



FOREST GROVE OREGON

A place where businesses and families thrive.

2015 – 2016 Proposed Budget



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**FY 2015-16 BUDGET
CITY OF FOREST GROVE
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To: The Budget Committee and the Citizens of Forest Grove

It is my pleasure as City Manager Pro Tem to submit the FY 2015-16 City of Forest Grove Proposed Budget to the City of Forest Grove Budget Committee for its review and consideration. This budget retains the focus of prior budgets of maintaining Forest Grove as a full-service City while proposing to add resources for additional services in limited areas that are sustainable for at least the next several years. The Budget also targets City resources towards meeting City Council goals and objectives along with other community aspirations identified within the City Vision Statement.

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 2015-16 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

Forest Grove continues to grow and the resulting new housing and residences continues to put pressure on City services. The budgets for the last several years have been focused on being sustainable into the future and adding services to address critical needs where possible while avoiding any serious financial crisis. Additional proposed expenses to the General Fund Budget are added to the City's five-year financial forecast to determine the effect of adding those expenses before the decision is made to propose these additional expenses.

The City's general fund remains healthy and maintaining reserves has given the City the ability to absorb unexpected increases in expenditures. Police dispatch charges and retirement costs are increasing significantly in FY 2015-16 but increased property taxes from higher property tax revenue for higher than expected increases in property values offset those costs increases. The condition of the budget allows the City to carefully add limited staffing to help keep up with a growing community. An additional Police Sergeant is being proposed. A Fire Inspector whose position was in jeopardy due to expiring grant funding is proposed to be retained.

The budget also proposes additional staffing to help meet the Council's goal of being a sustainable community. Current staffing levels do not allow the City to develop the sustainability program approved by the City Council. A Program Coordinator position funded by the General, Light and Power, Water, and Building Permits Funds is being proposed to continue to develop the City's sustainability program.

Overall Budget

The City's total proposed budget is \$95.66 million, which includes ending cash balances and contingencies, and compares to last year's adopted budget of \$88.58 million, for an increase of \$7.1 million. The difference is a combination of many items which will be explained throughout this budget message.

The City's total tax rate is estimated to be \$5.91 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 \$0.35 for the 2010 Refinanced General Obligation Bonds. Forest Grove's assessed value is projected to grow by 4% for a total of \$1.42 billion for FY 2015-16 compared to the actual increase in assessed value of 6% in FY 2014-15.

The City is in labor negotiations with the Forest Grove Paid Firefighter's Association and the Forest Grove Police Association 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 two bargaining units and non-represented employees have been incorporated into the budget. The last of the adjustments made over the last three fiscal years to get several non-represented employees to within 5% of market median is being made in FY 2015-16. A study will be conducted in FY 2015-16 to determine if the adjustments made over the last three years resulted in non-represented employees being within 5% of the market median.

Revised medical and dental rate changes will take effect on January 1, 2016. Regence medical rates will increase by about 5.9%, ODS dental will increase by 1.0%, and Kaiser medical rates will increase by about 6.2%. The contribution rate to the City's defined benefit retirement plan will increase by 1.6% to 24.3% of base full-time wages due to a change in several of the actuarial assumptions used to value the defined benefit plan. The City has implemented a defined contribution retirement plan for new AFSCME and new non-represented employees, which has a maximum contribution rate of 12%. In FY 2015-16, liability insurance is increasing by approximately 7.6%, auto physical damage is increasing by approximately 13.4%, and property insurance is increasing by 5% with an adjustment in value for some facilities due to a reappraisal of replacement value by the insurance company.

A format change has been made to this year's Proposed Budget document. In addition to the required information, a column that shows the projected FY 2014-15 year-end balance for each account has been added to right of the FY 2014-15 Budgeted Column. These projections were developed as part of the budget process in February, 2015.

General Fund

The FY 2015-16 Proposed Budget is designed to be sustainable over the next several fiscal years while at the same time increasing resources available in some departments to address increasing service demands. The total proposed operating expenditures are \$16,398,619 compared to the current year's adopted operating expenditures of \$15,595,001; an increase of \$803,618 or 5.1%. This amount is determined by removing non-operating transfers, contingencies and ending fund balances. In fiscal year 2015-16, the proposed operating expenditures will exceed the proposed operating revenue by \$147,656 resulting in a proposed small use of reserves to balance the Budget. The beginning fund balance at July 1, 2015, is projected to be \$5.94 million which is higher than original projections. The projected reserve balance on June 30, 2015, will be \$5.29 million with the decrease due to projected operating expenditures being greater than projected operating revenue and a proposed transfer of \$500,000 in reserves to the Facilities Major Maintenance Fund for future General Fund major maintenance projects.

Projections continue to indicate that maintaining a balanced budget, meaning ongoing operating revenues fund ongoing operating costs, will be difficult without the limited 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 at least 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. Current projections indicate that the General Fund's projected reserves at June 30, 2018, will exceed the minimum level of reserves assuming the assumptions used to prepare the forecast are accurate.

The departments' narratives discuss significant changes to their operations and budgets. Some of the major changes are:

Legislative and Executive is proposing funding to send 2 student members of the City's Advisory Committees and a chaperon to the National League of Cities (NLC) Annual Conference in Washington, D.C. in March as part of preparing youth for future leadership roles. \$5,000 is being proposed to purchase a reusable shopping bag for every home in Forest Grove if the proposed plastic shopping bag ban is implemented. The City Recorder will begin converting City records to the statewide online record-keeping system with the goal of eventually having all publically accessible City records on that system.

Administrative Services is proposing increasing the 0.75 FTE Volunteer/HR Coordinator to full-time. The additional 0.25 FTE would concentrate on HR tasks due to the increasing number and complexity of recruitments as well as complying with increasing Federal and State regulations. A \$5,000 increase in funding for the Senior and Community Center is also proposed.

Library is proposing to convert some of its on-call staffing dollars and reductions in other expenditure line items to add a temporary 15-hour per week Adult Services Librarian position for the next fiscal year. If the proposed WCCLS levy is approved, library funding from Washington County is projected to increase by 10 percent in FY 2016-17 and Library would review what to do with this temporary one-year position at that time. The Library Materials budget is proposed to be increased by \$4,000.

Park's budget proposes continuing having 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. Parks Department is proposing adding a pick-up truck to their fleet by transferring a pick-up truck from Engineering.

Non-Departmental budget includes the following proposed transfers: 1) \$500,000 to the Facility Major Maintenance Fund for future maintenance on General Fund facilities; and 2) \$7,500 to the Special Public Works Debt Service Fund to pay the debt service which is due prior to the assessments being collected.

Police's budget includes the proposed addition of a Sergeant on January 1, 2016, to be a cover Sergeant for shifts and will also perform some administrative functions for the department. In FY 2014-15, the patrol officer assigned to Tri-Met was brought back to the City to be a regular patrol officer. That change returned the Police Department back to its FY 2008-09 staffing level. This additional Sergeant position would represent the first addition to officers since FY 2004-05.

Materials and Services are increasing due to increased WCCCA dispatch fees and Information System Fund charges. WCCCA changed how they allocate dispatch fees to all the agencies and as a result, dispatch fees are increasing from \$200,214 in FY 2014-15 to \$264,378 in FY 2015-16 or a 32% increase. Forest Grove had the largest percentage increase in WCCCA fees. The Information System Fund charges increase by \$22,339 primarily to build funding to replace new tablets purchased to replace existing mobile data consoles. This year, the Police Department joined the new regional police data system and replaced its mobile data consoles with tablets for greater mobility and functionality. These tablets will need replaced in four to five years. The City's practice is to accumulate funding to replace vehicles and computer equipment so the department is being charged for the replacement of the tablets over their expected four-year life.

Fire's budget includes the transfer of the Fire Inspector position funded by the Fire SAFER Grant Fund to the General Fund. The grant for this position will expire on June 30, 2015. This budget proposes retaining that position. The Fire District will pay its proportionate share of the position, the fees paid by Gaston Fire for chief services will be applied to this position, and the Building Permits Fund will pay for 25% of the position as the Fire Inspector does Fire Life safety reviews as part of the building permits process. This will give the Fire Department 20.50 FTE, excluding the other position in the Fire SAFER Grant Fund, compared to 20.00 FTE that the Fire Department had in FY 2004-05.

Materials and Services budget is increasing by \$108,939 primarily due to an increase in the Tools – 50/50 line item of \$93,900. The replacement of turnouts will be significantly increased over the next two years as turnouts originally purchased with grant funding are at the end of their life and need to be replaced. Other purchases include additional training equipment for the fire simulator, communications equipment for firefighters while wearing self-contained breathing apparatus, new thermal imaging camera, needed equipment for the paramedics, and exercise equipment at the Fire Station. Dispatch charges to WCCCA are decreasing by \$6,035 as the Fire Department was a beneficiary of the WCCCA cost reallocations.

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. The main highlight for this Fund which has minimal effect on the Proposed Budget is the replacement of the current building permit software with the online permitted software offered by the State of Oregon. There is no direct cost for this software as it is paid for by State surcharges on building permit fees.

Light and Power Fund The proposed budget includes an average rate increase of 6% with different rate increases applied to different classes of services. The rate increase is the result of the implementation of the recently completed Cost of Service and User Rate Study.

Personnel costs are increasing due to increased wage & benefits costs and the department's 0.60 FTE share of the proposed Program Coordinator position. Budgeted Materials and Services is declining due to the reclassification of \$560,000 for construction materials expenses to Capital Outlay and a decrease of \$334,673 in anticipated power purchases based on FY 2014-15 projected power purchases. Industrial Conservation Augmentation from the Bonneville Power Administration is projected to increase by \$100,000 as BPA has increased the conservation funds available.

Capital Outlay is increased due to the purchase of two substation transformers scheduled for delivery in October 2015 and the related improvements at the Forest Grove and Thatcher substations. In September 2015, the City is planning on issuing approximately \$3.8 million in debt for the transformers and substation improvements. A debt service payment in FY 2015-16 of \$60,000 is budgeted which would be an interest only payment on that debt.

Sewer Fund The budget reflects a proposed 3.0% sewer rate increase by Clean Water Services (CWS) effective July 1, 2015. The City is also proposing to increase its sewer surcharge by 3.0% on July 1, 2015, which will increase the surcharge from \$3.81 to \$3.92

per month. The Sewer Fund will pay the Equipment Fund \$75,000 to participate in the replacement of a vector truck.

Sewer SDC Fund CWS establishes the system development charge (SDC) for sewer capital project funding. The current fee of \$4,900 per equivalent dwelling unit (EDU) will increase to \$5,100 as of July 1, 2015. 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. The addition of sewer services to Firwood Lane costing \$440,000 will occur in FY 2015-16 as the result of a \$240,000 Community Development Block Grant and the Sewer SDC Fund paying the remaining \$200,000.

Water Fund A previous study had projected annual 8% increases for the foreseeable future. Due to changes in future capital projects, the City had another rate review performed which showed a need for annual rate increases of 3.5% for the next several years. Staff is proposing a 3.5% rate increase on a system-wide basis effective July 1, 2015.

The rate increases will allow the City to set aside funds for upcoming capital projects while covering the operating costs of the water system. 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.

In Materials and Services, timber harvesting expenditures are expected to increase as the City is increasing its volume of timber to be harvested from 1.5 million to 2.0 million board feet. Professional services will increase due to a \$200,000 increase for a proposed seismic vulnerability analysis of the City's water treatment plant.

Some of the capital projects proposed for FY 2015-16 are: 1) the completion of the project to replace water meters with radio-read meters in cooperation with the Light and Power Department; and 2) repair of the west filter bay at the City-owned water treatment plant similar to the repair of east filter bay that was completed during the current fiscal year.

SWM Fund For FY 2015-16, CWS will increase their monthly fee of \$6.75 by \$0.50 to \$7.25. The City retains 75% of this and passes 25% to CWS. The City has an additional surcharge of \$1.00 per month which is proposed to remain the same.

Street Fund This budget includes \$80,000 for an ADA City-wide Study for Improvements primarily related to sidewalk ramps at all City intersections. Projects planned in FY 2015-16 are: 1) continued street overlays including Firwood Lane as part of the sewer construction project; and 2) the construction of sidewalk along B Street near Harvey Clarke School as part of the Safe Routes to School Project which is finally getting started after a long delay to complete the contracting process by ODOT; and 3) the sidewalk improvement project if there is interest from enough property owners to make the project cost effective.

Fire SAFER Grant Fund The City received two grants from Department of Homeland Security for fire staffing. One grant for a Recruitment and Retention Volunteer Coordinator position is for four years and expires in September of 2016. The second grant for a Fire Inspector position was for two years and will expire on June 30, 2015. The Fire Inspector position is proposed to be moved to the General Fund.

Fire Equipment Replacement Fund Funding transferred from the CIP Excise Tax Fund will be \$167,000 in FY 2015-16. The City and the Forest Grove Rural Fire District are proposing to place a manufactured home on Fire District owned property next to the Gales Creek Fire Station for interns to stay overnight for call response, to replace two command vehicles (SUVs), and to carryover the purchase of heart monitors scheduled to be purchased in FY 2014-15 which may not be delivered until FY 2015-16.

Capital Projects Fund This Fund will have approximately \$1.85 million in funds remaining from the sale of the Fernhill Wetlands to CWS. \$327,000 in costs for the demolition of the Times Litho site and other costs related to the sale and development of the Times Litho site are proposed to be spent from this fund. Reimbursement of these funds could come from the sale of the Times Litho site depending on the price received from the sale. Any other proposed use of funds from this Fund will go the City Council for approval.

CIP Excise Tax Fund This fund accounts for the Capital Improvement Excise Tax on the utility bills. 90% of the revenue collected goes to public safety projects with the remaining portion going to general projects. In FY 2015-16, \$294,078 will be transferred to the Fire Equipment Replacement Fund and the Equipment Fund to pay for the purchase of fire and police apparatus and vehicles. Other public safety items to be funded are: 1) mobile device management and authentication software for the Police Department tablets, interview room recording equipment for Police, and mobile printer and software so electronic traffic citations can be issued and directly loaded into the Municipal Court software. General purchases include: 1) mini-split heat pump for Engineering, and purchase of a portion of the small van to replace the Engineering pick-up truck being transferred to Parks.

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 FY 2015-16 Budget includes a proposed transfer of \$500,000 from the General Fund to help fund future maintenance projects. Projects planned for FY 2015-16 include: 1) repairing the roof of the Aquatic Center's activity pool; 2) replace tile in the family changing rooms at the Aquatic Center; 3) overlay of two parking lots at Lincoln Park; and 4) continued replacement of the rooftop HVAC units on the Library.

Information Systems Fund This budget includes funding for the City to begin to implement a City-wide geographic information system (GIS). The expenditures consist of needed software purchases, design and implementation of the database system, and data conversion for several departments. The total projected cost of this portion of the project is \$123,000. Costs were kept lower because the City's server system has sufficient capacity

to handle the GIS. Other cost increases include increased supplies which are used by departments and increased replacement charges for the City's server equipment for the virtualized server and disaster recovery site. Most of the increase is due to the implementation of the GIS. These expenses are paid by the charges to the various funds that use the various services. Large increases for Information System Fund charges in the Light & Power, Engineering, Planning, and Building Permit Funds are due primarily to the implementation of the GIS.

General Debt Service Fund This fund is mentioned because the final debt payment on the bonds issued in 1999 to fund the Library expansion, the Aquatic Center expansion, and the purchase of Thatcher Park will be made in May 2016.

Conclusion In summary, adoption of the proposed budget for FY 2015-16 will allow the City to maintain and enhance the services that make Forest Grove a full-service City. One of the key discussions the City is going to have over the next fiscal year is what does it mean to be a full-service City. What are the community standards and expectation for "full-service" will be part of the discussion which will also include how do the costs of those expectations impact the budget and the City's current ability to provide those services.

I would like to close by expressing my appreciation to the Budget Committee, the City Council, all of the 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 difficulties in later years. Also, the City Council's leadership in promoting measures to leverage financial opportunities from other agencies has helped the City support a sustainable future for all of our departments and the important functions they provide.

Finally, even though we are moving in the right direction, we will strive to monitor carefully City resources. We continue to rely on an operating levy and we know that economic conditions can impact us greatly. Protecting adequate reserves and carefully evaluating any additional new employees is critical given the uncertainties that may be ahead.

Tom Gamble, City Manager Pro Tem

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A place where businesses and families thrive.

CITY COUNCIL GOALS 2015-16

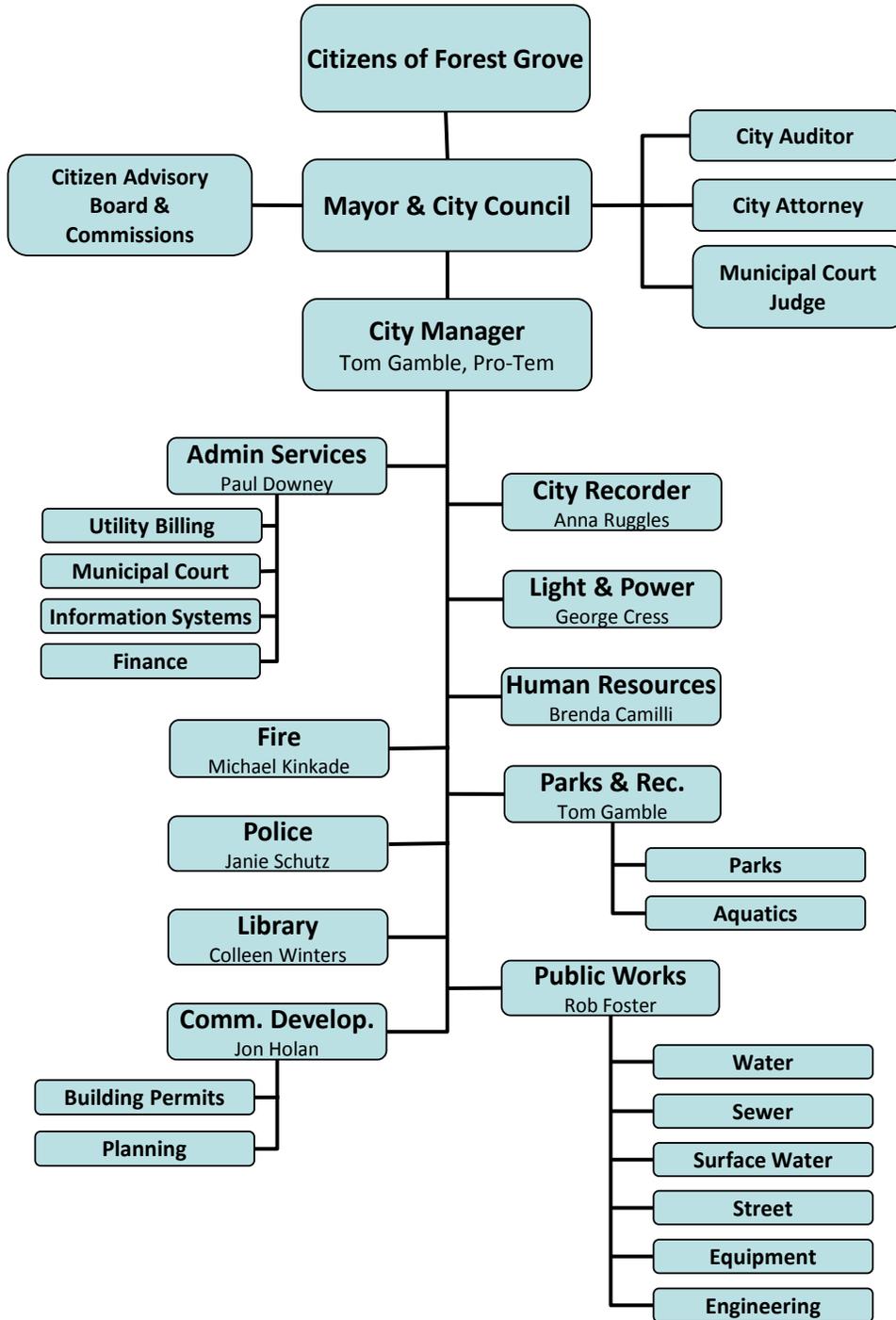
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Forest Grove in Local, State, and
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CITY OF FOREST GROVE

ORGANIZATIONAL CHART



BUDGET SUMMARY

FY 2015-16 PROPOSED 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	8,286,658	2,051,334	3,892,489	445,840	130,900	67,100	1,376,642	5,942,538	22,193,501
Enterprise Funds									
Light Fund			15,713,806			4,181,520		3,112,680	23,008,006
Sewer Fund			4,972,900			13,500		2,516,953	7,503,353
Sewer SDC Fund		240,000	555,650			6,000		1,179,962	1,981,612
Water Fund			4,102,883			1,317,362		4,508,794	9,929,039
Water SDC Fund			395,000			17,000		3,911,523	4,323,523
Surface Management Fund			1,246,000			1,700		407,617	1,655,317
SWM SDC Fund			21,000			2,000		417,803	440,803
Total Enterprise Funds		240,000	27,007,239			5,539,082	-	16,055,332	48,841,653
Special Revenue Funds									
Street Fund		1,527,053				126,600		854,706	2,508,359
Building Permits Fund			454,033			4,500		1,366,408	1,824,941
Community Enhancement		104,741						13,589	118,330
Library Endowment Fund						225		41,673	41,898
Street Tree Fund					40,000	30		8,550	48,580
Transportation System Fund		500,000							500,000
Public Arts Donations						2,090		10,625	12,715
Fac. Major Maintenance Fund						3,200	500,000	808,209	1,311,409
Fire SAFER Fund		148,988							148,988
Total Special Revenue Funds	-	2,280,782	454,033	-	40,000	136,645	500,000	3,103,760	6,515,220
Internal Service Fund									
Equipment Fund			935,378			14,000	228,180	1,108,224	2,285,782
Fire Equip Replace Fund		177,500				14,500	167,000	472,388	831,388
Information Systems Fund			403,986			2,000		450,126	856,112
City Utility Fund							208,797		208,797
Risk Management Fund			464,465			2,525		600,053	1,067,043
Total Internal Service Funds	-	177,500	1,803,829	-	-	33,025	603,977	2,630,791	5,249,122
Capital Projects Funds									
Bikeway Improvements		13,100				60		20,939	34,099
Park System Development		250,000			270,000	9,000		1,370,116	1,899,116
Traffic Impact Fund						15,000		3,151,107	3,166,107
Transport. Devel. Tax Fund					675,000	16,500		4,207,857	4,899,357
Capital Projects Fund						8,500	261,803	1,578,378	1,848,681
CIP Excise Tax Fund					330,000	475		131,253	461,728
Total Capital Project Funds		263,100	-		1,275,000	49,535	261,803	10,459,650	12,309,088
Debt Service Funds									
General Debt Service Fund	478,028					500		44,672	523,200
SPWF Debt Service Fund			5,507			1,509	7,500	11,118	25,634
Total Debt Service Funds	478,028		5,507			2,009	7,500	55,790	548,834
TOTAL - ALL FUNDS	8,764,686	5,012,716	33,163,097	445,840	1,445,900	5,827,396	2,749,922	38,247,861	95,657,418

FY 2015-16 PROPOSED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCIES	TOTAL APPROPRIATIONS	UNAPPROPRIATED FUND BALANCE	TOTAL EXPENDITURES
General Fund									
Legislative & Executive	467,488	91,771					559,259		559,259
Administrative Services	1,912,584	771,394					2,683,978		2,683,978
Library	940,647	170,843					1,111,490		1,111,490
Planning	368,744	87,489					456,233		456,233
Engineering	726,623	118,966					845,589		845,589
Police Services	4,474,027	811,149	25,000				5,310,176		5,310,176
Fire Department	2,934,095	710,633					3,644,728		3,644,728
Aquatics	462,365	185,960					648,325		648,325
Parks and Recreation	588,066	180,399					768,465		768,465
Municipal Court	198,314	172,062					370,376		370,376
Non-Departmental					507,500	750,000	1,257,500	4,537,382	5,794,882
Total General Fund	13,072,953	3,300,666	25,000		507,500	750,000	17,656,119	4,537,382	22,193,501
Enterprise Funds									
Light Fund	3,348,452	11,566,882	2,511,500	60,000	946,779	1,000,000	19,433,613	3,574,393	23,008,006
Sewer Fund	377,078	4,485,149	30,000	94,004	150,830	750,000	5,887,061	1,616,292	7,503,353
Sewer SDC Fund		444,520	836,000	121,994	261,803	100,000	1,764,317	217,295	1,981,612
Water Fund	940,054	2,667,094	1,006,941	433,078	279,290	1,223,250	6,549,707	3,379,332	9,929,039
Water SDC Fund			388,000		1,200	100,000	489,200	3,834,323	4,323,523
Surface Water Management	381,117	748,168	81,750		60,729	60,000	1,331,764	323,553	1,655,317
SWM SDC Fund			311,750			129,053	440,803		440,803
Total Enterprise Funds	5,046,701	19,911,813	5,165,941	709,076	1,700,631	3,362,303	35,896,465	12,945,188	48,841,653
Special Revenue Funds									
Street Fund	318,769	948,933	758,314			100,000	2,126,016	382,343	2,508,359
Building Permits Fund	495,647	168,249			33,663	250,000	947,559	877,382	1,824,941
Community Enhancement		108,138					108,138	10,192	118,330
Library Endowment Fund		711					711	41,187	41,898
Street Tree Fund		47,380			1,200		48,580		48,580
Transportation System Fund		500,000					500,000		500,000
Public Arts Donations		12,715					12,715		12,715
Fac. Major Maintenance Fund		511,409					511,409	800,000	1,311,409
Fire SAFER Grant Fund	146,988	2,000					148,988		148,988
Total Special Revenue Funds	961,404	2,299,535	758,314	-	34,863	350,000	4,404,116	2,111,104	6,515,220
Internal Service Fund									
Equipment Fund	237,903	418,807	915,500			250,000	1,822,210	463,572	2,285,782
Fire Equip Replace Fund			355,000			100,000	455,000	376,388	831,388
Information Systems Fund		288,531	45,700			40,000	374,231	481,881	856,112
City Utility Fund		208,797					208,797		208,797
Risk Management Fund		495,061	344,437		40,000	50,000	929,498	137,545	1,067,043
Total Internal Service Funds	237,903	1,411,196	1,660,637	-	40,000	440,000	3,789,736	1,459,386	5,249,122
Capital Projects Funds									
Bikeway Improvements			34,099				34,099		34,099
Park System Development		250,000	1,649,116				1,899,116		1,899,116
Traffic Impact Fund			3,166,107				3,166,107		3,166,107
Transport. Devel. Tax Fund			4,899,357				4,899,357		4,899,357
Capital Projects Fund			1,848,681				1,848,681		1,848,681
CIP Excise Tax Fund			166,548		295,180		461,728		461,728
Total Capital Project Funds		250,000	11,763,908	-	295,180	-	12,309,088	-	12,309,088
Debt Service Funds									
General Debt Service Fund				523,200			523,200		523,200
SPWF Debt Service Fund				24,968			24,968	666	25,634
Total Debt Service Funds				548,168			548,168	666	548,834
TOTAL - ALL FUNDS	19,318,961	27,173,210	19,373,800	1,257,244	2,578,174	4,902,303	74,603,692	21,053,726	95,657,418

2015-16 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	16.500	0.875	17.375
Municipal Court	2.000	0.000	2.000
Library	6.000	5.675	11.675
Aquatics	1.750	7.660	9.410
Parks & Recreation	5.500	1.000	6.500
Police	35.000	0.500	35.500
Fire	21.000	0.500	21.500
Community Development	7.225	0.375	7.600
Engineering	5.000	0.800	5.800
Light & Power	24.920	0.880	25.800
Public Works:	22.995	0.000	22.995
Sewer	3.730		
Water	9.765		
SWM	3.960		
Street	3.200		
Equipment	2.400		
2014-15 TOTALS:	150.890	18.460	169.350

GENERAL FUND

GENERAL FUND REVENUES

2012-13	2013-14	2014-15	2014-15	2014-15		2015-16	
Actual	Actual	Adopted	Est. YE	Variance	Account	Resource Allocation Summary	Proposed
6,946,984	7,480,266	7,654,833	7,985,713	330,880		Local Taxes	8,286,658
2,229,516	1,846,954	1,849,308	1,881,715	32,407		Intergovernmental Revenue	2,025,901
178,648	156,862	186,833	167,102	-19,731		Grants	25,433
3,246,190	3,394,752	3,656,744	3,671,020	14,276		Charges For Services	3,892,489
150,444	206,720	150,800	123,518	-27,282		Licenses, Permits, Fees	130,900
315,714	657,289	400,525	478,714	78,189		Fines	445,840
44,708	54,984	62,400	64,831	2,431		Miscellaneous Revenue	67,100
1,291,622	2,114,541	1,238,968	1,253,890	14,922		Transfers & Reimbursements	1,376,642
4,764,277	4,238,415	6,082,326	6,189,715	107,389		Fund Balance Available July 1	5,942,538
19,168,105	20,150,783	21,282,737	21,816,218	533,481		TOTAL RESOURCES	22,193,501

2012-13	2013-14	2014-15	2014-15	2014-15		2015-16	
Actual	Actual	Adopted	Est. YE	Variance	Account	Title	Proposed
LOCAL TAXES							
4,670,227	4,838,544	4,973,145	5,184,573	211,428	411003	Property Taxes	5,399,003
1,592,311	1,956,820	2,011,688	2,089,254	77,566	411010	Local Option Levy	2,192,655
119,850	147,762	120,000	135,000	15,000	411150	Property Tax Prior Years	125,000
564,597	537,140	550,000	576,886	26,886	413001	Franchise Tax	570,000
6,946,984	7,480,266	7,654,833	7,985,713	330,880		TOTAL LOCAL TAXES	8,286,658
INTERGOVERNMENTAL REVENUE							
287,330	307,523	318,345	325,000	6,655	420005	Alcoholic Beverages	356,939
30,404	29,887	27,925	29,887	1,962	420015	Cigarette	26,577
195,316	205,209	222,842	222,842	0	420020	State Revenue Sharing	249,857
0	-	0	0	0	420029	PCC Payments	0
682,067	699,114	713,098	713,098	0	420035	W.C.C.L.S.	742,491
556,411	453,369	484,698	441,602	-43,096	420050	Rural Fire District	551,337
52,612	2,329	2,400	1,500	-900	420055	Metro Construction Excise Tax	1,500
0	65,921	0	36,066	36,066	420065	State Fire Conflagration Reimbursement	0
0	-				420070	Payment from FG Urban Renewal Agency	5,000
52,733	72,333	70,000	104,520	34,520	422045	Transient Room Tax	85,000
372,642	11,269	10,000	7,200	-2,800	422055	SD15 Construction Excise Tax	7,200
2,229,516	1,846,954	1,849,308	1,881,715	32,407		TOTAL INTERGOVERNMENTAL REVENUE	2,025,901
GRANTS							
123,786	75,130	0	0	0	430214	Homeland Security Grant	0
0		0	0	0	430216	FEMA Reimbursement	0
0		0	0	0	430320	Bulletproof Vest Grant	0
0		0	0	0	430327	Reducing Youth Access To Alcohol Grant	0
730	452	0	0	0	430328	Justice Assistance Grant	0
0	2,288	0	4,887	4,887	430329	SPF SIG Grant	4,500
10	20	3,000	6,265	3,265	430335	DEC/DUII Police Grant	3,600
1,041	1,093	833	833	0	430455	Metro Cleanup Grant	833
8,225	-	12,000	12,800	800	430460	SHPO Grant	13,000
41,800	74,390	168,000	138,500	-29,500	430587	Grant - Other Agencies	0

2012-13	2013-14	2014-15	2014-15	2014-15			2015-16
Actual	Actual	Adopted	Est. YE	Variance	Account	Resource Allocation Summary	Proposed
3,056	3,489	3,000	3,817	817	430601	Public Library Support Grant	3,500
178,648	156,862	186,833	167,102	-19,731		TOTAL GRANTS	25,433
CHARGES FOR SERVICES							
290,008	283,999	310,000	306,076	-3,924	440004	Swimming Pool	319,000
40,117	40,091	40,000	30,435	-9,565	440007	Recreation User Fees	43,000
11,348	12,102	12,000	11,203	-797	440010	Lockers/Vending Machines	13,000
579	810	750	776	26	440019	Library Collection Fees	750
2,671	1,194	1,500	3,200	1,700	440020	Code Enforcement Revenue	1,800
3,994	5,061	4,400	5,600	1,200	440021	Library Charges	5,500
14,060	15,637	13,000	15,500	2,500	440022	Lien Searches	14,500
3,181	3,857	3,000	3,200	200	440023	Print Fees	3,200
6,073	6,545	6,800	5,857	-943	440025	Copy Service	6,000
8,650	8,700	7,200	8,800	1,600	440028	Passport Execution Fee	8,750
2,809,885	2,911,989	3,205,014	3,205,014	0	440029	General Fund Spt Svc (522023)	3,410,809
1,020	1,320	980	1,297	317	440030	Reserved Parking	1,280
26,606	29,784	26,000	28,788	2,788	440040	New Account Set-Up Fee	27,500
26,545	29,787	25,000	31,250	6,250	440042	Door Hanger Fee	30,000
9	407	0	300	300	440044	Online Phone Pmt. Convenience Fee	0
			4,094	4,094	440046	Failed Payment Arrangement	3,600
1,442	1,239	1,100	1,130	30	440301	Rental Income	1,300
0	42,230	0	6,000	6,000	440501	Bond Issuance Fees	0
			2,500	2,500	446010	Transport Service	2,500
3,246,190	3,394,752	3,656,744	3,671,020	14,276		TOTAL CHARGES FOR SERVICES	3,892,489
LICENSES, PERMITS, FEES							
2,404	3,598	2,500	2,250	-250	450050	Liquor Licenses	2,250
143	99	100	50	-50	450051	Police Permits	100
10,304	13,667	13,500	12,190	-1,310	450054	Metro Business License	12,000
49	29	0	23	23	450055	Business License Late Fees	0
35,106	36,287	39,000	36,500	-2,500	450056	City Business License	37,000
2,417	356	500	2,500	2,000	450057	Other	1,800
0		0	0	0	450072	Occupancy Permits	0
70,554	68,307	55,000	44,474	-10,526	450101	Planning Fees	37,500
28,831	84,052	40,000	25,000	-15,000	450122	Engineering Inspection Fees	40,000
0		0	0	0	450124	Erosion Control Fees	0
636	325	200	100	-100	450225	Impound Fees	100
		0	431	431	450230	Abatement Costs Billed	150
150,444	206,720	150,800	123,518	-27,282		TOTAL LICENSES, PERMITS, FEES	130,900
FINES							
40,379	37,593	35,000	47,000	12,000	460105	State Court Fines	42,000
9,975	15,350	13,250	8,389	-4,861	460115	Parking Fines	8,900
0	65	0	0	0	460116	Immobilization Fees	0
179,850	234,139	203,450	231,514	28,064	460120	Traffic Fines	203,450
48,733	326,489	112,560	155,799	43,239	460121	Cornelius Court Fines	160,250
266	2,183	1,850	1,350	-500	460125	Ordinance Fines	1,250
0	-	0	0	0	460126	CD Code Violation Fines	0

2012-13	2013-14	2014-15	2014-15	2014-15			2015-16
Actual	Actual	Adopted	Est. YE	Variance	Account	Resource Allocation Summary	Proposed
8,472	7,250	4,590	3,455	-1,135	460130	Marijuana Fines/Fees	860
3,218	9,473	5,825	6,207	382	460135	Minor In Possession Fines/Fees	5,130
24,821	24,747	24,000	25,000	1,000	460500	Library Late Fines	24,000
315,714	657,289	400,525	478,714	78,189		TOTAL FINES	445,840
MISCELLANEOUS REVENUE							
39,093	48,375	56,000	49,066	-6,934	470105	Interest	65,000
308	1,631	200	100	-100	471020	Unrestricted Donations	100
570	985	1,200	3,000	1,800	471021	Donations	1,500
925	1,445	500	665	165	471022	Restricted Library Memorials	500
0		0	0	0	471025	Public Arts Comm. Donation	0
0		0	0	0	471027	WCVA And Match Funds	0
0	-	0	0	0	471030	Bond Refinancing Proceeds	0
0		0	0	0	470150	Enterprise Zone Repayment	0
3,813	2,548	4,500	12,000	7,500	472005	Miscellaneous	0
0	0	0	0	0	472020	Forestry Run	0
44,708	54,984	62,400	64,831	2,431		TOTAL MISCELLANEOUS REVENUE	67,100
TRANSFERS & REIMBURSEMENTS							
14,020		2,067	4,677	2,610	480006	Municipal Judge Reimbursement	2,160
17,209	16,940	10,000	17,323	7,323	480006	Reimbursements	12,500
28,796	53,134	48,011	45,200	-2,811	480008	Cornelius Fire Dept Reimb For Chief	82,863
120,742	119,683	0	0	0	480009	Trimet Officer Reimbursement	0
57,868	58,659	64,713	64,713	0	480010	SRO Reimbursement	66,225
0	98	0	300	300	480011	School District Overtime	0
18,617	10,848	6,500	14,000	7,500	480015	Fire Dept Reimbursements	8,000
1,329	-	0	0	0	480017	Fire Dept Inspection Reimbursement	0
1,033,041	1,025,179	1,055,927	1,055,927	0	480050	In-Lieu Of Transfer	1,128,831
0	830,000	51,750	51,750	0	481005	Transfer From Other Funds	76,063
1,291,622	2,114,541	1,238,968	1,253,890	14,922		TOTAL TRANSFERS & REIMBRSMNTS	1,376,642
FUND BALANCE AVAILABLE							
4,764,277	4,238,415	6,082,326	6,189,715	107,389	495005	Fund Bal Avail For Approp.	5,942,538
4,764,277	4,238,415	6,082,326	6,189,715	107,389		TOTAL AVAILABLE	5,942,538
19,168,105	20,150,783	21,282,737	21,816,218	533,481		TOTAL RESOURCES	22,193,501

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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 highlights this fiscal year will include funding for youth representatives and chaperons to the National League of Cities Conference in Washington D.C. and provide support for sustainability efforts within the community.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY 14-15</u>	Proposed <u>FY 15-16</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

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Revenues Legislative & Executive Fund & Dept: 100-11		2015-16 Proposed
					Title		
CHARGES FOR SERVICES							
16	0	29	0	440025	Copy Service		30
306,952	330,092	344,105	344,105	440029	General Fund Support Services		370,888
306,968	330,092	344,134	344,105		TOTAL CHARGES FOR SERVICES		370,918
MISCELLANEOUS							
0	200	0	0	472005	Miscellaneous Revenue		0
0	200	0	0		TOTAL MISCELLANEOUS		0
306,968	330,292	344,134	344,105		TOTAL RESOURCES		370,918

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Expenditures Fund & Dept: 100-11		2015-16 Proposed
					Title		
PERSONNEL SERVICES							
263,943	273,325	290,028	248,133	511005	Regular Employee Wages		294,202
8,999	9,048	10,680	9,070	511010	Part-Time Employees		10,680
415	0	0	0	511020	Temp Employee Wages		0
209	0	0	0	511021	Unemployment Compensation		0
56,196	57,316	58,893	51,594	512005	Health/Dental Benefits		61,056
2,611	2,793	2,806	2,184	512008	Health Reimb Arrangement		2,848
53,855	59,309	63,985	51,014	512010	Retirement		69,200
19,007	20,601	23,004	16,116	512015	FICA		23,324
336	347	262	262	512020	Worker'S Comp		248
2,661	7,966	1,807	5,781	512025	Other Benefits		358
2,232	2,460	2,265	2,646	512030	Other Payroll Taxes		5,572
410,464	433,165	453,730	386,800		TOTAL PERSONNEL SERVICES		467,488
MATERIALS & SERVICES							
908	880	750	750	520110	Operating Supplies		750
8,328	9,422	8,000	8,000	520120	Organization Business Expense		8,000
56	51	100	100	520180	Subscriptions/Books		100
0	1,250	0	0	520220	Small Equipment		5,430
2,936	2,951	2,300	3,907	520503	Printing		3,000
823	464	500	250	520506	Postage		500
392	399	452	452	520509	Telephone		452
8,322	8,842	9,250	9,250	520521	Public Information		9,250
20	26	110	25	520524	Publications		110
4,069	4,482	5,016	5,016	520530	Memberships		5,016
2,913	6,754	5,400	4,000	520563	Sister City Contribution		8,900
332	365	989	989	520578	Insurance & Bonds		1,485
5,838	9,990	9,825	9,825	521003	Training/Conferences		9,825
15,811	13,844	22,700	22,700	521004	Legislative Training/Conferences		31,700
170	49	200	100	521006	Travel		200
1,063	872	1,500	1,500	521150	Professional Services		1,500
499	499	500	500	522003	Equipment Maint & Oper Supplies		500
51	158	0	0	522012	Fuel/Oil		0
643	720	695	695	522021	Equipment Fund Charges		3,218
1,688	1,688	1,809	1,809	522022	Information Systems Fund		1,835
54,862	63,705	70,096	69,868		TOTAL MATERIALS & SERVICES		91,771
465,326	496,869	523,826	456,668		TOTAL LEG & EXEC EXPENDITURES		559,259

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 11-12	FY 12-13	FY 13-14
Utility Bills Processed	113,952	115,313	117,262
On-Line Utility Billing members	3,614	4,720	5,225
On-Line Utility Billing payments	11,435	15,392	17,730
Utility Accounts as of June 30	9,496	9,632	9,746
Utility Meters Disconnected	477	421	398
Accts Payable Invoices Processed	8,954	9,082	9,202
Lien Search Completions	547	615	634
Employment Apps. Processed	692	1,016	1,364
Position Recruitments Completed	17	17	35

BUDGET HIGHLIGHTS

Overall, the Administrative Department's budget is increasing about 5.4% when compared to FY 14-15 with most all of that increase coming in Personnel Services. The FY 2015-16 Budget proposes adding 0.25 FTE to the Volunteer Coordinator /HR Coordinator position to make that position full-time. The primary reason for this request in additional

staffing is the increasing burden of federal and state regulations. Material and Services are higher by \$7,599 in FY 2015-16 with most of that increase due to an increase in Information System charges.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY 14-15</u>	Proposed <u>FY 15-16</u>
Director of Administrative Services	1.000	1.000	1.000
Human Resources Manager	0.875	0.875	0.875
Information Technology Manager	0.000	1.000	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
Vol. Coordinator/HR Coord.	0.500	0.500	0.750
Senior Administrative Specialist	1.000	1.000	1.000
Administrative Specialists	4.000	4.000	4.000
Payroll Specialist	1.000	1.000	1.000
Janitors	1.750	2.000	2.000
Facility Maintenance Supervisor	0.750	0.750	0.750
TOTAL	15.875	17.125	17.375

BUDGET DETAIL

**FY 15-16 Revenues
Admin Services Fund
Fund & Dept: 100-12**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
GRANTS						
1,041	1,093	833	800	430455	Metro Cleanup Grant	833
0	0	0	0	432280	Healthy Benefits Group	0
1,041	1,093	833	800		TOTAL GRANTS	833
CHARGES FOR SERVICES						
14,060	15,637	13,000	14,626	440022	Lien Searches	14,500
494	264	278	450	440025	Copy Service	250
8,650	8,700	7,200	7,500	440028	Passport Execution Fee	8,750
1,798,623	1,852,428	2,005,959	2,005,959	440029	General Fund Support Services	2,104,657
1,020	1,320	980	1,200	440030	Reserved Parking	1,280
26,606	29,784	26,000	25,000	440040	New Account Setup Fee	27,500
26,545	29,787	25,000	25,000	440042	Door Hanger Fee	30,000
9	407	0	300	440044	Online Phone Payment Convenience Fee	0
0	0	0	2,800	440046	Failed Payment Arrangement Fee	3,600
0	42,230	0	16	440501	Bond Issuance Fees	0
1,876,007	1,980,557	2,078,417	2,082,851		TOTAL CHARGES FOR SERVICES	2,190,537
LICENSES, PERMITS, & FEES						
49	29	0	0	450055	Business License Late Fees	0
35,106	36,288	39,000	35,000	450056	Business License	37,000
0	0	500	0	450057	Other	0
35,155	36,317	39,500	35,000		TOTAL LICENSES, PERMITS, & FEES	37,000
MISCELLANEOUS REVENUE						
0	0	0	0	471021	Donations	1,500
0	0	0	0	471030	Bond Refinancing Proceeds	0
1,059	1,926	4,500	786	472005	Miscellaneous	0
1,059	1,926	4,500	786		TOTAL MISCELLANEOUS REVENUE	1,500
TRANSFERS & REIMBURSEMENTS						
320	951	10,000	10,000	480006	Reimbursements	12,500
0	0	0	0	481005	Transfer from Other Funds	0
320	951	10,000	10,000		TOTAL TRANSFERS & REIMBURSEMENTS	12,500
1,913,582	2,020,844	2,133,250	2,129,437		TOTAL RESOURCES	2,242,370

**FY 15-16 Expenditures
Admin Services Fund
Fund & Dept: 100-12**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
PERSONAL SERVICES						
826,166	843,001	974,154	954,117	511005	Regular Employee Wages	1,053,091
122,245	145,777	127,475	150,704	511010	Part-Time Wages	120,845
507	328	2,000	0	511015	Overtime	2,000
1,143	0	9,000	0	511020	Temporary Wages	0
2,368	352	0	0	511021	Unemployment Compensation	0

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
293,136	309,063	366,901	373,132	512005	Health/Dental Benefits	382,553
10,035	10,747	12,006	13,644	512008	Health Reimb Arrang	13,443
176,039	169,948	205,147	201,061	512010	Retirement	223,200
72,448	75,486	85,116	83,403	512015	FICA	89,959
4,900	5,017	5,180	5,180	512020	Worker's Comp	5,611
10,466	8,712	6,527	8,320	512025	Other Benefits	12,851
7,275	7,691	8,563	10,704	512030	Other Payroll Taxes	9,031
1,526,728	1,576,122	1,802,069	1,800,265		TOTAL PERSONNEL SERVICES	1,912,584
MATERIALS & SERVICES						
5,988	5,033	6,600	6,000	520110	Operating Supplies	6,600
3,550	4,202	3,600	4,000	520120	Organization Business Expense	4,000
12,265	13,337	11,427	11,985	520150	Utilities	12,000
416	741	500	569	520180	Subscriptions/Books	500
0	679	66,554	66,901	520190	Computer Software	250
64,289	62,305	0	83	520200	Computer Software Licenses/Mnt	64,969
1,447	1,972	1,600	4,228	520220	Small Equipment	1,600
17,019	18,868	19,200	20,200	520503	Printing	21,100
66,403	65,655	70,000	71,387	520506	Postage	72,000
4,263	3,978	4,950	3,984	520509	Telephone	6,600
2,102	1,134	2,500	1,500	520521	Public Information	2,500
258	106	1,297	350	520524	Publications	1,202
19,400	19,677	21,139	20,600	520530	Memberships	21,715
5,133	6,554	3,000	2,100	520533	Recruiting Expenses	3,000
5,609	12,869	4,175	4,050	520557	Intergovernmental Services	4,180
21,910	25,729	37,500	40,393	520560	Senior Center	44,000
7,954	9,125	10,483	10,819	520578	Insurance & Bonds	16,365
9,147	18,604	28,450	13,500	521003	Training/Conferences	35,400
40	1,948	1,950	1,998	521006	Travel	2,000
27,308	25,649	54,500	54,500	521113	Attorney Services	57,000
11,617	13,720	63,400	52,786	521150	Professional Services	29,900
0	0	0	0	521162	Consultants	0
6,517	6,780	6,000	6,000	521165	Contracts For Services	6,000
386	157	0	0	521168	Misc Medical Services	0
29,545	29,179	30,725	30,320	521171	Financial Services-Auditing, Banking, Ac	35,250
1,503	1,451	1,570	1,445	521172	Bank Service Fees	1,570
26,318	20,387	38,680	33,155	522003	Equipment Maint & Oper Supplies	37,060
27	0	0	145	522009	Vehicle Maint & Oper Supplies	0
80	0	0	0	522012	Fuel/Oil	0
7,231	7,982	5,754	5,754	522021	Equipment Fund Charges	8,919
70,261	72,383	78,461	78,461	522022	Information Systems Fund Charges	85,324
8,361	9,697	5,000	5,000	522303	Custodial	6,000
0	628	1,300	1,300	522306	Rents & Leases	1,475
21,860	21,860	21,860	21,860	522309	Building/Facility Rental	21,860
10,875	14,368	12,300	12,300	522312	Facility Maintenance Supplies	12,600
91,195	93,040	89,500	74,500	522315	Facility Mnt/Repairs	88,455
560,277	589,796	703,975	662,173		TOTAL MATERIALS & SERVICES	711,394
CAPITAL OUTLAY						
824,751	0	0	0	550187	Property Acquisition	0
824,751	0	0	0		TOTAL CAPITAL OUTLAY	0
2,911,756	2,165,918	2,506,044	2,462,438		TOTAL ADMIN SERVICE EXPEND	2,623,978

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 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Total Cases Filed	1308	1196	1309	1856	3690
Total Cases Closed	1140	985	1010	1520	3328
Deferred Sentencing Programs	187	110	192	158	UTD

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 increased significantly in 2013-2014, due to the addition of the Cornelius Municipal Court. However, the volume has since leveled off since the City of Cornelius began contracting with the Washington County Sheriff's Office for their police services on July 1, 2014.

In March of 2014, the Court began using a new collections agency which has improved the collection of outstanding fines.

PERSONNEL REQUIREMENTS

	Appropriated FY 13-14	Appropriated FY 14-15	Proposed FY 15-16
Court Supervisor	1.00	1.00	1.00
Admin Specialist	1.00	1.00	1.00
TOTAL	2.00	2.00	2.00

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Revenues Municipal Court Fund & Dept: 100-13-10 Title	2015-16 Proposed
FINES						
9,975	15,350	13,250	\$8,839	460115	Parking Fines	8,900
179,850	234,139	203,450	\$231,514	460120	Traffic Fines	203,450
48,733	326,490	112,560	\$155,799	460122	Cornelius Court	160,250
266	2,183	1,850	\$1,350	460125	Ordinance Fees	1,250
8,472	7,250	4,590	\$3,455	460130	Marijuana Fines/Fees	860
3,218	9,473	5,825	\$6,207	460135	Minor in Possession Fines/Fees	5,130
250,514	594,885	341,525	\$407,164		TOTAL FINES	379,840
MISCELLANEOUS						
14	0	0	\$55	472005	Miscellaneous	0
14	0	0	\$55		TOTAL MISCELLANEOUS	0
TRANSFERS & REIMBURSEMENTS						
14,020	5,315	2,067	\$4,677	480006	Transfers & Reimbursements	2,160
14,020	5,315	2,067	\$4,677		TOTAL TRANSFERS & REIMBURSEMENTS	2,160
264,548	600,200	343,592	411,896		TOTAL RESOURCES	382,000

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Expenditures Municipal Court Fund & Dept: 100-13-10 Title	2015-16 Proposed
PERSONAL SERVICES						
71,651	98,796	102,611	103,321	511005	Regular Employee Wages	107,834
13,800	11,280	17,952	19,216	511010	Part-Time Employee Wages	17,952
23,705	35,925	44,126	39,066	512005	Health/Dental Benefits	38,475
1,146	1,264	1,272	1,528	512008	Health Reimb Arrange	1,299
12,271	17,556	18,806	18,740	512010	Retirement	20,684
6,390	8,253	9,223	8,438	512015	FICA	9,623
119	146	112	112	512020	Worker's Comp	149
693	856	639	882	512025	Other Benefits	1,329
647	854	931	879	512030	Other Payroll Taxes	969
130,422	174,930	195,672	192,182		TOTAL PERSONAL SERVICES	198,314

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
MATERIALS & SERVICES						
528	809	1,000	750	520110	Operating Supplies	1,000
58	117	200	200	520120	Organizational Business Exp	200
0	0	22,138	23,946	520190	Computer Software	0
6,482	6,632	6,813	6,761	520200	Computer Software Licenses	7,360
0	0	200	357	520220	Small Equipment	2,738
26	49	400	145	520503	Printing	400
959	1,801	1,320	1,665	520506	Postage	1,665
131	134	250	138	520509	Telephone	250
0	0	100	100	520521	Public Information	100
75	140	500	175	520524	Publications	500
145	195	195	195	520530	Memberships	195
1,485	34,264	13,130	25,794	520539	Assessment-County	26,050
10,775	84,425	700	37,500	520557	Intergovernmental Services	30,800
75,320	160,572	81,130	81,130	520566	Assessment- State	81,675
298	328	527	527	520578	Insurance & Bonds	640
861	1,892	2,600	1,452	521003	Training/Conferences	2,600
3,840	4,091	6,900	4,478	521150	Professional Services	7,184
1,302	3,315	1,750	2,935	521172	Banking Services	2,950
4,984	4,984	4,562	4,562	522022	Inform Systems Fund	4,971
784	784	784	784	522309	Building/Facility Rental	784
108,053	304,532	145,199	193,594		TOTAL MATERIALS & SERVICES	172,062
238,475	479,462	340,871	385,776		TOTAL MUNICIPAL COURT EXPENSES	370,376

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LIBRARY

MISSION STATEMENT

The mission of the Forest Grove City Library is to bring people, information and ideas together to enrich lives.

To fulfill our mission, we rely on these vital resources:

- ❖ Our staff and volunteers
- ❖ Our physical and virtual spaces
- ❖ Our collections, programs and services
- ❖ Our collaborative relationships

Our mission's guiding principles are:

- ❖ Promote reading, learning and literacy
- ❖ Foster community
- ❖ Support intellectual freedom
- ❖ Adapt and innovate

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 and Toddler story times; Summer Reading, Early Childhood Discovery Time, Fun@4, 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 distribution agreement. Revenue for WCCLS comes from Washington County's General Fund (66%) and a County-wide levy (33%). 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 and Interlibrary Loans; downloadable e-books, audio books and videos; RFID security system for materials; 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.

DEPARTMENT GOALS

- Complete Library Strategic Planning Process
- Develop and implement Continuity of Operations Plan (COOP)
- Actively participate in development of 2015 WCCLS levy
- Maintain the quality of the department's staff and working environment
- 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 2013-14

- Library visits = 165,175 persons came into the library
- Library cards issued = 1,469 new registrations
- Items checked out = 383,207 items
- E-book items checked out = 16,340
- Volunteer assistance provided = 3,611 hours

2. Reference Assistance – fiscal year 2013-14

- Reference questions answered = 14,730
- Hold and interlibrary loan requests = 298,238
- Public computer use = 27,014
- Public wireless sessions = 46,081

3. Programming for all ages – fiscal year 2013-14

- Children’s programs presented = 251 programs/6,083 persons attending
- Adult programs presented = 41 programs/644 people attending

BUDGET HIGHLIGHTS

The Forest Grove City Library is slated to receive approximately 70% of its funding for operations from WCCLS in FY 15-16. 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 receives additional support from the Friends of the Library (est. \$10,000 annually) and from the Library Foundation for special projects and purchases.

The Library’s budget is proposed to increase approximately 5.7% in FY 2015-16 when compared to the budget for FY 2014-15. This increase includes money for a .25 intermittent position; on-call staff; a \$4,000 increase in the materials budget as well as inflationary increases in salary and benefit costs, utilities, and various maintenance contracts.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY 14-15</u>	Proposed <u>FY 15-16</u>
Library Director	1.00	1.00	1.000
Services Supervisors	2.00	2.00	2.000
Adult/Youth Services Librarians	2.55	2.55	2.925
Library Associate/Assistants	5.50	5.50	5.500
Volunteer Coordinator	0.25	0.25	0.250
TOTAL	11.30	11.30	11.675

BUDGET DETAIL

				FY 15-16 Revenues Library Department Fund & Dept: 100-14		
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
INTERGOVERNMENTAL REVENUE						
682,067	699,114	713,098	713,098	420035	WCCLS	742,491
3,056	3,489	3,000	3,817	430601	Public Library Support Grant	3,500
685,123	702,603	716,098	716,915		TOTAL INTERGOVERNMENTAL REVENUE	745,991
CHARGES FOR SERVICES						
579	810	750	720	440019	Library Collection Fees	750
3,994	5,061	4,400	5,000	440021	Library Charges	5,500
3,181	3,857	3,000	3,000	440023	Print Fees	3,200
1,368	1,616	1,226	1,500	440025	Copy Service	1,020
1,442	1,239	1,100	1,300	440301	Rental Income	1,300
10,564	12,584	10,476	11,520		TOTAL CHARGES FOR SERVICES	11,770
FINES						
24,821	24,747	24,000	24,000	460500	Library Late Fines	24,000
24,821	24,747	24,000	24,000		TOTAL FINES	24,000
MISCELLANEOUS REVENUE						
0	0	0	735	450057	Other	0
308	131	200	50	471020	Unrestricted Donations	100
925	1,445	500	650	471022	Restricted Library Memorials	500
1,233	1,576	700	1,435		TOTAL MISCELLANEOUS REVENUE	600
TRANSFERS & REIMBURSEMENTS						
0	0	0	0	480006	Reimbursements	0
0	0	0	0		TOTAL TRANSFERS & REIMBURSEMENTS	0
721,741	741,510	751,274	753,870		TOTAL RESOURCES	782,361

FY 15-16 Expenditures Library Department Fund & Dept: 100-14						
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
PERSONNEL SERVICES						
348,950	356,202	364,042	362,573	511005	Regular Employee Wages	392,397
245,089	254,358	255,042	258,355	511010	Part-Time Employee Wages	262,042
0	0	0	0	511021	Unemployment Compensation	0
0	7,806	15,420	10,593	511020	Temporary Employee Wages	5,000
89,269	92,374	111,255	99,889	512005	Health/Dental Benefits	103,359
5,359	5,281	6,213	6,167	512008	Health Reimb Arrange	6,465
71,634	68,101	102,010	95,680	512010	Retirement	108,920
43,563	44,576	48,540	46,847	512015	FICA	50,447
710	740	572	572	512020	Worker's Comp	524
3,021	2,773	3,453	3,036	512025	Other Benefits	6,379
4,499	4,776	4,922	4,914	512030	Other Payroll Taxes	5,114
812,094	836,986	911,469	888,626		TOTAL PERSONNEL SERVICES	940,647
MATERIALS & SERVICES						
6,339	8,331	5,500	5,500	520110	Operating Supplies	5,500
133	176	300	500	520120	Organization Business Expense	500
80,429	81,038	84,850	84,850	520140	Library Materials	88,950
3,842	3,801	1,943	1,938	520150	Utilities	2,050
0	0	0	0	520210	Computer Supplies	0
354	293	500	0	520220	Small Equipment	6,500
0	0	0	0	520503	Printing	0
1,574	1,457	1,500	1,640	520506	Postage	1,650
1,289	1,315	1,320	1,356	520509	Telephone	1,360
607	463	800	115	520521	Public Information	800
485	195	750	520	520530	Memberships	750
0	0	0	0	520536	Customer Refunds	0
1,820	1,926	3,100	2,676	520557	Intergovernmental Services	2,520
6,723	7,395	5,664	5,664	520578	Insurance & Bonds	7,818
537	332	2,250	750	521003	Training/Conferences	4,000
0	0	1,500	200	521006	Travel	750
0	139	0	0	521150	Professional Services	3,000
3,962	4,475	4,400	4,417	521165	Contracts For Services	3,500
0	0	0	0	521168	Misc Medical Services	0
620	1,147	840	840	521172	Bank Service Fees	1,010
4,196	3,910	5,810	5,790	522003	Equipment Maintenance	4,550
642	720	695	695	522021	Equipment Fund Charges	663
20,944	20,943	21,911	21,911	522022	Information Systems Fund	23,872
5,354	4,855	4,400	4,400	522312	Facility Maintenance Supplies	4,400
3,867	3,747	7,100	7,100	522315	Facility Mnt/Repairs	6,700
143,717	146,657	155,133	150,862		TOTAL MATERIALS & SERVICES	170,843
955,811	983,643	1,066,602	1,039,488		TOTAL LIBRARY EXPENDITURES	1,111,490

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 453 classes will be offered throughout the fiscal year to meet attendance and revenue projections. Recreational Swimming: Recreational Swimming will be offered 341 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 13-14</u>	<u>FY 14-15</u>
Swimming Instruction	20,530	21,490
Recreational Swimming	36,709	37,931
Group Rentals	24,430	23,505

BUDGET HIGHLIGHTS

For Fiscal Year 2015-16, the Aquatics Department will continue to offer the same services at the same level as in 2014-15. The center staff will continue to explore and make energy saving measures to reduce the costs of operating. Some building improvements will occur these include re-roofing the activity pool area, installation of new flooring in the family changing room and public restrooms, and replacing the surface on the front counter. Overall, the Aquatics Department's budget is relatively flat when compared to FY 14-15.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY 14-15</u>	Proposed <u>FY 15-16</u>
Director of Parks & Recreation	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
Aquatic Staff	6.90	6.90	6.41
TOTAL	9.90	9.90	9.41

BUDGET DETAIL**FY 15-16 Resources****Aquatics****Fund & Dept: 100-15**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
					Resources	
280,000	283,999	310,000	306,076	440004	Swimming Pool	319,000
12,000	12,102	12,000	11,203	440010	Locks / Vending Machines	13,000
0	0	0	0	471020	Unrestricted Donations	0
292,000	296,101	322,000	317,279		TOTAL RESOURCES	332,000

FY 15-16 Expenditures**Aquatics****Fund & Dept: 100-15**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Estimate	Account	Title	2015-16 Proposed
					PERSONNEL SERVICES	
130,431	134,732	138,800	140,732	511005	Regular Employee Wages	142,155
165,968	177,111	207,460	186,055	511010	Part-Time Employee Wages	199,117
37,238	33,872	47,190	37,798	512005	Health/Dental Benefits	40,892
2,205	2,201	2,015	2,390	512008	Health Reimb Arrange	2,231
26,345	28,959	37,263	36,831	512010	Retirement	40,283
21,756	23,175	26,489	24,286	512015	FICA	26,107
6,169	6,004	5,191	5,191	512020	Worker'S Comp	5,059
1,468	1,447	1,835	1,526	512025	Other Benefits	3,762
2,347	2,535	2,795	2,611	512030	Other Payroll Taxes	2,759
393,927	410,035	469,038	437,420		TOTAL PERSONNEL SERVICES	462,365

MATERIALS & SERVICES

19,702	26,348	29,750	24,100	520110	Operating Supplies	30,000
214	225	400	413	520120	Organization Business Expense	400
705	609	500	500	520130	Personnel Uniforms & Equipment	400
65,828	63,514	90,000	60,432	520150	Utilities	80,000
3,213	11,314	5,450	5,000	520220	Small Equipment	5,600
1,235	2,182	2,700	2,494	520503	Printing	2,800
406	340	500	343	520506	Postage	550
778	800	600	715	520509	Telephone	600
2,751	3,054	1,700	1,792	520521	Public Information	1,800
250	200	250	550	520530	Memberships	400
0	0	0	0	520533	Recruiting Expenses	0
1,544	1,271	1,300	1,271	520557	Intergovernmental Services	1,350
5,738	6,312	4,694	4,694	520578	Insurance & Bonds	6,152
2,885	2,374	1,950	1,155	521003	Training/Conferences	2,000
2,883	1,642	1,000	0	521150	Professional Services	1,000
776	2,443	2,200	2,666	51172	Bank Service Fees	2,200
924	92	1,550	1,200	522003	Equipment Maint & Oper Supplies	1,500
763	842	695	697	522021	Equipment Fund Charges	663
3,452	3,452	4,993	5,037	522022	Information Systems Fund	5,645
6,168	9,513	12,500	11,716	522312	Facility Maintenance Supplies	13,000
21,982	27,203	29,750	29,948	522315	Facility Mnt/Repairs	29,900
142,197	163,730	192,482	154,723		TOTAL MATERIALS & SERVICES	185,960

536,124	573,765	661,520	592,143		TOTAL AQUATICS EXPENDITURES	648,325
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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>2013</u>	<u>2014</u>
Park Reservations (# of reservations)	958	940
Sports League Games Participants	19,500	19,300

BUDGET HIGHLIGHTS

Overall, the Parks Department Personnel budget is increasing about \$ 48,327. This increase is personnel costs related to potential increases for part-time employees for health benefits to be compliant with federal law. The remainder of the budget is relatively flat. Special projects this year which are included in the C.I.P. are, finalizing the Parks, Open Space and Master Plan including the community center feasibility study. Some pavement overlays will occur in Lincoln Park and a restroom will be constructed in Rogers Park. Also, the Old Town Loop Trail is included in the budget. All funding for these projects are included in the Park System Develop Fund and the Major Maintenance Fund. Staff will continue to support other city functions including the Light and Power Department, Public Works and management of the water shed.

PERSONNEL REQUIREMENTS

	Appropriated FY 13-14	Appropriated FY 14-15	Proposed FY 15-16
Director Parks and Recreation	0.50	0.50	0.50
Crew Supervisor	1.00	1.00	1.00
Utility Workers	3.50	3.50	4.00
Seasonal Temporary	1.00	1.00	1.00
Total	6.00	6.00	6.50

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Revenues Parks Department Fund & Dept: 100-16	2015-16 Proposed
CHARGES FOR SERVICES							
40,117	40,091	40,000	30,435	440007	Recreation User Fees		43,000
89,620	92,175	124,737	124,737	440029	General Fund Support Services		128,397
0	0	0	0	440301	Rental Income		0
129,737	132,266	164,737	155,172		TOTAL CHARGES FOR SERVICES		171,397
MISCELLANEOUS REVENUE							
180	0	0	0	450057	Other		0
0	1,500	1,200	0	471020	Donations		0
180	1,500	1,200	0		TOTAL MISCELLANEOUS REVENUE		0
129,917	133,766	165,937	155,172		TOTAL RESOURCES		171,397

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Expenditures Parks Department Fund & Dept: 100-16	2015-16 Proposed
PERSONAL SERVICES							
255,983	269,864	320,359	324,428	511005	Regular Employee Wages		331,006
0	0	0	112	511015	Overtime		0
0	12,742	0	0	511010	Part-Time Employee Wages		0
22,682	17,643	40,363	37,259	511020	Temp Employee Wages		41,171
2,804	2,245	0	616	511021	Unemployment Compensation		0
57,932	57,886	80,831	73,725	512005	Health/Dental Benefits		96,186
3,047	3,181	3,586	4,914	512008	Health Reimb Arrange		4,051
52,539	58,865	65,673	68,400	512010	Retirement		74,501
21,130	22,812	27,595	27,435	512015	FICA		28,471
6,445	7,025	5,250	5,250	512020	Worker's Comp		6,569
1,991	2,013	1,700	2,299	512025	Other Benefits		3,257
2,118	2,328	2,771	2,869	512030	Other Payroll Taxes		2,854
426,671	456,604	548,128	547,307		TOTAL PERSONAL SERVICES		588,066

2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
MATERIALS & SERVICES						
1,438	535	2,600	2,498	520110	Operating Supplies	2,800
147	86	100	179	520120	Organization Business Expense	100
1,528	1,457	2,000	2,138	520130	Personnel Uniforms & Equipment	2,000
10,267	6,739	6,540	5,974	520150	Utilities	9,000
4,546	6,301	10,500	8,387	520220	Small Equipment	10,000
7	4	0	0	520503	Printing	0
0	0	150	100	520506	Postage	150
847	822	2,750	875	520509	Telephone	2,800
250	520	200	200	520521	Public Information	200
935	1,244	1,700	1,685	520530	Memberships	1,800
616	208	450	407	520557	Intergovernmental Services	400
1,858	2,050	3,614	3,614	520578	Insurance & Bonds	4,382
1,153	1,393	2,225	2,085	521003	Training/Conferences	2,500
15,368	6,314	12,300	11,507	521150	Professional Services	12,000
729	838	0	186	521168	Misc Medical Services	0
1,382	652	3,000	2,762	522003	Equipment Maint & Oper Supplies	3,000
0	511	0	0	522009	Vehicle Maint & Oper. Supplies	0
539	84,945	500	841	522012	Fuel/Oil	600
81,540	1,685	75,804	75,804	522021	Equipment Fund Charges	83,027
1,685	425	2,077	2,138	522022	Information Systems Fund	1,140
0	0	500	400	522306	Rents & Leases	500
16,637	14,777	25,000	24,014	522312	Facility Maintenance Supplies	24,000
9,326	4,106	20,000	17,899	522315	Facility Mnt/Repairs	20,000
150,798	135,611	172,010	163,693		TOTAL MATERIALS & SERVICES	180,399
203,337	194,476	720,138	711,000		TOTAL PARKS & REC EXPENDITURES	768,465

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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

Prior to FY 2014-15, 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 School District but not in this Fund.

A transfer of \$500,000 General Fund reserves to the Major Maintenance Fund to fund future major maintenance of General Fund facilities is proposed for FY 2015-16. The General Fund reserves are projected to be above the minimum reserve levels in FY 2017-18 so staff is proposing to set more funds aside for coming major maintenance projects. A transfer of \$7,500 to the Special Public Works Debt Service Fund to pay for debt service payments due prior to the assessment payments is budgeted for FY 2015-16. This transfer will be returned to the General Fund after the assessments are collected over the next few fiscal years.

BUDGET DETAIL

				FY 15-16 Revenues Non-Departmental Fund Fund & Dept: 100-18		
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
LOCAL TAXES						
4,670,227	4,838,544	4,973,145	5,184,753	411003	Property Taxes	5,399,003
1,592,311	1,956,820	2,011,688	2,089,254	411010	Local Option Levy	2,192,655
119,850	147,762	120,000	135,000	411150	Property Tax Prior Years	125,000
564,597	537,140	550,000	576,886	413001	Franchise Tax	570,000
6,946,985	7,480,266	7,654,833	7,985,893		TOTAL LOCAL TAXES	8,286,658
INTERGOVERNMENTAL REVENUE						
195,316	205,209	222,842	222,842	420020	State Revenue Sharing	249,857
0	2,329	0	0	420029	PCC Payments	0
52,612	0	2,400	1,500	420055	Metro Construction Excise Tax	1,500
52,733	72,333	70,000	104,520	422045	Transient Room Tax	85,000
372,642	11,269	10,000	7,200	422055	SD 15 Construction Excise Tax	7,200
673,303	291,139	305,242	336,062		TOTAL INTERGOVERNMENTAL REVENUE	343,557
MISCELLANEOUS REVENUE						
39,093	48,375	56,000	49,066	470105	Interest	65,000
0	0	0	0	470150	Enterprise Zone Repayment	0
39,093	48,375	56,000	49,066		TOTAL MISCELLANEOUS REVENUE	65,000
TRANSFERS & REIMBURSEMENTS						
1,033,041	1,025,179	1,055,927	1,055,927	480050	In-Lieu of Transfer	1,128,831
0	830,000	51,750	51,750	481005	Transfer from Other Funds	76,063
1,033,041	1,855,179	1,107,677	1,107,677		TOTAL TRANSFERS & REIMBURSEMENTS	1,204,894

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
					FUND BALANCE AVAILABLE	
4,764,277	4,238,415	6,082,326	6,189,715	495005	Fund Balance Available for Appropriation	5,942,538
4,764,277	4,238,415	6,082,326	6,189,715		TOTAL FUND BALANCE AVAILABLE	5,942,538
13,456,699	13,913,373	15,206,078	15,668,413		TOTAL RESOURCES	15,842,647

**FY 15-16 Expenditures
Non-Departmental Fund
Fund & Dept: 100-18**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
					MATERIALS AND SERVICES	
52,081	0	0	0	520547	Metro Construction Excise Tax	0
357,736	0	0	0	520549	SD15 Construct Excise Tax Pymt	0
409,817	0	0	0		TOTAL MATERIALS AND SERVICES	0
					TRANSFERS	
0	0	0	0	570124	Transfer To Building Fund	0
270,000	0	615,000	615,000	570127	Transfer To Other Funds	507,500
270,000	0	615,000	615,000		TOTAL TRANSFERS	507,500
					CONTINGENCY	
0	0	1,250,000	0	580206	Contingency	750,000
0	0	1,250,000	0		TOTAL CONTINGENCY	750,000
					UNAPPROPRIATED ENDING FUND BAL	
0	0	3,885,095	0	590304	Unappropriated Ending Fund Bal	4,537,382
0	0	0	0		Reserve Ending Fund Balance	0
0	0	3,885,095	0		TOT UNAPPROPRIATE END FD BAL	4,537,382
679,817	0	5,750,095	615,000		TOTAL NON-DEPARTMENTAL EXPEND.	5,794,882

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. Essentially we will serve and innovate.

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), three detectives, 18 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), the Interagency Gang Enforcement Team (IGET), and the Tactical Negotiations Team (TNT). This upcoming budget year will see one major change in that we will no longer have an officer serving with TNT, but rather focus on building more time to work with IGET and looking forward to going back and having an officer serve with TriMet.

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 2015, the department graduated its seventh Citizen's Academy with 24 citizens receiving certificates, making it one of our best classes yet. The Citizen's Academy has continued to evolve and is in high demand by our citizens each year. 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 past year we also worked hard in learning and working with our new Records Management System, RegJIN. This has been no small endeavor with RegJIN being the largest RMS system in the country. The department is also committed towards excellence in emergency management through maintaining NIMS compliance and our continued 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 trans jurisdictional nature of some criminal offenses. The department has seen an increase in our overall calls for service (CFS) in the past five 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

- To bring about valued relationships between the Forest Grove Police Department and our community through accessibility with face to face communications and our continued outreach work in areas such as Neighborhood Watch, Safety Fairs and Community Events (i.e. National Night Out, Farmers Market, Virtual Ride-Along, and Coffee with a Cop).
- Continue to build upon our partnership with the Washington County Strategic Prevention Framework State Incentive Grant where FGPD has been a leader in the coordination of and participation in numerous countywide underage drinking sting operations. We will also continue to apply for and obtain specific other traffic safety grants, i.e. those involving seat belt, DUII and pedestrian safety.
- Succession training will be a priority for our department to develop the future leaders from within the police department with specific leadership and professional development training.
- To gain the depth of knowledge with the new RMS to ensure that the case follow-ups being done in the department to show the level of service that the public deserves.

PERFORMANCE MEASUREMENTS

As the City of Forest Grove grows and the population increases, it is reasonable to predict that more high density housing will be built in the coming years. Metro has not indicated that any growth boundaries will be expanded in the near future, which means higher population densities, resulting higher crime rates.

As the population grows so does the number of calls, both public generated and officer generated. The below data shows the raw numbers for activities by patrol personnel between 2010 and 2014:

Year	Call for Service	Self-Initiated	Police Dispatched	Traffic Stops	Initial Reports Written	Citations Written
2010	18585	10420	8165	5702	2838	1381
2014	24947	16294	8650	5090	3644	2097

No matter how one looks at the numbers, it is abundantly clear that the pressure on law enforcement has increased substantially. While public generated calls for service have not increased substantially, the amount of law enforcement contacts, initiated by the officers has. This can be attributed to increased patrols in high crime areas, to checks at

schools, parks and businesses as well as the transient nature of the public (citizens travelling through Forest Grove or using mass transit).

BUDGET HIGHLIGHTS

The Police Department recognizes that as call loads increase and population densities continue to grow, aspects of patrol operations are challenged. These areas include drug investigations, nuisance complaints, gang activity, mental health challenges, elder abuse, sex crimes, technology related crimes and critical incident management and response.

Forest Grove has the unenviable reputation of having a very large gang affiliated population. With this comes the risk of violent crime, drug trafficking, prostitution, theft, etc... Gangs are a challenge as they are highly mobile and protected by segments of the population. Gang enforcement is a highly specialized assignment, which routinely can take the officer out of the jurisdiction throughout the metropolitan area as well as the state. We are incapable of adequately providing for this kind of resource and depend on outside teams to assist the Department when dealing with major gang activity. As with any program, the fewer resources we provide, the less response we sometimes get when needed.

Along with gang activity goes drug investigations. During the years when the population was lower, it was easier for the Department to conduct extensive drug investigations as the call load was substantially lower at the time. Currently, with the call load indicated above, officers simply do not have the time to engage in extensive and ongoing drug investigations, which many times have a nexus to gang activity.

With this is the fact that Forest Grove has an extremely high elderly population, many of whom reside in assisted care facilities, and our department realizes that this population requires law enforcement services at different levels ranging from mental health concerns to elder abuse. This is an area that is receiving increasing legislative attention which is mandating, appropriately so, investigations and reporting of abuses.

Finally, the level of training needed by officers continues to grow. Annual training is challenging when staffing levels need to be maintained and the active patrol staff is short one or two positions at any given time during a fiscal year. Training involves; firearms, defensive tactics, vehicle operations, advanced tactical patrol, use of force training, confrontational simulation training, CPR/First Aid, mental health, elder abuse, etc... As the requirements and needs of the Department increase a clear need for additional administrative support has become apparent. The department Support Unit Supervisor, the two Captains and the Chief continue to bear a heavy load of tasks and functions that are not normally associated with command staff and executive support.

For the past several years, as the amount of outreach into the community has grown, the amount of time the current administrative personnel put into such activities has also grown. Administrative staff continue to handle tasks such as scheduling community events (Citizens Academy, hosted training, training, records management, etc...) and because we know that in the very near future we will have a discussion about body worn cameras for patrol staff, the current command staff will be challenged to manage all the aspects necessary for the department to run smoothly, to managing the community events, and to. Additionally, areas that are normally handled by a first line supervisor have been managed by command staff such as property management, fleet management, records management and training coordination.

This takes away from administrative staff's ability to monitor, mentor and support the operations and administrative functions of the department. Some tasks have also been assigned to the first line supervisors such as the field training program, internal investigations, training maintenance and annual reporting requirements.

These tasks are ongoing and extensive and require a focus that is nearly impossible for command staff to maintain. In order to provide a single point resource to handle many of these tasks, the FY 2015-16 Proposed Budget includes the addition of a cover sergeant/5th sergeant as the most appropriate and cost effective method of accomplishing the Department's goals.

In this highly litigious culture, it is imperative that a comprehensive, efficient and effective program be established to ensure the safety of the public, safety of the staff, and the safety of the City. Between training and equipment records management, equipment procurement, and internal compliance with policy and procedure a single allocated resource to manage these tasks would provide the balance and support needed.

The Material and Services category of the Police budget is also increasing to an extent. Some of this increase is due to cost increases with ongoing purchases such as ammunition and for the increased costs and usage of dispatch services from WCCCA due to a reallocation of the WCCCA funding formula, insurance and bonds, and vehicle operation charges, and continued update for the new RegJIN RMS. Replacing portable radios will once again be budgeted in the capital outlay section of the budget in order to meet the new federal guidelines on radio operations with a 2018 deadline.

In this past budget year the City of Forest Grove has taken the initial steps to hire an architectural company to report on the options for an expanded and/or new police facility. This will be a long-term venture which will require at least one Captain to have fairly constant contact with the firm hired as the City recommends to the Council the best possible avenue to take.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY14-15</u>	Proposed <u>FY 15-16</u>
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	4.00	4.00	5.00
Transit Police Officer	1.00	0.00	0.00
School Resource Officer	1.00	1.00	1.00
Detective	2.00	2.00	3.00
Police Officer	18.00	19.00	18.00
Police Evidence Technician	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00
Community Service Officer (2 part time)	1.00	1.50	1.50
Support Unit Supervisor	1.00	1.00	1.00
TOTAL	34.00	34.50	35.50

BUDGET DETAIL

				FY 15-16 Revenues Police Fund Fund & Dept: 100-21		
2012-13	2013-14	2014-15	2014-15	Account	Title	2015-16
Actual	Actual	Budgeted	Est. YE			Proposed
INTERGOVERNMENTAL REVENUE						
287,330	307,523	318,345	318,345	420005	Alcoholic Beverages	356,939
287,330	307,523	318,345	318,345		TOTAL INTERGOVERNMENTAL REVENUE	356,939
GRANTS						
16,323	0	0	0	430214	Homeland Security Grant	0
	0	0	2,000	430320	Body Armor	0
730	452	0	0	430328	Justice Assistance Grant	0
0	2,288	0	6,000	430329	SPF SIG Grant	4,500
10	20	3,000	13,000	430335	DEC/DUII Police Grant	3,600
17,063	2,760	3,000	21,000		TOTAL GRANTS	8,100
CHARGES FOR SERVICES						
2,264	3,321	3,541	3,000	440025	Copy Service	3,100
2,264	3,321	3,541	3,000		TOTAL CHARGES FOR SERVICES	3,100
LICENSES, PERMITS, FEES						
2,404	3,598	2,500	1,500	450050	Liquor Licenses	2,250
143	99	100	75	450051	Police Permits	100
693	356	0	150	450057	Other	0
0	0	0	431	450230	Abatement Cost Billed	150
636	325	200	200	450225	Impound Fees	100
3,876	4,377	2,800	2,356		TOTAL LICENSES, PERMITS, FEES	2,600
FINES						
40,379	37,593	35,000	35,000	460105	State Court Fines	42,000
0	65	0	0	460116	Immobilization Fees	0
40,379	37,658	35,000	35,000		TOTAL FINES	42,000
MISCELLANEOUS						
550	500	0	2,981	471021	Donations	0
551	91	0	0	472005	Miscellaneous	0
1,101	591	0	2,981		TOTAL MISCELLANEOUS	0
TRANSFERS & REIMBURSEMENTS						
5,309	10,674	0	11,356	480006	Reimbursements	0
120,742	119,683	0	0	480009	Trimet Officer Reimbursement	0
57,868	58,659	64,713	64,713	480010	SRO Reimbursements	66,225
0	98	0	300	480011	Overtime Reimbursement	0
183,919	189,113	64,713	76,369		TOTAL TRANSFERS & REIMBURSEMENTS	66,225
535,932	545,343	427,399	459,051		TOTAL RESOURCES	478,964

				FY 15-16 Revenues Police Fund Fund & Dept: 100-21		
2012-13	2013-14	2014-15	2014-15	Account	Title	2015-16
Actual	Actual	Budgeted	Est. YE			Proposed
PERSONNEL SERVICES						
2,326,015	2,401,897	2,730,596	2,610,867	511005	Regular Employee Wages	2,778,768
36,601	32,171	27,156	28,252	511010	Part-Time Employee Wages	27,699

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
109,471	175,179	155,478	169,227	511015	Overtime	158,294
609	0	0	0	511020	Temporary Employee Wages	0
0	0	0	669	511021	Unemployment Compensation	0
514,218	545,133	602,557	618,242	512005	Health/Dental Benefits	584,127
49,137	56,896	24,413	58,034	512008	Health Reimb Arrange	24,435
424,485	465,185	533,523	508,483	512010	Retirement	565,063
187,097	197,338	222,862	213,710	512015	FICA	226,804
62,746	64,690	47,968	47,969	512020	Worker's Comp	49,443
19,124	20,168	16,340	21,225	512025	Other Benefits	36,813
18,429	19,818	22,238	22,072	512030	Other Payroll Taxes	22,581
3,747,932	3,978,475	4,383,131	4,298,750		TOTAL PERSONNEL SERVICES	4,474,027
MATERIALS & SERVICES						
14,792	24,314	46,035	46,035	520110	Operating Supplies	53,475
1,517	3,007	2,705	4,140	520120	Organization Business Expense	4,255
20,927	19,338	24,860	24,860	520130	Personnel Uniforms & Equipment	23,660
5,034	4,693	3,000	3,000	520150	Utilities	3,000
553	0	0	0	520170	Code Enforcement Expenditures	0
0	0	1,800	1,800	520190	Computer Software	4,390
2,550	4,988	21,514	21,514	520220	Small Equipment	7,000
948	1,503	9,000	4,000	520225	Reserve Officer Expenses	9,000
1,132	760	500	500	520270	Miscellaneous	500
1,726	200	3,273	3,273	520274	Hands and Words Project	3,273
744	2,231	3,150	3,150	520503	Printing	3,650
1,454	1,897	2,000	3,000	520506	Postage	2,000
23,935	22,214	15,825	15,825	520509	Telephone	17,745
0	75	300	300	520518	Volunteer Reim Expense	300
1,850	2,551	3,525	3,525	520521	Public Information	4,775
592	787	1,825	1,000	520524	Publications	2,025
1,023	780	2,100	1,500	520530	Memberships	1,500
185,893	195,223	200,214	200,214	520558	WCCCA	264,378
17,130	9,553	14,975	14,975	520557	Intergovernmental Services	23,140
25,881	28,469	53,118	53,118	520578	Insurance & Bonds	64,580
20,523	28,330	29,075	29,075	521003	Training/Conferences	29,675
4,029	3,836	9,385	4,385	521150	Professional Services	14,135
2,940	3,015	2,950	4,500	521168	Misc Medical Services & Testing	3,075
1,984	5,912	2,350	2,350	522003	Equip Maint & Oper Supplies	6,310
727	2,298	950	4,600	522009	Vehicle Maint & Oper. Supplies	1,800
317	1,152	600	200	522010	Vehicle Maint External	700
1,364	472	100	320	522012	Fuel/Oil	100
189,177	201,010	229,666	229,666	522021	Equipment Fund Charges	200,727
23,940	23,955	28,462	28,462	522022	Information Systems Fund	50,801
5,977	8,203	6,060	6,060	522306	Rents & Leases	6,060
3,058	3,001	1,600	1,600	522312	Facility Maint. Supplies	1,600
6,277	6,921	9,876	5,000	522315	Facility Maint. & Repairs	3,520
567,994	610,686	730,793	721,947		TOTAL MATERIALS & SERVICES	811,149
CAPITAL OUTLAY						
9,330	10,541	44,618	44,618	550181	Major Tools & Work Equip	25,000
890	0	0	0	550185	Homeland Security	0
9,448	0	0	0	551264	Vehicle Replacement	0
19,668	10,541	44,618	44,618		TOTAL CAPITAL OUTLAY	25,000
4,335,594	4,599,702	5,158,542	5,065,315		TOTAL POLICE EXPENDITURES	5,310,176

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 11.6% over FY 2013-14. Salary and benefits are increasing about 10%. Most of that proposed increase is to move the Fire Inspector position that had been funded by the Fire Safer Grant that expired into the General Fund. Moving the Fire Inspector back into the General Fund will give the Fire Department a total of 20.5 FTE in the General Fund. As a comparison, the Fire Department had 20.0 FTE in FY 2006-07. The remaining increase in personnel is for increases in current staff wages and benefits.

The material and services category is increasing about 18.1%. Dispatch expenses through WCCCA are decreasing by 3.5%. The increase is primarily due to increase in Capital Outlay, through the Tools 50/50 line item which is increasing by \$93,900. Replacement of turnouts that were originally funded by grant and that are past their useful life under NFPA standards need to be replaced. Self-contained breathing apparatus communications gear and additional training

equipment for the fire training simulator are also proposed to be purchased. The Forest Grove Rural Fire District funds 50 % of these expenditures.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY 14-15</u>	Proposed <u>FY 15-16</u>
Fire Chief	1.00	1.00	1.00
Fire Division Chief	2.00	2.00	2.00
Fire Captain	3.00	3.00	4.00
Lieutenant	3.00	3.00	3.00
Firefighter	9.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00
Fire Inspector	0.00	0.00	0.00
Part-time Fire Inspector	0.00	0.00	0.00
Fire Dept Assistant	0.50	0.50	0.50
TOTAL	19.50	19.50	20.50

BUDGET DETAIL

**FY 15-16 Revenues
Fire Department
Fund & Dept: 100-22**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
INTERGOVERNMENTAL REVENUE						
30,404	29,887	27,925	27,925	420015	Cigarette	26,577
556,411	453,369	484,698	484,000	420050	Rural Fire District	551,337
0	65,921	0	36,066	420065	State Fire Conflatration Reimbursement	0
586,815	549,178	512,623	547,991		TOTAL INTERGOVERNMENTAL REVENUE	577,914
GRANTS						
107,463	75,130	40,300	40,300	430214	Homeland Security Grant	0
107,463	75,130	40,300	40,300		TOTAL GRANTS	0
CHARGES FOR SERVICES						
139	153	130	130	440025	Copy Service	100
0	0	0	1,362	446010	Transport Service	2,500
139	153	130	1,492		TOTAL CHARGES FOR SERVICES	2,600
MISCELLANEOUS REVENUE						
1,497	331	0	4,473	472005	Miscellaneous	0
1,497	331	0	4,473		TOTAL MISCELLANEOUS REVENUE	0
TRANSFERS & REIMBURSEMENTS						
11,580	0	0	0	480006	Reimbursements	0
28,796	53,134	48,011	48,011	480008	Cornelius Fire Dept Reimb for Chief	82,863
18,617	10,848	6,500	6,500	480015	Fire Dept Reimbursement	8,000
1,329	0	0	0	480017	Fire Dept Inspection Reimbursement	0
60,322	63,982	54,511	54,511		TOTAL TRANSFERS & REIMBURSEMENTS	90,863
756,236	688,774	607,564	648,767		TOTAL RESOURCES	671,377

**FY 15-16 Expenditures
Fire Department
Fund & Dept: 100-22**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
PERSONNEL SERVICES						
1,517,483	1,467,865	1,556,117	1,493,731	511005	Regular Employee Wages	1,678,321
16,822	18,768	19,473	19,886	511010	Part Time	20,658
99,150	111,943	111,696	154,248	511015	Overtime	111,696
81,156	67,076	62,880	95,720	511019	Volunteer Stipend	62,880
18,676	11,391	20,000	19,260	511020	Temporary Wages	20,000
953	1,621	0	0	511021	Unemployment Compensation	0
340,663	321,983	341,132	359,365	512005	Health/Dental Benefits	397,550
14,230	15,298	13,617	15,570	512008	Health Reimb Arrange	15,593
281,132	281,475	343,522	315,081	512010	Retirement	400,666
128,835	124,676	133,820	134,586	512015	FICA	144,790
27,291	26,958	35,852	35,852	512020	Worker's Comp	46,058
14,905	13,594	9,272	13,459	512025	Other Benefits	21,136
12,977	12,813	13,681	13,293	512030	Other Payroll Taxes	14,747
3,064	3,064	2,646	3,064	512035	Volunteer Fringe Benefits	0
2,557,337	2,478,526	2,663,708	2,673,115		TOTAL PERSONNEL SERVICES	2,934,095

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
MATERIALS & SERVICES						
18,910	15,132	17,000	16,500	520110	Operating Supplies	18,000
3,315	3,553	4,300	4,100	520120	Organization Business Expense	4,300
15,036	14,104	15,000	14,800	520130	Personnel Uniforms & Equipment	15,000
17,557	19,365	28,828	19,300	520150	Utilities	28,881
0	439	0	439	520190	Computer Software	3,500
2,670	439	0	2,500	520200	Computer Software Maintenance	0
10,351	8,713	9,000	9,500	520220	Small Equipment	10,000
60,767	97,581	89,000	89,000	520230	Tools - 50/50	182,900
3,103	1,196	3,100	3,850	520300	Emergency Operations Center	3,500
32	226	500	200	520503	Printing	500
852	636	700	550	520506	Postage	700
5,621	6,186	4,500	6,100	520509	Telephone	5,000
2,681	1,488	1,800	1,800	520521	Public Information	1,800
1,014	2,093	1,600	2,100	520524	Publications	1,600
1,189	1,407	1,184	1,600	520530	Memberships	1,184
150,525	163,247	170,504	170,100	520558	WCCCA	164,469
1,612	1,364	1,400	1,400	520557	Intergovernmental Services	1,400
24,650	27,115	30,824	30,824	520578	Insurance & Bonds	37,626
31,362	23,841	27,000	24,500	521003	Training/Conferences	27,000
27,356	28,518	29,040	29,040	521150	Professional Services	29,040
27,424	17,235	29,000	29,000	521168	Misc Medical Services	29,000
9,166	7,212	7,000	7,000	522003	Equipment Maint & Oper Supplies	9,000
46,112	56,043	50,000	55,000	522009	Vehicle Maint & Oper. Supplies	55,000
29,919	32,106	32,610	29,000	522012	Fuel/Oil	32,000
2,532	4,342	4,342	4,342	522021	Equipment Fund Charges	3,658
16,290	18,101	28,462	28,462	522022	Information Systems Fund	28,575
930	117	1,500	1,500	522303	Custodial	1,500
3,028	5,780	3,500	4,000	522312	Facility Maintenance Supplies	3,500
17,816	11,908	10,000	15,000	522315	Facility Mnt/Repairs	12,000
531,820	569,487	601,694	601,507		TOTAL MATERIALS & SERVICES	710,633
CAPITAL OUTLAY						
40,720	16,340	0	0	550185	Major Tools and Equipment	0
40,720	16,340	0	0		TOTAL CAPITAL OUTLAY	0
3,129,877	3,064,353	3,265,402	3,274,622		TOTAL FIRE SERVICE EXPENDITURES	3,644,728

Planning Department

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 sub-regional 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.

DEPARTMENT GOALS

Planning:

- Complete code amendments to implement the recently approved Comprehensive Plan update.
- Complete planning and infrastructure program for the Westside Planning Area which includes the underdeveloped area west of Thatcher Road and the Purdin Road area recently brought into the Urban Growth Boundary by legislation.
- Complete Downtown update.
- Complete Planned Residential Code Amendments
- Work with CCI on Succession Planning
- Update and complete affordable housing white paper.
- Complete white papers needed for Sustainability Plan.
- Work with Sustainability Commission to develop sustainable practices for City activities.
- Work with Ride Connection to identify potential long-term funding source and establish expanded transit service for the Forest Grove community.
- Continue to promote the interests and needs of Forest Grove in regional affairs.
- Assist in completion of Disposition, Development and Improvement (DDI) and other related tasks for development of Times Litho site.
- 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.
- Implement design standards and guidelines for the Historical Districts.
- Provide public outreach.
- Code Enforcement efforts related to noxious vegetation.
- Implement State permit tracking software.

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 15-16 is decreasing approximately 16%, reflecting the lack of consultant expenditures. Except for small amounts for design and parking assessment assistance, work will be completed entirely in-house. Personnel services are increasing approximately 9%, reflecting cost-of-living and benefit adjustments. Further, the increase is due to a portion of the new Program Coordinator position in Light and Power that is being partially funded by Community Development (both Planning and Building) to reflect the position involvement in sustainability. In addition, a portion of the cost of a part-time Administrative Specialist is allocated to Planning (overall 0.375 of the 0.5 FTE position is being funded by Community Development) while the remainder is funded for Economic Development.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY 14-15</u>	Proposed <u>FY 15-16</u>
Planning			
Director of Community Development	0.50	0.50	0.50
Senior Planner	2.00	2.00	2.00
Permit Coordinator	0.30	0.30	0.20
Administrative Specialist	0.00	0.00	0.125
Program Coordinator	0.00	0.00	0.175
Building Permits Fund			
Director of Community Development	0.50	0.50	0.50
Building Official	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00
Permit Coordinator	0.70	0.70	0.80
Administrative Specialist	0.00	0.00	0.25
Program Coordinator	0.00	0.00	0.05
TOTAL	7.00	7.00	7.60

The following pages display the revenues and expenditures for the Planning Division.

BUDGET DETAIL

FY 15-16 Revenues GENERAL FUND - Planning Department Fund & Dept: 100-31						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
GRANTS						
8,225	0	12,000	12,800	430460	SHPO Grant	13,000
41,800	0	168,000	138,500	430587	Other Agency Grants	0
0	74,390	0	0	430587	Grant Match Other Agencies	0
50,025	74,390	180,000	151,300		TOTAL GRANTS	13,000
CHARGES FOR SERVICES						
2,671	1,194	1,500	1,478	440020	Code Enforcement Revenue	300
77	131	84	98	440025	Copy Service	90
62,008	73,546	73,405	73,405	440029	General Fund Support Services	73,405
64,756	74,870	74,989	74,981		TOTAL CHARGES FOR SERVICES	73,795
LICENSES, PERMITS, FEES						
10,304	13,667	13,500	24,190	450054	Metro Business License	13,500
1,544	0	0	0	450057	Other	0
70,554	68,307	55,000	44,474	450101	Planning Fees	28,638
82,402	81,974	68,500	68,664		TOTAL LICENSES, PERMITS, FEES	42,138
MISCELLANEOUS REVENUE						
20	485	0	0	471021	Donations	0
20	485	0	0		TOTAL MISCELLANEOUS REVENUE	0
197,203	231,720	323,489	294,945		TOTAL RESOURCES	128,933

FY 15-16 Expenditures Community Development Fund & Dept: 100-31						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
PERSONNEL SERVICES						
212,086	226,321	227,125	233,062	511005	Regular Employee Wages	240,869
0	0	0	1,805	511010	Part-Time Employee Wages	4,541
2,748	0	0	0	511020	Temporary Employee Wages	0
33,701	33,921	35,688	36,327	512005	Health/Dental Benefits	40,924
1,986	2,088	2,025	2,834	512008	Health Reimb Arrange	2,129
43,440	49,343	51,374	52,728	512010	Retirement	57,042
16,093	16,982	17,374	17,607	512015	FICA	18,774
296	303	215	215	512020	Workers Comp	205
1,622	1,576	1,250	1,578	512025	Other Benefits	2,396
1,597	1,715	1,723	1,893	512030	Other Payroll Taxes	1,864
313,569	332,248	336,774	348,049		TOTAL PERSONNEL SERVICES	368,744

2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
					MATERIALS & SERVICES	
1,799	803	1,912	442	520110	Operating Supplies	1,912
1,551	3,085	1,400	2,295	520120	Organization Business Expense	2,000
5,021	3,475	4,500	4,500	520170	Code Enforcement Expenditures	4,500
1,525	850	3,000	3,000	520200	Computer Software Licenses	3,150
36	287	3,450	2,788	520503	Printing	2,100
2,784	2,660	2,400	2,400	520506	Postage	2,400
522	531	850	526	520509	Telephone	800
5,880	3,579	1,200	1,650	520521	Public Information	1,800
0	495	800	795	520524	Publications	800
1,295	1,445	2,850	2,850	520530	Memberships	2,700
607	157	1,200	684	520557	Intergovernmental Services	1,200
426	469	721	721	520578	Insurance & Bonds	1,098
1,530	552	2,300	151	521003	Training/ Conferences	2,300
15,818	13,279	10,000	19,756	521113	Attorney Services	10,000
135,368	5,670	185,700	131,841	521150	Professional Services	22,000
4,926	3,092	4,140	745	522003	Equipment Maint & Oper Supplies	4,140
1,807	1,999	1,806	1,800	522021	Equipment Fund Charges	1,591
3,946	3,946	3,972	3,972	522022	Information Systems Fund	17,525
1,573	1,573	1,573	1,574	522309	Building/Facility Rental	1,573
5,316	10,216	12,000	12,500	523006	SHPO Grant Expenses	3,000
191,730	58,163	245,774	194,990		TOTAL MATERIALS & SERVICES	87,489
505,299	390,411	582,548	543,039		TOTAL PLANNING EXPENDITURES	456,233

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

In FY 15-16 the Engineering Department activity will include; managing the construction of the "B" Street sidewalk, design and construction of the Firwood Road sanitary sewer CDBG project and improve storm drainage, design and construction of the water and sewer utilities along the David Hill Rd. extension, design and construction of 19th Avenue at from C to D Street, preliminary engineering for 26th Ave. Local Improvement District, participating with ODOT in the design work for the intersection of TV Hwy and Quince Street, completing a study of the ADA compliance for wheelchair ramps throughout the City, and managing the repair of the west filter bay on the water treatment plan. In addition the Engineering Department will be working with ODOT for the short term and mid-term improvements to Hwy 47 as identified in the recently completed Road Safety Audit. A Vulnerability Analysis of the Water System will also be completed in FY 15-16.

Housing forecasts for smaller more affordable lots that host entry level homes will continue for 2015-16. 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 13-14	Approved FY 14-15	Proposed FY 15-16
Director of Public Works	1.00	1.00	1.00
Project Manager	0.00	1.00	1.00
Project Engineer	2.00	2.00	2.00
Engineering Technician	1.00	1.00	1.00
Administrative Assistant	0.60	0.80	0.80
TOTAL	4.60	5.80	5.80

BUDGET DETAIL

				FY 15-16 Revenues GENERAL FUND - Engineering Department Fund & Dept: 100-51		
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
					CHARGES FOR SERVICES	
1,375	1,061	1,512	500	440025	Copy Service	1,400
552,676	563,748	656,808	656,808	440029	General Fund Support Services	728,946
554,051	564,809	658,320	657,308		TOTAL CHARGES FOR SERVICES	730,346
					LICENSES, PERMITS, FEES	
13,189	84,052	40,000	40,000	450122	Engineering Inspection Fees	40,000
13,189	84,052	40,000	40,000		TOTAL LICENSES, PERMITS, FEES	40,000
567,240	648,860	698,320	697,308		TOTAL RESOURCES	770,346

				FY 15-16 Expenditures GENERAL FUND - Engineering Department Fund & Dept: 100-51		
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
					PERSONNEL SERVICES	
332,024	327,940	418,763	402,301	511005	Regular Employee Wages	431,993
28,274	42,887	44,979	42,800	511010	Part Time Wages	45,879
205	0	0	0	511015	Overtime	0
2,959	16,297	0	1,500	511020	Temporary Employee Wages	0
64,724	65,578	88,487	86,932	512005	Health/Dental Benefits	96,664
3,138	3,388	4,171	4,329	512008	Health Reimb Arrangement	4,290
67,184	70,727	84,981	83,991	512010	Retirement	98,103
27,612	29,538	35,476	33,769	512015	FICA	36,557
2,970	3,003	2,992	2,992	512020	Worker's Comp	4,034
3,531	3,461	2,728	4,893	512025	Other Benefits	5,460
2,729	2,980	3,526	3,871	512030	Other Payroll Taxes	3,643
535,350	565,799	686,103	667,378		PERSONNEL SERVICES	726,623

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
MATERIALS & SERVICES						
2,757	2,349	3,250	3,250	520110	Operating Supplies	3,250
323	473	250	475	520120	Organization Business Expense	250
356	85	500	500	520130	Personnel Uniforms & Equipment	500
2,865	637	750	875	520190	Computer Software	750
0	2,951	3,000	3,700	520200	Computer Software Maintenance	3,000
0	112	3,300	3,300	520220	Small Equipment	3,300
1,486	1,203	2,500	2,500	520503	Printing	2,500
600	380	550	900	520506	Postage	550
783	796	2,550	2,550	520509	Telephone	2,350
443	484	500	500	520521	Public Information	500
463	92	1,045	1,000	520524	Publications	1,300
1,635	1,683	2,156	2,400	520530	Memberships	2,530
71	41	650	650	520557	Intergovernmental Services	650
875	963	1,778	1,778	520578	Insurance & Bonds	2,775
1,016	2,391	3,550	4,000	521003	Training/ Conferences	6,050
1,350	0	3,000	3,000	521113	Attorney Services	3,000
14,063	0	25,520	25,520	521150	Professional Services	10,520
1,650	4,339	3,440	3,440	522003	Equipment Maint & Oper Supplies	3,440
17,621	17,980	17,433	17,433	522021	Equipment Fund Charges	15,685
9,502	9,502	9,783	9,783	522022	Information Systems Fund	46,442
0	0	100	0	522306	Rents & Leases	9,624
214	308	0	324	522312	Facility Maintenance Supplies	0
718	101	0	117	522315	Facility Maintenance Repairs	0
58,791	46,868	85,605	87,995		TOTAL MATERIALS & SERVICES	118,966
594,141	612,667	771,708	755,373		TOTAL ENGINEERING EXPENDITURES	845,589

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 reduce energy used for public lighting through the continuation of the LED street light replacement program.
- 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.

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 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. In December of 2014, the City, working with the Financial Consulting Solution Group (FCS) completed a Cost of Service Study aimed at determining: 1) the revenue required to meet the needs of the Light & Power Department; 2) if rate increases are needed to raise the revenue required; and 3) if rate increases are needed, how should the rates be raised.

The results showed a need to increase rates for each customer class over the next four years through FY 2017-18. Rate increases are needed to cover BPA power rates for Tier 1 of about 6.41%, operating costs, and the costs of replacing three substation transformers and rebuilding two substations while maintaining sufficient reserves and covering the anticipated debt service requirements. Subsequently, the City Council adopted a revised Light and Power Electric Rate Schedules effective for services on or after January 15, 2015. Cost for services will be reviewed in the fall of 2015 to determine if further rate increases are warranted for 2016.

Expenditure: Overall, expenditures for the Materials and Service’s category is down approximately 5% while Capital Outlay category is higher. Reductions in expenses for Materials and Services reflect the recent completion of both the Cost of Service Study, Electric System Master Plan, and AMR meter replacement program.

Department personnel will be increased by .60% FTE. The new Program Coordinator position will be shared with Community Development and Engineering Departments. The Program Coordinator will perform research, marketing and public information duties for the Light & Power Department in addition to technical report writing for implementing the Sustainability Commission’s Sustainability Action Plan This position will also assist in support of commercial/industrial energy and water conservation programs.

The Capital Outlay category is high when compared to FY14-15. Capital items added, as called for in the Light & Power Electric System Master Plan, include further design engineering and purchase of two substation transformers for the Forest Grove Substation. In addition, major electric system upgrades are planned for: University Avenue serving Pacific University, 24th Avenue industrial area, and David Hill Road. Bulk purchases of power poles and smaller service transformers have been added to this category.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Appropriated <u>FY 14-15</u>	Proposed <u>FY 15-16</u>
Director	1.00	1.00	1.00
Operations Superintendent	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Administrative Specialist II	1.00	0.75	0.63
Working Foreman	2.00	2.00	2.00
Journeyman Meterman	2.00	0.00	0.00
Lead Meter Relay Technician	1.00	1.00	1.00
Lead Substation Meter/Relay Technician		1.00	1.00
Lineman	7.00	7.00	6.00
Apprentice Lineman	1.00	1.00	1.00
Apprentice Meterman	0.00	0.00	0.00
Journeyman Tree-Trimmer	2.00	2.00	1.00
Temp System Engineer		1.00	0.25
Electrical Engineer		1.00	1.00
Project Engineer	1.00	1.00	1.00
Engineering Tech	1.00	1.00	1.00
Meter Reader	1.32	1.32	1.32
Senior Utility Worker	2.00	2.00	2.00
Economic Dev. Coordinator	1.00	1.00	1.00
Program Coordinator		0.0	0.60
Tree-Trimmer Foreman			1.00
TOTAL	25.52	25.74	25.80

BUDGET DETAIL

				FY 15-16 Revenues Light & Power Fund Fund & Dept: 610-41		2015-16
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	Proposed
CHARGES FOR SERVICES						
7,016,074	7,953,723	7,637,739	7,489,819	440105	Residential Sales	7,935,730
624,619	697,618	671,270	671,270	440110	General Svc - 1 Ph Sales	697,727
619,602	712,543	668,449	668,449	440112	General Svc - 3 Ph Sales	698,107
1,789,452	1,955,988	1,847,896	1,601,993	440120	Industrial Svc - Specl Contrct	1,901,673
3,644,188	4,050,907	3,981,429	3,699,616	440125	Large Commercial Industrial	4,086,782
66,915	77,523	68,875	68,875	440130	Public St. Lighting Sales	68,875
99,408	103,863	105,295	105,295	440135	Rental Lights	105,295
5,538	2,373	5,927	5,927	440140	Irrigation Service	5,927
8,724	8,712	10,800	10,800	440150	Green Power Units (225 Units)	10,800
13,874,520	15,563,251	14,997,680	14,322,044		TOTAL POWER SALES	15,510,916
2,350	1,872	1,500	1,593	440035	NSF Handling Charge	1,500
143,262	174,505	60,000	210,000	440165	Connection Charges/Reimbursements	60,000
73,000	73,000	73,000	73,000	440170	St. Light Maint.	73,000
20,876	21,689	22,500	22,500	440175	Reconnect Charges	22,500
20,905	22,045	21,749	21,749	440180	Pole Rental	21,748
25,848	25,078	24,142	24,142	440302	Auditorium Rental	24,142
14,172,439	15,881,441	15,200,571	14,675,028		TOTAL CHARGES FOR SERVICES	15,713,806
MISCELLANEOUS REVENUE						
25,861	12,752	15,000	15,000	445005	Sale Of Scrap	15,000
555	2,667	2,500	0	445010	Sale Of Materials	2,500
19,582	2,054	3,000	0	445015	Sale Of Equipment	3,000
21,004	57,297	30,000	44,375	450057	Other	30,000
0	0	0	0	470003	Proceeds from Debt Issuance	3,800,000
32,352	25,821	31,020	13,500	470105	Interest	31,020
11,002	293	0	0	480006	Reimbursements	0
209,041	245,625	200,000	200,000	480020	Conservation Incentive Reimbursement	300,000
379,597	346,509	281,520	272,875		TOTAL MISCELLANEOUS REVENUE	4,181,520
FUND BALANCE AVAILABLE						
6,832,990	6,198,896	5,874,926	6,080,395	495005	Fund Bal Avail For Approp.	3,112,680
6,832,990	6,198,896	5,874,926	6,080,395		TOTAL FUND BALANCE AVAILABLE	3,112,680
21,385,026	22,426,845	21,357,017	21,028,298		TOTAL L&P RESOURCES	23,008,006

FY 15-16 Expenditures

Light & Power Fund

Fund & Dept: 610-41

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
PERSONNEL SERVICES						
1,812,908	1,952,820	1,931,050	1,971,048	511005	Regular Employee Wages	2,102,285
0	133	7,800	31,968	511010	Part-Time Employee Wages	32,685
96,473	67,445	97,920	82,658	511015	Overtime	99,878
77,840	31,652	20,000	24,487	511020	Temporary Employee Wages	0
9,649	4,424	0	0	511021	Unemployment Comp	0
323,509	355,768	433,426	393,931	512005	Health/Dental Benefits	399,876
19,440	20,781	21,244	20,739	512008	Health Reimb Arrangement	21,879
321,783	382,121	429,060	418,466	512010	Retirement	463,021
148,683	153,180	166,034	157,280	512015	FICA	170,966
35,826	37,206	26,911	26,911	512020	Worker's Comp	19,461
11,024	11,107	11,503	11,574	512025	Other Benefits	21,463
14,732	15,527	16,451	15,935	512030	Other Payroll Taxes	16,938
2,871,867	3,032,163	3,161,399	3,154,997		TOTAL PERSONNEL SERVICES	3,348,452
MATERIALS & SERVICES						
13,386	13,683	12,000	12,000	520110	Operating Supplies	12,000
9,054	8,730	15,650	15,650	520120	Organization Business Expense	15,650
37,229	37,041	31,200	31,200	520130	Personnel Uniforms & Equipment	32,500
26,687	31,299	30,968	30,968	520150	Utilities	33,136
672	642	1,000	650	520180	Subscriptions/Books	1,000
8,800	7,638	12,500	12,500	520190	Computer Software	12,500
2,460	3,124	6,800	3,000	520200	Computer Software Maintenance	6,800
26,962	27,820	40,000	40,000	520220	Small Equipment	25,000
538,308	672,075	720,000	765,000	520240	Construction Supplies	205,000
7,870,198	9,267,054	9,170,003	8,728,014	520260	Purchased Power	8,835,330
308	160	1,000	600	520270	Miscellaneous	1,000
418	231	2,000	2,000	520503	Printing	2,000
1,992	2,210	3,000	1,000	520506	Postage	3,000
8,009	7,068	10,000	8,200	520509	Telephone	9,000
41,278	35,015	42,000	30,000	520521	Public Information	37,000
126	836	2,150	600	520524	Publications	2,150
90,466	87,024	105,932	105,932	520530	Memberships	99,821
3,795	455	3,500	195	520533	Recruiting Expenses	3,500
69,700	68,644	75,000	75,000	520542	Bill Paying Assistance Program	75,000
4,410	0	50,000	10,000	520554	Conservation Incentives	50,000
213,334	164,157	200,000	200,000	520555	Industrial Conservation Augmentation	300,000
0	0	2,000	0	520556	Green Power Info & Promotion	2,000
11,898	12,689	16,500	16,500	520557	Intergovernmental Services	16,500
30,537	33,591	43,116	42,780	520578	Insurance & Bonds	43,006
24,256	17,311	45,700	30,000	521003	Training/Conferences	38,400
0	5	0	0	521006	Travel	0
0	753	5,000	1,000	521113	Attorney Services	5,000
36,002	35,734	52,800	52,800	521150	Professional Services	18,800
27,172	0	0	0	521159	Construction Contracts	0
17,598	47,632	38,000	10,000	521162	Consultants	20,000
73,280	114,527	95,000	70,000	521165	Contracts For Services	95,000
2,812	2,925	3,850	3,850	521168	Misc Medical Services	3,850
58,694	70,883	45,000	62,000	521172	Banking Services	42,000
31,655	25,298	30,000	20,000	522003	Equipment Maint & Oper Supplies	30,000
6,520	0	5,000	5,000	522006	Equipment/Vehicle Rental	5,000
45,427	37,516	39,500	39,500	522009	Vehicle Maint & Oper. Supplies	39,500

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
29,163	27,989	22,000	30,000	522010	Vehicle Maint External	24,000
49,184	49,422	41,355	41,355	522012	Fuel/Oil	41,355
19,373	19,373	21,472	21,472	522022	Information Systems Fund	96,813
1,046,491	1,097,246	1,184,807	1,184,807	522023	General Fund Spt Svc (4004801)	1,246,421
7,233	7,255	14,650	8,000	522306	Rents & Leases	14,650
6,063	7,358	10,700	9,000	522312	Facility Maintenance Supplies	10,700
10,684	20,692	12,500	12,500	522315	Facility Mnt/Repairs	12,500
10,501,634	12,063,103	12,263,653	11,733,073		TOTAL MATERIALS & SERVICES	11,566,882
CAPITAL OUTLAY						
4,292	6,875	0	0	550051	Office Equipment & Furniture	0
541,869	56,578	183,000	170,000	550166	Building Improvements	10,000
82,769	70,302	50,000	10,000	550181	Major Tools & Work Equipment	223,000
80,069	43,272	1,250,000	1,250,000	550959	Substation Improvements	2,063,500
36,492	0	25,000	5,000	550962	System Additions & Upgrades	50,000
60,748	174,910	175,000	540,272	551260	Vehicle Replacement	165,000
25,166	10,530	145,000	145,000	551261	Equipment Replacement	0
831,557	362,467	1,828,000	2,120,272		TOTAL CAPITAL OUTLAY	2,511,500
DEBT SERVICE						
	0	0	0	562075	Principal - 2015 LP Debt Issue	0
	0	0	0	562076	Interest - 2015 LP Debt Issue	60,000
					TOTAL DEBT SERVICE	60,000
TRANSFERS						
127,050	131,497	136,757	136,757	570127	Transfer To Other Funds	150,598
768,327	726,546	770,519	770,519	570130	In-Lieu Of Tax Transfer	796,181
895,377	858,043	907,276	907,276		TOTAL TRANSFERS	946,779
CONTINGENCY						
0	0	850,000	0	580206	Contingency	1,000,000
0	0	850,000	0		TOTAL CONTINGENCY	1,000,000
UNAPP FUND BALANCE						
0	2,805,000	2,223,583	0	590304	Unapp Fund Balance	3,574,393
0	2,805,000	2,223,583	0		UNAPPROPRIATED FUND BALANCE	3,574,393
15,100,435	19,120,776	21,233,911	17,915,618		TOTAL LIGHT & POWER EXPENDITURES	23,008,006

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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 \$3.81 per month, per equivalent dwelling unit, to the local portion of the rate.

CWS proposes to increase sewer rates approximately 3% on July 1, 2015, and likewise the City is proposing to raise its add-on component by the same percentage, from \$3.81 to \$3.92 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 15-16. 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. 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 for this activity is in the Sewer Construction – Replace Old Sewers in the Capital Improvement Program to address problems as they occur. There are no major projects proposed in the FY 15-16 Sewer Fund. The 23rd Avenue Inflow and Infiltration – Phase II project is budgeted in the Sewer System Development Charge budget.

PERSONNEL REQUIREMENTS

	Appropriated FY 13-14	Approved FY 14-15	Proposed FY 15-16
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	1.98	1.98	1.98
Program Specialist	0.35	0.35	0.35
Administrative Assistant	0.20	0.20	0.20
TOTAL	3.73	3.73	3.73

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Revenues Sewer Fund Fund & Dept: 620-54	2015-16 Proposed
CHARGES FOR SERVICES							
3,455,342	3,783,389	3,772,999	3,698,898	440105	Residential Sales		3,809,900
796,557	894,516	849,973	916,220	440106	Commercial Sales		943,700
183,790	227,315	212,425	212,902	440120	Industrial Sales		219,300
4,435,689	4,905,221	4,835,397	4,828,020		TOTAL CHARGES FOR SERVICES		4,972,900
MISCELLANEOUS REVENUE							
51	0	0	0	445010	Sale Of Materials		0
0	160	800	0	450057	Other		0
3,849	4,000	2,000	0	451040	Sewer Laterals		2,000
11,553	11,424	11,978	10,703	470105	Interest		11,500
15,453	15,584	14,778	10,703		TOTAL MISCELLANEOUS REVENUE		13,500
FUND BALANCE AVAILABLE							
1,954,100	2,028,439	2,394,391	2,468,589	495005	Fund Bal Avail For Approp.		2,516,953
1,954,100	2,028,439	2,394,391	2,468,589		TOTAL AVAILABLE		
6,405,242	6,949,244	7,244,566	7,307,312		TOTAL SEWER RESOURCES		7,503,353

**FY 15-16 Expenditures
Sewer Fund**

2012-13	2013-14	2014-15	2014-15		FY 15-16 Expenditures	2015-16
Actual	Actual	Budgeted	Est. YE	Account	Fund & Dept: 620-54	Proposed
PERSONNEL SERVICES						
159,022	180,790	217,058	175,000	511005	Regular Employee Wages	226,584
1,124	1,743	2,069	1,956	511015	Overtime	2,069
60,305	64,814	68,299	70,818	512005	Health/Dental Benefits	68,883
2,434	2,521	2,530	3,178	512008	Health Reimburs Arrange	2,552
29,329	35,448	45,434	36,762	512010	Retirement	50,119
12,062	13,931	16,798	13,467	512015	FICA	17,492
7,191	7,706	6,399	6,399	512020	Worker's Comp	5,351
1,608	1,659	1,164	1,662	512025	Other Benefits	2,262
1,540	1,630	1,700	1,707	512030	Other Payroll Taxes	1,766
274,615	310,243	361,451	310,949		TOTAL PERSONNEL SERVICES	377,078
MATERIALS & SERVICES						
2,650	2,815	3,000	2,500	520110	Operating Supplies	3,000
147	17	150	100	520120	Organization Business Expense	150
3,045	2,419	3,250	3,250	520130	Personnel Uniforms & Equipment	3,000
2,007	2,038	2,200	2,200	520150	Utilities	2,100
3,725	3,447	4,900	4,500	520190	Computer Software	4,900
1,792	2,735	6,000	6,000	520220	Small Equipment	9,000
3,526	4,844	7,000	6,000	520240	Construction Supplies	10,000
0	31	0	0	520270	Miscellaneous	0
79	27	200	100	520503	Printing	100
99	386	400	200	520506	Postage	400
419	421	800	600	520509	Telephone	1,200
129	96	200	100	520521	Public Information	200
55	0	300	200	520524	Publications	300
400	648	700	1,000	520530	Memberships	1,000
3,317,351	3,404,355	3,670,791	3,635,787	520557	Intergovernmental Services	3,788,550
7,466	8,213	25,145	25,145	520578	Insurance & Bonds	26,255
2,053	1,200	2,825	2,500	521003	Training/Conferences	2,700
1,458	1,446	3,500	3,500	521150	Professional Services	3,500
503	442	500	300	521168	Misc Medical Services	500
18,294	22,201	23,000	23,000	521172	Bank Service Fees	20,000
1,088	553	1,900	2,500	522003	Equipment Maint & Oper Supplies	1,900
58	117	100	50	522012	Fuel/Oil	100
103,148	104,677	110,799	110,799	522021	Equipment Fund Charges	87,497
1,710	1,710	2,541	2,541	522022	Information Systems Fund Charges	3,617
413,115	432,228	473,345	473,345	522023	General Fund Admin Sevices	507,080
0	0	500	1,200	522306	Rents & Leases	1,000
6,264	6,264	6,264	8,352	522309	Building/Facility Rental	6,300
163	245	300	200	522312	Facility Maintenance Supplies	300
0	0	500	700	522315	Facility Mnt/Repairs	500
3,890,744	4,003,575	4,351,110	4,316,669		MATERIALS & SERVICES	4,485,149
CAPITAL OUTLAY						
0	0	2,500	2,500	550181	Major Tools & Work Equipment	0
53,605	5,012	30,000	15,000	550763	Sewer Construction	30,000
53,605	5,012	32,500	17,500		TOTAL CAPITAL OUTLAY	30,000

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
DEBT SERVICE						
80,264	83,318	88,115	86,489	562001	6/30/16 Principal-Cws/City Phase Iii Rehab	89,780
13,740	10,686	5,890	7,515	562041	6/30/16 Interest-Cws/City Phase Iii Rehab	4,224
94,004	94,004	94,005	94,004		TOTAL DEBT SERVICE	94,004
TRANSFERS						
0	0	50,000	0	570127	Transfer To Other Funds	75,000
55,833	60,424	51,237	51,237	570130	In-Lieu Of Tax	75,830
55,833	60,424	101,237	51,237		TOTAL TRANSFERS	150,830
CONTINGENCIES						
0	0	750,000	0	580206	Contingency	750,000
0	0	750,000	0		TOTAL CONTINGENCIES	750,000
UNAPPROR ENDING FUND BALANCE						
0	0	1,554,263	0	590304	Unapp Fund Balance	1,616,292
0	0	1,554,263	0		TOTAL UNAPPR ENDING FUND BAL	1,616,292
4,368,801	4,473,259	7,244,566	4,790,359		TOTAL SEWER EXPENDITURES	7,503,353

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 24 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 \$200.00 to raise the Sewer SDC from \$4,900 per EDU (Equivalent Dwelling Unit) to \$5,100 per EDU effective July 1, 2015. 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. The major project in this fund for FY 15-16 is the Firwood Lane sewer improvements with an estimated cost of \$440,000 funded by a \$240,000 CDBG with Sewer SDC funds financing the remainder of the costs. The City will work in partnership with CWS to complete Phase II of the 23rd Avenue Inflow and Infiltration project. \$295,000 is set aside for this project. 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 15-16 Revenues Sewer SDC Fund Fund & Dept: 622-54		
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed	
INTERGOVERNMENTAL REVENUE							
0	0	0	0	430706	CDBG Grant	240,000	
0	0	0	0		Total Intergovernmental Revenue	240,000	
CHARGES FOR SERVICES							
963,084	1,050,338	784,000	382,031	451005	System Development Charges	555,650	
963,084	1,050,338	784,000	382,031		TOTAL CHARGES FOR SERVICES	555,650	
MISCELLANEOUS REVENUE							
2,250	2,250	1,000	0	451042	Sunset Sewer Constr Fee	1,000	
6,379	6,582	2,274	5,678	470105	Interest	5,000	
8,629	8,832	3,274	5,678		TOTAL MISCELLANEOUS REVENUE	6,000	
FUND BALANCE AVAILABLE							
1,048,717	1,127,968	909,718	1,224,872	495005	Fund Bal Avail For Approp.	1,179,962	
1,048,717	1,127,968	909,718	1,224,872		TOTAL AVAILABLE	1,179,962	
2,020,430	2,187,138	1,696,992	1,612,580		TOTAL SEWER SDC RESOURCES	1,981,612	
FY 15-16 Expenditures Sewer SDC Fund Fund & Dept: 622-54							
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed	
MATERIALS & SERVICES							
770,467	840,271	727,200	305,624	520557	Intergovernmental Services	444,520	
0	0	0	0	521150	Professional Services	0	
770,467	840,271	727,200	305,624		TOTAL MATERIALS & SERVICES	444,520	
CAPITAL OUTLAY							
0	0	396,000	5,000	550760	Construction Projects	836,000	
0	0	396,000	5,000		TOTAL CAPITAL OUTLAY	836,000	
DEBT SERVICE							
96,144	100,225	104,478	104,478	562002	Principal - CWS/City Sunset Drive	108,912	
25,850	21,770	17,516	17,516	562042	Interest - CWS/City Sunset Drive	13,082	
121,995	121,995	121,994	121,994		TOTAL DEBT SERVICE	121,994	
TRANSFERS							
0	0	0	0	570127	Transfer to Capital Projects Fund	261,803	
0	0	0	0		TOTAL TRANSFERS	261,803	
CONTINGENCY							
0	0	300,000	0	580206	Contingency	100,000	
0	0	300,000	0		TOTAL CONTINGENCY	100,000	
UNAPP FUND BALANCE							
0	0	151,798	0	590304	Unapp Fund Balance	217,295	
0	0	151,798	0		TOTAL UNAPP FUND BAL	217,295	
892,462	962,265	1,696,992	432,618		TOTAL SEWER SDC EXPENDITURES	1,981,612	

WATER FUND

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.

	<u>CY 2012</u>	<u>CY 2013</u>	<u>CY 2014</u>
Number of Metered Customers	5,775	5,997	6,133
Pipe in System, linear feet	435,160	435,685	435,685
Water Supplied	1,112 Mil. Gal.	1,137.2 Mil. Gal.	1,119 Mil. Gal.

BUDGET HIGHLIGHTS

Revenue: The City underwent a water rate analysis this year. 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. The result of this rate analysis demonstrated that the water utility needs system-wide average rate increases of approximately 3.5% per year for the next several years in order to afford on-going operations and required investments in maintaining the water capital infrastructure. This rate increase reflects

a decrease from previous years of higher rate increases. This decrease is largely due to a change in the capital program with large expenditures moving out to future years. This revised capital program has resulted from decisions made by our JWC partners who are now investing in water sources other than the JWC/Scoggins project, and has allowed future expansions and seismic improvements (at the JWC Treatment Plant) to be scheduled out and provides more time for Forest Grove to build capital in the Water Fund balance.

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 3.5% in FY 15-16.

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 15-16, the estimated revenues from the timber harvest are expected to increase from last year approximately 30%. Revenue from the timber harvest is pledged to covering expenses of the harvest and servicing the debt of the Water Fund. 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 \$1,214,410. 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. The Water Fund will continue funding to pay for approximately 0.20 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 Fund is also proposed to pay for 0.175 FTE of the proposed Program Coordinator's position related to sustainability activities. The Water Department will increase the radio-read water meter program to replace all residential meters this year resulting in an increase of \$175,000 to complete this program.

The Materials and Service line is increasing approximately 20%. Significant work is programmed for FY 15-16. This includes a Vulnerability Analysis of our water system. This examination will identify strengthening improvements that are necessary to help the system survive earthquake and other natural disasters. Also included in this budget are additional wildlife studies in the watershed, as well as minor increases in Safety Equipment, Training, and some Small Equipment for Water Treatment Plant.

The capital program is also increasing. Included this year are the completion of the radio read meters (\$275,000), a generator replacement for the Public Works Operations building, repair of the west filter bay at the treatment plant, decommissioning of an upper section of Deep Creek Road, and pump reconditioning at the JWC plant.

The water fund's general contingency is proposed to increase by roughly \$50,000. Total contingency funds are made up of three components – one for the JWC (roughly \$333,250), one for debt service (\$440,000), and one for the water utility generally (\$450,000) to make the total contingency funds \$1,223,250.

PERSONNEL REQUIREMENTS

	Appropriated FY 13-14	Approved FY 14-15	Proposed FY 15-16
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	3.96	3.96	3.96
Program Specialist	0.35	0.35	0.35
Administrative Assistant	0.20	0.20	0.20
Program Coordinator	0.00	0.00	0.175
Meter Readers	0.88	0.88	0.88
TOTAL	9.59	9.59	9.765

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Revenues Water Fund Fund & Dept: 630-53 Title	2015-16 Proposed
CHARGE FOR SERVICES						
2,028,103	2,331,000	2,314,641	2,444,916	430045	Residential Sales	2,530,488
605,699	733,303	687,947	770,611	440106	Commercial Sales	797,582
365,149	421,847	387,468	366,624	440118	Multi-Family Sales	379,455
276,112	325,528	300,361	298,921	440120	Industrial Services - Special Contract	309,383
29,643	32,410	34,901	38,328	440160	Non-Metered Sales	39,669
60,743	49,940	22,880	44,739	440165	Connection Charges	46,305
3,365,449	3,894,028	3,748,198	3,964,138		TOTAL CHARGE FOR SERVICES	4,102,882
MISCELLANEOUS REVENUE						
1,581	3,198	0	501	440190	External Work Performed	0
35,928	35,928	35,928	47,904	440305	Building Rental Income	48,862
4,040	0	0	0	440310	Sale of Materials	0
0	90,116	0	0	445020	Sale of Raw Water	0
1,558,140	514,824	937,500	933,656	445025	Timber Sales	1,245,000
6,991	21,068	5,000	2,887	450057	Other	5,000
0	27,023	0	0	470003	Sale of Bonds	
15,705	18,365	17,362	16,000	470105	Interest	18,500
1,622,385	710,522	995,790	1,001,218		TOTAL MISCELLANEOUS REVENUE	1,317,362
FUND BALANCE AVAILABLE						
2,579,688	3,703,397	3,469,823	3,967,502	485005	Fund Balance Available for Approp.	4,508,794
2,579,688	3,703,397	3,469,823	3,967,502		TOTAL FUND BALANCE AVAILABLE	4,508,794
7,567,522	8,307,947	8,213,811	8,932,857		TOTAL WATER FUND RESOURCES	9,929,039

FY 15-16 Expenditures

Water Fund

Fund & Dept: 630-53

2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
PERSONNEL SERVICES						
530,672	554,664	557,290	560,056	511005	Regular Employee Wages	555,123
31,981	33,096	29,560	35,356	511015	Overtime	29,560
149,995	154,269	166,926	151,975	512005	Health/Dental Benefits	165,192
6,419	6,504	6,561	7,935	512008	Health Reimb Arrangement	6,351
103,014	114,625	119,880	119,800	512010	Retirement	115,817
42,609	44,712	44,894	46,734	512015	FICA	44,728
19,641	20,418	14,327	14,327	512020	Worker's Comp	13,101
4,645	4,483	3,110	3,946	512025	Other Benefits	5,646
4,212	4,451	4,553	4,488	512030	Other Payroll Taxes	4,536
893,188	937,221	947,101	944,617		TOTAL PERSONNEL SERVICES	940,054
MATERIALS & SERVICES						
62,988	54,653	101,700	101,700	520110	Operating Supplies	105,850
358	140	250	250	520120	Organization Business Expense	250
4,808	5,174	5,900	5,900	520130	Personnel Uniforms & Equipment	8,200
81,387	91,510	82,467	82,467	520150	Utilities	87,415
3,790	2,836	4,200	4,200	520190	Computer Software	4,400
7,901	8,218	16,000	16,000	520220	Small Equipment	19,200
139,176	146,636	182,000	190,000	520240	Construction Supplies	86,700
196,697	220,498	250,000	250,000	520250	JWC Water Purchases	250,000
2,251	261	2,500	2,500	520503	Printing	2,800
837	938	1,050	1,050	520506	Postage	1,100
5,410	5,605	6,198	6,198	520509	Telephone	5,186
333	265	250	250	520521	Public Information	250
109	0	532	532	520524	Publications	300
1,278	2,058	1,258	1,258	520530	Memberships	4,220
315	0	0	1,644	520533	Recruiting Expenses	0
404	1,365	10,000	10,000	520548	Watershed Management	26,300
5,901	1,728	20,000	7,000	520550	Watershed Maintenance	20,000
656,972	269,988	377,000	302,003	520551	Timber Harvesting	500,000
52,419	51,548	79,207	79,207	520557	Intergovernmental Services	82,307
23,213	25,534	23,762	23,762	520578	Insurance & Bonds	28,361
3,085	1,937	7,600	5,000	521003	Training/Conferences	8,700
1,400	0	6,500	1,000	521113	Attorney Services	6,500
51,641	57,502	57,750	57,750	521150	Professional Services	249,100
1,467	826	0	801	521168	Misc Medical Services	0
15,259	18,906	20,000	18,000	521172	Bank Service Fees	18,000
3,198	16,842	6,600	13,596	522003	Equipment Maint & Oper Supplies	7,600
333	194	200	200	522012	Fuel/Oil	200
139,313	143,704	139,125	139,125	522021	Equipment Fund Charges	157,881
11,037	11,037	10,455	10,455	522022	Information Systems Fund Charges	14,699
717,439	742,859	843,025	843,025	522023	General Fund Admin Services	906,075
0	0	800	800	522303	Custodial	800
0	0	3,000	3,000	522306	Rents & Leases	3,000
12,018	10,781	14,700	14,700	522312	Facility Maintenance Supplies	14,700
20,307	23,858	27,000	27,000	522315	Facility Maintenance/Repairs	27,000
2,223,044	1,917,401	2,301,029	2,220,373		TOTAL MATERIALS & SERVICES	2,667,094

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
CAPITAL OUTLAY						
0	0	63,500	63,500	550181	Major Tools & Work Equipment	325,000
0	0	50,000	0	550600	Water Projects	0
0	0	60,652	60,652	550660	Joint - Capital Equipment	142,941
127,227	191,839	238,590	238,590	550663	JWC - Other Projects	0
52,194	342,554	300,000	1,061	550666	Water Line Extension	100,000
65,147	22,887	188,000	205,277	550669	Water Treatment Plant Equip.	219,000
0	11,808	20,000	20,000	550672	Watershed Capital	130,000
0	34,862	15,000	1,027	550760	Construction Projects	0
244,568	603,950	935,742	590,107		TOTAL CAPITAL OUTLAY	1,006,941
DEBT SERVICE						
260,000	0	0	0	562010	Principal - 2003 FFC Bonds (until 2023)	0
0	310,000	285,000	285,000	562011	Principal- 2013 Bond Refunding	290,000
31,883	32,998	34,153	34,153	562030	Principal - Scoggins Reservoir (until 2036)	35,348
146,181	0	0	0	562045	Interest - 2003 FFC Bonds	0
0	62,773	78,090	78,090	562046	Interest- 2013 Bond Refunding	70,281
40,914	39,799	38,645	38,645	562070	Interest - Scoggins Reservoir	37,449
478,978	445,570	435,888	435,888		TOTAL DEBT SERVICE	433,078
TRANSFERS						
45,360	48,018	54,886	54,886	570127	Transfer To Other Funds	58,199
162,045	185,982	178,192	178,192	570130	In-Lieu Of Tax	221,091
207,405	234,000	233,078	233,078		TOTAL TRANSFERS	279,290
CONTINGENCY						
0	0	333,250	0	580203	JWC - Contingency	333,250
0	0	450,000	0	580206	Contingency	450,000
0	0	390,000	0	580212	Debt Service Contingency	440,000
0	0	1,173,250	0		TOTAL CONTINGENCY	1,223,250
RESERVES						
0	0	2,187,723	0	590304	Unapp Fund Balance	3,379,332
0	0	2,187,723	0		TOTAL UNAPPROPRIATED FB	3,379,332
4,047,182	4,138,142	8,213,811	4,424,063		TOTAL WATER EXPENDITURES	9,929,039

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WATER SYSTEM DEVELOPMENT CHARGE FUND

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 2007-64. 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 2007-64. 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 15-16, \$208,000 has been budgeted for a potential project to replace a 2-inch waterline on Oakcrest Drive with an 8-inch waterline. Engineering staff will be working with the residents on Oakcrest Drive as this is a private road within the City limits. \$130,000 in funds has been budgeted to loop the 19th Street waterline between C St. and D St. \$50,000 is set aside for capacity expansion if necessary.

BUDGET DETAIL

				FY 15-16 Revenues Water SDC Fund & Dept: 632-53			
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
CHARGES FOR SERVICES							
775,172	694,903	376,591	420,349	451005	System Development Charges		395,000
775,172	694,903	376,591	420,349		TOTAL CHARGES FOR SERVICES		
MISCELLANEOUS REVENUE							
11,081	2,862	0	0	470031	Principal - J Lieb Water SDC		0
516	38	0	0	470032	Interest - J Lieb Water SDC		0
13,187	17,423	16,605	18,200	470105	Interest		17,000
24,784	20,322	16,605	18,200		TOTAL MISCELLANEOUS REVENUE		
FUND BALANCE AVAILABLE							
1,978,895	2,778,851	3,169,827	3,477,975	495005	Fund Bal Avail For Approp.		3,911,524
1,978,895	2,778,851	3,169,827	3,477,975		TOTAL AVAILABLE		
2,778,851	3,494,076	3,563,023	3,916,524		TOTAL WATER SDC RESOURCES		4,323,524

				FY 15-16 Expenses Water SDC Fund & Dept: 632-53			
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
MATERIALS & SERVICES							
0	1,481	0	0	521150	Professional Services		0
0	1,481	0	0		TOTAL MATERIALS & SERVICES		0
CAPITAL OUTLAY							
0	14,620	292,000	0	550760	Construction Projects		388,000
0	14,620	292,000	0		TOTAL CAPITAL OUTLAY		388,000
TRANSFERS							
0	0	5,000	5,000	580206	Transfers		1,200
0	0	5,000	5,000		TOTAL CONTINGENCY		1,200
CONTINGENCY							
0	0	100,000	0	580206	SDC Contingency		100,000
0	0	100,000	0		TOTAL CONTINGENCY		100,000
UNAPP FUND BALANCE							
0	0	3,166,023	0	590304	Unapp Fund Balance		3,834,324
0	0	3,166,023	0		TOTAL UNAPP FUND BAL		3,834,324
0	16,101	3,563,023	5,000		TOTAL WATER SDC EXPENDITURES		4,323,524

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 1,882 catch basins, 3,379 lineal feet of storm pipes, 48 public water quality facilities, and 45 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 2,119 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. (*removed 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 \$6.75 per month per ESU. 75% of this stays with the City to fund local SWM activities. Additionally, the City adds another \$1.00 charge per month per ESU to fund local SWM activities. The combined fee in FY 14-15 is \$7.75. CWS is proposing to raise the monthly \$6.75/ESU charge by \$0.50, to \$7.25 per month, per ESU. The City's surcharge is proposed to remain at \$1.00/ESU. Therefore the new SWM fee for FY 2015-16 will be \$8.25 per ESU.

Expenditures: 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 an estimated charge of \$40,000 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 purchasing, maintaining and operating vehicles and equipment, and increased payments to the General Fund for administrative functions such as engineering, utility billing, and human resources.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Approved <u>FY 14-15</u>	Proposed <u>FY 15-16</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 15-16 Resources SWM Fund Fund & Dept: 640-55		2015-16
2012-13	2013-14	2014-15	2014-15	Account	Title	Proposed
Actual	Actual	Budgeted	Est. YE			
CHARGES FOR SERVICES						
940,476	1,083,191	1,117,846	1,063,194	440101	Surface Water Management Fees	1,246,000
940,476	1,083,191	1,117,846	1,063,194		TOTAL CHARGES FOR SERVICES	1,246,000
MISCELLANEOUS REVENUE						
1,623	626	0	300	450057	Other	0
542	738	1,741	970	470105	Interest	1,700
2,165	1,364	1,741	1,270		TOTAL MISCELLANEOUS REVENUE	1,700
TRANSFERS & REIMBURSEMENTS						
277,495	272,628	348,215	392,770	495005	Fund Bal Avail For Approp.	407,617
277,495	272,628	348,215	392,770		TOTAL AVAILABLE	407,617
1,220,136	1,357,184	1,467,802	1,457,235		TOTAL SWM RESOURCES	1,655,317

				FY 15-16 Expenditures SWM Fund Fund & Dept: 640-55		2015-16
2012-13	2013-14	2014-15	2014-15	Account	Title	Proposed
Actual	Actual	Budgeted	Est. YE			
PERSONNEL SERVICES						
230,495	204,352	216,770	216,770	511005	Regular Employee Wages	227,370
1,683	2,522	1,000	1,000	511015	Overtime	0
64,490	68,774	72,431	72,431	512005	Health/Dental Benefits	72,978
2,590	2,658	2,661	2,661	512008	Health Reimburse Arrange	2,674
42,630	40,697	44,225	44,225	512010	Retirement	49,045
17,486	15,763	16,583	16,583	512015	Fica	17,394
7,323	7,633	6,023	6,023	512020	Worker'S Comp	7,744
1,533	1,580	1,149	1,149	512025	Other Benefits	2,151
1,601	1,669	1,685	1,685	512030	Other Payroll Taxes	1,761
369,831	345,648	362,527	362,527		TOTAL PERSONNEL SERVICES	381,117
MATERIALS & SERVICES						
2,047	1,190	2,000	2,000	520110	Operating Supplies	2,000
32	37	150	100	520120	Organization Business Expense	150
2,848	2,409	4,000	4,000	520130	Personnel Uniforms & Equipment	3,000
0	0	1,050	0	520150	Utilities	0
2,597	2,280	3,300	3,000	520190	Computer Software	3,300
2,121	3,281	3,000	3,000	520220	Small Equipment	6,000
6,229	6,068	6,000	9,000	520240	Construction Supplies	12,000
230	27	250	250	520503	Printing	250
0	0	50	0	520506	Postage	50
234	117	600	400	520509	Telephone	800
1,150	1,495	2,000	1,530	520521	Public Information	2,000
6	0	300	200	520524	Publications	300
0	57	200	200	520530	Memberships	200
0	52,227	0	0	520545	In-Lieu Of Tax	0
204,823	223,287	253,388	250,000	520557	Intergovernmental Services	274,976

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
4,707	5,178	9,914	9,914	520578	Insurance & Bonds	10,768
830	365	2,000	2,000	521003	Training/Conferences	2,000
11,738	8,782	55,000	25,000	521150	Professional Services	55,000
655	546	500	300	521168	Misc Medical Services	500
3,654	4,592	4,000	3,800	521172	Bank Service Fees	3,800
441	281	2,000	1,500	522003	Equipment Maint & Oper Supplies	2,000
219	72	100	100	522012	Fuel/Oil	100
129,495	144,569	139,108	139,108	522021	Equipment Fund Charges	183,095
558	558	1,138	1,138	522022	Information Systems Fund Charges	1,311
150,377	155,229	170,040	170,040	522023	General Fund Admin Services	180,468
339	0	400	400	522306	Rents & Leases	400
3,132	3,132	3,132	3,132	522309	Building/Facility Rental	3,200
148	770	1,000	1,000	522312	Facility Maintenance Supplies	500
528,610	616,547	664,620	631,112		TOTAL MATERIALS & SERVICES	748,168
CAPITAL OUTLAY						
0	0	39,000	0	550863	Storm Sewer Construction	81,750
0	0	39,000	0		TOTAL CAPITAL OUTLAY	81,750
TRANSFERS						
0	0	50,000	0	570127	Transfers	25,000
46,836	0	55,979	55,979	570130	In-Lieu Of Tax	35,729
46,836	0	55,979	55,979		TOTAL TRANSFERS	60,729
CONTINGENCY						
0	0	40,000	0	580206	Contingency	60,000
0	0	40,000	0		TOTAL CONTINGENCY	60,000
UNAPP FUND BALANCE						
0	0	255,676	0	590304	Unapp Fund Balance	323,553
0	0	255,676	0		TOTAL UNAPP FUND BAL	323,553
945,277	962,195	1,417,802	1,049,618		TOTAL SWM EXPENDITURES	1,655,317

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 15-16 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 15-16, \$110,000 is budgeted for capacity expansion on Firwood Lane and to increase capacity of Hawthorne Street drainage area.

BUDGET DETAIL

				FY 15-16 Revenue SWM SDC Fund Fund & Dept: 642-55		2015-16 Proposed
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	
CHARGES FOR SERVICES						
17,848	3,590	18,000	-61	451006	In-Lieu Charges - Quality	0
65,354	36,686	22,000	21,800	451007	In-Lieu Charges - Quantity	21,000
83,202	40,275	40,000	21,739		TOTAL CHARGES FOR SERVICES	21,000
MISCELLANEOUS REVENUE						
1,614	1,907	1,916	2,038	470105	Interest	2,000
1,614	1,907	1,916	2,038		TOTAL MISCELLANEOUS REVENUE	2,000
FUND BALANCE AVAILABLE						
280,164	351,844	383,160	394,026	495005	Fund Bal Avail For Approp.	417,803
280,164	351,844	383,160	394,026		TOTAL AVAILABLE	417,803
364,980	394,026	425,076	417,803		TOTAL SWM SDC RESOURCES	440,803

				FY 15-16 Expenditures SWM SDC Fund Fund & Dept: 642-55		2015-16 Proposed
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	
CAPITAL OUTLAY						
20,000	0	75,000	0	550860	Quantity System Improvements	75,000
0	0	75,000	0	550861	Quality Systems Improvements	75,000
0	0	50,000	0	550863	Storm Sewer Construction	161,750
20,000	0	200,000	0		TOTAL CAPITAL OUTLAY	311,750
CONTINGENCY						
176,798	0	93,784	0	580208	SDC Contingency Quantity	40,000
144,653	0	131,292	0	580207	SDC Contingency Quality	89,053
321,451	0	225,076	0		TOTAL CONTINGENCY	129,053
341,451	0	425,076	0		TOTAL SWM SDC EXPENDITURES	440,803

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SPECIAL REVENUE FUNDS

Building Permits Fund

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

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

Building Permits Fund

- Implement State permit tracking software.
- Implement processes to bring uniformity to the permit process in the Tri-County area.
- Code Enforcement activities and assist in examination of City's Code Enforcement program for improvement.
- Process building permits and building-related code enforcement actions in a timely fashion.
- Participate in OBOA outreach program.

PERFORMANCE MEASUREMENTS

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

Building Permits Fund:

Revenue: The Building Services function is sustained by revenue collected through building related permits. Building activity in Forest Grove was active in FY 14-15 although not as active as the previous fiscal year. This has allowed the establishment of healthy reserves and contingency for future needs. Generally, it is projected that revenues in FY 15-16 will be about 25% higher than in FY 14-15. This is an attempt to better reflect actual revenue received in past years and the increase in revenues expected from Cornelius.

Expenditure: Overall, the Building Services expenditure budget (personnel, materials and service and capital) is forecasted at a 7% increase when compared with to FY 14-15. This is due to a 5% increase in personnel costs and additional state surcharges on permits due to projected increased permit revenue. The surcharges is a pass-through costs. The personnel cost increase is due to cost-of-living increases and costs for funding a part-time Administrative Specialist and the new analysis/coordinator position in Light and Power to support building related sustainability efforts.

Overall materials costs are increasing about 10%. This is primarily due to one-time costs for purchasing equipment for inspectors to use in field which is expected to improve overall efficiencies. In addition, there is a new cost for personnel uniforms as a result of recent labor contract obligations. Professional Services costs are increasing to complete microfiche of building files. Costs for purchasing updated Code material under Publications has been eliminated due to conversion of purchasing code books to obtaining the material on-line. There is a slight increase in Printing and Equipment costs to anticipate costs of copying the code book for staff.

BUDGET DETAILS

				FY 15-16 Resources Building Permit Fund Fund & Dept: 205-32		2014-15 Proposed
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	
CHARGES FOR SERVICES						
19	31	0	0	440025	Copy Service	0
19	31	0	0		TOTAL CHARGES FOR SERVICES	0
LICENSES, PERMITS, FEES						
339,218	363,947	140,775	229,483	450074	Building Permit	177,675
1,682	841	360	631	450076	Manufactured Home Permits	329
79,440	109,800	35,020	59,994	450078	Plumbing Permits	46,394
28,296	33,829	12,057	20,686	450080	Mechanical Permits	14,320
39,901	42,859	15,580	26,872	450082	Structural State Surcharge	26,143
173	87	43	65	450084	Manuf. Housing State Surcharge	39
9,407	13,226	13,925	7,386	450086	Plumbing State Surcharge	6,663
3,396	4,088	2,610	2,483	450088	Mechanical Plans St. Surchrng	1,718
235,684	225,413	83,330	156,778	450106	Structural Plan Review Fees	102,004
493	9,715	260	564	450108	Plumbing Plan Review Fees	572
6,033	6,204	874	2,458	450110	Mechanical Plan Review Fees	2,605
16,071	27,093	2,000	16,754	450112	FI&S Plan Review Fees	12,971
47,674	50,656	22,000	33,450	450124	Erosion Control Fees	22,000
74	3,377	800	869	450126	Misc-Reinspect/Investigate Fee	600
0	0	31,870	55,000	450130	Cornelius Permit Revenue	40,000
807,542	891,134	361,504	613,473		TOTAL LICENSES, PERMITS, FEES	454,033
MISCELLANEOUS REVENUE						
4,089	5,902	5,000	4,388	470105	Interest	4,500
4,089	5,902	5,000	4,388		TOTAL MISCELLANEOUS REVENUE	4,500
FUND BALANCE AVAILABLE						
670,240	998,775	1,180,514	1,321,023	495005	Fund Bal Avail For Approp.	1,366,408
670,240	998,775	1,180,514	1,321,023		TOTAL AVAILABLE	1,366,408
1,481,890	1,895,842	1,547,018	1,938,885		TOTAL BUILDING RESOURCES	1,824,941

				FY 15-16 Expenditures Building Permit Fund Fund & Dept: 205-32		2014-15 Proposed
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	
PERSONNEL SERVICES						
226,340	263,577	311,683	294,127	511005	Regular Employee Wages	321,284
0	6,657	0	3,611	511010	Part-Time Employee Wages	9,771
0	867	0	21	511015	Overtime	0
12,559	9,215	0	0	511020	Temporary Employee Wages	0
42,032	53,983	69,956	58,908	512005	Health/Dental Benefits	61,689
2,306	2,778	3,341	3,872	512008	Health Reimb Arrangement	3,441
46,459	52,384	53,482	50,628	512010	Retirement	62,228
18,059	20,655	23,844	22,399	512015	Fica	25,326
1,319	1,974	1,842	1,842	512020	Workers Comp	2,056
1,783	2,028	1,654	2,440	512025	Other Benefits	3,363
1,778	2,076	2,431	2,295	512030	Other Payroll Taxes	6,489
352,635	416,193	468,233	440,143		TOTAL PERSONNEL SERVICES	495,647

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2014-15 Proposed
MATERIALS & SERVICES						
1,667	687	975	330	520110	Operating Supplies	975
0	562	400	669	520120	Organization Business Expense	400
0	91	0	559	520130	Personnel Uniforms & Equipment	500
0	0	3,200	0	520170	Code Enforcement Expenditures	0
0	229	0	0	520190	Computer Software	0
0	612	1,000	2,500	520220	Small Equipment	5,130
618	1,279	1,000	1,520	520503	Printing	1,500
277	369	0	420	520506	Postage	420
1,158	1,354	1,300	2,008	520509	Telephone	1,770
0	151	150	82	520521	Public Information	150
97	1,343	2,000	924	520524	Publications	0
415	780	950	2,088	520530	Memberships	950
0	230	0	349	520533	Recruiting Expenses	0
58,051	65,129	40,569	32,417	520557	Intergovernmental Services	44,564
469	516	1,016	1,016	520578	Insurance & Bonds	1,394
394	1,978	4,250	2,119	521003	Training/ Conferences	4,250
0	0	3,000	0	521113	Attorney Services	3,000
6,295	19,122	24,250	13,658	521150	Professional Services	25,500
84	84	150	91	521172	Bank Service Fees	150
0	852	900	0	522003	Equipment Maint & Oper Supplies	1,100
9,560	9,789	9,839	11,479	522021	Equipment Fund Charges	10,655
5,635	5,635	5,527	8,291	522022	Information Systems Fund Charges	14,027
45,760	47,833	51,814	51,814	522023	General Fund Admin Services	51,814
130,480	158,626	152,290	132,335		TOTAL MATERIALS & SERVICES	168,249
TRANSFERS						
0	0	0	0	570103	Transfer To General Fund	33,663
0	0	0	0		TOTAL TRANSFERS	33,663
CONTINGENCY						
0	0	250,000	0	580206	Contingency	250,000
0	0	250,000	0		TOTALCONTINGENCY	250,000
UNAPP FUND BALANCE						
0	0	676,495	0	590304	Unapp Fund Balance	877,382
0	0	676,495	0		UNAPP FUND BALANCE	877,382
483,115	574,819	1,547,018	572,477		TOTAL BUILDING EXPENDITURES	1,824,941

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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. PCI of 70 or better.
- 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.
- Bring 10% of the pavement not meeting the PCI 70 goal into compliance.

BUDGET HIGHLIGHTS

Revenue: The State of Oregon DOT shares revenue with Cities and Counties, 50% ODOT, 30% Counties, and 20% Cities. The Cities also receive a portion of the Counties disbursement. These monies are the primary source of ongoing funding for the operation of the Street Department. The money is distributed based on population. The State highway fund per capita distribution to cities is estimated to be \$57.81 for FY 15-16. This includes the OTIA I, II, and III, the 2003 legislation (HB 2388), and OTIAs 47-50, and 53, as well as 2009 Transportation Package (HB 2001). For an explanation of the State Highway Revenue Disbursements see the January 30, 2015 LOC Bulletin.

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, 2014 is estimated to be 22,715, per Portland State University's Population Research Center, which is 375 more than the population estimate used in FY 2014-15.

The City's new street light fee (\$1.50 per mo. per electric bill) went into effect in 2014 and is generating funds that will cover most of the estimated cost of street lights (including electricity and bulb replacement).

Expenditures: The Materials and Services budget category remains basically unchanged from FY 14-15, except for an increase of \$80,000 identified for ADA City-wide Study.

In the Capital Outlay category of the budget, the City wide sidewalk LID is back in the budget. \$100,000 is identified for the program. Initially a survey will be conducted to gauge the number of interested homeowners and then a decision will be made whether or not to proceed.

The Safe Routes to School project on "B" Street is expected to continue into FY15-16 and therefore \$65,000 is allocated. 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 15-16. Another project in cooperation with ODOT is the TV Hwy & Quince Street intersection. In FY 15-16 there is \$132,192 identified for this project and will complete design and ROW acquisition.

Specific money is also identified for pavement preservation on Firwood Lane, University Ave, and 26th Ave. For detailed information see the Capital Improvement Program. The annual street overlay program is proposed at \$345,000 in FY 15-16.

The Contingency in the Street Fund will remain the same at \$100,000; however the unappropriated fund balance is decreasing in FY 15-16 due to all the construction projects. This is not expected to continue in the near future. Activity in the Street fund should decrease so that the fund balance can increase.

PERSONNEL REQUIREMENTS

	Appropriated FY 13-14	Appropriated FY 14-15	Proposed FY 15-16
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.20	2.20	2.20
Program Specialist	0.10	0.10	0.10
Administrative Assistant	0.20	0.20	0.20
TOTAL	3.20	3.20	3.20

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Revenues Street Fund Fund & Dept: 210-52 Title	2015-16 Proposed
INTERGOVERNMENTAL REVENUE						
0	262,889	0	0	420041	Washington County MSTIP	0
1,155,239	1,252,449	1,286,744	1,274,930	422015	State Gas Tax	1,296,653
79,042	80,624	82,177	85,116	422025	County Gas Tax	84,000
45,000	0	0	0	430703	Bike Shelter Grant	0
0	105,904	140,000	146,442	440172	Street Light Fee	146,400
1,279,281	1,701,867	1,508,921	1,506,488		TOTAL INTERGOVERNMENT REVENUE	1,527,053
MISCELLANEOUS REVENUE						
35,000	21,700	0	14,175	450100	Street Improv Fee-N Central Projects	0
1,680	2,340	0	60	450114	Street Improv Fee- Cross-SG Wy Paving	0
8,657	796	1,000	0	450110	External Work Performed	0
1,277	2,375	3,650	2,978	470105	Interest	3,500
18,395	2,257	0	716	470131	Sidewalk Program Interest	0
0	19,983	0	23,152	470132	Sidewalk Program Principal	23,100
9,345	48,883	100,000	0	470133	Sidewalk Program Pay-In-Full	100,000
0	9,125	0	0	472030	Environmental Agreement Payment	0
3,279	5,746	0	6,970	450057	Other	0
609	149	0	0	445010	Sale Of Materials	0
78,242	113,354	104,650	48,051		TOTAL MISCELLANEOUS REVENUE	126,600
FUND BALANCE AVAILABLE						
614,454	492,866	1,065,045	1,034,600	495005	Fund Bal Avail For Approp.	845,581
0	0	0	9,125	495006	Restricted Fund Balance	9,125
614,454	492,866	1,065,045	1,043,725		TOTAL AVAILABLE	854,706
1,971,977	2,308,087	2,678,616	2,598,264		TOTAL STREET RESOURCES	2,508,359

FY 15-16 Expenditures Street Fund						
2012-13	2013-14	2014-15	2014-15	Fund & Dept: 210-52		2014-15
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
PERSONNEL SERVICES						
203,169	197,752	178,064	197,013	511005	Regular Employee Wages	186,575
1,423	3,758	7,094	1,915	511015	Overtime	7,094
53,577	56,157	59,357	60,923	512005	Health/Dental Benefits	59,853
2,220	2,145	2,162	2,919	512008	Health Reimburs Arrange	2,175
39,084	39,830	36,295	41,906	512010	Retirement	40,206
15,427	15,348	14,165	15,132	512015	FICA	14,816
6,280	6,309	4,906	4,906	512020	Worker's Comp	4,677
1,397	1,362	981	1,354	512025	Other Benefits	1,871
1,419	1,378	1,441	1,417	512030	Other Payroll Taxes	1,502
323,996	324,038	304,465	327,485		TOTAL PERSONNEL SERVICES	318,769
MATERIALS & SERVICES						
2,039	1,809	3,000	2,000	520110	Operating Supplies	2,000
49	34	150	150	520120	Organization Business Expense	150
2,597	2,075	3,000	3,000	520130	Personnel Uniforms & Equipment	3,000
72,596	80,854	78,000	64,508	520150	Utilities	70,000
2,448	2,575	3,000	3,000	520190	Computer Software	3,000
2,003	1,964	3,500	3,500	520220	Small Equipment	3,500
54,367	47,518	62,000	62,000	520240	Construction Supplies	68,000
73,000	75,386	80,000	80,000	520280	Street Light Maint. (4003509)	88,350
231	242	500	400	520503	Printing	400
11	95	200	100	520506	Postage	200
688	710	800	800	520509	Telephone	1,100
149	308	500	100	520521	Public Information	300
6	48	300	200	520524	Publications	300
0	0	100	100	520530	Memberships	100
21,283	17,604	22,000	18,000	520557	Intergovernmental Services	22,000
4,958	5,454	4,191	4,191	520578	Insurance & Bonds	3,699
1,439	1,527	2,000	1,500	521003	Training/Conferences	2,000
711	795	1,500	1,500	521150	Professional Services	83,900
455	367	250	250	521168	Misc Medical Services	300
672	678	800	800	521172	Bank Service Fees	700
2,174	3,008	1,650	1,650	522003	Equipment Maint & Oper Supplies	1,700
1,724	1,177	1,000	500	522012	Fuel/Oil	500
89,816	91,342	65,624	65,620	522021	Equipment Fund Charges	61,101
2,302	2,302	2,537	2,538	522022	Information Systems Fund Charges	3,618
436,703	436,594	481,983	481,983	522023	General Fund Admin Services	515,365
8,000	7,100	10,000	10,000	522306	Rents & Leases	10,000
3,132	3,132	3,132	3,132	522309	Building/Facility Rental	3,150
0	0	1,000	1,000	522315	Facility Mnt/Repairs	500
783,553	784,696	832,717	812,522		TOTAL MATERIALS & SERVICES	948,933
CAPITAL OUTLAY						
66,087	349	100,000	82	550580	Sidewalk Program	100,000
0	0	15,000	14,000	550181	Major Tools & Work Equipment	10,000
167,673	84,023	392,650	330,000	550563	Construction Maintenance	385,000
137,803	71,255	204,469	204,469	550575	Street Construction	198,314
0	0	50,000	55,000	551066	Safe Routes To School	65,000
371,563	155,626	762,119	603,551		TOTAL CAPITAL OUTLAY	758,314

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2014-15 Proposed
					CONTINGENCIES	
0	0	100,000	0	580206	Contingency	100,000
0	0	100,000	0		TOTAL CONTINGENCY	100,000
					UNAPP FUND BALANCE	
0	0	679,315	0	590304	Unapp Fund Balance	382,343
0	0	679,315	0		TOTAL UNAPP FUND BAL	382,343
1,479,112	1,264,361	2,678,616	1,743,558		TOTAL STREET EXPENDITURES	2,508,359

STREET TREE FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

			FY 15-16 Resources		
			Street Tree		
			Fund & Dept: 212-31		
2012-13	2013-14	2014-15	Account	Title	2015-16
Actual	Actual	Budgeted			Proposed
67,057	42,840	40,000	450140	Tree Planting Fees	40,000
445	273	75	470105	Interest	30
0	153	0	472025	Tree Compensation Revenue	0
104,657	137,803	12,676	495005	Fund Bal Avail. for Approp.	8,550
172,159	181,068	52,751			48,580

			FY 15-16 Expenditures		
			Street Tree		
			Fund & Dept: 212-31		
2012-13	2013-14	2014-15	Account	Title	2015-16
Actual	Actual	Budgeted			Proposed
EXPENDITURES					
34,357	53,865	46,001	520290	Street Tree Planting	47,380
0	0	6,750	570103	Transfer to General Fund	1,200
0	101,650	0	570127	Transfer to Other Funds	0
34,357	155,515	52,751			48,580

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

						FY 15-16 Resources 911 Emergency Fund Fund & Dept: 215-20	
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
					INTERGOVERNMENTAL REVENUE		
51,918	0	0	0	422035	911 EMERGENCY TAX		0
51,918	0	0	0		TOTAL INTERGOVERNMENT REVENUE		0
					FUND BALANCE AVAILABLE		
0	0	0	0	495005	FUND BAL AVAIL FOR APPROP.		0
0	0	0	0		TOTAL AVAILABLE		0
51,918	0	0	0		TOTAL 9-1-1 RESOURCES		0

						FY 15-16 Expenditures 911 Emergency Fund Fund & Dept: 215-20	
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
					MATERIALS & SERVICES		
50,918	0	0	0	520557	INTERGOVERNMENTAL SERVICES		0
50,918	0	0	0		TOTAL MATERIALS & SERVICES		0
50,918	0	0	0		TOTAL 9-1-1 EXPENDITURES		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 originally awarded by the federal Department of Homeland Security. One of those grants that funded a Fire Inspector position originally expired in February, 2015, but was extended through June 30, 2015.

In FY 2015-16, one grant that commenced in September of 2012 and will expire in September of 2016 remains. This grant funds a Recruitment and Retention Volunteer Coordinator position, as well as incidental supplies.

BUDGET HIGHLIGHTS

In FY 2015-16, one position is budgeted in this fund as noted in the Department Overview above.

PERSONNEL REQUIREMENTS

	Appropriated FY 13-14	Appropriated FY 14-15	Proposed FY 15-16
Fire Captain	2.00	2.00	1.00
TOTAL	2.00	2.00	1.00

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Resources SAFER Grant Fund Fund & Dept: 226-22-10	2015-16 Proposed
INTERGOVERNMENTAL REVENUE							
0	0		0	420010	Rural District Share		0
0	252,418	284,503	274,511	430214	Homeland Security Grant		148,988
0	252,418	284,503	274,511		TOTAL INTERGOVERNMENTAL REVENUE		148,988
0	252,418	284,503	276,285		TOTAL RESOURCES		148,988

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Estimate	Account	Title	FY 15-16 Expenditures SAFER Grant Fund Fund & Dept: 226-22-10	2015-16 Proposed
PERSONAL SERVICES							
0	158,095	176,200	174,558	511005	Regular Employee Wages		91,012
0	59	0	0	511015	Overtime		0
0	40,098	43,275	45,475	512005	Health/Dental Benefits		21,908
0	0	1,582	0	512008	Health Reimb Arrange		813
0	32,234	40,174	35,676	512010	Retirement		22,116
0	12,697	13,479	13,084	512015	FICA		6,962
0	2,981	3,345	3,345	512020	Worker's Comp		2,268
0	1,225	1,114	1,319	512025	Other Benefits		1,221
0	1,286	1,334	1,328	512030	Other Payroll Taxes		688
0	248,675	280,503	274,785		TOTAL PERSONAL SERVICES		146,988

MATERIALS & SERVICES							
0	1,969	4,000	1,500	520110	Operating Supplies		2,000
0	1,969	4,000	1,500		TOTAL MATERIALS & SERVICES		2,000
0	250,644	284,503	276,285		TOTAL SAFER GRANT EXP		148,988

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

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Resources Library Endowment Fund Fund & Dept: 505-14	2015-16 Proposed
MISCELLANEOUS REVENUE							
222	223	210	204	470105	Interest		225
0	0	0	0	471026	Contributions		0
222	223	210	204		TOTAL MISCELLANEOUS REVENUE		225
FUND BALANCE AVAILABLE							
509	60	0	283	495005	Fund Bal Avail For Approp.		486
41,187	41,186	41,452	41,186	495006	Restricted Fund Balance		41187
41,696	41,247	41,452	41,469		TOTAL AVAILABLE		41673
41,918	41,470	41,662	41,673		TOTAL LIB ENDOWMENT RESOURCES		41,898

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Expenditures Library Endowment Fund Fund & Dept: 505-14	2015-16 Proposed
MATERIALS & SERVICES							
0	0	475	0	520220	Small Equipment		711
0	0	475	0		TOTAL MATERIALS & SERVICES		711
TRANSFERS							
672	0	0	0	570127	To Library Donations Fund		0
672	0	0	0		TOTAL TRANSFERS		0
UNAPPROPRIATED ENDING FUND BAL							
0	0	41,187	0	590304	Unappropriated Ending Fund Bal		41187
0	0	41,187	0		TOTAL UNAPPROPRIATE END FD BAL		41187
672	0	41,662	0		TOTAL LIB ENDOWMENT EXPENDITURES		41,898

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. This Fund is no longer needed and is being phased out. The information is being presented for history purposes only.

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Resources	2015-16 Proposed
						Library Donations Fund Fund & Dept: 250-14	
						TRANSFERS	
672	0	0	0	481005	From Library Endowment Fund		0
672	0	0	0		TOTAL TRANSFERS		0
						FUND BALANCE AVAILABLE	
1,684	0	0	0	495005	Fund Bal Avail For Approp.		0
1,684	0	0	0		TOTAL AVAILABLE		0
2,356	0	0	0		TOTAL LIB DONATIONS RESOURCES		0

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Expenditures	2015-16 Proposed
						Library Donations Fund Fund & Dept: 250-14	
						MATERIALS & SERVICES	
2,356	0	0	0	520220	Small Equipment		0
2,356	0	0	0		TOTAL MATERIALS & SERVICES		0
2,356	0	0	0		TOTAL LIB DONATIONS EXPEND.		0

TRAIL SYSTEMS FUND

DEPARTMENT OVERVIEW

This fund was established in FY 2007-08 to account for payments from Waste Management 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 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 2015-16. 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

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Revenues Trail System Fund Fund & Dept: 260-16	2015-16 Proposed
						MISCELLANEOUS REVENUE	
210	145	0	0	450005	Interest		0
210	145	0	0		TOTAL MISCELLANEOUS REVENUE		0
						FUND BALANCE AVAILABLE	
47,015	47,225	0	0	485005	Fund Bal Avail For Approp.		0
47,015	47,225	0	0		TOTAL AVAILABLE		0
47,225	47,370	0	0		TOTAL TRAIL SYSTEM FUND RESOURCES		0

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Expenditures Trail System Fund Fund & Dept: 260-16	2015-16 Proposed
						CAPITAL OUTLAY	
0	47,370	0	0	550240	Trail Development		0
0	47,370	0	0		TOTAL CAPITAL OUTLAY		0
0	47,370	0	0		TOTAL TRAIL SYSTEM FUND EXPEND.		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 15-16 Resources						
Transportation Systems Fund						
Fund & Dept: 265-12						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
					INTERGOVERNMENTAL REVENUE	
540,199	466,738	570,000	450,000	430725	DHS Transportation Grant	500,000
540,199	466,738	570,000	450,000		TOTAL INTERGVMNT REVENUE	500,000
540,199	466,738	570,000	450,000		TOTAL TRANSP SYS FUND RESOURCES	500,000

FY 15-16 Expenditures						
Transportation Systems Fund						
Fund & Dept: 265-12						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
					MATERIALS & SERVICES	
540,199	466,737	570,000	450,000	523015	Transportation Grant	500,000
540,199	466,737	570,000	450,000		TOTAL MATERIALS AND SERVICES	500,000
540,199	466,737	570,000	450,000		TOTAL TRANSP SYS FUND EXPEND.	500,000

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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 and parking lots in need of repair or replacement.

This Fund was established so funds are available when repairs are required to extend the life of current buildings so funds do not have to be taken from General Fund operations at the time repairs are necessary. The Fund will accumulate funds to do major maintenance on facilities for departments that are part of the General Fund. The funding source for this Fund is periodic transfers of one-time money from the General Fund.

BUDGET HIGHLIGHTS

No transfer of funds from the General Fund is proposed for FY 2015-16. Potential projects planned for FY 2015-16 include: 1) repairing the activity pool roof at the Aquatic Center; 2) replace tiles in the family changing room at the Aquatic Center which will complete a project that was started in FY 2014-15; 3) overlay two City-owned parking lots in Lincoln Park.

DETAIL

FY 15-16 Resources						
Major Maintenance Fund						
Fund & Dept: 270-12						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
					INTERGOVERNMENTAL REVENUE	
0	4,951	32,500	23,666	420050	Rural Fire District	0
0	4,951	32,500	23,666		TOTAL INTERGOVT. REVENUE	0
					MISCELLANEOUS REVENUE	
2,892	3,613	3,500	3,833	470105	Interest	3,200
2,892	3,613	3,500	3,833		TOTAL MISCELLANEOUS REVENUE	3,200
					TRANSFERS	
270,000	101,650	500,000	500,000	481005	From Other Funds	500,000
270,000	101,650	500,000	500,000		TOTAL TRANSFERS	500,000
					FUND BALANCE AVAILABLE	
426,601	674,377	618,738	607,691	485005	Fund Bal Avail For Appropriation	808,209
426,601	674,377	618,738	607,691		TOTAL AVAILABLE	808,209
699,493	784,591	1,154,738	1,135,190		TOTAL MAJOR MAINT. FUND RESOURCES	1,311,409

FY 15-16 Expenditures						
Major Maintenance Fund						
Fund & Dept: 270-12						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
					CAPITAL OUTLAY	
25,116	145,191	500,000	0	550166	Building Improvements	511,409
0	31,709	0	73,612	550171	Capital Projects - Publi Safety	0
25,116	176,900	500,000	326,981		TOTAL CAPITAL OUTLAY	511,409
					UNAPPROPRIATED ENDING FUND BAL	
0	0	654,738	0	590304	Unappropriated Ending Fund Bal	800,000
0	0	654,738	0		TOTAL UNAPPROPRIATE END FD BAL	800,000
25,116	176,900	1,154,738	326,981		TOTAL MAJOR MAINT. FUND EXPENDITURES	1,311,409

COMMUNITY ENHANCEMENT FUND

DEPARTMENT OVERVIEW

In 1990, the Community Enhancement Fund was established by the City based on a per ton fee charged on solid waste disposed at the Forest Grove Transfer Station. This fund contains revenue received from the Metropolitan Service District (METRO). Currently, a \$0.50 per ton fee is charged for waste brought to the transfer station. On July 1, 2015, Metro will be increasing the fee to \$1.00 per ton. Once the collection of the fee is fully implemented and is being collected, the revenue available to grant to projects is expected to double if the tonnage volume at the transfer station remains consistent.

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. A committee consisting of the City Council and the Metro Councilor for this District will determine the allocation of the funding to the applicants. In developing the program, the committee 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:

- ▶ Improve the appearance or environmental quality of the community.
- ▶ Reduce the amount or toxicity of waste.
- ▶ Increase reuse and recycling opportunities.
- ▶ Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- ▶ Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- ▶ Result in improvement to, or an increase in, recreational areas and programs.
- ▶ Result in improvement in safety.
- ▶ Benefit youth, seniors, low income persons and/or underserved populations.

BUDGET DETAIL

				FY 15-16 Resources Community Enhancement Fund Fund & Dept: 275-12			2015-16
2012-13	2013-14	2014-15	2014-15	Account	Title		Proposed
Actual	Actual	Budgeted	Est. YE				
INTERGOVERNMENTAL REVENUE							
53,488	53,695	53,800	57,074	420025	Metro Enhancement Fee		104741
53,488	53,695	53,800	57,074		TOTAL INTERGOVERNMENT REVENUE		104,741
MISCELLANEOUS REVENUE							
0	0	0	75	431001	Repayment Of Grants		0
0	0	0	75		TOTAL MISCELLANEOUS REVENUE		0
FUND BALANCE AVAILABLE							
14,447	14,373	16,297	13,526	495005	Fund Bal Avail For Approp.		13589
14,447	14,373	16,297	13,526		TOTAL AVAILABLE		13589
67,935	68,068	70,097	70,675		TOTAL CEP RESOURCES		118330

				FY 15-16 Expenditures Community Enhancement Fund Fund & Dept: 275-12			2015-16
2012-13	2013-14	2014-15	2014-15	Account	Title		Proposed
Actual	Actual	Budgeted	Est. YE				
MATERIALS & SERVICES							
53,562	53,918	56,604	55,215	523003	Community Enhancement Grants		108138
0	624	5,082	1,871	523004	CEP Prior Year Carryover		0
53,562	54,543	61,686	57,086		TOTAL MATERIALS & SERVICES		108138
UNAPPROPRIATED ENDING FUND BAL							
0	0	8,411	0	590304	Unappropriated Ending Fund Bal		10192
0	0	8,411	0		TOTAL UNAPPROPRIATE END FD BAL		10192
53,562	54,543	70,097	57,086		TOTAL CEP EXPENDITURES		118,330

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 especially "Meet the Artist" dinners. The Commission's first public art acquisition were the three art benches in downtown Forest Grove.

Last year, in partnership with the Library Foundation, the Commission helped fund a public art installation at the library by artists Ed Carpenter, Eric Canon and Greg Kriebel. Their next project involves the acquisition of a kinetic sculpture by artist Andrew Carson.

BUDGET DETAIL

						FY 15-16 Revenues Public Arts Donation Fund Fund & Dept: 280-11	
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est YE	Account	Title		2015-16 Proposed
					MISCELLANEOUS REVENUE		
3,465	5,513	2,000	1,565	471025	Contributions		2,000
42	40	80	17	470105	Interest		90
3,507	5,553	2,080	1,582		TOTAL MISCELLANEOUS REVENUE		2,090
					FUND BALANCE AVAILABLE		
7,831	11,089	14,705	13,231	495005	Fund Balance Available for Approp.		10,625
7,831	11,089	14,705	13,231		TOTAL FUND BAL AVAIL		10,625
11,338	16,642	16,785	14,813		TOTAL RESOURCES		12,715

						FY 15-16 Expenditures Public Arts Donation Fund Fund & Dept: 280-11	
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est YE	Account	Title		2015-16 Proposed
					MATERIALS & SERVICES		
250	3,411	16,785	4,188	520564	Public Arts Commission Expenditures		12,715
					TOTAL MATERIALS & SERVICES		12,715
250	3,411	16,785	4,188		TOTAL FIRE SERVICE EXPENDITURES		12,715

INTERNAL SERVICE FUNDS

INFORMATION SYSTEMS FUND

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

This fund provides for the funded replacement of all computer equipment related to file servers and personal computers. Each department is assessed a charge to replace file servers and related equipment every four to five 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 2015-16 include:

- Complete City's disaster recovery site, which was funded by a MACC grant, so City has the ability to recover IT services from a redundant server system located away from the City's primary server room.
- Start the process to develop City-wide geographic information system (GIS) by establishing a new GIS database and converting the City's existing data to the new system.
- Research, plan, and test the possibility of implementing a thin-client system to eventually replace desktop PCs.

BUDGET DETAIL

FY 14-15 Revenues Information Systems Fund Fund & Dept: 710-12						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
CHARGES FOR SERVICES						
199,820	203,752	229,076	222,539	440225	Equipment Charges	403,986
199,820	203,752	229,076	222,539		TOTAL CHARGES FOR SERVICES	403,986
MISCELLANEOUS REVENUE						
		40,000	40,000		MACC PCN Grant	
3,728	3,156	3,000	2,105	470105	Interest	2,000
3,728	3,156	43,000	42,105		TOTAL MISCELLANEOUS REVENUE	2,000
FUND BALANCE AVAILABLE						
600,291	631,624	526,718	467,788	495005	Fund Bal Avail For Approp.	450,126
600,291	631,624	526,718	467,788		TOTAL AVAILABLE	450,126
803,839	838,532	798,794	732,432		TOTAL INFO SYSTEMS RESOURCES	856,112

FY 14-15 Expenditures Information Systems Fund Fund & Dept: 710-12						
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
MATERIALS & SERVICES						
226	1,909	500	500	520110	Operating Supplies	500
1,880	38,509	5,950	9,475	520190	Computer Software	62,900
48,616	48,123	59,826	53,676	520200	Computer Software Maintenance	59,921
18,559	13,177	17,500	17,250	520210	Computer Supplies	28,000
49,946	120,530	49,462	22,000	520220	Small Equipment	46,243
1,518	1,200	0	0	520503	Printing	0
56	81	0	0	520506	Postage	0
121	0	0	0	520509	Telephone	3,000
10,204	7,857	10,329	9,177	520557	Intergovernmental Services	9,939
300	6,140	7,500	0	521003	Training/Conference	0
18,399	76,968	6,000	5,200	521150	Professional Services	70,000
8,028	8,028	8,028	8,028	522003	Equipment Maint & Oper Supplies	8,028
157,853	322,521	165,095	125,306		TOTAL MATERIALS & SERVICES	288,531
CAPITAL OUTLAY						
14,362	48,222	155,700	74,000	550051	Office Furniture & Equipment	45,700
14,362	48,222	155,700	74,000		TOTAL CAPITAL OUTLAY	45,700

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 cover 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. 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 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 is staying flat with the previous year.

Planned purchases for 2015-2016 include the following...

<u>#</u>	<u>Vehicle</u>	<u>Department</u>
#705	Impala	Leg & Exec.
#712	Transit	Engineering
#600	3/4 Ton Pickup	Parks
#603	3/4 Ton Pickup 4x4	Parks
#615	Zero Turn Mower	Parks
#530	Patrol Charger	Police
#531	Patrol Charger	Police
#532	Patrol Explorer	Police
#533	Patrol Explorer	Police
#302	Sign Vehicle	PW
#313	Dump Truck	PW
#317	Vactor Cleaner	PW
#320	Ford Escape	PW
#324	Front Loader	PW

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 13-14</u>	Approved <u>FY 14-15</u>	Proposed <u>FY 15-16</u>
Public Works Superintendent	0.20	0.20	0.20
Mechanic	2.00	2.00	2.00
Administrative Assistant	0.20	0.20	0.20
TOTAL	2.40	2.40	2.40

BUDGET DETAIL

				FY 15-16 Revenues			
				Equipment Fund			
				Fund & Dept: 720-56			
2012-13	2013-14	2014-15	2014-15	Account	Title		
Actual	Actual	Budgeted	Est. YE			2015-16	Proposed
CHARGES FOR SERVICES							
0	0	1,000	0	440190	External Work Performed		1,000
550,745	579,846	551,181	551,208	440220	Equipment Rental		553,127
16,332	16,582	18,891	18,891	440221	City Hall Vehicle Replacement		19,500
25,108	26,193	28,800	28,800	440222	Parks Veh & Equipment Replacement		29,633
181,099	192,000	202,513	202,513	440224	Public Works Veh & Equipment Replacement		216,118
25,000	43,822	30,000	36,127	440227	Light/Fire Maintenance		50,000
60,000	83,347	66,000	66,000	440228	Sale Of Gas & Oil		66,000
858,284	941,790	898,385	903,539		TOTAL CHARGES FOR SERVICES		935,378
MISCELLANEOUS REVENUE							
10,000	20,758	10,000	40,990	445015	Sale Of Equipment		10,000
0	1,213	0	0	450057	Other		0
1,798	4,711	4,000	5,200	470105	Interest		4,000
11,798	26,682	14,000	46,190		TOTAL MISCELLANEOUS REVENUE		14,000
TRANSFERS							
90,050	90,050	209,386	209,386	481005	Transfer From Other Funds		228,180
90,050	90,050	209,386	209,386		TOTAL TRANSFERS		228,180
FUND BALANCE AVAILABLE							
359,526	793,661	994,471	1,016,565	495005	Fund Bal Avail For Approp.		1,108,224
359,526	793,661	994,471	1,016,565		TOTAL AVAILABLE		1,108,224
1,319,657	1,852,183	2,116,242	2,175,680		TOTAL EQUIPMENT RESOURCES		2,285,782

				FY 15-16 Expenditures			
				Equipment Fund			
				Fund & Dept: 720-56			
2012-13	2013-14	2014-15	2014-15	Account	Title		
Actual	Actual	Budgeted	Est. YE			2015-16	Proposed
PERSONNEL SERVICES							
130,206	134,761	139,839	140,074	511005	Regular Employee Wages		144,540
2,029	0	2,069	0	511015	Overtime		2,069
37,277	41,360	43,860	46,112	512005	Health/Dental Benefits		45,186
1,299	1,595	1,587	1,613	512008	Health Reimbursement Arr		1,605
21,734	23,566	25,357	25,334	512010	Retirement		27,343
10,116	10,219	10,856	10,552	512015	FICA		11,216
2,877	2,992	2,653	2,653	512020	Worker's Comp		3,207
791	1,271	840	1,291	512025	Other Benefits		1,604
1,000	1,040	1,099	1,077	512030	Other Payroll Taxes		1,133
207,328	216,806	228,160	228,706		PERSONNEL SERVICES		237,903
MATERIALS & SERVICES							
1,250	1,340	1,500	1,000	520110	Operating Supplies		1,500
1,000	0	1,000	500	520130	Personnel Uniforms & Equip		1,000
5,000	3,999	5,750	5,000	520190	Computer Software		7,000
2,500	678	2,500	1,500	520220	Small Equipment		2,000

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
0	27	100	50	520503	Printing	100
1,000	76	1,000	200	520506	Postage	1,000
350	132	350	300	520509	Telephone	350
0	988	0	0	520530	Memberships	0
750	0	1,000	1,000	520557	Intergovernmental Services	1,000
23,431	25,774	27,792	0	520578	Insurance & Bonds	28,686
2,000	1,164	2,000	2,000	521003	Training/Conferences	1,000
1,400	2,901	3,000	3,000	521150	Professional Services	3,000
0	173	0	0	521168	Misc Medical Services	0
250	170	250	0	521172	Bank Service Fees	200
1,000	2,484	1,600	1,000	522003	Equip Maint & Oper Supplies	1,600
68,000	54,949	68,000	68,000	522009	Vehicle Maint & Oper. Supplies	68,000
27,000	10,450	27,000	15,000	522010	Vehicle Maint External	25,000
250,000	221,784	250,000	220,000	522012	Fuel/Oil	250,000
3,098	3,098	3,344	0	522022	Information Systems Fund	3,771
200	98	200	200	522306	Rents & Leases	200
23,400	23,400	23,400	0	522309	Building/Facility Rental	23,400
411,629	353,685	419,786	318,750		TOTAL MATERIALS & SERVICES	418,807
CAPITAL OUTLAY						
7,000	0	0	0	550181	Major Tools And Work Equipment	14,000
18,000	22,013	25,000	23,000	551262	City Hall Veh Replacement	50,000
0	31,045	45,500	40,000	551263	Parks Veh & Equipmnt Replacement	72,500
0	103,440	102,000	102,000	551264	Police Veh & Equipmnt Replacement	154,000
92,000	108,629	400,000	355,000	551265	Public Works Veh & Equipmnt Replacement	625,000
117,000	265,126	572,500	520,000		TOTAL CAPITAL OUTLAY	915,500
CONTINGENCY						
50,000	0	250,000	0	580206	Contingency	250,000
50,000	0	250,000	0		TOTAL CONTINGENCIES	250,000
UNAPPROR ENDING FUND BALANCE						
533,700	0	645,796	0	590304	Unapp Fund Balance	463,572
533,700	0	645,796	0		TOTAL UNAPPR ENDING FUND BAL	463,572
1,319,657	835,617	2,116,242	1,067,456		TOTAL EQUIPMENT EXPENDITURES	2,285,782

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

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Resources City Utility Fund Fund & Dept: 730-12	2015-16 Proposed
TRANSFERS							
121,000	131,497	136,757	136,757	481005	From Light & Power Fund		150598
39,951	48,018	53,888	53,888	481010	From Water Fund		58199
160,951	179,515	190,645	190,645		TOTAL TRANSFERS		208797
160,951	179,515	190,645	190,645		TOTAL CITY UTILITY FUND RESOURCES		208,797

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Expenditures City Utility Fund Fund & Dept: 730-12	2015-16 Proposed
MATERIALS & SERVICES							
25,572	28,716	28,500	28,500	520151	City Hall Utilities		30750
30,343	27,014	30,000	30,000	520152	Library Utilities		32250
35,267	37,309	40,000	40,000	520153	Aquatics Utilities		46000
47,713	48,340	53,000	53,000	520154	Parks Utilities		57000
17,920	21,057	21,200	21,200	520155	Police Utilities		23100
13,023	14,321	14,945	14,945	520156	Fire Utilities		16097
2,572	2,758	3,000	3,000	520157	Engineering Building Utilities		3600
172,410	179,515	190,645	190,645		TOTAL MATERIALS & SERVICES		208797
172,410	179,515	190,645	190,645		TOTAL CITY UTILITY FUND EXPEND.		208,797

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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.

BUDGET HIGHLIGHTS

Property and liability insurance premiums are increasing in FY 2015-16. The overall increase is significantly lower than the premium increases were for FY 2014-15. Liability insurance is increasing by 7.6%, auto physical damage is increasing by 13.4%, and property damage insurance is increasing by 5%. The City has been accumulating funds in the Risk Management Fund to replace the current accounting system and in FY 2015-16, \$344,437 has been budgeted in the event a replacement system is selected. \$14,234 has been budgeted to fund risk management programs such as ergonomic improvements to try to reduce the potential for future workers' compensation claims.

BUDGET DETAIL

					FY 15-16 Resources Risk Management Fund Fund & Dept: 740-12		
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
CHARGES FOR SERVICES							
74,735	82,215	113,428	113,428	444126	P/L Insurance - General Fund		142,921
94,781	104,260	133,920	133,920	444127	P/L Insurance - Other Funds		142,169
111,977	114,231	103,594	103,594	444128	WC Insurance - General Fund		117,900
80,457	87,219	66,406	66,406	444129	WC Insurance - Other Funds		61,475
361,950	387,925	417,348	417,348		TOTAL CHARGES FOR SERVICES		464,465
MISCELLANEOUS REVENUE							
12,524	5,949	3,500	2,525	470105	Interest		2,525
0	62,371	0	71,338	471035	SAIF Dividend		0
9,812	10,250	0	11,792	472005	Miscellaneous Revenue		0
22,336	16,199	3,500	85,655		TOTAL MISCELLANEOUS REVENUE		2,525
TRANSFERS							
2,450,000	0	183,000	183,000	481005	Transfers From Other Funds		0
2,450,000	0	183,000	183,000		TOTAL TRANSFERS		0
FUND BALANCE AVAILABLE							
403,022	2,827,106	447,235	436,969	495005	Fund Bal Avail For Approp.		600,053
403,022	2,827,106	447,235	436,969		TOTAL AVAILABLE		600,053
3,237,308	3,231,230	1,051,083	1,122,972		TOTAL RISK MANAGEMENT RESOURCES		1,067,043

					FY 15-16 Expenditures Risk Management Fund Fund & Dept: 740-12		
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
MATERIALS & SERVICES							
180,159	214,849	257,350	267,286	520585	Property/Liability Premiums		288,762
28,463	2,894	5,000	0	520586	P/L Claims		5,000

2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
0	0	0	0	520588	P/L Claims - Light & Power Fund	0
806	9,689	14,118	1,161	520589	Risk Management Activities	14,234
195,362	187,835	195,000	209,112	520590	Worker's Compensation Premiums	181,065
5,413	10,806	10,000	4,618	520591	Worker's Comp Claims	6,000
0	560	0	1,543	520593	WC Claims - Light & Power Fund	0
0	0	0	0	521113	Attorney Fees	0
410,203	426,633	481,468	483,720		TOTAL MATERIALS & SERVICES	495,061
					CAPITAL OUTLAY	
0	0	0	0	550460	Accounting System	344,437
0	0	0	0		TOTAL CAPITAL OUTLAY	344,437
					TRANSFERS	
0	830,000	40,000	40,000	570103	Transfer to General Fund	40,000
0	1,600,000	0	0	570127	Transfer To Other Funds	0
0	2,430,000	40,000	40,000		TOTAL TRANSFERS	40,000
					CONTINGENCIES	
0	0	50,000	0	580206	Contingency	50,000
0	0	50,000	0		TOTAL CONTINGENCIES	50,000
					UNAPPROPRIATED ENDING FUND BAL	
0	0	0	0	590304	Unappropriated Ending Fund Bal	137,545
0	0	479,615	0	590303	Reserved Fund Balance	0
0	0	479,615	0		TOTAL UNAPPROPRIATE END FD BAL	137,545
410,203	2,856,633	1,051,083	523,720		TOTAL RISK MANAGEMENT EXPEND.	1,067,043

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 2015-16, the Fire Department is proposing to place a manufactured home to house interns at the Gales Creek Fire Station and replace two command vehicles. The replacement of heart monitors originally budget in FY 2014-15 will be carried over to FY 2015-16 as delivery of the monitors by June 30, 2015, is unsure.

BUDGET DETAIL

				FY 15-16 Resources			
				Fire Equipment Replacement Fund			
				Fund & Dept: 225-23			
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
INTERGOVERNMENTAL REVENUE							
68,436	131,615	195,500	146,098	420010	Rural District Share		177,500
0	0	0	14,615	420065	State Fire Conflagration Reimbursement		0
68,436	131,615	195,500	160,713		TOTAL INTERGOVERNMENTAL REVENUE		177,500
GRANTS							
0	0	0	0	430207	Federal Fire Grants		0
17,245	0	0	0	430214	Homeland Security Grant		0
17,245	0	0	0		TOTAL GRANTS		0
MISCELLANEOUS REVENUE							
10,589	0	40,000	6,375	445010	Sale of Materials		12,500
1,859	2,284	2,000	1,446	470105	Interest		2,000
12,448	2,284	42,000	7,821		TOTAL MISCELLANEOUS REVENUE		14,500
TRANSERS & REIMBURSEMENTS							
97,850	97,850	167,000	167,000	481005	Transfer from CIP Excise Tax Fund		167,000
97,850	97,850	167,000	167,000		TOTAL TRANSFERS & REIMBURSEMENTS		167,000
FUND BALANCE AVAILABLE							
320,933	475,145	443,180	443,664	495005	Fund Balance Available		472,388
320,933	475,145	443,180	443,664		TOTAL FUND BAL AVAILABLE		472,388
516,912	706,893	847,680	779,198		TOTAL RESOURCES		831,388

FY 15-16 Expenditures
Fire Equipment Replacement Fund
Fund & Dept: 225-23

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Estimate	Account	Title	2015-16 Proposed
CAPITAL OUTLAY						
0	0	0	0	550166	Building Improvements	160,000
41,722	0	71,250	0	550181	Major Tools & Work Equipment	65,000
45	263,229	326,000	306,810	551261	Vehicle Replacement	130,000
41,767	263,229	397,250	306,810		TOTAL CAPITAL OUTLAY	355,000
CONTINGENCY						
0	0	70,275	0	580206	Contingency	100,000
0	0	70,275	0		TOTAL CONTINGENCY	100,000
Unapp Fund Balance						
0	0	380,155	0	590304	Unapp Fund Balance	376,388
0	0	380,155	0		Total Unapp Fund Balance	376,388
41,767	263,229	847,680	306,810		TOTAL FIRE EQUIPMENT EXPENDITURES	831,388

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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.

BUDGET HIGHLIGHTS

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

Expenditures: Funds are targeted for major road extensions within the City, as outlined in the separate FY 14-18 Capital Improvement Program book.

In FY 15-16, funds are budgeted to start preliminary design on 26th Street improvements between Hawthorne and Sunset, preliminary design on Willamina Avenue improvements between Main and Sunset, and to develop 19th Street between C and D Streets as the proposed Gales Creek development occurs. Funds have also been budgeted to install 6 covered bus stops along the Grove Link bus routes.

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Revenues Traffic Impact Fund Fund & Dept: 310-52	2015-16 Proposed
						MISCELLANEOUS REVENUE	
70,662	100,929	0	0	480006	Reimbursements		0
18,844	16,563	16,036	16,000	470105	Interest		15,000
89,506	117,492	16,036	16,000		TOTAL MISCELLANEOUS REVENUE		15,000
						FUND BALANCE AVAILABLE	
3,196,986	3,023,900	3,136,505	3,135,107	495005	Fund Bal Avail For Approp.		3,151,107
3,196,986	3,023,900	3,136,505	3,135,107		TOTAL AVAILABLE		3,151,107
3,286,492	3,141,391	3,152,541	3,151,107		TOTAL TIF RESOURCES		3,166,107

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Expenditures Traffic Impact Fund Fund & Dept: 310-52	2015-16 Proposed
						CAPITAL OUTLAY	
262,593	6,284	3,152,341	0	550169	Capital Outlay Projects		3,166,107
262,593	6,284	3,152,341	0		TOTAL CAPITAL OUTLAY		3,166,107
						UNAPP FUND BALANCE	
0	0	0	0	590304	Unapp Fund Balance		0
0	0	0	0		TOTAL UNAPP FUND BAL		0
262,593	6,284	3,152,341	0		TOTAL TIF EXPENDITURES		3,166,107

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 15-16, projects include construction of restroom facility at Rogers Park in accordance with its Master Plan, completion of the Parks, Recreation and Open Space Master Plan including the community center feasibility study, and planning and construction of the Old Town Loop Trail. All projects are included in the departmental C.I.P. for the fiscal year.

BUDGET DETAIL

				FY 15-16 Revenues			
				Parks Acquisition & Development Fund			
				Fund & Dept: 320-16			
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
INTERGOVERNMENTAL REVENUE							
0	0	295,500	0	430708	State Parks/Metro Grants		250,000
0	450,000	100,000	100,000	430709	State General Fund		0
0	450,000	395,500	100,000		TOTAL INTERGOVERNMENTAL REVENUE		250,000
CHARGES FOR SERVICES							
252,000	0	360,000	270,000	451009	Parks SDC Fees		270,000
252,000	0	360,000	270,000		TOTAL CHARGES FOR SERVICES		270,000
MISCELLANEOUS REVENUE							
4,318	5,990	8,000	7,350	470105	Interest		9,000
4,318	5,990	8,000	7,350		TOTAL MISCELLANEOUS REVENUE		9,000
FUND BALANCE AVAILABLE							
863,562	995,497	1,316,528	1,354,581	495005	Fund Bal Avail For Approp.		1,370,116
863,562	995,497	1,316,528	1,354,581		TOTAL AVAILABLE		1,370,116
1,119,880	1,451,487	2,080,028	1,731,931		TOTAL PARKS ACQ/DEV RESOURCES		1,899,116

				FY 15-16 Expenditures			
				Parks Acquisition & Development Fund			
				Fund & Dept: 320-16			
2012-13	2013-14	2014-15	2014-15				2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed
MATERIALS & SERVICES							
0	0	200,000	50,159	521150	Professional Services		250,000
0	0	200,000	50,159		TOTAL MATERIALS & SERVICES		250,000
CAPITAL OUTLAY							
344,480	96,906	1,446,778	261,656	550200	Parks Projects -General		1,329,116
0	0	433,250	50,000	550248	Trails & Greenways		320,000
344,480	96,906	1,880,028	311,656		TOTAL CAPITAL OUTLAY		1,649,116
344,480	96,906	2,080,028	361,815		TOTAL PARK ACQ/DEV EXPEND		1,899,116

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 as of July 1, 2015, will be \$8,113 for a new, single-family detached dwelling on a vacant lot. This fee represents a 0.962 percent increase over the current fee of \$8,036. The City retains 100% of the TDT that it collects.

BUDGET HIGHLIGHTS

Revenue: The City is anticipating approximately 84 new single, detached homes in FY 15-16.

Expenditures: Funds are set aside in the TDT budget for various road extensions, as outlined in the separate FY 15-19 Capital Improvement Program book.

BUDGET DETAIL

				FY 15-16 Revenues			
				Transportation Development Tax			
				Fund & Dept: 311-52			
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed	
					FEES		
1,400,394	950,257	533,200	800,000	451070	Transportation Development Tax	675,000	
1,400,394	950,257	533,200	800,000		TOTAL FEES	675,000	
					MISCELLANEOUS REVENUE		
9,151	15,922	15,880	15,500	470105	Interest	16,500	
9,151	15,922	15,880	15,500		TOTAL MISCELLANEOUS REVENUE	16,500	
					FUND BALANCE AVAILABLE		
1,014,479	2,426,178	3,251,145	3,392,357	495005	Fund Bal Avail For Approp.	4,207,857	
1,014,479	2,426,178	3,251,145	3,392,357		TOTAL AVAILABLE	4,207,857	
2,424,024	3,392,358	3,800,225	4,207,857		TOTAL TDT RESOURCES	4,899,357	

				FY 15-16 Expenditures			
				Transportation Development Tax			
				Fund & Dept: 311-52			
2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed	
					CAPITAL OUTLAY		
0	0	3,800,225	0	550169	General Capital Outlay	4,899,357	
0	0	3,800,225	0		TOTAL CAPITAL OUTLAY	4,899,357	
0	0	3,800,225	0		TOTAL TDT EXPENDITURES	4,899,357	

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. 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 15-16, this Fund will continue to 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

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Expenditure Bike/Pedestrian Pathways Fund Fund & Dept: 240-52		2015-16 Proposed
					Title		
INTERGOVERNMENT REVENUE							
11,542	12,651	12,586	12,586	412015	State Gas Tax		13,100
0	0	0	0	430703	Bike Shelter Grant		0
11,542	12,651	12,586	12,586		TOTAL INTERGOVERNMENT REVENUE		13,100
MISCELLANEOUS REVENUE							
36	0	0	0	415160	Bicycle Licenses		0
296	76	43	40	450005	Interest		60
0	0	0	6,304	480006	Reimbursements		0
332	76	43	6,344		TOTAL MISCELLANEOUS REVENUE		60
FUND BALANCE AVAILABLE							
83,749	33,182	8,536	8,035	485005	Fund Bal Avail For Approp.		20,939
83,749	33,182	8,536	8,035		TOTAL AVAILABLE		20,939
95,623	45,909	21,165	26,965		TOTAL RESOURCES		34,099

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	FY 15-16 Expenditure Bike/Pedestrian Pathways Fund Fund & Dept: 240-52		2015-16 Proposed
					Title		
CAPITAL OUTLAY							
69,653	37,874	21,165	6,026	550169	General Capital Outlay		34,099
69,653	37,874	21,165	6,026		TOTAL CAPITAL OUTLAY		34,099
69,653	37,874	21,165	6,026		TOTAL EXPENDITURES		34,099

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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 2015-16 in this fund are the remaining proceeds of the sale of the Fernhill Wetlands Property to CWS. Staff is proposing to use up to \$357,200 of these funds to pay for costs related to the demolition of the Times Litho site and to pay for pre-development costs for a potential development on the Times Litho site. If the Forest Grove Urban Renewal Agency purchases the Times Litho site from the City, there is the potential for the City to recover some or all of the costs related to the demolition of the Times Litho buildings. No other projects have been identified in FY 2015-16 that would require the use of funds from this Fund. 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

					FY 15-16 Revenues			
					Capital Projects Fund			
					Fund & Dept: 330-12			
2012-13	2013-14	2014-15	2014-15				2015-16	
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed	
INTERGOVERNMENTAL REVENUE								
67,381	0	0	0	430706	CDBG Grant		0	
103,379	0	0	0	430708	State Parks Grant		0	
170,760	0	0	0		TOTAL INTERGOVERNMENTAL REVENUE		0	
MISCELLANEOUS REVENUE								
4,100	6,807	8,500	8,045	470105	Interest		8,500	
756	0	0	0	470132	Sidewalk Program Principal		0	
516	0	0	0	471005	Local Matching Donations		0	
0	64,480	0	0	471040	Lawsuit Settlement Proceeds		0	
5,372	71,287	8,500	8,045		TOTAL MISCELLANEOUS REVENUE		8,500	
TRANSFERS								
0	1,600,000	0	0	481005	Transfers From Other Funds		261,803	
0	1,600,000	0	0		TOTAL TRANSFERS		261,803	
FUND BALANCE AVAILABLE								
2,512,529	159,143	1,827,680	1,570,333	495005	Fund Bal Avail For Approp.		1,578,378	
2,512,529	159,143	1,827,680	1,570,333		TOTAL FUND BALANCE AVAILABLE		1,578,378	
2,688,661	1,830,430	1,836,180	1,578,378		TOTAL RESOURCES		1,848,681	
FY 15-16 Expenditures								
Capital Projects Fund								
Fund & Dept: 330-12								
2012-13	2013-14	2014-15	2014-15				2015-16	
Actual	Actual	Budgeted	Est. YE	Account	Title		Proposed	
CAPITAL OUTLAY								
7,174	260,397	1,836,180	0	550169	Capital Projects		1,491,481	
0	0	0	0	550188	Times Litho Site		357,200	
3,732	0	0	0	550248	Trails And Greenways		0	
756	0	0	0	550580	Sidewalk Program		0	
67857	0	0	0	551060	CDBG Projects		0	
79,519	260,397	1,836,180	0		TOTAL CAPITAL OUTLAY		1,848,681	
TRANSFERS								
2450000	0	0	0	570127	Transfer To Other Funds		0	
2,450,000	0	0	0		TOTAL TRANSFERS		0	
2,529,519	260,397	1,836,180	0		TOTAL CAPITAL PROJECTS EXPEND		1,848,681	

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 2015-16, this Fund will fund the replacement of Police Department interview room recording equipment, e-ticket printers and software, 2-factor authentication and mobile device management software to meet federal Criminal Justice Information Systems requirements, a mini-split heat pump for Engineering and the break room, and purchase portion of new vehicle for Engineering which is moving a pick-up truck to Parks Department.

BUDGET DETAIL

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Revenues CIP Excise Tax Fund Fund & Dept: 350-12	2015-16 Proposed
						LICENSES, PERMITS AND FEES	
218,283	308,234	294,000	330,000	450200	CIP Excise Fee		330,000
218,283	308,234	294,000	330,000		TOTAL LICENSES, PERMITS AND FEES		330,000
						MISCELLANEOUS REVENUE	
180	341	750	475	470105	Interest		475
180	341	750	475		TOTAL MISCELLANEOUS REVENUE		475
						FUND BALANCE AVAILABLE	
81,607	61,840	149,761	169,309	495005	Fund Bal Avail For Approp.		131,253
81,607	61,840	149,761	169,309		TOTAL AVAILABLE		131,253
300,070	370,415	444,511	499,784		TOTAL CIP EXCISE TAX RESOURCES		461,728

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	FY 15-16 Expenditures CIP Excise Tax Fund Fund & Dept: 350-12	2015-16 Proposed
						CAPITAL OUTLAY	
22,265	0	88,123	24,125	550170	Support Service Projects		99,198
28,065	13,206	80,002	68,020	550171	Public Safety Projects		67,350
50,330	13,206	168,125	92,145		TOTAL CAPITAL OUTLAY		166,548
						TRANSFERS	
187,900	187,900	276,386	276,386	570127	Transfer to Other Funds		295,180
187,900	187,900	276,386	276,386		TOTAL TRANSFERS		295,180
238,230	201,106	444,511	368,531		TOTAL CIP EXCISE TAX EXPEND.		461,728

DEBT SERVICE FUNDS

GENERAL DEBT SERVICE FUND

DEPARTMENT OVERVIEW

The 2010 General Obligation Refunding Bonds will be paid-off in May 2016 when the final principal interest payment is made. 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%. The funding source for the debt repayment is property taxes.

BUDGET DETAIL

**FY 15-16 Resources
General Debt Service Fund
Fund & Dept: 410-19**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
					CHARGES FOR SERVICES	
487,603	488,835	494,500	497,500	411003	Property Taxes	468,528
9,504	11,067	9,500	9,600	411150	Property Tax Prior Years	9,500
497,107	499,902	504,000	507,100		TOTAL CHARGES FOR SERVICES	478,028
					MISCELLANEOUS REVENUE	
1,499	1,302	1,100	1,200	470105	Interest	500
1,499	1,302	1,100	1,200		TOTAL MISCELLANEOUS REVENUE	500
					FUND BALANCE AVAILABLE	
26,687	46,418	48,834	47,372	495005	Fund Bal Avail For Approp.	44,672
26,687	46,418	48,834	47,372		TOTAL AVAILABLE	44,672
525,293	547,622	553,934	555,672		TOTAL SPWF DEBT SERV RESOURCES	523,200

**FY 15-16 Expenditures
General Debt Service Fund
Fund & Dept: 410-19**

2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Est. YE	Account	Title	2015-16 Proposed
					DEBT SERVICE	
425,000	455,000	480,000	480,000	562008	Principal - 2010 Series	505,000
55,875	45,250	31,600	31,600	562048	Interest - 2010 Series	18,200
480,875	500,250	511,600	511,600		TOTAL DEBT SERVICE	523,200
					UNAPPROPRIATED ENDING FUND BAL	
0	0	42,334	0	590304	Unappropriated Ending Fund Bal	0
0	0	42,334	0		TOTAL UNAPPROPRIATE END FD BAL	0
480,875	500,250	553,934	511,600		TOTAL SPWF DEBT SERV EXPEND	523,200

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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 15-16 Resources SPWF Debt Service Fund Fund & Dept: 430-19		
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
CHARGES FOR SERVICES						
16,794	5195.2	5,195	5,507	451200	Assessment Charges	5,507
16,794	5,195	5,195	5,507		TOTAL CHARGES FOR SERVICES	5,507
MISCELLANEOUS REVENUE						
2,115	0	0	0	470105	Interest	0
5,725	1821.15	1,821	1,509	470130	Interest - Assessments	1,509
7,840	1,821	1,821	1,509		TOTAL MISCELLANEOUS REVENUE	1,509
TRANSFERS						
0	0	15,000	15,000	481007	From General Fund	7,500
0	0	15,000	15,000		TOTAL TRANSFERS	7,500
FUND BALANCE AVAILABLE						
28,393	30183.53	15,219	15,219	495005	Fund Bal Avail For Approp.	11,118
28,393	30,184	15,219	15,219		TOTAL AVAILABLE	11,118
53,027	37,200	37,235	37,235		TOTAL SPWF DEBT SERV RESOURCES	25,634

				FY 15-16 Expenditures SPWF Debt Service Fund Fund & Dept: 430-19		
2012-13	2013-14	2014-15	2014-15			2015-16
Actual	Actual	Budgeted	Est. YE	Account	Title	Proposed
DEBT SERVICE						
0	0	0	0	562015	Principal - 91 S.P.W.F. Loan	0
18,053	18,228	23,414	23,414	562020	Principal - 95 S.P.W.F. Loan	23,610
0	0	0		562050	Interest - 91 S.P.W.F. Loan	0
4,791	3,753	2,704	2,704	562055	Interest - 95 S.P.W.F. Loan	1,358
22,844	21,981	26,118	26,118		TOTAL DEBT SERVICE	24,968
UNAPPROPRIATED ENDING FUND BAL						
0	0	11,117	0	590304	Unappropriated Ending Fund Bal	666
0	0	11,117	0		TOTAL UNAPPROPRIATE END FD BAL	666
22,844	21,981	37,235	26,118		TOTAL SPWF DEBT SERV EXPEND	25,634

APPENDICES

SCHEDULE OF FUTURE UNMATURED BOND DEBT SERVICE REQUIREMENTS

	<u>General Debt Service Fund</u>	<u>Water Fund</u>	-	-	<u>General Debt Service Fund</u>	<u>Water Fund</u>	
	2010 General Obligation Refunding Bonds	2013 Full Faith & Credit	-	-	2010 General Obligation Refunding Bonds	2013 Full Faith & Credit	
<u>BOND PRINCIPAL</u>			-	-	<u>BOND INTEREST</u>		
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>505,000</u>	<u>2,565,000</u>				<u>18,200</u>	<u>326,471</u>

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**CITY OF FOREST GROVE
2015-2016 COMPENSATION PLAN**

Part-Time / Temporary - Effective 7.1.15	1	2	3	4	5	6
Classification	Hourly Rate					
Cashier	9.70	9.98	10.27	10.59	10.89	11.24
Lifeguard	9.70	9.98	10.27	10.59	10.89	11.24
Lead Guard	10.17	10.48	10.80	11.11	11.45	11.78
Office Intern	10.20	X	X	X	X	X
Clerical Aide	10.68	11.00	11.34	11.68	12.05	12.38
Aquatics Instructor	10.68	11.00	11.34	11.68	12.05	12.38
Parks Seasonal Mnt Worker	13.32	13.61	13.89	14.16	14.43	14.72
Municipal Court Judge	80.00	X	X	X	X	X
Management / Nonrepresented - Effective 7.1.15	1	2	3	4	5	6
Classification	Monthly Rate					
Sr. Admin Specialist	3,430	3,602	3,782	3,971	4,170	4,378
Administrative Assistant 1	3,755	3,943	4,140	4,347	4,565	4,793
HR Administrative Assistant	3,755	3,943	4,140	4,347	4,565	4,793
Administrative Assistant 2	3,932	4,128	4,335	4,551	4,779	5,018
HR / Volunteer Coordinator	4,190	4,399	4,619	4,850	5,092	5,347
Municipal Court Supervisor	4,190	4,399	4,619	4,850	5,092	5,347
Mechanic Supervisor	4,190	4,399	4,619	4,850	5,092	5,347
Accountant	4,443	4,665	4,898	5,143	5,400	5,670
Aquatics Supervisor	4,443	4,665	4,898	5,143	5,400	5,670
Executive Assistant	4,443	4,665	4,898	5,143	5,400	5,670
HR Tech	4,443	4,665	4,898	5,143	5,400	5,670
Support Unit Supervisor	4,443	4,665	4,898	5,143	5,400	5,670
Facility Maintenance Supervisor	4,662	4,895	5,140	5,397	5,667	5,950
Public Works Crew Supervisor	4,662	4,895	5,140	5,397	5,667	5,950
Parks Supervisor	4,662	4,895	5,140	5,397	5,667	5,950
Library Services Supervisor - Circulation	4,758	4,996	5,246	5,508	5,784	6,073
Library Services Supervisor - Reference	4,758	4,996	5,246	5,508	5,784	6,073
Administrative Services Manager	4,910	5,155	5,413	5,683	5,968	6,266
Senior Accountant	4,910	5,155	5,413	5,683	5,968	6,266
City Recorder	4,910	5,155	5,413	5,683	5,968	6,266
WTP Superintendent	5,152	5,409	5,680	5,964	6,262	6,575
Network Supervisor	5,217	5,478	5,751	6,039	6,341	6,658
Project Engineer	5,226	5,487	5,762	6,050	6,352	6,670
Senior Management Analyst	5,430	5,701	5,986	6,286	6,600	6,930
Building Official	5,695	5,980	6,279	6,593	6,923	7,269
Public Works Superintendent	5,695	5,980	6,279	6,593	6,923	7,269
Civil Engineer	6,091	6,396	6,715	7,051	7,404	7,774
Engineering Division & Project Manager	6,091	6,396	6,715	7,051	7,404	7,774
Fire Division Chief	6,400	6,720	7,056	7,409	7,779	8,168
IT Manager	6,640	6,972	7,321	7,687	8,071	8,475
Police Captain	6,766	7,104	7,459	7,832	8,224	8,635
HR Manager	6,766	7,104	7,459	7,832	8,224	8,635
Library Director	6,766	7,104	7,459	7,832	8,224	8,635
Parks & Recreation Director	6,926	7,273	7,636	8,018	8,419	8,840
Light & Power Engineering Manager	7,783	8,172	8,580	9,010	9,460	9,933
Light & Power Superintendent	7,783	8,172	8,580	9,010	9,460	9,933
Administrative Services Director	7,783	8,172	8,580	9,010	9,460	9,933
Community Development Director	7,783	8,172	8,580	9,010	9,460	9,933
Fire Chief	7,783	8,172	8,580	9,010	9,460	9,933
Police Chief	7,783	8,172	8,580	9,010	9,460	9,933
Public Works Director	7,783	8,172	8,580	9,010	9,460	9,933
Light & Power Director	8,414	8,834	9,276	9,740	10,227	10,738
City Manager					11,275 - 11,795	

AFSCME, Local 3786 - Effective 7.1.15

	1	2	3	4	5	6
Classification	Monthly Rate					
Aquatics Program Specialist	2,863	2,976	3,095	3,217	3,346	3,480
Library Assistant	2,863	2,976	3,095	3,217	3,346	3,480
Janitor	2,963	3,080	3,203	3,332	3,465	3,603
Fire Logistics Technician	2,963	3,080	3,203	3,332	3,465	3,603
Administrative Specialist 1	2,978	3,097	3,219	3,347	3,482	3,621
Library Associate	3,203	3,332	3,465	3,604	3,748	3,898
Administrative Specialist 2	3,280	3,411	3,548	3,690	3,837	3,990
Utility Worker 1	3,297	3,431	3,568	3,711	3,858	4,013
Accounting Technician	3,560	3,702	3,850	4,005	4,164	4,331
Permit Coordinator	3,725	3,873	4,029	4,188	4,357	4,534
Utility Worker 2	3,725	3,873	4,029	4,188	4,357	4,534
Youth Services Librarian	3,744	3,893	4,049	4,210	4,378	4,556
Mechanic	3,853	4,006	4,168	4,332	4,507	4,686
Administrative Assistant	3,930	4,086	4,251	4,419	4,595	4,779
Payroll Coordinator	3,967	4,126	4,291	4,462	4,640	4,826
PC Technician	4,044	4,206	4,375	4,548	4,731	4,920
Adult Services Librarian	4,125	4,290	4,461	4,639	4,825	5,018
Engineering Tech	4,135	4,299	4,470	4,650	4,836	5,027
Assistant Planner	4,135	4,299	4,470	4,650	4,836	5,027
Program Coordinator	4,135	4,299	4,470	4,650	4,836	5,027
Utility Worker 2 & WTPO	4,147	4,313	4,485	4,664	4,851	5,045
PW Program Specialist	4,165	4,331	4,505	4,686	4,872	5,065
Water Treatment Plant Operator	4,428	4,603	4,787	4,980	5,180	5,385
Building Inspector 1	4,504	4,682	4,869	5,065	5,266	5,478
Associate Planner	4,672	4,858	5,055	5,256	5,466	5,685
Building Inspector 2	4,954	5,154	5,358	5,572	5,795	6,028
Economic Development Program Manager	5,478	5,696	5,925	6,163	6,408	6,661
Network Administrator	5,478	5,696	5,925	6,163	6,408	6,661
Senior Planner	5,478	5,696	5,925	6,163	6,408	6,661
Electrical Engineer	6,066	6,308	6,560	6,822	7,094	7,378

Firefighter's Association - Effective 7.1.15

	1	2	3	4	5	6
Classification	Monthly Rate					
Firefighter	4,754	4,983	5,212	5,439	5,669	5,898
Liuutenant	4,944	5,183	5,420	5,656	5,895	6,132
Fire Captain	5,463	5,727	5,989	6,250	6,514	6,775
Fire Inspector	5,588	5,855	6,124	6,392	6,660	6,930

Police Association - Effective 7.1.15

	1	2	3	4	5	6
Classification	Monthly Rate					
Records Specialist	3,338	3,472	3,612	3,756	3,906	4,063
Code Enforcement / Community Service Officer	3,549	3,708	3,869	4,048	4,230	4,423
Property Evidence Specialist	3,792	3,945	4,102	4,268	4,438	4,617
Police Officer	4,617	4,922	5,142	5,424	5,670	5,980
Sergeant	5,719	6,003	6,305	6,620	6,950	7,297

IBEW, Local No. 125 - Effective 7.1.15

	1	2	3	4	5	6	7
Classification	Hourly Rate						
IBEW Mechanic	22.32	23.68	25.03	26.11	27.03	27.93	X
Meter Reader	18.69	22.14	26.09	X	X	X	X
Senior Utility Worker	23.55	26.56	29.55	X	X	X	X
Apprentice Lineman	27.89	30.03	31.32	32.60	34.32	36.04	38.61
Journeyman Tree Trimmer	34.31	X	X	X	X	X	X
Tree Trimmer Foreman	38.62	X	X	X	X	X	X
Journeyman Lineman	42.90	X	X	X	X	X	X
Journeyman Meterman	42.90	X	X	X	X	X	X
Lead Meter Relay Tech	45.90	X	X	X	X	X	X
Lead Substation Relay Tech	45.90	X	X	X	X	X	X
Meterman Foreman	47.19	X	X	X	X	X	X
Working Foreman	47.19	X	X	X	X	X	X
Meter Relay Foreman	48.48	X	X	X	X	X	X
Line Foreman	49.34	X	X	X	X	X	X

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