



*Adopted Budget
For
Fiscal Year
2013-2014*



*City of Fairview,
Oregon*



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PROPOSED BUDGET
FISCAL YEAR 2013-14
(Budget Adopted on June 5, 2013)

BUDGET MESSAGE
(As presented on April 15, 2013)

April 7, 2013

Citizens of Fairview
City of Fairview Budget Committee

RE: Proposed Budget for Fiscal Year 2013-14

Dear Citizens of Fairview and Fairview Budget Committee,

It is my privilege to provide you, the Citizens of Fairview, with my proposed budget for Fiscal Year 2013-14, the fiscal year that begins on July 1, 2013. This proposed budget is submitted 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.

This budget was initially developed by the City's senior management team. State budget law then provides for three levels of scrutiny of that budget: the City Administrator level, the Budget Committee level, and the City Council level. At any step in this process the reviewing body can and should alter the budget if they believe it is in the best interest of the City.

I met with each Department Director and discussed their budget requests. In some instances I modified the requested budget. I based my modifications on the following:

1. The budget will provide resources needed to sustain current operating efficiencies.
2. The budget will provide resources to sustain the quality of life in Fairview.
3. Continuing to manage expenses is the responsibility of the city administration, but managing expenses will not solely secure long term sustainability for the City.
4. Fairview's ability to grow its resources is limited, but do exist for the long term, and must be pursued to encourage economic vitality.
5. Fees and taxes will have to be considered as a means to support the expansion of major services.
6. All budget actions must serve to enhance citizens' level of trust in City government as well as the livability of life in Fairview.

Below is a brief review of the proposed budget for Fiscal Year 2013-14.

THE GENERAL FUND

This proposed budget reflects the economic and political environment in which we now operate. Once again, the state of the economy is the main influence on the General Fund. No matter which services we would like to initiate or expand, without economic growth the existing revenue sources will not support major changes in service levels. This budget anticipates that this environment will continue for the next fiscal year.

Fairview will see its' vacant lands developed and empty store fronts filled. Our town will grow and home values will increase due to the desire to own a home in Fairview. Those things will not be achieved without dedicated effort and encouragement. My proposed General Fund budget is one that focuses on the stated goals of the City Council, continues the support for existing programs, meets the Council's fund balance requirements, and includes structural changes that will positively impact future budgets.

The budgets developed over the last five years have systematically realigned several areas of the organization and brought City functions to core services. As a result of those changes, for the first time in four years, the City is not facing staff reductions. Instead, the proposed budget expands services in key areas which impact development, livability, and council goals.

GENERAL FUND

The General Fund budget is forecasted utilizing conservative expectations for resources and reasonable estimates for expenses. The General Fund's beginning fund balance for FY 2013-14 is budgeted at \$3,523,214. Operating revenues are budgeted to be \$4,245,555 and operating expenses are budgeted to be \$4,186,028. In addition, capital outlay and transfers to the Equipment Replacement Fund and Facilities Maintenance funds are budgeted to be \$111,376. Transfers from the General Fund to the Equipment Replacement Fund and Facilities Maintenance Fund have not occurred for a several years. The General Fund budget, as proposed with all capital outlay and transfer projects, will utilize a minimal \$51,000 in beginning fund balance (reserves). Revenues are forecasted conservatively so the expectation is the City will receive additional unexpected resources which will offset the budgeted use of reserves. Highlighted expenses in the General Fund are as follows:

Transfers to Equipment Replacement	\$ 46,901
Transfers to Facilities Maintenance	\$ 10,000
Park Cleone Design and Engineering	\$ 20,000
Park Signs per Council Goals	\$ 6,000
Community Center Improvements	\$ 7,500
Code Enforcement Contract (for pro-active enforcement)	\$ 20,000
Records Clerk I (structural merging of two temporary positions)	\$ 25,000
Special Events	\$ 3,450
Economic Development (Additional Memberships & Projects)	\$ 3,000
Council Recognition of Volunteers Event	\$ 1,500

County Booking Fees	\$ 2,200
Total:	<u>\$145,551</u>

Personnel Services make up a significant portion of the overall General Fund budget. Personnel services include salaries, wages, benefits and taxes.

Key personnel services in the budget this fiscal year are as follows:

- Health insurance costs are budgeted to remain flat with employees contributing 5% of the cost of the overall monthly premium effective July 1, 2013.
- Merging of two temporary Administrative Assistant positions into one Police Records Clerk I position
- Continued staff changes implemented during Fiscal Year 2012-13 including:
 - Leaving vacant the Finance Director position and implementing a Deputy Finance Director
 - Leaving vacant the Finance Operations Manager and reinstating the Utility Billing Clerk position
 - Leaving vacant the Public Works Administrative Coordinator position and reinstating the City Recorder position
 - Adding second Development Analyst Position to Public Works Department to enhance the City's economic development and planning services
- A 2.5% Cost of Living increase is budgeted for Teamster employees, Fairview Police Association employees, and non-represented employees per labor agreements.
- To make up the "gap" as a result of the economic struggles over the last two years, the PERS rates increases July 1, 2013 are as follows:
 - Tier1/2 rate increase of 4.66%
 - OPSRP rate increase of 4.5%
 - OPSRP Police/Fire rate increase of 4.52%

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

- Emergency Contingency- 5% of operating expenses
- Operating Fund Balance- 10% of operating expenses
- Facilities Maintenance Fund Contributions
- Equipment Replacement Fund Contributions

The **Emergency Contingency** is again fully funded at \$429,000 of which \$179,000 is photo enforcement revenue. Based on the proposed FY 2013-14 Budgeted Operating expenses, this line must have at minimum \$209,302.

The **Operating Fund Balance (Ending Fund Balance)** is funded in excess at \$3,471,368. Based on the Proposed FY 2013-14 Budgeted Operating expenses, this line must have at minimum \$418,603. Best practices per the Government Finance Officers' Association is for municipalities to main a minimum of three (3) months worth of operating expenses in reserve.

This amount is equal to \$1,046,500 based on the proposed budget. Six (6) months worth of reserves equates to \$2,093,000.

The **Facilities Maintenance Fund** was created in FY 2004-05 to ensure the City has adequate cash reserves to repair or replace large items in City Hall, Public Works Buildings, and the Community Center. As our facilities age, they require both predictable and unforeseen maintenance. Each year, the City strives to set aside cash in this reserve fund for the eventual replacement of such items such as roofs, carpet, chairs, tables, and any other large facility items that need replacement. In FY 2011-12, the exterior and the public area portions of the interior of City Hall were painted. The roof was also cleaned and treated for moss. In FY 2012-13, one of the HVAC systems of City Hall had to be replaced. Currently, the meeting rooms and offices of the interior of the building need to be repainted and several of the tables and chairs in Council Chambers are in need of replacement. Additionally, the carpet in several areas of City Hall needs to be replaced. Council has not determined a final decision on the City Shops buildings so delayed repairs need to be undertaken if it is not to be replaced. For the first time in several years, the General Fund is budgeted to contribute \$10,000 to this fund.

The **Equipment Replacement Fund** was established to ensure the City has adequate cash reserves to replace city equipment and vehicles. Each year the City strives to set aside cash for the future replacement of equipment, vehicles, computer systems, and radios. This fund was instituted to eliminate the expenditure spikes that occurred in prior years and is intended to provide the City with adequate cash to purchase equipment and vehicles as they depreciate. For the first time in several years, the General Fund is budgeted to contribute \$46,901 to this fund. Of this amount, \$38,126 is for equipment and vehicles in the Police Department. The Police Department will be replacing two police vehicles out of the Equipment Replacement Fund this year and Public Works will be replacing a vehicle and equipment as well per equipment replacement schedules.

DECISION PACKETS

Additional “Decision Packets” will be provided to the Budget Committee for those items identified by staff as representative of a council goal, or need of the department, but for which current available operating funding does not exist. These are considered “Decision Packets” because the use of alternate funding or reserves would be needed to provide them in the proposed budget year. The primary decision packets will be as follows:

- Additional Patrol Officer to reach Council goal of 2 Officers per shift, 24 hours a day, 7 days a week utilizing Photo Enforcement funds or reserves while pursuing funding through utility fee or police levy¹
- Shared economic development position with neighboring jurisdictions utilizing reserves²
- Dedicated expense for development or participation with neighboring jurisdiction to provide recreational opportunities to the citizens of Fairview³

Business and Infrastructure Funds

The City also provides essential city services through operating funds that are separate from the General Fund.

¹ This was ultimately approved by the Budget Committee.

² This was ultimately denied by the Budget Committee

³ This was ultimately denied by the Budget Committee

BUILDING FUND

The Building Fund is operating sufficiently to meet its obligations without additional support from the General Fund for FY 2013-14. A key addition to the budget for the Building Fund is a Part-Time Permit Technician Contract to provide permitting services. This position will be a shared position with Gresham and the intent is to streamline and enhance the current permitting functions of the City while enabling other Public Works staff to focus on planning and code revisions to further enable economic development. The staff reductions implemented by the FY 2012-13 budget, coupled with increased permitting duties, and increased complexity in planning and code changes, resulted in a non-sustainable situation. The cost of this position is \$20,000.

STREET FUND

The Street Fund continues to fund routine maintenance of our local streets and pays for capital projects (e.g. pavement overlays). The Street Fund is stable and using current resources to meet operating needs. The key addition to this fund is the implementation of a Sidewalk Maintenance program which is in development and scheduled to be rolled out during FY 2013-14.

CAPITAL PROJECT FUNDS

These funds are for the use of system development fees (SDC) charged on new construction to facilitate the capacity increasing capital infrastructure projects to support new development. Areas for capital infrastructure are the Water System, Sanitary Sewer System, Stormwater System, and Parks/Open Spaces System. Park Cleone construction and play equipment installation are identified as the sole expenditure for the Parks/Open Spaces SDC Fund.

DEBT SERVICE

The City maintains one debt fund for the Fairview Lake Sewer LID. This fund currently has one payer defaulting on their payments; however, all other payers have either retired the debt in full or are current on their payments. This fund is scheduled to retire the full debt in FY 2014-15.

UTILITY FUNDS

Included in the operating funds are the Water, Sewer and Stormwater Funds. These funds collect utility payments and service fees from residents and businesses that are then used for the operation, maintenance, and development of these critical systems. The proposed budget maintains funding for all current services for operations. Key projects identified by these funds are as follows:

- ❖ Water Fund- \$100,000 increase in system improvements to Village Loop, initial Automatic Meter Reading, Cathodic Protection of Reservoir #2
- ❖ Sewer Fund- \$600,000 increase in system improvements for telemetry upgrades as identified in the Sewer Master Plan
- ❖ Stormwater Fund- \$40,000 increase in system improvements for Fairview Creek, catch basin retrofits, detention ponds, and Park Cleone Pond/Swale retrofits

In order to eliminate large spikes in fees, the City Council historically adopted small increases in rates each year. This process has prevented large spikes and has also enabled City staff to save interest expense on loans by being able to cash fund system improvements. The Sewer Fund and Stormwater Fund did not receive rate increases for 2013.

Conclusion

Finally, my proposed budget presents a spending plan for FY 2013-14 that I feel reflect the priorities, policies and goals of the Fairview City Council and the citizens it represents. I want to acknowledge and thank all involved for their efforts in developing the budget and contributing to the process. I especially want to thank the department directors for their input and continued support of this city and organization to which we are all committed.

Respectfully Submitted,

Samantha D. Nelson
City Administrator

Adopted Budget Notes:

Changes to Proposed Budget by the Budget Committee:

- *Addition of a 15th police officer utilizing resources from the photo enforcement program with direction to identify funding to retain position for the future*
- *\$500,000 was moved from the Ending Fund Balance to Contingency within the General Fund to consider the possibility of the General Fund retiring a Water Fund debt three years earlier than scheduled*



City of Fairview Financial Guidelines Fiscal Year 2013-14

- 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.

DEBT SERVICE FUTURE REQUIREMENTS

City Debts:	Fiscal Year	Beginning Balance	Principal Paid	Interest Paid	Ending Balance
Water Revenue Refunding Bond Series 2004	2012-13	\$ 570,000.00	\$ 110,000.00	\$ 23,365.00	\$ 460,000.00
	2013-14	\$ 460,000.00	\$ 115,000.00	\$ 19,075.00	\$ 345,000.00
	2014-15	\$ 345,000.00	\$ 120,000.00	\$ 14,475.00	\$ 225,000.00
	2015-16	\$ 225,000.00	\$ 120,000.00	\$ 9,555.00	\$ 105,000.00
	2016-17	\$ 105,000.00	\$ 105,000.00	\$ 4,515.00	\$ -
				<u>\$ 970,000.00</u>	<u>\$ 201,534.00</u>
City of Gresham Debt Wastewater Treatment Plant Exp.	2012-13	\$ 1,781,756.64	\$ 172,044.63	\$ 60,869.15	\$ 1,609,712.01
	2013-14	\$ 1,609,712.01	\$ 178,118.88	\$ 54,794.90	\$ 1,431,593.13
	2014-15	\$ 1,431,593.13	\$ 184,407.59	\$ 48,506.19	\$ 1,247,185.54
	2015-16	\$ 1,247,185.54	\$ 190,918.33	\$ 41,995.45	\$ 1,056,267.21
	2016-17	\$ 1,056,267.21	\$ 197,658.94	\$ 35,254.84	\$ 858,608.27
	2017-18	\$ 858,608.27	\$ 204,637.54	\$ 28,276.24	\$ 653,970.73
	2018-19	\$ 653,970.73	\$ 211,862.52	\$ 21,051.26	\$ 442,108.21
	2019-20	\$ 442,108.21	\$ 219,342.60	\$ 13,571.18	\$ 222,765.61
	2020-21	\$ 222,765.61	\$ 222,765.61	\$ 5,827.02	\$ (0.00)
				<u>\$ 2,354,736.64</u>	<u>\$ 668,821.23</u>
Fairview Lake Sewer LID	2012-13	\$ 485,000.00	\$ -	\$ 29,343.00	\$ 485,000.00
	2013-14	\$ 485,000.00	\$ -	\$ 29,343.00	\$ 485,000.00
	2014-15	\$ 485,000.00	\$ 485,000.00	\$ 29,343.00	\$ -
	2015-16		<u>\$ 485,000.00</u>	<u>\$ 205,401.00</u>	
Safe Drinking Water Revolving Loan Fund	2012-13	\$ 594,606.00	\$ 22,009.22	\$ 17,957.64	\$ 572,596.78
	2013-14	\$ 572,596.78	\$ 22,788.96	\$ 17,177.90	\$ 549,807.82
	2014-15	\$ 549,807.82	\$ 23,472.63	\$ 16,494.23	\$ 526,335.19
	2015-16	\$ 526,335.19	\$ 24,176.80	\$ 15,790.06	\$ 502,158.39
	2016-17	\$ 502,158.39	\$ 24,902.11	\$ 15,064.75	\$ 477,256.28
	2017-18	\$ 477,256.28	\$ 25,649.17	\$ 14,317.69	\$ 451,607.11
	2018-19	\$ 451,607.11	\$ 26,418.65	\$ 13,548.21	\$ 425,188.46
	2019-20	\$ 425,188.46	\$ 27,211.21	\$ 12,755.65	\$ 397,977.25
	2020-21	\$ 397,977.25	\$ 28,027.54	\$ 11,939.32	\$ 369,949.71
	2021-22	\$ 369,949.71	\$ 28,868.37	\$ 11,098.49	\$ 341,081.34
	2022-23	\$ 341,081.34	\$ 29,734.42	\$ 10,232.44	\$ 311,346.92
	2023-24	\$ 311,346.92	\$ 30,626.45	\$ 9,340.41	\$ 280,720.47
	2024-25	\$ 280,720.47	\$ 31,545.25	\$ 8,421.61	\$ 249,175.22
	2025-26	\$ 249,175.22	\$ 32,491.60	\$ 7,475.26	\$ 216,683.62
	2026-27	\$ 216,683.62	\$ 33,466.35	\$ 6,500.51	\$ 183,217.27
	2027-28	\$ 183,217.27	\$ 34,470.34	\$ 5,496.52	\$ 148,746.93
	2028-29	\$ 148,746.93	\$ 35,504.45	\$ 4,462.41	\$ 113,242.48
	2029-30	\$ 113,242.48	\$ 36,569.59	\$ 3,397.27	\$ 76,672.89
2030-31	\$ 76,672.89	\$ 37,666.67	\$ 2,300.19	\$ 39,006.22	
2031-32	\$ 39,006.22	\$ 39,006.22	\$ 1,170.19	\$ 0.00	
			<u>\$ 594,606.00</u>	<u>\$ 204,940.75</u>	

2013-14 Salary Ranges

Teamster & Non-Represented: 2.5%
 Police Association: 2.5%

MINIMUM	MAXIMUM	POSITION TITLE	min	step 2	step 3	step 4	step 5	max
\$6,401	\$8,170	PW Director	\$6,401	\$6,721	\$7,057	\$7,410	\$7,781	\$8,170
\$76,816	\$98,038	Police Chief	\$76,816	\$80,656	\$84,689	\$88,924	\$93,370	\$98,038
\$6,081	\$7,761	Deputy Finance Director	\$6,081	\$6,385	\$6,705	\$7,040	\$7,392	\$7,761
\$72,975	\$93,136		\$72,975	\$76,624	\$80,455	\$84,477	\$88,701	\$93,136
\$5,777	\$7,373	No Classifications	\$5,777	\$6,066	\$6,369	\$6,688	\$7,022	\$7,373
\$69,326	\$88,480		\$69,326	\$72,792	\$76,432	\$80,254	\$84,266	\$88,480
\$5,488	\$7,005	No Classifications	\$5,488	\$5,763	\$6,051	\$6,353	\$6,671	\$7,005
\$65,860	\$84,056		\$65,860	\$69,153	\$72,610	\$76,241	\$80,053	\$84,056
\$5,214	\$6,654	No Classifications	\$5,214	\$5,475	\$5,748	\$6,036	\$6,338	\$6,654
\$62,567	\$79,853		\$62,567	\$65,695	\$68,980	\$72,429	\$76,050	\$79,853
\$4,953	\$6,322	P.W. Operations Superintende	\$4,953	\$5,201	\$5,461	\$5,734	\$6,021	\$6,322
\$59,438	\$75,860		\$59,438	\$62,410	\$65,531	\$68,807	\$72,248	\$75,860
\$4,706	\$6,006	Police Sergeant	\$4,706	\$4,941	\$5,188	\$5,447	\$5,720	\$6,006
\$56,466	\$72,067	City Recorder	\$56,466	\$59,290	\$62,254	\$65,367	\$68,635	\$72,067
\$4,247	\$5,420	Public Works Supervisor	\$4,247	\$4,459	\$4,682	\$4,916	\$5,162	\$5,420
\$50,961	\$65,041		\$50,961	\$53,509	\$56,185	\$58,994	\$61,943	\$65,041
\$4,034	\$5,149	Operations Lead Worker	\$4,034	\$4,236	\$4,448	\$4,670	\$4,904	\$5,149
\$48,413	\$61,789	Senior Engineering Techniciar Information Systems Coordinator Development Analyst	\$48,413	\$50,834	\$53,375	\$56,044	\$58,846	\$61,789
\$3,833	\$4,892	Accountant I	\$3,833	\$4,024	\$4,226	\$4,437	\$4,659	\$4,892
\$45,992	\$58,699		\$45,992	\$48,292	\$50,707	\$53,242	\$55,904	\$58,699
\$3,641	\$4,647	Public Works Lead Worker	\$3,641	\$3,823	\$4,014	\$4,215	\$4,426	\$4,647
\$43,693	\$55,764	Crew Lead - Parks/Stormwater Lead Police Records Specialist	\$43,693	\$45,877	\$48,171	\$50,580	\$53,109	\$55,764
\$3,459	\$4,415	Parks Maintenance Worker III	\$3,459	\$3,632	\$3,814	\$4,004	\$4,204	\$4,415
\$41,508	\$52,976		\$41,508	\$43,583	\$45,763	\$48,051	\$50,453	\$52,976
\$3,286	\$4,194	Maintenance Worker II	\$3,286	\$3,450	\$3,623	\$3,804	\$3,994	\$4,194
\$39,433	\$50,327		\$39,433	\$41,404	\$43,474	\$45,648	\$47,931	\$50,327
\$3,122	\$3,984	Municipal Court Clerk	\$3,122	\$3,278	\$3,442	\$3,614	\$3,795	\$3,984
\$37,461	\$47,811	Police Records Specialist Office Assistant III	\$37,461	\$39,334	\$41,301	\$43,366	\$45,534	\$47,811
\$2,966	\$3,785	No Classifications	\$2,966	\$3,114	\$3,270	\$3,433	\$3,605	\$3,785
\$35,588	\$45,420		\$35,588	\$37,367	\$39,236	\$41,198	\$43,257	\$45,420
\$2,817	\$3,596	Office Assistant II	\$2,817	\$2,958	\$3,106	\$3,261	\$3,425	\$3,596
\$33,809	\$43,149	Maintenance Worker 1 Utility Billing Clerk Police Records Specialist II	\$33,809	\$35,499	\$37,274	\$39,138	\$41,095	\$43,149
\$2,677	\$3,416	No Classifications	\$2,677	\$2,810	\$2,951	\$3,098	\$3,253	\$3,416
\$32,118	\$40,992		\$32,118	\$33,724	\$35,410	\$37,181	\$39,040	\$40,992
\$2,543	\$3,245	Office Assistant I	\$2,543	\$2,670	\$2,803	\$2,943	\$3,091	\$3,245
\$30,512	\$38,942		\$30,512	\$32,038	\$33,640	\$35,322	\$37,088	\$38,942
\$2,416	\$3,083	No Classifications	\$2,416	\$2,536	\$2,663	\$2,796	\$2,936	\$3,083
\$28,987	\$36,995		\$28,987	\$30,436	\$31,958	\$33,556	\$35,233	\$36,995
\$2,295	\$2,929	No Classifications	\$2,295	\$2,410	\$2,530	\$2,656	\$2,789	\$2,929
\$27,537	\$35,145		\$27,537	\$28,914	\$30,360	\$31,878	\$33,472	\$35,145
<i>Represented Employees</i>								
		Police Officer (Association)	\$4,122	\$4,328	\$4,545	\$4,772	\$5,011	\$5,261
			\$49,467	\$51,940	\$54,537	\$57,264	\$60,127	\$63,133

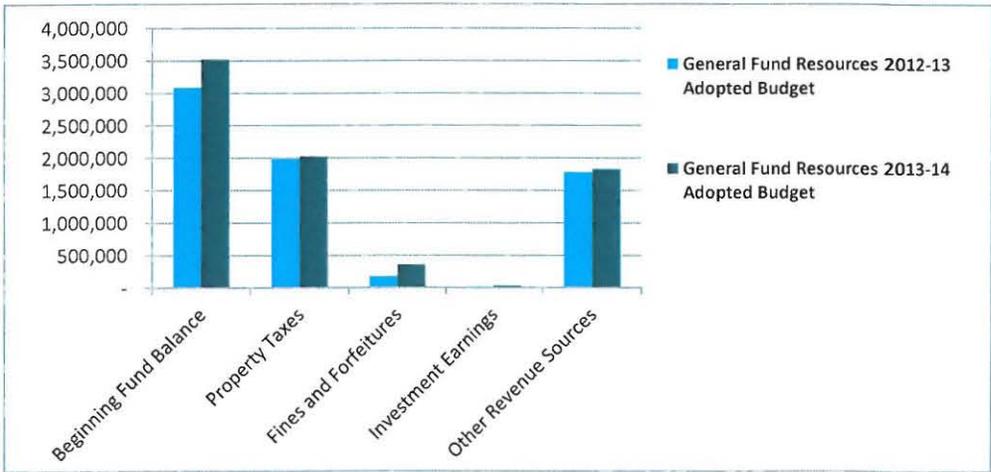
FISCAL YEAR 2013-14 ADOPTED BUDGET	PW PARKS BOEC FIRE PW PW PW PW PW OTHER FUNDS													
	EXPENSE TOTAL	ADMIN	FINANCE	COURT	PW COMM SERVICES	AND REC	POLICE	EM	BLDG	STREET	WATER	SEWER	STORM	
Audit and Accounting	\$ 40,095	1,145	1,600	400	1,150	1,600	8,500	200	400	2,300	7,300	12,000	3,100	400
Bank Fees	\$ 13,205	400	525	130	400	525	2,900	-	135	790	2,400	3,950	1,050	-
Benefits	\$ 148,167	4,652	6,319	1,628	1,869	5,047	84,401	854	991	6,140	13,555	13,461	9,250	-
Building Cleaning Services	\$ 27,680	530	3,200	550	800	800	9,825	-	1,325	1,325	3,200	3,200	2,925	-
Building Equipment	\$ 4,425	250	1,500	-	250	250	875	-	100	500	200	300	200	-
Conference/Training Meals/Lodging	\$ 24,985	12,300	945	1,040	400	200	4,500	-	400	1,000	1,300	1,200	1,700	-
Contract Services	\$ 241,565	1,500	2,790	16,290	25,000	22,500	1,000	-	20,150	16,395	56,980	41,980	36,980	-
Debt Service	\$ 661,504	-	-	-	-	-	-	-	-	-	174,042	232,914	-	254,548
Dues/Memberships/ Subscriptions	\$ 27,511	9,900	411	100	250	225	1,375	-	500	250	5,500	4,000	5,000	-
Electricity & Natural Gas	\$ 126,360	980	5,065	970	1,420	3,650	18,225	-	675	2,835	67,250	19,070	6,220	-
Employee Assist Program	\$ 2,001	165	165	16	165	165	450	-	75	200	200	200	200	-
Employee Recognition	\$ 1,950	300	100	-	50	100	500	-	75	75	300	225	225	-
Engineering Services	\$ 97,500	-	-	-	-	-	-	-	-	10,500	25,500	35,500	26,000	-
Equipment Rent	\$ 49,370	1,380	600	500	4,600	3,300	16,350	-	4,140	4,200	3,700	8,300	2,300	-
Equipment	\$ 63,260	-	-	-	-	-	15,760	-	-	500	35,000	12,000	-	-
Equipment Replacement	\$ 189,500	-	-	-	-	-	-	-	-	-	-	-	-	189,500
Equipment Replacement Contrib.	\$ 108,455	1,000	5,000	-	1,000	1,775	38,126	-	-	5,260	25,225	25,222	5,847	-
Facilities Maintenance Contrib.	\$ 14,000	10,000	-	-	-	-	-	-	-	1,000	1,000	1,000	1,000	-
Liability & Property Insurance	\$ 75,475	2,160	2,900	750	1,795	2,900	15,900	-	4,320	4,350	17,300	17,300	5,800	-
Health & Welfare & PERS	\$ 1,033,268	40,069	54,430	14,016	16,094	43,476	486,482	4,789	8,514	52,906	116,812	115,991	79,689	-
HR Administration	\$ 22,475	5,000	5,200	100	225	700	7,000	-	150	1,000	1,000	1,000	1,100	-
Infrastructure Maintenance & Repair	\$ 266,500	-	-	-	-	36,500	-	-	-	75,000	75,000	20,000	20,000	40,000
Infrastructure Improvements	\$ 1,069,600	-	-	-	-	6,000	-	-	-	163,600	200,000	600,000	100,000	-
SDC Infrastructure Improvements	\$ 1,509,073	-	-	-	299,027	-	-	-	-	-	363,898	590,823	255,325	-
IT Services and Hardware	\$ 106,783	3,526	4,428	880	3,550	3,500	26,825	-	895	6,260	23,759	24,170	8,990	-
Legal Services	\$ 72,100	25,000	3,900	2,100	9,400	4,000	15,000	-	1,500	2,100	4,000	2,000	3,100	-
Meetings/Errands	\$ 2,725	950	375	-	300	150	125	-	-	150	325	175	175	-
Office Equipment	\$ 3,550	250	2,000	-	250	-	1,000	-	50	-	-	-	-	-
Postage	\$ 18,450	300	1,900	300	300	400	700	-	100	600	5,150	5,150	3,550	-
Printing	\$ 4,400	500	1,500	50	400	100	500	-	50	150	250	400	500	-
Publications	\$ 5,185	1,000	900	50	2,050	135	75	-	-	325	250	200	200	-
Refuse/Shredding	\$ 1,884	92	92	95	95	95	925	-	95	100	100	95	100	-
Repair & Maintenance	\$ 133,200	1,250	6,150	1,000	1,600	7,500	41,150	-	2,250	5,350	31,400	23,600	11,950	-
Small Tools & Equipment	\$ 12,600	-	-	-	-	2,400	-	-	-	2,000	2,500	2,500	3,200	-
Supplies	\$ 111,805	2,825	7,775	450	3,050	2,215	10,750	-	930	20,850	36,150	17,480	9,330	-
Taxes	\$ 211,493	7,965	10,818	2,787	3,199	8,642	102,731	1,038	1,693	10,516	23,214	23,052	15,838	-
Telephone	\$ 28,295	340	1,550	200	350	2,200	4,600	-	1,200	2,605	5,225	5,950	4,075	-
Training & Conferences	\$ 28,265	4,500	1,285	350	500	630	15,200	-	300	1,000	1,500	1,200	1,800	-
Uniforms	\$ 22,480	-	-	-	-	920	18,000	-	-	600	1,080	1,080	800	-
Wages	\$ 2,389,801	88,975	120,861	31,125	35,737	96,540	1,175,320	11,027	18,909	117,472	259,358	257,536	176,941	-
Workers Compensation Insurance	\$ 52,500	2,000	2,000	1,500	1,500	2,500	24,500	-	1,500	1,500	6,000	6,000	3,500	-



General Fund (110)
Resources (01)

General Fund Resources

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Beginning Fund Balance	3,090,899	3,523,214
Property Taxes	1,989,000	2,021,000
Fines and Forfeitures	174,840	356,209
Investment Earnings	19,400	35,400
Other Revenue Sources	1,784,616	1,832,646
GRAND TOTALS	\$ 7,058,755	\$ 7,768,469



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	General Fund 110
DEPARTMENT:	Resources 01
DEPARTMENT DIRECTOR:	Samantha Nelson
DIRECTOR DIRECT PHONE NUMBER:	(503) 674-6221

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:
The General Fund provides funding for Administration, Finance, Court, Public Works Community Services, Public Works Parks, Police and BOEC/Fire/Emergency Management Services. This fund accounts for all government operations not separately accounted for in another fund.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
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.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:
Beginning fund balance is higher than projected due to increases in resource line items and expense reductions from prior year budgets. Resources are forecasting to increase in most line items.

GENERAL FUND RESOURCES (110-01)	Account Group	Line Item Description
BEGINNING FUND BALANCE	<u>4995000</u>	End of Fund Balance from previous year. Includes restricted cash for Community Center and Traffic Safety
ASSIGNED BEGINNING FUND BALANCE- COMMUNITY CENTER	<u>4995000</u>	Portion of prior year ending fund balance assigned to the Fairview Community Center
ASSIGNED BEGINNING FUND BALANCE PARK/TRAIL IMPROVEMENTS	<u>4995000</u>	Portion of prior year ending fund balance assigned to Park and Trail improvements. Funds were originally for 40 Mile Loop matching funds.
ASSIGNED BEGINNING FUND BALANCE PHOTO ENFORCEMENT PROGRAM	<u>4995000</u>	Portion of prior year ending fund balance generated by the Photo Enforcement Program.
PROPERTY TAX REVENUE		Revenue from Multnomah County for property taxes
TELEPHONE FRAN. FEE	<u>4313000</u>	7% of gross receipts
PORT. GEN. ELECT. FRAN. FEE	<u>4313000</u>	5% of gross receipts
NW NATURAL FRAN. FEE	<u>4313000</u>	5% of gross receipts
REFUSE COMP. FRAN. FEE	<u>4313000</u>	4.5 of gross receipts- 12 Mile
CABLE FRAN. FEE	<u>4313000</u>	5% of gross receipts- Mt. Hood Cable
RWPUD FRAN. FEE	<u>4313000</u>	5% of gross receipts- Rock Wood Water PUD
CITY WTR FRAN. FEE	<u>4313000</u>	6% of gross receipts- City of Fairview Water
CITY SEWER FRAN. FEE	<u>4313000</u>	6% of gross receipts- City of Fairview Sewer
CITY STORM FRAN. FEE	<u>4313000</u>	6% of gross receipts- City of Fairview Storm water
HOTEL/MOTEL TAX	<u>4316000</u>	6% tax on occupancy revenue received from Fairview RV Park.
LIQUOR TAX	<u>4320000</u>	Distribution from State based on population (8920)
PERMITS (LAND USE/HOME OCC)	<u>4320000</u>	Revenues from Comm. Dev. Fees- NOT BLDG PERMITS
BUSINESS LICENSES	<u>4321000</u>	Based on anticipated activity
ALARM PERMITS	<u>4321000</u>	Based on anticipated activity
BUS. INCOME TAX	<u>4330000</u>	Distribution from Mult. Co. based on estimated figures for business income.
CIGARETTE TAX	<u>4330000</u>	Distribution from State based on population (8920)
STATE REVENUE SHARING	<u>4330000</u>	Distribution from State based on percentage of trends in per capita liquor tax distributions
911 TAX	<u>4330000</u>	Per Oregon State Law directly paid to Bureau of Emergency Communications on behalf of Fairview
METRO RECYCLING PROGRAM	<u>4330000</u>	From Metro for administration costs of the Recycling Program
PILOT-HAP	<u>4330000</u>	Payment in lieu of property taxes paid by Portland Housing Authority (HAP)
OPER. GRT. PROC- FED	<u>4331000</u>	Not budgeted this fiscal year.
OACP-DUII GRANT	<u>4333000</u>	DUII Enforcement Grant from Oregon Chiefs of Police Assoc.
OACP- SEATBELT GRANT	<u>4333000</u>	Seatbelt Enforcement Grant from Oregon Chiefs of Police Assoc.
EMGET	<u>4333000</u>	Grant from State for Gang Enforcement to pay for part of Officer position. Program administered and paid to City through Gresham.
SRO REYNOLDS S.D.	<u>4333000</u>	Contribution from Reynolds SD for 9 months of the cost of a school resource officer position.
TARGET GRANT- CRIME PREVENTION	<u>4333000</u>	Grant applied for to pay for expenses directly related to crime prevention

City of Fairview

Fiscal Year 2013-14

Adopted Budget

GENERAL FUND RESOURCES

110-01

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity	Account Group		2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
3,703,732	3,476,114	3,086,899	3,296,095	4995000	BEGINNING FUND BALANCE	3,388,959	3,388,959	3,388,959
		4,000	4,000	4995000	ASSIGNED BEGINNING FUND BALANCE- COMMUNITY CENTER	19,755	19,755	19,755
	25,000		25,000	4995000	ASSIGNED BEGINNING FUND BALANCE PARK/TRAIL IMPROVEMENTS	25,000	25,000	25,000
				4995000	ASSIGNED BEGINNING FUND BALANCE PHOTO ENFORCEMENT PROGRAM	89,500	89,500	89,500
1,957,975	1,981,910	1,989,000	2,005,833		PROPERTY TAX REVENUE	2,021,000	2,021,000	2,021,000
10,205	12,388	10,000	13,000	4313000	TELEPHONE FRAN. FEE	13,500	13,500	13,500
298,899	327,570	335,000	324,591	4313000	PORT. GEN. ELECT. FRAN. FEE	327,000	327,000	327,000
100,004	104,350	104,580	91,965	4313000	NW NATURAL FRAN. FEE	100,000	100,000	100,000
40,809	43,153	41,000	43,540	4313000	REFUSE COMP. FRAN. FEE	44,000	44,000	44,000
31,295	23,965	31,000	27,000	4313000	CABLE FRAN. FEE	30,000	30,000	30,000
4,036	4,227	4,300	4,300	4313000	RWPUD FRAN. FEE	4,300	4,300	4,300
63,845	63,470	66,000	66,000	4313000	CITY WTR FRAN. FEE	68,510	68,510	68,510
107,178	106,359	110,000	110,000	4313000	CITY SEWER FRAN. FEE	110,000	110,000	110,000
31,230	31,482	32,000	32,000	4313000	CITY STORM FRAN. FEE	32,000	32,000	32,000
37,950	38,994	37,950	40,045	4316000	HOTEL/MOTEL TAX	43,000	43,000	43,000
112,391	113,881	116,584	124,325	4320000	LIQUOR TAX	127,824	127,824	127,824
7,585	15,200	20,000	20,000	4320000	PERMITS (LAND USE/HOME OCC)	22,000	22,000	22,000
14,916	12,720	15,500	15,500	4321000	BUSINESS LICENSES	15,500	15,500	15,500
8,466	7,350	8,500	8,500	4321000	ALARM PERMITS	8,500	8,500	8,500
346,360	363,244	350,000	374,142	4330000	BUS. INCOME TAX	384,000	384,000	384,000
14,243	13,047	12,310	12,470	4330000	CIGARETTE TAX	11,774	11,774	11,774
66,249	65,119	67,000	67,000	4330000	STATE REVENUE SHARING	69,000	69,000	69,000
47,928	43,607	43,440	20,950	4330000	911 TAX	-	-	-
4,282	4,319	4,319	4,149	4330000	METRO RECYCLING PROGRAM	4,500	4,500	4,500
25,000	25,000	25,500	25,500	4330000	PILOT-HAP	26,265	26,265	26,265
-	-	-	1,730	4331000	OPER. GRT. PROC- FED	-	-	-
2,360	1,560	2,400	2,400	4333000	OACP-DUII GRANT	2,400	2,400	2,400
3,200	3,680	4,000	4,000	4333000	OACP- SEATBELT GRANT	4,000	4,000	4,000
87,698	70,411	80,000	91,044	4333000	EMGET	93,320	93,320	93,320
71,181	73,316	75,515	75,515	4333000	SRO REYNOLDS S.D.	77,403	77,403	77,403
-	-	1,500	1,500	4333000	TARGET GRANT- CRIME PREVENTION	1,500	1,500	1,500

**GENERAL FUND RESOURCES
(110-01)**
Line Item Description

TARGET GRANT- SHOP W/ COP	<u>4333000</u>	Grant for annual Shop with a Cop event
JAG GRANT	<u>4333000</u>	Grant received in 2012-13 and utilized to purchase taser cameras
STATE HOMELAND SECURITY GRANT	<u>4334000</u>	Grant applied for to pay for expenses directly related to improved Police radio communications
GENERAL GOVT CHARGES	<u>4340000</u>	Revenue from copies, faxes, and notary services.
CREDIT CARD MERCHANT FEE	<u>4340000</u>	Fee assessed each customer who utilizes credit card payment system. Is used to offset the cost to provide the system to customers.
LIEN SEARCHES	<u>4341000</u>	Fees from companies who request title searches via Net Assets.
FIRE SUPPRESSION FEE	<u>4341000</u>	Fees collected from utility customers to offset a portion of Gresham Fire Suppression contract.
PENALTIES-UB	<u>4344000</u>	Fee applied to utility customers who are delinquent in paying the Fire Suppression Fee
METRO REIMB.	<u>4342000</u>	Reimbursement from Metro for police patrols at Chinook Landing and Blue Lake.
ABATEMENT FEE	<u>4350000</u>	Civil penalties from Municipal Court for code violations.
FINES- CODE ENFORCEMENT	<u>4351000</u>	Fines collected as the result of citations for code enforcement.
DRIVER'S SAFETY CLASS	<u>4351000</u>	Fees paid in lieu of fines for the attendance of driver safety classes not given by City staff.
FINES/FORFEITURES/RED LIGHT:	<u>4351000</u>	Fees for traffic citations and other ordinance violations.
OR. STATE SURCHARGE	<u>4351000</u>	Fee Assessed by State of Oregon but retained by local municipal court. Program sunset 2012.
OTHER COURT REVENUE	<u>4351500</u>	Revenue distributed from other courts (State Judicial/ Mult. Co.)
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool (LGIP) and CD at credit union.
MISC. REVENUE	<u>4390000</u>	Revenue from other General Fund activities not elsewhere classified.
CELL TOWER RENT	<u>4362000</u>	Revenue from T-Mobile, Clearwire, and Verizon for placing cell towers on water towers.
CITY HALL CONF RM RENT	<u>4362000</u>	Fees for the rental of use of conference rooms in City Hall
COMMUNITY CENTER RENT	<u>4362000</u>	Fees for the rental of the Community Center
COMMUNITY GARDEN/FACILITY RENT	<u>4362000</u>	Fees for the rental of space in the Community Garden
RENTAL REVENUE-OTHER	<u>4362000</u>	Fees for the rental of other City property or space not elsewhere classified.
RENT- FROM STREET	<u>4362000</u>	Rent paid by Street Fund for use of office space in City Hall.
RENT- FROM WATER	<u>4362000</u>	Rent paid by Water Fund for use of office space in City Hall.
RENT- FROM SEWER	<u>4362000</u>	Rent paid by Sewer Fund for use of office space in City Hall.
RENT- FROM STW	<u>4362000</u>	Rent paid by Stormwater Fund for use of office space in City Hall.
GIFTS & DONATIONS- DESIGNATED	<u>4364000</u>	Contributed money for specific purposes.
PD GIFTS & DONATIONS - DESIGNATED	<u>4364000</u>	Contributed money for Public Safety specific purposes.
DONATIONS/REGISTRATION - CHILI ON THE GREEN	<u>4500000</u>	Funds from donations, registrations, vendors, etc. directly related to the Chili on the Green.
DONATIONS-SPEC. EVENT OTHER	<u>4500000</u>	Not budgeted this fiscal year.
DONATION- TREE LIGHTING	<u>4500000</u>	Not budgeted this fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

GENERAL FUND RESOURCES

110-01

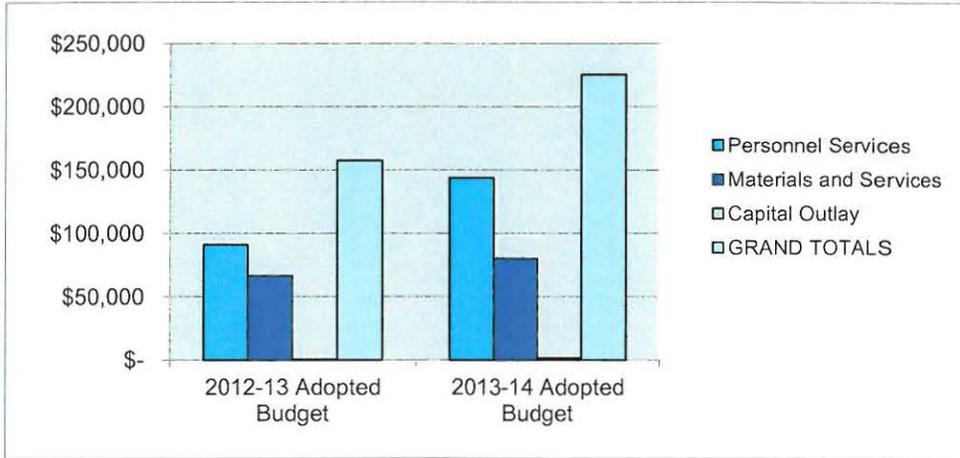
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
1,000	-	1,000	1,000	<u>4333000</u>	TARGET GRANT- SHOP W/ COP	1,500	1,500	1,500
1,677	1,659	13,394	13,394	<u>4333000</u>	JAG GRANT	-	-	-
-	-	-	23,839	<u>4334000</u>	STATE HOMELAND SECURITY GRANT	20,000	20,000	20,000
1,320	2,829	1,500	200	<u>4340000</u>	GENERAL GOVT CHARGES	1,000	1,000	1,000
2,648	2,812	3,000	5,799	<u>4340000</u>	CREDIT CARD MERCHANT FEE			6,000
						6,000	6,000	
5,350	6,500	6,500	6,500	<u>4341000</u>	LIEN SEARCHES	6,700	6,700	6,700
16,149	15,834	16,150	16,150	<u>4341000</u>	FIRE SUPPRESSION FEE	16,150	16,150	16,150
-	867	-	-	<u>4344000</u>	PENALTIES-UB	-	-	-
14,113	28,403	28,400	28,400	<u>4342000</u>	METRO REIMB.	29,500	29,500	29,500
-	1,914	-	-	<u>4350000</u>	ABATEMENT FEE	-	-	-
100	-	100	500	<u>4351000</u>	FINES- CODE ENFORCEMENT	1,000	1,000	1,000
20,951	12,090	27,950	47,970	<u>4351000</u>	DRIVER'S SAFETY CLASS	52,300	52,300	52,300
137,160	124,519	137,640	273,796	<u>4351000</u>	FINES/FORFEITURES/RED LIGHT:	294,909	294,909	294,909
19,213	8,494	-	600	<u>4351000</u>	OR. STATE SURCHARGE	500	500	500
9,148	6,954	9,150	7,035	<u>4351500</u>	OTHER COURT REVENUE	7,500	7,500	7,500
18,690	18,091	19,400	18,262	<u>4361000</u>	INTEREST	20,400	20,400	20,400
37,931	17,808	14,000	21,249	<u>4390000</u>	MISC. REVENUE	15,000	15,000	15,000
31,676	32,788	34,890	36,443	<u>4362000</u>	CELL TOWER RENT	58,500	58,500	58,500
660	1,060	700	1,252	<u>4362000</u>	CITY HALL CONF RM RENT	1,300	1,300	1,300
9,390	11,120	10,000	16,305	<u>4362000</u>	COMMUNITY CENTER RENT	17,500	17,500	17,500
250	225	250	250	<u>4362000</u>	COMMUNITY GARDEN/FACILITY RENT	250	250	250
880	720	750	1,080	<u>4362000</u>	RENTAL REVENUE-OTHER	1,200	1,200	1,200
10,000	10,000	10,000	10,000	<u>4362000</u>	RENT- FROM STREET	10,000	10,000	10,000
15,000	15,000	15,000	15,000	<u>4362000</u>	RENT- FROM WATER	15,000	15,000	15,000
15,000	15,000	15,000	15,000	<u>4362000</u>	RENT- FROM SEWER	15,000	15,000	15,000
10,000	10,000	10,000	10,000	<u>4362000</u>	RENT- FROM STW	10,000	10,000	10,000
233	-	900	900	<u>4364000</u>	GIFTS & DONATIONS- DESIGNATED	1,000	1,000	1,000
1,087	1,784	1,784	2,050	<u>4364000</u>	PD GIFTS & DONATIONS - DESIGNATED	2,050	2,050	2,050
11,016	5,325	3,000	10,857	<u>4500000</u>	DONATIONS/REGISTRATION - CHILI ON THE GREEN	-	-	-
750	200	-	-	<u>4500000</u>	DONATIONS-SPEC. EVENT OTHER	-	-	-
-	-	-	606	<u>4500000</u>	DONATION- TREE LIGHTING	-	-	-
7,590,408	7,403,432	7,058,755	7,516,531		TOTAL REVENUE:	7,768,769	7,768,769	7,768,769



General Fund (110)
Administration (05)

General Fund Administration

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Personnel Services	\$ 90,949	\$ 143,826
Materials and Services	\$ 66,272	\$ 80,053
Capital Outlay	\$ 300	\$ 1,500
GRAND TOTALS	\$ 157,521	\$ 225,379



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER	General Fund 110
DEPARTMENT/DEPARTMENT NUMBER	Administration 05
DEPARTMENT DIRECTOR	Samantha Nelson
DIRECTOR DIRECT PHONE NUMBER	503-674-6211

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

The Administration Department includes the City Administrator who is appointed by the City Council to carry out Council policies and to serve as the chief administrative officer of the City. The Department also includes the City Recorder and the Information Systems Coordinator. The department manages the City's business and implements the Council's plans and orders by:

1. Coordinating the work of all City departments and employees;
2. Enforcing City laws and applying Council policies;
3. Expending monies as approved by the City Council;
4. Making recommendations to the Council on legislation, financial programs, capital improvements, policies, services, and other matters as requested;
5. Keeping the City Council informed of the City's business and financial condition;
6. Investigating and acting on complaints;
7. Writing, editing and publishing the monthly *Fairview Point* newsletter and issuing press releases;
8. Overseeing intergovernmental relations; and
9. Preparing and distributing Council agenda, completing Council meeting minutes, coordinating City-wide elections, and maintaining city records system; and
10. Monitoring and managing all IT systems for the City;
11. Risk Management; and
12. Preparing and monitoring the annual budget.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Administration Department consists of the City Administrator who is responsible for carrying out the duties listed above as well as the City Recorder and the Information Systems Coordinator.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Reinstatement of City Recorder position
- Information Systems Coordinator moved from Finance Department to Administration
- Reinstated funding for City Council training and training for City Recorder
- Reinstated transfer of funds to Equipment Replacement Fund for future capital purchases

**GF- ADMINISTRATION
(110-05)**
Line Item Description

		Line Item Description
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u>	December Employee Appreciation luncheon
CONTRACT SERVICES	<u>6300000</u>	Contract services to carry out the functions of the Admin Dept.
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining Ford Taurus, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
CABLE TV	<u>6530000</u>	Allocated between PD and GF-Admin- costs for cable TV in event of emergency.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE-CH	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	<u>6540000</u>	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u>	Costs for professional printing and design services for business cards, letter head, etc.
PRINTING-NEWSLETTER	<u>6550000</u>	Not budgeted this fiscal year.
BANK FEES	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u>	General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
ELECTRIC/GAS	<u>6620000</u>	Allocated: Electric and Natural Gas heat for City Hall.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

**General Fund Administration
Department**

110-05

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
91,514	63,347	61,448	76,949	<u>6100000</u>	WAGES	88,975	88,975	88,975
3,775	5,956	1,403	3,131	<u>6200000</u>	BENEFITS	4,652	4,652	4,652
28,243	20,436	20,830	27,218	<u>6210000</u>	H&W/ PERS	40,069	40,069	40,069
8,155	5,482	5,796	7,099	<u>6220000</u>	TAXES	7,965	7,965	7,965
65	11	72	108	<u>6200000</u>	EMP ASSIST PROGRAM	165	165	165
4,425	1,632	1,400	1,413	<u>6210000</u>	WORKERS COMP INSURANCE	2,000	2,000	2,000
136,176	96,864	90,949	115,918		PERSONAL SERVICES Total:	143,826	143,826	143,826
51	104	300	300	<u>6295000</u>	EMPLOYEE RECOGNITION	300	300	300
15,832	-	1,500	11,500	<u>6300000</u>	CONTRACT SERVICES	1,500	1,500	1,500
5,076	1,402	5,000	5,000	<u>6310000</u>	HR ADMINISTRATION	5,000	5,000	5,000
1,740	1,509	1,282	1,282	<u>6330000</u>	AUDIT & ACCOUNTING	1,145	1,145	1,145
28,737	25,666	25,000	25,000	<u>6330000</u>	LEGAL	25,000	25,000	25,000
4,210	6,438	2,684	2,684	<u>6340000</u>	IT SERVICES	3,526	3,526	3,526
109	112	87	87	<u>6421000</u>	REFUSE/SHREDDING	92	92	92
1,008	1,383	505	505	<u>6423000</u>	BLDG CLEANING SRVCS	530	530	530
1,252	1,350	1,085	1,085	<u>6430000</u>	REPAIR & MAINTENANCE	1,250	1,250	1,250
1,760	2,038	1,439	1,439	<u>6442000</u>	EQUIP RENT	1,380	1,380	1,380
1,928	2,001	1,980	1,980	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	2,160	2,160	2,160
23	12	25	25	<u>6530000</u>	CABLE TV	25	25	25
600	752	630	630	<u>6530000</u>	POSTAGE	300	300	300
877	837	425	425	<u>6530000</u>	TELEPHONE	340	340	340
900	817	500	500	<u>6540000</u>	PUBLICATIONS	1,000	1,000	1,000
674	92	500	500	<u>6550000</u>	PRINTING	500	500	500
1,566	1,041	400	400	<u>6550000</u>	PRINTING-NEWSLETTER	-	-	-
771	790	395	395	<u>6590000</u>	BANK FEES	400	400	400
6,966	1,876	2,750	2,750	<u>6610000</u>	SUPPLIES	2,825	2,825	2,825
2,633	2,672	980	980	<u>6620000</u>	ELECTRIC/GAS	980	980	980

**GF- ADMINISTRATION
(110-05)**
Line Item Description

FUEL	<u>6626000</u>	Costs for fuel for the Ford Taurus.
DUES/SUB/MEMBRSHIP MEETINGS/ERRANDS	<u>6650000</u>	Membership dues to professional organizations related to City business and City Administrator duties
	<u>6630000</u>	Costs for meals and travel to attend meetings by the City Administrator, Administration staff and Mayor.
TRAINING & CONF. (STAFF) CONF- MEALS/LODGING (STAFF)	<u>6650000</u>	Registration costs for conferences and trainings attend by the Administration Dept. staff
	<u>6630000</u>	Costs for the meals and lodging expenses associated with attending a conference by the Administration Dept. staff
COUNCIL TRAINING & CONF	<u>6630000</u>	Costs for the registration, meals and lodging expenses associated with attending the annual Mayor's conference and/or the League of Oregon Cities Conference by the Mayor and Council
MAYOR & COUNCIL- CONF-MEALS/ LODGING	<u>6630000</u>	Costs for the meals and lodging expenses associated with attending a conference by the Mayor and Council
COUNCIL EXP MEALS/ROUNDTABLES/SHIRTS/CARDS	<u>6690000</u>	Cost for council dinners, business cards, Mayor's Roundtable luncheons, council polo shirts, etc.
COMMUNITY SUPPORT REFUNDS	<u>6690000</u>	Budgeted in Police Department.
	<u>6690000</u>	Expense line for refunds to customers.
ER CONTRIBUTION	<u>6491000</u>	Transfer to Equipment Replacement Fund for purchase of new equipment
BLDG EQUIPMENT	<u>6470000</u>	Allocated: Costs for new City Hall building equipment.
OFFICE EQUIPMENT	<u>6740000</u>	Allocated and Direct- Costs for new office equipment.

City of Fairview

Fiscal Year 2013-14
Adopted Budget

General Fund Administration
Department

110-05

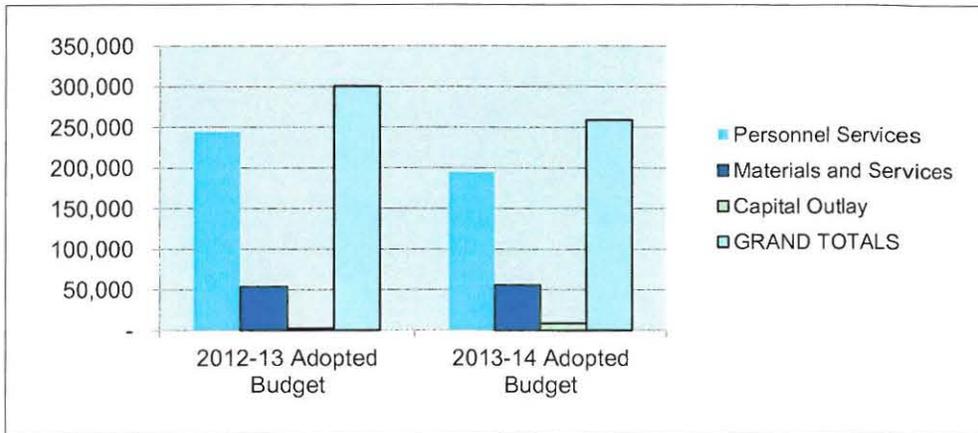
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
736	631	650	650	<u>6626000</u>	FUEL	650	650	650
6,504	2,788	9,120	9,120	<u>6650000</u>	DUES/SUB/MEMBRSHIP	9,900	9,900	9,900
2,182	1,176	850	850	<u>6630000</u>	MEETINGS/ERRANDS	950	950	950
1,003	1,526	1,000	1,000	<u>6650000</u>	TRAINING & CONF. (STAFF)	4,500	4,500	4,500
2,131	1,592	3,685	4,185	<u>6630000</u>	CONF- MEALS/LODGING (STAFF)	4,800	4,800	4,800
-	-	-	-	<u>6630000</u>	COUNCIL TRAINING & CONF	3,000	3,000	3,000
-	-	-	-	<u>6630000</u>	MAYOR & COUNCIL- CONF-MEALS/ LODGING	4,500	4,500	4,500
5,014	2,829	3,500	3,000	<u>6690000</u>	COUNCIL EXP MEALS/ROUNDTABLES/SHIRTS/CARDS	3,500	3,500	3,500
5,350	5,350	-	-	<u>6690000</u>	COMMUNITY SUPPORT	-	-	-
50	-	-	-	<u>6690000</u>	REFUNDS	-	-	-
99,683	66,782	66,272	76,272		MATERIALS AND SERVICES Total:	80,053	80,053	80,053
-	2,700	-	-	<u>6491000</u>	ER CONTRIBUTION	1,000	1,000	1,000
200	51	200	100	<u>6470000</u>	BLDG EQUIPMENT	250	250	250
125	-	100	200	<u>6740000</u>	OFFICE EQUIPMENT	250	250	250
325	2,751	300	300		CAPITAL OUTLAY Total:	1,500	1,500	1,500
236,185	166,396	157,521	192,490		ADMINISTRATION Total:	225,379	225,379	225,379



General Fund (110)
Finance (10)

General Fund Finance

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Personnel Services	244,251	194,593
Materials and Services	53,898	55,691
Capital Outlay	2,375	8,500
GRAND TOTALS	\$ 300,524	\$ 258,784



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER	General Fund 110
DEPARTMENT/DEPARTMENT NUMBER	Finance 10
DEPUTY DEPARTMENT DIRECTOR	Lesla Folger
DIRECTOR DIRECT PHONE NUMBER	503-674-6247

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

The Finance Department serves as the City's accounting manager and is responsible for:

1. The efficient accounting of the City's cash receipts and payables;
2. Processing of the City's payroll and required filings;
3. Preparing and monitoring the monthly utility billings;
4. Conducting monthly and year end closing procedures;
5. Monitoring of fiscal budget in association with account payables and payroll; and
6. Providing effective and useful financial information to department staff, City Council, Budget Committee members and interested parties;
7. Preparing year end schedules and documents for the City's required annual audit;
8. Monitoring the system of internal controls and implement procedures as necessary to ensure accounting data is properly captured within the accounting system;
9. Managing employee benefits;
10. Working with other department directors to improve systems and ensure accuracy of accounting and billing processes; and
11. Responsible for overall functionality of Incode Integrated Financial Systems.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Finance Department consists of an accountant, court clerk, utility billing clerk, a contracted part-time office assistant, and a deputy director who are responsible for carrying out the duties listed above.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Staff Changes:
 - Creation of Deputy Finance Director
 - Not filling of Finance Director position
 - Filling of Utility Billing Clerk position in lieu of former Finance Operations Manager position
 - Moving of Information Systems Coordinator to Administration Department
 - Reduction of contracted employee hours from 32 hours per week to 24 hours per week
- Moving of expense for contracted employee from *Personnel Services* to *Materials and Services Contract Services*
- Reinstated training budget for Accountant to attend OMFOA NW Governmental Institute in Portland. Training has been eliminated for three years.
- Reinstated transfer of funds to Equipment Replacement Fund for future capital purchases

**GF- FINANCE
(110-10)**
Line Item Description

		Line Item Description
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6595000</u>	December Employee Appreciation luncheon
CONTRACT SERVICES	<u>63000000</u>	Contract services to carry out the functions of the Finance Dept including contracted office assistant
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining Ford Taurus, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	<u>6540000</u>	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u>	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u>	General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
ELECTRIC/GAS	<u>6620000</u>	Allocated: Electric and Natural Gas heat for City Hall.
FUEL	<u>6626000</u>	Costs for fuel for the Ford Taurus.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

General Fund Finance Department

110-10

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
171,845	156,454	159,233	118,320	<u>6100000</u>	WAGES	120,861	120,861	120,861
3,587	3,965	6,202	5,087	<u>6200000</u>	BENEFITS	6,319	6,319	6,319
57,801	58,089	59,953	46,541	<u>6210000</u>	H&W/ PERS	54,430	54,430	54,430
15,406	13,438	14,547	10,331	<u>6220000</u>	TAXES	10,818	10,818	10,818
101	22	216	216	<u>6200000</u>	EMP ASSIST PROGRAM	165	165	165
7,158	4,407	4,100	2,826	<u>6210000</u>	WORKERS COMP INSURANCE	2,000	2,000	2,000
255,898	236,375	244,251	183,321		PERSONAL SERVICES Total:	194,593	194,593	194,593
-	64	75	75	<u>6595000</u>	EMPLOYEE RECOGNITION	100	100	100
1,305	100	-	100	<u>63000000</u>	CONTRACT SERVICES	2,790	2,790	2,790
5,189	3,298	5,200	5,200	<u>6310000</u>	HR ADMINISTRATION	5,200	5,200	5,200
3,849	3,411	1,708	2,181	<u>6330000</u>	AUDIT & ACCOUNTING	1,600	1,600	1,600
3,875	2,485	3,900	3,900	<u>6330000</u>	LEGAL	3,900	3,900	3,900
6,791	9,122	3,584	3,674	<u>6340000</u>	IT SERVICES	4,428	4,428	4,428
273	281	87	87	<u>6421000</u>	REFUSE/SHREDDING	92	92	92
2,520	3,457	3,016	3,016	<u>6423000</u>	BLDG CLEANING SRVCS	3,200	3,200	3,200
3,167	3,400	5,590	5,590	<u>6430000</u>	REPAIR & MAINTENANCE	6,150	6,150	6,150
6,915	5,991	585	585	<u>6442000</u>	EQUIP RENT	600	600	600
4,338	4,002	2,640	2,392	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	2,900	2,900	2,900
3,452	3,892	3,960	3,960	<u>6530000</u>	POSTAGE	1,900	1,900	1,900
2,203	2,093	2,441	2,441	<u>6530000</u>	TELEPHONE	1,550	1,550	1,550
286	193	900	500	<u>6540000</u>	PUBLICATIONS	900	900	900
1,316	358	1,500	1,000	<u>6550000</u>	PRINTING	1,500	1,500	1,500
2,592	2,279	525	525	<u>6590000</u>	BANK FEES	525	525	525
5,425	4,367	8,200	8,200	<u>6610000</u>	SUPPLIES	7,775	7,775	7,775
6,581	6,700	5,777	5,777	<u>6620000</u>	ELECTRIC/GAS	5,065	5,065	5,065
-	-	75	75	<u>6626000</u>	FUEL	100	100	100

**GF- FINANCE
(110-10)**
Line Item Description

DUES/SUB/MEMBRSHIP	<u>6650000</u>	Membership dues to professional organizations related to Finance Department responsibilities
MEETINGS/ERRANDS	<u>6580000</u>	Cost for attending local meetings or running errands for city business
TRAINING & CONF.	<u>6650000</u>	Registration costs for conferences and trainings attend by the Finance Department staff
CONF- MEALS/LODGING	<u>6630000</u>	Costs for meals and travel to attend meetings by the Finance Department staff
LIEN SEARCHES	<u>6691000</u>	Costs for Net Assets services related to title and lien searches.
ER CONTRIBUTION	<u>6491000</u>	Transfer to Equipment Replacement Fund for purchase of new equipment
BLDG EQUIPMENT	<u>6740000</u>	Allocated: Costs for City Hall building equipment.
OFFICE EQUIPMENT	<u>6740000</u>	Allocated and Direct- Costs for new office equipment.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

**General Fund Finance Department
110-10**

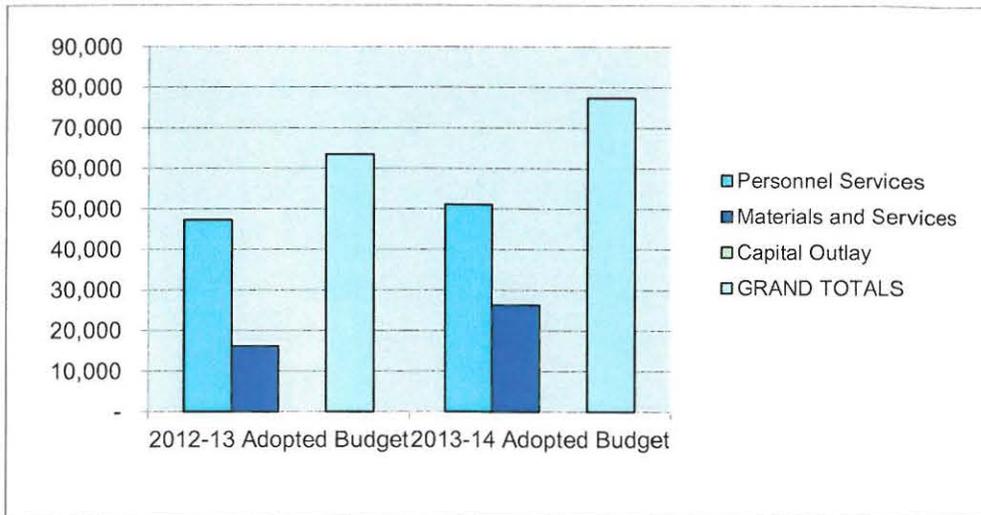
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
472	1,568	310	310	<u>6650000</u>	DUES/SUB/MEMBRSHIP	411	411	411
284	10	375	375	<u>6580000</u>	MEETINGS/ERRANDS	375	375	375
310	445	500	533	<u>6650000</u>	TRAINING & CONF.	1,285	1,285	1,285
148	235	600	600	<u>6630000</u>	CONF- MEALS/LODGING	945	945	945
2,270	2,470	2,350	2,350	<u>6691000</u>	LIEN SEARCHES	2,400	2,400	2,400
63,564	60,219	53,898	53,446		MATERIALS AND SERVICES Total:	55,691	55,691	55,691
30,000	20,000	-	-	<u>6491000</u>	ER CONTRIBUTION	5,000	5,000	5,000
80	105	375	375	<u>6740000</u>	BLDG EQUIPMENT	1,500	1,500	1,500
8,685	-	2,000	2,000	<u>6740000</u>	OFFICE EQUIPMENT	2,000	2,000	2,000
38,765	20,105	2,375	2,375		CAPITAL OUTLAY Total:	8,500	8,500	8,500
358,227	316,699	300,524	239,142		FINANCE Total:	258,784	258,784	258,784



General Fund (110)
Court (13)

GENERAL FUND COURT

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Personnel Services	47,323	51,072
Materials and Services	16,199	26,305
Capital Outlay	-	-
GRAND TOTALS	\$ 63,522	\$ 77,377



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	General Fund 110
DEPARTMENT:	Court 13
DEPUTY DEPARTMENT DIRECTOR:	Lesa Folger
DIRECTOR DIRECT PHONE NUMBER:	503-674-6247

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

The Fairview Municipal Court is the judicial branch of the City government. Its mission is to provide a fair and impartial local forum for the resolution of minor traffic violations, parking citations, and violations of City ordinances. Court staff responds to questions about the Court schedule, bail amounts, and other administrative matters but cannot give legal advice. Staff administers the court proceedings and docketing, coordinates court matters with the defendants, the judge, finance, code compliance, police department, and other criminal justice and state agencies.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Fairview Municipal is administered by the Deputy Finance Director and has one staff member (Court Clerk) who is assisted by other members of the Finance Department including the utility billing clerk and contracted office assistant.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Increased frequency in court activity due to photo enforcement program
- Training at annual Court Clerk conference for two staff members to ensure adequate cross training to improve court efficiencies

**GF- COURT
(110-13)**
Line Item Description

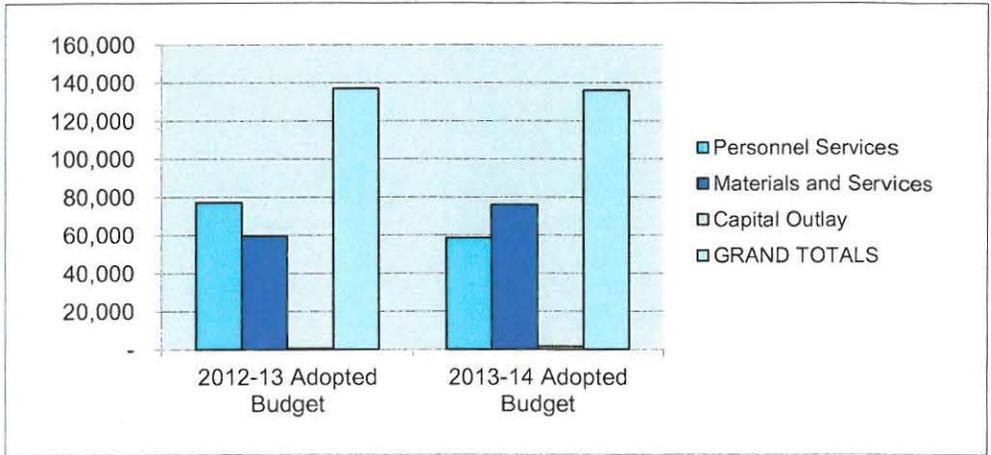
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
CONTRACT SERVICES	<u>6300000</u>	Costs for professional services related to court
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining Ford Taurus, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	<u>6420000</u>	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	<u>6540000</u>	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u>	Costs for professional printing and design services for business cards, letterhead, etc.
BANK FEES	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u>	General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
ELECTRIC/GAS	<u>6620000</u>	Allocated: Electric and Natural Gas heat for City Hall.
DUES/SUB/MEMBRSHIP	<u>6650000</u>	Costs for memberships to professional organizations related to the Court.
TRAINING & CONF	<u>6650000</u>	Registration costs for conferences and trainings attend by the Court Department staff
CONF-MEALS/LODGING	<u>6630000</u>	Costs for meals and travel to attend meetings by the Court Department staff
REFUNDS- CITATIONS	<u>6690000</u>	Refunds for reduced, over-paid etc. citations.



General Fund (110)
Public Works Community Services (15)

GENERAL FUND PW- COMMUNITY SERVICES

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Personnel Services	77,206	58,564
Materials and Services	59,427	76,095
Capital Outlay	500	1,500
GRAND TOTALS	\$ 137,133	\$ 136,159



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	General Fund 110
DEPARTMENT:	PW Community Services 15
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

We currently provide staff to the Planning Commission, Parks and Recreation Advisory Committee, East Multnomah County Transportation Committee, and Columbia Cascade River District Steering Committee and administer the following programs and activities:

1. Support Planning Commission activities; city planning initiatives; Metro compliance; improvements to applicable city codes.
2. We coordinate land use and construction permitting; business support; pre-application and pre-construction services.
3. Provide information to citizens, businesses, and outside agencies concerning development and building codes and general planning matters.
4. Administer the City's Flood Hazard Program providing information and support to business and residential development along Fairview's urban waterways.
5. Plan and execute special events sponsored by the City.
6. The department tracks and administers parks and meeting space reservations.
7. The Department administers business license applications and annual renewals.
8. The Code Compliance program addresses litter, dumping, graffiti, yard debris, and other nuisance violations. The program currently contracts with the City of Gresham for part time code compliance assistance. Activities include case preparation for appearance in municipal court.
9. The Department provides Economic Development outreach and development including managing for Fairview's enterprise zone. Activities include marketing and promotion of the zone; business support; application administration and reporting. The Department also supports local business recruitments and responds to state leads.
10. The Department administers the City's required recycling program with support from Portland State University.
11. The Department provides staff and other resources to the Parks Committee.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Department is part of Public Works and includes two Development Analysts and the contracted Code Enforcement employee, as well as the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Reinstated funding for special events including National Night Out, Tree Lighting, Veterans Day event, Easter Egg Hunt, and Bike Rodeos
- Addition of additional Development Analyst position to address workload issues
- Contract Expense increase of \$20,000 to fund a part-time Code Enforcement position from the City of Gresham. This is to achieve Council's stated goal of reinstating pro-active code enforcement rather than complaint driven.
- Reinstated transfer of funds to Equipment Replacement Fund for future capital purchases

**GF- PW COMMUNITY SERVICES
(110-15)**

	<u>Line Item Description</u>
WAGES	<u>6100000</u> Cost for personnel wages
BENEFITS	<u>6200000</u> Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u> Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u> Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u> Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u> Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u> December Employee Appreciation luncheon
CONTRACT SERVICES	<u>6300000</u> Costs for professional services including the cost of code compliance position assistance position with City of Gresham
HR ADMINISTRATION	<u>6310000</u> Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u> Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u> Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
IT SERVICES	<u>6340000</u> Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u> Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u> Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:	<u>6430000</u> Costs associated with maintaining Ford Taurus, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u> Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
ECONOMIC DEVELOPMENT	<u>6465000</u> Costs incurred by the City to further its Economic Development including payment to EMEA, Gresham Chamber, and GPI
SPECIAL EVENTS-CITY SPONSORED:	<u>6550000</u>
SPECIAL EVENTS CS- CHILI	<u>6500101</u> Not budgeted this fiscal year.
SPECIAL EVENTS CS-BIKE RODEOS	<u>6500106</u> Budgeted to host Bike Rodeos in Fairview
SPECIAL EVENTS CS- EASTER EGGS	<u>6500104</u> Budgeted to partner with Eagles to present annual Easter Egg Hunt Event
SPECIAL EVENTS CS- NNO	<u>6500107</u> Budgeted to host Annual National Night Out Event
SPECIAL EVENT CS-TREE LIGHTING	<u>6500102</u> Budgeted to use funds from 2012 and any additional donations.
SPECIAL EVENT CS-VETERANS DAY	<u>6500103</u> Budgeted to partner with Eagles to present annual Veterans' Day Event
SPECIAL EVENT CS-BIG TRUCK DAY	<u>6500105</u> Not budgeted this fiscal year.
SPECIAL EVENT CS- OTHER	<u>6500106</u> Not budgeted this fiscal year.
SPECIAL EVENTS DS- CHILI FEST	<u>6500201</u> Not budgeted this fiscal year.
SPECIAL EVENT DS- TREE LIGHTING	<u>6500202</u> Budgeted to use funds from 2012 and any additional donations.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

General Fund PW Community
Services
110-15

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
164,775	129,165	48,034	44,362	<u>6100000</u>	WAGES	35,737	35,737	35,737
7,916	6,148	886	731	<u>6200000</u>	BENEFITS	1,869	1,869	1,869
48,036	50,906	20,113	17,770	<u>6210000</u>	H&W/ PERS	16,094	16,094	16,094
15,062	11,715	5,329	4,494	<u>6220000</u>	TAXES	3,199	3,199	3,199
83	17	144	144	<u>6200000</u>	EMP ASSIST PROGRAM	165	165	165
5,754	2,448	2,700	2,700	<u>6210000</u>	WORKERS COMP INSURANCE	1,500	1,500	1,500
241,626	200,399	77,206	70,201		PERSONAL SERVICES Total:	58,564	58,564	58,564
-	150	50	50	<u>6295000</u>	EMPLOYEE RECOGNITION	50	50	50
4,937	700	5,000	5,000	<u>6300000</u>	CONTRACT SERVICES	25,000	25,000	25,000
206	2,290	225	225	<u>6310000</u>	HR ADMINISTRATION	225	225	225
2,609	2,263	1,281	1,281	<u>6330000</u>	AUDIT & ACCOUNTING	1,150	1,150	1,150
17,557	13,525	17,050	9,350	<u>6330000</u>	LEGAL	9,400	9,400	9,400
3,600	5,117	3,685	3,685	<u>6340000</u>	IT SERVICES	3,550	3,550	3,550
182	187	87	87	<u>6421000</u>	REFUSE/SHREDDING	95	95	95
1,680	2,304	754	754	<u>6423000</u>	BLDG CLEANING SRVCS	800	800	800
1,941	2,303	1,347	1,429	<u>6430000</u>	REPAIR & MAINTENANCE:	1,600	1,600	1,600
4,115	3,780	4,039	4,039	<u>6442000</u>	EQUIP RENT	4,600	4,600	4,600
22,477	16,065	6,000	6,000	<u>6465000</u>	ECONOMIC DEVELOPMENT	9,000	9,000	9,000
				<u>6550000</u>	SPECIAL EVENTS-CITY SPONSORED:			
19,314	541	-	-	<u>6500101</u>	SPECIAL EVENTS CS- CHILI	-	-	-
	-	-	600	<u>6500106</u>	SPECIAL EVENTS CS-BIKE RODEOS	600	600	600
207	339	-	300	<u>6500104</u>	SPECIAL EVENTS CS- EASTER EGGS	300	300	300
		-	2,000	<u>6500107</u>	SPECIAL EVENTS CS- NNO	2,000	2,000	2,000
2,657	1,326	-	-	<u>6500102</u>	SPECIAL EVENT CS-TREE LIGHTING	250	250	250
201	212	-	-	<u>6500103</u>	SPECIAL EVENT CS-VETERANS DAY	300	300	300
440	-	-	-	<u>6500105</u>	SPECIAL EVENT CS-BIG TRUCK DAY	-	-	-
3,605	2,761	-	-	<u>6500106</u>	SPECIAL EVENT CS- OTHER	-	-	-
10,165	1,750	3,000	8,265	<u>6500201</u>	SPECIAL EVENTS DS- CHILI FEST	-	-	-
640	-	-	96	<u>6500202</u>	SPECIAL EVENT DS- TREE LIGHTING	510	510	510

**GF- PW COMMUNITY SERVICES
(110-15)**
Line Item Description

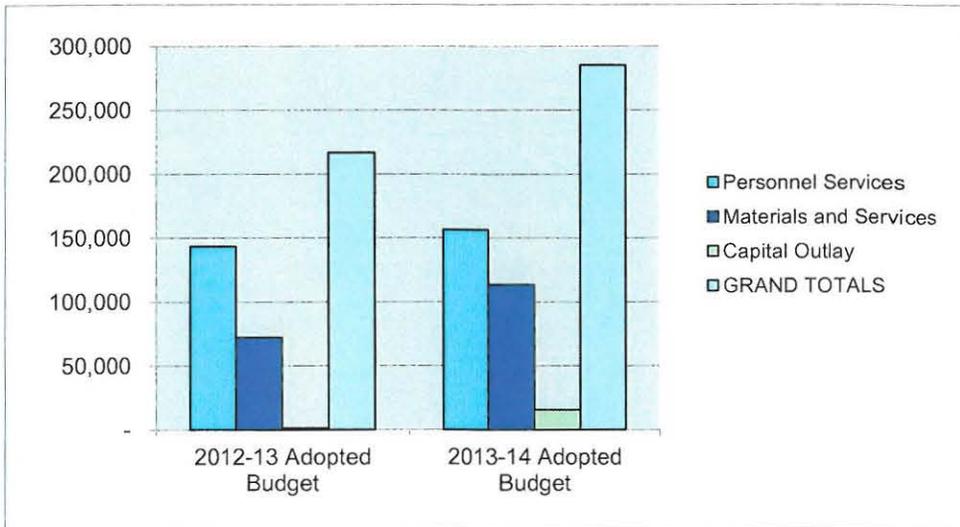
GENERAL LIAB/PROP INSURANCE	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	<u>6540000</u>	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u>	Costs for professional printing and design services for business cards, letterhead, etc.
BANK FEES	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u>	General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
ELECTRIC/GAS	<u>662000</u>	Allocated: Electric and Natural Gas heat for City Hall.
FUEL	<u>6626000</u>	Costs for fuel for City PW vehicles
DUES/MEMBERSHIPS	<u>6650000</u>	Membership dues to professional organizations related to PW Community Services Department responsibilities
MEETINGS/ERRANDS	<u>6630000</u>	Cost for attending local meetings or running errands for city business
TRAINING & CONF.	<u>6650000</u>	Registration costs for conferences and trainings attend by the Public Works Department staff
CONF- MEALS/LODGING	<u>6630000</u>	Costs for meals and travel to attend meetings by the Public Works Department staff
CD REFUNDS	<u>6690000</u>	Refunds for fees overpaid.
ABATEMENT EXPENSE	<u>6690000</u>	Code violation abatement expenses.
SOLV AND OTHER VOL. EVENTS	<u>6690000</u>	Not budgeted this fiscal year.
RECYCLING PROGRAM-METRO	<u>6690000</u>	Costs for Metro recycling program.
ER CONTRIBUTION	<u>6491000</u>	Transfer to Equipment Replacement Fund for purchase of new equipment
BLDG EQUIPMENT	<u>6740000</u>	Allocated: Costs for City Hall building equipment.
OFFICE EQUIPMENT	<u>6740000</u>	Allocated and Direct- Costs for new office equipment.



General Fund (110)
Public Works Parks (17)

GENERAL FUND PW- PARKS

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Personnel Services	143,369	156,370
Materials and Services	72,104	113,545
Capital Outlay	1,250	15,525
GRAND TOTALS	\$ 216,723	\$ 285,440



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	Parks & Recreation (17)
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

Combines parks planning activities and park maintenance and is managed by the Public Works Director.

The Park and Recreation department provides the day to day planning, design, construction and maintenance of the city's parks, trails and facilities. These duties include a variety of skilled and semi-skilled tasks such as mowing, pruning, fertilizing, irrigation, maintenance, plantings, weekly garbage pickup, and restroom maintenance.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Department is part of Public Works and includes a Parks Crew Lead worker, and two Maintenance workers, as well as the Public Works Director. Staff spends a portion of their work hours performing parks maintenance duties as well as street and stormwater system duties.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Increase of \$20,000 in Materials and Services Contract Services to fund the designing of Park Cleone improvements in conjunction with the Parks and Recreation Advisory Committee and outreach to citizens.
- Increased and reinstated funding in *Capital Outlay Park Maintenance* to facilitate trail gravel for Alex Brown Trail and Fairview Community Garden development.
- Increase of \$6,000 in Park Improvements to achieve Council stated goal of placing identification signs at each currently unidentified parks within the City. These include the variety of pocket parks throughout the Village area.
- Increased expenses in Capital Outlay Community Center to fund sound attenuation, a screen door, and a clock.
- Reinstated transfer of funds to Equipment Replacement Fund for future capital purchases

**GF-PW PARKS AND RECREATION
(110-17)**
Line Item Description

WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u>	December Employee Appreciation lunch
UNIFORMS	<u>6295000</u>	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel.
CONTRACT SERVICES	<u>6300000</u>	Costs for professional services including the cost of a planning/design services for Park Cleone
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
COMMUNITY CENTER	<u>6362000</u>	Costs for utilities and other monthly expenses related to the Community Center.
HESLIN HOUSE	<u>6362000</u>	Costs for utilities and other monthly expenses related to the Heslin House. 50% funded by Historical Society through donation to General Fund.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining Ford Taurus, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE/WIRELESS	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	<u>6540000</u>	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u>	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u>	General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
SMALL TOOLS/MINOR EQUIP	<u>6665000</u>	Costs for small tools less than \$1000 each.
ELECTRIC/GAS	<u>6620000</u>	Allocated: Electric and Natural Gas heat for City Hall.
FUEL	<u>6626000</u>	Costs for fuel for City PW vehicles

City of Fairview

Fiscal Year 2013-14

Adopted Budget

General Fund PW Parks and Recreation

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity	110-17		2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
145,913	122,575	90,115	89,050	<u>6100000</u>	WAGES	96,540	96,540	96,540
6,467	4,259	4,327	4,293	<u>6200000</u>	BENEFITS	5,047	5,047	5,047
49,085	52,542	36,727	36,029	<u>6210000</u>	H&W/ PERS	43,476	43,476	43,476
13,685	11,740	9,356	9,261	<u>6220000</u>	TAXES	8,642	8,642	8,642
-	-	144	144	<u>6200000</u>	EMP ASSIST PROGRAM	165	165	165
3,018	1,959	2,700	2,826	<u>6210000</u>	WORKERS COMP INSURANCE	2,500	2,500	2,500
218,168	193,075	143,369	141,603	PERSONAL SERVICES Total:		156,370	156,370	156,370
26	224	100	-	<u>6295000</u>	EMPLOYEE RECOGNITION	100	100	100
722	481	920	920	<u>6295000</u>	UNIFORMS	920	920	920
30,786	2,635	-	-	<u>6300000</u>	CONTRACT SERVICES	22,500	22,500	22,500
589	2,669	700	700	<u>6310000</u>	HR ADMINISTRATION	700		700
-	-	1,710	1,710	<u>6330000</u>	AUDIT & ACCOUNTING	1,600	1,600	1,600
1,304	1,561	1,225	4,000	<u>6330000</u>	LEGAL	4,000	4,000	4,000
1,157	1,263	4,056	4,056	<u>6340000</u>	IT SERVICES	3,500	3,500	3,500
10,594	7,800	10,000	10,000	<u>6362000</u>	COMMUNITY CENTER	10,000	10,000	10,000
1,383	1,097	1,300	1,300	<u>6362000</u>	HESLIN HOUSE	1,300		1,300
182	187	87	87	<u>6421000</u>	REFUSE/SHREDDING	95	95	95
2,030	2,304	754	754	<u>6423000</u>	BLDG CLEANING SRVCS	800	800	800
7,078	8,410	6,480	7,680	<u>6430000</u>	REPAIR & MAINTENANCE	7,500	7,500	7,500
1,205	1,202	2,785	2,785	<u>6442000</u>	EQUIP RENT	3,300	3,300	3,300
-	11,495	2,640	2,392	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	2,900	2,900	2,900
450	506	840	840	<u>6530000</u>	POSTAGE	400	400	400
3,086	3,037	2,210	2,670	<u>6530000</u>	TELEPHONE/WIRELESS	2,200	2,200	2,200
131	344	135	135	<u>6540000</u>	PUBLICATIONS	135	135	135
70	-	100	100	<u>6550000</u>	PRINTING	100	100	100
1,134	770	525	525	<u>6590000</u>	BANK FEES	525	525	525
3,163	2,579	2,130	2,130	<u>6610000</u>	SUPPLIES	2,215	2,215	2,215
2,393	1,989	2,400	2,400	<u>6665000</u>	SMALL TOOLS/MINOR EQUIP	2,400	2,400	2,400
7,126	7,332	3,632	3,632	<u>6620000</u>	ELECTRIC/GAS	3,650	3,650	3,650
3,672	3,588	5,000	5,000	<u>6626000</u>	FUEL	5,000	5,000	5,000

**GF-PW PARKS AND RECREATION
(110-17)**

	<u>Line Item Description</u>
DUES/SUB/MEMBRSHIP	<u>6650000</u> Membership dues to professional organizations related to PW Parks Department responsibilities
MEETINGS/ERRANDS	<u>6630000</u> Cost for attending local meetings or running errands for city business
TRAINING & CONF	<u>6650000</u> Registration costs for conferences and trainings attend by the Public Works Department staff
CONF- MEALS/LODGING	<u>6630000</u> Costs for meals and travel to attend meetings by the Public Works Department staff
RENTAL REFUNDS	<u>6690000</u> Refunds related to rental of city equipment or facilities.
PARK MAINTENANCE	<u>6690000</u> Supplies for parks and grounds maintenance. Includes plants, seeds, fertilizer, herbicide, pesticide, irrigation supplies, bark-dust, park facility repair and replacement.
ER CONTRIBUTION	<u>6491000</u> Transfer to Equipment Replacement Fund for purchase of new equipment
GRANT MATCH	<u>6491000</u> Not budgeted this fiscal year.
PARK IMPROVEMENTS	<u>6690000</u> Cost for purchase and placement of signs at all pocket and city owned parks currently without identification as parks
COMMUNITY CENTER	<u>6720000</u> Costs for specified improvements to the Community Center.
BLDG EQUIPMENT	<u>6740000</u> Allocated: Costs for City Hall building equipment.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

General Fund PW Parks and Recreation

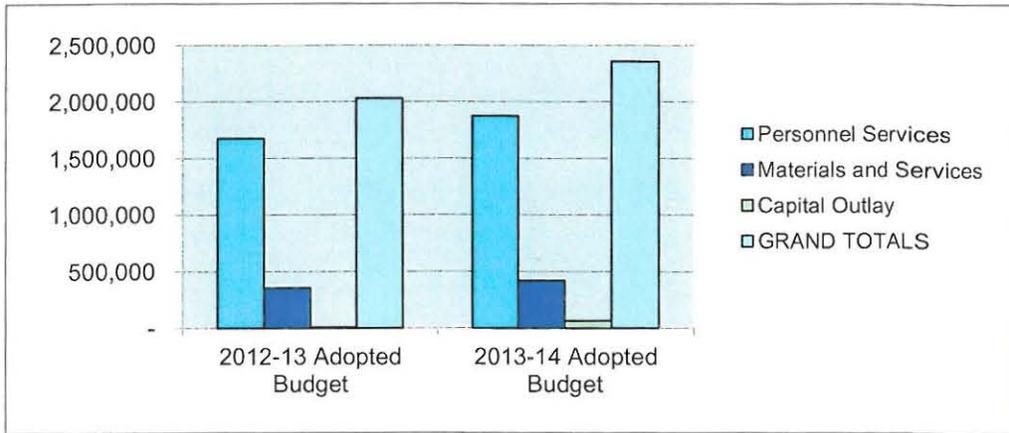
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity	110-17	2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
373	1,074	100	10,343	<u>6650000</u> DUES/SUB/MEMBRSHIP	225	225	225
9	23	125	125	<u>6630000</u> MEETINGS/ERRANDS	150	150	150
160	572	500	500	<u>6650000</u> TRAINING & CONF	630	630	630
207	43	150	150	<u>6630000</u> CONF- MEALS/LODGING	200	200	200
350	125	-	20	<u>6690000</u> RENTAL REFUNDS	-	-	-
51,248	30,575	21,500	21,500	<u>6690000</u> PARK MAINTENANCE	36,500	36,500	36,500
130,628	93,886	72,104	86,454	MATERIALS AND SERVICES Total:	113,545	113,545	113,545
1,175	1,775	-	-	<u>6491000</u> ER CONTRIBUTION	1,775	1,775	1,775
25,000	-	-	-	<u>6491000</u> GRANT MATCH	-	-	-
				<u>6690000</u> PARK IMPROVEMENTS	6,000	6,000	6,000
496	146	1,000	1,000	<u>6720000</u> COMMUNITY CENTER	7,500	7,500	7,500
-	11	250	250	<u>6740000</u> BLDG EQUIPMENT	250	250	250
26,671	1,932	1,250	1,250	CAPITAL OUTLAY Total:	15,525	15,525	15,525
375,467	288,894	216,723	229,307	PARKS AND REC Total:	285,440	285,440	285,440



General Fund (110)
Public Safety (20)

GENERAL FUND PUBLIC SAFETY

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Personnel Services	1,675,280	1,873,884
Materials and Services	355,115	418,612
Capital Outlay	3,875	65,111
GRAND TOTALS	\$ 2,030,395	\$ 2,357,607



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER: General Fund 110
DEPARTMENT: Police 20
DEPARTMENT DIRECTOR: Ken Johnson
DIRECTOR DIRECT PHONE NUMBER: (503) 674-6200

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

1. Respond to emergency calls for service
2. Protect life and property
3. Maintain order
4. Enforce traffic and criminal laws
5. Crime prevention and public education
6. Investigate crimes

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Fairview Police Department consists of:

One Chief of Police

Three Police Sergeants (first level supervisors)

One Investigator (Detective)

One School Resource Officer (% paid by Reynolds School District)

One Gang Officer (% paid by grant from State of Oregon)

Seven Patrol Officers

Total of fourteen (14) commissioned full time police officers

The department also has one full time civilian Records Specialist and one Administrative Assistant that handle Alarm Administration, Property and Evidence, Crime Analysis and administrative support to the Chief.

The department is also supported reserve (volunteer) police officers.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Staff change to combine two temporary support staff positions into one full-time position to improve timeliness of work duties completion. The volume of work load has been increasing over the last several years due to the increased volume of work for the officers.
- New line items for expenses related to the Photo Enforcement Program
- New line item for the Multnomah County Sheriff's office imposed fee for the use of the holding facility in Gresham
- Line item for annual State Homeland Security Grant application. Grant has not yet been awarded
- Reinstated transfer of funds to Equipment Replacement Fund for capital purchases
- Increased line item for purchases of traffic safety related equipment and supplies

**GF- PUBLIC SAFETY
(110-20)**

	<u>Line Item Description</u>
WAGES	<u>6100000</u> Cost for personnel wages
BENEFITS	<u>6200000</u> Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u> Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u> Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u> Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u> Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u> Police recognition/awards event.
UNIFORMS-REPAIR & REPLACE	<u>6295000</u> Costs for replacing, repairing, and purchasing new Officer uniforms.
CONTRACT SERVCICES	<u>6300000</u> Costs for professional services
RED LIGHT CAMERA EXPENSE	<u>6300000</u> Amount of each issued and paid photo enforcement program citation paid to Red Flex.
HR ADMINISTRATION	<u>6310000</u> Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u> Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u> Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
IT SERVICES	<u>6340000</u> Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u> Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u> Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u> Costs associated with maintaining police vehicles, city hall building maintenance, and maintaining of necessary equipment.
EQUIPMENT & VEHICLE RENT	<u>6442000</u> Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	<u>6520000</u> Allocated: Property, General Liability, and Auto Insurance.
CABLE TV	<u>6530000</u> Allocated between PD and GF-Admin- costs for cable TV in event of emergency.
POSTAGE	<u>6530000</u> Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE	<u>6530000</u> Allocated: Telephone, voice mail, and fax services for City Hall.
PUBLICATIONS	<u>6540000</u> Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u> Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6590000</u> Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u> General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
ELECTRIC/GAS	<u>6620000</u> Allocated: Electric and Natural Gas heat for City Hall.
ELECTRICITY- RED LIGHT CAMERAS	<u>6620000</u> Costs for the electricity to the Photo Enforcement Program cameras
FUEL	<u>6626000</u> Costs for fuel for City Police vehicles

City of Fairview
 Fiscal Year 2013-14
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**General Fund Public Safety
 110-20**

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
998,652	996,093	1,053,069	1,056,296	<u>6100000</u>	WAGES	1,092,645	1,175,320	1,175,320
53,869	66,052	82,291	64,900	<u>6200000</u>	BENEFITS	79,528	84,401	84,401
324,352	393,827	418,277	419,963	<u>6210000</u>	H&W/ PERS	482,193	486,482	486,482
94,593	90,634	100,315	101,020	<u>6220000</u>	TAXES	99,570	102,731	102,731
232	64	1,078	1,078	<u>6200000</u>	EMP ASSIST PROGRAM	450	450	450
28,313	13,221	20,300	20,300	<u>6210000</u>	WORKERS COMP INSURANCE	24,500	24,500	24,500
1,500,010	1,559,892	1,675,330	1,663,557		PERSONAL SERVICES Total:	1,778,886	1,873,884	1,873,884
1,481	-	500	500	<u>6295000</u>	EMPLOYEE RECOGNITION	500	500	500
9,691	17,799	15,000	14,500	<u>6295000</u>	UNIFORMS-REPAIR & REPLACE	15,000	18,000	18,000
3,753	-	-	-	<u>6300000</u>	CONTRACT SERCVICES	1,000	1,000	1,000
-	-	-	50,000	<u>6300000</u>	RED LIGHT CAMERA EXPENSE	50,000	50,000	50,000
6,945	3,972	7,000	7,000	<u>6310000</u>	HR ADMINISTRATION	7,000	7,000	7,000
10,003	8,676	9,395	9,395	<u>6330000</u>	AUDIT & ACCOUNTING	8,500	8,500	8,500
10,873	13,945	15,000	15,000	<u>6330000</u>	LEGAL	15,000	15,000	15,000
23,358	24,276	26,088	26,088	<u>6340000</u>	IT SERVICES	26,825	26,825	26,825
637	654	865	865	<u>6421000</u>	REFUSE/SHREDDING	925	925	925
5,530	8,065	9,299	9,299	<u>6423000</u>	BLDG CLEANING SRVCS	9,825	9,825	9,825
25,902	36,852	39,005	39,005	<u>6430000</u>	REPAIR & MAINTENANCE	41,150	41,150	41,150
23,673	21,856	15,093	15,093	<u>6442000</u>	EQUIPMENT & VEHICLE RENT	16,350	16,350	16,350
11,156	1,511	14,520	13,156	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	15,900	15,900	15,900
23	12	35	35	<u>6530000</u>	CABLE TV	35	35	35
1,393	1,528	1,500	1,500	<u>6530000</u>	POSTAGE	700	700	700
5,116	4,884	7,525	7,525	<u>6530000</u>	TELEPHONE	4,600	4,600	4,600
28	-	75	75	<u>6540000</u>	PUBLICATIONS	75	75	75
580	234	500	500	<u>6550000</u>	PRINTING	500	500	500
3,898	3,215	2,885	2,885	<u>6590000</u>	BANK FEES	2,900	2,900	2,900
7,642	9,298	9,659	9,663	<u>6610000</u>	SUPPLIES	10,400	10,750	10,750
15,371	15,585	17,813	17,813	<u>6620000</u>	ELECTRIC/GAS	17,725	17,725	17,725
-	125	-	500	<u>6620000</u>	ELECTRICITY- RED LIGHT CAMERAS	500	500	500
31,448	34,095	41,000	40,000	<u>6626000</u>	FUEL	42,200	43,280	43,280

**GF- PUBLIC SAFETY
(110-20)**
Line Item Description

DUES/SUB/MEMBRSHIP	<u>6650000</u>	Membership dues to professional organizations related to Police Department responsibilities
MEETINGS/ERRANDS	<u>6630000</u>	Cost for attending local meetings or running errands for city business
TRAINING & CONF.	<u>6650000</u>	Registration costs for conferences and trainings attend by the Police Department staff
CONF- MEALS/LODGING	<u>6630000</u>	Costs for meals and travel to attend meetings by the Police Department staff
COMMUNITY SUPPORT	<u>6690000</u>	Not budgeted this fiscal year.
ACCREDITATION	<u>6690000</u>	Expenses related to maintaining accreditation of Police Department including annual dues.
LEXIPOL- POICY UPDATES	<u>6690000</u>	Costs for Lexipol-policy manual updates.
CRIME PREVENTION	<u>6690000</u>	Crime prevention operational costs and other handouts.
EVIDENCE MANAGEMENT	<u>6690000</u>	Costs for the operation of police evidence room and evidence systems.
INVESTIGATE/CRIME	<u>6690000</u>	Costs for supplies and equipment needed at crime scenes and during investigations.
COUNTY BOOKING FEE	<u>6690000</u>	Fee imposed by Multnomah County Sheriff for use of holding facility for arrest
CRIME ANALYSIS	<u>6690000</u>	Cost associated with analyzing crime.
FIRE ARMS	<u>6690000</u>	Costs for ammunition for trainings and routine purposes.
POLICE RESERVE EXPENSES	<u>6690000</u>	Costs for equipment, supplies and training related to reserves
TRAFFIC SAFETY	<u>6690000</u>	Costs related to traffic safety.
RADIO COMMUNICATIONS	<u>6690000</u>	Costs for radio communications for Officer radios.
RECORDS MANAGEMENT SYSTEMS	<u>6690000</u>	Costs for records management system.
WIRELESS TECHNOLOGY- PD	<u>6690000</u>	Costs for wireless technology such as department cell phones.
T1 LINE	<u>6690000</u>	Not budgeted as need for this expense no longer exist due to changed system
JAG GRANT	<u>6690000</u>	Cost for crime analysis services shared with Troutdale PD.
PD DONATIONS- DESIGNATED	<u>6690000</u>	Funds donated to the police department to purchase or in support of specific items or programs.
ST. HOMELAND SECURITY GRANTS	<u>6690000</u>	Grant applied for to pay for expenses directly related to improved Police radio communications
CRIME PREVENTION- TARGET GRANT	<u>6690000</u>	Grant applied for to use for crime prevention purposes.
SHOP W/COP	<u>6690000</u>	Program Fairview Police participate in to assist needy children with shopping for holidays
PD DEPT- ALARM REFUNDS	<u>6690000</u>	
ER CONTRIB	<u>6491000</u>	Not budgeted this fiscal year.
BUILDING IMPROVEMENTS	<u>6720000</u>	Costs for improvements to Police Department area.
TRAFFIC SAFETY/POLICE EQUIP	<u>6720000</u>	Costs related to traffic safety.
EQUIPMENT	<u>6740000</u>	Costs for police equipment.
BLDG EQUIPMENT	<u>6740000</u>	Allocated: Costs for City Hall building equipment.
OFFICE EQUIPMENT	<u>6740000</u>	Allocated and Direct- Costs for new office equipment.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

General Fund Public Safety

110-20

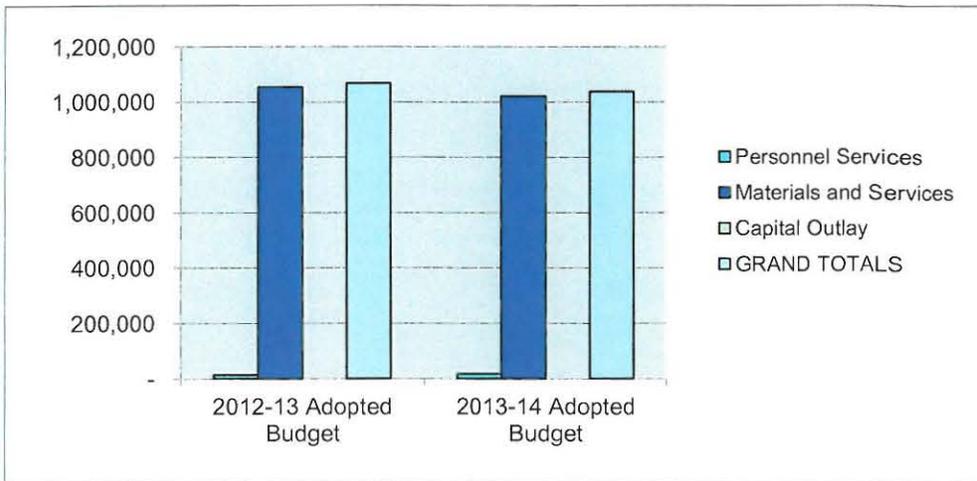
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
844	3,721	1,295	1,295	6650000	DUES/SUB/MEMBRSHIP	1,375	1,375	1,375
71	70	125	125	6630000	MEETINGS/ERRANDS	125	125	125
9,021	16,054	14,000	14,000	6650000	TRAINING & CONF.	15,200	15,200	15,200
1,424	2,397	4,000	4,000	6630000	CONF- MEALS/LODGING	4,500	4,500	4,500
-	-	4,650	4,650	6690000	COMMUNITY SUPPORT	4,650	4,650	4,650
1,150	1,150	1,150	1,150	6690000	ACCREDITATION	1,150	1,150	1,150
2,450	2,450	2,500	2,500	6690000	LEXIPOL- POICY UPDATES	2,500	2,500	2,500
3,920	1,459	2,000	2,000	6690000	CRIME PREVENTION	3,000	3,000	3,000
1,558	2,084	1,500	2,000	6690000	EVIDENCE MANAGEMENT	2,000	2,000	2,000
3,231	1,331	3,000	3,000	6690000	INVESTIGATE/CRIME	3,000	3,000	3,000
-	-	-	-	6690000	COUNTY BOOKING FEE	2,200	2,200	2,200
-	-	500	500	6690000	CRIME ANALYSIS	-	-	-
6,899	4,379	7,000	7,000	6690000	FIRE ARMS	8,425	8,875	8,875
247	5,947	3,660	3,660	6690000	POLICE RESERVE EXPENSES	4,800	4,800	4,800
4,092	1,985	8,000	8,000	6690000	TRAFFIC SAFETY	8,000	8,000	8,000
27,836	33,740	30,500	30,500	6690000	RADIO COMMUNICATIONS	23,450	23,987	23,987
9,941	9,270	9,500	9,500	6690000	RECORDS MANAGEMENT SYSTEMS	9,270	9,270	9,270
5,368	5,537	8,000	8,000	6690000	WIRELESS TECHNOLOGY- PD	6,550	6,890	6,890
3,135	3,138	3,300	1,300	6690000	T1 LINE	-	-	-
1,677	1,659	13,394	13,394	6690000	JAG GRANT	-	-	-
-	-	1,784	1,784	6690000	PD DONATIONS- DESIGNATED	2,050	2,050	2,050
-	999	-	23,839	6690000	ST. HOMELAND SECURITY GRANTS	20,000	20,000	20,000
-	-	1,500	1,500	6690000	CRIME PREVENTION- TARGET GRANT	1,500	1,500	1,500
-	-	1,000	1,000	6690000	SHOP W/COP	1,500	1,500	1,500
292	125	-	50	6690000	PD DEPT- ALARM REFUNDS	-	-	-
281,656	304,078	355,115	425,144		MATERIALS AND SERVICES Total:	412,855	418,612	418,612
-	15,255	-	-	6491000	ER CONTRIB	38,126	38,126	38,126
-	-	1,000	1,000	6720000	BUILDING IMPROVEMENTS	1,000	1,000	1,000
79	8,795	1,000	1,000	6720000	TRAFFIC SAFETY/POLICE EQUIP	8,350	8,350	8,350
1,000	580	-	-	6740000	EQUIPMENT	-	15,760	15,760
291	292	875	875	6740000	BLDG EQUIPMENT	875	875	875
3,474	-	1,000	1,050	6740000	OFFICE EQUIPMENT	1,000	1,000	1,000
4,844	24,922	3,875	3,925		CAPITAL OUTLAY Total:	49,351	65,111	65,111
1,786,511	1,888,891	2,034,320	2,092,626		POLICE DEPARTMENT Total:	2,241,092	2,357,607	2,357,607



General Fund (110)
FIRE/BOEC/EM (25)

GENERAL FUND FIRE/BOEC/EM

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Personnel Services	13,960	17,708
Materials and Services	1,054,485	1,020,465
Capital Outlay	-	-
GRAND TOTALS	\$ 1,068,445	\$ 1,038,173



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	General Fund 110
DEPARTMENT:	Fire/BOEC/EM
DEPARTMENT DIRECTOR:	Ken Johnson
DIRECTOR DIRECT PHONE NUMBER:	(503) 674-6200

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

The Fire/BOEC/Emergency Management department is responsible for contracting with the City of Gresham for fire services to the citizens of Fairview and contracting with the City of Portland for Bureau of Emergency Communications (BOEC) for police dispatch services.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Fire/BOEC/Emergency Management departments are administered by the Chief of Police.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Contractual increases for Fire and BOEC services
- Emergency Management Coordinator position discontinued by Gresham thus not funded

**GF- FIRE/BOEC/EM
(110-25)**

Line Item Description

WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
CONTRACT SERVICES	<u>6300000</u>	Not budgeted this fiscal year.
BOEC CONTRACT COSTS	<u>6690000</u>	Anticipated cost for Bureau of Emergency Communications.
FIRE CONTRACT COSTS	<u>6690000</u>	Costs for fire services with the City of Gresham.
EQUIPMENT	<u>6740000</u>	Not budgeted this fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

**General Fund FIRE/BOEC/EM
110-25**

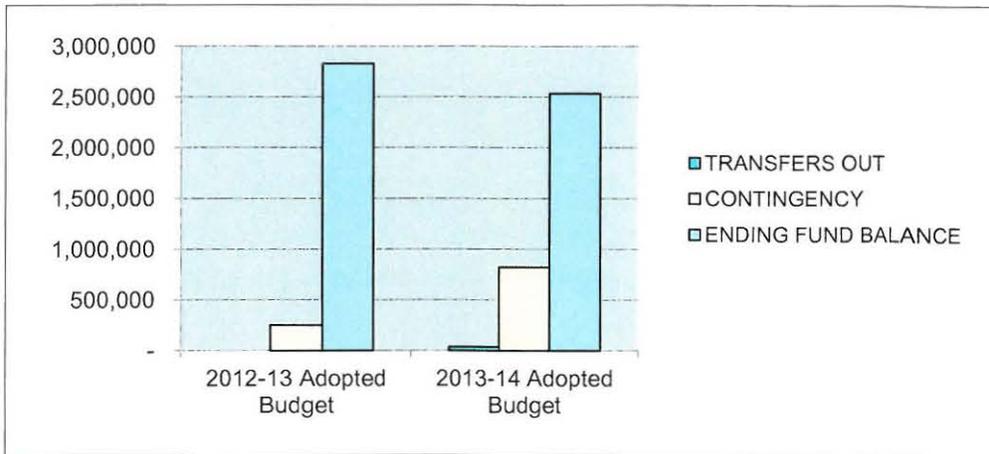
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
9,104	9,304	9,286	9,425	<u>6100000</u>	WAGES	11,027	11,027	11,027
467	475	648	651	<u>6200000</u>	BENEFITS	804	854	854
2,517	3,087	3,114	3,211	<u>6210000</u>	H&W/ PERS	4,871	4,789	4,789
847	794	912	924	<u>6220000</u>	TAXES	1,006	1,038	1,038
74	816	-	-	<u>6210000</u>	WORKERS COMP INSURANCE	-	-	-
13,008	14,475	13,960	14,211		PERSONAL SERVICES Total:	17,708	17,708	17,708
-	7,400	10,000	10,000	<u>6300000</u>	CONTRACT SERVICES	-	-	-
217,332	236,542	270,000	240,000	<u>6690000</u>	BOEC CONTRACT COSTS	215,000	215,000	215,000
715,649	743,658	774,485	774,485	<u>6690000</u>	FIRE CONTRACT COSTS	805,464	805,464	805,464
932,981	987,600	1,054,485	1,024,485		MATERIALS AND SERVICES Total:	1,020,464	1,020,464	1,020,464
-	1,322	-	815	<u>6740000</u>	EQUIPMENT	-	-	-
-	1,322	-	815		CAPITAL OUTLAY Total:	-	-	-
945,989	1,003,397	1,068,445	1,039,511		EMERGENCY MANAGEMENT Total:	1,038,172	1,038,172	1,038,172



General Fund (110)
Other Requirements (40)

GENERAL FUND OTHER REQUIREMENTS

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
TRANSFERS OUT	-	35,000
CONTINGENCY	250,000	821,364
ENDING FUND BALANCE	2,830,616	2,533,487
GRAND TOTALS	\$ 3,080,616	\$ 3,389,851



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	General Fund 110
DEPARTMENT:	Other Requirements 40
DEPARTMENT DIRECTOR:	Samantha Nelson
DIRECTOR DIRECT PHONE NUMBER:	(503) 674-6221

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

The purpose of the General Fund “Other Requirements” is to budget for transfers in support of the Grant Fund, Facilities Maintenance Fund, to maintain identification of dedicated and assigned funds, 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).

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2011-12 AND FY 2012-13:

- Reinstatement of transfer to Facilities Maintenance Fund. This has not been funded in several years due to budget constraints.
- New line item to identify Photo Enforcement Resources
- Increased balance assigned to Community Center Improvements due to resources exceeding expenditures
- Increased *Unassigned Ending Fund Balance* due to higher than expected Beginning Fund Balance for FY 2012-13, expense reductions in FY 2012-13 due to staff realignments, higher than anticipated resources for FY 2012-13, and increased resource projections for FY 2013-14

**GF- OTHER REQUIREMENTS
(110-40)**

Line Item Description

		Line Item Description
TRANS TO GRANT FUND 40 MILE LOOP PARK/TRAIL IMPROVEMENTS	<u>6491000</u>	Transfer to Grant Fund for park and trail improvements (originally for 40 mile loop)
TRANS TO FACILITIES MAINT FUND	<u>6491000</u>	Transfer to Facilities Maintenance Fund for City Building Improvements
TRANS TO BLDG FUND	<u>6491000</u>	Not budgeted this fiscal year.
CONTINGENCY	<u>6910000</u>	
CONTINGENCY	<u>6910000</u>	For unforeseen events- cannot be used without City Council approval.
CONTINGENCY- PHOTO ENFORCEMENT	<u>6910000</u>	Photo Enforcement Resources
CONTINGENCY-WATER FUND BOND	<u>6910000</u>	For the potential retirement of the Water Revenue Bond Debt, Series 2004 on behalf of Water Fund
ENDING FUND BALANCE-ASSIGNED	<u>6791000</u>	Ending Fund Balance Assigned by Council for specific purpose.
ENDING FUND BALANCE-ASSIGNED COMMUNITY CENTER	<u>6791000</u>	Funds reserved for future Community Center expenses.
ENDING FUND BALANCE-UNASSIGNED	<u>6791000</u>	Unappropriated funds per Council Guidelines- minimum 15% of Operating Expenses.

City of Fairview

Fiscal Year 2013-14

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General Fund Other Requirements

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity	110-40	2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
-	-	-		6491000 TRANS TO GRANT FUND 40 MILE LOOP PARK/TRAIL IMPROVEMENTS	25,000	25,000	25,000
-	-	-	-	6491000 TRANS TO FACILITIES MAINT FUND	10,000	10,000	10,000
35,063	-	-	-	6491000 TRANS TO BLDG FUND	-	-	-
				6910000 CONTINGENCY			
-	-	250,000	240,000	6910000 CONTINGENCY	250,000	250,000	250,000
			89,500	6910000 CONTINGENCY- PHOTO ENFORCEMENT	179,000	71,364	71,364
				6910000 CONTINGENCY-WATER FUND BOND		500,000	500,000
			25,000	6791000 ENDING FUND BALANCE-ASSIGNED	-	-	-
	-	3,000	19,755	6791000 ENDING FUND BALANCE-ASSIGNED COMMUNITY CENTER	19,754	19,754	19,754
-	-	2,827,566	3,148,959	6791000 ENDING FUND BALANCE-UNASSIGNED	3,022,612	2,513,733	2,513,733
35,063	-	3,080,566	3,523,214	OTHER REQUIREMENTS Total:	3,506,366	3,389,851	3,389,851
TOTAL GENERAL FUND EXPENSES:					7,768,769	7,768,769	7,768,769
3,441,905	3,391,572	-	0	GENERAL FUND TOTALS:	(0)	-	-

TOTAL GENERAL FUND

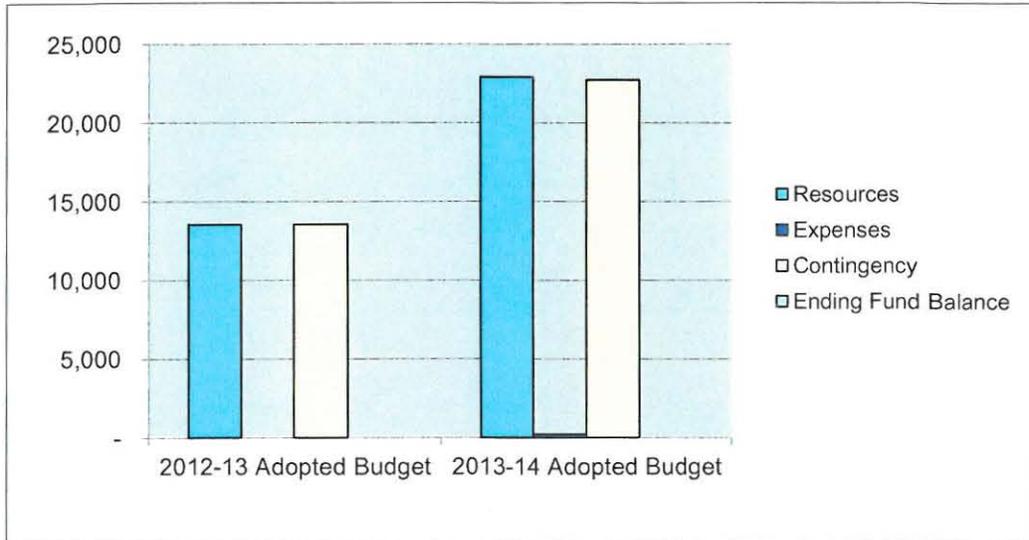
3,703,732	3,501,114	3,090,899	3,325,095	BEGINNING FUND BALANCE	3,523,214	3,523,214	3,523,214
3,886,676	3,902,318	3,967,856	4,191,436	OPERATING RESOURCES	4,245,555	4,245,555	4,245,555
2,408,691	2,346,390	2,292,389	2,235,697	PERSONNEL	2,401,019	2,496,017	2,496,017
1,633,894	1,613,761	1,677,500	1,748,455	MATERIALS AND SERVICES	1,785,008	1,790,765	1,790,765
-	-	-	-	DEBT SERVICE	-	-	-
14,680	11,378	8,300	9,165	CAPITAL OUTLAY	29,475	45,235	45,235
66,238	40,330	-	-	TRANSFERS TO OTHER FUNDS	81,901	81,901	81,901
-	-	250,000	329,500	CONTINGENCY	429,000	821,364	821,364
3,466,905	3,391,572	2,830,566	3,193,714	ENDING BALANCE	3,042,366	2,533,487	2,533,487



AEC Fund (121-00)

AEC FUND

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Resources	13,546	22,918
Expenses	-	200
Contingency	13,546	22,718
Ending Fund Balance	-	-
TOTAL FUND BALANCE	\$ -	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER: AEC 121
DEPARTMENT: 00
DEPUTY DEPARTMENT DIRECTOR: Lesa Folger
DIRECTOR DIRECT PHONE NUMBER: 503-674-6247

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Deputy Finance Director manages the Administrative Excise Fund

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

Increased development activity has resulted in small increases in this fund. For example, six new construction homes have been permitted in FY 2012-13.

**AEC FUND
(121-00)**

Line Item Description

BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
ADMIN EXCISE CHRG	<u>4318000</u>	The AEC Charge is \$.50 cents per square foot for residential development and \$.25 cents per square foot for commercial development.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
CONTINGENCY	<u>6910000</u>	For unforeseen events- cannot be used without City Council approval.
ENDING FUND BALANCE RESTRICTED	<u>6791000</u>	Unappropriated funds.

City of Fairview

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**ADMIN EXCISE CHARGE FUND
121-00**

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
1,706	5,404	11,525	13,691	<u>4995000</u>	BEGINNING FUND BALANCE	17,767	17,767	17,767
3,680	8,220	2,000	4,000	<u>4318000</u>	ADMIN EXCISE CHRG	5,000	5,000	5,000
19	68	21	76	<u>4361000</u>	INTEREST	151	151	151
5,404	13,691	13,546	17,767		RESOURCES Total:	22,918	22,918	22,918
-	-	-	-	<u>6330000</u>	AUDIT & ACCOUNTING	200	200	200
-	-	-	-		MATERIALS AND SERVICES Total:	200	200	200
-	-	13,546	13,546	<u>6910000</u>	CONTINGENCY	22,718	22,718	22,718
-	-	-	4,221	<u>6791000</u>	ENDING FUND BALANCE RESTRICTED	-	-	-
-	-	13,546	17,767		CONTINGENCIES Total:	22,718	22,718	22,718
-	-	13,546	17,767		TOTAL AEC EXPENSES:	22,918	22,918	22,918
5,404	13,691	-	-		AEC TOTAL FUND:	-	-	-

**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	Building Fund 122
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

State law requires that permit revenues be used only towards operating expenditures of the Building Department. The Building Fund ensures that the City of Fairview can account for permit revenues and operating expenditures and therefore demonstrate compliance with state law. The purpose of the Department follows:

1. Provide and fund a Building Inspection Program as required by state law.
2. Support the Fairview Building Official, plan examiners, and inspectors.
3. Provide expert, timely, coordinated, and cost effective permitting and inspection services.
4. Issue permits, conduct inspections, and approve occupancies.
5. Enforce violations of building codes.
6. Establish an operating reserve fund to cover operating costs during economic down turns and limit general fund transfers.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Department is managed by the Public Works Director. Permit Specialist duties will be performed by a contracted Permit Technician with assistance by other Public Works staff. Building Official, plan examination, and inspection services are currently provided by Building Code Consultancy, a private consulting firm.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Increased request for residential permits and increased level of inquiries to City from commercial developers resulting in increased permitting revenue
- Contracted part-time Permit Technician to ensure timeliness of permit issuance

**BUILDING FUND
(122-00)**
Line Item Description

BEGINNING FUND BALANCE	<u>4995000</u>	Cash carryOver from previous year. Estimate based on current information.
CET REVENUE	<u>4318000</u>	Building Fund administrative portion of Construction Excise Tax on new construction.
REYNOLDS CET REVENUE	<u>4318000</u>	Building Fund administrative portion of Reynolds Construction Excise Tax on new construction.
PERMIT REVENUE	<u>4320000</u>	Estimated Revenue from the issuance of the various building related permits.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD at local credit union.
MISC. REVENUE	<u>4390000</u>	Revenue for items not elsewhere classified.
TRANSFER FROM GEN FUND	<u>4391000</u>	Not budgeted this fiscal year.
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u>	December Employee Appreciation lunch
CONTRACT SERVICES	<u>6300000</u>	Costs for professional services including the cost of a planning/design services for Park Cleone
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
IT SERVICES	<u>6340100</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining police vehicles, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
GENERAL LIAB/PROP INSURANCE	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services for City Hall.
PRINTING	<u>6550000</u>	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

BUILDING FUND
122-00

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
-	40,489	51,759	49,118	<u>4995000</u>	BEGINNING FUND BALANCE	52,998	52,998	52,998
993	316	1,000	100	<u>4318000</u>	CET REVENUE	100	100	100
22	41	30	84	<u>4318000</u>	REYNOLDS CET REVENUE	100	100	100
83,022	82,870	91,025	90,926	<u>4320000</u>	PERMIT REVENUE	107,600	107,600	107,600
53	291	56	300	<u>4361000</u>	INTEREST	335	335	335
0	28	-	500	<u>4390000</u>	MISC. REVENUE	500	500	500
35,063	-	-	-	<u>4391000</u>	TRANSFER FROM GEN FUND	-	-	-
119,153	124,034	143,870	141,028		RESOURCES Total:	161,633	161,633	161,633
28,697	21,418	22,754	24,687	<u>6100000</u>	WAGES	18,909	18,909	18,909
1,850	344	797	708	<u>6200000</u>	BENEFITS	991	991	991
8,302	8,263	9,167	12,195	<u>6210000</u>	H&W/ PERS	8,514	8,514	8,514
2,758	1,881	2,216	2,453	<u>6220000</u>	TAXES	1,693	1,693	1,693
39	3	72	72	<u>6200000</u>	EMP ASSIST PROGRAM	75	75	75
883	816	1,350	471	<u>6210000</u>	WORKERS COMP INSURANCE	1,500	1,500	1,500
42,530	32,725	36,356	40,586		PERSONAL SERVICES Total:	31,682	31,682	31,682
-	74	75	75	<u>6295000</u>	EMPLOYEE RECOGNITION	75	75	75
163	-	150	150	<u>6300000</u>	CONTRACT SERVICES	20,150	20,150	20,150
20	961	150	150	<u>6310000</u>	HR ADMINISTRATION	150	150	150
435	377	427	427	<u>6330000</u>	AUDIT & ACCOUNTING	400	400	400
171	1,145	225	1,500	<u>6330000</u>	LEGAL	1,500	1,500	1,500
448	1,336	1,395	1,395	<u>6340100</u>	IT SERVICES	895	895	895
18	19	87	87	<u>6421000</u>	REFUSE/SHREDDING	95	95	95
168	230	251	251	<u>6423000</u>	BLDG CLEANING SRVCS	1,325	1,325	1,325
194	216	416	416	<u>6430000</u>	REPAIR & MAINTENANCE	2,250	2,250	2,250
969	894	1,046	1,046	<u>6442000</u>	EQUIP RENT	4,140	4,140	4,140
-	-	660	598	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	4,320	4,320	4,320
-	-	210	210	<u>6530000</u>	POSTAGE	100	100	100
146	140	203	203	<u>6530000</u>	TELEPHONE	1,200	1,200	1,200
7	-	50	50	<u>6550000</u>	PRINTING	50	50	50
108	128	131	131	<u>6590000</u>	BANK FEES	135	135	135

**BUILDING FUND
(122-00)**

Line Item Description

SUPPLIES	<u>6610000</u>	General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
ELECTRIC/GAS	<u>662000</u>	Allocated: Electric and Natural Gas heat.
DUES/SUB/MEMBRSHIP	<u>6650000</u>	Membership dues to professional organizations related to Building Fund responsibilities
TRAINING & CONF.	<u>6650000</u>	Registration costs for conferences and trainings attend by the Building Fund staff
CONF- MEALS/LODGING	<u>6630000</u>	Costs for meals and travel to attend meetings by the Building Fund staff
BUILDING INSPECTION SRVCS	<u>6690000</u>	Contracted costs for Building Inspection services.
BLDG EQUIPMENT	<u>6740000</u>	Allocated: Costs for City building equipment.
OFFICE EQUIPMENT	<u>6740000</u>	Allocated and Direct: Costs for new office equipment.
CONTINGENCY	<u>6910000</u>	For unforeseen events- cannot be used without City Council approval.
ENDING FUND BALANCE-RESTRICTED	<u>6791000</u>	Unappropriated funds restricted for Building Fund related expenditures in the next fiscal year.

City of Fairview

Fiscal Year 2013-14
Adopted Budget

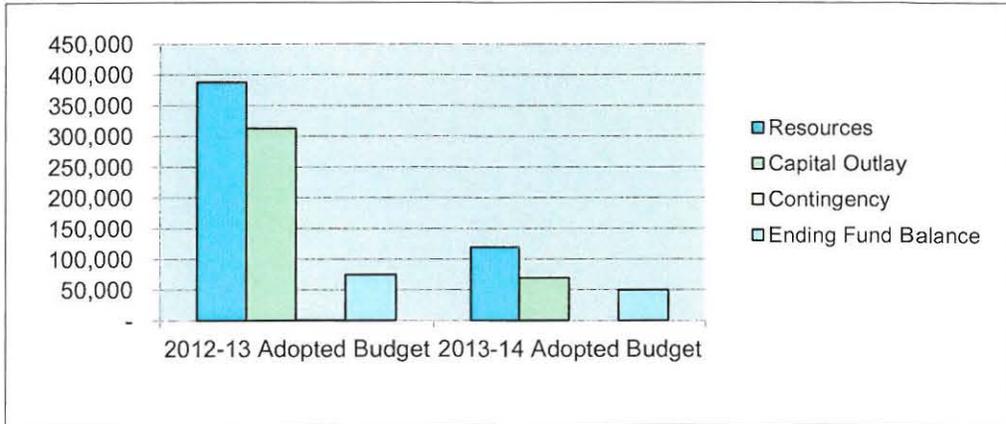
		BUILDING FUND 122-00					
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity		2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
122	613	910	910	<u>6610000</u> SUPPLIES	930	930	930
439	445	495	495	<u>662000</u> ELECTRIC/GAS	675	675	675
2	226	500	500	<u>6650000</u> DUES/SUB/MEMBRSHIP	500	500	500
-	-	300	300	<u>6650000</u> TRAINING & CONF.	300	300	300
-	-	400	400	<u>6630000</u> CONF- MEALS/LODGING	400	400	400
32,725	35,374	45,000	38,000	<u>6690000</u> BUILDING INSPECTION SRVCS	35,000	35,000	35,000
36,135	42,179	53,081	47,294	MATERIALS AND SERVICES Total:	74,590	74,590	74,590
-	12	100	100	<u>6740000</u> BLDG EQUIPMENT	100	100	100
-	-	50	50	<u>6740000</u> OFFICE EQUIPMENT	50	50	50
-	12	150	150	CAPITAL OUTLAY Total:	150	150	150
-	-	25,000	25,000	<u>6910000</u> CONTINGENCY	25,000	25,000	25,000
-	-	29,283	27,998	<u>6791000</u> ENDING FUND BALANCE-RESTRICTED	30,211	30,211	30,211
-	-	54,283	52,998	OTHER Total:	55,211	55,211	55,211
78,664	74,917	143,870	141,028	TOTAL BLDG. EXPENSES:	161,633	161,633	161,633
40,489	49,118	-	-	BLDG FUND TOTAL:	-	-	-



Grant Project Fund (123-00)

GRANT PROJECT FUND

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Resources	388,038	119,500
Capital Outlay	312,512	69,500
Contingency	526	-
Ending Fund Balance	75,000	50,000
TOTAL FUND BALANCE	\$ -	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	Grants/Projects 123
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:
Identify and track required grant match contributions, grant revenues, and grant expenditures. Identify and track individual capital projects or other program grants/donations.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
Department directors administer budgeted grants and projects.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- The City Council amended the City's participation in the 40 Mile Loop project to maintain the trail once it has been completed; thus, the \$50,000 earmarked for this project remains in the fund awaiting Council direction for its use.
- Nature in Neighborhoods Grant was fully utilized to complete Salish Ponds Improvements
- CDBG Grant has been applied for but has not yet been awarded. These funds cannot be spent unless grant is awarded.

**GRANT/PROJECT FUND
(123-00)**

Line Item Description

BEGINNING FUND BALANCE	<u>495000</u>	Cash carry-over from previous year. Estimate based on current information.
GRANT MATCH FROM GENERAL FUND	<u>4391000</u>	Transfer for Parks and Trail Improvements
GRANT- HALSEY	<u>4334000</u>	Not budgeted this fiscal year.
OPER GRANT FED	<u>4331000</u>	Not budgeted this fiscal year.
METRO GRANT- NATURE IN NEIGH.	<u>4337000</u>	Project completed in 2013
CDBG GRANT	<u>4337000</u>	Grant applied for but not yet awarded- will be for sidewalk improvements in Old Town.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
GRANT- HALSEY ST PROJ	<u>6700000</u>	Project completed in 2012
CDBG GRANT	<u>6700000</u>	Grant applied for but not yet awarded- will be for sidewalk improvements in Old Town.
METRO GRANT-NATURE IN NEIGH.	<u>6700000</u>	Project completed in 2013
CONTINGENCY	<u>6910000</u>	For unforeseen events- cannot be used without City Council approval.
ENDING FUND BALANCE RESTRICTED HALSEY ST	<u>6791000</u>	Not budgeted this fical year.
ENDING FUND BALANCE RESTRICTED 40 MILE LOOP	<u>6910000</u>	Not budgeted this fical year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

GRANT AND SPECIAL PROJECT FUND

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity	123-00	2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
25,000	25,000	75,505	(475)	4950000 BEGINNING FUND BALANCE	25,000	25,000	25,000
			-	4391000 GRANT MATCH FROM GENERAL FUND	25,000	25,000	25,000
	178,467	-		4334000 GRANT- HALSEY			
-	278,000	-	25,475	4331000 OPER GRANT FED	-	-	-
-	35,403	312,512	325,650	4337000 METRO GRANT- NATURE IN NEIGH.	-	-	-
-	-	-	-	4337000 CDBG GRANT	69,500	69,500	69,500
0	97	21	-	4361000 INTEREST	-	-	-
25,000	516,967	388,038	350,650	RESOURCES Total:	119,500	119,500	119,500
	203,467	-	-	6700000 GRANT- HALSEY ST PROJ	-	-	-
	278,000	-	-	6700000 CDBG GRANT	69,500	69,500	69,500
-	35,975	312,512	325,650	6700000 METRO GRANT-NATURE IN NEIGH.	-	-	-
-	517,442	312,512	325,650	CAPITAL OUTLAY Total:	69,500	69,500	69,500
-	-	526	-	6910000 CONTINGENCY	50,000	50,000	50,000
		25,000	-	6791000 ENDING FUND BALANCE RESTRICTED HALSEY ST	-	-	-
-	-	50,000	25,000	6910000 ENDING FUND BALANCE RESTRICTED 40 MILE LOOP	-	-	-
-	-	75,526	25,000	OTHER Total:	50,000	50,000	50,000
-	517,442	388,038	350,650	TOTAL GRANT EXPENSES:	119,500	119,500	119,500
25,000	(475)	-	-	GRANT FUND TOTAL:	-	-	-

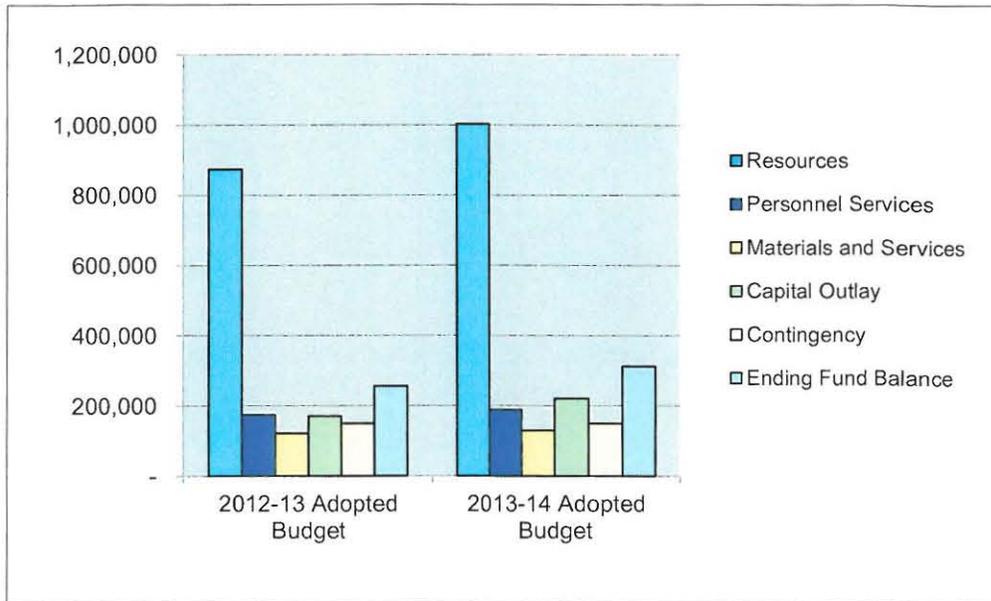


Public Works Street Fund (124-00)

PUBLIC WORKS STREET FUND

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Resources	874,035	1,002,473
Personnel Services	174,592	188,734
Materials and Services	122,251	130,435
Capital Outlay	170,860	220,860
Contingency	150,000	150,000
Ending Fund Balance	256,332	312,444

TOTAL FUND BALANCE \$ - \$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER: Street 124
DEPARTMENT: 00
DEPARTMENT DIRECTOR: Allan Berry
DIRECTOR DIRECT PHONE NUMBER: 503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Street Fund is staffed by Public Works staff which includes the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Addition of \$50,000 expenditure line to fund Sidewalk Maintenance Program
- Street Maintenance and improvements scheduled include Fairview Parkway Median improvements, pavement improvements throughout city, and installation of "Fairview" sign and lighting on Fairview Parkway

**PW STREET FUND
(124-00)**

		Line Item Description
BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
RIGHT OF WAY PERMITS	<u>4322000</u>	Fee for inspection for work completed in city right-of-way (i.e, water and sewer line connections and other utility work).
COUNTY SHARED REVENUE	<u>4330000</u>	Annual pay from Multnomah County for roads.
STATE SHARED REVENUE-GAS	<u>4330000</u>	Distribution from state gas tax based on population.
GENERAL GOVT CHARGES	<u>4340000</u>	Not budgeted this fiscal year.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
MISC. REVENUE	<u>4390000</u>	Revenue not elsewhere classified
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u>	December Employee Appreciation lunch
UNIFORMS	<u>6295000</u>	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel.
CONTRACT SERVICES	<u>6300000</u>	Costs for professional services including the cost of a planning/design services for Park Cleone
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
ENGINEERING SERVICES	<u>6330000</u>	Costs for professional engineering services
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining police vehicles, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
RENT EXPENSE-TO GF	<u>6441000</u>	Rent paid by Street Fund for use of office space in City Hall.
GENERAL LIAB/PROP INSURANCE	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE/ANSWERING SERV/WIRELESS	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services

City of Fairview

Fiscal Year 2013-14

Adopted Budget

STREET FUND
124-00

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
90,229	314,958	359,681	417,064	<u>4995000</u>	BEGINNING FUND BALANCE	474,933	474,933	474,933
750	1,050	1,000	1,350	<u>4322000</u>	RIGHT OF WAY PERMITS	1,500	1,500	1,500
11,514	11,658	11,770	11,991	<u>4330000</u>	COUNTY SHARED REVENUE	12,050	12,050	12,050
465,474	485,865	500,590	507,790	<u>4330000</u>	STATE SHARED REVENUE-GAS	510,670	510,670	510,670
239	-	-	250	<u>4340000</u>	GENERAL GOVT CHARGES	250	250	250
988	2,183	994	2,220	<u>4361000</u>	INTEREST	2,320	2,320	2,320
162	6,347	-	740	<u>4390000</u>	MISC. REVENUE	750	750	750
569,355	822,061	874,035	941,405		RESOURCES Total:	1,002,473	1,002,473	1,002,473
105,799	108,642	114,671	112,475	<u>6100000</u>	WAGES	117,472	117,472	117,472
2,978	3,738	4,334	4,188	<u>6200000</u>	BENEFITS	6,140	6,140	6,140
37,391	44,457	43,636	44,916	<u>6210000</u>	H&W/ PERS	52,906	52,906	52,906
9,538	9,490	10,479	10,289	<u>6220000</u>	TAXES	10,516	10,516	10,516
118	28	72	72	<u>6200000</u>	EMP ASSIST PROGRAM	200	200	200
2,007	1,632	1,400	1,400	<u>6210000</u>	WORKERS COMP INSURANCE	1,500	1,500	1,500
157,831	167,986	174,592	173,340		PERSONAL SERVICES Total:	188,734	188,734	188,734
17	68	75	75	<u>6295000</u>	EMPLOYEE RECOGNITION	75	75	75
355	370	600	600	<u>6295000</u>	UNIFORMS	600	600	600
3,434	6,921	15,000	15,000	<u>6300000</u>	CONTRACT SERVICES	16,395	16,395	16,395
454	2,186	1,000	1,000	<u>6310000</u>	HR ADMINISTRATION	1,000	1,000	1,000
4,349	3,772	2,562	2,562	<u>6330000</u>	AUDIT & ACCOUNTING	2,300	2,300	2,300
379	2,319	2,100	2,100	<u>6330000</u>	LEGAL	2,100	2,100	2,100
1,258	4,338	10,500	10,500	<u>6330000</u>	ENGINEERING SERVICES	10,500	10,500	10,500
4,446	7,519	5,670	5,676	<u>6340000</u>	IT SERVICES	6,260	6,260	6,260
55	56	87	87	<u>6421000</u>	REFUSE/SHREDDING	100	100	100
504	691	1,257	1,257	<u>6423000</u>	BLDG CLEANING SRVCS	1,325	1,325	1,325
2,698	3,809	5,079	5,079	<u>6430000</u>	REPAIR & MAINTENANCE	5,350	5,350	5,350
1,337	1,247	3,673	3,673	<u>6442000</u>	EQUIP RENT	4,200	4,200	4,200
10,000	10,000	10,000	10,000	<u>6441000</u>	RENT EXPENSE-TO GF	10,000	10,000	10,000
4,820	5,002	3,960	3,588	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	4,350	4,350	4,350
1,501	1,688	1,260	1,260	<u>6530000</u>	POSTAGE	600	600	600
1,480	1,457	2,426	2,426	<u>6530000</u>	TELEPHONE/ANSWERING SERV/WIRELESS	2,605	2,605	2,605

**PW STREET FUND
(124-00)**

	<u>Line Item</u>	<u>Description</u>
PUBLICATIONS	<u>6540000</u>	Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u>	Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u>	General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
SMALL TOOLS/MINOR EQUIP	<u>6665000</u>	Costs for small tools less than \$1000 each.
ELECTRIC/GAS	<u>6620000</u>	Allocated: Electric and Natural Gas heat.
FUEL	<u>6626000</u>	Not budgeted this fiscal year.
DUES/SUB/MEMBRSHIP	<u>6650000</u>	Membership dues to professional organizations related to Street Fund responsibilities
MEETINGS/ERRANDS	<u>6630000</u>	Cost for attending local meetings or running errands for city business
TRAINING & CONF.	<u>6650000</u>	Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	<u>6630000</u>	Costs for meals and travel to attend meetings by the Public Works staff
STREET MAINT. SERVICES	<u>6690000</u>	Work completed by Multnomah County on City streets (routine road maintenance: sweeping, stripping, crack-seal, etc).
STREET LIGHT TAXES	<u>6690000</u>	Cost of street lights on all City properties.
ER CONTRIBUTION	<u>6491000</u>	Transfer to Equipment Replacement Fund for future capital outlay purchases.
FMF CONTRIBUTION	<u>6491000</u>	Funds transferred to Facilities Maintenance Fund for future capital outlay purchases.
STREET IMPROVEMENTS	<u>6730000</u>	Improvements to City streets.
SIDEWALK IMPROVEMENTS/REPAIR	<u>6730000</u>	Funds to facilitate Sidewalk/Tree Program to be adopted by Council
TRAFFIC CALMING	<u>6730000</u>	Traffic calming devices (i.e, speed bumps).
FOOT PATHS AND BIKE TRAILS	<u>6730000</u>	State required 1% of Gas Tax for footpaths and bike trails.
EQUIPMENT	<u>6740000</u>	Allocated and Direct: Costs for new equipment.
BLDG EQUIPMENT	<u>6740000</u>	Allocated: Costs for building equipment.
CONTINGENCY	<u>6910000</u>	For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE RESTRICTED	<u>6791000</u>	Unappropriated funds restricted for Fund related expenditures in the next fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

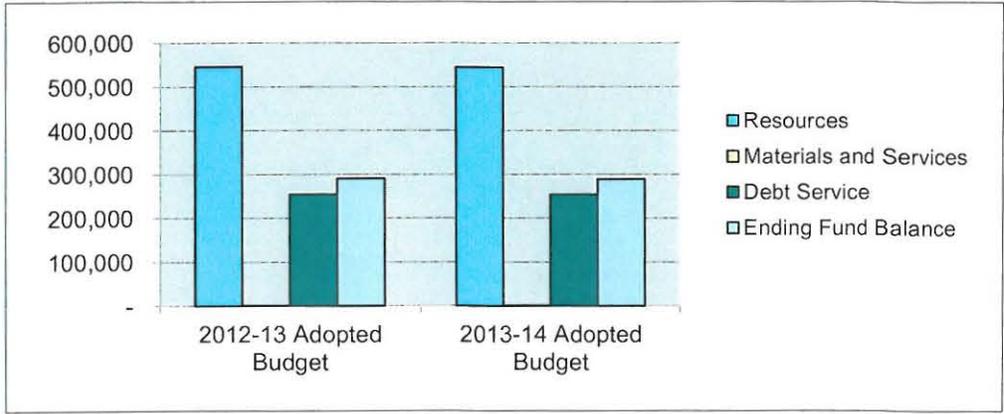
		STREET FUND						
		124-00						
2010-2011	2011-2012	2012-2013	2012-13			2013-14	2013-14	2013-14
Total Activity	Total Activity	Adopted	Forecasted			Proposed	Approved	Adopted
		Budget	Activity			Budget	Budget	Budget
131	339	325	325	6540000	PUBLICATIONS	325	325	325
30	-	150	150	6550000	PRINTING	150	150	150
722	864	786	786	6590000	BANK FEES	790	790	790
15,166	11,498	20,725	20,725	6610000	SUPPLIES	20,850	20,850	20,850
1,728	1,108	2,000	2,000	6665000	SMALL TOOLS/MINOR EQUIP	2,000	2,000	2,000
2,648	2,702	2,935	3,000	6620000	ELECTRIC/GAS	2,835	2,835	2,835
1,577	1,865	3,000	3,000	6626000	FUEL	3,000	3,000	3,000
819	323	250	250	6650000	DUES/SUB/MEMBRSHIP	250	250	250
17	45	150	150	6630000	MEETINGS/ERRANDS	150	150	150
290	77	1,000	1,000	6650000	TRAINING & CONF.	1,000	1,000	1,000
401	317	1,000	1,000	6630000	CONF- MEALS/LODGING	1,000	1,000	1,000
24,501	24,869	20,000	20,000	6690000	STREET MAINT. SERVICES	25,000	25,000	25,000
4,368	4,255	4,681	5,003	6690000	STREET LIGHT TAXES	5,325	5,325	5,325
89,486	99,706	122,251	122,272		MATERIALS AND SERVICES Total:	130,435	130,435	130,435
4,110	5,260	5,260	5,260	6491000	ER CONTRIBUTION	5,260	5,260	5,260
1,000	1,000	1,000	1,000	6491000	FMF CONTRIBUTION	1,000	1,000	1,000
1,971	130,932	150,000	150,000	6730000	STREET IMPROVEMENTS	150,000	150,000	150,000
-	-	-	-	6730000	SIDEWALK IMPROVEMENTS/REPAIR	50,000	50,000	50,000
-	-	5,000	5,000	6730000	TRAFFIC CALMING	5,000	5,000	5,000
-	-	8,600	8,600	6730000	FOOT PATHS AND BIKE TRAILS	8,600	8,600	8,600
-	-	500	500	6740000	EQUIPMENT	500	500	500
-	113	500	500	6740000	BLDG EQUIPMENT	500	500	500
7,081	137,305	170,860	170,860		CAPITAL OUTLAY Total:	220,860	220,860	220,860
-	-	150,000	150,000	6910000	CONTINGENCY	150,000	150,000	150,000
-	-	256,332	324,933	6791000	ENDING FUND BALANCE RESTRICTED	312,444	312,444	312,444
-	-	406,332	474,933		OTHER Total:	462,444	462,444	462,444
254,398	404,997	874,035	941,405		TOTAL STREET EXPENSES:	1,002,473	1,002,473	1,002,473
314,957	417,064	-	-		TOTAL STREET FUND:	-	-	-



Fairview Lake LID Debt Fund (141-00)

FAIRVIEW LAKE LID DEBT FUND

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Resources	545,666	544,544
Materials and Services	400	400
Debt Service	254,548	254,548
Ending Fund Balance	290,718	289,596
TOTAL FUND BALANCE	\$ -	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER: Fairview Lake LID Debt 141
DEPARTMENT: 00
DEPUTY DEPARTMENT DIRECTOR: Lesa Folger
DIRECTOR DIRECT PHONE NUMBER: 503-674-6247

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

No significant differences are anticipated between these two fiscal years.

**FV LAKE LID DEBT FUND
(141-00)**

		Line Item Description
BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
RESTRICTED- BEGINNING FUND BALANCE	<u>4995000</u>	Designated Funds per bond/loan contracts.
PRIN/INT- FVW LID PAST DUE	<u>4355000</u>	Payments received, which are considered past due, from benefited properties.
PRIN/INT-FV LK LID	<u>4355000</u>	Payments received from benefited properties.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
AUDIT & ACCOUNTING	<u>6330000</u>	Accounting support on management of FVW Lake Sewer LID.
PRINCIPAL/FVW LK SWR 2000	<u>6470000</u>	Bond Principal payable.
INT/FVW LK SWR 2000	<u>6470000</u>	Bond Interest payable.
DEBT RESERVE	<u>6793000</u>	Fund balance restricted per the terms of the debt contract.
ENDING FUND BALANCE RESTRICTED	<u>6791000</u>	Unappropriated funds restricted for Fund related expenditures in the next fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

FV LAKE SEWER LID DEBT FUND

141-00

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
330,594	372,573	183,836	183,836	4995000	BEGINNING FUND BALANCE	226,253	226,253	226,253
		245,000	245,000	4995000	RESTRICTED- BEGINNING FUND BALANCE	245,000	245,000	245,000
-	-	45,000	-	4355000	PRIN/INT- FVW LID PAST DUE	-	-	-
69,494	71,081	70,000	70,000	4355000	PRIN/INT-FV LK LID	71,081	71,081	71,081
1,856	2,148	1,830	2,160	4361000	INTEREST	2,210	2,210	2,210
401,944	445,802	545,666	500,996		RESOURCES Total:	544,544	544,544	544,544
29	26	400	400	6330000	AUDIT & ACCOUNTING	400	400	400
29	26	400	400		MATERIALS AND SERVICES Total:	400	400	400
-	-	225,205	-	6470000	PRINCIPAL/FVW LK SWR 2000	225,205	225,205	225,205
29,343	29,343	29,343	29,343	6470000	INT/FVW LK SWR 2000	29,343	29,343	29,343
29,343	29,343	254,548	29,343		BONDS PAYABLE - CURRENT Total:	254,548	254,548	254,548
		245,000	245,000	6793000	DEBT RESERVE	245,000	245,000	245,000
		45,718	226,253	6791000	ENDING FUND BALANCE RESTRICTED	44,596	44,596	44,596
-	-	290,718	471,253		OTHER Total:	289,596	289,596	289,596
29,371	29,368	545,666	500,996		TOTAL FV LAKE LID EXPENSES:	544,544	544,544	544,544
372,573	416,433	-	-		FV LAKE LID FUND TOTAL:	-	-	-

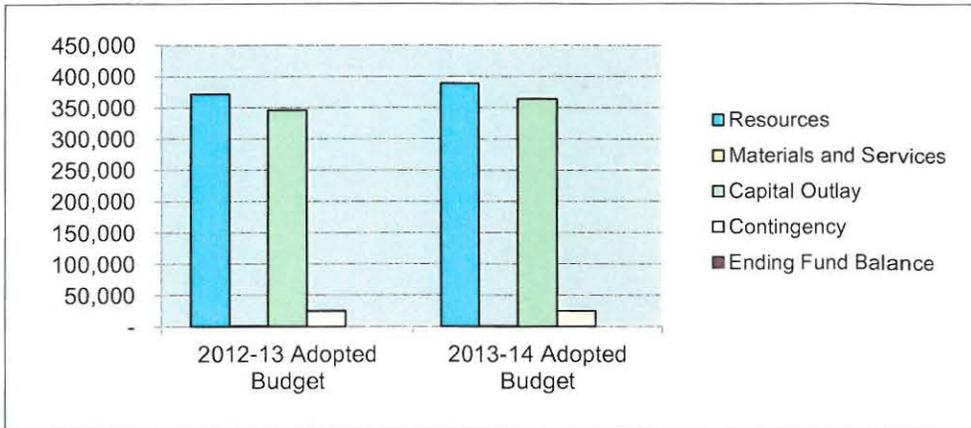


SDC Water Fund (131-00)

SYSTEM DEVELOPMENT CHARGES WATER

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Resources	371,484	389,098
Materials and Services	200	200
Capital Outlay	346,284	363,898
Contingency	25,000	25,000
Ending Fund Balance	-	-

TOTAL FUND BALANCE \$ - \$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	SDC Water 131
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

The SDC Water Fund helps pay for projects listed in the City's Water Master Plan. This fund works in conjunction with 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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The SDC Water Fund is administered by the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

No significant differences are anticipated between these two fiscal years. These funds are expensed in order to have spending authority; however, no projects are identified at this time. This would potentially change in order to support a development in the city.

**WATER SDC FUND
(131-00)**

Line Item Description

BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
SYS. DEVE. CHARGE	<u>4319000</u>	Revenues received on new construction for water system capacity increasing projects to support development.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
ADMINISTRATIVE COSTS	<u>6310000</u>	Cost from General Fund for the accounting and administration of SDC Water Fund.
WATER SYSTEM IMPROV.	<u>6730000</u>	Water system infrastructure system capacity increasing projects.
CONTINGENCY	<u>6910000</u>	For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE	<u>6791000</u>	Unappropriated funds restricted for Fund related expenditures in the next fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

WATER SDC FUND
131-00

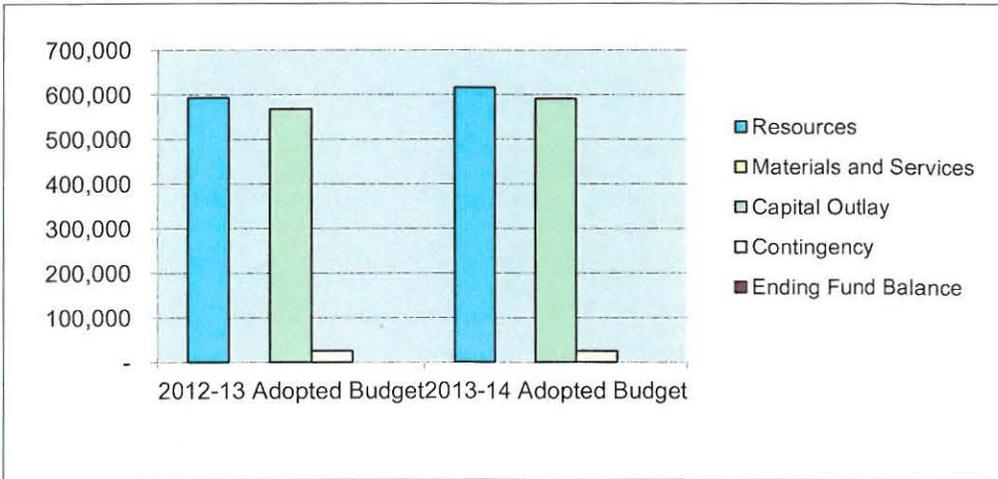
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
353,707	358,264	368,584	371,898	4995000	BEGINNING FUND BALANCE	379,648	379,648	379,648
2,699	11,706	1,000	6,020	4319000	SYS. DEVE. CHARGE	7,500	7,500	7,500
1,858	1,928	1,900	1,930	4361000	INTEREST	1,950	1,950	1,950
358,264	371,898	371,484	379,848		RESOURCES Total:	389,098	389,098	389,098
-	-	200	200	6310000	ADMINISTRATIVE COSTS	200	200	200
-	-	200	200		MATERIALS AND SERVICES Total:	200	200	200
-	-	346,284	-	6730000	WATER SYSTEM IMPROV.	363,898	363,898	363,898
-	-	346,284	-		CAPITAL OUTLAY Total:	363,898	363,898	363,898
-	-	25,000	25,000	6910000	CONTINGENCY	25,000	25,000	25,000
-	-	-	354,648	6791000	ENDING FUND BALANCE	-	-	-
-	-	25,000	379,648		OTHER Total:	25,000	25,000	25,000
-	-	371,484	379,848		TOTAL WATER SDC EXPENSES:	389,098	389,098	389,098
358,264	371,898	-	-		WATER SDC FUND TOTAL:	-	-	-



SDC Sewer Fund (132-00)

SYSTEM DEVELOPMENT CHARGES SEWER

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Resources	593,189	616,023
Materials and Services	200	200
Capital Outlay	567,989	590,823
Contingency	25,000	25,000
Ending Fund Balance	-	-
TOTAL FUND BALANCE	\$ -	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	SDC SEWER 132
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

The SDC Sewer Fund helps pay for projects listed in the City's Capital Improvement Fund. This fund works in conjunction with 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. Money in this fund is used for projects listed in the City's Capital Improvement Program.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The SDC Sewer Fund is administered by the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

No significant differences are anticipated between these two fiscal years. These funds are expensed in order to have spending authority; however, no projects are identified at this time. This would potentially change in order to support a development in the city.

**SEWER SDC FUND
(132-00)**

Line Item Description

BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
SYS. DEVE. CHARGE	<u>4319000</u>	Revenues received on new construction for sewer system capacity increasing projects to support development.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
ADMINISTRATIVE COSTS	<u>6310000</u>	Cost from General Fund for the accounting and administration of SDC Sewer Fund.
SEWER SYSTEM IMPROV.	<u>6730000</u>	Sewer infrastructure system capacity increasing projects.
CONTINGENCY	<u>6910000</u>	For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE RESTRICTED	<u>6791000</u>	Unappropriated funds restricted for Fund related expenditures in the next fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

SEWER SDC FUND
132-00

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
565,603	575,784	589,204	592,073	4995000	BEGINNING FUND BALANCE	602,858	602,858	602,858
7,205	13,217	1,000	8,000	4319000	SYS. DEVE. CHARGE	10,000	10,000	10,000
2,976	3,072	2,985	2,985	4361000	INTEREST	3,165	3,165	3,165
575,784	592,073	593,189	603,058		RESOURCES Total:	616,023	616,023	616,023
-	-	200	200	6310000	ADMINISTRATIVE COSTS	200	200	200
-	-	200	200		MATERIALS AND SERVICES Total:	200	200	200
-	-	567,989	-	6730000	SEWER SYSTEM IMPROV.	590,823	590,823	590,823
-	-	567,989	-		CAPITAL OUTLAY Total:	590,823	590,823	590,823
		25,000	25,000	6910000	CONTINGENCY	25,000	25,000	25,000
		-	577,858	6791000	ENDING FUND BALANCE RESTRICTED	-	-	-
-	-	25,000	602,858		OTHER Total:	25,000	25,000	25,000
-	-	593,189	603,058		TOTAL SEWER SDC EXPENSES:	616,023	616,023	616,023
575,784	592,073	-	-		SEWER SDC FUND TOTAL:	-	-	-

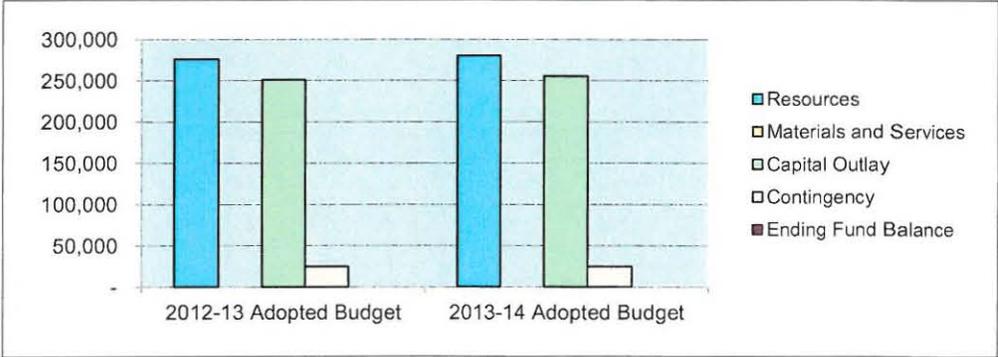


SDC Storm Water Fund (133-00)

SYSTEM DEVELOPMENT CHARGES STORM
WATER FUND

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Resources	276,307	280,525
Materials and Services	200	200
Capital Outlay	251,107	255,325
Contingency	25,000	25,000
Ending Fund Balance	-	-

TOTAL FUND BALANCE \$ - \$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	SDC Storm Water 133
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:
The SDC Storm Water 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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The SDC Storm Water Fund is administered by the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:
No significant differences are anticipated between these two fiscal years. These funds are expensed in order to have spending authority; however, no projects are identified at this time. This would potentially change in order to support a development in the city.

**STORMWATER SDC FUND
(133-00)**

Line Item Description

BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
SYS. DEVE. CHARGE	<u>4319000</u>	Revenues received on new construction for storm water system capacity increasing projects to support development.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
ADMINISTRATIVE COSTS	<u>6310000</u>	Cost from General Fund for the accounting and administration of SDC Storm Water Fund.
STORM WATER SYSTEM IMPROV.	<u>6730000</u>	Storm Water infrastructure system capacity increasing projects.
CONTINGENCY	<u>6910000</u>	For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE- RESTRICTED	<u>6791000</u>	Unappropriated funds restricted for Fund related expenditures in the next fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

STORM WATER SDC FUND
133-00

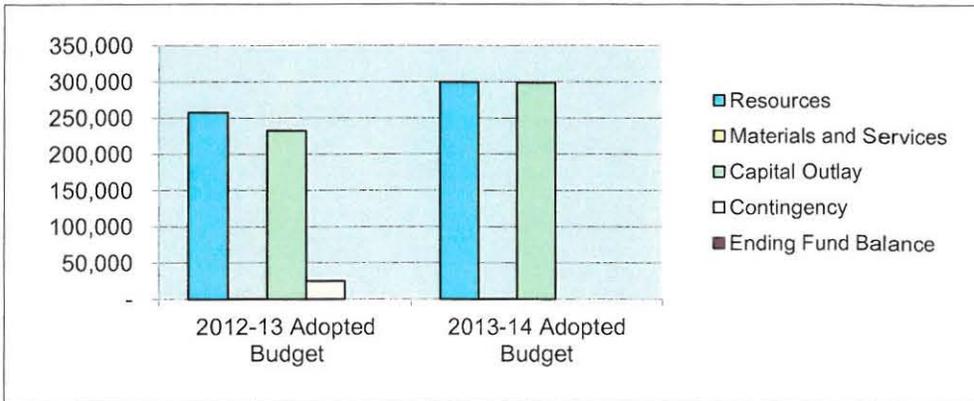
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
267,589	270,693	273,897	274,505	4995000	BEGINNING FUND BALANCE	277,015	277,015	277,015
1,703	2,386	1,000	1,300	4319000	SYS. DEVE. CHARGE	2,000	2,000	2,000
1,400	1,426	1,410	1,410	4361000	INTEREST	1,510	1,510	1,510
270,693	274,505	276,307	277,215		RESOURCES Total:	280,525	280,525	280,525
-	-	200	200	6310000	ADMINISTRATIVE COSTS	200	200	200
-	-	200	200		MATERIALS AND SERVICES Total:	200	200	200
-	-	251,107	-	6730000	STORM WATER SYSTEM IMPROV.	255,325	255,325	255,325
-	-	251,107	-		CAPITAL OUTLAY Total:	255,325	255,325	255,325
-	-	25,000	-	6910000	CONTINGENCY	25,000	25,000	25,000
-	-	-	277,015	6791000	ENDING FUND BALANCE- RESTRICTED	-	-	-
-	-	25,000	277,015		OTHER Total:	25,000	25,000	25,000
-	-	276,307	277,215		TOTAL STORM SDC EXPENSES:	280,525	280,525	280,525
270,693	274,505	-	-		STORM SDC FUND TOTAL:	-	-	-



SDC Parks/Open Spaces Fund (134-00)

SYSTEM DEVELOPMENT CHARGES PARKS/
OPEN SPACES FUND

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Resources	257,628	299,227
Materials and Services	200	200
Capital Outlay	232,428	299,027
Contingency	25,000	-
Ending Fund Balance	-	-
TOTAL FUND BALANCE	\$ -	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:

**SDC/Parks and
Open Spaces 134**

DEPARTMENT:

00

DEPARTMENT DIRECTOR:

Allan Berry

DIRECTOR DIRECT PHONE NUMBER:

503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

Provide funding for planned park facilities identified in the Parks and Recreation Master Plan. System Development Charge funds may be expended only for those projects contained within the Master Plan and master planning purposes.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Public Works Director administers this fund.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

These funds are planned to be utilized to achieve the Councils' stated goal of master planning and improving Park Cleone which is expected to include installing new playground equipment. This will be done through the Parks and Recreation Advisory Committee, citizen input, and ultimate council approval of recommended improvements.

**PARKS/OPEN SPACES SDC FUND
(134-00)**

	<u>Line Item Description</u>
BEGINNING FUND BALANCE	<u>4995000</u> Cash carry-over from previous year. Estimate based on current information.
SYS. DEVE. CHARGE	<u>4319000</u> Revenues received on new construction for park system capacity increasing projects to support development.
INTEREST	<u>4361000</u> Interest received from State Local Government Investment Pool and CD in credit union.
ADMINISTRATIVE COSTS	<u>6310000</u> Cost from General Fund for the accounting and administration of SDC Parks/Open Spaces Fund.
PARK IMPROVEMENTS	<u>6730000</u> Costs for projects outlined in Parks Master Plan and fund summary.
CONTINGENCY	<u>6910000</u> For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE RESTRICTED	<u>6791000</u> Unappropriated funds restricted for Fund related expenditures in the next fiscal year.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

PARKS/OPEN SPACES SDC FUND
134-00

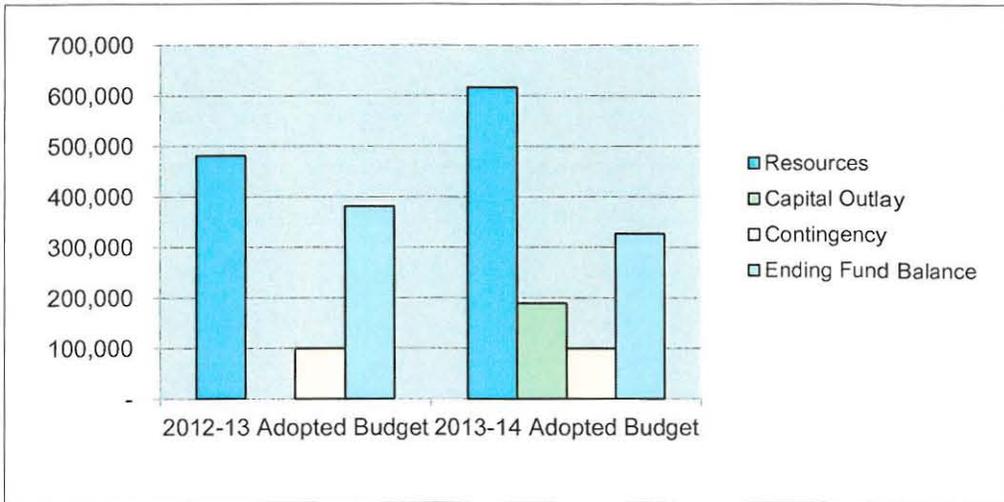
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
292,539	295,660	255,093	297,057	4995000	BEGINNING FUND BALANCE	289,992	289,992	289,992
1,599	9,672	1,000	6,500	4319000	SYS. DEVE. CHARGE	7,500	7,500	7,500
1,523	1,592	1,535	1,635	4361000	INTEREST	1,735	1,735	1,735
295,660	306,923	257,628	305,192		RESOURCES Total:	299,227	299,227	299,227
-	-	200	200	6310000	ADMINISTRATIVE COSTS	200	200	200
-	-	200	200		MATERIALS AND SERVICES Total:	200	200	200
-	9,866	232,428	15,000	6730000	PARK IMPROVEMENTS	299,027	299,027	299,027
-	9,866	232,428	15,000		CAPITAL OUTLAY Total:	299,027	299,027	299,027
-	-	25,000	-	6910000	CONTINGENCY	-	-	-
-	-	-	289,992	6791000	ENDING FUND BALANCE RESTRICTED			
-	-	25,000	289,992		OTHER Total:	-	-	-
-	9,866	232,628	305,192		TOTAL PARKS SDC EXPENSES:	299,227	299,227	299,227
295,660	297,057	-	-		PARKS SDC FUND TOTAL:	-	-	-



Equipment Replacement Fund (143-00)

EQUIPMENT REPLACEMENT FUND

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Resources	481,487	616,730
Capital Outlay	-	189,500
Contingency	100,000	100,000
Ending Fund Balance	381,487	327,230
TOTAL FUND BALANCE	\$ 381,487	\$ 327,230



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	Equipment Replacement 143
DEPARTMENT:	00
DEPUTY DEPARTMENT DIRECTOR:	Lesa Folger
DIRECTOR DIRECT PHONE NUMBER:	503-674-6247
DIRECT PHONE NUMBER:	Same

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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 and vehicles, and other city departments' equipment.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Deputy Finance Director manages the Equipment Replacement Fund.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Reinstatement of funding from General Fund Departments
- Purchase of two police vehicles to replace two city owned police cars per the Police Department Equipment Replacement Schedule. The Police Department has not purchased new police cars in several years.
- Vehicle and equipment purchases by the Public Works Department per equipment replacement schedule.

**EQUIPMENT REPLACEMENT FUND
(143-00)**

	<u>Line Item</u>	<u>Description</u>
BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
ADMIN CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
FINANCE CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
PW CS CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
PW PARKS CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
PD CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
PW STREET CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
PW WATER CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
PW SEWER CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
PW STORMWATER CONTRIBUTION	<u>4391000</u>	Funds transferred in for future capital outlay purchases.
GENERAL GOVT CHARGES	<u>4340000</u>	Not budgeted this fiscal year.
VEH FINE ASSESS.	<u>4351000</u>	\$5 per citation fee designated for public safety vehicles, equipment and other related expenses.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
MISC. REVENUE	<u>4390000</u>	Not budgeted this fiscal year.
SALE MATERIAL EQUIP	<u>4392000</u>	Sale of equipment currently owned by the City but which is deemed surplus
EQUIPMENT- ADMIN	<u>6740000</u>	Identified capital asset purchases
EQUIPMENT-FINANCE	<u>6740000</u>	Identified capital asset purchases
EQUIPMENT-PW CS	<u>6740000</u>	Identified capital asset purchases per equipment replacement schedules.
EQUIPMENT- PW PARKS	<u>6740000</u>	Identified capital asset purchases per equipment replacement schedules.
EQUIPMENT- PD	<u>6740000</u>	Identified capital asset purchases per equipment replacement schedules.
EQUIPMENT-STREET	<u>6740000</u>	Identified capital asset purchases per equipment replacement schedules.
EQUIPMENT- WATER	<u>6740000</u>	Identified capital asset purchases per equipment replacement schedules.
EQUIPMENT- SEWER	<u>6740000</u>	Identified capital asset purchases per equipment replacement schedules.
EQUIPMENT- STORM	<u>6740000</u>	Identified capital asset purchases per equipment replacement schedules.
CONTINGENCY	<u>6910000</u>	For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE TOTAL	<u>6791000</u>	Funds for capital asset purchases in future years.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

EQUIPMENT REPLACEMENT FUND
143-00

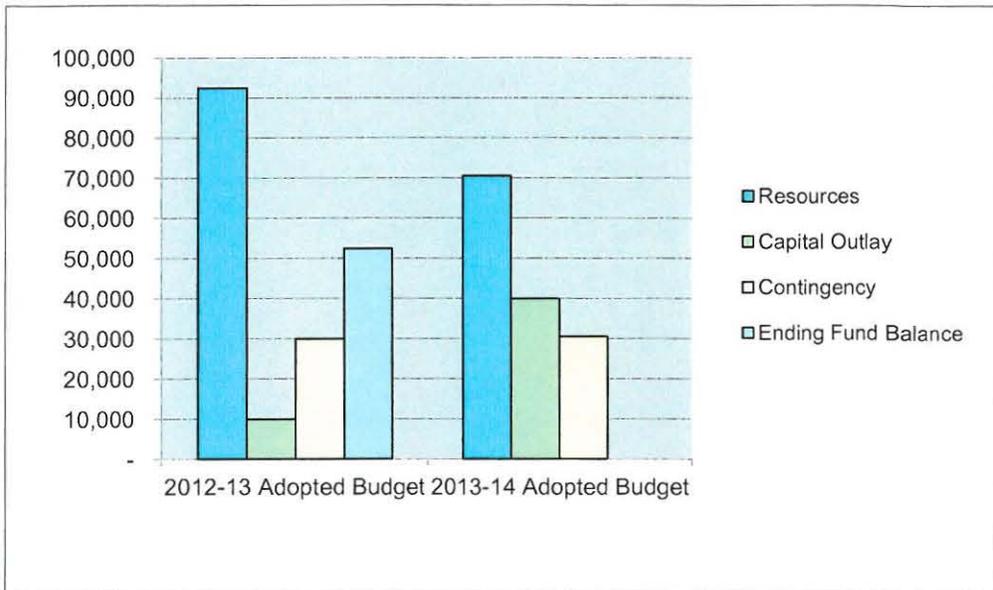
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
372,203	317,705	415,236	423,579	4995000	BEGINNING FUND BALANCE	494,128	494,128	494,128
	2,700	-	-	4391000	ADMIN CONTRIBUTION	1,000	1,000	1,000
30,000	20,000	-	-	4391000	FINANCE CONTRIBUTION	5,000	5,000	5,000
-	600	-	-	4391000	PW CS CONTRIBUTION	1,000	1,000	1,000
1,175	1,775	-	-	4391000	PW PARKS CONTRIBUTION	1,775	1,775	1,775
1,200	15,255	-	-	4391000	PD CONTRIBUTION	38,126	38,126	38,126
4,110	5,260	5,260	5,260	4391000	PW STREET CONTRIBUTION	5,260	5,260	5,260
24,072	25,222	25,222	25,222	4391000	PW WATER CONTRIBUTION	25,222	25,222	25,222
24,072	25,222	25,222	25,222	4391000	PW SEWER CONTRIBUTION	25,222	25,222	25,222
4,697	5,847	5,847	5,847	4391000	PW STORMWATER CONTRIBUTION	5,847	5,847	5,847
6	-	-	-	4340000	GENERAL GOVT CHARGES	-	-	-
2,011	1,741	2,500	6,810	4351000	VEH FINE ASSESS.	7,300	7,300	7,300
1,677	1,706	2,200	1,710	4361000	INTEREST	1,850	1,850	1,850
-	-	-	478	4390000	MISC. REVENUE	-	-	-
-	3,480	-	-	4392000	SALE MATERIAL EQUIP	5,000	5,000	5,000
465,223	426,513	481,487	494,128		RESOURCES Total:	616,730	616,730	616,730
-	-	-	-	6740000	EQUIPMENT- ADMIN	1,000	1,000	1,000
69,035	-	-	-	6740000	EQUIPMENT-FINANCE	5,000	5,000	5,000
19,338	-	-	-	6740000	EQUIPMENT-PW CS	1,000	1,000	1,000
-	-	-	-	6740000	EQUIPMENT- PW PARKS	2,000	2,000	2,000
30,157	2,935	-	-	6740000	EQUIPMENT- PD	75,500	75,500	75,500
-	-	-	-	6740000	EQUIPMENT-STREET	15,000	15,000	15,000
27,090	-	-	-	6740000	EQUIPMENT- WATER	30,000	30,000	30,000
1,898	-	-	-	6740000	EQUIPMENT- SEWER	30,000	30,000	30,000
-	-	-	-	6740000	EQUIPMENT- STORM	30,000	30,000	30,000
147,519	2,935	-	-		CAPITAL OUTLAY Total:	189,500	189,500	189,500
-	-	100,000	-	6910000	CONTINGENCY	100,000	100,000	100,000
-	-	381,487	494,128	6791000	ENDING FUND BALANCE TOTAL	327,230	327,230	327,230
-	-	481,487	494,128		OTHER Total:	427,230	427,230	427,230
147,519	2,935	481,487	494,128		TOTAL EQUIP REPLAC. EXPENSES	616,730	616,730	616,730
317,705	423,579	-	-		EQUIP. REPLACE. FUND TOTAL:	-	-	-



Facilities Maintenance Fund (144-00)

FACILITIES MAINTENANCE FUND

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Resources	92,445	70,566
Capital Outlay	10,000	40,000
Contingency	30,000	30,566
Ending Fund Balance	52,445	-
TOTAL FUND BALANCE	\$ 52,445	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	Facilities Maintenance 144
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Samantha Nelson
DIRECTOR DIRECT PHONE NUMBER:	503-674-6221
DIRECT PHONE NUMBER:	Same

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The City Administrator manages the Facilities Maintenance Fund.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Decreased beginning fund balance due to need to repair and replace portions of the City Hall HVAC system in FY 2012-13
- Reinstated contribution from the General Fund. This has not been budgeted for several years due to budget constraints.

**FACILITIES MAINTENANCE FUND
(144-00)**

	<u>Line Item Description</u>	
BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
GENERAL FUND CONTRIBUTION	<u>4391000</u>	Contributions for future facilities maintenance expenses.
PW STREET CONTRIBUTION	<u>4391000</u>	Contributions for future facilities maintenance expenses.
PW WATER CONTRIBUTION	<u>4391000</u>	Contributions for future facilities maintenance expenses.
PW SEWER CONTRIBUTION	<u>4391000</u>	Contributions for future facilities maintenance expenses.
PW STORMWATER CONTRIBUTION	<u>4391000</u>	Contributions for future facilities maintenance expenses.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
BLDG REP. MAINT	<u>6720000</u>	Not budgeted this fiscal year.
CITY HALL MAINT/ IMPROVEMENTS	<u>6720000</u>	Maintenance on City Buildings.
CONTINGENCY	<u>6910000</u>	For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE ASSIGNED	<u>6791000</u>	Unappropriated funds reserved for future facility maintenance.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

**FACILITIES MAINTENANCE FUND
144-00**

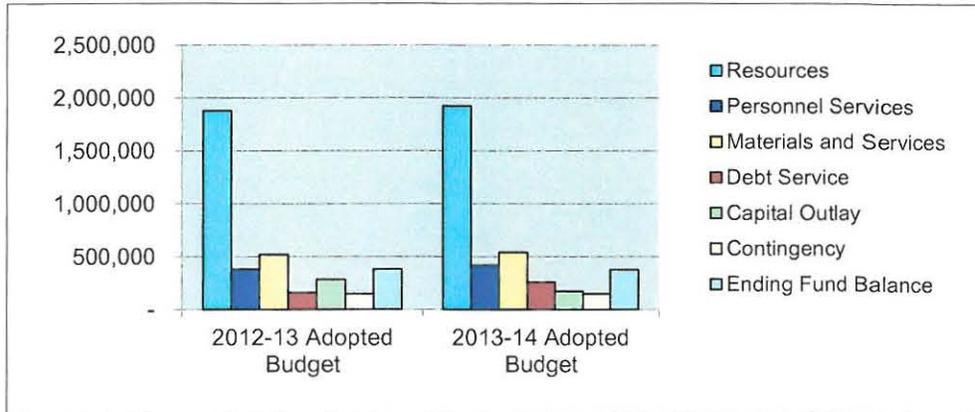
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
99,155	99,349	87,862	91,300	<u>4995000</u>	BEGINNING FUND BALANCE	55,883	55,883	55,883
-	-	-	-	<u>4391000</u>	GENERAL FUND CONTRIBUTION	10,000	10,000	10,000
1,000	1,000	1,000	1,000	<u>4391000</u>	PW STREET CONTRIBUTION	1,000	1,000	1,000
1,000	1,000	1,000	1,000	<u>4391000</u>	PW WATER CONTRIBUTION	1,000	1,000	1,000
1,000	1,000	1,000	1,000	<u>4391000</u>	PW SEWER CONTRIBUTION	1,000	1,000	1,000
700	1,000	1,000	1,000	<u>4391000</u>	PW STORMWATER CONTRIBUTION	1,000	1,000	1,000
518	460	583	583	<u>4361000</u>	INTEREST	683	683	683
103,373	103,809	92,445	95,883		RESOURCES Total:	70,566	70,566	70,566
-	3,530	-	-	<u>6720000</u>	BLDG REP. MAINT	-	-	-
4,024	8,979	10,000	40,000	<u>6720000</u>	CITY HALL MAINT/ IMPROVEMENTS	40,000	40,000	40,000
4,024	12,509	10,000	40,000		CAPITAL OUTLAY Total:	40,000	40,000	40,000
-	-	30,000	-	<u>6910000</u>	CONTINGENCY	30,566	30,566	30,566
-	-	52,445	55,883	<u>6791000</u>	ENDING FUND BALANCE ASSIGNED	-	-	-
-	-	82,445	55,883		OTHER Total:	30,566	30,566	30,566
4,024	12,509	92,445	95,883		TOTAL FACIL. MAINT. EXPENSES	70,566	70,566	70,566
99,349	91,300	-	-		FACILITIES MAINT. FUND TOTAL:	-	-	-



Public Works Water Fund (211-00)

Public Works Water Fund

	<i>2012-13 Adopted Budget</i>	<i>2013-14 Adopted Budget</i>
Resources	1,877,803	1,922,113
Personnel Services	380,507	419,139
Materials and Services	520,392	540,129
Debt Service	161,422	261,425
Capital Outlay	283,365	174,042
Contingency	150,000	150,000
Ending Fund Balance	382,117	377,378
TOTAL FUND BALANCE	\$ -	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER: Water 211
DEPARTMENT: 00
DEPARTMENT DIRECTOR: Allan Berry
DIRECTOR DIRECT PHONE NUMBER: 503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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 is responsible for debt payments on water related capital improvements.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Water Fund is staffed by the Public Works staff and the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Reinstated Development Analyst position expense
- Increased expenses for planned Water System Improvements which include Village Loop, initial Automatic Meter Reading, Cathodic Protection of Reservoir #2

**PW WATER FUND
(211-00)**

		Line Item Description
BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
RESTRICTED BEGINNING FUND BALANCE	<u>4995000</u>	Funds reserved per bond contract.
ARRA GRANT PROCEEDS	<u>4331000</u>	Project completed
WATER SERVICE USER FEES	<u>4344000</u>	User fees collected for water service.
CONNECTION FEES	<u>4344000</u>	Connection charges for water hook-ups.
UB PENALTIES	<u>4344000</u>	Fee applied to utility customers who are delinquent in paying their utility bills.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
MISC. REVENUE	<u>4390000</u>	Revenue not elsewhere classified.
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u>	December Employee Appreciation lunch
UNIFORMS	<u>6295000</u>	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel.
CONTRACT SERVICES	<u>6300000</u>	Costs for professional services related to the City water system
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
ENGINEERRING SERVICES	<u>6330000</u>	Costs for professional engineering services
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining police vehicles, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
RENT EXPENSE-TO GF	<u>6441000</u>	Rent paid by Water Fund for use of office space in City Hall.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

		WATER FUND						
		211-00						
2010-2011	2011-2012	2012-2013	2012-13		2013-14	2013-14	2013-14	
Total Activity	Total Activity	Adopted	Forecasted		Proposed	Approved	Adopted	
		Budget	Activity		Budget	Budget	Budget	
491,150	902,170	662,548	783,573	<u>4995000</u>	BEGINNING FUND BALANCE	642,943	642,943	642,943
		144,815	144,815	<u>4995000</u>	RESTRICTED BEGINNING FUND BALANCE	144,815	144,815	144,815
630,948	50,825	-	-	<u>4331000</u>	ARRA GRANT PROCEEDS	-	-	-
1,055,810	1,077,023	1,065,000	1,094,000	<u>4344000</u>	WATER SERVICE USER FEES	1,126,820	1,126,820	1,126,820
345	880	800	1,113	<u>4344000</u>	CONNECTION FEES	1,335	1,335	1,335
-	28,191	-	-	<u>4344000</u>	UB PENALTIES	-	-	-
3,882	4,657	3,890	4,660	<u>4361000</u>	INTEREST	4,800	4,800	4,800
3,585	1,335	750	1,335	<u>4390000</u>	MISC. REVENUE	1,400	1,400	1,400
2,185,720	2,065,081	1,877,803	2,029,496		RESOURCES Total:	1,922,113	1,922,113	1,922,113
236,881	255,118	244,018	246,621	<u>6100000</u>	WAGES	259,358	259,358	259,358
7,067	7,755	10,204	10,120	<u>6200000</u>	BENEFITS	13,555	13,555	13,555
82,097	102,253	99,777	104,551	<u>6210000</u>	H&W/ PERS	116,812	116,812	116,812
20,979	21,647	22,192	22,312	<u>6220000</u>	TAXES	23,214	23,214	23,214
197	53	216	216	<u>6200000</u>	EMP ASSIST PROGRAM	200	200	200
4,969	1,632	4,100	4,100	<u>6210000</u>	WORKERS COMP INSURANCE	6,000	6,000	6,000
352,191	388,458	380,507	387,920		PERSONAL SERVICES Total:	419,139	419,139	419,139
36	95	225	260	<u>6295000</u>	EMPLOYEE RECOGNITION	300	300	300
686	487	1,080	1,080	<u>6295000</u>	UNIFORMS	1,080	1,080	1,080
72,101	138,054	50,000	50,000	<u>6300000</u>	CONTRACT SERVICES	56,980	56,980	56,980
232	2,531	750	750	<u>6310000</u>	HR ADMINISTRATION	1,000	1,000	1,000
8,663	7,567	8,086	8,086	<u>6330000</u>	AUDIT & ACCOUNTING	7,300	7,300	7,300
5,345	3,005	3,550	3,550	<u>6330000</u>	LEGAL	4,000	4,000	4,000
4,157	13,738	26,000	26,000	<u>6330000</u>	ENGINEERING SERVICES	26,000	26,000	26,000
11,077	15,280	22,671	22,671	<u>6340000</u>	IT SERVICES	23,759	23,759	23,759
178	150	87	87	<u>6421000</u>	REFUSE/SHREDDING	100	100	100
1,344	1,843	3,016	3,016	<u>6423000</u>	BLDG CLEANING SRVCS	3,200	3,200	3,200
5,801	8,224	30,990	30,990	<u>6430000</u>	REPAIR & MAINTENANCE	31,400	31,400	31,400
1,994	1,893	3,535	3,535	<u>6442000</u>	EQUIP RENT	3,700	3,700	3,700
15,000	15,000	15,000	15,000	<u>6441000</u>	RENT EXPENSE-TO GF	15,000	15,000	15,000

**PW WATER FUND
(211-00)**

	<u>Line Item Description</u>
GENERAL LIAB/PROP INSURANCE	<u>6520000</u> Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u> Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE/ANSWERING SERV/ WIRELESS	<u>6540000</u> Allocated: Telephone, voice mail, and fax services
PUBLICATIONS	<u>6550000</u> Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6590000</u> Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6610000</u> Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6665000</u> General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
SMALL TOOLS/MINOR EQUIP	<u>6620000</u> Costs for small tools less than \$1000 each.
ELECTRIC/GAS	<u>6626000</u> Allocated: Electric and Natural Gas heat.
FUEL	<u>6650000</u> Costs for fuel for Public Works vehicles and equipment.
DUES/SUB/MEMBRSHIP	<u>6630000</u> Membership dues to professional organizations related to Water Fund responsibilities
MEETINGS/ERRANDS	<u>6650000</u> Cost for attending local meetings or running errands for city business
TRAINING & CONF.	<u>6630000</u> Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	<u>6690000</u> Costs for meals and travel to attend meetings by the Public Works staff
FRANCHISE FEES	<u>6690000</u> Franchise fee paid to the General Fund based on 6% of Gross Sales Revenue.
WATER CONSERVATION	<u>6690000</u> Costs to meet the requirements of the Water Mgmt. & Conservation Plan.
WATER TESTING	<u>6690000</u> Routine Monthly bacterial water testing along with other state mandated quarterly & annual tests.
WATER TREATMENT	<u>6690000</u> Costs for treatment of water.
SCADA DATA SYSTEMS	<u>6690000</u> Cost for SCADA services- Kip Edgely.
ELECTRICITY-PUMPING	<u>6690000</u> Electrical costs for production of water from the City's wells.
PURCHASED WATER	<u>6690000</u> Rockwood Water Peoples Utility District (RWPUD) reimbursement for large customers within Fairview, but outside RWPUD boundary (Reynolds Middle and Woodland Schools, Fieldstone Apartments).
WATER SYSTEM MAINTENANCE	<u>6670000</u> Costs for miscellaneous maintenance and repair projects for the water system. Ie. Large meter testing, tank cleaning/inspection, etc.)
WATER- UB REFUNDS	<u>6690000</u> Refunds for overpayments of utility bills.
BAD DEBT	<u>6700000</u> Auditor amount for write-off off uncollectible utility bills turned to collections.
WELL 9 PROJECT	<u>6730000</u> Project completed.
WATER SYSTEM IMPROV. ER CONTRIBUTION	<u>6491000</u> Water system projects and replacement or upgrading of major portions of the City's water system.
FMF CONTRIBUTION	<u>6491000</u> Transfer to Equipment Replacement Fund for future capital outlay purchases.
EQUIPMENT	<u>6740000</u> Funds transferred to Facilities Maintenance Fund for future capital outlay purchases.
BLDG EQUIPMENT	<u>6740000</u> Allocated and Direct: Costs for new equipment.
	<u>6740000</u> Allocated: Costs for building equipment.

City of Fairview

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Adopted Budget

WATER FUND
211-00

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
9,158	9,505	15,840	14,352	6520000	GENERAL LIAB/PROP INSURANCE	17,300	17,300	17,300
2,902	3,207	5,150	5,150	6530000	POSTAGE	5,150	5,150	5,150
3,377	3,367	5,178	5,178		TELEPHONE/ANSWERING SERV/ WIRELESS	5,225	5,225	5,225
131	1,393	250	250	6540000	PUBLICATIONS	250	250	250
173	186	250	250	6550000	PRINTING	250	250	250
1,602	1,782	2,400	2,400	6590000	BANK FEES	2,400	2,400	2,400
29,883	32,762	35,530	35,530	6610000	SUPPLIES	36,150	36,150	36,150
339	1,364	2,500	2,500	6665000	SMALL TOOLS/MINOR EQUIP	2,500	2,500	2,500
4,667	4,749	6,904	7,029	6620000	ELECTRIC/GAS	7,250	7,250	7,250
4,618	4,057	7,000	7,000	6626000	FUEL	7,000	7,000	7,000
2,554	2,184	5,000	5,000	6650000	DUES/SUB/MEMBRSHIP	5,500	5,500	5,500
118	41	300	300	6630000	MEETINGS/ERRANDS	325	325	325
385	1,016	1,200	1,200	6650000	TRAINING & CONF.	1,500	1,500	1,500
912	612	1,200	1,200	6630000	CONF- MEALS/LODGING	1,300	1,300	1,300
63,845	63,470	66,000	66,000	6690000	FRANCHISE FEES	68,510	68,510	68,510
9,072	7,881	10,000	10,000	6690000	WATER CONSERVATION	10,000	10,000	10,000
13,130	11,933	13,200	13,200	6690000	WATER TESTING	13,200	13,200	13,200
17,461	22,140	20,000	20,000	6690000	WATER TREATMENT	25,000	25,000	25,000
6,443	7,855	7,500	7,500	6690000	SCADA DATA SYSTEMS	7,500	7,500	7,500
60,843	60,167	60,000	60,000	6690000	ELECTRICITY-PUMPING	60,000	60,000	60,000
14,860	16,353	15,000	15,000	6690000	PURCHASED WATER	15,000	15,000	15,000
8,254	14,170	75,000	75,000	6690000	WATER SYSTEM MAINTENANCE	75,000	75,000	75,000
979	3,933	-	-	6670000	WATER- UB REFUNDS	-	-	-
22,560	25,287	-	-	6690000	BAD DEBT	-	-	-
404,880	507,279	520,392	519,064		MATERIALS AND SERVICES Total:	540,129	540,129	540,129
262,955	50,825	-	-	6700000	WELL 9 PROJECT	-	-	-
107,400	18,345	100,000	100,000	6730000	WATER SYSTEM IMPROV.	200,000	200,000	200,000
24,072	25,222	25,222	25,222	6491000	ER CONTRIBUTION	25,225	25,225	25,225
1,000	1,000	1,000	1,000	6491000	FMF CONTRIBUTION	1,000	1,000	1,000
-	-	35,000	35,000	6740000	EQUIPMENT	35,000	35,000	35,000
-	218	200	200	6740000	BLDG EQUIPMENT	200	200	200
395,427	95,610	161,422	161,422		CAPITAL OUTLAY Total:	261,425	261,425	261,425

**PW WATER FUND
(211-00)**

	<u>Line Item Description</u>
PRINCIPAL ARRA LOAN 2010	<u>6470000</u> Principal paid on Well 9 Safe Drinking Water Revolving Loan Fund
INT ARRA LOAN -2010	<u>6470000</u> Interest paid on Well 9 Safe Drinking Water Revolving Loan Fund
PRINCIPAL/ BOND 2004	<u>6470000</u> Principal paid on Water Revenue Refunding Bond Series 2004
INT/ BOND 2004	<u>6470000</u> Interest paid on Water Revenue Refunding Bond Series 2004
CONTINGENCY	<u>6910000</u> For unforeseen events and cannot be used without City Council approval.
BOND RESERVE	<u>6793000</u> Required bond payment reserve.
ENDING FUND BALANCE	<u>6791000</u> Unappropriated funds reserved for future Water System Operations.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

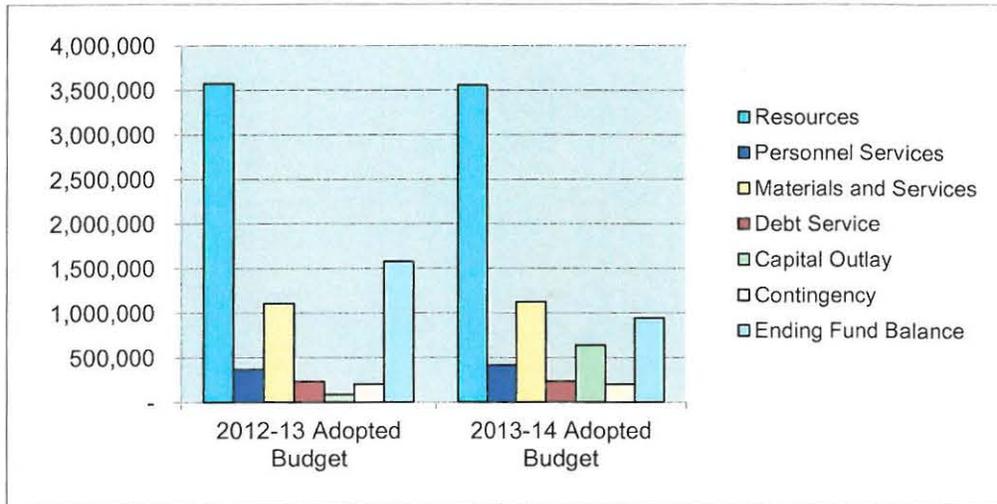
		WATER FUND 211-00						
2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity		2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget	
-	-	100,000	22,009	<u>6470000</u>	PRINCIPAL ARRA LOAN 2010	22,789	22,789	22,789
-	13,044	50,000	17,958	<u>6470000</u>	INT ARRA LOAN -2010	17,178	17,178	17,178
100,000	105,000	110,000	110,000	<u>6470000</u>	PRINCIPAL/ BOND 2004	115,000	115,000	115,000
31,053	27,303	23,365	23,365	<u>6470000</u>	INT/ BOND 2004	19,075	19,075	19,075
131,053	145,347	283,365	173,332		DEBT SERVICE Total:	174,042	174,042	174,042
-	-	150,000	150,000	<u>6910000</u>	CONTINGENCY	150,000	150,000	150,000
-	-	144,815	144,815	<u>6793000</u>	BOND RESERVE	144,815	144,815	144,815
-	-	237,302	492,943	<u>6791000</u>	ENDING FUND BALANCE	232,563	232,563	232,563
-	-	532,117	787,758		OTHER Total:	527,378	527,378	527,378
1,283,550	1,136,693	1,877,803	2,029,496		TOTAL WATER FUND EXPENSES:	1,922,113	1,922,113	1,922,113
902,170	928,388	-	-		WATER FUND TOTAL:	-	-	-



Public Works Sewer Fund (212-00)

Public Works Sewer Fund

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Resources	3,574,077	3,556,036
Personnel Services	368,024	416,240
Materials and Services	1,106,680	1,123,025
Debt Service	233,914	232,914
Capital Outlay	88,522	638,522
Contingency	200,000	200,000
Ending Fund Balance	1,576,937	945,335
TOTAL FUND BALANCE	\$ -	\$ -



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	Sewer 212
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Sewer Fund is staffed by the Public Works staff and the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Second Development Analyst position added in FY 2012-13
- Increased expense in *Capital Outlay Sewer System Improvement* to complete master plan identified project for telemetry upgrades

**PW SEWER FUND
(212-00)**

		Line Item Description
BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
RESTRICTED BEGINNING FUND BALANCE	<u>4995000</u>	Funds reserved per debt contract.
SEWER SERVICE USER FEES	<u>4344000</u>	User fees collected for sewer service.
CONNECTION FEES	<u>4344000</u>	Connection charges for sewer hook-ups.
PENALTIES - UB	<u>4344000</u>	Fee applied to utility customers who are delinquent in paying their utility bills.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u>	December Employee Appreciation lunch
UNIFORMS	<u>6295000</u>	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel.
CONTRACT SERVICES	<u>6300000</u>	Costs for professional services related to the City sewer system
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
ENGINEERING SERVICES:	<u>6330000</u>	Costs for professional engineering services
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE:	<u>6430000</u>	Costs associated with maintaining police vehicles, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other equipment rental.
RENT EXPENSE-TO GF	<u>6441000</u>	Rent paid by Sewer Fund for use of office space in City Hall.
GENERAL LIAB/PROP INSURANCE	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE/ANSWER SERV./WIRELESS	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services

City of Fairview

Fiscal Year 2013-14

Adopted Budget

		SANITARY SEWER FUND						
		212-00						
2010-2011	2011-2012	2012-2013	2012-13			2013-14	2013-14	2013-14
Total Activity	Total Activity	Adopted Budget	Forecasted Activity			Proposed Budget	Approved Budget	Adopted Budget
1,782,713	2,086,026	1,400,748	1,308,097	4995000	BEGINNING FUND BALANCE	1,417,762	1,417,762	1,417,762
		234,914	234,914	4995000	RESTRICTED BEGINNING FUND BALANCE	234,914	234,914	234,914
1,798,978	1,822,871	1,858,000	1,822,000	4344000	SEWER SERVICE USER FEES	1,822,000	1,822,000	1,822,000
435	1,670	500	1,080	4344000	CONNECTION FEES	1,135	1,135	1,135
69,017	60,655	70,000	70,000	4344000	PENALTIES - UB	70,000	70,000	70,000
9,883	8,827	9,915	9,915	4361000	INTEREST	10,225	10,225	10,225
3,661,026	3,980,050	3,574,077	3,446,006		RESOURCES Total:	3,556,036	3,556,036	3,556,036
226,137	244,399	235,333	232,212	6100000	WAGES	257,536	257,536	257,536
6,773	7,534	9,869	9,648	6200000	BENEFITS	13,461	13,461	13,461
78,022	98,542	97,126	100,393	6210000	H&W/ PERS	115,991	115,991	115,991
19,988	20,760	21,380	21,145	6220000	TAXES	23,052	23,052	23,052
197	53	216	216	6200000	EMP ASSIST PROGRAM	200	200	200
5,557	1,632	4,100	5,180	6210000	WORKERS COMP INSURANCE	6,000	6,000	6,000
336,673	372,920	368,024	368,794		PERSONAL SERVICES Total:	416,240	416,240	416,240
36	-	225	225	6295000	EMPLOYEE RECOGNITION	225	225	225
787	261	640	825	6295000	UNIFORMS	1,080	1,080	1,080
9,667	1,417	35,000	31,721	6300000	CONTRACT SERVICES	41,980	41,980	41,980
192	2,523	1,000	1,000	6310000	HR ADMINISTRATION	1,000	1,000	1,000
9,263	8,167	13,310	13,310	6330000	AUDIT & ACCOUNTING	12,000	12,000	12,000
2,150	1,983	1,890	1,890	6330000	LEGAL	2,000	2,000	2,000
3,332	8,055	35,500	35,500	6330000	ENGINEERING SERVICES:	35,500	35,500	35,500
10,621	14,511	22,863	22,863	6340000	IT SERVICES	24,170	24,170	24,170
109	112	87	87	6421000	REFUSE/SHREDDING	95	95	95
1,008	1,383	3,016	3,016	6423000	BLDG CLEANING SRVCS	3,200	3,200	3,200
7,623	13,141	23,190	23,190	6430000	REPAIR & MAINTENANCE:	23,600	23,600	23,600
1,731	1,726	7,538	7,538	6442000	EQUIP RENT	8,300	8,300	8,300
15,000	15,000	15,000	15,000	6441000	RENT EXPENSE-TO GF	15,000	15,000	15,000
9,158	9,505	15,840	14,352	6520000	GENERAL LIAB/PROP INSURANCE	17,300	17,300	17,300
2,864	3,207	5,150	5,150	6530000	POSTAGE	5,150	5,150	5,150
3,085	3,088	5,474	5,474	6530000	TELEPHONE/ANSWER SERV./WIRELESS	5,950	5,950	5,950

**PW SEWER FUND
(212-00)**

	<u>Line Item Description</u>
PUBLICATIONS	<u>6540000</u> Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u> Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6590000</u> Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u> General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
SMALL TOOLS/MINOR EQUIP	<u>6665000</u> Costs for small tools less than \$1000 each.
ELECTRIC/GAS	<u>6622000</u> Allocated: Electric and Natural Gas heat.
FUEL	<u>6626000</u> Cost for fuel for Public Works vehicles and equipment.
DUES/SUB/MEMBRSHIP	<u>6650000</u> Membership dues to professional organizations related to Sewer Fund responsibilities
MEETINGS/ERRANDS	<u>6630000</u> Cost for attending local meetings or running errands for city business
TRAINING & CONF.	<u>6650000</u> Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	<u>6630000</u> Costs for meals and travel to attend meetings by the Public Works staff
FRANCHISE FEES	<u>6690000</u> Franchise fee paid to the General Fund based on 6% of Gross Sales Revenue.
ELECTRICITY-PUMPING	<u>6690000</u> Electrical costs for sewage pumping at Interlachen, Blue Lake, Fairview Lake, and Marine Drive pump stations.
SEWER DISPOSAL	<u>6690000</u> Amount paid to City of Gresham for sewage treatment (metered flows).
SCADA DATA SYSTEMS	<u>6690000</u> Cost for SCADA services- Kip Edgely.
SEWER SYSTEM MAINTENANCE	<u>6690000</u> Costs for miscellaneous maintenance and repair projects for the sewer system. (ie. Line cleaning, manhole repair, etc.)
BAD DEBT	<u>6690000</u> Auditor amount for write-off off uncollectible utility bills turned to collections.
DEBT ISSUANCE EXP.	<u>6470000</u> Administrative cost associated with Sewer Capacity debt.
PRINCIPAL/ GRESHAM	<u>6470000</u> Principal debt payment to the City of Gresham for purchased sewer capacity.
INT/ GRESHAM	<u>6470000</u> Interest debt payment to the City of Gresham for purchased sewer capacity.
SEWER SYSTEM IMPROV.	<u>6730000</u> Sanitary sewer re-habilitation projects and replacement or upgrading to major portions of the City's sewer
ER CONTRIBUTION	<u>6491000</u> Transfer to Equipment Replacement Fund for future capital outlay purchases.
FMF CONTRIBUTION	<u>6491000</u> Funds transferred to Facilities Maintenance Fund for future capital outlay purchases.
EQUIPMENT	<u>6740000</u> Allocated and Direct: Costs for new equipment.
BLDG EQUIPMENT	<u>6740000</u> Allocated: Costs for building equipment.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

SANITARY SEWER FUND
212-00

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
131	265	200	200	6540000	PUBLICATIONS	200	200	200
159	186	400	400	6550000	PRINTING	400	400	400
1,402	1,659	3,930	3,930	6590000	BANK FEES	3,950	3,950	3,950
7,298	8,928	15,173	15,173	6610000	SUPPLIES	17,480	17,480	17,480
273	1,688	2,500	2,500	6665000	SMALL TOOLS/MINOR EQUIP	2,500	2,500	2,500
3,813	3,859	6,904	6,904	6622000	ELECTRIC/GAS	7,070	7,070	7,070
3,620	3,866	3,800	3,800	6626000	FUEL	3,800	3,800	3,800
2,019	883	1,000	1,000	6650000	DUES/SUB/MEMBRSHIP	4,000	4,000	4,000
26	33	150	150	6630000	MEETINGS/ERRANDS	175	175	175
290	441	1,200	1,200	6650000	TRAINING & CONF.	1,200	1,200	1,200
707	543	1,200	1,200	6630000	CONF- MEALS/LODGING	1,200	1,200	1,200
107,178	106,359	110,000	110,000	6690000	FRANCHISE FEES	110,000	110,000	110,000
12,053	12,041	12,000	12,000	6690000	ELECTRICITY-PUMPING	12,000	12,000	12,000
712,502	795,250	735,000	735,000	6690000	SEWER DISPOSAL	735,000	735,000	735,000
4,823	7,400	7,500	7,500	6690000	SCADA DATA SYSTEMS	7,500	7,500	7,500
2,507	6,062	20,000	20,000	6690000	SEWER SYSTEM MAINTENANCE	20,000	20,000	20,000
16,103	43,518	-	-	6690000	BAD DEBT	-	-	-
951,531	1,077,059	1,106,680	1,102,098		MATERIALS AND SERVICES Total:	1,123,025	1,123,025	1,123,025
-	-	1,000	1,000	6470000	DEBT ISSUANCE EXP.	-	-	-
160,511	166,178	172,045	172,046	6470000	PRINCIPAL/ GRESHAM	178,119	178,119	178,119
72,403	66,736	60,869	60,870	6470000	INT/ GRESHAM	54,795	54,795	54,795
232,914	232,914	233,914	233,916		DEBT SERVICE Total:	232,914	232,914	232,914
17,485	727,708	50,000	50,000	6730000	SEWER SYSTEM IMPROV.	600,000	600,000	600,000
24,072	25,222	25,222	25,222	6491000	ER CONTRIBUTION	25,222	25,222	25,222
1,000	1,000	1,000	1,000	6491000	FMF CONTRIBUTION	1,000	1,000	1,000
11,328	-	12,000	12,000	6740000	EQUIPMENT	12,000	12,000	12,000
-	215	300	300	6740000	BLDG EQUIPMENT	300	300	300
53,885	754,146	88,522	88,522		CAPITAL OUTLAY Total:	638,522	638,522	638,522

**PW SEWER FUND
(212-00)**

Line Item Description

CONTINGENCY	<u>6910000</u>	For unforeseen events and cannot be used without City Council approval.
DEBT RESERVE	<u>6793000</u>	Reserve for Gresham Sewer Debt Payments (approximately 2 years)
ENDING FUND BALANCE	<u>6910000</u>	Unappropriated funds reserved for future Sewer System Operations.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

**SANITARY SEWER FUND
212-00**

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity		2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
-	-	200,000	200,000	<u>6910000</u> CONTINGENCY	200,000	200,000	200,000
-	-	234,914	234,914	<u>6793000</u> DEBT RESERVE	234,914	234,914	234,914
-	-	1,342,023	1,217,762	<u>6910000</u> ENDING FUND BALANCE	710,421	710,421	710,421
-	-	1,776,937	1,652,676	OTHER Total:	1,145,335	1,145,335	1,145,335
1,575,003	2,437,039	3,574,077	3,446,006	TOTAL SEWER FUND EXPENSES:	3,556,036	3,556,036	3,556,036
2,086,024	1,543,011	-	-	SEWER FUND TOTAL:	-	-	-

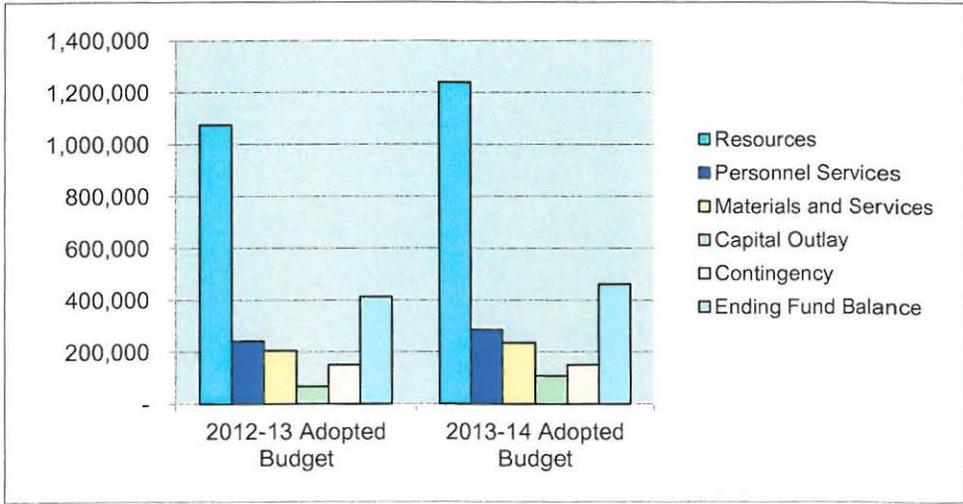


Public Works Storm Water Fund (213-00)

Public Works Storm Water Fund

	<u>2012-13 Adopted Budget</u>	<u>2013-14 Adopted Budget</u>
Resources	1,074,095	1,238,969
Personnel Services	241,019	285,418
Materials and Services	204,238	235,470
Capital Outlay	67,047	107,047
Contingency	150,000	150,000
Ending Fund Balance	411,791	461,034

TOTAL FUND BALANCE \$ \$



**GENERAL INFORMATION FORM
FY 2013-14**

FUND/ FUND NUMBER:	Stormwater 213
DEPARTMENT:	00
DEPARTMENT DIRECTOR:	Allan Berry
DIRECTOR DIRECT PHONE NUMBER:	503-674-6235

DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:

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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Stormwater Fund is staffed by the Public Works department staff and the Public Works Director.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2013-14 AND FY 2012-13:

- Second Development Analyst position added in FY 2012-13
- Increased expense in *Capital Outlay Stormwater System Improvement* to complete master plan identified project which include Fairview Creek, catch basin retrofits, detention ponds, and Park Cleone Pond/Swale retrofits

**PW STORMWATER FUND
(213-00)**

		Line Item Description
BEGINNING FUND BALANCE	<u>4995000</u>	Cash carry-over from previous year. Estimate based on current information.
GENERAL GOVT CHARGES	<u>4340000</u>	Not budgeted this fiscal year.
STORM WATER SERVICE USER FEES	<u>4344000</u>	User fee collected for storm water service.
PENALTIES- UB	<u>4344000</u>	Fee applied to utility customers who are delinquent in paying their utility bills.
EROSION CONTROL	<u>4344000</u>	Permit fee for monitoring construction.
INTEREST	<u>4361000</u>	Interest received from State Local Government Investment Pool and CD in credit union.
MISC. REVENUE	<u>4390000</u>	Not budgeted this fiscal year.
WAGES	<u>6100000</u>	Cost for personnel wages
BENEFITS	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
H&W/ PERS	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
TAXES	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
EMP ASSIST PROGRAM	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
WORKERS COMP INSURANCE	<u>6210000</u>	Workers' Compensation Insurance expense.
EMPLOYEE RECOGNITION	<u>6295000</u>	December Employee Appreciation lunch
UNIFORMS	<u>6295000</u>	Includes work pants, shirts, jackets, safety boots, rain gear, gloves and safety apparel.
CONTRACT SERVICES	<u>6300000</u>	Costs for professional services related to the City stormwater system
HR ADMINISTRATION	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
AUDIT & ACCOUNTING	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
LEGAL	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
ENGINEERING SERVICES	<u>6330000</u>	Costs for professional engineering services
IT SERVICES	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
REFUSE/SHREDDING	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
BLDG CLEANING SRVCS	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
REPAIR & MAINTENANCE	<u>6430000</u>	Costs associated with maintaining police vehicles, city hall building maintenance, and maintaining of necessary equipment.
EQUIP RENT	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
RENT EXPENSE-TO GF	<u>6441000</u>	Rent paid by Stormwater Fund for use of office space in City Hall.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

		STORMWATER FUND						
2010-2011	2011-2012	2012-2013	2012-13	2013-14	2013-14	2013-14	2013-14	2013-14
Total Activity	Total Activity	Adopted Budget	Forecasted Activity	213-00	Proposed Budget	Approved Budget	Adopted Budget	Adopted Budget
378,707	557,510	542,495	683,473	4995000	BEGINNING FUND BALANCE	707,774	707,774	707,774
320	-	-	-	4340000	GENERAL GOVT CHARGES	-	-	-
529,287	525,667	528,000	526,000	4344000	STORM WATER SERVICE USER FEES	526,000	526,000	526,000
-	14,014	-	-	4344000	PENALTIES- UB	-	-	-
1,040	2,062	1,500	1,500	4344000	EROSION CONTROL	2,000	2,000	2,000
2,079	3,103	2,100	3,100	4361000	INTEREST	3,195	3,195	3,195
15,040	-	-	50	4390000	MISC. REVENUE	-	-	-
926,473	1,102,356	1,074,095	1,214,123		RESOURCES Total:	1,238,969	1,238,969	1,238,969
147,821	155,166	158,558	161,479	6100000	WAGES	176,941	176,941	176,941
4,246	4,835	6,124	6,057	6200000	BENEFITS	9,250	9,250	9,250
50,703	61,218	60,424	65,152	6210000	H&W/ PERS	79,689	79,689	79,689
12,894	12,963	14,017	14,296	6220000	TAXES	15,838	15,838	15,838
118	28	96	96	6200000	EMP ASSIST PROGRAM	200	200	200
2,818	1,632	1,800	1,800	6210000	WORKERS COMP INSURANCE	3,500	3,500	3,500
218,599	235,842	241,019	248,880		PERSONAL SERVICES Total:	285,418	285,418	285,418
24	-	225	225	6295000	EMPLOYEE RECOGNITION	225	225	225
615	546	800	800	6295000	UNIFORMS	800	800	800
19,041	650	25,000	25,000	6300000	CONTRACT SERVICES	36,980	36,980	36,980
514	2,510	1,100	1,100	6310000	HR ADMINISTRATION	1,100	1,100	1,100
4,349	3,772	3,416	3,416	6330000	AUDIT & ACCOUNTING	3,100	3,100	3,100
3,896	2,275	3,070	3,070	6330000	LEGAL	3,100	3,100	3,100
11,433	7,782	15,500	15,500	6330000	ENGINEERING SERVICES	25,500	25,500	25,500
6,007	8,022	7,604	7,604	6340000	IT SERVICES	8,990	8,990	8,990
109	112	87	87	6421000	REFUSE/SHREDDING	100	100	100
1,008	1,383	2,765	2,765	6423000	BLDG CLEANING SRVCS	2,925	2,925	2,925
4,179	6,393	11,574	11,574	6430000	REPAIR & MAINTENANCE	11,950	11,950	11,950
1,730	1,635	2,070	2,070	6442000	EQUIP RENT	2,300	2,300	2,300
10,000	10,000	10,000	10,000	6441000	RENT EXPENSE-TO GF	10,000	10,000	10,000

**PW STORMWATER FUND
(213-00)**

	<u>Line Item Description</u>
GENERAL LIAB/PROP INSURANCE	<u>6520000</u> Allocated: Property, General Liability, and Auto Insurance.
POSTAGE	<u>6530000</u> Allocated and direct. Costs for postage to mail general envelopes etc.
TELEPHONE/ANSWERING SRVC./WIRELESS	<u>6530000</u> Allocated: Telephone, voice mail, and fax services
PUBLICATIONS	<u>6540000</u> Costs for publishing ads in newspapers, magazines, and other publications.
PRINTING	<u>6550000</u> Costs for professional printing and design services for business cards, letter head, etc.
BANK FEES	<u>6590000</u> Allocated: Costs for banking and credit card payment services.
SUPPLIES	<u>6610000</u> General office supplies such as pens, paper, staples, markers, etc. Supplies specific to department functions, city hall building supplies, and general office supplies.
SMALL TOOLS/MINOR EQUIP	<u>6665000</u> Costs for small tools less than \$1000 each.
ELECTRIC/GAS	<u>6620000</u> Allocated: Electric and Natural Gas heat.
FUEL	<u>6626000</u> Not budgeted this fiscal year.
DUES/SUB/MEMBRSHIP	<u>6650000</u> Membership dues to professional organizations related to Stormwater Fund responsibilities
MEETINGS/ERRANDS	<u>6630000</u> Cost for attending local meetings or running errands for city business
TRAINING & CONF.	<u>6650000</u> Registration costs for conferences and trainings attend by the Public Works staff
CONF- MEALS/LODGING	<u>6630000</u> Costs for meals and travel to attend meetings by the Public Works staff
FRANCHISE FEES	<u>6690000</u> Franchise fee paid to the General Fund based on 6% of Gross Sales Revenue.
LICENSES AND PERMITS	<u>6690000</u> NPDES permitting and cost for continued compliance with NPDES Permit.
PUBLIC EDUCATION	<u>6690000</u> Public education required under the City's NPDES Permit.
WATER TESTING	<u>6690000</u> Routine water testing for NPDES compliance.
INFRASTRUCTURE SYSTEM MAINTENANCE	<u>6690000</u> Costs for miscellaneous maintenance and repair projects for the storm water system. (ie. Prisoner work, vactoring, line cleaning, etc.)
BAD DEBT EXPENSE	<u>6690000</u> Auditor amount for write-off off uncollectible utility bills turned to collections.
STORM WATER SYSTEM IMPROV.	<u>6730000</u> Storm water system projects to upgrade or expand the City storm water infrastructure system.
ER CONTRIBUTION	<u>6491000</u> Transfer to Equipment Replacement Fund for future capital outlay purchases.
FMF CONTRIBUTION	<u>6491000</u> Funds transferred to Facilities Maintenance Fund for future capital outlay purchases.
BLDG EQUIPMENT	<u>6740000</u> Allocated: Costs for building equipment.
CONTINGENCY	<u>6910000</u> For unforeseen events and cannot be used without City Council approval.
ENDING FUND BALANCE	<u>6791000</u> Unappropriated funds reserved for future Storm Water System Operations.

City of Fairview

Fiscal Year 2013-14

Adopted Budget

STORMWATER FUND
213-00

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
4,820	5,002	5,280	4,784	6520000	GENERAL LIAB/PROP INSURANCE	5,800	5,800	5,800
1,513	1,688	1,680	1,680	6530000	POSTAGE	3,550	3,550	3,550
2,335	2,309	4,024	4,024	6530000	TELEPHONE/ANSWERING SRVC./WIRELESS	4,075	4,075	4,075
131	-	200	200	6540000	PUBLICATIONS	200	200	200
159	186	500	500	6550000	PRINTING	500	500	500
1,022	1,051	1,048	1,048	6590000	BANK FEES	1,050	1,050	1,050
3,925	4,986	9,109	9,109	6610000	SUPPLIES	9,330	9,330	9,330
505	1,204	3,200	3,200	6665000	SMALL TOOLS/MINOR EQUIP	3,200	3,200	3,200
3,397	3,448	6,036	6,067	6620000	ELECTRIC/GAS	6,220	6,220	6,220
2,027	2,580	3,800	3,800	6626000	FUEL	3,800	3,800	3,800
1,483	1,194	1,000	1,000	6650000	DUES/SUB/MEMBRSHIP	5,000	5,000	5,000
16	24	150	150	6630000	MEETINGS/ERRANDS	175	175	175
386	441	1,500	1,500	6650000	TRAINING & CONF.	1,800	1,800	1,800
408	544	1,500	1,500	6630000	CONF- MEALS/LODGING	1,700	1,700	1,700
31,230	31,482	32,000	32,000	6690000	FRANCHISE FEES	32,000	32,000	32,000
533	1,965	6,000	6,000	6690000	LICENSES AND PERMITS	6,000	6,000	6,000
4,459	4,500	6,000	6,000	6690000	PUBLIC EDUCATION	6,000	6,000	6,000
11,624	11,023	18,000	18,000	6690000	WATER TESTING	18,000	18,000	18,000
4,205	13,945	20,000	20,000	6690000	INFRASTRUCTURE SYSTEM MAINTENANCE	20,000	20,000	20,000
7,413	-	-	-	6690000	BAD DEBT EXPENSE	-	-	-
137,082	132,651	204,238	203,773		MATERIALS AND SERVICES Total:	235,470	235,470	235,470
472	43,424	60,000	46,649	6730000	STORM WATER SYSTEM IMPROV.	100,000	100,000	100,000
4,697	5,847	5,847	5,847	6491000	ER CONTRIBUTION	5,847	5,847	5,847
700	1,000	1,000	1,000	6491000	FMF CONTRIBUTION	1,000	1,000	1,000
0	116.51	200	200	6740000	BLDG EQUIPMENT	200	200	200
5,869	50,388	67,047	53,696		CAPITAL OUTLAY Total:	107,047	107,047	107,047
-	-	150,000	150,000	6910000	CONTINGENCY	150,000	150,000	150,000
-	-	411,791	557,774	6791000	ENDING FUND BALANCE	461,034	461,034	461,034
-	-	561,791	707,774		OTHER Total:	611,034	611,034	611,034
361,550	418,881	1,074,095	1,214,123		TOTAL STORM EXPENSES:	1,238,969	1,238,969	1,238,969
564,922	683,475	-	-		STORMWATER FUND TOTAL:	-	-	-

CITY RESOURCES
PERSONNEL
MATERIALS AND SERVICES
DEBT SERVICE
CAPITAL OUTLAY
CONTINGENCY
ENDING BALANCE TOTAL CITY

TOTAL COMBINED RESOURCES OF ALL CITY FUNDS
TOTAL COMBINED PERSONNEL EXPENSES OF ALL CITY FUNDS
TOTAL COMBINED MATERIALS AND SERVICES EXPENSES OF ALL CITY FUNDS
TOTAL COMBINED DEBT EXPENSES OF ALL CITY FUNDS
TOTAL COMBINED CAPITAL OUTLAY EXPENSES OF ALL CITY FUNDS
TOTAL COMBINED CONTINGENCY OF ALL CITY FUNDS
TOTAL COMBINED ENDING FUND BALANCES OF ALL CITY FUNDS

City of Fairview

Fiscal Year 2013-14

Adopted Budget

CITY WIDE TOTALS

2010-2011 Total Activity	2011-2012 Total Activity	2012-2013 Adopted Budget	2012-13 Forecasted Activity			2013-14 Proposed Budget	2013-14 Approved Budget	2013-14 Adopted Budget
17,553,481	18,549,197	17,622,425	18,313,326		CITY RESOURCES	18,609,124	18,609,124	18,609,124
3,516,515	3,544,322	3,492,887	3,455,217		PERSONNEL	3,742,232	3,837,230	3,837,230
3,253,037	3,472,661	3,685,342	3,744,156		MATERIALS AND SERVICES	3,890,057	3,895,814	3,895,814
393,309	407,603	771,827	436,591		DEBT SERVICE	661,504	661,504	661,504
719,722	1,631,920	2,216,621	864,465		CAPITAL OUTLAY	3,147,453	3,163,213	3,163,213
-	-	1,169,072	1,068,046		CONTINGENCY	1,382,284	1,774,648	1,774,648
9,670,898	9,492,690	6,286,676	8,744,851		ENDING BALANCE TOTAL CITY	5,785,594	5,276,715	5,276,715

NOTICE OF BUDGET HEARING

A public meeting of the Fairview City Council will be held on June 5, 2013 at 7:00 pm in the Fairview City Hall Council Chambers at 1300 NE Village Street, Fairview, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the 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, 1300 NE Village Street, Fairview, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. or online at fairvieworegon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Samantha Nelson, City Administrator

Telephone: 503-665-7929

Email: nelsons@ci.fairview.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	9,722,699	8,993,601	9,812,897
Fees, Licenses, Permits, Fines, Assessments & Other Service	4,875,712	3,992,410	5,087,755
Federal, State and All Other Grants, Gifts, Allocations and Donations	704,949	424,809	277,173
Revenue from Bonds and Other Debt	0	115,000	0
Interfund Transfers / Internal Service Reimbursements	105,881	65,551	147,452
All Other Resources Except Current Year Property Taxes	1,158,045	2,095,055	1,262,847
Current Year Property Taxes Estimated to be Received	1,981,911	1,936,000	2,021,000
Total Resources	18,549,197	17,622,426	18,609,124

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	3,544,322	3,475,272	3,837,230
Materials and Services	3,472,661	3,875,857	3,895,814
Capital Outlay	1,523,105	1,979,170	3,015,758
Debt Service	410,538	770,827	661,504
Interfund Transfers	105,881	65,551	147,455
Contingencies	0	1,169,072	1,774,648
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	9,492,690	6,286,677	5,276,715
Total Requirements	18,549,197	17,622,426	18,609,124

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

Name of Organizational Unit or Program FTE for that unit or program			
General Fund Administration	166,396	157,521	225,379
FTE	2.0	1.0	3.0
General Fund Finance	316,699	300,524	258,784
FTE	5.0	4.5	3.0
General Fund Court	52,991	63,523	77,377
FTE	1.0	1.0	1.0
General Fund Public Works Community Services	294,592	137,133	136,159
FTE	2.0	1.0	2.0
General Fund Public Works Parks and Recreation	288,894	216,723	285,440
FTE	2.0	2.0	2.0
General Fund Police	1,888,891	2,034,320	2,357,607
FTE	15.9	15.9	15.9
General Fund Fire/BOEC/ Emergency Services	1,003,397	1,068,445	1,038,172
FTE	0.1	0.1	0.1
Building	124,035	143,870	161,633
FTE	1.0	1.0	0.5
Public Works State Tax Street	822,061	874,035	1,002,473
FTE	2.00	2.0	2.0
Public Works Water	2,065,081	1,877,803	1,922,113
FTE	2.50	2.0	2.0
Public Works Sewer	3,980,050	3,574,077	3,556,036
FTE	2.50	1.5	2.0
Public Works Stormwater	1,102,356	1,074,094	1,238,969
FTE	2.50	1.5	2.0
Non-Departmental / Non-Program	6,443,754	6,100,358	6,348,982
FTE	0.0	0.0	0.0
Total Requirements	18,549,197	17,622,426	18,609,124
Total FTE	38.5	34	35.5

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Improving resources, increased PERS expenses (4.6%), reinstated one full-time position in Public Works, added additional patrol officer to Police Department. Increased capital outlay expenses related to equipment purchases, Park Cleone Re-development, and multiple utility system improvements.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit \$3.4902 per \$1,000)	3.4902	3.4902	3.4902
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$945,000	\$0
Other Borrowings	\$2,182,309	\$0
Total	\$3,127,309	\$0

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

To assessor of Multnomah County

FORM LB-50 2013-2014

Check here if this is an amended form.

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

The City of Fairview 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>	<u>Fairview</u>	<u>OR</u>	<u>97024</u>	<u>06/05/2013</u>
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
<u>Samantha Nelson</u>	<u>City Administrator</u>	<u>503-674-6221</u>	<u>nelsons@ci.fairview.or.us</u>	
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		<u>Subject to General Government Limits</u>	
		Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	3.4902	
2.	Local option operating tax		
3.	Local option capital project tax		
4.	Levy for pension and disability obligations		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001		
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	0	

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	3.4902
7.	Election date when your new district received voter approval for your permanent rate limit	
8.	Estimated permanent rate limit for newly merged/consolidated district	

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 tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Delinquent Sewer Charges		\$25,727.22
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

RESOLUTION
(27-2013)

A RESOLUTION OF THE FAIRVIEW CITY COUNCIL ADOPTING THE FISCAL YEAR 2013-14 BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE AD VALOREM PROPERTY TAX RATE TO BE CERTIFIED TO THE COUNTY ASSESSOR.

WHEREAS, on April 15, 2013 and April 22, 2013, the City of Fairview Budget Committee, after appropriate deliberation and public hearing, approved the budget for Fiscal Year 2013-14; and

WHEREAS, in accordance with Oregon Budget Law, the City seeks to adopt a budget and appropriate City revenues and expenditures for Fiscal Year 2013-14; and

WHEREAS, the City seeks to declare the ad valorem property tax rate for Fiscal Year 2013-14 to the Multnomah County Tax Assessor.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF COUNCIL OF THE CITY OF FAIRVIEW AS FOLLOWS:

Section 1. The City Council hereby adopts the budget for Fiscal Year 2013-14 (July 1, 2013-June 30, 2014), in the total amount of \$18,609,124. This budget is now on file at Fairview City Hall, 1300 NE Village Street, Fairview, Oregon.

Section 2. The City Council hereby makes the following appropriations in the amounts stated for Fiscal Year 2013-14, and for the purposes shown below are hereby appropriated:

<u>110- GENERAL FUND</u>	
Personnel Services	<u>2,496,017</u>
Materials and Services	<u>1,790,765</u>
Capital Outlay	<u>45,235</u>
Debt Service	<u>-</u>
Interfund Transfers	<u>81,901</u>
Contingencies	<u>821,364</u>
Special Payments	<u>-</u>
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	<u>2,533,487</u>
Total Requirements:	<u>7,768,769</u>

121- AEC FUND

Personnel Services	-
Materials and Services	200
Capital Outlay	-
Debt Service	-
Interfund Transfers	-
Contingencies	22,718
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	-
Total Requirements:	22,918

122- BUILDING FUND

Personnel Services	31,682
Materials and Services	74,590
Capital Outlay	150
Debt Service	-
Interfund Transfers	-
Contingencies	25,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	30,211
Total Requirements:	161,633

123- GRANT PROJECT FUND

Personnel Services	-
Materials and Services	-
Capital Outlay	69,500
Debt Service	-
Interfund Transfers	-
Contingencies	50,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	-
Total Requirements:	119,500

124- STREET FUND

Personnel Services	188,734
Materials and Services	130,435
Capital Outlay	214,600
Debt Service	-
Interfund Transfers	6,260
Contingencies	150,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	312,444
Total Requirements:	1,002,473

131- SDC WATER FUND

Personnel Services	-
Materials and Services	200
Capital Outlay	363,898
Debt Service	-
Interfund Transfers	-
Contingencies	25,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	-
Total Requirements:	389,098

132- SDC SEWER FUND

Personnel Services	-
Materials and Services	200
Capital Outlay	590,823
Debt Service	-
Interfund Transfers	-
Contingencies	25,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	-
Total Requirements:	616,023

**133- SDC STORM WATER
FUND**

Personnel Services	-
Materials and Services	200
Capital Outlay	255,325
Debt Service	-
Interfund Transfers	-
Contingencies	25,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	-
Total Requirements:	280,525

**134- SDC PARKS/OPEN
SPACES**

Personnel Services	-
Materials and Services	200
Capital Outlay	299,027
Debt Service	-
Interfund Transfers	-
Contingencies	-
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	-
Total Requirements:	299,227

141- FAIRVIEW LAKE LID DEBT FUND

Personnel Services	-
Materials and Services	400
Capital Outlay	-
Debt Service	254,548
Interfund Transfers	-
Contingencies	-
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	289,596
Total Requirements:	544,544

143- EQUIPMENT REPLACEMENT FUND

Personnel Services	-
Materials and Services	-
Capital Outlay	189,500
Debt Service	-
Interfund Transfers	-
Contingencies	100,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	327,230
Total Requirements:	616,730

144- FACILITIES MAINTENANCE FUND

Personnel Services	-
Materials and Services	-
Capital Outlay	40,000
Debt Service	-
Interfund Transfers	-
Contingencies	30,566
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	-
Total Requirements:	70,566

211- PUBLIC WORKS WATER FUND

Personnel Services	419,139
Materials and Services	540,129
Capital Outlay	235,200
Debt Service	174,042
Interfund Transfers	26,225
Contingencies	150,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	377,378
Total Requirements:	1,922,113

212- PUBLIC WORKS SEWER FUND

Personnel Services	416,240
Materials and Services	1,123,025
Capital Outlay	612,300
Debt Service	232,914
Interfund Transfers	26,222
Contingencies	200,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	945,335
Total Requirements:	3,556,036

213- PUBLIC WORKS STORM WATER FUND

Personnel Services	285,418
Materials and Services	235,470
Capital Outlay	100,200
Debt Service	-
Interfund Transfers	6,847
Contingencies	150,000
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	461,034
Total Requirements:	1,238,969

All FUNDS

Personnel Services	3,837,231
Materials and Services	3,895,814
Capital Outlay	3,015,758
Debt Service	661,504
Interfund Transfers	147,455
Contingencies	1,774,648
Special Payments	-
Unappropriated Ending Fund Balance/Reserved for Future Expenditure	5,276,715
Total Requirements:	18,609,125

Section 3. The City Council hereby declares and certifies to the Multnomah County Tax Assessor the following ad valorem property tax rate for Fiscal Year 2013-14 upon the assessed value of all taxable property within the tax district of the City of Fairview:

In the amount of \$3.4902 per \$1,000 of assessed value for permanent rate tax.

Section 4. The City Council hereby resolves that the taxes imposed are hereby categorized for purposes of Article XI Section 11b as:

	<u>General Government Limitation</u>	<u>Excluded from Limitation</u>
Permanent Rate Tax:	\$3.4902 per \$1,000 ATV	\$0.00
Bonded Debt:	\$0.0000 per \$1,000 ATV	\$0.00
Local Option Tax:	\$0.0000 per \$1,000 ATV	\$0.00

Section 5. The City Council hereby directs the Budget Officer for the City of Fairview to certify to the County Assessor of Multnomah County, Oregon, the tax levy made by this Resolution and shall file with them a copy of the budget as finally adopted.

Section 6. This Resolution is and shall be effective from and after its passage by the Council.

Resolution adopted by the City Council of the City of Fairview, this 5th day of June, 2013.



Mayor, City of Fairview
Mike Weatherby

ATTEST

June 6, 2013
Date

Devree Leymaster
City Recorder, City of Fairview
Devree Leymaster