

# city of forest grove



## ADOPTED 2012-13 BUDGET



*A place where businesses and families thrive.*



FOREST GROVE  
*Where Oregon pinot was born*





# 2012-13 BUDGET COMMITTEE

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Susan Cole, Assistant Finance Director  
Bill Steele, Interim Police Chief  
Rob Foster, Public Works Director  
Tom Gamble, Parks & Recreation Director  
Jon Holan, Community Development Director  
George Cress, Light & Power Director  
Michael Kinkade, Fire Chief  
Colleen Winters, Library Director

**FY 2012-13 BUDGET  
CITY OF FOREST GROVE  
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*To: The Budget Committee and the Citizens of Forest Grove*

Now that the dust has settled, and we know that the 5-year operating levy has passed, City staff is pleased to submit a balanced budget for FY 2012-13 to the City of Forest Grove Budget Committee. As the Council and Budget Committee know, passing this levy was critical, because it helps create certainty over the next 6 years. If it hadn't passed, we may have needed to explore downsizing operations immediately, in order to live within a declining budget. The good news is that the Citizens of Forest Grove have validated the importance of being a full-service City. This budget focuses on keeping Forest Grove a full-service City, while living within our financial means.

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. 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 work plans and associated costs of achieving these goals and objectives are incorporated into the budget.

While this proposed budget is based on maintaining current services, it also is starting the process to address long-term capital needs to maintain the City's vital utility infrastructure, particularly for electricity and water. The proposed budget addresses other needs such as increasing funding to implement a specific marketing plan that has been developed by staff and the City's Economic Development Commission.

Forest Grove is committed to remaining a full-service City. Consequently, there are many competing demands for limited 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. Livability is critical to the well-being of the community and to attract new businesses to the City, so the City provides a number of other services that are also critical to meeting the livability needs of our citizens. This budget continues to strategically target City resources with a primary mission of maintaining and supporting the City Council's Adopted Goals for FY 2012-13 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 City's total proposed budget is \$76.96 million, which includes ending cash balances and contingencies, and compares to last year's adopted budget of \$70.27 million, for an increase of \$6.69 million. Increased

customer usage and rate increases in the City's utility funds account for one third of that increase. Reserving funds in the Risk Management Fund for the Parks lawsuit accounts for another third of the increase. The remainder is from a combination of many items.

The City's total tax rate is estimated to be \$5.72 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, and \$0.41 for the 2010 Refinanced General Obligation Bonds. Forest Grove's assessed value is projected to grow by 2.5% to be \$1.241 billion for FY 2012-13.

### General Fund

The total proposed operating expenditures are \$13,845,384 compared to the current year's adopted operating expenditures of \$13,312,559; an increase of \$532,825 or 4.0%. This amount is determined by removing non-operating transfers, contingencies and ending fund balances. In fiscal year 2012-13, the proposed operating expenditures equal the proposed operating revenues. No reserves are proposed to be used to fund operations. The projected reserve balance at July 1, 2012, is \$4.59 million. The projected reserve balance at June 30, 2013, will be \$4.24 million with the reduction solely due to a proposed \$350,000 transfer to the Facility Major Maintenance Fund.

Projections continue to indicate that maintaining a balanced budget, meaning ongoing operating revenues fund ongoing operating costs, will be difficult without the use of reserves in the coming fiscal years. Staff is again proposing a budget which continues to protect reserves over the next several fiscal years with the ultimate goal of maintaining 16% of operating expenditures as a minimum level of reserves and contingencies. The passage of the levy at \$1.60 per thousand of assessed value will allow the City to stay above minimum reserves through FY 2016-17 if current assumptions are accurate. Projections do not include increasing services or staffing over the next six fiscal years.

The City is beginning labor negotiations with the FG Police Association so salary and benefit adjustments for Police have yet to be determined. COLA and other salary adjustments for the other three bargaining units have been incorporated into the budget.

Medical and dental rates are projected to increase again this year. The City's medical and dental carrier has fixed its medical and dental rates through December 31, 2013. The contribution rate to the City's defined benefit retirement plan will increase by 0.4% to 20.6% of base full-time wages. The City has implemented a defined contribution retirement plan for new AFSCME and most new non-represented employees which has a maximum contribution rate of 12%. Over time, this new plan should reduce the retirement costs for those groups of employees.

With the FY 2012-13 Proposed Budget designed to maintain current services, there are not a lot of notable changes for the individual departments within the General Fund. More detail can be found in the departments' narratives. Some of the changes are:

Administrative Services is proposing to increase its allocation of the Facility Maintenance Supervisor to 0.75 FTE from 0.50 FTE with the 0.25 FTE change coming from the allocation to the Aquatic Department. This change is based on where this position is spending most of its time. The City is exploring assuming the City of Cornelius' municipal court operations. If this occurs, an adjustment of staffing between the Court and Administrative Services would occur. The electric car purchased by Light and Power will be transferred to City Hall to increase the utilization of the vehicle.

Planning staffing is being reallocating due to actual time spent on work performed. The Community Development Director's allocation is reduced from 0.75 FTE to 0.60 FTE and the Permits Coordinator's allocation is being reduced from 0.50 FTE to 0.30 FTE. The Building Permits Fund is receiving the increases in these allocations. The Senior Planner's allocation is being increased to 0.80 FTE from 0.50 FTE with the allocation of this person's time to the Street Fund being reduced by the same amount. \$3,000 is being proposed for an intern for sustainability efforts.

A grant has been received to update the Transportation Plan System as part of periodic review. The Urban Renewal Feasibility Study, funded by Metro, will be completed for City Council consideration. Funding is proposed to study transit options within the City and to prepare an island annexation for Council consideration that would bring the remaining unincorporated islands into the City.

Police's budget includes no change in overall personnel. Dispatch charges to WCCCA are budgeted to increase by \$1,656 or 1% increase from the current year. WCCCA had originally projected at least a 10% increase for next year.

Fire's budget includes no changes in staffing. Dispatch charges to WCCCA are increasing by \$8,531 or 6% for next year. WCCCA had originally projected a 12% increase in these costs. Staff will continue to monitor dispatch costs and future increases in those costs.

The Legislative and Executive, Library, Engineering, and Parks 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 In FY 2011-12, the City's economic development program was moved to the Light & Power Fund with the intent of focusing more

resources on economic development efforts. Staff has developed a plan to increase these efforts and additional funding is proposed for those efforts. The Department will have a system-wide master plan prepared to address major needs in the distribution network with a particular focus on substations. Some of the major substation equipment is almost fifty years old and is at the end of its useful life. A cost of services and user rate study will be performed after the system-wide master plan is completed. This study will identify how to fund the improvements to the system that the master plan is anticipated to identify.

In the past year, the department has completed the construction of the new vehicle storage building. In the coming fiscal year, the department is proposing to complete required on and off-site public improvements and to remodel the auditorium to more useful space to better meet the department's needs. These projects will complete the major renovations to the department's campus.

Sewer Fund The budget reflects a proposed 3.6% sewer rate increase by Clean Water Services (CWS) effective July 1, 2012. The City is also proposing to increase its sewer surcharge by 3.6% on July 1, 2012.

Sewer SDC Fund CWS establishes the system development charge (SDC) for sewer capital project funding. The current fee of \$4,500 per equivalent dwelling unit (EDU) will increase to \$4,662 as of July 1, 2012. This revenue is split between CWS (80%) and the City (20%).

Water Fund The City completed a water rate review study in 2011. The study modified the rate tiers for the residential class of customers and recommended a series of 8% rate increases to allow the City to set aside funds for upcoming capital projects. Staff is proposing an 8% rate increase on a system-wide basis effective July 1, 2012. For the average residential water customer, this means a monthly rate increase of \$2.11.

Public Works staff is allocated among the Water, Sewer, SWM, Street, and Equipment Funds. The allocations have changed and are discussed in the Funds' budget narratives. Some of the capital projects proposed for FY 2012-13 are: electrical system upgrades at the Joint Water Commission (JWC) treatment plant in which Forest Grove has a 13.3% ownership interest; and the continued replacement of water meters with radio-read meters in cooperation with the Light and Power Department, which is replacing electric meters at the same time. The department will complete the update of its Watershed Stewardship Master Plan in FY 2012-13.

SWM Fund For FY 2012-13, CWS will increase their monthly fee of \$5.25 by \$0.50 to \$5.75. The City retains 75% of this and passes 25% to CWS. The City has an additional surcharge of \$0.75 per month and intends to leave the surcharge unchanged in FY 2012-13.

Fire Equipment Replacement Fund The City and the Forest Grove Rural Fire District are proposing to replace a water tender vehicle at cost of \$275,000.

Risk Management Fund Funds to pay for the Parks lawsuit judgment are being set aside in this fund as the City begins the appeal process. The budget proposes to transfer funds from the Capital Projects Fund to the Risk Management Fund.

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. Staff is proposing to transfer additional funds from the General Fund to this Fund to set aside more funds for future repairs. Staff is proposing to review the layout and use of space in City Hall and Engineering to determine if the layout can be improved to make existing staff more effective. Improvements from this review, if any, may be funded from this Fund.

Conclusion In closing, I believe that we are very blessed to be leaders in a community that really understands the fact that without their support the City cannot succeed. Passing a 5-year levy for an increased amount is literally unheard of in Oregon and it speaks volumes about the commitment and partnership between the City and our citizens. It is my pleasure submitting a budget that allows us to continue our mission of maintaining and providing the services that help make Forest Grove a great place for families to live and for businesses to thrive.

*Michael J. Sykes, City Manager*

**city of  
forest  
grove**      **CITY COUNCIL**  
**GOALS FOR 2012-13**

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

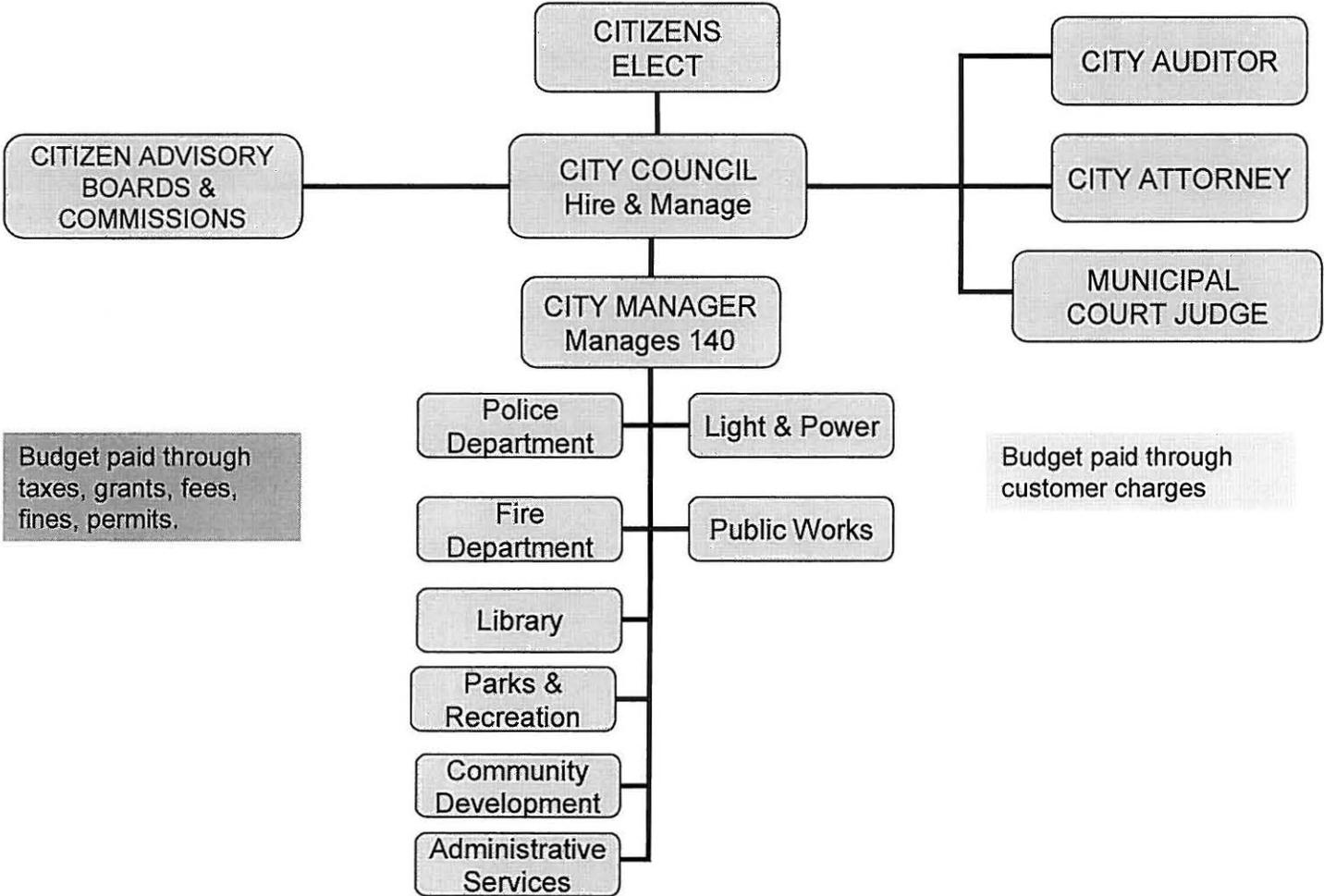


**Promote a Prudent Financial Plan to  
Maintain Effective Service Levels  
of a Full-Service City**

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

# **Budget Summary**

# CITY OF FOREST GROVE ORGANIZATIONAL CHART



**FY 2012-13 ADOPTED BUDGET REVENUE SUMMARY BY FUND**

<u>FUND</u>	<u>Local Taxes</u>	<u>Intergovernmental Revenue</u>	<u>Charges for Services</u>	<u>Fines</u>	<u>Licenses, Permits, Fees</u>	<u>Miscellaneous</u>	<u>Transfers &amp; Reimbursements</u>	<u>Beginning Fund Balance</u>	<u>Total Revenues</u>
<u>Total General Fund</u>	<u>6,884,819</u>	<u>2,080,727</u>	<u>3,214,586</u>	<u>254,900</u>	<u>87,974</u>	<u>55,400</u>	<u>1,266,978</u>	<u>4,590,795</u>	<u>18,436,179</u>
<u>Enterprise Funds</u>									
Light Fund		150,000	14,603,456			85,917	-	6,183,447	21,022,820
Sewer Fund			4,339,824			12,077		1,855,490	6,207,391
Sewer SDC Fund			435,340			3,475		990,197	1,429,012
Water Fund			3,016,832			752,613		2,337,049	6,106,494
Water SDC Fund			200,000			21,105		1,901,653	2,122,758
Surface Management Fund			930,960			1,221		243,920	1,176,101
SWM SDC Fund			35,000			1,525		304,926	341,451
<u>Total Enterprise Funds</u>		<u>150,000</u>	<u>23,561,412</u>			<u>877,933</u>	<u>-</u>	<u>13,816,682</u>	<u>38,406,027</u>
<u>Special Revenue Funds</u>									
Street Fund		1,269,682				103,300		659,812	2,032,794
Building Permits Fund					320,178			548,646	868,824
911 Reserve Fund		125,000						8,521	125,000
Community Enhancement		54,870						41,690	63,391
Library Endowment Fund						300		41,990	41,990
Library Donations Fund							803	1,684	2,487
Street Tree Fund			47,600			250		97,150	145,000
Trail System Fund						500		49,445	49,945
Transportation System Fund		520,000							520,000
Public Arts Donations						50		8,433	8,483
Forfeiture Sharing Fund				5,000					5,000
Fac. Major Maintenance Fund						2,500	350,000	426,105	778,605
<u>Total Special Revenue Funds</u>	<u>-</u>	<u>1,969,552</u>	<u>47,600</u>	<u>5,000</u>	<u>320,178</u>	<u>106,900</u>	<u>350,803</u>	<u>1,841,486</u>	<u>4,641,519</u>
<u>Internal Service Fund</u>									
Equipment Fund			858,284			11,798	90,050	359,543	1,319,675
Fire Equip Replace Fund		167,020				5,000	97,850	339,538	609,408
Information Systems Fund			199,809			1,850		620,548	822,207
City Utility Fund							172,410		172,410
Risk Management Fund			361,795			18,200	2,634,000	461,967	3,475,962
<u>Total Internal Service Funds</u>	<u>-</u>	<u>167,020</u>	<u>1,419,888</u>	<u>-</u>	<u>-</u>	<u>36,848</u>	<u>2,994,310</u>	<u>1,781,596</u>	<u>6,399,662</u>
<u>Capital Projects Funds</u>									
Bikeway Improvements		11,978				434		85,288	97,700
Park System Development			210,000			2,500		801,043	1,013,543
Traffic Impact Fund						32,350		3,235,010	3,267,360
Transport. Devel. Tax Fund			333,250			3,768	250,000	753,639	1,340,657
Capital Projects Fund						500		2,648,557	2,649,057
CIP Excise Tax Fund					206,000	200		71,115	277,315
<u>Total Capital Project Funds</u>		<u>11,978</u>	<u>543,250</u>		<u>206,000</u>	<u>39,752</u>	<u>250,000</u>	<u>7,594,652</u>	<u>8,645,632</u>
<u>Debt Service Funds</u>									
General Debt Service Fund	491,557					1,100		28,291	520,948
SPWF Debt Service Fund			4,885			2,131		28,393	35,409
<u>Total Debt Service Funds</u>	<u>491,557</u>		<u>4,885</u>			<u>3,231</u>		<u>56,684</u>	<u>556,357</u>
<b><u>TOTAL - ALL FUNDS</u></b>	<b><u>7,376,376</u></b>	<b><u>4,379,277</u></b>	<b><u>28,791,621</u></b>	<b><u>259,900</u></b>	<b><u>614,152</u></b>	<b><u>1,120,064</u></b>	<b><u>4,862,091</u></b>	<b><u>29,681,895</u></b>	<b><u>77,085,376</u></b>

FY 2012-13 ADOPTED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCIES	TOTAL APPROPRIATIONS	UNAPPROPRIATED FUND BALANCE	TOTAL EXPENDITURES
<b>General Fund</b>									
Legislative & Executive	411,726	60,518					472,244		472,244
Administrative Services	1,515,217	640,541					2,155,758		2,155,758
Library	810,692	144,360					955,052		955,052
Planning	319,141	210,234					529,375		529,375
Engineering	538,057	66,218					604,275		604,275
Police Services	3,828,616	566,058	33,463				4,428,137		4,428,137
Fire Department	2,471,134	515,753	40,800				3,027,687		3,027,687
Aquatics	425,065	192,965					618,030		618,030
Parks and Recreation	452,693	156,356					609,049		609,049
Municipal Court	141,839	81,668					223,507		223,507
Non-Departmental		222,270			350,000	1,240,795	1,813,065	3,000,000	4,813,065
<b>Total General Fund</b>	<b>10,914,180</b>	<b>2,856,941</b>	<b>74,263</b>		<b>350,000</b>	<b>1,240,795</b>	<b>15,436,179</b>	<b>3,000,000</b>	<b>18,436,179</b>
<b>Enterprise Funds</b>									
Light Fund	3,009,909	11,276,152	2,182,700		895,377	1,418,319	18,782,457	2,240,363	21,022,820
Sewer Fund	341,481	3,837,707	237,375	94,004	55,833	750,000	5,316,400	890,991	6,207,391
Sewer SDC Fund		348,272	50,000	121,995		680,149	1,200,416	228,596	1,429,012
Water Fund	904,430	2,016,779	455,560	478,978	207,405	948,250	5,011,402	1,095,092	6,106,494
Water SDC Fund			120,000			75,000	195,000	1,927,758	2,122,758
Surface Water Management	343,441	539,984	10,000		46,836	40,000	980,261	195,840	1,176,101
SWM SDC Fund			20,000			321,451	341,451		341,451
<b>Total Enterprise Funds</b>	<b>4,599,261</b>	<b>18,018,894</b>	<b>3,075,635</b>	<b>694,977</b>	<b>1,205,451</b>	<b>4,233,169</b>	<b>31,827,387</b>	<b>6,578,640</b>	<b>38,406,027</b>
<b>Special Revenue Funds</b>									
Street Fund	309,363	805,561	415,000			150,000	1,679,924	352,870	2,032,794
Building Permits Fund	341,241	115,334				100,000	558,575	312,249	868,824
911 Reserve Fund		125,000					125,000		125,000
Community Enhancement		57,000					57,000	6,391	63,391
Library Endowment Fund					803		803	41,187	41,990
Library Donations Fund		2,487					2,487		2,487
Street Tree Fund		145,000					145,000		145,000
Trail System Fund		10,000	39,945				49,945		49,945
Transportation System Fund		520,000					520,000		520,000
Public Arts Donations		8,483					8,483		8,483
Forfeiture Sharing Fund		5,000					5,000		5,000
Fac. Major Maintenance Fund			250,000				250,000	528,605	778,605
<b>Total Special Revenue Funds</b>	<b>650,604</b>	<b>1,793,865</b>	<b>704,945</b>	<b>-</b>	<b>803</b>	<b>250,000</b>	<b>3,400,217</b>	<b>1,241,302</b>	<b>4,641,519</b>
<b>Internal Service Funds</b>									
Equipment Fund	207,328	411,629	117,000		-	50,000	785,957	533,718	1,319,675
Fire Equip Replace Fund			317,100			50,000	367,100	242,308	609,408
Information Systems Fund		273,415	147,544				420,959	401,248	822,207
City Utility Fund		172,410					172,410		172,410
Risk Management Fund		488,504				2,699,000	3,187,504	288,458	3,475,962
<b>Total Internal Service Funds</b>	<b>207,328</b>	<b>1,345,958</b>	<b>581,644</b>	<b>-</b>	<b>-</b>	<b>2,799,000</b>	<b>4,933,930</b>	<b>1,465,732</b>	<b>6,399,662</b>
<b>Capital Projects Funds</b>									
Bikeway Improvements			97,700				97,700		97,700
Park System Development		85,000	928,543				1,013,543		1,013,543
Traffic Impact Fund			3,267,360				3,267,360		3,267,360
Transport. Devel. Tax Fund			1,340,657				1,340,657		1,340,657
Capital Projects Fund			15,057		2,634,000		2,649,057		2,649,057
CIP Excise Tax Fund			89,415		187,900		277,315		277,315
<b>Total Capital Project Funds</b>		<b>85,000</b>	<b>5,738,732</b>	<b>-</b>	<b>2,821,900</b>	<b>-</b>	<b>8,645,632</b>	<b>-</b>	<b>8,645,632</b>
<b>Debt Service Funds</b>									
General Debt Service Fund				480,875			480,875	40,073	520,948
SPWF Debt Service Fund				22,844			22,844	12,565	35,409
<b>Total Debt Service Funds</b>				<b>503,719</b>			<b>503,719</b>	<b>52,638</b>	<b>556,357</b>
<b>TOTAL - ALL FUNDS</b>	<b>16,371,373</b>	<b>24,100,658</b>	<b>10,175,219</b>	<b>1,198,696</b>	<b>4,378,154</b>	<b>8,522,964</b>	<b>64,747,064</b>	<b>12,338,312</b>	<b>77,085,376</b>

**2012-13 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	13.80	2.13	15.93
Municipal Court	1.55	0.00	1.55
Library	6.00	5.30	11.30
Aquatics	1.75	7.90	9.65
Parks & Recreation	4.50	1.00	5.50
Police	33.00	1.00	34.00
Fire	19.00	0.50	19.50
Community Development	5.80	0.00	5.80
Engineering	4.40	0.60	5.00
Light & Power	24.32	1.20	25.52
Public Works:	<u>23.08</u>	<u>0.00</u>	<u>23.08</u>
Sewer	3.73		
Water	9.59		
SWM	3.96		
Street	3.40		
Equipment	2.40		
<b>TOTALS:</b>	<b>140.20</b>	<b>19.63</b>	<b>159.83</b>

# **General Fund**

# GENERAL FUND REVENUES

FY 12-13 Revenues							
GENERAL FUND							
Fund: 100							
2009-10	2010-11	2011-12	Account	Resource Allocation Summary	2012-13	2012-13	2012-13
Actual	Actual	Budgeted			Proposed	Approved	Adopted
6,629,006	6,632,762	6,740,051		Local Taxes	6,884,819	6,884,819	6,884,819
1,753,203	1,805,622	1,831,445		Intergovernmental Revenue	1,874,764	1,874,764	1,874,764
77,382	31,760	179,710		Grants	205,963	205,963	205,963
3,119,260	3,118,740	3,043,048		Charges For Services	3,214,586	3,214,586	3,214,586
183,922	87,040	71,900		Licenses, Permits, Fees	87,974	87,974	87,974
265,115	263,183	250,825		Fines	254,900	254,900	254,900
105,526	53,402	51,053		Miscellaneous Revenue	55,400	55,400	55,400
1,087,315	1,145,639	1,134,526		Transfers & Reimbursements	1,266,978	1,266,978	1,266,978
3,645,834	4,373,806	4,020,320		Fund Balance Available July 1	4,590,795	4,590,795	4,590,795
<b>16,866,562</b>	<b>17,511,954</b>	<b>17,322,879</b>		<b>TOTAL RESOURCES</b>	<b>18,436,179</b>	<b>18,436,179</b>	<b>18,436,179</b>
2009-10	2010-11	2011-12	Account	Title	2012-13	2012-13	2012-13
Actual	Budgeted	Budgeted			Proposed	Approved	Adopted
<b>LOCAL TAXES</b>							
4,315,860	4,418,392	4,517,433	411003	Property Taxes	4,633,185	4,633,185	4,633,185
1,469,477	1,507,411	1,537,588	411010	Local Option Levy	1,581,332	1,581,332	1,581,332
173,013	186,564	175,000	411150	Property Tax Prior Years	135,000	135,000	135,000
670,657	520,395	510,030	413001	Franchise Tax	535,302	535,302	535,302
<b>6,629,006</b>	<b>6,632,762</b>	<b>6,740,051</b>		<b>TOTAL LOCAL TAXES</b>	<b>6,884,819</b>	<b>6,884,819</b>	<b>6,884,819</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
222,303	274,926	245,000	420005	Alcoholic Beverages	255,000	255,000	255,000
31,411	32,185	31,567	420015	Cigarette	31,000	31,000	31,000
170,969	165,135	171,500	420020	State Revenue Sharing	171,000	171,000	171,000
27,551	23,593	20,000	420029	PCC Payments	0	0	0
637,712	650,466	666,728	420035	W.C.C.L.S.	683,396	683,396	683,396
406,712	424,543	436,650	420050	Rural Fire District	452,368	452,368	452,368
33,020	25,822	35,000	420055	Metro Construction Excise Tax	45,000	45,000	45,000
46,470	52,697	50,000	422045	Transient Room Tax	50,000	50,000	50,000
177,056	156,255	175,000	422055	SD15 Construction Excise Tax	187,000	187,000	187,000
<b>1,753,203</b>	<b>1,805,622</b>	<b>1,831,445</b>		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>1,874,764</b>	<b>1,874,764</b>	<b>1,874,764</b>
<b>GRANTS</b>							
0	0	80,000	430214	Homeland Security Grant	63,463	63,463	63,463
446	0	0	430216	Fema Reimbursement	0	0	0
0	0	0	430320	Bulletproof Vest Grant	0	0	0
10,135	0	0	430327	Reducing Youth Access To Alcohol Gran	0	0	0
	7,111		430328	Justice Assistance Grant			
6,500	5,460	3,000	430335	DEC/DUII Police Grant	3,000	3,000	3,000
722	815	0	430455	Metro Cleanup Grant	0		
10,500	13,408	10,210	430460	SHPO Grant	4,000	4,000	4,000
43,000	0	85,000	430587	Grant - Other Agencies	132,500	132,500	132,500
3,814	2,716	0	430601	Public Library Support Grant	3,000	3,000	3,000
2,265	2,250	1,500	432280	Healthy Benefits Grant	0	0	0
<b>77,382</b>	<b>31,760</b>	<b>179,710</b>		<b>TOTAL GRANTS</b>	<b>205,963</b>	<b>205,963</b>	<b>205,963</b>
<b>CHARGES FOR SERVICES</b>							
250,102	272,399	276,400	440004	Swimming Pool	280,000	280,000	280,000
23,403	30,509	20,000	440007	Recreation User Fees	35,000	35,000	35,000
10,380	13,014	14,000	440010	Lockers/Vending Machines	12,000	12,000	12,000
1,095	840	1,000	440019	Library Collection Fees	1,000	1,000	1,000
250	1,663	1,000	440020	Code Enforcement Revenue	1,000	1,000	1,000
4,433	3,830	4,300	440021	Library Charges	4,400	4,400	4,400
10,995	10,213	9,750	440022	Lien Searches	10,600	10,600	10,600
3,198	3,206	2,500	440023	Print Fees	2,700	2,700	2,700
5,616	5,854	4,500	440025	Copy Service	5,600	5,600	5,600

GENERAL FUND REVENUES

GENERAL FUND REVENUES

2009-10 Actual	2010-11 Budgeted	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
11,400	9,575	9,850	440028	Passport Execution Fee	8,400	8,400	8,400
2,684,695	2,718,460	2,657,448	440029	General Fund Spt Svc (522023)	2,809,886	2,809,886	2,809,886
1,368	960	1,300	440030	Reserved Parking	1,000	1,000	1,000
21,482	22,330	20,000	440040	New Account Set-Up Fee	22,000	22,000	22,000
19,300	24,210	20,000	440042	Door Hanger Fee	20,000	20,000	20,000
933	1,679	1,000	440301	Rental Income	1,000	1,000	1,000
70,610	0	0	440501	Bond Issuance Fees	0	0	0
<b>3,119,260</b>	<b>3,118,740</b>	<b>3,043,048</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,214,586</b>	<b>3,214,586</b>	<b>3,214,586</b>
				<b>LICENSES, PERMITS, FEES</b>			
2,272	2,662	2,200	450050	Liquor Licenses	2,400	2,400	2,400
220	78	100	450051	Police Permits	100	100	100
7,925	12,835	12,500	450054	Metro Business License	10,600	10,600	10,600
14	15	0	450055	Business License Late Fees	0	0	0
36,760	39,155	37,500	450056	City Business License	39,000	39,000	39,000
2,250	8,801	600	450057	Other	875	875	875
60,200	17,331	8,000	450101	Planning Fees	21,560	21,560	21,560
73,520	5,863	10,000	450122	Engineering Inspection Fees	13,189	13,189	13,189
761	300	1,000	450225	Impound Fees	250	250	250
<b>183,922</b>	<b>87,040</b>	<b>71,900</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>87,974</b>	<b>87,974</b>	<b>87,974</b>
				<b>FINES</b>			
30,585	33,952	26,400	460105	State Court Fines	33,000	33,000	33,000
13,200	10,941	10,750	460115	Parking Fines	8,150	8,150	8,150
169	100	100	460116	Immobilization Fees	100	100	100
191,544	179,075	179,500	460120	Traffic Fines	180,300	180,300	180,300
846	1,010	1,000	460125	Ordinance Fines	750	750	750
0	100	0	460126	CD Code Violation Fines	0	0	0
3,115	3,636	2,350	460130	Marijuana Fines/Fees	3,600	3,600	3,600
6,955	8,489	5,750	460135	Minor In Possession Fines/Fees	6,000	6,000	6,000
18,702	25,880	24,975	460500	Library Late Fines	23,000	23,000	23,000
<b>265,115</b>	<b>263,183</b>	<b>250,825</b>		<b>TOTAL FINES</b>	<b>254,900</b>	<b>254,900</b>	<b>254,900</b>
				<b>MISCELLANEOUS REVENUE</b>			
84,810	36,382	44,053	470105	Interest	52,000	52,000	52,000
143	143	1,000	471020	Library Donations	150	150	150
475	1,971	0	471021	Donations	750	750	750
873	755	1,000	471022	Restricted Library Memorials	500	500	500
4,350	0	0	471027	WCVA And Match Funds	0	0	0
0	7,650	0	471030	Bond Refinancing Proceeds	0	0	0
4,840	0	0	470150	Enterprise Zone Repayment	0	0	0
10,034	6,502	5,000	472005	Miscellaneous	2,000	2,000	2,000
<b>105,526</b>	<b>53,402</b>	<b>51,053</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>55,400</b>	<b>55,400</b>	<b>55,400</b>
				<b>TRANSFERS &amp; REIMBURSEMENTS</b>			
13,120	12,878	12,195	480006	Municipal Judge Reimbursement	9,450	9,450	9,450
8,596	4,844	5,000	480006	Reimbursements	7,500	7,500	7,500
0	18,700	39,644	480008	Cornelius Fire Dept Reimb For Chief	40,256	40,256	40,256
116,511	116,667	112,000	480009	Trimet Officer Reimbursement	112,620	112,620	112,620
50,790	53,330	54,397	480010	SRO Reimbursement	57,868	57,868	57,868
5,833	2,401	2,400	480011	School District Overtime	0	0	0
5,182	27,685	8,700	480015	Fire Dept Reimbursements	2,500	2,500	2,500
4,266	5,837	4,200	480017	Fire Dept Inspection Reimbursement	4,200	4,200	4,200
883,017	883,635	882,207	480050	In-Lieu Of Transfer	1,032,584	1,032,584	1,032,584
0	19,663	13,783	481005	Transfer From Other Funds	0	0	0
<b>1,087,315</b>	<b>1,145,639</b>	<b>1,134,526</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>1,266,978</b>	<b>1,266,978</b>	<b>1,266,978</b>
				<b>FUND BALANCE AVAILABLE</b>			
3,645,834	4,373,806	4,020,320	495005	Fund Bal Avail For Approp.	4,590,795	4,590,795	4,590,795
<b>3,645,834</b>	<b>4,373,806</b>	<b>4,020,320</b>		<b>TOTAL AVAILABLE</b>	<b>4,590,795</b>	<b>4,590,795</b>	<b>4,590,795</b>
<b>16,866,562</b>	<b>17,511,954</b>	<b>17,322,879</b>		<b>TOTAL RESOURCES</b>	<b>18,436,179</b>	<b>18,436,179</b>	<b>18,436,179</b>

## LEGISLATIVE & EXECUTIVE

### MISSION STATEMENT

The Legislative and Executive Department will work closely with the City Council and Mayor so as to provide effective, responsible and collaborative leadership in pursuing and implementing the goals, priorities and policies established by the City Council.

### DEPARTMENT OVERVIEW

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

### DEPARTMENT GOALS

- To strive to achieve Council goals in a timely, cost-effective manner;
- To solicit citizen and employee input through frequent, clear communication efforts;
- To manage public information and records in a manner that ensures timely, open access and efficient retrieval;
- To coordinate efforts with Light & Power in efforts to promote economic Forest Grove as a place where businesses and families thrive;
- To pursue and monitor development of a sound financial plan that relieves dependence on levy resources.
- Provide oversight for all City departments in the successful completion of all Council goals.

### PERFORMANCE MEASUREMENTS

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

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

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

Department work plans and economic development strategic plan will be successfully monitored and implemented on an ongoing basis.

### BUDGET HIGHLIGHTS

The Legislative and Executive budget is relatively unchanged from FY 2011-12. This budget primarily funds the personnel costs associated with the Legislative Department. This department provides critical executive oversight in implementing Council policies and the goals they establish for the community.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 10-11	Appropriated FY 11-12	Proposed FY 12-13
City Manager	1.00	1.00	1.00
Economic Development Coordinator	0.50	0.00	0.00
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
<b>TOTAL</b>	<b>3.50</b>	<b>3.00</b>	<b>3.00</b>

**BUDGET DETAIL**

FY 12-13 Revenues							
GENERAL FUND - Legislative & Executive							
Fund& Dept: 100-11							
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				CHARGES FOR SERVICES			
0	0	38	440025	Copy Service	28	28	28
299,350	307,090	301,259	440029	General Fund Spt Svc (522023)	306,959	306,959	306,959
<b>299,350</b>	<b>307,090</b>	<b>301,297</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>306,987</b>	<b>306,987</b>	<b>306,987</b>
				INTERGOVERNMENTAL REVENUE			
27,551	23,593	0	420029	PCC Payments	0	0	0
<b>27,551</b>	<b>23,593</b>	<b>0</b>		<b>TOTAL INTERGOV'T REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				MISCELLANEOUS			
0	400	0	472005	Miscellaneous	0	0	0
0	0	0	471025	Public Arts Comm. Donation	0	0	0
4,350	0	0	471027	WCVA And Match Funds	0	0	0
<b>4,350</b>	<b>400</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>331,251</b>	<b>331,083</b>	<b>301,297</b>		<b>TOTAL RESOURCES</b>	<b>306,987</b>	<b>306,987</b>	<b>306,987</b>

<b>FY 12-13 Expenditures</b>							
<b>Legislative &amp; Executive</b>							
<b>Fund &amp; Dept: 100-11</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
275,950	281,012	256,682	511005	Regular Employee Wages	265,156	265,156	265,156
8,727	9,024	9,000	511010	Part-Time Employees	9,000	9,000	9,000
48,750	50,351	51,756	512005	Health/Dental Benefits	56,281	56,281	56,281
3,888	2,777	2,522	512008	Health Reimb Arrangement	2,606	2,606	2,606
53,012	56,635	51,199	512010	Retirement	53,686	53,686	53,686
20,003	20,371	20,325	512015	FICA	20,973	20,973	20,973
486	358	325	512020	Worker'S Comp	336	336	336
2,399	2,515	1,425	512025	Other Benefits	1,675	1,675	1,675
2,220	2,288	1,912	512030	Other Payroll Taxes	2,012	2,012	2,012
<b>415,435</b>	<b>425,330</b>	<b>395,147</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>411,726</b>	<b>411,726</b>	<b>411,726</b>
<b>MATERIALS &amp; SERVICES</b>							
1,233	602	750	520110	Operating Supplies	750	750	750
8,269	9,535	7,500	520120	Organization Business Expense	7,500	7,500	7,500
1,451	2,753	0	520150	Utilities	0	0	0
56	84	100	520180	Subscriptions/Books	100	100	100
0	0	500	520220	Small Equipment	500	500	500
1,831	6,034	2,000	520503	Printing	2,300	2,300	2,300
1,136	800	700	520506	Postage	500	500	500
846	619	452	520509	Telephone	452	452	452
12,120	11,226	9,020	520521	Public Information	9,020	9,020	9,020
413	656	60	520524	Publications	60	60	60
5,337	6,180	3,505	520530	Memberships	3,505	3,505	3,505
300	1,447	2,500	520563	Sister City Contribution	6,500	6,500	6,500
416	365	332	520578	Insurance & Bonds	332	332	332
4,070	9,363	7,044	521003	Training/Conferences	7,969	7,969	7,969
14,901	12,342	17,000	521004	Legislative Training/Conferences	17,000	17,000	17,000
182	604	300	521006	Travel	200	200	200
170	1,349	1,000	521150	Professional Services	1,000	1,000	1,000
538	499	500	522003	Equipment Maint & Oper Supplies	500	500	500
0	127	0	522012	Fuel/Oil	0	0	0
1,476	1,740	652	522021	Equipment Fund Charges	642	642	642
2,668	2,668	1,748	522022	Information Systems Fund	1,688	1,688	1,688
23,752	15,588	0	522309	Building/Facility Rental	0	0	0
651	133	0	522312	Facility Maintenance Supplies	0	0	0
126	0	0	522315	Facility Mnt/Repairs	0	0	0
<b>81,941</b>	<b>84,715</b>	<b>55,663</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>60,518</b>	<b>60,518</b>	<b>60,518</b>
<b>497,376</b>	<b>510,045</b>	<b>450,810</b>		<b>TOTAL LEG &amp; EXEC EXPENDITURES</b>	<b>472,244</b>	<b>472,244</b>	<b>472,244</b>

# ADMINISTRATIVE SERVICES

## MISSION STATEMENT

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

## DEPARTMENT OVERVIEW

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

## DEPARTMENT GOALS

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

## BUDGET HIGHLIGHTS

Overall, the Administrative Department's budget is increasing about 6.2% when compared to FY 11-12. A portion of this increase is due to one Administrative Specialist position extending to full time instead of part-time to better meet customer service needs, as well as cost of living adjustments for staff and increases in benefit costs. Material and Services are increasing approximately 2.5%. Funds are included for repairs to the Senior Center as required by the contract, as well as funds to support the operations of the Senior Center. The training budget is proposed to increase to keep staff and managers up on current methods of improving the quality and efficiency of their work. Another budget highlight supports the City's sustainability efforts: the City Hall fleet will incorporate a Nissan Leaf, a vehicle that uses no gasoline. This Leaf was originally purchased by the Light and Power Department, but that Department determined it was not getting enough in-City use and so offered to transfer it to City Hall.

## 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 08-09</u>	<u>FY 09-10</u>	<u>FY 10-11</u>
Utility Bills Processed	111,540	112,351	113,391
Utility Meters Disconnected	402	426	523
Vouchers Processed	8275	9,358	9,215
Lien Search Completions	493	514	470
Employment Apps. Processed	595	600	876
Position Recruitments Completed	18	10	20

**PERSONNEL REQUIREMENTS**

	<u>Appropriated FY 10-11</u>	<u>Appropriated FY 11-12</u>	<u>Proposed FY 12-13</u>
Director of Administrative Services	1.00	1.000	1.000
Human Resources Manager	1.00	0.875	0.875
Assistant Administrative Services Director	1.00	1.000	1.000
Accountant	1.00	1.000	1.000
Network Supervisor	1.00	1.000	1.000
PC Technician	1.00	1.000	1.000
Administrative Services Manager	1.00	1.000	1.000
Human Resources Technician	0.50	0.000	0.000
Volunteer Coordinator	0.25	0.000	0.000
Vol. Coordinator/HR Coord.	0.00	0.500	0.500
Senior Administrative Specialist	1.00	1.000	1.000
Administrative Specialists	4.00	3.850	4.050
Payroll Specialist	1.00	1.000	1.000
Janitors	1.75	1.875	1.750
Facility Maintenance Supervisor	0.50	0.500	0.750
<b>TOTAL</b>	<b>16.00</b>	<b>15.600</b>	<b>15.925</b>

**BUDGET DETAIL**

**Admin Services**

<b>FY 12-13 Revenues</b>							
<b>GENERAL FUND - Administrative Services</b>							
<b>Fund &amp; Dept: 100-12-10</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>GRANTS</b>							
722	815	0	430455	Metro Cleanup Grant	0	0	0
2,265	2,250	1,500	432280	Healthy Benefits Grant	0	0	0
<b>2,987</b>	<b>3,065</b>	<b>1,500</b>		<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>							
10,995	10,213	9,750	440022	Lien Searches	10,600	10,600	10,600
113	204	205	440025	Copy Service	220	220	220
11,400	9,575	9,850	440028	Passport Execution Fee	8,400	8,400	8,400
1,534,140	1,730,764	1,676,596	440029	General Fund Spt Svc (522023)	1,752,863	1,752,863	1,752,863
1,368	960	1,300	440030	Reserved Parking	1,000	1,000	1,000
21,482	22,330	20,000	440040	New Account Set-Up Fee	22,000	22,000	22,000
19,300	24,210	20,000	440042	Door Hanger Fee	20,000	20,000	20,000
70,610	0	0	440501	Bond Issuance Fees	0	0	0
<b>1,669,408</b>	<b>1,798,256</b>	<b>1,737,701</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,815,083</b>	<b>1,815,083</b>	<b>1,815,083</b>
<b>LICENSES,PERMITS &amp; FEES</b>							
14	15	0	450055	Business License Late Fees	0	0	0
36,760	39,155	37,500	450056	Business License	39,000	39,000	39,000
10	0	600	450057	Other	875	875	875
<b>36,784</b>	<b>39,170</b>	<b>38,100</b>		<b>TOTAL LICENSES,PERMITS &amp; FEES</b>	<b>39,875</b>	<b>39,875</b>	<b>39,875</b>
<b>MISCELLANEOUS REVENUE</b>							
0	0	0	471021	Donations	0	0	0
	7,650		471030	Bond Refinancing Proceeds			
923	2,868	5,000	472005	Miscellaneous	2,000	2,000	2,000
<b>923</b>	<b>10,518</b>	<b>5,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>TRANSFERS &amp; REIMBURSEMENTS</b>							
4	3	5,000	480006	Reimbursements	7,500	7,500	7,500
0	0	0	481005	Transfer From Other Funds	0	0	0
<b>4</b>	<b>3</b>	<b>5,000</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMI</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>1,710,106</b>	<b>1,851,012</b>	<b>1,787,301</b>		<b>TOTAL RESOURCES</b>	<b>1,864,458</b>	<b>1,864,458</b>	<b>1,864,458</b>

**FY 12-13 Expenditures**  
**Admin Services Dept**  
**Fund & Dept & Division: 100-12-10**

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
824,751	860,708	765,005	511005	Regular Employee Wages	826,294	826,294	826,294
57,061	69,726	130,143	511010	Part-Time Wages	122,107	122,107	122,107
10	0	0	511015	Overtime	0	0	0
3,167	5,075	0	511020	Temporary Wages	2,500	2,500	2,500
0	1,056	0	511021	Unemployment Compensation	0	0	0
232,223	244,918	254,114	512005	Health/Dental Benefits	287,743	287,743	287,743
8,357	8,746	8,447	512008	Health Reimb Arrang	8,861	8,861	8,861
157,787	170,993	163,521	512010	Retirement	177,260	177,260	177,260
66,540	70,490	68,479	512015	Fica	72,744	72,744	72,744
6,152	4,528	4,357	512020	Worker's Comp	4,895	4,895	4,895
7,695	8,041	4,658	512025	Other Benefits	5,670	5,670	5,670
6,405	5,699	6,604	512030	Other Payroll Taxes	7,143	7,143	7,143
<b>1,370,147</b>	<b>1,449,981</b>	<b>1,405,328</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>1,515,217</b>	<b>1,515,217</b>	<b>1,515,217</b>
<b>MATERIALS &amp; SERVICES</b>							
8,556	1,679	6,000	520110	Operating Supplies	6,000	6,000	6,000
6,967	5,804	6,200	520120	Organization Business Expense	6,200	6,200	6,200
7,639	9,665	7,370	520150	Utilities	7,684	7,684	7,684
902	649	800	520180	Subscriptions/Books	800	800	800
56,398	62,601	67,135	520200	Computer Software Licenses/Mnt	65,230	65,230	65,230
4,757	2,611	1,200	520220	Small Equipment	1,200	1,200	1,200
13,893	16,629	17,870	520503	Printing	17,870	17,870	17,870
58,602	60,604	68,400	520506	Postage	70,000	70,000	70,000
5,750	4,014	5,950	520509	Telephone	5,450	5,450	5,450
2,101	2,865	3,500	520521	Public Information	3,750	3,750	3,750
384	535	1,182	520524	Publications	1,252	1,252	1,252
18,334	18,295	18,825	520530	Memberships	20,863	20,863	20,863
856	918	2,500	520533	Recruiting Expenses	2,500	2,500	2,500
3,374	6,337	11,426	520557	Intergovernmental Services	11,426	11,426	11,426
24,519	16,429	17,500	520560	Senior Center	22,500	22,500	22,500
9,215	8,741	7,954	520578	Insurance & Bonds	7,954	7,954	7,954
18,824	12,348	17,600	521003	Training/Conferences	25,000	25,000	25,000
40	23	500	521006	Travel	500	500	500
34,047	35,047	54,500	521113	Attorney Services	54,500	54,500	54,500
29,983	10,964	36,200	521150	Professional Services	33,700	33,700	33,700
5,445	5,009	6,000	521165	Contracts For Services	6,000	6,000	6,000
0	76	0	521168	Misc Medical Services	0	0	0
44,488	61,910	29,500	521171	Financial Services-Auditing, Banking, Ac	28,991	28,991	28,991
2,224	1,234	2,600	521172	Bank Service Fees	2,600	2,600	2,600
15,444	8,647	28,017	522003	Equipment Maint & Oper Supplies	31,220	31,220	31,220
5,016	5,869	6,865	522021	Equipment Fund Charges	7,231	7,231	7,231
82,371	82,260	70,261	522022	Information Systems Fund Charges	70,261	70,261	70,261
0	5,295	6,900	522303	Custodial	5,900	5,900	5,900
0	1,225	1,100	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
4,433	3,680	12,400	522312	Facility Maintenance Supplies	13,500	13,500	13,500
91,206	81,366	86,500	522315	Facility Mnt/Repairs	87,500	87,500	87,500
32,444	0	0	550051	Office Equipment & Furniture	0	0	0
<b>610,074</b>	<b>555,189</b>	<b>624,615</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>640,541</b>	<b>640,541</b>	<b>640,541</b>
<b>1,980,221</b>	<b>2,005,170</b>	<b>2,029,943</b>		<b>TOTAL ADMIN SERVICE EXPEND</b>	<b>2,155,758</b>	<b>2,155,758</b>	<b>2,155,758</b>

**ADMIN SERVICES**

# 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.

## 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. The amount of revenue collected by the Court appears to have plateaued at just over \$200,000. The Administrative Specialist position was extended to full-time, and split with Utility Billing, in order to better meet the needs of the Court and Utility Billing customers. The State Legislature changed the assessment structure and priority, such that the the full assessment is remitted to the State first, whereas it used to be pro-rated based upon the amount and timeliness of collecting fines from the defendants.

## PERSONNEL REQUIREMENTS

	Appropriated <u>FY 10-11</u>	Appropriated <u>FY 11-12</u>	Proposed <u>FY 12-13</u>
Court Coordinator	1.00	1.00	1.00
Admin Specialist	0.55	0.30	0.55
<b>TOTAL</b>	<b>1.55</b>	<b>1.30</b>	<b>1.55</b>

**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>							
<b>GENERAL FUND - Municipal Court</b>							
<b>Fund &amp; Dept: 100-12-20</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FINES			
13,200	10,941	10,750	460115	Parking Fines	8,150	8,150	8,150
191,544	179,075	179,500	460120	Traffic Fines	180,300	180,300	180,300
846	1,010	1,000	460125	Ordinance Fines	750	750	750
	100	0	460126	CD Code Violation Fines	0	0	0
3,115	3,636	2,350	460130	Marijuana Fines/Fees	3,600	3,600	3,600
6,955	8,489	5,750	460135	Minor In Possession Fines/Fees	6,000	6,000	6,000
<b>215,659</b>	<b>203,251</b>	<b>199,350</b>		<b>TOTAL FINES</b>	<b>198,800</b>	<b>198,800</b>	<b>198,800</b>
				MISCELLANEOUS			
0	45	0	472005	Miscellaneous	0	0	0
<b>0</b>	<b>45</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				TRANSFERS & REIMBURSEMENTS			
13,120	12,878	12,195	480006	Municipal Judge Reimbursement	9,450	9,450	9,450
<b>13,120</b>	<b>12,878</b>	<b>12,195</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>9,450</b>	<b>9,450</b>	<b>9,450</b>
<b>228,779</b>	<b>216,174</b>	<b>211,545</b>		<b>TOTAL RESOURCES</b>	<b>208,250</b>	<b>208,250</b>	<b>208,250</b>

**MUNI COURT**

MUNI COURT

FY 12-13 Expenditures							
Municipal Court							
Fund & Dept & Division: 100-13-10							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONAL SERVICES</b>							
54,132	55,313	55,650	511005	Regular Employee Wages	75,690	0	0
34,147	34,900	35,726	511010	Part-Time Employee Wages	18,480	0	0
10,720	11,970	13,093	512005	Health/Dental Benefits	24,559	0	0
528	539	546	512008	Health Reimb Arrange	746	0	0
10,252	10,992	11,084	512010	Retirement	13,746	0	0
6,688	6,790	6,990	512015	Fica	7,204	0	0
168	126	116	512020	Worker's Comp	119	0	0
480	532	501	512025	Other Benefits	589	0	0
639	661	666	512030	Other Payroll Taxes	706	0	0
<b>117,754</b>	<b>121,823</b>	<b>124,372</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>141,839</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SERVICES</b>							
490	315	1,000	520110	Operating Supplies	1,000	0	0
0	32	200	520120	Organiz Business Exp	200	0	0
6,152	6,152	6,390	520200	Computer Software Licenses	6,485	0	0
0	0	200	520220	Small Equipment	200	0	0
0	5	400	520503	Printing	400	0	0
953	817	1,150	520506	Postage	1,150	0	0
226	144	250	520509	Telephone	250	0	0
0	0	100	520521	Public Information	100	0	0
135	25	500	520524	Publications	500	0	0
100	185	185	520530	Memberships	195	0	0
7,216	6,329	7,544	520539	Assessment-County	2,532	0	0
3,774	3,146	3,923	520540	State Court Security Assessment	0	0	0
210	217	700	520557	Intergovern Services	700	0	0
34,518	27,966	34,948	520566	Assessment- State	53,890	0	0
373	327	298	520578	Insurance & Bonds	298	0	0
719	678	2,600	521003	Training/Conferences	2,600	0	0
2,744	3,163	3,900	521150	Professional Services	3,900	0	0
1,307	1,324	1,500	521172	Banking Services	1,500	0	0
6,476	6,476	5,280	522022	Inform Systems Fund	4,984	0	0
784	784	784	522309	Building/Facility Rental	784	0	0
<b>66,177</b>	<b>58,085</b>	<b>71,852</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>81,668</b>	<b>0</b>	<b>0</b>
<b>183,931</b>	<b>179,908</b>	<b>196,224</b>		<b>TOTAL MUNICIPAL COURT EXP</b>	<b>223,507</b>	<b>0</b>	<b>0</b>

# LIBRARY

## MISSION STATEMENT

It is the mission of the Forest Grove Library to provide the 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.

At the time of Budget Book publication, the Library staff and Library Commission were completing a revision to the Library's mission statement. This statement is anticipated to be considered by the City Council in mid-2012.

## 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, Early Childhood Discovery Time, Fun@4, Read to the Dogs, a Book Group for adults, Latino outreach, school and group tours, and displays. The Friends of the Library schedule and fund the Cultural Series. Staff also provides support for the Library Commission, Friends of the Library, Library Foundation, and the Public Arts Commission.

The City is a member of the Washington County Cooperative Library Services (WCCLS). Through this network, Washington County residents receive tax payer supported access to all public libraries in the county. Member libraries receive funding based on an adopted reimbursement agreement supported by revenues from Washington County, including a County-wide levy. Other services received from this membership include: The library catalog; daily courier service; Database subscriptions that include job-training skills; Library staff training support; Reference service support; Digital reference 24/7; Downloadable e-books, audio books and videos; Outreach service to Latino patrons, homebound patrons and assisted living facilities; Wireless Internet service; Programming and Publicity Support; Cultural Passes to Portland-area museums and gardens; And a reciprocal borrowing agreement with Multnomah, Clackamas, Fort Vancouver and Hood River Library Systems.

## DEPARTMENT GOALS

1. Participate in WCCLS Radio Frequency Identification (RFID) project, a tagging and security system.
2. Assist Library Foundation with a fund-raising campaign for furniture and artwork.
3. Library Staff and Library Commission complete revision of Mission Statement and forward to Council
4. Complete Publicity and Programming Assessment
5. Complete and open Stewart History Room

## PERFORMANCE MEASURES

### 1. Access to facility and collections – calendar year 2011

- Library visits = 222,822 persons came into the library
- library cards issued = 1,704 new registrations
- Items checked out = 411,944 items
- Volunteer assistance provided = 6,010 hours

### 2. Reference Assistance – calendar year 2011

- Reference questions answered = 15,176
- Hold and interlibrary loan requests = 278,888
- Public computer use = 19,630

### 3. Programming for all ages – calendar year 2011

- Children’s programs presented = 186 programs/6,022 persons attending
- Adult programs presented = 79 programs/1,013 people attending

#### BUDGET HIGHLIGHTS

The Forest Grove City Library receives approximately 72% of its funding for operations from the WCCLS. The amount from WCCLS is slated to increase each year by 2.5%, provided funds are available. Other revenue supporting the operations of the Forest Grove Library includes various fees, charges and fines, which make up an additional 3.5% of the Library’s budget. The remaining 25% of the Library’s operating budget comes from the City’s General Fund. The Library does receive support for one-time purchases from the Friends of the Library, the Library Foundation, and periodic donations.

The Library’s budget is proposed to increase approximately 3.5% in FY 2012-13 when compared to the budget for FY 2011-12. This increase is due to inflationary increases in salary and benefit costs, utilities, and various maintenance contracts.

#### PERSONNEL REQUIREMENTS

LIBRARY

	Appropriated FY 10-11	Appropriated FY 11-12	Proposed FY 12-13
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	5.50	5.50	5.50
Volunteer Coordinator	0.25	0.25	0.25
<b>TOTAL</b>	<b>11.30</b>	<b>11.30</b>	<b>11.30</b>

#### BUDGET DETAIL

			FY 12-13 Revenues				
			GENERAL FUND - Library				
			Fund & Dept: 100-14				
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
637,712	650,466	666,728	420035	W.C.C.L.S.	683,396	683,396	683,396
3,814	2,716	0	430601	Public Library Support Grant	3,000	3,000	3,000
<b>641,526</b>	<b>653,182</b>	<b>666,728</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>686,396</b>	<b>686,396</b>	<b>686,396</b>
CHARGES FOR SERVICES							
1,095	840	1,000	440019	Library Collection Fees	1,000	1,000	1,000
4,433	3,830	4,300	440021	Library Charges	4,400	4,400	4,400
3,198	3,206	2,500	440023	Print Fees	2,700	2,700	2,700
1,696	1,645	475	440025	Copy Service	942	942	942
921	1,679	500	440301	Rental Income	1,000	1,000	1,000
<b>11,342</b>	<b>11,200</b>	<b>8,775</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>10,042</b>	<b>10,042</b>	<b>10,042</b>
FINES							
18,702	25,880	24,975	460500	Library Late Fines	23,000	23,000	23,000
<b>18,702</b>	<b>25,880</b>	<b>24,975</b>		<b>TOTAL FINES</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
MISCELLANEOUS REVENUE							
127	54	0	450057	Other	0	0	0
143	143	1,000	471020	Library Donations	150	150	150
873	755	1,000	471022	Restricted Library Memorials	500	500	500
<b>1,143</b>	<b>952</b>	<b>2,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>650</b>	<b>650</b>	<b>650</b>
<b>672,713</b>	<b>691,213</b>	<b>702,478</b>		<b>TOTAL RESOURCES</b>	<b>720,088</b>	<b>720,088</b>	<b>720,088</b>

**FY 12-13 Expenditures**

**Library**

**Fund & Dept: 100-14**

2009-10	2010-11	2010-11			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
330,724	335,413	342,896	511005	Regular Employee Wages	352,438	352,438	352,438
225,083	224,815	232,838	511010	Part-Time Employee Wages	245,044	245,044	245,044
14,141	0	0	511020	Temporary Employee Wages	0	0	0
71,567	70,030	77,123	512005	Health/Dental Benefits	83,241	83,241	83,241
3,845	3,927	4,110	512008	Health Reimb Arrange	4,137	4,137	4,137
63,312	67,892	68,671	512010	Retirement	71,634	71,634	71,634
42,595	41,720	44,044	512015	FICA	45,707	45,707	45,707
976	713	684	512020	Worker's Comp	710	710	710
2,455	2,567	2,681	512025	Other Benefits	3,257	3,257	3,257
4,155	4,141	4,284	512030	Other Payroll Taxes	4,524	4,524	4,524
<b>758,852</b>	<b>752,377</b>	<b>777,332</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>810,692</b>	<b>810,692</b>	<b>810,692</b>
<b>MATERIALS &amp; SERVICES</b>							
5,414	5,500	5,000	520110	Operating Supplies	5,000	5,000	5,000
28	46	100	520120	Organization Business Expense	100	100	100
79,609	80,625	79,850	520140	Library Materials	79,850	79,850	79,850
3,095	3,679	1,490	520150	Utilities	1,501	1,501	1,501
(1,480)	0	1,250	520220	Small Equipment	1,700	1,700	1,700
1,986	2,057	1,900	520506	Postage	1,900	1,900	1,900
2,345	1,222	2,400	520509	Telephone	1,400	1,400	1,400
589	2,264	800	520521	Public Information	800	800	800
0	505	850	520530	Memberships	750	750	750
176	62	100	520536	Customer Refunds	0	0	0
2,023	2,030	1,950	520557	Intergovernmental Services	2,500	2,500	2,500
8,429	7,388	6,723	520578	Insurance & Bonds	6,723	6,723	6,723
96	560	1,250	521003	Training/Conferences	1,250	1,250	1,250
0	0	500	521006	Travel	500	500	500
6,229	4,976	6,675	521165	Contracts For Services	6,000	6,000	6,000
3,809	2,796	4,350	522003	Equipment Maintenance	4,450	4,450	4,450
1,476	1,740	652	522021	Equipment Fund Charges	642	642	642
23,509	22,135	20,943	522022	Information Systems Fund	20,943	20,943	20,943
4,179	3,912	4,000	522312	Facility Maintenance Supplies	4,000	4,000	4,000
5,542	4,421	4,350	522315	Facility Mnt/Repairs	4,350	4,350	4,350
<b>147,056</b>	<b>145,919</b>	<b>145,133</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>144,360</b>	<b>144,360</b>	<b>144,360</b>
<b>905,908</b>	<b>898,296</b>	<b>922,465</b>		<b>TOTAL LIBRARY EXPENDITURES</b>	<b>955,052</b>	<b>955,052</b>	<b>955,052</b>

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 10-11</u>	<u>FY 11-12</u>
Swimming Instruction	22,056	18,902
Recreational Swimming	35,899	34,894
Group Rentals	20,598	21,366

## BUDGET HIGHLIGHTS

For Fiscal Year 2012-13, the Aquatics Department will continue to offer the same services at the same level as in 2011-12. Demand for water space is growing, and staff will evaluate space needed for water polo(club), water polo(schools) and club diving. Additionally, staff will train as required by new American Red Cross Standards as they roll out yet additional new lifeguard standards. Reductions made in the previous year to achieve budget goals continue, which reduced public swims, fitness swims, and facility maintenance. For FY 12-13, the Facility Maintenance Supervisor allocation to Aquatics has been reduced,

reflecting time actually spent at the Aquatic Center. The allocation for this position was increased in the Administrative Services Department. A new partnership with Portland Community College will be added to this year's program, and potential revenue opportunities will be explored as these programs get underway.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 10-11	Appropriated FY 11-12	Proposed FY 12-13
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	0.25
Aquatic Staff	6.90	6.90	6.90
<b>TOTAL</b>	<b>9.90</b>	<b>9.90</b>	<b>9.65</b>

**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>							
<b>GENERAL FUND - Aquatics</b>							
<b>Fund &amp; Dept: 100-15</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
250,102	272,399	276,400	440004	Swimming Pool	280,000	280,000	280,000
10,380	13,014	14,000	440010	Lockers/Vending Machines	12,000	12,000	12,000
<b>260,482</b>	<b>285,413</b>	<b>290,400</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>292,000</b>	<b>292,000</b>	<b>292,000</b>
				MISCELLANEOUS REVENUE			
0	0	0	471021	Donations	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>260,482</b>	<b>285,413</b>	<b>290,400</b>		<b>TOTAL RESOURCES</b>	<b>292,000</b>	<b>292,000</b>	<b>292,000</b>

AQUATIC CENTER

FY 12-13 Expenditures							
Aquatics							
Fund & Dept: 100-15							
2009-10	2010-11	2011-12	Account	Title	2012-13	2012-13	2012-13
Actual	Actual	Budgeted			Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
133,284	135,763	140,277	511005	Regular Employee Wages	130,741	130,741	130,741
155,013	159,818	184,721	511010	Part-Time Employee Wages	192,025	192,025	192,025
0	185	0	511020	Temporary Employee Wages	0	0	0
0	919	0	511021	Unemployment Compensation	0	0	0
33,270	35,465	38,516	512005	Health/Dental Benefits	38,739	38,739	38,739
1,976	2,145	1,749	512008	Health Reimb Arrange	1,675	1,675	1,675
25,313	27,099	27,897	512010	Retirement	26,321	26,321	26,321
21,500	21,794	25,168	512015	Fica	24,998	24,998	24,998
8,683	6,534	6,279	512020	Worker'S Comp	6,169	6,169	6,169
1,142	1,311	1,570	512025	Other Benefits	1,822	1,822	1,822
2,208	2,297	2,549	512030	Other Payroll Taxes	2,576	2,576	2,576
<b>382,389</b>	<b>393,331</b>	<b>428,727</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>425,065</b>	<b>425,065</b>	<b>425,065</b>
<b>MATERIALS &amp; SERVICES</b>							
25,809	17,200	28,550	520110	Operating Supplies	28,150	28,150	28,150
159	185	400	520120	Organization Business Expense	400	400	400
263	267	300	520130	Personnel Uniforms & Equipment	300	300	300
87,083	80,565	96,800	520150	Utilities	99,512	99,512	99,512
0	173	0.00	520190	Computer Software	0	0	0
10,846	4,268	5,250	520220	Small Equipment	4,950	4,950	4,950
938	1,174	2,300	520503	Printing	2,400	2,400	2,400
485	316	500	520506	Postage	500	500	500
428	485	620	520509	Telephone	600	600	600
1,625	2,621	2,250	520521	Public Information	2,200	2,200	2,200
5	100	250	520530	Memberships	250	250	250
50	0	0	520533	Recruiting Expenses	0	0	0
1,936	1,139	1,100	520557	Intergovernmental Services	1,100	1,100	1,100
7,194	6,306	5,738	520578	Insurance & Bonds	5,738	5,738	5,738
1,274	1,770	1,550	521003	Training/Conferences	1,950	1,950	1,950
0	40	0	521150	Professional Services	3,000	3,000	3,000
0	0	0	521168	Misc Medical Services	0	0	0
1,623	3,243	1,150	522003	Equipment Maint & Oper Supplies	1,150	1,150	1,150
1,476	1,740	727	522021	Equipment Fund Charges	763	763	763
2,822	3,682	3,452	522022	Information Systems Fund	3,452	3,452	3,452
6,772	10,106	12,300	522312	Facility Maintenance Supplies	12,300	12,300	12,300
18,788	27,013	25,450	522315	Facility Mnt/Repairs	24,250	24,250	24,250
<b>169,574</b>	<b>162,392</b>	<b>188,687</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>192,965</b>	<b>192,965</b>	<b>192,965</b>
<b>551,962</b>	<b>555,723</b>	<b>617,414</b>		<b>TOTAL AQUATICS EXPENDITURES</b>	<b>618,030</b>	<b>618,030</b>	<b>618,030</b>

# PARKS & RECREATION

## MISSION STATEMENT

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

## DEPARTMENT OVERVIEW

The Parks and Recreation Department provides safe and well-maintained equipment and facilities within the community. The department provides summer and recreational opportunities by working with 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 Right of ways and substations during growing season.

	<u>2010</u>	<u>2011</u>
Park Reservations (# of reservations)	623	758
Sports League Games Participants	10,582	11,496

## BUDGET HIGHLIGHTS

The Department will continue its effort to implement the Parks Master Plan. Development projects included in this year's budget include: Property acquisitions in two areas will be explored, continued development of the Emerald Necklace will occur in Talisman Park as identified in the Trails Master

Plan and staff will continue planning to update the Parks, Recreation and Open Space Master Plan. 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 <u>FY 10-11</u>	Appropriated <u>FY 11-12</u>	Proposed <u>FY 12-13</u>
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
<b>Total</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>

**BUDGET DETAIL**

PARKS

			FY 12-13 Revenues				
			GENERAL FUND - Parks & Recreation				
			Fund & Dept: 100-16				
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
CHARGES FOR SERVICES							
23,403	30,509	20,000	440007	RECREATION USER FEES	35,000	35,000	35,000
79,714	86,842	87,232	440029	GENERAL FUND SPT SVC (522023)	89,620	89,620	89,620
12	0	500	440301	RENTAL INCOME	0	0	0
<b>103,129</b>	<b>117,351</b>	<b>107,732</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>124,620</b>	<b>124,620</b>	<b>124,620</b>
MISCELLANEOUS REVENUE							
10	0		450057	OTHER			
0	1,000	0	471020	DONATIONS	750	750	750
<b>10</b>	<b>1,000</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>750</b>	<b>750</b>	<b>750</b>
TRANSFERS & REIMBURSEMENTS							
0	1,227	0	480006	REIMBURSEMENTS	0	0	0
0	0	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
<b>0</b>	<b>1,227</b>	<b>0</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>103,139</b>	<b>119,578</b>	<b>107,732</b>		<b>TOTAL RESOURCES</b>	<b>125,370</b>	<b>125,370</b>	<b>125,370</b>

**FY12-13 Expenditures**

**Parks Dept**

**Fund & Dept: 100-16**

2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>PERSONAL SERVICES</b>							
221,953	235,819	244,431	511005	Regular Employee Wages	257,625	257,625	257,625
0	742	46,056	511010	Part-Time Employee Wages	48,210	48,210	48,210
36,460	34,544	0	511020	Temp Employee Wages	0	0	0
2,517	2,621	0	511021	Unemployment Compensation	0	0	0
49,080	48,699	52,770	512005	Health/Dental Benefits	58,290	58,290	58,290
1,750	1,880	2,417	512008	Health Reimb Arrange	2,548	2,548	2,548
38,204	48,396	49,063	512010	Retirement	52,497	52,497	52,497
19,645	20,489	22,634	512015	FICA	23,396	23,396	23,396
9,142	6,544	6,220	512020	Worker's Comp	6,445	6,445	6,445
1,677	1,703	1,100	512025	Other Benefits	1,365	1,365	1,365
1,896	1,997	2,202	512030	Other Payroll Taxes	2,316	2,316	2,316
<b>382,323</b>	<b>403,433</b>	<b>426,892</b>		<b>TOTAL PERSONAL SERVICES</b>	<b>452,694</b>	<b>452,694</b>	<b>452,694</b>
<b>MATERIALS &amp; SERVICES</b>							
561	989	2,050	520110	Operating Supplies	2,400	2,400	2,400
121	126	100	520120	Organization Business Expense	100	100	100
2,954	1,442	2,100	520130	Personnel Uniforms & Equipment	2,100	2,100	2,100
5,526	3,554	4,699	520150	Utilities	4,994	4,994	4,994
7,178	3,463	8,050	520220	Small Equipment	8,350	8,350	8,350
3	9	0	520503	Printing	0	0	0
15	0	150	520506	Postage	150	150	150
2,104	1,397	2,735	520509	Telephone	2,735	2,735	2,735
0	200	200	520521	Public Information	200	200	200
800	920	1,170	520530	Memberships	1,370	1,370	1,370
4,310	158	450	520557	Intergovernmental Services	450	450	450
2,330	2,042	1,858	520578	Insurance & Bonds	1,858	1,858	1,858
1,337	1,216	1,855	521003	Training/Conferences	1,825	1,825	1,825
7,092	11,641	14,700	521150	Professional Services	12,800	12,800	12,800
788	453	0	521168	Misc Medical Services	0	0	0
1,346	1,531	2,500	522003	Equipment Maint & Oper Supplies	2,500	2,500	2,500
688	700	500	522012	Fuel/Oil	500	500	500
51,744	65,186	76,584	522021	Equipment Fund Charges	81,538	81,538	81,538
562	1,422	1,685	522022	Information Systems Fund	1,685	1,685	1,685
0	0	500	522306	Rents & Leases	500	500	500
25,566	18,130	20,800	522312	Facility Maintenance Supplies	20,800	20,800	20,800
6,420	12,567	11,200	522315	Facility Mnt/Repairs	9,500	9,500	9,500
<b>121,443</b>	<b>127,146</b>	<b>153,886</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>156,356</b>	<b>156,356</b>	<b>156,356</b>
<b>503,765</b>	<b>530,579</b>	<b>580,778</b>		<b>TOTAL PARKS &amp; REC EXPENDITURES</b>	<b>609,050</b>	<b>609,050</b>	<b>609,050</b>

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 12-13 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 2012-13 Budget proposes to transfer \$350,000 of General Fund reserves to the Facility Major Maintenance Fund to help build up funds for future maintenance projects.

## BUDGET DETAIL

			<b>FY 12-13 Revenues</b>				
			<b>GENERAL FUND - NON-DEPARTMENTAL REVENUE</b>				
			<b>Fund &amp; Dept: 100-18</b>				
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
LOCAL TAXES							
4,315,860	4,418,392	4,517,433	411003	Property Taxes	4,633,185	4,633,185	4,633,185
1,469,477	1,507,411	1,537,588	411010	Local Option Levy	1,581,332	1,581,332	1,581,332
173,013	186,564	175,000	411150	Property Tax Prior Years	135,000	135,000	135,000
670,657	520,395	510,030	413001	Franchise Tax	535,302	535,302	535,302
<b>6,629,006</b>	<b>6,632,762</b>	<b>6,740,051</b>		<b>TOTAL LOCAL TAXES</b>	<b>6,884,819</b>	<b>6,884,819</b>	<b>6,884,819</b>
INTERGOVERNMENTAL REVENUE							
170,969	165,135	171,500	420020	State Revenue Sharing	171,000	171,000	171,000
	0	20,000	420029	Pcc Payments	0	0	0
33,020	25,822	35,000	420055	Metro Construction Excise Tax	45,000	45,000	45,000
46,470	52,697	50,000	422045	Transient Room Tax	50,000	50,000	50,000
177,056	156,255	175,000	422055	SD 15 Construction Excise Tax	187,000	187,000	187,000
<b>427,514</b>	<b>399,909</b>	<b>451,500</b>		<b>TOTAL INTERGYMNT REVENUE</b>	<b>453,000</b>	<b>453,000</b>	<b>453,000</b>
MISCELLANEOUS REVENUE							
84,810	36,382	44,053	470105	Interest	52,000	52,000	52,000
4,840	0	0	470150	Enterprise Zone Repayment	0	0	0
<b>89,651</b>	<b>36,382</b>	<b>44,053</b>		<b>TOTAL INTEREST</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
TRANSFERS & REIMBURSEMENTS							
883,017	883,635	882,207	480050	In-Lieu Of Transfer	1,032,584	1,032,584	1,032,584
0	19,663	13,783	481005	Transfer From Other Funds	0	0	0
<b>883,017</b>	<b>903,298</b>	<b>895,990</b>		<b>TOTAL TRANSFERS</b>	<b>1,032,584</b>	<b>1,032,584</b>	<b>1,032,584</b>
FUND BALANCE AVAILABLE							
3,645,834	4,373,806	4,020,320	495005	Fund Bal Avail For Approp.	4,590,795	4,590,795	4,590,795
<b>3,645,834</b>	<b>4,373,806</b>	<b>4,020,320</b>		<b>TOTAL FUND BALANCE</b>	<b>4,590,795</b>	<b>4,590,795</b>	<b>4,590,795</b>
<b>11,675,022</b>	<b>12,346,157</b>	<b>12,151,914</b>		<b>TOTAL RESOURCES</b>	<b>13,013,198</b>	<b>13,013,198</b>	<b>13,013,198</b>

<b>FY 12-13 Expenditures Non-Departmental Fund &amp; Dept:100-18</b>							
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				<b>MATERIALS AND SERVICES</b>			
		2,200	520150	Utilities	0	0	0
29,137	25,144	35,000	520547	Metro Construction Excise Tax	42,750	42,750	42,750
202,736	126,588	175,000	520549	SD15 Construct Excise Tax Pymt	179,520	179,520	179,520
		25,000	521150	Professional Services	0	0	0
		500	522003	Equipment Maint & Oper Supplies	0	0	0
		15,588	522309	Building/Facility Rental	0	0	0
<b>231,873</b>	<b>151,732</b>	<b>251,088</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>222,270</b>	<b>222,270</b>	<b>222,270</b>
				<b>CONTINGENCY</b>			
0	0	1,260,319	580206	Contingency	1,240,795	1,240,795	1,240,795
<b>0</b>	<b>0</b>	<b>1,260,319</b>		<b>TOTAL CONTINGENCY</b>	<b>1,240,795</b>	<b>1,240,795</b>	<b>1,240,795</b>
				<b>TRANSFERS</b>			
0	0	0	570124	Transfer To Building Fund	0	0	0
1,921	545,000	50,000	570127	Transfer To Other Funds	350,000	350,000	350,000
<b>1,921</b>	<b>545,000</b>	<b>50,000</b>		<b>TOTAL TRANSFERS</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	2,700,000	590304	Unappropriated Ending Fund Bal	3,000,000	3,000,000	3,000,000
<b>0</b>	<b>0</b>	<b>2,700,000</b>		<b>TOT UNAPPROPRIATE END FD BAL</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>
<b>233,794</b>	<b>696,732</b>	<b>4,261,407</b>		<b>TOTAL NON-DEPARTMENTAL EXPEND.</b>	<b>4,813,065</b>	<b>4,813,065</b>	<b>4,813,065</b>

**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), four sergeants (including one detective sergeant), two detectives, and 20 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, 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 2011, the department graduated its third Citizen's Academy with 27 citizens, and in April 2012, graduated 25 citizens. The Citizen's Academy has continued to evolve and is in high demand for participation each year, highlighting its success. The Citizen's Academy curriculum consists 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 Police Officer program, which saw four new reserve officers hired in 2011. The Edward Byrne grant will be depleted in 2012 so the department is proposing to continue funding the Police Reserve program, as well as look for ways to raise money for sustainability. 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 \$22,000 worth of technological equipment and support in our homeland security efforts.

In August, 2011, the department hosted the 4<sup>th</sup> annual National Night Out event at Pacific University, attended by over 1,500 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 department has seen moderate increases in child and elder abuse cases, requiring complex collaboration with regional social service agencies. In 2011, a Forest Grove detective, due to expertise in this area, was appointed to the Governor's task force to create legislation in dealing with elder abuse cases.

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 drug and gang-prevention programs. The police department has partnered with the Forest Grove School District to provide awareness programs for students, staff and families on trends involving drug use in the schools and gangs.

**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\***

	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
Reports	3,209	3,520	3,677
Case Closed by Arrest*	940	792	690
Traffic Citations	1,856	1,402	1,659
Traffic Written Warnings	978	357	177
Motor Vehicle Crash Reports (Total)	136	134	217
Graffiti Follow-Up (CSO)	342	170	94
Abandoned Vehicle Cases (CSO)	442	288	245
Total Traffic Stops	5,636	5,633	7,802
<b>Total Calls for Service</b>	<b>21,051</b>	<b>20,626</b>	<b>22,710</b>

*\*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 12-13 remains close to the same levels as in FY 11-12, increasing a modest 3%. Staff salaries and benefits are increasing 3% due to step increases, cost of living adjustments, and increases in the cost of medical coverage. The contract fee for the Washington County Consolidated Communications Agency (WCCCA) is increasing only 1%, but concern remains over future increases at WCCCA to adequately fund its capital infrastructure. Equipment fund charges are increasing by 5%, reflecting increases in the price of gasoline. In FY 11-12, the Police Department received a Homeland Security Grant in the amount of \$22,000 for technical equipment, such as ipads and surveillance equipment. This grant is carried over to FY 12-13. The Police Department has budgeted to replace radios in FY 2012-13.

**PERSONNEL REQUIREMENTS**

	Appropriated <u>FY 10-11</u>	Appropriated <u>FY 11-12</u>	Proposed <u>FY 12-13</u>
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	5.00	5.00	4.00
Transit Police Officer	1.00	1.00	1.00
Police Officer	20.00	20.00	21.00
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
<b>TOTAL</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>

**POLICE**

**BUDGET DETAIL**

<b>FY 12-13 Revenues GENERAL FUND - Police Fund &amp; Dept: 100-21</b>							
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
INTERGOVERNMENTAL REVENUE							
222,303	274,926	245,000	420005	Alcoholic Beverages	255,000	255,000	255,000
<b>222,303</b>	<b>274,926</b>	<b>245,000</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>255,000</b>	<b>255,000</b>	<b>255,000</b>
GRANTS							
	0	31,000	430214	Homeland Security Grant	22,663	22,663	22,663
	7,111	0	430328	Justice Assistance Grant	0	0	0
6,500	5,460	3,000	430335	DEC/DUII Police Grant	3,000	3,000	3,000
0	0	0	430587	Grant Match - Other Agencies	0	0	0
<b>6,500</b>	<b>12,571</b>	<b>34,000</b>		<b>TOTAL GRANTS</b>	<b>25,663</b>	<b>25,663</b>	<b>25,663</b>
CHARGES FOR SERVICES							
2,314	2,316	2,552	440025	Copy Service	2,850	2,850	2,850
<b>2,314</b>	<b>2,316</b>	<b>2,552</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,850</b>	<b>2,850</b>	<b>2,850</b>
LICENSES, PERMITS, FEES							
2,272	2,662	2,200	450050	Liquor Licenses	2,400	2,400	2,400
220	78	100	450051	Police Permits	100	100	100
266	483	0	450057	Other	0	0	0
761	300	1,000	450225	Impound Fees	250	250	250
<b>3,519</b>	<b>3,522</b>	<b>3,300</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>
FINES							
30,585	33,952	26,400	460105	State Court Fines	33,000	33,000	33,000
169	100	100	460116	Immobilization Fees	100	100	100
<b>30,754</b>	<b>34,052</b>	<b>26,500</b>		<b>TOTAL FINES</b>	<b>33,100</b>	<b>33,100</b>	<b>33,100</b>
MISCELLANEOUS							
475	946	0	471021	Donations	0	0	0
3,679	2,472	0	472005	Miscellaneous	0	0	0
<b>4,154</b>	<b>3,417</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS</b>	<b>0</b>	<b>0</b>	<b>0</b>
TRANSFERS & REIMBURSEMENTS							
5,359	3,613	0	480006	Reimbursements	0	0	0
116,511	116,667	112,000	480009	Trimet Officer Reimbursement	112,620	112,620	112,620
50,790	53,330	54,397	480010	Sro Reimbursement	57,868	57,868	57,868
5,833	2,401	2,400	480011	School District Overtime	0	0	0
<b>178,493</b>	<b>176,010</b>	<b>168,797</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMN.</b>	<b>170,488</b>	<b>170,488</b>	<b>170,488</b>
<b>448,036</b>	<b>506,814</b>	<b>480,149</b>		<b>TOTAL RESOURCES</b>	<b>489,851</b>	<b>489,851</b>	<b>489,851</b>

**POLICE**

**FY 12-13 Expenditures  
Police Dept  
Fund & Dept: 100-21**

2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>PERSONNEL SERVICES</b>							
2,174,280	2,177,871	2,313,149	511005	Regular Employee Wages	2,362,776	2,362,776	2,362,776
38,468	30,608	38,848	511010	Part-Time Employee Wages	44,488	44,488	44,488
148,020	122,162	152,048	511015	Overtime	152,048	152,048	152,048
8,663	10,434	0	511021	Unemployment Compensation	0	0	0
403,527	429,563	478,219	512005	Health/Dental Benefits	501,182	501,182	501,182
47,007	44,916	30,941	512008	Health Reimb Arrange	31,819	31,819	31,819
378,181	394,282	432,669	512010	Retirement	444,668	444,668	444,668
177,817	176,546	191,252	512015	FICA	195,471	195,471	195,471
86,886	65,591	61,189	512020	Worker's Comp	62,746	62,746	62,746
14,478	14,344	12,131	512025	Other Benefits	14,423	14,423	14,423
16,874	16,897	18,200	512030	Other Payroll Taxes	18,995	18,995	18,995
<b>3,494,201</b>	<b>3,483,215</b>	<b>3,728,646</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>3,828,616</b>	<b>3,828,616</b>	<b>3,828,616</b>
<b>MATERIALS &amp; SERVICES</b>							
20,425	17,185	20,702	520110	Operating Supplies	22,202	22,202	22,202
1,083	1,091	1,505	520120	Organization Business Expense	1,505	1,505	1,505
26,203	16,405	20,780	520130	Personnel Uniforms & Equipment	20,760	20,760	20,760
3,231	3,629	2,599	520150	Utilities	2,814	2,814	2,814
231	3,294	3,500	520220	Small Equipment	3,000	3,000	3,000
	7,734	0	520225	Reserve Officer Expenses	5,000	5,000	5,000
333	517	500	520270	Miscellaneous	500	500	500
4,138	3,651	3,528	520503	Printing	3,528	3,528	3,528
1,731	2,014	2,000	520506	Postage	2,000	2,000	2,000
14,426	12,172	15,825	520509	Telephone	15,825	15,825	15,825
1,410	2,421	2,604	520521	Public Information	2,789	2,789	2,789
204	25	1,555	520524	Publications	1,555	1,555	1,555
1,966	2,285	2,807	520530	Memberships	2,932	2,932	2,932
	167,061	183,499	520558	WCCCA	185,155	185,155	185,155
153,313	9,797	9,820	520557	Intergovernmental Services	10,020	10,020	10,020
32,447	28,441	25,881	520578	Insurance & Bonds	25,881	25,881	25,881
13,428	21,199	25,200	521003	Training/Conferences	25,200	25,200	25,200
8,753	4,232	5,036	521150	Professional Services	4,083	4,083	4,083
6,004	5,833	3,717	521168	Misc Medical Services	3,717	3,717	3,717
5,133	2,099	2,568	522003	Equip Maint & Oper Supplies	2,368	2,368	2,368
293	467	1,000	522009	Vehicle Maint & Oper. Supplies	1,000	1,000	1,000
370	5	500	522010	Vehicle Maint External	500	500	500
128,484	149,430	180,168	522021	Equipment Fund Charges	189,177	189,177	189,177
24,255	24,197	24,026	522022	Information Systems Fund	23,355	23,355	23,355
6,803	6,541	6,060	522306	Rents & Leases	6,060	6,060	6,060
1,891	2,367	1,611	522312	Facility Mainten Supplies	1,611	1,611	1,611
5,436	3,880	3,520	522315	Facility Mnt/Repairs	3,520	3,520	3,520
<b>461,991</b>	<b>497,972</b>	<b>550,511</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>566,058</b>	<b>566,058</b>	<b>566,058</b>
<b>CAPITAL OUTLAY</b>							
9,719	0	0	550181	Major Tools & Work Equip	10,800	10,800	10,800
0	670	31,000	550185	Homeland Security	22,663	22,663	22,663
<b>9,719</b>	<b>670</b>	<b>31,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>33,463</b>	<b>33,463</b>	<b>33,463</b>
<b>3,965,912</b>	<b>3,981,857</b>	<b>4,310,157</b>		<b>TOTAL POLICE EXPENDITURES</b>	<b>4,428,137</b>	<b>4,428,137</b>	<b>4,428,137</b>

**POLICE**

# **FIRE**

## **MISSION STATEMENT**

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

## **DEPARTMENT OVERVIEW**

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

## **DEPARTMENT GOALS**

- Continue implementation of the fire departments strategic plan. Strategic goals include:
  - Develop and maintain the highest possible level of service delivery.
  - Maintain long-term strategic planning.
  - Expand community outreach to meet our vision.
  - Utilize available technology to enhance service delivery and efficiency.
  - Develop and maintain strategic partnerships.
  - Enhance internal relations, communications and employee development.
- Continue development of City emergency operations plan to meet federal and state National Incident Management System (NIMS) standards.
- Enhance and improve our community risk reduction program through programs such as fire prevention classes, Community Emergency Response Team (CERT) training, community CPR training and child safety seat inspections.
- Work with neighboring departments and develop public and private partnerships to enhance emergency service delivery in the region.
- Promote a positive image of the fire department throughout the city and the district.
- Aggressively pursue grants and other alternative funding sources for fire and public safety needs.
- Enhance training, mentoring and career development for all career and volunteer firefighters.

## **PERFORMANCE MEASUREMENTS**

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

## **BUDGET HIGHLIGHTS**

Overall, the Fire Department's budget in FY 2012-13 is increasing approximately 3% over FY 2011-12. This increase includes salary and benefit increases, as well as a 6% increase to the Washington County Consolidated Communications Agency (WCCCA), and a 10% increase to the fuel budget. In FY 2012-13, staff are aggressively pursuing grants to purchase necessary equipment and to ease the financial challenges. The Fire Department is also pursuing a Safe Grant that would enable to the Department to

dedicate a staff member to better coordinate its volunteer fire fighting force. The Department plans to purchase a specialty stair chair to help with rescues that involve staircases. The Department also plans on replacing its tender, which is used to carry 3,000 to 4,000 gallons of water. The current tender was purchased in 1998. The partnership with the City of Cornelius continues, where the Forest Grove Fire Chief provides management and leadership services to the City of Cornelius.

**PERSONNEL REQUIREMENTS**

FIRE

	Appropriated FY 10-11	Appropriated FY 11-12	Proposed FY 12-13
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	0.00	0.00	0.00
Part-time Fire Inspector	0.50	0.00	0.00
Fire Dept Assistant	0.00	0.50	0.50
<b>TOTAL</b>	<b>19.50</b>	<b>19.50</b>	<b>19.50</b>

**BUDGET DETAIL**

FY 12-13 Revenues GENERAL FUND - Fire Department Fund & Dept: 100-22								
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted	
INTERGOVERNMENTAL REVENUE								
31,411	32,185	31,567	420015	Cigarette	31,000	31,000	31,000	
406,712	424,543	436,650	420050	Rural Fire District	452,368	452,368	452,368	
<b>438,123</b>	<b>456,728</b>	<b>468,217</b>		<b>TOTAL INTERGVMNT REVENUE</b>	<b>483,368</b>	<b>483,368</b>	<b>483,368</b>	
GRANTS								
0	0	49,000	430214	Homeland Security Grant	40,800	40,800	40,800	
446	0	0	430216	Fema Reimbursement	0	0	0	
10,135	0	0	430587	Grant Match - Other Agencies	0	0	0	
<b>10,581</b>	<b>0</b>	<b>49,000</b>		<b>TOTAL GRANTS</b>	<b>40,800</b>	<b>40,800</b>	<b>40,800</b>	
CHARGES FOR SERVICES								
134	102	86	440025	Copy Service	107	107	107	
<b>134</b>	<b>102</b>	<b>86</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>107</b>	<b>107</b>	<b>107</b>	
LICENSES, PERMITS, FEES								
1,837	0	0	450057	Other	0	0	0	
<b>1,837</b>	<b>0</b>	<b>0</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
MISCELLANEOUS REVENUE								
5,432	718	0	472005	Misellaneous	0	0	0	
<b>5,432</b>	<b>718</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	
TRANSFERS & REIMBURSEMENTS								
3,233	0	0	480006	Reimbursements	0	0	0	
	18,700	39,644	480008	Cornelius Fire Dept Reimb For Chief	40,256	40,256	40,256	
5,182	27,685	8,700	480015	Fire Dept Reimbursement	2,500	2,500	2,500	
4,266	5,837	4,200	480017	Fire Dept Inspection Reimb	4,200	4,200	4,200	
<b>12,681</b>	<b>52,222</b>	<b>52,544</b>		<b>TOTAL TRANSFERS &amp; REIMBRSMNTS</b>	<b>46,956</b>	<b>46,956</b>	<b>46,956</b>	
<b>468,787</b>	<b>509,769</b>	<b>569,847</b>		<b>TOTAL RESOURCES</b>	<b>571,231</b>	<b>571,231</b>	<b>571,231</b>	

**FY 12-13 Expenditures**  
**Fire Dept: Fund 100; Dept 22**  
**Fund & Dept: 100-22**

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
1,366,514	1,395,589	1,427,214	511005	Regular Employee Wages	1,462,268	1,462,268	1,462,268
18,542	14,208	16,671	511010	Part Time	16,846	16,846	16,846
88,843	100,424	90,780	511015	Overtime	93,700	93,700	93,700
64,235	61,294	58,000	511019	Volunteer Stipend	62,880	62,880	62,880
19,024	14,452	20,000	511020	Temporary Wages	20,000	20,000	20,000
363	1	0	511021	Unemployment Compensation	0	0	0
267,930	270,854	297,021	512005	Health/Dental Benefits	322,860	322,860	322,860
12,574	12,885	13,447	512008	Health Reimb Arrange	13,598	13,598	13,598
243,107	262,725	289,724	512010	Retirement	301,227	301,227	301,227
115,644	117,640	123,019	512015	FICA	126,310	126,310	126,310
37,970	28,099	26,640	512020	Worker's Comp	27,291	27,291	27,291
9,467	9,726	7,786	512025	Other Benefits	9,215	9,215	9,215
11,237	11,583	11,746	512030	Other Payroll Taxes	12,292	12,292	12,292
2,646	2,646	2,646	512035	Volunteer Fringe Benefits	2,646	2,646	2,646
<b>2,258,096</b>	<b>2,302,126</b>	<b>2,384,695</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>2,471,134</b>	<b>2,471,134</b>	<b>2,471,134</b>
<b>MATERIALS &amp; SERVICES</b>							
15,433	14,222	14,000	520110	Operating Supplies	14,000	14,000	14,000
4,005	4,395	4,300	520120	Organization Business Expense	4,300	4,300	4,300
12,834	15,299	14,000	520130	Personnel Uniforms & Equipment	14,000	14,000	14,000
17,109	18,107	24,937	520150	Utilities	26,257	26,257	26,257
531	418	0	520200	Computer Software Maintenance	0	0	0
8,502	8,227	8,000	520220	Small Equipment	8,000	8,000	8,000
29,283	34,831	64,200	520230	Tools - 50/50	62,400	62,400	62,400
2,949	2,319	2,800	520300	Emergency Operations Center	2,800	2,800	2,800
555	47	700	520503	Printing	500	500	500
998	608	900	520506	Postage	700	700	700
4,054	6,927	4,000	520509	Telephone	4,000	4,000	4,000
1,713	1,520	1,800	520521	Public Information	1,800	1,800	1,800
1,552	1,443	1,490	520524	Publications	1,490	1,490	1,490
1,284	1,199	1,000	520530	Memberships	1,000	1,000	1,000
0	121,818	142,931	520558	WCCCA	151,444	151,444	151,444
109,670	1,285	1,400	520557	Intergovernmental Services	1,400	1,400	1,400
30,903	27,088	24,650	520578	Insurance & Bonds	24,650	24,650	24,650
25,830	25,651	26,600	521003	Training/Conferences	27,000	27,000	27,000
45,208	38,963	41,540	521150	Professional Services	29,040	29,040	29,040
150	2,000	0	521165	Contracts For Services	0	0	0
1,243	13,557	21,750	521168	Misc Medical Services	26,000	26,000	26,000
4,644	4,984	5,000	522003	Equipment Maint & Oper Supplies	5,700	5,700	5,700
53,517	48,747	50,000	522009	Vehicle Maint & Oper. Supplies	50,000	50,000	50,000
19,493	26,182	24,500	522012	Equip/Vehicle Fuel/Oil	26,950	26,950	26,950
0	2,000	2,334	522021	Equipment Fund Charges	2,532	2,532	2,532
13,873	15,455	15,334	522022	Information Systems Fund	16,290	16,290	16,290
930	775	1,000	522303	Custodial	1,000	1,000	1,000
3,442	2,964	3,000	522312	Facility Maintenance Supplies	3,000	3,000	3,000
10,584	12,950	9,500	522315	Facility Mnt/Repairs	9,500	9,500	9,500
<b>420,292</b>	<b>453,979</b>	<b>511,666</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>515,753</b>	<b>515,753</b>	<b>515,753</b>
<b>CAPITAL OUTLAY</b>							
0	0	29,000	550185	Homeland Security	40,800	40,800	40,800
<b>0</b>	<b>0</b>	<b>29,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>40,800</b>	<b>40,800</b>	<b>40,800</b>
<b>2,678,388</b>	<b>2,756,105</b>	<b>2,925,361</b>		<b>TOTAL FIRE SERVICE EXPENDITURES</b>	<b>3,027,686</b>	<b>3,027,686</b>	<b>3,027,686</b>

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 DLCDC. Address the City Council to promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city.
- Update of the Forest Grove Transportation System Plan due to any changes in land use as a result of periodic review and for compliance with the Regional Transportation Plan.
- Develop sustainable practices for City activities through the continued work of the ad hoc committee on sustainability.
- Complete the annexation of unincorporated areas surrounded by incorporated lands (i.e. island annexations) to improve efficiency of municipal service delivery.
- 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, such as discussions pertaining to the greenhouse gas reduction and boundary expansions, through participation in Metro related activities, including but not necessarily limited to, MPAC and MTAC and the Making the Greatest Place efforts.
- Work with Economic Development on Downtown revitalization including completion of revitalization efforts, implementation of a downtown plaza and other efforts.
- Work with Committee for Citizen Involvement and other boards and commissions supported by the Department to assist in the implementation of the Vision Statement Action Plan.
- Continue preserving significant historic structures and pursue National Historic District designations.

### **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 Division is increasing approximately 16%, reflecting grant monies to update the Transportation System Plan consistent with the Periodic Review effort. The Planning Division also intends to explore a local transit circulation system, as well as pursue island annexations. Personnel services reflect a reallocation of staff time due to work load, where the Director’s time to Planning dropped from 0.75 full-time equivalent (FTE) to 0.60 FTE, the Permit Coordinator dropped from 0.50 FTE to 0.30 FTE, and where the Senior Planner increased from 0.50 to 0.80 FTE. Other changes in personnel services include step adjustments and increases in benefit costs. Additionally, funds are budgeted for an intern to assist the Ad-Hoc Sustainability Committee. Funds are carrying over from the prior year to complete the update to the Forest Grove Comprehensive Plan (Periodic Review). Funds are also carrying over from the prior year to complete the work of exploring the feasibility of establishing an urban renewal area within the City.

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 2012-13.

The personnel services section of the budget reflect reallocation of staff time due to work load, where the Director’s time to Building is increasing from 0.25 FTE to 0.40 FTE, and the Permit Coordinator’s time is increasing from 0.50 FTE to 0.70 FTE. Cost-of-living adjustments and increases in benefit costs are also reflected.

Staff monitors the revenue stream and re-evaluates funding within six months of the fiscal year to determine if changes to service are needed to bring costs in line with revenues. 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 2012-13. However, the Building Inspector II recently received certification to perform certain commercial plumbing tasks. Thus, the need for outside assistance for commercial and industrial projects will be reduced.

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 10-11	Appropriated FY 11-12	Proposed FY 12-13
<b>Planning</b>			
Director of Community Development	0.75	0.75	0.60
Senior Planner	2.00	1.50	1.80
Permit Coordinator	0.50	0.50	0.30
<b>Building Permits Fund</b>			
Director of Community Development	0.25	0.25	0.40
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00
Permit Coordinator	0.50	0.50	0.70
<b>TOTAL</b>	<b>6.00</b>	<b>5.50</b>	<b>5.80</b>

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**

COMM. DEV. - PLANNING

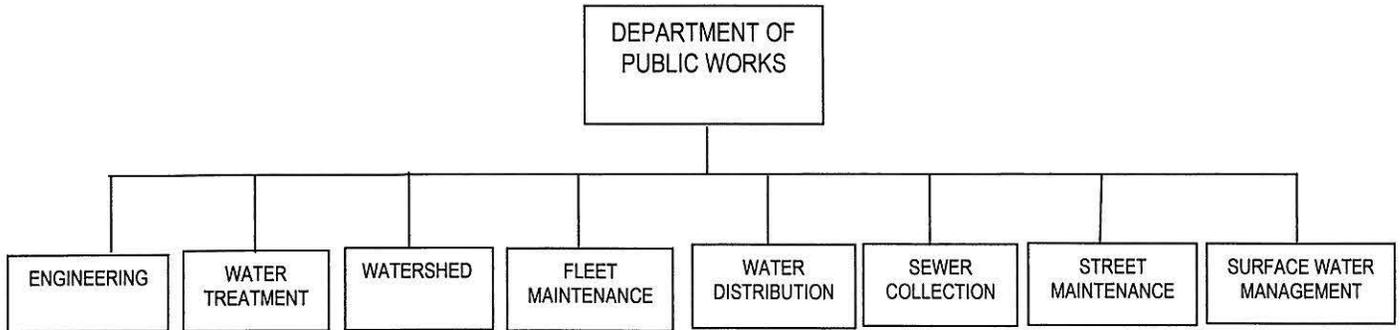
FY 12-13 Revenues							
GENERAL FUND - Planning Department							
Fund & Dept: 100-31							
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
GRANTS							
10,500	13,408	10,210	430460	SHPO Grant	4,000	4,000	4,000
43,000	0	85,000	430587	Grant - Other Agencies	132,500	132,500	132,500
0	0	0	430587	Grant - CFC Tree Inventory (Dp #3)	0	0	0
0	0	0	430587	Grant Match - Other Agencies	0	0	0
<b>53,500</b>	<b>13,408</b>	<b>95,210</b>		<b>TOTAL GRANTS</b>	<b>136,500</b>	<b>136,500</b>	<b>136,500</b>
CHARGES FOR SERVICES							
250	1,663	1,000	440020	Code Enforcement Revenue	1,000	1,000	1,000
29	21	90	440025	Copy Service	78	78	78
49,540	55,362	73,078	440029	General Fund Spt Svc (522023)	62,008	62,008	62,008
<b>49,819</b>	<b>57,045</b>	<b>74,168</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>63,086</b>	<b>63,086</b>	<b>63,086</b>
LICENSES, PERMITS, FEES							
7,925	12,835	12,500	450054	Metro Business License	10,600	10,600	10,600
0	8,264	0	450057	Other	0	0	0
	0	0	450072	Occupancy Permits	0	0	0
60,200	17,331	8,000	450101	Planning Fees	21,560	21,560	21,560
<b>68,125</b>	<b>38,430</b>	<b>20,500</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>32,160</b>	<b>32,160</b>	<b>32,160</b>
MISCELLANEOUS REVENUE							
0	25	0	471021	Donations	0	0	0
0	0	0	472020	Forestry Run	0	0	0
<b>0</b>	<b>25</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>171,444</b>	<b>108,909</b>	<b>189,878</b>		<b>TOTAL RESOURCES</b>	<b>231,746</b>	<b>231,746</b>	<b>231,746</b>

**FY 12-13 Expenditures  
Planning  
Fund & Dept: 100-31**

2009-10	2010-11	2011-12	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
Actual	Actual	Budgeted					
<b>PERSONNEL SERVICES</b>							
202,448	239,009	208,490	511005	Regular Employee Wages	216,079	216,079	216,079
0	0	0	511010	Part-Time Employee Wages	3,000	3,000	3,000
1,242	0	0	511021	Unemployment Compensation	0	0	0
76	0	0	511015	Overtime	0	0	0
29,705	32,302	32,354	512005	Health/Dental Benefits	33,841	33,841	33,841
2,305	2,353	2,067	512008	Health Reimb Arrange	2,146	2,146	2,146
38,940	48,176	41,959	512010	Retirement	44,212	44,212	44,212
15,407	17,792	15,949	512015	Fica	16,760	16,760	16,760
351	305	281	512020	Worker'S Comp	296	296	296
1,369	1,763	983	512025	Other Benefits	1,190	1,190	1,190
1,446	1,724	1,512	512030	Other Payroll Taxes	1,617	1,617	1,617
<b>293,290</b>	<b>343,425</b>	<b>303,596</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>319,141</b>	<b>319,141</b>	<b>319,141</b>
<b>MATERIALS &amp; SERVICES</b>							
877	801	2,112	520110	Operating Supplies	2,112	2,112	2,112
741	909	1,120	520120	Organization Business Expense	1,160	1,160	1,160
1,961	4,211	4,500	520170	Code Enforcement Expenditures	4,500	4,500	4,500
	650	0	520190	Computer Software	0	0	0
1,300	650	3,000	520200	Computer Software Licenses	3,000	3,000	3,000
0	0	150	520220	Small Equipment	0	0	0
305	62	3,450	520503	Printing	3,350	3,350	3,350
2,176	3,028	2,400	520506	Postage	2,400	2,400	2,400
976	607	850	520509	Telephone	850	850	850
5,572	2,604	7,400	520521	Public Information	6,000	6,000	6,000
548	621	1,200	520524	Publications	400	400	400
724	960	2,000	520530	Memberships	2,600	2,600	2,600
936	746	6,650	520557	Intergovernmental Services	6,650	6,650	6,650
2,559	267	0	520569	Forestry Commission	0	0	0
534	468	426	520578	Insurance & Bonds	426	426	426
1,035	542	1,300	521003	Training/ Conferences	1,300	1,300	1,300
12,758	11,434	10,000	521113	Attorney Services	10,000	10,000	10,000
16,902	0	86,000	521150	Professional Services	150,000	150,000	150,000
	0	0	521168	Misc Medical Services	0	0	0
3,797	5,218	4,080	522003	Equipment Maint & Oper Supplies	4,080	4,080	4,080
1,476	1,740	1,787	522021	Equipment Fund Charges	1,807	1,807	1,807
4,133	4,133	3,946	522022	Information Systems Fund	3,946	3,946	3,946
1,498	1,573	1,573	522309	Building/Facility Rental	1,573	1,573	1,573
12,343	2,076	10,210	523006	SHPO Grant Expenses	4,080	4,080	4,080
<b>73,150</b>	<b>43,298</b>	<b>154,154</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>210,234</b>	<b>210,234</b>	<b>210,234</b>
<b>366,440</b>	<b>386,723</b>	<b>457,750</b>		<b>TOTAL PLANNING EXPENDITURES</b>	<b>529,374</b>	<b>529,374</b>	<b>529,374</b>

COMM. DEV. - PLANNING

# ENGINEERING



## MISSION STATEMENT

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

## OVERVIEW

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

## GOALS

- Design and construct capital projects for sanitary sewer, water, street and storm drainage systems.
- Review new development plans for conformity with existing public works systems.
- Prepare and administer contracts for maintenance projects associated with streets and other public works systems.
- Keep public works system maps updated with new information.
- Provide support service for public works operations.
- Furnish information to the public relative to the availability and location of public works systems.

## PERFORMANCE MEASURES

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

## BUDGET HIGHLIGHTS

The budget for the Engineering Department in FY 12-13 is proposed to increase just over 6%. The main reason for this increase is due to a budgeting error in wages in FY 11-12. An Administrative Specialist is assign to split time between Engineering and Utility Billing, but was inadvertently left out of the budget figure in FY 11-12.

ENGINEERING

Examples of projects for the upcoming year include:

- Sidewalk Improvement Program
- 26th Avenue improvements
- Completing the crossings at Thatcher and Gales Creek Highway
- Improving the crossings at Main and Pacific
- Completing the Safe Routes to School project near Harvey Clark

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:

- University Avenue Improvements
- Casey Meadows
- Juniper Gardens

**PERSONNEL REQUIREMENTS**

	Appropriated FY 10-11	Appropriated FY 11-12	Proposed FY 12-13
Director of Public Works	1.00	1.00	1.00
Civil Engineer	1.00	0.00	0.00
Project Engineer	1.00	2.00	2.00
Engineering Technician	1.00	1.00	1.00
Administrative Assistant	1.00	0.60	0.60
Administrative Specialist II	0.00	0.40	0.40
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**BUDGET DETAIL**

FY 12-13 Revenues								
GENERAL FUND - Engineering Department								
Fund & Dept: 100-51								
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13	ENGINEERING
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
CHARGES FOR SERVICES								
1,330	1,567	1,054	440025	Copy Service	1,375	1,375	1,375	
721,951	538,402	519,284	440029	General Fund Spt Svc (522023)	552,676	552,676	552,676	
<b>723,281</b>	<b>539,969</b>	<b>520,338</b>	<b>TOTAL CHARGES FOR SERVICES</b>		<b>554,051</b>	<b>554,051</b>	<b>554,051</b>	
LICENSES, PERMITS, FEES								
73,520	5,863	10,000	450122	Engineering Inspection Fees	13,189	13,189	13,189	
0	0	0	450124	Erosion Control Fees	0	0	0	
<b>73,520</b>	<b>5,863</b>	<b>10,000</b>	<b>TOTAL LICENSES, PERMITS, FEES</b>		<b>13,189</b>	<b>13,189</b>	<b>13,189</b>	
<b>796,801</b>	<b>545,831</b>	<b>530,338</b>	<b>TOTAL RESOURCES</b>		<b>567,240</b>	<b>567,240</b>	<b>567,240</b>	

**FY 12-13 Expenditures**

**Engineering**

**Fund & Dept: 100-51**

2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>PERSONNEL SERVICES</b>							
388,363	353,873	309,670	511005	Regular Employee Wages	333,730	333,730	333,730
0	1,198	27,715	511010	Part Time Wages	38,819	38,819	38,819
0	3,859	0	511020	Temporary Employee Wages	0	0	0
57,061	60,312	63,077	512005	Health/Dental Benefits	58,604	58,604	58,604
3,283	2,870	2,983	512008	Health Reimb Arrangement	2,768	2,768	2,768
70,285	70,935	65,192	512010	Retirement	67,653	67,653	67,653
29,637	27,031	27,087	512015	FICA	28,500	28,500	28,500
4,955	2,957	2,824	512020	Worker's Comp	2,970	2,970	2,970
3,200	2,957	1,863	512025	Other Benefits	2,245	2,245	2,245
2,773	2,603	2,578	512030	Other Payroll Taxes	2,769	2,769	2,769
<b>559,557</b>	<b>528,594</b>	<b>502,988</b>		<b>PERSONNEL SERVICES</b>	<b>538,057</b>	<b>538,057</b>	<b>538,057</b>
<b>MATERIALS &amp; SERVICES</b>							
2,708	2,874	2,500	520110	Operating Supplies	2,500	2,500	2,500
207	124	250	520120	Organization Business Expense	250	250	250
120	0	500	520130	Personnel Uniforms & Equipment	500	500	500
0	2,983	3,000	520190	Computer Software	3,000	3,000	3,000
3,633	650	0	520200	Computer Software Licenses	0	0	0
3,789	758	3,300	520220	Small Equipment	3,300	3,300	3,300
1,184	1,572	2,100	520503	Printing	2,100	2,100	2,100
445	1,890	550	520506	Postage	550	550	550
1,535	960	2,550	520509	Telephone	2,550	2,550	2,550
	1,568	0	520521	Public Information	0	0	0
508	192	990	520524	Publications	990	990	990
1,807	1,885	1,600	520530	Memberships	1,600	1,600	1,600
0	0	650	520557	Intergovernmental Services	650	650	650
1,096	961	875	520578	Insurance & Bonds	875	875	875
2,307	2,192	2,550	521003	Training/ Conferences	2,550	2,550	2,550
65	0	0	521006	Travel	0	0	0
0	0	3,000	521113	Attorney Services	3,000	3,000	3,000
20,543	655	10,520	521150	Professional Services	10,520	10,520	10,520
	0	0	521168	Misc Medical Services	0	0	0
2,618	2,318	4,060	522003	Equipment Maint & Oper Supplie	4,060	4,060	4,060
11,988	14,088	16,784	522021	Equipment Fund Charges	17,621	17,621	17,621
12,282	12,267	9,502	522022	Information Systems Fund	9,502	9,502	9,502
0	0	100	522306	Rents & Leases	100	100	100
170	0	0	522315	Facility Mnt/Repairs	0	0	0
<b>67,005</b>	<b>47,936</b>	<b>65,381</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>66,218</b>	<b>66,218</b>	<b>66,218</b>
<b>626,561</b>	<b>576,531</b>	<b>568,369</b>		<b>TOTAL ENGINEERING EXPENDITUE</b>	<b>604,275</b>	<b>604,275</b>	<b>604,275</b>

**ENGINEERING**

# **Enterprise Funds**

# LIGHT AND POWER

## MISSION STATEMENT

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

## DEPARTMENT OVERVIEW

The purposes of this Department are: to provide reliable low-cost electrical service to customers within the service area; 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 customers, to enhance the quality of life in the Forest Grove community, and to promote the wise and efficient use of electric energy and renewable resources.

## DEPARTMENT GOALS

- ▶ To maintain quality electric service provided to the Department's customers, and maintain the high satisfaction rating from customers, based on the annual Citizen’s Survey of City Services. Objectives to achieve this goal include increased emphasis on preventative maintenance and equipment replacement programs, the upgrading of underground cable installations, the replacement of obsolete or dated substation equipment, and the expansion and upgrading of distribution system facilities.
- ▶ To encourage energy conservation and energy use efficiency by the City's customers for the purposes of reducing power cost and reducing the need for additional power resources to serve the City's growing load. Objectives to achieve this goal include administering programs such as residential weatherization and appropriate conservation and energy efficiency programs for commercial customers and industrial customers. Continuing this budget year, financing for conservation programs will be supplemented from internally generated department funds. In addition, provide renewable energy options to promote an environmentally friendly community. Objectives to achieve this include participating in studies to secure possible renewable resources that fit the needs of the community and secure future load growth needs and offer a voluntary program for our customers to purchase renewable energy. A third objective is to 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 the City has to offer.
- ▶ To enhance and maintain the quality of the Department's work force, tools, fleet equipment, and facilities for the purpose of ensuring that the Department's work is performed safely and efficiently.
- ▶ To encourage energy sustainability by studying the feasibility of installing a solar energy project on a city-owned facility. This effort is hoped to be grant supported by the Bonneville Power Administration.

**PERFORMANCE MEASUREMENTS**

<b>Workload Indicator</b>	<b>Performance Std</b>	<b>Performance Level</b>
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**

To help bolster the local economy, the Department will provide additional funding and resources to support the City’s economic development efforts. Specific activities include: design a marketing program to help attract new business through promotions, advertising, and attendance at trade shows, assist existing local businesses to expand through small business incentives and training, and participate with local regional economic development agencies.

For FY 2012-13, the Department will complete Phase III of the Light and Power Campus Expansion and Renovations. Phase II improvements included the Vehicle Enclosure building, which was completed in FY 2011-12. Phase III of the overall project consists of new sidewalks, parking, and roadway improvements to accommodate public access for the Light and Power Campus. In addition, this phase includes remodeling of the campus auditorium for training, new office space, and conference room use.

In order to address needed investment in substation plant, transmission, and distribution infrastructure in the coming year, Light and Power will embark upon a system-wide master plan. Light and Power has completed an initial assessment of existing substation equipment and identified a number of alternate paths for replacement of aging equipment, capacity upgrades, and modernization of control devices.

As part of its continuing efforts in the pursuit of other alternate energy sources and sustainability, the Department will supplement funding for conservation programs to industrial customers.

The Bonneville Power Administration (BPA) increased 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 increased its electric rates to its customers 5.25%, effective October 1, 2011, to reflect the increase from BPA. Light and Power will continue to review the impact of the rate increase on its finances and its effect on customer rates.

**PERSONNEL REQUIREMENTS**

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

**LIGHT AND POWER**

**BUDGET DETAIL**

LIGHT AND POWER

			<b>FY 12-13 Revenues Light &amp; Power Fund Fund &amp; Dept: 610-41</b>				
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>GRANTS</b>							
0	4,000	0	432290	Appa/Deed Grant	4,500	4,500	4,500
<b>0</b>	<b>4,000</b>	<b>0</b>		<b>TOTAL GRANTS</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>CHARGES FOR SERVICES</b>							
<i>Power Sales</i>							
6,530,752	6,927,044	6,601,497	440105	Residential Sales	7,462,612	7,462,612	7,462,612
576,345	600,998	582,588	440110	General Svc - 1 Ph Sales	640,174	640,174	640,174
585,862	588,064	592,208	440112	General Svc - 3 Ph Sales	645,644	645,644	645,644
1,631,757	1,687,375	1,723,084	440120	Industrial Svc - Specl Contrct	1,742,469	1,742,469	1,742,469
3,392,370	3,475,194	3,355,466	440125	Large Commercial Industrial	3,720,540	3,720,540	3,720,540
68,292	67,952	69,032	440130	Public St. Lighting Sales	71,062	71,062	71,062
101,969	101,698	103,074	440135	Rental Lights	105,144	105,144	105,144
1,533	2,140	1,550	440140	Irrigation Service	3,081	3,081	3,081
11,976	10,804	11,000	440150	Green Power Units	9,840	9,840	9,840
<b>12,900,856</b>	<b>13,461,270</b>	<b>13,039,499</b>		<i>Total Power Sales</i>	<b>14,400,566</b>	<b>14,400,566</b>	<b>14,400,566</b>
1,380	2,275	1,500	440035	NSF Handling Charge	1,500	1,500	1,500
99,191	54,715	90,000	440165	Connection Charges/Reimbursements	60,000	60,000	60,000
73,000	73,000	73,000	440170	St. Light Maint.	73,000	73,000	73,000
15,320	21,880	15,000	440175	Reconnect Charges	22,500	22,500	22,500
47,023	46,554	24,000	440180	Pole Rental	21,748	21,748	21,748
25,644	26,258	24,000	440302	Auditorium Rental	24,142	24,142	24,142
<b>13,162,413</b>	<b>13,685,952</b>	<b>13,266,999</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>14,603,456</b>	<b>14,603,456</b>	<b>14,603,456</b>
<b>MISCELLANEOUS REVENUE</b>							
55,513	0	0	425033	BPA Refund Payment	0	0	0
12,607	18,902	12,000	445005	Sale Of Scrap	15,000	15,000	15,000
263	0	0	445010	Sale Of Materials	2,500	2,500	2,500
	2,580	0	445015	Sale Of Equipment	3,000	3,000	3,000
53,841	5,147	7,500	450057	Other	30,000	30,000	30,000
40,296	0	0	451035	Contribution-In-Aid Of Construction	0	0	0
76,737	32,315	10,000	470105	Interest	30,917	30,917	30,917
	32,606	0	480006	Reimbursements	0	0	0
170,781	425,021	350,000	480020	Industrial Conservation Reimbursement	150,000	150,000	150,000
<b>410,038</b>	<b>516,572</b>	<b>379,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>231,417</b>	<b>231,417</b>	<b>231,417</b>
<b>TRANSFERS</b>							
	11,614	8,140	481005	Transfer From Other Funds	0	0	0
	<b>11,614</b>	<b>8,140</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
6,528,988	6,056,523	5,901,316	495005	Fund Bal Avail For Approp.	6,183,447	6,183,447	6,183,447
<b>6,528,988</b>	<b>6,056,523</b>	<b>5,901,316</b>		<b>TOTAL AVAILABLE</b>	<b>6,183,447</b>	<b>6,183,447</b>	<b>6,183,447</b>
<b>20,101,439</b>	<b>20,274,662</b>	<b>19,555,955</b>		<b>TOTAL L&amp;P RESOURCES</b>	<b>21,022,820</b>	<b>21,022,820</b>	<b>21,022,820</b>

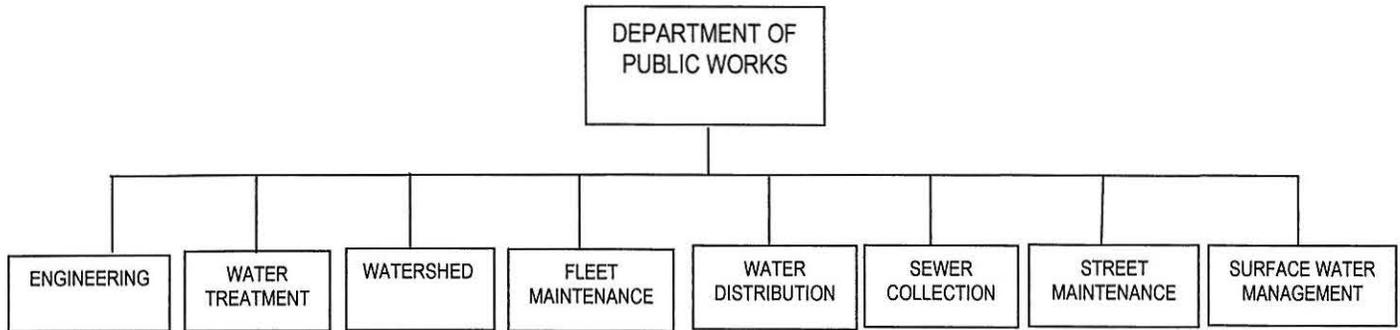
**FY 12-13 Expenditures  
Light & Power Dept  
Fund & Dept: 610-41**

2009-10	2010-11	2011-12	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
Actual	Actual	Budgeted					
				<b>PERSONNEL SERVICES</b>			
1,822,260	1,648,687	1,899,953	511005	Regular Employee Wages	1,897,071	1,897,071	1,897,071
26,579	37,595	3,500	511010	Part-Time Employee Wages	52,359	52,359	52,359
105,899	93,662	90,000	511015	Overtime	96,000	96,000	96,000
	0	0	511020	Temporary Employee Wages	0	0	0
223	0	0	511021	Unemployment Comp	0	0	0
325,705	297,889	350,132	512005	Health/Dental Benefits	360,627	360,627	360,627
5,141	19,815	5,597	512008	Health Reimb Arrangement	5,723	5,723	5,723
341,928	328,047	383,763	512010	Retirement	379,321	379,321	379,321
146,236	131,867	152,499	512015	Fica	156,475	156,475	156,475
46,971	35,572	35,553	512020	Worker's Comp	35,826	35,826	35,826
10,782	9,455	9,511	512025	Other Benefits	11,381	11,381	11,381
13,977	12,861	14,490	512030	Other Payroll Taxes	15,126	15,126	15,126
	0	0	512035	Volunteer Fringe Benefits	0	0	0
<b>2,845,702</b>	<b>2,615,450</b>	<b>2,944,998</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>3,009,909</b>	<b>3,009,909</b>	<b>3,009,909</b>
0				<b>MATERIALS &amp; SERVICES</b>			
12,718	10,317	12,000	520110	Operating Supplies	12,000	12,000	12,000
5,786	5,076	12,250	520120	Organization Business Expense	14,650	14,650	14,650
20,247	33,118	28,500	520130	Personnel Uniforms & Equipment	39,700	39,700	39,700
25,762	26,345	26,250	520150	Utilities	28,088	28,088	28,088
0	155	750	520180	Subscriptions/Books	750	750	750
5,500	8,725	7,500	520190	Computer Software	9,600	9,600	9,600
2,175	2,175	4,500	520200	Computer Software Licenses	7,000	7,000	7,000
151	0	0	520210	Computer Supplies	0	0	0
51,867	33,395	58,900	520220	Small Equipment	31,100	31,100	31,100
429,117	363,541	470,000	520240	Construction Supplies	493,500	493,500	493,500
7,211,278	7,308,630	8,327,929	520260	Purchased Power	8,571,866	8,571,866	8,571,866
0	400	1,000	520270	Miscellaneous	1,000	1,000	1,000
0	0	3,000	520503	Printing	3,000	3,000	3,000
1,772	1,660	1,900	520506	Postage	3,000	3,000	3,000
9,344	7,156	10,000	520509	Telephone	10,000	10,000	10,000
2,983	2,973	31,000	520521	Public Information	42,000	42,000	42,000
157	52	3,305	520524	Publications	3,900	3,900	3,900
81,254	76,715	86,541	520530	Memberships	94,455	94,455	94,455
200	6,967	3,500	520533	Recruiting Expenses	3,500	3,500	3,500
71,662	83,105	75,000	520542	Bill Paying Assistance Program	75,000	75,000	75,000
199,049	15,163	15,000	520554	Conservation Incentives	45,500	45,500	45,500
128,652	220,277	350,000	520555	Industrial Conservation Augmentation	150,000	150,000	150,000
	0	2,000	520556	Green Power Info & Promotion	2,000	2,000	2,000
22,159	5,897	11,000	520557	Intergovernmental Services	17,500	17,500	17,500
39,467	33,557	30,537	520578	Insurance & Bonds	30,537	30,537	30,537
29,602	23,625	43,100	521003	Training/Conferences	42,100	42,100	42,100
1,424	5,745	5,000	521113	Attorney Services	5,000	5,000	5,000
132,667	30,436	17,800	521150	Professional Services	18,800	18,800	18,800
0	0	22,000	521159	Construction Contracts	22,000	22,000	22,000
40,099	0	100,000	521162	Consultants	100,000	100,000	100,000
64,133	61,850	132,700	521165	Contracts For Services	135,000	135,000	135,000
2,340	4,799	3,850	521168	Misc Medical Services	3,850	3,850	3,850
14,776	33,368	33,537	521172	Banking Services	33,537	33,537	33,537
28,644	15,631	30,000	522003	Equipment Maint & Oper Supplies	26,000	26,000	26,000
0	0	1,200	522006	Equipment/Vehicle Rental	1,200	1,200	1,200

LIGHT AND POWER

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
29,203	36,518	35,000	522009	Vehicle Maint & Oper. Supplies	35,000	35,000	35,000
22,564	20,719	20,000	522010	Vehicle Maint External	20,000	20,000	20,000
34,384	39,387	32,550	522012	Fuel/Oil	35,805	35,805	35,805
19,706	18,421	16,952	522022	Information Systems Fund	19,373	19,373	19,373
961,467	1,004,386	985,061	522023	General Fund Spt Svc (4004801)	1,046,491	1,046,491	1,046,491
15,397	15,828	14,650	522306	Rents & Leases	14,650	14,650	14,650
6,824	4,516	6,700	522312	Facility Maintenance Supplies	10,700	10,700	10,700
28,819	9,960	12,500	522315	Facility Mnt/Repairs	12,500	12,500	12,500
	4,000	4,500	523010	Ocean Wave Energy Grant	4,500	4,500	4,500
<b>9,753,346</b>	<b>9,574,589</b>	<b>11,089,463</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>11,276,152</b>	<b>11,276,152</b>	<b>11,276,152</b>
				<b>CAPITAL OUTLAY</b>			
1,684	0	4,000	550051	Office Equipment & Furniture	4,000	4,000	4,000
458,429	69,410	520,000	550166	Building Improvements	510,700	510,700	510,700
43,224	101,868	117,500	550181	Major Tools & Work Equipment	87,000	87,000	87,000
			550XXX	Substation Improvements	1,250,000	1,250,000	1,250,000
12,458	23,841	60,000	550960	F.G. Substation Improvements	0	0	0
0	0	13,000	550961	Filbert Substation	0	0	0
0	0	40,000	550962	System Additions & Upgrades	65,000	65,000	65,000
0	0	0	550963	T.J. Substation Improvements	0	0	0
142,414	197,065	75,500	551260	Vehicle Replacement	240,000	240,000	240,000
	0	185,000	551261	Vehicle Replacement & Equip	26,000	26,000	26,000
<b>658,208</b>	<b>392,184</b>	<b>1,015,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>2,182,700</b>	<b>2,182,700</b>	<b>2,182,700</b>
				<b>TRANSFERS</b>			
111,272	121,000	121,000	570127	Transfer To Other Funds	127,050	127,050	127,050
648,889	656,550	660,635	570130	In-Lieu Of Tax Transfer	768,327	768,327	768,327
<b>760,161</b>	<b>777,550</b>	<b>781,635</b>		<b>TOTAL TRANSFERS</b>	<b>895,377</b>	<b>895,377</b>	<b>895,377</b>
				<b>CONTINGENCY</b>			
0	0	1,850,774	580206	Contingency	1,418,319	1,418,319	1,418,319
<b>0</b>	<b>0</b>	<b>1,850,774</b>		<b>TOTAL CONTINGENCY</b>	<b>1,418,319</b>	<b>1,418,319</b>	<b>1,418,319</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	200,000	590303	Major Equipment Replacement Fund	0	0	0
0	0	1,674,086	590304	Unapp Fund Balance	2,240,363	2,240,363	2,240,363
<b>0</b>	<b>0</b>	<b>1,874,086</b>		<b>UNAPPROPRIATED FUND BALANCE</b>	<b>2,240,363</b>	<b>2,240,363</b>	<b>2,240,363</b>
<b>14,017,417</b>	<b>13,359,772</b>	<b>19,555,955</b>		<b>TOTAL LIGHT &amp; POWER EXPENDITURES</b>	<b>21,022,820</b>	<b>21,022,820</b>	<b>21,022,820</b>

# SEWER



## MISSION STATEMENT

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

## OVERVIEW

Clean Water Services, (CWS), (formerly known as Unified Sewerage Agency), a special district of Washington County, operates and maintains the regional sewer system, including the large conveyance pipes and the wastewater treatment plants. One wastewater treatment plant is located on the outskirts of Forest Grove. The City operates a local sanitary sewer utility, accounted for as an enterprise fund, that feeds into CWS' regional system. The City shares a proportional share of the revenue with CWS for the regional system. The City's sewer utility is responsible for the safe and efficient operation and maintenance of the local sanitary sewer system. The utility provides customer service by responding to emergencies involving the sanitary system as well as citizens' concerns. However, it is the Administrative Services Department that performs utility billing services and provides customer service related to billing. The City is responsible for all collection lines smaller than 24" in diameter as well as all manholes. CWS is responsible for the large trunk lines, lift stations, and treatment. There have been no additions in personnel in the last eight 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.
- Inspect grease and oil separators in all food establishments.

## PERFORMANCE MEASURES

- Work with businesses to control fats, oils and grease entering the sewer system.
- Respond to service interruption within 24 hours.
- Sanitary line cleaning (based on CSM Study) – 33% system annually
- Sanitary line TV inspection (based on CSM Study) – 15% system annually
- Respond to Sewer service interruption emergency – same day.

**BUDGET HIGHLIGHTS**

**Revenue:** Clean Water Services (CWS) sets the rates throughout their service district, which includes the cities within Washington County and most of the unincorporated areas. The monthly sewer fee is comprised of two components – a regional component and a local component. CWS sets both components through their Board of Directors, which is made up of the Washington County Commissioners. Cities can add or modify the local component of the rate in order to properly fund local sewer services. Forest Grove currently adds \$3.47 per month, per equivalent dwelling unit, to the local portion of the rate.

CWS proposes to increase sewer rates approximately 3.6% on July 1, 2012, and likewise, the City is proposing to raise its add-on component by the same percentage, from \$3.47 to \$3.59 per month per equivalent dwelling unit. The charges are combined on the monthly utility bill.

**Expenditures:** Overall staffing levels for the Department of Public Works remains the same as in FY 11-12. However, in FY 11-12, a utility worker position was budgeted and filled originally by a temporary full-time equivalent. For FY 12-13, that position is now filled by a regular full-time equivalent. This change, together with regular cost-of-living increases and benefit costs, result in the personnel services category of the budget increasing about 4.5%.

Many accounts, such as small equipment, construction supplies, and equipment supplies fluctuate year to year depending upon the workload and the focus of sewer maintenance activities. Equipment Fund charges are increasing, reflecting increasing costs in the Equipment Fund, including a prediction that gas prices will go up in FY 12-13. The Intergovernmental Services line item reflects the amount that is remitted to Clean Water Services to provide regional sewer services. The General Fund Support Services line item is increasing, reflecting increases in the cost to provide the services of utility billing, human resources and information technology support.

Major maintenance will continue to reduce inflow and infiltration of ground water (I&I), cracked pipes, and roots that create ongoing maintenance issues. Funding is identified under Sewer Construction – Replace Old Sewers in the Capital Improvement Program. Projects proposed for FY 12-13 include slip-lining or otherwise repairing sewer pipes along 20th place and 23rd Avenue to reduce I&I.

**PERSONNEL REQUIREMENTS**

SEWER

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

**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>							
<b>Sewer</b>							
<b>Fund &amp; Dept: 620-54</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
2,976,402	3,173,953	3,321,788	440105	Residential Sales	3,428,730	3,428,730	3,428,730
675,268	689,473	686,724	440106	Commercial Sales	719,898	719,898	719,898
185,671	181,721	175,828	440120	Industrial Sales	191,196	191,196	191,196
<b>3,837,341</b>	<b>4,045,147</b>	<b>4,184,341</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,339,824</b>	<b>4,339,824</b>	<b>4,339,824</b>
<b>MISCELLANEOUS REVENUE</b>							
106	0	0	445010	Sale Of Materials	0	0	0
1,000	737	800	450057	Other	800	800	800
0	0	0	450070	Sewer Permits	0	0	0
0	0	2,000	451040	Sewer Laterals	2,000	2,000	2,000
22,710	10,439	8,326	470105	Interest	9,277	9,277	9,277
<b>23,816</b>	<b>11,175</b>	<b>11,126</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>12,077</b>	<b>12,077</b>	<b>12,077</b>
<b>FUND BALANCE AVAILABLE</b>							
1,649,615	1,781,735	1,665,177	495005	Fund Bal Avail For Approp.	1,855,490	1,855,490	1,855,490
<b>1,649,615</b>	<b>1,781,735</b>	<b>1,665,177</b>		<b>TOTAL AVAILABLE</b>	<b>1,855,490</b>	<b>1,855,490</b>	<b>1,855,490</b>
<b>5,510,772</b>	<b>5,838,057</b>	<b>5,860,644</b>		<b>TOTAL SEWER RESOURCES</b>	<b>6,207,391</b>	<b>6,207,391</b>	<b>6,207,391</b>

**SEWER**

**FY 12-13 Expenditures**

**Sewer**

**Fund & Dept: 620-54**

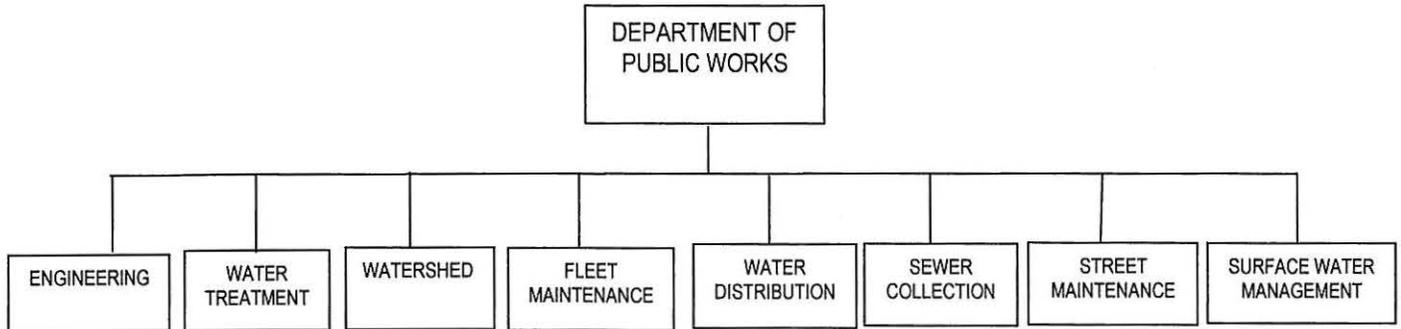
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
140,557	143,117	201,376	511005	Regular Employee Wages	206,734	206,734	206,734
1,742	1,801	2,029	511015	Overtime	2,029	2,029	2,029
45,738	52,373	56,357	512005	Health/Dental Benefits	63,153	63,153	63,153
1,741	1,908	1,912	512008	Health Reimburs Arrange	2,052	2,052	2,052
26,940	28,503	40,577	512010	Retirement	41,669	41,669	41,669
10,855	11,148	15,560	512015	FICA	15,970	15,970	15,970
7,813	6,492	7,032	512020	Worker's Comp	7,191	7,191	7,191
1,226	1,462	915	512025	Other Benefits	1,106	1,106	1,106
1,282	1,427	1,508	512030	Other Payroll Taxes	1,576	1,576	1,576
<b>238,322</b>	<b>249,812</b>	<b>327,266</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>341,481</b>	<b>341,481</b>	<b>341,481</b>
<b>MATERIALS &amp; SERVICES</b>							
3,074	1,887	3,000	520110	Operating Supplies	3,000	3,000	3,000
0	46	75	520120	Organization Business Expense	75	75	75
2,460	2,386	3,250	520130	Personnel Uniforms & Equipment	4,250	4,250	4,250
1,074	1,713	1,200	520150	Utilities	1,350	1,350	1,350
2,498	4,177	4,900	520190	Computer Software	4,900	4,900	4,900
10,674	3,330	6,000	520220	Small Equipment	6,000	6,000	6,000
4,802	3,092	10,500	520240	Construction Supplies	7,000	7,000	7,000
0	0	0	520270	Miscellaneous	0	0	0
97	544	200	520503	Printing	200	200	200
244	59	100	520506	Postage	100	100	100
538	469	800	520509	Telephone	800	800	800
0	260	225	520521	Public Information	225	225	225
0	4	300	520524	Publications	300	300	300
200	716	700	520530	Memberships	700	700	700
157	0	0	520533	Recruiting Expenses	0	0	0
2,834,320	2,983,709	3,146,483	520557	Intergovernmental Services	3,255,054	3,255,054	3,255,054
9,360	8,204	7,466	520578	Insurance & Bonds	7,466	7,466	7,466
680	1,415	3,025	521003	Training/Conferences	3,025	3,025	3,025
0	1,925	0	521113	Attorney Services	0	0	0
1,617	1,849	7,000	521150	Professional Services	3,500	3,500	3,500
	0	0	521165	Contracts For Services		0	0
694	535	375	521168	Misc Medical Services	375	375	375

**SEWER**

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
4,778	10,745	11,000	521172	Bank Service Fees	12,000	12,000	12,000
29	141	1,000	522003	Equipment Maint & Oper Supplies	1,000	1,000	1,000
451	99	0	522012	Fuel/Oil	0	0	0
67,008	86,808	100,584	522021	Equipment Fund Charges	103,147	103,147	103,147
1,167	1,279	1,703	522022	Information Systems Fund Charges	1,710	1,710	1,710
384,224	412,092	391,689	522023	General Fund Admin Sevices	413,115	413,115	413,115
282	0	1,400	522306	Rents & Leases	1,400	1,400	1,400
6,264	6,264	6,264	522309	Building/Facility Rental	6,264	6,264	6,264
511	167	500	522312	Facility Maintenance Supplies	500	500	500
0	60	250	522315	Facility Mnt/Repairs	250	250	250
<b>3,337,203</b>	<b>3,533,972</b>	<b>3,709,989</b>		<b>MATERIALS &amp; SERVICES</b>	<b>3,837,707</b>	<b>3,837,707</b>	<b>3,837,707</b>
				<b>CAPITAL OUTLAY</b>			
756	87,379	172,500	550763	Sewer Construction	237,375	237,375	237,375
<b>756</b>	<b>87,379</b>	<b>179,400</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>237,375</b>	<b>237,375</b>	<b>237,375</b>
				<b>DEBT SERVICE</b>			
71,756	74,487	75,887	562001	Principal-Cws/City Phase Iii Rehab	81,773	81,773	81,773
22,248	19,518	18,117	562041	Interest-Cws/City Phase Iii Rehab	12,232	12,232	12,232
<b>94,004</b>	<b>94,004</b>	<b>94,004</b>		<b>TOTAL DEBT SERVICE</b>	<b>94,004</b>	<b>94,004</b>	<b>94,004</b>
				<b>TRANSFERS</b>			
54,835	50,292	51,295	570130	In-Lieu Of Tax	55,833	55,833	55,833
<b>54,835</b>	<b>50,292</b>	<b>51,295</b>		<b>TOTAL TRANSFERS</b>	<b>55,833</b>	<b>55,833</b>	<b>55,833</b>
						0	
				<b>CONTINGENCIES</b>			
0	0	750,000	580206	Contingency	750,000	750,000	750,000
<b>0</b>	<b>0</b>	<b>750,000</b>		<b>TOTAL CONTINGENCIES</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>
				<b>UNAPPROR ENDING FUND BALANCE</b>			
0	0	748,690	560304	Unapp Fund Balance	890,991	890,991	890,991
<b>0</b>	<b>0</b>	<b>748,690</b>		<b>TOTAL UNAPPR ENDING FUND BAL</b>	<b>890,991</b>	<b>890,991</b>	<b>890,991</b>
<b>3,725,120</b>	<b>4,015,460</b>	<b>5,860,644</b>		<b>TOTAL SEWER EXPENDITURES</b>	<b>6,207,391</b>	<b>6,207,391</b>	<b>6,207,391</b>

SEWER

# SEWER SYSTEM DEVELOPMENT CHARGE



**MISSION STATEMENT**

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

**OVERVIEW**

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

The City uses the money to increase the capacity of the sewer collection lines, and cost participates with development when they are required to build a section of a large trunk line. The City is responsible for the system pipes 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 \$162.00 to raise the Sewer SDC from \$4,500 per EDU (Equivalent Dwelling Unit) to \$4,662 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 12-13, \$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

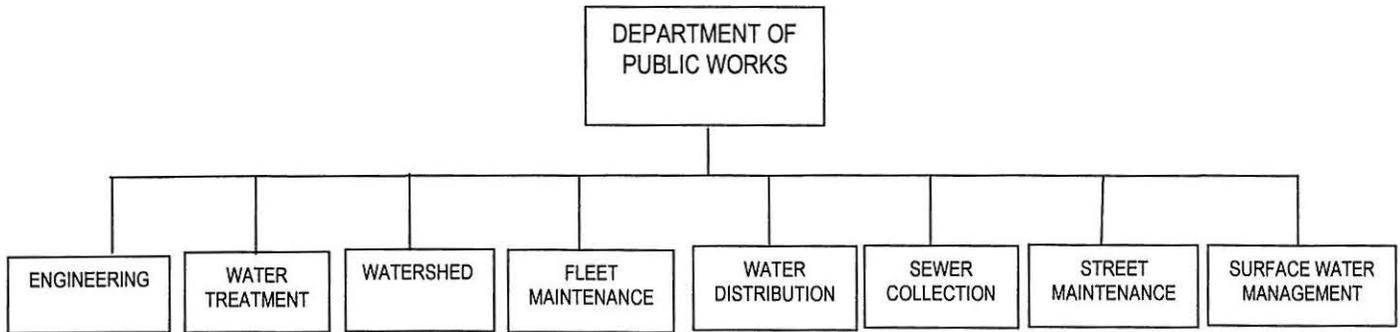
**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>							
<b>Sewer SDC</b>							
<b>Fund &amp; Dept &amp; Division: 622-54-91</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
315,731	359,765	225,000	451005	System Development Charges	326,340	326,340	435,340
<b>315,731</b>	<b>359,765</b>	<b>225,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>326,340</b>	<b>326,340</b>	<b>435,340</b>
<b>MISCELLANEOUS REVENUE</b>							
0	2,250	2,000	451042	Sunset Sewer Constr Fee	1,000	1,000	1,000
14,239	6,360	2,553	470105	Interest	2,475	2,475	2,475
<b>14,239</b>	<b>8,610</b>	<b>4,553</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>3,475</b>	<b>3,475</b>	<b>3,475</b>
<b>FUND BALANCE AVAILABLE</b>							
1,125,401	1,080,792	1,021,215	495005	Fund Bal Avail For Approp.	990,197	990,197	990,197
<b>1,125,401</b>	<b>1,080,792</b>	<b>1,021,215</b>		<b>TOTAL AVAILABLE</b>	<b>990,197</b>	<b>990,197</b>	<b>990,197</b>
<b>1,455,371</b>	<b>1,449,168</b>	<b>1,250,768</b>		<b>TOTAL SEWER SDC RESOURCES</b>	<b>1,320,013</b>	<b>1,320,013</b>	<b>1,429,012</b>

<b>FY12-13 Expenditures</b>							
<b>Sewer SDC</b>							
<b>Fund &amp; Dept &amp; Division: 622-54-91</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
252,585	287,812	180,000	520557	Intergovern Services	261,072	261,072	348,272
<b>252,585</b>	<b>287,812</b>	<b>180,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>261,072</b>	<b>261,072</b>	<b>348,272</b>
<b>CAPITAL OUTLAY</b>							
0	0	50,000	550760	Construction Projects	50,000	50,000	50,000
<b>0</b>	<b>0</b>	<b>50,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>DEBT SERVICE</b>							
84,873	88,475	88,475	562002	Principal - Cws/City Sunset Drive	96,144	96,144	96,144
37,122	33,520	33,520	562042	Interest - Cws/City Sunset Drive	25,850	25,850	25,850
<b>121,995</b>	<b>121,995</b>	<b>121,995</b>		<b>TOTAL DEBT SERVICE</b>	<b>121,995</b>	<b>121,995</b>	<b>121,995</b>
0	0	658,350	580206	Contingency	658,350	658,350	680,149
<b>0</b>	<b>0</b>	<b>658,350</b>		<b>TOTAL CONTINGENCY</b>	<b>658,350</b>	<b>658,350</b>	<b>680,149</b>
		<b>0</b>				<b>0</b>	<b>0</b>
0	0	240,423	590304	Unapp Fund Balance	228,596	228,596	228,596
<b>0</b>	<b>0</b>	<b>240,423</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>228,596</b>	<b>228,596</b>	<b>228,596</b>
<b>374,580</b>	<b>409,807</b>	<b>1,250,768</b>		<b>TOTAL SEWER SDC EXPENDITURES</b>	<b>1,320,013</b>	<b>1,320,013</b>	<b>1,429,012</b>

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 2009</u>	<u>CY 2010</u>	<u>CY 2011</u>
Number of Metered Customers	5,588	5,653	5,762
Pipe in System	414,470	415,838	429,533
Water Supplied	1,117 Mil. Gal.	1,008 Mil. Gal.	1,065 Mil. Gal.

**BUDGET HIGHLIGHTS**

**Revenue:** The City underwent a water rate analysis in 2011. This analysis evaluated the cost of providing water service, and the most efficient way to recover those costs through water rates. All rate classes were reviewed – residential, multi-family, commercial and industrial. Additionally, the rate analysis suggested that a charge for compound meters and fire service be added in order to recover the cost to provide these. The result of this rate analysis demonstrated that the water utility needs system-wide average rate increases of approximately 8% per year for the next several years in order to afford on-going operations and required investments in maintaining the water capital infrastructure.

The water rate is made up of two components – a fixed charge and a volume charge. Both were evaluated in the rate analysis for all classes of customers, to be sure that the rates charged were recovering the cost of providing service to each rate class. The rate analysis demonstrated that the multi-family and industrial class of customers were recovering their costs, but that the residential and commercial customer classes were not. Therefore, no change occurred in water rates for the multi-family or industrial class of customers, although new charges for compound meters and fire service were added that do apply to those customer classes. For the residential and commercial customers, rates increased on a system-wide basis by approximately 8%.

The volume charge for the residential class of customers is divided into tiers – where a higher price is charged per unit of water as water usage exceeds a threshold. These tiers and the corresponding charge per unit of water were also reviewed in the rate analysis. For the residential class of customers, an outcome of the rate analysis is that more reliance for stable revenue recovery is placed on the fixed base customer charge, and this charge increased in 2011 about \$3.60 per month, or 27%. However, this increase was offset by changing the usage tiers, adding 2,000 more gallons to the first tier and keeping that rate the same. The first tier charged \$1.35 per 100 gallons for usage between 0 and 5,000 gallons in FY 2010-2011, and after the rate study, the first tier amount remained fixed at \$1.35 per 100 gallons, but for usage between 0 and 7,000 gallons. The average residential customer uses 7,000 gallons or less per month. By changing the tiers in this way, the average customer’s volume charge actually decreased by \$1.72 per month, or 15%. These two components of the rates – the fixed base charge and the volume charge – added together for a net increase to the average residential customer of \$1.90 per month, or 8%. The usage tiers and rates per gallon of use for the second and third tiers also changed. The table below best summarizes these changes:

WATER

<i>Average Residential Use</i>			<i>Average Residential Use</i>		
Rates Prior to Rate Analysis			Results of Rate Analysis		
Volume		Charge per 100 gallons	Volume		Charge per 100 gallons
0 to 5,000 gallons		\$1.35	0 to 7,000 gallons		\$1.35
5,001 to 10,000 gallons		\$2.21	7,001 to 15,000 gallons		\$2.75
10,001 & over		\$3.25	15,001 & over		\$4.00
Fixed Charge		\$13.28	Fixed Charge		\$16.90

Changing the rates in this way has had the desired affect of increasing the water fund’s revenue, and allowing that revenue to adequately fund operations, while at the same time increasing the water fund’s fund balance for future capital projects. These future capital projects are outlined in the separate Capital Improvement Program book.

For the FY of 2012-13, the water rates are proposed to increase on a system-wide basis by 8%, as outlined in the rate analysis discussed above. For the average residential water customer, this translates into a monthly increase of \$2.11.

**Expenditures:** Overall, the Water budget for FY 12-13 is proposed to increase by approximately \$677,000, or 12.5%. The bulk of this increase is due to increasing the fund balance to afford future capital investments. These investments are outlined in the 2010 update to the Forest Grove Water Master Plan as well as the Joint Water Commission’s (JWC) Master Plan. These plans are used when setting priorities for investment. These two plans come together in prioritizing the next five years of capital improvements in Forest Grove’s separate budget document, Capital Improvements Program 2012-2017.

Examples of capital investments proposed for the Water fund for FY 2012-13 include partnering with the other JWC partners to upgrade electrical systems at the JWC water treatment plant. Other projects funding by the Water fund including building improvements to the City’s water treatment plant, as well as re-roofing a storage facility at the Public Works location.

Other changes include an increase in Materials & Services, due to inflationary increases in chemicals at the water treatment plant, higher costs to administer utility billing, and an initiative to strategically review water rights in the City’s Gales Creek basin. This water right review will evaluate the City’s future needs and how to best access and use the water rights in Gales Creek and its tributaries.

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. This project is done in conjunction with the Light and Power Department. The complete replacement program is estimated to take eight years.

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). Because the utility workers spend more time in the Street Fund, their allocation to the water fund is decreasing slightly. Overall staffing levels for the Department of Public Works remains the same as in FY 11-12.

WATER

**PERSONNEL REQUIREMENTS**

	Appropriated FY 10-11	Proposed FY 11-12	Proposed FY 12-13
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	0.20	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	4.10	4.18	3.96
Program Specialist	0.40	0.35	0.35
Administrative Assistant	0.40	0.20	0.20
Meter Readers	0.88	0.88	0.88
<b>TOTAL</b>	<b>10.23</b>	<b>9.81</b>	<b>9.59</b>

**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>						
<b>Water</b>						
<b>Fund &amp; Dept: 630-53</b>						
2009-10	2010-11	2011-12	Title	2012-13	2012-13	2012-13
Actual	Actual	Budgeted		Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>						
1,476,284	1,546,252	1,582,743	Residential Sales	1,839,936	1,839,936	1,839,936
452,022	467,665	445,256	Commercial Sales	539,842	539,842	539,842
376,887	371,118	375,501	Multi-Family Sales	351,966	351,966	351,966
237,159	238,986	227,750	Industrial Sales	245,088	245,088	245,088
20,402	20,532	20,000	Non-Metered Sales	20,000	20,000	20,000
31,856	28,344	20,000	Connection Charges	20,000	20,000	20,000
<b>2,594,609</b>	<b>2,672,897</b>	<b>2,671,250</b>	<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,016,832</b>	<b>3,016,832</b>	<b>3,016,832</b>
<b>MISCELLANEOUS REVENUE</b>						
35,929	35,928	35,928	Bldg. Rental Income	35,928	35,928	35,928
68	0	0	Sale Of Materials	0	0	0
238,416	0	0	Sale Of Raw Water	0	0	0
573,032	760,030	700,000	Timber Sales	700,000	700,000	700,000
8,931	10,391	5,000	Other	5,000	5,000	5,000
26,085	9,965	10,028	Interest	11,685	11,685	11,685
1,010	0	0	Reimbursements	0	0	0
<b>883,472</b>	<b>816,314</b>	<b>750,956</b>	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>752,613</b>	<b>752,613</b>	<b>752,613</b>
<b>FUND BALANCE AVAILABLE</b>						
2,627,977	2,297,167	2,005,593	Fund Bal Avail For Approp.	2,337,049	2,337,049	2,337,049
<b>2,627,977</b>	<b>2,297,167</b>	<b>2,005,593</b>	<b>TOTAL AVAILABLE</b>	<b>2,337,049</b>	<b>2,337,049</b>	<b>2,337,049</b>
<b>6,106,058</b>	<b>5,786,378</b>	<b>5,427,799</b>	<b>TOTAL WATER RESOURCES</b>	<b>6,106,494</b>	<b>6,106,494</b>	<b>6,106,494</b>

WATER

**FY 12-13 Expenditures**

**Water**

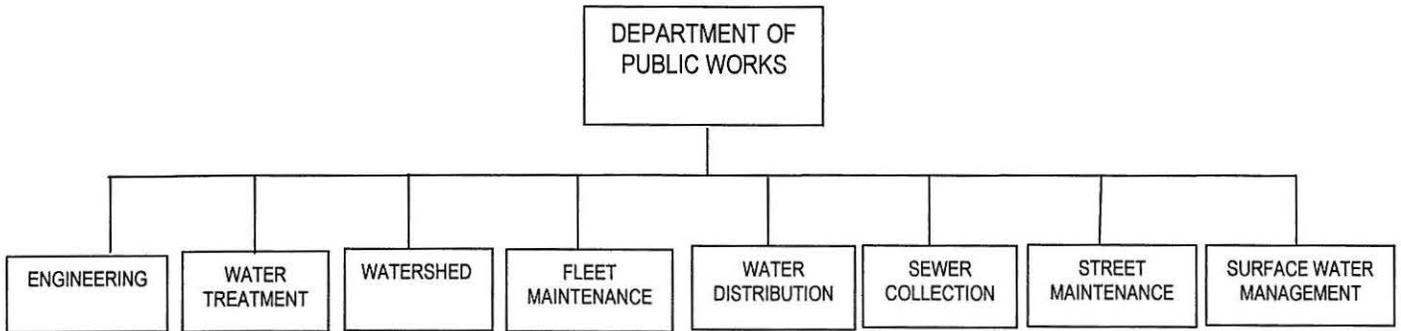
**Fund & Dept: 630-53**

	2009-10	2010-11	2011-12	Account	Title	2012-13	2012-13	2012-13
	Actual	Actual	Budgeted			Proposed	Approved	Adopted
					<b>PERSONNEL SERVICES</b>			
	533,439	540,339	531,433	511005	Regular Employee Wages	538,399	538,399	538,399
	31,162	32,088	28,980	511015	Overtime	28,980	28,980	28,980
		5,936	0	511020	Temporary Employee Wages	0	0	0
	2,346	0	0	511021	Unemployment Compensation	0	0	0
	134,811	131,181	138,951	512005	Health/Dental Benefits	151,531	151,531	151,531
	4,979	5,610	5,102	512008	Health Reimb Arrangement	5,355	5,355	5,355
	101,405	106,867	107,302	512010	Retirement	109,101	109,101	109,101
	42,997	43,921	42,872	512015	FICA	43,405	43,405	43,405
	26,491	19,225	19,502	512020	Worker's Comp	19,641	19,641	19,641
	3,448	3,843	3,242	512025	Other Benefits	3,727	3,727	3,727
	4,161	4,226	4,165	512030	Other Payroll Taxes	4,292	4,292	4,292
	<b>885,240</b>	<b>893,237</b>	<b>881,547</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>904,430</b>	<b>904,430</b>	<b>904,430</b>
					<b>MATERIALS &amp; SERVICES</b>			
	62,076	71,985	78,000	520110	Operating Supplies	90,840	90,840	90,840
	0	115	350	520120	Organization Business Expense	350	350	350
	3,234	4,284	4,500	520130	Personnel Uniforms & Equipment	5,500	5,500	5,500
	75,937	60,861	71,400	520150	Utilities	71,400	71,400	71,400
	2,852	2,291	3,800	520190	Computer Software	3,800	3,800	3,800
	8,906	11,502	18,212	520220	Small Equipment	17,100	17,100	17,100
	106,737	159,443	135,500	520240	Construction Supplies	141,000	141,000	141,000
	230,512	219,278	230,000	520250	JWC Water Purchases	222,043	222,043	222,043
	2,314	2,540	2,500	520503	Printing	2,500	2,500	2,500
	790	937	1,000	520506	Postage	1,000	1,000	1,000
	6,385	5,384	6,197	520509	Telephone	6,197	6,197	6,197
	91	420	250	520521	Public Information	250	250	250
	197	184	1,356	520524	Publications	1,356	1,356	1,356
	1,496	995	1,475	520530	Memberships	1,475	1,475	1,475
	471	165	0	520533	Recruiting Expenses	0	0	0
	0	4,335	40,000	520548	Watershed Management	7,500	7,500	7,500
	13,374	2,877	7,500	520550	Watershed Maintenance	7,500	7,500	7,500
	279,727	315,546	300,000	520551	Timber Harvesting	300,000	300,000	300,000
	43,497	36,650	63,075	520557	Intergovernmental Services	72,875	72,875	72,875
	26,675	25,509	23,213	520578	Insurance & Bonds	23,213	23,213	23,213
	6,475	2,440	6,275	521003	Training/Conferences	6,300	6,300	6,300
	28,252	0	7,500	521113	Attorney Services	6,500	6,500	6,500
	151,382	78,544	62,000	521150	Professional Services	111,641	111,641	111,641
	10,000	0	0	521165	Contracts For Services	0	0	0
	852	984	0	521168	Misc Medical Services	0	0	0
	5,216	9,080	8,400	521172	Bank Service Fees	12,000	12,000	12,000
	3,516	3,054	13,500	522003	Equipment Maint & Oper Supplies	12,000	12,000	12,000

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
453	165	0	522012	Fuel/Oil	0	0	0
94,572	118,043	132,552	522021	Equipment Fund Charges	139,313	139,313	139,313
14,140	12,557	10,868	522022	Information Systems Fund Charges	11,037	11,037	11,037
772,776	706,654	677,002	522023	General Fund Admin Services	717,439	717,439	717,439
0	0	1,000	522303	Custodial	800	800	800
0	48	3,900	522306	Rents & Leases	3,900	3,900	3,900
10,931	14,139	6,900	522312	Facility Maintenance Supplies	5,950	5,950	5,950
25,445	18,150	13,500	522315	Facility Mnt/Repairs	14,000	14,000	14,000
<b>1,989,279</b>	<b>1,889,159</b>	<b>1,931,725</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,016,779</b>	<b>2,016,779</b>	<b>2,016,779</b>
				<b>CAPITAL OUTLAY</b>			
41,271	11,751	16,000	550181	Major Tools & Work Equipment	0	0	0
-347	0	0	550190	Bond Projects	0	0	0
0	0	15,444	550660	Joint - Capital Equipment	19,995	19,995	19,995
105,408	26,127	185,038	550663	JWC - Other Projects	227,980	227,980	227,980
0	0	100,000	550666	Water Line Extension	100,000	100,000	100,000
121,787	8,924	10,000	550669	Water Treatment Plant Equip.	52,585	52,585	52,585
0	0	20,000	550672	Watershed Capital	20,000	20,000	20,000
0	0	15,000	550760	Construction Projects	35,000	35,000	35,000
<b>268,119</b>	<b>46,802</b>	<b>361,482</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>455,560</b>	<b>455,560</b>	<b>455,560</b>
				<b>DEBT SERVICE</b>			
235,000	245,000	255,000	562010	Principal - 2003 FFC Bonds	260,000	260,000	260,000
28,757	29,763	30,804	562030	Principal - Scoggins Reservoir	31,882	31,882	31,882
175,019	166,500	156,700	562045	Interest - 2003 Ffc Bonds	146,181	146,181	146,181
44,040	43,034	41,993	562070	Interest - Scoggins Reservoir	40,915	40,915	40,915
<b>482,816</b>	<b>484,297</b>	<b>484,497</b>		<b>TOTAL DEBT SERVICE</b>	<b>478,978</b>	<b>478,978</b>	<b>478,978</b>
				<b>TRANSFERS</b>			
35,728	39,641	42,000	570127	Transfer To Other Funds	45,360	45,360	45,360
144,687	138,203	128,104	570130	In-Lieu Of Tax	162,045	162,045	162,045
<b>180,415</b>	<b>177,844</b>	<b>170,104</b>		<b>TOTAL TRANSFERS</b>	<b>207,405</b>	<b>207,405</b>	<b>207,405</b>
				<b>CONTINGENCY</b>			
0	0	333,250	580203	JWC - Contingency	333,250	333,250	333,250
0	0	200,000	580206	Contingency	200,000	200,000	200,000
0	0	415,000	580212	Debt Service Contingency	415,000	415,000	415,000
<b>0</b>	<b>0</b>	<b>948,250</b>		<b>TOTAL CONTINGENCY</b>	<b>948,250</b>	<b>948,250</b>	<b>948,250</b>
				<b>RESERVES</b>			
0	0	650,194	590304	Unapp Fund Balance	1,095,092	1,095,092	1,095,092
<b>0</b>	<b>0</b>	<b>650,194</b>		<b>TOTAL UNAPPROPRIATED FB</b>	<b>1,095,092</b>	<b>1,095,092</b>	<b>1,095,092</b>
<b>3,805,869</b>	<b>3,491,339</b>	<b>5,427,799</b>		<b>TOTAL WATER EXPENDITURES</b>	<b>6,106,494</b>	<b>6,106,494</b>	<b>6,106,494</b>

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 12-13, \$50,000 is set aside for capacity expansion if necessary. Funds are also set aside for a new water line along the David Hill road expansion.

WATER SDC

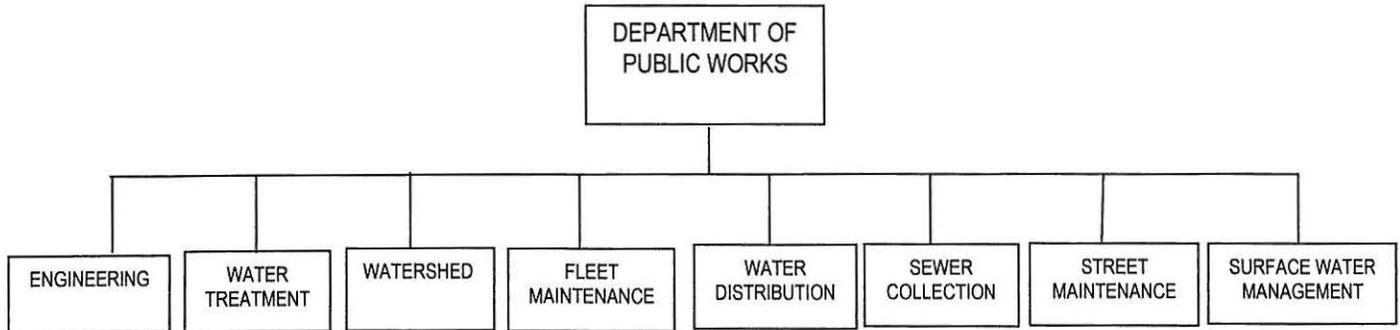
**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>							
<b>Water SDC</b>							
<b>Fund &amp; Dept &amp; Division: 632-53-91</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
348,085	257,493	200,000	451005	System Development Charges	200,000	200,000	200,000
<b>348,085</b>	<b>257,493</b>	<b>200,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
				MISCELLANEOUS REVENUE			
	7,536	0	470031	Principal - J Lieb Water SDC	11,081	11,081	11,081
	1,162	0	470032	Interest - J Lieb Water SDC	516	516	516
14,964	8,462	7,680	470105	Interest	9,508	9,508	9,508
<b>14,964</b>	<b>17,160</b>	<b>7,680</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>21,105</b>	<b>21,105</b>	<b>21,105</b>
				FUND BALANCE AVAILABLE			
971,878	1,334,493	1,535,997	495005	Fund Bal Avail For Approp.	1,901,653	1,901,653	1,901,653
<b>971,878</b>	<b>1,334,493</b>	<b>1,535,997</b>		<b>TOTAL AVAILABLE</b>	<b>1,901,653</b>	<b>1,901,653</b>	<b>1,901,653</b>
<b>1,334,927</b>	<b>1,609,146</b>	<b>1,743,677</b>		<b>TOTAL WATER SDC RESOURCES</b>	<b>2,122,758</b>	<b>2,122,758</b>	<b>2,122,758</b>

<b>FY 12-13 Expenditures</b>							
<b>Water SDC</b>							
<b>Fund &amp; Dept &amp; Division: 632-53-91</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	27,226	0	521150	Professional Services	0	0	0
<b>0</b>	<b>27,226</b>	<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				CAPITAL OUTLAY			
0	0	0	550663	JWC - Other Projects	0	0	0
434	0	223,000	550760	Construction Projects	120,000	120,000	120,000
<b>434</b>	<b>0</b>	<b>223,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
				CONTINGENCY			
0	0	75,000	580206	SDC Contingency	75,000	75,000	75,000
<b>0</b>	<b>0</b>	<b>75,000</b>		<b>TOTAL CONTINGENCY</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
				UNAPP FUND BALANCE			
0	0	1,445,677	590304	Unapp Fund Balance	1,927,758	1,927,758	1,927,758
<b>0</b>	<b>0</b>	<b>1,445,677</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>1,927,758</b>	<b>1,927,758</b>	<b>1,927,758</b>
<b>434</b>	<b>27,226</b>	<b>1,743,677</b>		<b>TOTAL WATER SDC EXPEND</b>	<b>2,122,758</b>	<b>2,122,758</b>	<b>2,122,758</b>

**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 tv inspection and jet cleaning all sotrm pipes, operation and maintenance of City owned water quality facilities, responding to hazardous material spills that may potentially discharge into the storm or sanitary sewer, enforcing construction rules for erosion control, street sweeping, cleaning catch basins and annually picking up leaves to minimize flooding.

Forest Grove has approximately 1,247 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.

SWM

**BUDGET HIGHLIGHTS**

**Revenue:** Clean Water Services (CWS) sets the rates throughout their service district, which includes the cities within Washington County and most of the unincorporated areas. The monthly SWM fee is comprised of two components – a regional component and a local component, and is based on the impervious area of a property. Residential units are equalized into an Equivalent Service Unit (ESU), using a standard of impervious area of 2,640 square feet. Commercial and Industrial customers are calculated against this index and are charged per ESU. CWS sets both components through their Board of Directors, which is made up of the Washington County Commissioners. Cities can add to or modify the local component of the rate in order to properly fund local SWM services. CWS currently charges \$5.25 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 11-12 is \$6.00. CWS is proposing to raise the monthly \$5.25/ESU charge by \$0.50, to \$5.75 per month, per ESU. Added to Forest Grove’s \$0.75 per month per ESU, the new charge as of July 1, 2012 is proposed to be \$6.50 per month per ESU.

**Expenditures:** Overall, the SWM budget is increasing by approximately \$27,000, or 2.4%. Personnel Services are increasing due to cost-of-living adjustments and benefit increases. Increases in Materials and Services are due to increased payments to CWS for their share of the SWM charges, increased payments to the Equipment Fund to cover costs of maintaining and operating vehicles and equipment, and increased payments to the General Fund for administrative functions such as utility billing, accounting and human resources. These increases are offset by decreases in the capital program, as budgets are removed for one-time expenditures that occurred in FY 11-12, such as the radio replacement project and additional catch basins that were installed at the intersection of Bonnie and B Street to reduce flooding. Lastly, fund balance in the SWM fund is proposed to increase to provide more working capital and to accumulate fund for future capital projects.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 10-11	Appropriated FY 11-12	Proposed FY 12-13
Public Works Superintendent	0.10	0.20	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.40	2.86	2.86
Program Specialist	0.10	0.20	0.20
Administrative Assistant	0.10	0.20	0.20
<b>TOTAL</b>	<b>3.20</b>	<b>3.96</b>	<b>3.96</b>

**SWM**

**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>								
<b>SWM</b>								
<b>Fund &amp; Dept: 640-55</b>								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>								
694,593	770,445	846,600	440101	Surface Water Management Fees		930,960	930,960	930,960
<b>694,593</b>	<b>770,445</b>	<b>846,600</b>		<b>TOTAL CHARGES FOR SERVICES</b>		<b>930,960</b>	<b>930,960</b>	<b>930,960</b>
<b>MISCELLANEOUS REVENUE</b>								
5,578	2,746	0	450057	Other		0	0	0
4,062	1,173	1,505	470105	Interest		1,221	1,221	1,221
<b>9,640</b>	<b>3,919</b>	<b>1,505</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>1,221</b>	<b>1,221</b>	<b>1,221</b>
<b>TRANSFERS &amp; REIMBURSEMENTS</b>								
498,214	349,142	300,822	495005	Fund Bal Avail For Approp.		243,920	243,920	243,920
<b>498,214</b>	<b>349,142</b>	<b>300,822</b>		<b>TOTAL AVAILABLE</b>		<b>243,920</b>	<b>243,920</b>	<b>243,920</b>
<b>1,202,447</b>	<b>1,123,505</b>	<b>1,148,927</b>		<b>TOTAL SWM RESOURCES</b>		<b>1,176,101</b>	<b>1,176,101</b>	<b>1,176,101</b>

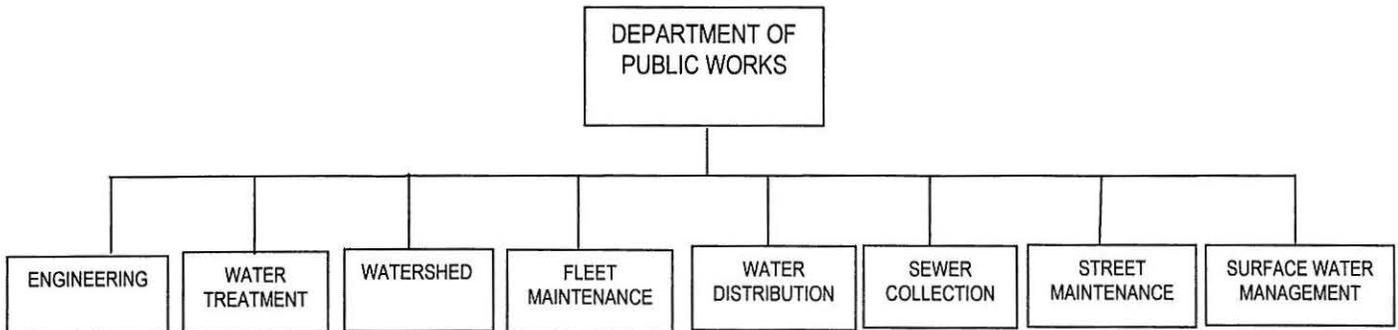
<b>FY 12-13 Expenditures</b>								
<b>SWM</b>								
<b>Fund &amp; Dept: 640-55</b>								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>								
174,254	186,880	203,414	511005	Regular Employee Wages		208,429	208,429	208,429
1,453	1,630	0	511015	Overtime		0	0	0
0	1,507	0	511020	Temporary Employee Wages		0	0	0
428	0	0	511021	Unemployment Compensation		0	0	0
41,948	43,585	57,102	512005	Health/Dental Benefits		65,111	65,111	65,111
1,462	1,485	1,899	512008	Health Reimburse Arrange		2,075	2,075	2,075
33,148	37,695	41,111	512010	Retirement		41,874	41,874	41,874
13,349	14,394	15,561	512015	Fica		15,945	15,945	15,945
7,304	5,546	7,168	512020	Worker'S Comp		7,323	7,323	7,323
1,008	1,102	915	512025	Other Benefits		1,105	1,105	1,105
1,114	1,167	1,513	512030	Other Payroll Taxes		1,579	1,579	1,579
<b>275,467</b>	<b>294,990</b>	<b>328,684</b>		<b>TOTAL PERSONNEL SERVICES</b>		<b>343,441</b>	<b>343,441</b>	<b>343,441</b>
<b>MATERIALS &amp; SERVICES</b>								
1,823	1,335	1,500	520110	Operating Supplies		1,500	1,500	1,500
0	0	50	520120	Organization Business Expense		50	50	50
1,888	1,771	3,000	520130	Personnel Uniforms & Equipment		4,000	4,000	4,000
7,470	0	1,000	520150	Utilities		1,000	1,000	1,000

SWM

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
2,207	2,180	3,300	520190	Computer Software	3,300	3,300	3,300
3,328	3,253	2,700	520220	Small Equipment	2,700	2,700	2,700
670	6,230	7,000	520240	Construction Supplies	5,500	5,500	5,500
1,468	1,321	1,500	520503	Printing	1,500	1,500	1,500
0	0	50	520506	Postage	50	50	50
221	360	630	520509	Telephone	630	630	630
0	115	250	520521	Public Information	250	250	250
0	4	300	520524	Publications	300	300	300
0	0	200	520530	Memberships	200	200	200
105	0	0	520533	Recruiting Expenses	0	0	0
151,654	162,428	186,694	520557	Intergovernmental Services	207,385	207,385	207,385
5,901	5,172	4,707	520578	Insurance & Bonds	4,707	4,707	4,707
689	711	1,800	521003	Training/Conferences	1,800	1,800	1,800
11,654	7,258	14,900	521150	Professional Services	14,900	14,900	14,900
447	507	150	521168	Misc Medical Services	150	150	150
632	1,963	2,400	521172	Bank Service Fees	2,400	2,400	2,400
30	105	1,300	522003	Equipment Maint & Oper Supplies	1,300	1,300	1,300
79,920	103,068	117,216	522021	Equipment Fund Charges	129,495	129,495	129,495
491	548	536	522022	Information Systems Fund Charges	558	558	558
137,240	149,019	142,960	522023	General Fund Admin Services	150,377	150,377	150,377
0	0	1,300	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
142	30	1,500	522312	Facility Maintenance Supplies	1,500	1,500	1,500
<b>411,109</b>	<b>450,509</b>	<b>500,074</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>539,984</b>	<b>539,984</b>	<b>539,984</b>
				<b>CAPITAL OUTLAY</b>			
0	0	8,100	550181	Major Tools & Work Equipment	0	0	0
129,291	6,271	113,000	550863	Storm Sewer Construction	10,000	10,000	10,000
<b>129,291</b>	<b>6,271</b>	<b>121,100</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
				<b>TRANSFERS</b>			
34,606	38,590	42,173	570130	In-Lieu Of Tax	46,836	46,836	46,836
<b>34,606</b>	<b>38,590</b>	<b>42,173</b>		<b>TOTAL TRANSFERS</b>	<b>46,836</b>	<b>46,836</b>	<b>46,836</b>
				<b>CONTINGENCY</b>			
0	0	40,000	580206	Contingency	40,000	40,000	40,000
<b>0</b>	<b>0</b>	<b>40,000</b>		<b>TOTAL CONTINGENCY</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	116,896	590304	Unapp Fund Balance	195,840	195,840	195,840
<b>0</b>	<b>0</b>	<b>116,896</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>195,840</b>	<b>195,840</b>	<b>195,840</b>
<b>850,473</b>	<b>790,360</b>	<b>1,148,927</b>		<b>TOTAL SWM EXPENDITURES</b>	<b>1,176,101</b>	<b>1,176,101</b>	<b>1,176,101</b>

SWM

# SURFACE WATER MANAGEMENT SYSTEM DEVELOPMENT CHARGE



**MISSION STATEMENT**

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

**OVERVIEW**

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

**BUDGET HIGHLIGHTS**

**Revenue:** Clean Water Services (CWS) sets the amount of the SWM SDC charge, which for FY 12-13 is \$500.00 per Equivalent Service Unit (ESU). Residential units are equalized into an Equivalent Service Unit (ESU), using a standard of impervious area of 2,640 square feet. Commercial and Industrial developments are calculated against this index and are charged per ESU. Both quantity and quality fees are collected and, for a typical residential dwelling, are \$275 and \$225 per ESU, respectively. The City retains 100% of this fee.

**Expenditures:** Surface Water Management SDC Fund is used for system expansion capital only. For FY 12-13, \$20,000 is budgeted for capacity expansion if necessary.

SWM SDC

**BUDGET DETAIL**

FY 12-13 Revenues								
SWM SDC								
Fund & Dept & Division: 642-55-91								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>								
2,777	1,153	11,250	451006	In-Lieu Charges - Quality		15,750	15,750	15,750
34,804	17,303	13,750	451007	In-Lieu Charges - Quantity		19,250	19,250	19,250
<b>37,581</b>	<b>18,456</b>	<b>25,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>		<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>MISCELLANEOUS REVENUE</b>								
1,848	1,019	1,070	470105	Interest		1,525	1,525	1,525
<b>1,848</b>	<b>1,019</b>	<b>1,070</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>1,525</b>	<b>1,525</b>	<b>1,525</b>
<b>FUND BALANCE AVAILABLE</b>								
273,666	225,321	213,924	495005	Fund Bal Avail For Approp.		304,926	304,926	304,926
<b>273,666</b>	<b>225,321</b>	<b>213,924</b>		<b>TOTAL AVAILABLE</b>		<b>304,926</b>	<b>304,926</b>	<b>304,926</b>
<b>313,095</b>	<b>244,796</b>	<b>239,994</b>		<b>TOTAL SWM SDC RESOURCES</b>		<b>341,451</b>	<b>341,451</b>	<b>341,451</b>

FY 12-13 Expenditures								
SWM SDC								
Fund & Dept & Division: 642-55-91								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>CAPITAL OUTLAY</b>								
87,773	0	45,000	550860	Quantity System Improvements		20,000	20,000	20,000
0	27,647	0	550861	Quality Systems Improvements		0	0	0
0	127	0	550863	Storm Sewer Construction		0	0	0
<b>87,773</b>	<b>27,774</b>	<b>45,000</b>		<b>TOTAL CAPITAL OUTLAY</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>CONTINGENCY</b>								
0	0	78,260	580208	SDC Contingency Quantity		176,798	176,798	176,798
0	0	116,734	580207	SDC Contingency Quality		144,653	144,653	144,653
<b>0</b>	<b>0</b>	<b>194,994</b>		<b>TOTAL CONTINGENCY</b>		<b>321,451</b>	<b>321,451</b>	<b>321,451</b>
<b>UNAPP FUND BALANCE</b>								
0	0	0	590304	Unapp Fund Balance		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>87,773</b>	<b>27,774</b>	<b>239,994</b>		<b>TOTAL SWM SDC EXPENDITURES</b>		<b>341,451</b>	<b>341,451</b>	<b>341,451</b>

SWM SDC

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# **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

			<b>FY 12-13 Revenues Building Permits Fund Fund &amp; Dept: 205-32</b>				
2009-10	2010-11	2011-12	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
Actual	Actual	Budgeted					
				CHARGES FOR SERVICES			
108	216	0	440025	Copy Service	0	0	0
<b>108</b>	<b>216</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
				LICENSES,PERMITS,FEES			
239,312	296,218	199,500	450074	Building Permit	133,772	133,772	133,772
317	210	0	450076	Manufactured Home Permits	0	0	0
44,804	42,395	35,126	450078	Plumbing Permits	38,950	38,950	38,950
14,770	14,225	11,557	450080	Mechanical Permits	11,654	11,654	11,654
22,208	20,165	24,150	450082	Structural State Surcharge	15,813	15,813	15,813
57	22	0	450084	Manuf. Housing State Surcharge	0	0	0
5,199	4,891	4,186	450086	Plumbing State Surcharge	4,674	4,674	4,674
1,816	1,707	1,365	450088	Mechanical Plans St. Surchr	1,398	1,398	1,398
67,095	459	113,750	450106	Structural Plan Review Fees	88,678	88,678	88,678
254	797	1,700	450108	Plumbing Plan Review Fees	875	875	875
1,607	2,617	600	450110	Mechanical Plan Review Fees	2,914	2,914	2,914
8,075	19,228	9,000	450112	Fl&S Plan Review Fees	0	0	0
28,075	19,463	12,000	450124	Erosion Control Fees	21,450	21,450	21,450
706	37	2,000	450126	Misc-Reinspect/Investigate Fee	0	0	0
<b>434,294</b>	<b>422,434</b>	<b>414,934</b>		<b>TOTAL LICENSES,PERMITS,FEES</b>	<b>320,178</b>	<b>320,178</b>	<b>320,178</b>
				MISCELLANEOUS REVENUE			
5,054	2,250	0	470105	Interest	0	0	0
<b>5,054</b>	<b>2,250</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				FUND BALANCE AVAILABLE			
432,460	420,603	419,224	495005	Fund Bal Avail For Approp.	548,646	548,646	548,646
<b>432,460</b>	<b>420,603</b>	<b>419,224</b>		<b>TOTAL AVAILABLE</b>	<b>548,646</b>	<b>548,646</b>	<b>548,646</b>
<b>871,917</b>	<b>845,502</b>	<b>834,158</b>		<b>TOTAL BUILDING RESOURCES</b>	<b>868,824</b>	<b>868,824</b>	<b>868,824</b>

BUILDING PERMITS FUND

**FY 12-13 Expenditures**

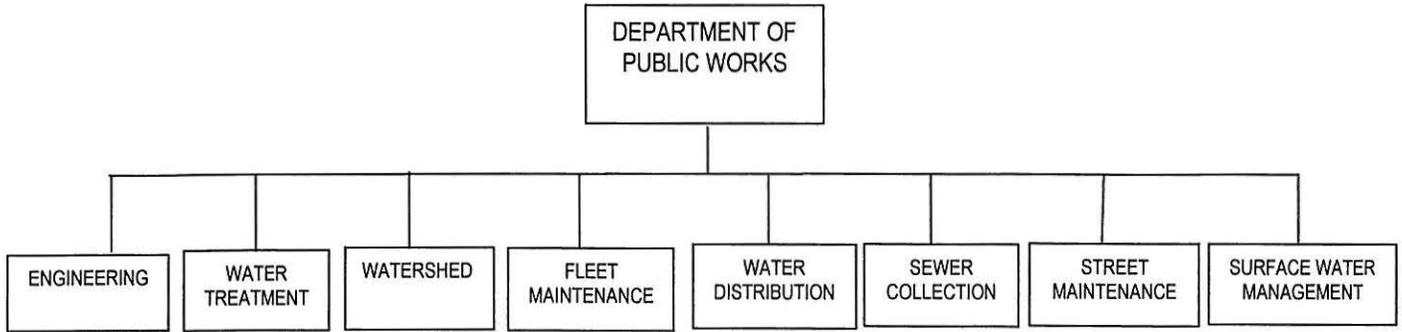
**Building Services**

**Fund & Dept: 205-32**

**BUILDING PERMITS FUND**

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
213,538	194,735	197,352	511005	Regular Employee Wages	228,464	228,464	228,464
76	0	0	511015	Overtime	0	0	0
34,512	33,237	35,962	512005	Health/Dental Benefits	42,317	42,317	42,317
1,826	1,936	1,948	512008	Health Reimb Arrangement	2,255	2,255	2,255
41,080	39,604	39,550	512010	Retirement	46,460	46,460	46,460
16,184	14,675	15,097	512015	Fica	17,477	17,477	17,477
1,688	1,241	1,259	512020	Worker'S Comp	1,319	1,319	1,319
1,581	1,341	933	512025	Other Benefits	1,256	1,256	1,256
1,522	1,401	1,436	512030	Other Payroll Taxes	1,694	1,694	1,694
<b>312,006</b>	<b>288,170</b>	<b>293,537</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>341,241</b>	<b>341,241</b>	<b>341,241</b>
<b>MATERIALS &amp; SERVICES</b>							
695	706	975	520110	Operating Supplies	975	975	975
0	0	300	520120	Organization Business Expense	300	300	300
0	0	3,200	520190	Computer Software	3,200	3,200	3,200
1,620	3,587	0	520200	Computer Software Maintenance	0	0	0
478	0	0	520220	Small Equipment	0	0	0
897	899	800	520503	Printing	800	800	800
135	197	200	520506	Postage	200	200	200
1,640	1,175	1,850	520509	Telephone	1,850	1,850	1,850
73	0	750	520521	Public Information	150	150	150
1,002	259	1,000	520524	Publications	500	500	500
100	980	950	520530	Memberships	950	950	950
38,724	33,407	33,856	520557	Intergovernmental Services	31,885	31,885	31,885
587	515	469	520578	Insurance & Bonds	469	469	469
406	1,250	7,400	521003	Training/ Conferences	8,000	8,000	8,000
0	2,544	3,000	521113	Attorney Services	3,000	3,000	3,000
1,604	14,046	700	521150	Professional Services	1,050	1,050	1,050
78	87	150	521172	Bank Service Fees	150	150	150
0	272	900	522003	Equipment Maint & Oper Supplies	900	900	900
6,528	7,692	9,297	522021	Equipment Fund Charges	9,560	9,560	9,560
6,778	6,153	5,687	522022	Information Systems Fund Charges	5,635	5,635	5,635
41,754	43,007	44,000	522023	General Fund Admin Services	45,760	45,760	45,760
<b>103,099</b>	<b>116,774</b>	<b>115,484</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>115,334</b>	<b>115,334</b>	<b>115,334</b>
<b>CAPITAL OUTLAY</b>							
36,209	0	0	550100	GENERAL GOVT PROJECTS	0	0	0
<b>36,209</b>	<b>0</b>	<b>0</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>							
0	0	100,000	580206	Contingency	100,000	100,000	100,000
<b>0</b>	<b>0</b>	<b>100,000</b>		<b>TOTAL CONTINGENCY</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>UNAPP FUND BALANCE</b>							
0	0	325,137	590304	Unapp Fund Balance	312,249	312,249	312,249
<b>0</b>	<b>0</b>	<b>325,137</b>		<b>UNAPP FUND BALANCE</b>	<b>312,249</b>	<b>312,249</b>	<b>312,249</b>
<b>451,314</b>	<b>404,944</b>	<b>834,158</b>		<b>TOTAL BUILDING EXPENDITURES</b>	<b>868,824</b>	<b>868,824</b>	<b>868,824</b>

# STREET



## MISSION STATEMENT

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

## OVERVIEW

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

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

## GOALS

- Maintain City street pavement surfaces for safe conditions.
- 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 \$32.47 for FY 12-13. Coupled with the OTIA distribution, the total per capita State funding is \$37.74 per capita. Forest Grove’s population is 21,275, per Portland State University’s Population Research Center, which is 495 less than the population estimate used in FY 2011-12 of 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 \$18.56. One percent of these taxes accrue to the Bike/Pedestrian Pathway Fund, and the rest go to the Street Fund.

The total revenue change from FY 2011-12 from these taxes to the Street fund is a slight decrease of approximately \$34,000. This decrease is attributable to people driving more fuel efficient vehicles, to driving less miles, and to the City’s population estimate declining from the prior year.

STREET

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. This project was not complete in FY 2011-12 and so is carrying over to FY 2012-13. However, this program, and hence the grant, will be administered by the Oregon Department of Transportation (ODOT).

The City plans to do a third round of sidewalk repairs through a voluntary local improvement district. This program was initially budgeted in the Capital Project Fund, but for FY 2012-13, is moved to the Street Fund.

**Expenditures:** The Street Fund budget is decreasing by approximately \$330,000, or 14%, in FY 2012-13 when compared to FY 2011-12. All budget categories are decreasing. Changes in Personnel Services leading to a decrease of about \$1,000 include decreasing the allocation of the Senior Planner for transportation planning to 0.30 from 0.50 of an FTE (Full-Time Equivalent), cost-of-living adjustments, and a temporary position becoming permanent. The Materials and Services budget category is decreasing roughly \$12,000, or 1.5%, mainly due to reducing the Construction Supply account to line up better with past expenditure history and budget needs for FY 2012-13. The Capital Outlay category of the budget is decreasing by approximately \$376,000 for three main reasons: 1) The transfer of the grant-supported Safe Routes to School expenditures to ODOT, leaving just the City’s match; 2) The removal of budget for one-time expenditures that occurred in FY 2011-12, such as expenditure authority for replacing the radios and installing school zone flashers; and 3) Reducing the street overlay budget by \$100,000 in order to maintain a healthier fund balance in the Street Fund.

Concern is growing regarding the financial state of the Street Fund. Gas taxes are not yielding the revenue that was hoped for, due to more fuel efficient vehicles, people driving less miles, and the City’s population remaining relatively flat. At the same time, the needs in the Street Fund continue to grow. Fall and winter storms place a burden on Street crews to keep roads safe and passable. Roads deteriorate over time, and need to be repaired. Inflationary increases means that it costs more over time to provide the same level of service. The City will continue to monitor the Street Fund.

**PERSONNEL REQUIREMENTS**

**STREET**

	Appropriated <u>FY 10-11</u>	Appropriated <u>FY 11-12</u>	Proposed <u>FY 12-13</u>
Public Works Superintendent	0.15	0.20	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.05	1.98	2.20
Program Specialist	0.10	0.10	0.10
Administrative Assistant	0.15	0.20	0.20
Senior Planner		0.50	0.20
<b>TOTAL</b>	<b>2.95</b>	<b>3.48</b>	<b>3.40</b>

**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>							
<b>Streets</b>							
<b>Fund &amp; Dept: 210-52</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
109,105	0	0	420041	Washington County MSTIP	0	0	0
878,544	1,015,720	1,219,645	422015	State Gas Tax	1,185,805	1,185,805	1,185,805
85,205	83,357	84,163	422025	County Gas Tax	83,877	83,877	83,877
4,435	0	0	430216	FEMA Reimbursement	0	0	0
233,500	0	0	430706	CDBG	0	0	0
0	0	350,000	430710	Safe Routes To School Grant	0	0	0
0	25,000	0	430718	Wayfaring Signage Grants	0	0	0
<b>1,310,789</b>	<b>1,124,078</b>	<b>1,653,808</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>1,269,682</b>	<b>1,269,682</b>	<b>1,269,682</b>
<b>MISCELLANEOUS REVENUE</b>							
8,050	4,900	0	450100	Street Improv Fee-N Central Projects	0	0	0
7,782	2,903	3,523	470105	Interest	3,300	3,300	3,300
			470133	Sidewalk Program Pay-In-Full	100,000	100,000	100,000
222,498	4,108	0	450057	Other	0	0	0
35	0	0	445010	Sale Of Materials	0	0	0
<b>238,365</b>	<b>11,911</b>	<b>3,523</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>103,300</b>	<b>103,300</b>	<b>103,300</b>
<b>FUND BALANCE AVAILABLE</b>							
893,716	918,128	704,615	495005	Fund Bal Avail For Approp.	659,812	659,812	659,812
<b>893,716</b>	<b>918,128</b>	<b>704,615</b>		<b>TOTAL AVAILABLE</b>	<b>659,812</b>	<b>659,812</b>	<b>659,812</b>
<b>2,442,870</b>	<b>2,054,116</b>	<b>2,361,946</b>		<b>TOTAL STREET RESOURCES</b>	<b>2,032,794</b>	<b>2,032,794</b>	<b>2,032,794</b>

<b>FY 12-13 Expenditures</b>							
<b>Streets</b>							
<b>Fund &amp; Dept: 210-52</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>PERSONNEL SERVICES</b>							
161,327	144,291	193,191	511005	Regular Employee Wages	185,909	185,909	185,909
1,163	1,007	6,955	511015	Overtime	6,955	6,955	6,955
2,060	0	0	511021	Unemployment Compensation	0	0	0
0	1,822	0	511020	Temporary Employee Wages	0	0	0
36,071	36,509	45,910	512005	Health/Dental Benefits	53,696	53,696	53,696
1,354	1,294	1,836	512008	Health Reimburs Arrange	1,850	1,850	1,850
30,651	28,682	39,036	512010	Retirement	37,437	37,437	37,437
12,345	11,191	15,311	512015	FICA	14,754	14,754	14,754
7,122	5,493	5,789	512020	Worker's Comp	6,280	6,280	6,280
903	983	901	512025	Other Benefits	1,022	1,022	1,022
1,028	986	1,483	512030	Other Payroll Taxes	1,460	1,460	1,460
<b>254,024</b>	<b>232,257</b>	<b>310,412</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>309,363</b>	<b>309,363</b>	<b>309,363</b>

**STREET**

2009-10 Actual	2010-11 Budgeted	2011-12 Adopted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				<b>MATERIALS &amp; SERVICES</b>			
1,928	1,260	2,000	520110	Operating Supplies	2,000	2,000	2,000
37	222	50	520120	Organization Business Expense	50	50	50
1,531	1,654	2,200	520130	Personnel Uniforms & Equipment	3,200	3,200	3,200
78,210	73,190	80,000	520150	Utilities	78,000	78,000	78,000
1,418	1,528	2,500	520190	Computer Software	2,500	2,500	2,500
2,245	3,408	3,500	520220	Small Equipment	3,250	3,250	3,250
54,193	23,809	97,500	520240	Construction Supplies	67,000	67,000	67,000
73,000	73,000	73,000	520280	Street Light Maint. (4003509)	73,000	73,000	73,000
648	502	800	520503	Printing	800	800	800
5	144	100	520506	Postage	100	100	100
610	650	650	520509	Telephone	650	650	650
0	704	500	520521	Public Information	500	500	500
0	4	300	520524	Publications	300	300	300
17,515	9,993	24,500	520557	Intergovernmental Services	23,500	23,500	23,500
6,217	5,448	4,958	520578	Insurance & Bonds	4,958	4,958	4,958
796	400	1,800	521003	Training/Conferences	1,500	1,500	1,500
0	3,329	0	521113	Attorney Services	0	0	0
4,262	3,761	3,950	521150	Professional Services	1,200	1,200	1,200
322	436	0	521168	Misc Medical Services	250	250	250
620	693	700	521172	Bank Service Fees	700	700	700
95	364	1,200	522003	Equipment Maint & Oper Supplies	750	750	750
489	923	0	522012	Fuel/Oil	0	0	0
60,000	77,425	84,324	522021	Equipment Fund Charges	89,816	89,816	89,816
1,419	1,484	2,246	522022	Information Systems Fund Charges	2,302	2,302	2,302
387,235	403,302	416,737	522023	General Fund Admin Services	436,703	436,703	436,703
7,500	2,755	11,000	522306	Rents & Leases	9,400	9,400	9,400
3,133	3,132	3,132	522309	Building/Facility Rental	3,132	3,132	3,132
<b>703,586</b>	<b>693,521</b>	<b>817,647</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>805,561</b>	<b>805,561</b>	<b>805,561</b>
				<b>CAPITAL OUTLAY</b>			
			550580	Sidewalk Program	100,000	100,000	100,000
14,715	41,938	31,700	550181	Major Tools & Work Equipment	0	0	0
12	188,493	300,000	550563	Construction Maintenance	200,000	200,000	200,000
5,162	109,000	60,000	550575	Street Construction	65,000	65,000	65,000
547,243	0	0	551060	CDBG Projects	0	0	0
0	0	400,000	551066	Safe Routes To School	50,000	50,000	50,000
<b>567,132</b>	<b>339,431</b>	<b>791,700</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>
				<b>CONTINGENCIES</b>			
0	0	150,000	580206	Contingency	150,000	150,000	150,000
<b>0</b>	<b>0</b>	<b>150,000</b>		<b>TOTAL CONTINGENCY</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
				<b>UNAPP FUND BALANCE</b>			
0	0	292,188	590304	Unapp Fund Balance	352,871	352,871	352,871
<b>0</b>	<b>0</b>	<b>292,188</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>352,871</b>	<b>352,871</b>	<b>352,871</b>
<b>1,524,742</b>	<b>1,265,209</b>	<b>2,361,946</b>		<b>TOTAL STREET EXPENDITURES</b>	<b>2,032,794</b>	<b>2,032,794</b>	<b>2,032,794</b>

STREET

# STREET TREE FUND

## DEPARTMENT OVERVIEW

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

## BUDGET DETAIL

FY 12-13 Revenues							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LICENSES, PERMITS, FEES			
18,896	41,458	44,100	450140	Tree Planting Fees	47,600	47,600	47,600
<b>18,896</b>	<b>41,458</b>	<b>44,100</b>		<b>TOTAL LICENSES, PERMITS, FEES</b>	<b>47,600</b>	<b>47,600</b>	<b>47,600</b>
				MISCELLANEOUS REVENUE			
938	336	250	470105	Interest	250	250	250
370	-163	0	472025	Tree Compensation Revenue	0		
<b>1,308</b>	<b>173</b>	<b>250</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>250</b>	<b>250</b>	<b>250</b>
				FUND BALANCE AVAILABLE			
79,896	74,318	87,145	495005	Fund Bal Avail For Approp.	97,150	97,150	97,150
<b>79,896</b>	<b>74,318</b>	<b>87,145</b>		<b>TOTAL AVAILABLE</b>	<b>97,150</b>	<b>97,150</b>	<b>97,150</b>
<b>100,100</b>	<b>115,949</b>	<b>131,495</b>		<b>TOTAL STREET TREE RESOURCES</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>

FY 12-13 Expenditures							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	2,050	0	520273	Citywide Tree Purchases	0		
25,781	25,849	131,495	520290	Street Tree Planting	145,000	145,000	145,000
<b>25,781</b>	<b>27,899</b>	<b>131,495</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
<b>25,781</b>	<b>27,899</b>	<b>131,495</b>		<b>TOTAL STREET TREE EXPENDITURES</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>

STREET TREE FUND

# 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

911 EMERGENCY FUND

				<b>FY 12-13 Revenues 911 Emergency Fund Fund &amp; Dept: 215-20</b>			
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
110,294	105,959	125,000	422035	911 EMERGENCY TAX	125,000	125,000	125,000
<b>110,294</b>	<b>105,959</b>	<b>125,000</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>
				<b>FUND BALANCE AVAILABLE</b>			
0	0		495005	FUND BAL AVAIL FOR APPROP.	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL AVAILABLE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>110,294</b>	<b>105,959</b>	<b>125,000</b>		<b>TOTAL 9-1-1 RESOURCES</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>

				<b>FY 12-13 Expenditures 911 Emergency Fund Fund &amp; Dept: 215-20</b>			
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				<b>MATERIALS &amp; SERVICES</b>			
110,294	105,959	125,000	520557	INTERGOVERNMENTAL SERVICES	125,000	125,000	125,000
<b>110,294</b>	<b>105,959</b>	<b>125,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>
<b>110,294</b>	<b>105,959</b>	<b>125,000</b>		<b>TOTAL 9-1-1 EXPENDITURES</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>

# 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

			<b>FY 12-13 Revenues</b>				
			<b>Forfeiture Sharing Fund</b>				
			<b>Fund &amp; Dept &amp; Division: 220-21-40</b>				
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>FINES AND FORFEITURES</b>							
2,639	0	5,000	460150	Forfeiture Sharing Revenue	5,000	5,000	5,000
2,639	0	5,000		<b>TOTAL FINES AND FORFEITURES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>MISCELLANEOUS REVENUE</b>							
21	0	0	470105	Interest	0	0	0
21	0	0		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
7,517	46	0	495005	Fund Bal Avail For Approp.	0	0	0
7,517	46	0		<b>TOTAL AVAILABLE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10,177</b>	<b>46</b>	<b>5,000</b>		<b>TOTAL FORFEITURE SHARING FUND</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

FORFEITURE SHARING FUND

			<b>FY 12-13 Expenditures</b>				
			<b>Forfeiture Sharing Fund</b>				
			<b>Fund &amp; Dept &amp; Division: 220-21-40</b>				
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
23,035	0	5,000	520220	Small Equipment	5,000	5,000	5,000
23,035	0	5,000		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>TRANSFERS</b>							
32,677	0	0	570103	To General Fund	0		
32,677	0	0		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>55,712</b>	<b>0</b>	<b>5,000</b>		<b>TOTAL FORFEITURE SHARING FUND</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

# LIBRARY ENDOWMENT FUND

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 12-13 Revenues								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2008-09	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>MISCELLANEOUS REVENUE</b>								
829	233	200	470105	Interest		300	300	300
0	0	0	471026	Contributions				
<b>829</b>	<b>233</b>	<b>200</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>300</b>	<b>300</b>	<b>300</b>
<b>FUND BALANCE AVAILABLE</b>								
127	270	0	495005	Fund Bal Avail For Approp.		503	503	503
41,187	41,187	41,187	495006	Restricted Fund Balance		41,187	41,187	41,187
<b>41,314</b>	<b>41,457</b>	<b>41,187</b>		<b>TOTAL AVAILABLE</b>		<b>41,690</b>	<b>41,690</b>	<b>41,690</b>
<b>42,143</b>	<b>41,690</b>	<b>41,387</b>		<b>TOTAL LIB ENDOWMENT RESOURCES</b>		<b>41,990</b>	<b>41,990</b>	<b>41,990</b>

FY 12-13 Expenditures								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2008-09	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>TRANSFERS</b>								
412	0	200	570127	To Library Donations Fund		803	803	803
<b>412</b>	<b>0</b>	<b>200</b>		<b>TOTAL TRANSFERS</b>		<b>803</b>	<b>803</b>	<b>803</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>								
0	0	41,187	590304	Unappropriated Ending Fund Bal		41,187	41,187	41,187
<b>0</b>	<b>0</b>	<b>41,187</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>		<b>41,187</b>	<b>41,187</b>	<b>41,187</b>
<b>412</b>	<b>0</b>	<b>41,387</b>		<b>TOTAL LIB ENDOWMENT EXPEND.</b>		<b>41,990</b>	<b>41,990</b>	<b>41,990</b>

# 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

			<b>FY 12-13 Revenues</b>				
			<b>Library Donations Fund</b>				
			<b>Fund &amp; Dept: 250-14</b>				
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>MISCELLANEOUS REVENUE</b>							
0	0	0	471026	Contributions	0	0	0
0	0	0	470105	Interest	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>							
412	0	200	481005	From Library Endowment Fund	803	803	803
<b>412</b>	<b>0</b>	<b>200</b>		<b>TOTAL TRANSFERS</b>	<b>803</b>	<b>803</b>	<b>803</b>
<b>FUND BALANCE AVAILABLE</b>							
1,072	1,484	1,166	495005	Fund Bal Avail For Approp.	1,684	1,684	1,684
<b>1,072</b>	<b>1,484</b>	<b>1,166</b>		<b>TOTAL AVAILABLE</b>	<b>1,684</b>	<b>1,684</b>	<b>1,684</b>
<b>1,484</b>	<b>1,484</b>	<b>1,366</b>		<b>TOTAL LIB DONATIONS RESOURCES</b>	<b>2,487</b>	<b>2,487</b>	<b>2,487</b>

			<b>FY 12-13 Expenditures</b>				
			<b>Library Donations Fund</b>				
			<b>Fund &amp; Dept: 250-14</b>				
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
0	0	1,366	520220	Small Equipment	2,487	2,487	2,487
<b>0</b>	<b>0</b>	<b>1,366</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,487</b>	<b>2,487</b>	<b>2,487</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>							
0	0	0	560304	Unappropriated Ending Fund Bal	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>1,366</b>		<b>TOTAL LIB DONATIONS EXPEND.</b>	<b>2,487</b>	<b>2,487</b>	<b>2,487</b>

LIBRARY DONATIONS FUND

# TRAIL SYSTEM FUND

TRAIL SYSTEMS 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 2011-12, 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 2012-13.

## BUDGET DETAIL

				<b>FY 12-13 Revenues</b>			
				<b>Trail System Fund</b>			
				<b>Fund &amp; Dept: 260-16</b>			
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
0	0	0	465200	WM Trail Sponsorship	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>MISCELLANEOUS REVENUE</b>			
2,282	476	300	450005	Interest	500	500	500
<b>2,282</b>	<b>476</b>	<b>300</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>500</b>	<b>500</b>	<b>500</b>
				<b>FUND BALANCE AVAILABLE</b>			
280,311	162,685	66,159	485005	Fund Bal Avail For Approp.	49,445	49,445	49,445
<b>280,311</b>	<b>162,685</b>	<b>66,159</b>		<b>TOTAL AVAILABLE</b>	<b>49,445</b>	<b>49,445</b>	<b>49,445</b>
<b>282,593</b>	<b>163,161</b>	<b>66,459</b>		<b>TOTAL TRAIL SYSTEM FUND RESOURCE</b>	<b>49,945</b>	<b>49,945</b>	<b>49,945</b>

				<b>FY 12-13 Expenditures</b>			
				<b>Trail System Fund</b>			
				<b>Fund &amp; Dept: 260-16</b>			
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
0	0	10,000	522320	Trail Maintenance	10,000	10,000	10,000
<b>0</b>	<b>0</b>	<b>10,000</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
				<b>CAPITAL OUTLAY</b>			
47,909	96,605	56,459	550240	Trail Development	39,945	39,945	39,945
<b>47,909</b>	<b>96,605</b>	<b>56,459</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>39,945</b>	<b>39,945</b>	<b>39,945</b>
<b>47,909</b>	<b>96,605</b>	<b>66,459</b>		<b>TOTAL TRAIL SYSTEM FUND EXPEND.</b>	<b>49,945</b>	<b>49,945</b>	<b>49,945</b>

# 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 12-13 Revenues								
Transportation System Fund								
Fund & Dept: 265-12								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
396,418	487,640	460,000	430725	DHS Transportation Grant		520,000	520,000	520,000
<b>396,418</b>	<b>487,640</b>	<b>460,000</b>		<b>TOTAL INTERGYMNT REVENUE</b>		<b>520,000</b>	<b>520,000</b>	<b>520,000</b>
<b>FUND BALANCE AVAILABLE</b>								
0	0	0	495005	Fund Bal Avail For Approp.		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL AVAILABLE</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>396,418</b>	<b>487,640</b>	<b>460,000</b>		<b>TOTAL TRANSP SYS FUND RESOURCES</b>		<b>520,000</b>	<b>520,000</b>	<b>520,000</b>

FY 12-13 Expenditures								
Transportation System Fund								
Fund & Dept: 265-12								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>								
396,418	487,640	460,000	523015	Transportation Grant		520,000	520,000	520,000
<b>396,418</b>	<b>487,640</b>	<b>460,000</b>		<b>TOTAL MATERIALS AND SERVICES</b>		<b>520,000</b>	<b>520,000</b>	<b>520,000</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>								
0	0	0	590304	Unappropriated Ending Fund Bal		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>396,418</b>	<b>487,640</b>	<b>460,000</b>		<b>TOTAL TRAIL SYSTEM FUND EXPEND.</b>		<b>520,000</b>	<b>520,000</b>	<b>520,000</b>

TRANSPORTATION SYSTEMS FUND

# 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

			<b>FY 12-13 Revenues</b>				
			<b>Community Enhancement Fund</b>				
			<b>Fund &amp; Dept &amp; Division: 275-12-50</b>				
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>INTERGOVERNMENTAL REVENUE</b>			
70,416	57,872	58,031	420025	Metro Enhancement Fee	54,870	54,870	54,870
<b>70,416</b>	<b>57,872</b>	<b>58,031</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>54,870</b>	<b>54,870</b>	<b>54,870</b>
				<b>MISCELLANEOUS REVENUE</b>			
0	1,038	0	431001	Repayment Of Grants	0	0	0
48	34	0	470105	Interest	0	0	0
<b>48</b>	<b>1,072</b>	<b>0</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>FUND BALANCE AVAILABLE</b>			
43,318	32,609	12,314	495005	Fund Bal Avail For Approp.	8,521	8,521	8,521
<b>43,318</b>	<b>32,609</b>	<b>12,314</b>		<b>TOTAL AVAILABLE</b>	<b>8,521</b>	<b>8,521</b>	<b>8,521</b>
<b>113,782</b>	<b>91,553</b>	<b>70,345</b>		<b>TOTAL CEP RESOURCES</b>	<b>63,391</b>	<b>63,391</b>	<b>63,391</b>

FY 12-13 Expenditures							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>MATERIALS &amp; SERVICES</b>			
58,288	73,361	61,110	523003	Community Enhancement Grants	57,000	57,000	57,000
0	4,000	0	523004	CEP Prior Year Carryover	0	0	0
<b>58,288</b>	<b>77,361</b>	<b>61,110</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>57,000</b>	<b>57,000</b>	<b>57,000</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	9,235	590304	Unappropriated Ending Fund Bal	6,391	6,391	6,391
<b>0</b>	<b>0</b>	<b>9,235</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>6,391</b>	<b>6,391</b>	<b>6,391</b>
<b>58,288</b>	<b>77,361</b>	<b>70,345</b>		<b>TOTAL CEP EXPENDITURES</b>	<b>63,391</b>	<b>63,391</b>	<b>63,391</b>

**COMM ENHANCE FUND**

# PUBLIC ARTS DONATION FUND

## DEPARTMENT OVERVIEW

The Public Arts Donations Fund was established to account for all monies received for public art purposes. The sources for this Fund are generally monies raised by the Public Arts Commission through donations, grants, fundraising events including "Meet the Artist" dinners and proceeds from The Annual Main Course event. The Commission has completed their first public art acquisition, three art benches in downtown Forest Grove, and is currently seeking funding for the next project.

## BUDGET DETAIL

<b>FY 12-13 Revenues</b>							
<b>Public Arts Donations Fund</b>							
<b>Fund &amp; Dept: 280-11</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>MISCELLANEOUS REVENUE</b>							
4,455	654	0	471026	CONTRIBUTIONS	0	0	0
76	43	100	470105	INTEREST	50	50	50
<b>4,531</b>	<b>697</b>	<b>100</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>TRANSFERS</b>							
1,921	0	0	481005	FROM GENERAL FUND	0	0	0
<b>1,921</b>	<b>0</b>	<b>0</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE AVAILABLE</b>							
11,129	17,580	8,028	495005	FUND BAL AVAIL FOR APPROP.	8,433	8,433	8,433
<b>11,129</b>	<b>17,580</b>	<b>8,028</b>		<b>TOTAL AVAILABLE</b>	<b>8,433</b>	<b>8,433</b>	<b>8,433</b>
<b>17,581</b>	<b>18,277</b>	<b>8,128</b>		<b>TOTAL PUBLIC ARTS RESOURCES</b>	<b>8,483</b>	<b>8,483</b>	<b>8,483</b>

<b>FY 12-13 Expenditures</b>							
<b>Public Arts Donations Fund</b>							
<b>Fund &amp; Dept: 280-11</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>MATERIALS &amp; SERVICES</b>							
0	10,761	8,128	520564	Public Arts Commission Expenditures	8,483	8,483	8,483
<b>0</b>	<b>10,761</b>	<b>8,128</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>8,483</b>	<b>8,483</b>	<b>8,483</b>
<b>0</b>	<b>10,761</b>	<b>18,707</b>		<b>TOTAL PUBLIC ARTS EXPEND.</b>	<b>8,483</b>	<b>8,483</b>	<b>8,483</b>

# FACILITIES MAJOR MAINTENANCE FUND

## DEPARTMENT OVERVIEW

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

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 low probability of replacing these buildings in the next five to ten years, this Fund was established so funds are available when repairs are required to extend the life of current buildings, 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 funding source for this Fund is periodic transfers of one-time money from the General Fund.

## BUDGET HIGHLIGHTS

\$350,000 is proposed to be transferred from the General Fund in FY 2012-13.

A potential project to be funded in FY 2012-13 from this Fund is to improve the layout of the first floor of City Hall to improve staff efficiency and effectiveness.

## BUDGET DETAIL

Major Maintenance Fund FY 12-13 Revenues Fund & Dept & Division: 270-12-50							
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				<b>MISCELLANEOUS REVENUE</b>			
	1,166	1,100	470105	Interest	2,500	2,500	2,500
	<b>1,166</b>	<b>1,100</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
				<b>TRANSFERS</b>			
	545,000	50,000	481005	From General Fund	350,000	350,000	350,000
	<b>545,000</b>	<b>50,000</b>		<b>TOTAL TRANSFERS</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
				<b>FUND BALANCE AVAILABLE</b>			
	0	546,200	485005	Fund Bal Avail For Appropriation	426,105	426,105	426,105
	<b>0</b>	<b>546,200</b>		<b>TOTAL AVAILABLE</b>	<b>426,105</b>	<b>426,105</b>	<b>426,105</b>
	<b>546,166</b>	<b>597,300</b>		<b>TOTAL MAJOR MAINT. FUND RESOURCES</b>	<b>778,605</b>	<b>778,605</b>	<b>778,605</b>

**MAJOR MAINT FUND**

<b>Major Maintenance Fund</b> <b>FY 12-13 Expenditures</b> <b>Fund &amp; Dept &amp; Division: 270-12-50</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>CAPITAL OUTLAY</b>			
		193,642	550166	Building Improvements	250,000	250,000	250,000
		<b>193,642</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
		403,658	590304	Unappropriated Ending Fund Bal	528,605	528,605	528,605
		<b>403,658</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>528,605</b>	<b>528,605</b>	<b>528,605</b>
		<b>597,300</b>		<b>TOTAL MAJOR MAINT. FUND EXPENDITUI</b>	<b>778,605</b>	<b>778,605</b>	<b>778,605</b>

# **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 finally completed in FY 2011-12. The major work items in FY 2012-13 include:

- Converting to Office 2010 from Office 2003.
- Establishing expanded control servers with a storage array in one location to consolidate the City's many servers throughout the City.
- Converting the operating system to Windows 7 from Windows XP.
- Continuing the City's replacement program for employees' work stations.

**BUDGET DETAIL**

**INFO SYSTEMS FUND**

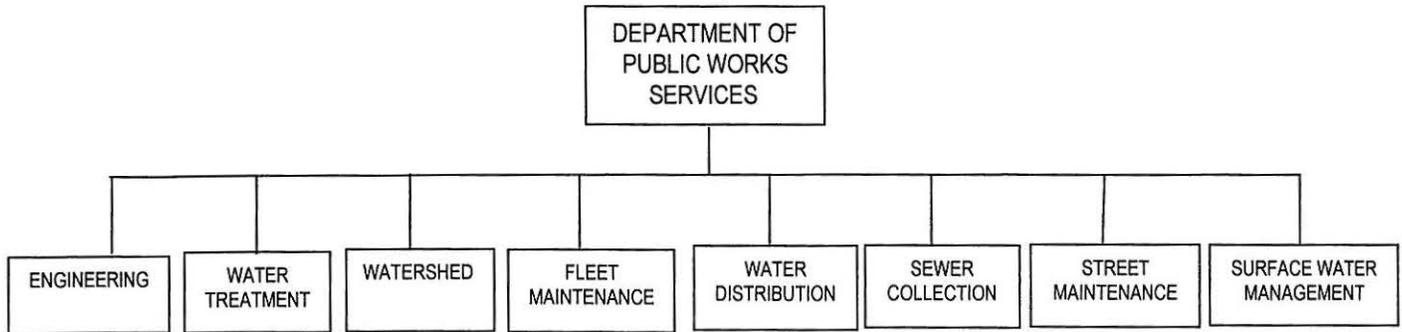
<b>FY 12-13 Revenues</b>								
<b>Information Systems Fund</b>								
<b>Fund &amp; Dept &amp; Division: 710-12-30</b>								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Adopted	Account	Title		Proposed	Approved	Adopted
<b>INTERGOVERNMENTAL REVENUE</b>								
96,390	0	0	430651	MACC PCN Grant		0	0	0
<b>96,390</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES FOR SERVICES</b>								
220,000	218,492	197,455	440225	Equipment Charges		199,809	199,809	199,809
<b>220,000</b>	<b>218,492</b>	<b>197,455</b>		<b>TOTAL CHARGES FOR SERVICES</b>		<b>199,809</b>	<b>199,809</b>	<b>199,809</b>
<b>MISCELLANEOUS REVENUE</b>								
	6,919	0	430601	Library Computer Grant		0	0	0
7,324	3,740	1,850	470105	Interest		1,850	1,850	1,850
	50		472005	Miscellaneous Revenue				
<b>7,324</b>	<b>10,709</b>	<b>1,850</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>1,850</b>	<b>1,850</b>	<b>1,850</b>
<b>FUND BALANCE AVAILABLE</b>								
482,297	577,646	620,548	495005	Fund Bal Avail For Approp.		620,548	620,548	620,548
<b>482,297</b>	<b>577,646</b>	<b>620,548</b>		<b>TOTAL AVAILABLE</b>		<b>620,548</b>	<b>620,548</b>	<b>620,548</b>
<b>806,010</b>	<b>806,847</b>	<b>819,853</b>		<b>TOTAL INFO SYSTEMS RESOURCES</b>		<b>822,207</b>	<b>822,207</b>	<b>822,207</b>

**FY 12-13 Expenditures**  
**Information Systems Fund**  
**Fund & Dept & Division: 710-12-30**

**INFO SYSTEMS FUND**

2009-10 Actual	2010-11 Actual	2011-12 Adopted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>MATERIALS &amp; SERVICES</b>							
1,095	-1,716	3,000	520110	Operating Supplies	3,000	3,000	3,000
2,710	9,407	8,895	520190	Computer Software	8,895	8,895	8,895
29,428	23,236	35,800	520200	Computer Software Maintenance	35,800	35,800	35,800
14,227	16,185	17,000	520210	Computer Supplies	17,000	17,000	17,000
49,343	76,499	161,136	520220	Small Equipment	161,136	161,136	161,136
109	412	0	520506	Postage	0	0	0
7,888	7,327	7,482	520557	Intergovernmental Services	8,439	8,439	8,439
0	0	20,500	521003	Training/Conference	20,500	20,500	20,500
5,274	20,650	10,000	521150	Professional Services	10,000	10,000	10,000
8,028	8,029	8,475	522003	Equipment Maint & Oper Supplies	8,645	8,645	8,645
0	0	0	522023	GENERAL FUND SPT SVC	0	0	0
0	0	0	522315	FACILITY MNT/REPAIRS	0	0	0
<b>120,495</b>	<b>160,029</b>	<b>272,288</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>273,415</b>	<b>273,415</b>	<b>273,415</b>
<b>CAPITAL OUTLAY</b>							
92,129	15,950	86,200	550051	Office Furniture & Equipment	86,200	86,200	86,200
15,741	10,554	60,117	550460	Accounting System	61,344	61,344	61,344
<b>107,870</b>	<b>26,504</b>	<b>146,317</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>147,544</b>	<b>147,544</b>	<b>147,544</b>
<b>UNAPP FUND BALANCE</b>							
0	0	401,248	590304	Unapp Fund Balance	401,248	401,248	401,248
<b>0</b>	<b>0</b>	<b>401,248</b>		<b>TOTAL UNAPP FUND BALANCE</b>	<b>401,248</b>	<b>401,248</b>	<b>401,248</b>
<b>228,365</b>	<b>186,533</b>	<b>819,853</b>		<b>TOTAL INFO SYSTEMS FUND EXPEND</b>	<b>822,207</b>	<b>822,207</b>	<b>822,207</b>

# EQUIPMENT



## MISSION STATEMENT

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

## OVERVIEW

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

## GOALS

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

## PERFORMANCE MEASURES

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

## BUDGET HIGHLIGHTS

**Revenue:** The revenue to the Equipment Fund is derived from rental charges charged out to City departments, except the Light & Power Department and the Fire Department. Rental rate revenue covers the costs of the mechanics, as well as parts and fuel. Replacement rental rates covers an annual portion of the total cost of replacing vehicles and equipment. When vehicles and equipment reach the end of their useful lives, the Equipment Fund purchases the replacements using a combination of accumulated fund balance and current replacement rental revenue. This combination keeps the replacement rental revenue

more steady over time. Because costs, including gasoline, are predicted to increase in FY 12-13, the rental charges are increased to the departments in order to recover these costs. Also, the fund's fund balance is increasing according to plan, in order to afford the future purchase of replacement vehicles and equipment.

**Expenditures:** The fund balance is more than doubling in the Equipment Fund, as planned. The fund balance is used in combination with current replacement rental revenue to replace vehicles and equipment at the end of their useful lives. By accumulating fund balance for such purchases, it avoids one-time shocks to the participating departments to provide funds immediately for a replacement. Many participating departments are funded by the General Fund or through utility rates, so one-time expenditure shocks can be difficult for those departments to manage without trading off against operations. Accumulating fund balance in the Equipment Fund over time for replacements allows for a steady, predictable stream of transfers from the participating departments, and allows for the General Fund to better maintain on-going operations and for the utility departments to plan better for their user rates. The fund balance in some years will dip down significantly as major replacements are made, but will be replenished over time through replacement rental revenues.

The Personnel Services category of expenditures are decreasing, reflecting the retirement of a mechanic and the hiring of a new mechanic. The Equipment/Vehicle Fuel line item is increasing by about 6% to reflect predicted 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, or through direct billings to the Light & Power Department and the Fire Department. Overall, the Material and Services category of expenditures are increasing about 3.5%.

Capital equipment purchases will fluctuate over time according to the vehicle replacement schedule. For information regarding replacements, please see the Capital Improvement Program book. For FY 12-13, equipment purchases include an updated vehicle scan tool for use with vehicle computers, a dump truck, crane truck, and a pick up truck for Public Works, and the Nissan Leaf in the Light and Power Department will be purchased by the Equipment Fund for use at City Hall, replacing the Malibu.

**PERSONNEL REQUIREMENTS**

	Appropriated FY 10-11	Appropriated FY 11-12	Proposed FY 12-13
Public Works Superintendent	0.15	0.20	0.20
Mechanic	2.00	2.00	2.00
Administrative Assistant	0.25	0.20	0.20
<b>TOTAL</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>

**EQUIPMENT**

**BUDGET DETAIL**

<b>FY 12-13 Revenues Equipment Fund Fund &amp; Dept: 720-56</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
332,256	438,183	517,973	440220	Equipment Rental	550,745	550,745	550,745
14,160	14,976	16,232	440221	City Hall Vehicle Replacement	16,332	16,332	16,332
19,116	20,942	23,842	440222	Parks Veh & Equipment Replacement	25,108	25,108	25,108
77,004	86,060	0	440223	Police Veh & Equipment Replacement	0	0	0
145,632	162,468	172,476	440224	Public Works Veh & Equipment Replaceme	181,099	181,099	181,099
29,359	42,086	25,000	440227	Light/Fire Maintenance	25,000	25,000	25,000
54,202	66,086	60,000	440228	Sale Of Gas & Oil	60,000	60,000	60,000
<b>671,729</b>	<b>830,801</b>	<b>815,522</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>858,284</b>	<b>858,284</b>	<b>858,284</b>
<b>MISCELLANEOUS REVENUE</b>							
13,665	16,600	10,000	445015	Sale Of Equipment	10,000	10,000	10,000
3,424	3,479	0	450057	Other	0	0	0
2,080	1,157	1,091	470105	Interest	1,798	1,798	1,798
<b>19,170</b>	<b>21,236</b>	<b>11,091</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>11,798</b>	<b>11,798</b>	<b>11,798</b>
<b>TRANSFERS</b>							
	0	90,050	481005	Transfer From Cip Excise Fund	90,050	90,050	90,050
0	30,171	21,147	481005	Transfers From Other Funds	0	0	0
0	0	0	481005	Transfer From General Fund	0	0	0
<b>0</b>	<b>30,171</b>	<b>111,197</b>		<b>TOTAL TRANSFERS</b>	<b>90,050</b>	<b>90,050</b>	<b>90,050</b>
<b>FUND BALANCE AVAILABLE</b>							
202,899	189,370	218,254	495005	Fund Bal Avail For Approp.	359,526	359,526	359,526
<b>202,899</b>	<b>189,370</b>	<b>218,254</b>		<b>TOTAL AVAILABLE</b>	<b>359,526</b>	<b>359,526</b>	<b>359,526</b>
<b>893,798</b>	<b>1,071,578</b>	<b>1,156,064</b>		<b>TOTAL EQUIPMENT RESOURCES</b>	<b>1,319,657</b>	<b>1,319,657</b>	<b>1,319,657</b>

EQUIPMENT

**FY 12-13 Expenditures**  
**Equipment Fund: Fund 720; Dept 56**  
**Fund & Dept: 720-56**

2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				<b>PERSONNEL SERVICES</b>			
127,965	127,595	131,318	511005	Regular Employee Wages	130,206	130,206	130,206
6	0	2,029	511015	Overtime	2,029	2,029	2,029
24,388	31,815	36,154	512005	Health/Dental Benefits	37,277	37,277	37,277
1,252	1,274	1,310	512008	Health Reimbursement Arr	1,299	1,299	1,299
24,292	25,940	26,596	512010	Retirement	21,734	21,734	21,734
9,753	9,674	10,201	512015	FICA	10,116	10,116	10,116
3,536	2,633	2,907	512020	Worker's Comp	2,877	2,877	2,877
947	1,082	690	512025	Other Benefits	791	791	791
926	936	988	512030	Other Payroll Taxes	1,000	1,000	1,000
<b>193,065</b>	<b>200,950</b>	<b>212,193</b>		<b>PERSONNEL SERVICES</b>	<b>207,328</b>	<b>207,328</b>	<b>207,328</b>
				<b>MATERIALS &amp; SERVICES</b>			
1,106	401	1,000	520110	Operating Supplies	1,250	1,250	1,250
0	23	1,550	520130	Personnel Uniforms & Equip	1,000	1,000	1,000
3,837	4,864	5,445	520190	Computer Software	5,000	5,000	5,000
2,263	1,009	2,500	520220	Small Equipment	2,500	2,500	2,500
83	859	1,000	520506	Postage	1,000	1,000	1,000
225	142	350	520509	Telephone	350	350	350
3	3	0	520530	Memberships	0	0	0
157	0	0	520533	Recruiting Expenses	0	0	0
445	408	950	520557	Intergovernmental Services	750	750	750
29,374	25,748	23,431	520578	Insurance & Bonds	23,431	23,431	23,431
893	725	2,000	521003	Training/Conferences	2,000	2,000	2,000
2,485	2,506	1,400	521150	Professional Services	1,400	1,400	1,400
172	102	0	521168	Misc Medical Services	0	0	0
155	173	250	521172	Bank Service Fees	250	250	250
409	64	1,000	522003	Equip Maint & Oper Supplies	1,000	1,000	1,000
72,479	54,585	68,000	522009	Vehicle Maint & Oper. Supplies	68,000	68,000	68,000
30,242	11,191	27,000	522010	Vehicle Maint External	27,000	27,000	27,000
155,989	195,049	235,000	522012	Equip/Vehicle Fuel	250,000	250,000	250,000
3,348	3,355	3,285	522022	Information Systems Fund	3,098	3,098	3,098
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
	0	0	522312	Facility Maintenance Supplies	0	0	0
<b>327,183</b>	<b>324,704</b>	<b>397,761</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>411,629</b>	<b>411,629</b>	<b>411,629</b>
				<b>CAPITAL OUTLAY</b>			
0	0	10,000	550181	Major Tools And Work Equipment	7,000	7,000	7,000
0	0	0	551262	City Hall Veh Replacement	18,000	18,000	18,000
35,403	0	23,500	551263	Parks Veh & Equipmnt Replacement	0	0	0
45,335	98,513	156,000	551264	Police Veh & Equipmnt Replacement	0	0	0
103,441	188,733	113,000	551265	Public Works Veh & Equipmnt Replaceme	92,000	92,000	92,000
<b>184,179</b>	<b>287,246</b>	<b>302,500</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>117,000</b>	<b>117,000</b>	<b>117,000</b>
				<b>CONTINGENCIES</b>			
0	0	50,000	580206	Contingency	50,000	50,000	50,000
<b>0</b>	<b>0</b>	<b>50,000</b>		<b>TOTAL CONTINGENCIES</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
				<b>UNAPPROR ENDING FUND BALANCE</b>			
0	0	193,610	590304	Unapp Fund Balance	533,700	533,700	533,700
<b>0</b>	<b>0</b>	<b>193,610</b>		<b>TOTAL UNAPPR ENDING FUND BAL</b>	<b>533,700</b>	<b>533,700</b>	<b>533,700</b>
<b>704,428</b>	<b>812,900</b>	<b>1,156,064</b>		<b>TOTAL EQUIPMENT EXPENDITURES</b>	<b>1,319,657</b>	<b>1,319,657</b>	<b>1,319,657</b>

**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 12-13 Revenues City Utility Fund Fund & Dept & Division: 730-12-60							
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Resource Allocation	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>TRANSFERS</b>							
111,272	121,000	121,000	481005	From Light & Power Fund	127,050	127,050	127,050
35,728	39,641	42,000	481010	From Water Fund	45,360	45,360	45,360
<b>147,000</b>	<b>160,641</b>	<b>163,000</b>		<b>TOTAL TRANSFERS</b>	<b>172,410</b>	<b>172,410</b>	<b>172,410</b>
<b>147,000</b>	<b>160,641</b>	<b>163,000</b>		<b>TOTAL CITY UTILITY FUND RESOURCES</b>	<b>172,410</b>	<b>172,410</b>	<b>172,410</b>

FY 12-13 Expenditures City Utility Fund Fund & Dept & Division: 730-12-60							
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>MATERIALS &amp; SERVICES</b>							
21,286	21,253	24,500	520151	City Hall Utilities	23,500	23,500	23,500
27,612	31,143	30,000	520152	Library Utilities	31,410	31,410	31,410
32,619	34,612	36,000	520153	Aquatics Utilities	36,250	36,250	36,250
37,407	42,497	39,000	520154	Parks Utilities	46,000	46,000	46,000
15,716	17,054	18,500	520155	Police Utilities	19,500	19,500	19,500
10,452	11,538	12,000	520156	Fire Utilities	12,750	12,750	12,750
2,351	2,544	3,000	520157	Engineering Building Utilities	3,000	3,000	3,000
<b>147,443</b>	<b>160,641</b>	<b>163,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>172,410</b>	<b>172,410</b>	<b>172,410</b>
<b>147,443</b>	<b>160,641</b>	<b>163,000</b>		<b>TOTAL CITY UTILITY FUND EXPEND.</b>	<b>172,410</b>	<b>172,410</b>	<b>172,410</b>

# 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 originally 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. Over the first few years of the retro program, the City had favorable results with the program. Over the last few years, the City has experienced less favorable results. In FY 2010-11, the City will end up paying the maximum liability. With the increasing age of employees and their increasing claims experience, the City decided to purchase guaranteed premium insurance again.

## BUDGET HIGHLIGHTS

The City is proposing transferring \$2,634,000 from the Capital Projects Fund to this Fund to reserve that money in the event the City has to pay the judgment in the Parks lawsuit. Depending on the trial judge's ruling and any subsequent appeals to the Ninth Circuit Court of Appeals, it could be several years before any judgment is paid.

\$33,626 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 workers' compensation claims. The Safety Committee is requesting that the City purchase Automated External Defibrillators (AEDs) for the Library, City Hall, and the Community Auditorium from these funds. The Fire Department will conduct the training for staff on the devices.

**BUDGET DETAIL**

**RISK MANAGEMENT FUND**

<b>FY 12-13 Revenues</b>							
<b>Risk Management Fund</b>							
<b>Fund &amp; Dept &amp; Division: 740-12-35</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>							
92,937	82,127	74,735	444126	P/L Insurance - General Fund	74,735	74,735	74,735
117,581	104,153	96,908	444127	P/L Insurance - Other Funds	94,781	94,781	94,781
155,765	115,748	109,853	444128	WC Insurance - General Fund	111,977	111,977	111,977
100,925	76,204	74,260	444129	WC Insurance - Other Funds	80,302	80,302	80,302
<b>467,208</b>	<b>378,232</b>	<b>355,756</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>361,795</b>	<b>361,795</b>	<b>361,795</b>
<b>MISCELLANEOUS REVENUE</b>							
6,257	3,387	1,500	470105	Interest	18,200	18,200	18,200
8,511	20,990	0	472005	Miscellaneous Revenue	0	0	0
<b>14,768</b>	<b>24,377</b>	<b>1,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>18,200</b>	<b>18,200</b>	<b>18,200</b>
<b>TRANSFERS</b>							
			481005	Transfers From Other Funds	2,634,000	2,634,000	2,634,000
				<b>TOTAL TRANSFERS</b>	<b>2,634,000</b>	<b>2,634,000</b>	<b>2,634,000</b>
<b>FUND BALANCE AVAILABLE</b>							
330,017	486,942	506,880	495005	Fund Bal Avail For Approp.	461,967	461,967	461,967
<b>330,017</b>	<b>486,942</b>	<b>506,880</b>		<b>TOTAL AVAILABLE</b>	<b>461,967</b>	<b>461,967</b>	<b>461,967</b>
<b>811,993</b>	<b>889,551</b>	<b>864,136</b>		<b>TOTAL RISK MANAGEMENT RESOURCES</b>	<b>3,475,962</b>	<b>3,475,962</b>	<b>3,475,962</b>

**FY 12-13 Expenditures  
Risk Management Fund  
Fund & Dept & Division: 740-12-35**

**RISK MANAGEMENT FUND**

2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Resource Allocation	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				<b>MATERIALS &amp; SERVICES</b>			
186,221	95,777	119,768	520585	Property/Liability Premiums	185,589	185,589	185,589
570	908	10,000	520586	P/L Claims	5,000	5,000	5,000
25,742	0	0	520588	P/L Claims - Light & Power Fund	0	0	0
		35,986	520589	Risk Management Activities	33,626	33,626	33,626
57,012	48,370	52,724	520590	Worker's Compensation Premiums	204,924	204,924	204,924
55,506	155,192	201,705	520591	Worker's Comp Claims	59,365	59,365	59,365
			521113	Attorney Fees			
<b>325,051</b>	<b>300,247</b>	<b>420,183</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>488,504</b>	<b>488,504</b>	<b>488,504</b>
				<b>TRANSFERS</b>			
	61,448	43,070	570127	Transfer To Other Funds	0	0	0
	<b>61,448</b>	<b>43,070</b>		<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>
				<b>CONTINGENCIES</b>			
0	0	50,000	580206	Contingency	2,699,000	2,699,000	2,699,000
<b>0</b>	<b>0</b>	<b>50,000</b>		<b>TOTAL CONTINGENCIES</b>	<b>2,699,000</b>	<b>2,699,000</b>	<b>2,699,000</b>
				<b>UNAPPROPRIATED ENDING FUND BAL</b>			
0	0	0	590304	Unappropriated Ending Fund Bal	0		
0	0	57,545	590303	Reserved For P/L Insurance	25,793	25,793	25,793
0	0	293,338	590303	Reserved For Wc Insurance	262,665	262,665	262,665
<b>0</b>	<b>0</b>	<b>350,883</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>288,458</b>	<b>288,458</b>	<b>288,458</b>
<b>325,051</b>	<b>361,695</b>	<b>864,136</b>		<b>TOTAL RISK MANAGEMENT EXPEND.</b>	<b>3,475,962</b>	<b>3,475,962</b>	<b>3,475,962</b>

# FIRE EQUIPMENT REPLACEMENT FUND

FIRE EQUIPMENT REPLACEMENT FUND

## DEPARTMENT OVERVIEW

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

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

## BUDGET HIGHLIGHTS

In FY 2012-13, the Fire Department will replace the tender that was originally purchased in 1998. This tender carries 3,000 – 4,000 gallons of water. A Homeland Security Grant will be used to purchase four gas monitors, a portable weather station for the EOC, and additional portable radios.

## BUDGET DETAIL

<b>FY 12-13 Revenues</b>							
<b>Fire Equipment Replacement Fund</b>							
<b>Fund &amp; Dept: 225-23</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
45,870	27,951	175,800	420010	RURAL DISTRICT SHARE	148,800	148,800	149,775
<b>45,870</b>	<b>27,951</b>	<b>175,800</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>148,800</b>	<b>148,800</b>	<b>149,775</b>
<b>GRANTS</b>							
		0	430207	FEDERAL FIRE GRANTS	0	0	0
96,506	47,832	382,500	430214	HOMELAND SECURITY GRANT	0	0	17,245
			430215	DOMESTIC PREPAREDNESS GRANT			
<b>96,506</b>	<b>47,832</b>	<b>382,500</b>		<b>TOTAL GRANTS</b>	<b>0</b>	<b>0</b>	<b>17,245</b>
<b>CHARGES FOR SERVICES</b>							
11,563	2,450	0	445010	SALE OF MATERIALS	0	0	0
<b>11,563</b>	<b>2,450</b>	<b>0</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
4,837	2,089	5,000	470105	INTEREST	5,000	5,000	5,000
6,978	0		472005	MISCELLANEOUS			
<b>4,837</b>	<b>2,089</b>	<b>5,000</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>TRANSFERS &amp; REIMBURSEMENTS</b>							
84,000	97,850	102,100	481005	TRANSFER FROM CIP EXCISE TAX FUND	97,850	97,850	97,850
<b>84,000</b>	<b>97,850</b>	<b>102,100</b>		<b>TOTAL TRANSFERS &amp; REIMBURSEMNT</b>	<b>97,850</b>	<b>97,850</b>	<b>97,850</b>
<b>FUND BALANCE AVAILABLE</b>							
334,252	398,133	418,912	495005	FUND BAL AVAIL FOR APPROP.	338,258	338,258	339,538
<b>334,252</b>	<b>398,133</b>	<b>418,912</b>		<b>TOTAL AVAILABLE</b>	<b>338,258</b>	<b>338,258</b>	<b>339,538</b>
<b>480,522</b>	<b>576,305</b>	<b>1,084,312</b>		<b>TOTAL FIRE EQUIP REPLCMT RESOURCES</b>	<b>589,908</b>	<b>589,908</b>	<b>609,408</b>

**FY 12-13 Expenditures**  
**Fire Equipment Replacement Fund**  
**Fund & Dept: 225-23**

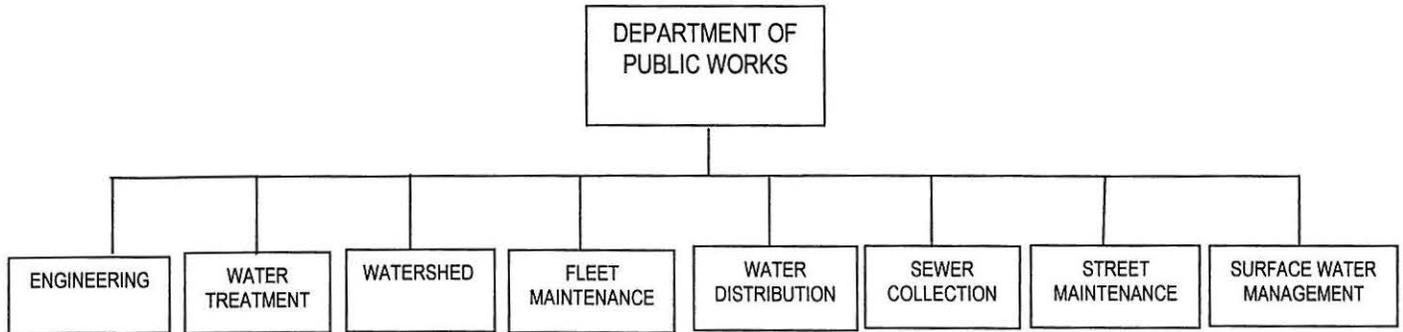
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
				<b>CAPITAL OUTLAY</b>			
0	0	52000	550166	Building Improvements	0	0	0
147,370	111,754	452,100	550181	Major Tools & Work Equipment	22,600	22,600	42,100
38,502	47,500	230,000	551261	Vehicle Replacement	275,000	275,000	275,000
<b>185,872</b>	<b>159,254</b>	<b>734,100</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>297,600</b>	<b>297,600</b>	<b>317,100</b>
				<b>CONTINGENCY</b>			
0	0	50,000	580206	Contingency	50,000	50,000	50,000
<b>0</b>	<b>0</b>	<b>50,000</b>		<b>TOTAL CONTINGENCY</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
0	0	300,212	590304	Unapp Fund Balance	242,308	242,308	242,308
<b>0</b>	<b>0</b>	<b>403,082</b>		<b>TOTAL UNAPP FUND BALANCE</b>	<b>242,308</b>	<b>242,308</b>	<b>242,308</b>
<b>185,872</b>	<b>159,254</b>	<b>1,084,312</b>		<b>TOTAL FIRE EQUIPMENT EXPENDIT</b>	<b>589,908</b>	<b>589,908</b>	<b>609,408</b>

**FIRE EQUIPMENT REPLACEMENT FUND**

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# **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 constructed a portion of this project in 2011. Funds are also set aside for the improvement and expansion of 26th Avenue.

TIF

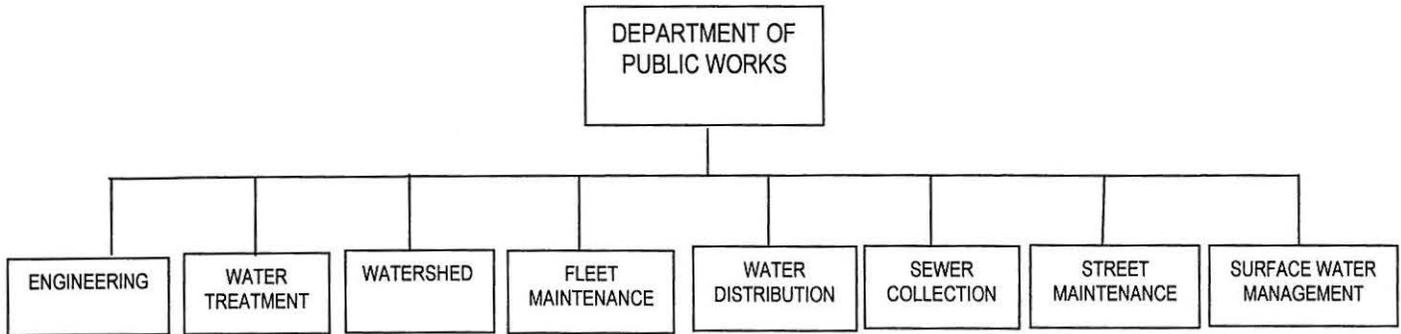
**BUDGET DETAIL**

<b>FY 12-13 Revenues Traffic Impact Fund Fund &amp; Dept: 310-52</b>								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>INTERGOVERNMENTAL</b>								
0	0	0	420041	Wash County		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TRAFFIC IMPACT FEES</b>								
6,981	0	0	451045	T.I.F. - Transit		0	0	0
5,780	0	0	451050	T.I.F. - Residential		0	0	0
180	0	0	451052	T.I.F. - Business & Commcl.		0	0	0
0	0	0	451055	T.I.F. - Industrial		0	0	0
0	0	0	451060	T.I.F. - Office		0	0	0
29,909	0	0	451065	T.I.F. - Institutional		0	0	0
<b>42,850</b>	<b>0</b>	<b>0</b>		<b>TOTAL FEES</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>								
44,583	19,169	16,050	470105	Interest		32,350	32,350	32,350
<b>44,583</b>	<b>19,169</b>	<b>16,050</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>32,350</b>	<b>32,350</b>	<b>32,350</b>
<b>FUND BALANCE AVAILABLE</b>								
3,112,380	3,199,813	3,210,057	495005	Fund Bal Avail For Approp.		3,235,010	3,235,010	3,235,010
<b>3,112,380</b>	<b>3,199,813</b>	<b>3,210,057</b>		<b>TOTAL AVAILABLE</b>		<b>3,235,010</b>	<b>3,235,010</b>	<b>3,235,010</b>
<b>3,199,813</b>	<b>3,218,982</b>	<b>3,226,107</b>		<b>TOTAL TIF RESOURCES</b>		<b>3,267,360</b>	<b>3,267,360</b>	<b>3,267,360</b>

<b>FY 12-13 Expenditures Traffic Impact Fund Fund &amp; Dept: 310-52</b>								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>CAPITAL OUTLAY</b>								
0	0	3,226,107	550169	General Capital Outlay		3,267,360	3,267,360	3,267,360
0	0	0	550560	Bonnie Lane		0	0	0
<b>0</b>	<b>0</b>	<b>3,226,107</b>		<b>TOTAL CAPITAL OUTLAY</b>		<b>3,267,360</b>	<b>3,267,360</b>	<b>3,267,360</b>
<b>UNAPP FUND BALANCE</b>								
0	0	0	590304	Unapp Fund Balance		0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>3,226,107</b>		<b>TOTAL TIF EXPENDITURES</b>		<b>3,267,360</b>	<b>3,267,360</b>	<b>3,267,360</b>

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.

**Expenditures:** Funds are set aside in the TDT budget for the extension of David Hill Road east from the current dead end. Funds are also set aside for the improvement and expansion of 26th Avenue.

TDT

**BUDGET DETAIL**

<b>FY 12-13 Revenues</b>							
<b>Transportation Development Tax</b>							
<b>Fund &amp; Dept: 311-52</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FEES			
160,040	247,593	333,250	451070	Transportation Development Tax	333,250	333,250	333,250
<b>160,040</b>	<b>247,593</b>	<b>333,250</b>		<b>TOTAL FEES</b>	<b>333,250</b>	<b>333,250</b>	<b>333,250</b>
				MISCELLANEOUS REVENUE			
347	1,583	2,029	470105	Interest	3,768	3,768	3,768
<b>347</b>	<b>1,583</b>	<b>2,029</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>3,768</b>	<b>3,768</b>	<b>3,768</b>
				TRANSFERS & REIMBURSEMENTS			
			480006	Reimbursement District - Juniper Ga	250,000	250,000	250,000
				<b>TOTAL REIMBURSEMENTS</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
				FUND BALANCE AVAILABLE			
0	160,387	405,808	495005	Fund Bal Avail For Approp.	753,639	753,639	753,639
<b>0</b>	<b>160,387</b>	<b>405,808</b>		<b>TOTAL AVAILABLE</b>	<b>753,639</b>	<b>753,639</b>	<b>753,639</b>
<b>160,387</b>	<b>409,563</b>	<b>741,087</b>		<b>TOTAL TDT RESOURCES</b>	<b>1,340,657</b>	<b>1,340,657</b>	<b>1,340,657</b>

<b>FY 12-13 Expenditures</b>							
<b>Transportation Development Tax</b>							
<b>Fund &amp; Dept: 311-52</b>							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
0	0	741,087	550169	General Capital Outlay	1,340,657	1,340,657	1,340,657
<b>0</b>	<b>0</b>	<b>741,087</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,340,657</b>	<b>1,340,657</b>	<b>1,340,657</b>
				UNAPP FUND BALANCE			
0	0	0	590304	Unapp Fund Balance	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>		<b>TOTAL UNAPP FUND BAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>741,087</b>		<b>TOTAL TDT EXPENDITURES</b>	<b>1,340,657</b>	<b>1,340,657</b>	<b>1,340,657</b>

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 of the City, as identified through the Parks, Recreation and Open Space Master Plan or the Capital Improvements Program (C.I.P.) document.

## BUDGET HIGHLIGHTS

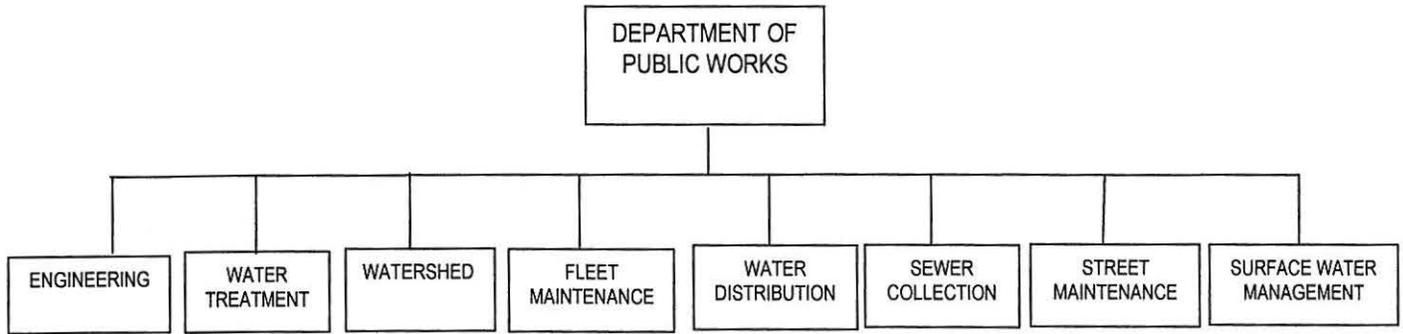
In FY 12-13, two property purchases are proposed that include property in the north Lincoln Park area and property in the southern part of Forest Grove. Additionally, development of the Emerald Necklace will continue in Talisman Park.

## BUDGET DETAIL

FY 12-13 Revenues								
Park Acquisition & Development Fund								
Fund & Dept: 320-16								
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				<b>INTERGOVERNMENTAL REVENUE</b>				
	124,272	0	430708	State Parks Grant	0	0	0	
	<b>124,272</b>	<b>0</b>		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	
				<b>CHARGES FOR SERVICES</b>				
224,000	171,000	210,000	451009	Parks SDC Fees	210,000	210,000	210,000	
<b>224,000</b>	<b>171,000</b>	<b>210,000</b>		<b>TOTAL CHARGES FOR SERVICES</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	
				<b>MISCELLANEOUS REVENUE</b>				
4,213	2,262	1,750	470105	Interest	2,500	2,500	2,500	
<b>4,213</b>	<b>2,262</b>	<b>1,750</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	
				<b>FUND BALANCE AVAILABLE</b>				
402,620	297,554	575,424	495005	Fund Bal Avail For Approp.	801,043	801,043	801,043	
<b>402,620</b>	<b>297,554</b>	<b>575,424</b>		<b>TOTAL AVAILABLE</b>	<b>801,043</b>	<b>801,043</b>	<b>801,043</b>	
<b>630,833</b>	<b>595,088</b>	<b>787,174</b>		<b>TOTAL PARKS ACQ/DEV RESOURCES</b>	<b>1,013,543</b>	<b>1,013,543</b>	<b>1,013,543</b>	

FY 12-13 Expenditures								
Park Acquisition & Development Fund								
Fund & Dept: 320-16-50								
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				<b>MATERIALS &amp; SERVICES</b>				
		85,000	521150	Professional Services	85,000	85,000	85,000	
		<b>85,000</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	
				<b>CAPITAL OUTLAY</b>				
198,819	4,325	702,174	550200	Parks Projects -General	928,543	928,543	928,543	
5,339	659	0	550247	Thatcher Park	0	0	0	
129,121	13,606	0	550248	Trails & Greenways	0	0	0	
<b>333,279</b>	<b>18,590</b>	<b>702,174</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>928,543</b>	<b>928,543</b>	<b>928,543</b>	
<b>333,279</b>	<b>18,590</b>	<b>787,174</b>		<b>TOTAL PARK ACQ/DEV EXPEND</b>	<b>1,013,543</b>	<b>1,013,543</b>	<b>1,013,543</b>	

# BIKE/ PEDESTRIAN PATHWAYS FUND



## **MISSION STATEMENT**

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

## **OVERVIEW**

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

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

## **BUDGET HIGHLIGHTS**

**Revenue:** Revenue to this fund comes from 1% of the State Gas Tax. The 2009 Transportation Package (HB 2001) passed in 2009 provides a phased-in increase in revenues to cities from: a six-cent increase in the state gas tax beginning no later than January 1, 2011; increases in the vehicle title and registration fees; and weight-mile fees paid by truckers. The per capita amount for HB 2001 for FY 12-13 is estimated to be \$18.56. 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 install bike shelters.

**Expenditures:** The project to install bike shelters in the City is carrying over to FY 2012-13.

**BUDGET DETAIL**

FY 12-13 Revenues							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENT REVENUE							
8,874	10,260	12,320	412015	State Gas Tax	11,978	11,978	11,978
	0	45,000	430703	Bike Shelter Grant	0	0	0
<b>8,874</b>	<b>10,260</b>	<b>57,320</b>		<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>11,978</b>	<b>11,978</b>	<b>11,978</b>
MISCELLANEOUS REVENUE							
33	12	50	415160	Bicycle Licenses	50	50	50
682	313	768	450005	Interest	384	384	384
<b>715</b>	<b>325</b>	<b>818</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>434</b>	<b>434</b>	<b>434</b>
FUND BALANCE AVAILABLE							
67,224	76,814	78,277	485005	Fund Bal Avail For Approp.	85,288	85,288	85,288
<b>67,224</b>	<b>76,814</b>	<b>78,277</b>		<b>TOTAL AVAILABLE</b>	<b>85,288</b>	<b>85,288</b>	<b>85,288</b>
<b>76,813</b>	<b>87,399</b>	<b>136,415</b>		<b>TOTAL RESOURCES</b>	<b>97,700</b>	<b>97,700</b>	<b>97,700</b>

FY 12-13 Expenditures							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CAPITAL OUTLAY							
0	3,650	136,415	550169	General Capital Outlay	97,700	97,700	97,700
<b>0</b>	<b>3,650</b>	<b>136,415</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>97,700</b>	<b>97,700</b>	<b>97,700</b>
<b>0</b>	<b>3,650</b>	<b>136,415</b>		<b>TOTAL EXPENDITURES</b>	<b>97,700</b>	<b>97,700</b>	<b>97,700</b>

BIKE/PED

# 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.

## BUDGET HIGHLIGHTS

The City is modifying the Capital Projects Fund by transferring property sale proceeds, resulting from sale to Clean Water Services of the property that contains the Forest Grove Wastewater Treatment Plant and the Fernhill Wetlands, to the Risk Management Fund. Also, the Sidewalk Program will be managed out of the Street Fund.

## BUDGET DETAIL

			<b>FY 12-13 Revenues Capital Projects Fund Fund &amp; Dept &amp; Division: 330-12-40</b>				
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>INTERGOVERNMENTAL REVENUE</b>							
0	122,275	109,100	430708	State Parks Grant	0	0	0
0	0	127,700	420024	Clean Water Services	0	0	0
<b>0</b>	<b>122,275</b>	<b>236,800</b>		<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS REVENUE</b>							
37,147	18,092	6,000	450005	Interest	500	500	500
	657	3,000	470131	Sidewalk Program Interest	0	0	0
	5,034	7,500	470132	Sidewalk Program Principal	0	0	0
	59,832	75,000	470133	Sidewalk Program Pay-In-Full	0	0	0
600,000	0	0	480021	Pacific University - Thatcher	0	0	0
		60,000	480022	Fernhill Wetlands Match	0	0	0
<b>637,147</b>	<b>83,615</b>	<b>151,500</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>FUND BALANCE AVAILABLE</b>							
2,259,949	2,856,654	2,823,106	495005	Fund Bal Avail For Approp.	2,648,557	2,648,557	2,648,557
<b>2,259,949</b>	<b>2,856,654</b>	<b>2,823,106</b>		<b>TOTAL AVAILABLE</b>	<b>2,648,557</b>	<b>2,648,557</b>	<b>2,648,557</b>
<b>2,897,096</b>	<b>3,062,544</b>	<b>3,211,406</b>		<b>TOTAL CAPITAL PROJECTS RESOURCES</b>	<b>2,649,057</b>	<b>2,649,057</b>	<b>2,649,057</b>

FY 12-13 Expenditures								
Capital Projects Fund								
Fund & Dept & Division: 330-12-40								
2009-10	2010-11	2011-12			2012-13	2012-13	2012-13	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				<b>MATERIALS &amp; SERVICES</b>				
8,439	0	0	521150	Professional Services	0	0	0	
<b>8,439</b>	<b>0</b>	<b>0</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
				<b>CAPITAL OUTLAY</b>				
7,312	15,941	0	550150	Fiber Optic Project	0	0	0	
2,282	181	0	550153	Wireless Project	0	0	0	
0	0	0	550166	Building Improvements	0	0	0	
9,776	0	45,756	550169	Capital Projects	15,057	15,057	15,057	
12,633	1,023	0	550201	Parks Land Acquisition	0	0	0	
0	0	2,768,850	550245	Park Property Purchase	0	0	0	
0	0	0	550247	Thatcher Park - Not SDC	0	0	0	
0	129,905	296,800	550248	Trails And Greenways	0	0	0	
0	110,399	100,000	550580	Sidewalk Program	0	0	0	
<b>32,003</b>	<b>257,450</b>	<b>3,211,406</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>15,057</b>	<b>15,057</b>	<b>15,057</b>	
				<b>TRANSFERS</b>				
			570127	Transfer To Other Funds	2,634,000	2,634,000	2,634,000	
				<b>TOTAL TRANSFERS</b>	<b>2,634,000</b>	<b>2,634,000</b>	<b>2,634,000</b>	
<b>40,442</b>	<b>257,450</b>	<b>3,211,406</b>		<b>TOTAL CAPITAL PROJECTS EXPEND</b>	<b>2,649,057</b>	<b>2,649,057</b>	<b>2,649,057</b>	

**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. Also in FY 12-13, this fund will continue to fund the replacement of weapons for the Police Department. The Library is being allocated \$20,000 in funding to use as match for grant fundraising efforts for children's furniture.

## BUDGET DETAIL

			<b>FY 12-13 Revenues CIP Excise Tax Fund Fund &amp; Dept &amp; Division: 350-12-70</b>				
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>LICENSES, PERMITS AND FEES</b>							
208,307	214,495	206,000	450200	CIP Excise Fee	206,000	206,000	206,000
<b>208,307</b>	<b>214,495</b>	<b>206,000</b>		<b>TOTAL LICENSES, PERMITS AND FEES</b>	<b>206,000</b>	<b>206,000</b>	<b>206,000</b>
<b>MISCELLANEOUS REVENUE</b>							
1,313	331	200	470105	Interest	200	200	200
<b>1,313</b>	<b>331</b>	<b>200</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>FUND BALANCE AVAILABLE</b>							
144,034	113,808	66,155	495005	Fund Bal Avail For Approp.	71,115	71,115	71,115
<b>144,034</b>	<b>113,808</b>	<b>66,155</b>		<b>TOTAL AVAILABLE</b>	<b>71,115</b>	<b>71,115</b>	<b>71,115</b>
<b>353,654</b>	<b>328,634</b>	<b>272,355</b>		<b>TOTAL CIP EXCISE TAX RESOURCES</b>	<b>277,315</b>	<b>277,315</b>	<b>277,315</b>

			<b>FY 12-13 Expenditures CIP Excise Tax Fund Fund &amp; Dept &amp; Division: 350-12-70</b>				
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>CAPITAL OUTLAY</b>							
33,711	30,139	47,654	550170	Support Service Projects	56,654	56,654	56,654
45,130	40,400	32,551	550171	Public Safety Projects	32,761	32,761	32,761
<b>78,841</b>	<b>70,539</b>	<b>80,205</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>89,415</b>	<b>89,415</b>	<b>89,415</b>
<b>TRANSFERS</b>							
77,004	86,060	90,050	570127	To Equipment Fund	90,050	90,050	90,050
84,000	97,850	102,100	570127	To Fire Equipment Replacement Fund	97,850	97,850	97,850
<b>161,004</b>	<b>183,910</b>	<b>192,150</b>		<b>TOTAL TRANSFERS</b>	<b>187,900</b>	<b>187,900</b>	<b>187,900</b>
<b>239,845</b>	<b>254,449</b>	<b>272,355</b>		<b>TOTAL CIP EXCISE TAX EXPEND.</b>	<b>277,315</b>	<b>277,315</b>	<b>277,315</b>

# **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

			<b>FY12-13 Revenues General Debt Service Fund Fund &amp; Dept: 410-19</b>				
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>LOCAL TAXES</b>							
461,652	459,369	420,036	411003	Property Taxes	481,557	481,557	481,557
12,270	15,286	12,500	411150	Property Tax Prior Years	10,000	10,000	10,000
<b>473,922</b>	<b>474,655</b>	<b>432,536</b>		<b>TOTAL LOCAL TAXES</b>	<b>491,557</b>	<b>491,557</b>	<b>491,557</b>
<b>MISCELLANEOUS REVENUE</b>							
6,803	1,769	750	470105	Interest	1,100	1,100	1,100
	4,329		471030	Bond Refinancing Proceeds			
<b>6,803</b>	<b>6,098</b>	<b>750</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
<b>FUND BALANCE AVAILABLE</b>							
193,252	195,871	69,245	495005	Fund Bal Avail For Approp.	28,291	28,291	28,291
<b>193,252</b>	<b>195,871</b>	<b>69,245</b>		<b>TOTAL AVAILABLE</b>	<b>28,291</b>	<b>28,291</b>	<b>28,291</b>
<b>673,977</b>	<b>676,624</b>	<b>502,531</b>		<b>TOTAL GDS RESOURCES</b>	<b>520,948</b>	<b>520,948</b>	<b>520,948</b>

			<b>FY 12-13 Expenditures General Debt Service Fund Fund &amp; Dept: 410-19</b>				
2009-10 Actual	2010-11 Actual	2011-12 Budgeted	Account	Title	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>DEBT SERVICE</b>							
270,000	0	0	562005	Principal - 1999 GO Bonds	0	0	0
60,000	0	0	562006	Principal - Fire Station	0	0	0
0	420,000	400,000	562008	Principal - 2010 Series	425,000	425,000	425,000
133,613	0	0	562040	Interest - 1999 GO Bonds	0	0	0
0	48,222	63,875	562040	Interest - 2010 Series	55,875	55,875	55,875
17,995	0	0	562060	Interest - Fire Station	0	0	0
	150,000	0	562095	Bond Refinancing Payment	0	0	0
<b>481,608</b>	<b>618,222</b>	<b>463,875</b>		<b>TOTAL DEBT SERVICE</b>	<b>480,875</b>	<b>480,875</b>	<b>480,875</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>							
0	0	38,656	590304	Unappropriated Ending Fund Bal	40,073	40,073	40,073
<b>0</b>	<b>0</b>	<b>38,656</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>	<b>40,073</b>	<b>40,073</b>	<b>40,073</b>
<b>481,608</b>	<b>618,222</b>	<b>502,531</b>		<b>TOTAL GDS EXPENDITURES</b>	<b>520,948</b>	<b>520,948</b>	<b>520,948</b>

GENERAL DEBT SERVICE FUND

# SPWF DEBT 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.

## BUDGET DETAIL

FY 12-13 Revenues								
SPWF Debt Service Fund								
Fund & Dept & Division: 430-19-20								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>CHARGES FOR SERVICES</b>								
14,309	4,362	4,363	451200	Assessment Charges		4,885	4,885	4,885
<b>14,309</b>	<b>4,362</b>	<b>4,363</b>		<b>TOTAL CHARGES FOR SERVICES</b>		<b>4,885</b>	<b>4,885</b>	<b>4,885</b>
<b>MISCELLANEOUS REVENUE</b>								
36,765	38,765	39,259	470105	Interest		0	0	0
7,389	2,654	2,654	470130	Interest - Assessments		2,131	2,131	2,131
<b>44,154</b>	<b>41,419</b>	<b>41,913</b>		<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>2,131</b>	<b>2,131</b>	<b>2,131</b>
<b>FUND BALANCE AVAILABLE</b>								
60,866	39,266	5,823	495005	Fund Bal Avail For Approp.		28,393	28,393	28,393
<b>60,866</b>	<b>39,266</b>	<b>5,823</b>		<b>TOTAL AVAILABLE</b>		<b>28,393</b>	<b>28,393</b>	<b>28,393</b>
<b>119,329</b>	<b>85,047</b>	<b>52,099</b>		<b>TOTAL SPWF DEBT SERV RESOURCES</b>		<b>35,409</b>	<b>35,409</b>	<b>35,409</b>
FY 12-13 Expenditures								
SPWF Debt Service Fund								
Fund & Dept & Division: 430-19-20								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
<b>DEBT SERVICE</b>								
48,108	51,278	0	562015	Principal - 91 S.P.W.F. Loan		0	0	0
17,585	17,729	17,886	562020	Principal - 95 S.P.W.F. Loan		18,053	18,053	18,053
6,548	3,378	0	562050	Interest - 91 S.P.W.F. Loan		0	0	0
7,822	6,838	5,820	562055	Interest - 95 S.P.W.F. Loan		4,791	4,791	4,791
<b>80,063</b>	<b>79,223</b>	<b>23,706</b>		<b>TOTAL DEBT SERVICE</b>		<b>22,844</b>	<b>22,844</b>	<b>22,844</b>
<b>UNAPPROPRIATED ENDING FUND BAL</b>								
0	0	28,393	590304	Unappropriated Ending Fund Bal		12,565	12,565	12,565
<b>0</b>	<b>0</b>	<b>28,393</b>		<b>TOTAL UNAPPROPRIATE END FD BAL</b>		<b>12,565</b>	<b>12,565</b>	<b>12,565</b>
<b>80,063</b>	<b>79,223</b>	<b>52,099</b>		<b>TOTAL SPWF DEBT SERV EXPEND</b>		<b>35,409</b>	<b>35,409</b>	<b>35,409</b>

# 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 <u>Bonds</u>	2003 Full Faith & <u>Credit</u>		2010 General Obligation Refunding <u>Bonds</u>	2003 Full Faith & <u>Credit</u>
<u>BOND PRINCIPAL</u>			<u>BOND INTEREST</u>		
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>1,865,000</u>	<u>3,335,000</u>		<u>150,925</u>	<u>956,227</u>

# COMPENSATION PLAN

## CITY OF FOREST GROVE 2012-2013 COMPENSATION PLAN

COMPENSATION PLAN

Range Classification	1	2	3	4	5	6
<b><u>Part-Time / Temporary - Effective July 1, 2012</u></b>						
<b>Hourly Rate</b>						
Cashier	9.30	9.56	9.84	10.15	10.44	10.77
Lifeguard						
Office Intern	10.00	Flat Rate				
Lead Guard	9.75	10.04	10.35	10.65	10.98	11.29
Instructor	10.23	10.54	10.87	11.19	11.54	11.87
Clerical Aide						
Parks Seasonal Mnt Worker	12.77	13.04	13.31	13.57	13.83	14.11
Municipal Court Judge	75.00	Flat Rate				
<b><u>Management / Nonrepresented - Effective July 1, 2012</u></b>						
<b>Monthly Rate</b>						
Sr. Administrative Specialist	3,159	3,316	3,481	3,656	3,839	4,030
Administrative Assistant - Mgmt. Volunteer Coord./HR Coord	3,681	3,828	3,982	4,140	4,305	4,477
Municipal Court Coordinator	3,638	3,822	4,012	4,211	4,423	4,643
Mechanic Supervisor	3,905	4,100	4,305	4,520	4,746	4,985
Support Unit Supervisor	4,013	4,214	4,424	4,644	4,878	5,121
Executive Assistant Aquatics Supervisor Library Services Supervisor Human Resources Technician Accountant Crew Supervisor Facilities Maintenance Supervisor	4,123	4,328	4,545	4,773	5,010	5,260
City Recorder	4,424	4,646	4,878	5,123	5,379	5,647
Reference Services Supervisor	4,321	4,537	4,763	5,002	5,253	5,515
Admin. Services Manager	4,522	4,748	4,985	5,235	5,496	5,771

<b>Range Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
WTP Superintendent	4,719	4,954	5,202	5,464	5,735	6,023
Network Supervisor	4,747	4,985	5,234	5,496	5,770	6,059
Project Engineer	4,883	5,126	5,383	5,652	5,935	6,230
Public Works Superintendent Building Official	5,228	5,489	5,764	6,052	6,355	6,672
Asst. Admin Director	5,815	6,107	6,412	6,734	7,069	7,422
Fire Division Chief	5,965	6,264	6,577	6,906	7,251	7,614
Police Captain Human Resources Manager Library Director	6,097	6,402	6,722	7,057	7,410	7,781
Parks & Recreation Director	6,382	6,701	7,036	7,388	7,757	8,145
Administrative Services Director Community Development Director Fire Chief Police Chief Public Works Director L & P Operations Superintendent L & P Engineering Supervisor	6,862	7,204	7,564	7,943	8,340	8,756
Light & Power Director	7,671	8,054	8,458	8,880	9,323	9,789
City Manager						10,879

**AFSCME, Local 3786 - Effective July 1, 2012**

**Monthly Rate**

Library Assistant Aquatics Program Specialist	2,682	2,788	2,899	3,014	3,135	3,260
Janitor	2,776	2,886	3,001	3,121	3,246	3,375
Administrative Specialist I	2,790	2,901	3,016	3,136	3,262	3,392
Library Associate	2,942	3,059	3,183	3,310	3,442	3,581

<b>Range Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Administrative Specialist II	3,035	3,158	3,285	3,414	3,551	3,692
Utility Worker I	3,089	3,214	3,342	3,476	3,614	3,760
Youth Services Librarian	3,507	3,647	3,793	3,944	4,102	4,268
Utility Worker II Permit Coordinator	3,490	3,629	3,774	3,924	4,082	4,247
Mechanic	3,610	3,753	3,904	4,059	4,222	4,390
Payroll Specialist	3,664	3,809	3,963	4,119	4,284	4,455
Administrative Assistant	3,681	3,828	3,982	4,140	4,305	4,477
PC Technician	3,789	3,940	4,099	4,261	4,432	4,609
Adult Services Librarian	3,808	3,959	4,118	4,283	4,454	4,631
Assistant Planner Engineering Technician	3,874	4,027	4,188	4,356	4,531	4,710
UW II / WTO	3,885	4,039	4,201	4,369	4,544	4,726
PW Prog Spec	3,902	4,058	4,220	4,390	4,564	4,745
WTP Operator	4,149	4,312	4,485	4,666	4,852	5,045
Building Inspector I	4,219	4,386	4,561	4,745	4,934	5,132
Associate Planner	4,376	4,551	4,735	4,924	5,120	5,326
Building Inspector II	4,641	4,828	5,020	5,220	5,429	5,647
Senior Planner Economic Development Coord.	5,132	5,336	5,550	5,773	6,003	6,240
<b>Firefighter's Association - Effective July 1, 2012</b>						
<b>Monthly Rate</b>						
Firefighter	4,436	4,650	4,863	5,075	5,290	5,503
Lieutenant	4,614	4,836	5,058	5,278	5,500	5,722
Captain	5,098	5,344	5,589	5,832	6,078	6,322
Fire Inspector II	5,214	5,463	5,715	5,965	6,215	6,466

Range Classification	1	2	3	4	5	6
<b>Police Association - Effective July 1, 2011</b>						
<b>Monthly Rate</b>						
Police Records Specialist	2,995	3,114	3,240	3,369	3,503	3,644
Community Service Officer	3,183	3,325	3,471	3,630	3,794	3,967
Evidence Tech	3,402	3,538	3,679	3,827	3,980	4,141
Police Officer	4,224	4,502	4,704	4,964	5,187	5,471
Sergeant	5,232	5,492	5,768	6,056	6,359	6,676

<b>IBEW, Local No. 125 - Effective July 1, 2012</b>							
<b>HOURLY RATE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Meter Reader	17.61	20.86	24.59				
IBEW Mechanic	21.03	22.31	23.59	24.61	25.47	26.31	
Senior Utility Worker	22.20	25.03	27.84				
Apprentice Lineman	26.28	28.30	29.51	30.73	32.34	33.96	36.39
Journeyman Tree Trimmer	32.33	(flat rate)					
Journeyman Tree Trimmer Foren	36.39						
Journeyman Lineman	40.43	(flat rate)					
Journeyman Meterman							
Lead Meter Relay Tech	43.26						
Lead Substation Relay Tech	43.26						
Working Foreman	44.47	(flat rate)					
Meterman Foreman							
Meter Relay Foreman	45.69	(flat rate)					
Line Foreman	46.49	(flat rate)					

**COMPENSATION PLAN**