

city of forest grove



ADOPTED 2014-15 BUDGET



FOREST GROVE
Where Oregon pinot was born



FOREST GROVE OREGON

A place where businesses and families thrive.



**FY 2014-15 BUDGET
CITY OF FOREST GROVE
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To: The Budget Committee and the Citizens of Forest Grove

It is my pleasure to submit a balanced budget for FY 2014-15 to the City of Forest Grove Budget Committee. This budget is focused on targeting City resources towards maintaining Forest Grove as a full-service City. This budget also targets City resources towards meeting City Council goals along with other community aspirations identified within the City Vision Statement. The Vision Statement acts as a guide for the City by helping to identify those qualities about Forest Grove that we want to promote and protect, along with what actions we need to pursue that will enhance the quality of life for the citizens of our community.

Also, each year, the City Council adopts goals and objectives that also aim to achieve various priorities and needs that have been identified as important to the community. The goals adopted for FY 2014-15 are:

- Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic Green City
- Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City
- Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs

This past year, the City of Forest Grove was identified as the sixth fastest growing City in Oregon and the fastest growing City in Washington County. The effects of this significant growth were first experienced in our Building Department which processed over 168 applications for new homes, the highest number of new homes ever built in a year in Forest Grove. The City's population grew from 21,460 residents on July 1, 2012 to 22,340 residents as of July 1, 2013. This increase in housing and new residents has added increased pressure on City services. Adding additional pressure on City services is further complicated by the fact that the number of City employees in several departments has stayed relatively unchanged over the past 10 years while the population has increased approximately 17% over the past 10 years. The Police Department is proposed to have 34.5 employees in FY 2014-15 compared to the 33.5 employees it had in FY 2004-05. The Fire Department is proposed to have 21.5 employees in FY 2014-15 compared to the 20 employees in FY 2004-05. For the past several years, holding the line on adding staff, being frugal with capital and material expenses, and basically doing more with less has allowed the City to survive financially. This approach has allowed the City to maintain services while avoiding any serious financial crisis.

The good news is that due to the additional growth experienced by the City, along with the benefit of having a higher levy rate and from adding property tax revenues from island annexations, the City's general fund is healthier than it has been in my 10 years as Budget Officer. With that said, the Budget is still tight but allows the City to carefully

add limited staffing to help keep up with a growing community. This additional revenue has allowed City staff to add an IT Manager to address the City's growing IT demands. Also, the City is proposing to bring back the officer assigned to Tri-Met in FY 2008-09 and to restore a manager position in the Engineering Department that had been eliminated. In addition, we have carefully targeted resources towards adding additional help in the Parks Department and on-call help in the Library Department to keep up with growing community needs and demands.

One of the major reasons the City has been able to maintain services, while experiencing significant growth in demand has been because of the leadership and dedication of our City Council, our Department Directors and our outstanding employees who are committed to providing our community with the best service possible. In addition, our Volunteer Coordinator continues to manage an outstanding program that provides critical support to our Police, Parks, and Library Departments. The City also has benefited from a grant funded Volunteer Coordinator who manages this program for the Fire Department. In FY 2012-13, it was estimated that the City received 7,868 hours of support from volunteers, excluding Fire Department volunteers, who take time to make a difference in our community.

Overall Budget

The City's total proposed budget is \$88.45 million, which includes ending cash balances and contingencies, and compares to last year's adopted budget of \$82.85 million, for an increase of \$5.6 million. Increased reserves in City funds account for \$5.30 million of that increase. The remainder is from a combination of many items in all of the Funds.

The City's total tax rate is estimated to be \$5.96 per \$1,000 of taxable assessed value. This breaks down as follows: \$3.96 for the City's permanent rate, \$1.60 for the Local Option Levy passed by the voters in May 2012 which is due to expire in 2018, and \$0.40 for the 2010 Refinanced General Obligation Bonds. Forest Grove's assessed value is projected to grow by 3% for a total of \$1.32 billion for FY 2014-15.

The City has a policy that states City employee salaries are to be within 5% of the market median salary for comparable cities. Several employee groups meet that policy. For the employees that do not meet that policy, this proposed budget continues to address the salaries of the employees who are more than 5% below the market median. For several employees, the process to get them within 5% of the market median will take another fiscal year so the budget is not negatively impacted from correcting the issues immediately.

The City is in labor negotiations with the American Federation of State County Municipal Employees (AFSCME) so salary and benefit adjustments for the employees covered by that union have yet to be determined. COLA and other salary adjustments for the other

three bargaining units and non-represented employees have been incorporated into the budget.

Medical and dental rate changes will take effect on January 1, 2015, and are lower than anticipated. Regence medical rates will decline by about 1.0% while Kaiser medical and dental rates will increase by about 5.0%. The contribution rate to the City's defined benefit retirement plan will increase by 0.9% to 22.8% of base full-time wages. The City has implemented a defined contribution retirement plan for new AFSCME and most new non-represented employees, which has a maximum contribution rate of 12%. In FY 2014-15, liability insurance is increasing by approximately 27%, auto physical damage is increasing by approximately 29%, and property insurance is increasing by 9%.

General Fund

The total proposed operating expenditures are \$15,526,645 compared to the current year's adopted operating expenditures of \$14,511,519; an increase of \$1,015,126 or 7.0%. This amount is determined by removing non-operating transfers, contingencies and ending fund balances. In fiscal year 2014-15, the proposed operating expenditures will exceed the proposed operating revenue by \$326,284. The projected reserve balance at July 1, 2014, is \$6.1 million which is significantly higher than what had been projected. The projected reserve balance on June 30, 2015, will be \$5.15 million with the decrease due to using reserves to fund operations and the proposed transfer of \$600,000 in reserves to the Facilities Major Maintenance Fund and the Risk Management Fund.

Projections continue to indicate that maintaining a balanced budget, meaning ongoing operating revenues fund ongoing operating costs, will be difficult without the use of reserves in the coming fiscal years. Staff is again proposing a budget which continues to protect reserves over the next several fiscal years with the ultimate goal of maintaining 16% of operating expenditures as a minimum level of reserves and contingencies at the end of the current local option levy on June 30, 2018.

The FY 2014-15 Proposed Budget is designed to increase service in some departments and to add back services that had been previously reduced in other departments. Some additional staff is proposed to try to restore service levels particularly in the Police and Engineering Departments. More detail about each department can be found in the departments' narratives. Some of the changes are:

Administrative Services staffing increased by a 1.0 Full-Time Equivalent (FTE) Information Technology Manager that was approved by the City Council and hired during FY 2013-14. Staffing also increased during FY 2013-14 by the re-allocation of 0.4 FTE of an Administrative Services Specialist from Engineering back to Administrative Services due to the addition of Cornelius Municipal Court. A staffing change proposed for FY 2014-15 is increasing the 0.75 FTE Janitor to full-time. Part of the increase in

salary will be offset by this person taking over the contracted window cleaning services and the changing of furnace filters which is currently performed by the contract HVAC firm.

Professional services is increased due to the proposed addition of \$30,000 for a police facility study to determine if and how the current facility could be enlarged and remodeled to meet the future needs of the Police Department. The funds to support the Forest Grove Senior and Community Center are proposed to remain unchanged from FY 2014-15.

Municipal Court actual revenues and expenditures for FY 2013-14 were significantly higher than the budget for FY 2013-14. However, due to the uncertainty of citation volume from Cornelius with the shift to the Sheriff's Office providing the service, the FY 2014-15 revenue is proposed at the level of the FY 2013-14 revenue instead of the actual results of FY 2013-14.

Library staff will remain unchanged in FY 2014-15 with the exception of adding \$15,240 in funding for on-call staff to cover vacations and other absences when other staff is not able to fill-in. The Library Materials budget is proposed to be increased by \$5,000.

Park Department's budget proposes taking 0.2 FTE of a Parks Utility Worker with forestry training and experience to assist Public Works in doing some of the watershed management tasks that were previously performed by the contract watershed management company. The Water Fund will pay the Parks Department for this assistance. To ensure the Parks Department does not lose staffing, the Budget proposes making the 0.50 FTE Parks Utility Worker into a full-time employee. The funding will come partially from the Water Fund funds with the General Fund paying for the difference.

Non-Departmental budget includes the following proposed transfers: 1) \$500,000 to the Facility Major Maintenance Fund for future maintenance on General Fund facilities; 2) \$100,000 to the Risk Management Fund for the possible replacement of the City's financial, utility billing, licensing, and building permit software package; and 3) \$15,000 to the Special Public Works Debt Service Fund to pay the debt service which is due prior to the assessments being collected. This department no longer includes accounting for the collection and payment of the Metro and School District Construction Excise Taxes which are now accounted through the Balance Sheet after discussions with independent auditors.

Police's staffing in total will remain unchanged in FY 2014-15. However, the Budget proposes bringing the officer assigned to Tri-Met in April 2009 back as a Patrol Officer within the City. The City will lose the revenue from Tri-Met since the officer will no longer be performing duties for Tri-Met. With the City's increasing population and call volume, it was determined to be vital to bring that experienced officer back to provide services to the

citizens of Forest Grove. This change will return the Police Department back to its FY 2008-09 staffing level. No addition to the number of officers has occurred since FY 2004-05.

Materials and Services are increasing due to large cost increases in items such as ammunition, equipment fund charges, and insurance. Ammunition is more expensive and difficult to acquire. Property and liability insurance went up by 87% due to having better information from the insurance company on the allocation of costs by department. Dispatch charges to WCCCA are budgeted to increase by \$8,336 or a 4.3% increase from the current year. The budget also includes \$5,000 for consulting assistance for strategic planning.

The budget also includes funding for replacement of weapons, radars, and other supplies that have not been maintained over the years. These requests represent a catch-up situation for items that should have been replaced on a periodic basis. Current radars are old and can no longer be repaired. The department's goal is to have a radar unit for each patrol vehicle and this budget goes a long way towards accomplishing that goal. Weapons have not been replaced for many years and with the volume of rounds that are put through these weapons in training, they need to be replaced periodically. Several taser units are at the end of the manufacturer's warranty period. The Department is proposing purchasing other less-lethal weapons that have been developed. Weapons mounts will be changed in vehicles so all mounts operate the same way. Improvements will be made to wiring in the Police Department Conference Room and squad room. Funds are proposed to continue the replacement of the department's portable radios.

Planning staffing is being reallocated due to actual time spent on work performed. The Permits Coordinator allocation is being reduced from 0.30 FTE to 0.20 FTE in Planning to reflect the additional time being spent in the Building Permits Fund due to the increase in permit activity. Also included is funding for the Westside Planning Program for \$123,000 and consultant assistance to complete code amendments to the recently approved Comprehensive Plan update for \$45,000. Both of these tasks are grant funded.

Fire's budget in the General Fund includes no changes in staffing but an additional \$18,000 in overtime funding. Dispatch charges to WCCCA are increasing by \$5,714 or 3.5% for next year. Staff will continue to monitor dispatch costs and future increases in those costs. The budget also includes \$20,000 in funding for the City's portion of the proposed study to review if and how fire services in the western portion of Washington County could be consolidated.

Engineering's budget proposes adding a Project Manager that will: 1) manage the flow of capital infrastructure projects in the Engineering Department; 2) oversee the Private Development Design and Review process; and 3) oversee the City's interest in transportation programming and funding at a State and Regional level. This department has seen an increase in transportation and development projects to manage. The addition of the Project Manager will bring the Engineering Department back to the pre-

2006 FTE level. This budget also includes funding for an assessment of the City's use and need for a consolidated geographic information system (GIS) throughout the City in partnership with Light and Power and Information Technology staff.

Legislative and Executive Department has a status quo budget when compared to last year, accounting only for inflationary changes and limited additions to training in Legislative and Executive Department.

Other Funds Highlights for selected funds are presented below. More detail for all funds can be found in the narrative for each fund.

Building Permits Fund This Fund is fully funded by revenues generated by building permits fees. Proposed Building Permits Fund expenditures are slightly lower than FY 2013-14 due to the elimination of part-time inspection staff now that regular inspection staff will be at full strength.

Light and Power Fund The proposed budget does not include a rate increase. The City is nearing completion of a Cost of Service and User Rate Study. The study is reviewing the cost needed to operate the electric system and how those costs are allocated by user class.

Overall, the expenditure budget for Light and Power is increasing by approximately 7%. This increase is due to higher Bonneville Power Administration's power costs and the Department's efforts in continuing to upgrade the aging electrical system. The Department is proposing to accelerate the purchase of radio-read meters to improve the efficiency and accuracy of the meter reading process.

Capital Outlay includes the purchase of one transformer in FY 2014-15. The plan is to purchase three transformers over the next three years. The City may purchase up to three transformers this year depending on the bid price to purchase the transformers. The department will also replace the remainder of its old HVAC this year and replace its aging generator. The Department also plans on replacing a forklift, small directional boring machine, pole trailer, and a double bucket truck, which was ordered in FY 2013-14 but will not be delivered until FY 2014-15. The department also plans on purchasing a new quad with a snow blade.

Sewer Fund The budget reflects a proposed 3.0% sewer rate increase by Clean Water Services (CWS) effective July 1, 2014. The City is also proposing to increase its sewer surcharge by 3.0% on July 1, 2014, which will increase the surcharge from \$3.70 to \$3.81 per month. The Sewer Fund will pay the Equipment Fund \$50,000 to participate in the replacement of a vactor truck.

Sewer SDC Fund CWS establishes the system development charge (SDC) for sewer capital project funding. The current fee of \$4,800 per equivalent dwelling unit (EDU) will increase to \$4,900 as of July 1, 2014. This revenue is split between CWS (80%) and

the City (20%). The City will continue to work in partnership with CWS to complete Phase II of the 23rd Avenue Inflow and Infiltration project.

Water Fund The City completed a water rate review study in 2011. The study modified the rate tiers for the residential class of customers and recommended a series of 8% rate increases to allow the City to set aside funds for upcoming capital projects. Staff is proposing an 8% rate increase on a system-wide basis effective July 1, 2014. For the average residential water customer, this means a monthly rate increase of \$2.49.

The rate increases have allowed the City to set aside funds for upcoming capital projects as the Water Fund's Fund Balance is proposed to increase by \$750,000 in the coming fiscal year. The rate increases are accomplishing what they were intended to do which is build-up funding for future capital projects. Net revenue from timber harvesting over debt service requirements has also helped to increase the Fund Balance which will be used for future capital projects.

Some of the capital projects proposed for FY 2014-15 are: 1) a standby power generator at the Joint Water Commission (JWC) treatment plant in which Forest Grove has a 13.3% ownership interest; 2) the continued replacement of water meters with radio-read meters in cooperation with the Light and Power Department, which is replacing electric meters at the same time; 3) water main distribution improvements; and 4) repairs at the City-owned water treatment plant and the raw water supply line to that plant.

SWM Fund For FY 2013-14, CWS will increase their monthly fee of \$6.25 by \$0.50 to \$6.75. The City retains 75% of this and passes 25% to CWS. The City has an additional surcharge of \$0.75 per month and will propose to increase its surcharge to \$1.00 per month as of July 1, 2014. The City's increase will pay for fees that CWS is charging for the jurisdictions to dispose of street sweeping debris at a CWS facility. The SWM Fund will also be transferring \$50,000 to the Equipment Fund to pay for the replacement of a vector truck.

Street Fund Projects planned in FY 2014-15 are: 1) increase street overlays including the portion of Willamina that the City took over jurisdiction of from Washington County; and 2) sidewalk along B Street near Harvey Clarke School as part of the Safe Routes to School Project in cooperation with the Oregon Department of Transportation which is finally getting started after a long delay to complete the contracting process by ODOT. The purchase of an additional snow plow is included in the budget.

The implementation of the street light maintenance fee of \$1.50 per utility customer has allowed the City to continue its overlay program and to stop the decline in the Fund's reserves. The fee does not fully cover the estimated costs of the street light maintenance and electricity but the fee is doing what the City intended it to do.

Fire SAFER Grant Fund The City received two grants from Department of Homeland Security for fire staffing. One grant is for a four-year term, which commenced in September of 2012 and expires 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, which commenced in February, 2013, and expires in February, 2015. This grant funds a Fire Inspector position. The proposed FY 2014-15 Budget assumes the City will be successful in renewing the Fire Safer Grant which will expire in February, 2015.

Fire Equipment Replacement Fund Funding transferred from the CIP Excise Tax Fund will increase from \$97,850 in FY 2013-14 to \$167,000 in FY 2014-15 due to the increase in the CIP Excise Tax approved by the City Council in June 2013. The City and the Forest Grove Rural Fire District are proposing to replace the heart monitors at a cost of \$65,000 and purchase a new Type III Engine at a cost of \$260,000 in FY 2014-15.

Capital Projects Fund This Fund will have approximately \$1.83 million in funds remaining from the sale of the Fernhill Wetlands to CWS. There are no proposed projects for those funds. If a proposed project is developed, the project will go the City Council for approval.

Facility Major Maintenance Fund This fund was established in FY 2010-11 to accumulate funds for major maintenance on General Fund facilities which will be required in the near future. The budget includes a proposed transfer of \$500,000 from the General Fund to help fund future maintenance projects. Projects planned for FY 2014-15 include: 1) Aquatic Center shower floor repairs; 2) police parking lot repairs to prevent water intrusion into the building; 3) fire station HVAC and roof repair which will be 50% funded by the Rural Fire District.

Information Systems Fund The budget includes the proposed transfer of \$83,000 to the Risk Management Fund for the possible replacement of the City's financial software. These funds were left over from the original purchase of the financial software in 2005. Capital outlay includes funding for large printers in Light and Power and Engineering, and funds to continue the virtualization project for City servers.

Conclusion In summary, adoption of the proposed budget for FY 2014-15 will allow the City to maintain and enhance the services that make Forest Grove a full-service City. In addition, adoption of this budget will allow the City to strategically enhance services by adding back key staffing in targeted areas that have been affected by the growing demands precipitated by a growing population base. This budget also appropriates critical resources to fund important planning efforts necessary to guide future City growth. Funding to complete a parks master plan, to complete a concept plan for growth in the newly added Urban Reserve/UGB area, a strategic plan for the Police Department, funding to examine future options for providing Fire Services, and finally funding for planning and construction of various multi-modal transportation needs, are

just some of the projects funded by this budget that will be invaluable in guiding future development of the City.

I would like to close by expressing my appreciation to the Budget Committee, the City Council, all of my Department Directors and staff for their leadership in managing and guiding the use of Forest Grove's budget resources. By looking five years into the future when examining budgets, we have been able to make decisions today that have allowed us to avoid financial disaster later. Also, the City Council's leadership in promoting a higher levy rate, annexing several islands within the City, and adopting a street light fee are just some of the important policy decisions that have generated new resources that have allowed the City to maintain the critical services we provide for the community.

Finally, even though we are moving in the right direction, we will need to continue our careful stewardship of City resources. We still live on a levy and we know that the economy can be like a roller coaster. Protecting adequate reserves and refraining from adding too many new employees is very important given the many uncertainties that lie ahead.

Michael J. Sykes, City Manager

city of
forest
grove

CITY COUNCIL GOALS FOR 2014-15

**Promote Safe, Livable and
Sustainable Neighborhoods and
a Prosperous Dynamic, Green City**



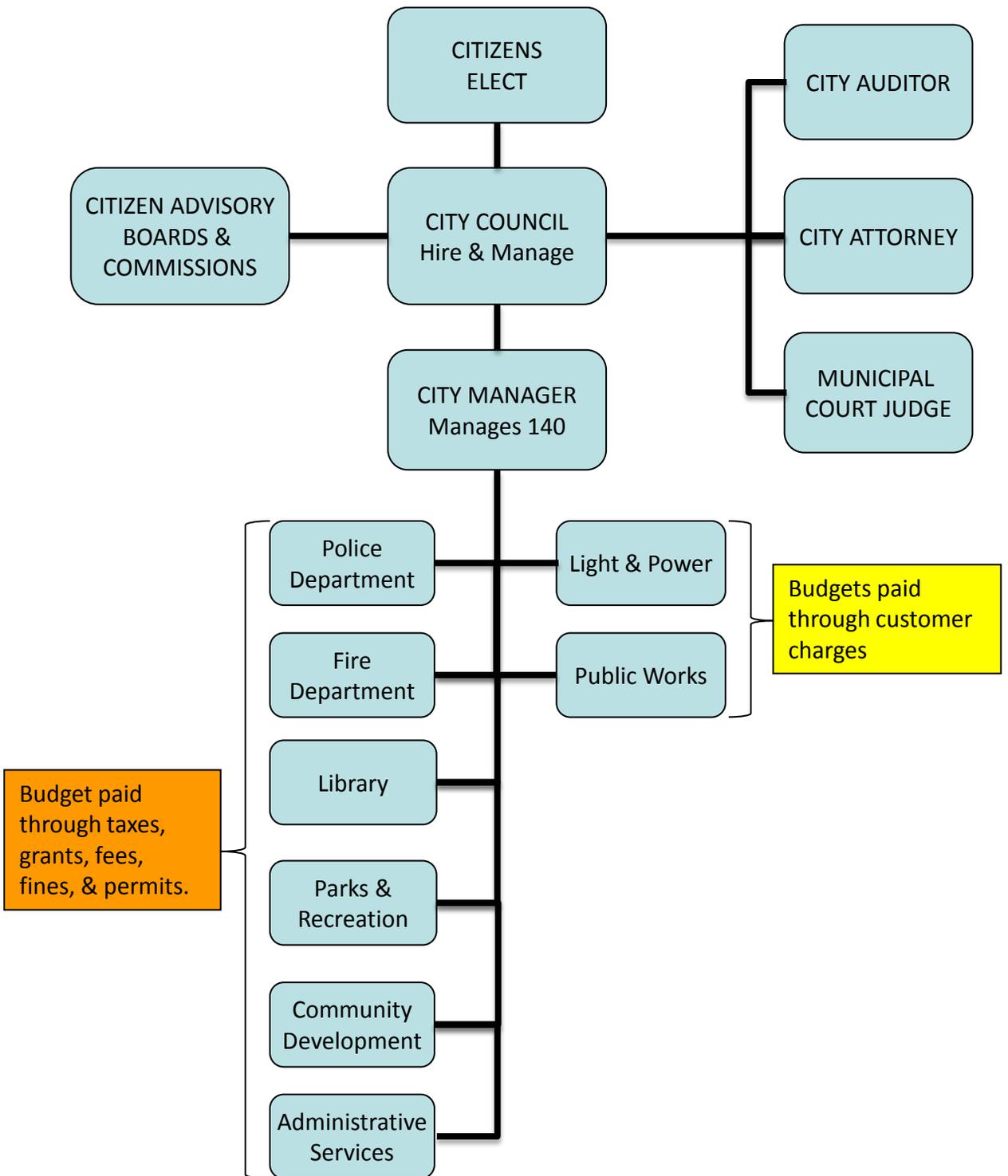
**Promote a Prudent Financial Plan to
Maintain Effective Service Levels
of a Full-Service City**

**Promote the Interests and Needs of
Forest Grove in Local, State, and
National Affairs**

BUDGET SUMMARY

CITY OF FOREST GROVE

ORGANIZATIONAL CHART



**FY 2014-15 ADOPTED BUDGET EXPENDITURE SUMMARY BY FUND
COUNTY FORM**

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTIN-GENCIES	TOTAL APPRO-PRIATIONS	UNAPPROP ENDING FUND BALANCE	TOTAL EXPEND-ITURES
General Fund									
Legislative & Executive	453,730	70,096					523,826		523,826
Administrative Services	1,802,069	703,975					2,506,044		2,506,044
Municipal Court	195,672	145,199					340,871		340,871
Library	911,469	155,133					1,066,602		1,066,602
Aquatics	469,038	190,282					659,320		659,320
Parks and Recreation	548,128	172,010					720,138		720,138
Planning	336,774	245,774					582,548		582,548
Engineering	686,103	85,605					771,708		771,708
Police Services	4,383,131	730,793	44,618				5,158,542		5,158,542
Fire Department	2,663,708	601,694					3,265,402		3,265,402
Non-Departmental	-	-	-	-	615,000	1,250,000	1,865,000	3,822,736	5,687,736
TOTAL GENERAL FUND	12,449,822	3,100,561	44,618	-	615,000	1,250,000	17,460,001	3,822,736	21,282,737
Enterprise Funds									
Light Fund	3,275,005	12,273,153	1,828,000	-	907,276	850,000	19,133,434	2,223,583	21,357,017
Sewer Fund	361,451	4,351,110	32,500	94,005	101,237	750,000	5,690,303	1,554,263	7,244,566
Sewer SDC Fund	-	727,200	396,000	121,994	-	300,000	1,545,194	151,798	1,696,992
Water Fund	947,101	2,301,029	935,742	435,888	233,078	1,173,250	6,026,088	2,187,723	8,213,811
Water SDC Fund	-	-	292,000	-	5,000	100,000	397,000	3,166,023	3,563,023
Surface Water Management	362,527	664,620	39,000	-	105,979	40,000	1,212,126	255,676	1,467,802
SWM SDC Fund	-	-	200,000	-	-	225,076	425,076	-	425,076
TOTAL ENTERPRISE FUNDS	4,946,084	20,317,112	3,723,242	651,887	1,352,570	3,438,326	34,429,221	9,539,066	43,968,287
Special Revenue Funds									
Street Fund	304,465	832,717	762,119	-	-	100,000	1,999,301	679,315	2,678,616
Building Permits Fund	468,233	152,290	-	-	-	250,000	870,523	676,495	1,547,018
Community Enhancement	-	61,686	-	-	-	-	61,686	8,411	70,097
Library Endowment Fund	-	475	-	-	-	-	475	41,187	41,662
Street Tree Fund	-	46,001	-	-	6,750	-	52,751	-	52,751
Transportation System Fund	-	570,000	-	-	-	-	570,000	-	570,000
Public Arts Donations	-	16,785	-	-	-	-	16,785	-	16,785
Fac. Major Maintenance Fund	-	-	500,000	-	-	-	500,000	654,738	1,154,738
Fire SAFER Fund	280,503	4,000	-	-	-	-	284,503	-	284,503
TOTAL SPECIAL REV. FUNDS	1,053,201	1,683,954	1,262,119	-	6,750	350,000	4,356,024	2,060,146	6,416,170
Internal Service Funds									
Equipment Fund	228,160	419,786	572,500	-	-	250,000	1,470,446	645,796	2,116,242
Fire Equip Replace Fund	-	-	397,250	-	-	70,275	467,525	380,155	847,680
Information Systems Fund	-	165,095	115,700	-	83,000	23,358	387,153	371,641	758,794
City Utility Fund	-	190,645	-	-	-	-	190,645	-	190,645
Risk Management Fund	-	481,468	-	-	40,000	50,000	571,468	479,615	1,051,083
TOTAL INTERNAL SERV FUNDS	228,160	1,256,994	1,085,450	-	123,000	393,633	3,087,237	1,877,207	4,964,444
Capital Projects Funds									
Bikeway Improvements	-	-	21,165	-	-	-	21,165	-	21,165
Park System Development	-	200,000	1,880,028	-	-	-	2,080,028	-	2,080,028
Traffic Impact Fund	-	-	3,152,541	-	-	-	3,152,541	-	3,152,541
Transport. Devel. Tax Fund	-	-	3,800,225	-	-	-	3,800,225	-	3,800,225
Capital Projects Fund	-	-	1,836,180	-	-	-	1,836,180	-	1,836,180
CIP Excise Tax Fund	-	-	168,125	-	276,386	-	444,511	-	444,511
TOTAL CAPITAL PRO.JECTS FUNDS	-	200,000	10,858,264	-	276,386	-	11,334,650	-	11,334,650
Debt Service Funds									
General Debt Service Fund	-	-	-	511,600	-	-	511,600	42,334	553,934
SPWF Debt Service Fund	-	-	-	26,118	-	-	26,118	11,117	37,235
TOTAL DEBT SERVICE FUNDS	-	-	-	537,718	-	-	537,718	53,451	591,169
TOTAL - ALL FUNDS	18,677,267	26,558,621	16,973,693	1,189,605	2,373,706	5,431,959	71,204,851	17,352,606	88,557,457

FY 2014-15 APPROVED BUDGET REVENUE SUMMARY BY FUND

FUND	Local Taxes	Intergovernmental Revenue	Charges for Services	Fines	Licenses, Permits, Fees	Miscellaneous	Transfers & Reimbursements	Beginning Fund Balance	Total Revenues
Total General Fund	<u>7,654,833</u>	<u>2,036,141</u>	<u>3,656,744</u>	<u>400,525</u>	<u>150,800</u>	<u>62,400</u>	<u>1,238,968</u>	<u>6,082,326</u>	<u>21,282,737</u>
Enterprise Funds									
Light Fund		200,000	15,200,571			81,520		5,874,926	21,357,017
Sewer Fund			4,835,397			14,778		2,394,391	7,244,566
Sewer SDC Fund			784,000			3,274		909,718	1,696,992
Water Fund			3,748,198			995,790		3,469,823	8,213,811
Water SDC Fund			376,591			16,605		3,169,827	3,563,023
Surface Management Fund			1,117,846			1,741		348,215	1,467,802
SWM SDC Fund			<u>40,000</u>			<u>1,916</u>		<u>383,160</u>	<u>425,076</u>
Total Enterprise Funds		<u>200,000</u>	<u>26,102,603</u>			<u>1,115,624</u>	<u>-</u>	<u>16,550,060</u>	<u>43,968,287</u>
Special Revenue Funds									
Street Fund		1,508,921				104,650		1,065,045	2,678,616
Building Permits Fund			361,504			5,000		1,180,514	1,547,018
Community Enhancement		53,800						16,297	70,097
Library Endowment Fund						210		41,452	41,662
Street Tree Fund			40,000			75		12,676	52,751
Transportation System Fund		570,000							570,000
Public Arts Donations						2,080		14,705	16,785
Fac. Major Maintenance Fund		32,500				3,500	500,000	618,738	1,154,738
Fire SAFER Fund		<u>284,503</u>							<u>284,503</u>
Total Special Revenue Funds	<u>-</u>	<u>2,449,724</u>	<u>401,504</u>	<u>-</u>	<u>-</u>	<u>115,515</u>	<u>500,000</u>	<u>2,949,427</u>	<u>6,416,170</u>
Internal Service Fund									
Equipment Fund			898,385			14,000	209,386	994,471	2,116,242
Fire Equip Replace Fund		195,500				42,000	167,000	443,180	847,680
Information Systems Fund			229,076			3,000		526,718	758,794
City Utility Fund							190,645		190,645
Risk Management Fund			<u>417,348</u>			<u>3,500</u>	<u>183,000</u>	<u>447,235</u>	<u>1,051,083</u>
Total Internal Service Funds	<u>-</u>	<u>195,500</u>	<u>1,544,809</u>	<u>-</u>	<u>-</u>	<u>62,500</u>	<u>750,031</u>	<u>2,411,604</u>	<u>4,964,444</u>
Capital Projects Funds									
Bikeway Improvements		12,586				43		8,536	21,165
Park System Development		395,500	360,000			8,000		1,316,528	2,080,028
Traffic Impact Fund			-			16,036		3,136,505	3,152,541
Transport. Devel. Tax Fund			533,200			15,880		3,251,145	3,800,225
Capital Projects Fund						8,500	-	1,827,680	1,836,180
CIP Excise Tax Fund					<u>294,000</u>	<u>750</u>		<u>149,761</u>	<u>444,511</u>
Total Capital Project Funds		<u>408,086</u>	<u>893,200</u>		<u>294,000</u>	<u>49,209</u>	<u>-</u>	<u>9,690,155</u>	<u>11,334,650</u>
Debt Service Funds									
General Debt Service Fund	504,000					1,100		48,834	553,934
SPWF Debt Service Fund			<u>5,195</u>			<u>1,821</u>	<u>15,000</u>	<u>15,219</u>	<u>37,235</u>
Total Debt Service Funds	<u>504,000</u>		<u>5,195</u>			<u>2,921</u>	<u>15,000</u>	<u>64,053</u>	<u>591,169</u>
TOTAL - ALL FUNDS	<u>8,158,833</u>	<u>5,289,451</u>	<u>32,604,055</u>	<u>400,525</u>	<u>444,800</u>	<u>1,408,169</u>	<u>2,503,999</u>	<u>37,747,625</u>	<u>88,557,457</u>

2014-15 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	3.000	0.000	3.000
Administrative Services	15.750	1.375	17.125
Municipal Court	2.000	0.000	2.000
Library	6.000	5.300	11.300
Aquatics	1.750	8.150	9.900
Parks & Recreation	5.500	0.000	5.500
Police	34.000	0.500	34.500
Fire	21.000	0.500	21.500
Community Development	7.000	0.000	7.000
Engineering	5.000	0.800	5.800
Light & Power	25.010	0.450	25.460
Public Works:	22.000	0.000	22.000
Sewer	3.730		
Water	8.710		
SWM	3.960		
Street	3.200		
Equipment	2.400		
2014-15 TOTALS:	148.010	17.075	165.085

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GENERAL FUND

GENERAL FUND REVENUES

FY 14-15 Revenues GENERAL FUND Fund: 100

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Resource Allocation Summary	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
6,773,073	6,946,984	7,264,661		Local Taxes	7,654,833	7,654,833	7,654,833
1,892,449	2,229,516	2,209,918		Intergovernmental Revenue	1,849,308	1,849,308	1,849,308
101,373	178,648	39,133		Grants	186,833	186,833	186,833
3,050,669	3,246,190	3,344,659		Charges For Services	3,656,744	3,656,744	3,656,744
132,760	150,444	135,400		Licenses, Permits, Fees	150,800	150,800	150,800
274,750	315,714	556,664		Fines	400,525	400,525	400,525
63,625	44,708	61,700		Miscellaneous Revenue	62,400	62,400	62,400
1,119,135	1,291,622	2,112,769		Transfers & Reimbursements	1,238,968	1,238,968	1,238,968
4,434,289	4,764,277	3,904,737		Fund Balance Available July 1	6,082,326	6,082,326	6,082,326
17,842,122	19,168,105	19,629,641		TOTAL RESOURCES	21,282,737	21,282,737	21,282,737

2011-12 Actual	2012-13 Actual		Account	Title	2014-15 Proposed	2014-15 Proposed	2014-15 Adopted
LOCAL TAXES							
4,551,852	4,670,227	4,696,904	411003	Property Taxes	4,973,145	4,973,145	4,973,145
1,551,608	1,592,311	1,899,946	411010	Local Option Levy	2,011,688	2,011,688	2,011,688
115,370	119,850	110,000	411150	Property Tax Prior Years	120,000	120,000	120,000
554,243	564,597	557,811	413001	Franchise Tax	550,000	550,000	550,000
6,773,073	6,946,984	7,264,661		TOTAL LOCAL TAXES	7,654,833	7,654,833	7,654,833
INTERGOVERNMENTAL REVENUE							
263,038	287,330	285,000	420005	Alcoholic Beverages	318,345	318,345	318,345
31,275	30,404	28,380	420015	Cigarette	27,925	27,925	27,925
180,224	195,316	199,500	420020	State Revenue Sharing	222,842	222,842	222,842
417	0	0	420029	PCC Payments	0	0	0
666,728	682,067	695,705	420035	W.C.C.L.S.	713,098	713,098	713,098
437,693	556,411	479,777	420050	Rural Fire District	484,698	484,698	484,698
56,710	52,612	60,000	420055	Metro Construction Excise Tax	2,400	2,400	2,400
55,581	52,733	55,500	422045	Transient Room Tax	70,000	70,000	70,000
200,783	372,642	350,000	422055	SD15 Construction Excise Tax	10,000	10,000	10,000
0	0	56,056	420065	State Fire Conflagration Reimbursement	0	0	0
1,892,449	2,229,516	2,209,918		TOTAL INTERGOVERNMENTAL REVENUE	1,849,308	1,849,308	1,849,308
GRANTS							
60,940	123,786	0	430214	Homeland Security Grant	0	0	0
5,000	0	0	430327	Reducing Youth Access To Alcohol Grant	0	0	0
7,186	730	0	430328	Justice Assistance Grant	0	0	0
0	0	4,500	430329	SPF SIG Grant	0	0	0
2,990	10	3,000	430335	DEC/DUII Police Grant	3,000	3,000	3,000
833	1,041	833	430455	Metro Cleanup Grant	833	833	833
0	8,225	12,800	430460	SHPO Grant	12,000	12,000	12,000
21,250	41,800	15,000	430587	Grant - Other Agencies	168,000	168,000	168,000
3,174	3,056	3,000	430601	Public Library Support Grant	3,000	3,000	3,000
0	0	0	432280	Healthy Benefits Grant	0	0	0
101,373	178,648	39,133		TOTAL GRANTS	186,833	186,833	186,833

CHARGES FOR SERVICES							
258,186	290,008	291,000	440004	Swimming Pool	310,000	310,000	310,000
37,264	40,117	40,000	440007	Recreation User Fees	40,000	40,000	40,000
10,081	11,348	12,000	440010	Lockers/Vending Machines	12,000	12,000	12,000
810	579	750	440019	Library Collection Fees	750	750	750
1,399	2,671	1,500	440020	Code Enforcement Revenue	1,500	1,500	1,500
4,484	3,994	4,400	440021	Library Charges	4,400	4,400	4,400
12,185	14,060	13,000	440022	Lien Searches	13,000	13,000	13,000
3,099	3,181	2,800	440023	Print Fees	3,000	3,000	3,000
6,417	6,073	6,800	440025	Copy Service	6,800	6,800	6,800
8,700	8,650	8,800	440028	Passport Execution Fee	7,200	7,200	7,200
2,657,449	2,809,885	2,911,989	440029	General Fund Spt Svc (522023)	3,205,014	3,205,014	3,205,014
989	1,020	1,020	440030	Reserved Parking	980	980	980
25,524	26,606	26,000	440040	New Account Set-Up Fee	26,000	26,000	26,000
22,979	26,545	23,500	440042	Door Hanger Fee	25,000	25,000	25,000
0	9	0	440044	Online Phone Pmt. Convenience Fee	0	0	0
1,104	1,442	1,100	440301	Rental Income	1,100	1,100	1,100
0	0	0	440501	Bond Issuance Fees	0	0	0
3,050,669	3,246,190	3,344,659		TOTAL CHARGES FOR SERVICES	3,656,744	3,656,744	3,656,744

LICENSES, PERMITS, FEES							
2,621	2,404	2,500	450050	Liquor Licenses	2,500	2,500	2,500
0	143	100	450051	Police Permits	100	100	100
10,519	10,304	10,500	450054	Metro Business License	13,500	13,500	13,500
25	49	0	450055	Business License Late Fees	0	0	0
38,395	35,106	40,000	450056	City Business License	39,000	39,000	39,000
1,298	2,417	1,000	450057	Other	500	500	500
52,391	70,554	48,000	450101	Planning Fees	55,000	55,000	55,000
27,294	28,831	33,000	450122	Engineering Inspection Fees	40,000	40,000	40,000
217	636	300	450225	Impound Fees	200	200	200
132,760	150,444	135,400		TOTAL LICENSES, PERMITS, FEES	150,800	150,800	150,800

FINES							
39,673	40,379	35,000	460105	State Court Fines	35,000	35,000	35,000
5,604	9,975	12,250	460115	Parking Fines	13,250	13,250	13,250
206	0	0	460116	Immobilization Fees	0	0	0
194,868	179,850	196,250	460120	Traffic Fines	203,450	203,450	203,450
0	48,733	278,814	460121	Cornelius Court Fines	112,560	112,560	112,560
137	266	1,250	460125	Ordinance Fines	1,850	1,850	1,850
0	0	0	460126	CD Code Violation Fines	0	0	0
4,593	8,472	4,350	460130	Marijuana Fines/Fees	4,590	4,590	4,590
6,093	3,218	3,750	460135	Minor In Possession Fines/Fees	5,825	5,825	5,825
23,576	24,821	25,000	460500	Library Late Fines	24,000	24,000	24,000
274,750	315,714	556,664		TOTAL FINES	400,525	400,525	400,525

MISCELLANEOUS REVENUE							
56,041	39,093	56,000	470105	Interest	56,000	56,000	56,000
146	308	200	471020	Library Donations	200	200	200
5,472	570	500	471021	Donations	1,200	1,200	1,200
550	925	500	471022	Restricted Library Memorials	500	500	500
0	0	0	471030	Bond Refinancing Proceeds	0	0	0
1,416	3,813	4,500	472005	Miscellaneous	4,500	4,500	4,500
63,625	44,708	61,700		TOTAL MISCELLANEOUS REVENUE	62,400	62,400	62,400

TRANSFERS & REIMBURSEMENTS

8,881	14,020	2,067	480006	Municipal Judge Reimbursement	2,067	2,067	2,067
10,219	17,209	12,500	480006	Reimbursements	10,000	10,000	10,000
37,400	28,796	44,765	480008	Cornelius Fire Dept Reimb For Chief	48,011	48,011	48,011
101,761	120,742	121,609	480009	Trimet Officer Reimbursement	0	0	0
54,397	57,868	58,659	480010	SRO Reimbursement	64,713	64,713	64,713
0	0	0	480011	School District Overtime	0	0	0
4,747	18,617	5,500	480015	Fire Dept Reimbursements	6,500	6,500	6,500
5,740	1,329	5,740	480017	Fire Dept Inspection Reimbursement	0	0	0
882,207	1,033,041	1,025,179	480050	In-Lieu Of Transfer	1,055,927	1,055,927	1,055,927
13,783	0	836,750	481005	Transfer From Other Funds	51,750	51,750	51,750
1,119,135	1,291,622	2,112,769		TOTAL TRANSFERS & REIMBRSMNTS	1,238,968	1,238,968	1,238,968

FUND BALANCE AVAILABLE

4,434,289	4,764,277	3,904,737	495005	Fund Bal Avail For Approp.	6,082,326	6,082,326	6,082,326
4,434,289	4,764,277	3,904,737		TOTAL AVAILABLE	6,082,326	6,082,326	6,082,326
17,842,122	19,168,105	19,629,641		TOTAL RESOURCES	21,282,737	21,282,737	21,282,737

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 goals established for the community. The Legislative and Executive budget is increasing approximately 9.0% when compared to FY 14-15. Increases include cost of living adjustments, market rate wage and benefit adjustments, and minor increases in staff and Council training.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 12-13</u>	Appropriated <u>FY 13-14</u>	Proposed <u>FY 14-15</u>
City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00

BUDGET DETAIL**FY 14-15 Revenues
Legislative & Executive
Fund & Dept: 100-11-10**

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				CHARGES FOR SERVICES			
0	16	0	440025	Copy Service	29	29	29
301,259	306,958	330,092	440029	General Fund Spt Svc (522023)	344,105	344,105	344,105
301,259	306,974	330,092		TOTAL CHARGES FOR SERVICES	344,134	344,134	344,134
417	0	0	420029	PCC Payments	0	0	0
417	0	0		TOTAL INTERGOVT REVENUE	0	0	0
362	691	0	472005	Miscellaneous	0	0	0
362	691	0		TOTAL MISCELLANEOUS	0	0	0
302,038	307,665	330,092		TOTAL RESOURCES	344,134	344,134	344,134

**FY 14-15 Expenditures
Legislative & Executive
Fund & Dept: 100-11-10**

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				PERSONNEL SERVICES			
256,967	263,943	265,156	511005	Regular Employee Wages	285,845	285,845	290,028
9,048	8,999	9,000	511010	Part-Time Employees	10,680	10,680	10,680
3,931	415	0	511020	Temp Employee Wages	0	0	0
0	209	0	511021	Unemployment Compensation	0	0	0
51,714	56,196	56,281	512005	Health/Dental Benefits	58,893	58,893	58,893
2,541	2,611	2,693	512008	Health Reimb Arrangement	2,765	2,765	2,806
51,412	53,855	53,686	512010	Retirement	63,049	63,049	63,985
18,656	19,007	20,973	512015	FICA	22,684	22,684	23,004
325	336	336	512020	Worker's Comp	262	262	262
2,365	2,661	1,675	512025	Other Benefits	358	358	1,807
2,166	2,232	2,012	512030	Other Payroll Taxes	3,658	3,658	2,265
399,125	410,464	411,813		TOTAL PERSONNEL SERVICES	448,194	448,194	453,730
				MATERIALS & SERVICES			
1,437	908	750	520110	Operating Supplies	750	750	750
9,807	8,328	8,000	520120	Organization Business Expense	8,000	8,000	8,000
56	56	100	520180	Subscriptions/Books	100	100	100
0	0	1,500	520220	Small Equipment	0	0	0
3,806	2,936	2,300	520503	Printing	2,300	2,300	2,300
426	823	500	520506	Postage	500	500	500
371	392	452	520509	Telephone	452	452	452
8,119	8,322	9,250	520521	Public Information	9,250	9,250	9,250
20	20	60	520524	Publications	110	110	110
3,715	4,069	3,505	520530	Memberships	5,016	5,016	5,016
300	2,913	6,800	520563	Sister City Contribution	5,400	5,400	5,400
332	332	365	520578	Insurance & Bonds	989	989	989
7,211	5,838	9,269	521003	Training/Conferences	9,825	9,825	9,825
14,581	15,811	18,500	521004	Legislative Training/Conferences	22,700	22,700	22,700
139	170	200	521006	Travel	200	200	200
884	1,063	1,000	521150	Professional Services	1,500	1,500	1,500
499	499	500	522003	Equipment Maint & Oper Supplies	500	500	500
106	51	0	522012	Fuel/Oil	0	0	0
652	643	720	522021	Equipment Fund Charges	695	695	695
1,748	1,688	1,688	522022	Information Systems Fund	1,809	1,809	1,809
54,209	54,862	65,459		TOTAL MATERIALS & SERVICES	70,096	70,096	70,096
453,334	465,326	477,272		TOTAL LEG & EXEC EXPENDITURES	518,290	518,290	523,826

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 10-11	FY 11-12	FY 12-13
Utility Bills Processed	113,391	113,952	115,313
On-Line Utility Billing members	2,180	3,614	4,720
On-Line Utility Billing payments	6,516	11,435	15,392
Utility Accounts as of June 30	9,449	9,496	9,632
Utility Meters Disconnected	523	477	421
Accts Payable Invoices Processed	9,215	8,954	8,567
Lien Search Completions	470	547	615
Employment Apps. Processed	876	692	1,016
Position Recruitments Completed	20	17	17

BUDGET HIGHLIGHTS

Overall, the Administrative Department's budget is increasing about 11.0% when compared to FY 13-14. The City added an Information Technology Manager in April 2014 after approval of that position by the City Council in January 2014. The cost of that position is accounts for one-half of the 11% increase. Staff is proposing that the 0.75 FTE Janitor position become a full-time position with some of the additional costs being paid by that position taking over window cleaning and HVAC filter replacement. A portion of this increase is due to cost of living adjustments for staff and increases in benefit costs, as well as adding resources for temporary help. Material and Services are higher with most of the increase being a \$30,000 increase to Professional Services to study the costs of adding to the current police facility versus building a new facility.

PERSONNEL REQUIREMENTS

	Appropriated FY 12-13	Appropriated FY 13-14	Proposed FY 14-15
Administrative Services Director	1.000	1.000	1.000
Human Resources Manager	0.875	0.875	0.875
Information Technology Manager	0.000	0.000	1.000
Senior Management Analyst	1.000	1.000	1.000
Accountant	1.000	1.000	1.000
Network Administrator	1.000	1.000	1.000
PC Technician	1.000	1.000	1.000
Administrative Services Manager	1.000	1.000	1.000
HR / Volunteer Coordinator	0.500	0.500	0.500
Senior Administrative Specialist	1.000	1.000	1.000
Administrative Specialist	4.050	4.000	4.000
Payroll Coordinator	1.000	1.000	1.000
Janitor	1.750	1.750	2.000
Facility Maintenance Supervisor	0.750	0.750	0.750
TOTAL	15.925	15.875	17.125

BUDGET DETAIL

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

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
GRANTS							
833	1,041	833	430455	Metro Cleanup Grant	833	833	833
0	0	0	432280	Healthy Benefits Grant	0	0	0
833	1,041	833		TOTAL GRANTS	833	833	833
CHARGES FOR SERVICES							
12,185	14,060	13,000	440022	Lien Searches	13,000	13,000	13,000
311	494	278	440025	Copy Service	278	278	278
8,700	8,650	8,800	440028	Passport Execution Fee	7,200	7,200	7,200
1,676,596	1,798,623	1,852,428	440029	General Fund Support Svc (522023)	2,005,959	2,005,959	2,005,959
989	1,020	1,020	440030	Reserved Parking	980	980	980
25,524	26,606	26,000	440040	New Account Set-Up Fee	26,000	26,000	26,000
22,979	26,545	23,500	440042	Door Hanger Fee	25,000	25,000	25,000
0	9	0	440044	Online Phone Payment Convenience Fee	0	0	0
0	0	0	440501	Bond Issuance Fees	0	0	0
1,747,283	1,876,008	1,925,026		TOTAL CHARGES FOR SERVICES	2,078,417	2,078,417	2,078,417
LICENSES, PERMITS & FEES							
25	49	0	450055	Business License Late Fees	0	0	0
38,395	35,106	40,000	450056	Business License	39,000	39,000	39,000
291	0	1,000	450057	Other	500	500	500
38,711	35,155	41,000		TOTAL LICENSES, PERMITS & FEES	39,500	39,500	39,500
MISCELLANEOUS REVENUE							
0	0	0	471021	Donations	0	0	0
0	0	0	471030	Bond Refinancing Proceeds	0	0	0
2,044	1,059	4,500	472005	Miscellaneous	4,500	4,500	4,500
2,044	1,059	4,500		TOTAL MISCELLANEOUS REVENUE	4,500	4,500	4,500
TRANSFERS & REIMBURSEMENTS							
1,125	320	12,500	480006	Reimbursements	10,000	10,000	10,000
0	0	0	481005	Transfer From Other Funds	0	0	0
1,125	320	12,500		TOTAL TRANSFERS & REIMBRSMNTS	10,000	10,000	10,000
1,789,996	1,913,583	1,983,859		TOTAL RESOURCES	2,133,250	2,133,250	2,133,250

FY 14-15 Expenditures
Admin Services Dept
Fund & Dept & Division: 100-12-10

2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
792,112	826,166	845,939	511005	Regular Employee Wages	975,032	975,032	974,154
114,615	122,245	133,681	511010	Part-Time Wages	127,475	127,475	127,475
68	507	0	511015	Overtime	2,000	2,000	2,000
0	1,143	4,585	511020	Temporary Wages	9,000	9,000	9,000
2,377	2,368	0	511021	Unemployment Compensation	0	0	0
257,402	293,136	304,976	512005	Health/Dental Benefits	366,901	366,901	366,901
9,552	10,035	9,934	512008	Health Reimbursement Arrangements	12,006	12,006	12,006
167,609	176,039	195,969	512010	Retirement	202,057	202,057	205,147
69,504	72,448	75,292	512015	FICA	85,183	85,183	85,116
4,361	4,900	5,015	512020	Worker's Comp	5,180	5,180	5,180
9,540	10,466	5,960	512025	Other Benefits	6,532	6,532	6,527
6,762	7,275	7,478	512030	Other Payroll Taxes	8,569	8,569	8,563
1,433,901	1,526,728	1,588,829		TOTAL PERSONNEL SERVICES	1,799,935	1,799,935	1,802,069
MATERIALS & SERVICES							
6,015	5,988	6,000	520110	Operating Supplies	6,600	6,600	6,600
5,142	3,550	3,150	520120	Organization Business Expense	3,600	3,600	3,600
9,583	12,265	10,977	520150	Utilities	11,427	11,427	11,427
683	416	400	520180	Subscriptions/Books	500	500	500
68,382	64,289	62,658	520200	Computer Software Licenses/Maintenance	66,554	66,554	66,554
862	1,447	1,200	520220	Small Equipment	1,600	1,600	1,600
15,615	17,019	17,870	520503	Printing	19,200	19,200	19,200
51,954	66,403	70,000	520506	Postage	70,000	70,000	70,000
4,560	4,263	5,450	520509	Telephone	4,950	4,950	4,950
3,587	2,102	2,850	520521	Public Information	2,500	2,500	2,500
440	258	1,297	520524	Publications	1,297	1,297	1,297
19,141	19,400	20,196	520530	Memberships	21,139	21,139	21,139
2,146	5,133	2,500	520533	Recruiting Expenses	3,000	3,000	3,000
5,687	5,609	12,357	520557	Intergovernmental Services	4,175	4,175	4,175
17,084	21,910	27,500	520560	Senior Center	27,500	27,500	37,500
7,954	7,954	8,749	520578	Insurance & Bonds	10,483	10,483	10,483
9,329	9,147	25,000	521003	Training/Conferences	28,450	28,450	28,450
41	40	1,650	521006	Travel	1,950	1,950	1,950
35,713	27,308	54,500	521113	Attorney Services	54,500	54,500	54,500
9,601	11,617	37,200	521150	Professional Services	63,400	63,400	63,400
5,780	6,517	6,000	521165	Contracts For Services	6,000	6,000	6,000
1,633	386	0	521168	Misc Medical Services	0	0	0
23,596	29,545	29,570	521171	Financial Services-Auditing, Banking, Ac	30,725	30,725	30,725
1,384	1,503	1,300	521172	Bank Service Fees	1,570	1,570	1,570
24,930	26,318	31,720	522003	Equipment Maint & Oper Supplies	38,680	38,680	38,680
0	27	0	522009	Vehicle Maint & Oper Supplies	0	0	0
0	80	0	522012	Fuel/Oil	0	0	0
6,865	7,231	7,982	522021	Equipment Fund Charges	6,529	6,529	5,754
70,261	70,261	72,383	522022	Information Systems Fund Charges	78,015	78,015	78,461
9,440	8,361	5,900	522303	Custodial	5,000	5,000	5,000
1,140		1,100	522306	Rents & Leases	1,300	1,300	1,300
21,860	21,860	21,860	522309	Building/Facility Rental	21,860	21,860	21,860
10,201	10,875	12,300	522312	Facility Maintenance Supplies	12,300	12,300	12,300
61,714	91,195	92,500	522315	Facility Maintenance/Repairs	89,500	89,500	89,500
512,322	560,277	654,119		TOTAL MATERIALS & SERVICES	694,304	694,304	703,975
1,946,223	2,911,756	2,242,948		TOTAL ADMIN SERVICE EXPENDITURES	2,494,239	2,494,239	2,506,044

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 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 and county assessments and notifying the Department of Motor Vehicles (DMV) of convictions and non-compliance. Also, with recent and future planned updates to the City Code and the Police Department's addition of a full time Code Enforcement Officer, more nuisance abatement cases will be adjudicated in Municipal Court.

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 and county 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

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Total Cases Filed	1288	1308	1196	1309	1856
Total Cases Closed	1142	1140	985	1010	1520
Deferred Sentencing Programs	135	187	110	192	158

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 Court is staffed by a Court Supervisor and an Administrative Specialist. The volume of cases filed with the Court has increased significantly since taking over the operations of the Cornelius Municipal Court. The City of Cornelius will be contracting with the Washington County Sheriff's Office for their future police services beginning July 1, 2014, so the potential impact of that agreement on the volume of cases filed with the Court is not yet known. Also, the 2013 Legislature changed the fine structure again and directed a portion of the state fine amount back to the county, thus increasing the assessment amount paid to the county.

In FY 14-15, the City will be upgrading its court traffic ticket software. The software update must be completed prior to December, 2014.

PERSONNEL REQUIREMENTS

	Appropriated FY 12-13	Appropriated FY 13-14	Proposed FY 14-15
Municipal Court Supervisor	1.00	1.00	1.00
Administrative Specialist 1	0.55	1.00	1.00
TOTAL	1.55	2.00	2.00

BUDGET DETAIL

FY 13-14 Revenues
GENERAL FUND - Municipal Court
Fund & Dept: 100-13-10

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				FINES			
5,604	9,975	12,250	460115	Parking Fines	13,250	13,250	13,250
194,868	179,850	196,250	460120	Traffic Fines	203,450	203,450	203,450
0	48,733	278,814	460120	Cornelius Court Fines	112,560	112,560	112,560
137	266	1,250	460125	Ordinance Fines	1,850	1,850	1,850
4,593	8,472	4,350	460130	Marijuana Fines/Fees	4,590	4,590	4,590
6,093	3,218	3,750	460135	Minor In Possession Fines/Fees	5,825	5,825	5,825
211,295	250,514	496,664		TOTAL FINES	341,825	341,825	341,525
				MISCELLANEOUS			
0	14	0	472005	Miscellaneous	0	0	0
0	14	0		TOTAL MISCELLANEOUS	0	0	0
				TRANSFERS & REIMBURSEMENTS			
8,881	14,020	2,067	480006	Municipal Judge Reimbursement	2,067	2,067	2,067
8,881	14,020	2,067		TOTAL TRANSFERS & REIMBRSMNTS	2,067	2,067	2,067
220,176	264,549	498,731		TOTAL RESOURCES	343,592	343,592	343,592

**FY 14-15 Expenditures
Municipal Court
Fund & Dept: 100-13-10**

2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
67,725	71,651	96763	511005	Regular Employee Wages	102,689	102,689	102,611
14,792	13,800	18480	511010	Part-Time Employee Wages	17,952	17,952	17,952
0	0	0	511015	Overtime	0	0	0
0	0	0	511021	Unemployment Compensation	0	0	0
19,856	23,705	35101	512005	Health/Dental Benefits	44,126	44,126	44,126
966	1,146	956	512008	Health Reimb Arrange	1,272	1,272	1,272
11,588	12,271	17268	512010	Retirement	18,815	18,815	18,806
6,151	6,390	8816	512015	FICA	9,229	9,229	9,223
116	119	146	512020	Worker's Comp	112	112	112
660	693	701	512025	Other Benefits	639	639	639
647	647	867	512030	Other Payroll Taxes	932	932	931
122,501	130,422	179,098		TOTAL PERSONAL SERVICES	195,766	195,766	195,672
MATERIALS & SERVICES							
852	528	1,000	520110	Operating Supplies	1,000	1,000	1,000
52	58	200	520120	Organiz Business Exp	200	200	200
		13,000	520190	Computer Software	22,138	22,138	22,138
6,422	6,482	6,813	520200	Computer Software Licenses	6,813	6,813	6,813
0	0	200	520220	Small Equipment	200	200	200
10	26	400	520503	Printing	400	400	400
806	959	1,240	520506	Postage	1,320	1,320	1,320
124	131	250	520509	Telephone	250	250	250
0	0	100	520521	Public Information	100	100	100
180	75	500	520524	Publications	500	500	500
145	145	195	520530	Memberships	195	195	195
5,050	1,485	21,125	520539	Assessment-County	13,130	13,130	13,130
1,991	0	0	520540	State Court Security Assessment	0	0	0
171	10,775	81,986	520557	Intergovern Services	700	700	700
38,698	75,320	175,961	520566	Assessment- State	81,130	81,130	81,130
298	298	328	520578	Insurance & Bonds	527	527	527
895	861	2,600	521003	Training/Conferences	2,600	2,600	2,600
2,599	3,840	6,900	521150	Professional Services	6,900	6,900	6,900
1,324	1,302	1,620	521172	Banking Services	1,750	1,750	1,750
5,280	4,984	4,984	522022	Inform Systems Fund	4,562	4,562	4,562
784	784	784	522309	Building/Facility Rental	784	784	784
65,681	108,053	320,186		TOTAL MATERIALS & SERVICES	145,199	145,199	145,199
188,182	238,475	499,284		TOTAL MUNICIPAL COURT EXPENSES	340,965	340,965	340,871

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 e-devices, 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 library's entire collection contains security tags.

DEPARTMENT GOALS

- Complete Ed Carpenter public art project:
- Maintain the quality of the department's staff and working environment
- Evaluation of Reference Services staffing, services and programs
- Library Visioning Process and Goal Setting
- Actively participate in development of 2015 WCCLS levy
- Continued update of policy and purchases for Rogers Room, History Room, children's area, adult fiction, safety and security, post RFID evaluation, and Friends' budget process

PERFORMANCE MEASURES

- 1. Access to facility and collections – fiscal year 2012-13**
 - Library visits = 217,056 persons came into the library
 - library cards issued = 1,542 new registrations
 - Items checked out = 389,340 items
 - Volunteer assistance provided = 5,903 hours
- 2. Reference Assistance – fiscal year 2012-13**
 - Reference questions answered = 15,674
 - Hold and interlibrary loan requests = 263,607
 - Public computer use = 28,802
- 3. Programming for all ages – fiscal year 2012-13**
 - Children's programs presented = 218 programs/5,145 persons attending
 - Adult programs presented = 65 programs/1,590 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 14-15. 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.

The Library's budget is proposed to increase approximately 5.7% in FY 2014-15 when compared to the budget for FY 2014-15. This increase includes money for temporary on-call staff and a \$5,000 increase in the materials budget as well as inflationary increases in salary and benefit costs, utilities, and various maintenance contracts.

PERSONNEL REQUIREMENTS

	Appropriated FY 12-13	Appropriated FY 13-14	Proposed FY 14-15
Library Director	1.00	1.00	1.00
Library Services Supervisor - Circulation	1.00	1.00	1.00
Library Services Supervisor - Reference	1.00	1.00	1.00
Youth Services Librarian	0.75	0.75	0.75
Adult Services Librarian	1.80	1.80	1.80
Library Associate	2.00	2.00	2.00
Library Assistant	2.50	2.50	2.50
HR / Volunteer Coordinator	0.25	0.25	0.25
TOTAL	11.30	11.30	11.30

BUDGET DETAIL

FY 13-14 Revenues
GENERAL FUND - Library
Fund & Dept: 100-14-10

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
INTERGOVERNMENTAL REVENUE							
666,728	682,067	695,705	420035	W.C.C.L.S.	713,098	713,098	713,098
3,174	3,056	3,000	430601	Public Library Support Grant	3,000	3,000	3,000
669,902	685,123	698,705		TOTAL INTERGVMNT REVENUE	716,098	716,098	716,098
CHARGES FOR SERVICES							
810	579	750	440019	Library Collection Fees	750	750	750
4,484	3,994	4,400	440021	Library Charges	4,400	4,400	4,400
3,099	3,181	2,800	440023	Print Fees	3,000	3,000	3,000
1,548	1,368	1,226	440025	Copy Service	1,226	1,226	1,226
1,104	1,442	1,100	440301	Rental Income	1,100	1,100	1,100
11,044	10,565	10,276		TOTAL CHARGES FOR SERVICES	10,476	10,476	10,476
FINES							
23,576	24,821	25,000	460500	Library Late Fines	24,000	24,000	24,000
23,576	24,821	25,000		TOTAL FINES	24,000	24,000	24,000
MISCELLANEOUS REVENUE							
0	0	0	450057	Other	0	0	0
146	308	200	471020	Library Donations	200	200	200
550	925	500	471022	Restricted Library Memorials	500	500	500
696	1,233	700		TOTAL MISCELLANEOUS REVENUE	700	700	700
TRANSFERS & REIMBURSEMENTS							
0	0	0	480006	REIMBURSEMENTS	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBRSMNTS	0	0	0
705,219	721,742	734,681		TOTAL RESOURCES	751,274	751,274	751,274

**FY 14-15 Expenditures
Library Department
Fund & Dept: 100-14-10**

2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Budgeted	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONNEL SERVICES							
344,836	348,950	366,782	511005	Regular Employee Wages	364,301	364,301	364,042
236,123	245,089	255,452	511010	Part-Time Employee Wages	255,516	255,516	255,042
0	0	0	511021	Unemployment Compensation	0	0	0
0	0	0	511020	Temporary Employee Wages	15,420	15,420	15,420
75,831	89,269	98,403	512005	Health/Dental Benefits	111,255	111,255	111,255
4,870	5,359	4,562	512008	Health Reimb Arrange	6,213	6,213	6,213
68,983	71,634	79,255	512010	Retirement	71,455	71,455	102,010
43,264	43,563	47,600	512015	FICA	48,596	48,596	48,540
684	710	740	512020	Worker's Comp	572	572	572
2,672	3,021	3,389	512025	Other Benefits	3,457	3,457	3,453
4,339	4,499	4,699	512030	Other Payroll Taxes	4,928	4,928	4,922
781,601	812,094	860,882		TOTAL PERSONNEL SERVICES	881,713	881,713	911,469
MATERIALS & SERVICES							
6,937	6,339	5,500	520110	Operating Supplies	5,500	5,500	5,500
688	133	200	520120	Organization Business Expense	300	300	300
80,801	80,429	79,850	520140	Library Materials	84,850	84,850	84,850
5,026	3,842	1,756	520150	Utilities	1,943	1,943	1,943
0	0	0	520210	Computer Supplies	0	0	0
1,438	354	1,500	520220	Small Equipment	500	500	500
0	0	0	520503	Printing	0	0	0
2,148	1,574	1,900	520506	Postage	1,500	1,500	1,500
1,241	1,289	1,296	520509	Telephone	1,320	1,320	1,320
639	607	800	520521	Public Information	800	800	800
490	485	750	520530	Memberships	750	750	750
0	0	0	520536	Customer Refunds	0	0	0
2,139	1,820	2,500	520557	Intergovernmental Services	3,100	3,100	3,100
6,723	6,723	7,395	520578	Insurance & Bonds	5,664	5,664	5,664
286	537	2,250	521003	Training/Conferences	2,250	2,250	2,250
28	0	500	521006	Travel	1,500	1,500	1,500
4,625	3,962	6,000	521165	Contracts For Services	4,400	4,400	4,400
0	0	0	521168	Misc Medical Services	0	0	0
0	620	564	521172	Bank Service Fees	840	840	840
4,080	4,196	5,180	522003	Equipment Maintenance	5,810	5,810	5,810
652	642	720	522021	Equipment Fund Charges	695	695	695
20,944	20,944	20,943	522022	Information Systems Fund	21,911	21,911	21,911
3,880	5,354	4,400	522312	Facility Maintenance Supplies	4,400	4,400	4,400
4,734	3,867	4,450	522315	Facility Mnt/Repairs	7,100	7,100	7,100
147,500	143,717	148,454		TOTAL MATERIALS & SERVICES	155,133	155,133	155,133
929,100	955,811	1,009,336		TOTAL LIBRARY EXPENDITURES	1,036,846	1,036,846	1,066,602

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 12-13</u>	<u>FY 13-14</u>
Swimming Instruction	20,530	20,530
Recreational Swimming	36,709	36,709
Group Rentals	24,430	24,430

BUDGET HIGHLIGHTS

For Fiscal Year 2014-15, the Aquatics Department will continue to offer the same services at the same level as in 2013-14. The Aquatic Center will be closed for an additional week in September to allow for additional pool maintenance. During this period staff will remove the many layers of pool paint and then repaint the main pool and activity pool. This process will need an additional week of drying time. Staff will continue 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 13-14. While some accounts are increasing, a decrease in the utility account keeps the overall budget even. In FY 14-15, the Aquatics Department is proposing to repair the front parking lot, as well as make repairs to the chlorine system.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 12-13</u>	Appropriated <u>FY 13-14</u>	Proposed <u>FY 14-15</u>
Parks & Recreation Director	0.50	0.50	0.50
Aquatic Supervisor	1.00	1.00	1.00
Administrative Specialist II	0.50	0.75	0.75
Aquatics Program Specialist	0.50	0.50	0.50
Facility Maintenance Supervisor	0.50	0.25	0.25
Lifeguard	6.90	6.90	6.90
TOTAL	9.90	9.90	9.90

BUDGET DETAIL**FY 13-14 Resources
Aquatics**

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Fund & Dept: 100-15-10							
Resources							
258,186	280,000	291,000	440004	Swimming Pool	310,000	310,000	310,000
10,081	12,000	12,000	440010	Locks / Vending Machines	12,000	12,000	12,000
268,267	292,000	303,000		TOTAL RESOURCES	322,000	322,000	322,000

**FY 14-15 Expenditures
Aquatics**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
Fund & Dept: 100-15-10							
PERSONNEL SERVICES							
140,612	130,431	134,532	511005	Regular Employee Wages	138,902	138,902	138,800
160,380	165,968	196,042	511010	Part-Time Employee Wages	207,460	207,460	207,460
0	0	0	511015	Overtime Wages	0	0	0
1,556	0	0	511020	Temporary Employee Wages	0	0	0
0	0	0	511021	Unemployment Compensation	0	0	0
38,485	37,238	37,351	512005	Health/Dental Benefits	47,190	47,190	47,190
2,077	2,205	1,846	512008	Health Reimbursement Arrange	2,015	2,015	2,015
28,081	26,345	28,793	512010	Retirement	30,950	30,950	37,263
22,278	21,756	25,595	512015	FICA	26,497	26,497	26,489
6,279	6,169	6,004	512020	Workers Comp	5,191	5,191	5,191
1,493	1,468	1,863	512025	Other Benefits	1,836	1,836	1,835
2,346	2,347	2,638	512030	Other Payroll Taxes	2,796	2,796	2,795
403,587	393,927	434,664		TOTAL PERSONNEL SERVICES	462,837	462,837	469,038
MATERIALS & SERVICES							
21,337	19,702	29,150	520110	Operating Supplies	29,750	29,750	29,750
205	214	400	520120	Organization Business Expense	400	400	400
300	705	300	520130	Personnel Uniforms & Equipment	500	500	500
75,883	65,828	86,000	520150	Utilities	90,000	90,000	90,000
6,515	3,213	5,450	520220	Small Equipment	5,450	5,450	5,450
1,306	1,235	2,600	520503	Printing	2,700	2,700	2,700
298	406	500	520506	Postage	500	500	500
753	778	600	520509	Telephone	600	600	600
3,428	2,751	1,200	520521	Public Information	1,700	1,700	1,700
0	0	0	520524	Publications	0	0	0
0	250	250	520530	Memberships	250	250	250
0	0	0	520533	Recruiting Expenses	0	0	0
1,139	1,544	1,300	520557	Intergovernmental Services	1,300	1,300	1,300
5,738	5,738	6,312	520578	Insurance & Bonds	4,694	4,694	4,694
1,404	2,885	1,950	521003	Training/Conferences	1,950	1,950	1,950
520	2,883	1,000	521150	Professional Services	1,000	1,000	1,000
0	0	0	521168	Misc Medical Services	0	0	0
0	776	0	51172	Bank Service Fees	0	0	0
331	924	1,550	522003	Equipment Maint & Oper Supplies	1,550	1,550	1,550
728	763	842	522021	Equipment Fund Charges	695	695	695
3,452	3,452	3,452	522022	Information Systems Fund	4,993	4,993	4,993
7,662	6,168	12,500	522312	Facility Maintenance Supplies	12,500	12,500	12,500
26,101	21,982	28,750	522315	Facility Mnt/Repairs	29,750	29,750	29,750
157,100	142,197	184,106		TOTAL MATERIALS & SERVICES	190,282	190,282	190,282
560,687	536,124	618,770		TOTAL AQUATICS EXPENDITURES	653,119	653,119	659,320

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>2012</u>	<u>2013</u>
Park Reservations (# of reservations)	895	958
Sports League Games Participants	17,504	19,500

BUDGET HIGHLIGHTS

Overall, the Parks Department Personnel budget is increasing about \$ 64,500. 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 of and an addition to 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. A Parks Utility worker with forestry experience will be assisting the Water Fund with watershed management activities. The Water Fund will pay for these services. Using the funds from the Water Fund and some additional General Fund funding, an additional .5 FTE is being added so the Parks staffing does not decline due to the assistance being provided for watershed management activities. 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 decreasing slightly. Lastly, facility supplies are increasing to purchase more fertilizer, dog waste bags, and restroom supplies.

PERSONNEL REQUIREMENTS

	Appropriated FY 12-13	Appropriated FY 13-14	Proposed FY 14-15
Parks & Recreation Director	0.50	0.50	0.50
Parks Supervisor	1.00	1.00	1.00
Utility Worker 1	3.00	3.50	4.00
Parks Seasonal Maintenance Worker	1.00	1.00	1.00
Total	5.50	6.00	6.50

BUDGET DETAIL

FY 13-14 Revenues							
GENERAL FUND - Parks & Recreation							
Fund & Dept: 100-16-10							
2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
37,264	40,117	40,000	440007	Recreation User Fees	40,000	40,000	40,000
87,232	89,620	92,175	440029	General Fund SPT SVC (522023)	124,737	124,737	124,737
0	0	0	440301	Rental Income	0	0	0
124,496	129,737	132,175		TOTAL CHARGES FOR SERVICES	164,737	164,737	164,737
MISCELLANEOUS REVENUE							
30	180	0	450057	Other	0	0	0
2,630	0	500	471020	Donations	1,200	1,200	1,200
2,660	180	500		TOTAL MISCELLANEOUS REVENUE	1,200	1,200	1,200
TRANSFERS & REIMBURSEMENTS							
6,191	0	0	480006	Reimbursements	0	0	0
0	0	0	481005	Transfer from other funds	0	0	0
6,191	0	0		TOTAL TRANSFERS & REIMBRSMNTS	0	0	0
133,347	129,917	132,675		TOTAL RESOURCES	165,937	165,937	165,937

**FY 14-15 Expenditures
Parks Department Fund
Dept: 100-16-10**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONAL SERVICES							
246,538	255,983	269,403	511005	Regular Employee Wages	320,742	320,742	320,359
0	0	0	511015	Overtime	0	0	0
0	0	18,960	511010	Part-Time Employee Wages	0	0	0
31,716	22,682	37133	511020	Temp Employee Wages	40,442	40,442	40,363
721	2,804	0	511021	Unemployment Compensation	0	0	0
52,713	57,932	61,075	512005	Health/Dental Benefits	80,831	80,831	80,831
2,969	3,047	2,855	512008	Health Reimb Arrange	3,586	3,586	3,586
49,616	52,539	58,370	512010	Retirement	65,747	65,747	65,673
21,150	21,130	25,283	512015	FICA	27,631	27,631	27,595
6,220	6,445	7,025	512020	Worker's Comp	5,250	5,250	5,250
1,773	1,991	1,528	512025	Other Benefits	1,700	1,700	1,700
2,094	2,118	2,504	512030	Other Payroll Taxes	2,775	2,775	2,771
415,510	426,671	484,136	TOTAL PERSONAL SERVICES		548,704	548,704	548,128
MATERIALS & SERVICES							
533	1,438	2,650	520110	Operating Supplies	2,600	2,600	2,600
0	147	100	520120	Organization Business Expense	100	100	100
1,382	1,528	2,300	520130	Personnel Uniforms & Equipment	2,000	2,000	2,000
5,045	10,267	5,574	520150	Utilities	6,540	6,540	6,540
12,097	4,546	8,350	520220	Small Equipment	10,500	10,500	10,500
2	7	0	520503	Printing	0	0	0
0	0	150	520506	Postage	150	150	150
839	847	2,735	520509	Telephone	2,750	2,750	2,750
200	250	100	520521	Public Information	200	200	200
0	0	0	520524	Publications	0	0	0
800	935	1,670	520530	Memberships	1,700	1,700	1,700
158	616	450	520557	Intergovernmental Services	450	450	450
1,858	1,858	2,050	520578	Insurance & Bonds	3,614	3,614	3,614
1,218	1,153	2,075	521003	Training/Conferences	2,225	2,225	2,225
11,378	15,368	11,300	521150	Professional Services	12,300	12,300	12,300
748	729	0	521168	Misc Medical Services	0	0	0
1,928	1,382	3,000	522003	Equipment Maint & Oper Supplies	3,000	3,000	3,000
0	0	0	522009	Vehicle Maint & Oper. Supplies	0	0	0
614	539	500	522012	Fuel/Oil	500	500	500
76,583	81,540	84,945	522021	Equipment Fund Charges	76,656	76,656	75,804
1,685	1,685	1,685	522022	Information Systems Fund	2,077	2,077	2,077
0	0	500	522306	Rents & Leases	500	500	500
0	0	0	522309	Building/Facility Rental	0	0	0
24,245	16,637	23,700	522312	Facility Maintenance Supplies	25,000	25,000	25,000
4,643	9,326	19,500	522315	Facility Mnt/Repairs	20,000	20,000	20,000
145,956	150,798	173,334	TOTAL MATERIALS & SERVICES		172,862	172,862	172,010
CAPITAL OUTLAY							
0	0	0	550181	Major Tools & Work Equipment	0	0	0
0	0	0	TOTAL CAPITAL OUTLAY		0	0	0
561,466	577,469	657,470	TOTAL PARKS & REC EXPENDITURES		721,566	721,566	720,138

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

The Metro Construction Excise Tax and the School District Construction Excise Tax revenues and pass-through expenditures had been recorded in this department. After discussing these taxes and the pass-through of those taxes to other taxing entities, the auditors agreed with City Staff that the collection and payment of those taxes do not have to be accounted for as revenue and expenditure of the City. The City still accounts for the collection and payment of those taxes to ensure accuracy of the collection of the taxes and the subsequent payment to Metro and the Scholl District.

Transfer of funds from the General Fund to the following funds are proposed for FY 2014-15: 1) 500,000 to the Major Maintenance Fund for ongoing major maintenance of General Fund facilities; 2) \$100,000 to the Risk Management Fund for the potential replacement of the City's financial software; and 3) \$15,000 to the Special Public Works Debt Service Fund to pay for debt service payments due prior to the assessment payments being made. The \$15,000 transfer will be returned to the General Fund when the debt is paid and the assessments are collected.

BUDGET DETAIL

FY 14-15 Revenues
GF NON-DEPARTMENTAL REV
Fund & Dept: 100-18-10

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Resource Allocation	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
LOCAL TAXES							
4,551,852	4,670,227	4,696,904	411003	Property Taxes	4,973,145	4,973,145	4,973,145
1,551,608	1,592,311	1,899,946	411010	Local Option Levy	2,011,688	2,011,688	2,011,688
115,370	119,850	110,000	411150	Property Tax Prior Years	120,000	120,000	120,000
554,243	564,597	557,811	413001	Franchise Tax	550,000	550,000	550,000
6,773,073	6,946,984	7,264,661		TOTAL LOCAL TAXES	7,654,833	7,654,833	7,654,833
INTERGOVERNMENTAL REVENUE							
180,224	195,316	199,500	420020	State Revenue Sharing	222,842	222,842	222,842
0	0	0	420029	PCC Payments	0	0	0
56,710	52,612	60,000	420055	Metro Construction Excise Tax	2,400	2,400	2,400
55,581	52,733	55,500	422045	Transient Room Tax	70,000	70,000	70,000
200,783	372,642	350,000	422055	SD 15 Construction Excise Tax	10,000	10,000	10,000
493,298	673,304	665,000		TOTAL INTERGVMNT REVENUE	305,242	305,242	305,242
MISCELLANEOUS REVENUE							
56,041	39,093	56,000	470105	Interest	56,000	56,000	56,000
0	0	0	470150	Enterprise Zone Repayment	0	0	0
56,041	39,093	56,000		TOTAL INTEREST	56,000	56,000	56,000
TRANSFERS & REIMBURSEMENTS							
882,207	1,033,041	1,025,179	480050	In-Lieu Of Transfer	1,055,927	1,055,927	1,055,927
13,783	0	836,750	481005	Transfer From Other Funds	51,750	51,750	51,750
895,990	1,033,041	1,861,929		TOTAL TRANSFERS	1,107,677	1,107,677	1,107,677
FUND BALANCE AVAILABLE							
4,434,289	4,764,277	3,904,737	495005	Fund Bal Avail For Approp.	6,082,326	6,082,326	6,082,326
4,434,289	4,764,277	3,904,737		TOTAL FUND BALANCE	6,082,326	6,082,326	6,082,326
12,652,691	13,456,699	13,752,327		TOTAL RESOURCES	15,206,078	15,206,078	15,206,078

**FY 14-15 Expenditures
Non-Departmental Fund
Dept:100-18-10**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS AND SERVICES							
59,946	52,081	57,000	520547	Metro Construction Excise Tax	0	0	0
181,486	357,736	336,000	520549	SD15 Construct Excise Tax Pymt	0	0	0
20,950	0	0	521150	Professional Services	0	0	0
262,382	409,817	393,000		TOTAL MATERIALS AND SERVICES	0	0	0
TRANSFERS							
0	0	0	570124	Transfer To Building Fund	0	0	0
50,000	270,000	0	570127	Transfer To Other Funds	615,000	615,000	615,000
50,000	270,000	0		TOTAL TRANSFERS	615,000	615,000	615,000
CONTINGENCY							
0	0	1,174,991	580206	Contingency	1,250,000	1,250,000	1,250,000
0	0	1,174,991		TOTAL CONTINGENCY	1,250,000	1,250,000	1,250,000
UNAPPROPRIATED ENDING FUND BAL							
0	0	3,701,750	590304	Unappropriated Ending Fund Bal	3,885,095	3,885,095	3,822,736
0	0	3,701,750		TOT UNAPPROPRIATE END FD BAL	3,885,095	3,885,095	3,822,736
312,382	679,817	5,269,741		<u>TOTAL NON-DEPARTMENTAL EXPEND.</u>	<u>5,750,095</u>	<u>5,750,095</u>	<u>5,687,736</u>

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 believes in the shared responsibility, with the community, to create a safe and inclusive city. The members of our department provide the essential ingredient of public safety for an enhanced quality of life. Dedicated to the communities throughout our City, officers work hand in hand with residents through neighborhood associations to curtail and solve crime. We believe by forming a partnership with our residents through community policing and Neighborhood Watch activities, we can meet the needs of all individuals in our community. By targeting quality of life issues and using revitalized community-based policing strategies, we will carry out this mission with professionalism, fairness, and absolute integrity.

Our department serves the community of Forest Grove through law enforcement patrol and investigative services, crime prevention, and community outreach. The department employs 29 sworn officers, including a chief, two captains (operations and administration), four sergeants (3 patrol, 1 investigative), two detectives, 19 patrol officers, and one school resource officer. The department also employs two non-sworn, community service officers, a support unit supervisor, an evidence technician, and two records specialists. A volunteer chaplain also serves the members of the department and the community.

The Operations Division includes all patrol staff. 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), the Crash Analysis Reconstruction Team (CART), and the Interagency Gang Enforcement Team (IGET).

The Administrative Division includes the investigations division and administrative running of the department. The investigations staff is responsible for the investigation of complex criminal investigations with 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 administrative division also includes a community service officer, records staff and evidence staff. The community service officer coordinates the Neighborhood Watch program and other community outreach events such as National Night Out and Coffee with a Cop.

The administrative staff is comprised of the Chief of Police, Operations Captain, Administrative Captain, 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.

During 2009, the department hosted its first annual Citizen's Academy, graduating 15 citizens with an increased insight and knowledge into the services provided by the department for the community. In April 2014, the department graduated its sixth Citizen's Academy with 30 citizens receiving certificates, making it our largest class yet. The Citizen's Academy has continued to evolve and is in high demand for participation each year, highlighting its success. The Citizen's Academy curriculum consists of courses such as search & seizure, traffic enforcement, use of force, media relations, patrol operations and investigations, to name a few.

The department will continue its commitment towards seeking creative funding by continuing to apply for grant money supporting operations such as Minors in Possession, Selling to Underage persons, Traffic Seat Belt Safety, Crosswalk Crossing Safety and any others that might add to a sense of safety for all living and traveling through our community. This year we will also concentrate our efforts into working towards a smooth transition into our new Records Management System, RegJIN. The department is also committed towards excellence in emergency management through achieving NIMS compliance and continued leadership in bringing citywide participation in emergency management drills.

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 an increase in our overall calls for service (CFS) in the past four years and it will be our continued maintenance of these quality of life issues that will require an increased collaboration with other governmental 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 pro-active 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 as well as a new and valuable association with two Forest Grove officers being named as liaisons with the countywide Interagency Gang Enforcement Team (IGET).

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

Year	CFS	S.I.	PD	TS	Reports	Y3
2010	18585	10420	8165	5702	2838	1381
2011	20654	12911	7743	7853	2553	1799
2012	20403	11515	8888	5520	2794	1441
2013	23508	14714	8712	5278	2730	1642

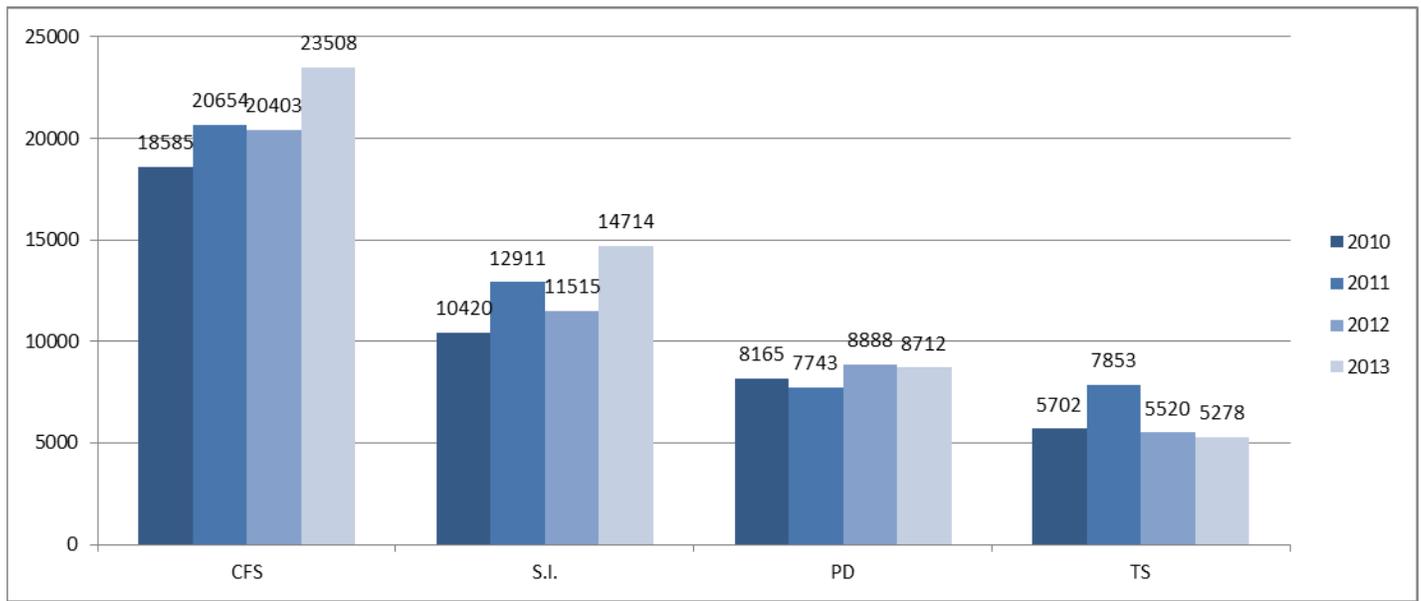
CFS – CALLS FOR SERVICE

SI – SELF INITIATED ACTIVITY

PD – POLICE DISPATCHED CALLS

TS – TRAFFIC STOPS

Y3 – CITATION WRITTEN



BUDGET HIGHLIGHTS

The Police Department’s budget is increasing approximately 9% in FY 14-15 when compared to FY 13-14. Overall, labor costs in the Police Department are increasing about 6.7%. Increases for contracted wage increases, adjustments for non-represented wages, increased retirement costs, and changes to staff health benefits for increases for additional dependents account for the increases. There are no additions proposed to staffing. The one proposed change to staffing is to bring the officer assigned to Tri-Met back to Forest Grove to boost patrol and eventually, detective coverage. This change is shown by the loss of revenue from Tri-Met in the General Fund.

The Material and Services category of the Police budget is also increasing by about 22%. Some of this increase is due to cost increases in ongoing items such as ammunition for the increased costs and usage, dispatch services from WCCCA, insurance and

bonds, and vehicle operation charges, and information system charges. Capital Outlay is proposed to increase significantly to purchase aging equipment that should have been replaced in prior years. Aging radar units will be replaced and additional radar units will be purchased with the goal of having a radar unit for each patrol vehicle. Aging weapons will be replaced and newer less-than-lethal weapons will be purchased. The larger dollar amount for these items represents catching up for weapons that are at the end of their service life. In FY 13-14, the Police Department will be replacing three Dodge Charger patrol vehicles with one Dodge Charger and two Ford Explorer patrol vehicles which will improve the Department's response capability in adverse weather conditions. Replacing three portable radios is once again budgeted in the capital outlay section of the budget.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 12-13</u>	Appropriated <u>FY13-14</u>	Proposed <u>FY 14-15</u>
Police Chief	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00
Sergeant	4.00	4.00	4.00
Transit Police Officer	1.00	1.00	0.00
School Resource Officer	1.00	1.00	1.00
Detective	2.00	2.00	2.00
Police Officer	18.00	18.00	19.00
Property Evidence Specialist	1.00	1.00	1.00
Records Specialist	2.00	2.00	2.00
Code Enforcement / Community Service Officer	1.00	1.50	1.50
Support Unit Supervisor	1.00	1.00	1.00
TOTAL	34.00	34.50	34.50

FY 14-15 Revenues

GENERAL FUND

Police Fund

Dept: 100-21-10

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				INTERGOVERNMENTAL REVENUE			
263,038	287,330	285,000	420005	Alcoholic Beverages	318,345	318,345	318,345
263,038	287,330	285,000		TOTAL INTERGVMNT REVENUE	318,345	318,345	318,345
				GRANTS			
32,662	16,323	0	430214	Homeland Security Grant	0	0	0
0	0	0	430215	Domestic Preparedness Grant	0	0	0
0	0	0	430216	Fema Reimbursement	0	0	0
0	0	0	430320	Bulletproof Vest Grant	0	0	0
0	0	0	430327	Reducing Youth Access To Alcohol	0	0	0
7,186	730	0	430328	Justice Assistance Grant	0	0	0
0	0	4,500	430329	SPF SIG Grant	0	0	0
2,990	10	3,000	430335	DEC/DUII Police Grant	3,000	3,000	3,000
5,000	0	0	430587	Grant Match - Other Agencies	0	0	0
47,838	17,063	7,500		TOTAL GRANTS	3,000	3,000	3,000
				CHARGES FOR SERVICES			
3,722	2,264	3,570	440025	Copy Service	3,541	3,541	3,541
3,722	2,264	3,570		TOTAL CHARGES FOR SERVICES	3,541	3,541	3,541
				LICENSES, PERMITS, FEES			
2,621	2,404	2,500	450050	Liquor Licenses	2,500	2,500	2,500
0	143	100	450051	Police Permits	100	100	100
607	693	0	450057	Other	0	0	0
217	636	300	450225	Impound Fees	200	200	200
3,444	3,877	2,900		TOTAL LICENSES, PERMITS, FEES	2,800	2,800	2,800
				FINES			
39,673	40,379	35,000	460105	State Court Fines	35,000	35,000	35,000
0	0	0	460115	Parking Fines	0	0	0
206	0	0	460116	Immobilization Fees	0	0	0
0	0	0	460120	Traffic Fines	0	0	0
39,879	40,379	35,000		TOTAL FINES	35,000	35,000	35,000
				MISCELLANEOUS			
0	0	0	471005	Local Matching Donations	0	0	0
2,842	550	0	471021	Donations	0	0	0
-1,280	551	0	472005	Miscellaneous	0	0	0
1,562	1,101	0		TOTAL MISCELLANEOUS	0	0	0
				TRANSFERS & REIMBURSEMENTS			
2,903	5,309	0	480006	Reimbursements	0	0	0
101,761	120,742	121,609	480009	Trimet Officer Reimbursement	0	0	0
54,397	57,868	58,659	480010	SRO Reimbursement	64,713	64,713	64,713
0	0	0	480011	School District Overtime	0	0	0
159,060	183,919	180,268		TOTAL TRANSFERS & REIMBRSMNTS	64,713	64,713	64,713
518,543	535,934	514,238		TOTAL RESOURCES	427,399	427,399	427,399

**FY 14-15 Expenditures
Police Departments
Fund Dept: 100-21-10**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
2,288,863	2,326,015	2,463,603	511005	Regular Employee Wages	2,730,596	2,730,596	2,730,596
41,826	36,601	25,260	511010	Part-Time Employee Wages	27,156	27,156	27,156
120,060	109,471	155,548	511015	Overtime	155,478	155,478	155,478
0	609	0	511020	Temporary Employee Wages	0	0	0
0	0	21,770	511021	Unemployment Compensation	0	0	0
468,010	514,218	543,397	512005	Health/Dental Benefits	602,557	602,557	602,557
44,890	49,137	32,739	512008	Health Reimb Arrange	24,413	24,413	24,413
409,957	424,485	484,975	512010	Retirement	533,523	533,523	533,523
185,738	187,097	201,709	512015	FICA	222,862	222,862	222,862
61,189	62,746	64,689	512020	Worker's Comp	47,968	47,968	47,968
13,448	19,124	14,856	512025	Other Benefits	16,340	16,340	16,340
17,992	18,429	19,610	512030	Other Payroll Taxes	22,238	22,238	22,238
3,651,974	3,747,932	4,028,156		TOTAL PERSONNEL SERVICES	4,383,131	4,383,131	4,383,131
MATERIALS & SERVICES							
19,987	14,792	24,885	520110	Operating Supplies	46,035	46,035	46,035
1,714	1,517	2,705	520120	Organization Business Expense	2,705	2,705	2,705
19,648	20,927	20,760	520130	Personnel Uniforms & Equipment	24,860	24,860	24,860
4,808	5,034	3,048	520150	Utilities	3,000	3,000	3,000
0	553	0	520170	Code Enforcement Expenditures			
0	0	50	520190	Computer Software	1,800	1,800	1,800
2,209	2,550	11,020	520220	Small Equipment	21,514	21,514	21,514
7,792	948	4,000	520225	Reserve Officer Expenses	9,000	9,000	9,000
1,231	1,132	500	520270	Miscellaneous	500	500	500
0	1,726	3,273	520274	Hands and Words Project	3,273	3,273	3,273
1,528	744	3,150	520503	Printing	3,150	3,150	3,150
2,027	1,454	1,500	520506	Postage	2,000	2,000	2,000
18,639	23,935	15,825	520509	Telephone	15,825	15,825	15,825
0	0	300	520518	Volunteer Reimbursement Expense	300	300	300
3,029	1,850	2,985	520521	Public Information	3,525	3,525	3,525
0	592	1,555	520524	Publications	1,825	1,825	1,825
2,000	1,023	2,100	520530	Memberships	2,100	2,100	2,100
182,835	185,893	191,878	520558	WCCCA	200,214	200,214	200,214
10,076	17,130	9,770	520557	Intergovernmental Services	14,975	14,975	14,975
25,881	25,881	28,469	520578	Insurance & Bonds	53,118	53,118	53,118
19,775	20,523	25,200	521003	Training/Conferences	29,075	29,075	29,075
3,734	4,029	3,925	521150	Professional Services	9,385	9,385	9,385
4,947	2,940	2,950	521168	Misc Medical Services	2,950	2,950	2,950
4,212	1,984	2,350	522003	Equip Maint & Oper Supplies	2,350	2,350	2,350
252	727	1,000	522009	Vehicle Maint & Oper. Supplies	950	950	950
22	317	500	522010	Vehicle Maint External	600	600	600
530	1,364	100	522012	Fuel/Oil	100	100	100
180,168	189,177	201,010	522021	Equipment Fund Charges	229,666	229,666	229,666
24,026	23,940	23,355	522022	Information Systems Fund	27,012	27,012	28,462
4,456	5,977	6,060	522306	Rents & Leases	6,060	6,060	6,060
1,716	3,058	1,600	522312	Facility Maintenance Supplies	1,600	1,600	1,600
4,785	6,277	3,516	522315	Facility Mnt/Repairs	9,876	9,876	9,876
552,027	567,994	599,339		TOTAL MATERIALS & SERVICES	729,343	729,343	730,793
CAPITAL OUTLAY							
0	9,330	10,800	550181	Major Tools & Work Equip	44,618	44,618	44,618
44,964	890	0	550185	Homeland Security	0	0	0
0	9,448	0	551264	Vehicle Replacement	0	0	0
44,964	19,668	10,800		TOTAL CAPITAL OUTLAY	44,618	44,618	44,618
4,248,965	4,335,594	4,638,295		TOTAL POLICE EXPENDITURES	5,157,092	5,157,092	5,158,542

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 2014-15 is increasing approximately 3.8% over FY 2013-14. Salary and benefits are increasing about 5%. No new staffing is proposed. The material and services category is increasing about 1.5%. Dispatch expenses through WCCCA are increasing by 3.5%. Capital Outlay, through the Tools 50/50 line item and Homeland Security is decreasing by \$33,300. Funds are proposed in the budget for the partnership study with other districts to determine what, if any, partnership opportunities could be entered into that could help improve the delivery of fire services in this area. Portions of the HVAC system will be replaced and roof repairs will be made at the same time. Those items are budgeted in the Major Maintenance Repair Fund.

In FY 14-15, the Department plans on replacing its heart monitors and its two Type III Engines with one new Type III EngineType III, budgeted in the Fire Equipment Replacement Fund. 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 FY 12-13	Appropriated FY 13-14	Proposed FY 14-15
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 Logistics Technician	0.50	0.50	0.50
TOTAL	19.50	19.50	19.50

BUDGET DETAIL

FY 13-14 Revenues
GENERAL FUND - Fire Department
Fund & Dept: 100-22-10

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
INTERGOVERNMENTAL REVENUE							
31,275	30,404	28,380	420015	Cigarette	27,925	27,925	27,925
437,693	556,411	479,777	420050	Rural Fire District	484,698	484,698	484,698
0	0	56,056	420065	State Fire Conflagration Reimbursement	0	0	0
468,968	586,815	564,213		TOTAL INTERGVMNT REVENUE	512,623	512,623	512,623
GRANTS							
28,278	107,463	0	430214	Homeland Security Grant	0	0	0
0	0	0	430216	Fema Reimbursement	0	0	0
0	0	0	430587	Grant Match - Other Agencies	0	0	0
28,278	107,463	0		TOTAL GRANTS	0	0	0
CHARGES FOR SERVICES							
125	139	130	440025	Copy Service	130	130	130
125	139	130		TOTAL CHARGES FOR SERVICES	130	130	130
LICENSES, PERMITS, FEES							
10	0	0	450057	Other	0	0	0
10	0	0		TOTAL LICENSES, PERMITS, FEES	0	0	0
MISCELLANEOUS REVENUE							
290	1,497	0	472005	Misellaneous	0	0	0
290	1,497	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
TRANSFERS & REIMBURSEMENTS							
0	11,580	0	480006	Reimbursements	0	0	0
37,400	28,796	44,765	480008	Cornelius Fire Dept Reimb For Chief	48,011	48,011	48,011
4,747	18,617	5,500	480015	Fire Dept Reimbursement	6,500	6,500	6,500
5,740	1,329	5,740	480017	Fire Dept Inspection Reimb	0	0	0
47,887	60,322	56,005		TOTAL TRANSFERS & REIMBRSMNTS	54,511	54,511	54,511
545,558	756,236	620,348		TOTAL RESOURCES	567,264	567,264	567,264

**FY 14-15 Expenditures
Fire Department
Fund & Dept: 100-22**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
1,439,643	1,517,483	1,496,723	511005	Regular Employee Wages	1,556,227	1,556,227	1,556,117
15,896	16,822	17,680	511010	Part Time	19,511	19,511	19,473
95,913	99,150	93,700	511015	Overtime	111,696	111,696	111,696
61,733	81,156	62,880	511019	Volunteer Stipend	62,880	62,880	62,880
15,050	18,676	20,000	511020	Temporary Wages	20,000	20,000	20,000
365	953	0	511021	Unemployment Compensation	0	0	0
300,525	340,663	335,539	512005	Health/Dental Benefits	341,132	341,132	341,132
13,344	14,230	13,876	512008	Health Reimb Arrange	13,617	13,617	13,617
268,949	281,132	316,330	512010	Retirement	341,210	341,210	343,522
121,437	128,835	126,060	512015	FICA	133,832	133,832	133,820
26,640	27,291	26,958	512020	Worker's Comp	35,852	35,852	35,852
11,703	14,905	9,193	512025	Other Benefits	9,272	9,272	9,272
12,021	12,977	12,268	512030	Other Payroll Taxes	13,681	13,681	13,681
2,646	3,064	2,646	512035	Volunteer Fringe Benefits	2,646	2,646	2,646
2,385,865	2,557,337	2,533,853	TOTAL PERSONNEL SERVICES		2,661,556	2,661,556	2,663,708
MATERIALS & SERVICES							
14,941	18,910	16,000	520110	Operating Supplies	17,000	17,000	17,000
3,642	3,315	4,300	520120	Organization Business Expense	4,300	4,300	4,300
15,011	15,036	15,000	520130	Personnel Uniforms & Equipment	15,000	15,000	15,000
19,078	17,557	26,953	520150	Utilities	28,828	28,828	28,828
972	2,670	0	520200	Computer Software Maintenance	0	0	0
9,516	10,351	9,000	520220	Small Equipment	9,000	9,000	9,000
63,968	60,767	104,800	520230	Tools - 50/50	89,000	89,000	89,000
2,214	3,103	3,100	520300	Emergency Operations Center	3,100	3,100	3,100
0	32	500	520503	Printing	500	500	500
708	852	700	520506	Postage	700	700	700
6,124	5,621	4,500	520509	Telephone	4,500	4,500	4,500
1,512	2,681	1,800	520521	Public Information	1,800	1,800	1,800
1,177	1,014	1,490	520524	Publications	1,600	1,600	1,600
1,809	1,189	1,000	520530	Memberships	1,184	1,184	1,184
142,886	150,525	164,730	520558	WCCCA	170,504	170,504	170,504
1,411	1,612	1,400	520557	Intergovernmental Services	1,400	1,400	1,400
24,650	24,650	27,115	520578	Insurance & Bonds	30,824	30,824	30,824
26,668	31,362	27,000	521003	Training/Conferences	27,000	27,000	27,000
28,103	27,356	29,040	521150	Professional Services	29,040	29,040	29,040
19,337	27,424	26,000	521168	Misc Medical Services	29,000	29,000	29,000
6,498	9,166	6,000	522003	Equipment Maint & Oper Supplies	7,000	7,000	7,000
50,733	46,112	50,000	522009	Vehicle Maint & Oper. Supplies	50,000	50,000	50,000
33,557	29,919	29,645	522012	Fuel/Oil	32,610	32,610	32,610
2,335	2,532	4,342	522021	Equipment Fund Charges	4,342	4,342	4,342
15,334	16,290	18,101	522022	Information Systems Fund	21,390	21,390	28,462
930	930	1,000	522303	Custodial	1,500	1,500	1,500
3,287	3,028	3,000	522312	Facility Maintenance Supplies	3,500	3,500	3,500
12,872	17,816	9,500	522315	Facility Mnt/Repairs	10,000	10,000	10,000
509,273	531,820	586,016	TOTAL MATERIALS & SERVICES		594,622	594,622	601,694
CAPITAL OUTLAY							
28,278	40,720	17,500	550185	Homeland Security	0	0	0
28,278	40,720	17,500	TOTAL CAPITAL OUTLAY		0	0	0
2,923,416	3,129,877	3,137,369	TOTAL FIRE SERVICE EXPENDITURES		3,256,178	3,256,178	3,265,402

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 DLCD. 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 14-15 is increasing approximately 37%, reflecting consultant costs for two projects, Westside Planning and Code update. These costs are covered by Metro and DLCD grants for these efforts. Personnel services are increasing approximately 2%, reflecting cost-of-living and benefit adjustments.

Building Permits Fund:

Revenue: The Building Services function is sustained by revenue collected through building related permits. Building activity in Forest Grove was very active in FY 13-14 since to date the operation has \$120,500 in resources available than was budgeted. It is not expected to sustain that level in FY 14-15. Revenues are anticipated to drop by almost 53%. This is due to two reasons: conservative estimate of building activity (assuming 70 new single family building permits) and revenue from future major projects (e.g. Washburn Hall renovations) are expected to occur in FY 13-14 rather than FY 14-15. Those revenues received will add to the healthy fund balance to the Building Permit program which will be carried over to FY 14-15 to cover costs.

Expenditure: Overall, the Building Services expenditure budget (personnel, materials and service and capital) is proposed a slight decrease when compared with to FY 13-14. This is due to the elimination of funding for a part-time Building Inspector. This is not expected to be needed due to projected slow-down in building activity and being fully staffed. There are increases in Intergovernmental and Professional Services expenditures to more accurately project costs for permit surcharges collected to the state and for structural plan review by the City’s consultant. Both of these costs are dependent on the amount of permit activity actually encountered in general and, for consultant services, the actual amount of non-residential construction experienced.

Other changes include adding resources to Organizational Business Expense and Publications due to additional training for Building Inspectors and new Code books. There is an actual decrease in proposed Training/Conferences expenditures because of the elimination of conferences for the current Permit Tracking software (Eden). Small equipment funds are proposed to be increased for new equipment for the Building Inspectors. Increases in Insurance and Bonds, Equipment Fund charges and General Fund Administrative Services reflect projected increases from those sources.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 12-13</u>	Appropriated <u>FY 13-14</u>	Proposed <u>FY 14-15</u>
Planning			
Community Development Director	0.60	0.50	0.50
Senior Planner	1.80	2.00	2.00
Permit Coordinator	0.30	0.30	0.20
Building Permits Fund			
Community Development Director	0.40	0.50	0.50
Building Official	1.00	1.00	1.00
Building Inspector 1	1.00	2.00	2.00
Permit Coordinator	0.70	0.70	0.80
Administrative Specialist	0.00	0.00	0.25
TOTAL	5.80	7.00	7.25

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

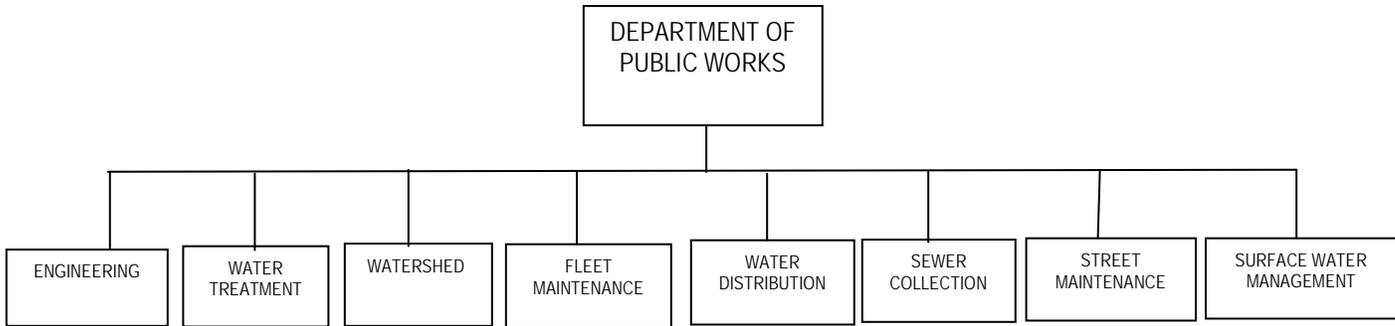
FY 13-14 Revenues
GENERAL FUND - Planning Department
Fund & Dept: 100-31-10

2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
INTERGOVERNMENTAL REVENUE							
0	0	0	420055	Metro Construction Excise Tax	0	0	0
0	0	0	422055	SD15 Construction Excise Tax	0	0	0
0	0	0		TOTAL INTERGVMNT REVENUE	0	0	0
GRANTS							
0	8,225	12,800	430460	SHPO Grant	12,000	12,000	12,000
21,250	41,800	15,000	430587	Grant - Other Agencies	168,000	168,000	168,000
0	0	0	430587	Grant - CFC Tree Inventory (Dp #3)	0	0	0
0	0	0	430587	Grant Match - Other Agencies	0	0	0
21,250	50,025	27,800		TOTAL GRANTS	180,000	180,000	180,000
CHARGES FOR SERVICES							
1,399	2,671	1,500	440020	Code Enforcement Revenue	1,500	1,500	1,500
28	77	84	440025	Copy Service	84	84	84
73,078	62,008	73,546	440029	General Fund Spt Svc (522023)	73,405	73,405	73,405
74,505	64,756	75,130		TOTAL CHARGES FOR SERVICES	74,989	74,989	74,989
LICENSES, PERMITS, FEES							
10,519	10,304	10,500	450054	Metro Business License	13,500	13,500	13,500
360	1,544	0	450057	Other	0	0	0
0	0	0	450072	Occupancy Permits	0	0	0
52,391	70,554	48,000	450101	Planning Fees	55,000	55,000	55,000
63,270	82,402	58,500		TOTAL LICENSES, PERMITS, FEES	68,500	68,500	68,500
MISCELLANEOUS REVENUE							
0	20	0	471021	Donations	0	0	0
0	0	0	472020	Forestry Run	0	0	0
0	20	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
159,024	197,203	161,430		TOTAL RESOURCES	323,489	323,489	323,489

**FY 14-15 Expenditures
Planning Department Fund
Dept: 100-31-10**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
209,853	212,086	225,288	511005	Regular Employee Wages	227,452	227,452	227,125
0	0	0	511010	Part-Time Employee Wages	0	0	0
0	2,748	0	511020	Temporary Employee Wages	0	0	0
0	0	0	511021	Unemployment Compensation	0	0	0
0	0	0	511015	Overtime	0	0	0
32,448	33,701	33,865	512005	Health/Dental Benefits	35,688	35,688	35,688
2,051	1,986	2,240	512008	Health Reimb Arrange	2,025	2,025	2,025
42,092	43,440	49,061	512010	Retirement	51,449	51,449	51,374
15,727	16,093	17,235	512015	FICA	17,400	17,400	17,374
281	296	303	512020	Workers Comp	215	215	215
1,619	1,622	1,239	512025	Other Benefits	1,250	1,250	1,250
1,536	1,597	1,663	512030	Other Payroll Taxes	1,725	1,725	1,723
305,606	313,569	330,894		TOTAL PERSONNEL SERVICES	337,204	337,204	336,774
MATERIALS & SERVICES							
832	1,799	2,112	520110	Operating Supplies	1,912	1,912	1,912
1,400	1,551	1,700	520120	Organization Business Expense	1,400	1,400	1,400
2,089	5,021	4,500	520170	Code Enforcement Expenditures	4,500	4,500	4,500
2,350	0	0	520190	Computer Software	0	0	0
650	1,525	3,000	520200	Computer Software Licenses	3,000	3,000	3,000
120	0	0	520220	Small Equipment	0	0	0
0	0	0	520270	Miscellaneous	0	0	0
3	36	4,050	520503	Printing	3,450	3,450	3,450
2,517	2,784	2,400	520506	Postage	2,400	2,400	2,400
494	522	850	520509	Telephone	850	850	850
898	5,880	9,200	520521	Public Information	1,200	1,200	1,200
119	0	400	520524	Publications	800	800	800
820	1,295	2,600	520530	Memberships	2,850	2,850	2,850
0	0	0	520547	Metro Construct Excise Tax	0	0	0
0	0	0	520549	Sd15 Constr Excise Tax	0	0	0
0	607	11,700	520557	Intergovernmental Services	1,200	1,200	1,200
824	0	0	520569	Forestry Commission	0	0	0
426	426	469	520578	Insurance & Bonds	721	721	721
924	1,530	1,300	521003	Training/ Conferences	2,300	2,300	2,300
11,165	15,818	10,000	521113	Attorney Services	10,000	10,000	10,000
39,974	135,368	26,500	521150	Professional Services	182,200	182,200	185,700
0	0	0	521168	Misc Medical Services	0	0	0
4,715	4,926	4,080	522003	Equipment Maint & Oper Supplies	4,140	4,140	4,140
1,787	1,807	1,999	522021	Equipment Fund Charges	1,806	1,806	1,806
3,946	3,946	3,946	522022	Information Systems Fund	3,972	3,972	3,972
1,573	1,573	1,573	522309	Building/Facility Rental	1,573	1,573	1,573
474	5,316	80	523006	SHPO Grant Expenses	12,000	12,000	12,000
78,101	191,730	92,459		TOTAL MATERIALS & SERVICES	242,274	242,274	245,774
Capital Outlay							
0	0	0	550100	GENERAL GOVT PROJECTS	0	0	0
0	0	0		Total Capital Outlay	0	0	0
383,706	505,299	423,353		TOTAL PLANNING EXPENDITURES	579,478	579,478	582,548

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 \$129,740, just over 20%. Labor costs are increasing approximately 21%, representing cost-of-living adjustments, a proposed new Project Manager position and changes in employee benefits. The addition of the Project Manager will bring the Engineering Department back to the pre-2006 FTE level. As shown below, the list of projects will keep the activity in the Engineering Department high for the next 3 to 5 years. This position will be used to manage the flow of capital infrastructure projects in the Engineering Department with the goal of keeping them on schedule and within budget. In addition, this manager will oversee the Private Development Design and Review process to ensure that residential and commercial developments are kept on track. This manager will also oversee the City's interest in transportation programming and funding at a State and Regional level. The change in the FTE for the Administrative Assistant reflects the current FTE of that employee.

The Enterprise GIS project that was budgeted in FY 13-14 has been moved to FY 14-15. This project will review extending the GIS mapping files to other Departments. In addition, it will include reviewing how to combine the Light & Power maps with the rest of the City files. The 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 14-15:

- Completing the Safe Routes to School project near Harvey Clarke *(carry-over from FY 13-14)*
- Improving the intersection of TV Highway and Quince/Highway 47 *(carry-over from FY 13-14)*
- Improving the intersection of TV Highway and Quince/Hwy 47 *(carry-over from FY 13-14)*
- 26th Avenue improvements from Hawthorne to Sunset
- Fern Hill Road at Hwy 47 improvements
- 19th Avenue Reimbursement District
- Council Creek Regional Trail
- ADA Curb Ramp Transition plan
- Utility improvements in newly annexed areas: Firwood, Raymond, 26th and Oakcrest
- Timber harvest management
- Repairs at the Water Treatment Plant
- New this year – Use of Parks Department personnel in the management of the City’s watershed. Approximately two months or 0.2FTE will be allocated to watershed management.

Housing forecasts for smaller more affordable lots that host entry level homes will continue for 2015. 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 12-13	Approved FY 13-14	Proposed FY 14-15
Public Works Director	1.00	1.00	1.00
Project Manager	0.00	0.00	1.00
Project Engineer	2.00	2.00	2.00
Engineering Tech	1.00	1.00	1.00
Administrative Assistant	0.60	0.60	0.80
TOTAL	5.00	5.00	5.80

BUDGET DETAIL

			FY 13-14 Revenues GENERAL FUND Engineering Department Fund Dept: 100-51-10					
2011-12 Actual	2012-13 Actual	2013-14 Adopted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
CHARGES FOR SERVICES								
684	1,715	1,512	440025	Copy Service	1,512	1,512	1,512	
519,284	552,676	563,748	440029	General Fund Spt Svc (522023)	604,496	604,496	656,808	
519,967	554,391	565,260		TOTAL CHARGES FOR SERVICES	606,008	606,008	658,320	
LICENSES, PERMITS, FEES								
27,294	28,831	33,000	450122	Engineering Inspection Fees	40,000	40,000	40,000	
0	0	0	450124	Erosion Control Fees	0	0	0	
27,294	28,831	33,000		TOTAL LICENSES, PERMITS, FEES	40,000	40,000	40,000	
547,262	583,222	598,260		TOTAL RESOURCES	646,008	646,008	698,320	

FY 14-15 Expenditures
GENERAL FUND
Engineering Dept Fund
Dept: 100-51-10

2011-12	2012-13	2013-14	Account	Title	2014-15	2014-15	2014-15
Actual	Actual	Budgeted			Proposed	Approved	Adopted
PERSONNEL SERVICES							
323,739	332,024	344,514	511005	Regular Employee Wages	418,879	418,879	418,763
26,918	28,274	32,554	511010	Part Time Wages	45,067	45,067	44,979
80	205	0	511015	Overtime	0	0	0
7,981	2,959	0	511020	Temporary Employee Wages	0	0	0
50,334	64,724	72,751	512005	Health/Dental Benefits	88,487	88,487	88,487
2,758	3,138	3,390	512008	Health Reimb Arrangement	4,171	4,171	4,171
64,239	67,184	74,248	512010	Retirement	81,973	81,973	84,981
27,338	27,612	28,846	512015	FICA	35,492	35,492	35,476
2,824	2,970	3,003	512020	Worker's Comp	2,992	2,992	2,992
3,211	3,531	2,269	512025	Other Benefits	2,729	2,729	2,728
2,639	2,729	2,793	512030	Other Payroll Taxes	3,527	3,527	3,526
512,061	535,350	564,367		PERSONNEL SERVICES	683,317	683,317	686,103
MATERIALS & SERVICES							
2,078	2,757	2,500	520110	Operating Supplies	3,250	3,250	3,250
512	323	250	520120	Organization Business Expense	250	250	250
0	356	500	520130	Personnel Uniforms & Equipment	500	500	500
432	2,865	3,000	520190	Computer Software	750	750	750
2,461	0	0	520200	Computer Software Licenses	3,000	3,000	3,000
13	0	3,300	520220	Small Equipment	3,300	3,300	3,300
1,113	1,486	2,100	520503	Printing	2,500	2,500	2,500
559	600	550	520506	Postage	550	550	550
741	783	2,550	520509	Telephone	2,550	2,550	2,550
720	443	0	520521	Public Information	500	500	500
245	463	990	520524	Publications	1,045	1,045	1,045
1,590	1,635	1,750	520530	Memberships	2,156	2,156	2,156
250	71	650	520557	Intergovernmental Services	650	650	650
875	875	963	520578	Insurance & Bonds	1,778	1,778	1,778
1,620	1,016	2,550	521003	Training/ Conferences	3,550	3,550	3,550
0	0	0	521006	Travel	0	0	0
2,285	1,350	3,000	521113	Attorney Services	3,000	3,000	3,000
13,249	14,063	18,520	521150	Professional Services	25,520	25,520	25,520
0	0	0	521168	Misc Medical Services	0	0	0
2,398	1,650	4,060	522003	Equipment Maint & Oper Supplies	3,440	3,440	3,440
16,784	17,621	17,980	522021	Equipment Fund Charges	17,433	17,433	17,433
9,502	9,502	9,502	522022	Information Systems Fund	9,783	9,783	9,783
0	0	100	522306	Rents & Leases	100	100	100
465	214	0	522312	Facility Maintenance Supplies	0	0	0
366	718	0	522315	Facility Maintenance Repairs	0	0	0
58,257	58,791	74,815		TOTAL MATERIALS & SERVICES	85,605	85,605	85,605
CAPITAL OUTLAY							
0	0	0	550400	TECH PROJECTS	0	0	0
0	0	0		TOTAL CAPITAL OUTLAY	0	0	0
570,319	594,141	639,182		TOTAL ENGINEERING EXPENDITURES	768,922	768,922	771,708

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ENTERPRISE FUNDS

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

Workload Indicator	Performance Standard	Performance Level
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%

BUDGET HIGHLIGHTS

Cost of Service Study and Rate Design: The City's electric utility is operated as an enterprise fund and is wholly supported by revenues raised through rates, fees and charges related to providing electric service. In any given year, these rates, fees and charges must be sufficient to pay the total costs of the electric system. Given the length of time from the last cost and rate study, the City sought professional services to perform a detailed Cost of Service Analysis with a Rate Design development process that will provide justifiable and equitable methodologies for developing appropriate user rates and fees.

The Cost of Service study has been underway since September 2013 and will run into July 2014. This timeframe will enable the City if needed to incorporate rates, fees and charges the second quarter of FY 2015.

Expenditure: Overall, the expenditure budget for Light and Power is increasing by approximately 7%. This increase is due to higher Bonneville Power Administration’s power costs and the Department’s efforts in continuing to upgrade the aging electrical system. Labor costs of the Department are increasing approximately 3%. This reflects both the hiring and replacement of the Department’s Electrical Engineering Manager and Electric Engineer. Cost-of-living adjustments and benefit changes are also included.

The Materials and Services category are higher due to additions of approximately \$138,000 to accelerate the purchase of radio-read meters, to take advantage of bulk discounts and to purchase construction supplies specifically for 24th Avenue and Pacific University project upgrades. 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 is lower when compared to FY13-14. Many one-time items were removed, while others were added. Capital items added, as called for in the Light & Power Electric System Master Plan, include further design and purchase of one or more transformers for Thatcher Junction and Forest Grove substations. The Department also plans on replacing a forklift, small directional boring machine, pole trailer, quad with snow blade and a double bucket truck, while the purchase of this vehicle is carrying over item from FY 13-14.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 14-15</u>
Light & Power Director	1.00	1.00	1.00
Light & Power Superintendent	1.00	1.00	1.00
Light & Power Engineering Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Administrative Specialist 2	1.00	1.00	0.75
Working Foreman	2.00	2.00	2.00
Meter Relay Foreman	0.00	0.00	0.00
Journeyman Meterman	2.00	0.00	0.00
Lead Meter Relay Technician	0.00	1.00	1.00
Lead Substation Meter/Relay Technician	0.00	1.00	1.00
Journeyman Lineman	7.00	7.00	7.00
Apprentice Lineman	1.00	0.00	1.00
Journeyman Tree Trimmer	2.00	2.00	2.00
Temp System Engineer	0.00	1.00	0.33
Electrical Engineer	0.00	0.00	1.00
Project Engineer	1.00	1.00	1.00
Engineering Tech	1.00	1.00	0.00
Meter Reader	1.32	1.32	1.46
Senior Utility Worker	2.00	2.00	2.00
Economic Development Program Manager	1.00	1.00	1.00
Economic Development Intern	0.20	0.20	0.20
TOTAL	25.52	25.52	25.74

BUDGET DETAIL

**FY 14-15 Revenues
Light & Power Fund
Fund & Dept: 610-41**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
7,134,229	7,016,074	7,562,118	440105	Residential Sales	7,637,739	7,637,739	7,637,739
617,389	624,619	664,624	440110	General Svc - 1 Ph Sales	671,270	671,270	671,270
629,290	619,602	661,831	440112	General Svc - 3 Ph Sales	668,449	668,449	668,449
1,689,515	1,789,452	1,829,600	440120	Industrial Svc - Specl Contrct	1,847,896	1,847,896	1,847,896
3,641,159	3,644,188	3,942,009	440125	Large Commercial Industrial	3,981,429	3,981,429	3,981,429
66,881	66,915	68,875	440130	Public St. Lighting Sales	68,875	68,875	68,875
101,503	99,408	105,295	440135	Rental Lights	105,295	105,295	105,295
2,917	5,538	5,927	440140	Irrigation Service	5,927	5,927	5,927
10,036	8,724	10,800	440150	Green Power Units (225 Units)	10,800	10,800	10,800
1,925	2,350	1,500	440035	NSF Handling Charge	1,500	1,500	1,500
177,914	143,262	60,000	440165	Connection Charges/Reimbursements	60,000	60,000	60,000
73,000	73,000	73,000	440170	St. Light Maint.	73,000	73,000	73,000
23,671	20,876	22,500	440175	Reconnect Charges	22,500	22,500	22,500
21,748	20,905	21,748	440180	Pole Rental	21,748	21,748	21,749
0	11,678	0	440190	External Work Performed			
25,525	25,848	24,142	440302	Auditorium Rental	24,142	24,142	24,142
14,216,700	14,172,439	15,053,969		TOTAL CHARGES FOR SERVICES	15,200,571	15,200,571	15,200,571
MISCELLANEOUS REVENUE							
0	60,200	0	4200060	BPA Easement Payment			
0	0	0	425033	BPA Refund Payment	0	0	0
18,946	25,861	15,000	445005	Sale Of Scrap	15,000	15,000	15,000
349	555	2,500	445010	Sale Of Materials	2,500	2,500	2,500
3,288	19,582	3,000	445015	Sale Of Equipment	3,000	3,000	3,000
37,242	21,004	30,000	450057	Other	30,000	30,000	30,000
43,092	32,352	31,020	470105	Interest	31,020	31,020	31,020
13,447	11,002	0	480006	Reimbursements	0	0	0
346,967	209,041	200,000	480020	Industrial Conservation Reimbursement	200,000	200,000	200,000
463,330	379,597	281,520		TOTAL MISCELLANEOUS REVENUE	281,520	281,520	281,520
TRANSFERS							
8,140	0	0	481005	Transfer From Other Funds	0	0	0
8,140	0	0		TOTAL TRANSFERS	0	0	0
FUND BALANCE AVAILABLE							
6,883,745	6,832,990	6,203,968	495005	Fund Bal Avail For Approp.	5,874,926	5,874,926	5,874,926
6,883,745	6,832,990	6,203,968		TOTAL FUND BALANCE AVAILABLE	5,874,926	5,874,926	5,874,926
21,571,915	21,385,026	21,539,457		TOTAL L&P RESOURCES	21,357,017	21,357,017	21,357,017

FY 14-15 Expenditures

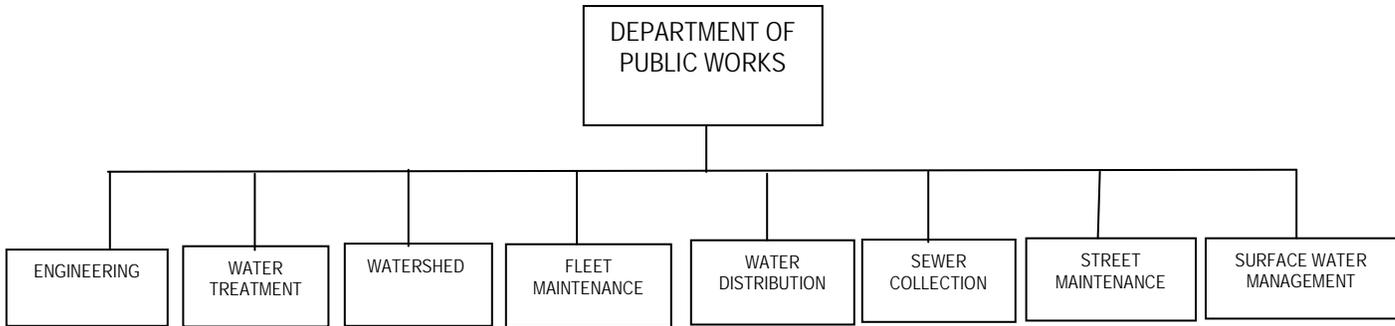
Light & Power Fund

Fund & Dept: 610-41

2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONNEL SERVICES							
1,799,123	1,812,908	2,018,930	511005	Regular Employee Wages	2,049,475	2,049,475	2,044,656
205	0	34,232	511010	Part-Time Employee Wages	7,800	7,800	7,800
127,167	96,473	96,000	511015	Overtime	97,920	97,920	97,920
40,421	77,840	0	511020	Temporary Employee Wages	0	0	20,000
4,056	9,649	0	511021	Unemployment Comp	0	0	0
316,507	323,509	370,593	512005	Health/Dental Benefits	433,426	433,426	433,426
19,697	19,440	20,437	512008	Health Reimb Arrangement	21,246	21,246	21,244
324,009	321,783	416,982	512010	Retirement	433,946	433,946	429,060
146,913	148,683	164,028	512015	Fica	166,402	166,402	166,034
35,553	35,826	37,206	512020	Worker's Comp	26,911	26,911	26,911
10,344	11,024	11,904	512025	Other Benefits	11,529	11,529	11,503
14,394	14,732	15,848	512030	Other Payroll Taxes	16,489	16,489	16,451
0	0	0	512035	Volunteer Fringe Benefits	0	0	0
2,838,390	2,871,867	3,186,160		TOTAL PERSONNEL SERVICES	3,265,144	3,265,144	3,275,005
MATERIALS & SERVICES							
11,966	13,386	12,000	520110	Operating Supplies	12,000	12,000	12,000
12,231	9,054	15,650	520120	Organization Business Expense	15,650	15,650	15,650
23,102	37,229	38,700	520130	Personnel Uniforms & Equipment	31,200	31,200	31,200
26,457	26,687	29,493	520150	Utilities	30,968	30,968	30,968
595	672	1,000	520180	Subscriptions/Books	1,000	1,000	1,000
6,582	8,800	12,500	520190	Computer Software	12,500	12,500	12,500
2,460	2,460	6,800	520200	Computer Software Licenses	6,800	6,800	6,800
0	0	0	520210	Computer Supplies	0	0	0
60,211	26,962	35,250	520220	Small Equipment	40,000	40,000	40,000
531,749	538,308	582,500	520240	Construction Supplies	720,000	720,000	720,000
7,732,112	7,870,198	8,389,771	520260	Purchased Power	9,170,003	9,170,003	9,170,003
0	308	1,000	520270	Miscellaneous	1,000	1,000	1,000
236	418	2,000	520503	Printing	2,000	2,000	2,000
2,398	1,992	3,000	520506	Postage	3,000	3,000	3,000
8,724	8,009	10,000	520509	Telephone	10,000	10,000	10,000
17,144	41,278	42,000	520521	Public Information	42,000	42,000	42,000
1,616	126	2,250	520524	Publications	2,150	2,150	2,150
86,147	90,466	98,554	520530	Memberships	105,932	105,932	105,932
5,496	3,795	3,500	520533	Recruiting Expenses	3,500	3,500	3,500
74,564	69,700	75,000	520542	Bill Paying Assistance Program	75,000	75,000	75,000
0	0	0	520545	In-Lieu Of Tax	0	0	0
2,500	4,410	50,000	520554	Conservation Incentives	50,000	50,000	50,000
355,199	213,334	200,000	520555	Industrial Conservation Augmentation	200,000	200,000	200,000
0	0	2,000	520556	Green Power Info & Promotion	2,000	2,000	2,000
13,018	11,898	16,500	520557	Intergovernmental Services	16,500	16,500	16,500
30,537	30,537	33,591	520578	Insurance & Bonds	43,116	43,116	43,116
23,918	24,256	42,100	521003	Training/Conferences	48,200	48,200	48,200
13	0	0	521006	Travel	0	0	0
4,682	0	5,000	521113	Attorney Services	5,000	5,000	5,000
35,128	36,002	30,300	521150	Professional Services	38,800	38,800	59,800
0	27,172	0	521159	Construction Contracts	0	0	0
0	17,598	100,000	521162	Consultants	38,000	38,000	38,000
52,133	73,280	95,000	521165	Contracts For Services	95,000	95,000	95,000

2,562	2,812	3,850	521168	Misc Medical Services	3,850	3,850	3,850
0	0	0	521171	Financial Services-Auditing, Banking, Ac	0	0	0
48,308	58,694	45,000	521172	Banking Services	45,000	45,000	45,000
26,876	31,655	30,000	522003	Equipment Maint & Oper Supplies	30,000	30,000	30,000
0	6,520	5,000	522006	Equipment/Vehicle Rental	5,000	5,000	5,000
23,763	45,427	41,800	522009	Vehicle Maint & Oper. Supplies	39,500	39,500	39,500
26,813	29,163	22,000	522010	Vehicle Maint External	22,000	22,000	22,000
49,514	49,184	37,595	522012	Fuel/Oil	41,355	41,355	41,355
16,952	19,373	19,373	522022	Information Systems Fund	21,472	21,472	21,472
985,061	1,046,491	1,097,246	522023	General Fund Spt Svc (4004801)	1,184,807	1,184,807	1,184,807
11,433	7,233	14,650	522306	Rents & Leases	14,650	14,650	14,650
4,215	6,063	10,700	522312	Facility Maintenance Supplies	10,700	10,700	10,700
5,562	10,684	12,500	522315	Facility Mnt/Repairs	12,500	12,500	12,500
0	0	0	523010	Ocean Wave Energy Grant	0	0	0
10,321,977	10,501,634	11,275,173		TOTAL MATERIALS & SERVICES	12,252,153	12,252,153	12,273,153
CAPITAL OUTLAY							
3,657	4,292	5,000	550051	Office Equipment & Furniture	0	0	0
386,786	541,869	78,500	550166	Building Improvements	183,000	183,000	183,000
129,486	82,769	72,000	550181	Major Tools & Work Equipment	50,000	50,000	50,000
0	80,069	1,323,000	550959	Substation Improvements	1,250,000	1,250,000	1,250,000
79,323	152	0	550960	F.G. Substation Improvements	0	0	0
139	0	0	550961	Filbert Substation	0	0	0
11,460	36,492	215,000	550962	System Additions & Upgrades	25,000	25,000	25,000
0	0	0	550963	T.J. Substation Improvements	0	0	0
39,896	60,748	485,000	551260	Vehicle Replacement	175,000	175,000	175,000
175,331	25,166	11,000	551261	Vehicle Replacement & Equip	145,000	145,000	145,000
826,077	831,557	2,189,500		TOTAL CAPITAL OUTLAY	1,828,000	1,828,000	1,828,000
TRANSFERS							
121,000	127,050	131,497	570127	Transfer To Other Funds	136,757	136,757	136,757
660,635	768,327	726,546	570130	In-Lieu Of Tax Transfer	770,519	770,519	770,519
781,635	895,377	858,043		TOTAL TRANSFERS	907,276	907,276	907,276
CONTINGENCY							
0	0	1,225,581	580206	Contingency	850,000	850,000	850,000
0	0	1,225,581		TOTAL CONTINGENCY	850,000	850,000	850,000
0	0	0	590303	Major Equipment Replacement Fund	0	0	0
UNAPP FUND BALANCE							
0	0	2,805,000	590304	Unapp Fund Balance	2,254,444	2,254,444	2,223,583
0	0	2,805,000		UNAPPROPRIATED FUND BALANCE	2,254,444	2,254,444	2223,583
14,768,079	15,100,435	21,539,457		TOTAL LIGHT & POWER EXPENDITURES	21,357,017	21,357,017	21,357,017

SEWER



MISSION STATEMENT

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

OVERVIEW

Clean Water Services, (CWS), 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. 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) \pm 25% system annually
- Sanitary line TV inspection (based on CSM Study) \pm 12.5% 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 \$3.70 per month, per equivalent dwelling unit, to the local portion of the rate.

CWS proposes to increase sewer rates approximately 3% on July 1, 2014, and likewise, the City is proposing to raise its add-on component by the same percentage, from \$3.70 to \$3.81 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 13-14. Cost-of-living increases and benefit costs result in the personnel services category of the budget increasing about 2.6%.

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 purchase of a vactor truck (\$50,000). 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 – Phase II project is budgeted in the Sewer System Development Charge budget.

PERSONNEL REQUIREMENTS

	Appropriated FY 12-13	Approved FY 13-14	Proposed FY 14-15
Public Works Superintendent	0.20	0.20	0.20
Public Works Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	1.98	1.98	1.98
Public Works 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

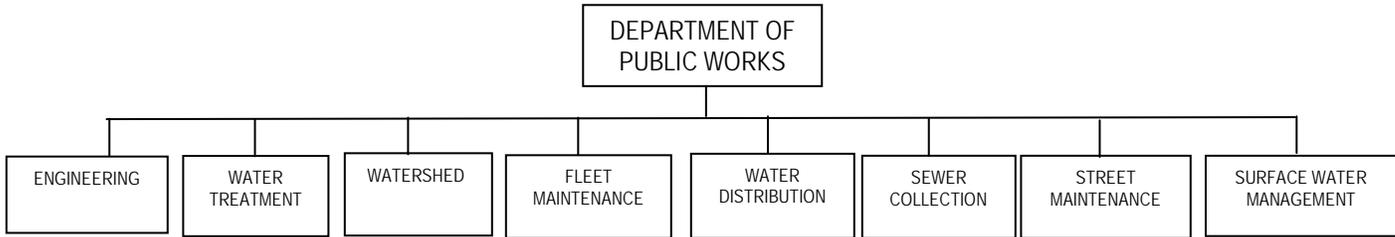
			FY 14-15 Revenues Sewer Fund Fund & Dept: 620-54					
2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted	
CHARGES FOR SERVICES								
3,318,006	3,455,342	3,555,476	440105	Residential Sales	3,772,999	3,772,999	3,772,999	
704,169	796,557	782,597	440106	Commercial Sales	849,973	849,973	849,973	
199,645	183,790	183,249	440120	Industrial Sales	212,425	212,425	212,425	
4,221,820	4,435,689	4,521,322		TOTAL CHARGES FOR SERVICES	4,835,397	4,835,397	4,835,397	
MISCELLANEOUS REVENUE								
30	51	0	445010	Sale Of Materials	0	0	0	
2,608	0	800	450057	Other	800	800	800	
0	0	0	450070	Sewer Permits	0	0	0	
0	3,849	2,000	451040	Sewer Laterals	2,000	2,000	2,000	
13,730	11,553	10,102	470105	Interest	11,978	11,978	11,978	
16,368	15,453	12,902		TOTAL MISCELLANEOUS REVENUE	14,778	14,778	14,778	
FUND BALANCE AVAILABLE								
1,820,618	1,954,100	2,020,430	495005	Fund Bal Avail For Approp.	2,394,391	2,394,391	2,394,391	
1,820,618	1,954,100	2,020,430		TOTAL AVAILABLE	2,394,391	2,394,391	2,394,391	
6,058,806	6,405,242	6,554,654		TOTAL SEWER RESOURCES	7,244,566	7,244,566	7,244,566	

**FY 14-15 Expenditures
Sewer Fund
Fund & Dept: 620-54**

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
151,604	159,022	215,191	511005	Regular Employee Wages	218,261	218,261	217,058
1,388	1,124	2,029	511015	Overtime	2,069	2,069	2,069
1,450	0	0	511020	Temporary Employee Wages	0	0	0
0	0	0	511021	Unemployment Compensation	0	0	0
57,517	60,305	63,397	512005	Health/Dental Benefits	68,299	68,299	68,299
2,325	2,434	2,086	512008	Health Reimburs Arrange	2,530	2,530	2,530
29,288	29,329	44,002	512010	Retirement	45,485	45,485	45,434
11,741	12,062	16,235	512015	FICA	16,817	16,817	16,798
7,032	7,191	7,706	512020	Worker's Comp	6,399	6,399	6,399
1,516	1,608	1,125	512025	Other Benefits	1,165	1,165	1,164
1,472	1,540	1,601	512030	Other Payroll Taxes	1,702	1,702	1,700
265,334	274,615	353,371		TOTAL PERSONNEL SERVICES	362,727	362,727	361,451
MATERIALS & SERVICES							
1,959	2,650	3,000	520110	Operating Supplies	3,000	3,000	3,000
20	147	75	520120	Organization Business Expense	150	150	150
3,196	3,045	3,250	520130	Personnel Uniforms & Equipment	3,250	3,250	3,250
1,724	2,007	1,350	520150	Utilities	2,200	2,200	2,200
3,330	3,725	4,900	520190	Computer Software	4,900	4,900	4,900
4,501	1,792	8,000	520220	Small Equipment	6,000	6,000	6,000
2,659	3,526	7,000	520240	Construction Supplies	7,000	7,000	7,000
192	0	0	520270	Miscellaneous	0	0	0
63	79	200	520503	Printing	200	200	200
17	99	100	520506	Postage	400	400	400
436	419	800	520509	Telephone	800	800	800
107	129	225	520521	Public Information	200	200	200
106	55	300	520524	Publications	300	300	300
380	400	540	520530	Memberships	700	700	700
3,104,683	3,317,351	3,391,991	520557	Intergovernmental Services	3,670,791	3,670,791	3,670,791
7,466	7,466	8,213	520578	Insurance & Bonds	25,145	25,145	25,145
1,155	2,053	3,825	521003	Training/Conferences	2,825	2,825	2,825
3,701	1,458	3,500	521150	Professional Services	3,500	3,500	3,500
482	503	375	521168	Misc Medical Services	500	500	500
14,561	18,294	15,000	521172	Bank Service Fees	23,000	23,000	23,000
114	1,088	1,900	522003	Equipment Maint & Oper Supplies	1,900	1,900	1,900
28	58	0	522012	Fuel/Oil	100	100	100
100,584	103,148	104,677	522021	Equipment Fund Charges	111,898	111,898	110,799
1,703	1,710	1,710	522022	Information Systems Fund Charges	2,541	2,541	2,541
391,689	413,115	432,228	522023	General Fund Admin Services	473,345	473,345	473,345
1,336	0	500	522306	Rents & Leases	500	500	500
6,264	6,264	6,264	522309	Building/Facility Rental	6,264	6,264	6,264
70	163	500	522312	Facility Maintenance Supplies	300	300	300
0	0	250	522315	Facility Mnt/Repairs	500	500	500
3,652,525	3,890,744	4,000,673		MATERIALS & SERVICES	4,352,209	4,352,209	4,351,110
CAPITAL OUTLAY							
5,831	0	2,500	550181	Major Tools & Work Equipment	2,500	2,500	2,500
37,497	53,605	30,000	550763	Sewer Construction	30,000	30,000	30,000
43,328	53,605	32,500		TOTAL CAPITAL OUTLAY	32,500	32,500	32,500

				DEBT SERVICE				
77,321	80,264	84,885	562001	6/30/2016 Principal-Cws/City Phase Iii Rehab	88,115	88,115	88,115	
16,683	13,740	9,120	562041	6/30/16 Interest-Cws/City Phase Iii Rehab	5,890	5,890	5,890	
94,004	94,004	94,004		TOTAL DEBT SERVICE	94,005	94,005	94,005	
				TRANSFERS				
0	0	0	570127	Transfer To Other Funds	50,000	50,000	50,000	
51,295	55,833	60,424	570130	In-Lieu Of Tax	51,237	51,237	51,237	
51,295	55,833	60,424		TOTAL TRANSFERS	101,237	101,237	101,237	
				CONTINGENCIES				
0	0	750,000	580206	Contingency	750,000	750,000	750,000	
0	0	750,000		TOTAL CONTINGENCIES	750,000	750,000	750,000	
				UNAPPROR ENDING FUND BALANCE				
0	0	1,263,681	590304	Unapp Fund Balance	1,551,888	1,551,888	1,554,263	
0	0	1,263,681		TOTAL UNAPPR ENDING FUND BAL	1,551,888	1,551,888	1,554,263	
4,106,486	4,368,801	6,554,654		TOTAL SEWER EXPENDITURES	7,244,566	7,244,566	7,244,566	

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 \$100.00 to raise the Sewer SDC from \$4,800 per EDU (Equivalent Dwelling Unit) to \$4,900 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 14-15, the City will work in partnership with CWS to complete Phase II of the 23rd Avenue Inflow and Infiltration project. \$250,000 is set aside for this project and \$25,000 is carried over from FY 13-14 to cover any charges from Phase I in FY 14-15. Also, \$51,000 is budgeted this year to design new sewers in the newly annexed areas. Construction costs will be budgeted in future years. Additionally, \$50,000 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.

BUDGET DETAIL

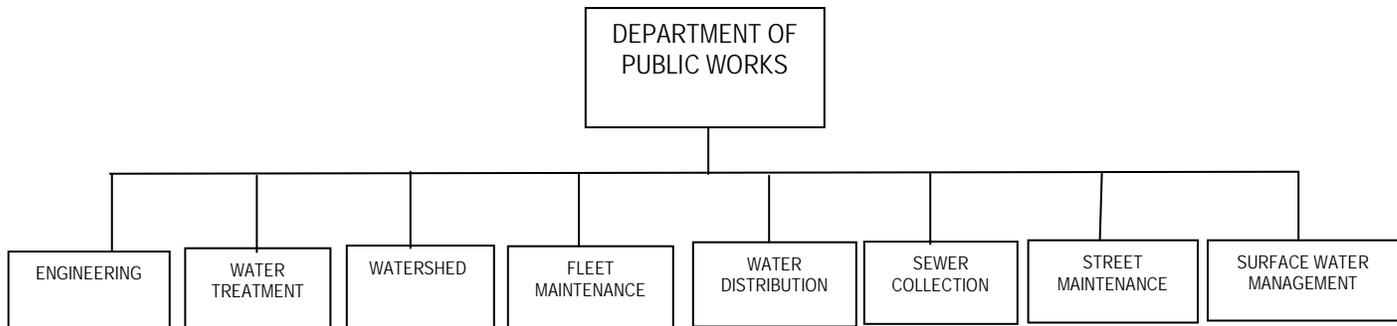
**FY 14-15 Revenues
Sewer SDC Fund
Fund & Dept: 622-54-91**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
598,225	963,084	636,000	451005	System Development Charges	684,000	684,000	784,000
598,225	963,084	636,000		TOTAL CHARGES FOR SERVICES	684,000	684,000	784,000
MISCELLANEOUS REVENUE							
4,500	2,250	1,000	451042	Sunset Sewer Constr Fee	1,000	1,000	1,000
7,205	6,379	2,696	470105	Interest	2,274	2,274	2,274
11,705	8,629	3,696		TOTAL MISCELLANEOUS REVENUE	3,274	3,274	3,274
FUND BALANCE AVAILABLE							
1,039,361	1,048,717	1,078,480	495005	Fund Bal Avail For Approp.	909,718	909,718	909,718
1,039,361	1,048,717	1,078,480		TOTAL AVAILABLE	909,718	909,718	909,718
1,649,291	2,020,430	1,718,176		TOTAL SEWER SDC RESOURCES	1,596,992	1,596,992	1,696,992

**FY 14-15 Expenditures
Sewer SDC Fund
Dept: 622-54-91**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
478,580	770,467	608,800	520557	Intergovern Services	647,200	647,200	727,200
0	0	0	521150	Professional Services	0	0	0
478,580	770,467	608,800		TOTAL MATERIALS & SERVICES	647,200	647,200	727,200
CAPITAL OUTLAY							
0	0	275,000	550760	Construction Projects	376,000	376,000	396,000
0	0	275,000		TOTAL CAPITAL OUTLAY	376,000	376,000	396,000
DEBT SERVICE							
92,230	96,144	100,225	562002	Principal - Cws/City Sunset Drive	104,478	104,478	104,478
29,765	25,850	21,770	562042	Interest - Cws/City Sunset Drive	17,516	17,516	17,516
121,995	121,995	121,995		TOTAL DEBT SERVICE	121,994	121,994	121,994
CONTINGENCY							
0	0	500,000	580206	Contingency	300,000	300,000	300,000
0	0	500,000		TOTAL CONTINGENCY	300,000	300,000	300,000
UNAPP FUND BALANCE							
0	0	212,381	590304	Unapp Fund Balance	151,798	151,798	151,798
0	0	212,381		TOTAL UNAPP FUND BAL	151,798	151,798	151,798
600,575	892,462	1,718,176		TOTAL SEWER SDC EXPENDITURES	1,596,992	1,596,992	1,696,992

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 20 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 2011</u>	<u>CY 2012</u>	<u>CY 2013</u>
Number of Metered Customers	5,762	5,775	5,997
Pipe in System, linear feet	429,533	435,160	435,685
Water Supplied	1,065 Mil. Gal.	1,112 Mil. Gal.	1,137.2 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 14-15.

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 14-15, the estimated revenues from the timber harvest are expected to remain the same as last year. 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

The fund balance is proposed to increase approximately \$577,337. This reflects efforts by the City to save up funds for future capital investments. 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 \$25,646, or 2.74%. The Water Fund will include an additional 0.2 FTE for a Parks Department employee to assist in the Watershed Management program. An additional \$30,000 is added to the General Fund Administrative Services category for this employee. The Water Department will continue with the water meter radio read add-on program which is approximately 70% completed (\$100,000 in Construction Supplies category).

The capital program is increasing by approximately \$228,501. 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 14-15 include partnering with the other JWC partners to design and construct backup power to the JWC treatment plant (Forest Grove participation \$198,600), and repairing the east filter bay at the City's water treatment plant (estimated \$100,000). This project could increase in cost as the project develops because of uncertainty in the repair procedures.

The water department plans to purchase electric/pneumatic valve operator to assist with the water system valve exercise program. Water valve exercise is a necessary task to help maintain an operable water system. Also, there is a need to replace existing non-functional heat pump for Public Works Building. Currently, half of the Public Works building has no cooling ability. Replace approximately 1000' of 2" galvanized waterline with 8" ductile iron pipe. This section of waterline runs from Nichols Lane north approximately 1000' to an existing 8" ductile iron pipe. Estimate is 1000' @ \$120 per foot which equals \$120,000 plus 20% for Engineering that totals \$144,000.

The water fund's general contingency is proposed to increase by roughly \$173,000. Total contingency funds are made up of three components – one for the JWC (roughly \$335,000), one for debt service (\$390,000), and one for the water utility generally. The \$173,000 will be added to the general water utility contingency, bringing that total to about \$450,000 and total contingency funds to \$1,173,250.

PERSONNEL REQUIREMENTS

	Appropriated FY 12-13	Approved FY 13-14	Proposed FY 14-15
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	0.74
TOTAL	9.81	9.59	9.45

BUDGET DETAIL

**FY 14-15 Expenditures
Water Fund
Fund & Dept: 630-53**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGE FOR SERVICES							
1,802,449	2,028,103	2,111,823	430045	RESIDENTIAL SALES	2,314,641	2,314,641	2,314,641
535,468	605,699	620,507	440106	COMMERCIAL SALES	687,947	687,947	687,947
334,106	365,149	364,961	440118	MULTI-FAMILY SALES	387,468	387,468	387,468
249,108	276,112	280,583	440120	INDUSTRIAL SVC - SPECL CONTRCT	300,361	300,361	300,361
28,546	29,643	24,000	440160	NON-METERED SALES	34,901	34,901	34,901
37,713	60,743	35,000	440165	CONNECTION CHARGES	22,880	22,880	22,880
2,987,390	3,365,449	3,436,874		TOTAL CHARGE FOR SERVICES	3,748,198	3,748,198	3,748,198
MISCELLANEOUS REVENUE							
	1,581		440190	External Work Performed			
35,928	35,928	35,928	440305	Building Rental Income	35,928	35,928	35,928
0	4,040	0		Sale of Materials	0	0	0
0	0	0		Sale of Raw Water	0	0	0
1,012,116	1,558,140	1,100,000	445025	Timber Sales	937,500	937,500	937,500
14,703	6,991	5,000	450057	Other	5,000	5,000	5,000
15,517	15,705	14,052	470105	Interest	17,362	17,362	17,362
1,206	0	0	480006	Reimbursements	0	0	0
1,079,470	1,622,385	1,154,980		TOTAL MISCELLANEOUS REVENUE	995,790	995,790	995,790
FUND BALANCE AVAILABLE							
2,290,250	2,579,688	2,810,333	485005	FUND BAL AVAIL FOR APPROP.	3,469,823	3,469,823	3,469,823
2,290,250	2,579,688	2,810,333		TOTAL FUND BALANCE AVAILABLE	3,469,823	3,469,823	3,469,823
6,357,110	7,567,522	7,402,187		TOTAL WATER FUND RESOURCES	8,213,811	8,213,811	8,213,811

FY 14-15 Expenditures

Water Fund

Fund & Dept: 630-53

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
526,965	530,672	556,447	511005	Regular Employee Wages	565,778	565,778	557,290
0	0	0	511010	P-T Employee Wages	0	0	0
29,264	31,981	28,980	511015	Overtime	29,560	29,560	29,560
4,192	0	0	511020	Temporary Employee Wages	0	0	0
0	0	0	511021	Unemployment Compensation	0	0	0
139,285	149,995	153,915	512005	Health/Dental Benefits	169,504	169,504	166,926
6,473	6,419	5,635	512008	Health Reimb Arrangement	6,561	6,561	6,561
104,119	103,014	117,244	512010	Retirement	121,689	121,689	119,880
42,554	42,609	44,250	512015	FICA	45,505	45,505	44,894
19,502	19,641	20,418	512020	Worker's Comp	14,327	14,327	14,327
4,395	4,645	3,786	512025	Other Benefits	3,153	3,153	3,110
4,103	4,212	4,370	512030	Other Payroll Taxes	4,614	4,614	4,553
880,853	893,188	935,045		TOTAL PERSONNEL SERVICES	960,691	960,691	947,101
MATERIALS & SERVICES							
69,443	62,988	84,000	520110	Operating Supplies	101,700	101,700	101,700
177	358	250	520120	Organization Business Expense	250	250	250
3,691	4,808	5,500	520130	Personnel Uniforms & Equipment	5,900	5,900	5,900
77,715	81,387	78,540	520150	Utilities	82,467	82,467	82,467
2,764	3,790	4,000	520190	Computer Software	4,200	4,200	4,200
10,905	7,901	16,500	520220	Small Equipment	16,000	16,000	16,000
138,853	139,176	162,000	520240	Construction Supplies	182,000	182,000	182,000
200,030	196,697	250,000	520250	JWC Water Purchases	250,000	250,000	250,000
2,706	2,251	2,500	520503	Printing	2,500	2,500	2,500
843	837	1,000	520506	Postage	1,050	1,050	1,050
5,195	5,410	6,198	520509	Telephone	6,198	6,198	6,198
81	333	250	520521	Public Information	250	250	250
393	109	532	520524	Publications	532	532	532
1,438	1,278	1,475	520530	Memberships	1,258	1,258	1,258
0	315	0	520533	Recruiting Expenses	0	0	0
57,340	404	7,500	520548	Watershed Management	10,000	10,000	10,000
4,825	5,901	7,500	520550	Watershed Maintenance	20,000	20,000	20,000
496,847	656,972	700,000	520551	Timber Harvesting	377,000	377,000	377,000
61,466	52,419	72,930	520557	Intergovernmental Services	79,207	79,207	79,207
23,213	23,213	25,534	520578	Insurance & Bonds	23,762	23,762	23,762
2,202	3,085	6,300	521003	Training/Conferences	7,600	7,600	7,600
0	1,400	6,500	521113	Attorney Services	6,500	6,500	6,500
36,803	51,641	73,000	521150	Professional Services	49,000	49,000	57,750
0	0	0	521165	Contracts For Services	0	0	0
1,424	1,467	0	521168	Misc Medical Services	0	0	0
12,143	15,259	15,000	521172	Bank Service Fees	20,000	20,000	20,000
6,174	3,198	10,900	522003	Equipment Maint & Oper Supplies	6,600	6,600	6,600
307	333	0	522012	Fuel/Oil	200	200	200
132,552	139,313	143,705	522021	Equipment Fund Charges	140,652	140,652	139,125
10,868	11,037	11,037	522022	Information Systems Fund Charges	10,455	10,455	10,455
677,002	717,439	742,859	522023	General Fund Admin Services	843,025	843,025	843,025
792	0	800	522303	Custodial	800	800	800
2,112	0	3,000	522306	Rents & Leases	3,000	3,000	3,000
13,418	12,018	13,200	522312	Facility Maintenance Supplies	14,700	14,700	14,700
30,982	20,307	21,000	522315	Facility Mnt/Repairs	27,000	27,000	27,000
2,084,703	2,223,044	2,473,509		TOTAL MATERIALS & SERVICES	2,293,806	2,293,806	2,301,029

CAPITAL OUTLAY

8,417	0	52,500	550181	Major Tools & Work Equipment	63,500	63,500	63,500
536	0	0	550600	Water Projects	50,000	50,000	50,000
0	0	39,990	550660	Joint - Capital Equipment	60,652	60,652	60,652
46,048	127,227	214,751	550663	JWC - Other Projects	238,590	238,590	238,590
26,690	52,194	275,000	550666	Water Line Extension	300,000	300,000	300,000
44,390	65,147	45,000	550669	Water Treatment Plant Equip.	188,000	188,000	188,000
34,664	0	20,000	550672	Watershed Capital	20,000	20,000	20,000
0	0	60,000	550760	Construction Projects	15,000	15,000	15,000
160,745	244,568	707,241		TOTAL CAPITAL OUTLAY	935,742	935,742	935,742

DEBT SERVICE

255,000	260,000	255,000	562010	Principal - 2003 FFC Bonds (until 2023)	0	0	0
			562011	Principal- 2013 Bond Refunding	285,000	285,000	285,000
30,805	31,883	32,998	562030	Principal - Scoggins Reservoir (until 2036)	34,153	34,153	34,153
156,700	146,181	135,131	562045	Interest - 2003 Ffc Bonds	0	0	0
			562046	Interrest- 2013 Bond Refunding	78,090	78,090	78,090
41,992	40,914	39,799	562070	Interest - Scoggins Reservoir	38,645	38,645	38,645
484,497	478,978	462,928		TOTAL DEBT SERVICE	435,888	435,888	435,888

TRANSFERS

39,951	45,360	49,896	570127	Transfer To Other Funds	54,886	54,886	54,886
128,104	162,045	185,982	570130	In-Lieu Of Tax	194,626	194,626	178,192
168,055	207,405	235,877		TOTAL TRANSFERS	249,512	249,512	233,078

CONTINGENCY

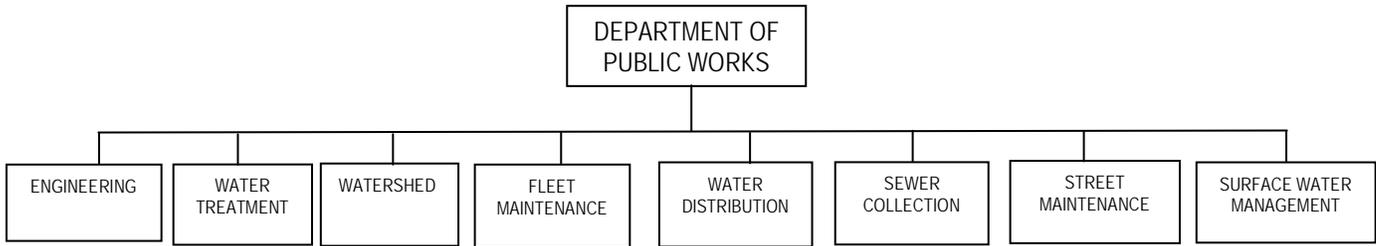
0	0	333,250	580203	JWC - Contingency	333,250	333,250	333,250
0	0	251,750	580206	Contingency	450,000	450,000	450,000
0	0	415,000	580212	Debt Service Contingency	390,000	390,000	390,000
0	0	1,000,000		TOTAL CONTINGENCY	1,173,250	1,173,250	1,173,250

RESERVES

0	0	1,587,585	590304	Unapp Fund Balance	2,164,922	2,164,922	2,187,723
0	0	1,587,585		TOTAL UNAPPROPRIATED FB	2,164,922	2,164,922	2,187,723

3,778,853	4,047,182	7,402,185		TOTAL WATER EXPENDITURES	8,213,811	8,213,811	8,213,811
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WATER SYSTEM DEVELOPMENT CHARGE



MISSION STATEMENT

To provide 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 14-15, \$50,000 is set aside for capacity expansion if necessary

BUDGET DETAIL

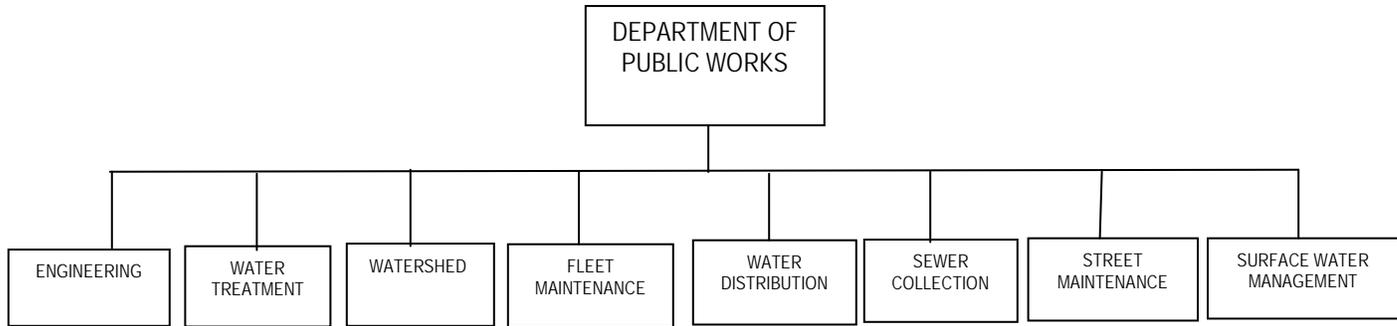
FY 14-15 Revenues
Water SDC
Fund & Dept: 632-53-91

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
373,006	775,172	322,000	451005	System Development Charges	376,591	376,591	376,591
373,006	775,172	322,000		TOTAL CHARGES FOR SERVICES	376,591	376,591	376,591
MISCELLANEOUS REVENUE							
10,518	11,081	2,862	470031	Principal - J Lieb Water SDC	0	0	0
1,079	516	38	470032	Interest - J Lieb Water SDC	0	0	0
12,372	13,186	12,971	470105	Interest	16,605	16,605	16,605
23,969	24,783	15,870		TOTAL MISCELLANEOUS REVENUE	16,605	16,605	16,605
FUND BALANCE AVAILABLE							
1,581,919	1,978,895	2,594,219	495005	Fund Bal Avail For Approp.	3,169,827	3,169,827	3,169,827
1,581,919	1,978,895	2,594,219		TOTAL AVAILABLE	3,169,827	3,169,827	3,169,827
1,978,895	2,778,850	2,932,089		TOTAL WATER SDC RESOURCES	3,563,023	3,563,023	3,563,023

FY 14-15 Expenses
Water SDC
Fund & Dept: 632-53-91

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
0	0	1,200	521150	Professional Services	0	0	0
0	0	1,200		TOTAL MATERIALS & SERVICES	0	0	0
CAPITAL OUTLAY							
0	0	0	550663	JWC - Other Projects	0	0	0
0	0	50,000	550760	Construction Projects	292,000	292,000	292,000
0	0	50,000		TOTAL CAPITAL OUTLAY	292,000	292,000	292,000
TRANSFERS							
0	0	0	570103	Transfers	5,000	5,000	5,000
0	0	0		TOTAL CONTINGENCY	5,000	5,000	5,000
CONTINGENCY							
0	0	100,000	580206	SDC Contingency	100,000	100,000	100,000
0	0	100,000		TOTAL CONTINGENCY	100,000	100,000	100,000
UNAPP FUND BALANCE							
0	0	2,780,889	590304	Unapp Fund Balance	3,166,023	3,166,023	3,166,023
0	0	2,780,889		TOTAL UNAPP FUND BAL	3,166,023	3,166,023	3,166,023
0	0	2,932,089		TOTAL WATER SDC EXPEND	3,563,023	3,563,023	3,563,023

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 1,843 catch basins, 316,600 lineal feet of storm pipes, 43 public water quality facilities, and 46 water quality manholes. Forest Grove sweeps on average 213 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. *(removed 1,419 cubic yards of debris)*

PERFORMANCE MEASURES

- Clean catch basins once per year.
- Clean 17% of the storm pipe system annually.
- Inspect 12.5% 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 1,163 cubic yards of debris)*
- Pick up leaves annually.

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 \$6.25 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 13-14 is \$7.00. CWS is proposing to raise the monthly \$6.25/ESU charge by \$0.50, to \$6.75 per month, per ESU. The City's surcharge is proposed to increase \$0.25 from \$0.75 to \$1.00. Therefore the new SWM fee for FY 14-15 will be \$7.75 per ESU.

Expenditures: Overall, the SWM budget is increasing by approximately \$160,716, or 12%. 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 and new for FY 14-15 there is estimated to be a \$40,000 charge for disposal of street sweeping debris (*CWS intends to issue single full-year invoices to cities for the use of the Forest Grove Site.*) Also, 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 vactor truck. In the capital outlay section, \$39,000 is set aside for storm sewer outfall projects and other surface water projects. \$50,000 is transferred to the Equipment Fund to aid in the purchase of the vactor truck. 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 <u>FY 12-13</u>	Approved <u>FY 13-14</u>	Proposed <u>FY 14-15</u>
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
TOTAL	3.96	3.96	3.96

BUDGET DETAIL

**FY 14-15 Revenues
SWM Fund
Fund & Dept: 640-55**

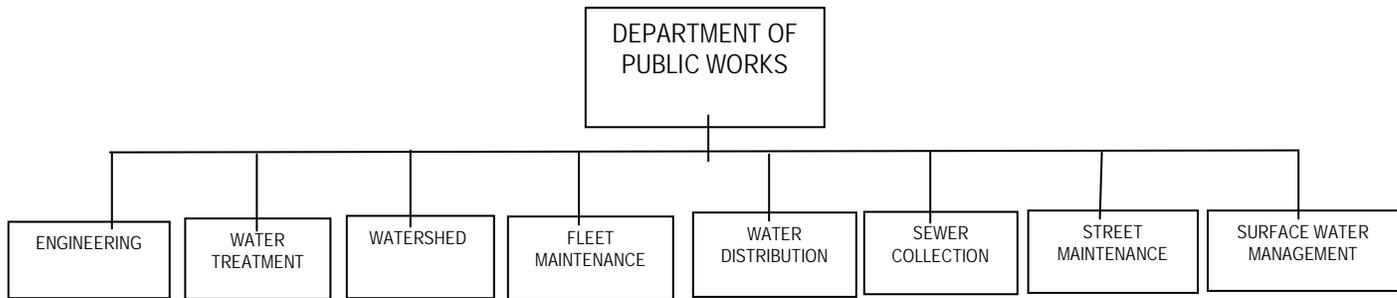
2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
853,475	940,476	1,045,686	440101	Surface Water Management Fees	1,117,846	1,117,846	1,117,846
853,475	940,476	1,045,686		TOTAL CHARGES FOR SERVICES	1,117,846	1,117,846	1,117,846
MISCELLANEOUS REVENUE							
1,805	1,623	0	450057	Other	0	0	0
734	542	1,301	470105	Interest	1,741	1,741	1,741
2,539	2,165	1,301		TOTAL MISCELLANEOUS REVENUE	1,741	1,741	1,741
TRANSFERS & REIMBURSEMENTS							
330,463	277,495	260,099	495005	Fund Bal Avail For Approp.	348,215	348,215	348,215
330,463	277,495	260,099		TOTAL AVAILABLE	348,215	348,215	348,215
1,186,477	1,220,136	1,307,086		TOTAL SWM RESOURCES	1,467,802	1,467,802	1,467,802

**FY 14-15 Expenditures
SWM Fund
Fund & Dept: 640-55**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
198,509	230,495	216,308	511005	Regular Employee Wages	217,591	217,591	216,770
1,290	1,683	0	511015	Overtime	1,000	1,000	1,000
2,468	0	0	511020	Temporary Employee Wages	0	0	0
0	0	0	511021	Unemployment Compensation	0	0	0
58,903	64,490	68,079	512005	Health/Dental Benefits	72,431	72,431	72,431
2,417	2,590	2,094	512008	Health Reimburse Arrange	2,661	2,661	2,661
38,374	42,630	43,838	512010	Retirement	44,288	44,288	44,225
15,343	17,486	16,089	512015	Fica	16,607	16,607	16,583
7,168	7,323	7,633	512020	Worker'S Comp	6,023	6,023	6,023
1,462	1,533	1,115	512025	Other Benefits	1,151	1,151	1,149
1,511	1,601	1,592	512030	Other Payroll Taxes	1,687	1,687	1,685
327,445	369,831	356,748		TOTAL PERSONNEL SERVICES	363,439	363,439	362,527
MATERIALS & SERVICES							
1,006	2,047	2,000	520110	Operating Supplies	2,000	2,000	2,000
0	32	50	520120	Organization Business Expense	150	150	150
2,636	2,848	4,000	520130	Personnel Uniforms & Equipment	4,000	4,000	4,000
98	0	1,000	520150	Utilities	1,050	1,050	1,050
2,203	2,597	3,300	520190	Computer Software	3,300	3,300	3,300
1,782	2,121	4,700	520220	Small Equipment	3,000	3,000	3,000
1,836	6,229	5,500	520240	Construction Supplies	6,000	6,000	6,000
1,440	230	250	520503	Printing	250	250	250
0	0	50	520506	Postage	50	50	50
154	234	630	520509	Telephone	600	600	600
0	1,150	1,500	520521	Public Information	2,000	2,000	2,000

8	6	300	520524	Publications	300	300	300
130	0	200	520530	Memberships	200	200	200
182,823	204,823	234,912	520557	Intergovernmental Services	253,388	253,388	253,388
4,707	4,707	5,178	520578	Insurance & Bonds	9,914	9,914	9,914
375	830	1,800	521003	Training/Conferences	2,000	2,000	2,000
8,210	11,738	14,900	521150	Professional Services	55,000	55,000	55,000
931	655	500	521168	Misc Medical Services	500	500	500
2,726	3,654	2,800	521172	Bank Service Fees	4,000	4,000	4,000
29	441	2,200	522003	Equipment Maint & Oper Supplies	2,000	2,000	2,000
0	219	0	522012	Fuel/Oil	100	100	100
117,216	129,495	144,569	522021	Equipment Fund Charges	140,612	140,612	139,108
536	558	558	522022	Information Systems Fund Charges	1,138	1,138	1,138
142,960	150,377	155,229	522023	General Fund Admin Services	170,040	170,040	170,040
1,331	339	400	522306	Rents & Leases	400	400	400
3,132	3,132	3,132	522309	Building/Facility Rental	3,132	3,132	3,132
0	148	1,000	522312	Facility Maintenance Supplies	1,000	1,000	1,000
476,269	528,610	590,658		TOTAL MATERIALS & SERVICES	666,124	666,124	664,620
CAPITAL OUTLAY							
6,845	0	0	550181	Major Tools & Work Equipment	0	0	0
536	0	0	550800	SWM Projects	0	0	0
57,829	0	30,000	550863	Storm Sewer Construction	39,000	39,000	39,000
65,211	0	30,000		TOTAL CAPITAL OUTLAY	39,000	39,000	39,000
TRANSFERS							
0	0	0	570127	Transfers	50,000	50,000	50,000
42,173	46,836	52,227	570130	In-Lieu Of Tax	55,979	55,979	55,979
42,173	46,836	52,227		TOTAL TRANSFERS	105,979	105,979	105,979
CONTINGENCY							
0	0	40,000	580206	Contingency	40,000	40,000	40,000
0	0	40,000		TOTAL CONTINGENCY	40,000	40,000	40,000
UNAPP FUND BALANCE							
0	0	237,453	590304	Unapp Fund Balance	253,260	253,260	255,676
0	0	237,453		TOTAL UNAPP FUND BAL	253,260	253,260	255,676
911,098	945,277	1,307,086		TOTAL SWM EXPENDITURES	1,467,802	1,467,802	1,467,802

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 14-15 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 14-15, \$50,000 is budgeted for capacity expansion if necessary, including drainage projects associated with new parks and trails.

BUDGET DETAIL

FY 14-15 Revenues SWM SDC Fund Fund & Dept: 642-55							
2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
0	17,848	15,750	451006	In-Lieu Charges - Quality	18,000	18,000	18,000
61,710	65,354	19,250	451007	In-Lieu Charges - Quantity	22,000	22,000	22,000
61,710	83,202	35,000		TOTAL CHARGES FOR SERVICES	40,000	40,000	40,000
MISCELLANEOUS REVENUE							
1,431	1,614	1,613	470105	Interest	1,916	1,916	1,916
1,431	1,614	1,613		TOTAL MISCELLANEOUS REVENUE	1,916	1,916	1,916
TRANSFERS & REIMBURSEMENTS							
0	0	0	470020	Swm Fund (Quantity)	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBURSEMNT	0	0	0
FUND BALANCE AVAILABLE							
217,022	280,164	322,559	495005	Fund Bal Avail For Approp.	383,160	383,160	383,160
217,022	280,164	322,559		TOTAL AVAILABLE	383,160	383,160	383,160
280,164	364,980	359,171		TOTAL SWM SDC RESOURCES	425,076	425,076	425,076

**FY 14-15 Expenditures
SWM SDC Fund Fund
& Dept: 642-55**

2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
0	0	0	520557	Intergovernmental Services	0	0	0
0	0	0	521150	Professional Services	0	0	0
0	0	0		TOTAL MATERIALS & SERVICES	0	0	0
CAPITAL OUTLAY							
0	0	0	550760	Construction Projects	0	0	0
13,100	20,000	0	550860	Quantity System Improvements	75,000	75,000	75,000
0	0	0	550861	Quality Systems Improvements	75,000	75,000	75,000
36	0	50,000	550863	Storm Sewer Construction	50,000	50,000	50,000
13,136	20,000	50,000		TOTAL CAPITAL OUTLAY	200,000	200,000	200,000
CONTINGENCY							
0	176,798	170,044	580208	SDC Contingency Quantity	93,784	93,784	93,784
0	144,653	139,127	580207	SDC Contingency Quality	131,292	131,292	131,292
0	321,451	309,171		TOTAL CONTINGENCY	225,076	225,076	225,076
UNAPP FUND BALANCE							
0	0	0	590304	Unapp Fund Balance	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
13,136	341,451	359,171		TOTAL SWM SDC EXPENDITURES	425,076	425,076	425,076

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SPECIAL REVENUE FUNDS

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

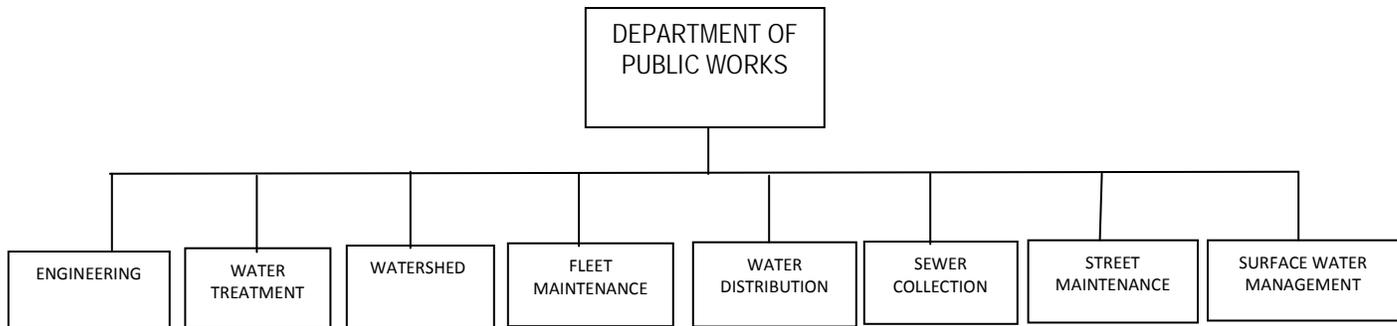
**FY 14-15 Resources
Building Permit Fund
Fund & Dept: 205-32**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				CHARGES FOR SERVICES			
144	19	0	440025	Copy Service	0	0	0
144	19	0		TOTAL CHARGES FOR SERVICES	0	0	0
				LICENSES,PERMITS,FEES			
300,825	339,218	325,007	450074	Building Permit	140,775	140,775	140,775
0	1,682	0	450076	Manufactured Home Permits	360	360	360
70,472	79,440	74,870	450078	Plumbing Permits	35,020	35,020	35,020
21,095	28,296	19,480	450080	Mechanical Permits	12,057	12,057	12,057
35,291	39,901	39,001	450082	Structural State Surcharge	15,580	15,580	15,580
0	173	0	450084	Manuf. Housing State Surcharge	43	43	43
8,331	9,407	8,984	450086	Plumbing State Surcharge	13,925	13,925	13,925
2,532	3,396	2,338	450088	Mechanical Plans St. Surchrg	2,610	2,610	2,610
174,237	235,684	191,520	450106	Structural Plan Review Fees	83,330	83,330	83,330
4,730	493	4,450	450108	Plumbing Plan Review Fees	260	260	260
4,157	6,033	1,500	450110	Mechanical Plan Review Fees	874	874	874
9,079	16,071	23,730	450112	FI&S Plan Review Fees	2,000	2,000	2,000
29,925	47,674	21,950	450124	Erosion Control Fees	22,000	22,000	22,000
38	74	1,100	450126	Misc-Reinspect/Investigate Fee	800	800	800
0	0	50,000	450130	Cornelius Permit Revenue	31,870	31,870	31,870
660,711	807,542	763,930		TOTAL LICENSES,PERMITS,FEES	361,504	361,504	361,504
				MISCELLANEOUS REVENUE			
2,612	4,089	4,000	470105	Interest	5,000	5,000	5,000
2,612	4,089	4,000		TOTAL MISCELLANEOUS REVENUE	5,000	5,000	5,000
				FUND BALANCE AVAILABLE			
440,558	670,240	850,808	495005	Fund Bal Avail For Approp.	1,180,514	1,180,514	1,180,514
440,558	670,240	850,808		TOTAL AVAILABLE	1,180,514	1,180,514	1,180,514
1,104,026	1,481,890	1,618,738		TOTAL BUILDING RESOURCES	1,547,018	1,547,018	1,547,018

**FY 14-15 Expenditures
Building Permit Fund
Fund & Dept: 205-32**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
198,865	226,340	308,513	511005	Regular Employee Wages	303,617	303,617	311,683
0	0	12,572	511010	Part-Time Employee Wages	0	0	0
0	12,559	0	511020	Temporary Employee Wages	0	0	0
35,938	42,032	62,909	512005	Health/Dental Benefits	69,956	69,956	69,956
1,991	2,306	3,052	512008	Health Reimb Arrangement	3,341	3,341	3,341
40,072	46,459	57,050	512010	Retirement	52,349	52,349	53,482
14,786	18,059	24,563	512015	FICA	23,227	23,227	23,844
1,259	1,319	1,974	512020	Workers Comp	1,842	1,842	1,842
1,350	1,783	1,747	512025	Other Benefits	1,654	1,654	1,654
1,443	1,778	2,406	512030	Other Payroll Taxes	2,323	2,323	2,431
295,704	352,635	474,786		TOTAL PERSONNEL SERVICES	458,309	458,309	468,233
MATERIALS & SERVICES							
967	1,667	975	520110	Operating Supplies	975	975	975
0	0	300	520120	Organization Business Expense	400	400	400
0	0	3,200	520190	Computer Software	3,200	3,200	3,200
1,967	0	0	520200	Computer Software Maintenance	0	0	0
0	0	100	520220	Small Equipment	1,000	1,000	1,000
562	618	1,000	520503	Printing	1,000	1,000	1,000
174	277	200	520506	Postage	0	0	0
1,063	1,158	1,850	520509	Telephone	1,300	1,300	1,300
0	0	150	520521	Public Information	150	150	150
520	97	1,500	520524	Publications	2,000	2,000	2,000
1,238	415	950	520530	Memberships	950	950	950
53,362	58,051	31,885	520557	Intergovernmental Services	42,158	42,158	40,569
469	469	516	520578	Insurance & Bonds	1,016	1,016	1,016
1,367	394	9,000	521003	Training/ Conferences	4,250	4,250	4,250
0	0	3,000	521113	Attorney Services	3,000	3,000	3,000
17,163	6,295	18,800	521150	Professional Services	22,500	22,500	24,250
85	84	150	521172	Bank Service Fees	150	150	150
162	0	900	522003	Equipment Maint & Oper Supplies	900	900	900
9,297	9,560	9,789	522021	Equipment Fund Charges	9,839	9,839	9,839
5,687	5,635	5,635	522022	Info Systems Fund Charges	5,527	5,527	5,527
44,000	45,760	47,833	522023	General Fund Admin Services	50,225	50,225	51,814
0	0	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
138,081	130,480	137,733		TOTAL MATERIALS & SERVICES	150,540	150,540	152,290
CONTINGENCY							
0	0	250,000	580206	Contingency	250,000	250,000	250,000
0	0	250,000		TOTAL CONTINGENCY	250,000	250,000	250,000
UNAPP FUND BALANCE							
0	0	756,219	590304	Unapp Fund Balance	688,169	688,169	676,495
0	0	756,219		UNAPP FUND BALANCE	688,169	688,169	676,495
433,785	483,115	1,618,738		TOTAL BUILDING EXPENDITURES	1,547,018	1,547,018	1,547,018

STREET



MISSION STATEMENT

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

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.
- Inspect all regulatory, warning, and guide signs on an annual basis per Federal requirements in Section 2A.07 of the Manual on Uniform Traffic Control Devices (2,346 regulatory signs, 540 warning signs and 152 guide signs).

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 \$33.03 for FY 14-15. Coupled with the OTIA distribution, the total per capita State funding is \$38.91 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 \$18.91 per capita for FY 14-15. 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, 2013 is estimated to be 22,340, per Portland State University’s Population Research Center, which is 880 more than the population estimate used in FY 2013-14 of 21,460.

The beginning fund balance in the Street Fund includes \$262,889 from Washington County. This amount was included in the Transfer of Jurisdiction of several County roads within the City limits. This money will be used to bring the pavement up to standards on those roads. The City’s new street light fee (\$1.50 per mo. per electric bill) went into effect last year and is generating funds that will cover the estimated cost of street lights (including electricity and bulb replacement).

Expenditures: The Materials and Services budget category remains basically unchanged from FY 13-14, increasing slightly \$29,190. Many different accounts are adjusted slightly up or down as budget needs were reviewed for FY 14-15. In the Capital Outlay category of the budget, the purchase of a snow plow is added for \$10,000. Obtaining a second plow attachment will give Public Works another tool to combat snow covered roads. 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 and has been delayed by ODOT and is expected to be completed in FY 14-15. The Street Construction account includes a deposit made by Wal-Mart 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 \$392,650 in FY 14-15, in the Construction Maintenance account. This is up significantly from last year and includes the transfer money from Washington County for the newly annexed areas.

The Contingency in the Street Fund will remain the same at \$100,000; however the unappropriated fund balance is increasing as a result of the added revenue in the Street Fund. While this figure is adequate, it does not meet the full needs of the Street Department and additional funds may be needed in the future. The Senior Planner position has been eliminated from the Street Fund saving 0.20FTE in the budget.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 12-13</u>	Approved <u>FY 13-14</u>	Proposed <u>FY 14-15</u>
Public Works Superintendent	0.20	0.20	0.20
Public Works 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
TOTAL	3.48	3.40	3.20

BUDGET DETAIL

FY 14-15 Revenues								
Street Fund								
Fund & Dept: 210-52								
2011-12	2012-13	2013-14				2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE								
0	0	0	420041	Washington County MSTIP		0	0	0
1,142,672	1,155,239	1,198,241	422015	State Gas Tax		1,286,744	1,286,744	1,286,744
81,103	79,042	83,430	422025	County Gas Tax		82,177	82,177	82,177
0	0	0	430216	FEMA Reimbursement		0	0	0
0	45,000	0	430703	Bike Shelter Grant		0	0	0
0	0	0	430706	CDBG		0	0	0
0	0	0	430710	Safe Routes To School Grant		0	0	0
7,000	0	0	430718	Wayfaring Signage Grants		0	0	0
			440172	Street Light Fee		140,000	140,000	140,000
1,230,775	1,279,281	1,281,671		TOTAL INTERGOVERNMENT REVENUE		1,508,921	1,508,921	1,508,921
MISCELLANEOUS REVENUE								
11,550	35,000	0	450100	Street Improv Fee-N Central Projects		0	0	0
0	1,680	0	450114	Street Improv Fee- Cross-SG Wy Paving		0	0	0
0	8,657	1,000	450110	External Work Performed		1,000	1,000	1,000
2,462	1,277	2,810	470105	Interest		3,650	3,650	3,650
0	18,395	0	470131	Sidewalk Program Interest		0	0	0
0	0	0	470132	Sidewalk Program Principal		0	0	0
0	9,345	100,000	470133	Sidewalk Program Pay-In-Full		100,000	100,000	100,000
17,789	3,279	0	450057	Other		0	0	0
0	609	0	445010	Sale Of Materials		0	0	0
31,801	78,242	103,810		TOTAL MISCELLANEOUS REVENUE		104,650	104,650	104,650
FUND BALANCE AVAILABLE								
788,907	614,454	562,028	495005	Fund Bal Avail For Approp.		1,065,045	1,065,045	1,065,045
788,907	614,454	562,028		TOTAL AVAILABLE		1,065,045	1,065,045	1,065,045
2,051,484	1,971,977	1,947,509		TOTAL STREET RESOURCES		2,678,616	2,678,616	2,678,616

FY 14-15 Expenditures**Street Fund****Fund & Dept: 210-52**

2011-12	2012-13	2013-14				2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
PERSONNEL SERVICES								
221,785	203,169	176,511	511005	Regular Employee Wages		178,809	178,809	178,064
1,903	1,423	2,898	511015	Overtime		7,094	7,094	7,094
0	0	0	511021	Unemployment Compensation		0	0	0
1,406	0	0	511020	Temporary Employee Wages		0	0	0
47,226	53,577	55,306	512005	Health/Dental Benefits		59,357	59,357	59,357
2,150	2,220	1,716	512008	Health Reimburs Arrange		2,162	2,162	2,162
43,701	39,084	35,808	512010	Retirement		36,343	36,343	36,295
17,114	15,427	13,419	512015	FICA		14,183	14,183	14,165
5,789	6,280	6,309	512020	Worker's Comp		4,906	4,906	4,906
1,337	1,397	930	512025	Other Benefits		983	983	981
1,446	1,419	1,328	512030	Other Payroll Taxes		1,442	1,442	1,441
343,858	323,996	294,224		TOTAL PERSONNEL SERVICES		305,279	305,279	304,465

MATERIALS & SERVICES

1,659	2,039	2,000	520110	Operating Supplies	3,000	3,000	3,000
20	49	50	520120	Organization Business Expense	150	150	150
1,850	2,597	3,000	520130	Personnel Uniforms & Equipment	3,000	3,000	3,000
72,184	72,596	78,000	520150	Utilities	78,000	78,000	78,000
2,053	2,448	2,500	520190	Computer Software	3,000	3,000	3,000
3,778	2,003	3,250	520220	Small Equipment	3,500	3,500	3,500
51,723	54,367	62,000	520240	Construction Supplies	62,000	62,000	62,000
73,000	73,000	73,000	520280	Street Light Maint. (4003509)	80,000	80,000	80,000
339	231	800	520503	Printing	500	500	500
174	11	100	520506	Postage	200	200	200
763	688	800	520509	Telephone	800	800	800
132	149	500	520521	Public Information	500	500	500
8	6	300	520524	Publications	300	300	300
30	0	0	520530	Memberships	100	100	100
0	0	0	520533	Recruiting Expenses	0	0	0
16,595	21,283	22,000	520557	Intergovernmental Services	22,000	22,000	22,000
4,958	4,958	5,454	520578	Insurance & Bonds	4,191	4,191	4,191
1,321	1,439	1,800	521003	Training/Conferences	2,000	2,000	2,000
2,058	0	0	521113	Attorney Services	0	0	0
1,509	711	1,700	521150	Professional Services	1,500	1,500	1,500
653	455	250	521168	Misc Medical Services	250	250	250
683	672	700	521172	Bank Service Fees	800	800	800
396	2,174	1,650	522003	Equipment Maint & Oper Supplies	1,650	1,650	1,650
1,256	1,724	1,000	522012	Fuel/Oil	1,000	1,000	1,000
84,324	89,816	91,342	522021	Equipment Fund Charges	66,321	66,321	65,624
2,246	2,302	2,302	522022	Information Systems Fund Charges	2,537	2,537	2,537
416,737	436,703	436,594	522023	General Fund Admin Services	481,983	481,983	481,983
8,931	8,000	9,000	522306	Rents & Leases	10,000	10,000	10,000
3,132	3,132	3,132	522309	Building/Facility Rental	3,132	3,132	3,132
0	0	0	522312	Facility Maintenance Supplies	0	0	0
1,470	0	1,000	522315	Facility Mnt/Repairs	1,000	1,000	1,000
753,982	783,553	804,224		TOTAL MATERIALS & SERVICES	833,414	833,414	832,717

CAPITAL OUTLAY

0	66,087	100,000	550580	Sidewalk Program	100,000	100,000	100,000
30,908	0	5,000	550181	Major Tools & Work Equipment	15,000	15,000	15,000
296,028	167,673	100,000	550563	Construction Maintenance	392,650	392,650	392,650
12,254	137,803	309,469	550575	Street Construction	204,469	204,469	204,469
0	0	0	551060	CDBG Projects	0	0	0
0	0	50,000	551066	Safe Routes To School	50,000	50,000	50,000
339,190	371,563	564,469		TOTAL CAPITAL OUTLAY	762,119	762,119	762,119

CONTINGENCIES

0	0	100,000	580206	Contingency	100,000	100,000	100,000
0	0	100,000		TOTAL CONTINGENCY	100,000	100,000	100,000

UNAPP FUND BALANCE

0	0	184,592	590304	Unapp Fund Balance	677,804	677,804	679,315
0	0	184,592		TOTAL UNAPP FUND BAL	677,804	677,804	679,315

1,437,030	1,479,112	1,947,509		TOTAL STREET EXPENDITURES	2,678,616	2,678,616	2,678,616
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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.

A review of this fund revealed that administrative charges have not been transferred appropriately for the past 14 years. The retroactive administrative charges of \$101,650 will be transferred to the Major Maintenance Fund, and the on-going charges of \$6,750 will be transferred to the General Fund.

BUDGET DETAIL

FY 14-15 Expenditures Street Tree Fund Fund & Dept: 212-31

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
RESOURCES							
44,570	67,057	51,000	450140	Tree Planting Fees	40,000	40,000	40,000
380	445	500	470105	Interest	75	75	75
	0	0	472025	Tree Compensation Revenue	0	0	0
88,050	104,657	129,500	495005	Fund Bal Avail. for Approp.	12,676	12,676	12,676
133,000	172,159	181,000		TOTAL RESOURCES	52,751	52,751	52,751
EXPENDITURES							
28,343	34,357	72,600	520290	Street Tree Planting	46,001	46,001	46,001
0	0	6,750	570103	Transfer to General Fund	6,750	6,750	6,750
0	0	101,650	570127	Transfer to Other Funds	0	0	0
28,343	34,357	181,000		TOTAL EXPENDITURES	52,751	52,751	52,751

911 EMERGENCY FUND

DEPARTMENT OVERVIEW

The State of Oregon requires every public and private safety agency to participate in a 9-1-1 emergency telephone system. Forest Grove transferred its police dispatch services to WCCCA as of July 1, 2002. The City had paid its 9-1-1 telephone tax revenue to WCCCA after receiving the funds from the State. The State now pays the 9-1-1 telephone tax directly to WCCCA and the City is no longer required to account for the 9-1-1 funds. This fund is presented for history purposes only.

BUDGET DETAIL

Note for 14-15: 911 Taxes now paid directly to WCCCA by the State and the City is no longer required to budget for the 911 tax payments.

FY 14-15 Revenues 911 Emergency Fund Fund & Dept: 215-20

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
INTERGOVERNMENTAL REVENUE							
104,186	51,918	0	422035	911 EMERGENCY TAX	0	0	0
104,186	51,918	0		TOTAL INTERGOVERNMENT REVENUE	0	0	0
FUND BALANCE AVAILABLE							
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	0	0	0
0	0	0		TOTAL AVAILABLE	0	0	0
104,186	51,918	0		TOTAL 9-1-1 RESOURCES	0	0	0

FY 14-15 Expenditures 911 Emergency Fund Fund & Dept: 215-20

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
104,186	50,918	0	520557	INTERGOVERNMENTAL SERVICES	0	0	0
104,186	50,918	0		TOTAL MATERIALS & SERVICES	0	0	0
104,186	50,918	0		TOTAL 9-1-1 EXPENDITURES	0	0	0

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

FY 14-15 Revenues
Forfeiture Sharing Fund
Fund & Dept & Division: 220-21-40

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				FINES AND FORFEITURES			
0	0	0	460150	Forfeiture Sharing Revenue	0	0	0
0	0	0		TOTAL FINES AND FORFEITURES	0	0	0
				FUND BALANCE AVAILABLE			
46	0	0	495005	Fund Bal Avail For Approp.	0	0	0
46	0	0		TOTAL AVAILABLE	0	0	0
46	0	0		TOTAL FORFEITURE SHARING FUND	0	0	0

FY 14-15 Expenditures
Forfeiture Sharing Fund
Fund & Dept & Division: 220-21-40

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				MATERIALS & SERVICES			
46	0	0	520220	Small Equipment	0	0	0
46	0	0		TOTAL MATERIALS & SERVICES	0	0	0
				TRANSFERS			
0	0	0	570103	To General Fund	0	0	0
0	0	0		TOTAL TRANSFERS	0	0	0
46	0	0		TOTAL FORFEITURE SHARING FUND	0	0	0

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 2014-15, two positions are budgeted in this fund as noted in the Department Overview above. This budget assumes that the grant that expires in February, 2015, will be renewed.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 12-13</u>	Appropriated <u>FY 13-14</u>	Proposed <u>FY 14-15</u>
Fire Captain	2.00	2.00	2.00
TOTAL	2.00	2.00	2.00

BUDGET DETAIL

FY 14-15 Revenues
Fire SAFER Grant Fund
Fund & Dept & Division: 226-22-10

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				INTERGOVERNMENTAL REVENUE			
0	0	255,984	430214	Homeland Security Grant	284,503	284,503	284,503
0	0	255,984		TOTAL INTERGOVERNMENTAL REVENUE	284,503	284,503	284,503
				FUND BALANCE AVAILABLE			
0	0	0	495005	Fund Balance Avail For Appropriations	0	0	0
0	0	0		TOTAL AVAILABLE	0	0	0
0	0	255,984		TOTAL SAFER GRANT RESOURCES	284,503	284,503	284,503

FY 14-15 Expenditures
Fire SAFER Grant Fund
Fund & Dept & Division: 226-22-10

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				PERSONAL SERVICES			
0	0	156,229	511005	Regular Employee Wages	176,200	176,200	176,200
0	0	43,102	512005	Health/Dental Benefits	43,275	43,275	43,275
0	0	1,401	512008	Health Reimb Arrange	1,582	1,582	1,582
0	0	34,214	512010	Retirement	40,174	40,174	40,174
0	0	11,952	512015	FICA	13,479	13,479	13,479
0	0	2,981	512020	Worker's Comp	3,345	3,345	3,345
0	0	1,008	512025	Other Benefits	1,114	1,114	1,114
0	0	1,097	512030	Other Payroll Taxes	1,334	1,334	1,334
0	0	251,984		TOTAL PERSONAL SERVICES	280,503	280,503	280,503
				MATERIALS & SERVICES			
0	0	4,000	520110	Operating Supplies	4,000	4,000	4,000
0	0	0	520220	Small Equipment	0	0	0
0	0	0	520521	Public Information	0	0	0
0	0	0	520524	Publications	0	0	0
0	0	0	520530	Memberships	0	0	0
0	0	0	520578	Insurance & Bonds	0	0	0
0	0	0	521003	Training/Conferences	0	0	0
0	0	0	522022	Inform Systems Fund	0	0	0
0	0	4,000		TOTAL MATERIALS & SERVICES	4,000	4,000	4,000
0	0	255,984		TOTAL SAFER GRANT EXP	284,503	284,503	284,503

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

FY 14-15 Revenues								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2011-12	2012-13	2013-14				2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
MISCELLANEOUS REVENUE								
206	222	300	470105	Interest		210	210	210
206	222	300		TOTAL MISCELLANEOUS REVENUE		210	210	210
FUND BALANCE AVAILABLE								
503	509	0	495005	Fund Bal Avail For Approp.		0	0	0
41,187	41,187	41,187	495006	Restricted Fund Balance		41,452	41,452	41,452
41,690	41,696	41,187		TOTAL AVAILABLE		41,452	41,452	41,452
41,896	41,918	41,487		TOTAL LIB ENDOWMENT RESOURCES		41,662	41,662	41,662

FY 14-15 Expenditures								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2011-12	2012-13	2013-14				2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
MATERIALS & SERVICES								
0	0	300	520220	Small Equipment		475	475	475
0	0	300		TOTAL MATERIALS & SERVICES		475	475	475
TRANSFERS								
200	672	0	570127	To Library Donations Fund		0	0	0
200	672	0		TOTAL TRANSFERS		0	0	0
UNAPPROPRIATED ENDING FUND BAL								
0	0	41,187	590304	Unappropriated Ending Fund Bal		41,187	41,187	41,187
0	0	41,187		TOTAL UNAPPROPRIATE END FD BAL		41,187	41,187	41,187
200	672	41,487		TOTAL LIB ENDOWMENT EXPEND.		41,662	41,662	41,662

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

NOTE: going to history only - foundation has been paying expenses directly

			FY 14-15 Revenues					
			Library Donations Fund					
			Fund & Dept: 250-14					
2011-12	2012-13	2013-14			2014-15	2014-15	2014-15	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
TRANSFERS								
200	672	0	481005	From Library Endowment Fund	0	0	0	
200	672	0		TOTAL TRANSFERS	0	0	0	
FUND BALANCE AVAILABLE								
1,484	1,684	0	495005	Fund Bal Avail For Approp.	0	0	0	
1,484	1,684	0		TOTAL AVAILABLE	0	0	0	
1,684	2,356	0		TOTAL LIB DONATIONS RESOURCES	0	0	0	

			FY 14-15 Expenditures					
			Library Donations Fund					
			Fund & Dept: 250-14					
2011-12	2012-13	2013-14			2014-15	2014-15	2014-15	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
MATERIALS & SERVICES								
0	2,356	0	520220	Small Equipment	0	0	0	
0	2,356	0		TOTAL MATERIALS & SERVICES	0	0	0	
UNAPPROPRIATED ENDING FUND BAL								
0	0	0	560304	Unappropriated Ending Fund Bal	0	0	0	
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0	
0	2,356	0		TOTAL LIB DONATIONS EXPEND.	0	0	0	

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%.

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 2014-15. All of the funds have been expended on trail and bike path maintenance as of June 30, 2014. This fund will become inactive until any additional funds are received from Waste Management.

BUDGET DETAIL

			FY 14-15 Revenues Trail System Fund Fund & Dept: 260-16			2014-15	2014-15	2014-15
2011-12	2012-13	2013-14	Account	Title	Proposed	Approved	Adopted	
Actual	Actual	Budgeted						
INTERGOVERNMENTAL REVENUE								
0	0	0	465200	WM Trail Sponsorship	0	0	0	
0	0	0		TOTAL INTERGVMNT REVENUE	0	0	0	
MISCELLANEOUS REVENUE								
272	210	150	450005	Interest	0	0	0	
272	210	150		TOTAL MISCELLANEOUS REVENUE	0	0	0	
FUND BALANCE AVAILABLE								
66,555	47,015	47,220	485005	Fund Bal Avail For Approp.	0	0	0	
66,555	47,015	47,220		TOTAL AVAILABLE	0	0	0	
66,827	47,225	47,370		TOTAL TRAIL SYSTEM FUND RESOURCES	0	0	0	

			FY 14-15 Expenditures Trail System Fund Fund & Dept: 260-16			2014-15	2014-15	2014-15
2011-12	2012-13	2013-14	Account	Title	Proposed	Approved	Adopted	
Actual	Actual	Budgeted						
MATERIALS & SERVICES								
0	0	0	522320	Trail Maintenance	0	0	0	
0	0	0		TOTAL MATERIALS AND SERVICES	0	0	0	
CAPITAL OUTLAY								
19,812	0	47,370	550240	Trail Development	0	0	0	
19,812	0	47,370		TOTAL CAPITAL OUTLAY	0	0	0	
UNAPPROPRIATED ENDING FUND BAL								
0	0	0	560304	UNAPPROPRIATED ENDING FUND BAL	0	0	0	
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0	
19,812	0	47,370		TOTAL TRAIL SYSTEM FUND EXPEND.	0	0	0	

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 14-15 Revenues Transportation System Fund Fund & Dept: 265-12

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
528,354	540,199	570,000	430725	DHS Transportation Grant	570,000	570,000	570,000
528,354	540,199	570,000		TOTAL INTERGVMNT REVENUE	570,000	570,000	570,000
FUND BALANCE AVAILABLE							
0	0	0	495005	Fund Bal Avail For Approp.	0	0	0
0	0	0		TOTAL AVAILABLE	0	0	0
528,354	540,199	570,000		TOTAL TRANSP SYS FUND RESOURCES	570,000	570,000	570,000

FY 14-15 Expenditures Transportation System Fund Fund & Dept: 265-12

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
528,354	540,199	570,000	523015	Transportation Grant	570,000	570,000	570,000
528,354	540,199	570,000		TOTAL MATERIALS AND SERVICES	570,000	570,000	570,000
UNAPPROPRIATED ENDING FUND BAL							
0	0	0	590304	Unappropriated Ending Fund Bal	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
528,354	540,199	570,000		TOTAL TRAIL SYSTEM FUND EXPEND.	570,000	570,000	570,000

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 construction 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

A transfer of \$500,000 from the General Fund is proposed for FY 2014-15. Potential projects include: 1) sealing the edge of the parking lot at the Police Department to prevent water intrusion into the building; 2) repair the shower room floors at the Aquatic Center; 3) replace HVAC systems at the Fire Department and do roofing repairs at the same time.

BUDGET DETAIL

Major Maintenance Fund FY 14-15 Revenues Fund & Dept & Division: 270-12-50

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				INTERGOVERNMENTAL REVENUE			
0	0	0	420050	Rural Fire District	32,500	32,500	32,500
0	0	0		TOTAL INTERGOVT. REVENUE	32,500	32,500	32,500
				MISCELLANEOUS REVENUE			
3,045	2,892	2,400	470105	Interest	3,500	3,500	3,500
3,045	2,892	2,400		TOTAL MISCELLANEOUS REVENUE	3,500	3,500	3,500
				TRANSFERS			
50,000	270,000	101,650	481005	From Other Funds	500,000	500,000	500,000
50,000	270,000	101,650		TOTAL TRANSFERS	500,000	500,000	500,000
				FUND BALANCE AVAILABLE			
546,166	426,601	673,884	485005	Fund Bal Avail For Appropriation	618,738	618,738	618,738
546,166	426,601	673,884		TOTAL AVAILABLE	618,738	618,738	618,738
599,211	699,493	777,934		TOTAL MAJOR MAINT. FUND RESOURCES	1,154,738	1,154,738	1,154,738

Major Maintenance Fund FY 14-15 Expenditures Fund & Dept & Division: 270-12-50

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				CAPITAL OUTLAY			
172,610	25,116	250,000	550166	Building Improvements	500,000	500,000	500,000
172,610	25,116	250,000		TOTAL CAPITAL OUTLAY	500,000	500,000	500,000
				UNAPPROPRIATED ENDING FUND BAL			
0	0	527,934	590304	Unappropriated Ending Fund Bal	654,738	654,738	654,738
0	0	527,934		TOTAL UNAPPROPRIATE END FD BAL	654,738	654,738	654,738
172,610	25,116	777,934		TOTAL MAJOR MAINT. FUND EXPENDITURES	1,154,738	1,154,738	1,154,738

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. The City Council determines the allocation of the funding to the applicants. 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 14-15 Revenues Community Enhancement Fund Fund & Dept & Division: 275-12-50

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
INTERGOVERNMENTAL REVENUE							
54,940	53,488	55,000	420025	Metro Enhancement Fee	53,800	53,800	53,800
54,940	53,488	55,000		TOTAL INTERGOVERNMENTAL REVENUE	53,800	53,800	53,800
MISCELLANEOUS REVENUE							
454	0	0	431001	Repayment Of Grants	0	0	0
3	0	0	470105	Interest	0	0	0
457	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
FUND BALANCE AVAILABLE							
14,193	14,447	13,162	495005	Fund Bal Avail For Approp.	16,297	16,297	16,297
14,193	14,447	13,162		TOTAL AVAILABLE	16,297	16,297	16,297
69,590	67,935	68,162		TOTAL CEP RESOURCES	70,097	70,097	70,097

FY 14-15 Expenditures Community Enhancement Fund Fund & Dept & Division: 275-12-50

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
55,143	53,562	58,310	523003	Community Enhancement Grants	56,604	56,604	56,604
0	0	3,000	523004	CEP Prior Year Carryover	5,082	5,082	5,082
55,143	53,562	61,310		TOTAL MATERIALS & SERVICES	61,686	61,686	61,686
CAPITAL OUTLAY							
0	0	0	551061	COMMUNITY ENHANCEMENT PROJ.	0	0	0
0	0	0		TOTAL CAPITAL OUTLAY	0	0	0
UNAPPROPRIATED ENDING FUND BAL							
0	0	6,852	590304	Unappropriated Ending Fund Bal	8,411	8,411	8,411
0	0	6,852		TOTAL UNAPPROPRIATED END FD BAL	8,411	8,411	8,411
55,143	53,562	68,162		TOTAL CEP EXPENDITURES	70,097	70,097	70,097

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 which will be completed in September 2014.

BUDGET DETAIL

FY 14-15 Revenues Public Arts Donation Fund Fund & Dept: 280-11

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MISCELLANEOUS REVENUE							
2,193	3,465	2,000	471026	Donations	2,000	2,000	2,000
38	42	50	470105	INTEREST	80	80	80
2,231	3,507	2,050		TOTAL MISCELLANEOUS REVENUE	2,080	2,080	2,080
FUND BALANCE AVAILABLE							
7,516	7,831	10,014	495005	FUND BAL AVAIL FOR APPROP.	14,705	14,705	14,705
7,516	7,831	10,014		TOTAL FUND BAL AVAIL	14,705	14,705	14,705
9,747	11,338	12,064		TOTAL RESOURCES	16,785	16,785	16,785

FY 14-15 Expenditures Public Arts Donation Fund Fund & Dept: 280-11

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
1,916	250	12,064	520564	Public Arts Commission Expenditures	16,785	16,785	16,785
				TOTAL MATERIALS & SERVICES	16,785	16,785	16,785
1,916	250	12,064		TOTAL FIRE SERVICE EXPENDITURES	16,785	16,785	16,785

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INTERNAL SERVICE FUNDS

INFORMATION SYSTEMS FUND

MISSION STATEMENT

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 2014-15 include

- Continuing the process of consolidating servers using virtual servers.
- Continuing the City's replacement program for employees' work stations and file servers.

Working with a recently established Information Technology Steering Committee consisting of staff from various departments to review use of technology and develop written IT policies.

BUDGET DETAILS

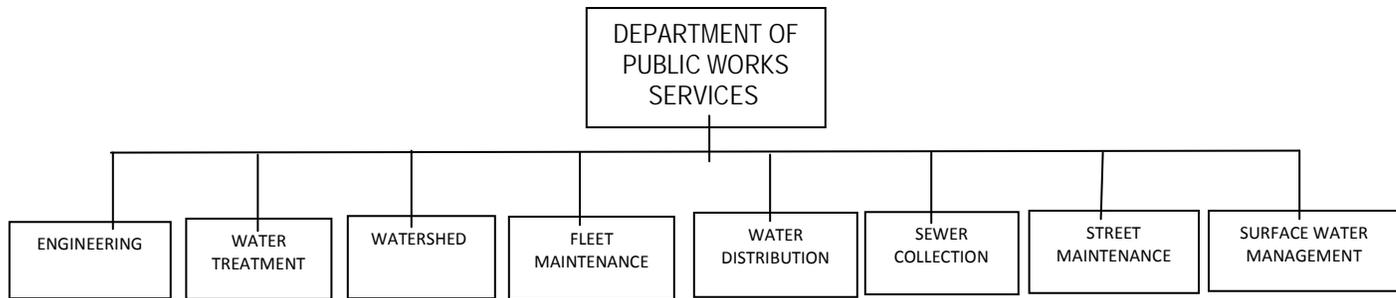
FY 14-15 Revenues
Information Systems Fund
Fund & Dept & Division: 710-12-30

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
197,455	199,820	203,752	440225	Equipment Charges	222,536	222,536	229,076
197,455	199,820	203,752		TOTAL CHARGES FOR SERVICES	222,536	222,536	229,076
MISCELLANEOUS REVENUE							
0	0	0	430601	Library Computer Grant	0	0	0
4,054	3,728	3,000	470105	Interest	3,000	3,000	3,000
1,159	0	0	472005	Miscellaneous Revenue	0	0	0
5,213	3,728	3,000		TOTAL MISCELLANEOUS REVENUE	3,000	3,000	3,000
FUND BALANCE AVAILABLE							
620,317	600,291	629,372	495005	Fund Balance Avail For Appropriations	526,718	526,718	526,718
620,317	600,291	629,372		TOTAL AVAILABLE	526,718	526,718	526,718
822,985	803,839	836,124		TOTAL INFO SYSTEMS RESOURCES	752,254	752,254	758,794

FY 14-15 Expenditures
Information Systems Fund
Fund & Dept & Division: 710-12-30

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
87	226	500	520110	Operating Supplies	500	500	500
15,129	1,880	5,950	520190	Computer Software	5,950	5,950	5,950
30,621	48,616	67,239	520200	Computer Software Maintenance	47,140	47,140	59,826
8,875	18,559	17,500	520210	Computer Supplies	17,500	17,500	17,500
95,414	49,946	89,915	520220	Small Equipment	55,608	55,608	49,462
13	56	0	520506	Postage	0	0	0
7,472	10,204	10,329	520557	Intergovernmental Services	10,329	10,329	10,329
749	300	13,000	521003	Training/Conference	7,500	7,500	7,500
5,872	18,399	19,500	521150	Professional Services	6,000	6,000	6,000
8,028	8,028	8,028	522003	Equipment Maint & Oper Supplies	8,028	8,028	8,028
172,260	157,853	231,961		TOTAL MATERIALS & SERVICES	158,555	158,555	165,095
CAPITAL OUTLAY							
47,808	14,362	50,600	550051	Office Furniture & Equipment	115,700	115,700	115,700
2,625		60,000	550460	Accounting System	0	0	0
50,433	14,362	110,600		TOTAL CAPITAL OUTLAY	115,700	115,700	115,700
TRANSFERS							
0	0	0	570127	TRANSFER TO OTHER FUNDS	83,000	83,000	83,000
0	0	0		TOTAL TRANSFERS	83,000	83,000	83,000
CONTINGENCY							
0	0	85,147	580206	Contingency	23,358	23,358	23,358
0	0	85,147		TOTAL CONTINGENCY	23,358	23,358	23,358
UNAPP FUND BALANCE							
0	0	408,416	590304	Unappropriated Fund Balance	371,641	371,641	371,641
0	0	408,416		TOTAL UNAPP FUND BALANCE	371,641	371,641	371,641
222,693	172,215	836,124		TOTAL INFO SYSTEMS FUND EXPEND	752,254	752,254	758,794

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) are increasing as planned, by approximately \$53,894. 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 14-15, equipment replacement purchases include a Customer Service Vehicle, Camel Cleaner, and Air Compressor for Public Works, a Pickup Truck for the Building Division, and a John Deere 1050 Tractor and a Zero Turn Mower for the Parks Department. In the Police Department, replacements include: Two Patrol Explorers and one Patrol Dodge Charger.

PERSONNEL REQUIREMENTS

	Appropriated FY 12-13	Approved FY 13-14	Proposed FY 14-15
Public Works Superintendent	0.15	0.20	0.20
Mechanic	2.00	2.00	2.00
Administrative Assistant	0.25	0.20	0.20
TOTAL	2.40	2.40	2.40

BUDGET DETAIL

**FY 14-15 Revenues
Equipment Fund
Fund & Dept: 720-56**

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
0	0	1,000	440190	External Work Performed	1,000	1,000	1,000
517,974	550,745	579,846	440220	Equipment Rental	551,181	551,181	551,181
16,233	16,332	16,582	440221	City Hall Vehicle Replacement	18,891	18,891	18,891
23,843	25,108	26,193	440222	Parks Veh & Equipment Replacement	28,800	28,800	28,800
0	0	0	440223	Police Veh & Equipment Replacement	0	0	0
172,477	181,099	192,000	440224	Public Works Veh & Equipment Replacement	202,513	202,513	202,513
36,457	25,000	30,000	440227	Light/Fire Maintenance	30,000	30,000	30,000
84,085	60,000	60,000	440228	Sale Of Gas & Oil	66,000	66,000	66,000
851,070	858,284	905,621		TOTAL CHARGES FOR SERVICES	898,385	898,385	898,385
MISCELLANEOUS REVENUE							
8,797	10,000	10,000	445015	Sale Of Equipment	10,000	10,000	10,000
5,020	0	0	450057	Other	0	0	0
1,890	1,798	2,000	470105	Interest	4,000	4,000	4,000
15,707	11,798	12,000		TOTAL MISCELLANEOUS REVENUE	14,000	14,000	14,000
TRANSFERS							
90,050	90,050	90,050	481005	Transfer From Cip Excise Fund	109,386	109,386	109,386
21,147	0	0	481005	Transfers From Other Funds	100,000	100,000	100,000
0	0	0	481005	Transfer From General Fund	0	0	0
111,197	90,050	90,050		TOTAL TRANSFERS	209,386	209,386	209,386
FUND BALANCE AVAILABLE							
258,677	359,526	747,756	495005	Fund Bal Avail For Approp.	994,471	994,471	994,471
258,677	359,526	747,756		TOTAL AVAILABLE	994,471	994,471	994,471
1,236,651	1,319,657	1,755,427		TOTAL EQUIPMENT RESOURCES	2,116,242	2,116,242	2,116,242

**FY 14-15 Expenditures
Equipment Fund
Fund & Dept: 720-56**

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
PERSONNEL SERVICES							
125,072	130,206	134,070	511005	Regular Employee Wages	139,839	139,839	139,839
38	2,029	2,029	511015	Overtime	2,069	2,069	2,069
32,106	37,277	32,679	512005	Health/Dental Benefits	43,860	43,860	43,860
1,295	1,299	1,338	512008	Health Reimbursement Arr	1,587	1,587	1,587
18,906	21,734	23,745	512010	Retirement	25,357	25,357	25,357
9,416	10,116	10,412	512015	FICA	10,856	10,856	10,856
2,907	2,877	2,992	512020	Worker's Comp	2,653	2,653	2,653
1,126	791	811	512025	Other Benefits	840	840	840
929	1,000	1,028	512030	Other Payroll Taxes	1,099	1,099	1,099
191,795	207,328	209,103		PERSONNEL SERVICES	228,160	228,160	228,160
MATERIALS & SERVICES							
1,431	1,250	1,500	520110	Operating Supplies	1,500	1,500	1,500
131	1,000	1,000	520130	Personnel Uniforms & Equip	1,000	1,000	1,000
4,079	5,000	5,000	520190	Computer Software	5,750	5,750	5,750
2,632	2,500	2,500	520220	Small Equipment	2,500	2,500	2,500
115	0	0	520503	Printing	100	100	100
61	1,000	1,000	520506	Postage	1,000	1,000	1,000
123	350	350	520509	Telephone	350	350	350
409	0	0	520533	Recruiting Expenses	0	0	0
350	750	750	520557	Intergovernmental Services	1,000	1,000	1,000
24,181	23,431	25,774	520578	Insurance & Bonds	27,792	27,792	27,792
575	2,000	2,000	521003	Training/Conferences	2,000	2,000	2,000
1,962	1,400	1,600	521150	Professional Services	3,000	3,000	3,000
393	0	0	521168	Misc Medical Services	0	0	0
171	250	250	521172	Bank Service Fees	250	250	250
115	1,000	1,000	522003	Equip Maint & Oper Supplies	1,600	1,600	1,600
67,333	68,000	68,000	522009	Vehicle Maint & Oper. Supplies	68,000	68,000	68,000
7,003	27,000	27,000	522010	Vehicle Maint External	27,000	27,000	27,000
221,102	250,000	250,000	522012	Equip/Vehicle Fuel	250,000	250,000	250,000
3,285	3,098	3,098	522022	Information Systems Fund	3,344	3,344	3,344
98	200	200	522306	Rents & Leases	200	200	200
23,400	23,400	23,400	522309	Building/Facility Rental	23,400	23,400	23,400
0	0	0	522312	Facility Maintenance Supplies	0	0	0
358,950	411,629	414,422		TOTAL MATERIALS & SERVICES	419,786	419,786	419,786
CAPITAL OUTLAY							
9,739	7,000	0	550181	Major Tools And Work Equipment	0	0	0
0	18,000	18,000	551262	City Hall Veh Replacement	25,000	25,000	25,000
5,900	0	35,000	551263	Parks Veh & Equipmnt Replacement	45,500	45,500	45,500
144,570	0	108,500	551264	Police Veh & Equipmnt Replacement	102,000	102,000	102,000
44,110	92,000	128,500	551265	Public Works Veh & Equipmnt Replacement	400,000	400,000	400,000
204,318	117,000	290,000		TOTAL CAPITAL OUTLAY	572,500	572,500	572,500
CONTINGENCY							
0	50,000	250,000	580206	Contingency	250,000	250,000	250,000
0	50,000	250,000		TOTAL CONTINGENCIES	250,000	250,000	250,000
UNAPPROR ENDING FUND BALANCE							
0	533,700	591,902	590304	Unapp Fund Balance	645,796	645,796	645,796
0	533,700	591,902		TOTAL UNAPPR ENDING FUND BAL	645,796	645,796	645,796
755,064	1,319,657	1,755,427		TOTAL EQUIPMENT EXPENDITURES	2,116,242	2,116,242	2,116,242

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 14-15 Revenues
City Utility Fund
Fund & Dept & Division: 730-12-60**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Resource Allocation	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
TRANSFERS							
121,000	121,000	131,497	481005	From Light & Power Fund	136,757	136,757	136,757
39,951	39,951	48,989	481010	From Water Fund	53,888	53,888	53,888
160,951	160,951	180,486		TOTAL TRANSFERS	190,645	190,645	190,645
160,951	160,951	180,486		TOTAL CITY UTILITY FUND RESOURCES	190,645	190,645	190,645

**FY 14-15 Expenditures
City Utility Fund
Fund & Dept & Division: 730-12-60**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
22,431	25,572	24,120	520151	City Hall Utilities	28,500	28,500	28,500
30,560	30,343	32,775	520152	Library Utilities	30,000	30,000	30,000
33,124	35,267	38,381	520153	Aquatics Utilities	40,000	40,000	40,000
42,610	47,713	48,985	520154	Parks Utilities	53,000	53,000	53,000
17,198	17,920	20,125	520155	Police Utilities	21,200	21,200	21,200
12,632	13,023	13,000	520156	Fire Utilities	14,945	14,945	14,945
2,396	2,572	3,100	520157	Engineering Building Utilities	3,000	3,000	3,000
160,951	172,410	180,486		TOTAL MATERIALS & SERVICES	190,645	190,645	190,645
160,951	172,410	180,486		TOTAL CITY UTILITY FUND EXPENDITURES	190,645	190,645	190,645

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. For the first few years of the retro program, the City had favorable results with the program. After a few years, the City has experienced less favorable results. In FY 2010-11, the City paid the maximum liability under the Retro program. 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

Property and liability insurance premiums has increased substantially for FY 2014-15 with liability insurance increasing by 27.03%, auto physical damage increasing by 26.82%, and property damage insurance increasing by 8.74%. \$14,118 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 vests for Police Officers from these funds in FY 2013-14. The City is accumulating funds for the potential replacement of the accounting system and is using the Risk Management Fund to accumulate those funds.

BUDGET DETAILS

NOTE: THIS BUDGET IS DRAFTED WITH THE LAWSUIT SETTLING WITH NO CASH FROM CITY

**FY 14-15 Revenues
Risk Management Fund
Fund & Dept & Division: 740-12-35**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Resource Allocation	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
74,735	74,735	82,064	444126	P/L Insurance - General Fund	113,428	113,428	113,428
94,781	94,781	104,260	444127	P/L Insurance - Other Funds	133,920	133,920	133,920
108,915	111,977	115,270	444128	WC Insurance - General Fund	103,594	103,594	103,594
79,210	80,457	83,054	444129	WC Insurance - Other Funds	66,406	66,406	66,406
357,641	361,950	384,648		TOTAL CHARGES FOR SERVICES	417,348	417,348	417,348
MISCELLANEOUS REVENUE							
2,382	12,524	2,000	470105	Interest	3,500	3,500	3,500
11,887	9,812	0	472005	Miscellaneous Revenue	0	0	0
14,269	22,336	2,000		TOTAL MISCELLANEOUS REVENUE	3,500	3,500	3,500
TRANSFERS							
0	2,450,000	0	481005	Transfers From Other Funds	183,000	183,000	183,000
0	2,450,000	0		TOTAL TRANSFERS	183,000	183,000	183,000
FUND BALANCE AVAILABLE							
527,856	403,022	2,846,238	495005	Fund Bal Avail For Approp.	447,235	447,235	447,235
527,856	403,022	2,846,238		TOTAL AVAILABLE	447,235	447,235	447,235
899,766	3,237,308	3,232,886		TOTAL RISK MANAGEMENT RESOURCES	1,051,083	1,051,083	1,051,083

**FY 14-15 Expenditures
Risk Management Fund
Fund & Dept & Division: 740-12-35**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Resource Allocation	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
127,924	180,159	218,445	520585	Property/Liability Premiums	257,350	257,350	257,350
352	28,463	5,000	520586	P/L Claims	5,000	5,000	5,000
	0	0	520588	P/L Claims - Light & Power Fund	0	0	0
9,256	806	33,476	520589	Risk Management Activities	14,118	14,118	14,118
199,926	195,362	217,220	520590	Worker's Compensation Premiums	195,000	195,000	195,000
116,216	5,413	7,500	520591	Worker's Comp Claims	10,000	10,000	10,000
0	0	0	521113	Attorney Fees	0	0	0
453,674	410,203	481,641		TOTAL MATERIALS & SERVICES	481,468	481,468	481,468
TRANSFERS							
0	0	830,000	570103	Transfer to General Fund	40,000	40,000	40,000
43,070	0	1,600,000	570127	Transfer To Other Funds	0	0	0
43,070	0	2,430,000		TOTAL TRANSFERS	40,000	40,000	40,000
CONTINGENCIES							
0	0	45,890	580206	Contingency	50,000	50,000	50,000
0	0	45,890		TOTAL CONTINGENCIES	50,000	50,000	50,000
UNAPPROPRIATED ENDING FUND BAL							
0	0	0	590304	Unappropriated Ending Fund Balance	0	0	0
0	0	275,355	590303	Reserved Fund Balance	479,615	479,615	479,615
0	0	275,355		TOTAL UNAPPROPRIATE END FD BAL	479,615	479,615	479,615
496,744	410,203	3,232,886		TOTAL RISK MANAGEMENT EXPENDITURES	1,051,083	1,051,083	1,051,083

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 2014-15, the Fire Department will take delivery of a new tender to replace the tender that was originally purchased in 1998. This tender carries 3,000 – 4,000 gallons of water. The Fire Department will also replace its heart monitors and will purchase one new Type III Engine to replace the two used Type III engines that were purchased in 2010. The two older Type III engines will be sold to help offset the cost of the new engine.

BUDGET DETAIL

FY 14-15 Revenues								
Fire Equipment Replacement Fund								
Fund & Dept: 225-23								
2011-12	2012-13	2013-14				2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE								
122,950	68,436	172,500	420010	RURAL DISTRICT SHARE		195,500	195,500	195,500
122,950	68,436	172,500		TOTAL INTERGOVERNMENTAL REVENUE		195,500	195,500	195,500
GRANTS								
0	0	0	430207	FEDERAL FIRE GRANTS		0	0	0
373,800	17,245	0	430214	HOMELAND SECURITY GRANT		0	0	0
373,800	17,245	0		TOTAL GRANTS		0	0	0
MISCELLANEOUS REVENUE								
10,000	10,589	0	445015	SALE OF MATERIALS		40,000	40,000	40,000
1,651	1,859	1,800	470105	INTEREST		2,000	2,000	2,000
11,651	12,448	1,800		TOTAL MISCELLANEOUS REVENUE		42,000	42,000	42,000
TRANSERS & REIMBURSEMENTS								
102,100	97,850	97,850	481005	TRANSFER FROM CIP EXCISE TAX FUND		167,000	167,000	167,000
102,100	97,850	97,850		TOTAL TRANSFERS & REIMBURSEMENTS		167,000	167,000	167,000
FUND BALANCE AVAILABLE								
417,050	320,933	474,832	495005	FUND BAL AVAIL FOR APPROP.		443,180	443,180	443,180
417,050	320,933	474,832		TOTAL FUND BAL AVAIL		443,180	443,180	443,180
1,027,551	516,912	746,982		TOTAL RESOURCES		847,680	847,680	847,680

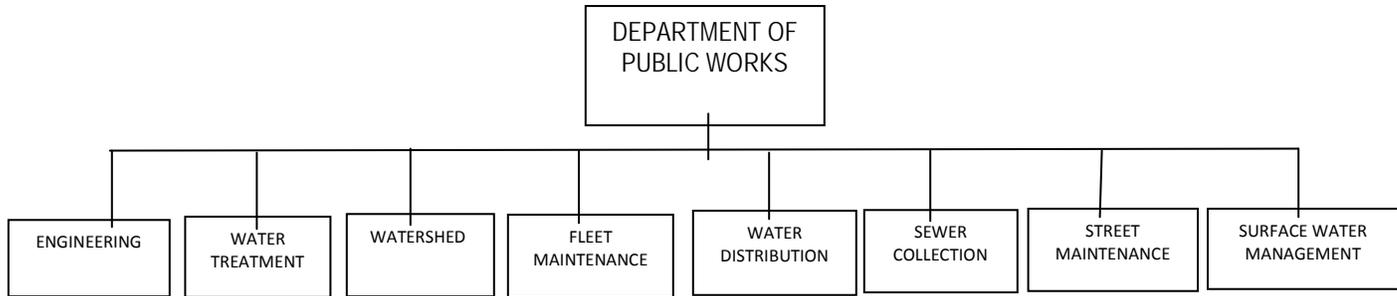
FY 14-15 Expenditures
Fire Equipment Replacement Fund
Fund & Dept: 225-23

2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
53,705	0	0	550166	Building Improvements	0	0	0
434,328	41,722	0	550181	Major Tools & Work Equipment	71,250	71,250	71,250
218,585	45	345,000	551261	Equipment Replacement	326,000	326,000	326,000
706,618	41,767	345,000		TOTAL CAPITAL OUTLAY	397,250	397,250	397,250
				CONTINGENCY			
0	0	50,000	580206	Contingency	70,275	70,275	70,275
0	0	50,000		TOTAL CONTINGENCY	70,275	70,275	70,275
				Unappropriated Fund Balance			
0	0	351,982	590304	Unappropriated Fund Balance	380,155	380,155	380,155
0	0	351,982		Total Unappropriated Fund Balance	380,155	380,155	380,155
706,618	41,767	746,982		TOTAL FIRE EQUIPMENT EXPENDITURES	847,680	847,680	847,680

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CAPITAL PROJECT FUNDS

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.

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 14-19 Capital Improvement Program book.

BUDGET DETAIL

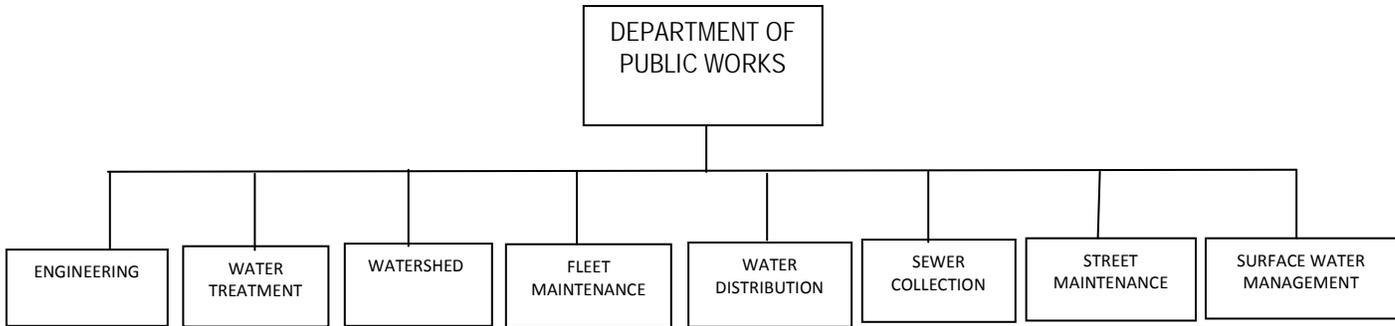
FY 14-15 Revenues Traffic Impact Fund Fund & Dept: 310-52

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				MISCELLANEOUS REVENUE			
0	70,662	0	480006	Reimbursements	0	0	0
22,388	18,844	29,563	470105	Interest	16,036	16,036	16,036
22,388	89,506	29,563		TOTAL MISCELLANEOUS REVENUE	16,036	16,036	16,036
				FUND BALANCE AVAILABLE			
3,218,983	3,196,986	2,956,263	495005	Fund Bal Avail For Approp.	3,136,505	3,136,505	3,136,505
3,218,983	3,196,986	2,956,263		TOTAL AVAILABLE	3,136,505	3,136,505	3,136,505
3,241,370	3,286,492	2,985,826		TOTAL TIF RESOURCES	3,152,541	3,152,541	3,152,541

FY 14-15 Expenditures Traffic Impact Fund Fund & Dept: 310-52

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				CAPITAL OUTLAY			
44,384	262,593	2,985,826	550169	General Capital Outlay	3,152,541	3,152,541	3,152,541
0	0	0	550560	Bonnie Lane	0	0	0
44,384	262,593	2,985,826		TOTAL CAPITAL OUTLAY	3,152,541	3,152,541	3,152,541
44,384	262,593	2,985,826		TOTAL TIF EXPENDITURES	3,152,541	3,152,541	3,152,541

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 14-15.

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.

BUDGET DETAIL

FY 14-15 Revenues
Transportation Development Tax
Fund & Dept: 311-52

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				FEES			
603,647	1,400,394	466,550	451070	Transportation Development Tax	533,200	533,200	533,200
603,647	1,400,394	466,550		TOTAL FEES	533,200	533,200	533,200
				MISCELLANEOUS REVENUE			
3,444	9,151	10,490	470105	Interest	15,880	15,880	15,880
3,444	9,151	10,490		TOTAL MISCELLANEOUS REVENUE	15,880	15,880	15,880
				TRANSFERS & REIMBURSEMENTS			
0	0	0	480006	Reimbursement District - 26th Ave	0	0	0
0	0	0		TOTAL REIMBURSEMENTS	0	0	0
				FUND BALANCE AVAILABLE			
409,543	1,014,479	2,098,022	495005	Fund Bal Avail For Approp.	3,251,145	3,251,145	3,251,145
409,543	1,014,479	2,098,022		TOTAL AVAILABLE	3,251,145	3,251,145	3,251,145
1,016,634	2,424,024	2,575,062		TOTAL TDT RESOURCES	3,800,225	3,800,225	3,800,225

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

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
				CAPITAL OUTLAY			
0	0	2,575,062	550169	General Capital Outlay	3,800,225	3,800,225	3,800,225
0	0	2,575,062		TOTAL CAPITAL OUTLAY	3,800,225	3,800,225	3,800,225
				UNAPP FUND BALANCE			
0	0	0	590304	Unapp Fund Balance	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
0	0	2,575,062		TOTAL TDT EXPENDITURES	3,800,225	3,800,225	3,800,225

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

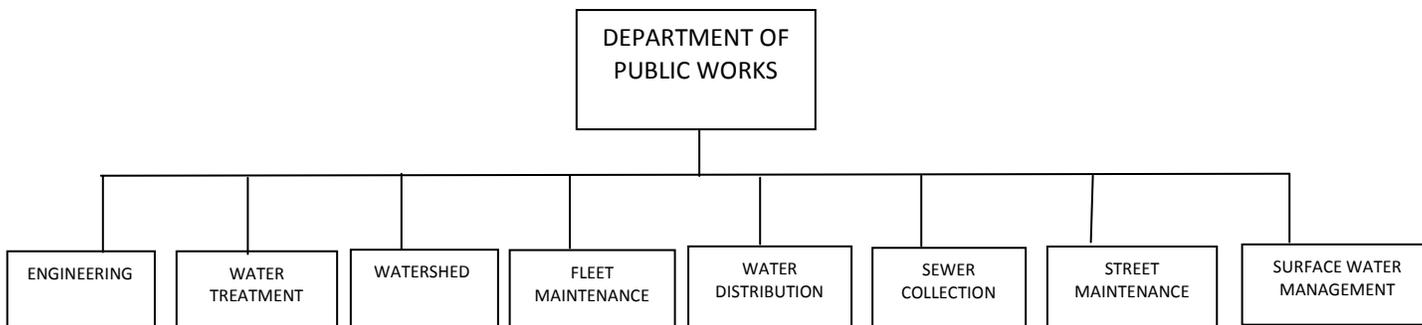
In FY 14-15, one property purchase is anticipated in the southwestern area of Forest Grove. This budget will update the Parks, Recreation and Open Space Master Plan, including a feasibility study of a future community center. Trail development will occur if grant applications are successful, near old town, are included in this budget.

BUDGET DETAIL

FY 14-15 Revenues Parks Acquisition & Development Fund Fund & Dept: 320-16								
2011-12	2012-13	2013-14			2014-15	2014-15	2014-15	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
INTERGOVERNMENTAL REVENUE								
0	0	0	430708	State Parks/Metro Grants	295,500	295,500	295,500	
0	0	0	430709	State General Fund	100,000	100,000	100,000	
0	0	0		TOTAL INTERGOVERNMENTAL REVENUE	395,500	395,500	395,500	
CHARGES FOR SERVICES								
261,000	549,000	252,000	451009	Parks SDC Fees	360,000	360,000	360,000	
261,000	549,000	252,000		TOTAL CHARGES FOR SERVICES	360,000	360,000	360,000	
MISCELLANEOUS REVENUE								
3,825	4,695	4,318	470105	Interest	8,000	8,000	8,000	
3,825	4,695	4,318		TOTAL MISCELLANEOUS REVENUE	8,000	8,000	8,000	
FUND BALANCE AVAILABLE								
576,498	786,282	863,562	495005	Fund Bal Avail For Approp.	1,316,528	1,316,528	1,316,528	
576,498	786,282	863,562		TOTAL AVAILABLE	1,316,528	1,316,528	1,316,528	
841,323	1,339,977	1,119,880		TOTAL PARKS ACQ/DEV RESOURCES	2,080,028	2,080,028	2,080,028	

FY 14-15 Expenditures Parks Acquisition & Development Fund Fund & Dept: 320-16-50								
2011-12	2012-13	2013-14			2014-15	2014-15	2014-15	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
MATERIALS & SERVICES								
0	0	85,000	521150	Professional Services	200,000	200,000	200,000	
0	0	85,000		TOTAL MATERIALS & SERVICES	200,000	200,000	200,000	
CAPITAL OUTLAY								
54,276	344,480	1,034,880	550200	Parks Projects -General	1,446,778	1,446,778	1,446,778	
0	0	0	550247	Thatcher Park	0	0	0	
765	0	0	550248	Trails & Greenways	433,250	433,250	433,250	
55,041	344,480	1,034,880		TOTAL CAPITAL OUTLAY	1,880,028	1,880,028	1,880,028	
55,041	344,480	1,119,880		TOTAL PARK ACQ/DEV EXPEND	2,080,028	2,080,028	2,080,028	

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 14-15, this Fund will rebuild funds after using its remaining funds in FY 2013-14 to improve the pedestrian/bike pathway along Highway 47 on the Southeast part of town.

BUDGET DETAIL

**FY 14-15 Revenues
Bike/Pedestrian Pathways Fund
Fund & Dept: 240-52-40**

2011-12 Actual	2012-13 Budgeted	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
INTERGOVERNMENT REVENUE							
11,542	11,669	12,146	422015	State Gas Tax	12,586	12,586	12,586
0	0	0	430703	Bike Shelter Grant	0	0	0
11,542	11,669	12,146		TOTAL INTERGOVERNMENT REVENUE	12,586	12,586	12,586
MISCELLANEOUS REVENUE							
36	25	36	415160	Bicycle Licenses	0	0	0
296	223	206	450005	Interest	43	43	43
	5,000		480006	Reimbursements			
332	5,248	242		TOTAL MISCELLANEOUS REVENUE	43	43	43
FUND BALANCE AVAILABLE							
83,748	85,918	41,115	485005	Fund Balance Avail For Approp.	8,536	8,536	8,536
83,748	85,918	41,115		TOTAL AVAILABLE	8,536	8,536	8,536
95,622	102,835	53,503		TOTAL RESOURCES	21,165	21,165	21,165

**FY 14-15 Expenditure
Bike/Pedestrian Pathways Fund
Fund & Dept: 240-52-40**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CAPITAL OUTLAY							
9,704	69,653	53,503	550169	General Capital Outlay	21,165	21,165	21,165
9,704	69,653	53,503		TOTAL CAPITAL OUTLAY	21,165	21,165	21,165
9,704	69,653	53,503		TOTAL EXPENDITURES	21,165	21,165	21,165

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

The only funds budgeted in FY 2014-15 in this fund are the remaining proceeds of the sale of the Fernhill Wetlands Property to CWS. There are no specific projects identified to be acquired in FY 2014-15. If any projects are proposed during the fiscal year, staff will bring the potential expenditure of those funds to the City Council for approval.

BUDGET DETAIL

NOTE: THIS BUDGET IS PREPARED WITH THE LAWSUIT BEING SETTLED WITH NO CASH FROM THE CITY

				FY 14-15 Revenues Capital Projects Fund Fund & Dept & Division: 330-12-40			
2011-12	2012-13	2013-14			2014-15	2014-15	2014-15
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
0	67,381	0	430706	CDBG Grant	0	0	0
0	103,379	0	430708	State Parks Grant	0	0	0
128,445	0	0	420024	Clean Water Services	0	0	0
128,445	170,760	0		TOTAL INTERGOVERNMENTAL REVENUE	0	0	0
MISCELLANEOUS REVENUE							
19,115	4,100	7,500	470105	Interest	8,500	8,500	8,500
2,246	0	0	470131	Sidewalk Program Interest	0	0	0
13,766	756	0	470132	Sidewalk Program Principal	0	0	0
61,584	0	0	470133	Sidewalk Program Pay-In-Full	0	0	0
0	516	0	471005	Local Matching Donations	0	0	0
0	0	0	480021	Pacific University - Thatcher	0	0	0
66,271	0	0	480022	Fernhill Wetlands Match	0	0	0
162,982	5,372	7,500		TOTAL MISCELLANEOUS REVENUE	8,500	8,500	8,500
TRANSFERS							
0	0	1,600,000	481005	Transfers From Other Funds	0	0	0
0	0	1,600,000		TOTAL TRANSFERS	0	0	0
FUND BALANCE AVAILABLE							
2,805,095	2,512,529	176,197	495005	Fund Balance Avail For Appropriations	1,827,680	1,827,680	1,827,680
2,805,095	2,512,529	176,197		TOTAL AVAILABLE	1,827,680	1,827,680	1,827,680
3,096,522	2,688,661	1,783,697		TOTAL CAPITAL PROJECTS RESOURCES	1,836,180	1,836,180	1,836,180

**FY 14-15 Expenditures
Capital Projects Fund
Fund & Dept & Division: 330-12-40**

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
MATERIALS & SERVICES							
0	0	30,000	521150	Professional Services	0	0	0
0	0	0		TOTAL MATERIALS & SERVICES	0	0	0
CAPITAL OUTLAY							
15,941	0	0	550150	Fiber Optic Project	0	0	0
181	0	0	550153	Wireless Project	0	0	0
0	7,174	1,753,697	550169	Capital Projects	1,836,180	1,836,180	1,836,180
1,023	0	0	550201	Parks Land Acquisition	0	0	0
129,905	3,732	0	550248	Trails And Greenways	0	0	0
110,399	756	0	550580	Sidewalk Program	0	0	0
0	67,857	0	551060	CDBG Projects	0	0	0
257,450	79,519	1,753,697		TOTAL CAPITAL OUTLAY	1,836,180	1,836,180	1,836,180
TRANSFERS							
0	2,450,000	0	570127	Transfer To Other Funds	0	0	0
0	2,450,000	0		TOTAL TRANSFERS	0	0	0
257,450	2,529,519	1,753,697		TOTAL CAPITAL PROJECTS EXPEND	1,836,180	1,836,180	1,836,180

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 primarily finances the replacement of Police and Fire Department vehicles. Also in FY 2014-15, this Fund will fund the replacement of mobile data computers and software required by the anticipated implementation of RegJIN, which is the new regional police data system which will replace the current Portland Police Data System. Some of the General Government funds are proposed to be used to install an electric vehicle charger at City Hall as the Nissan Leaf will be moved to City Hall from Light & Power.

BUDGET DETAIL

			FY 14-15 Revenues CIP Excise Tax Fund Fund & Dept & Division: 350-12-70				
2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
LICENSES, PERMITS AND FEES							
217,708	218,283	215,000	450200	CIP Excise Fee	294,000	294,000	294,000
217,708	218,283	215,000		TOTAL LICENSES, PERMITS AND FEES	294,000	294,000	294,000
MISCELLANEOUS REVENUE							
202	180	200	470105	Interest	750	750	750
202	180	200		TOTAL MISCELLANEOUS REVENUE	750	750	750
FUND BALANCE AVAILABLE							
74,185	81,607	56,287	495005	Fund Balance Avail For Appropriations	149,761	149,761	149,761
74,185	81,607	56,287		TOTAL AVAILABLE	149,761	149,761	149,761
292,095	300,070	271,487		TOTAL CIP EXCISE TAX RESOURCES	444,511	444,511	444,511

			FY 14-15 Expenditures CIP Excise Tax Fund Fund & Dept & Division: 350-12-70				
2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CAPITAL OUTLAY							
11,484	22,265	58,043	550170	Support Service Projects	88,123	88,123	88,123
6,854	28,065	25,544	550171	Public Safety Projects	80,002	80,002	80,002
18,338	50,330	83,587		TOTAL CAPITAL OUTLAY	168,125	168,125	168,125
TRANSFERS							
90,050	90,050	90,050	570127	To Equipment Fund	109,386	109,386	109,386
102,100	97,850	97,850	570127	To Fire Equipment Replacement Fund	167,000	167,000	167,000
192,150	187,900	187,900		TOTAL TRANSFERS	276,386	276,386	276,386
CONTINGENCY							
0	0	0	580206	Contingency	0	0	0
0	0	0		TOTAL CONTINGENCY	0	0	0
UNAPPROPRIATED ENDING FUND BAL							
0	0	0	590304	Unappropriated Ending Fund Balance	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
210,488	238,230	271,487		TOTAL CIP EXCISE TAX EXPENDITURES	444,511	444,511	444,511

DEBT SERVICE FUNDS

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

FY 14-15 Revenues General Debt Service Fund Fund & Dept: 410-19							
2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
LOCAL TAXES							
423,991	487,603	486,792	411003	Property Taxes	494,500	494,500	494,500
8,836	9,504	8,000	411150	Property Tax Prior Years	9,500	9,500	9,500
432,827	497,107	494,792		TOTAL LOCAL TAXES	504,000	504,000	504,000
MISCELLANEOUS REVENUE							
1,332	1,499	1,100	470105	Interest	1,100	1,100	1,100
0	0	0	471030	Bond Refinancing Proceeds			
1,332	1,499	1,100		TOTAL MISCELLANEOUS REVENUE	1,100	1,100	1,100
FUND BALANCE AVAILABLE							
58,402	26,687	46,046	495005	Fund Balance Avail For Appropriations	48,834	48,834	48,834
58,402	26,687	46,046		TOTAL AVAILABLE	48,834	48,834	48,834
492,561	525,293	541,938		TOTAL GDS RESOURCES	553,934	553,934	553,934

FY 14-15 Expenditures General Debt Service Fund Fund & Dept: 410-19							
2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
DEBT SERVICE							
400,000	425,000	455,000	562008	Principal - 2010 Series	480,000	480,000	480,000
63,875	55,875	45,250	562048	Interest - 2010 Series	31,600	31,600	31,600
463,875	480,875	500,250		TOTAL DEBT SERVICE	511,600	511,600	511,600
UNAPPROPRIATED ENDING FUND BAL							
0	0	41,688	590304	Unappropriated Ending Fund Balance	42,334	42,334	42,334
0	0	41,688		TOTAL UNAPPROPRIATE END FD BAL	42,334	42,334	42,334
463,875	480,875	541,938		TOTAL GDS EXPENDITURES	553,934	553,934	553,934

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. Revenue includes a transfer of funds from the General Fund to help pay the debt payment for this fiscal year. This is necessary because the repayment of the assessments by the companies does not match the payment of the debt by the City by two years. When the assessments are collected, the funds will be returned to the General Fund.

BUDGET DETAIL

FY 14-15 Revenues
SPWF Debt Service Fund
Fund & Dept & Division: 430-19-20

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
CHARGES FOR SERVICES							
4,624	16,794	9,735	451200	Assessment Charges	5,195	5,195	5,195
4,624	16,794	9,735		TOTAL CHARGES FOR SERVICES	5,195	5,195	5,195
MISCELLANEOUS REVENUE							
39,259	2,115	0	470105	Interest	0	0	0
2,393	5,725	3,154	470130	Interest - Assessments	1,821	1,821	1,821
41,652	7,840	3,154		TOTAL MISCELLANEOUS REVENUE	1,821	1,821	1,821
TRANSFERS							
0	0	0	481007	From General Fund	15,000	15,000	15,000
0	0	0		TOTAL TRANSFERS	15,000	15,000	15,000
FUND BALANCE AVAILABLE							
5,823	28,393	30,184	495005	Fund Balance Avail For Appropriations	15,219	15,219	15,219
5,823	28,393	30,184		TOTAL AVAILABLE	15,219	15,219	15,219
52,099	53,027	43,073		TOTAL SPWF DEBT SERV RESOURCES	37,235	37,235	37,235

FY 14-15 Expenditures
SPWF Debt Service Fund
Fund & Dept & Division: 430-19-20

2011-12 Actual	2012-13 Actual	2013-14 Budgeted	Account	Title	2014-15 Proposed	2014-15 Approved	2014-15 Adopted
DEBT SERVICE							
0	0	0	562015	Principal - 91 S.P.W.F. Loan	0	0	0
17,886	18,053	18,228	562020	Principal - 95 S.P.W.F. Loan	23,414	23,414	23,414
0	0	0	562050	Interest - 91 S.P.W.F. Loan	0	0	0
5,820	4,791	3,753	562055	Interest - 95 S.P.W.F. Loan	2,704	2,704	2,704
23,706	22,844	21,981		TOTAL DEBT SERVICE	26,118	26,118	26,118
UNAPPROPRIATED ENDING FUND BAL							
0	0	21,092	590304	Unappropriated Ending Fund Balance	11,117	11,117	11,117
0	0	21,092		TOTAL UNAPPROPRIATE END FD BAL	11,117	11,117	11,117
23,706	22,844	43,073		TOTAL SPWF DEBT SERV EXPEND	37,235	37,235	37,235

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APPENDICES

SCHEDULE OF FUTURE UNMATURED BONDED DEBT SERVICE REQUIREMENTS

	General Debt Service Fund	Water Fund		General Debt Service Fund	Water Fund
	2010 General Obligation Refunding Bonds	2013 Full Faith & Credit		2010 General Obligation Refunding Bonds	2013 Full Faith & Credit
<u>BOND PRINCIPAL</u>			<u>BOND INTEREST</u>		
2014-2015	480,000	285,000	2014-2015	31,600	78,090
2015-2016	505,000	290,000	2015-2016	18,200	70,281
2016-2017		300,000	2016-2017		62,335
2017-2018		305,000	2017-2018		54,115
2018-2019		315,000	2018-2019		45,758
2019-2020		325,000	2019-2020		37,127
2020-2021		335,000	2020-2021		28,222
2021-2022		345,000	2021-2022		19,043
2022-2023		350,000	2022-2023		9,590
Totals	<u>985,000</u>	<u>2,850,000</u>		<u>49,800</u>	<u>404,561</u>

**CITY OF FOREST GROVE
2014-2015 COMPENSATION PLAN**

Part-Time / Temporary - Effective July 1, 2014

	1	2	3	4	5	6
Classification	Hourly Rate					
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
Lead Guard	9.97	10.27	10.59	10.89	11.23	11.55
Office Intern	10.00	x	x	x	x	x
Clerical Aide	10.47	10.78	11.12	11.45	11.81	12.14
Instructor	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
Municipal Court Judge	80.00	x	x	x	x	x

Management / Nonrepresented - Effective July 1, 2014

	1	2	3	4	5	6
Classification	Monthly Rate					
Senior Admin Specialist	3,550	3,517	3,693	3,878	4,071	4,275
Administrative Assistant	3,853	4,006	4,163	4,332	4,505	4,685
HR Administrative Assistant	3,853	4,006	4,163	4,332	4,505	4,685
Municipal Court Supervisor	4,011	4,211	4,422	4,643	4,875	5,119
HR / Volunteer Coordinator	4,095	4,300	4,515	4,741	4,978	5,227
Mechanic Supervisor	4,095	4,300	4,515	4,741	4,978	5,227
Accountant	4,342	4,559	4,787	5,027	5,278	5,542
Aquatics Supervisor	4,342	4,559	4,787	5,027	5,278	5,542
Executive Assistant	4,342	4,559	4,787	5,027	5,278	5,542
HR Tech	4,342	4,559	4,787	5,027	5,278	5,542
Support Unit Supervisor	4,342	4,559	4,787	5,027	5,278	5,542
Facility Maintenance Supervisor	4,544	4,771	5,009	5,260	5,523	5,799
Public Works Crew Supervisor	4,544	4,771	5,009	5,260	5,523	5,799
Parks Supervisor	4,544	4,771	5,009	5,260	5,523	5,799
Library Services Supervisor - Circulation	4,544	4,771	5,009	5,260	5,523	5,799
Library Services Supervisor - Reference	4,651	4,884	5,128	5,384	5,653	5,936
Administrative Services Manager	4,776	5,014	5,265	5,528	5,805	6,095
City Recorder	4,776	5,014	5,265	5,528	5,805	6,095
WTP Superintendent	5,036	5,288	5,552	5,829	6,121	6,427
Project Engineer	5,119	5,375	5,643	5,926	6,222	6,533
Senior Management Analyst	5,308	5,573	5,852	6,144	6,451	6,774
Building Official	5,568	5,846	6,138	6,445	6,768	7,106
Public Works Superintendent	5,568	5,846	6,138	6,445	6,768	7,106
Engineering Division & Project Manager	5,954	6,252	6,564	6,893	7,237	7,599
Fire Division Chief	6,256	6,568	6,897	7,242	7,604	7,984
IT Manager	6,350	6,668	7,001	7,351	7,719	8,105
HR Manager	6,594	6,924	7,270	7,634	8,015	8,416
Library Director	6,594	6,924	7,270	7,634	8,015	8,416
Police Captain	6,594	6,924	7,270	7,634	8,015	8,416
Parks & Recreation Director	6,770	7,109	7,464	7,838	8,230	8,641
Light & Power Engineering Manager	7,563	7,942	8,339	8,756	9,193	9,653
Light & Power Superintendent	7,563	7,942	8,339	8,756	9,193	9,653
Administrative Services Director	7,563	7,942	8,339	8,756	9,193	9,653
Community Development Director	7,563	7,942	8,339	8,756	9,193	9,653
Fire Chief	7,563	7,942	8,339	8,756	9,193	9,653
Police Chief	7,563	7,942	8,339	8,756	9,193	9,653
Public Works Director	7,563	7,942	8,339	8,756	9,193	9,653
Light & Power Director	8,177	8,586	9,015	9,466	9,939	10,436
City Manager	x	x	x	x	x	11,129

AFSCME, Local 3786 - Effective July 1, 2014

	1	2	3	4	5	6
Classification	Monthly Rate					
Aquatics Program Specialist	2,807	2,918	3,034	3,154	3,281	3,412
Library Assistant	2,807	2,918	3,034	3,154	3,281	3,412
Janitor	2,905	3,020	3,141	3,266	3,397	3,532
Fire Logistics Technician	2,905	3,020	3,141	3,266	3,397	3,532
Administrative Specialist 1	2,920	3,036	3,156	3,282	3,414	3,550
Library Associate	3,141	3,266	3,397	3,533	3,675	3,822
Administrative Specialist 2	3,215	3,344	3,478	3,617	3,762	3,912
Utility Worker 1	3,233	3,364	3,498	3,638	3,782	3,934
Accounting Technician	3,490	3,630	3,775	3,926	4,083	4,246
Permit Coordinator	3,652	3,797	3,950	4,106	4,272	4,445
Utility Worker 2	3,652	3,797	3,950	4,106	4,272	4,445
Youth Services Librarian	3,671	3,817	3,969	4,128	4,293	4,466
Mechanic	3,778	3,927	4,086	4,247	4,418	4,594
Administrative Assistant	3,853	4,006	4,168	4,332	4,505	4,685
Payroll Coordinator	3,889	4,045	4,207	4,374	4,549	4,731
PC Technician	3,965	4,124	4,289	4,459	4,638	4,823
Adult Services Librarian	4,044	4,206	4,373	4,548	4,730	4,920
Engineering Tech	4,054	4,215	4,383	4,558	4,742	4,929
Utility Worker 2 / WTPO	4,065	4,228	4,397	4,573	4,756	4,946
PW Program Specialist	4,084	4,246	4,416	4,594	4,776	4,966
Water Treatment Plant Operator	4,342	4,512	4,694	4,883	5,078	5,280
Building Inspector 1	4,415	4,590	4,773	4,966	5,163	5,371
Associate Planner	4,580	4,763	4,955	5,153	5,358	5,573
Building Inspector 2	4,857	5,053	5,253	5,463	5,682	5,910
Economic Development Program Manager	5,371	5,585	5,809	6,042	6,282	6,531
Network Administrator	5,371	5,585	5,809	6,042	6,282	6,531
Senior Planner	5,371	5,585	5,809	6,042	6,282	6,531
Electrical Engineer	5,947	6,184	6,432	6,688	6,955	7,234

Firefighter's Association - Effective July 1, 2014

	1	2	3	4	5	6
Classification	Monthly Rate					
Firefighter	4,661	4,885	5,110	5,332	5,558	5,782
Lieutenant	4,847	5,081	5,314	5,545	5,779	6,012
Fire Captain	5,356	5,615	5,872	6,127	6,386	6,642
Fire Inspector	5,478	5,740	6,004	6,267	6,529	6,794

Police Association - Effective July 1, 2014

	1	2	3	4	5	6
Classification	Monthly Rate					
Records Specialist	3,273	3,404	3,541	3,682	3,829	3,983
Code Enforcement / Community Service Officer	3,644	3,789	3,942	4,099	4,263	4,433
Property Evidence Specialist	3,644	3,789	3,942	4,099	4,263	4,433
Police Officer	4,526	4,825	5,041	5,318	5,559	5,863
Sergeant	5,607	5,885	6,181	6,490	6,814	7,154

IBEW, Local No. 125 - Effective July 1, 2014

	1	2	3	4	5	6	7
Classification	Hourly Rate						
IBEW Mechanic	21.88	23.22	24.54	25.60	26.50	27.38	x
Meter Reader	18.32	21.71	25.58	x	x	x	x
Senior Utility Worker	23.09	26.04	28.97	x	x	x	x
Apprentice Lineman	27.34	29.44	30.70	31.97	33.65	35.33	37.85
Journeyman Tree Trimmer	33.64	x	x	x	x	x	x
Journeyman Lineman	42.06	x	x	x	x	x	x
Journeyman Meterman	42.06	x	x	x	x	x	x
Lead Meter Relay Tech	45.00	x	x	x	x	x	x
Lead Substation Relay Tech	45.00	x	x	x	x	x	x
Meterman Foreman	46.27	x	x	x	x	x	x
Working Foreman	46.27	x	x	x	x	x	x
Meter Relay Foreman	47.53	x	x	x	x	x	x
Line Foreman	48.37	x	x	x	x	x	x