

**RESOLUTION NO. 2018-58**

**RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR  
COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019**

**WHEREAS**, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2018, pursuant to the provisions of Oregon Local Budget Law; and

**WHEREAS**, changes have been proposed to the Budget approved by the Budget Committee, and

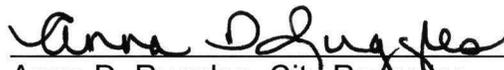
**WHEREAS**, a Public Hearing has been held before the City Council as required by law and it appears to the Council that the Approved Budget as changed by the City Council should be adopted.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1:** That the City Council hereby adopts the FY 2018-19 Budget approved by the Budget Committee of the City of Forest Grove in the amount of \$111,544,597.

**Section 2:** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 25<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 25<sup>th</sup> day of June, 2018.

  
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Peter B. Truax, Mayor



*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7, 8, &amp; 9.</u>
MEETING DATE:	<u>6-25-18</u>
FINAL ACTION:	<u>Reso 2018-58</u>

*Reso 2018-59*  
*Reso 2018-60*

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *June 25, 2018*

**PROJECT TEAM:** *Paul Downey, Administrative Service Director*

**SUBJECT TITLE:** *Resolutions to Adopt FY 2018-19 Budget, Make Appropriations for FY 2018-19, and Levy Property Taxes for FY 2018-19*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

**ISSUE STATEMENT:** The Budget Committee approved the Proposed FY 2018-19 Budget of \$111,380,097 on May 17, 2018. The City Council now needs to adopt the FY 2018-19 Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2018-19, and make the appropriations that set the legal expenditure level in each fund.

**BACKGROUND:** Staff is proposing the following three changes to the Approved Budget:

- Increase in Professional Services in the Light and Power Fund of \$30,000 to carryover consulting services that will not be completed by June 30, 2018, to FY 2018-19. On the revenue side, Beginning Fund Balance was increased by that amount since the expenditures will not be paid by June 30, 2018.
- Increase in Professional Services in the Water Fund of \$72,500 to carryover consulting services that will not be completed by June 30, 2018, to FY 2018-19. On the revenue side, Beginning Fund Balance was increased by that amount since the expenditures will not be paid by June 30, 2018.
- The City’s approved purchase of one-half of the lot that the Fire District owns at Gales Creek will probably not be completed by June 30, 2018, so funds to complete the purchase were carried over to FY 2018-19 in the Fire Equipment Replacement Fund. On the revenue side, Beginning Fund Balance was increased by that amount since the expenditures will not be paid by June 30, 2018.

The Approved Budget increases by \$164,500 after the above changes so the City Council will be asked to adopt a total budget for FY 2018-19 of \$111,544,597. Staff has prepared the necessary resolutions for the Council’s consideration.

**FISCAL IMPACT:** The fiscal impact of the changes has been discussed above.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolutions to adopt the FY 2018-19 Budget, levy the taxes approved by the Budget Committee for FY 2018-19, and establish the legal appropriations for FY 2018-19.

**ATTACHMENT(s):** Resolutions Adopting Budget for Fiscal Year Commencing July 1, 2018, and Ending June 30, 2019; Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2018, and Ending June 30, 2019; and Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2018, and Ending June 30, 2019

A public meeting of the City of Forest Grove City Council will be held on Monday, June 25, 2018, at 7:00 pm at Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018, as approved by the City of Forest Grove Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. or online at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Paul Downey, Director of Administrative Services Telephone: 503-992-3200 Email: [pdowney@forestgrove-or.gov](mailto:pdowney@forestgrove-or.gov)

## FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2016-2017	Adopted Budget This Year 2017-2018	Approved Budget Next Year 2018-2019
Beginning Fund Balance/Net Working Capital	46,286,728	47,774,810	53,857,474
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	39,578,028	36,810,047	34,512,668
Federal, State and all Other Grants, Gifts, Allocations and Donations	5,236,864	6,181,983	6,389,491
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	3,984,169	3,859,580	4,896,082
All Other Resources Except Current Year Property Taxes	1,374,547	2,611,986	3,036,175
Current Year Property Taxes Estimated to be Received	7,865,690	8,228,182	8,688,207
<b>Total Resources</b>	<b>104,326,026</b>	<b>105,466,588</b>	<b>111,380,097</b>

## FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	19,700,023	21,760,546	22,966,378
Materials and Services	27,334,230	28,893,528	25,309,570
Capital Outlay	4,265,296	21,029,192	24,649,918
Debt Service	908,415	856,937	729,351
Interfund Transfers	2,695,092	2,000,263	3,215,362
Contingencies		5,014,602	5,146,250
Special Payments		0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	49,422,970	25,911,520	29,363,268
<b>Total Requirements</b>	<b>104,326,026</b>	<b>105,466,588</b>	<b>111,380,097</b>

## FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \*

Name of Organizational Unit or Program FTE for that unit or program			
Administration	10,433,829	10,200,898	11,780,136
FTE	27.53	30.55	31.05
Public Safety	10,858,568	11,437,470	12,080,333
FTE	57.00	58.00	59.00
Community Services	5,143,992	3,480,132	3,532,791
FTE	31.80	31.12	31.12
Public Works	46,760,290	50,388,304	53,044,598
FTE	29.61	29.89	29.89
Light & Power	24,265,279	23,745,659	23,711,040
FTE	26.36	25.66	23.66
Not Allocated to Organizational Unit or Program	6,864,068	6,214,125	7,231,199
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>104,326,026</b>	<b>105,466,588</b>	<b>111,380,097</b>
<b>Total FTE</b>	<b>172.30</b>	<b>175.22</b>	<b>174.72</b>

## STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \*

The Proposed FY 2018-19 will be similar to the current year with the renewal of the five-year Local Option Levy by the voters through June 30, 2023. Overall proposed services in the coming fiscal year will be similar to the current year with limited staff increases proposed in the General Fund. The Fire Department is proposing an additional firefighter and Administrative Services Department in the General Fund is proposing increasing an 0.50 FTE Administrative Specialist to 1.0 FTE. Police staffing proposed includes converting an authorized police officer position previously fully funded by TriMet to a position fully funded by the City and assigning that position to patrol duties. The Light and Power Fund (L&P) is decreasing by 2.0 FTE due to restructuring in the engineering section of that department now that 2 large substation projects are nearing completion. Future L&P engineering projects will be contracted out when needed. For capital projects, the principal focus will be on project design with the construction of those projects to occur in future years. Two projects are scheduled for construction in FY 2018-19: 1) the expansion of the culvert on Hawthorne Street near 23rd Avenue, and 2) a repair of land near Forest Glen Park as a result of erosion from stormwater runoff. For more detailed information, please go to the FY 2018-19 Proposed Budget for the City of Forest Grove on the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov).

## PROPERTY TAX LEVIES

	Rate or Amount Imposed 2016-2017	Rate or Amount Imposed This Year 2017-2018	Rate or Amount Approved Next Year 2018-2019
Permanent Rate Levy (rate limit 3.955 per \$1,000)	3.9554	3.9554	3.9554
Local Option Levy	1.60	1.60	1.60
Levy For General Obligation Bonds	0	0	0

## STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	0	0
Other Bonds	0	0
Other Borrowings	6,059,030	0
<b>Total</b>	<b>6,059,030</b>	<b>0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

Date: JUNE 25, 2018

Agenda Item: 7.

Subject: PUBLIC HEARING AND RESOLUTION NO. 2018-58 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019

# CITY COUNCIL MEETING

## Request to Testify at Public Hearing

**Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign-in for the Public Hearing prior to the meeting. The Mayor or presiding officer will review the complete hearing instructions prior to testimony. The Mayor or presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Mayor and Council, please move to the witness table (center front of the room). Each person should speak clearly into the microphone and must state their first and last name and provided a mailing address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the Mayor or presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.**

*Please sign-in below to testify.*

**PROPONENTS:**                      *(Please print legibly)*

**First & Last Name:**

**Address:**

**City, State & Zip Code:**

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**OPPONENTS:**                      *(Please print legibly)*

**First & Last Name:**

**Address:**

**City, State & Zip Code:**

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**OTHERS:**                              *(Please print legibly)*

**First & Last Name:**

**Address:**

**City, State & Zip Code:**

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