

RESOLUTION NO. 2019-33

**RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020**

WHEREAS, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2019, pursuant to the provisions of Oregon Local Budget Law; and

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

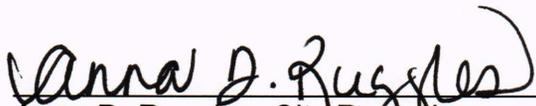
WHEREAS, a hearing has been held before the City Council as required by law and it appears to the Council that the Approved Budget as changed by the City Council should be adopted.

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

Section 1. That the City Council hereby adopts the FY 2019-20 Budget approved by the Budget Committee of the City of Forest Grove in the amount of \$120,189,718.

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

PRESENTED AND PASSED this 24th day of June, 2019.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of June, 2019.



Peter B. Truax, Mayor



<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	9., 10. & 11.
MEETING DATE:	06/24/2019
FINAL ACTION:	RESO 2019-33
	RESO 2019-34
	RESO 2019-35

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *June 24, 2019*

PROJECT TEAM: *Paul Downey, Administrative Service Director*

SUBJECT TITLE: *Resolutions to Adopt FY 2019-20 Budget, Make Appropriations for FY 2019-20, and Levy Property Taxes for FY 2019-20*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

ISSUE STATEMENT: The Budget Committee approved the Proposed FY 2019-20 Budget of \$120,237,091 on May 9, 2019. The City Council now needs to adopt the FY 2019-20 Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2019-20, 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 Capital Outlay in the Water Fund of \$125,000 for the replacement of a flow meter on the 24-inch pipe from the Joint Water Commission (JWC) plant to the City’s distribution system. The meter is not reading correctly so the City is not correctly recording the amount of water it is receiving from the JWC plant. This issue was not known when the budget was prepared and the flow meter needs to be replaced. The funds for this project will come from Water Fund Reserves.
- Increase in Professional Services in the Building Permits Fund of \$12,000 to scan large plans that need to be retained by the City and an increase in Building Permits Fund Capital Outlay for making changes to the building inspectors’ work areas to improve their working area. The funds for these changes will come from Building Fund Reserves.
- Corrections to Engineering Personnel Services due to a calculation error when personnel services were budgeted. The correction lowers Engineering Personnel Services by \$47,373. The correction was made as it reduces the amount of the General Fund Support Services charge paid to the General Fund by the Water, Sewer, Street, and Surface Water Management Funds. Ending Fund Balances in all of the funds affected by the correction were increased by the amount of correction applied to each of the funds.

After working with Bonneville Power Administration for the last few years, Light and Power has received approval from BPA to install a feeder line from Filbert Street Substation to the Thatcher Substation. The new line will fix the brief outages that are caused by issues from the BPA line from Tillamook as the new feeder line will receive power from the BPA line from McMinnville. An initial estimate of the cost of the project is about \$900,000. The project is expected to take two years and will involve changes to the Filbert Substation, the installation of the power line, and the replacement of about 100 poles along the route. Staff is not asking for additional budget resources as the project will be completed by deferring other maintenance projects that can be safely delayed, some of the poles along the route were already budgeted to be replaced, and existing funds for outside design services are already in the Budget.

The Adopted Budget decreased by \$47,373 to \$120,189,718 after the above changes. Staff has prepared the necessary resolutions, which incorporate the changes in this memorandum for 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 2019-20 Budget, levy the taxes approved by the Budget Committee for FY 2019-20, and establish the legal appropriations for FY 2019-20.

ATTACHMENT(s):

Resolutions:

1. Adopting Budget for Fiscal Year Commencing July 1, 2019, and Ending June 30, 2020;
2. Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2019, and Ending June 30, 2020; and
3. Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2019, and Ending June 30, 2020

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Forest Grove City Council will be held on June 24, 2019, at 7:00 p.m. at the 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, 2019, 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. 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

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	50,549,917	53,857,474	61,594,958
Fees, Licenses, Permits, Fines, Assessments & Other Service	38,347,616	36,343,388	37,246,407
Federal, State and all Other Grants, Gifts, Allocations and	5,703,058	6,239,491	6,273,096
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	3,729,105	3,215,362	2,635,976
All Other Resources Except Current Year Property Taxes	3,021,186	2,130,127	2,447,446
Current Year Property Taxes Estimated to be Received	9,122,835	9,594,255	10,039,208
Total Resources	110,473,717	111,380,097	120,237,091

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	20,817,596	22,966,378	24,053,762
Materials and Services	23,894,793	25,309,570	26,502,788
Capital Outlay	5,180,446	24,649,918	25,760,941
Debt Service	856,948	729,351	851,460
Interfund Transfers	1,965,455	3,215,362	2,632,975
Contingencies		5,146,250	5,118,147
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditur	57,758,479	29,363,268	35,317,018
Total Requirements	110,473,717	111,380,097	120,237,091

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	11,189,907	11,780,136	12,428,780
FTE	30.55	31.05	31.05
Public Safety	11,066,029	12,080,333	13,178,570
FTE	58.00	59.00	60.00
Community Services	3,236,667	3,532,791	3,678,835
FTE	31.13	31.12	31.30
Public Works	52,022,816	53,044,598	59,397,726
FTE	29.89	29.89	29.64
Light & Power	25,283,771	23,711,040	24,577,334
FTE	24.66	23.66	22.66
Not Allocated to Organizational Unit or Program	7,674,527	7,231,199	6,975,846
FTE	0.00	0.00	0.00
Total Requirements	110,473,717	111,380,097	120,237,091
Total FTE	174.23	174.72	174.65

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 The Proposed Budget for FY 2019-20 is relatively unchanged for services included in the budget and the revenue sources to fund those services. Total staffing is almost unchanged although there are changes in some departments with the main changes being: 1) in the Police Department, conversion of a 1.0FTE vacant Administrative Sergeant's position to a 1.0 FTE Police Officer and adding 0.50 FTE of non-sworn support staff; 2) removing a 1.0 FTE vacant Operations Superintendent in the Light & Power Department; and 3) adding 0.5 FTE to the Fire Department Logistics Technician with the funding for that increase mostly coming from other fire agencies. Major capital projects include repairing and increasing surface water drainage capacity on Hawthorne Street and the repair of sewer and surface water issues in Forest Glen Park. For more detailed information, please go to the FY 2019-20 Proposed Budget on the City's website at www.forestgrove-or.gov.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2017-18	Rate or Amount Imposed This Year 2018-19	Rate or Amount Approved Next Year 2019-20
Permanent Rate Levy (rate limit \$3.9554 per \$1,000)	3.9554	3.9554	3.9554
Local Option Levy	1.60	1.60	1.60
Levy For General Obligation Bonds			

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	
Other Bonds	\$0	
Other Borrowings	\$5,482,165	
Total	\$5,482,165	

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.
 150-504-073-2 (Rev. 02-14)

Date: JUNE 24, 2019

Agenda Item: 9.

Subject: PUBLIC HEARING AND RESOLUTION NO. 2019-33 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020

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:

OPPONENTS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

OTHERS: *(Please print legibly)*

First & Last Name:

Address:

City, State & Zip Code:

Please continue on Page 2: