

city of  
forest  
grove

ADOPTED

**2008-09**

**BUDGET**



# **2008-09 BUDGET COMMITTEE**

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Paul Downey, Administrative Services Director  
Susan Cole, Assistant Finance Director  
Rob Foster, Public Works Director  
Tom Gamble, Parks & Recreation Director  
Jon Holan, Community Development Director  
Janet Lonneker, Light & Power Director  
Ian O'Connor, Interim Fire Chief  
Jeff Williams, Interim Police Chief  
Colleen Winters, Library Director

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*To: The Budget Committee and the Citizens of Forest Grove*

It is my pleasure to submit the proposed 2008-09 budget for the City of Forest Grove to the Budget Committee for their consideration. This Budget has been developed with great consideration given to the priority goals established by the City Council. It is important to note that City goals were developed by the City Council, giving careful consideration to the Community Vision statement and the Action items identified to implement various objectives of the plan. One of the primary Council goals is to "Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic Green City." This proposed budget is strategically targeted to meet this goal. As we review the various Department budgets, funding for many of the Council objectives and Vision Action items will become evident.

The City Council's Adopted Fiscal Year 2008-09 Goals that this budget was based on are:

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

It is really important to note that without passage of the 5-year operating levy this budget would simply have been a disaster. I don't want to look backwards but felt it was important to note that without the support of the citizens of Forest Grove we would be severely limited in our ability to provide the high level and excellent quality of service that people have come to expect in Forest Grove. Because of their support, we have been able to restore all of the positions that were eliminated in last year's budget.

This proposed budget funds the 3 Police Officers, 2 Firefighters, 1 Parks Maintenance Worker, part-time Lifeguards and part-time Library staff positions that were eliminated in the current budget. The City has added back all of these positions in the current fiscal year using revenues from the last year of the existing levy. Still, as a result of reducing several positions that weren't filled until the levy passed, the City was able to save \$460,000. This budget also adds back materials and supplies in all General Fund Departments that had been dramatically reduced last year.

The City's total proposed budget is \$69.24 million compared to last year's adopted budget of \$64.79 million or an increase of \$4.45 million. Of that increase, the Light and Power Fund accounts for \$2.12 million, the General Fund accounts for \$1.82 million, and the Risk Management Fund accounts for \$0.67 million. The City's total tax rate is estimated to be \$5.75 per \$1,000 of taxable assessed value. This breaks down as follows: \$3.96 for the City's permanent rate, \$1.35 for the Local Option Levy passed by the voters in November 2007 which is due to expire in 2013, \$0.37 for the debt service on the \$5 million General Obligation (G.O.) Bond issued in 1999, and \$0.07 for debt service on the G.O. Bond issued in 1994 for the Fire Station. Forest Grove's assessed value is projected to be \$1.106 billion for 2008-09.

In the General Fund, the increased levy rate has made it possible to balance the proposed budget without dipping into reserves. Total proposed operating expenditures are \$12,699,789 while projected operating revenues are \$12,702,363. This is the first time we have been able to avoid spending down reserves in several years. However, future projections indicate that keeping a balanced budget will be very difficult and that reserves will continue to decline. By balancing the proposed

budget, we have helped reduce the risk of reducing reserves by paying for ongoing operations. In order to accomplish this goal, the City will need to continue to be fiscally prudent. Trying to retain our existing work force and keeping up with cost of living increases, inflation and skyrocketing energy costs will put plenty of pressure on future budget resources. Adding staff, without adding new revenue sources is certainly a recipe for future financial problems.

Even with a growing population, the City has refrained from adding any new positions in the General Fund. We have added hours to some employees but haven't added any new staff.

Without going into great detail, the proposed budget promises great opportunity and change for our community. This budget includes funding to complete major construction of Thatcher Park. Using SDC's and resources from Pacific University, the City will develop two new baseball/softball fields and a soccer field. This new park will be a great asset to the community and should be completed this fall. Preliminary efforts to begin wetland delineation along the Stites/Johnson property will occur this year, getting the City a little closer to eventually developing this park. A couple of trail projects (B St., Forest Glen Park) funded by State grant funds and SDC's should also be constructed this summer.

The Police Department has identified the development of a Citizens Academy as a priority for this upcoming year. In addition, the Department will be hooking up to the Portland Police Data System to expand their access to include Portland's and adjoining counties' data base. This will allow officers more opportunity to identify out-of-area criminals when they run background checks on them during police activity.

The budget includes three new funds. The Transportation System Fund accounts for Federal and State payments for non-medical transportation services in Washington County contracted through Ride Connection. The Forfeiture Sharing Fund accounts for the receipt and expenditure of criminal forfeiture funds received by the City. The Risk Management Fund is an internal service fund which has been established to account for workers' compensation insurance and property/liability insurance.

### General Fund

The total proposed expenditures are \$12,699,789 compared to last year's adopted budget expenditures of \$11,245,363; an increase of \$1,454,426 or 12.9%. This amount is determined by removing contingencies and beginning fund balances which compose the City's General Fund reserves. The projected reserve balance at July 1, 2008, is \$3.086 million. The projected reserve balance at June 30, 2009, is \$3.088 million. As mentioned, the General Fund is not budgeting to use reserves in FY 2008-09. Police and Fire labor negotiations are ongoing so the results of those negotiations could result in having to use reserves in FY 2008-09. Personnel costs continue to increase. Non police and fire union employees will receive a 3% COLA in FY 2008-09. Health insurance costs are projected to increase 13.7% in FY 2008-09 after a 12% increase in the previous years. On a positive note, the City was able to reduce its contribution rate to the retirement plan by 1% for this year. Significant items for certain General Fund departments are discussed below. As stated above, the increases are mostly restoring positions and other expenditures that were reduced in the prior budget year.

Administrative Services increased the 0.50 FTE Information Systems Technician to 1.0 FTE during the current budget year. That FTE level is continued in the proposed budget. \$22,500 has been budgeted to repair water intrusion issues at City Hall and \$18,000 has been budgeted for increased attorney services including the qualification of the City's retirement plan with the Internal Revenue Service. The department will also be looking to implement online utility billing account lookup and payment during the coming fiscal year.

Library's two part-time Adult Services Librarians were restored during this fiscal year as were Saturday hours. The City is also able to use a portion of the increased funding from the WCCLS levy to increase services at the Library. The three part-time Adult Services Librarians will each be increased from 20 hours to 24 hours per week. A 25-hour per week Library Assistant position which is becoming vacant will be reorganized into a Library Assistant position and a Volunteer Coordinator with an increase of five hours per week to 30 hours per week. The Materials budget was increased by \$27,000 or 42%. Funds have been budgeted to replace computers and to accumulate funds to replace the computers in the future.

Police's budget includes the restoration of the three positions that were eliminated in FY 2007-08. Two of the three positions have already been filled. Training, supplies, and small equipment funding have also been restored. As mentioned earlier, there is funding proposed to start up a Citizens' Academy.

Fire's budget includes the restoration of the two firefighter positions that were eliminated. The positions have already been filled. Training, supplies, and small equipment funding have also been restored.

Parks and Recreation is going to hire seasonal workers instead of rehiring the full-time Parks Utility Worker which was eliminated last year. By hiring seasonal workers, the department will have more staff available during the summer and early fall when the work load is the heaviest.

#### Other Funds

Light and Power Fund No rate increase is included in the budget. The City Council approved the addition of Apprentice Lineman during the current year. The proposed budget for the coming year includes the request to hire an additional Tree Trimmer. The Department is behind on its tree trimming program and some of the tree trimming requires the City have two journeyman tree trimmers because of how the work has to be performed. These positions will also perform ground maintenance at the City's substations.

Sewer Fund The budget reflects a 4.5% sewer rate increase by Clean Water Services (CWS) which will be shared by CWS and the cities proportionately according to the funding split of the sewer rates. For 2008-09, the current split is proposed to be 82.751% for CWS and 17.249% for the cities. CWS and cities are close to concluding discussions to establish a regional rate and local rate for sewer services. CWS will use set the regional rate and each City will be able to establish its own local rate. The City will continue to charge its surcharge while the rate separation process is being completed.

Water Fund A 5% rate increase is proposed for July 1, 2008, and has been included in the FY 2008-09 Budget. The revenue from the proposed rate increase will be set aside in reserve to fund future capital projects. A new position charged 70% to the

Water Fund and 30% to the Street Fund is being proposed. In the Water Fund, one of the principal duties will be responsibility for administering the City's backflow program. The budget also includes the Fund's share of a vehicle for the new position, an emergency generator for the Water Treatment Plant, and an emergency water dispenser in the event that water service is cut off to a portion of the City.

Street Fund A new position charged 70% to the Water Fund and 30% to the Street Fund is being proposed. In the Street Fund, one of the principal duties of the position will be the development of a City sidewalk program. The first phase will include preparing an inventory of the City's sidewalks and their current condition. The budget also includes the Fund's share of a vehicle for the new position and the CBDG projects on A Street and 18<sup>th</sup> Street. In FY 2008-09, staff will be evaluating the Street Fund's finances as the Fund Balance is getting low and gas tax revenue is not expected to grow in the future.

SWM Fund Staff is concerned that budgeted operating expenditures are higher than the budgeted operating revenue. For the last two years, actual operating expenditures have exceeded actual operating revenue. The revenue of this fund is split with CWS who receives 25% of the SWM fees collected. The proposed budget includes a \$0.50 surcharge on SWM utility bills to increase the SWM Fund's revenue. The City would retain the entire surcharge. The new SWM fee would be \$4.50 per month. Prior to this proposed increase, the SWM fee had not changed since 1998.

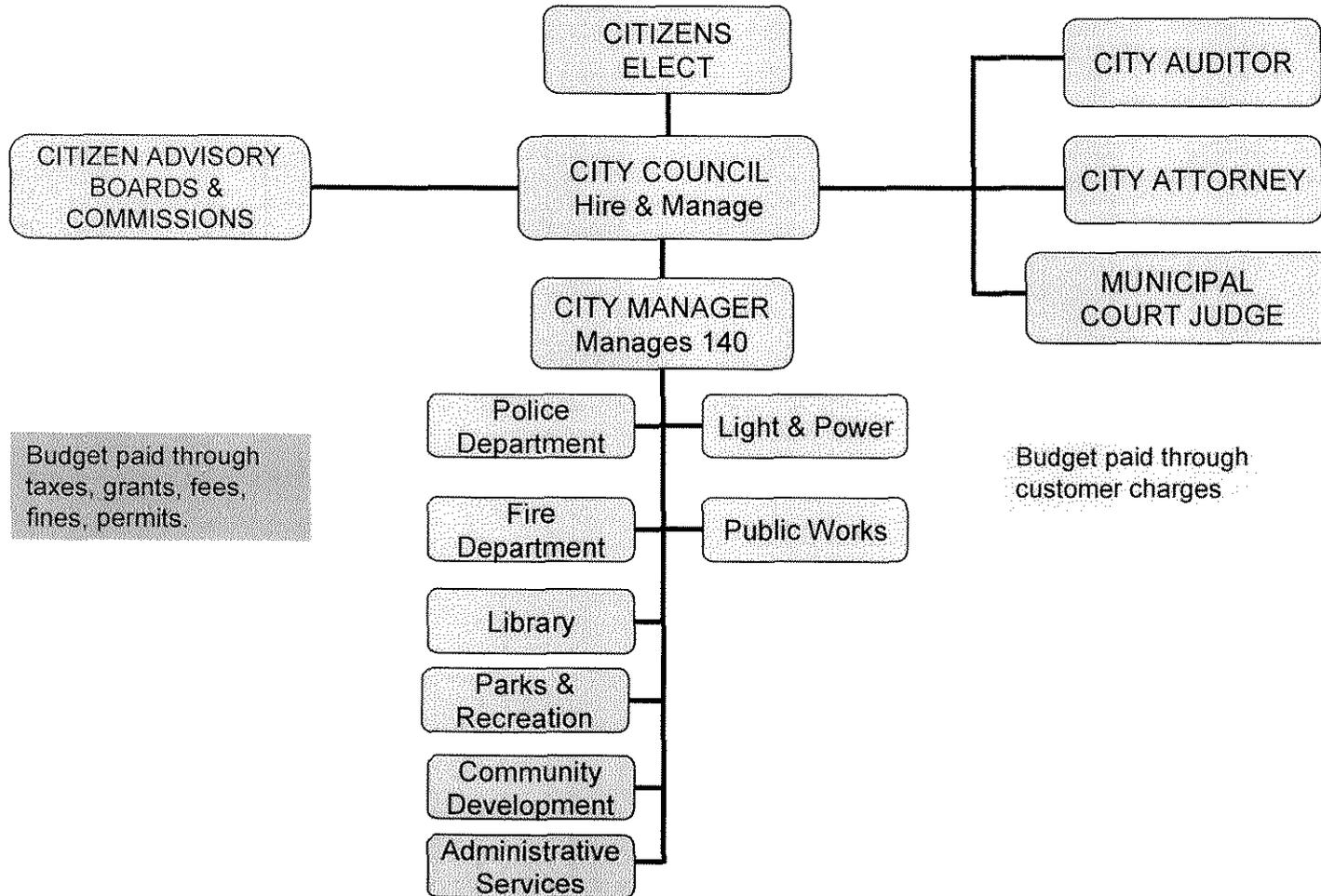
Equipment Fund Finance and Public Works staff has analyzed the Equipment Fund during the current year and has determined that equipment fund rates charged to the other funds have not kept pace with costs of providing the service. Fuel price increases are putting a strain on this fund. The funds that have been accumulating for vehicle replacement have been used to fund the increased operating costs. As part of the analysis, staff has separated operating and capital costs into separate areas. This will help staff to determine if adequate rates are being charged for both components. To correct the declining fund balance and to ensure that replacement funds are available as needed, the following steps are being proposed: 1) charges have been separated into operating and capital, 2) proposed rates have been adjusted so current operating costs and replacement charges are being funded, and 3) cash is being infused into the capital section of the fund to make up for using capital charges to fund prior operations. The cash infusion will be accomplished as follows: 1) some departments will pay an additional charge in the proposed budget for the projected FY 07-08 operating shortfall, 2) the General Fund will transfer \$40,000 to this fund, and 3) the Water and Street Funds will pay for a replacement dump truck directly. These steps will allow the City to address the Equipment Fund issue quickly instead of waiting and letting the size of the problem continue to grow.

Conclusion In summary, the FY 2008-09 proposed budget is strategically aimed towards meeting the City's primary goals and action items. Also, it is important to note that this budget allows the City to live within its means. This budget is balanced and protects reserves. It also re-establishes previously reduced positions and restores material and services, along with capital purchases to previous levels. In essence, this budget is intended to set the framework of services to be provided over the next five years. How to manage the increasing costs of maintaining current services and address growth issues will continue to be a challenge over the next several years. This budget will allow the City to provide the best service possible given existing resources.

*Michael J. Sykes, City Manager*

# Budget Summary

# CITY OF FOREST GROVE ORGANIZATIONAL CHART



**FY 2008-09 ADOPTED BUDGET REVENUE SUMMARY BY FUND**

<u>FUND</u>	<u>Local Taxes</u>	<u>Intergovernmental Revenue</u>	<u>Charges for Services</u>	<u>Fines</u>	<u>Licenses, Permits, Fees</u>	<u>Miscellaneous</u>	<u>Transfers &amp; Reimbursements</u>	<u>Beginning Fund Balance</u>	<u>Total Revenues</u>
<u>Total General Fund</u>	<u>6,476,297</u>	<u>1,643,283</u>	<u>3,061,012</u>	<u>352,674</u>	<u>106,785</u>	<u>159,250</u>	<u>945,562</u>	<u>3,086,129</u>	<u>15,830,992</u>
<u>Enterprise Funds</u>									
Light Fund			13,651,207			208,000		4,966,302	18,825,509
Sewer Fund			3,606,119			65,157		1,499,923	5,171,199
Sewer SDC Fund			417,200			36,736		1,091,188	1,545,124
Water Fund		-	2,607,244			826,789		2,407,882	5,841,915
Water SDC Fund			596,000			21,024		700,814	1,317,838
Surface Management Fund			612,149			18,248		608,259	1,238,656
SWM SDC Fund			70,746			10,459		348,639	429,844
<u>Total Enterprise Funds</u>		<u>-</u>	<u>21,560,665</u>			<u>1,186,413</u>	<u>-</u>	<u>11,623,007</u>	<u>34,370,085</u>
<u>Special Revenue Funds</u>									
Street Fund		1,232,222				146,329	-	1,244,310	2,622,861
Building Permits Fund	-				725,678	25,000	20,000	524,596	1,295,274
911 Reserve Fund		160,000				-			160,000
Community Enhancement		80,000				400		43,790	124,190
Library Endowment Fund						900		41,343	42,243
Library Donations Fund						-	1,056	4,150	5,206
Street Tree Fund					26,385	2,400		86,881	115,666
Trail System Fund						1,500		156,680	158,180
Transportation System Fund		400,000							400,000
Forfeiture Sharing Fund						500		61,800	62,300
<u>Total Special Revenue Funds</u>	<u>-</u>	<u>1,872,222</u>	<u>-</u>	<u>-</u>	<u>752,063</u>	<u>177,029</u>	<u>21,056</u>	<u>2,163,550</u>	<u>4,985,920</u>
<u>Internal Service Fund</u>									
Equipment Fund			625,144			20,120	106,200	170,651	922,115
Fire Equip Replace Fund		55,000	-			12,000	84,000	723,187	874,187
Information Systems Fund			238,851			17,750	-	411,045	667,646
City Utility Fund							143,330		143,330
Risk Management Fund			455,204			4,200		215,146	674,550
<u>Total Internal Service Funds</u>	<u>-</u>	<u>55,000</u>	<u>1,319,199</u>	<u>-</u>	<u>-</u>	<u>54,070</u>	<u>333,530</u>	<u>1,520,029</u>	<u>3,281,828</u>
<u>Capital Projects Funds</u>									
Bikeway Improvements		9,190				1,790		57,993	68,973
Park System Development			429,000			20,000		1,425,894	1,874,894
Traffic Impact Fund		-	842,603			91,352		3,045,070	3,979,025
Capital Projects Fund		-				650,000	-	3,149,805	3,799,805
CIP Excise Tax Fund			205,000			2,500	-	101,347	308,847
<u>Total Capital Project Funds</u>		<u>9,190</u>	<u>1,476,603</u>			<u>765,642</u>	<u>-</u>	<u>7,780,109</u>	<u>10,031,544</u>
<u>Debt Service Funds</u>									
General Debt Service Fund	481,083					5,000		195,648	681,731
SPWF Debt Service Fund			6,550			42,300		89,928	138,778
<u>Total Debt Service Funds</u>	<u>481,083</u>		<u>6,550</u>			<u>47,300</u>		<u>285,576</u>	<u>820,509</u>
<b><u>TOTAL - ALL FUNDS</u></b>	<b><u>6,957,380</u></b>	<b><u>3,579,695</u></b>	<b><u>27,424,029</u></b>	<b><u>352,674</u></b>	<b><u>858,848</u></b>	<b><u>2,389,704</u></b>	<b><u>1,300,148</u></b>	<b><u>26,458,400</u></b>	<b><u>69,320,878</u></b>

FY 2008-09 ADOPTED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCIES	TOTAL APPROPRIATIONS	UNAPPROPRIATED FUND BALANCE	TOTAL EXPENDITURES
<b>General Fund</b>									
Legislative & Executive	402,657	116,308					518,965		518,965
Administrative Services	1,265,380	665,091			-		1,930,471		1,930,471
Library	708,295	169,870	5,000				883,165		883,165
Planning	273,775	138,462					412,237		412,237
Engineering	717,772	146,341	16,100				880,213		880,213
Police Services	3,395,841	451,505					3,847,346		3,847,346
Fire Department	2,037,204	530,860					2,568,064		2,568,064
Aquatics	389,295	201,702					590,997		590,997
Parks and Recreation	417,697	122,302	8,800				548,799		548,799
Municipal Court	124,379	109,853					234,232		234,232
Non-Departmental	-	267,800	-		60,000	800,000	1,127,800	2,288,703	3,416,503
<b>Total General Fund</b>	<b>9,732,295</b>	<b>2,920,094</b>	<b>29,900</b>		<b>60,000</b>	<b>800,000</b>	<b>13,542,289</b>	<b>2,288,703</b>	<b>15,830,992</b>
<b>Enterprise Funds</b>									
Light Fund	2,765,967	10,535,977	831,500		795,547	2,021,304	16,950,295	1,875,214	18,825,509
Sewer Fund	289,469	3,154,934	222,000	94,004	53,394	357,398	4,171,199	1,000,000	5,171,199
Sewer SDC Fund	-	335,760	50,000	120,960	-	188,404	695,124	850,000	1,545,124
Water Fund	896,110	1,994,153	710,001	480,129	136,796	833,250	5,050,439	791,476	5,841,915
Water SDC Fund	-	-	442,000			50,838	492,838	825,000	1,317,838
Surface Water Management	219,484	375,270	491,000		32,828	45,074	1,163,656	75,000	1,238,656
SWM SDC Fund	-	-	113,000			316,844	429,844	-	429,844
<b>Total Enterprise Funds</b>	<b>4,171,030</b>	<b>16,396,094</b>	<b>2,859,501</b>	<b>695,093</b>	<b>1,018,565</b>	<b>3,813,112</b>	<b>28,953,395</b>	<b>5,416,690</b>	<b>34,370,085</b>
<b>Special Revenue Funds</b>									
Street Fund	206,269	841,549	1,003,600			210,443	2,261,861	361,000	2,622,861
Building Permits Fund	474,693	176,660	98,700			100,000	850,053	445,221	1,295,274
911 Reserve Fund	-	160,000					160,000		160,000
Community Enhancement	-	93,470					93,470	30,720	124,190
Library Endowment Fund	-	-			1,056		1,056	41,187	42,243
Library Donations Fund	-	5,206	-				5,206		5,206
Street Tree Fund	-	115,666					115,666		115,666
Trail System Fund	-	6,000	152,180				158,180		158,180
Transportation System Fund	-	400,000					400,000		400,000
Forfeiture Sharing Fund	-	14,823	14,800		32,677		62,300		62,300
<b>Total Special Revenue Funds</b>	<b>680,962</b>	<b>1,813,374</b>	<b>1,269,280</b>	<b>-</b>	<b>33,733</b>	<b>310,443</b>	<b>4,107,792</b>	<b>878,128</b>	<b>4,985,920</b>
<b>Internal Service Fund</b>									
Equipment Fund	184,551	346,834	186,000		-	50,000	767,385	154,730	922,115
Fire Equip Replace Fund	-	-	533,000			50,000	583,000	291,187	874,187
Information Systems Fund	-	205,289	139,865		10,000	-	355,154	312,492	667,646
City Utility Fund	-	143,330					143,330	-	143,330
Risk Management Fund	-	459,404				68,910	528,314	146,236	674,550
<b>Total Internal Service Funds</b>	<b>184,551</b>	<b>1,154,857</b>	<b>858,865</b>	<b>-</b>	<b>10,000</b>	<b>168,910</b>	<b>2,377,183</b>	<b>904,645</b>	<b>3,281,828</b>
<b>Capital Projects Funds</b>									
Bikeway Improvements	-	-	68,973				68,973		68,973
Park System Development	-	-	1,874,894				1,874,894		1,874,894
Traffic Impact Fund	-	-	3,979,025				3,979,025		3,979,025
Capital Projects Fund	-	70,000	3,729,805				3,799,805		3,799,805
CIP Excise Tax Fund	-	-	158,647		150,200		308,847		308,847
<b>Total Capital Project Funds</b>	<b>-</b>	<b>70,000</b>	<b>9,811,344</b>	<b>-</b>	<b>150,200</b>	<b>-</b>	<b>10,031,544</b>	<b>-</b>	<b>10,031,544</b>
<b>Debt Service Funds</b>									
General Debt Service Fund	-	-	-	481,083			481,083	200,648	681,731
SPWF Debt Service Fund	-	-	-	80,889			80,889	57,889	138,778
<b>Total Debt Service Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>561,972</b>	<b>-</b>	<b>-</b>	<b>561,972</b>	<b>258,537</b>	<b>820,509</b>
<b>TOTAL - ALL FUNDS</b>	<b>14,768,838</b>	<b>22,354,419</b>	<b>14,828,890</b>	<b>1,257,065</b>	<b>1,272,498</b>	<b>5,092,465</b>	<b>59,574,175</b>	<b>9,746,703</b>	<b>69,320,878</b>

**2008-09 PERSONNEL REQUIREMENTS SUMMARY**

<u>DEPARTMENT</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>
Legislative & Executive	3.50	0.00	3.50
Administrative Services	14.40	1.00 (2)	15.40
Library	6.00	5.68 (10)	11.74
Community Development	8.25	0.00	8.25
Engineering	7.00	0.00	7.00
Police	34.00	0.00	34.00
Fire	19.75	0.38 (1)	20.13
Aquatics	2.10	7.26 (22)	9.36
Parks & Recreation	4.50	1.00 (4)	5.50
Municipal Court	1.00	0.55 (1)	1.55
Light & Power	24.82	0.50 (1)	25.32
Public Works:	<u>22.68</u>	<u>0.00</u>	<u>22.68</u>
Sewer	3.75		
Water	10.83		
SWM	2.95		
Street	2.75		
Equipment	2.40		
<b>TOTALS:</b>	<b>148.00</b>	<b>16.37</b>	<b>164.43</b>

# General Fund

FY 08-09 Revenues							
GENERAL FUND							
Fund: 100							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
5,768,210	6,122,928	6,402,077		LOCAL TAXES	6,206,297	6,206,297	6,206,297
1,440,659	1,410,534	1,740,125		INTERGOVERNMENTAL REVENUE	1,913,283	1,913,283	1,913,283
2,779,041	2,969,622	2,774,673		CHARGES FOR SERVICES	3,061,012	3,061,012	3,061,012
305,513	409,366	331,500		FINES	352,674	352,674	352,674
131,737	147,760	150,550		LICENSES, PERMITS, FEES	106,785	106,785	106,785
203,412	230,774	186,650		MISCELLANEOUS REVENUE	116,750	116,750	159,250
129,776	133,198	45,375		TRANSFERS & REIMBURSEMENTS	945,562	945,562	945,562
2,325,557	2,492,045	2,332,336		FUND BALANCE AVAILABLE JULY 1	3,086,129	3,086,129	3,086,129
<b>13,083,904</b>	<b>13,916,226</b>	<b>13,963,286</b>		<b>TOTAL RESOURCES</b>	<b>15,788,492</b>	<b>15,788,492</b>	<b>15,830,992</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				LOCAL TAXES			
3,577,122	3,756,770	3,904,727	411003	PROPERTY TAXES	4,126,348	4,126,348	4,126,348
885,825	930,958	977,317	411010	LOCAL OPTION LEVY	1,408,346	1,408,346	1,408,346
102,548	97,899	105,000	411150	PROPERTY TAX PRIOR YEARS	105,000	105,000	105,000
765,671	815,689	869,553	480050	IN-LIEU OF TAX	0	0	0
437,044	521,612	545,480	413001	FRANCHISE TAX	566,603	566,603	566,603
<b>5,768,210</b>	<b>6,122,928</b>	<b>6,402,077</b>		<b>TOTAL LOCAL TAXES</b>	<b>6,206,297</b>	<b>6,206,297</b>	<b>6,206,297</b>
				INTERGOVERNMENTAL REVENUE			
48,342	53,807	54,000	422045	TRANSIENT ROOM TAX	59,519	59,519	59,519
0	42,321	0	420055	METRO CONSTRUCTION EXCISE TAX	50,000	50,000	50,000
0	0	0	422055	SD 15 CONSTRUCTION EXCISE TAX	220,000	220,000	220,000
11,270	7,765	11,750	450054	METRO BUSINESS LICENSE	11,608	11,608	11,608
214,756	209,544	237,834	420005	ALCOHOLIC BEVERAGES	237,135	237,135	237,135
32,131	39,074	35,054	420015	CIGARETTE	35,675	35,675	35,675
137,443	141,680	91,506	420020	STATE REVENUE SHARING	149,930	149,930	149,930
424,814	451,980	612,949	420035	W.C.C.L.S.	625,208	625,208	625,208
362,350	392,331	379,406	420050	RURAL FIRE DISTRICT	414,147	414,147	414,147
0	0	58,929	460150	FORFEITURE SHARING REVENUE	0	0	0
94,678	0	175,499	430214	HOMELAND SECURITY GRANT	0	0	0
33,233	0	0	430215	DOMESTIC PREPAREDNESS GRANT	0	0	0
2,997	3,269	3,000	430601	PUBLIC LIBRARY SUPPORT GRANT	4,147	4,147	4,147
1,948	297	1,000	430320	BULLETPROOF VEST GRANT	1,250	1,250	1,250
2,158	0	0	430330	LOCAL LAW ENFORCE BLOCK GRANT	0	0	0
1,391	2,134	0	430335	DEC/DUII POLICE GRANT	0	0	0
0	0	5,000	430455	METRO CLEANUP GRANT	0	0	0
15,107	9,450	11,800	430460	SHPO GRANT	10,500	10,500	10,500
1,000	0	0	430208	STATE FIRE TRAINING GRANT	0	0	0

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
0	0	10,813	430587	GRANT MATCH - OTHER AGENCIES	15,000	15,000	15,000
0	0	0	430587	GRANT - PERIODIC REVIEW	25,000	25,000	25,000
47,000	50,020	51,585	480010	SRO REIMBURSEMENT	54,164	54,164	54,164
10,042	6,862	0	480011	SCHOOL DISTRICT OVERTIME	0	0	0
<b>1,440,659</b>	<b>1,410,534</b>	<b>1,740,125</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>1,913,283</b>	<b>1,913,283</b>	<b>1,913,283</b>
				CHARGES FOR SERVICES			
22,276	96,595	70,000	450122	ENGINEERING INSPECTION FEES	75,000	75,000	75,000
141,323	198,204	0	450200	C.I.P. FEES	0	0	0
2,207,318	2,387,072	2,387,373	440029	GENERAL FUND SPT SVC (522023)	2,660,388	2,660,388	2,660,388
258,151	227,852	224,800	440004	SWIMMING POOL	230,047	230,047	230,047
18,371	7,896	17,500	440007	RECREATION USER FEES	16,736	16,736	16,736
15,567	13,561	15,000	440010	LOCKERS/VENDING MACHINES	12,000	12,000	12,000
4,890	4,328	5,000	440021	LIBRARY CHARGES	5,000	5,000	5,000
1,311	703	1,500	440023	PRINT FEES	0	0	0
5,534	6,667	5,000	440025	COPY SERVICE	5,000	5,000	5,000
0	12,660	18,000	440028	PASSPORT EXECUTION FEE	17,000	17,000	17,000
2,178	2,033	2,000	440030	RESERVED PARKING	2,000	2,000	2,000
13,132	12,051	12,000	440022	LIEN SEARCHES	11,176	11,176	11,176
88,990	0	0	440501	BOND ISSUANCE FEES	0	0	0
0	0	16,500	440040	NEW ACCOUNT SET-UP FEE	17,665	17,665	17,665
0	0	0	440042	DOOR HANGER FEE	9,000	9,000	9,000
<b>2,779,041</b>	<b>2,969,622</b>	<b>2,774,673</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,061,012</b>	<b>3,061,012</b>	<b>3,061,012</b>
				FINES			
38,172	57,920	50,000	460105	STATE COURT FINES	51,000	51,000	51,000
19,501	33,558	24,000	460115	PARKING FINES	21,214	21,214	21,214
240,467	303,725	250,000	460120	TRAFFIC FINES	269,360	269,360	269,360
2,684	4,475	3,000	460125	ORDINANCE FINES	6,000	6,000	6,000
2,126	2,322	1,500	460130	MARIJUANA FINES/FEES	1,500	1,500	1,500
2,563	7,366	3,000	460135	MINOR IN POSSESSION FINES/FEES	3,600	3,600	3,600
<b>305,513</b>	<b>409,366</b>	<b>331,500</b>		<b>TOTAL FINES</b>	<b>352,674</b>	<b>352,674</b>	<b>352,674</b>
				LICENSES, PERMITS, FEES			
1,524	1,659	1,350	450050	LIQUOR LICENSES	1,700	1,700	1,700
6,780	26,990	18,000	450225	IMPOUND FEES	24,885	24,885	24,885
0	0	35,000	450056	CITY BUSINESS LICENSE	18,000	18,000	18,000
11,358	534	400	450057	OTHER	4,200	4,200	4,200
8,246	6,881	7,800	450072	OCCUPANCY PERMITS	0	0	0
90,665	95,773	76,000	450101	PLANNING FEES	58,000	58,000	58,000
13,164	15,923	12,000	450124	EROSION CONTROL FEES	0	0	0
<b>131,737</b>	<b>147,760</b>	<b>150,550</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>106,785</b>	<b>106,785</b>	<b>106,785</b>

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MISCELLANEOUS REVENUE			
1,588	714	1,000	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
756	868	1,000	440020	CODE ENFORCEMENT REVENUE	4,000	4,000	4,000
255	1,004	1,150	440301	RENTAL INCOME	1,150	1,150	1,150
188,407	213,650	175,000	470105	INTEREST	100,000	100,000	100,000
3,166	279	2,000	471021	DONATIONS	0	0	0
977	3,522	0	471020	LIBRARY DONATIONS	1,000	1,000	1,000
6,099	8,715	5,000	472005	MISCELLANEOUS	7,500	7,500	7,500
2,163	2,023	1,500	472020	FORESTRY RUN	1,600	1,600	1,600
			471027	WCVA AND MATCH FUNDS	0	0	42,500
<b>203,412</b>	<b>230,774</b>	<b>186,650</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>116,750</b>	<b>116,750</b>	<b>159,250</b>
				TRANSFERS & REIMBURSEMENTS			
9,446	11,142	12,000	480006	MUNICIPAL JUDGE REIMBURSEMENT	13,500	13,500	13,500
15,104	18,174	11,000	480006	REIMBURSEMENTS	19,500	19,500	19,500
22,286	14,444	0	480015	FIRE DEPT REIMBURSEMENTS	150	150	150
0	0	0	480017	FIRE DEPT INSPECTION REIMBURSEMENT	4,500	4,500	4,500
82,939	89,439	22,375	481005	TRANSFERS	32,677	32,677	32,677
0	0	0	480050	IN-LIEU OF TRANSFER	875,235	875,235	875,235
<b>129,776</b>	<b>133,198</b>	<b>45,375</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>945,562</b>	<b>945,562</b>	<b>945,562</b>
				FUND BALANCE AVAILABLE			
2,325,557	2,492,045	2,332,336	495005	FUND BAL AVAIL FOR APPROP.	3,086,129	3,086,129	3,086,129
<b>2,325,557</b>	<b>2,492,045</b>	<b>2,332,336</b>		<b>TOTAL AVAILABLE</b>	<b>3,086,129</b>	<b>3,086,129</b>	<b>3,086,129</b>
<b>13,083,904</b>	<b>13,916,226</b>	<b>13,963,286</b>		<b>TOTAL RESOURCES</b>	<b>15,788,492</b>	<b>15,788,492</b>	<b>15,830,992</b>

## **LEGISLATIVE & EXECUTIVE**

### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

### **MISSION STATEMENT**

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

### **DEPARTMENT OVERVIEW**

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

### **DEPARTMENT GOALS**

- To strive to achieve Council goals in a timely, cost-effective manner;
- To solicit citizen and employee input through frequent, clear communication efforts;
- To manage public information and records in a manner that ensures timely, open access and efficient retrieval;
- To create a strategy and marketing efforts to promote economic prosperity within the Community;
- To pursue development of a sound financial plan that relieves dependence on levy resources.

## TRENDS

The City's economic base is slowly rebounding and is adding jobs. However, the City's unemployment rate remains higher than the overall Washington County average of 4.5% in 2006.

Residential growth continues but is expected to slow down due to national housing and mortgage markets.

City resources aren't keeping up with residential growth and demands.

The City continues to be impacted by demand for services from non-paying sources.

Significant new investment has occurred in the downtown core.

The City has acquired and is in the process of building key sections of the emerald necklace.

## PERFORMANCE MEASUREMENTS

Milestones for Council goals will be strived for with an emphasis on excellent performance.

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

Professional development for City staff will be emphasized and encouraged.

The community survey will help measure public satisfaction with City services.

## PERSONNEL REQUIREMENTS

	FY 07-08	FY 07-08	FY 08-09
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
City Manager	1.00	1.00	1.00
Economic Development Coordinator	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

<b>FY 08-09 Revenues</b>							
<b>GENERAL FUND - Legislative &amp; Executive</b>							
<b>Fund &amp; Dept: 100-11</b>							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
257,297	271,125	275,098		CHARGES FOR SERVICES	292,087	292,087	292,087
		15,000		LICENSES, PERMITS & FEES	0	0	0
				MISCELLANEOUS	0	0	42,500
<b>257,297</b>	<b>271,125</b>	<b>290,098</b>		<b>TOTAL RESOURCES</b>	<b>292,087</b>	<b>292,087</b>	<b>334,587</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
257,297	271,125	275,098	440029	GENERAL FUND SPT SVC (522023)	292,087	292,087	292,087
<b>257,297</b>	<b>271,125</b>	<b>275,098</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>292,087</b>	<b>292,087</b>	<b>292,087</b>
				LICENSES, PERMITS & FEES			
		15,000	450056	BUSINESS LICENSE	0	0	0
		<b>15,000</b>		LICENSES, PERMITS & FEES	<b>0</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS			
			471027	WCVA AND MATCH FUNDS	0	0	42,500
				<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>42,500</b>
<b>257,297</b>	<b>271,125</b>	<b>290,098</b>		<b>TOTAL RESOURCES</b>	<b>292,087</b>	<b>292,087</b>	<b>334,587</b>

<b>FY 08-09 Expenditures Legislative &amp; Executive Fund &amp; Dept: 100-11</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
246,055	226,876	260,822	511005	REGULAR EMPLOYEE WAGES	270,209	270,209	270,209
0	0	0	511010	PART-TIME EMPLOYEES	9,000	9,000	9,000
53	0	0	511015	OVERTIME	0	0	0
45,299	34,480	40,481	512005	HEALTH/DENTAL BENEFITS	45,830	45,830	45,830
0	2,375	0	512008	HEALTH REIMB ARRANGEMENT	2,644	2,644	2,644
41,206	44,796	51,904	512010	RETIREMENT	49,976	49,976	49,976
16,842	15,585	19,953	512015	FICA	21,359	21,359	21,359
505	424	620	512020	WORKER'S COMP	472	472	472
2,184	1,190	3,451	512025	OTHER BENEFITS	1,216	1,216	1,216
1,463	1,468	1,661	512030	OTHER PAYROLL TAXES	1,950	1,950	1,950
527	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>354,134</b>	<b>327,194</b>	<b>378,892</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>402,657</b>	<b>402,657</b>	<b>402,657</b>
<b>MATERIALS &amp; SERVICES</b>							
1,203	755	900	520110	OPERATING SUPPLIES	1,150	1,150	1,150
5,728	4,515	7,500	520120	ORGANIZATION BUSINESS EXPENSE	8,000	8,000	8,000
662	0	465	520180	SUBSCRIPTIONS/BOOKS	465	465	465
(263)	0	0	520220	SMALL EQUIPMENT	0	0	0
4,118	5,350	2,000	520503	PRINTING	2,060	2,060	2,060
1,497	1,211	850	520506	POSTAGE	1,126	1,126	1,126
1,539	1,293	1,350	520509	TELEPHONE	1,691	1,691	1,691
8,477	8,094	14,725	520521	PUBLIC INFORMATION	17,225	17,225	17,225
425	60	544	520524	PUBLICATIONS	1,055	1,055	1,055
4,711	1,588	4,863	520530	MEMBERSHIPS	5,259	5,259	5,259
2,505	246	810	520563	SISTER CITY CONTRIBUTION	5,000	5,000	5,000
721	607	429	520578	INSURANCE & BONDS	416	416	416
13,994	2,152	6,511	521003	TRAINING/CONFERENCES	7,658	7,658	7,658
0	6,278	8,000	521004	LEGISLATIVE TRAINING/CONFERENCES	12,000	12,000	12,000
66.33	281	1,050	521006	TRAVEL	1,106	1,106	1,106
9,000	9,000	9,000	521111	COUNCIL STIPENDS	0	0	0
834	0	1,000	521150	PROFESSIONAL SERVICES	1,030	1,030	1,030
1,559	0	0	521162	CONSULTANTS	0	0	0
			521166	WCVA BRANDING GRANT	0	0	46,250
28	0	0	521168	MISC MEDICAL SERVICES	0	0	0
0	40	0	521171	FINANCIAL SERVICES	0	0	0
541	480	500	522003	EQUIPMENT MAINT & OPER SUPPLIES	515	515	515
1,436	1,436	1,396	522021	EQUIPMENT FUND CHARGES	1,428	1,428	1,428
4,726	3,167	3,167	522022	INFORMATION SYSTEMS FUND	2,874	2,874	2,874
<b>63,508</b>	<b>46,555</b>	<b>65,060</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>70,058</b>	<b>70,058</b>	<b>116,308</b>
<b>417,641</b>	<b>373,749</b>	<b>443,952</b>		<b>TOTAL LEG &amp; EXEC EXPENDITURES</b>	<b>472,715</b>	<b>472,715</b>	<b>518,965</b>

## **ADMINISTRATIVE SERVICES**

### **CITY COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

### **MISSION STATEMENT**

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

### **DEPARTMENT OVERVIEW**

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

### **DEPARTMENT GOALS**

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

### **TRENDS**

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

**PERFORMANCE MEASUREMENTS**

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

	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
Utility Bills Processed	108,282	110,488	109,916
Utility Meters Disconnected	1,106	803	974
Vouchers Processed	5,276	6,097	6,822
Lien Search Completions	879	833	661
Employment Apps. Processed	1,076	377	233
Positions Filled	23	14	13

**PERSONNEL REQUIREMENTS**

	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
Director of Administrative Services	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Network Specialist	1.00	1.00	1.00
Information Systems Technician	0.50	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Human Resources Technician	0.50	0.50	0.50
Senior Administrative Specialist	1.00	1.00	1.00
Administrative Specialists	5.00	5.00	5.00
Janitors	1.50	1.50	1.50
Maintenance Technician	0.40	0.40	0.40
<b>TOTAL</b>	<b>14.90</b>	<b>15.40</b>	<b>15.40</b>

FY 08-09 Revenues							
GENERAL FUND - Administrative Services							
Fund & Dept: 100-12-10							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
0	0	5,000		INTERGOVERNMENTAL REVENUE	0	0	0
1,390,850	1,451,127	1,437,105		CHARGES FOR SERVICES	1,555,008	1,555,008	1,555,008
	0	20,000		LICENSES, PERMITS & FEES	18,000	18,000	18,000
5,999	9,429	6,000		MISCELLANEOUS REVENUE	9,000	9,000	9,000
0	15,500	6,000		TRANSFERS & REIMBURSEMENTS	19,500	19,500	19,500
<b>1,396,849</b>	<b>1,476,056</b>	<b>1,474,105</b>		<b>TOTAL RESOURCES</b>	<b>1,601,508</b>	<b>1,601,508</b>	<b>1,601,508</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
0	0	5,000	430455	INTERGOVERNMENTAL REVENUE			
0	0	5,000		METRO CLEANUP GRANT	0	0	0
				<b>TOTAL INTERGOV MNT REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				CHARGES FOR SERVICES			
1,286,163	1,402,720	1,388,605	440029	GENERAL FUND SPT SVC (522023)	1,496,917	1,496,917	1,496,917
0	12,660	18,000	440028	PASSPORT EXECUTION FEE	17,000	17,000	17,000
0	19,820	0	450200	C.I.P. FEES	0	0	0
387	1,843	0	440025	COPY SERVICE	1,250	1,250	1,250
2,178	2,033	2,000	440030	RESERVED PARKING	2,000	2,000	2,000
0	0	16,500	440040	NEW ACCOUNT SET-UP FEE	17,665	17,665	17,665
13,132	12,051	12,000	440022	LIEN SEARCHES	11,176	11,176	11,176
0	0	0	440042	DOOR HANGER FEE	9,000	9,000	9,000
88,990	0	0	440501	BOND ISSUANCE FEES	0	0	0
<b>1,390,850</b>	<b>1,451,127</b>	<b>1,437,105</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,555,008</b>	<b>1,555,008</b>	<b>1,555,008</b>
				LICENSES, PERMITS & FEES			
0	0	20,000	450056	BUSINESS LICENSE	18,000	18,000	18,000
0	0	20,000		<b>TOTAL MISCELLANEOUS</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
				MISCELLANEOUS REVENUE			
500	0	0	471021	DONATIONS			
1,588	714	1,000	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
3,911	8,715	5,000	472005	MISCELLANEOUS	7,500	7,500	7,500
0	0		480030	REPAYMENT OF INTERFUND LOAN	0	0	0
<b>5,999</b>	<b>9,429</b>	<b>6,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
				TRANSFERS & REIMBURSEMENTS			
0	6,000	0	480006	REIMBURSEMENTS	19,500	19,500	19,500
0	9,500	6,000	481005	TRANSFER FROM OTHER FUNDS	0	0	0
0	15,500	6,000		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>19,500</b>	<b>19,500</b>	<b>19,500</b>
<b>1,396,849</b>	<b>1,476,056</b>	<b>1,474,105</b>		<b>TOTAL RESOURCES</b>	<b>1,601,508</b>	<b>1,601,508</b>	<b>1,601,508</b>

<b>FY 08-09 Expenditures</b>							
<b>Admin Services Dept</b>							
<b>Fund &amp; Dept &amp; Division: 100-12-10</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
629,191	685,496	707,700	511005	REGULAR EMPLOYEE WAGES	780,082	780,082	780,082
45,028	57,845	67,645	511010	PART-TIME WAGES	52,290	52,290	52,290
7,935	1,232	2,400	511015	OVERTIME	2,400	2,400	2,400
181,124	152,427	161,902	512005	HEALTH/DENTAL BENEFITS	198,013	198,013	198,013
0	5,467	0	512008	HEALTH REIMB ARRANG	7,692	7,692	7,692
109,192	132,413	140,832	512010	RETIREMENT	145,380	145,380	145,380
46,607	55,611	59,498	512015	FICA	63,860	63,860	63,860
2,742	4,981	5,218	512020	WORKER'S COMP	6,292	6,292	6,292
5,954	4,010	9,730	512025	OTHER BENEFITS	3,846	3,846	3,846
4,009	4,869	4,953	512030	OTHER PAYROLL TAXES	5,525	5,525	5,525
1,307	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>1,033,088</b>	<b>1,104,350</b>	<b>1,159,878</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>1,265,380</b>	<b>1,265,380</b>	<b>1,265,380</b>
<b>MATERIALS &amp; SERVICES</b>							
8,628	7,760	9,000	520110	OPERATING SUPPLIES	9,000	9,000	9,000
5,295	5,701	7,050	520120	ORGANIZATION BUSINESS EXPENSE	7,450	7,450	7,450
24,590	26,925	4,370	520150	UTILITIES	5,665	5,665	5,665
754	1,125	0	520180	SUBSCRIPTIONS/BOOKS	0	0	0
0	46,392	20,000	520190	COMPUTER SOFTWARE	0	0	0
34,690	362	52,000	520200	COMPUTER SOFTWARE LICENSES/MNT	57,400	57,400	57,400
958	0	0	520210	COMPUTER SUPPLIES	0	0	0
1,815	718	1,300	520220	SMALL EQUIPMENT	18,195	18,195	18,195
9,267	5,921	15,849	520503	PRINTING	15,651	15,651	15,651
28,444	49,200	52,000	520506	POSTAGE	56,000	56,000	56,000
7,790	7,028	7,468	520509	TELEPHONE	6,028	6,028	6,028
221	5,680	2,500	520521	PUBLIC INFORMATION	3,500	3,500	3,500
244	260	1,968	520524	PUBLICATIONS	1,771	1,771	1,771
56	72	0	520527	NOTICES	0	0	0
13,337	14,964	16,535	520530	MEMBERSHIPS	20,535	20,535	20,535
5,214	1,101	6,500	520533	RECRUITING EXPENSES	6,500	6,500	6,500
9,053	6,766	2,850	520557	INTERGOVERNMENTAL SERVICES	21,700	21,700	21,700
26,927	28,112	14,500	520560	SENIOR CENTER	17,500	17,500	17,500
5,419	8,549	9,500	520578	INSURANCE & BONDS	9,215	9,215	9,215
6,403	10,940	18,260	521003	TRAINING/CONFERENCES	24,210	24,210	24,210
108	139	0	521006	TRAVEL	0	0	0
0	2,885	0	521112	CONTRACTUAL EMPLOYEE COSTS	0	0	0
29,713	41,406	48,500	521113	ATTORNEY SERVICES	67,000	67,000	67,000

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
5,379	4,044	67,200	521150	PROFESSIONAL SERVICES	21,500	21,500	21,500
1,563	17,863	0	521162	CONSULTANTS	0	0	0
6,969	6,352	0	521165	CONTRACTS FOR SERVICES	6,500	6,500	6,500
133	173	0	521168	MISC MEDICAL SERVICES	0	0	0
23,005	15,930	0	521171	FINANCIAL SERVICES-AUDITING, BANK	29,000	29,000	29,000
10,708	14,981	15,000	521172	BANK SERVICE FEES	18,000	18,000	18,000
8,212	15,072	27,698	522003	EQUIPMENT MAINT & OPER SUPPLIES	26,350	26,350	26,350
7,720	0	0	522006	EQUIPMENT/VEHICLE RENTAL	0	0	0
4,059	3,859	3,891	522021	EQUIPMENT FUND CHARGES	4,056	4,056	4,056
63,519	69,617	72,266	522022	INFORMATION SYSTEMS FUND CHARG	82,425	82,425	82,425
4,869	210	0	522303	CUSTODIAL	1,000	1,000	1,000
932	980	980	522306	RENTS & LEASES	980	980	980
21,860	21,860	21,860	522309	BUILDING/FACILITY RENTAL	21,860	21,860	21,860
4,353	3,431	8,200	522312	FACILITY MAINTENANCE SUPPLIES	6,200	6,200	6,200
52,709	73,849	77,400	522315	FACILITY MNT/REPAIRS	99,900	99,900	99,900
<b>434,914</b>	<b>520,227</b>	<b>584,645</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>665,091</b>	<b>665,091</b>	<b>665,091</b>
				<b>CAPITAL OUTLAY</b>			
0	34,458	0	550051	OFFICE EQUIPMENT & FURNITURE	0	0	0
26,353	0	0	550187	PROPERTY ACQUISITION	0	0	0
<b>26,353</b>	<b>34,458</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1,494,355</b>	<b>1,659,035</b>	<b>1,744,523</b>		<b>TOTAL ADMIN SERVICE EXPEND</b>	<b>1,930,471</b>	<b>1,930,471</b>	<b>1,930,471</b>

## **LIBRARY**

### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

- Provide a Prudent Financial Plan to Maintain Effective Service Levels
- Promote the Interests of Forest Grove in Regional Affairs

### **MISSION STATEMENT**

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

### **DEPARTMENT OVERVIEW**

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

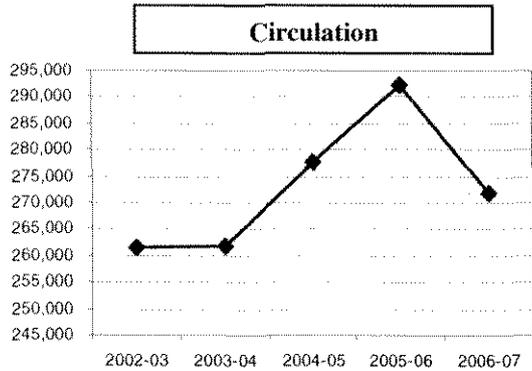
The City is a member of the Washington County Cooperative Library Services (WCCLS). Through this network, Washington County residents receive free access to all public libraries in the county. Member libraries receive funding based on an adopted reimbursement formula. Other services received from this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

### **DEPARTMENT GOALS**

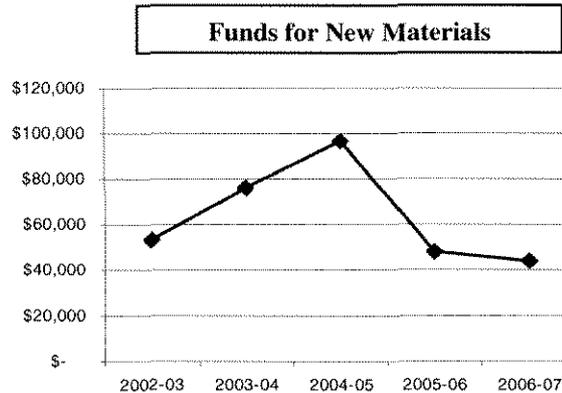
- Evaluate and implement Strengths, Weaknesses, Opportunities and Threats (SWOT) committee recommendations
- Assist Library Commission in completion of 2008 goals
- Assist Library Foundation with new campaign
- Plan library centennial celebration

**TRENDS AND SERVICE LEVELS**

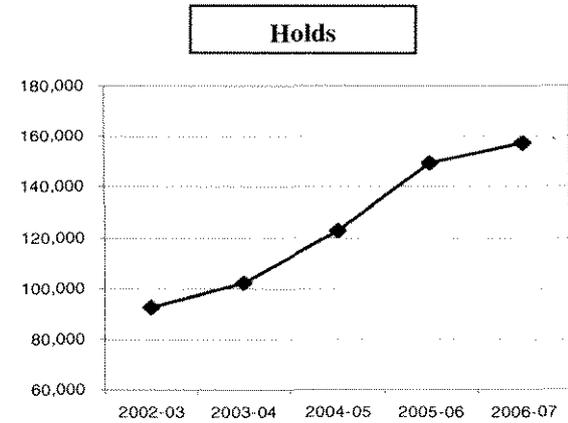
**5 years of growth and change, 2002-2007**



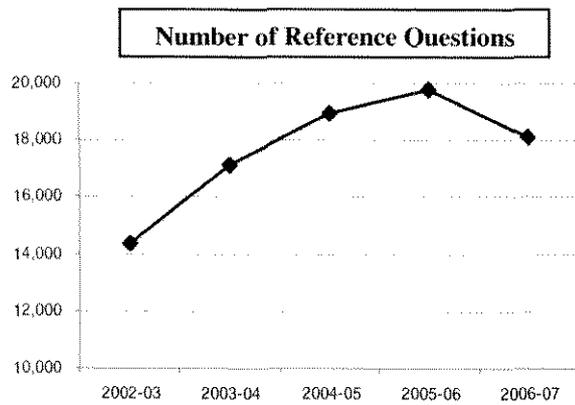
Items checked out 1997-2007



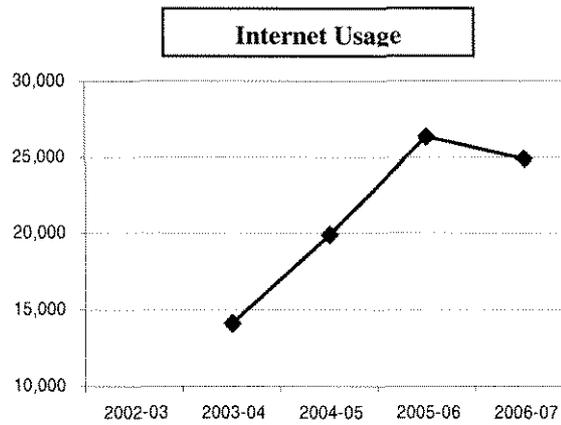
Expenditures for new library materials 1997-2007



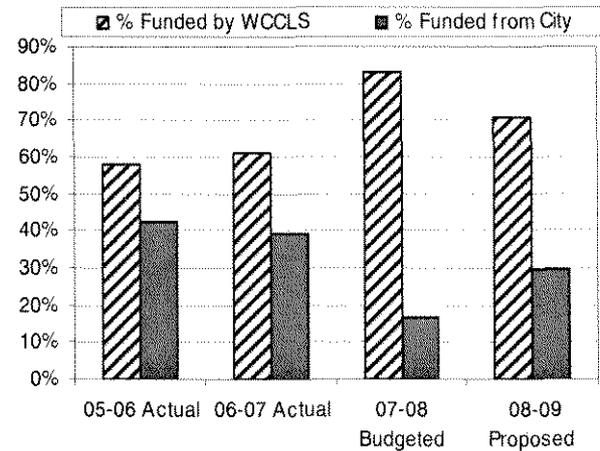
Holds loaned to and borrowed from FGL



Reference questions answered 1997-2007



Number of public internet users 1997-2007



Revenue percentage projected for 2008-09

WCCLS 71%  
CITY 29%

**STATE OF THE LIBRARY – MAY 2008**

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

<b>Statistic</b>	<b>Forest Grove Library</b>	<b>OLA Standard</b>
Size of building:	24,700 square feet	21,393 square feet
Number of open hours:	51 hours per week/ 6 days a week	Adequate – 60 hours;                      Excellent – 75 hours
Number of items	103,370 total <ul style="list-style-type: none"> <li>▪ 86,508 books</li> <li>▪ 5,595 periodicals</li> <li>▪ 5,036 videos/DVDs</li> <li>▪ 6,231 CDs/cassettes</li> </ul>	Adequate – 84,405;                      Excellent – 112,540
Number of staff:	15 total people; 11.675 Full Time Equivalents (FTEs) <ul style="list-style-type: none"> <li>▪ 4.55 FTEs for Reference Services</li> <li>▪ 7.125 FTEs for Circulation and cataloging</li> <li>▪ 3.8 FTEs hold Master of Library Science (MLS)</li> </ul>	Adequate – 14.07 FTEs                      Excellent – 19.69 FTEs Adequate – 4.52 FTEs w/MLS                      Excellent – 7.56 w/MLS
Number of public desks:	3 - circulation, reference, service	
Number of computers:	45 total: <ul style="list-style-type: none"> <li>▪ 15 public internet stations</li> <li>▪ 6 public library catalogs</li> <li>▪ 4 public word processors</li> <li>▪ 6 staff stations at public desks</li> <li>▪ 14 staff stations in offices and workrooms</li> </ul>	
Number of registered borrowers:	13,762 <ul style="list-style-type: none"> <li>▪ Service population - 28,135</li> <li>▪ Percentage of population served: 48.9%</li> </ul>	

**PERFORMANCE MEASUREMENTS**

	<u>FY 05-06</u>	<u>FY 06-07</u>
Open hours	2,854	2,667*
Registered borrowers	14,052	14,615
Library visits	207,114	201,137
Items checked out	292,198	271,769
Reference questions	19,787	18,111
Internet sessions	26,345	24,897
Interlibrary loans	65,167	63,496
Hold requests	84,239	93,532
Cataloged items added	5,484	5,174
Children's programs attendance	3,282	3,449

*\*Reduced weekend hours due to failure of Public Safety Levy in Nov. 2006 and elimination of reference positions.*

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

**PERSONNEL SERVICES**

	<u>Appropriated FY 07-08</u>	<u>Filled FY 07-08**</u>	<u>Proposed FY 08-09</u>
Library Director	1.0000	1.0000	1.0000
Ref. Services Supervisor	1.0000	1.0000	1.0000
Adult Services Librarian	.3750	1.3750	1.8000
Library Service Supervisor	1.0000	1.0000	1.0000
Library Associate	2.0000	2.0000	2.0000
Library Assistant	4.1225	4.1225	3.9375
Youth Services Librarian	0.7500	0.7500	0.7500
Volunteer Coordinator			<u>0.2500</u>
<b>TOTAL</b>	<u>10.2475</u>	<u>11.2475</u>	<u>11.7375</u>

*\*\*Public Safety Levy passed in Nov. 2007, allowing for restoration of staffing levels.*

<b>FY 08-09 Revenues</b>							
<b>GENERAL FUND - Library</b>							
<b>Fund &amp; Dept: 100-14</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
427,811	455,249	615,949		INTERGOVERNMENTAL REVENUE	629,355	629,355	629,355
6,235	6,171	7,500		CHARGES FOR SERVICES	6,250	6,250	6,250
1,450	4,526	2,150		MISCELLANEOUS REVENUE	2,150	2,150	2,150
240	0	0		TRANSFERS & REIMBURSEMENTS	0	0	0
<b>435,736</b>	<b>465,946</b>	<b>625,599</b>		<b>TOTAL RESOURCES</b>	<b>637,755</b>	<b>637,755</b>	<b>637,755</b>
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				INTERGOVERNMENTAL REVENUE			
424,814	451,980	612,949	420035	W.C.C.L.S.	625,208	625,208	625,208
2,997	3,269	3,000	430601	PUBLIC LIBRARY SUPPORT GRANT	4,147	4,147	4,147
<b>427,811</b>	<b>455,249</b>	<b>615,949</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>629,355</b>	<b>629,355</b>	<b>629,355</b>
				CHARGES FOR SERVICES			
4,890	4,328	5,000	440021	LIBRARY CHARGES	5,000	5,000	5,000
1,311	0	1,500	440023	PRINT FEES	0	0	0
33	1,843	1,000	440025	COPY SERVICE	1,250	1,250	1,250
<b>6,235</b>	<b>6,171</b>	<b>7,500</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,250</b>	<b>6,250</b>	<b>6,250</b>
				MISCELLANEOUS REVENUE			
218	0	0	450057	OTHER	0	0	0
261	3,522	1,000	471020	LIBRARY DONATIONS	1,000	1,000	1,000
716	0	0	471022	RESTRICTED LIBRARY MEMORIALS	0	0	0
255	1,004	1,150	440301	RENTAL INCOME	1,150	1,150	1,150
<b>1,450</b>	<b>4,526</b>	<b>2,150</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,150</b>	<b>2,150</b>	<b>2,150</b>
				TRANSFERS & REIMBURSEMENTS			
240	0	0	480006	REIMBURSEMENTS	0	0	0
<b>240</b>	<b>0</b>	<b>0</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>435,736</b>	<b>465,946</b>	<b>625,599</b>		<b>TOTAL RESOURCES</b>	<b>637,755</b>	<b>637,755</b>	<b>637,755</b>

				<b>FY 08-09 Expenditures</b>			
				<b>Library</b>			
				<b>Fund &amp; Dept: 100-14</b>			
2005-06	2006-07	2007-08			2008-09	2008-09	2007-08
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>PERSONAL SERVICES</b>			
283,296	308,763	307,764	511005	REGULAR EMPLOYEE WAGES	317,407	317,407	317,407
179,309	164,326	152,925	511010	PART-TIME EMPLOYEE WAGES	218,134	218,134	218,134
64,189	49,228	54,838	512005	HEALTH/DENTAL BENEFITS	61,822	61,822	61,822
0	2,571	0	512008	HEALTH REIMB ARRANGE	3,562	3,562	3,562
50,280	60,262	61,245	512010	RETIREMENT	59,169	59,169	59,169
31,771	35,681	35,243	512015	FICA	40,969	40,969	40,969
1,220	1,033	1,237	512020	WORKER'S COMP	936	936	936
2,511	1,752	5,151	512025	OTHER BENEFITS	2,410	2,410	2,410
2,719	3,061	2,934	512030	OTHER PAYROLL TAXES	3,886	3,886	3,886
662	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>615,955</b>	<b>626,678</b>	<b>621,337</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>708,295</b>	<b>708,295</b>	<b>708,295</b>
				<b>MATERIALS &amp; SERVICES</b>			
3,435	5,537	4,000	520110	OPERATING SUPPLIES	5,000	5,000	5,000
55	30	100	520120	ORGANIZATION BUSINESS EXPENSE	100	100	100
48,494	44,041	67,100	520140	LIBRARY MATERIALS	95,000	95,000	95,000
21,575	19,102	1,318	520150	UTILITIES	1,369	1,369	1,369
(13)	0	0	520210	COMPUTER SUPPLIES	0	0	0
0	630	1,000	520220	SMALL EQUIPMENT	2,500	2,500	2,500
220	81	0	520503	PRINTING	0	0	0
1,206	1,308	1,200	520506	POSTAGE	1,400	1,400	1,400
2,591	2,536	2,732	520509	TELEPHONE	2,732	2,732	2,732
754	528	600	520521	PUBLIC INFORMATION	800	800	800
470	160	595	520530	MEMBERSHIPS	695	695	695
609	398	300	520536	CUSTOMER REFUNDS	500	500	500
7,598	6,055	3,800	520557	INTERGOVERNMENTAL SERVICES	4,000	4,000	4,000
7,497	7,899	8,690	520578	INSURANCE & BONDS	8,429	8,429	8,429
640	162	1,000	521003	TRAINING/CONFERENCES	1,900	1,900	1,900
0	153	0	521006	TRAVEL	1,100	1,100	1,100

2005-06	2006-07	2007-08			2008-09	2008-09	2007-08
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
300	4,089	0	521150	PROFESSIONAL SERVICES	0	0	0
8,881	8,155	6,670	521165	CONTRACTS FOR SERVICES	9,070	9,070	9,070
130	28	0	521168	MISC MEDICAL SERVICES	100	100	100
	0	2,300	522003	EQUIPMENT MAINTENANCE	3,375	3,375	3,375
1,436	1,436	1,396	522021	EQUIPMENT FUND CHARGES	1,428	1,428	1,428
8,038	5,379	7,246	522022	INFORMATION SYSTEMS FUND	23,522	23,522	23,522
3,204	3,477	3,200	522312	FACILITY MAINTENANCE SUPPLIES	4,000	4,000	4,000
2,442	4,298	1,850	522315	FACILITY MNT/REPAIRS	2,850	2,850	2,850
<b>119,562</b>	<b>115,482</b>	<b>115,096</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>169,870</b>	<b>169,870</b>	<b>169,870</b>
				<b>CAPITAL OUTLAY</b>			
0	0	0	550051	OFFICE EQUIP & FURNITURE	5,000	5,000	5,000
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>735,518</b>	<b>742,159</b>	<b>736,433</b>		<b>TOTAL LIBRARY EXPENDITURES</b>	<b>883,165</b>	<b>883,165</b>	<b>883,165</b>

## COMMUNITY DEVELOPMENT

### COUNCIL GOALS FOR FISCAL YEAR 2008-09

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

### MISSION STATEMENT

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

### DEPARTMENT OVERVIEW

The following are the responsibilities of the Planning and Building divisions that comprise the Community Development Department. These responsibilities and tasks have been effectively carried out by the devotion and effort of the employees within the Department. While the budget includes funds for professional services, it is the conscientious efforts of the eight and one-half staff members of the Department that are the most important resources in achieving the following responsibilities through effective customer service.

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

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

## DEPARTMENT GOALS

### **Planning:**

- Continue with Periodic Review process (integrate Open Space District, Commercial Corridor plan and other concepts into the process).
- If needed, adopt new Development Code including new zoning and land division ordinances.
- Continue to participate in Metro related activities including but not necessarily limited to MPAC and MTAC and the Great Communities efforts that include updating the RTP, reserves program (the region at the edge), performance measures and investing in our communities (the region in our centers).
- Where appropriate, participate in mandated Metro programs including but not necessarily limited to compliance with affordable housing requirements, protection of residential neighborhoods, industrial preservation and Title 1 and 7 reporting.
- Implement annexation policies and continue to process annexation petitions.
- Work with Engineering on Light Rail and TSP update including Highway 47 corridor plan.
- Work with Committee for Citizen Involvement to assist in the implementation of the Vision Statement Action Plan.
- Continue participation in transportation planning and funding efforts at the regional and subregional levels.
- Continue monitoring and, where appropriate, participating in Metro land use and development projections and activities, the State Big Look review of the statewide planning program, and planning related legislation and goal revisions.
- Continue preserving significant historic structures and pursue National Historic designations.
- Continue promoting urban forestry program in the community.
- Continue promoting effective citizen involvement in City affairs through the Annual Town Meeting and other efforts.
- Continue Code Enforcement activities and implement revisions in the City's Code Enforcement program to improve the program.
- Process land use permits in a timely fashion.
- Provide assistance on City economic development efforts.

### **Building Permits Fund**

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

## TRENDS

**Planning:** With the Levy approval in November of 2007, this proposed budget reflects past level of services prior to the levy failure in Nov. 2006. However, funding reductions are still maintained in code enforcement clean-up activities due to the reduced need for these funds. The proposed level for code enforcement funding is anticipated to be sufficient to carry out duties. This budget also contains funding for research and GIS needs related to the Periodic Review process. Otherwise, the structure is the same except that certain personnel costs have been shifted to the Building Division where it is justified. This will allow the Division to provide the Department flexibility to meet changing needs. The budget also reflects a re-classification of the Associate Planner to the Senior Planner level due to an assessment of the responsibilities of the position.

The most significant trend involves long-range planning. It has been scaled back to focus on Periodic Review and other state and regional mandated programs. It is anticipated that Periodic Review will require a substantial amount of long-range planning staff time. There is potentially one task for Periodic Review that may be unfunded to complete the economic opportunities analysis. However, it appears that Metro will assist with local communities to complete that task and reduce the City's need to pursue something on its own. Where opportunities exist to complete other tasks it will be prioritized on legal mandates and past commitments. Other committed tasks include Metro related programs and reporting tasks, any finish-up work on the adoption of the Development Code, any continuing efforts associated with the Goal 5 program and the adoption of the Development Code. Staff will submit any needed performance reports related to Title 1 (Housing and Employment Accommodation), Title 6 (Central City, Regional Centers, Town Centers and Station Communities) and Title 7 (Affordable Housing). The Title 6 program will result in the City to develop strategies for the City's Town Center in future fiscal years. Other committed tasks include those the Division is providing assistance on the TSP update and Light Rail. Depending on its adoption by Metro, the Department may begin a process to comply with Title 12 (Protection of Residential Neighborhoods).

A significant effort at the state and regional level is a re-examination of the state and regional planning program. The state re-started its four year effort to review the state's planning program. At the regional level, Metro is engaged in the Great Communities (formerly "New Look") effort. This effort includes the adoption of a new Regional Transportation Plan (RTP), identifying areas for potential urban and rural reserves, developing a performance based growth management program and promoting investments in established centers (called, "Investing in Our Communities"). Departmental staff is anticipated to be involved in both processes.

As noted above, the Department will be completing the adoption of the Development Code. One major part of that effort is to complete a traffic analysis on the impact of the changes on the city's transportation system. This is anticipated to be completed by a consultant and allow for staff to move forward on the adoption of the Code. In addition, Community Development and Engineering staff will be working with a consultant funded through Engineering in updating the Transportation System Plan during this fiscal year. Another transportation related project involving both departments is preparing Highway 47 Corridor Study with ODOT which is integrated into the TSP update.

**Building Permits Fund:** The Department inspection service continues to not have staff with A-Level plumbing certification. The staffing continues to be based on one Building Inspector I and one Building Inspector II. The City entered into an intergovernmental agreement with Washington County and the City of Hillsboro to provide A-Level plumbing plan review and inspection service. These arrangements will continue for Fiscal Year 2008-09. The budget continues to include a portion of the Fire Marshall's cost in the Building fund due to the position's building-related activities. In addition, all of the Administrative Assistant and a higher portion of the Permit Tech and Community Development Director's positions are being funded through the Building Permit program. The budget also reflects a re-classification of the Office Assistant II to Building Permit Coordinator due to an assessment of the responsibilities of the position. This creates a permit coordinator position in both planning and building.

The budget also includes an initial reserve of funds for a new permit tracking software. The current software is out-of-date, creates operational issues, cannot provide capabilities that the City will likely want to provide in the future and is not supported by its supplier.

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

**PERFORMANCE MEASUREMENTS**

**Planning:**

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

**Building Permits Fund:**

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

**PERSONNEL REQUIREMENTS**

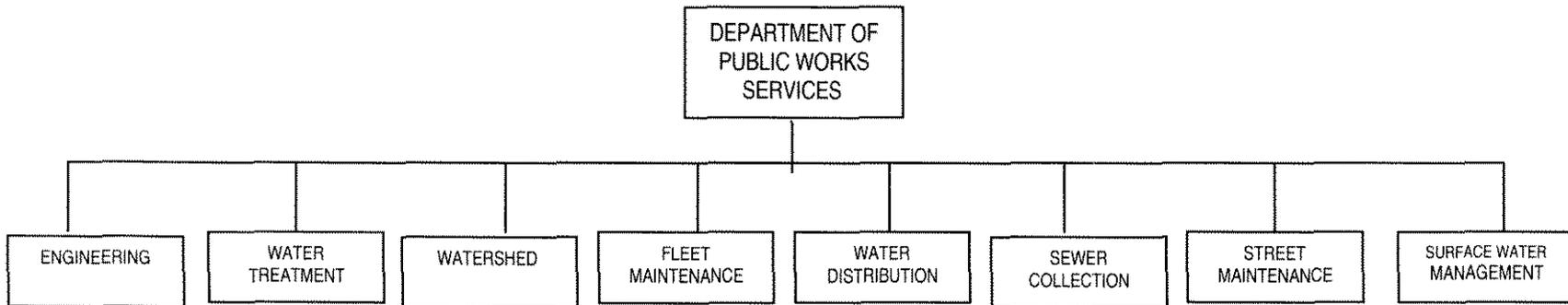
	Appropriated	Filled	Proposed
	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
<b>Planning</b>			
Director of Community Development	0.50	0.50	0.50
Senior Planner	1.00	1.00	2.00
Associate Planner	1.00	1.00	0.00
Permit Coordinator	0.50	0.50	0.50
Office Assistant II	0.00	0.00	0.00
Assistant Planner	0.00	0.00	0.00
<b>Building Permits Fund</b>			
Director of Community Development	0.50	0.50	0.50
Building Official	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00
Permit Coordinator	0.50	0.50	1.50
Office Assistant II	1.00	1.00	0.00
Fire Marshall	0.25	0.25	0.25
<b>TOTAL</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>

FY 08-09 Revenues							
GENERAL FUND - Planning Department							
Fund & Dept: 100-31							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
26,377	59,536	23,550		INTERGOVERNMENTAL REVENUE	47,108	47,108	47,108
45,233	43,063	37,168		CHARGES FOR SERVICES	48,336	48,336	48,336
98,911	102,654	83,800		LICENSES, PERMITS, FEES	58,000	58,000	58,000
2,919	2,891	2,500		MISCELLANEOUS REVENUE	5,600	5,600	5,600
<b>173,441</b>	<b>208,144</b>	<b>147,018</b>		<b>TOTAL RESOURCES</b>	<b>159,044</b>	<b>159,044</b>	<b>159,044</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
11,270	7,765	11,750	450054	METRO BUSINESS LICENSE	11,608	11,608	11,608
15,107	9,450	11,800	430460	SHPO GRANT	10,500	10,500	10,500
	42,321		420055	METRO CONSTRUCTION EXCISE TAX			
			430587	GRANT MATCH - OTHER AGENCIES	25,000	25,000	25,000
<b>26,377</b>	<b>59,536</b>	<b>23,550</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>47,108</b>	<b>47,108</b>	<b>47,108</b>
				CHARGES FOR SERVICES			
44,338	43,063	36,168	440029	GENERAL FUND SPT SVC (522023)	48,336	48,336	48,336
895	0	1,000	440025	COPY SERVICE		0	0
<b>45,233</b>	<b>43,063</b>	<b>37,168</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>48,336</b>	<b>48,336</b>	<b>48,336</b>
				LICENSES, PERMITS, FEES			
8,246	6,881	7,800	450072	OCCUPANCY PERMITS		0	0
90,665	95,773	76,000	450101	PLANNING FEES	58,000	58,000	58,000
<b>98,911</b>	<b>102,654</b>	<b>83,800</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>58,000</b>	<b>58,000</b>	<b>58,000</b>
				MISCELLANEOUS REVENUE			
756	868	1,000	440020	CODE ENFORCEMENT REVENUE	4,000	4,000	4,000
2,163	2,023	1,500	472020	FORESTRY RUN	1,600	1,600	1,600
<b>2,919</b>	<b>2,891</b>	<b>2,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
<b>173,441</b>	<b>208,144</b>	<b>147,018</b>		<b>TOTAL RESOURCES</b>	<b>159,044</b>	<b>159,044</b>	<b>159,044</b>

<b>FY 08-09 Expenditures</b>							
<b>Planning</b>							
<b>Fund &amp; Dept: 100-31</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
209,212	217,824	186,442	511005	REGULAR EMPLOYEE WAGES	194,795	194,795	194,795
12,136	14,033		511010	PART-TIME EMPLOYEE WAGES	0	0	0
29,066	26,567	20,411	512005	HEALTH/DENTAL BENEFITS	23,173	23,173	23,173
	1,756	0	512008	HEALTH REIMB ARRANGE	1,925	1,925	1,925
37,903	42,900	37,102	512010	RETIREMENT	36,387	36,387	36,387
15,213	17,592	14,264	512015	FICA	14,902	14,902	14,902
488	464	460	512020	WORKER'S COMP	341	341	341
1,824	1,173	2,480	512025	OTHER BENEFITS	877	877	877
1,292	1,541	1,187	512030	OTHER PAYROLL TAXES	1,377	1,377	1,377
456	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>307,591</b>	<b>323,851</b>	<b>262,346</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>273,775</b>	<b>273,775</b>	<b>273,775</b>
<b>MATERIALS &amp; SERVICES</b>							
587	869	2,430	520110	OPERATING SUPPLIES	3,063	3,063	3,063
1,426	448	601	520120	ORGANIZATION BUSINESS EXPENSE	660	660	660
943	1,373	2,800	520170	CODE ENFORCEMENT EXPENDITURES	2,800	2,800	2,800
2,312	2,011	4,675	520190	COMPUTER SOFTWARE	4,002	4,002	4,002
0	741	0	520200	COMPUTER SOFTWARE LICENSES		0	0
241	0	0	520270	MISCELLANEOUS	0	0	0
1,765	391	3,720	520503	PRINTING	3,872	3,872	3,872
3,150	3,800	5,500	520506	POSTAGE	5,729	5,729	5,729
1,744	1,414	1,047	520509	TELEPHONE	1,287	1,287	1,287
1,925	5,273	6,116	520521	PUBLIC INFORMATION	7,288	7,288	7,288
2,870	448	1,080	520524	PUBLICATIONS	1,280	1,280	1,280
0	770	1,450	520530	MEMBERSHIPS	3,250	3,250	3,250
0	34,474	0	520547	Metro Construction Excise Tax	0	0	0
130	1,307	2,420	520557	INTERGOVERNMENTAL SERVICES	12,685	12,685	12,685
2,163	2,525	4,845	520569	FORESTRY COMMISSION	4,945	4,945	4,945
364	492	550	520578	INSURANCE & BONDS	534	534	534
1,140	664	1,520	521003	TRAINING/ CONFERENCES	3,250	3,250	3,250
1,177	17,183	20,000	521113	ATTORNEY SERVICES	28,000	28,000	28,000
26,203	7,166	255	521150	PROFESSIONAL SERVICES	35,300	35,300	35,300
57	0	0	521168	MISC MEDICAL SERVICES	0	0	0
2,391	3,733	1,400	522003	EQUIPMENT MAINT & OPER SUPPLIES	2,700	2,700	2,700
1,436	1,436	1,396	522021	EQUIPMENT FUND CHARGES	1,428	1,428	1,428
5,870	4,557	5,150	522022	INFORMATION SYSTEMS FUND	4,435	4,435	4,435
0	1,317	1,346	522309	BUILDING/FACILITY RENTAL	1,454	1,454	1,454
13,565	15,829	11,800	523006	SHPO GRANT EXPENSES	10,500	10,500	10,500
<b>71,457</b>	<b>108,220</b>	<b>80,101</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>138,462</b>	<b>138,462</b>	<b>138,462</b>
<b>379,048</b>	<b>432,070</b>	<b>342,447</b>		<b>TOTAL PLANNING EXPENDITURES</b>	<b>412,238</b>	<b>412,238</b>	<b>412,238</b>

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## **ENGINEERING**



### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

- Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic Green City
- Promote the Interests and Needs of Forest Grove in Regional Affairs

### **MISSION STATEMENT**

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

### **OVERVIEW**

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

### **GOALS**

- Design and construct Capital Improvement Projects (CIP) relevant to sanitary sewer, water, street and storm drainage systems according to CIP Schedule.
- Review new development plans submitted by the public for conformity with existing public works systems.
- Prepare and administer contracts for maintenance projects associated with streets and other public works systems.

- Keep public works system maps updated with new information.
- Provide support service for public works and parks and recreation operations.
- Furnish information to the public relative to the availability and location of public works systems.

### TRENDS

The Engineering Department in FY 08-09 will provide the design and construction inspection for all the scheduled CIP projects.

This includes: (but

- 18<sup>th</sup> Street sidewalk (CDBG) project,
- “A” Street reconstruction (CDBG)
- David Hill Road (center section)
- “B” Street Pedestrian Trail
- Stite’s Park drainage improvements 26<sup>th</sup> Ave. to Willamina
- Gale’s Creek Water development
- David Hill Road sewer line extension
- Town Center Pedestrian Improvements

Residential private development is expected to continue at a moderate pace with the continuation of the several new neighborhoods in the Northwest and Southwest part of town. The Engineering Department will provide the design review and construction inspection for the public improvements associated with these new neighborhoods. These include:

- Forest Hills Estates           26 lots
- Gales Creek Terrace         87 lots
- Karen’s Glenn                 63 lots
- Maplewood Estates         59 lots
- Smith Orchard                13 lots
- Casey Meadows             101 lots
- Giltner Glenn                67 lots
- Williams Meadows         18 lots

Activity is expected to remain high enough to exceed the ability of City staffing to meet the performance measure of one month review however there has been some moderation in development activity and the use of consulting for plan review and construction inspection will be evaluated during this year and reduced as necessary.

The Engineering Department is working with the Forest Grove School District Office, Harvey Clarke Elementary Site Council, and Joseph Gale Elementary Site Council to develop a Safe Routes to School Plan. The purpose of this is to identify infrastructure improvements necessary for

children to safely walk and bike to and from school. This will include design and cost estimates for sidewalk and crosswalk installation on identified routes for each of the elementary schools. The recommended infrastructure improvements and costs will be submitted for a Federal Grant consideration in FY 08-09. Grant approval amounts will vary, but may total as much as \$250,000 per school.

**PERFORMANCE MEASURES**

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

	Appropriated	Filled	Proposed
	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY08-09</u>
Director of Public Works	1.00	1.00	1.00
Chief Engineer	1.00	1.00	1.00
Project Engineer	2.00	2.00	3.00
Engineering Technician	2.00	2.00	1.00
Secretary	1.00	1.00	1.00
TOTAL	7.00	7.00	7.00

<b>FY 08-09 Revenues</b>							
<b>GENERAL FUND - Engineering Department</b>							
<b>Fund &amp; Dept: 100-51</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
571,472	688,979	686,743		CHARGES FOR SERVICES	820,268	820,268	820,268
13,164	15,923	12,000		LICENSES, PERMITS, FEES	0	0	0
<b>584,636</b>	<b>704,902</b>	<b>698,743</b>		<b>TOTAL RESOURCES</b>	<b>820,268</b>	<b>820,268</b>	<b>820,268</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
22,276	96,595	70,000	450122	ENGINEERING INSPECTION FEES	75,000	75,000	75,000
547,617	592,384	616,743	440029	GENERAL FUND SPT SVC (522023)	745,268	745,268	745,268
1,580	0	0	440025	COPY SERVICE		0	0
<b>571,472</b>	<b>688,979</b>	<b>686,743</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>820,268</b>	<b>820,268</b>	<b>820,268</b>
				LICENSES, PERMITS, FEES			
13,164	15,923	12,000	450124	EROSION CONTROL FEES		0	0
<b>13,164</b>	<b>15,923</b>	<b>12,000</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>584,636</b>	<b>704,902</b>	<b>698,743</b>		<b>TOTAL RESOURCES</b>	<b>820,268</b>	<b>820,268</b>	<b>820,268</b>

<b>FY 08-09 Expenditures</b>							
<b>Engineering</b>							
<b>Fund &amp; Dept: 100-51</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
390,201	444,607	462,392	511005	REGULAR EMPLOYEE WAGES	483,632	483,632	483,632
185	34	2,400	511015	OVERTIME	2,400	2,400	2,400
79,716	71,646	78,335	512005	HEALTH/DENTAL BENEFITS	88,790	88,790	88,790
	3,731		512008	Health Reimb Arrangement	4,772	4,772	4,772
64,086	85,819	92,016	512010	RETIREMENT	90,183	90,183	90,183
26,914	33,379	35,557	512015	FICA	37,181	37,181	37,181
3,536	4,062	5,478	512020	WORKER'S COMP	4,995	4,995	4,995
3,694	2,431	6,325	512025	OTHER BENEFITS	2,367	2,367	2,367
2,280	2,877	2,960	512030	OTHER PAYROLL TAXES	3,450	3,450	3,450
811	0		512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>571,422</b>	<b>648,586</b>	<b>685,463</b>		<b>PERSONAL SERVICES</b>	<b>717,772</b>	<b>717,772</b>	<b>717,772</b>
<b>MATERIALS &amp; SERVICES</b>							
3,866	2,914	2,000	520110	OPERATING SUPPLIES	3,000	3,000	3,000
415	459	306	520120	ORGANIZATION BUSINESS EXPENSE	500	500	500
289	0	710	520130	PERSONNEL UNIFORMS & EQUIPMENT	710	710	710
0	1,484	0	520190	COMPUTER SOFTWARE	3,000	3,000	3,000
4,621	831	0	520200	COMPUTER SOFTWARE LICENSES	0	0	0
1,148	3,369	500	520220	SMALL EQUIPMENT	1,300	1,300	1,300
210	208	375	520503	PRINTING	375	375	375
289	427	550	520506	POSTAGE	550	550	550
2,280	2,153	2,940	520509	TELEPHONE	2,940	2,940	2,940
161	80	0	520521	PUBLIC INFORMATION	0	0	0
637	545	1,460	520524	PUBLICATIONS	960	960	960
1,198	443	540	520530	MEMBERSHIPS	1,340	1,340	1,340
884	1,708	650	520557	INTERGOVERNMENTAL SERVICES	650	650	650
921	1,077	1,130	520578	INSURANCE & BONDS	1,096	1,096	1,096
2,824	1,843	3,080	521003	TRAINING/ CONFERENCES	3,080	3,080	3,080
2,446	209	0	521113	ATTORNEY SERVICES	0	0	0
6,769	136,533	16,620	521150	PROFESSIONAL SERVICES	85,520	85,520	85,520
72		0	521168	MISC MEDICAL SERVICES	0	0	0
713	2,348	4,060	522003	EQUIPMENT MAINT & OPER SUPPLIES	4,060	4,060	4,060
11,799	11,449	11,486	522021	EQUIPMENT FUND CHARGES	11,724	11,724	11,724
9,783	12,655	11,630	522022	INFORMATION SYSTEMS FUND	25,436	25,436	25,436
0	0	100	522306	RENTS & LEASES	100	100	100
0	143	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
132	0	0	522315	FACILITY MNT/REPAIRS	0	0	0
<b>51,454</b>	<b>180,877</b>	<b>58,136</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>146,341</b>	<b>146,341</b>	<b>146,341</b>
<b>CAPITAL OUTLAY</b>							
0	0	0	550400	TECH PROJECTS	16,100	16,100	16,100
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>16,100</b>	<b>16,100</b>	<b>16,100</b>
<b>622,876</b>	<b>829,463</b>	<b>743,599</b>		<b>TOTAL ENGINEERING EXPENDITURES</b>	<b>880,213</b>	<b>880,213</b>	<b>880,213</b>

## **POLICE**

### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

### **MISSION STATEMENT**

The mission of the Forest Grove Police Department is to consistently contribute to our community's reputation as a safe place to live, work, learn and visit. We accomplish our mission through providing the highest quality law enforcement services within the resources provided to us. We strive to be professional, responsive, adaptable to changes in the community, and to add value in return for the resources with which we are entrusted.

### **DEPARTMENT OVERVIEW**

All members of the Department conduct Community Policing/Crime Prevention programs. The Patrol Division is the largest component of the Department. Uniformed officers are responsible for initial response to all emergency and non-emergency calls for service. They conduct investigations of crimes; perform patrol duties, traffic enforcement and accident investigations. The Investigations Division is responsible for conducting follow-up investigations on all serious criminal offenses and assisting patrol officers on more complex cases. This Division also conducts all background and administrative investigations. A Patrol Sergeant is assigned as a School Resource Officer (SRO) at Forest Grove High School. The SRO responds to and investigates all criminal complaints that originate within the Forest Grove School district and works as a liaison between the Forest Grove Police Department, the students and district staff.

The Police Records Specialist responds to initial lobby and telephone contacts during business hours and assists with the maintenance of training and accreditation files. The Records Specialist is also responsible for maintaining the Police Department's records system. The Evidence/Records clerks perform multi-functions for the Police Department. They perform records functions as noted above and are responsible for the collection and preservation of all evidence turned in to the police department and processed at crime scenes; they also have the responsibility for found property.

The Support Unit Supervisor acts as the records supervisor and is assigned to schedule training, maintain training records and coordinate the process of accreditation. The Department is currently seeking re-accreditation through the Oregon Accreditation Alliance. Accreditation brings recognition to the Department by complying with state-wide “best practices” and professional standards. Accreditation is an on-going process; an annual fee is paid to insure compliance with the standards. Reports are forwarded to the Oregon Accreditation Alliance, who verifies we are meeting required standards.

### **DEPARTMENT GOALS**

- Improve interaction with all segments of our community
- Maintain rate of criminal case clearance
- Maintain integrity of Accreditation files
- Develop and propose city ordinances which support council goals
- Maintain full staffing of sworn and non-sworn personnel

### **TRENDS**

The City of Forest Grove continues to experience an increased availability of methamphetamine from outside sources. Methamphetamine is still the drug of choice and the cause of both increased violent crimes and fraud related crimes, with elderly victims frequently being targeted. Along with methamphetamine, we are seeing a resurgence of cocaine use that had been popular in the 1970's and 80's.

In 2007, our detective division again saw a steady increase in call-outs for major crimes. These call-outs have been for violent crimes such as homicide and officer involved shootings from other Washington County agencies. The police department has seen an overall increase in violent crimes, while property crimes have dropped slightly and/or remained the same. Crimes against children and sex related crimes are constant. The City of Forest Grove has experienced an increase in the number of gang members and gang activity. We are now seeing gang members in grade school aged children. With the increase of gang members, comes a greater demand for police intervention and a depletion of our resources and manpower.

Each of our sworn officers handle about 850 calls for service and self-initiated activities annually, which continues to be the highest for all law enforcement agencies throughout Washington County. This trend is expected to increase as the City adds more property and the population increases.

<b>PERFORMANCE MEASUREMENTS</b>			
	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>
Criminal Citations/Arrests	1,344	1,381	1312
Traffic Violations	2,499	3,619	2580
Parking Citations	1,879	2,258	1536
DUII Arrests	70	112	92
Officers Assaulted	0	1	1

<b>PERSONNEL REQUIREMENTS</b>			
	<b><u>FY 07-08 Appropriated</u></b>	<b><u>FY 07-08 Filled</u></b>	<b><u>FY 08-09 Proposed</u></b>
Police Chief	1.00	1.00	1.00
Captain	1.00	1.00	1.00
Sergeant	5.00	6.00	6.00
School Resource Officer	0.00	0.00	0.00
Police Officer	20.00	21.00	21.00
Evidence/Records Clerk	2.00	2.00	2.00
Police Records Specialist	.50	1.00	1.00
Community Service Officer (2 part-time)	1.00	1.00	1.00
Support Unit Supervisor	1.00	1.00	1.00
<b>TOTAL</b>	<b>32.50</b>	<b>34.00</b>	<b>34.00</b>

<b>FY 08-09 Revenues</b>							
<b>GENERAL FUND - Police</b>							
<b>Fund &amp; Dept: 100-21</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
310,528	268,857	349,348		INTERGOVERNMENTAL REVENUE	307,549	307,549	307,549
2,589	98,069	3,000		CHARGES FOR SERVICES	2,500	2,500	2,500
38,172	205,015	50,000		FINES	131,927	131,927	131,927
19,444	29,183	19,750		LICENSES, PERMITS, FEES	30,785	30,785	30,785
1,800	0	0		MISCELLANEOUS	0		
14,850	12,174	11,000		TRANSFERS & REIMBURSEMENTS	32,677	32,677	32,677
<b>387,382</b>	<b>613,298</b>	<b>433,098</b>		<b>TOTAL RESOURCES</b>	<b>505,438</b>	<b>505,438</b>	<b>505,438</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
214,756	209,544	237,834	420005	ALCOHOLIC BEVERAGES	237,135	237,135	237,135
0	0	58,929	460150	FORFEITURE SHARING REVENUE	0	0	0
33,233	0	0	430215	DOMESTIC PREPAREDNESS GRANT	0	0	0
1,948	297	1,000	430320	BULLETPROOF VEST GRANT	1,250	1,250	1,250
2,158	0	0	430330	LOCAL LAW ENFORCE BLOCK GRANT	0	0	0
1,391	2,134	0	430335	DEC/DUII POLICE GRANT	0	0	0
0	0	0	430587	GRANT MATCH - OTHER AGENCIES	15,000	15,000	15,000
47,000	50,020	51,585	480010	SRO REIMBURSEMENT	54,164	54,164	54,164
10,042	6,862	0	480011	SCHOOL DISTRICT OVERTIME	0	0	0
<b>310,528</b>	<b>268,857</b>	<b>349,348</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>307,549</b>	<b>307,549</b>	<b>307,549</b>
				CHARGES FOR SERVICES			
0	94,384	0	450200	C.I.P. FEES	0	0	0
2,589	3,685	3,000	440025	COPY SERVICE	2,500	2,500	2,500
<b>2,589</b>	<b>98,069</b>	<b>3,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>

2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				FINES		0	
38,172	57,920	50,000	460105	STATE COURT FINES	51,000	51,000	51,000
0	16,779	0	460115	PARKING FINES	10,607	10,607	10,607
0	130,316	0	460120	TRAFFIC FINES	70,320	70,320	70,320
<b>38,172</b>	<b>205,015</b>	<b>50,000</b>		<b>TOTAL FINES</b>	<b>131,927</b>	<b>131,927</b>	<b>131,927</b>
				LICENSES, PERMITS, FEES			
1,524	1,659	1,350	450050	LIQUOR LICENSES	1,700	1,700	1,700
6,780	26,990	18,000	450225	IMPOUND FEES	24,885	24,885	24,885
11,140	534	400	450057	OTHER	4,200	4,200	4,200
<b>19,444</b>	<b>29,183</b>	<b>19,750</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>30,785</b>	<b>30,785</b>	<b>30,785</b>
				MISCELLANEOUS			
17	0	0	471005	LOCAL MATCHING DONATIONS	0	0	0
1,783	0	0	472005	MISCELLANEOUS	0	0	0
<b>1,800</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
14,850	12,174	11,000	480006	REIMBURSEMENTS	32,677	32,677	32,677
<b>14,850</b>	<b>12,174</b>	<b>11,000</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>32,677</b>	<b>32,677</b>	<b>32,677</b>
<b>387,382</b>	<b>613,298</b>	<b>433,098</b>		<b>TOTAL RESOURCES</b>	<b>505,438</b>	<b>505,438</b>	<b>505,438</b>

<b>FY 08-09 Expenditures</b>							
<b>Police Dept</b>							
<b>Fund &amp; Dept: 100-21</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
1,741,715	1,915,190	1,936,905	511005	REGULAR EMPLOYEE WAGES	2,139,307	2,139,307	2,139,307
59,443	30,179	59,744	511010	PART-TIME EMPLOYEE WAGES	32,627	32,627	32,627
148,755	140,738	137,048	511015	OVERTIME	167,048	167,048	167,048
7,323	4,774	0	511021	UNEMPLOYMENT COMPENSATION	0	0	0
344,181	299,041	321,036	512005	HEALTH/DENTAL BENEFITS	391,469	391,469	391,469
0	33,257	0	512008	HEALTH REIMB ARRANGE	19,563	19,563	19,563
297,986	352,290	350,874	512010	RETIREMENT	356,662	356,662	356,662
136,769	156,807	163,228	512015	FICA	177,785	177,785	177,785
56,325	60,910	83,067	512020	WORKER'S COMP	83,259	83,259	83,259
36,474	11,020	26,269	512025	OTHER BENEFITS	11,718	11,718	11,718
11,494	13,503	13,587	512030	OTHER PAYROLL TAXES	16,404	16,404	16,404
3,846	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>2,844,311</b>	<b>3,017,710</b>	<b>3,091,757</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>3,395,841</b>	<b>3,395,841</b>	<b>3,395,841</b>
<b>MATERIALS &amp; SERVICES</b>							
20,775	18,039	18,210	520110	OPERATING SUPPLIES	18,750	18,750	18,750
2,403	2,668	2,500	520120	ORGANIZATION BUSINESS EXPENSE	3,500	3,500	3,500
20,230	14,866	7,680	520130	PERSONNEL UNIFORMS & EQUIPMENT	8,680	8,680	8,680
17,005	16,727	2,128	520150	UTILITIES	2,224	2,224	2,224
11,995	11,469	1,900	520220	SMALL EQUIPMENT	4,626	4,626	4,626
2,286	1,509	2,000	520270	MISCELLANEOUS	2,000	2,000	2,000
3,047	4,561	4,590	520503	PRINTING	4,250	4,250	4,250
2,176	2,568	2,040	520506	POSTAGE	2,100	2,100	2,100
14,959	17,624	17,662	520509	TELEPHONE	18,010	18,010	18,010
2,263	750	1,550	520512	ACCREDITATION	2,350	2,350	2,350
0	142	500	520518	VOLUNTEER REIM EXPENSE	500	500	500
1,468	1,061	1,060	520521	PUBLIC INFORMATION	1,200	1,200	1,200
336	175	0	520524	PUBLICATIONS	1,800	1,800	1,800
680	1,521	1,030	520530	MEMBERSHIPS	1,530	1,530	1,530
130,041	134,010	139,370	520557	INTERGOVERNMENTAL SERVICES	148,143	148,143	148,143
32,865	33,307	33,451	520578	INSURANCE & BONDS	32,447	32,447	32,447
16,970	15,771	16,400	521003	TRAINING/CONFERENCES	15,470	15,470	15,470

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
1,850	6,291	3,075	521150	PROFESSIONAL SERVICES	3,875	3,875	3,875
401	1,305	700	521168	MISC MEDICAL SERVICES	1,700	1,700	1,700
4,537	11,432	3,690	522003	EQUIP MAINT & OPER SUPPLIES	8,195	8,195	8,195
1,218	195	500	522009	VEHICLE MAINT & OPER. SUPPLIES	750	750	750
0	0	0	522010	VEHICLE MAINT EXTERNAL	500	500	500
158,948	166,954	117,012	522021	EQUIPMENT FUND CHARGES	126,096	126,096	126,096
21,328	27,631	24,317	522022	INFORMATION SYSTEMS FUND	25,558	25,558	25,558
10,814	5,185	6,000	522306	RENTS & LEASES	6,000	6,000	6,000
1,588	2,433	2,350	522312	FACILITY MAINTEN SUPPLIES	2,350	2,350	2,350
10,306	5,027	8,150	522315	FACILITY MNT/REPAIRS	8,900	8,900	8,900
3,420	0	0	523009	GRANT SMALL EQUIPMENT	0	0	0
<b>493,907</b>	<b>503,221</b>	<b>417,865</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>451,505</b>	<b>451,505</b>	<b>451,505</b>
				<b>CAPITAL OUTLAY</b>			
0	17,553	0	550166	BUILDING IMPROVEMENTS	0	0	0
0	8,458	0	550181	MAJOR TOOLS & WORK EQUIP	0	0	0
0	0	58,292	550186	FORFEITURE PROCEED PURCHASES	0	0	0
12,065	0	0	551062	DOM PREPAR GRANT EQUIP	0	0	0
18,077	0	0	551264	VEHICLE REPLACEMENT	0	0	0
<b>30,142</b>	<b>26,010</b>	<b>58,292</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3,368,360</b>	<b>3,546,941</b>	<b>3,567,915</b>		<b>TOTAL POLICE EXPENDITURES</b>	<b>3,847,346</b>	<b>3,847,346</b>	<b>3,847,346</b>

## **FIRE**

### **COUNCIL GOALS FOR FISCAL YEAR 2008-2009**

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

### **MISSION STATEMENT**

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

### **DEPARTMENT OVERVIEW**

We staff our rescue with two (2) personnel and the fire engine with three (3) personnel when staffing levels permits. This allows us to respond to calls occurring at the same time more often and serves our citizens more efficiently as they asked with supporting our Public Safety Levy. With the current Oregon Tax structure, funding can be problematic. As a result, the department actively seeks non-traditional funding through grants and community support. The department plans to replace a staff vehicle and fire engine as per the apparatus replacement schedule.

### **DEPARTMENT GOALS**

- Develop a community risk assessment and emergency response deployment standard
- Work with the city and district on strategic planning.
- Continue developing Emergency Operation Center skills utilizing city disaster drills.
- Continue our high school cadet program in cooperation with the Forest Grove High School and Portland Community College.
- To be involved in the community and events.
- Work with neighbors to enhance fire service delivery in the region.
- Promote a positive image of the fire department throughout the city and the district.

**TRENDS**

Due to the increase of calls occurring at the same time, our response times have slightly increased. Calls have increased approximately 50% over the past ten years. Last year, there were 369 times that calls occurred at the same time. We are keeping a close look at this trend. We have been told that we have the highest per capita rate of people living in assisted living facilities in the United States. The Community Safety Levy provided us with two additional personnel to help reduce response times during occasions of calls occurring at the same time. We are trying to work smarter by reducing the number of unnecessary calls without reducing services. Medical calls are 68% of the total calls we respond to. As the population increases and our calls increase, we will need to build and staff a substation in the future.

**PERFORMANCE MEASUREMENTS**

Response time to the scene of an emergency within the City will be four (4) minutes.	<b>90% of the time Structure fires in 2007 = 5.4 minutes</b>
	<b>90% of the time EMS calls in 2007 = 5.7 minutes</b>
The Department will continue to provide CPR training for the public on a monthly basis.	<b>100%</b>
Commercial plan reviews will generally be accomplished within five (5) working days.	<b>90%</b>
A minimum of one news release per month regarding fire safety will be provided to the local newspaper.	<b>85%</b>
Annual inspections shall be made in all assembly, institutional, educational, commercial, industrial and multi-residential occupancies.	<b>75%</b>
All complaints regarding fire related problems shall be acted upon within 8 hours.	<b>95%</b>
Fire Department personnel will aggressively pursue opportunities to present informational programs regarding fire prevention and related activities to the public, attempting to present at least ten (10) programs during the year.	<b>100+%</b>

**PERSONNEL REQUIREMENTS**

	<u>FY 07-08</u> <u>Appropriated</u>	<u>FY 07-08</u> <u>Filled</u>	<u>FY 08-09</u> <u>Proposed</u>
Fire Chief	1.00	1.00	1.00
Fire Division Chief	1.75	1.75	1.75
Lieutenant	3.00	3.00	3.00
Firefighter	10.00	12.00	12.00
Administrative Assistant	1.00	1.00	1.00
Fire Inspector	1.00	1.00	1.00
Part-time Fire Inspector	0.00	0.00	0.38
<b>TOTAL</b>	<b>17.75</b>	<b>19.75</b>	<b>20.13</b>

FY 08-09 Revenues							
GENERAL FUND - Fire Department							
Fund & Dept: 100-22							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
490,159	431,405	600,772		INTERGOVERNMENTAL REVENUE	449,822	449,822	449,822
50	84,000	0		CHARGES FOR SERVICES	0	0	0
22,286	14,444	0		TRANSFERS & REIMBURSEMENTS	4,650	4,650	4,650
<b>512,495</b>	<b>529,849</b>	<b>600,772</b>		<b>TOTAL RESOURCES</b>	<b>454,472</b>	<b>454,472</b>	<b>454,472</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
32,131	39,074	35,054	420015	CIGARETTE	35,675	35,675	35,675
362,350	392,331	379,406	420050	RURAL FIRE DISTRICT	414,147	414,147	414,147
94,678		175,499	430214	HOMELAND SECURITY GRANT		0	0
1,000			430208	STATE FIRE TRAINING GRANT		0	
		10,813	430587	GRANT MATCH - OTHER AGENCIES			
<b>490,159</b>	<b>431,405</b>	<b>600,772</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>449,822</b>	<b>449,822</b>	<b>449,822</b>
				CHARGES FOR SERVICES			
0	84,000	0	450200	C.I.P. FEES	0	0	0
50	0	0	440025	COPY SERVICE	0	0	0
<b>50</b>	<b>84,000</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
22,286	14,444	0	480015	FIRE DEPT REIMBURSEMENT	4,650	4,650	4,650
<b>22,286</b>	<b>14,444</b>	<b>0</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>4,650</b>	<b>4,650</b>	<b>4,650</b>
<b>512,495</b>	<b>529,849</b>	<b>600,772</b>		<b>TOTAL RESOURCES</b>	<b>454,472</b>	<b>454,472</b>	<b>454,472</b>

<b>FY 08-09 Expenditures</b>							
<b>Fire Dept</b>							
<b>Fund &amp; Dept: 100-22</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
1,220,504	1,205,168	1,162,473	511005	REGULAR EMPLOYEE WAGES	1,303,713	1,303,713	1,303,713
0	0	0	511010	PART TIME	15,600	15,600	15,600
79,081	78,306	80,080	511015	OVERTIME	80,076	80,076	80,076
224,302	180,893	193,768	512005	HEALTH/DENTAL BENEFITS	224,396	224,396	224,396
0	10,940	0	512008	HEALTH REIMB ARRANGE	12,594	12,594	12,594
192,705	210,550	223,493	512010	RETIREMENT	240,484	240,484	240,484
88,410	95,946	95,055	512015	FICA	107,053	107,053	107,053
31,517	31,968	34,528	512020	WORKER'S COMP	35,089	35,089	35,089
13,640	8,384	16,068	512025	OTHER BENEFITS	6,947	6,947	6,947
7,627	8,302	7,913	512030	OTHER PAYROLL TAXES	9,926	9,926	9,926
4,622	0	1,326	512035	VOLUNTEER FRINGE BENEFITS	1,326	1,326	1,326
<b>1,862,407</b>	<b>1,830,456</b>	<b>1,814,704</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>2,037,204</b>	<b>2,037,204</b>	<b>2,037,204</b>
<b>MATERIALS &amp; SERVICES</b>							
9,995	11,220	12,425	520110	OPERATING SUPPLIES	13,350	13,350	13,350
3,163	3,794	4,100	520120	ORGANIZATION BUSINESS EXPENSE	5,300	5,300	5,300
8,941	8,727	7,700	520130	PERSONNEL UNIFORMS & EQUIPMENT	14,000	14,000	14,000
25,644	26,990	18,978	520150	UTILITIES	25,591	25,591	25,591
4,212	2,699	3,300	520220	SMALL EQUIPMENT	6,000	6,000	6,000
104,336	60,151	21,500	520230	TOOLS - 50/50	80,500	80,500	80,500
2,690	2,101	0	520300	EMERGENCY OPERATIONS CENTER	4,000	4,000	4,000
385	426	700	520503	PRINTING	700	700	700
852	898	900	520506	POSTAGE	900	900	900
5,018	4,951	5,396	520509	TELEPHONE	4,392	4,392	4,392
37,909	54,553	70,000	520518	VOLUNTEER REIMBURSABLE EXPENSE	60,000	60,000	60,000
1,210	1,496	1,600	520521	PUBLIC INFORMATION	1,600	1,600	1,600
2,112	1,305	1,464	520524	PUBLICATIONS	1,464	1,464	1,464
584	744	695	520530	MEMBERSHIPS	994	994	994
116,838	118,738	122,856	520557	INTERGOVERNMENTAL SERVICES	104,400	104,400	104,400
26,801	28,863	31,859	520578	INSURANCE & BONDS	30,903	30,903	30,903
7,544	13,846	17,320	521003	TRAINING/CONFERENCES	25,600	25,600	25,600
8,674	7,845	8,710	521150	PROFESSIONAL SERVICES	20,040	20,040	20,040
0	0	0	521165	CONTRACTS FOR SERVICES	15,000	15,000	15,000
2,313	382	0	521168	MISC MEDICAL SERVICES	0	0	0

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
5,098	4,209	6,670	522003	EQUIPMENT MAINT & OPER SUPPLIES	5,000	5,000	5,000
29,559	37,235	45,000	522009	VEHICLE MAINT & OPER. SUPPLIES	52,000	52,000	52,000
19,050	17,236	20,840	522012	EQUIP/VEHICLE FUEL/OIL	30,000	30,000	30,000
0	84,000	0	522018	FIRE EQUIPMENT REPL FUND	0	0	0
84,000	0	0	522021	EQUIPMENT FUND CHARGES	0	0	0
11,872	17,255	14,370	522022	INFORMATION SYSTEMS FUND	14,626	14,626	14,626
0	785	1,000	522303	CUSTODIAL	1,000	1,000	1,000
48	48	0	522306	RENTS & LEASES	0	0	0
2,306	2,414	3,000	522312	FACILITY MAINTENANCE SUPPLIES	3,500	3,500	3,500
4,778	5,939	6,000	522315	FACILITY MNT/REPAIRS	10,000	10,000	10,000
<b>525,930</b>	<b>518,850</b>	<b>426,383</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>530,860</b>	<b>530,860</b>	<b>530,860</b>
				<b>CAPITAL OUTLAY</b>			
3,752	0	194,998	550185	HOMELAND SECURITY	0	0	0
4,930	0	\$0	551260	VEHICLE REPLACEMENT	0	0	0
<b>8,682</b>	<b>0</b>	<b>194998</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2,397,019</b>	<b>2,349,306</b>	<b>2,436,085</b>		<b>TOTAL FIRE SERVICE EXPENDITURES</b>	<b>2,568,064</b>	<b>2,568,064</b>	<b>2,568,064</b>

## **AQUATIC CENTER**

### **CITY COUNCIL GOALS FOR FISCAL YEAR 2008-09**

- Promote a Prudent Financial Plan to Maintain Effective Service Levels
- Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic Green City

### **MISSION STATEMENT**

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

### **DEPARTMENT OVERVIEW**

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

### **DEPARTMENT GOALS**

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

**TRENDS**

Water space for a number of growing programs will be evaluated this year; Including Swim Club, Pacific University, Adult Fitness Swims and Exercise Classes. Increases in arthritis classes provided by the City will be an important revenue source. Staff will allocate additional time to staff training, by providing on-going Lifeguard Training opportunities, Water Safety Instructor Classes and AED training. New programming opportunities will be considered as a part of our community outreach program, including the Community Free Swim during the summer program.

**PERFORMANCE MEASUREMENTS**

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

Recreational Swimming: Recreational Swimming will be offered 342 days during the fiscal year.

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

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

	<u>*FY 06-07</u>	<u>*FY 07-08</u>
Swimming Instruction	24,869	23,625
Recreational Swimming	41,845	28,387
Group Rentals	16,126	18,905

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

**PERSONNEL REQUIREMENTS**

	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Aquatic Supervisor	1.00	1.00	1.00
Director of Parks & Recreation	0.50	0.50	0.50
Office Assistant I	0.50	0.50	0.50
Aquatics Coordinator	0.00	0.00	0.50
Facility Maintenance Tech.	0.60	0.60	0.60
Aquatic Staff	5.53	5.53	6.26
<b>TOTAL</b>	<b>8.13</b>	<b>8.13</b>	<b>9.36</b>

<b>FY 08-09 Revenues</b>							
<b>GENERAL FUND - Aquatics</b>							
<b>Fund &amp; Dept: 100-15</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
273,718	241,413	239,800		CHARGES FOR SERVICES	242,047	242,047	242,047
2,649	0	1,000		MISCELLANEOUS REVENUE	0	0	0
<b>276,368</b>	<b>241,413</b>	<b>240,800</b>		<b>TOTAL RESOURCES</b>	<b>242,047</b>	<b>242,047</b>	<b>242,047</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
258,151	227,852	224,800	440004	SWIMMING POOL	230,047	230,047	230,047
15,567	13,561	15,000	440010	LOCKERS/VENDING MACHINES	12,000	12,000	12,000
<b>273,718</b>	<b>241,413</b>	<b>239,800</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>242,047</b>	<b>242,047</b>	<b>242,047</b>
				MISCELLANEOUS REVENUE			
2,649	0	1,000	471021	DONATIONS	0	0	0
<b>2,649</b>	<b>0</b>	<b>1,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>276,368</b>	<b>241,413</b>	<b>240,800</b>		<b>TOTAL RESOURCES</b>	<b>242,047</b>	<b>242,047</b>	<b>242,047</b>

<b>FY 08-09 Expenditures</b>							
<b>Aquatics Dept</b>							
<b>Fund &amp; Dept: 100-15</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
111,718	118,977	124,901	511005	REGULAR EMPLOYEE WAGES	128,025	128,025	128,025
134,026	134,402	103,685	511010	PART-TIME EMPLOYEE WAGES	169,193	169,193	169,193
27,248	22,275	24,589	512005	HEALTH/DENTAL BENEFITS	32,778	32,778	32,778
0	1,507	0	512008	HEALTH REIMB ARRANGE	1,455	1,455	1,455
19,871	23,530	24,855	512010	RETIREMENT	23,799	23,799	23,799
16,562	19,250	17,487	512015	FICA	22,020	22,020	22,020
5,789	5,993	7,039	512020	WORKER'S COMP	8,371	8,371	8,371
1,588	745	2,179	512025	OTHER BENEFITS	1,475	1,475	1,475
1,391	1,641	1,456	512030	OTHER PAYROLL TAXES	2,179	2,179	2,179
253	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>318,445</b>	<b>328,320</b>	<b>306,191</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>389,295</b>	<b>389,295</b>	<b>389,295</b>
<b>MATERIALS &amp; SERVICES</b>							
21,971	20,330	24,249	520110	OPERATING SUPPLIES	26,700	26,700	26,700
142	194	255	520120	ORGANIZATION BUSINESS EXPENSE	300	300	300
0	0	510	520130	PERSONNEL UNIFORMS & EQUIPMENT	550	550	550
123,800	125,698	103,810	520150	UTILITIES	104,026	104,026	104,026
3,416	4,236	4,350	520220	SMALL EQUIPMENT	8,200	8,200	8,200
1,046	805	2,150	520503	PRINTING	2,600	2,600	2,600
330	348	460	520506	POSTAGE	480	480	480
640	637	1,240	520509	TELEPHONE	1,520	1,520	1,520
2,189	1,352	2,320	520521	PUBLIC INFORMATION	2,400	2,400	2,400
75	0	250	520524	PUBLICATIONS	0	0	0
0	138	0	520530	MEMBERSHIPS	425	425	425
862	1,050	850	520557	INTERGOVERNMENTAL SERVICES	900	900	900
5,969	7,277	7,417	520578	INSURANCE & BONDS	7,194	7,194	7,194
708	843	1,160	521003	TRAINING/CONFERENCES	1,700	1,700	1,700
375	107	260	521150	PROFESSIONAL SERVICES	500	500	500
85	396	0	521168	MISC MEDICAL SERVICES	0	0	0
1,103	676	935	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,050	1,050	1,050
1,436	1,436	1,396	522021	EQUIPMENT FUND CHARGES	1,428	1,428	1,428
3,249	2,985	2,985	522022	INFORMATION SYSTEMS FUND	3,028	3,028	3,028
1,920	322	0	522303	CUSTODIAL		0	0
7,934	5,287	11,100	522312	FACILITY MAINTENANCE SUPPLIES	12,350	12,350	12,350
21,503	17,981	24,550	522315	FACILITY MNT/REPAIRS	26,350	26,350	26,350
<b>198,752</b>	<b>192,096</b>	<b>190,247</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>201,702</b>	<b>201,702</b>	<b>201,702</b>
<b>517,197</b>	<b>520,416</b>	<b>496,438</b>		<b>TOTAL AQUATICS EXPENDITURES</b>	<b>590,997</b>	<b>590,997</b>	<b>590,997</b>

## **PARKS & RECREATION**

### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

### **MISSION STATEMENT**

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

### **DEPARTMENT OVERVIEW**

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

### **DEPARTMENT GOALS**

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

**TRENDS**

The Department will continue its effort to implement the Parks Master Plan. Development projects included in this year’s budget include development of Thatcher Park (Phase 1), construction of the Forest Glen Park Trail, and development of a new Off Leash Area. Additionally, planning will begin for the “B” Street Trail project. Lincoln Park operations will add to staff workload, but cooperation with Pacific University will help ease the full impact. Stites Park Property will see some planning and improvements to drainage in the area. Some increases in the operations budget have occurred due to Thatcher Park becoming operational in the fall.

**PERFORMANCE MEASURES**

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

	<b><u>2006</u></b>	<b><u>2007</u></b>
Park Reservations (# of reservations)	534	582
Sports League Games Participants	10,520	5,100

- **Note Lincoln Park was closed for League play until September.**

**PERSONNEL REQUIREMENTS**

	<b><u>Appropriated</u></b>	<b><u>Filled</u></b>	<b><u>Proposed</u></b>
	<b><u>FY 07-08</u></b>	<b><u>FY 07-08</u></b>	<b><u>FY 08-09</u></b>
Director Parks and Recreation	0.50	0.50	0.50
Crew Supervisor	1.00	1.00	1.00
Utility Worker II	2.00	2.00	2.00
Utility Worker I	1.00	1.00	1.00
Seasonal Temporary	0.00	0.00	1.00
<b>Total</b>	4.50	4.50	5.50

<b>FY 08-09 Revenues</b>							
<b>GENERAL FUND - Parks &amp; Recreation</b>							
<b>Fund &amp; Dept: 100-16</b>							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
90,273	85,676	95,280		CHARGES FOR SERVICES	94,516	94,516	94,516
0	279	0		MISCELLANEOUS REVENUE	0	0	0
15	16,375	16,375		TRANSFERS & REIMBURSEMENTS	0	0	0
<b>90,288</b>	<b>102,330</b>	<b>111,655</b>		<b>TOTAL RESOURCES</b>	<b>94,516</b>	<b>94,516</b>	<b>94,516</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
71,902	77,780	77,780	440029	GENERAL FUND SPT SVC (522023)	77,780	77,780	77,780
18,371	7,896	17,500	440007	RECREATION USER FEES	16,736	16,736	16,736
<b>90,273</b>	<b>85,676</b>	<b>95,280</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>94,516</b>	<b>94,516</b>	<b>94,516</b>
				MISCELLANEOUS REVENUE			
0	279	0	471020	DONATIONS	0	0	0
<b>0</b>	<b>279</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
15		0	480006	REIMBURSEMENTS	0	0	0
	16,375	16,375	481005	TRANSFER FROM OTHER FUNDS	0	0	0
<b>15</b>	<b>16,375</b>	<b>16,375</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>90,288</b>	<b>102,330</b>	<b>111,655</b>		<b>TOTAL RESOURCES</b>	<b>94,516</b>	<b>94,516</b>	<b>94,516</b>

<b>FY 08-09 Expenditures</b>							
<b>Parks Dept</b>							
<b>Fund &amp; Dept: 100-16</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
206,101	248,144	224,857	511005	REGULAR EMPLOYEE WAGES	233,141	233,141	233,141
21	396	0	511015	OVERTIME	0	0	0
14,835	0	0	511010	PART-TIME EMPLOYEE WAGES	48,363	48,363	48,363
0	1,757	0	511020	TEMP EMPLOYEE WAGES	0	0	0
44,943	48,812	41,843	512005	HEALTH/DENTAL BENEFITS	56,789	56,789	56,789
0	1,279	0	512008	HEALTH REIMB ARRANGE	2,306	2,306	2,306
37,231	45,928	44,747	512010	RETIREMENT	43,575	43,575	43,575
15,462	19,011	17,202	512015	FICA	21,535	21,535	21,535
5,297	5,468	7,574	512020	WORKER'S COMP	8,907	8,907	8,907
992	370	2,997	512025	OTHER BENEFITS	1,049	1,049	1,049
1,304	1,626	1,432	512030	OTHER PAYROLL TAXES	2,033	2,033	2,033
507	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>326,692</b>	<b>372,792</b>	<b>340,652</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>417,697</b>	<b>417,697</b>	<b>417,697</b>
<b>MATERIALS &amp; SERVICES</b>							
225	242	2,113	520110	OPERATING SUPPLIES	2,450	2,450	2,450
3	0	50	520120	ORGANIZATION BUSINESS EXPENSE	100	100	100
1,336	1,657	1,638	520130	PERSONNEL UNIFORMS & EQUIPMENT	2,300	2,300	2,300
30,533	32,131	2,863	520150	UTILITIES	4,138	4,138	4,138
7,089	3,260	7,758	520220	SMALL EQUIPMENT	12,650	12,650	12,650
57	3	0	520503	PRINTING	0	0	0
40	57	102	520506	POSTAGE	112	112	112
2,120	2,121	2,162	520509	TELEPHONE	2,735	2,735	2,735
1,409	521	356	520521	PUBLIC INFORMATION	400	400	400
95	665	615	520524	PUBLICATIONS	0	0	0
640	240	0	520530	MEMBERSHIPS	1,245	1,245	1,245
332	668	320	520557	INTERGOVERNMENTAL SERVICES	390	390	390
2,707	2,376	2,402	520578	INSURANCE & BONDS	2,330	2,330	2,330
985	2,934	1,324	521003	TRAINING/CONFERENCES	1,555	1,555	1,555
25,478	29,578	16,222	521150	PROFESSIONAL SERVICES	17,150	17,150	17,150
552	371	0	521168	MISC MEDICAL SERVICES	0	0	0
2,213	1,959	2,700	522003	EQUIPMENT MAINT & OPER SUPPLIES	2,900	2,900	2,900
199	0	0	522009	VEHICLE MAINT & OPER. SUPPLIES	0	0	0
151	2,676	0	522012	FUEL/OIL	0	0	0
40,591	40,241	38,765	522021	EQUIPMENT FUND CHARGES	48,912	48,912	48,912
1,018	930	930	522022	INFORMATION SYSTEMS FUND	934	934	934
0	0	500	522306	RENTS & LEASES	500	500	500
11,976	11,975	0	522309	BUILDING/FACILITY RENTAL	0	0	0
21,291	13,238	9,484	522312	FACILITY MAINTENANCE SUPPLIES	15,600	15,600	15,600
7,323	1,083	5,700	522315	FACILITY MNT/REPAIRS	5,900	5,900	5,900
<b>158,361</b>	<b>148,927</b>	<b>96,004</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>122,302</b>	<b>122,302</b>	<b>122,302</b>
<b>CAPITAL OUTLAY</b>							
0	0	0	550181	MAJOR TOOLS & WORK EQUIPMENT	8,800	8,800	8,800
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
<b>485,053</b>	<b>521,719</b>	<b>436,656</b>		<b>TOTAL PARKS &amp; REC EXPENDITURES</b>	<b>548,799</b>	<b>548,799</b>	<b>548,799</b>

## MUNICIPAL COURT

### CITY COUNCIL GOALS FOR FISCAL YEAR 2008-09

- Promote a Prudent Financial Plan to Maintain Effective Service Levels

### MISSION STATEMENT

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

### COURT OPERATIONS OVERVIEW

Municipal Court began operating in November 2004. The Court processes minor traffic offenses and violations of the City Code. The Court and the Police Department are currently in the process of implementing parking citation software. In FY 2008-09, the Court's traffic citation software will be modified to interface with the Police Department's proposed traffic citation software.

### COURT GOALS

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

### PERFORMANCE MEASUREMENTS

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

### PERSONNEL REQUIREMENTS

	2007-08 <u>Appropriated</u>	2007-08 <u>Filled</u>	2008-09 <u>Proposed</u>
Court Coordinator	1.00	1.00	1.00
Office Assistant I (Part-time)	0.55	0.55	0.55
<b>TOTAL</b>	<b>1.55</b>	<b>1.55</b>	<b>1.55</b>

FY 08-09 Revenues							
GENERAL FUND - Municipal Court							
Fund & Dept: 100-12-20							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
267,341	204,351	281,500		FINES	220,747	220,747	220,747
404	0	0		MISCELLANEOUS	0	0	0
9,446	11,142	12,000		TRANSFERS & REIMBURSEMENTS	13,500	13,500	13,500
<b>277,191</b>	<b>215,493</b>	<b>293,500</b>		<b>TOTAL RESOURCES</b>	<b>234,247</b>	<b>234,247</b>	<b>234,247</b>
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				FINES			
19,501	16,779	24,000	460115	PARKING FINES	10,607	10,607	10,607
240,467	173,409	250,000	460120	TRAFFIC FINES	199,040	199,040	199,040
2,684	4,475	3,000	460125	ORDINANCE FINES	6,000	6,000	6,000
2,126	2,322	1,500	460130	MARIJUANA FINES/FEES	1,500	1,500	1,500
2,563	7,366	3,000	460135	MINOR IN POSSESSION FINES/FEES	3,600	3,600	3,600
<b>267,341</b>	<b>204,351</b>	<b>281,500</b>		<b>TOTAL FINES</b>	<b>220,747</b>	<b>220,747</b>	<b>220,747</b>
				MISCELLANEOUS			
404	0	0	472005	MISCELLANEOUS	0	0	0
<b>404</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
9,446	11,142	12,000	480005	MUNICIPAL JUDGE REIMBURSEMENT	13,500	13,500	13,500
<b>9,446</b>	<b>11,142</b>	<b>12,000</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>
<b>277,191</b>	<b>215,493</b>	<b>293,500</b>		<b>TOTAL RESOURCES</b>	<b>234,247</b>	<b>234,247</b>	<b>234,247</b>

FY 08-09 Expenditures								
Municipal Court								
Fund & Dept & Division: 100-12-20								
2005-06	2006-07	2007-08				2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>								
46,521	49,213	49,839	511005	REGULAR EMPLOYEE WAGES		52,318	52,318	52,318
22,471	35,149	38,989	511010	PART-TIME EMPLOYEE WAGES		42,930	42,930	42,930
0	1,068	0	511015	OVERTIME		0	0	0
0	2,083	0	511021	UNEMPLOYMENT COMPENSATOIN		0	0	0
9,658	7,763	9,118	512005	HEALTH/DENTAL BENEFITS		10,359	10,359	10,359
0	421		512008	HEALTH REIMB ARRANGE		513	513	513
8,621	9,161	9,918	512010	RETIREMENT		9,702	9,702	9,702
4,820	6,443	6,795	512015	FICA		7,286	7,286	7,286
154	378	224	512020	WORKER'S COMP		166	166	166
495	364	800	512025	OTHER BENEFITS		429	429	429
407	553	566	512030	OTHER PAYROLL TAXES		676	676	676
113	0	0	512035	VOLUNTEER FRINGE BENEFITS		0	0	0
<b>93,260</b>	<b>112,597</b>	<b>116,249</b>		<b>TOTAL PERSONAL SERVICES</b>		<b>124,379</b>	<b>124,379</b>	<b>124,379</b>
<b>MATERIALS &amp; SERVICES</b>								
486	515	600	520110	OPERATING SUPPLIES		1,000	1,000	1,000
70	1,774	200	520120	ORGANIZ BUSINESS EXP		200	200	200
1,113	2,685	0	520200	COMPUTER SOFTWARE LICENSES		4,900	4,900	4,900
41	412	400	520220	SMALL EQUIPMENT		200	200	200
53	595	600	520503	PRINTING		200	200	200
554	882	850	520506	POSTAGE		1,150	1,150	1,150
331	75	250	520509	TELEPHONE		250	250	250
0	0	200	520521	PUBLIC INFORMATION		100	100	100
0	0	1,000	520524	PUBLICATIONS		1,000	1,000	1,000
0	220	150	520530	MEMBERSHIPS		150	150	150
11,007	12,449	13,000	520539	ASSESSMENT-COUNTY		13,000	13,000	13,000
2,220	6,081	6,600	520540	STATE COURT SECURITY ASSESSMENT		6,600	6,600	6,600
23	731	1,695	520557	INTERGOVERN SERVICES		1,570	1,570	1,570
54,513	62,236	65,000	520566	ASSESSMENT- STATE		65,000	65,000	65,000
	300	385	520578	INSURANCE & BONDS		373	373	373
585	462	3,500	521003	TRAINING/CONFERENCES		2,600	2,600	2,600
2,994	7,640	4,300	521150	PROFESSIONAL SERVICES		4,300	4,300	4,300
2,960	5,071	5,172	522022	INFORMSYSTEMS FUND		6,476	6,476	6,476
768	768	783	522309	BUILDING/FACILITY RENTAL		784	784	784
<b>77,717</b>	<b>102,896</b>	<b>104,686</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>109,853</b>	<b>109,853</b>	<b>109,853</b>
<b>170,977</b>	<b>215,493</b>	<b>220,935</b>		<b>TOTAL MUNICIPAL COURT EXP</b>		<b>234,232</b>	<b>234,232</b>	<b>234,232</b>

**NON-DEPARTMENTAL**

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

The FY 2008-09 budget will include the receipt and payments of the Metro Construction Excise Tax and the School District Construction Excise Tax in the Non-Departmental budget. They are accounted for in this section to avoid significant fluctuations in operating department budgets due to construction activity level.

<b>FY 08-09 Revenues</b>							
<b>GENERAL FUND - NON-DEPARTMENTAL REVENUE</b>							
<b>Fund &amp; Dept: 100-18</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
5,768,210	6,122,928	6,402,077		LOCAL TAXES	6,206,297	6,206,297	6,206,297
185,785	195,487	145,506		INTERGOVERNMENTAL REVENUE	479,449	479,449	479,449
141,323	0	0		LICENSES, PERMITS & FEES	0	0	0
188,407	213,650	175,000		MISCELLANEOUS REVENUE	100,000	100,000	100,000
82,939	63,564	0		TRANSFERS & REIMBURSEMENTS	875,235	875,235	875,235
2,325,557	2,492,045	2,332,336		FUND BALANCE AVAILABLE JULY 1	3,086,129	3,086,129	3,086,129
<b>8,692,220</b>	<b>9,087,674</b>	<b>9,054,919</b>		<b>TOTAL RESOURCES</b>	<b>10,747,110</b>	<b>10,747,110</b>	<b>10,747,110</b>

2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				LOCAL TAXES			
3,577,122	3,756,770	3,904,727	411003	PROPERTY TAXES	4,126,348	4,126,348	4,126,348
885,825	930,958	977,317	411010	LOCAL OPTION LEVY	1,408,346	1,408,346	1,408,346
102,548	97,899	105,000	411150	PROPERTY TAX PRIOR YEARS	105,000	105,000	105,000
765,671	815,689	869,553	480050	IN-LIEU OF TAX	0	0	0
437,044	521,612	545,480	413001	FRANCHISE TAX	566,603	566,603	566,603
<b>5,768,210</b>	<b>6,122,928</b>	<b>6,402,077</b>		<b>TOTAL LOCAL TAXES</b>	<b>6,206,297</b>	<b>6,206,297</b>	<b>6,206,297</b>
				INTERGOVERNMENTAL REVENUE			
48,342	53,807	54,000	422045	TRANSIENT ROOM TAX	59,519	59,519	59,519
0	0	0	420055	METRO CONSTRUCTION EXCISE TAX	50,000	50,000	50,000
0	0	0	422055	SD15 CONSTRUCTION EXCISE TAX	220,000	220,000	220,000
137,443	141,680	91,506	420020	STATE REVENUE SHARING	149,930	149,930	149,930
<b>185,785</b>	<b>195,487</b>	<b>145,506</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>479,449</b>	<b>479,449</b>	<b>479,449</b>
				LICENSES, PERMITS & FEES			
141,323	0	0	450200	C.I.P. FEES	0	0	0
<b>141,323</b>	<b>0</b>	<b>0</b>		<b>TOTAL LICENSES, PERMITS &amp; FEES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
188,407	213,650	175,000	470105	INTEREST	100,000	100,000	100,000
<b>188,407</b>	<b>213,650</b>	<b>175,000</b>		<b>TOTAL INTEREST</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
				TRANSFERS & REIMBURSEMENTS			
82,939	63,564	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
			480050	IN-LIEU OF TRANSFER	875,235	875,235	875,235
<b>82,939</b>	<b>63,564</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>875,235</b>	<b>875,235</b>	<b>875,235</b>
				FUND BALANCE AVAILABLE			
2,325,557	2,492,045	2,332,336	495005	FUND BAL AVAIL FOR APPROP.	3,086,129	3,086,129	3,086,129
<b>2,325,557</b>	<b>2,492,045</b>	<b>2,332,336</b>		<b>TOTAL FUND BALANCE</b>	<b>3,086,129</b>	<b>3,086,129</b>	<b>3,086,129</b>
<b>8,692,220</b>	<b>9,087,674</b>	<b>9,054,919</b>		<b>TOTAL RESOURCES</b>	<b>10,747,110</b>	<b>10,747,110</b>	<b>10,747,110</b>

<b>FY 08-09 Expenditures</b>							
<b>Non-Departmental</b>							
<b>Fund &amp; Dept:100-18</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>PERSONAL SERVICES</b>			
0	0	15,000	511021	UNEMPLOYMENT COMPENSATION	0	0	0
<b>0</b>	<b>0</b>	<b>15,000</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>MATERIALS AND SERVICES</b>			
			520547	METRO CONSTRUCTION EXCISE TAX	50,000	50,000	50,000
0	0	0	520549	SD15 CONSTRUCT EXCISE TAX PYMT	217,800	217,800	217,800
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>267,800</b>	<b>267,800</b>	<b>267,800</b>
				<b>CONTINGENCY</b>			
0	0	865,000	560206	CONTINGENCY	800,000	800,000	800,000
<b>0</b>	<b>0</b>	<b>865,000</b>		<b>TOTAL CONTINGENCY</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
				<b>TRANSFERS</b>			
0	0	20,000	560124	TRANSFER TO BUILDING FUND	20,000	20,000	20,000
0	28,500	41,380	560127	TRANSFER TO OTHER FUNDS	40,000	40,000	40,000
<b>0</b>	<b>28,500</b>	<b>61,380</b>		<b>TOTAL TRANSFERS</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	1,852,923	560304	UNAPPROPRIATED ENDING FUND BAL	2,288,703	2,288,703	2,288,703
<b>0</b>	<b>0</b>	<b>1,852,923</b>		<b>TOT UNAPPROPRIATE END FD BAL</b>	<b>2,288,703</b>	<b>2,288,703</b>	<b>2,288,703</b>
<b>0</b>	<b>28,500</b>	<b>2,794,303</b>		<b>TOTAL NON-DEPARTMENTAL EXPEND.</b>	<b>3,416,503</b>	<b>3,148,703</b>	<b>3,148,703</b>

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# **Enterprise Funds**

## **LIGHT AND POWER**

### **CITY COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

### **MISSION STATEMENT**

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

### **DEPARTMENT OVERVIEW**

The purposes of this department are: to provide reliable low-cost electrical service to customers within our service area; to provide lighting for those streets, parks, and parking lots under the jurisdiction of city government; to provide outside area lighting on a rental basis to our electric customers; and to assist the City in promoting economic development. In addition, the department will provide customer and community service programs designed to reduce the retail cost and enhance the quality of electric service provided to our customers, to enhance the quality of life in the Forest Grove community, and to promote the wise and efficient use of electric energy and renewable resources.

### **DEPARTMENT GOALS**

To maintain quality electric service provided to the City's customers. Objectives to achieve this goal include increased emphasis on preventative maintenance and equipment replacement programs, the upgrading of underground cable installations, the replacement of obsolete or dated substation equipment, and the expansion and upgrading of distribution system facilities.

To obtain energy conservation, and energy use efficiency from the City's customers for the purposes of reducing power cost and reducing the need for additional power resources to serve the City's growing load. Objectives to achieve this goal include administering programs such as residential weatherization, and appropriate conservation and energy efficiency programs for commercial customers and industrial customers. Continuing this budget year, financing for conservation programs will be from internally generated department funds. In addition, provide renewable energy options to promote an environmentally friendly community. Objectives to achieve this include participating in studies to secure possible renewable resources that fit the needs of the community and secure future load growth needs.

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

To enhance and maintain the quality of the Department's work force, tools, fleet equipment, and facilities for the purpose of ensuring that the Department's work is performed safely and efficiently.

**TRENDS**

The financial condition of the Bonneville Power Administration remains stable and therefore any increases in wholesale power rates should reflect typical cost of labor and price indexes. This does not include unforeseen increased fish mitigation standards imposed on the BPA by state and federal laws, nor does it account for changes made to the Residential Exchange program.

**PERFORMANCE MEASUREMENTS**

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

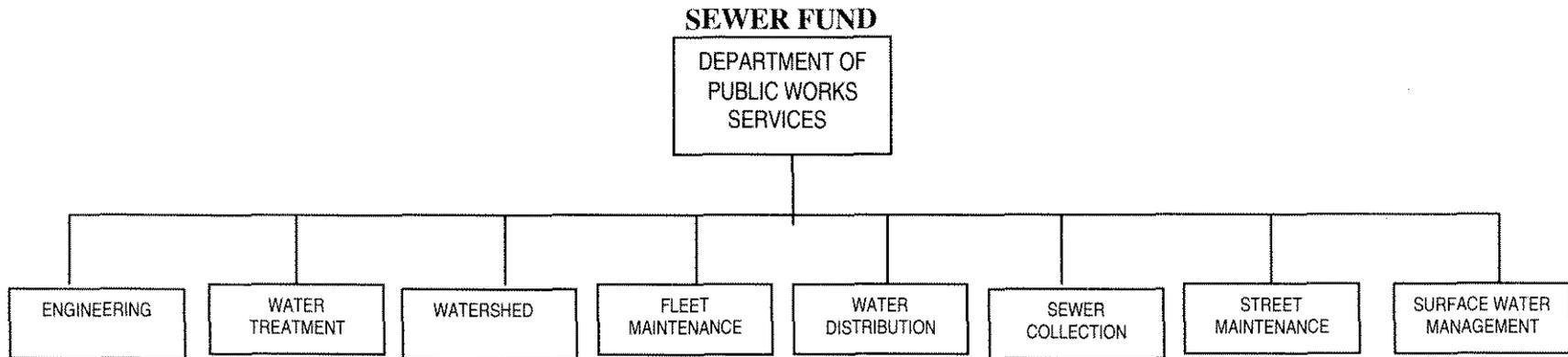
**PERSONNEL REQUIREMENTS**

	<u>Appropriated FY 07-08</u>	<u>Filled FY 07-08</u>	<u>Proposed FY 08-09</u>
Director	1.00	1.00	1.00
Operations Superintendent	1.00	1.00	1.00
Engineering Supervisor	1.00	1.00	1.00
Department Administrative Assistant	1.00	1.00	1.00
Key Accounts/Energy Program Coordinator	1.00	1.00	0.00
Working Foreman	2.00	2.00	2.00
Meter Relay Foreman	1.00	1.00	1.00
Meterman	1.00	1.00	1.00
Lineman	6.00	6.00	7.00
Apprentice Lineman	1.00	1.00	1.00
Apprentice Meterman	1.00	1.00	1.00
Journeyman Tree-Trimmer	1.00	1.00	2.00
Project Engineer	1.00	1.00	1.00
Engineering Tech	1.00	1.00	1.00
Meter Reader	1.32	1.32	1.32
Senior Utility Worker	2.00	2.00	2.00
Economic Development Coordinator	0.50	0.50	0.50
<u>Administrative Specialist II</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total	24.32	24.32	25.32

<b>FY 08-09 Revenues Light &amp; Power Fund Fund &amp; Dept: 610-41</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
0	0	65,000		GRANTS	0	0	0
12,084,030	13,640,942	13,100,188		CHARGES FOR SERVICES	13,651,207	13,651,207	13,651,207
256,847	223,080	327,000		MISCELLANEOUS REVENUE	208,000	208,000	208,000
3,116,645	3,414,608	3,210,074		FUND BALANCE AVAILABLE	4,966,302	4,966,302	4,966,302
<b>15,457,522</b>	<b>17,278,629</b>	<b>16,702,262</b>		<b>TOTAL RESOURCES</b>	<b>18,825,509</b>	<b>18,825,509</b>	<b>18,825,509</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				GRANTS			
	16,145	65,000	432290	APPA/DEED GRANT	0	0	0
	<b>16,145</b>	<b>65,000</b>		<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				CHARGES FOR SERVICES			
				POWER SALES			
5,636,817	6,101,970	5,738,188	440105	RESIDENTIAL SALES	6,391,886	6,391,886	6,391,886
501,344	547,359	540,000	440110	GENERAL SERVICE - 1PH SALES	565,000	565,000	565,000
560,290	603,966	600,000	440112	GENERAL SERVICE - 3 PH SALES	620,000	620,000	620,000
1,776,049	1,897,648	1,900,000	440120	INDUSTRIAL SVC - SPECL CONTRCT	1,900,000	1,900,000	1,900,000
3,189,099	3,421,887	3,400,000	440125	LARGE COMMERCIAL INDUSTRIAL	3,482,581	3,482,581	3,482,581
64,064	59,390	58,000	440130	PUBLIC STREET LIGHTING SALES	67,739	67,739	67,739
105,401	101,449	105,000	440135	RENTAL LIGHTS	105,000	105,000	105,000
3,028	4,140	5,000	440140	IRRIGATION SERVICE	4,500	4,500	4,500
0	0	0	440150	GREEN POWER UNITS	15,000	15,000	15,000
<i>11,836,091</i>	<i>12,737,810</i>	<i>12,346,188</i>		<i>TOTAL POWER SALES</i>	<i>13,151,707</i>	<i>13,151,707</i>	<i>13,151,707</i>
85,652	763,947	600,000	440165	CONNECTION CHARGES	350,000	350,000	350,000
75,686	73,000	73,000	440170	STREET LIGHT MAINT.	73,000	73,000	73,000
34,955	38,633	30,000	440175	RECONNECT CHARGES	30,000	30,000	30,000
2,100	1,800	2,000	440035	NSF HANDLING CHARGE	1,500	1,500	1,500
23,475	0	24,000	440180	POLE RENTAL	24,000	24,000	24,000
26,071	25,752	25,000	440302	AUDITORIUM RENTAL	21,000	21,000	21,000
<b>12,084,030</b>	<b>13,640,942</b>	<b>13,100,188</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>13,651,207</b>	<b>13,651,207</b>	<b>13,651,207</b>
				MISCELLANEOUS REVENUE			
37,068	12,048	20,000	450057	OTHER	22,000	22,000	22,000
5,519	16,574	1,000	445005	SALE OF SCRAP	10,000	10,000	10,000
0	15,453	10,000	445010	SALE OF MATERIALS	5,000	5,000	5,000
83,031	139,333	90,000	470105	INTEREST	115,000	115,000	115,000
131,230	26,173	200,000	480020	CONSERVATION INCENTIVE REIMBURSEM	50,000	50,000	50,000
	7,199		480006	REIMBURSEMENTS	0	0	0
0	6,300	6,000	451035	CONTRIBUTION-IN-AID	6,000	6,000	6,000
<b>256,847</b>	<b>223,080</b>	<b>327,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>208,000</b>	<b>208,000</b>	<b>208,000</b>
				FUND BALANCE AVAILABLE			
3,116,645	3,414,608	3,210,074	495005	FUND BAL AVAIL FOR APPROP.	4,966,302	4,966,302	4,966,302
<b>3,116,645</b>	<b>3,414,608</b>	<b>3,210,074</b>		<b>TOTAL AVAILABLE</b>	<b>4,966,302</b>	<b>4,966,302</b>	<b>4,966,302</b>
<b>15,457,522</b>	<b>17,294,774</b>	<b>16,702,262</b>		<b>TOTAL L&amp;P RESOURCES</b>	<b>18,825,509</b>	<b>18,825,509</b>	<b>18,825,509</b>

<b>FY 08-09 Expenditures</b>							
<b>Light &amp; Power Dept</b>							
<b>Fund &amp; Dept: 610-41</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
1,216,619	1,345,848	1,555,531	511005	REGULAR EMPLOYEE WAGES	1,791,089	1,791,089	1,791,089
16,687	11,502	16,718	511010	PART-TIME EMPLOYEE WAGES	16,556	16,556	16,556
80,369	113,068	80,004	511015	OVERTIME	90,000	90,000	90,000
221,195	199,021	244,361	512005	HEALTH/DENTAL BENEFITS	302,754	302,754	302,754
	4,294	0	512008	Health Reimb Arrangement	5,009	5,009	5,009
214,691	245,469	301,603	512010	RETIREMENT	347,099	347,099	347,099
90,586	109,765	126,397	512015	FICA	145,170	145,170	145,170
20,059	25,305	42,551	512020	WORKER'S COMP	45,049	45,049	45,049
7,293	7,221	12,213	512025	OTHER BENEFITS	9,913	9,913	9,913
7,745	9,567	10,522	512030	OTHER PAYROLL TAXES	13,328	13,328	13,328
2,193	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>1,877,437</b>	<b>2,071,060</b>	<b>2,389,900</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>2,765,967</b>	<b>2,765,967</b>	<b>2,765,967</b>
						0	0
				<b>MATERIALS &amp; SERVICES</b>		0	0
10,563	10,701	10,500	520110	OPERATING SUPPLIES	11,500	11,500	11,500
10,502	9,925	11,200	520120	ORGANIZATION BUSINESS EXPENSE	12,700	12,700	12,700
5,474	8,319	10,500	520130	PERSONNEL UNIFORMS & EQUIPMENT	16,350	16,350	16,350
19,322	20,775	19,000	520150	UTILITIES	21,000	21,000	21,000
147	0	600	520180	SUBSCRIPTIONS/BOOKS	600	600	600
0	4,350	2,000	520190	COMPUTER SOFTWARE	2,000	2,000	2,000
0	1,538	11,550	520200	COMPUTER SOFTWARE LICENSES	4,500	4,500	4,500
0	0	3,500	520210	COMPUTER SUPPLIES	0	0	0
25,783	36,683	33,400	520220	SMALL EQUIPMENT	47,000	47,000	47,000
478,117	979,710	600,000	520240	CONSTRUCTION SUPPLIES	675,000	675,000	675,000
7,558,221	7,749,281	8,023,133	520260	PURCHASED POWER	8,034,108	8,034,108	8,034,108
1,327	0	0	520270	MISCELLANEOUS	0	0	0
165	1,240	7,000	520503	PRINTING	7,000	7,000	7,000
1,037	1,177	1,200	520506	POSTAGE	1,200	1,200	1,200
8,463	8,679	8,600	520509	TELEPHONE	8,600	8,600	8,600
1,964	1,755	5,000	520521	PUBLIC INFORMATION	5,000	5,000	5,000
315	547	1,000	520524	PUBLICATIONS	1,000	1,000	1,000
56,640	71,245	67,547	520530	MEMBERSHIPS	80,109	80,109	80,109
479	2,847	1,500	520533	RECRUITING EXPENSES	2,500	2,500	2,500
28,301	23,461	40,000	520542	BILL PAYING ASSISTANCE PROGRAM	40,000	40,000	40,000
586,115	632,694	618,909	520545	IN-LIEU OF TAX	0	0	0
131,906	86,796	80,000	520554	CONSERVATION INCENTIVES	100,000	100,000	100,000
33,390	27,699	200,000	520555	INDUSTRIAL CONSERVATION AUGMENTAT	50,000	50,000	50,000
7,058	7,321	7,300	520557	INTERGOVERNMENTAL SERVICES	7,300	7,300	7,300
35,966	36,129	39,467	520578	INSURANCE & BONDS	38,283	38,283	38,283
14,568	7,998	21,760	521003	TRAINING/CONFERENCES	31,400	31,400	31,400
8,575	5,847	7,500	521113	ATTORNEY SERVICES	7,500	7,500	7,500
67,704	28,024	15,000	521150	PROFESSIONAL SERVICES	61,250	61,250	61,250

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
332		0	521159	CONSTRUCT CONTRACTS	0	0	0
715	11,370	0	521162	CONSULTANTS	42,000	42,000	42,000
21,666	33,406	140,850	521165	CONTRACTS FOR SERVICES	173,900	173,900	173,900
1,746	2,514	1,000	521168	MISC MEDICAL SERVICES	1,000	1,000	1,000
39		0	521171	FINANCIAL SERVICES- AUDITING, INVEST	0	0	0
12,056	12,521	12,500	521172	BANK SERVICE FEES	12,500	12,500	12,500
15,596	12,931	18,500	522003	EQUIPMENT MAINT & OPER SUPPLIES	24,000	24,000	24,000
166		0	522006	EQUIPMENT/VEHICLE RENTAL	0	0	0
59,109	21,658	25,000	522009	VEHICLE MAINT & OPER SUPPLIES	25,000	25,000	25,000
0	5,084	3,000	522010	VEHICLE MAINT EXTERNAL	3,000	3,000	3,000
0	26,315	25,000	522012	FUEL/OIL	25,000	25,000	25,000
14,302	14,750	19,109	522022	INFORMATION SYSTEMS FUND CHARGES	20,788	20,788	20,788
777,734	848,175	839,902	522023	GENERAL FUND ADMIN SERVICES	913,088	913,088	913,088
23,520	18,768	13,750	522306	RENTS & LEASES	13,800	13,800	13,800
3,693	3,061	4,000	522312	FACILITY MAINTENANCE SUPPLIES	4,000	4,000	4,000
17,222	9,783	10,000	522315	FACILITY MNT/REPAIRS	12,000	12,000	12,000
	29,298	65,000	523010	OCEAN WAVE ENERGY GRANT	0	0	0
<b>10,039,996</b>	<b>10,814,373</b>	<b>11,024,777</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>10,535,977</b>	<b>10,535,977</b>	<b>10,535,977</b>
	0			<b>CAPITAL OUTLAY</b>		0	0
7,082		2,000	550051	OFFICE EQUIPMENT & FURNITURE	2,000	2,000	2,000
930	0	237,000	550166	BUILDING IMPROVEMENTS	385,000	385,000	385,000
120	9,741	10,000	550181	MAJOR TOOLS & WORK EQUIPMENT	112,500	112,500	112,500
3,697		15,000	550960	FG SUBSTATION IMPROVEMENTS	60,000	60,000	60,000
843		0	550961	FILBERT SUBSTATION		0	0
0	19,101	170,000	550962	SYSTEM ADDITIONS & UPGRADES	25,000	25,000	25,000
35,772		0	550963	THATCHER JCT. SUBSTAT IMPROV	0	0	0
18,997	341,821	230,000	551260	VEHICLE REPLACEMENT	247,000	247,000	247,000
0		0	551261	EQUIPMNT REPLACEMENT	0	0	0
<b>67,441</b>	<b>370,663</b>	<b>664,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>831,500</b>	<b>831,500</b>	<b>831,500</b>
				<b>TRANSFERS</b>			
54,250	54,250	90,499	570127	TRANSFER TO OTHER FUNDS	114,530	114,530	114,530
			570130	IN-LIEU OF TAX TRANSFER	681,017	681,017	681,017
<b>54,250</b>	<b>54,250</b>	<b>90,499</b>		<b>TOTAL TRANSFERS</b>	<b>795,547</b>	<b>795,547</b>	<b>795,547</b>
				<b>CONTINGENCY</b>			
0	0	1,633,086	580206	CONTINGENCY	2,021,304	2,021,304	2,021,304
<b>0</b>	<b>0</b>	<b>1,633,086</b>		<b>TOTAL CONTINGENCY</b>	<b>2,021,304</b>	<b>2,021,304</b>	<b>2,021,304</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	100,000	590303	MAJOR EQUIPMENT REPLACEMENT FUND	300,000	300,000	300,000
0	0	800,000	590304	UNAPP FUND BALANCE	1,575,214	1,575,214	1,575,214
<b>0</b>	<b>0</b>	<b>900,000</b>		<b>UNAPPROPRIATED FUND BALANCE</b>	<b>1,875,214</b>	<b>1,875,214</b>	<b>1,875,214</b>
<b>12,039,124</b>	<b>13,310,346</b>	<b>16,702,262</b>		<b>TOTAL LIGHT &amp; POWER EXPENDITURES</b>	<b>18,825,509</b>	<b>18,825,509</b>	<b>18,825,509</b>



**COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

**MISSION STATEMENT**

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

**OVERVIEW**

The City operates a sanitary sewer utility accounted for as an enterprise fund. The utility is responsible for the safe and efficient operation and maintenance of the sanitary sewer system. The utility provides customer service by responding to emergencies involving the sanitary system as well as citizens' concerns. The City shares this responsibility and a proportional share of the revenue with Clean Water Services (CWS, formerly known as Unified Sewerage Agency). The City is responsible for all collection lines smaller than 24" in diameter as well as all manholes. CWS is responsible for the large trunk lines, lift stations, and treatment. The employees in the Sewer Department provide excellent trouble free operation of the City's collection system. There have been no additions in personnel in the last seven years.

**GOALS**

- Maintain a reliable collection system, to transport sewerage to the treatment facility.
- Contract with CWS for the provision of pump stations, trunk lines 24 inches and larger, and treatment.
- Reduce storm water inflow and infiltration into the collection system.
- Construct new pipe lines to replace defective ones or to provide increased service capacity.
- Install new service laterals when requested.

**TRENDS**

**Revenue:** Clean Water Services is proposing a 4.5% increase for all customer classes for FY 08-09. New for FY 08-09 is that this rate increase will be split between Cities and CWS (82.4% CWS and 17.6% City) rather than put entirely toward CWS debt as in previous years. CWS and the member Cities continue to work together on the service delivery study that will define the division of revenue. Resolution was not complete for this budget process therefore sewer revenues reflect the current split of 82.4% CWS and 17.6% City. Discussions between CWS and the Cities are continuing and a resolution is expected this summer. If agreement is reached then it will take effect in FY 09-10.

**Projects:** No major projects are scheduled for this year. Funds are appropriated under line item SEWER CONSTRUCTION to provide sewer to the new Thatcher Park area. Funding is included in this budget for the annual payment to CWS for the Phase III Sewer I&I Repair project. This work was a joint project between CWS and the City and financed by CWS.

**PERFORMANCE MEASURES**

<u>WORK ITEM</u>	<u>STANDARD</u>	<u>SEWER SYSTEM</u>		
		<u>CY 2005</u>	<u>CY 2006</u>	<u>CY 2007</u>
Sanitary line cleaning (based on CSM Study)	33% system annually	Sewer System Pipe 324,165 ft.	326,005ft.	350,381 ft (est)
Sanitary line TV inspection (based on CSM Study)	15% system annually			
Respond to Sewer service interruption emergency	same day			

**PERSONNEL REQUIREMENTS**

	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
Superintendent	0.15	0.15	0.15
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	2.50	2.50	2.50
Secretary	0.10	0.10	0.10
<b>TOTAL</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>

FY 08-09 Revenues							
Sewer							
Fund & Dept: 620-54							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
2,928,217	3,270,671	3,364,529		CHARGES FOR SERVICES	3,629,112	3,629,112	3,629,112
71,055	68,162	190,392		MISCELLANEOUS REVENUE	42,164	42,164	42,164
1,717,197	1,141,246	1,279,552		FUND BALANCE AVAILABLE	1,499,923	1,499,923	1,499,923
<b>4,716,469</b>	<b>4,789,228</b>	<b>4,834,473</b>		<b>TOTAL RESOURCES</b>	<b>5,171,199</b>	<b>5,171,199</b>	<b>5,171,199</b>
2005-06	2006-07	2007-08			2007-08	2007-08	2007-08
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>CHARGES FOR SERVICES</b>			
2,208,142	2,449,314	2,564,231	440105	RESIDENTIAL SALES	2,782,950	2,782,950	2,782,950
547,606	569,186	591,275	440106	COMMERCIAL SALES	661,169	661,169	661,169
160,292	202,030	209,023	440120	INDUSTRIAL SALES	162,000	162,000	162,000
12,177	50,141	0	451040	SEWER LATERALS	22,992	22,992	22,992
<b>2,928,217</b>	<b>3,270,671</b>	<b>3,364,529</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,629,112</b>	<b>3,629,112</b>	<b>3,629,112</b>
				<b>MISCELLANEOUS REVENUE</b>			
1,093	1,209	150,392	450057	OTHER	5,000	5,000	5,000
2,400	0	0	450070	SEWER PERMITS	0	0	0
144	568	0	445010	SALE OF MATERIALS	0	0	0
67,418	66,385	40,000	470105	INTEREST	37,164	37,164	37,164
<b>71,055</b>	<b>68,162</b>	<b>190,392</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>42,164</b>	<b>42,164</b>	<b>42,164</b>
				<b>FUND BALANCE AVAILABLE</b>			
1,717,197	1,141,246	1,279,552	495005	FUND BAL AVAIL FOR APPROP.	1,499,923	1,499,923	1,499,923
<b>1,717,197</b>	<b>1,141,246</b>	<b>1,279,552</b>		<b>TOTAL AVAILABLE</b>	<b>1,499,923</b>	<b>1,499,923</b>	<b>1,499,923</b>
<b>4,716,469</b>	<b>4,480,079</b>	<b>4,834,473</b>		<b>TOTAL SEWER RESOURCES</b>	<b>5,171,199</b>	<b>5,171,199</b>	<b>5,171,199</b>

<b>FY 08-09 Expenditures</b>							
<b>Sewer</b>							
<b>Fund &amp; Dept: 620-54</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
136,747	148,933	176,984	511005	REGULAR EMPLOYEE WAGES	182,613	182,613	182,613
1,139	456	757	511015	OVERTIME	757	757	757
36,272	33,234	36,193	512005	HEALTH/DENTAL BENEFITS	44,277	44,277	44,277
		0	512008	HEALTH REIMBURS ARRANGE	1,824	1,824	1,824
25,125	29,638	35,220	512010	RETIREMENT	34,474	34,474	34,474
9,674	11,300	13,597	512015	FICA	14,028	14,028	14,028
6,567	12,248	13,963	512020	WORKER'S COMP	9,345	9,345	9,345
407	1,145	2,372	512025	OTHER BENEFITS	825	825	825
931	1,111	1,132	512030	OTHER PAYROLL TAXES	1,325	1,325	1,325
416	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>217,278</b>	<b>238,066</b>	<b>280,218</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>289,469</b>	<b>289,469</b>	<b>289,469</b>
<b>MATERIALS &amp; SERVICES</b>							
3,930	3,693	3,500	520110	OPERATING SUPPLIES	3,500	3,500	3,500
0	0	75	520120	ORGANIZATION BUSINESS EXPENSE	75	75	75
1,146	2,068	1,900	520130	PERSONNEL UNIFORMS & EQUIPMENT	2,075	2,075	2,075
834	788	900	520150	UTILITIES	900	900	900
650	1,702	2,500	520190	COMPUTER SOFTWARE	2,000	2,000	2,000
2,980	4,146	5,500	520220	SMALL EQUIPMENT	6,500	6,500	6,500
5,485	12,611	15,000	520240	CONSTRUCTION SUPPLIES	15,500	15,500	15,500
0	0	500	520270	MISCELLANEOUS	500	500	500
294	0	275	520503	PRINTING	200	200	200
206	19	125	520506	POSTAGE	125	125	125
321	625	901	520509	TELEPHONE	920	920	920
0	349	100	520521	PUBLIC INFORMATION	225	225	225
0	0	700	520524	PUBLICATIONS	700	700	700
200	400	0	520530	MEMBERSHIPS	250	250	250
29,080	30,721	33,015	520545	IN-LIEU OF TAX		0	0
2,322,903	2,477,407	2,704,227	520557	INTERGOVERNMENTAL SERVICES	2,662,565	2,662,565	2,662,565
8,035	12,442	9,649	520578	INSURANCE & BONDS	9,360	9,360	9,360
475	600	2,400	521003	TRAINING/CONFERENCES	2,700	2,700	2,700
198	1,700		521113	ATTORNEY SERVICES		0	0
68	5,189	3,000	521150	PROFESSIONAL SERVICES	3,000	3,000	3,000
650			521165	CONTRACTS FOR SERVICES		0	0
369	472	500	521168	MISC MEDICAL SERVICES	375	375	375

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
2,941	3,054		521172	BANK SERVICE FEES	3,000	3,000	3,000
6,912	334	1,000	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,000	1,000	1,000
	117		522012	FUEL/OIL		0	0
54,377	51,882	50,403	522021	EQUIPMENT FUND CHARGES	53,027	53,027	53,027
1,133	1,211	1,349	522022	INFORMATION SYSTEMS FUND CHARGES	1,319	1,319	1,319
295,479	320,189	317,130	522023	GENERAL FUND ADMIN SERVICES	378,353	378,353	378,353
470	0	0	522306	RENTS & LEASES	0	0	0
6,264	6,264	6,264	522309	BUILDING/FACILITY RENTAL	6,264	6,264	6,264
0	55	250	522312	FACILITY MAINTENANCE SUPPLIES	250	250	250
25	25	600	522315	FACILITY MNT/REPAIRS	250	250	250
<b>2,745,426</b>	<b>2,938,064</b>	<b>3,161,764</b>		<b>MATERIALS &amp; SERVICES</b>	<b>3,154,934</b>	<b>3,154,934</b>	<b>3,154,934</b>
				<b>CAPITAL OUTLAY</b>			
0		80,000	550181	MAJOR TOOLS & WORK EQUIPMENT	12,000	12,000	12,000
610,000	47,074	10,000	550763	SEWER CONSTRUCTION	210,000	210,000	210,000
<b>610,000</b>	<b>47,074</b>	<b>90,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>222,000</b>	<b>222,000</b>	<b>222,000</b>
				<b>DEBT SERVICE</b>			
		87,319	562001	PRINCIPAL-CWS/CITY PHASE III REHAB	70,425	70,425	70,425
		53,688	562041	INTEREST-CWS/CITY PHASE III REHAB	23,580	23,580	23,580
		<b>141,007</b>		<b>TOTAL DEBT SERVICE</b>	<b>94,004</b>	<b>94,004</b>	<b>94,004</b>
				<b>TRANSFERS</b>			
2,877	2,877	0	570127	TRANSFER TO OTHER FUNDS	0	0	0
			570130	IN-LIEU OF TAX	53,394	53,394	53,394
<b>2,877</b>	<b>2,877</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>53,394</b>	<b>53,394</b>	<b>53,394</b>
						0	
				<b>CONTINGENCIES</b>			
0	0	861,485	580206	CONTINGENCY	357,398	357,398	357,398
		861,485		<b>TOTAL CONTINGENCIES</b>	<b>357,398</b>	<b>357,398</b>	<b>357,398</b>
				<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			
0	0	300,000	560304	UNAPPROPRIATED FUND BALANCE	1,000,000	1,000,000	1,000,000
		300,000		<b>TOTAL UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>3,575,581</b>	<b>3,226,081</b>	<b>4,834,473</b>		<b>TOTAL SEWER EXPENDITURES</b>	<b>5,171,199</b>	<b>5,171,199</b>	<b>5,171,199</b>

## **SEWER SDC FUND**

### **MISSION STATEMENT**

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

### **OVERVIEW**

The System Development Charge (SDC) is applied to every new service connection to the sanitary sewer collection system. The amount of the charge is proportional to the impact of the service and is therefore based on the number of water use fixture units in the building. Clean Water Services (CWS), the regional authority for sewage collection and treatment, sets the amount of the Sewer SDC charge. This revenue is split between CWS (80%) and the City (20%). The City uses the money to increase the capacity of the sewer collection lines.

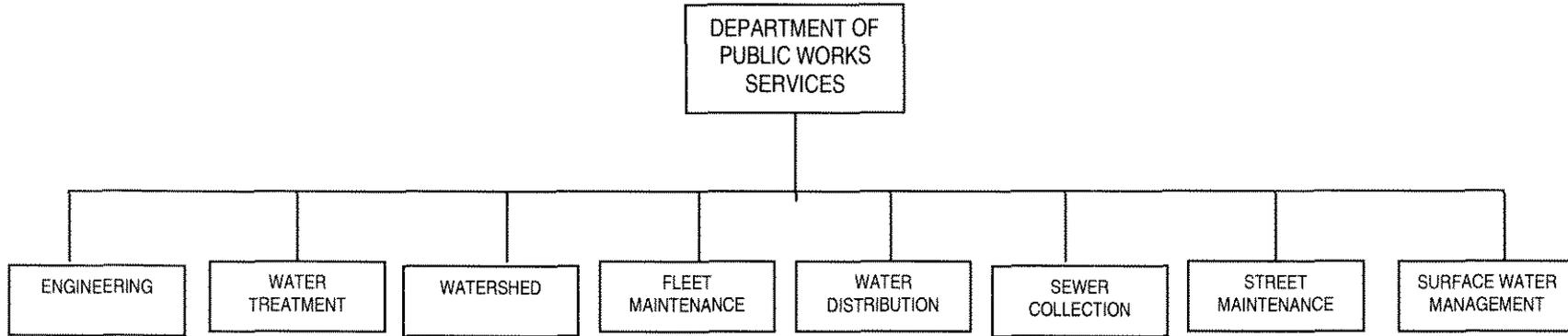
### **TRENDS**

The SDC charge is set by Clean Water Services and will be increased by \$300 per Equivalent Dwelling Unit (EDU) from \$2,800 to \$3,100. The new sewer trunk line on Sunset Drive was funded through an IGA with Clean Water Services. Annual payments to CWS are made from this fund. New development in the Sunset Drive area that connects to this line will offset these payments.

<b>FY 08-09 Revenues</b>							
<b>Sewer SDC</b>							
<b>Fund &amp; Dept &amp; Division: 622-54-91</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
353,788	436,225	375,000		CHARGES FOR SERVICES	417,200	417,200	417,200
41,086	59,784	37,316		MISCELLANEOUS REVENUE	36,736	36,736	36,736
964,028	1,014,596	1,066,161		FUND BALANCE AVAILABLE	1,091,188	1,091,188	1,091,188
<b>1,358,902</b>	<b>1,510,605</b>	<b>1,478,477</b>		<b>TOTAL RESOURCES</b>	<b>1,545,124</b>	<b>1,545,124</b>	<b>1,545,124</b>
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>CHARGES FOR SERVICES</b>			
353,788	436,225	375,000	451005	SYSTEM DEVELOPMENT CHARGES	417,200	417,200	417,200
<b>353,788</b>	<b>436,225</b>	<b>375,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>417,200</b>	<b>417,200</b>	<b>417,200</b>
				<b>MISCELLANEOUS REVENUE</b>			
0	4,500	0	451042	SUNSET SEWER CONSTR FEE	4,000	4,000	4,000
41,086	55,284	37,316	470105	INTEREST	32,736	32,736	32,736
<b>41,086</b>	<b>59,784</b>	<b>37,316</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>36,736</b>	<b>36,736</b>	<b>36,736</b>
				<b>FUND BALANCE AVAILABLE</b>			
964,028	1,014,596	1,066,161	495005	FUND BAL AVAIL FOR APPROP.	1,091,188	1,091,188	1,091,188
<b>964,028</b>	<b>1,014,596</b>	<b>1,066,161</b>		<b>TOTAL AVAILABLE</b>	<b>1,091,188</b>	<b>1,091,188</b>	<b>1,091,188</b>
<b>1,358,902</b>	<b>1,510,605</b>	<b>1,478,477</b>		<b>TOTAL SEWER SDC RESOURCES</b>	<b>1,545,124</b>	<b>1,545,124</b>	<b>1,545,124</b>

<b>FY 08-09 Expenditures</b>							
<b>Sewer SDC</b>							
<b>Fund &amp; Dept &amp; Division: 622-54-91</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
283,030	348,980	300,000	520557	INTERGOVERN SERVICES	333,760	333,760	333,760
61,275	2,094	0	521150	PROFESSIONAL SERVICES	2,000	2,000	2,000
<b>344,305</b>	<b>351,074</b>	<b>300,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>335,760</b>	<b>335,760</b>	<b>335,760</b>
				<b>CAPITAL OUTLAY</b>			
0	17,399	240,000	550760	CONSTRUCTION PROJECTS	50,000	50,000	50,000
<b>0</b>	<b>17,399</b>	<b>240,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
				<b>DEBT SERVICE</b>			
0	0	128,736	562002	PRINCIPAL - CWS/CITY SUNSET DRIVE	88,947	88,947	88,947
0	0	52,705	562042	INTEREST - CWS/CITY SUNSET DRIVE	32,013	32,013	32,013
<b>0</b>	<b>0</b>	<b>181,440</b>		<b>TOTAL DEBT SERVICE</b>	<b>120,960</b>	<b>120,960</b>	<b>120,960</b>
				<b>CONTINGENCY</b>			
0	0	257,036	580206	CONTINGENCY	188,404	188,404	188,404
<b>0</b>	<b>0</b>	<b>257,036</b>		<b>TOTAL CONTINGENCY</b>	<b>188,404</b>	<b>188,404</b>	<b>188,404</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	500,000	590304	UNAPP FUND BALANCE	850,000	850,000	850,000
<b>0</b>	<b>0</b>	<b>500,000</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>850,000</b>	<b>850,000</b>	<b>850,000</b>
						0	
<b>344,305</b>	<b>368,473</b>	<b>1,478,476</b>		<b>TOTAL SEWER SDC EXPENDITURES</b>	<b>1,545,124</b>	<b>1,545,124</b>	<b>1,545,124</b>

## **WATER FUND**



### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

### **MISSION STATEMENT**

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

### **OVERVIEW**

The City operates the water utility as an enterprise fund. The utility is responsible for the safe and efficient operation and maintenance of the water system as a municipal water provider. The utility provides customer service by responding to emergencies involving the City water system as well as customer concerns. The primary elements of service are water supply, water treatment, and water distribution. Revenues to this fund consist primarily of user fees billed monthly based on customer consumption. Transfers are made to the General Fund for administrative support. The Public Works employees are very dedicated and provide high quality and reliable water service at a low price.

## GOALS

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

## TRENDS

**Revenue:** Projected revenues of current year FY 07-08 are down because timber harvest revenue came in before 6/30/07 and were accounted in last year's budget. A Water Rate increase of 5.0% is proposed for July 1, 2008. Revenue from the rate increase will be used for the development of new water supply (Hagg Lake dam raise). The rate for customers outside of city limits increased last year from 1.5 times to 2.0 times the in-City rate. A study to evaluate development charges (SDC) was completed in FY 07-08. This study resulted in an increase in the Water SDC from \$2,910 to \$4,000 per ¾ meter equivalent (single family residential service) The rate structure will continue with the three-block tiers for residential and multi-family which is designed to promote conservation. The City continues to receive revenue from leasing excess raw water and treatment plant capacity to JWC partners and from the timber harvest. In FY 08-09 leasing water treatment will be reduced because recent expansion to the JWC plant has met much of the water need of our JWC partners. Forest Grove is expecting to lease just 0.45 MGD of treatment capacity as compared to 3.0 MGD in the previous year.

**Expenditures:** This year the Water Capital budget includes several pieces of equipment for the Watercrest Rd. Treatment Plant. These include an emergency generator and several small chemical analyzers, and an emergency water dispenser . The generator is needed to keep the plant running during short or long power outage. The test equipment replaces existing pumps and analyzers to keep the plant production efficient. The emergency water dispenser will be used in the event a section of town is temporally without the water distribution system. The dispenser is trailer mounted and will be set up near the emergency area and will provide drinking water for residents. Also in the Capital budget are several JWC projects, which include further work on the Raw Water Pipe line from the Scoggins dam to the JWC treatment plant. This money will be used to purchase ROW and easements along the pipeline route. In addition the JWC is involved in a Water Master Plan/ Conservation Study, a JWC Master Plan, and Seismic Study of the existing treatment facility. The Water Capital budget includes a place holder for road improvements in the watershed and development of the Gales Creek water right.

The work to certify and develop the Gales Creek Water Right has continued in FY 07-08. The City received notice from the Oregon Water Resources Department approving the permit extension. This will allow the City move forward with certify the water right. This work is expected to be completed in FY 08-09. The Gales Creek water could help keep production at the Forest Grove plant high through the summer.

**PERFORMANCE MEASURES**

- Collect approximately 180 samples annually to meet requirements of the Oregon Health Division and ensure clean and safe water.
- Replace meters after 15 years of service.
- Test meters greater than 2" annually.
- Test 12% of the distribution system per year for leaks.
- Flush distribution system annually.
- Respond to service interruption within 24 hours.

**WATER SYSTEM**

	<u>CY 2005</u>	<u>CY 2006</u>	<u>CY 2007</u>
Number of Metered Customers	5,259	5,395	2
Pipe in System	408,115	409,912	
Water Supplied	1,077 Mil Gals	973 Mil Gals	

**PERSONNEL REQUIREMENTS**

	<u>2007-08</u> <u>Appropriated</u>	<u>2007-08</u> <u>Filled</u>	<u>2008-09</u> <u>Proposed</u>
Water Treatment Plant Superintendent	1.00	1.00	1.00
Water Treatment Plant Operator	1.00	1.00	1.00
WTP Utility Worker/Operator	1.00	1.00	1.00
WTP Seasonal Maintenance Worker	0.30	0.30	0.00
Public Works Superintendent	0.45	0.45	0.45
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	4.00	4.00	5.30
Secretary	0.40	0.40	0.40
Meter Readers	0.68	0.68	0.68
<b>TOTAL</b>	<b>9.83</b>	<b>9.83</b>	<b>10.83</b>

<b>FY 08-09 Revenues</b>							
<b>Water</b>							
<b>Fund &amp; Dept: 630-53</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
2,229,603	2,448,470	2,744,658		CHARGES FOR SERVICES	2,607,244	2,607,244	2,607,244
41,785	58,471	0		INTERGOVERNMENTAL REVENUE	0	0	0
1,137,185	2,213,968	1,160,556		MISCELLANEOUS REVENUE	826,789	826,789	826,789
4,655,846	2,756,231	3,098,300		FUND BALANCE AVAILABLE	2,407,882	2,407,882	2,407,882
<b>8,064,419</b>	<b>7,477,140</b>	<b>7,003,514</b>		<b>TOTAL RESOURCES</b>	<b>5,841,915</b>	<b>5,841,915</b>	<b>5,841,915</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>CHARGES FOR SERVICES</b>			
1,215,599	1,316,526	1,455,970	440105	RESIDENTIAL SALES	1,412,745	1,412,745	1,412,745
372,107	404,933	481,343	440106	COMMERCIAL SALES	465,301	465,301	465,301
330,832	359,539	424,161	440118	MULTI-FAMILY SALES	380,432	380,432	380,432
263,585	280,375	309,917	440120	INDUSTRIAL SALES	286,415	286,415	286,415
19,446	21,433	21,415	440160	NON-METERED SALES	21,415	21,415	21,415
28,034	65,664	51,852	440165	CONNECTION CHARGES	40,936	40,936	40,936
<b>2,229,603</b>	<b>2,448,470</b>	<b>2,744,658</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,607,244</b>	<b>2,607,244</b>	<b>2,607,244</b>
				<b>INTERGOVERNMENTAL REVENUE</b>			
41,785	0	0	430215	DOMESTIC PREPAREDNESS GRANT	0	0	0
0	58,471	0	430570	ODFW GRANT	0	0	0
<b>41,785</b>	<b>58,471</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL REV</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
2,834	22,302	5,000	450057	OTHER	5,000	5,000	5,000
47,904	47,903	38,000	440305	BLDG. RENTAL INCOME	35,928	35,928	35,928
0	17	0	445010	SALE OF MATERIALS	0	0	0
294,792	602,171	293,624	445020	SALE OF RAW WATER	293,624	293,624	293,624
645,927	1,413,933	700,000	445025	TIMBER SALES	420,000	420,000	420,000
54,472	127,640	123,932	470105	INTEREST	72,237	72,237	72,237
91,256	0	0	470110	INTEREST - 2003 BONDS	0	0	0
0	2	0	480006	REIMBURSEMENTS	0	0	0
<b>1,137,185</b>	<b>2,213,968</b>	<b>1,160,556</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>826,789</b>	<b>826,789</b>	<b>826,789</b>
				<b>FUND BALANCE AVAILABLE</b>			
4,655,846	2,756,231	3,098,300	495005	FUND BAL AVAIL FOR APPROP.	2,407,882	2,407,882	2,407,882
<b>4,655,846</b>	<b>2,756,231</b>	<b>3,098,300</b>		<b>TOTAL AVAILABLE</b>	<b>2,407,882</b>	<b>2,407,882</b>	<b>2,407,882</b>
<b>8,064,419</b>	<b>7,477,140</b>	<b>7,003,514</b>		<b>TOTAL WATER RESOURCES</b>	<b>5,841,915</b>	<b>5,841,915</b>	<b>5,841,915</b>

<b>FY 08-09 Expenditures</b>							
<b>Water</b>							
<b>Fund &amp; Dept: 630-53</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
448,890	495,651	473,526	511005	REGULAR EMPLOYEE WAGES	548,617	548,617	548,617
0	0	9,193	511010	P-T EMPLOYEE WAGES	0	0	0
25,009	25,914	18,600	511015	OVERTIME	27,711	27,711	27,711
113,263	97,439	107,169	512005	HEALTH/DENTAL BENEFITS	137,297	137,297	137,297
	6,175		512008	HEALTH REIMB ARRANGEMENT	5,080	5,080	5,080
81,383	98,322	94,232	512010	RETIREMENT	101,848	101,848	101,848
32,722	39,430	38,351	512015	FICA	43,554	43,554	43,554
19,488	28,121	32,156	512020	WORKER'S COMP	24,608	24,608	24,608
3,874	2,949	6,843	512025	OTHER BENEFITS	3,282	3,282	3,282
2,659	3,188	3,192	512030	OTHER PAYROLL TAXES	4,114	4,114	4,114
1,101	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>728,388</b>	<b>797,189</b>	<b>783,263</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>896,110</b>	<b>896,110</b>	<b>896,110</b>
<b>MATERIALS &amp; SERVICES</b>							
48,873	56,454	64,332	520110	OPERATING SUPPLIES	65,861	65,861	65,861
14	0	150	520120	ORGANIZATION BUSINESS EXPENSE	150	150	150
3,901	2,933	3,550	520130	PERSONNEL UNIFORMS & EQUIPMENT	3,500	3,500	3,500
52,360	76,548	53,250	520150	UTILITIES	79,150	79,150	79,150
86	42	0	520180	SUBSCRIPTIONS/BOOKS	0	0	0
8,787	4,847	3,000	520190	COMPUTER SOFTWARE	3,000	3,000	3,000
6,144	9,337	10,750	520220	SMALL EQUIPMENT	14,100	14,100	14,100
76,292	157,459	140,500	520240	CONSTRUCTION SUPPLIES	170,500	170,500	170,500
180,498	244,127	315,587	520250	JWC WATER PURCHASES	328,132	328,132	328,132
402	227	1,500	520503	PRINTING	2,500	2,500	2,500
1,238	531	1,150	520506	POSTAGE	1,000	1,000	1,000
5,024	6,176	5,250	520509	TELEPHONE	5,250	5,250	5,250
597	461	500	520521	PUBLIC INFORMATION	500	500	500
0	60	1,875	520524	PUBLICATIONS	1,075	1,075	1,075
955	1,136	0	520530	MEMBERSHIPS	800	800	800
131,675	133,141	150,956	520545	IN-LIEU OF TAX	0	0	0
4,132	0	25,000	520548	WATERSHED MANAGEMENT	25,000	25,000	25,000
0	0	32,000	520550	WATERSHED MAINTENANCE	17,000	17,000	17,000
236,875	575,004	300,000	520551	TIMBER HARVESTING	190,000	190,000	190,000
17,462	45,100	57,500	520557	INTERGOVERNMENTAL SERVICES	57,500	57,500	57,500
21,584	26,615	27,500	520578	INSURANCE & BONDS	26,675	26,675	26,675
2,123	2,773	5,900	521003	TRAINING/CONFERENCES	6,300	6,300	6,300
11,876	10,516	30,000	521113	ATTORNEY SERVICES	50,000	50,000	50,000
27,540	73,709	61,020	521150	PROFESSIONAL SERVICES	34,000	34,000	34,000
650	0	0	521165	CONTRACTS FOR SERVICES	0	0	0
973	780	0	521168	MISC MEDICAL SERVICES	0	0	0
8,234	8,551	0	521172	BANK SERVICE FEES	8,500	8,500	8,500
7,072	4,347	17,200	522003	EQUIPMENT MAINT & OPER SUPPLIES	13,000	13,000	13,000

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
	258		522012	FUEL/OIL			
56,716	57,546	63,185	522021	EQUIPMENT FUND CHARGES	79,607	79,607	79,607
11,734	12,002	13,236	522022	INFORMATION SYSTEMS FUND CHARGES	14,443	14,443	14,443
613,994	663,579	669,225	522023	GENERAL FUND ADMIN SERVICES	782,410	782,410	782,410
3,000	350	7,500	522303	CUSTODIAL	7,500	7,500	7,500
620	131	1,500	522306	RENTS & LEASES	1,500	1,500	1,500
3,030	4,485	2,200	522312	FACILITY MAINTENANCE SUPPLIES	2,200	2,200	2,200
14,353	13,967	6,500	522315	FACILITY MNT/REPAIRS	3,000	3,000	3,000
<b>1,558,814</b>	<b>2,193,191</b>	<b>2,071,816</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,994,153</b>	<b>1,994,153</b>	<b>1,994,153</b>
				<b>CAPITAL OUTLAY</b>			
1,915	0	22,000	550181	MAJOR TOOLS & WORK EQUIPMENT	87,400	87,400	87,400
45,608	0	0	550185	HOMELAND SECURITY	0	0	0
2,196,975	498,700	186,620	550190	BOND PROJECTS	4,000	4,000	4,000
171,015	10,712	328,111	550660	JOINT - CAPITAL EQUIPMENT	2,601	2,601	2,601
48,576	15,414	226,843	550663	JWC - OTHER PROJECTS	204,000	204,000	204,000
627	0	296,259	550666	WATER LINE EXTENSION	260,000	260,000	260,000
12,460	0	22,050	550669	WATER TREATMENT PLANT EQUIP.	62,000	62,000	62,000
48,703	132,289	20,000	550672	WATERSHED CAPITAL	60,000	60,000	60,000
30	0	0	550760	CONSTRUCTION PROJECTS	30,000	30,000	30,000
0	0	0	551062	DOM PREPAREDNESS GRANT EQUIP	0	0	0
0	0	0	551261	VEHICLE REPLACEMENT & EQUIP	0	0	0
<b>2,525,908</b>	<b>657,115</b>	<b>1,101,883</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>710,001</b>	<b>710,001</b>	<b>710,001</b>
				<b>DEBT SERVICE</b>			
215,000	220,000	225,000	562010	PRINCIPAL - 2003 FFC BONDS	225,000	225,000	225,000
27,596	25,937	26,844	562030	PRINCIPAL - SCOGGINS RESERVOIR	27,783	27,783	27,783
199,431	195,131	189,081	562045	INTEREST - 2003 FFC BONDS	182,331	182,331	182,331
47,737	46,860	45,954	562070	INTEREST - SCOGGINS RESERVOIR	45,014	45,014	45,014
<b>489,764</b>	<b>487,928</b>	<b>486,879</b>		<b>TOTAL DEBT SERVICE</b>	<b>480,128</b>	<b>480,128</b>	<b>480,128</b>
				<b>TRANSFERS</b>			
5,477	5,477	37,543	570127	TRANSFER TO OTHER FUNDS	28,800	28,800	28,800
			570130	IN-LIEU OF TAX	107,996	107,996	107,996
<b>5,477</b>	<b>5,477</b>	<b>37,543</b>		<b>TOTAL TRANSFERS</b>	<b>136,796</b>	<b>136,796</b>	<b>136,796</b>
				<b>CONTINGENCY</b>			
	0	333,250	580203	JWC - CONTINGENCY	333,250	333,250	333,250
	0	288,881	580206	CONTINGENCY	100,000	100,000	100,000
	0	400,000	580212	DEBT SERVICE CONTINGENCY	400,000	400,000	400,000
<b>0</b>	<b>0</b>	<b>1,022,131</b>		<b>TOTAL CONTINGENCY</b>	<b>833,250</b>	<b>833,250</b>	<b>833,250</b>
				<b>RESERVES</b>			
	0	1,500,000	590304	UNAPP FUND BALANCE	791,476	791,476	791,476
<b>0</b>	<b>0</b>	<b>1,500,000</b>		<b>TOTAL UNAPPROPRIATED FB</b>	<b>791,476</b>	<b>791,476</b>	<b>791,476</b>
<b>5,308,352</b>	<b>4,140,901</b>	<b>7,003,514</b>		<b>TOTAL WATER EXPENDITURES</b>	<b>5,841,915</b>	<b>5,841,915</b>	<b>5,841,915</b>

## **WATER SDC FUND**

### **MISSION STATEMENT**

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

### **OVERVIEW**

The System Development Charge (SDC) is applied to every new service connection to the water distribution system. The amount of the charge is proportional to the impact of the service and is therefore based on the water meter size. Revenue is therefore dependent on the amount of development activity. The money is used to increase the City's water supply and treatment facilities. The Water SDC is indexed to the published ENR (Engineering New Record). In this way it keeps up with the construction cost inflation. The SDC charge for a typical single-family residential ¾" water meter is \$4,000 charge.

### **TRENDS**

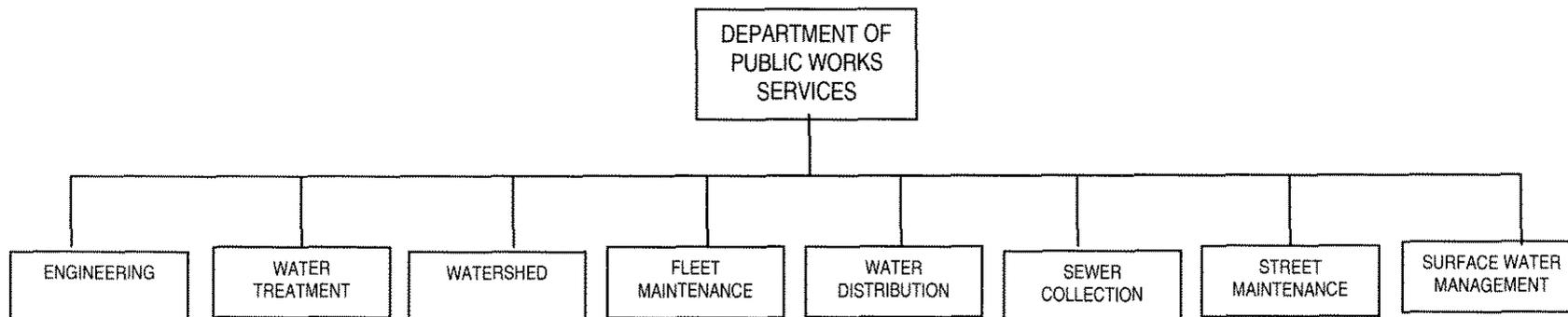
Revenue: Projected revenues of current year FY 07-08 are down because residential development and building in general have slowed. A recent SDC study justified increasing the Water SDC from \$2,850 to \$4,000 per single-family residential ¾" meter equivalent. Revenue for FY 08-09 is expected to increase because of the increase in SDC rates.

Expenditures: Projects in this year's Water SDC budget include a place holder for a project that would extend the water distribution line along the proposed David Hill Road east to its connection with Hwy 47. If this project develops it is anticipated that adjacent development will assist in the cost. Also included this year is Forest Grove's share of the JWC Raw Water Pipeline project. Forest Grove's participation is funded both in the Water SDC and Water Fund since the project will benefit existing as well as future water users. The Gales Creek water right development is also partially funded in this year's Water SDC budget.

<b>FY 08-09 Revenues</b>							
<b>Water SDC</b>							
<b>Fund &amp; Dept &amp; Division: 632-53-91</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
317,980	505,948	427,950		CHARGES FOR SERVICES	596,000	596,000	596,000
47,811	26,690	11,655		MISCELLANEOUS REVENUE	21,024	21,024	21,024
1,211,347	542,449	301,384		FUND BALANCE AVAILABLE	700,813	700,813	700,813
<b>1,577,138</b>	<b>1,075,087</b>	<b>740,989</b>		<b>TOTAL RESOURCES</b>	<b>1,317,838</b>	<b>1,317,838</b>	<b>1,317,838</b>
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				CHARGES FOR SERVICES			
317,980	505,948	427,950	451005	SYSTEM DEVELOPMENT CHARGES	596,000	596,000	596,000
<b>317,980</b>	<b>505,948</b>	<b>427,950</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>596,000</b>	<b>596,000</b>	<b>596,000</b>
				MISCELLANEOUS REVENUE			
47,811	26,690	11,655	470105	INTEREST	21,024	21,024	21,024
<b>47,811</b>	<b>26,690</b>	<b>11,655</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>21,024</b>	<b>21,024</b>	<b>21,024</b>
				FUND BALANCE AVAILABLE			
1,211,347	542,449	301,384	495005	FUND BAL AVAIL FOR APPROP.	700,813	700,813	700,813
<b>1,211,347</b>	<b>542,449</b>	<b>301,384</b>		<b>TOTAL AVAILABLE</b>	<b>700,813</b>	<b>700,813</b>	<b>700,813</b>
<b>1,577,138</b>	<b>1,075,087</b>	<b>740,989</b>		<b>TOTAL WATER SDC RESOURCES</b>	<b>1,317,838</b>	<b>1,317,838</b>	<b>1,317,838</b>

<b>FY 08-09 Expenditures</b>							
<b>Water SDC</b>							
<b>Fund &amp; Dept &amp; Division: 632-53-91</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	90,000	521150	PROFESSIONAL SERVICES	0	0	0
<b>0</b>	<b>0</b>	<b>90,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
1,034,689	211,127	0	550663	JWC - OTHER PROJECTS	0	0	0
0	472,051	181,472	550760	CONSTRUCTION PROJECTS	442,000	442,000	442,000
<b>1,034,689</b>	<b>683,179</b>	<b>181,472</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>442,000</b>	<b>442,000</b>	<b>442,000</b>
				<b>CONTINGENCY</b>			
	0	119,518	580206	SDC CONTINGENCY	50,838	50,838	50,838
<b>0</b>	<b>0</b>	<b>119,518</b>		<b>TOTAL CONTINGENCY</b>	<b>50,838</b>	<b>50,838</b>	<b>50,838</b>
				<b>UNAPP FUND BALANCE</b>			
	0	350,000	590304	UNAPP FUND BALANCE	825,000	825,000	825,000
<b>0</b>	<b>0</b>	<b>350,000</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>825,000</b>	<b>825,000</b>	<b>825,000</b>
<b>1,034,689</b>	<b>683,179</b>	<b>740,989</b>		<b>TOTAL WATER SDC EXPEND</b>	<b>1,317,838</b>	<b>1,317,838</b>	<b>1,317,838</b>

## SURFACE WATER MANAGEMENT FUND



### COUNCIL GOALS FOR FISCAL YEAR 2008-09

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

### MISSION STATEMENT

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

### OVERVIEW

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

The Surface Water Management (SWM) program was implemented July 1, 1990. The City retains 75% of the SWM fee to offset the maintenance responsibility; the other 25% goes to Clean Water Services. The SWM fees are to be used for maintenance of storm water conveyance systems and include catch basin maintenance, storm pipe TV inspection and cleaning, and street sweeping, as well as the annual leaf pickup program.

**GOALS**

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

**TRENDS**

**Revenue:** Revenue from the \$4.00 per month residential SWM fee did not meet expenses for FY 07-08, and so fund balance was used. To help reduce expenses the leaf pickup program has been reduced over the last 2 years to 3 months from 4 months. This reduction was possible because the Waste Management green waste collection service was increased to weekly instead of twice a month. Despite this reduction the expenses climbed above revenues by approximately \$45,000 this is largely due to labor expenses and inflation. The SWM fee has not increased in about 10 years and continues to be split between City and CWS 75/25. To address this shortfall the FY 08-09 proposed SWM budget includes a \$0.50 per dwelling unit increase. The rate will increase from \$4.00 to \$4.50 per residential Equivalent Dwelling Unit.

**Expenditures:** Three projects are proposed in FY 08-09 for a total of \$491,000. The funding source for these projects will be accumulated fund balance. By far the largest of the three (SWM 10- 26<sup>th</sup> Ave to Willamina), is drainage capacity improvements for the newly purchased Stites Park.

**PERFORMANCE MEASURES**

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

**STORM WATER SYSTEM**

	<u>CY 2005</u>	<u>CY 2006</u>	<u>CY 2007</u>
Catch Basins	1,500	1,512 (est.)	1,694 (est)
Storm Drain Pipe	115,000 ft	117,091 (est.)	148,296 (est)

**PERSONNEL REQUIREMENTS**

	Appropriated	Filled	Proposed
	<u>FY 07-08</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Superintendent	0.10	0.10	0.10
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.40	2.40	2.25
Secretary	0.10	0.10	0.10
<b>TOTAL</b>	3.10	3.10	2.95

<b>FY 08-09 Revenues</b>							
<b>SWM</b>							
<b>Fund &amp; Dept: 640-55</b>							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Adopted			Proposed	Approved	Adopted
534,630	533,643	530,029		CHARGES FOR SERVICES	612,149	612,149	612,149
22,207	30,750	23,464		MISCELLANEOUS REVENUE	18,248	18,248	18,248
595,953	631,754	586,589		FUND BAL AVAIL	608,259	608,259	608,259
<b>1,152,790</b>	<b>1,196,148</b>	<b>1,140,082</b>		<b>TOTAL RESOURCES</b>	<b>1,238,656</b>	<b>1,238,656</b>	<b>1,238,656</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Adopted			Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
534,630	533,643	530,029	440101	SURFACE WATER MANAGEMENT FEES	612,149	612,149	612,149
<b>534,630</b>	<b>533,643</b>	<b>530,029</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>612,149</b>	<b>612,149</b>	<b>612,149</b>
				MISCELLANEOUS REVENUE			
340	108		450057	OTHER			
21,867	30,643	23,464	470105	INTEREST	18,248	18,248	18,248
<b>22,207</b>	<b>30,750</b>	<b>23,464</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>18,248</b>	<b>18,248</b>	<b>18,248</b>
				TRANSFERS & REIMBURSEMENTS			
595,953	631,754	586,589	495005	FUND BAL AVAIL FOR APPROP.	608,259	608,259	608,259
<b>595,953</b>	<b>631,754</b>	<b>586,589</b>		<b>TOTAL AVAILABLE</b>	<b>608,259</b>	<b>608,259</b>	<b>608,259</b>
<b>1,152,790</b>	<b>1,196,148</b>	<b>1,140,082</b>		<b>TOTAL SWM RESOURCES</b>	<b>1,238,656</b>	<b>1,238,656</b>	<b>1,238,656</b>

<b>FY 08-09 Expenditures</b>							
<b>SWM</b>							
<b>Fund &amp; Dept: 640-55</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
112,720	127,005	138,152	511005	REGULAR EMPLOYEE WAGES	138,456	138,456	138,456
478	386		511015	OVERTIME			
25,434	23,626	32,181	512005	HEALTH/DENTAL BENEFITS	34,279	34,279	34,279
			512008	HEALTH REIMBURSE ARRANGE	1,383	1,383	1,383
20,272	25,272	27,492	512010	RETIREMENT	26,141	26,141	26,141
7,989	9,588	10,569	512015	FICA	10,592	10,592	10,592
5,627	9,727	10,801	512020	WORKER'S COMP	7,007	7,007	7,007
295	765	1,850	512025	OTHER BENEFITS	623	623	623
640	764	880	512030	OTHER PAYROLL TAXES	1,003	1,003	1,003
288	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>173,743</b>	<b>197,134</b>	<b>221,924</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>219,484</b>	<b>219,484</b>	<b>219,484</b>
<b>MATERIALS &amp; SERVICES</b>							
461	1,516	1,500	520110	OPERATING SUPPLIES	1,500	1,500	1,500
0	0	50	520120	ORGANIZATION BUSINESS EXPENSE	50	50	50
1,201	1,270	1,500	520130	PERSONNEL UNIFORMS & EQUIPMENT	1,500	1,500	1,500
532	0	1,000	520150	UTILITIES	1,000	1,000	1,000
1,300	1,702	1,500	520190	COMPUTER SOFTWARE	1,500	1,500	1,500
895	3,491	2,000	520220	SMALL EQUIPMENT	2,000	2,000	2,000
3,510	2,216	8,000	520240	CONSTRUCTION SUPPLIES	10,500	10,500	10,500
176	1,468	1,500	520503	PRINTING	1,500	1,500	1,500
0	0	50	520506	POSTAGE	50	50	50
0	28	430	520509	TELEPHONE	430	430	430
0	0	500	520521	PUBLIC INFORMATION	500	500	500
0	0	275	520524	PUBLICATIONS	275	275	275
18,801	19,133	19,399	520545	IN-LIEU OF TAX	0	0	0
133,906	133,778	134,007	520557	INTERGOVERNMENTAL SERVICES	137,533	137,533	137,533
5,507	9,330	6,083	520578	INSURANCE & BONDS	5,901	5,901	5,901
0	0	750	521003	TRAINING/CONFERENCES	750	750	750
	144	0	521113	ATTORNEY SERVICES	0	0	0
5,414	13,620	3,350	521150	PROFESSIONAL SERVICES	3,350	3,350	3,350
154	284		521168	MISC MEDICAL SERVICES	0	0	0

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
5,304	29	1,300	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,300	1,300	1,300
53,815	53,165	57,350	522021	EQUIPMENT FUND CHARGES	58,396	58,396	58,396
295	408	587	522022	INFORMATION SYSTEMS FUND CHARGES	459	459	459
111,566	119,297	118,633	522023	GENERAL FUND ADMIN SERVICES	141,244	141,244	141,244
0	0	400	522306	RENTS & LEASES	400	400	400
3,132	3,132	3,132	522309	BUILDING/FACILITY RENTAL	3,132	3,132	3,132
365	48	1,000	522312	FACILITY MAINTENANCE SUPPLIES	2,000	2,000	2,000
<b>346,333</b>	<b>364,058</b>	<b>364,296</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>375,270</b>	<b>375,270</b>	<b>375,270</b>
0							
				<b>CAPITAL OUTLAY</b>			
0	0	0	550569	HAWTHORNE BRIDGE		0	0
	0	303,500	550863	STORM SEWER CONSTRUCTION	491,000	491,000	491,000
<b>0</b>	<b>0</b>	<b>303,500</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>491,000</b>	<b>491,000</b>	<b>491,000</b>
				<b>TRANSFERS</b>			
	0	0	570115	STREET FUND TRANSFER		0	0
960	960	0	570127	TRANSFER TO OTHER FUNDS	0	0	0
			570130	IN-LIEU OF TAX	32,828	32,828	32,828
<b>960</b>	<b>960</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>32,828</b>	<b>32,828</b>	<b>32,828</b>
				<b>CONTINGENCY</b>			
0	0	100,362	580206	CONTINGENCY	45,074	45,074	45,074
<b>0</b>	<b>0</b>	<b>100,362</b>		<b>TOTAL CONTINGENCY</b>	<b>45,074</b>	<b>45,074</b>	<b>45,074</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	150,000	590304	UNAPP FUND BALANCE	75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>150,000</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>521,036</b>	<b>562,152</b>	<b>1,140,082</b>		<b>TOTAL SWM EXPENDITURES</b>	<b>1,238,656</b>	<b>1,238,656</b>	<b>1,238,656</b>

## **SURFACE WATER MANAGEMENT SDC FUND**

### **MISSION STATEMENT**

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

### **OVERVIEW**

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

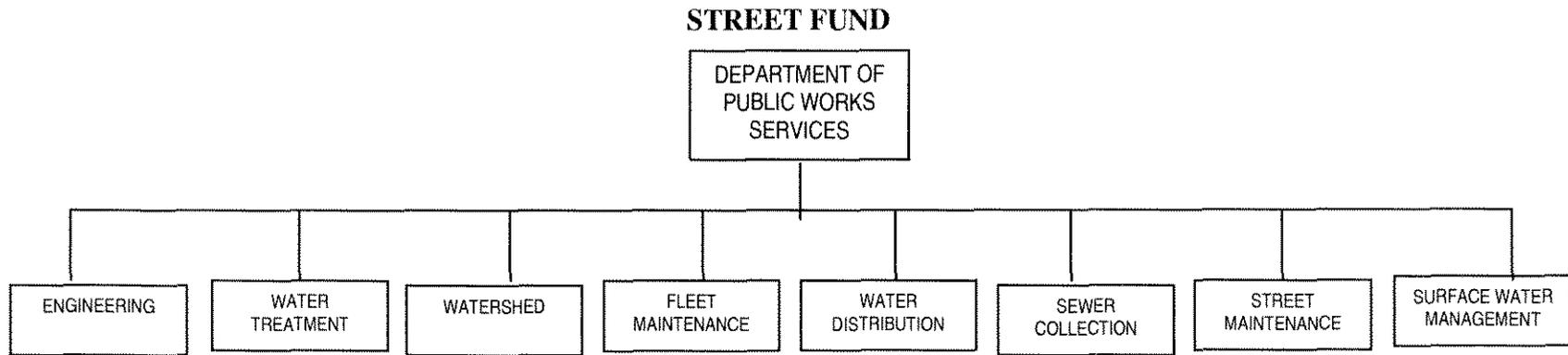
### **TRENDS**

Surface Water Management SDC Fund is used for system expansion capital only.

<b>FY 08-09 Revenues</b>							
<b>SWM SDC</b>							
<b>Fund &amp; Dept &amp; Division: 642-55-91</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
27,180	42,295	37,500		CHARGES FOR SERVICES	70,746	70,746	70,746
11,520	15,005	11,422		MISCELLANEOUS REVENUE	10,459	10,459	10,459
0	0	0		TRANSFERS & REIMBURSEMENTS	0	0	0
320,375	305,307	285,546		FUND BALANCE AVAILABLE	348,639	348,639	348,639
<b>359,076</b>	<b>362,607</b>	<b>334,468</b>		<b>TOTAL RESOURCES</b>	<b>429,844</b>	<b>429,844</b>	<b>429,844</b>
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>CHARGES FOR SERVICES</b>			
12,231	19,033	16,875	451006	IN-LIEU CHARGES - QUALITY	31,836	31,836	31,836
14,949	23,262	20,625	451007	IN-LIEU CHARGES - QUANTITY	38,910	38,910	38,910
<b>27,180</b>	<b>42,295</b>	<b>37,500</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>70,746</b>	<b>70,746</b>	<b>70,746</b>
				<b>MISCELLANEOUS REVENUE</b>			
11,520	15,005	11,422	470105	INTEREST	10,459	10,459	10,459
<b>11,520</b>	<b>15,005</b>	<b>11,422</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>10,459</b>	<b>10,459</b>	<b>10,459</b>
				<b>TRANSFERS &amp; REIMBURSEMENTS</b>			
0	0	0	470020	SWM FUND (QUANTITY)	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL TRANSFERS &amp; REIMBURSEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
320,375	305,307	285,546	495005	FUND BAL AVAIL FOR APPROP.	348,639	348,639	348,639
<b>320,375</b>	<b>305,307</b>	<b>285,546</b>		<b>TOTAL AVAILABLE</b>	<b>348,639</b>	<b>348,639</b>	<b>348,639</b>
<b>359,076</b>	<b>362,607</b>	<b>334,468</b>		<b>TOTAL SWM SDC RESOURCES</b>	<b>429,844</b>	<b>429,844</b>	<b>429,844</b>

<b>FY 08-09 Expenditures</b>							
<b>SWM SDC</b>							
<b>Fund &amp; Dept &amp; Division: 642-55-91</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	0	520557	INTERGOVERNMENTAL SERVICES	0	0	0
0	0	0	521150	PROFESSIONAL SERVICES	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>CAPITAL OUTLAY</b>			
26,885	2,165	113,500	550860	QUANTITY SYSTEM IMPROVEMENTS	113,000	113,000	113,000
26,885	2,165	37,500	550861	QUALITY SYSTEMS IMPROVEMENTS	0	0	0
0	0	167,500	550863	STORM SEWER CONSTRUCTION	0	0	0
<b>53,769</b>	<b>4,330</b>	<b>318,500</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>
				<b>CONTINGENCY</b>			
0	0	8,782	580208	SDC CONTINGENCY QUANTITY	174,264	174,264	174,264
0	0	7,185	580207	SDC CONTINGENCY QUALITY	142,580	142,580	142,580
<b>0</b>	<b>0</b>	<b>15,968</b>		<b>TOTAL CONTINGENCY</b>	<b>316,844</b>	<b>316,844</b>	<b>316,844</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	0	590304	UNAPP FUND BALANCE	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>53,769</b>	<b>4,330</b>	<b>334,468</b>		<b>TOTAL SWM SDC EXPENDITURES</b>	<b>429,844</b>	<b>429,844</b>	<b>429,844</b>

# **SPECIAL REVENUE FUNDS**



**COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

**MISSION STATEMENT**

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

**OVERVIEW**

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

**GOALS**

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

**TRENDS**

The State highway fund (“gas tax”) per capita distribution to cities is estimated to be \$39.22 for FY 07-08. This is slightly lower than last year. Coupled with the OTIA distribution, the total per capita State funding is \$45.90.

Two CDBG (Community Development Block Grant) projects are funded in FY 08-09: The completion of the 18<sup>th</sup> Avenue Sidewalks from Hawthorne Street to Maple Street, and a new project “A” Street from 23<sup>rd</sup> to 26<sup>th</sup>.

The Town Center Pedestrian Improvements have begun and the project will extend thru the summer. Funding for this work is 90% Federal and 10% Local. The local share was appropriated in FY 07-08 and forwarded to ODOT who will administer the project. The City is responsible for any cost above the Federal share and therefore a small contingency is included in this year’s budget to cover change orders.

This budget includes one-half of the cost to replace a 5-yard dump truck and 1-ton truck. The other half is budgeted in the water fund because these trucks are used for both street and water projects. A contingency for possible mitigation work for Bonnie Lane is included. Funding is also included for an arrow board which will be mounted to a pickup truck and used for signaling traffic lane closures, also a small amount is identified for possible way finding signs. Both the annual summer resurfacing projects are funded, overlays and slurry seal. And finally, funds are proposed to purchase a new vehicle for a newly proposed staff position.

**PERFORMANCE MEASURES**

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

**STREET SYSTEM**

	<u>CY 2006</u>	<u>CY 2007</u>	<u>CY 2008</u>
Streets within City	67 Miles	76.61 Miles	77.64 Miles (est)

**PERSONNEL REQUIREMENTS**

	<u>2007-08</u>	<u>2007-08</u>	<u>2008-09</u>
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
Superintendent	0.15	0.15	0.15
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.10	2.10	1.95
Secretary	0.15	0.15	0.15
<b>TOTAL</b>	<b>2.90</b>	<b>2.90</b>	<b>2.75</b>

<b>FY 08-09 Revenues</b>							
<b>Streets</b>							
<b>Fund &amp; Dept: 210-52</b>							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Adopted			Proposed	Approved	Adopted
1,081,741	1,206,269	1,380,162		INTERGOVERNMENTAL REVENUE	1,341,221	1,341,221	1,341,221
76,599	101,284	77,127		MISCELLANEOUS REVENUE	37,329	37,329	37,329
0	0	0		TRANSFERS & REIMBURSEMENTS	0	0	0
1,622,321	1,616,891	1,928,181		FUND BALANCE AVAILABLE	1,244,310	1,244,310	1,244,310
<b>2,780,661</b>	<b>2,924,443</b>	<b>3,385,470</b>		<b>TOTAL RESOURCES</b>	<b>2,622,861</b>	<b>2,622,861</b>	<b>2,622,861</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Adopted			Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
931,091	925,084	954,261	422015	STATE GAS TAX	909,770	909,770	909,770
83,895	86,695	88,951	422025	COUNTY GAS TAX	88,951	88,951	88,951
	194,490	50,000	430701	ODOT GRANT		0	0
66,755		177,950	430706	CDBG	233,500	233,500	233,500
		109,000	420041	WASHINGTON COUNTY MSTIP	109,000	109,000	109,000
0	0	0	430702	ODOT GRANT SIDEWALKS		0	0
<b>1,081,741</b>	<b>1,206,269</b>	<b>1,380,162</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>1,341,221</b>	<b>1,341,221</b>	<b>1,341,221</b>
				<b>MISCELLANEOUS REVENUE</b>			
63,569	99,125	77,127	470105	INTEREST	37,329	37,329	37,329
5,732	2,159	0	450057	OTHER		0	0
7,299		0	445010	SALE OF MATERIALS		0	0
<b>76,599</b>	<b>101,284</b>	<b>77,127</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>37,329</b>	<b>37,329</b>	<b>37,329</b>
				<b>TRANSFERS &amp; REIMBURSEMENTS</b>			
0	0	0	481030	SWM FUND TRANSFER	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
1,622,321	1,616,891	1,928,181	495005	FUND BAL AVAIL FOR APPROP.	1,244,310	1,244,310	1,244,310
<b>1,622,321</b>	<b>1,616,891</b>	<b>1,928,181</b>		<b>TOTAL AVAILABLE</b>	<b>1,244,310</b>	<b>1,244,310</b>	<b>1,244,310</b>
<b>2,780,661</b>	<b>2,924,443</b>	<b>3,385,470</b>		<b>TOTAL STREET RESOURCES</b>	<b>2,622,861</b>	<b>2,622,861</b>	<b>2,622,861</b>

<b>FY 08-09 Expenditures</b>							
<b>Streets</b>							
<b>Fund &amp; Dept: 210-52</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
127,197	131,917	126,420	511005	REGULAR EMPLOYEE WAGES	130,614	130,614	130,614
415	175	2,596	511015	OVERTIME	2,596	2,596	2,596
30,641	30,445	27,949	512005	HEALTH/DENTAL BENEFITS	29,095	29,095	29,095
			512008	HEALTH REIMBURS ARRANGE	1,304	1,304	1,304
21,504	26,246	26,038	512010	RETIREMENT	24,646	24,646	24,646
8,453	9,969	10,208	512015	FICA	10,191	10,191	10,191
6,319	7,289	8,860	512020	WORKER'S COMP	6,255	6,255	6,255
348	891	1,760	512025	OTHER BENEFITS	599	599	599
757	928	850	512030	OTHER PAYROLL TAXES	969	969	969
341	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>195,974</b>	<b>207,860</b>	<b>204,681</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>206,269</b>	<b>206,269</b>	<b>206,269</b>
<b>MATERIALS &amp; SERVICES</b>							
3,233	1,531	2,000	520110	OPERATING SUPPLIES	2,000	2,000	2,000
75	0	50	520120	ORGANIZATION BUSINESS EXPENSE	50	50	50
1,180	1,906	1,500	520130	PERSONNEL UNIFORMS & EQUIPMENT	1,500	1,500	1,500
66,403	61,807	60,523	520150	UTILITIES	80,000	80,000	80,000
650	1,352	1,500	520190	COMPUTER SOFTWARE	1,500	1,500	1,500
1,572	1,809	3,500	520220	SMALL EQUIPMENT	5,500	5,500	5,500
38,687	32,114	59,000	520240	CONSTRUCTION SUPPLIES	59,000	59,000	59,000
75,686	73,000	77,200	520280	STREET LIGHT MAINT. (4003509)	77,200	77,200	77,200
650	358	250	520503	PRINTING	250	250	250
355	1	100	520506	POSTAGE	100	100	100
406	615	650	520509	TELEPHONE	650	650	650
354	0	500	520521	PUBLIC INFORMATION	500	500	500
104	0	100	520524	PUBLICATIONS	100	100	100
0	0	0	520530	MEMBERSHIPS	0	0	0
8,454	7,033	4,500	520557	INTERGOVERNMENTAL SERVICES	21,800	21,800	21,800
4,546	5,417	6,409	520578	INSURANCE & BONDS	6,217	6,217	6,217
633	522	850	521003	TRAINING/CONFERENCES	850	850	850
583	894	0	521113	ATTORNEY SERVICES	0	0	0
21,898	760	172,950	521150	PROFESSIONAL SERVICES	122,950	122,950	122,950
650	0	0	521165	CONTRACTS FOR SERVICE	0	0	0
150	582	0	521168	MISC MEDICAL SERVICES	0	0	0
2,352	2,443	0	521172	BANK SERVICE FEES	2,400	2,400	2,400
131	514	1,200	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,200	1,200	1,200

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
	374		522012	FUEL/OIL			
43,205	44,020	43,124	522021	EQUIPMENT FUND CHARGES	44,866	44,866	44,866
1,132	1,232	1,619	522022	INFORMATION SYSTEMS FUND CHARGES	1,625	1,625	1,625
309,570	328,892	335,681	522023	GENERAL FUND ADMIN SERVICES	404,559	404,559	404,559
3,000	3,000	3,100	522306	RENTS & LEASES	3,100	3,100	3,100
3,132	3,132	3,132	522309	BUILDING/FACILITY RENTAL	3,132	3,132	3,132
37	0	500	522312	FACILITY MAINTENANCE SUPPLIES	500	500	500
98	100	0	522315	FACILITY MNT/REPAIRS	0	0	0
<b>588,927</b>	<b>573,409</b>	<b>779,937</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>841,549</b>	<b>841,549</b>	<b>841,549</b>
	0						
				<b>CAPITAL OUTLAY</b>			
0	18,386	0	550181	MAJOR TOOLS & WORK EQUIPMENT	51,100	51,100	51,100
879	45,340	384,225	550563	CONSTRUCTION MAINTENANCE	395,000	395,000	395,000
235,955	15,792	383,673	550575	STREET CONSTRUCTION	50,000	50,000	50,000
135,139	509	397,923	551060	CDBG PROJECTS	507,500	507,500	507,500
6,896	0	0	551064	OTIA GRANT (HWY 8)	0	0	0
<b>378,870</b>	<b>80,027</b>	<b>1,165,821</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,003,600</b>	<b>1,003,600</b>	<b>1,003,600</b>
				<b>CONTINGENCIES</b>			
0	0	635,031	580206	CONTINGENCY	210,443	210,443	210,443
<b>0</b>	<b>0</b>	<b>635,031</b>		<b>TOTAL CONTINGENCY</b>	<b>210,443</b>	<b>210,443</b>	<b>210,443</b>
				UNAPP FUND BALANCE			
0	0	600,000	590304	UNAPP FUND BALANCE	361,000	361,000	361,000
<b>0</b>	<b>0</b>	<b>600,000</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>361,000</b>	<b>361,000</b>	<b>361,000</b>
	0	0				0	0
<b>1,163,771</b>	<b>861,296</b>	<b>3,385,470</b>		<b>TOTAL STREET EXPENDITURES</b>	<b>2,622,861</b>	<b>2,622,861</b>	<b>2,622,861</b>

## **BUILDING PERMITS FUND**

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

<b>FY 08-09 Revenues</b>							
<b>Building Permits Fund</b>							
<b>Fund &amp; Dept: 205-32</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Adopted	Account	Title	Proposed	Approved	Adopted
				<b>LOCAL TAXES</b>			
		60,000	420055	METRO CONSTRUCTION EXCISE TAX	0	0	0
		<b>60,000</b>		<b>TOTAL LOCAL TAXES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				LICENSES,PERMITS,FEES			
221,317	190,880	321,284	450074	BUILDING PERMIT	322,694	322,694	322,694
799	721	968	450076	MANUFACTURED HOME PERMITS	0	0	0
58,781	52,301	63,357	450078	PLUMBING PERMITS	75,564	75,564	75,564
14,731	9,940	14,753	450080	MECHANICAL PERMITS	24,553	24,553	24,553
17,040	15,270	24,024	450082	STRUCTURAL STATE SURCHARGE	34,398	34,398	34,398
170	58	85	450084	MANUF. HOUSING STATE SURCHARGE	0	0	0
4,703	4,184	5,069	450086	PLUMBING STATE SURCHARGE	8,035	8,035	8,035
1,182	795	1,180	450088	MECHANICAL PLANS ST. SURCHRG	2,638	2,638	2,638
			450124	EROSION CONTROL FEES	12,000	12,000	12,000
135,609	124,367	121,327	450106	STRUCTURAL PLAN REVIEW FEES	202,990	202,990	202,990
2,707	3,149	3,168	450108	PLUMBING PLAN REVIEW FEES	0	0	0
659	808	738	450110	MECHNICAL PLAN REVIEW FEES	0	0	0
20,322	26,695	2,256	450112	FL&S PLAN REVIEW FEES	32,806	32,806	32,806
1,471	10,717	2,313	450126	MISC-REINSPECT/INVESTIGATE FEE	10,000	10,000	10,000
<b>479,491</b>	<b>439,885</b>	<b>560,522</b>		<b>TOTAL LICENSES,PERMITS,FEES</b>	<b>725,678</b>	<b>725,678</b>	<b>725,678</b>
				CHARGES FOR SERVICES			
845	0	0	440025	COPY SERVICE			
<b>845</b>	<b>0</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>			
				MISCELLANEOUS REVENUE			
11,901	16,500	25,000	470105	INTEREST	18,361	18,361	18,361
<b>11,901</b>	<b>16,500</b>	<b>25,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>18,361</b>	<b>18,361</b>	<b>18,361</b>
				TRANSFERS			
0	20,000	20,000	481005	TRANSFER FROM OTHER FUNDS	20,000	20,000	20,000
<b>0</b>	<b>20,000</b>	<b>20,000</b>		<b>TOTAL TRANSFERS</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
				FUND BALANCE AVAILABLE			
275,928	375,068	562,423	495005	FUND BAL AVAIL FOR APPROP.	524,596	531,235	531,235
<b>275,928</b>	<b>375,068</b>	<b>562,423</b>		<b>TOTAL AVAILABLE</b>	<b>524,596</b>	<b>531,235</b>	<b>531,235</b>
<b>768,165</b>	<b>851,453</b>	<b>1,227,945</b>		<b>TOTAL BUILDING RESOURCES</b>	<b>1,288,635</b>	<b>1,295,274</b>	<b>1,295,274</b>

<b>FY 08-09 Expenditures</b>							
<b>Building Services</b>							
<b>Fund &amp; Dept: 205-32</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
206,602	235,450	303,106	511005	REGULAR EMPLOYEE WAGES	319,200	319,200	319,200
2,533		0	511010	PART-TIME EMPLOYEE WAGES	0	0	0
	140		511015	OVERTIME	0	0	0
8,066		0	511020	TEMPORARY EMPLOYEE WAGES	0	0	0
40,421	38,569	55,019	512005	HEALTH/DENTAL BENEFITS	62,388	62,388	62,388
	1,217		512008	Health Reimb Arrangement	3,146	3,146	3,146
32,980	46,855	60,318	512010	RETIREMENT	59,463	59,463	59,463
15,002	17,804	23,188	512015	FICA	24,419	24,419	24,419
2,261	2,523	2,558	512020	WORKER'S COMP	2,283	2,283	2,283
695	1,301	4,107	512025	OTHER BENEFITS	1,526	1,526	1,526
1,262	1,484	1,930	512030	OTHER PAYROLL TAXES	2,266	2,266	2,266
453	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
<b>310,274</b>	<b>345,341</b>	<b>450,226</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>474,693</b>	<b>474,693</b>	<b>474,693</b>
<b>MATERIALS &amp; SERVICES</b>							
638	771	2,200	520110	OPERATING SUPPLIES	2,333	2,333	2,333
110	92	600	520120	ORGANIZATION BUSINESS EXPENSE	636	636	636
200	0	20,000	520170	CODE ENFORCEMENT EXPENDITURES	17,000	17,000	17,000
4,985	6,299	24,650	520190	COMPUTER SOFTWARE	450	450	450
1,517	911	2,050	520503	PRINTING	2,174	2,174	2,174
199	504	2,000	520506	POSTAGE	2,175	2,175	2,175
2,547	2,004	2,221	520509	TELEPHONE	1,137	1,137	1,137
0	0	350	520521	PUBLIC INFORMATION	371	371	371
800	1,152	500	520524	PUBLICATIONS	1,030	1,030	1,030
0	355	950	520530	MEMBERSHIPS	950	950	950
	0	0	520547	Metro Construction Excise Tax	0	0	0
27,643	39,163	127,018	520557	INTERGOVERNMENTAL SERVICES	82,357	82,357	82,357
600	764	605	520578	INSURANCE & BONDS	587	587	587
1,792	2,236	6,650	521003	TRAINING/ CONFERENCES	6,062	6,062	6,062

2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
0	144	0	521113	ATTORNEY SERVICES	3,000	3,000	3,000
7,858	10,367	18,250	521150	PROFESSIONAL SERVICES	300	300	300
269	305	0	521172	BANK SERVICE FEES	300	300	300
1,617	228	1,400	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,500	1,500	1,500
6,229	6,027	6,208	522021	EQUIPMENT FUND CHARGES	6,372	6,372	6,372
6,550	6,716	10,267	522022	INFORMATION SYSTEMS FUND CHARGES	7,191	7,191	7,191
34,699	36,781	37,475	522023	GENERAL FUND ADMIN SERVICES	40,735	40,735	40,735
11		0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
<b>98,263</b>	<b>114,819</b>	<b>263,394</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>176,660</b>	<b>176,660</b>	<b>176,660</b>
				<b>CAPITAL OUTLAY</b>			
0	0	0	550100	GENERAL GOVT PROJECTS	98,700	98,700	98,700
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>98,700</b>	<b>98,700</b>	<b>98,700</b>
				<b>CONTINGENCY</b>			
0	0	100,000	580206	CONTINGENCY	100,000	100,000	100,000
<b>0</b>	<b>0</b>	<b>100,000</b>		<b>TOTALCONTINGENCY</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	414,325	590304	UNAPP FUND BALANCE	438,582	445,221	445,221
<b>0</b>	<b>0</b>	<b>414,325</b>		<b>UNAPP FUND BALANCE</b>	<b>438,582</b>	<b>445,221</b>	<b>445,221</b>
		0					
<b>408,537</b>	<b>460,160</b>	<b>1,227,945</b>		<b>TOTAL BUILDING EXPENDITURES</b>	<b>1,288,635</b>	<b>1,295,274</b>	<b>1,295,274</b>

## 911 EMERGENCY FUND

The State of Oregon requires every public and private safety agency to participate in a 9-1-1 emergency telephone system. Forest Grove transferred its police dispatch services to WCCCA as of July 1, 2002. The City pays its 9-1-1 telephone tax revenue to WCCCA but is required by Oregon law to maintain this fund for accounting purposes.

<b>FY 08-09 Revenues</b>							
<b>911 Emergency Fund</b>							
<b>Fund &amp; Dept: 215-20</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
93,935	75,033	125,000	422035	911 EMERGENCY TAX	125,000	160,000	160,000
<b>93,935</b>	<b>75,033</b>	<b>125,000</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>125,000</b>	<b>160,000</b>	<b>160,000</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	0		
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL AVAILABLE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>93,935</b>	<b>75,033</b>	<b>125,000</b>		<b>TOTAL 9-1-1 RESOURCES</b>	<b>125,000</b>	<b>160,000</b>	<b>160,000</b>

<b>FY 08-09 Expenditures</b>							
<b>911 Emergency Fund</b>							
<b>Fund &amp; Dept: 215-20</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
93,935	75,033	125,000	520557	INTERGOVERNMENTAL SERVICES	125,000	160,000	160,000
<b>93,935</b>	<b>75,033</b>	<b>125,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>125,000</b>	<b>160,000</b>	<b>160,000</b>
<b>93,935</b>	<b>75,033</b>	<b>125,000</b>		<b>TOTAL 9-1-1 EXPENDITURES</b>	<b>125,000</b>	<b>160,000</b>	<b>160,000</b>

## COMMUNITY ENHANCEMENT FUND

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

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

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

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

				<b>FY 08-09 Revenues</b>			
				<b>Community Enhancement Fund</b>			
				<b>Fund &amp; Dept &amp; Division: 275-12-50</b>			
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
84,189	82,424	84,250	420025	METRO ENHANCEMENT FEE	80,000	80,000	80,000
<b>84,189</b>	<b>82,424</b>	<b>84,250</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
				<b>MISCELLANEOUS REVENUE</b>			
5,000	3,775	0	431001	REPAYMENT OF GRANTS	0	0	0
1,039	382	1,300	470105	INTEREST	400	400	400
<b>6,039</b>	<b>4,157</b>	<b>1,300</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>400</b>	<b>400</b>	<b>400</b>
				<b>FUND BALANCE AVAILABLE</b>			
57,864	70,369	52,757	495005	FUND BAL AVAIL FOR APPROP.	43,790	43,790	43,790
<b>57,864</b>	<b>70,369</b>	<b>52,757</b>		<b>TOTAL AVAILABLE</b>	<b>43,790</b>	<b>43,790</b>	<b>43,790</b>
<b>148,092</b>	<b>156,950</b>	<b>138,307</b>		<b>TOTAL CEP RESOURCES</b>	<b>124,190</b>	<b>124,190</b>	<b>124,190</b>

				<b>FY 08-09 Expenditures</b>			
				<b>Community Enhancement Fund</b>			
				<b>Fund &amp; Dept &amp; Division: 275-12-50</b>			
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
77,723	94,621	98,739	523003	COMMUNITY ENHANCEMENT GRANTS	90,107	90,107	90,107
			523004	CEP PRIOR YEAR CARRYOVER	3,363	3,363	3,363
<b>77,723</b>	<b>94,621</b>	<b>98,739</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>93,470</b>	<b>93,470</b>	<b>93,470</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	39,568	590304	UNAPPROPRIATED ENDING FUND BAL	30,720	30,720	30,720
<b>0</b>	<b>0</b>	<b>39,568</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>30,720</b>	<b>30,720</b>	<b>30,720</b>
<b>77,723</b>	<b>94,621</b>	<b>138,307</b>		<b>TOTAL CEP EXPENDITURES</b>	<b>124,190</b>	<b>124,190</b>	<b>124,190</b>

## **LIBRARY ENDOWMENT FUND**

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

<b>FY 07-08 Revenues</b>							
<b>Library Endowment Fund</b>							
<b>Fund &amp; Dept &amp; Division: 505-14-50</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
<b>MISCELLANEOUS REVENUE</b>							
573	1,733	2,000	470105	INTEREST	900	900	900
0	0	0	471026	CONTRIBUTIONS	0	0	0
<b>573</b>	<b>1,733</b>	<b>2,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>900</b>	<b>900</b>	<b>900</b>
<b>FUND BALANCE AVAILABLE</b>							
397,834	573	404	495005	FUND BAL AVAIL FOR APPROP.	156	156	156
0	41,187	41,187	495006	RESTRICTED FUND BALANCE	41,187	41,187	41,187
<b>397,834</b>	<b>41,760</b>	<b>41,591</b>		<b>TOTAL AVAILABLE</b>	<b>41,343</b>	<b>41,343</b>	<b>41,343</b>
<b>398,407</b>	<b>43,493</b>	<b>43,591</b>		<b>TOTAL LIB ENDOWMENT RESOURCES</b>	<b>42,243</b>	<b>42,243</b>	<b>42,243</b>

<b>FY 08-09 Expenditures</b>							
<b>Library Endowment Fund</b>							
<b>Fund &amp; Dept &amp; Division: 505-14-50</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
<b>TRANSFERS</b>							
356,647	1,746	2,404	570127	TO LIBRARY DONATIONS FUND	1,056	1,056	1,056
<b>356,647</b>	<b>1,746</b>	<b>2,404</b>		<b>TOTAL TRANSFERS</b>	<b>1,056</b>	<b>1,056</b>	<b>1,056</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>							
0	0	41,187	590304	UNAPPROPRIATED ENDING FUND BAL	41,187	41,187	41,187
<b>0</b>	<b>0</b>	<b>41,187</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>41,187</b>	<b>41,187</b>	<b>41,187</b>
<b>356,647</b>	<b>1,746</b>	<b>43,591</b>		<b>TOTAL LIB ENDOWMENT EXPEND.</b>	<b>42,243</b>	<b>42,243</b>	<b>42,243</b>

## LIBRARY DONATIONS FUND

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

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

				<b>FY 08-09 Revenues Library Donations Fund Fund &amp; Dept: 250-14</b>			
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>MISCELLANEOUS REVENUE</b>			
30,500	0	0	471026	CONTRIBUTIONS	0	0	0
13,342	1,138	0	470105	INTEREST	0	0	0
400,000	242,375	0	471015	FOUNDATION CONTRIBUTION	0	0	0
<b>443,842</b>	<b>243,513</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>
				<b>TRANSFERS</b>			
356,647	1,746	2,404	481005	FROM LIBRARY ENDOWMENT FUND	1,056	1,056	1,056
0	22,000	0	481005	FROM CAPITAL PROJECTS FUND	0	0	0
0	28,500	0	481005	FROM GENERAL FUND	0	0	0
<b>356,647</b>	<b>52,246</b>	<b>2,404</b>			<b>1,056</b>	<b>1,056</b>	<b>1,056</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	196,410	0	495005	FUND BAL AVAIL FOR APPROP.	4,150	4,150	4,150
<b>0</b>	<b>196,410</b>	<b>0</b>			<b>4,150</b>	<b>4,150</b>	<b>4,150</b>
<b>800,489</b>	<b>492,169</b>	<b>2,404</b>			<b>5,206</b>	<b>5,206</b>	<b>5,206</b>

				<b>FY 08-09 Expenditures Library Donations Fund Fund &amp; Dept: 250-14</b>			
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	2,404	520220	SMALL EQUIPMENT	5,206	5,206	5,206
<b>0</b>	<b>0</b>	<b>2,404</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>5,206</b>	<b>5,206</b>	<b>5,206</b>
				<b>CAPITAL OUTLAY</b>			
604,079	490,423	0	550166	BUILDING IMPROVEMENTS	0	0	0
<b>604,079</b>	<b>490,423</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>604,079</b>	<b>490,423</b>	<b>2,404</b>		<b>TOTAL LIB DONATIONS EXPEND.</b>	<b>5,206</b>	<b>5,206</b>	<b>5,206</b>

## **STREET TREE FUND**

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

<b>FY 08-09 Revenues</b>							
<b>Street Tree Fund</b>							
<b>Fund &amp; Dept &amp; Division: 212-31-60</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LICENSES, PERMITS, FEES			
27,390	30,633	74,732	450140	TREE PLANTING FEES	26,385	26,385	26,385
<b>27,390</b>	<b>30,633</b>	<b>74,732</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>26,385</b>	<b>26,385</b>	<b>26,385</b>
				MISCELLANEOUS REVENUE			
1,929	2,300	2700	470105	INTEREST	2,400	2,400	2,400
0	9,493		472025	TREE COMPENSATION REVENUE			
<b>1,929</b>	<b>11,792</b>	<b>2700</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,400</b>	<b>2400</b>	<b>2400</b>
				FUND BALANCE AVAILABLE			
59,750	58,627	64,936	495005	FUND BAL AVAIL FOR APPROP.	104,226	86,881	86,881
<b>59,750</b>	<b>58,627</b>	<b>64,936</b>		<b>TOTAL AVAILABLE</b>	<b>104,226</b>	<b>86,881</b>	<b>86,881</b>
<b>89,069</b>	<b>101,052</b>	<b>142,368</b>		<b>TOTAL STREET TREE RESOURCES</b>	<b>133,011</b>	<b>115,666</b>	<b>115,666</b>

<b>FY 08-09 Expenditures</b>							
<b>Street Tree Fund</b>							
<b>Fund &amp; Dept &amp; Division: 212-31-60</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	2,280	0	520273	CITYWIDE TREE PURCHASES			
30,442	21,177	142,368	520290	STREET TREE PLANTING	133,011	115,666	115,666
<b>30,442</b>	<b>23,457</b>	<b>142,368</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>133,011</b>	<b>115,666</b>	<b>115,666</b>
<b>30,442</b>	<b>23,457</b>	<b>142,368</b>		<b>TOTAL STREET TREE EXPENDITURES</b>	<b>133,011</b>	<b>115,666</b>	<b>115,666</b>

### **TRAIL SYSTEM FUND**

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

<b>FY 08-09 Revenues</b>							
<b>Trail System Fund</b>							
<b>Fund &amp; Dept: 260-16</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
0	0	51,000	465200	WM TRAIL SPONSORSHIP	0	0	0
0	0	51,000		<b>TOTAL INTERGVMNT REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS REVENUE			
0	0	0	450005	INTEREST	1,500	1,500	1,500
0	0	0		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
				FUND BALANCE AVAILABLE			
0	0	0	485005	FUND BAL AVAIL FOR APPROP.	156,680	156,680	156,680
0	0	0		<b>TOTAL AVAILABLE</b>	<b>156,680</b>	<b>156,680</b>	<b>156,680</b>
0	0	51,000		<b>TOTAL TRAIL SYSTEM FUND RESOURCES</b>	<b>158,180</b>	<b>158,180</b>	<b>158,180</b>

<b>FY 08-09 Expenditures</b>							
<b>Trail System Fund</b>							
<b>Fund &amp; Dept: 260-16</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	6,000	522320	TRAIL MAINTENANCE	6,000	6,000	6,000
0	0	6,000		<b>TOTAL MATERIALS AND SERVICES</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
				CAPITAL OUTLAY			
0	0	45,000	550240	TRAIL DEVELOPMENT	152,180	152,180	152,180
0	0	45,000		<b>TOTAL CAPITAL OUTLAY</b>	<b>152,180</b>	<b>152,180</b>	<b>152,180</b>
0	0	51,000		<b>TOTAL TRAIL SYSTEM FUND EXPEND.</b>	<b>158,180</b>	<b>158,180</b>	<b>158,180</b>

## TRANSPORTATION SYSTEMS FUND

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

<b>FY 08-09 Revenues</b>							
<b>Transportation System Fund</b>							
<b>Fund &amp; Dept: 265-12</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				INTERGOVERNMENTAL REVENUE			
0	0	900,000	430725	DHS TRANSPORTATION GRANT	400,000	400,000	400,000
0	0	900,000		<b>TOTAL INTERGVMNT REVENUE</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	0	0	0
0	0	0		<b>TOTAL AVAILABLE</b>	<b>0</b>	<b>0</b>	<b>0</b>
0	0	900,000		<b>TOTAL TRANSP SYS FUND RESOURCES</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>

<b>FY 08-09 Expenditures</b>							
<b>Transportation System Fund</b>							
<b>Fund &amp; Dept: 265-12</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	900,000	523015	TRANSPORTATION GRANT	400,000	400,000	400,000
<b>0</b>	<b>0</b>	<b>900,000</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>900,000</b>		<b>TOTAL TRAIL SYSTEM FUND EXPEND.</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>

**FORFEITURE SHARING FUND**

The City received forfeiture funds from the Federal government and was required to place the money in a separate fund. The Police Department has been purchasing eligible assets and supplies with these funds. In FY 2008-09, this fund will reimburse the General Fund for purchases that were made in FY 2007-08 since this Fund had no appropriation authority in FY 2007-08 and the remaining funds will be spent in FY 2008-09 on other eligible items. All of the remaining funds must be spent during FY 2008-09.

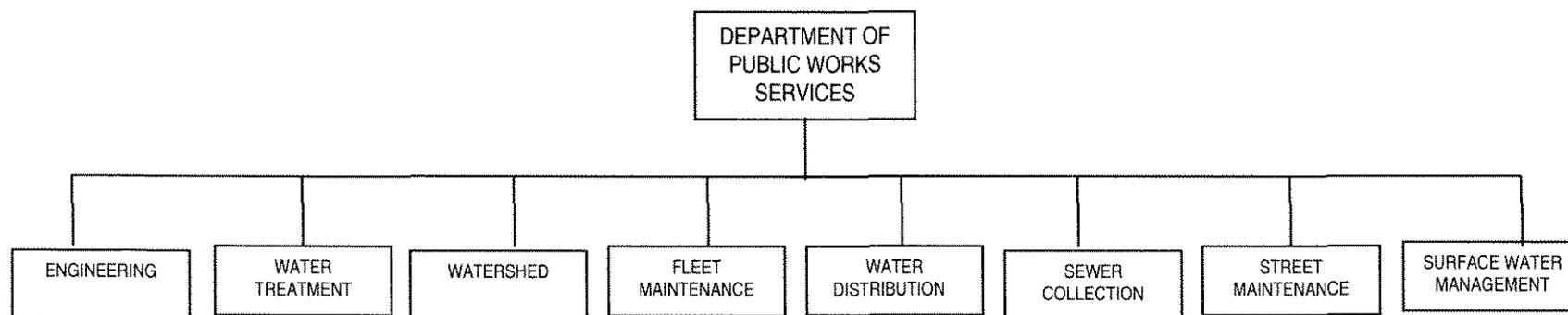
				<b>FY 08-09 Revenues</b>			
				<b>Forfeiture Sharing Fund</b>			
				<b>Fund &amp; Dept &amp; Division: 220-21-40</b>			
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>MISCELLANEOUS REVENUE</b>			
0	0	0	470105	INTEREST	500	500	500
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>500</b>	<b>500</b>	<b>500</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	61,800	61,800	61,800
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL AVAILABLE</b>	<b>61,800</b>	<b>61,800</b>	<b>61,800</b>
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL FORFEITURE SHARING FUND</b>	<b>62,300</b>	<b>62,300</b>	<b>62,300</b>

<b>FY 08-09 Expenditures</b>							
<b>Forfeiture Sharing Fund</b>							
<b>Fund &amp; Dept &amp; Division: 220-21-40</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	0	520220	SMALL EQUIPMENT	14,823	14,823	14,823
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>14,823</b>	<b>14,823</b>	<b>14,823</b>
				<b>CAPITAL OUTLAY</b>			
0	0	0	550186	FORFEITURE PROCEED PURCHASES	14,800	14,800	14,800
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>14,800</b>	<b>14,800</b>	<b>14,800</b>
				<b>TRANSFERS</b>			
0	0	0	570103	TO GENERAL FUND	32,677	32,677	32,677
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>32,677</b>	<b>32,677</b>	<b>32,677</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL FORFEITURE SHARING FUND</b>	<b>62,300</b>	<b>62,300</b>	<b>62,300</b>

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# **Internal Service Funds**

## **EQUIPMENT FUND**



### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

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

### **MISSION STATEMENT**

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

### **OVERVIEW**

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

### **GOALS**

- Replace vehicles and equipment on a scheduled basis from funds placed in reserve for that purpose.
- Keep all equipment fund vehicles and equipment in good repair and serviced regularly.
- Provide repair and maintenance service as requested for all vehicles in the Light & Power and Fire Departments.

- Furnish and maintain a fueling station for all City vehicles and equipment.
- Inspect and certify that all City vehicles with gasoline engines meet DEQ emission standards.
- Up to 1,500 hours of service will be made available for maintenance of Fire and Light & Power vehicles.

**TRENDS**

A review of the Equipment Fund has been underway in 2007-08 to insure that fund balances are adequate to cover needed future equipment replacements in the various departments. This review separated the operational cost in the Equipment fund from the replacement cost for each piece of equipment. Scheduled for replacement this year in the Parks department is a Toro mower, an AMT four-wheeler, and a pickup truck. In the Police department the patrol SUV, and in the Public Works department a dump truck and a 1 ton utility truck are scheduled for replacement. The Public Works vehicles will be purchased with funds from the Water and Street budgets.

Vehicles and equipment scheduled for this year include:

- A Toro mower for the Parks department.
- An AMT for the Parks department.
- A ¾ pickup for the Parks department.
- A patrol SUV in the Police department.
- A 5 yard dump and 1 ton truck for Public Works.

**PERFORMANCE MEASURES**

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

**PERSONNEL REQUIREMENTS**

	<u>2007-08</u> <u>Appropriated</u>	<u>2007-08</u> <u>Filled</u>	<u>2008-09</u> <u>Proposed</u>
Mechanic	2.00	2.00	2.00
Supt. Public Works	0.15	0.15	0.15
Secretary	0.25	0.25	0.25
<b>TOTAL</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>

<b>FY 08-09 Revenues</b>							
<b>Equipment Fund</b>							
<b>Fund &amp; Dept: 720-56</b>							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
525,721	527,021	474,508		CHARGES FOR SERVICES	625,144	625,144	625,144
64,607	40,940	29,291		MISCELLANEOUS REVENUE	20,120	20,120	20,120
0	0	61,033		TRANSFERS	106,200	106,200	106,200
412,408	378,714	357,280		FUND BALANCE AVAILABLE	170,652	170,652	170,652
<b>1,002,735</b>	<b>946,675</b>	<b>922,113</b>		<b>TOTAL RESOURCES</b>	<b>922,115</b>	<b>922,115</b>	<b>922,115</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
435,483	440,887	397,008	440220	EQUIPMENT RENTAL	547,644	547,644	547,644
43,589	46,696	43,500	440228	SALE OF GAS & OIL	43,500	43,500	43,500
46,649	39,437	34,000	440227	LIGHT/FIRE MAINTENANCE	34,000	34,000	34,000
<b>525,721</b>	<b>527,021</b>	<b>474,508</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>625,144</b>	<b>625,144</b>	<b>625,144</b>
				MISCELLANEOUS REVENUE			
15,677	16,475	14,291	470105	INTEREST	5,120	5,120	5,120
26,515	7,082	0	450057	OTHER	0	0	0
22,415	17,383	15,000	445015	SALE OF EQUIPMENT	15,000	15,000	15,000
<b>64,607</b>	<b>40,940</b>	<b>29,291</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>20,120</b>	<b>20,120</b>	<b>20,120</b>
				TRANSFERS			
0	0	61,033	481005	TRANSFER FROM CIP EXCISE FUND	66,200	66,200	66,200
			481005	TRANSFER FROM GENERAL FUND	40,000	40,000	40,000
<b>0</b>	<b>0</b>	<b>61,033</b>		<b>TOTAL TRANSFERS</b>	<b>106,200</b>	<b>106,200</b>	<b>106,200</b>
				FUND BALANCE AVAILABLE			
412,408	378,714	357,280	495005	FUND BAL AVAIL FOR APPROP.	170,652	170,652	170,652
<b>412,408</b>	<b>378,714</b>	<b>357,280</b>		<b>TOTAL AVAILABLE</b>	<b>170,652</b>	<b>170,652</b>	<b>170,652</b>
<b>1,002,735</b>	<b>946,675</b>	<b>922,113</b>		<b>TOTAL EQUIPMENT RESOURCES</b>	<b>922,115</b>	<b>922,115</b>	<b>922,115</b>

<b>FY 08-09 Expenditures</b>							
<b>Equipment Fund</b>							
<b>Fund &amp; Dept: 720-56</b>							
<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>			<b>2008-09</b>	<b>2008-09</b>	<b>2008-09</b>
<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Account</b>	<b>Title</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
				<b>PERSONAL SERVICES</b>			
102,875	113,550	117,394	511005	REGULAR EMPLOYEE WAGES	120,924	120,924	120,924
0	0	757	511015	OVERTIME	757	757	757
26,134	18,990	20,725	512005	HEALTH/DENTAL BENEFITS	24,554	24,554	24,554
				HEALTH REIMBURSEMENT ARR	1,207	1,207	1,207
18,770	22,597	23,361	512010	RETIREMENT	22,814	22,814	22,814
7,037	8,582	9,039	512015	FICA	9,309	9,309	9,309
3,423	3,066	3,751	512020	WORKER'S COMP	3,470	3,470	3,470
328	776	1,664	512025	OTHER BENEFITS	638	638	638
602	734	752	512030	OTHER PAYROLL TAXES	877	877	877
274	0		512035	VOLUNTEER FRINGE BENEFITS			
<b>159,443</b>	<b>168,295</b>	<b>177,443</b>		<b>PERSONAL SERVICES</b>	<b>184,551</b>	<b>184,551</b>	<b>184,551</b>
				<b>MATERIALS &amp; SERVICES</b>			
569	415	2,000	520110	OPERATING SUPPLIES	2,000	2,000	2,000
0	67	150	520120	ORGANIZATION BUSINESS EXPENSE	150	150	150
466	18	500	520130	PERSONNEL UNIFORMS & EQUIP	500	500	500
1,449	2,800	3,100	520190	COMPUTER SOFTWARE	5,100	5,100	5,100
11,894	4,583	4,800	520220	SMALL EQUIPMENT	3,000	3,000	3,000
0	1	100	520503	PRINTING	50	50	50
63	205	200	520506	POSTAGE	200	200	200
225	220	1,500	520509	TELEPHONE	1,500	1,500	1,500
0	0	100	520521	PUBLIC INFORMATION	50	50	50
0	0	100	520524	PUBLICATIONS	100	100	100
4	4	0	520530	MEMBERSHIPS	0	0	0
270	170	900	520557	INTERGOVERNMENTAL SERVICES	900	900	900
25,533	25,579	28,090	520578	INSURANCE & BONDS	29,374	29,374	29,374
759	800	1,000	521003	TRAINING/CONFERENCES	1,000	1,000	1,000
3,555	3,827	3,900	521150	PROFESSIONAL SERVICES	3,900	3,900	3,900
654	0	0	521165	CONTRACTS FOR SERVICES	0	0	0
222	106	0	521168	MISC MEDICAL SERVICES	0	0	0
588	611	0	521172	BANK SERVICE FEES	700	700	700
2,687	1,017	1,000	522003	EQUIP MAINT & OPER SUPPLIES	1,000	1,000	1,000
225,697	63,441	60,000	522009	VEHICLE MAINT & OPER. SUPPLIES	60,000	60,000	60,000
0	11,198	25,000	522010	VEHICLE MAINT EXTERNAL	25,000	25,000	25,000

<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>			<b>2008-09</b>	<b>2008-09</b>	<b>2008-09</b>
<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Account</b>	<b>Title</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
0	137,679	120,000	522012	EQUIP/VEHICLE FUEL	140,000	140,000	185,000
0	0	0	522018	FIRE EQUIP.REPLACEMENT FUND	0	0	0
0	0	0	522021	EQUIPMENT FUND CHARGES	0	0	0
3,751	3,152	3,687	522022	INFORMATION SYSTEMS FUND	3,710	3,710	3,710
80,651	70,159	69,326	522023	GENERAL FUND SPT SVC	0	0	0
98	98	200	522306	RENTS & LEASES	200	200	200
23,400	23,400	23,400	522309	BUILDING/FACILITY RENTAL	23,400	23,400	23,400
9	0	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
<b>382,545</b>	<b>349,549</b>	<b>349,053</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>301,834</b>	<b>301,834</b>	<b>346,834</b>
				<b>CAPITAL OUTLAY</b>			
			550181	Major Tools and Work Equipment	8,000	8,000	8,000
82,033	55,880	242,558	551261	VEHICLE REPLACEMENT & EQUIP	178,000	178,000	178,000
<b>82,033</b>	<b>55,880</b>	<b>242,558</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>186,000</b>	<b>186,000</b>	<b>186,000</b>
				<b>TRANSFERS</b>			
0	16,375	16,375	570103	TRANSFER TO GENERAL FUND	0	0	0
<b>0</b>	<b>16,375</b>	<b>16,375</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCIES</b>			
0	0	111,683	580206	CONTINGENCY	50,000	50,000	50,000
<b>0</b>	<b>0</b>	<b>111,683</b>		<b>TOTAL CONTINGENCIES</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
				<b>UNAPPROR ENDING FUND BALANCE</b>			
0	0	25,000	590304	UNAPP FUND BALANCE	199,730	199,730	154,730
<b>0</b>	<b>0</b>	<b>25,000</b>		<b>TOTAL UNAPPR ENDING FUND BAL</b>	<b>199,730</b>	<b>199,730</b>	<b>154,730</b>
<b>624,021</b>	<b>590,100</b>	<b>922,113</b>		<b>TOTAL EQUIPMENT EXPENDITURES</b>	<b>922,115</b>	<b>922,115</b>	<b>922,115</b>

## **FIRE EQUIPMENT REPLACEMENT FUND**

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

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

<b>FY 08-09 Revenues</b>							
<b>Fire Equipment Replacement Fund</b>							
<b>Fund &amp; Dept: 225-23</b>							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
8,095	0	45,655		INTERGOVERNMENTAL REVENUE	55,000	55,000	55,000
84,000	84,000	0		CHARGES FOR SERVICES	0	0	0
20,814	45,362	32,000		MISCELLANEOUS REVENUE	12,000	12,000	12,000
0	0	84,000		TRANSFERS & REIMBURSEMENTS	84,000	84,000	84,000
557,569	535,069	637,802		FUND BALANCE AVAILABLE	723,187	723,187	723,187
<b>670,478</b>	<b>664,431</b>	<b>799,457</b>		<b>TOTAL RESOURCES</b>	<b>874,187</b>	<b>874,187</b>	<b>874,187</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
8,095	0	45,655	420010	RURAL DISTRICT SHARE	55,000	55,000	55,000
<b>8,095</b>	<b>0</b>	<b>45,655</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
				<b>CHARGES FOR SERVICES</b>			
84,000	84,000	0	440131	CITY EQUIPMENT/FACILITY CHARGE	0	0	0
<b>84,000</b>	<b>84,000</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
20,814	30,625	32,000	470105	INTEREST	12,000	12,000	12,000
0	14,737	0	445010	SALE OF MATERIALS	0	0	0
<b>20,814</b>	<b>45,362</b>	<b>32,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
				<b>TRANSFERS &amp; REIMBURSEMENTS</b>			
0	0	84,000	481005	TRANSFER FROM CIP EXCISE TAX FUND	84,000	84,000	84,000
<b>0</b>	<b>0</b>	<b>84,000</b>		<b>TOTAL TRANSFERS &amp; REIMBURSEMNT</b>	<b>84,000</b>	<b>84,000</b>	<b>84,000</b>
				<b>FUND BALANCE AVAILABLE</b>			
557,569	535,069	637,802	495005	FUND BAL AVAIL FOR APPROP.	723,187	723,187	723,187
<b>557,569</b>	<b>535,069</b>	<b>637,802</b>		<b>TOTAL AVAILABLE</b>	<b>723,187</b>	<b>723,187</b>	<b>723,187</b>
<b>670,478</b>	<b>664,431</b>	<b>799,457</b>		<b>TOTAL FIRE EQUIP REPLCMT RESOURCES</b>	<b>874,187</b>	<b>874,187</b>	<b>874,187</b>

<b>FY 08-09 Expenditures</b>							
<b>Fire Equipment Replacement Fund</b>							
<b>Fund &amp; Dept: 225-23</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Adopted	Account	Title	Proposed	Approved	Adopted
				<b>CAPITAL OUTLAY</b>			
0	11017	0	550181	MAJOR TOOLS & WORK EQUIPMENT	0	0	0
135,409	0	266,310	551261	VEHICLE REPLACEMENT	533,000	533,000	533,000
<b>135,409</b>	<b>11,017</b>	<b>266,310</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>533,000</b>	<b>533,000</b>	<b>533,000</b>
				<b>CONTINGENCY</b>			
0	0	40,000	580206	CONTINGENCY	50,000	50,000	50,000
<b>0</b>	<b>0</b>	<b>40,000</b>		<b>TOTAL CONTINGENCY</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
0	0	493,147	590304	UNAPP FUND BALANCE	291,187	291,187	291,187
<b>0</b>	<b>0</b>	<b>493,147</b>		<b>TOTAL UNAPP FUND BALANCE</b>	<b>291,187</b>	<b>291,187</b>	<b>291,187</b>
<b>135,409</b>	<b>11,017</b>	<b>799,457</b>		<b>TOTAL FIRE EQUIPMENT EXPENDITURES</b>	<b>874,187</b>	<b>874,187</b>	<b>874,187</b>

## **INFORMATION SYSTEMS FUND**

### **COUNCIL GOALS FOR FISCAL YEAR 2008-09**

- Promote a Prudent Financial Plan to Maintain Effective Service Levels

#### **MISSION STATEMENT**

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

#### **DEPARTMENT OVERVIEW**

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

#### **GOALS**

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

#### **PERFORMANCE MEASURES**

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

FY 08-09 Revenues							
Information Systems Fund							
Fund & Dept & Division: 710-12-30							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Summary	Proposed	Approved	Adopted
10,317	10,317	3,200		INTERGOVERNMENTAL REVENUE	0	0	0
171,260	171,260	196,988		CHARGES FOR SERVICES	238,851	238,851	238,851
27,976	27,987	20,000		MISCELLANEOUS REVENUE	17,750	17,750	17,750
447,311	447,311	355,350		FUND BALANCE AVAILABLE	411,045	411,045	411,045
<b>656,864</b>	<b>656,874</b>	<b>575,538</b>		<b>TOTAL RESOURCES</b>	<b>667,646</b>	<b>667,646</b>	<b>667,646</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Adopted	Account	Title	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
10317	10,317	3,200	430651	MACC PCN GRANT	0	0	0
<b>10,317</b>	<b>10,317</b>	<b>3,200</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>CHARGES FOR SERVICES</b>			
171,260	171,260	196,988	440225	EQUIPMENT CHARGES	238,851	238,851	238,851
<b>171,260</b>	<b>171,260</b>	<b>196,988</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>238,851</b>	<b>238,851</b>	<b>238,851</b>
				<b>MISCELLANEOUS REVENUE</b>			
10334	10,344	0	450057	OTHER	0	0	0
			430601	LIBRARY COMPUTER GRANT	9,750	9,750	9,750
17,642	17,642	20,000	470105	INTEREST	8,000	8,000	8,000
<b>27,976</b>	<b>27,987</b>	<b>20,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>17,750</b>	<b>17,750</b>	<b>17,750</b>
				<b>FUND BALANCE AVAILABLE</b>			
447,311	447,311	355,350	495005	FUND BAL AVAIL FOR APPROP.	411,045	411,045	411,045
<b>447,311</b>	<b>447,311</b>	<b>355,350</b>		<b>TOTAL AVAILABLE</b>	<b>411,045</b>	<b>411,045</b>	<b>411,045</b>
<b>656,864</b>	<b>656,874</b>	<b>575,538</b>		<b>TOTAL INFO SYSTEMS RESOURCE</b>	<b>667,646</b>	<b>667,646</b>	<b>667,646</b>

<b>FY 08-09 Expenditures</b>							
<b>Information Systems Fund</b>							
<b>Fund &amp; Dept &amp; Division: 710-12-30</b>							
2005-06	2006-07	2008-09	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
510	3,476	5,000	520110	OPERATING SUPPLIES	3,500	3,500	3,500
22,483	617	11,000	520190	COMPUTER SOFTWARE	10,850	10,850	10,850
11,372	20,159	32,350	520200	COMPUTER SOFTWARE MAINTENANCE	32,701	32,701	32,701
6,794	11,686	22,950	520210	COMPUTER SUPPLIES	19,450	19,450	19,450
64,223	91,122	99,599	520220	SMALL EQUIPMENT	87,138	87,138	87,138
6	33	0	520506	POSTAGE	0	0	0
1595	0	0	520530	MEMBERSHIPS	0	0	0
7,320	7,087	7,320	520557	INTERGOVERNMENTAL SERVICES	7,550	7,550	7,550
5,050	490	36,000	521150	PROFESSIONAL SERVICES	36,000	36,000	36,000
7,241	7,494	7,620	522003	EQUIPMENT MAINT & OPER SUPPLIES	8,100	8,100	8,100
3,000	0	0	522023	GENERAL FUND SPT SVC	0	0	0
278	0	0	522315	FACILITY MNT/REPAIRS	0	0	0
<b>129,872</b>	<b>142,164</b>	<b>221,839</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>205,289</b>	<b>205,289</b>	<b>205,289</b>
				<b>CAPITAL OUTLAY</b>			
			550051	OFFICE FURNITURE & EQUIPMENT	49,500	49,500	49,500
171,329	30,769	80,000	550460	ACCOUNTING SYSTEM	90,365	90,365	90,365
<b>171,329</b>	<b>30,769</b>	<b>80,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>139,865</b>	<b>139,865</b>	<b>139,865</b>
				<b>TRANSFERS</b>			
0	9,500	6,000	570103	TRANSFER TO GENERAL FUND	0	0	0
0	15,000	0	570127	TRANSFER TO OTHER FUNDS	0	0	0
<b>0</b>	<b>24,500</b>	<b>6,000</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCY</b>			
0		15,000	580206	CONTINGENCY	10,000	10,000	10,000
<b>0</b>	<b>0</b>	<b>15,000</b>		<b>TOTAL CONTINGENCY</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	252,699	590304	UNAPP FUND BALANCE	312,492	312,492	312,492
<b>0</b>	<b>0</b>	<b>252,699</b>		<b>TOTAL UNAPP FUND BALANCE</b>	<b>312,492</b>	<b>312,492</b>	<b>312,492</b>
<b>301,201</b>	<b>197,433</b>	<b>575,538</b>		<b>TOTAL INFO SYSTEMS FUND EXPEND</b>	<b>667,646</b>	<b>667,646</b>	<b>667,646</b>

## **CITY UTILITY FUND**

This fund is being established in Fiscal Year 2007-08 to account for the electric and water usage of departments funded out of the General Fund. As a budget saving strategy, General Fund departments were not charged for the city-owned services of electricity and water. However, usage will still be tracked in this fund. This fund receives revenue from the Light and Power Fund and the Water Fund, and in turn the expenditures are paid back to those respective funds, based on each department's usage.

<b>FY 08-09 Revenues</b>							
<b>City Utility Fund</b>							
<b>Fund &amp; Dept &amp; Division: 730-12-60</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				<b>TRANSFERS</b>			
0	0	87,018	481005	FROM LIGHT & POWER FUND	114,530	114,530	114,530
0	0	36,099	481010	FROM WATER FUND	28,800	28,800	28,800
<b>0</b>	<b>0</b>	<b>123,117</b>		<b>TOTAL TRANSFERS</b>	<b>143,330</b>	<b>143,330</b>	<b>143,330</b>
<b>0</b>	<b>0</b>	<b>123,117</b>		<b>TOTAL CITY UTILITY FUND RESOURCES</b>	<b>143,330</b>	<b>143,330</b>	<b>143,330</b>

<b>FY 08-09 Expenditures</b>							
<b>City Utility Fund</b>							
<b>Fund &amp; Dept &amp; Division: 730-12-60</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	15,487	520151	CITY HALL UTILITIES	19,450	19,450	19,450
0	0	21,202	520152	LIBRARY UTILITIES	34,550	34,550	34,550
0	0	31,893	520153	AQUATICS UTILITIES	33,800	33,800	33,800
0	0	26,925	520154	PARKS UTILITIES	22,780	22,780	22,780
0	0	15,268	520155	POLICE UTILITIES	19,000	19,000	19,000
0	0	8,342	520156	FIRE UTILITIES	10,500	10,500	10,500
0	0	4,000	520157	ENGINEERING BUILDING UTILITIES	3,250	3,250	3,250
<b>0</b>	<b>0</b>	<b>123,117</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>143,330</b>	<b>143,330</b>	<b>143,330</b>
<b>0</b>	<b>0</b>	<b>123,117</b>		<b>TOTAL CITY UTILITY FUND EXPEND.</b>	<b>143,330</b>	<b>143,330</b>	<b>143,330</b>

## **RISK MANAGEMENT FUND**

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

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

<b>FY 08-09 Revenues</b>							
<b>Risk Management Fund</b>							
<b>Fund &amp; Dept &amp; Division: 740-12-35</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
0	0	473,430		CIP EXCISE FEE	455,204	455,204	455,204
0	0	0		MISCELLANEOUS REVENUE	4,200	4,200	4,200
0	0	0		FUND BALANCE AVAILABLE	215,146	215,146	215,146
<b>0</b>	<b>0</b>	<b>473,430</b>		<b>TOTAL RESOURCES</b>	<b>674,550</b>	<b>674,550</b>	<b>674,550</b>
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>CHARGES FOR SERVICES</b>			
0	0	95,813	444126	P/L Insurance - General Fund	92,937	92,937	92,937
0	0	117,533	444127	P/L Insurance - Other Funds	116,397	116,397	116,397
0	0	145,444	444128	WC Insurance - General Fund	147,853	147,853	147,853
0	0	114,640	444129	WC Insurance - Other Funds	98,017	98,017	98,017
<b>0</b>	<b>0</b>	<b>473,430</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>455,204</b>	<b>455,204</b>	<b>455,204</b>
				<b>MISCELLANEOUS REVENUE</b>			
0	0	0	470105	INTEREST	4,200	4,200	4,200
0	0	0	472005	MISCELLANEOUS REVENUE	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	215,146	215,146	215,146
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL AVAILABLE</b>	<b>215,146</b>	<b>215,146</b>	<b>215,146</b>
<b>0</b>	<b>0</b>	<b>473,430</b>		<b>TOTAL RISK MANAGEMENT RESOURCES</b>	<b>674,550</b>	<b>674,550</b>	<b>674,550</b>

<b>FY 08-09 Expenditures</b>							
<b>Risk Management Fund</b>							
<b>Fund &amp; Dept &amp; Division: 740-12-35</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	213,346	520585	PROPERTY/LIABILITY PREMIUMS	209,334	209,334	209,334
0	0	0	520586	P/L CLAIMS - GENERAL FUND	4,200	4,200	4,200
0	0	0	520587	P/L CLAIMS - PUBLIC WORKS FUNDS	0	0	0
0	0	0	520588	P/L CLAIMS - LIGHT & POWER FUND	0	0	0
0	0	260,084	520590	WORKERS' COMPENSATION PREMIUMS	245,870	245,870	245,870
0	0	0	520591	WC CLAIMS - GENERAL FUND	0	0	0
0	0	0	520592	WC CLAIMS - PUBLIC WORKS FUNDS	0	0	0
0	0	0	520593	WC CLAIMS - LIGHT & POWER FUND	0	0	0
<b>0</b>	<b>0</b>	<b>473,430</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>459,404</b>	<b>459,404</b>	<b>459,404</b>
				<b>CONTINGENCIES</b>			
0	0	0	580206	CONTINGENCY - WC INSURANCE	0	68,910	68,910
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CONTINGENCIES</b>	<b>0</b>	<b>68,910</b>	<b>68,910</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
0	0	0	590303	RESERVED FOR P/L INSURANCE	12,006	12,006	12,006
0	0	0	590303	RESERVED FOR WC INSURANCE	203,140	134,230	134,230
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>215,146</b>	<b>146,236</b>	<b>146,236</b>
<b>0</b>	<b>0</b>	<b>473,430</b>		<b>TOTAL RISK MANAGEMENT EXPEND.</b>	<b>674,550</b>	<b>674,550</b>	<b>674,550</b>

# **Capital Projects Funds**

## **BIKE/PEDESTRIAN PATHWAYS FUND**

### **MISSION STATEMENT**

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

### **OVERVIEW**

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

Projects for FY 08-09 will coordinate with the Parks Master Plan.

<b>FY 08-09 Revenues</b>							
<b>Bike/Pedestrian Pathways Fund</b>							
<b>Fund &amp; Dept &amp; Division: 240-52-40</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
<b>INTERGOVERNMENT REVENUE</b>							
9,405	9,344	9,639	422015	STATE GAS TAX	9,190	9,190	9,190
<b>9,405</b>	<b>9,344</b>	<b>9,639</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>9,190</b>	<b>9,190</b>	<b>9,190</b>
<b>MISCELLANEOUS REVENUE</b>							
45	54	50	450052	BICYCLE LICENSES	50	50	50
2,798	3,770	4,351	470105	INTEREST	1,740	1,740	1,740
<b>2,843</b>	<b>3,824</b>	<b>4,401</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>
<b>FUND BALANCE AVAILABLE</b>							
85,712	97,960	108,786	495005	FUND BAL AVAIL FOR APPROP.	57,993	57,993	57,993
<b>85,712</b>	<b>97,960</b>	<b>108,786</b>		<b>TOTAL AVAILABLE</b>	<b>57,993</b>	<b>57,993</b>	<b>57,993</b>
<b>97,960</b>	<b>111,128</b>	<b>122,826</b>		<b>TOTAL RESOURCES</b>	<b>68,973</b>	<b>68,973</b>	<b>68,973</b>

<b>FY 08-09 Expenditures</b>							
<b>Bike/Pedestrian Pathways Fund</b>							
<b>Fund &amp; Dept &amp; Division: 240-52-40</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>CAPITAL OUTLAY</b>							
0	1,775	122,826	550169	GENERAL CAPITAL OUTLAY	68,973	68,973	68,973
<b>0</b>	<b>1,775</b>	<b>122,826</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>68,973</b>	<b>68,973</b>	<b>68,973</b>
<b>0</b>	<b>1,775</b>	<b>122,826</b>		<b>TOTAL EXPENDITURES</b>	<b>68,973</b>	<b>68,973</b>	<b>68,973</b>

## **PARK ACQUISITION & DEVELOPMENT FUND**

### **MISSION STATEMENT**

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

### **OVERVIEW**

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

### **TRENDS**

This fund may only be used for system expansion capital only. Projects this year include Thatcher Park Development, Forest Glen Trail Development, and Off Leash Area Development.

FY 08-09 Revenues							
Park Acquisition & Development Fund							
Fund & Dept: 320-16							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
184,000	329,000	447,000		CHARGES FOR SERVICES	429,000	429,000	429,000
40,885	55,268	65,000		MISCELLANEOUS REVENUE	20,000	20,000	20,000
931,547	1,096,354	1,179,366		FUND BALANCE AVAILABLE	1,425,894	1,425,894	1,425,894
<b>1,156,432</b>	<b>1,480,622</b>	<b>1,691,366</b>		<b>TOTAL RESOURCES</b>	<b>1,874,894</b>	<b>1,874,894</b>	<b>1,874,894</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>CHARGES FOR SERVICES</b>			
50,000	41,000	81,000	451010	SDC - NORTH NORTHWEST	0	0	0
104,000	196,000	90,000	451015	SDC - NORTHWEST	0	0	0
30,000	53,000	276,000	451020	SDC - NORTHEAST	0	0	0
0	33,000	0	451025	SDC - SOUTHWEST	0	0	0
0	6,000	0	451030	SDC - SOUTHEAST	0	0	0
0	0	0	451009	PARKS SDC FEES	429,000	429,000	429,000
<b>184,000</b>	<b>329,000</b>	<b>447,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>429,000</b>	<b>429,000</b>	<b>429,000</b>
				MISCELLANEOUS REVENUE			
40,885	55,268	65,000	470105	INTEREST	20,000	20,000	20,000
<b>40,885</b>	<b>55,268</b>	<b>65,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
				FUND BALANCE AVAILABLE			
931,547	1,096,354	1,179,366	495005	FUND BAL AVAIL FOR APPROP.	1,425,894	1,425,894	1,425,894
<b>931,547</b>	<b>1,096,354</b>	<b>1,179,366</b>		<b>TOTAL AVAILABLE</b>	<b>1,425,894</b>	<b>1,425,894</b>	<b>1,425,894</b>
<b>1,156,432</b>	<b>1,480,622</b>	<b>1,691,366</b>		<b>TOTAL PARKS ACQ/DEV RESOURCES</b>	<b>1,874,894</b>	<b>1,874,894</b>	<b>1,874,894</b>

FY 08-09 Expenditures							
Park Acquisition & Development Fund							
Fund & Dept: 320-16-50							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>CAPITAL OUTLAY</b>			
0	0	102,575	550220	SE PARK IMPROVEMENTS	0	0	0
0	1,000	4,515	550221	SE PARK - COMMUN PARK SHARE	0	0	0
0	0	67,996	550222	SW PARK IMPROVEMENTS	0	0	0
0	0	28,200	550223	SW PARK - COMMUN PARK SHARE	0	0	0
0	0	156,217	550224	NE PARK IMPROVEMENTS	0	0	0
0	45,606	122,910	550225	NE PARK - COMMUN PARK SHARE	0	0	0
29,233	0	712,250	550226	NW PARK IMPROVEMENTS	0	0	0
0	111,211	266,561	550227	NW PARK - COMMUN PARK SHARE	0	0	0
73,045	0	144,510	550228	NNW PARK IMPROVEMENTS	0	0	0
0	59,977	85,632	550229	NNW PARK - COMMUN PARK SHARE	0	0	0
0	0	0	550200	PARKS PROJECTS -GENERAL	649,894	649,894	649,894
0	0	0	550247	THATCHER PARK	1,100,000	1,100,000	1,100,000
0	0	0	550248	FOREST GLEN TRAIL	125,000	125,000	125,000
<b>102,278</b>	<b>217,794</b>	<b>1,691,366</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,874,894</b>	<b>1,874,894</b>	<b>1,874,894</b>
<b>102,278</b>	<b>217,794</b>	<b>1,691,366</b>		<b>TOTAL PARK ACQ/DEV EXPEND</b>	<b>1,874,894</b>	<b>1,874,894</b>	<b>1,874,894</b>

## **TRAFFIC IMPACT FUND**

### **MISSION STATEMENT**

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

### **OVERVIEW**

This fund provides an accounting of the Traffic Impact Fee (TIF) approved by Washington County voters in 1990. Washington County TIF for a typical residential house will increase 6% on July 1, 2008, and will be \$3,390. The charges are assessed based on a formula of future traffic generated by new development. Funds can be spent only for street improvements which are required to accommodate new growth, and at least 50% of the funds have to be spent on arterial street improvements if there are any eligible arterial projects in the City.

### **TRENDS**

Washington County administers this County-wide tax and as such they are looking at increasing the TIF to better fund the list of roadway needs in the County and Cities. The TIF can be amended only by a vote; however, it is indexed each year by 6% but still only funds about 20% of the transportation needs in Washington County. The TIF is based on an average traffic generated by the development. New data published in the Institute of Transportation Engineers 7<sup>th</sup> Edition manual more accurately reflects the traffic generated by commercial businesses. Based on this information and the shortfall of funds for transportation needs, Washington County is considering significant increases in the TIF rate. These higher rates could impact future commercial development in Forest Grove. City staff is working with Washington County and other Cities through the Washington County Coordinating Committee (WCCC) to insure that the new rates (that will be proposed to the voters) are both fair and reasonable.

Expenditures: In this year's TIF budget is a place holder for David Hill Road. Staff is working with adjacent development, Washington County, and ODOT to secure adequate funds to complete this road to the connection with Hwy 47.

<b>FY 08-09 Revenues</b>							
<b>Traffic Impact Fund</b>							
<b>Fund &amp; Dept: 310-52</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
0	0	1,000,000		INTERGOVERNMENTAL	0	0	0
289,538	276,877	447,650		TRAFFIC IMPACT FEES	842,603	842,603	842,603
116,589	311,637	94,301		MISCELLANEOUS REVENUE	91,352	91,352	91,352
2,993,727	2,613,146	2,694,311		FUND BALANCE AVAILABLE	3,045,070	3,045,070	3,045,070
<b>3,399,854</b>	<b>3,201,660</b>	<b>4,236,262</b>		<b>TOTAL RESOURCES</b>	<b>3,979,025</b>	<b>3,979,025</b>	<b>3,979,025</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL</b>			
0	0	1,000,000	420041	WASH COUNTY	0	0	0
<b>0</b>	<b>0</b>	<b>1,000,000</b>		<b>TOTAL INTERGOVERNMENTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>TRAFFIC IMPACT FEES</b>			
20,775	20,724	36,800	451045	T.I.F. - TRANSIT	34,320	34,320	34,320
255,765	251,313	395,850	451050	T.I.F. - RESIDENTIAL	423,280	423,280	423,280
0	0	15,000	451052	T.I.F. - BUSINESS & COMMCL.	0	0	0
12,065	0	0	451055	T.I.F. - INDUSTRIAL	385,003	385,003	385,003
934	0	0	451060	T.I.F. - OFFICE		0	0
0	4,840	0	451065	T.I.F. - INSTITUTIONAL	0	0	0
<b>289,538</b>	<b>276,877</b>	<b>447,650</b>		<b>TOTAL FEES</b>	<b>842,603</b>	<b>842,603</b>	<b>842,603</b>
				<b>MISCELLANEOUS REVENUE</b>			
	178,395		420042	CWS PARTICIPATION			
116,589	133,242	94,301	470105	INTEREST	91,352	91,352	91,352
0	0	0	470120	INVESTMENT INTEREST - CAPITAL PROJ	0	0	0
<b>116,589</b>	<b>311,637</b>	<b>94,301</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>91,352</b>	<b>91,352</b>	<b>91,352</b>
				<b>FUND BALANCE AVAILABLE</b>			
2,993,727	2,613,146	2,694,311	495005	FUND BAL AVAIL FOR APPROP.	3,045,070	3,045,070	3,045,070
<b>2,993,727</b>	<b>2,613,146</b>	<b>2,694,311</b>		<b>TOTAL AVAILABLE</b>	<b>3,045,070</b>	<b>3,045,070</b>	<b>3,045,070</b>
<b>3,399,854</b>	<b>3,201,660</b>	<b>4,236,262</b>		<b>TOTAL TIF RESOURCES</b>	<b>3,979,025</b>	<b>3,979,025</b>	<b>3,979,025</b>

				<b>FY 08-09 Expenditures</b>					
				<b>Traffic Impact Fund</b>					
				<b>Fund &amp; Dept: 310-52</b>					
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09		
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted		
				<b>MATERIALS &amp; SERVICES</b>					
0	0	0	521150	PROFESSIONAL SERVICES	0	0	0		
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>		
				<b>CAPITAL OUTLAY</b>					
0	0	3,236,262	550169	GENERAL CAPITAL OUTLAY	3,979,025	3,979,025	3,979,025		
786,708	527,095	0	550560	BONNIE LANE	0	0	0		
0	0	1,000,000	550575	STREET CONSTRUCTION	0	0	0		
<b>786,708</b>	<b>527,095</b>	<b>4,236,262</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>3,979,025</b>	<b>3,979,025</b>	<b>3,979,025</b>		
				<b>TRANSFERS</b>					
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>		
				<b>UNAPP FUND BALANCE</b>					
0	0	0	590304	UNAPP FUND BALANCE	0	0	0		
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>786,708</b>	<b>527,095</b>	<b>4,236,262</b>		<b>TOTAL TIF EXPENDITURES</b>	<b>3,979,025</b>	<b>3,979,025</b>	<b>3,979,025</b>		

## **CAPITAL PROJECTS FUND**

The Capital Projects Fund was established to account for major capital projects that receive funding from several operating funds within the City or for major capital projects that will be funded by accumulated reserves in the Capital Projects Fund. Currently, the principal source of funds in the Capital Projects Fund is the proceeds resulting from sale to Clean Water Services of the property that contains the Forest Grove Wastewater Treatment Plant and the Fernhill Wetlands. The sale proceeds are budgeted to purchase additional park land to replace the property sold to CWS.

In FY 2008-09, the portion of the Thatcher Park Phase 1 that is not funded by Parks System Development Charges will be accounted for in the Capital Projects Funds. Pacific University is paying the City \$1.2 million for the Thatcher Park improvements in two equal installments of \$600,000 in September 2008 and 2009. Since Thatcher Park Phase 1 will be completed before the second installment payment is due, the funds from the sale of the property to CWS will be used to cash flow the Thatcher Park project until the second payment is received in September 2009.

<b>FY 08-09 Revenues</b>							
<b>Capital Projects Fund</b>							
<b>Fund &amp; Dept &amp; Division: 330-12-40</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
241,228	60,304	674,474		INTERGOVERNMENTAL REVENUE	0	0	0
12,519	3,238,628	142,500		MISCELLANEOUS REVENUE	650,000	650,000	650,000
				TRANSFERS	0	0	0
423,306	220,684	3,111,051		FUND BALANCE AVAILABLE	3,149,805	3,149,805	3,149,805
<b>677,053</b>	<b>3,519,616</b>	<b>3,928,025</b>		<b>TOTAL RESOURCES</b>	<b>3,799,805</b>	<b>3,799,805</b>	<b>3,799,805</b>
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
132,148	60,304	0	430706	CDBG GRANT	0	0	0
109,080	0	0	430207	FEDERAL FIRE GRANTS	0	0	0
0	0	70,000	430651	MACC GRANT	0	0	0
0	0	604,474		METRO BOND ALLOCATION	0	0	0
<b>241,228</b>	<b>60,304</b>	<b>674,474</b>		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
	3,100,000		445017	SALE OF PROPERTY - CWS			
12,519	138,628	142,500	470105	INTEREST	50,000	50,000	50,000
0	0	0	471021	DONATIONS	0	0	0
			480021	PACIFIC UNIVERSITY - THATCHER	600,000	600,000	600,000
<b>12,519</b>	<b>3,238,628</b>	<b>142,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>
				<b>TRANSFERS</b>			
0	15,000	0	481005	FROM OTHER FUNDS	0	0	0
<b>0</b>	<b>15,000</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
423,306	220,684	3,111,051	495005	FUND BAL AVAIL FOR APPROP.	3,149,805	3,149,805	3,149,805
<b>423,306</b>	<b>220,684</b>	<b>3,111,051</b>		<b>TOTAL AVAILABLE</b>	<b>3,149,805</b>	<b>3,149,805</b>	<b>3,149,805</b>
<b>677,053</b>	<b>3,534,616</b>	<b>3,928,025</b>		<b>TOTAL CAPITAL PROJECTS RESOURCES</b>	<b>3,799,805</b>	<b>3,799,805</b>	<b>3,799,805</b>

<b>FY 08-09 Expenditures</b>							
<b>Capital Projects Fund</b>							
<b>Fund &amp; Dept &amp; Division: 330-12-40</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
48,798	0	70,000	521150	PROFESSIONAL SERVICES	70,000	70,000	70,000
<b>48,798</b>	<b>0</b>	<b>70,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
				<b>CAPITAL OUTLAY</b>			
0	0	12,000	550150	FIBER OPTIC PROJECT	15,000	15,000	15,000
0	35,417	0	550151	LIBRARY STUCCO PAINTING	0	0	0
0	17,882	0	550152	AQUATIC CENTER HVAC CONTROL SYSTEM	0	0	0
0	15,745	2,500	550153	WIRELESS PROJECT	4,100	4,100	4,100
0	1,408	104,500	550154	CITY HALL - GENERATOR	80,000	80,000	80,000
54,669	187,817	214,551	550169	CAPITAL PROJECTS	80,705	80,705	80,705
0	0	0	550172	CITY HALL - MUNICIPAL COURT	0	0	0
36,622	0	0	550184	POLICE BUILDING STUCCO REPLACE	0	0	0
0	122,985	2,920,000	550245	PARK PROPERTY PURCHASE	2,350,000	2,350,000	2,350,000
0	5,000	604,474	550246	METRO BOND PROPERTY PURCHASE	0	0	0
159,244	0	0	551060	BARD PARK RENOVATION	0	0	0
109,080	0	0	551065	GRANT-FIRE EQUIPMENT	0	0	0
0	0	0	550247	THATCHER PARK - NOT SDC	1,200,000	1,200,000	1,200,000
47,956	0	0	551200	SENIOR CENTER RENOVATION	0	0	0
<b>407,571</b>	<b>386,254</b>	<b>3,858,025</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>3,729,805</b>	<b>3,729,805</b>	<b>3,729,805</b>
				<b>TRANSFERS</b>			
0	22,000	0	570103	TRANSFER TO GENERAL FUND	0	0	0
0	0	0	570106	TRANSFER TO INFO SYSTEMS FUND	0	0	0
0	0	0	570127	TRANSFER TO LIB. DONATION FUND	0	0	0
<b>0</b>	<b>22,000</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>456,369</b>	<b>408,254</b>	<b>3,928,025</b>		<b>TOTAL CAPITAL PROJECTS EXPEND</b>	<b>3,799,805</b>	<b>3,799,805</b>	<b>3,799,805</b>

### **C.I.P. EXCISE TAX FUND**

This fund was established in Fiscal Year 2007-08 to account for the receipt and expenditures of the CIP Excise Tax assessed on City utility bills to fund the Public Safety and General Government programs within the Capital Improvements Program. 90% of the revenue is used for the Public Safety program and the remaining 10% is used for the General Government program. The tax was initiated in 1990 and has been renewed annually since that date. The rates were increased on July 1, 2006.

This fund finances the replacement of Police and Fire Department vehicles. Other projects planned for this fund in FY 2008-09 are: 1) handheld citation writers and related software for the Police Department and Municipal Court, 2) a 24-hour recorder for the Police Department, and 3) part of the funds to upgrade the City's telephone system.

FY 08-09 Revenues							
CIP Excise Tax Fund							
Fund & Dept & Division: 350-12-70							
2005-06	2006-07	2007-08	Account	Resource Allocation	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
0	0	196,000		LICENSES, PERMITS AND FEES	205,000	205,000	205,000
0	0	2,000		MISCELLANEOUS REVENUE	2,500	2,500	2,500
0	0	41,380		TRANSFERS	0	0	0
0	0	0		FUND BALANCE AVAILABLE	101,347	101,347	101,347
0	0	239,380		<b>TOTAL RESOURCES</b>	<b>308,847</b>	<b>308,847</b>	<b>308,847</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				<b>LICENSES, PERMITS AND FEES</b>			
0	0	196,000	450200	CIP EXCISE FEE	205,000	205,000	205,000
0	0	196,000		<b>TOTAL LICENSES, PERMITS AND FEES</b>	<b>205,000</b>	<b>205,000</b>	<b>205,000</b>
				<b>MISCELLANEOUS REVENUE</b>			
0	0	2,000	470105	INTEREST	2,500	2,500	2,500
0	0	2,000		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
				<b>TRANSFERS</b>			
0	0	41,380	481005	FROM GENERAL FUND	0	0	0
0	0	41,380		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	101,347	101,347	101,347
0	0	0		<b>TOTAL AVAILABLE</b>	<b>101,347</b>	<b>101,347</b>	<b>101,347</b>
0	0	239,380		<b>TOTAL CIP EXCISE TAX RESOURCES</b>	<b>308,847</b>	<b>308,847</b>	<b>308,847</b>

<b>FY 08-09 Expenditures</b>							
<b>CIP Excise Tax Fund</b>							
<b>Fund &amp; Dept &amp; Division: 350-12-70</b>							
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				<b>CAPITAL OUTLAY</b>			
0	0	39,111	550170	SUPPORT SERVICE PROJECTS	60,641	60,641	60,641
0	0	55,236	550171	PUBLIC SAFETY PROJECTS	98,006	98,006	98,006
<b>0</b>	<b>0</b>	<b>94,347</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>158,647</b>	<b>158,647</b>	<b>158,647</b>
				<b>TRANSFERS</b>			
0	0	61,033	570127	TO EQUIPMENT FUND	66,200	66,200	66,200
0	0	84,000	570127	TO FIRE EQUIPMENT REPLACEMENT FUND	84,000	84,000	84,000
<b>0</b>	<b>0</b>	<b>145,033</b>		<b>TOTAL TRANSFERS</b>	<b>150,200</b>	<b>150,200</b>	<b>150,200</b>
				<b>CONTINGENCY</b>			
0	0	0	580206	CONTINGENCY	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>239,380</b>		<b>TOTAL CIP EXCISE TAX EXPEND.</b>	<b>308,847</b>	<b>308,847</b>	<b>308,847</b>

# **Debt Service Funds**

## **GENERAL DEBT SERVICE FUND**

Funds have been budgeted to make principal and interest payments on the FY 93-94 Fire Station Bond Issue and the FY 98-99 General Obligation Bond Issue for the park land acquisition, the aquatic center expansion, and the library expansion. The funding source for the debt repayment is property taxes. The bonds for the fire station and the 1999 General Obligation Bond issue will be paid off in 2014 and 2018, respectively.

<b>FY 08-09 Revenues  General Debt Service Fund  Fund &amp; Dept: 410-19</b>							
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Resource Allocation Summary	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
470,508	488,861	461,426		TOTAL LOCAL TAXES	481,083	481,083	481,083
14,109	19,171	18,500		MISCELLANEOUS REVENUE	5,000	5,000	5,000
205,655	188,281	201,555		FUND BALANCE AVAILABLE	195,648	195,648	195,648
<b>690,272</b>	<b>696,313</b>	<b>681,481</b>		<b>TOTAL RESOURCES</b>	<b>681,731</b>	<b>681,731</b>	<b>681,731</b>
2005-06 Actual	2006-07 Actual	2007-08 Budgeted	Account	Title	2008-09 Proposed	2008-09 Approved	2008-09 Adopted
				<b>LOCAL TAXES</b>			
458,714	478,092	449,426	411003	PROPERTY TAXES	469,083	469,083	469,083
11,794	10,769	12,000	411150	PROPERTY TAX PRIOR YEARS	12,000	12,000	12,000
<b>470,508</b>	<b>488,861</b>	<b>461,426</b>		<b>TOTAL LOCAL TAXES</b>	<b>481,083</b>	<b>481,083</b>	<b>481,083</b>
				<b>MISCELLANEOUS REVENUE</b>			
14,109	19,171	18,500	470105	INTEREST	5,000	5,000	5,000
<b>14,109</b>	<b>19,171</b>	<b>18,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
				<b>FUND BALANCE AVAILABLE</b>			
205,655	188,281	201,555	495005	FUND BAL AVAIL FOR APPROP.	195,648	195,648	195,648
<b>205,655</b>	<b>188,281</b>	<b>201,555</b>		<b>TOTAL AVAILABLE</b>	<b>195,648</b>	<b>195,648</b>	<b>195,648</b>
<b>690,272</b>	<b>696,313</b>	<b>681,481</b>		<b>TOTAL GDS RESOURCES</b>	<b>681,731</b>	<b>681,731</b>	<b>681,731</b>

<b>FY 08-09 Expenditures</b>							
<b>General Debt Service Fund</b>							
<b>Fund &amp; Dept: 410-19</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>DEBT SERVICE</b>			
0	0		550163	FIRE STATION BONDS			
245,000	255,000	245,000	552005	PRINCIPAL - 1999 GO BONDS	255,000	255,000	255,000
50,000	50,000	55,000	552006	PRINCIPAL - FIRE STATION	60,000	60,000	60,000
175,863	165,695	155,113	552040	INTEREST - 1999 GO BONDS	144,578	144,578	144,578
30,543	27,780	24,813	552060	INTEREST - FIRE STATION	21,505	21,505	21,505
<b>501,406</b>	<b>498,475</b>	<b>479,926</b>		<b>TOTAL DEBT SERVICE</b>	<b>481,083</b>	<b>481,083</b>	<b>481,083</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	201,555	590304	UNAPPROPRIATED ENDING FUND BAL	200,648	200,648	200,648
<b>0</b>	<b>0</b>	<b>201,555</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>200,648</b>	<b>200,648</b>	<b>200,648</b>
<b>501,406</b>	<b>498,475</b>	<b>681,481</b>		<b>TOTAL GDS EXPENDITURES</b>	<b>681,731</b>	<b>681,731</b>	<b>681,731</b>

## **SPWF DEBT SERVICE FUND**

This fund is established to pay off the debt on bonds issued by the State of Oregon Office of Economic Development for construction of the Taylor Way Industrial Park. Phase I was done in 1991 and assessments were paid in full. The issue was \$582,794 with a 20-year payment schedule. Money received has been invested in long-term treasury notes to ensure yields sufficient to pay off the 1991 issue. Phase II was completed in 1996 and included improvements to the southern end of Elm Street. Phase II included a 20-year bond issue of \$280,000.

FY 08-09 Revenues							
SPWF Debt Service Fund							
Fund & Dept & Division: 430-19-20							
2005-06	2006-07	2007-08	Account	Resource Allocation Summary	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
40,068	3,455	4,000		CHARGES FOR SERVICES	6,550	6,550	6,550
37,011	35,730	36,500		MISCELLANEOUS REVENUE	42,300	42,300	42,300
157,204	156,803	119,027		FUND BALANCE AVAILABLE	89,928	89,928	89,928
<b>234,283</b>	<b>195,988</b>	<b>159,527</b>		<b>TOTAL RESOURCES</b>	<b>138,778</b>	<b>138,778</b>	<b>138,778</b>
2005-06	2006-07	2007-08	Account	Title	2008-09	2008-09	2008-09
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				<b>CHARGES FOR SERVICES</b>			
40,068	3,455	4,000	451200	ASSESSMENT CHARGES	6,550	6,550	6,550
<b>40,068</b>	<b>3,455</b>	<b>4,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>
				<b>MISCELLANEOUS REVENUE</b>			
30,960	32,168	32,500	470105	INTEREST	36,000	36,000	36,000
6,051	3,562	4,000	470130	INTEREST - ASSESSMENTS	6,300	6,300	6,300
<b>37,011</b>	<b>35,730</b>	<b>36,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>42,300</b>	<b>42,300</b>	<b>42,300</b>
				<b>FUND BALANCE AVAILABLE</b>			
157,204	156,803	119,027	495005	FUND BAL AVAIL FOR APPROP.	89,928	89,928	89,928
<b>157,204</b>	<b>156,803</b>	<b>119,027</b>		<b>TOTAL AVAILABLE</b>	<b>89,928</b>	<b>89,928</b>	<b>89,928</b>
<b>234,283</b>	<b>195,988</b>	<b>159,527</b>		<b>TOTAL SPWF DEBT SERV RESOURCES</b>	<b>138,778</b>	<b>138,778</b>	<b>138,778</b>

<b>FY 08-09 Expenditures</b> <b>SPWF Debt Service Fund</b> <b>Fund &amp; Dept &amp; Division: 430-19-20</b>							
2005-06	2006-07	2007-08			2008-09	2008-09	2008-09
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	1,000	521150	PROFESSIONAL SERVICES	0	0	0
<b>0</b>	<b>0</b>	<b>1,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>DEBT SERVICE</b>			
37,273	39,728	42,346	562015	PRINCIPAL - 91 S.P.W.F. LOAN	45,136	45,136	45,136
12,099	12,209	12,326	562020	PRINCIPAL - 95 S.P.W.F. LOAN	17,451	17,451	17,451
17,383	14,928	12,311	562050	INTEREST - 91 S.P.W.F. LOAN	9,521	9,521	9,521
10,725	10,095	9,447	562055	INTEREST - 95 S.P.W.F. LOAN	8,781	8,781	8,781
<b>77,480</b>	<b>76,960</b>	<b>76,430</b>		<b>TOTAL DEBT SERVICE</b>	<b>80,889</b>	<b>80,889</b>	<b>80,889</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	82,097	590304	UNAPPROPRIATED ENDING FUND BAL	57,889	57,889	57,889
<b>0</b>	<b>0</b>	<b>82,097</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>57,889</b>	<b>57,889</b>	<b>57,889</b>
<b>77,480</b>	<b>76,960</b>	<b>159,527</b>		<b>TOTAL SPWF DEBT SERV EXPEND</b>	<b>138,778</b>	<b>138,778</b>	<b>138,778</b>

# Appendices

SCHEDULE OF FUTURE UNMATURED BOND DEBT SERVICE REQUIREMENTS

BOND PRINCIPAL	<u>General Debt Service Fund</u>		<u>Water Fund</u>	BOND INTEREST	<u>General Debt Service Fund</u>		<u>Water Fund</u>
	<u>General Obligation Bonds</u>	<u>Fire Station Bonds</u>	2003 Full Faith & Credit		1999 General Obligation Bonds	<u>Fire Station Bonds</u>	2003 Full Faith & Credit
2008-2009	255,000	60,000	225,000	2008-2009	144,578	21,504	182,331
2009-2010	270,000	60,000	235,000	2009-2010	133,612	17,994	175,019
2010-2011	270,000	65,000	245,000	2010-2011	121,868	14,307	166,500
2011-2012	280,000	65,000	255,000	2011-2012	109,852	10,472	156,700
2012-2013	290,000	70,000	260,000	2012-2013	97,252	6,490	146,181
2013-2014	320,000	75,000	255,000	2013-2014	84,058	2,213	135,131
2014-2015	335,000		265,000	2014-2015	69,338		124,931
2015-2016	350,000		275,000	2015-2016	53,592		114,331
2016-2017	370,000		285,000	2016-2017	36,618		102,781
2017-2018	385,000		295,000	2017-2018	18,672		90,526
2018-2019			310,000				77,546
2019-2020			325,000				64,061
2020-2021			340,000				49,436
2021-2022			355,000				33,966
2022-2023			370,000				17,335
Totals	<u>3,125,000</u>	<u>395,000</u>	<u>4,295,000</u>		<u>869,440</u>	<u>72,980</u>	<u>1,636,777</u>

**CITY OF FOREST GROVE  
2008 COMPENSATION PLAN**

<b>Range</b>	<b>Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b><u>Part-Time / Temporary - Effective July 1, 2008</u></b>							
	<b>Hourly Rate</b>						
U100	Cashier Lifeguard	8.56	8.81	9.07	9.35	9.62	9.92
U101	Planning Intern	12.88	Flat Rate				
U103	Lead Guard	8.98	9.24	9.53	9.82	10.10	10.41
U105	Instructor Clerical Aide	9.43	9.70	10.01	10.31	10.62	10.93
U107	Parks Seasonal Mnt Worker	12.00	12.25	12.50	12.75	13.00	
U199	Municipal Court Judge	75.00	Flat Rate				
<b><u>Management / Nonrepresented - Effective July 1, 2008</u></b>							
	<b>Monthly Rate</b>						
U116	Sr. Administrative Specialist	2,910	3,054	3,207	3,368	3,537	3,713
U117	Administrative Assistant - Mgmt.	3,258	3,389	3,526	3,666	3,812	3,964
U118	Municipal Court Coordinator	3,351	3,520	3,696	3,879	4,074	4,278
U121	Aquatics Supervisor	3,596	3,777	3,966	4,163	4,372	4,591
U122	Support Unit Supervisor City Recorder	3,697	3,882	4,075	4,279	4,493	4,718
U124	Executive Assistant Library Services Supervisor Human Resources Technician Accountant Crew Supervisor	3,797	3,987	4,186	4,395	4,616	4,846

Range	Classification	1	2	3	4	5	6
U125	Reference Services Supervisor	3,981	4,180	4,389	4,608	4,839	5,081
U126	Network Supervisor Admin. Services Manager	4,165	4,374	4,592	4,822	5,063	5,316
U129	WTP Superintendent	4,347	4,564	4,793	5,033	5,284	5,549
U130	Police Sergeant Project Engineer	4,498	4,722	4,958	5,207	5,467	5,740
U132	Assistant Finance Director	4,647	4,880	5,124	5,380	5,649	5,932
U133	Public Works Superintendent Building Official	4,815	5,056	5,310	5,575	5,853	6,146
U135	Fire Division Chief	4,985	5,234	5,495	5,770	6,058	6,362
U138	Public Works Civil Engineer	5,230	5,492	5,767	6,055	6,357	6,675
U140	Police Captain	5,357	5,625	5,906	6,203	6,512	6,837
U142	Human Resources Manager	5,483	5,758	6,045	6,347	6,665	6,998
U143	Library Director	5,554	5,831	6,123	6,428	6,751	7,087
U145	Parks & Recreation Director	5,680	5,965	6,262	6,576	6,905	7,249
U154	Administrative Services Director Community Development Director Fire Chief Police Chief Public Works Director L & P Operations Superintendent L & P Engineering Supervisor	6,321	6,636	6,968	7,316	7,683	8,066
U158	Light & Power Director	7,066	7,419	7,791	8,179	8,588	9,018
U160	City Manager						9,826

Range	Classification	1	2	3	4	5	6
<b><u>AFSCME, Local 3786 - Effective July 1, 2008</u></b>							
<b>Monthly Rate</b>							
A16	Library Assistant Administrative Specialist I Janitor	2,470	2,568	2,671	2,777	2,888	3,003
A18	Library Associate	2,631	2,736	2,846	2,960	3,079	3,202
A19	Administrative Specialist II	2,687	2,795	2,908	3,023	3,144	3,269
A21	Utility Worker I	2,736	2,845	2,959	3,078	3,200	3,329
A22	Youth Services Librarian	3,090	3,214	3,342	3,476	3,615	3,761
A24	Facility Maint. Technician Utility Worker II Permit Coordinator	3,120	3,245	3,374	3,509	3,650	3,797
A25	Mechanic PC Technician Payroll Specialist Administrative Assistant	3,259	3,389	3,525	3,665	3,812	3,964
A27	Lead Mechanic Adult Services Librarian UW II/WTO	3,438	3,575	3,717	3,867	4,021	4,182
A29	Assistant Planner WTP Operator Engineering Technician	3,568	3,710	3,858	4,013	4,174	4,340
A31	Key Accounts/Eng. Program Coord.	3,791	3,943	4,100	4,264	4,434	4,611
A32	Building Inspector I	3,886	4,041	4,202	4,371	4,545	4,727
A34	Economic Development Coord. Associate Planner	4,031	4,193	4,361	4,536	4,717	4,907

Range	Classification	1	2	3	4	5	6
A36	Building Inspector II	4,276	4,447	4,625	4,809	5,002	5,202
A41	Senior Planner	4,727	4,916	5,113	5,317	5,529	5,749

**Firefighter's Association - Effective July 1, 2008**  
**Monthly Rate**

F90	Firefighter	4,001	4,195	4,387	4,578	4,771	4,963
F92	Lead Firefighter	4,161	4,362	4,562	4,761	4,961	5,161
F95	Firefighter/Paramedic	4,401	4,614	4,826	5,036	5,248	5,459
F96	Lieutenant	4,443	4,657	4,871	5,083	5,297	5,510
F98	Fire Inspector	4,703	4,928	5,154	5,380	5,605	5,831

**Police Association - Effective July 1, 2008**  
**Monthly Rate**

P 75	Community Service Officer	2,342	2,447	2,556	2,672	2,793	2,920
P76	Police Records Specialist	2,609	2,714	2,823	2,935	3,052	3,174
P 77	Evidence Technician/Records Clerk	2,665	2,784	2,910	3,041	3,178	3,321
P 80	Police Officer	3,681	3,922	4,099	4,324	4,519	4,767

**IBEW, Local No. 125 - Effective July 1, 2008**  
**HOURLY RATE**

	1	2	3	4	5	6	7
I 50	Meter Reader	15.59	18.47	21.77			
I 52	IBEW Mechanic	18.63	19.76	20.88	21.79	22.55	23.29
I 54	Senior Utility Worker	19.65	22.16	24.65			
I 60	Apprentice Lineman	23.27	25.06	26.13	27.21	28.64	30.07
	Apprentice Meterman						32.22
I 63	Journeyman Tree Trimmer	28.64	(flat rate)				
I 65	Journeyman Lineman	35.80	(flat rate)				
	Journeyman Meterman						
I 68	Working Foreman	39.38	(flat rate)				
	Meterman Foreman						
I 70	Meter Relay Foreman	40.45	(flat rate)				
I 72	Line Foreman	41.17	(flat rate)				