

city of
forest
grove

ADOPTED

2009-10

BUDGET



2009-10 BUDGET COMMITTEE

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Rob Foster, Public Works Director
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Colleen Winters, Library Director

TABLE OF CONTENTS

CITY MANAGER'S BUDGET MESSAGE

<u>BUDGET SUMMARY</u>	<u>PAGE</u>
Organizational Chart.....	1
Fund Revenue Summary.....	2
Fund Expenditure Summary.....	3
Personnel Requirements Summary.....	4

GENERAL FUND

Resources.....	5
Expenditures	
Legislative & Executive.....	8
Administrative Services.....	12
Municipal Court.....	17
Library.....	21
Aquatic Center.....	28
Parks & Recreation.....	33
Non-Departmental.....	38
Police.....	41
Fire.....	49
Community Development.....	54
Engineering.....	61

ENTERPRISE FUNDS

Light Fund.....	67
Sewer Fund.....	72
Sewer SDC Fund.....	77
Water Fund.....	80
Water SDC Fund.....	87
Surface Water Management Fund.....	90
SWM SDC Fund.....	95

SPECIAL REVENUE FUNDS

Building Permits Fund.....	99
Street Fund.....	103

SPECIAL REVENUE FUNDS

	<u>PAGE</u>
Continued	
Street Tree Fund.....	108
911 Emergency Fund.....	110
Forfeiture Sharing Fund.....	112
Library Endowment Fund.....	114
Library Donation Fund.....	116
Trail System Fund.....	118
Transportation Services Fund.....	120
Community Enhancement Fund.....	122
Public Arts Donation Fund.....	125

INTERNAL SERVICE FUNDS

Information Systems Fund.....	127
Equipment Fund.....	130
City Utility Fund.....	135
Risk Management Fund.....	137
Fire Equipment Replacement Fund.....	140

CAPITAL PROJECTS FUNDS

Traffic Impact Fund.....	143
Parks Acquisition & Development Fund.....	146
Bike/Pedestrian Pathways Fund.....	149
Capital Projects Funds.....	151
CIP Excise Tax Fund.....	154

DEBT SERVICE FUNDS

General Debt Service Fund.....	157
SPWF Debt Service Fund.....	159

APPENDICES

Schedule of Debt Service Requirements.....	161
Salary and Classification Plan.....	162

To: The Budget Committee and the Citizens of Forest Grove

It is my pleasure to submit the Fiscal Year 2009-10 Proposed Budget for the City of Forest Grove to the Budget Committee for their consideration. This past year, we have endured one of the most difficult economic downturns that America has experienced since the great depression. This economic downturn has had a devastating affect on several sectors of our local economy. The unemployment rate in Washington County is above 14%, over double the rate from a year ago. We have seen the closure of a couple of local manufacturers, Times Litho and Cedar Canyon, but, fortunately, most of our businesses are surviving, although many have had to cut back operations and staffing levels. Housing starts have dropped from 119 last fiscal year to 37 projected for this fiscal year. The State of Oregon and local schools are also facing dramatic budget shortfalls this year that will mean even more hardship to our community.

In contrast to the dramatic cuts that Federal, State and School District budgets face, the City of Forest Grove should be able to preserve our capacity to provide the quality of services that Forest Grove residents have come to expect. As a result of careful and conservative long-term budgeting and by protecting reserves, the City will be able to virtually maintain existing levels of service. We have and will need to reduce staff, but we have and will do so in a manner that allows us to continue to operate as a full service City. The City has aggressively tried to anticipate the fiscal challenges that we have been facing these past several months. We have strategically downsized City operations where and when possible. With a decline in Building Permit Revenues, we transferred half of the building department staff into other Departments to fill vacant positions. We have also refrained from filling other open positions at this time. City Department Heads were also asked to reduce their upcoming budget expenditures by 5% across the board. In some cases, the Budget Officer made even deeper cuts. In addition, Departments were given an incentive to save remaining resources in the current year and apply these savings towards meeting the 09-10 budget reduction targets. With a lot of solid teamwork, the City Management has been able to carefully guide the City operations away from some serious financial challenges that could have meant critical reductions in City services.

The City's Budget Team has prepared a budget that funds services close to their current level, while also maintaining reserves at safe levels for the next 3 years. However, the following year, FY 2010-11 will also pose a daunting challenge, particularly if the economy doesn't improve. If it doesn't, we will be forced to find other means of balancing the budget.

This Budget has been developed with great consideration given to the priority goals established by the City Council. It is important to note that City goals were developed by the City Council, giving careful consideration to the Community Vision statement and the Action items identified to implement various objectives of the plan. One of the primary Council goals is to "Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic Green City." This proposed budget is strategically targeted to meet this goal. As we review the various Department budgets, funding for many of the Council objectives and Vision Action items will become evident.

The City Council's Adopted Fiscal Year 2009-10 Goals that this budget was based on 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 Regional Affairs.

Even with a growing population, the City has refrained from adding any new positions in the General Fund. Actually we have reduced the number of employees or hours worked at the Aquatic Center, the Parks Department, Planning, Police and Fire. The City Manager has ordered that any vacant position can only be filled with his authorization. In addition, more emphasis has been given to pursuing Federal and State grant funds to meet a variety of capital and personnel needs.

The City's total proposed budget is \$64.83 million compared to last year's adopted budget of \$69.32 million or a decrease of \$4.49 million. The majority of that decrease is due to the completion of capital projects such as Thatcher Park, Forest Glen Trail, and several smaller projects. The Building Permits Fund budget accounts for \$736,000 of that decrease. The City's total tax rate is estimated to be \$5.74 per \$1,000 of taxable assessed value. This breaks down as follows: \$3.96 for the City's permanent rate, \$1.35 for the Local Option Levy passed by the voters in November 2007 which is due to expire in 2013, \$0.36 for the debt service on the \$5 million General Obligation (G.O.) Bond issued in 1999, and \$0.07 for debt service on the G.O. Bond issued in 1994 for the Fire Station. Forest Grove's assessed value is projected to be \$1.138 billion for 2009-10.

In the General Fund, the proposed budget will be balanced by using \$31,227 of reserves. Total proposed operating expenditures are \$12,619,921 while projected operating revenues are \$12,588,694. However, future projections indicate that keeping a balanced budget will be very difficult without the use of more reserves each year. By using a small amount of reserves to balance the proposed budget, staff is proposing a budget which protects reserves while the City plans for the next several fiscal years' budgets with the goal of maintaining 16% of expenditures as a minimum level of reserves. In order to accomplish this goal, the City will need to continue to be fiscally prudent. Trying to retain our current level of services while keeping up with projected wage and benefit increases will put pressure on future budget resources. The dramatic decline in the stock market and its effect on the retirement plan contribution rate could have a major affect on next year's budget.

In summary, City staff will need to carefully monitor a wide range of financial factors that could influence the City budget and consequently City operations.

General Fund

The total proposed expenditures are \$12,619,921 compared to last year's adopted budget expenditures of \$12,742,289; a decrease of \$122,368 or -1.0%. This amount is determined by removing contingencies and beginning fund balances which compose the City's General Fund reserves. The projected reserve balance at July 1, 2009, is \$3.498 million. The projected reserve balance at June 30, 2009, is \$3.466 million. The City came close to balancing the Proposed Budget without using reserves. Thanks to additional savings in the current year, FY 2008-09, only \$31,227 of reserves are proposed to be used. This still leaves an ending reserve amount above the goal of having at least two-months of operating cash in reserve.

In developing the Proposed Budget for FY 2009-10, the City reviewed many options. Management asked for wage and/or benefit concessions from the Police and Fire Associations in order to protect City services and to slow the projected use of General Fund reserves. Their contracts would have to be re-opened to negotiate concessions and as of this budget message, the City has not received a response from either association. The Proposed Budget incorporates the City's obligations of the current contracts. The City must meet its budget deadlines in order to have an adopted budget by July 1,

2009, so other budget decisions are incorporated into this Proposed Budget and are listed out by each affected department below.

The labor contract for AFSCME is open and negotiations are underway. The current contract for Police Association members includes a 4.25% Cost of Living Adjustment (COLA), and the contract for Fire Association members calls for a 3.78% COLA for FY 2009-10. Other cost pressures in the General Fund for FY 2009-10 include cost increases for 16.25% in health and dental insurance costs, in addition to the 13.7% increase this year. Due to the economic downturn and the stock market decline, the City's retirement portfolio has sustained losses. To build up the portfolio to the actuarial level, the contribution rate must increase 0.4% to 19.3%. Most departments decreased their Material and Services budgets where possible. Significant items for certain General Fund departments are discussed below.

Library's major changes are the reduction of Library Materials by \$15,150 and the proposed implementation of late fees as a revenue source. The Library is receiving grant funds to help complete the replacement of the Library's aging internet computers.

Police's budget includes no change in overall personnel. In April 2009, the City assigned one officer to Tri-Met who is paying for the full costs of the officer. This budget proposes not adding a position to replace the officer assigned to Tri-Met so the net effect is a loss of patrol services within the City. However, the City has applied for two three-year COPS Grant positions using Federal stimulus funds to increase services offered by the department. The Grant requires the City to fund these positions for one year after the grant ends.

Fire's budget includes the retirement of the Fire Marshal at January 1, 2010, and not filling that position for the rest of fiscal year 2009-10.

Aquatics Center will close some additional hours in fiscal year 2009-10 when usage of the Aquatic Center is low. The plan is to close the week before Christmas and the first half-hour of public swims in the summer. These closures should have minimal effect on revenues and customer service.

Parks and Recreation is going to reduce seasonal part-time hours this year to help reduce expenses in the Parks Department.

Other Funds

Light and Power Fund No rate increase is included in the budget but there may be a rate increase in October 2009 based on potential rate increases by the Bonneville Power Administration. The 0.50 FTE Administrative Specialist II position is proposed to be increased to 0.75 FTE with most of the increased costs being paid for by overhead payments from the BPA's conservation programs.

Sewer Fund The budget reflects a 5.5% sewer rate increase by Clean Water Services (CWS) which will be passed through to CWS as part of the process to establish a separate regional rate and a local rate for sewer services. The City reviewed its portion of the remaining revenue from the CWS fee and the City's own surcharge, which the City retains 100%, and has

determined that no change in the City's surcharge will be proposed next year.

Sewer SDC Fund CWS establishes the system development charge (SDC) for sewer capital project funding. The current fee is \$3,100 per equivalent dwelling unit (EDU) of which CWS receives \$2,480 and the City receives \$620. For FY 2009-10, CWS is proposing to increase the fee to \$3,600 of which CWS would receive \$3,456 and the City would receive \$144 resulting in a decrease to the City of \$476 per EDU. CWS staff and City staff are discussing the impacts of this dramatic change.

Water Fund A 6% rate increase is proposed for July 1, 2009, and has been included in the FY 2009-10 Budget. The revenue from the proposed rate increase will be used to fund future capital projects.

SWM Fund Staff is concerned that budgeted operating expenditures are higher than the budgeted operating revenue. CWS established the current monthly fee of \$4.00 in 1998. Last year, the City added a \$0.50 surcharge to help balance this fund. For FY 2009-10, CWS is proposing to increase their monthly \$4.00 fee by \$0.25. The City retains 75% of this and passes 25% to CWS. Similarly, the City is proposing to increase its current \$0.50 surcharge by \$0.25, bringing the total SWM monthly fee to \$5.00. Of this amount, the City will pass through 25% of the \$4.25 fee to CWS and keep the remaining amount. These increases will balance this fund.

Building Permits Fund The budget for this fund has been significantly reduced due to the drop in development activity. During FY 2008-09, a Building Inspector and a Permits Coordinator were transferred to vacancies in other departments to reduce the operating costs in this fund. A planned replacement of the building permits software system has been delayed to preserve reserves.

Parks SDC Fund Thatcher Park and Forest Glen Trail used most of this fund's available resources this year and much slower development kept the fund balance from rebuilding. The "B" Street Trail is budgeted to use most of the remaining funds in this Fund and then further parks and trail development will stop until the Fund receives more revenue from development.

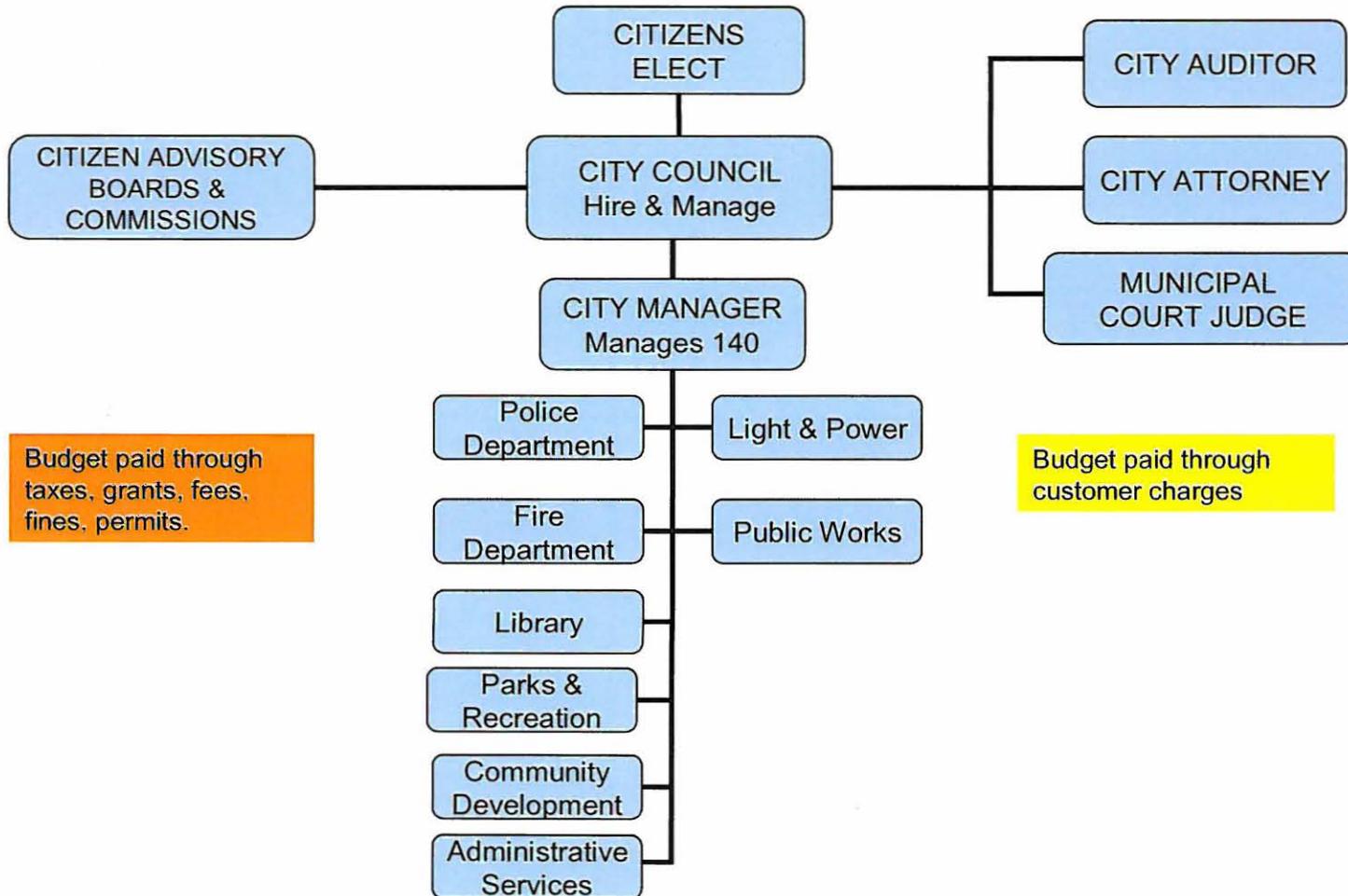
Public Arts Commission Fund A new fund, the Public Arts Commission Fund, has been added this year to account for donations given to the City for the purchase and maintenance of public art.

Conclusion In summary, the FY 2009-10 Proposed Budget is strategically aimed towards meeting the City's primary goals and action items. The City Council's goal of trying to preserve current services in the current economy while maintaining adequate reserves for future years was the focal point of this proposed budget, as well as implications of decisions on reserves over the two following years. While this Proposed Budget is balanced using minimal reserves, managing the increasing costs of current services will continue to be a challenge over the next several years. This Proposed Budget will allow the City to provide the best service possible given existing resources while at the same time looking at future years.

Michael J. Sykes, City Manager

Budget Summary

CITY OF FOREST GROVE ORGANIZATIONAL CHART



FY 2009-10 ADOPTED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	CONTINGENCIES	TRANSFERS	TOTAL APPROPRIATIONS	UNAPPROPRIATED FUND BALANCE	TOTAL EXPENDITURES
General Fund									
Legislative & Executive	421,701	53,235					474,936		474,936
Administrative Services	1,379,796	629,147				-	2,008,943		2,008,943
Library	754,319	143,909					898,228		898,228
Planning	286,712	68,319					355,031		355,031
Engineering	709,111	75,545					784,656		784,656
Police Services	3,538,520	459,452	10,800				4,008,772		4,008,772
Fire Department	2,240,530	441,886					2,682,416		2,682,416
Aquatics	402,393	196,052					598,445		598,445
Parks and Recreation	427,165	125,011					552,176		552,176
Municipal Court	127,545	70,253					197,798		197,798
Non-Departmental	-	70,000							
Total General Fund	10,287,792	2,332,809	10,800		1,447,436	1,921	14,080,758	2,021,982	16,102,740
Enterprise Funds									
Light Fund	2,846,166	11,139,166	649,500		1,985,611	764,889	17,385,332	1,207,525	18,592,857
Sewer Fund	288,509	3,434,242	302,250	94,004	770,423	54,835	4,944,263	550,000	5,494,263
Sewer SDC Fund	-	103,680	4,000	121,995	884,145	-	1,113,820	125,000	1,238,820
Water Fund	940,736	2,339,206	721,631	482,816	843,250	175,887	5,503,326	905,176	6,408,502
Water SDC Fund	-	-	390,000		50,000		440,000	576,062	1,016,062
Surface Water Management	249,419	422,841	176,000		50,000	34,606	932,866	223,448	1,156,314
SWM SDC Fund	-	-	226,000		87,468		313,468	-	313,468
Total Enterprise Funds	4,324,830	17,439,135	2,469,381	698,815	4,670,897	1,030,017	30,633,075	3,587,211	34,220,286
Special Revenue Funds									
Street Fund	246,038	771,565	866,500		150,000		2,034,103	294,282	2,328,385
Building Permits Fund	313,405	98,287			100,000		511,692	47,856	559,548
911 Reserve Fund		125,000					125,000		125,000
Community Enhancement		66,063					66,063	14,762	80,825
Library Endowment Fund		-				412	412	41,236	41,648
Library Donations Fund		1,389					1,389		1,389
Street Tree Fund		90,440					90,440		90,440
Trail System Fund		10,000	200,556				210,556		210,556
Transportation System Fund		360,000					360,000		360,000
Public Arts Donations		13,528					13,528		13,528
Forfeiture Sharing Fund		5,533					5,533		5,533
Total Special Revenue Funds	559,443	1,541,805	1,067,056	-	250,000	412	3,418,716	398,136	3,816,852
Internal Service Fund									
Equipment Fund	192,149	352,377	167,000		50,000		761,526	121,288	882,814
Fire Equip Replace Fund			233,100		50,000		283,100	340,472	623,572
Information Systems Fund		199,572	111,151		10,000		320,723	369,210	689,933
City Utility Fund		147,000					147,000		147,000
Risk Management Fund		470,227			70,534		540,761	268,444	809,205
Total Internal Service Funds	192,149	1,169,176	511,251		180,534		2,053,110	1,099,414	3,152,524
Capital Projects Funds									
Bikeway Improvements			77,555				77,555		77,555
Park System Development			351,641				351,641		351,641
Traffic Impact Fund			3,281,222				3,281,222		3,281,222
Capital Projects Fund		25,000	2,888,194				2,913,194		2,913,194
CIP Excise Tax Fund			190,731			161,044	351,775		351,775
Total Capital Project Funds		25,000	6,789,343			161,044	6,975,387		6,975,387
Debt Service Funds									
General Debt Service Fund				481,608			481,608	194,069	675,677
SPWF Debt Service Fund				80,064			80,064	30,267	110,331
Total Debt Service Funds				561,672			561,672	224,336	786,008
TOTAL - ALL FUNDS	15,364,214	22,507,925	10,847,831	1,260,487	6,548,867	1,193,394	57,722,718	7,331,079	65,053,797

FY 2009-10 ADOPTED 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	6,369,688	1,679,168	3,078,637	223,955	98,338	91,200	1,063,904	3,497,850	16,102,740
Enterprise Funds									
Light Fund			13,021,739			204,000		5,367,118	18,592,857
Sewer Fund			3,886,791			26,712		1,580,760	5,494,263
Sewer SDC Fund			108,000			18,682		1,112,138	1,238,820
Water Fund		-	2,672,447			1,103,332		2,632,723	6,408,502
Water SDC Fund			120,000			13,242		882,820	1,016,062
Surface Management Fund			693,683			9,072		453,559	1,156,314
SWM SDC Fund			48,120			3,921		261,427	313,468
Total Enterprise Funds		-	20,550,780			1,378,961	-	12,290,545	34,220,286
Special Revenue Funds									
Street Fund		1,141,973				130,126	-	1,056,286	2,328,385
Building Permits Fund	-		400		178,745	5,622	-	374,781	559,548
911 Reserve Fund		125,000				-			125,000
Community Enhancement		59,380				-		21,445	80,825
Library Endowment Fund						412		41,236	41,648
Library Donations Fund						-	412	977	1,389
Street Tree Fund					19,020	1,200		70,220	90,440
Trail System Fund						2,200		208,356	210,556
Transportation System Fund		360,000							360,000
Public Arts Donations						1,125	1,921	10,482	13,528
Forfeiture Sharing Fund				5,000		-		533	5,533
Total Special Revenue Funds	-	1,686,353	400	5,000	197,765	140,685	2,333	1,784,316	3,816,852
Internal Service Fund									
Equipment Fund			592,164			18,895	77,004	194,751	882,814
Fire Equip Replace Fund		180,550	-			5,306	84,000	353,716	623,572
Information Systems Fund			219,998			13,531	-	456,404	689,933
City Utility Fund							147,000		147,000
Risk Management Fund			466,027			4,200		338,978	809,205
Total Internal Service Funds	-	180,550	1,278,189	-	-	41,932	308,004	1,343,849	3,152,524
Capital Projects Funds									
Bikeway Improvements		8,253				2,067		67,235	77,555
Park System Development			90,000			3,500		258,141	351,641
Traffic Impact Fund		-	149,970			46,274		3,084,978	3,281,222
Capital Projects Fund		-				630,000	-	2,283,194	2,913,194
CIP Excise Tax Fund			209,000			1,000		141,775	351,775
Total Capital Project Funds		8,253	448,970			682,841	-	5,835,323	6,975,387
Debt Service Funds									
General Debt Service Fund	481,608					4,000		190,069	675,677
SPWF Debt Service Fund			6,700			42,765		60,866	110,331
Total Debt Service Funds	481,608		6,700			46,765		250,935	786,008
TOTAL - ALL FUNDS	6,851,296	3,554,324	25,363,676	228,955	296,103	2,382,384	1,374,241	25,002,818	65,053,797

2009-10 PERSONNEL REQUIREMENTS SUMMARY

<u>DEPARTMENT</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>
Legislative & Executive	3.50	0.00	3.50
Administrative Services	14.50	1.25 (2)	15.75
Library	6.00	5.80 (10)	11.80
Community Development	6.00	0.00	6.00
Engineering	7.00	0.00	7.00
Police	33.00	1.00 (2)	34.00
Fire	20.00	0.38 (1)	20.38
Aquatics	2.10	7.80 (22)	9.90
Parks & Recreation	4.50	1.00 (4)	5.50
Municipal Court	1.00	0.55 (1)	1.55
Light & Power	24.82	0.75 (1)	25.57
Public Works:	<u>22.88</u>	<u>0.00</u>	<u>22.88</u>
Sewer	3.60		
Water	10.73		
SWM	3.15		
Street	3.00		
Equipment	2.40		
TOTALS:	145.30	18.53	163.83

General Fund

FY 09-10 Revenues							
GENERAL FUND							
Fund: 100							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
5,307,239	5,611,359	6,206,297		LOCAL TAXES	6,369,688	6,369,688	6,369,688
1,330,737	1,537,635	1,791,614		INTERGOVERNMENTAL REVENUE	1,658,623	1,658,623	1,658,623
15,864	144,568	57,397		GRANTS	5,545	5,545	20,545
2,676,695	2,738,430	2,991,162		CHARGES FOR SERVICES	3,063,637	3,063,637	3,063,637
450,324	326,274	193,393		LICENSES, PERMITS, FEES	98,338	98,338	98,338
409,366	327,039	352,674		FINES	238,955	238,955	238,955
228,188	261,209	152,600		MISCELLANEOUS REVENUE	91,200	91,200	91,200
1,005,769	978,326	999,726		TRANSFERS & REIMBURSEMENTS	1,063,903	1,063,903	1,063,903
2,492,045	2,602,689	3,086,129		FUND BALANCE AVAILABLE JULY 1	3,497,850	3,497,850	3,497,850
13,916,226	14,527,528	15,830,992		TOTAL RESOURCES	16,087,740	16,087,740	16,102,740
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LOCAL TAXES			
3,756,770	3,968,123	4,126,348	411003	PROPERTY TAXES	4,277,016	4,277,016	4,277,016
930,958	984,883	1,408,346	411010	LOCAL OPTION LEVY	1,453,672	1,453,672	1,453,672
97,899	114,878	105,000	411150	PROPERTY TAX PRIOR YEARS	112,000	112,000	112,000
521,612	543,474	566,603	413001	FRANCHISE TAX	527,000	527,000	527,000
5,307,239	5,611,359	6,206,297		TOTAL LOCAL TAXES	6,369,688	6,369,688	6,369,688
				INTERGOVERNMENTAL REVENUE			
209,544	220,030	237,135	420005	ALCOHOLIC BEVERAGES	273,671	273,671	273,671
39,074	34,627	35,675	420015	CIGARETTE	33,185	33,185	33,185
141,680	164,299	149,930	420020	STATE REVENUE SHARING	172,046	172,046	172,046
451,980	612,999	625,208	420035	W.C.C.L.S.	637,712	637,712	637,712
392,331	335,084	414,147	420050	RURAL FIRE DISTRICT	416,492	416,492	416,492
42,321	52,003	50,000	420055	METRO CONSTRUCTION EXCISE TAX	10,000	10,000	10,000
53,807	58,284	59,519	422045	TRANSIENT ROOM TAX	55,517	55,517	55,517
0	60,310	220,000	422055	SD15 CONSTRUCTION EXCISE TAX	60,000	60,000	60,000
1,330,737	1,537,635	1,791,614		TOTAL INTERGOVERNMENTAL REVENUE	1,658,623	1,658,623	1,658,623
				GRANTS			
0	127,499	0	430214	HOMELAND SECURITY GRANT	0	0	0
297	0	1,250	430320	BULLETPROOF VEST GRANT	0	0	0
0	8,010	15,000	430327	REDUCING YOUTH ACCESS TO ALCOHOL G	0	0	0

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
2,134	2,977	0	430335	DEC/DUII POLICE GRANT	0	0	0
9,450	0	10,500	430460	SHPO GRANT	0	0	15,000
0	0	25,000	430587	GRANT - PERIODIC REVIEW	0	0	0
3,269	4,147	4,147	430601	PUBLIC LIBRARY SUPPORT GRANT	4,045	4,045	4,045
714	1,935	1,500	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
15,864	144,568	57,397		TOTAL GRANTS	5,545	5,545	20,545
				CHARGES FOR SERVICES			
227,852	229,031	230,047	440004	SWIMMING POOL	242,341	242,341	242,341
7,896	14,253	16,736	440007	RECREATION USER FEES	17,201	17,201	17,201
13,561	10,172	12,000	440010	LOCKERS/VENDING MACHINES	12,000	12,000	12,000
			440019	LIBRARY COLLECTION FEES	1,000	1,000	1,000
868	2,110	4,000	440020	CODE ENFORCEMENT REVENUE	2,000	2,000	2,000
4,328	4,046	5,000	440021	LIBRARY CHARGES	4,000	4,000	4,000
12,051	11,010	11,176	440022	LIEN SEARCHES	7,600	7,600	7,600
703	650	0	440023	PRINT FEES	0	0	0
6,667	3,679	5,000	440025	COPY SERVICE	3,000	3,000	3,000
12,660	16,000	17,000	440028	PASSPORT EXECUTION FEE	9,850	9,850	9,850
2,387,072	2,387,372	2,660,388	440029	GENERAL FUND SPT SVC (522023)	2,726,545	2,726,545	2,726,545
2,033	1,845	2,000	440030	RESERVED PARKING	2,000	2,000	2,000
0	18,162	17,665	440040	NEW ACCOUNT SET-UP FEE	19,500	19,500	19,500
0	6,164	9,000	440042	DOOR HANGER FEE	15,450	15,450	15,450
1,004	626	1,150	440301	RENTAL INCOME	1,150	1,150	1,150
0	33,310	0	440501	BOND ISSUANCE FEES	0	0	0
2,676,695	2,738,430	2,991,162		TOTAL CHARGES FOR SERVICES	3,063,637	3,063,637	3,063,637
				LICENSES, PERMITS, FEES			
1,659	2,839	1,700	450050	LIQUOR LICENSES	1,700	1,700	1,700
7,765	11,055	11,608	450054	METRO BUSINESS LICENSE	16,858	16,858	16,858
0	0	18,000	450056	CITY BUSINESS LICENSE	19,050	19,050	19,050
534	258	4,200	450057	OTHER	4,400	4,400	4,400
6,881	18,763	0	450072	OCCUPANCY PERMITS	0	0	0
95,773	69,013	58,000	450101	PLANNING FEES	20,000	20,000	20,000
96,595	188,427	75,000	450122	ENGINEERING INSPECTION FEES	25,000	25,000	25,000
15,923	14,010	0	450124	EROSION CONTROL FEES	0	0	0
198,204	0	0	450200	C.I.P. FEES	0	0	0

2006-07	2007-08	2008-09			2008-09	2008-09	2008-09
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
26,990	21,909	24,885	450225	IMPOUND FEES	11,330	11,330	11,330
450,324	326,274	193,393		TOTAL LICENSES, PERMITS, FEES	98,338	98,338	98,338
				FINES			
57,920	46,496	51,000	460105	STATE COURT FINES	38,352	38,352	38,352
33,558	20,787	21,214	460115	PARKING FINES	11,031	11,031	11,031
303,725	249,528	269,360	460120	TRAFFIC FINES	166,472	166,472	166,472
4,475	4,213	6,000	460125	ORDINANCE FINES	3,000	3,000	3,000
2,322	1,995	1,500	460130	MARIJUANA FINES/FEES	1,500	1,500	1,500
7,366	4,020	3,600	460135	MINOR IN POSSESSION FINES/FEES	3,600	3,600	3,600
			460500	LIBRARY LATE FINES	15,000	15,000	15,000
409,366	327,039	352,674		TOTAL FINES	238,955	238,955	238,955
				MISCELLANEOUS REVENUE			
213,650	244,917	100,000	470105	INTEREST	80,000	80,000	80,000
3,522	36	1,000	471020	LIBRARY DONATIONS	1,000	1,000	1,000
279	2,000	0	471021	DONATIONS	0	0	0
0	1,312	0	471022	RESTRICTED LIBRARY MEMORIALS	1,000	1,000	1,000
0	1,707	0	471025	PUBLIC ARTS COMM. DONATION	0	0	0
		42,500	471027	WCVA AND MATCH FUNDS			
8,715	9,708	7,500	472005	MISCELLANEOUS	7,500	7,500	7,500
2,023	1,529	1,600	472020	FORESTRY RUN	1,700	1,700	1,700
228,188	261,209	152,600		TOTAL MISCELLANEOUS REVENUE	91,200	91,200	91,200
				TRANSFERS & REIMBURSEMENTS			
11,142	11,142	13,500	480006	MUNICIPAL JUDGE REIMBURSEMENT	12,195	12,195	12,195
18,174	16,611	19,500	480006	REIMBURSEMENTS	10,000	10,000	10,000
			480009	TRIMET OFFICER REIMBURSEMENT	103,000	103,000	103,000
50,020	51,585	54,164	480010	SRO REIMBURSEMENT	51,041	51,041	51,041
6,862	0	0	480011	SCHOOL DISTRICT OVERTIME	0	0	0
14,444	257	150	480015	FIRE DEPT REIMBURSEMENTS	150	150	150
0	2,671	4,500	480017	FIRE DEPT INSPECTION REIMBURSEMENT	4,500	4,500	4,500
815,689	890,061	875,235	480050	IN-LIEU OF TRANSFER	883,017	883,017	883,017
89,439	6,000	32,677	481005	TRANSFERS	0	0	0
1,005,769	978,326	999,726		TOTAL TRANSFERS & REIMBRSMNTS	1,063,903	1,063,903	1,063,903
				FUND BALANCE AVAILABLE			
2,492,045	2,602,689	3,086,129	495005	FUND BAL AVAIL FOR APPROP.	3,497,850	3,497,850	3,497,850
2,492,045	2,602,689	3,086,129		TOTAL AVAILABLE	3,497,850	3,497,850	3,497,850
13,916,226	14,527,528	15,830,992		TOTAL RESOURCES	16,087,740	16,087,740	16,102,740

LEGISLATIVE & EXECUTIVE

COUNCIL GOALS FOR FISCAL YEAR 2009-10

- 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 Regional Affairs

MISSION STATEMENT

To provide responsible and cooperative leadership in governing the City and to continually recognize that our City employees are the most valuable resource in providing essential community needs.

DEPARTMENT OVERVIEW

The Legislative and Executive (L&E) budget includes financial support for the Forest Grove City Council, City Manager, Economic Development Coordinator, 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 Economic Development Coordinator works with other Departments and key community stakeholders to promote economic prosperity in Forest Grove. The Executive Assistant provides support to the City Manager 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 create a strategy and marketing efforts to promote economic prosperity within the community;
- To pursue development of a sound financial plan that relieves dependence on levy resources.

TRENDS

Forest Grove continues to grow. The City population in 2008 is 21,475. It added 690 residents in 2008 over 2007. Population has grown 20.8% since 2000, outpacing state, Portland metro and Washington County growth rates over that period.

The global recession has affected Forest Grove. The annual unemployment rate for Washington County was 4.1% for 2006 annually, 5.1% for 2008 and currently sits at 10.4% in March 2009. Forest Grove typically is a couple of points higher than the county unemployment.

During this recession, the issue for many companies is to maintain market share (customers) even though profits are down. The same applies to communities. We are seeing less business recruitment but Forest Grove has been relatively successful in avoiding business closures compared to other cities. In the downtown 10 new businesses have occupied vacant space or replaced others, resulting in an actual net gain in the number of businesses since the start of the recession.

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 utility funding will be managed in a cost-efficient manner.

Professional development for City staff will be emphasized and encouraged.

The Economic Development Commission's Strategic Plan and prioritization for implementation will be ready for City Council review and approval.

PERSONNEL REQUIREMENTS

	<u>FY 08-09</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
City Manager	1.00	1.00	1.00
Economic Development Coordinator	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
Total	3.50	3.50	3.50

FY 09-10 Revenues							
GENERAL FUND - Legislative & Executive							
Fund& Dept: 100-11							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
	75		440025	COPY SERVICE	61	61	61
271,125	275,098	292,087	440029	GENERAL FUND SPT SVC (522023)	299,350	299,350	299,350
271,125	275,173	292,087		TOTAL CHARGES FOR SERVICES	299,411	299,411	299,411
				MISCELLANEOUS			
	1,707		471025	PUBLIC ARTS COMM. DONATION			
		42,500	471027	WCVA AND MATCH FUNDS	0	0	0
	1,707	42,500		TOTAL MISCELLANEOUS	0	0	0
271,125	276,880	334,587		TOTAL RESOURCES	299,411	299,411	299,411

			FY 09-10 Expenditures					
			Legislative & Executive					
			Fund & Dept: 100-11					
2006-07	2007-08	2008-09				2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
PERSONAL SERVICES								
226,876	263,910	270,209	511005	REGULAR EMPLOYEE WAGES		278,138	278,138	278,138
0	0	9,000	511010	PART-TIME EMPLOYEES		9,000	9,000	9,000
34,480	40,686	45,830	512005	HEALTH/DENTAL BENEFITS		53,298	53,298	53,298
2,375	2,864	2,644	512008	HEALTH REIMB ARRANGEMENT		2,722	2,722	2,722
44,796	51,885	49,976	512010	RETIREMENT		52,538	52,538	52,538
15,585	18,601	21,359	512015	FICA		21,966	21,966	21,966
424	609	472	512020	WORKER'S COMP		486	486	486
1,190	1,387	1,216	512025	OTHER BENEFITS		1,522	1,522	1,522
1,468	1,734	1,950	512030	OTHER PAYROLL TAXES		2,031	2,031	2,031
327,194	381,676	402,657		TOTAL PERSONAL SERVICES		421,701	421,701	421,701
MATERIALS & SERVICES								
755	905	1,150	520110	OPERATING SUPPLIES		950	950	950
4,515	8,054	8,000	520120	ORGANIZATION BUSINESS EXPENSE		8,000	8,000	8,000
0	181	465	520180	SUBSCRIPTIONS/BOOKS		100	100	100
0	132	0	520220	SMALL EQUIPMENT		0	0	0
5,350	5,550	2,060	520503	PRINTING		2,000	2,000	2,000
1,211	1,056	1,126	520506	POSTAGE		700	700	700
1,293	1,322	1,691	520509	TELEPHONE		667	667	667
8,094	10,885	17,225	520521	PUBLIC INFORMATION		11,270	11,270	11,270
60	306	1,055	520524	PUBLICATIONS		400	400	400
1,588	6,935	5,259	520530	MEMBERSHIPS		5,458	5,458	5,458
246	1,962	5,000	520563	SISTER CITY CONTRIBUTION		1,500	1,500	1,500
607	429	416	520578	INSURANCE & BONDS		416	416	416
2,152	2,802	7,658	521003	TRAINING/CONFERENCES		5,510	5,510	5,510
6,278	6,476	12,000	521004	LEGISLATIVE TRAINING/CONFERENCE		10,000	10,000	10,000
281	154	1,106	521006	TRAVEL		600	600	600
9,000	6,750	0	521111	COUNCIL STIPENDS		0	0	0
0	2,915	1,030	521150	PROFESSIONAL SERVICES		1,000	1,000	1,000
	0	46,250	521166	WCVA BRANDING GRANT		0	0	0
40	0	0	521171	FINANCIAL SERVICES		0	0	0
480	480	515	522003	EQUIPMENT MAINT & OPER SUPPLIES		520	520	520
1,436	1,396	1,428	522021	EQUIPMENT FUND CHARGES		1,476	1,476	1,476
3,167	3,167	2,874	522022	INFORMATION SYSTEMS FUND		2,668	2,668	2,668
46,555	61,924	116,308		TOTAL MATERIALS & SERVICES		53,235	53,235	53,235
373,749	443,600	518,965		TOTAL LEG & EXEC EXPENDITURES		474,936	474,936	474,936

ADMINISTRATIVE SERVICES

CITY COUNCIL GOALS FOR FISCAL YEAR 2009-10

- 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 Regional Affairs

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, and information systems management 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 delinquent utility billings.
- 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.

TRENDS

Demands on staff continue to increase and staff continues to respond to those demands. Staff is preparing to implement the new business license process and is transitioning banking services to a new bank. As part of that transition, staff will be reviewing adding features that are available such providing online access so a customer can access their utility billing account and make payments online.

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.

	<u>FY 05-06</u>	<u>FY 06-07</u>	<u>FY 07-08</u>
Utility Bills Processed	110,488	109,916	111,186
Utility Meters Disconnected	803	974	601
Vouchers Processed	6,097	6,822	6,268
Lien Search Completions	833	661	570
Employment Apps. Processed	377	233	595
Positions Filled	14	13	18

PERSONNEL REQUIREMENTS

	<u>2008-09</u> <u>Appropriated</u>	<u>2008-09</u> <u>Filled</u>	<u>2009-10</u> <u>Proposed</u>
Director of Administrative Services	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Network Specialist	1.00	1.00	1.00
Information Systems Technician	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Human Resources Technician	0.50	0.50	0.50
Senior Administrative Specialist	1.00	1.00	1.00
Administrative Specialists	5.00	5.00	5.00
Janitors	1.75	1.75	1.75
Maintenance Technician	0.50	0.50	0.50
TOTAL	15.75	15.75	15.75

FY 09-10 Revenues							
GENERAL FUND - Administrative Services							
Fund & Dept: 100-12-10							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				GRANTS			
714	1,935	1,500	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
714	1,935	1,500		TOTAL GRANTS	1,500	1,500	1,500
				CHARGES FOR SERVICES			
12,051	11,010	11,176	440022	LIEN SEARCHES	7,600	7,600	7,600
1,843	285	1,250	440025	COPY SERVICE	232	232	232
12,660	16,000	17,000	440028	PASSPORT EXECUTION FEE	9,850	9,850	9,850
1,402,720	1,381,955	1,496,917	440029	GENERAL FUND SPT SVC (522023)	1,534,140	1,534,140	1,534,140
2,033	1,845	2,000	440030	RESERVED PARKING	2,000	2,000	2,000
0	18,162	17,665	440040	NEW ACCOUNT SET-UP FEE	19,500	19,500	19,500
0	6,164	9,000	440042	DOOR HANGER FEE	15,450	15,450	15,450
0	33,310	0	440501	BOND ISSUANCE FEES	0	0	0
1,431,307	1,468,731	1,555,008		TOTAL CHARGES FOR SERVICES	1,588,772	1,588,772	1,588,772
				LICENSES,PERMITS & FEES			
0	0	18,000	450056	BUSINESS LICENSE	19,050	19,050	19,050
19,820	0	0	450200	C.I.P. FEES	0	0	0
19,820	0	18,000		TOTAL MISCELLANEOUS	19,050	19,050	19,050
				MISCELLANEOUS REVENUE			
0	2,000		471021	DONATIONS			
8,715	5,328	7,500	472005	MISCELLANEOUS	6,500	6,500	6,500
8,715	7,328	7,500		TOTAL MISCELLANEOUS REVENUE	6,500	6,500	6,500
				TRANSFERS & REIMBURSEMENTS			
6,000	0	19,500	480006	REIMBURSEMENTS	10,000	10,000	10,000
9,500	6,000	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
15,500	6,000	19,500		TOTAL TRANSFERS & REIMBRSM	10,000	10,000	10,000
1,476,056	1,483,994	1,601,508		TOTAL RESOURCES	1,625,822	1,625,822	1,625,822

FY 09-10 Expenditures							
Admin Services Dept							
Fund & Dept & Division: 100-12-10							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
685,496	724,321	780,082	511005	REGULAR EMPLOYEE WAGES	811,413	811,413	811,413
57,845	55,936	52,290	511010	PART-TIME WAGES	52,707	52,707	52,707
1,232	760	2,400	511015	OVERTIME	3,600	3,600	3,600
	4,596	0	511020	TEMPORARY WAGES	10,477	10,477	10,477
152,427	170,126	198,013	512005	HEALTH/DENTAL BENEFITS	242,528	242,528	254,615
5,467	6,920	7,692	512008	HEALTH REIMB ARRANG	8,004	8,004	8,004
132,413	139,995	145,380	512010	RETIREMENT	154,471	154,471	154,471
55,611	58,542	63,860	512015	FICA	67,182	67,182	67,182
4,981	5,074	6,292	512020	WORKER'S COMP	6,148	6,148	6,148
4,010	4,160	3,846	512025	OTHER BENEFITS	4,762	4,762	4,762
4,869	5,546	5,525	512030	OTHER PAYROLL TAXES	6,419	6,419	6,419
1,104,350	1,175,975	1,265,380		TOTAL PERSONAL SERVICES	1,367,709	1,367,709	1,379,796
MATERIALS & SERVICES							
7,760	5,765	9,000	520110	OPERATING SUPPLIES	8,000	8,000	8,000
5,701	5,118	7,450	520120	ORGANIZATION BUSINESS EXPEN	7,850	7,850	7,850
26,925	9,306	5,665	520150	UTILITIES	6,850	6,850	6,850
1,125	954	0	520180	SUBSCRIPTIONS/BOOKS	0	0	0
46,392	40,649	0	520190	COMPUTER SOFTWARE	0	0	0
362	24,770	57,400	520200	COMPUTER SOFTWARE LICENSES	58,696	58,696	58,696
718	308	18,195	520220	SMALL EQUIPMENT	4,200	4,200	4,200
5,921	5,173	15,651	520503	PRINTING	15,670	15,670	15,670
49,200	52,251	56,000	520506	POSTAGE	57,400	57,400	57,400
7,028	6,642	6,028	520509	TELEPHONE	5,908	5,908	5,908
5,680	4,243	3,500	520521	PUBLIC INFORMATION	3,500	3,500	3,500
260	653	1,771	520524	PUBLICATIONS	1,471	1,471	1,471
72	0	0	520527	NOTICES	0	0	0
14,964	16,142	20,535	520530	MEMBERSHIPS	20,640	20,640	20,640
1,101	8,239	6,500	520533	RECRUITING EXPENSES	2,500	2,500	2,500

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
6,766	9,903	21,700	520557	INTERGOVERNMENTAL SERVICE	5,400	5,400	5,400
28,112	27,215	17,500	520560	SENIOR CENTER	17,500	17,500	17,500
8,549	9,500	9,215	520578	INSURANCE & BONDS	9,215	9,215	9,215
10,940	11,556	24,210	521003	TRAINING/CONFERENCES	24,310	24,310	24,310
139	103	0	521006	TRAVEL	0	0	0
2,885	0	0	521112	CONTRACTUAL EMPLOYEE COST	0	0	0
41,406	51,629	67,000	521113	ATTORNEY SERVICES	65,000	65,000	65,000
4,044	9,541	21,500	521150	PROFESSIONAL SERVICES	17,300	17,300	17,300
17,863	3,978	0	521162	CONSULTANTS	0	0	0
6,352	5,746	6,500	521165	CONTRACTS FOR SERVICES	6,500	6,500	6,500
173	0	0	521168	MISC MEDICAL SERVICES	0	0	0
15,930	24,500	29,000	521171	FINANCIAL SERVICES-AUDITING	39,000	39,000	39,000
14,981	18,366	18,000	521172	BANK SERVICE FEES	18,000	18,000	18,000
15,072	14,345	26,350	522003	EQUIPMENT MAINT & OPER SUPP	21,900	21,900	21,900
0	0	0	522006	EQUIPMENT/VEHICLE RENTAL	0	0	0
3,859	3,891	4,056	522021	EQUIPMENT FUND CHARGES	5,016	5,016	5,016
69,617	72,266	82,425	522022	INFORMATION SYSTEMS FUND C	82,371	82,371	82,371
210	0	1,000	522303	CUSTODIAL	2,000	2,000	2,000
980	40	980	522306	RENTS & LEASES	1,090	1,090	1,090
21,860	21,860	21,860	522309	BUILDING/FACILITY RENTAL	21,860	21,860	21,860
3,431	3,424	6,200	522312	FACILITY MAINTENANCE SUPPLI	5,600	5,600	5,600
73,849	73,867	99,900	522315	FACILITY MNT/REPAIRS	94,400	94,400	94,400
520,227	541,943	665,091		TOTAL MATERIALS & SERVICE	629,147	629,147	629,147
				CAPITAL OUTLAY			
34,458	0	0	550051	OFFICE EQUIPMENT & FURNITUR	0	0	0
0	0	0	550187	PROPERTY ACQUISITION	0	0	0
34,458	0	0		TOTAL CAPITAL OUTLAY	0	0	0
1,659,035	1,717,919	1,930,471		TOTAL ADMIN SERVICE EXPEN	1,996,856	1,996,856	2,008,943

MUNICIPAL COURT

CITY COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

MISSION STATEMENT

To provide an efficient process to adjudicate minor traffic crimes and code violations.

COURT OPERATIONS OVERVIEW

Municipal Court began operating in November 2004. The Court processes minor traffic offenses and violations of the City Code. In FY 2008-09, the Court and the Police Department implanted parking citation software.

COURT GOALS

- Process minor traffic offenses and City code violations through a local court.
- To enhance fine revenue received by the City.
- Establish cost-effective court operations.

PERFORMANCE MEASUREMENTS

Court operations and procedures have been implemented and revised as the City gains experience with operating the Court.

PERSONNEL REQUIREMENTS

	2008-09 <u>Appropriated</u>	2008-09 <u>Filled</u>	2009-10 <u>Proposed</u>
Court Coordinator	1.00	1.00	1.00
Office Assistant I (Part-time)	0.55	0.55	0.55
TOTAL	1.55	1.55	1.55

FY 09-10 Revenues							
GENERAL FUND - Municipal Court							
Fund & Dept: 100-12-20							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FINES			
16,779	20,787	10,607	460115	PARKING FINES	11,031	11,031	11,031
173,409	249,528	199,040	460120	TRAFFIC FINES	166,472	166,472	166,472
4,475	4,213	6,000	460125	ORDINANCE FINES	3,000	3,000	3,000
2,322	1,995	1,500	460130	MARIJUANA FINES/FEES	1,500	1,500	1,500
7,366	4,020	3,600	460135	MINOR IN POSSESSION FINES/FEES	3,600	3,600	3,600
204,351	280,543	220,747		TOTAL FINES	185,603	185,603	185,603
				MISCELLANEOUS			
0	3,132	0	472005	MISCELLANEOUS	0	0	0
0	3,132	0		TOTAL MISCELLANEOUS	0	0	0
				TRANSFERS & REIMBURSEMENTS			
11,142	11,142	13,500	480006	MUNICIPAL JUDGE REIMBURSEMENT	12,195	12,195	12,195
11,142	11,142	13,500		TOTAL TRANSFERS & REIMBRSMNTS	12,195	12,195	12,195
215,493	294,816	234,247		TOTAL RESOURCES	197,798	197,798	197,798

FY 09-10 Expenditures							
Municipal Court							
Fund & Dept & Division: 100-12-20							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
49,213	50,107	52,318	511005	REGULAR EMPLOYEE WAGES	53,365	53,365	53,365
35,149	34,832	42,930	511010	PART-TIME EMPLOYEE WAGES	42,815	42,815	42,815
1,068	0	0	511015	OVERTIME	0	0	0
2,083	0	0	511021	UNEMPLOYMENT COMPENSATI	0	0	0
7,763	9,118	10,359	512005	HEALTH/DENTAL BENEFITS	12,087	12,087	12,087
421	498	513	512008	HEALTH REIMB ARRANGE	524	524	524
9,161	9,959	9,702	512010	RETIREMENT	10,105	10,105	10,105
6,443	6,417	7,286	512015	FICA	7,358	7,358	7,358
378	203	166	512020	WORKER'S COMP	168	168	168
364	400	429	512025	OTHER BENEFITS	433	433	433
553	558	676	512030	OTHER PAYROLL TAXES	691	691	691
112,597	112,091	124,379		TOTAL PERSONAL SERVICES	127,546	127,546	127,546
MATERIALS & SERVICES							
515	119	1,000	520110	OPERATING SUPPLIES	1,000	1,000	1,000
1,774	15	200	520120	ORGANIZ BUSINESS EXP	200	200	200
2,685	5,370	4,900	520200	COMPUTER SOFTWARE LICENSI	4,900	4,900	4,900
412	0	200	520220	SMALL EQUIPMENT	200	200	200
595	107	200	520503	PRINTING	400	400	400
882	976	1,150	520506	POSTAGE	1,150	1,150	1,150
75	239	250	520509	TELEPHONE	250	250	250
0	0	100	520521	PUBLIC INFORMATION	100	100	100
0	130	1,000	520524	PUBLICATIONS	500	500	500
220	50	150	520530	MEMBERSHIPS	185	185	185
12,449	10,183	13,000	520539	ASSESSMENT-COUNTY	8,000	8,000	8,000

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
6,081	5,106	6,600	520540	STATE COURT SECURITY ASSES	4,800	4,800	4,800
731	1,304	1,570	520557	INTERGOVERN SERVICES	800	800	800
62,236	47,825	65,000	520566	ASSESSMENT- STATE	32,135	32,135	32,135
300	385	373	520578	INSURANCE & BONDS	373	373	373
462	762	2,600	521003	TRAINING/CONFERENCES	2,600	2,600	2,600
7,640	1,919	4,300	521150	PROFESSIONAL SERVICES	3,900	3,900	3,900
	0		521172	BANKING SERVICES	1,500	1,500	1,500
5,071	5,071	6,476	522022	INFORM SYSTEMS FUND	6,476	6,476	6,476
768	784	784	522309	BUILDING/FACILITY RENTAL	784	784	784
102,896	80,345	109,853		TOTAL MATERIALS & SERVICE	70,253	70,253	70,253
215,493	192,436	234,232		TOTAL MUNICIPAL COURT EX	197,798	197,798	197,798

LIBRARY

COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

Staff select and acquire materials, catalog and process new and donated materials, check materials in and out, register borrowers, assist patrons with library resources and reference questions, provide equipment and computer instruction and assistance including Online Catalog and the Internet, request and process holds and interlibrary loans, and maintain the collection through shelving, weeding, and mending. Programming and promotion services include presenting preschool story time, summer reading, young adult, and adult programs, Latino outreach, school and group tours, and displays. Staff also provides support for the Library Commission, Friends of the Library, Library Foundation, and Arts Commission.

The City is a member of the Washington County Cooperative Library Services (WCCLS). Through this network, Washington County residents receive free access to all public libraries in the county. Member libraries receive funding based on an adopted reimbursement formula. Other services received from this membership include the county-wide automation project (WCCLS catalog), a daily courier service, back-up reference at Multnomah County Library, digital reference 24/7, downloadable audio books, a county Outreach service to homebound patrons and assisted living facilities, and a reciprocal borrowing agreement with Multnomah, Clackamas and Hood River Counties and Fort Vancouver Library System.

DEPARTMENT GOALS

- Implement new Volunteer Program under direction of Volunteer Coordinator
- Evaluate Public Desk management
- Assist Library Foundation with new campaign for furniture and artwork
- Plan and implement library centennial celebration

TRENDS AND SERVICE LEVELS

Changes in Service Levels

Two significant factors have impacted library service levels within the last year.

The first is the stability of both sources of library funding resulting in the restoration of staffing levels, Saturday hours and the materials budget. These changes have enabled staff to create and implement more programs and displays; to participate in more city and community events; and to successfully utilize and activate our beautiful library space.

- Hosted the first Homeschooling Resource Fair
- Celebrated the first Teen Read Week
- Began a Teen Book Group
- Began Early Childhood Discovery Times on Saturdays with Ready to Read Grant Funds
- Participated in the Fire Department's Public Safety Open House
- Participated in the Chamber of Commerce Business Forum

Since the start of the Fiscal Year, **137** library programs have been presented, attended by **4,486** persons. These include both our regular story times, Summer Reading, Cultural Series and special programs e.g. B.E.A.R. month, Oregon Reads, First Wednesday, and Hearing Voices.

The second factor is the state of the economy. Forest Grove, like libraries across the country, is experiencing a dramatic increase in usage. Many of the statistical categories that are tracked have seen significant increases including:

- new patron registration
- computer usage
- holds
- interlibrary loans
- circulation

In the first quarter of 2009, the library has seen a **10 percent** increase in circulation compared to the first quarter of 2008 and an **18 percent** increase in library visits over the same period.

If usage continues at the current level, it is expected that the library will circulate over **300,000** items for the first time in a fiscal year.

Gates Grant

The library was awarded another grant from the Bill and Melinda Gates Foundation. The Online Opportunity Hardware grant will allow the library to replace eight of the 15 computers from the original Gates' grants in 2001. The new computers will be ordered and installed over the next two years.

To be eligible, libraries had to meet two requirements:

Economic Need: Eligible public libraries serve communities where 10% of the total population or more than 3,000 people in each library service area live in poverty. **Hardware Need:** Eligible public libraries demonstrated that their computer and internet services are vulnerable to becoming obsolete.

STATE OF THE LIBRARY – MAY 2009

The statistics below are provided as a current snapshot of the Forest Grove City Library. When available, the appropriate Oregon Library Association (OLA) standard has been included. (The OLA standards can found at www.olaweb.org). These standards came about through a professional taskforce in 1988, as a local response to the creation of the national American Library Association standards for public libraries. They have undergone revision, most recently in 2004, and are intended to assist in “local needs assessment, planning, and evaluation.” The library’s service population is used as the measurement for the standard.

Statistic	Forest Grove Library	OLA Standard
Size of building:	24,700 square feet	21,393 square feet
Number of open hours:	51 hours per week/ 6 days a week	Adequate – 60 hours; Excellent – 75 hours
Number of items	103,413 total <ul style="list-style-type: none"> ▪ 86,551 books ▪ 5,595 periodicals ▪ 5,036 videos/DVDs ▪ 6,231 CDs/cassettes 	Adequate – 84,405; Excellent – 112,540
Number of staff:	16 total people; 11.8 Full Time Equivalents (FTEs) <ul style="list-style-type: none"> ▪ 4.55 FTEs for Reference Services ▪ 7 FTEs for Circulation and cataloging ▪ 3.8 FTEs hold Master of Library Science (MLS) ▪ .25 FTE Volunteer Coordinator 	Adequate – 14.07 FTEs Excellent – 19.69 FTEs Adequate – 4.52 FTEs w/MLS Excellent – 7.56 w/MLS
Number of public desks:	3 - circulation, reference, service	
Number of computers:	45 total: <ul style="list-style-type: none"> ▪ 15 public internet stations ▪ 6 public library catalogs ▪ 4 public word processors ▪ 6 staff stations at public desks ▪ 14 staff stations in offices and workrooms 	
Number of registered borrowers:	15,706 <ul style="list-style-type: none"> ▪ Service population - 28,664 ▪ Percentage of population served: 55% 	

PERFORMANCE MEASUREMENTS

	<u>FY 06-07</u>	<u>FY 07-08</u>
Open hours	2,667	2,558
Registered borrowers	14,615	14,019
Library visits	201,137	165,318
Items checked out	271,769	283,964
Reference questions	18,111	13,639
Internet sessions	24,897	19,365
Interlibrary loans	63,496	75,173
Hold requests	93,532	99,968
Cataloged items added	5,174	10,012
Children's programs attendance	3,449	3,687

PERSONNEL SERVICES

	<u>Appropriated FY 08-09</u>	<u>Filled FY 08-09</u>	<u>Proposed FY 09-10</u>
Library Director	1.0000	1.0000	1.0000
Ref. Services Supervisor	1.0000	1.0000	1.0000
Adult Services Librarian	1.8000	1.8000	1.8000
Library Service Supervisor	1.0000	1.0000	1.0000
Library Associate	2.0000	2.0000	2.0000
Library Assistant	4.0000	4.0000	4.0000
Youth Services Librarian	0.7500	0.7500	0.7500
Volunteer Coordinator	<u>0.2500</u>	<u>0.2500</u>	<u>0.2500</u>
TOTAL	11.8000	11.8000	11.8000

- Hold requests will be processed daily.
- The majority of new items will be cataloged within 30 days or less.
- Waiting time for reference assistance will be 5 minutes or less, and most questions will be answered in 24 hours or less.
- Waiting time for check out will be 2 minutes or less, and for computer assistance will be 5 minutes or less.
- Check in of items will be completed same day and items will be shelved within 24 hours or less.
- Preschool story time will be presented weekly during the school year, and a summer children's program will be offered with reading goals and performances.

FY 09-10 Revenues							
GENERAL FUND - Library							
Fund & Dept: 100-14							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
451,980	612,999	625,208	420035	W.C.C.L.S.	637,712	637,712	637,712
3,269	4,147	4,147	430601	PUBLIC LIBRARY SUPPORT GRANT	4,045	4,045	4,045
455,249	617,146	629,355		TOTAL INTERGVMNT REVENUE	641,757	641,757	641,757
				CHARGES FOR SERVICES			
			440019	LIBRARY COLLECTION FEES	1,000	1,000	1,000
4,328	4,046	5,000	440021	LIBRARY CHARGES	4,000	4,000	4,000
0	650	0	440023	PRINT FEES	0	0	0
1,843	0	1,250	440025	COPY SERVICE	0	0	0
1,004	614	1,150	440301	RENTAL INCOME	575	575	575
7,175	5,310	7,400		TOTAL CHARGES FOR SERVICES	5,575	5,575	5,575
				FINES			
			460500	LIBRARY LATE FINES	15,000	15,000	15,000
				TOTAL FINES	15,000	15,000	15,000
				MISCELLANEOUS REVENUE			
0	0	0	450057	OTHER	0	0	0
3,522	36	1,000	471020	LIBRARY DONATIONS	1,000	1,000	1,000
0	1,312	0	471022	RESTRICTED LIBRARY MEMORIALS	1,000	1,000	1,000
3,522	1,348	1,000		TOTAL MISCELLANEOUS REVENUE	2,000	2,000	2,000
				TRANSFERS & REIMBURSEMENTS			
0	0	0	480006	REIMBURSEMENTS	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBRSMNTS	0	0	0
465,946	623,804	637,755		TOTAL RESOURCES	664,332	664,332	664,332

FY 09-10 Expenditures							
Library							
Fund & Dept: 100-14							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
308,763	313,815	317,407	511005	REGULAR EMPLOYEE WAGES	323,747	323,747	323,747
164,326	172,524	218,134	511010	PART-TIME EMPLOYEE WAGES	234,419	234,419	234,419
49,228	54,509	61,822	512005	HEALTH/DENTAL BENEFITS	80,455	80,455	80,455
2,571	3,487	3,562	512008	HEALTH REIMB ARRANGE	3,696	3,696	3,696
60,262	61,514	59,169	512010	RETIREMENT	61,629	61,629	61,629
35,681	36,132	40,969	512015	FICA	42,700	42,700	42,700
1,033	1,063	936	512020	WORKER'S COMP	976	976	976
1,752	1,809	2,410	512025	OTHER BENEFITS	2,602	2,602	2,602
3,061	3,189	3,886	512030	OTHER PAYROLL TAXES	4,095	4,095	4,095
0	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
626,678	648,042	708,295		TOTAL PERSONAL SERVICES	754,319	754,319	754,319
MATERIALS & SERVICES							
5,537	6,019	5,000	520110	OPERATING SUPPLIES	4,000	4,000	4,000
30	117	100	520120	ORGANIZATION BUSINESS EXPENSE	0	0	0
44,041	67,913	95,000	520140	LIBRARY MATERIALS	79,850	79,850	79,850
19,102	3,960	1,369	520150	UTILITIES	1,355	1,355	1,355
0	0	0	520210	COMPUTER SUPPLIES	0	0	0
630	901	2,500	520220	SMALL EQUIPMENT	1,000	1,000	1,000
81	0	0	520503	PRINTING	0	0	0
1,308	1,295	1,400	520506	POSTAGE	1,000	1,000	1,000
2,536	2,633	2,732	520509	TELEPHONE	2,400	2,400	2,400
528	720	800	520521	PUBLIC INFORMATION	2,100	2,100	2,100
160	370	695	520530	MEMBERSHIPS	250	250	250
398	341	500	520536	CUSTOMER REFUNDS	300	300	300
6,055	2,456	4,000	520557	INTERGOVERNMENTAL SERVICES	2,570	2,570	2,570
7,899	8,690	8,429	520578	INSURANCE & BONDS	8,429	8,429	8,429
162	649	1,900	521003	TRAINING/CONFERENCES	0	0	0
153	0	1,100	521006	TRAVEL	0	0	0

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
4,089	0	0	521150	PROFESSIONAL SERVICES	0	0	0
8,155	8,211	9,070	521165	CONTRACTS FOR SERVICES	3,520	3,520	3,520
28	142	100	521168	MISC MEDICAL SERVICES	0	0	0
0	2,376	3,375	522003	EQUIPMENT MAINTENANCE	4,150	4,150	4,150
1,436	1,396	1,428	522021	EQUIPMENT FUND CHARGES	1,476	1,476	1,476
5,379	7,246	23,522	522022	INFORMATION SYSTEMS FUND	23,509	23,509	23,509
3,477	2,279	4,000	522312	FACILITY MAINTENANCE SUPPLIES	4,000	4,000	4,000
4,298	2,459	2,850	522315	FACILITY MNT/REPAIRS	4,000	4,000	4,000
115,482	120,172	169,870		TOTAL MATERIALS & SERVICES	143,909	143,909	143,909
				CAPITAL OUTLAY			
0	0	5,000	550051	OFFICE EQUIP & FURNITURE	0	0	0
0	0	5,000		TOTAL CAPITAL OUTLAY	0	0	0
742,159	768,214	883,165		TOTAL LIBRARY EXPENDITURES	898,228	898,228	898,228

AQUATIC CENTER

CITY COUNCIL GOALS FOR FISCAL YEAR 2009-10

- 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 Regional Affairs

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 whom 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 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.

TRENDS

Water space for a number of growing programs will be evaluated this year; Including Swim Club, Pacific University, Adult Fitness Swims and Exercise Classes. To meet new American Red Cross Instructor standards, all Water Safety Instructors will be re-certified during the year. Additionally, staff will train as required by new State Law governing Aquatic Center operations. Effort will be made to address some building repair issues. Reductions will be made to achieve budget goals by reducing services that total 729 staff hours; including reductions of public swims, fitness swims, and facility maintenance.

PERFORMANCE MEASUREMENTS

Swimming Instruction: A minimum of 420 classes will be offered throughout the fiscal year to meet attendance and revenue projections.

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

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

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

	<u>*FY 07-08</u>	<u>*FY 08-09</u>
Swimming Instruction	23,625	24,598
Recreational Swimming	28,387	35,426
Group Rentals	18,905	14,132

***Attendance Through February In Both Years. The Center was closed weekends through Dec. 15th 2007 during 07-08 FY.**

PERSONNEL REQUIREMENTS

	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
	<u>FY 08-09</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
Aquatic Supervisor	1.00	1.00	1.00
Director of Parks & Recreation	0.50	0.50	0.50
Office Assistant I	0.50	0.50	0.50
Aquatics Coordinator	0.50	0.50	0.50
Facility Maintenance Tech.	0.60	0.60	0.60
Aquatic Staff	6.76	6.76	6.80
TOTAL	9.86	9.86	9.90

				FY 09-10 Revenues			
				GENERAL FUND - Aquatics			
				Fund & Dept: 100-15			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
227,852	229,031	230,047	440004	SWIMMING POOL	242,341	242,341	242,341
13,561	10,172	12,000	440010	LOCKERS/VENDING MACHINES	12,000	12,000	12,000
241,413	239,203	242,047		TOTAL CHARGES FOR SERVICES	254,341	254,341	254,341
				MISCELLANEOUS REVENUE			
0	0	0	471021	DONATIONS	0	0	0
0	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
241,413	239,203	242,047		TOTAL RESOURCES	254,341	254,341	254,341

FY 09-10 Expenditures							
Aquatics Dept							
Fund & Dept: 100-15							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
118,977	124,965	128,025	511005	REGULAR EMPLOYEE WAGES	129,069	129,069	129,069
134,402	123,556	169,193	511010	PART-TIME EMPLOYEE WAGES	174,285	174,285	174,285
22,275	30,586	32,778	512005	HEALTH/DENTAL BENEFITS	36,945	36,945	36,945
1,507	2,007	1,455	512008	HEALTH REIMB ARRANGE	1,574	1,574	1,574
23,530	24,591	23,799	512010	RETIREMENT	24,497	24,497	24,497
19,250	18,380	22,020	512015	FICA	23,513	23,513	23,513
5,993	6,926	8,371	512020	WORKER'S COMP	8,683	8,683	8,683
745	766	1,475	512025	OTHER BENEFITS	1,473	1,473	1,473
1,641	1,626	2,179	512030	OTHER PAYROLL TAXES	2,354	2,354	2,354
328,320	333,404	389,295		TOTAL PERSONAL SERVICES	402,393	402,393	402,393
MATERIALS & SERVICES							
20,330	20,600	26,700	520110	OPERATING SUPPLIES	27,860	27,860	27,860
194	165	300	520120	ORGANIZATION BUSINESS EXPENSE	350	350	350
0	451	550	520130	PERSONNEL UNIFORMS & EQUIPMENT	300	300	300
125,698	93,857	104,026	520150	UTILITIES	103,030	103,030	103,030
4,236	4,322	8,200	520220	SMALL EQUIPMENT	5,850	5,850	5,850
805	637	2,600	520503	PRINTING	2,550	2,550	2,550
348	424	480	520506	POSTAGE	500	500	500
637	692	1,520	520509	TELEPHONE	620	620	620
1,352	1,427	2,400	520521	PUBLIC INFORMATION	1,750	1,750	1,750
0	225	0	520524	PUBLICATIONS	0	0	0
138	0	425	520530	MEMBERSHIPS	250	250	250
1,050	1,133	900	520557	INTERGOVERNMENTAL SERVICES	950	950	950
7,277	7,417	7,194	520578	INSURANCE & BONDS	7,194	7,194	7,194
843	1,038	1,700	521003	TRAINING/CONFERENCES	1,550	1,550	1,550
107	77	500	521150	PROFESSIONAL SERVICES	0	0	0
396	28	0	521168	MISC MEDICAL SERVICES	100	100	100
676	498	1,050	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,150	1,150	1,150

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
1,436	1,396	1,428	522021	EQUIPMENT FUND CHARGES	1,476	1,476	1,476
2,985	2,985	3,028	522022	INFORMATION SYSTEMS FUND	2,822	2,822	2,822
322	0	0	522303	CUSTODIAL	0	0	0
5,287	6,346	12,350	522312	FACILITY MAINTENANCE SUPPLIES	12,300	12,300	12,300
17,981	26,150	26,350	522315	FACILITY MNT/REPAIRS	25,450	25,450	25,450
192,096	169,867	201,702		TOTAL MATERIALS & SERVICES	196,052	196,052	196,052
520,416	503,271	590,997		TOTAL AQUATICS EXPENDITURES	598,445	598,445	598,445

PARKS & RECREATION

COUNCIL GOALS FOR FISCAL YEAR 2009-10

- 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 Regional Affairs

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 that 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 outside contractors and the Boys and Girls Club. 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.

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.

TRENDS

The Department will continue its effort to implement the Parks Master Plan. Development projects included in this year's budget include; completion of the B Street Trail, and finalizing Thatcher Park. The Department will work in cooperation with the Recreation Commission to rewrite the Park Ordinances, conduct a sustainability study, begin a service standards study, and complete planning of an off leash area. Operations will be significantly effected by the opening of Thatcher Park and the addition of over three miles of new trail development. Staff will provide assistance to the newly formed Community Garden Organization along with the multitude of other providers of recreational services.

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.
- 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 ROW's and substations during growing season.

	<u>2007</u>	<u>2008</u>
Park Reservations (# of reservations)	582	582
Sports League Games Participants	5,100	9,550

PERSONNEL REQUIREMENTS

	<u>Appropriated</u> <u>FY 08-09</u>	<u>Filled</u> <u>FY 08-09</u>	<u>Proposed</u> <u>FY 09-10</u>
Director Parks and Recreation	0.50	0.50	0.50
Crew Supervisor	1.00	1.00	1.00
Utility Worker II	2.00	2.00	2.00
Utility Worker I	1.00	1.00	1.00
Seasonal Temporary	1.00	1.00	1.00
Total	5.50	5.50	5.50

FY 09-10 Revenues							
GENERAL FUND - Parks & Recreation							
Fund & Dept: 100-16							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
7,896	14,253	16,736	440007	RECREATION USER FEES	17,201	17,201	17,201
77,780	77,408	77,780	440029	GENERAL FUND SPT SVC (522023)	79,714	79,714	79,714
	12		440301	RENTAL INCOME	575	575	575
85,676	91,673	94,516		TOTAL CHARGES FOR SERVICES	97,490	97,490	97,490
				MISCELLANEOUS REVENUE			
279	0	0	471020	DONATIONS	0	0	0
279	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				TRANSFERS & REIMBURSEMENTS			
	2,904	0	480006	REIMBURSEMENTS	0	0	0
16,375	0	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
16,375	2,904	0		TOTAL TRANSFERS & REIMBRSMNTS	0	0	0
102,330	94,577	94,516		TOTAL RESOURCES	97,490	97,490	97,490

FY 09-10 Expenditures							
Parks Dept							
Fund & Dept: 100-16							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
248,144	224,932	233,141	511005	REGULAR EMPLOYEE WAGES	239,336	239,336	239,336
396	9	0	511015	OVERTIME	0	0	0
0	0	48,363	511010	PART-TIME EMPLOYEE WAGES	43,944	43,944	43,944
1,757	4,714	0	511020	TEMP EMPLOYEE WAGES	0	0	0
48,812	48,079	56,789	512005	HEALTH/DENTAL BENEFITS	61,421	61,421	61,421
1,279	1,763	2,306	512008	HEALTH REIMB ARRANGE	2,367	2,367	2,367
45,928	43,967	43,575	512010	RETIREMENT	45,685	45,685	45,685
19,011	17,405	21,535	512015	FICA	22,083	22,083	22,083
5,468	7,495	8,907	512020	WORKER'S COMP	9,142	9,142	9,142
370	1,257	1,049	512025	OTHER BENEFITS	1,077	1,077	1,077
1,626	1,514	2,033	512030	OTHER PAYROLL TAXES	2,109	2,109	2,109
372,792	351,136	417,697		TOTAL PERSONAL SERVICES	427,164	427,164	427,164
MATERIALS & SERVICES							
242	31	2,450	520110	OPERATING SUPPLIES	2,100	2,100	2,100
0	28	100	520120	ORGANIZATION BUSINESS EXPENSE	100	100	100
1,657	1,653	2,300	520130	PERSONNEL UNIFORMS & EQUIPMENT	2,100	2,100	2,100
32,131	3,521	4,138	520150	UTILITIES	4,366	4,366	4,366
3,260	7,738	12,650	520220	SMALL EQUIPMENT	8,050	8,050	8,050
3	79	0	520503	PRINTING	0	0	0
57	63	112	520506	POSTAGE	150	150	150
2,121	2,234	2,735	520509	TELEPHONE	2,735	2,735	2,735
521	1,704	400	520521	PUBLIC INFORMATION	200	200	200
665	370	0	520524	PUBLICATIONS	0	0	0
240	245	1,245	520530	MEMBERSHIPS	1,270	1,270	1,270
668	1,096	390	520557	INTERGOVERNMENTAL SERVICES	450	450	450
2,376	2,402	2,330	520578	INSURANCE & BONDS	2,330	2,330	2,330
2,934	1,303	1,555	521003	TRAINING/CONFERENCES	1,855	1,855	1,855
29,578	8,723	17,150	521150	PROFESSIONAL SERVICES	14,700	14,700	14,700
371	262	0	521168	MISC MEDICAL SERVICES	0	0	0
1,959	1,200	2,900	522003	EQUIPMENT MAINT & OPER SUPPLIES	2,500	2,500	2,500
2,676	2,251	0	522012	FUEL/OIL	0	0	0

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
40,241	38,764	48,912	522021	EQUIPMENT FUND CHARGES	51,744	51,744	51,744
930	930	934	522022	INFORMATION SYSTEMS FUND	562	562	562
0	0	500	522306	RENTS & LEASES	500	500	500
11,975	0	0	522309	BUILDING/FACILITY RENTAL	0	0	0
13,238	16,309	15,600	522312	FACILITY MAINTENANCE SUPPLIES	20,100	20,100	20,100
1,083	2,829	5,900	522315	FACILITY MNT/REPAIRS	9,200	9,200	9,200
148,927	93,735	122,302		TOTAL MATERIALS & SERVICES	125,011	125,011	125,011
				CAPITAL OUTLAY			
0	0	8,800	550181	MAJOR TOOLS & WORK EQUIPMENT	0	0	0
0	0	8,800		TOTAL CAPITAL OUTLAY	0	0	0
521,719	444,871	548,799		TOTAL PARKS & REC EXPENDITURES	552,176	552,176	552,176

NON-DEPARTMENTAL

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.

The FY 2009-10 Budget will include the receipt and payments of the Metro Construction Excise Tax and the School District Construction Excise Tax in the Non-Departmental budget. They are accounted for in this section to avoid significant fluctuations in operating department budgets due to construction activity level.

FY 09-10 Revenues							
GENERAL FUND - NON-DEPARTMENTAL REVENUE							
Fund & Dept: 100-18							
2006-07	2007-08	2008-09	Account	Resource Allocation	2009-10	2009-10	2009-10
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				LOCAL TAXES			
3,756,770	3,968,123	4,126,348	411003	PROPERTY TAXES	4,277,016	4,277,016	4,277,016
930,958	984,883	1,408,346	411010	LOCAL OPTION LEVY	1,453,672	1,453,672	1,453,672
97,899	114,878	105,000	411150	PROPERTY TAX PRIOR YEARS	112,000	112,000	112,000
521,612	543,474	566,603	413001	FRANCHISE TAX	527,000	527,000	527,000
5,307,239	5,611,359	6,206,297		TOTAL LOCAL TAXES	6,369,688	6,369,688	6,369,688
				INTERGOVERNMENTAL REVENUE			
141,680	164,299	149,930	420020	STATE REVENUE SHARING	172,046	172,046	172,046
0	0	50,000	420055	METRO CONSTRUCTION EXCISE TAX	10,000	10,000	10,000
53,807	58,284	59,519	422045	TRANSIENT ROOM TAX	55,517	55,517	55,517
0	0	220,000	422055	SD15 CONSTRUCTION EXCISE TAX	60,000	60,000	60,000
195,487	222,583	479,449		TOTAL INTERGVMNT REVENUE	297,563	297,563	297,563
				MISCELLANEOUS REVENUE			
213,650	244,917	100,000	470105	INTEREST	80,000	80,000	80,000
213,650	244,917	100,000		TOTAL INTEREST	80,000	80,000	80,000
				TRANSFERS & REIMBURSEMENTS			
815,689	890,061	875,235	480050	IN-LIEU OF TRANSFER	883,017	883,017	883,017
63,564	0	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
879,253	890,061	875,235		TOTAL TRANSFERS	883,017	883,017	883,017
				FUND BALANCE AVAILABLE			
2,492,045	2,602,689	3,086,129	495005	FUND BAL AVAIL FOR APPROP.	3,497,850	3,497,850	3,497,850
2,492,045	2,602,689	3,086,129		TOTAL FUND BALANCE	3,497,850	3,497,850	3,497,850
9,087,674	9,571,609	10,747,110		TOTAL RESOURCES	11,128,118	11,128,118	11,128,118

FY 09-10 Expenditures							
Non-Departmental							
Fund & Dept:100-18							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
0	6,145	0	511021	UNEMPLOYMENT COMPENSATION	0	0	0
0	6,145	0		TOTAL PERSONAL SERVICES	0	0	0
MATERIALS AND SERVICES							
		50,000	520547	METRO CONSTRUCTION EXCISE TAX	10,000	10,000	10,000
0	0	217,800	520549	SD15 CONSTRUCT EXCISE TAX PYMT	60,000	60,000	60,000
0	0	267,800		TOTAL MATERIALS AND SERVICES	70,000	70,000	70,000
CONTINGENCY							
0	0	800,000	580206	CONTINGENCY	1,447,436	1,447,436	1,447,436
0	0	800,000		TOTAL CONTINGENCY	1,447,436	1,447,436	1,447,436
TRANSFERS							
0	0	20,000	570124	TRANSFER TO BUILDING FUND	0	0	0
28,500	41,380	40,000	570127	TRANSFER TO OTHER FUNDS	1,921	1,921	1,921
28,500	41,380	60,000		TOTAL TRANSFERS	1,921	1,921	1,921
UNAPPROPRIATED ENDING FUND BAL							
0	0	2,288,703	590304	UNAPPROPRIATED ENDING FUND BAL	2,020,383	2,020,383	2,021,982
0	0	2,288,703		TOT UNAPPROPRIATE END FD BAL	2,020,383	2,020,383	2,021,982
28,500	47,525	3,416,503		TOTAL NON-DEPARTMENTAL EXPEND.	3,539,740	3,539,740	3,541,339

POLICE

COUNCIL GOALS FOR FISCAL YEAR 2009-10

- Promote Safe, Livable, and Sustainable Neighborhoods and 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 Regional Affairs

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.

VISION STATEMENT

- To be the best law enforcement agency in Washington County in terms of professional reputation.
 - Professional representation on regional investigative teams
 - Professional working relationships with other law enforcement agencies
 - Positive working relationships with our stakeholders
- To be a career destination for law enforcement professionals – sworn and civilian.
 - Be a learning organization promoting professional development
 - Targeting recruitments consistent with department mission and values
- To be an allied partner agency with regional stakeholders – promoting the interests of Forest Grove in furtherance of city goals.
 - Policy development and review in concert with city goals
 - Coordinated training with other law enforcement agencies
- For Forest Grove Police Department employees to be proud of their affiliation with the department, city, and community.
 - Promoting esprit de corps through employee involvement
 - Maintaining accountability and responsibility
 - Rewarding behavior consistent with departmental mission and goals

- To be fully capable of meeting all reasonable investigative, crime prevention, patrol, and traffic needs of the citizenry as growth impacts the community.
 - Forecasted budgeting reflecting the needs of the community
 - Stewardship and accountability of all entrusted public funds

DEPARTMENT GOALS

- Promote improved relationships with all segments of our community through outreach and demonstrated responsiveness
- Improve professionalism and technical competence of staff through continual assessment of departmental training needs and latest criminal trends
- Establish professional reputation among citizenry and other criminal justice organizations and community stakeholders
- Promote the economic prosperity of Forest Grove through consistent and effective law enforcement services and residential and business crime prevention services

DEPARTMENT CORE VALUES

Integrity
Professionalism
Service
Honesty
Commitment

DEPARTMENT OVERVIEW

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

The operations division is the largest component of the department; including all patrol staff and the community service officers. The patrol division 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. The community service officers coordinate the Neighborhood Watch program, abandoned vehicle program, graffiti tracking, and many other community outreach events. Some personnel from the operations division are members of countywide teams, including the Multi-Agency Traffic Team (MATT) and Crash Analysis Reconstruction Team (CART)

The administrative division is comprised of the investigations staff, support unit supervisor, records staff, and evidence staff. The administrative division is responsible for the investigation of complex criminal investigations, maintenance of all evidence/property, processing of records, training, accreditation, and management of all department grants. Detectives are assigned to the countywide Major Crimes Team (MCT), Tactical Negotiations Team (TNT), Multi-Disciplinary Team (Child Abuse), Elder Abuse, and Planning Authority for Police Officer Deadly Force Encounters. Throughout the year, department personnel participate in specialized and on-going training to maintain proficiency in core competencies and certification. Regular training includes firearms, use of force, defensive tactics, confrontational simulation, first aid/CPR, bloodborne pathogens, emergency vehicle operations, and hazardous materials.

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

During 2008, the Forest Grove Police Department successfully passed the Oregon Accreditation Alliance (OAA) Re-Accreditation process. The department is scheduled to receive a formal award in April 2009. Department accreditation helped facilitate the department's policy incorporation, review, and implementation process, reducing some department liability and promoting best practices with other law enforcement agencies throughout the state. The department is currently reviewing the Lexipol policy management system, which will enhance the department's ability to incorporate, review, and implement new policies.

During the year, the department also facilitated the passage and implementation of a Graffiti Ordinance and Public Drinking Ordinance in response to public livability concerns. The department also facilitated the passage of the countywide Police Officer Use of Deadly Force Agreement in response to Senate Bill 111. Personnel from the department also participated in a regional school threat assessment team development workgroup through the educational service district.

Continuing programs included the Reducing Youth Access to Alcohol Program. The department participated in directed enforcement activities as well as panel interviews for the community. In August, the department hosted its first annual National Night Out, in

concert with similar events held throughout the country. Significant headway was achieved with an initiative for an on-line reporting system for citizen's who chose this option for minor, no-suspect crimes, or informational reports.

During 2008, the department realized full staffing levels for the first time in several years. Additionally, the department sought and received approval to collaborate with the Transit Police Division to place a department member on the regional transit police team in 2009. An analysis of the effective use of department personnel was initiated and resulted in the reallocation of patrol and support services resources to more closely meet the needs of the community.

TRENDS

The City of Forest Grove will continue to experience the types of patterns of criminal activity found throughout the Portland metropolitan area. The causation for this type of criminal activity is complex, but can be related to the accessibility of Forest Grove through the metropolitan area's transportation infrastructure, but also the transjurisdictional nature of some criminal offenses. The explosion of cyber-related criminal activity will require more investigative and coordinating resources of both patrol and investigations personnel.

Maintenance of quality of life issues and ordinances will require increased collaboration with other governmental agencies and non-governmental organizations. Appropriate responses to gang-related issues will require increased collaboration with the Forest Grove School District and the presence of police personnel in pro-active gang-prevention programs.

The last three years have shown a decrease in motor vehicle crashes within the City of Forest Grove, which is consistent with a reduction in the issuance of traffic citations. The department will continue a multi-pronged approach to compliance with traffic statutes, including enforcement and education efforts as well as engineering solutions where appropriate.

Regional and state economic impacts have the potential to affect local law enforcement services. While grant opportunities may be available in the upcoming fiscal year, any additions of personnel require additional equipment, hiring, and training expenditures. Economic downturns have also historically resulted in a marked increase in both property crimes, person crimes, and crimes associated with substance abuse. Forecasted budgetary cuts at the Department of Public Safety Standards and Training (DPSST), will likely affect the availability of the academy for initial and advanced training, which will negatively impact the department. Additionally, budget cuts to other government agencies providing social services may increase the frequency of law enforcement involvement in crisis situations.

PERFORMANCE MEASUREMENTS			
	2006	2007	2008
Reports	3,130	3,193	2,982
Criminal Citations/Arrests	1,381	1,312	1,432
Traffic Citations	3,619	2,580	1,537
Traffic Written Warnings	2,495	2,086	879
Motor Vehicle Crash Reports (Total)	155	135	127
Reportable Non-Fatal Crashes	86	77	72
Fatal Crashes	1	0	1
Hit & Run (Property)	64	54	49
Hit & Run (Injury)	4	4	5
Parking Citations	2,258	1,536	936
DUII Arrests	112	92	86
Officers Assaulted	1	1	1

PERSONNEL REQUIREMENTS			
	<u>FY 08-09 Appropriated</u>	<u>FY 08-09 Filled</u>	<u>FY 09-10 Proposed</u>
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00
School Resource Officer	0.00	0.00	0.00
Transit Police Officer	N/A	N/A	1.00
Police Officer	21.00	21.00	20.00
Police Evidence Technician	0.00	1.00	1.00
Police Records Specialist	3.00	2.00	2.00
Community Service Officer (2 part-time)	1.00	1.00	1.00
Support Unit Supervisor	1.00	1.00	1.00
TOTAL	34.00	34.00	34.00

				FY 09-10 Revenues			
				GENERAL FUND - Police			
				Fund & Dept: 100-21			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
209,544	220,030	237,135	420005	ALCOHOLIC BEVERAGES	273,671	273,671	273,671
209,544	220,030	237,135		TOTAL INTERGVMNT REVENUE	273,671	273,671	273,671
				GRANTS			
297	0	1,250	430320	BULLETPROOF VEST GRANT	0	0	0
2,134	2,977	0	430335	DEC/DUII POLICE GRANT	0	0	0
0	0	15,000	430587	GRANT MATCH - OTHER AGENCIES	0	0	0
2,431	2,977	16,250		TOTAL GRANTS	0	0	0
				CHARGES FOR SERVICES			
3,685	2,422	2,500	440025	COPY SERVICE	1,975	1,975	1,975
3,685	2,422	2,500		TOTAL CHARGES FOR SERVICES	1,975	1,975	1,975
				LICENSES, PERMITS, FEES			
1,659	2,839	1,700	450050	LIQUOR LICENSES	1,700	1,700	1,700
26,990	21,909	24,885	450225	IMPOUND FEES	11,330	11,330	11,330
534	258	4,200	450057	OTHER	4,400	4,400	4,400
94,384	0	0	450200	C.I.P. FEES	0	0	0
123,567	25,006	30,785		TOTAL LICENSES, PERMITS, FEES	17,430	17,430	17,430
				FINES		0	
57,920	46,496	51,000	460105	STATE COURT FINES	38,352	38,352	38,352
16,779	0	10,607	460115	PARKING FINES	0	0	0
130,316	0	70,320	460120	TRAFFIC FINES	0	0	0
205,015	46,496	131,927		TOTAL FINES	38,352	38,352	38,352
				MISCELLANEOUS			
0	1,248	0	472005	MISCELLANEOUS	1,000	1,000	1,000
0	1,248	0		TOTAL MISCELLANEOUS	1,000	1,000	1,000
				TRANSFERS & REIMBURSEMENTS			
12,174	13,707	32,677	480006	REIMBURSEMENTS	0	0	0
			480007	TRIMET OFFICER REIMBURSEMENT	103,000	103,000	103,000
50,020	51,585	54,164	480010	SRO REIMBURSEMENT	51,041	51,041	51,041
6,862	0	0	480011	SCHOOL DISTRICT OVERTIME	0	0	0
69,056	65,292	86,841		TOTAL TRANSFERS & REIMBRSMNTS	154,041	154,041	154,041
613,298	363,471	505,438		TOTAL RESOURCES	486,469	486,469	486,469

FY 09-10 Expenditures							
Police Dept							
Fund & Dept: 100-21							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
1,915,190	1,906,347	2,139,307	511005	REGULAR EMPLOYEE WAGES	2,230,252	2,230,252	2,230,252
30,179	38,640	32,627	511010	PART-TIME EMPLOYEE WAGES	37,793	37,793	37,793
140,738	178,668	167,048	511015	OVERTIME	152,048	152,048	152,048
	1,096		511020	TEMPORARY EMPLOYEE WAGES		0	0
4,774	3,704	0	511021	UNEMPLOYMENT COMPENSATION	0	0	0
299,041	323,020	391,469	512005	HEALTH/DENTAL BENEFITS	401,074	401,074	401,074
33,257	29,671	19,563	512008	HEALTH REIMB ARRANGE	20,645	20,645	20,645
352,290	341,725	356,662	512010	RETIREMENT	395,613	395,613	395,613
156,807	159,562	177,785	512015	FICA	185,137	185,137	185,137
60,910	82,581	83,259	512020	WORKER'S COMP	86,886	86,886	86,886
11,020	10,755	11,718	512025	OTHER BENEFITS	11,790	11,790	11,790
13,503	13,970	16,404	512030	OTHER PAYROLL TAXES	17,282	17,282	17,282
3,017,710	3,089,739	3,395,841		TOTAL PERSONAL SERVICES	3,538,520	3,538,520	3,538,520
MATERIALS & SERVICES							
18,039	15,677	18,750	520110	OPERATING SUPPLIES	20,007	20,007	20,007
2,668	2,621	3,500	520120	ORGANIZATION BUSINESS EXPENSE	1,005	1,005	1,005
14,866	13,174	8,680	520130	PERSONNEL UNIFORMS & EQUIPMENT	26,300	26,300	26,300
16,727	2,165	2,224	520150	UTILITIES	2,335	2,335	2,335
11,469	4,943	4,626	520220	SMALL EQUIPMENT	2,500	2,500	2,500
1,509	1,264	2,000	520270	MISCELLANEOUS	500	500	500
4,561	2,517	4,250	520503	PRINTING	4,293	4,293	4,293
2,568	3,277	2,100	520506	POSTAGE	2,121	2,121	2,121
17,624	16,024	18,010	520509	TELEPHONE	12,040	12,040	12,040
750	1,550	2,350	520512	ACCREDITATION	0	0	0
142	200	500	520518	VOLUNTEER REIM EXPENSE	0	0	0
1,061	415	1,200	520521	PUBLIC INFORMATION	909	909	909
175	1,190	1,800	520524	PUBLICATIONS	1,558	1,558	1,558
1,521	1,066	1,530	520530	MEMBERSHIPS	1,423	1,423	2,737
134,010	138,833	148,143	520557	INTERGOVERNMENTAL SERVICES	154,632	154,632	154,632
33,307	33,451	32,447	520578	INSURANCE & BONDS	32,447	32,447	32,447
15,771	14,652	15,470	521003	TRAINING/CONFERENCES	15,520	15,520	15,520

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
6,291	5,207	3,875	521150	PROFESSIONAL SERVICES	5,536	5,536	5,536
1,305	1,562	1,700	521168	MISC MEDICAL SERVICES	3,717	3,717	3,717
11,432	8,782	8,195	522003	EQUIP MAINT & OPER SUPPLIES	6,354	6,354	6,354
195	297	750	522009	VEHICLE MAINT & OPER. SUPPLIES	1,008	1,008	1,008
0	0	500	522010	VEHICLE MAINT EXTERNAL	505	505	505
166,954	117,013	126,096	522021	EQUIPMENT FUND CHARGES	128,482	128,482	128,482
27,631	24,317	25,558	522022	INFORMATION SYSTEMS FUND	24,255	24,255	24,255
5,185	4,781	6,000	522306	RENTS & LEASES	6,060	6,060	6,060
2,433	1,858	2,350	522312	FACILITY MAINTEN SUPPLIES	1,111	1,111	1,111
5,027	4,566	8,900	522315	FACILITY MNT/REPAIRS	3,520	3,520	3,520
503,221	421,403	451,505		TOTAL MATERIALS & SERVICES	458,138	458,138	459,452
				CAPITAL OUTLAY			
17,553	0	0	550166	BUILDING IMPROVEMENTS	0	0	0
8,458	0	0	550181	MAJOR TOOLS & WORK EQUIP	10,800	10,800	10,800
0	33,087	0	550186	FORFEITURE PROCEED PURCHASES	0	0	0
26,010	33,087	0		TOTAL CAPITAL OUTLAY	10,800	10,800	10,800
3,546,941	3,544,229	3,847,346		TOTAL POLICE EXPENDITURES	4,007,458	4,007,458	4,008,772

FIRE

COUNCIL GOALS FOR FISCAL YEAR 2009-2010

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

MISSION STATEMENT

To provide the finest protection of life and property from fire, natural, and manmade emergencies in a professional and courteous manner while reducing these threats through public education

DEPARTMENT OVERVIEW

The Fire Department will continue to strive to maintain a minimum career staffing of 4 personnel per shift to meet the increasing demands for service, to answer concurrent calls, and to provide for firefighter safety. The department continues to improve the service through creative management, increased training, and finding alternative funding sources such as grants. In fiscal year 2009-10, the department plans to replace a staff vehicle, currently used by our volunteer chiefs, as per the apparatus replacement schedule.

DEPARTMENT GOALS

- Begin development of a community risk assessment and emergency response deployment standard through the Commission on Fire Service Accreditation International.
- Work with the city and district on strategic planning as part of the accreditation process.
- Re-design the City emergency operations plan to meet federal and state National Incident Management System (NIMS) standards.
- Continue our high school cadet program in cooperation with the Forest Grove High School.
- Enhance and improve our community risk reduction program through programs such as fire prevention classes, community CPR training and child safety seat inspections.
- Work with neighboring departments to enhance fire 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.

TRENDS

The Fire Department faces increasing complexity of emergency responses, and on a more frequent basis. Training requirements and standards are increasing for both career and volunteer firefighters. Also, the City continues to face ever more challenging revenue forecasts. These trends place pressure on the Fire Department to offer the same level of service year after year. In FY 2009-10, staff are aggressively pursuing grants to purchase necessary equipment and to ease the financial challenges. The department and the Rural Fire District continue to work in partnership in strategically planning for the future.

PERFORMANCE MEASUREMENTS

- As part of the strategic planning process, the department will develop a more accurate response-time measurement program.
- The department will update the emergency operations plan for the City.
- The department will evaluate the community risk reduction program to increase effective programs and program delivery.
- The department will complete an analysis of its building inspection and fire prevention program.
- The department will begin a 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.

PERSONNEL REQUIREMENTS			
	<u>FY 08-09 Appropriated</u>	<u>FY 08-09 Filled</u>	<u>FY 09-10 Proposed</u>
Fire Chief	1.00	1.00	1.00
Fire Division Chief	1.75	2.00	2.00
Fire Captain		3.00	3.00
Lieutenant	3.00	3.00	3.00
Firefighter	12.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00
Fire Inspector	1.00	1.00	1.00
Part-time Fire Inspector	0.38	0.38	0.38
TOTAL	20.13	20.38	20.38

FY 09-10 Revenues							
GENERAL FUND - Fire Department							
Fund & Dept: 100-22							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
39,074	34,627	35,675	420015	CIGARETTE	33,185	33,185	33,185
392,331	335,084	414,147	420050	RURAL FIRE DISTRICT	416,492	416,492	416,492
431,405	369,710	449,822		TOTAL INTERGVMNT REVENUE	449,677	449,677	449,677
				GRANTS			
0	127,499	0	430214	HOMELAND SECURITY GRANT	0	0	0
0	8,010	0	430587	GRANT MATCH - OTHER AGENCIES	0	0	
0	135,509	0		TOTAL GRANTS	0	0	0
				CHARGES FOR SERVICES			
0	64	0	440025	COPY SERVICE	52	52	52
0	64	0		TOTAL CHARGES FOR SERVICES	52	52	52
				LICENSES, PERMITS, FEES			
84,000	0	0	450200	C.I.P. FEES	0	0	0
84,000	0	0		TOTAL LICENSES, PERMITS, FEES	0	0	0
				TRANSFERS & REIMBURSEMENTS			
14,444	257	4,650	480015	FIRE DEPT REIMBURSEMENT	150	150	150
	2,671		460017	FIRE DEPT INSPECTION REIMB	4,500	4,500	4,500
14,444	2,927	4,650		TOTAL TRANSFERS & REIMBRSMNT:	4,650	4,650	4,650
529,849	508,210	454,472		TOTAL RESOURCES	454,379	454,379	454,379

				FY 09-10 Expenditures			
				Fire Dept			
				Fund & Dept: 100-22			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONAL SERVICES			
1,205,168	1,197,412	1,303,713	511005	REGULAR EMPLOYEE WAGES	1,362,116	1,362,116	1,362,116
0	0	15,600	511010	PART TIME	16,671	16,671	16,671
78,306	80,213	80,076	511015	OVERTIME	73,083	73,083	73,083
			511019	VOLUNTEER STIPEND	56,000	56,000	56,000
0	13,118	0	511020	TEMP	20,000	20,000	20,000
180,893	193,480	224,396	512005	HEALTH/DENTAL BENEFITS	278,135	278,135	278,135
10,940	11,277	12,594	512008	HEALTH REIMB ARRANGE	12,724	12,724	12,724
210,550	209,931	240,484	512010	RETIREMENT	248,538	248,538	248,538
95,946	96,662	107,053	512015	FICA	116,882	116,882	116,882
31,968	34,384	35,089	512020	WORKER'S COMP	37,970	37,970	37,970
8,384	6,731	6,947	512025	OTHER BENEFITS	7,430	7,430	7,430
8,302	8,483	9,926	512030	OTHER PAYROLL TAXES	10,980	10,980	10,980
0	2,646	1,326	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
1,830,456	1,854,336	2,037,204		TOTAL PERSONAL SERVICES	2,240,530	2,240,530	2,240,530
				MATERIALS & SERVICES			
11,220	10,995	13,350	520110	OPERATING SUPPLIES	15,000	15,000	15,000
3,794	3,027	5,300	520120	ORGANIZATION BUSINESS EXPE	4,300	4,300	4,300
8,727	8,133	14,000	520130	PERSONNEL UNIFORMS & EQUIP	14,000	14,000	14,000
26,990	19,533	25,591	520150	UTILITIES	22,587	22,587	22,587
2,699	3,306	6,000	520220	SMALL EQUIPMENT	8,000	8,000	8,000
60,151	29,669	80,500	520230	TOOLS - 50/50	33,400	33,400	33,400
2,101	0	4,000	520300	EMERGENCY OPERATIONS CENT	3,000	3,000	3,000
426	735	700	520503	PRINTING	700	700	700
898	692	900	520506	POSTAGE	900	900	900
4,951	5,094	4,392	520509	TELEPHONE	4,000	4,000	4,000
54,553	50,633	60,000	520518	VOLUNTEER REIMBURSABLE EX	0	0	0
1,496	1,074	1,600	520521	PUBLIC INFORMATION	1,600	1,600	1,600
1,305	948	1,464	520524	PUBLICATIONS	1,464	1,464	1,464
744	944	994	520530	MEMBERSHIPS	1,000	1,000	1,000
118,738	122,614	104,400	520557	INTERGOVERNMENTAL SERVICE	107,519	107,519	107,519
28,863	31,859	30,903	520578	INSURANCE & BONDS	30,903	30,903	30,903

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
13,846	16,689	25,600	521003	TRAINING/CONFERENCES	25,600	25,600	25,600
7,845	6,696	20,040	521150	PROFESSIONAL SERVICES	44,040	44,040	44,040
0	0	15,000	521165	CONTRACTS FOR SERVICES	10,000	10,000	10,000
382	1,689	0	521168	MISC MEDICAL SERVICES	500	500	500
4,209	6,723	5,000	522003	EQUIPMENT MAINT & OPER SUPP	5,000	5,000	5,000
37,235	44,503	52,000	522009	VEHICLE MAINT & OPER. SUPPLI	50,000	50,000	50,000
17,236	22,214	30,000	522012	EQUIP/VEHICLE FUEL/OIL	30,000	30,000	30,000
84,000	0	0	522018	FIRE EQUIPMENT REPL FUND	0	0	0
17,255	14,370	14,626	522022	INFORMATION SYSTEMS FUND	13,873	13,873	13,873
785	775	1,000	522303	CUSTODIAL	1,000	1,000	1,000
48	0	0	522306	RENTS & LEASES	0	0	0
2,414	2,882	3,500	522312	FACILITY MAINTENANCE SUPPL	3,500	3,500	3,500
5,939	8,019	10,000	522315	FACILITY MNT/REPAIRS	10,000	10,000	10,000
518,850	413,814	530,860		TOTAL MATERIALS & SERVICE	441,886	441,886	441,886
				CAPITAL OUTLAY			
0	135,510	0	550185	HOMELAND SECURITY	0	0	0
0	135,510	0		TOTAL CAPITAL OUTLAY	0	0	0
		0					
2,349,306	2,403,660	2,568,064		TOTAL FIRE SERVICE EXPENDI	2,682,416	2,682,416	2,682,416

COMMUNITY DEVELOPMENT

COUNCIL GOALS FOR FISCAL YEAR 2009-10

- 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 Regional Affairs

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. These responsibilities and tasks have been effectively carried out by the devotion and effort of the employees within the Department. While the budget includes funds for professional services, it is the conscientious efforts of the six staff members of the Department that are the most important resources in achieving the following responsibilities through effective customer service.

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

Building Permits Fund: Where a development is allowed by the City's land use requirements, the Building Division reviews proposed construction plans for a project to assure consistency with State building, plumbing and mechanical code requirements. The Building Division also reviews the installation of manufactured homes 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, building and certain Municipal code provisions.

DEPARTMENT GOALS

Planning:

- Continue with Periodic Review process (integrate Open Space District, Commercial Corridor plan and other concepts into the process).
- When possible, pursue annexation of unincorporated areas surrounded by incorporated lands (i.e. island annexations).
- Continue to participate in Metro related activities including but not necessarily limited to MPAC and MTAC and the Making the Greatest Place efforts that include updating the RTP, reserves program (the region at the edge), urban growth report and potential UGB expansions, local and regional growth management commitments and investing in our communities (the region in our centers).
- Develop and adopt necessary ordinance amendments to respond to policy direction, improve the implementation of the Development Code and address other matters as they may occur from time-to-time.
- Where appropriate, participate in mandated Metro programs including but not necessarily limited to compliance with affordable housing requirements, protection of residential neighborhoods, industrial preservation and Title 1 and 7 reporting.
- Besides island annexations, implement annexation policies and continue to process annexation petitions.
- Work with Engineering on David Hill Road, Light Rail and TSP update including Highway 47 Access Management Plan.
- Continue to work with other departments on economic development, business license review, facilities master plan, wayfinders efforts, urban renewal formation, and sustainability.
- 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 participation in transportation planning and funding efforts at the regional and subregional levels.
- Continue monitoring and, where appropriate, participating in Metro land use and development projections and activities, the State Big Look review of the statewide planning program, and planning related legislation and goal revisions.
- Continue preserving significant historic structures and pursue National Historic designations.
- Continue promoting urban forestry program in the community.
- Continue promoting effective citizen involvement in City affairs through the Annual Town Meeting and other efforts.
- Continue Code Enforcement activities and implement revisions in the City's Code Enforcement program to improve the program.
- Process land use permits in a timely fashion.
- Provide assistance on City economic development efforts.

Building Permits Fund

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

TRENDS

Planning: With limited resources projected for the next several years, this proposed budget reflects reductions in expenditures to help address city revenue deficiencies while still recognizing legal and program obligations. However, funding is proposed to be enhanced in code enforcement to allow adequate funding

for clean-up activities. This proposed level for code enforcement funding is anticipated to be sufficient to carry out duties. This budget also contains funding for research and GIS needs related to the Periodic Review process.

The most significant trend involves long-range planning. It has been scaled back to focus on Periodic Review and other state and regional mandated programs. It is anticipated that Periodic Review will require a substantial amount of long-range planning staff time. Where opportunities exist to complete other tasks it will be prioritized on legal mandates, Council priorities and past commitments. Other committed tasks include Metro related programs and reporting tasks, adoption of Design Guidelines for historical areas, and pursue with island annexations. Staff will submit any needed performance reports related to Title 1 (Housing and Employment Accommodation), Title 6 (Central City, Regional Centers, Town Centers and Station Communities) and Title 7 (Affordable Housing). The Title 6 program will result in the City to develop strategies for the City's Town Center in future fiscal years. Other committed tasks include those the Division is providing assistance on the David Hill Road, TSP update and Light Rail.

Metro is engaged in the Making the Greatest Place effort. This effort includes the adoption of a new Regional Transportation Plan (RTP), urban growth report and potential UGB expansion, identifying areas for potential urban and rural reserves, growth management commitments and promoting investments in established centers (called, "Investing in Our Communities"). Departmental staff is involved with all the relevant Metro processes.

Building Permits Fund: The Building Permit function is sustained by revenue collected through building related permits. Due to a declining economy, revenue is anticipated to be significantly reduced when compared with previous budget years. This has already been experienced in 2008-09 through the elimination of one building inspector and one permit tech position.

For 2009-10, the Department inspection service will continue to not have staff with A-Level plumbing certification. The staffing continues to be based on one Building Inspector II, Building Official and Permit Coordinator (shared with the Planning Division) and will rely on built-up reserves created from revenue collected in past years to sustain the operation. This will be re-evaluated within six months of the fiscal year to determine if additional changes to service costs in needed. To supplement city services, the City have entered into an intergovernmental agreements with Washington County and the City of Hillsboro to provide A-Level plumbing plan review and inspection service. These arrangements will continue for Fiscal Year 2009-10. Fifty percent of the Permit Tech and Community Development Director's positions are being funded through the Building Permit program.

Permit tracking software in the previous year budget has been eliminated for 2009-10 due to anticipated revenue shortfalls and to maintain staff.

The Building Division will continue to work with the Tri-County Building officials to guide appropriate requirements and processes and preserve local control of the permit review process. The Division will also promote the Governor's streamlining of the State regulatory process to encourage economic development. In addition, the budget includes resources for the Division to continue its pursuit of effective code enforcement.

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.

PERSONNEL REQUIREMENTS

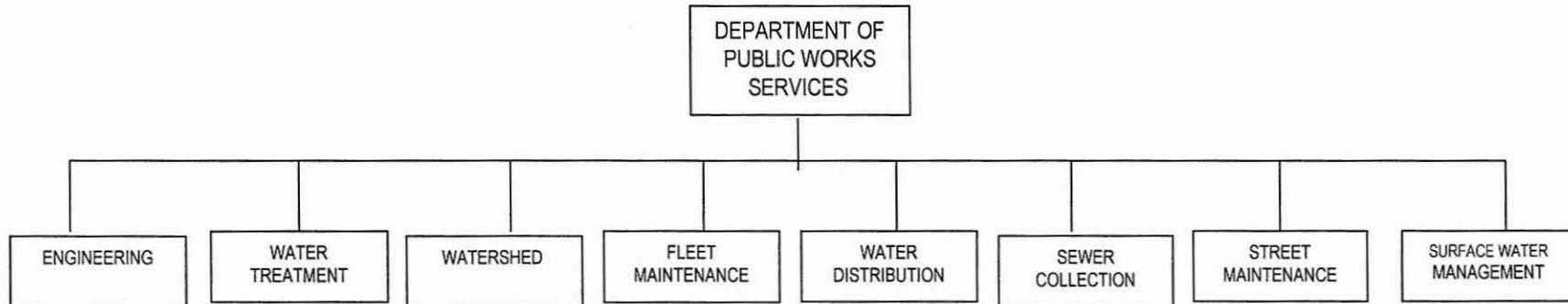
	Appropriated	Filled	Proposed
	<u>FY 08-09</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
Planning			
Director of Community Development	0.50	0.50	0.50
Senior Planner	2.00	2.00	2.00
Permit Coordinator	1.00	1.00	0.50
Assistant Planner	0.50	0.50	0.00
Building Permits Fund			
Director of Community Development	0.50	0.50	0.50
Building Official	1.00	1.00	1.00
Building Inspector	2.00	2.00	1.00
Permit Coordinator	1.00	1.00	0.50
Fire Marshall	0.25	0.25	0.00
TOTAL	8.25	8.25	6.00

FY 09-10 Revenues							
GENERAL FUND - Planning Department							
Fund & Dept: 100-31							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
42,321	52,003	0	420055	METRO CONSTRUCITON EXCISE TAX	0	0	0
	60,310		422055	SD15 CONSTRUCTION EXCISE TAX			
42,321	112,313	0		TOTAL INTERGVMNT REVENUE	0	0	0
				GRANTS			
9,450	0	10,500	430460	SHPO GRANT	0	0	15,000
		25,000	430587	GRANT MATCH - OTHER AGENCIES	0	0	0
9,450	0	35,500		TOTAL GRANTS	0	0	15,000
				CHARGES FOR SERVICES			
868	2,110	4,000	440020	CODE ENFORCEMENT REVENUE	2,000	2,000	2,000
0	132	0	440025	COPY SERVICE	108	108	108
43,063	36,168	48,336	440029	GENERAL FUND SPT SVC (522023)	49,540	49,540	49,540
43,931	38,410	52,336		TOTAL CHARGES FOR SERVICES	51,648	51,648	51,648
				LICENSES, PERMITS, FEES			
7,765	11,055	11,608	450054	METRO BUSINESS LICENSE	16,858	16,858	16,858
6,881	18,763	0	450072	OCCUPANCY PERMITS		0	
95,773	69,013	58,000	450101	PLANNING FEES	20,000	20,000	20,000
110,419	98,831	69,608		TOTAL LICENSES, PERMITS, FEES	36,858	36,858	36,858
				MISCELLANEOUS REVENUE			
2,023	1,529	1,600	472020	FORESTRY RUN	1,700	1,700	1,700
2,023	1,529	1,600		TOTAL MISCELLANEOUS REVENUE	1,700	1,700	1,700
208,144	251,083	159,044		TOTAL RESOURCES	90,206	90,206	105,206

				FY 09-10 Expenditures				
				Planning				
				Fund & Dept: 100-31				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				PERSONAL SERVICES				
217,824	198,506	194,795	511005	REGULAR EMPLOYEE WAGES	200,973	200,973	200,973	
14,033	3,188	0	511010	PART-TIME EMPLOYEE WAGES	0	0	0	
0	57	0	511015	OVERTIME	0	0	0	
26,567	22,180	23,173	512005	HEALTH/DENTAL BENEFITS	27,063	27,063	27,063	
1,756	2,394	1,925	512008	HEALTH REIMB ARRANGE	1,998	1,998	1,998	
42,900	36,977	36,387	512010	RETIREMENT	38,565	38,565	38,565	
17,592	15,309	14,902	512015	FICA	15,374	15,374	15,374	
464	351	341	512020	WORKER'S COMP	351	351	351	
1,173	1,107	877	512025	OTHER BENEFITS	949	949	949	
1,541	1,348	1,377	512030	OTHER PAYROLL TAXES	1,438	1,438	1,438	
323,851	281,416	273,775		TOTAL PERSONAL SERVICES	286,712	286,712	286,712	
				MATERIALS & SERVICES				
869	1,478	3,063	520110	OPERATING SUPPLIES	2,563	2,563	2,563	
448	1,200	660	520120	ORGANIZATION BUSINESS EXPENSE	960	960	960	
1,373	1,650	2,800	520170	CODE ENFORCEMENT EXPENDITURES	4,500	4,500	4,500	
2,011	0	4,002	520190	COMPUTER SOFTWARE	0	0	0	
741	0	0	520200	COMPUTER SOFTWARE LICENSES	1,250	1,250	1,250	
0	27	0	520270	MISCELLANEOUS	0	0	0	
391	679	3,872	520503	PRINTING	5,150	5,150	5,150	
3,800	2,788	5,729	520506	POSTAGE	2,000	2,000	2,000	
1,414	1,535	1,287	520509	TELEPHONE	720	720	720	
5,273	2,197	7,288	520521	PUBLIC INFORMATION	4,437	4,437	4,437	
448	66	1,280	520524	PUBLICATIONS	1,200	1,200	1,200	
770	414	3,250	520530	MEMBERSHIPS	2,050	2,050	2,050	
34,474	31,622	0	520547	METRO CONSTRUCT EXCISE TAX	0	0	0	
0	55,891	0	520549	SD15 CONSTR EXCISE TAX	0	0	0	

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
1,307	708	12,685	520557	INTERGOVERNMENTAL SERVICES	1,200	1,200	1,200
2,525	702	4,945	520569	FORESTRY COMMISSION	4,945	4,945	4,945
492	550	534	520578	INSURANCE & BONDS	534	534	534
664	200	3,250	521003	TRAINING/ CONFERENCES	1,300	1,300	1,300
17,183	26,356	28,000	521113	ATTORNEY SERVICES	13,000	13,000	13,000
7,166	0	35,300	521150	PROFESSIONAL SERVICES	300	300	300
3,733	3,657	2,700	522003	EQUIPMENT MAINT & OPER SUPPLIES	4,080	4,080	4,080
1,436	1,396	1,428	522021	EQUIPMENT FUND CHARGES	1,476	1,476	1,476
4,557	5,150	4,435	522022	INFORMATION SYSTEMS FUND	4,133	4,133	4,133
1,317	1,346	1,454	522309	BUILDING/FACILITY RENTAL	1,498	1,498	1,498
15,829	8,198	10,500	523006	SHPO GRANT EXPENSES	11,023	11,023	11,023
108,220	147,810	138,462		TOTAL MATERIALS & SERVICES	68,319	68,319	68,319
	0	0	550100	GENERAL GOVT PROJECTS		0	0
0	0	0			0	0	0
0	0	0		TOTAL CAPITAL			
432,070	429,225	412,238		TOTAL PLANNING EXPENDITURES	355,031	355,031	355,031

ENGINEERING



COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

MISSION STATEMENT

To anticipate and manage growth consistent with local and regional plans with long-range planning horizons of 20-50 years. To insure the construction of public improvements conforms to accepted standards, these generally consisting of streets, storm drain, water, and sanitary sewers.

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 Improvement Projects (CIP) relevant to sanitary sewer, water, street and storm drainage systems according to CIP Schedule.
- Review new development plans submitted by the public 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 and parks and recreation operations.
- Furnish information to the public relative to the availability and location of public works systems.

TRENDS

The Engineering Department in FY 09-10 will provide the design and construction inspection for all the scheduled CIP projects.

This includes:

- 18th Street sidewalk (a Community Development Block Grant [CDBG]) project;
- “A” Street reconstruction (CDBG);
- David Hill Road (center section);
- “B” Street Pedestrian Trail;
- Stite’s Park drainage improvements 26th Ave. to Willamina;
- Gale’s Creek Water development;
- Town Center Pedestrian Improvements.

Forecasts for residential development are low for middle to higher end dwellings but smaller more affordable lots that host entry level homes appear to have a viable opportunity for development and sale. 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. Residential developments with Land Use approval:

Gales Creek Terrace
 Karens Glenn
 Maplewood Estates
 Smith Orchard
 Giltner Glen

In addition to residential development the Engineering Department anticipates working on several commercial projects which include TacoBell, Wilco, and the Hundley Offices.

The Engineering Department is working with the Forest Grove School District Office, Harvey Clarke Elementary Site Council, and Joseph Gale Elementary Site Council to develop a Safe Routes to School Plan. The purpose of this is to identify infrastructure improvements necessary for children to safely walk and bike to and from school. This will include design and cost estimates for sidewalk and crosswalk installation on identified

routes for each of the elementary schools.

PERFORMANCE MEASURES

- Respond to telephone calls or in person requests by the next business day after receipt of complaint or request for information.
- Perform all inspections within 24 hours of receiving request.
- Capital Improvements 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.

	Appropriated	Filled	Proposed
	<u>FY 08-09</u>	<u>FY 08-09</u>	<u>FY09-10</u>
Director of Public Works	1.00	1.00	1.00
Chief Engineer	1.00	1.00	1.00
Project Engineer	2.00	2.00	3.00
Engineering Technician	2.00	2.00	1.00
Administrative Assistant	1.00	1.00	1.00
TOTAL	7.00	7.00	7.00

FY 09-10 Revenues							
GENERAL FUND - Engineering Department							
Fund & Dept: 100-51							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
0	701	0	440025	COPY SERVICE	572	572	572
592,384	616,743	745,268	440029	GENERAL FUND SPT SVC (522023)	763,801	763,801	763,801
592,384	617,444	745,268		TOTAL CHARGES FOR SERVICES	764,373	764,373	764,373
				LICENSES, PERMITS, FEES			
96,595	188,427	75,000	450122	ENGINEERING INSPECTION FEES	25,000	25,000	25,000
15,923	14,010	0	450124	EROSION CONTROL FEES		0	0
112,518	202,437	75,000		TOTAL LICENSES, PERMITS, FEES	25,000	25,000	25,000
704,902	819,881	820,268		TOTAL RESOURCES	789,373	789,373	789,373

				FY 09-10 Expenditures			
				Engineering			
				Fund & Dept: 100-51			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONAL SERVICES			
444,607	465,948	483,632	511005	REGULAR EMPLOYEE WAGES	473,568	473,568	473,568
34	35	2,400	511015	OVERTIME	2,400	2,400	2,400
71,646	78,336	88,790	512005	HEALTH/DENTAL BENEFITS	91,268	91,268	91,268
3,731	4,571	4,772	512008	Health Reimb Arrangement	4,672	4,672	4,672
85,819	92,609	90,183	512010	RETIREMENT	90,173	90,173	90,173
33,379	35,152	37,181	512015	FICA	36,412	36,412	36,412
4,062	5,350	4,995	512020	WORKER'S COMP	4,955	4,955	4,955
2,431	2,444	2,367	512025	OTHER BENEFITS	2,232	2,232	2,232
2,877	3,062	3,450	512030	OTHER PAYROLL TAXES	3,431	3,431	3,431
648,586	687,507	717,772		PERSONAL SERVICES	709,111	709,111	709,111
				MATERIALS & SERVICES			
2,914	3,531	3,000	520110	OPERATING SUPPLIES	3,000	3,000	3,000
459	662	500	520120	ORGANIZATION BUSINESS EXPENSE	250	250	250
0	0	710	520130	PERSONNEL UNIFORMS & EQUIPMENT	710	710	710
1,484	2,600	3,000	520190	COMPUTER SOFTWARE	3,000	3,000	3,000
831	400	0	520200	COMPUTER SOFTWARE LICENSES	0	0	0
3,369	0	1,300	520220	SMALL EQUIPMENT	3,300	3,300	3,300
208	553	375	520503	PRINTING	375	375	375
427	344	550	520506	POSTAGE	550	550	550
2,153	2,108	2,940	520509	TELEPHONE	2,940	2,940	2,940
80	0	0	520521	PUBLIC INFORMATION	0	0	0
545	1,693	960	520524	PUBLICATIONS	960	960	960
443	742	1,340	520530	MEMBERSHIPS	1,214	1,214	1,214
1,708	442	650	520557	INTERGOVERNMENTAL SERVICES	650	650	650
1,077	1,130	1,096	520578	INSURANCE & BONDS	1,096	1,096	1,096
1,843	2,118	3,080	521003	TRAINING/ CONFERENCES	2,550	2,550	2,550
209	5,728	0	521113	ATTORNEY SERVICES	6,000	6,000	6,000

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
136,533	136,512	85,520	521150	PROFESSIONAL SERVICES	20,520	20,520	20,520
	0	0	521168	MISC MEDICAL SERVICES	0	0	0
2,348	3,279	4,060	522003	EQUIPMENT MAINT & OPER SUPPLIES	4,060	4,060	4,060
11,449	11,486	11,724	522021	EQUIPMENT FUND CHARGES	11,988	11,988	11,988
12,655	11,630	25,436	522022	INFORMATION SYSTEMS FUND	12,282	12,282	12,282
0	0	100	522306	RENTS & LEASES	100	100	100
143	0	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
180,877	184,959	146,341		TOTAL MATERIALS & SERVICES	75,545	75,545	75,545
				CAPITAL OUTLAY	0		
0	0	16,100	550400	TECH PROJECTS	0	0	0
0	0	16,100		TOTAL CAPITAL OUTLAY	0	0	0
829,463	872,467	880,213		TOTAL ENGINEERING EXPENDITURES	784,656	784,656	784,656

Enterprise Funds

LIGHT AND POWER

CITY COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

MISSION STATEMENT

Through the efforts of our employees, our most valuable resource, the Light and Power Department will continue to provide high-quality electric utility service for the City of Forest Grove and surrounding unincorporated areas at the lowest possible cost while being conscious of the environmental impacts of our resources.

DEPARTMENT OVERVIEW

The purposes of this department are: to provide reliable low-cost electrical service to customers within our service area; to provide lighting for those streets, parks, and parking lots under the jurisdiction of city government; to provide outside area lighting on a rental basis to our electric customers; and to assist the City 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 our 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 City's customers, and maintain the high satisfaction rating from our 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 obtain energy conservation and energy use efficiency from 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 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.

To enhance economic development within the City by participating on the Economic Development Commission, assisting to promote the services this 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.

TRENDS

The Bonneville Power Administration forecasts for snow pack level were higher than actual measurements resulting in a lower water level than anticipated. The current economic conditions resulted in lower than forecasted surplus power sales due to decreased demand in the secondary markets. As a result, BPA is anticipating a 10% increase in wholesale power rates. This does not include unforeseen increased fish mitigation standards imposed on the BPA by state and federal laws, nor does it account for changes made to the Residential Exchange program.

PERFORMANCE MEASUREMENTS

<u>Workload Indicator</u>	<u>Performance Std.</u>	<u>Performance Level</u>
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%

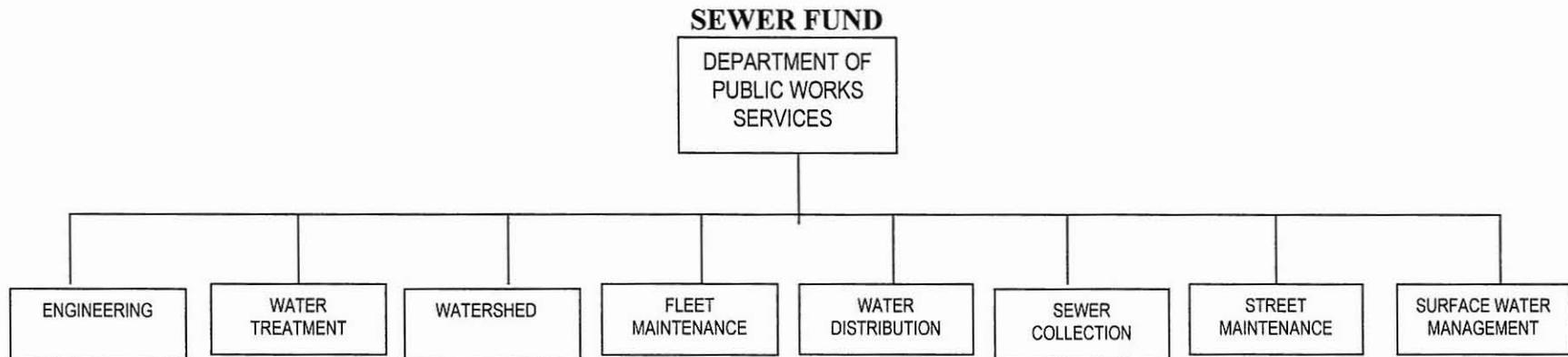
PERSONNEL REQUIREMENTS

	<u>Appropriated FY 08-09</u>	<u>Filled FY 08-09</u>	<u>Proposed FY 09-10</u>
Director	1.00	1.00	1.00
Operations Superintendent	1.00	1.00	1.00
Engineering Supervisor	1.00	1.00	1.00
Department Administrative Assistant	1.00	1.00	1.00
Working Foreman	2.00	2.00	2.00
Meter Relay Foreman	1.00	1.00	1.00
Meterman	1.00	1.00	1.00
Lineman	7.00	7.00	7.00
Apprentice Lineman	1.00	1.00	1.00
Apprentice Meterman	1.00	1.00	1.00
Journeyman Tree-Trimmer	2.00	2.00	2.00
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 Development Coordinator	0.50	0.50	0.50
Administrative Specialist II	0.50	0.50	0.75
Total	25.32	25.32	25.57

FY 09-10 Revenues Light & Power Fund Fund & Dept: 610-41							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
GRANTS							
16,145	39,174	0	432290	APPA/DEED GRANT	0	0	0
16,145	39,174	0		TOTAL GRANTS		0	0
CHARGES FOR SERVICES							
<i>POWER SALES</i>							
6,101,970	6,488,305	6,391,886	440105	RESIDENTIAL SALES	6,500,000	6,500,000	6,500,000
547,359	584,066	565,000	440110	GENERAL SVC - 1 PH SALES	565,000	565,000	565,000
603,966	584,047	620,000	440112	GENERAL SVC - 3 PH SALES	590,000	590,000	590,000
1,897,648	1,864,832	1,900,000	440120	INDUSTRIAL SVC - SPECL CONTRCT	1,640,000	1,640,000	1,640,000
3,421,887	3,531,783	3,482,581	440125	LARGE COMMERCIAL INDUSTRIAL	3,300,000	3,300,000	3,300,000
59,390	66,379	67,739	440130	PUBLIC ST. LIGHTING SALES	67,739	67,739	67,739
101,449	102,688	105,000	440135	RENTAL LIGHTS	105,000	105,000	105,000
4,140	5,217	4,500	440140	IRRIGATION SERVICE	4,500	4,500	4,500
0	12,688	15,000	440150	GREEN POWER UNITS	15,000	15,000	0
<i>12,737,810</i>	<i>13,227,318</i>	<i>13,136,707</i>		<i>TOTAL POWER SALES</i>	<i>12,787,239</i>	<i>12,787,239</i>	<i>12,787,239</i>
1,800	1,715	1,500	440035	NSF HANDLING CHARGE	1,500	1,500	1,500
763,947	310,525	350,000	440165	CONNECTION CHARGES/REIMBURSEMENT	100,000	100,000	100,000
73,000	73,000	73,000	440170	ST. LIGHT MAINT.	73,000	73,000	73,000
38,633	24,736	30,000	440175	RECONNECT CHARGES	15,000	15,000	15,000
0	0	24,000	440180	POLE RENTAL	24,000	24,000	24,000
25,752	25,729	21,000	440302	AUDITORIUM RENTAL	21,000	21,000	21,000
13,640,942	13,675,711	13,651,207		TOTAL CHARGES FOR SERVICES	13,021,739	13,021,739	13,021,739
MISCELLANEOUS REVENUE							
12,048	25,580	22,000	450057	OTHER	22,000	22,000	22,000
	796,786	0	425033	BPA REFUND PAYMENT			
16,574	15,206	10,000	445005	SALE OF SCRAP	10,000	10,000	10,000
15,453	0	5,000	445010	SALE OF MATERIALS	5,000	5,000	5,000
	3,328	0	445015	SALE OF EQUIPMENT	0	0	0
139,333	146,488	115,000	470105	INTEREST	115,000	115,000	115,000
26,173	13,043	50,000	480020	INDUSTRIAL CONSERVATION REIMBURSE	50,000	50,000	50,000
7,199	75	0	480006	REIMBURSEMENTS			
6,300	90	6,000	451035	CONTRIBUTION-IN-AID of CONSTRUCTION	2,000	2,000	2,000
223,080	1,000,596	208,000		TOTAL MISCELLANEOUS REVENUE	204,000	204,000	204,000
FUND BALANCE AVAILABLE							
3,414,608	3,840,245	4,966,302	495005	FUND BAL AVAIL FOR APPROP.	5,354,618	5,354,618	5,367,118
3,414,608	3,840,245	4,966,302		TOTAL AVAILABLE		5,354,618	5,367,118
17,294,774	18,555,726	18,825,509		TOTAL L&P RESOURCES	18,580,357	18,580,357	18,592,857

FY 09-10 Expenditures							
Light & Power Dept							
Fund & Dept: 610-41							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
1,345,848	1,409,395	1,791,089	511005	REGULAR EMPLOYEE WAGES	1,832,677	1,832,677	1,832,677
11,502	20,328	16,556	511010	PART-TIME EMPLOYEE WAGES	17,566	17,566	17,566
113,068	89,892	90,000	511015	OVERTIME	90,000	90,000	90,000
	2,315	0	511021	UNEMPLOYMENT COMP		0	0
199,021	210,544	302,754	512005	HEALTH/DENTAL BENEFITS	336,876	336,876	336,876
4,294	4,032	5,009	512008	Health Reimb Arrangement	4,904	4,904	4,904
245,469	259,219	347,099	512010	RETIREMENT	345,669	345,669	345,669
109,765	114,820	145,170	512015	FICA	148,429	148,429	148,429
25,305	42,049	45,049	512020	WORKER'S COMP	46,971	46,971	46,971
7,221	7,272	9,913	512025	OTHER BENEFITS	9,271	9,271	9,271
9,567	10,075	13,328	512030	OTHER PAYROLL TAXES	13,804	13,804	13,804
0	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
2,071,060	2,169,941	2,765,967		TOTAL PERSONAL SERVICES	2,846,165	2,846,166	2,846,166
					0	0	0
MATERIALS & SERVICES							
10,701	10,311	11,500	520110	OPERATING SUPPLIES	11,500	11,500	11,500
9,925	6,541	12,700	520120	ORGANIZATION BUSINESS EXPENSE	10,500	10,500	10,500
8,319	9,477	16,350	520130	PERSONNEL UNIFORMS & EQUIPMENT	20,250	20,250	20,250
20,775	21,619	21,000	520150	UTILITIES	22,000	22,000	22,000
0	0	600	520180	SUBSCRIPTIONS/BOOKS	600	600	600
4,350	0	2,000	520190	COMPUTER SOFTWARE	2,000	2,000	2,000
1,538	7,049	4,500	520200	COMPUTER SOFTWARE LICENSES	4,500	4,500	4,500
36,683	31,246	47,000	520220	SMALL EQUIPMENT	35,600	55,600	55,600
979,710	638,310	675,000	520240	CONSTRUCTION SUPPLIES	400,000	400,000	400,000
7,749,281	7,582,555	8,034,108	520260	PURCHASED POWER	8,194,038	8,194,038	8,194,038
	0	0	520270	MISCELLANEOUS	1,000	1,000	1,000
1,240	109	7,000	520503	PRINTING	3,000	3,000	3,000
1,177	1,114	1,200	520506	POSTAGE	1,200	1,200	1,200
8,679	8,546	8,600	520509	TELEPHONE	8,600	8,600	8,600
1,755	1,738	5,000	520521	PUBLIC INFORMATION	5,000	5,000	5,000
547	532	1,000	520524	PUBLICATIONS	1,000	1,000	1,000
71,245	71,619	80,109	520530	MEMBERSHIPS	72,139	72,139	72,139
2,847	5,475	2,500	520533	RECRUITING EXPENSES	2,500	2,500	2,500
23,461	32,140	40,000	520542	BILL PAYING ASSISTANCE PROGRAM	40,000	60,000	60,000
632,694	648,953	0	520545	IN-LIEU OF TAX	639,362	639,362	639,362
86,796	75,026	100,000	520554	CONSERVATION INCENTIVES	100,000	100,000	100,000
27,699	13,043	50,000	520555	INDUSTRIAL CONSERVATION AUGMEN	0	0	0
	3,535		520556	GREEN POWER INFO & PROMOTION		0	0
7,321	18,420	7,300	520557	INTERGOVERNMENTAL SERVICES	7,300	7,300	7,300
36,129	39,467	38,283	520578	INSURANCE & BONDS	39,467	39,467	39,467
7,998	28,384	31,400	521003	TRAINING/CONFERENCES	37,800	37,800	37,800
5,847	15,522	7,500	521113	ATTORNEY SERVICES	7,500	7,500	7,500
28,024	73,350	61,250	521150	PROFESSIONAL SERVICES	137,500	137,500	137,500

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
11,370	3,936	42,000	521162	CONSULTANTS	60,000	60,000	60,000
33,406	123,520	173,900	521165	CONTRACTS FOR SERVICES	88,900	88,900	88,900
2,514	2,770	1,000	521168	MISC MEDICAL SERVICES	1,000	1,000	1,000
	45	0	521171	FINANCIAL SERVICES-AUDITING, BAN	0	0	0
12,521	11,703	12,500	521172	BANKING SERVICES	33,537	33,537	33,537
12,931	16,180	24,000	522003	EQUIPMENT MAINT & OPER SUPPLIES	22,500	22,500	22,500
21,658	29,632	25,000	522009	VEHICLE MAINT & OPER. SUPPLIES	29,500	29,500	29,500
5,084	5,239	3,000	522010	VEHICLE MAINT EXTERNAL	15,000	15,000	15,000
26,315	29,584	25,000	522012	FUEL/OIL	29,500	29,500	29,500
14,750	19,109	20,788	522022	INFORMATION SYSTEMS FUND	19,706	19,706	19,706
848,175	839,902	913,088	522023	GENERAL FUND SPT SVC (4004801)	963,266	963,266	963,266
18,768	6,752	13,800	522306	RENTS & LEASES	13,800	13,800	13,800
3,061	4,155	4,000	522312	FACILITY MAINTENANCE SUPPLIES	6,000	6,000	6,000
9,783	24,852	12,000	522315	FACILITY MNT/REPAIRS	12,100	12,100	12,100
29,298	39,184	0	523010	OCEAN WAVE ENERGY GRANT	0	0	0
10,814,373	10,500,642	10,535,977		TOTAL MATERIALS & SERVICES	11,099,166	11,139,166	11,139,166
				CAPITAL OUTLAY		0	0
	0	2,000	550051	OFFICE EQUIPMENT & FURNITURE	2,000	2,000	2,000
0	105,126	385,000	550166	BUILDING IMPROVEMENTS	425,000	425,000	425,000
9,741	0	112,500	550181	MAJOR TOOLS & WORK EQUIPMENT	0	0	12,500
	0	60,000	550960	F.G. SUBSTATION IMPROVEMENTS	35,000	35,000	35,000
19,101	103,908	25,000	550962	SYSTEM ADDITIONS & UPGRADES	25,000	25,000	25,000
	22,011	0	550963	T.J. SUBSTATION IMPROVEMENTS	0	0	0
341,821	0	247,000	551260	VEHICLE REPLACEMENT	150,000	150,000	150,000
370,663	231,045	831,500		TOTAL CAPITAL OUTLAY	637,000	637,000	649,500
				TRANSFERS			
54,250	87,543	114,530	570127	TRANSFER TO OTHER FUNDS	116,000	116,000	116,000
	0	681,017	570130	IN-LIEU OF TAX TRANSFER	648,889	648,889	648,889
54,250	87,543	795,547		TOTAL TRANSFERS	764,889	764,889	764,889
				CONTINGENCY			
		0					
0	0	2,021,304	580206	CONTINGENCY	1,985,611	1,985,611	1,985,611
0	0	2,021,304		TOTAL CONTINGENCY	1,985,611	1,985,611	1,985,611
				UNAPP FUND BALANCE			
0	0	300,000	590303	MAJOR EQUIPMENT REPLACEMENT FU	100,000	100,000	100,000
0	0	1,575,214	590304	UNAPP FUND BALANCE	1,147,526	1,107,525	1,107,525
0	0	1,875,214		UNAPPROPRIATED FUND BALANCE	1,247,526	1,207,525	1,207,525
13,310,346	12,989,172	18,825,509		TOTAL LIGHT & POWER EXPENDITU	18,580,357	18,580,357	18,592,857



COUNCIL GOALS FOR FISCAL YEAR 2009-10

- 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 Regional Affairs

MISSION STATEMENT

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

OVERVIEW

The City operates a sanitary sewer utility accounted for as an enterprise fund. The utility is responsible for the safe and efficient operation and maintenance of the sanitary sewer system. The utility provides customer service by responding to emergencies involving the sanitary system as well as citizens' concerns. The City shares this responsibility and a proportional share of the revenue with Clean Water Services (CWS, formerly known as Unified Sewerage Agency). 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. The employees in the Sewer Department provide excellent trouble free operation of the City's collection system. There have been no additions in personnel in the last seven years. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 08-09.

GOALS

- Maintain a reliable collection system, to transport sewerage to the treatment facility.
- 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.

TRENDS

Clean Water Services is proposing a 5.5% increase for all customer classes for FY 09-10. The City currently has a surcharge in place of \$3.15 per month per Equivalent Dwelling Unit that will remain the same. The revenue proposed in FY 2009-10 includes the 5.5% rate increase from CWS, and a slight increase in residential growth and no growth in Commercial or Industrial.

One large project is identified in our maintenance scheduled for FY 09-10, and is the replacement of 8” lines near 18th Avenue and Juniper St. Problems include inflow and infiltration of ground water (I&I), cracked pipe, and roots that create ongoing maintenance issues. Funding is identified under Sewer Construction – Replace Old Sewers.

PERFORMANCE MEASURES

<u>WORK ITEM</u>	<u>STANDARD</u>	<u>SEWER SYSTEM</u>		
		<u>CY 2006</u>	<u>CY 2007</u>	<u>CY 2008</u>
Sanitary line cleaning (based on CSM Study)	33% system annually	Sewer System Pipe 326,005ft.	350,3815ft	353,696ft
Sanitary line TV inspection (based on CSM Study)	15% system annually			
Respond to Sewer service interruption emergency	same day			

PERSONNEL REQUIREMENTS

	<u>2008-09</u>	<u>2008-09</u>	<u>2009-10</u>
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
Superintendent	0.15	0.15	0.15
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	2.50	2.50	2.25
Program Specialists	0.00	0.00	0.10
Secretary	0.10	0.10	0.10
TOTAL	3.75	3.75	3.60

				FY 09-10 Revenues			
				Sewer			
				Fund & Dept: 620-54			
2006-07	2007-08	2007-08			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
2,449,314	2,673,929	2,782,950	440105	RESIDENTIAL SALES	3,021,414	3,021,414	3,021,414
569,186	632,837	661,169	440106	COMMERCIAL SALES	683,289	683,289	683,289
202,030	143,786	162,000	440120	INDUSTRIAL SALES	180,089	180,089	180,089
50,141	23,524	22,992	451040	SEWER LATERALS	2,000	2,000	2,000
3,270,671	3,474,076	3,629,112		TOTAL CHARGES FOR SERVICES	3,886,791	3,886,791	3,886,791
				MISCELLANEOUS REVENUE			
1,209	164,384	5,000	450057	OTHER	0	0	0
0	0	0	450070	SEWER PERMITS	3,000	3,000	3,000
568	151	0	445010	SALE OF MATERIALS	0	0	0
66,385	59,837	37,164	470105	INTEREST	23,711	23,711	23,711
68,162	224,372	42,164		TOTAL MISCELLANEOUS REVENUE	26,711	26,711	26,711
				FUND BALANCE AVAILABLE			
1,141,246	1,238,813	1,499,923	495005	FUND BAL AVAIL FOR APPROP.	1,580,760	1,580,760	1,580,760
1,141,246	1,238,813	1,499,923		TOTAL AVAILABLE	1,580,760	1,580,760	1,580,760
4,480,079	4,937,261	5,171,199		TOTAL SEWER RESOURCES	5,494,263	5,494,263	5,494,263

				FY 09-10 Expenditures			
				Sewer			
				Fund & Dept: 620-54			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
148,933	147,164	182,613	511005	REGULAR EMPLOYEE WAGES	179,272	179,272	179,272
456	104	757	511015	OVERTIME	757	757	757
33,234	35,344	44,277	512005	HEALTH/DENTAL BENEFITS	48,324	48,324	48,324
	0	1,824	512008	HEALTH REIMBURS ARRANGE	1,739	1,739	1,739
29,638	28,476	34,474	512010	RETIREMENT	34,704	34,704	34,704
11,300	11,120	14,028	512015	FICA	13,772	13,772	13,772
12,248	13,861	9,345	512020	WORKER'S COMP	7,813	7,813	7,813
1,145	1,170	825	512025	OTHER BENEFITS	810	810	810
1,111	1,099	1,325	512030	OTHER PAYROLL TAXES	1,317	1,317	1,317
238,066	238,337	289,469		TOTAL PERSONAL SERVICES	288,509	288,509	288,509
MATERIALS & SERVICES							
3,693	2,700	3,500	520110	OPERATING SUPPLIES	3,535	3,535	3,535
0	383	75	520120	ORGANIZATION BUSINESS EXPENSE	75	75	75
2,068	1,296	2,075	520130	PERSONNEL UNIFORMS & EQUIPMEN	2,375	2,375	2,375
788	883	900	520150	UTILITIES	1,200	1,200	1,200
1,702	1,248	2,000	520190	COMPUTER SOFTWARE	2,860	2,860	2,860
4,146	3,860	6,500	520220	SMALL EQUIPMENT	7,200	12,200	12,200
12,611	4,080	15,500	520240	CONSTRUCTION SUPPLIES	15,500	15,500	15,500
0	0	500	520270	MISCELLANEOUS	500	500	500
0	210	200	520503	PRINTING	200	200	200
19	43	125	520506	POSTAGE	125	125	125
625	626	920	520509	TELEPHONE	800	800	800
349	39	225	520521	PUBLIC INFORMATION	225	225	225
0	0	700	520524	PUBLICATIONS	700	700	700
400	200	250	520530	MEMBERSHIPS	250	250	250
30,721	45,762	0	520545	IN-LIEU OF TAX		0	0
2,477,407	2,533,678	2,662,565	520557	INTERGOVERNMENTAL SERVICES	2,902,686	2,902,686	2,902,686
12,442	9,649	9,360	520578	INSURANCE & BONDS	9,360	9,360	9,360
600	864	2,700	521003	TRAINING/CONFERENCES	2,820	2,820	2,820
1,700	1,602	0	521113	ATTORNEY SERVICES		0	0
5,189	3,236	3,000	521150	PROFESSIONAL SERVICES	3,000	3,000	3,000
472	429	375	521168	MISC MEDICAL SERVICES	375	375	375

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
3,054	2,841	3,000	521172	BANK SERVICE FEES	8,543	8,543	8,543
334	195	1,000	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,000	1,000	1,000
117	62	0	522012	FUEL/OIL		0	0
51,882	50,403	53,027	522021	EQUIPMENT FUND CHARGES	67,008	67,008	67,008
1,211	1,349	1,319	522022	INFORMATION SYSTEMS FUND CHAR	1,167	1,167	1,167
320,189	317,130	378,353	522023	GENERAL FUND ADMIN SEVICES	390,974	390,974	390,974
0	0	0	522306	RENTS & LEASES	0	0	0
6,264	6,264	6,264	522309	BUILDING/FACILITY RENTAL	6,264	6,264	6,264
55	109	250	522312	FACILITY MAINTENANCE SUPPLIES	250	250	250
25	0	250	522315	FACILITY MNT/REPAIRS	250	250	250
2,938,064	2,989,141	3,154,934		MATERIALS & SERVICES	3,429,242	3,434,242	3,434,242
				CAPITAL OUTLAY			
0	77,039	12,000	550181	MAJOR TOOLS & WORK EQUIPMENT	0	0	0
47,074	0	210,000	550763	SEWER CONSTRUCTION	302,250	302,250	302,250
47,074	77,039	222,000		TOTAL CAPITAL OUTLAY	302,250	302,250	302,250
				DEBT SERVICE			
	53,045	70,425	562001	PRINCIPAL-CWS/CITY PHASE III REHA	73,105	73,105	73,105
	40,960	23,580	562041	INTEREST-CWS/CITY PHASE III REHA	20,900	20,900	20,900
	94,005	94,004		TOTAL DEBT SERVICE	94,004	94,004	94,004
				TRANSFERS			
2,877	0	0	570127	TRANSFER TO OTHER FUNDS	0	0	0
	0	53,394	570130	IN-LIEU OF TAX	54,835	54,835	54,835
2,877	0	53,394		TOTAL TRANSFERS	54,835	54,835	54,835
						0	
				CONTINGENCIES			
0	0	357,398	580206	CONTINGENCY	325,423	320,423	770,423
0	0	357,398		TOTAL CONTINGENCIES	325,423	320,423	770,423
				UNAPPROR ENDING FUND BALANCE			
0	0	1,000,000	560304	UNAPP FUND BALANCE	1,000,000	1,000,000	550,000
0	0	1,000,000		TOTAL UNAPPR ENDING FUND BAL	1,000,000	1,000,000	550,000
3,226,081	3,398,522	5,171,199		TOTAL SEWER EXPENDITURES	5,494,263	5,494,263	5,494,263

SEWER SDC FUND

MISSION STATEMENT

To provide a revenue source for capital expansion that is necessary to meet the service requirements of the expanding customer base.

OVERVIEW

The System Development Charge (SDC) is applied to every new service connection to the sanitary sewer collection system. 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. The Cities and CWS formed a committee to study the funding of the Capital Program. Results from this study suggest that it would be more economical and regionally consistent for CWS to take responsibility for all capital pipe projects for pipes sizes 15” and larger and the City take responsibility for pipe sizes 12” and smaller. The current Intergovernmental Agreement (IGA) between CWS and the member Cities divides the responsibility at pipe size of 24”. The decision to make this change requires approval by both CWS board of Directors and each jurisdiction’s City Council. It is expected these discussions will take place during the summer of 2009. The new SDC split is recommended to be CWS \$3,456.62 and Cities \$143.38. Revenue projections for FY09-10 are based on this new rate.

The City uses the money to increase the capacity of the sewer collection lines, and cost participate with development when they are required to build a section of a large trunk line.

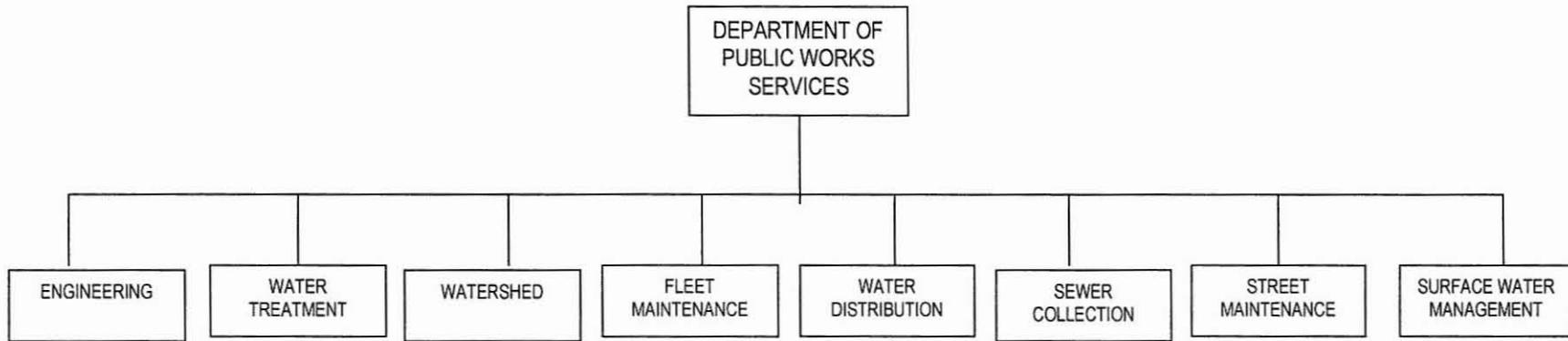
TRENDS

The City of Forest Grove Wastewater System Master Plan completed in 2007 reports that there are no existing collection system capacity problems at this time. The report recommends to continue to flow monitor the system as development occurs to determine if any increases are necessary. Annual debt payments to CWS for the new Sunset Sewer are made from this fund. New development in the Sunset Drive area that connects to this line will offset these payments.

FY 09-10 Revenues							
Sewer SDC							
Fund & Dept & Division: 622-54-91							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
436,225	509,619	417,200	451005	SYSTEM DEVELOPMENT CHARGES	108,000	108,000	108,000
436,225	509,619	417,200		TOTAL CHARGES FOR SERVICES	108,000	108,000	108,000
MISCELLANEOUS REVENUE							
4,500	6,945	4,000	451042	SUNSET SEWER CONSTR FEE	2,000	2,000	2,000
55,284	54,163	32,736	470105	INTEREST	16,682	16,682	16,682
59,784	61,108	36,736		TOTAL MISCELLANEOUS REVENUE	18,682	18,682	18,682
FUND BALANCE AVAILABLE							
1,014,596	1,142,133	1,091,188	495005	FUND BAL AVAIL FOR APPROP.	1,112,138	1,112,138	1,112,138
1,014,596	1,142,133	1,091,188		TOTAL AVAILABLE	1,112,138	1,112,138	1,112,138
1,510,605	1,712,860	1,545,124		TOTAL SEWER SDC RESOURCES	1,238,820	1,238,820	1,238,820

FY09-10 Expenditures							
Sewer SDC							
Fund & Dept & Division: 622-54-91							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
348,980	407,695	333,760	520557	INTERGOVERN SERVICES	103,680	103,680	103,680
2,094	3,139	2,000	521150	PROFESSIONAL SERVICES	0	0	0
351,074	410,834	335,760		TOTAL MATERIALS & SERVICES	103,680	103,680	103,680
				CAPITAL OUTLAY			
17,399	123,736	50,000	550760	CONSTRUCTION PROJECTS	4,000	4,000	4,000
17,399	123,736	50,000		TOTAL CAPITAL OUTLAY	4,000	4,000	4,000
				DEBT SERVICE			
0	0	88,947	562002	PRINCIPAL - CWS/CITY SUNSET DRIVE	84,873	84,873	84,873
0	0	32,013	562042	INTEREST - CWS/CITY SUNSET DRIVE	37,122	37,122	37,122
0	0	120,960		TOTAL DEBT SERVICE	121,995	121,995	121,995
0	0	188,404	580206	CONTINGENCY	159,145	159,145	884,145
0	0	188,404		TOTAL CONTINGENCY	159,145	159,145	884,145
						0	0
0	0	850,000	590304	UNAPP FUND BALANCE	850,000	850,000	125,000
0	0	850,000		TOTAL UNAPP FUND BAL	850,000	850,000	125,000
						0	
368,473	534,570	1,545,124		TOTAL SEWER SDC EXPENDITURES	1,238,820	1,238,820	1,238,820

WATER FUND



COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

MISSION STATEMENT

To provide high quality water for domestic, commercial, industrial and recreational use;
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. The primary elements of service are water supply, water treatment, and water distribution. Revenues to this fund consist primarily of user fees 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. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 08-09.

GOALS

- Provide adequate water supply to meet the present and future water needs of the community.
- Maintain 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.
- Manage the watershed for the production of high quality water.
- Continue partnership with the Joint Water Commission (JWC).

TRENDS

Revenue: Projected revenues of current year FY 08-09 tracking well for residential and multi-family customers. Revenue from industrial customers is down slightly. A water rate increase of 6.0% is proposed for July 1, 2009. Revenue from the rate increase will be used for future planned infrastructure requirements at the JWC water treatment plant, as well as other infrastructure needs outlined in the separate Capital Improvement Program book. The City continues to receive revenue from leasing excess raw water capacity to JWC partners and from the timber harvest. The current five year lease agreement for raw water capacity will end in February of 2010, and the City will need to negotiate new lease agreements with the JWC partners.

Expenditures: In FY 09-10, the operating capital budget includes \$100,000 for a meter replacement program that will install radio-read meters. These meters provide remote reading from a short distance, increasing the productivity of the meter readers. Radio-read meters take less time to collection usage statistics, and enables meter readers read hard to reach meters. The complete replacement program is estimated to take eight years. The Water Master Plan document 2000 is scheduled to be updated. Also in the budget are several JWC projects, which include further work on the Raw Water Pipe line from the Scoggins dam to the JWC treatment plant, ozone pilot study, standby power, and large valve replacement maintenance. In addition, this year's budget includes distribution main improvements and sludge dewatering equipment and the Watercrest Water Treatment Plant.

PERFORMANCE MEASURES

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

- Test meters greater than 2” annually.
- Test 12% of the distribution system per year for leaks.
- Flush distribution system annually.
- Respond to service interruption within 24 hours.

WATER SYSTEM

	<u>CY 2006</u>	<u>CY 2007</u>	<u>CY 2008</u>
Number of Metered Customers	5,395	5,460	5,535
Pipe in System	409,912	410,900	412,006
Water Supplied	973 Mil. Gal.	(not available)	1,209 Mil. Gal.

PERSONNEL REQUIREMENTS

	<u>2008-09</u> <u>Appropriated</u>	<u>2008-09</u> <u>Filled</u>	<u>2009-10</u> <u>Proposed</u>
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
WTP Seasonal Maintenance Worker	0.30	0.30	0.00
Public Works Superintendent	0.45	0.45	0.45
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	4.00	4.00	4.50
Program Specialists	0.00	0.00	0.50
Administrative Assistant	0.40	0.40	0.40
Meter Readers	0.68	0.68	0.88
TOTAL	9.83	9.83	10.73

			FY 09-10 Revenues				
			Water				
			Fund & Dept: 630-53				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
1,316,526	1,319,341	1,412,745	440105	RESIDENTIAL SALES	1,505,603	1,505,603	1,505,603
404,933	0	465,301	440106	COMMERCIAL SALES	504,296	504,296	504,296
359,539	356,328	380,432	440118	MULTI-FAMILY SALES	361,176	361,176	361,176
280,375	278,705	286,415	440120	INDUSTRIAL SALES	261,373	261,373	261,373
21,433	20,703	21,415	440160	NON-METERED SALES	20,000	20,000	20,000
65,664	54,456	40,936	440165	CONNECTION CHARGES	20,000	20,000	20,000
2,448,470	2,029,533	2,607,244		TOTAL CHARGES FOR SERVICES	2,672,447	2,672,447	2,672,447
INTERGOVERNMENTAL REVENUE							
0	0	0	430215	DOMESTIC PREPAREDNESS GRANT	0	0	0
58,471	0	0	430570	ODFW GRANT	0	0	0
58,471	0	0		TOTAL INTERGOVERNMENTAL REV	0	0	0
MISCELLANEOUS REVENUE							
22,302	11,379	5,000	450057	OTHER	5,000	5,000	5,000
47,903	35,926	35,928	440305	BLDG. RENTAL INCOME	35,928	35,928	35,928
17	372	0	445010	SALE OF MATERIALS	0	0	0
602,171	0	293,624	445020	SALE OF RAW WATER	259,749	259,749	259,749
1,413,933	180,966	420,000	445025	TIMBER SALES	750,000	750,000	750,000
127,640	108,476	72,237	470105	INTEREST	52,654	52,654	52,654
0	0	0	470110	INTEREST - 2003 BONDS	0	0	0
2	0	0	480006	REIMBURSEMENTS	0	0	0
2,213,968	337,118	826,789		TOTAL MISCELLANEOUS REVENUE	1,103,332	1,103,332	1,103,332
FUND BALANCE AVAILABLE							
2,756,231	3,320,696	2,407,882	495005	FUND BAL AVAIL FOR APPROP.	2,632,723	2,632,723	2,632,723
2,756,231	3,320,696	2,407,882		TOTAL AVAILABLE	2,632,723	2,632,723	2,632,723
7,477,140	5,687,348	5,841,915		TOTAL WATER RESOURCES	6,408,502	6,408,502	6,408,502

FY 09-10 Expenditures							
Water							
Fund & Dept: 630-53							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
495,651	484,829	548,617	511005	REGULAR EMPLOYEE WAGES	554,432	554,432	554,432
0	0	0	511010	P-T EMPLOYEE WAGES	0	0	0
25,914	26,100	27,711	511015	OVERTIME	27,600	27,600	27,600
97,439	102,831	137,297	512005	HEALTH/DENTAL BENEFITS	163,286	163,286	163,286
6,175	9,710	5,080	512008	HEALTH REIMB ARRANGEMENT	4,919	4,919	4,919
98,322	95,712	101,848	512010	RETIREMENT	111,891	111,891	111,891
39,430	38,754	43,554	512015	FICA	44,525	44,525	44,525
28,121	32,001	24,608	512020	WORKER'S COMP	26,491	26,491	26,491
2,949	3,517	3,282	512025	OTHER BENEFITS	3,339	3,339	3,339
3,188	3,209	4,114	512030	OTHER PAYROLL TAXES	4,253	4,253	4,253
797,189	796,662	896,110		TOTAL PERSONAL SERVICES	940,737	940,737	940,736
MATERIALS & SERVICES							
56,454	66,067	65,861	520110	OPERATING SUPPLIES	82,839	82,839	82,839
0	1,243	150	520120	ORGANIZATION BUSINESS EXPENSE	155	155	155
2,933	3,084	3,500	520130	PERSONNEL UNIFORMS & EQUIPMENT	3,550	3,550	3,550
76,548	69,761	79,150	520150	UTILITIES	68,000	68,000	68,000
42	0	0	520180	SUBSCRIPTIONS/BOOKS	0	0	0
4,847	2,828	3,000	520190	COMPUTER SOFTWARE	3,140	3,140	3,140
9,337	6,304	14,100	520220	SMALL EQUIPMENT	14,768	19,768	19,768
157,459	289,355	170,500	520240	CONSTRUCTION SUPPLIES	170,500	170,500	170,500
244,127	187,246	328,132	520250	JWC WATER PURCHASES	320,000	320,000	320,000
227	2,638	2,500	520503	PRINTING	2,575	2,575	2,575
531	700	1,000	520506	POSTAGE	1,030	1,030	1,030
6,176	6,633	5,250	520509	TELEPHONE	5,408	5,408	5,408
461	1,021	500	520521	PUBLIC INFORMATION	515	515	515
60	565	1,075	520524	PUBLICATIONS	1,107	1,107	1,107
1,136	690	800	520530	MEMBERSHIPS	824	824	824
133,141	175,041	0	520545	IN-LIEU OF TAX	0	0	0
0	8,107	25,000	520548	WATERSHED MANAGEMENT	25,000	25,000	25,000
0	3,792	17,000	520550	WATERSHED MAINTENANCE	18,000	18,000	18,000

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
575,004	84,821	190,000	520551	TIMBER HARVESTING	350,000	350,000	350,000
45,100	31,352	57,500	520557	INTERGOVERNMENTAL SERVICES	59,225	59,225	59,225
26,615	27,500	26,675	520578	INSURANCE & BONDS	26,675	26,675	26,675
2,773	3,179	6,300	521003	TRAINING/CONFERENCES	6,300	6,300	6,300
10,516	83,713	50,000	521113	ATTORNEY SERVICES	50,000	50,000	50,000
73,709	61,864	34,000	521150	PROFESSIONAL SERVICES	182,750	182,750	182,750
0	91,794	0	521165	CONTRACTS FOR SERVICES	0	0	0
780	945	0	521168	MISC MEDICAL SERVICES	0	0	0
8,551	7,956	8,500	521172	BANK SERVICE FEES	12,229	12,229	12,229
4,347	12,998	13,000	522003	EQUIPMENT MAINT & OPER SUPPLIES	9,240	9,240	9,240
258	370	0	522012	FUEL/OIL	0	0	0
57,546	63,184	79,607	522021	EQUIPMENT FUND CHARGES	94,572	94,572	94,572
12,002	13,236	14,443	522022	INFORMATION SYSTEMS FUND CHARGES	14,140	14,140	14,140
663,579	669,225	782,410	522023	GENERAL FUND ADMIN SERVICES	790,665	790,665	790,665
350	0	7,500	522303	CUSTODIAL	7,875	7,875	7,875
131	65	1,500	522306	RENTS & LEASES	1,575	1,575	1,575
4,485	6,220	2,200	522312	FACILITY MAINTENANCE SUPPLIES	8,400	8,400	8,400
13,967	16,342	3,000	522315	FACILITY MNT/REPAIRS	3,150	3,150	3,150
2,193,191	2,000,303	1,994,153		TOTAL MATERIALS & SERVICES	2,334,206	2,339,206	2,339,206
				CAPITAL OUTLAY			
0	0	87,400	550181	MAJOR TOOLS & WORK EQUIPMENT	27,000	27,000	27,000
498,700	154,256	4,000	550190	BOND PROJECTS	0	0	0
10,712	3,057	2,601	550660	JOINT - CAPITAL EQUIPMENT	5,076	5,076	5,076
15,414	98,712	204,000	550663	JWC - OTHER PROJECTS	257,115	257,115	257,115
0	0	260,000	550666	WATER LINE EXTENSION	267,800	267,800	267,800
0	13,598	62,000	550669	WATER TREATMENT PLANT EQUIP.	104,640	104,640	104,640
132,289	5,683	60,000	550672	WATERSHED CAPITAL	50,000	50,000	50,000
0	0	30,000	550760	CONSTRUCTION PROJECTS	10,000	10,000	10,000
657,115	275,305	710,001		TOTAL CAPITAL OUTLAY	721,631	721,631	721,631

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				DEBT SERVICE			
220,000	225,000	225,000	562010	PRINCIPAL - 2003 FFC BONDS	235,000	235,000	235,000
25,937	26,845	27,783	562030	PRINCIPAL - SCOGGINS RESERVOIR	28,755	28,755	28,755
195,131	189,081	182,331	562045	INTEREST - 2003 FFC BONDS	175,019	175,019	175,019
46,860	52,173	45,014	562070	INTEREST - SCOGGINS RESERVOIR	44,042	44,042	44,042
487,928	493,099	480,128		TOTAL DEBT SERVICE	482,816	482,816	482,816
				TRANSFERS			
5,477	25,044	28,800	570127	TRANSFER TO OTHER FUNDS	31,000	31,000	31,000
	0	107,996	570130	IN-LIEU OF TAX	144,687	144,687	144,687
5,477	25,044	136,796		TOTAL TRANSFERS	175,687	175,687	175,687
				CONTINGENCY			
0	0	333,250	580203	JWC - CONTINGENCY	333,250	333,250	333,250
0	0	100,000	580206	CONTINGENCY	100,000	95,000	95,000
0	0	400,000	580212	DEBT SERVICE CONTINGENCY	415,000	415,000	415,000
	0						
0	0	833,250		TOTAL CONTINGENCY	848,250	843,250	843,250
				RESERVES			
0	0	791,476	590304	UNAPP FUND BALANCE	905,176	905,176	905,176
0	0	791,476		TOTAL UNAPPROPRIATED FB	905,176	905,176	905,176
4,140,901	3,590,413	5,841,915		TOTAL WATER EXPENDITURES	6,408,502	6,408,502	6,408,502

WATER SDC FUND

MISSION STATEMENT

To provide a revenue source for capital expansion that is necessary to meet the service requirements of the expanding customer base.

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 Portland area, and will be adjusted each January in accordance with Resolution 07-64. In this way, it keeps up with the construction cost inflation. The SDC charge for a typical single-family residential ¾" water meter is \$4,055 charge.

TRENDS

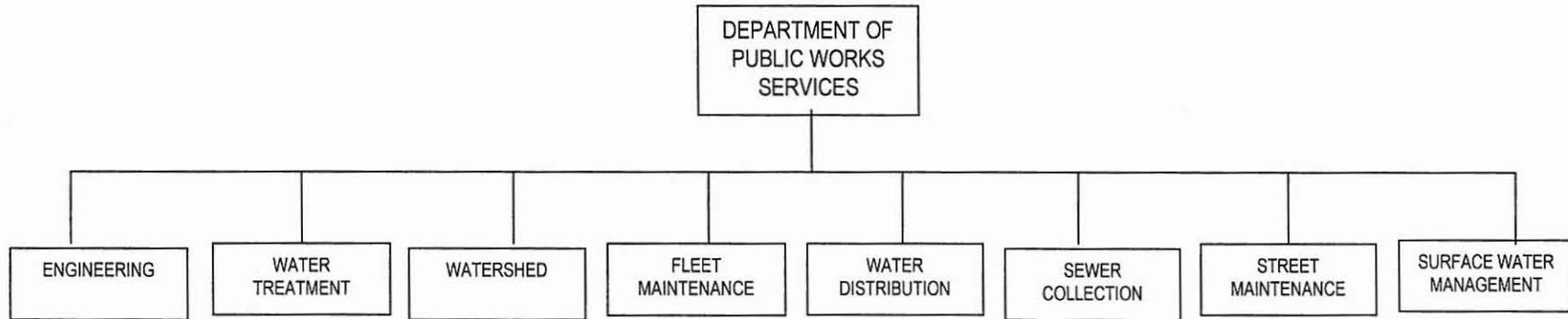
Revenue: Projected revenues of current year FY 08-09 are down because residential development and building in general have slowed. This trend is expected to continue through the budget year of FY 09-10, with expected revenues to be approximately one-third of a typical year.

Expenditures: Projects in this year's Water SDC budget include a water distribution line along the proposed David Hill Road east to be a part of the road construction project. Also included this year is Forest Grove's share of the JWC Raw Water Pipeline project. Forest Grove's participation in this project is funded from both the Water SDC Fund and Water Fund since the project will benefit existing as well as future water users.

FY 09-10 Revenues							
Water SDC							
Fund & Dept & Division: 632-53-91							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
505,948	458,809	596,000	451005	SYSTEM DEVELOPMENT CHARGES	120,000	120,000	120,000
505,948	458,809	596,000		TOTAL CHARGES FOR SERVICES	120,000	120,000	120,000
				MISCELLANEOUS REVENUE			
26,690	24,298	21,024	470105	INTEREST	13,242	13,242	13,242
26,690	24,298	21,024		TOTAL MISCELLANEOUS REVENUE	13,242	13,242	13,242
				FUND BALANCE AVAILABLE			
542,449	391,908	700,813	495005	FUND BAL AVAIL FOR APPROP.	882,820	882,820	882,820
542,449	391,908	700,813		TOTAL AVAILABLE	882,820	882,820	882,820
1,075,087	875,015	1,317,838		TOTAL WATER SDC RESOURCES	1,016,062	1,016,062	1,016,062

FY 09-10 Expenditures							
Water SDC							
Fund & Dept & Division: 632-53-91							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	8,927	0	521150	PROFESSIONAL SERVICES	0	0	0
0	8,927	0		TOTAL MATERIALS & SERVICES	0	0	0
				CAPITAL OUTLAY			
211,127	12,021	0	550663	JWC - OTHER PROJECTS	0	0	0
472,051	57,075	442,000	550760	CONSTRUCTION PROJECTS	390,000	390,000	390,000
683,179	69,096	442,000		TOTAL CAPITAL OUTLAY	390,000	390,000	390,000
				CONTINGENCY			
0	0	50,838	580206	SDC CONTINGENCY	50,000	50,000	50,000
0	0	50,838		TOTAL CONTINGENCY	50,000	50,000	50,000
				UNAPP FUND BALANCE			
0	0	825,000	590304	UNAPP FUND BALANCE	576,062	576,062	576,062
0	0	825,000		TOTAL UNAPP FUND BAL	576,062	576,062	576,062
683,179	78,023	1,317,838		TOTAL WATER SDC EXPEND	1,016,062	1,016,062	1,016,062

SURFACE WATER MANAGEMENT FUND



COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

MISSION STATEMENT

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

OVERVIEW

The function of this service area is to protect the quality of storm water runoff generated within the City limits. This includes responding to hazardous material spills that may potentially discharge into the storm or sanitary sewer and enforcing construction rules for erosion control.

The Surface Water Management (SWM) program was implemented July 1, 1990. The City retains 75% of the SWM fee to offset the maintenance responsibility; the other 25% goes to Clean Water Services (CWS). The SWM fees are to be used for maintenance of storm water conveyance systems and include catch basin maintenance, storm pipe TV inspection and cleaning, and street sweeping, as well as the annual leaf pickup program. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 08-09.

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.

TRENDS

Revenue: The monthly SWM fee is a combination of a base amount set by CWS and a local amount set by Forest Grove. CWS set the base amount of \$4.00 per month in 1998. Because expenditures exceed revenues in this fund, in FY 2008-09, the City added \$0.50 to the monthly fee in addition to the base amount of \$4.00 to help alleviate this, bringing the total monthly SWM fee in Forest Grove to \$4.50. Revenue continues to fall short of expenditures despite efforts to reduce maintenance costs, and so the City is proposing to add an additional \$0.25 in FY 2009-10. CWS has also proposed a \$0.25 increase to the base, raising the base amount to \$4.25 per month. Together with the City’s charges, the total monthly SWM fee in FY 2009-10 will therefore be \$5.00 per month, per equivalent service unit.

Expenditures: The project scheduled for FY 09-10 is a continuation of the Stites Park Drainage improvements. This project is funded half through the SWM fund and half through the SWM SDC fund.

PERFORMANCE MEASURES

<u>WORK ITEM</u>	<u>STANDARD</u>
Clean Catch Basins	Once per year
Clean Storm Pipe	25% system annually
Inspect Storm Pipe	12% system annually
Erosion Control Site Inspections	Within 48 hours of a storm event
Street sweeping	12 times/year (24 times downtown)
Leaf Pick up	CWS Standard

STORM WATER SYSTEM

	<u>CY 2006</u>	<u>CY 2007</u>	<u>CY 2008</u>
Catch Basins	1,512	1,694	1,717 (est)
Storm Drain Pipe	117,091 ft	148,296	150,716 (est)

PERSONNEL REQUIREMENTS

	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
	<u>FY 08-09</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
Superintendent	0.10	0.10	0.10
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.40	2.40	2.35
Program Specialists	0.00	0.00	0.10
Administrative Assistant	0.10	0.10	0.10
TOTAL	3.10	3.10	3.15

			FY 09-10 Revenues				
			SWM				
			Fund & Dept: 640-55				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Adopted	Adopted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
533,643	539,604	612,149	440101	SURFACE WATER MANAGEMENT FEES	693,683	693,683	693,683
533,643	539,604	612,149		TOTAL CHARGES FOR SERVICES	693,683	693,683	693,683
				MISCELLANEOUS REVENUE			
108	2,832		450057	OTHER			
30,643	22,873	18,248	470105	INTEREST	9,071	9,071	9,071
30,750	25,705	18,248		TOTAL MISCELLANEOUS REVENUE	9,071	9,071	9,071
				TRANSFERS & REIMBURSEMENTS			
631,754	633,996	608,259	495005	FUND BAL AVAIL FOR APPROP.	453,559	453,559	453,559
631,754	633,996	608,259		TOTAL AVAILABLE	453,559	453,559	453,559
1,196,148	1,199,305	1,238,656		TOTAL SWM RESOURCES	1,156,314	1,156,314	1,156,314

FY 09-10 Expenditures							
SWM							
Fund & Dept: 640-55							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
127,005	127,893	138,456	511005	REGULAR EMPLOYEE WAGES	151,779	151,779	151,779
386	66		511015	OVERTIME			
23,626	24,772	34,279	512005	HEALTH/DENTAL BENEFITS	46,148	46,148	46,148
	0	1,383	512008	HEALTH REIMBURSE ARRANGE	1,516	1,516	1,516
25,272	24,967	26,141	512010	RETIREMENT	29,265	29,265	29,265
9,588	9,549	10,592	512015	FICA	11,611	11,611	11,611
9,727	10,737	7,007	512020	WORKER'S COMP	7,304	7,304	7,304
765	783	623	512025	OTHER BENEFITS	683	683	683
764	772	1,003	512030	OTHER PAYROLL TAXES	1,112	1,112	1,112
197,134	199,540	219,484		TOTAL PERSONAL SERVICES	249,419	249,419	249,419
MATERIALS & SERVICES							
1,516	1,121	1,500	520110	OPERATING SUPPLIES	1,500	1,500	1,500
0	50	50	520120	ORGANIZATION BUSINESS EXPENSE	50	50	50
1,270	1,285	1,500	520130	PERSONNEL UNIFORMS & EQUIPMENT	1,600	1,600	1,600
0	0	1,000	520150	UTILITIES	1,100	1,100	1,100
1,702	1,248	1,500	520190	COMPUTER SOFTWARE	2,560	2,560	2,560
3,491	1,019	2,000	520220	SMALL EQUIPMENT	3,000	3,000	3,000
2,216	2,846	10,500	520240	CONSTRUCTION SUPPLIES	10,500	10,500	10,500
1,468	1,689	1,500	520503	PRINTING	1,500	1,500	1,500
0	0	50	520506	POSTAGE	50	50	50
28	170	430	520509	TELEPHONE	430	430	430
0	125	500	520521	PUBLIC INFORMATION	250	250	250
0	0	275	520524	PUBLICATIONS	275	275	275
19,133	20,305	0	520545	IN-LIEU OF TAX	0	0	0
133,778	142,832	137,533	520557	INTERGOVERNMENTAL SERVICES	148,908	148,908	148,908
9,330	6,083	5,901	520578	INSURANCE & BONDS	5,901	5,901	5,901

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
0	23	750	521003	TRAINING/CONFERENCES	900	900	900
144	0	0	521113	ATTORNEY SERVICES	1,200	1,200	1,200
13,620	52,449	3,350	521150	PROFESSIONAL SERVICES	14,200	14,200	14,200
284	285	0	521168	MISC MEDICAL SERVICES	150	150	150
			521172	BANK SERVICE FEES	1,184	1,184	1,184
29	25	1,300	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,300	1,300	1,300
53,165	57,350	58,396	522021	EQUIPMENT FUND CHARGES	79,920	79,920	79,920
408	587	459	522022	INFORMATION SYSTEMS FUND CHARGES	491	491	491
119,297	118,633	141,244	522023	GENERAL FUND ADMIN SERVICES	140,840	140,840	140,840
0	0	400	522306	RENTS & LEASES	400	400	400
3,132	3,131	3,132	522309	BUILDING/FACILITY RENTAL	3,132	3,132	3,132
48	175	2,000	522312	FACILITY MAINTENANCE SUPPLIES	1,500	1,500	1,500
364,058	411,431	375,270		TOTAL MATERIALS & SERVICES	422,841	422,841	422,841
				CAPITAL OUTLAY			
0	18,045	491,000	550863	STORM SEWER CONSTRUCTION	176,000	176,000	176,000
0	18,045	491,000		TOTAL CAPITAL OUTLAY	176,000	176,000	176,000
				TRANSFERS			
0	0	0	570115	STREET FUND TRANSFER		0	0
960	0	0	570127	TRANSFER TO OTHER FUNDS	0	0	0
	0	32,828	570130	IN-LIEU OF TAX	34,606	34,606	34,606
960	0	32,828		TOTAL TRANSFERS	34,606	34,606	34,606
				CONTINGENCY			
0	0	45,074	580206	CONTINGENCY	50,000	50,000	50,000
0	0	45,074		TOTAL CONTINGENCY	50,000	50,000	50,000
				UNAPP FUND BALANCE			
0	0	75,000	590304	UNAPP FUND BALANCE	223,448	223,448	223,448
0	0	75,000		TOTAL UNAPP FUND BAL	223,448	223,448	223,448
562,152	629,016	1,238,656		TOTAL SWM EXPENDITURES	1,156,314	1,156,314	1,156,314

SURFACE WATER MANAGEMENT SDC FUND

MISSION STATEMENT

To provide a revenue source for capital expansion that is necessary to meet the impacts of growth and development of the City.

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 respectively. The City retains 100% of this fee.

TRENDS

Surface Water Management SDC Fund is used for system expansion capital only. The Project scheduled for FY 09-10 is a continuation of the Stites Park Drainage improvements. This project is funded half through the SWM fund and half through the SWM SDC fund.

FY 09-10 Revenues							
SWM SDC							
Fund & Dept & Division: 642-55-91							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
19,033	15,332	31,836	451006	IN-LIEU CHARGES - QUALITY	21,654	21,654	21,654
23,262	18,739	38,910	451007	IN-LIEU CHARGES - QUANTITY	26,466	26,466	26,466
42,295	34,071	70,746		TOTAL CHARGES FOR SERVICES	48,120	48,120	48,120
				MISCELLANEOUS REVENUE			
15,005	14,642	10,459	470105	INTEREST	3,921	3,921	3,921
15,005	14,642	10,459		TOTAL MISCELLANEOUS REVENUE	3,921	3,921	3,921
				TRANSFERS & REIMBURSEMENTS			
0	0	0	470020	SWM FUND (QUANTITY)	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBURSEMENTS	0	0	0
				FUND BALANCE AVAILABLE			
305,307	358,277	348,639	495005	FUND BAL AVAIL FOR APPROP.	261,427	261,427	261,427
305,307	358,277	348,639		TOTAL AVAILABLE	261,427	261,427	261,427
362,607	406,990	429,844		TOTAL SWM SDC RESOURCES	313,468	313,468	313,468

FY 09-10 Expenditures							
SWM SDC							
Fund & Dept & Division: 642-55-91							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	0	520557	INTERGOVERNMENTAL SERVICES	0	0	0
0	0	0	521150	PROFESSIONAL SERVICES	0	0	0
0	0	0		MATERIALS & SERVICES	0	0	0
				CAPITAL OUTLAY			
2,165	8,337	113,000	550860	QUANTITY SYSTEM IMPROVEMENTS	138,000	138,000	138,000
2,165	0	0	550861	QUALITY SYSTEMS IMPROVEMENTS	88,000	88,000	88,000
0	107,639	0	550863	STORM SEWER CONSTRUCTION	0	0	0
4,330	115,976	113,000		TOTAL CAPITAL OUTLAY	226,000	226,000	226,000
				CONTINGENCY			
0	0	174,264	580208	SDC CONTINGENCY QUANTITY	48,108	48,108	48,108
0	0	142,580	580207	SDC CONTINGENCY QUALITY	39,361	39,361	39,361
0	0	316,844		TOTAL CONTINGENCY	87,468	87,468	87,468
				UNAPP FUND BALANCE			
0	0	0	590304	UNAPP FUND BALANCE	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
4,330	115,976	429,844		TOTAL SWM SDC EXPENDITURES	313,468	313,468	313,468

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Special Revenue Funds

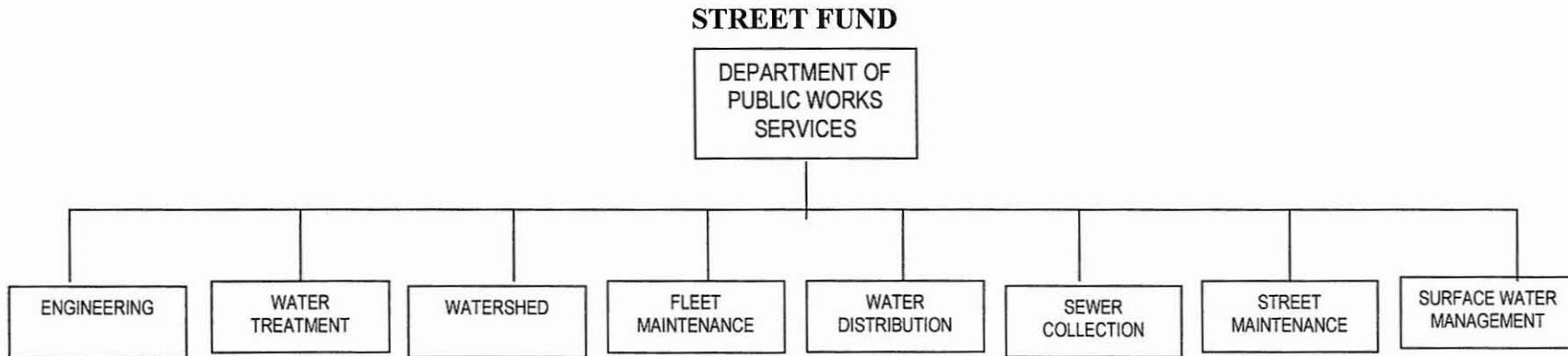
BUILDING PERMITS FUND

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

FY 09-10 Revenues							
Building Permits Fund							
Fund & Dept: 205-32							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
235	582		440025	COPY SERVICE	400	400	400
235	582			TOTAL CHARGES FOR SERVICES	400	400	400
				LICENSES,PERMITS,FEES			
274,856	261,369	322,694	450074	BUILDING PERMIT	77,635	77,635	77,635
611	180	0	450076	MANUFACTURED HOME PERMITS	500	500	500
77,828	66,608	75,564	450078	PLUMBING PERMITS	21,631	21,631	21,631
16,272	19,426	24,553	450080	MECHANICAL PERMITS	8,608	8,608	8,608
21,472	23,347	34,398	450082	STRUCTURAL STATE SURCHARGE	9,316	9,316	9,316
490	44	0	450084	MANUF. HOUSING STATE SURCHARGE	60	60	60
7,730	7,752	8,035	450086	PLUMBING STATE SURCHARGE	2,596	2,596	2,596
1,667	1,739	2,638	450088	MECHANICAL PLANS ST. SURCHRG	1,033	1,033	1,033
167,099	193,613	202,990	450106	STRUCTURAL PLAN REVIEW FEES	43,727	43,727	43,727
337	1,730	0	450108	PLUMBING PLAN REVIEW FEES	2,700	2,700	2,700
712	721	0	450110	MECHANICAL PLAN REVIEW FEES	700	700	700
17,545	15,968	32,806	450112	FL&S PLAN REVIEW FEES	6,000	6,000	6,000
0		12000	450124	EROSION CONTROL FEES	2,640	2,640	2,640
1,290	1,037	10,000	450126	MISC-REINSPECT/INVESTIGATE FEE	1,600	1,600	1,600
587,907	593,533	725,678		TOTAL LICENSES,PERMITS,FEES	178,745	178,745	178,745
				MISCELLANEOUS REVENUE			
19,460	24,300	18,361	470105	INTEREST	5,622	5,622	5,622
19,460	24,300	18,361		TOTAL MISCELLANEOUS REVENUE	5,622	5,622	5,622
				TRANSFERS			
0	0	20,000	481005	TRANSFER FROM OTHER FUNDS	0	0	0
0	0	20,000		TOTAL TRANSFERS	0	0	0
				FUND BALANCE AVAILABLE			
368,639	516,082	531,235	495005	FUND BAL AVAIL FOR APPROP.	374,781	374,781	374,781
368,639	516,082	531,235		TOTAL AVAILABLE	374,781	374,781	374,781
976,242	1,134,497	1,295,274		TOTAL BUILDING RESOURCES	559,548	559,548	559,548

				FY 09-10 Expenditures			
				Building Services			
				Fund & Dept: 205-32			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONAL SERVICES			
235,450	278,310	319,200	511005	REGULAR EMPLOYEE WAGES	212,530	212,530	212,530
140	347	0	511015	OVERTIME	0	0	0
	915	0	511020	TEMPORARY EMPLOYEE WAGES	0	0	0
38,569	51,498	62,388	512005	HEALTH/DENTAL BENEFITS	37,881	37,881	37,881
1,217	2,163	3,146	512008	Health Reimb Arrangement	2,095	2,095	2,095
46,855	55,299	59,463	512010	RETIREMENT	40,435	40,435	40,435
17,804	21,073	24,419	512015	FICA	16,259	16,259	16,259
2,523	2,454	2,283	512020	WORKER'S COMP	1,688	1,688	1,688
1,301	1,199	1,526	512025	OTHER BENEFITS	1,001	1,001	1,001
1,484	1,814	2,266	512030	OTHER PAYROLL TAXES	1,515	1,515	1,515
345,341	415,073	474,693		TOTAL PERSONAL SERVICES	313,405	313,405	313,405
				MATERIALS & SERVICES			
771	1,126	2,333	520110	OPERATING SUPPLIES	1,424	1,424	1,424
92	11	636	520120	ORGANIZATION BUSINESS EXPENSE	460	460	460
0	0	17,000	520170	CODE ENFORCEMENT EXPENDITURES	0	0	0
6,299	0	450	520190	COMPUTER SOFTWARE	360	360	360
911	1,310	2,174	520503	PRINTING	1,200	1,200	1,200
504	189	2,175	520506	POSTAGE	400	400	400
2,004	2,108	1,137	520509	TELEPHONE	1,250	1,250	1,250
0	93	371	520521	PUBLIC INFORMATION	160	160	160
1,152	1,312	1,030	520524	PUBLICATIONS	250	250	250
355	130	950	520530	MEMBERSHIPS	950	950	950
39,163	44,956	82,357	520557	INTERGOVERNMENTAL SERVICES	29,018	29,018	29,018
764	605	587	520578	INSURANCE & BONDS	587	587	587
2,236	795	6,062	521003	TRAINING/ CONFERENCES	4,218	4,218	4,218

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
144	0	3,000	521113	ATTORNEY SERVICES	2,000	2,000	2,000
10,367	10,275	300	521150	PROFESSIONAL SERVICES	300	300	300
305	284	300	521172	BANK SERVICE FEES	150	150	150
228	0	1,500	522003	EQUIPMENT MAINT & OPER SUPPLIES	500	500	500
6,027	6,208	6,372	522021	EQUIPMENT FUND CHARGES	6,528	6,528	6,528
6,716	10,267	7,191	522022	INFORMATION SYSTEMS FUND CHARG	6,778	6,778	6,778
36,781	37,475	40,735	522023	GENERAL FUND ADMIN SERVICES	41,754	41,754	41,754
	0	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
114,819	117,145	176,660		TOTAL MATERIALS & SERVICES	98,287	98,287	98,287
				CAPITAL OUTLAY			
0	0	98,700	550100	GENERAL GOVT PROJECTS	0	0	0
0	0	98,700		TOTAL CAPITAL OUTLAY	0	0	0
				CONTINGENCY			
0	0	100,000	580206	CONTINGENCY	100,000	100,000	100,000
0	0	100,000		TOTALCONTINGENCY	100,000	100,000	100,000
				UNAPP FUND BALANCE			
0	0	445,221	590304	UNAPP FUND BALANCE	47,856	47,856	47,856
0	0	445,221		UNAPP FUND BALANCE	47,856	47,856	47,856
460,160	532,218	1,295,274		TOTAL BUILDING EXPENDITURES	559,548	559,548	559,548



COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

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. This service area 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. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 08-09.

GOALS

- Maintain City street pavement surfaces for safe driving and riding conditions.
- Reconstruct deteriorated streets and storm drains.

- Keep traffic control signs and pavement markings in good repair.

TRENDS

The State highway fund (“gas tax”) per capita distribution to cities is estimated to be \$36.36 for FY 09-10. This continues to be lower than the previous year. State gas tax is down largely due to more fuel efficient cars. Coupled with the OTIA distribution, the total per capita State funding is \$42.13 per capita (Forest Grove’s population is 21,465).

Two CDBG (Community Development Block Grant) projects carry over into FY 09-10: The completion of the 18th Avenue Sidewalks from Hawthorne Street to Maple Street, and a new project “A” Street from 23rd to 26th.

The Town Center Pedestrian Improvements phase II received funding from **American Recovery and Reinvestment Act of 2009**. Funding for this work is 100% Federal and 0% Local. The City is responsible for any cost above the Federal share and therefore a small contingency is included.

A contingency for possible mitigation work for Bonnie Lane is included. A small amount is identified for possible way finding signs. Both the annual summer resurfacing projects are funded, overlays and slurry seal. \$15,000 has been appropriated for the purchase of a snow plow to fit on the Street Department front loader.

PERFORMANCE MEASURES

<u>WORK ITEM</u>	<u>STANDARD</u>
Respond to calls regarding potholes	48 hours
Perform Annual Pavement Rating Analysis	Entire system annually

STREET SYSTEM

	<u>CY 2007</u>	<u>CY 2008</u>	<u>CY 2009</u>
Streets within City	76.61 Miles	77.64 Miles	77.95 Miles (est)

PERSONNEL REQUIREMENTS

	<u>2008-09 Appropriated</u>	<u>2008-09 Filled</u>	<u>2009-10 Proposed</u>
Superintendent	0.15	0.15	0.15
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.10	2.10	1.90
Program Specialist	0.00	0.00	0.30
Administrative Assistant	0.15	0.15	0.15
TOTAL	2.90	2.90	3.00

FY 09-10 Revenues							
Streets							
Fund & Dept: 210-52							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
	0	109,000	420041	WASHINGTON COUNTY MSTIP	0	0	0
925,084	895,533	909,770	422015	STATE GAS TAX	825,277	825,277	825,277
86,695	86,993	88,951	422025	COUNTY GAS TAX	83,196	83,196	83,196
194,490	0	0	430701	ODOT GRANT	0	0	0
0	0	0	430702	ODOT GRANT SIDEWALKS	0	0	0
	78,069	233,500	430706	CDBG	233,500	233,500	233,500
	18,100		450100	STREET IMPROV FEE - N CENTRAL PROJECTS			
1,206,269	1,078,695	1,341,221		TOTAL INTERGOVERNMENT REVENUE	1,141,973	1,141,973	1,141,973
				MISCELLANEOUS REVENUE			
99,125	59,768	37,329	470105	INTEREST	21,126	21,126	21,126
2,159	10,203	0	450057	OTHER	0	0	109,000
	0	0	445010	SALE OF MATERIALS	0	0	0
101,284	69,971	37,329		TOTAL MISCELLANEOUS REVENUE	21,126	21,126	130,126
				TRANSFERS & REIMBURSEMENTS			
0	0	0	481030	SWM FUND TRANSFER	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBURSEMENTS	0	0	0
				FUND BALANCE AVAILABLE			
1,616,891	2,063,147	1,244,310	495005	FUND BAL AVAIL FOR APPROP.	1,056,286	1,056,286	1,056,286
1,616,891	2,063,147	1,244,310		TOTAL AVAILABLE	1,056,286	1,056,286	1,056,286
2,924,443	3,211,813	2,622,861		TOTAL STREET RESOURCES	2,219,385	2,219,385	2,328,385

FY 09-10 Expenditures							
Streets							
Fund & Dept: 210-52							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
131,917	139,618	130,614	511005	REGULAR EMPLOYEE WAGES	150,815	150,815	150,815
175	367	2,596	511015	OVERTIME	0	0	0
30,445	33,087	29,095	512005	HEALTH/DENTAL BENEFITS	44,731	44,731	44,731
	0	1,304	512008	HEALTH REIMBURS ARRANGE	1,480	1,480	1,480
26,246	26,670	24,646	512010	RETIREMENT	28,565	28,565	28,565
9,969	10,538	10,191	512015	FICA	11,537	11,537	11,537
7,289	8,804	6,255	512020	WORKER'S COMP	7,122	7,122	7,122
891	950	599	512025	OTHER BENEFITS	679	679	679
928	967	969	512030	OTHER PAYROLL TAXES	1,108	1,108	1,108
207,860	221,001	206,269		TOTAL PERSONAL SERVICES	246,038	246,038	246,038
MATERIALS & SERVICES							
1,531	2,013	2,000	520110	OPERATING SUPPLIES	2,000	2,000	2,000
0	77	50	520120	ORGANIZATION BUSINESS EXPENSE	50	50	50
1,906	1,210	1,500	520130	PERSONNEL UNIFORMS & EQUIPMENT	1,600	1,600	1,600
61,807	70,278	80,000	520150	UTILITIES	80,000	80,000	80,000
1,352	1,248	1,500	520190	COMPUTER SOFTWARE	1,500	1,500	1,500
1,809	1,471	5,500	520220	SMALL EQUIPMENT	3,500	3,500	3,500
32,114	25,703	59,000	520240	CONSTRUCTION SUPPLIES	97,000	97,000	97,000
73,000	73,000	77,200	520280	STREET LIGHT MAINT. (4003509)	77,200	77,200	77,200
358	610	250	520503	PRINTING	250	250	250
1	1	100	520506	POSTAGE	100	100	100
615	487	650	520509	TELEPHONE	650	650	650
0	0	500	520521	PUBLIC INFORMATION	500	500	500
0	132	100	520524	PUBLICATIONS	100	100	100
0	0	0	520530	MEMBERSHIPS	0	0	0
7,033	22,469	21,800	520557	INTERGOVERNMENTAL SERVICES	21,800	21,800	21,800
5,417	6,409	6,217	520578	INSURANCE & BONDS	6,217	6,217	6,217
522	148	850	521003	TRAINING/CONFERENCES	850	850	850
894	1,051	0	521113	ATTORNEY SERVICES	0	0	0
760	84,145	122,950	521150	PROFESSIONAL SERVICES	2,950	2,950	2,950
0	0	0	521165	CONTRACTS FOR SERVICE	0	0	0
582	693	0	521168	MISC MEDICAL SERVICES	0	0	0
2,443	2,273	2,400	521172	BANK SERVICE FEES	2,400	2,400	2,400
514	110	1,200	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,200	1,200	1,200

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
374	1,295		522012	FUEL/OIL			
44,020	43,124	44,866	522021	EQUIPMENT FUND CHARGES	60,000	60,000	60,000
1,232	1,619	1,625	522022	INFORMATION SYSTEMS FUND CHARGES	1,419	1,419	1,419
328,892	335,681	404,559	522023	GENERAL FUND ADMIN SERVICES	399,047	399,047	399,047
3,000	2,900	3,100	522306	RENTS & LEASES	7,600	7,600	7,600
3,132	3,131	3,132	522309	BUILDING/FACILITY RENTAL	3,132	3,132	3,132
0	8	500	522312	FACILITY MAINTENANCE SUPPLIES	500	500	500
100	0	0	522315	FACILITY MNT/REPAIRS	0	0	0
573,409	681,283	841,549		TOTAL MATERIALS & SERVICES	771,565	771,565	771,565
0							
				CAPITAL OUTLAY			
18,386	0	51,100	550181	MAJOR TOOLS & WORK EQUIPMENT	20,000	20,000	20,000
45,340	265,356	395,000	550563	CONSTRUCTION MAINTENANCE	180,000	180,000	180,000
15,792	597,904	50,000	550575	STREET CONSTRUCTION	159,000	159,000	159,000
509	160,130	507,500	551060	CDBG PROJECTS	507,500	507,500	507,500
0	0	0	551064	OTIA GRANT (HWY 8)	0	0	0
	847		551066	SAFE ROUTES TO SCHOOL			
80,027	1,024,236	1,003,600		TOTAL CAPITAL OUTLAY	866,500	866,500	866,500
				CONTINGENCIES			
0	0	210,443	580206	CONTINGENCY	150,000	150,000	150,000
0	0	210,443		TOTAL CONTINGENCY	150,000	150,000	150,000
				UNAPP FUND BALANCE			
0	0	361,000	590304	UNAPP FUND BALANCE	185,283	185,282	294,282
0	0	361,000		TOTAL UNAPP FUND BAL	185,283	185,282	294,282
0	0	0				0	0
861,296	1,926,520	2,622,861		TOTAL STREET EXPENDITURES	2,219,385	2,219,385	2,328,385

STREET TREE FUND

The City's Land Division Ordinance 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.

FY 09-10 Revenues							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LICENSES, PERMITS, FEES			
30,633	26,075	26,385	450140	TREE PLANTING FEES	19,020	19,020	19,020
30,633	26,075	26,385		TOTAL LICENSES, PERMITS, FEES	19,020	19,020	19,020
				MISCELLANEOUS REVENUE			
2,300	3,191	2400	470105	INTEREST	1,200	1,200	1,200
9,492	7,805		472025	TREE COMPENSATION REVENUE			
11,792	10,996	2400		TOTAL MISCELLANEOUS REVENUE	1,200	1200	1200
				FUND BALANCE AVAILABLE			
58,627	77,596	86,881	495005	FUND BAL AVAIL FOR APPROP.	70,220	70,220	70,220
58,627	77,596	86,881		TOTAL AVAILABLE	70,220	70,220	70,220
101,052	114,667	115,666		TOTAL STREET TREE RESOURCES	90,440	90,440	90,440

FY 09-10 Expenditures							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
2,280	350	0	520273	CITYWIDE TREE PURCHASES			
21,177	19,178	115,666	520290	STREET TREE PLANTING	90,440	90,440	90,440
23,457	19,528	115,666		TOTAL MATERIALS & SERVICES	90,440	90,440	90,440
23,457	19,528	115,666		TOTAL STREET TREE EXPENDITURES	90,440	90,440	90,440

911 EMERGENCY FUND

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 pays its 9-1-1 telephone tax revenue to WCCCA but is required by Oregon law to maintain this fund for accounting purposes.

FY 09-10 Revenues							
911 Emergency Fund							
Fund & Dept: 215-20							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
75,033	160,223	160,000	422035	911 EMERGENCY TAX	125,000	125,000	125,000
75,033	160,223	160,000		TOTAL INTERGOVERNMENT REVENUE	125,000	125,000	125,000
				FUND BALANCE AVAILABLE			
0	0		495005	FUND BAL AVAIL FOR APPROP.	0		
0	0	0		TOTAL AVAILABLE	0	0	0
75,033	160,223	160,000		TOTAL 9-1-1 RESOURCES	125,000	125,000	125,000

FY 09-10 Expenditures							
911 Emergency Fund							
Fund & Dept: 215-20							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
75,033	160,223	160,000	520557	INTERGOVERNMENTAL SERVICES	125,000	125,000	125,000
75,033	160,223	160,000		TOTAL MATERIALS & SERVICES	125,000	125,000	125,000
75,033	160,223	160,000		TOTAL 9-1-1 EXPENDITURES	125,000	125,000	125,000

FORFEITURE SHARING FUND

The City received forfeiture funds from the Federal government and was required to place the money in a separate fund. The Police Department purchases eligible assets and supplies with these funds.

				FY 09-10 Revenues			
				Forfeiture Sharing Fund			
				Fund & Dept & Division: 220-21-40			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FINES AND FORFEITURES			
			460150	FORFEITURE SHARING REVENUE	5,000	5,000	5,000
				TOTAL FINES AND FORFEITURES	5,000	5,000	5,000
				MISCELLANEOUS REVENUE			
0	2,414	500	470105	INTEREST	0	0	0
0	2,414	500		TOTAL MISCELLANEOUS REVENUE	0	0	0
				FUND BALANCE AVAILABLE			
0	59,005	61,800	495005	FUND BAL AVAIL FOR APPROP.	533	533	533
0	59,005	61,800		TOTAL AVAILABLE	533	533	533
0	61,419	62,300		TOTAL FORFEITURE SHARING FUND	5,533	5,533	5,533

							FY 09-10 Expenditures			
							Forfeiture Sharing Fund			
							Fund & Dept & Division: 220-21-40			
2006-07	2007-08	2008-09				2009-10	2009-10	2009-10		
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted		
				MATERIALS & SERVICES						
0	0	14,823	520220	SMALL EQUIPMENT		5,533	5,533	5,533		
0	0	14,823		TOTAL MATERIALS & SERVICES		5,533	5,533	5,533		
				CAPITAL OUTLAY						
0	0	14,800	550186	FORFEITURE PROCEED PURCHASES		-	0	0		
0	0	14,800		TOTAL CAPITAL OUTLAY		-	0	0		
				TRANSFERS						
0	0	32,677	570103	TO GENERAL FUND		0	0	0		
0	0	32,677		TOTAL TRANSFERS		0	0	0		
				UNAPPROPRIATED ENDING FUND BAL						
0	0	0	560304	UNAPPROPRIATED ENDING FUND BAL		0	0	0		
0	0	0		TOTAL UNAPPROPRIATE END FD BAL		0	0	0		
0	0	62,300		TOTAL FORFEITURE SHARING FUND		5,533	5,533	5,533		

LIBRARY ENDOWMENT FUND

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. The earnings from this fund are transferred to the Library Donations Fund for expenditure.

			FY 09-10 Revenues				
			Library Endowment Fund				
			Fund & Dept & Division: 505-14-50				
2006-07 Actual	2007-08 Actual	2008-09 Budgeted	Account	Resource Allocation	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
			MISCELLANEOUS REVENUE				
1,733	1,971	900	470105	INTEREST	412	412	412
0	0	0	471026	CONTRIBUTIONS	0	0	0
1,733	1,971	900	TOTAL MISCELLANEOUS REVENUE		412	412	412
			FUND BALANCE AVAILABLE				
573	560	156	495005	FUND BAL AVAIL FOR APPROP.	49	49	49
41,187	41,187	41,187	495006	RESTRICTED FUND BALANCE	41,187	41,187	41,187
41,760	41,747	41,343	TOTAL AVAILABLE		41,236	41,236	41,236
43,493	43,718	42,243	TOTAL LIB ENDOWMENT RESOURCES		41,648	41,648	41,648

FY 09-10 Expenditures							
Library Endowment Fund							
Fund & Dept & Division: 505-14-50							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				TRANSFERS			
1,746	2,404	1,056	570127	TO LIBRARY DONATIONS FUND	412	412	412
1,746	2,404	1,056		TOTAL TRANSFERS	412	412	412
				UNAPPROPRIATED ENDING FUND BAL			
0	0	41,187	590304	UNAPPROPRIATED ENDING FUND BAL	41,236	41,236	41,236
0	0	41,187		TOTAL UNAPPROPRIATE END FD BAL	41,236	41,236	41,236
1,746	2,404	42,243		TOTAL LIB ENDOWMENT EXPEND.	41,648	41,648	41,648

LIBRARY DONATIONS FUND

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 will still account for the restricted proceeds from the sale of the Rogers Library which was sold to Pacific University in December 1989.

The sources of funds for this Fund are the interest earnings on the Library Endowment Fund and funds raised by the Forest Grove Library Foundation that are given to the City by the Foundation.

				FY 09-10 Revenues Library Donations Fund Fund & Dept: 250-14			
2006-07 Actual	2007-08 Actual	2008-09 Budgeted	Account	Title	2009-10 Proposed	2009-10 Approved	2009-10 Adopted
				MISCELLANEOUS REVENUE			
1,138	0	0	470105	INTEREST	0	0	0
24,237	0	0	471015	FOUNDATION CONTRIBUTION	0	0	0
25,375	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				TRANSFERS			
1,746	2,404	1,056	481005	FROM LIBRARY ENDOWMENT FUND	412	412	412
22,000	0	0	481005	FROM CAPITAL PROJECTS FUND	0	0	0
28,500	0	0	481005	FROM GENERAL FUND	0	0	0
52,246	2,404	1,056		TOTAL TRANSFERS	412	412	412
				FUND BALANCE AVAILABLE			
0	1,746	4,150	495005	FUND BAL AVAIL FOR APPROP.	977	977	977
0	1,746	4,150		TOTAL AVAILABLE	977	977	977
77,621	4,150	5,206		TOTAL LIB DONATIONS RESOURCES	1,389	1,389	1,389

FY 09-10 Expenditures							
Library Donations Fund							
Fund & Dept: 250-14							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	5,206	520220	SMALL EQUIPMENT	1,389	1,389	1,389
0	0	5,206		TOTAL MATERIALS & SERVICES	1,389	1,389	1,389
				CAPITAL OUTLAY			
490,243	0	0	550166	BUILDING IMPROVEMENTS	0	0	0
490,243	0	0		TOTAL CAPITAL OUTLAY	0	0	0
				UNAPPROPRIATED ENDING FUND BAL			
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
490,243	0	5,206		TOTAL LIB DONATIONS EXPEND.	1,389	1,389	1,389

TRAIL SYSTEM FUND

This fund was established in Fiscal Year 2007-08 to account for payments from Waste Management to the City dedicated to the development and maintenance of the City's trail system. The City established a maximum allowable rate of return for solid waste disposal services of 11%. Through automation and other efficiencies, Waste Management has exceeded this rate of return. This has allowed Waste Management to expand services to the citizens of Forest Grove without raising rates, and now to dedicate funds to trail maintenance and development should their rate of return exceed the maximum allowable rate of return of 11%.

				FY 09-10 Revenues			
				Trail System Fund			
				Fund & Dept: 260-16			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
0	156,271		465200	WM TRAIL SPONSORSHIP	0	0	0
0	156,271	0		TOTAL INTERGVMNT REVENUE	0	0	0
				MISCELLANEOUS REVENUE			
0	2,403	1,500	450005	INTEREST	1,750	2,200	2,200
0	2,403	1,500		TOTAL MISCELLANEOUS REVENUE	1,750	2,200	2,200
				FUND BALANCE AVAILABLE			
0	0	156,680	485005	FUND BAL AVAIL FOR APPROP.	159,270	208,356	208,356
0	0	156,680		TOTAL AVAILABLE	159,270	208,356	208,356
0	158,674	158,180		TOTAL TRAIL SYSTEM FUND RESOURCES	161,020	210,556	210,556

FY 09-10 Expenditures							
Trail System Fund							
Fund & Dept: 260-16							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	6,000	522320	TRAIL MAINTENANCE	6,000	10,000	10,000
0	0	6,000		TOTAL MATERIALS AND SERVICES	6,000	10,000	10,000
				CAPITAL OUTLAY			
0	0	152,180	550240	TRAIL DEVELOPMENT	155,020	200,556	200,556
0	0	152,180		TOTAL CAPITAL OUTLAY	155,020	200,556	200,556
0	0	158,180		TOTAL TRAIL SYSTEM FUND EXPEND.	161,020	210,556	210,556

TRANSPORTATION SYSTEMS FUND

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.

				FY 09-10 Revenues			
				Transportation System Fund			
				Fund & Dept: 265-12			
2006-07	2007-08	2008-09	Account	Resource Allocation	2009-10	2009-10	2009-10
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
0	444,077	400,000	430725	DHS TRANSPORTATION GRANT	360,000	360,000	360,000
0	444,077	400,000		TOTAL INTERGVMNT REVENUE	360,000	360,000	360,000
				FUND BALANCE AVAILABLE			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	0	0	0
0	0	0		TOTAL AVAILABLE	0	0	0
0	444,077	400,000		TOTAL TRANSP SYS FUND RESOURCES	360,000	360,000	360,000

FY 09-10 Expenditures							
Transportation System Fund							
Fund & Dept: 265-12							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	444,077	400,000	523015	TRANSPORTATION GRANT	360,000	360,000	360,000
0	444,077	400,000		TOTAL MATERIALS AND SERVICES	360,000	360,000	360,000
				UNAPPROPRIATED ENDING FUND BAL			
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
0	444,077	400,000		TOTAL TRAIL SYSTEM FUND EXPEND.	360,000	360,000	360,000

COMMUNITY ENHANCEMENT FUND

This fund contains revenue received from the Metropolitan Service District (METRO). The revenue is collected by METRO from the operation of the solid waste transfer station in Forest Grove. In 1990, the City Council established the Community Enhancement Program.

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

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

Over the years, fund balance has accumulated through grants not being fully expended, higher than budgeted enhancement fees, and interest earnings. Current City policy is that grants awarded in any fiscal year will not exceed the enhancement fees budgeted to be received plus twenty-five percent of the fund balance.

FY 09-10 Revenues							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
82,424	79,164	80,000	420025	METRO ENHANCEMENT FEE	55,000	59,380	59,380
82,424	79,164	80,000		TOTAL INTERGOVERNMENT REVENUE	55,000	59,380	59,380
MISCELLANEOUS REVENUE							
3,375	0	0	431001	REPAYMENT OF GRANTS	0	0	0
382	199	400	470105	INTEREST	0	0	0
3,757	199	400		TOTAL MISCELLANEOUS REVENUE	0	0	0
FUND BALANCE AVAILABLE							
70,369	62,329	43,790	495005	FUND BAL AVAIL FOR APPROP.	19,682	19,682	21,445
70,369	62,329	43,790		TOTAL AVAILABLE	19,682	19,682	21,445
156,550	141,692	124,190		TOTAL CEP RESOURCES	74,682	79,062	80,825

FY 09-10 Expenditures							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
94,621	98,894	90,107	523003	COMMUNITY ENHANCEMENT GRANTS	59,920	64,300	64,300
		3,363	523004	CEP PRIOR YEAR CARRYOVER	0	0	1,763
94,621	98,894	93,470		TOTAL MATERIALS & SERVICES	59,920	64,300	66,063
				UNAPPROPRIATED ENDING FUND BAL			
0	0	30,720	590304	UNAPPROPRIATED ENDING FUND BAL	14,762	14,762	14,762
0	0	30,720		TOTAL UNAPPROPRIATE END FD BAL	14,762	14,762	14,762
94,621	98,894	124,190		TOTAL CEP EXPENDITURES	74,682	79,062	80,825

PUBLIC ARTS DONATIONS FUND

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 and donations. It also currently includes proceeds from the Chamber of Commerce “Buy A Brick” campaign which has been given to the Commission for the purchase of public art. The Commission expects to make this purchase by the end of 2009.

				FY 09-10 Revenues				
				Public Arts Donations Fund				
				Fund & Dept: 280-11				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				MISCELLANEOUS REVENUE				
0	0	0	471026	CONTRIBUTIONS	1,000	1,000	1,000	
0	0	0	470105	INTEREST	125	125	125	
0	0	0		TOTAL MISCELLANEOUS REVENUE	1,125	1,125	1,125	
				TRANSFERS				
0	0	0	481005	FROM GENERAL FUND	1,921	1,921	1,921	
0	0	0		TOTAL TRANSFERS	1,921	1,921	1,921	
				FUND BALANCE AVAILABLE				
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	10,482	10,482	10,480	
0	0	0		TOTAL AVAILABLE	10,482	10,482	10,480	
0	0	0		TOTAL PUBLIC ARTS RESOURCES	13,528	13,528	13,526	

				FY 09-10 Expenditures				
				Public Arts Donations Fund				
				Fund & Dept: 280-11				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				MATERIALS & SERVICES				
0	0	0	520564	SMALL EQUIPMENT	13,528	13,528	13,526	
0	0	0		TOTAL MATERIALS & SERVICES	13,528	13,528	13,526	
0	0	0		TOTALPUBLIC ARTS EXPEND.	13,528	13,528	13,526	

Internal Service Funds

INFORMATION SYSTEMS FUND

COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

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 every three 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.

GOALS

Replace computer equipment on a scheduled basis from funds placed in reserve for that purpose.

Establish standard specifications 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 MEASURES

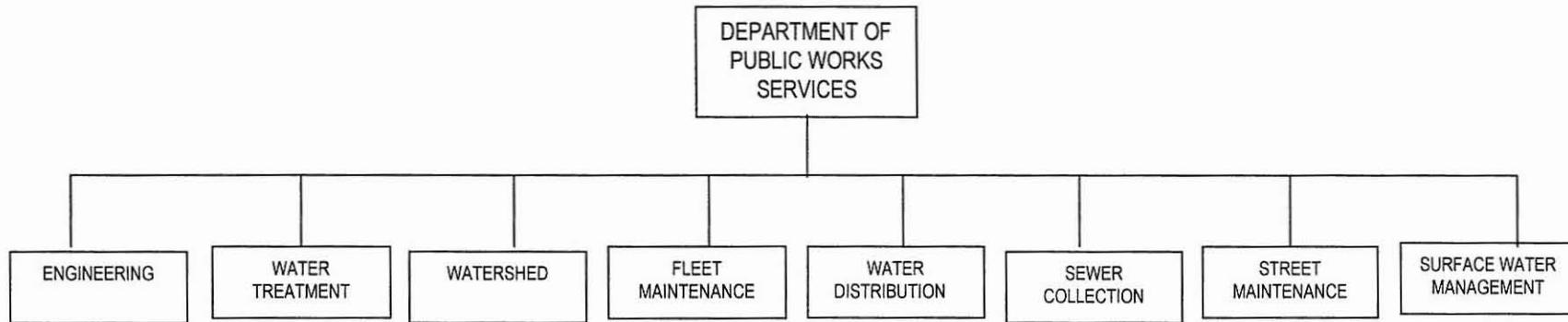
Troubleshooting for problems with critical systems, mainly file services, will commence when the problem is reported.

Software licenses will be monitored to ensure the City is complying with licensing requirements.

FY 09-10 Revenues							
Information Systems Fund							
Fund & Dept & Division: 710-12-30							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Adopted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
0	7,806	0	430651	MACC PCN GRANT	0	0	0
0	7,806	0		TOTAL INTERGVMNT REVENUE	0	0	0
CHARGES FOR SERVICES							
188,718	196,986	238,851	440225	EQUIPMENT CHARGES	219,998	219,998	219,998
188,718	196,986	238,851		TOTAL CHARGES FOR SERVICES	219,998	219,998	219,998
MISCELLANEOUS REVENUE							
		9,750	430601	LIBRARY COMPUTER GRANT	8,531	8,531	8,531
19,479	19,487	8,000	470105	INTEREST	5,000	5,000	5,000
19,479	19,487	17,750		TOTAL MISCELLANEOUS REVENUE	13,531	13,531	13,531
FUND BALANCE AVAILABLE							
355,674	366,438	411,045	495005	FUND BAL AVAIL FOR APPROP.	456,404	456,404	456,404
355,674	366,438	411,045		TOTAL AVAILABLE	456,404	456,404	456,404
563,871	590,717	667,646		TOTAL INFO SYSTEMS RESOURCE	689,933	689,933	689,933

FY 09-10 Expenditures							
Information Systems Fund							
Fund & Dept & Division: 710-12-30							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
3,476	3,448	3,500	520110	OPERATING SUPPLIES	3,000	3,000	3,000
617	32,803	10,850	520190	COMPUTER SOFTWARE	8,895	8,895	8,895
20,159	5,960	32,701	520200	COMPUTER SOFTWARE MAINTENANCE	33,181	33,181	33,181
11,686	7,987	19,450	520210	COMPUTER SUPPLIES	17,450	17,450	17,450
91,122	78,239	87,138	520220	SMALL EQUIPMENT	102,927	102,927	102,927
33	10	0	520506	POSTAGE	0	0	0
7,087	7,675	7,550	520557	INTERGOVERNMENTAL SERVICES	7,667	7,667	7,667
490	247	36,000	521150	PROFESSIONAL SERVICES	15,000	15,000	18,000
7,494	7,757	8,100	522003	EQUIPMENT MAINT & OPER SUPPLIES	8,452	8,452	8,452
142,164	144,126	205,289		TOTAL MATERIALS & SERVICES	196,572	196,572	199,572
CAPITAL OUTLAY							
		49,500	550051	OFFICE FURNITURE & EQUIPMENT	5,000	5,000	27,000
30,769	19,370	90,365	550460	ACCOUNTING SYSTEM	84,151	84,151	84,151
30,769	19,370	139,865		TOTAL CAPITAL OUTLAY	89,151	89,151	111,151
TRANSFERS							
9,500	6,000	0	570103	TRANSFER TO GENERAL FUND	0	0	0
15,000	0	0	570127	TRANSFER TO OTHER FUNDS	0	0	0
24,500	6,000	0		TOTAL TRANSFERS	0	0	0
CONTINGENCY							
		10,000	580206	CONTINGENCY	10,000	10,000	10,000
0	0	10,000		TOTAL CONTINGENCY	10,000	10,000	10,000
UNAPP FUND BALANCE							
0	0	312,492	590304	UNAPP FUND BALANCE	394,210	394,210	369,210
0	0	312,492		TOTAL UNAPP FUND BALANCE	394,210	394,210	369,210
197,433	169,496	667,646		TOTAL INFO SYSTEMS FUND EXPEND	689,933	689,933	689,933

EQUIPMENT FUND



COUNCIL GOALS FOR FISCAL YEAR 2009-10

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

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 Light and Power and Fire. 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.
- Up to 1,500 hours of service will be made available for maintenance of Fire and Light & Power vehicles.

TRENDS

A review of the Equipment Fund has been underway in 2007-08 to ensure that fund balances are adequate to cover needed future equipment replacements in the various departments. This review separated the operational cost in the Equipment fund from the replacement cost for each piece of equipment.

Scheduled for replacement this year are: one patrol car and one administration car in the Police Department. For the Parks Department, one piece of equipment, a mower, will be replaced. In the Public Works Operations Department, 2 large pieces of equipment will be replaced: a one-ton utility truck and 1 large dump truck. One Engineering vehicle and one Public Works vehicle that were due for replacement will be deferred until 2010-2011.

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.

PERSONNEL REQUIREMENTS

	2008-09 <u>Appropriated</u>	2008-09 <u>Filled</u>	2009-10 <u>Proposed</u>
Mechanic	2.00	2.00	2.00
Supt. Public Works	0.15	0.15	0.15
Administrative Assistant	0.25	0.25	0.25
TOTAL	2.40	2.40	2.40

FY 09-10 Revenues							
Equipment Fund							
Fund & Dept: 720-56							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
440,887	243,266	547,644	440220	EQUIPMENT RENTAL	332,256	332,256	332,256
	13,320	0	440221	CITY HALL VEHICLE REPLACEMENT	14,160	14,160	14,160
	18,407	0	440222	PARKS VEH & EQUIPMENT REPLACEMENT	19,116	19,116	19,116
	61,033	0	440223	POLICE VEH & EQUIPMENT REPLACEMENT	0	0	0
	122,014	0	440224	PUBLIC WORKS VEH & EQUIPMENT REPLAC	145,632	145,632	145,632
46,696	55,452	43,500	440228	SALE OF GAS & OIL	50,000	50,000	50,000
39,437	49,132	34,000	440227	LIGHT/FIRE MAINTENANCE	31,000	31,000	31,000
527,021	562,624	625,144		TOTAL CHARGES FOR SERVICES	592,164	592,164	592,164
				MISCELLANEOUS REVENUE			
16,475	10,276	5,120	470105	INTEREST	3,895	3,895	3,895
7,082	4,177	0	450057	OTHER	0	0	0
17,383	3,553	15,000	445015	SALE OF EQUIPMENT	15,000	15,000	15,000
40,940	18,006	20,120		TOTAL MISCELLANEOUS REVENUE	18,895	18,895	18,895
				TRANSFERS			
0	0	66,200	481005	TRANSFER FROM CIP EXCISE FUND	77,004	77,004	77,004
0	0	40,000	481005	TRANSFER FROM GENERAL FUND	0	0	0
0	0	106,200		TOTAL TRANSFERS	77,004	77,004	77,004
				FUND BALANCE AVAILABLE			
378,714	356,575	170,652	495005	FUND BAL AVAIL FOR APPROP.	194,751	194,751	194,751
378,714	356,575	170,652		TOTAL AVAILABLE	194,751	194,751	194,751
946,675	937,205	922,115		TOTAL EQUIPMENT RESOURCES	882,814	882,814	882,814

FY 09-10 Expenditures							
Equipment Fund							
Fund & Dept: 720-56							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
113,550	118,034	120,924	511005	REGULAR EMPLOYEE WAGES	123,343	123,343	123,343
	0		511010	PART-TIME WAGES			
0	0	757	511015	OVERTIME	676	676	676
18,990	20,670	24,554	512005	HEALTH/DENTAL BENEFITS	28,650	28,650	28,650
	0	1,207	512008	HEALTH REIMBURSEMENT ARR	1,231	1,231	1,231
22,597	23,418	22,814	512010	RETIREMENT	23,763	23,763	23,763
8,582	8,879	9,309	512015	FICA	9,487	9,487	9,487
3,066	3,707	3,470	512020	WORKER'S COMP	3,536	3,536	3,536
776	802	638	512025	OTHER BENEFITS	558	558	558
734	774	877	512030	OTHER PAYROLL TAXES	904	904	904
168,295	176,285	184,551		PERSONAL SERVICES	192,149	192,149	192,149
MATERIALS & SERVICES							
415	766	2,000	520110	OPERATING SUPPLIES	2,000	2,000	2,000
67	0	150	520120	ORGANIZATION BUSINESS EXPENSE	150	150	150
18	286	500	520130	PERSONNEL UNIFORMS & EQUIP	550	550	550
2,800	4,902	5,100	520190	COMPUTER SOFTWARE	5,355	5,355	5,355
4,583	3,240	3,000	520220	SMALL EQUIPMENT	3,000	3,000	3,000
1	82	50	520503	PRINTING	50	50	50
205	309	200	520506	POSTAGE	200	200	200
220	238	1,500	520509	TELEPHONE	350	350	350
0	0	50	520521	PUBLIC INFORMATION	50	50	50
0	0	100	520524	PUBLICATIONS	100	100	100
4	3	0	520530	MEMBERSHIPS	0	0	0
170	435	900	520557	INTERGOVERNMENTAL SERVICES	950	950	950
25,579	30,217	29,374	520578	INSURANCE & BONDS	29,374	29,374	29,374
800	422	1,000	521003	TRAINING/CONFERENCES	3,500	3,500	3,500
3,827	1,873	3,900	521150	PROFESSIONAL SERVICES	3,900	3,900	3,900

2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Adopted	Account	Title	Proposed	Approved	Adopted
0	0	0	521165	CONTRACTS FOR SERVICES	0	0	0
106	501	0	521168	MISC MEDICAL SERVICES	0	0	0
611	568	700	521172	BANK SERVICE FEES	700	700	700
1,017	47	1,000	522003	EQUIP MAINT & OPER SUPPLIES	1,000	1,000	1,000
63,441	76,766	60,000	522009	VEHICLE MAINT & OPER. SUPPLIES	62,950	62,950	62,950
11,198	17,735	25,000	522010	VEHICLE MAINT EXTERNAL	26,250	26,250	26,250
137,679	174,504	185,000	522012	EQUIP/VEHICLE FUEL	185,000	185,000	185,000
3,152	3,687	3,710	522022	INFORMATION SYSTEMS FUND	3,348	3,348	3,348
70,159	69,326	0	522023	GENERAL FUND SPT SVC	0	0	0
98	98	200	522306	RENTS & LEASES	200	200	200
23,400	23,400	23,400	522309	BUILDING/FACILITY RENTAL	23,400	23,400	23,400
349,549	409,404	346,834		TOTAL MATERIALS & SERVICES	352,377	352,377	352,377
				CAPITAL OUTLAY			
	0	8,000	550181	Major Tools and Work Equipment	0	0	0
55,880	0	0	551261	VEHICLE REPLACEMENT & EQUIP	0	0	0
	0	73,000	551263	Parks Veh & Equipmnt Replacement	8,000	8,000	8,000
	126,383	30,000	551264	Police Veh & Equipmnt Replacement	44,000	44,000	44,000
	107,656	75,000	551265	Public Works Veh & Equipmnt Replaceme	115,000	115,000	115,000
55,880	234,039	186,000		TOTAL CAPITAL OUTLAY	167,000	167,000	167,000
				TRANSFERS			
16,375	0	0	570103	TRANSFER TO GENERAL FUND	0	0	0
16,375	0	0		TOTAL TRANSFERS	0	0	0
				CONTINGENCIES			
0	0	50,000	580206	CONTINGENCY	50,000	50,000	50,000
0	0	50,000		TOTAL CONTINGENCIES	50,000	50,000	50,000
				UNAPPROR ENDING FUND BALANCE			
0	0	154,730	590304	UNAPP FUND BALANCE	121,288	121,288	121,288
						0	0
0	0	154,730		TOTAL UNAPPR ENDING FUND BAI	121,288	121,288	121,288
590,100	819,728	922,115		TOTAL EQUIPMENT EXPENDITURE	882,814	882,814	882,814

CITY UTILITY FUND

This fund is being 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 were 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.

FY 09-10 Revenues							
City Utility Fund							
Fund & Dept & Division: 730-12-60							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				TRANSFERS			
0	87,543	114,530	481005	FROM LIGHT & POWER FUND	116,000	116,000	116,000
0	25,044	28,800	481010	FROM WATER FUND	31,000	31,000	31,000
0	112,587	143,330		TOTAL TRANSFERS	147,000	147,000	147,000
0	112,587	143,330		TOTAL CITY UTILITY FUND RESOURCES	147,000	147,000	147,000

FY 09-10 Expenditures							
City Utility Fund							
Fund & Dept & Division: 730-12-60							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	15,487	19,450	520151	CITY HALL UTILITIES	23,000	23,000	23,000
0	21,202	34,550	520152	LIBRARY UTILITIES	29,000	29,000	29,000
0	30,550	33,800	520153	AQUATICS UTILITIES	36,000	36,000	36,000
0	20,327	22,780	520154	PARKS UTILITIES	27,000	27,000	27,000
0	14,376	19,000	520155	POLICE UTILITIES	18,000	18,000	18,000
0	8,342	10,500	520156	FIRE UTILITIES	11,000	11,000	11,000
0	2,303	3,250	520157	ENGINEERING BUILDING UTILITIES	3,000	3,000	3,000
0	112,587	143,330		TOTAL MATERIALS & SERVICES	147,000	147,000	147,000
0	112,587	143,330		TOTAL CITY UTILITY FUND EXPEND.	147,000	147,000	147,000

RISK MANAGEMENT FUND

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

The worker's compensation insurance was the principal reason this fund was established. The City had been purchasing guaranteed premium insurance and starting in FY 2007-08, the City changed and purchased retro insurance. Retro insurance includes a much lower minimum premium payment and then the remainder of the cost is based on the City's actual workers' compensation claims for that year. There is a maximum cap as well as a minimum premium. Since the City has had low claims over the past several years, the City decided to try the retro insurance option. The risk is that the maximum payout is greater than purchasing a guaranteed premium policy. However, if the City's claims remain low, the City can build up a reserve to cover the maximum exposure and then begin to reduce workers' compensation charges to the departments.

FY 09-10 Revenues							
Risk Management Fund							
Fund & Dept & Division: 740-12-35							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
0	97,089	92,937	444126	P/L Insurance - General Fund	92,937	92,937	92,937
0	117,803	116,397	444127	P/L Insurance - Other Funds	116,397	116,397	116,397
0	141,189	147,853	444128	WC Insurance - General Fund	155,767	155,767	155,767
0	112,405	98,017	444129	WC Insurance - Other Funds	100,926	100,926	100,926
0	468,486	455,204		TOTAL MISCELLANEOUS REVENUE	466,027	466,027	466,027
				MISCELLANEOUS REVENUE			
0	8,453	4,200	470105	INTEREST	4,200	4,200	4,200
0	27,042	0	472005	MISCELLANEOUS REVENUE	0	0	0
0	35,495	4,200		TOTAL MISCELLANEOUS REVENUE	4,200	4,200	4,200
				FUND BALANCE AVAILABLE			
0	0	215,146	495005	FUND BAL AVAIL FOR APPROP.	338,978	338,978	338,978
0	0	215,146		TOTAL AVAILABLE	338,978	338,978	338,978
0	503,981	674,550		TOTAL RISK MANAGEMENT RESOURCES	809,205	809,205	809,205

FY 09-10 Expenditures							
Risk Management Fund							
Fund & Dept & Division: 740-12-35							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	175,383	209,334	520585	PROPERTY/LIABILITY PREMIUMS	209,334	209,334	209,334
0	0	4,200	520586	P/L CLAIMS - GENERAL FUND	4,200	4,200	4,200
0	2,178	0	520587	P/L CLAIMS - PUBLIC WORKS FUNDS	0	0	0
0	0	0	520588	P/L CLAIMS - LIGHT & POWER FUND	0	0	0
0	60,069	245,870	520590	WORKERS' COMPENSATION PREMIUMS	256,693	256,693	256,693
0	58,068	0	520591	WC CLAIMS - GENERAL FUND	0	0	0
0	0	0	520592	WC CLAIMS - PUBLIC WORKS FUNDS	0	0	0
0	0	0	520593	WC CLAIMS - LIGHT & POWER FUND	0	0	0
0	295,698	459,404		TOTAL MATERIALS & SERVICES	470,227	470,227	470,227
				CONTINGENCIES			
0	0	0	580206	CONTINGENCY - WC INSURANCE	70,534	70,534	70,534
0	0	0		TOTAL CONTINGENCIES	70,534	70,534	70,534
				UNAPPROPRIATED ENDING FUND BAL			
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
0	0	12,006	590303	RESERVED FOR P/L INSURANCE	47,134	47,134	47,134
0	0	203,140	590303	RESERVED FOR WC INSURANCE	221,310	221,310	221,310
0	0	215,146		TOTAL UNAPPROPRIATE END FD BAL	268,444	268,444	268,444
0	295,698	674,550		TOTAL RISK MANAGEMENT EXPEND.	809,205	809,205	809,205

FIRE EQUIPMENT REPLACEMENT FUND

This fund provides for the timely replacement of Fire Department vehicles by building up funds for the programmed replacement of these vehicles. An annual charge is assessed based on the costs and the useful lives of the vehicles currently in service. The City and the Rural Fire District split the costs of vehicles 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 vehicles are actually purchased.

The main sources of revenues for the City share are from the CIP Excise Tax for the equipment, grants, and interest earnings on the accumulated rental charges. This fund is also accumulating the City's portion of the funding for the additional fire station being planned for northwest Forest Grove. The funds for the additional fire station are being accumulated over a five-year period.

For FY 2009-10, planned expenditures outlined in the Capital Improvement Program include replacing portable radios, fire shelters, the 1994 Chevy Suburban, and purchasing blitz nozzles and a community notification sign. Also, the Fire Station dormitory is planned to be remodeled.

				FY 09-10 Revenues					
				Fire Equipment Replacement Fund					
				Fund & Dept: 225-23					
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10		
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted		
				INTERGOVERNMENTAL REVENUE					
0	17,431	55,000	420010	RURAL DISTRICT SHARE	52,550	52,550	52,550		
0	17,431	55,000		TOTAL INTERGOVERNMENT REVENUE	52,550	52,550	52,550		
				GRANTS					
			430207	FEDERAL FIRE GRANTS	20,000	20,000	20,000		
			430214	HOMELAND SECURITY GRANT	108,000	108,000	108,000		
				TOTAL GRANTS	128,000	128,000	128,000		
				CHARGES FOR SERVICES					
84,000	0	0	440131	CITY EQUIPMENT/FACILITY CHARGE	0	0	0		
14,737	0	0	445010	SALE OF MATERIALS	0	0	0		
98,737	0	0		TOTAL CHARGES FOR SERVICES	0	0	0		
				MISCELLANEOUS REVENUE					
30,625	29,849	12,000	470105	INTEREST	5,306	5,306	5,306		
30,625	29,849	12,000		TOTAL MISCELLANEOUS REVENUE	5,306	5,306	5,306		
				TRANSFERS & REIMBURSEMENTS					
0	84,000	84,000	481005	TRANSFER FROM CIP EXCISE TAX FUND	84,000	84,000	84,000		
0	84,000	84,000		TOTAL TRANSFERS & REIMBURSEMNT	84,000	84,000	84,000		
				FUND BALANCE AVAILABLE					
535,069	653,414	723,187	495005	FUND BAL AVAIL FOR APPROP.	353,716	353,716	353,716		
535,069	653,414	723,187		TOTAL AVAILABLE	353,716	353,716	353,716		
664,431	784,694	874,187		TOTAL FIRE EQUIP REPLCMT RESOURCES	623,572	623,572	623,572		

FY 09-10 Expenditures							
Fire Equipment Replacement Fund							
Fund & Dept: 225-23							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CAPITAL OUTLAY							
11,017	32,252	0	550181	MAJOR TOOLS & WORK EQUIPMENT	193,100	193,100	193,100
0	59,879	533,000	551261	VEHICLE REPLACEMENT	40,000	40,000	40,000
11,017	92,131	533,000		TOTAL CAPITAL OUTLAY	233,100	233,100	233,100
CONTINGENCY							
0	0	50,000	580206	CONTINGENCY	50,000	50,000	50,000
0	0	50,000		TOTAL CONTINGENCY	50,000	50,000	50,000
0	0	291,187	590304	UNAPP FUND BALANCE	340,472	340,472	340,472
0	0	291,187		TOTAL UNAPP FUND BALANCE	340,472	340,472	340,472
11,017	92,131	874,187		TOTAL FIRE EQUIPMENT EXPENDITURE	623,572	623,572	623,572

Capital Projects Funds

TRAFFIC IMPACT FUND

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 will essentially double the tax developers pay for impacts their new development has on the transportation system.

The TDT will replace the existing tax, known as the Traffic Impact Fee (TIF), passed county-wide in 1990. Originally pegged at covering 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. It will also update how the tax is collected and clarify procedures consistent with state system development charge laws.

The TDT will be levied countywide. It will be phased in from July 1, 2009, through July 1, 2012. After July 1, 2013, the rates can increase at a rate of no more than 10% per year, based on an index tracking the costs of road construction material, labor, and right of way. Non-residential developments which already have their land use approvals in hand before July 1, 2009, will be charged based on the TIF rates. Developers can also receive credits for money spent on eligible improvements they build themselves.

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.

TRENDS

Revenue: Revenue in the TIF fund fell far short of budget expectations in FY 08-09 because development did not occur. This trend is expected to continue through FY 09-10. The new TDT fee will go into effect 7/1/09 and will be \$4,599 per single family home. This is compared to the existing TIF fee of \$3,390 per single family home.

Expenditures: Proposed in this year's TIF budget is the extension of David Hill Road east from the current dead end. Roadway design is 90% complete and construction drawings are expected to be ready for bidding Summer 2009. This project crosses a wetland area and permits from the Oregon Department of State Lands (DSL) and the Army Corp of Engineers (COE) for mitigation are necessary. With permit approval this project is expected to proceed.

				FY 09-10 Revenues			
				Traffic Impact Fund			
				Fund & Dept: 310-52			
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				TRAFFIC IMPACT FEES			
20,724	25,406	34,320	451045	T.I.F. - TRANSIT	11,038	11,038	11,038
251,313	294,034	423,280	451050	T.I.F. - RESIDENTIAL	126,932	126,932	126,932
0	3,785	0	451052	T.I.F. - BUSINESS & COMMCL.	0	0	0
0	0	385,003	451055	T.I.F. - INDUSTRIAL	12,000	12,000	12,000
0	0	0	451060	T.I.F. - OFFICE	0	0	0
4,840	0	0	451065	T.I.F. - INSTITUTIONAL	0	0	0
276,877	323,225	842,603		TOTAL FEES	149,970	149,970	149,970
				MISCELLANEOUS REVENUE			
178,395			420042	CWS PARTICIPATION			
133,242	130,103	91,352	470105	INTEREST	46,275	46,275	46,275
311,637	130,103	91,352		TOTAL MISCELLANEOUS REVENUE	46,275	46,275	46,275
				FUND BALANCE AVAILABLE			
2,613,146	2,674,565	3,045,070	495005	FUND BAL AVAIL FOR APPROP.	3,084,978	3,084,978	3,084,978
2,613,146	2,674,565	3,045,070		TOTAL AVAILABLE	3,084,978	3,084,978	3,084,978
3,201,660	3,127,893	3,979,025		TOTAL TIF RESOURCES	3,281,222	3,281,222	3,281,222

				FY 09-10 Expenditures				
				Traffic Impact Fund				
				Fund & Dept: 310-52				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				MATERIALS & SERVICES				
0	0	0	521150	PROFESSIONAL SERVICES	0	0	0	
0	0	0		TOTAL MATERIALS & SERVICES	0	0	0	
				CAPITAL OUTLAY				
0	0	3,979,025	550169	GENERAL CAPITAL OUTLAY	3,281,222	3,281,222	3,281,222	
527,095	115,575	0	550560	BONNIE LANE	0	0	0	
0	0	0	550575	STREET CONSTRUCTION	0	0	0	
527,095	115,575	3,979,025		TOTAL CAPITAL OUTLAY	3,281,222	3,281,222	3,281,222	
				TRANSFERS				
0	0	0		TOTAL TRANSFERS	0	0	0	
				UNAPP FUND BALANCE				
0	0	0	590304	UNAPP FUND BALANCE	0	0	0	
0	0	0		TOTAL UNAPP FUND BAL	0	0	0	
527,095	115,575	3,979,025		TOTAL TIF EXPENDITURES	3,281,222	3,281,222	3,281,222	

PARK ACQUISITION & DEVELOPMENT FUND

MISSION STATEMENT

To provide a revenue source for capital expansion that is necessary to meet the impacts of growth and development of the City.

OVERVIEW

Revenue in this account is collected from the construction of new residential dwellings as allowed by Oregon Law which is paid at the time a permit is issued to recognize the cost of growth. Funds are placed in reserve to be held for expenditure once projects based on growth are identified through the Parks, Recreation and Open Space Master Plan or the Capital Improvements Program (C.I.P.) document.

TRENDS

This fund may only be used for system expansion capital only. Projects this year include "B" Street Trail Development.

FY 09-10 Revenues							
Park Acquisition & Development Fund							
Fund & Dept: 320-16							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
41,000	45,000	0	451010	SDC - NORTH NORTHWEST	0	0	0
196,000	234,000	0	451015	SDC - NORTHWEST	0	0	0
53,000	171,000	0	451020	SDC - NORTHEAST	0	0	0
33,000	3,000	0	451025	SDC - SOUTHWEST	0	0	0
6,000	0	0	451030	SDC - SOUTHEAST	0	0	0
0	0	429,000	451009	PARKS SDC FEES	90,000	90,000	90,000
329,000	453,000	429,000		TOTAL CHARGES FOR SERVICES	90,000	90,000	90,000
				MISCELLANEOUS REVENUE			
55,268	63,418	20,000	470105	INTEREST	3,500	3,500	3,500
55,268	63,418	20,000		TOTAL MISCELLANEOUS REVENUE	3,500	3,500	3,500
				FUND BALANCE AVAILABLE			
1,096,354	1,262,828	1,425,894	495005	FUND BAL AVAIL FOR APPROP.	258,141	258,141	258,141
1,096,354	1,262,828	1,425,894		TOTAL AVAILABLE	258,141	258,141	258,141
1,480,622	1,779,246	1,874,894		TOTAL PARKS ACQ/DEV RESOURCES	351,641	351,641	351,641

FY 09-10 Expenditures							
Park Acquisition & Development Fund							
Fund & Dept: 320-16-50							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
0	0	0	550220	SE PARK IMPROVEMENTS	0	0	0
1,000	0	0	550221	SE PARK - COMMUN PARK SHARE	0	0	0
0	0	0	550222	SW PARK IMPROVEMENTS	0	0	0
0	12,003	0	550223	SW PARK - COMMUN PARK SHARE	0	0	0
0	42,647	0	550224	NE PARK IMPROVEMENTS	0	0	0
45,606	0	0	550225	NE PARK - COMMUN PARK SHARE	0	0	0
0	0	0	550226	NW PARK IMPROVEMENTS	0	0	0
111,211	137,823	0	550227	NW PARK - COMMUN PARK SHARE	0	0	0
0	0	0	550228	NNW PARK IMPROVEMENTS	0	0	0
59,977	78,747	0	550229	NNW PARK - COMMUN PARK SHARE	0	0	0
0	0	649,894	550200	PARKS PROJECTS -GENERAL	150,641	150,641	150,641
0	21,323	1,100,000	550247	THATCHER PARK	0	0	0
0	577	125,000	550248	TRAILS & GREENWAYS	201,000	201,000	201,000
217,794	293,120	1,874,894		TOTAL CAPITAL OUTLAY	351,641	351,641	351,641
217,794	293,120	1,874,894		TOTAL PARK ACQ/DEV EXPEND	351,641	351,641	351,641

BIKE/PEDESTRIAN PATHWAYS FUND

MISSION STATEMENT

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

OVERVIEW

Revenue for this account 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.

Projects for FY 09-10 will coordinate with the Parks Master Plan.

FY 09-10 Revenues							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENT REVENUE			
9,344	9,046	9,190	412015	STATE GAS TAX	8,253	8,253	8,253
9,344	9,046	9,190		TOTAL INTERGOVERNMENT REVENUE	8,253	8,253	8,253
				MISCELLANEOUS REVENUE			
54	30	50	415160	BICYCLE LICENSES	50	50	50
3,770	2,417	1,740	450005	INTEREST	2,017	2,017	2,017
3,824	2,447	1,790		TOTAL MISCELLANEOUS REVENUE	2,067	2,067	2,067
				FUND BALANCE AVAILABLE			
97,960	109,353	57,993	485005	FUND BAL AVAIL FOR APPROP.	67,235	67,235	67,235
97,960	109,353	57,993		TOTAL AVAILABLE	67,235	67,235	67,235
111,128	120,846	68,973		TOTAL RESOURCES	77,555	77,555	77,555

FY 09-10 Expenditures							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
1,775	62,759	68,973	550169	GENERAL CAPITAL OUTLAY	77,555	77,555	77,555
1,775	62,759	68,973		TOTAL CAPITAL OUTLAY	77,555	77,555	77,555
1,775	62,759	68,973		TOTAL EXPENDITURES	77,555	77,555	77,555

CAPITAL PROJECTS FUND

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 in the Capital Projects Fund. Currently, the principal source of funds in the Capital Projects Fund is the proceeds resulting from sale to Clean Water Services of the property that contains the Forest Grove Wastewater Treatment Plant and the Fernhill Wetlands. The sale proceeds are budgeted to purchase additional park land to replace the property sold to CWS.

In FY 2009-10, the second \$600,000 installment from Pacific University of the \$1.2 million payment for the Thatcher Park improvements will be received in September 2009. This payment will replenish the funds from the sale of the property to CWS that were used to cash flow the Thatcher Park project.

				FY 09-10 Revenues				
				Capital Projects Fund				
				Fund & Dept & Division: 330-12-40				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				INTERGOVERNMENTAL REVENUE				
0	604,474	0	420045	METRO BOND ALLOCATION	0	0	0	
0	0	0	425030	MACC GRANT	0	0	0	
0	0	0	430207	FEDERAL FIRE GRANTS	0	0	0	
60,304	0	0	430706	CDBG GRANT	0	0	0	
60,304	604,474	0		TOTAL INTERGOVERNMENTAL REVENUE	0	0	0	
				MISCELLANEOUS REVENUE				
3,100,000	0		445017	SALE OF PROPERTY - CWS				
138,628	128,815	50,000	450005	INTEREST	30,000	30,000	30,000	
	55,199		460025	SUNSET DRIVE UTILITIES	0	0	0	
0	0	0	471021	DONATIONS	0	0	0	
	0	600,000	480021	PACIFIC UNIVERSITY - THATCHER	600,000	600,000	600,000	
3,238,628	184,014	650,000		TOTAL MISCELLANEOUS REVENUE	630,000	630,000	630,000	
				TRANSFERS				
15,000	0	0	481005	FROM OTHER FUNDS	0	0	0	
15,000	0	0		TOTAL TRANSFERS	0	0	0	
				FUND BALANCE AVAILABLE				
220,684	3,126,361	3,149,805	495005	FUND BAL AVAIL FOR APPROP.	2,283,194	2,283,194	2,283,194	
220,684	3,126,361	3,149,805		TOTAL AVAILABLE	2,283,194	2,283,194	2,283,194	
3,534,616	3,914,849	3,799,805		TOTAL CAPITAL PROJECTS RESOURCES	2,913,194	2,913,194	2,913,194	

FY 09-10 Expenditures							
Capital Projects Fund							
Fund & Dept & Division: 330-12-40							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	35,223	70,000	521150	PROFESSIONAL SERVICES	25,000	25,000	25,000
0	35,223	70,000		TOTAL MATERIALS & SERVICES	25,000	25,000	25,000
				CAPITAL OUTLAY			
0	2,983	15,000	550150	FIBER OPTIC PROJECT	0	0	0
35,417	0	0	550151	LIBRARY STUCCO PAINTING	0	0	0
17,882	0	0	550152	AQUATIC CENTER HVAC CONTROL SYSTEM	0	0	0
15,745	4,281	4,100	550153	WIRELESS PROJECT	7,000	7,000	7,000
1,408	3,001	80,000	550154	CITY HALL - GENERATOR	0	0	0
	27,987		550166	BUILDING IMPROVEMENTS	0	0	0
187,817	21,144	80,705	550169	CAPITAL PROJECTS	56,194	56,194	56,194
122,985	19,708		550201	PARKS LAND ACQUISITION	0	0	0
		2,350,000	550245	PARK PROPERTY PURCHASE	2,825,000	2,825,000	2,825,000
5,000	604,474		550246	METRO BOND PROPERTY PURCHASE	0	0	0
0	0	1,200,000	550247	THATCHER PARK - NOT SDC	0	0	0
	55,199		550576	SUNSET DRIVE UTILITIES	0	0	0
386,254	738,777	3,729,805		TOTAL CAPITAL OUTLAY	2,888,194	2,888,194	2,888,194
				TRANSFERS			
22,000	0	0	570103	TRANSFER TO GENERAL FUND	0	0	0
22,000	0	0		TOTAL TRANSFERS	0	0	0
408,254	774,000	3,799,805		TOTAL CAPITAL PROJECTS EXPEND	2,913,194	2,913,194	2,913,194

C.I.P. EXCISE TAX FUND

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. 90% of the revenue is used for the Public Safety program and the remaining 10% is used for the General Government program. The tax was initiated in 1990 and has been renewed annually since that date.

This fund finances the replacement of Police and Fire Department vehicles. Other projects planned for this fund in FY 2008-09 are: 1) begin replacement of police mobile data terminals with laptops, 2) replacement of carpeting in Police Building, and 3) a new police patrol car if the COPS Grant funding is received.

FY 09-10 Revenues							
CIP Excise Tax Fund							
Fund & Dept & Division: 350-12-70							
2006-07	2006-07	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LICENSES, PERMITS AND FEES			
0	204,766	205,000	450200	CIP EXCISE FEE	209,000	209,000	209,000
0	204,766	205,000		TOTAL LICENSES, PERMITS AND FEES	209,000	209,000	209,000
				MISCELLANEOUS REVENUE			
0	926	2,500	470105	INTEREST	1,000	1,000	1,000
0	926	2,500		TOTAL MISCELLANEOUS REVENUE	1,000	1,000	1,000
				TRANSFERS			
0	41,380	0	481005	FROM GENERAL FUND	0	0	0
0	41,380	0		TOTAL TRANSFERS	0	0	0
				FUND BALANCE AVAILABLE			
0	0	101,347	495005	FUND BAL AVAIL FOR APPROP.	117,775	117,775	141,775
0	0	101,347		TOTAL AVAILABLE	117,775	117,775	141,775
0	247,072	308,847		TOTAL CIP EXCISE TAX RESOURCES	327,775	327,775	351,775

FY 09-10 Expenditures							
CIP Excise Tax Fund							
Fund & Dept & Division: 350-12-70							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
0	0	60,641	550170	SUPPORT SERVICE PROJECTS	42,934	42,934	66,934
0	0	98,006	550171	PUBLIC SAFETY PROJECTS	123,797	123,797	123,797
0	0	158,647		TOTAL CAPITAL OUTLAY	166,731	166,731	190,731
				TRANSFERS			
0	61,033	66,200	570127	TO EQUIPMENT FUND	77,044	77,044	77,044
0	84,000	84,000	570127	TO FIRE EQUIPMENT REPLACEMENT FUND	84,000	84,000	84,000
0	145,033	150,200		TOTAL TRANSFERS	161,044	161,044	161,044
				CONTINGENCY			
0	0	0	580206	CONTINGENCY	0	0	0
0	0	0		TOTAL CONTINGENCY	0	0	0
				UNAPPROPRIATED ENDING FUND BAL			
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
0	145,033	308,847		TOTAL CIP EXCISE TAX EXPEND.	327,775	327,775	351,775

Debt Service Funds

GENERAL DEBT SERVICE FUND

Funds have been budgeted to make principal and interest payments on 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 funding source for the debt repayment is property taxes. The bonds for the fire station and the 1999 General Obligation Bond issue will be paid off in 2014 and 2018, respectively.

				FY 09-10 Revenues					
				General Debt Service Fund					
				Fund & Dept: 410-19					
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10		
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted		
				LOCAL TAXES					
478,092	447,785	469,083	411003	PROPERTY TAXES	470,608	470,608	470,608		
10,769	11,440	12,000	411150	PROPERTY TAX PRIOR YEARS	11,000	11,000	11,000		
488,861	459,225	481,083		TOTAL LOCAL TAXES	481,608	481,608	481,608		
				MISCELLANEOUS REVENUE					
19,171	16,114	5,000	470105	INTEREST	4,000	4,000	4,000		
19,171	16,114	5,000		TOTAL MISCELLANEOUS REVENUE	4,000	4,000	4,000		
				FUND BALANCE AVAILABLE					
188,281	197,838	195,648	495005	FUND BAL AVAIL FOR APPROP.	190,069	190,069	190,069		
188,281	197,838	195,648		TOTAL AVAILABLE	190,069	190,069	190,069		
696,313	673,177	681,731		TOTAL GDS RESOURCES	675,677	675,677	675,677		

FY 09-10 Expenditures							
General Debt Service Fund							
Fund & Dept: 410-19							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				DEBT SERVICE			
0	0			FIRE STATION BONDS			
255,000	245,000	255,000	562005	PRINCIPAL - 1999 GO BONDS	270,000	270,000	270,000
50,000	55,000	60,000	562006	PRINCIPAL - FIRE STATION	60,000	60,000	60,000
165,695	155,113	144,578	562040	INTEREST - 1999 GO BONDS	133,613	133,613	133,613
27,780	24,813	21,505	562060	INTEREST - FIRE STATION	17,995	17,995	17,995
498,475	479,926	481,083		TOTAL DEBT SERVICE	481,608	481,608	481,608
				UNAPPROPRIATED ENDING FUND BAL			
0	0	200,648	590304	UNAPPROPRIATED ENDING FUND BAL	194,069	194,069	194,069
0	0	200,648		TOTAL UNAPPROPRIATE END FD BAL	194,069	194,069	194,069
498,475	479,926	681,731		TOTAL GDS EXPENDITURES	675,677	675,677	675,677

SPWF DEBT SERVICE FUND

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 I was done in 1991 and assessments were paid in full. The issue was \$582,794 with a 20-year payment schedule. Money received has been invested in long-term treasury notes to ensure yields sufficient to pay off the 1991 issue. 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.

				FY 09-10 Revenues				
				SPWF Debt Service Fund				
				Fund & Dept & Division: 430-19-20				
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				CHARGES FOR SERVICES				
3,455	6,554	6,550	451200	ASSESSMENT CHARGES	6,700	6,700	6,700	
3,455	6,554	6,550		TOTAL CHARGES FOR SERVICES	6,700	6,700	6,700	
				MISCELLANEOUS REVENUE				
32,168	34,442	36,000	470105	INTEREST	36,765	36,765	36,765	
5,362	6,335	6,300	470130	INTEREST - ASSESSMENTS	6,000	6,000	6,000	
37,530	40,777	42,300		TOTAL MISCELLANEOUS REVENUE	42,765	42,765	42,765	
				FUND BALANCE AVAILABLE				
156,803	119,027	89,928	495005	FUND BAL AVAIL FOR APPROP.	60,866	60,866	60,866	
156,803	119,027	89,928		TOTAL AVAILABLE	60,866	60,866	60,866	
197,788	166,358	138,778		TOTAL SPWF DEBT SERV RESOURCES	110,331	110,331	110,331	

FY 09-10 Expenditures							
SPWF Debt Service Fund							
Fund & Dept & Division: 430-19-20							
2006-07	2007-08	2008-09			2009-10	2009-10	2009-10
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				DEBT SERVICE			
39,728	42,346	45,136	562015	PRINCIPAL - 91 S.P.W.F. LOAN	48,109	48,109	48,109
12,209	12,326	17,451	562020	PRINCIPAL - 95 S.P.W.F. LOAN	17,585	17,585	17,585
14,928	12,311	9,521	562050	INTEREST - 91 S.P.W.F. LOAN	6,548	6,548	6,548
10,095	9,447	8,781	562055	INTEREST - 95 S.P.W.F. LOAN	7,822	7,822	7,822
76,960	76,430	80,889		TOTAL DEBT SERVICE	80,064	80,064	80,064
				UNAPPROPRIATED ENDING FUND BAL			
0	0	57,889	590304	UNAPPROPRIATED ENDING FUND BAL	30,267	30,267	30,267
0	0	57,889		TOTAL UNAPPROPRIATE END FD BAL	30,267	30,267	30,267
76,960	76,430	138,778		TOTAL SPWF DEBT SERV EXPEND	110,331	110,331	110,331

Appendices

SCHEDULE OF FUTURE UNMATURED BOND DEBT SERVICE REQUIREMENTS

	<u>General Debt Service Fund</u>				<u>General Debt Service Fund</u>		
	<u>General Obligation Bonds</u>	<u>Fire Station Bonds</u>	<u>2003 Full Faith & Credit</u>		<u>1999 General Obligation Bonds</u>	<u>Fire Station Bonds</u>	<u>2003 Full Faith & Credit</u>
<u>BOND PRINCIPAL</u>				<u>BOND INTEREST</u>			
2009-2010	270,000	60,000	235,000	2009-2010	133,612	17,994	175,019
2010-2011	270,000	65,000	245,000	2010-2011	121,868	14,307	166,500
2011-2012	280,000	65,000	255,000	2011-2012	109,852	10,472	156,700
2012-2013	290,000	70,000	260,000	2012-2013	97,252	6,490	146,181
2013-2014	320,000	75,000	255,000	2013-2014	84,058	2,213	135,131
2014-2015	335,000		265,000	2014-2015	69,338		124,931
2015-2016	350,000		275,000	2015-2016	53,592		114,331
2016-2017	370,000		285,000	2016-2017	36,618		102,781
2017-2018	385,000		295,000	2017-2018	18,672		90,526
2018-2019			310,000				77,546
2019-2020			325,000				64,061
2020-2021			340,000				49,436
2021-2022			355,000				33,966
2022-2023			370,000				17,335
Totals	<u>2,870,000</u>	<u>335,000</u>	<u>4,070,000</u>		<u>724,862</u>	<u>51,476</u>	<u>1,454,446</u>

**CITY OF FOREST GROVE
2009 COMPENSATION PLAN**

Range	Classification	1	2	3	4	5	6
<u>Part-Time / Temporary - Effective July 1, 2009</u>							
	Hourly Rate						
U100	Cashier Lifeguard	8.56	8.81	9.07	9.35	9.62	9.92
U101	Planning Intern	12.88	Flat Rate				
U103	Lead Guard	8.98	9.24	9.53	9.82	10.10	10.41
U105	Instructor Clerical Aide	9.43	9.70	10.01	10.31	10.62	10.93
U107	Parks Seasonal Mnt Worker	12.00	12.25	12.50	12.75	13.00	
U199	Municipal Court Judge	75.00	Flat Rate				
<u>Management / Nonrepresented - Effective July 1, 2009</u>							
	Monthly Rate						
U116	Sr. Administrative Specialist	2,910	3,054	3,207	3,368	3,537	3,713
U117	Administrative Assistant - Mgmt.	3,258	3,389	3,526	3,666	3,812	3,964
U118	Municipal Court Coordinator	3,351	3,520	3,696	3,879	4,074	4,278
U121	Aquatics Supervisor	3,596	3,777	3,966	4,163	4,372	4,591
U122	Support Unit Supervisor City Recorder	3,697	3,882	4,075	4,279	4,493	4,718
U124	Executive Assistant Library Services Supervisor Human Resources Technician Accountant Crew Supervisor	3,797	3,987	4,186	4,395	4,616	4,846
U125	Reference Services Supervisor	3,981	4,180	4,389	4,608	4,839	5,081

Range	Classification	1	2	3	4	5	6
U126	Network Supervisor Admin. Services Manager	4,165	4,374	4,592	4,822	5,063	5,316
U129	WTP Superintendent	4,347	4,564	4,793	5,033	5,284	5,549
U130	Police Sergeant Project Engineer	4,498	4,722	4,958	5,207	5,467	5,740
U132	Assistant Finance Director	4,647	4,880	5,124	5,380	5,649	5,932
U133	Public Works Superintendent Building Official	4,815	5,056	5,310	5,575	5,853	6,146
U135	Fire Division Chief	4,985	5,234	5,495	5,770	6,058	6,362
U138	Public Works Civil Engineer	5,230	5,492	5,767	6,055	6,357	6,675
U140	Police Captain	5,357	5,625	5,906	6,203	6,512	6,837
U142	Human Resources Manager	5,483	5,758	6,045	6,347	6,665	6,998
U143	Library Director	5,554	5,831	6,123	6,428	6,751	7,087
U145	Parks & Recreation Director	5,680	5,965	6,262	6,576	6,905	7,249
U154	Administrative Services Director Community Development Director Fire Chief Police Chief Public Works Director L & P Operations Superintendent L & P Engineering Supervisor	6,321	6,636	6,968	7,316	7,683	8,066
U158	Light & Power Director	7,066	7,419	7,791	8,179	8,588	9,018
U160	City Manager						10,323

Range	Classification	1	2	3	4	5	6
<u>AFSCME, Local 3786 - Effective July 1, 2009</u>							
Monthly Rate							
A16	Library Assistant Administrative Specialist I Janitor	2,544	2,645	2,751	2,860	2,975	3,093
A18	Library Associate	2,710	2,818	2,931	3,049	3,171	3,298
A19	Administrative Specialist II	2,768	2,879	2,995	3,114	3,238	3,367
A21	Utility Worker I	2,818	2,930	3,048	3,170	3,296	3,429
A22	Youth Services Librarian	3,183	3,310	3,442	3,580	3,723	3,874
A24	Facility Maint. Technician Utility Worker II Permit Coordinator	3,214	3,342	3,475	3,614	3,760	3,911
A25	Mechanic PC Technician Payroll Specialist Administrative Assistant	3,357	3,491	3,631	3,775	3,926	4,083
A27	Lead Mechanic Adult Services Librarian UW II/WTO	3,541	3,682	3,829	3,983	4,142	4,307
A29	Assistant Planner WTP Operator Engineering Technician	3,675	3,821	3,974	4,133	4,299	4,470
A31	Key Accounts/Eng. Program Coord.	3,905	4,061	4,223	4,392	4,567	4,749
A32	Building Inspector I	4,003	4,162	4,328	4,502	4,681	4,869
A34	Economic Development Coord. Associate Planner	4,152	4,319	4,492	4,672	4,859	5,054
A36	Building Inspector II	4,404	4,580	4,764	4,953	5,152	5,358

Range	Classification	1	2	3	4	5	6
A41	Senior Planner	4,869	5,063	5,266	5,477	5,695	5,921

Firefighter's Association - Effective July 1, 2009
Monthly Rate

F90	Firefighter	4,306	4,514	4,721	4,926	5,135	5,342
F92	Lieutenant	4,478	4,694	4,910	5,124	5,339	5,554
F96	Captain	4,805	5,036	5,268	5,496	5,728	5,958
F98	Fire Inspector II	5,061	5,303	5,547	5,790	6,032	6,276

Police Association - Effective July 1, 2009
Monthly Rate

P75	Community Service Officer	Open	Open	Open	Open	Open	Open
P76	Police Records Specialist	2,836	2,949	3,068	3,190	3,317	3,450
P78	Evidence Technician	3,221	3,351	3,484	3,624	3,769	3,921
P80	Police Officer	4,000	4,263	4,455	4,700	4,911	5,181
P90	Sergeant	4,884	5,127	5,384	5,653	5,936	6,232

IBEW, Local No. 125 - Effective July 1, 2009
HOURLY RATE

	1	2	3	4	5	6	7
I 50	Meter Reader	16.14	19.12	22.53			
I 52	IBEW Mechanic	19.28	20.45	21.61	22.55	23.34	24.11
I 54	Senior Utility Worker	20.34	22.94	25.51			
I 60	Apprentice Lineman	24.08	25.94	27.05	28.16	29.64	31.12
	Apprentice Meterman						33.35
I 63	Journeyman Tree Trimmer	29.64	(flat rate)				
I 65	Journeyman Lineman	37.05	(flat rate)				
	Journeyman Meterman						
I 68	Working Foreman	40.76	(flat rate)				
	Meterman Foreman						
I 70	Meter Relay Foreman	41.87	(flat rate)				
I 72	Line Foreman	42.61	(flat rate)				