

city of
forest
grove

ADOPTED

2010-11

BUDGET



2010-11 BUDGET COMMITTEE

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Michael Kinkade, Fire Chief
Colleen Winters, Library Director

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To: The Budget Committee and the Citizens of Forest Grove

It is my pleasure to submit a balanced budget for FY 2010-11 to the City of Forest Grove Budget Committee. This budget is focused on targeting City resources to accomplish various aspirations identified in the Vision Statement which acts as a guide for City and other community leaders. It helps identify those attributes of Forest Grove that we want to preserve, promote and protect, along with other goals and objectives we would like to pursue that will enhance our community. On an annual basis, the City Council reviews the Vision Statement and adopts and prioritizes goals and objectives aimed at addressing various community priorities and needs. These goals and objectives are assigned to appropriate Departments, become part the Departments' work plans and associated costs are incorporated into the budget.

Forest Grove is a full-service City and we have many competing demands for City resources. Public Safety is a critical area of importance and consequently 75% of our General Fund discretionary resources are targeted for Police and Fire services. At the same time, the City provides a number of other services that are also critical to the livability of our community. This budget aims to strategically target City resources with a primary mission of maintaining and supporting the City Council's Adopted Goals for FY 2010-11 which are:

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

The FY 2010-11 proposed budget aims to meet the priority needs of the Community, while living within existing resources. City staff has become very adept at long-term budget forecasting and planning, which has allowed us to anticipate and prepare for significant budgetary deficits projected to face the City in the future. This long term approach has enabled us to reduce the magnitude of future financial budget deficits, primarily by downsizing operations whenever possible.

The budget for FY 2010-11 represents a continued effort to fine tune operations in order to live within existing resources. Over the past year, the City has made reductions to staffing levels in several General Fund Departments. Positions within the Police, Fire, Library and Parks, and Engineering Departments have been eliminated, or are being proposed for elimination, in order to reduce operating costs, primarily to offset future projected budgetary shortfalls. A position in the Water Department has been reallocated to other Funds in Public Works to offset

revenue losses in the Water Fund. Changes made today will have a multiplier effect on our ability to protect existing levels of service in the future.

One of the most difficult challenges facing the City is that we have experienced a continued demand for increased and more technologically advanced services. The City has strained to meet the increasing expectations of its citizens by searching for ways to increase the productivity and efficiency of staff. Accomplishments in this area include: revamping the City's website, moving to handheld parking citation writers, upgrading software programs, offering on-line utility billing payment, and upgrading police mobile data terminals so more work can be done in the field thereby cutting travel and paperwork time of officers.

The economy continues to struggle and unemployment rate is still well above 10 percent in Forest Grove. Individuals who have jobs at the City of Forest Grove are very fortunate. Most employees believe it is a privilege to work for the City and we are determined to provide the best service possible, given the resources we have. Even if demand grows for our services and staffing stays constant, we will continue to provide the best service possible. One of the reasons we are able to accommodate this added demand is because of the dedication and commitment of City staff. We truly have outstanding employees in every City Department

The City's total proposed budget is \$66.51 million, which includes ending cash balances and contingencies, compared to last year's adopted budget of \$65.03 million for an increase of \$1.48 million. The City's total tax rate is estimated to be \$5.72 per \$1,000 of taxable assessed value. This breaks down as follows: \$3.96 for the City's permanent rate, \$1.35 for the Local Option Levy passed by the voters in November 2007, which is due to expire in 2013, \$0.34 for the debt service on the \$5 million General Obligation (G.O.) Bond issued in 1999, and \$0.07 for debt service on the G.O. Bond issued in 1994 for the Fire Station. Forest Grove's assessed value is projected to be \$1.190 billion for FY 2010-11.

Total proposed operating expenditures are \$13,645,746 including \$545,000 transfers (\$500,000 from reserves and FY 2010-11 funds of \$45,000) of reserves to a new fund called Facility Major Maintenance Fund, which is being proposed as part of this budget and whose purpose will be explained below. Excluding those transfers, ongoing proposed operating expenses are \$13,100,746 while projected operating revenues are \$13,145,778. Projected operating revenues will exceed proposed operating expenditures by \$45,032 which is the source of the \$45,000 transfer to the Facility Major Maintenance Fund. That \$45,000 will only be made if there is an actual surplus of revenues over expenditures in FY 2010-11.

General Fund

The total proposed operating expenditures are \$13,080,746 compared to the current year's adopted operating expenditures of \$12,631,401; an increase of \$449,345 or 3.6%. This amount is determined by removing non-operating transfers, contingencies and beginning fund balances. As mentioned above, \$545,000 is proposed to be transferred to a new facility major maintenance fund. With all of the proposed transfers, the increase in proposed expenditures is \$1,012,424. The projected reserve balance at July 1, 2010, is \$4.139 million. The projected reserve balance at June 30, 2011, will be \$3.639 million with the reduction solely due to the transfer to the proposed maintenance fund. The General Fund is balanced without using reserves for FY 2010-11.

Future projections indicate that keeping a balanced budget, meaning operating revenues fund operating costs, will be difficult without the use of reserves in the coming fiscal years. Staff is proposing a budget which protects reserves while the City plans for the next several fiscal years' budgets with the goal of maintaining 16% of operating expenditures as a minimum level of reserves and contingencies. This represents 60 days of operating expenditures. In order to accomplish this goal, the City has made changes in the current fiscal year and is proposing changes in the coming fiscal year to reach a level of services and staffing that can be maintained over the next several fiscal years, even as the rate of projected cost increases exceeds the projected increase in revenues. Current projections indicate that the City will be at or above the minimum level of reserves at the end of FY 2013-14 if current assumptions are accurate. Forecasts can fluctuate significantly from year-to-year but are vital as a planning tool. The forecast does not include increasing services over the next four fiscal years.

Labor costs continue to increase in the General Fund. The current contract for Police Association members includes a 4.25% Cost of Living Adjustment (COLA) for officers and a 5.75% COLA for Sergeants in July 1, 2010. Fire Association members, AFSCME members, and non-represented employees are scheduled to receive a 2% COLA. Medical and dental rates increased but the rate of increase slowed this year. The budget for medical and dental benefits for AFSCME and non-represented employees will have a full year of the lower cost plan that those employees starting using on January 1, 2009. The contribution rate to the City's retirement plan will increase to 20.3% of base full-time wages up from 19.3% in the current year. On a positive note, workers' compensation premiums are being reduced by 27.5% due to the success the City has had with the retro insurance program the City implemented three years ago. Significant items for certain General Fund departments are discussed below.

Legislative and Executive added funding for the Mayor and a Councilor to attend the National League of Cities Conference to help promote the interests of Forest Grove at the national level. Additionally, the City is leasing space for the WorkSource Forest Grove Employment Center in downtown Forest Grove. The City is fully reimbursed for the leasing expense by a grant through Portland Community College so there is no net expense to the City.

Administrative Services is proposing the addition of a 0.25 FTE position to review the opportunities and to develop a City-wide volunteer program in areas where volunteers could enhance the services provided by the City. The position is funded by the elimination of temporary help and reduction of overtime in this department.

Library includes the elimination of a 0.50 FTE temporary Library Assistant and the restoration of limited funds for staff training.

Planning staffing is increased by 0.25 FTE due to the reallocation of the Community Development Director's time between Planning and Building Permits to better reflect how the Director's time is actually spent between the two functions. The increase in Professional Services of \$85,000 is for a proposed feasibility study for an urban renewal district. The study is dependent on receiving grant funds from Metro.

Engineering staffing is proposed to be reduced by 2.0 FTE. Vacancies were created by a retirement and a promotion of a Project Engineer to the Public Works Superintendent position. The positions will not be refilled due to the slowdown in City and development projects.

Police's budget includes no change in overall personnel. The contract with Tri-Met for the transit officer assignment was renewed so the officer assigned to that duty will continue that assignment. Tri-Met pays for the full cost of the officer. Charges to WCCCA for dispatch services are budgeted to increase by \$16,137 for an 11% increase from the current year. The training budget for officers has been increased to reflect the increased need for ongoing training; however, these increases were offset by equal reductions in other accounts. The payment to the Equipment Fund has been increased to reflect the actual operating costs of the police vehicle fleet.

Fire's budget includes not replacing the Fire Marshal who retired during the current fiscal year. Other changes are a \$15,940 increase in dispatch charges to WCCCA and \$20,000 for a grant-funded natural hazards mitigation plan.

Other Funds

Light and Power Fund No rate increase planned as rates were increased by 5% on October 1, 2009, due to a 7% wholesale rate increase by the Bonneville Power Administration. This Fund will be investing in electric car charging stations for public use and is proposing to purchase an electric vehicle for staff use. Continued improvements will be made to the L&P building and yard next year. The department is making significant improvements to its facilities to improve the useful life of those facilities instead of building new facilities at significant cost to the ratepayers.

Sewer Fund The budget reflects an approved 5.5% sewer rate increase by Clean Water Services (CWS) effective July 1, 2010. The City is also proposing to increase its sewer surcharge by 5.5% on July 1, 2010.

Sewer SDC Fund CWS establishes the system development charge (SDC) for sewer capital project funding. The current fee of \$3,600 per equivalent dwelling unit (EDU) will increase to \$4,100 as of July 1, 2010. CWS receives 80% of this fee and the City receives 20% of this fee.

Water Fund An 8% rate increase is proposed for July 1, 2010, and has been included in the FY 2010-11 Budget. The revenue from the proposed rate increase will be used to fund future capital projects.

SWM Fund For FY 2010-11, CWS will increase their monthly fee of \$4.25 by \$0.50 to \$4.75. The City retains 75% of this and passes 25% to CWS. The City has an additional surcharge of \$0.75 per month and has no plans to increase that amount in FY 2010-11.

Building Permits Fund The budget for this fund includes a reduction in Personal Services due to the reallocation of 0.25 FTE of the Community Development Director from this Fund to the Planning Department. The budget includes the continued use of reserves to fund operations. Staff will review how actual revenue and expenditures are incurred during FY 2010-11 to determine if additional reductions are necessary or if building permit fees may need to be increased. In FY 2009-10, a new permit software system was implemented, one year ahead of schedule, due to the failure of the prior permit system.

Facility Major Maintenance Fund This new fund is being proposed for FY 2010-11 to accumulate funds for major maintenance on General Fund facilities which will be required in the near future. The Aquatic Center roof will need replaced within the next few fiscal years and the Police Building roof is nearing the end of its useful life. The City was

advised by the consultants in its recently completed Facility Master Plan that HVAC and plumbing systems for the Library, City Hall, and Police are well past their estimated useful lives and the City can anticipate incurring significant ongoing maintenance costs or replacement costs. These facilities have other issues as well. The source of funding for this Fund will be transfers from General Fund reserves. The intent is to set aside funds so that when the repairs are required the funds will be available and General Fund operating expenditures will not have to be reduced in the years when the repairs are needed.

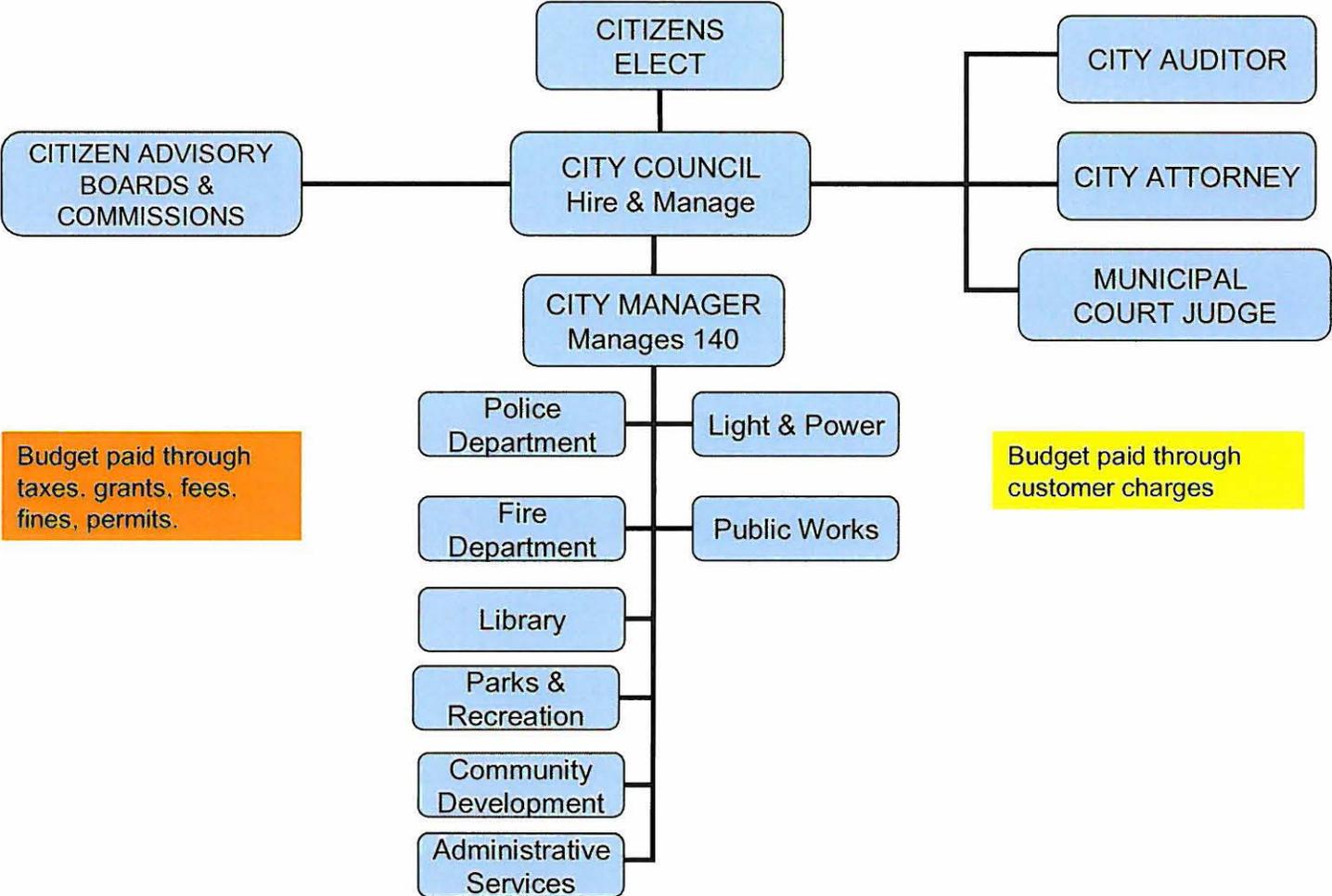
Transportation Development Tax Fund This new fund has been added this year to account for receipts and expenditures of the County's Transportation Development Tax which is the successor to the County's Traffic Impact Fund.

Conclusion In summary, the FY 2010-11 Proposed Budget is strategically aimed towards preserving existing services over the next several fiscal years while meeting the City's primary goals and action items. The City Council's goal of preserving current services in the current economy while maintaining adequate reserves for future years was again the focal point of this proposed budget. City staff will need to carefully monitor a wide range of financial factors that could influence the City budget and consequently City operations.

Michael J. Sykes, City Manager

Budget Summary

CITY OF FOREST GROVE ORGANIZATIONAL CHART



Budget paid through taxes, grants, fees, fines, permits.

Budget paid through customer charges

FY 2010-11 ADOPTED BUDGET REVENUE SUMMARY BY FUND

<u>FUND</u>	<u>Local Taxes</u>	<u>Intergovernmental Revenue</u>	<u>Charges for Services</u>	<u>Fines</u>	<u>Licenses, Permits, Fees</u>	<u>Miscellaneous</u>	<u>Transfers & Reimbursements</u>	<u>Beginning Fund Balance</u>	<u>Total Revenues</u>
<u>Total General Fund</u>	<u>6,659,742</u>	<u>1,840,968</u>	<u>3,076,959</u>	<u>264,120</u>	<u>108,051</u>	<u>87,800</u>	<u>1,108,138</u>	<u>4,163,503</u>	<u>17,309,281</u>
<u>Enterprise Funds</u>									
Light Fund			13,377,000			217,000	11,614	5,176,953	18,782,567
Sewer Fund			4,041,466			18,181		1,538,183	5,597,830
Sewer SDC Fund			205,000			12,564		1,056,407	1,273,971
Water Fund		-	2,764,068			761,835		2,090,718	5,616,621
Water SDC Fund			200,000			11,697		1,169,661	1,381,358
Surface Management Fund			771,804			3,246		324,620	1,099,670
SWM SDC Fund			25,000			2,068		206,812	233,880
<u>Total Enterprise Funds</u>		<u>-</u>	<u>21,384,338</u>			<u>1,026,591</u>	<u>11,614</u>	<u>11,563,354</u>	<u>33,985,897</u>
<u>Special Revenue Funds</u>									
Street Fund		925,409				116,438		743,815	1,785,662
Building Permits Fund	-		100		248,107	3,156		313,355	564,718
911 Reserve Fund		120,000							120,000
Community Enhancement		66,000						35,230	101,230
Library Endowment Fund						440		41,382	41,822
Library Donations Fund							635	95	730
Street Tree Fund					12,000	750		72,885	85,635
Trail System Fund						1,200		201,615	202,815
Transportation System Fund		400,000							400,000
Public Arts Donations						1,180		17,527	18,707
Forfeiture Sharing Fund				10,000					10,000
Fac. Major Maintenance Fund						5,000	545,000		550,000
<u>Total Special Revenue Funds</u>	<u>-</u>	<u>1,511,409</u>	<u>100</u>	<u>10,000</u>	<u>260,107</u>	<u>128,164</u>	<u>545,635</u>	<u>1,425,904</u>	<u>3,881,319</u>
<u>Internal Service Fund</u>									
Equipment Fund			704,643			11,786	116,231	178,562	1,011,222
Fire Equip Replace Fund		62,500				3,700	97,850	389,032	553,082
Information Systems Fund			218,489			5,000		520,347	743,836
City Utility Fund							163,000		163,000
Risk Management Fund			378,368			5,200		504,458	888,026
<u>Total Internal Service Funds</u>	<u>-</u>	<u>62,500</u>	<u>1,301,500</u>	<u>-</u>	<u>-</u>	<u>25,686</u>	<u>377,081</u>	<u>1,592,399</u>	<u>3,359,166</u>
<u>Capital Projects Funds</u>									
Bikeway Improvements		8,215				812		76,214	85,241
Park System Development		150,000				3,500		402,971	556,471
Traffic Impact Fund						31,419		3,141,931	3,173,350
Transport. Devel. Tax Fund			130,000			1,300		128,972	260,272
Capital Projects Fund						30,000		2,826,509	2,856,509
CIP Excise Tax Fund			202,000			1,000		112,209	315,209
<u>Total Capital Project Funds</u>		<u>158,215</u>	<u>332,000</u>			<u>68,031</u>	<u>-</u>	<u>6,688,806</u>	<u>7,247,052</u>
<u>Debt Service Funds</u>									
General Debt Service Fund	468,481					2,700		194,068	665,249
SPWF Debt Service Fund			6,700			44,765		39,266	90,731
<u>Total Debt Service Funds</u>	<u>468,481</u>		<u>6,700</u>			<u>47,465</u>		<u>233,334</u>	<u>755,980</u>
<u>TOTAL - ALL FUNDS</u>	<u>7,128,223</u>	<u>3,573,092</u>	<u>26,101,597</u>	<u>274,120</u>	<u>368,158</u>	<u>1,383,737</u>	<u>2,042,468</u>	<u>25,667,300</u>	<u>66,538,695</u>

FY 2010-11 ADOPTED BUDGET EXPENDITURE SUMMARY BY FUND

FUND	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	CONTINGENCIES	TRANSFERS	TOTAL APPROPRIATIONS	UNAPPROPRIATED FUND BALANCE	TOTAL EXPENDITURES
General Fund									
Legislative & Executive	427,184	87,266					514,450		514,450
Administrative Services	1,428,983	662,116					2,091,099		2,091,099
Library	760,893	147,512					908,405		908,405
Planning	344,768	149,364					494,132		494,132
Engineering	524,291	79,636					603,927		603,927
Police Services	3,732,278	501,504					4,233,782		4,233,782
Fire Department	2,291,381	476,082					2,767,463		2,767,463
Aquatics	417,071	192,048					609,119		609,119
Parks and Recreation	414,045	141,735					555,780		555,780
Municipal Court	131,717	82,372					214,089		214,089
Non-Departmental	-	124,500	-		1,227,535	565,000	1,917,035	2,400,000	4,317,035
Total General Fund	10,472,611	2,644,135	-	-	1,227,535	565,000	14,909,281	2,400,000	17,309,281
Enterprise Funds									
Light Fund	2,898,905	10,482,009	924,000		1,980,924	777,550	17,063,388	1,719,179	18,782,567
Sewer Fund	341,269	3,607,410	185,000	94,004	319,855	50,292	4,597,830	1,000,000	5,597,830
Sewer SDC Fund		164,000	50,000	121,995	87,976		423,971	850,000	1,273,971
Water Fund	897,674	1,996,622	204,096	484,297	848,250	180,203	4,611,142	1,005,479	5,616,621
Water SDC Fund		35,000	290,000		75,000		400,000	981,358	1,381,358
Surface Water Management	259,384	475,192	113,000		50,000	38,590	936,166	163,504	1,099,670
SWM SDC Fund		-	30,000		203,880		233,880	-	233,880
Total Enterprise Funds	4,397,232	16,760,233	1,796,096	700,296	3,565,885	1,046,635	28,266,377	5,719,520	33,985,897
Special Revenue Funds									
Street Fund	248,421	775,240	296,000		150,000		1,469,661	316,001	1,785,662
Building Permits Fund	287,452	115,358			111,908		514,718	50,000	564,718
911 Reserve Fund		120,000					120,000		120,000
Community Enhancement		79,869					79,869	21,361	101,230
Library Endowment Fund						635	635	41,187	41,822
Library Donations Fund		730					730		730
Street Tree Fund		85,635					85,635		85,635
Trail System Fund		15,000	187,815				202,815		202,815
Transportation System Fund		400,000					400,000		400,000
Public Arts Donations		18,707					18,707		18,707
Forfeiture Sharing Fund		10,000					10,000		10,000
Fac Major Maintenance Fund			120,000				120,000	430,000	550,000
Total Special Revenue Funds	535,873	1,620,539	603,815	-	261,908	635	3,022,770	858,549	3,881,319
Internal Service Fund									
Equipment Fund	197,302	328,948	315,000		50,000		891,250	119,972	1,011,222
Fire Equip Replace Fund			100,000		50,000		150,000	403,082	553,082
Information Systems Fund		266,530	77,341		10,000		353,871	389,965	743,836
City Utility Fund		163,000					163,000		163,000
Risk Management Fund		396,273			-	61,448	457,721	430,305	888,026
Total Internal Service Funds	197,302	1,154,751	492,341	-	110,000	61,448	2,015,842	1,343,324	3,359,166
Capital Projects Funds									
Bikeway Improvements			85,241				85,241		85,241
Park System Development		85,000	471,471				556,471		556,471
Traffic Impact Fund			3,173,350				3,173,350		3,173,350
Transport. Devel. Tax Fund			260,272				260,272		260,272
Capital Projects Fund			2,856,509				2,856,509		2,856,509
CIP Excise Tax Fund			131,299			183,910	315,209		315,209
Total Capital Project Funds		85,000	6,978,142	-	-	183,910	7,247,052	-	7,247,052
Debt Service Funds									
General Debt Service Fund				471,180			471,180	194,069	665,249
SPWF Debt Service Fund				79,226			79,226	11,505	90,731
Total Debt Service Funds				550,406			550,406	205,574	755,980
TOTAL - ALL FUNDS	15,603,018	22,264,658	9,870,394	1,250,702	5,165,328	1,857,628	56,011,728	10,526,967	66,538,695

2010-11 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	3.50	0.00	3.50
Administrative Services	14.50	1.50	16.00
Municipal Court	1.00	0.55	1.55
Library	6.00	5.30	11.30
Aquatics	2.00	7.90	9.90
Parks & Recreation	4.50	1.00	5.50
Police	33.00	1.00	34.00
Fire	19.00	0.50	19.50
Community Development	6.00	0.00	6.00
Engineering	5.00	0.00	5.00
Light & Power	24.82	0.75	25.57
Public Works:	<u>22.88</u>	<u>0.00</u>	<u>22.88</u>
Sewer	4.10		
Water	10.23		
SWM	3.20		
Street	2.95		
Equipment	2.40		
TOTALS:	142.20	18.50	160.70

General Fund

FY 10-11 Revenues							
GENERAL FUND							
Fund: 100							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Resource Allocation Summary	Proposed	Approved	Adopted
5,611,359	6,212,198	6,369,688		LOCAL TAXES	6,659,742	6,659,742	6,659,742
1,537,635	1,631,277	1,658,623		INTERGOVERNMENTAL REVENUE	1,732,168	1,732,168	1,732,168
144,568	35,034	20,545		GRANTS	110,300	110,300	110,300
2,738,430	3,005,050	3,063,637		CHARGES FOR SERVICES	3,076,958	3,076,958	3,076,958
326,274	147,106	98,338		LICENSES, PERMITS, FEES	108,031	108,031	108,031
327,039	239,388	238,955		FINES	264,120	264,120	264,120
261,209	190,474	91,200		MISCELLANEOUS REVENUE	86,320	86,300	86,300
978,326	997,711	1,063,903		TRANSFERS & REIMBURSEMENTS	1,108,138	1,108,138	1,108,138
2,602,689	3,160,112	3,497,850		FUND BALANCE AVAILABLE JULY 1	4,139,503	4,139,503	4,163,503
14,527,528	15,830,992	16,102,740		TOTAL RESOURCES	17,285,281	17,285,261	17,309,261
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LOCAL TAXES			
3,968,123	4,144,264	4,277,016	411003	PROPERTY TAXES	4,443,268	4,443,268	4,443,268
984,883	1,410,273	1,453,672	411010	LOCAL OPTION LEVY	1,516,512	1,516,512	1,516,512
114,878	135,083	112,000	411150	PROPERTY TAX PRIOR YEARS	135,000	135,000	135,000
543,474	522,579	527,000	413001	FRANCHISE TAX	564,962	564,962	564,962
5,611,359	6,212,198	6,369,688		TOTAL LOCAL TAXES	6,659,742	6,659,742	6,659,742
				INTERGOVERNMENTAL REVENUE			
220,030	274,551	273,671	420005	ALCOHOLIC BEVERAGES	246,768	246,768	246,768
34,627	33,326	33,185	420015	CIGARETTE	32,340	32,340	32,340
164,299	162,265	172,046	420020	STATE REVENUE SHARING	177,207	177,207	177,207
			420029	PCC PAYMENTS	18,288	18,288	18,288
612,999	625,208	637,712	420035	W.C.C.L.S.	650,466	650,466	650,466
335,084	351,791	416,492	420050	RURAL FIRE DISTRICT	429,098	429,098	429,098
52,003	30,220	10,000	420055	METRO CONSTRUCTION EXCISE TAX	30,000	30,000	30,000
58,284	52,033	55,517	422045	TRANSIENT ROOM TAX	48,000	48,000	48,000
60,310	101,884	60,000	422055	SD15 CONSTRUCTION EXCISE TAX	100,000	100,000	100,000
1,537,635	1,631,277	1,658,623		TOTAL INTERGOVERNMENTAL REVENUE	1,732,168	1,732,168	1,732,168
				GRANTS			
127,499	0	0	430214	HOMELAND SECURITY GRANT	20,000	20,000	20,000
	8,569	0	430216	FEMA REIMBURSEMENT	0	0	0
0	1,250	0	430320	BULLETPROOF VEST GRANT	0	0	0
8,010	6,903	0	430327	REDUCING YOUTH ACCESS TO ALCOHOL G	0	0	0

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
2,977	640	0	430335	DEC/DUII POLICE GRANT	0	0	0
0	634	0	430455	METRO CLEANUP GRANT	0		
0	9,980	15,000	430460	SHPO GRANT	0	0	0
0	0	0	430587	GRANT - PERIODIC REVIEW	0	0	0
			430587	GRANT - CET URBAN RENEWAL FEAS	85,000	85,000	85,000
4,147	4,045	4,045	430601	PUBLIC LIBRARY SUPPORT GRANT	3,800	3,800	3,800
1,935	3,013	1,500	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
144,568	35,034	20,545		TOTAL GRANTS	110,300	110,300	110,300
				CHARGES FOR SERVICES			
229,031	244,092	242,341	440004	SWIMMING POOL	253,030	253,030	253,030
14,253	14,958	17,201	440007	RECREATION USER FEES	19,594	19,594	19,594
10,172	14,274	12,000	440010	LOCKERS/VENDING MACHINES	12,000	12,000	12,000
0	0	1,000	440019	LIBRARY COLLECTION FEES	1,000	1,000	1,000
2,110	869	2,000	440020	CODE ENFORCEMENT REVENUE	1,000	1,000	1,000
4,046	4,440	4,000	440021	LIBRARY CHARGES	4,000	4,000	4,000
11,010	9,733	7,600	440022	LIEN SEARCHES	9,750	9,750	9,750
650	331	0	440023	PRINT FEES	2,500	2,500	2,500
3,679	4,100	3,000	440025	COPY SERVICE	4,000	4,000	4,000
16,000	11,450	9,850	440028	PASSPORT EXECUTION FEE	9,850	9,850	9,850
2,387,372	2,660,386	2,726,545	440029	GENERAL FUND SPT SVC (522023)	2,718,460	2,718,460	2,718,460
1,845	1,953	2,000	440030	RESERVED PARKING	2,000	2,000	2,000
18,162	20,449	19,500	440040	NEW ACCOUNT SET-UP FEE	20,085	20,085	20,085
6,164	16,552	15,450	440042	DOOR HANGER FEE	18,540	18,540	18,540
626	1,464	1,150	440301	RENTAL INCOME	1,150	1,150	1,150
33,310	0	0	440501	BOND ISSUANCE FEES	0	0	0
2,738,430	3,005,050	3,063,637		TOTAL CHARGES FOR SERVICES	3,076,958	3,076,958	3,076,958
				LICENSES, PERMITS, FEES			
2,839	2,634	1,700	450050	LIQUOR LICENSES	1,700	1,700	1,700
11,055	16,367	16,858	450054	METRO BUSINESS LICENSE	8,084	8,084	8,084
0	15,623	19,050	450056	CITY BUSINESS LICENSE	30,000	30,000	30,000
258	536	4,400	450057	OTHER	580	580	580
18,763	683	0	450072	OCCUPANCY PERMITS	0	0	0
69,013	39,132	20,000	450101	PLANNING FEES	41,637	41,637	41,637
188,427	61,414	25,000	450122	ENGINEERING INSPECTION FEES	25,000	25,000	25,000
14,010	0	0	450124	EROSION CONTROL FEES	0	0	0
0	0	0	450200	C.I.P. FEES	0	0	0

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
21,909	10,718	11,330	450225	IMPOUND FEES	1,030	1,030	1,030
326,274	147,106	98,338		TOTAL LICENSES, PERMITS, FEES	108,031	108,031	108,031
				FINES			
46,496	45,217	38,352	460105	STATE COURT FINES	36,775	36,775	36,775
20,787	14,355	11,031	460115	PARKING FINES	12,150	12,150	12,150
249,528	170,474	166,472	460120	TRAFFIC FINES	192,245	192,245	192,245
4,213	776	3,000	460125	ORDINANCE FINES	1,000	1,000	1,000
1,995	2,665	1,500	460130	MARIJUANA FINES/FEES	1,900	1,900	1,900
4,020	5,901	3,600	460135	MINOR IN POSSESSION FINES/FEES	4,050	4,050	4,050
0	0	15,000	460500	LIBRARY LATE FINES	16,000	16,000	16,000
327,039	239,388	238,955		TOTAL FINES	264,120	264,120	264,120
				MISCELLANEOUS REVENUE			
244,917	117,150	80,000	470105	INTEREST	75,000	75,000	75,000
36	0	1,000	471020	LIBRARY DONATIONS	1,000	1,000	1,000
2,000	24,671	0	471021	DONATIONS	0	0	0
1,312	3,522	1,000	471022	RESTRICTED LIBRARY MEMORIALS	1,000	1,000	1,000
1,707	0	0	471025	PUBLIC ARTS COMM. DONATION	0	0	0
0	38,500	0	471027	WCVA AND MATCH FUNDS	0		
9,708	6,630	7,500	472005	MISCELLANEOUS	7,520	7,500	7,500
1,529	0	1,700	472020	FORESTRY RUN	1,800	1,800	1,800
261,209	190,474	91,200		TOTAL MISCELLANEOUS REVENUE	86,320	86,300	86,300
				TRANSFERS & REIMBURSEMENTS			
11,142	9,971	12,195	480006	MUNICIPAL JUDGE REIMBURSEMENT	12,195	12,195	12,195
16,611	47,562	10,000	480006	REIMBURSEMENTS	10,000	10,000	10,000
0	0	103,000	480009	TRIMET OFFICER REIMBURSEMENT	122,960	122,960	122,960
51,585	52,246	51,041	480010	SRO REIMBURSEMENT	53,330	53,330	53,330
0	475	0	480011	SCHOOL DISTRICT OVERTIME	10,500	10,500	10,500
257	8,095	150	480015	FIRE DEPT REIMBURSEMENTS	150	150	150
2,671	4,127	4,500	480017	FIRE DEPT INSPECTION REIMBURSEMENT	4,500	4,500	4,500
890,061	875,235	883,017	480050	IN-LIEU OF TRANSFER	874,841	874,841	874,841
6,000	0	0	481005	TRANSFER FROM OTHER FUNDS	19,663	19,663	19,663
978,326	997,711	1,063,903		TOTAL TRANSFERS & REIMBRSMNTS	1,108,138	1,108,138	1,108,138
				FUND BALANCE AVAILABLE			
2,602,689	3,160,112	3,497,850	495005	FUND BAL AVAIL FOR APPROP.	4,139,503	4,139,503	4,163,503
2,602,689	3,160,112	3,497,850		TOTAL AVAILABLE	4,139,503	4,139,503	4,163,503
14,527,528	15,618,350	16,102,740		TOTAL RESOURCES	17,285,281	17,285,261	17,309,261

LEGISLATIVE & EXECUTIVE

COUNCIL GOALS FOR FISCAL YEAR 2010-11

- 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 Regional Affairs

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

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

TRENDS

Economic Development Commission has designated subcommittees to implement the Adopted Strategic Plan in the following areas: Workforce, Small Business Retention, Industrial/Infrastructure, Tourism, Branding & Marketing, and Wayfinders. Workforce Center expenses are found in Utilities, Building Facility Rental, and Equipment Maintenance and Operating Supplies line items. These expenses are offsets by payments received from PCC under Intergovernmental Revenue.

The City was successful in adding over 600 acres to the Urban Reserves, primarily for future industrial development purposes. The City hopes this will give us the large lot industrial parcels that are critical in order to accommodate new industry. Additional land will be invaluable in recruiting new firms to Forest Grove, particularly since at present, our largest industrial property is only 37 acres.

Promoting the interests and needs of Forest Grove is becoming increasingly prudent in not only regional affairs but at the national level as well. This budget includes expenses for the City's membership to the National League of Cities and funds to travel to the NLC Conference in Washington DC, as well as the biennial trip to our Sister City Nyuzen, Japan.

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

Professional development for City staff will be emphasized and encouraged.

Implement goals and objectives of the top 5 priorities of the Economic Development Commission's Strategic Plan.

PERSONNEL REQUIREMENTS

	FY 09-10	FY 09-10	FY 10-11
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
City Manager	1.00	1.00	1.00
Economic Development Coordinator	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00
Total	3.50	3.50	3.50

FY 10-11 Revenues							
GENERAL FUND - Legislative & Executive							
Fund& Dept: 100-11							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
75	0	61	440025	COPY SERVICE	54	54	54
275,098	292,087	299,350	440029	GENERAL FUND SPT SVC (522023)	307,090	307,090	307,090
275,173	292,087	299,411		TOTAL CHARGES FOR SERVICES	307,144	307,144	307,144
				INTERGOVERNMENTAL REVENUE			
			420029	PCC PAYMENTS	18,288	18,288	18,288
				TOTAL INTERGOVT REVENUE	18,288	18,288	18,288
				MISCELLANEOUS			
1,707	0	0	471025	PUBLIC ARTS COMM. DONATION	0	0	0
0	38,500	0	471027	WCVA AND MATCH FUNDS	0	0	0
1,707	38,500	0		TOTAL MISCELLANEOUS	0	0	0
276,880	330,587	299,411		TOTAL RESOURCES	325,432	325,432	325,432

FY 10-11 Expenditures							
Legislative & Executive							
Fund & Dept: 100-11							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
263,910	273,020	278,138	511005	Regular Employee Wages	282,603	282,603	282,603
0	7,168	9,000	511010	Part-Time Employees	9,000	9,000	9,000
40,686	45,831	53,298	512005	Health/Dental Benefits	50,350	50,350	50,350
2,864	3,181	2,722	512008	Health Reimb Arrangement	2,766	2,766	2,766
51,885	51,206	52,538	512010	Retirement	56,153	56,153	56,153
18,601	19,996	21,966	512015	Fica	22,308	22,308	22,308
609	762	486	512020	Worker'S Comp	358	358	358
1,387	2,226	1,522	512025	Other Benefits	1,542	1,542	1,542
1,734	1,875	2,031	512030	Other Payroll Taxes	2,105	2,105	2,105
381,676	405,264	421,701		TOTAL PERSONAL SERVICES	427,184	427,184	427,184
MATERIALS & SERVICES							
905	932	950	520110	Operating Supplies	1,000	1,000	1,000
8,054	10,642	8,000	520120	Organization Business Expense	8,000	8,000	8,000
0	0	0	520150	Utilities	2,200	2,200	2,200
181	69	100	520180	Subscriptions/Books	100	100	100
0	160	0	520200	Computer Software Maintenance	0	0	0
132	0	0	520220	Small Equipment	0	0	0
5,550	2,122	2,000	520503	Printing	2,000	2,000	2,000
1,056	993	700	520506	Postage	700	700	700
1,322	863	667	520509	Telephone	452	452	452
10,885	12,977	11,270	520521	Public Information	11,520	11,520	11,520
306	317	400	520524	Publications	465	465	465
6,935	5,321	5,458	520530	Memberships	7,124	7,124	7,124
1,962	6,277	1,500	520563	Sister City Contribution	6,000	6,000	6,000
37	50	0	520564	Public Arts Comm. Expenditures	0	0	0
429	416	416	520578	Insurance & Bonds	365	365	365
2,802	5,682	5,510	521003	Training/Conferences	8,044	8,044	8,044
6,476	9,867	10,000	521004	Legislative Training/Conferences	17,000	17,000	17,000
154	1,134	600	521006	Travel	300	300	300
6,750	0	0	521111	Council Stipends	0	0	0
2,915	0	1,000	521150	Professional Services	1,000	1,000	1,000
0	48,750	0	521166	Wcva Branding Grant	0	0	0
480	499	520	522003	Equipment Maint & Oper Supplies	1,000	1,000	1,000
0	0	0	522309	Building/Facility Rental	15,588	15,588	15,588
32	71	0	522012	Fuel/Oil	0	0	0
1,396	1,428	1,476	522021	Equipment Fund Charges	1,740	1,740	1,740
3,167	2,874	2,668	522022	Information Systems Fund	2,668	2,668	2,668
61,924	111,443	53,235		TOTAL MATERIALS & SERVICES	87,266	87,266	87,266
443,600	516,707	474,936		TOTAL LEG & EXEC EXPENDITURES	514,450	514,450	514,450

ADMINISTRATIVE SERVICES

CITY COUNCIL GOALS FOR FISCAL YEAR 2010-11

- 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 Regional Affairs

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

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

TRENDS

Demands on staff continue to increase and staff continues to respond to those demands. The City is in the process of installing its own fiber optic cable to its facilities that do not currently have fiber optic cable. Then a new phone system, which should improve staff efficiency, will be installed. A 0.25 FTE Volunteer Coordinator position is being proposed as the City looks at developing a volunteer program to enhance services to the public. The costs of this position are offset by eliminating departmental temporary help and reducing overtime.

PERFORMANCE MEASUREMENTS

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

	<u>FY 06-07</u>	<u>FY 07-08</u>	<u>FY 08-09</u>
Utility Bills Processed	109,916	111,186	111,540
Utility Meters Disconnected	974	601	402
Vouchers Processed	6,822	6,268	8275
Lien Search Completions	661	570	493
Employment Apps. Processed	233	796	595
Position Recruitments Completed	13	25	18

PERSONNEL REQUIREMENTS

	<u>2009-10</u> <u>Appropriated</u>	<u>2009-10</u> <u>Filled</u>	<u>2010-11</u> <u>Proposed</u>
Director of Administrative Services	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Assistant Administrative Services Director	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Network Supervisor	1.00	1.00	1.00
PC Technician	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Human Resources Technician	0.50	0.50	0.50
Senior Administrative Specialist	1.00	1.00	1.00
Administrative Specialists	4.00	4.00	4.25
Payroll Specialist	1.00	1.00	1.00
Janitors	1.75	1.75	1.75
Facility Maintenance Supervisor	0.50	0.50	0.50
TOTAL	15.75	15.75	16.00

FY 10-11 Revenues							
GENERAL FUND - Administrative Services							
Fund & Dept: 100-12-10							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				GRANTS			
0	634	0	430455	METRO CLEANUP GRANT	0	0	0
1,935	3,013	1,500	432280	HEALTHY BENEFITS GRANT	1,500	1,500	1,500
1,935	3,647	1,500		TOTAL GRANTS	1,500	1,500	1,500
				CHARGES FOR SERVICES			
11,010	9,733	7,600	440022	LIEN SEARCHES	9,750	9,750	9,750
285	102	232	440025	COPY SERVICE	240	240	240
16,000	11,450	9,850	440028	PASSPORT EXECUTION FEE	9,850	9,850	9,850
1,381,955	1,496,915	1,534,140	440029	GENERAL FUND SPT SVC (522023)	1,730,764	1,730,764	1,730,764
1,845	1,953	2,000	440030	RESERVED PARKING	2,000	2,000	2,000
18,162	20,449	19,500	440040	NEW ACCOUNT SET-UP FEE	20,085	20,085	20,085
6,164	16,552	15,450	440042	DOOR HANGER FEE	18,540	18,540	18,540
33,310	0	0	440501	BOND ISSUANCE FEES	0	0	0
1,468,731	1,557,153	1,588,772		TOTAL CHARGES FOR SERVICES	1,791,229	1,791,229	1,791,229
				LICENSES,PERMITS & FEES			
0	15,623	19,050	450056	BUSINESS LICENSE	30,000	30,000	30,000
0	39	0	450057	OTHER	40	40	40
0	0	0	450200	C.I.P. FEES	0	0	0
0	15,662	19,050		TOTAL LICENSES,PERMITS & FEES	30,040	30,040	30,040
				MISCELLANEOUS REVENUE			
2,000	24,621	0	471021	DONATIONS	0	0	0
5,328	4,052	6,500	472005	MISCELLANEOUS	6,500	6,500	6,500
7,328	28,673	6,500		TOTAL MISCELLANEOUS REVENUE	6,500	6,500	6,500
				TRANSFERS & REIMBURSEMENTS			
0	3	10,000	480006	REIMBURSEMENTS	5,000	5,000	5,000
6,000	0	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
6,000	3	10,000		TOTAL TRANSFERS & REIMBURSEMENTS	5,000	5,000	5,000
1,483,994	1,605,138	1,625,822		TOTAL RESOURCES	1,834,269	1,834,269	1,834,269

FY10-11 Expenditures							
Admin Services Dept							
Fund & Dept & Division: 100-12-10							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONAL SERVICES			
724,321	777,613	811,413	511005	REGULAR EMPLOYEE WAGES	854,925	854,925	854,925
55,936	41,645	52,707	511010	PART-TIME WAGES	64,000	64,000	64,000
760	1,005	3,600	511015	OVERTIME	2,400	2,400	2,400
4,596	10,635	10,477	511020	TEMPORARY WAGES	0	0	0
170,126	199,550	254,615	512005	HEALTH/DENTAL BENEFITS	241,307	241,307	241,307
6,920	7,656	8,004	512008	HEALTH REIMB ARRANG	8,813	8,813	8,813
139,995	141,580	154,471	512010	RETIREMENT	170,932	170,932	170,932
58,542	61,917	67,182	512015	FICA	70,481	70,481	70,481
5,074	6,701	6,148	512020	WORKER'S COMP	4,523	4,523	4,523
4,160	9,301	4,762	512025	OTHER BENEFITS	4,776	4,776	4,776
5,546	7,546	6,419	512030	OTHER PAYROLL TAXES	6,825	6,825	6,825
1,175,975	1,265,149	1,379,796		TOTAL PERSONAL SERVICES	1,428,983	1,428,983	1,428,983
				MATERIALS & SERVICES			
5,765	6,054	8,000	520110	OPERATING SUPPLIES	8,000	8,000	8,000
5,118	7,576	7,850	520120	ORGANIZATION BUSINESS EXPENSE	6,350	6,350	6,350
9,306	5,120	6,850	520150	UTILITIES	7,100	7,100	7,100
954	457	0	520180	SUBSCRIPTIONS/BOOKS	800	800	800
40,649	916	0	520190	COMPUTER SOFTWARE	0	0	0
24,770	53,032	58,696	520200	COMPUTER SOFTWARE LICENSES/M	65,129	65,129	65,129
308	12,881	4,200	520220	SMALL EQUIPMENT	4,700	4,700	4,700
5,173	14,810	15,670	520503	PRINTING	15,670	15,670	15,670
52,251	54,974	57,400	520506	POSTAGE	63,400	63,400	63,400
6,642	6,001	5,908	520509	TELEPHONE	5,950	5,950	5,950
4,243	1,716	3,500	520521	PUBLIC INFORMATION	3,500	3,500	3,500
653	554	1,471	520524	PUBLICATIONS	1,135	1,135	1,135
16,142	18,173	20,640	520530	MEMBERSHIPS	18,795	18,795	18,795
8,239	7,793	2,500	520533	RECRUITING EXPENSES	2,500	2,500	2,500

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
9,903	12,432	5,400	520557	INTERGOVERNMENTAL SERVICES	5,809	5,809	5,809
27,215	26,387	17,500	520560	SENIOR CENTER	17,500	17,500	17,500
9,500	9,215	9,215	520578	INSURANCE & BONDS	8,741	8,741	8,741
11,556	20,992	24,310	521003	TRAINING/CONFERENCES	22,600	22,600	22,600
103	54	0	521006	TRAVEL	1,500	1,500	1,500
0	0	0	521112	CONTRACTUAL EMPLOYEE COSTS	0	0	0
51,629	32,025	65,000	521113	ATTORNEY SERVICES	60,000	60,000	60,000
9,541	9,223	17,300	521150	PROFESSIONAL SERVICES	22,200	22,200	39,200
3,978	703	0	521162	CONSULTANTS	0	0	0
5,746	5,235	6,500	521165	CONTRACTS FOR SERVICES	6,500	6,500	6,500
0	57	0	521168	MISC MEDICAL SERVICES	0	0	0
24,500	35,122	39,000	521171	FINANCIAL SERVICES-AUDITING, BA	46,500	46,500	46,500
18,366	17,282	18,000	521172	BANK SERVICE FEES	5,000	5,000	5,000
14,345	18,677	21,900	522003	EQUIPMENT MAINT & OPER SUPPLIE	27,600	27,600	27,600
3,891	4,056	5,016	522021	EQUIPMENT FUND CHARGES	5,868	5,868	5,868
72,266	82,425	82,371	522022	INFORMATION SYSTEMS FUND CHAI	82,259	82,259	82,259
0	0	2,000	522303	CUSTODIAL	6,900	6,900	6,900
40	1,044	1,090	522306	RENTS & LEASES	1,150	1,150	1,150
21,860	21,860	21,860	522309	BUILDING/FACILITY RENTAL	21,860	21,860	21,860
3,424	4,769	5,600	522312	FACILITY MAINTENANCE SUPPLIES	5,600	5,600	5,600
73,867	101,247	94,400	522315	FACILITY MNT/REPAIRS	87,500	87,500	94,500
541,943	592,887	629,147		TOTAL MATERIALS & SERVICES	638,116	638,116	662,116
1,717,919	1,858,036	2,008,943		TOTAL ADMIN SERVICE EXPEND	2,067,100	2,067,100	2,091,100

MUNICIPAL COURT

CITY COUNCIL GOALS FOR FISCAL YEAR 2010-11

- 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 Regional Affairs

MISSION STATEMENT

To provide an efficient process to adjudicate traffic and State Statute violations and City Code violations.

COURT OPERATIONS OVERVIEW

Municipal Court began operating in November 2004. The Court processes traffic and State Statute violations, and violations of the City Code. In FY 2008-09, the Court and the Police Department implemented parking citation software with hand-held ticket writing devices, greatly improving the efficiency of writing parking tickets. In FY 2009-10, overall ticket volume is up, but due to the economy collecting on those tickets has been challenging. No programmatic changes are proposed for FY 10-11.

COURT GOALS

- Process traffic and State Statute violations, and violations of the City Code through a local court.
- To enhance fine revenue received by the City.
- Establish cost-effective court operations.

PERFORMANCE MEASUREMENTS

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

PERSONNEL REQUIREMENTS

	2009-10 <u>Appropriated</u>	2009-10 <u>Filled</u>	2010-11 <u>Proposed</u>
Court Coordinator	1.00	1.00	1.00
Administrative Specialist I (Part-time)	0.55	0.55	0.55
TOTAL	1.55	1.55	1.55

FY 10-11 Revenues							
GENERAL FUND - Municipal Court							
Fund & Dept: 100-12-20							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FINES			
20,787	14,355	11,031	460115	PARKING FINES	12,150	12,150	12,150
249,528	170,474	166,472	460120	TRAFFIC FINES	192,245	192,245	192,245
4,213	776	3,000	460125	ORDINANCE FINES	1,000	1,000	1,000
1,995	2,665	1,500	460130	MARIJUANA FINES/FEES	1,900	1,900	1,900
4,020	5,901	3,600	460135	MINOR IN POSSESSION FINES/FEES	4,050	4,050	4,050
280,543	194,171	185,603		TOTAL FINES	211,345	211,345	211,345
				MISCELLANEOUS			
3,132	0	0	472005	MISCELLANEOUS	0	0	0
3,132	0	0		TOTAL MISCELLANEOUS	0	0	0
				TRANSFERS & REIMBURSEMENTS			
11,142	9,971	12,195	480006	MUNICIPAL JUDGE REIMBURSEMENT	12,195	12,195	12,195
11,142	9,971	12,195		TOTAL TRANSFERS & REIMBRSMNTS	12,195	12,195	12,195
294,816	204,142	197,798		TOTAL RESOURCES	223,540	223,540	223,540

FY 10-11 Expenditures							
Municipal Court							
Fund & Dept & Division: 100-13-10							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
50,107	52,468	53,365	511005	REGULAR EMPLOYEE WAGES	54,965	54,965	54,965
34,832	32,466	42,815	511010	PART-TIME EMPLOYEE WAGES	44,311	44,311	44,311
9,118	10,361	12,087	512005	HEALTH/DENTAL BENEFITS	11,970	11,970	11,970
498	513	524	512008	HEALTH REIMB ARRANGE	539	539	539
9,959	9,904	10,105	512010	RETIREMENT	10,947	10,947	10,947
6,417	6,457	7,358	512015	FICA	7,595	7,595	7,595
203	209	168	512020	WORKER'S COMP	126	126	126
400	430	433	512025	OTHER BENEFITS	537	537	537
558	567	691	512030	OTHER PAYROLL TAXES	727	727	727
112,091	113,375	127,546		TOTAL PERSONAL SERVICES	131,717	131,717	131,717
MATERIALS & SERVICES							
119	312	1,000	520110	OPERATING SUPPLIES	1,000	1,000	1,000
15	0	200	520120	ORGANIZ BUSINESS EXP	200	200	200
5,370	0	4,900	520200	COMPUTER SOFTWARE LICENSES	6,200	6,200	6,200
0	244	200	520220	SMALL EQUIPMENT	200	200	200
107	0	400	520503	PRINTING	400	400	400
976	888	1,150	520506	POSTAGE	1,150	1,150	1,150
239	234	250	520509	TELEPHONE	250	250	250
0	0	100	520521	PUBLIC INFORMATION	100	100	100
130	250	500	520524	PUBLICATIONS	500	500	500
50	185	185	520530	MEMBERSHIPS	185	185	185
10,183	6,646	8,000	520539	ASSESSMENT-COUNTY	8,600	8,600	8,600
5,106	3,723	4,800	520540	STATE COURT SECURITY ASSESSM	4,800	4,800	4,800
1,304	457	800	520557	INTERGOVERN SERVICES	700	700	700
47,825	32,685	32,135	520566	ASSESSMENT- STATE	42,500	42,500	42,500
385	373	373	520578	INSURANCE & BONDS	327	327	327
762	1,233	2,600	521003	TRAINING/CONFERENCES	2,600	2,600	2,600
1,919	2,657	3,900	521150	PROFESSIONAL SERVICES	3,900	3,900	3,900
0	615	1,500	521172	BANKING SERVICES	1,500	1,500	1,500
5,071	6,476	6,476	522022	INFORM SYSTEMS FUND	6,476	6,476	6,476
784	784	784	522309	BUILDING/FACILITY RENTAL	784	784	784
80,345	57,764	70,253		TOTAL MATERIALS & SERVICES	82,372	82,372	82,372
192,436	171,139	197,798		TOTAL MUNICIPAL COURT EXP	214,089	214,089	214,089

LIBRARY

COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

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

DEPARTMENT GOALS

- Evaluate new Volunteer Program
- Evaluate Public Desk management
- Investigate Best Practices for Reference program
- Complete library centennial celebration

TRENDS AND SERVICE LEVELS

1. The Economy

The state of the economy continues to impact usage of all library resources and remains the most significant trend in the provision of public library service. Forest Grove, like libraries across the country, is continuing to experience increased demand for most of our services and programs.

The usage measurement categories listed below have all seen significant increases:

- New patron registration
- Computer usage
- Holds
- Interlibrary loans
- Circulation
- Program attendance

2. Programming

The library has been successful in maintaining the following the new programs that were developed last fiscal year. These include:

- Fun at Four
- Teen Read Week
- Teen Book Group
- Early Childhood Discovery Times (with Ready to Read Grant Funds)
- Adult Summer Reading
- Toddler Time (with Ready to Read Grant Funds)

Since the start of the Fiscal Year, 157 library programs have been presented, attended by 5,015 persons. These include both our regular story times, Summer Reading, Cultural Series and special programs e.g. B.E.A.R. month, Oregon Reads, First Wednesday, and Hearing Voices. For FY 10-11, the Library will continue to efficiently add to its collection with the same budget resources as FY 09-10. Library staffing will be reduced by 0.50 FTE in FY 2010-11. Public library hours will remain unchanged.

3. Volunteer Program

During 2009, a volunteer program was developed and implemented that has been a very successful and valuable program that supports the mission of the library. These volunteers have served a total of 1,180.6 hours, at a value of \$21,250, when using an average hourly wage of \$18.00 per hour. This program establishes closer library/community relations and brings people to the library who otherwise may not have come. It allows the community to become both more invested and educated about the library, and the library to become more invested and educated about the community. The 30 persons currently volunteering at the library, in addition to helping with public outreach events and special programs, serve in six different positions:

- Volunteer Circulation Assistants
- Mending and Processing Assistants
- Library Stewards
- Obituary Index Assistants
- History Collection Assistants
- Computer Class Instructors

4. Gates Grant

The library was awarded a grant from the Bill and Melinda Gates Foundation. The Online Opportunity Hardware grant allows the library to replace computers from the original Gates' grants in 2001. FY 2010-11 is the second year of this two-year program.

STATE OF THE LIBRARY – FY 09-10

The Library building is 24,700 square feet, and is open 6 days a week for a total of 51 open hours per week. The library has a collection of approximately 108,845, (Jan. 2010) items, made up of just over 87,000 books, over 8,000 CDs and cassettes, nearly 7,000 videos and DVDs, and more than 4,700 periodicals. The Library is staffed to provide a mix of services at three public desks, including reference services, circulation and cataloging, programs for patrons, and a newly added volunteer program. The mix of staff can be seen below in the Personnel Services table. The Library currently has 19 public internet computer stations and 6 computers for Library catalogs. The service population is estimated to be about 26,672, both inside Forest Grove city limits and from the surrounding communities.

The Library's funding, as seen in the tables below, comes mainly from the Washington County Cooperative Library System, budgeted for next year to be \$650,466, or about 72%. The next major source of funding is from the General Fund, at about \$228,000, or 25% (the difference between the total revenues below and the total expenditure is the amount of General Fund). The rest of the funding comes from grants, late fines and other miscellaneous charges.

PERFORMANCE MEASUREMENTS

	<u>FY 07-08</u>	<u>FY 08-09</u>
Open hours	2,558	2,560
Registered borrowers	14,019	15,928
Library visits	165,318	185,897
Items checked out	283,964	326,263
Reference questions	13,639	15,476
Internet sessions	19,365	20,457
Interlibrary loans	75,173	85,084
Hold requests	99,968	113,061
Cataloged items added	10,012	10,672
Children's programs attendance	3,687	5,538

PERSONNEL SERVICES

	<u>Appropriated FY 09-10</u>	<u>Filled FY 09-10</u>	<u>Proposed FY 10-11</u>
Library Director	1.0000	1.0000	1.0000
Services Supervisors	2.0000	2.0000	2.0000
Adult/Youth Services Librarians	2.5500	2.5500	2.5500
Library Associates/Assistants	6.0000	6.0000	5.5000
Volunteer Coordinator	0.2500	0.2500	0.2500
TOTAL	11.8000	11.8000	11.3000

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

FY 10-11 Revenues							
GENERAL FUND - Library							
Fund & Dept: 100-14							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
612,999	625,208	637,712	420035	W.C.C.L.S.	650,466	650,466	650,466
4,147	4,045	4,045	430601	PUBLIC LIBRARY SUPPORT GRANT	3,800	3,800	3,800
617,146	629,253	641,757		TOTAL INTERGVMNT REVENUE	654,266	654,266	654,266
				CHARGES FOR SERVICES			
		1,000	440019	LIBRARY COLLECTION FEES	1,000	1,000	1,000
4,046	4,440	4,000	440021	LIBRARY CHARGES	4,000	4,000	4,000
650	331	0	440023	PRINT FEES	2,500	2,500	2,500
0	368	0	440025	COPY SERVICE	120	120	120
614	1,452	575	440301	RENTAL INCOME	575	575	575
5,310	6,591	5,575		TOTAL CHARGES FOR SERVICES	8,195	8,195	8,195
				FINES			
		15,000	460500	LIBRARY LATE FINES	16,000	16,000	16,000
		15,000		TOTAL FINES	16,000	16,000	16,000
				MISCELLANEOUS REVENUE			
0	10	0	450057	OTHER	20	20	20
36	0	1,000	471020	LIBRARY DONATIONS	1,000	1,000	1,000
1,312	3,522	1,000	471022	RESTRICTED LIBRARY MEMORIALS	1,000	1,000	1,000
1,348	3,532	2,000		TOTAL MISCELLANEOUS REVENUE	2,020	2,020	2,020
				TRANSFERS & REIMBURSEMENTS			
0	0	0	480006	REIMBURSEMENTS	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBRSMNTS	0	0	0
623,804	639,376	664,332		TOTAL RESOURCES	680,481	680,481	680,481

FY 10-11 Expenditures							
Library							
Fund & Dept: 100-14							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
313,815	318,808	323,747	511005	REGULAR EMPLOYEE WAGES	337,641	337,641	337,641
172,524	222,565	234,419	511010	PART-TIME EMPLOYEE WAGES	225,177	225,177	225,177
54,509	69,054	80,455	512005	HEALTH/DENTAL BENEFITS	75,849	75,849	75,849
3,487	4,058	3,696	512008	HEALTH REIMB ARRANGE	4,021	4,021	4,021
61,514	60,018	61,629	512010	RETIREMENT	67,618	67,618	67,618
36,132	40,088	42,700	512015	FICA	43,056	43,056	43,056
1,063	1,231	976	512020	WORKER'S COMP	713	713	713
1,809	2,361	2,602	512025	OTHER BENEFITS	2,623	2,623	2,623
3,189	3,615	4,095	512030	OTHER PAYROLL TAXES	4,196	4,196	4,196
648,042	721,796	754,319		TOTAL PERSONAL SERVICES	760,893	760,893	760,893
MATERIALS & SERVICES							
6,019	5,585	4,000	520110	OPERATING SUPPLIES	5,000	5,000	5,000
117	228	0	520120	ORGANIZATION BUSINESS EXPENSE	100	100	100
67,913	95,970	79,850	520140	LIBRARY MATERIALS	79,850	79,850	79,850
3,960	1,336	1,355	520150	UTILITIES	1,424	1,424	1,424
0	0	0	520210	COMPUTER SUPPLIES	0	0	0
901	5,582	1,000	520220	SMALL EQUIPMENT	0	0	0
0	0	0	520503	PRINTING	0	0	0
1,295	1,675	1,000	520506	POSTAGE	1,900	1,900	1,900
2,633	2,484	2,400	520509	TELEPHONE	2,400	2,400	2,400
720	784	2,100	520521	PUBLIC INFORMATION	1,800	1,800	1,800
370	655	250	520530	MEMBERSHIPS	850	850	850
341	137	300	520536	CUSTOMER REFUNDS	300	300	300
2,456	2,214	2,570	520557	INTERGOVERNMENTAL SERVICES	1,950	1,950	1,950
8,690	8,429	8,429	520578	INSURANCE & BONDS	7,388	7,388	7,388
649	1,038	0	521003	TRAINING/CONFERENCES	1,000	1,000	1,000
0	30	0	521006	TRAVEL	500	500	500

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
8,211	7,458	3,520	521165	CONTRACTS FOR SERVICES	6,575	6,575	6,575
142	0	0	521168	MISC MEDICAL SERVICES	0	0	0
2,376	2,480	4,150	522003	EQUIPMENT MAINTENANCE	4,250	4,250	4,250
1,396	1,428	1,476	522021	EQUIPMENT FUND CHARGES	1,740	1,740	1,740
7,246	23,521	23,509	522022	INFORMATION SYSTEMS FUND	22,135	22,135	22,135
2,279	3,860	4,000	522312	FACILITY MAINTENANCE SUPPLIES	4,000	4,000	4,000
2,459	2,792	4,000	522315	FACILITY MNT/REPAIRS	4,350	4,350	4,350
120,172	167,687	143,909		TOTAL MATERIALS & SERVICES	147,512	147,512	147,512
768,214	889,484	898,228		TOTAL LIBRARY EXPENDITURES	908,405	908,405	908,405

AQUATIC CENTER

CITY COUNCIL GOALS FOR FISCAL YEAR 2010-11

- 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 Regional Affairs

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

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

TRENDS

Water space for a number of growing programs will be evaluated this year; Including Swim Club, Pacific University, Adult Fitness Swims and Exercise Classes. Additionally, staff will train as required by new State Law governing Aquatic Center operations. Some minor improvements to the centers chemical systems will be made, including automatic devises to record all chemical levels. Reductions will be made to achieve budget goals by reducing services that total 729 staff hours; including reductions of public swims, fitness swims, and facility maintenance.

PERFORMANCE MEASUREMENTS

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

Recreational Swimming: Recreational Swimming will be offered 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 08-09</u>	<u>*FY 09-10</u>
Swimming Instruction	24,598	25,700
Recreational Swimming	35,426	36,255
Group Rentals	14,132	21,929

PERSONNEL REQUIREMENTS

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

FY 10-11 Revenues							
GENERAL FUND - Aquatics							
Fund & Dept: 100-15							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Budgeted	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
229,031	244,092	242,341	440004	SWIMMING POOL	253,030	253,030	253,030
10,172	14,274	12,000	440010	LOCKERS/VENDING MACHINES	12,000	12,000	12,000
239,203	258,366	254,341		TOTAL CHARGES FOR SERVICES	265,030	265,030	265,030
				MISCELLANEOUS REVENUE			
0	0	0	471021	DONATIONS	0	0	0
0	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
239,203	258,366	254,341		TOTAL RESOURCES	265,030	265,030	265,030

FY 10-11 Expenditures							
Aquatics Dept							
Fund & Dept: 100-15							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
124,965	127,450	129,069	511005	REGULAR EMPLOYEE WAGES	135,686	135,686	135,686
123,556	146,146	174,285	511010	PART-TIME EMPLOYEE WAGES	184,911	184,911	184,911
30,586	32,349	36,945	512005	HEALTH/DENTAL BENEFITS	32,520	32,520	32,520
2,007	1,939	1,574	512008	HEALTH REIMB ARRANGE	1,535	1,535	1,535
24,591	24,025	24,497	512010	RETIREMENT	26,983	26,983	26,983
18,380	20,475	23,513	512015	FICA	24,832	24,832	24,832
6,926	8,616	8,683	512020	WORKER'S COMP	6,534	6,534	6,534
766	1,023	1,473	512025	OTHER BENEFITS	1,551	1,551	1,551
1,626	1,832	2,354	512030	OTHER PAYROLL TAXES	2,519	2,519	2,519
333,404	364,691	402,393		TOTAL PERSONAL SERVICES	417,071	417,071	417,071
MATERIALS & SERVICES							
20,600	24,509	27,860	520110	OPERATING SUPPLIES	28,600	28,600	28,600
165	448	350	520120	ORGANIZATION BUSINESS EXPENSE	400	400	400
451	408	300	520130	PERSONNEL UNIFORMS & EQUIPMENT	300	300	300
93,857	101,814	103,030	520150	UTILITIES	98,800	98,800	98,800
4,322	8,296	5,850	520220	SMALL EQUIPMENT	5,250	5,250	5,250
637	1,338	2,550	520503	PRINTING	2,550	2,550	2,550
424	417	500	520506	POSTAGE	500	500	500
692	440	620	520509	TELEPHONE	620	620	620
1,427	2,556	1,750	520521	PUBLIC INFORMATION	1,600	1,600	1,600
225	0	0	520524	PUBLICATIONS	0	0	0
0	135	250	520530	MEMBERSHIPS	250	250	250
1,133	1,543	950	520557	INTERGOVERNMENTAL SERVICES	1,000	1,000	1,000
7,417	7,194	7,194	520578	INSURANCE & BONDS	6,306	6,306	6,306
1,038	2,522	1,550	521003	TRAINING/CONFERENCES	1,550	1,550	1,550
77	487	0	521150	PROFESSIONAL SERVICES	0	0	0
28	18	100	521168	MISC MEDICAL SERVICES	0	0	0
498	364	1,150	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,150	1,150	1,150

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
1,396	1,428	1,476	522021	EQUIPMENT FUND CHARGES	1,740	1,740	1,740
2,985	3,028	2,822	522022	INFORMATION SYSTEMS FUND	3,682	3,682	3,682
0		0	522303	CUSTODIAL	0	0	0
6,346	7,563	12,300	522312	FACILITY MAINTENANCE SUPPLIES	12,300	12,300	12,300
26,150	40,083	25,450	522315	FACILITY MNT/REPAIRS	25,450	25,450	25,450
169,867	204,592	196,052		TOTAL MATERIALS & SERVICES	192,048	192,048	192,048
503,271	569,282	598,445		TOTAL AQUATICS EXPENDITURES	609,119	609,119	609,119

PARKS & RECREATION

COUNCIL GOALS FOR FISCAL YEAR 2010-11

- 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 Regional Affairs

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

TRENDS

The Department will continue its effort to implement the Parks Master Plan. Development projects included in this year’s budget include; completion of the B Street Trail and conduct an update of the Parks, Recreation and Open Space Master Plan. The Department will work in cooperation with the Recreation Commission to rewrite the Park Ordinances. Operations will be significantly effected by the opening of the new B Street Trail and the Off Leash Area. Staff will provide assistance to the Community Garden Organization along with the multitude of other providers of recreational services. Some equipment additions will provide a more efficient level of service.

PERFORMANCE MEASURES

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

	<u>2008</u>	<u>2009</u>
Park Reservations (# of reservations)	582	582
Sports League Games Participants	9,950	9,781

PERSONNEL REQUIREMENTS

	Appropriated <u>FY 09-10</u>	Filled <u>FY 09-10</u>	Proposed <u>FY 10-11</u>
Director Parks and Recreation	0.50	0.50	0.50
Crew Supervisor	1.00	1.00	1.00
Utility Workers	3.00	3.00	3.00
Seasonal Temporary	1.00	1.00	1.00
Total	5.50	5.50	5.50

FY 10-11 Revenues							
GENERAL FUND - Parks & Recreation							
Fund & Dept: 100-16							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
14,253	14,958	17,201	440007	RECREATION USER FEES	19,594	19,594	19,594
77,408	77,780	79,714	440029	GENERAL FUND SPT SVC (522023)	86,842	86,842	86,842
12	12	575	440301	RENTAL INCOME	575	575	575
91,673	92,750	97,490		TOTAL CHARGES FOR SERVICES	107,011	107,011	107,011
				MISCELLANEOUS REVENUE			
0	0	0	471020	DONATIONS	0	0	0
0	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				TRANSFERS & REIMBURSEMENTS			
2,904	1,361	0	480006	REIMBURSEMENTS	0	0	0
0	0	0	481005	TRANSFER FROM OTHER FUNDS	0	0	0
2,904	1,361	0		TOTAL TRANSFERS & REIMBRSMNTS	0	0	0
94,577	94,110	97,490		TOTAL RESOURCES	107,011	107,011	107,011

FY10-11 Expenditures							
Parks Dept							
Fund & Dept: 100-16							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
224,932	207,127	239,336	511005	REGULAR EMPLOYEE WAGES	236,028	236,028	236,028
9	176	0	511015	OVERTIME	0	0	0
0	0	43,944	511010	PART-TIME EMPLOYEE WAGES	45,427	45,427	45,427
4,714	34,864	0	511020	TEMP EMPLOYEE WAGES	0	0	0
0	73	0	511021	Unemployment Compensation	0	0	2,500
48,079	48,558	61,421	512005	HEALTH/DENTAL BENEFITS	48,699	48,699	48,699
1,763	1,621	2,367	512008	HEALTH REIMB ARRANGE	2,333	2,333	2,333
43,967	39,106	45,685	512010	RETIREMENT	47,369	47,369	47,369
17,405	18,394	22,083	512015	FICA	21,943	21,943	21,943
7,495	9,041	9,142	512020	WORKER'S COMP	6,544	6,544	6,544
1,257	1,616	1,077	512025	OTHER BENEFITS	1,062	1,062	1,062
1,514	1,621	2,109	512030	OTHER PAYROLL TAXES	2,140	2,140	2,140
351,136	362,196	427,164		TOTAL PERSONAL SERVICES	411,545	411,545	414,045
MATERIALS & SERVICES							
31	1,273	2,100	520110	OPERATING SUPPLIES	2,100	2,100	2,100
28	810	100	520120	ORGANIZATION BUSINESS EXPENSE	100	100	100
1,653	1,078	2,100	520130	PERSONNEL UNIFORMS & EQUIPME	2,100	2,100	2,100
3,521	7,389	4,366	520150	UTILITIES	4,475	4,475	4,475
7,738	3,131	8,050	520220	SMALL EQUIPMENT	8,050	8,050	8,050
79	0	0	520503	PRINTING	0	0	0
63	85	150	520506	POSTAGE	150	150	150
2,234	2,115	2,735	520509	TELEPHONE	2,735	2,735	2,735
1,704	360	200	520521	PUBLIC INFORMATION	200	200	200
370	0	0	520524	PUBLICATIONS	0	0	0
245	810	1,270	520530	MEMBERSHIPS	1,170	1,170	1,170
1,096	4,141	450	520557	INTERGOVERNMENTAL SERVICES	450	450	450
2,402	2,330	2,330	520578	INSURANCE & BONDS	2,042	2,042	2,042
1,303	618	1,855	521003	TRAINING/CONFERENCES	1,855	1,855	1,855
8,723	13,213	14,700	521150	PROFESSIONAL SERVICES	14,700	14,700	14,700
262	715	0	521168	MISC MEDICAL SERVICES	0	0	0
1,200	1,480	2,500	522003	EQUIPMENT MAINT & OPER SUPPLI	2,500	2,500	2,500
0	0	0	522009	VEHICLE MAINT & OPER. SUPPLIES	0	0	0
2,251	701	0	522012	FUEL/OIL	0	0	0

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
38,764	48,912	51,744	522021	EQUIPMENT FUND CHARGES	65,186	65,186	65,186
930	934	562	522022	INFORMATION SYSTEMS FUND	1,422	1,422	1,422
0	1,632	500	522306	RENTS & LEASES	500	500	500
0	0	0	522309	BUILDING/FACILITY RENTAL	0	0	0
16,309	18,258	20,100	522312	FACILITY MAINTENANCE SUPPLIES	20,800	20,800	20,800
2,829	3,336	9,200	522315	FACILITY MNT/REPAIRS	11,200	11,200	11,200
93,735	113,322	125,011		TOTAL MATERIALS & SERVICES	141,735	141,735	141,735
				CAPITAL OUTLAY			
0	11,590	0	550181	MAJOR TOOLS & WORK EQUIPMENT	0	0	0
0	11,590	0		TOTAL CAPITAL OUTLAY	0	0	0
444,871	487,109	552,176		TOTAL PARKS & REC EXPENDITUI	553,280	553,280	555,780

NON-DEPARTMENTAL

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

The FY 2010-11 Budget will include the receipt and payments of the Metro Construction Excise Tax and the School District Construction Excise Tax in the Non-Departmental budget. They are accounted for in this section to avoid significant fluctuations in operating department budgets due to construction activity level.

The FY 2010-11 Budget proposes to transfer \$500,000 of General Fund reserves to a proposed new fund titled Facility Major Maintenance Fund. Over the next several years, major maintenance items such as replacing the roof on the Aquatic Center will be required. The purpose of this new fund is to set aside funds for future major maintenance needs so the funding for these necessary repairs is available and do not compete with funding of ongoing services at the time the repairs are required.

FY 10-11 Revenues							
GENERAL FUND - NON-DEPARTMENTAL REVENUE							
Fund & Dept: 100-18							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LOCAL TAXES			
3,968,123	4,144,264	4,277,016	411003	PROPERTY TAXES	4,443,268	4,443,268	4,443,268
984,883	1,410,273	1,453,672	411010	LOCAL OPTION LEVY	1,516,512	1,516,512	1,516,512
114,878	135,083	112,000	411150	PROPERTY TAX PRIOR YEARS	135,000	135,000	135,000
543,474	522,579	527,000	413001	FRANCHISE TAX	564,962	564,962	564,962
5,611,359	6,212,198	6,369,688		TOTAL LOCAL TAXES	6,659,742	6,659,742	6,659,742
				INTERGOVERNMENTAL REVENUE			
164,299	162,265	172,046	420020	STATE REVENUE SHARING	177,207	177,207	177,207
0	30,220	10,000	420055	METRO CONSTRUCTION EXCISE TAX	30,000	30,000	30,000
58,284	52,033	55,517	422045	TRANSIENT ROOM TAX	48,000	48,000	48,000
0	101,884	60,000	422055	SD15 CONSTRUCTION EXCISE TAX	100,000	100,000	100,000
222,583	346,402	297,563		TOTAL INTERGVMNT REVENUE	355,207	355,207	355,207
				MISCELLANEOUS REVENUE			
244,917	117,150	80,000	470105	INTEREST	75,000	75,000	75,000
244,917	117,150	80,000		TOTAL INTEREST	75,000	75,000	75,000
				TRANSFERS & REIMBURSEMENTS			
890,061	875,235	883,017	480050	IN-LIEU OF TRANSFER	874,841	874,841	874,841
0	0	0	481005	TRANSFER FROM OTHER FUNDS	19,663	19,663	19,663
890,061	875,235	883,017		TOTAL TRANSFERS	894,504	894,504	894,504
				FUND BALANCE AVAILABLE			
2,602,689	3,160,112	3,497,850	495005	FUND BAL AVAIL FOR APPROP.	4,139,503	4,139,503	4,163,503
2,602,689	3,160,112	3,497,850		TOTAL FUND BALANCE	4,139,503	4,139,503	4,163,503
9,571,609	10,711,097	11,128,118		TOTAL RESOURCES	12,123,956	12,123,956	12,147,956

				FY 10-11 Expenditures				
				Non-Departmental				
				Fund & Dept:100-18				
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
PERSONAL SERVICES								
6,145	0	0	511021	UNEMPLOYMENT COMPENSATION	0	0	0	
6,145	0	0		TOTAL PERSONAL SERVICES	0	0	0	
MATERIALS AND SERVICES								
	6,057	10,000	520547	METRO CONSTRUCTION EXCISE TAX	28,500	28,500	28,500	
0	104,605	60,000	520549	SD15 CONSTRUCT EXCISE TAX PYMT	96,000	96,000	96,000	
0	110,662	70,000		TOTAL MATERIALS AND SERVICES	124,500	124,500	124,500	
CONTINGENCY								
0	0	1,447,436	580206	CONTINGENCY	1,239,535	1,239,535	1,227,535	
0	0	1,447,436		TOTAL CONTINGENCY	1,239,535	1,239,535	1,227,535	
TRANSFERS								
0	0	0	570124	TRANSFER TO BUILDING FUND	20,000	20,000	20,000	
41,380	40,000	1,921	570127	TRANSFER TO OTHER FUNDS	545,000	545,000	545,000	
41,380	40,000	1,921		TOTAL TRANSFERS	565,000	565,000	565,000	
UNAPPROPRIATED ENDING FUND BAL								
0	0	2,021,982	590304	UNAPPROPRIATED ENDING FUND BAL	2,400,000	2,400,000	2,400,000	
RESERVE ENDING FUND BALANCE								
0	0	2,021,982		TOT UNAPPROPRIATE END FD BAL	2,400,000	2,400,000	2,400,000	
47,525	150,662	3,541,339		TOTAL NON-DEPARTMENTAL EXPEND.	4,329,035	4,329,035	4,317,035	

POLICE

COUNCIL GOALS FOR FISCAL YEAR 2010-11

- Promote Safe, Livable, and Sustainable Neighborhoods and 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 Regional Affairs

DEPARTMENT OVERVIEW

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

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

The administrative division is comprised of the community service officers, support unit supervisor, records staff, and evidence staff. The community service officers coordinate the Neighborhood Watch program, abandoned vehicle program, graffiti tracking, and many other community outreach events such as National Night Out. Throughout the year, department personnel participate in specialized and on-going training to maintain proficiency in core competencies and certification. The administrative division tracks regular training to include firearms, use of force, defensive tactics, confrontational simulation, first aid/CPR, bloodborne pathogens, emergency vehicle operations, and hazardous materials.

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.

During 2009 the department hosted its first annual Citizen's Academy, graduating 15 citizens with an increased insight and knowledge into the services provided by the department for the community. In April 2010, the department graduated its second Citizen's Academy with 23 citizens. The Citizen's Academy curriculum consisted of courses regarding search & seizure, traffic enforcement, use of force, media

relations, patrol operations and investigations. The department also continued its commitment towards emergency management through achieving NIMS compliance for the first time and participating in countywide emergency management drills.

The department's commitment towards seeking creative funding also continued with the awarding of a traffic safety grant through the Oregon Association of Chief's of Police and an Edward Byrne grant in support of the development of a new Reserve Officer program. The department also completed research and development of a staff report for the City Council during the year which resulted in the clarification and improvement of the citywide inventory ordinance.

In August the department hosted the National Night Out event at Lincoln Park, attended by over 1200 people. The same month, the department also hosted a Tip-A-Cop event in support of Special Olympics, raising over \$1500 in support of Washington County Special Olympics Athletes.

TRENDS

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

Maintenance of quality of life issues and ordinances will require increased collaboration with other governmental agencies and non-governmental organizations. Appropriate responses to gang-related issues will require increased collaboration with the Forest Grove School District and the presence of police personnel in pro-active gang-prevention programs.

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

PERFORMANCE MEASUREMENTS			
	2007	2008	2009
Reports	3,193	2,982	3,209
Criminal Citations/Arrests	1,312	1,432	1,453
Traffic Citations	2,580	1,537	1,856
Traffic Written Warnings	2,086	879	978
Motor Vehicle Crash Reports (Total)	135	127	136
Graffiti Follow-Up (CSO)		89	342
Abandoned Vehicle Cases (CSO)		306	442
Officers Assaulted	1	1	0
Total Calls for Service	19,597	16,907	21,051

PERSONNEL REQUIREMENTS			
	<u>FY 09-10 Appropriated</u>	<u>FY 09-10 Filled</u>	<u>FY 10-11 Proposed</u>
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00
School Resource Officer	1.00	1.00	1.00
Transit Police Officer	1.00	1.00	1.00
Police Officer	19.00	19.00	19.00
Police Evidence Technician	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00
Community Service Officer (2 part-time)	1.00	1.00	1.00
Support Unit Supervisor	1.00	1.00	1.00
TOTAL	34.00	34.00	34.00

FY 10-11 Revenues							
GENERAL FUND - Police							
Fund & Dept: 100-21							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
<u>INTERGOVERNMENTAL REVENUE</u>							
220,030	274,551	273,671	420005	ALCOHOLIC BEVERAGES	246,768	246,768	246,768
220,030	274,551	273,671		TOTAL INTERGVMNT REVENUE	246,768	246,768	246,768
<u>GRANTS</u>							
0	1,032	0	430216	FEMA REIMBURSEMENT	0	0	0
0	1,250	0	430320	BULLETPROOF VEST GRANT	0	0	0
0	6,903	0	430327	REDUCING YOUTH ACCESS TO ALCOHOL	0	0	0
2,977	640	0	430335	DEC/DUII POLICE GRANT	0	0	0
2,977	9,825	0		TOTAL GRANTS	0	0	0
<u>CHARGES FOR SERVICES</u>							
2,422	2,335	1,975	440025	COPY SERVICE	2,515	2,515	2,515
2,422	2,335	1,975		TOTAL CHARGES FOR SERVICES	2,515	2,515	2,515
<u>LICENSES, PERMITS, FEES</u>							
2,839	2,634	1,700	450050	LIQUOR LICENSES	1,700	1,700	1,700
258	301	4,400	450057	OTHER	440	440	440
21,909	10,718	11,330	450225	IMPOUND FEES	1,030	1,030	1,030
25,006	13,653	17,430		TOTAL LICENSES, PERMITS, FEES	3,170	3,170	3,170
<u>FINES</u>							
46,496	45,217	38,352	460105	STATE COURT FINES	36,775	36,775	36,775
46,496	45,217	38,352		TOTAL FINES	36,775	36,775	36,775
<u>MISCELLANEOUS</u>							
0	50	0	471021	DONATIONS			
1,248	2,578	1,000	472005	MISCELLANEOUS	1,000	1,000	1,000
1,248	2,628	1,000		TOTAL MISCELLANEOUS	1,000	1,000	1,000
<u>TRANSFERS & REIMBURSEMENTS</u>							
13,707	37,197	0	480006	REIMBURSEMENTS	5,000	5,000	5,000
0	0	103,000	480007	TRIMET OFFICER REIMBURSEMENT	122,960	122,960	122,960
51,585	52,246	51,041	480010	SRO REIMBURSEMENT	53,330	53,330	53,330
0	475	0	480011	SCHOOL DISTRICT OVERTIME	10,500	10,500	10,500
65,292	89,918	154,041		TOTAL TRANSFERS & REIMBRSMNTS	191,790	191,790	191,790
363,471	438,128	486,469		TOTAL RESOURCES	482,018	482,018	482,018

FY 10-11 Expenditures							
Police Dept							
Fund & Dept: 100-21							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
1,906,347	2,044,780	2,230,252	511005	REGULAR EMPLOYEE WAGES	2,330,284	2,330,284	2,330,284
38,640	35,711	37,793	511010	PART-TIME EMPLOYEE WAGES	39,450	39,450	39,450
178,668	139,353	152,048	511015	OVERTIME	152,048	152,048	152,048
1,096	3,762	0	511020	TEMPORARY EMPLOYEE WAGES		0	0
3,704	2,349	0	511021	UNEMPLOYMENT COMPENSATION	0	0	8,000
323,020	360,468	401,074	512005	HEALTH/DENTAL BENEFITS	451,156	451,156	451,156
29,671	39,431	20,645	512008	HEALTH REIMB ARRANGE	31,861	31,861	31,861
341,725	335,233	395,613	512010	RETIREMENT	430,353	430,353	430,353
159,562	167,647	185,137	512015	FICA	192,916	192,916	192,916
82,581	84,129	86,886	512020	WORKER'S COMP	65,591	65,591	65,591
10,755	14,004	11,790	512025	OTHER BENEFITS	12,248	12,248	12,248
13,970	14,858	17,282	512030	OTHER PAYROLL TAXES	18,372	18,372	18,372
3,089,739	3,241,724	3,538,520		TOTAL PERSONAL SERVICES	3,724,278	3,724,278	3,732,278
MATERIALS & SERVICES							
15,677	16,995	20,007	520110	OPERATING SUPPLIES	20,207	20,207	20,207
2,621	2,461	1,005	520120	ORGANIZATION BUSINESS EXPENSE	1,005	1,005	1,005
13,174	23,285	26,300	520130	PERSONNEL UNIFORMS & EQUIPMEN	16,195	16,195	16,195
2,165	2,289	2,335	520150	UTILITIES	2,475	2,475	2,475
0	195	0	520190	Computer Software	0	0	0
4,943	2,086	2,500	520220	SMALL EQUIPMENT	2,500	2,500	2,500
1,264	1,891	500	520270	MISCELLANEOUS	500	500	500
2,517	2,781	4,293	520503	PRINTING	4,293	4,293	4,293
3,277	2,401	2,121	520506	POSTAGE	2,000	2,000	2,000
16,024	14,168	12,040	520509	TELEPHONE	15,825	15,825	15,825
1,550	1,614	0	520512	ACCREDITATION	0	0	0
200	298	0	520518	VOLUNTEER REIM EXPENSE	0	0	0
415	1,150	909	520521	PUBLIC INFORMATION	2,409	2,409	2,409
1,190	479	1,558	520524	PUBLICATIONS	1,558	1,558	1,558
1,066	2,092	2,737	520530	MEMBERSHIPS	2,807	2,807	2,807

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Budgeted	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
			520558	WCCCA	166,137	166,137	166,137
138,833	145,495	154,632	520557	INTERGOVERNMENTAL SERVICES	10,123	10,123	10,123
33,451	32,447	32,447	520578	INSURANCE & BONDS	28,441	28,441	28,441
14,652	15,191	15,520	521003	TRAINING/CONFERENCES	25,200	25,200	25,200
5,207	15,120	5,536	521150	PROFESSIONAL SERVICES	5,536	5,536	5,536
1,562	2,119	3,717	521168	MISC MEDICAL SERVICES	3,717	3,717	3,717
8,782	1,332	6,354	522003	EQUIP MAINT & OPER SUPPLIES	4,258	4,258	4,258
297	627	1,008	522009	VEHICLE MAINT & OPER. SUPPLIES	1,000	1,000	1,000
0	577	505	522010	VEHICLE MAINT EXTERNAL	500	500	500
0	172	0	522012	Fuel/Oil	0	0	0
117,013	126,096	128,482	522021	EQUIPMENT FUND CHARGES	149,430	149,430	149,430
24,317	25,558	24,255	522022	INFORMATION SYSTEMS FUND	24,197	24,197	24,197
4,781	5,683	6,060	522306	RENTS & LEASES	6,060	6,060	6,060
1,858	2,513	1,111	522312	FACILITY MAINTEN SUPPLIES	1,611	1,611	1,611
4,566	8,569	3,520	522315	FACILITY MNT/REPAIRS	3,520	3,520	3,520
0	0	0	523009	GRANT SMALL EQUIPMENT	0	0	0
421,403	455,686	459,452		TOTAL MATERIALS & SERVICES	501,504	501,504	501,504
				CAPITAL OUTLAY			
0	0	10,800	550181	MAJOR TOOLS & WORK EQUIP	0	0	0
33,087	0	0	550186	FORFEITURE PROCEED PURCHASES	0	0	0
33,087	0	10,800		TOTAL CAPITAL OUTLAY	0	0	0
3,544,229	3,697,409	4,008,772		TOTAL POLICE EXPENDITURES	4,225,782	4,225,782	4,233,782

FIRE

COUNCIL GOALS FOR FISCAL YEAR 2010-2011

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

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

- Continue development of a community risk assessment and emergency response deployment standard through the Commission on Fire Service Accreditation International.
- Work with the city and district on strategic planning as part of the accreditation process.
- Continue development of City emergency operations plan to meet federal and state National Incident Management System (NIMS) standards.
- Continue our high school cadet program in cooperation with the Forest Grove High School.
- 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 to enhance fire 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.

TRENDS

The Fire Department faces increasing complexity of emergency responses, and on a more frequent basis. Training requirements and standards are increasing for both career and volunteer firefighters. Also, the City continues to face ever more challenging revenue forecasts. These trends place pressure on the Fire Department to offer the same level of service year after year. In FY 2010-11, staff are aggressively pursuing grants to purchase necessary equipment and to ease the financial challenges. The department and the Rural Fire District continue to work in partnership in strategically planning for the future. Additionally for FY 2010-11, the Fire Department will be providing medical/safety services, on a reimburseable basis, to Pacific University for their football program. The Fire Department budget was increased to account for increased charges from the Washington County Consolidated Communications Agency (WCCCA) for 911 dispatch service. These charges were previously recorded under the Intergovernmental line item.

PERFORMANCE MEASUREMENTS

- As part of the strategic planning process, the department will develop a more accurate response-time measurement program.
- The department will update the emergency operations plan for the City.
- The department will evaluate the community risk reduction program to increase effective programs and program delivery.
- The department will complete an analysis of its building inspection and fire prevention program.
- The department will begin a 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.

PERSONNEL REQUIREMENTS			
	<u>FY 09-10 Appropriated</u>	<u>FY 09-10 Filled</u>	<u>FY 10-11 Proposed</u>
Fire Chief	1.00	1.00	1.00
Fire Division Chief	2.00	2.00	2.00
Fire Captain		3.00	3.00
Lieutenant	3.00	3.00	3.00
Firefighter	12.00	9.00	9.00
Administrative Assistant	1.00	1.00	1.00
Fire Inspector	1.00	1.00	0.00
Part-time Fire Inspector	0.38	0.38	0.50
TOTAL	20.13	20.38	19.50

FY 10-11 Revenues							
GENERAL FUND - Fire Department							
Fund & Dept: 100-22							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
34,627	33,326	33,185	420015	CIGARETTE	32,340	32,340	32,340
335,084	351,791	416,492	420050	RURAL FIRE DISTRICT	429,098	429,098	429,098
369,710	385,117	449,677		TOTAL INTERGVMNT REVENUE	461,438	461,438	461,438
				GRANTS			
127,499	0	0	430214	HOMELAND SECURITY GRANT	20,000	20,000	20,000
	7,537		430216	FEMA REIMBURSEMENT	0	0	0
8,010	0		430587	GRANT MATCH - OTHER AGENCIES	0	0	0
135,509	7,537	0		TOTAL GRANTS	20,000	20,000	20,000
				CHARGES FOR SERVICES			
64	73	52	440025	COPY SERVICE	70	70	70
64	73	52		TOTAL CHARGES FOR SERVICES	70	70	70
				LICENSES, PERMITS, FEES			
0	6	0	450057	OTHER	0	0	0
0	6	0		TOTAL LICENSES, PERMITS, FEES	0	0	0
				TRANSFERS & REIMBURSEMENTS			
0	9,002	0	480006	REIMBURSEMENTS			
257	8,095	150	480015	FIRE DEPT REIMBURSEMENT	150	150	150
2,671	4,127	4,500	460017	FIRE DEPT INSPECTION REIMB	4,500	4,500	4,500
2,927	21,223	4,650		TOTAL TRANSFERS & REIMBRSMNTS	4,650	4,650	4,650
508,210	413,955	454,379		TOTAL RESOURCES	486,158	486,158	486,158

FY 10-11 Expenditures							
Fire Dept							
Fund & Dept: 100-22							
2007-08	2008-09	2009-10	Account	Title	2010-11	2010-11	2010-11
Actual	Actual	Budgeted			Proposed	Approved	Adopted
PERSONAL SERVICES							
1,197,412	1,272,400	1,362,116	511005	REGULAR EMPLOYEE WAGES	1,388,605	1,388,605	1,388,605
0	18,656	16,671	511010	PART TIME	16,470	16,470	16,470
80,213	101,906	73,083	511015	OVERTIME	87,080	87,080	87,080
	28,936	56,000	511019	VOLUNTEER STIPEND	58,000	58,000	58,000
13,118	35,207	20,000	511020	TEMP	20,000	20,000	20,000
	3,758		511021	Unemployment Compensation		0	
193,480	227,295	278,135	512005	HEALTH/DENTAL BENEFITS	273,047	273,047	273,047
11,277	11,831	12,724	512008	HEALTH REIMB ARRANGE	12,902	12,902	12,902
209,931	202,570	248,538	512010	RETIREMENT	265,479	265,479	265,479
96,662	107,805	116,882	512015	FICA	119,973	119,973	119,973
34,384	35,807	37,970	512020	WORKER'S COMP	28,099	28,099	28,099
6,731	10,939	7,430	512025	OTHER BENEFITS	7,608	7,608	7,608
8,483	9,707	10,980	512030	OTHER PAYROLL TAXES	11,472	11,472	11,472
2,646	2,646	0	512035	VOLUNTEER FRINGE BENEFITS	2,646	2,646	2,646
1,854,336	2,069,463	2,240,530		TOTAL PERSONAL SERVICES	2,291,381	2,291,381	2,291,381
MATERIALS & SERVICES							
10,995	13,596	15,000	520110	OPERATING SUPPLIES	15,000	15,000	15,000
3,027	3,460	4,300	520120	ORGANIZATION BUSINESS EXPENSE	4,300	4,300	4,300
8,133	22,270	14,000	520130	PERSONNEL UNIFORMS & EQUIPMEN	14,000	14,000	14,000
19,533	18,220	22,587	520150	UTILITIES	23,750	23,750	23,750
3,306	9,841	8,000	520220	SMALL EQUIPMENT	8,000	8,000	8,000
29,669	73,827	33,400	520230	TOOLS - 50/50	35,800	35,800	35,800
0	30	3,000	520300	EMERGENCY OPERATIONS CENTER	3,000	3,000	3,000
735	212	700	520503	PRINTING	700	700	700
692	939	900	520506	POSTAGE	900	900	900
5,094	3,993	4,000	520509	TELEPHONE	4,000	4,000	4,000
50,633	28,718	0	520518	VOLUNTEER REIMBURSABLE EXPEN	0	0	0
1,074	1,196	1,600	520521	PUBLIC INFORMATION	2,000	2,000	2,000

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
948	1,345	1,464	520524	PUBLICATIONS	1,490	1,490	1,490
944	1,306	1,000	520530	MEMBERSHIPS	1,000	1,000	1,000
			520556	WCCCA	122,059	122,059	122,059
122,614	100,144	107,519	520557	INTERGOVERNMENTAL SERVICES	1,400	1,400	1,400
31,859	30,903	30,903	520578	INSURANCE & BONDS	27,088	27,088	27,088
16,689	26,908	25,600	521003	TRAINING/CONFERENCES	25,600	25,600	25,600
6,696	21,414	44,040	521150	PROFESSIONAL SERVICES	65,540	65,540	65,540
0	3,500	10,000	521165	CONTRACTS FOR SERVICES	10,000	10,000	10,000
1,689	1,983	500	521168	MISC MEDICAL SERVICES	500	500	500
6,723	5,384	5,000	522003	EQUIPMENT MAINT & OPER SUPPLIE	5,000	5,000	5,000
44,503	54,529	50,000	522009	VEHICLE MAINT & OPER. SUPPLIES	50,000	50,000	50,000
22,214	21,871	30,000	522012	EQUIP/VEHICLE FUEL/OIL	24,500	24,500	24,500
0	0	0	522021	EQUIPMENT FUND CHARGES	2,000	2,000	2,000
14,370	14,626	13,873	522022	INFORMATION SYSTEMS FUND	15,455	15,455	15,455
775	930	1,000	522303	CUSTODIAL	1,000	1,000	1,000
0	0	0	522306	RENTS & LEASES	0	0	0
2,882	2,933	3,500	522312	FACILITY MAINTENANCE SUPPLIES	3,000	3,000	3,000
8,019	14,682	10,000	522315	FACILITY MNT/REPAIRS	9,000	9,000	9,000
413,814	480,045	441,886		TOTAL MATERIALS & SERVICES	476,082	476,082	476,082
				CAPITAL OUTLAY			
135,510	0		550185	HOMELAND SECURITY	0	0	0
135,510	0	0		TOTAL CAPITAL OUTLAY	0	0	0
	0						
2,403,660	2,549,508	2,682,416		TOTAL FIRE SERVICE EXPENDITUR	2,767,463	2,767,463	2,767,463

COMMUNITY DEVELOPMENT

COUNCIL GOALS FOR FISCAL YEAR 2010-2011

- 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 Regional Affairs

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

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

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

DEPARTMENT GOALS

Planning:

- Continue with the Comprehensive Plan update (Periodic Review) work program approved by City Council and Oregon DLCD. Address the City Council to promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city.
- Work with Metro to seek assistance with Periodic Review efforts including analysis of affordable housing, transit-oriented development and traffic.
- Pursue annexation of unincorporated areas surrounded by incorporated lands (i.e. island annexations) to improve efficiency of municipal service delivery.
- Continue to promote the interests and needs of Forest Grove in regional affairs through participation in Metro related activities including but not necessarily limited to MPAC and MTAC and the Making the Greatest Place efforts that include updating the Regional Transportation Plan, Urban Growth Management

Functional Plan, urban reserves program including potential urban growth boundary expansions, local and regional growth management commitments and investing in our communities.

- Initiate and substantially complete the transit-oriented development transportation and growth management (TGM) project for the area near the railroad corridor north of Pacific Avenue.
- Pursue grant funding opportunities for planning related work as opportunities arise.
- Develop and adopt necessary ordinance amendments to respond to policy direction, improve the implementation of the Development Code and address other matters as they may occur from time-to-time.
- Besides island annexations, implement annexation policies and continue to process of property owner initiated annexation petitions.
- Work with Engineering on the David Hills Extension, light rail planning and matters related to the update of the Forest Grove Transportation System Plan.
- Continue to work with other departments on economic development, business license review, facilities master plan, wayfinders efforts, urban renewal formation, and community sustainability.
- Work with Committee for Citizen Involvement and other boards and commissions supported by the Department to assist in the implementation of the Vision Statement Action Plan.
- Continue participation in federal and state transportation funding efforts at the regional and subregional levels.
- Continue monitoring and, where appropriate, participating in Metro land use and development projections and activities, the statewide planning program, and planning related legislation and goal revisions.
- Continue preserving significant historic structures and pursue National Historic District designations.
- Continue promoting the urban forestry program and pursuing the National Arbor Day Foundation Tree City USA and Tree Growth Award designations.
- Continue promoting effective citizen involvement in City affairs through the Annual Town Meeting and outreach to non-English speaking residents.
- Continue Code Enforcement activities and implement measures to improve the program.
- Process land use permits in a timely fashion.
- Provide assistance on City economic development efforts.

Building Permits Fund

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

TRENDS

Planning: The proposed budget for the planning program reflects expenditures necessary to address legal and program obligations. The Department's work plan and proposed budget also reflects the Department's efforts to secure grant funding for planning projects to offset limited General Fund revenues.

The long-range planning program continues to focus on updating the Forest Grove Comprehensive Plan (Periodic Review) and other state and regional mandated programs. The Periodic Review project addresses the Council goal to promote safe, livable, and sustainable neighborhoods and a prosperous dynamic green city. It is anticipated that Periodic Review will require a significant amount of staff time during FY 2010-2011. The Department's budget includes funds to secure assistance from Metro with Periodic Review efforts related to affordable housing, transit-oriented development, and traffic analysis. This assistance will help offset the limited staff resources available for long range planning. Where opportunities exist to complete other tasks they will be prioritized on legal mandates,

Council priorities and past commitments. Other committed tasks include maintaining the City's land use inventory, Metro related programs, adoption of design guidelines for historical areas, and pursuing island annexations. The Department's FY 2010-2011 budget includes administrative costs associated with preparing the necessary information required for processing the island annexations. Another initiative included in the Department FY 2010-2011 budget is assessing the feasibility of establishing an urban renewal area within the City. The Department submitted a grant funding request to Metro to use construction excise tax revenues to prepare an urban renewal feasibility study and report. Furthermore, Metro is engaged in the Making the Greatest Place effort. This effort includes the adoption and implementation of a new Regional Transportation Plan (RTP), urban growth report and potential UGB expansions to incorporate areas for potential urban and rural reserves, growth management commitments and promoting investments in established centers (called, "Investing in Our Communities"). Departmental staff is involved with all the relevant Metro processes. These activities address City Council's goal to promote the interests and needs of Forest Grove in regional affairs. Finally, the City received a grant through the Oregon Transportation and Growth Management Program to prepare a transit-oriented development plan and implementation strategy for the area around the railroad corridor north of Pacific Avenue. The Department's budget includes in-kind staff costs and project expenses necessary to support this project.

The current planning program continues to focus on code enforcement efforts, site plan review and development code updates including drafting an abandoned shopping cart ordinance. Current planning also provides business license review and support to the Historic Landmarks Board. A significant trend affecting the current planning program is reduced funding from the State Historic Preservation Office (SHPO) for historic preservation efforts. In the past, SHPO provided grant funds for printing the Historic Landmarks Board quarterly newsletter. This grant will not be available during FY 2010-2011 due to funding cycles.

Building Permits Fund: The Building Permit function is sustained by revenue collected through building related permits. Due to a decline in the economy, staff has projected revenue to be reduced when compared with previous budget years. The extent of this reduction will depend on continuing permit activity.

The staffing continues to be based on one Building Inspector II, Building Official and Permit Coordinator (shared with the Planning Division) and will rely on built-up reserves created from revenue collected in past years to sustain the operation. This will be re-evaluated within six months of the fiscal year to determine if additional changes to service costs in needed. To supplement city services, the City has entered into intergovernmental agreements with Washington County and the City of Hillsboro to provide A-Level plumbing plan review and inspection service. These arrangements will continue for Fiscal Year 2010-11.

In FY 09-10, new permit tracking software system was implemented. This was implemented ahead of schedule due to the old software server having technical difficulty.

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

PERFORMANCE MEASUREMENTS

Planning:

Determine land use application completeness within 30 days of filing of application

Process land use applications within 120 days of determining completeness; complete site plan review for multi-family 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.

PERSONNEL REQUIREMENTS

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

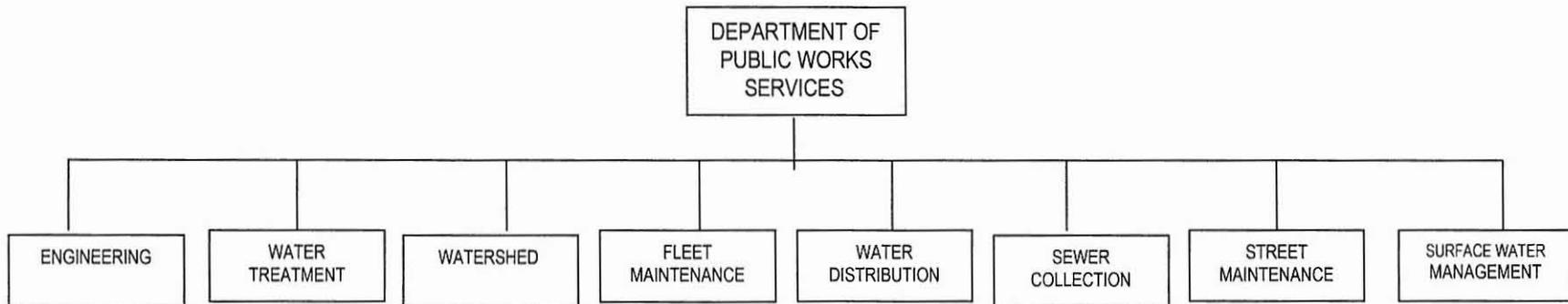
The following pages display the revenues and expenditures for the Planning Division. The Building Services Division revenues and expenditures can be found in the Special Revenue section of this budget document.

FY 10-11 Revenues							
GENERAL FUND - Planning Department							
Fund & Dept: 100-31							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
52,003	0	0	420055	METRO CONSTRUCITON EXCISE TAX	0	0	0
60,310	0	0	422055	SD15 CONSTRUCTION EXCISE TAX	0	0	0
112,313	0	0		TOTAL INTERGVMNT REVENUE	0	0	0
				GRANTS			
0	9,980	15,000	430460	SHPO GRANT	0	0	0
0	0	0	430587	GRANT - CET URBAN RENEWAL FEAS.	85,000	85,000	85,000
0	9,980	15,000		TOTAL GRANTS	85,000	85,000	85,000
				CHARGES FOR SERVICES			
2,110	869	2,000	440020	CODE ENFORCEMENT REVENUE	1,000	1,000	1,000
132	45	108	440025	COPY SERVICE	110	110	110
36,168	48,336	49,540	440029	GENERAL FUND SPT SVC (522023)	55,362	55,362	55,362
38,410	49,250	51,648		TOTAL CHARGES FOR SERVICES	56,472	56,472	56,472
				LICENSES, PERMITS, FEES			
11,055	16,367	16,858	450054	METRO BUSINESS LICENSE	8,084	8,084	8,084
0	180	0	450057	OTHER	100	100	100
18,763	683		450072	OCCUPANCY PERMITS	0	0	0
69,013	39,132	20,000	450101	PLANNING FEES	41,637	41,637	41,637
98,831	56,361	36,858		TOTAL LICENSES, PERMITS, FEES	49,821	49,821	49,821
				MISCELLANEOUS REVENUE			
1,529	0	1,700	472020	FORESTRY RUN	1,800	1,800	1,800
1,529	0	1,700		TOTAL MISCELLANEOUS REVENUE	1,800	1,800	1,800
251,083	115,592	105,206		TOTAL RESOURCES	193,093	193,093	193,093

FY 10-11 Expenditures							
Planning							
Fund & Dept: 100-31							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONAL SERVICES			
198,506	191,072	200,973	511005	REGULAR EMPLOYEE WAGES	238,852	238,852	238,852
3,188	0	0	511010	PART-TIME EMPLOYEE WAGES	0	0	0
	3,149	0	511020	Temporary Employee Wages		0	0
0	0	0	511021	UNEMPLOYMENT COMPENSATION	0	0	1,500
57	0	0	511015	OVERTIME	0	0	0
22,180	23,176	27,063	512005	HEALTH/DENTAL BENEFITS	32,489	32,489	32,489
2,394	2,491	1,998	512008	HEALTH REIMB ARRANGE	2,371	2,371	2,371
36,977	32,632	38,565	512010	RETIREMENT	48,127	48,127	48,127
15,309	14,625	15,374	512015	FICA	18,272	18,272	18,272
351	418	351	512020	WORKER'S COMP	303	303	303
1,107	1,452	949	512025	OTHER BENEFITS	1,120	1,120	1,120
1,348	1,298	1,438	512030	OTHER PAYROLL TAXES	1,735	1,735	1,735
281,416	270,315	286,712		TOTAL PERSONAL SERVICES	343,268	343,268	344,768
				MATERIALS & SERVICES			
1,478	985	2,563	520110	OPERATING SUPPLIES	2,912	2,912	2,912
1,200	592	960	520120	ORGANIZATION BUSINESS EXPENSE	1,120	1,120	1,120
1,650	2,029	4,500	520170	CODE ENFORCEMENT EXPENDITURES	4,500	4,500	4,500
0	1,509	0	520190	COMPUTER SOFTWARE	600	600	600
0	650	1,250	520200	COMPUTER SOFTWARE LICENSES	1,250	1,250	1,250
0	0	0	520220	SMALL EQUIPMENT	0	0	0
27	0	0	520270	MISCELLANEOUS	0	0	0
679	2,089	5,150	520503	PRINTING	4,150	4,150	4,150
2,788	2,568	2,000	520506	POSTAGE	2,200	2,200	2,200
1,535	1,018	720	520509	TELEPHONE	800	800	800
2,197	1,959	4,437	520521	PUBLIC INFORMATION	6,577	6,577	6,577
66	221	1,200	520524	PUBLICATIONS	1,200	1,200	1,200
414	847	2,050	520530	MEMBERSHIPS	2,075	2,075	2,075
31,622	0	0	520547	METRO CONSTRUCT EXCISE TAX	0	0	0
55,891	0	0	520549	SD15 CONSTR EXCISE TAX	0	0	0

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
708	4,467	1,200	520557	INTERGOVERNMENTAL SERVICES	6,800	6,800	6,800
702	1,835	4,945	520569	FORESTRY COMMISSION	2,386	2,386	2,386
550	534	534	520578	INSURANCE & BONDS	468	468	468
200	1,199	1,300	521003	TRAINING/ CONFERENCES	1,300	1,300	1,300
26,356	12,854	13,000	521113	ATTORNEY SERVICES	14,500	14,500	14,500
0	24,968	300	521150	PROFESSIONAL SERVICES	85,000	85,000	85,000
0	0	0	521168	MISC MEDICAL SERVICES	0	0	0
3,657	2,367	4,080	522003	EQUIPMENT MAINT & OPER SUPPLIES	4,080	4,080	4,080
1,396	1,428	1,476	522021	EQUIPMENT FUND CHARGES	1,740	1,740	1,740
5,150	4,435	4,133	522022	INFORMATION SYSTEMS FUND	4,133	4,133	4,133
1,346	1,453	1,498	522309	BUILDING/FACILITY RENTAL	1,573	1,573	1,573
0	0		523003	COMM ENHANCEMENT GRANTS	0	0	
8,198	8,944	11,023	523006	SHPO GRANT EXPENSES	0	0	0
147,810	78,952	68,319		TOTAL MATERIALS & SERVICES	149,364	149,364	149,364
429,225	349,267	355,031		TOTAL PLANNING EXPENDITURES	492,633	492,633	494,133

ENGINEERING



COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

OVERVIEW

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

GOALS

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

TRENDS

The Engineering Department in FY 10-11 will provide the design and construction inspection for all the scheduled CIP projects. The Engineering Department has reduced personnel by 2.0 FTE from 7 to 5. This reduction was accomplished by one retirement and one transfer. This is a significant change in personnel made possible by a reduction in development activity. The CIP projects for the upcoming year include:

- “B” Street and Bonnie Lane Drainage
- David Hill Road Extension
- Sidewalk Improvement Program
- 18th Street Sewer Replacement

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

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

In addition to residential development the Engineering Department anticipates working on several commercial projects, one of which is the Compton Dental Building.

PERFORMANCE MEASURES

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

PERSONNEL REQUIREMENTS

	Appropriated	Filled	Proposed
	<u>FY 09-10</u>	<u>FY 09-10</u>	<u>FY 10-11</u>
Director of Public Works	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00
Project Engineer	2.00	2.00	1.00
Engineering Technician	2.00	2.00	1.00
Administrative Assistant	1.00	1.00	1.00
TOTAL	7.00	7.00	5.00

FY 10-11 Revenues							
GENERAL FUND - Engineering Department							
Fund & Dept: 100-51							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
701	1,177	572	440025	COPY SERVICE	891	891	891
616,743	745,268	763,801	440029	GENERAL FUND SPT SVC (522023)	538,402	538,402	538,402
617,444	746,445	764,373		TOTAL CHARGES FOR SERVICES	539,293	539,293	539,293
				LICENSES, PERMITS, FEES			
188,427	61,414	25,000	450122	ENGINEERING INSPECTION FEES	25,000	25,000	25,000
14,010	0	0	450124	EROSION CONTROL FEES	0	0	0
202,437	61,414	25,000		TOTAL LICENSES, PERMITS, FEES	25,000	25,000	25,000
819,881	807,859	789,373		TOTAL RESOURCES	564,293	564,293	564,293

FY 10-11 Expenditures							
Engineering							
Fund & Dept: 100-51							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
465,948	443,935	473,568	511005	REGULAR EMPLOYEE WAGES	361,766	361,766	361,766
35	75	2,400	511015	OVERTIME	2,400	2,400	2,400
78,336	67,845	91,268	512005	HEALTH/DENTAL BENEFITS	49,313	49,313	49,313
4,571	3,806	4,672	512008	Health Reimb Arrangement	3,066	3,066	3,066
92,609	81,533	90,173	512010	RETIREMENT	72,345	72,345	72,345
35,152	33,734	36,412	512015	FICA	27,859	27,859	27,859
5,350	5,148	4,955	512020	WORKER'S COMP	2,957	2,957	2,957
2,444	2,768	2,232	512025	OTHER BENEFITS	1,909	1,909	1,909
3,062	2,963	3,431	512030	OTHER PAYROLL TAXES	2,676	2,676	2,676
687,507	641,809	709,111		PERSONAL SERVICES	524,291	524,291	524,291
MATERIALS & SERVICES							
3,531	2,677	3,000	520110	OPERATING SUPPLIES	3,000	3,000	3,000
662	651	250	520120	ORGANIZATION BUSINESS EXPENSE	250	250	250
0	0	710	520130	PERSONNEL UNIFORMS & EQUIPMENT	710	710	710
2,600	480	3,000	520190	COMPUTER SOFTWARE	3,000	3,000	3,000
400	4,725	0	520200	COMPUTER SOFTWARE LICENSES	0	0	0
0	43	3,300	520220	SMALL EQUIPMENT	3,300	3,300	3,300
553	1,469	375	520503	PRINTING	2,100	2,100	2,100
344	470	550	520506	POSTAGE	550	550	550
2,108	1,742	2,940	520509	TELEPHONE	2,940	2,940	2,940
0	722	0	520521	PUBLIC INFORMATION	0	0	0
1,693	167	960	520524	PUBLICATIONS	990	990	990
742	1,362	1,214	520530	MEMBERSHIPS	1,600	1,600	1,600
442	530	650	520557	INTERGOVERNMENTAL SERVICES	650	650	650

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
1,130	1,096	1,096	520578	INSURANCE & BONDS	961	961	961
2,118	4,803	2,550	521003	TRAINING/ CONFERENCES	2,550	2,550	2,550
5,728	3,154	6,000	521113	ATTORNEY SERVICES	6,000	6,000	6,000
136,512	28,155	20,520	521150	PROFESSIONAL SERVICES	20,520	20,520	20,520
0	0	0	521168	MISC MEDICAL SERVICES	0	0	0
3,279	2,549	4,060	522003	EQUIPMENT MAINT & OPER SUPPLIES	4,060	4,060	4,060
11,486	11,874	11,988	522021	EQUIPMENT FUND CHARGES	14,088	14,088	14,088
11,630	25,436	12,282	522022	INFORMATION SYSTEMS FUND	12,267	12,267	12,267
0	0	100	522306	RENTS & LEASES	100	100	100
184,959	92,105	75,545		TOTAL MATERIALS & SERVICES	79,636	79,636	79,636
872,467	733,913	784,656		TOTAL ENGINEERING EXPENDITURES	603,927	603,927	603,927

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Enterprise Funds

LIGHT AND POWER

CITY COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

DEPARTMENT GOALS

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

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

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

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

TRENDS

The Bonneville Power Administration raised wholesale power rates 7% last year, which translated into a 5% rate increase to Light and Power customers, effective January 1, 2010. For FY 10-11, the Light and Power department is investing in electric car charging stations for public use, and is planning on purchasing an electric car for its fleet. Additionally, the department is remodeling its building and yard to make more efficient use of space. The department was able to purchase two adjacent lots in order to expand its yard.

PERFORMANCE MEASUREMENTS

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

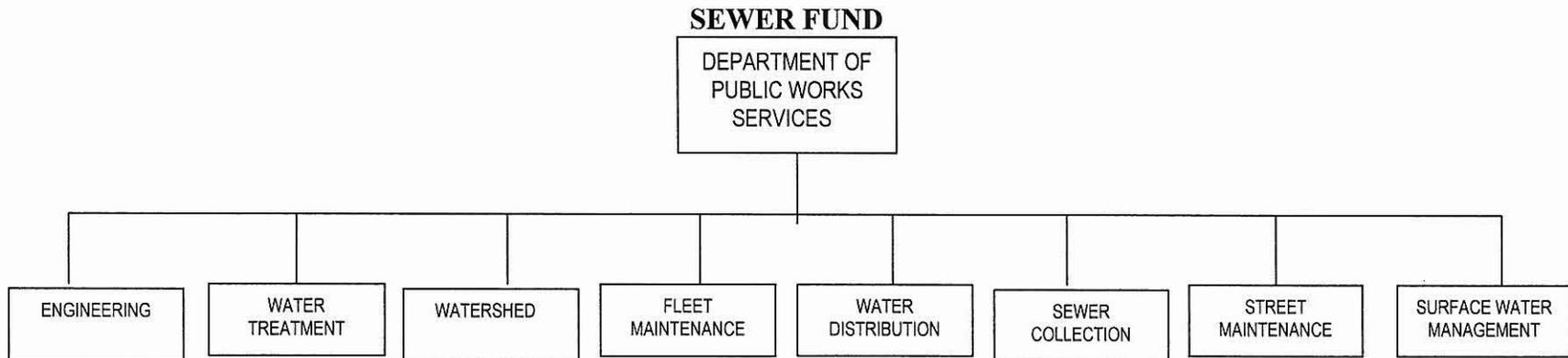
PERSONNEL REQUIREMENTS

	<u>Appropriated FY 09-10</u>	<u>Filled FY 09-10</u>	<u>Proposed FY 10-11</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
Working Foreman	2.00	2.00	2.00
Meter Relay Foreman	1.00	1.00	1.00
Meterman	1.00	1.00	1.00
Lineman	7.00	7.00	7.00
Apprentice Lineman	1.00	1.00	1.00
Apprentice Meterman	1.00	1.00	1.00
Journeyman Tree-Trimmer	2.00	2.00	2.00
Project Engineer	1.00	1.00	1.00
Engineering Tech	1.00	1.00	1.00
Meter Reader	1.32	1.32	1.32
Senior Utility Worker	2.00	2.00	2.00
Economic Development Coordinator	0.50	0.50	0.50
Administrative Specialist II	0.75	0.75	0.75
Total	25.57	25.57	25.57

FY 10-11 Revenues Light & Power Fund Fund & Dept: 610-41							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				GRANTS			
39,174	0	0	432290	APPA/DEED GRANT	0	0	0
39,174	0	0		TOTAL GRANTS		0	0
				CHARGES FOR SERVICES			
				<i>POWER SALES</i>			
6,488,305	6,648,075	6,500,000	440105	RESIDENTIAL SALES	6,662,500	6,662,500	6,662,500
584,066	578,604	565,000	440110	GENERAL SVC - 1 PH SALES	590,000	590,000	590,000
584,047	589,809	590,000	440112	GENERAL SVC - 3 PH SALES	620,000	620,000	620,000
1,864,832	1,671,105	1,640,000	440120	INDUSTRIAL SVC - SPECL CONTRCT	1,670,000	1,670,000	1,670,000
3,531,783	3,560,065	3,300,000	440125	LARGE COMMERCIAL INDUSTRIAL	3,400,000	3,400,000	3,400,000
66,379	59,660	67,739	440130	PUBLIC ST. LIGHTING SALES	69,000	69,000	69,000
102,688	102,531	105,000	440135	RENTAL LIGHTS	103,000	103,000	103,000
5,217	4,679	4,500	440140	IRRIGATION SERVICE	4,500	4,500	4,500
12,688	14,100	15,000	440150	GREEN POWER UNITS	12,000	12,000	12,000
13,227,318	13,214,528	12,787,239		TOTAL POWER SALES	13,131,000	13,131,000	13,131,000
1,715	2,055	1,500	440035	NSF HANDLING CHARGE	0	0	0
310,525	94,539	100,000	440165	CONNECTION CHARGES/REIMBURSEME	110,000	110,000	110,000
73,000	73,000	73,000	440170	ST. LIGHT MAINT.	73,000	73,000	73,000
24,736	15,068	15,000	440175	RECONNECT CHARGES	15,000	15,000	15,000
0	0	24,000	440180	POLE RENTAL	24,000	24,000	24,000
25,729	25,064	21,000	440302	AUDITORIUM RENTAL	24,000	24,000	24,000
13,675,711	13,438,354	13,021,739		TOTAL CHARGES FOR SERVICES	13,377,000	13,377,000	13,377,000
				MISCELLANEOUS REVENUE			
796,786	200,419	0	425033	BPA REFUND PAYMENT	0	0	0
15,206	12,270	10,000	445005	SALE OF SCRAP	10,000	10,000	10,000
0	121	5,000	445010	SALE OF MATERIALS	5,000	5,000	5,000
3,328	0	0	445015	SALE OF EQUIPMENT	0	0	0
25,580	144,134	22,000	450057	OTHER	22,000	22,000	22,000
90	300	2,000	451035	CONTRIBUTION-IN-AID of CONSTRUCTION	20,000	20,000	20,000
146,488	109,383	115,000	470105	INTEREST	60,000	60,000	60,000
75	1,140	0	480006	REIMBURSEMENTS	0	0	0
13,043	8,933	50,000	480020	INDUSTRIAL CONSERVATION REIMBUR	100,000	100,000	100,000
1,000,596	476,700	204,000		TOTAL MISCELLANEOUS REVENUE	217,000	217,000	217,000
				TRANSFERS			
0	0	0	481005	TRANSFER FROM OTHER FUNDS	11,614	11,614	11,614
0	0	0		TOTAL TRANSFERS	11,614	11,614	11,614
				FUND BALANCE AVAILABLE			
3,840,245	5,566,554	5,367,118	495005	FUND BAL AVAIL FOR APPROP.	5,176,953	5,176,953	5,176,953
3,840,245	5,566,554	5,367,118		TOTAL AVAILABLE	5,176,953	5,176,953	5,176,953
18,555,726	19,481,608	18,592,857		TOTAL L&P RESOURCES	18,782,567	18,782,567	18,782,567

FY 10-11 Expenditures							
Light & Power Dept							
Fund & Dept: 610-41							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
1,409,395	1,607,590	1,832,677	511005	REGULAR EMPLOYEE WAGES	1,838,223	1,838,223	1,838,223
20,328	25,020	17,566	511010	PART-TIME EMPLOYEE WAGES	28,221	28,221	28,221
89,892	170,774	90,000	511015	OVERTIME	90,000	90,000	90,000
0	594	0	511020	Temporary Employee Wages	0	0	0
2,315	0	0	511021	UNEMPLOYMENT COMP	0	0	0
210,544	272,625	336,876	512005	HEALTH/DENTAL BENEFITS	356,822	356,822	356,822
4,032	4,781	4,904	512008	Health Reimb Arrangement	5,508	5,508	5,508
259,219	275,968	345,669	512010	RETIREMENT	371,335	371,335	371,335
114,820	135,294	148,429	512015	FICA	149,668	149,668	149,668
42,049	45,666	46,971	512020	WORKER'S COMP	35,572	35,572	35,572
7,272	9,692	9,271	512025	OTHER BENEFITS	9,344	9,344	9,344
10,075	12,153	13,804	512030	OTHER PAYROLL TAXES	14,214	14,214	14,214
2,169,941	2,560,158	2,846,166		TOTAL PERSONAL SERVICES	2,898,905	2,898,905	2,898,905
		0					
		0					
MATERIALS & SERVICES							
10,311	8,631	11,500	520110	OPERATING SUPPLIES	8,500	8,500	8,500
6,541	7,627	10,500	520120	ORGANIZATION BUSINESS EXPENSE	10,500	10,500	10,500
9,477	17,212	20,250	520130	PERSONNEL UNIFORMS & EQUIPMENT	37,250	37,250	37,250
21,619	23,082	22,000	520150	UTILITIES	25,000	25,000	25,000
0	0	600	520180	SUBSCRIPTIONS/BOOKS	600	600	600
0	1,850	2,000	520190	COMPUTER SOFTWARE	4,000	4,000	4,000
7,049	2,175	4,500	520200	COMPUTER SOFTWARE LICENSES	4,500	4,500	4,500
0	1,466	0	520210	COMPUTER SUPPLIES	0	0	0
31,246	47,387	55,600	520220	SMALL EQUIPMENT	55,200	55,200	55,200
638,310	355,380	400,000	520240	CONSTRUCTION SUPPLIES	420,000	420,000	420,000
7,582,555	7,068,499	8,194,038	520260	PURCHASED POWER	8,071,803	8,071,803	8,071,803
0	114	1,000	520270	MISCELLANEOUS	1,000	1,000	1,000
109	0	3,000	520503	PRINTING	3,000	3,000	3,000
1,114	1,145	1,200	520506	POSTAGE	1,200	1,200	1,200
8,546	9,060	8,600	520509	TELEPHONE	9,200	9,200	9,200
1,738	2,398	5,000	520521	PUBLIC INFORMATION	5,000	5,000	5,000
532	942	1,000	520524	PUBLICATIONS	1,000	1,000	1,000
71,619	76,179	72,139	520530	MEMBERSHIPS	78,605	78,605	78,605
5,475	5,052	2,500	520533	RECRUITING EXPENSES	2,500	2,500	2,500
32,140	47,945	60,000	520542	BILL PAYING ASSISTANCE PROGRAM	75,000	75,000	75,000
648,953	0	639,362	520545	IN-LIEU OF TAX	0	0	0
75,026	177,868	100,000	520554	CONSERVATION INCENTIVES	80,000	80,000	80,000
13,043	8,933	0	520555	INDUSTRIAL CONSERVATION AUGMENTA	80,000	80,000	80,000
3,535	0	0	520556	GREEN POWER INFO & PROMOTION	2,000	2,000	2,000
18,420	1,356	7,300	520557	INTERGOVERNMENTAL SERVICES	10,500	10,500	10,500
39,467	38,283	39,467	520578	INSURANCE & BONDS	33,557	33,557	33,557
28,384	29,992	37,800	521003	TRAINING/CONFERENCES	36,100	36,100	36,100
15,522	10,861	7,500	521113	ATTORNEY SERVICES	5,000	5,000	5,000
73,350	67,001	137,500	521150	PROFESSIONAL SERVICES	13,000	13,000	13,000

2006-07	2007-08	2009-10			2010-11	2010-11	2010-11
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
3,936	0	60,000	521162	CONSULTANTS	80,000	80,000	80,000
123,520	62,504	88,900	521165	CONTRACTS FOR SERVICES	114,450	114,450	114,450
2,770	8,596	1,000	521168	MISC MEDICAL SERVICES	1,000	1,000	1,000
45	0	0	521171	FINANCIAL SERVICES-AUDITING, BANKIN	0	0	0
11,703	4,235	33,537	521172	BANKING SERVICES	33,537	33,537	33,537
16,180	17,147	22,500	522003	EQUIPMENT MAINT & OPER SUPPLIES	37,000	37,000	37,000
0	0	0	522006	EQUIPMENT/VEHICLE RENTAL	0	0	0
29,632	29,700	29,500	522009	VEHICLE MAINT & OPER. SUPPLIES	35,000	35,000	35,000
5,239	26,245	15,000	522010	VEHICLE MAINT EXTERNAL	20,000	20,000	20,000
29,584	30,974	29,500	522012	FUEL/OIL	31,000	31,000	31,000
19,109	20,789	19,706	522022	INFORMATION SYSTEMS FUND	18,421	18,421	18,421
839,902	913,088	963,266	522023	GENERAL FUND SPT SVC (4004801)	1,004,386	1,004,386	1,004,386
6,752	10,614	13,800	522306	RENTS & LEASES	14,000	14,000	14,000
4,155	12,418	6,000	522312	FACILITY MAINTENANCE SUPPLIES	6,700	6,700	6,700
24,852	7,072	12,100	522315	FACILITY MNT/REPAIRS	12,500	12,500	12,500
39,184	0	0	523010	OCEAN WAVE ENERGY GRANT	0	0	0
10,500,642	9,153,822	11,139,166		TOTAL MATERIALS & SERVICES	10,482,009	10,482,009	10,482,009
		0		CAPITAL OUTLAY		0	0
0	0	2,000	550051	OFFICE EQUIPMENT & FURNITURE	0	0	0
105,126	69,701	425,000	550166	BUILDING IMPROVEMENTS	592,000	592,000	592,000
0	50,632	12,500	550181	MAJOR TOOLS & WORK EQUIPMENT	60,000	60,000	60,000
0	0	35,000	550960	F.G. SUBSTATION IMPROVEMENTS	15,000	15,000	15,000
103,908	0	25,000	550962	SYSTEM ADDITIONS & UPGRADES	65,000	65,000	65,000
22,011	0	0	550963	T.J. SUBSTATION IMPROVEMENTS	0	0	0
0	243,767	150,000	551260	VEHICLE REPLACEMENT	192,000	192,000	192,000
0	0	0	551261	VEHICLE REPLACEMENT & EQUIP	0	0	0
231,045	364,101	649,500		TOTAL CAPITAL OUTLAY	924,000	924,000	924,000
				TRANSFERS			
87,543	106,515	116,000	570127	TRANSFER TO OTHER FUNDS	121,000	121,000	121,000
0	681,017	648,889	570130	IN-LIEU OF TAX TRANSFER	656,550	656,550	656,550
87,543	787,532	764,889		TOTAL TRANSFERS	777,550	777,550	777,550
				CONTINGENCY			
0	0	1,985,611	580206	CONTINGENCY	1,980,924	1,980,924	1,980,924
0	0	1,985,611		TOTAL CONTINGENCY	1,980,924	1,980,924	1,980,924
				UNAPP FUND BALANCE			
0	0	100,000	590303	MAJOR EQUIPMENT REPLACEMENT FUND	100,000	100,000	100,000
0	0	1,107,525	590304	UNAPP FUND BALANCE	1,619,179	1,619,179	1,619,179
0	0	1,207,525		UNAPPROPRIATED FUND BALANCE	1,719,179	1,719,179	1,719,179
12,989,172	12,865,612	18,592,857		TOTAL LIGHT & POWER EXPENDITURES	18,782,567	18,782,567	18,782,567



COUNCIL GOALS FOR FISCAL YEAR 2010-11

- 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 Regional Affairs

MISSION STATEMENT

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

OVERVIEW

The City operates a sanitary sewer utility accounted for as an enterprise fund. The utility is responsible for the safe and efficient operation and maintenance of the sanitary sewer system. The utility provides customer service by responding to emergencies involving the sanitary system as well as citizens’ concerns. The City shares this responsibility and a proportional share of the revenue with Clean Water Services (CWS, formerly known as Unified Sewerage Agency). The City is responsible for all collection lines smaller than 24” in diameter as well as all manholes. CWS is responsible for the large trunk lines, lift stations, and treatment. There have been no additions in personnel in the last seven years. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 10-11.

GOALS

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

TRENDS

Sewer rates are proposed to increase 5.5% for all customer classes for FY 10-11. The City is forecasting a slight increase in residential growth and no growth in Commercial or Industrial customers.

One large project is identified in our maintenance scheduled for FY 10-11 and is the replacement of 8” lines near 18th Avenue and Juniper St. Problems include inflow and infiltration of ground water (I&I), cracked pipe, and roots that create ongoing maintenance issues. Funding is identified under Sewer Construction – Replace Old Sewers.

PERFORMANCE MEASURES

<u>WORK ITEM</u>	<u>STANDARD</u>	<u>SEWER SYSTEM</u>	<u>CY 2006</u>	<u>CY 2007</u>	<u>CY 2008</u>
Sanitary line cleaning (based on CSM Study)	33% system annually	Sewer System Pipe	326,005ft.	350,3815ft	353,696ft
Sanitary line TV inspection (based on CSM Study)	15% system annually				
Respond to Sewer service interruption emergency	same day				

PERSONNEL REQUIREMENTS

	<u>2009-10</u>	<u>2009-10</u>	<u>2010-11</u>
	<u>Appropriated</u>	<u>Filled</u>	<u>Proposed</u>
Superintendent	0.15	0.15	0.15
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	2.50	2.50	2.45
Program Specialists	0.00	0.00	0.40
Administrative Assistant	0.10	0.10	0.10
TOTAL	3.75	3.75	4.10

FY 10-11 Revenues							
Sewer							
Fund & Dept: 620-54							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
2,673,929	2,832,386	3,021,414	440105	RESIDENTIAL SALES	3,142,530	3,142,530	3,142,530
632,837	657,514	683,289	440106	COMMERCIAL SALES	717,103	717,103	717,103
143,786	176,772	180,089	440120	INDUSTRIAL SALES	181,833	181,833	181,833
3,450,552	3,666,673	3,884,791		TOTAL CHARGES FOR SERVICES	4,041,466	4,041,466	4,041,466
MISCELLANEOUS REVENUE							
151	102	0	445010	SALE OF MATERIALS	0	0	0
164,384	1,889	0	450057	OTHER	800	800	800
0	0	3,000	450070	SEWER PERMITS	0	0	0
23,524	2,694	2,000	451040	SEWER LATERALS	2,000	2,000	2,000
59,837	33,550	23,711	470105	INTEREST	15,381	15,381	15,381
247,896	38,235	28,711		TOTAL MISCELLANEOUS REVENUE	18,181	18,181	18,181
FUND BALANCE AVAILABLE							
1,238,813	1,538,739	1,580,760	495005	FUND BAL AVAIL FOR APPROP.	1,538,183	1,538,183	1,538,183
1,238,813	1,538,739	1,580,760		TOTAL AVAILABLE	1,538,183	1,538,183	1,538,183
4,937,261	5,243,646	5,494,263		TOTAL SEWER RESOURCES	5,597,830	5,597,830	5,597,830

FY 10-11 Expenditures							
Sewer							
Fund & Dept: 620-54							
2007-08 Actual	2008-09 Actual	2009-10 Budgeted	Account	Title	2010-11 Proposed	2010-11 Approved	2010-11 Adopted
PERSONAL SERVICES							
147,164	161,716	179,272	511005	REGULAR EMPLOYEE WAGES	211,911	211,911	211,911
104	1,305	757	511015	OVERTIME	1,932	1,932	1,932
35,344	45,822	48,324	512005	HEALTH/DENTAL BENEFITS	57,181	57,181	57,181
0	0	1,739	512008	HEALTH REIMBURS ARRANGE	2,105	2,105	2,105
28,476	29,288	34,704	512010	RETIREMENT	42,736	42,736	42,736
11,120	12,343	13,772	512015	FICA	16,359	16,359	16,359
13,861	9,427	7,813	512020	WORKER'S COMP	6,492	6,492	6,492
1,170	1,267	810	512025	OTHER BENEFITS	962	962	962
1,099	1,203	1,317	512030	OTHER PAYROLL TAXES	1,591	1,591	1,591
0	0	0	512035	VOLUNTEER FRINGE BENEFITS	0	0	0
238,337	262,371	288,509		TOTAL PERSONAL SERVICES	341,269	341,269	341,269
MATERIALS & SERVICES							
2,700	1,792	3,535	520110	OPERATING SUPPLIES	3,535	3,535	3,535
383	89	75	520120	ORGANIZATION BUSINESS EXPENSE	375	375	375
1,296	1,779	2,375	520130	PERSONNEL UNIFORMS & EQUIPMENT	2,250	2,250	2,250
883	1,078	1,200	520150	UTILITIES	1,200	1,200	1,200
1,248	3,356	2,860	520190	COMPUTER SOFTWARE	3,400	3,400	3,400
3,860	3,104	12,200	520220	SMALL EQUIPMENT	12,200	12,200	12,200
4,080	2,976	15,500	520240	CONSTRUCTION SUPPLIES	15,500	15,500	15,500
0	0	500	520270	MISCELLANEOUS	500	500	500
210	97	200	520503	PRINTING	200	200	200
43	13	125	520506	POSTAGE	100	100	100
626	551	800	520509	TELEPHONE	800	800	800
39	0	225	520521	PUBLIC INFORMATION	225	225	225
0	0	700	520524	PUBLICATIONS	700	700	700
200	640	250	520530	MEMBERSHIPS	700	700	700
45,762	0	0	520545	IN-LIEU OF TAX		0	0
2,533,678	2,689,622	2,902,686	520557	INTERGOVERNMENTAL SERVICES	3,036,634	3,036,634	3,036,634
9,649	9,360	9,360	520578	INSURANCE & BONDS	8,204	8,204	8,204
864	1,119	2,820	521003	TRAINING/CONFERENCES	2,820	2,820	2,820
1,602	0	0	521113	ATTORNEY SERVICES		0	0
3,236	1,229	3,000	521150	PROFESSIONAL SERVICES	3,000	3,000	3,000
0	0	0	521165	CONTRACTS FOR SERVICES		0	0
429	582	375	521168	MISC MEDICAL SERVICES	375	375	375

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
2,841	1,033	8,543	521172	BANK SERVICE FEES	6,000	6,000	6,000
195	167	1,000	522003	EQUIPMENT MAINT & OPER SUPPLIES	1,000	1,000	1,000
62	81	0	522012	FUEL/OIL		0	0
50,403	61,008	67,008	522021	EQUIPMENT FUND CHARGES	86,808	86,808	86,808
1,349	1,319	1,167	522022	INFORMATION SYSTEMS FUND CHARG	1,279	1,279	1,279
317,130	378,353	390,974	522023	GENERAL FUND ADMIN SEVICES	412,092	412,092	412,092
0	394	0	522306	RENTS & LEASES	500	500	500
6,264	6,265	6,264	522309	BUILDING/FACILITY RENTAL	6,264	6,264	6,264
109	346	250	522312	FACILITY MAINTENANCE SUPPLIES	500	500	500
0	0	250	522315	FACILITY MNT/REPAIRS	250	250	250
2,989,141	3,166,352	3,434,242		MATERIALS & SERVICES	3,607,410	3,607,410	3,607,410
				CAPITAL OUTLAY			
77,039	10,031	0	550181	MAJOR TOOLS & WORK EQUIPMENT	0	0	0
0	0	302,250	550763	SEWER CONSTRUCTION	185,000	185,000	185,000
77,039	10,031	302,250		TOTAL CAPITAL OUTLAY	185,000	185,000	185,000
				DEBT SERVICE			
53,045	69,125	73,105	562001	PRINCIPAL-CWS/CITY PHASE III REHAB	75,887	75,887	75,887
40,960	24,879	20,900	562041	INTEREST-CWS/CITY PHASE III REHAB	18,117	18,117	18,117
94,005	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
0	53,394	54,835	570130	IN-LIEU OF TAX	50,292	50,292	50,292
0	53,394	54,835		TOTAL TRANSFERS	50,292	50,292	50,292
						0	
				CONTINGENCIES			
0	0	770,423	580206	CONTINGENCY	319,855	319,855	319,855
0	0	770,423		TOTAL CONTINGENCIES	319,855	319,855	319,855
				UNAPPROR ENDING FUND BALANCE			
0	0	550,000	560304	UNAPP FUND BALANCE	1,000,000	1,000,000	1,000,000
0	0	550,000		TOTAL UNAPPR ENDING FUND BAL	1,000,000	1,000,000	1,000,000
3,398,522	3,586,153	5,494,263		TOTAL SEWER EXPENDITURES	5,597,830	5,597,830	5,597,830

SEWER SDC FUND

MISSION STATEMENT

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

OVERVIEW

The System Development Charge (SDC) is applied to every new service connection to the sanitary sewer collection system. The amount of the charge is proportional to the impact of the service and is therefore based on the number of water use fixture units in the building. Clean Water Services (CWS), the regional authority for sewage collection and treatment, sets the amount of the Sewer SDC charge. There will be an increase of \$500.00 to raise the SWM SDC to \$4,100 per EDU (Equivalent Dwelling Unit). 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.

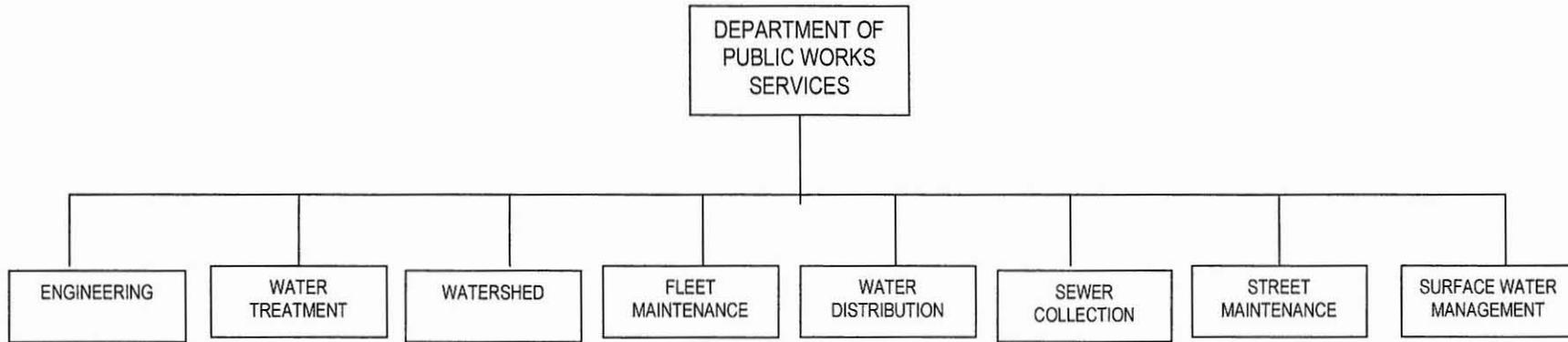
TRENDS

The City of Forest Grove Wastewater System Master Plan completed in 2007 reports that there are no existing collection system capacity problems at this time. The report recommends to continue to flow monitor the system as development occurs to determine if any increases are necessary. Annual debt payments to CWS for the new Sunset Sewer are made from this fund. New development in the Sunset Drive area that connects to this line will offset these payments.

FY 10-11 Revenues							
Sewer SDC							
Fund & Dept & Division: 622-54-91							
2007-08	2008-09	2009-10	Account	Title	2010-11	2010-11	2010-11
Actual	Actual	Budgeted			Proposed	Approved	Adopted
CHARGES FOR SERVICES							
509,619	202,825	108,000	451005	SYSTEM DEVELOPMENT CHARGES	205,000	205,000	205,000
509,619	202,825	108,000		TOTAL CHARGES FOR SERVICES	205,000	205,000	205,000
MISCELLANEOUS REVENUE							
6,945	4,500	2,000	451042	SUNSET SEWER CONSTR FEE	2,000	2,000	2,000
54,163	24,041	16,682	470105	INTEREST	10,564	10,564	10,564
61,108	28,541	18,682		TOTAL MISCELLANEOUS REVENUE	12,564	12,564	12,564
FUND BALANCE AVAILABLE							
1,142,133	1,178,290	1,112,138	495005	FUND BAL AVAIL FOR APPROP.	1,056,407	1,056,407	1,056,407
1,142,133	1,178,290	1,112,138		TOTAL AVAILABLE	1,056,407	1,056,407	1,056,407
1,712,860	1,409,656	1,238,820		TOTAL SEWER SDC RESOURCES	1,273,971	1,273,971	1,273,971

FY10-11 Expenditures							
Sewer SDC							
Fund & Dept & Division: 622-54-91							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
407,695	162,260	103,680	520557	INTERGOVERN SERVICES	164,000	164,000	164,000
3,139	0	0	521150	PROFESSIONAL SERVICES	0	0	0
410,834	162,260	103,680		TOTAL MATERIALS & SERVICES	164,000	164,000	164,000
				CAPITAL OUTLAY			
123,736	0	4,000	550760	CONSTRUCTION PROJECTS	50,000	50,000	50,000
123,736	0	4,000		TOTAL CAPITAL OUTLAY	50,000	50,000	50,000
				DEBT SERVICE			
0	83,067	84,873	562002	PRINCIPAL - CWS/CITY SUNSET DRIVE	88,475	88,475	88,475
0	38,927	37,122	562042	INTEREST - CWS/CITY SUNSET DRIVE	33,520	33,520	33,520
0	121,994	121,995		TOTAL DEBT SERVICE	121,995	121,995	121,995
0	0	884,145	580206	CONTINGENCY	87,976	87,976	87,976
0	0	884,145		TOTAL CONTINGENCY	87,976	87,976	87,976
		0				0	0
0	0	125,000	590304	UNAPP FUND BALANCE	850,000	850,000	850,000
0	0	125,000		TOTAL UNAPP FUND BAL	850,000	850,000	850,000
534,570	284,254	1,238,820		TOTAL SEWER SDC EXPENDITURES	1,273,971	1,273,971	1,273,971

WATER FUND



COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

OVERVIEW

The City operates the water utility as an enterprise fund. The utility is responsible for the safe and efficient operation and maintenance of the water system as a municipal water provider. The utility provides customer service by responding to emergencies involving the City water system as well as customer concerns. The primary elements of service are water supply, water treatment, and water distribution. Revenues to this fund consist primarily of user fees billed monthly based on customer consumption. Transfers are made to the General Fund for 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. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 10-11.

GOALS

- Provide adequate water supply to meet the present and future water needs of the community.
- Maintain the City watershed for water supply quality and sound forest environment.
- Provide reliable and efficient water treatment facilities.
- 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.
- Manage the watershed for the production of high quality water.
- Continue partnership with the Joint Water Commission (JWC).

TRENDS

Revenue: Projected revenues of current year FY 09-10 are tracking well for residential and multi-family customers. However, revenues from industrial and commercial customers are down due to the recession. In addition, the recession has damped timber harvest revenues as the market for lumber has taken a hit. At the same time, revenues received for leasing excess stored water and excess treatment capacity have discontinued because JWC partners no longer have the need. These lower revenues have taken a toll on the water fund. In order to continue to fund water operations and planned infrastructure requirements at the JWC water treatment plant, as well as the City's plant and distribution system, a water rate increase of 8.0% is proposed for July 1, 2010. More information about infrastructure requirements can be found in the separate Capital Improvement Program (CIP) budget document.

Expenditures: In FY 10-11, staffing reallocations and the elimination of two positions within the Engineering Department result in savings to the Water Fund of approximately \$127,000. Estimates of water usage between the City's plant and the JWC plant result in a reduction to water purchases from the JWC of \$95,000. The Professional Services line item is reducing about \$100,000, to reflect the removal of the one-time expense for the water master plan. However, the City has budgeted funds in this line item to complete a water rate analysis in FY 10-11. Capital expenditures tend to fluctuate year to year, but due to the declining revenues mentioned above, the water fund has delayed a number of projects, and has changed the budget methodology for maintaining its pipes. Instead of setting aside funds for pipe maintenance in the capital program, these funds are more correctly budgeted in the operating budget line items, meaning a reduction of \$267,800 to the project titled "Water Line Extension." Funds have been included for water pipe maintenance in various supply and maintenance line items, at a more realistic dollar amount. Overall, when compared to FY 09-10, the capital program declines \$517,535. The Water Department will continue with its meter replacement program that will install radio-read meters. These meters provide remote reading from a short distance, increasing the productivity of the meter readers. The complete replacement program is estimated to take eight years.

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 2007</u>	<u>CY 2008</u>	<u>CY 2009</u>
Number of Metered Customers	5,460	5,535	5,588
Pipe in System	410,900	412,006	414,470
Water Supplied	(not available)	1,209 Mil. Gal.	1,117 Mil. Gal.

PERSONNEL REQUIREMENTS

	<u>2009-10</u> <u>Appropriated</u>	<u>2009-10</u> <u>Filled</u>	<u>2010-11</u> <u>Proposed</u>
Water Treatment Plant Superintendent	1.00	1.00	1.00
Water Treatment Plant Operator	1.00	1.00	1.00
WTP Utility Worker/Operator	1.00	1.00	1.00
WTP Seasonal Maintenance Worker	0.00	0.00	0.00
Public Works Superintendent	0.45	0.45	0.45
Crew Supervisor	1.00	1.00	1.00
Utility Worker I & II	4.50	4.50	4.10
Program Specialists	0.50	0.50	0.40
Administrative Assistant	0.40	0.40	0.40
Meter Readers	0.88	0.88	0.88
TOTAL	10.73	10.73	10.23

FY 10-11 Revenues							
Water							
Fund & Dept: 630-53							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
1,319,341	1,419,717	1,505,603	440105	RESIDENTIAL SALES	1,617,022	1,617,022	1,617,022
0	466,765	504,296	440106	COMMERCIAL SALES	486,694	486,694	486,694
356,328	362,248	361,176	440118	MULTI-FAMILY SALES	384,330	384,330	384,330
278,705	248,195	261,373	440120	INDUSTRIAL SALES	236,022	236,022	236,022
20,703	20,853	20,000	440160	NON-METERED SALES	20,000	20,000	20,000
54,456	25,554	20,000	440165	CONNECTION CHARGES	20,000	20,000	20,000
2,029,533	2,543,332	2,672,447		TOTAL CHARGES FOR SERVICES	2,764,068	2,764,068	2,764,068
MISCELLANEOUS REVENUE							
35,926	35,929	35,928	440305	BLDG. RENTAL INCOME	35,928	35,928	35,928
372	0	0	445010	SALE OF MATERIALS	0	0	0
0	240,985	259,749	445020	SALE OF RAW WATER	0	0	0
180,966	960,110	750,000	445025	TIMBER SALES	700,000	700,000	700,000
11,379	5,211	5,000	450057	OTHER	5,000	5,000	5,000
108,476	46,884	52,654	470105	INTEREST	20,907	20,907	20,907
0	0	0	470110	INTEREST - 2003 BONDS	0	0	0
0	0	0	480006	REIMBURSEMENTS	0	0	0
337,118	1,289,119	1,103,332		TOTAL MISCELLANEOUS REVENUE	761,835	761,835	761,835
FUND BALANCE AVAILABLE							
3,320,696	2,535,199	2,632,723	495005	FUND BAL AVAIL FOR APPROP.	2,090,718	2,090,718	2,090,718
3,320,696	2,535,199	2,632,723		TOTAL AVAILABLE	2,090,718	2,090,718	2,090,718
5,687,348	6,367,650	6,408,502		TOTAL WATER RESOURCES	5,616,621	5,616,621	5,616,621

FY 10-11 Expenditures							
Water							
Fund & Dept: 630-53							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
484,829	510,811	554,432	511005	REGULAR EMPLOYEE WAGES	545,726	545,726	545,726
0	0	0	511010	P-T EMPLOYEE WAGES	0	0	0
26,100	30,258	27,600	511015	OVERTIME	28,980	28,980	28,980
102,831	132,994	163,286	512005	HEALTH/DENTAL BENEFITS	136,631	136,631	136,631
9,710	10,495	4,919	512008	HEALTH REIMB ARRANGEMENT	5,426	5,426	5,426
95,712	94,933	111,891	512010	RETIREMENT	110,140	110,140	110,140
38,754	41,056	44,525	512015	FICA	43,965	43,965	43,965
32,001	24,873	26,491	512020	WORKER'S COMP	19,225	19,225	19,225
3,517	3,504	3,339	512025	OTHER BENEFITS	3,306	3,306	3,306
3,209	3,667	4,253	512030	OTHER PAYROLL TAXES	4,275	4,275	4,275
796,662	852,589	940,736		TOTAL PERSONAL SERVICES	897,674	897,674	897,674
MATERIALS & SERVICES							
66,067	64,119	82,839	520110	OPERATING SUPPLIES	87,786	87,786	87,786
1,243	628	155	520120	ORGANIZATION BUSINESS EXPENS	350	350	350
3,084	3,815	3,550	520130	PERSONNEL UNIFORMS & EQUIPME	4,500	4,500	4,500
69,761	64,063	68,000	520150	UTILITIES	71,400	71,400	71,400
2,828	3,876	3,140	520190	COMPUTER SOFTWARE	3,315	3,315	3,315
6,304	8,709	19,768	520220	SMALL EQUIPMENT	17,493	17,493	17,493
289,355	51,889	170,500	520240	CONSTRUCTION SUPPLIES	170,500	170,500	170,500
187,246	314,265	320,000	520250	JWC WATER PURCHASES	225,000	225,000	225,000
2,638	2,149	2,575	520503	PRINTING	2,110	2,110	2,110
700	698	1,030	520506	POSTAGE	1,000	1,000	1,000
6,633	6,426	5,408	520509	TELEPHONE	5,543	5,543	5,543
1,021	86	515	520521	PUBLIC INFORMATION	250	250	250
565	162	1,107	520524	PUBLICATIONS	1,107	1,107	1,107
690	1,060	824	520530	MEMBERSHIPS	824	824	824

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
175,041	0	0	520545	IN-LIEU OF TAX	0	0	0
8,107	3,355	25,000	520548	WATERSHED MANAGEMENT	10,000	10,000	10,000
3,792	15,185	18,000	520550	WATERSHED MAINTENANCE	7,500	7,500	7,500
84,821	361,923	350,000	520551	TIMBER HARVESTING	300,000	300,000	300,000
31,352	45,642	59,225	520557	INTERGOVERNMENTAL SERVICES	63,075	63,075	63,075
27,500	26,675	26,675	520578	INSURANCE & BONDS	25,509	25,509	25,509
3,179	3,396	6,300	521003	TRAINING/CONFERENCES	6,400	6,400	6,400
83,713	41,437	50,000	521113	ATTORNEY SERVICES	30,000	30,000	30,000
61,864	67,451	182,750	521150	PROFESSIONAL SERVICES	80,500	80,500	80,500
91,794	0	0	521165	CONTRACTS FOR SERVICES	0	0	0
945	1,336	0	521168	MISC MEDICAL SERVICES	0	0	0
7,956	2,892	12,229	521172	BANK SERVICE FEES	12,229	12,229	12,229
12,998	7,303	9,240	522003	EQUIPMENT MAINT & OPER SUPPLI	21,000	21,000	21,000
370	949	0	522012	FUEL/OIL	0	0	0
63,184	89,688	94,572	522021	EQUIPMENT FUND CHARGES	118,044	118,044	118,044
13,236	14,443	14,140	522022	INFORMATION SYSTEMS FUND CHA	12,557	12,557	12,557
669,225	782,410	790,665	522023	GENERAL FUND ADMIN SERVICES	706,654	706,654	706,654
0	0	7,875	522303	CUSTODIAL	1,000	1,000	1,000
65	3,822	1,575	522306	RENTS & LEASES	1,575	1,575	1,575
6,220	5,668	8,400	522312	FACILITY MAINTENANCE SUPPLIES	5,900	5,900	5,900
						0	
16,342	22,369	3,150	522315	FACILITY MNT/REPAIRS	3,500	3,500	3,500
2,000,303	2,017,891	2,339,206		TOTAL MATERIALS & SERVICES	1,996,622	1,996,622	1,996,622
				CAPITAL OUTLAY			
0	25,775	27,000	550181	MAJOR TOOLS & WORK EQUIPMEN	10,000	10,000	10,000
154,256	9,579	0	550190	BOND PROJECTS	0	0	0
3,057	0	5,076	550660	JOINT - CAPITAL EQUIPMENT	0	0	0
98,712	94,055	257,115	550663	JWC - OTHER PROJECTS	139,096	139,096	139,096
0	0	267,800	550666	WATER LINE EXTENSION	0	0	0

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
13,598	85,770	104,640	550669	WATER TREATMENT PLANT EQUIP	10,000	10,000	10,000
5,683	26,433	50,000	550672	WATERSHED CAPITAL	20,000	20,000	20,000
0	0	10,000	550760	CONSTRUCTION PROJECTS	25,000	25,000	25,000
275,305	241,612	721,631		TOTAL CAPITAL OUTLAY	204,096	204,096	204,096
				DEBT SERVICE			
225,000	225,000	235,000	562010	PRINCIPAL - 2003 FFC BONDS	245,000	245,000	245,000
26,845	27,784	28,755	562030	PRINCIPAL - SCOGGINS RESERVOIR	29,762	29,762	29,762
189,081	182,331	175,019	562045	INTEREST - 2003 FFC BONDS	166,500	166,500	166,500
52,173	45,013	44,042	562070	INTEREST - SCOGGINS RESERVOIR	43,035	43,035	43,035
493,099	480,128	482,816		TOTAL DEBT SERVICE	484,297	484,297	484,297
				TRANSFERS			
25,044	30,917	31,000	570127	TRANSFER TO OTHER FUNDS	42,000	42,000	42,000
0	107,996	144,687	570130	IN-LIEU OF TAX	138,203	138,203	138,203
25,044	138,913	175,687		TOTAL TRANSFERS	180,203	180,203	180,203
				CONTINGENCY			
0	0	333,250	580203	JWC - CONTINGENCY	333,250	333,250	333,250
0	0	95,000	580206	CONTINGENCY	100,000	100,000	100,000
0	0	415,000	580212	DEBT SERVICE CONTINGENCY	415,000	415,000	415,000
0	0	843,250		TOTAL CONTINGENCY	848,250	848,250	848,250
				RESERVES			
0	0	905,176	590304	UNAPP FUND BALANCE	1,005,479	1,005,479	1,005,479
0	0	905,176		TOTAL UNAPPROPRIATED FB	1,005,479	1,005,479	1,005,479
3,590,413	3,731,133	6,408,502		TOTAL WATER EXPENDITURES	5,616,621	5,616,621	5,616,621

WATER SDC FUND

MISSION STATEMENT

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

OVERVIEW

The System Development Charge (SDC) is applied to every new service connection to the water distribution system. The amount of the charge is proportional to the impact of the service and is therefore based on the water meter size. Revenue is 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 News Record) in the Portland area, and will be adjusted each January in accordance with Resolution 07-64. In this way, it keeps up with the construction cost inflation. The SDC charge for a typical single-family residential ¾" water meter is \$4,288 charge.

TRENDS

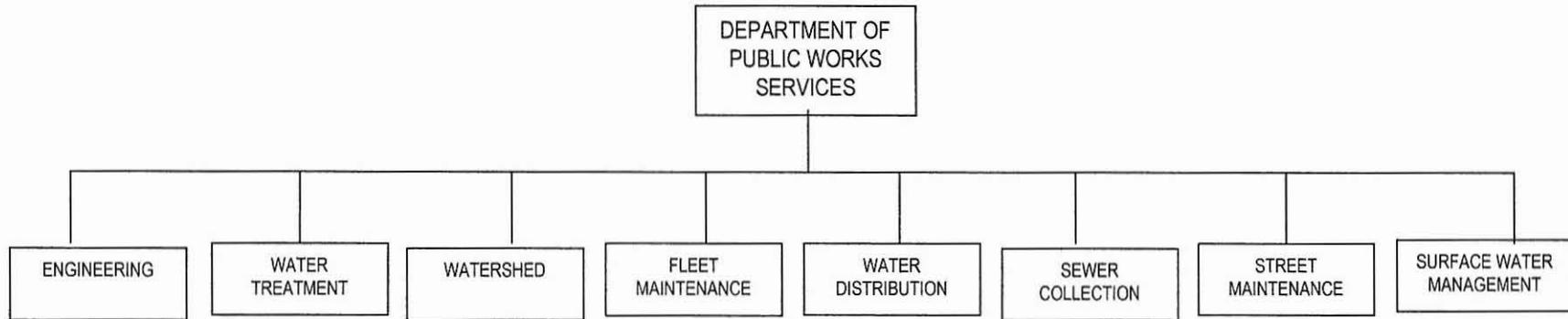
Revenue: Projected revenues of current year FY 09-10 are down because residential development and building in general have slowed. This trend is expected to continue through the budget year of FY 10-11, with expected revenues to be approximately one-third of a typical year.

Expenditures: Projects in this year's Water SDC budget include a water distribution line along the proposed David Hill Road east to be a part of the road construction project. Also included this year is Forest Grove's share of the JWC Raw Water Pipeline project. Forest Grove's participation in this project is funded from both the Water SDC Fund and Water Fund since the project will benefit existing as well as future water users.

FY 10-11 Revenues							
Water SDC							
Fund & Dept & Division: 632-53-91							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
458,809	217,314	120,000	451005	SYSTEM DEVELOPMENT CHARGES	200,000	200,000	200,000
458,809	217,314	120,000		TOTAL CHARGES FOR SERVICES	200,000	200,000	200,000
				MISCELLANEOUS REVENUE			
24,298	16,831	13,242	470105	INTEREST	11,697	11,697	11,697
24,298	16,831	13,242		TOTAL MISCELLANEOUS REVENUE	11,697	11,697	11,697
				FUND BALANCE AVAILABLE			
391,908	796,992	882,820	495005	FUND BAL AVAIL FOR APPROP.	1,169,662	1,169,662	1,169,662
391,908	796,992	882,820		TOTAL AVAILABLE	1,169,662	1,169,662	1,169,662
875,015	1,031,137	1,016,062		TOTAL WATER SDC RESOURCES	1,381,358	1,381,358	1,381,358

FY 10-11 Expenditures							
Water SDC							
Fund & Dept & Division: 632-53-91							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
8,927	0	0	521150	PROFESSIONAL SERVICES	35,000	35,000	35,000
8,927	0	0		TOTAL MATERIALS & SERVICES	35,000	35,000	35,000
				CAPITAL OUTLAY			
12,021	0	0	550663	JWC - OTHER PROJECTS	0	0	0
57,075	59,259	390,000	550760	CONSTRUCTION PROJECTS	290,000	290,000	290,000
69,096	59,259	390,000		TOTAL CAPITAL OUTLAY	290,000	290,000	290,000
				CONTINGENCY			
0	0	50,000	580206	SDC CONTINGENCY	75,000	75,000	75,000
0	0	50,000		TOTAL CONTINGENCY	75,000	75,000	75,000
				UNAPP FUND BALANCE			
0	0	576,062	590304	UNAPP FUND BALANCE	981,358	981,358	981,358
0	0	576,062		TOTAL UNAPP FUND BAL	981,358	981,358	981,358
69,096	59,259	1,016,062		TOTAL WATER SDC EXPEND	1,381,358	1,381,358	1,381,358

SURFACE WATER MANAGEMENT FUND



COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

OVERVIEW

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

The Surface Water Management (SWM) program was implemented July 1, 1990. The City retains 75% of the SWM fee to offset the maintenance responsibility; the other 25% goes to Clean Water Services (CWS). The SWM fees are to be used for maintenance of storm water conveyance systems and include catch basin maintenance, storm pipe TV inspection and cleaning, and street sweeping, as well as the annual leaf pickup program. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 10-11.

GOALS

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

TRENDS

Revenue: The monthly SWM fee is a combination of a base amount set by CWS (\$4.25) and a local amount set by Forest Grove (\$0.75), for total combined monthly SWM fee per unit of \$5.00. In FY 10-11, CWS is increasing their portion by \$0.50 to give a total SWM fee of \$5.50. Revenue from this fee will continue to be split City (75%) and CWS (25%). Expenditures in the SWM fund continue to increase due to Federal Storm Water regulations.

Expenditures: The project scheduled for FY 10-11 is Bonnie Lane and B Street catch basins.

PERFORMANCE MEASURES

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

STORM WATER SYSTEM

	<u>CY 2006</u>	<u>CY 2007</u>	<u>CY 2008</u>
Catch Basins	1,512	1,694	1,717 (est)
Storm Drain Pipe	117,091 ft	148,296	150,716 (est)

PERSONNEL REQUIREMENTS

	Appropriated	Filled	Proposed
	<u>FY 09-10</u>	<u>FY 09-10</u>	<u>FY 10-11</u>
Superintendent	0.10	0.10	0.10
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.40	2.40	2.40
Program Specialists	0.00	0.00	0.10
Administrative Assistant	0.10	0.10	0.10
TOTAL	3.10	3.10	3.20

FY 10-11 Revenues							
SWM							
Fund & Dept: 640-55							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
539,604	646,573	693,683	440101	SURFACE WATER MANAGEMENT FEE	771,804	771,804	771,804
539,604	646,573	693,683		TOTAL CHARGES FOR SERVICES	771,804	771,804	771,804
				MISCELLANEOUS REVENUE			
2,832	67		450057	OTHER			
22,873	8,730	9,071	470105	INTEREST	3,246	3,246	3,246
25,705	8,797	9,071		TOTAL MISCELLANEOUS REVENUE	3,246	3,246	3,246
				TRANSFERS & REIMBURSEMENTS			
633,996	570,290	453,559	495005	FUND BAL AVAIL FOR APPROP.	324,620	324,620	324,620
633,996	570,290	453,559		TOTAL AVAILABLE	324,620	324,620	324,620
1,199,305	1,225,660	1,156,314		TOTAL SWM RESOURCES	1,099,670	1,099,670	1,099,670

SWM							
Fund & Dept: 640-55							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
127,893	140,140	151,779	511005	REGULAR EMPLOYEE WAGES	159,707	159,707	159,707
66	1,381	0	511015	OVERTIME	0	0	0
24,772	37,486	46,148	512005	HEALTH/DENTAL BENEFITS	46,142	46,142	46,142
0	0	1,516	512008	HEALTH REIMBURSE ARRANGE	1,590	1,590	1,590
24,967	25,233	29,265	512010	RETIREMENT	32,272	32,272	32,272
9,549	10,585	11,611	512015	FICA	12,218	12,218	12,218
10,737	7,086	7,304	512020	WORKER'S COMP	5,546	5,546	5,546
783	915	683	512025	OTHER BENEFITS	719	719	719
772	883	1,112	512030	OTHER PAYROLL TAXES	1,190	1,190	1,190
199,540	223,708	249,419		TOTAL PERSONAL SERVICES	259,384	259,384	259,384
MATERIALS & SERVICES							
1,121	1,207	1,500	520110	OPERATING SUPPLIES	1,500	1,500	1,500
50	0	50	520120	ORGANIZATION BUSINESS EXPENSI	50	50	50
1,285	1,405	1,600	520130	PERSONNEL UNIFORMS & EQUIPME	2,000	2,000	2,000
0	0	1,100	520150	UTILITIES	1,000	1,000	1,000
1,248	3,010	2,560	520190	COMPUTER SOFTWARE	3,300	3,300	3,300
1,019	652	3,000	520220	SMALL EQUIPMENT	5,200	5,200	5,200
2,846	471	10,500	520240	CONSTRUCTION SUPPLIES	10,500	10,500	10,500
1,689	1,354	1,500	520503	PRINTING	1,500	1,500	1,500
0	0	50	520506	POSTAGE	50	50	50
170	162	430	520509	TELEPHONE	430	430	430
125	96	250	520521	PUBLIC INFORMATION	250	250	250
0	0	275	520524	PUBLICATIONS	500	500	500
0	22	0	520530	Memberships	0	0	0
20,305	0	0	520545	IN-LIEU OF TAX	0	0	0
142,832	130,628	148,908	520557	INTERGOVERNMENTAL SERVICES	168,140	168,140	168,140
6,083	5,901	5,901	520578	INSURANCE & BONDS	5,172	5,172	5,172

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
23	212	900	521003	TRAINING/CONFERENCES	1,100	1,100	1,100
0	0	1,200	521113	ATTORNEY SERVICES	0	0	0
52,449	12,100	14,200	521150	PROFESSIONAL SERVICES	14,200	14,200	14,200
285	618	150	521168	MISC MEDICAL SERVICES	150	150	150
	0	1,184	521172	BANK SERVICE FEES	1,184	1,184	1,184
25	170	1,300	522003	EQUIPMENT MAINT & OPER SUPPLI	1,300	1,300	1,300
57,350	67,380	79,920	522021	EQUIPMENT FUND CHARGES	103,068	103,068	103,068
587	459	491	522022	INFORMATION SYSTEMS FUND CHA	548	548	548
118,633	141,244	140,840	522023	GENERAL FUND ADMIN SERVICES	149,019	149,019	149,019
0	0	400	522306	RENTS & LEASES	400	400	400
3,131	3,132	3,132	522309	BUILDING/FACILITY RENTAL	3,132	3,132	3,132
175	222	1,500	522312	FACILITY MAINTENANCE SUPPLIES	1,500	1,500	1,500
411,431	370,444	422,841		TOTAL MATERIALS & SERVICES	475,192	475,192	475,192
				CAPITAL OUTLAY			
18,045	100,467	176,000	550863	STORM SEWER CONSTRUCTION	113,000	113,000	113,000
18,045	100,467	176,000		TOTAL CAPITAL OUTLAY	113,000	113,000	113,000
				TRANSFERS			
0	32,828	34,606	570130	IN-LIEU OF TAX	38,590	38,590	38,590
0	32,828	34,606		TOTAL TRANSFERS	38,590	38,590	38,590
				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
				UNAPP FUND BALANCE			
0	0	223,448	590304	UNAPP FUND BALANCE	163,503	163,503	163,503
0	0	223,448		TOTAL UNAPP FUND BAL	163,503	163,503	163,503
629,016	727,447	1,156,314		TOTAL SWM EXPENDITURES	1,099,670	1,099,670	1,099,670

SURFACE WATER MANAGEMENT SDC FUND

MISSION STATEMENT

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

OVERVIEW

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

TRENDS

Surface Water Management SDC Fund is used for system expansion capital only. For FY 10-11, \$30,000 is set aside for capacity expansion if necessary.

FY 10-11 Revenues							
SWM SDC							
Fund & Dept & Division: 642-55-91							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
15,332	18,347	21,654	451006	IN-LIEU CHARGES - QUALITY	11,250	11,250	11,250
18,739	0	26,466	451007	IN-LIEU CHARGES - QUANTITY	13,750	13,750	13,750
34,071	18,347	48,120		TOTAL CHARGES FOR SERVICES	25,000	25,000	25,000
				MISCELLANEOUS REVENUE			
14,642	6,156	3,921	470105	INTEREST	2,068	2,068	2,068
14,642	6,156	3,921		TOTAL MISCELLANEOUS REVENUE	2,068	2,068	2,068
				TRANSFERS & REIMBURSEMENTS			
0	0	0	470020	SWM FUND (QUANTITY)	0	0	0
0	0	0		TOTAL TRANSFERS & REIMBURSEM	0	0	0
				FUND BALANCE AVAILABLE			
358,277	291,013	261,427	495005	FUND BAL AVAIL FOR APPROP.	206,811	206,811	206,811
358,277	291,013	261,427		TOTAL AVAILABLE	206,811	206,811	206,811
406,990	315,516	313,468		TOTAL SWM SDC RESOURCES	233,879	233,879	233,879

FY 10-11 Expenditures							
SWM SDC							
Fund & Dept & Division: 642-55-91							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	0	520557	INTERGOVERNMENTAL SERVICES	0	0	0
0	0	0	521150	PROFESSIONAL SERVICES	0	0	0
0	0	0		MATERIALS & SERVICES	0	0	0
				CAPITAL OUTLAY			
	1,500		550760	CONSTRUCTION PROJECTS			
8,337	32,696	138,000	550860	QUANTITY SYSTEM IMPROVEMENTS	30,000	30,000	30,000
0	0	88,000	550861	QUALITY SYSTEMS IMPROVEMENTS	0	0	0
107,639	7,654	0	550863	STORM SEWER CONSTRUCTION	0	0	0
115,976	41,850	226,000		TOTAL CAPITAL OUTLAY	30,000	30,000	30,000
				CONTINGENCY			
0	0	48,108	580208	SDC CONTINGENCY QUANTITY	91,633	91,633	91,633
0	0	39,361	580207	SDC CONTINGENCY QUALITY	112,246	112,246	112,246
0	0	87,468		TOTAL CONTINGENCY	203,879	203,879	203,879
				UNAPP FUND BALANCE			
0	0	0	590304	UNAPP FUND BALANCE	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
115,976	41,850	313,468		TOTAL SWM SDC EXPENDITURES	233,879	233,879	233,879

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Special Revenue Funds

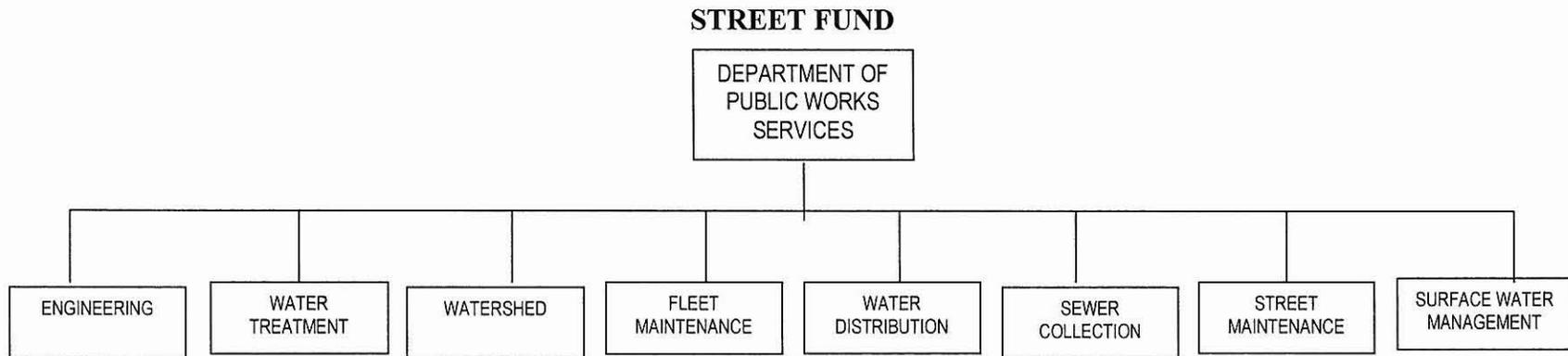
BUILDING PERMITS FUND

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

FY 10-11 Revenues							
Building Permits Fund							
Fund & Dept: 205-32							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
582	295	400	440025	COPY SERVICE	100	100	100
582	295	400		TOTAL CHARGES FOR SERVICES	100	100	100
				LICENSES,PERMITS,FEES			
261,369	122,623	77,635	450074	BUILDING PERMIT	80,094	80,094	80,094
180	721	500	450076	MANUFACTURED HOME PERMITS	360	360	360
66,608	31,919	21,631	450078	PLUMBING PERMITS	25,862	25,862	25,862
19,426	10,846	8,608	450080	MECHANICAL PERMITS	9,151	9,151	9,151
23,347	13,971	9,316	450082	STRUCTURAL STATE SURCHARGE	9,611	9,611	9,611
44	228	60	450084	MANUF. HOUSING STATE SURCHARGE	43	43	43
7,752	3,624	2,596	450086	PLUMBING STATE SURCHARGE	3,103	3,103	3,103
1,739	1,250	1,033	450088	MECHANICAL PLANS ST. SURCHRG	1,098	1,098	1,098
193,613	95,183	43,727	450106	STRUCTURAL PLAN REVIEW FEES	101,878	101,878	101,878
1,730	4,583	2,700	450108	PLUMBING PLAN REVIEW FEES		0	0
721	142	700	450110	MECHANICAL PLAN REVIEW FEES	1,406	1,406	1,406
15,968	8,204	6,000	450112	FL&S PLAN REVIEW FEES	2,500	2,500	2,500
	13,507	2640	450124	EROSION CONTROL FEES	12,500	12,500	12,500
1,037	3,122	1,600	450126	MISC-REINSPECT/INVESTIGATE FEE	500	500	500
593,533	309,923	178,745		TOTAL LICENSES,PERMITS,FEES	248,107	248,107	248,107
				MISCELLANEOUS REVENUE			
24,300	10,193	5,622	470105	INTEREST	3,156	3,156	3,156
24,300	10,193	5,622		TOTAL MISCELLANEOUS REVENUE	3,156	3,156	3,156
				FUND BALANCE AVAILABLE			
516,082	602,278	374,781	495005	FUND BAL AVAIL FOR APPROP.	313,355	313,355	313,355
516,082	602,278	374,781		TOTAL AVAILABLE	313,355	313,355	313,355
1,134,497	922,690	559,548		TOTAL BUILDING RESOURCES	564,718	564,718	564,718

FY 10-11 Expenditures							
Building Services							
Fund & Dept: 205-32							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
278,310	250,588	212,530	511005	REGULAR EMPLOYEE WAGES	194,921	194,921	194,921
347	0	0	511015	OVERTIME	0	0	0
915	290	0	511020	TEMPORARY EMPLOYEE WAGES	0	0	0
51,498	45,971	37,881	512005	HEALTH/DENTAL BENEFITS	33,049	33,049	33,049
2,163	1,871	2,095	512008	Health Reimb Arrangement	1,924	1,924	1,924
55,299	47,323	40,435	512010	RETIREMENT	39,061	39,061	39,061
21,073	18,986	16,259	512015	FICA	14,911	14,911	14,911
2,454	2,382	1,688	512020	WORKER'S COMP	1,243	1,243	1,243
1,199	1,775	1,001	512025	OTHER BENEFITS	922	922	922
1,814	1,667	1,515	512030	OTHER PAYROLL TAXES	1,419	1,419	1,419
415,073	370,853	313,405		TOTAL PERSONAL SERVICES	287,452	287,452	287,452
MATERIALS & SERVICES							
1,126	917	1,424	520110	OPERATING SUPPLIES	975	975	975
11	0	460	520120	ORGANIZATION BUSINESS EXPENSE	300	300	300
0	0	0	520170	CODE ENFORCEMENT EXPENDITURES	0	0	0
0	0	360	520190	COMPUTER SOFTWARE	3,560	3,560	3,560
1,310	935	1,200	520503	PRINTING	800	800	800
189	126	400	520506	POSTAGE	200	200	200
2,108	1,938	1,250	520509	TELEPHONE	1,850	1,850	1,850
93	0	160	520521	PUBLIC INFORMATION	750	750	750
1,312	14	250	520524	PUBLICATIONS	3,000	3,000	3,000
130	325	950	520530	MEMBERSHIPS	950	950	950
44,956	47,602	29,018	520557	INTERGOVERNMENTAL SERVICES	33,856	33,856	33,856
605	587	587	520578	INSURANCE & BONDS	515	515	515
795	1,130	4,218	521003	TRAINING/ CONFERENCES	8,000	8,000	8,000

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Budgeted	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
0	0	2,000	521113	ATTORNEY SERVICES	2,000	2,000	2,000
10,275	10,725	300	521150	PROFESSIONAL SERVICES	700	700	700
284	103	150	521172	BANK SERVICE FEES	150	150	150
0	683	500	522003	EQUIPMENT MAINT & OPER SUPPLIES	900	900	900
6,208	6,368	6,528	522021	EQUIPMENT FUND CHARGES	7,692	7,692	7,692
10,267	7,191	6,778	522022	INFORMATION SYSTEMS FUND CHARGE	6,153	6,153	6,153
37,475	40,732	41,754	522023	GENERAL FUND ADMIN SERVICES	43,007	43,007	43,007
117,145	119,377	98,287		TOTAL MATERIALS & SERVICES	115,358	115,358	115,358
				CONTINGENCY			
0	0	100,000	580206	CONTINGENCY	111,908	111,908	111,908
0	0	100,000		TOTALCONTINGENCY	111,908	111,908	111,908
				UNAPP FUND BALANCE			
0	0	47,856	590304	UNAPP FUND BALANCE	50,000	50,000	50,000
0	0	47,856		UNAPP FUND BALANCE	50,000	50,000	50,000
532,218	490,229	559,548		TOTAL BUILDING EXPENDITURES	564,718	564,718	564,718



COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

OVERVIEW

The Street Fund is a special revenue fund operated for the specific purpose of building and maintaining streets and related infrastructure within the City of Forest Grove. This service area is responsible for the safe and efficient operation and maintenance of the streets, alleyways, and signs. Employees provide customer service by responding to emergencies involving these responsibilities as well as citizen concerns. Principle funding to the Street Fund is the State of Oregon gasoline tax apportionment paid to the City. Additional funds come from the 2001 Oregon Transportation Investment Act (OTIA). The Street Fund also maintains the street lighting and pays the electric power usage. Changes indicated in the personnel requirements table below are due to a re-allocation of staff among the various public works functions. Overall staffing levels for the Department of Public Works remains the same as FY 10-11.

GOALS

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

TRENDS

The State highway fund (“gas tax”) per capita distribution to cities is estimated to be \$32.45 for FY 10-11. Coupled with the OTIA distribution, the total per capita State funding is \$37.73 per capita (Forest Grove’s population is 21,500). 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. This amount is expected to increase over the next couple of years as the tax is phased in.

A contingency for possible mitigation work for Bonnie Lane is included. A small amount is identified for possible way finding signs. Both the annual summer resurfacing projects are funded, overlays and slurry seal.

PERFORMANCE MEASURES

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

STREET SYSTEM

	<u>CY 2007</u>	<u>CY 2008</u>	<u>CY 2009</u>
Streets within City	76.61 Miles	77.64 Miles	77.95 Miles (est)

PERSONNEL REQUIREMENTS

	<u>2009-10 Appropriated</u>	<u>2009-10 Filled</u>	<u>2010-11 Proposed</u>
Superintendent	0.15	0.15	0.15
Crew Supervisor	0.50	0.50	0.50
Utility Worker I & II	2.10	2.10	2.05
Program Specialist	0.00	0.00	0.10
Administrative Assistant	0.15	0.15	0.15
TOTAL	2.90	2.90	2.95

FY 10-11 Revenues							
Streets							
Fund & Dept: 210-52							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
0	0	0	420041	WASHINGTON COUNTY MSTIP	0	0	0
895,533	811,147	825,277	422015	STATE GAS TAX	840,601	840,601	840,601
86,993	81,652	83,196	422025	COUNTY GAS TAX	84,809	84,809	84,809
0	1,334	0	430216	FEMA Reimbursement	0	0	0
78,069	0	233,500	430706	CDBG	0	0	0
0	877	0	430710	Safe Routes to School	0	0	0
18,100	0	0	450100	STREET IMPROV FEE - N CENTRAL PRO	0	0	0
1,078,695	895,010	1,141,973		TOTAL INTERGOVERNMENT REVENUE	925,409	925,409	925,409
MISCELLANEOUS REVENUE							
0	1,400	0	450100	Street Improv Fee-N Central Projects	0	0	0
59,768	21,221	21,126	470105	INTEREST	7,438	7,438	7,438
10,203	7,562	109,000	450057	OTHER	109,000	109,000	109,000
0	0	0	445010	SALE OF MATERIALS	0	0	0
69,971	30,183	130,126		TOTAL MISCELLANEOUS REVENUE	116,438	116,438	116,438
FUND BALANCE AVAILABLE							
2,063,147	1,285,293	1,056,286	495005	FUND BAL AVAIL FOR APPROP.	743,815	743,815	743,815
2,063,147	1,285,293	1,056,286		TOTAL AVAILABLE	743,815	743,815	743,815
3,211,813	2,210,486	2,328,385		TOTAL STREET RESOURCES	1,785,662	1,785,662	1,785,662

FY 10-11 Expenditures							
Streets							
Fund & Dept: 210-52							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
PERSONAL SERVICES							
139,618	163,155	150,815	511005	REGULAR EMPLOYEE WAGES	149,916	149,916	149,916
367	1,412	0	511015	OVERTIME	6,624	6,624	6,624
33,087	33,384	44,731	512005	HEALTH/DENTAL BENEFITS	40,780	40,780	40,780
0	0	1,480	512008	HEALTH REIMBURS ARRANGE	1,491	1,491	1,491
26,670	29,543	28,565	512010	RETIREMENT	30,270	30,270	30,270
10,538	12,420	11,537	512015	FICA	11,975	11,975	11,975
8,804	6,338	7,122	512020	WORKER'S COMP	5,493	5,493	5,493
950	991	679	512025	OTHER BENEFITS	704	704	704
967	985	1,108	512030	OTHER PAYROLL TAXES	1,168	1,168	1,168
221,001	248,228	246,038		TOTAL PERSONAL SERVICES	248,421	248,421	248,421
MATERIALS & SERVICES							
2,013	1,444	2,000	520110	OPERATING SUPPLIES	2,000	2,000	2,000
77	84	50	520120	ORGANIZATION BUSINESS EXPENSE	350	350	350
1,210	1,730	1,600	520130	PERSONNEL UNIFORMS & EQUIPME	2,000	2,000	2,000
70,278	64,119	80,000	520150	UTILITIES	80,000	80,000	80,000
1,248	2,452	1,500	520190	COMPUTER SOFTWARE	2,500	2,500	2,500
1,471	3,161	3,500	520220	SMALL EQUIPMENT	3,500	3,500	3,500
25,703	20,018	97,000	520240	CONSTRUCTION SUPPLIES	83,000	83,000	83,000
73,000	73,000	77,200	520280	STREET LIGHT MAINT. (4003509)	73,000	73,000	73,000
610	1,034	250	520503	PRINTING	800	800	800
1	0	100	520506	POSTAGE	100	100	100
487	518	650	520509	TELEPHONE	650	650	650
0	370	500	520521	PUBLIC INFORMATION	500	500	500
132	25	100	520524	PUBLICATIONS	300	300	300
0	122	0	520530	MEMBERSHIPS	0	0	0
22,469	11,983	21,800	520557	INTERGOVERNMENTAL SERVICES	21,800	21,800	21,800
6,409	6,217	6,217	520578	INSURANCE & BONDS	5,448	5,448	5,448
148	930	850	521003	TRAINING/CONFERENCES	1,100	1,100	1,100
1,051	0	0	521113	ATTORNEY SERVICES	0	0	0

2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Budgeted	Adopted	Account	Title	Proposed	Approved	Adopted
84,145	39,124	2,950	521150	PROFESSIONAL SERVICES	2,950	2,950	2,950
0	0	0	521165	CONTRACTS FOR SERVICE	0	0	0
693	372	0	521168	MISC MEDICAL SERVICES	0	0	0
2,273	826	2,400	521172	BANK SERVICE FEES	600	600	600
110	418	1,200	522003	EQUIPMENT MAINT & OPER SUPPLIE	1,200	1,200	1,200
1,295	290		522012	FUEL/OIL			
43,124	51,700	60,000	522021	EQUIPMENT FUND CHARGES	77,424	77,424	77,424
1,619	1,625	1,419	522022	INFORMATION SYSTEMS FUND CHA	1,484	1,484	1,484
335,681	404,559	399,047	522023	GENERAL FUND ADMIN SERVICES	403,302	403,302	403,302
2,900	1,045	7,600	522306	RENTS & LEASES	7,600	7,600	7,600
3,131	3,132	3,132	522309	BUILDING/FACILITY RENTAL	3,132	3,132	3,132
8	0	500	522312	FACILITY MAINTENANCE SUPPLIES	500	500	500
0	0	0	522315	FACILITY MNT/REPAIRS	0	0	0
681,283	690,297	771,565		TOTAL MATERIALS & SERVICES	775,240	775,240	775,240
				CAPITAL OUTLAY			
0	20,049	20,000	550181	MAJOR TOOLS & WORK EQUIPMENT	7,000	7,000	7,000
265,356	306,945	180,000	550563	CONSTRUCTION MAINTENANCE	180,000	180,000	180,000
597,904	1,118	159,000	550575	STREET CONSTRUCTION	109,000	109,000	109,000
160,130	50,133	507,500	551060	CDBG PROJECTS	0	0	0
0	0	0	551064	OTIA GRANT (HWY 8)	0	0	0
847	0	0	551066	SAFE ROUTES TO SCHOOL	0	0	0
1,024,236	378,245	866,500		TOTAL CAPITAL OUTLAY	296,000	296,000	296,000
				CONTINGENCIES			
0	0	150,000	580206	CONTINGENCY	150,000	150,000	150,000
0	0	150,000		TOTAL CONTINGENCY	150,000	150,000	150,000
				UNAPP FUND BALANCE			
0	0	294,282	590304	UNAPP FUND BALANCE	316,000	316,000	316,000
0	0	294,282		TOTAL UNAPP FUND BAL	316,000	316,000	316,000
					0	0	0
1,926,520	1,316,770	2,328,385		TOTAL STREET EXPENDITURES	1,785,662	1,785,662	1,785,662

STREET TREE FUND

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

FY 10-11 Revenues							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
				LICENSES, PERMITS, FEES			
26,075	15,398	19,020	450140	TREE PLANTING FEES	12,000	12,000	12,000
26,075	15,398	19,020		TOTAL LICENSES, PERMITS, FEES	12,000	12,000	12,000
				MISCELLANEOUS REVENUE			
3,191	1,692	1200	470105	INTEREST	750	750	750
7,805			472025	TREE COMPENSATION REVENUE	0		
10,996	1,692	1,200		TOTAL MISCELLANEOUS REVENUE	750	750	750
				FUND BALANCE AVAILABLE			
77,596	95,138	70,220	495005	FUND BAL AVAIL FOR APPROP.	72,885	72,885	72,885
77,596	95,138	70,220		TOTAL AVAILABLE	72,885	72,885	72,885
114,667	112,228	90,440		TOTAL STREET TREE RESOURCES	85,635	85,635	85,635

FY 10-11 Expenditures							
Street Tree Fund							
Fund & Dept & Division: 212-31-60							
2007-08	2008-09	2009-10	Account	Title	2010-11 Proposed	2010-11 Approved	2010-11 Adopted
Actual	Actual	Budgeted					
				MATERIALS & SERVICES			
350	0		520273	CITYWIDE TREE PURCHASES			
19,178	32,332	90,440	520290	STREET TREE PLANTING	85,635	85,635	85,635
19,528	32,332	90,440		TOTAL MATERIALS & SERVICES	85,635	85,635	85,635
19,528	32,332	90,440		TOTAL STREET TREE EXPENDITURES	85,635	85,635	85,635

911 EMERGENCY FUND

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

FY 10-11 Revenues							
911 Emergency Fund							
Fund & Dept: 215-20							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
160,223	113,500	125,000	422035	911 EMERGENCY TAX	120,000	120,000	120,000
160,223	113,500	125,000		TOTAL INTERGOVERNMENT REVENUE	120,000	120,000	120,000
				FUND BALANCE AVAILABLE			
0	0		495005	FUND BAL AVAIL FOR APPROP.	0		
0	0	0		TOTAL AVAILABLE	0	0	0
160,223	113,500	125,000		TOTAL 9-1-1 RESOURCES	120,000	120,000	120,000

FY 10-11 Expenditures							
911 Emergency Fund							
Fund & Dept: 215-20							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
160,223	113,500	125,000	520557	INTERGOVERNMENTAL SERVICES	120,000	120,000	120,000
160,223	113,500	125,000		TOTAL MATERIALS & SERVICES	120,000	120,000	120,000
160,223	113,500	125,000		TOTAL 9-1-1 EXPENDITURES	120,000	120,000	120,000

FORFEITURE SHARING FUND

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

FY 10-11 Revenues							
Forfeiture Sharing Fund							
Fund & Dept & Division: 220-21-40							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FINES AND FORFEITURES			
	1039	5000	460150	FORFEITURE SHARING REVENUE	10,000	10,000	10,000
	1039	5000		TOTAL FINES AND FORFEITURES	10,000	10,000	10,000
				MISCELLANEOUS REVENUE			
2,414	771	0	470105	INTEREST	0	0	0
2,414	771	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				FUND BALANCE AVAILABLE			
59,005	61,419	7,533	495005	FUND BAL AVAIL FOR APPROP.	0	0	0
59,005	61,419	7,533		TOTAL AVAILABLE	0	0	0
61,419	63,229	12,533		TOTAL FORFEITURE SHARING FUND	10,000	10,000	10,000

FY 10-11 Expenditures							
Forfeiture Sharing Fund							
Fund & Dept & Division: 220-21-40							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	19,434	12,533	520220	SMALL EQUIPMENT	10,000	10,000	10,000
0	23,036	12,533		TOTAL MATERIALS & SERVICES	10,000	10,000	10,000
				CAPITAL OUTLAY			
0	0	0	550186	FORFEITURE PROCEED PURCHASES	-	0	0
0	0	0		TOTAL CAPITAL OUTLAY	-	0	0
				TRANSFERS			
0	32,677	0	570103	TO GENERAL FUND	0	0	0
0	32,677	0		TOTAL TRANSFERS	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	55,713	12,533		TOTAL FORFEITURE SHARING FUND	10,000	10,000	10,000

LIBRARY ENDOWMENT FUND

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

				FY 10-11 Revenues			
				Library Endowment Fund			
				Fund & Dept & Division: 505-14-50			
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MISCELLANEOUS REVENUE			
1,971	829	412	470105	INTEREST	440	440	440
0	0	0	471026	CONTRIBUTIONS	0	0	0
1,971	829	412		TOTAL MISCELLANEOUS REVENUE	440	440	440
				FUND BALANCE AVAILABLE			
560	127	49	495005	FUND BAL AVAIL FOR APPROP.	195	195	195
41,187	41,187	41,187	495006	RESTRICTED FUND BALANCE	41,187	41,187	41,187
41,747	41,314	41,236		TOTAL AVAILABLE	41,382	41,382	41,382
43,718	42,143	41,648		TOTAL LIB ENDOWMENT RESOURCES	41,822	41,822	41,822

FY 10-11 Expenditures							
Library Endowment Fund							
Fund & Dept & Division: 505-14-50							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				TRANSFERS			
2,404	776	412	570127	TO LIBRARY DONATIONS FUND	635	635	635
2,404	776	412		TOTAL TRANSFERS	635	635	635
				UNAPPROPRIATED ENDING FUND BAL			
0	0	41,236	590304	UNAPPROPRIATED ENDING FUND BAL	41,187	41,187	41,187
0	0	41,236		TOTAL UNAPPROPRIATE END FD BAL	41,187	41,187	41,187
2,404	776	41,648		TOTAL LIB ENDOWMENT EXPEND.	41,822	41,822	41,822

LIBRARY DONATIONS FUND

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

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

				FY 10-11 Revenues			
				Library Donations Fund			
				Fund & Dept: 250-14			
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MISCELLANEOUS REVENUE			
0	0	0	470105	INTEREST	0	0	0
0	0	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				TRANSFERS			
2,404	776	412	481005	FROM LIBRARY ENDOWMENT FUND	635	635	635
2,404	776	412		TOTAL TRANSFERS	635	635	635
				FUND BALANCE AVAILABLE			
1,746	4,150	977	495005	FUND BAL AVAIL FOR APPROP.	95	95	95
1,746	4,150	977		TOTAL AVAILABLE	95	95	95
4,150	4,926	1,389		TOTAL LIB DONATIONS RESOURCES	730	730	730

FY 10-11 Expenditures							
Library Donations Fund							
Fund & Dept: 250-14							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	3,855	1,389	520220	SMALL EQUIPMENT	730	730	730
0	3,855	1,389		TOTAL MATERIALS & SERVICES	730	730	730
				CAPITAL OUTLAY			
0	0	0	550166	BUILDING IMPROVEMENTS	0	0	0
0	0	0		TOTAL CAPITAL OUTLAY	0	0	0
				UNAPPROPRIATED ENDING FUND BAL	0	0	0
0	0	0		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
0	3,855	1,389		TOTAL LIB DONATIONS EXPEND.	730	730	730

TRAIL SYSTEM FUND

This fund was established in Fiscal Year 2007-08 to account for payments from Waste Management to the City dedicated to the development and maintenance of the City's trail system. The City established a maximum allowable rate of return for solid waste disposal services of 11%. In prior fiscal years, Waste Management has exceeded this rate of return and has paid the return in excess of 11% to the City. In FY 2009-10, WM's rate of return did not exceed 11% so no payment was required. 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 a payment in Fiscal Year 2010-11. About half of the fund is expected to be spent on the current B. Street Trail project adjacent to the Waste Management Transfer Station.

				FY 10-11 Revenues				
				Trail System Fund				
				Fund & Dept: 260-16				
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				INTERGOVERNMENTAL REVENUE				
156,271	49,086	0	465200	WM TRAIL SPONSORSHIP	0	0	0	
156,271	49,086	0		TOTAL INTERGVMNT REVENUE	0	0	0	
				MISCELLANEOUS REVENUE				
2,403	2,954	2,200	450005	INTEREST	1,200	1,200	1,200	
2,403	2,954	2,200		TOTAL MISCELLANEOUS REVENUE	1,200	1,200	1,200	
				FUND BALANCE AVAILABLE				
0	156,271	208,356	485005	FUND BAL AVAIL FOR APPROP.	201,615	201,615	201,615	
0	156,271	208,356		TOTAL AVAILABLE	201,615	201,615	201,615	
158,674	208,311	210,556		TOTAL TRAIL SYSTEM FUND RESOURCES	202,815	202,815	202,815	

FY 10-11 Expenditures							
Trail System Fund							
Fund & Dept: 260-16							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	10,000	522320	TRAIL MAINTENANCE	15,000	15,000	15,000
0	0	10,000		TOTAL MATERIALS AND SERVICES	15,000	15,000	15,000
				CAPITAL OUTLAY			
0	0	200,556	550240	TRAIL DEVELOPMENT	187,815	187,815	187,815
0	0	200,556		TOTAL CAPITAL OUTLAY	187,815	187,815	187,815
0	0	210,556		TOTAL TRAIL SYSTEM FUND EXPEND.	202,815	202,815	202,815

TRANSPORTATION SYSTEMS FUND

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

FY 10-11 Revenues							
Transportation System Fund							
Fund & Dept: 265-12							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
444,077	315,592	360,000	430725	DHS TRANSPORTATION GRANT	400,000	400,000	400,000
444,077	315,592	360,000		TOTAL INTERGVMNT REVENUE	400,000	400,000	400,000
				FUND BALANCE AVAILABLE			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	0	0	0
0	0	0		TOTAL AVAILABLE	0	0	0
444,077	315,592	360,000		TOTAL TRANSP SYS FUND RESOURCES	400,000	400,000	400,000

FY 10-11 Expenditures							
Transportation System Fund							
Fund & Dept: 265-12							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
444,077	315,592	360,000	523015	TRANSPORTATION GRANT	400,000	400,000	400,000
444,077	315,592	360,000		TOTAL MATERIALS AND SERVICES	400,000	400,000	400,000
				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
444,077	315,592	360,000		TOTAL TRAIL SYSTEM FUND EXPEND.	400,000	400,000	400,000

COMMUNITY ENHANCEMENT FUND

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

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

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

Over the years, fund balance has accumulated through grants not being fully expended, higher than budgeted enhancement fees, and interest earnings. Current City policy is that grants awarded in any fiscal year will not exceed the enhancement fees budgeted to be received plus twenty-five percent of the fund balance. The amount of funds to be awarded in FY 2010-11 is \$74,800.

FY 010-11 Revenues							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENTAL REVENUE			
79,164	70,416	59,380	420025	METRO ENHANCEMENT FEE	66,000	66,000	66,000
79,164	70,416	59,380		TOTAL INTERGOVERNMENT REVENUE	66,000	66,000	66,000
				MISCELLANEOUS REVENUE			
0	0	0	431001	REPAYMENT OF GRANTS	0	0	0
199	48	0	470105	INTEREST	0	0	0
199	48	0		TOTAL MISCELLANEOUS REVENUE	0	0	0
				FUND BALANCE AVAILABLE			
62,329	43,318	21,445	495005	FUND BAL AVAIL FOR APPROP.	35,230	35,230	35,230
62,329	43,318	21,445		TOTAL AVAILABLE	35,230	35,230	35,230
141,692	113,782	80,825		TOTAL CEP RESOURCES	101,230	101,230	101,230

FY 10-11 Expenditures							
Community Enhancement Fund							
Fund & Dept & Division: 275-12-50							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
98,894	86,957	64,300	523003	COMMUNITY ENHANCEMENT GRANTS	75,869	75,869	75,869
		1,763	523004	CEP PRIOR YEAR CARRYOVER	4,000	4,000	4,000
98,894	86,957	66,063		TOTAL MATERIALS & SERVICES	79,869	79,869	79,869
				UNAPPROPRIATED ENDING FUND BAL			
0	0	14,762	590304	UNAPPROPRIATED ENDING FUND BAL	21,361	21,361	21,361
0	0	14,762		TOTAL UNAPPROPRIATE END FD BAL	21,361	21,361	21,361
98,894	86,957	80,825		TOTAL CEP EXPENDITURES	101,230	101,230	101,230

PUBLIC ARTS DONATIONS FUND

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 and donations. It also currently includes proceeds from the Chamber of Commerce “Buy A Brick” campaign which has been given to the Commission for the purchase of public art. The Commission is currently reviewing proposals for up to three art bench projects to be located in the downtown area and expects to commission the art works early in Fiscal Year 2010-11.

FY 10-11 Revenues							
Public Arts Donations Fund							
Fund & Dept: 280-11							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MISCELLANEOUS REVENUE							
0	0	1,000	471026	CONTRIBUTIONS	1,000	1,000	1,000
0	0	125	470105	INTEREST	180	180	180
0	0	1,125		TOTAL MISCELLANEOUS REVENUE	1,180	1,180	1,180
TRANSFERS							
0	0	1,921	481005	FROM GENERAL FUND	0	0	0
0	0	1,921		TOTAL TRANSFERS	0	0	0
FUND BALANCE AVAILABLE							
0	0	10,480	495005	FUND BAL AVAIL FOR APPROP.	17,527	17,527	17,527
0	0	10,480		TOTAL AVAILABLE	17,527	17,527	17,527
0	0	13,526		TOTAL PUBLIC ARTS RESOURCES	18,707	18,707	18,707

FY 10-11 Expenditures							
Public Arts Donations Fund							
Fund & Dept: 280-11							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
0	0	13,526	520564	SMALL EQUIPMENT	18,707	18,707	18,707
0	0	13,526		TOTAL MATERIALS & SERVICES	18,707	18,707	18,707
0	0	13,526		TOTAL PUBLIC ARTS EXPEND.	18,707	18,707	18,707

FACILITY MAJOR MAINTENANCE FUND

This new fund is being proposed to accumulate fund 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 said the for City Hall, Engineering, and Police (the General Fund buildings included in the study that most of the facilities have major systems such as the HVAC and plumbing systems which are past their expected useful lives. The Police and the Aquatic Center roofs are also near the end of its useful lives.

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

The Fund will accumulate funds to repair buildings for departments that are part of the General Fund. The initial funding will come from a transfer from the General Fund. The initial transfer is requested to be \$500,000 with much of this money being non-recurring sources of revenues from Fiscal Year 2009-10.

			FY 10-11 Revenues				
			Major Maintenance Fund				
			Fund & Dept & Division: 270-12-50				
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MISCELLANEOUS REVENUE			
			470105	INTEREST	5,000	5,000	5,000
				TOTAL MISCELLANEOUS REVENUE	5,000	5,000	5,000
				TRANSFERS			
			481005	FROM GENERAL FUND	545,000	545,000	545,000
				TOTAL TRANSFERS	545,000	545,000	545,000
				TOTAL MAJOR MAINT. FUND RESOURCES	550,000	550,000	550,000

FY 10-11 Expenditures							
Major Maintenance Fund							
Fund & Dept & Division: 270-12-50							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
			550166	BUILDING IMPROVEMENTS	120,000	120,000	120,000
				TOTAL CAPITAL OUTLAY	120,000	120,000	120,000
				UNAPPROPRIATED ENDING FUND BAL			
			590304	UNAPPROPRIATED ENDING FUND BAL	430,000	430,000	430,000
				TOTAL UNAPPROPRIATE END FD BAL	430,000	430,000	430,000
				TOTAL MAJOR MAINT. FUND EXPENDITURE	550,000	550,000	550,000

Internal Service Funds

INFORMATION SYSTEMS FUND

COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

DEPARTMENT OVERVIEW

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

GOALS

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

TRENDS

Installation and completion of a major fiber optic project in cooperation with Light & Power will be completed by September 2010. A new VOIP (Voice Over Internet Protocol) phone system is being installed and will be completed after the fiber optic cable project is completed.

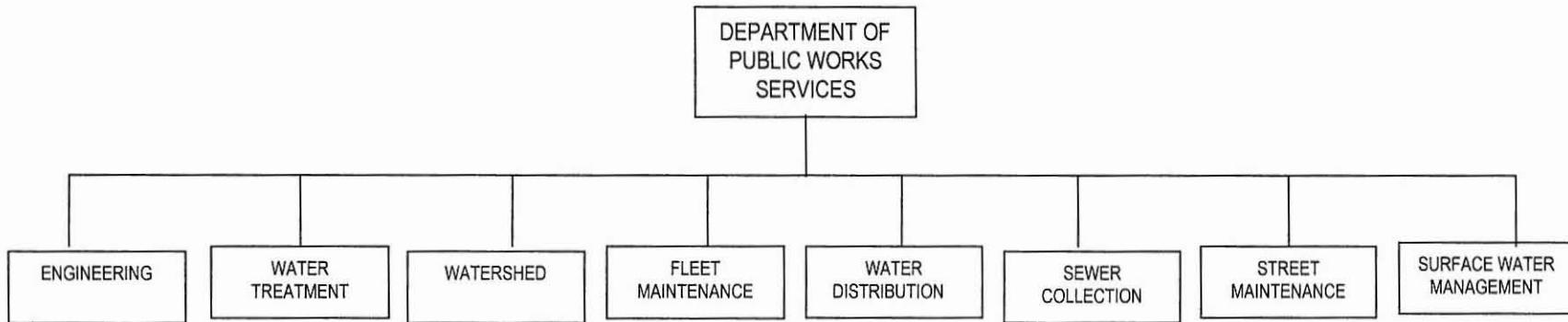
PERFORMANCE MEASURES

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.

FY 10-11 Revenues							
Information Systems Fund							
Fund & Dept & Division: 710-12-30							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Adopted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
7,806	0	96,390	430651	MACC PCN GRANT	0	0	0
7,806	0	96,390		TOTAL INTERGVMNT REVENUE	0	0	0
CHARGES FOR SERVICES							
196,986	238,849	219,998	440225	EQUIPMENT CHARGES	218,489	218,489	218,489
196,986	238,849	219,998		TOTAL CHARGES FOR SERVICES	218,489	218,489	218,489
MISCELLANEOUS REVENUE							
	9,750	8,531	430601	LIBRARY COMPUTER GRANT	0	0	0
19,487	9,617	5,000	470105	INTEREST	5,000	5,000	5,000
		2,500	472005	MISCELLANEOUS REVENUE	0	0	0
19,487	19,367	16,031		TOTAL MISCELLANEOUS REVENUE	5,000	5,000	5,000
FUND BALANCE AVAILABLE							
366,438	421,222	456,404	495005	FUND BAL AVAIL FOR APPROP.	520,347	520,347	520,347
366,438	421,222	456,404		TOTAL AVAILABLE	520,347	520,347	520,347
590,717	679,438	788,823		TOTAL INFO SYSTEMS RESOURCE	743,836	743,836	743,836

FY 10-11 Expenditures							
Information Systems Fund							
Fund & Dept & Division: 710-12-30							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
3,448	1,183	3,000	520110	OPERATING SUPPLIES	3,000	3,000	3,000
32,803	5,209	8,895	520190	COMPUTER SOFTWARE	8,895	8,895	8,895
5,960	29,151	33,181	520200	COMPUTER SOFTWARE MAINTENAN	34,530	34,530	34,530
7,987	13,350	17,450	520210	COMPUTER SUPPLIES	17,450	17,450	17,450
78,239	73,476	105,427	520220	SMALL EQUIPMENT	156,864	156,864	156,864
10	107	0	520506	POSTAGE	0	0	0
7,675	7,667	7,667	520557	INTERGOVERNMENTAL SERVICES	7,482	7,482	7,482
0	0	0	521003	TRAINING/CONFERENCE	9,000	9,000	9,000
247	1,120	18,000	521150	PROFESSIONAL SERVICES	21,000	21,000	21,000
7,757	7,939	8,452	522003	EQUIPMENT MAINT & OPER SUPPLIE	8,309	8,309	8,309
144,126	139,202	202,072		TOTAL MATERIALS & SERVICES	266,530	266,530	266,530
				CAPITAL OUTLAY			
0	31,303	123,390	550051	OFFICE FURNITURE & EQUIPMENT	15,000	15,000	15,000
19,370	26,637	84,151	550460	ACCOUNTING SYSTEM	62,341	62,341	62,341
19,370	57,940	207,541		TOTAL CAPITAL OUTLAY	77,341	77,341	77,341
				TRANSFERS			
6,000	0	0	570103	TRANSFER TO GENERAL FUND	0	0	0
6,000	0	0		TOTAL TRANSFERS	0	0	0
				CONTINGENCY			
		10,000	580206	CONTINGENCY	10,000	10,000	10,000
0	0	10,000		TOTAL CONTINGENCY	10,000	10,000	10,000
				UNAPP FUND BALANCE			
0	0	369,210	590304	UNAPP FUND BALANCE	389,965	389,965	389,965
0	0	369,210		TOTAL UNAPP FUND BALANCE	389,965	389,965	389,965
169,496	197,142	788,823		TOTAL INFO SYSTEMS FUND EXPE	743,836	743,836	743,836

EQUIPMENT FUND



COUNCIL GOALS FOR FISCAL YEAR 2010-11

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

MISSION STATEMENT

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

OVERVIEW

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

GOALS

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

- Furnish and maintain a fueling station for all City vehicles and equipment.
- Inspect and certify that all City vehicles with gasoline engines meet DEQ emission standards.

TRENDS

A review of the Equipment Fund has been underway to ensure that fund balances are adequate to cover needed future equipment replacements in the various departments. This review separated the operational cost in the Equipment Fund from the replacement cost for each piece of equipment.

Scheduled for replacement this year are: three patrol cars and one administration car in the Police Department. The Police Department is transitioning away from the Ford Crown Vic to the Dodge Charger for the patrol vehicles, because Ford has announced discontinuing the Crown Vic patrol vehicles. For the Parks Department, a zero-turn mower, will be replaced. The Parks Department is also planning on purchasing a tow-behind blower to use for trail maintenance. This blower will become part of the Equipment Fund. In the Public Works Operations Department, a 4x4 vehicle will be replaced, as well as a street sweeper.

PERFORMANCE MEASURES

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

PERSONNEL REQUIREMENTS

	<u>2009-10</u> <u>Appropriated</u>	<u>2009-10</u> <u>Filled</u>	<u>2010-11</u> <u>Proposed</u>
Mechanic	2.00	2.00	2.00
Supt. Public Works	0.15	0.15	0.15
Administrative Assistant	0.25	0.25	0.25
TOTAL	2.40	2.40	2.40

FY 10-11 Revenues							
Equipment Fund							
Fund & Dept: 720-56							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
243,266	318,708	332,256	440220	EQUIPMENT RENTAL	431,257	431,257	431,257
13,320	13,344	14,160	440221	CITY HALL VEHICLE REPLACEMENT	14,976	14,976	14,976
18,407	18,984	19,116	440222	PARKS VEH & EQUIPMENT REPLACEMENT	20,942	20,942	20,942
61,033	66,200	0	440223	POLICE VEH & EQUIPMENT REPLACEMENT	0	0	0
122,014	121,608	145,632	440224	PUBLIC WORKS VEH & EQUIPMENT REPLACEMENT	162,468	162,468	162,468
49,132	30,205	31,000	440227	LIGHT/FIRE MAINTENANCE	25,000	25,000	25,000
55,452	53,635	50,000	440228	SALE OF GAS & OIL	50,000	50,000	50,000
562,624	622,684	592,164		TOTAL CHARGES FOR SERVICES	704,643	704,643	704,643
				MISCELLANEOUS REVENUE			
3,553	14,698	15,000	445015	SALE OF EQUIPMENT	10,000	10,000	10,000
4,177	533	0	450057	OTHER	0	0	0
10,276	2,536	3,895	470105	INTEREST	1,786	1,786	1,786
18,006	17,767	18,895		TOTAL MISCELLANEOUS REVENUE	11,786	11,786	11,786
				TRANSFERS			
0	0	77,004	481005	TRANSFER FROM CIP EXCISE FUND	86,060	86,060	86,060
			481005	TRANSFERS FROM OTHER FUNDS	30,171	30,171	30,171
0	40,000	0	481005	TRANSFER FROM GENERAL FUND	0	0	0
0	40,000	77,004		TOTAL TRANSFERS	116,231	116,231	116,231
				FUND BALANCE AVAILABLE			
356,575	117,477	194,751	495005	FUND BAL AVAIL FOR APPROP.	178,562	178,562	178,562
356,575	117,477	194,751		TOTAL AVAILABLE	178,562	178,562	178,562
937,205	797,928	882,814		TOTAL EQUIPMENT RESOURCES	1,011,222	1,011,222	1,011,222

FY 10-11 Expenditures							
Equipment Fund							
Fund & Dept: 720-56							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				PERSONAL SERVICES			
118,034	121,214	123,343	511005	REGULAR EMPLOYEE WAGES	127,827	127,827	127,827
0	0		511010	PART-TIME WAGES		0	
0	0	676	511015	OVERTIME	757	757	757
20,670	23,493	28,650	512005	HEALTH/DENTAL BENEFITS	27,602	27,602	27,602
0	0	1,231	512008	HEALTH REIMBURSEMENT ARR	1,276	1,276	1,276
23,418	22,890	23,763	512010	RETIREMENT	25,905	25,905	25,905
8,879	9,198	9,487	512015	FICA	9,779	9,779	9,779
3,707	3,530	3,536	512020	WORKER'S COMP	2,633	2,633	2,633
802	903	558	512025	OTHER BENEFITS	575	575	575
774	808	904	512030	OTHER PAYROLL TAXES	948	948	948
176,285	182,036	192,149		PERSONAL SERVICES	197,302	197,302	197,302
				MATERIALS & SERVICES			
766	731	2,000	520110	OPERATING SUPPLIES	1,000	1,000	1,000
0	12	150	520120	ORGANIZATION BUSINESS EXPENSE	0	0	0
286	133	550	520130	PERSONNEL UNIFORMS & EQUIP	550	550	550
4,902	2,762	5,355	520190	COMPUTER SOFTWARE	5,445	5,445	5,445
3,240	3,966	3,000	520220	SMALL EQUIPMENT	2,500	2,500	2,500
82	0	50	520503	PRINTING	0	0	0
309	26	200	520506	POSTAGE	150	150	150
238	233	350	520509	TELEPHONE	350	350	350
0	0	50	520521	PUBLIC INFORMATION	0	0	0
0	0	100	520524	PUBLICATIONS	0	0	0
3	3	0	520530	MEMBERSHIPS	0	0	0
435	392	950	520557	INTERGOVERNMENTAL SERVICES	950	950	950
30,217	29,374	29,374	520578	INSURANCE & BONDS	25,748	25,748	25,748
422	712	3,500	521003	TRAINING/CONFERENCES	1,500	1,500	1,500
1,873	2,375	3,900	521150	PROFESSIONAL SERVICES	2,400	2,400	2,400

2007-08	2008-09	2009-10	x		2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
0	0	0	521165	CONTRACTS FOR SERVICES	0	0	0
501	183	0	521168	MISC MEDICAL SERVICES	0	0	0
568	207	700	521172	BANK SERVICE FEES	400	400	400
47	1,050	1,000	522003	EQUIP MAINT & OPER SUPPLIES	1,000	1,000	1,000
76,766	69,778	62,950	522009	VEHICLE MAINT & OPER. SUPPLIES	68,000	68,000	68,000
17,735	15,369	26,250	522010	VEHICLE MAINT EXTERNAL	27,000	27,000	27,000
174,504	148,403	185,000	522012	EQUIP/VEHICLE FUEL	165,000	165,000	165,000
0	0	0	522018	FIRE EQUIP.REPLACEMENT FUND	0	0	0
0	0	0	522021	EQUIPMENT FUND CHARGES	0	0	0
3,687	3,710	3,348	522022	INFORMATION SYSTEMS FUND	3,355	3,355	3,355
69,326	0	0	522023	GENERAL FUND SPT SVC	0	0	0
98	98	200	522306	RENTS & LEASES	200	200	200
23,400	23,400	23,400	522309	BUILDING/FACILITY RENTAL	23,400	23,400	23,400
0	0	0	522312	FACILITY MAINTENANCE SUPPLIES	0	0	0
409,404	302,916	352,377		TOTAL MATERIALS & SERVICES	328,948	328,948	328,948
				CAPITAL OUTLAY			
0	7,078	0	550181	Major Tools and Work Equipment	0	0	0
0	58,051	8,000	551263	Parks Veh & Equipmnt Replacement	8,000	8,000	8,000
126,383	44,949	44,000	551264	Police Veh & Equipmnt Replacement	96,000	96,000	96,000
107,656	0	115,000	551265	Public Works Veh & Equipmnt Replacement	211,000	211,000	211,000
234,039	110,078	167,000		TOTAL CAPITAL OUTLAY	315,000	315,000	315,000
				CONTINGENCIES			
0	0	50,000	580206	CONTINGENCY	50,000	50,000	50,000
0	0	50,000		TOTAL CONTINGENCIES	50,000	50,000	50,000
				UNAPPROR ENDING FUND BALANCE			
0	0	121,288	590304	UNAPP FUND BALANCE	119,972	119,972	119,972
0	0	121,288		TOTAL UNAPPR ENDING FUND BAL	119,972	119,972	119,972
819,728	595,030	882,814		TOTAL EQUIPMENT EXPENDITURES	1,011,222	1,011,222	1,011,222

CITY UTILITY FUND

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

				FY 10-11 Revenues				
				City Utility Fund				
				Fund & Dept & Division: 730-12-60				
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11	
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted	
				TRANSFERS				
87,543	106,515	116,000	481005	FROM LIGHT & POWER FUND	121,000	121,000	121,000	
25,044	30,917	31,000	481010	FROM WATER FUND	42,000	42,000	42,000	
112,587	137,432	147,000		TOTAL TRANSFERS	163,000	163,000	163,000	
112,587	137,432	147,000		TOTAL CITY UTILITY FUND RESOURCES	163,000	163,000	163,000	

FY 10-11 Expenditures							
City Utility Fund							
Fund & Dept & Division: 730-12-60							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
15,487	21,437	23,000	520151	CITY HALL UTILITIES	24,500	24,500	24,500
21,202	27,226	29,000	520152	LIBRARY UTILITIES	30,000	30,000	30,000
30,550	32,619	36,000	520153	AQUATICS UTILITIES	36,000	36,000	36,000
20,327	27,714	27,000	520154	PARKS UTILITIES	39,000	39,000	39,000
14,376	15,716	18,000	520155	POLICE UTILITIES	18,500	18,500	18,500
8,342	10,280	11,000	520156	FIRE UTILITIES	12,000	12,000	12,000
2,303	2,440	3,000	520157	ENGINEERING BUILDING UTILITIES	3,000	3,000	3,000
112,587	137,432	147,000		TOTAL MATERIALS & SERVICES	163,000	163,000	163,000
112,587	137,432	147,000		TOTAL CITY UTILITY FUND EXPEND.	163,000	163,000	163,000

RISK MANAGEMENT FUND

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

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

The City has almost three years experience with worker's compensation insurance using the retro method. The first year the City incurred maximum liability due to two large claims. The past two years have been positive with low claims so the City has been able to build a reserve in this Fund. As a result, departments' workers compensation premiums are being lowered by 27.5% per year. If next year is a good year, the plan is to lower premiums again.

City County Insurance Services is returning \$87,434 in property and liability premium reserves from the 1990s to participating members in the form of a credit on the FY 2010-11 premiums. The automobile insurance portion of the refund in the amount of \$61,448 will be credited back to the Funds that paid the premiums. The property and liability portion of the refund in the amount of \$25,986 will be retained in the Risk Management Fund and will be used to fund risk management programs such as ergonomic improvements to try to reduce the potential for future claims.

FY 10-11 Revenues Risk Management Fund							
Fund & Dept & Division: 740-12-35							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Resource Allocation	Proposed	Approved	Adopted
CHARGES FOR SERVICES							
97,089	92,937	92,937	444126	P/L Insurance - General Fund	82,127	82,127	82,127
117,803	116,397	116,397	444127	P/L Insurance - Other Funds	104,154	104,154	104,154
141,189	148,826	155,767	444128	WC Insurance - General Fund	115,850	115,850	115,850
112,405	98,018	100,926	444129	WC Insurance - Other Funds	76,237	76,237	76,237
468,486	456,178	466,027		TOTAL MISCELLANEOUS REVENUE	378,368	378,368	378,368
MISCELLANEOUS REVENUE							
8,453	8,142	4,200	470105	INTEREST	5,200	5,200	5,200
27,042	9,504	0	472005	MISCELLANEOUS REVENUE	0	0	0
35,495	17,646	4,200		TOTAL MISCELLANEOUS REVENUE	5,200	5,200	5,200
FUND BALANCE AVAILABLE							
0	253,618	338,978	495005	FUND BAL AVAIL FOR APPROP.	504,458	504,458	504,458
0	253,618	338,978		TOTAL AVAILABLE	504,458	504,458	504,458
503,981	727,442	809,205		TOTAL RISK MANAGEMENT RESOURCES	888,026	888,026	888,026

FY 10-11 Expenditures							
Risk Management Fund							
Fund & Dept & Division: 740-12-35							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
MATERIALS & SERVICES							
175,383	165,817	209,334	520585	PROPERTY/LIABILITY PREMIUMS	98,787	98,787	98,787
0	9,498	4,200	520586	P/L CLAIMS - GENERAL FUND	10,000	10,000	10,000
2,178		0	520587	P/L CLAIMS - PUBLIC WORKS FUNDS	0	0	0
0	13,402	0	520588	P/L CLAIMS - LIGHT & POWER FUND	0	0	0
			520589	RISK MANAGEMENT ACTIVITIES	25,986	25,986	25,986
60,069	58,261	256,693	520590	WORKERS' COMPENSATION PREMIUMS	60,000	60,000	60,000
58,068	105,110	0	520591	WC CLAIMS - GENERAL FUND	201,500	201,500	201,500
0		0	520592	WC CLAIMS - PUBLIC WORKS FUNDS	0	0	0
0		0	520593	WC CLAIMS - LIGHT & POWER FUND	0	0	0
295,698	352,088	470,227		TOTAL MATERIALS & SERVICES	396,273	396,273	396,273
TRANSFERS							
				TRANSFER TO EQUIPMENT FUND	30,171	30,171	30,171
				TRANSFER TO GENERAL FUND	19,663	19,663	19,663
				TRANSFER TO LIGHT & POWER FUND	11,614	11,614	11,614
				TOTAL TRANSFERS	61,448	61,448	61,448
CONTINGENCIES							
0	0	70,534	580206	CONTINGENCY - WC INSURANCE	0	0	0
0	0	70,534		TOTAL CONTINGENCIES	0	0	0
UNAPPROPRIATED ENDING FUND BAL							
0	0	0	590304	UNAPPROPRIATED ENDING FUND BAL	0	0	0
0	0	47,134	590303	RESERVED FOR P/L INSURANCE	55,521	55,521	55,521
0	0	221,310	590303	RESERVED FOR WC INSURANCE	374,784	374,784	374,784
0	0	268,444		TOTAL UNAPPROPRIATE END FD BAL	430,305	430,305	430,305
295,698	352,088	809,205		TOTAL RISK MANAGEMENT EXPEND.	888,026	888,026	888,026

FIRE EQUIPMENT REPLACEMENT FUND

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

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

For FY 2010-11, planned expenditures outlined in the Capital Improvement Program include a new gurney for the rescue vehicle, two thermal imaging cameras, a community notification sign for the fire station, a rescue trailer, and AEDs for all the Fire Department's pick-up truck and SUVs that are not currently equipped with AEDs. Also, the Fire Station dormitory remodeled scheduled for FY 2009-10 is being delayed to FY 2010-11.

FY 10-11 Revenues							
Fire Equipment Replacement Fund							
Fund & Dept: 225-23							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Adopted	Account	Title	Proposed	Approved	Adopted
INTERGOVERNMENTAL REVENUE							
17,431	98,909	52,550	420010	RURAL DISTRICT SHARE	37,500	37,500	37,500
17,431	98,909	52,550		TOTAL INTERGOVERNMENT REVENUE	37,500	37,500	37,500
GRANTS							
		20,000	430207	FEDERAL FIRE GRANTS	0	0	0
		108,000	430214	HOMELAND SECURITY GRANT	25,000	25,000	25,000
		128,000		TOTAL GRANTS	25,000	25,000	25,000
MISCELLANEOUS REVENUE							
29,849	12,041	5,306	470105	INTEREST	3,700	3,700	3,700
29,849	12,041	5,306		TOTAL MISCELLANEOUS REVENUE	3,700	3,700	3,700
TRANSFERS & REIMBURSEMENTS							
84,000	84,000	84,000	481005	TRANSFER FROM CIP EXCISE TAX FUND	97,850	97,850	97,850
84,000	84,000	84,000		TOTAL TRANSFERS & REIMBURSEMNT	97,850	97,850	97,850
FUND BALANCE AVAILABLE							
653,414	692,563	353,716	495005	FUND BAL AVAIL FOR APPROP.	389,032	389,032	389,032
653,414	692,563	353,716		TOTAL AVAILABLE	389,032	389,032	389,032
784,694	887,513	623,572		TOTAL FIRE EQUIP REPLCMT RESOURCES	553,082	553,082	553,082

FY 10-11 Expenditures							
Fire Equipment Replacement Fund							
Fund & Dept: 225-23							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
CAPITAL OUTLAY							
0	0	0	550166	BUILDING IMPROVEMENTS	25,000	25,000	25,000
32,252	70,000	193,100	550181	MAJOR TOOLS & WORK EQUIPMENT	75,000	75,000	75,000
59,879	483,262	40,000	551261	VEHICLE REPLACEMENT	0	0	0
92,131	553,262	233,100		TOTAL CAPITAL OUTLAY	100,000	100,000	100,000
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	340,472	590304	UNAPP FUND BALANCE	403,082	403,082	403,082
0	0	340,472		TOTAL UNAPP FUND BALANCE	403,082	403,082	403,082
92,131	553,262	623,572		TOTAL FIRE EQUIPMENT EXPENDITURE	553,082	553,082	553,082

Capital Projects Funds

TRAFFIC IMPACT FUND

MISSION STATEMENT

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

OVERVIEW

The Traffic Impact 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.

TRENDS

Revenue: Revenue in the TIF fund was down from previous years because of the slower economy and lower development in the City.

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

FY 10-11 Revenues							
Traffic Impact Fund							
Fund & Dept: 310-52							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				TRAFFIC IMPACT FEES			
25,406	12,117	11,038	451045	T.I.F. - TRANSIT	0	0	0
294,034	53,891	126,932	451050	T.I.F. - RESIDENTIAL	0	0	0
3,785	12,683	0	451052	T.I.F. - BUSINESS & COMMCL.	0	0	0
0	4,337	12,000	451055	T.I.F. - INDUSTRIAL	0	0	0
0	3,943	0	451060	T.I.F. - OFFICE	0	0	0
0	8,364	0	451065	T.I.F. - INSTITUTIONAL	0	0	0
323,225	95,335	149,970		TOTAL FEES	0	0	0
				MISCELLANEOUS REVENUE			
130,103	64,239	46,275	470105	INTEREST	31,419	31,419	31,419
130,103	64,239	46,275		TOTAL MISCELLANEOUS REVENUE	31,419	31,419	31,419
				FUND BALANCE AVAILABLE			
2,674,565	3,012,319	3,084,978	495005	FUND BAL AVAIL FOR APPROP.	3,141,930	3,141,930	3,141,930
2,674,565	3,012,319	3,084,978		TOTAL AVAILABLE	3,141,930	3,141,930	3,141,930
3,127,893	3,171,893	3,281,222		TOTAL TIF RESOURCES	3,173,350	3,173,350	3,173,350

FY 10-11 Expenditures							
Traffic Impact Fund							
Fund & Dept: 310-52							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
0	0	3,281,222	550169	GENERAL CAPITAL OUTLAY	3,173,350	3,173,350	3,173,350
115,575	59,513	0	550560	BONNIE LANE	0	0	0
115,575	59,513	3,281,222		TOTAL CAPITAL OUTLAY	3,173,350	3,173,350	3,173,350
				UNAPP FUND BALANCE			
0	0	0	590304	UNAPP FUND BALANCE	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
115,575	59,513	3,281,222		TOTAL TIF EXPENDITURES	3,173,350	3,173,350	3,173,350

TRANSPORTATION DEVELOPMENT TAX FUND

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 is estimated to double the tax developer's pay for impacts their new development has on the transportation system.

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

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

The TDT is based on the estimated traffic generated by each type of development. All revenue will continue to be dedicated to transportation capital improvements designed to accommodate growth. Eligible projects are on major roads, including sidewalk and bike lanes, as well as transit capital projects (such as bus shelters). The TDT is not a property tax. New development will be required to pay the tax when a building permit or occupancy permit is issued. Remodeling, temporary uses, and state and federal government buildings are exempt. The TDT tax will increase from \$3,679 to \$5,227 per single family dwelling unit beginning July 1, 2010.

TRENDS

Revenue: Revenue in the TDT fund is low due to slow development. This is expected to continue through FY 10-11.

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

FY 10-11 Revenues							
Transportation Development Tax							
Fund & Dept: 311-52							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				FEEES			
0	0	0	451070	TRANSPORTATION DEVELOPMENT TAX	130,000	130,000	130,000
0	0	0		TOTAL FEES	130,000	130,000	130,000
				MISCELLANEOUS REVENUE			
0	0	0	470105	INTEREST	1,300	1,300	1,300
0	0	0		TOTAL MISCELLANEOUS REVENUE	1,300	1,300	1,300
				FUND BALANCE AVAILABLE			
0	0	0	495005	FUND BAL AVAIL FOR APPROP.	128,972	128,972	128,972
0	0	0		TOTAL AVAILABLE	128,972	128,972	128,972
0	0	0		TOTAL TDT RESOURCES	260,272	260,272	260,272

FY 10-11 Expenditures							
Transportation Development Tax							
Fund & Dept: 311-52							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
0	0	0	550169	GENERAL CAPITAL OUTLAY	260,272	260,272	260,272
0	0	0		TOTAL CAPITAL OUTLAY	260,272	260,272	260,272
				UNAPP FUND BALANCE			
0	0	0	590304	UNAPP FUND BALANCE	0	0	0
0	0	0		TOTAL UNAPP FUND BAL	0	0	0
0	0	0		TOTAL TDT EXPENDITURES	260,272	260,272	260,272

PARK ACQUISITION & DEVELOPMENT FUND

MISSION STATEMENT

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

OVERVIEW

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

TRENDS

This fund may only be used for system expansion capital only. Projects this year include finishing the “B” Street Trail Development and up-dating the Parks, Recreation and Open Space Master Plan.

FY 10-11 Revenues							
Park Acquisition & Development Fund							
Fund & Dept: 320-16							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CHARGES FOR SERVICES			
45,000	0	0	451010	SDC - NORTH NORTHWEST	0	0	0
234,000	0	0	451015	SDC - NORTHWEST	0	0	0
171,000	0	0	451020	SDC - NORTHEAST	0	0	0
3,000	0	0	451025	SDC - SOUTHWEST	0	0	0
0	0	0	451030	SDC - SOUTHEAST	0	0	0
0	132,000	90,000	451009	PARKS SDC FEES	150,000	150,000	150,000
453,000	132,000	90,000		TOTAL CHARGES FOR SERVICES	150,000	150,000	150,000
				MISCELLANEOUS REVENUE			
63,418	14,914	3,500	470105	INTEREST	3,500	3,500	3,500
63,418	14,914	3,500		TOTAL MISCELLANEOUS REVENUE	3,500	3,500	3,500
				FUND BALANCE AVAILABLE			
1,262,828	1,486,126	258,141	495005	FUND BAL AVAIL FOR APPROP.	402,971	402,971	402,971
1,262,828	1,486,126	258,141		TOTAL AVAILABLE	402,971	402,971	402,971
1,779,246	1,633,040	351,641		TOTAL PARKS ACQ/DEV RESOURCES	556,471	556,471	556,471

FY 10-11 Expenditures							
Park Acquisition & Development Fund							
Fund & Dept: 320-16-50							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
			521150	PROFESSIONAL SERVICES	85,000	85,000	85,000
				TOTAL MATERIALS & SERVICES	85,000	85,000	85,000
				CAPITAL OUTLAY			
0	0	0	550220	SE PARK IMPROVEMENTS	0	0	0
0	0	0	550221	SE PARK - COMMUN PARK SHARE	0	0	0
0	0	0	550222	SW PARK IMPROVEMENTS	0	0	0
12,003	0	0	550223	SW PARK - COMMUN PARK SHARE	0	0	0
42,647	0	0	550224	NE PARK IMPROVEMENTS	0	0	0
0	0	0	550225	NE PARK - COMMUN PARK SHARE	0	0	0
0	0	0	550226	NW PARK IMPROVEMENTS	0	0	0
137,823	0	0	550227	NW PARK - COMMUN PARK SHARE	0	0	0
0	0	0	550228	NNW PARK IMPROVEMENTS	0	0	0
78,747	0	0	550229	NNW PARK - COMMUN PARK SHARE	0	0	0
0	27,141	150,641	550200	PARKS PROJECTS -GENERAL	347,971	347,971	347,971
21,323	1,080,225	0	550247	THATCHER PARK	0	0	0
577	123,055	201,000	550248	TRAILS & GREENWAYS	123,500	123,500	123,500
293,120	1,230,421	351,641		TOTAL CAPITAL OUTLAY	471,471	471,471	471,471
293,120	1,230,421	351,641		TOTAL PARK ACQ/DEV EXPEND	556,471	556,471	556,471

BIKE/PEDESTRIAN PATHWAYS FUND

MISSION STATEMENT

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

OVERVIEW

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

Projects for FY 10-11 will coordinate with the Parks Master Plan.

FY 10-11 Revenues							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				INTERGOVERNMENT REVENUE			
9,046	8,193	8,253	412015	STATE GAS TAX	8,215	8,215	8,215
9,046	8,193	8,253		TOTAL INTERGOVERNMENT REVENUE	8,215	8,215	8,215
				MISCELLANEOUS REVENUE			
30	126	50	415160	BICYCLE LICENSES	50	50	50
2,417	1,091	2,017	450005	INTEREST	762	762	762
2,447	1,217	2,067		TOTAL MISCELLANEOUS REVENUE	812	812	812
				FUND BALANCE AVAILABLE			
109,353	58,087	67,235	485005	FUND BAL AVAIL FOR APPROP.	76,214	76,214	76,214
109,353	58,087	67,235		TOTAL AVAILABLE	76,214	76,214	76,214
120,846	67,497	77,555		TOTAL RESOURCES	85,241	85,241	85,241

FY 10-11 Expenditures							
Bike/Pedestrian Pathways Fund							
Fund & Dept & Division: 240-52-40							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
62,759	273	77,555	550169	GENERAL CAPITAL OUTLAY	85,241	85,241	85,241
62,759	273	77,555		TOTAL CAPITAL OUTLAY	85,241	85,241	85,241
62,759	273	77,555		TOTAL EXPENDITURES	85,241	85,241	85,241

CAPITAL PROJECTS FUND

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

							FY 10-11 Revenues		
							Capital Projects Fund		
							Fund & Dept & Division: 330-12-40		
2007-08	2008-09	2009-10				2010-11	2010-11	2010-11	
Actual	Actual	Budgeted	Account	Title		Proposed	Approved	Adopted	
INTERGOVERNMENTAL REVENUE									
604,474	0	0	420045	METRO BOND ALLOCATION		0	0	0	
0	0	0	425030	MACC GRANT		0	0	0	
0	0	0	430207	FEDERAL FIRE GRANTS		0	0	0	
0	0	0	430706	CDBG GRANT		0	0	0	
	209,169	0	403708	STATE PARKS GRANT					
604,474	209,169	0		TOTAL INTERGOVERNMENTAL REVENUE		0	0	0	
MISCELLANEOUS REVENUE									
128,815	63,780	30,000	450005	INTEREST		30,000	30,000	30,000	
	3,000		450057	OTHER					
55,199	35,298		460025	SUNSET DRIVE UTILITIES		0	0	0	
0	0	0	471021	DONATIONS		0	0	0	
0	600,000	600,000	480021	PACIFIC UNIVERSITY - THATCHER		0	0	0	
184,014	702,078	630,000		TOTAL MISCELLANEOUS REVENUE		30,000	30,000	30,000	
FUND BALANCE AVAILABLE									
3,126,361	3,140,849	2,283,194	495005	FUND BAL AVAIL FOR APPROP.		2,826,509	2,826,509	2,826,509	
3,126,361	3,140,849	2,283,194		TOTAL AVAILABLE		2,826,509	2,826,509	2,826,509	
3,914,849	4,052,096	2,913,194		TOTAL CAPITAL PROJECTS RESOURCES		2,856,509	2,856,509	2,856,509	

FY 10-11 Expenditures							
Capital Projects Fund							
Fund & Dept & Division: 330-12-40							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				MATERIALS & SERVICES			
35,223	31,278	25,000	521150	PROFESSIONAL SERVICES	0	0	0
35,223	31,278	25,000		TOTAL MATERIALS & SERVICES	0	0	0
				CAPITAL OUTLAY			
2,983	0	0	550150	FIBER OPTIC PROJECT	10,000	10,000	0
0	0	0	550151	LIBRARY STUCCO PAINTING	0	0	0
0	0	0	550152	AQUATIC CENTER HVAC CONTROL SYSTEM	0	0	0
4,281	2,420	7,000	550153	WIRELESS PROJECT	0	0	0
3,001	88,535	0	550154	CITY HALL - GENERATOR	0	0	0
27,987	0	0	550166	BUILDING IMPROVEMENTS	0	0	0
21,144	0	56,194	550169	CAPITAL PROJECTS	37,681	37,681	37,681
19,708	225,111		550201	PARKS LAND ACQUISITION	0	0	0
		2,825,000	550245	PARK PROPERTY PURCHASE	2,808,828	2,808,828	2,808,828
604,474	0		550246	METRO BOND PROPERTY PURCHASE	0	0	0
0	1,342,775	0	550247	THATCHER PARK - NOT SDC	0	0	0
	66,731		550248	TRAILS AND GREENWAYS			
55,199	35,298		550576	SUNSET DRIVE UTILITIES	0	0	0
738,777	1,760,870	2,888,194		TOTAL CAPITAL OUTLAY	2,856,509	2,856,509	2,846,509
				TRANSFERS			
0	0	0	570103	TRANSFER TO GENERAL FUND	0	0	0
0	0	0		TOTAL TRANSFERS	0	0	0
774,000	1,792,148	2,913,194		TOTAL CAPITAL PROJECTS EXPEND	2,856,509	2,856,509	2,846,509

C.I.P. EXCISE TAX FUND

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

This fund finances the replacement of Police and Fire Department vehicles. Other projects planned for this fund in FY 2010-11 are: 1) continue replacement of police mobile data terminals with laptops, 2) replacement of police radios and weapons, 3) funds to help complete the fiber optics and new telephone, 4) chemical level recording equipment for Aquatic Center, 5) trailer for the Parks Department, and 6) funds for a community notification sign for the Fire Station.

FY 10-11 Revenues							
CIP Excise Tax Fund							
Fund & Dept & Division: 350-12-70							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LICENSES, PERMITS AND FEES			
204,766	208,077	209,000	450200	CIP EXCISE FEE	202,000	202,000	202,000
204,766	208,077	209,000		TOTAL LICENSES, PERMITS AND FEES	202,000	202,000	202,000
				MISCELLANEOUS REVENUE			
926	2,073	1,000	470105	INTEREST	1,000	1,000	1,000
926	2,073	1,000		TOTAL MISCELLANEOUS REVENUE	1,000	1,000	1,000
				TRANSFERS			
41,380	0	0	481005	FROM GENERAL FUND	0	0	0
41,380	0	0		TOTAL TRANSFERS	0	0	0
				FUND BALANCE AVAILABLE			
	102,039	141,775	495005	FUND BAL AVAIL FOR APPROP.	112,209	112,209	112,209
0	102,039	141,775		TOTAL AVAILABLE	112,209	112,209	112,209
247,072	312,189	351,775		TOTAL CIP EXCISE TAX RESOURCES	315,209	315,209	315,209

FY 10-11 Expenditures							
CIP Excise Tax Fund							
Fund & Dept & Division: 350-12-70							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				CAPITAL OUTLAY			
0	12,876	66,934	550170	SUPPORT SERVICE PROJECTS	57,668	57,668	57,668
0	5,079	123,797	550171	PUBLIC SAFETY PROJECTS	73,631	73,631	73,631
0	17,955	190,731		TOTAL CAPITAL OUTLAY	131,299	131,299	131,299
				TRANSFERS			
61,033	66,200	77,044	570127	TO EQUIPMENT FUND	86,060	86,060	86,060
84,000	84,000	84,000	570127	TO FIRE EQUIPMENT REPLACEMENT FUND	97,850	97,850	97,850
145,033	150,200	161,044		TOTAL TRANSFERS	183,910	183,910	183,910
				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		TOTAL UNAPPROPRIATE END FD BAL	0	0	0
145,033	168,155	351,775		TOTAL CIP EXCISE TAX EXPEND.	315,209	315,209	315,209

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Debt Service Funds

GENERAL DEBT SERVICE FUND

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

				FY10-11 Revenues			
				General Debt Service Fund			
				Fund & Dept: 410-19			
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				LOCAL TAXES			
447,785	430,253	470,608	411003	PROPERTY TAXES	457,481	457,481	457,481
11,440	12,583	11,000	411150	PROPERTY TAX PRIOR YEARS	11,000	11,000	11,000
459,225	442,836	481,608		TOTAL LOCAL TAXES	468,481	468,481	468,481
				MISCELLANEOUS REVENUE			
16,114	2,124	4,000	470105	INTEREST	2,700	2,700	2,700
16,114	2,124	4,000		TOTAL MISCELLANEOUS REVENUE	2,700	2,700	2,700
				FUND BALANCE AVAILABLE			
197,838	192,894	190,069	495005	FUND BAL AVAIL FOR APPROP.	194,068	194,068	194,068
197,838	192,894	190,069		TOTAL AVAILABLE	194,068	194,068	194,068
673,177	637,854	675,677		TOTAL GDS RESOURCES	665,249	665,249	665,249

FY 10-11 Expenditures							
General Debt Service Fund							
Fund & Dept: 410-19							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				DEBT SERVICE			
0	0			FIRE STATION BONDS			
245,000	255,000	270,000	562005	PRINCIPAL - 1999 GO BONDS	270,000	270,000	270,000
55,000	60,000	60,000	562006	PRINCIPAL - FIRE STATION	65,000	65,000	65,000
155,113	144,578	133,613	562040	INTEREST - 1999 GO BONDS	121,870	121,870	121,870
24,813	21,505	17,995	562060	INTEREST - FIRE STATION	14,310	14,310	14,310
479,926	481,083	481,608		TOTAL DEBT SERVICE	471,180	471,180	471,180
				UNAPPROPRIATED ENDING FUND BAL			
0	0	194,069	590304	UNAPPROPRIATED ENDING FUND BAL	194,069	194,069	194,069
0	0	194,069		TOTAL UNAPPROPRIATE END FD BAL	194,069	194,069	194,069
479,926	481,083	675,677		TOTAL GDS EXPENDITURES	665,249	665,249	665,249

SPWF DEBT SERVICE FUND

This fund is established to pay off the debt on bonds issued by the State of Oregon Office of Economic Development for construction of the Taylor Way Industrial Park. Phase I was done in 1991 and assessments were paid in full. The issue was \$582,794 with a 20-year payment schedule. Money received has been invested in long-term treasury notes to ensure yields sufficient to pay off the 1991 issue. The last payment for the Phase 1 debt will be made in December 2010. Phase II was completed in 1996 and included improvements to the southern end of Elm Street. Phase II included a 20-year bond issue of \$280,000.

				FY 10-11 Revenues				
				SPWF Debt Service Fund				
				Fund & Dept & Division: 430-19-20				
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11	
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted	
				CHARGES FOR SERVICES				
6,554	6,999	6,700	451200	ASSESSMENT CHARGES	6,700	6,700	6,700	
6,554	6,999	6,700		TOTAL CHARGES FOR SERVICES	6,700	6,700	6,700	
				MISCELLANEOUS REVENUE				
34,442	36,000	36,765	470105	INTEREST	38,765	38,765	38,765	
6,335	8,826	6,000	470130	INTEREST - ASSESSMENTS	6,000	6,000	6,000	
40,777	44,826	42,765		TOTAL MISCELLANEOUS REVENUE	44,765	44,765	44,765	
				FUND BALANCE AVAILABLE				
119,027	89,929	60,866	495005	FUND BAL AVAIL FOR APPROP.	39,266	39,266	39,266	
119,027	89,929	60,866		TOTAL AVAILABLE	39,266	39,266	39,266	
166,358	141,754	110,331		TOTAL SPWF DEBT SERV RESOURCES	90,731	90,731	90,731	

FY 10-11 Expenditures							
SPWF Debt Service Fund							
Fund & Dept & Division: 430-19-20							
2007-08	2008-09	2009-10			2010-11	2010-11	2010-11
Actual	Actual	Budgeted	Account	Title	Proposed	Approved	Adopted
				DEBT SERVICE			
42,346	45,135	48,109	562015	PRINCIPAL - 91 S.P.W.F. LOAN	51,279	51,279	51,279
12,326	17,451	17,585	562020	PRINCIPAL - 95 S.P.W.F. LOAN	17,730	17,730	17,730
12,311	9,521	6,548	562050	INTEREST - 91 S.P.W.F. LOAN	3,378	3,378	3,378
9,447	8,781	7,822	562055	INTEREST - 95 S.P.W.F. LOAN	6,839	6,839	6,839
76,430	80,888	80,064		TOTAL DEBT SERVICE	79,226	79,226	79,226
				UNAPPROPRIATED ENDING FUND BAL			
0	0	30,267	590304	UNAPPROPRIATED ENDING FUND BAL	11,505	11,505	11,505
0	0	30,267		TOTAL UNAPPROPRIATE END FD BAL	11,505	11,505	11,505
76,430	80,888	110,331		TOTAL SPWF DEBT SERV EXPEND	90,731	90,731	90,731

Appendices

SCHEDULE OF FUTURE UNMATURED BOND DEBT SERVICE REQUIREMENTS

	<u>General Debt Service Fund</u>				<u>General Debt Service Fund</u>		
	<u>General Obligation Bonds</u>	<u>Fire Station Bonds</u>	<u>2003 Full Faith & Credit</u>		<u>1999 General Obligation Bonds</u>	<u>Fire Station Bonds</u>	<u>2003 Full Faith & Credit</u>
<u>BOND PRINCIPAL</u>				<u>BOND INTEREST</u>			
2010-2011	270,000	65,000	245,000	2010-2011	121,868	14,307	166,500
2011-2012	280,000	65,000	255,000	2011-2012	109,852	10,472	156,700
2012-2013	290,000	70,000	260,000	2012-2013	97,252	6,490	146,181
2013-2014	320,000	75,000	255,000	2013-2014	84,058	2,213	135,131
2014-2015	335,000		265,000	2014-2015	69,338		124,931
2015-2016	350,000		275,000	2015-2016	53,592		114,331
2016-2017	370,000		285,000	2016-2017	36,618		102,781
2017-2018	385,000		295,000	2017-2018	18,672		90,526
2018-2019			310,000				77,546
2019-2020			325,000				64,061
2020-2021			340,000				49,436
2021-2022			355,000				33,966
2022-2023			370,000				17,335
Totals	<u>2,600,000</u>	<u>275,000</u>	<u>3,835,000</u>		<u>591,250</u>	<u>33,482</u>	<u>1,279,427</u>

**CITY OF FOREST GROVE
2010 COMPENSATION PLAN**

Range	Classification	1	2	3	4	5	6
<u>Part-Time / Temporary - Effective July 1, 2010</u>							
	Hourly Rate						
U100	Cashier Lifeguard	9.00	9.25	9.53	9.82	10.11	10.42
U101	Planning Intern	13.54	Flat Rate				
U103	Lead Guard	9.44	9.71	10.02	10.31	10.62	10.93
U105	Instructor Clerical Aide	9.90	10.20	10.52	10.83	11.16	11.49
U107	Parks Seasonal Mnt Worker	12.61	12.87	13.14	13.39	13.66	
U199	Municipal Court Judge	75.00	Flat Rate				
<u>Management / Nonrepresented - Effective July 1, 2010</u>							
	Monthly Rate						
U116	Sr. Administrative Specialist	3,057	3,209	3,369	3,538	3,716	3,900
U117	Administrative Assistant - Mgmt.	3,424	3,561	3,704	3,851	4,005	4,165
U118	Municipal Court Coordinator Mechanic Supervisor	3,521	3,699	3,883	4,075	4,280	4,494
U121	Aquatics Supervisor	3,778	3,968	4,167	4,374	4,593	4,824
U122	Support Unit Supervisor City Recorder	3,884	4,078	4,281	4,495	4,721	4,957
U124	Executive Assistant Library Services Supervisor Human Resources Technician Accountant Crew Supervisor Facilities Maintenance Supervisor	3,990	4,189	4,399	4,619	4,849	5,091

Range	Classification	1	2	3	4	5	6
U125	Reference Services Supervisor	4,182	4,391	4,610	4,841	5,084	5,338
U126	Network Supervisor Admin. Services Manager	4,376	4,595	4,824	5,066	5,319	5,585
U129	WTP Superintendent	4,567	4,795	5,035	5,288	5,551	5,829
U130	Project Engineer	4,726	4,961	5,209	5,470	5,744	6,030
U132	Assistant Finance Director	4,883	5,128	5,384	5,652	5,934	6,232
U133	Public Works Superintendent Building Official	5,059	5,312	5,578	5,857	6,150	6,457
U135	Fire Division Chief	5,238	5,499	5,773	6,062	6,365	6,684
U138	Public Works Civil Engineer	5,495	5,770	6,059	6,362	6,679	7,014
U140	Police Captain Asst. Admin Director	5,628	5,910	6,205	6,517	6,841	7,183
U142	Human Resources Manager	5,760	6,050	6,351	6,668	7,002	7,352
U143	Library Director	5,835	6,126	6,433	6,753	7,093	7,446
U145	Parks & Recreation Director	5,968	6,267	6,579	6,908	7,254	7,616
U154	Administrative Services Director Community Development Director Fire Chief Police Chief Public Works Director L & P Operations Superintendent L & P Engineering Supervisor	6,641	6,972	7,321	7,687	8,071	8,474
U158	Light & Power Director	7,424	7,795	8,186	8,594	9,023	9,474
U160	City Manager						10,323

Range	Classification	1	2	3	4	5	6
<u>AFSCME, Local 3786 - Effective July 1, 2010</u>							
Monthly Rate							
A16	Library Assistant Administrative Specialist I Janitor Aquatics Program Specialist	2,595	2,698	2,806	2,917	3,035	3,155
A18	Library Associate Volunteer Coordinator	2,764	2,874	2,990	3,110	3,234	3,364
A19	Administrative Specialist II	2,823	2,937	3,055	3,176	3,303	3,434
A21	Utility Worker I	2,874	2,989	3,109	3,233	3,362	3,498
A22	Youth Services Librarian	3,247	3,376	3,511	3,652	3,797	3,951
A24	Facility Maint. Technician Utility Worker II Permit Coordinator	3,278	3,409	3,545	3,686	3,835	3,989
A25	Mechanic PC Technician Payroll Specialist Administrative Assistant	3,424	3,561	3,704	3,851	4,005	4,165
A27	Adult Services Librarian UW II/WTO	3,612	3,756	3,906	4,063	4,225	4,393
A29	Assistant Planner WTP Operator Engineering Technician	3,749	3,897	4,053	4,216	4,385	4,559
A31	Key Accounts/Eng. Program Coord.	3,983	4,142	4,307	4,480	4,658	4,844
A32	Building Inspector I	4,083	4,245	4,415	4,592	4,775	4,966
A34	Economic Development Coord. Associate Planner	4,235	4,405	4,582	4,765	4,956	5,155
A36	Building Inspector II	4,492	4,672	4,859	5,052	5,255	5,465

Range Classification	1	2	3	4	5	6
A41 Senior Planner	4,966	5,164	5,371	5,587	5,809	6,039

**Firefighter's Association - Effective July 1, 2010
Monthly Rate**

F90 Firefighter	4,392	4,604	4,815	5,025	5,238	5,449
F92 Lieutenant	4,568	4,788	5,008	5,226	5,446	5,665
F96 Captain	4,901	5,137	5,373	5,606	5,843	6,077
F98 Fire Inspector II	5,162	5,409	5,658	5,906	6,153	6,402

**Police Association - Effective July 1, 2010
Monthly Rate**

P75 Community Service Officer	2,790	2,915	3,044	3,183	3,327	3,478
P76 Police Records Specialist	2,957	3,074	3,198	3,326	3,458	3,597
P77 Evidence Tech	3,358	3,493	3,632	3,778	3,929	4,088
P80 Police Officer	4,170	4,444	4,644	4,900	5,120	5,401
P90 Sergeant	5,165	5,422	5,694	5,978	6,277	6,590

**IBEW, Local No. 125 - Effective July 1, 2010
HOURLY RATE**

	1	2	3	4	5	6	7
I 50 Meter Reader	16.14	19.12	22.53				
I 52 IBEW Mechanic	19.28	20.45	21.61	22.55	23.34	24.11	
I 54 Senior Utility Worker	20.34	22.94	25.51				
I 60 Apprentice Lineman	24.08	25.94	27.05	28.16	29.64	31.12	33.35
Apprentice Meterman							
I 63 Journeyman Tree Trimmer	29.64	(flat rate)					
I 65 Journeyman Lineman	37.05	(flat rate)					
Journeyman Meterman							
I 68 Working Foreman	40.76	(flat rate)					
Meterman Foreman							
I 70 Meter Relay Foreman	41.87	(flat rate)					
I 72 Line Foreman	42.61	(flat rate)					