</b>	<b>0</b>	<b>0</b>
<b>159,254</b>	<b>706,618</b>	<b>609,408</b>		<b>TOTAL FIRE EQUIPMENT EXPENDIT</b>	<b>746,982</b>	<b>0</b>	<b>0</b>

**FIRE EQUIPMENT REPLACEMENT FUND**

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# TRAFFIC IMPACT FEE



## MISSION STATEMENT

To collect fees for the purpose of improving the City’s transportation network to meet the impacts of growth.

## OVERVIEW

The Traffic Impact Fee (TIF) Fund was replaced by the new Transportation Development Tax which was approved by the voters of Washington County in 2008. The new tax went into effect in July 2009 and will replace the old TIF. Therefore, money collected up until July 2009 will be kept in the TIF account and money collected after will be kept in the new TDT (Transportation Development Tax) fund.

## BUDGET HIGHLIGHTS

**Revenue:** Revenue to the TIF fund consists of interest. The TIF was replaced by the Transportation Development Tax in 2009.

**Expenditures:** Funds are targeted for major road extensions within the City, as outlined in the separate FY 13-18 Capital Improvement Program book.

In FY 13-14, funds will be used to match a portion of Ride Connection’s investment in a deviated transit route within Forest Grove. The concept for Ride Connection’s deviated route is to provide service from TriMet’s route 57 to Forest Grove High School and to major employers within the City. TIF funds will be used to purchase 14-passenger buses, and may be used for infrastructure at stops.

TIF

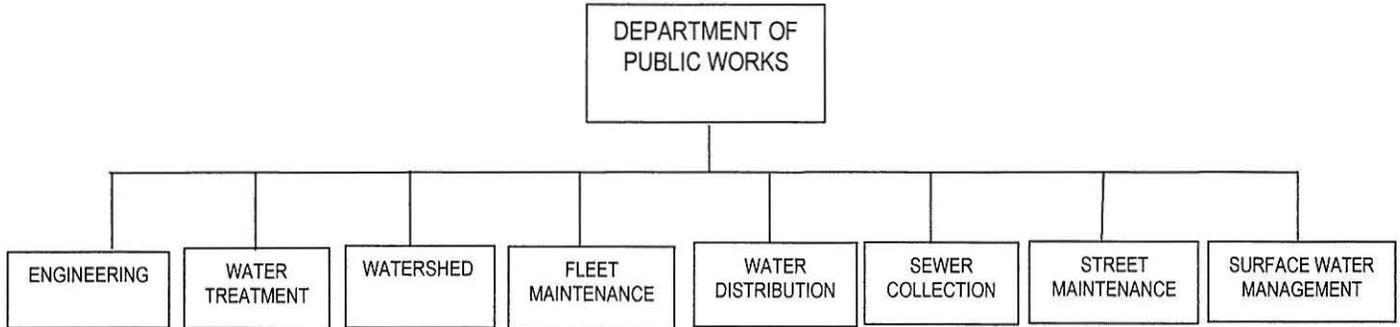
**BUDGET DETAIL**

							<b>FY 13-14 Revenues</b>		
							<b>Traffic Impact Fund</b>		
							<b>Fund &amp; Dept: 310-52</b>		
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted	
<b>INTERGOVERNMENTAL</b>									
0	0	0	420041	Wash County		0	0	0	
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>TRAFFIC IMPACT FEES</b>									
0	0	0	451045	T.I.F. - Transit		0	0	0	
0	0	0	451050	T.I.F. - Residential		0	0	0	
0	0	0	451052	T.I.F. - Business & Commcl.		0	0	0	
0	0	0	451055	T.I.F. - Industrial		0	0	0	
0	0	0	451060	T.I.F. - Office		0	0	0	
0	0	0	451065	T.I.F. - Institutional		0	0	0	
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL FEES</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>MISCELLANEOUS REVENUE</b>									
19,169	22,388	32,350	470105	Interest		29,563	0	0	
<b>19,169</b>	<b>16,050</b>	<b>32,350</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>29,563</b>	<b>0</b>	<b>0</b>	
<b>FUND BALANCE AVAILABLE</b>									
3,199,813	3,218,983	3,235,010	495005	Fund Bal Avail For Approp.		2,956,263	0	0	
<b>3,199,813</b>	<b>3,210,057</b>	<b>3,235,010</b>		<b>TOTAL AVAILABLE</b>		<b>2,956,263</b>	<b>0</b>	<b>0</b>	
<b>3,218,982</b>	<b>3,226,107</b>	<b>3,267,360</b>		<b>TOTAL TIF RESOURCES</b>		<b>2,985,826</b>	<b>0</b>	<b>0</b>	

							<b>FY 13-14 Expenditures</b>		
							<b>Traffic Impact Fund</b>		
							<b>Fund &amp; Dept: 310-52</b>		
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted	
<b>CAPITAL OUTLAY</b>									
0	44,384	3,267,360	550169	General Capital Outlay		2,985,826	0	0	
<b>0</b>	<b>44,384</b>	<b>3,267,360</b>		<b>TOTAL CAPITAL OUTLAY</b>		<b>2,985,826</b>	<b>0</b>	<b>0</b>	
<b>UNAPP FUND BALANCE</b>									
0	0	0	590304	Unapp Fund Balance		0	0	0	
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>0</b>	<b>44,384</b>	<b>3,267,360</b>		<b>TOTAL TIF EXPENDITURES</b>		<b>2,985,826</b>	<b>0</b>	<b>0</b>	

TIF

# TRANSPORTATION DEVELOPMENT TAX



## MISSION STATEMENT

To collect fees for the purpose of improving the City’s transportation network to meet the impacts of growth.

## OVERVIEW

In November, 2008, the citizens of Washington County voted for a Transportation Development Tax (TDT). The TDT replaced the Traffic Impact Fee (TIF), which has existed since 1990 and was originally designed to cover 30% of the costs of growth. Over the years, TIF’s capacity has shrunk to covering about 14% of those costs. The TDT is projected to bring in enough revenue and credits to construct approximately 28% of the growth related transportation infrastructure called for in the county and cities’ 20-year Transportation Plans. The County will also update how the tax is collected and clarify procedures consistent with state system development charge laws.

The TDT is based on the estimated traffic generated by each type of development. All revenue will continue to be dedicated to transportation capital improvements designed to accommodate growth. Eligible projects are on major roads, including sidewalk and bike lanes, as well as transit capital projects (such as bus shelters). The TDT is not a property tax. New development will be required to pay the tax when a building permit or occupancy permit is issued. Remodeling, temporary uses, and state and federal government buildings are exempt.

The TDT is levied countywide, and is currently \$6,665 for a new, detached dwelling on a vacant lot. This amount is the result of a revised phase-in of the full TDT, which is \$8,225. The TDT rates were originally scheduled to be phased over a 4-year time period, from 2008 to 2012, but given the recent economic downturn, the Washington County Board of Commissioners delayed the final step-increase of the TDT rate phase-in schedule to June 30, 2015. This delay will be reviewed in the spring of 2013 and 2014. Developers can also receive credits for money spent on eligible improvements they build themselves.

## BUDGET HIGHLIGHTS

**Revenue:** The City is anticipating approximately 70 new single, detached homes in FY 13-14.

**Expenditures:** Funds are set aside in the TDT budget for various road extensions, as outlined in the separate FY 13-18 Capital Improvement Program book.

TDT

**BUDGET DETAIL**

**FY 13-14 Revenues  
Transportation Development Tax  
Fund & Dept: 311-52**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				FEES			
247,593	603,647	333,250	451070	Transportation Development Tax	466,550	0	0
<b>247,593</b>	<b>603,647</b>	<b>333,250</b>		<b>TOTAL FEES</b>	<b>466,550</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
1,583	3,444	3,768	470105	Interest	10,490	0	0
<b>1,583</b>	<b>3,444</b>	<b>3,768</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>10,490</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
		250,000	480006	Reimbursement District - 26th Ave	0	0	0
		<b>250,000</b>		<b>TOTAL REIMBURSEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				FUND BALANCE AVAILABLE			
160,387	409,543	753,639	495005	Fund Bal Avail For Approp.	2,098,022	0	0
<b>160,387</b>	<b>409,543</b>	<b>753,639</b>		<b>TOTAL AVAILABLE</b>	<b>2,098,022</b>	<b>0</b>	<b>0</b>
<b>409,563</b>	<b>1,016,634</b>	<b>1,340,657</b>		<b>TOTAL TDT RESOURCES</b>	<b>2,575,062</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures  
Transportation Development Tax  
Fund & Dept: 311-52**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CAPITAL OUTLAY			
0	2,155	1,340,657	550169	General Capital Outlay	2,575,062	0	0
<b>0</b>	<b>2,155</b>	<b>1,340,657</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>2,575,062</b>	<b>0</b>	<b>0</b>
				UNAPP FUND BALANCE			
0	0	0	590304	Unapp Fund Balance	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>2,155</b>	<b>1,340,657</b>		<b>TOTAL TDT EXPENDITURES</b>	<b>2,575,062</b>	<b>0</b>	<b>0</b>

TDT

# PARKS ACQUISITION AND DEVELOPMENT FUND

## DEPARTMENT OVERVIEW

To provide revenue source for growth-related parks capital expansion projects. Funds are expended on projects that are based on growth of the City, as identified through the Parks, Recreation and Open Space Master Plan or the Capital Improvements Program (C.I.P.) document.

## BUDGET HIGHLIGHTS

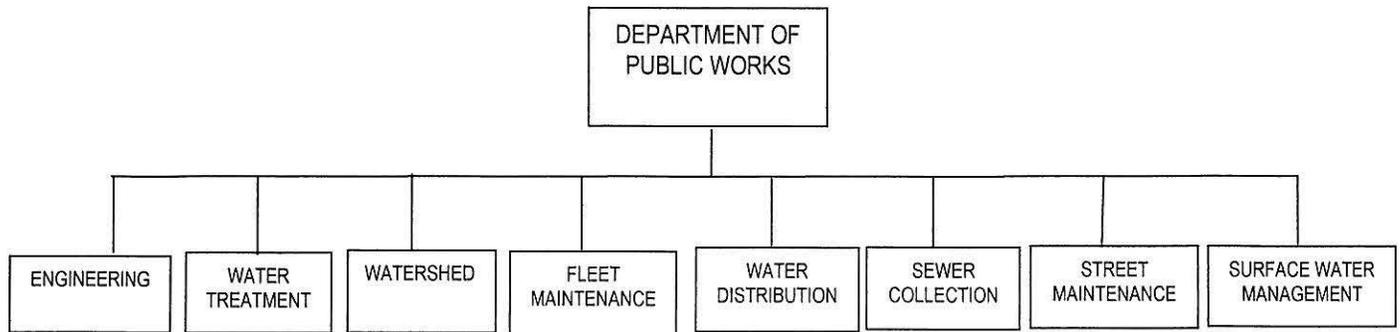
In FY 13-14, one property purchase is anticipated in the southwestern area of Forest Grove. If grant funds become available, this fund may provide the match necessary to upgrade and expand the playground equipment at Bard Park. Trail development, if grant applications are successful, near old town are included in this budget.

## BUDGET DETAIL

<b>FY 13-14 Revenues</b>							
<b>Park Acquisition &amp; Development Fund</b>							
<b>Fund &amp; Dept: 320-16</b>							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
124,272	0	0	430708	State Parks Grant	0	0	0
<b>124,272</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
171,000	261,000	210,000	451009	Parks SDC Fees	252,000	0	0
<b>171,000</b>	<b>261,000</b>	<b>210,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>252,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
2,262	3,825	2,500	470105	Interest	4,318	0	0
<b>2,262</b>	<b>3,825</b>	<b>2,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>4,318</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
297,554	576,498	801,043	495005	Fund Bal Avail For Approp.	863,562	0	0
<b>297,554</b>	<b>576,498</b>	<b>801,043</b>		<b>TOTAL AVAILABLE</b>	<b>863,562</b>	<b>0</b>	<b>0</b>
<b>595,088</b>	<b>841,323</b>	<b>1,013,543</b>		<b>TOTAL PARKS ACQ/DEV RESOURCES</b>	<b>1,119,880</b>	<b>0</b>	<b>0</b>

<b>FY 13-14 Expenditures</b>							
<b>Park Acquisition &amp; Development Fund</b>							
<b>Fund &amp; Dept: 320-16-50</b>							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
	0	85,000	521150	Professional Services	85,000	0	0
	<b>0</b>	<b>85,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>85,000</b>	<b>0</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>							
4,325	54,276	928,543	550200	Parks Projects -General	1,034,880	0	0
659	0	0	550247	Thatcher Park	0	0	0
13,606	765	0	550248	Trails & Greenways	0	0	0
<b>18,590</b>	<b>55,041</b>	<b>928,543</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,034,880</b>	<b>0</b>	<b>0</b>
<b>18,590</b>	<b>55,041</b>	<b>1,013,543</b>		<b>TOTAL PARK ACQ/DEV EXPEND</b>	<b>1,119,880</b>	<b>0</b>	<b>0</b>

# BIKE/ PEDESTRIAN PATHWAYS FUND



## MISSION STATEMENT

To improve pathway conditions for pedestrians, cyclists and the disabled in Forest Grove through the development of the Bike and Pedestrian Network Plan

## OVERVIEW

Revenue for this fund comes from the State Gas Tax, MSTIP2 Funds, and Bicycle License fees. One percent (1%) of the State Gas Tax revenues is allocated to cities and counties based on population for bike/pedestrian pathway improvements.

The use of these funds is restricted to capital projects that build or improve facilities for pedestrian and bicycle modes of transportation.

## BUDGET HIGHLIGHTS

**Revenue:** Revenue to this fund comes from 1% of the State Gas Tax. The 2009 Transportation Package (HB 2001) passed in 2009 provides a phased-in increase in revenues to cities from: a six-cent increase in the state gas tax beginning no later than January 1, 2011; increases in the vehicle title and registration fees; and weight-mile fees paid by truckers. The per capita amount for HB 2001 for FY 13-14 is estimated to be \$18.74. One percent of these taxes accrue to the Bike/Pedestrian Pathway Fund, and the rest go to the Street Fund.

**Expenditures:** This fund is used to enhance pedestrian pathways and bike routes throughout the City. In FY 13-14, funds will be used on the pedestrian/bike pathway along Highway 47 on the Southeast part of town.

**BUDGET DETAIL**

FY 13-14 Revenues							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENT REVENUE							
10,260	11,542	11,978	412015	State Gas Tax	12,146	0	0
0	0	0	430703	Bike Shelter Grant	0	0	0
<b>10,260</b>	<b>11,542</b>	<b>11,978</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>12,146</b>	<b>0</b>	<b>0</b>
MISCELLANEOUS REVENUE							
12	36	50	415160	Bicycle Licenses	36	0	0
313	296	384	450005	Interest	206	0	0
<b>325</b>	<b>332</b>	<b>434</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>242</b>	<b>0</b>	<b>0</b>
FUND BALANCE AVAILABLE							
76,814	83,748	85,288	485005	Fund Bal Avail For Approp.	41,115	0	0
<b>76,814</b>	<b>83,748</b>	<b>85,288</b>		<b>TOTAL AVAILABLE</b>	<b>41,115</b>	<b>0</b>	<b>0</b>
<b>87,399</b>	<b>95,622</b>	<b>97,700</b>		<b>TOTAL RESOURCES</b>	<b>53,503</b>	<b>0</b>	<b>0</b>

FY 13-14 Expenditures							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CAPITAL OUTLAY							
3,650	9,704	97,700	550169	General Capital Outlay	53,503	0	0
<b>3,650</b>	<b>9,704</b>	<b>97,700</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>53,503</b>	<b>0</b>	<b>0</b>
<b>3,650</b>	<b>9,704</b>	<b>97,700</b>		<b>TOTAL EXPENDITURES</b>	<b>53,503</b>	<b>0</b>	<b>0</b>

BIKE/PED

# CAPITAL PROJECTS FUND

## DEPARTMENT OVERVIEW

The Capital Projects Fund was established to account for major capital projects that receive funding from several operating funds within the City or for major capital projects that will be funded by accumulated reserves from the sale of the Fernhill Wetlands to CWS in the Capital Projects Fund.

## BUDGET HIGHLIGHTS

In FY 2012-13, the City transferred the majority of the funds in this Fund to the Risk Management Fund to set aside funding that could have needed to pay off any excess judgment over insurance limits for the David Hill lawsuit. That lawsuit has been settled for the insurance limits so most of those funds are being transferred back to the Capital Projects Fund in FY 2013-14. There are no specific projects planned for these funds except for some potential consulting on developing the Times Litho property. If any other funds are proposed to be spent, staff will bring the potential expenditure of those funds to the City Council for approval.

## BUDGET DETAIL

			FY 13-14 Revenues Capital Projects Fund Fund & Dept & Division: 330-12-40				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
122,275	0	0	430708	State Parks Grant	0	0	0
0	128,445	0	420024	Clean Water Services	0	0	0
122,275	128,445	0		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
18,092	19,115	500	470105	Interest	7,500	0	0
657	2,246	0	470131	Sidewalk Program Interest	0	0	0
5,034	13,766	0	470132	Sidewalk Program Principal	0	0	0
59,832	61,584	0	470133	Sidewalk Program Pay-In-Full	0	0	0
0	0	0	480021	Pacific University - Thatcher	0	0	0
	66,271	0	480022	Fernhill Wetlands Match	0	0	0
83,615	162,982	500		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>7,500</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>							
			481005	Transfers From Other Funds	1,600,000	0	0
				<b>TOTAL TRANSFERS</b>	<b>1,600,000</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
2,856,654	2,805,095	2,648,557	495005	Fund Bal Avail For Approp.	176,197	0	0
2,856,654	2,805,095	2,648,557		<b>TOTAL AVAILABLE</b>	<b>176,197</b>	<b>0</b>	<b>0</b>
<b>3,062,544</b>	<b>3,096,522</b>	<b>2,649,057</b>		<b>TOTAL CAPITAL PROJECTS RESOURCES</b>	<b>1,783,697</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures  
Capital Projects Fund  
Fund & Dept & Division: 330-12-40**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	0	521150	Professional Services	30,000	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
15,941	0	0	550150	Fiber Optic Project	0	0	0
181	0	0	550153	Wireless Project	0	0	0
0	0	0	550154	City Hall - Generator	0	0	0
0	0	0	550166	Building Improvements	0	0	0
0	0	15,057	550169	Capital Projects	1,753,697	0	0
1,023	5,473	0	550201	Parks Land Acquisition	0	0	0
0	150,000	0	550245	Park Property Purchase	0	0	0
0	0	0	550247	Thatcher Park - Not SDC	0	0	0
129,905	323,198	0	550248	Trails And Greenways	0	0	0
0	0	0	550576	Sunset Drive Utilities	0	0	0
110,399	105,320	0	550580	Sidewalk Program	0	0	0
<b>257,450</b>	<b>583,991</b>	<b>15,057</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,753,697</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
		2,634,000	570127	Transfer To Other Funds	0	0	0
		<b>2,634,000</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>257,450</b>	<b>583,991</b>	<b>2,649,057</b>		<b>TOTAL CAPITAL PROJECTS EXPEND</b>	<b>1,783,697</b>	<b>0</b>	<b>0</b>

**CAPITAL PROJECTS FUND**

# CIP EXCISE TAX FUND

## DEPARTMENT OVERVIEW

This fund was established in Fiscal Year 1990 to account for the receipt and expenditures of the CIP Excise Tax assessed on City utility bills to fund the Public Safety and General Government programs within the Capital Improvements Program. Ninety percent (90%) of the revenue is used for the Public Safety program and the remaining 10% is used for the General Government program. The tax was initiated in 1990 and has been renewed annually since that date.

This Fund finances the replacement of Police and Fire Department vehicles. Also in FY 13-14, this Fund will fund the replacement of radios, weapons, and chairs for the Police Department. Some of the General Government funds are proposed to be used to help Public Works purchase a rut paver. One use of the rut paver will be to help repair City parking lots and alleys.

## BUDGET DETAIL

			<b>FY 13-14 Revenues CIP Excise Tax Fund Fund &amp; Dept &amp; Division: 350-12-70</b>				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>LICENSES, PERMITS AND FEES</b>			
214,495	217,708	206,000	450200	CIP Excise Fee	215,000	0	0
<b>214,495</b>	<b>217,708</b>	<b>206,000</b>		<b>TOTAL LICENSES, PERMITS AND FEES</b>	<b>215,000</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
331	202	200	470105	Interest	200	0	0
<b>331</b>	<b>202</b>	<b>200</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>200</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
113,808	74,185	71,115	495005	Fund Bal Avail For Approp.	56,287	0	0
<b>113,808</b>	<b>74,185</b>	<b>71,115</b>		<b>TOTAL AVAILABLE</b>	<b>56,287</b>	<b>0</b>	<b>0</b>
<b>328,634</b>	<b>292,095</b>	<b>277,315</b>		<b>TOTAL CIP EXCISE TAX RESOURCES</b>	<b>271,487</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures  
CIP Excise Tax Fund  
Fund & Dept & Division: 350-12-70**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>CAPITAL OUTLAY</b>			
30,139	11,484	56,654	550170	Support Service Projects	58,043	0	0
40,400	6,854	32,761	550171	Public Safety Projects	25,544	0	0
<b>70,539</b>	<b>18,338</b>	<b>89,415</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>83,587</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
86,060	90,050	90,050	570127	To Equipment Fund	90,050	0	0
97,850	102,100	97,850	570127	To Fire Equipment Replacement Fund	97,850	0	0
<b>183,910</b>	<b>192,150</b>	<b>187,900</b>		<b>TOTAL TRANSFERS</b>	<b>187,900</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCY</b>			
0	0	0	580206	Contingency	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	0	590304	Unappropriated Ending Fund Bal	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>254,449</b>	<b>210,488</b>	<b>277,315</b>		<b>TOTAL CIP EXCISE TAX EXPEND.</b>	<b>271,487</b>	<b>0</b>	<b>0</b>

**CIP EXCISE TAX FUND**

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# GENERAL DEBT SERVICE FUND

## DEPARTMENT OVERVIEW

Funds have been budgeted to make principal and interest payments on the 2010 General Obligation Refunding Bonds. In October 2010, bonds were issued to refinance the FY 93-94 Fire Station Bond Issue and the FY 98-99 General Obligation Bond Issue for the park land acquisition, the aquatic center expansion, and the library expansion. The effective interest rates on the bonds went from 4.8% to 1.4% with the refinancing and the bonds will be paid off in 2016 instead of 2018. The funding source for the debt repayment is property taxes.

## BUDGET DETAIL

			<b>FY13-14 Revenues General Debt Service Fund Fund &amp; Dept: 410-19</b>				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>LOCAL TAXES</b>							
459,369	423,991	481,557	411003	Property Taxes	486,792	0	0
15,286	8,836	10,000	411150	Property Tax Prior Years	8,000	0	0
<b>474,655</b>	<b>432,827</b>	<b>491,557</b>		<b>TOTAL LOCAL TAXES</b>	<b>494,792</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
1,769	1,332	1,100	470105	Interest	1,100	0	0
4,329	0		471030	Bond Refinancing Proceeds			
<b>6,098</b>	<b>1,332</b>	<b>1,100</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,100</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
195,871	58,402	28,291	495005	Fund Bal Avail For Approp.	46,046	0	0
<b>195,871</b>	<b>58,402</b>	<b>28,291</b>		<b>TOTAL AVAILABLE</b>	<b>46,046</b>	<b>0</b>	<b>0</b>
<b>676,624</b>	<b>492,561</b>	<b>520,948</b>		<b>TOTAL GDS RESOURCES</b>	<b>541,938</b>	<b>0</b>	<b>0</b>

			<b>FY 13-14 Expenditures General Debt Service Fund Fund &amp; Dept: 410-19</b>				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>DEBT SERVICE</b>							
420,000	400,000	425,000	562008	Principal - 2010 Series	455,000	0	0
48,222	63,875	55,875	562048	Interest - 2010 Series	45,250	0	0
<b>468,222</b>	<b>463,875</b>	<b>480,875</b>		<b>TOTAL DEBT SERVICE</b>	<b>500,250</b>	<b>0</b>	<b>0</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>							
0	0	40,073	590304	Unappropriated Ending Fund Bal	41,688	0	0
<b>0</b>	<b>0</b>	<b>40,073</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>41,688</b>	<b>0</b>	<b>0</b>
<b>468,222</b>	<b>463,875</b>	<b>520,948</b>		<b>TOTAL GDS EXPENDITURES</b>	<b>541,938</b>	<b>0</b>	<b>0</b>

GENERAL DEBT SERVICE FUND

# SPWF DEBT FUND

## DEPARTMENT OVERVIEW

This fund is established to pay off the debt on bonds issued by the State of Oregon Office of Economic Development for construction of the Taylor Way Industrial Park. Phase II was completed in 1996 and included improvements to the southern end of Elm Street. Phase II included a 20-year bond issue of \$280,000. The Phase II bonds will be paid off in December 2015.

## BUDGET DETAIL

SPWF DEBT FUND

**FY 13-14 Revenues**  
**SPWF Debt Service Fund**  
**Fund & Dept & Division: 430-19-20**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>CHARGES FOR SERVICES</b>			
4,362	4,624	4,885	451200	Assessment Charges	9,735	0	0
<b>4,362</b>	<b>4,624</b>	<b>4,885</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>9,735</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
38,765	39,259	0	470105	Interest	0	0	0
2,654	2,393	2,131	470130	Interest - Assessments	3,154	0	0
<b>41,419</b>	<b>41,652</b>	<b>2,131</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>3,154</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
39,266	5,823	28,393	495005	Fund Bal Avail For Approp.	30,184	0	0
<b>39,266</b>	<b>5,823</b>	<b>28,393</b>		<b>TOTAL AVAILABLE</b>	<b>30,184</b>	<b>0</b>	<b>0</b>
<b>85,047</b>	<b>52,099</b>	<b>35,409</b>		<b>TOTAL SPWF DEBT SERV RESOURCES</b>	<b>43,073</b>	<b>0</b>	<b>0</b>

**FY 13-14 Expenditures**  
**SPWF Debt Service Fund**  
**Fund & Dept & Division: 430-19-20**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				<b>DEBT SERVICE</b>			
51,278	0	0	562015	Principal - 91 S.P.W.F. Loan	0	0	0
17,729	17,886	18,053	562020	Principal - 95 S.P.W.F. Loan	18,228	0	0
3,379	0	0	562050	Interest - 91 S.P.W.F. Loan	0	0	0
6,838	5,820	4,791	562055	Interest - 95 S.P.W.F. Loan	3,753	0	0
<b>79,224</b>	<b>23,706</b>	<b>22,844</b>		<b>TOTAL DEBT SERVICE</b>	<b>21,981</b>	<b>0</b>	<b>0</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	12,565	590304	Unappropriated Ending Fund Bal	21,092	0	0
<b>0</b>	<b>0</b>	<b>12,565</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>21,092</b>	<b>0</b>	<b>0</b>
<b>79,224</b>	<b>23,706</b>	<b>35,409</b>		<b>TOTAL SPWF DEBT SERV EXPEND</b>	<b>43,073</b>	<b>0</b>	<b>0</b>

**SCHEDULE OF FUTURE UNMATURED BOND DEBT SERVICE REQUIREMENTS**

	<u>General Debt Service Fund</u>	<u>Water Fund</u>		<u>General Debt Service Fund</u>	<u>Water Fund</u>
	2010 General Obligation Refunding <u>Bonds</u>	2003 Full Faith & <u>Credit</u>		2010 General Obligation Refunding <u>Bonds</u>	2003 Full Faith & <u>Credit</u>
<u>BOND PRINCIPAL</u>			<u>BOND INTEREST</u>		
2013-2014	455,000	255,000	2013-2014	45,250	135,131
2014-2015	480,000	265,000	2014-2015	31,600	124,931
2015-2016	505,000	275,000	2015-2016	18,200	114,331
2016-2017		285,000	2016-2017		102,781
2017-2018		295,000	2017-2018		90,526
2018-2019		310,000	2018-2019		77,546
2019-2020		325,000	2019-2020		64,061
2020-2021		340,000	2020-2021		49,436
2021-2022		355,000	2021-2022		33,966
2022-2023		370,000	2022-2023		17,335
Totals	<u>1,440,000</u>	<u>3,075,000</u>		<u>95,050</u>	<u>810,046</u>

# COMPENSATION PLAN

## CITY OF FOREST GROVE 2013-2014 COMPENSATION PLAN

Range Classification	1	2	3	4	5	6
<b><u>Part-Time / Temporary - Effective July 1, 2013</u></b>						
<b>Hourly Rate</b>						
Cashier	9.51	9.78	10.07	10.38	10.68	11.02
Lifeguard	9.51	9.78	10.07	10.38	10.68	11.02
Planning Intern	14.31					
Lead Guard	9.97	10.27	10.59	10.89	11.23	11.55
Instructor	10.47	10.78	11.12	11.45	11.81	12.14
Clerical Aide	10.47	10.78	11.12	11.45	11.81	12.14
Parks Seasonal Mnt Worker	13.06	13.34	13.62	13.88	14.15	14.43
Fire Dept Assistant	17.00					
Municipal Court Judge	80.00	Flat Rate				
<b><u>Management / Nonrepresented - Effective July 1, 2013</u></b>						
<b>Monthly Rate</b>						
Sr. Admin Specialist	3,252	3,415	3,586	3,765	3,953	4,151
HR Administrative Assistant	3,589	3,768	3,956	4,154	4,362	4,580
Administrative Assistant	3,589	3,768	3,956	4,154	4,362	4,580
HR Coord_Vol Coord	3,684	3,868	4,061	4,264	4,477	4,701
Municipal Court Supervisor	3,819	4,010	4,211	4,422	4,643	4,875
Mechanic Supervisor	3,996	4,196	4,406	4,626	4,857	5,100
Support Unit Supervisor	4,217	4,428	4,649	4,881	5,125	5,381
Aquatics Supervisor	4,217	4,428	4,649	4,881	5,125	5,381
Executive Assistant	4,217	4,428	4,649	4,881	5,125	5,381
Human Resources Tech	4,217	4,428	4,649	4,881	5,125	5,381
Accountant	4,217	4,428	4,649	4,881	5,125	5,381
Parks Crew Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
PW Crew Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
Facilities Maintenance Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
Library Services Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
Reference Serv. Supervisor	4,494	4,719	4,955	5,203	5,463	5,736
City Recorder	4,646	4,878	5,122	5,378	5,647	5,929
AS Manager	4,646	4,878	5,122	5,378	5,647	5,929
WTP Superintendent	4,875	5,119	5,375	5,644	5,926	6,222
Project Engineer	4,994	5,244	5,506	5,781	6,070	6,373
Network Supervisor	4,984	5,233	5,495	5,770	6,059	6,362
Building Official	5,396	5,666	5,949	6,246	6,558	6,886
Public Works Supt	5,396	5,666	5,949	6,246	6,558	6,886
PW Civil Engineer	5,810	6,100	6,405	6,725	7,061	7,414
Fire Division Chief	6,104	6,409	6,729	7,065	7,418	7,789
Assistant Admin Serv Director	6,106	6,411	6,732	7,069	7,422	7,793

COMPENSATION PLAN

Range	Classification	1	2	3	4	5	6
	Police Captain	6,340	6,657	6,990	7,340	7,707	8,092
	Human Resources Manager	6,340	6,657	6,990	7,340	7,707	8,092
	Library Director	6,340	6,657	6,990	7,340	7,707	8,092
	Parks & Recreation Director	6,574	6,903	7,248	7,610	7,990	8,389
	Engineering Manager	7,204	7,564	7,942	8,339	8,756	9,194
	Operations Superintendent	7,204	7,564	7,942	8,339	8,756	9,194
	Comm Develop Director	7,204	7,564	7,942	8,339	8,756	9,194
	Admin Services Director	7,204	7,564	7,942	8,339	8,756	9,194
	Fire Chief	7,204	7,564	7,942	8,339	8,756	9,194
	Police Chief	7,204	7,564	7,942	8,339	8,756	9,194
	Public Works Director	7,204	7,564	7,942	8,339	8,756	9,194
	Light & Power Director	7,919	8,315	8,731	9,168	9,626	10,107
	City Manager						11,129
	L&P System Engineer						11,214

**AFSCME, Local 3786 - Effective July 1, 2012**

**Monthly Rate**

Lib Asst	2,744	2,852	2,966	3,083	3,207	3,335
Aquatics Program Specialist	2,744	2,852	2,966	3,083	3,207	3,335
Janitor	2,840	2,952	3,070	3,193	3,321	3,453
Admin Spec 1	2,854	2,968	3,085	3,208	3,337	3,470
Library Associate	3,070	3,193	3,321	3,454	3,592	3,736
Admin Sp 2	3,143	3,269	3,400	3,536	3,677	3,824
Utility Worker I	3,160	3,288	3,419	3,556	3,697	3,846
Youth Svcs Librarian	3,588	3,731	3,880	4,035	4,196	4,366
Utility Worker II	3,570	3,712	3,861	4,014	4,176	4,345
Permit Coor	3,570	3,712	3,861	4,014	4,176	4,345
Mechanic	3,693	3,839	3,994	4,152	4,319	4,491
Payroll	3,802	3,954	4,112	4,276	4,447	4,625
Admin Asst	3,766	3,916	4,074	4,235	4,404	4,580
PC Tech	3,876	4,031	4,193	4,359	4,534	4,715
Adult Svcs Librarian	3,953	4,111	4,275	4,446	4,624	4,809
UW II WTPO	3,974	4,133	4,298	4,470	4,649	4,835
60% WTO/40% UW II	3,974	4,132	4,298	4,469	4,649	4,835
Eng Tech	3,963	4,120	4,284	4,456	4,635	4,818
PW Prog Spec	3,992	4,151	4,317	4,491	4,669	4,854
WTP Operator	4,244	4,411	4,588	4,773	4,964	5,161
Building Inspector I	4,316	4,487	4,666	4,854	5,047	5,250
Assoc Planner	4,477	4,656	4,844	5,037	5,238	5,448
Building Inspector II/NW Spec.	4,748	4,939	5,135	5,340	5,554	5,777
Senior Planner	5,250	5,459	5,678	5,906	6,141	6,384
Econ Dev Coord	5,250	5,459	5,678	5,906	6,141	6,384
Electrical Engineer	5,813	6,045	6,287	6,538	6,799	7,071

Range Classification	1	2	3	4	5	6	
<b>Firefighter's Association - Effective July 1, 2012</b>							
<b>Monthly Rate</b>							
Firefighter	4,436	4,650	4,863	5,075	5,290	5,503	
Lieutenant	4,614	4,836	5,058	5,278	5,500	5,722	
Fire Captain	5,098	5,344	5,589	5,832	6,078	6,322	
Fire Inspector	5,214	5,463	5,715	5,965	6,215	6,466	
<b>Police Association - Effective July 1, 2013</b>							
<b>Monthly Rate</b>							
Records Specialist	3,178	3,305	3,438	3,575	3,717	3,867	
Community Service Officer	3,378	3,529	3,683	3,853	4,026	4,210	
Evidence Technician	3,610	3,755	3,905	4,062	4,224	4,394	
Police Officer	4,394	4,684	4,894	5,164	5,397	5,692	
Sergeant	5,444	5,714	6,001	6,301	6,616	6,946	
<b>IBEW, Local No. 125 - Effective July 1, 2013</b>							
<b>HOURLY RATE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Meter Reader	17.96	21.28	25.08				
IBEW Mechanic	21.45	22.76	24.06	25.10	25.98	26.84	
Senior Utility Worker	22.64	25.53	28.40				
Apprentice Lineman	26.81	28.87	30.11	31.34	32.99	34.64	37.12
Journeyman Tree Trimmer	32.98	(flat rate)					
Journeyman Tree Trimmer Foreman	37.12						
Journeyman Lineman	41.24	(flat rate)					
Journeyman Meterman							
Lead Meter Relay Tech	44.13						
Lead Substation Relay Tech	44.13						
Working Foreman	45.36	(flat rate)					
Meterman Foreman							
Meter Relay Foreman	46.60	(flat rate)					
Line Foreman	47.43	(flat rate)					