

city of forest grove



ADOPTED 2011-12 BUDGET



FOREST GROVE
Where Oregon pinot was born



FOREST GROVE OREGON

A place where businesses and families thrive.





2011-12 BUDGET COMMITTEE

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Colleen Winters, Library Director

**FY 2011-12 BUDGET
CITY OF FOREST GROVE
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To: The Budget Committee and the Citizens of Forest Grove

It is my pleasure to submit a balanced budget for FY 2011-12 to the City of Forest Grove Budget Committee. This budget aims to focus City resources towards accomplishing various goals and aspirations identified in the City's Vision Statement along with other priorities of the City Council. In general, the Vision Statement acts as a guide for City and community leaders in identifying those attributes of Forest Grove that we want to preserve, promote and protect, along with other goals and objectives we would like to pursue that will enhance our community. On an annual basis, the City Council reviews the Vision Statement and adopts and prioritizes goals and objectives aimed at addressing various community priorities and needs. These goals and objectives are assigned to appropriate Departments, become part the Departments' work plans and associated costs are incorporated into the budget.

Forest Grove is a full-service City and we have many competing demands for City resources. Public Safety is a critical area of importance and consequently 78% of our General Fund discretionary resources are targeted for Police and Fire services. At the same time, the City provides a number of other services that are also critical to the livability of our community. This budget aims to strategically target City resources with a primary mission of maintaining and supporting the City Council's Adopted Goals for FY 2011-12 which are:

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

The FY 2011-12 proposed budget aims to meet the priority needs of the Community, while living within existing resources. City staff and the Budget Committee have been reviewing the long-term budget forecasts and what the City can do to prepare for the budgetary deficits projected to face the City in the future. Maintaining the current level of services without additional sources of revenue will become increasingly difficult. One key to maintaining future services is the renewal of the City's Local Option Levy which expires on June 30, 2013. Renewal of the levy at the current rate will not reduce projected budget deficits but it will keep the deficits from getting significantly larger.

The budget for FY 2011-12 continues to fine tune operations in order to live within existing resources. This budget doesn't include the addition of any new positions in any Department. However, there are Limited staff reductions and staff reassignments in the administrative departments of the General Fund that have enabled the City to balance the budget while trying to maintain all

critical services. Demands for services are increasing and the current staff is working hard to meet those demands. In order to help staff provide excellent service, staff is considering that City Hall and the Engineering offices, and the phones service, not open to the public until 9:00 a.m. Staff would still report at 8:00 a.m. This one hour per day of uninterrupted work time will allow for staff to complete necessary functions more efficiently, allow time for staff training, and allow staff to absorb additional duties as staff re-assignments are made to balance the budget. Customer service to the public is important to the City, and we believe this change will enable staff to continue to be responsive to the public.

The City's total proposed budget is \$70.27 million, which includes ending cash balances and contingencies, compares to last year's adopted budget of \$65.54 million, for an increase of \$4.73 million. Funds for an anticipated Bonneville Power Administration (BPA) rate increase and capital projects (including equipment replacement) account for most of the increase in the budget. The City's total General Fund budget is increasing by \$13,597 in FY 2011-12. The City's total tax rate is estimated to be \$5.68 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 2010 Refinanced General Obligation Bonds. Forest Grove's assessed value is projected to grow by 2.5% to be \$1.212 billion for FY 2011-12.

General Fund

The total proposed operating expenditures are \$13,302,559 compared to the current year's adopted operating expenditures of \$13,116,746; an increase of \$185,813 or 1.4%. This amount is determined by removing non-operating transfers, contingencies and ending fund balances. The projected reserve balance at July 1, 2011, is \$4.02 million. The projected reserve balance at June 30, 2011, will be \$3.97 million with the reduction solely due to the transfer to a proposed \$50,000 transfer to the Facility Major Maintenance Fund.

Projections still indicate that keeping a balanced budget, meaning operating revenues fund operating costs; will be difficult without the use of reserves in the coming fiscal years. Staff is proposing a budget which continues to protect reserves while the City plans for the next several fiscal years' budgets with the ultimate goal of maintaining 16% of operating expenditures as a minimum level of reserves and contingencies. Current projections indicate that the City will be at or above the minimum level of reserves at the end of FY 2014-15 if current assumptions are accurate and the Local Option Levy is renewed at the current rate. Projections do not include increasing services or staffing over the next four fiscal years.

The City is currently negotiating the labor contracts for all three bargaining units with employees in the General Fund: 1) FG Police Association; 2) Fire

Association (IFFA); and 3) AFSCME. Cost of Living Adjustment (COLA) or other salary adjustments are not known at this time. The results of the labor negotiations will need to be reflected in the budget after negotiations are complete.

Medical and dental rates are projected to increase again this year. The contribution rate to the City's retirement plan will decrease by 0.1% to 20.2% of base full-time wages. On a positive note, workers' compensation premiums are being reduced by 5.0% due to the success the City has had with the retro insurance program the City implemented three years ago.

Legislative and Executive staffing is being reduced by 0.50 FTE due to the proposed transfer of the Economic Development Coordinator to the Light & Power Fund which has previously funded the other 0.50 FTE. Related economic development expenditures are also being transferred to the Light & Power Fund.

Administrative Services is proposing several changes in staffing as result of holding the line on expenditures. The HR Manager position is being reduced to 0.875 Full-Time Equivalent (FTE) upon the replacement of the current HR Manager, who is leaving employment. The 0.50 FTE Human Resources Technician position is eliminated. The 0.50 FTE Volunteer Coordinator position is increasing to a 0.75 FTE Volunteer Coordinator/Human Resources Coordinator position, to help fill the gap of the eliminated HR Technician position. A 0.40 FTE Administrative Specialist II position is being reallocated to the Engineering Department. The half-time Municipal Court Administrative Specialist will spend less time supporting Court operations, and will be partially reassigned to the Utility Billing function in Administrative Services.

Planning staffing is being reduced by 0.50 FTE due to the reallocation of the assignments for a Senior Planner to the Street Fund to assume transportation planning assignments. A portion of the Code Enforcement follow-up body of work will be transferred to the Police Department. The Metro grant for \$85,000 for a proposed feasibility study for an urban renewal district is being budgeted again. The funding has been delayed due to a lawsuit against Metro.

Engineering staffing will be reconfigured due to changing work load demands and budget constraints, but with no resulting reduction in FTE. The City Engineer position is proposed to be eliminated and will be replaced by a Project Engineer. The Engineering Administrative Assistant has been voluntarily reduced from full time to 0.60 FTE. The remaining 0.40 FTE of that position will be filled with the reallocation of staffing from the Administrative Services Department.

Police's budget includes no change in overall personnel. The contract with Tri-Met for the transit officer assignment was renewed, so the officer assigned to that duty will continue that assignment. Tri-Met pays for the full cost of the officer. Dispatch charges to WCCCA are budgeted to increase by \$17,362, for a

10.5% increase from the current year, and are expected to increase by at least 10% per year for the next four years.

Fire's budget includes no changes in staffing. Dispatch charges to WCCCA are increasing by \$20,872, or 17%, and are expected to increase by at least 10% per year for the next four years.

The Library, Parks, and Aquatics have status quo budgets when compared to last year, accounting only for inflationary changes.

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

Light and Power Fund Funds have been budgeted for the increased costs of an expected BPA rate increase in October, 2011. Light and Power will review the impact this will have on its finances in order to determine the effect on customer rates. The work to improve the Light and Power facilities will continue next year. Electric car charging stations for public use will be developed and the Department is expecting delivery of an electric vehicle for staff use. The City's economic developments program is being moved to the Light & Power with the intent of focusing more resources on economic development efforts.

Sewer Fund The budget reflects a proposed 4.5% sewer rate increase by Clean Water Services (CWS) effective July 1, 2011. The City is also proposing to increase its sewer surcharge by 4.5% on July 1, 2011.

Sewer SDC Fund CWS establishes the system development charge (SDC) for sewer capital project funding. The current fee of \$4,100 per equivalent dwelling unit (EDU) will increase to \$4,500 as of July 1, 2011. This revenue is split between CWS (80%) and the City (20%).

Water Fund The City is undergoing a rate review study and expects to propose a rate increase to be effective on July 1, 2011. The amount of the proposed increase has not been determined. In the City's watershed, an inventory of the timber will be taken and the Watershed Stewardship Master Plan will be updated.

SWM Fund For FY 2011-12, CWS will increase their monthly fee of \$4.75 by \$0.50 to \$5.25. The City retains 75% of this and passes 25% to CWS. The City has an additional surcharge of \$0.75 per month and has no plans to increase that amount in FY 2011-12.

Fire Equipment Replacement Fund Two new Type VI engines are included in this fund. This apparatus will enhance the Fire Department's capability to fight wild land fires. This fund also includes a Fire Simulator; funded 90% with a Federal grant, which will greatly improve the Department's training capabilities. The simulator will be used by neighboring departments as well.

Facility Major Maintenance Fund This fund was established in FY 2010-11 to accumulate funds for major maintenance on General Fund facilities which will be required in the near future. Planned projects for FY 2011-12 include a replacement roof and stucco repairs at the Aquatic Center, and a remodel of the Evidence Storage area at the Police Department.

Conclusion In summary, the FY 2011-12 Proposed Budget is strategically aimed towards preserving existing services over the next several fiscal years while meeting the City's primary goals and action items. The City Council's goal of preserving current services while maintaining adequate reserves for future years is again the focal point of this proposed budget. City staff will need to continue to carefully monitor a wide range of financial factors that could influence the City budget and consequently City operations. This year, the ratification of three Union Contracts, Legislative actions in Salem and Washington D.C, renewal of the existing operating levy, are just some of the factors that may influence the future financial well-being of our City. With an added emphasis on economic development and an alleged improving economy, we are hopeful that we have weathered the worst of the economic downturn and will see positive economic growth in 2011-12. In the meantime, we have a balanced budget, and we have been able to strategically preserve all of the critical services that are important to our citizens.

Michael J. Sykes, City Manager

**city of
forest
grove**

CITY COUNCIL

GOALS FOR 2011-12

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

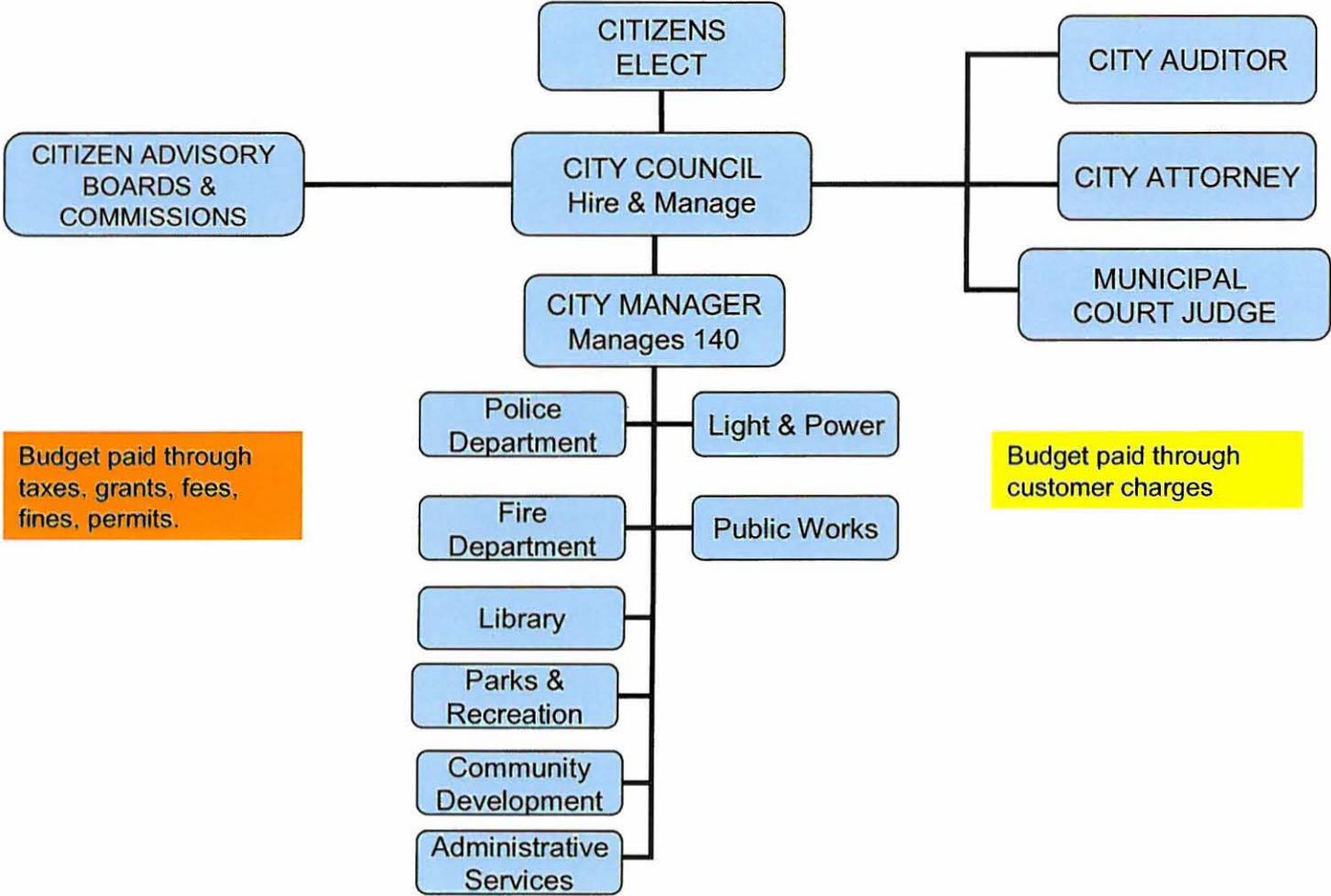


**Promote a Prudent Financial Plan to
Maintain Effective Service Levels
of a Full-Service City**

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

Budget Summary

CITY OF FOREST GROVE ORGANIZATIONAL CHART



FY 2011-12 APPROVED 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 & Reimbursements</u>	<u>Beginning Fund Balance</u>	<u>Total Revenues</u>
Total General Fund	6,740,051	2,011,155	3,043,048	250,825	71,900	51,053	1,134,526	4,020,320	17,322,878
<u>Enterprise Funds</u>									
Light Fund		350,000	13,266,999			29,500	8,140	5,901,316	19,555,955
Sewer Fund			4,184,341			11,126		1,665,177	5,860,644
Sewer SDC Fund			225,000			4,553		1,021,215	1,250,768
Water Fund			2,671,250			750,956		2,005,593	5,427,799
Water SDC Fund			200,000			7,680		1,535,997	1,743,677
Surface Management Fund		846,600				1,505		300,822	1,148,927
SWM SDC Fund			25,000			1,070		213,924	239,994
Total Enterprise Funds		1,196,600	20,572,590			806,390	8,140	12,644,044	35,227,764
<u>Special Revenue Funds</u>									
Street Fund		1,653,808				3,523		704,615	2,361,946
Building Permits Fund					414,934			419,224	834,158
911 Reserve Fund		125,000						125,000	125,000
Community Enhancement		58,031						12,314	70,345
Library Endowment Fund						200		41,187	41,387
Library Donations Fund							200	1,166	1,366
Street Tree Fund					44,100	250		87,145	131,495
Trail System Fund						300		66,159	66,459
Transportation System Fund		460,000							460,000
Public Arts Donations						100		8,028	8,128
Forfeiture Sharing Fund				5,000					5,000
Fac. Major Maintenance Fund						1,100	50,000	546,200	597,300
Total Special Revenue Funds	-	2,296,839	-	5,000	459,034	5,473	50,200	1,886,038	4,702,584
<u>Internal Service Fund</u>									
Equipment Fund			815,522			11,091	111,197	218,254	1,156,064
Fire Equip Replace Fund		558,300				5,000	102,100	418,912	1,084,312
Information Systems Fund			197,455			1,850		620,548	819,853
City Utility Fund							163,000		163,000
Risk Management Fund			355,756			1,500		506,880	864,136
Total Internal Service Funds	-	558,300	1,368,733	-	-	19,441	376,297	1,764,594	4,087,365
<u>Capital Projects Funds</u>									
Bikeway Improvements		57,320				817		78,277	136,414
Park System Development			210,000			1,750		575,424	787,174
Traffic Impact Fund						16,050		3,210,057	3,226,107
Transport. Devel. Tax Fund			333,250			2,029		405,808	741,087
Capital Projects Fund		236,800				151,500		2,823,106	3,211,406
CIP Excise Tax Fund					206,000	200		66,155	272,355
Total Capital Project Funds		294,120	543,250		206,000	172,346	-	7,158,827	8,374,543
<u>Debt Service Funds</u>									
General Debt Service Fund	432,536					750		69,245	502,531
SPWF Debt Service Fund			4,363			41,913		5,823	52,099
Total Debt Service Funds	432,536		4,363			42,663		75,068	554,630
TOTAL - ALL FUNDS	7,172,587	6,357,014	25,531,984	255,825	736,934	1,097,366	1,569,163	27,548,891	70,269,764

FY 2011-12 ADOPTED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	CONTIN-GENCIES	TRANSFERS	TOTAL APPRO- PRIATIONS	UNAPPROP ENDING FUND BALANCE	TOTAL EXPEND- ITURES
<u>General Fund</u>									
Legislative & Executive	395,147	55,663					450,810		450,810
Administrative Services	1,405,328	624,615					2,029,943		2,029,943
Library	777,332	145,133					922,465		922,465
Planning	303,596	154,154					457,750		457,750
Engineering	502,988	65,381					568,369		568,369
Police Services	3,728,646	550,511	31,000				4,310,157		4,310,157
Fire Department	2,384,695	511,666	29,000				2,925,361		2,925,361
Aquatics	428,727	188,687					617,414		617,414
Parks and Recreation	426,892	153,886					580,778		580,778
Municipal Court	124,372	71,852					196,224		196,224
Non-Departmental		253,288			1,260,319	50,000	1,563,607	2,700,000	4,263,607
Total General Fund	10,477,723	2,774,836	60,000		1,260,319	50,000	14,622,878	2,700,000	17,322,878
<u>Enterprise Funds</u>									
Light Fund	2,944,998	11,089,463	1,015,000		1,850,774	781,635	17,681,870	1,874,085	19,555,955
Sewer Fund	327,266	3,709,989	179,400	94,004	750,000	51,295	5,111,954	748,690	5,860,644
Sewer SDC Fund		180,000	50,000	121,995	658,350		1,010,345	240,423	1,250,768
Water Fund	881,547	1,931,725	361,482	484,497	948,250	170,104	4,777,605	650,194	5,427,799
Water SDC Fund			223,000		75,000		298,000	1,445,677	1,743,677
Surface Water Management	328,684	500,074	121,100		40,000	42,173	1,032,031	116,896	1,148,927
SWM SDC Fund			45,000		194,994		239,994	-	239,994
Total Enterprise Funds	4,482,495	17,411,251	1,994,982	700,496	4,517,368	1,045,207	30,151,799	5,075,965	35,227,764
<u>Special Revenue Funds</u>									
Street Fund	310,412	817,647	791,700		150,000		2,069,759	292,187	2,361,946
Building Permits Fund	293,537	115,484			100,000		509,021	325,137	834,158
911 Reserve Fund		125,000					125,000		125,000
Community Enhancement		61,110					61,110	9,235	70,345
Library Endowment Fund						200	200	41,187	41,387
Library Donations Fund		1,366					1,366		1,366
Street Tree Fund		131,495					131,495		131,495
Trail System Fund		10,000	56,459				66,459		66,459
Transportation System Fund		460,000					460,000		460,000
Public Arts Donations		8,128					8,128		8,128
Forfeiture Sharing Fund		5,000					5,000		5,000
Fac Major Maintenance Fund			193,642				193,642	403,658	597,300
Total Special Revenue Funds	603,949	1,735,230	1,041,801	-	250,000	200	3,631,180	1,071,404	4,702,584
<u>Internal Service Fund</u>									
Equipment Fund	212,193	397,761	302,500		50,000		962,454	193,610	1,156,064
Fire Equip Replace Fund			734,100		50,000		784,100	300,212	1,084,312
Information Systems Fund		272,288	146,317				418,605	401,248	819,853
City Utility Fund		163,000					163,000		163,000
Risk Management Fund		420,183			50,000	43,070	513,253	350,883	864,136
Total Internal Service Funds	212,193	1,253,232	1,182,917	-	150,000	43,070	2,841,412	1,245,953	4,087,365
<u>Capital Projects Funds</u>									
Bikeway Improvements			136,414				136,414		136,414
Park System Development		85,000	702,174				787,174		787,174
Traffic Impact Fund			3,226,107				3,226,107		3,226,107
Transport. Devel. Tax Fund			741,087				741,087		741,087
Capital Projects Fund			3,211,406				3,211,406		3,211,406
CIP Excise Tax Fund			80,205			192,150	272,355		272,355
Total Capital Project Funds		85,000	8,097,393	-	-	192,150	8,374,543	-	8,374,543
<u>Debt Service Funds</u>									
General Debt Service Fund				463,875			463,875	38,656	502,531
SPWF Debt Service Fund				23,706			23,706	28,393	52,099
Total Debt Service Funds				487,581			487,581	67,049	554,630
TOTAL - ALL FUNDS	15,776,360	23,259,549	12,377,093	1,188,077	6,177,687	1,330,627	60,109,393	10,160,371	70,269,764

PERSONNEL REQUIREMENTS

PERSONNEL REQUIREMENTS

2011-12 PERSONNEL REQUIREMENTS SUMMARY			
Expressed in Full-Time Equivalent (FTE) Units			
<u>DEPARTMENT</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>TOTAL</u>
Legislative & Executive	3.00	0.00	3.00
Administrative Services	13.10	2.50	15.60
Municipal Court	1.00	0.30	1.30
Library	6.00	5.30	11.30
Aquatics	2.00	7.90	9.90
Parks & Recreation	4.50	1.00	5.50
Police	33.00	1.00	34.00
Fire	19.00	0.50	19.50
Community Development	5.50	0.00	5.50
Engineering	4.40	0.60	5.00
Light & Power	25.32	0.20	25.52
Public Works:	<u>23.38</u>	<u>0.00</u>	<u>23.38</u>
Sewer	3.73		
Water	9.81		
SWM	3.96		
Street	3.48		
Equipment	2.40		
TOTALS:	140.20	19.30	159.50

General Fund

GENERAL FUND REVENUES

FY 11-12 Revenues							
GENERAL FUND							
Fund: 100							
2008-09	2009-10	2010-11	Account	Resource Allocation Summary	2011-12	2011-12	2011-12
Actual	Actual	Budgeted			Proposed	Approved	Adopted
6,212,198	6,629,006	6,659,742		LOCAL TAXES	6,740,051	6,740,051	6,740,051
1,631,277	1,753,203	1,732,168		INTERGOVERNMENTAL REVENUE	1,831,445	1,831,445	1,831,445
35,034	77,382	110,300		GRANTS	179,710	179,710	179,710
3,005,050	3,119,260	3,076,958		CHARGES FOR SERVICES	3,043,048	3,043,048	3,043,048
147,106	183,922	108,051		LICENSES, PERMITS, FEES	71,900	71,900	71,900
239,388	265,115	264,120		FINES	250,825	250,825	250,825
190,474	105,526	86,300		MISCELLANEOUS REVENUE	51,053	51,053	51,053
997,711	1,087,315	1,108,138		TRANSFERS & REIMBURSEMENTS	1,134,526	1,134,526	1,134,526
3,160,112	3,645,834	4,163,503		FUND BALANCE AVAILABLE JULY 1	4,020,320	4,020,320	4,020,320
15,618,350	16,866,562	17,309,281		TOTAL RESOURCES	17,322,879	17,322,879	17,322,879
2008-09	2009-10	2010-11	Account	Title	2011-12	2011-12	2011-12
Actual	Actual	Budgeted			Proposed	Approved	Adopted
				LOCAL TAXES			
4,144,264	4,315,860	4,443,268	411003	PROPERTY TAXES	4,517,433	4,517,433	4,517,433
1,410,273	1,469,477	1,516,512	411010	LOCAL OPTION LEVY	1,537,588	1,537,588	1,537,588
135,083	173,013	135,000	411150	PROPERTY TAX PRIOR YEARS	175,000	175,000	175,000
522,579	670,657	564,962	413001	FRANCHISE TAX	510,030	510,030	510,030
6,212,198	6,629,006	6,659,742		TOTAL LOCAL TAXES	6,740,051	6,740,051	6,740,051
				INTERGOVERNMENTAL REVENUE			
274,551	222,303	246,768	420005	ALCOHOLIC BEVERAGES	245,000	245,000	245,000
33,326	31,411	32,340	420015	CIGARETTE	31,567	31,567	31,567
162,265	170,969	177,207	420020	STATE REVENUE SHARING	171,500	171,500	171,500
	27,551	18,288	420029	PCC PAYMENTS	20,000	20,000	20,000
625,208	637,712	650,466	420035	W.C.C.L.S.	666,728	666,728	666,728
351,791	406,712	429,098	420050	RURAL FIRE DISTRICT	436,650	436,650	436,650
30,220	33,020	30,000	420055	METRO CONSTRUCTION EXCISE TAX	35,000	35,000	35,000
52,033	46,470	48,000	422045	TRANSIENT ROOM TAX	50,000	50,000	50,000
101,884	177,056	100,000	422055	SD15 CONSTRUCTION EXCISE TAX	175,000	175,000	175,000
1,631,277	1,753,203	1,732,168		TOTAL INTERGOVERNMENTAL REVENUE	1,831,445	1,831,445	1,831,445
				GRANTS			
0	0	20,000	430214	HOMELAND SECURITY GRANT	80,000	80,000	80,000
8,569	446	0	430216	FEMA REIMBURSEMENT	0	0	0
1,250	0	0	430320	BULLETPROOF VEST GRANT	0	0	0
6,903	10,135	0	430327	REDUCING YOUTH ACCESS TO ALCOHOL G	0	0	0
640	6,500	0	430335	DEC/DUII POLICE GRANT	3,000	3,000	3,000
634	722	0	430455	METRO CLEANUP GRANT	0	0	0
9,980	10,500	0	430460	SHPO GRANT	10,210	10,210	10,210
0	43,000	85,000	430587	GRANT - OTHER AGENCIES	85,000	85,000	85,000
4,045	3,814	3,800	430601	PUBLIC LIBRARY SUPPORT GRANT	0	0	0
3,013	2,265	1,500	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
35,034	77,382	110,300		TOTAL GRANTS	179,710	179,710	179,710
				CHARGES FOR SERVICES			
244,092	250,102	253,030	440004	SWIMMING POOL	276,400	276,400	276,400
14,958	23,403	19,594	440007	RECREATION USER FEES	20,000	20,000	20,000
14,274	10,380	12,000	440010	LOCKERS/VENDING MACHINES	14,000	14,000	14,000
0	1,095	1,000	440019	LIBRARY COLLECTION FEES	1,000	1,000	1,000
869	250	1,000	440020	CODE ENFORCEMENT REVENUE	1,000	1,000	1,000
4,440	4,433	4,000	440021	LIBRARY CHARGES	4,300	4,300	4,300
9,733	10,995	9,750	440022	LIEN SEARCHES	9,750	9,750	9,750
331	3,198	2,500	440023	PRINT FEES	2,500	2,500	2,500
4,100	5,616	4,000	440025	COPY SERVICE	4,500	4,500	4,500

GENERAL FUND REVENUES

GENERAL FUND REVENUES

2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
11,450	11,400	9,850	440028	PASSPORT EXECUTION FEE	9,850	9,850	9,850
2,660,386	2,684,695	2,718,460	440029	GENERAL FUND SPT SVC (522023)	2,657,448	2,657,448	2,657,448
1,953	1,368	2,000	440030	RESERVED PARKING	1,300	1,300	1,300
20,449	21,482	20,085	440040	NEW ACCOUNT SET-UP FEE	20,000	20,000	20,000
16,552	19,300	18,540	440042	DOOR HANGER FEE	20,000	20,000	20,000
1,464	933	1,150	440301	RENTAL INCOME	1,000	1,000	1,000
0	70,610	0	440501	BOND ISSUANCE FEES	0	0	0
3,005,050	3,119,260	3,076,958		TOTAL CHARGES FOR SERVICES	3,043,048	3,043,048	3,043,048
				LICENSES, PERMITS, FEES			
2,634	2,272	1,700	450050	LIQUOR LICENSES	2,200	2,200	2,200
	220	0	450051	POLICE PERMITS	100	100	100
16,367	7,925	8,084	450054	METRO BUSINESS LICENSE	12,500	12,500	12,500
0	14	0	450055	BUSINESS LICENSE LATE FEES	0	0	0
15,623	36,760	30,000	450056	CITY BUSINESS LICENSE	37,500	37,500	37,500
536	2,250	600	450057	OTHER	600	600	600
683	0	0	450072	OCCUPANCY PERMITS	0	0	0
39,132	60,200	41,637	450101	PLANNING FEES	8,000	8,000	8,000
61,414	73,520	25,000	450122	ENGINEERING INSPECTION FEES	10,000	10,000	10,000
10,718	761	1,030	450225	IMPOUND FEES	1,000	1,000	1,000
147,106	183,922	108,051		TOTAL LICENSES, PERMITS, FEES	71,900	71,900	71,900
				FINES			
45,217	30,585	36,775	460105	STATE COURT FINES	26,400	26,400	26,400
14,355	13,200	12,150	460115	PARKING FINES	10,750	10,750	10,750
	169	0	460116	IMMOBILIZATION FEES	100	100	100
170,474	191,544	192,245	460120	TRAFFIC FINES	179,500	179,500	179,500
776	846	1,000	460125	ORDINANCE FINES	1,000	1,000	1,000
2,665	3,115	1,900	460130	MARIJUANA FINES/FEES	2,350	2,350	2,350
5,901	6,955	4,050	460135	MINOR IN POSSESSION FINES/FEES	5,750	5,750	5,750
0	18,702	16,000	460500	LIBRARY LATE FINES	24,975	24,975	24,975
239,388	265,115	264,120		TOTAL FINES	250,825	250,825	250,825
				MISCELLANEOUS REVENUE			
117,150	84,810	75,000	470105	INTEREST	44,053	44,053	44,053
0	143	1,000	471020	LIBRARY DONATIONS	1,000	1,000	1,000
24,671	475	0	471021	DONATIONS	0	0	0
3,522	873	1,000	471022	RESTRICTED LIBRARY MEMORIALS	1,000	1,000	1,000
38,500	4,350	0	471027	WCVA AND MATCH FUNDS	0	0	0
0	4,840	0	470150	ENTERPRISE ZONE REPAYMENT	0	0	0
6,630	10,034	7,500	472005	MISCELLANEOUS	5,000	5,000	5,000
0	0	1,800	472020	FORESTRY RUN	0	0	0
190,474	105,526	86,300		TOTAL MISCELLANEOUS REVENUE	51,053	51,053	51,053
				TRANSFERS & REIMBURSEMENTS			
9,971	13,120	12,195	480006	MUNICIPAL JUDGE REIMBURSEMENT	12,195	12,195	12,195
47,562	8,596	10,000	480006	REIMBURSEMENTS	5,000	5,000	5,000
			480008	CORNELIUS FIRE DEPT REIMB FOR CHIEF	39,644	39,644	39,644
0	116,511	122,960	480009	TRIMET OFFICER REIMBURSEMENT	112,000	112,000	112,000
52,246	50,790	53,330	480010	SRO REIMBURSEMENT	54,397	54,397	54,397
475	5,833	10,500	480011	SCHOOL DISTRICT OVERTIME	2,400	2,400	2,400
8,095	5,182	150	480015	FIRE DEPT REIMBURSEMENTS	8,700	8,700	8,700
4,127	4,266	4,500	480017	FIRE DEPT INSPECTION REIMBURSEMENT	4,200	4,200	4,200
875,235	883,017	874,841	480050	IN-LIEU OF TRANSFER	882,207	882,207	882,207
0	0	19,663	481005	TRANSFER FROM OTHER FUNDS	13,783	13,783	13,783
997,711	1,087,315	1,108,138		TOTAL TRANSFERS & REIMBRSMNTS	1,134,526	1,134,526	1,134,526
				FUND BALANCE AVAILABLE			
3,160,112	3,645,834	4,163,503	495005	FUND BAL AVAIL FOR APPROP.	4,020,320	4,020,320	4,020,320
3,160,112	3,645,834	4,163,503		TOTAL AVAILABLE	4,020,320	4,020,320	4,020,320
15,618,350	16,866,562	17,309,281		TOTAL RESOURCES	17,322,879	17,322,879	17,322,879

LEGISLATIVE & EXECUTIVE

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

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

PERFORMANCE MEASUREMENTS

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

Vision Statement Action Plan items will be implemented as resources allow.

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

Goals and objectives of the Economic Development Commission's Strategic Plan will be implemented.

Department work plans will be successfully monitored and implemented.

BUDGET HIGHLIGHTS

The Legislative and Executive budget actually reflects a reduction of just under \$50,000 from FY 2010-11, or 9.6%. This reduction is due to reorganizing the Economic Development function under the Light and Power Department. It is a very common practice for utilities to support and finance economic development activities. Both Portland General Electric and Pacific Power & Light make major investments in promoting their territory for economic development and recognize the economic benefit to both the utility and the community they serve by investing in efforts to promote industry and create jobs. This transfer will enable the City to more aggressively pursue a priority goal of more actively promoting economic development activities which was identified by both the City Council and the Budget Committee during their joint work session. It was clearly recognized that one of the key opportunities to protect and promote Forest Grove as a healthy, vibrant community was by sustaining and growing our economic base. Resources in the Light & Power fund have been targeted to more aggressively pursue economic development opportunities for the community. The Economic Development Coordinator will continue to report to the City Manager.

The Legislative and Executive budget maintains resources that will allow the City Management administrative team, led by the City Council, to continue to effectively participate in local, regional, state and national forums that help promote Forest Grove’s interests. These efforts have been fruitful in a variety of ways from helping the City to gain regional support to expand our Urban Reserves to promotion of key transportation projects both regionally and nationally.

PERSONNEL REQUIREMENTS

	Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
City Manager	1.00	1.00	1.00
Economic Development Coordinator	0.50	0.50	0.00
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
TOTAL	3.50	3.50	3.00

BUDGET DETAIL

				FY 11-12 Revenues				
				GENERAL FUND - Legislative & Executive				
				Fund& Dept: 100-11				
2007-08	2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
					CHARGES FOR SERVICES			
75	0	0	54	440025	COPY SERVICE	38	38	38
275,098	292,087	299,350	307,090	440029	GENERAL FUND SPT SVC (522023)	301,259	301,259	301,259
275,173	292,087	299,350	307,144		TOTAL CHARGES FOR SERVICES	301,297	301,297	301,297
					INTERGOVERNMENTAL REVENUE			
		27,551	18,288	420029	PCC PAYMENTS	0	0	0
		27,551	18,288		TOTAL INTERGOVT REVENUE	0	0	0
					MISCELLANEOUS			
1,707	0	0	0	471025	PUBLIC ARTS COMM. DONATION	0	0	0
0	38,500	4,350	0	471027	WCVA AND MATCH FUNDS	0	0	0
1,707	38,500	4,350	0		TOTAL MISCELLANEOUS	0	0	0
276,880	330,587	331,251	325,432		TOTAL RESOURCES	301,297	301,297	301,297

				FY 11-12 Expenditures			
				Legislative & Executive			
				Fund & Dept: 100-11			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
273,020	275,950	282,603	511005	Regular Employee Wages	256,682	256,682	256,682
7,168	8,727	9,000	511010	Part-Time Employees	9,000	9,000	9,000
45,831	48,750	50,350	512005	Health/Dental Benefits	51,756	51,756	51,756
3,181	3,888	2,766	512008	Health Reimb Arrangement	2,522	2,522	2,522
51,206	53,012	56,153	512010	Retirement	51,199	51,199	51,199
19,996	20,003	22,308	512015	FICA	20,325	20,325	20,325
762	486	358	512020	Worker'S Comp	325	325	325
2,226	2,399	1,542	512025	Other Benefits	1,425	1,425	1,425
1,875	2,220	2,105	512030	Other Payroll Taxes	1,912	1,912	1,912
405,264	415,435	427,184		TOTAL PERSONAL SERVICES	395,147	395,147	395,147
MATERIALS & SERVICES							
932	1,233	1,000	520110	Operating Supplies	750	750	750
10,642	8,269	8,000	520120	Organization Business Expense	7,500	7,500	7,500
0	1,451	2,200	520150	Utilities	0	0	0
69	56	100	520180	Subscriptions/Books	100	100	100
160	0	0	520200	Computer Software Maintenance	0	0	0
0	0	0	520220	Small Equipment	500	500	500
2,122	1,831	2,000	520503	Printing	2,000	2,000	2,000
993	1,136	700	520506	Postage	700	700	700
863	846	452	520509	Telephone	452	452	452
12,977	12,120	11,520	520521	Public Information	9,020	9,020	9,020
317	413	465	520524	Publications	60	60	60
5,321	5,337	7,124	520530	Memberships	3,505	3,505	3,505
6,277	300	6,000	520563	Sister City Contribution	2,500	2,500	2,500
50	0	0	520564	Public Arts Comm. Expenditures	0	0	0
416	416	365	520578	Insurance & Bonds	332	332	332
5,682	4,070	8,044	521003	Training/Conferences	7,044	7,044	7,044
9,867	14,901	17,000	521004	Legislative Training/Conferences	17,000	17,000	17,000
1,134	182	300	521006	Travel	300	300	300
0	170	1,000	521150	Professional Services	1,000	1,000	1,000
48,750	0	0	521166	Wcva Branding Grant	0	0	0
499	538	1,000	522003	Equipment Maint & Oper Supplies	500	500	500
71	0	0	522012	Fuel/Oil	0	0	0
1,428	1,476	1,740	522021	Equipment Fund Charges	652	652	652
2,874	2,668	2,668	522022	Information Systems Fund	1,748	1,748	1,748
0	23,752	15,588	522309	Building/Facility Rental	0	0	0
	651		522312	Facility Maintenance Supplies			
	126		522315	Facility Mnt/Repairs			
111,443	81,941	87,266		TOTAL MATERIALS & SERVICES	55,663	55,663	55,663
516,707	497,376	514,450		TOTAL LEG & EXEC EXPENDITURES	450,810	450,810	450,810

ADMINISTRATIVE SERVICES

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

- Record and report all financial transactions to ensure compliance with generally accepted governmental accounting principles.
- Maintain appropriate accounting systems and internal controls to ensure compliance with State budgetary and statutory requirements.
- Process utility billings on a timely basis and actively manage receivables to ensure collection of 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.

BUDGET HIGHLIGHTS

Overall, the Administrative Department's budget is shrinking by approximately \$71,000 when compared to FY 10-11. Staffing reallocations and reductions in the Administrative Services Department result in approximately \$24,000 in savings to the personnel budget. At the end of FY 10-11, the incumbent Human Resources (HR) Manager is moving out of the area and will be replaced at 0.875 Full-Time Equivalent (FTE) instead of full-time. The half-time HR Technician position will be eliminated. The current, half-time Volunteer Coordinator position will be modified by adding additional HR duties, and will increase to three-quarters time. 0.40 FTE of an Administrative Services Specialist II will be assigned to the Engineering Department to help with that department's administrative functions. 0.25 FTE of the Administrative Specialist I in Municipal Court is being reassigned to the Utility Billing section in the Administrative Services Department. Material and Services are being reduced by \$47,500 and include the proposed elimination of the City's contribution to the Forest Grove Senior and Community Center. Funds will still be budgeted to make repairs to the Center as required by the contract. Other reductions include eliminating investment management services, and reductions to the Information Systems Charges due to efficiencies in that arena.

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 07-08</u>	<u>FY 08-09</u>	<u>FY 09-10</u>
Utility Bills Processed	111,186	111,540	112,351
Utility Meters Disconnected	601	402	426
Vouchers Processed	6,268	8275	9,358
Lien Search Completions	570	493	514
Employment Apps. Processed	796	595	600
Position Recruitments Completed	25	18	10

PERSONNEL REQUIREMENTS

	<u>Appropriated FY 09-10</u>	<u>Appropriated FY 10-11</u>	<u>Proposed FY 11-12</u>
Director of Administrative Services	1.00	1.00	1.000
Human Resources Manager	1.00	1.00	0.875
Assistant Administrative Services Director	1.00	1.00	1.000
Accountant	1.00	1.00	1.000
Network Supervisor	1.00	1.00	1.000
PC Technician	1.00	1.00	1.000
Administrative Services Manager	1.00	1.00	1.000
Human Resources Technician	0.50	0.50	0.000
Volunteer Coordinator	0.00	0.25	0.000
Vol. Coordinator/HR Coord.	0.00	0.00	0.500
Senior Administrative Specialist	1.00	1.00	1.000
Administrative Specialists	4.00	4.00	3.850
Payroll Specialist	1.00	1.00	1.000
Janitors	1.75	1.75	1.875
Facility Maintenance Supervisor	0.50	0.50	0.500
TOTAL	15.75	16.00	15.600

BUDGET DETAIL

Admin Services

FY 11-12 Revenues							
GENERAL FUND - Administrative Services							
Fund & Dept: 100-12-10							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
GRANTS							
634	722	0	430455	METRO CLEANUP GRANT	0	0	0
3,013	2,265	1,500	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
3,647	2,987	1,500		TOTAL GRANTS	1,500	1,500	1,500
CHARGES FOR SERVICES							
9,733	10,995	9,750	440022	LIEN SEARCHES	9,750	9,750	9,750
102	113	240	440025	COPY SERVICE	205	205	205
11,450	11,400	9,850	440028	PASSPORT EXECUTION FEE	9,850	9,850	9,850
1,496,915	1,534,140	1,730,764	440029	GENERAL FUND SPT SVC (522023)	1,676,596	1,676,596	1,676,596
1,953	1,368	2,000	440030	RESERVED PARKING	1,300	1,300	1,300
20,449	21,482	20,085	440040	NEW ACCOUNT SET-UP FEE	20,000	20,000	20,000
16,552	19,300	18,540	440042	DOOR HANGER FEE	20,000	20,000	20,000
0	70,610	0	440501	BOND ISSUANCE FEES	0	0	0
1,557,153	1,669,408	1,791,229		TOTAL CHARGES FOR SERVICES	1,737,701	1,737,701	1,737,701
LICENSES, PERMITS & FEES							
	14		450055	BUSINESS LICENSE LATE FEES	0	0	0
15,623	36,760	30,000	450056	BUSINESS LICENSE	37,500	37,500	37,500
39	10	40	450057	OTHER	600	600	600
15,662	36,784	30,040		TOTAL LICENSES, PERMITS & FEES	38,100	38,100	38,100
MISCELLANEOUS REVENUE							
24,621	0	0	471021	DONATIONS	0	0	0
4,052	923	6,500	472005	MISCELLANEOUS	5,000	5,000	5,000
28,673	923	6,500		TOTAL MISCELLANEOUS REVENUE	5,000	5,000	5,000
TRANSFERS & REIMBURSEMENTS							
3	4	5,000	480006	REIMBURSEMENTS	5,000	5,000	5,000
0	0	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
3	4	5,000		TOTAL TRANSFERS & REIMBRSM	5,000	5,000	5,000
1,605,138	1,710,106	1,834,269		TOTAL RESOURCES	1,787,301	1,787,301	1,787,301

FY 11-12 Expenditures							
Admin Services Dept							
Fund & Dept & Division: 100-12-10							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
777,613	824,751	854,925	511005	Regular Employee Wages	765,005	765,005	765,005
41,645	57,061	64,000	511010	Part-Time Wages	130,143	130,143	130,143
1,005	10	2,400	511015	Overtime	0	0	0
10,635	3,167	0	511020	Temporary Wages	0	0	0
199,550	232,223	241,307	512005	Health/Dental Benefits	254,114	254,114	254,114
7,656	8,357	8,813	512008	Health Reimb Arrang	8,447	8,447	8,447
141,580	157,787	170,932	512010	Retirement	163,521	163,521	163,521
61,917	66,540	70,481	512015	Fica	68,479	68,479	68,479
6,701	6,152	4,523	512020	Worker'S Comp	4,357	4,357	4,357
9,301	7,695	4,776	512025	Other Benefits	4,658	4,658	4,658
7,546	6,405	6,825	512030	Other Payroll Taxes	6,604	6,604	6,604
1,265,149	1,370,147	1,428,983		TOTAL PERSONAL SERVICES	1,405,328	1,405,328	1,405,328
MATERIALS & SERVICES							
6,054	8,556	8,000	520110	Operating Supplies	6,000	6,000	6,000
7,576	6,967	6,350	520120	Organization Business Expense	6,200	6,200	6,200
5,120	7,639	7,100	520150	Utilities	7,370	7,370	7,370
457	902	800	520180	Subscriptions/Books	800	800	800
916	0	0	520190	Computer Software	0	0	0
53,032	56,398	65,129	520200	Computer Software Licenses/Mnt	67,135	67,135	67,135
12,881	4,757	4,700	520220	Small Equipment	1,200	1,200	1,200
14,810	13,893	15,670	520503	Printing	17,870	17,870	17,870
54,974	58,602	63,400	520506	Postage	68,400	68,400	68,400
6,001	5,750	5,950	520509	Telephone	5,950	5,950	5,950
1,716	2,101	3,500	520521	Public Information	3,500	3,500	3,500
554	384	1,135	520524	Publications	1,182	1,182	1,182
18,173	18,334	18,795	520530	Memberships	18,825	18,825	18,825
7,793	856	2,500	520533	Recruiting Expenses	2,500	2,500	2,500
12,432	3,374	5,809	520557	Intergovernmental Services	11,426	11,426	11,426
26,387	24,519	17,500	520560	Senior Center	7,500	17,500	17,500
9,215	9,215	8,741	520578	Insurance & Bonds	7,954	7,954	7,954
20,992	18,824	22,600	521003	Training/Conferences	17,600	17,600	17,600
54	40	1,500	521006	Travel	500	500	500
32,025	34,047	60,000	521113	Attorney Services	54,500	54,500	54,500
9,223	29,983	39,200	521150	Professional Services	36,200	36,200	36,200
703	0	0	521162	Consultants	0	0	0
5,235	5,445	6,500	521165	Contracts For Services	6,000	6,000	6,000
57	0	0	521168	Misc Medical Services	0	0	0
35,122	44,488	46,500	521171	Financial Services-Auditing, Banking, Ac	29,500	29,500	29,500
17,282	2,224	5,000	521172	Bank Service Fees	2,600	2,600	2,600
18,677	15,444	27,600	522003	Equipment Maint & Oper Supplies	28,017	28,017	28,017
4,056	5,016	5,868	522021	Equipment Fund Charges	6,865	6,865	6,865
82,425	82,371	82,259	522022	Information Systems Fund Charges	70,261	70,261	70,261
0	0	6,900	522303	Custodial	6,900	6,900	6,900
1,044	0	1,150	522306	Rents & Leases	1,100	1,100	1,100
21,860	21,860	21,860	522309	Building/Facility Rental	21,860	21,860	21,860
4,769	4,433	5,600	522312	Facility Maintenance Supplies	12,400	12,400	12,400
101,247	91,206	94,500	522315	Facility Mnt/Repairs	86,500	86,500	86,500
0	32,444	0	550051	Office Equipment & Furniture			
592,887	610,074	662,116		TOTAL MATERIALS & SERVICES	614,615	624,615	624,615
1,858,036	1,980,221	2,091,100		TOTAL ADMIN SERVICE EXPEND	2,019,943	2,029,943	2,029,943

MUNICIPAL COURT

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Municipal Court is the Judicial Branch of City Government which began operating in November 2004 and is part of the Administrative Services Department. The Court processes traffic, parking, city code and state statute violations that occur inside the city limits of Forest Grove. The court tracks the disposition of those citations which includes setting court appearances, ensuring enforcement of sanctions, making payment arrangements, sending notices, tracking diversion and court ordered alcohol treatment and notifying the Department of Motor Vehicles (DMV) of convictions and non-compliance.

MUNI COURT

DEPARTMENT GOALS

- Efficiently and effectively process all violations filed with the Court and ensure the accuracy and integrity of those records.
- Actively pursue the collection of court fines and fees.
- Maintain cost-effective court operations.

PERFORMANCE MEASUREMENTS

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

BUDGET HIGHLIGHTS

The Court's revenue is generated by the adjudication over and collection of citation fines issued primarily by the Police Department and occasionally by other City Departments that take enforcement action. Overall citation volume has been on a declining trend the last two years. Additionally, collecting of fines imposed has been challenging due to the economy. Due to those factors, the amount of revenue recovered after paying for the Court operations has been steadily declining. To reduce costs in the Court in FY 2011-12, 0.25 FTE of the Administrative Specialist I position is being reassigned to the Utility Billing function in the Administrative Services Department as part of a reallocation of Administrative Services and Engineering staff.

PERSONNEL REQUIREMENTS

	Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
Court Coordinator	1.00	1.00	1.00
Admin Specialist	0.55	0.55	0.30
TOTAL	1.55	1.55	1.30

BUDGET DETAIL

FY 11-12 Revenues						
GENERAL FUND - Municipal Court						
Fund & Dept: 100-12-20						
2008-09	2009-10	2010-11			2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved
					2011-12	2011-12
					Proposed	Approved
					2011-12	2011-12
					Proposed	Approved
				FINES		
14,355	13,200	12,150	460115	PARKING FINES	10,750	10,750
170,474	191,544	192,245	460120	TRAFFIC FINES	179,500	179,500
776	846	1,000	460125	ORDINANCE FINES	1,000	1,000
2,665	3,115	1,900	460130	MARIJUANA FINES/FEES	2,350	2,350
5,901	6,955	4,050	460135	MINOR IN POSSESSION FINES/FEES	5,750	5,750
194,171	215,659	211,345		TOTAL FINES	199,350	199,350
				MISCELLANEOUS		
0	0	0	472005	MISCELLANEOUS	0	0
0	0	0		TOTAL MISCELLANEOUS	0	0
				TRANSFERS & REIMBURSEMENTS		
9,971	13,120	12,195	480006	MUNICIPAL JUDGE REIMBURSEMENT	12,195	12,195
9,971	13,120	12,195		TOTAL TRANSFERS & REIMBRSMNTS	12,195	12,195
204,142	228,779	223,540		TOTAL RESOURCES	211,545	211,545

MUNI COURT

MUNI COURT

FY 11-12 Expenditures Municipal Court Fund & Dept & Division: 100-13-10							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
52,468	54,132	54,965	511005	Regular Employee Wages	55,650	55,650	55,650
32,466	34,147	44,311	511010	Part-Time Employee Wages	35,726	35,726	35,726
10,361	10,720	11,970	512005	Health/Dental Benefits	13,093	13,093	13,093
513	528	539	512008	Health Reimb Arrange	546	546	546
9,904	10,252	10,947	512010	Retirement	11,084	11,084	11,084
6,457	6,688	7,595	512015	Fica	6,990	6,990	6,990
209	168	126	512020	Worker'S Comp	116	116	116
430	480	537	512025	Other Benefits	501	501	501
567	639	727	512030	Other Payroll Taxes	666	666	666
113,375	117,754	131,717		TOTAL PERSONAL SERVICES	124,372	124,372	124,372
MATERIALS & SERVICES							
312	490	1,000	520110	Operating Supplies	1,000	1,000	1,000
0	0	200	520120	Organiz Business Exp	200	200	200
0	6,152	6,200	520200	Computer Software Licenses	6,390	6,390	6,390
244	0	200	520220	Small Equipment	200	200	200
0	0	400	520503	Printing	400	400	400
888	953	1,150	520506	Postage	1,150	1,150	1,150
234	226	250	520509	Telephone	250	250	250
0	0	100	520521	Public Information	100	100	100
250	135	500	520524	Publications	500	500	500
185	100	185	520530	Memberships	185	185	185
6,646	7,216	8,600	520539	Assessment-County	7,544	7,544	7,544
3,723	3,774	4,800	520540	State Court Security Assessment	3,923	3,923	3,923
457	210	700	520557	Intergovern Services	700	700	700
32,685	34,518	42,500	520566	Assessment- State	34,948	34,948	34,948
373	373	327	520578	Insurance & Bonds	298	298	298
1,233	719	2,600	521003	Training/Conferences	2,600	2,600	2,600
2,657	2,744	3,900	521150	Professional Services	3,900	3,900	3,900
615	1,307	1,500	521172	Banking Services	1,500	1,500	1,500
6,476	6,476	6,476	522022	Inform Systems Fund	5,280	5,280	5,280
784	784	784	522309	Building/Facility Rental	784	784	784
57,764	66,177	82,372		TOTAL MATERIALS & SERVICES	71,852	71,852	71,852
171,139	183,931	214,089		TOTAL MUNICIPAL COURT EXP	196,224	196,224	196,224

LIBRARY

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 selects and acquires materials, catalog and process new and donated materials, check materials in and out, register borrowers, assist patrons with library resources and reference questions, provide equipment and computer instruction and assistance including Online Catalog and the Internet, 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 agreement. Other services received from this membership include the county-wide automation project (WCCLS catalog); a daily courier service; database subscriptions; reference service support; digital reference 24/7; downloadable audio books; outreach service to Latino patrons, homebound patrons and assisted living facilities; and a reciprocal borrowing agreement with Multnomah, Clackamas and Fort Vancouver Library System.

DEPARTMENT GOALS

1. Participate in WCCLS Radio Frequency Identification (RFID) project: tagging and security system
2. Assist Library Foundation with Fund-raising Campaign for furniture and artwork
3. Assist Library Commission with goals and revision of mission statement
4. Determine role and future development of Volunteer Program
5. Compete unfinished business:
 - a. Public Desk management
 - b. Reference Program
 - c. Programming and Publicity

PERFORMANCE MEASURES

1. Access to facility and collections – calendar year 2010
 - Library visits = 204, 577 persons came into the library
 - library cards issued = 1,852 new registrations
 - Items checked out = 379, 610 items
 - Volunteer assistance provided = 5, 072 hours
2. Reference Assistance – calendar year 2010
 - Reference questions answered = 15, 258
 - Hold and interlibrary loan requests = 248,387
 - Public computer use = 20, 804 hours

3. Programming for all ages – calendar year 2010

- Children’s programs presented = 187 programs/5,683 persons attending
- Adult programs presented = 34 programs/502 people attending

BUDGET HIGHLIGHTS

The WCCLS funding distribution has been changed. Starting in FY 2011-12, the current reimbursement formula will be replaced with the agreement that WCCLS contractors (cities and associations) shall each receive equal increases of 2.5% on an annual basis for the term of the agreement, provided funding is available.

PERSONNEL REQUIREMENTS

		Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
LIBRARY	Library Director	1.00	1.00	1.00
	Services Supervisors	2.00	2.00	2.00
	Adult/Youth Services Librarians	2.55	2.55	2.55
	Library Associate/Assistants	6.00	5.50	5.50
	Volunteer Coordinator	0.25	0.25	0.25
	TOTAL	11.80	11.30	11.30

BUDGET DETAIL

FY 11-12 Revenues							
GENERAL FUND - Library							
Fund & Dept: 100-14							
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
INTERGOVERNMENTAL REVENUE							
625,208	637,712	650,466	420035	W.C.C.L.S.	666,728	666,728	666,728
4,045	3,814	3,800	430601	PUBLIC LIBRARY SUPPORT GRANT	0	0	0
629,253	641,526	654,266		TOTAL INTERGVMNT REVENUE	666,728	666,728	666,728
CHARGES FOR SERVICES							
	1,095	1,000	440019	LIBRARY COLLECTION FEES	1,000	1,000	1,000
4,440	4,433	4,000	440021	LIBRARY CHARGES	4,300	4,300	4,300
331	3,198	2,500	440023	PRINT FEES	2,500	2,500	2,500
368	1,696	120	440025	COPY SERVICE	475	475	475
1,452	921	575	440301	RENTAL INCOME	500	500	500
6,591	11,342	8,195		TOTAL CHARGES FOR SERVICES	8,775	8,775	8,775
FINES							
	18,702	16,000	460500	LIBRARY LATE FINES	24,975	24,975	24,975
	18,702	16,000		TOTAL FINES	24,975	24,975	24,975
MISCELLANEOUS REVENUE							
10	127	20	450057	OTHER	0	0	0
0	143	1,000	471020	LIBRARY DONATIONS	1,000	1,000	1,000
3,522	873	1,000	471022	RESTRICTED LIBRARY MEMORIALS	1,000	1,000	1,000
3,532	1,143	2,020		TOTAL MISCELLANEOUS REVENUE	2,000	2,000	2,000
639,376	672,713	680,481		TOTAL RESOURCES	702,478	702,478	702,478

FY 11-12 Expenditures							
Library							
Fund & Dept: 100-14							
2008-09	2009-10	2010-11			2011-12	2011-12	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
318,808	330,724	337,641	511005	Regular Employee Wages	342,896	342,896	342,896
222,565	225,083	225,177	511010	Part-Time Employee Wages	232,838	232,838	232,838
0	14,141	0	511020	Temporary Employee Wages	0	0	0
69,054	71,567	75,849	512005	Health/Dental Benefits	77,123	77,123	77,123
4,058	3,845	4,021	512008	Health Reimb Arrange	4,110	4,110	4,110
60,018	63,312	67,618	512010	Retirement	68,671	68,671	68,671
40,088	42,595	43,056	512015	FICA	44,044	44,044	44,044
1,231	976	713	512020	Worker's Comp	684	684	684
2,361	2,455	2,623	512025	Other Benefits	2,681	2,681	2,681
3,615	4,155	4,196	512030	Other Payroll Taxes	4,284	4,284	4,284
721,796	758,852	760,893		TOTAL PERSONAL SERVICES	777,332	777,332	777,332
MATERIALS & SERVICES							
5,585	5,414	5,000	520110	Operating Supplies	5,000	5,000	5,000
228	28	100	520120	Organization Business Expense	100	100	100
95,970	79,609	79,850	520140	Library Materials	79,850	79,850	79,850
1,336	3,095	1,424	520150	Utilities	1,490	1,490	1,490
5,582	(1,480)	0	520220	Small Equipment	1,250	1,250	1,250
1,675	1,986	1,900	520506	Postage	1,900	1,900	1,900
2,484	2,345	2,400	520509	Telephone	2,400	2,400	2,400
784	589	1,800	520521	Public Information	800	800	800
655	0	850	520530	Memberships	850	850	850
137	176	300	520536	Customer Refunds	100	100	100
2,214	2,023	1,950	520557	Intergovernmental Services	1,950	1,950	1,950
8,429	8,429	7,388	520578	Insurance & Bonds	6,723	6,723	6,723
1,038	96	1,000	521003	Training/Conferences	1,250	1,250	1,250
30	0	500	521006	Travel	500	500	500
7,458	6,229	6,575	521165	Contracts For Services	6,675	6,675	6,675
0	0	0	521168	Misc Medical Services	0	0	0
2,480	3,809	4,250	522003	Equipment Maintenance	4,350	4,350	4,350
1,428	1,476	1,740	522021	Equipment Fund Charges	652	652	652
23,521	23,509	22,135	522022	Information Systems Fund	20,943	20,943	20,943
3,860	4,179	4,000	522312	Facility Maintenance Supplies	4,000	4,000	4,000
2,792	5,542	4,350	522315	Facility Mnt/Repairs	4,350	4,350	4,350
167,687	147,056	147,512		TOTAL MATERIALS & SERVICES	145,133	145,133	145,133
889,484	905,908	908,405		TOTAL LIBRARY EXPENDITURES	922,465	922,465	922,465

LIBRARY

AQUATIC CENTER

MISSION STATEMENT

To provide the citizens of Forest Grove and the surrounding area quality aquatic programs while maintaining a safe and accessible facility by our staff 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 is provided for these services as required by "Oregon Administrative Rules Chapter 333 Swimming Pools and Spa Pools" with certified lifeguards.

DEPARTMENT GOALS

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

PERFORMANCE MEASUREMENTS

Swimming Instruction: A minimum of 422 classes will be offered throughout the fiscal year to meet attendance and revenue projections.

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

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

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

	<u>*FY 09-10</u>	<u>*FY 10-11</u>
Swimming Instruction	25,700	22,056
Recreational Swimming	36,255	35,899
Group Rentals	21,929	20,598

BUDGET HIGHLIGHTS

For Fiscal Year 2011-12, the Aquatics Department will continue to offer the same services at the same level as in 2010-11. Demand for water space is growing, and the Department will evaluate water space and scheduling for the Swim Club, Pacific University, Adult Fitness Swims and Exercise Classes. Additionally, staff will train as required by new American Red Cross Standards. Reductions made in the previous year to achieve budget goals continue, which reduced public swims, fitness swims, and facility

maintenance. A new partnership with PCC will be added to this years program, that will provide some additional revenue opportunities.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Appropriated <u>FY 10-11</u>	Proposed <u>FY 11-12</u>
Director of Parks & Recreation	0.50	0.50	0.50
Aquatic Supervisor	1.00	1.00	1.00
Administrative Specialist II	0.50	0.50	0.50
Aquatics Program Specialist	0.50	0.50	0.50
Facility Maintenance Supervisor	0.50	0.50	0.50
Aquatic Staff	6.76	6.90	6.90
TOTAL	9.76	9.90	9.90

BUDGET DETAIL

GENERAL FUND - Aquatics							
Fund & Dept: 100-15							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
244,092	250,102	253,030	440004	SWIMMING POOL	276,400	276,400	276,400
14,274	10,380	12,000	440010	LOCKERS/VENDING MACHINES	14,000	14,000	14,000
258,366	260,482	265,030		TOTAL CHARGES FOR SERVICES	290,400	290,400	290,400
				MISCELLANEOUS REVENUE			
0	0	0	471021	DONATIONS	0	0	0
0	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
258,366	260,482	265,030		TOTAL RESOURCES	290,400	290,400	290,400

AQUATIC CENTER

FY 11-12 Expenditures							
Aquatics							
Fund & Dept: 100-15							
2008-09	2009-10	2010-11	Account	Title	2011-12	2011-12	2011-12
Actual	Actual	Budgeted			Proposed	Approved	Adopted
PERSONAL SERVICES							
127,450	133,284	135,686	511005	Regular Employee Wages	140,277	140,277	140,277
146,146	155,013	184,911	511010	Part-Time Employee Wages	184,721	184,721	184,721
32,349	33,270	32,520	512005	Health/Dental Benefits	38,516	38,516	38,516
1,939	1,976	1,535	512008	Health Reimb Arrange	1,749	1,749	1,749
24,025	25,313	26,983	512010	Retirement	27,897	27,897	27,897
20,475	21,500	24,832	512015	Fica	25,168	25,168	25,168
8,616	8,683	6,534	512020	Worker'S Comp	6,279	6,279	6,279
1,023	1,142	1,551	512025	Other Benefits	1,570	1,570	1,570
1,832	2,208	2,519	512030	Other Payroll Taxes	2,549	2,549	2,549
364,691	382,389	417,071		TOTAL PERSONAL SERVICES	428,727	428,727	428,727
MATERIALS & SERVICES							
24,509	25,809	28,600	520110	Operating Supplies	28,550	28,550	28,550
448	159	400	520120	Organization Business Expense	400	400	400
408	263	300	520130	Personnel Uniforms & Equipment	300	300	300
101,814	87,083	98,800	520150	Utilities	96,800	96,800	96,800
8,296	10,846	5,250	520220	Small Equipment	5,250	5,250	5,250
1,338	938	2,550	520503	Printing	2,300	2,300	2,300
417	485	500	520506	Postage	500	500	500
440	428	620	520509	Telephone	620	620	620
2,556	1,625	1,600	520521	Public Information	2,250	2,250	2,250
0	0	0	520524	Publications	0	0	0
135	5	250	520530	Memberships	250	250	250
0	50	0	520533	Recruiting Expenses	0	0	0
1,543	1,936	1,000	520557	Intergovernmental Services	1,100	1,100	1,100
7,194	7,194	6,306	520578	Insurance & Bonds	5,738	5,738	5,738
2,522	1,274	1,550	521003	Training/Conferences	1,550	1,550	1,550
487	0	0	521150	Professional Services	0	0	0
18	0	0	521168	Misc Medical Services	0	0	0
364	1,623	1,150	522003	Equipment Maint & Oper Supplie	1,150	1,150	1,150
1,428	1,476	1,740	522021	Equipment Fund Charges	727	727	727
3,028	2,822	3,682	522022	Information Systems Fund	3,452	3,452	3,452
0	0	0	522303	Custodial	0	0	0
7,563	6,772	12,300	522312	Facility Maintenance Supplies	12,300	12,300	12,300
40,083	18,788	25,450	522315	Facility Mnt/Repairs	25,450	25,450	25,450
204,592	169,574	192,048		TOTAL MATERIALS & SERVICES	188,687	188,687	188,687
569,282	551,962	609,119		TOTAL AQUATICS EXPENDITURE	617,414	617,414	617,414

PARKS & RECREATION

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Parks and Recreation Department provides safe and well-maintained equipment and facilities within the community. The department provides summer and recreational opportunities by working with outside contractors and the Boys and Girls Club. Staff also assists other recreation providers by improving public facilities they utilize for their programs. Park staff provides regular inspections of all parks and equipment to insure facilities and equipment are clean and safe for park users. Parks staff also provides grounds maintenance for all City-owned buildings. Department personnel conduct tree-trimming functions not only for City Parks, but also for the City’s street trees and support to the Light and Power Department Line Clearance program for five (5) months during the fiscal year.

DEPARTMENT GOALS

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

PERFORMANCE MEASURES

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

	<u>2009</u>	<u>2010</u>
Park Reservations (# of reservations)	582	623
Sports League Games Participants	9,781	10,582

BUDGET HIGHLIGHTS

The Department will continue its effort to implement the Parks Master Plan. Development projects included in this year’s budget include: Completion Fernhill Wetland restroom and shelter and conduct an update of the Parks, Recreation and Open Space Master Plan. The Department will work in

cooperation with the Recreation Commission to rewrite the Park Ordinances. Operations will continue to be significantly effected by the opening of the new B Street Trail, Off Leash Area and now the Fernhill facilities. Staff will provide assistance to the Community Garden Organization and the Off Leash Area Volunteers, along with the many other providers of recreational opportunities.

PERSONNEL REQUIREMENTS

	Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
Director Parks and Recreation	0.50	0.50	0.50
Crew Supervisor	1.00	1.00	1.00
Utility Workers	3.00	3.00	3.00
Seasonal Temporary	1.00	1.00	1.00
Total	5.50	5.50	5.50

BUDGET DETAIL

PARKS

			FY 11-12 Revenues					
			GENERAL FUND - Parks & Recreation					
			Fund & Dept: 100-16					
2008-09	2009-10	2010-11				2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
				CHARGES FOR SERVICES				
14,958	23,403	19,594	440007	RECREATION USER FEES		20,000	20,000	20,000
77,780	79,714	86,842	440029	GENERAL FUND SPT SVC (522023)		87,232	87,232	87,232
12	12	575	440301	RENTAL INCOME		500	500	500
92,750	103,129	107,011		TOTAL CHARGES FOR SERVICES		107,732	107,732	107,732
				MISCELLANEOUS REVENUE				
	10	0	450057	OTHER				
0	0	0	471020	DONATIONS		0	0	0
0	10	0		TOTAL MISCELLANEOUS REVENUE		0	0	0
				TRANSFERS & REIMBURSEMENTS				
1,361	0	0	480006	REIMBURSEMENTS		0	0	0
0	0	0	481005	TRANSFER FROM OTHER FUNDS		0	0	0
1,361	0	0		TOTAL TRANSFERS & REIMBRSMNT:		0	0	0
94,110	103,139	107,011		TOTAL RESOURCES		107,732	107,732	107,732

FY11-12 Expenditures							
Parks Dept							
Fund & Dept: 100-16							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
207,127	221,953	236,028	511005	Regular Employee Wages	244,431	244,431	244,431
176	0	0	511015	Overtime	0	0	0
0	0	45,427	511010	Part-Time Employee Wages	46,056	46,056	46,056
34,864	36,460	0	511020	Temp Employee Wages	0	0	0
73	2,517	2,500	511021	Unemployment Compensation	0	0	0
48,558	49,080	48,699	512005	Health/Dental Benefits	52,770	52,770	52,770
1,621	1,750	2,333	512008	Health Reimb Arrange	2,417	2,417	2,417
39,106	38,204	47,369	512010	Retirement	49,063	49,063	49,063
18,394	19,645	21,943	512015	Fica	22,634	22,634	22,634
9,041	9,142	6,544	512020	Worker'S Comp	6,220	6,220	6,220
1,616	1,677	1,062	512025	Other Benefits	1,100	1,100	1,100
1,621	1,896	2,140	512030	Other Payroll Taxes	2,202	2,202	2,202
362,196	382,323	414,045		TOTAL PERSONAL SERVICES	426,892	426,892	426,892
MATERIALS & SERVICES							
1,273	561	2,100	520110	Operating Supplies	2,050	2,050	2,050
810	121	100	520120	Organization Business Expense	100	100	100
1,078	2,954	2,100	520130	Personnel Uniforms & Equipment	2,100	2,100	2,100
7,389	5,526	4,475	520150	Utilities	4,699	4,699	4,699
3,131	7,178	8,050	520220	Small Equipment	8,050	8,050	8,050
0	3	0	520503	Printing	0	0	0
85	15	150	520506	Postage	150	150	150
2,115	2,104	2,735	520509	Telephone	2,735	2,735	2,735
360	0	200	520521	Public Information	200	200	200
0	0	0	520524	Publications	0	0	0
810	800	1,170	520530	Memberships	1,170	1,170	1,170
4,141	4,310	450	520557	Intergovernmental Services	450	450	450
2,330	2,330	2,042	520578	Insurance & Bonds	1,858	1,858	1,858
618	1,337	1,855	521003	Training/Conferences	1,855	1,855	1,855
13,213	7,092	14,700	521150	Professional Services	14,700	14,700	14,700
715	788	0	521168	Misc Medical Services	0	0	0
1,480	1,346	2,500	522003	Equipment Maint & Oper Supplies	2,500	2,500	2,500
0	0	0	522009	Vehicle Maint & Oper. Supplies	0	0	0
701	688	0	522012	Fuel/Oil	500	500	500
48,912	51,744	65,186	522021	Equipment Fund Charges	76,584	76,584	76,584
934	562	1,422	522022	Information Systems Fund	1,685	1,685	1,685
1,632	0	500	522306	Rents & Leases	500	500	500
0	0	0	522309	Building/Facility Rental	0	0	0
18,258	25,566	20,800	522312	Facility Maintenance Supplies	20,800	20,800	20,800
3,336	6,420	11,200	522315	Facility Mnt/Repairs	11,200	11,200	11,200
113,322	121,443	141,735		TOTAL MATERIALS & SERVICES	153,886	153,886	153,886
CAPITAL OUTLAY							
11,590	0	0	550181	Major Tools & Work Equipment	0	0	0
11,590	0	0		TOTAL CAPITAL OUTLAY	0	0	0
487,109	503,765	555,780		TOTAL PARKS & REC EXPENDITURES	580,778	580,778	580,778

PARKS

NON-DEPARTMENTAL

DEPARTMENT OVERVIEW

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

BUDGET HIGHLIGHTS

The FY 11-12 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 varying construction activity level.

The FY 2011-12 Budget proposes to transfer \$50,000 of General Fund reserves to the Facility Major Maintenance Fund to help build up funds for future maintenance projects. In event that the Worksource Center continues, funds are budgeted for its rent and utilities as per the current agreement. Funds are also being budgeted to conduct public opinion surveys as the City begins the process to consider asking the voters to renew the Local Option Levy which expires on June 30, 2013.

BUDGET DETAIL

			FY 11-12 Revenues				
			GENERAL FUND - NON-DEPARTMENTAL REVENUE				
			Fund & Dept: 100-18				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LOCAL TAXES			
4,144,264	4,315,860	4,443,268	411003	PROPERTY TAXES	4,517,433	4,517,433	4,517,433
1,410,273	1,469,477	1,516,512	411010	LOCAL OPTION LEVY	1,537,588	1,537,588	1,537,588
135,083	173,013	135,000	411150	PROPERTY TAX PRIOR YEARS	175,000	175,000	175,000
522,579	670,657	564,962	413001	FRANCHISE TAX	510,030	510,030	510,030
6,212,198	6,629,006	6,659,742		TOTAL LOCAL TAXES	6,740,051	6,740,051	6,740,051
				INTERGOVERNMENTAL REVENUE			
162,265	170,969	177,207	420020	STATE REVENUE SHARING	171,500	171,500	171,500
			420029	PCC PAYMENTS	20,000	20,000	20,000
30,220	33,020	30,000	420055	METRO CONSTRUCTION EXCISE TAX	35,000	35,000	35,000
52,033	46,470	48,000	422045	TRANSIENT ROOM TAX	50,000	50,000	50,000
101,884	177,056	100,000	422055	SD15 CONSTRUCTION EXCISE TAX	175,000	175,000	175,000
346,402	427,514	355,207		TOTAL INTERGVMNT REVENUE	451,500	451,500	451,500
				MISCELLANEOUS REVENUE			
117,150	84,810	75,000	470105	INTEREST	44,053	44,053	44,053
	4,840	0	470150	ENTERPRISE ZONE REPAYMENT	0	0	0
117,150	89,651	75,000		TOTAL INTEREST	44,053	44,053	44,053
				TRANSFERS & REIMBURSEMENTS			
875,235	883,017	874,841	480050	IN-LIEU OF TRANSFER	882,207	882,207	882,207
0	0	19,663	481005	TRANSFER FROM OTHER FUNDS	13,783	13,783	13,783
875,235	883,017	894,504		TOTAL TRANSFERS	895,990	895,990	895,990
				FUND BALANCE AVAILABLE			
3,160,112	3,645,834	4,163,503	495005	FUND BAL AVAIL FOR APPROP.	4,020,320	4,020,320	4,020,320
3,160,112	3,645,834	4,163,503		TOTAL FUND BALANCE	4,020,320	4,020,320	4,020,320
10,711,097	11,675,022	12,147,956		TOTAL RESOURCES	12,151,914	12,151,914	12,151,914

			FY 11-12 Expenditures				
			Non-Departmental				
			Fund & Dept:100-18				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS AND SERVICES							
			520150	Utilities	2,200	2,200	2,200
6,057	29,137	28,500	520547	Metro Construction Excise Tax	35,000	35,000	35,000
104,605	202,736	96,000	520549	SD15 Construct Excise Tax Pymt	175,000	175,000	175,000
			521150	Professional Services	25,000	25,000	25,000
			522003	Equipment Maint & Oper Supplies	500	500	500
			522309	Building/Facility Rental	15,588	15,588	15,588
110,662	231,873	124,500		TOTAL MATERIALS AND SERVICES	253,288	253,288	253,288
CONTINGENCY							
0	0	1,227,535	580206	Contingency	1,270,319	1,260,319	1,260,319
0	0	1,227,535		TOTAL CONTINGENCY	1,270,319	1,260,319	1,260,319
TRANSFERS							
0	0	20,000	570124	Transfer To Building Fund			
40,000	1,921	545,000	570127	Transfer To Other Funds	50,000	50,000	50,000
40,000	1,921	565,000		TOTAL TRANSFERS	50,000	50,000	50,000
UNAPPROPRIATED ENDING FUND BAL							
0	0	2,400,000	590304	Unappropriated Ending Fund Bal	2,700,000	2,700,000	2,700,000
0	0	2,400,000		TOT UNAPPROPRIATE END FD BAL	2,700,000	2,700,000	2,700,000
150,662	233,794	4,317,035		TOTAL NON-DEPARTMENTAL EXPEND.	4,273,607	4,263,607	4,263,607

NON-DEPT

POLICE

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

The operations division includes all patrol and investigations staff. The patrol staff is responsible for organizing and planning the primary investigation of all offenses within the jurisdiction of the Forest Grove Police Department. The department has one motor officer primarily responsible for traffic enforcement and investigating motor vehicle crashes. Some personnel from the patrol staff are members of countywide teams such as the Multi-Agency Traffic Team (MATT) and Crash Analysis Reconstruction Team (CART). The investigations staff is responsible for the investigation of complex criminal investigations and membership on the countywide Major Crimes Team (MCT), Child Abuse Multi-Disciplinary Team, Elder Abuse Multi-Disciplinary Team, and Planning Authority for Police Officer Deadly Force Encounters.

The Department administration is comprised of the Chief of Police, Operations Division Commander, Administrative Division Commander, and Support Unit Supervisor. The administration is responsible for budget management, policy development and review, personnel matters, strategic planning, community relations, media relations, labor relations, and special projects. The administrative division also includes the community service officers, support unit supervisor, records staff, and evidence staff. The community service officers coordinate the Neighborhood Watch program, abandoned vehicle program, graffiti tracking, and many other community outreach events such as National Night Out.

During 2009, the department hosted its first annual Citizen's Academy, graduating 15 citizens with an increased insight and knowledge into the services provided by the department for the community. In April 2010, the department graduated its second Citizen's Academy with 24 citizens, and in April 2011, graduated 27 citizens. The Citizen's Academy has grown in participation each year, highlighting its success. The Citizen's Academy curriculum consisted of courses regarding search & seizure, traffic enforcement, use of force, media relations, patrol operations and investigations.

The department's commitment towards seeking creative funding also continued with the awarding of a traffic safety grant through the Oregon Association of Chief's of Police. The Edward Byrne grant awarded in 2009 supported the development of a new Reserve Officer program, which saw the first two Reserve Police Officers hired in 2010. The department also continued its commitment towards emergency management through achieving NIMS compliance and participating in countywide emergency management drills. Compliance and participation helped the Forest Grove Police Department in receiving an award for \$34,000 worth of technological equipment and support in our homeland security efforts.

In August, 2010, the department hosted the 3rd annual National Night Out event at Lincoln Park, attended by over 1,200 people.

The City of Forest Grove will continue to experience the types of patterns of criminal activity found throughout the Portland metropolitan area. The causation for this type of criminal activity is complex, but can be related to the accessibility of Forest Grove through the metropolitan area's transportation infrastructure, but also the transjurisdictional nature of some criminal offenses. The explosion of cyber-related criminal activity will require more investigative and coordinating resources of both patrol and investigations personnel. The department has seen moderate increases in child and elder abuse cases, requiring complex collaboration with regional social service agencies.

Maintenance of quality of life issues will require increased collaboration with other governmental agencies and non-governmental organizations. Appropriate responses to gang-related issues will require increased cooperation with the Forest Grove School District and the presence of police personnel in proactive gang-prevention programs. At the beginning of the 2010 school year, the Police Department collaborated with the School District to implement the G.R.E.A.T. curriculum for all sixth graders attending Tom McCall. Two officers are dedicated as instructors in the G.R.E.A.T. (Gang Resistance Education and Training) program spread throughout the school year.

Regional and state economic impacts continue to have the potential to affect local law enforcement services. While grant opportunities may continue to be available in the upcoming fiscal year, any personnel additions require additional equipment, hiring, and training expenditures. Continued possible budget cuts at the Department of Public Safety Standards and Training (DPSSST), would affect the availability of the academy for initial and advanced training, which could negatively impact the department. Additionally, budget cuts to other government agencies providing social services may increase the frequency of law enforcement involvement in crisis situations.

DEPARTMENT GOALS

- Promote relationships with the community through Neighborhood Watch, Safety Fairs and Community Events (i.e. National Night Out, Corn Roast, Holiday Light Parade, Farmers Market).
- Apply for and obtain specific traffic safety grants (i.e. seat belt, DUII).
- Continue to develop future leadership in the police department with leadership and professional development training.

PERFORMANCE MEASUREMENTS*

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Reports	2,982	3,209	3,520
Case Closed by Arrest*	1,020	940	792
Traffic Citations	1,537	1,856	1,402
Traffic Written Warnings	879	978	357
Motor Vehicle Crash Reports (Total)	127	136	134
Graffiti Follow-Up (CSO)	89	342	170
Abandoned Vehicle Cases (CSO)	306	442	288
Total Traffic Stops	4,236	5,636	5,633
Total Calls for Service	16,907	21,051	20,626

*July 1, 2010 the Forest Grove Police Department joined the Portland Police Data System (PPDS) for the records management database to improve regional information sharing. PPDS does not have the capability to provide statistics for citations, juveniles, or status offenses. The department is taking

active measures to develop an independent database that will capture this important statistical information in future years.

BUDGET HIGHLIGHTS

The Police Department for FY 11-12 remains at close the same levels as in FY 10-11. There are two notable exceptions: The contract fee for the Washington County Consolidated Communications Agency (WCCCA) is increasing roughly \$17,000, or 10.5%. This reflects Forest Grove’s participation in the regional 9-1-1 for police dispatch service. WCCCA’s costs are increasing in terms of PERS and medical costs, at the same time their revenues from 911 excise taxes are flattening.

The other increase in the Police Department is a \$31,000 jump in Equipment Fund charges. This jump is based on a prediction of higher gasoline prices for the FY 11-12 year. These funds are transferred to the Equipment Fund, which in turn purchases the gasoline for the Police vehicles.

In FY 10-11, the Police Department received a Homeland Security Grant in the amount of \$31,000 for equipment, such as Mobile Data Terminals (MDTs). This grant is carried over to FY 11-12.

Other changes to Police Department are not as apparent when examining the budget figures. The Police Department, as do the other General Fund departments, typically underspends its budget appropriation. Since the Police Department is the largest of the General Fund departments, this department was chosen to build in an underexpenditure assumption, in the form of a vacancy assumption. Traditionally, departments are budgeted at “full-employment”, with salary savings accruing to the bottom line at the end of the year. For FY 11-12, it is being captured at the beginning of the year. However, if the Police Department does not actually have any vacancies, the vacancy assumption will have to be back-filled through General Fund contingency funds. As of this budget publication, the Police Department has two vacancies.

The other change to the Police Department is in terms of work load. Code Enforcement is being re-organized between Community Development (CD) and the Police Department. The Police Department will provide follow-up to Municipal Code violations including property debris and the like. However, Development Code violations will remain with CD.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Appropriated <u>FY 10-11</u>	Proposed <u>FY 11-12</u>
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00
Transit Police Officer	1.00	1.00	1.00
Police Officer	20.00	20.00	20.00
Police Evidence Technician	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00
Community Service Officer (2 part-time)	1.00	1.00	1.00
Support Unit Supervisor	1.00	1.00	1.00
TOTAL	34.00	34.00	34.00

POLICE

BUDGET DETAIL

			FY 11-12 Revenues GENERAL FUND - Police Fund & Dept: 100-21				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<u>INTERGOVERNMENTAL REVENUE</u>							
274,551	222,303	246,768	420005	ALCOHOLIC BEVERAGES	245,000	245,000	245,000
274,551	222,303	246,768		TOTAL INTERGVMNT REVENUE	245,000	245,000	245,000
<u>GRANTS</u>							
			430214	HOMELAND SECURITY GRANT	31,000	31,000	31,000
0	0	0	430215	DOMESTIC PREPAREDNESS GRANT	0	0	0
1,032	0	0	430216	FEMA REIMBURSEMENT	0	0	0
1,250	0	0	430320	BULLETPROOF VEST GRANT	0	0	0
6,903	0	0	430327	REDUCING YOUTH ACCESS TO ALCOI	0	0	0
640	6,500	0	430335	DEC/DUII POLICE GRANT	3,000	3,000	3,000
9,825	6,500	0		TOTAL GRANTS	34,000	34,000	34,000
<u>CHARGES FOR SERVICES</u>							
2,335	2,314	2,515	440025	COPY SERVICE	2,552	2,552	2,552
2,335	2,314	2,515		TOTAL CHARGES FOR SERVICES	2,552	2,552	2,552
<u>LICENSES, PERMITS, FEES</u>							
2,634	2,272	1,700	450050	LIQUOR LICENSES	2,200	2,200	2,200
	220	0	450051	POLICE PERMITS	100	100	100
301	266	440	450057	OTHER	0	0	0
10,718	761	1,030	450225	IMPOUND FEES	1,000	1,000	1,000
13,653	3,519	3,170		TOTAL LICENSES, PERMITS, FEES	3,300	3,300	3,300
<u>FINES</u>							
45,217	30,585	36,775	460105	STATE COURT FINES	26,400	26,400	26,400
	169	0	460116	IMMOBILIZATION FEES	100	100	100
45,217	30,754	36,775		TOTAL FINES	26,500	26,500	26,500
<u>MISCELLANEOUS</u>							
50	475		471021	DONATIONS	0	0	0
2,578	3,679	1,000	472005	MISCELLANEOUS	0	0	0
2,628	4,154	1,000		TOTAL MISCELLANEOUS	0	0	0
<u>TRANSFERS & REIMBURSEMENTS</u>							
37,197	5,359	5,000	480006	REIMBURSEMENTS	0	0	0
0	116,511	122,960	480007	TRIMET OFFICER REIMBURSEMENT	112,000	112,000	112,000
52,246	50,790	53,330	480010	SRO REIMBURSEMENT	54,397	54,397	54,397
475	5,833	10,500	480011	SCHOOL DISTRICT OVERTIME	2,400	2,400	2,400
89,918	178,493	191,790		TOTAL TRANSFERS & REIMBRSMN	168,797	168,797	168,797
438,128	448,036	482,018		TOTAL RESOURCES	480,149	480,149	480,149

POLICE

POLICE

FY 11-12 Expenditures							
Police Dept							
Fund & Dept: 100-21							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
2,044,780	2,174,280	2,330,284	511005	Regular Employee Wages	2,313,149	2,313,149	2,313,149
35,711	38,468	39,450	511010	Part-Time Employee Wages	38,848	38,848	38,848
139,353	148,020	152,048	511015	Overtime	152,048	152,048	152,048
3,762	0	0	511020	Temporary Employee Wages	0	0	0
2,349	8,663	8,000	511021	Unemployment Compensation	0	0	0
360,468	403,527	451,156	512005	Health/Dental Benefits	478,219	478,219	478,219
39,431	47,007	31,861	512008	Health Reimb Arrange	30,941	30,941	30,941
335,233	378,181	430,353	512010	Retirement	432,669	432,669	432,669
167,647	177,817	192,916	512015	FICA	191,252	191,252	191,252
84,129	86,886	65,591	512020	Worker'S Comp	61,189	61,189	61,189
14,004	14,478	12,248	512025	Other Benefits	12,131	12,131	12,131
14,858	16,874	18,372	512030	Other Payroll Taxes	18,200	18,200	18,200
3,241,724	3,494,201	3,732,278		TOTAL PERSONAL SERVICES	3,728,646	3,728,646	3,728,646
MATERIALS & SERVICES							
16,995	20,425	20,207	520110	Operating Supplies	20,702	20,702	20,702
2,461	1,083	1,005	520120	Organization Business Expense	1,505	1,505	1,505
23,285	26,203	16,195	520130	Personnel Uniforms & Equipment	20,780	20,780	20,780
2,289	3,231	2,475	520150	Utilities	2,599	2,599	2,599
195	0	0	520190	Computer Software	0	0	0
2,086	231	2,500	520220	Small Equipment	3,500	3,500	3,500
1,891	333	500	520270	Miscellaneous	500	500	500
2,781	4,138	4,293	520503	Printing	3,528	3,528	3,528
2,401	1,731	2,000	520506	Postage	2,000	2,000	2,000
14,168	14,426	15,825	520509	Telephone	15,825	15,825	15,825
1,614	0	0	520512	Accreditation	0	0	0
298	0	0	520518	Volunteer Reim Expense	0	0	0
1,150	1,410	2,409	520521	Public Information	2,604	2,604	2,604
479	204	1,558	520524	Publications	1,555	1,555	1,555
2,092	1,966	2,807	520530	Memberships	2,807	2,807	2,807
		166,137	520558	WCCCA	183,499	183,499	183,499
145,495	153,313	10,123	520557	Intergovernmental Services	9,820	9,820	9,820
32,447	32,447	28,441	520578	Insurance & Bonds	25,881	25,881	25,881
15,191	13,428	25,200	521003	Training/Conferences	25,200	25,200	25,200
15,120	8,753	5,536	521150	Professional Services	5,036	5,036	5,036
2,119	6,004	3,717	521168	Misc Medical Services	3,717	3,717	3,717
1,332	5,133	4,258	522003	Equip Maint & Oper Supplies	2,568	2,568	2,568
627	293	1,000	522009	Vehicle Maint & Oper. Supplies	1,000	1,000	1,000
577	370	500	522010	Vehicle Maint External	500	500	500
172	0	0	522012	Fuel/Oil	0	0	0
126,096	128,484	149,430	522021	Equipment Fund Charges	180,168	180,168	180,168
25,558	24,255	24,197	522022	Information Systems Fund	24,026	24,026	24,026
5,683	6,803	6,060	522306	Rents & Leases	6,060	6,060	6,060
2,513	1,891	1,611	522312	Facility Mainten Supplies	1,611	1,611	1,611
8,569	5,436	3,520	522315	Facility Mnt/Repairs	3,520	3,520	3,520
455,686	461,991	501,504		TOTAL MATERIALS & SERVICES	550,511	550,511	550,511
CAPITAL OUTLAY							
0	9,719	0	550181	Major Tools & Work Equip	0	0	0
0	0	0	550185	Homeland Security	31,000	31,000	31,000
0	0	0	550186	Forfeiture Proceed Purchases	0	0	0
0	9,719	0		TOTAL CAPITAL OUTLAY	31,000	31,000	31,000
3,697,409	3,965,912	4,233,782		TOTAL POLICE EXPENDITURES	4,310,157	4,310,157	4,310,157

FIRE

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The Fire Department will continue to strive to maintain a minimum career staffing of 4 personnel per shift to meet the increasing demands for service, to answer concurrent calls, and to provide for firefighter safety. The department continues to improve the service through leadership, creative management, increased training, and aggressive pursuit of alternative funding sources.

DEPARTMENT GOALS

- Propose Fire Department's strategic plan to the City Council, and if approved, begin to implement.
- Continue development of City emergency operations plan to meet federal and state National Incident Management System (NIMS) standards.
- Enhance and improve our community risk reduction program through programs such as fire prevention classes, Community Emergency Response Team (CERT) training, community CPR training and child safety seat inspections.
- Work with neighboring departments and develop public and private partnerships to enhance emergency service delivery in the region.
- Promote a positive image of the fire department throughout the city and the district.
- Aggressively pursue grants and other alternative funding sources for fire and public safety needs.
- Enhance training, mentoring and career development for all career and volunteer firefighters.

PERFORMANCE MEASUREMENTS

- As part of the strategic planning process, the department will develop a more accurate response-time measurement program.
- The department will maintain the emergency operations plan for the City and investigate partnerships with neighboring agencies.
- The department will continue to improve our community risk reduction program to increase effectiveness.
- The department will complete an analysis of its building inspection and fire prevention program.
- The department will continue their medical surveillance program for career and volunteer firefighters.
- The department will update and expand firefighter training for career and volunteer firefighters, and establish measurable goals.

BUDGET HIGHLIGHTS

The Fire Department faces increasing complexity of emergency responses, and on a more frequent basis. Training requirements and standards are increasing for both career and volunteer firefighters. Also, the City continues to face ever more challenging revenue forecasts. These trends place pressure on the Fire Department to offer the same level of service year after year. In FY 2011-12, staff are aggressively pursuing grants to purchase necessary equipment and to ease the financial challenges. The department and the Rural Fire District continue to work in partnership in strategically planning for the future. The Fire Department budget was increased to account for increased charges from the Washington County Consolidated Communications Agency (WCCCA) for 911 dispatch service. These charges were previously recorded under the Intergovernmental line item.

PERSONNEL REQUIREMENTS

	Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
Fire Chief	1.00	1.00	1.00
Fire Division Chief	2.00	2.00	2.00
Fire Captain	3.00	3.00	3.00
Lieutenant	3.00	3.00	3.00
Firefighter	9.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00
Fire Inspector	1.00	0.00	0.00
Part-time Fire Inspector	0.38	0.50	0.00
Fire Dept Assistant	0.00	0.00	0..50
TOTAL	20.38	19.50	19.50

FIRE

BUDGET DETAIL

FY 11-12 Revenues							
GENERAL FUND - Fire Department							
Fund & Dept: 100-22							
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
INTERGOVERNMENTAL REVENUE							
33,326	31,411	32,340	420015	CIGARETTE	31,567	31,567	31,567
351,791	406,712	429,098	420050	RURAL FIRE DISTRICT	436,650	436,650	436,650
385,117	438,123	461,438		TOTAL INTERGYMNT REVENUE	468,217	468,217	468,217
GRANTS							
0	0	20,000	430214	HOMELAND SECURITY GRANT	49,000	49,000	49,000
7,537	446	0	430216	FEMA REIMBURSEMENT	0	0	0
0	10,135	0	430587	GRANT MATCH - OTHER AGENCIES	0	0	0
7,537	10,581	20,000		TOTAL GRANTS	49,000	49,000	49,000
CHARGES FOR SERVICES							
73	134	70	440025	COPY SERVICE	86	86	86
73	134	70		TOTAL CHARGES FOR SERVICES	86	86	86
LICENSES, PERMITS, FEES							
6	1,837	0	450057	OTHER	0	0	0
6	1,837	0		TOTAL LICENSES, PERMITS, FEES	0	0	0
MISCELLANEOUS REVENUE							
	5,432	0	472005	MISELLANEOUS	0	0	0
	5,432	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
TRANSFERS & REIMBURSEMENTS							
9,002	3,233	0	480006	REIMBURSEMENTS	0	0	0
			480008	CORNELIUS FIRE DEPT REIMB FOR CHIE	39,644	39,644	39,644
8,095	5,182	150	480015	FIRE DEPT REIMBURSEMENT	8,700	8,700	8,700
4,127	4,266	4,500	460017	FIRE DEPT INSPECTION REIMB	4,200	4,200	4,200
21,223	12,681	4,650		TOTAL TRANSFERS & REIMBRSMNTS	52,544	52,544	52,544
413,955	468,787	486,158		TOTAL RESOURCES	569,847	569,847	569,847

**FY 11-12 Expenditures
Fire Dept: Fund 100; Dept 22**

2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
1,272,400	1,366,514	1,388,605	511005	Regular Employee Wages	1,427,214	1,427,214	1,427,214
18,656	18,542	16,470	511010	Part Time	16,671	16,671	16,671
101,906	88,843	87,080	511015	Overtime	90,780	90,780	90,780
28,936	64,235	58,000	511019	Volunteer Stipend	58,000	58,000	58,000
35,207	19,024	20,000	511020	Temp	20,000	20,000	20,000
3,758	363	0	511021	Unemployment Compensation	0	0	0
227,295	267,930	273,047	512005	Health/Dental Benefits	297,021	297,021	297,021
11,831	12,574	12,902	512008	Health Reimb Arrange	13,447	13,447	13,447
202,570	243,107	265,479	512010	Retirement	289,724	289,724	289,724
107,805	115,644	119,973	512015	Fica	123,019	123,019	123,019
35,807	37,970	28,099	512020	Worker's Comp	26,640	26,640	26,640
10,939	9,467	7,608	512025	Other Benefits	7,786	7,786	7,786
9,707	11,237	11,472	512030	Other Payroll Taxes	11,746	11,746	11,746
2,646	2,646	2,646	512035	Volunteer Fringe Benefits	2,646	2,646	2,646
2,069,463	2,258,096	2,291,381		TOTAL PERSONAL SERVICES	2,384,695	2,384,695	2,384,695
MATERIALS & SERVICES							
13,596	15,433	15,000	520110	Operating Supplies	14,000	14,000	14,000
3,460	4,005	4,300	520120	Organization Business Expense	4,300	4,300	4,300
22,270	12,834	14,000	520130	Personnel Uniforms & Equipment	14,000	14,000	14,000
18,220	17,109	23,750	520150	Utilities	24,937	24,937	24,937
1,285	531	0	520200	Computer Software Maintenance	0	0	0
9,841	8,502	8,000	520220	Small Equipment	8,000	8,000	8,000
73,827	29,283	35,800	520230	Tools - 50/50	64,200	64,200	64,200
30	2,949	3,000	520300	Emergency Operations Center	2,800	2,800	2,800
212	555	700	520503	Printing	700	700	700
939	998	900	520506	Postage	900	900	900
3,993	4,054	4,000	520509	Telephone	4,000	4,000	4,000
28,718	0	0	520518	Volunteer Reimbursable Expense	0	0	0
1,196	1,713	2,000	520521	Public Information	1,800	1,800	1,800
1,345	1,552	1,490	520524	Publications	1,490	1,490	1,490
1,306	1,284	1,000	520530	Memberships	1,000	1,000	1,000
0	0	122,059	520556	WCCCA	142,931	142,931	142,931
100,144	109,670	1,400	520557	Intergovernmental Services	1,400	1,400	1,400
30,903	30,903	27,088	520578	Insurance & Bonds	24,650	24,650	24,650
26,908	25,830	25,600	521003	Training/Conferences	26,600	26,600	26,600
21,414	45,208	65,540	521150	Professional Services	41,540	41,540	41,540
3,500	150	10,000	521165	Contracts For Services	0	0	0
1,983	1,243	500	521168	Misc Medical Services	21,750	21,750	21,750
5,384	4,644	5,000	522003	Equipment Maint & Oper Supplies	5,000	5,000	5,000
54,529	53,517	50,000	522009	Vehicle Maint & Oper. Supplies	50,000	50,000	50,000
21,871	19,493	24,500	522012	Equip/Vehicle Fuel/Oil	24,500	24,500	24,500
0	0	2,000	522021	Equipment Fund Charges	2,334	2,334	2,334
14,626	13,873	15,455	522022	Information Systems Fund	15,334	15,334	15,334
930	930	1,000	522303	Custodial	1,000	1,000	1,000
2,933	3,442	3,000	522312	Facility Maintenance Supplies	3,000	3,000	3,000
14,682	10,584	9,000	522315	Facility Mnt/Repairs	9,500	9,500	9,500
480,045	420,292	476,082		TOTAL MATERIALS & SERVICES	511,666	511,666	511,666
CAPITAL OUTLAY							
0	0	0	550185	Homeland Security	29,000	29,000	29,000
0	0	0		TOTAL CAPITAL OUTLAY	29,000	29,000	29,000
2,549,508	2,678,388	2,767,463		TOTAL FIRE SERVICE EXPENDITURE	2,925,361	2,925,361	2,925,361

FIRE

COMMUNITY DEVELOPMENT

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

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

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

DEPARTMENT GOALS

Planning:

- Continue with the Comprehensive Plan update (Periodic Review) work program approved by City Council and Oregon DLCD. Address the City Council to promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city.
- Develop sustainable practices for City activities through the formation of an ad hoc committee on sustainability.
- Work with Metro to seek assistance with Periodic Review efforts including analysis of affordable housing, transit-oriented development and traffic.
- Complete the annexation of unincorporated areas surrounded by incorporated lands (i.e. island annexations) to improve efficiency of municipal service delivery.
- Complete the transit-oriented development transportation and growth management (TGM) project for the area near the railroad corridor north of Pacific Avenue.
- Complete an Urban Renewal Feasibility Study that is funded by Metro through Construction Excise Tax funds.
- Pursue implementation of the recommendations from the Transit Committee Study.
- Continue to promote the interests and needs of Forest Grove in regional affairs through participation in Metro related activities including but not necessarily limited to MPAC and MTAC and the Making the Greatest Place efforts that include maintain compliance with the Urban Growth Management Plan and completion of the urban reserves program including potential urban growth boundary expansions, local and regional growth management commitments and investing in our communities. In addition, participate in Metro's efforts to develop scenarios for the reduction of Greenhouse Gases.
- Pursue grant funding opportunities for planning related work as opportunities arise.
- Develop and adopt necessary ordinance amendments to respond to policy direction, improve the implementation of the Development Code and address other matters as they may occur from time-to-time.

- Besides island annexations, implement annexation policies and continue to process of property owner initiated annexation petitions.
- Work with Engineering on the David Hills Extension, light rail planning and matters related to the update of the Forest Grove Transportation System Plan.
- Assist Parks Department in developing a trail connection to Thatcher Park.
- Continue to work with other departments on economic development, business license review, wayfinders efforts, urban renewal formation, and community sustainability.
- Work with Committee for Citizen Involvement and other boards and commissions supported by the Department to assist in the implementation of the Vision Statement Action Plan.
- Continue participation in federal and state transportation funding efforts at the regional and subregional levels.
- Continue monitoring and, where appropriate, participating in Metro land use and development projections and activities, the statewide planning program, and planning related legislation and goal revisions.
- Continue preserving significant historic structures and pursue National Historic District designations.
- Continue promoting the urban forestry program and pursuing the National Arbor Day Foundation Tree City USA and Tree Growth Award designations.
- Continue promoting effective citizen involvement in City affairs through the Annual Town Meeting and outreach to non-English speaking residents.
- Continue Code Enforcement activities that remain with Community Development.
- 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.
- Participate in OBOA outreach program.

PERFORMANCE MEASUREMENTS

Planning:

Determine land use application completeness within 30 days of filing of application
 Process land use applications within 120 days of determining completeness; complete site plan review for multi-family with 3 to 5 units, commercial and industrial projects under 10,000 square feet in size within 15 working days of receiving a complete submittal.
 Respond to all information requests and nuisance complaints within three working days.
 Complete staff reports and agendas for land-use items seven days prior to Planning Commission hearings.

Building Permits Fund:

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

BUDGET HIGHLIGHTS

Planning: The proposed budget for the planning program reflects expenditures necessary to address legal and program obligations. The Department’s work plan and proposed budget also reflects changes in Code Enforcement responsibilities. Those code enforcement issues related to the Municipal Code including property debris and noxious vegetation will be transferred to public safety departments. Those enforcement issues related to the Development Code such as sign code and chicken compliance will remain with Community Development. Dangerous buildings will also remain with the Building Division. Also, the Senior Planner will have transportation responsibilities and so is partly allocated to the Street Department. The work plan and proposed

budget also reflects the Department's efforts to secure grant funding for planning projects to offset limited General Fund revenues.

The long-range planning program continues to focus on updating the Forest Grove Comprehensive Plan (Periodic Review) and other state and regional mandated programs. The Periodic Review project addresses the Council goal to promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city. It is anticipated that Periodic Review will require a significant amount of staff time during FY 2011-2012. The Department's budget includes funds to secure assistance from Metro with Periodic Review efforts related to affordable housing, transit-oriented development, and traffic analysis. This assistance will help offset the limited staff resources available for long range planning.

Long-range planning will also support an ad hoc committee on sustainability. Where opportunities exist to complete other tasks they will be prioritized on legal mandates, Council priorities and past commitments. Other committed tasks include maintaining the City's land use inventory, Metro related programs, adoption of design guidelines for historical areas, and pursuing island annexations. The Department's FY 2011-2012 budget includes administrative costs associated with completing the island annexation program.

Another initiative included in the Department FY 2011-2012 budget is assessing the feasibility of establishing an urban renewal area within the City. The Department obtained an \$85,000 grant from Metro to use construction excise tax revenues to prepare an urban renewal feasibility study and report. The focus on Metro activities is the completion of the reserve process and urban growth boundary decisions. In addition, staff will be participating on the Greenhouse Gas reduction efforts spearheaded by Metro. Departmental staff is involved with all the relevant Metro processes. Finally, the Department will be completing such efforts began in 2010-11 including the Island Annexation and the Transit Oriented Development (TOD) north of Pacific Avenue.

The current planning program will focus on transportation, site plan review and development code updates to fine tune the Development Code. Some code enforcement responsibilities will be transferred to other Departments but will continue to respond to enforcement issues related to the Development Code. Current planning also provides business license review and support to the Historic Landmarks Board. This fiscal year, the State Historic Preservation Office (SHPO) grant will pay for the printing of the Historic Landmarks Board quarterly newsletter and signage on street poles demarking the Painters Woods Historic District. This is similar to what has already been done for the Clarke Historic District.

Building Permits Fund: The Building Permit function is sustained by revenue collected through building related permits. Although there has been a decline in the economy over the past years, building activity and revenue has remained sufficiently strong to continue to support the program with little reliance on reserves. Staff anticipates this will continue for 2011-12.

The staffing continues to be based on one Building Inspector II, Building Official and Permit Coordinator (shared with the Planning Division) and there will be some reliance on built-up reserves created from revenue collected in past years to sustain the operation. Staff monitors the revenue stream and re-evaluates funding within six months of the fiscal year to determine if additional changes to service costs are needed. To supplement city services, the City has entered into intergovernmental agreements with Washington County and the City of Hillsboro to provide A-Level plumbing plan review and inspection service. These arrangements will continue for Fiscal Year 2011-12.

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 for dangerous buildings.

PERSONNEL REQUIREMENTS

	Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
Planning			
Director of Community Development	0.50	0.75	0.75
Senior Planner	2.00	2.00	2.00
Permit Coordinator	0.50	0.50	0.50
Building Permits Fund			
Director of Community Development	0.50	0.25	0.25
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Permit Coordinator	0.50	0.50	0.50
TOTAL	6.00	6.00	6.00

The following pages display the revenues and expenditures for the Planning Division. The Building Services Division revenues and expenditures can be found in the Special Revenue section of this budget document.

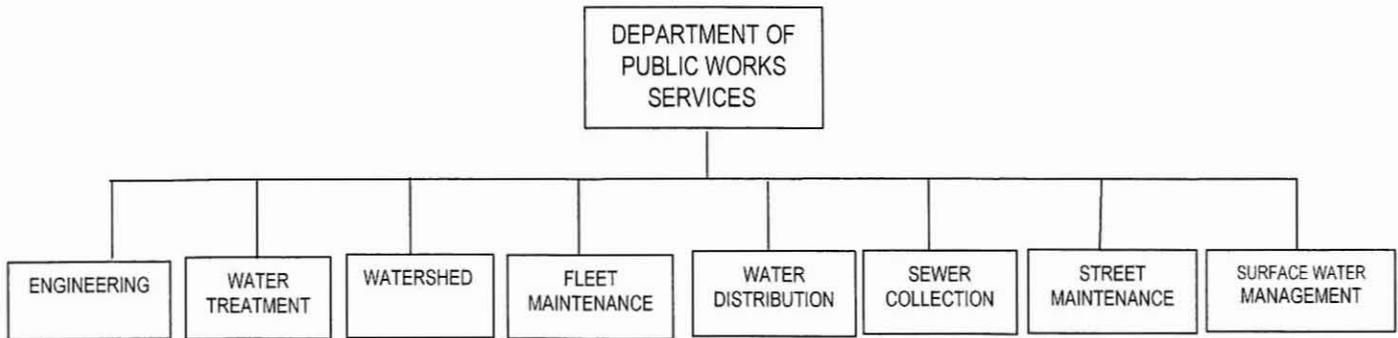
BUDGET DETAIL – PLANNING

			FY 11-12 Revenues				
			GENERAL FUND - Planning Department				
			Fund & Dept: 100-31				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				GRANTS			
9,980	10,500	0	430460	SHPO GRANT	10,210	10,210	10,210
0	43,000	85,000	430587	GRANT - OTHER AGENCIES	85,000	85,000	85,000
0	0		430587	GRANT - CFC TREE INVENTORY (DP #3)	0	0	0
0	0	0	430587	GRANT MATCH - OTHER AGENCIES	0	0	0
9,980	53,500	85,000		TOTAL GRANTS	95,210	95,210	95,210
				CHARGES FOR SERVICES			
869	250	1,000	440020	CODE ENFORCEMENT REVENUE	1,000	1,000	1,000
45	29	110	440025	COPY SERVICE	90	90	90
48,336	49,540	55,362	440029	GENERAL FUND SPT SVC (522023)	73,078	73,078	73,078
49,250	49,819	56,472		TOTAL CHARGES FOR SERVICES	74,168	74,168	74,168
				LICENSES, PERMITS, FEES			
16,367	7,925	8,084	450054	METRO BUSINESS LICENSE	12,500	12,500	12,500
180	0	100	450057	OTHER	0	0	0
683		0	450072	OCCUPANCY PERMITS	0	0	0
39,132	60,200	41,637	450101	PLANNING FEES	8,000	8,000	8,000
56,361	68,125	49,821		TOTAL LICENSES, PERMITS, FEES	20,500	20,500	20,500
				MISCELLANEOUS REVENUE			
0	0	1,800	472020	FORESTRY RUN	0	0	0
0	0	1,800		TOTAL MISCELLANEOUS REVENUE	0	0	0
115,592	171,444	193,093		TOTAL RESOURCES	189,878	189,878	189,878

COMM. DEV. - PLANNING

				FY 11-12 Expenditures			
				Planning			
				Fund & Dept: 100-31			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
191,072	202,448	238,852	511005	Regular Employee Wages	208,490	208,490	208,490
3,149	0	0	511020	Temporary Employee Wages	0	0	0
0	1,242	1,500	511021	Unemployment Compensation	0	0	0
0	76	0	511015	Overtime	0	0	0
23,176	29,705	32,489	512005	Health/Dental Benefits	32,354	32,354	32,354
2,491	2,305	2,371	512008	Health Reimb Arrange	2,067	2,067	2,067
32,632	38,940	48,127	512010	Retirement	41,959	41,959	41,959
14,625	15,407	18,272	512015	Fica	15,949	15,949	15,949
418	351	303	512020	Worker'S Comp	281	281	281
1,452	1,369	1,120	512025	Other Benefits	983	983	983
1,298	1,446	1,735	512030	Other Payroll Taxes	1,512	1,512	1,512
270,315	293,290	344,768		TOTAL PERSONAL SERVICES	303,596	303,596	303,596
MATERIALS & SERVICES							
985	877	2,912	520110	Operating Supplies	2,112	2,112	2,112
592	741	1,120	520120	Organization Business Expense	1,120	1,120	1,120
2,029	1,961	4,500	520170	Code Enforcement Expenditures	4,500	4,500	4,500
1,509		600	520190	Computer Software	0	0	0
650	1,300	1,250	520200	Computer Software Licenses	3,000	3,000	3,000
0	0	0	520220	Small Equipment	150	150	150
2,089	305	4,150	520503	Printing	3,450	3,450	3,450
2,568	2,176	2,200	520506	Postage	2,400	2,400	2,400
1,018	976	800	520509	Telephone	850	850	850
1,959	5,572	6,577	520521	Public Information	7,400	7,400	7,400
221	548	1,200	520524	Publications	1,200	1,200	1,200
847	724	2,075	520530	Memberships	2,000	2,000	2,000
4,467	936	6,800	520557	Intergovernmental Services	6,650	6,650	6,650
1,835	2,559	2,386	520569	Forestry Commission	0	0	0
534	534	468	520578	Insurance & Bonds	426	426	426
1,199	1,035	1,300	521003	Training/ Conferences	1,300	1,300	1,300
12,854	12,758	14,500	521113	Attorney Services	10,000	10,000	10,000
24,968	16,902	85,000	521150	Professional Services	86,000	86,000	86,000
2,367	3,797	4,080	522003	Equipment Maint & Oper Supplies	4,080	4,080	4,080
1,428	1,476	1,740	522021	Equipment Fund Charges	1,787	1,787	1,787
4,435	4,133	4,133	522022	Information Systems Fund	3,946	3,946	3,946
1,453	1,498	1,573	522309	Building/Facility Rental	1,573	1,573	1,573
8,944	12,343	0	523006	SHPO Grant Expenses	10,210	10,210	10,210
78,952	73,150	149,364		TOTAL MATERIALS & SERVICES	154,154	154,154	154,154
349,267	366,440	494,133		TOTAL PLANNING EXPENDITURES	457,750	457,750	457,750

ENGINEERING



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 Program (CIP) projects for sanitary sewer, water, street and storm drainage systems.
- 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.

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 Program projects – Complete projects within five percent of the projected budget and completion schedule.
- Private Development – Complete construction plan review and redlines in approximately one month. Respond to inspection request within 24 hours.
- Information System – Perform updates to system maps and distribute to internal and external customers at least annually.

BUDGET HIGHLIGHTS

The Engineering Department in FY 11-12 will provide the design and construction inspection for all the scheduled CIP projects. Shifts in work-load and budget resources have meant the elimination of the City

Engineer position and the creation of an additional Project Engineer position. Due to budget restraints, the Administrative Assistant position is reduced from full-time to just over half-time. Staff from the Administrative Services Department will back-fill customer service areas to minimize the effect on customer service. A personnel reduction is seen in the Administrative Services Department reflecting this change.

The CIP projects for the upcoming year include:

- “B” Street and Bonnie Lane Drainage
- David Hill Road Extension
- Sidewalk Improvement Program

Forecasts for higher-end residential development are low, but smaller, more affordable lots that host entry level homes appear to have more potential. Forest Grove currently has several developments with Land Use Approval that could see construction of public improvements within the next year as these are zoned in higher density areas. The Engineering Department will provide design review and construction inspection for public improvements associated with these new neighborhoods. Residential developments with Land Use approval include:

- LDS Stake Center (Church)
- University Avenue Improvements
- Casey Meadows
- Juniper Gardens

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Appropriated <u>FY 10-11</u>	Proposed <u>FY 11-12</u>
Director of Public Works	1.00	1.00	1.00
Civil Engineer	1.00	1.00	0.00
Project Engineer	3.00	1.00	2.00
Engineering Technician	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.60
Administrative Specialist II	0.00	0.00	0.40
TOTAL	7.00	5.00	5.00

ENGINEERING

BUDGET DETAIL

FY 11-12 Revenues							
GENERAL FUND - Engineering Department							
Fund & Dept: 100-51							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
1,177	1,330	891	440025	COPY SERVICE	1,054	1,054	1,054
745,268	721,951	538,402	440029	GENERAL FUND SPT SVC (522023)	519,284	519,284	519,284
746,445	723,281	539,293		TOTAL CHARGES FOR SERVICES	520,338	520,338	520,338
				LICENSES, PERMITS, FEES			
61,414	73,520	25,000	450122	ENGINEERING INSPECTION FEES	10,000	10,000	10,000
0	0	0	450124	EROSION CONTROL FEES	0	0	0
61,414	73,520	25,000		TOTAL LICENSES, PERMITS, FEES	10,000	10,000	10,000
807,859	796,801	564,293		TOTAL RESOURCES	530,338	530,338	530,338

ENGINEERING

FY 11-12 Expenditures							
Engineering							
Fund & Dept: 100-51							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
443,935	388,363	361,766	511005	Regular Employee Wages	309,670	309,670	309,670
			511010	Part Time Wages	27,715	27,715	27,715
75	0	2,400	511015	Overtime	0	0	0
67,845	57,061	49,313	512005	Health/Dental Benefits	63,077	63,077	63,077
3,806	3,283	3,066	512008	Health Reimb Arrangement	2,983	2,983	2,983
81,533	70,285	72,345	512010	Retirement	65,192	65,192	65,192
33,734	29,637	27,859	512015	Fica	27,087	27,087	27,087
5,148	4,955	2,957	512020	Worker'S Comp	2,824	2,824	2,824
2,768	3,200	1,909	512025	Other Benefits	1,863	1,863	1,863
2,963	2,773	2,676	512030	Other Payroll Taxes	2,578	2,578	2,578
641,809	559,557	524,291		PERSONAL SERVICES	502,988	502,988	502,988
MATERIALS & SERVICES							
2,677	2,708	3,000	520110	Operating Supplies	2,500	2,500	2,500
651	207	250	520120	Organization Business Expense	250	250	250
0	120	710	520130	Personnel Uniforms & Equipment	500	500	500
480	0	3,000	520190	Computer Software	3,000	3,000	3,000
4,725	3,633	0	520200	Computer Software Licenses	0	0	0
43	3,789	3,300	520220	Small Equipment	3,300	3,300	3,300
1,469	1,184	2,100	520503	Printing	2,100	2,100	2,100
470	445	550	520506	Postage	550	550	550
1,742	1,535	2,940	520509	Telephone	2,550	2,550	2,550
722		0	520521	Public Information	0	0	0
167	508	990	520524	Publications	990	990	990
1,362	1,807	1,600	520530	Memberships	1,600	1,600	1,600
530	0	650	520557	Intergovernmental Services	650	650	650
1,096	1,096	961	520578	Insurance & Bonds	875	875	875
4,803	2,307	2,550	521003	Training/ Conferences	2,550	2,550	2,550
	65		521006	Travel	0	0	0
3,154	0	6,000	521113	Attorney Services	3,000	3,000	3,000
28,155	20,543	20,520	521150	Professional Services	10,520	10,520	10,520
0		0	521168	Misc Medical Services	0	0	0
2,549	2,618	4,060	522003	Equipment Maint & Oper Supplie	4,060	4,060	4,060
11,874	11,988	14,088	522021	Equipment Fund Charges	16,784	16,784	16,784
25,436	12,282	12,267	522022	Information Systems Fund	9,502	9,502	9,502
0	0	100	522306	Rents & Leases	100	100	100
0	170	0	522315	Facility Mnt/Repairs	0	0	0
92,105	67,005	79,636		TOTAL MATERIALS & SERVICES	65,381	65,381	65,381
733,913	626,561	603,927		TOTAL ENGINEERING EXPENDITUI	568,369	568,369	568,369

Enterprise Funds

LIGHT AND POWER

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

The purposes of this department are: to provide reliable low-cost electrical service to customers within our service area; to provide lighting for those streets, parks, and parking areas under the jurisdiction of city government; and to support the City’s efforts in promoting economic development. In addition, the department will provide customer and community service programs designed to reduce the retail cost and enhance the quality of electric service provided to 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 Department's customers, and maintain the high satisfaction rating from our customers based on the annual Citizen’s Survey of City Services. Objectives to achieve this goal include increased emphasis on preventative maintenance and equipment replacement programs, the upgrading of underground cable installations, the replacement of obsolete or dated substation equipment, and the expansion and upgrading of distribution system facilities.

To encourage energy conservation and energy use efficiency by the City's customers for the purposes of reducing power cost and reducing the need for additional power resources to serve the City's growing load. Objectives to achieve this goal include administering programs such as residential weatherization and appropriate conservation and energy efficiency programs for commercial customers and industrial customers. Continuing this budget year, financing for conservation programs will be supplemented from internally generated department funds. In addition, provide renewable energy options to promote an environmentally friendly community. Objectives to achieve this include participating in studies to secure possible renewable resources that fit the needs of the community and secure future load growth needs and offer a voluntary program for our customers to purchase renewable energy. A third objective is to focus on climate change and ways to participate in carbon reduction. This will be achieved by promoting the use of electric vehicles and providing the infrastructure necessary to charge those vehicles.

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

PERFORMANCE MEASUREMENTS

Workload Indicator	Performance Std	Performance Level
New Service Installations	within 10 days	100%
Unplanned Outage Response	30 minutes	95%

Street & Rental Light Repair	5 days	100%
Interdepartmental Maint. Requests	10 days	85%
Underground Locate Requests	2 days	100%

BUDGET HIGHLIGHTS

For FY 11-12, the Light and Power department is investing in electric car charging stations for public use, and is planning on purchasing an electric car for its fleet. Additionally, the department is remodeling its building and yard to make more efficient use of space. The department was able to purchase two adjacent lots in order to expand its yard.

The Bonneville Power Administration (BPA) is projected to increase its rates to Forest Grove Light and Power in October of 2011, increasing the cost of electricity Light and Power purchases to supply to Forest Grove citizens. Light and Power will review the impact this will have on its finances in order to determine the effect on customer rates.

In the coming year, Light and Power will embark upon a system-wide master plan, to evaluate transmission and distribution infrastructure to serve current customers, as well as to identify where expansions may need to occur.

A re-organization results in more emphasis on economic development. The Department will provide additional funding and resources to support the City's efforts.

PERSONNEL REQUIREMENTS

	Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
Director	1.00	1.00	1.00
Operations Superintendent	1.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Administrative Specialist II	0.50	0.75	1.00
Working Foreman	2.00	2.00	2.00
Meter Relay Foreman	1.00	1.00	0.00
Meterman	1.00	1.00	2.00
Lineman	7.00	7.00	7.00
Apprentice Lineman	1.00	1.00	1.00
Apprentice Meterman	1.00	1.00	0.00
Journeyman Tree-Trimmer	2.00	2.00	2.00
Project Engineer	1.00	1.00	1.00
Engineering Tech	1.00	1.00	1.00
Meter Reader	1.32	1.32	1.32
Senior Utility Worker	2.00	2.00	2.00
Economic Dev. Coordinator	0.50	0.50	1.00
Economic Dev Intern			0.20
TOTAL	25.32	25.57	25.52

BUDGET DETAIL

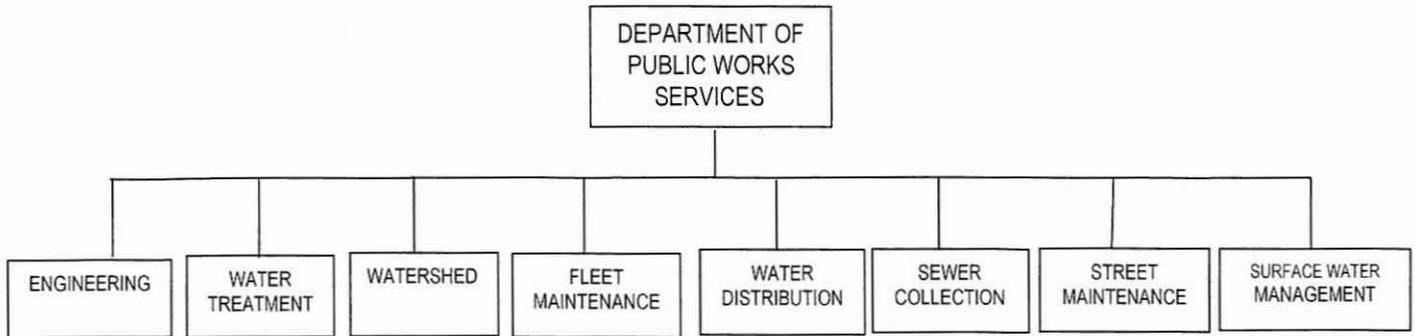
			FY 11-12 Revenues Light & Power Fund Fund & Dept: 610-41				
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
GRANTS							
0	0	0	432290	Appa/Deed Grant	0	0	0
0	0	0		TOTAL GRANTS		0	0
CHARGES FOR SERVICES							
<i>Power Sales</i>							
6,648,075	6,530,752	6,662,500	440105	Residential Sales	6,601,497	6,601,497	6,601,497
578,604	576,345	590,000	440110	General Svc - 1 Ph Sales	582,588	582,588	582,588
589,809	585,862	620,000	440112	General Svc - 3 Ph Sales	592,208	592,208	592,208
1,671,105	1,631,757	1,670,000	440120	Industrial Svc - Specl Contrct	1,723,084	1,723,084	1,723,084
3,560,065	3,392,370	3,400,000	440125	Large Commercial Industrial	3,355,466	3,355,466	3,355,466
59,660	68,292	69,000	440130	Public St. Lighting Sales	69,032	69,032	69,032
102,531	101,969	103,000	440135	Rental Lights	103,074	103,074	103,074
4,679	1,533	4,500	440140	Irrigation Service	1,550	1,550	1,550
14,100	11,976	12,000	440150	Green Power Units	11,000	11,000	11,000
13,214,528	12,900,856	13,131,000		Total Power Sales	13,039,499	13,039,499	13,039,499
2,055	1,380	0	440035	Nsf Handling Charge	1,500	1,500	1,500
94,539	99,191	110,000	440165	Connection Charges/Reimbursements	90,000	90,000	90,000
73,000	73,000	73,000	440170	St. Light Maint.	73,000	73,000	73,000
15,068	15,320	15,000	440175	Reconnect Charges	15,000	15,000	15,000
0	47,023	24,000	440180	Pole Rental	24,000	24,000	24,000
25,064	25,644	24,000	440302	Auditorium Rental	24,000	24,000	24,000
13,438,354	13,162,413	13,377,000		TOTAL CHARGES FOR SERVICES	13,266,999	13,266,999	13,266,999
MISCELLANEOUS REVENUE							
200,419	55,513	0	425033	BPA Refund Payment	0	0	0
12,270	12,607	10,000	445005	Sale Of Scrap	12,000	12,000	12,000
121	263	5,000	445010	Sale Of Materials	0	0	0
0		0	445015	Sale Of Equipment	0	0	0
144,134	53,841	22,000	450057	Other	7,500	7,500	7,500
300	40,296	20,000	451035	Contribution-In-Aid Of Construction	0	0	0
109,383	76,737	60,000	470105	Interest	10,000	10,000	10,000
1,140		0	480006	Reimbursements	0	0	0
8,933	170,781	100,000	480020	Industrial Conservation Reimbursement	350,000	350,000	350,000
476,700	410,038	217,000		TOTAL MISCELLANEOUS REVENUE	379,500	379,500	379,500
TRANSFERS							
0		11,614	481005	Transfer From Other Funds	8,140	8,140	8,140
0		11,614		TOTAL TRANSFERS	8,140	8,140	8,140
FUND BALANCE AVAILABLE							
5,566,554	6,528,988	5,176,953	495005	Fund Bal Avail For Approp.	5,901,316	5,901,316	5,901,316
5,566,554	6,528,988	5,176,953		TOTAL AVAILABLE	5,901,316	5,901,316	5,901,316
19,481,608	20,101,439	18,782,567		TOTAL L&P RESOURCES	19,555,955	19,555,955	19,555,955

LIGHT AND POWER

FY 11-12 Expenditures							
Light & Power Dept							
Fund & Dept: 610-41							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
1,607,590	1,822,260	1,838,223	511005	Regular Employee Wages	1,899,953	1,899,953	1,899,953
25,020	26,579	28,221	511010	Part-Time Employee Wages	3,500	3,500	3,500
170,774	105,899	90,000	511015	Overtime	90,000	90,000	90,000
594		0	511020	Temporary Employee Wages	0	0	0
0	223	0	511021	Unemployment Comp	0	0	0
272,625	325,705	356,822	512005	Health/Dental Benefits	350,132	350,132	350,132
4,781	5,141	5,508	512008	Health Reimb Arrangement	5,597	5,597	5,597
275,968	341,928	371,335	512010	Retirement	383,763	383,763	383,763
135,294	146,236	149,668	512015	Fica	152,499	152,499	152,499
45,666	46,971	35,572	512020	Worker's Comp	35,553	35,553	35,553
9,692	10,782	9,344	512025	Other Benefits	9,511	9,511	9,511
12,153	13,977	14,214	512030	Other Payroll Taxes	14,490	14,490	14,490
0		0	512035	Volunteer Fringe Benefits	0	0	0
2,560,158	2,845,702	2,898,905		TOTAL PERSONAL SERVICES	2,944,998	2,944,998	2,944,998
	0						
	0						
MATERIALS & SERVICES							
8,631	12,718	8,500	520110	Operating Supplies	12,000	12,000	12,000
7,627	5,786	10,500	520120	Organization Business Expense	12,250	12,250	12,250
17,212	20,247	37,250	520130	Personnel Uniforms & Equipment	28,500	28,500	28,500
23,082	25,762	25,000	520150	Utilities	26,250	26,250	26,250
0	0	600	520180	Subscriptions/Books	750	750	750
1,850	5,500	4,000	520190	Computer Software	7,500	7,500	7,500
2,175	2,175	4,500	520200	Computer Software Licenses	4,500	4,500	4,500
1,466	151	0	520210	Computer Supplies	0	0	0
47,387	51,867	55,200	520220	Small Equipment	58,900	58,900	58,900
355,380	429,117	420,000	520240	Construction Supplies	470,000	470,000	470,000
7,068,499	7,211,278	8,071,803	520260	Purchased Power	8,327,929	8,327,929	8,327,929
114	0	1,000	520270	Miscellaneous	1,000	1,000	1,000
0	0	3,000	520503	Printing	3,000	3,000	3,000
1,145	1,772	1,200	520506	Postage	1,900	1,900	1,900
9,060	9,344	9,200	520509	Telephone	10,000	10,000	10,000
2,398	2,983	5,000	520521	Public Information	31,000	31,000	31,000
942	157	1,000	520524	Publications	3,305	3,305	3,305
76,179	81,254	78,605	520530	Memberships	86,541	86,541	86,541
5,052	200	2,500	520533	Recruiting Expenses	3,500	3,500	3,500
47,945	71,662	75,000	520542	Bill Paying Assistance Program	75,000	75,000	75,000
0	0	0	520545	In-Lieu Of Tax	0	0	0
177,868	199,049	80,000	520554	Conservation Incentives	15,000	15,000	15,000
8,933	128,652	80,000	520555	Industrial Conservation Augmentatior	350,000	350,000	350,000
0		2,000	520556	Green Power Info & Promotion	2,000	2,000	2,000
1,356	22,159	10,500	520557	Intergovernmental Services	11,000	11,000	11,000
38,283	39,467	33,557	520578	Insurance & Bonds	30,537	30,537	30,537
29,992	29,602	36,100	521003	Training/Conferences	43,100	43,100	43,100
10,861	1,424	5,000	521113	Attorney Services	5,000	5,000	5,000
67,001	132,667	13,000	521150	Professional Services	17,800	17,800	17,800

2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
0	0	0	521159	Construction Contracts	22,000	22,000	22,000
0	40,099	80,000	521162	Consultants	100,000	100,000	100,000
62,504	64,133	114,450	521165	Contracts For Services	132,700	132,700	132,700
8,596	2,340	1,000	521168	Misc Medical Services	3,850	3,850	3,850
4,235	14,776	33,537	521172	Banking Services	33,537	33,537	33,537
17,147	28,644	37,000	522003	Equipment Maint & Oper Supplies	30,000	30,000	30,000
0	0	0	522006	Equipment/Vehicle Rental	1,200	1,200	1,200
29,700	29,203	35,000	522009	Vehicle Maint & Oper. Supplies	35,000	35,000	35,000
26,245	22,564	20,000	522010	Vehicle Maint External	20,000	20,000	20,000
30,974	34,384	31,000	522012	Fuel/Oil	32,550	32,550	32,550
20,789	19,706	18,421	522022	Information Systems Fund	16,952	16,952	16,952
913,088	961,467	1,004,386	522023	General Fund Spt Svc (4004801)	985,061	985,061	985,061
10,614	15,397	14,000	522306	Rents & Leases	14,650	14,650	14,650
12,418	6,824	6,700	522312	Facility Maintenance Supplies	6,700	6,700	6,700
7,072	28,819	12,500	522315	Facility Mnt/Repairs	12,500	12,500	12,500
0		0	523010	Ocean Wave Energy Grant	4,500	4,500	4,500
9,153,822	9,753,346	10,482,009		TOTAL MATERIALS & SERVICES	11,089,463	11,089,463	11,089,463
				CAPITAL OUTLAY			
0	1,684	0	550051	Office Equipment & Furniture	4,000	4,000	4,000
69,701	458,429	592,000	550166	Building Improvements	520,000	520,000	520,000
50,632	43,224	60,000	550181	Major Tools & Work Equipment	117,500	117,500	117,500
0	12,458	15,000	550960	F.G. Substation Improvements	60,000	60,000	60,000
0	0	0	550961	Filbert Substation	13,000	13,000	13,000
0	0	65,000	550962	System Additions & Upgrades	40,000	40,000	40,000
243,767	142,414	192,000	551260	Vehicle Replacement	75,500	75,500	75,500
0		0	551261	Vehicle Replacement & Equip	185,000	185,000	185,000
364,101	658,208	924,000		TOTAL CAPITAL OUTLAY	1,015,000	1,015,000	1,015,000
				TRANSFERS			
106,515	111,272	121,000	570127	Transfer To Other Funds	0	0	121,000
681,017	648,889	656,550	570130	In-Lieu Of Tax Transfer	660,635	660,635	660,635
787,532	760,161	777,550		TOTAL TRANSFERS	660,635	660,635	781,635
				CONTINGENCY			
0	0	1,980,924	580206	Contingency	1,971,774	1,971,774	1,850,774
0	0	1,980,924		TOTAL CONTINGENCY	1,971,774	1,971,774	1,850,774
				UNAPP FUND BALANCE			
0	0	100,000	590303	Major Equipment Replacement Fund	200,000	200,000	200,000
0	0	1,619,179	590304	Unapp Fund Balance	1,674,086	1,674,086	1,674,086
0	0	1,719,179		UNAPPROPRIATED FUND BALANCE	1,874,086	1,874,086	1,874,086
12,865,612	14,017,417	18,782,567		TOTAL LIGHT & POWER EXPENDITUI	19,555,955	19,555,955	19,555,955

SEWER



MISSION STATEMENT

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

OVERVIEW

Clean Water Services, a special district of Washington County, operates and maintains the regional sewer system, including the large conveyance pipes and the wastewater treatment plants. One wastewater treatment plant is located on the outskirts of Forest Grove. The City operates a local sanitary sewer utility accounted for as an enterprise fund. 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. There have been no additions in personnel in the last seven years. .

GOALS

- Maintain a reliable collection system, to transport sewerage to CWS' conveyance system, and then to CWS' 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.

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.
- Sanitary line cleaning (based on CSM Study) – 33% system annually
- Sanitary line TV inspection (based on CSM Study) – 15% system annually
- Respond to Sewer service interruption emergency – same day.

SEWER

BUDGET HIGHLIGHTS

Revenue: Clean Water Services (CWS) sets the rates throughout their service district, which includes the cities within Washington County and most of the unincorporated areas. The monthly sewer fee is comprised of two components – a regional component and a local component. CWS sets both components through their Board of Directors, which is made up of the Washington County Commissioners. Cities can add or modify the local component of the rate in order to properly fund local sewer services. Forest Grove currently adds \$3.32 per month, per equivalent dwelling unit, to the local portion of the rate.

CWS proposes to increase sewer rates approximately 4.5% on July 1, 2011, and likewise, the City is proposing to raise its add-on component by the same percentage, from \$3.32 to \$3.47 per month per equivalent dwelling unit. The charges are combined on the monthly utility bill.

Expenditures: Many accounts, such as small equipment, construction supplies, and equipment supplies fluctuate year to year depending upon the workload and the focus of sewer maintenance activities. The General Fund Admin Services charge is decreasing for FY 11-12. This reflects the decreases to the Administrative Services Department. As that department’s budget decreases, so do the charges to the enterprise funds. Equipment Fund charges are increasing, reflecting the prediction that gas prices will go up in FY 11-12.

Regarding capital outlay, the sewer utility will be participating in a radio upgrade to meet the new standards of the Federal Communications Commission.

Major maintenance will continue to reduce inflow and infiltration of ground water (I&I), cracked pipes, and roots that create ongoing maintenance issues. Funding is identified under Sewer Construction – Replace Old Sewers.

Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions (water, sewer, surface water management, street). Overall staffing levels for the Department of Public Works remains the same as in FY 10-11.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Appropriated <u>FY 10-11</u>	Proposed <u>FY 11-12</u>
Public Works Superintendent	0.15	0.15	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	2.50	2.45	1.98
Program Specialist	0.00	0.40	0.35
Administrative Assistant	0.10	0.10	0.20
TOTAL	3.75	4.10	3.73

SEWER

BUDGET DETAIL

				FY 11-12 Revenues			
				Sewer			
				Fund & Dept: 620-54			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
2,832,386	2,976,402	3,142,530	440105	Residential Sales	3,321,788	3,321,788	3,321,788
657,514	675,268	717,103	440106	Commercial Sales	686,724	686,724	686,724
176,772	185,671	181,833	440120	Industrial Sales	175,828	175,828	175,828
3,666,673	3,837,341	4,041,466		TOTAL CHARGES FOR SERVICES	4,184,341	4,184,341	4,184,341
				MISCELLANEOUS REVENUE			
102	106	0	445010	Sale Of Materials	0	0	0
1,889	1,000	800	450057	Other	800	800	800
0	0	0	450070	Sewer Permits	0	0	0
2,694	0	2,000	451040	Sewer Laterals	2,000	2,000	2,000
33,550	22,710	15,381	470105	Interest	8,326	8,326	8,326
38,235	23,816	18,181		TOTAL MISCELLANEOUS REVENUE	11,126	11,126	11,126
				FUND BALANCE AVAILABLE			
1,538,739	1,649,615	1,538,183	495005	Fund Bal Avail For Approp.	1,665,177	1,665,177	1,665,177
1,538,739	1,649,615	1,538,183		TOTAL AVAILABLE	1,665,177	1,665,177	1,665,177
5,243,646	5,510,772	5,597,830		TOTAL SEWER RESOURCES	5,860,644	5,860,644	5,860,644

SEWER

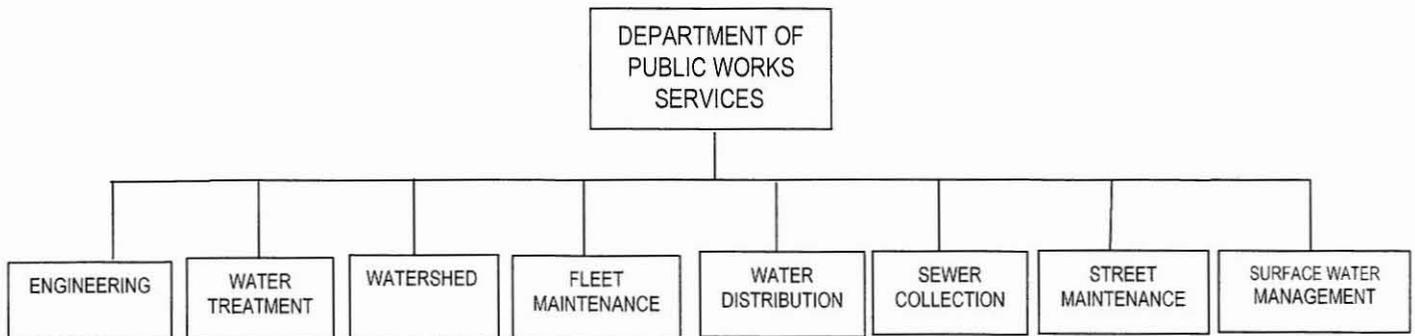
Sewer							
Fund & Dept: 620-54							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
161,716	140,557	211,911	511005	Regular Employee Wages	201,376	201,376	201,376
1,305	1,742	1,932	511015	Overtime	2,029	2,029	2,029
45,822	45,738	57,181	512005	Health/Dental Benefits	56,357	56,357	56,357
0	1,741	2,105	512008	Health Reimburs Arrange	1,912	1,912	1,912
29,288	26,940	42,736	512010	Retirement	40,577	40,577	40,577
12,343	10,855	16,359	512015	Fica	15,560	15,560	15,560
9,427	7,813	6,492	512020	Worker'S Comp	7,032	7,032	7,032
1,267	1,226	962	512025	Other Benefits	915	915	915
1,203	1,282	1,591	512030	Other Payroll Taxes	1,508	1,508	1,508
0		0	512035	Volunteer Fringe Benefits	0	0	0
262,371	238,322	341,269		TOTAL PERSONAL SERVICES	327,266	327,266	327,266
MATERIALS & SERVICES							
1,792	3,074	3,535	520110	Operating Supplies	3,000	3,000	3,000
89	0	375	520120	Organization Business Expense	75	75	75
1,779	2,460	2,250	520130	Personnel Uniforms & Equipment	3,250	3,250	3,250
1,078	1,074	1,200	520150	Utilities	1,200	1,200	1,200
3,356	2,498	3,400	520190	Computer Software	4,900	4,900	4,900
3,104	10,674	12,200	520220	Small Equipment	6,000	6,000	6,000
2,976	4,802	15,500	520240	Construction Supplies	10,500	10,500	10,500
0	0	500	520270	Miscellaneous	0	0	0
97	97	200	520503	Printing	200	200	200
13	244	100	520506	Postage	100	100	100
551	538	800	520509	Telephone	800	800	800
0	0	225	520521	Public Information	225	225	225
0	0	700	520524	Publications	300	300	300
640	200	700	520530	Memberships	700	700	700
0	157	0	520533	Recruiting Expenses	0	0	0
2,689,622	2,834,320	3,036,634	520557	Intergovernmental Services	3,146,483	3,146,483	3,146,483
9,360	9,360	8,204	520578	Insurance & Bonds	7,466	7,466	7,466
1,119	680	2,820	521003	Training/Conferences	3,025	3,025	3,025
1,229	1,617	3,000	521150	Professional Services	7,000	7,000	7,000
582	694	375	521168	Misc Medical Services	375	375	375

SEWER

2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
1,033	4,778	6,000	521172	Bank Service Fees	11,000	11,000	11,000
167	29	1,000	522003	Equipment Maint & Oper Supplies	1,000	1,000	1,000
81	451	0	522012	Fuel/Oil		0	0
61,008	67,008	86,808	522021	Equipment Fund Charges	100,584	100,584	100,584
1,319	1,167	1,279	522022	Information Systems Fund Charges	1,703	1,703	1,703
378,353	384,224	412,092	522023	General Fund Admin Sevices	391,689	391,689	391,689
394	282	500	522306	Rents & Leases	1,400	1,400	1,400
6,265	6,264	6,264	522309	Building/Facility Rental	6,264	6,264	6,264
346	511	500	522312	Facility Maintenance Supplies	500	500	500
0	0	250	522315	Facility Mnt/Repairs	250	250	250
3,166,352	3,337,203	3,607,410		MATERIALS & SERVICES	3,709,989	3,709,989	3,709,989
				CAPITAL OUTLAY			
10,031	0	0	550181	Major Tools & Work Equipment	6,900	6,900	6,900
0	756	185,000	550763	Sewer Construction	172,500	172,500	172,500
10,031	756	185,000		TOTAL CAPITAL OUTLAY	179,400	179,400	179,400
				DEBT SERVICE			
69,125	71,756	75,887	562001	Principal-Cws/City Phase Iii Rehab	75,887	75,887	75,887
24,879	22,248	18,117	562041	Interest-Cws/City Phase Iii Rehab	18,117	18,117	18,117
94,004	94,004	94,004		TOTAL DEBT SERVICE	94,004	94,004	94,004
				TRANSFERS			
53,394	54,835	50,292	570130	In-Lieu Of Tax	51,295	51,295	51,295
53,394	54,835	50,292		TOTAL TRANSFERS	51,295	51,295	51,295
						0	
				CONTINGENCIES			
0	0	319,855	580206	Contingency	750,000	750,000	750,000
0	0	319,855		TOTAL CONTINGENCIES	750,000	750,000	750,000
				UNAPPROR ENDING FUND BALANCE			
0	0	1,000,000	560304	Unapp Fund Balance	748,690	748,690	748,690
0	0	1,000,000		TOTAL UNAPPR ENDING FUND BAL	748,690	748,690	748,690
3,586,153	3,725,120	5,597,830		TOTAL SEWER EXPENDITURES	5,860,644	5,860,644	5,860,644

SEWER

SEWER SYSTEM DEVELOPMENT CHARGE



MISSION STATEMENT

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

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, and cost participates with development when they are required to build a section of a large trunk line. The City is responsible for the system pipes 21 inches and below. CWS uses the money to increase the capacity of large conveyance pipes and wastewater treatment facilities in order to accommodate growth.

BUDGET HIGHLIGHTS

Revenue: Clean Water Services (CWS), the regional authority for sewage collection and treatment, sets the amount of the Sewer SDC charge. There will be an increase of \$400.00 to raise the Sewer SDC from \$4,100 per EDU (Equivalent Dwelling Unit) to \$4,500 per EDU. This revenue is split between CWS (80%) and the City (20%).

Expenditures: The Sewer SDC Fund is used for system expansion capital only. For FY 11-12, \$50,000 is set aside for capacity expansion if necessary. Because the revenue is split with CWS, the City disbursed the funds to CWS through the Intergovernmental Services line item.

SEWER SDC

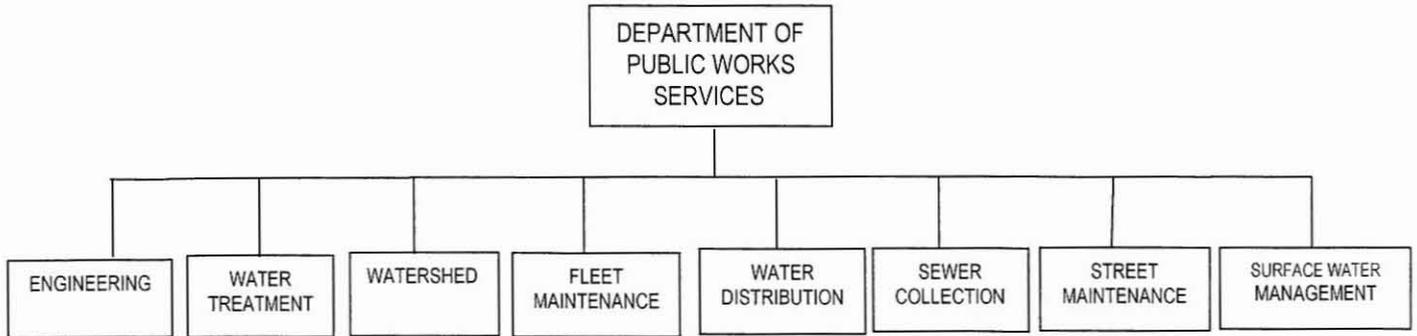
BUDGET DETAIL

FY 11-12 Revenues								
Sewer SDC								
Fund & Dept & Division: 622-54-91								
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
CHARGES FOR SERVICES								
202,825	315,731	205,000	451005	SYSTEM DEVELOPMENT CHARGES	225,000	225,000	225,000	
202,825	315,731	205,000		TOTAL CHARGES FOR SERVICES	225,000	225,000	225,000	
MISCELLANEOUS REVENUE								
4,500	0	2,000	451042	SUNSET SEWER CONSTR FEE	2,000	2,000	2,000	
24,041	14,239	10,564	470105	INTEREST	2,553	2,553	2,553	
28,541	14,239	12,564		TOTAL MISCELLANEOUS REVENUE	4,553	4,553	4,553	
FUND BALANCE AVAILABLE								
1,178,290	1,125,401	1,056,407	495005	FUND BAL AVAIL FOR APPROP.	1,021,215	1,021,215	1,021,215	
1,178,290	1,125,401	1,056,407		TOTAL AVAILABLE	1,021,215	1,021,215	1,021,215	
1,409,656	1,455,371	1,273,971		TOTAL SEWER SDC RESOURCES	1,250,768	1,250,768	1,250,768	

FY11-12 Expenditures								
Sewer SDC								
Fund & Dept & Division: 622-54-91								
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
MATERIALS & SERVICES								
162,260	252,585	164,000	520557	Intergovern Services	180,000	180,000	180,000	
0	0	0	521150	Professional Services	0	0	0	
162,260	252,585	164,000		TOTAL MATERIALS & SERVICES	180,000	180,000	180,000	
CAPITAL OUTLAY								
0	0	50,000	550760	Construction Projects	50,000	50,000	50,000	
0	0	50,000		TOTAL CAPITAL OUTLAY	50,000	50,000	50,000	
DEBT SERVICE								
83,067	84,873	88,475	562002	Principal - Cws/City Sunset Drive	88,475	88,475	88,475	
38,927	37,122	33,520	562042	Interest - Cws/City Sunset Drive	33,520	33,520	33,520	
121,994	121,995	121,995		TOTAL DEBT SERVICE	121,995	121,995	121,995	
0	0	87,976	580206	Contingency	658,350	658,350	658,350	
0	0	87,976		TOTAL CONTINGENCY	658,350	658,350	658,350	
0	0	850,000	590304	Unapp Fund Balance	240,423	240,423	240,423	
0	0	850,000		TOTAL UNAPP FUND BAL	240,423	240,423	240,423	
284,254	374,580	1,273,971		TOTAL SEWER SDC EXPENDITURES	1,250,768	1,250,768	1,250,768	

SEWER SDC

WATER



MISSION STATEMENT

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

OVERVIEW

The City operates the water utility as an enterprise fund. The utility is responsible for the safe and efficient operation and maintenance of the water system as a municipal water provider. The utility provides customer service by responding to emergencies involving the City water system as well as customer concerns. Customer billing and customer service related to water bills are provided through the Department of Administrative Services.

The primary elements of service are water supply, water treatment, and water distribution. Revenues to this fund consist primarily of charges for water services, billed monthly based on customer consumption. Transfers are made to the General Fund for the functions of monthly billing and collections, accounting, payroll and other administrative support. The Public Works employees are very dedicated and provide high quality and reliable water service at a low price.

GOALS

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

PERFORMANCE MEASURES

- Collect approximately 180 samples annually to meet requirements of the Oregon Health Division and ensure clean and safe water.
- Replace meters after 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 2008</u>	<u>CY 2009</u>	<u>CY 2010</u>
Number of Metered Customers	5,535	5,588	5,653
Pipe in System	412,006	414,470	415,838
Water Supplied	1,209 Mil. Gal.	1,117 Mil. Gal.	1,008 Mil. Gal.

BUDGET HIGHLIGHTS

Revenue: Projected revenues of current year FY 10-11 are below original budget estimates due to the recession. These lower revenues have taken a toll on the water fund. In order to continue to fund water operations and planned infrastructure requirements at the JWC water treatment plant, as well as the City's plant and distribution system, the City is currently undergoing a rate review for a water rate increase effective July 1, 2011. Due to the timing of publication deadlines, the budget was produced prior to the City Council determining the level of increase. The revenue displayed below does not include a rate increase.

Expenditures: An update to the Water Master Plan was completed in August of 2010. This master plan helps guide the future work program and capital investments in the Water utility. As well, the Joint Water Commission (JWC) completed a draft 5 year capital improvement plan. This plan is used as well when setting priorities for investment. Details of the capital improvement plan can be found in the separate document, Capital Improvements Program 2011-2016.

The Water Department will continue with its meter replacement program that will install radio-read meters. These meters provide remote reading from a short distance, increasing the productivity of the meter readers. The complete replacement program is estimated to take eight years.

The Water Department is planning to take a new inventory of the watershed and to update its Watershed Stewardship Management Plan. The current plan is now 10 years old, and best practices suggest these plans be updated every 10 years.

In recent years, attorney expenses have declined dramatically for the Water fund. This reflects the circumstances related to the Scoggins Dam. Scoggins Dam is currently owned by the Federal Bureau of Reclamation (BOR). Partners were investigating raising the dam and transferring title to the local partnership, but that effort has been put on hold pending resolution of seismic concerns. BOR is currently reviewing the seismic safety of the dam and evaluating solutions.

Professional services expenditures are also reducing. This reflects two different one-time work products that occurred in FY 09-10 and FY 10-11. In FY 09-10, the City updated its Water Master Plan. In FY 10-11, the City performed a water rates analysis. Both endeavors made use of consultants. Those expenditures have been removed, dropping the amount budgeted for Professional Services.

WATER

The General Fund Admin Services charge is decreasing for FY 11-12. This reflects the decreases to the Administrative Services Department. As that department's budget decreases, so do the charges to the enterprise funds. Equipment Fund charges are increasing, reflecting the prediction that gas prices will go up in FY 11-12.

Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions (water, sewer, surface water management, street). Overall staffing levels for the Department of Public Works remains the same as in FY 10-11.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Appropriated <u>FY 10-11</u>	Proposed <u>FY 11-12</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
Public Works Superintendent	0.45	0.45	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	4.50	4.10	4.18
Program Specialist	0.50	0.40	0.35
Administrative Assistant	0.40	0.40	0.20
Meter Readers	0.88	0.88	0.88
TOTAL	10.73	10.23	9.81

BUDGET DETAIL

			FY 11-12 Revenues				
			Water				
			Fund & Dept: 630-53				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
1,419,717	1,476,284	1,617,022	440105	Residential Sales	1,582,743	1,582,743	1,582,743
466,765	452,022	486,694	440106	Commercial Sales	445,256	445,256	445,256
362,248	376,887	384,330	440118	Multi-Family Sales	375,501	375,501	375,501
248,195	237,159	236,022	440120	Industrial Sales	227,750	227,750	227,750
20,853	20,402	20,000	440160	Non-Metered Sales	20,000	20,000	20,000
25,554	31,856	20,000	440165	Connection Charges	20,000	20,000	20,000
2,543,332	2,594,609	2,764,068		TOTAL CHARGES FOR SERVICES	2,671,250	2,671,250	2,671,250
MISCELLANEOUS REVENUE							
35,929	35,929	35,928	440305	Bldg. Rental Income	35,928	35,928	35,928
0	68	0	445010	Sale Of Materials	0	0	0
240,985	238,416	0	445020	Sale Of Raw Water	0	0	0
960,110	573,032	700,000	445025	Timber Sales	700,000	700,000	700,000
5,211	8,931	5,000	450057	Other	5,000	5,000	5,000
46,884	26,085	20,907	470105	Interest	10,028	10,028	10,028
0	1,010	0	480006	Reimbursements	0	0	0
1,289,119	883,472	761,835		TOTAL MISCELLANEOUS REVENUE	750,956	750,956	750,956
FUND BALANCE AVAILABLE							
2,535,199	2,627,977	2,090,718	495005	Fund Bal Avail For Approp.	2,005,593	2,005,593	2,005,593
2,535,199	2,627,977	2,090,718		TOTAL AVAILABLE	2,005,593	2,005,593	2,005,593
6,367,650	6,106,058	5,616,621		TOTAL WATER RESOURCES	5,427,799	5,427,799	5,427,799

WATER

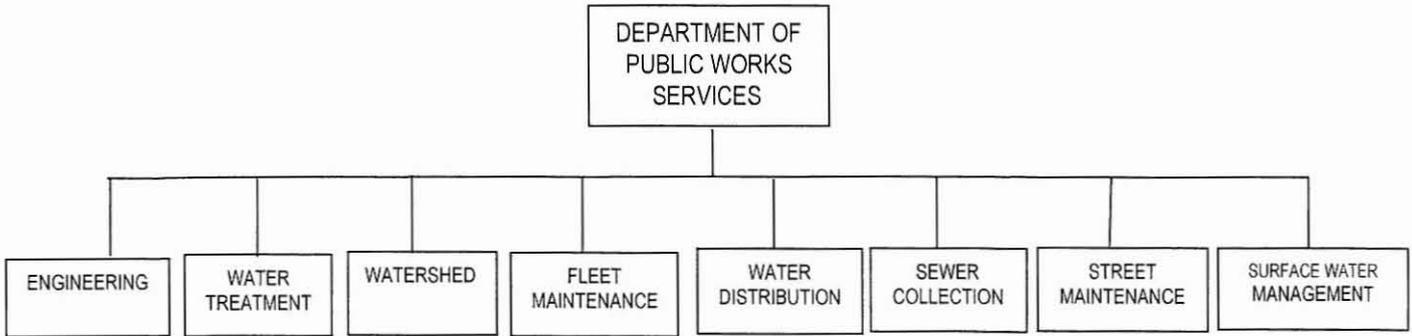
FY 11-12 Expenditures							
Water							
Fund & Dept: 630-53							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
510,811	533,439	545,726	511005	Regular Employee Wages	531,433	531,433	531,433
0		0	511010	P-T Employee Wages	0	0	0
30,258	31,162	28,980	511015	Overtime	28,980	28,980	28,980
	2,346	0	511021	Unemployment Compensation		0	0
132,994	134,811	136,631	512005	Health/Dental Benefits	138,951	138,951	138,951
10,495	4,979	5,426	512008	Health Reimb Arrangement	5,102	5,102	5,102
94,933	101,405	110,140	512010	Retirement	107,302	107,302	107,302
41,056	42,997	43,965	512015	FICA	42,872	42,872	42,872
24,873	26,491	19,225	512020	Worker'S Comp	19,502	19,502	19,502
3,504	3,448	3,306	512025	Other Benefits	3,242	3,242	3,242
3,667	4,161	4,275	512030	Other Payroll Taxes	4,165	4,165	4,165
852,589	885,240	897,674		TOTAL PERSONAL SERVICES	881,547	881,547	881,547
MATERIALS & SERVICES							
64,119	62,076	87,786	520110	Operating Supplies	78,000	78,000	78,000
628	0	350	520120	Organization Business Expense	350	350	350
3,815	3,234	4,500	520130	Personnel Uniforms & Equipment	4,500	4,500	4,500
64,063	75,937	71,400	520150	Utilities	71,400	71,400	71,400
3,876	2,852	3,315	520190	Computer Software	3,800	3,800	3,800
8,709	8,906	17,493	520220	Small Equipment	18,212	18,212	18,212
51,889	106,737	170,500	520240	Construction Supplies	135,500	135,500	135,500
314,265	230,512	225,000	520250	JWC Water Purchases	230,000	230,000	230,000
2,149	2,314	2,110	520503	Printing	2,500	2,500	2,500
698	790	1,000	520506	Postage	1,000	1,000	1,000
6,426	6,385	5,543	520509	Telephone	6,197	6,197	6,197
86	91	250	520521	Public Information	250	250	250
162	197	1,107	520524	Publications	1,356	1,356	1,356
1,060	1,496	824	520530	Memberships	1,475	1,475	1,475
0	471	0	520533	Recruiting Expenses	0	0	0
3,355	0	10,000	520548	Watershed Management	40,000	40,000	40,000
15,185	13,374	7,500	520550	Watershed Maintenance	7,500	7,500	7,500
361,923	279,727	300,000	520551	Timber Harvesting	300,000	300,000	300,000
45,642	43,497	63,075	520557	Intergovernmental Services	63,075	63,075	63,075
26,675	26,675	25,509	520578	Insurance & Bonds	23,213	23,213	23,213
3,396	6,475	6,400	521003	Training/Conferences	6,275	6,275	6,275
41,437	28,252	30,000	521113	Attorney Services	7,500	7,500	7,500
67,451	151,382	80,500	521150	Professional Services	62,000	62,000	62,000
0	10,000	0	521165	Contracts For Services	0	0	0
1,336	852	0	521168	Misc Medical Services	0	0	0
2,892	5,216	12,229	521172	Bank Service Fees	8,400	8,400	8,400
7,303	3,516	21,000	522003	Equipment Maint & Oper Supplies	13,500	13,500	13,500

WATER

	2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
	Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
	949	453	0	522012	Fuel/Oil	0	0	0
	89,688	94,572	118,044	522021	Equipment Fund Charges	132,552	132,552	132,552
	14,443	14,140	12,557	522022	Information Systems Fund Charges	10,868	10,868	10,868
	782,410	772,776	706,654	522023	General Fund Admin Services	677,002	677,002	677,002
	0	0	1,000	522303	Custodial	1,000	1,000	1,000
	3,822	0	1,575	522306	Rents & Leases	3,900	3,900	3,900
	5,668	10,931	5,900	522312	Facility Maintenance Supplies	6,900	6,900	6,900
	22,369	25,445	3,500	522315	Facility Mnt/Repairs	13,500	13,500	13,500
	2,017,891	1,989,279	1,996,622		TOTAL MATERIALS & SERVICES	1,931,725	1,931,725	1,931,725
					CAPITAL OUTLAY			
	25,775	41,271	10,000	550181	Major Tools & Work Equipment	16,000	16,000	16,000
	0		0	550185	Homeland Security	0	0	0
	9,579	-347	0	550190	Bond Projects	0	0	0
	0	0	0	550660	Joint - Capital Equipment	15,444	15,444	15,444
	94,055	105,408	139,096	550663	JWC - Other Projects	185,038	185,038	185,038
	0	0	0	550666	Water Line Extension	100,000	100,000	100,000
	85,770	121,787	10,000	550669	Water Treatment Plant Equip.	10,000	10,000	10,000
	26,433	0	20,000	550672	Watershed Capital	20,000	20,000	20,000
	0	0	25,000	550760	Construction Projects	15,000	15,000	15,000
	241,612	268,119	204,096		TOTAL CAPITAL OUTLAY	361,482	361,482	361,482
					DEBT SERVICE			
	225,000	235,000	245,000	562010	Principal - 2003 Ffc Bonds	255,000	255,000	255,000
	27,784	28,757	29,762	562030	Principal - Scoggins Reservoir	30,804	30,804	30,804
	182,331	175,019	166,500	562045	Interest - 2003 Ffc Bonds	156,700	156,700	156,700
	45,013	44,040	43,035	562070	Interest - Scoggins Reservoir	41,993	41,993	41,993
	480,128	482,816	484,297		TOTAL DEBT SERVICE	484,497	484,497	484,497
					TRANSFERS			
	30,917	35,728	42,000	570127	Transfer To Other Funds	42,000	42,000	42,000
	107,996	144,687	138,203	570130	In-Lieu Of Tax	128,104	128,104	128,104
	138,913	180,415	180,203		TOTAL TRANSFERS	170,104	170,104	170,104
					CONTINGENCY			
	0	0	333,250	580203	JWC - Contingency	333,250	333,250	333,250
	0	0	100,000	580206	Contingency	200,000	200,000	200,000
	0	0	415,000	580212	Debt Service Contingency	415,000	415,000	415,000
	0	0	848,250		TOTAL CONTINGENCY	948,250	948,250	948,250
					RESERVES			
	0	0	1,005,479	590304	Unapp Fund Balance	650,194	650,194	650,194
	0	0	1,005,479		TOTAL UNAPPROPRIATED FB	650,194	650,194	650,194
	3,731,133	3,805,869	5,616,621		TOTAL WATER EXPENDITURES	5,427,799	5,427,799	5,427,799

WATER

WATER SYSTEM DEVELOPMENT CHARGE



MISSION STATEMENT

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

OVERVIEW

The System Development Charge (SDC) is applied to every new service connection to the water distribution system. The amount of the charge is proportional to the impact of the service and is therefore based on the water meter size. Revenue is dependent on the amount of development activity. The money is used to increase the City’s water supply, distribution and treatment facilities. The Water SDC is indexed to the published ENR (Engineering New Record) in the Portland area, and will be adjusted each January in accordance with Resolution 07-64. In this way, it keeps up with the construction cost inflation.

BUDGET HIGHLIGHTS

Revenue: Revenue is dependent on the amount of development activity. The money is used to increase the City’s water supply, distribution and treatment facilities. The Water SDC is indexed to the published ENR (Engineering New Record) in the Portland area, and will be adjusted each January in accordance with Resolution 07-64. In this way, it keeps up with the construction cost inflation.

Expenditures: The Water SDC Fund is used for system expansion capital only. For FY 11-12, \$50,000 is set aside for capacity expansion if necessary. David Hill road expansion and improvements will trigger a new water line. Since the City is predicting more growth in the future, water storage will need to increase, and in FY 11-12 the City will be looking at locating a new water storage tank.

WATER SDC

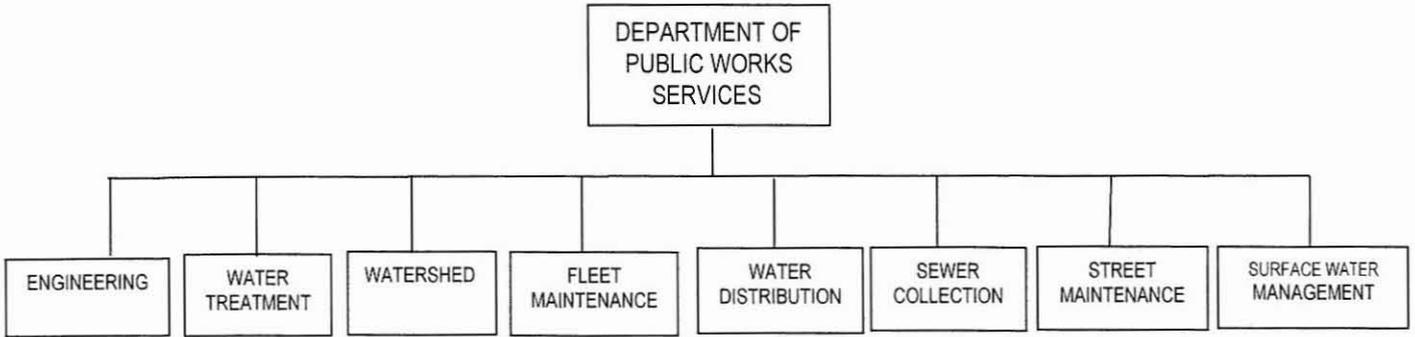
BUDGET DETAIL

FY 11-12 Revenues							
Water SDC							
Fund & Dept & Division: 632-53-91							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
217,314	348,085	200,000	451005	System Development Charges	200,000	200,000	200,000
217,314	348,085	200,000		TOTAL CHARGES FOR SERVICES	200,000	200,000	200,000
MISCELLANEOUS REVENUE							
16,831	14,964	11,697	470105	Interest	7,680	7,680	7,680
16,831	14,964	11,697		TOTAL MISCELLANEOUS REVENUE	7,680	7,680	7,680
FUND BALANCE AVAILABLE							
796,992	971,878	1,169,662	495005	Fund Bal Avail For Approp.	1,535,997	1,535,997	1,535,997
796,992	971,878	1,169,662		TOTAL AVAILABLE	1,535,997	1,535,997	1,535,997
1,031,137	1,334,927	1,381,358		TOTAL WATER SDC RESOURCES	1,743,677	1,743,677	1,743,677

FY 11-12 Expenditures							
Water SDC							
Fund & Dept & Division: 632-53-91							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
0	0	35,000	521150	Professional Services	0	0	0
0	0	35,000		TOTAL MATERIALS & SERVICES	0	0	0
CAPITAL OUTLAY							
0	0	0	550663	JWC - Other Projects	0	0	0
59,259	434	290,000	550760	Construction Projects	223,000	223,000	223,000
59,259	434	290,000		TOTAL CAPITAL OUTLAY	223,000	223,000	223,000
CONTINGENCY							
0	0	75,000	580206	SDC Contingency	75,000	75,000	75,000
0	0	75,000		TOTAL CONTINGENCY	75,000	75,000	75,000
UNAPP FUND BALANCE							
0	0	981,358	590304	Unapp Fund Balance	1,445,677	1,445,677	1,445,677
0	0	981,358		TOTAL UNAPP FUND BAL	1,445,677	1,445,677	1,445,677
59,259	434	1,381,358		TOTAL WATER SDC EXPEND	1,743,677	1,743,677	1,743,677

WATER SDC

SURFACE WATER MANAGEMENT



MISSION STATEMENT

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

OVERVIEW

Clean Water Services, a special district of Washington County, operates and maintains the regional surface water management system, with the goal of keeping the Tualatin River clean and healthy for fish and other habitat. The City operates a local surface water management utility accounted for as an enterprise fund. The function of Surface Water Management (SWM) is to manage the quality and quantity of storm water runoff generated within the City limits, in order to minimize local flooding and to protect the water quality of the streams and rivers the runoff flows into. Activities include responding to hazardous material spills that may potentially discharge into the storm or sanitary sewer, enforcing construction rules for erosion control, street sweeping, cleaning catch basins and annually picking up leaves to minimize flooding.

Forest Grove has approximately 1,247 catch basins, 284,387 lineal feet of storm pipes, 34 water quality facilities, and 45 water quality manholes. Forest Grove sweeps approximately 156 miles of streets annually.

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.

PERFORMANCE MEASURES

- Clean catch basins once per year.
- Clean 25% of the storm pipe system annually.
- Inspect 12% of the storm pipe system annually.
- Inspect erosion control sites within 48 hours of a storm event.
- Sweep streets 12 times per year, 24 times in the downtown area.
- Pick up leaves annually.

BUDGET HIGHLIGHTS

Revenue: Clean Water Services (CWS) sets the rates throughout their service district, which includes the cities within Washington County and most of the unincorporated areas. The monthly SWM fee is

SWM

comprised of two components – a regional component and a local component, and is based on the impervious area of a property. Residential units are equalized into an Equivalent Service Unit (ESU), using a standard of impervious area of 2,640 square feet. Commercial and Industrial customers are calculated against this index and are charged per ESU. CWS sets both components through their Board of Directors, which is made up of the Washington County Commissioners. Cities can add or modify the local component of the rate in order to properly fund local SWM services. CWS currently charges \$4.75 per month per ESU. 75% of this stays with the City to fund local SWM activities. Additionally, the City adds another \$0.75 charge per month per ESU to fund local SWM activities. The combined fee in FY 10-11 is \$5.50. CWS is proposing to raise the monthly \$4.75/ESU charge by \$0.50, to \$5.25 per month, per ESU. Added to Forest Grove’s \$0.75 per month per ESU, the new charge as of July 1, 2011 is proposed to be \$6.00 per month per ESU.

Expenditures: Many accounts, such as small equipment, construction supplies, and equipment supplies fluctuate year to year depending upon the workload and the focus of SWM maintenance activities. The General Fund Admin Services charge is decreasing for FY 11-12. This reflects the decreases to the Administrative Services Department. As that department’s budget decreases, so do the charges to the enterprise funds. Equipment Fund charges are increasing, reflecting the prediction that gas prices will go up in FY 11-12.

Regarding capital outlay, the SWM utility will be participating in a radio upgrade to meet the new standards of the Federal Communications Commission. Also, additional catch basins will be installed at the Bonnie and B Street location to mitigate the accumulation of storm water runoff in that location.

Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions (water, sewer, surface water management, street). Overall staffing levels for the Department of Public Works remains the same as in FY 10-11. The SWM program is experiencing heavier workloads relative to the other public works’ functions, in terms of inspecting and monitoring private water quality facilities.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Appropriated <u>FY 10-11</u>	Proposed <u>FY 11-12</u>
Public Works Superintendent	0.10	0.10	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.40	2.40	2.86
Program Specialist	0.00	0.10	0.20
Administrative Assistant	0.10	0.10	0.20
TOTAL	3.10	3.20	3.96

SWM

BUDGET DETAIL

FY 11-12 Revenues							
SWM							
Fund & Dept: 640-55							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
646,573	694,593	771,804	440101	Surface Water Management Fees	846,600	846,600	846,600
646,573	694,593	771,804		TOTAL CHARGES FOR SERVICES	846,600	846,600	846,600
				MISCELLANEOUS REVENUE			
67	5,578		450057	Other			
8,730	4,062	3,246	470105	Interest	1,505	1,505	1,505
8,797	9,640	3,246		TOTAL MISCELLANEOUS REVENUE	1,505	1,505	1,505
				TRANSFERS & REIMBURSEMENTS			
570,290	498,214	324,620	495005	Fund Bal Avail For Approp.	300,822	300,822	300,822
570,290	498,214	324,620		TOTAL AVAILABLE	300,822	300,822	300,822
1,225,660	1,202,447	1,099,670		TOTAL SWM RESOURCES	1,148,927	1,148,927	1,148,927

WMS

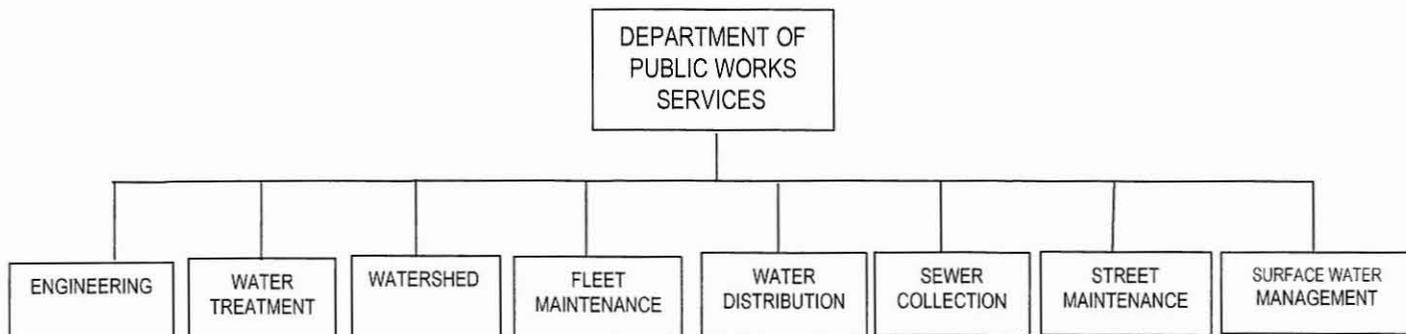
FY 11-12 Expenditures							
SWM							
Fund & Dept: 640-55							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
140,140	174,254	159,707	511005	Regular Employee Wages	203,414	203,414	203,414
1,381	1,453	0	511015	Overtime	0	0	0
0	428	0	511021	Unemployment Compensation	0	0	0
37,486	41,948	46,142	512005	Health/Dental Benefits	57,102	57,102	57,102
0	1,462	1,590	512008	Health Reimburse Arrange	1,899	1,899	1,899
25,233	33,148	32,272	512010	Retirement	41,111	41,111	41,111
10,585	13,349	12,218	512015	Fica	15,561	15,561	15,561
7,086	7,304	5,546	512020	Worker'S Comp	7,168	7,168	7,168
915	1,008	719	512025	Other Benefits	915	915	915
883	1,114	1,190	512030	Other Payroll Taxes	1,513	1,513	1,513
223,708	275,467	259,384		TOTAL PERSONAL SERVICES	328,684	328,684	328,684
MATERIALS & SERVICES							
1,207	1,823	1,500	520110	Operating Supplies	1,500	1,500	1,500
0	0	50	520120	Organization Business Expense	50	50	50
1,405	1,888	2,000	520130	Personnel Uniforms & Equipment	3,000	3,000	3,000
0	7,470	1,000	520150	Utilities	1,000	1,000	1,000
3,010	2,207	3,300	520190	Computer Software	3,300	3,300	3,300
652	3,328	5,200	520220	Small Equipment	2,700	2,700	2,700
471	670	10,500	520240	Construction Supplies	7,000	7,000	7,000
1,354	1,468	1,500	520503	Printing	1,500	1,500	1,500
0	0	50	520506	Postage	50	50	50
162	221	430	520509	Telephone	630	630	630
96	0	250	520521	Public Information	250	250	250
0	0	500	520524	Publications	300	300	300
22	0	0	520530	Memberships	200	200	200
0	105	0	520533	Recruiting Expenses	0	0	0
130,628	151,654	168,140	520557	Intergovernmental Services	186,694	186,694	186,694
5,901	5,901	5,172	520578	Insurance & Bonds	4,707	4,707	4,707

SWM

2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
212	689	1,100	521003	Training/Conferences	1,800	1,800	1,800
12,100	11,654	14,200	521150	Professional Services	14,900	14,900	14,900
618	447	150	521168	Misc Medical Services	150	150	150
0	632	1,184	521172	Bank Service Fees	2,400	2,400	2,400
170	30	1,300	522003	Equipment Maint & Oper Supplies	1,300	1,300	1,300
67,380	79,920	103,068	522021	Equipment Fund Charges	117,216	117,216	117,216
459	491	548	522022	Information Systems Fund Charges	536	536	536
141,244	137,240	149,019	522023	General Fund Admin Services	142,960	142,960	142,960
0	0	400	522306	Rents & Leases	1,300	1,300	1,300
3,132	3,132	3,132	522309	Building/Facility Rental	3,132	3,132	3,132
222	142	1,500	522312	Facility Maintenance Supplies	1,500	1,500	1,500
370,444	411,109	475,192		TOTAL MATERIALS & SERVICES	500,074	500,074	500,074
				CAPITAL OUTLAY			
0	0	0	550181	Major Tools & Work Equipment	8,100	8,100	8,100
100,467	129,291	113,000	550863	Storm Sewer Construction	113,000	113,000	113,000
100,467	129,291	113,000		TOTAL CAPITAL OUTLAY	121,100	121,100	121,100
				TRANSFERS			
32,828	34,606	38,590	570130	In-Lieu Of Tax	42,173	42,173	42,173
32,828	34,606	38,590		TOTAL TRANSFERS	42,173	42,173	42,173
				CONTINGENCY			
0	0	50,000	580206	Contingency	40,000	40,000	40,000
0	0	50,000		TOTAL CONTINGENCY	40,000	40,000	40,000
				UNAPP FUND BALANCE			
0	0	163,503	590304	Unapp Fund Balance	116,896	116,896	116,896
0	0	163,503		TOTAL UNAPP FUND BAL	116,896	116,896	116,896
727,447	850,473	1,099,670		TOTAL SWM EXPENDITURES	1,148,927	1,148,927	1,148,927

WMS

SURFACE WATER MANAGEMENT SYSTEM DEVELOPMENT CHARGE



MISSION STATEMENT

To provide a revenue source for growth related surface water management (SWM) capital expansion projects.

OVERVIEW

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

BUDGET HIGHLIGHTS

Revenue: Clean Water Services (CWS) sets the amount of the SWM SDC charge, which for FY 11-12 is \$500.00 per Equivalent Service Unit (ESU). Residential units are equalized into an Equivalent Service Unit (ESU), using a standard of impervious area of 2,640 square feet. Commercial and Industrial developments are calculated against this index and are charged per ESU. Both quantity and quality fees are collected and, for a typical residential dwelling, are \$275 and \$225 respectively. The City retains 100% of this fee.

Expenditures: Surface Water Management SDC Fund is used for system expansion capital only. For FY 11-12, \$20,000 is budgeted for a project to enhance run off conveyance near Thatcher Road and David Hill Road. Also, \$25,000 is set aside for capacity expansion if necessary.

BUDGET DETAIL

FY 11-12 Revenues							
SWM SDC							
Fund & Dept & Division: 642-55-91							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
18,347	2,777	11,250	451006	In-Lieu Charges - Quality	11,250	11,250	11,250
0	34,804	13,750	451007	In-Lieu Charges - Quantity	13,750	13,750	13,750
18,347	37,581	25,000		TOTAL CHARGES FOR SERVICES	25,000	25,000	25,000
MISCELLANEOUS REVENUE							
6,156	1,848	2,068	470105	Interest	1,070	1,070	1,070
6,156	1,848	2,068		TOTAL MISCELLANEOUS REVENUE	1,070	1,070	1,070
FUND BALANCE AVAILABLE							
291,013	273,666	206,811	495005	Fund Bal Avail For Approp.	213,924	213,924	213,924
291,013	273,666	206,811		TOTAL AVAILABLE	213,924	213,924	213,924
315,516	313,095	233,879		TOTAL SWM SDC RESOURCES	239,994	239,994	239,994

FY 11-12 Expenditures							
SWM SDC							
Fund & Dept & Division: 642-55-91							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CAPITAL OUTLAY							
1,500	0	0	550760	Construction Projects	0	0	0
32,696	87,773	30,000	550860	Quantity System Improvements	45,000	45,000	45,000
0	0	0	550861	Quality Systems Improvements	0	0	0
7,654	0	0	550863	Storm Sewer Construction	0	0	0
41,850	87,773	30,000		TOTAL CAPITAL OUTLAY	45,000	45,000	45,000
CONTINGENCY							
0	0	91,633	580208	SDC Contingency Quantity	78,260	78,260	78,260
0	0	112,246	580207	SDC Contingency Quality	116,734	116,734	116,734
0	0	203,879		TOTAL CONTINGENCY	194,994	194,994	194,994
UNAPP FUND BALANCE							
0	0	0	590304	Unapp Fund Balance	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
41,850	87,773	233,879		TOTAL SWM SDC EXPENDITURES	239,994	239,994	239,994

SWM SDC

Special Revenue Funds

BUILDING PERMITS FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

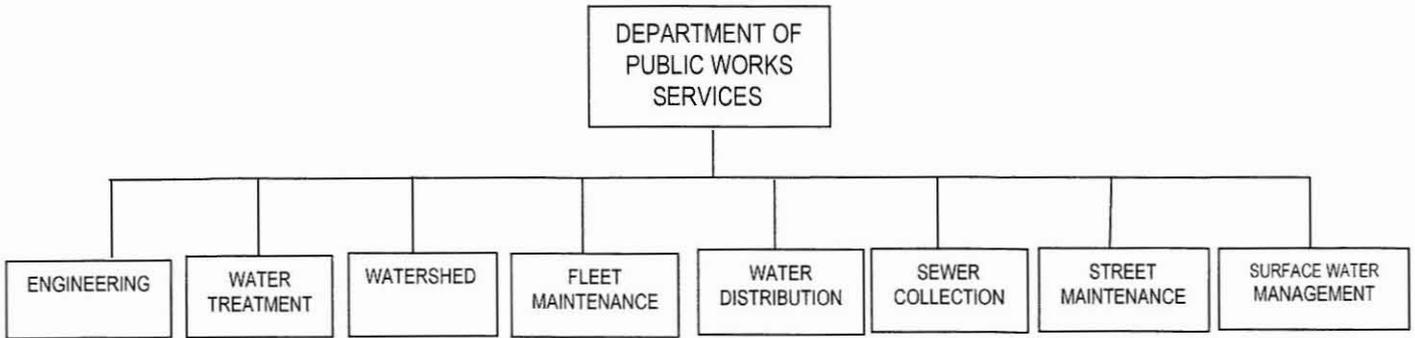
				FY 11-12 Revenues Building Permits Fund Fund & Dept: 205-32			
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
				CHARGES FOR SERVICES			
295	108	100	440025	Copy Service	0	0	0
295	108	100		TOTAL CHARGES FOR SERVICES	0	0	0
				LICENSES, PERMITS, FEES			
122,623	239,312	80,094	450074	Building Permit	199,500	199,500	199,500
721	317	360	450076	Manufactured Home Permits	0	0	0
31,919	44,804	25,862	450078	Plumbing Permits	35,126	35,126	35,126
10,846	14,770	9,151	450080	Mechanical Permits	11,557	11,557	11,557
13,971	22,208	9,611	450082	Structural State Surcharge	24,150	24,150	24,150
228	57	43	450084	Manuf. Housing State Surcharge	0	0	0
3,624	5,199	3,103	450086	Plumbing State Surcharge	4,186	4,186	4,186
1,250	1,816	1,098	450088	Mechanical Plans St. Surchr	1,365	1,365	1,365
95,183	67,095	101,878	450106	Structural Plan Review Fees	113,750	113,750	113,750
4,583	254	0	450108	Plumbing Plan Review Fees	1,700	1,700	1,700
142	1,607	1,406	450110	Mechanical Plan Review Fees	600	600	600
8,204	8,075	2,500	450112	Fl&S Plan Review Fees	9,000	9,000	9,000
13,507	28,075	12,500	450124	Erosion Control Fees	12,000	12,000	12,000
3,122	706	500	450126	Misc-Reinspect/Investigate Fee	2,000	2,000	2,000
309,923	434,294	248,107		TOTAL LICENSES, PERMITS, FEES	414,934	414,934	414,934
				MISCELLANEOUS REVENUE			
10,193	5,054	3,156	470105	Interest	0	0	0
10,193	5,054	3,156		TOTAL MISCELLANEOUS REVENUE	0	0	0
				FUND BALANCE AVAILABLE			
602,278	432,460	313,355	495005	Fund Bal Avail For Approp.	419,224	419,224	419,224
602,278	432,460	313,355		TOTAL AVAILABLE	419,224	419,224	419,224
922,690	871,917	564,718		TOTAL BUILDING RESOURCES	834,158	834,158	834,158

BUILDING PERMITS FUND

BUILDING PERMITS FUND

FY 11-12 Expenditures							
Building Services							
Fund & Dept: 205-32							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
250,588	213,538	194,921	511005	Regular Employee Wages	197,352	197,352	197,352
0	76	0	511015	Overtime	0	0	0
290	0	0	511020	Temporary Employee Wages	0	0	0
45,971	34,512	33,049	512005	Health/Dental Benefits	35,962	35,962	35,962
1,871	1,826	1,924	512008	Health Reimb Arrangement	1,948	1,948	1,948
47,323	41,080	39,061	512010	Retirement	39,550	39,550	39,550
18,986	16,184	14,911	512015	Fica	15,097	15,097	15,097
2,382	1,688	1,243	512020	Worker'S Comp	1,259	1,259	1,259
1,775	1,581	922	512025	Other Benefits	933	933	933
1,667	1,522	1,419	512030	Other Payroll Taxes	1,436	1,436	1,436
370,853	312,006	287,452		TOTAL PERSONAL SERVICES	293,537	293,537	293,537
MATERIALS & SERVICES							
917	695	975	520110	Operating Supplies	975	975	975
0	0	300	520120	Organization Business Expense	300	300	300
0		0	520170	Code Enforcement Expenditures	0	0	0
0	0	3,560	520190	Computer Software	3,200	3,200	3,200
0	1,620	0	520200	Computer Software Maintenance	0	0	0
0	478	0	520220	Small Equipment	0	0	0
935	897	800	520503	Printing	800	800	800
126	135	200	520506	Postage	200	200	200
1,938	1,640	1,850	520509	Telephone	1,850	1,850	1,850
0	73	750	520521	Public Information	750	750	750
14	1,002	3,000	520524	Publications	1,000	1,000	1,000
325	100	950	520530	Memberships	950	950	950
47,602	38,724	33,856	520557	Intergovernmental Services	33,856	33,856	33,856
587	587	515	520578	Insurance & Bonds	469	469	469
1,130	406	8,000	521003	Training/ Conferences	7,400	7,400	7,400
0	0	2,000	521113	Attorney Services	3,000	3,000	3,000
10,725	1,604	700	521150	Professional Services	700	700	700
103	78	150	521172	Bank Service Fees	150	150	150
683	0	900	522003	Equipment Maint & Oper Supplies	900	900	900
6,368	6,528	7,692	522021	Equipment Fund Charges	9,297	9,297	9,297
7,191	6,778	6,153	522022	Information Systems Fund Charges	5,687	5,687	5,687
40,732	41,754	43,007	522023	General Fund Admin Services	44,000	44,000	44,000
119,377	103,099	115,358		TOTAL MATERIALS & SERVICES	115,484	115,484	115,484
CAPITAL OUTLAY							
0	36,209	0	550100	GENERAL GOVT PROJECTS	0	0	0
0	36,209	0		TOTAL CAPITAL OUTLAY	0	0	0
CONTINGENCY							
0	0	111,908	580206	Contingency	100,000	100,000	100,000
0	0	111,908		TOTAL CONTINGENCY	100,000	100,000	100,000
UNAPP FUND BALANCE							
0	0	50,000	590304	Unapp Fund Balance	325,137	325,137	325,137
0	0	50,000		UNAPP FUND BALANCE	325,137	325,137	325,137
490,229	451,314	564,718		TOTAL BUILDING EXPENDITURES	834,158	834,158	834,158

STREET



MISSION STATEMENT

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

OVERVIEW

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

The street system has approximately 78 miles of streets within City limits.

GOALS

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

PERFORMANCE MEASURES

- Respond to pot hole repair calls within 48 hours.
- Perform annual pavement rating analysis on entire system annually.

BUDGET HIGHLIGHTS

Revenue: The State highway fund (“gas tax”) per capita distribution to cities is estimated to be \$32.53 for FY 11-12. Coupled with the OTIA distribution, the total per capita State funding is \$37.76 per capita (Forest Grove’s population is 21,770). The 2009 Transportation Package (HB 2001) passed in 2009 provides a phased-in increase in revenues to cities from: a six-cent increase in the state gas tax beginning no later than January 1, 2011; increases in the vehicle title and registration fees; and weight-mile fees paid by truckers. The per capita amount for HB 2001 is estimated to be \$18.83. One percent of these taxes accrue to the Bike/Pedestrian Pathway Fund, and the rest go to the Street Fund.

The total revenue increase from these taxes to the Street fund is approximately \$380,000.

The City has applied for a \$350,000 grant under the Federal Safe Routes to School program in order to improve pedestrian routes near Harvey Clarke Elementary School, along B Street, 23rd Avenue to Bonnie Lane.

Expenditures: The Construction Supplies account is increasing, reflecting the fog seal road maintenance method that the Street department does every-other year. Equipment Fund charges are increasing, reflecting the prediction that gas prices will go up in FY 11-12. The General Fund Admin Services charge is increasing for FY 11-12. This reflects a reallocation of staff time to the Street department to cover regional transportation issues.

Regarding capital outlay, new school zone flashers will be installed on E Street. The annual road overlay program will nearly double in size, increasing from \$180,000 to \$300,000. Crosswalks are planned on Thatcher and Gales Creek Highway. The capital expenditures also include the Safe Route to School program along B Street, 23rd Avenue to Bonnie Lane, serving Harvey Clarke Elementary School. If approved, the City will provide a match of \$50,000.

Many changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions (water, sewer, surface water management, street). In FY 11-12, one-half of a senior planner has been added in order to augment the City’s focus on transportation issues. This is a reallocation of staff assignments from the Planning Division of Community Development, and not a new hire. A Senior Planner will split time between Community Development assignments and transportation planning assignments.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Appropriated <u>FY 10-11</u>	Proposed <u>FY 11-12</u>
Public Works Superintendent	0.15	0.15	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.10	2.05	1.98
Program Specialist	0.00	0.10	0.10
Administrative Assistant	0.15	0.15	0.20
Senior Planner			0.50
TOTAL	2.90	2.95	3.48

BUDGET DETAIL

			FY 11-12 Revenues				
			Streets				
			Fund & Dept: 210-52				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
0	109,105	0	420041	Washington County Mstip	0	0	0
811,147	878,544	840,601	422015	State Gas Tax	1,219,645	1,219,645	1,219,645
81,652	85,205	84,809	422025	County Gas Tax	84,163	84,163	84,163
1,334	4,435	0	430216	FEMA Reimbursement	0	0	0
0	233,500	0	430706	CDBG	0	0	0
877	0	0	430710	Safe Routes To School Grant	350,000	350,000	350,000
0	0	0	450100	Street Improv Fee - N Central Projects	0	0	0
895,010	1,310,789	925,409		TOTAL INTERGOVERNMENT REVENUE	1,653,808	1,653,808	1,653,808
MISCELLANEOUS REVENUE							
1,400	8,050	0	450100	Street Improv Fee-N Central Projects	0	0	0
21,221	7,782	7,438	470105	Interest	3,523	3,523	3,523
7,562	222,498	109,000	450057	Other	0	0	0
0	35	0	445010	Sale Of Materials	0		
30,183	238,365	116,438		TOTAL MISCELLANEOUS REVENUE	3,523	3,523	3,523
FUND BALANCE AVAILABLE							
1,285,293	893,716	743,815	495005	Fund Bal Avail For Approp.	704,615	704,615	704,615
1,285,293	893,716	743,815		TOTAL AVAILABLE	704,615	704,615	704,615
2,210,486	2,442,870	1,785,662		TOTAL STREET RESOURCES	2,361,946	2,361,946	2,361,946

STREET

FY 11-12 Expenditures							
Streets							
Fund & Dept: 210-52							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
163,155	161,327	149,916	511005	Regular Employee Wages	193,191	193,191	193,191
1,412	1,163	6,624	511015	Overtime	6,955	6,955	6,955
0	2,060	0	511021	Unemployment Compensation	0	0	0
33,384	36,071	40,780	512005	Health/Dental Benefits	45,910	45,910	45,910
0	1,354	1,491	512008	Health Reimburs Arrange	1,836	1,836	1,836
29,543	30,651	30,270	512010	Retirement	39,036	39,036	39,036
12,420	12,345	11,975	512015	Fica	15,311	15,311	15,311
6,338	7,122	5,493	512020	Worker'S Comp	5,789	5,789	5,789
991	903	704	512025	Other Benefits	901	901	901
985	1,028	1,168	512030	Other Payroll Taxes	1,483	1,483	1,483
248,228	254,024	248,421		TOTAL PERSONAL SERVICES	310,412	310,412	310,412
MATERIALS & SERVICES							
1,444	1,928	2,000	520110	Operating Supplies	2,000	2,000	2,000
84	37	350	520120	Organization Business Expense	50	50	50
1,730	1,531	2,000	520130	Personnel Uniforms & Equipment	2,200	2,200	2,200
64,119	78,210	80,000	520150	Utilities	80,000	80,000	80,000
2,452	1,418	2,500	520190	Computer Software	2,500	2,500	2,500
3,161	2,245	3,500	520220	Small Equipment	3,500	3,500	3,500
20,018	54,193	83,000	520240	Construction Supplies	97,500	97,500	97,500
73,000	73,000	73,000	520280	Street Light Maint. (4003509)	73,000	73,000	73,000
1,034	648	800	520503	Printing	800	800	800
0	5	100	520506	Postage	100	100	100
518	610	650	520509	Telephone	650	650	650
370	0	500	520521	Public Information	500	500	500
25	0	300	520524	Publications	300	300	300
122	0	0	520530	Memberships	0	0	0
0	157	0	520533	Recruiting Expenses	0	0	0
11,983	17,515	21,800	520557	Intergovernmental Services	24,500	24,500	24,500
6,217	6,217	5,448	520578	Insurance & Bonds	4,958	4,958	4,958
930	796	1,100	521003	Training/Conferences	1,800	1,800	1,800
39,124	4,262	2,950	521150	Professional Services	3,950	3,950	3,950
372	322	0	521168	Misc Medical Services	0	0	0
826	620	600	521172	Bank Service Fees	700	700	700
418	95	1,200	522003	Equipment Maint & Oper Supplies	1,200	1,200	1,200
290	489	0	522012	Fuel/Oil	0	0	0
51,700	60,000	77,424	522021	Equipment Fund Charges	84,324	84,324	84,324
1,625	1,419	1,484	522022	Information Systems Fund Charges	2,246	2,246	2,246
404,559	387,235	403,302	522023	General Fund Admin Services	416,737	416,737	416,737
1,045	7,500	7,600	522306	Rents & Leases	11,000	11,000	11,000
3,132	3,133	3,132	522309	Building/Facility Rental	3,132	3,132	3,132
0	0	500	522312	Facility Maintenance Supplies	0	0	0
690,297	703,586	775,240		TOTAL MATERIALS & SERVICES	817,647	817,647	817,647

2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
				CAPITAL OUTLAY			
20,049	14,715	7,000	550181	Major Tools & Work Equipment	31,700	31,700	31,700
306,945	12	180,000	550563	Construction Maintenance	300,000	300,000	300,000
1,118	5,162	109,000	550575	Street Construction	60,000	60,000	60,000
50,133	547,243	0	551060	Cdbg Projects	0	0	0
0	0	0	551066	Safe Routes To School	400,000	400,000	400,000
378,245	567,132	296,000		TOTAL CAPITAL OUTLAY	791,700	791,700	791,700
				CONTINGENCIES			
0	0	150,000	580206	Contingency	150,000	150,000	150,000
0	0	150,000		TOTAL CONTINGENCY	150,000	150,000	150,000
				UNAPP FUND BALANCE			
0	0	316,000	590304	Unapp Fund Balance	292,188	292,188	292,188
0	0	316,000		TOTAL UNAPP FUND BAL	292,188	292,188	292,188
1,316,770	1,524,742	1,785,662		TOTAL STREET EXPENDITURES	2,361,946	2,361,946	2,361,946

STREET

STREET TREE FUND

DEPARTMENT OVERVIEW

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.

STREET TREE FUND

BUDGET DETAIL

FY 11-12 Revenues							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LICENSES, PERMITS, FEES			
15,398	18,896	12,000	450140	Tree Planting Fees	44,100	44,100	44,100
15,398	18,896	12,000		TOTAL LICENSES, PERMITS, FEES	44,100	44,100	44,100
				MISCELLANEOUS REVENUE			
1,692	938	750	470105	Interest	250	250	250
	370		472025	Tree Compensation Revenue	0		
1,692	1,308	750		TOTAL MISCELLANEOUS REVENUE	250	250	250
				FUND BALANCE AVAILABLE			
95,138	79,896	72,885	495005	Fund Bal Avail For Approp.	87,145	87,145	87,145
95,138	79,896	72,885		TOTAL AVAILABLE	87,145	87,145	87,145
112,228	100,100	85,635		TOTAL STREET TREE RESOURCES	131,495	131,495	131,495

FY 11-12 Expenditures							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0		520273	Citywide Tree Purchases			
32,332	25,781	85,635	520290	Street Tree Planting	131,495	131,495	131,495
32,332	25,781	85,635		TOTAL MATERIALS & SERVICES	131,495	131,495	131,495
32,332	25,781	85,635		TOTAL STREET TREE EXPENDITURES	131,495	131,495	131,495

911 EMERGENCY FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

				FY 11-12 Revenues				
				911 Emergency Fund				
				Fund & Dept: 215-20				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				INTERGOVERNMENTAL REVENUE				
113,500	110,294	125,000	422035	911 EMERGENCY TAX	125,000	125,000	125,000	
113,500	110,294	125,000		TOTAL INTERGOVERNMENT REVENUE	125,000	125,000	125,000	
				FUND BALANCE AVAILABLE				
0	0		495005	FUND BAL AVAIL FOR APPROP.	0	0	0	
0	0	0		TOTAL AVAILABLE	0	0	0	
113,500	110,294	125,000		TOTAL 9-1-1 RESOURCES	125,000	125,000	125,000	

911 EMERGENCY FUND

				FY 11-12 Expenditures				
				911 Emergency Fund				
				Fund & Dept: 215-20				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				MATERIALS & SERVICES				
113,500	110,291	125,000	520557	INTERGOVERNMENTAL SERVICES	125,000	125,000	125,000	
113,500	110,291	125,000		TOTAL MATERIALS & SERVICES	125,000	125,000	125,000	
113,500	110,291	125,000		TOTAL 9-1-1 EXPENDITURES	125,000	125,000	125,000	

FORFEITURE SHARING FUND

FORFEITURE SHARING FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

				FY 11-12 Revenues			
				Forfeiture Sharing Fund			
				Fund & Dept & Division: 220-21-40			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FINES AND FORFEITURES			
1,039	2,639	10,000	460150	Forfeiture Sharing Revenue	5,000	5,000	5,000
	2,639	10,000		TOTAL FINES AND FORFEITURES	5,000	5,000	5,000
				MISCELLANEOUS REVENUE			
771	21	0	470105	Interest	0	0	0
771	21	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				FUND BALANCE AVAILABLE			
61,419	7,517	0	495005	Fund Bal Avail For Approp.	0	0	0
61,419	7,517	0		TOTAL AVAILABLE	0	0	0
62,190	10,177	10,000		TOTAL FORFEITURE SHARING FUND	5,000	5,000	5,000

				FY 11-12 Expenditures			
				Forfeiture Sharing Fund			
				Fund & Dept & Division: 220-21-40			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
23,035	10,131	10,000	520220	Small Equipment	5,000	5,000	5,000
23,035	10,131	10,000		TOTAL MATERIALS & SERVICES	5,000	5,000	5,000
				TRANSFERS			
32,677	0	0	570103	To General Fund	0		
32,677	0	0		TOTAL TRANSFERS	0	0	0
55,712	10,131	10,000		TOTAL FORFEITURE SHARING FUND	5,000	5,000	5,000

LIBRARY ENDOWMENT FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

FY 11-12 Revenues								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				MISCELLANEOUS REVENUE				
829	502	440	470105	INTEREST	200	200	200	
829	502	440		TOTAL MISCELLANEOUS REVENUE	200	200	200	
				FUND BALANCE AVAILABLE				
127	180	195	495005	FUND BAL AVAIL FOR APPROP.	0	0	0	
41,187	41,187	41,187	495006	RESTRICTED FUND BALANCE	41,187	41,187	41,187	
41,314	41,367	41,382		TOTAL AVAILABLE	41,187	41,187	41,187	
42,143	41,869	41,822		TOTAL LIB ENDOWMENT RESOURCES	41,387	41,387	41,387	

FY 11-12 Expenditures								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				TRANSFERS				
776	412	635	570127	TO LIBRARY DONATIONS FUND	200	200	200	
776	412	635		TOTAL TRANSFERS	200	200	200	
				UNAPPROPRIATED ENDING FUND BAL				
0	0	41,187	590304	UNAPPROPRIATED ENDING FUND BAL	41,187	41,187	41,187	
0	0	41,187		TOTAL UNAPPROPRIATE END FD BAL	41,187	41,187	41,187	
776	412	41,822		TOTAL LIB ENDOWMENT EXPEND.	41,387	41,387	41,387	

LIBRARY DONATIONS FUND

LIBRARY DONATIONS FUND

DEPARTMENT OVERVIEW

The Library Donations Fund was established to account for all the other donations for library purposes that do not have the same restriction as the proceeds from the sale of the Rogers Library. The Library Endowment Fund 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 and by agreement are accounted for in a separate fund.

BUDGET DETAIL

			FY 11-12 Revenues				
			Library Donations Fund				
			Fund & Dept: 250-14				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MISCELLANEOUS REVENUE							
0	0	0	471026	Contributions	0	0	0
0	0	0	470105	Interest	0	0	0
0	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
TRANSFERS							
776	412	635	481005	From Library Endowment Fund	200	200	200
776	412	635		TOTAL TRANSFERS	200	200	200
FUND BALANCE AVAILABLE							
4,150	1,072	95	495005	Fund Bal Avail For Approp.	1,166	1,166	1,166
4,150	1,072	95		TOTAL AVAILABLE	1,166	1,166	1,166
4,926	1,484	730		TOTAL LIB DONATIONS RESOURCES	1,366	1,366	1,366

			FY 11-12 Expenditures				
			Library Donations Fund				
			Fund & Dept: 250-14				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
3,855	0	730	520220	Small Equipment	1,366	1,366	1,366
3,855	0	730		TOTAL MATERIALS & SERVICES	1,366	1,366	1,366
UNAPPROPRIATED ENDING FUND BAL							
0	0	0	560304	Unappropriated Ending Fund Bal	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
3,855	0	730		TOTAL LIB DONATIONS EXPEND.	1,366	1,366	1,366

TRAIL SYSTEM FUND

DEPARTMENT OVERVIEW

This fund was established in Fiscal Year 2007-08 to account for payments from Waste Management (WM) to the City, and is dedicated to the development and maintenance of the City's trail system. The City established a maximum allowable rate of return for solid waste disposal services of 11%. In prior fiscal years, Waste Management has exceeded this rate of return and has paid the return in excess of 11% to the City. In FY 2010-11, WM's rate of return did not exceed 11% so no payment was required.

BUDGET HIGHLIGHTS

The City does not budget to receive a payment in the coming fiscal year. With the slow economy and cost increases, staff does not anticipate receiving a payment in FY 2011-12. Funds are budgeted in FY 2011-12 to repave some of the trail area at Joseph Gale Park.

BUDGET DETAIL

				FY 11-12 Revenues Trail System Fund Fund & Dept: 260-16			
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
				INTERGOVERNMENTAL REVENUE			
48,086	0	0	465200	WM TRAIL SPONSORSHIP	0		
48,086	0	0		TOTAL INTERGVMNT REVENUE	0	0	0
				MISCELLANEOUS REVENUE			
2,954	2,282	1,200	450005	INTEREST	300	300	300
2,954	2,282	1,200		TOTAL MISCELLANEOUS REVENUE	300	300	300
				FUND BALANCE AVAILABLE			
156,271	208,311	201,615	485005	FUND BAL AVAIL FOR APPROP.	66,159	66,159	66,159
156,271	208,311	201,615		TOTAL AVAILABLE	66,159	66,159	66,159
207,311	210,594	202,815		TOTAL TRAIL SYSTEM FUND RESOURCE	66,459	66,459	66,459

				FY 11-12 Expenditures Trail System Fund Fund & Dept: 260-16			
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
				MATERIALS & SERVICES			
0	0	15,000	522320	TRAIL MAINTENANCE	10,000	10,000	10,000
0	0	15,000		TOTAL MATERIALS AND SERVICES	10,000	10,000	10,000
				CAPITAL OUTLAY			
0	47,909	187,815	550240	TRAIL DEVELOPMENT	56,459	56,459	56,459
0	47,909	187,815		TOTAL CAPITAL OUTLAY	56,459	56,459	56,459
0	47,909	202,815		TOTAL TRAIL SYSTEM FUND EXPEND.	66,459	66,459	66,459

TRAIL SYSTEM FUND

TRANSPORTATION SYSTEMS FUND

TRANSPORTATION SYSTEMS FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

FY 11-12 Revenues Transportation System Fund Fund & Dept: 265-12								
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted	
315,592	396,418	400,000	430725	DHS Transportation Grant	460,000	460,000	460,000	
315,592	396,418	400,000		TOTAL INTERGVMNT REVENUE	460,000	460,000	460,000	
				FUND BALANCE AVAILABLE				
0	0	0	495005	Fund Bal Avail For Approp.	0	0	0	
0	0	0		TOTAL AVAILABLE	0	0	0	
315,592	396,418	400,000		TOTAL TRANSP SYS FUND RESOURCES	460,000	460,000	460,000	

FY 11-12 Expenditures Transportation System Fund Fund & Dept: 265-12								
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted	
				MATERIALS & SERVICES				
315,592	396,418	400,000	523015	Transportation Grant	460,000	460,000	460,000	
315,592	396,418	400,000		TOTAL MATERIALS AND SERVICES	460,000	460,000	460,000	
				UNAPPROPRIATED ENDING FUND BAL				
0	0	0	590304	Unappropriated Ending Fund Bal	0	0	0	
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0	
315,592	396,418	400,000		TOTAL TRAIL SYSTEM FUND EXPEND.	460,000	460,000	460,000	

COMMUNITY ENHANCEMENT FUND

DEPARTMENT OVERVIEW

This fund contains revenue received from the Metropolitan Service District (METRO). The revenue is collected by METRO from the operation of the solid waste transfer station in Forest Grove. 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.

BUDGET DETAIL

				FY 11-12 Revenues					
				Community Enhancement Fund					
				Fund & Dept & Division: 275-12-50					
2008-09	2009-10	2010-11				2011-12	2011-12	2011-12	
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted	
					INTERGOVERNMENTAL REVENUE				
70,416	63,584	66,000	420025	METRO ENHANCEMENT FEE		58,031	58,031	58,031	
70,416	63,584	66,000		TOTAL INTERGOVERNMENT REVENUE		58,031	58,031	58,031	
					MISCELLANEOUS REVENUE				
0	1,000	0	431001	REPAYMENT OF GRANTS		0	0	0	
48	9	0	470105	INTEREST		0	0	0	
48	1,009	0		TOTAL MISCELLANEOUS REVENUE		0	0	0	
					FUND BALANCE AVAILABLE				
43,318	26,305	35,230	495005	FUND BAL AVAIL FOR APPROP.		12,314	12,314	12,314	
43,318	26,305	35,230		TOTAL AVAILABLE		12,314	12,314	12,314	
113,782	90,898	101,230		TOTAL CEP RESOURCES		70,345	70,345	70,345	

COMM ENHANCE FUND

FY 11-12 Expenditures							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
86,957	58,288	75,869	523003	COMMUNITY ENHANCEMENT GRANTS	61,110	61,110	61,110
0	0	4,000	523004	CEP PRIOR YEAR CARRYOVER	0	0	0
86,957	58,288	79,869		TOTAL MATERIALS & SERVICES	61,110	61,110	61,110
				UNAPPROPRIATED ENDING FUND BAL			
0	0	21,361	590304	UNAPPROPRIATED ENDING FUND BAL	9,235	9,235	9,235
0	0	21,361		TOTAL UNAPPROPRIATE END FD BAL	9,235	9,235	9,235
86,957	58,288	101,230		TOTAL CEP EXPENDITURES	70,345	70,345	70,345

FACILITIES MAJOR MAINTENANCE FUND

MAJOR MAINT FUND

DEPARTMENT OVERVIEW

This fund was created in FY 10-11 to accumulate funds for major maintenance projects the City will be facing in the coming years. The City recently completed a Facility Master Plan update for City Hall, Engineering, Police, Light & Power, and Public Works. The study indicated that City Hall, Engineering, and Police (the General Fund buildings included in the study) buildings have major systems, such as the HVAC and plumbing systems which are past their expected useful lives. The Police and the Aquatic Center roofs are also near the end of its useful lives.

The study recommended that City begin developing plans to replace City Hall, Engineering, and the Police facilities. The estimated cost of the preferred alternative is over \$25 million. Looking at the economy and the probability of replacing these buildings in the next five to ten years, this Fund was established so funds are available when repairs are required and money does not need to be taken from operations at the time repairs are necessary.

The Fund will accumulate funds to repair buildings for departments that are part of the General Fund. The initial funding in FY 2010-11 came from a \$545,000 transfer from the General Fund.

BUDGET HIGHLIGHTS

\$50,000 is proposed to be transferred from the General Fund in FY 2011-12.

Proposed projects to be funded in FY 2011-12 from this Fund are: 1) a replacement roof, stucco repairs, and spa re-tiling at the Aquatic Center; 2) a remodel of the Evidence Storage area at the Police Department; and 3) clean-up costs for the Police Firing Range.

BUDGET DETAIL

FY 11-12 Revenues							
Major Maintenance Fund							
Fund & Dept & Division: 270-12-50							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
		5,000	470105	MISCELLANEOUS REVENUE			
		5,000		INTEREST	1,100	1,100	1,100
				TOTAL MISCELLANEOUS REVENUE	1,100	1,100	1,100
				TRANSFERS			
		545,000	481005	FROM GENERAL FUND	50,000	50,000	50,000
		545,000		TOTAL TRANSFERS	50,000	50,000	50,000
				FUND BALANCE AVAILABLE			
				FUND BAL AVAIL FOR APPROPRIATION	546,200	546,200	546,200
				TOTAL AVAILABLE	546,200	546,200	546,200
		550,000		TOTAL MAJOR MAINT. FUND RESOURCES	597,300	597,300	597,300

**FY 11-12 Expenditures
Major Maintenance Fund
Fund & Dept & Division: 270-12-50**

2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
				CAPITAL OUTLAY			
		120,000	550166	BUILDING IMPROVEMENTS	193,642	193,642	193,642
		120,000		TOTAL CAPITAL OUTLAY	193,642	193,642	193,642
				UNAPPROPRIATED ENDING FUND BAL			
		430,000	590304	UNAPPROPRIATED ENDING FUND BAL	403,658	403,658	403,658
		430,000		TOTAL UNAPPROPRIATE END FD BAL	403,658	403,658	403,658
		550,000		TOTAL MAJOR MAINT. FUND EXPENDITURE	597,300	597,300	597,300

MAJOR MAINTENANCE FUND

Internal Service Funds

INFORMATION SYSTEMS FUND

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

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

PERFORMANCE MEASUREMENTS

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

BUDGET HIGHLIGHTS

The fiber optic project and new VOIP (Voice Over Internet Protocol) phone system were completed in FY 2010-11. Major focuses in FY 2011-12 will be consolidation of servers and documentation of system and policies.

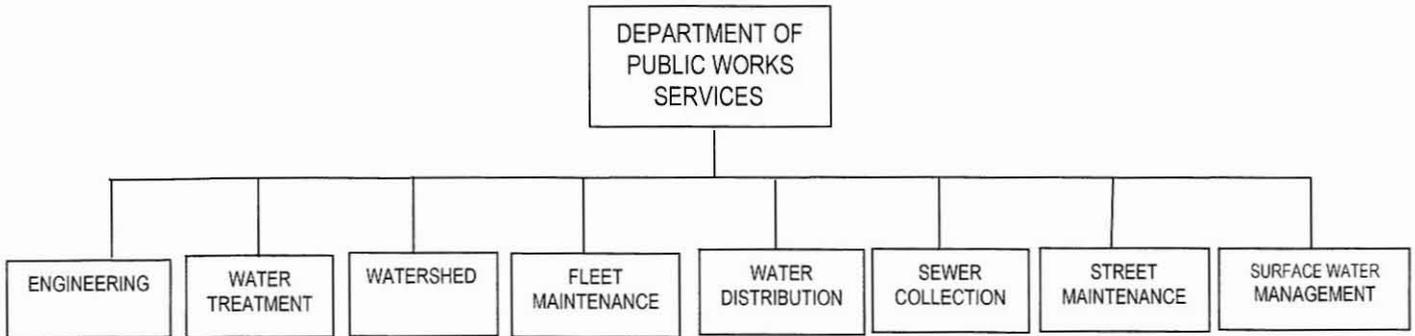
BUDGET DETAIL

INFO SYSTEMS FUND

				FY 11-12 Revenues				
				Information Systems Fund				
				Fund & Dept & Division: 710-12-30				
2007-08	2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE								
7,806	0	96,390	0	430651	MACC PCN Grant	0	0	0
7,806	0	96,390	0		TOTAL INTERGVMNT REVENUE	0	0	0
CHARGES FOR SERVICES								
196,986	238,849	220,000	218,489	440225	Equipment Charges	197,455	197,455	197,455
196,986	238,849	220,000	218,489		TOTAL CHARGES FOR SERVICES	197,455	197,455	197,455
MISCELLANEOUS REVENUE								
	9,750		0	430601	Library Computer Grant	0	0	0
19,487	9,617	7,324	5,000	470105	Interest	1,850	1,850	1,850
19,487	19,367	7,324	5,000		TOTAL MISCELLANEOUS REVENUE	1,850	1,850	1,850
FUND BALANCE AVAILABLE								
366,438	421,222	482,297	520,347	495005	Fund Bal Avail For Approp.	620,548	620,548	620,548
366,438	421,222	482,297	520,347		TOTAL AVAILABLE	620,548	620,548	620,548
590,717	679,438	806,010	743,836		TOTAL INFO SYSTEMS RESOURCES	819,853	819,853	819,853

FY 10-11 Expenditures							
Information Systems Fund							
Fund & Dept & Division: 710-12-30							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
1,183	1,095	3,000	520110	Operating Supplies	3,000	3,000	3,000
5,209	2,710	8,895	520190	Computer Software	8,895	8,895	8,895
29,151	29,428	34,530	520200	Computer Software Maintenance	35,800	35,800	35,800
13,350	14,227	17,450	520210	Computer Supplies	17,000	17,000	17,000
73,476	49,343	156,864	520220	Small Equipment	161,136	161,136	161,136
107	109	0	520506	Postage	0	0	0
7,667	7,888	7,482	520557	Intergovernmental Services	7,482	7,482	7,482
0	0	9,000	521003	Training/Conference	20,500	20,500	20,500
1,120	5,274	21,000	521150	Professional Services	10,000	10,000	10,000
7,939	8,028	8,309	522003	Equipment Maint & Oper Supplies	8,475	8,475	8,475
	2,393		522315	Facility Mnt/Repairs	0	0	0
139,202	120,495	266,530		TOTAL MATERIALS & SERVICES	272,288	272,288	272,288
CAPITAL OUTLAY							
31,303	92,129	15,000	550051	Office Furniture & Equipment	86,200	86,200	86,200
26,637	15,741	62,341	550460	Accounting System	60,117	60,117	60,117
57,940	107,870	77,341		TOTAL CAPITAL OUTLAY	146,317	146,317	146,317
CONTINGENCY							
	0	10,000	580206	Contingency	0	0	0
0	0	10,000		TOTAL CONTINGENCY	0	0	0
UNAPP FUND BALANCE							
0	0	389,965	590304	Unapp Fund Balance	401,248	401,248	401,248
0	0	389,965		TOTAL UNAPP FUND BALANCE	401,248	401,248	401,248
197,142	228,365	743,836		TOTAL INFO SYSTEMS FUND EXPEND	819,853	819,853	819,853

EQUIPMENT



MISSION STATEMENT

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

OVERVIEW

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

GOALS

- Replace vehicles and equipment on a scheduled basis from funds placed in reserve for that purpose.
- Keep all Equipment Fund vehicles and equipment in good repair and serviced regularly.
- Provide repair and maintenance service as requested for all vehicles in the Light & Power and Fire Departments.
- Furnish and maintain a fueling station for all City vehicles and equipment.
- Inspect and certify that all City vehicles with gasoline engines meet DEQ emission standards.

PERFORMANCE MEASURES

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

BUDGET HIGHLIGHTS

Revenue: The revenue to the Equipment Fund is derived from rental charges charged out to City departments, except the Light & Power Department and the Fire Department. Because gas prices are predicted to increase in FY 11-12, the rental charges increased to the departments in order to recover the cost of gasoline.

Expenditures: The Equipment/Vehicle Fuel line item is increasing by \$70,000 to reflect predicted

EQUIPMENT

increases in gasoline. Gasoline is centrally purchased and stored at the Public Works facilities. City departments make use of this facility, and the cost is recovered through the monthly rental rates.

Capital equipment purchases for FY 11-12 include a car brake lathe, four patrol vehicles, two police admin vehicles, a tractor for the Parks Department, and for Public Works, a compact pick up truck and a Patch King.

PERSONNEL REQUIREMENTS

	Appropriated FY 09-10	Appropriated FY 10-11	Proposed FY 11-12
Public Works Superintendent	0.15	0.15	0.20
Mechanic	2.00	2.00	2.00
Administrative Assistant	0.25	0.25	0.20
TOTAL	2.40	2.40	2.40

BUDGET DETAIL

				FY 11-12 Revenues Equipment Fund Fund & Dept: 720-56			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
318,708	332,256	431,257	440220	Equipment Rental	517,973	517,973	517,973
13,344	14,160	14,976	440221	City Hall Vehicle Replacement	16,232	16,232	16,232
18,984	19,116	20,942	440222	Parks Veh & Equipment Replacement	23,842	23,842	23,842
66,200	77,004	0	440223	Police Veh & Equipment Replacement	0	0	0
121,608	145,632	162,468	440224	Public Works Veh & Equipment Replaceme	172,476	172,476	172,476
30,205	29,359	25,000	440227	Light/Fire Maintenance	25,000	25,000	25,000
53,635	54,202	50,000	440228	Sale Of Gas & Oil	60,000	60,000	60,000
622,684	671,729	704,643		TOTAL CHARGES FOR SERVICES	815,522	815,522	815,522
MISCELLANEOUS REVENUE							
14,698	13,665	10,000	445015	Sale Of Equipment	10,000	10,000	10,000
533	3,424	0	450057	Other	0	0	0
2,536	1,813	1,786	470105	Interest	1,091	1,091	1,091
17,767	18,902	11,786		TOTAL MISCELLANEOUS REVENUE	11,091	11,091	11,091
TRANSFERS							
		86,060	481005	Transfer From Cip Excise Fund	90,050	90,050	90,050
	0	30,171	481005	Transfers From Other Funds	21,147	21,147	21,147
40,000	0	0	481005	Transfer From General Fund	0	0	0
40,000	0	116,231		TOTAL TRANSFERS	111,197	111,197	111,197
FUND BALANCE AVAILABLE							
117,477	202,899	178,562	495005	Fund Bal Avail For Approp.	218,254	218,254	218,254
117,477	202,899	178,562		TOTAL AVAILABLE	218,254	218,254	218,254
797,928	893,530	1,011,222		TOTAL EQUIPMENT RESOURCES	1,156,064	1,156,064	1,156,064

EQUIPMENT

FY 11-12 Expenditures							
Equipment Fund: Fund 720; Dept 56							
2008-09	2009-10	2010-11			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
121,214	127,965	127,827	511005	Regular Employee Wages	131,318	131,318	131,318
0	6	757	511015	Overtime	2,029	2,029	2,029
23,493	24,388	27,602	512005	Health/Dental Benefits	36,154	36,154	36,154
0	1,252	1,276	512008	Health Reimbursement Arr	1,310	1,310	1,310
22,890	24,292	25,905	512010	Retirement	26,596	26,596	26,596
9,198	9,753	9,779	512015	Fica	10,201	10,201	10,201
3,530	3,536	2,633	512020	Worker'S Comp	2,907	2,907	2,907
903	947	575	512025	Other Benefits	690	690	690
808	926	948	512030	Other Payroll Taxes	988	988	988
182,036	193,065	197,302		PERSONAL SERVICES	212,193	212,193	212,193
MATERIALS & SERVICES							
731	1,106	1,000	520110	Operating Supplies	1,000	1,000	1,000
12	0	0	520120	Organization Business Expense	0	0	0
133	0	550	520130	Personnel Uniforms & Equip	1,550	1,550	1,550
2,762	3,837	5,445	520190	Computer Software	5,445	5,445	5,445
3,966	2,263	2,500	520220	Small Equipment	2,500	2,500	2,500
0	21	0	520503	Printing	0	0	0
26	83	150	520506	Postage	1,000	1,000	1,000
233	225	350	520509	Telephone	350	350	350
3	3	0	520530	Memberships	0	0	0
0	157	0	520533	Recruiting Expenses	0	0	0
392	445	950	520557	Intergovernmental Services	950	950	950
29,374	29,374	25,748	520578	Insurance & Bonds	23,431	23,431	23,431
712	893	1,500	521003	Training/Conferences	2,000	2,000	2,000
2,375	2,485	2,400	521150	Professional Services	1,400	1,400	1,400
183	172	0	521168	Misc Medical Services	0	0	0
207	155	400	521172	Bank Service Fees	250	250	250
1,050	409	1,000	522003	Equip Maint & Oper Supplies	1,000	1,000	1,000
69,778	72,479	68,000	522009	Vehicle Maint & Oper. Supplies	68,000	68,000	68,000
15,369	30,242	27,000	522010	Vehicle Maint External	27,000	27,000	27,000
148,403	155,989	165,000	522012	Equip/Vehicle Fuel	235,000	235,000	235,000
3,710	3,348	3,355	522022	Information Systems Fund	3,285	3,285	3,285
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
302,916	327,183	328,948		TOTAL MATERIALS & SERVICES	397,761	397,761	397,761
CAPITAL OUTLAY							
7,078	0	0	550181	Major Tools And Work Equipment	10,000	10,000	10,000
58,051	35,403	8,000	551263	Parks Veh & Equipmnt Replacement	23,500	23,500	23,500
44,949	45,335	96,000	551264	Police Veh & Equipmnt Replacement	156,000	156,000	156,000
0	103,441	211,000	551265	Public Works Veh & Equipmnt Replac	113,000	113,000	113,000
110,078	184,179	315,000		TOTAL CAPITAL OUTLAY	302,500	302,500	302,500
CONTINGENCIES							
0	0	50,000	580206	Contingency	50,000	50,000	50,000
0	0	50,000		TOTAL CONTINGENCIES	50,000	50,000	50,000
UNAPPROR ENDING FUND BALANCE							
0	0	119,972	590304	Unapp Fund Balance	193,610	193,610	193,610
0	0	119,972		TOTAL UNAPPR ENDING FUND BAL	193,610	193,610	193,610
595,030	704,428	1,011,222		TOTAL EQUIPMENT EXPENDITURES	1,156,064	1,156,064	1,156,064

EQUIPMENT

CITY UTILITY FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

FY 11-12 Revenues City Utility Fund Fund & Dept & Division: 730-12-60							
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Resource Allocation	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
TRANSFERS							
106,515	111,272	121,000	481005	FROM LIGHT & POWER FUND	121,000	121,000	121,000
30,917	35,728	42,000	481010	FROM WATER FUND	42,000	42,000	42,000
137,432	147,000	163,000		TOTAL TRANSFERS	163,000	163,000	163,000
137,432	147,000	163,000		TOTAL CITY UTILITY FUND RESOURCES	163,000	163,000	163,000

FY 11-12 Expenditures City Utility Fund Fund & Dept & Division: 730-12-60							
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
MATERIALS & SERVICES							
21,437	21,286	24,500	520151	CITY HALL UTILITIES	24,500	24,500	24,500
27,226	27,612	30,000	520152	LIBRARY UTILITIES	30,000	30,000	30,000
32,619	32,602	36,000	520153	AQUATICS UTILITIES	36,000	36,000	36,000
27,714	37,407	39,000	520154	PARKS UTILITIES	39,000	39,000	39,000
15,716	15,290	18,500	520155	POLICE UTILITIES	18,500	18,500	18,500
10,280	10,452	12,000	520156	FIRE UTILITIES	12,000	12,000	12,000
2,440	2,351	3,000	520157	ENGINEERING BUILDING UTILITIES	3,000	3,000	3,000
137,432	147,000	163,000		TOTAL MATERIALS & SERVICES	163,000	163,000	163,000
137,432	147,000	163,000		TOTAL CITY UTILITY FUND EXPEND.	163,000	163,000	163,000

CITY UTILITY FUND

RISK MANAGEMENT FUND

RISK MANAGEMENT FUND

DEPARTMENT OVERVIEW

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

The worker's compensation insurance was the principal reason this fund was 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. The City has been able to build up a reserve to cover 150% of the maximum annual exposure and is able to begin to reduce workers' compensation charges to the departments. Workers compensation premiums were lowered by 27.5% per year in FY 2010-11.

BUDGET HIGHLIGHTS

For FY 2011-12, premiums are proposed to be lowered by another 5% as claims experience in FY 2010-11 is projected to be higher than the previous fiscal year.

City County Insurance Services is returning \$57,030 in property and liability premium reserves from the 1990s to participating members in the form of a credit on the FY 2011-12 premiums. A portion of the refund in the amount of \$47,030 will be credited back to the Funds that paid the premiums. \$10,000 will be retained in the Risk Management Fund and will be used to fund risk management programs such as ergonomic improvements to try to reduce the potential for future claims.

BUDGET DETAIL

FY 11-12 Revenues							
Risk Management Fund							
Fund & Dept & Division: 740-12-35							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
92,937	92,937	82,127	444126	P/L Insurance - General Fund	74,735	74,735	74,735
116,397	117,581	104,154	444127	P/L Insurance - Other Funds	96,908	96,908	96,908
148,826	155,765	115,850	444128	WC Insurance - General Fund	109,853	109,853	109,853
98,018	100,925	76,237	444129	WC Insurance - Other Funds	74,260	74,260	74,260
456,178	467,208	378,368		TOTAL CHARGES FOR SERVICES	355,756	355,756	355,756
MISCELLANEOUS REVENUE							
8,142	6,257	5,200	470105	INTEREST	1,500	1,500	1,500
9,504	8,511	0	472005	MISCELLANEOUS REVENUE	0	0	0
17,646	14,768	5,200		TOTAL MISCELLANEOUS REVENUE	1,500	1,500	1,500
FUND BALANCE AVAILABLE							
253,618	330,017	504,458	495005	FUND BAL AVAIL FOR APPROP.	506,880	506,880	506,880
253,618	330,017	504,458		TOTAL AVAILABLE	506,880	506,880	506,880
727,442	811,993	888,026		TOTAL RISK MANAGEMENT RESOURCES	864,136	864,136	864,136

RISK MANAGEMENT FUND

RISK MANAGEMENT FUND

FY 11-12 Expenditures Risk Management Fund Fund & Dept & Division: 740-12-35							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
165,817	186,221	98,787	520585	PROPERTY/LIABILITY PREMIUMS	119,768	119,768	119,768
9,498	570	10,000	520586	P/L CLAIMS - GENERAL FUND	10,000	10,000	10,000
13,402	25,742	0	520588	P/L CLAIMS - LIGHT & POWER FUND	0	0	0
		25,986	520589	RISK MANAGEMENT ACTIVITIES	35,986	35,986	35,986
58,261	57,012	60,000	520590	WORKERS' COMPENSATION PREMIUMS	52,724	52,724	52,724
105,110	55,506	201,500	520591	WORKER'S COMP CLAIMS	201,705	201,705	201,705
352,088	325,051	396,273		TOTAL MATERIALS & SERVICES	420,183	420,183	420,183
				TRANSFERS			
		30,171		TRANSFER TO EQUIPMENT FUND	21,147	21,147	21,147
		19,663		TRANSFER TO GENERAL FUND	13,783	13,783	13,783
		11,614		TRANSFER TO LIGHT & POWER FUND	8,140	8,140	8,140
		61,448		TOTAL TRANSFERS	43,070	43,070	43,070
				CONTINGENCIES			
0	0	0	580206	CONTINGENCY - WC INSURANCE	50,000	50,000	50,000
0	0	0		TOTAL CONTINGENCIES	50,000	50,000	50,000
				UNAPPROPRIATED ENDING FUND BAL			
0	0	55,521	590303	RESERVED FOR P/L INSURANCE	57,545	57,545	57,545
0	0	374,784	590303	RESERVED FOR WC INSURANCE	293,338	293,338	293,338
0	0	430,305		TOTAL UNAPPROPRIATE END FD BAL	350,883	350,883	350,883
352,088	325,051	888,026		TOTAL RISK MANAGEMENT EXPEND.	864,136	864,136	864,136

FIRE EQUIPMENT REPLACEMENT FUND

DEPARTMENT OVERVIEW

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

The main sources of revenues for the City share are from the CIP Excise Tax for the equipment, grants, and interest earnings on the accumulated rental charges.

BUDGET HIGHLIGHTS

Two new Type VI engines to enhance the Fire Department's ability to respond to wild land fires will be purchased. A \$382,500 federal Homeland Security Grant along with a \$21,250 match from both the City and the District will be used to purchase a fire simulator for training. Both the Main Station and the Gales Creek station will have some minor remodeling, and the used Type VI engines, recently purchased by the City and the District, will be refurbished.

BUDGET DETAIL

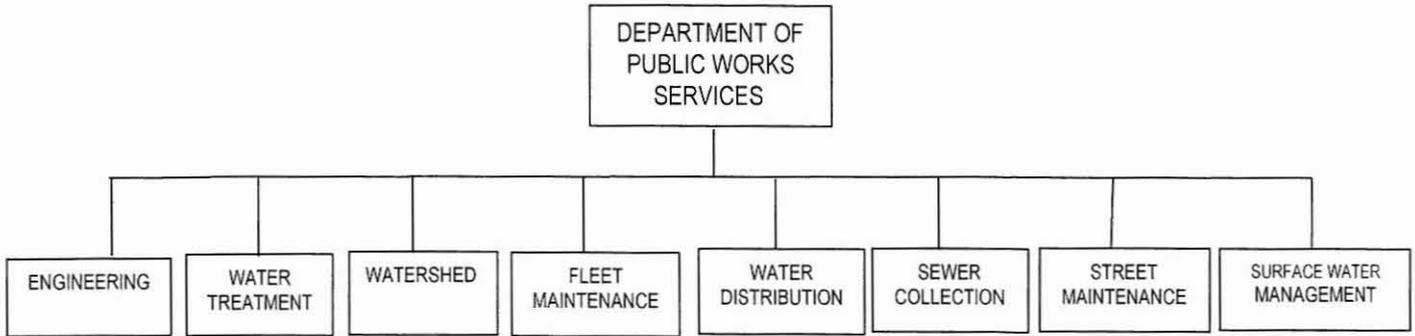
			FY 11-12 Revenues				
			Fire Equipment Replacement Fund				
			Fund & Dept: 225-23				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
98,909	45,870	37,500	420010	RURAL DISTRICT SHARE	175,800	175,800	175,800
98,909	45,870	37,500		TOTAL INTERGOVERNMENT REVENUE	175,800	175,800	175,800
GRANTS							
		0	430207	FEDERAL FIRE GRANTS	0	0	0
	96,506	25,000	430214	HOMELAND SECURITY GRANT	382,500	382,500	382,500
			430215	DOMESTIC PREPAREDNESS GRANT			
	96,506	25,000		TOTAL GRANTS	382,500	382,500	382,500
CHARGES FOR SERVICES							
0	11,563	0	445010	SALE OF MATERIALS	0	0	0
0	11,563	0		TOTAL CHARGES FOR SERVICES	0	0	0
MISCELLANEOUS REVENUE							
12,041	4,837	3,700	470105	INTEREST	5,000	5,000	5,000
	6,978		472005	MISCELLANEOUS			
12,041	11,815	3,700		TOTAL MISCELLANEOUS REVENUE	5,000	5,000	5,000
TRANSFERS & REIMBURSEMENTS							
84,000	84,000	97,850	481005	TRANSFER FROM CIP EXCISE TAX FUND	102,100	102,100	102,100
84,000	84,000	97,850		TOTAL TRANSFERS & REIMBURSEMENT	102,100	102,100	102,100
FUND BALANCE AVAILABLE							
692,563	334,252	389,032	495005	FUND BAL AVAIL FOR APPROP.	418,912	418,912	418,912
692,563	334,252	389,032		TOTAL AVAILABLE	418,912	418,912	418,912
887,513	584,006	553,082		TOTAL FIRE EQUIP REPLCMT RESOURCES	1,084,312	1,084,312	1,084,312

FIRE EQUIPMENT REPLACEMENT FUND

FY 11-12 Expenditures							
Fire Equipment Replacement Fund							
Fund & Dept: 225-23							
2008-09	2009-10	2010-11	Account	Title	2011-12	2011-12	2011-12
Actual	Actual	Budgeted			Proposed	Approved	Adopted
CAPITAL OUTLAY							
0	0	25000	550166	BUILDING IMPROVEMENTS	52,000	52,000	52,000
70,000	147,370	75,000	550181	MAJOR TOOLS & WORK EQUIPMENT	452,100	452,100	452,100
483,262	38,502	0	551261	VEHICLE REPLACEMENT	230,000	230,000	230,000
553,262	185,872	100,000		TOTAL CAPITAL OUTLAY	734,100	734,100	734,100
CONTINGENCY							
0	0	50,000	580206	CONTINGENCY	50,000	50,000	50,000
0	0	50,000		TOTAL CONTINGENCY	50,000	50,000	50,000
0	0	403,082	590304	UNAPP FUND BALANCE	300,212	300,212	300,212
0	0	403,082		TOTAL UNAPP FUND BALANCE	300,212	300,212	300,212
553,262	185,872	553,082		TOTAL FIRE EQUIPMENT EXPENDIT	1,084,312	1,084,312	1,084,312

Capital Projects Funds

TRAFFIC IMPACT FEE



MISSION STATEMENT

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

OVERVIEW

The Traffic Impact Fee (TIF) Fund was replaced by the new Transportation Development Tax which was approved by the voters of Washington County in 2008. The new tax went into effect in July 2009 and will replace the old TIF. Therefore, money collected up until July 2009 will be kept in the TIF account and money collected after will be kept in the new TDT (Transportation Development Tax) fund.

BUDGET HIGHLIGHTS

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

Expenditures: Funds are generally targeted for the extension of David Hill Road. Washington County is scheduled to construct a portion of this project in 2011. The remaining portion will require this TIF fund as well as contributions from land development in the area.

TIF

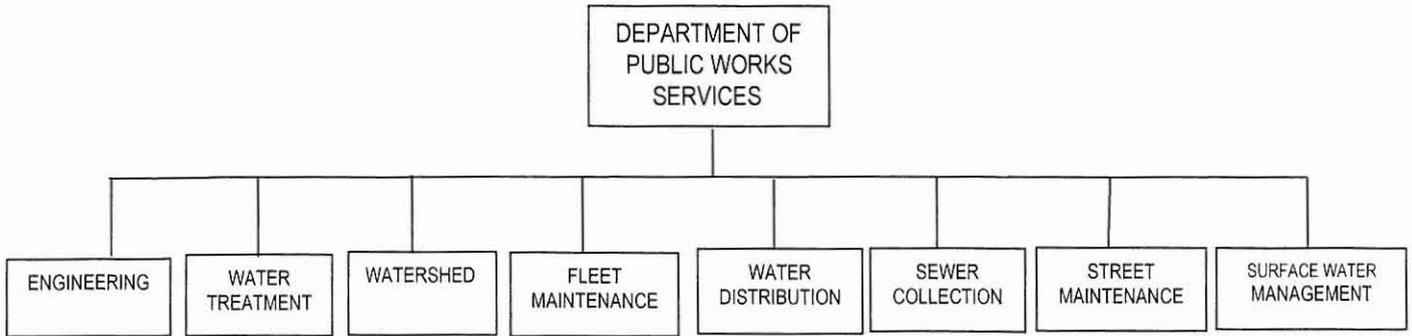
BUDGET DETAIL

FY 11-12 Revenues								
Traffic Impact Fund								
Fund & Dept: 310-52								
2008-09	2009-10	2010-11				2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
TRAFFIC IMPACT FEES								
12,117	6,981	0	451045	T.I.F. - Transit		0	0	0
53,891	5,780	0	451050	T.I.F. - Residential		0	0	0
12,683	180	0	451052	T.I.F. - Business & Commcl.		0	0	0
4,337	0	0	451055	T.I.F. - Industrial		0	0	0
3,943	0	0	451060	T.I.F. - Office		0	0	0
8,364	29,909	0	451065	T.I.F. - Institutional		0	0	0
95,335	42,850	0		TOTAL FEES		0	0	0
MISCELLANEOUS REVENUE								
64,239	44,583	31,419	470105	Interest		16,050	16,050	16,050
64,239	44,583	31,419		TOTAL MISCELLANEOUS REVENUE		16,050	16,050	16,050
FUND BALANCE AVAILABLE								
3,012,319	3,112,380	3,141,930	495005	Fund Bal Avail For Approp.		3,210,057	3,210,057	3,210,057
3,012,319	3,112,380	3,141,930		TOTAL AVAILABLE		3,210,057	3,210,057	3,210,057
3,171,893	3,199,813	3,173,350		TOTAL TIF RESOURCES		3,226,107	3,226,107	3,226,107

FY 11-12 Expenditures								
Traffic Impact Fund								
Fund & Dept: 310-52								
2008-09	2009-10	2010-11				2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
CAPITAL OUTLAY								
0	0	3,173,350	550169	General Capital Outlay		3,226,107	3,226,107	3,226,107
59,513	0	0	550560	Bonnie Lane		0	0	0
59,513	0	3,173,350		TOTAL CAPITAL OUTLAY		3,226,107	3,226,107	3,226,107
UNAPP FUND BALANCE								
0	0	0	590304	Unapp Fund Balance		0	0	0
0	0	0		TOTAL UNAPP FUND BAL		0	0	0
59,513	0	3,173,350		TOTAL TIF EXPENDITURES		3,226,107	3,226,107	3,226,107

TIF

TRANSPORTATION DEVELOPMENT TAX



MISSION STATEMENT

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

OVERVIEW

In November, 2008, the citizens of Washington County voted for a Transportation Development Tax (TDT). The TDT replaced the Traffic Impact Fee (TIF), which has existed since 1990 and was originally designed to cover 30% of the costs of growth. Over the years, TIF's capacity has shrunk to covering about 14% of those costs. The TDT is projected to bring in enough revenue and credits to construct approximately 28% of the growth related transportation infrastructure called for in the county and cities' 20-year Transportation Plans. The County will also update how the tax is collected and clarify procedures consistent with state system development charge laws.

The TDT is levied countywide. It will be phased in from July 1, 2009, through July 1, 2012. After July 1, 2013, the rates can increase at a rate of no more than 10% per year, based on an index tracking the costs of road construction material, labor, and right of way. Developers can also receive credits for money spent on eligible improvements they build themselves.

The TDT is based on the estimated traffic generated by each type of development. All revenue will continue to be dedicated to transportation capital improvements designed to accommodate growth. Eligible projects are on major roads, including sidewalk and bike lanes, as well as transit capital projects (such as bus shelters). The TDT is not a property tax. New development will be required to pay the tax when a building permit or occupancy permit is issued. Remodeling, temporary uses, and state and federal government buildings are exempt.

BUDGET HIGHLIGHTS

Revenue: As the TDT continues to be phased in, revenue will grow from year to year. In FY 10-11, the TDT was \$5,227 per single family dwelling unit. In FY 11-12, this will increase to \$6,665.

Expenditures: Proposed in this year's TDT budget is the extension of David Hill Road east from the current dead end. Roadway design is 90% complete and construction drawings are expected to be ready for bidding summer 2011. This project crosses a wetland area and permits from the Oregon Department of State Lands (DSL) and the Army Corp of Engineers (COE) for mitigation are necessary. With permit approval this project is expected to proceed..

TDT

BUDGET DETAIL

FY 11-12 Revenues							
Transportation Development Tax							
Fund & Dept: 311-52							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approve	Adopted
				FEEES			
0	160,040	130,000	451070	Transportation Development Tax	333,250	333,250	333,250
0	160,040	130,000		TOTAL FEES	333,250	333,250	333,250
				MISCELLANEOUS REVENUE			
0	347	1,300	470105	Interest	2,029	2,029	2,029
0	347	1,300		TOTAL MISCELLANEOUS REVENUE	2,029	2,029	2,029
				FUND BALANCE AVAILABLE			
0	0	128,972	495005	Fund Bal Avail For Approp.	405,808	405,808	405,808
0	0	128,972		TOTAL AVAILABLE	405,808	405,808	405,808
0	160,387	260,272		TOTAL TDT RESOURCES	741,087	741,087	741,087

FY 11-12 Expenditures							
Transportation Development Tax							
Fund & Dept: 311-52							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approve	Adopted
				CAPITAL OUTLAY			
0	0	260,272	550169	General Capital Outlay	741,087	741,087	741,087
0	0	260,272		TOTAL CAPITAL OUTLAY	741,087	741,087	741,087
				UNAPP FUND BALANCE			
0	0	0	590304	Unapp Fund Balance	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
0	0	260,272		TOTAL TDT EXPENDITURES	741,087	741,087	741,087

TDT

PARKS ACQUISITION AND DEVELOPMENT FUND

DEPARTMENT OVERVIEW

To provide revenue source for growth related Parks capital expansion projects. Funds are expended on projects that are based on growth, as identified through the Parks, Recreation and Open Space Master Plan or the Capital Improvements Program (C.I.P.) document.

BUDGET HIGHLIGHTS

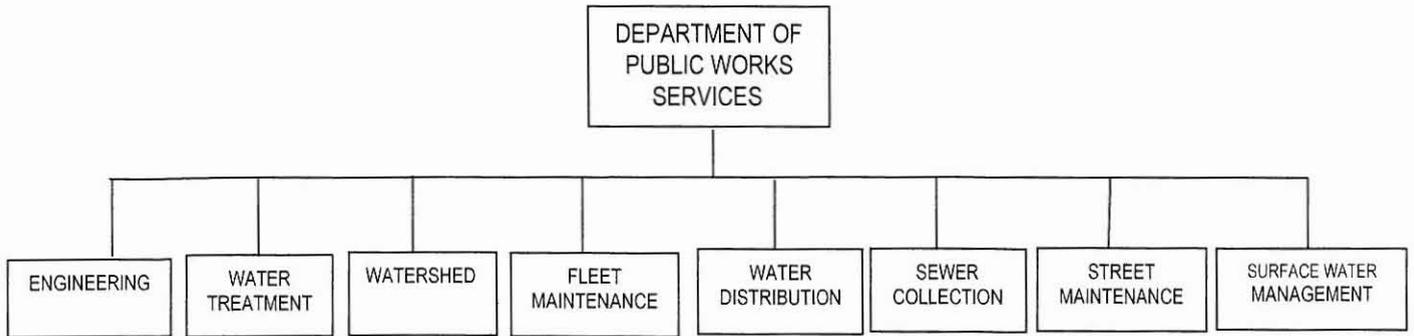
In FY 11-12, a conduit for lighting will be installed at the soon-to-be-built sports field at the High School.

BUDGET DETAIL

FY 11-12 Revenues							
Park Acquisition & Development Fund							
Fund & Dept: 320-16							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
132,000	224,000	150,000	451009	PARKS SDC FEES	210,000	210,000	210,000
132,000	224,000	150,000		TOTAL CHARGES FOR SERVICES	210,000	210,000	210,000
				MISCELLANEOUS REVENUE			
14,914	4,213	3,500	470105	INTEREST	1,750	1,750	1,750
14,914	4,213	3,500		TOTAL MISCELLANEOUS REVENUE	1,750	1,750	1,750
				FUND BALANCE AVAILABLE			
1,486,126	402,620	402,971	495005	FUND BAL AVAIL FOR APPROP.	575,424	575,424	575,424
1,486,126	402,620	402,971		TOTAL AVAILABLE	575,424	575,424	575,424
1,633,040	630,833	556,471		TOTAL PARKS ACQ/DEV RESOURCES	787,174	787,174	787,174

FY 11-12 Expenditures							
Park Acquisition & Development Fund							
Fund & Dept: 320-16-50							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
		85,000	521150	PROFESSIONAL SERVICES	85,000	85,000	85,000
		85,000		TOTAL MATERIALS & SERVICES	85,000	85,000	85,000
				CAPITAL OUTLAY			
27,141	198,819	347,971	550200	PARKS PROJECTS -GENERAL	702,174	702,174	702,174
1,080,225	5,339	0	550247	THATCHER PARK	0	0	0
123,055	129,121	123,500	550248	TRAILS & GREENWAYS	0	0	0
1,230,421	333,279	471,471		TOTAL CAPITAL OUTLAY	702,174	702,174	702,174
1,230,421	333,279	556,471		TOTAL PARK ACQ/DEV EXPEND	787,174	787,174	787,174

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

The use of these funds is restricted to capital projects that build or improve facilities for pedestrian and bicycle modes of transportation.

BUDGET HIGHLIGHTS

Revenue: Revenue to this fund comes from 1% of the State Gas Tax. The 2009 Transportation Package (HB 2001) passed in 2009 provides a phased-in increase in revenues to cities from: a six-cent increase in the state gas tax beginning no later than January 1, 2011; increases in the vehicle title and registration fees; and weight-mile fees paid by truckers. The per capita amount for HB 2001 is estimated to be \$18.83. One percent of these taxes accrue to the Bike/Pedestrian Pathway Fund, and the rest go to the Street Fund.

The City has received a grant from the Federal government through Metro to construct a bike shelter in FY 11-12. The location is yet to be determined.

Expenditures: The City will construct a bike shelter in the downtown area, using grant funds and a \$5,000 match of City funds.

BUDGET DETAIL

FY 11-12 Revenues							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENT REVENUE			
8,193	8,874	8,215	412015	State Gas Tax	12,320	12,320	12,320
			430703	Bike Shelter Grant	45,000	45,000	45,000
8,193	8,874	8,215		TOTAL INTERGOVERNMENT REVENUE	57,320	57,320	57,320
				MISCELLANEOUS REVENUE			
126	33	50	415160	Bicycle Licenses	50	50	50
1,091	682	762	450005	Interest	768	768	768
1,217	715	812		TOTAL MISCELLANEOUS REVENUE	818	818	818
				FUND BALANCE AVAILABLE			
58,087	67,224	76,214	485005	Fund Bal Avail For Approp.	78,277	78,277	78,277
58,087	67,224	76,214		TOTAL AVAILABLE	78,277	78,277	78,277
67,497	76,813	85,241		TOTAL RESOURCES	136,415	136,415	136,415

FY 11-12 Expenditures							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
273	0	85,241	550169	General Capital Outlay	136,415	136,415	136,415
273	0	85,241		TOTAL CAPITAL OUTLAY	136,415	136,415	136,415
273	0	85,241		TOTAL EXPENDITURES	136,415	136,415	136,415

BIKE/PED

CAPITAL PROJECTS FUND

CAPITAL PROJECTS FUND

DEPARTMENT OVERVIEW

The Capital Projects Fund was established to account for major capital projects that receive funding from several operating funds within the City or for major capital projects that will be funded by accumulated reserves 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.

BUDGET HIGHLIGHTS

This Fund is being used to finance the City's voluntary Sidewalk Improvement Project. FY 10-11 was the first year of the program, and about 75% of the participants paid for the sidewalk improvements in full while the remainder financed their sidewalk improvements. This Fund will receive the principal and interest as the loans are being repaid over a five or ten-year period depending on the length of the time the participant elected to repay the loan.

In FY 11-12, the City will facilitate the installation of a restroom at Fern Hill Wetland. This joint project will be done in partnership with Clean Water Services and the Fern Hill Wetland Council.

BUDGET DETAIL

			FY 11-12 Revenues Capital Projects Fund Fund & Dept & Division: 330-12-40				
2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
INTERGOVERNMENTAL REVENUE							
209,169	0	0	430708	STATE PARKS GRANT	109,100	109,100	109,100
			430XXX	CLEAN WATER SERVICES	127,700	127,700	127,700
209,169	0	0		TOTAL INTERGOVERNMENTAL REVENUE	236,800	236,800	236,800
MISCELLANEOUS REVENUE							
63,780	37,147	30,000	450005	INTEREST	6,000	6,000	6,000
3,000	0	0	450057	OTHER			
35,298	0	0	460025	SUNSET DRIVE UTILITIES			
			470131	SIDEWALK PROGRAM INTEREST	3,000	3,000	3,000
			470132	SIDEWALK PROGRAM PRINCIPAL	7,500	7,500	7,500
			470133	SIDEWALK PROGRAM PAY-IN-FULL	75,000	75,000	75,000
600,000	600,000	0	480021	PACIFIC UNIVERSITY - THATCHER	0	0	0
			480XXX	FERNHILL WETLANDS MATCH	60,000	60,000	60,000
702,078	637,147	30,000		TOTAL MISCELLANEOUS REVENUE	151,500	151,500	151,500
FUND BALANCE AVAILABLE							
3,140,849	2,259,949	2,826,509	495005	FUND BAL AVAIL FOR APPROP.	2,823,106	2,823,106	2,823,106
3,140,849	2,259,949	2,826,509		TOTAL AVAILABLE	2,823,106	2,823,106	2,823,106
4,052,096	2,897,096	2,856,509		TOTAL CAPITAL PROJECTS RESOURCES	3,211,406	3,211,406	3,211,406

**FY 11-12 Expenditures
Capital Projects Fund
Fund & Dept & Division: 330-12-40**

2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
				MATERIALS & SERVICES			
31,278	8,439	0	521150	PROFESSIONAL SERVICES	0	0	0
31,278	8,439	0		TOTAL MATERIALS & SERVICES	0	0	0
				CAPITAL OUTLAY			
	7,312	10,000	550150	FIBER OPTIC PROJECT	0	0	0
2,420	2,282	0	550153	WIRELESS PROJECT	0	0	0
88,535	0	0	550154	CITY HALL - GENERATOR	0	0	0
	0	0	550166	BUILDING IMPROVEMENTS	0	0	0
	9,776	37,681	550169	CAPITAL PROJECTS	45,756	45,756	45,756
225,111	12,633	0	550201	PARKS LAND ACQUISITION	0	0	0
		2,808,828	550245	PARK PROPERTY PURCHASE	2,768,850	2,768,850	2,768,850
1,342,775	0	0	550247	THATCHER PARK - NOT SDC	0	0	0
66,731	0	0	550248	TRAILS AND GREENWAYS	296,800	296,800	296,800
35,298	0	0	550576	SUNSET DRIVE UTILITIES	0	0	0
			550580	SIDEWALK PROGRAM	100,000	100,000	100,000
1,760,870	32,003	2,856,509		TOTAL CAPITAL OUTLAY	3,211,406	3,211,406	3,211,406
1,792,148	40,442	2,856,509		TOTAL CAPITAL PROJECTS EXPEND	3,211,406	3,211,406	3,211,406

CAPITAL PROJECTS FUND

CIP EXCISE TAX FUND

CIP EXCISE TAX FUND

DEPARTMENT OVERVIEW

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

This fund finances the replacement of Police and Fire Department vehicles. Other projects planned for this fund in FY 2011-12 are: 1) continued replacement of weapons for the Police Department; 2) resurface the Forest Glen Basketball Court; 3) pay for the City's share of a photocopier for the Fire Department; and 4) purchase replacement radios for the Parks Department as part of a City-wide upgrade for the utility departments.

BUDGET DETAIL

			FY 11-12 Revenues				
			CIP Excise Tax Fund				
			Fund & Dept & Division: 350-12-70				
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LICENSES, PERMITS AND FEES			
208,077	208,307	202,000	450200	CIP EXCISE FEE	206,000	206,000	206,000
208,077	208,307	202,000		TOTAL LICENSES, PERMITS AND FEES	206,000	206,000	206,000
				MISCELLANEOUS REVENUE			
2,073	1,313	1,000	470105	INTEREST	200	200	200
2,073	1,313	1,000		TOTAL MISCELLANEOUS REVENUE	200	200	200
				TRANSFERS			
0	0	0	481005	FROM GENERAL FUND	0	0	0
0	0	0		TOTAL TRANSFERS	0	0	0
				FUND BALANCE AVAILABLE			
102,039	144,034	112,209	495005	FUND BAL AVAIL FOR APPROP.	66,155	66,155	66,155
102,039	144,034	112,209		TOTAL AVAILABLE	66,155	66,155	66,155
312,189	353,654	315,209		TOTAL CIP EXCISE TAX RESOURCES	272,355	272,355	272,355

**FY 11-12 Expenditures
CIP Excise Tax Fund
Fund & Dept & Division: 350-12-70**

2008-09 Actual	2009-10 Actual	2010-11 Budgeted	Account	Title	2011-12 Proposed	2011-12 Approved	2011-12 Adopted
				CAPITAL OUTLAY			
12,876	33,711	57,668	550170	SUPPORT SERVICE PROJECTS	47,654	47,654	47,654
5,079	45,130	73,631	550171	PUBLIC SAFETY PROJECTS	32,551	32,551	32,551
17,955	78,841	131,299		TOTAL CAPITAL OUTLAY	80,205	80,205	80,205
				TRANSFERS			
66,200	77,004	86,060	570127	TO EQUIPMENT FUND	90,050	90,050	90,050
84,000	84,000	97,850	570127	TO FIRE EQUIPMENT REPLACEMENT FUND	102,100	102,100	102,100
150,200	161,004	183,910		TOTAL TRANSFERS	192,150	192,150	192,150
				CONTINGENCY			
0	0	0	580206	CONTINGENCY	0	0	0
0	0	0		TOTAL CONTINGENCY	0	0	0
				UNAPPROPRIATED ENDING FUND BAL			
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
168,155	239,845	315,209		TOTAL CIP EXCISE TAX EXPEND.	272,355	272,355	272,355

CIP EXCISE TAX FUND

Debt Service Funds

GENERAL DEBT SERVICE FUND

DEPARTMENT OVERVIEW

Funds have been budgeted to make principal and interest payments on the 2010 General Obligation Refunding Bonds. In October 2010, bonds were issued to refinance the FY 93-94 Fire Station Bond Issue and the FY 98-99 General Obligation Bond Issue for the park land acquisition, the aquatic center expansion, and the library expansion. The effective interest rates on the bonds went from 4.8% to 1.4% with the refinancing and the bonds will be paid off on in 2016 instead of 2018. The funding source for the debt repayment is property taxes.

BUDGET DETAIL

				FY11-12 Revenues General Debt Service Fund Fund & Dept: 410-19			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LOCAL TAXES			
461,652	466,452	457,481	411003	PROPERTY TAXES	420,036	420,036	420,036
12,270	14,664	11,000	411150	PROPERTY TAX PRIOR YEARS	12,500	12,500	12,500
473,922	481,116	468,481		TOTAL LOCAL TAXES	432,536	432,536	432,536
				MISCELLANEOUS REVENUE			
6,803	3,469	2,700	470105	INTEREST	750	750	750
6,803	3,469	2,700		TOTAL MISCELLANEOUS REVENUE	750	750	750
				FUND BALANCE AVAILABLE			
193,252	192,894	194,068	495005	FUND BAL AVAIL FOR APPROP.	69,245	69,245	69,245
193,252	192,894	194,068		TOTAL AVAILABLE	69,245	69,245	69,245
673,977	677,479	665,249		TOTAL GDS RESOURCES	502,531	502,531	502,531

				FY 11-12 Expenditures General Debt Service Fund Fund & Dept: 410-19			
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				DEBT SERVICE			
255,000	270,000	270,000	562005	PRINCIPAL - 1999 GO BONDS			
60,000	60,000	65,000	562006	PRINCIPAL - FIRE STATION			
			562008	PRINCIPAL - 2010 SERIES	400,000	400,000	400,000
144,578	133,613	121,870	562040	INTEREST - 1999 GO BONDS			
			562040	INTEREST - 2010 SERIES	63,875	63,875	63,875
21,505	17,995	14,310	562060	INTEREST - FIRE STATION			
		150,000	562095	BOND REFINANCING PAYMENT			
481,083	481,608	621,180		TOTAL DEBT SERVICE	463,875	463,875	463,875
				UNAPPROPRIATED ENDING FUND BAL			
0	0	44,069	590304	UNAPPROPRIATED ENDING FUND BAL	38,656	38,656	38,656
0	0	44,069		TOTAL UNAPPROPRIATE END FD BAL	38,656	38,656	38,656
481,083	481,608	665,249		TOTAL GDS EXPENDITURES	502,531	502,531	502,531

GENERAL DEBT SERVICE FUND

SPWF DEBT FUND

DEPARTMENT OVERVIEW

This fund is established to pay off the debt on bonds issued by the State of Oregon Office of Economic Development for construction of the Taylor Way Industrial Park. Phase 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. The last payment for the Phase 1 debt was made in December 2010. 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.

SPWF DEBT FUND

BUDGET DETAIL

FY 11-12 Revenues							
SPWF Debt Service Fund							
Fund & Dept & Division: 430-19-20							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
6,999	14,309	6,700	451200	ASSESSMENT CHARGES	4,363	4,363	4,363
6,999	14,309	6,700		TOTAL CHARGES FOR SERVICES	4,363	4,363	4,363
MISCELLANEOUS REVENUE							
36,000	36,765	38,765	470105	INTEREST	39,259	39,259	39,259
8,826	7,389	6,000	470130	INTEREST - ASSESSMENTS	2,654	2,654	2,654
44,826	44,154	44,765		TOTAL MISCELLANEOUS REVENUE	41,913	41,913	41,913
FUND BALANCE AVAILABLE							
89,929	60,866	39,266	495005	FUND BAL AVAIL FOR APPROP.	5,823	5,823	5,823
89,929	60,866	39,266		TOTAL AVAILABLE	5,823	5,823	5,823
141,754	119,329	90,731		TOTAL SPWF DEBT SERV RESOURCES	52,099	52,099	52,099

FY 11-12 Expenditures							
SPWF Debt Service Fund							
Fund & Dept & Division: 430-19-20							
2008-09	2009-10	2010-11			2011-12	2011-12	2011-12
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
DEBT SERVICE							
45,136	48,108	51,279	562015	PRINCIPAL - 91 S.P.W.F. LOAN			
17,451	17,585	17,730	562020	PRINCIPAL - 95 S.P.W.F. LOAN	17,886	17,886	17,886
9,521	6,548	3,378	562050	INTEREST - 91 S.P.W.F. LOAN			
8,781	7,822	6,839	562055	INTEREST - 95 S.P.W.F. LOAN	5,820	5,820	5,820
80,889	80,063	79,226		TOTAL DEBT SERVICE	23,706	23,706	23,706
UNAPPROPRIATED ENDING FUND BAL							
0	0	11,505	590304	UNAPPROPRIATED ENDING FUND BAL	28,393	28,393	28,393
0	0	11,505		TOTAL UNAPPROPRIATE END FD BAL	28,393	28,393	28,393
80,889	80,063	90,731		TOTAL SPWF DEBT SERV EXPEND	52,099	52,099	52,099

Appendices

SCHEDULE OF FUTURE UNMATURED BOND DEBT SERVICE REQUIREMENTS

	<u>General Debt Service Fund</u>	<u>Water Fund</u>		<u>General Debt Service Fund</u>	<u>Water Fund</u>
	2010 General Obligation Refunding Bonds	2003 Full Faith & Credit		2010 General Obligation Refunding Bonds	2003 Full Faith & Credit
<u>BOND PRINCIPAL</u>			<u>BOND INTEREST</u>		
2011-2012	400,000	255,000	2011-2012	63,875	156,700
2012-2013	425,000	260,000	2012-2013	55,875	146,181
2013-2014	455,000	255,000	2013-2014	45,250	135,131
2014-2015	480,000	265,000	2014-2015	31,600	124,931
2015-2016	505,000	275,000	2015-2016	18,200	114,331
2016-2017		285,000	2016-2017		102,781
2017-2018		295,000	2017-2018		90,526
2018-2019		310,000	2018-2019		77,546
2019-2020		325,000	2019-2020		64,061
2020-2021		340,000	2020-2021		49,436
2021-2022		355,000	2021-2022		33,966
2022-2023		370,000	2022-2023		17,335
Totals	<u>2,265,000</u>	<u>3,590,000</u>		<u>214,800</u>	<u>1,112,927</u>

COMPENSATION PLAN

CITY OF FOREST GROVE 2011 COMPENSATION PLAN

COMPENSATION PLAN

Range Classification	1	2	3	4	5	6
<u>Part-Time / Temporary - Effective July 1, 2011</u>						
Hourly Rate						
Cashier	9.11	9.37	9.65	9.94	10.24	10.55
Lifeguard						
Planning Intern	13.71	Flat Rate				
Lead Guard	9.56	9.83	10.15	10.44	10.75	11.07
Instructor	10.02	10.33	10.65	10.97	11.30	11.63
Clerical Aide						
Parks Seasonal Mnt Worker	12.51	12.78	13.04	13.29	13.56	13.84
Municipal Court Judge	75.00	Flat Rate				
<u>Management / Nonrepresented - Effective July 1, 2011</u>						
Monthly Rate						
Sr. Administrative Specialist	3,095	3,249	3,411	3,582	3,762	3,949
Administrative Assistant - Mgmt. Volunteer Coord./HR Coord	3,467	3,606	3,750	3,899	4,055	4,217
Municipal Court Coordinator Mechanic Supervisor	3,565	3,745	3,932	4,126	4,334	4,550
Aquatics Supervisor	3,825	4,018	4,219	4,429	4,650	4,884
Support Unit Supervisor	3,933	4,129	4,335	4,551	4,780	5,019
Executive Assistant Library Services Supervisor Human Resources Technician Accountant Crew Supervisor Facilities Maintenance Supervisor	4,040	4,241	4,454	4,677	4,910	5,155
City Recorder	4,129	4,335	4,552	4,780	5,019	5,270
Reference Services Supervisor	4,234	4,446	4,668	4,902	5,148	5,405
Admin. Services Manager	4,431	4,652	4,884	5,129	5,385	5,655

Range Classification	1	2	3	4	5	6
WTP Superintendent	4,624	4,855	5,098	5,354	5,620	5,902
Network Supervisor	4,653	4,886	5,130	5,386	5,655	5,938
Project Engineer	4,785	5,023	5,274	5,538	5,816	6,105
Public Works Superintendent Building Official	5,122	5,378	5,648	5,930	6,227	6,538
Public Works Civil Engineer	5,564	5,842	6,135	6,442	6,762	7,102
Fire Division Chief	5,569	5,847	6,139	6,446	6,768	7,106
Asst. Admin Director	5,698	5,984	6,283	6,598	6,927	7,273
Police Captain	5,811	6,102	6,407	6,727	7,063	7,416
Human Resources Manager Library Director	5,973	6,272	6,586	6,915	7,261	7,624
Parks & Recreation Director	6,253	6,566	6,894	7,239	7,601	7,981
Administrative Services Director Community Development Director Fire Chief Police Chief Public Works Director L & P Operations Superintendent L & P Engineering Supervisor	6,724	7,059	7,413	7,783	8,172	8,580
Light & Power Director	7,517	7,892	8,288	8,701	9,136	9,592
City Manager						10,529

AFSCME, Local 3786 - Effective July 1, 2010
Monthly Rate

Library Assistant Administrative Specialist I Janitor Aquatics Program Specialist	2,595	2,698	2,806	2,917	3,035	3,155
Library Associate	2,764	2,874	2,990	3,110	3,234	3,364

COMPENSATION PLAN

Range Classification	1	2	3	4	5	6
Administrative Specialist II	2,823	2,937	3,055	3,176	3,303	3,434
Utility Worker I	2,874	2,989	3,109	3,233	3,362	3,498
Youth Services Librarian	3,247	3,376	3,511	3,652	3,797	3,951
Facility Maint. Technician Utility Worker II Permit Coordinator	3,278	3,409	3,545	3,686	3,835	3,989
Mechanic PC Technician	3,424	3,561	3,704	3,851	4,005	4,165
Payroll Specialist Administrative Assistant	3,424	3,561	3,704	3,851	4,005	4,165
Adult Services Librarian UW II/WTO	3,612	3,756	3,906	4,063	4,225	4,393
Assistant Planner WTP Operator Engineering Technician	3,749	3,897	4,053	4,216	4,385	4,559
Key Accounts/Eng. Program Coord.	3,983	4,142	4,307	4,480	4,658	4,844
Building Inspector I	4,083	4,245	4,415	4,592	4,775	4,966
Economic Development Coord. Associate Planner	4,235	4,405	4,582	4,765	4,956	5,155
Building Inspector II	4,492	4,672	4,859	5,052	5,255	5,465
Senior Planner	4,966	5,164	5,371	5,587	5,809	6,039
Firefighter's Association - Effective July 1, 2010						
Monthly Rate						
Firefighter	4,392	4,604	4,815	5,025	5,238	5,449
Lieutenant	4,568	4,788	5,008	5,226	5,446	5,665
Captain	4,901	5,137	5,373	5,606	5,843	6,077
Fire Inspector II	5,162	5,409	5,658	5,906	6,153	6,402

Range Classification	1	2	3	4	5	6
Police Association - Effective July 1, 2010						
Monthly Rate						
Community Service Officer	2,790	2,915	3,044	3,183	3,327	3,478
Police Records Specialist	2,957	3,074	3,198	3,326	3,458	3,597
Evidence Tech	3,358	3,493	3,632	3,778	3,929	4,088
Police Officer	4,170	4,444	4,644	4,900	5,120	5,401
Sergeant	5,165	5,422	5,694	5,978	6,277	6,590

IBEW, Local No. 125 - Effective July 1, 2011							
HOURLY RATE	1	2	3	4	5	6	7
Meter Reader	17.10	20.25	23.87				
IBEW Mechanic	20.42	21.66	22.90	23.89	24.73	25.54	
Senior Utility Worker	21.55	24.30	27.03				
Apprentice Lineman	25.51	27.48	28.65	29.83	31.39	32.97	35.33
Apprentice Meterman							
Journeyman Tree Trimmer	31.39	(flat rate)					
Journeyman Lineman	39.25	(flat rate)					
Journeyman Meterman							
Working Foreman	43.18	(flat rate)					
Meterman Foreman							
Meter Relay Foreman	44.35	(flat rate)					
Line Foreman	45.13	(flat rate)					

COMPENSATION PLAN