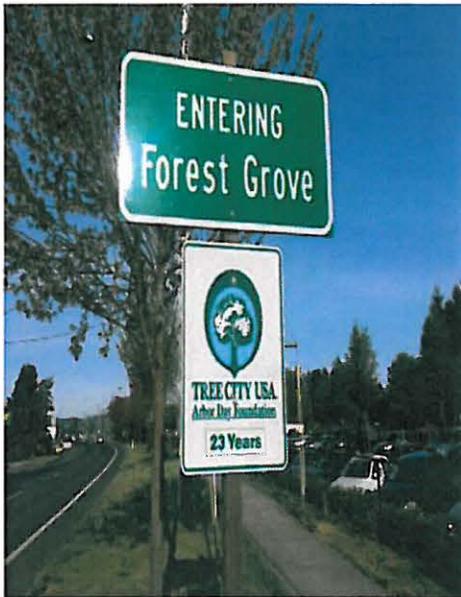


city of forest grove



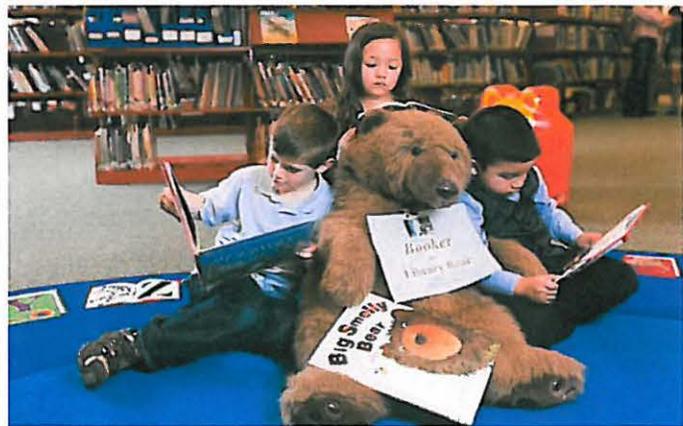
ADOPTED 2013-14 BUDGET



FOREST GROVE OREGON
A place where businesses and families thrive.



FOREST GROVE
Where Oregon pinot was born





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**FY 2013-14 BUDGET
CITY OF FOREST GROVE
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To: The Budget Committee and the Citizens of Forest Grove

It is my pleasure to submit a balanced budget for FY 2013-14 to the City of Forest Grove Budget Committee. This budget is focused on targeting City resources to accomplish community goals and aspirations identified in the Vision Statement. The Vision Statement acts as a guide for the City by helping to identify those qualities about Forest Grove that we want to promote and protect, along with what actions we need to pursue that will enhance the quality of life for the citizens of our community. Also, each year, the City Council adopts goals and objectives that also aim to achieve various priorities and needs that have been identified as important to the community. The goals adopted for FY 2013-14 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 of Forest Grove is a full service City and this year's budget focuses on maintaining all services at their present level, with very few additions. As part of preparation for the local option levy passed in 2012, the City conducted a survey to better understand what citizens felt about the City, the service we provided, and about supporting a levy. It was clear from this survey that people supported funding City operations and are willing to pay additional resources to maintain our ability to perform as a full service City. It was clear from the survey that citizens felt that they had to tighten their belts and the City needed to do the same. Consequently, the City submitted a levy to the voters that maintained services without adding a lot of new staff. This levy passed and this year's budget is the first one to include the \$1.60 per thousand rate adopted by the voters. The additional revenue has allowed the City to maintain existing services. In keeping with our commitment to the voters, I am proposing a budget that virtually maintains the existing level of service with very limited additions in some areas.

How does the City keep up with growing demand without adding staff? I believe it is due to the outstanding leadership of our City Council, our Department Heads and the dedication of our existing staff. The Council and Department Heads leadership is an important ingredient in helping the City to utilize its limited resources effectively so staff can be more efficient in their work. Another critical ingredient in the City's success has been leveraging volunteers who help support paid staff efforts to keep up with this growing demand. Our Volunteer Coordinator has helped recruit 52 individuals or groups who are still active volunteers in the Parks and Library in addition to 167 who volunteered for one-time projects in the Parks and Library. The Fire Department has a

strong volunteer program which is vital to the success of that department. The Police Department continues to develop its reserve program.

Forest Grove is committed to remaining a full-service City. This comprehensive approach to meeting community needs leads to numerous competing demands for limited City resources. Public Safety is obviously one of the most critical areas of importance and consequently 76% of our General Fund discretionary resources are targeted for Police and Fire services. The only proposed increase to full-time staffing in the General Fund is in the Police Department, where we are proposing to increase the vacant Community Service Officer position from half time to full time to focus primarily on code enforcement.

The balance of the General fund resources are being targeted towards funding other City services that are fundamental elements of a full service city. Funding parks, libraries, and aquatics are just some of the critical City services that also help assure community livability and a vibrant economy. This budget continues to strategically target City resources with a primary mission of maintaining services while continuing to address long-term infrastructure needs which are critical to the long-term success of the City.

Overall Budget

The City's total proposed budget is \$82.74 million, which includes ending cash balances and contingencies, and compares to last year's adopted budget of \$77.09 million, for an increase of \$5.65 million. Increased reserves and rate increases in the City's utility funds account for \$3.4 million of that increase. The increase in General Fund activity is \$0.95 million of that increase. The remainder is from a combination of many Funds.

The City's total tax rate is estimated to be \$5.97 per \$1,000 of taxable assessed value. This breaks down as follows: \$3.96 for the City's permanent rate, \$1.60 for the Local Option Levy passed by the voters in May 2012, which is due to expire in 2018, and \$0.41 for the 2010 Refinanced General Obligation Bonds. Forest Grove's assessed value is projected to grow by 0.1% to be \$1.250 billion for FY 2013-14. The low increase in assessed value is due to industrial values not expected to rebound and a large industrial property tax appeal that City staff has excluded from next year's estimated assessed value.

The City has a policy that states City employee salaries to be within 5% of the market median salary for comparable cities. Several employee groups meet that policy. For the employees that do not meet that policy, this proposed budget begins to address the salaries of the employees who are more than 5% below the market median. For several employees, the process to get them within 5% of the market median will take several years so the budget is not negatively impacted from correcting the issues immediately.

Medical and dental rates rate changes to take effect on January 1, 2014 are mixed. Regence medical and Blue Cross dental rates will decline by about 0.15% while Kaiser medical and dental rates will increase by about 10.2%. The contribution rate to the City's defined benefit retirement plan will increase by 1.3% to 21.9% 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.

General Fund

The total proposed operating expenditures are \$14,522,809 compared to the current year's adopted operating expenditures of \$13,845,384; an increase of \$677,425 or 4.9%. This amount is determined by removing non-operating transfers, contingencies and ending fund balances. In fiscal year 2013-14, the proposed operating revenues will exceed the proposed operating expenditures by \$123,964. This excess, which was expected in the first year of the increased levy, will be left in reserves for future years. The projected reserve balance at July 1, 2013, is \$3.90 million. The projected reserve balance at June 30, 2014, will be \$4.86 million with the increase due to the \$830,000 transfer from the Risk Management Fund to pay back the General Fund for the Times Litho purchase in December, 2012 and the planned excess of operating revenues over operating expenditures.

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.

The City is beginning labor negotiations with the International Firefighters Association (IFFA) so salary and benefit adjustments for union firefighter staff are yet to be determined. COLA and other salary adjustments for the other three bargaining units have been incorporated into the budget.

With the FY 2013-14 Proposed Budget designed to maintain current services, there are some changes to proposed staffing in some departments in the General Fund. More detail about each department can be found in the departments' narratives. Some of the changes are:

Administrative Services staffing is proposed to decrease by 0.45 FTE with the re-allocation of an Administrative Specialist to the Municipal Court due the City assuming

the operations of the City of Cornelius Municipal Court. The funds to support the Forest Grove Senior and Community Center remain unchanged from FY 2012-13.

Municipal Court's budget is increasing by the staffing change discussed in Administrative Services. The budget has been increased to reflect the increased activity from incorporating the City of Cornelius Municipal Court activity into the Court.

Planning staffing is being reallocating due to actual time spent on work performed. The Community Development Director's allocation is reduced from 0.60 FTE to 0.50 FTE to reflect the time being spent in Building Permits due the increase in permit activity. The Senior Planner's allocation is being increased to 1.00 FTE from 0.80 FTE with the allocation of this person's time to the Street Fund being reduced by the same amount due to the Street Fund's lack of resources to fund the position.

Police's staffing is proposed to increase by increasing a Community Service Officer from half-time to full-time. This position will focus primarily on code enforcement. Based on the recent citizen survey completed by the City in coordination with the Public Safety Advisory Commission, the majority of citizen's feel very safe living in Forest Grove. However there was definite concern about graffiti, code enforcement and traffic enforcement. The additional hours added to the CSO position will allow the City to become much more aggressive in addressing these concerns.

Funds are proposed to continue the replacement of the department's portable radios. Dispatch charges to WCCCA are budgeted to increase by \$6,364 or a 3.4% increase from the current year.

Fire's budget in the General Fund includes no changes in staffing. However, staffing has increased by 2.0 FTE in FY 2013-13 due to the receipt of two Fire SAFER Grants which will be discussed in Other Funds below.

Dispatch charges to WCCCA are increasing by \$14,741 or 9.8% 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. WCCCA has put together a committee to review how charges are allocated to the member agencies. The budget also includes funding for a fire hydrant in the back parking lot of the fire station for training purposes, two video laryngoscopes, an advanced life support training manikin, and a carbon monoxide monitor.

Aquatics' budget will use underutilized part-time help dollars already budgeted to increase the Administrative Specialist from 0.50 FTE to 0.75 FTE and hire evening desk help on two nights a week when additional staffing is needed.

Park Department's budget is proposing adding a 0.50 FTE Parks Utility Worker using underutilized part-time help dollars and \$12,000 in additional General Fund allocation. Seasonal part-time help will remain at the same level. The City has added a number of

new parks (20% increase in acreage since FY 2002-03) and trails to its inventory and has 0.05 FTE less in staffing than it did in FY 2002-03. Similar to other departments in the City, the Parks Department has experienced a large increase in demand for services without any commensurate increase in staffing.

The Legislative and Executive, Library, and Engineering Departments have status quo budgets when compared to last year, accounting only for inflationary changes and limited additions to training in Legislative and Executive Department.

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

Building Permits Fund Building activity is on a record pace with an expected 140 permits for new single-family homes projected to be issued in FY 2012-13. That level is higher than the pre-recession activity when the City had two full-time building inspectors and a full-time Building Official. The City eliminated one of the building inspector positions during the recession. To handle the increased building activity which is projected to continue for the next several years, the proposal is to add back the full-time Building Inspector. Also, proposed is adding temporary clerical help for four months next fiscal year to help process permits. After that time, Administrative Services will review if Administrative Services staff might be able to back up in Building Permits so ongoing staff does not need to be hired.

This Fund is fully funded by revenues generated by building permits fees. The robust building activity translates to higher operating revenues to fund the proposed staff additions. Even with these proposed staff additions, proposed building permits revenue is projected to exceed proposed expenditures in FY 2013-14 and the Building Permits Fund is expected to increase its fund balance in FY 2013-14.

In addition, the City is exploring the potential of providing Building Inspection services for the City of Cornelius. These discussions are just starting. The basic proposal is that the City of Cornelius would retain responsibility for its program and would contract with the City of Forest Grove to administer the program. The proposed budget does include \$50,000 in permit revenue from the City of Cornelius but none of the proposed expenditures are dependent on any revenue from Cornelius. The additional workload will be absorbed by the Forest Grove building staff.

Light and Power Fund The budget includes a rate increase of approximately 3% to cover the costs of rate increases rates of 7% for purchased power and 13% for transmission costs from the Bonneville Power Administration (BPA) which will take effect on October 1, 2013.

In FY 2011-12, the Light and Power Department discontinued the Apprentice Lineman program in order to hire a temporary Systems Engineer to be working on updating the City's aging substations. Now that the plan for updating the substations is nearing

completion, the temporary Systems Engineer position will be eliminated within the next three or four months. The Apprentice Lineman is proposed to be added back in FY 2013-14 so the City can prepare for future retirements with an employee who is familiar with our system.

The Department's system-wide master plan, which will address major needs in the distribution network with a particular focus on substations, is nearing completion. 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 remodel of its auditorium to a more useful space to better meet the department's needs. The design and purchase of a substation transformer is included in the Capital Outlay budget. The Department also plans on replacing a mower, and a double bucket truck, while the replacement of the Chevy Manlift is carrying over from FY 12-13.

Sewer Fund The budget reflects a proposed 3.0% sewer rate increase by Clean Water Services (CWS) effective July 1, 2013. The City is also proposing to increase its sewer surcharge by 3.0% on July 1, 2012.

Sewer SDC Fund CWS establishes the system development charge (SDC) for sewer capital project funding. The current fee of \$4,665 per equivalent dwelling unit (EDU) will increase to \$4,800 as of July 1, 2013. 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, 2013. For the average residential water customer, this means a monthly rate increase of \$2.31.

The rate increases have allowed the City to set aside funds for upcoming capital projects as the Water Fund's Fund Balance is proposed to increase by \$512,000 in the coming fiscal year. Net revenue from timber harvesting over debt service requirements has also helped to increase the Fund Balance which will be used for future capital projects.

Some of the capital projects proposed for FY 2013-14 are: electrical system upgrades at the Joint Water Commission (JWC) treatment plant in which Forest Grove has a 13.3% ownership interest; 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; and repairs at the City-owned water treatment plant and the raw water supply line to that plant.

SWM Fund For FY 2013-14, CWS will increase their monthly fee of \$5.75 by \$0.50 to \$6.25. 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 2013-14.

Street Fund Projects planned in FY 2013-14 are: 1) pedestrian crosswalks at the intersection of David Hill Road & Thatcher Road and Gales Creek Highway and Forest Gale Road; and 2) sidewalk along B Street near Harvey Clarke School as part of the Safe Routes to School Project in cooperation with the Oregon Department of Transportation.

The Street Fund's reserves have declined over recent years due to funding of the capital program of the Street Fund. While operating revenue is adequate to fund operations, the revenue is not adequate to continue to adequately overlay roads or do street reconstruction or other capital projects. To help to continue to fund capital programs, staff is proposing a street light maintenance fee of \$1.50 per utility customer which will raise an estimated \$150,000. The Street Fund currently pays for the costs of operating the street lights of about \$150,000. Because the street light expense will be covered by this fee, the gas tax revenue previously dedicated to the street lights can be redirected to the Street capital program for street overlays, reconstruction, and other capital projects, as well as bolstering the Street Fund Balance for future capital projects.

Fire SAFER Grant Fund This is a new Fund in FY 2013-14. The City has received two grants from Department of Homeland Security for fire staffing. One grant is for a four-year term, which commenced in September of 2012 and expires in September of 2016. This grant funds a Recruitment and Retention Volunteer Coordinator position, as well as incidental supplies. The second grant is for a term of two years, which commenced in February, 2013, and expires in February, 2015. This grant funds a Fire Inspector position.

Fire Equipment Replacement Fund The City and the Forest Grove Rural Fire District are proposing to replace a water tender vehicle at cost of \$345,000. This acquisition is a carry-over from FY 2012-13. Staff has been reviewed the long-term financial status of this Fund which is used to set aside funds to pay for the replacement of fire apparatus when the equipment reached the end of its useful life. At the current rate of funding and the increasing costs of fire apparatus, staff estimates this Fund will not be able to replace apparatus as scheduled after FY 2019-20. The City' practice over the last several decades has been to accumulate funds so the City will be able to purchase fire apparatus on a pay-as-you-go basis as it needs replaced. The City receives the funding through the Capital Improvement Program Excise Tax on City utility bills. Staff estimates the City needs to increase the Excise Tax by about \$0.75 per month on residential bills to have adequate funding for fire apparatus in future years. Staff will be proposing that the increase in Excise Tax be phased in over a few years.

Risk Management Fund The funds that were set aside in this Fund to pay for any judgment over the insurance limits that the City might ultimately have to pay will be transferred out of this Fund now that the David Hill lawsuit has been settled for the insurance limits. After a discussion with the City Council, \$830,000 will be transferred to the General Fund to pay it back for the purchase of the Times Litho property and \$1,600,000 will be transferred back to the Capital Projects Fund where the sale proceeds from the Fernhill Wetlands were originally deposited.

Capital Projects Fund This Fund will have approximately \$1,750,000 million in funds remaining after the \$1,600,000 is transferred from the Risk Management Fund. Those funds are from the sale of the Fernhill Wetlands. There are no proposed projects for those funds. If a proposed project is developed, the project will go the City Council for approval. There are about \$30,000 in funds remaining from other sources in this Fund that are proposed to be spent on consulting for any potential projects that arise as part of the Times Litho planning process. Future proceeds from any sale of the Times Litho property will be placed into the Capital Projects 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. As a carryover from FY 2012-13, space planning on the first floor of City Hall will be conducted 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. Other proposed projects include painting the remainder of the outside of the Aquatic Center, finishing re-carpeting the second floor of City Hall, and HVAC upgrades at the Library and Aquatic Center.

Conclusion In closing, City staff feels very positive about the proposed budget. It maintains existing services, while making minor adjustments to help enhance service delivery in key targeted areas. It also protects reserves in recognition of the fact that the economy is subject to economic upswings and downturns that aren't always predictable.

Staff understands that in 3 to 5 years, the City will face serious financial challenges. If we carefully manage City resources, we can potentially avoid the proverbial fiscal cliff. A big part of avoiding this kind of future will depend on continued efforts to find new resources, resisting the temptation to spend reserves, and lastly, to be very careful not to add positions and services we can't afford to pay for.

By adding a Street Light fee, maintaining reserves and making only minor additions to staffing, this budget demonstrates the prudence that we will need to follow in the future.

Michael J. Sykes, City Manager

**city of
forest
grove** **CITY COUNCIL**
GOALS FOR 2013-14

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

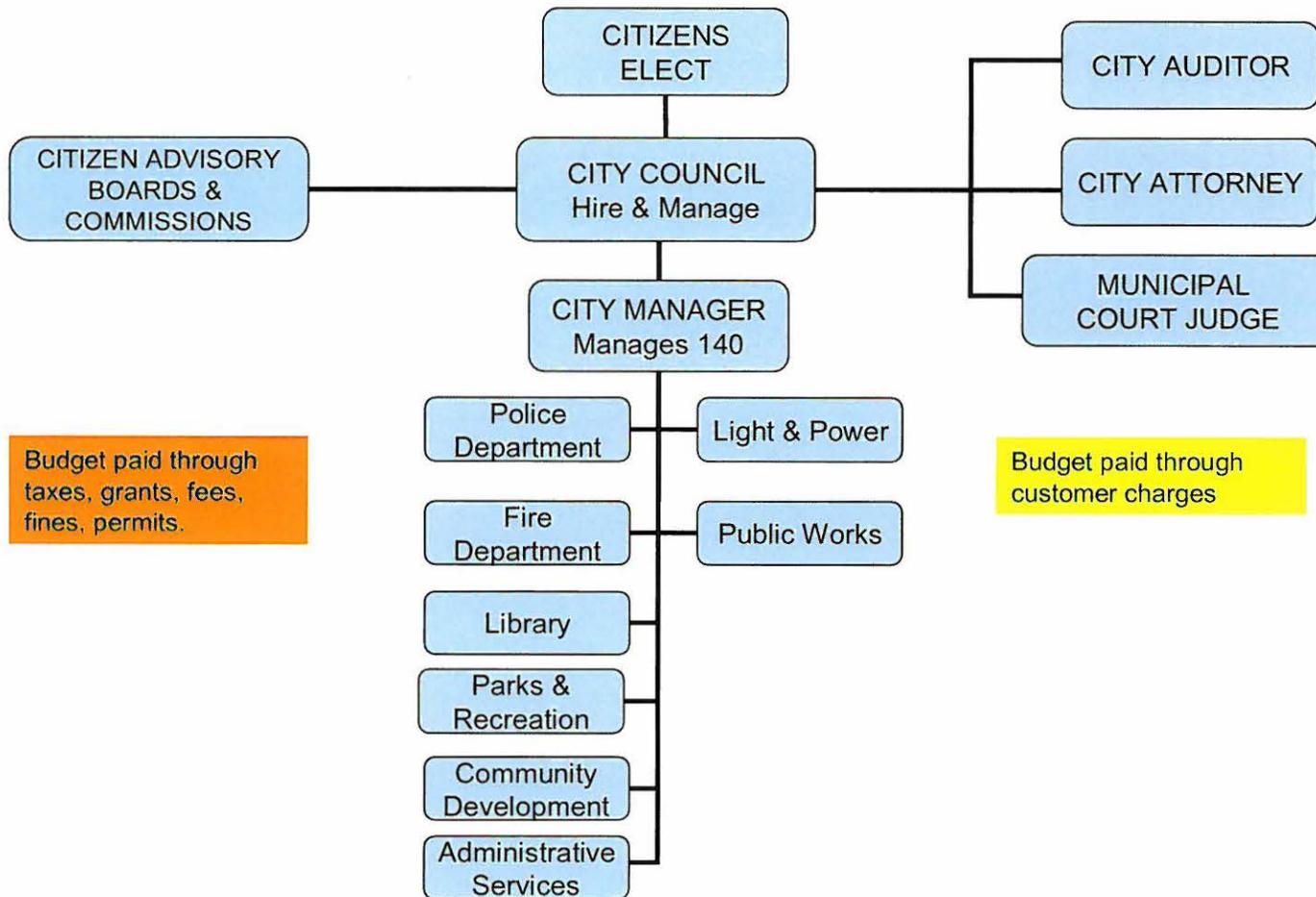


**Promote a Prudent Financial Plan to
Maintain Effective Service Levels
of a Full-Service City**

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

Budget Summary

CITY OF FOREST GROVE ORGANIZATIONAL CHART



FY 2013-14 APPROVED BUDGET REVENUE SUMMARY BY FUND

<u>FUND</u>	<u>Local Taxes</u>	<u>Intergovernmental Revenue</u>	<u>Charges for Services</u>	<u>Fines</u>	<u>Licenses, Permits, Fees</u>	<u>Miscellaneous</u>	<u>Transfers & Reimbursements</u>	<u>Beginning Fund Balance</u>	<u>Total Revenues</u>
<u>Total General Fund</u>	<u>7,264,661</u>	<u>2,188,495</u>	<u>3,344,659</u>	<u>375,839</u>	<u>135,400</u>	<u>61,700</u>	<u>2,112,769</u>	<u>3,904,737</u>	<u>19,388,260</u>
<u>Enterprise Funds</u>									
Light Fund		200,000	15,053,969			81,520		6,203,968	21,539,457
Sewer Fund			4,521,322			12,902		2,020,430	6,554,654
Sewer SDC Fund			636,000			3,696		1,078,480	1,718,176
Water Fund			3,436,874			1,154,980		2,810,332	7,402,186
Water SDC Fund			322,000			15,870		2,594,218	2,932,088
Surface Management Fund			1,045,686			1,301		260,099	1,307,086
SWM SDC Fund			35,000			1,613		322,559	359,172
Total Enterprise Funds		<u>200,000</u>	<u>25,050,851</u>			<u>1,271,882</u>	<u>-</u>	<u>15,290,086</u>	<u>41,812,819</u>
<u>Special Revenue Funds</u>									
Street Fund		1,281,671				103,810		562,028	1,947,509
Building Permits Fund			763,929			4,000		850,808	1,618,737
Community Enhancement		55,000						13,162	68,162
Library Endowment Fund						300		41,187	41,487
Street Tree Fund			51,000			500		129,500	181,000
Trail System Fund						150		47,220	47,370
Transportation System Fund		570,000							570,000
Public Arts Donations						2,050		10,014	12,064
Fac. Major Maintenance Fund						2,400	101,650	673,884	777,934
Fire SAFER Fund			255,984						255,984
Total Special Revenue Funds	<u>-</u>	<u>2,162,655</u>	<u>814,929</u>	<u>-</u>	<u>-</u>	<u>113,210</u>	<u>101,650</u>	<u>2,327,803</u>	<u>5,520,247</u>
<u>Internal Service Fund</u>									
Equipment Fund			905,621			12,000	90,050	747,756	1,755,427
Fire Equip Replace Fund		172,500				1,800	97,850	474,832	746,982
Information Systems Fund			203,752			3,000		629,372	836,124
City Utility Fund							180,486		180,486
Risk Management Fund			384,648			2,000		2,846,238	3,232,886
Total Internal Service Funds	<u>-</u>	<u>172,500</u>	<u>1,494,021</u>	<u>-</u>	<u>-</u>	<u>18,800</u>	<u>368,386</u>	<u>4,698,198</u>	<u>6,751,905</u>
<u>Capital Projects Funds</u>									
Bikeway Improvements		12,146				242		41,115	53,503
Park System Development			252,000			4,318		863,562	1,119,880
Traffic Impact Fund			-			29,563		2,956,263	2,985,826
Transport. Devel. Tax Fund			466,550			10,490		2,098,022	2,575,062
Capital Projects Fund						7,500	1,600,000	176,197	1,783,697
CIP Excise Tax Fund					215,000	200		56,287	271,487
Total Capital Project Funds		<u>12,146</u>	<u>718,550</u>		<u>215,000</u>	<u>52,313</u>	<u>1,600,000</u>	<u>6,191,446</u>	<u>8,789,455</u>
<u>Debt Service Funds</u>									
General Debt Service Fund	494,792					1,100		46,046	541,938
SPWF Debt Service Fund			9,735			3,154		30,184	43,073
Total Debt Service Funds	<u>494,792</u>		<u>9,735</u>			<u>4,254</u>		<u>76,230</u>	<u>585,011</u>
TOTAL - ALL FUNDS	<u>7,759,453</u>	<u>4,735,796</u>	<u>31,432,745</u>	<u>375,839</u>	<u>350,400</u>	<u>1,522,159</u>	<u>4,182,805</u>	<u>32,488,500</u>	<u>82,847,697</u>

FY 2013-14 APPROVED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONNEL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCIES	TOTAL APPROPRIATIONS	UNAPPROPRIATED FUND BALANCE	TOTAL EXPENDITURES
<u>General Fund</u>									
Legislative & Executive	427,510	66,382					493,892		493,892
Administrative Services	1,588,829	654,119					2,242,948		2,242,948
Library	860,882	148,454					1,009,336		1,009,336
Planning	330,894	92,459					423,353		423,353
Engineering	564,367	74,815					639,182		639,182
Police Services	4,024,656	593,514	10,800				4,628,970		4,628,970
Fire Department	2,495,297	586,016					3,081,313		3,081,313
Aquatics	434,664	184,106					618,770		618,770
Parks and Recreation	484,136	173,334					657,470		657,470
Municipal Court	179,099	144,186					323,285		323,285
Non-Departmental		393,000				1,174,991	1,567,991	3,701,750	5,269,741
Total General Fund	11,390,334	3,110,385	10,800		-	1,174,991	15,686,510	3,701,750	19,388,260
<u>Enterprise Funds</u>									
Light Fund	3,186,160	11,275,173	2,189,500		858,043	1,225,581	18,734,457	2,805,000	21,539,457
Sewer Fund	353,371	4,000,673	32,500	94,004	60,424	750,000	5,290,972	1,263,682	6,554,654
Sewer SDC Fund		608,800	275,000	121,995		500,000	1,505,795	212,381	1,718,176
Water Fund	935,045	2,473,509	707,241	462,928	235,878	1,000,000	5,814,601	1,587,585	7,402,186
Water SDC Fund		1,200	50,000			100,000	151,200	2,780,889	2,932,089
Surface Water Management	356,748	590,658	30,000		52,227	40,000	1,069,633	237,453	1,307,086
SWM SDC Fund			50,000				50,000	309,171	359,171
Total Enterprise Funds	4,831,324	18,950,013	3,334,241	678,927	1,206,572	3,615,581	32,616,658	9,196,161	41,812,819
<u>Special Revenue Funds</u>									
Street Fund	294,224	804,224	564,469			100,000	1,762,917	184,592	1,947,509
Building Permits Fund	474,786	137,732				250,000	862,518	756,219	1,618,737
Community Enhancement		61,310					61,310	6,852	68,162
Library Endowment Fund		300					300	41,187	41,487
Street Tree Fund		72,600			108,400		181,000		181,000
Trail System Fund			47,370				47,370		47,370
Transportation System Fund		570,000					570,000		570,000
Public Arts Donations		12,064					12,064		12,064
Fac. Major Maintenance Fund			250,000				250,000	527,934	777,934
Fire SAFER Fund	251,984	4,000					255,984		255,984
Total Special Revenue Funds	1,020,994	1,662,230	861,839	-	108,400	350,000	4,003,463	1,516,784	5,520,247
<u>Internal Service Fund</u>									
Equipment Fund	209,103	414,422	290,000			250,000	1,163,525	591,902	1,755,427
Fire Equip Replace Fund			345,000			50,000	395,000	351,982	746,982
Information Systems Fund		231,961	110,600			85,147	427,708	408,416	836,124
City Utility Fund		180,486					180,486		180,486
Risk Management Fund		481,641			2,430,000	45,890	2,957,531	275,355	3,232,886
Total Internal Service Funds	209,103	1,308,510	745,600	-	2,430,000	431,037	5,124,250	1,627,655	6,751,905
<u>Capital Projects Funds</u>									
Bikeway Improvements			53,503				53,503		53,503
Park System Development		85,000	1,034,880				1,119,880		1,119,880
Traffic Impact Fund			2,985,826				2,985,826		2,985,826
Transport. Devel. Tax Fund			2,575,062				2,575,062		2,575,062
Capital Projects Fund		30,000	1,753,697				1,783,697		1,783,697
CIP Excise Tax Fund			83,587		187,900		271,487		271,487
Total Capital Project Funds		115,000	8,486,555	-	187,900	-	8,789,455	-	8,789,455
<u>Debt Service Funds</u>									
General Debt Service Fund				500,250			500,250	41,688	541,938
SPWF Debt Service Fund				21,981			21,981	21,092	43,073
Total Debt Service Funds				522,231			522,231	62,780	585,011
TOTAL - ALL FUNDS	17,451,755	25,146,138	13,439,035	1,201,158	3,932,872	5,571,609	66,742,567	16,105,130	82,847,697

2013-14 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	13.35	2.13	15.48
Municipal Court	2.00	0.00	2.00
Library	6.00	5.30	11.30
Aquatics	1.75	8.15	9.90
Parks & Recreation	4.50	1.50	6.00
Police	33.00	1.00	34.00
Fire	19.00	0.50	19.50
Community Development	7.00	0.00	7.00
Engineering	4.40	0.60	5.00
Light & Power	25.32	0.53	25.85
Public Works:	<u>22.88</u>	<u>0.00</u>	<u>22.88</u>
Sewer	3.73		
Water	9.59		
SWM	3.96		
Street	3.20		
Equipment	2.40		
TOTALS:	142.20	19.71	161.91

General Fund

GENERAL FUND REVENUES

FY 13-14 Revenues

GENERAL FUND

Fund: 100

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation Summary	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
6,632,762	6,773,073	6,884,819		Local Taxes	7,264,661	7,264,661	7,264,661
1,805,622	1,892,449	1,874,764		Intergovernmental Revenue	2,153,862	2,153,862	2,153,862
31,760	101,373	205,963		Grants	34,633	34,633	34,633
3,118,740	3,050,669	3,214,586		Charges For Services	3,344,659	3,344,659	3,344,659
87,040	132,760	87,974		Licenses, Permits, Fees	135,400	135,400	135,400
263,183	274,750	254,901		Fines	375,839	375,839	375,839
53,402	63,625	55,400		Miscellaneous Revenue	61,700	61,700	61,700
1,145,639	1,119,135	1,266,978		Transfers & Reimbursements	2,106,019	2,112,769	2,112,769
4,373,806	4,434,289	4,590,795		Fund Balance Available July 1	3,904,737	3,904,737	3,904,737
17,511,954	17,842,122	18,436,180		TOTAL RESOURCES	19,381,510	19,388,260	19,388,260

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				LOCAL TAXES			
4,418,392	4,551,852	4,633,185	411003	Property Taxes	4,696,904	4,696,904	4,696,904
1,507,411	1,551,608	1,581,332	411010	Local Option Levy	1,899,946	1,899,946	1,899,946
186,564	115,370	135,000	411150	Property Tax Prior Years	110,000	110,000	110,000
520,395	554,243	535,302	413001	Franchise Tax	557,811	557,811	557,811
6,632,762	6,773,073	6,884,819		TOTAL LOCAL TAXES	7,264,661	7,264,661	7,264,661
				INTERGOVERNMENTAL REVENUE			
274,926	263,038	255,000	420005	Alcoholic Beverages	285,000	285,000	285,000
32,185	31,275	31,000	420015	Cigarette	28,380	28,380	28,380
165,135	180,224	171,000	420020	State Revenue Sharing	199,500	199,500	199,500
23,593	417	0	420029	PCC Payments	0	0	0
650,466	666,728	683,396	420035	W.C.C.L.S.	695,705	695,705	695,705
424,543	437,693	452,368	420050	Rural Fire District	479,777	479,777	479,777
25,822	56,710	45,000	420055	Metro Construction Excise Tax	60,000	60,000	60,000
52,697	55,581	50,000	422045	Transient Room Tax	55,500	55,500	55,500
156,255	200,783	187,000	422055	SD15 Construction Excise Tax	350,000	350,000	350,000
1,805,622	1,892,449	1,874,764		TOTAL INTERGOVERNMENTAL REVENUE	2,153,862	2,153,862	2,153,862
				GRANTS			
0	60,940	63,463	430214	Homeland Security Grant	0	0	0
0	5,000	0	430327	Reducing Youth Access To Alcohol Gran	0	0	0
7,111	7,186	0	430328	Justice Assistance Grant			
5,460	2,990	3,000	430335	DEC/DUII Police Grant	3,000	3,000	3,000
815	833	0	430455	Metro Cleanup Grant	833	833	833
13,408	0	4,000	430460	SHPO Grant	12,800	12,800	12,800
0	21,250	132,500	430587	Grant - Other Agencies	15,000	15,000	15,000
2,716	3,174	3,000	430601	Public Library Support Grant	3,000	3,000	3,000
2,250	0	0	432280	Healthy Benefits Grant	0	0	0
31,760	101,373	205,963		TOTAL GRANTS	34,633	34,633	34,633
				CHARGES FOR SERVICES			
272,399	258,186	280,000	440004	Swimming Pool	291,000	291,000	291,000
30,509	37,264	35,000	440007	Recreation User Fees	40,000	40,000	40,000
13,014	10,081	12,000	440010	Lockers/Vending Machines	12,000	12,000	12,000
840	810	1,000	440019	Library Collection Fees	750	750	750
1,663	1,399	1,000	440020	Code Enforcement Revenue	1,500	1,500	1,500
3,830	4,484	4,400	440021	Library Charges	4,400	4,400	4,400
10,213	12,185	10,600	440022	Len Searches	13,000	13,000	13,000
3,206	3,099	2,700	440023	Print Fees	2,800	2,800	2,800
5,854	6,417	5,600	440025	Copy Service	6,800	6,800	6,800

GENERAL FUND REVENUES

GENERAL FUND REVENUES

2010-11	2011-12	2012-13	Account	Title	2013-14	2013-14	2013-14
Actual	Actual	Budgeted			Proposed	Approved	Adopted
9,575	8,700	8,400	440028	Passport Execution Fee	8,800	8,800	8,800
2,718,460	2,657,449	2,809,886	440029	General Fund Spt Svc (522023)	2,911,989	2,911,989	2,911,989
960	989	1,000	440030	Reserved Parking	1,020	1,020	1,020
22,330	25,524	22,000	440040	New Account Set-Up Fee	26,000	26,000	26,000
24,210	22,979	20,000	440042	Door Hanger Fee	23,500	23,500	23,500
1,679	1,104	1,000	440301	Rental Income	1,100	1,100	1,100
3,118,740	3,050,669	3,214,586		TOTAL CHARGES FOR SERVICES	3,344,659	3,344,659	3,344,659
				LICENSES, PERMITS, FEES			
2,662	2,621	2,400	450050	Liquor Licenses	2,500	2,500	2,500
78	0	100	450051	Police Permits	100	100	100
12,835	10,519	10,600	450054	Metro Business License	10,500	10,500	10,500
15	25	0	450055	Business License Late Fees	0	0	0
39,155	38,395	39,000	450056	City Business License	40,000	40,000	40,000
8,801	1,298	875	450057	Other	1,000	1,000	1,000
17,331	52,391	21,560	450101	Planning Fees	48,000	48,000	48,000
5,863	27,294	13,189	450122	Engineering Inspection Fees	33,000	33,000	33,000
300	217	250	450225	Impound Fees	300	300	300
87,040	132,760	87,974		TOTAL LICENSES, PERMITS, FEES	135,400	135,400	135,400
				FINES			
33,952	39,673	33,000	460105	State Court Fines	35,000	35,000	35,000
10,941	5,604	8,150	460115	Parking Fines	12,250	12,250	12,250
100	206	100	460116	Immobilization Fees	0	0	0
179,075	194,868	180,300	460120	Traffic Fines	196,250	196,250	196,250
				Cornelius Court Fines	97,989	97,989	97,989
1,010	137	750	460125	Ordinance Fines	1,250	1,250	1,250
100	0	1	460126	CD Code Violation Fines	0	0	0
3,636	4,593	3,600	460130	Marijuana Fines/Fees	4,350	4,350	4,350
8,489	6,093	6,000	460135	Minor In Possession Fines/Fees	3,750	3,750	3,750
25,880	23,576	23,000	460500	Library Late Fines	25,000	25,000	25,000
263,183	274,750	254,901		TOTAL FINES	375,839	375,839	375,839
				MISCELLANEOUS REVENUE			
36,382	56,041	52,000	470105	Interest	56,000	56,000	56,000
143	146	150	471020	Library Donations	200	200	200
1,971	5,472	750	471021	Donations	500	500	500
755	550	500	471022	Restricted Library Memorials	500	500	500
7,650	0	0	471030	Bond Refinancing Proceeds	0	0	0
6,502	1,416	2,000	472005	Miscellaneous	4,500	4,500	4,500
53,402	63,625	55,400		TOTAL MISCELLANEOUS REVENUE	61,700	61,700	61,700
				TRANSFERS & REIMBURSEMENTS			
12,878	8,881	9,450	480006	Municipal Judge Reimbursement	2,067	2,067	2,067
4,844	10,219	7,500	480006	Reimbursements	12,500	12,500	12,500
18,700	37,400	40,256	480008	Cornelius Fire Dept Reimb For Chief	44,765	44,765	44,765
116,667	101,761	112,620	480009	Trimet Officer Reimbursement	121,609	121,609	121,609
53,330	54,397	57,868	480010	SRO Reimbursement	58,659	58,659	58,659
2,401	0	0	480011	School District Overtime	0	0	0
27,685	4,747	2,500	480015	Fire Dept Reimbursements	5,500	5,500	5,500
5,837	5,740	4,200	480017	Fire Dept Inspection Reimbursement	5,740	5,740	5,740
883,635	882,207	1,032,584	480050	In-Lieu Of Transfer	1,025,179	1,025,179	1,025,179
19,663	13,783	0	481005	Transfer From Other Funds	830,000	836,750	836,750
1,145,639	1,119,135	1,266,978		TOTAL TRANSFERS & REIMBRSMNTS	2,106,019	2,112,769	2,112,769
				FUND BALANCE AVAILABLE			
4,373,806	4,434,289	4,590,795	495005	Fund Bal Avail For Approp.	3,904,737	3,904,737	3,904,737
4,373,806	4,434,289	4,590,795		TOTAL AVAILABLE	3,904,737	3,904,737	3,904,737
17,511,954	17,842,122	18,436,180		TOTAL RESOURCES	19,381,510	19,388,260	19,388,260

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.
- Communication with citizens will include current events and activities posted on website and facebook with an emphasis on a continued increase in followers and hits.

BUDGET HIGHLIGHTS

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 them for the community. The Legislative and Executive budget is increasing approximately 4.6% when compared to FY 12-13. Increases include cost of living adjustments and benefit increases, as well as boosting training to take advantage of programs through ICMA (International City/County Management Association). Additionally, a new podium will be purchased for the Community Auditorium.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00

BUDGET DETAIL

FY 13-14 Revenues								
GENERAL FUND - Legislative & Executive								
Fund & Dept: 100-11								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
				CHARGES FOR SERVICES				
0	0	28	440025	Copy Service		0	0	0
307,090	301,259	306,959	440029	General Fund Spt Svc (522023)		330,092	330,092	330,092
307,090	301,259	306,987		TOTAL CHARGES FOR SERVICES		330,092	330,092	330,092
				INTERGOVERNMENTAL REVENUE				
23,593	417	0	420029	PCC Payments		0	0	0
23,593	417	0		TOTAL INTERGOVT REVENUE		0	0	0
				MISCELLANEOUS				
400	362	0	472005	Miscellaneous		0	0	0
400	362	0		TOTAL MISCELLANEOUS		0	0	0
331,083	302,038	306,987		TOTAL RESOURCES		330,092	330,092	330,092

**FY 13-14 Expenditures
Legislative & Executive
Fund & Dept: 100-11**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONNEL SERVICES							
281,012	256,967	265,156	511005	Regular Employee Wages	273,898	273,898	273,898
9,024	9,048	9,000	511010	Part-Time Employees	9,000	9,000	9,000
0	3,931	0	511020	Temp Employee Wages	0	0	
50,351	51,714	56,281	512005	Health/Dental Benefits	57,165	57,165	57,165
2,777	2,541	2,606	512008	Health Reimb Arrangement	2,693	2,693	2,693
56,635	51,412	53,686	512010	Retirement	58,970	58,970	58,970
20,371	18,656	20,973	512015	FICA	21,642	21,642	21,642
358	325	336	512020	Worker'S Comp	347	347	347
2,515	2,365	1,675	512025	Other Benefits	1,722	1,722	1,722
2,288	2,166	2,012	512030	Other Payroll Taxes	2,073	2,073	2,073
425,330	399,125	411,716		TOTAL PERSONNEL SERVICES	427,510	427,510	427,510
MATERIALS & SERVICES							
602	1,437	750	520110	Operating Supplies	750	750	750
9,535	9,807	7,500	520120	Organization Business Expense	8,000	8,000	8,000
2,753	64	0	520150	Utilities	0	0	0
84	56	100	520180	Subscriptions/Books	100	100	100
0	0	500	520220	Small Equipment	1,500	1,500	1,500
6,034	3,806	2,300	520503	Printing	2,300	2,300	2,300
800	426	500	520506	Postage	500	500	500
619	371	452	520509	Telephone	452	452	452
11,226	8,119	9,020	520521	Public Information	9,020	9,020	9,020
656	20	60	520524	Publications	60	60	60
6,180	3,715	3,505	520530	Memberships	4,657	4,657	4,657
1,447	300	6,500	520563	Sister City Contribution	6,800	6,800	6,800
365	332	332	520578	Insurance & Bonds	365	365	365
9,363	7,211	7,969	521003	Training/Conferences	9,269	9,269	9,269
12,342	14,581	17,000	521004	Legislative Training/Conferences	18,500	18,500	18,500
604	139	200	521006	Travel	200	200	200
1,349	884	1,000	521150	Professional Services	1,000	1,000	1,000
499	499	500	522003	Equipment Maint & Oper Supplies	500	500	500
127	106	0	522012	Fuel/Oil	0	0	0
1,740	652	642	522021	Equipment Fund Charges	720	720	720
2,668	1,748	1,688	522022	Information Systems Fund	1,688	1,688	1,688
15,588	0	0	522309	Building/Facility Rental	0	0	0
133	0	0	522312	Facility Maintenance Supplies	0	0	0
84,715	54,274	60,518		TOTAL MATERIALS & SERVICES	66,382	66,382	66,382
510,045	453,398	472,244		TOTAL LEG & EXEC EXPENDITURES	493,892	493,892	493,892

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.

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.

	FY 09-10	FY 10-11	FY 11-12
Utility Bills Processed	112,351	113,391	113,952
On-Line Utility Billing members ¹	1,142	2,180	3,614
On-Line Utility Billing payments ¹	3,558	6,516	11,435
Utility Accounts as of June 30	9,362	9,449	9,496
Utility Meters Disconnected	426	523	477
Accts Payable Invoices Processed	9,358	9,215	8,954
Lien Search Completions	514	470	547
Employment Apps. Processed ²	600	876	692
Position Recruitments Completed	10	20	17

¹The City went live with Utility Billing On-Line July 1, 2009.

²The City went live with accepting job applications over the internet in September of 2011. In FY 12-13, 682 on-line applications were processed, and 10 paper copy applications were processed.

BUDGET HIGHLIGHTS

Overall, the Administrative Department's budget is increasing about 4.0% when compared to FY 12-13. A portion of this increase is due to cost of living adjustments for staff and increases in benefit costs, as well as adding resources for temporary help. A portion of an Administrative Specialist position previously assigned to the Utility Billing section of this department was transferred to the Municipal Court, in order to support the court operations. Material and Services are slightly higher, increasing just over one percent, approximately 1.3%. Funds are included for repairs to the Senior Center as required by the contract, and an additional \$5,000 was added to support the operations of the Senior Center. Professional Services includes an amount to review the City's use of and need for geographic information system (GIS) mapping and software systems in partnership with Engineering. Facility maintenance is increasing about \$5,000 from FY 12-13, to ensure City facilities are properly maintained and repairs happen in a timely manner. In FY 12-13, City Hall received the Honda Hybrid from the Police Department as a replacement for the Malibu, instead of receiving Light and Power's Nissan Leaf.

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Proposed FY 12-13	Proposed FY 13-14
Director of Administrative Services	1.000	1.000	1.000
Human Resources Manager	0.875	0.875	0.875
Assistant Administrative Services Director	1.000	1.000	1.000
Accountant	1.000	1.000	1.000
Network Supervisor	1.000	1.000	1.000
PC Technician	1.000	1.000	1.000
Administrative Services Manager	1.000	1.000	1.000
Vol. Coordinator/HR Coord.	0.500	0.500	0.500
Senior Administrative Specialist	1.000	1.000	1.000
Administrative Specialists	3.850	4.050	3.600
Payroll Specialist	1.000	1.000	1.000
Janitors	1.875	1.750	1.750
Facility Maintenance Supervisor	0.500	0.750	0.750
TOTAL	15.600	15.925	15.475

BUDGET DETAIL

Admin Services

FY 13-14 Revenues								
GENERAL FUND - Administrative Services								
Fund & Dept: 100-12-10								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				GRANTS				
815	833	0	430455	Metro Cleanup Grant	833	833	833	
2,250	0	0	432280	Healthy Benefits Grant	0	0	0	
3,065	833	0		TOTAL GRANTS	833	833	833	
				CHARGES FOR SERVICES				
10,213	12,185	10,600	440022	Lien Searches	13,000	13,000	13,000	
204	311	220	440025	Copy Service	278	278	278	
9,575	8,700	8,400	440028	Passport Execution Fee	8,800	8,800	8,800	
1,730,764	1,676,596	1,752,863	440029	General Fund Spt Svc (522023)	1,852,428	1,852,428	1,852,428	
960	989	1,000	440030	Reserved Parking	1,020	1,020	1,020	
22,330	25,524	22,000	440040	New Account Set-Up Fee	26,000	26,000	26,000	
24,210	22,979	20,000	440042	Door Hanger Fee	23,500	23,500	23,500	
1,798,256	1,747,283	1,815,083		TOTAL CHARGES FOR SERVICES	1,925,026	1,925,026	1,925,026	
				LICENSES,PERMITS & FEES				
15	25	0	450055	Business License Late Fees	0	-1	0	
39,155	38,395	39,000	450056	Business License	40,000	40,000	40,000	
0	291	875	450057	Other	1,000	1,000	1,000	
39,170	38,711	39,875		TOTAL LICENSES,PERMITS & FEES	41,000	41,000	41,000	
				MISCELLANEOUS REVENUE				
7,650	0		471030	Bond Refinancing Proceeds				
2,868	2,044	2,000	472005	Miscellaneous	4,500	4,500	4,500	
10,518	2,044	2,000		TOTAL MISCELLANEOUS REVENUE	4,500	4,500	4,500	
				TRANSFERS & REIMBURSEMENTS				
3	1,125	7,500	480006	Reimbursements	12,500	12,500	12,500	
3	1,125	7,500		TOTAL TRANSFERS & REIMBRSMI	12,500	12,500	12,500	
1,851,012	1,789,996	1,864,458		TOTAL RESOURCES	1,983,859	1,983,859	1,983,859	

FY 13-14 Expenditures
Admin Services Dept
Fund & Dept & Division: 100-12-10

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONAL SERVICES							
860,708	792,112	826,294	511005	Regular Employee Wages	845,939	845,939	845,939
69,726	114,615	122,107	511010	Part-Time Wages	133,681	133,681	133,681
0	68	0	511015	Overtime	0	0	0
5,075	0	2,500	511020	Temporary Wages	4,585	4,585	4,585
1,056	2,377	0	511021	Unemployment Compensation	0	0	0
244,918	257,402	287,743	512005	Health/Dental Benefits	304,976	304,976	304,976
8,746	9,552	8,861	512008	Health Reimb Arrang	9,934	9,934	9,934
170,993	167,609	177,260	512010	Retirement	195,969	195,969	195,969
70,490	69,504	72,744	512015	FICA	75,292	75,292	75,292
4,528	4,361	4,895	512020	Worker's Comp	5,015	5,015	5,015
8,041	9,540	5,670	512025	Other Benefits	5,960	5,960	5,960
5,699	6,762	7,143	512030	Other Payroll Taxes	7,478	7,478	7,478
1,449,981	1,433,901	1,515,217		TOTAL PERSONAL SERVICES	1,588,829	1,588,829	1,588,829
MATERIALS & SERVICES							
1,679	6,015	6,000	520110	Operating Supplies	6,000	6,000	6,000
5,804	5,142	6,200	520120	Organization Business Expense	3,150	3,150	3,150
9,665	9,583	7,684	520150	Utilities	10,977	10,977	10,977
649	683	800	520180	Subscriptions/Books	400	400	400
62,601	68,382	65,230	520200	Computer Software Licenses/Mnt	62,658	62,658	62,658
2,611	862	1,200	520220	Small Equipment	1,200	1,200	1,200
16,629	15,615	17,870	520503	Printing	17,870	17,870	17,870
60,604	51,954	70,000	520506	Postage	70,000	70,000	70,000
4,014	4,560	5,450	520509	Telephone	5,450	5,450	5,450
2,865	3,587	3,750	520521	Public Information	2,850	2,850	2,850
535	440	1,252	520524	Publications	1,297	1,297	1,297
18,295	19,141	20,863	520530	Memberships	20,196	20,196	20,196
918	2,146	2,500	520533	Recruiting Expenses	2,500	2,500	2,500
6,337	5,687	11,426	520557	Intergovernmental Services	12,357	12,357	12,357
16,429	17,084	22,500	520560	Senior Center	22,500	27,500	27,500
8,741	7,954	7,954	520578	Insurance & Bonds	8,749	8,749	8,749
12,348	9,329	25,000	521003	Training/Conferences	25,000	25,000	25,000
23	41	500	521006	Travel	1,650	1,650	1,650
35,047	35,713	54,500	521113	Attorney Services	54,500	54,500	54,500
10,964	9,601	33,700	521150	Professional Services	37,200	37,200	37,200
5,009	5,780	6,000	521165	Contracts For Services	6,000	6,000	6,000
76	1,633	0	521168	Misc Medical Services	0	0	0
61,910	23,596	28,991	521171	Financial Services-Auditing, Banking	29,570	29,570	29,570
1,234	1,384	2,600	521172	Bank Service Fees	1,300	1,300	1,300
8,647	24,930	31,220	522003	Equipment Maint & Oper Supplies	31,720	31,720	31,720
5,869	6,865	7,231	522021	Equipment Fund Charges	7,982	7,982	7,982
82,260	70,261	70,261	522022	Information Systems Fund Charges	72,383	72,383	72,383
5,295	9,440	5,900	522303	Custodial	5,900	5,900	5,900
1,225	1,140	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
3,680	10,201	13,500	522312	Facility Maintenance Supplies	12,300	12,300	12,300
81,366	61,714	87,500	522315	Facility Mnt/Repairs	92,500	92,500	92,500
555,189	512,322	640,541		TOTAL MATERIALS & SERVICES	649,119	654,119	654,119
2,005,170	1,946,223	2,155,758		TOTAL ADMIN SERVICE EXPEND	2,237,948	2,242,948	2,242,948

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, monitoring deferred sentencing programs and court ordered alcohol treatment, paying state assessments and notifying the Department of Motor Vehicles (DMV) of convictions and non-compliance.

In March, 2013, Forest Grove entered into an Intergovernmental Agreement (IGA) with the City of Cornelius to operate that City's Municipal Court. Both the Forest Grove and Cornelius Municipal Court arraignments are held simultaneously and are presided over by the same judge. Those cited into the Cornelius Municipal Court must come to Forest Grove City Hall to enter their pleas and/or pay their fines. Forest Grove staffs the Cornelius Municipal Court and conducts the same business for Cornelius as it does for its own Court. The IGA allows Forest Grove and Cornelius to split the Cornelius Municipal Court fine and fee revenue after the state assessments are paid. Forest Grove recovers its costs of operating the Cornelius Municipal Court from the fines and fees generated by citations written into that Court.

DEPARTMENT GOALS

- Efficiently and effectively process all cases 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

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Total Cases Filed	1418	1288	1308	1196	1309
Total Cases Closed	1264	1142	1140	985	1010
Deferred Sentencing Programs	132	135	187	110	192

BUDGET HIGHLIGHTS

The Court's revenue is generated by the adjudication over and collection of citation fines issued primarily by the Forest Grove and Cornelius Police Departments, and occasionally by other Forest Grove City Departments that take enforcement action. The Municipal Judge Reimbursement Revenue is decreasing because Forest Grove is now operating the Cornelius Municipal Court, negating the need for Cornelius to reimburse Forest Grove for the Judge's time.

The Court is staffed by a Court Coordinator and an Administrative Specialist. In FY 12-13, the Administrative Specialist position was split with Utility Billing, but for FY 13-14, this position is brought fully into the Court to help administer the Cornelius Court. In FY 13-14, the Professional

MUNI COURT

Services budget has been increased to accommodate expenses associated with a prosecuting attorney. While the City does not make use of these services often, occasionally cases are complex and complicated, and the City would benefit from a prosecuting attorney. Also in FY 13-14, the City is planning on upgrading its Court software. Because of the extent of this upgrade, the vendor has notified the City the cost of the upgrade is beyond the maintenance the City currently pays. The software must be updated prior to December, 2014.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
Court Coordinator	1.00	1.00	1.00
Admin Specialist	0.30	0.55	1.00
TOTAL	1.30	1.55	2.00

BUDGET DETAIL

FY 13-14 Revenues								
GENERAL FUND - Municipal Court								
Fund & Dept: 100-12-20								
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted	
				FINES				
10,941	5,604	8,150	460115	Parking Fines	12,250	12,250	12,250	
179,075	194,868	180,300	460120	Traffic Fines	196,250	196,250	196,250	
				Cornelius Court Fines	97,989	97,989	97,989	
1,010	137	750	460125	Ordinance Fines	1,250	1,250	1,250	
100	0	0	460126	CD Code Violation Fines	0	0	0	
3,636	4,593	3,600	460130	Marijuana Fines/Fees	4,350	4,350	4,350	
8,489	6,093	6,000	460135	Minor In Possession Fines/Fees	3,750	3,750	3,750	
203,251	211,295	198,800		TOTAL FINES	315,839	315,839	315,839	
				MISCELLANEOUS				
45	0	0	472005	Miscellaneous	0	0	0	
45	0	0		TOTAL MISCELLANEOUS	0	0	0	
				TRANSFERS & REIMBURSEMENTS				
12,878	8,881	9,450	480006	Municipal Judge Reimbursement	2,067	2,067	2,067	
12,878	8,881	9,450		TOTAL TRANSFERS & REIMBRSMNTS	2,067	2,067	2,067	
216,174	220,176	208,250		TOTAL RESOURCES	317,906	317,906	317,906	

MUNI COURT

**FY 13-14 Expenditures
Municipal Court
Fund & Dept & Division: 100-13-10**

MUNI COURT

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
55,313	67,725	75,690	511005	Regular Employee Wages	96,763	96,763	96,763
34,900	14,792	18,480	511010	Part-Time Employee Wages	18,480	18,480	18,480
11,970	19,856	24,559	512005	Health/Dental Benefits	35,101	35,101	35,101
539	966	746	512008	Health Reimb Arrange	956	956	956
10,992	11,588	13,746	512010	Retirement	17,268	17,268	17,268
6,790	6,151	7,204	512015	FICA	8,816	8,816	8,816
126	116	119	512020	Worker's Comp	146	146	146
532	660	589	512025	Other Benefits	701	701	701
661	647	706	512030	Other Payroll Taxes	867	867	867
121,823	122,501	141,839		TOTAL PERSONAL SERVICES	179,099	179,099	179,099
MATERIALS & SERVICES							
314	852	1,000	520110	Operating Supplies	1,000	1,000	1,000
32	52	200	520120	Organiz Business Exp	200	200	200
			520190	Computer Software	13,000	13,000	13,000
6,152	6,422	6,485	520200	Computer Software Licenses	6,813	6,813	6,813
0	0	200	520220	Small Equipment	200	200	200
4	10	400	520503	Printing	400	400	400
816	806	1,150	520506	Postage	1,240	1,240	1,240
143	124	250	520509	Telephone	250	250	250
0	0	100	520521	Public Information	100	100	100
25	180	500	520524	Publications	500	500	500
185	145	195	520530	Memberships	195	195	195
6,329	5,050	2,532	520539	Assessment-County	1,125	1,125	1,125
3,146	1,991	0	520540	State Court Security Assessment	0	0	0
217	171	700	520557	Intergovern Services	21,986	21,986	21,986
27,966	38,698	53,890	520566	Assessment- State	79,961	79,961	79,961
327	298	298	520578	Insurance & Bonds	328	328	328
677	895	2,600	521003	Training/Conferences	2,600	2,600	2,600
3,163	2,599	3,900	521150	Professional Services	6,900	6,900	6,900
1,324	1,324	1,500	521172	Banking Services	1,620	1,620	1,620
6,476	5,280	4,984	522022	Inform Systems Fund	4,984	4,984	4,984
784	784	784	522309	Building/Facility Rental	784	784	784
58,081	65,681	81,668		TOTAL MATERIALS & SERVICES	144,186	144,186	144,186
179,904	188,182	223,507		TOTAL MUNICIPAL COURT EXP	323,285	323,285	323,285

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.

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.

The County's RFID (Radio Frequency Identification) project was completed last year. As a result, the library's entire collection contains security tags. Security gates were also purchased by WCCLS for libraries that did not have them. Library Security gates were previously included in the City's CIP budget, but not funded.

DEPARTMENT GOALS

- Complete Ed Carpenter public art project:
- Conduct safety and security audit: patrons, staff, building and collections
- Collection development analysis
- Post RFID evaluation: efficiencies and benefits

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 is slated to receive approximately 70% of its funding for operations from the WCCLS in FY 13-14. Other revenue supporting the operations of the Forest Grove Library includes various fees, charges and fines, which make up an additional 3.3% of the Library’s budget. The remaining 28% 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.

LIBRARY

The Library’s budget is proposed to increase approximately 5.7% in FY 2013-14 when compared to the budget for FY 2012-13. This increase is due to inflationary increases in salary and benefit costs, utilities, and various maintenance contracts.

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
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
TOTAL	11.30	11.30	11.30

BUDGET DETAIL

			FY 13-14 Revenues GENERAL FUND - Library Fund & Dept: 100-14				
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
INTERGOVERNMENTAL REVENUE							
650,466	666,728	683,396	420035	W.C.C.L.S.	695,705	695,705	695,705
2,716	3,174	3,000	430601	Public Library Support Grant	3,000	3,000	3,000
653,182	669,902	686,396		TOTAL INTERGOVERNMENTAL REVENUE	698,705	698,705	698,705
CHARGES FOR SERVICES							
840	810	1,000	440019	Library Collection Fees	750	750	750
3,830	4,484	4,400	440021	Library Charges	4,400	4,400	4,400
3,206	3,099	2,700	440023	Print Fees	2,800	2,800	2,800
1,645	1,548	942	440025	Copy Service	1,226	1,226	1,226
1,679	1,104	1,000	440301	Rental Income	1,100	1,100	1,100
11,200	11,044	10,042		TOTAL CHARGES FOR SERVICES	10,276	10,276	10,276
FINES							
25,880	23,576	23,000	460500	Library Late Fines	25,000	25,000	25,000
25,880	23,576	23,000		TOTAL FINES	25,000	25,000	25,000
MISCELLANEOUS REVENUE							
54	0	0	450057	Other	0	0	0
143	146	150	471020	Library Donations	200	200	200
755	550	500	471022	Restricted Library Memorials	500	500	500
952	696	650		TOTAL MISCELLANEOUS REVENUE	700	700	700
691,213	705,219	720,088		TOTAL RESOURCES	734,681	734,681	734,681

FY 13-14 Expenditures

Library

Fund & Dept: 100-14

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONNEL SERVICES							
335,413	344,836	352,438	511005	Regular Employee Wages	366,782	366,782	366,782
224,815	236,123	245,044	511010	Part-Time Employee Wages	255,452	255,452	255,452
0		0	511020	Temporary Employee Wages	0	0	0
70,030	75,831	83,241	512005	Health/Dental Benefits	98,403	98,403	98,403
3,927	4,870	4,137	512008	Health Reimb Arrange	4,562	4,562	4,562
67,892	68,983	71,634	512010	Retirement	79,255	79,255	79,255
41,720	43,264	45,707	512015	FICA	47,601	47,601	47,601
713	684	710	512020	Worker's Comp	740	740	740
2,567	2,672	3,257	512025	Other Benefits	3,389	3,389	3,389
4,141	4,339	4,524	512030	Other Payroll Taxes	4,699	4,699	4,699
752,377	781,601	810,692		TOTAL PERSONNEL SERVICES	860,882	860,882	860,882
MATERIALS & SERVICES							
5,500	6,937	5,000	520110	Operating Supplies	5,500	5,500	5,500
46	688	100	520120	Organization Business Expense	200	200	200
80,625	80,801	79,850	520140	Library Materials	79,850	79,850	79,850
3,679	5,026	1,501	520150	Utilities	1,756	1,756	1,756
0		0	520210	Computer Supplies	0	0	0
0	1,438	1,700	520220	Small Equipment	1,500	1,500	1,500
2,057	2,148	1,900	520506	Postage	1,900	1,900	1,900
1,222	1,241	1,400	520509	Telephone	1,296	1,296	1,296
2,264	639	800	520521	Public Information	800	800	800
505	490	750	520530	Memberships	750	750	750
62	0	0	520536	Customer Refunds	0	0	0
2,030	2,139	2,500	520557	Intergovernmental Services	2,500	2,500	2,500
7,388	6,723	6,723	520578	Insurance & Bonds	7,395	7,395	7,395
560	286	1,250	521003	Training/Conferences	2,250	2,250	2,250
0	28	500	521006	Travel	500	500	500
4,976	4,625	6,000	521165	Contracts For Services	6,000	6,000	6,000
0		0	521168	Misc Medical Services	0	0	0
		0	521172	Bank Service Fees	564	564	564
2,796	4,080	4,450	522003	Equipment Maintenance	5,180	5,180	5,180
1,740	652	642	522021	Equipment Fund Charges	720	720	720
22,135	20,944	20,943	522022	Information Systems Fund	20,943	20,943	20,943
3,912	3,880	4,000	522312	Facility Maintenance Supplies	4,400	4,400	4,400
4,421	4,734	4,350	522315	Facility Mnt/Repairs	4,450	4,450	4,450
145,919	147,500	144,360		TOTAL MATERIALS & SERVICES	148,454	148,454	148,454
898,296	929,100	955,052		TOTAL LIBRARY EXPENDITURES	1,009,336	1,009,336	1,009,336

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, who 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 11-12</u>	<u>FY 12-13</u>
Swimming Instruction	18,902	20,530
Recreational Swimming	34,894	36,709
Group Rentals	21,366	24,430

BUDGET HIGHLIGHTS

For Fiscal Year 2013-14, the Aquatics Department will continue to offer the same services at the same level as in 2012-13. A new partnership with the Insurance industry, allowing the Aquatic Center to be a Silver and Fit and Silver Sneakers provider, was added to last year’s program and has been successful. This partnership covers the cost of admission to Aquatics Center for those patrons with proper insurance coverage. Staff is also exploring energy conservation measures as recommended by the Energy Trust of Oregon.

Overall, the Aquatics Department’s budget is relatively flat when compared to FY 12-13. While some accounts are increasing, a decrease in the utility account keeps the overall budget even. The utility account is comprised of payments for natural gas to heat the pool, and the rates have not increased as originally projected, allowing for the budget to be decreased. The part-time staff configuration is being modified in FY 13-14 for minimal cost. The current Administrative Specialist II will be working three-quarters time instead of half-time, and the Aquatic Center will seek consistent counter help for the evening shift. These changes are accomplished with an additional \$4,000 added to the part-time wage budget account. In FY 13-14, the Aquatics Department is proposing to repair the front parking lot, as well as make repairs to the chlorine system.

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
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	0.75
Aquatics Program Specialist	0.50	0.50	0.50
Facility Maintenance Supervisor	0.50	0.25	0.25
Aquatic Staff	6.90	6.90	6.90
TOTAL	9.90	9.65	9.90

AQUATIC CENTER

BUDGET DETAIL

FY 13-14 Revenues							
GENERAL FUND - Aquatics							
Fund & Dept: 100-15							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
272,399	258,186	280,000	440004	Swimming Pool	291,000	291,000	291,000
13,014	10,081	12,000	440010	Lockers/Vending Machines	12,000	12,000	12,000
285,413	268,268	292,000		TOTAL CHARGES FOR SERVICES	303,000	303,000	303,000
285,413	268,268	292,000		TOTAL RESOURCES	303,000	303,000	303,000

FY 13-14 Expenditures

Aquatics

Fund & Dept: 100-15

2010-11	2011-12	2012-13	Account	Title	2013-14	2013-14	2013-14
Actual	Actual	Budgeted			Proposed	Approved	Adopted
PERSONNEL SERVICES							
135,763	140,612	130,741	511005	Regular Employee Wages	134,532	134,532	134,532
159,818	160,380	192,025	511010	Part-Time Employee Wages	196,042	196,042	196,042
185	1,556	0	511020	Temporary Employee Wages	0	0	0
919	0	0	511021	Unemployment Compensation	0	0	0
35,465	38,485	38,739	512005	Health/Dental Benefits	37,351	37,351	37,351
2,145	2,077	1,675	512008	Health Reimb Arrange	1,846	1,846	1,846
27,099	28,081	26,321	512010	Retirement	28,793	28,793	28,793
21,794	22,278	24,998	512015	Fica	25,595	25,595	25,595
6,534	6,279	6,169	512020	Worker'S Comp	6,004	6,004	6,004
1,311	1,493	1,822	512025	Other Benefits	1,863	1,863	1,863
2,297	2,346	2,576	512030	Other Payroll Taxes	2,638	2,638	2,638
393,331	403,587	425,065		TOTAL PERSONNEL SERVICES	434,664	434,664	434,664
MATERIALS & SERVICES							
17,200	21,337	28,150	520110	Operating Supplies	29,150	29,150	29,150
185	205	400	520120	Organization Business Expense	400	400	400
267	300	300	520130	Personnel Uniforms & Equipment	300	300	300
80,565	75,883	99,512	520150	Utilities	86,000	86,000	86,000
173	0	0	520190	Computer Software	0	0	0
4,268	6,515	4,950	520220	Small Equipment	5,450	5,450	5,450
1,174	1,306	2,400	520503	Printing	2,600	2,600	2,600
316	298	500	520506	Postage	500	500	500
485	753	600	520509	Telephone	600	600	600
2,621	3,428	2,200	520521	Public Information	1,200	1,200	1,200
100	0	250	520530	Memberships	250	250	250
0	0	0	520533	Recruiting Expenses	0	0	0
1,139	1,139	1,100	520557	Intergovernmental Services	1,300	1,300	1,300
6,306	5,738	5,738	520578	Insurance & Bonds	6,312	6,312	6,312
1,770	1,404	1,950	521003	Training/Conferences	1,950	1,950	1,950
40	520	3,000	521150	Professional Services	1,000	1,000	1,000
3,243	331	1,150	522003	Equipment Maint & Oper Supplies	1,550	1,550	1,550
1,740	728	763	522021	Equipment Fund Charges	842	842	842
3,682	3,452	3,452	522022	Information Systems Fund	3,452	3,452	3,452
10,106	7,662	12,300	522312	Facility Maintenance Supplies	12,500	12,500	12,500
27,013	26,101	24,250	522315	Facility Mnt/Repairs	28,750	28,750	28,750
162,392	157,100	192,965		TOTAL MATERIALS & SERVICES	184,106	184,106	184,106
555,723	560,687	618,030		TOTAL AQUATICS EXPENDITURES	618,770	618,770	618,770

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 various community providers of recreational activities. 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, including support for non-park related areas, such as the East and North Entrances and the flag pole area.
- 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>2011</u>	<u>2012</u>
Park Reservations (# of reservations)	758	895
Sports League Games Participants	11,496	17,504

BUDGET HIGHLIGHTS

Overall, the Parks Department budget is increasing about \$48,000, or 8%. Labor costs are increasing due to cost-of-living adjustments and step increases applied to wages, and benefit rates are increasing.

Another change in personnel is a re-allocation and addition in the Park's crews. The Parks Department employs seasonal labor to help maintain parks in the busy spring and summer season, and that budget allowance has been analyzed and brought down to match more closely with recent trends. Those funds were reallocated to the Part-Time account, and \$7,800 was added so that the Parks' crews can expand by a regular, part time utility worker. This additional, part-time member to the crew should allow the Department to keep up with the growth in the Parks system. Another addition to the Parks budget includes enhancing the Facility Maintenance Repair account to allow for top dressing to be applied to Lincoln and Thatcher Parks. Equipment fund charges are increasing roughly 4%, to maintain and replace equipment such as mowers and trucks. Lastly, facility supplies are increasing to purchase more fertilizer, dog waste bags, and restroom supplies.

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Director Parks and Recreation	0.50	0.50	0.50
Crew Supervisor	1.00	1.00	1.00
Utility Workers	3.00	3.00	3.50
Seasonal Temporary	1.00	1.00	1.00
Total	5.50	5.50	6.00

BUDGET DETAIL

FY 13-14 Revenues							
GENERAL FUND - Parks & Recreation							
Fund & Dept: 100-16							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
CHARGES FOR SERVICES							
30,509	37,264	35,000	440007	RECREATION USER FEES	40,000	40,000	40,000
86,842	87,232	89,620	440029	GENERAL FUND SPT SVC (522023)	92,175	92,175	92,175
117,351	124,496	124,620		TOTAL CHARGES FOR SERVICES	132,175	132,175	132,175
MISCELLANEOUS REVENUE							
0	30	0	450057	OTHER	0	0	0
1,000	2,630	750	471020	DONATIONS	500	500	500
1,000	2,660	750		TOTAL MISCELLANEOUS REVENUE	500	500	500
TRANSFERS & REIMBURSEMENTS							
1,227	6,191	0	480006	REIMBURSEMENTS	0	0	0
1,227	6,191	0		TOTAL TRANSFERS & REIMBRSMNTS	0	0	0
119,578	133,347	125,370		TOTAL RESOURCES	132,675	132,675	132,675

PARKS

FY 13-14 Expenditures

Parks Dept

Fund & Dept: 100-16

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONAL SERVICES							
235,819	246,538	257,625	511005	Regular Employee Wages	269,403	269,403	269,403
742	0	0	511010	Part-Time Employee Wages	18,960	18,960	18,960
34,544	31,716	48,210	511020	Temp Employee Wages	37,133	37,133	37,133
2,621	721	0	511021	Unemployment Compensation	0	0	0
48,699	52,713	58,290	512005	Health/Dental Benefits	61,075	61,075	61,075
1,880	2,969	2,548	512008	Health Reimb Arrange	2,855	2,855	2,855
48,396	49,616	52,497	512010	Retirement	58,370	58,370	58,370
20,489	21,150	23,396	512015	FICA	25,283	25,283	25,283
6,544	6,220	6,445	512020	Worker's Comp	7,025	7,025	7,025
1,703	1,773	1,365	512025	Other Benefits	1,528	1,528	1,528
1,997	2,094	2,316	512030	Other Payroll Taxes	2,504	2,504	2,504
403,433	415,510	452,694		TOTAL PERSONAL SERVICES	484,136	484,136	484,136
MATERIALS & SERVICES							
989	533	2,400	520110	Operating Supplies	2,650	2,650	2,650
126	0	100	520120	Organization Business Expense	100	100	100
1,442	1,382	2,100	520130	Personnel Uniforms & Equipment	2,300	2,300	2,300
3,554	5,045	4,994	520150	Utilities	5,574	5,574	5,574
3,463	12,097	8,350	520220	Small Equipment	8,350	8,350	8,350
9	2	0	520503	Printing	0	0	0
0	0	150	520506	Postage	150	150	150
1,397	839	2,735	520509	Telephone	2,735	2,735	2,735
200	200	200	520521	Public Information	100	100	100
920	800	1,370	520530	Memberships	1,670	1,670	1,670
158	158	450	520557	Intergovernmental Services	450	450	450
2,042	1,858	1,858	520578	Insurance & Bonds	2,050	2,050	2,050
1,216	1,218	1,825	521003	Training/Conferences	2,075	2,075	2,075
11,641	11,378	12,800	521150	Professional Services	11,300	11,300	11,300
453	748	0	521168	Misc Medical Services	0	0	0
1,531	1,928	2,500	522003	Equipment Maint & Oper Supplies	3,000	3,000	3,000
700	614	500	522012	Fuel/Oil	500	500	500
65,186	76,583	81,538	522021	Equipment Fund Charges	84,945	84,945	84,945
1,422	1,685	1,685	522022	Information Systems Fund	1,685	1,685	1,685
0	0	500	522306	Rents & Leases	500	500	500
18,130	24,245	20,800	522312	Facility Maintenance Supplies	23,700	23,700	23,700
12,567	4,643	9,500	522315	Facility Mnt/Repairs	19,500	19,500	19,500
127,146	145,956	156,356		TOTAL MATERIALS & SERVICES	173,334	173,334	173,334
530,579	561,466	609,050		TOTAL PARKS & REC EXPENDITURES	657,470	657,470	657,470

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

In May of 2012, the voters of the City of Forest Grove voted to increase the local option levy from \$1.35 per \$1,000 of assessed value to \$1.60. This becomes effective July 1, 2013, and hence revenue from the local option levy is increasing when compared to FY 12-13.

Property taxes, however, remain flat when compared to FY 12-13. The main factor contributing to this is a property tax appeal filed by a major industrial property. The result of this appeal could mean the removal of approximately \$20 million from Forest Grove's assessed value, and this conservative assumption has been built into the property tax revenues below. The property tax value to Forest Grove is approximately \$80,000 of foregone revenue. Additionally, the City at this time is not expecting much assessed value growth in the commercial or industrial sectors.

The Metro Construction Excise Tax and the School District Construction Excise Tax revenues and pass-through expenditures are recorded in this department, and are expected to increase in FY 13-14. State Shared Revenue is trending up, and FY 13-14 includes about a \$28,000 increase in that revenue source.

The Transfer from Other Funds account represents replenishing the General Fund for the purchase of the Times-Litho Building. That purchase was made in FY 12-13 from the General Fund, drawing down its reserves. The City desires to pay back the reserves, with the transfer coming out of the Risk Management Fund. Additionally, \$6,750 is being transferred from the Street Tree Fund, representing the costs of administering that fund.

NON-DEPT

BUDGET DETAIL

**FY 13-14 Revenues
GENERAL FUND - NON-DEPARTMENTAL REVENUE
Fund & Dept: 100-18**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
LOCAL TAXES							
4,418,392	4,551,852	4,633,185	411003	Property Taxes	4,696,904	4,696,904	4,696,904
1,507,411	1,551,608	1,581,332	411010	Local Option Levy	1,899,946	1,899,946	1,899,946
186,564	115,370	135,000	411150	Property Tax Prior Years	110,000	110,000	110,000
520,395	554,243	535,302	413001	Franchise Tax	557,811	557,811	557,811
6,632,762	6,773,073	6,884,819		TOTAL LOCAL TAXES	7,264,661	7,264,661	7,264,661
INTERGOVERNMENTAL REVENUE							
165,135	180,224	171,000	420020	State Revenue Sharing	199,500	199,500	199,500
25,822	56,710	45,000	420055	Metro Construction Excise Tax	60,000	60,000	60,000
52,697	55,581	50,000	422045	Transient Room Tax	55,500	55,500	55,500
156,255	200,783	187,000	422055	SD 15 Construction Excise Tax	350,000	350,000	350,000
399,909	493,298	453,000		TOTAL INTERGVMNT REVENUE	665,000	665,000	665,000
MISCELLANEOUS REVENUE							
36,382	56,041	52,000	470105	Interest	56,000	56,000	56,000
36,382	56,041	52,000		TOTAL INTEREST	56,000	56,000	56,000
TRANSFERS & REIMBURSEMENTS							
883,635	882,207	1,032,584	480050	In-Lieu Of Transfer	1,025,179	1,025,179	1,025,179
19,663	13,783	0	481005	Transfer From Other Funds	830,000	836,750	836,750
903,298	895,990	1,032,584		TOTAL TRANSFERS	1,855,179	1,861,929	1,861,929
FUND BALANCE AVAILABLE							
4,373,806	4,434,289	4,590,795	495005	Fund Bal Avail For Approp.	3,904,737	3,904,737	3,904,737
4,373,806	4,434,289	4,590,795		TOTAL FUND BALANCE	3,904,737	3,904,737	3,904,737
12,346,157	12,652,691	13,013,198		TOTAL RESOURCES	13,745,577	13,752,327	13,752,327

NON-DEPT

**FY 13-14 Expenditures
Non-Departmental
Fund & Dept:100-18**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
MATERIALS AND SERVICES							
25,144	59,946	42,750	520547	Metro Construction Excise Tax	57,000	57,000	57,000
126,588	181,486	179,520	520549	SD15 Construct Excise Tax Pymt	336,000	336,000	336,000
	20,950	0	521150	Professional Services	0	0	0
151,732	262,382	222,270		TOTAL MATERIALS AND SERVICES	393,000	393,000	393,000
CONTINGENCY							
0	0	1,240,795	580206	Contingency	1,174,991	1,174,991	1,174,991
0	0	1,240,795		TOTAL CONTINGENCY	1,174,991	1,174,991	1,174,991
TRANSFERS							
545,000	50,000	350,000	570127	Transfer To Other Funds	0	0	0
545,000	50,000	350,000		TOTAL TRANSFERS	0	0	0
UNAPPROPRIATED ENDING FUND BAL							
0	0	3,000,000	590304	Unappropriated Ending Fund Bal	3,706,750	3,701,750	3,701,750
0	0	3,000,000		TOT UNAPPROPRIATE END FD BAL	3,706,750	3,701,750	3,701,750
696,732	312,382	4,813,065		TOTAL NON-DEPARTMENTAL EXPEND.	5,274,741	5,269,741	5,269,741

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. In FY 2012-13, the department employs 29 sworn officers, including a chief, two captains (division commanders), four sergeants (including one detective sergeant), two detectives, and 19 patrol officers (including one school resource officer and one transit division officer). The department also employs two non-sworn, part-time community service officers, a support unit supervisor, an evidence technician, and two records specialists. A volunteer chaplain and a volunteer event coordinator also serve the members of the department and the community.

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 operations division includes all patrol function, community service officers, training and the reserve program. The Operations Division Commander serves on the county Technical Advisory Committee, the Police Users Group and locally on the Traffic Review Board. 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 community service officers coordinate the Neighborhood Watch program, code enforcement activities, for example parking, the abandoned vehicle program, and graffiti tracking, as well as many other events such as National Night Out and monthly landlord forums.

The administrative division includes evidence/property room, records, investigations, volunteers and community outreach, public information officer duties, equipment procurement, (except the fleet) and specialty assignment overview including the School Resource Officer. The Police fleet replacement and additional needs are coordinated in partnership with Public Works through the Equipment Fund. 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 investigations staff has also assisted on a Governor appointed task force in new state-wide legislation on the protection of elder abuse victims and prosecution in these cases.

In April 2013, the department hosted its fifth annual Citizen's Academy, graduating 21 citizens with an increased insight and knowledge into the services provided by the department for the community. It was the most successful of the academy classes to date which began with the first course back in 2009. The Citizen's Academy has evolved beyond the lecture format to live action and media intensive presentations. It 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, case studies, patrol operations and investigations.

The department continues to fund its 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.

The department continues to host an annual National Night Out event which is well received and attended by the community.

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. A Forest Grove detective continues to work on the creation of new and updated 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*

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Reports	3,209	3,520	3,677	3,736
Case Closed by Arrest*	940	792	690	883
Traffic Citations	1,856	1,402	1,659	1,363
Traffic Written Warnings	978	357	177	985
Motor Vehicle Crash Reports (Total)	136	134	217	104
Graffiti Follow-Up (CSO)	342	170	94	78
Abandoned Vehicle Cases (CSO)	442	288	245	347
Total Traffic Stops	5,636	5,633	7,802	5,639
Total Calls for Service	21,051	20,626	22,710	20,489

**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 budget is increasing approximately 4.5% in FY 13-14 when compared to FY 12-13. Overall, labor costs in the Police Department are increasing about 5%. Within this 5%, the Police Department is enhancing its code enforcement efforts by extending a vacant half-time Community Services Officer to full-time. This will allow the Police Department to put more emphasis on code enforcement, including graffiti. Code enforcement has been one of the City Council’s top goals, and continues to be an area of concern for citizens as expressed in the citizen survey conducted by the City. Cost-of-living, step increases, and benefit changes are also part of the 5% increase in the Personnel Services category.

The Material and Services category of the Police budget is also increasing by about 5%. This increase includes the contract fee for the Washington County Consolidated Communications Agency (WCCCA), which is 4% in FY 13-14. Equipment fund charges are increasing by 6%, reflecting the cost of maintaining and replacing the Police fleet. In FY 13-14, the Police Department will be replacing the Ford Expedition, the Community Service Officer’s van, the Honda motorcycle, and the last Crown Victoria Patrol vehicle. The Police Department proposes to purchase cameras and a drug collection box, increasing the Small Equipment line item by about \$2,000.

Replacing radios is once again budgeted in the capital outlay section of the budget.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	5.00	4.00	4.00
Transit Police Officer	1.00	1.00	1.00
Police Officer	20.00	21.00	21.00
Police Evidence Technician	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00
Community Service Officer (1 part-time)	1.00	1.00	1.50
Support Unit Supervisor	1.00	1.00	1.00
TOTAL	34.00	34.00	34.50

POLICE

BUDGET DETAIL

**FY 13-14 Revenues
GENERAL FUND - Police
Fund & Dept: 100-21**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				INTERGOVERNMENTAL REVENUE			
274,926	263,038	255,000	420005	Alcoholic Beverages	285,000	285,000	285,000
274,926	263,038	255,000		TOTAL INTERGVMNT REVENUE	285,000	285,000	285,000
				GRANTS			
0	32,662	22,663	430214	Homeland Security Grant	0	0	0
7,111	7,186	0	430328	Justice Assistance Grant	0	0	0
5,460	2,990	3,000	430335	DEC/DUII Police Grant	3,000	3,000	3,000
0	5,000	0	430587	Grant Match - Other Agencies	0	0	0
12,571	47,838	25,663		TOTAL GRANTS	3,000	3,000	3,000
				CHARGES FOR SERVICES			
2,316	3,722	2,850	440025	Copy Service	3,570	3,570	3,570
2,316	3,722	2,850		TOTAL CHARGES FOR SERVICES	3,570	3,570	3,570
				LICENSES, PERMITS, FEES			
2,662	2,621	2,400	450050	Liquor Licenses	2,500	2,500	2,500
78	0	100	450051	Police Permits	100	100	100
483	607	0	450057	Other	0	0	0
300	217	250	450225	Impound Fees	300	300	300
3,522	3,444	2,750		TOTAL LICENSES, PERMITS, FEES	2,900	2,900	2,900
				FINES			
33,952	39,673	33,000	460105	State Court Fines	35,000	35,000	35,000
100	206	100	460116	Immobilization Fees	0	0	0
34,052	39,879	33,100		TOTAL FINES	35,000	35,000	35,000
				MISCELLANEOUS			
946	2,842	0	471021	Donations	0	0	0
2,472	-1,280	0	472005	Miscellaneous	0	0	0
3,417	1,562	0		TOTAL MISCELLANEOUS	0	0	0
				TRANSFERS & REIMBURSEMENTS			
3,613	2,903	0	480006	Reimbursements	0	0	0
116,667	101,761	112,620	480009	Trimet Officer Reimbursement	121,609	121,609	121,609
53,330	54,397	57,868	480010	Sro Reimbursement	58,659	58,659	58,659
2,401	0	0	480011	School District Overtime	0	0	0
176,010	159,060	170,488		TOTAL TRANSFERS & REIMBRSMN	180,268	180,268	180,268
506,814	518,543	489,851		TOTAL RESOURCES	509,738	509,738	509,738

POLICE

FY 13-14 Expenditures

Police Dept

Fund & Dept: 100-21

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONNEL SERVICES							
2,177,871	2,288,863	2,362,776	511005	Regular Employee Wages	2,463,603	2,463,603	2,463,603
30,608	41,826	44,488	511010	Part-Time Employee Wages	25,260	25,260	25,260
122,162	120,060	152,048	511015	Overtime	152,048	152,048	152,048
10,434	0	0	511021	Unemployment Compensation	21,770	21,770	21,770
429,563	468,010	501,182	512005	Health/Dental Benefits	543,397	543,397	543,397
44,916	44,890	31,819	512008	Health Reimb Arrange	32,739	32,739	32,739
394,282	409,957	444,668	512010	Retirement	484,974	484,974	484,974
176,546	185,738	195,471	512015	FICA	201,709	201,709	201,709
65,591	61,189	62,746	512020	Worker's Comp	64,689	64,689	64,689
14,344	13,448	14,423	512025	Other Benefits	14,856	14,856	14,856
16,897	17,992	18,995	512030	Other Payroll Taxes	19,610	19,610	19,610
3,483,215	3,651,974	3,828,616		TOTAL PERSONNEL SERVICES	4,024,656	4,024,656	4,024,656
MATERIALS & SERVICES							
17,185	19,987	22,202	520110	Operating Supplies	24,885	24,885	24,885
1,091	1,714	1,505	520120	Organization Business Expense	2,705	2,705	2,705
16,405	19,648	20,760	520130	Personnel Uniforms & Equipm	20,760	20,760	20,760
3,629	4,808	2,814	520150	Utilities	3,048	3,048	3,048
0	0	0	520190	Computer Software	50	50	50
3,294	2,209	3,000	520220	Small Equipment	5,195	5,195	5,195
7,734	7,792	5,000	520225	Reserve Officer Expenses	4,000	4,000	4,000
517	1,231	500	520270	Miscellaneous	500	500	500
	1,727	0	520274	Hands and Words Project	3,273	3,273	3,273
3,651	1,528	3,528	520503	Printing	3,150	3,150	3,150
2,014	2,027	2,000	520506	Postage	1,500	1,500	1,500
12,172	18,639	15,825	520509	Telephone	15,825	15,825	15,825
0	0	0	520518	Volunteer Reim Expense	300	300	300
2,421	3,029	2,789	520521	Public Information	2,985	2,985	2,985
25	0	1,555	520524	Publications	1,555	1,555	1,555
2,285	2,000	2,932	520530	Memberships	2,100	2,100	2,100
167,061	182,835	185,155	520558	WCCCA	191,878	191,878	191,878
9,797	10,076	10,020	520557	Intergovernmental Services	9,770	9,770	9,770
28,441	25,881	25,881	520578	Insurance & Bonds	28,469	28,469	28,469
21,199	19,775	25,200	521003	Training/Conferences	25,200	25,200	25,200
4,232	3,734	4,083	521150	Professional Services	3,925	3,925	3,925
5,833	4,947	3,717	521168	Misc Medical Services	2,950	2,950	2,950
2,099	4,212	2,368	522003	Equip Maint & Oper Supplies	2,350	2,350	2,350
467	252	1,000	522009	Vehicle Maint & Oper. Suppl	1,000	1,000	1,000
5	22	500	522010	Vehicle Maint External	500	500	500
0	530	0	522012	Fuel/Oil	100	100	100
149,430	180,168	189,177	522021	Equipment Fund Charges	201,010	201,010	201,010
24,197	24,026	23,355	522022	Information Systems Fund	23,355	23,355	23,355
6,541	4,456	6,060	522306	Rents & Leases	6,060	6,060	6,060
2,367	1,716	1,611	522312	Facility Mainten Supplies	1,600	1,600	1,600
3,880	4,785	3,520	522315	Facility Mnt/Repairs	3,516	3,516	3,516
497,972	553,754	566,058		TOTAL MATERIALS & SERVICE	593,514	593,514	593,514
CAPITAL OUTLAY							
0	0	10,800	550181	Major Tools & Work Equip	10,800	10,800	10,800
670	44,964	22,663	550185	Homeland Security	0	0	0
670	44,964	33,463		TOTAL CAPITAL OUTLAY	10,800	10,800	10,800
3,981,857	4,250,692	4,428,137		TOTAL POLICE EXPENDITURES	4,628,970	4,628,970	4,628,970

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 2013-14 is increasing approximately 2% over FY 2012-13. One major offset leading to this small increase is the removal of a grant for \$40,800. Salary and benefits are increasing only about 1%. While this includes staff cost-of-living, step increases, and benefit changes, it is important to note that two staff members have been re-allocated to a new fund – the Fire SAFER Fund. This new fund was created to track the SAFER grant revenues and expenses.

The material and services category is increasing about 13.6%, and includes an 8.8% increase to the Washington County Consolidated Communications Agency (WCCCA) account, and a 10% increase to the fuel budget. Other additions include one-time items of remodeling the kitchen countertops, adding an amenity to block pedestrian access to the back parking lot, such as a fence or bushes, and purchasing rescue equipment such as various saws to cut through concrete, roofs and exterior walls. The Equipment Fund Charges are increasing to reflect the Fire Department's share of the Chaplain's vehicle.

In FY 13-14, the Department plans on replacing its tender, budgeted in the Fire Equipment Replacement Fund. The tender 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

	Appropriated	Appropriated	Proposed
	FY 11-12	FY 12-13	FY 13-14
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	0.00	0.00	0.00
Fire Dept Assistant	0.50	0.50	0.50
TOTAL	19.50	19.50	19.50

BUDGET DETAIL

FY 13-14 Revenues								
GENERAL FUND - Fire Department								
Fund & Dept: 100-22								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
INTERGOVERNMENTAL REVENUE								
32,185	31,275	31,000	420015	Cigarette	28,380	28,380	28,380	
424,543	437,693	452,368	420050	Rural Fire District	479,777	479,777	479,777	
456,728	468,968	483,368		TOTAL INTERGVMINT REVENUE	508,157	508,157	508,157	
GRANTS								
0	28,278	40,800	430214	Homeland Security Grant	0	0	0	
0	28,278	40,800		TOTAL GRANTS	0	0	0	
CHARGES FOR SERVICES								
102	125	107	440025	Copy Service	130	130	130	
102	125	107		TOTAL CHARGES FOR SERVICES	130	130	130	
LICENSES, PERMITS, FEES								
0	10	0	450057	Other	0	0	0	
0	10	0		TOTAL LICENSES, PERMITS, FEES	0	0	0	
MISCELLANEOUS REVENUE								
718	290	0	472005	Misellaneous	0	0	0	
718	290	0		TOTAL MISCELLANEOUS REVENUE	0	0	0	
TRANSFERS & REIMBURSEMENTS								
18,700	37,400	40,256	480008	Cornelius Fire Dept Reimb For Chief	44,765	44,765	44,765	
27,685	4,747	2,500	480015	Fire Dept Reimbursement	5,500	5,500	5,500	
5,837	5,740	4,200	480017	Fire Dept Inspection Reimb	5,740	5,740	5,740	
52,222	47,887	46,956		TOTAL TRANSFERS & REIMBRSMNTS	56,005	56,005	56,005	
509,769	545,558	571,231		TOTAL RESOURCES	564,292	564,292	564,292	

**FY 13-14 Expenditures
Fire Dept: Fund 100; Dept 22
Fund & Dept: 100-22**

2010-11 Actual	2011-12 Budgeted	2012-13 Adopted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONNEL SERVICES							
1,395,589	1,427,214	1,462,268	511005	Regular Employee Wages	1,458,167	1,458,167	1,458,167
14,208	16,671	16,846	511010	Part Time	17,680	17,680	17,680
100,424	90,780	93,700	511015	Overtime	93,700	93,700	93,700
61,294	58,000	62,880	511019	Volunteer Stipend	62,880	62,880	62,880
14,452	20,000	20,000	511020	Temporary Wages	20,000	20,000	20,000
1	0	0	511021	Unemployment Compensation	0	0	0
270,854	297,021	322,860	512005	Health/Dental Benefits	335,539	335,539	335,539
12,885	13,447	13,598	512008	Health Reimb Arrange	13,876	13,876	13,876
262,725	289,724	301,227	512010	Retirement	316,330	316,330	316,330
117,640	123,019	126,310	512015	FICA	126,060	126,060	126,060
28,099	26,640	27,291	512020	Worker's Comp	26,958	26,958	26,958
9,726	7,786	9,215	512025	Other Benefits	9,193	9,193	9,193
11,583	11,746	12,292	512030	Other Payroll Taxes	12,269	12,269	12,269
2,646	2,646	2,646	512035	Volunteer Fringe Benefits	2,646	2,646	2,646
2,302,126	2,384,695	2,471,134		TOTAL PERSONNEL SERVICES	2,495,297	2,495,297	2,495,297
MATERIALS & SERVICES							
14,222	14,000	14,000	520110	Operating Supplies	16,000	16,000	16,000
4,395	4,300	4,300	520120	Organization Business Expense	4,300	4,300	4,300
15,299	14,000	14,000	520130	Personnel Uniforms & Equipment	15,000	15,000	15,000
18,107	24,937	26,257	520150	Utilities	26,953	26,953	26,953
418	0	0	520200	Computer Software Maintenance	0	0	0
8,227	8,000	8,000	520220	Small Equipment	9,000	9,000	9,000
34,831	64,200	62,400	520230	Tools - 50/50	104,800	104,800	104,800
2,319	2,800	2,800	520300	Emergency Operations Center	3,100	3,100	3,100
47	700	500	520503	Printing	500	500	500
608	900	700	520506	Postage	700	700	700
6,927	4,000	4,000	520509	Telephone	4,500	4,500	4,500
1,520	1,800	1,800	520521	Public Information	1,800	1,800	1,800
1,443	1,490	1,490	520524	Publications	1,490	1,490	1,490
1,199	1,000	1,000	520530	Memberships	1,000	1,000	1,000
121,818	142,931	151,444	520558	WCCCA	164,730	164,730	164,730
1,285	1,400	1,400	520557	Intergovernmental Services	1,400	1,400	1,400
27,088	24,650	24,650	520578	Insurance & Bonds	27,115	27,115	27,115
25,651	26,600	27,000	521003	Training/Conferences	27,000	27,000	27,000
38,963	41,540	29,040	521150	Professional Services	29,040	29,040	29,040
2,000	0	0	521165	Contracts For Services	0	0	0
13,557	21,750	26,000	521168	Misc Medical Services	26,000	26,000	26,000
4,984	5,000	5,700	522003	Equipment Maint & Oper Supplies	6,000	6,000	6,000
48,747	50,000	50,000	522009	Vehicle Maint & Oper Supplies	50,000	50,000	50,000
26,182	24,500	26,950	522012	Fuel/Oil	29,645	29,645	29,645
2,000	2,334	2,532	522021	Equipment Fund Charges	4,342	4,342	4,342
15,455	15,334	16,290	522022	Information Systems Fund	18,101	18,101	18,101
775	1,000	1,000	522303	Custodial	1,000	1,000	1,000
2,964	3,000	3,000	522312	Facility Maintenance Supplies	3,000	3,000	3,000
12,950	9,500	9,500	522315	Facility Mnt/Repairs	9,500	9,500	9,500
453,979	511,666	515,753		TOTAL MATERIALS & SERVICES	586,016	586,016	586,016
CAPITAL OUTLAY							
0	29,000	40,800	550185	Homeland Security	0	0	0
0	29,000	40,800		TOTAL CAPITAL OUTLAY	0	0	0
2,756,105	2,925,361	3,027,686		TOTAL FIRE SERVICE EXPENDITURES	3,081,313	3,081,313	3,081,313

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.

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, and building code provisions.

DEPARTMENT GOALS

Planning:

- Complete the Comprehensive Plan update (Periodic Review) work program approved by City Council and Oregon DLC. Address the City Council to promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city.
- Complete the 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 City's Boards, Commissions and Committees, and evaluate a permanent City Sustainability Committee.
- Obtain a decision on the adoption of an Urban Renewal Program that is funded by Metro through Construction Excise Tax funds.
- Work with Ride Connection to establish expanded transit service for the Forest Grove community.
- Complete Westside Planning Program subject to obtaining Metro funding.
- 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 for FY 13-14 is decreasing approximately 20%, reflecting the removal of one-time grant monies to update the Transportation System Plan consistent with the Periodic Review effort. The grant to study the feasibility for an Urban Renewal District has been spent down, and a small amount is carrying over from FY 12-13 to 13-14. Personnel services are increasing approximately 4%, reflecting cost-of-living and benefit adjustments, as well as two reallocations: the Senior Planner from the Street Fund to the General Fund, because the Street Fund can no longer afford the allocation of the Planner's time; and the Director will be splitting his time 50/50 between Planning and Building, a change from FY 12-13, where his time was split 60/40, respectively. Although the cost allocation of the Senior Planner is occurring, transportation planning will still occur. Intergovernmental Services include funds to partner with Metro for technical assistance to complete various projects such as the Westside Study.

Building Permits Fund:

Revenue: The Building Services function is sustained by revenue collected through building related permits. Building activity in Forest Grove has rebounded, and the City expects to realize approximately \$170,000 more in revenue in FY 13-14, representing an increase of 53%. Forest Grove is exploring operating the City of Cornelius' Building Permit function, which is anticipated to bring in an additional \$50,000. Fund balance has significantly increased, representing increased building activity in FY 12-13 – more revenue was brought in than anticipating, accruing to fund balance.

Expenditure: Overall, the Building Services expenditure budget is proposed to increase approximately \$750,000 when compared to FY 12-13, due to robust building activity. About \$444,000 of this is adding to fund balance. Due to this increased activity, Building Services is proposing to add an additional Building Inspector in FY 13-14. As mentioned in the Revenue paragraph above, Forest Grove is exploring operating the City of Cornelius' Building Permit function, and so this position will also be able to absorb the Building permit activity from them, which is expected to only add marginal additional work. Further, Building Services is proposing to add part-time help for 3 to 4 months, in order to help the department weather what appears to be a cyclical peak in activity. If the increased activity continues, Building Services will re-evaluate staffing needs. Also, the Department Director time will be split 50/50 with Planning, instead of 60% to Planning and 40% to Building.

Other changes include adding resources to Professional Services, in order to digitize existing microfiche, and also outsource expected commercial structural engineering reviews. The Contingency is proposed to more than double, from \$100,000 in FY 12-13 to \$250,000 in FY 13-14. These funds are set aside in the event that building activity increases are more than projected and the department finds the need for additional outsourcing or staffing resources.

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Planning			
Director of Community Development	0.75	0.60	0.50
Senior Planner	1.50	1.80	2.00
Permit Coordinator	0.50	0.30	0.30
Building Permits Fund			
Director of Community Development	0.25	0.40	0.50
Building Official	1.00	1.00	1.00
Building Inspector	1.00	1.00	2.00
Permit Coordinator	0.50	0.70	0.70
TOTAL	5.50	5.80	7.00

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

BUDGET DETAIL – BUILDING: PLEASE SEE SPECIAL REVENUE SECTION FOR BUILDING DETAIL.

BUDGET DETAIL – PLANNING

**FY 13-14 Revenues
GENERAL FUND - Planning Department
Fund & Dept: 100-31**

COMM. DEV. - PLANNING

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				GRANTS			
13,408	0	4,000	430460	SHPO Grant	12,800	12,800	12,800
0	21,250	132,500	430587	Grant - Other Agencies	15,000	15,000	15,000
13,408	21,250	136,500		TOTAL GRANTS	27,800	27,800	27,800
				CHARGES FOR SERVICES			
1,663	1,399	1,000	440020	Code Enforcement Revenue	1,500	1,500	1,500
21	28	78	440025	Copy Service	84	84	84
55,362	73,078	62,008	440029	General Fund Spt Svc (522023)	73,546	73,546	73,546
57,045	74,505	63,086		TOTAL CHARGES FOR SERVICES	75,130	75,130	75,130
				LICENSES, PERMITS, FEES			
12,835	10,519	10,600	450054	Metro Business License	10,500	10,500	10,500
8,264	360	0	450057	Other	0	0	0
17,331	52,391	21,560	450101	Planning Fees	48,000	48,000	48,000
38,430	63,270	32,160		TOTAL LICENSES, PERMITS, FEES	58,500	58,500	58,500
				MISCELLANEOUS REVENUE			
25	0	0	471021	Donations	0	0	0
25	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
108,909	159,024	231,746		TOTAL RESOURCES	161,430	161,430	161,430

FY 13-14 Expenditures

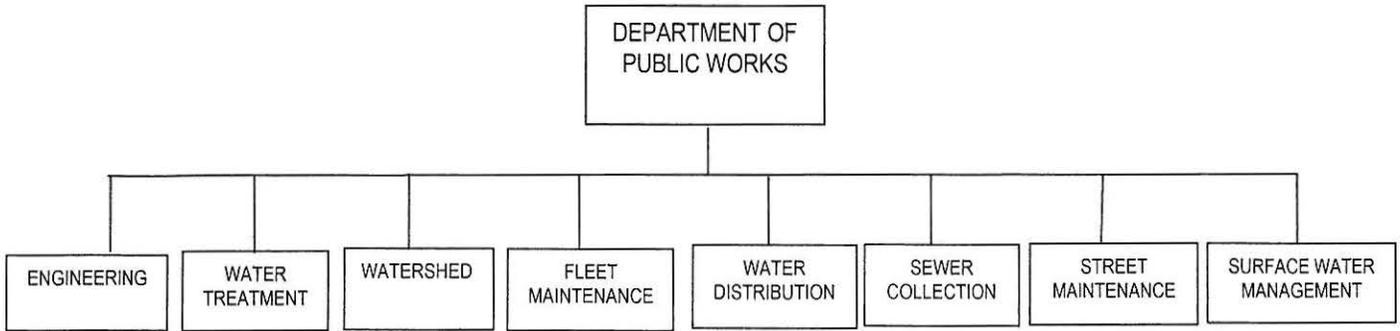
Planning

Fund & Dept: 100-31

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONNEL SERVICES							
239,009	209,853	216,079	511005	Regular Employee Wages	225,288	225,288	225,288
0	0	3,000	511010	Part-Time Employee Wages	0	0	0
32,302	32,448	33,841	512005	Health/Dental Benefits	33,865	33,865	33,865
2,353	2,051	2,146	512008	Health Reimb Arrange	2,240	2,240	2,240
48,176	42,092	44,212	512010	Retirement	49,061	49,061	49,061
17,792	15,727	16,760	512015	Fica	17,235	17,235	17,235
305	281	296	512020	Worker'S Comp	303	303	303
1,763	1,619	1,190	512025	Other Benefits	1,239	1,239	1,239
1,724	1,536	1,617	512030	Other Payroll Taxes	1,663	1,663	1,663
343,425	305,606	319,141		TOTAL PERSONNEL SERVICES	330,894	330,894	330,894
MATERIALS & SERVICES							
801	832	2,112	520110	Operating Supplies	2,112	2,112	2,112
909	1,400	1,160	520120	Organization Business Expense	1,700	1,700	1,700
4,211	2,089	4,500	520170	Code Enforcement Expenditures	4,500	4,500	4,500
650	2,350	0	520190	Computer Software	0	0	0
650	650	3,000	520200	Computer Software Licenses	3,000	3,000	3,000
0	120	0	520220	Small Equipment	0	0	0
62	3	3,350	520503	Printing	4,050	4,050	4,050
3,028	2,517	2,400	520506	Postage	2,400	2,400	2,400
607	494	850	520509	Telephone	850	850	850
2,604	898	6,000	520521	Public Information	9,200	9,200	9,200
621	119	400	520524	Publications	400	400	400
960	820	2,600	520530	Memberships	2,600	2,600	2,600
746	0	6,650	520557	Intergovernmental Services	11,700	11,700	11,700
267	824	0	520569	Forestry Commission	0	0	0
468	426	426	520578	Insurance & Bonds	469	469	469
542	924	1,300	521003	Training/ Conferences	1,300	1,300	1,300
11,434	11,165	10,000	521113	Attorney Services	10,000	10,000	10,000
0	39,974	150,000	521150	Professional Services	26,500	26,500	26,500
5,218	4,715	4,080	522003	Equipment Maint & Oper Supplies	4,080	4,080	4,080
1,740	1,787	1,807	522021	Equipment Fund Charges	1,999	1,999	1,999
4,133	3,946	3,946	522022	Information Systems Fund	3,946	3,946	3,946
1,573	1,573	1,573	522309	Building/Facility Rental	1,573	1,573	1,573
2,076	474	4,080	523006	SHPO Grant Expenses	80	80	80
43,298	78,101	210,234		TOTAL MATERIALS & SERVICES	92,459	92,459	92,459
386,723	383,706	529,374		TOTAL PLANNING EXPENDITURES	423,353	423,353	423,353

COMM. DEV. - PLANNING

ENGINEERING



MISSION STATEMENT

To ensure that the construction of public improvements conform to accepted standards. Public improvements generally consist of streets, storm drain, water, and sanitary sewers. 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 13-14 is proposed to increase about \$35,000, just under 6%. Labor costs are increasing approximately 5%, representing cost-of-living adjustments and changes in employee benefits. Additionally, the Engineering Department is proposing to partner with Light and Power and Administrative Services to undergo an assessment of the City's use of and need for geographic

information system (GIS) mapping and software, to ensure the City is keeping up with technological advances. GIS software is used to capture, store, manipulate, analyze, manage and present all types of geographical data in layers, for example, city infrastructure such as water pipes and electrical lines. Effective software can provide a solid analytical foundation for services that rely on location, such as planning and maintaining infrastructure, managing growth, and emergency response.

Below is a sampling of projects the Engineering Department will be working on in FY 13-14:

- Completing the crossings at Thatcher and Gales Creek Highway (carry-over from FY 12-13)
- Completing the Safe Routes to School project near Harvey Clark (carry-over from FY 12-13)
- Improving the intersection of TV Highway and Quince/Highway 47 (carry-over from FY 12-13)
- 26th Avenue improvements from Hawthorne to Sunset
- Working with Pacific University on improvements to University Avenue

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.

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Director of Public Works	1.00	1.00	1.00
Project Engineer	2.00	2.00	2.00
Engineering Technician	1.00	1.00	1.00
Administrative Assistant	0.60	0.60	0.60
Administrative Specialist II	0.40	0.40	0.40
TOTAL	5.00	5.00	5.00

BUDGET DETAIL

FY 13-14 Revenues								ENGINEERING
GENERAL FUND - Engineering Department								
Fund & Dept: 100-51								
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted	
CHARGES FOR SERVICES								
1,567	684	1,375	440025	Copy Service	1,512	1,512	1,512	
538,402	519,284	552,676	440029	General Fund Spt Svc (522023)	563,748	563,748	563,748	
539,969	519,967	554,051		TOTAL CHARGES FOR SERVICES	565,260	565,260	565,260	
LICENSES, PERMITS, FEES								
5,863	27,294	13,189	450122	Engineering Inspection Fees	33,000	33,000	33,000	
5,863	27,294	13,189		TOTAL LICENSES, PERMITS, FEES	33,000	33,000	33,000	
545,831	547,262	567,240		TOTAL RESOURCES	598,260	598,260	598,260	

**FY 13-14 Expenditures
Engineering
Fund & Dept: 100-51**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONNEL SERVICES							
353,873	323,739	333,730	511005	Regular Employee Wages	344,514	344,514	344,514
1,198	26,918	38,819	511010	Part Time Wages	32,554	32,554	32,554
0	80	0	511015	Overtime	0	0	0
3,859	7,981	0	511020	Temporary Employee Wages	0	0	0
60,312	50,334	58,604	512005	Health/Dental Benefits	72,751	72,751	72,751
2,870	2,758	2,768	512008	Health Reimb Arrangement	3,390	3,390	3,390
70,935	64,239	67,653	512010	Retirement	74,248	74,248	74,248
27,031	27,338	28,500	512015	FICA	28,846	28,846	28,846
2,957	2,824	2,970	512020	Worker's Comp	3,003	3,003	3,003
2,957	3,211	2,245	512025	Other Benefits	2,269	2,269	2,269
2,603	2,639	2,769	512030	Other Payroll Taxes	2,793	2,793	2,793
528,594	512,061	538,057		PERSONNEL SERVICES	564,367	564,367	564,367
MATERIALS & SERVICES							
2,874	2,078	2,500	520110	Operating Supplies	2,500	2,500	2,500
124	512	250	520120	Organization Business Expense	250	250	250
0	0	500	520130	Personnel Uniforms & Equipment	500	500	500
2,983	432	3,000	520190	Computer Software	3,000	3,000	3,000
650	2,461	0	520200	Computer Software Licenses	0	0	0
758	13	3,300	520220	Small Equipment	3,300	3,300	3,300
1,572	1,113	2,100	520503	Printing	2,100	2,100	2,100
1,890	559	550	520506	Postage	550	550	550
960	741	2,550	520509	Telephone	2,550	2,550	2,550
1,568	720	0	520521	Public Information	0	0	0
192	245	990	520524	Publications	990	990	990
1,885	1,590	1,600	520530	Memberships	1,750	1,750	1,750
0	250	650	520557	Intergovernmental Services	650	650	650
961	875	875	520578	Insurance & Bonds	963	963	963
2,192	1,620	2,550	521003	Training/ Conferences	2,550	2,550	2,550
0	2,285	3,000	521113	Attorney Services	3,000	3,000	3,000
655	13,249	10,520	521150	Professional Services	18,520	18,520	18,520
2,318	2,398	4,060	522003	Equipment Maint & Oper Supplies	4,060	4,060	4,060
14,088	16,784	17,621	522021	Equipment Fund Charges	17,980	17,980	17,980
12,267	9,502	9,502	522022	Information Systems Fund	9,502	9,502	9,502
0	0	100	522306	Rents & Leases	100	100	100
0	465	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
0	366	0	522315	Facility Mnt/Repairs	0	0	0
47,936	58,257	66,218		TOTAL MATERIALS & SERVICES	74,815	74,815	74,815
576,531	570,319	604,275		TOTAL ENGINEERING EXPENDITURES	639,182	639,182	639,182

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 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

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

LIGHT AND POWER

BUDGET HIGHLIGHTS

Revenue: Because the Bonneville Power Administration (BPA) is proposing to increase their rates to the City, Light and Power will be considering a slight increase to rates in the fall of 2013. An increase of approximately 3% in the Charges for Services revenue category has been included to capture not only this potential, but also to capture new utility accounts as Forest Grove grows. The overall operating revenue to the Light and Power Department is increasing just over 3% when compared to FY 12-13, including not only charges for services just discussed, but also revenue from sale of scrap, interest, and the Industrial Conservation Reimbursement from BPA.

Expenditure: Overall, the expenditure budget for Light and Power is increasing by approximately 2.5%. Labor costs of the department are increasing approximately 3%. This reflects the addition of an Apprentice Lineman, but the addition is offset by discontinuing the services of the temporary Systems Engineer in the fall of 2013. Cost-of-living adjustments and benefit changes are also included.

The Materials and Services category remains flat when compared to FY 12-13. This includes an addition of approximately \$90,000 to accelerate the purchase of radio-read meters, to take advantage of bulk discounts. The Purchase Power budget item is decreasing about 2%, to line up better with recent trends of use and power purchases. The department will partner with the Engineering Department to undergo an assessment of the City’s use of and need for geographic information system (GIS) mapping and software, to ensure the City is keeping up with technological advances. GIS software is used to capture, store, manipulate, analyze, manage and present all types of geographical data in layers, for example, city infrastructure such as water pipes and electrical lines.

The Capital Outlay category remains relatively flat when compared to FY 12-13. Many one-time items were removed, while others were added. As the building remodel wraps up, those budgetary line-items have been removed, dropping the Building Improvements line item by \$432,000 when compared to FY 12-13, to \$78,500. Items remaining include landscaping, plumbing and signage. Capital items added include further design on the overall electric system – the substations and transformers. The Department will also work on various feeder extensions, loopings and upgrades for customers, such as for Pacific University and Rose Grove. The Department also plans on replacing a mower, and a double bucket truck, while the replacement of the Chevy Manlift is carrying over from FY 12-13.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</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	1.00	1.00	1.00
Working Foreman	2.00	2.00	2.00
Meter Relay Foreman	0.00	0.00	0.00
Meterman	2.00	0.00	0.00
Lead Meter Relay Technician		1.00	1.00
Lead Substation Meter/Relay Technician		1.00	1.00
Lineman	7.00	7.00	7.00
Apprentice Lineman	1.00	0.00	1.00
Apprentice Meterman	0.00	0.00	0.00
Journeyman Tree-Trimmer	2.00	2.00	2.00
Temp System Engineer		1.00	0.33
Electrical Engineer			1.00
Project Engineer	1.00	1.00	1.00
Engineering Tech	1.00	1.00	0.00
Meter Reader	1.32	1.32	1.32
Senior Utility Worker	2.00	2.00	2.00
Economic Dev. Coordinator	1.00	1.00	1.00
Economic Dev Intern	0.20	0.20	0.20
TOTAL	25.52	25.52	25.85

LIGHT AND POWER

BUDGET DETAIL**LIGHT AND POWER**

**FY 13-14 Revenues
Light & Power Fund
Fund & Dept: 610-41**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				GRANTS			
4,000	0	4,500	432290	Appa/Deed Grant	0	0	0
4,000	0	4,500		TOTAL GRANTS	0	0	0
				CHARGES FOR SERVICES			
				<i>Power Sales</i>			
6,927,044	7,134,229	7,462,612	440105	Residential Sales	7,562,118	7,562,118	7,562,118
600,998	617,389	640,174	440110	General Svc - 1 Ph Sales	664,624	664,624	664,624
588,064	629,290	645,644	440112	General Svc - 3 Ph Sales	661,831	661,831	661,831
1,687,375	1,689,515	1,742,469	440120	Industrial Svc - Specl Conctrc	1,829,600	1,829,600	1,829,600
3,475,194	3,641,159	3,720,540	440125	Large Commercial Industrial	3,942,009	3,942,009	3,942,009
67,952	66,881	71,062	440130	Public St. Lighting Sales	68,875	68,875	68,875
101,698	101,503	105,144	440135	Rental Lights	105,295	105,295	105,295
2,140	2,917	3,081	440140	Irrigation Service	5,927	5,927	5,927
10,804	10,036	9,840	440150	Green Power Units (225 Units)	10,800	10,800	10,800
<i>13,461,270</i>	<i>13,892,919</i>	<i>14,400,566</i>		<i>Total Power Sales</i>	<i>14,851,079</i>	<i>14,851,079</i>	<i>14,851,079</i>
2,275	1,925	1,500	440035	NSF Handling Charge	1,500	1,500	1,500
54,715	177,914	60,000	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
21,880	23,671	22,500	440175	Reconnect Charges	22,500	22,500	22,500
46,554	21,748	21,748	440180	Pole Rental	21,748	21,748	21,748
26,258	25,525	24,142	440302	Auditorium Rental	24,142	24,142	24,142
13,685,952	14,216,700	14,603,456		TOTAL CHARGES FOR SERVICES	15,053,969	15,053,969	15,053,969
				MISCELLANEOUS REVENUE			
0	0	0	425033	BPA Refund Payment	0	0	0
18,902	18,946	15,000	445005	Sale Of Scrap	15,000	15,000	15,000
0	349	2,500	445010	Sale Of Materials	2,500	2,500	2,500
2,580	3,288	3,000	445015	Sale Of Equipment	3,000	3,000	3,000
5,147	37,242	30,000	450057	Other	30,000	30,000	30,000
32,315	43,092	30,917	470105	Interest	31,020	31,020	31,020
32,606	13,447	0	480006	Reimbursements	0	0	0
425,021	346,967	150,000	480020	Industrial Conservation Reimbursement	200,000	200,000	200,000
516,572	463,330	231,417		TOTAL MISCELLANEOUS REVENUE	281,520	281,520	281,520
				TRANSFERS			
11,614	8,140	0	481005	Transfer From Other Funds	0	0	0
11,614	8,140	0		TOTAL TRANSFERS	0	0	0
				FUND BALANCE AVAILABLE			
6,056,523	6,883,745	6,183,447	495005	Fund Bal Avail For Approp.	6,203,968	6,203,968	6,203,968
6,056,523	6,883,745	6,183,447		TOTAL AVAILABLE	6,203,968	6,203,968	6,203,968
20,274,662	21,571,916	21,022,820		TOTAL L&P RESOURCES	21,539,457	21,539,457	21,539,457

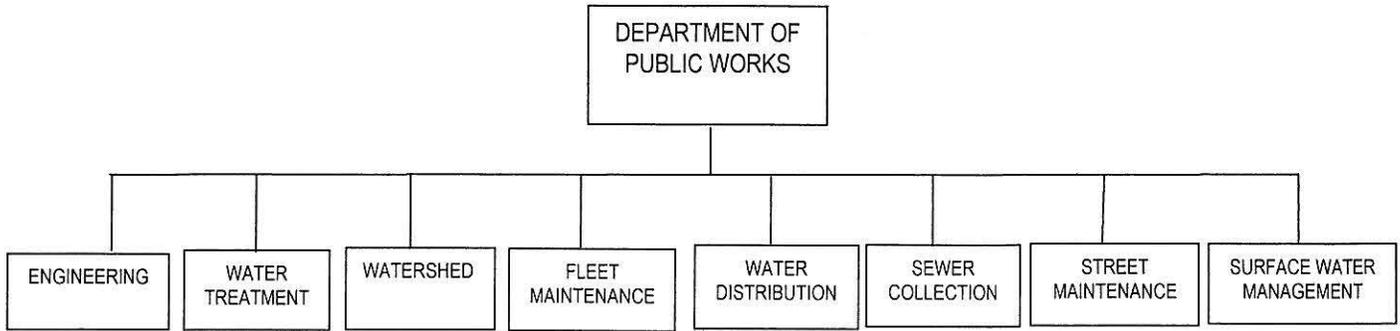
**FY 13-14 Expenditures
Light & Power Dept
Fund & Dept: 610-41**

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONNEL SERVICES							
1,648,687	1,799,123	1,897,071	511005	Regular Employee Wages	2,018,930	2,018,930	2,018,930
37,595	205	52,359	511010	Part-Time Employee Wages	34,232	34,232	34,232
93,662	127,167	96,000	511015	Overtime	96,000	96,000	96,000
297,889	316,507	360,627	512005	Health/Dental Benefits	370,593	370,593	370,593
19,815	19,697	5,723	512008	Health Reimb Arrangement	20,437	20,437	20,437
328,047	324,009	379,321	512010	Retirement	416,982	416,982	416,982
131,867	146,913	156,475	512015	Fica	164,028	164,028	164,028
35,572	35,553	35,826	512020	Worker's Comp	37,206	37,206	37,206
9,455	10,344	11,381	512025	Other Benefits	11,904	11,904	11,904
12,861	14,394	15,126	512030	Other Payroll Taxes	15,848	15,848	15,848
2,615,450	2,838,390	3,009,909		TOTAL PERSONNEL SERVICES	3,186,160	3,186,160	3,186,160
MATERIALS & SERVICES							
10,317	11,966	12,000	520110	Operating Supplies	12,000	12,000	12,000
5,076	12,231	14,650	520120	Organization Business Expense	15,650	15,650	15,650
33,118	23,102	39,700	520130	Personnel Uniforms & Equipment	38,700	38,700	38,700
26,345	26,457	28,088	520150	Utilities	29,493	29,493	29,493
155	595	750	520180	Subscriptions/Books	1,000	1,000	1,000
8,725	6,582	9,600	520190	Computer Software	12,500	12,500	12,500
2,175	2,460	7,000	520200	Computer Software Licenses	6,800	6,800	6,800
33,395	60,211	31,100	520220	Small Equipment	35,250	35,250	35,250
363,541	531,749	493,500	520240	Construction Supplies	582,500	582,500	582,500
7,308,630	7,732,112	8,571,866	520260	Purchased Power	8,389,771	8,389,771	8,389,771
400	0	1,000	520270	Miscellaneous	1,000	1,000	1,000
0	236	3,000	520503	Printing	2,000	2,000	2,000
1,660	2,398	3,000	520506	Postage	3,000	3,000	3,000
7,156	8,724	10,000	520509	Telephone	10,000	10,000	10,000
2,973	17,144	42,000	520521	Public Information	42,000	42,000	42,000
52	1,616	3,900	520524	Publications	2,250	2,250	2,250
76,715	86,147	94,455	520530	Memberships	98,554	98,554	98,554
6,967	5,496	3,500	520533	Recruiting Expenses	3,500	3,500	3,500
83,105	74,564	75,000	520542	Bill Paying Assistance Program	75,000	75,000	75,000
15,163	2,500	45,500	520554	Conservation Incentives	50,000	50,000	50,000
220,277	355,199	150,000	520555	Industrial Conservation Augmentation	200,000	200,000	200,000
0	0	2,000	520556	Green Power Info & Promotion	2,000	2,000	2,000
5,897	13,018	17,500	520557	Intergovernmental Services	16,500	16,500	16,500
33,557	30,537	30,537	520578	Insurance & Bonds	33,591	33,591	33,591
23,625	23,918	42,100	521003	Training/Conferences	42,100	42,100	42,100
0	13	0	521006	Travel	0	0	0
5,745	4,682	5,000	521113	Attorney Services	5,000	5,000	5,000
30,436	35,128	18,800	521150	Professional Services	30,300	30,300	30,300
0	0	22,000	521159	Construction Contracts	0	0	0
0	0	100,000	521162	Consultants	100,000	100,000	100,000
61,850	52,133	135,000	521165	Contracts For Services	95,000	95,000	95,000
4,799	2,562	3,850	521168	Misc Medical Services	3,850	3,850	3,850
33,368	48,308	33,537	521172	Banking Services	45,000	45,000	45,000
15,631	26,876	26,000	522003	Equipment Maint & Oper Supplies	30,000	30,000	30,000
0	0	1,200	522006	Equipment/Vehicle Rental	5,000	5,000	5,000

LIGHT AND POWER

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
36,518	23,763	35,000	522009	Vehicle Maint & Oper. Supplies	41,800	41,800	41,800
20,719	26,813	20,000	522010	Vehicle Maint External	22,000	22,000	22,000
39,387	49,514	35,805	522012	Fuel/Oil	37,595	37,595	37,595
18,421	16,952	19,373	522022	Information Systems Fund	19,373	19,373	19,373
1,004,386	985,061	1,046,491	522023	General Fund Spt Svc (4004801)	1,097,246	1,097,246	1,097,246
15,828	11,433	14,650	522306	Rents & Leases	14,650	14,650	14,650
4,516	4,215	10,700	522312	Facility Maintenance Supplies	10,700	10,700	10,700
9,960	5,562	12,500	522315	Facility Mnt/Repairs	12,500	12,500	12,500
4,000	0	4,500	523010	Ocean Wave Energy Grant	0	0	0
9,574,589	10,321,977	11,276,152		TOTAL MATERIALS & SERVICES	11,275,173	11,275,173	11,275,173
				CAPITAL OUTLAY			
0	3,657	4,000	550051	Office Equipment & Furniture	5,000	5,000	5,000
69,410	386,786	510,700	550166	Building Improvements	78,500	78,500	78,500
101,868	129,486	87,000	550181	Major Tools & Work Equipment	72,000	72,000	72,000
	0	1,250,000	550959	Substation Improvements	1,323,000	1,323,000	1,323,000
23,841	79,323	0	550960	F.G. Substation Improvements	0	0	0
0	139	0	550961	Filbert Substation	0	0	0
0	11,460	65,000	550962	System Additions & Upgrades	215,000	215,000	215,000
0	0	0	550963	T.J. Substation Improvements	0	0	0
197,065	39,896	240,000	551260	Vehicle Replacement	485,000	485,000	485,000
0	175,331	26,000	551261	Vehicle Replacement & Equip	11,000	11,000	11,000
392,184	826,077	2,182,700		TOTAL CAPITAL OUTLAY	2,189,500	2,189,500	2,189,500
				TRANSFERS			
121,000	121,000	127,050	570127	Transfer To Other Funds	131,497	131,497	131,497
656,550	660,635	768,327	570130	In-Lieu Of Tax Transfer	726,546	726,546	726,546
777,550	781,635	895,377		TOTAL TRANSFERS	858,043	858,043	858,043
				CONTINGENCY			
0	0	1,418,319	580206	Contingency	1,225,581	1,225,581	1,225,581
0	0	1,418,319		TOTAL CONTINGENCY	1,225,581	1,225,581	1,225,581
				UNAPP FUND BALANCE			
0	0	0	590303	Major Equipment Replacement Fund	0	0	0
0	0	2,240,363	590304	Unapp Fund Balance	2,805,000	2,805,000	2,805,000
0	0	2,240,363		UNAPPROPRIATED FUND BALANCE	2,805,000	2,805,000	2,805,000
13,359,772	14,768,079	21,022,820		TOTAL LIGHT & POWER EXPENDITURE	21,539,457	21,539,457	21,539,457

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.

GOALS

- Maintain a reliable collection system, to transport sewerage to CWS’ conveyance system, and then to CWS’ treatment facility. (339,282 feet of sewer pipe)
- 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 \$3.59 per month, per equivalent dwelling unit, to the local portion of the rate.

CWS proposes to increase sewer rates approximately 3% on July 1, 2013, and likewise, the City is proposing to raise its add-on component by the same percentage, from \$3.59 to \$3.70 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 12-13. Cost-of-living increases and benefit costs result in the personnel services category of the budget increasing about 3.5%.

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. The Sewer Fund will participate in the purchases of a rut paver to repair trenches in the streets, and a hydraulic concrete cutter that will eliminate trench emissions from gas powered saws. Equipment Fund charges are increasing, reflecting inflationary changes in the cost of maintaining and operating equipment. 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 to address problems as they occur. The 23rd Avenue Inflow and Infiltration project is budgeted in the Sewer System Development Charge budget.

PERSONNEL REQUIREMENTS

SEWER

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	1.98	1.98	1.98
Program Specialist	0.35	0.35	0.35
Administrative Assistant	0.20	0.20	0.20
TOTAL	3.73	3.73	3.73

BUDGET DETAIL

			FY 13-14 Revenues				
			Sewer				
			Fund & Dept: 620-54				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
3,173,953	3,321,788	3,428,730	440105	Residential Sales	3,555,476	3,555,476	3,555,476
689,473	686,724	719,898	440106	Commercial Sales	782,597	782,597	782,597
181,721	175,828	191,196	440120	Industrial Sales	183,249	183,249	183,249
4,045,147	4,184,341	4,339,824		TOTAL CHARGES FOR SERVICES	4,521,322	4,521,322	4,521,322
MISCELLANEOUS REVENUE							
0	0	0	445010	Sale Of Materials	0	0	0
737	800	800	450057	Other	800	800	800
0	0	0	450070	Sewer Permits	0	0	0
0	2,000	2,000	451040	Sewer Laterals	2,000	2,000	2,000
10,439	8,326	9,277	470105	Interest	10,102	10,102	10,102
11,175	11,126	12,077		TOTAL MISCELLANEOUS REVENUE	12,902	12,902	12,902
FUND BALANCE AVAILABLE							
1,781,735	1,665,177	1,855,490	495005	Fund Bal Avail For Approp.	2,020,430	2,020,430	2,020,430
1,781,735	1,665,177	1,855,490		TOTAL AVAILABLE	2,020,430	2,020,430	2,020,430
5,838,057	5,860,644	6,207,391		TOTAL SEWER RESOURCES	6,554,654	6,554,654	6,554,654

SEWER

**FY 13-14 Expenditures
Sewer
Fund & Dept: 620-54**

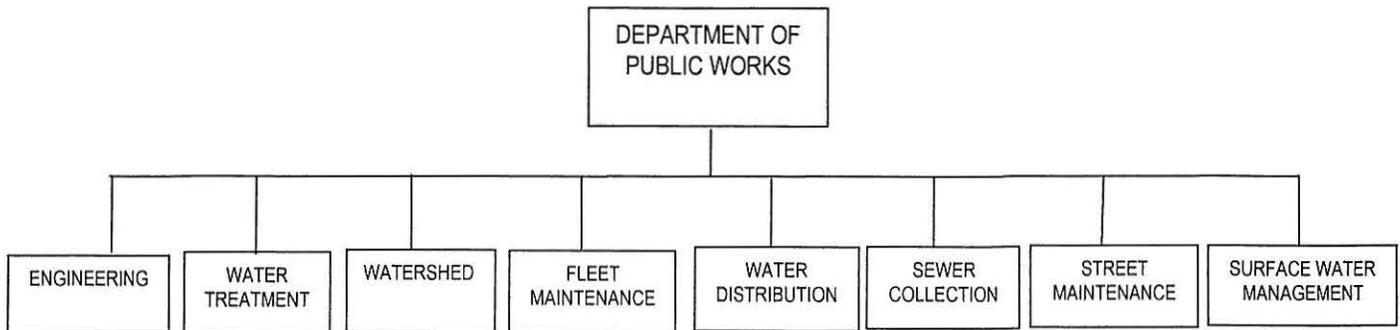
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
PERSONNEL SERVICES							
143,117	151,604	206,734	511005	Regular Employee Wages	215,191	215,191	215,191
1,801	1,388	2,029	511015	Overtime	2,029	2,029	2,029
52,373	57,517	63,153	512005	Health/Dental Benefits	63,397	63,397	63,397
1,908	2,325	2,052	512008	Health Reimburs Arrange	2,086	2,086	2,086
28,503	29,288	41,669	512010	Retirement	44,002	44,002	44,002
11,148	11,741	15,970	512015	FICA	16,235	16,235	16,235
6,492	7,032	7,191	512020	Worker's Comp	7,706	7,706	7,706
1,462	1,516	1,106	512025	Other Benefits	1,125	1,125	1,125
1,427	1,472	1,576	512030	Other Payroll Taxes	1,601	1,601	1,601
249,812	265,334	341,481		TOTAL PERSONNEL SERVICES	353,371	353,371	353,371
MATERIALS & SERVICES							
1,887	1,959	3,000	520110	Operating Supplies	3,000	3,000	3,000
46	20	75	520120	Organization Business Expense	75	75	75
2,386	3,196	4,250	520130	Personnel Uniforms & Equipment	3,250	3,250	3,250
1,713	1,724	1,350	520150	Utilities	1,350	1,350	1,350
4,177	3,330	4,900	520190	Computer Software	4,900	4,900	4,900
3,330	4,501	6,000	520220	Small Equipment	8,000	8,000	8,000
3,092	2,659	7,000	520240	Construction Supplies	7,000	7,000	7,000
0	192	0	520270	Miscellaneous	0	0	0
544	63	200	520503	Printing	200	200	200
59	17	100	520506	Postage	100	100	100
469	436	800	520509	Telephone	800	800	800
260	107	225	520521	Public Information	225	225	225
4	106	300	520524	Publications	300	300	300
716	380	700	520530	Memberships	540	540	540
2,983,709	3,104,683	3,255,054	520557	Intergovernmental Services	3,391,991	3,391,991	3,391,991
8,204	7,466	7,466	520578	Insurance & Bonds	8,213	8,213	8,213
1,415	1,155	3,025	521003	Training/Conferences	3,825	3,825	3,825
1,925	0	0	521113	Attorney Services	0	0	0
1,849	3,701	3,500	521150	Professional Services	3,500	3,500	3,500
0	0	0	521165	Contracts For Services	0	0	0
535	482	375	521168	Misc Medical Services	375	375	375

SEWER

2010-11 Actual	2011-12 Budgeted	2012-13 Adopted	Account	Title	2013-14 Proposed	2013-14 Adopted	2013-14 Adopted
10,745	14,561	12,000	521172	Bank Service Fees	15,000	15,000	15,000
141	114	1,000	522003	Equipment Maint & Oper Supplies	1,900	1,900	1,900
99	28	0	522012	Fuel/Oil	0	0	0
86,808	100,584	103,147	522021	Equipment Fund Charges	104,677	104,677	104,677
1,279	1,703	1,710	522022	Information Systems Fund Charges	1,710	1,710	1,710
412,092	391,689	413,115	522023	General Fund Admin Sevices	432,228	432,228	432,228
0	1,336	1,400	522306	Rents & Leases	500	500	500
6,264	6,264	6,264	522309	Building/Facility Rental	6,264	6,264	6,264
167	70	500	522312	Facility Maintenance Supplies	500	500	500
60	0	250	522315	Facility Mnt/Repairs	250	250	250
3,533,972	3,652,525	3,837,707		MATERIALS & SERVICES	4,000,673	4,000,673	4,000,673
				CAPITAL OUTLAY			
0	5,831	0	550181	Major Tools & Work Equipment	2,500	2,500	2,500
87,379	36,960	237,375	550763	Sewer Construction	30,000	30,000	30,000
87,379	43,327	237,375		TOTAL CAPITAL OUTLAY	32,500	32,500	32,500
				DEBT SERVICE			
74,487	77,321	81,773	562001	6/30/2016 Principal-Cws/City Phase Iii	84,885	84,885	84,885
19,518	16,683	12,232	562041	6/30/16 Interest-Cws/City Phase Iii Rel	9,120	9,120	9,120
94,004	94,004	94,004		TOTAL DEBT SERVICE	94,004	94,004	94,004
				TRANSFERS			
0	0	0	570127	Transfer To Other Funds	0	0	0
50,292	51,295	55,833	570130	In-Lieu Of Tax	60,424	60,424	60,424
50,292	51,295	55,833		TOTAL TRANSFERS	60,424	60,424	60,424
				CONTINGENCIES			
0	0	750,000	580206	Contingency	750,000	750,000	750,000
0	0	750,000		TOTAL CONTINGENCIES	750,000	750,000	750,000
				UNAPPROR ENDING FUND BALANCE			
0	0	890,991	590304	Unapp Fund Balance	1,263,681	1,263,681	1,263,681
0	0	890,991		TOTAL UNAPPR ENDING FUND BAL	1,263,681	1,263,681	1,263,681
4,015,460	4,106,486	6,207,391		TOTAL SEWER EXPENDITURES	6,554,654	6,554,654	6,554,654

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 \$135.00 to raise the Sewer SDC from \$4,665 per EDU (Equivalent Dwelling Unit) to \$4,800 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. System expansion includes expanding capacity by solving inflow and infiltration problems in the sewer pipes, where ground water seeps into the pipes, taking up capacity. For FY 13-14, the City will work in partnership with CWS to complete Phase I of the 23rd Avenue Inflow and Infiltration project. \$250,000 is set aside for this project. Additionally, \$25,000 is set aside for capacity expansion if necessary.

The Sewer SDC revenue is split with CWS, and the City disburses the funds to CWS through the Intergovernmental Services line item.

SEWER SDC

BUDGET DETAIL

**FY 13-14 Revenues
Sewer SDC
Fund & Dept & Division: 622-54-91**

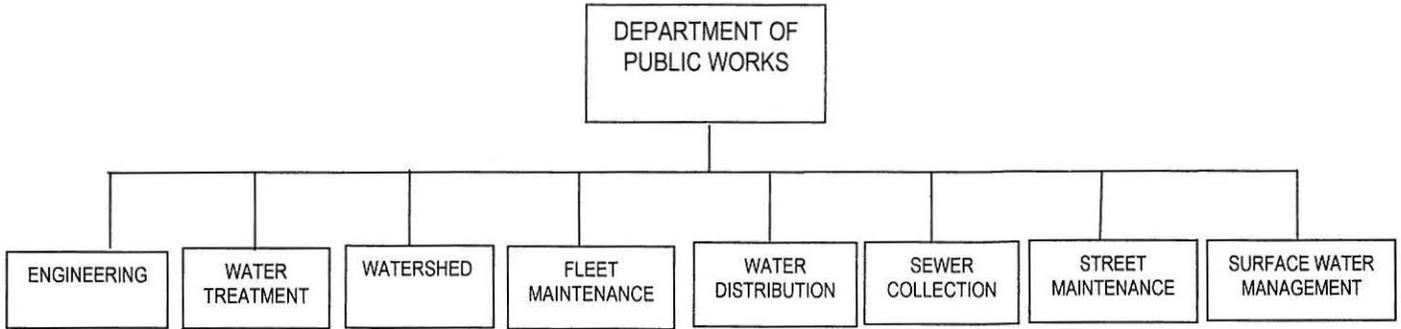
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CHARGES FOR SERVICES			
359,765	598,225	435,340	451005	System Development Charges	636,000	636,000	636,000
359,765	598,225	435,340		TOTAL CHARGES FOR SERVICES	636,000	636,000	636,000
				MISCELLANEOUS REVENUE			
2,250	4,500	1,000	451042	Sunset Sewer Constr Fee	1,000	1,000	1,000
6,360	7,205	2,475	470105	Interest	2,696	2,696	2,696
8,610	11,705	3,475		TOTAL MISCELLANEOUS REVENUE	3,696	3,696	3,696
				FUND BALANCE AVAILABLE			
1,080,792	1,039,361	990,197	495005	Fund Bal Avail For Approp.	1,078,480	1,078,480	1,078,480
1,080,792	1,039,361	990,197		TOTAL AVAILABLE	1,078,480	1,078,480	1,078,480
1,449,168	1,649,291	1,429,012		TOTAL SEWER SDC RESOURCES	1,718,176	1,718,176	1,718,176

**FY13-14 Expenditures
Sewer SDC
Fund & Dept & Division: 622-54-91**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				MATERIALS & SERVICES			
287,812	478,580	348,272	520557	Intergovern Services	608,800	608,800	608,800
0	0	0	521150	Professional Services	0	0	0
287,812	478,580	348,272		TOTAL MATERIALS & SERVICES	608,800	608,800	608,800
				CAPITAL OUTLAY			
0	0	50,000	550760	Construction Projects	275,000	275,000	275,000
0	0	50,000		TOTAL CAPITAL OUTLAY	275,000	275,000	275,000
				DEBT SERVICE			
88,475	92,230	96,144	562002	Principal - Cws/City Sunset Drive	100,225	100,225	100,225
33,520	29,765	25,850	562042	Interest - Cws/City Sunset Drive	21,770	21,770	21,770
121,995	121,995	121,995		TOTAL DEBT SERVICE	121,995	121,995	121,995
0	0	680,149	580206	Contingency	500,000	500,000	500,000
0	0	680,149		TOTAL CONTINGENCY	500,000	500,000	500,000
0	0	228,596	590304	Unapp Fund Balance	212,381	212,381	212,381
0	0	228,596		TOTAL UNAPP FUND BAL	212,381	212,381	212,381
409,807	600,575	1,429,012		TOTAL SEWER SDC EXPENDITURES	1,718,176	1,718,176	1,718,176

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 2010</u>	<u>CY 2011</u>	<u>CY 2012</u>
Number of Metered Customers	5,653	5,762	5,775
Pipe in System, linear feet	415,838	429,533	435,160
Water Supplied	1,008 Mil. Gal.	1,065 Mil. Gal.	1,112 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. 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. All components of the water rates are slated to increase 8% in FY 13-14.

Revenue from water rates funds the operations of the water utility, as well as funding the capital program. Funds are intended to be saved up over time in order to pay for necessary capital investments on a pay-as-you-go basis. The water capital program is comprised of capital investments at the City-owned water treatment plant, within the City-owned watershed, various City transmission and distribution pipes, and of assets owned in partnership with the Joint Water Commission (JWC). As a partner in the JWC, Forest Grove owns portions of the JWC’s water treatment plant, Fern Hill water storage tanks, and a transmission pipe from the JWC to the outskirts of Forest Grove. Current and future capital projects are outlined in the separate Capital Improvement Program book.

For FY 13-14, the estimated revenues from the timber harvest are increased. Revenue from the timber harvest is pledged to covering expenses of the harvest and servicing the debt of the water fund. In 2003, the City issued a total of \$5 million in debt in order to fund: a) a buy back in the Joint Water Commission’s water treatment plan of 2 million gallons per day; b) an update to Forest Grove’s water treatment plant; and c) Forest Grove’s participation in the JWC’s second Fern Hill finished water storage tank. The annual debt service is about \$415,000 per year. Therefore, revenue figure is a derived number set to equal the timber harvest expense plus the debt service obligation, and is not based upon estimated receipts from timber products out of the watershed. This is a budgetary tool to balance the water fund’s budget. Excess revenue from the timber harvest accrues to the water fund’s fund balance, and is used for capital investments of the water utility on a pay-as-you go basis, including investments in water treatment, the watershed, and the transmission and distribution system.

Expenditures: Overall, the Water budget for FY 13-14 is proposed to increase by approximately \$1.3 million, or 21%. Two major increases, accounting for roughly \$900,000 of this increase, can be found in the timber harvest account and in the fund balance account. The timber harvest account is increasing by \$400,000 on a budgetary basis, reflecting the need for additional appropriation authority. In FY 11-12 and

WATER

in 12-13, the actual timber harvest expenditures have exceeded the appropriation authority. The budget for the timber harvest is often set well in advance of having firm estimates. Additionally, in FY 13-14, slightly more volume is projected to be harvested than in FY 12-13, increasing the expense. Another factor is that the City may embark upon the following year's harvest (2014) in the fiscal year of 2013-14, since the fiscal year ends in June and harvesting may start in May or June, meaning spending may span two fiscal years. The revenue has been increased accordingly.

The fund balance is proposed to increase approximately \$492,000. This reflects efforts by the City to save up funds for future capital investments. Please see the separate Capital Improvement Program book for the descriptions of capital projects.

Other increases in the water utility include labor costs, which are increasing due to cost-of-living adjustments, step increases and benefit changes, accounting for approximately \$31,000, or 3.4%. Construction supplies are increasing about \$21,000 when compared to FY 12-13, in order to purchase replacement compound meters and the radio-read add-ons for current meters. JWC water purchases are proposed to increase by roughly \$28,000, reflecting the intent to buy more water from the JWC as the City's treatment plant undergoes maintenance projects. The professional services account is increasing \$33,000, and the debt service category is increasing \$52,000, to reflect the costs associated with re-financing the water debt.

The capital program is increasing by approximately \$252,000. The capital program changes from year to year, and projects drop from the budget as they are completed, and others are added. Some highlights of capital projects for FY 13-14 include partnering with the other JWC partners to upgrade electrical systems at the JWC water treatment plant, repairing the water transmission line from the City's watershed, repairing the east filter bay at the City's water treatment plant, and replacing chemical analyzers at the treatment plant. Additionally, the City will be replacing a large meter that serves Pacific University. The water utility owns the building that houses the Parks Department offices and storage, and will be replacing the roof on that building.

The water fund's general contingency is proposed to increase by roughly \$52,000. Total contingency funds are made up of three components – one for the JWC (roughly \$335,000), one for debt service (\$415,000), and one for the water utility generally. The \$52,000 will be added to the general water utility contingency, bringing that total to about \$250,000, and total contingency funds to \$1,000,000.

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
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	0.20	0.20	0.20
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	4.18	3.96	3.96
Program Specialist	0.35	0.35	0.35
Administrative Assistant	0.20	0.20	0.20
Meter Readers	0.88	0.88	0.88
TOTAL	9.81	9.59	9.59

WATER

BUDGET DETAIL

**FY 13-14 Revenues
Water
Fund & Dept: 630-53**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
CHARGES FOR SERVICES						
1,546,252	1,802,449	1,839,936	440105 Residential Sales	2,111,823	2,111,823	2,111,823
467,665	535,468	539,842	440106 Commercial Sales	620,507	620,507	620,507
371,118	334,106	351,966	440118 Multi-Family Sales	364,961	364,961	364,961
238,986	249,108	245,088	440120 Industrial Sales	280,583	280,583	280,583
20,532	28,546	20,000	440160 Non-Metered Sales	24,000	24,000	24,000
28,344	37,713	20,000	440165 Connection Charges	35,000	35,000	35,000
2,672,897	2,987,390	3,016,832	TOTAL CHARGES FOR SERVICES	3,436,874	3,436,874	3,436,874
MISCELLANEOUS REVENUE						
35,928	35,928	35,928	440305 Bldg. Rental Income	35,928	35,928	35,928
0	0	0	Sale Of Materials	0	0	0
0	0	0	Sale Of Raw Water	0	0	0
760,030	1,012,116	700,000	445025 Timber Sales	1,100,000	1,100,000	1,100,000
10,391	14,703	5,000	450057 Other	5,000	5,000	5,000
9,965	15,517	11,685	470105 Interest	14,052	14,052	14,052
0	1,206	0	480006 Reimbursements	0	0	0
816,314	1,079,470	752,613	TOTAL MISCELLANEOUS REVENUE	1,154,980	1,154,980	1,154,980
FUND BALANCE AVAILABLE						
2,297,167	2,290,250	2,337,049	495005 Fund Bal Avail For Approp.	2,810,333	2,810,333	2,810,333
2,297,167	2,290,250	2,337,049	TOTAL AVAILABLE	2,810,333	2,810,333	2,810,333
5,786,378	6,357,110	6,106,494	TOTAL WATER RESOURCES	7,402,186	7,402,186	7,402,186

WATER

FY 13-14 Expenditures

Water

Fund & Dept: 630-53

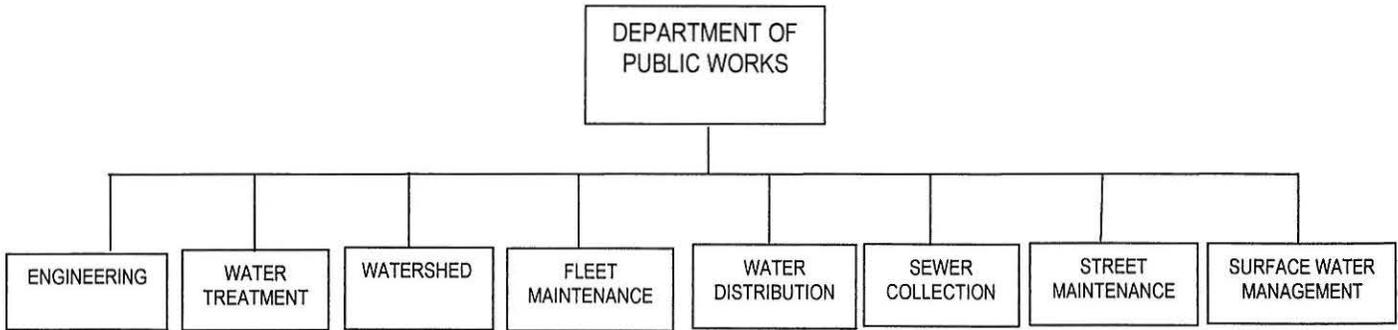
	2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
	Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
					PERSONNEL SERVICES			
	540,339	526,965	538,399	511005	Regular Employee Wages	556,447	556,447	556,447
	32,088	29,264	28,980	511015	Overtime	28,980	28,980	28,980
	5,936	4,192	0	511020	Temporary Employee Wages	0	0	0
	131,181	139,285	151,531	512005	Health/Dental Benefits	153,915	153,915	153,915
	5,610	6,473	5,355	512008	Health Reimb Arrangement	5,635	5,635	5,635
	106,867	104,119	109,101	512010	Retirement	117,244	117,244	117,244
	43,921	42,554	43,405	512015	FICA	44,250	44,250	44,250
	19,225	19,502	19,641	512020	Worker's Comp	20,418	20,418	20,418
	3,843	4,395	3,727	512025	Other Benefits	3,786	3,786	3,786
	4,226	4,103	4,292	512030	Other Payroll Taxes	4,370	4,370	4,370
	893,237	880,853	904,430		TOTAL PERSONNEL SERVICES	935,045	935,045	935,045
					MATERIALS & SERVICES			
	71,985	69,443	90,840	520110	Operating Supplies	84,000	84,000	84,000
	115	177	350	520120	Organization Business Expense	250	250	250
	4,284	3,691	5,500	520130	Personnel Uniforms & Equipment	5,500	5,500	5,500
	60,861	77,715	71,400	520150	Utilities	78,540	78,540	78,540
	2,291	2,764	3,800	520190	Computer Software	4,000	4,000	4,000
	11,502	10,905	17,100	520220	Small Equipment	16,500	16,500	16,500
	159,443	138,853	141,000	520240	Construction Supplies	162,000	162,000	162,000
	219,278	200,030	222,043	520250	JWC Water Purchases	250,000	250,000	250,000
	2,540	2,224	2,500	520503	Printing	2,500	2,500	2,500
	937	843	1,000	520506	Postage	1,000	1,000	1,000
	5,384	5,195	6,198	520509	Telephone	6,198	6,198	6,198
	420	81	250	520521	Public Information	250	250	250
	184	393	1,356	520524	Publications	532	532	532
	995	1,438	1,475	520530	Memberships	1,475	1,475	1,475
	165	0	0	520533	Recruiting Expenses	0	0	0
	4,335	57,340	7,500	520548	Watershed Management	7,500	7,500	7,500
	2,877	4,825	7,500	520550	Watershed Maintenance	7,500	7,500	7,500
	315,546	496,847	300,000	520551	Timber Harvesting	700,000	700,000	700,000
	36,650	61,466	72,875	520557	Intergovernmental Services	72,930	72,930	72,930
	25,509	23,213	23,213	520578	Insurance & Bonds	25,534	25,534	25,534
	2,440	2,202	6,300	521003	Training/Conferences	6,300	6,300	6,300
	0	0	6,500	521113	Attorney Services	6,500	6,500	6,500
	78,544	36,803	111,641	521150	Professional Services	73,000	73,000	106,000
	984	1,424	0	521168	Misc Medical Services	0	0	0
	9,080	12,143	12,000	521172	Bank Service Fees	15,000	15,000	15,000
	3,054	6,174	12,000	522003	Equipment Maint & Oper Supplies	10,900	10,900	10,900

WATER

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
165	307	0	522012	Fuel/Oil	0	0	0
118,043	132,552	139,313	522021	Equipment Fund Charges	143,705	143,705	143,705
12,557	10,868	11,037	522022	Information Systems Fund Charges	11,037	11,037	11,037
706,654	677,002	717,439	522023	General Fund Admin Services	742,859	742,859	742,859
0	792	800	522303	Custodial	800	800	800
48	2,112	3,900	522306	Rents & Leases	3,000	3,000	3,000
14,139	13,418	5,950	522312	Facility Maintenance Supplies	13,200	13,200	13,200
18,150	30,982	14,000	522315	Facility Mnt/Repairs	21,000	21,000	21,000
1,889,159	2,084,220	2,016,779		TOTAL MATERIALS & SERVICES	2,473,509	2,473,509	2,506,510
				CAPITAL OUTLAY			
11,751	8,417	0	550181	Major Tools & Work Equipment	52,500	52,500	52,500
0	536	0	550600	Water Projects	0	0	0
0	0	19,995	550660	Joint - Capital Equipment	39,990	39,990	39,990
26,127	46,048	227,980	550663	JWC - Other Projects	214,751	214,751	214,751
0	0	100,000	550666	Water Line Extension	275,000	275,000	275,000
8,924	44,390	52,585	550669	Water Treatment Plant Equip.	45,000	45,000	45,000
0	34,664	20,000	550672	Watershed Capital	20,000	20,000	20,000
0	0	35,000	550760	Construction Projects	60,000	60,000	60,000
46,802	134,055	455,560		TOTAL CAPITAL OUTLAY	707,241	707,241	707,241
				DEBT SERVICE			
245,000	255,000	260,000	562010	Principal - 2003 FFC Bonds (until 2023)	255,000	255,000	255,000
29,763	30,805	31,882	562030	Principal - Scoggins Reservoir (until 2036)	32,998	32,998	32,998
166,500	156,700	146,181	562045	Interest - 2003 Ffc Bonds	135,131	135,131	135,131
43,034	41,992	40,915	562070	Interest - Scoggins Reservoir	39,799	39,799	39,799
				Bond refinancing private placement			52,000
484,297	484,497	478,978		TOTAL DEBT SERVICE	462,928	462,928	514,928
				TRANSFERS			
39,641	39,951	45,360	570127	Transfer To Other Funds	49,896	49,896	49,896
138,203	128,104	162,045	570130	In-Lieu Of Tax	185,982	185,982	185,982
177,844	168,055	207,405		TOTAL TRANSFERS	235,878	235,878	235,877
				CONTINGENCY			
0	0	333,250	580203	JWC - Contingency	333,250	333,250	333,250
0	0	200,000	580206	Contingency	251,750	251,750	251,750
0	0	415,000	580212	Debt Service Contingency	415,000	415,000	415,000
0	0	948,250		TOTAL CONTINGENCY	1,000,000	1,000,000	1,000,000
				RESERVES			
0	0	1,095,092	590304	Unapp Fund Balance	1,587,585	1,587,585	1,502,585
0	0	1,095,092		TOTAL UNAPPROPRIATED FB	1,587,585	1,587,585	1,502,585
3,491,339	3,751,681	6,106,494		TOTAL WATER EXPENDITURES	7,402,186	7,402,186	7,402,186

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 Seattle 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 Seattle 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, even if that expansion occurred in the past. Because capacity exists in the City’s water supply in Henry Hagg Lake behind Scoggins Dam, the Water SDC fund can be used to pay for the capacity portion of the eventual seismic retro-fit of Scoggins Dam. The amount is estimated to come from the Water SDC fund is approximately \$2.2 million of the approximate \$4.4 million retro-fit project.

For FY 13-14, \$50,000 is set aside for capacity expansion if necessary.

WATER SDC

BUDGET DETAIL

FY 13-14 Revenues

Water SDC

Fund & Dept & Division: 632-53-91

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CHARGES FOR SERVICES			
257,493	373,006	200,000	451005	System Development Charges	322,000	322,000	322,000
257,493	373,006	200,000		TOTAL CHARGES FOR SERVICES	322,000	322,000	322,000
				MISCELLANEOUS REVENUE			
7,536	10,518	11,081	470031	Principal - J Lieb Water SDC	2,862	2,862	2,862
1,162	1,079	516	470032	Interest - J Lieb Water SDC	38	38	38
8,462	12,372	9,508	470105	Interest	12,971	12,971	12,971
17,160	23,969	21,105		TOTAL MISCELLANEOUS REVENUE	15,870	15,870	15,870
				FUND BALANCE AVAILABLE			
1,334,493	1,581,919	1,901,653	495005	Fund Bal Avail For Approp.	2,594,219	2,594,219	2,594,219
1,334,493	1,581,919	1,901,653		TOTAL AVAILABLE	2,594,219	2,594,219	2,594,219
1,609,146	1,978,895	2,122,758		TOTAL WATER SDC RESOURCES	2,932,089	2,932,089	2,932,089

FY 13-14 Expenditures

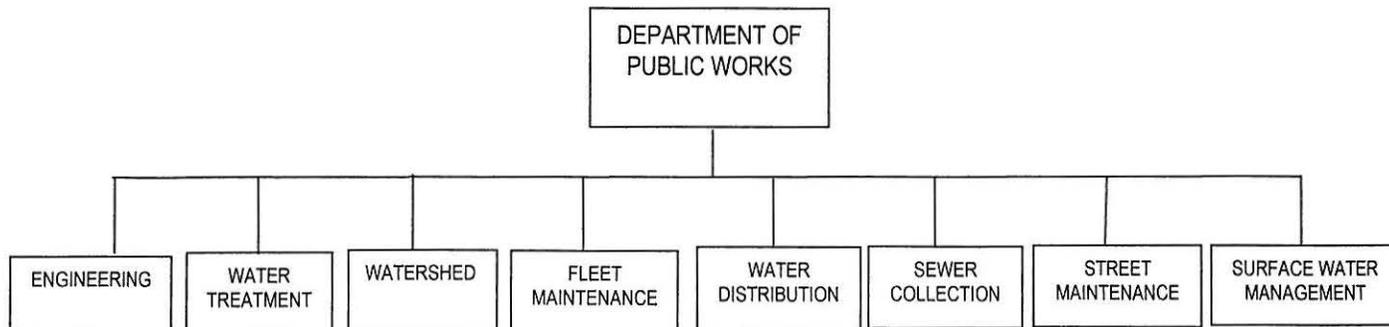
Water SDC

Fund & Dept & Division: 632-53-91

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				MATERIALS & SERVICES			
27,226	0	0	521150	Professional Services	0	0	0
			570103	Transfer to General Fund	1,200	1,200	1,200
27,226	0	0		TOTAL MATERIALS & SERVICES	1,200	0	0
				CAPITAL OUTLAY			
0	0	120,000	550760	Construction Projects	50,000	50,000	50,000
0	0	120,000		TOTAL CAPITAL OUTLAY	50,000	50,000	50,000
				CONTINGENCY			
0	0	75,000	580206	SDC Contingency	100,000	100,000	100,000
0	0	75,000		TOTAL CONTINGENCY	100,000	100,000	100,000
				UNAPP FUND BALANCE			
0	0	1,927,758	590304	Unapp Fund Balance	2,780,889	2,780,889	2,780,889
0	0	1,927,758		TOTAL UNAPP FUND BAL	2,780,889	2,780,889	2,780,889
27,226	0	2,122,758		TOTAL WATER SDC EXPEND	2,932,089	2,930,889	2,930,889

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 storm 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 1,227 catch basins, 282,970 lineal feet of storm pipes, 28 public water quality facilities, and 46 water quality manholes. Forest Grove sweeps approximately 107 miles of streets monthly.

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. (remove 1,348 cubic yards of debris)

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. (remove 1,148 cubic yards of debris)
- 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 \$5.75 per month per ESU. 75% of this stays with the City to fund local SWM activities. Additionally, the City adds another \$0.75 charge per month per ESU to fund local SWM activities. The combined fee in FY 12-13 is \$6.50. CWS is proposing to raise the monthly \$5.75/ESU charge by \$0.50, to \$6.25 per month, per ESU. Added to Forest Grove’s \$0.75 per month per ESU, the new charge as of July 1, 2013 is proposed to be \$7.00 per month per ESU.

Expenditures: Overall, the SWM budget is increasing by approximately \$131,000, or 11%. Personnel Services are increasing due to cost-of-living adjustments, step increases 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. Additionally, this fund will participate with the Sewer Fund in the purchase of a hydraulic saw. In the capital outlay section, \$30,000 is set aside for storm sewer outfall projects and other surface water projects. 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 11-12	Appropriated FY 12-13	Proposed FY 13-14
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.86	2.86	2.86
Program Specialist	0.20	0.20	0.20
Administrative Assistant	0.20	0.20	0.20
TOTAL	3.96	3.96	3.96

SWM

BUDGET DETAIL

**FY 13-14 Revenues
SWM
Fund & Dept: 640-55**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CHARGES FOR SERVICES			
770,445	853,475	930,960	440101	Surface Water Management Fees	1,045,686	1,045,686	1,045,686
770,445	853,475	930,960		TOTAL CHARGES FOR SERVICES	1,045,686	1,045,686	1,045,686
				MISCELLANEOUS REVENUE			
2,746	1,805	0	450057	Other	0	0	0
1,173	734	1,221	470105	Interest	1,301	1,301	1,301
3,919	2,539	1,221		TOTAL MISCELLANEOUS REVENUE	1,301	1,301	1,301
				TRANSFERS & REIMBURSEMENTS			
349,142	330,463	243,920	495005	Fund Bal Avail For Approp.	260,099	260,099	260,099
349,142	330,463	243,920		TOTAL AVAILABLE	260,099	260,099	260,099
1,123,505	1,186,477	1,176,101		TOTAL SWM RESOURCES	1,307,086	1,307,086	1,307,086

**FY 13-14 Expenditures
SWM
Fund & Dept: 640-55**

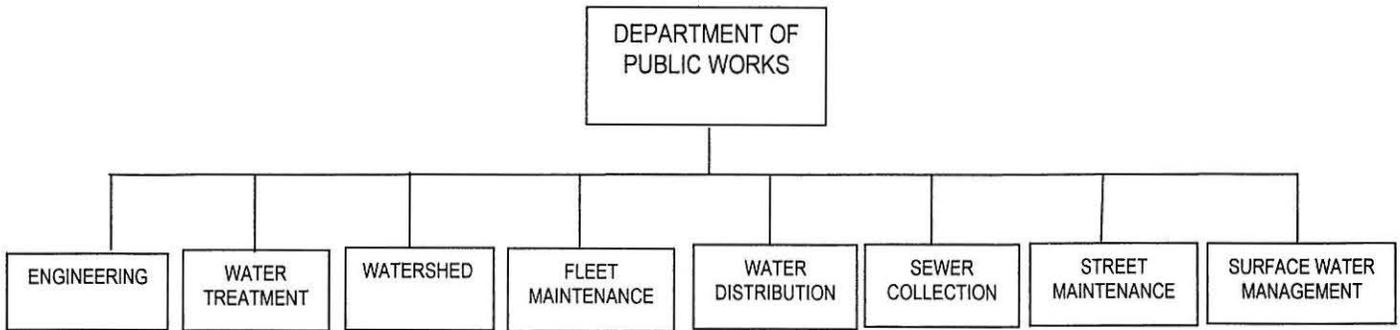
SWM

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				PERSONNEL SERVICES			
186,880	198,509	208,429	511005	Regular Employee Wages	216,308	216,308	216,308
1,630	1,290	0	511015	Overtime	0	0	0
1,507	2,468	0	511020	Temporary Employee Wages	0	0	0
43,585	58,903	65,111	512005	Health/Dental Benefits	68,079	68,079	68,079
1,485	2,417	2,075	512008	Health Reimburse Arrange	2,094	2,094	2,094
37,695	38,374	41,874	512010	Retirement	43,838	43,838	43,838
14,394	15,343	15,945	512015	Fica	16,089	16,089	16,089
5,546	7,168	7,323	512020	Worker'S Comp	7,633	7,633	7,633
1,102	1,462	1,105	512025	Other Benefits	1,115	1,115	1,115
1,167	1,511	1,579	512030	Other Payroll Taxes	1,592	1,592	1,592
294,990	327,445	343,441		TOTAL PERSONNEL SERVICES	356,748	356,748	356,748
				MATERIALS & SERVICES			
1,335	1,006	1,500	520110	Operating Supplies	2,000	2,000	2,000
0	0	50	520120	Organization Business Expense	50	50	50
1,771	2,636	4,000	520130	Personnel Uniforms & Equipmer	4,000	4,000	4,000
0	98	1,000	520150	Utilities	1,000	1,000	1,000

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
2,180	2,203	3,300	520190	Computer Software	3,300	3,300	3,300
3,253	1,782	2,700	520220	Small Equipment	4,700	4,700	4,700
6,230	1,836	5,500	520240	Construction Supplies	5,500	5,500	5,500
1,321	1,440	1,500	520503	Printing	250	250	250
0	0	50	520506	Postage	50	50	50
360	154	630	520509	Telephone	630	630	630
115	0	250	520521	Public Information	1,500	1,500	1,500
4	8	300	520524	Publications	300	300	300
0	130	200	520530	Memberships	200	200	200
162,428	182,823	207,385	520557	Intergovernmental Services	234,912	234,912	234,912
5,172	4,707	4,707	520578	Insurance & Bonds	5,178	5,178	5,178
711	375	1,800	521003	Training/Conferences	1,800	1,800	1,800
7,258	8,210	14,900	521150	Professional Services	14,900	14,900	14,900
507	931	150	521168	Misc Medical Services	500	500	500
1,963	2,726	2,400	521172	Bank Service Fees	2,800	2,800	2,800
105	29	1,300	522003	Equipment Maint & Oper Suppli	2,200	2,200	2,200
103,068	117,216	129,495	522021	Equipment Fund Charges	144,569	144,569	144,569
548	536	558	522022	Information Systems Fund Charg	558	558	558
149,019	142,960	150,377	522023	General Fund Admin Services	155,229	155,229	155,229
0	1,331	1,300	522306	Rents & Leases	400	400	400
3,132	3,132	3,132	522309	Building/Facility Rental	3,132	3,132	3,132
30	0	1,500	522312	Facility Maintenance Supplies	1,000	1,000	1,000
450,509	476,269	539,984		TOTAL MATERIALS & SERVICES	590,658	590,658	590,658
				CAPITAL OUTLAY			
0	6,845	0	550181	Major Tools & Work Equipmen	0	0	0
0	536	0	550800	SWM Projects	0	0	0
6,271	57,829	10,000	550863	Storm Sewer Construction	30,000	30,000	30,000
6,271	65,211	10,000		TOTAL CAPITAL OUTLAY	30,000	30,000	30,000
				TRANSFERS			
38,590	42,173	46,836	570130	In-Lieu Of Tax	52,227	52,227	52,227
38,590	42,173	46,836		TOTAL TRANSFERS	52,227	52,227	52,227
				CONTINGENCY			
0	0	40,000	580206	Contingency	40,000	40,000	40,000
0	0	40,000		TOTAL CONTINGENCY	40,000	40,000	40,000
				UNAPP FUND BALANCE			
0	0	195,840	590304	Unapp Fund Balance	237,453	237,453	237,453
0	0	195,840		TOTAL UNAPP FUND BAL	237,453	237,453	237,453
790,360	911,098	1,176,101		TOTAL SWM EXPENDITURES	1,307,086	1,307,086	1,307,086

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 13-14 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 13-14, \$50,000 is budgeted for capacity expansion if necessary, including drainage projects associated with new parks and trails.

SWM SDC

BUDGET DETAIL

FY 13-14 Revenues

SWM SDC

Fund & Dept & Division: 642-55-91

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
CHARGES FOR SERVICES							
1,153	0	15,750	451006	In-Lieu Charges - Quality	15,750	15,750	15,750
17,303	61,710	19,250	451007	In-Lieu Charges - Quantity	19,250	19,250	19,250
18,456	61,710	35,000		TOTAL CHARGES FOR SERVICES	35,000	35,000	35,000
MISCELLANEOUS REVENUE							
1,019	1,431	1,525	470105	Interest	1,613	1,613	1,613
1,019	1,431	1,525		TOTAL MISCELLANEOUS REVENUE	1,613	1,613	1,613
TRANSFERS & REIMBURSEMENTS							
0	0	0	470020	Swm Fund (Quantity)	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBURSEMNT	0	0	0
FUND BALANCE AVAILABLE							
225,321	217,022	304,926	495005	Fund Bal Avail For Approp.	322,559	322,559	322,559
225,321	217,022	304,926		TOTAL AVAILABLE	322,559	322,559	322,559
244,796	280,164	341,451		TOTAL SWM SDC RESOURCES	359,171	359,171	359,171

FY 13-14 Expenditures

SWM SDC

Fund & Dept & Division: 642-55-91

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
CAPITAL OUTLAY							
27,647	0	20,000	550860	Quantity System Improvements	0	0	0
0	0	0	550861	Quality Systems Improvements	0	0	0
127	0	0	550863	Storm Sewer Construction	50,000	50,000	50,000
27,774	0	20,000		TOTAL CAPITAL OUTLAY	50,000	50,000	50,000
CONTINGENCY							
0	0	176,798	580208	SDC Contingency Quantity	170,044	170,044	170,044
0	0	144,653	580207	SDC Contingency Quality	139,127	139,127	139,127
0	0	321,451		TOTAL CONTINGENCY	309,171	309,171	309,171
UNAPP FUND BALANCE							
0	0	0	590304	Unapp Fund Balance	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
27,774	0	341,451		TOTAL SWM SDC EXPENDITURES	359,171	359,171	359,171

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

			FY 13-14 Revenues Building Permits Fund Fund & Dept: 205-32				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
216	144	0	440025	Copy Service	0	0	0
216	144	0		TOTAL CHARGES FOR SERVICES	0	0	0
				LICENSES,PERMITS,FEES			
296,218	300,825	133,772	450074	Building Permit	325,006	325,006	325,006
210	0	0	450076	Manufactured Home Permits	0	0	0
42,395	70,472	38,950	450078	Plumbing Permits	74,870	74,870	74,870
14,225	21,095	11,654	450080	Mechanical Permits	19,480	19,480	19,480
20,165	35,291	15,813	450082	Structural State Surcharge	39,001	39,001	39,001
22	0	0	450084	Manuf. Housing State Surcharge	0	0	0
4,891	8,331	4,674	450086	Plumbing State Surcharge	8,984	8,984	8,984
1,707	2,532	1,398	450088	Mechanical Plans St. Surchrg	2,338	2,338	2,338
459	174,237	88,678	450106	Structural Plan Review Fees	191,520	191,520	191,520
797	4,730	875	450108	Plumbing Plan Review Fees	4,450	4,450	4,450
2,617	4,157	2,914	450110	Mechanical Plan Review Fees	1,500	1,500	1,500
19,228	9,079	0	450112	Fl&S Plan Review Fees	23,730	23,730	23,730
19,463	29,925	21,450	450124	Erosion Control Fees	21,950	21,950	21,950
37	38	0	450126	Misc-Reinspect/Investigate Fee	1,100	1,100	1,100
				Cornelius Permit Revenue	50,000	50,000	50,000
422,434	660,711	320,178		TOTAL LICENSES,PERMITS,FEES	763,929	763,929	763,929
				MISCELLANEOUS REVENUE			
2,250	2,612	0	470105	Interest	4,000	4,000	4,000
2,250	2,612	0		TOTAL MISCELLANEOUS REVENUE	4,000	4,000	4,000
				FUND BALANCE AVAILABLE			
420,603	440,558	548,646	495005	Fund Bal Avail For Approp.	850,808	850,808	850,808
420,603	440,558	548,646		TOTAL AVAILABLE	850,808	850,808	850,808
845,502	1,104,026	868,824		TOTAL BUILDING RESOURCES	1,618,737	1,618,737	1,618,737

BUILDING PERMITS FUND

FY 13-14 Expenditures

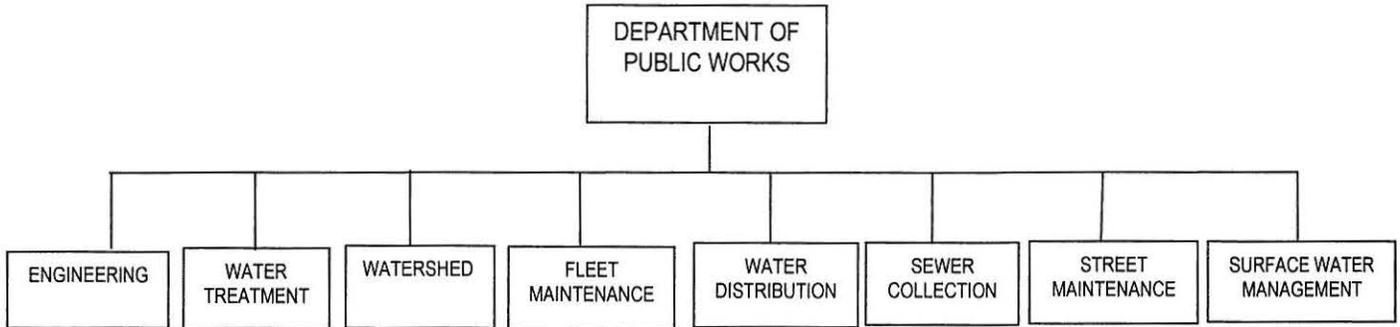
Building Services

Fund & Dept: 205-32

BUILDING PERMITS FUND

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONNEL SERVICES							
194,735	198,865	228,464	511005	Regular Employee Wages	308,513	308,513	308,513
0	0	0	511010	Part-Time Employee Wages	12,572	12,572	12,572
33,237	35,938	42,317	512005	Health/Dental Benefits	62,909	62,909	62,909
1,936	1,991	2,255	512008	Health Reimb Arrangement	3,052	3,052	3,052
39,604	40,072	46,460	512010	Retirement	57,050	57,050	57,050
14,675	14,786	17,477	512015	Fica	24,563	24,563	24,563
1,241	1,259	1,319	512020	Worker'S Comp	1,974	1,974	1,974
1,341	1,350	1,256	512025	Other Benefits	1,747	1,747	1,747
1,401	1,443	1,694	512030	Other Payroll Taxes	2,406	2,406	2,406
288,170	295,704	341,241		TOTAL PERSONNEL SERVICES	474,786	474,786	474,786
MATERIALS & SERVICES							
706	967	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
3,587	1,967	0	520200	Computer Software Maintenance	0	0	0
0	0	0	520220	Small Equipment	100	100	100
899	562	800	520503	Printing	1,000	1,000	1,000
197	174	200	520506	Postage	200	200	200
1,175	1,063	1,850	520509	Telephone	1,850	1,850	1,850
0	0	150	520521	Public Information	150	150	150
259	520	500	520524	Publications	1,500	1,500	1,500
980	1,238	950	520530	Memberships	950	950	950
33,407	53,362	31,885	520557	Intergovernmental Services	31,885	31,885	31,885
515	469	469	520578	Insurance & Bonds	516	516	516
1,250	1,367	8,000	521003	Training/ Conferences	9,000	9,000	9,000
2,544	0	3,000	521113	Attorney Services	3,000	3,000	3,000
14,046	17,163	1,050	521150	Professional Services	18,800	18,800	18,800
87	85	150	521172	Bank Service Fees	150	150	150
272	162	900	522003	Equipment Maint & Oper Supplies	900	900	900
7,692	9,297	9,560	522021	Equipment Fund Charges	9,789	9,789	9,789
6,153	5,687	5,635	522022	Information Systems Fund Charges	5,635	5,635	5,635
43,007	44,000	45,760	522023	General Fund Admin Services	47,833	47,833	47,833
0	0	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
116,774	138,081	115,334		TOTAL MATERIALS & SERVICES	137,732	137,732	137,732
CONTINGENCY							
0		100,000	580206	Contingency	250,000	250,000	250,000
0	0	100,000		TOTAL CONTINGENCY	250,000	250,000	250,000
UNAPP FUND BALANCE							
0		312,249	590304	Unapp Fund Balance	756,219	756,219	756,219
0	0	312,249		UNAPP FUND BALANCE	756,219	756,219	756,219
404,944	433,785	868,824		TOTAL BUILDING EXPENDITURES	1,618,737	1,618,737	1,618,737

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 \$32.09 for FY 13-14. Coupled with the OTIA distribution, the total per capita State funding is \$37.86 per capita. The 2009 Transportation Package (HB 2001), passed in 2009, provides an additional six-cents in the state gas tax, and also increases the vehicle title and registration fees and weight-mile fees paid by truckers. The per capita amount for HB 2001 is estimated to be \$18.74 for FY 13-14. One percent of these taxes accrue to the Bike/Pedestrian Pathway Fund, and the rest go to the Street Fund. Forest Grove’s population as of July 1, 2012 is estimated to be 21,460, per Portland State University’s Population Research Center, which is 185 more than the population estimate used in FY 2012-13 of 21,275.

The beginning fund balance in the Street Fund has been declining in recent years to fund the capital program of the Street Fund. While revenue is adequate to fund the operations of the Street department, including maintaining the street lights, repairing potholes and sealing cracks in the roads, the revenue is not adequate to continue to adequately overlay roads or do street reconstruction or other capital projects. To

STREET

rectify this problem, the City is proposing to implement a new street light fee. This street light fee will be a new revenue to the Street Fund, and will cover the estimated cost of street lights, including the electricity for the street lights and their bulb replacement and repair. The electricity for the street lights is paid from the utility account seen below in the budget detail, estimated to be \$78,000 in FY 13-14. Street light maintenance is also seen in the budget detail below, and is estimated to be \$73,000 in FY 13-14. The City is proposing a monthly fee of \$1.50 per utility customer, which will raise an estimated \$150,000. Because the street light expense will be covered by this fee, the gas tax revenue previously dedicated to the street lights can be redirected to the Street capital program for street overlays, reconstruction, and other capital projects, as well as bolstering the Street Fund Balance for future capital projects.

Expenditures: The Street Fund budget is decreasing by approximately \$85,000, or 4.2%, in FY 2013-14 when compared to FY 2012-13. Changes in Personnel Services result in a decrease of about \$15,000, mainly due to re-allocating the cost of the Senior Planner to the General Fund. The Senior Planner will still be involved in transportation planning.

The Materials and Services budget category remains basically unchanged from FY 12-13, decreasing about \$1,300. Many different accounts are adjusted slightly up or down as budget needs were reviewed for FY 2013-14. One of the more significant changes is in the Construction Supply account, which is decreasing \$5,000, to line up better with expenditure trends and budget needs for FY 2013-14, in the areas of hot/cold mix, crack seal and fog seal material, and traffic signs.

In the Capital Outlay category of the budget, the purchase of a rut paver is added, funded in partnership with the CIP Excise Tax Fund, the Water Fund and the Sewer Fund. The rut paver will be able to be used on City parking lots, trails, and Public Works trench repairs, as well as repairing ruts in the streets. The grant match for the Safe Routes to School project of \$50,000 is being carried over. This project is in partnership with the Oregon Department of Transportation. The increase in the Street Construction account is due to the City re-classifying a deposit made by Wal-Mart from Fund Balance to this account, to prepare for the City's match in reconfiguring the intersection of Highway 8 (TV Highway) and Highway 47 (Quince Street). Wal-Mart made a payment to the City to mitigate traffic impacts at this intersection caused by the opening of their store in Cornelius. The annual street overlay program is proposed at \$100,000 in FY 13-14, in the Construction Maintenance account.

The Contingency in the Street Fund is decreasing from \$150,000 in FY 12-13 to \$100,000 in order to help fund the capital program. While this figure is adequate, it does limit the Street Fund's flexibility to respond to emergencies or to participate in grant match opportunities. The Fund Balance is decreasing, due to reclassifying the Wal-Mart payment to the Street Construction account. Also, it is important to note that part of the Street's Fund Balance is designated for improvements in the north central part of town, from revenues generated from the Street Improvement Fees, one for the North Central Projects and one for Pacific Crossing/Spring Garden Way. Approximately \$77,000 of fund balance is designated in this way, leaving approximately \$107,000 in undesignated fund balance. The Street Fund should have two months' worth of operating expenses set aside, or approximately \$130,000, as well as funds for future capital projects. The proposed Street Light Fee will enable the Fund Balance to be restored so that the Street Fund will have adequate reserves.

STREET

PERSONNEL REQUIREMENTS

	Appropriated FY 11-12	Appropriated FY 12-13	Proposed FY 13-14
Public Works Superintendent	0.20	0.20	0.20
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	1.98	2.20	2.20
Program Specialist	0.10	0.10	0.10
Administrative Assistant	0.20	0.20	0.20
Senior Planner	0.50	0.20	0.00
TOTAL	3.48	3.40	3.20

BUDGET DETAIL

			FY 13-14 Revenues Streets Fund & Dept: 210-52				
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
INTERGOVERNMENTAL REVENUE							
1,015,720	1,142,672	1,185,805	422015	State Gas Tax	1,198,241	1,198,241	1,198,241
83,357	81,103	83,877	422025	County Gas Tax	83,430	83,430	83,430
25,000	7,000	0	430718	Wayfaring Signage Grants	0	0	0
1,124,078	1,230,775	1,269,682		TOTAL INTERGOVERNMENTAL REVENUE	1,281,671	1,281,671	1,281,671
MISCELLANEOUS REVENUE							
4,900	11,550	0	450100	Street Improv Fee-N Central Projects	0	0	0
				External Work Performed	1,000	1,000	1,000
2,903	2,462	3,300	470105	Interest	2,810	2,810	2,810
		0	470131	Sidewalk Program Interest	0	0	0
		0	470132	Sidewalk Program Principal	0	0	0
		100,000	470133	Sidewalk Program Pay-In-Full	100,000	100,000	100,000
4,108	17,789	0	450057	Other	0	0	0
0		0	445010	Sale Of Materials	0	0	0
11,911	31,801	103,300		TOTAL MISCELLANEOUS REVENUE	103,810	103,810	103,810
FUND BALANCE AVAILABLE							
918,128	788,907	659,812	495005	Fund Bal Avail For Approp.	562,028	562,028	562,028
918,128	788,907	659,812		TOTAL AVAILABLE	562,028	562,028	562,028
2,054,116	2,051,484	2,032,794		TOTAL STREET RESOURCES	1,947,509	1,947,509	1,947,509

STREET

FY 13-14 Expenditures

Streets

Fund & Dept: 210-52

	2010-11	2011-12	2012-13	Account	Title	2013-14	2013-14	2013-14
	Actual	Actual	Budgeted			Proposed	Approved	Adopted
					PERSONNEL SERVICES			
	144,291	221,785	185,909	511005	Regular Employee Wages	176,511	176,511	176,511
	1,007	1,903	6,955	511015	Overtime	2,898	2,898	2,898
	1,822	1,406	0	511020	Temporary Employee Wages	0	0	0
	36,509	47,226	53,696	512005	Health/Dental Benefits	55,306	55,306	55,306
	1,294	2,150	1,850	512008	Health Reimburs Arrange	1,716	1,716	1,716
	28,682	43,701	37,437	512010	Retirement	35,808	35,808	35,808
	11,191	17,114	14,754	512015	FICA	13,419	13,419	13,419
	5,493	5,789	6,280	512020	Worker's Comp	6,309	6,309	6,309
	983	1,337	1,022	512025	Other Benefits	930	930	930
	986	1,446	1,460	512030	Other Payroll Taxes	1,328	1,328	1,328
	232,257	343,858	309,363		TOTAL PERSONNEL SERVICES	294,224	294,224	294,224
					MATERIALS & SERVICES			
	1,260	1,659	2,000	520110	Operating Supplies	2,000	2,000	2,000
	222	20	50	520120	Organization Business Expense	50	50	50
	1,654	1,850	3,200	520130	Personnel Uniforms & Equipment	3,000	3,000	3,000
	73,190	72,184	78,000	520150	Utilities	78,000	78,000	78,000
	1,528	2,053	2,500	520190	Computer Software	2,500	2,500	2,500
	3,408	3,778	3,250	520220	Small Equipment	3,250	3,250	3,250
	23,809	51,723	67,000	520240	Construction Supplies	62,000	62,000	62,000
	73,000	73,000	73,000	520280	Street Light Maint. (4003509)	73,000	73,000	73,000
	502	339	800	520503	Printing	800	800	800
	144	174	100	520506	Postage	100	100	100
	650	763	650	520509	Telephone	800	800	800
	704	132	500	520521	Public Information	500	500	500
	4	8	300	520524	Publications	300	300	300
	0	30	0	520530	Memberships	0	0	0
	9,993	16,595	23,500	520557	Intergovernmental Services	22,000	22,000	22,000
	5,448	4,958	4,958	520578	Insurance & Bonds	5,454	5,454	5,454
	400	1,321	1,500	521003	Training/Conferences	1,800	1,800	1,800
	3,329	2,058	0	521113	Attorney Services	0	0	0
	3,761	1,509	1,200	521150	Professional Services	1,700	1,700	1,700
	436	653	250	521168	Misc Medical Services	250	250	250
	693	683	700	521172	Bank Service Fees	700	700	700
	364	396	750	522003	Equipment Maint & Oper Supplies	1,650	1,650	1,650
	923	1,256	0	522012	Fuel/Oil	1,000	1,000	1,000
	77,425	84,324	89,816	522021	Equipment Fund Charges	91,342	91,342	91,342
	1,484	2,246	2,302	522022	Information Systems Fund Charges	2,302	2,302	2,302
	403,302	416,737	436,703	522023	General Fund Admin Services	436,594	436,594	436,594
	2,755	8,931	9,400	522306	Rents & Leases	9,000	9,000	9,000
	3,132	3,132	3,132	522309	Building/Facility Rental	3,132	3,132	3,132
	0	0	0	522312	Facility Maintenance Supplies	0	0	0
	0	1,470	0	522315	Facility Mnt/Repairs	1,000	1,000	1,000
	693,521	753,982	805,561		TOTAL MATERIALS & SERVICES	804,224	804,224	804,224

STREET

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CAPITAL OUTLAY			
	0	100,000	550580	Sidewalk Program	100,000	100,000	100,000
41,938	30,908	0	550181	Major Tools & Work Equipment	5,000	5,000	5,000
188,493	296,028	200,000	550563	Construction Maintenance	100,000	100,000	100,000
109,000	12,254	65,000	550575	Street Construction	309,469	309,469	309,469
0	0	0	551060	CDBG Projects	0	0	0
0	0	50,000	551066	Safe Routes To School	50,000	50,000	50,000
339,431	339,190	415,000		TOTAL CAPITAL OUTLAY	564,469	564,469	564,469
				CONTINGENCIES			
0	0	150,000	580206	Contingency	100,000	100,000	100,000
0	0	150,000		TOTAL CONTINGENCY	100,000	100,000	100,000
				UNAPP FUND BALANCE			
0	0	352,871	590304	Unapp Fund Balance	184,592	184,592	184,592
0	0	352,871		TOTAL UNAPP FUND BAL	184,592	184,592	184,592
1,265,209	1,437,030	2,032,794		TOTAL STREET EXPENDITURES	1,947,509	1,947,509	1,947,509

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.

A review of this fund revealed that administrative charges have not been transferred appropriately for the past 14 years. The retroactive administrative charges of \$101,650 will be transferred to the Major Maintenance Fund, and the on-going charges of \$6,750 will be transferred to the General Fund.

BUDGET DETAIL

FY 13-14 Revenues							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LICENSES, PERMITS, FEES			
41,458	44,570	47,600	450140	Tree Planting Fees	51,000	51,000	51,000
41,458	44,570	47,600		TOTAL LICENSES, PERMITS, FEES	51,000	51,000	51,000
				MISCELLANEOUS REVENUE			
336	380	250	470105	Interest	500	500	500
-163	0	0	472025	Tree Compensation Revenue	0		
173	380	250		TOTAL MISCELLANEOUS REVENUE	500	500	500
				FUND BALANCE AVAILABLE			
74,318	88,050	97,150	495005	Fund Bal Avail For Approp.	129,500	129,500	129,500
74,318	88,050	97,150		TOTAL AVAILABLE	129,500	129,500	129,500
115,949	133,000	145,000		TOTAL STREET TREE RESOURCES	181,000	181,000	181,000

FY 13-14 Expenditures							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
25,781	28,343	131,495	520290	Street Tree Planting	181,000	72,600	72,600
25,781	28,343	131,495		TOTAL MATERIALS & SERVICES	181,000	72,600	72,600
				TRANSFERS			
			570103	Transfer to General Fund	0	6,750	6,750
			570127	Transfer To Other Funds	0	101,650	101,650
				TOTAL TRANSFERS	0	108,400	108,400
25,781	28,343	131,495		TOTAL STREET TREE EXPENDITURES	181,000	181,000	181,000

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 had paid its 9-1-1 telephone tax revenue to WCCCA after receiving the funds from the State. The State now pays the 9-1-1 telephone tax directly to WCCCA and the City is no longer required to account for the 9-1-1 funds. This fund is presented for history purposes only.

BUDGET DETAIL

				FY 13-14 Revenues					
				911 Emergency Fund					
				Fund & Dept: 215-20					
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14		
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted		
				INTERGOVERNMENTAL REVENUE					
105,959	104,186	125,000	422035	911 EMERGENCY TAX	0	0	0		
105,959	104,186	125,000		TOTAL INTERGOVERNMENT REVENUE	0	0	0		
				FUND BALANCE AVAILABLE					
0	0		495005	FUND BAL AVAIL FOR APPROP.	0	0	0		
0	0	0		TOTAL AVAILABLE	0	0	0		
105,959	104,186	125,000		TOTAL 9-1-1 RESOURCES	0	0	0		

				FY 13-14 Expenditures					
				911 Emergency Fund					
				Fund & Dept: 215-20					
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14		
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted		
				MATERIALS & SERVICES					
105,959	104,186	125,000	520557	INTERGOVERNMENTAL SERVICES	0	0	0		
105,959	104,186	125,000		TOTAL MATERIALS & SERVICES	0	0	0		
105,959	104,186	125,000		TOTAL 9-1-1 EXPENDITURES	0	0	0		

911 EMERGENCY FUND

FORFEITURE SHARING FUND

DEPARTMENT OVERVIEW

The City received forfeiture funds from the Federal government and was required to place the money in a separate fund. The Police Department has spent the funds in accordance with the rules of how the fund can be spent. This Fund is no longer needed and is being presented for history purposes only.

BUDGET DETAIL

FORFEITURE SHARING FUND

FY 13-14 Revenues								
Forfeiture Sharing Fund								
Fund & Dept & Division: 220-21-40								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
				FINES AND FORFEITURES				
-	0	5,000	460150	Forfeiture Sharing Revenue		0	0	0
-	0	5,000		TOTAL FINES AND FORFEITURES		0	0	0
				FUND BALANCE AVAILABLE				
46	46	0	495005	Fund Bal Avail For Approp.		0	0	0
46	46	0		TOTAL AVAILABLE		0	0	0
46	46	5,000		TOTAL FORFEITURE SHARING FUND		0	0	0

FY 13-14 Expenditures								
Forfeiture Sharing Fund								
Fund & Dept & Division: 220-21-40								
2009-10	2010-11	2011-12				2012-13	2012-13	2012-13
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
				MATERIALS & SERVICES				
0	46	5,000	520220	Small Equipment		0	0	0
0	46	5,000		TOTAL MATERIALS & SERVICES		0	0	0
				TRANSFERS				
0	0	0	570103	To General Fund		0		
0	0	0		TOTAL TRANSFERS		0	0	0
0	46	5,000		TOTAL FORFEITURE SHARING FUND		0	0	0

FIRE SAFER GRANT FUND

DEPARTMENT OVERVIEW

This fund has been created to record the revenues and expenditures associated with the Fire Staffing for Adequate Fire and Emergency Response (SAFER) Grants. Two grants were awarded by the federal Department of Homeland Security.

One grant is for a four-year term, commencing in September of 2012 and expiring in September of 2016. This grant funds a Recruitment and Retention Volunteer Coordinator position, as well as incidental supplies. The second grant is for a term of two years, commencing in February, 2013, and expiring in February, 2015. This grant funds a Fire Inspector position.

BUDGET HIGHLIGHTS

In FY 2013-14, two positions are budgeted in this fund as noted in the Department Overview above.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
Fire Captain		2.00	2.00
TOTAL		2.00	2.00

FIRE SAFER GRANT FUND

BUDGET DETAIL

			FY 13-14 Revenues SAFER Grant Fund Fund & Dept & Division: 226-22-10				
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				INTERGOVERNMENTAL REVENUE			
	0	0	430214	SAFER Grant Revenue	255,984	255,984	255,984
	0	0		TOTAL INTERGOVERNMENTAL REVEN	255,984	255,984	255,984
				FUND BALANCE AVAILAELE			
0	0	0	495005	Fund Bal Avail For Approp.	0	0	0
0	0	0		TOTAL AVAILABLE	0	0	0
0	0	0		TOTAL SAFER GRANT RESOURCES	255,984	255,984	255,984

**FY 13-14 Expenditures
SAFER Grant Fund
Fund & Dept & Division: 226-22-10**

FIRE SAFER GRANT FUND

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONAL SERVICES			
		0	511005	Regular Employee Wages	156,229	156,229	156,229
		0	512005	Health/Dental Benefits	43,102	43,102	43,102
		0	512008	Health Reimb Arrange	1,401	1,401	1,401
		0	512010	Retirement	34,214	34,214	34,214
		0	512015	FICA	11,952	11,952	11,952
		0	512020	Worker's Comp	2,981	2,981	2,981
		0	512025	Other Benefits	1,008	1,008	1,008
		0	512030	Other Payroll Taxes	1,097	1,097	1,097
				TOTAL PERSONAL SERVICES	251,984	251,984	251,984
				MATERIALS & SERVICES			
		0	520110	Operating Supplies	4,000	4,000	4,000
		0	520220	Small Equipment	0	0	0
		0	520521	Public Information	0	0	0
		0	520524	Publications	0	0	0
		0	520530	Memberships	0	0	0
		0	520578	Insurance & Bonds	0	0	0
		0	521003	Training/Conferences	0	0	0
		0	522022	Inform Systems Fund	0	0	0
		0		TOTAL MATERIALS & SERVICES	4,000	4,000	4,000
0	0	0		TOTAL SAFER GRANT EXP	255,984	255,984	255,984

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.

BUDGET DETAIL

FY 13-14 Revenues								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
MISCELLANEOUS REVENUE								
233	206	300	470105	Interest	300	300	300	
233	206	300		TOTAL MISCELLANEOUS REVENUE	300	300	300	
FUND BALANCE AVAILABLE								
270	503	503	495005	Fund Bal Avail For Approp.	0	0	0	
41,187	41,187	41,187	495006	Restricted Fund Balance	41,187	41,187	41,187	
41,457	41,690	41,690		TOTAL AVAILABLE	41,187	41,187	41,187	
41,690	41,896	41,990		TOTAL LIB ENDOWMENT RESOURCES	41,487	41,487	41,487	

FY 13-14 Expenditures								
Library Endowment Fund								
Fund & Dept & Division: 505-14-50								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
MATERIALS & SERVICES								
0	0	0	520220	Small Equipment	300	300	300	
0	0	0		TOTAL MATERIALS & SERVICES	300	300	300	
TRANSFERS								
0	200	803	570127	To Library Donations Fund	0	0	0	
0	200	803		TOTAL TRANSFERS	0	0	0	
UNAPPROPRIATED ENDING FUND BAL								
0	0	41,187	590304	Unappropriated Ending Fund Bal	41,187	41,187	41,187	
0	0	41,187		TOTAL UNAPPROPRIATE END FD BAL	41,187	41,187	41,187	
0	200	41,990		TOTAL LIB ENDOWMENT EXPEND.	41,487	41,487	41,487	

LIBRARY ENDOWMENT FUND

LIBRARY DONATIONS FUND

DEPARTMENT OVERVIEW

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

The major source of funds for this Fund has been donations from the Forest Grove Library Foundation. However, the Foundation has been purchasing items and then donating the items to the Library instead of giving the funds to the City to purchase the items. This Fund is no longer needed and is being phased out. The information is being presented for history purposes only.

BUDGET DETAIL

			FY 13-14 Revenues				
			Library Donations Fund				
			Fund & Dept: 250-14				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MISCELLANEOUS REVENUE			
0	0	0	471026	Contributions	0	0	0
0	0	0	470105	Interest	0	0	0
0	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				TRANSFERS			
0	200	803	481005	From Library Endowment Fund	0	0	0
0	200	803		TOTAL TRANSFERS	0	0	0
				FUND BALANCE AVAILABLE			
1,484	1,484	1,684	495005	Fund Bal Avail For Approp.	0	0	0
1,484	1,484	1,684		TOTAL AVAILABLE	0	0	0
1,484	1,684	2,487		TOTAL LIB DONATIONS RESOURCES	0	0	0

			FY 13-14 Expenditures				
			Library Donations Fund				
			Fund & Dept: 250-14				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	2,487	520220	Small Equipment	0	0	0
0	0	2,487		TOTAL MATERIALS & SERVICES	0	0	0
				UNAPPROPRIATED ENDING FUND BAL			
0	0	0	560304	Unappropriated Ending Fund Bal	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
0	0	2,487		TOTAL LIB DONATIONS EXPEND.	0	0	0

TRAIL SYSTEM FUND

DEPARTMENT OVERVIEW

This fund was established in Fiscal Year 2007-08 to account for payments from Waste Management (WM) to the City, and is dedicated to the development and maintenance of the City's trail system. The City established a maximum allowable rate of return for solid waste disposal services of 11%. In 2012, 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 2013-14. The City is proposing using the remaining funds on repaving a portion of the south bike path along Hwy. 47 in FY 2013-14.

BUDGET DETAIL

Trail System Fund Fund & Dept: 260-16								
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted	
				INTERGOVERNMENTAL REVENUE				
0	0	0	465200	WM Trail Sponsorship	0	0	0	
0	0	0		TOTAL INTERGVMNT REVENUE	0	0	0	
				MISCELLANEOUS REVENUE				
476	272	500	450005	Interest	150	150	150	
476	272	500		TOTAL MISCELLANEOUS REVENUE	150	150	150	
				FUND BALANCE AVAILABLE				
162,685	66,555	49,445	485005	Fund Bal Avail For Approp.	47,220	47,220	47,220	
162,685	66,555	49,445		TOTAL AVAILABLE	47,220	47,220	47,220	
163,161	66,827	49,945		TOTAL TRAIL SYSTEM FUND RESOURCE	47,370	47,370	47,370	

FY 13-14 Expenditures Trail System Fund Fund & Dept: 260-16								
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted	
				MATERIALS & SERVICES				
0	0	10,000	522320	Trail Maintenance	0	0	0	
0	0	10,000		TOTAL MATERIALS AND SERVICES	0	0	0	
				CAPITAL OUTLAY				
96,605	19,812	39,945	550240	Trail Development	47,370	47,370	47,370	
96,605	19,812	39,945		TOTAL CAPITAL OUTLAY	47,370	47,370	47,370	
				UNAPPROPRIATED ENDING FUND BAL				
0	0	0	560304	UNAPPROPRIATED ENDING FUND BAL	0	0	0	
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0	
96,605	19,812	49,945		TOTAL TRAIL SYSTEM FUND EXPEND.	47,370	47,370	47,370	

TRAIL SYSTEM FUND

TRANSPORTATION SYSTEMS FUND

TRANSPORTATION SYSTEMS FUND

DEPARTMENT OVERVIEW

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

BUDGET DETAIL

FY 13-14 Revenues								
Transportation System Fund								
Fund & Dept: 265-12								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
487,640	528,354	520,000	430725	DHS Transportation Grant		570,000	570,000	570,000
487,640	528,354	520,000		TOTAL INTERGOVMT REVENUE		570,000	570,000	570,000
				FUND BALANCE AVAILABLE				
0	0	0	495005	Fund Bal Avail For Approp.		0	0	0
0	0	0		TOTAL AVAILABLE		0	0	0
487,640	528,354	520,000		TOTAL TRANSP SYS FUND RESOURCES		570,000	570,000	570,000

FY 13-14 Expenditures								
Transportation System Fund								
Fund & Dept: 265-12								
2010-11	2011-12	2012-13				2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted
				MATERIALS & SERVICES				
487,640	528,354	520,000	523015	Transportation Grant		570,000	570,000	570,000
487,640	528,354	520,000		TOTAL MATERIALS AND SERVICES		570,000	570,000	570,000
				UNAPPROPRIATED ENDING FUND BAL				
0	0	0	590304	Unappropriated Ending Fund Bal		0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL		0	0	0
487,640	528,354	520,000		TOTAL TRAIL SYSTEM FUND EXPEND.		570,000	570,000	570,000

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

No funding transfer from the General Fund is proposed for FY 2013-14. However, \$101,650 is being transferred from the Street Tree Fund. A review of the Street Tree Fund revealed that administrative charges had not been appropriately transferred for approximately 14 years. The aggregate of these charges totals the \$101,650. This catch-up payment is viewed as one-time funding, and so is placed in the Major Maintenance Fund to cover one-time items. On-going administrative fees in the future will be recorded in the General Fund.

Potential projects include: 1) replacement of three HVAC units at the Library; 2) finish repainting the rest of the outside of the Aquatic Center; 3) review and improve the layout of the first floor of City Hall to improve staff efficiency and effectiveness; and 4) finish re-carpeting the second floor of City Hall.

BUDGET DETAIL

Major Maintenance Fund								
FY 13-14 Revenues								
Fund & Dept & Division: 270-12-50								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				MISCELLANEOUS REVENUE				
1,166	3,045	2,500	470105	Interest	2,400	2,400	2,400	
1,166	3,045	2,500		TOTAL MISCELLANEOUS REVENUE	2,400	2,400	2,400	
				TRANSFERS				
545,000	50,000	350,000	481005	From Other Funds	0	101,650	101,650	
545,000	50,000	350,000		TOTAL TRANSFERS	0	101,650	101,650	
				FUND BALANCE AVAILABLE				
0	546,166	426,105	485005	Fund Bal Avail For Appropriation	673,884	673,884	673,884	
0	546,166	426,105		TOTAL AVAILABLE	673,884	673,884	673,884	
546,166	599,211	778,605		TOTAL MAJOR MAINT. FUND RESOURCES	676,284	777,934	777,934	

**Major Maintenance Fund
FY 13-14 Expenditures
Fund & Dept & Division: 270-12-50**

MAJOR MAINT FUND

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CAPITAL OUTLAY			
	172,610	193,642	550166	Building Improvements	250,000	250,000	250,000
	172,610	193,642		TOTAL CAPITAL OUTLAY	250,000	250,000	250,000
				UNAPPROPRIATED ENDING FUND BAL			
	0	403,658	590304	Unappropriated Ending Fund Bal	426,284	527,934	527,934
	0	403,658		TOTAL UNAPPROPRIATE END FD BAL	426,284	527,934	527,934
	172,610	597,300		TOTAL MAJOR MAINT. FUND EXPENDITURE	676,284	777,934	777,934

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. A \$0.50 per ton fee is charged for waste brought to the transfer station. In 1990, the City Council established the Community Enhancement Program.

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

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

BUDGET DETAIL

FY 13-14 Revenues							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
57,872	54,940	54,870	420025	Metro Enhancement Fee	55,000	55,000	55,000
57,872	54,940	54,870		TOTAL INTERGOVERNMENT REVENUE	55,000	55,000	55,000
				MISCELLANEOUS REVENUE			
1,038	454	0	431001	Repayment Of Grants	0	0	0
34	3	0	470105	Interest	0	0	0
1,072	457	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				FUND BALANCE AVAILABLE			
32,609	14,193	8,521	495005	Fund Bal Avail For Approp.	13,162	13,162	13,162
32,609	14,193	8,521		TOTAL AVAILABLE	13,162	13,162	13,162
91,553	69,590	63,391		TOTAL CEP RESOURCES	68,162	68,162	68,162

COMM ENHANCE FUND

FY 13-14 Expenditures							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
73,361	55,143	57,000	523003	Community Enhancement Grants	58,310	58,310	58,310
4,000	0	0	523004	CEP Prior Year Carryover	3,000	3,000	3,000
77,361	55,143	57,000		TOTAL MATERIALS & SERVICES	61,310	61,310	61,310
				UNAPPROPRIATED ENDING FUND BAL			
0	0	6,391	590304	Unappropriated Ending Fund Bal	6,852	6,852	6,852
0	0	6,391		TOTAL UNAPPROPRIATE END FD BAL	6,852	6,852	6,852
77,361	55,143	63,391		TOTAL CEP EXPENDITURES	68,162	68,162	68,162

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, and fundraising events including “Meet the Artist” dinners. Also, in recent years, proceeds from the annual Main Event were contributed to the Arts Commission. The Commission has completed their first public art acquisition, three art benches in downtown Forest Grove. Their next project, in partnership with the Library Foundation, is an installation by artist Ed Carpenter at the library.

BUDGET DETAIL

FY 13-14 Revenues							
Public Arts Donations Fund							
Fund & Dept: 280-11							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MISCELLANEOUS REVENUE							
654	2,193	0	471026	CONTRIBUTIONS	2,000	2,000	2,000
43	38	50	470105	INTEREST	50	50	50
697	2,231	50		TOTAL MISCELLANEOUS REVENUE	2,050	2,050	2,050
FUND BALANCE AVAILABLE							
17,580	7,516	8,433	495005	FUND BAL AVAIL FOR APPROP.	10,014	10,014	10,014
17,580	7,516	8,433		TOTAL AVAILABLE	10,014	10,014	10,014
18,277	9,747	8,483		TOTAL PUBLIC ARTS RESOURCES	12,064	12,064	12,064

FY 13-14 Expenditures							
Public Arts Donations Fund							
Fund & Dept: 280-11							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
10,761	1,916	8,483	520564	Public Arts Commission Expenditures	12,064	12,064	12,064
10,761	1,916	8,483		TOTAL MATERIALS & SERVICES	12,064	12,064	12,064
10,761	1,916	18,707		TOTAL PUBLIC ARTS EXPEND.	12,064	12,064	12,064

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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 major work items in FY 2013-14 include:

- Converting to Office 2010 from Office 2003.
- Converting the operating system to Windows 7 from Windows XP.
- Continuing the City's replacement program for employees' work stations and file servers.
- Working with a recently established Information Systems Committee consisting of staff from various departments to review use of technology and develop written IT policies.

BUDGET DETAIL

FY 13-14 Revenues
Information Systems Fund
Fund & Dept & Division: 710-12-30

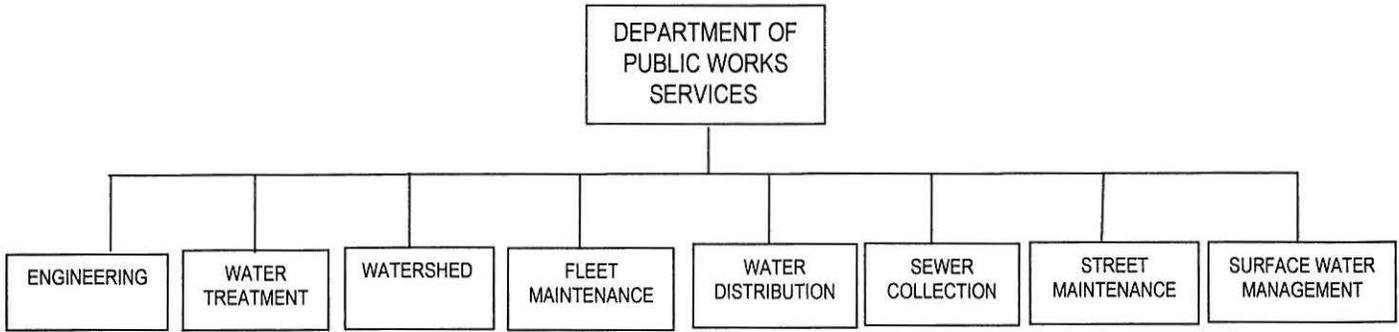
INFO SYSTEMS FUND

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
218,492	197,455	199,809	440225	Equipment Charges	203,752	203,752	203,752
218,492	197,455	199,809		TOTAL CHARGES FOR SERVICES	203,752	203,752	203,752
MISCELLANEOUS REVENUE							
6,919	0	0	430601	Library Computer Grant	0	0	0
3,740	4,054	1,850	470105	Interest	3,000	3,000	3,000
50	1,159		472005	Miscellaneous Revenue			
10,709	5,213	1,850		TOTAL MISCELLANEOUS REVENUE	3,000	3,000	3,000
FUND BALANCE AVAILABLE							
577,646	620,317	620,548	495005	Fund Bal Avail For Approp.	629,372	629,372	629,372
577,646	620,317	620,548		TOTAL AVAILABLE	629,372	629,372	629,372
806,847	822,985	822,207		TOTAL INFO SYSTEMS RESOURCES	836,124	836,124	836,124

FY 13-14 Expenditures
Information Systems Fund
Fund & Dept & Division: 710-12-30

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
-1,716	87	3,000	520110	Operating Supplies	500	500	500
9,407	15,129	8,895	520190	Computer Software	5,950	5,950	5,950
23,236	30,621	35,800	520200	Computer Software Maintenance	67,239	67,239	67,239
16,185	8,875	17,000	520210	Computer Supplies	17,500	17,500	17,500
76,499	95,414	161,136	520220	Small Equipment	89,915	89,915	89,915
412	13	0	520506	Postage	0	0	0
7,327	7,472	8,439	520557	Intergovernmental Services	10,329	10,329	10,329
0	749	20,500	521003	Training/Conference	13,000	13,000	13,000
20,650	5,872	10,000	521150	Professional Services	19,500	19,500	19,500
8,029	8,028	8,645	522003	Equipment Maint & Oper Supplies	8,028	8,028	8,028
160,029	172,260	273,415		TOTAL MATERIALS & SERVICES	231,961	231,961	231,961
CAPITAL OUTLAY							
15,950	47,808	86,200	550051	Office Furniture & Equipment	50,600	50,600	50,600
10,554	2,625	61,344	550460	Accounting System	60,000	60,000	60,000
26,504	50,433	147,544		TOTAL CAPITAL OUTLAY	110,600	110,600	110,600
CONTINGENCY							
0	0	0	580206	Contingency	85,147	85,147	85,147
0	0	0		TOTAL CONTINGENCY	85,147	85,147	85,147
UNAPP FUND BALANCE							
0	0	401,248	590304	Unapp Fund Balance	408,416	408,416	408,416
0	0	401,248		TOTAL UNAPP FUND BALANCE	408,416	408,416	408,416
186,533	222,693	822,207		TOTAL INFO SYSTEMS FUND EXPEND	836,124	836,124	836,124

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 13-14, 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 Equipment Fund's reserves (fund balance plus unappropriated fund balance) is increasing as planned, by approximately \$260,000. 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 increasing slightly, reflecting cost of living increases and salary step increases. The Equipment/Vehicle Fuel line item has increased in the past to provide a cushion in case gas prices increase, and now remains at that higher level. 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 less than one percent.

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 13-14, equipment replacement purchases include a dump truck and a vibratory roller for Public Works, a pick-up for the Building Division, and a dump truck for the Parks Department. In the Police Department, replacements include: the Ford Expedition, the Community Service Officer's van, the Honda motorcycle, and the Crown Victoria Patrol vehicle.

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 11-12</u>	Appropriated <u>FY 12-13</u>	Proposed <u>FY 13-14</u>
Public Works Superintendent	0.15	0.20	0.20
Mechanic	2.00	2.00	2.00
Administrative Assistant	0.25	0.20	0.20
TOTAL	2.40	2.40	2.40

EQUIPMENT

BUDGET DETAIL

**FY 13-14 Revenues
Equipment Fund
Fund & Dept: 720-56**

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
			440190	External Work Performed	1,000	1,000	1,000
438,183	517,974	550,745	440220	Equipment Rental	579,846	579,846	579,846
14,976	16,233	16,332	440221	City Hall Vehicle Replacement	16,582	16,582	16,582
20,942	23,843	25,108	440222	Parks Veh & Equipment Replacement	26,193	26,193	26,193
86,060	0	0	440223	Police Veh & Equipment Replacement	0	0	0
162,468	172,477	181,099	440224	Public Works Veh & Equipment Replaceme	192,000	192,000	192,000
42,086	36,457	25,000	440227	Light/Fire Maintenance	30,000	30,000	30,000
66,086	84,085	60,000	440228	Sale Of Gas & Oil	60,000	60,000	60,000
830,801	851,070	858,284		TOTAL CHARGES FOR SERVICES	905,621	905,621	905,621
				MISCELLANEOUS REVENUE			
16,600	8,797	10,000	445015	Sale Of Equipment	10,000	10,000	10,000
3,479	5,020	0	450057	Other	0	0	0
1,157	1,890	1,798	470105	Interest	2,000	2,000	2,000
21,236	15,707	11,798		TOTAL MISCELLANEOUS REVENUE	12,000	12,000	12,000
				TRANSFERS			
0	90,050	90,050	481005	Transfer From Cip Excise Fund	90,050	90,050	90,050
30,171	21,147	0	481005	Transfers From Other Funds	0	0	0
0	0	0	481005	Transfer From General Fund	0	0	0
30,171	111,197	90,050		TOTAL TRANSFERS	90,050	90,050	90,050
				FUND BALANCE AVAILABLE			
189,370	258,677	359,526	495005	Fund Bal Avail For Approp.	747,756	747,756	747,756
189,370	258,677	359,526		TOTAL AVAILABLE	747,756	747,756	747,756
1,071,578	1,236,651	1,319,657		TOTAL EQUIPMENT RESOURCES	1,755,427	1,755,427	1,755,427

EQUIPMENT

FY 13-14 Expenditures
Equipment Fund: Fund 720; Dept 56
Fund & Dept: 720-56

2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONNEL SERVICES			
127,595	125,072	130,206	511005	Regular Employee Wages	134,070	134,070	134,070
0	38	2,029	511015	Overtime	2,029	2,029	2,029
31,815	32,106	37,277	512005	Health/Dental Benefits	32,679	32,679	32,679
1,274	1,295	1,299	512008	Health Reimbursement Arr	1,338	1,338	1,338
25,940	18,906	21,734	512010	Retirement	23,745	23,745	23,745
9,674	9,416	10,116	512015	FICA	10,412	10,412	10,412
2,633	2,907	2,877	512020	Worker's Comp	2,992	2,992	2,992
1,082	1,126	791	512025	Other Benefits	811	811	811
936	929	1,000	512030	Other Payroll Taxes	1,028	1,028	1,028
200,950	191,795	207,328		PERSONNEL SERVICES	209,103	209,103	209,103
				MATERIALS & SERVICES			
401	1,431	1,250	520110	Operating Supplies	1,500	1,500	1,500
23	131	1,000	520130	Personnel Uniforms & Equip	1,000	1,000	1,000
4,864	4,079	5,000	520190	Computer Software	5,000	5,000	5,000
1,009	2,632	2,500	520220	Small Equipment	2,500	2,500	2,500
0	115	0	520503	Printing	0	0	0
859	61	1,000	520506	Postage	1,000	1,000	1,000
142	123	350	520509	Telephone	350	350	350
3	0	0	520530	Memberships	0	0	0
0	409	0	520533	Recruiting Expenses	0	0	0
408	350	750	520557	Intergovernmental Services	750	750	750
25,748	24,181	23,431	520578	Insurance & Bonds	25,774	25,774	25,774
725	575	2,000	521003	Training/Conferences	2,000	2,000	2,000
2,506	1,962	1,400	521150	Professional Services	1,600	1,600	1,600
102	393	0	521168	Misc Medical Services	0	0	0
173	171	250	521172	Bank Service Fees	250	250	250
64	115	1,000	522003	Equip Maint & Oper Supplies	1,000	1,000	1,000
54,585	67,333	68,000	522009	Vehicle Maint & Oper. Supplies	68,000	68,000	68,000
11,191	7,003	27,000	522010	Vehicle Maint External	27,000	27,000	27,000
195,049	221,102	250,000	522012	Equip/Vehicle Fuel	250,000	250,000	250,000
3,355	3,285	3,098	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
324,704	358,950	411,629		TOTAL MATERIALS & SERVICES	414,422	414,422	414,422
				CAPITAL OUTLAY			
0	9,739	7,000	550181	Major Tools And Work Equipment	0	0	0
0	0	18,000	551262	City Hall Veh Replacement	18,000	18,000	18,000
0	5,900	0	551263	Parks Veh & Equipmnt Replacement	35,000	35,000	35,000
98,513	144,570	0	551264	Police Veh & Equipmnt Replacement	108,500	108,500	108,500
188,733	44,110	92,000	551265	Public Works Veh & Equipmnt Replaceme	128,500	128,500	128,500
287,246	204,318	117,000		TOTAL CAPITAL OUTLAY	290,000	290,000	290,000
				CONTINGENCIES			
0	0	50,000	580206	Contingency	250,000	250,000	250,000
0	0	50,000		TOTAL CONTINGENCIES	250,000	250,000	250,000
				UNAPPROR ENDING FUND BALANCE			
0	0	533,700	590304	Unapp Fund Balance	591,902	591,902	591,902
0		533,700		TOTAL UNAPPR ENDING FUND BAL	591,902	591,902	591,902
812,900	755,064	1,319,657		TOTAL EQUIPMENT EXPENDITURES	1,755,427	1,755,427	1,755,427

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 13-14 Revenues City Utility Fund Fund & Dept & Division: 730-12-60							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
TRANSFERS							
121,000	121,000	127,050	481005	From Light & Power Fund	131,497	131,497	131,497
39,641	39,951	45,360	481010	From Water Fund	48,989	48,989	48,989
160,641	160,951	172,410		TOTAL TRANSFERS	180,486	180,486	180,486
160,641	160,951	172,410		TOTAL CITY UTILITY FUND RESOURCES	180,486	180,486	180,486

FY 13-14 Expenditures City Utility Fund Fund & Dept & Division: 730-12-60							
2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
MATERIALS & SERVICES							
21,253	22,431	23,500	520151	City Hall Utilities	24,120	24,120	24,120
31,143	30,560	31,410	520152	Library Utilities	32,775	32,775	32,775
34,612	33,124	36,250	520153	Aquatics Utilities	38,381	38,381	38,381
42,497	42,610	46,000	520154	Parks Utilities	48,985	48,985	48,985
17,054	17,198	19,500	520155	Police Utilities	20,125	20,125	20,125
11,538	12,632	12,750	520156	Fire Utilities	13,000	13,000	13,000
2,544	2,396	3,000	520157	Engineering Building Utilities	3,100	3,100	3,100
160,641	160,951	172,410		TOTAL MATERIALS & SERVICES	180,486	180,486	180,486
160,641	160,951	172,410		TOTAL CITY UTILITY FUND EXPEND.	180,486	180,486	180,486

CITY UTILITY FUND

RISK MANAGEMENT FUND

DEPARTMENT OVERVIEW

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

The worker's compensation insurance was the principal reason this fund was 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. There are remaining funds from the Retro program which are being used to help offset increases in the guaranteed premium insurance program.

BUDGET HIGHLIGHTS

The City transferred \$2,450,000 from the Capital Projects Fund to this Fund to the Risk Management Fund to reserve that money in the event the City has to pay the judgment in the David Hill lawsuit. Now that the lawsuit has been settled for the insurance limits and no direct City funds will be paid to David Hill Development, LLC, those funds that were transferred to the Risk Management Fund are proposed to be transferred as follows: 1) \$830,000 to the General Fund to reimburse that Fund for the purchase of the Times Litho property; and 2) the remaining funds, after payment of some legal expenses to the City Attorney for the David Hill lawsuit, will be transferred back to the Capital Projects Fund.

\$33,476 has been budgeted in the Risk Management Fund to fund risk management programs such as ergonomic improvements to try to reduce the potential for future workers' compensation claims. The City did purchase Automated External Defibrillators (AEDs) for the Library, City Hall, and the Community Auditorium from these funds.

BUDGET DETAIL

**FY 13-14 Revenues
Risk Management Fund
Fund & Dept & Division: 740-12-35**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
CHARGES FOR SERVICES							
82,127	74,735	74,735	444126	P/L Insurance - General Fund	82,064	82,064	82,064
104,153	94,781	94,781	444127	P/L Insurance - Other Funds	104,260	104,260	104,260
115,748	108,915	111,977	444128	WC Insurance - General Fund	115,270	115,270	115,270
76,204	79,210	80,302	444129	WC Insurance - Other Funds	83,054	83,054	83,054
378,232	357,641	361,795		TOTAL CHARGES FOR SERVICES	384,648	384,648	384,648
MISCELLANEOUS REVENUE							
3,387	2,382	18,200	470105	Interest	2,000	2,000	2,000
20,990	11,887	0	472005	Miscellaneous Revenue	0	0	0
24,377	14,269	18,200		TOTAL MISCELLANEOUS REVENUE	2,000	2,000	2,000
TRANSFERS							
		2,634,000	481005	Transfers From Other Funds	0	0	0
		2,634,000		TOTAL TRANSFERS	0	0	0
FUND BALANCE AVAILABLE							
486,942	527,856	461,967	495005	Fund Bal Avail For Approp.	2,846,238	2,846,238	2,846,238
486,942	527,856	461,967		TOTAL AVAILABLE	2,846,238	2,846,238	2,846,238
889,551	899,766	3,475,962		TOTAL RISK MANAGEMENT RESOURCES	3,232,886	3,232,886	3,232,886

RISK MANAGEMENT FUND

**FY 13-14 Expenditures
Risk Management Fund
Fund & Dept & Division: 740-12-35**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Resource Allocation	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
MATERIALS & SERVICES							
95,777	127,924	185,589	520585	Property/Liability Premiums	218,445	218,445	218,445
908	352	5,000	520586	P/L Claims	5,000	5,000	5,000
	9,256	33,626	520589	Risk Management Activities	33,476	33,476	33,476
48,370	199,926	204,924	520590	Worker's Compensation Premiums	217,220	217,220	217,220
155,192	116,216	59,365	520591	Worker's Comp Claims	7,500	7,500	7,500
300,247	453,674	488,504		TOTAL MATERIALS & SERVICES	481,641	481,641	481,641
TRANSFERS							
			570103	Transfer to General Fund	830,000	830,000	830,000
61,448	43,070	0	570127	Transfer To Other Funds	1,600,000	1,600,000	1,600,000
61,448	43,070	0		TOTAL TRANSFERS	2,430,000	2,430,000	2,430,000
CONTINGENCIES							
0	0	2,699,000	580206	Contingency	45,890	45,890	45,890
0	0	2,699,000		TOTAL CONTINGENCIES	45,890	45,890	45,890
UNAPPROPRIATED ENDING FUND BAL							
0	0	25,793	590303	Reserved For P/L Insurance	20,000	20,000	20,000
0	0	262,665	590303	Reserved For Wc Insurance	255,355	255,355	255,355
0	0	288,458		TOTAL UNAPPROPRIATE END FD BAL	275,355	275,355	275,355
361,695	496,744	3,475,962		TOTAL RISK MANAGEMENT EXPEND.	3,232,886	3,232,886	3,232,886

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 2013-14, the Fire Department will replace the tender that was originally purchased in 1998. This tender carries 3,000 – 4,000 gallons of water.

BUDGET DETAIL

				FY 13-14 Revenues				
				Fire Equipment Replacement Fund				
				Fund & Dept: 225-23				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				INTERGOVERNMENTAL REVENUE				
27,951	122,950	149,775	420010	RURAL DISTRICT SHARE	172,500	172,500	172,500	
27,951	122,950	149,775		TOTAL INTERGOVERNMENT REVENUE	172,500	172,500	172,500	
				GRANTS				
		0	430207	FEDERAL FIRE GRANTS	0	0	0	
47,832	373,800	17,245	430214	HOMELAND SECURITY GRANT	0	0	0	
47,832	373,800	17,245		TOTAL GRANTS	0	0	0	
				CHARGES FOR SERVICES				
2,450	10,000	0	445010	SALE OF MATERIALS	0	0	0	
2,450	10,000	0		TOTAL CHARGES FOR SERVICES	0	0	0	
				MISCELLANEOUS REVENUE				
2,089	1,651	5,000	470105	INTEREST	1,800	1,800	1,800	
2,089	1,651	5,000		TOTAL MISCELLANEOUS REVENUE	1,800	1,800	1,800	
				TRANSFERS & REIMBURSEMENTS				
97,850	102,100	97,850	481005	TRANSFER FROM CIP EXCISE TAX FUND	97,850	97,850	97,850	
97,850	102,100	97,850		TOTAL TRANSFERS & REIMBURSEMNT	97,850	97,850	97,850	
				FUND BALANCE AVAILABLE				
389,133	417,050	339,538	495005	FUND BAL AVAIL FOR APPROP.	474,832	474,832	474,832	
389,133	417,050	339,538		TOTAL AVAILABLE	474,832	474,832	474,832	
567,305	1,027,551	609,408		TOTAL FIRE EQUIP REPLCMT RESOURCES	746,982	746,982	746,982	

**FY 13-14 Expenditures
Fire Equipment Replacement Fund
Fund & Dept: 225-23**

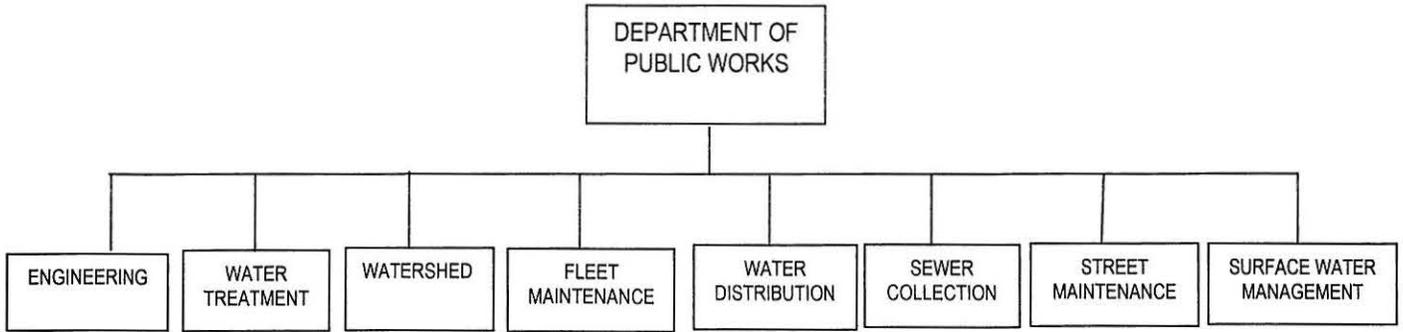
FIRE EQUIPMENT REPLACEMENT FUND

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
CAPITAL OUTLAY							
0	53,705	0	550166	Building Improvements	0	0	0
111,754	434,328	42,100	550181	Major Tools & Work Equipment	0	0	0
47,500	218,585	275,000	551261	Vehicle Replacement	345,000	345,000	345,000
159,254	706,618	317,100		TOTAL CAPITAL OUTLAY	345,000	345,000	345,000
CONTINGENCY							
0	0	50,000	580206	Contingency	50,000	50,000	50,000
0	0	50,000		TOTAL CONTINGENCY	50,000	50,000	50,000
0	0	242,308	590304	Unapp Fund Balance	351,982	351,982	351,982
0	0	403,082		TOTAL UNAPP FUND BALANCE	351,982	351,982	351,982
159,254	706,618	609,408		TOTAL FIRE EQUIPMENT EXPENDIT	746,982	746,982	746,982

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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 targeted for major road extensions within the City, as outlined in the separate FY 13-18 Capital Improvement Program book.

In FY 13-14, funds will be used to match a portion of Ride Connection’s investment in a deviated transit route within Forest Grove. The concept for Ride Connection’s deviated route is to provide service from TriMet’s route 57 to Forest Grove High School and to major employers within the City. TIF funds will be used to purchase 14-passenger buses, and may be used for infrastructure at stops.

TIF

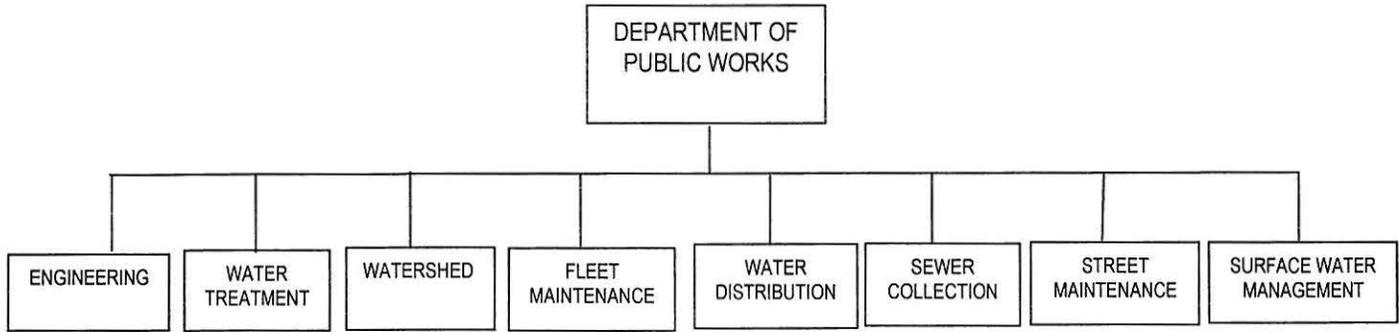
BUDGET DETAIL

FY 13-14 Revenues						
Traffic Impact Fund						
Fund & Dept: 310-52						
2010-11	2011-12	2012-13			2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved
					Adopted	
INTERGOVERNMENTAL						
0	0	0	420041	Wash County	0	0
0	0	0		TOTAL INTERGOVERNMENTAL	0	0
TRAFFIC IMPACT FEES						
0	0	0	451045	T.I.F. - Transit	0	0
0	0	0	451050	T.I.F. - Residential	0	0
0	0	0	451052	T.I.F. - Business & Commcl.	0	0
0	0	0	451055	T.I.F. - Industrial	0	0
0	0	0	451060	T.I.F. - Office	0	0
0	0	0	451065	T.I.F. - Institutional	0	0
0	0	0		TOTAL FEES	0	0
MISCELLANEOUS REVENUE						
19,169	22,388	32,350	470105	Interest	29,563	29,563
19,169	16,050	32,350		TOTAL MISCELLANEOUS REVENUE	29,563	29,563
FUND BALANCE AVAILABLE						
3,199,813	3,218,983	3,235,010	495005	Fund Bal Avail For Approp.	2,956,263	2,956,263
3,199,813	3,210,057	3,235,010		TOTAL AVAILABLE	2,956,263	2,956,263
3,218,982	3,226,107	3,267,360		TOTAL TIF RESOURCES	2,985,826	2,985,826

FY 13-14 Expenditures						
Traffic Impact Fund						
Fund & Dept: 310-52						
2010-11	2011-12	2012-13			2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved
					Adopted	
CAPITAL OUTLAY						
0	44,384	3,267,360	550169	General Capital Outlay	2,985,826	2,985,826
0	44,384	3,267,360		TOTAL CAPITAL OUTLAY	2,985,826	2,985,826
UNAPP FUND BALANCE						
0	0	0	590304	Unapp Fund Balance	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0
0	44,384	3,267,360		TOTAL TIF EXPENDITURES	2,985,826	2,985,826

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 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.

The TDT is levied countywide, and is currently \$6,665 for a new, detached dwelling on a vacant lot. This amount is the result of a revised phase-in of the full TDT, which is \$8,225. The TDT rates were originally scheduled to be phased over a 4-year time period, from 2008 to 2012, but given the recent economic downturn, the Washington County Board of Commissioners delayed the final step-increase of the TDT rate phase-in schedule to June 30, 2015. This delay will be reviewed in the spring of 2013 and 2014. Developers can also receive credits for money spent on eligible improvements they build themselves.

BUDGET HIGHLIGHTS

Revenue: The City is anticipating approximately 70 new single, detached homes in FY 13-14.

Expenditures: Funds are set aside in the TDT budget for various road extensions, as outlined in the separate FY 13-18 Capital Improvement Program book.

TDT

BUDGET DETAIL

FY 13-14 Revenues Transportation Development Tax Fund & Dept: 311-52							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FEEES			
247,593	603,647	333,250	451070	Transportation Development Tax	466,550	466,550	466,550
247,593	603,647	333,250		TOTAL FEES	466,550	466,550	466,550
				MISCELLANEOUS REVENUE			
1,583	3,444	3,768	470105	Interest	10,490	10,490	10,490
1,583	3,444	3,768		TOTAL MISCELLANEOUS REVENUE	10,490	10,490	10,490
				TRANSFERS & REIMBURSEMENTS			
		250,000	480006	Reimbursement District - 26th Ave	0	0	0
		250,000		TOTAL REIMBURSEMENTS	0	0	0
				FUND BALANCE AVAILABLE			
160,387	409,543	753,639	495005	Fund Bal Avail For Approp.	2,098,022	2,098,022	2,098,022
160,387	409,543	753,639		TOTAL AVAILABLE	2,098,022	2,098,022	2,098,022
409,563	1,016,634	1,340,657		TOTAL TDT RESOURCES	2,575,062	2,575,062	2,575,062

FY 13-14 Expenditures Transportation Development Tax Fund & Dept: 311-52							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
0	2,155	1,340,657	550169	General Capital Outlay	2,575,062	2,575,062	2,575,062
0	2,155	1,340,657		TOTAL CAPITAL OUTLAY	2,575,062	2,575,062	2,575,062
				UNAPP FUND BALANCE			
0	0	0	590304	Unapp Fund Balance	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
0	2,155	1,340,657		TOTAL TDT EXPENDITURES	2,575,062	2,575,062	2,575,062

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

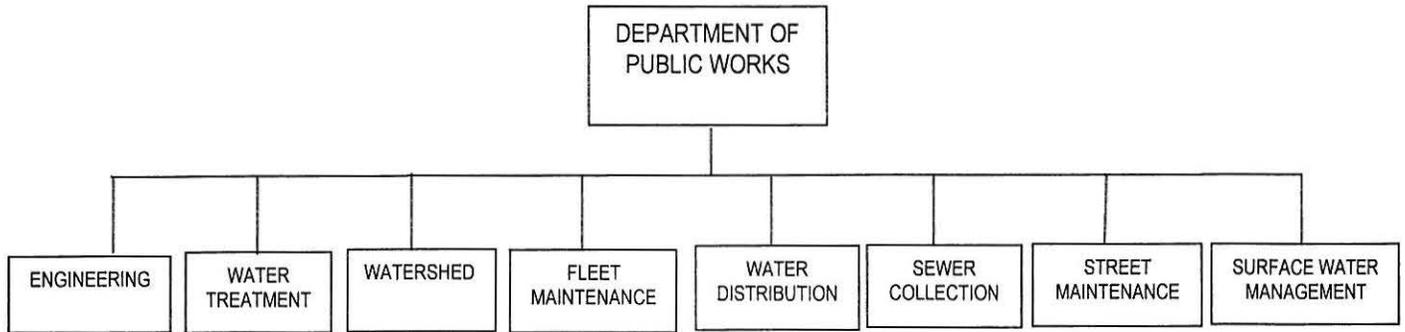
In FY 13-14, one property purchase is anticipated in the southwestern area of Forest Grove. If grant funds become available, this fund may provide the match necessary to upgrade and expand the playground equipment at Bard Park. Trail development, if grant applications are successful, near old town are included in this budget.

BUDGET DETAIL

FY 13-14 Revenues							
Park Acquisition & Development Fund							
Fund & Dept: 320-16							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
124,272	0	0	430708	State Parks Grant	0	0	0
124,272	0	0		TOTAL INTERGOVERNMENTAL REVENUE	0	0	0
CHARGES FOR SERVICES							
171,000	261,000	210,000	451009	Parks SDC Fees	252,000	252,000	252,000
171,000	261,000	210,000		TOTAL CHARGES FOR SERVICES	252,000	252,000	252,000
MISCELLANEOUS REVENUE							
2,262	3,825	2,500	470105	Interest	4,318	4,318	4,318
2,262	3,825	2,500		TOTAL MISCELLANEOUS REVENUE	4,318	4,318	4,318
FUND BALANCE AVAILABLE							
297,554	576,498	801,043	495005	Fund Bal Avail For Approp.	863,562	863,562	863,562
297,554	576,498	801,043		TOTAL AVAILABLE	863,562	863,562	863,562
595,088	841,323	1,013,543		TOTAL PARKS ACQ/DEV RESOURCES	1,119,880	1,119,880	1,119,880

FY 13-14 Expenditures							
Park Acquisition & Development Fund							
Fund & Dept: 320-16-50							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
	0	85,000	521150	Professional Services	85,000	85,000	85,000
	0	85,000		TOTAL MATERIALS & SERVICES	85,000	85,000	85,000
CAPITAL OUTLAY							
4,325	54,276	928,543	550200	Parks Projects -General	1,034,880	1,034,880	1,034,880
659	0	0	550247	Thatcher Park	0	0	0
13,606	765	0	550248	Trails & Greenways	0	0	0
18,590	55,041	928,543		TOTAL CAPITAL OUTLAY	1,034,880	1,034,880	1,034,880
18,590	55,041	1,013,543		TOTAL PARK ACQ/DEV EXPEND	1,119,880	1,119,880	1,119,880

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 13-14 is estimated to be \$18.74. One percent of these taxes accrue to the Bike/Pedestrian Pathway Fund, and the rest go to the Street Fund.

Expenditures: This fund is used to enhance pedestrian pathways and bike routes throughout the City. In FY 13-14, funds will be used on the pedestrian/bike pathway along Highway 47 on the Southeast part of town.

BUDGET DETAIL

FY 13-14 Revenues							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENT REVENUE							
10,260	11,542	11,978	412015	State Gas Tax	12,146	12,146	12,146
0	0	0	430703	Bike Shelter Grant	0	0	0
10,260	11,542	11,978		TOTAL INTERGOVERNMENT REVENUE	12,146	12,146	12,146
MISCELLANEOUS REVENUE							
12	36	50	415160	Bicycle Licenses	36	36	36
313	296	384	450005	Interest	206	206	206
325	332	434		TOTAL MISCELLANEOUS REVENUE	242	242	242
FUND BALANCE AVAILABLE							
76,814	83,748	85,288	485005	Fund Bal Avail For Approp.	41,115	41,115	41,115
76,814	83,748	85,288		TOTAL AVAILABLE	41,115	41,115	41,115
87,399	95,622	97,700		TOTAL RESOURCES	53,503	53,503	53,503

FY 13-14 Expenditures							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CAPITAL OUTLAY							
3,650	9,704	97,700	550169	General Capital Outlay	53,503	53,503	53,503
3,650	9,704	97,700		TOTAL CAPITAL OUTLAY	53,503	53,503	53,503
3,650	9,704	97,700		TOTAL EXPENDITURES	53,503	53,503	53,503

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 from the sale of the Fernhill Wetlands to CWS in the Capital Projects Fund.

BUDGET HIGHLIGHTS

In FY 2012-13, the City transferred the majority of the funds in this Fund to the Risk Management Fund to set aside funding that could have needed to pay off any excess judgment over insurance limits for the David Hill lawsuit. That lawsuit has been settled for the insurance limits so most of those funds are being transferred back to the Capital Projects Fund in FY 2013-14. There are no specific projects planned for these funds except for some potential consulting on developing the Times Litho property. If any other funds are proposed to be spent, staff will bring the potential expenditure of those funds to the City Council for approval.

BUDGET DETAIL

			FY 13-14 Revenues Capital Projects Fund Fund & Dept & Division: 330-12-40					
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
INTERGOVERNMENTAL REVENUE								
122,275	0	0	430708	State Parks Grant	0	0	0	
0	128,445	0	420024	Clean Water Services	0	0	0	
122,275	128,445	0		TOTAL INTERGOVERNMENTAL REVENUE	0	0	0	
MISCELLANEOUS REVENUE								
18,092	19,115	500	470105	Interest	7,500	7,500	7,500	
657	2,246	0	470131	Sidewalk Program Interest	0	0	0	
5,034	13,766	0	470132	Sidewalk Program Principal	0	0	0	
59,832	61,584	0	470133	Sidewalk Program Pay-In-Full	0	0	0	
0	0	0	480021	Pacific University - Thatcher	0	0	0	
	66,271	0	480022	Fernhill Wetlands Match	0	0	0	
83,615	162,982	500		TOTAL MISCELLANEOUS REVENUE	7,500	7,500	7,500	
TRANSFERS								
			481005	Transfers From Other Funds	1,600,000	1,600,000	1,600,000	
				TOTAL TRANSFERS	1,600,000	1,600,000	1,600,000	
FUND BALANCE AVAILABLE								
2,856,654	2,805,095	2,648,557	495005	Fund Bal Avail For Approp.	176,197	176,197	176,197	
2,856,654	2,805,095	2,648,557		TOTAL AVAILABLE	176,197	176,197	176,197	
3,062,544	3,096,522	2,649,057		TOTAL CAPITAL PROJECTS RESOURCES	1,783,697	1,783,697	1,783,697	

**FY 13-14 Expenditures
Capital Projects Fund
Fund & Dept & Division: 330-12-40**

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				MATERIALS & SERVICES			
0	0	0	521150	Professional Services	30,000	30,000	30,000
0	0	0		TOTAL MATERIALS & SERVICES	30,000	30,000	30,000
				CAPITAL OUTLAY			
15,941	0	0	550150	Fiber Optic Project	0	0	0
181	0	0	550153	Wireless Project	0	0	0
0	0	0	550154	City Hall - Generator	0	0	0
0	0	0	550166	Building Improvements	0	0	0
0	0	15,057	550169	Capital Projects	1,753,697	1,753,697	1,753,697
1,023	5,473	0	550201	Parks Land Acquisition	0	0	0
0	150,000	0	550245	Park Property Purchase	0	0	0
0	0	0	550247	Thatcher Park - Not SDC	0	0	0
129,905	323,198	0	550248	Trails And Greenways	0	0	0
0	0	0	550576	Sunset Drive Utilities	0	0	0
110,399	105,320	0	550580	Sidewalk Program	0	0	0
257,450	583,991	15,057		TOTAL CAPITAL OUTLAY	1,753,697	1,753,697	1,753,697
				TRANSFERS			
		2,634,000	570127	Transfer To Other Funds	0	0	0
		2,634,000		TOTAL TRANSFERS	0	0	0
257,450	583,991	2,649,057		TOTAL CAPITAL PROJECTS EXPEND	1,783,697	1,783,697	1,783,697

CAPITAL PROJECTS 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. Ninety percent (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 13-14, this Fund will fund the replacement of radios, weapons, and chairs for the Police Department. Some of the General Government funds are proposed to be used to help Public Works purchase a rut paver. One use of the rut paver will be to help repair City parking lots and alleys.

BUDGET DETAIL

			FY 13-14 Revenues CIP Excise Tax Fund Fund & Dept & Division: 350-12-70				
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LICENSES, PERMITS AND FEES			
214,495	217,708	206,000	450200	CIP Excise Fee	215,000	215,000	215,000
214,495	217,708	206,000		TOTAL LICENSES, PERMITS AND FEES	215,000	215,000	215,000
				MISCELLANEOUS REVENUE			
331	202	200	470105	Interest	200	200	200
331	202	200		TOTAL MISCELLANEOUS REVENUE	200	200	200
				FUND BALANCE AVAILABLE			
113,808	74,185	71,115	495005	Fund Bal Avail For Approp.	56,287	56,287	56,287
113,808	74,185	71,115		TOTAL AVAILABLE	56,287	56,287	56,287
328,634	292,095	277,315		TOTAL CIP EXCISE TAX RESOURCES	271,487	271,487	271,487

**FY 13-14 Expenditures
CIP Excise Tax Fund
Fund & Dept & Division: 350-12-70**

CIP EXCISE TAX FUND

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
CAPITAL OUTLAY							
30,139	11,484	56,654	550170	Support Service Projects	58,043	58,043	58,043
40,400	6,854	32,761	550171	Public Safety Projects	25,544	25,544	25,544
70,539	18,338	89,415		TOTAL CAPITAL OUTLAY	83,587	83,587	83,587
TRANSFERS							
86,060	90,050	90,050	570127	To Equipment Fund	90,050	90,050	90,050
97,850	102,100	97,850	570127	To Fire Equipment Replacement Fund	97,850	97,850	97,850
183,910	192,150	187,900		TOTAL TRANSFERS	187,900	187,900	187,900
CONTINGENCY							
0	0	0	580206	Contingency	0	0	0
0	0	0		TOTAL CONTINGENCY	0	0	0
UNAPPROPRIATED ENDING FUND BAL							
0	0	0	590304	Unappropriated Ending Fund Bal	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
254,449	210,488	277,315		TOTAL CIP EXCISE TAX EXPEND.	271,487	271,487	271,487

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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 in 2016 instead of 2018. The funding source for the debt repayment is property taxes.

BUDGET DETAIL

GENERAL DEBT SERVICE FUND

FY13-14 Revenues General Debt Service Fund Fund & Dept: 410-19								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
LOCAL TAXES								
459,369	423,991	481,557	411003	Property Taxes	486,792	486,792	486,792	
15,286	8,836	10,000	411150	Property Tax Prior Years	8,000	8,000	8,000	
474,655	432,827	491,557		TOTAL LOCAL TAXES	494,792	494,792	494,792	
MISCELLANEOUS REVENUE								
1,769	1,332	1,100	470105	Interest	1,100	1,100	1,100	
4,329	0		471030	Bond Refinancing Proceeds				
6,098	1,332	1,100		TOTAL MISCELLANEOUS REVENUE	1,100	1,100	1,100	
FUND BALANCE AVAILABLE								
195,871	58,402	28,291	495005	Fund Bal Avail For Approp.	46,046	46,046	46,046	
195,871	58,402	28,291		TOTAL AVAILABLE	46,046	46,046	46,046	
676,624	492,561	520,948		TOTAL GDS RESOURCES	541,938	541,938	541,938	

FY 13-14 Expenditures General Debt Service Fund Fund & Dept: 410-19								
2010-11	2011-12	2012-13			2013-14	2013-14	2013-14	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
DEBT SERVICE								
420,000	400,000	425,000	562008	Principal - 2010 Series	455,000	455,000	455,000	
48,222	63,875	55,875	562048	Interest - 2010 Series	45,250	45,250	45,250	
468,222	463,875	480,875		TOTAL DEBT SERVICE	500,250	500,250	500,250	
UNAPPROPRIATED ENDING FUND BAL								
0	0	40,073	590304	Unappropriated Ending Fund Bal	41,688	41,688	41,688	
0	0	40,073		TOTAL UNAPPROPRIATE END FD BAL	41,688	41,688	41,688	
468,222	463,875	520,948		TOTAL GDS EXPENDITURES	541,938	541,938	541,938	

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 II was completed in 1996 and included improvements to the southern end of Elm Street. Phase II included a 20-year bond issue of \$280,000. The Phase II bonds will be paid off in December 2015.

BUDGET DETAIL

SPWF DEBT FUND

FY 13-14 Revenues
SPWF Debt Service Fund
Fund & Dept & Division: 430-19-20

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				CHARGES FOR SERVICES			
4,362	4,624	4,885	451200	Assessment Charges	9,735	9,735	9,735
4,362	4,624	4,885		TOTAL CHARGES FOR SERVICES	9,735	9,735	9,735
				MISCELLANEOUS REVENUE			
38,765	39,259	0	470105	Interest	0	0	0
2,654	2,393	2,131	470130	Interest - Assessments	3,154	3,154	3,154
41,419	41,652	2,131		TOTAL MISCELLANEOUS REVENUE	3,154	3,154	3,154
				FUND BALANCE AVAILABLE			
39,266	5,823	28,393	495005	Fund Bal Avail For Approp	30,184	30,184	30,184
39,266	5,823	28,393		TOTAL AVAILABLE	30,184	30,184	30,184
85,047	52,099	35,409		TOTAL SPWF DEBT SERV RESOURCES	43,073	43,073	43,073

FY 13-14 Expenditures
SPWF Debt Service Fund
Fund & Dept & Division: 430-19-20

2010-11 Actual	2011-12 Actual	2012-13 Budgeted	Account	Title	2013-14 Proposed	2013-14 Approved	2013-14 Adopted
				DEBT SERVICE			
51,278	0	0	562015	Principal - 91 S.P.W.F. Loan	0	0	0
17,729	17,886	18,053	562020	Principal - 95 S.P.W.F. Loan	18,228	18,228	18,228
3,379	0	0	562050	Interest - 91 S.P.W.F. Loan	0	0	0
6,838	5,820	4,791	562055	Interest - 95 S.P.W.F. Loan	3,753	3,753	3,753
79,224	23,706	22,844		TOTAL DEBT SERVICE	21,981	21,981	21,981
				UNAPPROPRIATED ENDING FUND BAL			
0	0	12,565	590304	Unappropriated Ending Fund Bal	21,092	21,092	21,092
0	0	12,565		TOTAL UNAPPROPRIATE END FD BAL	21,092	21,092	21,092
79,224	23,706	35,409		TOTAL SPWF DEBT SERV EXPEND	43,073	43,073	43,073

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>		
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
	<hr/>	<hr/>		<hr/>	<hr/>
Totals	<u>1,440,000</u>	<u>3,075,000</u>		<u>95,050</u>	<u>810,046</u>

COMPENSATION PLAN

CITY OF FOREST GROVE 2013-2014 COMPENSATION PLAN

COMPENSATION PLAN

Range Classification	1	2	3	4	5	6
<u>Part-Time / Temporary - Effective July 1, 2013</u>						
Hourly Rate						
Cashier	9.51	9.78	10.07	10.38	10.68	11.02
Lifeguard	9.51	9.78	10.07	10.38	10.68	11.02
Planning Intern	14.31					
Lead Guard	9.97	10.27	10.59	10.89	11.23	11.55
Instructor	10.47	10.78	11.12	11.45	11.81	12.14
Clerical Aide	10.47	10.78	11.12	11.45	11.81	12.14
Parks Seasonal Mnt Worker	13.06	13.34	13.62	13.88	14.15	14.43
Fire Dept Assistant	17.00					
Municipal Court Judge	80.00	Flat Rate				
<u>Management / Nonrepresented - Effective July 1, 2013</u>						
Monthly Rate						
Sr. Admin Specialist	3,252	3,415	3,586	3,765	3,953	4,151
HR Administrative Assistant	3,766	3,916	4,074	4,235	4,404	4,580
Administrative Assistant	3,766	3,916	4,074	4,235	4,404	4,580
Municipal Court Supervisor	3,819	4,010	4,211	4,422	4,643	4,875
HR Coord_Vol Coord	3,996	4,196	4,406	4,626	4,857	5,100
Mechanic Supervisor	3,996	4,196	4,406	4,626	4,857	5,100
Support Unit Supervisor	4,217	4,428	4,649	4,881	5,125	5,381
Aquatics Supervisor	4,217	4,428	4,649	4,881	5,125	5,381
Executive Assistant	4,217	4,428	4,649	4,881	5,125	5,381
Human Resources Tech	4,217	4,428	4,649	4,881	5,125	5,381
Accountant	4,217	4,428	4,649	4,881	5,125	5,381
Parks Crew Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
PW Crew Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
Facilities Maintenance Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
Library Services Supervisor	4,328	4,544	4,771	5,010	5,260	5,523
Reference Serv. Supervisor	4,494	4,719	4,955	5,203	5,463	5,736
City Recorder	4,646	4,878	5,122	5,378	5,647	5,929
AS Manager	4,646	4,878	5,122	5,378	5,647	5,929
WTP Superintendent	4,875	5,119	5,375	5,644	5,926	6,222
Network Supervisor	4,984	5,233	5,495	5,770	6,059	6,362
Project Engineer	4,994	5,244	5,506	5,781	6,070	6,373
Building Official	5,396	5,666	5,949	6,246	6,558	6,886
Public Works Supt	5,396	5,666	5,949	6,246	6,558	6,886
PW Civil Engineer	5,810	6,100	6,405	6,725	7,061	7,414
Fire Division Chief	6,104	6,409	6,729	7,065	7,418	7,789
Assistant Admin Serv Director	6,106	6,411	6,732	7,069	7,422	7,793

Range	Classification	1	2	3	4	5	6
	Police Captain	6,340	6,657	6,990	7,340	7,707	8,092
	Human Resources Manager	6,340	6,657	6,990	7,340	7,707	8,092
	Library Director	6,340	6,657	6,990	7,340	7,707	8,092
	Parks & Recreation Director	6,574	6,903	7,248	7,610	7,990	8,389
	Engineering Manager	7,204	7,564	7,942	8,339	8,756	9,194
	Operations Superintendent	7,204	7,564	7,942	8,339	8,756	9,194
	Comm Develop Director	7,204	7,564	7,942	8,339	8,756	9,194
	Admin Services Director	7,204	7,564	7,942	8,339	8,756	9,194
	Fire Chief	7,204	7,564	7,942	8,339	8,756	9,194
	Police Chief	7,204	7,564	7,942	8,339	8,756	9,194
	Public Works Director	7,204	7,564	7,942	8,339	8,756	9,194
	Light & Power Director	7,919	8,315	8,731	9,168	9,626	10,107
	City Manager						11,129
	L&P System Engineer						11,214

AFSCME, Local 3786 - Effective July 1, 2013

Monthly Rate

Lib Asst	2,744	2,852	2,966	3,083	3,207	3,335
Aquatics Program Specialist	2,744	2,852	2,966	3,083	3,207	3,335
Fire Logistics Technician	2,840	2,952	3,070	3,193	3,321	3,453
Janitor	2,840	2,952	3,070	3,193	3,321	3,453
Admin Spec 1	2,854	2,968	3,085	3,208	3,337	3,470
Library Associate	3,070	3,193	3,321	3,454	3,592	3,736
Admin Sp 2	3,143	3,269	3,400	3,536	3,677	3,824
Utility Worker I	3,160	3,288	3,419	3,556	3,697	3,846
Accounting Technician	3,412	3,548	3,690	3,838	3,991	4,151
Utility Worker II	3,570	3,712	3,861	4,014	4,176	4,345
Permit Coord	3,570	3,712	3,861	4,014	4,176	4,345
Youth Svcs Librarian	3,588	3,731	3,880	4,035	4,196	4,366
Mechanic	3,693	3,839	3,994	4,152	4,319	4,491
Admin Asst	3,766	3,916	4,074	4,235	4,404	4,580
Payroll	3,802	3,954	4,112	4,276	4,447	4,625
PC Tech	3,876	4,031	4,193	4,359	4,534	4,715
Adult Svcs Librarian	3,953	4,111	4,275	4,446	4,624	4,809
Eng Tech	3,963	4,120	4,284	4,456	4,635	4,818
UW II WTPO	3,974	4,133	4,298	4,470	4,649	4,835
60% WTO/40% UW II	3,974	4,132	4,298	4,469	4,649	4,835
PW Prog Spec	3,992	4,151	4,317	4,491	4,669	4,854
WTP Operator	4,244	4,411	4,588	4,773	4,964	5,161
Building Inspector I	4,316	4,487	4,666	4,854	5,047	5,250
Assoc Planner	4,477	4,656	4,844	5,037	5,238	5,448
Building Inspector II/NW Spec.	4,748	4,939	5,135	5,340	5,554	5,777
Senior Planner	5,250	5,459	5,678	5,906	6,141	6,384
Econ Dev Coord	5,250	5,459	5,678	5,906	6,141	6,384
Electrical Engineer	5,813	6,045	6,287	6,538	6,799	7,071

Range Classification	1	2	3	4	5	6	
Firefighter's Association - Effective July 1, 2012							
Monthly Rate							
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	
Fire Captain	5,098	5,344	5,589	5,832	6,078	6,322	
Fire Inspector	5,214	5,463	5,715	5,965	6,215	6,466	
Police Association - Effective July 1, 2013							
Monthly Rate							
Records Specialist	3,178	3,305	3,438	3,575	3,717	3,867	
Community Service Officer	3,378	3,529	3,683	3,853	4,026	4,210	
Evidence Technician	3,610	3,755	3,905	4,062	4,224	4,394	
Police Officer	4,394	4,684	4,894	5,164	5,397	5,692	
Sergeant	5,444	5,714	6,001	6,301	6,616	6,946	
IBEW, Local No. 125 - Effective July 1, 2013							
HOURLY RATE							
	1	2	3	4	5	6	7
Meter Reader	17.96	21.28	25.08				
IBEW Mechanic	21.45	22.76	24.06	25.10	25.98	26.84	
Senior Utility Worker	22.64	25.53	28.40				
Apprentice Lineman	26.81	28.87	30.11	31.34	32.99	34.64	37.12
Journeyman Tree Trimmer	32.98	(flat rate)					
Journeyman Tree Trimmer Foreman	37.12						
Journeyman Lineman	41.24	(flat rate)					
Journeyman Meterman							
Lead Meter Relay Tech	44.13						
Lead Substation Relay Tech	44.13						
Working Foreman	45.36	(flat rate)					
Meterman Foreman							
Meter Relay Foreman	46.60	(flat rate)					
Line Foreman	47.43	(flat rate)					