



City of Forest Grove, Oregon

Proposed Budget

2020-21



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Budget Committee

<u>Budget Committee</u>	<u>Term Expires</u>
Mayor Peter Truax	November 2022
Councilor President Malynda Wenzl	November 2022
Councilor Timothy Rippe	November 2020
Councilor Mariana Valenzuela	November 2022
Councilor Elena Uhing	November 2020
Councilor Adolph "Val" Valfre, Jr.	November 2020
Councilor Kristy Kottkey	November 2022
David Andersen	December 2022
Jeffrey Boivin	December 2020
Tom Cook	December 2022
Wolanda Groombridge	December 2021
David Maisel	December 2021
Debby Roth	December 2021
Dale Smith	December 2020

Budget Officer

Jesse VanderZanden, City Manager

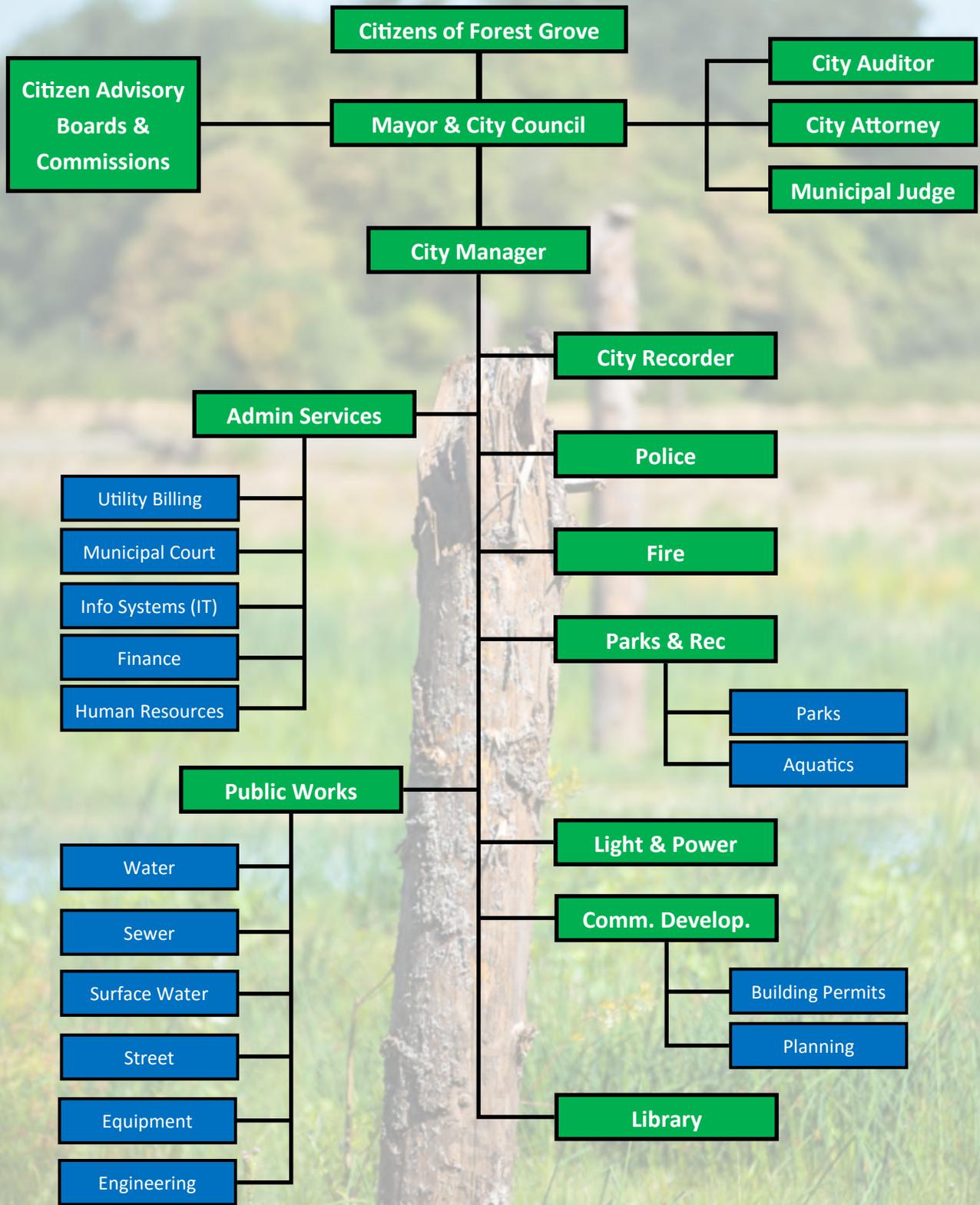
Finance Department Budget Team

Paul Downey, Director of Administrative Services

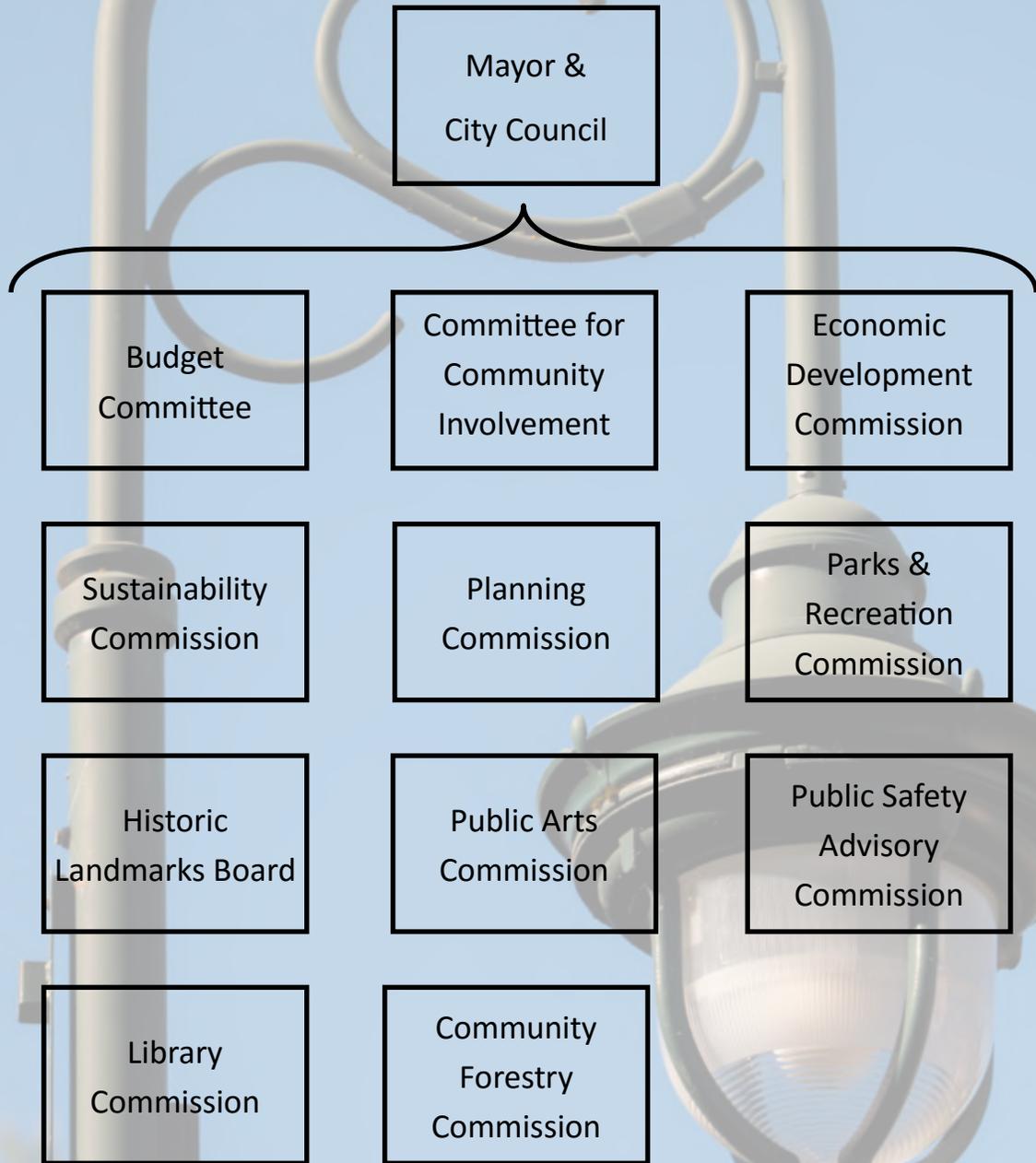
Bryce Baker, Assistant Finance Director

A special thank you to Departments and staff for their contributions to the Budget.
Pictures provided by Diego Diaz Photography (www.diegogdiaz.com), FG Leader, FG Times, & Staff

Organizational Chart



City Boards and Commission



Join Us and Help Shape the Future

If you wish to apply for any of the City advisory boards, committees, or commissions, simply complete the application found online. You may apply at any time, as vacancies occur throughout the year. Members must commit to approximately 2-3 hours per month for meetings and activities. Selection is based on application questions, interview, and a willingness to serve. The Mayor and City Council appreciate your interest and your aspiration to serve the City of Forest Grove.

Capital Project Funds

Governments often find it useful to report major capital projects, acquisitions, and construction separately from their ongoing operating activities. Separate reporting helps to avoid the distortions in financial resource trends information that can arise when capital and operating activities are mixed.

- FUNDS:* - Traffic Impact (310)
- Transportation Development Tax (311)
- Bike & Pedestrian Pathways (315)
- Parks Acquisition & Development (320)
- Capital Projects (330)
- Capital Improvement Program Tax (350)

Debt Service Funds

Often governments set aside resources to meet current and future debt service requirements on general long-term obligation debt.

- FUNDS:* - General Debt Service (410)
- SPWF Debt Service (430)

Forest Grove Fund Structure

XXX . XX . XX . XXXX
 100 . 11 . 00 . 5205

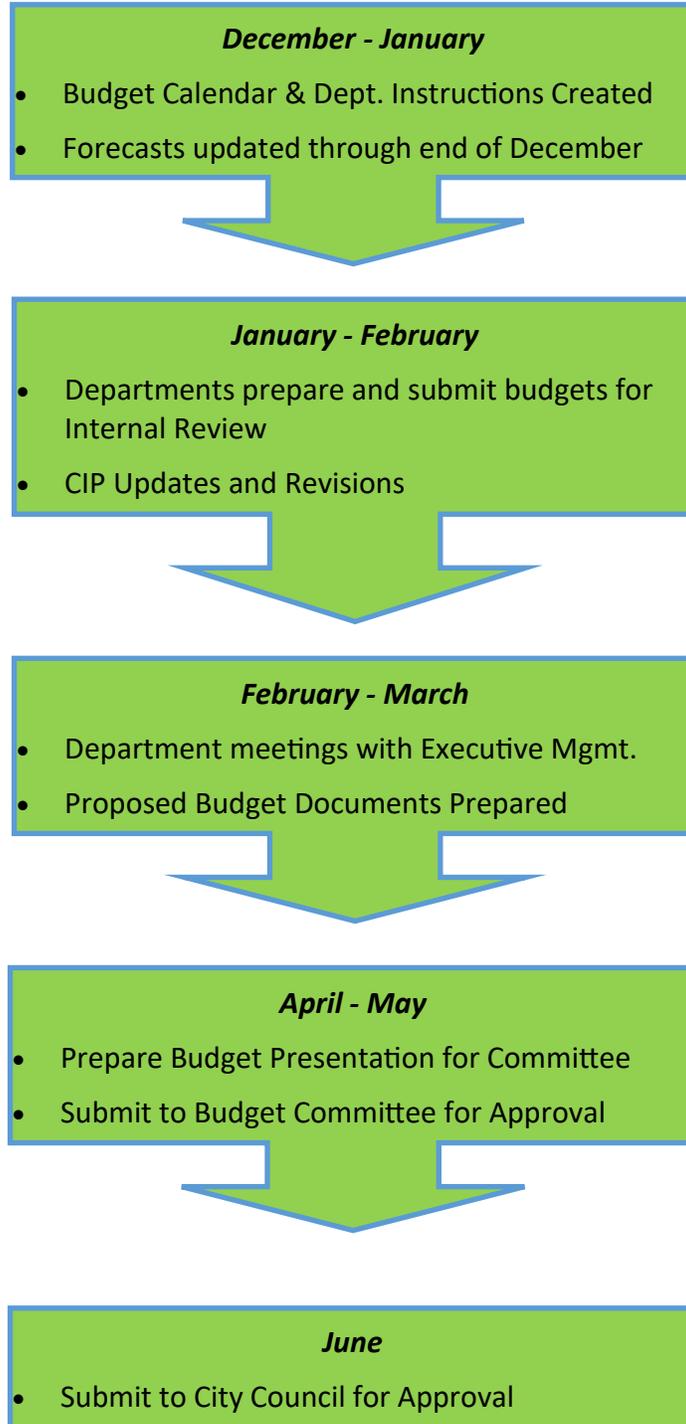
} Accounting Structure

FUND NUMBER	DEPT. NUMBER	DIVISION NUMBER	REV / EXP NUMBER
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BUDGET SUMMARY

Forest Grove Budget Process

The process followed by the City of Forest Grove complies with Oregon Local Budget Law which was established by the State of Oregon under Oregon Revised Statutes. The process and calendar of events leading to the adoption of the budget are generally as follows:



Forest Grove Budget Calendar for FY 2020-21

DATE	DAY	DESCRIPTION
02/11/20	Tues	CIP and Year End Instruction Distributed to Departments
02/18/20	Tues	Budget Instructions Distributed to Departments
02/27/20	Thurs	Personnel Services worksheets distributed to Department Directors
03/05/20	Fri	Year End Projections DUE by end of day
03/12/20	Thurs	Draft CIP DUE to Admin Services
04/16/20	Thurs	Department Budgets DUE to Admin Services
04/20/20	Mon	Begin 1 st Round of Internal Review with Department Directors
04/30/20	Thurs	Informational Budget Committee Meeting
05/04/20	Mon	Begin 2 nd Round of Internal Review with Department Directors
05/13/20	Wed	Budget Officer Publishes FIRST notice of Budget Committee Meeting
05/20/20	Wed	Budget Officer Publishes SECOND notice of Budget Committee Mtg
05/21/20	Thurs	Budget Distributed to Budget Committee
05/28/20	Thurs	First Meeting of Budget Committee
06/04/20	Thurs	Second Meeting of Budget Committee
06/10/20	Wed	Budget Officer Publishes Budget and Budget Hearing Notice
06/22/20	Mon	City Council Holds Public Budget Hearing: Adopting Budget; Making Appropriations; Levying & Categorizing Taxes
07/06/20	Mon	Tax Levy Certified to County Assessor

The Budget for FY 2020-21 must be adopted by July 1, 2020, or the City has no legal authority to spend money or incur debt .

During the Fiscal Year, there are usually a few supplemental budgets mostly for receipt of unexpected funds. In June, there is usually a contingency transfer to adjust budgeted amounts for any unforeseen expenses/revenue items.

Supplemental budgets may go through a public process with public notices in local newspapers and council agendas. Expenditures of some unexpected funds do not require a formal supplemental process but require the council to appropriate expenditure of the funds prior to them being spent.

Basis of Budgeting

The City's accounts are organized on the basis of funds, each of which is considered a separate entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Governmental Funds (The General Fund, Special Revenue, Debt Service, and Capital Projects Funds) use the modified accrual basis of budgeting and accounting. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized when liabilities are incurred.

Proprietary Funds (Enterprise and Internal Service Funds) are budgeted on a modified accrual basis which does not include depreciation or compensated absences. Each fund's financial statements, which can be found in the City's Annual Financial Audit Report, are reported on the full accrual basis. In the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which they occur.



To: The Budget Committee and the Citizens of Forest Grove
Re: Fiscal Year 2020-21 Proposed Budget
From: Jesse VanderZanden, City Manager, City of Forest Grove

SUMMARY:

It is my pleasure as City Manager to submit the Fiscal Year (FY) 2020-21 City of Forest Grove Proposed Budget to the City of Forest Grove Budget Committee for its review and consideration. Overall, the fiscal health of the City is stable, reserves are adequate, and our bond rating is strong and unchanged.

Pressure on the financial stability of the General Fund increased this year and will increase over the next few years from two major factors: 1) the unknown impacts of COVID-19; and 2) the rate of increase in operating costs compared to the rate of increase in operating revenue. In addition, the State recently forecasted the loss of \$10.5 billion over the next five years, representing the largest unknown factor for the General Fund which receives approximately \$900,000 per year in state shared revenue.

The City's other funds will be able to better weather the effects of COVID-19 over the longer term with the possible exception of the City's Transient Lodging Tax Fund which declined 90% this year due a reduction on overnight hotel/motel stays. The Street Fund is predicted to lose gas tax revenue in the short term; however, this is manageable by delaying certain capital projects and by declining oil prices resulting in less expensive capital projects.

Forest Grove's population continues to grow as the population increased by approximately 1,000 in the last year. The resulting new housing and residents have increased the pressure on City services while, at the same time, costs for existing services continue to increase. This budget focuses on strategic incremental improvements in targeted areas to maintain service levels in accordance with City growth that are sustainable for the next several years. The Budget also targets City resources towards meeting the goals and objectives established by City Council. The goals adopted for FY 2020-21 are:

- Support Diversity, Equity, and Inclusion (DEI) in the Delivery of City Services
- Enable Housing Supply and Affordability
- Enhance Partnerships
- Improve Internal and External Communications and Engagement
- Maintain Financial and Organizational Sustainability Through Long-Term Planning and Support for Economic and Workforce Development
- Promote Sustainable Transportation Alternatives and Enhance Mobility
- Expand Recreation Opportunities

To address the issue of operating costs in the General Fund increasing at a greater pace than operating revenue, the City needs to continue two efforts that are tied together for their potential financial effects to the City. The first is consideration of a consolidated fire district. This process needs to be fully vetted to determine how it will serve the residents of Forest Grove and what the financial effects will be to the City.

Secondly, the City needs to continue planning for the next renewal or possible increase of the City's Local Option Levy (LOL). A May, 2022, election is under consideration for the LOL renewal. If a fire district is formed, the City will need to coordinate how its formation affects the need to continue the LOL and, if so, at what tax rate. Additionally, in response to call volume and increased population, the City recognizes that further staffing increases in Police and Fire are needed and will be a critical part of the LOL planning process and, depending upon revenue, the mid-year budget process.

To enable a fully informed decision about whether to build a new police facility or add to the existing one, the City Council has approved concept planning for an annex behind the current police facility. Funding has been included in the Capital Projects Fund to begin this year with the expected outcome of a concept design and cost estimates.

In response to City Hall being at capacity and in an effort to combine like functions, an annex next to City Hall to house all departments involved in the development process (Planning, Building Permits, and Engineering) is being proposed. These functions are currently bifurcated which can lead to inconsistency and redundancy. Funding has been included in the Capital Projects Fund for the planning and design of this annex.

Also, as part of the effort to co-locate development functions, a study to review the development and permitting processes is being proposed to see how the processes can be improved if all development services are located in the same area. Funding for this study is included in the Planning, Engineering, and Building Permits budgets.

The Proposed Budget includes funding to take all newly hired general employees and all employees currently in the City's Defined Contribution Plan (DC Plan) into the state-operated Public Employee Retirement System (PERS) as soon as a coverage agreement is approved by the City Council and the PERS Board. The DC Plan contribution rate is 12% of salaries and the PERS contribution rate will be 16.9% of salaries. The total increase in costs to all funds for this change is \$149,000 with the General Fund's share being \$70,000 after overhead allocation to the enterprise funds.

The City has been prudent when adding new services to try to ensure that services can be maintained over the next several years. Total number of FTEs is proposed to increase by 1.93 FTE from 174.47 in FY 2019-20 to 176.40 in FY 2020-21. The major increases are the Firefighter position that was approved by the City Council during FY 2019-20 and the 1.0 FTE Journeyman Lineman position that was reclassified to 1.0 FTE Pre-Apprentice Lineman and 1.0 FTE Apprentice Tree Trimmer positions. Both of these positions have already been budgeted and

are budget and cost neutral; however, as part of the budget approval process, they must be added to the overall FTE count.

OVERALL BUDGET

This year's Proposed Budget document follows the same format as last year. The revenue and expenditure account numbers have been changed to the new accounting system's numbering system. There are 30 funds in the Proposed Budget. No new funds were added to the budget for FY 2020-21. Some funds are inactive and are being reported for history as required by State budget law.

The total proposed budget of \$126.8 million compares to last year's adopted budget of \$120.2 million, for an increase of \$6.6 million. This includes operating expenses, capital, debt service, contingencies, and ending cash balances. The total of contingencies and ending cash balances is referred to as reserves (savings). Most of the increases in savings are due to putting funds aside for future capital projects. A breakdown of each of these major areas is as follows:

Operating Expenses: the total proposed operating expenses for all funds in FY 2020-21 is proposed to increase by \$1,560,410, or approximately 1.2% of the total Proposed Budget, and an increase of 3.0% from the FY 2019-20 Budget. Personnel costs are increasing by 4% and Materials & Services are increasing by 2% compared to last year's budget.

Capital, Special Payments, Debt Service and Savings: the total proposed increase in these categories in FY 2020-21 is \$3,504,933, or approximately 2.7% of the total Proposed Budget, and an increase of 12% from the FY 2019-20 Budget. The total proposed increase in savings for all funds (contingencies and ending cash balances) in FY 2020-21 is \$1,579,113, or approximately 1.2% of the total Proposed Budget, and a 4% increase from the FY 2019-20 Budget. Most of that increase is in savings for future capital projects.

Rates and Fees: the City Council passed a resolution in April, 2020, that delays any City fee or rate increases until October 1, 2020. This Proposed Budget does not reflect any additional revenue from City fee or rate increases. Staff will propose fees and rates to the Council at a September, 2020, City Council meeting.

Retirement: For FY 2020-21, the contribution to the City's Defined Benefit Retirement Plan (DB Plan) is decreasing by \$66,610 to a total of \$4,208,000. Contributions to the DB Plan were expected to flatten out over the next several years depending on the Plan's investment earnings at least meeting the DB Plan's assumed rate of return of 6.0%. PERS Public Safety contribution rates for Oregon Public Service Retirement Plan (OPSRP) employees are decreasing from 21.74% to 20.90% and for Tier1/Tier2 employees, the contribution rate is decreasing from 25.67% to 24.69% as of July 1, 2020.

Recall the Proposed Budget includes funding to take all newly hired general employees and all employees currently in the City's Defined Contribution Plan (DC Plan) into the state-operated

Public Employee Retirement System (PERS). The total increase in costs to all funds for this change is \$149,000 with the General Fund's share being \$70,000 after overhead allocation to the enterprise funds.

Insurance: Revised medical and dental rate changes will take effect on January 1, 2021, and are as follows: 1) Regence medical rates will increase by 5.0%; 2) Willamette Dental will increase by 6.7%; 3) Kaiser medical rates will increase by 3.4%; and, 4) Kaiser dental rates will increase by 1.0%. Workers compensation premiums will increase by 14%. On July 1, 2020, property insurance premiums are projected to increase by 15% and liability insurance premiums are projected to increase by 5% over the current year premiums.

Wage Increases: All labor increases with City bargaining units are known for FY 20-21 and are as follows: 1) 2.50% for AFSCME; 2) 2.50% for the Firefighters Association; 3) 2.75% for the Police Association; and 4) 3.5% increase for IBEW. A 2.0% increase for non-represented staff is included in the Proposed Budget.

The narratives included below discuss the significant changes to the departments' operations and budgets. For several departments, there are no significant changes.

GENERAL FUND

The major sources of General Fund revenue are property taxes, payments from other governments (e.g. WCCLS, Forest Grove Fire District), payments from other funds for the allocation of administrative expenses, and utility franchise fees including City-owned utilities.

The City's total tax rate is \$5.56 per \$1,000 of taxable assessed value consisting of \$3.96 for the City's permanent rate and \$1.60 for the Local Option Levy, which was renewed by the voters in November, 2017, to be effective July 1, 2018, and which will expire on June 30, 2023. Forest Grove's assessed value is projected to grow by 3.5% to a total of \$1.804 billion for FY 2020-21 compared to the actual increase in assessed value of 5.6% in FY 2019-20. All property tax revenue goes into the General Fund and accounts for 47.6% of the General Fund's operating revenue in FY 2020-21.

The total FY 20-21 General Fund budget of \$27,202,917 is proposed to decrease by \$217,013 below the FY 2019-20 adopted budget of \$27,419,930.

In FY 2020-21, the proposed operating expenditures will exceed the proposed operating revenue by \$685,746. This operating deficit assumes full employment and departments spending all of their budgeted funds. This deficit is budgeted to come out of the fund balance or savings.

The beginning fund balance (savings) on July 1, 2020, is projected to be \$6,886,059 and the ending balance on June 30, 2021, is projected to be \$6,200,313. Based on the minimum Fund Balance policy and the DB Plan Contribution Smoothing Reserve, the City will have a required

minimum Fund Balance for the General Fund on June 30, 2021, of \$6,150,651. Projected ending Fund Balance at June 30, 2021, will be \$49,662 above that amount.

For comparison, in FY 2019-20, the proposed operating expenditures were budgeted to exceed the proposed operating revenue by \$656,016. The projected operating deficit for FY 2019-20 will be approximately \$120,775 which will come out of savings.

With the unknown effects on the economy of COVID-19 and the issue of the rate of increase in operating costs for current services continuing to outpace the increase in current operating revenues, the General Fund will likely have to go below the minimum fund balance to maintain the current level of services within the next few fiscal years. This is allowed by policy but the policy also includes having to plan to get reserves back to at least the minimum reserves. Adding services will be difficult over the next few fiscal years.

The effort to consider a consolidated fire district needs to progress rapidly so it can be determined how forming a fire district will serve our residents and what will be the financial effect of that change for the City. Additionally, the City will need to begin planning for the next renewal or increase of the City's Local Option Levy (LOL). Currently, a May, 2022, election is under consideration for LOL renewal. If a fire district might be formed, the City will need to coordinate the effect of forming a district and how that will affect the City's LOL and the potential need to continue it and at what tax rate.

The FY 2020-21 Proposed General Fund Budget is designed to maintain services even though the City continues to grow and demands for services are increasing. The City Council approved the hiring of a firefighter during FY 2019-20 funded 70% by Fire SAFER Grant, 26.4% City General Funds, and 3.6% funding from Forest Grove Rural Fire Protection District. No additional staffing requiring additional General Fund resources is being proposed.

Resources have been allocated to address certain Council goals and objectives requiring additional resources. Those items are discussed below in the section of the message that discusses significant changes from last year. The total proposed operating expenditures are \$20,916,995, compared to the current year's adopted operating expenditures of \$20,390,274 or a 2.6% increase in proposed operating expenditures. Personnel costs are budgeted to increase by \$563,808, or 3.3%. Materials and Services costs are budgeted to decrease by \$37,087, or 1%.

Revenue: Operating Revenue is budgeted to increase by \$481,409 in FY 2020-21 with \$462,642 of that increase coming from property taxes. The City is projected to see an assessed value increase but is anticipating that collection of that property tax revenue will be slower. The City is budgeting \$70,223 in Fire SAFER Grant revenue for the firefighter added during FY 2019-20. Staff is projecting the largest decline will be from interest income with interest income budgeted to decrease by \$167,500 or 67% as interest rates have been rapidly declining. County Transient Lodging Taxes are budgeted at \$40,000 in FY 2020-21 which is a decrease of \$80,000 from the amount budgeted for FY 2019-20.

Legislative & Executive: The trip to Japan has been removed from the Sister City budget as the trip is not expected to occur in FY 2020-21. It will be proposed in the FY 2021-22 budget. Legislative Training/Conferences were reduced by \$7,000 by proposing to send the student representatives of Boards/Commissions to the Oregon Youth Summit instead of the National League of Cities Annual Conference in Washington D.C.

Administrative Services: \$1,000 was added for initial planning expenses for the City's sesquicentennial in 2022. The budget for maintenance for the Senior Center was reduced by \$7,000 to reflect actual maintenance expenditures over the last two years.

Citywide training dollars were increased by \$14,000 for DEI training for the City Council, department heads, and the City's internal DEI team as part of the City's process to implement a DEI program. Other training dollars were reduced to reflect actual training dollars that have been incurred over the last few years.

Professional Services has been increased as follows: \$8,000 for Translation Services; \$40,000 for a consultant(s) for a DEI Plan and/or starting the Vision/Values update; \$5,000 for goals and objectives consulting; and \$10,000 for assistance to implement the Communications Plan once it is completed.

Aquatic Center: The budget is based on the Aquatic Center being open for full operations on July 1, 2020, which staff does not expect to happen. Staff is not sure when the Aquatic Center will actually reopen and what guidelines will have to be followed to reopen. Staff is monitoring expenditures being incurred while the facility is closed.

Parks: Funding has been included for one week of invasive species removal by goats, which is a reduction of one week from last year's budget.

Police: Computer Software has been increased as the department has added several small software programs to help officers track certain tasks they perform. Reserve Officer Expenses are reduced from \$9,000 to \$4,500 in the coming year as the Reserve Program is not currently active as the department works on filling its regular patrol officers and to give the new Chief the opportunity to review the program.

The budget will propose reducing the strategic plan line item from \$30,000 to \$5,000 to leave some funding to give the new Chief the opportunity to review how best to complete a strategic plan. Body-worn camera licensing is being paid by another funding source so the expenditure was removed from Professional Services.

Fire: The split where the City pays for 88% and the District pays for 12% of the operating costs is not changing in FY 2020-21. The City and District each pay for 50% of the capital costs. An additional firefighter funded in part by a Fire SAFER Grant was approved by the Council during FY 2019-20 so that position is included in the FY 2020-21 Budget. The grant will pay for 70% of the

position in FY 2020-21. The Proposed Budget includes \$10,000 for the City's share of the ongoing fire governance study. Materials and Services are declining by 4% principally due to fewer items being proposed in the Tools – 50/50 line item which can vary from year to year depending on the items proposed to be purchased.

Planning: The budget includes carrying-over \$50,000 for concept planning for the Oak Street industrial area. The contract for this project has been signed and work is beginning. The project will address what should happen with the Oak Street Industrial area which will be the most expensive land to develop for industrial purposes. Staff is proposing to do a concept plan for the area to determine how to develop the area.

LIGHT AND POWER FUND

This fund is funded by charges for electricity provided within Light & Power's operating area.

Personnel costs are up 7% compared to FY 2019-20 due to an increase in employee wages based on a 6.5% market-wage adjustment for all journeyman positions on March 1, 2020, a 3.50% wage increase for all IBEW employees on July 1, 2020, and an increase in DB Plan contributions allocated to Light & Power.

For FY 2020-21, the Budget proposes reclassifying a Journeyman Lineman position into a Pre-Apprentice Lineman and an Apprentice Tree Trimmer. This change is cost neutral due to lower wages, retirement costs, and the elimination of flagging contractor expense from the Contract for Services line item as these new positions will do flagging when it is needed. This change is preparing the department for future Lineman retirements.

Materials and Services budget is increasing by 1%. Consultants and professional services are declining due to the elimination of the GIS Conversion Study and the delay of the System Master Plan Update. A project to install additional electric vehicle charging stations has been added to the Professional Services line item and hiring a consultant to review and update the Light & Power Geographic Information System (GIS) data has been proposed in Consultants.

The budget also includes continued funding of \$150,000 for the third year of a four-year program to convert all streetlights to LED lighting. The plan is to replace about 500 streetlights per year. The program will be funded by the City's Streetlight Fee and Bonneville Power Administration's energy conservation funds. The payback on this project is estimated to be about five and a half years and power usage will be about 50% lower when the project is completed.

Light and Power's principal project in the coming year will be the installation of an 115kV transmission line between the Elm Street and Thatcher substations. The project is intended to prevent the brief power outages that occur due to issues with the BPA transmission line between Tillamook and Forest Grove.

PUBLIC WORKS FUNDS

The Public Works Funds consist of the Sewer Fund, Water Fund, Surface Water Management (SWM) Fund, Street Fund, and the related System Development Charges (SDC) Funds. All of these funds except the Street Fund are enterprise funds and the revenue comes from utility charges or, for the SDC funds, charges for development that are paid when a building permit is issued. The Street Fund's revenue comes from distributions of the State and Washington County gas taxes and Washington County vehicle registration fees.

The update of the Water Fund Master Plan is nearing completion and should be presented to the Council in late 2020 or early 2021. After that plan is completed, the updates of the Sewer and SWM Master Plans will commence in mid-2021.

The allocation of Public Works employees' salaries and benefits have been changed between funds to accurately reflect the time that employees are working in the Sewer, Water, Street, and SWM Funds.

A second portable electronic reader board is being proposed at a cost of \$20,000, which is proposed to be equally funded by the Water, Sewer, Streets, and SWM Funds.

"D" Street in the area of the Gales Creek Terrace Development will be improved for a total cost of \$647,000 using a \$217,000 Community Development Block Grant (CDBG), a \$36,000 payment from the Gales Creek Terrace Development, \$122,000 of Sewer SDC funds, \$57,000 of Water SDC funds, and \$215,000 in Street Fund funds. It is common to do sewer and water projects when streets are being reconstructed.

Sewer Fund: Clean Water Services (CWS) is delaying any rate increase until January 1, 2021, to see how the economy is recovering. The budget proposes several other capital projects including: 1) \$25,000 to complete the repairs to exposed areas around sewer lines near the Forest Gale Heights Path; 2) \$100,000 for a sewer extension on 13th Avenue to be funded by an Local Improvement District consisting of the customers who will receive sewer service; and 3) \$375,000 for the second phase of CWS's Infiltration and Inflow (I&I) projects designed to reduce the amount of surface water runoff getting into the sewer system.

Sewer SDC Fund: CWS is nearing completion on the first of potentially three projects to reduce inflow and infiltration (I&I) of groundwater into the sewer system. The City funds 50% of the costs of these projects. The first project will cost approximately \$2 million, so the City's share will be \$1 million. CWS is acting as the bank for the City which will repay CWS over a ten-year period at a 2.07% interest rate. The City is expecting debt service payments to begin in FY 2020-21 and has included an estimated debt service payment in the Proposed Budget.

Water Fund: The Water Fund has a healthy fund balance helped by timber harvesting which has been netting more revenue than anticipated. The City has been building fund balance in anticipation of significant future capital projects. The City will know what long-term water projects

will be proposed as part of the Water Master Plan Update which is nearing completion. Funds have been budgeted to update the Water Rate and System Development Charges (SDC) after the master plan update is completed.

Proposed capital outlay for FY 2020-21 includes the carryover of \$350,000 to build an enclosed building to house vehicles and equipment that need to be protected from freezing weather. This project is just starting. Other large capital projects include paying for Forest Grove's share of the expansion project at the Joint Water Commission (JWC) Treatment Plant which the City jointly owns with Hillsboro, Beaverton, and the Tualatin Valley Water District (TVWD).

Water SDC Fund: For 2020-21, this fund will pay \$300,000 of the expansion at the JWC Treatment Plant in addition to the funds budgeted in the Water Fund. When the project is complete, it will ensure the plant can produce 75 million gallons per day (mgd) on a continuing basis. Also planned is a \$175,000 project to construct an emergency intertie to the 72-inch water line owned by Hillsboro and TVWD. This project will give the City an emergency water connection for its JWC water.

Street Fund: Major projects in this fund include: 1) \$735,000 in funding for street overlays including 26th Street between Sunset Drive and Hawthorne Street; and 2) \$158,000 for raised median and other improvements to control access between Safeway and Goodwill by preventing traffic from crossing over from Goodwill to Safeway. The streets that will receive overlays are identified by the City's recently completed Pavement Condition Index (PCI) survey.

Traffic Impact Fee (TIF) and Transportation Development Tax (TDT) Funds: The TIF Fund is the predecessor to the (TDT) Fund. No new revenue except interest earnings goes into the TIF. The TIF Fund contains: 1) \$164,740 to fund improvements to the corner of Pacific Avenue and Highway 47 where Wauna Credit Union is located; 2) \$368,000 to construct 19th Avenue between "C" and "D" Streets as the Gales Creek Terrace Development has issued its twentieth building permit which was the point at which the City agreed this project would be built; and 3) \$400,000 in funding for improvements to the intersection at Thatcher and Gales Creek Road. The City and County are still discussing final scope and funding for that project and then final design will start. Wauna Credit Union is paying for its required improvements and the TIF Fund is paying for the portion of the project which is in excess of what Wauna Credit Union is required to do.

The TDT Fund includes \$225,000 for curb ramp improvements as part of street overlay projects as curb ramp improvements on arterial and collector streets can be funded by TDT funds. The City has committed TDT funds for future projects at the intersections of Hwy 47 & Martin Road and Hwy 47 and Maple. The Hwy 47 and Martin Road project is nearing construction.

SPECIAL REVENUE FUNDS

Building Permits Fund: This fund is fully funded by revenues generated by building permits fees and has a healthy reserves balance to allow the City to not make immediate changes if building activity begins to slow. Building permit revenue is expected to remain strong as building permit

activity in single-family residence (SFR) permits in Cornelius continue at a strong rate while Forest Grove is expected to be lower. Proposed commercial and multi-family projects will help Forest Grove permit revenue. This budget proposes transferring \$175,000 to the Capital Projects Fund for planning and design of the proposed Development Services Annex and reserving \$1,425,000 of the Building Fund's Fund Balance to help pay for the construction of the annex.

Facility Major Maintenance Fund: This fund was established in FY 2010-11 to accumulate funds for major maintenance on General Fund facilities which will be required in the near future. Funding has come from transfers of one-time revenue in the General Fund. By putting available funds in this fund for future projects, necessary ongoing maintenance projects do not have to compete with ongoing operational funding. Projects planned for FY 2020-21 include: 1) \$50,000 to renovate the restrooms in the Library; 2) \$150,000 in funding for the building at the Public Works facility that was discussed in the Water Fund; and 3) \$150,000 in funding for planning the Development Services Annex and its effects on City Hall. The eventual remodel of City Hall is proposed to occur with funds from this Fund.

Tourism Lodging Tax (TLT) Fund: The TLT has been charged since January 1, 2018, when the Council approved a 2.5% city-wide TLT. TLT revenue is expected to be drastically lower in FY 2020-21 due to the effects of COVID-19. For example, March 2020 TLT revenue was down 92% compared to the TLT revenue received in March 2018 and 2019. The Budget assumes receiving 50% of the TLT revenue that would normally be received.

If the tax revenue is lower than the amount budgeted, the money set aside for capital projects will need to be used to maintain the planned marketing efforts. The City has set aside 30% of all TLT revenues for tourism-related capital projects since the funds inception and will have \$93,055 in fund balance available in FY 2020-21.

The City's contract with Court Carrier consulting to update the City's brand and tourism marketing plan will continue this year. In addition, the City received a \$7,500 grant from the Washington County Visitors Association (WVCA) to help augment the Corn Roast and Chalk Art Festival if those events are held in September.

INTERNAL SERVICE FUNDS

Equipment Fund: This fund accounts for the purchase and maintenance of vehicles and related equipment for the General and Public Works Funds. Fire and L&P vehicles and apparatus are accounted for separately. The number of pool cars and Engineering vehicles are being reduced as the utilization of the vehicles do not justify having the current number of vehicles. Replacement vehicles in FY 2020-21 include various vehicles for police, building permits, administration, and a replacement zero-turn mower for parks.

A \$225,000 project to replace the aging 10,000 gallon gas and 6,000 gallon diesel tanks at the Public Works facility is proposed. The project was going to be proposed in two years but is being moved up as insuring the aging tanks is becoming very difficult and more expensive. The City was

able to insure the tanks for another year but the deductible was increased to \$125,000 which means the insurance would only cover a catastrophic failure of a tank.

Fire Equipment Replacement Fund: The major sources of funding are transfers from the CIP Excise Tax Fund and funds from the Forest Grove Rural Fire Protection District which is responsible for fifty percent (50%) of this fund's expenses. In FY 2020-21, a new compressor that is required for the new Self-Contained Breathing Apparatus (SCBA) and a new supervisor vehicle is proposed.

Information Systems Fund: Funding comes from rental charges to City departments for computer hardware and licensing charges for general software used by all departments. This budget includes funding for a replacement email and social media archiving software with stronger search functions, dual factor authentication for laptops, and replacing the drives on the City's storage array with flash drives for better network performance. The drives that are being replaced will be moved to the City's disaster-recovery server to replace the aging drives on that server.

CAPITAL PROJECTS FUNDS

Parks SDC Fund: This fund receives its revenue from a fee collected at the time a building permit is issued. The FY 2020-21 Proposed Budget contains: 1) funding to complete the renovation of Rogers Park; 2) funding for new parks signs; 3) funding to complete the design and bid process for improvements to Stites Parks including a relocation of the community garden, restrooms, play areas, and parking; and 4) funding for an Eastside Park.

Capital Projects Fund: Specific projects in the FY 2020-21 Proposed Budget include: 1) funding for researching an annex building for the Police Department; 2) \$171,192 for the Rogers Park renovation project from private fundraising for Abby and Anna's Yard; 3) \$2,999,999 for the purchase of the SCBA equipment funded by Federal grant funds and funding from other agencies with Forest Grove's share being \$17,000.

The other project in this Fund is the design of a proposed Development Services Annex which will house Planning, Building Permits, and the Engineering Department in the same building with a shared counter. The potential construction funding for the project (not part of this year's budget) will come from the Building Permits Fund and loan repayments from the Urban Renewal Agency. Staff will prepare a final funding plan for Council approval after a schematic design for the annex is completed and a cost estimate is prepared.

CIP Excise Tax Fund: This fund accounts for the Capital Improvement Excise Tax charged on the utility bills to utility accounts located within the City limits. 90% of the revenue collected goes to public safety projects with the remaining portion going to general projects. In FY 2020-21, \$296,980 will be transferred to the Fire Equipment Replacement Fund and to the Equipment Fund to pay for the purchase of fire apparatus and police vehicles. \$17,000 is proposed to be transferred to the Capital Projects Fund to pay for the City's portion of the SCBA equipment. Part of the funding for the Police Department's electronic ticket and accident report writing system and the cost to integrate that system with the Municipal Court system is proposed to come from this fund.

Other public safety purchases proposed for this fund are; 1) four additional body-worn cameras; 2) new ballistic helmets and shields; and 3) two new mobile data terminals. General purchases proposed include interpretive signage for the wooded-area of Thatcher Park and updates for the Community Auditorium furniture.

CONCLUSION:

In conclusion, adoption of the proposed budget for FY 2020-21 will allow the City to sustainably maintain and enhance Forest Grove's services in some areas. The proposed budget, like all budgets, is based on assumptions, and in normal times, staff is reasonably certain those assumptions will be valid. How accurate those assumptions are in the current environment is not known. Whether the Budget will need to be changed as the actual effects on revenue from COVID-19 become known, particularly in the General Fund, is a question that may need to be addressed during the year and staff can readily see the potential for a mid-year Budget Committee meeting as more information about revenue becomes available.

I would like to close by expressing my appreciation to the Budget Committee, the City Council, all of the Department Directors and staff for their leadership in prudently and responsibly managing and guiding the use of Forest Grove's resources. Their performance throughout the COVID-19 crisis has been exceptional with the City remaining at a high level of productivity and in many cases proactively completing projects while facilities were closed and traffic light. I would like to also thank Paul Downey, Administrative Services Director, who for years has constructively applied his experience and knowledge to the budget in a manner that provides for today, considers tomorrow, and assures a high level of public trust and accountability.

Over the past several years, the Budget Committee and Council have adopted several significant fiscal policies to assure budget sustainability and to weather the highs and lows of fiscal uncertainty. These include a reserves (savings) policy to manage annual deficits and surpluses, setting aside monies for a retirement smoothing account to adjust for market changes, and buying down the expected rate of return on the retirement fund from an aggressive 7.5% to a more achievable 6.0% to account for pending market uncertainty.

These changes bode well for the City in times like these, as we have been abruptly reminded that circumstances can change and we need to be adaptive to those changes. In addition to the forward leaning policies above, we need to now turn our attention to the Local Option Levy and consideration of a Fire District as discerning examples of processes that may help the City adapt to potential changes in revenue and expenses. We are being reminded that quick and deep changes to economic conditions have the potential to impact us greatly and highlight our reliance on a local option levy. Protecting adequate reserves and carefully evaluating how and when any additional new services are added is critical given the uncertainties that may be ahead. Thank you for the opportunity to present the budget and please do not hesitate to comment.

Jesse VanderZanden, City Manager

GOAL 1: SUPPORT DIVERSITY, EQUITY, AND INCLUSION IN THE DELIVERY OF CITY SERVICES AND OPERATIONS.

1.1 Develop a DEI plan that includes an assessment of hiring practices and equitable delivery of city services and operations.

1.2 Continue DEI Advisory Team and internal assessment.

1.3 Support training for DEI Advisory Team, Directors, and Council.

GOAL 2: EXPAND HOUSING SUPPLY AND AFFORDABILITY.

2.1 Evaluate scalable SDCs.

2.2 Develop Oak Street Plan.

2.3 Evaluate parking requirements relative to housing density.

2.4 Assess capacity for CD to meet the increasing demands of planned growth.

2.5 Evaluate recommendations from the City's Housing Needs Analysis and develop an implementation plan.

GOAL 3: ENHANCE PARTNERSHIPS.

3.1 Partner to help those experiencing homelessness.

3.2 Partner with Forest Grove School District to enhance library coordination.

3.3 Partner to address downtown parking needs.

3.4 Develop relationships between student liaisons and student government.

3.5 Collaborate with community partners to plan for the City's sesquicentennial.

3.6 Collaborate with regional and local partners to attract higher wage jobs.

GOAL 4: IMPROVE INTERNAL AND EXTERNAL COMMUNICATIONS AND ENGAGEMENT.

4.1 Complete and implement the Communications Plan.

4.2 Engage community in the development of a community vision and values.

4.3 Provide customer service training to City staff to promote consistent, positive service to the community.

4.4 Provide information and outreach materials that provide an overview and tips for engaging in the public process.

GOAL 5: MAINTAIN FINANCIAL AND ORGANIZATIONAL SUSTAINABILITY THROUGH LONG-TERM PLANNING AND SUPPORT FOR ECONOMIC AND WORKFORCE DEVELOPMENT.

5.1 Complete Fire Task Force work to determine effect on City finances.

5.2 Plan for future police facility.

5.3 Ensure adequate long-term industrial and commercial property supply.

5.4 Prepare a five-year general fund financial plan.

5.5 Refine Westside Plan Financial Plan.

5.6 Complete Neighborhood Mixed Use Zone Refinement.

GOAL 6: PROMOTE SUSTAINABLE TRANSPORTATION ALTERNATIVES AND ENHANCE MOBILITY.

6.1 Identify high use areas with no sidewalks and include in public works projects.

6.2 Incorporate sidewalk and curb ADA retrofits into public works projects.

6.3 Incorporate electric and/or hybrid vehicles into the City fleet.

6.4 Provide adequate charging stations at public facilities.

6.5 Prioritize Transportation Development Tax (TDT) projects.

6.6 Assess areas with few transportation alternatives and identify options to enhance mobility.

GOAL 7: EXPAND RECREATION OPPORTUNITIES.

7.1 Identify park project development priorities.

7.2 Support Council Creek Regional Corridor.*

7.3 Partner to enhance recreation coordination.

7.4 Partner to study Eastside Park.

* Objective 7.2: Support Council Creek Regional Corridor is listed under Goal 7 but also supports Goal 6.

FY 2020-21 PROPOSED BUDGET REVENUE SUMMARY BY FUND

FUND	Local Taxes	Intergovernmental Revenue	Charges for Services	Fines	Licenses, Permits, Fees	Miscellaneous	Transfers & Reimbursements	Beginning Fund Balance	Total Revenues
Total General Fund	10,479,350	2,809,985	4,810,528	431,675	131,400	100,700	1,553,220	6,886,059	27,202,917
Enterprise Funds									
Light Fund		258,072	19,686,246			71,000		5,512,023	25,527,341
Sewer Fund			1,623,194			47,000		3,896,998	5,567,192
Sewer SDC Fund			120,000			7,000		1,124,225	1,251,225
Water Fund			4,962,297			1,226,050		12,675,288	18,863,635
Water SDC Fund			400,000			25,000		5,868,875	6,293,875
Surface Management Fund		97,000	1,175,000			3,300		733,148	2,008,448
SWM SDC Fund			33,500			3,000		358,142	394,642
Total Enterprise Funds	-	355,072	28,000,237	-	-	1,382,350	-	30,168,699	59,906,358
Special Revenue Funds									
Street Fund		2,218,750				43,500		1,721,141	3,983,391
Building Permits Fund			300		1,054,444	25,000		3,028,500	4,108,244
Community Enhancement		100,000						31,360	131,360
Library Endowment Fund						350		45,049	45,399
Street Tree Fund			27,000					38,516	65,516
Transportation System Fund		550,000							550,000
Public Arts Donations						3,785		19,735	23,520
Fac. Major Maintenance Fund						9,000		1,865,466	1,874,466
Forfeiture Fund								360	360
Trail System Fund						30		37,896	37,926
City TLT Fund	58,000					8,250		122,287	188,537
Total Special Revenue Funds	58,000	2,868,750	27,300	-	1,054,444	89,915	-	6,910,310	11,008,719
Internal Service Fund									
Equipment Fund			1,006,151			20,000	114,480	1,585,447	2,726,078
Fire Equip Replace Fund		89,500				1,850	182,500	242,381	516,231
Information Systems Fund			358,403			7,000		676,668	1,042,071
City Utility Fund							235,234		235,234
Risk Management Fund			531,139			3,000		332,640	866,779
Total Internal Service Funds	-	89,500	1,895,693	-	-	31,850	532,214	2,837,136	5,386,393
Capital Projects Funds									
Bikeway Improvements		17,264						24,085	41,349
Park System Development			610,000			35,000		3,169,553	3,814,553
Transport. Devel. Tax Fund			650,000			85,000		11,816,588	12,551,588
Traffic Impact Fund						25,000		2,349,037	2,374,037
Capital Projects Fund		2,982,000				324,988	192,000	411,692	3,910,680
CIP Excise Tax Fund			369,000			800		267,780	637,580
Total Capital Project Funds	-	2,999,264	1,629,000	-	-	470,788	192,000	18,038,735	23,329,787
TOTAL - ALL FUNDS	10,537,350	9,122,571	36,362,758	431,675	1,185,844	2,075,603	2,277,434	64,840,939	126,834,174

FY 2020-21 PROPOSED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCIES	TOTAL APPROPRIATIONS	UNAPPROPRIATED FUND BALANCE	TOTAL EXPENDITURES
General Fund									
Legislative & Executive	551,549	83,072					634,621		634,621
Administrative Services	2,690,701	808,555					3,499,256		3,499,256
Library	1,182,972	163,323	76,609				1,422,904		1,422,904
Planning	434,915	144,035					578,950		578,950
Engineering	897,949	116,209					1,014,158		1,014,158
Police Services	5,786,148	968,027	10,000				6,764,175		6,764,175
Fire Department	4,318,877	793,155					5,112,032		5,112,032
Aquatics	572,135	165,162					737,297		737,297
Parks and Recreation	673,331	175,768					849,099		849,099
Municipal Court	228,461	161,651					390,112		390,112
Non-Departmental						750,000	750,000	5,450,313	6,200,313
Total General Fund	17,337,038	3,578,957	86,609	-	-	750,000	21,752,604	5,450,313	27,202,917
Enterprise Funds									
Light Fund	4,187,116	14,869,298	1,008,000	305,513	1,197,640	1,000,000	22,567,567	2,959,774	25,527,341
Sewer Fund	277,548	907,101	540,500		86,673	750,000	2,561,822	3,005,370	5,567,192
Sewer SDC Fund		5,000	192,000	120,000		48,000	365,000	886,225	1,251,225
Water Fund	1,196,621	3,070,625	1,100,893	436,020	334,017	1,298,250	7,436,426	11,427,209	18,863,635
Water SDC Fund		72,000	736,000		1,400	150,000	959,400	5,334,475	6,293,875
Surface Water Management	590,027	564,362	133,000		62,787	100,000	1,450,176	558,272	2,008,448
SWM SDC Fund		5,000	150,000			64,897	219,897	174,745	394,642
Total Enterprise Funds	6,251,312	19,493,386	3,860,393	861,533	1,682,517	3,411,147	35,560,288	24,346,070	59,906,358
Special Revenue Funds									
Street Fund	453,584	836,385	1,320,000			150,000	2,759,969	1,223,422	3,983,391
Building Permits Fund	702,283	225,247			231,938	100,000	1,259,468	2,848,776	4,108,244
Community Enhancement		123,360			8,000		131,360		131,360
Library Endowment Fund		4,212					4,212	41,187	45,399
Street Tree Fund		64,516			1,000		65,516		65,516
Transportation System Fund		550,000					550,000		550,000
Public Arts Donations		23,520					23,520		23,520
Fac. Major Maintenance Fund			874,466				874,466	1,000,000	1,874,466
Forfeiture Fund		360					360		360
Trail System Fund		37,926					37,926		37,926
City TLT Fund		93,250	93,055				186,305	2,232	188,537
Total Special Revenue Funds	1,155,867	1,958,776	2,287,521	-	240,938	250,000	5,893,102	5,115,617	11,008,719
Internal Service Fund									
Equipment Fund	253,541	417,072	522,000			200,000	1,392,613	1,333,465	2,726,078
Fire Equip Replace Fund			179,000			11,250	190,250	325,981	516,231
Information Systems Fund		361,145	87,857			25,000	474,002	568,069	1,042,071
City Utility Fund		235,234					235,234		235,234
Risk Management Fund		587,847	125,754		40,000	50,000	803,601	63,178	866,779
Total Internal Service Funds	253,541	1,601,298	914,611	-	40,000	286,250	3,095,700	2,290,693	5,386,393
Capital Projects Funds									
Bikeway Improvements			41,349				41,349		41,349
Park System Development		40,000	3,774,553				3,814,553		3,814,553
Transport. Devel. Tax Fund			12,551,588				12,551,588		12,551,588
Traffic Impact Fund			2,374,037				2,374,037		2,374,037
Capital Projects Fund		50,000	3,860,680				3,910,680		3,910,680
CIP Excise Tax Fund		323,600			313,980		637,580		637,580
Total Capital Project Funds	-	413,600	22,602,207	-	313,980	-	23,329,787	-	23,329,787
TOTAL - ALL FUNDS	24,997,758	27,046,017	29,751,341	861,533	2,277,435	4,697,397	89,631,481	37,202,693	126,834,174

Personnel Requirements Summary

<u>DEPARTMENT</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2020/21</u>
Legislative & Executive	3.000	3.000	3.000	3.000
Administrative Services	19.750	20.250	20.250	20.250
Municipal Court	2.000	2.000	2.000	2.000
Library	12.525	12.525	12.525	12.325
Aquatics	9.900	9.900	9.900	10.025
Parks & Recreation	6.000	6.000	6.000	6.000
Police	36.500	36.500	37.000	37.000
Fire	21.500	22.500	23.000	24.000
Planning	2.700	2.700	2.700	2.700
Building	5.800	5.800	5.800	5.800
Engineering	6.050	6.050	6.300	6.300
Light & Power	25.660	23.660	22.660	23.660
Public Works	23.840	23.840	23.840	23.340
<i>Sewer</i>	3.910	3.910	3.190	2.390
<i>Water</i>	9.910	9.910	9.410	9.460
<i>SWM</i>	4.220	4.220	4.940	5.290
<i>Street</i>	3.400	3.400	3.400	3.800
<i>Equipment</i>	2.400	2.400	2.400	2.400
TOTAL PERSONNEL	175.225	174.725	174.475	176.400

GENERAL FUND

GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	Actual 2017-18	Actual 2018-19	Adopted 2019-20	Est. Year End 2019-20	Proposed 2020-21	% Change
Local Taxes	9,122,835	9,904,928	10,039,208	10,188,282	10,479,350	4%
Intergovernmental Revenue	2,874,476	2,536,083	2,740,712	2,839,524	2,787,585	2%
Grants	13,948	20,764	20,300	16,305	22,400	10%
Charges For Services	4,329,656	4,567,473	4,673,223	4,510,916	4,810,528	3%
Licenses, Permits, Fees	308,813	250,850	150,310	168,005	131,400	-13%
Fines	546,499	492,900	471,812	429,000	431,675	-9%
Miscellaneous Revenue	253,088	297,680	269,600	273,708	100,700	-63%
Transfers & Reimbursements	1,431,768	1,462,207	1,470,284	1,470,283	1,553,220	6%
Fund Balance Available	6,911,599	7,673,759	7,584,481	7,666,834	6,886,059	-9%
TOTAL RESOURCES	25,792,682	27,206,644	27,419,930	27,562,857	27,202,917	-1%

Title	Actual 2017-18	Actual 2018-19	Adopted 2019-20	Est. Year End 2019-20	Proposed 2020-21	% Change
LOCAL TAXES						
Property Taxes	5,920,598	6,252,680	6,502,787	6,606,965	6,838,209	5%
Local Option Levy	2,414,293	2,573,482	2,676,421	2,725,740	2,821,141	5%
Property Tax Prior Years	112,294	312,000	120,000	112,789	102,500	-15%
City Marijuana Tax	0	120,000	90,000	121,600	122,500	36%
Franchise Tax	675,650	646,766	650,000	621,188	595,000	-8%
TOTAL LOCAL TAXES	9,122,835	9,904,928	10,039,208	10,188,282	10,479,350	4%

INTERGOVERNMENTAL REVENUE

Alcoholic Beverages	349,121	390,828	447,760	427,491	467,028	4%
Cigarette	29,399	27,250	28,709	27,252	28,453	-1%
State Shared Revenue	247,920	264,662	304,477	273,202	326,920	7%
W.C.C.L.S.	846,647	853,580	876,456	900,665	898,367	2%
Rural Fire District	490,420	520,000	645,615	590,738	629,627	-2%
Metro Construction Excise Tax	4,286	3,627	3,000	2,500	2,500	-17%
State Fire Conflagration Reimbursement	483,790	162,198	0	151,697	0	0%
Payment from FG Urban Renewal Agency	5,000	5,000	9,600	9,600	9,888	3%
County Transient Room Tax	113,424	120,000	115,000	88,100	40,000	-65%
SD15 Construction Excise Tax	21,019	10,700	10,000	9,300	9,300	-7%
State Marijuana Tax	0	0	76,000	101,799	88,382	16%
Fire Staff Reimbursements	72,717	99,372	142,329	149,625	122,606	-14%
Tri-Met Police Officer	139,793	0	0	0	0	0%
School Resource Officer	70,940	78,866	81,766	81,766	94,291	15%
Fire SAFER Grant	0	0	0	0	70,223	0%
Officer Training Reimbursements	0	0	0	25,789	0	0%
TOTAL INTERGOVERNMENTAL REVENUE	2,874,476	2,536,083	2,740,712	2,839,524	2,787,585	2%

GRANTS

Bulletproof Vest Grant	0	3,001	2,500	2,116	2,500	0%
SPF SIG Grant	2,638	0	0	0	0	0%
DEC/DUII Police Grant	3,066	3,000	3,000	25	3,000	0%

GENERAL FUND RESOURCES SUMMARY

Title	Actual 2017-18	Actual 2018-19	BUDGET 2019-20	EST. YR-END 2019-20	PROPOSED 2020-21	% Change
SHPO Grant	0	10,000	10,000	10,000	12,000	20%
Grant - Other Agencies	3,370	0	0	0	0	0%
Public Library Support Grant	3,913	3,866	3,900	4,164	4,000	3%
Metro Cleanup Grant	961	897	900	0	900	0%
TOTAL GRANTS	13,948	20,764	20,300	16,305	22,400	10%
CHARGES FOR SERVICES						
Swimming Pool	346,450	350,041	359,000	232,737	359,000	0%
Recreation User Fees	36,654	36,500	37,000	23,922	25,000	-32%
Lockers/Vending Machines	11,390	11,281	12,000	5,704	12,000	0%
Library Collection Fees	612	600	750	410	400	-47%
Code Enforcement Revenue	1,919	994	0	0	0	0%
Library Charges	3,735	3,800	5,500	2,529	2,500	-55%
Lien Searches	16,647	15,500	15,000	16,000	15,000	0%
Print Fees	3,563	3,310	4,000	2,535	2,500	-38%
Copy Service	9,602	7,600	6,750	5,327	3,000	-56%
Passport Execution Fee	15,955	21,955	16,000	13,405	8,000	-50%
General Fund Spt Svc (522023)	3,796,089	4,027,280	4,138,153	4,138,522	4,307,728	4%
Reserved Parking	1,782	1,770	1,770	1,770	1,700	-4%
New Account Set-Up Fee	23,478	28,400	23,400	21,750	22,000	-6%
Door Hanger Fee	36,084	33,138	33,500	26,571	33,000	-1%
Online Phone Pmt. Convenience Fee	1,763	1,862	1,500	1,699	1,800	20%
Failed Payment Arrangement	4,803	4,350	4,500	2,847	4,900	9%
UB Account Transfer Fees	2,945	3,292	2,900	3,684	3,200	10%
Rental Income	1,680	1,500	2,000	1,229	1,000	-50%
Transport Service	3,954	5,800	1,000	3,763	3,800	280%
CPR Training Revenue	10,551	8,500	8,500	6,512	4,000	-53%
TOTAL CHARGES FOR SERVICES	4,329,656	4,567,473	4,673,223	4,510,916	4,810,528	3%
LICENSES, PERMITS, FEES						
Liquor Licenses	3,035	3,176	3,000	2,835	2,500	-17%
Police Permits	248	992	190	840	500	163%
Metro Business License	17,620	36,306	20,000	18,942	18,900	-6%
Business License Late Fees	8	20	20	20	0	-100%
City Business License	42,740	43,150	42,000	37,500	37,000	-12%
Misc. Licenses & Permits	4,834	4,800	100	3,614	2,500	2400%
Planning Fees	113,578	130,000	55,000	47,500	40,000	-27%
Engineering Inspection Fees	125,999	32,000	30,000	49,000	30,000	0%
Impound Fees	751	256	0	134	0	0%
Abatement Cost Billed	0	0	0	7,496	0	0%
Recording Fees	0	0	0	124	100	0%
TOTAL LICENSES, PERMITS, FEES	308,813	250,850	150,310	168,005	131,400	-13%

GENERAL FUND RESOURCES SUMMARY

Title	Actual 2017-18	Actual 2018-19	BUDGET 2019-20	EST. YR-END 2019-20	PROPOSED 2020-21	% Change
FINES						
State Court Fines	26,435	33,000	27,500	24,825	27,500	0%
Parking Fines	15,945	18,377	16,200	16,500	9,000	-44%
Immobilization Fees	0	256	0	402	0	0%
Traffic Fines	301,304	277,400	275,250	255,000	263,499	-4%
Cornelius Court Fines	179,751	140,911	126,862	116,551	116,496	-8%
Ordinance Fines	2,703	3,506	3,500	2,720	2,580	-26%
Marijuana Fines/Fees	2,445	2,340	2,250	2,500	2,150	-4%
Minor In Possession Fines/Fees	3,230	2,300	2,250	1,496	1,450	-36%
Library Late Fines	14,686	14,810	18,000	9,006	9,000	-50%
TOTAL FINES	546,499	492,900	471,812	429,000	431,675	-9%
MISCELLANEOUS REVENUE						
Interest	185,237	273,000	242,000	229,729	74,500	-69%
Enterprise Zone Repayment	25,200	400	0	0	0	0%
Unrestricted Donations	3,088	4,905	100	7,518	100	0%
Donations	6,010	4,237	100	1,200	500	400%
Restricted Library Memorials	172	0	0	1,836	100	0%
Miscellaneous	5,753	10,200	2,400	5,373	2,500	4%
Reimbursements	33,131	4,600	3,000	27,847	3,000	0%
Overtime Reimbursements	4,388	0	0	0	0	0%
Fire Dept Reimbursements	-9,891	338	22,000	205	20,000	-9%
TOTAL MISCELLANEOUS REVENUE	253,088	297,680	269,600	273,708	100,700	-63%
TRANSFERS						
In-Lieu Of Transfer	1,312,057	1,359,703	1,359,948	1,359,947	1,445,882	6%
Transfer From Other Funds	119,711	102,504	110,336	110,336	107,338	-3%
TOTAL TRANSFERS	1,431,768	1,462,207	1,470,284	1,470,283	1,553,220	6%
FUND BALANCE AVAILABLE						
Fund Bal Avail For Approp.	6,911,599	7,673,759	7,584,481	7,666,834	6,886,059	-9%
TOTAL RESOURCES	25,792,682	27,206,644	27,419,930	27,562,857	27,202,917	-1%

Legislative and Executive

MISSION STATEMENT

Work closely with the City Council and Mayor to provide effective, responsible and collaborative leadership in pursuing and implementing the goals, priorities and policies established by the Mayor and City Council.

DEPARTMENT OVERVIEW

The Legislative and Executive (L&E) budget includes financial support for the Forest Grove City Manager, Executive Assistant, and City Recorder functions. The City Manager serves as the Chief Executive Officer for the City and is a direct employee of the City Council. The City Manager manages all staff through a structure of departmental directors and is the official budget officer. The City Manager is charged with the responsibility for implementing the City Council policies. The Executive Assistant supports the City Manager and the City Recorder provides support for Council business, City records, and elections.

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGES FOR SERVICES						
4415 Copy Service	0	0	120	37	120	0%
4417 General Fund Support Services	391,919	408,077	419,604	419,604	419,604	0%
TOTAL CHARGES FOR SERVICES	391,919	408,077	419,724	419,641	419,724	0%
TOTAL RESOURCES	391,919	408,077	419,724	419,641	419,724	0%



Legislative and ExecutiveBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	296,847	305,164	327,779	326,522	330,970	1%
5100	Part-Time Employees	8,885	10,724	10,200	9,971	9,960	-2%
5500	Health/Dental Benefits	66,863	70,358	71,867	65,774	65,204	-9%
5550	Health Reimb Arrangement	3,017	5,023	4,504	4,962	5,945	32%
5600	Defined Benefit Retirement	58,249	72,648	79,754	79,754	80,883	1%
5650	Defined Contribution Retirement	17,578	18,018	19,188	18,492	0	-100%
5660	PERS	0	0	0	0	27,276	0%
5700	FICA	21,782	22,370	25,855	23,681	24,584	-5%
5750	Worker's Comp	249	249	184	184	205	11%
5800	Other Benefits	5,348	7,657	3,749	6,269	88	-98%
5850	Other Payroll Taxes	2,590	2,696	2,618	2,847	6,434	146%
TOTAL PERSONNEL SERVICES		481,408	514,907	545,698	538,456	551,549	1%
MATERIALS & SERVICES							
6000	Operating Supplies	1,113	1,431	1,000	1,000	1,000	0%
6005	Organization Business Expense	12,644	15,190	15,000	11,500	13,000	-13%
6030	Subscriptions/Books	144	276	100	82	100	0%
6105	Printing	2,275	746	2,000	650	800	-60%
6110	Postage	185	237	350	275	350	0%
6115	Telecommunications	438	450	450	450	450	0%
6125	Public Information	10,946	11,584	12,740	12,740	8,940	-30%
6130	Publications	0	0	110	0	110	0%
6135	Memberships	5,840	6,655	6,520	6,515	6,270	-4%
6215	Sister City Contribution	4,496	15,985	15,000	(483)	5,000	-67%
6230	Insurance & Bonds	1,669	1,688	1,804	1,804	1,880	4%
6280	Training/Conferences	3,126	1,287	9,850	2,500	6,650	-32%
6285	Legislative Training/Conferences	29,731	29,877	39,600	39,615	32,600	-18%
6290	Travel	12	6	200	11	200	0%
6305	Professional Services	0	0	1,500	708	800	-47%
6335	Equipment Maint & Oper Supplies	0	0	500	0	500	0%
6360	Equipment Fund Charges	3,907	3,956	3,908	3,908	733	-81%
6365	Information Systems Fund	2,046	2,130	2,437	2,437	3,689	51%
TOTAL MATERIALS & SERVICES		78,572	91,498	113,069	83,712	83,072	-27%
TOTAL LEG & EXEC EXPENDITURES		559,981	606,405	658,767	622,168	634,621	-4%

Administrative Services

MISSION STATEMENT

Provide City operations in a professional manner that is cost effective.

DEPARTMENT OVERVIEW

The Administrative Services department oversees a number of functions within the City:

- Financial Management
- Human Resources
- Passport Services
- Legal
- Risk Management
- Information Systems
- Facility Maintenance
- Business Licenses

Financial Management includes all budgeting, utility billing, accounts payable, accounts receivable, cash management, payroll, banking and purchasing.

BUDGET HIGHLIGHTS 2020-21

For 2020-21, Administrative Services will complete the implementation of Employee & Citizen Self Service, the last remaining modules of the new accounting software system, MUNIS, from Tyler Technologies. Included in this implementation will be a paperless billing option for Forest Grove utility customers.

The budget also includes funding for assistance in implementing a Citywide communications plan that was developed in the previous budget year.

Administrative ServicesBUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
GRANTS						
4260 Metro Cleanup Grant	961	961	900	897	900	0%
CHARGES FOR SERVICES						
4413 Lien Searches	16,647	17,375	15,000	15,000	15,000	0%
4415 Copy Service	392	498	343	470	343	0%
4416 Passport Execution Fee	15,955	19,565	16,000	16,000	8,000	-50%
4417 General Fund Support Services	2,393,857	2,563,165	2,640,910	2,563,165	2,640,910	0%
4418 Reserved Parking	1,782	1,770	1,770	1,770	1,700	-4%
4420 New Account Setup Fee	23,478	31,024	23,400	28,400	22,000	-6%
4421 Door Hanger Fee	36,084	36,344	33,500	33,138	33,000	-1%
4422 Online Phone Convenience Fee	1,763	2,118	1,500	1,862	1,800	20%
4423 Failed Payment Arrangement Fee	4,803	4,643	4,500	4,350	4,900	9%
4424 UB Account Transfer Fees	2,945	3,848	2,900	3,292	3,200	10%
TOTAL CHARGES FOR SERVICES	2,497,706	2,680,351	2,739,823	2,667,447	2,730,853	0%
LICENSES, PERMITS, & FEES						
4504 Business License Late Fees	8	0	20	20	0	-100%
4505 Business License	42,740	48,107	42,000	36,306	37,000	-12%
4510 Miscellaneous Revenue	1,580	3,988	0	3,988	0	0%
TOTAL LICENSES, PERMITS, & FEES	44,328	52,095	42,020	40,314	37,000	-12%
MISCELLANEOUS REVENUE						
4760 Miscellaneous	5,534	8,250	1,000	4,030	1,000	0%
4800 Reimbursements	29,259	773	100	2	100	0%
TOTAL MISCELLANEOUS REVENUE	34,793	9,023	1,100	4,032	1,100	0%
TRANSFERS & REIMBURSEMENTS						
4855 Transfer from Other Funds	48,000	48,000	48,000	48,000	48,000	0%
TOTAL RESOURCES	2,625,788	2,790,430	2,831,843	2,760,690	2,817,853	0%

Administrative Services**BUDGET**

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	1,048,186	1,206,148	1,343,153	1,357,125	1,409,225	5%
5100	Part-Time Wages	139,256	131,666	141,461	166,217	146,996	4%
5300	Overtime	1,397	2,462	2,000	0	2,000	0%
5400	Unemployment Compensation	0	400	0	0	0	0%
5500	Health/Dental Benefits	423,504	481,972	517,398	507,523	492,036	-5%
5550	Health Reimb Arrang	14,261	20,263	20,617	19,217	22,184	8%
5600	Defined Benefit Retirement	231,975	288,923	306,218	306,218	315,334	3%
5650	Defined Contribution Retirement	62,222	69,624	104,147	96,506	0	-100%
5660	PERS	(39)	0	0	0	148,355	0%
5700	FICA	89,390	100,517	113,726	112,434	118,717	4%
5750	Worker's Comp	5,257	5,257	3,878	3,878	5,533	43%
5800	Other Benefits	8,827	11,896	16,838	20,072	17,646	5%
5850	Other Payroll Taxes	9,454	10,667	11,722	11,490	12,675	8%
TOTAL PERSONNEL SERVICES		2,033,690	2,329,795	2,581,158	2,600,680	2,690,701	4%

MATERIALS & SERVICES

6000	Operating Supplies	6,288	7,151	6,300	12,000	6,300	0%
6005	Organization Business Expense	3,376	5,161	4,400	4,800	5,400	23%
6010	Personnel Uniforms & Equipment	48	259	500	0	500	0%
6020	Utilities	11,215	18,179	14,175	16,000	14,375	1%
6030	Subscriptions/Books	486	1,255	900	500	500	-44%
6035	Computer Software	0	170	0	0	0	0%
6040	Computer Software Licenses/Mnt	80,784	85,430	91,990	116,888	95,015	3%
6050	Small Equipment	859	4,497	1,500	2,720	1,500	0%
6105	Printing	19,744	20,607	21,010	21,010	21,010	0%
6110	Postage	65,130	76,437	74,000	74,000	74,000	0%
6115	Telecommunications	12,008	10,131	11,000	11,000	11,000	0%
6125	Public Information	5,074	3,041	3,500	3,500	3,500	0%
6130	Publications	225	50	500	295	400	-20%
6135	Memberships	21,993	21,218	24,138	22,000	25,133	4%
6140	Recruiting Expenses	2,143	3,504	3,500	4,000	3,500	0%
6200	Intergovernmental Services	14,238	4,796	5,840	5,840	6,045	4%
6210	Senior Center	22,907	32,596	35,000	21,181	27,600	-21%
6230	Insurance & Bonds	16,895	15,468	19,701	19,701	20,879	6%
6280	Training/Conferences	20,883	14,504	34,000	16,000	45,250	33%
6290	Travel	2,016	2,740	2,800	2,477	2,700	-4%
6295	Attorney Services	56,263	19,902	47,500	120,000	50,000	5%
6305	Professional Services	17,197	9,465	22,700	45,000	68,900	204%
6315	Contracts For Services	6,088	7,569	7,000	7,000	7,000	0%
6325	Financial Services-Auditing, Ac	39,010	41,063	42,600	41,350	43,000	1%
6330	Bank Service Fees	1,085	1,535	1,570	1,570	1,570	0%
6335	Equipment Maint & Oper Supplies	24,621	29,772	33,150	24,000	36,300	10%

Administrative Services

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	% Change
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	
6360	Equipment Fund Charges	6,980	7,104	7,552	7,552	7,034	-7%
6365	Information Systems Fund Charges	91,151	88,925	85,805	85,805	98,409	15%
6375	Custodial	3,812	10,360	8,000	12,500	11,500	44%
6380	Rents & Leases	1,352	1,380	1,430	1,444	1,475	3%
6385	Building/Facility Rental	21,860	21,860	21,860	21,860	21,860	0%
6390	Facility Maintenance Supplies	14,068	12,957	12,600	12,600	13,700	9%
6395	Facility Mnt/Repairs	84,832	77,237	83,200	83,200	83,200	0%
6435	Nonprofit Funding	10,000	0	0	0	0	0%
TOTAL MATERIALS & SERVICES		684,631	656,323	729,721	817,793	808,555	11%
CAPITAL OUTLAY							
7010	General Capital Outlay	653,802	0	0	0	0	0%
TOTAL ADMIN SERVICE EXPENDITURES		3,372,123	2,986,118	3,310,879	3,418,473	3,499,256	6%



Municipal CourtMISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Court processes traffic, parking, city code and state statute violations that occur inside the city limits of Forest Grove. The City of Forest Grove, as of 2013, has an Intergovernmental Agreement with the City of Cornelius to operate their City's Municipal Court.

BUDGET HIGHLIGHTS FOR 2020-21

Court budget is relatively the same as it was in FY 2019-20. Court is expecting fine volume to decrease this year.

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
FINES						
4605 Parking Fines	15,945	23,258	16,200	19,126	9,000	-44%
4615 Traffic Fines	301,304	320,784	275,250	275,250	263,499	-4%
4620 Cornelius Court	179,751	135,127	126,862	116,551	116,496	-8%
4625 Ordinance Fees	2,703	3,612	3,500	2,720	2,580	-26%
4635 Marijuana Fines/Fees	2,445	3,224	2,250	2,250	2,150	-4%
4640 Minor Possession Fines/Fees	3,230	1,306	2,250	1,496	1,450	-36%
TOTAL FINES	505,378	490,535	426,312	417,393	395,175	-7%
MISCELLANEOUS						
4700 Interest	9,491	6,685	0	5,540	4,500	0%
4760 Miscellaneous	17	0	0	0	0	0%
4800 Reimbursements	3,468	4,412	1,800	605	1,800	0%
TOTAL MISCELLANEOUS	12,976	11,097	1,800	6,146	6,300	250%
TOTAL RESOURCES	518,354	501,632	428,112	423,539	401,475	-6%

Municipal CourtBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	116,777	121,775	125,988	123,759	124,185	-1%
5100	Part-Time Employee Wages	7,120	0	17,672	0	17,672	0%
5150	Intermittent Employee Wages	3,200	8,993	0	11,247	0	0%
5500	Health/Dental Benefits	41,682	40,955	41,473	32,500	25,541	-38%
5550	Health Reimb Arrange	1,456	1,902	1,849	1,652	2,016	9%
5600	Defined Benefit Plan	25,764	32,122	35,269	35,269	38,042	8%
5650	Defined Contribution Plan	5,730	6,080	6,248	3,467	0	-100%
5660	PERS	0	0	0	0	7,282	0%
5700	FICA	9,432	9,639	10,990	10,324	10,852	-1%
5750	Worker's Comp	111	111	82	82	88	7%
5800	Other Benefits	883	863	1,643	750	1,623	-1%
5850	Other Payroll Taxes	1,001	1,039	1,134	1,090	1,160	2%
TOTAL PERSONNEL SERVICES		213,155	223,479	242,348	220,140	228,461	-6%
MATERIALS & SERVICES							
6000	Operating Supplies	753	489	1,000	717	1,000	0%
6005	Organization Business Expense	57	40	200	40	200	0%
6040	Computer Software Licenses	7,857	8,001	7,935	7,935	8,108	2%
6050	Small Equipment	995	226	200	0	200	0%
6105	Printing	31	295	400	100	400	0%
6110	Postage	1,756	1,940	1,654	1,654	1,988	20%
6115	Telecommunications	147	151	250	250	250	0%
6125	Public Information	0	0	100	0	100	0%
6130	Publications	270	35	500	315	500	0%
6135	Memberships	250	275	250	175	250	0%
6145	Assessment-County	31,778	29,159	22,252	24,353	22,739	2%
6200	Intergovernmental Services	55,045	36,084	35,931	22,428	30,027	-16%
6225	Assessment- State	95,375	97,727	80,275	79,945	79,147	-1%
6230	Insurance & Bonds	749	811	856	856	896	5%
6280	Training/Conferences	1,175	1,562	2,600	530	2,600	0%
6305	Professional Services	3,885	5,609	5,080	4,100	5,080	0%
6330	Banking Services	1,849	1,855	1,935	1,935	1,996	3%
6365	Information Systems Fund	5,032	4,310	5,593	5,593	5,386	-4%
6385	Building/Facility Rental	784	784	784	784	784	0%
TOTAL MATERIALS & SERVICES		207,788	189,353	167,795	151,710	161,651	-4%
TOTAL MUNICIPAL COURT EXPENSES		420,942	412,832	410,143	371,850	390,112	-5%

Library

MISSION STATEMENT

To bring people, information and ideas together to enrich lives by promoting reading, learning and literacy. The Forest Grove Library will foster our community and support intellectual freedom.

DEPARTMENT OVERVIEW

The library acquires, catalogs and checks materials in and out. The Library will assist patrons with resources and references as well as provide equipment and computer instruction. Programming and promotion services for adults, Latino outreach, school and group tours are created through the year.

BUDGET HIGHLIGHTS FOR 2020-21

The library is reworking their floorplan to better serve patrons during this time. This includes opening the west entrance with added security infrastructure, and refurbishing of both bathrooms in the library.



Library

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE						
4140 WCCLS	846,647	862,021	876,456	900,665	898,367	2%
4242 Public Library Support Grant	3,913	3,866	3,900	4,164	0	-100%
TOTAL INTERGOVERNMENTAL REVENUE	850,560	865,887	880,356	904,829	898,367	2%
CHARGES FOR SERVICES						
4410 Library Collection Fees	612	529	750	410	400	-47%
4412 Library Charges	3,735	3,709	5,500	2,529	2,500	-55%
4414 Print Fees	3,563	3,371	4,000	2,535	2,500	-38%
4415 Copy Service	1,981	2,151	2,363	1,879	1,500	-37%
4470 Rental Income	1,680	1,595	2,000	1,229	2,000	0%
TOTAL CHARGES FOR SERVICES	11,571	11,355	14,613	8,582	8,900	-39%
FINES						
4645 Library Late Fines	14,686	14,501	18,000	9,006	9,000	-50%
MISCELLANEOUS REVENUE						
4510 Miscellaneous Revenue	700	570	0	580	500	0%
4742 Unrestricted Donations	2,088	14,501	0	1,235	0	0%
4746 Restricted Library Memorials	172	270	100	1,836	100	0%
TOTAL MISCELLANEOUS REVENUE	2,960	15,341	100	3,651	600	500%
TOTAL RESOURCES	879,777	907,084	913,069	926,068	916,867	0%



LibraryBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
<u>EXPENDITURES</u>		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>EST. YE</u>	<u>Proposed</u>	<u>% Change</u>
PERSONNEL SERVICES							
5000	Regular Employee Wages	434,410	506,999	493,765	570,023	620,715	26%
5100	Part-Time Employee Wages	259,412	223,415	273,199	157,914	149,521	-45%
5150	Intermittent Employee Wages	1,324	4,399	0	15,887	0	0%
5200	Temporary Employee Wages	0	0	5,000	0	5,000	0%
5500	Health/Dental Benefits	101,880	110,097	121,123	112,913	113,030	-7%
5550	Health Reimb Arrange	8,481	10,093	9,506	9,506	11,241	18%
5600	Defined Benefit Retirement	90,553	112,724	123,839	123,839	126,935	3%
5650	Defined Contrib Retirement	51,730	47,994	57,562	52,082	0	-100%
5660	PERS	0	0	0	0	83,007	0%
5700	FICA	52,121	54,757	59,055	55,901	59,306	0%
5750	Worker's Comp	584	584	431	431	315	-27%
5800	Other Benefits	3,224	3,802	7,618	4,888	7,520	-1%
5850	Other Payroll Taxes	5,524	5,881	6,140	6,140	6,382	4%
TOTAL PERSONNEL SERVICES		1,009,244	1,080,747	1,157,238	1,109,524	1,182,972	2%
MATERIALS & SERVICES							
6000	Operating Supplies	5,585	4,599	5,500	5,500	5,500	0%
6005	Organization Business Expense	341	355	400	300	400	0%
6015	Library Materials	88,910	89,197	93,450	93,450	90,000	-4%
6020	Utilities	3,339	3,546	2,485	2,270	2,485	0%
6110	Postage	1,038	788	700	700	600	-14%
6115	Telecommunications	1,474	1,526	1,400	1,585	1,600	14%
6125	Public Information	1,155	960	1,000	1,000	1,000	0%
6135	Memberships	540	647	500	550	600	20%
6200	Intergovernmental Services	1,953	1,293	2,200	1,375	1,400	-36%
6230	Insurance & Bonds	9,137	9,762	10,878	10,878	11,688	7%
6280	Training/Conferences	762	802	3,000	1,552	3,000	0%
6305	Professional Services	91	0	0	0	0	0%
6315	Contracts For Services	4,206	8,188	4,250	4,479	4,350	2%
6330	Bank Service Fees	734	783	800	800	800	0%
6335	Equipment Maintenance	1,756	2,200	4,800	2,750	3,470	-28%
6360	Equipment Fund Charges	642	654	703	708	733	4%
6365	Information Systems Fund	23,903	25,570	23,012	23,012	24,697	7%
6390	Facility Maintenance Supplies	4,531	4,728	4,000	4,700	4,000	0%
6395	Facility Mnt/Repairs	8,011	6,627	6,800	6,500	7,000	3%
TOTAL MATERIALS & SERVICES		158,108	162,225	165,878	163,357	163,323	-2%
CAPITAL OUTLAY							
7000	Office Equipment & Furniture	1,740	3,538	52,619	219	76,609	46%
TOTAL LIBRARY EXPENDITURES		1,169,092	1,246,510	1,375,735	1,273,100	1,422,904	3%

Aquatics

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.

DEPARTMENT OVERVIEW

The Aquatics Department provides three primary services: 1) Instruction Services for all ages, 2) Recreation Services program components that include recreation or public swimming and fitness swimming, and 3) Rental Services that serves groups renting space for public and private events.



Aquatics

BUDGET

RESOURCES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
Charges for Services							
4400	Swimming Pool	346,450	341,060	359,000	232,737	350,000	-3%
4404	Locks/Vending Machines	11,390	11,045	12,000	5,704	10,000	-17%
TOTAL RESOURCES		357,840	352,105	371,000	238,441	360,000	-3%

EXPENDITURES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	152,025	150,664	162,023	162,386	168,193	4%
5100	Part-Time Employee Wages	160,393	55,320	57,839	39,545	59,605	3%
5150	Intermittent Employee Wages	43,487	168,337	161,284	140,000	170,511	6%
5500	Health/Dental Benefits	49,646	49,500	39,130	45,408	42,765	9%
5550	Health Reimb Arrange	2,065	3,178	3,289	3,289	3,577	9%
5600	Defined Benefit Plan	55,893	70,351	77,164	77,164	78,758	2%
5650	Defined Contribution Plan	6,781	5,841	6,941	4,081	0	-100%
5660	PERS	0	0	0	0	5,037	0%
5700	FICA	26,598	28,091	29,158	26,768	30,471	5%
5750	Worker's Comp	5,897	5,897	4,350	4,350	5,340	23%
5800	Other Benefits	1,532	1,496	4,209	1,550	4,491	7%
5850	Other Payroll Taxes	2,908	3,067	3,143	3,097	3,387	8%
TOTAL PERSONNEL SERVICES		507,225	541,740	548,530	507,638	572,135	4%



AquaticsBUDGET

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	% Change
		Actual	Actual	Adopted	EST. YE	Proposed	
MATERIALS & SERVICES							
6000	Operating Supplies	22,935	24,257	30,050	24,600	27,750	-8%
6005	Organization Business Expense	540	140	400	404	400	0%
6010	Personnel Uniforms & Equip	701	564	600	200	600	0%
6020	Utilities	60,397	55,674	59,850	49,000	60,700	1%
6050	Small Equipment	6,093	5,340	5,100	4,892	5,500	8%
6105	Printing	1,820	3,037	3,270	1,431	3,200	-2%
6110	Postage	347	331	600	275	600	0%
6115	Telecommunications	934	947	600	1,060	1,060	77%
6125	Public Information	3,577	2,140	1,800	455	900	-50%
6135	Memberships	975	0	500	500	800	60%
6140	Recruiting Expenses	0	0	0	0	0	0%
6200	Intergovernmental Services	1,350	1,427	1,750	1,490	1,900	9%
6230	Insurance & Bonds	7,509	7,383	8,376	8,376	9,026	8%
6280	Training	1,053	1,101	2,100	850	1,200	-43%
6305	Professional Services	0	50	1,000	1,000	1,000	0%
6330	Bank Service Fees	5,020	5,888	7,200	4,589	7,300	1%
6335	Equipment Maint & Supplies	3,719	823	2,600	1,674	2,800	8%
6360	Equipment Fund Charges	642	654	703	703	0	-100%
6365	Information Systems Fund	5,691	7,263	6,767	6,767	7,526	11%
6390	Facility Maintenance Supplies	8,096	7,006	12,900	9,500	13,400	4%
6395	Facility Maint/Repairs	35,142	25,373	20,300	28,500	19,500	-4%
TOTAL MATERIALS & SERVICES		166,541	149,398	166,466	146,266	165,162	-1%
TOTAL EXPENDITURES		673,766	691,138	714,996	653,904	737,297	3%

Parks and Recreation

MISSION STATEMENT

To provide safe and well-maintained parks and to facilitate use of park facilities to meet the daily leisure needs of city residents. Parks and Recreation will provide landscaping around City facilities and other non-park areas and trimming trees for street clearance by our committed staff.

DEPARTMENT OVERVIEW

The Parks and Recreation Department provides safe and well-maintained equipment and facilities within the community. The department provides summer and recreational opportunities by working with various community providers of recreational activities. Staff assists other recreation providers by improving public facilities, regularly inspecting all park facilities and equipment to insure they are clean and safe for users.



Parks and Recreation

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGES FOR SERVICES						
4402 Recreation User Fees	36,654	31,713	37,000	33,706	33,000	-11%
4417 General Fund Support Services	104,849	96,066	100,376	100,376	100,376	0%
TOTAL CHARGES FOR SERVICES	141,503	127,779	137,376	134,082	133,376	-3%
MISCELLANEOUS REVENUE						
4510 Miscellaneous Revenue	0	1,074	0	180	0	0%
4742 Donations	0	4,734	100	6,883	2,000	1900%
TOTAL MISCELLANEOUS REVENUE	0	5,808	100	7,063	2,000	1900%
TOTAL RESOURCES	141,503	133,586	137,476	141,145	135,376	-2%



Parks and Recreation**BUDGET**

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	306,522	333,970	350,909	364,139	376,337	7%
5100	Part-Time Employee Wages	1,952	21,145	22,620	21,637	24,111	7%
5300	Overtime	150	18	0	459	0	0%
5500	Health/Dental Benefits	101,452	111,508	112,862	124,948	121,984	8%
5550	Health Reimb Arrange	4,401	5,115	4,428	5,999	5,509	24%
5600	Defined Benefit Retirement	76,015	54,116	58,464	58,464	59,225	1%
5650	Defined Contribution Retirement	16,394	25,864	29,123	29,932	0	-100%
5660	PERS	0	0	0	0	42,181	0%
5700	FICA	23,289	26,707	28,575	29,114	30,634	7%
5750	Worker's Comp	7,097	7,137	5,235	5,235	6,038	15%
5800	Other Benefits	2,409	2,675	3,685	2,883	4,026	9%
5850	Other Payroll Taxes	2,518	2,847	2,972	3,121	3,286	11%
TOTAL PERSONNEL SERVICES		542,199	591,102	618,873	645,931	673,331	9%
MATERIALS & SERVICES							
6000	Operating Supplies	1,860	2,596	2,350	4,150	2,850	21%
6005	Organization Business	97	111	100	154	100	0%
6010	Personnel Uniforms & Equip	2,303	3,162	2,800	4,000	3,300	18%
6020	Utilities	12,557	14,879	12,900	11,883	13,100	2%
6050	Small Equipment	3,391	6,478	13,100	8,975	10,400	-21%
6105	Printing	5	0	200	0	200	0%
6110	Postage	1	38	150	180	200	33%
6115	Telecommunications	857	1,364	1,700	2,300	1,700	0%
6125	Public Information	0	224	200	0	200	0%
6135	Memberships	1,220	1,225	1,900	1,570	2,400	26%
6200	Intergovernmental Services	10	0	250	150	250	0%
6230	Insurance & Bonds	6,110	5,617	4,392	4,392	4,718	7%
6280	Training/Conferences	4,344	3,584	5,000	4,915	2,850	-43%
6305	Professional Services	4,546	13,595	4,800	4,378	4,800	0%
6320	Misc Medical Services	690	120	100	117	100	0%
6335	Equipment Maint & Supplies	477	2,564	1,400	1,853	1,500	7%
6345	Vehicle Maint & Oper. Supplies	0	331	0	72	0	0%
6355	Fuel/Oil	360	523	600	532	600	0%
6360	Equipment Fund Charges	74,170	73,714	73,995	73,995	79,918	8%
6365	Information Systems Fund	1,155	1,739	1,221	1,221	2,482	103%
6380	Rents & Leases	0	120	1,000	200	1,000	0%
6390	Facility Maintenance Supplies	8,255	16,379	22,100	16,500	21,100	-5%
6395	Facility Maint/Repairs	20,721	8,353	26,500	28,000	22,000	-17%
TOTAL MATERIALS & SERVICES		143,129	156,716	176,758	169,537	175,768	-1%
TOTAL EXPENDITURES		685,328	747,818	795,631	815,468	849,099	7%

Non-Departmental**MISSION STATEMENT**

To accurately account for the payment of expenditures not assigned to any particular department, process General Fund Transfers to other funds within the City, and accurately account for the General Fund Contingency and Unappropriated Ending Fund Balance in the General Fund, otherwise referred to as the General Fund Reserves.

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
LOCAL TAXES						
4000 Property Taxes	5,920,598	6,282,551	6,502,787	6,231,371	6,838,209	5%
4010 Local Option Levy	2,414,293	2,569,878	2,676,421	2,568,907	2,821,141	5%
4020 Property Tax Prior Years	112,294	302,425	120,000	90,560	102,500	-15%
4050 City Marijuana Tax	0	122,131	90,000	59,798	122,500	36%
4188 Franchise Tax	675,650	648,434	650,000	200,331	595,000	-8%
TOTAL LOCAL TAXES	9,122,835	9,925,418	10,039,208	9,150,966	10,479,350	4%
INTERGOVERNMENTAL REVENUE						
4120 State Revenue Sharing	247,920	258,121	304,477	136,094	326,920	7%
4165 Metro Construction Excise Tax	4,286	3,589	3,000	886	2,500	-17%
4184 Transient Room Tax	113,424	114,047	115,000	54,652	40,000	-65%
4186 SD 15 Construction Excise Tax	21,019	10,975	10,000	4,253	9,300	-7%
4190 State Marijuana Tax	125,318	80,796	76,000	50,535	0	-100%
TOTAL INTERGOVERNMENTAL REVENUE	511,967	467,529	508,477	246,421	378,720	-26%
MISCELLANEOUS REVENUE						
4700 Interest	175,746	275,694	242,000	126,674	74,500	-69%
4730 Enterprise Zone Repayment	25,200	400	0	0	0	0%
TOTAL MISCELLANEOUS REVENUE	200,946	276,094	242,000	126,674	74,500	-69%
TRANSFERS & REIMBURSEMENTS						
4850 In-Lieu of Transfer	1,312,057	1,359,703	1,359,948	1,359,948	1,445,882	6%
4855 Transfer from Other Funds	25,226	3,254	5,400	5,400	0	-100%
TOTAL TRANSFERS & REIMBURSEMENTS	1,337,283	1,362,957	1,365,348	1,365,348	1,445,882	6%
FUND BALANCE AVAILABLE						
4900 Fund Balance Available	6,911,599	7,673,759	7,584,481	7,666,834	6,886,059	-9%
TOTAL RESOURCES	18,084,630	19,705,757	19,739,514	18,556,242	19,264,511	-2%

Non-Departmental

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS AND SERVICES							
6435	Family Justice Center	0	0	10,000	10,000	0	-100%
TRANSFERS							
8250	Transfer To Other Funds	0	1,250,000	650,000	650,000	0	-100%
CONTINGENCY							
8300	Contingency	0	0	1,000,000	0	750,000	-25%
UNAPPROPRIATED ENDING FUND BAL							
8450	Unappropriated Ending Fund Bal	0	0	5,317,037	0	5,450,313	3%
				-			
TOTAL NON-DEPARTMENTAL EXPEND.					0		
		0	0	6,977,037	650,000	6,200,313	-11%



Police

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Forest Grove Police Department believes in the shared responsibility, with the community, to create a safe and inclusive city. The members of our department provide the essential ingredient of public safety for an enhanced quality of life. By forming a partnership with our residents through community policing and Neighborhood Watch activities, we strive to meet the needs of all individuals in our community. The department strives to carry out their mission with professionalism, fairness, and absolute integrity.

DEPARTMENT GOALS

Build valued relationships with the community through outreach programs.

Build partnerships with other city and statewide agencies.

Succession training of staff to develop future leaders from within the Police Department.

BUDGET HIGHLIGHTS 2020-21

Computer Software has been increased as the department has added several small software programs to help officers track certain tasks they perform. Reserve Officer Expenses are reduced from \$9,000 to \$4,500 in the coming year as the Reserve Program is not currently active as the department works on filling its regular patrol officers and to give the new Chief the opportunity to review the program.

The budget will propose reducing the strategic plan from \$30,000 to \$5,000 to leave some funding for the strategic plan to give the new Chief the opportunity to review how best to complete a strategic plan.



PoliceBUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE						
4105 Alcoholic Beverages	349,121	419,151	447,760	427,491	467,028	4%
4810 Tri-Met Officer	139,793	0	0	0	0	0%
4815 School Resource Officer	70,940	78,866	81,766	81,766	94,291	15%
4820 Overtime Reimbursement	4,388	8,607	0	4,224	0	0%
TOTAL INTERGOVERNMENTAL REVENUE	564,242	506,624	529,526	513,481	561,319	6%
GRANTS						
4204 Bullet Proof Grant	0	3,001	2,500	2,116	2,500	0%
4212 SPF SIG Grant	2,638	0	0	0	0	0%
4208 DEC/DUII Police Grant	3,066	1,421	3,000	25	3,000	0%
TOTAL GRANTS	5,704	4,422	5,500	2,141	5,500	0%
CHARGES FOR SERVICES						
4415 Copy Service	6,427	5,031	2,295	2,392	2,295	0%
LICENSES, PERMITS, FEES						
4500 Liquor Licenses	3,035	3,323	3,000	2,835	2,500	-17%
4501 Police Permits	248	2,150	190	840	500	163%
4510 Miscellaneous Revenue	2,374	1,475	100	1,162	0	-100%
4554 Impound Fees	751	1,277	0	134	0	0%
TOTAL LICENSES, PERMITS, FEES	6,408		3,290	4,971	3,000	-9%
FINES						
4600 State Court Fines	26,435	34,066	27,500	24,825	27,500	0%
4610 Immobilization Fees	0	516	0	402	0	0%
TOTAL FINES	26,435	34,582	27,500	25,227	27,500	0%
MISCELLANEOUS						
4744 Donations	6,010	7,337	0	1,200	100	0%
4760 Miscellaneous	202	5,992	1,400	306	1,400	0%
4800 Reimbursements	404	816	1,100	90	1,100	0%
TOTAL MISCELLANEOUS	6,616	14,145	2,500	1,596	2,600	4%
TOTAL RESOURCES	615,832	559,773	570,611	549,807	602,214	6%

PoliceBUDGET

EXPENDITURES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	2,646,566	2,715,201	3,160,274	2,932,746	3,217,699	2%
5100	Part-Time Employee Wages	38,249	28,042	0	0	0	0%
5150	Intermittent Employee Wages	0	337	0	1,158	0	0%
5300	Overtime	194,956	187,801	160,290	170,290	160,290	0%
5500	Health/Dental Benefits	582,909	597,476	662,744	619,906	701,525	6%
5550	Health Reimb Arrange	68,211	64,687	38,060	79,888	53,038	39%
5600	Defined Benefit Plan	828,633	937,643	1,039,422	1,039,422	937,798	-10%
5650	Defined Contribution Plan	28,205	29,456	34,887	36,662	0	-100%
5660	PERS	111,414	132,764	216,549	201,578	350,461	62%
5700	FICA	217,023	220,638	254,023	234,020	258,416	2%
5750	Worker's Comp	50,237	50,388	37,057	37,057	40,961	11%
5800	Other Benefits	23,268	20,555	37,846	13,475	38,583	2%
5850	Other Payroll Taxes	22,513	23,122	25,972	24,763	27,377	5%
TOTAL PERSONNEL SERVICES		4,812,182	5,008,110	5,667,124	5,390,965	5,786,148	2%
MATERIALS & SERVICES							
6000	Operating Supplies	31,688	23,055	49,190	44,991	48,250	-2%
6005	Organization Business Expense	5,251	5,753	6,300	4,955	6,300	0%
6010	Personnel Uniforms & Equipment	23,473	21,668	24,160	29,699	28,900	20%
6020	Utilities	4,209	4,556	3,000	3,758	3,800	27%
6035	Computer Software	2,109	15,205	61,177	52,082	67,065	10%
6040	Computer Software Maintenance	2,408	1,832	0	2,500	0	0%
6050	Small Equipment	2,384	6,592	3,550	3,550	6,750	90%
6055	Reserve Officer Expenses	5,021	970	9,000	0	4,500	-50%
6080	Miscellaneous	1,023	612	800	465	800	0%
6085	Hands and Words Project	347	0	0	0	0	0%
6086	NNO Donation Expenses	0	516	0	0	0	0%
6105	Printing	2,087	2,796	4,150	1,641	4,400	6%
6110	Postage	1,486	1,596	2,000	1,827	1,700	-15%
6115	Telecommunications	29,211	30,737	34,407	34,615	34,407	0%
6120	Volunteer Reim Expense	0	0	300	72	200	-33%
6125	Public Information	8,783	4,265	5,625	6,139	5,125	-9%
6130	Publications	1,110	919	2,750	1,600	2,950	7%
6135	Memberships	1,520	1,638	1,650	1,650	1,650	0%
6200	Intergovernmental Services	24,455	13,726	625	73,678	1,225	96%
6205	WCCCA	310,241	316,480	327,557	327,557	322,758	-1%
6230	Insurance & Bonds	75,809	78,651	78,114	78,114	81,914	5%
6280	Training/Conferences	31,250	19,010	34,100	25,000	33,600	-1%
6300	Code Enforcement Expenditures	2,800	1,425	4,500	10,166	2,500	-44%
6305	Professional Services	11,216	35,086	49,640	74,322	15,350	-69%

Police

BUDGET

EXPENDITURES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
6320	Misc Medical Svcs & Testing	2,066	4,269	4,500	4,500	4,000	-11%
6335	Equip Maint & Oper Supplies	6,797	6,758	2,950	5,700	2,950	0%
6345	Vehicle Maint & Oper. Supplies	1,523	555	2,000	3,876	2,350	18%
6350	Vehicle Maint External	0	122	500	200	1,000	100%
6355	Fuel/Oil	263	162	150	300	150	0%
6360	Equipment Fund Charges	195,661	206,134	214,009	214,639	209,779	-2%
6365	Information Systems Fund	46,767	49,552	54,973	54,973	61,934	13%
6380	Rents & Leases	0	447	9,060	11,742	5,000	-45%
6390	Facility Maint. Supplies	2,982	2,320	1,600	3,800	1,600	0%
6395	Facility Maint. & Repairs	6,061	17,984	4,620	15,756	5,120	11%
TOTAL MATERIALS & SERVICES		840,000	875,391	996,957	1,093,867	968,027	-3%
CAPITAL OUTLAY							
7035	Major Tools & Work Equip	10,000	7,709	10,000	10,063	10,000	0%
TOTAL POLICE EXPENDITURES		5,662,182	5,891,210	6,674,081	6,494,895	6,764,175	1%



Fire

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Fire Department of Forest Grove protects an estimated population of 25,000 in a total land area of approximately six square miles. The department provides fire suppression, rescue, first response emergency medical services, hazardous materials response, fire prevention, and life-safety services from two fire stations, staffed with a combination of career and volunteer responders.

DEPARTMENT GOALS FOR 2020-21

Continue to work with neighboring fire agencies on the Fire Governance Study.

Enhance and improve risk reduction through outreach programs with classes, trainings, and inspections.

Continue to pursue grants and other alternative funding sources for fire and public safety needs.

BUDGET HIGHLIGHTS FOR 2020-21

An additional firefighter funded in part by a Fire SAFER Grant was approved by the Council during FY 2019-20 so that position is included in the FY 2020-21 Budget. The grant will pay for 70% of the position in FY 2020-21.

This proposed budget includes \$10,000 for the City's share of the ongoing fire governance study.

Capital equipment in this budget includes a mechanical CPR system and replacement of aging extrication equipment.

FireBUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE						
4115 Cigarette	29,399	27,299	28,709	28,709	28,709	0%
4160 Rural Fire District	490,420	557,531	645,615	645,615	645,615	0%
4170 State Fire Reimbursement	483,790	167,740	0	173,834	0	0%
TOTAL INTERGOVERNMENTAL REVENUE	1,003,609	752,570	674,324	848,158	674,324	0%
CHARGES FOR SERVICES						
4415 Copy Service	201	79	135	135	135	0%
4495 Transport Service	3,954	7,054	1,000	5,000	5,000	400%
4496 CPR Training	10,551	11,622	8,500	8,500	8,500	0%
TOTAL CHARGES FOR SERVICES	14,706	18,755	9,635	13,635	13,635	42%
MISCELLANEOUS REVENUE						
4742 Unrestricted Donations	1,000	0	0	0	0	0%
4805 Cornelius Fire Reimb for Chief	72,717	99,575	142,329	142,329	0	-100%
4825 Fire Dept Reimbursement	(9,891)	338	22,000	22,000	22,000	0%
4760 Miscellaneous	0	7,524	0	0	15,000	0%
TOTAL MISCELLANEOUS REVENUE	63,826	107,437	164,329	164,329	37,000	-77%
TRANSFERS & REIMBURSEMENTS						
4855 Transfers from Other Funds	46,485	51,000	56,936	56,936	0	-100%
TOTAL RESOURCES	1,128,627	929,762	905,224	1,083,058	724,959	-20%

Fire

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	1,958,431	2,023,379	2,143,730	2,163,760	2,294,144	7%
5100	Part Time	22,517	22,394	0	0	0	0%
5200	Temporary Wages	40,226	4,494	20,000	7,500	20,000	0%
5250	Volunteer Stipend	59,097	66,330	72,880	33,510	72,880	0%
5300	Overtime	259,178	204,704	135,581	248,500	175,581	30%
5400	Unemployment Compensation	10	14	0	35	0	0%
5500	Health/Dental Benefits	441,450	417,465	393,975	385,000	409,016	4%
5550	Health Reimb Arrange	18,502	52,703	82,200	76,198	83,680	2%
5600	Defined Benefit Retirement	618,230	765,388	887,876	887,876	840,158	-5%
5650	Defined Contrib. Retirement	8,923	9,497	12,674	12,674	0	-100%
5660	PERS	92,226	87,574	107,008	107,008	137,483	28%
5700	FICA	172,162	174,160	181,405	181,817	195,485	8%
5750	Worker's Comp	51,772	51,722	38,152	51,772	42,560	12%
5800	Other Benefits	15,351	15,788	26,199	15,841	27,556	5%
5850	Other Payroll Taxes	18,311	18,355	18,485	18,047	20,334	10%
5900	Volunteer Fringe Benefits	3,716	4,297	4,500	4,000	0	-100%
TOTAL PERSONNEL SERVICES		3,780,103	3,918,263	4,124,665	4,193,538	4,318,877	5%
MATERIALS & SERVICES							
6000	Operating Supplies	27,084	30,321	48,000	32,000	58,500	22%
6005	Organization Business Exp	10,263	6,911	11,500	11,491	13,400	17%
6010	Personnel Uniforms & Equip	14,759	15,481	17,000	16,799	18,000	6%
6020	Utilities	21,359	22,648	35,095	27,102	32,650	-7%
6035	Computer Software	5,381	349	6,500	0	7,500	15%
6050	Small Equipment	13,855	12,506	10,000	12,177	15,000	50%
6060	Tools - 50/50	41,042	55,315	178,100	178,100	104,750	-41%
6100	Emergency Operations Center	1,686	1,047	8,500	8,500	9,500	12%
6105	Printing	0	0	500	250	500	0%
6110	Postage	202	377	700	400	700	0%
6115	Telecommunications	10,867	10,443	8,000	10,900	13,000	63%
6125	Public Information	2,284	4,740	2,000	2,000	2,000	0%
6130	Publications	281	967	1,700	1,000	1,700	0%
6135	Memberships	2,214	2,514	2,000	2,250	2,400	20%
6200	WCCCA	672	80	1,000	500	1,000	0%
6205	Intergovernmental Services	186,735	176,734	183,566	183,566	183,468	0%
6230	Insurance & Bonds	40,358	44,299	46,697	46,697	50,754	9%
6280	Training/Conferences	21,719	23,049	30,000	30,000	26,200	-13%

Fire

BUDGET

EXPENDITURES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
6295	Attorney Services	0	4,540	0	0	0	0%
6305	Professional Services	19,464	28,371	35,860	52,162	39,660	11%
6315	Contracts For Services	0	0	6,000	8,925	10,000	67%
6320	Misc Medical Services	13,839	13,436	30,500	18,000	41,500	36%
6335	Equipment Maint & Supplies	12,280	13,920	10,000	16,268	12,000	20%
6345	Vehicle Maint & Supplies	60,108	86,645	63,000	63,000	63,000	0%
6355	Fuel/Oil	25,359	24,789	32,000	27,000	29,000	-9%
6360	Equipment Fund Charges	3,595	3,631	3,779	3,779	2,198	-42%
6365	Information Systems Fund	24,609	21,659	24,028	24,028	21,575	-10%
6375	Custodial	0	0	1,500	0	2,500	67%
6390	Facility Maintenance	4,333	5,043	3,605	6,162	5,000	39%
6395	Facility Maint/Repairs	18,275	15,100	24,000	26,803	25,700	7%
TOTAL MATERIALS & SERVICES		582,622	624,915	825,130	809,859	793,155	-4%
TOTAL EXPENDITURES		4,362,725	4,543,178	4,949,795	5,003,397	5,112,032	3%



Planning

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 Planning and Building Divisions are jointly part of the Community Development Department. The Planning Division is responsible for developing and maintaining the City's Comprehensive Plan and related implementation programs and ordinances, maintaining compliance with all applicable state, regional and sub-regional planning-related programs, processing relevant land use permits and 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.

PERFORMANCE MEASURES 2020-21

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.

BUDGET HIGHLIGHTS 2020-21

The department is budgeting \$50,000 for a concept plan for the Oak Street industrial area. The City's recent Economic Opportunities Analysis showed the City has excess industrial lands compared to projected need. Staff is proposing to do a concept plan for area to determine how to develop the area.

Planning

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE						
4175 FG Urban Renewal Agency	5,000	5,000	9,600	9,600	9,600	0%
GRANTS						
4240 SHPO Grant	0	1,000	10,000	10,000	12,000	20%
4280 Other Agency Grants	3,370	(500)	0	0	0	0%
TOTAL GRANTS	3,370	500	10,000	10,000	12,000	20%
CHARGES FOR SERVICES						
4411 Code Enforcement Revenue	1,919	994	0	0	0	0%
4415 Copy Service	15	140	144	0	140	-3%
4417 General Fund Support Services	83,440	81,711	65,111	65,111	0	-100%
TOTAL CHARGES FOR SERVICES	85,374	82,845	65,255	65,111	140	-100%
LICENSES, PERMITS, FEES						
4503 Metro Business License	17,620	36,305	20,000	18,942	20,000	0%
4541 Planning Fees	113,578	87,043	55,000	45,000	45,000	-18%
TOTAL LICENSES, PERMITS, FEES	131,197	123,348	75,000	63,942	65,000	-13%
TOTAL RESOURCES	224,941	206,693	159,855	148,653	86,740	-46%



PlanningBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	244,079	238,290	244,845	254,002	254,515	4%
5200	Temporary Employee Wages	0	0	11,340	0	11,340	0%
5500	Health/Dental Benefits	35,278	37,888	44,151	41,772	42,692	-3%
5550	Health Reimb Arrange	3,031	3,072	2,143	3,093	3,456	61%
5600	Defined Benefit Retirement	67,927	79,368	83,904	83,904	84,555	1%
5650	Defined Contrib Retirement	3,556	8,291	8,677	8,677	0	-100%
5660	PERS	0	0	0	0	13,124	0%
5700	FICA	18,350	17,909	19,598	18,954	20,338	4%
5750	Workers Comp	203	203	150	150	165	10%
5800	Other Benefits	1,580	1,626	2,482	1,510	2,581	4%
5850	Other Payroll Taxes	1,906	1,876	2,008	1,902	2,149	7%
TOTAL PERSONNEL SERVICES		375,909	388,523	419,298	413,964	434,915	4%
MATERIALS & SERVICES							
6000	Operating Supplies	1,034	960	2,112	3,900	4,000	89%
6005	Organization Business	1,006	1,345	2,550	700	2,700	6%
6035	Computer Software	0	0	1,500	1,500	1,500	0%
6040	Computer Software Maint.	675	0	2,500	2,500	2,500	0%
6050	Small Equipment	449	0	0	684	0	0%
6080	Miscellaneous	0	100	500	50	500	0%
6105	Printing	55	10	1,300	50	1,300	0%
6110	Postage	2,419	2,424	2,500	1,750	2,500	0%
6115	Telecommunications	582	599	800	800	800	0%
6125	Public Information	2,936	3,533	2,250	2,800	3,500	56%
6130	Publications	0	0	650	200	650	0%
6135	Memberships	1,498	908	2,800	2,000	3,000	7%
6200	Intergovernmental Services	137	122	1,200	200	900	-25%
6230	Insurance & Bonds	1,286	1,359	1,260	1,260	1,319	5%
6280	Training/ Conferences	1,731	2,606	5,000	3,040	5,000	0%
6295	Attorney Services	8,500	14,837	15,000	8,000	12,000	-20%
6305	Professional Services	9,701	3,897	76,500	21,000	74,000	-3%
6335	Equipment Maint & Supplies	2,661	3,350	4,140	2,000	3,280	-21%
6360	Equipment Fund Charges	1,541	1,570	1,688	1,688	1,758	4%
6365	Information Systems Fund	13,265	16,672	16,809	16,809	9,260	-45%
6385	Building/Facility Rental	1,568	1,568	1,568	1,568	1,568	0%
6415	SHPO Grant Expenses	9,999	0	10,000	11,172	12,000	20%
TOTAL MATERIALS & SERVICES		61,043	55,860	152,627	83,671	144,035	-6%
TOTAL PLANNING EXPENDITURES		436,952	444,383	571,925	497,635	578,950	1%

Engineering

MISSION STATEMENT

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

DEPARTMENT 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.

BUDGET HIGHLIGHTS FOR 2020-21

Revenue for the Engineering Department mainly comes from the General Fund Support Services Charges and Engineering Inspection Fees which are estimated based on development throughout the fiscal year. In conjunction with planning for the Development Services Annex, the Engineering and Planning departments will be hiring a process review consultant to help the city maximize their new colocation.

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGES FOR SERVICES						
4415 Copy Service	585	840	1,350	43	1,350	0%
4417 General Fund Support Services	822,024	878,261	959,525	959,525	959,525	0%
TOTAL CHARGES FOR SERVICES	822,609	879,101	960,875	959,568	960,875	0%
LICENSES, PERMITS, FEES						
4548 Engineering Inspection Fees	125,999	48,306	30,000	29,787	30,000	0%
4557 Recording Fees	0	210	0	140	0	0%
TOTAL LICENSES, PERMITS, FEES	125,999	48,516	30,000	29,926	30,000	0%
TOTAL RESOURCES	948,608	927,617	990,875	989,494	990,875	0%

Engineering**BUDGET**

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	455,019	459,306	486,317	492,630	496,333	2%
5100	Part Time Wages	40,679	46,337	67,754	49,957	69,466	3%
5200	Temporary Employee Wages	14,135	11,142	0	14,481	0	0%
5500	Health/Dental Benefits	89,791	92,080	100,184	103,130	100,087	0%
5550	Health Reimb Arrangement	4,694	6,594	7,189	7,601	7,207	0%
5600	Defined Benefit Retirement	136,350	169,660	117,101	117,101	117,587	0%
5650	Defined Contribution Retirement	16,271	17,452	34,146	34,146	0	-100%
5660	PERS	0	0	0	0	49,731	0%
5700	FICA	38,776	39,079	42,386	42,066	43,251	2%
5750	Worker's Comp	5,487	5,487	4,047	4,047	3,746	-7%
5800	Other Benefits	5,680	5,181	5,827	4,800	5,948	2%
5850	Other Payroll Taxes	3,992	4,075	4,347	4,438	4,593	6%
PERSONNEL SERVICES		810,874	856,393	869,298	874,397	897,949	3%
MATERIALS & SERVICES							
6000	Operating Supplies	1,820	633	1,250	493	1,250	0%
6005	Organization Business Expense	314	281	600	120	600	0%
6010	Personnel Uniforms & Equipment	713	0	750	550	750	0%
6040	Computer Software Maintenance	3,978	5,553	5,000	4,715	5,000	0%
6050	Small Equipment	0	1,804	3,000	0	4,000	33%
6105	Printing	188	103	450	208	450	0%
6110	Postage	170	144	400	299	400	0%
6115	Telecommunications	874	898	1,000	1,202	1,120	12%
6125	Public Information	269	1,525	1,200	0	1,200	0%
6130	Publications	255	160	300	59	300	0%
6135	Memberships	2,825	2,740	3,030	3,030	3,000	-1%
6200	Intergovernmental Services	947	399	500	453	500	0%
6230	Insurance & Bonds	3,116	3,355	3,654	3,654	3,866	6%
6280	Training/ Conferences	9,470	3,806	10,100	6,300	10,100	0%
6295	Attorney Services	0	0	3,000	0	3,000	0%
6305	Professional Services	10,093	70	10,500	3,500	20,500	95%
6335	Equipment Maint & Oper Supplies	3,171	2,744	4,914	4,323	3,664	-25%
6360	Equipment Fund Charges	15,495	15,598	15,082	15,082	9,996	-34%
6365	Information Systems Fund	34,953	45,629	45,413	45,413	45,413	0%
6380	Rents & Leases	0	0	500	0	0	-100%
6390	Facility Maintenance Supplies	307	454	500	800	600	20%
6395	Facility Maintenance Repairs	551	993	500	1,324	500	0%
TOTAL MATERIALS & SERVICES		89,509	86,889	111,643	91,525	116,209	4%
TOTAL EXPENDITURES		900,383	943,282	980,941	965,922	1,014,158	3%

ENTERPRISE FUNDS

Light and Power

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS FOR 2020-21

To maintain quality electric service provided to the Department's customers.

Maintain a high satisfaction rating from customers, based on the biennial Citizen Survey of City Services.

Encourage energy conservation and efficiency.

Enhance economic development.

DEPARTMENT HIGHLIGHTS FOR 2020-21

Major Capital Projects for 2020-21 include:

Vehicle replacement funding includes \$275,000 for a digger derrick truck and \$80,000 for a trackhoe.

\$150,000 in fund for third year of a four-year program to replace all streetlights with LED lighting. Funding will come from streetlight maintenance fund and BPA energy conservation dollars. Total cost of the program is about \$600,000.

Light and PowerBUDGET

RESOURCES	2017-18 Actuals	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE						
4835 Conservation Incent Reimb	223,662	422,325	255,435	255,435	258,072	1%
CHARGES FOR SERVICES						
4431 Residential Sales	9,168,284	9,449,659	9,548,810	9,906,165	9,644,298	1%
4433 General Svc - 1 Ph Sales	760,592	785,708	799,982	656,272	807,982	1%
4434 General Svc - 3 Ph Sales	981,143	1,051,284	943,183	943,183	952,615	1%
4436 Industrial Svc - Specl Conrct	1,665,101	2,465,288	2,631,011	2,631,011	2,657,321	1%
4437 Large Commercial Industrial	5,210,648	5,048,007	5,125,354	5,125,354	5,176,608	1%
4439 Public St. Lighting Sales	93,954	97,392	95,000	62,732	50,000	-47%
4440 Rental Lights	111,159	112,444	112,727	101,949	113,854	1%
4441 Irrigation Service	3,291	5,921	5,253	4,887	5,306	1%
4442 Green Power Units	6,932	6,380	6,695	5,720	6,762	1%
TOTAL POWER SALES	18,001,104	19,022,082	19,268,015	19,437,272	19,414,746	1%
4419 NSF Handling Charge	1,050	1,470	1,500	1,500	1,500	0%
4445 Connection Charges/Reimb.	433,808	322,081	100,000	409,887	150,000	50%
4446 Street Light Maint.	55,000	55,000	55,000	55,000	55,000	0%
4448 Reconnect Charges	21,298	18,966	18,000	95,740	18,000	0%
4449 Pole Rental	24,320	24,509	22,000	22,000	22,000	0%
4471 Auditorium Rental	25,775	25,018	25,000	25,000	25,000	0%
TOTAL CHARGES FOR SERVICES	18,562,355	19,730,244	19,489,515	20,046,399	19,686,246	1%
MISCELLANEOUS REVENUE						
4480 Sale Of Scrap	75,195	53,710	15,000	15,000	15,000	0%
4482 Sale Of Equipment	0		10,000	20,000	25,000	150%
4510 Misc-Licenses-Permits & Fees	57,795	73,542	35,000	0	0	-100%
4700 Interest	55,056		30,000	20,354	30,000	0%
4760 Miscellaneous Revenue	12,169	12,000	0	613	1,000	0%
TOTAL MISCELLANEOUS REVENUE	200,215	139,252	90,000	55,966	71,000	-21%
FUND BALANCE AVAILABLE						
4900 Fund Bal Avail For Approp.	6,297,539	5,273,565	4,742,384	5,482,921	5,512,023	16%
TOTAL RESOURCES	25,283,771	25,565,386	24,577,334	25,840,721	25,527,341	4%

Light and Power

BUDGET

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	% Change
		Actual	Actual	Adopted	EST. YE	Proposed	
PERSONNEL SERVICES							
5000	Regular Employee Wages	1,871,152	2,033,782	2,113,902	2,038,051	2,271,489	7%
5100	Part-Time Employee Wages	7,528	0	8,000	0	8,000	0%
5200	Temporary Employee Wages	5,733	6,330	0	2,866	0	0%
5300	Overtime	84,120	209,265	105,000	88,362	105,000	0%
5500	Health/Dental Benefits	399,694	424,460	442,144	424,616	454,825	3%
5550	Health Reimb Arrangement	24,046	27,433	25,854	15,183	26,052	1%
5600	Defined Benefit Retirement	684,998	812,880	960,753	960,753	1,048,452	9%
5650	Defined Contribution Retirement	5,410	14,600	15,665	10,377	0	-100%
5660	PERS	0	0	0	0	31,143	0%
5700	FICA	146,372	167,991	170,358	161,231	182,000	7%
5750	Worker's Comp	23,389	23,389	17,253	17,253	18,355	6%
5800	Other Benefits	9,798	10,573	21,586	15,495	22,588	5%
5850	Other Payroll Taxes	15,333	17,638	17,335	16,709	19,212	11%
TOTAL PERSONNEL SERVICES		3,277,573	3,748,341	3,897,850	3,750,895	4,187,116	7%
MATERIALS & SERVICES							
6000	Operating Supplies	11,710	18,504	14,700	14,700	14,700	0%
6005	Organization Business Expense	7,604	9,926	15,050	15,050	15,050	0%
6010	Personnel Uniforms & Equipment	33,758	33,263	34,500	34,500	34,500	0%
6020	Utilities	27,518	31,218	31,000	87,642	75,000	142%
6030	Subscriptions/Books	60	342	750	750	750	0%
6035	Computer Software	17,288	16,318	19,000	19,000	19,000	0%
6040	Computer Software Maintenance	2,111	8,492	12,500	12,500	12,500	0%
6045	Computer Supplies	0	2,643	1,000	1,000	1,000	0%
6050	Small Equipment	31,543	29,615	34,200	34,200	34,500	1%
6065	Construction Supplies	903,848	484,633	540,000	540,000	540,000	0%
6075	Purchased Power	10,195,015	10,885,036	11,089,043	11,089,042	11,199,933	1%
6080	Miscellaneous	300	478	1,000	1,000	1,000	0%
6105	Printing	592	1,433	1,500	1,575	1,500	0%
6110	Postage	823	597	1,500	2,340	2,000	33%
6115	Telecommunications	10,485	10,368	10,600	10,600	11,070	4%
6125	Public Information	34,938	35,480	37,000	36,954	37,000	0%
6130	Publications	432	526	1,650	1,095	1,650	0%
6135	Memberships	96,614	102,694	104,550	104,550	109,500	5%
6140	Recruiting Expenses	5,812	76	2,500	2,500	2,500	0%
6150	Bill Paying Assistance Program	65,909	67,100	75,000	75,000	75,000	0%
6185	Conservation Incentives	18,267	71,500	70,000	70,000	70,000	0%
6190	Industrial Conservation Augment	254,394	228,922	255,435	255,435	258,072	1%
6195	Green Power Info & Promotion	0	200	1,000	1,000	1,500	50%

Light and PowerBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
6200	Intergovernmental Services	46,844	2,253	25,500	25,500	30,000	18%
6230	Insurance & Bonds	48,619	51,239	55,449	55,449	59,322	7%
6280	Training/Conferences	18,846	23,567	25,000	25,000	25,000	0%
6290	Travel	0	14	0	0	0	0%
6295	Attorney Services	1,598	1,742	5,000	5,000	5,000	0%
6305	Professional Services	128,300	79,230	139,520	155,509	109,550	-21%
6310	Consultants	0	14,005	100,000	120,000	65,000	-35%
6315	Contracts For Services	111,372	102,657	91,300	91,300	67,700	-26%
6320	Misc Medical Services	2,303	2,191	3,000	2,902	3,000	0%
6330	Bank Service Fees	78,141	87,878	80,000	76,009	90,000	13%
6335	Equipment Maint & Op Supplies	31,366	17,531	34,500	34,251	34,675	1%
6340	Equipment/Vehicle Rental	0	3,039	5,000	4,560	5,000	0%
6345	Vehicle Maint & Oper. Supplies	48,901	64,558	60,000	60,439	63,000	5%
6350	Vehicle Maint External	35,076	36,400	35,000	21,500	35,000	0%
6355	Fuel/Oil	34,650	37,864	40,000	37,344	40,000	0%
6365	Information Systems Fund	53,284	59,904	63,972	63,972	70,466	10%
6370	General Fund Spt Svc (4004801)	1,388,685	1,465,810	1,555,299	1,555,299	1,616,160	4%
6380	Rents & Leases	1,012	7,997	9,500	6,345	7,500	-21%
6390	Facility Maintenance Supplies	4,625	5,446	9,500	8,209	9,500	0%
6395	Facility Mnt/Repairs	17,261	26,423	14,200	14,241	15,700	11%
TOTAL MATERIALS & SERVICES		13,769,904	14,129,112	14,705,218	14,773,262	14,869,298	1%
CAPITAL OUTLAY							
7000	Office Equipment & Furniture	8,801	2,281	5,000	415	5,000	0%
7005	Building Improvements	77,668	107,819	30,000	30,000	60,000	100%
7035	Major Tools & Work Equipment	0	45,751	75,000	83,600	28,000	-63%
7142	F.G. Substation Improvements	0	31,571	0	7,315	0	0%
7143	Thatcher Sub Improvements	0	27,233	0	4,599	0	0%
7145	Substation Improvements	0	2,185	0	3,065	0	0%
7147	LED Streetlight Replacement	1,200,567	113,189	175,000	175,000	250,000	43%
7150	System Additions & Upgrades	0	218,966	150,000	159,238	150,000	0%
7165	Vehicle Replacement	0	92,572	100,000	100,000	100,000	0%
7170	Equipment Replacement	298,016	186,907	375,000	297,077	415,000	11%
TOTAL CAPITAL OUTLAY		22,734	0	0	0	0	0%
		1,607,786	828,474	910,000	860,309	1,008,000	11%

Light and Power

BUDGET

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
DEBT SERVICE						
8012 Principal - 2015 LP Debt Issue	218,000	224,000	229,000	229,000	235,000	3%
8112 Interest - 2015 LP Debt Issue	87,500	81,975	76,313	76,582	70,513	-8%
TOTAL DEBT SERVICE	305,500	305,975	305,313	305,582	305,513	0%
TRANSFERS						
8250 Transfer To Other Funds	151,080	155,612	161,836	161,836	165,073	2%
8275 In-Lieu Of Tax Transfer	898,360	973,700	953,629	476,815	1,032,567	8%
TOTAL TRANSFERS	1,049,440	1,129,312	1,115,465	638,651	1,197,640	7%
CONTINGENCY						
8300 Contingency	0	0	1,000,000	0	1,000,000	0%
UNAPP FUND BALANCE						
8450 Unappropriated Fund Balance	0	0	2,643,488	0	2,959,774	12%
TOTAL EXPENDITURES	20,010,203	20,141,214	24,577,334	20,328,699	25,527,341	4%



Sewer

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

Clean Water Services (CWS), a special district of Washington County, operates and maintains the regional sewer system, including the large conveyance pipes and the wastewater treatment plants. The City operates a local sanitary sewer utility that feeds into the CWS regional system. The City shares a proportional share of the revenue with CWS for the regional system. The City performs utility billing services and provides customer service related to billing. The City is responsible for all collection lines smaller than 24 inches in diameter, as well as all manholes.

BUDGET HIGHLIGHTS FOR 2020-21

CWS and City sewer charges are now determined by each agency. In the past, CWS set the rate and the City could add a surcharge if needed to cover its operating costs. The City no longer records CWS sewer fees collected as a revenue and does not record the remittance of those fees to CWS as an expense.

Sewer rates for CWS are proposed to remain static. The City Council passed a resolution in April 2020 that delays any City fee or rate increases until October 1, 2020. This Proposed Budget does not reflect any additional revenue from City fee or rate increases. Staff will propose and recommended fee or rate increases to the Council at a September 2020 City Council meeting.

Projects for 2020-21 include:

\$25,000: Sewer Repair completion in Forest Gale Heights

\$100,000: Sewer extension on 13th avenue

\$375,000: Main and 23rd I&I rehab with Clean Water Services



Sewer

BUDGET

RESOURCES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGES FOR SERVICES							
4431	Residential Sales	1,081,404	1,168,180	1,123,228	1,200,194	1,200,194	7%
4432	Commercial Sales	274,180	286,802	321,395	305,000	308,000	-4%
4436	Industrial Sales	103,935	107,310	113,840	113,840	115,000	1%
TOTAL CHARGES FOR SERVICES		1,459,520	1,562,292	1,558,462	1,619,034	1,623,194	4%
MISCELLANEOUS REVENUE							
4510	Misc-Lcns-Permit & Fees	6,620	0	0	2,976	0	0%
4575	Sewer Laterals	17,203	12,322	10,000	3,188	5,000	-50%
4700	Interest	42,692	75,985	70,000	64,000	32,000	-54%
4760	Miscellaneous	0	0	0	436	0	0%
4845	LID Reimbursement	0	0	0	0	10,000	0%
TOTAL MISCELLANEOUS REVENUE		66,515	88,306	80,000	70,600	37,000	-54%
FUND BALANCE AVAILABLE							
4900	Fund Bal Available	3,125,667	3,467,385	3,836,874	3,877,965	3,896,998	2%
TOTAL RESOURCES		4,651,702	5,117,983	5,475,336	5,567,599	5,567,192	2%



		<u>Sewer</u>					
		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	154,724	163,274	210,131	175,598	158,800	-24%
5300	Overtime	2,125	1,093	0	1,146	0	0%
5500	Health/Dental Benefits	61,333	43,005	48,294	42,643	38,835	-20%
5550	Health Reimbursement	2,479	2,377	2,883	2,452	2,283	-21%
5600	Defined Benefit Retirement	70,141	81,112	78,352	78,352	51,134	-35%
5650	Defined Contribution Retirement	4,549	6,688	5,461	5,326	0	-100%
5660	PERS	0	0	0	0	8,666	0%
5700	FICA	11,936	12,407	16,075	13,414	12,148	-24%
5750	Worker's Comp	5,795	5,795	3,603	3,603	2,922	-19%
5800	Other Benefits	1,462	1,115	1,954	1,459	1,457	-25%
5850	Other Payroll Taxes	1,659	1,307	1,667	1,398	1,303	-22%
TOTAL PERSONNEL SERVICES		316,204	318,172	368,420	325,391	277,548	-25%
MATERIALS & SERVICES							
6000	Operating Supplies	2,062	2,612	3,000	1,971	3,000	0%
6005	Organization Business Expense	0	0	100	100	100	0%
6010	Personnel Uniforms & Equipment	4,026	2,438	4,000	3,021	4,000	0%
6020	Utilities	2,891	2,829	3,000	3,000	3,000	0%
6035	Computer Software	4,548	3,649	5,000	4,962	6,000	20%
6050	Small Equipment	4,057	8,907	12,000	9,624	18,000	50%
6065	Construction Supplies	4,983	7,140	13,000	8,065	13,000	0%
6105	Printing	0	33	200	135	200	0%
6110	Postage	0	0	400	401	400	0%
6115	Telecommunications	757	726	0	595	1,000	0%
6125	Public Information	0	0	200	200	200	0%
6130	Publications	98	224	300	300	300	0%
6135	Memberships	160	1,440	1,400	760	1,400	0%
6140	Recruiting Expenses	0	3,638	0	0	0	0%
6230	Insurance & Bonds	30,756	28,000	25,269	25,269	26,452	5%
6280	Training/Conferences	1,405	2,300	6,000	2,400	5,000	-17%
6295	Attorney Services	0	0	0	0	1,000	0%
6305	Professional Services	8,164	1,989	18,500	9,021	23,500	27%
6320	Misc Medical Services	270	205	500	263	500	0%
6330	Bank Service Fees	24,227	27,943	25,000	26,158	30,000	20%
6335	Equipment Maint & Oper Supplies	2,164	426	2,500	1,778	2,500	0%
6355	Fuel/Oil	62	10	100	79	100	0%
6360	Equipment Fund Charges	81,350	84,795	83,639	83,639	90,083	8%
6365	Information Systems Fund Charges	3,000	6,055	6,379	6,379	4,537	-29%
6370	General Fund Admin Services	560,149	597,366	638,920	638,920	663,728	4%
6380	Rents & Leases	0	0	2,000	1,000	2,000	0%
6385	Building/Facility Rental	6,300	6,300	6,300	6,300	6,300	0%
6390	Facility Maintenance Supplies	0	0	300	300	300	0%
6395	Facility Mnt/Repairs	0	635	500	505	500	0%
MATERIALS & SERVICES		741,429	789,660	858,507	835,145	907,101	6%

Sewer

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CAPITAL OUTLAY							
7035	Major Tools & Work Equip	0	12,849	0	0	0	0%
7125	Sewer Construction	0	38,461	500,000	422,873	540,500	8%
TOTAL CAPITAL OUTLAY		0	51,310	500,000	422,873	540,500	8%
TRANSFERS							
8250	Transfer To Other Funds	19,200	0	0	0	0	0%
8275	In-Lieu Of Tax	103,478	80,874	87,192	87,192	86,673	-1%
TOTAL TRANSFERS		122,678	80,874	87,192	87,192	86,673	-1%
CONTINGENCIES							
8300	Contingency	0	0	750,000	0	750,000	0%
UNAPPROR ENDING FUND BALANCE							
8450	Unapp Fund Balance	0	0	2,911,217	0	3,005,370	3%
TOTAL EXPENDITURES		1,180,311	1,240,016	5,475,336	1,670,601	5,567,192	2%



Sewer

System Development Charge (SDC)

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

BUDGET HIGHLIGHTS 2020-21

Revenue for Sewer SDC is based on Community Development's estimate of new home permits for 2020-21.

CWS's portion of the SDC fee is no longer recorded as a revenue or an expenditure in this fund.

Capital Outlay projects include:

\$70,000: Yearly oversizing participation with future development

\$122,000: D Street project improvements



Sewer
System Development Charge (SDC)

BUDGET

RESOURCES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CHARGES FOR SERVICES							
4570	System Development Charges	421,949	175,717	68,440	142,000	120,000	75%
MISCELLANEOUS REVENUE							
4576	Sewer Connection Fee	9,693	(1,028)	0	579	0	0%
4700	Interest	4,763	14,409	13,000	14,643	7,000	-46%
TOTAL MISCELLANEOUS REVENUE		14,456	13,381	13,000	15,222	7,000	-46%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	735,838	777,905	949,817	967,003	1,124,225	18%
TOTAL SEWER SDC RESOURCES		1,172,243	967,003	1,031,257	1,124,225	1,251,225	21%
EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6305	Professional Services	0	0	0	0	5,000	0%
CAPITAL OUTLAY							
7120	Construction Projects	274,801	0	70,000	0	192,000	174%
DEBT SERVICE							
8001	Principal -CWS/City Sunset Drive	115,895	0	91,673	0	100,000	9%
8101	Interest -CWS/City Sunset Drive	3,641	0	19,549	0	20,000	2%
TOTAL DEBT SERVICE		119,536	0	111,222	0	120,000	8%
CONTINGENCY							
8300	Contingency	0	0	100,000	0	48,000	-52%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	750,035	0	886,225	18%
TOTAL SEWER SDC EXPENDITURES		394,337	0	1,031,257	0	1,251,225	21%

Water

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Water utility is responsible for the safe and efficient operation and maintenance of the water system. 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 charges for water services, billed monthly, based on customer consumption. Transfers are made to the General Fund for the functions of monthly billing and collections, accounting, payroll and other administrative support. The department is dedicated to provide high quality and reliable water service at a low price.

BUDGET HIGHLIGHTS FOR 2020-21

The City Council passed a resolution in April 2020 that delays any City fee or rate increases until October 1, 2020. This Proposed Budget does not reflect any additional revenue from City fee or rate increases. Staff will propose and recommended fee or rate increases to the Council at a September 2020 City Council meeting.

Materials and Services includes funds to complete an updated water master plan, EPA Risk & Resiliency assessment, and a rate/SDC impact study.

Capital Projects for 2020-21 include:

\$50,000 - Large meter replacement - This is a yearly CIP item for possible projects during the year

\$100,000 - Distribution main improvements. This is a yearly CIP item to replace/rehabilitate our current system

\$33,000 - Forest Grove's Water Treatment Plant improvements and repairs

\$350,000 for covered storage areas at the Public Works facility on 23rd Avenue.



Water

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGE FOR SERVICES						
4431 Residential Sales	2,987,953	3,132,887	3,168,507	3,105,000	3,136,050	-1%
4432 Commercial Sales	968,181	984,028	972,460	950,000	959,500	-1%
4435 Multi-Family Sales	448,643	489,499	484,941	495,000	499,950	3%
4436 Industrial Services - SC	308,007	311,842	321,412	310,000	313,100	-3%
4444 Non-Metered Sales	12,476	14,075	13,561	13,561	13,697	1%
4445 Connection Charges	82,215	76,048	40,000	80,000	40,000	0%
TOTAL CHARGE FOR SERVICES	4,807,474	5,008,379	5,000,881	4,953,561	4,962,297	-1%
MISCELLANEOUS REVENUE						
4450 External Work Performed	23	0	0	1,300	0	0%
4472 Building Rental Income	36,050	36,050	36,050	36,050	36,050	0%
4480 Sale of Scrap	0	1,297	0	0	0	0%
4484 Sale of Raw Water	94,371	0	0	118,034	0	0%
4485 Timber Sales	1,565,081	1,350,583	1,000,000	1,191,707	1,100,000	10%
4510 Misc-Lic-Permits & Fees	6,180	4,800	5,000	5,000	5,000	0%
4700 Interest	118,876	232,305	200,000	225,000	85,000	-58%
4760 Miscellaneous	0	1,340	0	0	0	0%
TOTAL MISCELLANEOUS REVENUE	1,820,581	1,626,375	1,241,050	1,577,091	1,226,050	-1%
FUND BALANCE AVAILABLE						
4900 Fund Balance Available	7,204,788	8,580,626	10,592,500	10,907,235	12,675,288	20%
TOTAL RESOURCES	13,832,843	15,215,380	16,834,431	17,437,887	18,863,634	12%



WaterBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	606,676	568,281	623,219	602,445	652,448	5%
5300	Overtime	35,658	39,741	30,000	30,074	30,000	0%
5500	Health/Dental Benefits	166,623	162,420	175,308	175,112	178,317	2%
5550	Health Reimb Arrangement	8,939	10,655	7,825	8,062	10,196	30%
5600	Defined Benefit Retirement	174,273	192,586	208,971	208,971	214,960	3%
5650	Defined Contribution Retirement	17,250	19,658	21,780	21,811	0	-100%
5660	PERS	0	0	0	0	33,791	0%
5700	FICA	48,792	46,374	49,102	48,809	52,207	6%
5750	Worker's Comp	5,419	5,420	10,686	10,686	12,658	18%
5800	Other Benefits	4,263	4,070	6,185	5,114	6,471	5%
5850	Other Payroll Taxes	5,043	4,859	5,075	5,088	5,573	10%
TOTAL PERSONNEL SERVICES		1,072,935	1,054,064	1,138,151	1,116,171	1,196,621	5%
MATERIALS & SERVICES							
6000	Operating Supplies	68,946	67,558	92,000	87,239	99,100	8%
6005	Organization Business Expense	140	0	400	226	400	0%
6010	Personnel Uniforms & Equipment	7,931	8,206	10,250	9,512	11,050	8%
6020	Utilities	95,373	92,270	91,500	90,717	91,300	0%
6030	Subscriptions/Books	0	0	1,000	1,000	800	-20%
6035	Computer Software	4,242	2,911	5,100	7,201	7,500	47%
6050	Small Equipment	21,748	20,441	54,100	47,636	50,400	-7%
6065	Construction Supplies	83,993	98,050	110,000	99,430	110,000	0%
6070	JWC Water Purchases	248,099	230,592	240,000	240,000	360,000	50%
6105	Printing	2,170	1,287	2,500	2,063	2,000	-20%
6110	Postage	1,018	1,217	1,600	1,704	1,600	0%
6115	Telecommunications	7,302	6,768	5,500	6,602	6,500	18%
6125	Public Information	0	0	200	219	200	0%
6130	Publications	98	0	600	300	300	-50%
6135	Memberships	1,557	1,399	2,720	1,145	2,410	-11%
6140	Recruiting Expenses	0	4,065	0	0	0	0%
6160	Watershed Management	2,976	10,563	30,000	16,000	30,000	0%
6170	Watershed Maintenance	44,245	972	50,000	25,000	60,000	20%
6175	Timber Harvesting	664,586	404,178	400,000	238,978	400,000	0%
6200	Intergovernmental Services	69,927	68,198	78,000	46,825	78,000	0%
6230	Insurance & Bonds	28,139	34,552	36,896	36,896	43,174	17%
6280	Training/Conferences	2,779	4,337	11,400	5,033	12,100	6%
6295	Attorney Services	0	6,391	1,000	739	1,000	0%
6305	Professional Services	162,874	206,150	267,000	165,701	213,000	-20%
6320	Misc Medical Services	1,859	992	1,500	1,172	1,500	0%
6330	Bank Service Fees	19,959	23,119	22,000	27,500	29,000	32%

WaterBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
6335	Equipment Maint Oper Supplies	22,018	9,131	18,800	12,458	17,100	-9%
6355	Fuel/Oil	371	1,059	350	416	250	-29%
6360	Equipment Fund Charges	151,288	151,526	160,394	160,394	163,738	2%
6365	Info Systems Fund Charges	14,277	15,070	14,458	14,458	12,818	-11%
6370	General Fund Admin Services	1,007,789	1,075,558	1,109,767	1,109,767	1,160,785	5%
6375	Custodial	0	0	2,000	1,000	2,200	10%
6380	Rents & Leases	5,425	488	12,000	6,540	11,000	-8%
6390	Facility Maintenance Supplies	9,025	16,375	10,000	11,479	8,000	-20%
6395	Facility Mnt/Repairs	16,163	36,439	46,900	39,996	33,400	-29%
6530	Water Conservation	0	0	10,500	6,400	10,000	-5%
TOTAL MATERIALS & SERVICES		2,766,317	2,599,862	2,900,435	2,536,746	3,070,625	6%
CAPITAL OUTLAY							
7035	Major Tools & Work Equipment	11,552	0	50,000	30,000	50,000	0%
7090	Water Projects	27,424	23,684	225,000	58,569	100,000	-56%
7095	Joint - Capital Equipment	0	0	0	0	392,893	0%
7100	JWC - Other Projects	285,301	0	0	0	0	0%
7105	Water Line Extension	0	0	100,000	0	100,000	0%
7110	Water Treatment Plant Equip.	75,902	62,947	30,000	100,000	108,000	260%
7115	Watershed Capital	636	0	0	0	0	0%
7120	Construction Projects	18,768	1,677	350,000	153,960	350,000	0%
TOTAL CAPITAL OUTLAY		419,583	88,308	755,000	342,529	1,100,893	46%
DEBT SERVICE							
8006	Principal- 2013 Bond Refunding	305,000	315,000	325,000	325,000	335,000	3%
8010	Principal - Scoggins Reservoir	37,867	37,867	40,563	40,564	41,983	4%
8106	Interest- 2013 Bond Refunding	54,115	45,758	37,127	37,127	28,222	-24%
8110	Interest - Scoggins Reservoir	34,930	34,930	32,235	32,233	30,815	-4%
TOTAL DEBT SERVICE		431,912	433,555	434,925	434,924	436,020	0%
TRANSFERS							
8250	Transfer To Other Funds	64,215	66,783	68,786	68,786	70,162	2%
8275	In-Lieu Of Tax	252,915	249,534	263,444	263,444	263,855	0%
TOTAL TRANSFERS		317,130	316,317	332,230	332,230	334,017	1%
CONTINGENCY							
8300	Contingency	0	0	600,000	0	600,000	0%
8310	JWC - Contingency	0	0	333,250	0	333,250	0%
8340	Debt Service Contingency	0	0	370,000	0	365,000	-1%
TOTAL CONTINGENCY		0	0	1,303,250	0	1,298,250	0%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	9,970,440	0	11,427,209	15%
TOTAL EXPENDITURES		5,007,877	4,492,106	16,834,431	4,762,600	18,863,635	12%

Water System Development Charge (SDC)

MISSION STATEMENT

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

DEPARTMENT 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 SDC charge is updated in response to any updated ENR (Engineering New Record), which helps indicate rising costs in construction and cost inflation.

BUDGET HIGHLIGHTS FOR 2020-21

Revenue for Water SDC is based on Community Development's estimate of new home permits for 2020-21.

Expenses include \$32,000 for the Water Master Plan Update and \$40,000 for rate review.

Capital Outlay projects include:

\$50,000: Yearly oversizing participation following future development

\$57,000: D Street project improvements

\$300,000: Forest Grove portion for JWC Capital Improvements

\$175,000: Emergency Intertie IGA, Design & Construction

\$24,000: Water Line Relocation and Upsizing Design for Martin Road & Highway 47 Intersection Improvements

Transfers of \$1,400 is for the Administrative portion of the SDC.



Water
System Development Charge (SDC)

BUDGET

RESOURCES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CHARGES FOR SERVICES							
4570	SDC Charges	1,259,600	850,796	395,595	343,004	400,000	1%
MISCELLANEOUS REVENUE							
4700	Interest	86,026	148,947	75,000	40,677	25,000	-67%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	4,931,815	6,276,041	6,429,448	6,286,594	5,868,875	-9%
TOTAL RESOURCES		6,277,441	7,126,837	6,900,043	6,670,275	6,293,875	-9%

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6305	Professional Services	0	56,672	90,000	50,000	72,000	-20%
CAPITAL OUTLAY							
7100	JWC - Other Projects	244,338	686,780	543,000	750,000	300,000	-45%
7120	Construction Projects	0	0	180,000	0	436,000	142%
TOTAL CAPITAL OUTLAY		244,338	686,780	723,000	750,000	736,000	2%
TRANSFERS							
8200	Transfers	1,400	1,400	1,400	1,400	1,400	0%
CONTINGENCY							
8300	SDC Contingency	0	0	150,000	0	150,000	0%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	5,935,643	0	5,334,475	-10%
TOTAL EXPENDITURES		245,738	744,852	6,900,043	801,400	6,293,875	-9%

Surface Water Management (SWM)

MISSION STATEMENT

To comply with federal regulations to protect the quality of storm water runoff within the city.

DEPARTMENT OVERVIEW

Clean Water Services, a special district of Washington County, operates and maintains the regional surface water management system, with the goal of keeping the Tualatin River clean and healthy for fish and other habitat. The SWM function of Public Works is to manage the quality and quantity of storm water runoff generated within the city limits. Forest Grove has approximately 1,882 catch basins, 3,379 lineal feet of storm pipes, 48 public water quality facilities, and 45 water quality manholes. The City of Forest Grove sweeps, on average, 213 miles of streets every month.

DEPARTMENT GOALS FOR 2020-21

- > Maintain collection system for flow reliability and meet quality standards established by CWS.
- > Sweep streets in town center twice per month.

BUDGET HIGHLIGHTS FOR 2020-21

CWS and the City now set their own rates for the portion of the SWM for which each agency has responsibility. CWS rates are proposed to remain static. The City Council passed a resolution in April 2020 that delays any City fee or rate increases until October 1, 2020. This Proposed Budget does not reflect any additional revenue from City fee or rate increases. Staff will propose and recommended fee or rate increases to the Council at a September 2020 City Council meeting.

CIP Projects for 2020-21 include:

- \$20,000 for Annual Storm Sewer Construction & Improvements to current system
- \$97,000 for D Street project improvements
- \$10,000 for storm sewer outfalls



Surface Water Management

RESOURCES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE							
4210	CDBG Grant	0	0	0	0	97,000	0%
CHARGES FOR SERVICES							
4430	SWM Fees	1,111,112	1,182,410	1,136,001	1,175,000	1,175,000	3%
MISCELLANEOUS REVENUE							
4510	Licenses/Permits/Fees	3,075	2,083	600	358	0	-100%
4700	Interest	2,774	3,242	1,500	6,800	3,300	120%
TOTAL MISCELLANEOUS REVENUE		5,849	5,325	2,100	7,158	3,300	57%
TRANSFERS & REIMBURSEMENTS							
4860	Transfer from General Fd	0	150,000	0	0	0	0%
4900	Fund Bal Avail For Approp.	702,044	758,824	928,729	952,129	733,148	-21%
TOTAL RESOURCES		1,819,005	1,946,559	2,066,831	2,134,287	2,008,448	-3%
EXPENDITURES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	300,218	315,654	295,903	308,621	334,766	13%
5300	Overtime	1,965	1,165	0	522	2,000	0%
5500	Health/Dental Benefits	75,374	89,787	86,945	85,814	87,057	0%
5550	Health Reimburse Arrange	3,667	4,570	3,835	4,326	4,905	28%
5600	Defined Benefit Retirement	65,771	74,438	90,783	90,783	103,527	14%
5650	Defined Contrib Retirement	9,324	11,880	12,086	12,330	0	-100%
5660	PERS	0	0	0	0	19,536	0%
5700	FICA	22,952	23,896	22,637	23,463	25,610	13%
5750	Workers Comp	6,763	6,763	5,074	5,074	6,819	34%
5800	Other Benefits	1,668	2,162	2,757	2,393	3,052	11%
5850	Other Payroll Taxes	1,999	2,546	2,360	2,469	2,755	17%
TOTAL PERSONNEL SERVICES		489,701	532,861	522,380	535,796	590,027	13%



Surface Water Management

BUDGET

EXPENDITURES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
MATERIALS & SERVICES							
6000	Operating Supplies	731	1,536	2,000	2,000	2,000	0%
6005	Organization Business Expenses	0	0	200	200	200	0%
6010	Personnel Uniforms & Equip	4,222	1,273	5,700	3,733	5,700	0%
6020	Utilities	0	0	0	206	200	0%
6035	Computer Software	3,140	2,487	3,300	3,329	4,000	21%
6050	Small Equipment	2,847	7,973	11,000	10,000	13,000	18%
6065	Construction Supplies	9,836	10,293	15,000	10,492	15,000	0%
6105	Printing	0	33	300	135	300	0%
6110	Postage	78	87	100	78	100	0%
6115	Telecommunications	611	505	0	922	1,000	0%
6125	Public Information	1,643	1,416	2,000	1,326	2,000	0%
6130	Publications	98	0	300	200	300	0%
6135	Memberships	0	0	100	100	100	0%
6140	Recruiting Expenses	0	2,200	0	0	0	0%
6200	Intergovernmental Services	266	0	1,500	500	1,500	0%
6230	Insurance & Bonds	12,614	13,649	13,705	13,705	14,346	5%
6280	Training/Conferences	901	1,248	3,600	2,400	3,600	0%
6305	Professional Services	20,763	16,981	30,000	21,312	35,000	17%
6320	Misc. Medical Services	668	414	500	385	500	0%
6330	Bank Service Fees	5,370	6,212	0	5,758	6,000	0%
6335	Equipment Maint & Operations	1,349	1,284	2,000	1,539	2,000	0%
6355	Fuel/Oil	123	172	300	306	300	0%
6360	Equipment Fund Charges	167,917	181,103	218,730	218,730	224,989	3%
6365	Information Systems Charges	1,253	2,066	2,296	2,296	2,663	16%
6370	General Fund Admin Services	200,035	212,204	214,866	214,866	223,864	4%
6380	Rents & Leases	0	0	2,000	1,000	2,000	0%
6385	Building/Facility Rental	3,200	3,200	0	3,196	3,200	0%
6390	Facility Maintenance Supplies	283	501	500	705	500	0%
TOTAL MATERIALS & SERVICES		437,948	466,837	529,997	519,419	564,362	6%



Surface Water Management

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CAPITAL OUTLAY							
7035	Major Tools & Work Equip	0	0	6,000	0	6,000	100%
7140	Storm Sewer Construction	62,428	88,203	556,000	290,242	127,000	-77%
TOTAL CAPITAL OUTLAY		62,428	88,203	562,000	290,242	133,000	24%
TRANSFERS							
8250	Transfers	12,800	0	0	0	0	0%
8275	In-Lieu Of Tax	57,304	55,595	55,682	55,682	62,787	13%
TOTAL TRANSFERS		70,104	55,595	55,682	55,682	62,787	13%
CONTINGENCY							
8300	Contingency	0	0	150,000	0	100,000	-33%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	246,772	0	558,272	126%
TOTAL EXPENDITURES		1,060,181	1,143,496	2,066,831	1,401,139	2,008,448	-3%



Surface Water Management (SWM) **System Development Charge (SDC)**

MISSION STATEMENT

To provide a revenue source for growth related to Surface Water Management capital expansion projects.

DEPARTMENT OVERVIEW

The Surface Water Management System Development Charge (SWM SDC) is an assessment provided under Oregon Law which is paid at the time that 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 the impervious area created by the new construction. Clean Water Services (CWS) sets the amount of the SWM SDC charge. The City retains 100% of this fee for future development and growth.

The 2020-21 proposed Surface Water Management SDC charge is \$560 per Equivalent Service Unit (ESU).

BUDGET HIGHLIGHTS FOR 2020-21

SWM SDC Revenue is based on Community Development's estimate of new building permits for 2020-21.

CIP Project for 2020-21 include:

The \$150,000 in Capital Outlay is \$75,000 for Quantity System Improvements and \$75,000 for Quality System Improvements. These line items are not anticipated to be spent in 2020-21, but are budgeted as a precaution for improvements if necessary based on development within the City.



Surface Water Management
System Development Charge (SDC)

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CHARGES FOR SERVICES							
4571	SWM SDC Quality	16,436	3,445	2,000	13,452	3,500	75%
4572	SWM SDC Quantity	55,289	67,382	32,500	27,311	30,000	-8%
TOTAL CHARGES FOR SERVICES		71,725	70,827	34,500	40,763	33,500	-3%
MISCELLANEOUS REVENUE							
4700	Interest	7,005	10,595	6,000	7,500	3,000	-50%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	431,933	510,214	581,897	548,628	358,142	-38%
TOTAL RESOURCES		510,663	591,636	622,397	596,891	394,642	-37%

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS AND SERVICES							
6305	Professional Services	0	0	0	0	5,000	0%
CAPITAL OUTLAY							
7130	Quantity Systems Improvements	0	0	75,000	0	75,000	0%
7135	Quality Systems Improvements	0	0	75,000	0	75,000	0%
7140	Storm Sewer Construction	450	43,007	292,000	238,749	0	-100%
TOTAL CAPITAL OUTLAY		450	43,007	442,000	238,749	150,000	-66%
CONTINGENCY							
8300	Contingency	0	0	14,897	0	14,897	0%
8320	SDC Contingency Quantity	0	0	50,000	0	50,000	0%
TOTAL CONTINGENCY		0	0	64,897	0	64,897	0%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	115,500	0	174,745	51%
TOTAL EXPENDITURES		450	43,007	622,397	238,749	394,642	-37%

SPECIAL REVENUE FUNDS

Building Permits Fund**MISSION STATEMENT**

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

DEPARTMENT OVERVIEW

Where a development is allowed by the City's land use requirements, the Building Division reviews proposed construction plans for a project to assure consistency with State building, plumbing and mechanical code requirements. The Building Division also reviews the installation of manufactured homes, erosion control, grading products, and conducts enforcement activities under the building and housing codes as well as participates in state and regional building programs. The Building Department is also involved in enforcement of zoning and building code provisions. Forest Grove administers the building program for the City of Cornelius.

BUDGET HIGHLIGHTS FOR 2020-21

This fund is fully funded by revenue generated from building permit fees for building in Forest Grove and Cornelius. Building inspection activity is expected to remain strong as building activity in Cornelius continues to increase. New single-family permits in Forest Grove are expected to decline in FY 2020-21 as the City is running out of lots that are ready for housing construction. Building permits for new single-family residences in Cornelius are expected to be more than double the number of building permits for single-family residences in Forest Grove in FY 2020-21.

This budget proposes transferring \$175,000 to the Capital Projects Fund for planning and design of the proposed Development Services Annex and reserving \$1,425,00 of the Building Fund's Fund Balance to help pay for the construction of the annex.

Building Permits Fund**BUDGET**

RESOURCES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CHARGES FOR SERVICES							
4415	Copy Service	385	404	300	300	300	0%
LICENSES,PERMITS,FEES							
4517	Building Permit	589,813	617,979	197,523	314,501	250,000	27%
4518	Manufactured Home Permits	1,472	1,682	360	421	421	17%
4519	Plumbing Permits	128,852	126,961	51,903	74,600	51,903	0%
4520	Mechanical Permits	43,346	51,019	15,600	30,273	17,500	12%
4521	Structural State Surcharge	69,554	74,436	23,702	36,923	30,000	27%
4522	Manuf. Housing State Surcharge	151	173	43	43	43	0%
4523	Plumbing State Surcharge	15,279	15,071	6,228	8,921	6,228	0%
4524	Mechanical St. Surcharge	5,261	6,130	1,872	3,693	2,100	12%
4542	Structural Plan Review Fees	338,887	428,330	128,390	206,744	162,500	27%
4543	Plumbing Plan Review Fees	2,519	4,441	2,000	911	1,500	-25%
4544	Mechanical Plan Review Fees	7,356	9,571	6,250	7,416	4,375	-30%
4545	FI&S Plan Review Fees	38,686	56,925	20,000	6,452	40,000	100%
4549	Erosion Control Fees	60,735	62,544	25,000	40,593	32,000	28%
4550	Misc-Reinspect/Investigate Fee	0	0	164	0	164	0%
4551	Cornelius Permit Revenue	0	0	603,693	264,925	415,084	-31%
4556	Cornelius State Surcharge	0	0	47,711	20,942	40,626	-15%
TOTAL LICENSES,PERMITS,FEES		1,301,910	1,455,262	1,130,439	1,017,357	1,054,444	-7%
MISCELLANEOUS REVENUE							
4700	Interest	26,847	58,176	25,000	50,000	25,000	0%
4800	Reimbursements	0	2,374	0	0	0	0%
TOTAL MISCELLANEOUS REVENUE		26,847	60,550	25,000	50,000	25,000	0%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	1,807,625	2,327,033	2,258,519	2,877,055	3,028,500	34%
TOTAL RESOURCES		3,136,767	3,843,249	3,414,258	3,944,711	4,108,244	120%

Building Permits Fund**BUDGET**

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
PERSONNEL SERVICES							
5000	Regular Employee Wages	330,924	392,199	434,313	402,521	440,670	1%
5100	Part-Time Employee Wages	23,627	15,578	20,779	20,317	22,530	8%
5300	Overtime	27	28	0	723	0	0%
5400	Unemployment Compensation	564	705	0	0	0	0%
5500	Health/Dental Benefits	67,105	89,652	94,697	81,348	76,068	-20%
5550	Health Reimb Arrangement	2,934	4,711	5,467	4,286	4,748	-13%
5600	Defined Benefit Plan	39,553	44,685	49,597	49,597	52,223	5%
5650	Defined Contribution Plan	16,479	35,513	37,727	34,091	0	-100%
5660	PERS	0	0	0	0	59,821	0%
5700	FICA	26,811	30,890	34,815	32,285	35,435	2%
5750	Workers Comp	2,089	2,089	1,541	1,541	2,472	60%
5800	Other Benefits	2,185	2,945	4,451	3,585	4,549	2%
5850	Other Payroll Taxes	2,792	3,238	3,600	3,362	3,767	5%
TOTAL PERSONNEL SERVICES		515,091	622,233	686,987	633,655	702,283	2%
MATERIALS & SERVICES							
6000	Operating Supplies	1,214	1,024	1,225	1,225	1,225	0%
6005	Organization Business Expense	1,101	1,809	550	550	950	73%
6010	Personnel Uniforms & Equipment	876	975	800	975	1,000	25%
6035	Code Enforcement Expenditures	593	0	0	7,500	0	0%
6040	Computer Software	0	0	1,920	1,920	1,920	0%
6050	Computer Software Maintenance	449	0	0	1,000	1,000	0%
6105	Small Equipment	682	627	800	800	800	0%
6110	Printing	466	392	420	420	420	0%
6115	Postage	3,753	3,705	3,321	3,321	3,321	0%
6125	Telecommunications	291	0	150	150	150	0%
6130	Public Information	1,493	0	3,500	3,500	3,000	-14%
6135	Publications	690	730	950	950	950	0%
6140	Memberships	960	0	500	43	500	0%
6200	Recruiting Expenses	92,208	96,118	84,556	62,592	39,371	-53%
6230	Intergovernmental Services	1,633	2,025	2,051	2,051	2,147	5%
6280	Insurance & Bonds	4,311	5,414	5,050	5,050	5,050	0%
6295	Training/ Conferences	22,928	8,778	3,000	1,000	3,000	0%
6305	Attorney Services	34,786	0	55,000	13,767	53,000	-4%
6300	Professional Services	0	0	5,000	1,000	5,000	0%
6330	Bank Service Fees	3,208	3,728	3,500	3,500	3,500	0%
6335	Equipment Maintenance & Supp	0	0	1,100	1,100	1,100	0%
6360	Equipment Fund Charges	12,224	11,922	10,227	10,227	10,773	5%
6365	Info Systems Fund Charges	9,903	12,813	13,782	13,782	12,936	-6%
6370	General Fund Admin Services	63,808	67,636	71,197	71,197	74,134	4%
TOTAL MATERIALS & SERVICES		257,577	217,696	268,599	207,620	225,247	-16%

Building Permits Fund

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CAPITAL OUTLAY							
7035	Major Tools & Work Equip	2,400	0	15,000	15,000	0	-100%
TRANSFERS							
8200	Transfer To General Fund	46,485	50,973	56,936	59,936	56,938	0%
8250	Transfer to Other Funds	0	0	0	0	175,000	0%
TOTAL TRANSFERS		46,485	50,973	56,936	59,936	231,938	307%
CONTINGENCY							
8300	Contingency	0	0	120,000	0	100,000	-17%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	2,662,067	0	2,848,776	7%
TOTAL BUILDING EXPENDITURES		821,553	890,902	3,809,589	916,211	4,108,244	8%



Street Fund

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Street Fund is a special revenue fund operated for a specific purpose of building and maintaining streets and related infrastructure within the City. The Street Department is responsible for the safe and efficient operation and maintenance of the streets, alleyways, and signs. Employees provide customer service by responding to emergencies involving these responsibilities as well as citizen concerns. Principle funding to the Street Fund is the State or Oregon gasoline tax and Washington County gas tax paid to the City. The Street Fund also maintains the street lighting and pays for the electric power usage using funds collected through a Streetlight Fee on utility bills.

DEPARTMENT GOALS FOR 2020-21

Maintain City street pavement surfaces for safe conditions

Reconstruct deteriorated streets and storm drains

Keep traffic control signs and pavement markings in good repair

Inspect all regulatory, warning, and guide signs on an annual basis per Federal requirement

BUDGET HIGHLIGHTS FOR 2020-21

Capital Projects for 2020-21 include:

\$735,000 for Yearly General Overlays.

\$300,000 for improvements at the intersection of Main Street and 21st Avenue

\$343,000 D Street CDBG Project

\$158,000 Pacific Avenue/Safeway/Goodwill access control



Street Fund

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE						
4179 Vehicle Registration Tax	0	319,524	310,000	420,000	310,000	0%
4180 State Gas Tax	1,474,625	1,717,997	1,726,385	1,669,774	1,670,000	-3%
4182 County Gas Tax	86,528	86,695	89,000	82,689	82,750	-7%
4210 CDBG Grant	0	0	0	0	156,000	0%
4447 Street Light Fee	158,075	164,310	0	(11,448)	0	0%
4450 External Work Performed	0	1,660	0	15,090	0	0%
4480 Sale of Equipment & Materials	0	294	0	0	0	0%
TOTAL INTERGOVERNMENT REVENUE	1,719,228	2,290,480	2,125,385	2,176,105	2,218,750	4%
MISCELLANEOUS REVENUE						
4510 Misc Licenses & Fees	24,656	3,384	2,500	367	2,500	0%
4546 Street Improv Fee- Crsswlk Paving	1,560	0	0	0	0	0%
4700 Interest	13,090	25,231	21,000	25,519	5,000	-76%
4720 Sidewalk Program Interest	212	0	0	0	0	0%
4722 Sidewalk Program Principal	2,096	0	0	0	0	0%
4724 Sidewalk Program Pay-In-Full	0	0	0	540	0	0%
4760 Miscellaneous Revenue	0	0	0	1,254	0	0%
4776 Developer Payment	0	0	0	0	36,000	0%
TOTAL MISCELLANEOUS REVENUE	41,614	28,615	23,500	27,680	43,500	85%
FUND BALANCE AVAILABLE						
4900 Fund Bal Avail For Approp.	1,462,191	1,349,878	1,582,294	1,442,654	1,684,166	6%
4910 Restricted Fund Balance	9,125	9,125	36,975	9,125	36,975	0%
TOTAL AVAILABLE	1,471,316	1,359,003	1,619,269	1,451,779	1,721,141	6%
TOTAL STREET RESOURCES	3,232,158	3,678,098	3,768,154	3,655,564	3,983,391	6%

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
PERSONNEL SERVICES						
5000 Regular Employee Wages	207,444	230,649	212,296	222,590	255,415	20%
5300 Overtime	2,055	767	0	2,429	0	0%
5500 Health/Dental Benefits	64,759	71,715	61,874	62,295	67,228	9%
5550 Health Reimburse Arrange	3,130	3,245	2,855	3,013	3,835	34%
5600 Defined Benefit Retirement	54,649	62,855	67,520	67,520	85,014	26%
5650 Defined Contribution Retirement	4,496	6,961	8,111	7,276	0	-100%
5660 PERS	0	0	0	0	13,014	0%
5700 FICA	15,956	17,445	16,241	17,001	19,539	20%
5750 Worker's Comp	14,340	14,340	3,640	3,640	4,938	36%
5800 Other Benefits	1,428	1,643	2,040	1,764	2,506	23%
5850 Other Payroll Taxes	1,637	1,846	1,689	1,784	2,095	24%
TOTAL PERSONNEL SERVICES	369,893	411,467	376,266	389,312	453,584	21%

Street FundBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6000	Operating Supplies	1,071	1,102	2,000	1,439	2,000	0%
6005	Organization Business Expense	45	42	200	164	200	0%
6010	Personnel Uniforms & Equipment	4,217	1,252	5,200	3,729	5,200	0%
6020	Utilities	101,975	104,094	6,000	10,941	12,000	100%
6035	Computer Software	1,988	1,697	6,500	5,729	3,000	-54%
6050	Small Equipment	3,961	4,948	10,000	7,820	10,000	0%
6065	Construction Supplies	52,179	27,330	70,000	56,887	75,000	7%
6090	Street Light Maintenance	55,000	55,435	0	0	0	0%
6105	Printing	268	33	500	438	500	0%
6110	Postage	1	0	200	100	200	0%
6115	Telecommunications	1,764	1,180	1,300	976	1,300	0%
6125	Public Information	0	0	300	300	300	0%
6130	Publications	98	0	300	300	300	0%
6135	Memberships	275	275	300	300	300	0%
6140	Recruiting Expenses	0	761	0	0	0	0%
6200	Intergovernmental Services	11,252	17,336	22,000	20,651	22,000	0%
6230	Insurance & Bonds	4,333	4,371	4,494	4,494	4,704	5%
6280	Training/Conferences	560	200	3,400	2,050	3,400	0%
6295	Attorney Services	0	172	0	0	0	0%
6305	Professional Services	46,669	33,038	32,600	10,199	40,600	25%
6320	Misc Medical Services	234	299	300	242	300	0%
6330	Bank Service Fees	315	341	0	610	0	0%
6335	Equipment Maint & Oper	3,121	2,804	4,000	2,881	4,575	14%
6355	Fuel/Oil	1,115	1,434	1,000	1,321	1,500	50%
6360	Equipment Fund Charges	54,471	53,818	56,886	56,886	60,653	7%
6365	Information Systems Fund Charges	2,987	2,949	3,022	3,022	3,447	14%
6370	General Fund Admin Services	575,623	608,706	548,856	548,856	569,056	4%
6380	Rents & Leases	2,800	3,000	12,000	7,440	12,000	0%
6385	Building/Facility Rental	3,150	3,150	3,150	3,150	3,150	0%
6390	Facility Maintenance Supplies	0	0	0	0	200	0%
6395	Facility Mnt/Repairs	2,337	0	500	500	500	0%
TOTAL MATERIALS & SERVICES		931,809	929,767	795,008	751,425	836,385	5%

Street Fund

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CAPITAL OUTLAY							
7035	Major Tools & Work Equip	0	12,849	10,000	0	10,000	0%
7070	Construction Maintenance	445,059	810,352	1,123,000	783,686	1,244,000	11%
7080	Street Construction	126,263	61,885	36,000	10,000	66,000	83%
TOTAL CAPITAL OUTLAY		571,322	885,086	1,169,000	793,686	1,320,000	13%
CONTINGENCIES							
8300	Contingency	0	0	100,000	0	150,000	50%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	1,327,880	0	1,223,422	-8%
TOTAL EXPENDITURES		1,873,024	2,226,320	3,768,154	1,934,423	3,983,391	6%



Street Tree Fund

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
4552	Tree Planting Fees	57,392	39,911	26,550	35,000	27,000	2%
4700	Interest	58	46	50	30	0	-100%
4900	Fund Bal Avail. for Approp.	31,439	55,538	52,795	50,986	38,516	-27%
TOTAL RESOURCES		88,889	95,495	79,395	86,016	65,516	-17%

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
6095	Street Tree Planting	32,350	43,760	78,395	46,500	64,516	-18%
8200	Transfer to General Fund	1,000	750	1,000	1,000	1,000	0%
TOTAL EXPENDITURES		33,350	44,510	79,395	47,500	65,516	-17%



Forfeiture Sharing Fund

DEPARTMENT OVERVIEW

The City received forfeiture funds from the Federal Government and is required to place this money in a separate fund. The Police Department will spend the funds in accordance with the rules of how the fund can be spent.

BUDGET DETAIL

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MISCELLANEOUS							
4700	Interest	0	0	0	0	0	0%
FUND BALANCE AVAILABLE							
4900	Fund Balance Available	4,638	4,638	4,733	360	360	-92%
TOTAL RESOURCES		4,638	4,638	4,733	360	360	-92%

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6000	Operating Supplies	0	4,638	4,733	0	360	-92%
TOTAL EXPENDITURES		0	4,638	4,733	0	360	-92%

Trail Systems Fund**DEPARTMENT OVERVIEW**

Revenue for the Trail System Fund comes from payments from Waste Management (WM). Whenever WM has a rate of return that exceeds 11%, WM is required by franchise ordinance to pay the amount of profit over 11% to the City. That same ordinance restricts the use of those funds by the City to trail development or trail maintenance. WM's profit did exceed 11% in calendar year 2019, so \$37,896 will be paid to the City for use in FY 2020-21.

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MISCELLANEOUS REVENUE							
4700	Interest Income	0	0	0	30	30	0%
4774	WM Trail Sponsorship	26,694	0	0	36,557	0	0%
TOTAL MISCELLANEOUS REVENUE		26,694	0	0	36,587	30	0%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	0	26,694	1,309	1,309	37,896	2895%
TOTAL TRAIL SYSTEMS RESOURCES		26,694	26,694	1,309	37,896	37,926	2897%

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6510	Trail Maintenance	0	25,385	1,309	0	37,926	2897%
TOTAL TRAIL SYSTEMS EXPENDITURES		0	25,385	1,309	0	37,926	2897%

Transportation Services Fund

DEPARTMENT OVERVIEW

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

BUDGET

	2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES	Actual	Actual	Adopted	EST. YE	Proposed	% Change
INTERGOVERNMENTAL REVENUE						
4248 DHS Transportation Grant	428,220	496,385	550,000	500,000	550,000	0%
TOTAL RESOURCES	428,220	496,385	550,000	500,000	550,000	0%

	2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES	Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES						
6420 Transportation Grant	458,162	466,443	550,000	500,000	550,000	0%
TOTAL EXPENDITURES	458,162	466,443	550,000	500,000	550,000	0%

Community Enhancement Fund

DEPARTMENT OVERVIEW

In 1990, the Community Enhancement was established by the City based on a per ton fee charged on solid waste disposed at the Forest Grove Transfer Station. This fund contains revenue received from the Metropolitan Service District (METRO). Currently, a \$1.00 per ton fee is charged for waste brought to the service station.

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

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



Community Enhancement Fund

BUDGET

RESOURCES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
INTERGOVERNMENTAL REVENUE							
4130	Metro Enhancement Fee	124,605	124,082	113,000	121,160	100,000	-12%
MISCELLANEOUS REVENUE							
4290	Repayment Of Grants	3,400	1,600	0	0	0	0%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	59,764	52,937	42,454	42,746	31,360	-26%
TOTAL CEP RESOURCES		187,769	177,019	155,454	163,906	131,360	-15%

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6400	Community Enhancement Grants	124,519	127,646	100,000	98,095	107,900	8%
6405	CEP Prior Year Carryover	2,313	228	4,000	1,451	4,000	0%
6410	Funding Not Allocated	0	0	0	0	11,460	0%
6900	Emergency Response Expenditures	0	0	0	25,000	0	0%
TOTAL MATERIALS & SERVICES		126,832	127,874	104,000	124,546	123,360	19%
TRANSFERS							
8200	Transfer to General Fund	8,000	8,000	8,000	8,000	8,000	0%
UNAPPROPRIATED ENDING BAL							
8450	Unappropriated Ending Fund Bal	0	0	43,454	0	0	-100%
TOTAL CEP EXPENDITURES		134,832	135,874	155,454	132,546	131,360	-15%



Public Arts Donation Fund

DEPARTMENT OVERVIEW

The Public Arts Donation Fund was established to account for all monies received for public art purposes. The sources for this Fund are generally monies raised by the Public Arts Commission through donations, grants, and fundraising events like “Meet the Artist” dinners.

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
MISCELLANEOUS REVENUE						
4700 Interest	1	0	25	1	35	40%
4748 Public Arts Comm. Donations	9,174	3,966	3,750	3,326	3,750	0%
TOTAL MISCELLANEOUS REVENUE	9,175	3,966	3,775	3,327	3,785	0%
FUND BALANCE AVAILABLE						
4900 Fund Balance Available	4,757	13,262	2,861	17,228	19,735	590%
TOTAL RESOURCES	13,932	17,228	6,636	20,555	23,520	254%

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
MATERIALS & SERVICES						
6220 Public Arts Expenditures	670	0	19,899	820	23,520	18%
TOTAL EXPENDITURES	670	0	19,899	820	23,520	18%



City Transient Lodging Tax (TLT) Fund

DEPARTMENT OVERVIEW

The City Transient Lodging Tax of 2.5% has been collected since January 1, 2018, for the purpose of promoting local tourism. The City has hired a consultant to develop a tourism marketing plan including a review of the City’s tourism branding strategy. Funds are also proposed for tourism-related advertising and tourism-related capital projects.

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
TAXES							
4184	Transient Room Tax	53,358	117,442	116,000	81,384	58,000	-50%
GRANTS							
4264	WCVA Grant	0	0	0	0	7,500	0%
MISCELLANEOUS REVENUE							
4700	Interest	187	2,447	2,800	3,302	750	-73%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	0	42,741	142,912	143,596	122,287	-14%
TOTAL TLT RESOURCES		53,545	162,630	261,712	228,282	188,537	-28%

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6000	Operating Supplies	0	6,660	2,000	0	1,000	-50%
6305	Professional Services	0	10,841	38,750	91,995	48,750	26%
6380	Rents and Leases	0	1,500	6,000	6,000	6,000	0%
6440	Grant Expenditures	0	0	0	0	7,500	0%
6520	Marketing Expenditures	0	10,837	112,250	8,000	30,000	-73%
TOTAL MATERIALS & SERVICES		0	29,838	159,000	105,995	93,250	-41%
CAPITAL OUTLAY							
7010	General Capital Outlay	0	0	74,700	0	93,055	25%
UNAPPROPRIATED ENDING BAL							
8450	Unappropriated Ending Fund Bal	0	0	28,012	0	2,232	-92%
TOTAL TLT EXPENDITURES		0	29,838	261,712	105,995	188,537	-28%

Facilities Major Maintenance Fund

DEPARTMENT OVERVIEW

This fund was created in FY 2010-11 to accumulate funds for major maintenance projects that the City will be facing in the coming years on facilities that house General Fund operations . Many of the building components, such as HVAC and plumbing systems, are past their expected useful lives. This fund was established to make repairs required to extend the life of current buildings without having to take funding from General Fund operations at the time repairs are necessary. The funding source for this Fund is periodic transfers of one-time money from the General Fund.

Proposed projects for FY 2020-21 include : 1) refurbishing the bathrooms in the Library; 2) planning for the Development Services Annex; 3) Carryover funding for a portion of an enclosed storage building at the Public Works facility that will free up space for the Parks Department in another building at the Public Works Facility.

BUDGET

RESOURCES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MISCELLANEOUS REVENUE							
4700	Interest	13,430	23,073	15,000	35,315	9,000	-40%
TRANSFERS							
4855	From Other Funds	0	950,000	650,000	650,000	0	-100%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Appropriation	964,173	690,153	1,488,845	1,468,221	1,865,466	25%
TOTAL MAJOR MAINT. FUND RESOURCES		977,603	1,640,153	2,153,845	2,153,536	1,874,466	-13%

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CAPITAL OUTLAY							
7005	Building Improvements	182,720	155,567	1,003,845	142,000	874,466	-13%
7015	Capital Projects - Admin Serv	10,079	25,808	0	0	0	0%
7020	Capital Projects - Public Safety	94,651	13,631	0	0	0	0%
7025	Capital Projects - Aquatic Center	0	0	0	146,070	0	0%
TOTAL CAPITAL OUTLAY		287,450	195,006	1,003,845	288,070	874,466	-13%
UNAPPROPRIATED ENDING FUND BAL							
8450	Unappropriated Ending Fund Bal	0	0	1,150,000	0	1,000,000	-13%
TOTAL MAJOR MAINT. FUND EXPENDITURES		287,450	195,006	2,153,845	288,070	1,874,466	-13%

Library Endowment Fund

DEPARTMENT OVERVIEW

The Library Endowment Fund was created to receive monies from the sale of the Rogers Library. The building was sold to Pacific University in December 1989. The proceeds from the sale of the Rogers Library may not be spent and must remain in the fund. Only the earnings on those proceeds may be spent, which is shown as the Interest in the revenue section.

BUDGET DETAIL

RESOURCES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MISCELLANEOUS REVENUE							
4700	Interest	734	1,110	950	804	350	-63%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	1,214	1,948	3,058	3,058	3,862	26%
4910	Restricted Fund Balance	41,186	41,186	41,187	41,187	41,187	0%
TOTAL AVAILABLE		42,400	43,134	44,245	44,245	45,049	2%
TOTAL RESOURCES		43,134	43,134	45,195	45,049	45,399	0%

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6050	Small Equipment	0	0	4,008	0	4,212	5%
UNAPPROPRIATED FUND BALANCE							
8450	Unappropriated Ending Fund Bal	0	0	41,187	0	41,187	0%
TOTAL EXPENDITURES		0	0	45,195	0	45,399	0%

INTERNAL SERVICE FUNDS

Fire Equipment Replacement Fund**DEPARTMENT OVERVIEW**

The fund provides for the timely replacement of Fire Department vehicles and equipment by building up funds for the programmed replacement of these assets. An annual charge is assessed based on the costs and the useful life of the these vehicles and equipment currently in service. The City and the Rural Fire District split the costs of assets purchased by this fund on a 50/50 basis. The money in this fund is the City's portion of the accumulated replacement costs of the vehicles. The Rural Fire District retains its own funds and reimburses the City when assets are actually purchased. The main source of revenue for the City's share comes from the CIP Excise Tax for the equipment, grants, and interest earnings on the accumulated rental charges. In FY 2019-20, a new Type 1 Fire Engine is proposed to be purchased.

BUDGET

RESOURCES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
INTERGOVERNMENTAL REVENUE							
4110	Rural District Share	60,732	147,580	335,000	360,043	89,500	-73%
4170	State Fire Conflagration Reimb.	73,375	26,343	0	11,339	0	0%
TOTAL INTERGOVERNMENTAL REVENUE		134,107	173,923	335,000	371,382	89,500	-73%
GRANTS							
4200	Homeland Security Grant	0	0	0	127,912	0	0%
MISCELLANEOUS REVENUE							
4480	Sale of Equipment	0	67,500	0	0	0	0%
4700	Interest	2,295	3,470	1,200	1,850	1,850	54%
TOTAL MISCELLANEOUS REVENUE		2,295	70,970	1,200	1,850	1,850	54%
TRANSERS & REIMBURSEMENTS							
4855	Transfer from Other Funds	167,000	167,000	175,000	175,000	182,500	4%
FUND BALANCE AVAILABLE							
4900	Fund Balance Available	169,479	348,918	498,714	414,234	242,381	-51%
TOTAL RESOURCES		472,881	760,811	1,009,914	1,090,378	516,231	-49%

Fire Equipment Replacement Fund

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CAPITAL OUTLAY							
7005	Building Improvements	3,000	17,502	0	132,771	0	0%
7035	Major Tools & Work Equipment	13,550	51,477	0	8,174	104,000	0%
7170	Equipment Replacement	107,413	277,599	670,000	707,052	75,000	-89%
TOTAL CAPITAL OUTLAY		123,963	346,578	670,000	847,997	179,000	-73%
CONTINGENCY							
8300	Contingency	0	0	80,000	0	11,250	-86%
Unapp Fund Balance							
8450	Unapp Fund Balance	0	0	259,914	0	325,981	25%
TOTAL FIRE EQUIPMENT EXPENDITURES		123,963	346,578	1,009,914	847,997	516,231	-49%



Information Systems Fund

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

This fund provides for the funded replacement of all computer equipment related to file servers and personal computers. Each department is assessed a charge to replace file servers and related equipment every four to seven years, personal computers every five years, and printers every five to seven years as needed. This fund also provides for centralized purchases of computer supplies and other related operating expenses. IT staff expenses are in the Administrative Services Department.

DEPARTMENT GOALS FOR 2020-21

Replace computer equipment on time and maintain a scheduled basis for replacement.

Maintain email and Internet access in an efficient and cost effective manner.

Continue to implement GIS.

BUDGET HIGHLIGHTS FY 2020-21

This budget includes funding for a replacement email and social media archiving software with stronger search functions, dual factor authentication for laptops, and replacing the drives on the City’s storage array with flash drives for better network performance. The drives that are being replaced will be moved to the City’s disaster-recovery server to replace the aging drives on that server. Implementation of the City’s Geographic Information System (GIS) will continue.

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CHARGES FOR SERVICES							
4465	Equipment Charges	337,342	365,100	372,647	372,647	358,403	-4%
MISCELLANEOUS REVENUE							
4510	Misc-Licenses-Permits & Fees	0	745	0	0	0	0%
4700	Interest	9,674	15,105	8,800	12,250	7,000	80%
4760	Miscellaneous Revenue		805	0	0	0	0%
TOTAL MISCELLANEOUS REVENUE		9,674	16,655	8,800	12,250	7,000	80%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	749,073	781,279	607,232	592,987	676,668	111%
TOTAL RESOURCES		1,096,089	1,163,034	988,679	977,884	1,042,071	5%

Information Systems FundBUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6000	Operating Supplies	1,666	1,214	2,000	275	2,000	0%
6035	Computer Software	33,959	3,382	9,600	15,592	42,650	344%
6040	Computer Software Maintenance	64,075	113,545	167,464	155,000	152,095	-9%
6045	Computer Supplies	19,996	24,525	21,000	13,500	22,000	5%
6050	Small Equipment	90,222	197,546	99,491	67,000	45,000	-55%
6110	Postage	117	73	250	50	0	0%
6115	Telecommunications	1,261	0	3,000	558	4,200	40%
6135	Memberships	199	219	300	604	1,500	500%
6200	Intergovernmental Services	15,459	19,845	14,980	16,927	19,000	127%
6280	Training/Conference	3,846	10,452	11,000	3,020	20,000	182%
6305	Professional Services	26,598	18,548	65,000	28,500	45,000	-31%
6335	Equipment Maint & Oper Supplies	2,440	108	8,965	0	7,700	86%
TOTAL MATERIALS & SERVICES		259,838	389,457	403,050	301,026	361,145	-10%
CAPITAL OUTLAY							
7000	Office Furniture & Equipment	54,972	180,592	83,057	190	87,857	6%
7065	Accounting System	0	0	0	0	0	0%
TOTAL CAPITAL OUTLAY		54,972	180,592	83,057	190	87,857	106%
CONTINGENCY							
8300	Contingency	0	0	20,000	0	25,000	25%
UNAPP FUND BALANCE							
8450	Unapp Fund Balance	0	0	482,572	0	568,069	18%
TOTAL EXPENDITURES		314,810	570,049	988,679	301,216	1,042,071	5%

Equipment Fund

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.

DEPARTMENT OVERVIEW

The Equipment Fund furnishes and maintains vehicles and major construction equipment for all City departments except for the Light & Power Department and Fire Department. This includes inspecting motor vehicles, scheduling preventive and normal maintenance, recording maintenance history, analyzing equipment costs, 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, except for Light & Power and Fire Departments who purchase their own vehicles. These two departments receive maintenance from the Equipment Fund on a contract basis.

DEPARTMENT GOALS FOR 2020-21

Replace vehicles and equipment on a timely and scheduled basis.

Inspect and certify that all City vehicles meet DEQ emission standards.

BUDGET HIGHLIGHTS FOR 2020-21

2020-21 SCHEDULED VEHICLE REPLACEMENTS

POLICE DEPARTMENT

Ford Explorer Patrol Vehicle
Two Dodge Charger Patrol Vehicle
Two Detective's Vehicles

CITY HALL

2009 Ford Focus Building Car
2008 Honda Civic Pool Car

PUBLIC WORKS DEPARTMENT

None

PARKS DEPARTMENT

Zero Turn Mower

Equipment Fund

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGES FOR SERVICES						
4450 External Work Performed	0	0	1,000	67	1,000	0%
4460 Equipment Rental	514,309	515,900	529,060	529,060	535,491	1%
4461 City Hall Replacement	18,075	18,450	19,200	19,200	13,875	-28%
4462 Parks Replacement	26,730	26,730	26,910	26,910	26,910	0%
4464 Public Works Replacement	210,769	235,099	266,085	266,082	285,975	7%
4466 Light/Fire Maintenance	58,635	74,181	60,000	87,768	60,000	0%
4467 Sale Of Gas & Oil	58,128	64,887	60,000	60,952	60,000	0%
4480 Sale Of Equipment	28,631	79,609	62,100	31,346	22,900	-63%
TOTAL CHARGES FOR SERVICES	915,277	1,014,856	1,024,355	1,021,385	1,006,151	-2%
MISCELLANEOUS REVENUE						
4510 Miscellaneous Revenue	1,361	10,759	0	0	0	0%
4700 Interest	16,126	26,040	15,000	17,418	20,000	33%
4760 Miscellaneous Revenue	2,400	0	0	5,400	0	0%
TOTAL MISCELLANEOUS REVENUE	19,887	36,799	15,000	22,818	20,000	33%
TRANSFERS						
4855 Transfer From Other Funds	151,392	113,760	110,070	110,070	114,480	4%
FUND BALANCE AVAILABLE						
4900 Fund Bal Avail For Approp.	755,365	823,920	1,523,234	1,481,481	1,585,447	4%
4920 City Hall Veh Fund Bal Avail	74,079	67,268	0	0	0	0%
4930 Parks Veh Fund Bal Avail	25,782	42,168	0	0	0	0%
4940 Police Veh Fund Bal Avail	205,675	160,965	0	0	0	0%
4950 PW Veh Fund Bal Avail	191,266	192,888	0	0	0	0%
TOTAL FUND BALANCE AVAILABLE	1,252,167	1,287,209	1,523,234	1,481,481	1,585,447	4%
TOTAL RESOURCES	2,338,722	2,452,624	2,672,659	2,635,754	2,726,078	2%



Equipment FundBUDGET Continued...

EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	% Change
		Actual	Actual	Adopted	EST. YE	Proposed	
PERSONNEL SERVICES							
5000	Regular Employee Wages	140,733	146,247	153,956	148,685	159,339	3%
5300	Overtime	599	1,139	2,500	1,174	2,500	0%
5500	Health/Dental Benefits	32,960	37,195	39,164	38,496	39,185	0%
5550	Health Reimbursement	1,650	2,122	2,166	1,919	2,303	6%
5600	Defined Benefit Retirement	7,008	8,735	9,622	9,622	9,649	0%
5650	Defined Contribution Retirement	11,902	15,325	16,055	15,499	0	-100%
5660	PERS	0	0	0	0	23,428	#DIV/0!
5700	FICA	10,730	11,085	11,969	11,411	12,381	3%
5750	Worker's Comp	2,444	2,444	2,640	2,640	1,772	-33%
5800	Other Benefits	1,060	1,030	1,600	1,290	1,657	4%
5850	Other Payroll Taxes	1,124	1,175	1,242	1,200	1,327	7%
PERSONNEL SERVICES		210,210	226,499	240,914	231,937	253,541	5%
MATERIALS & SERVICES							
6000	Operating Supplies	2,393	2,833	2,500	2,668	3,000	20%
6010	Personnel Uniforms & Equip	488	286	1,000	979	1,500	50%
6035	Computer Software	7,746	5,888	7,000	6,952	9,500	36%
6050	Small Equipment	5,593	3,404	8,000	3,444	7,000	-13%
6105	Printing	60	434	200	85	200	0%
6110	Postage	323	50	1,000	106	1,000	0%
6115	Telecommunications	758	651	1,700	995	1,700	0%
6135	Memberships	0	0	200	200	200	0%
6200	Intergovernmental Services	1,836	2,078	2,000	891	2,000	0%
6230	Insurance & Bonds	35,516	24,401	36,008	36,008	39,166	9%
6280	Training/Conferences	965	2,580	4,000	1,595	4,000	0%
6305	Professional Services	5,993	4,783	8,000	5,372	8,000	0%
6320	Misc Medical Services	154	320	300	282	300	0%
6330	Bank Service Fees	79	85	200	152	200	0%
6335	Equip Maint & Oper Supplies	796	1,116	3,000	2,009	3,000	0%
6345	Vehicle Maint & Oper. Supplies	68,227	87,556	80,000	53,688	80,000	0%
6350	Vehicle Maint External	15,669	27,626	25,000	31,284	30,000	20%
6355	Fuel/Oil	191,045	186,444	200,000	174,932	200,000	0%
6365	Information Systems Fund	3,655	2,794	2,680	2,680	2,706	1%
6380	Rents & Leases	98	0	200	150	200	0%
6385	Building/Facility Rental	23,400	23,400	23,400	23,400	23,400	0%
TOTAL MATERIALS & SERVICES		364,794	376,729	406,388	347,872	417,072	3%

Equipment Fund

BUDGET Continued...

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CAPITAL OUTLAY							
7035	Major Tools And Work Equipment	6,039	0	0	0	239,000	0%
7175	City Hall Veh Replacement	24,886	0	25,000	23,591	67,000	168%
7180	Parks Veh & Equip Replacement	10,343	0	21,000	18,747	12,000	-43%
7185	Police Veh & Equip Replacement	142,102	110,261	202,000	117,933	204,000	1%
7190	Public Works Veh & Equip Replace	293,139	247,657	333,000	310,227	0	-100%
TOTAL CAPITAL OUTLAY		476,509	357,918	581,000	470,498	522,000	-10%
CONTINGENCY							
8300	Contingency	0	0	250,000	0	200,000	-20%
UNAPPROR ENDING FUND BALANCE							
8450	Unapp Fund Balance	0	0	1,194,357	0	1,333,465	12%
TOTAL EXPENDITURES		1,051,513	961,146	2,672,659	1,050,307	2,726,078	2%



City Utility Fund

DEPARTMENT OVERVIEW

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

BUDGET

	2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES	Actual	Actual	Adopted	EST. YE	Proposed	% Change
TRANSFERS						
4855 From Other Funds	151,080	155,612	161,836	161,836	165,073	2%
4865 From Water Fund	64,215	66,783	68,786	68,786	70,162	2%
TOTAL TRANSFERS	215,295	222,395	230,622	230,622	235,234	2%
TOTAL RESOURCES	215,295	222,395	230,622	230,622	235,234	2%

	2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES	Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES						
6021 City Hall Utilities	27,118	37,789	36,400	36,400	39,134	8%
6022 Library Utilities	37,972	36,025	39,650	39,650	39,650	0%
6023 Aquatics Utilities	43,411	43,544	43,000	43,000	44,850	4%
6024 Parks Utilities	66,068	64,543	68,300	68,300	68,500	0%
6025 Police Utilities	23,869	24,778	25,500	25,500	25,600	0%
6026 Fire Utilities	13,867	12,778	14,000	14,000	14,200	1%
6027 Engineering Building Utilities	2,990	2,938	3,772	3,772	3,300	-13%
TOTAL MATERIALS & SERVICES	215,295	222,395	230,622	230,622	235,234	2%
TOTAL EXPENDITURES	215,295	222,395	230,622	230,622	235,234	2%

Risk Management Fund**DEPARTMENT OVERVIEW**

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

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	EST. YE	Proposed	% Change
CHARGES FOR SERVICES							
4491	P/L Insurance - General Fund	162,638	168,393	175,731	175,372	186,939	6%
4492	P/L Insurance - Other Funds	161,260	167,787	173,871	173,872	189,312	9%
4493	WC Insurance - General Fund	126,894	126,844	93,565	93,566	104,951	12%
4494	WC Insurance - Other Funds	60,239	60,240	44,435	44,437	49,937	12%
TOTAL CHARGES FOR SERVICES		511,031	523,264	487,602	487,247	531,139	9%
MISCELLANEOUS REVENUE							
4700	Interest	2,553	9,155	7,500	8,100	3,000	-60%
4760	Miscellaneous Revenue	0	7,072	0	2,422	0	0%
4766	SAIF Dividend	62,910	71,042	0	54,335	0	0%
4767	Payment from CIS	0	0	0	37,500	0	0%
TOTAL MISCELLANEOUS REVENUE		65,463	87,269	7,500	102,357	3,000	-60%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	383,567	306,539	371,154	351,773	332,640	-10%
TOTAL RISK MANAGEMENT RESOURCES		960,061	917,072	866,256	941,377	866,779	0%

Risk Management Fund**BUDGET**

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	EST. YE	Proposed	
MATERIALS & SERVICES							
6235	Property/Liability Premiums	331,196	316,646	343,038	331,861	363,344	6%
6240	P/L Claims - General Fund	200	25,377	30,000	37,500	30,000	0%
6255	Risk Management Activities	0	0	31,917	795	24,914	-22%
6260	Worker's Compensation Premiums	181,191	129,905	135,000	123,898	154,589	15%
6265	WC Claims - General Fund	7,338	7,380	13,000	11,866	15,000	15%
TOTAL MATERIALS & SERVICES		519,925	479,308	552,955	505,920	587,847	6%
CAPITAL OUTLAY							
7065	Accounting System	93,597	48,957	110,046	62,817	125,754	14%
TRANSFERS							
8200	Transfer to General Fund	40,000	40,000	40,000	40,000	40,000	0%
CONTINGENCIES							
8300	Contingency	0	0	30,000	0	50,000	67%
UNAPPROPRIATED ENDING FUND BAL							
8450	Unappropriated Ending Fund Bal	0	0	133,255	0	63,178	-53%
TOTAL RISK MANAGEMENT EXPEND.		653,522	528,265	866,256	608,737	866,779	0%

CAPITAL PROJECT FUNDS

Traffic Impact Fee Fund (TIF)**MISSION STATEMENT**

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

DEPARTMENT OVERVIEW

The Traffic Impact Fee (TIF) was replaced by the new Transportation Development Tax which was approved by voters of Washington County in 2008. The new tax went into effect in July 2009 and will replace the TIF. Therefore, money collected up until July 2009 will be kept in this TIF account and money collected after will be kept in the new TDT Transportation Development Tax fund. Funds are used for specific projects relating to improvement and development within the City.

BUDGET HIGHLIGHTS FOR 2020-21

Capital Projects include:

- Public Improvements to Pacific Avenue and Hwy 47
- Extending 19th Avenue for the Gales Creek Terrace development
- Martin Road & Highway 47 intersection improvements
- Thatcher & Gales Creek intersection alignment and improvements
- Remaining funds have no specific project, but are appropriated for use if necessary.

BUDGET

RESOURCES		2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
MISCELLANEOUS REVENUE							
4700	Interest	50,942	72,471	71,000	42,500	25,000	-65%
FUND BALANCE AVAILABLE							
4900	Fund Bal Avail For Approp.	3,148,038	3,135,519	2,556,356	2,792,202	2,349,037	-8%
TOTAL RESOURCES		3,198,980	3,135,519	2,627,356	2,834,702	2,374,037	-73%

EXPENDITURES		2017-18 Actual	2018-19 Adopted	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CAPITAL OUTLAY							
7010	Capital Outlay Projects	63,461	415,788	2,627,356	485,665	2,374,037	-10%
TOTAL EXPENDITURES		63,461	415,788	2,627,356	485,665	2,374,037	-10%

Transportation Development Tax (TDT) Fund**MISSION STATEMENT**

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

DEPARTMENT OVERVIEW

In November 2008, the citizens of Washington County approved a Transportation Development Tax (TDT). The TDT replaced the Traffic Impact Fee (TIF). The TDT is levied countywide. The City retains 100% of the TDT fee that is collected and funds are used for expansion and development within the city.

The TDT fee for 2020-21 is \$8,968 for a single-family detached house. There are different fees for different types of development.

BUDGET HIGHLIGHTS FOR 2020-21

Revenue is based on Community Development's estimate of new single-family homes to be built in FY 2020-21.

No specific projects have been anticipated for 2020-21 outside of \$225,000 in relation to curb ramp improvements required as part of overlay projects. The City appropriates all funds in case unexpected projects come up. The City has committed TDT funding for future projects at the intersection on Highway 47 and Martin Road and the intersection of Highway 47 and Maple Street.

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
FEES						
4577 Transp. Development Tax	2,651,161	1,370,901	513,654	900,000	650,000	27%
MISCELLANEOUS REVENUE						
4700 Interest	121,438	214,780	120,000	185,000	85,000	-29%
FUND BALANCE AVAILABLE						
4900 Fund Balance Available	6,373,308	9,145,907	10,606,509	10,731,588	11,816,588	11%
TOTAL RESOURCES	9,145,907	10,731,588	11,240,163	11,816,588	12,551,588	12%

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CAPITAL OUTLAY						
7010 General Capital Outlay	0	0	11,240,163	0	12,551,588	12%
TOTAL EXPENDITURES	0	0	11,240,163	0	12,551,588	12%

Bike & Pedestrian Pathways Fund

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

Revenue for this fund comes mainly from the State Gas Tax. One percent (1%) of the State Gas Tax revenues received for the city is allocated for bike and pedestrian pathway improvements. The use of these funds is restricted to capital projects that build or improve facilities for pedestrian and bicycle modes of transportation.

The City of Forest Grove is building up funds for future improvements to bike and pedestrian paths throughout the city.

BUDGET

		2017-18	2018-19	2019-20	2019-20	2020-21	
RESOURCES		Actual	Actual	Adopted	Est. YE	Proposed	% Change
INTERGOVERNMENT REVENUE							
4180	State Gas Tax	14,895	17,354	17,264	17,264	17,264	0%
FUND BALANCE AVAILABLE							
4900	Fund Balance Available	46,954	61,849	8,981	6,821	24,085	168%
TOTAL RESOURCES		61,849	79,203	26,245	24,085	41,349	58%

		2017-18	2018-19	2019-20	2019-20	2020-21	
EXPENDITURES		Actual	Actual	Adopted	Est. YE	Proposed	% Change
CAPITAL OUTLAY							
7010	General Capital Outlay	0	72,381	26,245	0	41,349	58%
TOTAL EXPENDITURES		0	72,381	26,245	0	41,349	58%

Parks Acquisition and Development Fund

DEPARTMENT OVERVIEW

This fund is home to the revenue sources for growth-related parks and capital expansions projects. Funds are expended on projects that are based on growth of the City, as identified through the Parks Recreation and Open Space Master Plan and the Capital Improvements Program (CIP) document.

BUDGET HIGHLIGHTS FOR 2020-21

Revenue for the Parks SDC fund comes from Development Fees (Parks SDC fees), which is based on Community Development's estimated new single family homes for 2020-21.

Projects in the coming year include: Continuing Rogers Park Renovations and Improvements; Replacement of remaining aged park signage.



Parks Acquisition and Development Fund

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGES FOR SERVICES						
4570 System Development Charge	1,094,000	523,315	307,848	546,120	610,000	98%
MISCELLANEOUS REVENUE						
4700 Interest	34,980	77,420	30,000	72,000	35,000	17%
FUND BALANCE AVAILABLE						
4900 Fund Bal Available	1,960,771	3,009,914	3,212,996	3,301,433	3,169,553	-1%
TOTAL RESOURCES	3,089,751	3,087,334	3,550,844	3,919,553	3,814,553	7%

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
MATERIALS & SERVICES						
6125 Public Information	0	294	0	0	0	0%
6305 Professional Services	0	0	160,000	0	40,000	-75%
TOTAL MATERIALS & SERVICES	0	294	160,000	0	40,000	-75%
CAPITAL OUTLAY						
7055 Parks Projects - General	79,837	308,922	3,390,844	750,000	3,774,553	11%
TOTAL EXPENDITURES	79,837	308,922	3,550,844	750,000	3,814,553	7%

Capital Projects Fund**DEPARTMENT OVERVIEW**

The Capital Projects Fund was established to account for major capital projects that receive funding from several operating funds within the City or for major capital projects that will be funded by accumulated reserves from the sale of the Fernhill Wetlands to CWS in the Capital Projects Fund. FY 2020-21, projects include the construction of Anna & Abby's Yard and design work for the new Development Services Annex.

BUDGET

RESOURCES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
INTERGOVERNMENTAL REVENUE							
4112	Payments from Other Agencies	0	0	0	0	238,636	0%
4210	CDBG Grant	58,547	349,270	0	0	2,726,364	0%
TOTAL INTERGOVERNMENTAL REVENUE		117,094	698,540	0	0	2,982,000	0%
MISCELLANEOUS REVENUE							
4700	Interest	48,387	51,282	51,000	47,500	42,000	-18%
4714	Principal Payments Received	0	0	294,421	294,421	282,988	-4%
4744	Donations	0	1,938	0	0	0	0%
4750	Abby and Anna's Yard Donation	72,771	75,474	0	18,000	0	0%
4760	Miscellaneous Grant	4,500	38,474	0	1,250	0	0%
TOTAL MISCELLANEOUS REVENUE		125,658	167,168	345,421	361,171	324,988	94%
TRANSFERS							
4855	Transfers From Other Funds	0	150,000	0	0	192,000	0%
FUND BALANCE AVAILABLE							
4900	Fund Bal Available	1,518,075	531,350	324,060	389,426	411,692	27%
TOTAL RESOURCES		1,760,827	1,547,058	669,481	750,597	3,910,680	484%
EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21	
		Actual	Actual	Adopted	EST. YE	Proposed	% Change
MATERIALS & SERVICES							
6305	Professional Services	0	205	30,000	90,789	50,000	67%
CAPITAL OUTLAY							
7010	General Capital Outlay	12,785	237	436,772	0	200,000	-54%
7041	Senior Center Renovation	810	687,845	0	0	0	0%
7045	Police Facility	42,314	120,075	50,000	248,116	0	-100%
7050	CDBG Projects	35,647	0	0	0	0	0%
7170	Equipment Replacement	0	0	0	0	2,999,000	0%
7200	Park Renovations	0	0	152,709	0	171,292	12%
7205	Development Services Annex	0	0	0	0	490,388	0%
TOTAL CAPITAL OUTLAY		91,556	808,157	639,481	248,116	3,860,680	504%
TRANSFERS							
8250	Transfer To Other Funds	0	0	0	0	0	0%
TOTAL EXPENDITURES		91,556	808,362	669,481	338,905	3,910,680	484%

CIP Excise Tax Fund

DEPARTMENT OVERVIEW

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

BUDGET HIGHLIGHTS

Principal expenditures in this fund are the transfers of funds to pay for police vehicles and fire apparatus. Funds have been budgeted to help replace expired Police Department ballistic protective gear and purchase new a accident report writing system and integrate that system to the Municipal Court’s computer system.

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
LICENSES, PERMITS AND FEES						
4553 CIP Excise Fee	355,153	368,148	357,000	369,000	369,000	3%
MISCELLANEOUS REVENUE						
4700 Interest	615	931	600	850	800	33%
FUND BALANCE AVAILABLE						
4900 Fund Bal Available	207,835	216,760	181,138	274,000	267,780	48%
TOTAL RESOURCES	563,603	585,839	538,738	643,850	637,580	18%

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CAPITAL OUTLAY						
7015 Support Service Projects	21,857	8,225	143,612	16,000	180,530	26%
7020 Public Safety Projects	38,594	22,854	110,056	75,000	143,070	30%
TOTAL CAPITAL OUTLAY	60,451	31,079	253,668	91,000	323,600	28%
TRANSFERS						
8250 Transfer to Other Funds	286,392	280,760	285,070	285,070	313,980	10%
TOTAL EXPENDITURES	346,843	311,839	538,738	376,070	637,580	18%

DEBT SERVICE FUNDS

General Debt Service Fund**DEPARTMENT OVERVIEW**

The 2010 General Obligation Refunding Bond was paid off in May 2016 when the final principal and interest payment was made. In October 2010, bonds were issued to refinance the FY 93-94 Fire Station Bond Issue and the FY 98-99 General Obligation Bond Issue for the park land acquisition, aquatic center expansion, and library expansion. The final debt payment was made in May 2016. This information is reported for history only as required by Oregon budget law.

BUDGET DETAIL

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
FUND BALANCE AVAILABLE						
4900 Fund Balance Available	1,570	0	0	0	0	0%
TOTAL RESOURCES	1,570	0	0	0	0	0%

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
TRANSFERS						
8200 Transfer to General Fund	1,570	0	0	0	0	0%
TOTAL EXPENDITURES	1,570	0	0	0	0	0%

SPWF Debt Fund**DEPARTMENT OVERVIEW**

This fund was established to pay off the debt on bonds issued by the State of Oregon Office of Economic Development for the construction of the Taylor Way Industrial Park. Phase II was completed in 1996 and included improvements to the southern end of Elm Street. Phase II included a 20-year bond issue of \$280,000. The Phase II bonds were paid off in December 2015. Remaining assessment collected were transferred to the General Fund to repay funds advanced by the General Fund. This information is reported for history only as required by Oregon budget law.

BUDGET

RESOURCES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
CHARGES FOR SERVICES						
4578 Assessment Charges	8,912	1,067	0	0	0	0%
MISCELLANEOUS REVENUE						
4701 Interest - Assessments	599	64	0	0	0	0%
FUND BALANCE AVAILABLE						
4900 Fund Balance Available	11,745	0	0	0	0	0%
TOTAL RESOURCES	21,256	1,131	0	0	0	0%

EXPENDITURES	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 EST. YE	2020-21 Proposed	% Change
TRANSFERS						
8200 Transfer to General Fund	21,256	1,131	0	0	0	0%
TOTAL EXPENDITURES	21,256	1,131	0	0	0	0%

APPENDICES

Schedule of Future Bond Debt Service Requirements

2013 FULL FAITH & CREDIT - WATER FUND

FISCAL YEAR	PRINCIPAL	INTEREST
2020-21	335,000	28,222
2021-22	345,000	19,043
2022-23	350,000	9,590
TOTAL	1,030,000	56,855

Schedule of Future Bond Debt Service Requirements

2016 FULL FAITH & CREDIT - LIGHT & POWER FUND

FISCAL YEAR	PRINCIPAL	INTEREST
2020-21	235,000	70,513
2021-22	241,000	64,563
2022-23	247,000	58,463
2023-24	253,000	52,213
2024-25	260,000	45,800
2025-26	266,000	39,225
2026-27	273,000	32,488
2027-28	280,000	25,575
2028-29	287,000	18,488
2029-30	294,000	11,225
2030-31	302,000	3,775
TOTAL	2,938,000	422,325

CITY OF FOREST GROVE
2020-21 Compensation Plan
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Part-Time / Temporary		1	2	3	4	5	6
U 100	Cashier	13.72	14.10	14.53	14.96	15.40	15.90
U 100	Lifeguard	13.72	14.10	14.53	14.96	15.40	15.90
U 101	Office Intern	13.25	14.25	15.25	19.00	X	X
U 103	Lead Guard	14.38	14.82	15.27	15.71	16.19	16.66
U 105	Clerical Aide	15.11	15.55	16.05	16.51	17.03	17.51
U 105	Aquatics Instructor	15.11	15.55	16.05	16.51	17.03	17.51
U 107	Parks Seasonal Mnt Worker	21.32	22.15	23.03	23.95	24.91	25.90
U 199	Municipal Court Judge	80.00	X	X	X	X	X
Management / Nonrepresented		1	2	3	4	5	6
U199	Senior Admin Specialist	4,096	4,301	4,516	4,742	4,979	5,228
U200		4,178	4,387	4,607	4,837	5,079	5,333
U201	HR Specialist	4,262	4,475	4,699	4,934	5,180	5,440
U202	Administrative Assistant II	4,347	4,565	4,793	5,032	5,284	5,548
U203		4,434	4,656	4,889	5,133	5,390	5,659
U204		4,523	4,749	4,986	5,236	5,498	5,772
U205		4,613	4,844	5,086	5,340	5,608	5,888
U206		4,706	4,941	5,188	5,447	5,720	6,006
U207		4,800	5,040	5,292	5,556	5,834	6,126
U208	Mechanic Supervisor	4,896	5,140	5,397	5,667	5,951	6,248
U209	HR Technician	4,994	5,243	5,505	5,781	6,070	6,373
U210		5,093	5,348	5,616	5,896	6,191	6,501
U211	Municipal Court Supervisor	5,195	5,455	5,728	6,014	6,315	6,631
U211	Accountant	5,195	5,455	5,728	6,014	6,315	6,631
U211	Executive Assistant to CM	5,195	5,455	5,728	6,014	6,315	6,631
U211	Aquatics Supervisor	5,195	5,455	5,728	6,014	6,315	6,631
U212		5,299	5,564	5,842	6,135	6,441	6,763
U213	Support Unit Supervisors	5,405	5,675	5,959	6,257	6,570	6,899
U214	Senior Accountant	5,513	5,789	6,078	6,382	6,702	7,037
U215		5,624	5,905	6,200	6,510	6,836	7,177
U216	Library Services Supervisor	5,736	6,023	6,324	6,640	6,972	7,321
U216	Facilities Maintenance Supervisor	5,736	6,023	6,324	6,640	6,972	7,321
U216	Reference Services Supervisor	5,736	6,023	6,324	6,640	6,972	7,321
U216	Crew Supervisor	5,736	6,023	6,324	6,640	6,972	7,321
U216	Parks Supervisor	5,736	6,023	6,324	6,640	6,972	7,321
U216	Administrative Services Manager	5,736	6,023	6,324	6,640	6,972	7,321
U217	City Recorder	5,851	6,143	6,451	6,773	7,112	7,467
U217	Project Engineer	5,851	6,143	6,451	6,773	7,112	7,467
U218		5,968	6,266	6,580	6,908	7,254	7,617
U219	Senior Management Analyst	6,087	6,392	6,711	7,047	7,399	7,769
U220	WTP Superintendent	6,209	6,519	6,845	7,188	7,547	7,924
U221		6,333	6,650	6,982	7,331	7,698	8,083
U222		6,460	6,783	7,122	7,478	7,852	8,244
U223	Assistant Finance Director	6,589	6,918	7,264	7,628	8,009	8,409
U223	Public Works Superintendent	6,589	6,918	7,264	7,628	8,009	8,409
U224		6,721	7,057	7,410	7,780	8,169	8,578
U225	Engineering Division & Projects Manager	6,855	7,198	7,558	7,936	8,332	8,749
U226		6,992	7,342	7,709	8,094	8,499	8,924
U227	Building Official	7,132	7,489	7,863	8,256	8,669	9,103
U228		7,275	7,638	8,020	8,421	8,842	9,285
U229		7,420	7,791	8,181	8,590	9,019	9,470
U230		7,569	7,947	8,344	8,762	9,200	9,660
U231	Fire Division Chief	7,720	8,106	8,511	8,937	9,384	9,853
U232		7,874	8,268	8,682	9,116	9,571	10,050

**CITY OF FOREST GROVE
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Management / Nonrepresented (Continued)		1	2	3	4	5	6
U233		8,032	8,433	8,855	9,298	9,763	10,251
U234	Information Technology Manager	8,193	8,602	9,032	9,484	9,958	10,456
U234	Human Resources Manager	8,193	8,602	9,032	9,484	9,958	10,456
U234	Police Captain	8,193	8,602	9,032	9,484	9,958	10,456
U234	Library Director	8,193	8,602	9,032	9,484	9,958	10,456
U234	Parks & Recreation Director	8,193	8,602	9,032	9,484	9,958	10,456
U235		8,356	8,774	9,213	9,674	10,157	10,665
U236		8,524	8,950	9,397	9,867	10,360	10,878
U237	L&P Engineering Manager	8,694	9,129	9,585	10,064	10,568	11,096
U238		8,868	9,311	9,777	10,266	10,779	11,318
U239	Community Development Director	9,045	9,497	9,972	10,471	10,995	11,544
U239	Public Works Director	9,045	9,497	9,972	10,471	10,995	11,544
U240	Fire Chief	9,226	9,687	10,172	10,680	11,214	11,775
U240	Police Chief	9,226	9,687	10,172	10,680	11,214	11,775
U240	Administrative Services Director	9,226	9,687	10,172	10,680	11,214	11,775
U240	Light & Power Director	9,226	9,687	10,172	10,680	11,214	11,775
U241		9,411	9,881	10,375	10,894	11,439	12,011
U242		9,599	10,079	10,583	11,112	11,667	12,251
U243		9,791	10,280	10,794	11,334	11,901	12,496
U244		9,987	10,486	11,010	11,561	12,139	12,746
U245		10,186	10,696	11,230	11,792	12,382	13,001
U246							13,124
	City Manager (current contract amount)						12,867
AFSCME Local 3786		1	2	3	4	5	6
A 16	Aquatics Program Specialist	3,168	3,292	3,425	3,559	3,701	3,850
A 16	Library Assistant	3,168	3,292	3,425	3,559	3,701	3,850
A 17	Janitor	3,278	3,408	3,543	3,685	3,832	3,986
A 17	Fire Logistics Technician	3,278	3,408	3,543	3,685	3,832	3,986
A 18	Administrative Specialist 1	3,294	3,427	3,561	3,702	3,852	4,006
A 19	Library Associate	3,543	3,685	3,832	3,987	4,146	4,313
A 20	Administrative Specialist 2	3,657	3,804	3,954	4,112	4,277	4,447
A 21	Utility Worker 1	3,695	3,839	3,992	4,151	4,318	4,490
A 24	Accounting Technician	4,072	4,234	4,404	4,580	4,763	4,954
A 25	Permit Coordinator	4,121	4,285	4,458	4,632	4,820	5,015
A 26	Utility Worker 2	4,163	4,330	4,503	4,683	4,870	5,065
A 27	Mechanic	4,264	4,431	4,610	4,793	4,986	5,183
A 28	Administrative Assistant	4,346	4,520	4,703	4,889	5,084	5,286
A 29	Payroll Coordinator	4,388	4,564	4,747	4,936	5,133	5,339
A 30	PC Technician	4,474	4,654	4,840	5,032	5,234	5,443
A 31	Youth Services Librarian	4,563	4,746	4,935	5,132	5,338	5,551
A 31	Adult Services Librarian	4,563	4,746	4,935	5,132	5,338	5,551
A 32	Engineering Tech	4,575	4,756	4,945	5,143	5,349	5,561
A 32	Assistant Planner	4,575	4,756	4,945	5,143	5,349	5,561
A 33	Utility Worker 2 & WTPO	4,608	4,792	4,984	5,183	5,389	5,603
A 33	PW Program Specialist	4,608	4,792	4,984	5,183	5,389	5,603
A 34	PC Technician II	4,898	5,091	5,296	5,509	5,730	5,957
A 34	Water Treatment Plant Operator	4,898	5,091	5,296	5,509	5,730	5,957
A 36	Building Inspector 1	4,983	5,179	5,386	5,603	5,825	6,060
A 38	Associate Planner	5,167	5,374	5,590	5,814	6,046	6,288
A 38	Program Coordinator	5,167	5,374	5,590	5,814	6,046	6,288
A 40	Building Inspector 2	5,481	5,701	5,927	6,163	6,411	6,668
A 45	Economic Development Program Manager	6,060	6,301	6,555	6,816	7,088	7,369
A 45	Network Administrator	6,060	6,301	6,555	6,816	7,088	7,369
A 45	GIS Coordinator	6,060	6,301	6,555	6,816	7,088	7,369
A 45	Senior Planner	6,060	6,301	6,555	6,816	7,088	7,369
A 49	Electrical Engineer	6,710	6,977	7,257	7,546	7,847	8,161

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Firefighter Association		1	2	3	4	5	6	
F 90	Firefighter	5,701	5,974	6,250	6,522	6,798	7,073	
F 92	Liuetenant	5,987	6,273	6,564	6,849	7,138	7,427	
F 96	Fire Captain	6,552	6,869	7,182	7,495	7,811	8,124	
F 98	Fire Inspector	6,701	7,022	7,344	7,666	7,986	8,311	
Police Association		1	2	3	4	5	6	
P 76	Records Specialist	3,897	4,053	4,217	4,385	4,560	4,745	
P 78	Community Outreach Coordinator	4,256	4,427	4,605	4,789	4,980	5,179	
P 78	Code Enforcement Officer	4,256	4,427	4,605	4,789	4,980	5,179	
P 79	Property Evidence Specialist	4,299	4,470	4,649	4,835	5,029	5,229	
P 80	Police Officer	5,288	5,638	5,889	6,213	6,494	6,849	
P 90	Sergeant	6,549	6,875	7,220	7,581	7,959	8,358	
IBEW Local 125 7/1/20 - 6/30/21		1	2	3	4	5	6	7
i52	IBEW Mechanic	25.63	27.20	28.74	29.98	31.04	32.06	X
i50	Meter Reader	21.46	25.42	29.95	X	X	X	X
i54	Senior Utility Worker	27.04	30.51	33.93	X	X	X	X
	Senior Utility Worker II 107% of SUW	36.60	X	X	X	X	X	X
i60	Apprentice Lineman	34.11	36.74	38.32	39.88	41.99	44.08	47.24
i63	Journeyman Tree Trimmer	41.96	X	X	X	X	X	X
i64	Tree Trimmer Foreman	47.22	X	X	X	X	X	X
i65	Journey Lineman	52.47	X	X	X	X	X	X
i65	Journey Meterman	52.47	X	X	X	X	X	X
i66	Lead Meter Relay Tech	56.15	X	X	X	X	X	X
i66	Lead Substation Relay Tech	56.15	X	X	X	X	X	X
i68	Meterman Foreman	57.72	X	X	X	X	X	X
i68	Working Foreman	57.72	X	X	X	X	X	X
i70	Meter Relay Foreman	59.31	X	X	X	X	X	X
i72	Line Foreman	60.35	X	X	X	X	X	X
i67	Serviceman (105% of Lineman Salary)	55.10	X	X	X	X	X	X
i73	General Foreman (117% of Lineman Salary)	61.40	X	X	X	X	X	X
i59	Groundsman (65% of Lineman Salary)	34.11	X	X	X	X	X	X
	Pre-Apprentice Lineman (65% of JL)	34.11	X	X	X	X	X	X
	Apprentice Tree Trimmer (76% of TT not yet	31.8896	X	X	X	X	X	X

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CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan Summary

During every budget cycle, the City of Forest Grove reviews and updates the 5-Year Capital Improvement Plan for each department that has projects upcoming in the upcoming five years or future years. Included is a brief summary list of all of the current 5-year projects and their associated costs. A more detailed look at each CIP project is listed after the summary, which includes a brief description of the project and funding sources to complete the project.

Questions related to any project seen in this document may be forwarded to each specific Department Director of each Department listed in the Capital Improvement Plan. Their current contact information can be found on our City of Forest Grove's website if needed.

<u>CIP #</u>	<u>PROJECT</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>CIP TOTAL</u>	<u>FUNDING</u>
<u>ADMINISTRATION</u>								
GEN.001	New Police Facility	0	0	600,000	20,400,000	0	21,000,000	CAP PROJECTS
GEN.002	Development Services Annex	200,000	3,200,000	0	0	0	3,400,000	CAP/GEN/PER
ADMINISTRATION CIP TOTAL		200,000	3,200,000	600,000	20,400,000	0	24,400,000	
<u>LIGHT AND POWER</u>								
LP.001	Major Tools and Equipment	28,000	30,000	30,000	30,000	30,000	148,000	L&P
LP.002	Substation Upgrade	250,000	150,000	150,000	150,000	150,000	850,000	L&P
LP.004	Property Improvements	60,000	20,000	20,000	20,000	20,000	140,000	L&P
LP.008	Vehicle Replacement Program	415,000	152,000	160,000	180,000	100,000	1,007,000	L&P
LP.009	Specialized Equipment	0	65,000	91,000	91,000	0	247,000	L&P
LP.022	Distribution System Upgrades	100,000	100,000	200,000	200,000	200,000	800,000	L&P
LIGHT AND POWER CIP TOTAL =		853,000	517,000	651,000	671,000	500,000	3,192,000	
<u>MAJOR EQUIPMENT</u>								
EQ.001	Equipment Replacement Program	251,000	641,000	205,000	183,000	840,000	2,120,000	Equipment
EQUIPMENT CIP TOTAL =		251,000	641,000	205,000	183,000	840,000	2,120,000	
<u>STREETS</u>								
ST.001	General Overlay Improvements	735,000	780,000	780,000	780,000	780,000	3,855,000	Street
ST.XXX	Curb Ramp Improvements	225,000	0	0	0	0	225,000	Street
ST.008	Major Tools and Equipment	10,000	10,000	10,000	10,000	10,000	50,000	TIF
ST.XXX	Pacific Avenue - Safeway/Goodwill	158,000	0	0	0	0	158,000	TIF
ST.XXX	Martin road & Highway 47	740,000	0	0	0	0	740,000	Street
ST.XXX	Pacific & Hwy 47 improvements	164,740	0	0	0	0	164,740	TDT
ST.XXX	Signal Loop Replacement	8,000	8,000	8,000	8,000	8,000	40,000	Street
ST.XXX	D Street CDBG Project	343,000	0	0	0	0	343,000	Street
ST.XXX	Thatcher & Gales Creek Intersection	400,000	0	0	0	0	400,000	Street
ST.051	ADA Improvements	20,000	20,000	20,000	20,000	20,000	100,000	TIF
ST.015	19th Avenue Extension	368,000	0	0	0	0	368,000	Street
ST.XXX	Pedestrian Signal Replacement	46,000	0	0	0	0	46,000	Street
STREET CIP TOTAL =		3,217,740	818,000	818,000	818,000	818,000	6,489,740	

Capital Improvement Plan Summary

CIP #	PROJECT	2020-21	2021-22	2022-23	2023-24	2024-25	CIP TOTAL	FUND
SEWER								
SW.001	Repair and replace Old Sewer Pipes	30,000	30,000	30,000	30,000	30,000	150,000	Sewer
SW.002	Sewer Oversizing Participation	70,000	70,000	70,000	70,000	70,000	350,000	Sewer SDC
SW.XXX	13th Ave Extension	100,000	0	0	0	0	100,000	Sewer
SW.XXX	Martin Rd Sewer Line Design/Reloc	10,500	110,500	0	0	0	121,000	Sewer
SW.XXX	I&I Program	375,000	0	0	0	0	375,000	CWS Finance
SW.XXX	D Street CDBG Project	122,000	0	0	0	0	122,000	Sewer SDC
SW.XXX	Sewer Repair at Forest Glenn Park	25,000	0	0	0	0	25,000	Sewer
SEWER CIP TOTAL =		732,500	210,500	100,000	100,000	100,000	1,243,000	
WATER								
W.001	Improvements to Distrib. System	100,000	100,000	100,000	100,000	100,000	500,000	Water
W.002	Waterline Oversizing	50,000	50,000	50,000	50,000	50,000	250,000	Water SDC
W.003	Water Treatment Plant Projects	33,000	33,000	33,000	33,000	33,000	165,000	Water
W.XXX	Water Line Extensions	100,000	100,000	100,000	100,000	100,000	500,000	Water
W.057	C to D Street Loop on 19th Avenue	130,000	0	0	0	0	130,000	Water SDC
W.016	Large Meter Replacement	50,000	50,000	50,000	50,000	50,000	250,000	Water
W.XXX	Covered Storage @ 23rd st Facility	350,000	0	0	0	0	350,000	Water
W.XXX	Emergency Intertie	175,000	425,000	30,000	30,000	30,000	690,000	Water/W SDC
W.XXX	Martin/47 Relocation and Upsizing	24,000	148,000	0	0	0	172,000	Water SDC
W.XXX	SCADA communications upgrade	75,000	0	0	0	0	75,000	Water SDC
W.XXX	D Street CDBG Project	57,000	0	0	0	0	57,000	Water SDC
JWC.001	JWC Project (FG Portion)	541,224	169,459	44,160	129,420	383,260	1,267,523	Water/W SDC
WATER CIP TOTAL =		1,685,224	1,075,459	407,160	492,420	746,260	4,406,523	
SURFACE WATER MANAGEMENT								
SWM.004	Storm Sewer Construction	20,000	20,000	20,000	20,000	20,000	100,000	SWM
SWM.018	Storm Sewer Outfalls	10,000	10,000	10,000	10,000	10,000	50,000	SWM
SWM.XXX	D Street CDBG Project	97,000	0	0	0	0	97,000	SWM
SWM.XXX	Alyssum & Twinflower line replace	0	0	300,000	0	0	300,000	SWM
SWM CIP TOTAL =		127,000	30,000	330,000	30,000	30,000	547,000	

Capital Improvement Plan Summary

CIP #	PROJECT	2020-21	2021-22	2022-23	2023-24	2024-25	CIP TOTAL	FUND
PUBLIC SAFETY (POLICE & FIRE)								
PD.012	MDC Replacement(4 year cycle)	0	0	78,000	0	0	78,000	Excise
PD.040	Weapons Procure & Replacement	10,000	10,000	10,000	10,000	10,000	50,000	Excise
FF.001	Vehicle Replacement	395,000	252,500	65,000	335,000	116,500	1,164,000	50/50
FF.002	Replacement of Rescue Equipment	15,500	15,500	15,500	15,500	15,500	77,500	50/50
FF.003	Replacement of Turnouts	20,000	20,000	20,000	20,000	20,000	100,000	50/50
PUBLIC SAFETY CIP TOTAL =		440,500	298,000	188,500	380,500	162,000	1,469,500	

PARKS & RECREATION

PKS.007	Stites Park development	0	1,650,000	0	3,414,844	0	5,064,844	General
PKS.008	AT Smith Park development	0	200,000	0	0	4,244,249	4,444,249	Major Maint.
PKS.009	Rogers Pack Renovation	1,370,000	0	0	0	0	1,370,000	Prk SDC/Grant
PKS.013	Trails and Greenways	0	450,000	0	0	0	450,000	Parks SDC
PKS.022	Lincoln Park Master Plan	0	1,650,000	0	0	8,719,458	10,369,458	Parks SDC
PKS.023	Northside Property Purchase	1,400,000	0	0	0	0	1,400,000	Parks SDC
AQ.004	Aquatics Center Renovation	0	0	7,838,950	0	0	7,838,950	Bond
P&R CIP TOTAL =		2,770,000	3,950,000	7,838,950	3,414,844	12,963,707	30,937,501	

	2020-21	2021-22	2022-23	2023-24	2024-25	CIP TOTAL
2020-25 CIP TOTAL =	10,276,964	10,739,959	11,138,610	26,489,764	16,159,967	74,805,264



Administration Department Projects

Project Title:	GEN.001 > New Police Facility					
Project Description:	New Police Facility					
Est. Completion	Summer 2021					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design	-	-	600,000	250,000	-	850,000
Construction	-	-	-	19,650,000	-	19,650,000
Equipment	-	-	-	500,000	-	500,000
TOTAL	-	-	600,000	20,400,000	-	21,000,000
Funding:						
Gen'l Obligation Bond	-	-	600,000	20,400,000	-	21,000,000
TOTAL	-	-	600,000	20,400,000	-	21,000,000

Project Title:	GEN.002 > Development Services Annex					
Project Description:	Add additional office by remodeling or replacing an existing facility					
Est. Completion	Fall 2021					
Project Costs	2019-20 Budget	2020-21 Estimate	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	Project Total
Expenses:						
Design	200,000	100,000	-	-	-	300,000
Construction		3,100,000	-	-	-	3,100,000
TOTAL	200,000	3,200,000	-	-	-	3,400,000
Funding:						
Capital Projects Fund	100,000	350,000	-	-	-	450,000
Short-Term Loan		1,350,000				1,350,000
Building Permits Fund	100,000	1,500,000	-	-	-	1,600,000
TOTAL	200,000	3,200,000	-	-	-	3,400,000

Light and Power Department Projects

Project # and Title: LP.001 > Major Tools
Project Description: Yearly Updates to major tools and additional equipment over \$5,000
Est. Completion: Ongoing

Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	28,000	30,000	30,000	30,000	30,000	148,000
TOTAL	28,000	30,000	30,000	30,000	30,000	148,000
Funding:						
L&P Fund	28,000	30,000	30,000	30,000	30,000	148,000
TOTAL	28,000	30,000	30,000	30,000	30,000	148,000



Project # and Title: LP.002 > Substation Upgrades
Map Location: LP.002
Project Description: Upgrades to Thatcher and Forest Grove Substations
Est. Completion: Ongoing

Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design/Engineering	25,000	25,000	25,000	25,000	25,000	125,000
Site Prep	100,000	25,000	25,000	25,000	25,000	200,000
Equipment	125,000	100,000	100,000	100,000	100,000	525,000
TOTAL	250,000	150,000	150,000	150,000	150,000	850,000
Funding:						
L&P Fund	250,000	150,000	150,000	150,000	150,000	850,000
TOTAL	250,000	150,000	150,000	150,000	150,000	850,000

Light and Power Department Projects

Project # and Title:	LP.004 > Property Improvements					
Project Description:	Maintenance and Upgrades to Light and Power Property					
Est. Completion	Ongoing					

Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	60,000	20,000	20,000	20,000	20,000	140,000
TOTAL	60,000	20,000	20,000	20,000	20,000	140,000
Funding:						
L&P Fund	60,000	20,000	20,000	20,000	20,000	140,000
TOTAL	60,000	20,000	20,000	20,000	20,000	140,000



Project # and Title:	LP.008 > Vehicle Replacement					
Project Description:	Replacement of vehicles					
Est. Completion	Ongoing					

Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	415,000	152,000	160,000	180,000	100,000	1,007,000
TOTAL	415,000	152,000	160,000	180,000	100,000	1,007,000
Funding:						
L&P Fund	415,000	152,000	160,000	180,000	100,000	1,007,000
TOTAL	415,000	152,000	160,000	180,000	100,000	1,007,000

Light and Power Department Projects

Project # and Title:	LP.009 > Specialized Equipment Purchases					
Project Description:	Purchase of specialized equipment over \$5,000					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	-	65,000	91,000	91,000	-	247,000
TOTAL	-	65,000	91,000	91,000	-	247,000
Funding:						
L&P Fund	-	65,000	91,000	91,000	-	247,000
TOTAL	-	65,000	91,000	91,000	-	247,000



Project # and Title:	LP.022 > Distribution System Upgrades					
Project Description:	Implementing improvements to system					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	100,000	100,000	200,000	200,000	200,000	800,000
TOTAL	100,000	100,000	200,000	200,000	200,000	800,000
Funding:						
L&P Fund	100,000	100,000	200,000	200,000	200,000	800,000
TOTAL	100,000	100,000	200,000	200,000	200,000	800,000

Streets Department Projects

Project Title:	ST.001 > General Overlay Improvements					
Project Description:	General Overlay Projects throughout Forest Grove					
Est. Completion	Ongoing Yearly Maintenance					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	735,000	780,000	780,000	780,000	780,000	3,855,000
TOTAL	735,000	780,000	780,000	780,000	780,000	3,855,000
Funding:						
Street Fund	735,000	780,000	780,000	780,000	780,000	3,855,000
TOTAL	735,000	780,000	780,000	780,000	780,000	3,855,000



Project Title:	19th Ave Extension					
Project Description:	Improvements on 19th Ave between "C" and "D" Street					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	368,000	-	-	-	-	368,000
TOTAL	368,000	-	-	-	-	368,000
Funding:						
Street Fund	368,000	-	-	-	-	368,000
TOTAL	368,000	-	-	-	-	368,000

Streets Department Projects

Project # and Title:	Thatcher & Gales Creek Intersection Improvements/Alignment for Thatcher & Gales Creek in partnership with County					
Project Description:						
Est. Completion	2021-2022					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Equipment Purchases	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000
Funding:						
TIF Fund	400,000	-	-	-	-	400,000
TOTAL	400,000	-	-	-	-	400,000



Project Title:	Martin Road & Highway 47 Intersection Improvements					
Project Description:	County MSTIP Project FY2019-24					
Est. Completion	FY 2023-24					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design	740,000	-	-	-	-	740,000
TOTAL	740,000	-	-	-	-	740,000
Funding:						
TIF Fund	740,000	-	-	-	-	740,000
TOTAL	740,000	-	-	-	-	740,000

Streets Department Projects

Project Title:	Major Tools and Equipment Purchases					
Project Description:	Ongoing general large purchases for the Streets Department					
Est. Completion	Ongoing Yearly Expenses					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchases	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000
Funding:						
Street Fund	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000



Project Title:	Curb Ramp Improvements					
Project Description:	For overlays and for ARTS project as part of the Overlay project					
Est. Completion	Ongoing Yearly Maintenance					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	225,000	-	-	-	-	225,000
TOTAL	225,000	-	-	-	-	225,000
Funding:						
TDT Fund	225,000	-	-	-	-	225,000
TOTAL	225,000	-	-	-	-	225,000

Streets Department Projects

Project Title:	ST.051 - ADA Improvements					
Project Description:	Construction of ADA compliant curb ramps					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000
Funding:						
Street Fund	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000



Project Title:	Pacific Avenue - Safeway/Goodwill					
Project Description:	Modify intersection to prevent traffic from crossing from Goodwill to Safeway parking lot.					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	158,000	-	-	-	-	158,000
TOTAL	158,000	-	-	-	-	158,000
Funding:						
Street Fund	158,000	-	-	-	-	158,000
TOTAL	750,000	-	-	-	-	750,000

Streets Department Projects

Project Title:	ST.XXX - Pedestrian Signal Replacement					
Project Description:	ARTS Signal Illumination and Ped Signal Head Replacement -ODOT Program					
Est. Completion	2019-20					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	46,000	-	-	-	-	46,000
TOTAL	46,000	-	-	-	-	46,000
Funding:						
Street Fund	46,000	-	-	-	-	46,000
TOTAL	46,000	-	-	-	-	46,000

Project Title:	Public Improvements to Pacific Avenue and Hwy 47.					
Project Description:	Construct public improvements to widen the existing roadway for a right turn lane along Pacific Highway					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	164,740	-	-	-	-	164,740
TOTAL	164,740	-	-	-	-	164,740
Funding:						
TIF Fund	164,740	-	-	-	-	164,740
TOTAL	164,740	-	-	-	-	164,740

Project Title:	Signal Loop Replacement					
Project Description:	Replacement of signal loops within the City of Forest Grove					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	8,000	8,000	8,000	8,000	8,000	40,000
TOTAL	8,000	8,000	8,000	8,000	8,000	40,000
Funding:						
Street Fund	8,000	8,000	8,000	8,000	8,000	40,000
TOTAL	8,000	8,000	8,000	8,000	8,000	40,000

Streets Department Projects

Project Title:	D Street CDBG Project					
Project Description:	Construct new curbs/gutters, sidewalks, utility work, and new surfacing.					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	343,000	-	-	-	-	343,000
TOTAL	343,000	-	-	-	-	343,000
Funding:						
Street Fund	343,000	-	-	-	-	343,000
TOTAL	343,000	-	-	-	-	343,000

Sewer Department Projects

Project Title: SW.001 > Repair and Replace Old Sewer Pipes
Map Location: None
Project Description: Reconstruct existing sewer mains as needed due to pipe condition
Est. Completion Ongoing Yearly Maintenance work

Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	30,000	30,000	30,000	30,000	30,000	150,000
TOTAL	30,000	30,000	30,000	30,000	30,000	150,000
Funding:						
Sewer Fund	30,000	30,000	30,000	30,000	30,000	150,000
TOTAL	30,000	30,000	30,000	30,000	30,000	150,000

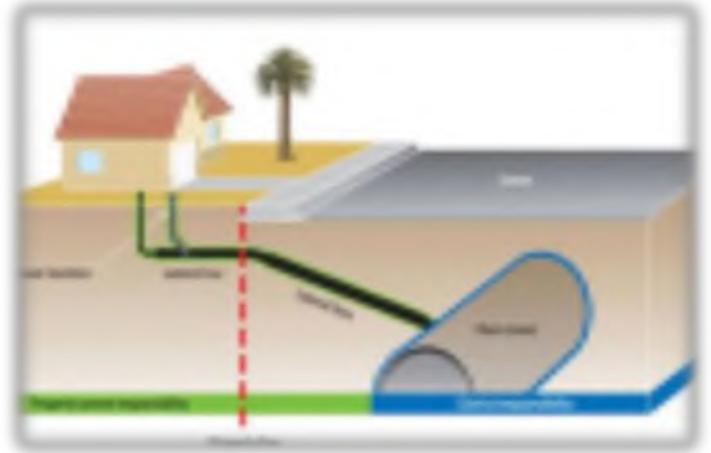


Project Title: SW.002 > Sewer Oversizing Participation
Map Location: None
Project Description: Oversizing in upcoming developments to increase capacity
Est. Completion Ongoing Yearly Maintenance work

Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	70,000	70,000	70,000	70,000	70,000	350,000
TOTAL	70,000	70,000	70,000	70,000	70,000	350,000
Funding:						
Sewer SDC Fund	70,000	70,000	70,000	70,000	70,000	350,000
TOTAL	70,000	70,000	70,000	70,000	70,000	350,000

Sewer Department Projects

Project Title:	Main St. and 23rd Ave I/I rehab					
Project Description:	2nd Phase to rehabilitate sewers and remove Infiltration and Inflow					
Est. Completion	FY2021					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	375,000	-	-	-	-	375,000
TOTAL	375,000	-	-	-	-	375,000
Funding:						
Financed through CWS	375,000	-	-	-	-	375,000
TOTAL	375,000	-	-	-	-	375,000



Project Title:	Sewer Extension on 13th Avenue					
Project Description:	Required to address SSO issue between intersection of 13th and Cedar and 13th Birch Street, in-house design & Installation					
Est. Completion						
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	100,000	-	-	-	-	100,000
TOTAL	100,000	-	-	-	-	100,000
Funding:						
Sewer Fund	100,000	-	-	-	-	100,000
TOTAL	100,000	-	-	-	-	100,000

Sewer Department Projects

Project Title: Sewer Repair Forest Glenn Park						
Project Description: Construction is completed, the remaining work is to mitigate impacts to the vegetated corridor.						
Est. Completion Summer 2020						
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Engineering/Design	25,000	-	-	-	-	25,000
TOTAL	25,000	-	-	-	-	25,000
Funding:						
Sewer Fund	25,000	-	-	-	-	25,000
TOTAL	25,000	-	-	-	-	25,000

Project Title: Martin Road Sewer Line Design and Relocation						
Project Description: Relocate existing sanitary sewer at intersection of HWY 47 & Martin Rd as part of Martin Rd MSTIP Project						
Est. Completion FY2023-24						
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	10,500	110,500	-	-	-	121,000
TOTAL	10,500	110,500	-	-	-	121,000
Funding:						
Sewer Fund	10,500	110,500	-	-	-	121,000
TOTAL	10,500	110,500	-	-	-	121,000

Project Title: D Street CDBG Project						
Project Description: Gales Creek Terrace subdivision improvements						
Est. Completion FY2020-21						
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	122,000	-	-	-	-	122,000
TOTAL	122,000	-	-	-	-	122,000
Funding:						
Sewer SDC Fund	122,000	-	-	-	-	122,000
TOTAL	122,000	-	-	-	-	122,000

Water Department Projects

Project Title:	W.001 > Improvements to distribution system					
Project Description:	General waterline improvements around the city.					
Est. Completion	Ongoing Yearly Maintenance					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL	100,000	100,000	100,000	100,000	100,000	500,000
Funding:						
Water Fund	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL	100,000	100,000	100,000	100,000	100,000	500,000



Project Title:	W.002 - Line Oversizing					
Project Description:	Oversizing of water pipes for future growth potential					
Est. Completion	Ongoing Yearly Maintenance					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	50,000	50,000	50,000	50,000	50,000	250,000
TOTAL	50,000	50,000	50,000	50,000	50,000	250,000
Funding:						
Water SDC Fund	50,000	50,000	50,000	50,000	50,000	250,000
TOTAL	50,000	50,000	50,000	50,000	50,000	250,000

Water Department Projects

Project Title:	W.003 > Water Treatment Plant Projects					
Project Description:	Ongoing Water Treat Plant projects forecasted					
Est. Completion	Ongoing Yearly Projects and Maintenance					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
WTP Reservoir rehab	33,000	33,000	33,000	33,000	33,000	165,000
TOTAL	33,000	33,000	33,000	33,000	33,000	165,000
Funding:						
Water Fund	33,000	33,000	33,000	33,000	33,000	165,000
TOTAL	33,000	33,000	33,000	33,000	33,000	165,000



Project Title:	Water Line Extension					
Project Description:	Water line extension support as needed					
Est. Completion	Ongoing Maintenance work					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL	100,000	100,000	100,000	100,000	100,000	500,000
Funding:						
Water Fund	100,000	100,000	100,000	100,000	100,000	500,000
TOTAL	100,000	100,000	100,000	100,000	100,000	500,000

Water Department Projects

Project Title:	W.057 - C Street to D Street Looping on 19th Ave.					
Project Description:	Looping improvements, dependent on Gales Creek Terrace development					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	130,000	-	-	-	-	130,000
TOTAL	130,000	-	-	-	-	130,000
Funding:						
Water SDC Fund	130,000	-	-	-	-	130,000
TOTAL	130,000	-	-	-	-	130,000



Project Title:	W.016 - Large Meter Replacement					
Project Description:	Repair and/or Replacement of Commercial/Industrial large meters					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	50,000	50,000	50,000	50,000	50,000	250,000
TOTAL	50,000	50,000	50,000	50,000	50,000	250,000
Funding:						
Water Fund	50,000	50,000	50,000	50,000	50,000	250,000
TOTAL	50,000	50,000	50,000	50,000	50,000	250,000

Water Department Projects

Project Title:	JWC.001 - JWC Projects					
Project Description:	Forest Grove portion for JWC Projects					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Capital Repair/Replace	392,893	109,976	26,520	73,560	120,600	723,549
New/Expansion Projects	148,331	59,483	17,640	55,860	262,660	543,974
TOTAL	541,224	169,459	44,160	129,420	383,260	1,267,523
Funding:						
Water Fund	392,893	109,976	26,520	73,560	120,600	723,549
Water SDC Fund	148,331	59,483	17,640	55,860	262,660	543,974
TOTAL	541,224	169,459	44,160	129,420	383,260	1,267,523



Water Department Projects

Project Title:	Covered Storage Area @ 23rd Avenue Facility					
Project Description:	Installing covered storage area at Public Works field yard					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	350,000	-	-	-	-	350,000
TOTAL	350,000	-	-	-	-	350,000
Funding:						
Water Fund	350,000	-	-	-	-	350,000
TOTAL	350,000	-	-	-	-	350,000

Project Title:	Emergency Intertie					
Project Description:	Annual & Emg Leasing, Design, & Const. of a backup supply connection to JWC system					
Est. Completion	2021-22					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design	75,000	25,000				100,000
Construction	100,000	400,000				500,000
Leasing	-		30,000	30,000	30,000	90,000
TOTAL	175,000	425,000	30,000	30,000	30,000	690,000
Funding:						
Water Fund			30,000	30,000	30,000	90,000
Water SDC Fund	175,000	425,000	-	-	-	600,000
TOTAL	175,000	425,000	30,000	30,000	30,000	690,000

Project Title:	Water Line Relocation and Upsizing for Martin Road & Highway 47 Intersection Improvements					
Project Description:	Replace and relocate approximately 200 ft. of existing 4" waterline with 10" waterline.					
Est. Completion	2021-22					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design & Construction	24,000	148,000				172,000
TOTAL	24,000	148,000	-	-	-	172,000
Funding:						
Water SDC Fund	24,000	148,000	-	-	-	172,000
TOTAL	24,000	148,000	-	-	-	172,000

Water Department Projects

Project Title:	SCADA communications upgrade					
Project Description:	Replace existing SCADA communications with reliable cellular based technology					
Est. Completion	2021-22					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design & Construction	75,000					75,000
TOTAL	75,000	-	-	-	-	75,000
Funding:						
Water SDC Fund	75,000	-	-	-	-	75,000
TOTAL	75,000	-	-	-	-	75,000

Project Title:	D Street CDBG Project					
Project Description:	Construct new curbs/gutters, sidewalks, utility work, and new surfacing.					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design & Construction	57,000					57,000
TOTAL	57,000	-	-	-	-	57,000
Funding:						
Water SDC Fund	57,000	-	-	-	-	57,000
TOTAL	57,000	-	-	-	-	57,000

Surface Water Management Department Projects

Project Title:	SWM.004 > Storm Sewer Construction					
Project Description:	Expand storm sewer capacity and/or rehabilitation					
Est. Completion	Ongoing Yearly Maintenance					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000
Funding:						
SWM Fund	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	20,000	20,000	20,000	20,000	20,000	100,000



Project Title:	SWM.018 > Storm Sewer Outfalls					
Project Description:	Outfalls identified by Clean Water Services will be created/updated					
Est. Completion	Ongoing Yearly Maintenance					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000
Funding:						
SWM Fund	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000

Surface Water Management Department Projects

Project Title:	D Street CDBG Project					
Project Description:	Construct new curbs/gutters, sidewalks, utility work, and new surfacing					
Est. Completion	2020-21					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	97,000	-	-	-	-	97,000
TOTAL	97,000	-	-	-	-	97,000
Funding:						
SWM Fund	97,000	-	-	-	-	97,000
TOTAL	97,000	-	-	-	-	97,000



Project Title:	Alyssum and Twinflower Storm Line Replacement					
Project Description:	Replace existing 12, 18, and 21 inch storm line with 24 inch, as existing system goes from 24" to 12inch, 18", and 21" before going to 24". Project to be verified by upcoming SWM Master Plan.					
Est. Completion	2022-23					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	-	-	300,000	-	-	300,000
TOTAL	-	-	300,000	-	-	300,000
Funding:						
SWM Fund	-	-	300,000	-	-	300,000
TOTAL	-	-	300,000	-	-	300,000

Equipment Fund Expenditures for 2020-21

Project # and Title:	EQ.001 > Equipment Fund Planned Expenditures					
Project Description:	Equipment Purchases & Replacements					
Est. Completion	Ongoing Yearly Purchases					
Project Costs	2020-21 Budget	2021-2 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Equipment Fund Purchases	251,000	641,000	205,000	183,000	840,000	2,120,000
TOTAL	251,000	641,000	205,000	183,000	840,000	2,120,000
Funding:						
Equipment Fund	251,000	641,000	205,000	183,000	840,000	2,120,000
TOTAL	251,000	641,000	205,000	183,000	840,000	2,120,000

2020-2021 SCHEDULED VEHICLE REPLACEMENTS

CITY HALL

- #706 - City Hall - 2009 Ford Focus
- #710 - Building - 2011 Nissan Leaf

PUBLIC WORKS

None

POLICE DEPARTMENT

- #528 - 2011 Ford Fusion
- #529 - 2011 Ford Fusion
- #546 - 2016 Dodge Charger to Explorer
- #547 - 2016 Dodge Charger to Explorer
- #545 - 2016 Ford Explorer

PARKS DEPARTMENT

- #623 - 2016 Zero Turn Mower

Public Safety Projects

Project # and Title:	PD.012 > MDC Replacement					
Project Description:	Purchase / Replacement of Mobile Computers every 4 years					
Est. Completion	Replacement of all units every 4 years					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	-	-	78,000	-	-	78,000
TOTAL	-	-	78,000	-	-	78,000
Funding:						
CIP Excise Tax Fund	-	-	78,000	-	-	78,000
TOTAL	-	-	78,000	-	-	78,000



Project # and Title:	PD.040 > Weapons Procurement and Replacement					
Project Description:	Purchase & Upgrade Departmental weapons (lethal & less-lethal)					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000
Funding:						
CIP Excise Tax Fund	10,000	10,000	10,000	10,000	10,000	50,000
TOTAL	10,000	10,000	10,000	10,000	10,000	50,000

Public Safety Projects

Project # and Title:	F.001 > Vehicle Replacement					
Project Description:	2020-2021 includes purchase of a Type I Engine					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	790,000	505,000	130,000	670,000	233,000	2,328,000
TOTAL	790,000	505,000	130,000	670,000	233,000	2,328,000
Funding:						
General Fund	395,000	252,500	65,000	335,000	116,500	1,164,000
Fire District	395,000	252,500	65,000	335,000	116,500	1,164,000
TOTAL	790,000	505,000	130,000	670,000	233,000	2,328,000



Project # and Title:	F.002 > Rescue Equipment					
Project Description:	Hoses, Nozzles, other Rescue Equipment					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	31,000	31,000	31,000	31,000	31,000	155,000
TOTAL	31,000	31,000	31,000	31,000	31,000	155,000
Funding:						
General Fund	15,500	15,500	15,500	15,500	15,500	77,500
Fire District	15,500	15,500	15,500	15,500	15,500	77,500
TOTAL	31,000	31,000	31,000	31,000	31,000	155,000

Public Safety Projects

Project # and Title:	F.003 > Personal Protective Equipment					
Project Description:	Replacement of Turnouts					
Est. Completion	Ongoing					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Purchase	40,000	40,000	40,000	40,000	40,000	200,000
TOTAL	40,000	40,000	40,000	40,000	40,000	200,000
Funding:						
General Fund	20,000	20,000	20,000	20,000	20,000	100,000
Fire District	20,000	20,000	20,000	20,000	20,000	100,000
TOTAL	40,000	40,000	40,000	40,000	40,000	200,000



Parks & Recreation Department Projects

Project # and Title:	PKS.007					
Project Description:	Stites Park Development per 2020 Study					
Est. Completion	Fall 2024					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design/Construction	-	1,650,000	-	3,414,844	-	5,064,844
TOTAL	-	1,650,000	-	3,414,844	-	5,064,844
Funding:						
Parks SDC/Grant	-	1,650,000	-	3,414,844	-	5,064,844
TOTAL	-	1,650,000	-	3,414,844	-	5,064,844



Project # and Title:	PKS.008					
Project Description:	AT Smith Park Development per 2020 Study					
Est. Completion						
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design/Construction	-	200,000	-	-	4,244,249	4,444,249
TOTAL	-	200,000	-	-	4,244,249	4,444,249
Funding:						
Parks SDC/Partnerships	-	200,000	-	-	4,244,249	4,444,249
TOTAL	-	200,000	-	-	4,244,249	4,444,249

Parks & Recreation Department Projects

Project # and Title:	PKS.009 > Roger Park Renovation					
Project Description:	Anna and Abby's Yard					
Est. Completion	Fall 2020					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Construction	1,370,000	-	-	-	-	1,370,000
TOTAL	1,370,000	-	-	-	-	1,370,000
Funding:						
Parks Acq & Dev. Fund	775,000	-	-	-	-	775,000
Private Fundraising	595,000	-	-	-	-	595,000
TOTAL	1,370,000	-	-	-	-	1,370,000



Project # and Title:	PKS.013 > Trails and Greenways					
Project Description:	Development of various parks and facilities					
Est. Completion	Spring 2021					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design	-	90,000	-	-	-	90,000
Construction	-	360,000	-	-	-	360,000
TOTAL	-	450,000	-	-	-	450,000
Funding:						
Parks Acq & Dev. Fund	-	450,000	-	-	-	450,000
TOTAL	-	450,000	-	-	-	450,000

Parks & Recreation Department Projects

Project # and Title:	PKS.022 > Lincoln Park Master Plan					
Project Description:	Master Plan updates for design and construction					
Est. Completion	Fall 2023					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design	-	150,000	-	-	792,678	942,678
Construction	-	1,500,000			7,926,780	9,426,780
TOTAL	-	1,650,000	-	-	8,719,458	10,369,458
Funding:						
Parks Acq & Dev. Fund	-	1,650,000			8,719,458	10,369,458
TOTAL	-	1,650,000	-	-	8,719,458	10,369,458



Project # and Title:	PKS.023>					
Project Description:	Northside Property Purchase					
Est. Completion	Spring 2021					
Project Costs	2020-21 Budget	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	Project Total
Expenses:						
Design Services	1,400,000		-	-	-	1,400,000
TOTAL	1,400,000	-	-	-	-	1,400,000
Funding:						
Parks Acq & Dev. Fund	1,400,000		-	-	-	1,400,000
TOTAL	1,400,000	-	-	-	-	1,400,000