

# City of Fairview

Adopted Budget  
Fiscal Year  
2009-10



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**CITY OF FAIRVIEW, OREGON  
FISCAL YEAR 2009-10**

**BUDGET COMMITTEE**  
Council Members:

Mike Weatherby, Mayor  
Barbara Jones, Council President  
Larry Cooper, Councilor  
Lisa Barton Mullins, Councilor  
Steve Owen, Councilor  
Ken Quinby, Councilor  
Balwant Bhullar, Councilor

Citizen Members:

Kitty Fudge  
Todd Johnsen  
Jack McGiffin  
Nancy Murdick  
Roger Vonderharr  
Dan Kreamier  
Michael Kelley

Prepared by:

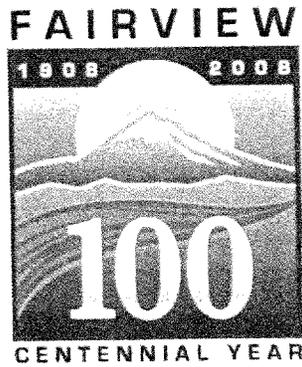
Joseph Gall, City Administrator  
Samantha Landau, Finance Director  
Yelena Fawcett, Accountant

City Administrator/Department Heads:

Joseph Gall, City Administrator  
Samantha Landau, Finance Director  
Ken Johnson, Police Chief  
Bob Cochran, Public Works Director  
John Gessner, Community Development Director



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**2009-10 BUDGET MESSAGE**  
**City of Fairview, Oregon**  
**April 13, 2009**

Honorable Mayor Mike Weatherby  
Members of the Fairview City Council  
Members of the Budget Committee  
Fairview Citizens

As required by Chapter 294, Sections 294.305 to 294.520 of the Oregon Revised Statutes and Chapter 2.10, Section 2.10.010(B) of the Fairview Municipal Code, I am pleased to submit for your consideration the City of Fairview Proposed Budget for Fiscal Year 2009-10.

As City Administrator, this is my third proposed budget for the City of Fairview and certainly the toughest due to the current economic downturn within Oregon and the rest of our nation. Our revenues for the current fiscal year are projected to come in below our projections from one year ago, especially in intergovernmental revenue and license & permit categories. More importantly, all indications are that this economic recession will continue well into FY 2009-10. In order to address this situation, our leadership team has proposed a number of reductions within their departmental budgets that are short-term in nature. For example, the Fairview Police Department is planning to hold off hiring an officer for the current department vacancy until July 1, 2009 to maximize our beginning fund balance for this proposed budget.

While our financial situation is more challenging this year, we are still in relatively good shape compared with many of our governmental partners. This fact is a tribute to the hard work and dedication of both the City's elected officials and staff in moving this organization forward over the past seven years. We have tried to create a high-quality budget document for the Budget Committee, City Council and Fairview Citizens. The

proposed budget focuses on continuing our commitment to enhanced law enforcement and code enforcement activities, maintaining the City's stable financial position, expanding the public's understanding and involvement in our local government, and providing excellent customer service to Fairview citizens.

For the upcoming fiscal year, the budget for the General Fund totals \$8.67 million and is balanced as required by the statutory limits of Oregon budget law. Within the General Fund, Personnel Services represents 41.9% of the budget at \$3.6 million. Materials and Services represent 21.4% of the budget at \$1.8 million. Capital Outlay is budgeted at \$85,000 which represents less than 1% of the total budget. Debt Service, transfers, contingency and ending fund balances comprise the remaining 35.7% of the General Fund budget.

On the resource side, property taxes continue to be the largest single source of revenue representing 34.5% of the General Fund budget at \$1.8 million. The City's beginning fund balance is projected to be \$3.37 million, a decrease of \$762,408 from the prior fiscal year's budgeted amount. It is important to note that the total resources projected for FY2009-10 is only \$8.6 million compared to the \$9.8 million within the current budget year.

This proposed budget was developed using City Council goals, the Community Vision, and the Budget Guidelines. As in past years, this budget was prepared around the following budget philosophy:

- Contain costs wherever possible
- Ensure financial stability for future years
- Attempt to maintain current service levels and assets

### **FY2009-10 Budget Highlights**

The total city budget is \$18,052,514. This is a 25.5% decrease compared to FY2008-09. Total full-time equivalent (FTE) positions are 38.5, a decrease from 40.5 positions over the past budget period. Although the number of FTEs has decreased, it is important to highlight the following staff changes within this proposed budget:

- Elimination of the Accountant 1 position within the Administration/Finance Department. In addition, temporary help is limited to no more than 20 hours per week.
- Elimination of the full-time Code Compliance Assistant position. In addition, adding a temporary help position to assist the current Assistant planner/Code Compliance position as needed to prevent backlog.

The increases in Personnel Services expenses can be largely attributed to the contractual cost of living increase of 2.5% for the Fairview Police Officer's Association members. Members of the Teamsters bargaining unit and non-represented staff are scheduled to receive no additional cost of living increase within this proposed budget.

## **Proposed Staff Changes**

In the Administration/Finance Department, we are proposing to defer budgeting for the vacant Accountant position for at least one year as we determine the needs of the Finance Department. In addition we are reducing the current temporary full-time position down to a half-time position. As we implement the new finance software system, we will identify the skills this position should have and budget for it accordingly in future years.

We initially proposed the addition of a Public Affairs Intern for the summer months. Over the past few years, the City has been enhancing a number of our existing community events such as the Chili on the Green festival and NeighborFairs, as well as adding significant new events such as the Flicks in the Park summer movie series, Big Truck Day and National Night Out. In order to adequately plan for these events that are growing in popularity with our citizens, we again proposed this temporary seasonal addition to staff. Last year the City hired two college interns whose help with these events was crucial to their success. For FY 2009-10, we proposed reducing the hiring to one intern. There are two reasons for this proposed reduction. First, we have canceled this year's Flicks in the Park events due to the economy and relative high costs for the events. The second reason is that our two interns from last summer did an excellent job of creating checklists for future interns to follow making the planning for our remaining events easier. This was also an opportunity to provide an excellent chance for a talented college student to gain professional experience. It is important to remember that the City will continue to seek private sponsorship and grants as we have in the past to help offset costs associated with the majority of these community events. Despite the justifications of needing interns within the Administration department, due to budget reductions the filling of this position was deferred.

The third proposed staff change was within the Fairview Police Department. In FY 2002, the Fairview Police Department had ten commissioned officers. Since that time the department has added four additional officers and two civilian positions but has not increased the supervisory staff. The department proposed the promotion of a current patrol position to a Sergeant position in order to provide two supervisors on the night shift seven days a week as well as the designation of a day shift sergeant position. The day shift sergeant position would have been an Administrative Sergeant who would assist the Chief in Fleet Management, Grant Coordination, Emergency Management, Investigations Supervisor, School Resource Officer Program Manager-liaison with Reynolds, Crime Prevention Manager, Police Records, Amber Alert Coordination, Sex Offender Notification, and on-going budget monitoring. There are many facets to running a police department beyond responding to emergency calls and patrolling. The Administrative Sergeant would have provided the opportunity for the Police Chief to be out in the community actively working with officers and citizens. Due to budget reductions this request was deferred.

The fourth proposed staff change was within our Community Development Department. The current fiscal year budget included the addition of one Code Compliance Assistant to the program. This was done in response to the City Council goal related to development

of an effective code enforcement program. The City has made significant progress over the past few years in improving our Code Enforcement program. During the current fiscal year, we have made progress addressing a substantial backlog of casework in this program area. The original proposal was for this position to be funded for an additional year; however, due to budget reductions it was deferred. The City Administrator and Budget Officer designated \$20,000 in temporary help to assist the Community Development Department to obtain assistance when needed in order to prevent an additional build up of code compliance issues.

The downturn in the housing markets and economy in general has hit every citizen, as well as the local governments that serve those citizens. Fairview is not immune to the impacts of citizens losing their jobs, builders no longer building, and commercial businesses tightening their spending. For this reason, budgeted resources are decreased rather than increased and expenditures have been decreased to meet that change. The City attempted to keep as many programs and services as possible; however, some cuts were required. Looking forward to future years, more cuts may be necessary if resources do not rise to meet expenses. City Staff will continue to make a concentrated effort to operate efficiently and to increase revenues and decrease expenditures whenever possible.

### **So Where Does the General Fund Money Go?**

The table below compares the adopted FY2008-09 budget for the General Fund and the proposed FY2009-10 budget for the General Fund by department:

DEPARTMENT	Adopted Budget FY2008- 09	Approved Budget FY2009-10	% Change (Budget to Budget)
Administration/Finance	\$1,436,240	\$1,273,139	-11.36%
Community Development	\$738,497	\$584,847	-20.80%
Public Safety	\$2,680,353	\$2,639,628	-1.52
Public Works	\$1,114,323	\$1,084,136	-2.71%
<b>Subtotal</b>	<b>\$5,969,413</b>	<b>\$5,581,750</b>	<b>-6.50%</b>
Reserves & Transfers	\$3,859,616	\$3,097,699	-19.74%
<b>Total</b>	<b>\$9,829,029</b>	<b>\$8,679,449</b>	<b>-11.70%</b>

The General Fund is the chief operating fund for the City and is used for most financial activity that is not accounted for in other, more specialized, funds. As detailed in the table above, the City is proposing budget reductions in both the Administration/Finance and Community Development Departments in comparison to the current year. Overall, the City is proposing a significant reduction (-6.49%) in the budget for these four main departments of the General Fund.

## **Financial Reserves**

As part of the budget process, the City Council approved a set of budget guidelines to guide in budget preparation. The guidelines are included at the end of this letter for your review. These guidelines were developed to ensure the long-term financial viability of the City of Fairview. Of particular importance are the following guidelines:

- Emergency Contingency- 5% of operating expenditures
- Operating Fund Balance- 10% of operating expenditures
- Maintenance of Structures- Facilities Maintenance Fund
- Equipment Replacement Fund

The *Emergency Contingency* is again fully-funded at \$560,675 in this proposed budget. This contingency is for unanticipated expenditures. These are expenditures that cannot be anticipated at the time of the creation of the budget (i.e. natural disaster, large increases in energy costs, etc.) This is considered a minimum amount and requires City Council approval for use.

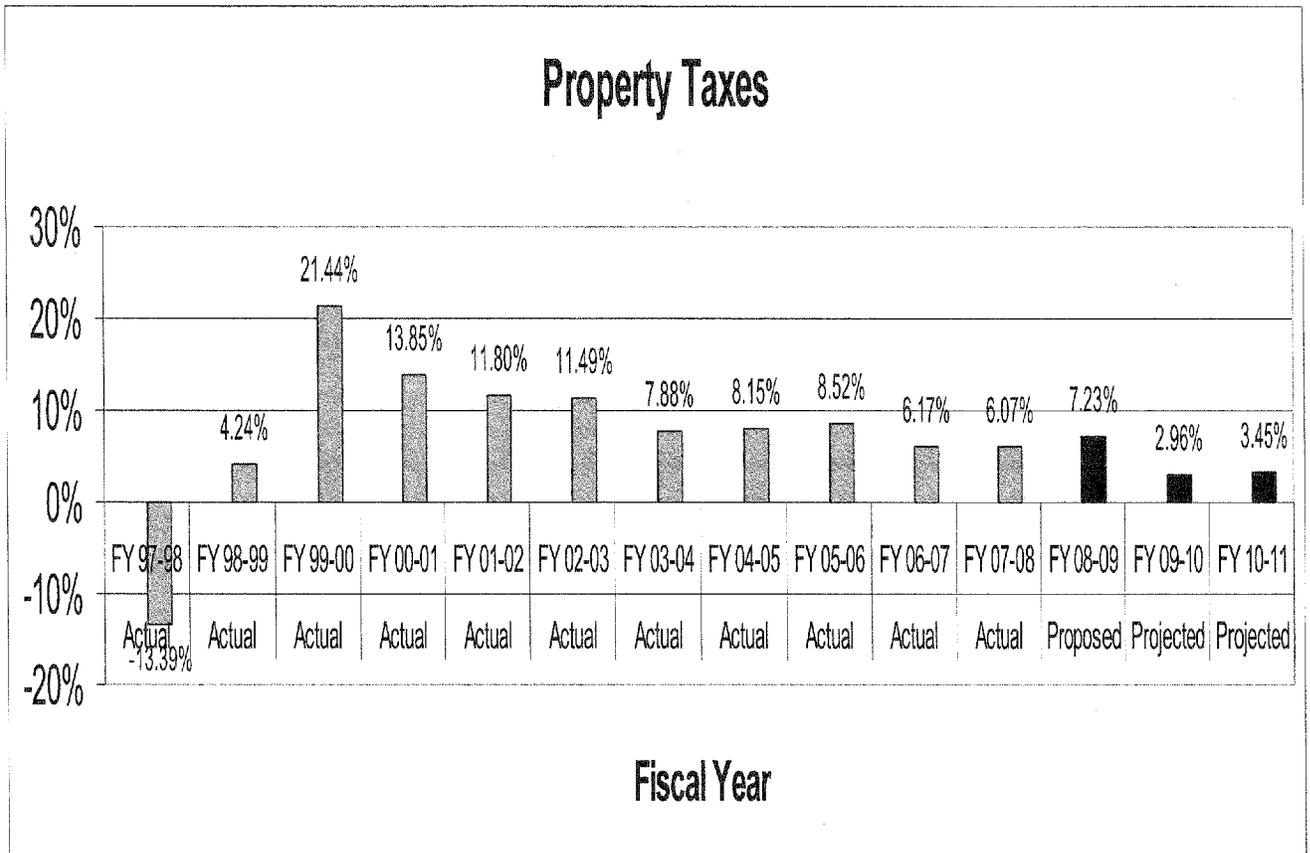
The *Operating Fund Balance* is also over funded at \$2.5 million (of this \$841,012 is designated for Operations and \$1.6 million is undesignated which requires City Council approval for use). This fund balance is necessary within the General Fund to ensure that the City has the minimum cash flow necessary to operate from July through November of each year (tax receipts begin to arrive in November). If the City did not have this fund balance, it would be necessary to issue Tax Anticipation Notes (short-term borrowing-incurring additional interest expenses) to ensure sufficient cash flow throughout the year.

The *Facilities Maintenance Fund* was created in FY 2004-05. It was set up to ensure the City has adequate cash reserves to repair or replace large maintenance items in City Hall and the Community Center. As our facilities age, they will require both predictable and unforeseen maintenance. Each year, the City strives to set aside cash in a reserve for the eventual replacement of items such as HVAC systems, roofs, paint, carpet, and any large facility items that need replacement. This year, the General Fund will transfer zero dollars to this fund due to budget reductions. There are no scheduled expenditures this year; however, \$15,000 is budgeted in the event of unforeseen costs.

The *Equipment Replacement Fund* was established to ensure the City has adequate cash reserves to replace City equipment and vehicles. Each year the City sets aside cash for the future replacement of equipment, vehicles, computers and radios. This year staff again analyzed city computer equipment needs and additional dollars were set aside to replace outdated computer and network equipment. This fund eliminates the expenditure spikes that occurred in prior years and provides the City with adequate cash to purchase equipment and vehicles as it depreciates. Scheduled expenditures this year include several computers, a new security system for City Hall, a new integrated Financial Software System, and equipment for public works.

## Revenues

When talking about the City's General Fund, it is important to discuss the importance of property taxes. Excluding beginning fund balance and transfers, property taxes make up approximately 35% of the General Fund Operating Revenues. As mentioned earlier, the City had been experiencing soaring growth in the late 1990's, but that growth has been on a steady decline over the past several years. This chart displays the percentage increase in property tax revenue over the past several years (blue denotes actual and black denotes projected).



Residential growth has slowed significantly, which in turn has and will continue to limit increases in property tax revenue. As we have begun to reach residential build-out, residential property tax increases have dwindled to the 3% growth allowed under Measures 47/50. It continues to be critical for the City to encourage commercial and industrial development as a strategy for bringing in additional property tax resources.

For comparison purposes, the table below provides information on General Fund resources and projected differences for FY2009-10.

<b>Resources</b>	<b>FY2008-09 Adopted Budget</b>	<b>FY2009-10 Approved Budget</b>	<b>Dollar Increase (Decrease)</b>	<b>% Change Budget to Budget</b>
Beginning Cash Balance	\$4,133,165	\$3,370,757	(\$762,408)	-18.45%
Taxes	\$1,813,693	\$1,939,765	\$126,072	6.95%
Franchise Fees	\$654,131	\$681,071	\$26,940	4.12%
Licenses & Permits	\$308,815	\$149,315	(\$159,500)	-51.64%
Intergovernmental Revenue	\$738,927	\$736,460	(\$2,467)	-0.33%
Charges for Services	\$41,450	\$42,450	\$1,000	2.41%
Fines & Forfeitures	\$280,210	\$276,187	(\$4,023)	-1.44%
Other Resources	\$208,568	\$114,760	(\$93,808)	-44.98%
Transfers In	\$1,650,070	\$1,368,684	(\$281,386)	-17.05%
<b>Total Resources</b>	<b>\$9,829,029</b>	<b>\$8,679,449</b>	<b>(\$1,149,580)</b>	<b>-11.70%</b>

Budgeted beginning cash balance decreased \$762,408, an 18.45% decrease from the prior year. (Most of this decrease is due to the utilizing of savings to retire the debt on City Hall during the FY 2008-09).

### **So what does this mean?**

Property taxes are projected to increase by \$126,072 representing 6.95% over the prior year. As mentioned earlier, as residential growth decreases and the City reaches build out, increases in property tax revenue will also dwindle. The increased number of home foreclosures will also impact the amount of property tax revenues collected.

The large decrease in the License & Permit category is due to the continuing slowdown in the building industry that is expected to continue in Portland metropolitan area in the coming year. The decrease in Intergovernmental Revenue is largely due to the reductions in various state shared revenues and the Multnomah County Business Income Tax.

The City saw significant decreases in revenues during FY 2008-09 and as a result we have budgeted FY 2009-10 anticipating that trend to continue.

### **Expenditures**

Because of the historical trend of the City to be fairly risk averse and planning reserves for future downturns, the City is positioned fairly well to absorb some of the shortfall between Revenues and Expenditures for FY 2009-10 utilizing reserves. However, this is

not a position the City can sustain beyond a year or two. For that reason, the City will focus on maximizing revenues and decreasing expenditures.

For comparison purposes, the table below provides information on General Fund expenditure categories for FY2009-10 compared to last year:

<b>Expenditures</b>	<b>FY2008-09 Adopted Budget</b>	<b>FY2009-10 Proposed Budget</b>	<b>Dollar Increase (Decrease)</b>	<b>% Change (Budget to Budget)</b>
Personnel Services	\$3,681,387	\$3,637,396	(\$43,991)	-1.19%
Materials & Services	\$2,154,051	\$1,859,354	(\$294,697)	-13.68%
Capital Outlay	\$133,975	\$85,000	(\$48,975)	-36.56%
Transfers	\$875,000	\$25,000	(\$850,000)	-97.14%
Contingency	\$250,000	\$560,675	\$310,675	124.27%
Ending Fund Balance	\$2,734,616	\$2,512,024	(\$222,592)	-8.14%
<b>Total</b>	<b>\$9,829,029</b>	<b>\$8,679,449</b>	<b>(\$1,149,580)</b>	<b>-11.70%</b>

The City has budgeted operating expenditures (does not include Contingency or Ending Fund Balance) 7.5% lower than FY 2008-09 due to the decrease in resources. All items that were temporarily suspended from the budget were reviewed for their impact on citizens and with fiscal responsibility in mind.

### **Other Funds**

Most of this budget message has focused on a discussion of the City's General Fund. It is important to focus on this fund since it represents the majority of our funding concerns. However, the City has several other vital funds.

#### ***Street Fund***

This fund continues to fund routine maintenance of our local streets and pays for capital projects (e.g. pavement overlays). The fund is stable with monies being set aside for future projects.

#### ***Utility Funds (Water, Sewer, Storm water)***

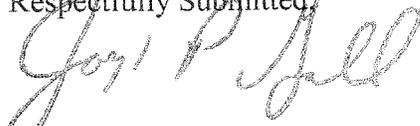
The water fund continues to struggle with expenses nearly equal with revenues while attempting to maintain the quality of its infrastructure. A major construction project (Proposed Well #9) is scheduled to be started this fiscal year. The water fund does adequately meet the day-to-day needs necessary to provide safe drinking water to our residents. Changes due to the new cost allocation will allow this fund to become more stable in the future. The sewer fund continues to meet the obligations necessary to operate with our current obligations. The storm water fund will meet current needs and requirements.

## **Appreciation**

This proposed budget has benefited from the input of all staff, the Budget Committee, the City Council and the citizens of Fairview. I want to acknowledge their creative energy and teamwork and thank staff, the City Council, and citizen committee members for their continued dedication to the City of Fairview.

I would like to give special recognition and thanks to Samantha Landau, Finance Director and Yelena Fawcett, Accountant for their excellent work and efforts at assisting in putting this proposed budget together. It is truly a pleasure to work with such professional and competent staff members and this proposed budget would never come together without their assistance.

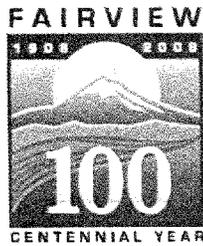
Respectfully Submitted,



Joseph P. Gall  
City Administrator



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## City of Fairview Financial Guidelines Fiscal Year 2009-10

- 1) The City shall maintain a general fund *emergency contingency* funded at a minimum of 5 percent of general fund operating expenditures. This contingency is for unexpected expenditures that staff could not have known about at the time the budget was prepared.
- 2) The City shall maintain a general fund *operating fund balance* funded at a minimum of 10 percent of operating expenditures. This will help maintain the minimum cash flow necessary to ensure the City will not need to issue Tax Anticipation Notes (short-term borrowing).
- 3) The City shall recognize that the beginning fund balance is a one-time, non-recurring resource. To the extent feasible, one-time resources will be applied toward one-time expenditures. This application will ensure a balance between current, recurring revenues and expenditures. It also should help to ensure a stable ending fund balance.
- 4) The City shall, to the extent feasible, balance current (recurring) revenues and current (recurring) expenditures. Fund balance shall not be used to pay for ongoing revenues and expenditures.
- 5) The City will maintain a policy of aggressively collecting accounts receivable whereby after City staff has exhausted all in-house collection alternatives, accounts are assigned to a private collection agency.
- 6) The City's general fund shall not pick up any expenditure that can be attributed or charged to another fund. This is achieved through an administrative charge to the various funds. This policy will help to maintain the long-term stability of the general fund.
- 7) The City shall review utility rates every two years *prior to the budget process*. Fees will be set to recover the total cost associated with the service provided.
- 8) The City will maintain its infrastructure at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. It shall be the goal of the City not to defer maintenance of infrastructure.
- 9) Equipment replacement costs for vehicles and public works equipment will be charged to all funds on a uniform and equitable basis. The amount will be based on the replacement cost of each fund's capital assets.

# GENERAL FUND

(2009-2010 Budget)

## Fund 1 /Dept. 1 General Fund Revenues

### FUND PURPOSE

The General Fund provides funding for Police and Fire services, Community Development, Public Works personnel, Public Works Operations (not specifically associated with water, sewer, stormwater or streets) including Parks maintenance, the Community Center and General Administration. This fund accounts for all government operations not separately accounted for in another fund.

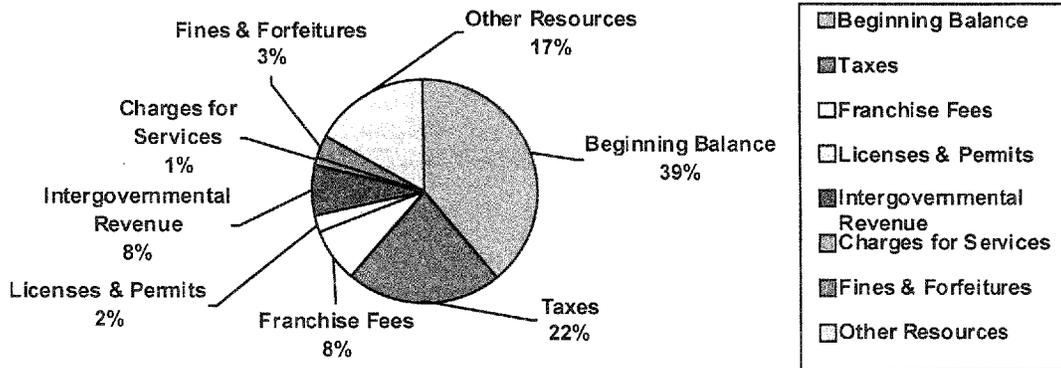
### WHO MANAGES THE FUND

The Budget Officer manages the resources (revenues) of the General Fund while the individual departments are responsible for the expenditures as they relate to each department.

### FUNDING SOURCES

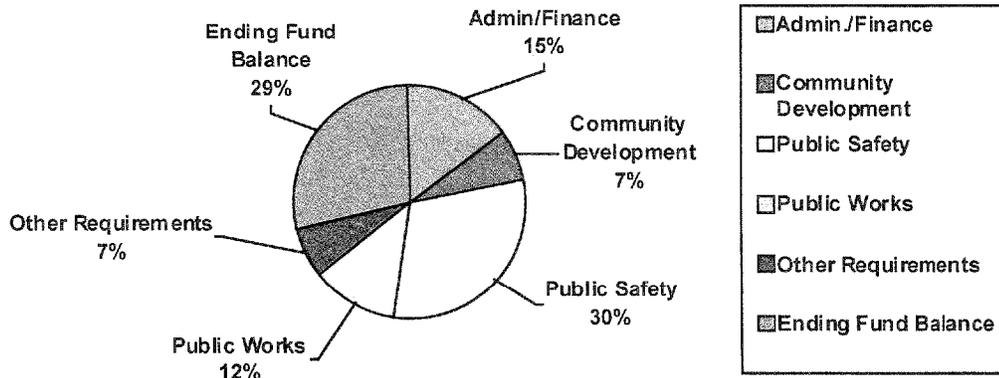
Funding for the General Fund is accomplished through a wide variety of resources. These resources include property taxes, beginning cash carryover, franchise fees, licenses and permits, intergovernmental revenue, charges for services, fines, and other resources. Although these resources are major contributing elements, property taxes remain the predominant funding source.

*Where the Money Comes From:*



Total Revenue: \$8,679,449

*Where the Money Goes:*



Total Expenditures: \$8,679,449

#### **CURRENT ISSUES**

A continuing challenge facing the City is providing and paying for Public Safety Services. In 2005, the City re-negotiated an intergovernmental agreement (IGA) with the City of Gresham to continue to provide Fire Service. This ten-year agreement includes cost increases of over \$437,000 over the ten-year period. The cost of fire service for FY 2008-09 was \$665,231 and will increase to \$688,514 in FY 2009-10.

Another Public Safety challenge is paying for the costs of 911 Center (Bureau of Emergency Communications) services. The City of Portland provides 911 dispatch services to the City through an intergovernmental agreement. The City intends to attempt to negotiate a new long-term agreement, which would include reasonable and predictable rate increases each year. The budgeted cost of BOEC services for FY 2009-10 is \$220,422.

As the economy has declined, the City is experiencing significant declines in economic based revenues such as the Business Income Tax and State Shared Revenues. The decline in the housing market has caused building permit based revenues to dwindle. Since resources are the fuel to support critical public services, the task is to continue to explore appropriate additional revenue sources. Available resources will continue to be used in a prudent manner to consider the community service needs of today and tomorrow.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Maintaining a viable cash carry-over balance is an integral aspect of financial stability. The cash carry-over (beginning fund balance) for FY 2009-10 is \$3.3 Million. Of this amount \$560,575 (5% of operating expenses) is designated for Emergency Contingencies and \$841,012 is designated for Operating Contingency (15% of operating expenses). The remaining \$1.6 million is the "rainy day" savings of the City and not anticipated to increase in the future, but rather to decrease. Maintaining a minimum cash flow is necessary to ensure the City will not need to issue Tax Anticipation Notes (short-term borrowing).
- In FY 2008-09, the city has continued to implement several new budget guidelines and internal controls to ensure the financial stability of the city.
- Successfully prepared and implemented new cost allocation system for the City.

#### **FUTURE GOALS AND CHALLENGES**

- Continue to provide a full range of city services (see individual department future goals and challenges).

#### **FUND STATUS (Overall)**

Please see the budget message for a complete discussion of the General Fund. In short, General Fund resources of the City of Fairview have historically increased year to year. However, with the recent downturn in the economy, the City is also experiencing a downturn in projected revenues. City staff has made a concentrated effort over the last four years to operate more efficiently and to increase revenues and decrease expenditures whenever possible.

ALL INDIVIDUAL FUNDS  
 BUDGET FOR FISCAL YEAR  
 2009-2010

DESCRIPTION OF RESOURCES AND EXPENDITURES

**GENERAL FUND (1): RESOURCES**

**RESOURCES**

<b>Beginning Fund Balance</b>	Estimate based on current information. Cash Carry Over (Ending Fund Balance) from prior year, includes Operating Contingency, Dedicated Funds for Traffic Safety.
<b>Property Taxes</b>	Current tax authority plus 3%, minus 6.5% non-collectible. The tax rate is \$3.4902 per thousand of taxable assessed value.
<b>Prior Year Property Taxes</b>	The City will receive prior year taxes to be paid in 2009-10.
<b>Pilot</b>	Payment in lieu of taxes – Housing Authority of Portland
<b>Hotel/Motel Tax</b>	6% tax on transient occupancy (Portland-Fairview RV Park).

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Franchise Fees

<b>Verizon</b>	Franchise Fee at 7.0% of Gross Receipts.
<b>PGE</b>	Franchise Fee at 3.5% of Gross Receipts plus 1.5% added in July 2005.
<b>NW Gas</b>	Franchise Fee at 5.94% of Gross Receipts.
<b>Refuse Companies</b>	Franchise Fee at 4.0% of Gross Receipts.
<b>Cable</b>	Franchise Fee at 5.0% of Gross Receipts.
<b>RWPUD</b>	Franchise Fee at 5.0% of Gross Receipts
<b>City Water</b>	Franchise Fee at 6.0% of Gross Receipts
<b>City Sewer</b>	Franchise Fee at 6.0% of Gross Receipts.
<b>City Storm Water</b>	Franchise Fee at 6.0% of Gross Receipts.

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<u>Licenses and Permits</u>	Based on anticipated activity.
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**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**General Fund (1)**

**GENERAL FUND (1)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
2,992,550.57	4,097,043.00	4,133,165	4,782,622		43010	BEG. FUND BALANCE		3,370,757	3,370,757	3,370,757
<u>TAXES</u>										
1,542,693.69	1,703,683.84	1,712,659	1,710,000		43104	PROP TAXES-CURRENT		1,831,402	1,831,402	1,831,402
43,638.56	19,979.26	38,414	48,000		43105	PROP TAXES-PRIOR		48,000	48,000	48,000
15,000.00	25,000.00	25,000	25,000		43106	PILOT		25,000	25,000	25,000
39,037.18	43,157.72	37,620	34,987		43110	HOTEL/MOTEL TAX		35,363	35,363	35,363
1,640,369.43	1,791,820.82	1,813,693	1,817,987		43113	TOTAL TAXES		1,939,765	1,939,765	1,939,765
<u>FRANCHISE FEES</u>										
41,151.11	20,886.47	28,993	26,094		43116	VERIZON TELEPHONE		27,543	27,543	27,543
227,720.80	259,584.37	259,580	285,777		43117	PORT. GEN. ELEC.		285,777	285,777	285,777
119,758.81	125,205.34	120,957	118,538		43118	N.W. NATURAL GAS		120,000	120,000	120,000
34,747.70	34,360.66	36,048	31,230		43119	REFUSE COMP		34,606	34,606	34,606
23,819.00	23,614.00	21,875	19,688		43120	CABLE		21,875	21,875	21,875
5,473.93	4,222.33	5,070	4,200		43130	RWPUD FRAN FEE		5,121	5,121	5,121
58,547.43	59,995.13	61,520	61,520		43132	CITY WTR FRAN FEE		63,058	63,058	63,058
87,926.00	94,187.15	95,066	95,066		43134	CITY SEWER FRAN FEE		97,443	97,443	97,443
23,548.15	25,001.88	25,022	25,022		43136	CITY STORM FRAN FE		25,648	25,648	25,648
622,692.93	647,057.33	654,131	667,134		43199	TOTAL FRAN. FEES		681,071	681,071	681,071
<u>LICENSES &amp; PERMITS</u>										
21,327.69	16,056.08	21,715	20,195		43201	BUSINESS LICENSES		21,715	21,715	21,715
373,660.75	136,266.51	150,000	106,983		43250	BUILDING PERMITS		75,000	75,000	75,000
50,878.25	21,837.75	41,500	38,595		43255	ELECTRICAL PERMITS		15,000	15,000	15,000
44,302.80	28,806.28	37,350	34,736		43265	PLUMBING PERMITS		15,000	15,000	15,000
45,846.00	20,684.90	45,000	41,850		43270	LAND USE PERMITS		10,000	10,000	10,000
21,637.40	4,707.54	6,000	5,580		43275	CET FEE		5,500	5,500	5,500
1,665.00	8,700.00	7,250	7,100		43280	BURGLAR ALARM PERM		7,100	7,100	7,100
559,317.89	237,059.06	308,815	255,038		43299	TOTAL LIC./PERM.		149,315	149,315	149,315

**GENERAL FUND (1): RESOURCES**

<b>School Resource Officer</b>	Contribution from Reynolds School District for School Resource Officer.
<b>Metro Reimbursement</b>	Reimbursement from Metro for cost of police patrol services at Chinook Landing and Blue Lake.
<b>Cigarette Tax</b>	Distribution based on population (9,735).
<b>Liquor Tax</b>	Distribution based on population (9,735).
<b>Revenue Sharing</b>	Based on percentage trends in per capita liquor Tax distribution.
<b>Business Income Tax</b>	Distribution based upon County's estimated figures for business income.
<b>911 Tax</b>	Distribution based on population (9,735).
<b>Police Grants Fed &amp; State</b>	Grant for Police vests, COPS Grant, State Grants, Gang enforcement grant to hire one police officer
<b>OT Grant Reimbursement</b>	ODOT Grant to enforce Seat Belt and Child Restraint Laws, DUII Enforcement, School District OT
<hr/>	
<b>General Government Charges</b>	Fees paid for copies, notaries, maps, lien searches, sale of surplus equipment, cell tower lease & rental fees.
<b>Passport Processing Charge</b>	City is not providing passport services at this time.
<b>Fire Suppression Fee</b>	Fees collected from customers to offset a portion of Gresham Fire Suppression Contract.
<hr/>	
<b>Fines and Forfeitures</b>	Traffic citations and other ordinance violations.
<b>Abatement Fee</b>	Civil penalties from Municipal Court for code violations.
<b>Diversion Fee</b>	Traffic Safety Program- Fees to pay costs of administering Diversion Program and other Traffic Safety Supplies
<hr/>	
<u>Other Resources</u>	
<b>Interest</b>	Interest on Investments.
<b>Community Center Rent</b>	Rental Fees for Community Center.
<b>Gifts &amp; Donations</b>	Event donations/other donations.
<b>Transfers</b>	Transfers from other funds reflect overhead charges allocated to street, water, sewer, and storm water funds as well as rent expense for work space in City Hall

**GENERAL FUND (1): Resources**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<i>INTERGOVERNMENTAL REVENUE</i>										
36,528.01	66,143.59	65,281	66,019		43310	SRO REYNOLDS S.D.		67,748	67,748	67,748
25,796.46	26,323.52	27,114	25,216		43314	METRO REIMB.		28,239	28,239	28,239
17,314.19	15,865.56	17,360	16,145		43321	CIGARETTE TAX		13,142	13,142	13,142
100,691.14	109,967.72	99,364	92,409		43322	LIQUOR TAX		117,209	117,209	117,209
61,392.07	62,741.28	61,699	57,380		43324	REVENUE SHARING		57,689	57,689	57,689
410,424.00	475,503.00	352,965	328,257		43339	BUS. INCOME TAX		301,785	301,785	301,785
44,029.15	0.00	0	0		43340	FEDERAL GRANT PROC.		0	0	0
50,586.13	61,661.87	45,596	42,404		43343	911 TAX		50,038	50,038	50,038
866.75	0.00	1,000	1,000		43346	POLICE GRANT FED/STATE		1,000	88,110	88,110
108,840.84	63,889.98	68,548	63,750		43347	OT GRANT REIMBURS.		12,500	12,500	12,500
856,468.74	882,096.52	738,927	692,579		43399	TOTAL INTERGOVNMNT		649,350	736,460	736,460
<i>CHARGES FOR SERVICES</i>										
37,558.21	47,879.86	25,500	23,715		43410	GENERAL GOVERNMENT		26,775	26,775	26,775
7,140.00	3,960.00	0	0		43420	PASSPORT PROCESSING		0	0	0
15,405.62	15,541.37	15,950	14,834		43425	FIRE SUPPRESSION FEE		15,675	15,675	15,675
60,103.83	67,381.23	41,450	38,549		43469	TOTAL SERV. CHGS		42,450	42,450	42,450
<i>FINES &amp; FORFEITURES</i>										
238,265.34	261,090.88	257,500	237,975		43510	FINES & FORFEITURE		254,750	254,750	254,750
0.00	3,267.72	1,500	1,500		43512	ABATEMENT FEE		1,500	1,500	1,500
22,875.00	20,040.00	21,210	19,725		43520	DIVERSION FEE		19,937	19,937	19,937
261,140.34	284,398.60	280,210	259,200		43599	TOTAL F & F		276,187	276,187	276,187
<i>OTHER RESOURCES</i>										
176,894.90	189,096.80	170,000	98,000		43601	INTEREST		91,760	91,760	91,760
3,875.00	7,195.00	8,568	7,968		43602	COM CENTER REVENUE		8,000	8,000	8,000
11,173.40	24,169.84	30,000	27,900		43606	GIFTS & DONATIONS		15,000	15,000	15,000
0.00	0.00	0	0		43631	TRANS FR WATER-RENT		5,000	5,000	5,000
0.00	0.00	0	0		43633	TRANS FR SWR- RENT		5,000	5,000	5,000
0.00	0.00	0	0		43635	TRANS FR STR-RENT		5,000	5,000	5,000
0.00	0.00	0	0		43643	TRANS FR STW-RENT		5,000	5,000	5,000
551,781.00	535,592.04	535,592	457,592		43631	TRANS FROM WATER		456,376	456,376	456,376
560,595.00	558,258.00	558,584	353,046		43633	TRANS FROM SEWER		347,397	347,397	347,397
294,125.04	288,546.00	288,546	235,200		43635	TRANS FROM STREET		228,096	228,096	228,096
268,953.00	267,348.00	267,348	321,324		43643	TRANS FROM STORMWA		316,815	316,815	316,815
1,867,397.34	1,870,205.68	1,858,638	1,501,030		49995	TOT. OTH RESOURCES		1,483,444	1,483,444	1,483,444
8,860,041.07	9,877,062.24	9,829,029	10,014,139		49999	TOTAL RESOURCES		8,592,339	8,679,449	8,679,449

## **GENERAL FUND**

(2009-2010 Budget)

### **Fund 1/Dept. 10 Administration/Finance**

#### **THE PURPOSE**

The purpose of the Administration/Finance Department is the overall management of the City of Fairview. Included in this department are the functions City Administrator, City Recorder, Municipal Court, Finance, Information Technology, Central Support, Human Resources, Legal Support, and Public Information/Outreach.

#### **HOW IT'S MANAGED**

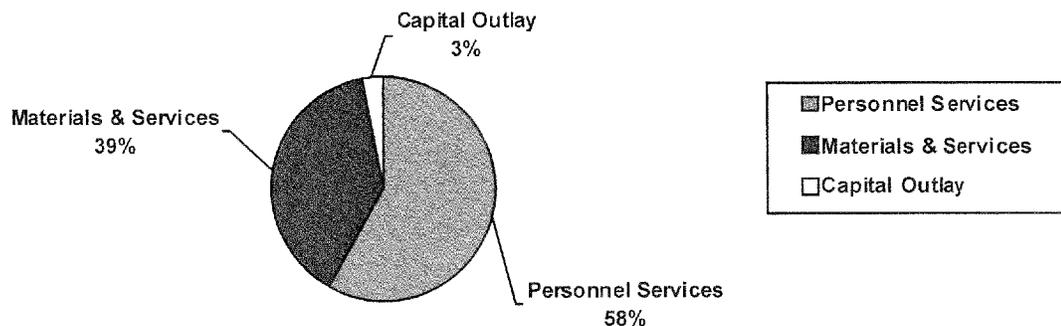
The City Administrator is responsible for managing the City and is the Budget Officer. The City Administrator is also responsible for all City Recorder, Human Resources, Legal Support, and Public Information/Outreach functions.

The Finance Director manages all aspects of accounting, budget, utility billing, municipal court, accounts payable/receivable, payroll, centralized data processing, information technology, computer training, and auditing.

#### **FUNDING SOURCES**

The funding sources for the Administration/Finance Department are the General Fund and other operating funds such as Water, Sanitary Sewer, Streets and Stormwater Funds, which provide funds to support the efforts of the department directly benefiting their operation.

*Where the Money Goes:*



Total Expenditures: \$1,273,139

#### **CURRENT ISSUES**

The Administration/Finance Department's continued challenge for FY 2009-10 is to balance decreasing resources with the critical needs of the community while supporting the financial accounting and management requirements and regulations of a growing city.

Over the past four years, the Administration/Finance Department has significantly improved all operational areas (Municipal Court, Audit, Budget, Risk Management, Payroll, Utility Billing and Information Technology) within the department. Finance staff has computerized operations, improved internal controls and customer service, increased staff education & training, and complied with the many State and Federal rules and regulations.

The City's existing financial software system was purchased approximately thirty years ago. It does not serve the needs of a twenty-first century municipal organization. The City has been allocating funds to replace this outdated, cumbersome and inadequate financial software system. In FY 2008-09 the City has begun to plan the replacement of this system. During FY 2009-10, the City anticipates actually making the purchases and going "live" with a new integrated financial software system.

The City is planning to significantly upgrade its webpage. This initiative will continue the progress made in FY 2007-08 of upgrading the City's newsletter. Both are important components of how the City communicates with its citizens, an important goal of both City Council and the City Administrator. Due to budget constraints the newsletter will be published quarterly during FY 2009-10.

The City will also have the capability to receive credit card payments from citizens via online, the phone, or in City Hall by the end of FY 2008-09.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Prepared and implemented new cost allocation system for the City.
- Continued to implement Automated Clearing House (ACH) capabilities for City funds transfers and debt payments; Implemented ACH filter and eCheck Block Service on bank account to protect City assets.
- Enhanced financial services to the citizens of Fairview through on-line bill pay and acceptance of credit/debit cards.
- Successfully issued Request for Proposals for a new auditing firm. The City chose Dickey and Tremper, LLC and hopes to receive its first *Government Finance Officer's Association Award* for Comprehensive Annual Financial Report and Budget Presentation.

#### **FUTURE GOALS AND CHALLENGES**

- Purchase and implement new integrated financial operating system for the City of Fairview.
- Implement video streaming technology for public meetings such as City Council and Planning Commission.
- Generate adequate resources to meet operating expenditure needs.

#### **STATUS (Department Budget)**

The Administration/Finance Department realizes that as financial transactions continue to increase and the City becomes more complex, the City must continue to work smarter and use technology to leverage the current staff. In all cases, the Finance Director will be fiscally responsible and spend no more than is needed to administer effective departmental operations as approved by the City Council and City Administrator.

**GENERAL FUND (1) – ADMINISTRATIVE DEPARTMENT**

EXPENDITURES

Personnel Services

**Salaries** Based on salary ranges and the labor agreement with the Teamsters Union.

**Mayor's Stipend** Mayor's Stipend and cell phone allowance.  
**Longevity/ Cell Phones** Additional pay based on years of service and cell phone allowance.  
**Vacation Buy-out** Accrued vacation paid out to employees at the time of separation.  
**Temporary Help** Costs for temporary help services.

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Materials and Services

**Operating Materials** General operating materials such as office supplies, computer/copy paper, envelopes.  
**Building Supplies** Costs for light bulbs, paint, caulk, paper products, etc.

**Audit and Accounting** Costs of annual audit and technical support (GASB Statement 34 preparation).  
**Legal** City legal services.  
**Data Processing** Computer software, supplies, program support, technical support, etc.  
**Court Costs** Municipal Court costs including Judge, Prosecutor, Interpreter and records costs.  
**Court Assessments** State and Local assessments paid to Multnomah County and the State of Oregon.  
**Contractual Services** Contracted Professional Svcs (i.e. union negotiations, mediation HR Consulting and other needs).

**GENERAL FUND (1): Administration  
EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<u>PERSONNEL SERVICES</u>										
93,598.58	92,192.80	93,688	93,688	1.0	61110	CITY ADMINISTRATOR	1.0	93,688	93,688	93,688
86,614.82	61,579.22	88,728	76,661	1.0	61112	FINANCE DIRECTOR	1.0	80,484	80,484	80,484
255,340.79	313,595.36	349,590	349,590	7.0	61113	STAFF	6.0	312,904	292,904	292,904
900.00	3,300.00	3,300	3,300		61115	MAYOR'S STIPEND		3,300	3,300	3,300
4,612.50	3,300.00	3,900	3,900		61180	LONGEVITY/ CELL PHONES		4,500	4,500	4,500
599.64	938.83	1,500	1,500		61510	OVERTIME HOURS		3,000	3,000	3,000
0.00	0.00	5,320	5,320		61515	VACATION BUY-OUT		4,871	4,671	4,671
-	-	-	-		61521	TEMPORARY HELP		21,466	21,466	21,466
<u>PERSONNEL BENEFITS</u>										
33,286.79	35,773.40	41,771	39,851		61810	SOCIAL SECURITY		38,460	36,915	36,915
606.11	634.29	1,440	1,240		61811	WORKER'S COMP.		1,440	1,440	1,440
51,585.99	52,705.48	98,116	79,800		61813	PERS/RETIREMENT		90,715	87,035	87,035
64,477.39	83,132.59	114,895	114,895		61814	EMPLOYEE INSURANCE		101,201	101,279	101,279
2,763.10	6,892.29	7,644	7,644		61815	UNEMP. INSURANCE		9,049	8,686	8,686
3,194.29	3,033.31	3,559	3,203		61816	TRI-MET TAX		3,377	3,242	3,242
188.50	157.88	300	250		61817	EMP ASSIST PROGRAM		300	300	300
0.00	0.00	524	524		61818	WBF ASSESSMENT		466	466	466
597,768.50	657,235.45	814,275	781,366	9.0	61999	TOTAL PERSONNEL SE	8.0	769,221	743,376	743,376

MATERIALS & SERVICES

OPERATING SUPPLIES

12,356.18	19,032.99	14,000	15,100		63205	OPERATING MATERIAL		15,100	15,000	15,000
2,177.44	3,138.79	2,700	3,200		63206	BLDG SUPP-CITY HAL		3,200	3,200	3,200

PROFESSIONAL SERVICES

19,636.00	24,650.00	45,000	37,400		64110	AUDIT & ACCOUNTING		37,400	37,400	37,400
71,962.55	42,442.43	55,000	55,000		64111	LEGAL		55,000	55,000	55,000
23,937.61	38,128.74	56,120	56,120		64113	DATA PROCESSING		51,320	51,320	51,320
10,510.77	8,298.91	12,000	9,700		64114	COURT COSTS		10,000	9,700	9,700
35,341.00	38,726.39	36,000	31,000		64115	COURT ASSESSMENTS		31,000	31,000	31,000
17,662.67	45,951.82	38,000	32,000		64146	CONTRACTUAL SRVCS		32,000	25,000	25,000

**GENERAL FUND (1) – ADMINISTRATIVE DEPARTMENT**

<b>Telephone</b>	Telephone, voice mail, and fax services.
<b>Postage</b>	Postage for all mailing costs.
<b>Printing</b>	Newsletters, forms, imaging, and reports.
<b>Advertising</b>	Publishing of ads for public hearings, etc.
<b>Travel</b>	Travel costs for seminars, conferences, and meetings.
<b>General Insurance</b>	General liability and auto insurance.
<b>Electricity</b>	Electricity for City Hall.
<b>Gas Heat</b>	Gas heat for City Hall.
<b>Building Clean/Repair</b>	Janitorial Services for City Hall, supplies, maintenance contracts on HVAC, elevator, window cleaning, and general repairs.
<b>Equipment Repair/Maintenance</b>	Maintenance contracts on production printer, postage machine, phone system, typewriters and general repairs.
<b>Dues and Subscriptions</b>	Membership dues and subscriptions.
<b>Training and Conferences</b>	Costs associated with seminars, conferences, training and meetings.
<b>Election Expenses</b>	Expenses associated with elections- not funded this fiscal year.
<b>Mayor and Council Expenses</b>	Mayors conference and council expenses (conferences, meals, etc.)
<b>Community Support</b>	Allows for small financial support to non-profits such as East Metro Mediation.
<b>Street Lights</b>	Cost of street lights on all City properties.
<b>Personnel Administration</b>	Hiring costs, drug tests, physicals, plus other miscellaneous.
<b>Safety Award Program</b>	Awards for compliance with safety program- not funded this fiscal year.
<b>Special Events</b>	Various events such as volunteer recognition, Chili on the Green, Flicks in the Parks, etc.
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<b>Capital Outlay</b>	
<b>Office Equipment</b>	Equipment/data processing/upgrades of office equipment.
<b>Building Equipment</b>	Miscellaneous building needs (line item to be retired in FY 10-11)

**GENERAL FUND (1): Administration (Expenditures)**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<u>COMMUNICATION SERVICES</u>										
17,272.10	21,860.13	20,000	20,180		64210	TELEPHONE		21,744	20,180	20,180
15,582.72	23,766.30	20,000	21,000		64211	POSTAGE		22,500	20,000	20,000
11,680.98	18,323.77	15,000	15,000		64212	PRINTING		15,000	12,000	12,000
1,855.54	4,427.82	3,000	7,262		64213	ADVERTISING		5,200	4,500	4,500
<u>TRANSPORTATION SERVICES</u>										
608.86	2,793.45	2,000	2,000		64310	TRAVEL		2,000	1,000	1,000
<u>INSURANCE SERVICES</u>										
71,616.08	70,614.18	78,750	72,500		64410	GENERAL INSURANCE		71,000	71,000	71,000
<u>PROPERTY SERVICES</u>										
31,021.44	34,322.90	35,000	34,500		64510	ELECTRICITY		34,500	34,500	34,500
3,358.48	2,500.53	5,300	3,600		64511	GAS/HEAT		3,975	3,600	3,600
22,699.67	31,800.14	30,000	34,100		64514	BLDG CLEAN/REPAIR		34,000	27,200	27,200
11,854.02	18,671.96	16,000	18,300		64515	EQUIP REP/MAINT.		17,500	10,700	10,700
<u>OTHER SERVICES</u>										
12,031.19	12,045.15	13,825	13,825		64810	DUES/SUB/MEMBRSHIP		12,500	12,000	12,000
9,906.76	8,919.42	14,170	14,170		64811	TRAINING & CONF.		13,000	4,000	4,000
0.00	0.00	10,000	2,500		64812	ELECTION EXPENSE		2,500	0	0
8,491.43	8,202.73	9,600	8,000		64813	MAYOR-COUNCIL EXP.		8,000	4,000	4,000
3,846.88	6,280.00	8,000	7,000		64814	COMMUNITY SUPPORT		5,000	4,000	4,000
3,314.97	3,366.01	3,500	3,962		64821	STREET LIGHTS		3,963	3,963	3,963
7,594.74	9,477.66	10,000	10,000		64824	PERSONNEL ADMINIST		10,000	10,000	10,000
0.00	952.00	3,500	3,500		64827	SAFETY AWARD PROGRAM		0	0	0
24,550.75	48,897.43	26,000	60,000		64842	SPECIAL EVENTS		26,000	20,000	20,000
450,870.83	547,591.65	582,465	590,919		64999	TOT MAT. & SRVCS		543,402	490,263	490,263
<u>CAPITAL OUTLAY</u>										
6,930.49	2,411.95	10,000	5,000		65150	OFFICE EQUIPMENT		10,000	10,000	10,000
175.00	0.00	0	0		65200	BUILDING EQUIPMENT		0	0	0

**ER Contribution  
Building Improvements**

Contribution to ER Fund to fund equipment and vehicle replacement.  
City Hall building improvements (line item to be retired in FY 11-12)

**GENERAL FUND (1): Administration (Expenditures)**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
26,433.00	29,500.00	29,500	29,500		65333	ER CONTRIBUTION		29,500	29,500	29,500
0.00	1,313.35	0	0		65470	BLDG IMPROVEMENTS		0	0	0
33,538.49	33,225.30	39,500	34,500		65999	TOTAL CAP. OUTLAY		39,500	39,500	39,500
1,082,177.82	1,238,052.40	1,436,240	1,406,785	9.0	68995	TOTAL EXPENDITURES	8.0	1,352,123	1,273,139	1,273,139

# GENERAL FUND

(2009-2010 Budget)

## Fund 1/Dept. 15 Community Development

### THE PURPOSE

The Community Development Department supports the policies of the City Council and Planning Commission; it administers and enforces City Development Codes, provides staff support to the Planning Commission and Parks and Recreation Advisory Committee, oversees Building Services, supports City Economic Development activities, and conducts code compliance for nuisances, rubbish and illegal dumping, and zoning violations.

### HOW IT'S MANAGED

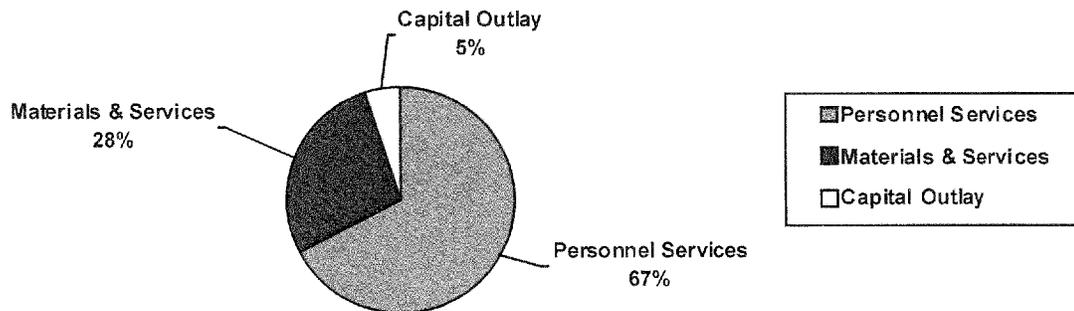
The Community Development Director manages the department under the direction of the City Administrator.

### FUNDING SOURCES

Funding sources include the following:

- 1) General Fund resources, including revenues collected from Land Use Application and Building Permit fees, Park and Community Center fees, and the administrative "hold-back" of the Metro Construction Excise Tax.
- 2) Grants include the federal Community Development Block Grant, bond measures, and other intergovernmental resources.

*Where The Money Goes:*



Total Expenditures: \$584,847

### CURRENT ISSUES

- Implementation of internal Building Services and working with the selected Building Services vendor and internal departments to perfect operating procedures and consistently deliver a high standard of customer service.
- With little development happening, permit revenues are the lowest in the five preceding budget years. Operating costs are expected to exceed permit revenues in FY 2009-2010 thereby affecting the general fund.
- Development based funds like the Administrative Excise Charge is expected to see little growth.
- The Department continues to see successes and benefits to the community from the Code Compliance program and additional Code Compliance Assistant position.

- Continue to effectively manage work loads associated with meeting City Council goals, compliance with Metro planning requirements, and organizational development and strengthening in areas of record archives, information retrieval, filing systems, and other administrative needs.
- The Planning Commission has asked the Department to ensure that land use policies and zoning regulations will not hinder future economic development.
- Sustain constructive relationships with governmental partners on transportation and economic development critical to ensure that the City is “at the table” and can effectively negotiate City interests.
- Completing some departmental work plan projects and executing certain City Council goals requires use of contractual services.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Secured two grants valued at approximately \$2 million. These grants will build a 900-foot sidewalk on the north side of Halsey opposite the Reynolds School District campus and build a 1.8 mile off-road, multipurpose trail from Blue Lake Park to Sundial Road.
- Conducted a thorough, but at times difficult, planning process for improvements to Fairview Woods Park.
- Responded to desires of the Fairview Village business community by adoption of interim A-frame sign guidelines.
- Created a coordinated multidepartment Graffiti Response Program and adoption of tougher graffiti removal regulations.
- Reauthorized the Parks Committee as the Parks and Recreation Advisory Committee through City Council adoption of an ordinance expanding and clarifying the Committee roles and duties.
- Completed Metro's Local Aspirations planning process and completed planning and zoning amendments required for compliance with Metro's Title 4 industrial lands policies.
- Promoted the City of Fairview to a number of economic development prospects and various buildings at Townsend Business Park.
- Continued to meet legal requirements for processing land use applications.
- Completed Centennial event planning including Centennial Moments at City Council and planting the 100-tree Centennial Grove at Salish Ponds Park with Reynolds School students.
- Stepped up code compliance actions and had a number of successful outcomes for the City in Municipal Court as well as reaching a significant number of successful voluntary compliance agreements.
- Advanced organizational development through staff training in budgeting, business writing, legal issues, and environmental practices.
- Achieved many departmental goals including beatification and code enforcement in Old Town, reduction of code compliance case backlog, creation of public information materials, evaluation of Halsey Street and Sandy Boulevard corridors, and completed policy research on animal and non-traditional pet regulations.
- Promoted economic development through staffing the Columbia Cascade River District Steering Committee and coordination with the Oregon Department of Community and Economic Development and Regional Partners for Business.
- Provided staff and material support to the Fairview Rockwood Wilkes Historical Society and their efforts to obtain full occupancy approval of the Heslin House.
- Enhanced Fairview's advocacy position regarding transportation issues with Multnomah County by participation in East Multnomah County Transportation Committee and supporting the City Council representative to the committee.

#### **FUTURE GOALS AND CHALLENGES**

- Support the Parks Advisory Committee and City Council in the development of projects under the \$460,730 Metro Local Share allocation including Salish Pond and trail improvements and other projects that may be approved.
- Continue to enhance the role and visibility of the Parks and Recreation Advisory Committee.
- Support activities that promote desired economic development.
- The Department has adopted a goal of Building Department operations being 80% funded by permit revenues within five years. Achievement of this goal will require certain short term budget and long term fee changes to accomplish.
- Continue to build departmental strength and increase the quality of service.
- In the future work plans and applicable goals of the City Council, Planning Commission, and Parks and Recreation Advisory Committee will be programmed with estimated budget needs and timelines.
- Evaluate city plans and codes for consistency with community expectations for the type, location, and quality of development, and expected public improvements; make changes where directed by the City Council.
- Forecast residential, commercial, and industrial trends for the purpose of identifying future fiscal impacts.
- Operate the Community Center with the goal that revenues exceed operating costs.

#### **STATUS (Department Budget)**

As the Community Development Department mostly provides professional and administrative services the expenditure budget is driven by personnel, administrative and contractual service costs. The proposed expenditure budget departs from prior budgets in six distinct ways:

1. The adopted FY 2007-2008 and FY 2008-2009 budgets included expenditure increases over prior years to cover costs on the year long 2008 Centennial Celebration. This budget does not include such costs.
2. Expenditure lines have been budgeted to reflect as accurate a number as possible
3. Building Department revenues and expenditures are projected to be lower than in FY 2008-2009. Building Department operating costs are expected to exceed permit revenues which will increase pressure on the General Fund. The Community Development Director will work with the Building Official to find efficiencies to reduce costs. This may require changes to the present level of service provided.
4. Community Development relies on contractual services to fill resource needs the Department can't meet directly and to provide specialized skills not otherwise available in the Department. The proposed budget includes a large reduction in previously requested funding for contractual services, which will require a more critical project selection and prioritization process than previously used.
5. The Department requested that the one-year Code Compliance Assistant approved in the adopted FY 2008-2009 budget be extended for one additional year; however, due to budget constraints the position has been renewed at \$20,000 for the year.

6. Two grant matches are requested. A one-time only \$25,000 match for the Halsey Street sidewalk is required by the Oregon Department of Transportation as a condition of grant approval. In addition the first of three \$23,000 installments for the required grant match for construction of the 40-Mile Loop Levee trail in FY 2012-2013 is requested. The City of Troutdale and the Port of Portland will be contributing equal shares of the total grant match.

As a General Fund Department, Community Development relies on non-dedicated revenues. In all cases, the Community Development Director will be fiscally responsible and spend no more than is needed to administer effective departmental operations as approved by the City Council and City Administrator.

**GENERAL FUND (1) - COMMUNITY DEVELOPMENT DEPARTMENT**

EXPENDITURES

Personnel Services

<b>Salaries</b>	Based on salary ranges and labor agreement with Teamsters Union.
<b>Longevity/Cell Phone Overtime</b>	Additional pay based on years of service and cell phone allowance. Primarily reflects night meetings and public hearings.
<b>Vacation Buy-out</b>	Accrued vacation paid out to employees at the time of separation.
<b>Temporary Help</b>	Cost for temporary help services.

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Materials and Services

<b>Operating Material</b>	General operating materials such as office supplies and support for the community garden at Park Cleone.
<b>Data Processing</b>	Data processing expenditures.
<b>Building Inspection</b>	Costs associated with contract with Winstead & Associates for building services.
<b>Contractual Services</b>	Contract work as required.
<b>Economic Development</b>	On-going industrial & commercial master development, recruitment activities, membership in Regional Partners and funding of shared Economic Development Officer.
<b>Abatement Expense</b>	Code violation abatement expense.
<b>Printing</b>	Maps and other printing.
<b>Advertising</b>	Public notices, including Planning Commission notices.
<b>Travel</b>	Mileage reimbursement for travel within the Portland area.

**GENERAL FUND (1): Community Development  
EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<u>PERSONNEL SERVICES</u>										
86,890.10	76,124.24	137,976	134,148	3.0	61113	STAFF	2.0	140,690	98,997	98,997
52,116.36	73,000.32	76,656	80,484	1.0	61114	PLANNING DIRECTOR	1.0	84,504	84,504	84,504
46,498.34	52,599.04	57,280	57,280	1.0	61116	PLANNER	1.0	60,148	60,148	60,148
675.00	1,575.00	2,700	2,700		61180	LONGEVITY/ CELL PHONES		2,700	1,800	1,800
913.13	1,927.73	3,000	3,000		61510	OVERTIME HOURS		3,000	3,000	3,000
0.00	0.00	2,719	0		61515	VACATION BUY-OUT		2,853	2,436	2,436
0.00	0.00	0	0		61521	TEMPORARY HELP		0	20,000	20,000
<u>PERSONNEL BENEFITS</u>										
13,902.48	15,380.37	21,445	21,445		61810	SOCIAL SECURITY		22,483	19,193	19,193
738.57	362.58	1,440	1,440		61811	WORKER'S COMP.		1,440	1,440	1,440
21,777.37	22,786.57	50,595	50,595		61813	PERS/RETIREMENT		53,028	45,191	45,191
33,950.05	40,162.49	63,843	63,843		61814	EMPLOYEE INSURANCE		63,215	50,654	50,654
1,105.23	1,681.72	3,925	3,925		61815	UNEMP. INSURANCE		5,290	4,516	4,516
1,275.63	1,378.79	1,827	1,827		61816	TRI-MET TAX		1,974	1,685	1,685
160.00	157.87	300	300		61817	EMP ASSIST PROGRAM		300	300	300
0.00	0.00	291	291		61818	WBF ASSESSMENT		291	233	233
260,002.26	287,136.72	423,997	421,278	5.0	61999	TOTAL PERSONNEL SE	4.0	441,916	394,097	394,097

MATERIALS & SERVICES

OPERATING SUPPLIES

500.00	0.00	0	0		63100	OFFICE SUPPLIES		0	0	0
2,883.47	10,131.18	12,500	8,653		63205	OPERATING MATERIAL		5,000	5,000	5,000

PROFESSIONAL SERVICES

10,983.69	10,360.11	0	0		64113	DATA PROCESSING		0	0	0
20,555.53	4,472.17	0	0		64130	CET EXPENSE		0	0	0
276,017.86	96,422.92	150,000	75,000		64144	BLDG INSPECTION		100,000	75,000	75,000
0.00	65,024.49	75,000	60,000		64146	CONTRACTUAL SRVCS		50,000	50,000	50,000
3,701.12	7,063.85	15,000	10,000		64149	ECON DEVELOPMENT		15,000	15,000	15,000
0.00	1,455.50	12,500	1,000		64150	ABATEMENT EXPENSE		5,000	1,000	1,000

COMMUNICATION SERVICES

831.56	7,886.08	8,000	2,674		64212	PRINTING		2,500	2,500	2,500
879.80	952.02	3,500	1,249		64213	ADVERTISING		2,500	1,250	1,250

TRANSPORTATION SERVICES

340.93	521.71	500	562		64310	TRAVEL		500	500	500
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**GENERAL FUND (1) - COMMUNITY DEVELOPMENT DEPARTMENT**

**Equip Repair/Maintenance  
Community Center**

Maintenance agreement on copier, fax and other repairs.  
Community Center expenses including utilities, repairs and on-going recreational activities.

**Dues and Subscriptions  
Training and Conferences**

Membership dues, certifications and subscriptions.  
Costs associated with seminars, conferences, training and meetings.

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Capital Outlay

**Grant Match  
Office Equipment  
FM Contribution  
ER Contribution**

Reserved Funds for required "match" for Grants including ODOT and Metro Grants.  
Miscellaneous office equipment.  
Contribution to Facilities Maintenance Fund for the upkeep of the Community Center.  
Contribution to ER Fund to fund equipment and vehicle replacement.

**GENERAL FUND (1): Community Development (Expenditures)**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
2,858.42	2,846.17	5,000	3,658		64515	EQUIP REP/MAINT.		2,500	2,500	2,500
8,933.26	9,658.97	12,000	8,500		64516	COMMUNITY CENTER		10,000	8,500	8,500
<u>OTHER SERVICES</u>										
1,178.00	740.00	1,500	1,000		64810	DUES/SUB/MEMBRSHIP		1,500	1,500	1,500
1,436.75	4,584.06	4,000	3,913		64811	TRAINING & CONF.		4,000	3,000	3,000
331,100.39	222,119.23	299,500	176,209		64999	TOT MAT. & SRVCS		198,500	165,750	165,750
<u>CAPITAL OUTLAY</u>										
0.00	0.00	0	0		65125	GRANT MATCH		25,000	25,000	25,000
981.73	93.44	5,000	1,000		65150	OFFICE EQUIPMENT		2,500	0	0
0.00	5,000.00	5,000	5,000		65335	FM CONTRIBUTION		5,000	0	0
3,900.00	5,000.00	5,000	5,000		65333	ER CONTRIBUTION		5,000	0	0
4,881.73	10,093.44	15,000	11,000		65999	TOTAL CAP. OUTLAY		37,500	25,000	25,000
595,984.38	519,349.39	738,497	608,487	5.0	68995	TOTAL EXPENDITURES	4.0	677,916	584,847	584,847

## **GENERAL FUND**

(2009-2010 Budget)

### **Fund 1/Dept. 20 Public Safety**

#### **THE PURPOSE**

The purpose of the Public Safety Department is to provide funding for police and fire services that protect and benefit the welfare of all Fairview citizens.

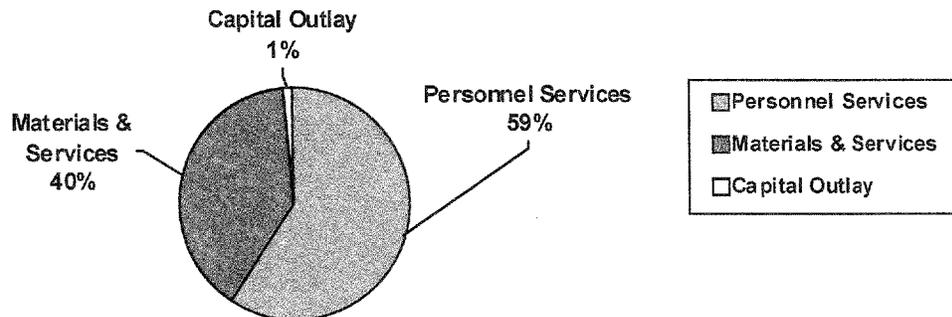
#### **HOW IT'S MANAGED**

An annual budget is prepared within the Public Safety Department by the Police Chief who will be fiscally responsible and spend no more than is needed to administer effective departmental operations as approved by the City Council and City Administrator.

#### **FUNDING SOURCES**

The Public Safety Department is a single fund department. All expenditures are budgeted from the General Fund. The resources include taxes, franchise fees, licenses, permits, intergovernmental revenue, services and fines.

*Where the Money Goes:*



**Total Expenditures: \$2,639,628**

### **CURRENT ISSUES**

Current issues for the Public Safety Department include:

- Long-term funding to provide adequate patrol and investigative services to catch up with rapid growth and increased calls for service.
- Long-term funding for replacement of rapidly changing technology.
- Capture data that will provide adequate Crime Analysis and Management Analysis to enhance our ability to allocate resources, reduce crime, improve public safety and maximize efficiency.

### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Received national award for hosting an "Outstanding National Night Out." Less than one percent of the 15,500 events held worldwide received this national recognition.
- Held successful Community Forums.
- Hosted training classes for the community on Personal Protective Strategies for Women and Pepper Spray Certification. This is an extension of the department's community outreach program.
- Gave over 100 bicycle helmets away to needy children at a Bike Rodeo and Community Forum at the Oaks/Woods apartment complex.
- Worked with City Council to combat "predatory towing practices" in Fairview and became the first city in Oregon to pass such restrictions to protect our citizens. Fairview's ordinance was used as a model for a legislative bill in the 2009 legislative session.
- Police Chief was re-elected to the Board of Directors for the Oregon Chief's Association and represents all police chiefs for jurisdictions in Multnomah County.
- Made significant progress towards becoming a fully accredited Police Department.

### **FUTURE GOALS AND CHALLENGES**

- Provide adequate patrol coverage (two officers on duty at all times) by adding officers to the Patrol Force.
- Establish a full-time Police Investigator/Detective.
- Enhance our Crime Prevention Program through additional resources.
- Become an Oregon Accredited Police Department.
- Fund a third Sergeant Position to provide essential supervision 24/7.
- Install Automated Defibrillators (AED's) in all on duty patrol vehicles.
- Improve traffic safety and education to make our streets safer for all motorists.
- Provide the newest and best training and technology within limited resources.
- Provide adequate incentives to retain police officers in an ever increasingly competitive market for experienced "lateral" officers.
- Provide adequate resources to conduct crime analysis.
- Seek a federal COPS grant to add two police officers to the patrol division.
- Seek a federal grant to fund a Crime Analysis and Crime Scene Technician by collaborating with other police jurisdictions to maximize our resources and improve our partnerships.

### **STATUS (Department Budget)**

The task for the Public Safety Department is to develop a budget that will allow the Department to keep pace with the increased demand for services brought on by continued growth within the City. In all cases, the Chief of Police will be fiscally responsible and spend no more than is needed to administer effective departmental operations as approved by the City Council and City Administrator.

**GENERAL FUND (1) - PUBLIC SAFETY DEPARTMENT**

EXPENDITURES

Personnel Services

<b>Salaries</b>	Based on salary ranges and the labor agreement with the Police Officers Association.
<b>Longevity/Cell Phone</b>	Additional pay based on years of service, cell phone allowance, fitness incentive and premium pay for field training officer.
<b>Vacation Buy-out</b>	Accrued vacation paid out to employees at the time of separation.

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Materials and Services

<b>Operating Materials</b>	Traffic/parking citations, report forms, film, batteries, office supplies etc.
<b>Police Reserve Supplies</b>	Equip and uniform reserve officers. Other program expenses.
<b>Investigation/Crime Analysis</b>	Investigation and evaluation of crime.
<b>Crime Prevention</b>	Crime prevention operational costs and other handouts; including National Night Out event.
<b>Uniforms</b>	One complete uniform per year, per officer, plus replacement for on-duty damage and winter/rain jackets.
<b>Vehicle Operations</b>	Fuel, tune-ups, tires, repairs and maintenance and rent payments.
<b>Equip. and Uniform Maint.</b>	Repairs, equipment parts, uniform cleaning for all officers.
<b>Traffic Safety Equipment</b>	Funded via funds collected through the Diversion Program
<b>Alarm Administration</b>	Program will be administered via internal staff.
<b>Contractual Services</b>	Data 911, Lexipol, Accreditations, etc.
<b>Travel</b>	Mileage reimbursement.

**GENERAL FUND (1): Public Safety  
EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<u>PERSONNEL SERVICES</u>										
90,279.70	91,373.04	91,368	91,368	1.0	61140	POLICE CHIEF	1.0	91,368	91,368	91,368
520,882.77	531,527.44	629,058	629,058	11.0	61141	POLICE OFFICER	11.0	595,260	648,504	648,504
118,727.78	134,609.40	148,080	148,080	2.0	61142	SERGEANT	2.0	207,708	141,984	141,984
43,179.06	52,446.39	71,716	71,716	2.0	61143	STAFF	2.0	78,693	78,693	78,693
8,625.00	8,700.00	11,278	11,278		61180	LONGEVITY/ CELL PHONES		17,228	12,834	12,834
54,822.91	62,193.83	65,500	60,000		61510	OVERTIME HOURS		71,750	71,750	71,750
0.00	0.00	9,402	9,402		61515	VACATION BUY-OUT		9,756	9,605	9,605
<u>PERSONNEL BENEFITS</u>										
63,732.48	66,999.76	78,520	78,520		61810	SOCIAL SECURITY		81,979	80,687	80,687
20,024.25	19,385.23	28,320	28,320		61811	WORKER'S COMP.		28,320	28,320	28,320
98,273.75	97,909.66	161,626	161,626		61813	PERS/RETIREMENT		171,463	168,741	168,741
116,564.85	143,788.83	191,429	191,429		61814	EMPLOYEE INSURANCE		189,543	189,828	189,828
5,940.67	9,039.26	14,370	14,370		61815	UNEMP. INSURANCE		19,289	18,985	18,985
4,081.99	4,412.09	6,690	6,690		61816	TRI-MET TAX		7,199	7,086	7,086
160.00	157.87	300	300		61817	EMP ASSIST PROGRAM		300	300	300
0.00	0.00	990	990		61818	WBF ASSESSMENT		990	932	932
1,145,295.21	1,222,542.80	1,508,647	1,503,147	16.0	61999	TOTAL PERSONNEL SE	16.0	1,570,846	1,549,617	1,549,617

MATERIALS & SERVICES

OPERATING SUPPLIES

10,391.97	17,922.55	15,000	14,000		63205	OPERATING MATERIAL		15,000	15,000	15,000
1,293.49	752.30	5,000	4,500		63207	POLICE RESERVE SUP		1,000	0	0
2,530.30	770.81	1,500	1,000		63208	INVESTIGATE/CRIME		3,000	1,000	1,000
250.00	3,089.94	7,500	6,500		63210	CRIME PREVENTION		2,500	2,000	2,000

REPAIR & MAINTENANCE SUPPLIES

6,478.02	6,244.07	6,500	8,500		63311	UNIFORMS		6,500	6,500	6,500
51,751.93	54,923.79	60,500	60,500		63312	VEHICLE OPERATIONS		60,500	52,500	52,500
7,243.43	6,309.79	12,000	12,000		63313	EQUIPMENT/UNIFORM		12,000	12,000	12,000
0.00	0.00	10,000	8,500		63315	TRAFFIC SAFETY EQUIP.		10,000	8,500	8,500
374.50	0.00	0	0		64113	DATA PROCESSING		0	0	0
0.00	5,725.00	5,575	5,575		64117	ALARM ADMINISTRATION		5,575	0	0
3,197.86	5,861.29	6,500	6,500		64146	CONTRACTUAL SRVCS		6,500	6,000	6,000
0.00	44.00	125	125		64310	TRAVEL		125	125	125

**GENERAL FUND (1) - PUBLIC SAFETY DEPARTMENT**

<b>Dues &amp; Subscriptions</b>	Memberships, criminal and civil directories.
<b>Training and Conference</b>	Seminars, practice and qualify with ammo, shotguns, and rifles. State mandated training to maintain basic, management & executive police certification.
<b>B.O.E.C. Costs</b>	Bureau of Emergency Communications - anticipated costs.
<b>Communication/Computer</b>	PPDS-computer, FV police computer, 800 MHz radio system, MDT's, data processing services, and maintenance expense.
<b>Accreditation</b>	Expenses related to the accreditation of Police Department including annual dues.
<b>Emergency Management</b>	Expenses related to emergency management.
<b>Fire Services</b>	Fire Services contract with City of Gresham.

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Capital Outlay

<b>Office Equipment</b>	Miscellaneous office equipment.
<b>Police Equipment</b>	Police equipment (line item to be retired in FY 11-12)
<b>Evidence Storage</b>	Traffic Safety and Enforcement Equipment – paid for by Diversion Program.
<b>ER Contribution</b>	Contribution to Equipment Replacement Fund for the replacement of police vehicles, computers & radios.

NOTE: Total Expenditures for Police Services Only- \$ 1,730,692  
Total Public Safety Expenditures including BOEC and Fire Services- \$ 2,639,628

**GENERAL FUND (1): Public Safety (Expenditures)**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
723.00	923.00	1,450	1,450		64810	DUES/SUB/MEMBRSHIP		1,450	1,450	1,450
12,680.82	17,064.19	27,825	26,325		64811	TRAINING & CONF.		27,825	24,000	24,000
196,900.00	218,787.00	231,000	231,000		64816	B.O.E.C. COSTS		220,422	220,422	220,422
47,384.35	50,062.97	46,000	44,000		64819	COMMUNICATION/COMP		40,000	40,000	40,000
0.00	1,800.00	5,000	5,000		64828	ACCREDITATION		3,000	1,500	1,500
0.00	999.95	10,000	10,500		64839	EMERGENCY MGMT		1,000	0	0
621,000.00	638,985.00	665,231	665,231		64844	FIRE SERVICES		688,514	688,514	688,514
962,199.67	1,030,265.65	1,116,706	1,111,206		64999	TOT MAT. & SRVCS		1,104,911	1,079,511	1,079,511
<i>CAPITAL OUTLAY</i>										
3,241.12	819.45	7,000	7,000		65150	OFFICE EQUIPMENT		1,000	1,000	1,000
21,788.60	8,473.75	0	0		65301	POLICE EQUIPMENT		0	0	0
5,001.35	3,165.82	0	0		65304	EVIDENCE STORAGE		9,500	9,500	9,500
44,492.00	39,000.00	48,000	48,000		65333	ER CONTRIBUTION		31,000	0	0
74,523.07	51,459.02	55,000	55,000		65999	TOTAL CAP. OUTLAY		41,500	10,500	10,500
2,182,017.95	2,304,267.47	2,680,353	2,669,353	16.0	68995	TOTAL EXPENDITURES	16.0	2,717,257	2,639,628	2,639,628

\*SEE NOTE

**GENERAL FUND**

(2009-2010 Budget)

**Fund 1/Dept. 30 Public Works**

**THE PURPOSE**

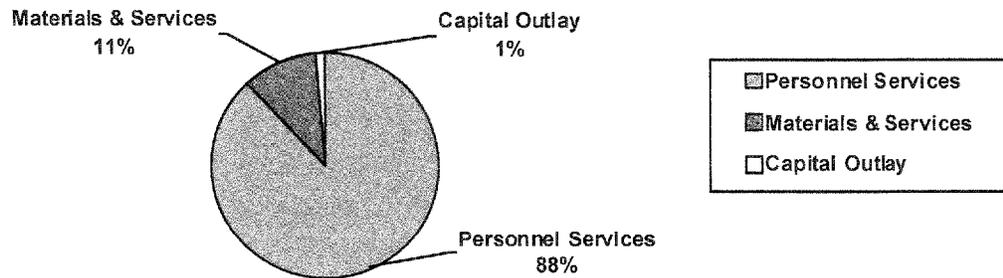
The Public Works Department provides resources that benefit the City as a whole, but are not specific to an enterprise fund (water, sanitary sewer, stormwater, or streets), or capital improvement funds. Examples of expenditures from this fund include electricity for the Public Works shops, uniforms, fuel, phones, data processing, office supplies, tools and equipment, equipment repair and employee certifications and training. In addition, park maintenance expenditures are included in this fund.

**HOW IT'S MANAGED**

The Public Works Department manages all expenditure portions of this fund. All invoices and purchase orders are approved by the Director (with the assistance of the Public Works Superintendent and Operations Lead Worker) prior to payment by the Finance Department.

**FUNDING SOURCES**

*Where the Money Goes:*



Total Expenditures: \$1,084,136

#### **CURRENT ISSUES**

The Public Works Department's continued challenge for FY 2009-10 is to balance decreased resources with the critical needs of the community while supporting the requirements, expectations and regulations of a growing city.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Continued to adequately supply needs of the Public Works Departments with personnel, supplies and material necessary to maintain infrastructure and facilities of the City.
- Continued to maintain the public works facilities, staff training, and city parks at a very high standard.
- Provided support for Flicks in the Park, Birthday Bash, Chili on the Green, Big Truck Day, and weekly Farmer's Market events.
- Replaced "Welcome to Fairview" sign at 223<sup>rd</sup> and Glisan with a show-piece mason and rock structure.

#### **FUTURE GOALS AND CHALLENGES**

- Maintain the current level of service as responsibilities increase while minimizing the corresponding increase in funding.
- Staff and operations are currently "out growing" the existing shop facility. Future facilities are projected in two phases: 1) the remodel of the existing Crestwood Shop and 2) the construction of new facilities at the existing Main Street Shop facility. The Phase 1 project is proposed for fiscal year FY 2009-10. The estimated cost of \$434,000 is divided among various funds which use that facility including streets, water, sanitary and stormwater. (Due to budget constraints Parks did not contribute to the funding of this project; however, they do utilize the facility).

#### **STATUS (Department Budget)**

Currently, the Public Works Department is stable; the current level of service is funded by the proposed budget with slight increase in certain line items due to increased costs or level of service. In all cases, the Public Works Director will be fiscally responsible and spend no more than is needed to administer effective departmental operations as approved by the City Council and City Administrator.

**GENERAL FUND (1) - PUBLIC WORKS DEPARTMENT**

EXPENDITURES

Personnel Services

**Salaries** Based on salary ranges and the labor agreement with the Teamsters Union.

**Longevity/ Cell Phone** Additional pay based on years of service.  
**Overtime** Additional costs for on-call employee's call-out time and public works emergencies.  
**Vacation Buy-out** Accrued vacation paid out to employees at the time of separation.  
**Temporary Help** Summer seasonal workers.  
**Call Out Pay** Extra costs per non-working shift for on-call employees per Teamsters contract.

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Materials and Services

**Operating Supplies** Public works supplies that are not associated with a specific operating fund. Items may include office supplies, cleaning supplies, safety equipment, etc.

**Uniforms** Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel.  
**Gas/Diesel** Fuel for all public works equipment.  
**Equipment Repair & Maint.** Oil changes, tires, vehicle parts, and off-site vehicle maintenance along with other related supplies.

**Data Processing** Contract computer technician assistance (contract computer support for both Public Works desk computers, Supervisory Control and Data Acquisition (SCADA) system maintenance and preventative maintenance for pumps and wells).

**GENERAL FUND (1): Public Works  
EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<i>PERSONNEL SERVICES</i>										
89,471.15	88,733.04	88,728	88,728	1.0	61150	PUBLIC WORKS DIR.	1.0	88,728	88,728	88,728
16,376.88	17,625.12	17,622	17,622	0.5	61153	OFFICE ASST	0.5	17,622	17,622	17,622
79,730.07	83,059.90	98,468	98,468	2.0	61154	ENG TECHS	2.0	102,464	102,464	102,464
63,639.60	65,375.84	65,232	65,232	1.0	61155	P.W. SUPERVISOR	1.0	65,232	65,232	65,232
251,717.14	254,864.55	271,579	271,579	6.0	61160	MAINT. STAFF	6.0	279,894	279,894	279,894
9,300.00	10,500.00	11,700	11,700		61180	LONGEVITY/ CELL PHONES		12,300	12,300	12,300
4,213.32	10,325.61	16,000	12,000		61510	OVERTIME HOURS		15,750	15,750	15,750
0.00	0.00	5,416	0		61515	VACATION BUY-OUT		5,539	5,539	5,539
3,160.56	15,158.53	20,000	17,000		61521	TEMPORARY HELP		18,500	18,500	18,500
8,430.00	8,180.00	13,000	13,000		61530	CALL OUT PAY		13,000	13,000	13,000
<i>PERSONNEL BENEFITS</i>										
39,925.53	42,298.07	46,676	46,676		61810	SOCIAL SECURITY		47,539	47,539	47,539
11,128.37	10,073.85	16,800	16,800		61811	WORKER'S COMP.		16,800	16,800	16,800
62,054.29	61,490.91	109,366	109,366		61813	PERS/RETIREMENT		111,399	111,399	111,399
94,116.19	114,917.86	140,476	140,476		61814	EMPLOYEE INSURANCE		139,194	139,301	139,301
4,006.50	6,096.24	8,508	8,508		61815	UNEMP. INSURANCE		11,143	11,143	11,143
4,592.24	4,963.60	3,985	3,985		61816	TRI-MET TAX		4,183	4,183	4,183
160.00	157.88	300	300		61817	EMP ASSIST PROGRAM		300	300	300
0.00	0.00	612	612		61818	WBF ASSESSMENT		612	612	612
742,021.84	793,821.00	934,468	922,052	10.5	61999	TOTAL PERSONNEL SE	10.5	950,199	950,306	950,306
<i>MATERIALS &amp; SERVICES</i>										
<i>OPERATING SUPPLIES</i>										
8,592.11	12,494.11	12,000	12,000		63205	OPERATING MATERIAL		14,000	10,000	10,000
<i>REPAIR &amp; MAINTENANCE SUPPLIES</i>										
4,943.48	4,206.95	5,000	4,000		63311	UNIFORMS		5,000	3,500	3,500
11,768.77	14,747.82	15,000	14,000		63351	GAS/DIESEL		15,000	14,000	14,000
11,554.81	20,151.38	20,000	20,000		63360	EQUIP REPAIR/MAINT		20,000	18,000	18,000
<i>PROFESSIONAL SERVICES</i>										
16,874.26	16,070.63	18,000	16,000		64113	DATA PROCESSING		13,000	13,000	13,000

**GENERAL FUND (1) - PUBLIC WORKS DEPARTMENT**

<b>Contractual Services</b>	Unforeseen contractual needs for 2009/2010.
<b>Telephone</b>	Public Works desk telephones, FAX lines, Nextel phones, and answering service charges.
<b>Electricity</b>	Electricity for four Public Works Facilities (Main Street, Police Barn, Crestwood, and Schautz).
<b>Gas/Heat</b>	Public Works building heat (Main Street only).
<b>Refuse/Recycle</b>	City-wide recycling and spring clean-up.
<b>Small Tools/Minor Equip.</b>	Small tools - less than \$5,000 each.
<b>Shop Building Repair</b>	Minor repairs to all public works facilities.
<b>Dues and Subscriptions</b>	Annual dues to AWWA, OAWU, APWA and renewals for required certifications and licenses.
<b>Training and Conferences</b>	Seminars, workshops and conferences required to maintain mandated certifications.
<b>Park Maintenance</b>	Supplies for parks and grounds maintenance. Includes plants, seed, fertilizer, herbicide, pesticide, irrigation supplies, bark-dust, park facility repair and replacement, and outhouse cleaning contract.
<b>Utility Notification Center</b>	Annual fee for utility notification program (Oregon One-Call Program).
<hr/>	
<u>Capital Outlay</u>	
<b>Office Equipment</b>	General office equipment (furnishings, computers, printers).
<b>Maintenance Equipment</b>	General maintenance equipment.
<b>ER Contribution</b>	Contribution to Equipment Replacement Fund for the future replacement of public works equipment.
<b>FM Contribution</b>	Contribution to Facilities Maintenance Fund for the future replacement/repair of city facilities.

**GENERAL FUND (1): Public Works (Expenditures)**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
12,977.54	1,637.52	5,000	2,000		64146	CONTRACTUAL SRVCS		5,000	0	0
<u>COMMUNICATION SERVICES</u>										
9,448.08	9,607.44	11,000	10,000		64210	TELEPHONE		12,000	10,000	10,000
<u>TRANSPORTATION SERVICES</u>										
<u>PROPERTY SERVICES</u>										
3,817.00	4,002.80	3,600	3,600		64510	ELECTRICITY		3,600	3,600	3,600
945.26	820.80	1,000	900		64511	GAS/HEAT		1,000	900	900
3,870.64	3,206.94	3,000	0		64513	REFUSE		3,000	3,000	3,000
2,536.81	7,484.28	7,500	7,000		64519	SMALL TOOLS/MINOR		7,500	6,000	6,000
1,428.28	2,288.66	5,000	3,000		64520	SHOP BLDG REPAIR		5,000	3,000	3,000
<u>OTHER SERVICES</u>										
1,588.80	2,138.75	2,130	2,130		64810	DUES/SUB/MEMBRSHIP		3,630	2,130	2,130
9,289.29	5,484.46	11,550	9,000		64811	TRAINING & CONF.		11,550	8,000	8,000
33,586.01	35,663.09	35,000	33,000		64825	PARK MAINTENANCE		30,000	28,000	28,000
604.85	697.85	600	600		64843	UTIL. NOTIFICATION		700	700	700
133,825.99	140,703.48	155,380	137,230		64999	TOT MAT. & SRVCS		149,980	123,830	123,830
<u>CAPITAL OUTLAY</u>										
8,359.54	0.00	0	0		65150	OFFICE EQUIPMENT		0	0	0
4,535.00	1,172.05	0	0		65300	MAINTENANCE EQUIP.		0	0	0
2,075.00	2,075.00	4,475	4,475		65333	ER CONTRIBUTION		0	0	0
10,000.00	20,000.00	20,000	20,000		65335	FM CONTRIBUTION		20,000	10,000	10,000
24,969.54	23,247.05	24,475	24,475		65999	TOTAL CAP. OUTLAY		20,000	10,000	10,000
900,817.37	957,771.53	1,114,323	1,083,757	10.5	68995	TOTAL EXPENDITURES	10.5	1,120,179	1,084,136	1,084,136

## **GENERAL FUND**

(2009-2010 Budget)

### **Fund 1/Dept. 40 Other Requirements**

#### **THE PURPOSE**

The purpose of the General Fund "Other Requirements" is to budget for transfers in support of debt service on City Hall and to maintain a reserve that will ensure adherence to the following two City Council adopted Financial Guidelines:

- 1) The City shall maintain a general fund **emergency contingency** funded at a minimum of 5 percent of general fund operating expenditures. This contingency is for unexpected expenditures that staff could not have known about at the time the budget was prepared.
- 2) The City shall maintain a general fund **operating fund balance** funded at a minimum of 10 percent of operating expenditures. This will help maintain the minimum cash flow necessary to ensure the City will not need to issue Tax Anticipation Notes (short-term borrowing).

#### **HOW IT'S MANAGED**

- NA

#### **FUNDING SOURCES**

- NA

#### **CURRENT ISSUES**

Two major issues for General Fund are maintaining an operating fund balance to help finance future operating periods and the upcoming payments for debt service on City Hall. It should be noted that these funds are one-time monies that, when spent, are not replenished by future years revenues received.

#### **ACCOMPLISHMENTS - FISCAL YEAR 2008-2009**

- Set aside \$800,000 in the General Fund for the future payoff of City Hall Debt. Debt amount at the end of FY 2008-09 will be \$1,725,000.

#### **FUTURE GOALS AND CHALLENGES**

- Continue to comply with City policy regarding ending fund balance and contingency requirement.
- Continue to recommend and implement new policies and procedures that create more efficient City operations.

**STATUS (Department Budget)**

Contingency is budget per Council Budget Guidelines at 5% of operating expenditures (\$560,675) so the City is adequately prepared in its ability to offset any critical unexpected event.

City Council Budget Guidelines require the City to maintain a minimum of 10% of the operating expenditures in reserve (\$841,012). The City has an additional ending fund balance-undesignated of \$1,671,012. The combined total of "Ending Fund Balance" is \$2,512,024; this is considerably more than sufficient to maintain the minimum cash flow necessary to ensure the City will not need to issue Tax Anticipation Notes (short-term borrowing). The \$2.5 Million stated above is % of the General Fund Operating Expenses.

**GENERAL FUND (1) - OTHER REQUIREMENTS**

**OTHER REQUIREMENTS**

**Contingency** For unforeseen events- cannot be used without City Council approval.

**Transfer to AEC Fund** Contribution to pay debt on City Buildings.  
**Transfer to Parks Fund** Contribution to Parks fund.

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**Operating Ending Fund Balance/ Designated** Unappropriated funds per Council Guidelines- 15% of Operating Expenses  
**End Fund Balance/Undesignated** Unappropriated funds.

**GENERAL FUND (1): Other Requirements  
EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<i>OTHER REQUIREMENTS</i>										
0.00	0.00	250,000	0		67300	CONTINGENCY		250,000	560,675	560,675
<i>INTERFUND TRANSFER</i>										
0.00	0.00	800,000	800,000		67411	TRANS TO DEBT SERVICES		0	0	0
50,000.00	50,000.00	50,000	50,000		67426	TRANS TO AEC FUND		0	0	0
0.00	25,000.00	25,000	25,000		67427	TRANS TO PARKS FUND		25,000	25,000	25,000
50,000	75,000	1,125,000	875,000		67499	TOTAL OTHER REQUIR		275,000	585,675	585,675
<i>ENDING FUND BALANCE</i>										
0.00	0.00	0	0		67913	RESERVE FOR DEBT		0	0	0
					67910	END FUND BALANCE-DESIGNATED			841,012	841,012
0.00	0.00	2,734,616	0		67910	END FUND BALANCE-UNDESIGNAT		2,449,864	1,671,012	1,671,012
0.00	0.00	2,734,616	0		67999	TOTAL ENDING FUND		2,449,864	2,512,024	2,512,024
50,000.00	75,000.00	3,859,616	875,000		68995	TOTAL EXPENDITURES		2,724,864	3,097,699	3,097,699
4,810,997.52	5,094,440.79	9,829,029	6,643,382	40.5	69994	TOTAL FUND EXP.	38.5	8,592,339	8,679,449	8,679,449
4,049,043.55	4,782,621.45	0	3,370,757	40.5	69995	TOTAL FUND BALANCE	38.5	0	0	0

# STATE TAX STREET FUND

Fund 2/Dept. 100

(2009-2010 Budget)

## FUND PURPOSE

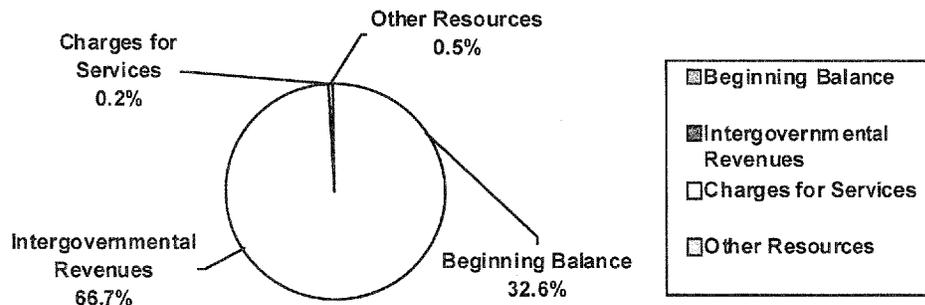
The State Tax Street Fund provides equipment and services to maintain the City's streets and alley ways. This fund includes payment for services to Multnomah County for street sweeping, annual striping, periodic crack sealing and shoulder repair. This fund also purchases signs, barricades, gravel and other equipment specific to street repair and maintenance. As improvement moneys accumulate, the pavement overlay program is also funded out of this project.

## WHO MANAGES THE FUND

The Public Works Department manages this fund. The Department Director approves purchases and/or purchase orders. Overlay projects are typically managed by Multnomah County (in conjunction with other East County overlay projects) with assistance from the City.

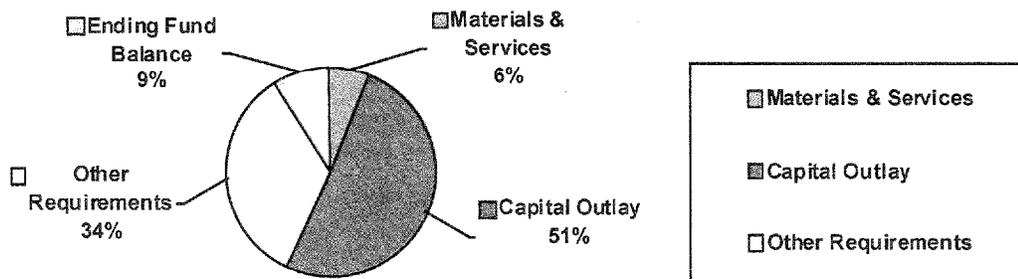
## FUNDING SOURCES

Where the Money Comes From:



Total Revenue: \$698,909

Where the Money Goes:



Total Expenditures: \$698,909

#### **CURRENT ISSUES**

In 2009, the City completed a Pavement Management Program Budget Options Report. This report scored each road in Fairview and showed a need to begin a pavement preservation program. This program will shift the previous methodology of paving only worst roads to a program of preserving the roads the City owns.

#### **ACCOMPLISHMENTS - FISCAL YEAR 2008-2009**

- Developed the Pavement Management Program Budget Option Report.
- Completed the Phase 2 Sidewalk projects with sidewalks on the north side of Main Street, east and west of Fairview Elementary School
- Constructed a pavement overlay on Depot Street, and Hancock Cul-de-sac.

#### **FUTURE GOALS AND CHALLENGES**

- Pave/overlay Lincoln Street in conjunction with the Lincoln Street Sewer Line Replacement Project. (~\$75,000).
- Construct Phase 3 of the Old Town Sidewalk project by constructing sidewalks on Third Street from the Community Center to Fairview Elementary School (proposed partial funding through a Community Development Block Grant ~\$50,000).
- Begin a pavement preservation program with guidance from the Pavement Management Program Budget Options Report. (~118,000)
- A portion of the Crestwood Shop remodel project will be funded by the Street Fund.

#### **FUND STATUS (Overall)**

Contributions to this fund from the State Gas Tax remained basically neutral.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**County Shared Revenue**                      Annual payment from Multnomah County for roads.  
**State Shared Revenue-Gas**                      Distribution based on population.  
**Grant Proceeds**                                  Community Development Block Grant proceeds.  
**CMAQ Grant**                                      Transportation-related grant re: Fairview Village.

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**General Government Charges**                      Miscellaneous revenue.  
**Right-of-Way Permits**                              Fee for inspection for work completed in city right-of-way (i.e. water and sewer line connections and other utility work).

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**Interest**    Interest on investments.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**State Tax Street Fund (2)**

**STATE TAX STREET FUND (2)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
310,087.06	407,970.20	271,500	316,626		43010	BEG. FUND BALANCE		227,536	227,536	227,536
<i>INTERGOVERNMENTAL REVENUE</i>										
10,464.72	10,737.02	10,500	11,135		43331	COUNTY SHARED REV.		11,300	11,300	11,300
441,958.36	418,606.92	411,219	405,170		43333	STATE SHARED REV.		410,038	410,038	410,038
0.00	54,400.00	60,000	60,000		43340	GRANT PROCEEDS		45,000	45,000	45,000
0.00	0.00	1,411	0		43344	CMAQ GRANT		0	0	0
452,423.08	483,743.94	483,130	476,305		43399	TOTAL INTERGOVNMNT		466,338	466,338	466,338
<i>CHARGES FOR SERVICES</i>										
6,178.26	13,950.22	4,500	250		43410	GENERAL GOVERNMENT		0	0	0
5,418.50	1,400.00	3,500	1,050		43430	RIGHT OF WAY PERMITS		1,700	1,700	1,700
11,596.76	15,350.22	8,000	1,300		43469	TOTAL SERV. CHGS		1,700	1,700	1,700
<i>OTHER RESOURCES</i>										
17,543.02	17,055.83	10,000	4,759		43601	INTEREST		3,335	3,335	3,335
17,543.02	17,055.83	10,000	4,759		49995	TOT. OTH RESOURCES		3,335	3,335	3,335
791,649.92	924,120.19	772,630	798,990		49999	TOTAL RESOURCES		698,909	698,909	698,909

**STATE TAX STREET FUND (2)**

EXPENDITURES

Materials and Services

<b>Operating Materials</b>	Street system maintenance items, (i.e., signs, barricades, posts, asphalt, concrete, rock, gravel, paint, etc.)
<b>Street Maint. Services</b>	Work completed by Multnomah County on City streets (routine road maintenance: sweeping, stripping, crack-seal, etc.)
<b>Transfer to GF- Rent Exp</b>	Facility use charge paid to General Fund for workspace in City Hall

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Capital Out

<b>Maintenance Equipment</b>	Reserved for street related equipment expenditures.
<b>ER Contribution</b>	Transfer to Equipment Replacement Fund for future replacement of equipment.
<b>Street Improvements</b>	Improvements to City streets.
<b>Traffic Calming</b>	Traffic calming devices (i.e, speed humps).
<b>Transportation Improvement</b>	CMAQ Grant (Federal Grant received for Fairview Village).
<b>Foot Paths and Bike Trails</b>	State required 1% savings for footpaths and bike trails.

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OTHER REQUIREMENTS

<b>Contingency</b>	For unforeseen events.
<b>Transfer to General Fund</b>	Transfer to General Fund based on cost allocation.
<b>Ending Fund Balance</b>	Unappropriated funds.

**STATE TAX STREET FUND (2)**  
**EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<b><u>MATERIALS &amp; SERVICES</u></b>										
<b><u>OPERATING SUPPLIES</u></b>										
10,599.66	15,118.88	15,000	15,000		63205	OPERATING MATERIAL		14,000	14,000	14,000
<b><u>OTHER SERVICES</u></b>										
0.00	0.00	20,000	7,705		64146	CONTRACTUAL SERVICES		5,000	5,000	5,000
21,898.80	25,498.86	30,000	25,000		64817	STREET MAINT SERVICES		20,000	20,000	20,000
9,732.00	9,732.00	9,732.00	9,732.00		64845	ADMIN EXP-RENT				
42,230.46	50,349.74	74,732.00	57,437.00		64999	TOT MAT & SRVCS		39,000	39,000	39,000
<b><u>CAPITAL OUTLAY</u></b>										
1,200.50	5,696.20	5,000	2,000		65300	MAINTENANCE EQUIP.		1,000	1,000	1,000
6,283.00	6,283.00	6,283	6,283		65333	ER CONTRIBUTION		2,000	2,000	2,000
39,840.72	238,242.53	316,657	245,553		65410	STREET IMPROVEMENT		335,000	335,000	335,000
0.00	3,625.00	5,000	0		65411	TRAFFIC CALMING		5,000	5,000	5,000
0.00	0.00	1,411	0		65461	TRANSPORT IMPROVE.		1,411	1,411	1,411
0.00	14,751.25	25,001	24,981		65465	FOOT PATHS AND BIKE		8,600	8,600	8,600
47,324.22	268,597.98	359,352	278,817		65999	TOTAL CAP. OUTLAY		353,011	353,011	353,011
<b><u>OTHER REQUIREMENTS</u></b>										
0.00	0.00	50,000	0		67300	CONTINGENCY		15,917	15,917	15,917
<b><u>INTERFUND TRANSFER</u></b>										
294,125.04	288,546.00	288,546	235,200		67410	TRANS TO GEN FUND		228,096	228,096	228,096
0.00	0.00	0	0		67410	TR TO GF- RENT SERVICES		5,000	5,000	5,000
294,125.04	288,546.00	338,546	235,200		67499	TOTAL OTHER REQUIR		249,013	249,013	249,013
<b><u>ENDING FUND BALANCE</u></b>										
0.00	0.00	0	0		67910	END FUND BALANCE		57,885	57,885	57,885
0.00	0.00	0			67999	TOTAL ENDING FUND		57,885	57,885	57,885
383,679.72	607,493.72	772,630	571,454		68995	TOTAL EXPENDITURES		698,909	698,909	698,909
407,970.20	316,626.47	0	227,536		69995	TOTAL FUND		0	0	0



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**State Tax Street Fund 2-100**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65300	<b>Maintenance Equipment</b>			
	Reserves for unforeseen	1,000	1,000	1,000
65333	<b>ER Contribution</b>			
	Transfer to ER Fund (Vehicles/phone system/other)	2,000	2,000	2,000
65410	<b>Street Improvements</b>			
	Main Street Sidewalks & Reserves for Future Overlays	278,000	278,000	278,000
	Crestwood Shop Improvements	57,000	57,000	57,000
65411	<b>Traffic Calming</b>			
	Reserves for speed hump request	5,000	5,000	5,000
65461	<b>Transport Improvement</b>			
	Fairview Village grant proceeds	1,411	1,411	1,411
65465	<b>Foot Paths and Bike</b>			
	Main Street sidewalks	8,600	8,600	8,600
<b>TOTAL CAP. OUTLAY</b>		<b>353,011</b>	<b>353,011</b>	<b>353,011</b>

**AEC-ADMIN EXCISE CHARGE FUND**

(2009-2010 Budget)

Fund 10/Dept. 100

**FUND PURPOSE**

The purpose of The Administrative Excise Charge Fund (AEC) is to collect funds from new development to pay for public infrastructure such as the City Hall and other City buildings.

**WHO MANAGES THE FUND**

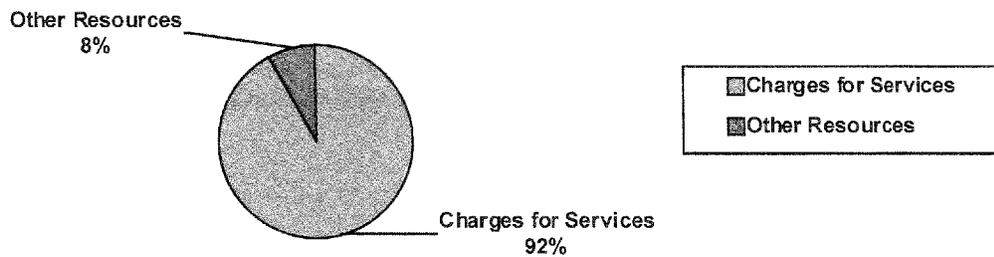
The Finance Director manages the Administrative Excise Fund.

**FUNDING SOURCES**

The operating funds (General, Streets, Water, Sanitary Sewer and Stormwater) provide resources in support of public infrastructure debt service payments.

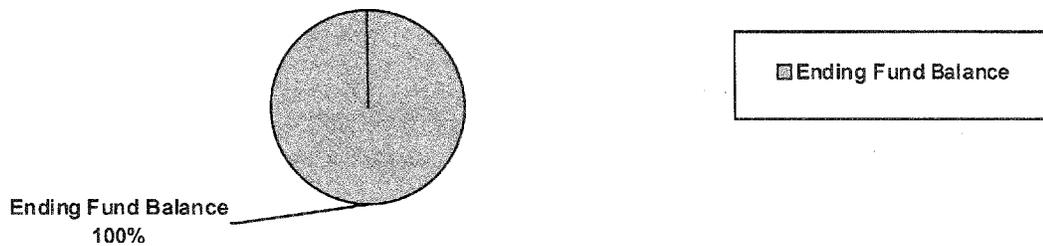
The Administrative Excise Charge on new development contributes the majority of dollars to the AEC fund. The AEC charge is \$.50 cents per square foot for residential development and \$.25 cents per square foot for commercial development.

*Where the Money Comes From:*



Total Revenue: \$12,250

*Where the Money Goes:*



Total Expenditures: \$12,250

#### **CURRENT ISSUES**

The most pressing issue for the Administrative Excise Charge Fund is the reduced level of development dollars to be received in current and future years as the City reaches residential build-out.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- The Administrative Excise Charge Fund revenue has been critical in meeting the debt payments on City Hall. The cost of City Hall was \$3.65 million and as a result of the AEC fund, the balance is now \$1.75 million.
- The Administrative Excise Charge Fund has helped establish the service level for the City. By being the primary funding source thus far for the City Hall, citizens have received improved public access to the City, as well as a full service Police Department.

#### **FUTURE GOALS AND CHALLENGES**

- Will not generate sufficient Administrative Excise Charge revenue to pay for City services. Since the City is approaching build out in the residential area, economic development needs to occur in the commercial and industrial area to provide this critical revenue.
- When the housing markets rebound and building permits reach previous levels of activity, these revenues will potentially be used to build a new Public Works City Shops Building.

#### **FUND STATUS (Overall)**

For FY 2009-10, the Administrative Excise Charge Fund will provide adequate resources to meet its obligations. In the future, as the City reaches build-out, the funds generated by the Administrative Excise Charges will decrease.

**AEC - ADMINISTRATIVE EXCISE CHARGE FUND (10)**

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

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**Administrative Excise Charge**                      The AEC Charge is \$.50 cents per square foot for residential development and \$.25 cents per square foot for commercial development.

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<b>Interest</b>	Interest on Investments.
<b>Transfer from Water Fund</b>	City Hall debt service.
<b>Transfer from Sewer Fund</b>	City Hall debt service.
<b>Transfer from Storm Water Fund</b>	City Hall debt service.
<b>Transfer from General Fund</b>	City Hall debt service.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**Admin Excise Charge Fund (10)**

**ADMIN EXCISE CHARGE FUND (10)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
527,264.05	655,054.42	818,355	817,602		43010	BEG. FUND BALANCE		0	0	69,995
<u>INTERGOVERNMENTAL REVENUE</u>										
9,732.00	9,732.00	9,732	9,732		43345	ADM CHARGE (RENT ST FUND)		0	0	0
9,732.00	9,732.00	9,732	9,732		43399	TOTAL INTERGOVNMNT		0	0	0
<u>CHARGES FOR SERVICES</u>										
166,278.25	14,602.00	48,750	5,000		43468	ADMIN EXCISE CHR		11,250	11,250	11,250
166,278.25	14,602.00	48,750	5,000		43469	TOTAL SERV. CHGS		11,250	11,250	11,250
<u>OTHER RESOURCES</u>										
26,890.20	32,514.11	25,700	17,935		43601	INTEREST		1,000	1,000	1,000
22,299.96	22,299.96	22,300	22,300		43631	TRANS FROM WATER		0	0	0
22,299.96	22,299.96	22,300	22,300		43633	TRANS FROM SEWER		0	0	0
11,100.00	11,100.00	11,100	11,100		43643	TRANS FROM STORM		0	0	0
50,000.00	50,000.00	50,000	50,000		43644	TRANS FROM GEN FUND		0	0	0
132,590.12	138,214.03	131,400	123,635		49995	TOT. OTH RESOURCES		1,000	1,000	1,000
835,854.42	817,602.45	1,008,237	955,970		49999	TOTAL RESOURCES		12,250	12,250	82,245

**AEC - ADMINISTRATIVE EXCISE CHARGE FUND (10)**

EXPENDITURES

OTHER REQUIREMENTS

**Contingency**                      For unforeseen expenditures.

**Transfer to Debt Service**              Debt service.

**Ending Fund Balance**              Unappropriated Funds.

**ADMIN EXCISE CHARGE FUND (10)  
EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<u>OTHER REQUIREMENTS</u>										
0.00	0.00	0	0		67300	CONTINGENCY		0	0	0
<u>INTERFUND TRANSFER</u>										
180,800.00	0.00	975,213	955,970		67428	TRANS TO DEBT SVC		0	0	0
180,800.00	0.00	975,213	955,970		67499	TOTAL OTHER REQUIR		0	0	0
<u>ENDING FUND BALANCE</u>										
0.00	0.00	33,024	0		67910	END FUND BALANCE		12,250	12,250	12,250
0.00	0.00	33,024	0		67999	TOTAL ENDING FUND		12,250	12,250	12,250
180,800.00	0.00	1,008,237	955,970		68995	TOTAL EXPENDITURES		12,250	12,250	12,250
655,054.42	817,602.45	0	0		68995	TOTAL FUND		0	0	69,995

# **EQUIPMENT REPLACEMENT FUND**

(2009-2010 Budget)

Fund 22/Dept. 100

## **FUND PURPOSE**

The purpose of the Equipment Replacement Fund is to ensure that funds are systematically set aside for routine replacement of Police equipment and vehicles, Public Works equipment vehicles and other city equipment.

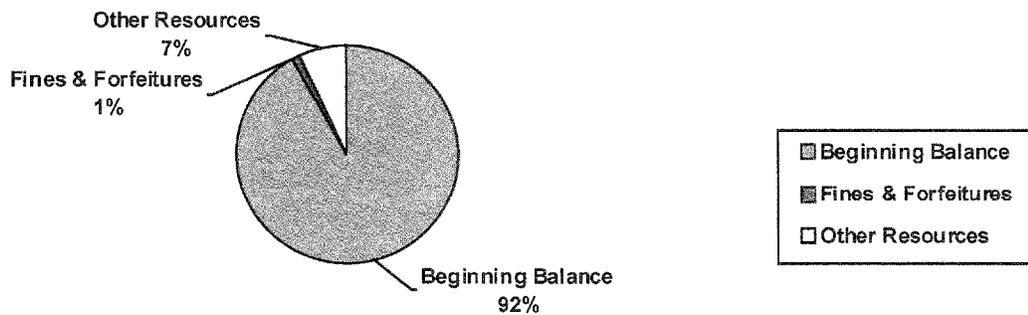
## **WHO MANAGES THE FUND**

The Finance Director manages the Equipment Replacement Fund.

## **FUNDING SOURCES**

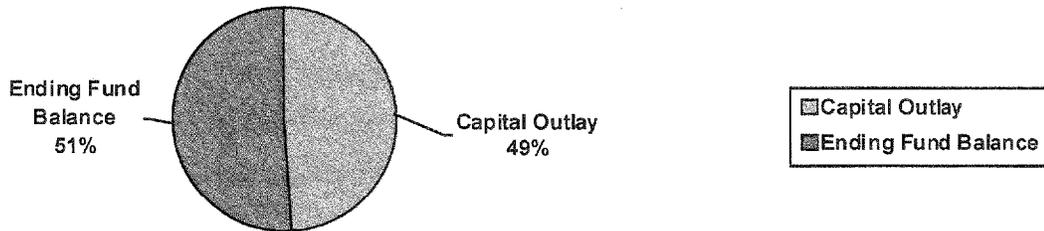
For Police equipment and vehicles, the funding source is the General Fund Public Safety Department; for Public Works equipment and vehicles, funding sources are the General Fund Public Works, Street Fund, Water Fund, Sewer Fund and Stormwater Fund. For Administration/Finance equipment and vehicle, the funding source is the General Fund Administration/ Finance Department; for Community Development equipment and vehicles, the funding source is the General Fund Community Development Department. Equipment that benefits all departments is funded by those departments.

*Where the Money Comes From:*



Total Revenue: \$513,901

*Where the Money Goes:*



Total Expenditures: \$513,901

## **CURRENT ISSUES**

Continue to analyze city-wide equipment needs to ensure an adequate amount of money is reserved each year to pay for future equipment purchases.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Analyzed citywide Information Technology needs (computers, server, printers, network, etc) to determine dollar amount to set aside each year for the replacement of Information Technology Equipment.
- Researched and implemented a more cost-effective way to pay for and replace Police Vehicles. The City is now part of the State of Oregon Leasing Program.

#### **FUTURE GOALS AND CHALLENGES**

- Continue to analyze city wide equipment needs to determine dollar amount to set aside each year for systematic replacement of computers, vehicles, police radios, and other equipment.
- Create and monitor spreadsheets to adequately fund and maintain Equipment Replacement Fund.
- Seek to eliminate the expenditure spikes, which occurred in past years for vehicle purchases. Smooth out expenditures and avoid large fluctuations to the overall equipment budget.

#### **FUND STATUS (Overall)**

This fund is operating as intended by ensuring that funds are available to systematically replace City equipment.

**EQUIPMENT REPLACEMENT FUND (22)**

RESOURCES

**Beginning Fund Balance** Cash carry-over from previous year. Estimate based on current information.  
Police \$102,227, Public Works \$252,036, Community Development \$22,223,  
Administration/Finance \$94,071

**Vehicle Fine Assessment** \$5 per citation fee designated for public safety vehicles, equipment and other related expenses.

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OTHER RESOURCES

**Interest** Interest earnings based on the cash balance in the fund.  
**AD Contribution** Contribution from General Fund for replacement of equipment.  
**CD Contribution** Contribution from General Fund for replacement of equipment.  
**PD Contribution** Contribution from General Fund for vehicles.  
**PW Contribution** Contribution from Public Works for vehicles.

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EXPENDITURES

**Community Dev. Equip/ Veh.** Community Development Vehicles and other Equipment  
**Police Equip/ Veh.** Police vehicles and other Equipment.  
**Public Works Equip/ Veh** Public Works vehicles and other Equipment.  
**Admin/Finance Equip/Veh** Administration/Finance Vehicles and other Equipment

**Ending Fund Balance Police** Reserve for future Police vehicle and equipment purchases.  
**Ending Fund Balance Public Works** Reserve for future Public Works vehicle and equipment purchases.  
**Ending Fund Balance Comm. Dev.** Reserve for Community Development vehicle and equipment purchases.  
**Ending Fund Balance Admin/Finance** Reserve for Admin/Finance vehicle and equipment purchases.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**Equipment Replacement Fund (22)**

**EQUIPMENT REPLACEMENT FUND (22)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
182,336.29	290,009.63	360,380	404,220		43010	BEG. FUND BALANCE		470,556	470,556	470,556
<i>FINES &amp; FORFEITURES</i>										
0.00	6,660.00	1,500	0		43410	GENERAL GOVERNMENT		0	0	0
3,565.34	3,784.25	3,500	3,877		43515	VEH FINE ASSESS.		4,100	4,100	4,100
3,565.34	10,444.25	5,000	3,877		43599	TOTAL F & F		4,100	4,100	4,100
<i>OTHER RESOURCES</i>										
13,417.78	14,537.28	9,000	8,463		43601	INTEREST		7,045	7,045	7,045
26,433.00	29,500.00	29,500	29,500		43607	AD/FI CONTRIBUTION		29,500	29,500	29,500
3,900.00	5,000.00	5,000	5,000		43608	CD CONTRIBUTION		0	0	0
44,492.00	39,000.00	48,000	48,000		43603	PD CONTRIBUTION		0	0	0
89,155.00	89,155.00	91,555	54,747		43604	PW CONTRIBUTION		2,700	2,700	2,700
0.00	22,000.00	0	0		43610	SALE MAT/EQUIPMENT		0	0	0
177,397.78	199,192.28	183,055.00	145,710		49995	TOT. OTH RESOURCES		39,245	39,245	39,245
363,299.41	499,646.16	548,435	553,807		49999	TOTAL RESOURCES		513,901	513,901	513,901

**EQUIPMENT REPLACEMENT FUND (22)  
EXPENDITURES**

<i>CAPITAL OUTLAY</i>										
8,442.78	7,816.37	8,400	8,400		65300	CD- EQUIPMENT		0	0	0
6,585.41	27,035.53	51,000	51,000		65301	PD EQUIPMENT		37,000	37,000	37,000
58,261.59	60,574.39	130,300	23,851		65303	PW EQUIPMENT		87,700	87,700	87,700
0.00	0.00	0	0		65304	AD/FI-EQUIP		125,000	125,000	125,000
73,289.78	95,426.29	189,700	83,251		65999	TOTAL CAP. OUTLAY		249,700	249,700	249,700
<i>ENDING FUND BALANCE</i>										
0.00	0.00	89,786	0		67915	END FUND BAL. PD		71,089	71,089	71,089
0.00	0.00	113,966	0		67916	END FUND BAL. PW		168,797	168,797	168,797
0.00	0.00	34,983	0		67917	END FUND BAL. CD		23,984	23,984	23,984
0.00	0.00	120,000	0		67919	END FUND BAL AD/FI		331	331	331
0.00	0.00	358,735	0		67999	TOTAL ENDING FUND		264,201	264,201	264,201
73,289.78	95,426.29	548,435	83,251		68995	TOTAL EXPENDITURES		513,901	513,901	513,901
290,009.63	404,219.87	0	470,556		69995	TOTAL FUND		0	0	0

**FACILITIES MAINTENANCE FUND**  
Fund 25/Dept. 100

(2009-2010 Budget)

**FUND PURPOSE**

The purpose of the Facilities Maintenance Fund is to ensure that funds are systematically set aside for routine repair and maintenance of city facilities.

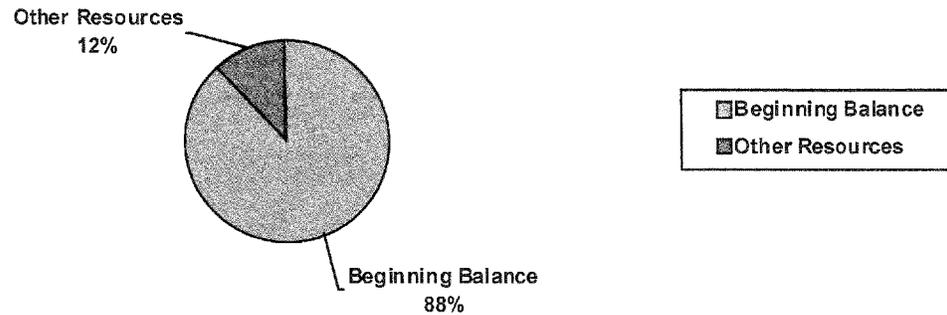
**WHO MANAGES THE FUND**

The Finance Director manages the Facilities Maintenance Fund.

**FUNDING SOURCES**

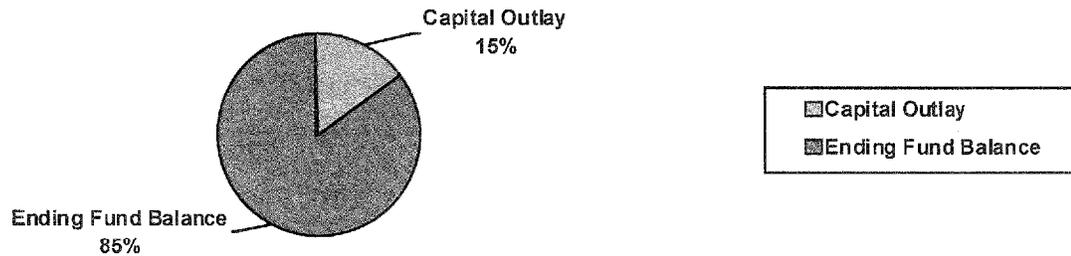
Currently, the General Fund is the funding source for this fund.

*Where the Money Comes From:*



Total Revenue: \$97,850

*Where the Money Goes:*



Total Expenditures: \$97,850

#### **CURRENT ISSUES**

The City needs to analyze all city facilities and determine how to adequately fund future repair and replacement needs.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Set aside funds in the Facilities Maintenance Fund to systematically replace and repair City facilities.

#### **FUTURE GOALS AND CHALLENGES**

- Continue to analyze City wide facility needs to determine dollar amount to set aside each year for systematic replacement and repair of facilities.
- Ongoing maintenance and upkeep of City facilities to enhance community livability and also entice new businesses to locate within the City of Fairview.
- The Facilities Maintenance Fund seeks to eliminate the expenditure spikes, which occurred in past years for facilities maintenance. This fund will smooth out expenditures and avoid large fluctuations to the overall budget.

#### **FUND STATUS (Overall)**

This fund was created in FY 2004-05. The City will need to set aside additional resources over the next several years to ensure funds are available in the future to pay for all needed repairs to City Hall, Community Center and Public Works shop.

**FACILITIES MAINTENANCE FUND (25)**

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

OTHER RESOURCES

**Interest**    Interest earnings based on the cash balance in the fund.  
**CD Contribution**                                  Contribution from Comm. Development for facility maintenance.  
**PW Contribution**                                  Contribution from Public Works for facility maintenance.

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EXPENDITURES

**CD Maintenance**                                  Maintenance on Community Center building.  
**PW Maintenance**                                  Maintenance on City Hall building.

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**Ending Fund Balance CD**                      Reserve for future facility maintenance.  
**Ending Fund Balance PW**                      Reserve for future facility maintenance.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**Facilities Maintenance Fund (25)**

**FACILITIES MAINTENANCE FUND (25)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
26,232.87	37,866.59	63,330	65,063		43010	BEG. FUND BALANCE		86,455	86,455	86,455
<u>OTHER RESOURCES</u>										
1,633.72	2,195.96	1,000	1,392		43601	INTEREST		1,395	1,395	1,395
0.00	5,000.00	5,000	5,000		43603	CD CONTRIBUTION		5,000	0	0
10,000.00	20,000.00	20,000	20,000		43604	PW CONTRIBUTION		20,000	10,000	10,000
11,633.72	27,195.96	26,000	26,392		49995	TOT. OTH RESOURCES		26,395	11,395	11,395
37,866.59	65,062.55	89,330	91,455		49999	TOTAL RESOURCES		112,850	97,850	97,850

**FACILITIES MAINTENANCE FUND (25)  
EXPENDITURES**

<u>CAPITAL OUTLAY</u>										
0.00	0.00	5,000	0		65305	COMM. CTR. MAINT.		5,000	5,000	5,000
0.00	0.00	10,000	5,000		65306	CITY HALL MAINT		10,000	10,000	10,000
0.00	0.00	15,000	5,000		65999	TOTAL CAP. OUTLAY		15,000	15,000	15,000
<u>ENDING FUND BALANCE</u>										
0.00	0.00	0	0		67917	END FUND BAL. CC		14,000	9,000	9,000
0.00	0.00	74,330	0		67918	END FUND BAL. CH		83,850	73,850	73,850
0.00	0.00	74,330	0		67999	TOTAL ENDING FUND		97,850	82,850	82,850
0.00	0.00	89,330	5,000		68995	TOTAL EXPENDITURES		112,850	97,850	97,850
37,866.59	65,062.55	0	86,455		69995	TOTAL FUND		0	0	0

# **SDC-WATER REIMBURSEMENT FUND**

(2009-2010 Budget)

Fund 33/Dept. 100

## **FUND PURPOSE**

The Water Reimbursement Fund helps pay for projects listed in the City's Capital Improvement Plan. This fund works in conjunction with the Water Improvement Fund and the Water Enterprise Fund. Together these funds pay for improvements to the city's water system. As defined, this fund is restricted to Capital Improvements.

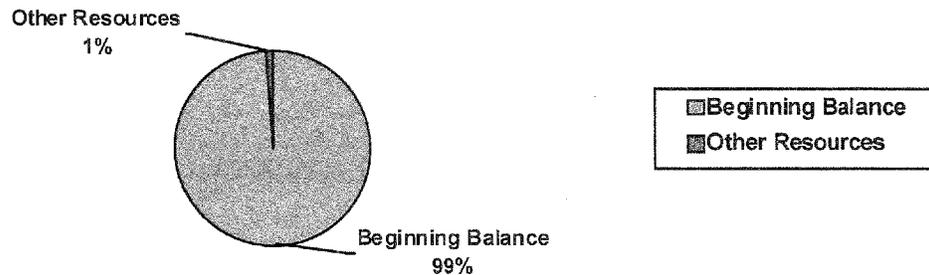
## **WHO MANAGES THE FUND**

Public Works manages this fund in conjunction with the Capital Improvement Program adopted by the City Council.

## **FUNDING SOURCES**

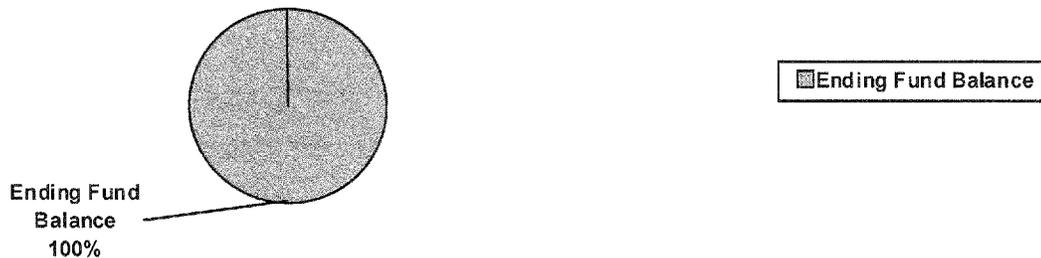
System Development Charges paid by developers and builders fund this account. The amount charged is set by the City Council and automatically increases each year by the rate of inflation for construction as reported in the *Engineering News Record*, published by McGraw-Hill Companies as the Construction Cost Index.

*Where the Money Comes From:*



Total Revenue: \$143,389

*Where the Money Goes:*



Total Expenditures: \$143,389

#### **CURRENT ISSUES**

As growth in the City slows, so do the contributions to the City's System Development Charges fund. Previously, major water projects (Well #8 and Reservoir #3) have been completely funded from the two Water SDC Funds along with the Water Enterprise Fund. However, a severe slow down in development and building has limited system development contributions to these funds. For FY 2009-10 staff has estimated no SDC contributions to the two water SDC funds. Staff anticipates a bond or loan sale this spring for the construction of Well #9 (~\$1,500,000). When received, this money will initiate a budget amendment.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Selected a site for and a well design for Well #9. In addition, the Well #9 construction drawings are approximately 90% complete.

#### **FUTURE GOALS AND CHALLENGES**

- Construction of Well #9; financed through a private loan or bond sale.

#### **FUND STATUS (Overall)**

The Water Reimbursement fund is functioning as intended; collecting System Development Charges with each water-related development in Fairview. With slowing growth in the City of Fairview staff has estimate no SDC contributions to the two water SDC funds for FY 2009-2010.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**System Development Charges**              Charges paid by Developers for new and/or expanded construction.

**Interest**    Interest on investments.

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EXPENDITURES

Capital Outlay

**Water System Improvements**              Water system improvements outlined in Master Plan.

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OTHER REQUIREMENTS

**Contingency**                                      For unforeseen events.

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**Ending Fund Balance**                      Unappropriated funds.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**SDC-Water Reimbursement Fund (33)  
Funds used for increased capacity or replacement**

**SDC-WATER REIMBURSEMENT FUND (33)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
68,230.34	119,512.54	111,705	131,041		43010	BEG. FUND BALANCE		141,274	141,274	141,274
<i>CHARGES FOR SERVICES</i>										
47,127.00	5,905.00	55,427	7,300		43465	SYS. DEVE. CHARGE		0	0	0
47,127.00	5,905.00	55,427	7,300		43469	TOTAL SERV. CHGS		0	0	0
<i>OTHER RESOURCES</i>										
4,155.20	5,623.65	0	2,933		43601	INTEREST		2,115	2,115	2,115
4,155.20	5,623.65	0	2,933		49995	TOT. OTH RESOURCES		2,115	2,115	2,115
119,512.54	131,041.19	167,132	141,274		49999	TOTAL RESOURCES		143,389	143,389	143,389

**SDC-WATER REIMBURSEMENT FUND (33)  
EXPENDITURES**

<i>CAPITAL OUTLAY</i>										
0.00	0.00	167,132	0		65500	WTR SYS IMPROVEMENTS		0	0	0
0.00	0.00	167,132	0		65999	TOTAL CAP. OUTLAY		0	0	0
<i>OTHER REQUIREMENTS</i>										
0.00	0.00	0	0		67300	CONTINGENCY		0	0	0
0.00	0.00	0	0		67499	TOTAL OTHER REQUIR		0	0	0
<i>ENDING FUND BALANCE</i>										
0.00	0.00	0	0		67910	END FUND BALANCE		143,389	143,389	143,389
0.00	0.00	0	0		67999	TOTAL ENDING FUND		143,389	143,389	143,389
0.00	0.00	167,132	0		68995	TOTAL EXPENDITURES		143,389	143,389	143,389
119,512.54	131,041.19	0	141,274		69995	TOTAL FUND		0	0	0



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**Water Reimbursement 33-100**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65500	Water System Improvements			
	Reserves for Future CIP Projects	0	0	0
<b>TOTAL CAP. OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>

**FV LAKE SEWER LID DEBT FUND**  
Fund 35/Dept. 100

(2009-2010 Budget)

**FUND PURPOSE**

The City, acting on behalf of the benefiting properties adjacent to Fairview Lake (Townsend Farms Business Park and other affected properties) borrowed money to pay for the Fairview Lake Sewer Construction Project. This allowed for the entire area to develop. The Fairview Lake Sewer Local Improvement District Debt Fund collects payments, from the benefiting properties, that are used to pay the debt service on the Fairview Lake Sewer Construction Project.

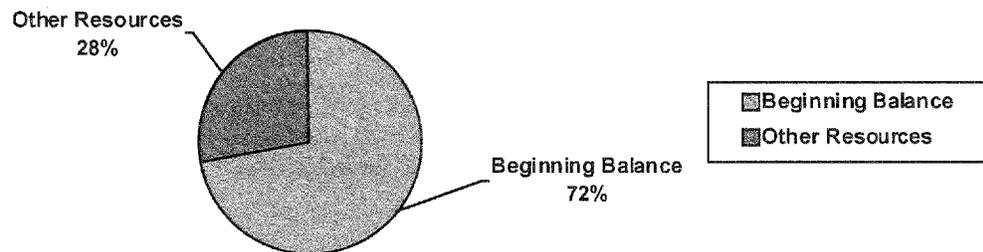
**WHO MANAGES THE FUND**

The Fairview Lake/Sewer Local Improvement District Fund is managed by the Finance Director.

**FUNDING SOURCES**

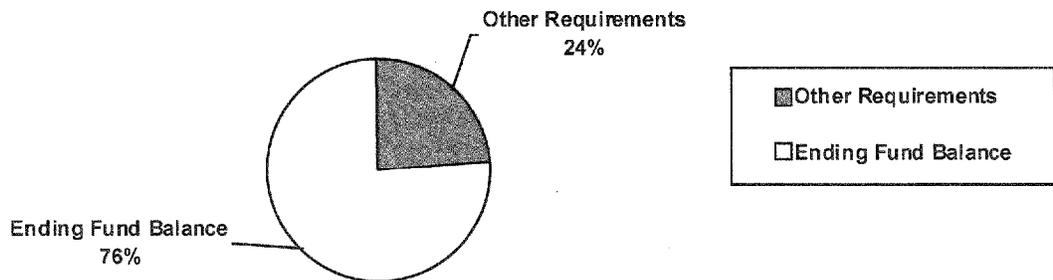
The funding sources for the Fairview Lake Sewer Local Improvement District Fund are payments made by the benefiting properties of the sewer construction project.

*Where the Money Comes From:*



Total Revenue: \$324,055

*Where the Money Goes:*



Total Expenditures: \$324,055

#### **CURRENT ISSUES**

The Fairview Lake Sewer Local Improvement District Fund will have adequate resources to make its scheduled debt service payments for FY 2008-09.

#### **ACCOMPLISHMENTS FISCAL YEAR 2008-2009**

- Since May 2004, the City has prepaid \$1,635,000 in principal payments on the Fairview Lake LID debt. By prepaying the principal on the debt the City will realize a savings of over \$540,000 in interest expense over the life of the debt. The interest rate on the City debt is 6.05 percent so whenever a citizen pays their assessment early it is critical that the City prepay on the outstanding debt.

#### **FUTURE GOALS AND CHALLENGES**

- Continue to analyze Fairview Lake LID Fund and prepay on City outstanding debt whenever possible.
- Continue to use LID financing to develop properties as developed properties help mitigate nuisance dumping or other nuisance related problems.

#### **FUND STATUS (Overall)**

The fund status for the Fairview Lake Sewer Local Improvement District Debt Service fund is stable at this time. There is a threat to the City, however, in that if benefiting property owners do not make their scheduled payments, the City is still responsible for those payments. In the event a benefiting property owner does not pay, the City may place a lien against the property and can begin foreclosure proceedings.

This Debt Service Fund runs through FY 2018-19.

**RESOURCES**

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**Interest**    Interest on investments.  
**Principal/Interest-FVW LID**                      Payments received from benefited properties.

---

**EXPENDITURES**

**Audit & Accounting**                              Accounting support on management of FVW Lake Sewer LID.

---

**OTHER REQUIREMENTS**

**Principal**    Bond principal payable.  
**Interest**    Bond interest payable.

**Ending Fund Balance**                              Unappropriated funds.  
**Bond Reserve**                                      Debt service reserve.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**FV Lake Sewer LID Debt Fund (35)**

**FV LAKE SEWER LID DEPT FUND (35)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
142,667.49	491,625.94	245,000	133,236		43010	BEG. FUND BALANCE		234,863	234,863	234,863
<b>OTHER RESOURCES</b>										
9,882.01	12,053.05	8,000	4,970		43601	INTEREST		4,623	4,623	4,623
394,131.44	96,755.80	586,117	163,000		43619	PRIN/INT-FWW LK LID		84,569	84,569	84,569
404,013.45	108,808.85	594,117	167,970		49995	TOT. OTH RESOURCES		89,192	89,192	89,192
546,680.94	600,434.79	839,117	301,206		49999	TOTAL RESOURCES		324,055	324,055	324,055

**FV LAKE SEWER LID DEPT FUND (35)  
EXPENDITURES**

**MATERIALS & SERVICES**

**PROFESSIONAL SERVICES**

0.00	0.00	79,500	0		64110	AUDIT & ACCOUNTING		0	0	0
0.00	0.00	79,500	0		64999	TOT MAT. & SRVCS		0	0	0
<b>OTHER REQUIREMENTS</b>										
0.00	425,000.00	485,000	37,000		67218	PRIN/FWW LK SWR 00		49,712	49,712	49,712
55,055.00	42,198.75	29,343	29,343		67232	INT/FWW LK SWR 00		29,343	29,343	29,343
55,055.00	467,198.75	514,343	66,343		67499	TOTAL OTHER REQUIR		79,055	79,055	79,055
0.00	0.00	0	0		67910	END FUND BALANCE		0	0	0
0.00	0.00	245,274	0		67913	BOND RESERVE		245,000	245,000	245,000
0.00	0.00	245,274	0		67999	TOTAL ENDING FUND		245,000	245,000	245,000
55,055.00	467,198.75	839,117	66,343		68995	TOTAL EXPENDITURES		324,055	324,055	324,055
491,625.94	133,236.04	0	234,863		69995	TOTAL FUND		0	0	0

# **SDC-WATER IMPROVEMENT FUND**

(2009-2010 Budget)

Fund 36/Dept. 100

## **FUND PURPOSE**

The Water Improvement Fund helps pay for projects listed in the City's Capital Improvement Plan. This fund works in conjunction with the Water Reimbursement Fund and the Water Fund to pay for improvements to the City's water system. As defined, this fund is restricted to capital improvements that increase water capacity.

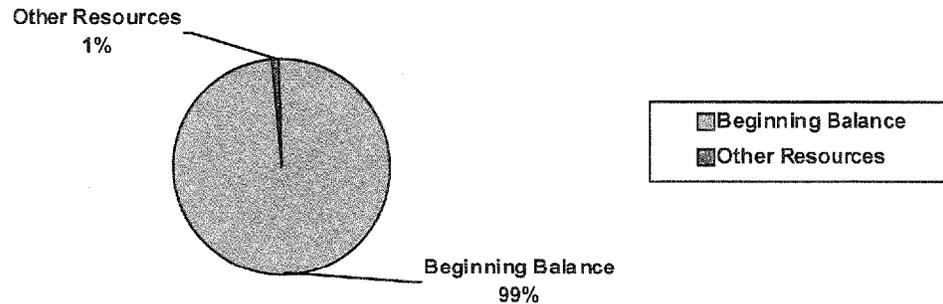
## **WHO MANAGES THE FUND**

Public Works manages this fund in conjunction with the Capital Improvement Program adopted by City Council.

## **FUNDING SOURCES**

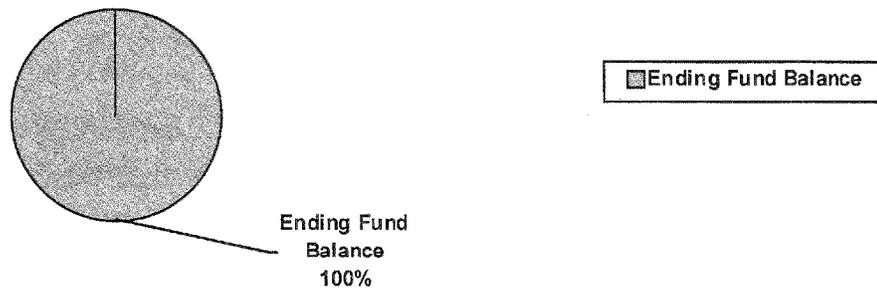
System Development Charges paid by developers and builders fund this account. The amount charged is set by the City Council and automatically increases each year by the rate of inflation for construction as reported in the *Engineering News Record*, published by McGraw-Hill Companies as the Construction Cost Index.

*Where the Money Comes From:*



Total Revenue: \$211,488

*Where the Money Goes:*



Total Expenditures: \$211,488

### **CURRENT ISSUES**

As growth in the City slows, so do the contributions to the City's System Development Charges fund. Previously, major water projects (Well #8 and Reservoir #3) have been completely funded from the two Water SDC Funds along with the assistance from the Water Enterprise Fund. However, a severe slow down in development and building has limited system development contributions to these funds. For FY 2009-10 staff has estimated no SDC contributions to the two water SDC funds. Staff anticipates a bond or loan sale this spring for the construction of Well #9 (~\$1,500,000). When received, this money will initiate a budget amendment.

### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Selected a site for and a well design for Well #9. In addition, the Well #9 piping and well house construction drawings are approximately 90% complete.

### **FUTURE GOALS AND CHALLENGES**

Construction of Well #9; financed through a private loan or bond sale.

### **FUND STATUS (Overall)**

The Water Reimbursement fund is functioning as intended; collecting System Development Charges with each water-related development in Fairview. With slowing growth in the City of Fairview staff has estimate no SDC contributions in the two water SDC funds for FY 2009-10.



RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**SDC-Improvement Fees**                      System Development charges for new and expanded developments.

---

**Interest**    Interest on investments.

---

EXPENDITURES

Capital Outlay

**Water System Improvements**                      Water system improvements as listed in the Water Master Plan.

OTHER REQUIREMENTS

**Contingency**    For unforeseen events.

---

**Ending Fund Balance**                      Unappropriated funds.

CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010

SDC-Water Improvement Fund (36)  
Funds used for increased capacity only

SDC-WATER IMPROVEMENT FUND (36)  
RESOURCES

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
78,980.90	190,865.23	195,865	195,988		43010	BEG. FUND BALANCE		208,488	208,488	208,488
<i>CHARGES FOR SERVICES</i>										
51,100.00	0.00	0	0		43410	GENERAL GOVERNMENT		0	0	0
55,876.00	7,015.00	65,869	8,600		43465	SYS. DEVE. CHARGE		0	0	0
106,976.00	7,015.00	65,869	8,600		43469	TOTAL SERV. CHGS		0	0	0
<i>OTHER RESOURCES</i>										
5,879.33	8,549.54	3,000	3,900		43601	INTEREST		3,000	3,000	3,000
5,879.33	8,549.54	3,000	3,900		49995	TOT. OTH. RESOURCES		3,000	3,000	3,000
191,836.23	206,429.77	264,734	208,488		49999	TOTAL RESOURCES		211,488	211,488	211,488

SDC-WATER IMPROVEMENT FUND (36)  
EXPENDITURES

<i>CAPITAL OUTLAY</i>										
971.00	10,441.46	264,734	0		65500	WTR SYS IMPROVE.		0	0	0
971.00	10,441.46	264,734	0		65999	TOTAL CAP. OUTLAY		0	0	0
<i>OTHER REQUIREMENTS</i>										
0.00	0.00	0	0		67300	CONTINGENCY		0	0	0
0.00	0.00	0	0		67499	TOTAL OTHER REQUIR		0	0	0
<i>ENDING FUND BALANCE</i>										
0.00	0.00	0	0		67910	END FUND BALANCE		211,488	211,488	211,488
0.00	0.00	0	0		67999	TOTAL ENDING FUND		211,488	211,488	211,488
971.00	10,441.46	264,734	0		68995	TOTAL EXPENDITURES		211,488	211,488	211,488
190,865.23	195,988.31	0	208,488		69995	TOTAL FUND		0	0	0



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**Water Improvement 36-100**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65500	Water System Improvements Reserves for Future CIP Projects	0	0	0
<b>TOTAL CAP. OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>

# **SDC-SEWER REIMBURSEMENT FUND**

(2009-2010 Budget)

Fund 37/Dept. 100

## **FUND PURPOSE**

The Sewer Reimbursement Fund helps pay for projects listed in the City's Capital Improvement Plan. This fund works in conjunction with the Sewer Improvement Fund and the Sewer Fund. Together, these funds pay for improvements to the City's sewer system. As defined, this fund is restricted to capital improvements.

Since, as defined, this fund can pay for the replacement of existing infrastructure, the City uses this fund for the study and replacement of the older sewer infrastructure especially in Old Town.

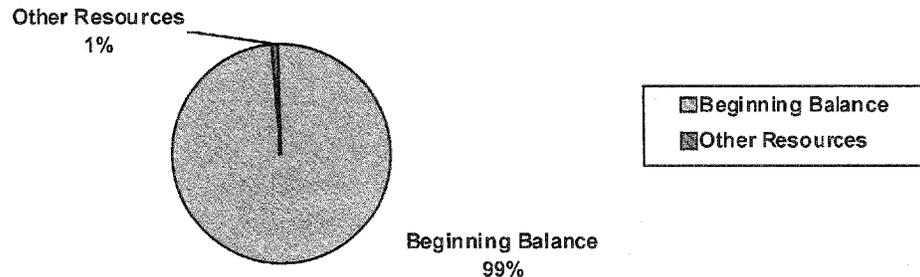
## **WHO MANAGES THE FUND**

Public Works manages this fund in conjunction with the Capital Improvement Program adopted by City Council.

## **FUNDING SOURCES**

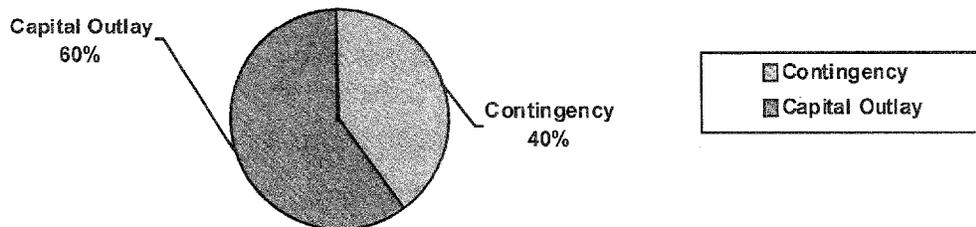
System Development Charges paid by developers and builders fund this account. The amount charged is set by the City Council and automatically increases each year by the rate of inflation for construction as reported in the *Engineering News Record*, published by McGraw-Hill Companies as the Construction Cost Index.

*Where the Money Comes From:*



Total Revenue: \$125,534

*Where the Money Goes:*



Total Expenditures: \$125,534

#### **CURRENT ISSUES**

No monies from this fund are proposed to be spent in FY 2009-10.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008- 2009**

- Staff continued to monitor the winter monthly sanitary sewer flows from the *Harrison Street Sewer Replacement Project* and monitoring two additional sites in Old Town in preparation for Phase 2 of the I/I Reduction Program. The Phase 2 project has been determined to be the Lincoln Street Sewer line and is scheduled to be replaced during the summer of 2009. All funding for this project will come from the Sanitary Sewer Enterprise Fund.

#### **FUTURE GOALS AND CHALLENGES**

Staff will continue to monitor sanitary sewer flows from both old and recently replaced pipe. By observing and analyzing the amount of inflow and infiltration to the system, staff will be able to make decisions regarding future pipe replacement programs.

#### **FUND STATUS (Overall)**

The Sewer Improvement fund is functioning as intended; collecting System Development Charges with each sewer-related development in Fairview. With slowing growth in Fairview, the corresponding resources will decline which will make paying for capital projects more challenging. For FY 2009-10 staff assumed no contribution to the fund due little or no projected growth.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**SDC - Reimbursement Fees**                System Development charges for new and expanded development.

---

**Interest**                                        Interest on investments.

---

EXPENDITURES

Capital Outlay

**Sewer Improvements**                      Sanitary sewer projects outlined in Sewer Master Plan.

---

OTHER REQUIREMENTS

**Contingency**                                 For unforeseen events.

**Ending Fund Balance**                      Unappropriated funds.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**SDC-Sewer Reimbursement Fund (37)  
Funds used for increased capacity or replacement**

**SDC-SEWER REIMBURSEMENT FUND (37)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
534,804.69	106,423.71	185,000	118,565		43010	BEG. FUND BALANCE		123,679	123,679	123,679
<i>CHARGES FOR SERVICES</i>										
32,891.00	10,248.00	25,409	2,500		43464	SDC-REIMBURSEMENT		0	0	0
32,891.00	10,248.00	25,409	2,500		43469	TOTAL SERV. CHGS		0	0	0
<i>OTHER RESOURCES</i>										
18,886.73	4,910.10	5,000	2,614		43601	INTEREST		1,855	1,855	1,855
18,886.73	4,910.10	5,000	2,614		49995	TOT. OTH. RESOURCES		1,855	1,855	1,855
586,582.42	121,581.81	215,409	123,679		49999	TOTAL RESOURCES		125,534	125,534	125,534

**SDC-SEWER REIMBURSEMENT FUND (37)  
EXPENDITURES**

<i>CAPITAL OUTLAY</i>										
480,158.71	3,016.40	0	0		65505	SEWER IMPROVEMENTS		0	0	0
480,158.71	3,016.40	0	0		65999	TOTAL CAP. OUTLAY		0	0	0
<i>OTHER REQUIREMENTS</i>										
0.00	0.00	50,000	0		67300	CONTINGENCY		50,000	50,000	50,000
0.00	0.00	50,000	0		67499	TOTAL OTHER REQUIR		50,000	50,000	50,000
<i>ENDING FUND BALANCE</i>										
0.00	0.00	165,409	0		67910	END FUND BALANCE		75,534	75,534	75,534
0.00	0.00	165,409	0		67999	TOTAL ENDING FUND		75,534	75,534	75,534
480,158.71	3,016.40	215,409	0		68995	TOTAL EXPENDITURES		125,534	125,534	125,534
106,423.71	118,565.41	0	123,679		69995	TOTAL FUND		0	0	0



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**Sewer Reimbursement 37-100**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65505	Sewer System Improvements Reserves for future CIP projects	0	0	0
<b>TOTAL CAP. OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>

## SDC-SEWER IMPROVEMENT FUND

(2009-2010 Budget)

Fund 38/Dept. 100

### FUND PURPOSE

The Sewer Improvement Fund helps pay for projects listed in the City's Capital Improvement Fund. This fund works in conjunction with the Sewer Reimbursement Fund and the Sewer Fund; together these funds pay for improvements to the City's sewer system. As defined, this fund is restricted to capital improvements that increase sewer capacity.

In the past, the City has used this fund for annual debt payments on treatment plant capacity at Gresham's wastewater treatment plant. Beginning in FY 2005-06, debt payments are made from the Sewer Operating Fund. Money in this fund is used for projects listed in the City's Capital Improvement Program.

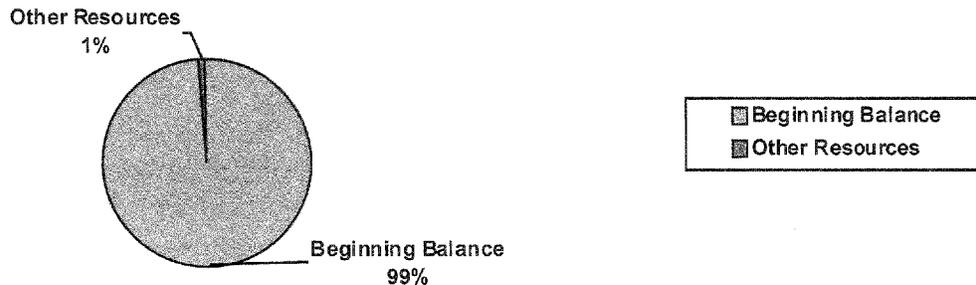
### WHO MANAGES THE FUND

Public Works manages this fund in conjunction with the Capital Improvement Program adopted by City Council.

### FUNDING SOURCES

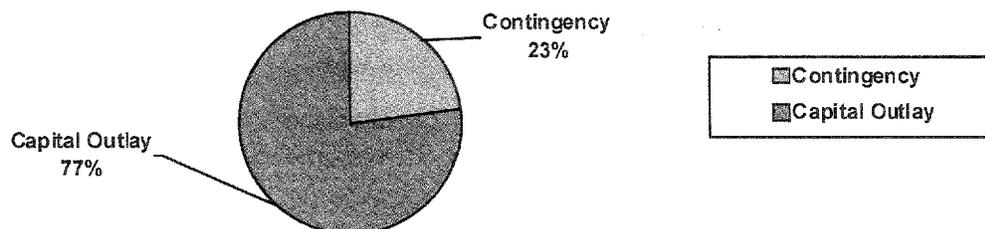
System Development Charges paid by developers and builders fund this account. The amount charged is set by the City Council and automatically increases each year by the rate of inflation for construction as reported in the *Engineering News Record*, published by McGraw-Hill Companies as the Construction Cost Index.

*Where the Money Comes From:*



Total Revenue: \$433,098

*Where the Money Goes:*



Total Expenditures: \$433,098

#### **CURRENT ISSUES**

No monies from this fund are proposed to be spent in FY 2009-10.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008- 2009**

- Staff continued to monitor the winter monthly sanitary sewer flows from the *Harrison Street Sewer Replacement Project* and monitoring two additional sites in Old Town in preparation for Phase 2 of the I/I Reduction Program. The Phase 2 project has been determined to be the Lincoln Street Sewer line and is scheduled to be replaced during the summer of 2009. All funding for this project will come from the Sanitary Sewer Enterprise Fund.

#### **FUTURE GOALS AND CHALLENGES**

Staff will continue to monitor sanitary sewer flows from both old and recently replaced pipe. By observing and analyzing the amount of inflow and infiltration to the system, staff will be able to make decisions regarding future pipe replacement programs.

#### **FUND STATUS (Overall)**

The Sewer Improvement fund is functioning as intended; collecting System Development Charges with each sewer-related development in Fairview. With slowing growth in Fairview, the corresponding resources will decline which will make paying for capital projects more challenging. For FY 2009-10 staff assumed no contribution to the fund due to little or no projected growth.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

---

**SDC - Improvement Fees**                      System Development charges for new and expanded development.

---

**Interest**    Interest on investments.

---

CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010

SDC-Sewer Improvement Fund (38)  
Funds used for increased capacity only

SDC-SEWER IMPROVEMENT FUND (38)  
RESOURCES

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
235,611.96	357,705.85	400,000	407,684		43010	BEG. FUND BALANCE		426,698	426,698	426,698
<u>INTERGOVERNMENTAL REVENUE</u>										
0.00	0.00	0	0		43341	CAPITAL PROJECT GRANT		0	0	0
0.00	0.00	0	0		43399	TOTAL INTERGOVNMNT		0	0	0
<u>CHARGES FOR SERVICES</u>										
0.00	0.00	0	0		43410	GENERAL GOVERNMENT		0	0	0
107,215.00	33,252.00	82,627	10,000		43465	SYS. DEVE. CHARGE		0	0	0
107,215.00	33,252.00	82,627	10,000		43469	TOTAL SERV. CHGS		0	0	0
<u>OTHER RESOURCES</u>										
14,878.89	16,725.97	10,000	9,014		43601	INTEREST		6,400	6,400	6,400
14,878.89	16,725.97	10,000	9,014		49995	TOT. OTH RESOURCES		6,400	6,400	6,400
357,705.85	407,683.82	492,627	426,698		49999	TOTAL RESOURCES		433,098	433,098	433,098

EXPENDITURES

Capital Outlay

**Sewer Improvements** Sewer improvements as listed in the Capital Improvement Plan.

---

OTHER REQUIREMENTS

**Contingency** For unforeseen events.

**Ending Fund Balance** Unappropriated funds.

**SDC-SEWER IMPROVEMENT FUND (38)  
EXPENDITURES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<i>CAPITAL OUTLAY</i>										
0.00	0.00	0	0		65505	SEWER IMPROVEMENTS		0	0	0
0.00	0.00	0	0		65999	TOTAL CAP. OUTLAY		0	0	0
<i>OTHER REQUIREMENTS</i>										
0.00	0.00	0	0		67233	PRINCIPAL -01		0	0	0
0.00	0.00	0	0		67234	INTEREST -01		0	0	0
0.00	0.00	100,000	0		67300	CONTINGENCY		100,000	100,000	100,000
0.00	0.00	100,000	0		67499	TOTAL OTHER REQUIR		100,000	100,000	100,000
<i>ENDING FUND BALANCE</i>										
0.00	0.00	392,627	0		67910	END FUND BALANCE		333,098	333,098	333,098
0.00	0.00	392,627	0		67999	TOTAL ENDING FUND		333,098	333,098	333,098
0.00	0.00	492,627	0		68995	TOTAL EXPENDITURES		433,098	433,098	433,098
357,705.85	407,683.82	0	426,698		69995	TOTAL FUND		0	0	0



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**Sewer Improvement 38-100**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65505	Sewer System Improvements Reserves for future CIP projects	0	0	0
<b>TOTAL CAP. OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>

# **SDC-STORMWATER IMPROVEMENT FUND**

(2009-2010 Budget)

Fund 40/Dept. 100

## **FUND PURPOSE**

The Stormwater Improvement Fund helps pay for projects listed in the City's Consolidated Stormwater Master Plan. This fund works in conjunction with the Stormwater Fund. Together these funds pay for improvements to the City's stormwater system.

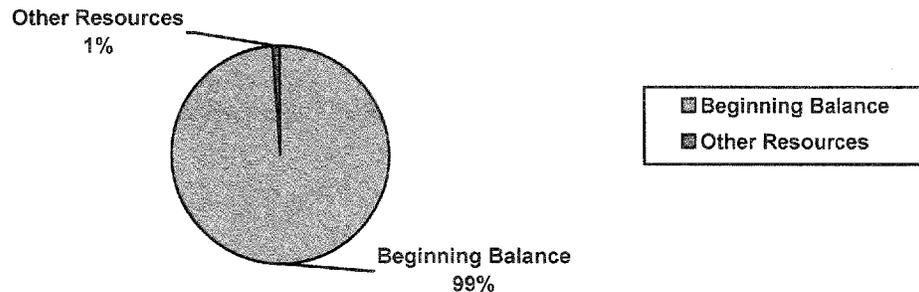
## **WHO MANAGES THE FUND**

Public Works manages this fund in conjunction with the Capital Improvement Program adopted by City Council.

## **FUNDING SOURCES**

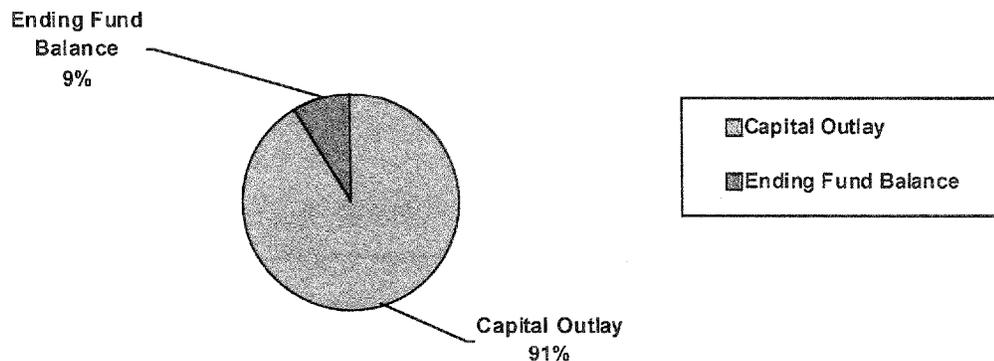
System Development Charges paid by developers and builders fund this account. The amount charged is set by the City Council and automatically increases each year by the rate of inflation for construction as reported in the *Engineering News Record*, published by McGraw-Hill Companies as the Construction Cost Index.

*Where the Money Comes From:*



Total Revenue: \$456,511

*Where the Money Goes:*



Total Expenditures: \$456,511

#### **CURRENT ISSUES**

Staff continues to work on tasks to eliminate local flooding or those mandated by DEQ and EPA tied to the City's National Pollutant Discharge Elimination System Permit. These projects are identified in the City's Consolidated Stormwater Master Plan.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

Stormwater Projects completed during FY 2008-09 include:

- Video inspection of all storm sewer pipes in the Old Town area.
- Lowering of the water temperature of Fairview Creek through the planting of shade plants and trees.
- Beginning the process of permitting/registering the three public drywells located in the City.
- Design of the 6<sup>th</sup> Street Stormwater pipe replacement project.

#### **FUTURE GOALS AND CHALLENGES**

Projects listing within the Consolidated Stormwater Master Plan (CSWMP) to be completed in FY 2009-10 and funded from the Stormwater SDC fund include:

- "Green Street" applications for the 3<sup>rd</sup> Street Sidewalk Replacement project (\$75,000)
- Systematic pipe replacement in Old Town, 6<sup>th</sup> Street (\$54,000)
- Rain Tree Creek Culvert Enhancements (\$32,000)
- Thompson Street Drain Improvements (\$161,000)

#### **FUND STATUS (Overall)**

The Stormwater fund is functioning as intended; collecting System Development Charges with each stormwater-related development in Fairview. With slowing growth in the City of Fairview staff has estimated no SDC contributions to the Stormwater SDC fund for FY 2009-10.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**Capital Project Grants**                      Community Development Block Grants for projects.

---

**SDC Improvement Fees**                      System Development Charges for new and expanded developments.

---

**Interest**    Interest on investments.

---

EXPENDITURES

Capital Outlay

**Storm Water Improvements**                      Reserves for projects outlined in Stormwater Master Plan.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**SDC-Storm Water Improvement Fund (40)**

**SDC-STORM WATER IMPROVEMENT FUND (40)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
417,096.29	569,425.04	330,000	485,874		43010	BEG. FUND BALANCE		449,764	449,764	449,764
<i>INTERGOVERNMENTAL REVENUE</i>										
0.00	0.00	0	0		43335	INTRGVMNTL REV-ST		0	0	0
0.00	0.00	0	0		43341	CAPITAL PROJECT GR		0	0	0
0.00	0.00	0	0		43399	TOTAL INTERGOVMNT		0	0	0
<i>CHARGES FOR SERVICES</i>										
16,503.26	355.80	12,798	1,130		43464	SDC-REIMBURSEMENT		0	0	0
128,649.63	2,769.98	99,658	8,760		43465	SYS. DEVE. CHARGE		0	0	0
145,152.89	3,125.78	112,456	9,890		43469	TOTAL SERV. CHGS		0	0	0
<i>OTHER RESOURCES</i>										
22,879.66	23,867.08	0	11,500		43601	INTEREST		6,747	6,747	6,747
22,879.66	23,867.08	0	11,500		49995	TOT. OTH RESOURCES		6,747	6,747	6,747
585,128.84	596,417.90	442,456	507,264		49999	TOTAL RESOURCES		456,511	456,511	456,511

**SDC-STORM WATER IMPROVEMENT FUND (40)  
EXPENDITURES**

<i>CAPITAL OUTLAY</i>										
15,703.80	110,543.99	100,000	57,500		65507	STORMWATER IMPROV.		414,000	414,000	414,000
15,703.80	110,543.99	100,000	57,500		65999	TOTAL CAP. OUTLAY		414,000	414,000	414,000

OTHER REQUIRMENTS

Contingency                      For unforeseen events.

Ending Fund Balance              Unappropriated funds.

**SDC-STORM WATER IMPROVEMENT FUND (40): Expenditures**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<i>OTHER REQUIREMENTS</i>										
0.00	0.00	50,000	0		67300	CONTINGENCY		0	0	0
<i>INTERFUND TRANSFER</i>										
0.00	0.00	0	0		67410	TRANS TO GEN FUND		0	0	0
0.00	0.00	50,000	0		67499	TOTAL OTHER REQUIR		0	0	0
<i>ENDING FUND BALANCE</i>										
0.00	0.00	292,456	0		67910	END FUND BALANCE		42,511	42,511	42,511
0.00	0.00	292,456	0		67999	TOTAL ENDING FUND		42,511	42,511	42,511
15,703.80	110,543.99	442,456	57,500		68995	TOTAL EXPENDITURES		456,511	456,511	456,511
569,425.04	485,873.91	0	449,764		69995	TOTAL FUND		0	0	0



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**Stormwater Improvement 40-100**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<b>65507</b>	<b>Stormwater System Improvements</b>			
	Systematic Pipe Replacement (Lincoln Street)	54,000	54,000	54,000
	Detention Pond Modification	17,000	17,000	17,000
	Rain Tree Creek RR Inlet	32,000	32,000	32,000
	Thompson Storm Drain Improvement	161,000	161,000	161,000
	Dry Well Retro Fits	75,000	75,000	75,000
	Old Town Green Streets	75,000	75,000	75,000
<b>TOTAL CAP. OUTLAY</b>		<b>414,000</b>	<b>414,000</b>	<b>414,000</b>

# SDC-PARKS/OPEN SPACES FUND

(2009-2010 Budget)

Fund 41/Dept. 100

## FUND PURPOSE

The purpose of the Parks System Development Charge Fund is to provide funding for basic park facilities required to meet the needs of a growing city population.

The City of Fairview *Parks, Open Spaces and Recreation Master Plan* identifies the facilities to be constructed and their location. System Development Charge funds may be expended for only those projects contained within the Master Plan. This fund also includes non-SDC resources for discretionary project spending. The *Parks, Open Spaces and Recreation Master Plan* is currently being updated.

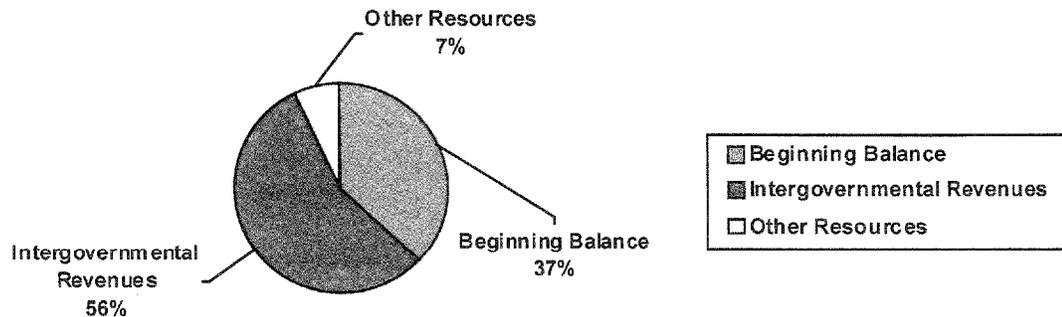
## WHO MANAGES THE FUND

The Fund is administered by the Community Development Director.

## FUNDING SOURCES

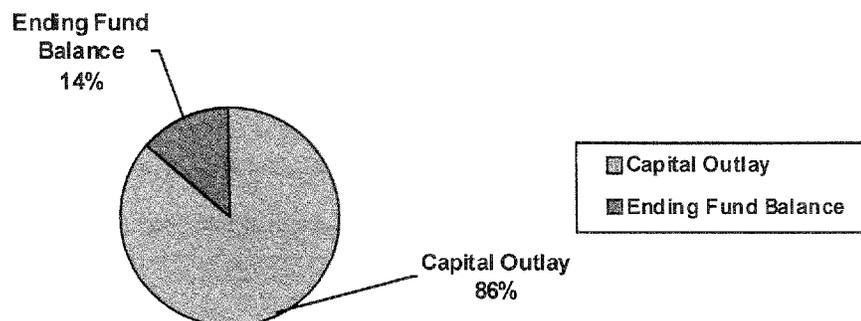
The source of most revenue is the Parks System Development Charge which is paid by all residential development at the time a building permit is issued for construction. The amount charged is set by the City Council and automatically increases five percent each year as originally directed by City Council.

Where the Money Comes From:



Total Revenue: \$815,924

Where the Money Goes:



Total Expenditures: \$815,924

#### **CURRENT ISSUES**

- The Parks and Recreation Master Plan update process is moving more slowly than expected. Significant resources were required to complete the planning process for Fairview Woods Park improvements. Master planning for Salish Ponds Park improvements is expected to start only after work in Fairview Woods Park is substantially completed. Both projects rely heavily on funding from the Metro \$460,730 open space bond measure allocation for the City of Fairview.
- The City Parks System Development Charge methodology, which was adopted in the mid 1990's, needs to be re-evaluated. SDC's are not an effective method for raising parks funds with the continued depression in the new housing construction.
- The Parks budget and Public Works maintenance budget were impacted by costs to address significant tree fall and subsequent park damage due to winter wind storms.
- Funding must be secured for the 40-Mile Loop grant match. Identified options include system development charges and general fund contributions.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- The City secured a \$1.8- \$2.2 million grant for construction of the 1.8 mile 40-Mile Loop Levee trail. Construction is slated for FY 2012-2013.
- The Community Center reservations and on-going building improvements were well managed.
- Master planning for Fairview Woods Park was substantially completed
- Preliminary planning for Skate Park construction at Reynolds School campus was started.
- The Parks Advisory Committee was reauthorized as the Parks and Recreation Advisory Committee by City Council adoption of Ordinance 3-2009.
- The City partnered with Reynolds School District to plant the 100-tree Centennial Grove at Salish Ponds Park as part of the Centennial Celebration project list adopted by the Parks Advisory Committee.

#### **FUTURE GOALS AND CHALLENGES**

- Continue to provide parks that attract high-quality development and new families to the city.
- Continue to provide well-designed parks that provide recreational opportunities at a reasonable price to the community.
- Completion of the Parks and Recreation Master Plan update will require considerable resources and time.
- The City's many pocket parks are costly to maintain. The future ownership and public costs of these parks will be considered under the master planning process.
- Identify alternatives to park funding constraints. The newly established role of the Fairview Parks and Recreation Advisory Committee includes creation of master plans for each park and creation of bi-annual strategic plans for parks spending.
- The planned focus groups intended to inform the citywide parks survey was suspended due to lack of response. In the future, targeted public outreach and involvement strategies will be undertaken to ensure public needs and opinion are known before major park decisions are made.

#### **FUND STATUS (Overall)**

The revenue in this fund is anticipated to decrease within the next couple of years due to the City nearing residential build-out and current economic recession. System Development Charge revenue for this fund is generated solely based on residential development activity. Continued support from the general fund for non-SDC expenditures will help with minor capital improvements in parks citywide.



RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**Federal Grant Proceeds**                      Former CDBG grant funding to fund improvements to the Community Center.  
**Local Grant Proceeds**                      Funding from State and Local Governments.

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**General Government**                      Miscellaneous Revenue.  
**SDC-Parks/Open Spaces Fee**                      System Development Charges for new residential development.  
**SDC-Parks/FWV Village**                      System Development Charges for new residential development in the Town Center  
will no longer be managed separately.

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**Interest**    Interest on investments.  
**Gifts & Donations**                              Donations to Parks Fund.  
**Transfer from General Fund**                      Transfer from General Fund for park expenses.

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EXPENDITURES

**Park Improv./ Non-SDC**                      Expenses for park improvement.  
**Parks Improvement-Grant \$**                      Expenses funded using designated grant dollars  
**Parks/Open Space Improv.**                      Projects outlined in Parks Master Plan and fund summary.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**SDC-Parks/Open Spaces Fund (41)  
Funds used for increased capacity or replacement**

**SDC-PARKS/OPEN SPACES FUND (41)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
365,677.78	255,909.56	966,500	276,102		43010	BEG. FUND BALANCE		304,994	304,994	304,994
<i>INTERGOVERNMENTAL REVENUE</i>										
11,000.00	0.00	0	0		43340	FEDERAL GRANT PROC.		0	0	0
0.00	0.00	460,730	0		43348	LOCAL GRANT PROC.		460,730	460,730	460,730
11,000.00	0.00	460,730	0		43399	TOTAL INTERGOVNMNT		460,730	460,730	460,730
<i>CHARGES FOR SERVICES</i>										
14.00	0.00	1,500	0		43410	GENERAL GOVERNMENT		1,500	1,500	1,500
49,187.74	8,285.64	41,700	0		43466	SDC-PARKS/OPEN SPC		16,700	16,700	16,700
4,142.82	0.00	0	0		43467	SDC-PARKS/FVW VILL		0	0	0
53,344.56	8,285.64	43,200	0		43469	TOTAL SERV. CHGS		18,200	18,200	18,200
<i>OTHER RESOURCES</i>										
15,464.61	12,053.41	14,000	6,129		43601	INTEREST		7,000	7,000	7,000
0.00	1,005.33	0	0		43606	GIFTS & DONATIONS		0	0	0
0.00	25,000.00	25,000	25,000		43637	TRANSFER FROM GF		25,000	25,000	25,000
15,464.61	38,058.74	39,000	31,129		49995	TOT. OTH RESOURCES		32,000	32,000	32,000
445,486.95	302,253.94	1,509,430	307,232		49999	TOTAL RESOURCES		815,924	815,924	815,924

**SDC-PARKS/OPEN SPACES FUND (41)  
EXPENDITURES**

<i>CAPITAL OUTLAY</i>										
280.04	26,151.59	50,000	2,238		65501	PARK IMP. - NON SDC		50,000	50,000	50,000
					65502	PARK IMP- GRANT \$		460,730	460,730	460,730
189,297.35	0.00	1,375,822	0		65509	PARKS/OPEN SP IMP		189,270	189,270	189,270
189,577.39	26,151.59	1,425,822	2,238		65999	TOTAL CAP. OUTLAY		700,000	700,000	700,000

OTHER REQUIREMENTS

**Contingency**                      For unforeseen expenditures.

**Ending Fund Balance**                      Unappropriated funds reserved for Park Master Plan purposes.

SDC-PARKS/OPEN SPACES FUND (41):Expenditures

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<u>OTHER REQUIREMENTS</u>										
0.00	0.00	83,608	0		67300	CONTINGENCY		0	0	0
0.00	0.00	83,608	0		67499	TOTAL OTHER REQUIR		0	0	0
<u>ENDING FUND BALANCE</u>										
0.00	0.00	0	0		67910	END FUND BALANCE		115,924	115,924	115,924
0.00	0.00	0	0		67999	TOTAL ENDING FUND		115,924	115,924	115,924
189,577.39	26,151.59	1,509,430	2,238		68995	TOTAL EXPENDITURES		815,924	815,924	815,924
255,909.56	276,102.35	0	304,994		69995	TOTAL FUND		0	0	0



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**SDC-PARKS/OPEN SPACES FUND 41-100**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65501	Park Improvement - Non SDC Discretionary Fund for Park Imp. - Non SDC	50,000	50,000	50,000
65509	Parks/Open Spaces Improvement			
	Metro Local Share Project	460,730	460,730	460,730
	Reserves for future CIP projects	189,270	189,270	189,270
<b>TOTAL CAP. OUTLAY</b>		<b>700,000</b>	<b>700,000</b>	<b>700,000</b>

## **CITY HALL BONDED DEBT FUND**

(2009-2010 Budget)

**Fund 49/Dept. 100**

### **FUND PURPOSE**

The City Hall Bonded Debt Fund accounts for debt service payments on City Hall.

### **WHO MANAGES THE FUND**

The City Hall Bonded Debt Fund is managed by the Finance Director.

### **FUNDING SOURCES**

The operating funds (General, Water, Sanitary Sewer, Streets and Stormwater) supported this bonded debt fund.

In addition, the Administrative Excise Charge Fund contributed fees from new construction collected for public infrastructure. The AEC charge is \$.50 cents per square foot for residential development and \$.25 cents per square foot for commercial development. Funds were transferred each year from the Administrative Excise Charge Fund to pay a portion of the City Hall debt.

### **CURRENT ISSUES**

The City Hall Bonded Debt Fund will be retired June 2009.

### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Analyzed the City Hall Bonded Debt and determined that conditions warrant an early payoff of the City Hall debt.
- Reserved \$1.4 Million in the General Fund to pay off the debt on City Hall. The debt is callable in June 2009 and will be retired.

### **FUND STATUS (Overall)**

The original amount for the construction of City Hall was \$3.65 million. The balance of principle outstanding is now \$1.725 million. The debt service payments have been paid as scheduled and will be retired in June 2009. This Debt Service Fund was originally scheduled to run through FY 2018-19.



RESOURCES

<b>Beginning Fund Balance</b>	Cash carry-over from previous year. Estimate based on current information.
<b>Interest</b>	Interest on Investments.
<b>Transfer from AEC</b>	Transfer from Administrative Excise Charge Fund to pay debt service on City Hall.

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EXPENDITURES

<b>Audit &amp; Accounting</b>	Registrar fees for handling bonds.
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OTHER REQUIREMENTS

<b>Principal</b>	Principal payment on city hall debt service.
<b>Interest</b>	Interest payment on city hall debt service.

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ENDING FUND BALANCE

<b>Ending Fund Balance</b>	Unappropriated for future debt payments.
<b>Bond Reserve</b>	No reserve is required.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**City Hall Bonded Debt Fund (49)**

**CITY HALL BONDED DEBT FUND (49)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
210,936.61	205,428.56	55,000	12,332		43010	BEG. FUND BALANCE		0	0	0
<i>OTHER RESOURCES</i>										
14,385.87	7,966.39	0	7,083		43601	INTEREST		0	0	0
180,800.00	0.00	975,213	955,970		43632	TRANSFER FROM AEC		0	0	0
0.00	0.00	800,000	800,000		43637	TRANSFER FROM GEN. FUND		0	0	0
195,185.87	7,966.39	1,775,213	1,763,053		49995	TOT. OTH. RESOURCES		0	0	0
406,122.48	213,394.95	1,830,213	1,775,385		49999	TOTAL RESOURCES		0	0	0

**CITY HALL BONDED DEBT FUND (49)  
EXPENDITURES**

**MATERIALS & SERVICES**

**PROFESSIONAL SERVICES**

1,000.00	1,000.00	0	0		64110	AUDIT & ACCOUNTING		0	0	0
1,000.00	1,000.00	0	0		64999	TOT. MAT. & SRVCS		0	0	0

**OTHER REQUIREMENTS**

110,000.00	115,000.00	1,750,000	1,750,000		67216	PRINCIPAL-98		0	0	0
89,693.92	85,063.14	80,213	25,385		67230	INTEREST-98		0	0	0
199,693.92	200,063.14	1,830,213	1,775,385		67499	TOTAL OTHER REQUIR		0	0	0

**ENDING FUND BALANCE**

0.00	0.00	0	0		67300	CONTINGENCY		0	0	0
0.00	0.00	0			67910	END FUND BALANCE		0	0	0
0.00	0.00	0	0		67913	BOND RESERVE		0	0	0
0.00	0.00	0	0		67999	TOTAL ENDING FUND		0	0	0

200,693.92	201,063.14	1,830,213	1,775,385		68995	TOTAL EXPENDITURES		0	0	0
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205,428.56	12,331.81	0	0		69995	TOTAL FUND		0	0	0
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**WATER BONDED DEBT FUND**

(2009-2010 Budget)

**Fund 50/Dept 100**

**FUND PURPOSE**

The Water Bonded Debt Fund accounts for debt service payments relating to Reservoir #2 and the Glisan and Marine Drive Waterlines projects.

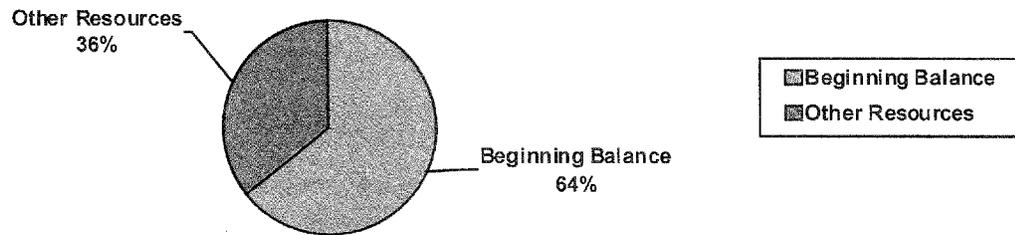
**WHO MANAGES THE FUND**

The Water Bonded Debt Fund is managed by the Finance Director.

**FUNDING SOURCES**

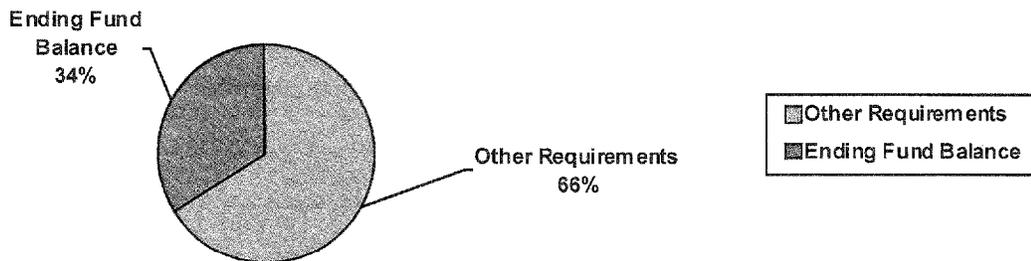
The funding source for the Water Bonded Debt Fund is the Water Operating Fund.

*Where the Money Comes From:*



Total Revenue: \$430,688

*Where the Money Goes:*



Total Expenditures: \$430,688

**CURRENT ISSUES**

The Water Bonded Debt Fund will have adequate resources to make its scheduled debt service payments for FY 2008-09. The water bonds were refunded in July 2004 and a reserve account is maintained within the fund that holds one year of principle and interest as specified by bond covenants. This Debt Service Fund runs through FY 2016-17.

**ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- NA

**FUTURE GOALS AND CHALLENGES**

- NA

**FUND STATUS (Overall)**

- NA

**RESOURCES**

<b>Beginning Fund Balance</b>	Cash carry-over from previous year. Estimate based on current information.
<b>Bond Sale Proceeds</b>	Proceeds from issuance of 2004 Series Water Revenue Refunding Bonds.
<b>Interest</b>	Interest on investments.
<b>Transfer from Water Fund</b>	Transfer in from Water fund for debt payment.

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**EXPENDITURES**

<b>Bond Issuance Expense</b>	Issuance cost for refunding of 1994 Water Revenue Debt.
<b>Audit &amp; Accounting</b>	Registrar fees for handling bonds.

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**OTHER REQUIREMENTS**

<b>Bond Principal – 10</b>	Bond Principal Payment – Anticipated 2010 Series Debt.
<b>Bond Interest – 10</b>	Interest payable – Anticipated 2010 Series Debt.
<b>Bond Principal - 04</b>	Bond principal payment – 2004 Series Debt
<b>Bond Interest – 04</b>	Interest payable – 2004 Series Debt

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<b>Bond Reserves</b>	Required bond payment reserve.
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**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**Water Bonded Debt Fund (50)**

**WATER BONDED DEBT FUND (50)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
136,680.63	138,995.78	132,340	137,639		43010	BEG. FUND BALANCE		276,980	276,980	276,980
<u>OTHER RESOURCES</u>										
0.00	0.00	0	0		43621	BOND SALE PROCEEDS		0	0	0
9,180.15	5,493.04	0	4,341		43601	INTEREST		4,155	4,155	4,155
126,350.00	123,890.00	267,640	267,640		43631	TRANS FROM WATER		149,553	149,553	149,553
135,530.15	129,383.04	267,640	271,981		49995	TOT. OTH RESOURCES		153,708	153,708	153,708
272,210.78	268,378.82	399,980	409,620		49999	TOTAL RESOURCES		430,688	430,688	430,688

**WATER BONDED DEBT FUND (50)  
EXPENDITURES**

MATERIALS & SERVICES

PROFESSIONAL SERVICES

0.00	0.00	0	0		64120	BOND ISSUANCE EXPE		0	0	0
400.00	400.00	400	0		64110	AUDIT & ACCOUNTING		400	400	400
400.00	400.00	400	0		64999	TOT MAT. & SRVCS		400	400	400

OTHER REQUIREMENTS

0.00	0.00	100,000	0		67235	BOND PRINCIPAL 09		100,000	100,000	100,000
0.00	0.00	35,000	0		67236	BOND INTEREST 09		50,000	50,000	50,000
90,000.00	90,000.00	95,000	95,000		67209	BOND PRINCIPAL 04		100,000	100,000	100,000
42,815.00	40,340.00	37,640	37,640		67223	BOND INTEREST 04		34,553	34,553	34,553
132,815.00	130,340.00	267,640	132,640		67499	TOTAL OTHER REQUIR		284,553	284,553	284,553

ENDING FUND BALANCE

0.00	0.00	131,940	0		67913	BOND RESERVE		145,735	145,735	145,735
0.00	0.00	131,940	0		67999	TOTAL ENDING FUND		145,735	145,735	145,735
133,215.00	130,740.00	399,980	132,640		68995	TOTAL EXPENDITURES		430,688	430,688	430,688
138,995.78	137,638.82	0	276,980		69995	TOTAL FUND		0	0	0

**WATER FUND**  
Fund 61/Dept. 610

(2009-2010 Budget)

**FUND PURPOSE**

The purpose of the Water Fund is to provide material and services directly related to the operation and maintenance of the City's water system. This fund pays personnel costs for Public Works staff as well as the electricity for the City's five wells, pump repair, water meters, water testing, tools, and minor professional services associated with the water "business".

In addition, this fund can assist in the payment of water related capital improvements.

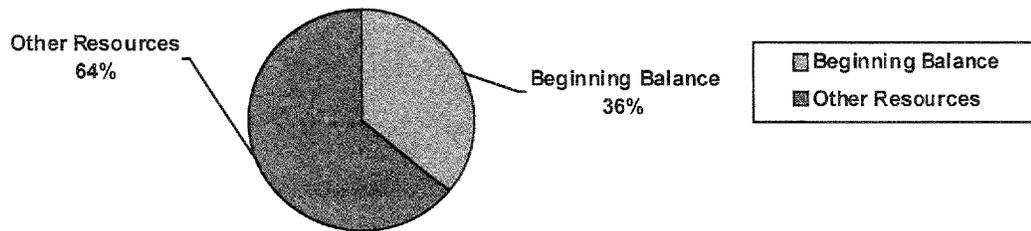
**WHO MANAGES THE FUND**

The Public Works Director manages this fund.

**FUNDING SOURCES**

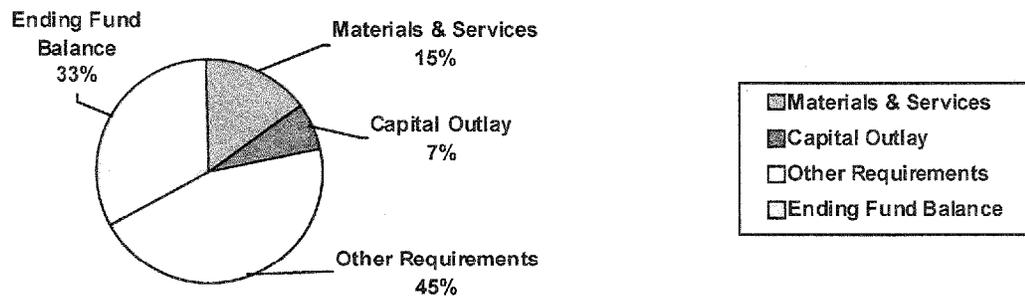
The revenue for the Water Fund is generated through water usage fees (customers). In December 2008, City Council approved a resolution that increased water rates by 3.8% effective February 1, 2009 and February 1, 2010. This increase was needed to ensure the City's water system is adequately operated and maintained including payment on a bond sale or loan for the construction of Well #9. Staff anticipates a bond or loan sale this spring for the construction of Well #9 (~\$1,500,000). When received, this money will initiate a budget amendment.

*Where the Money Comes From:*



Total Revenue: \$1,654,244

*Where the Money Goes:*



Total Expenditures: \$1,654,244

#### **CURRENT ISSUES**

The City currently does not have *Firm Capacity* in its water supply system. The construction of Well #9 will provide that capacity.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Continued to maintain the daily operations of the water department; supplying the residents of Fairview with safe, dependable drinking water. This is accomplished through periodic flushing, valve exercising, and sampling. Continued to adjust, modify and enhance the City's chlorination system with the goal of keeping chlorine residuals consistent throughout the system.
- Completed the FY 2009-2010 rate study.
- Installed real-time chlorine residual testing equipment in Well #5 to better monitoring chlorine levels.
- Selected a site for and a well design for Well #9. In addition, the Well #9 Well House and piping construction drawings are approximately 90% complete. A letter of interest was sent for the State Revolving Loan Fund. The City was "short-listed" and will be applied for the SRF loan for the construction of Well #9.

#### **FUTURE GOALS AND CHALLENGES**

- Financing and construction of Well #9.
- A portion of the Crestwood Shop remodel project will be funded by the Water Fund.

#### **FUND STATUS (Overall)**

The Water Fund is able to meet the City's current obligations and levels of service.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**General Government**                      Miscellaneous revenue.  
**Water**    User fees collected for water.  
**Connection Fees**                          Connection charges for water hook-ups.

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**Bond Proceeds**                              Financing proceeds for Well #9.  
**Interest**                                        Interest on investments.

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EXPENDITURES

**Debt Issuance Expense**                      Expenses related for issuance of debt for Well #9.

**Operating Materials**                        Water system operations and maintenance items, (i.e., meters, brass and copper parts, general water related repair parts, hydrant parts, valve/meter boxes, pipes, etc.)

**Equipment & Repair Maint.**                      Repair of well pumps and motors and other apparatus specific to City water system.  
**Electricity Pumping**                              Electrical cost for production of water from the City's five wells.  
**Water Testing**                                      Routine monthly bacterial water testing along with other state mandated quarterly & annual tests.  
**City Franchise Fee**                                Franchise fee based upon 6% of Gross Sales Revenue.  
**Purchased Water**                                Rockwood Water Peoples Utility District (RWPUD) reimbursement for large customers within Fairview, but outside RWPUD boundary (Reynolds Middle and Woodland Schools, Fieldstone Apartments).  
**Water Treatment**                                Expenses for treatment of water.

**Water Conservation**                              Expenditures to meet the requirements of the *Water Mgmt. & Conservation Plan*.  
**Contractual Services**                              Professional contract services specifically for water (i.e., consumer confidence, vulnerability assessment, etc.)

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**Water Fund (61)**

**WATER FUND (61)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
436,840.27	490,226.77	346,700	562,351		43010	BEG. FUND BALANCE		591,777	591,777	591,777
<b>CHARGES FOR SERVICES</b>										
0.00	997.05	100	0		43410	GENERAL GOVERNMENT		0	0	0
987,774.95	1,002,397.57	1,015,000	1,035,075		43460	WATER		1,050,967	1,050,967	1,050,967
5,441.70	2,775.00	5,000	2,500		43461	CONNECTION FEES		2,500	2,500	2,500
993,216.65	1,006,169.62	1,020,100	1,037,575		43469	TOTAL SERV. CHGS		1,053,467	1,053,467	1,053,467
<b>OTHER RESOURCES</b>										
0.00	0.00	1,000,000	0		43621	BOND PROCEEDS		0	0	0
21,250.52	23,970.28	15,000	14,440		43601	INTEREST		9,000	9,000	9,000
21,250.52	23,970.28	1,015,000	14,440		49995	TOT. OTH RESOURCES		9,000	9,000	9,000
1,451,307.44	1,520,366.67	2,381,800	1,614,366		49999	TOTAL RESOURCES		1,654,244	1,654,244	1,654,244

**WATER FUND (61)  
EXPENDITURES**

**MATERIALS & SERVICES**

**PROFESSIONAL SERVICES**

0.00	0.00	19,500	0		64120	DEBT ISSUANCE EXP.		0	0	0
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**OPERATING SUPPLIES**

26,036.41	20,219.95	40,000	25,000		63205	OPERATING MATERIAL		30,000	30,000	30,000
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**REPAIR & MAINTENANCE SUPPLIES**

5,106.69	2,810.82	28,000	15,000		63360	EQUIP REPAIR/MAINT		25,000	25,000	25,000
53,682.41	53,480.36	54,000	54,000		63380	ELECTRIC-PUMPING		55,000	55,000	55,000
10,373.77	5,465.45	20,000	18,000		63390	WATER TESTING		10,000	10,000	10,000
58,547.43	59,995.13	58,557	58,557		63391	CITY FRAN FEE		63,058	63,569	63,569
10,146.72	15,009.74	10,000	18,000		63395	PURCHASED WATER		18,000	18,000	18,000
14,875.50	14,460.12	15,000	15,000		63396	WATER TREATMENT		16,500	16,500	16,500

**PROFESSIONAL SERVICES**

2,411.33	2,800.50	18,760	6,500		63398	WATER CONSERVATION		18,760	18,760	18,760
11,656.23	37,293.59	37,000	25,000		64146	CONTRACTUAL SRVCS		30,000	30,000	30,000
192,836.49	211,535.66	300,817	235,057		64999	TOT MAT. & SRVCS		266,318	266,829	266,829

**WATER FUND (61)**

Capital Outlay

**Maintenance Equipment**                      Equipment purchases specific to the water department.

**ER Contribution**                              Contribution to Equipment Replacement Fund for the future replacement of equipment.

**Water System Improvements**              Miscellaneous projects for the water system. In addition, pays for Capital Improvement Plan improvements.

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OTHER REQUIREMENTS

**Contingency**                                      For unforeseen events.

**Transfers to Debt Service**                      Transfer for debt payment on Water Revenue Bonds.

**Transfer to Gen. Fund-Water**                      Transfer based on expense allocation.

**Transfer to Gen. Fund- Rent**                      Transfer to General Fund for rent of workspace in City Hall

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**Ending Fund Balance**                              Unappropriated funds.

**WATER FUND (61): Expenditures**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<u>CAPITAL OUTLAY</u>										
1,200.50	21,333.60	35,000	0		65300	MAINTENANCE EQUIP.		35,000	35,000	35,000
36,808.00	36,808.00	36,808	0		65333	ER CONTRIBUTION		700	700	700
0.00	0.00	0	0		65470	BLDG IMPROVEMENTS		0	0	0
29,804.72	6,556.24	375,000	40,000		65500	WTR SYS IMPROVE.		84,000	84,000	84,000
67,813.22	64,697.84	446,808	40,000		65999	TOTAL CAP. OUTLAY		119,700	119,700	119,700
<u>OTHER REQUIREMENTS</u>										
0.00	0.00	250,000	0		67300	CONTINGENCY		100,000	100,000	100,000
<u>INTERFUND TRANSFER</u>										
126,350.00	123,890.00	267,640	267,640		67411	TRANS TO DEBT SRVC		149,553	149,553	149,553
551,781.00	535,592.04	535,592	457,592		67412	TRANS TO GEN FUND		456,376	456,376	456,376
22,299.96	22,299.96	22,300	22,300		67412	TRANS TO GEN FUND-RENT		5,000	5,000	5,000
700,430.96	681,782.00	1,075,532	747,532		67499	TOTAL OTHER REQUIR		710,929	710,929	710,929
<u>ENDING FUND BALANCE</u>										
0.00	0.00	558,643	0		67910	END FUND BALANCE		557,297	556,786	556,786
0.00	0.00	558,643	0		67999	TOTAL ENDING FUND		557,297	556,786	556,786
961,080.67	958,015.50	2,381,800	1,022,589		68995	TOTAL EXPENDITURES		1,654,244	1,654,244	1,654,244
490,226.77	562,351.17	0	591,777		69995	TOTAL FUND		0	0	0



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**Water Fund 61-610**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65300	<b>Maintenance Equipment</b>			
	Reserves for Well Pump/Motor Replacement	35,000	35,000	35,000
65333	<b>ER Contribution</b>			
	Transfer to ER Fund (vehicles/finance software/other)	700	700	700
65500	<b>Water System Improvements</b>			
	Crestwood Shop Improvements	84,000	84,000	84,000
<b>TOTAL CAP. OUTLAY</b>		<b>119,700</b>	<b>119,700</b>	<b>119,700</b>

# SANITARY SEWER FUND

Fund 62/Dept. 620

(2009-2010 Budget)

## FUND PURPOSE

The purpose of the Sanitary Sewer Fund is to provide services directly related to the operation and maintenance of the City's sanitary sewer system. This fund pays the cost of Public Works personnel as well as electricity for the City's four sewer pump stations, pump repair and maintenance, sewer pipe repair material (pipe, manholes, gravel, etc.), and tools.

This fund also pays for treatment of the City's sewage at the City of Gresham's wastewater treatment plant and is now paying the debt service payment for additional treatment capacity originally purchased in 2001.

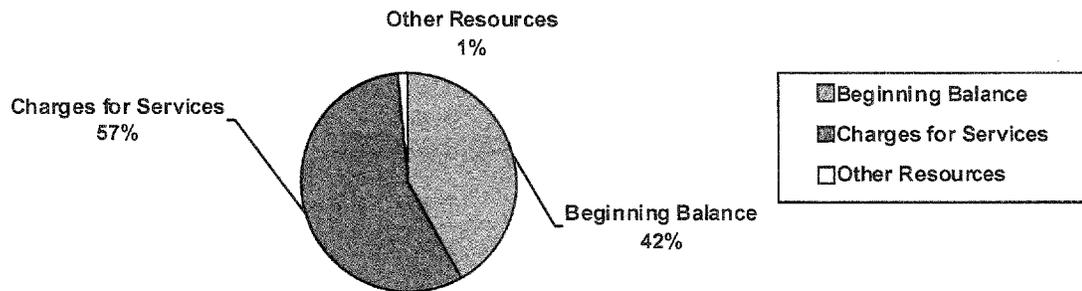
## WHO MANAGES THE FUND

The Public Works Director manages this fund.

## FUNDING SOURCES

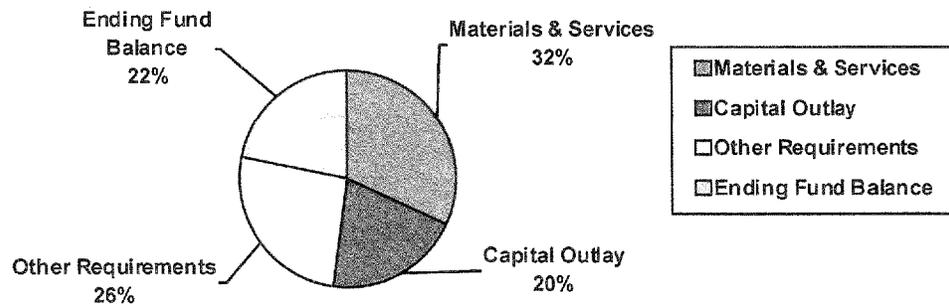
Sanitary sewer usage fees (customers) are the funding source for this fund. In December 2008, City Council approved a resolution that did not increase sewer rates beyond for 2009 and 2010.

*Where the Money Comes From:*



Total Revenue: \$2,828,745

*Where the Money Goes:*



Total Expenditures: \$2,828,745

### **CURRENT ISSUES**

The City of Fairview continues to investigate and correct inflow and infiltration issues in the Old Town neighborhood. Lincoln Street has been identified as Phase 2 of the Old Town Sewer Replacement project with construction anticipated in summer 2009.

### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

- Completed the FY 2009-2010 rate study.
- Continued to maintain the daily operations of the sanitary sewer department; providing reliable conveyance of sanitary sewage to the Gresham Waste Water Treatment Plant.
- Monitored sewer flows from the completed Phase I Old Town Inflow/Infiltration Reduction Program - Harrison Street Sanitary Sewer Replacement Project and monitor flows from two other sites in anticipation of Phase 2 and beyond.

### **FUTURE GOALS AND CHALLENGES**

- Replace old and decaying pipe in Lincoln Street as Phase 2 of the Old Town Pipe Replacement Program.
- Continue to implement the Old Town Sewer Replacement Program as listed in the Capital Improvement Plan. This will consist of monitoring flows both in the old and recently replaced pipe.
- A portion of the Crestwood Shop remodel project will be funded by the Sewer Fund.

### **FUND STATUS (Overall)**

The status of the Sanitary Sewer Fund is stable. Based upon expected resources, the fund will be able to meet current levels of service and financial obligations.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**Sewer Service**                              User fees for sewer service.  
**Connection Fees**                         Connection charges for sewer hook-ups.

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**Interest**                                      Interest on investments.

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EXPENDITURES

Materials and Services

**Operating Material**                        Materials specific to sanitary sewer operation. (Pumps, pipe, gravel, etc.).

**Equipment Repair/Maint.**                Equipment and material used for cleaning, inspection and repair along with some contracted services as needed.

**Electricity - Pumping**                    Electrical costs for sewage pumping at Interlachen, Blue Lake, Fairview Lake, and Marine Drive pump stations.

**City Franchise Fee**                        Franchise fee based upon 6% of gross service sales revenue.

**Non-Metered Sewer Expense**            Payment to City of Gresham – residents who discharge directly to Gresham sewer line (non-metered flows).

**Sewer Disposal**                            Amount paid to City of Gresham for sewage treatment (metered flows).

**Contractual Services**                    Professional Services as needed.

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Capital Outlay

**Maint. Equipment**                        Specialty equipment used for sewers over \$5,000, including pump replacement.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**Sanitary Sewer Fund (62)**

**SANITARY SEWER FUND (62)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
1,592,309.27	1,480,582.03	1,221,000	1,444,296		43010	BEG. FUND BALANCE		1,184,427	1,184,427	1,184,427
<i>CHARGES FOR SERVICES</i>										
0.00	0.00	0	0		43410	GENERAL GOVERNMENT		0	0	0
1,466,304.33	1,609,187.71	1,495,000	1,495,000		43455	SEWER SERVICE		1,624,051	1,624,051	1,624,051
12,250.00	2,210.00	10,000	2,500		43461	CONNECTION FEES		2,500	2,500	2,500
1,478,554.33	1,611,397.71	1,505,000	1,497,500		43469	TOTAL SERV. CHGS		1,626,551	1,626,551	1,626,551
<i>OTHER RESOURCES</i>										
79,532.33	66,966.78	40,000	29,079		43601	INTEREST		17,767	17,767	17,767
79,532.33	66,966.78	40,000	29,079		49995	TOT. OTH RESOURCES		17,767	17,767	17,767
3,150,395.93	3,158,946.52	2,766,000	2,970,875		49999	TOTAL RESOURCES		2,828,745	2,828,745	2,828,745

**SANITARY SEWER FUND (62)  
EXPENDITURES**

*MATERIALS & SERVICES*

*OPERATING SUPPLIES*

8,133.39	13,792.90	15,000	12,000		63205	OPERATING MATERIAL		12,000	12,000	12,000
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*REPAIR & MAINTENANCE SUPPLIES*

10,278.72	2,559.87	15,000	15,000		63360	EQUIP REPAIR/MAINT		15,000	15,000	15,000
8,958.41	9,978.85	12,000	12,000		63380	ELECTRIC-PUMPING		12,000	12,000	12,000
87,926.00	94,187.15	85,688	85,688		63391	CITY FRAN FEE		97,443	97,443	97,443
112,824.76	119,967.40	130,000	120,000		63393	NON-METERED EXPENSE		125,000	125,000	125,000
560,348.09	612,571.97	650,000	610,000		63400	SEWER DISPOSAL		610,000	610,000	610,000
2,862.39	3,593.18	30,000	10,000		64146	CONTRACTUAL SRVCS		20,000	20,000	20,000
791,331.76	856,651.32	937,688	864,688		64999	TOT.MAT. & SRVCS		891,443	891,443	891,443

*CAPITAL OUTLAY*

1,200.50	1,500.10	28,000	10,000		65300	MAINTENANCE EQUIP.		10,000	10,000	10,000
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**SANITARY SEWER FUND (62)**

<b>ER Contribution Sewer Improvements</b>	Contribution to the Equipment Replacement Fund for the future replacement of equipment. Sewer re-habilitation projects and replacement or upgrading to major portions of the City's sewer system.
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**OTHER REQUIREMENTS**

<b>Principal</b>	Principal debt payment to the City of Gresham for purchased sewer capacity.
<b>Interest</b>	Interest debt payment to the City of Gresham for purchased sewer capacity.
<b>Contingency</b>	For unforeseen events.

<b>Transfer to General Fund</b>	Transfer based on expense allocation.
<b>Transfer to General Fund- Rent</b>	Transfer to General Fund for rent of workspace in City Hall.

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<b>Ending Fund Balance</b>	Unappropriated funds.
<b>Principal</b>	Reserve for Gresham Sewer Debt (approximately 2 years).

**SANITARY SEWER FUND (62): Expenditures**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
36,808.00	36,808.00	36,808	36,808		65333	ER CONTRIBUTION		0	0	0
23,664.90	6,556.26	350,000	30,000		65505	SEWER IMPROVEMENTS		562,700	562,700	562,700
61,673.40	44,864.36	414,808	76,808		65999	TOTAL CAP. OUTLAY		572,700	572,700	572,700
<i>OTHER REQUIREMENTS</i>										
123,760.51	127,663.12	134,462	134,462		67233	PRINCIPAL		134,462	134,462	134,462
110,153.27	104,913.39	100,500	100,500		67234	INTEREST		100,500	100,500	100,500
0.00	0.00	150,000	0		67300	CONTINGENCY		150,000	150,000	150,000
<i>INTERFUND TRANSFER</i>										
560,595.00	558,258.00	558,584	352,776		67410	TRANS TO GEN FUND		347,397	347,397	347,397
22,299.96	22,299.96	22,300	22,300		67410	TRANS TO GEN FUND-RENT		5,000	5,000	5,000
816,808.74	813,134.47	965,846	610,038		67499	TOTAL OTHER REQUIR		737,359	737,359	737,359
<i>ENDING FUND BALANCE</i>										
0.00	0.00	212,744	0		67910	END FUND BALANCE		392,329	392,329	392,329
0.00	0.00	234,914	234,914		67911	PRINCIPAL		234,914	234,914	234,914
0.00	0.00	447,658	234,914		67999	TOTAL ENDING FUND		627,243	627,243	627,243
1,669,813.90	1,714,650.15	2,766,000	1,786,448		68995	TOTAL EXPENDITURES		2,828,745	2,828,745	2,828,745
1,480,582.03	1,444,296.37	0	1,184,427		69995	TOTAL FUND		0	0	0



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**Sewer Fund 62-620**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
<b>65300</b>	<b>Maintenance Equipment</b>			
	Reserves for Sewer Pump Replacement	10,000	10,000	10,000
<b>65333</b>	<b>ER Contribution</b>			
	Contribution to ER Fund (Vehicles/finance software/other)	0	0	0
<b>65474</b>	<b>Sewer Capacity</b>			
	Wastewater Water Treatment Plant annual payments	0	0	0
<b>65505</b>	<b>Sewer System Improvement</b>			
	Reserves for Future Sewer CIP Projects	116,600	116,600	116,600
	Crestwood Shop Improvements	446,100	446,100	446,100
<b>TOTAL CAP. OUTLAY</b>		<b>572,700</b>	<b>572,700</b>	<b>572,700</b>

**STORMWATER FUND**  
**Fund 63/Dept. 630**

(2009-2010 Budget)

**FUND PURPOSE**

The purpose of the Stormwater Fund is to provide services directly related to the operation and maintenance of the City's stormwater system. This fund pays the cost of Public Works personnel as well as stormwater repair materials (pipe, manholes, gravel, etc.), and tools. It also pays for work associated with the City's stormwater permit, including developing mandated stormwater documents and periodic stormwater testing.

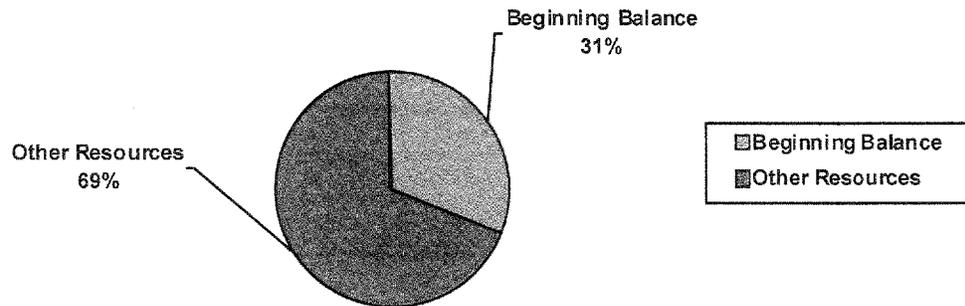
**WHO MANAGES THE FUND**

The Public Works Director manages this fund.

**FUNDING SOURCES**

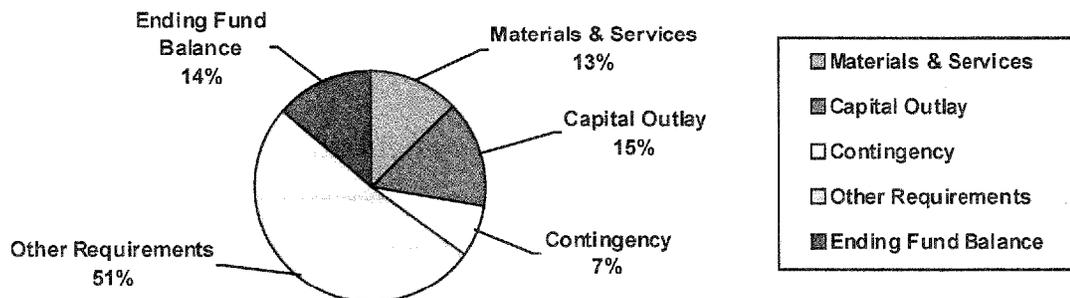
All residents and businesses fund Stormwater operations through their monthly stormwater fee. In December 2008, City Council approved a resolution that increased stormwater rates by 6.2% effective February 1, 2009 and February 1, 2010. This increase was needed to ensure the City's stormwater system is adequately operated and maintained and in compliance with our Stormwater Discharge Permit.

*Where the Money Comes From:*



Total Revenue: \$626,479

*Where the Money Goes:*



Total Expenditures: \$626,479

#### **CURRENT ISSUES**

The city will begin negotiating our new Oregon DEQ National Pollutant Discharge Elimination System permit this spring. Outcome of that new permit may require significant operation issues in future fiscal years.

#### **ACCOMPLISHMENTS – FISCAL YEAR 2008-2009**

Stormwater Projects completed during FY 2008-09 include:

- Video inspection of all storm sewer pipes in the Old Town area.
- Lowering of the water temperature of Fairview Creek through the planting of shade plants and trees.
- Began the process of permitting the three public drywells located in the City.
- Design of the 6<sup>th</sup> Street Stormwater pipe replacement project.

#### **FUTURE GOALS AND CHALLENGES**

Projects proposed for FY 2009-10 as listed in the Consolidated Stormwater Master Plan and funded through the Stormwater Enterprise Fund include:

- Old Town Catch Basin Retrofits (\$20,000)

#### **FUND STATUS (Overall)**

The Stormwater Fund is able to meet the City's current obligations and levels of service.

RESOURCES

**Beginning Fund Balance**                      Cash carry-over from previous year. Estimate based on current information.

**Storm Water Service**                      User fee collected for storm water.  
**Erosion Control**                              Permit fee for monitoring construction.

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**Interest**                                      Interest on investments.

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EXPENDITURES

**Operating Materials**                      Educational materials, pipe, rock, sand, tools, storm line cleaning, minor repairs, etc.

**Equipment Repair/Maint.**                      Repair and maintenance of equipment specifically used for stormwater.  
**Public Education**                              Public education required under the City's NPDES Permit.  
**Water Testing**                                  Routine water testing for NPDES compliance.  
**City Franchise Fee**                              Franchise fee based upon 6% of gross service sales revenue.  
**Storm Water Permit**                              NPDES permitting and cost for continued compliance with NPDES Permit.

**CITY OF FAIRVIEW  
ADOPTED BUDGET: 2009-2010**

**Storm Water Fund (63)**

**STORM WATER FUND (63)  
RESOURCES**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
256,113.11	320,506.38	269,000	317,002		43010	BEG. FUND BALANCE		193,712	193,712	193,712
<u>INTERGOVERNMENTAL REVENUE</u>										
0.00	0.00	0	0		43341	CAPITAL PROJECT GR		0	0	0
0.00	0.00	0	0		43399	TOTAL INTERGOVNMNT		0	0	0
<u>CHARGES FOR SERVICES</u>										
393,860.80	415,607.47	395,000	397,000		43450	STORM WATER SRVCS		427,467	427,467	427,467
7,252.20	1,311.90	8,000	500		43452	EROSION CONTROL		500	500	500
401,113.00	416,919.37	403,000	397,500		43469	TOTAL SERV. CHGS		427,967	427,967	427,967
<u>OTHER RESOURCES</u>										
12,776.06	14,208.25	8,000	8,000		43601	INTEREST		4,800	4,800	4,800
12,776.06	14,208.25	8,000	8,000		49995	TOT. OTH RESOURCES		4,800	4,800	4,800
670,002.47	751,634.00	680,000	722,502		49999	TOTAL RESOURCES		626,479	626,479	626,479

**STORM WATER FUND (63)  
EXPENDITURES**

MATERIALS & SERVICES

OPERATING SUPPLIES

2,098.35	6,346.01	5,000	5,200		63205	OPERATING MATERIAL		5,000	5,000	5,000
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REPAIR & MAINTENANCE SUPPLIES

0.00	780.00	3,000	2,000		63360	EQUIP REPAIR/MAINT		3,000	3,000	3,000
800.00	2,092.40	5,000	4,000		63385	PUBLIC EDUCATION		5,000	5,000	5,000
12,687.23	10,590.37	15,000	12,000		63390	WATER TESTING		18,000	18,000	18,000
23,548.15	25,001.88	23,179	23,179		63391	CITY FRAN FEE		25,648	25,648	25,648
637.33	636.33	1,000	1,200		63401	STORM PERMIT		1,800	1,800	1,800

**STORM WATER FUND (63)**

**Contractual Services** Expenditure to complete NPDES Permit mandates.

Capital Outlay

**Maintenance Equipment** Tools and equipment specific for stormwater maintenance.  
**ER Contribution** Contribution to Equipment Replacement Fund for future replacement of equipment.  
**Storm Water Improvements** Funds being collected for future storm water projects (see detail).

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OTHER REQUIREMENTS

**Contingency** For unforeseen events.

**Transfer to General Fund** Transfer based on expense allocation.  
**Transfer to General Fund- Rent** Transfer to General Fund for rent of workspace in City Hall.

**Ending Fund Balance** Unappropriated funds.

**STORM WATER FUND (63): Expenditures**

2 yrs ago Actual 06-07	Prior year Actual 07-08	Current Budget 08-09	Current Year Est. 08-09	Staff 08-09	Line Item Code	Line Item Description	Staff 09-10	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
3,433.74	59,016.85	20,000	11,000		64146	CONTRACTUAL SRVCS		25,000	25,000	25,000
43,204.80	104,463.84	72,179	58,579		64999	TOT MAT. & SRVCS		83,448	83,448	83,448
<b><u>CAPITAL OUTLAY</u></b>										
1,200.50	1,780.05	0	0		65300	MAINTENANCE EQUIP.		2,000	2,000	2,000
7,181.00	7,181.00	7,181	7,181		65333	ER CONTRIBUTION		0	0	0
17,856.79	42,759.38	132,000	130,606		65507	STORMWATER IMPROV.		94,000	94,000	94,000
26,238.29	51,720.43	139,181	137,787		65999	TOTAL CAP. OUTLAY		96,000	96,000	96,000
<b><u>OTHER REQUIREMENTS</u></b>										
0.00	0.00	100,000	0		67300	CONTINGENCY		40,000	40,000	40,000
<b><u>INTERFUND TRANSFER</u></b>										
268,953.00	267,348.00	267,348	321,324		67410	TRANS TO GEN FUND		316,815	316,815	316,815
11,100.00	11,100.00	11,100	11,100		67410	TRANS TO GEN FUND-RENT		5,000	5,000	5,000
280,053.00	278,448.00	378,448	332,424		67499	TOTAL OTHER REQUIR		361,815	361,815	361,815
<b><u>ENDING FUND BALANCE</u></b>										
0.00	0.00	90,192	0		67910	END FUND BALANCE		85,216	85,216	85,216
0.00	0.00	90,192	0		67999	TOTAL ENDING FUND		85,216	85,216	85,216
349,496.09	434,632.27	680,000	528,790		68995	TOTAL EXPENDITURES		626,479	626,479	626,479
320,506.38	317,001.73	0	193,712		69995	TOTAL FUND		0	0	0
10,167,151.78	10,608,243.72	0.00	8,291,960		69999	TOTAL CITY		0	0	69,995



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**Stormwater Fund 63-630**  
**Capital Detail**

Line Item Code	Line Item Description	Proposed Budget 09-10	Approved Budget 09-10	Adopted Budget 09-10
65300	<b>Maintenance Equipment</b>			
	Reserves conveyance failure	2,000	2,000	2,000
65333	<b>ER Contribution</b>			
	Transfer to ER Fund (Vehicles/finance software/other)	0	0	0
65507	<b>Stormwater System Improvement</b>			
	Reserve for future CIP projects	7,200	7,200	7,200
	Crestwood Shop Improvements	86,800	86,800	86,800
<b>TOTAL CAP. OUTLAY</b>		<b>96,000</b>	<b>96,000</b>	<b>96,000</b>



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CITY OF FAIRVIEW  
SUMMARY STATEMENT OF BONDED INDEBTEDNESS

ISSUE	DATE OF ISSUE	MATURITY DATE	INTEREST PAYABLE	INTEREST RATE	AMOUNT OF ISSUE
Water Revenue Refunding Water Reservoir	7/20/2004	2017	October - April	2.0%-4.3%	\$1,340,000
Local Improvement Bonds (Fairview Lake Sewer LID)	6/27/2000	2015	Nov. - May	6.05%	\$2,848,000
City of Gresham Debt WasteWater Treatment Plant Expansion	11/1/2001	2021	October - April	4.19%	\$3,137,353
<b>Paid off in FY 08/09</b> Full Faith & Credit Obligations (City Hall)	4/1/1999	2019	June - Dec.	4% - 4.75%	\$2,650,000

Fiscal Year	7/20/2004 ISSUE		6/27/2000 ISSUE		04/01/1999 ISSUE		11/01/01 ISSUE		TOTAL REQUIREMENTS		
	Water Revenue Bond		Fvw Lake Sewer LID		City Hall		Wastewater Treatment Plant		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest			
2009-10	100,000	34,553		29,343	0	0	140,155	92,759	240,155	156,654	396,809
2010-11	100,000	31,053		29,343	0	0	146,089	86,825	246,089	147,220	393,309
2011-12	105,000	27,303		29,343	0	0	152,274	80,639	257,274	137,284	394,559
2012-13	110,000	23,365		29,343	0	0	158,721	74,192	268,721	126,900	395,621
2013-14	115,000	19,075		29,343	0	0	165,442	67,472	280,442	115,890	396,331
2014-15	120,000	14,475	485,000	29,343	0	0	172,446	60,468	777,446	104,285	881,731
2015-16	120,000	9,555			0	0	179,747	53,166	299,747	62,721	362,469
2016-17	105,000	4,515			0	0	187,358	45,556	292,358	50,071	342,429
2017-18					0	0	195,290	37,624	195,290	37,624	232,914
2018-19					0	0	203,559	29,355	203,559	29,355	232,914
2019-20							212,177	20,737	212,177	20,737	232,914
2020-21							221,160	11,753	221,160	11,753	232,914
2021-22							114,067	2,390	114,067	2,390	116,457
<b>TOTAL</b>	<b>\$875,000</b>	<b>\$163,893</b>	<b>\$485,000</b>	<b>\$176,055</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,248,487</b>	<b>\$662,936</b>	<b>\$3,608,487</b>	<b>\$1,002,883</b>	<b>\$4,611,370</b>



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NOTICE OF BUDGET HEARING

A meeting of the City of Fairview, Oregon City Council will be held on June 3, 2009 at 7:00 pm at Fairview City Hall, 1300 NE Village Street, Fairview, Oregon. The purpose of this meeting will be to discuss the budget for the fiscal year beginning July 1, 2009, as approved by the City of Fairview Budget Committee.

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Fairview City Hall Administration/Finance Department, First Floor, 1300 NE Village Street, Fairview, Oregon between the hours of 8 am and 5 pm. This budget was prepared on a basis of accounting that is consistent with the basis of accounting used during the preceding year.

Major changes, if any, and their effect on the budget, are explained below. This budget is for: 1 Annual Period FY 2009-10

County	City	Chairperson of Governing Body	Telephone Number
Multnomah	Fairview, Oregon	Mayor Mike Weatherby	503-665-7929

FINANCIAL SUMMARY

<input type="checkbox"/> Check this box if your budget only has one fund		TOTAL OF ALL FUNDS	Adopted Budget This Year 2008-2009	Approved Budget Next Year 2009-2010
Anticipated Requirements	1. Total Personal Services.....		3,681,387	3,637,396
	2. Total Materials and Supplies .....		3,619,367	3,140,474
	3. Total Capital Outlay .....		3,656,512	2,605,111
	4. Total Debt Service .....		2,847,158	598,570
	5. Total Transfers .....		3,823,623	1,543,237
	6. Total Contingencies .....		1,083,608	1,016,592
	7. Total Special Payments.....		612,128	625,649
	8. Total Unappropriated and Reserved for Future Expenditure...		4,912,776	4,885,485
	9. <b>Total Requirements</b> - add Lines 1 through 8 .....		24,236,559	18,052,514
Anticipated Resources	10. Total Resources Except Property Taxes .....		22,523,900	16,221,112
	11. Total Property Taxes Estimated to be Received .....		1,712,659	1,831,402
	12. <b>Total Resources</b> - add Lines 10 and 11 .....		24,236,559	18,052,514
Estimated Ad Valorem Property Taxes	13. Total Property Taxes Estimated to be Received (line 11)		1,712,659	1,831,402
	14. Plus: Estimated Property Taxes Not To Be Received .....			
	A. Loss Due to Constitutional Limits .....			
	B. Discounts Allowed, Other Uncollected Amounts .....		102,760	127,523
	15. Total Tax Levied .....		1,815,419	1,958,925
Tax Levies By Type			Rate or Amount	Rate or Amount
	16. Permanent Rate Limit Levy (rate limit _____)...		3.4902	3.4902
	17. Local Option Taxes.....			
	18. Levy for Bonded Debt or Obligations.....			

STATEMENT OF INDEBTEDNESS

<input type="checkbox"/> None	Debt Outstanding	<input checked="" type="checkbox"/> As Summarized Below	<input type="checkbox"/> None	Debt Authorized, Not Incurred	<input type="checkbox"/> As Summarized Below
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PUBLISH BELOW ONLY IF COMPLETED

Long-Term Debt	Estimated Debt Outstanding at the Beginning of the Budget Year	Estimated Debt Authorized, Not Incurred at the Beginning of the Budget Year
	July 1, 2009	July 1, 2009
Bonds.....	875,000	
Interest Bearing Warrants .....		
Other .....	2,734,824	
<b>Total indebtedness</b> .....	3,609,824	0

Short-Term Debt

This budget includes the intention to borrow in anticipation of revenue ("Short-Term Borrowing") as summarized below:

Fund Liable	Estimated Amount to be Borrowed	Estimated Interest Rate	Estimated Interest Cost

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

<b>Name of Fund</b> <b>2- STATE TAX STREET FUND</b>	<b>Actual Data</b> Last Year 2007-08	<b>Adopted Budget</b> This year 2008-09	<b>Approved Budget</b> Next Year 2009-10
1. Total Personal Services.....			
2. Total Materials and Services.....	50,350	74,732	39,000
3. Total Capital Outlay.....	268,598	359,352	353,011
4. Total Debt Service.....			
5. Total Transfers.....	288,546	288,546	233,096
6. Total Contingencies.....	0	50,000	15,917
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	316,626		57,885
9. Total Requirements (add lines 1 - 8).....	924,120	772,630	698,909
10. Total Resources Except Property Taxes.....	924,120	772,630	698,909

<b>Name of Fund</b> <b>10- ADMIN EXCISE CHARGE FUND</b>	<b>Actual Data</b> Last Year 2007-08	<b>Adopted Budget</b> This year 2008-09	<b>Approved Budget</b> Next Year 2009-10
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....	0	975,213	
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	817,602	33,024	12,250
9. Total Requirements (add lines 1 - 8).....	817,602	1,008,237	12,250
10. Total Resources Except Property Taxes.....	817,602	1,008,237	12,250

<b>Name of Fund</b> <b>22-EQUIPMENT REPLACEMENT FUND</b>	<b>Actual Data</b> Last Year 2007-08	<b>Adopted Budget</b> This year 2008-09	<b>Approved Budget</b> Next Year 2009-10
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	95,426	189,700	249,700
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	404,220	358,735	264,201
9. Total Requirements (add lines 1 - 8).....	499,646	548,435	513,901
10. Total Resources Except Property Taxes.....	499,646	548,435	513,901

<b>Name of Fund</b> <b>25- FACILITIES MAINTENANCE FUND</b>	<b>Actual Data</b> Last Year 2007-08	<b>Adopted Budget</b> This year 2008-09	<b>Approved Budget</b> Next Year 2009-10
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....		15,000	15,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	65,063	74,330	82,850
9. Total Requirements (add lines 1 - 8).....	65,063	89,330	97,850
10. Total Resources Except Property Taxes.....	65,063	89,330	97,850

FUNDS NOT REQUIRING A  
PROPERTY TAX TO BE LEVIED

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>33- SDC WATER REIMBURSEMENT FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....		167,132	
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	131,041		143,389
9. Total Requirements (add lines 1 - 8).....	131,041	167,132	143,389
10. Total Resources Except Property Taxes.....	131,041	167,132	143,389
<b>35-FV LAKE SEWER LID DEBT FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....		79,500	
3. Total Capital Outlay.....			
4. Total Debt Service.....	467,199	514,343	79,055
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....	0	245,274	245,000
8. Total Unappropriated / Reserved for Future Expenditure	133,236		
9. Total Requirements (add lines 1 - 8).....	600,435	839,117	324,055
10. Total Resources Except Property Taxes.....	600,435	839,117	324,055
<b>36- SDC WATER IMPROVEMENT FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	10,441	264,734	
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	195,988		211,488
9. Total Requirements (add lines 1 - 8).....	206,430	264,734	211,488
10. Total Resources Except Property Taxes.....	206,430	264,734	211,488
<b>37- SDC SEWER REIMBURSEMENT FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	3,016		
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		50,000	50,000
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	118,565	165,409	75,534
9. Total Requirements (add lines 1 - 8).....	121,582	215,409	125,534
10. Total Resources Except Property Taxes.....	121,582	215,409	125,534

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Name of Fund	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>38-SDC SEWER IMPROVEMENT FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		100,000	100,000
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	407,684	392,627	333,098
9. Total Requirements (add lines 1 - 8).....	407,684	492,627	433,098
10. Total Resources Except Property Taxes.....	407,684	492,627	433,098

Name of Fund	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>40- SDC STORMWATER IMPROVEMENT FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	110,544	100,000	414,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		50,000	
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	485,874	292,456	42,511
9. Total Requirements (add lines 1 - 8).....	596,418	442,456	456,511
10. Total Resources Except Property Taxes.....	596,418	442,456	456,511

Name of Fund	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>41- SDC- PARKS/OPEN SPACES FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....	26,152	1,425,822	700,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....		83,608	
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	276,102		115,924
9. Total Requirements (add lines 1 - 8).....	302,254	1,509,430	815,924
10. Total Resources Except Property Taxes.....	302,254	1,509,430	815,924

Name of Fund	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>49- CITY HALL DEBT FUND</b>			
1. Total Personal Services.....			0
2. Total Materials and Services.....	1,000		0
3. Total Capital Outlay.....			0
4. Total Debt Service.....	200,063	1,830,213	0
5. Total Transfers.....			0
6. Total Contingencies.....			0
7. Total Special Payments.....			0
8. Total Unappropriated / Reserved for Future Expenditure	12,332		0
9. Total Requirements (add lines 1 - 8).....	213,395	1,830,213	0
10. Total Resources Except Property Taxes.....	213,395	1,830,213	0

FUNDS NOT REQUIRING A  
PROPERTY TAX TO BE LEVIED

Publish ONLY completed portion of this page. Total Requirements (line 9) must equal Total Resources (line 10)

Name of Fund	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>50- WATER BONDED DEBT FUND</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....	400	400	400
3. Total Capital Outlay.....			
4. Total Debt Service.....	130,340	267,640	284,553
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....	0	131,940	145,735
8. Total Unappropriated / Reserved for Future Expenditure	137,639		
9. Total Requirements (add lines 1 - 8).....	268,379	399,980	430,688
10. Total Resources Except Property Taxes.....	268,379	399,980	430,688
<b>Name of Fund</b>	<b>Actual Data</b>	<b>Adopted Budget</b>	<b>Approved Budget</b>
<b>61- WATER FUND</b>	<b>Last Year 2007-08</b>	<b>This year 2008-09</b>	<b>Next Year 2009-10</b>
1. Total Personal Services.....			
2. Total Materials and Services.....	211,536	300,817	266,829
3. Total Capital Outlay.....	64,698	446,808	119,700
4. Total Debt Service.....			
5. Total Transfers.....	681,782	825,532	610,929
6. Total Contingencies.....		250,000	100,000
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	562,351	558,643	556,786
9. Total Requirements (add lines 1 - 8).....	1,520,367	2,381,800	1,654,244
10. Total Resources Except Property Taxes.....	1,520,367	2,381,800	1,654,244
<b>Name of Fund</b>	<b>Actual Data</b>	<b>Adopted Budget</b>	<b>Approved Budget</b>
<b>62- SANITARY SEWER FUND</b>	<b>Last Year 2007-08</b>	<b>This year 2008-09</b>	<b>Next Year 2009-10</b>
1. Total Personal Services.....			
2. Total Materials and Services.....	856,651	937,688	891,443
3. Total Capital Outlay.....	44,864	414,808	572,700
4. Total Debt Service.....	232,577	234,962	234,962
5. Total Transfers.....	580,558	580,884	352,397
6. Total Contingencies.....		150,000	150,000
7. Total Special Payments.....		234,914	234,914
8. Total Unappropriated / Reserved for Future Expenditure	1,444,296	212,744	392,329
9. Total Requirements (add lines 1 - 8).....	3,158,947	2,766,000	2,828,745
10. Total Resources Except Property Taxes.....	3,158,947	2,766,000	2,828,745
<b>Name of Fund</b>	<b>Actual Data</b>	<b>Adopted Budget</b>	<b>Approved Budget</b>
<b>63- STORMWATER FUND</b>	<b>Last Year 2007-08</b>	<b>This year 2008-09</b>	<b>Next Year 2009-10</b>
1. Total Personal Services.....			
2. Total Materials and Services.....	104,464	72,179	83,448
3. Total Capital Outlay.....	51,720	139,181	96,000
4. Total Debt Service.....			
5. Total Transfers.....	278,448	278,448	321,815
6. Total Contingencies.....		100,000	40,000
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure	317,002	90,192	85,216
9. Total Requirements (add lines 1 - 8).....	751,634	680,000	626,479
10. Total Resources Except Property Taxes.....	751,634	680,000	626,479

FUNDS REQUIRING A  
PROPERTY TAX TO BE LEVIED

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Name of Fund: GENERAL	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
1. Total Personal Services.....	2,960,736	3,681,387	3,637,396
2. Total Materials and Services.....	1,940,680	2,154,051	1,859,354
3. Total Capital Outlay.....	118,025	133,975	85,000
4. Total Debt Service.....			
5. Total Transfers.....	75,000	875,000	25,000
6. Total Contingencies.....		250,000	560,675
7. Total Special Payments.....		0	0
8. Total Unappropriated/Reserved for Future Expenditure.....	4,782,621	2,734,616	2,512,024
9. Total Requirements (add lines 1 - 8).....	9,877,062	9,829,029	8,679,449
10. Total Resources Except Property Taxes.....	8,128,399	8,116,370	6,848,047
11. Property Taxes Estimated to Be Received.....	1,748,663	1,712,659	1,831,402
12. Total Resources (add lines 10 and 11).....	9,877,062	9,829,029	8,679,449
13. Property Taxes Estimated to be Received (line 11)....		1,712,659	1,831,402
14. Estimated Property Taxes Not to be Received.....			
A. Loss Due to Constitutional Limit.....			
B. Discounts, Other Uncollected Amounts.....		102,760	127,523
15. Total Tax Levied .....		1,815,419	1,958,925
		Rate or Amount	Rate or Amount
16. Permanent Rate Limit Levy (rate limit _____)....	3.4902	3.4902	3.4902
17. Local Option Taxes.....			
18. Levy for Bonded Debt or Obligations.....			

SUMMARY OF ORGANIZATION  
UNIT/PROGRAM BY FUND

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Name of Fund: <b>GENERAL</b>			
Name of Unit / Program / Department	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>ADMINISTRATIVE/FINANCE</b>			
1. Total Personal Services.....	657,235	814,275	743,376
2. Total Materials and Services.....	547,592	582,465	490,263
3. Total Capital Outlay.....	33,225	39,500	39,500
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	1,238,052	1,436,240	1,273,139

Name of Unit / Program / Department	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>COMMUNITY DEVELOPMENT</b>			
1. Total Personal Services.....	287,137	423,997	394,097
2. Total Materials and Services.....	222,119	299,500	165,750
3. Total Capital Outlay.....	10,093	15,000	25,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure			
9. Total Requirements.....	519,349	738,497	584,847

Name of Unit / Program / Department	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>PUBLIC SAFETY</b>			
1. Total Personal Services.....	1,222,543	1,508,647	1,549,617
2. Total Materials and Services.....	1,030,266	1,116,706	1,079,511
3. Total Capital Outlay.....	51,459	55,000	10,500
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.			
9. Total Requirements.....	2,304,267	2,680,353	2,639,628

Name of Unit / Program / Department	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>PUBLIC WORKS</b>			
1. Total Personal Services.....	793,821	934,468	950,306
2. Total Materials and Services.....	140,703	155,380	123,830
3. Total Capital Outlay.....	23,247	24,475	10,000
4. Total Debt Service.....			
5. Total Transfers.....			
6. Total Contingencies.....			
7. Total Special Payments.....			
8. Total Unappropriated / Reserved for Future Expenditure.			
9. Total Requirements.....	957,772	1,114,323	1,084,136

SUMMARY OF ORGANIZATION  
UNIT/PROGRAM BY FUND

Name of Unit / Program / Department	Actual Data Last Year 2007-08	Adopted Budget This year 2008-09	Approved Budget Next Year 2009-10
<b>NON DEPARTMENTAL</b>			
1. Total Personal Services.....			
2. Total Materials and Services.....			
3. Total Capital Outlay.....			
4. Total Debt Service.....			
5. Total Transfers.....	75,000	875,000	25,000
6. Total Contingencies.....		250,000	560,675
7. Total Special Payments.....		0	0
8. Total Unappropriated / Reserved for Future Expenditure.		2,734,616	2,512,024
9. Total Requirements.....	75,000	3,859,616	3,097,699
<b>GRAND TOTAL REQUIREMENTS</b>	<b>5,094,441</b>	<b>9,829,029</b>	<b>8,679,449</b>

**Notice of Property Tax and Certification of Intent to Impose a Tax,  
Fee, Assessment or Charge on Property**

**FORM ED-50  
2009-2010**

To assessor of Multnomah County

Check here if this is an amended form.

Be sure to read instructions in the 2009-2010 Notice of Property Tax Levy Forms and Instruction booklet

The City of Fairview, Oregon has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Multnomah County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>1300 NE Village Street</u> Mailing Address of District	<u>Fairview</u> City	<u>OR</u> State	<u>97024</u> Zip	<u>6/1/2009</u> Date
<u>Samantha Landau</u> Contact Person	<u>Finance Director</u> Title	<u>503-665-7929</u> Daytime Telephone	<u>landaus@ci.fairview.or.us</u> Contact Person E-Mail	

**CERTIFICATION - Check one box.**

- The tax rate of levy amounts certified in Part I are within the tax rate of levy amounts approved by the budget committee.
- The tax rate of levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

**PART I: TOTAL PROPERTY TAX LEVY**

		Subject to General Government Limits Rate -or- Dollar Amount		
1. Rate/Amount levied (within permanent rate limit) . . . . .	1	3.4902		
2. Local option operating tax . . . . .	2			
3. Local option capital project tax . . . . .	3			
4. Levy for "Gap Bonds" . . . . .	4			Excluded from Measure 5 Limits Amount of Bond Levy
5. Levy for Pension and disability obligations . . . . .	5			
6a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 . . . . .	6a			
6b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 . . . . .	6b			
6c. Total levy for bonded indebtedness not subject to Measure 5 of Measure 50 (total of 6a + 6b) . . . . .	6c		0	

**PART II: RATE LIMIT CERTIFICATION**

7. Permanent rate limit in dollars and cents per \$1,000 . . . . .	7	3.4902
8. Date received voter approval for rate limit if new district . . . . .	8	
9. Estimated permanent rate limit for newly merged/consolidated district . . . . .	9	

**PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.**

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Total tax amount -or- rate authorized per year by voters

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Gov't. Limitations	Excluded from M5 limitation
1 Delinquent Sewer Charges		\$6190.00
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS 224.400 (Must be completed if you have an entry in Part IV)



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