



**CITY OF FAIRVIEW, OREGON  
PROPOSED BUDGET  
FOR  
FISCAL YEAR 2014-15**

**BUDGET COMMITTEE**

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April 7, 2014

Citizens of Fairview  
City of Fairview Budget Committee

RE: Proposed Budget for Fiscal Year 2014-15

Dear Citizens of Fairview and Fairview Budget Committee,

It is a privilege to provide you, the Citizens of Fairview, with the proposed budget for Fiscal Year 2014-15, the fiscal year that begins on July 1, 2014. 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 and its' citizens.

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, demonstrate the City's commitment to being good stewards of city property, as well as enrich the livability of life in Fairview.

Below is a brief review of the proposed budget for Fiscal Year 2014-15.

## **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 and increasing real estate values, the existing revenue sources will not support major changes in service levels. This budget anticipates very modest increases in resources corresponding with modest increases in expenditures- primarily in areas of capital improvements which were deferred during the depth of the recession.

Fairview continues to direct significant efforts towards seeing its' vacant lots developed and empty store fronts filled. The proposed budget for the General Fund is one that focuses on continuing to support existing programs, enhance city parks, address deferred maintenance, and meets the Council's fund balance requirements.

The General Fund is comprised of nine (9) separate departments: Resources (110-01), Administration (110-05), Finance (110-10), Court (110-13), Public Works Community Services (110-15), Public Works Parks (110-15), Public Safety (110-20), FIRE/BOEC/Emergency Management (110-25), and Other Requirements (110-40).

The *beginning fund balance* of the General Fund is budgeted to be \$3,345,328. This is a decrease of \$177,890 from the current year beginning fund balance. This change is primarily due to the retirement of Water Fund debt utilizing General Fund Contingency reserves in the current fiscal year.

*Operating Resources*, which are resources generated through the course of business within the fiscal year, are forecasted to be approximately 3% above FY 2012-13 actuals. This increase is primarily due to a three percent (3%) increase in property tax assessments, increased Business Income Tax resources, and increased fines and forfeiture resources.

The primary changes to *Personnel Expenses* include a contractual cost of living increase of 2.5% and the re-instatement of seasonal help in the General Fund park department. Across all funds, Personnel Expenses decreased by approximately two percent (2%). The decrease in personnel expenses are due to the following:

- decreased PERS budgeted costs as a result of state legislative changes
- employee health and welfare contribution rate increased to 10% of premium costs effective July 1, 2014
- salary expense decreased due to new hires in Police and Public Works
- contract employee expenses moved from *wages* to *contract services*

*Materials and Services Expenses* of the General Fund increased from the current year by approximately nine percent (9%) or \$160,000. Property and Liability insurance expenses are budgeted to increase eleven percent (11%). Capital Outlay increased by almost seventy-one percent (71%) or \$69,000. Several line items remained the same or were reduced across the General Fund Departments. Below are key factors of the increases in the General Fund Departments:

Administration-

- \$5,000 increase in contract services due to anticipated costs associated with renewing the franchise agreement with 12 Mile Disposal and other agreements and studies required as part of negotiation processes for the Fire Contract
- \$5,000 increase in legal fees in anticipation of Teamster labor contract negotiations as the contract terms December 31, 2014

Finance:

- \$12,000 increase in contract services for contract employee expense moved from payroll
- \$15,000 increase in IT expense due to allocation change of IT expenses based on number of computers per department
- \$5,000 increase in Equipment Replacement contribution for a Court Financial System upgrade to facilitate e-ticketing, automatic ticket uploading, and establishing an accounts receivable process for collection of citations as well as for parking tickets

Court:

- \$4,000 increase in contract services due to increased court activity and continued increase as a result of photo radar in school zones

Public Works Community Services:

- \$20,000 increase in contract services for code enforcement and additional traffic planning services
- \$5,000 increase in Economic Development to facilitate mailings, planning, and other programs to foster economic development and business retention
- \$550 increase in Christmas Tree Lighting event per ACEAC request

Public Works Parks and Recreation Services:

- \$10,000 increase in contract services for parks master planning updates
- \$15,900 increase in park maintenance to replace the bear statue in Fairview Community Park as well as to fund installation of park amenities such as benches and dogpots in several areas throughout the City
- \$2,500 increase in Community Center Improvements for the painting of the building

- \$50,000 increase in Heslin House Improvements for the repairs of the jail and the installation of outside stairs to reach the second level

Public Safety:

- \$15,000 increase in IT expenses related to radio requirements as part of required upgraded radio system
- \$2,100 increase in booking fee paid to county for use of holding facility per contract
- \$1,800 increase in record management system expense as a result of the RegJin system
- \$3,000 increase in capital outlay to replace a lidar bar, purchase three Tasers, and other police equipment and facility improvements

Fire/BOEC/Emergency Management:

- \$30,000 increase in Fire Service expense per contract
- \$1,000 increase in equipment expense for emergency management

Other Requirements:

- \$65,000 increase in facilities maintenance fund transfer to address deferred maintenance issues including carpet replacement, ADA automatic door systems, and room improvements to protect computer equipment

Overall, the operating revenues of the General Fund are forecasted to be \$4,520,000 and operating expenditures, including capital outlay and facilities maintenance transfers, are budgeted to be \$4,675,000. If the budget is approved as presented, it will utilize approximately \$155,000 of reserves in one-time expenses for the following items:

- \$75,000 for city hall building repairs and improvements
- \$50,000 in Heslin House improvements
- \$30,000 in police equipment and parks master planning and maintenance

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- 25% of operating expenses
- Excess Reserves Contingency- all funds beyond those identified above
- Facilities Maintenance Fund Contributions
- Equipment Replacement Fund Contributions

The **Emergency Contingency** is fully funded at \$235,000. The **Operating Fund Balance** is fully funded at \$1,168,000. This is the equivalent of three months of operating expenses of the General Fund as budgeted for FY 2014-15. Excess Reserves Contingency are budgeted at just over \$1,786,800.

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 are requiring 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 as roofs, carpet, chairs, tables, and any other large facility items that need replacement. In FY 2011-12, the exterior and the public areas of City Hall were painted. In FY 2012-13, one of the HVAC systems of City Hall had to be replaced. Budgeted for FY 2014-15, are carpet repairs, ADA complaint automatic door systems, computer/server room improvements, and projector and screen installations in Council Chambers for Traffic Safety School, Court, and Council meetings. Planned improvements for the upcoming years include replacement of tables and chairs for Council Chambers, painting of interior spaces of city hall, and City Shops building replacement. Although, a seismic report states the shops building would collapse in the event of a minor earthquake, the Council has not determined a final decision on its replacement; however, it will be before the council for consideration again as part of the bi-yearly utility

rate study. FY 2013-14 was the first contribution General Fund had made to the Equipment Replacement fund in several years.

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. The General Fund departments are budgeted to contribute \$53,775. Of this amount, \$40,000 is for equipment and vehicles in the Police Department. The Police Department has budgeted to purchase two police vehicles, Public Works has budgeted to purchase equipment, and Finance has budgeted to purchase the Incode Court System upgraded module.

#### DECISION PACKET

One decision packet is being provided to the budget committee. Decision packets are for those items identified by staff as representative of a council goal, or need of a 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.

One decision packet is being provided to the budget committee for fiscal year 2014-15. The request is from the Police Department and is for hiring of one additional patrol officer to reach two (2) officers on duty, seven (7) days a week, twenty-four (24) hours a day. This will improve officer safety as well as achieve the stated goal of the City Council. There are a variety of financial avenues to achieve this goal including utility bill fee or elimination of funding for other expenses and programs and directing of resources to fund additional officer.

Other potential expenditures which may be presented to the Council for use of Excess Reserves Contingency funds during Fiscal Year 2014-15 include Lakeshore Park development/construction and participation costs for a recreation program with neighboring jurisdictions. These expenditures are not clearly identified at this time, but are identified goals for FY 2014-15.

#### **Business and Infrastructure Funds**

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

#### BUILDING FUND

The Building Fund is operating sufficiently to meet its obligations without additional support from the General Fund for FY 2014-15. Due to staff adjustments, the Personnel expenses for this fund have reduced and the Materials and Services expenses are remaining flat.

#### 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 currently stable and using current resources to meet operating needs. The Sidewalk Repair Assistance Program was launched during FY 2013-14, and is again funded at a max amount of \$50,000 for FY 2014-15.

#### 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, storm water system, and parks/open spaces system. Park SDC funds are currently budgeted for improvements at Park Cleone and Lakeshore Park.

#### DEBT SERVICE

The City maintains one debt fund for the Fairview Lake Sewer LID. This fund currently has one payer who has defaulted on their payments and is in the foreclosure process. This fund will retire its debt in FY 2014-15; however, it will continue to receive payments until all payers have retired their debts to the City as part of the LID program.

UTILITY FUNDS

Included in the operating funds are the Water, Sewer, and Storm water 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- \$200,000 in system improvements to Village Loop, Cathodic Protection of Reservoir 2, and Automatic Meter Reading system
- ❖ Sewer Fund- \$630,000 in system improvements for pump station upgrades, telemetry control improvements, and Bridge Street/Matney sewer line upgrades
- ❖ Storm water Fund- \$112,000 in system improvements to review and evaluate detention ponds capacity and performance, restoration of detention ponds, and catch basin retrofits

In order to eliminate large spikes in fees, the City Council has over the last several rate cycles, adopted small increases in rates each year. This process has prevented large spikes and has enabled the City to save interest expense on loans by being able to cash fund system improvements. The City Council voted to utilize General Fund reserve funds to retire the Water Revenue Refunding Bond Series 2004. It is anticipated this will impact rates by enabling them to remain flat or with extremely low increases. City Council will review rates for all systems for calendar years 2015 and 2016 in the fall of 2014.

**Conclusion**

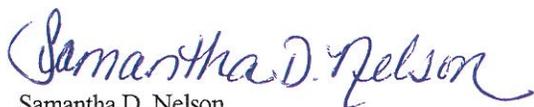
Finally, the proposed budget for FY 2014-15, demonstrates an improving financial position and the slow re-instatement of services. Several deferred maintenance issues which were a result of the significant economic recession are also budgeted to be addressed during FY 2014-15. Staff levels remain below optimal to timely address staff work plans and all of the council goals while providing above average daily customer service, and researching continual process improvements. The change in staff levels immediately prior to the recession in comparison to current staff levels is below.

Staff Levels:	<u>FY 2007- 08</u>	<u>FY 2014-15</u>
Admin/Finance	9.0	7.0
Public Works	16.5	11.5
Police	<u>14.5</u>	<u>17.0</u>
TOTAL EMPLOYEES:	40.0	35.0

On the positive side, Park Maintenance is again back to the standard funding level, deferred maintenance issues in City Hall, Community Center, and Heslin House are finally being addressed. Unknowns for the future which have potential to impact future budgets include, PERS increases, property tax reforms, continuing imposed and increasing costs by outside entities for services related to public safety, consolidation of services. As the City plans and budgets for the future, it must be mindful that operating revenues of the General Fund are not able to support all of the immediate demands placed upon it. Discussions will need to be ongoing to establish priorities for budgeting of services, programs, and development to ensure steady growth.

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 its citizens to which we are all committed.

Respectfully Submitted,



Samantha D. Nelson  
City Administrator



City of Fairview  
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 25 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 budget all funds designated as Excess Reserves as *Excess Reserves Contingency*.
4. 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. It also should help to ensure a stable ending fund balance.
5. 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.
6. 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.
7. The City shall review utility rates every two years. 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 buildings and infrastructure.
9. Equipment replacement costs for vehicles and public works equipment will be charged all funds on a uniform and equitable basis. The amount will be based on the replacement cost of each fund's capital assets.



City of Fairview  
General Fund Ending Fund Balance Policy

Maintaining a reserve is an essential part of the City of Fairview's financial management. To accomplish this, the Fairview City Council has established policies to provide for reserves to deal with unanticipated adverse financial events, accumulate resources for opportunities to undertake special projects, and save for future capital needs and opportunities. To that end, the City Council has established balances that reflect these goals.

1. The City will maintain sufficient contingency and reserves for the ability to:
  - a. Mitigate short-term volatility in revenues
  - b. Mitigate short-term economic downturns
  - c. Absorb unanticipated operating needs that arise during the fiscal year but were not able to be anticipated during the budget process
  - d. Meet requirements for debt reserves
  - e. Absorb unexpected claim of litigation settlements
  - f. Sustain city services in the event of an emergency
  - g. Meet operating cash flow requirements before the collection of property taxes, grant proceeds and other operating revenues in order to prevent the need for issuing Tax Anticipation Notes
  
2. General Fund Reserves- the City will maintain General Fund Reserves as follows:
  - *Emergency Contingency* – amount equal to a minimum 5% of operating expenses for fiscal year
  
  - *Operating Fund Balance*- amount equal to a minimum 25% of operating expenses for fiscal year (3 months)
  
  - *Excess Reserves Contingency*- any funds beyond those identified above

The City will use *Excess Reserves Contingency* on a one-time or temporary basis for purposes as prioritized in the Excess Reserve Policy below. In the event that *General Fund Operating Ending Fund Balance* or *Emergency Contingency* decrease to amounts below the levels established by this policy, the City will develop a plan to restore reserves to the required levels.

Definitions:

***Emergency Contingency:***

Funds which are utilized for unforeseen expenses that may arise during the fiscal year. Per Oregon Budget Law, these funds may only be utilized by formal action of the council (resolution) in accordance with all notice requirements as detailed in the Oregon Local Budget Law Handbook.

***Operating Fund Balance:***

Minimum reserve balance to be maintained in the ending fund balance.

***Excess Reserves Contingency:***

Any amounts above the grand total of Contingency plus Operating Fund Balance.

## EXHIBIT C



### CITY OF FAIRVIEW EXCESS RESERVES POLICY

After the conclusion of each fiscal year, the Finance Director or designee will report on the audited year-end financial reports. Should the prior year annual General Fund resources exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any portion of the year-end operating surplus that contributes to the General Fund balances, in excess of established fund balance policies, shall be deemed “excess reserves” and subsequently available for allocation in the following priority order:

1. Re-appropriate to offset one-time shortfalls contributing to budget-year operating expenditures.
3. Replenish any other established fund balance targets or designations, so as to meet target levels, including debt reduction schedules.
4. Transfer to capital program funds and/or departments for appropriation to capital improvement program budget and/or deferred maintenance needs in accordance with improvement plans and replacement schedules.
5. Appropriate for one time expenditures or expenses which do not result in recurring operating costs.

*Use or allocation of excess funds is subject to approval by Council Resolution and notice requirements as stipulated by Oregon Budget Law.*

## DEBT SERVICE FUTURE REQUIREMENTS

City Debts:	Fiscal Year	Beginning Balance	Principal Paid	Interest Paid	Ending Balance
City of Gresham Debt	2008-09	\$ 2,382,948.66	\$ 134,462.00	\$ 98,452.00	\$ 2,248,486.66
Wastewater Treatment Plant Exp.	2009-10	\$ 2,248,486.66	\$ 140,155.00	\$ 92,759.00	\$ 2,108,331.66
	2010-11	\$ 2,108,331.66	\$ 146,089.00	\$ 86,825.00	\$ 1,962,242.66
	2011-12	\$ 1,962,242.66	\$ 152,274.00	\$ 80,639.00	\$ 1,809,968.66
	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
	<b>2014-15</b>	<b>\$ 1,431,593.13</b>	<b>\$ 184,407.59</b>	<b>\$ 48,506.19</b>	<b>\$ 1,247,185.54</b>
	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>\$ 1,431,593.13</u>	<u>\$ 194,482.18</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
	<b>2014-15</b>	<b>\$ 485,000.00</b>	<b>\$ 485,000.00</b>	<b>\$ 29,343.00</b>	<b>\$ -</b>
	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
	<b>2014-15</b>	<b>\$ 549,807.82</b>	<b>\$ 23,472.63</b>	<b>\$ 16,494.23</b>	<b>\$ 526,335.19</b>
	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>\$ 549,807.82</u>	<u>\$ 169,805.21</u>	

2014-15 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
Contract		City Administrator	Contract						
\$6,561	\$8,374	<b>PW Director</b>	\$6,561	\$6,889	\$7,234	\$7,596	\$7,975	\$8,374	
\$78,736	\$100,489	<b>Police Chief</b>	\$78,736	\$82,673	\$86,806	\$91,147	\$95,704	\$100,489	
\$6,233	\$7,955	<b>Deputy Finance Director</b>	\$6,233	\$6,545	\$6,872	\$7,216	\$7,577	\$7,955	
\$74,799	\$95,465		\$74,799	\$78,539	\$82,466	\$86,589	\$90,919	\$95,465	
\$5,922	\$7,558	No Classifications	\$5,922	\$6,218	\$6,529	\$6,855	\$7,198	\$7,558	
\$71,059	\$90,692		\$71,059	\$74,612	\$78,343	\$82,260	\$86,373	\$90,692	
\$5,626	\$7,180	No Classifications	\$5,626	\$5,907	\$6,202	\$6,512	\$6,838	\$7,180	
\$67,506	\$86,157		\$67,506	\$70,882	\$74,426	\$78,147	\$82,054	\$86,157	
\$5,344	\$6,821	No Classifications	\$5,344	\$5,611	\$5,892	\$6,187	\$6,496	\$6,821	
\$64,131	\$81,849		\$64,131	\$67,337	\$70,704	\$74,240	\$77,952	\$81,849	
\$5,077	\$6,480	<b>P.W. Operations Superintende</b>	\$5,077	\$5,331	\$5,597	\$5,877	\$6,171	\$6,480	
\$60,924	\$77,757		\$60,924	\$63,971	\$67,169	\$70,528	\$74,054	\$77,757	
\$4,823	\$6,156	<b>Police Sergeant</b>	\$4,823	\$5,064	\$5,318	\$5,583	\$5,863	\$6,156	
\$57,878	\$73,869	<b>City Recorder</b>	\$57,878	\$60,772	\$63,811	\$67,001	\$70,351	\$73,869	
\$4,353	\$5,556	<b>Public Works Supervisor</b>	\$4,353	\$4,571	\$4,799	\$5,039	\$5,291	\$5,556	
\$52,235	\$66,667		\$52,235	\$54,847	\$57,589	\$60,469	\$63,492	\$66,667	
\$4,135	\$5,278	<b>Operations Lead Worker</b>	\$4,135	\$4,342	\$4,559	\$4,787	\$5,026	\$5,278	
\$49,623	\$63,333	<b>Senior Engineering Technician</b>	\$49,623	\$52,104	\$54,710	\$57,445	\$60,317	\$63,333	
		<b>Information Systems Coordinator</b>							
		<b>Development Analyst</b>							
\$3,929	\$5,014	<b>Accountant I</b>	\$3,929	\$4,125	\$4,331	\$4,548	\$4,775	\$5,014	
\$47,142	\$60,167		\$47,142	\$49,499	\$51,974	\$54,573	\$57,302	\$60,167	
\$3,732	\$4,763	<b>Public Works Lead Worker</b>	\$3,732	\$3,919	\$4,115	\$4,320	\$4,536	\$4,763	
\$44,785	\$57,158	<b>Crew Lead - Parks/Stormwater</b>	\$44,785	\$47,024	\$49,375	\$51,844	\$54,436	\$57,158	
		<b>Lead Police Records Specialist</b>							
\$3,545	\$4,525	<b>Parks Maintenance Worker III</b>	\$3,545	\$3,723	\$3,909	\$4,104	\$4,310	\$4,525	
\$42,546	\$54,300		\$42,546	\$44,673	\$46,907	\$49,252	\$51,715	\$54,300	
\$3,368	\$4,299	<b>Maintenance Worker II</b>	\$3,368	\$3,537	\$3,713	\$3,899	\$4,094	\$4,299	
\$40,418	\$51,585		\$40,418	\$42,439	\$44,561	\$46,789	\$49,129	\$51,585	
\$3,200	\$4,084	<b>Municipal Court Clerk</b>	\$3,200	\$3,360	\$3,528	\$3,704	\$3,889	\$4,084	
\$38,398	\$49,006	<b>Police Records Specialist</b>	\$38,398	\$40,317	\$42,333	\$44,450	\$46,672	\$49,006	
		<b>Office Assistant III</b>							
\$3,040	\$3,880	No Classifications	\$3,040	\$3,192	\$3,351	\$3,519	\$3,695	\$3,880	
\$36,478	\$46,556		\$36,478	\$38,302	\$40,217	\$42,227	\$44,339	\$46,556	
\$2,888	\$3,686	<b>Office Assistant II</b>	\$2,888	\$3,032	\$3,184	\$3,343	\$3,510	\$3,686	
\$34,654	\$44,228	<b>Maintenance Worker 1</b>	\$34,654	\$36,386	\$38,206	\$40,116	\$42,122	\$44,228	
		<b>Utility Billing Clerk</b>							
		<b>Police Records Specialist II</b>							
\$2,743	\$3,501	No Classifications	\$2,743	\$2,881	\$3,025	\$3,176	\$3,335	\$3,501	
\$32,921	\$42,017		\$32,921	\$34,567	\$36,296	\$38,110	\$40,016	\$42,017	
\$2,606	\$3,326	<b>Office Assistant I</b>	\$2,606	\$2,737	\$2,873	\$3,017	\$3,168	\$3,326	
\$31,275	\$39,916		\$31,275	\$32,839	\$34,481	\$36,205	\$38,015	\$39,916	
\$2,476	\$3,160	No Classifications	\$2,476	\$2,600	\$2,730	\$2,866	\$3,010	\$3,160	
\$29,711	\$37,920		\$29,711	\$31,197	\$32,757	\$34,395	\$36,114	\$37,920	
\$2,352	\$3,002	No Classifications	\$2,352	\$2,470	\$2,593	\$2,723	\$2,859	\$3,002	
\$28,226	\$36,024		\$28,226	\$29,637	\$31,119	\$32,675	\$34,309	\$36,024	
<i>Represented Employees</i>									
		<b>Police Officer (Association)</b>	\$4,225	\$4,437	\$4,658	\$4,891	\$5,136	\$5,393	
			\$50,703	\$53,239	\$55,901	\$58,696	\$61,630	\$64,712	

**FISCAL YEAR 2014-  
15 PROPOSED  
BUDGET**

EXPENSE TOTAL	GF-										OTHER DEPT OR FUND		
	GF- ADMIN	GF- FINANCE	GF- COURT	GF- PW COMM SERVICES	GF- PW PARKS AND REC	GF- POLICE	BOEC FIRE/EM	PW BLDG	PW STREET	PW WATER		PW SEWER	PW STORM
Audit and Accounting	\$ 765	1,600	400	1,200	1,750	8,500	-	400	2,300	7,300	12,000	3,100	1,400
Bank Fees	475	575	190	600	555	3,750	-	175	920	2,350	3,960	1,155	-
Building Cleaning Services	530	3,100	550	750	800	9,250	-	1,325	1,325	3,200	3,200	2,925	-
Conference/Training	9,300	2,275	1,044	2,490	540	19,700	-	600	2,000	2,800	2,400	3,500	-
Contract Services	10,000	15,760	20,000	45,000	32,500	1,000	-	20,250	45,000	110,760	140,760	149,320	-
Council Expenses	11,300	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-	39,967	232,914	-	514,343
Dues/Memberships/ Economic Development	9,900	425	100	250	225	1,375	-	100	250	5,500	4,000	10,500	-
Electricity & Natural Gas	2,862	1,690	765	1,780	9,175	21,607	-	455	4,655	7,100	6,145	6,760	-
Employee Recognition	300	200	-	75	150	2,000	-	75	75	300	300	225	-
Equipment Rent	2,100	750	500	4,600	3,300	15,000	-	4,140	4,200	3,700	8,300	2,300	-
Equipment (Bldg, Office, Equipment Replacement	26,000	55,000	-	500	2,250	105,400	1,000	150	16,000	65,200	42,300	30,200	-
Equipment Replacement	1,000	5,000	-	1,000	1,775	40,000	-	-	5,300	25,500	25,500	5,900	-
Facilities Maintenance	-	-	-	-	-	-	-	-	1,000	1,000	1,000	1,000	75,000
Fuel	250	100	-	150	4,500	43,000	-	-	3,000	7,000	3,800	3,800	-
General Liability & Property	780	2,220	2,886	1,500	2,900	14,000	-	3,663	4,329	17,500	18,500	5,772	-
HR Administration	5,000	2,500	300	500	1,000	7,000	-	150	1,000	1,000	1,000	1,100	-
Infrastructure	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair/Maint/Improvements	-	-	-	-	78,500	3,000	-	-	243,000	275,000	650,000	145,000	80,000
SDC Infrastructure	-	-	-	-	210,953	-	-	-	-	397,680	638,026	295,228	-
IT Services and Hardware	8,400	19,830	1,635	7,150	3,780	43,940	-	220	3,090	9,895	8,870	4,700	-
Legal Services	30,000	3,900	1,500	9,500	4,000	15,000	-	1,500	1,500	4,000	1,500	6,000	-
Meetings/Errands	950	375	370	300	175	150	-	-	150	175	175	175	-
Postage	300	2,000	300	300	500	750	-	100	600	5,150	5,150	3,550	-
Printing	1,000	1,000	50	500	100	500	-	50	150	250	400	500	-
Publications	750	500	50	1,000	150	150	-	-	325	200	200	200	-
Refuse/Shredding	95	95	100	100	100	1,100	-	95	100	100	95	100	-
Repair & Maintenance	1,250	6,150	100	1,750	9,500	41,500	-	2,250	5,350	31,400	23,600	11,950	-
Small Tools & Equipment	-	-	-	-	2,400	-	-	-	2,000	2,500	2,500	3,200	-
Supplies	3,500	7,275	750	3,050	2,825	12,000	-	930	20,950	36,150	17,480	9,410	-
Telephone	385	1,700	200	400	2,400	5,200	-	1,200	2,430	5,320	5,320	3,900	-
Uniforms	-	-	-	-	920	14,500	-	-	600	1,080	1,080	800	-
Personal Services:													
Wages	152,280	79,020	35,910	85,170	68,180	1,183,582	10,070	14,200	100,500	263,612	261,175	192,110	-
Benefits	6,745	3,735	1,360	4,425	3,125	71,777	910	775	4,555	11,105	11,100	8,315	-
Health & Welfare & PERS	48,645	31,325	14,240	35,070	24,175	442,530	3,240	5,850	39,120	96,400	96,265	73,535	-
Taxes	7,815	6,550	2,935	7,210	5,610	106,810	891	1,213	7,855	19,900	19,830	15,035	-
EAP/IFA Programs	160	100	40	125	100	1,030	-	20	145	270	270	220	-
Workers Compensation	3,550	2,040	935	2,215	2,215	26,060	100	500	2,625	6,650	6,650	5,020	-

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15:**

Property tax resources are projected to increase 3% for FY 2014-15. The 9-1-1 State Shared Revenue is submitted by the State directly to BOEC on behalf of Fairview. The Business Income Tax continues to increase slightly; although it is still below the record highs of 2008. Other resources continue to remain flat or to slightly increase.

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

# City of Fairview

Fiscal Year 2014-15

Proposed Budget

## GENERAL FUND RESOURCES

110-01

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
3,459,638	3,325,095	3,523,214	<u>4995000</u>	BEGINNING FUND BALANCE	3,345,328		
1,981,910	2,042,807	2,021,000	<u>4311000</u>	PROPERTY TAX REVENUE	2,126,000		
12,388	14,813	13,500	<u>4313000</u>	TELEPHONE FRAN. FEE	15,000		
327,570	324,591	327,000	<u>4313000</u>	PORT. GEN. ELECT. FRAN. FEE	330,000		
104,350	91,965	100,000	<u>4313000</u>	NW NATURAL FRAN. FEE	107,000		
43,153	43,139	44,000	<u>4313000</u>	REFUSE COMP. FRAN. FEE	44,900		
23,965	37,121	30,000	<u>4313000</u>	CABLE FRAN. FEE	38,000		
4,227	4,812	4,300	<u>4313000</u>	RWPUD FRAN. FEE	5,200		
63,470	67,811	68,510	<u>4313000</u>	CITY WTR FRAN. FEE	70,000		
106,359	111,567	110,000	<u>4313000</u>	CITY SEWER FRAN. FEE	115,000		
31,482	31,960	32,000	<u>4313000</u>	CITY STORM FRAN. FEE	32,000		
38,994	45,003	43,000	<u>4316000</u>	HOTEL/MOTEL TAX	57,000		
113,881	118,848	127,824	<u>4320000</u>	LIQUOR TAX	127,181		
15,200	11,616	22,000	<u>4320000</u>	PERMITS (LAND USE/HOME OCC)	17,000		
12,720	14,448	15,500	<u>4321000</u>	BUSINESS LICENSES	15,500		
7,350	7,925	8,500	<u>4321000</u>	ALARM PERMITS	8,500		
363,244	386,688	384,000	<u>4330000</u>	BUS. INCOME TAX	400,000		
13,047	12,673	11,774	<u>4330000</u>	CIGARETTE TAX	11,156		
65,119	67,682	69,000	<u>4330000</u>	STATE REVENUE SHARING	71,000		
43,607	10,814	-	<u>4330000</u>	911 TAX	-		
4,319	4,149	4,500	<u>4330000</u>	METRO RECYCLING PROGRAM	4,200		
25,000	25,500	26,265	<u>4330000</u>	PILOT-HAP	26,530		
-	2,080	-	<u>4331000</u>	OPER. GRT. PROC- FED	2,000		
1,560	1,000	2,400	<u>4333000</u>	OACP-DUII GRANT	2,400		
3,680	3,980	4,000	<u>4333000</u>	OACP- SEATBELT GRANT	4,000		
70,411	110,738	93,320	<u>4333000</u>	EMGET			
					113,500		
73,316	75,516	77,403	<u>4333000</u>	SRO REYNOLDS S.D.	79,340		
-	-	1,500	<u>4333000</u>	TARGET GRANT- CRIME PREVENTION	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 municipality 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 2014-15

Proposed Budget

## GENERAL FUND RESOURCES

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	110-01	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
-	-	1,500	<u>4333000</u>	TARGET GRANT- SHOP W/ COP	1,500		
1,659	10,164	-	<u>4333000</u>	JAG GRANT	-		
-	-	20,000	<u>4334000</u>	STATE HOMELAND SECURITY GRANT	15,000		
-	30,859	-	<u>4334100</u>	GRANT PROCEEDS-STATE			
2,829	163	1,000	<u>4340000</u>	GENERAL GOVT CHARGES	1,500		
2,812	6,237	6,000	<u>4340000</u>	CREDIT CARD MERCHANT FEE	6,900		
6,500	5,675	6,700	<u>4341000</u>	LIEN SEARCHES	6,300		
15,834	15,957	16,150	<u>4341000</u>	FIRE SUPPRESSION FEE	15,210		
867	454	-	<u>4344000</u>	PENALTIES-UB	500		
28,403	29,409	29,500	<u>4342000</u>	METRO REIMB.	32,000		
1,914	3,406	-	<u>4350000</u>	ABATEMENT FEE	-		
-	680	1,000	<u>4351000</u>	FINES- CODE ENFORCEMENT	750		
12,090	52,591	52,300	<u>4351000</u>	DRIVER'S SAFETY CLASS	55,000		
124,519	353,809	294,909	<u>4351000</u>	FINES/FORFEITURES/RED LIGHT:	373,900		
8,494	993	500	<u>4351000</u>	OR. STATE SURCHARGE	1,150		
6,954	9,234	7,500	<u>4351500</u>	OTHER COURT REVENUE	9,500		
18,092	19,983	20,400	<u>4361000</u>	INTEREST	22,110		
17,808	12,531	15,000	<u>4390000</u>	MISC. REVENUE	15,000		
32,788	44,940	58,500	<u>4362000</u>	CELL TOWER RENT	62,100		
1,060	1,030	1,300	<u>4362000</u>	CITY HALL CONF RM RENT	4,300		
11,120	17,330	17,500	<u>4362000</u>	COMMUNITY CENTER RENT	20,000		
225	200	250	<u>4362000</u>	COMMUNITY GARDEN/FACILITY RENT	250		
720	720	1,200	<u>4362000</u>	RENTAL REVENUE-OTHER	750		
10,000	10,000	10,000	<u>4362000</u>	RENT- FROM STREET	10,000		
15,000	15,000	15,000	<u>4362000</u>	RENT- FROM WATER	15,000		
15,000	15,000	15,000	<u>4362000</u>	RENT- FROM SEWER	15,000		
10,000	10,000	10,000	<u>4362000</u>	RENT- FROM STW	10,000		
-	600	1,000	<u>4364000</u>	GIFTS & DONATIONS- DESIGNATED	1,000		
1,784	2,050	2,050	<u>4364000</u>	PD GIFTS & DONATIONS - DESIGNATED	1,000		
5,325	10,857	-	<u>4500000</u>	DONATIONS/REGISTRATION - CHILI ON THE GREEN	-		
200	-	-	<u>4500000</u>	DONATIONS-SPEC. EVENT OTHER	-		
-	606	-	<u>4500000</u>	DONATION- TREE LIGHTING	-		
3,902,318	4,349,724	4,245,555	OPERATING RESOURCES TOTAL:		4,519,627		
<b>7,361,956</b>	<b>7,674,819</b>	<b>7,768,769</b>	TOTAL REVENUE:		<b>7,864,955</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

**FUND/ FUND NUMBER**  
**DEPARTMENT/DEPARTMENT NUMBER**  
**DEPARTMENT DIRECTOR**  
**DIRECTOR DIRECT PHONE NUMBER**

**General Fund 110**  
**Administration 05**  
**Samantha Nelson**  
**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 2014-15 AND FY 2013-14:**

- Budgeting for the City Recorder and Information System Coordinator allocated to the Administration Department.
- Increased cost for publication of newsletter to add additional pages as well as to introduce additional newsletter specific to local businesses.

**GF- ADMINISTRATION  
(110-05)**

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

**City of Fairview**  
Fiscal Year 2014-15  
Proposed Budget

**General Fund Administration**  
**Department**

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	110-05	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
63,347	66,261	88,975	<u>6100000</u>	WAGES	152,280		
5,956	2,793	4,652	<u>6200000</u>	BENEFITS	6,745		
20,436	19,775	40,069	<u>6210000</u>	H&W/ PERS	48,645		
5,482	5,603	7,965	<u>6220000</u>	TAXES	7,815		
11	154	165	<u>6200000</u>	EMP ASSIST PROGRAM	160		
1,632	1,303	2,000	<u>6210000</u>	WORKERS COMP INSURANCE	3,550		
<b>96,864</b>	<b>95,889</b>	<b>143,826</b>		<b>PERSONAL SERVICES Total:</b>	<b>219,195</b>		
104	-	300	<u>6295000</u>	EMPLOYEE RECOGNITION	300		
-	-	1,500	<u>6300000</u>	CONTRACT SERVICES	10,000		
1,402	598	5,000	<u>6310000</u>	HR ADMINISTRATION	5,000		
1,509	1,133	1,145	<u>6330000</u>	AUDIT & ACCOUNTING	765		
25,666	30,135	25,000	<u>6330000</u>	LEGAL	30,000		
6,439	2,799	3,526	<u>6340000</u>	IT SERVICES	8,400		
112	99	92	<u>6421000</u>	REFUSE/SHREDDING	95		
1,383	757	530	<u>6423000</u>	BLDG CLEANING SRVCS	530		
1,350	705	1,250	<u>6430000</u>	REPAIR & MAINTENANCE	1,250		
2,038	1,784	1,380	<u>6442000</u>	EQUIP RENT	2,100		
2,001	1,794	2,160	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	2,220		
12	15	25	<u>6530000</u>	CABLE TV	25		
752	316	300	<u>6530000</u>	POSTAGE	300		
837	578	340	<u>6530000</u>	TELEPHONE	385		
817	466	1,000	<u>6540000</u>	PUBLICATIONS	750		
92	183	500	<u>6550000</u>	PRINTING	1,000		
1,041	-	-	<u>6550000</u>	PRINTING-NEWSLETTER	-		
790	1,047	400	<u>6590000</u>	BANK FEES	475		
1,876	1,459	2,825	<u>6610000</u>	SUPPLIES	3,500		
2,672	1,321	980	<u>6620000</u>	ELECTRIC/GAS	2,862		

**GF- ADMINISTRATION  
(110-05)**

**Line Item Description**

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<b>FUEL</b>	<u>6626000</u>	Costs for fuel for the Ford Taurus.
<b>DUES/SUB/MEMBRSHIP</b>	<u>6650000</u>	Membership dues to professional organizations related to City business and City Administrator duties
<b>MEETINGS/ERRANDS</b>	<u>6630000</u>	Costs for meals and travel to attend meetings by the City Administrator, Administration staff and Mayor.
<b>TRAINING &amp; CONF. (STAFF)</b>	<u>6650000</u>	Registration costs for conferences and trainings attend by the Administration Dept. staff
<b>CONF- MEALS/LODGING (STAFF)</b>	<u>6630000</u>	Costs for the meals and lodging expenses associated with attending a conference by the Administration Dept. staff
<b>COUNCIL EXPENSES</b>	<u>6630000</u>	Costs for expenses related to the City Council for training, supplies, meals, business cards, attire, name plates, etc.
<b>COMMUNITY SUPPORT</b>	<u>6690000</u>	Budgeted in Police Department.
<b>REFUNDS</b>	<u>6690000</u>	Expense line for refunds to customers.
<b>ER CONTRIBUTION</b>	<u>6491000</u>	Transfer to Equipment Replacement Fund for purchase of new equipment
<b>BLDG EQUIPMENT</b>	<u>6470000</u>	Allocated: Costs for new City Hall building equipment.
<b>OFFICE EQUIPMENT</b>	<u>6740000</u>	Allocated and Direct- Costs for new office equipment.

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**General Fund Administration**

**Department**

**110-05**

<b>2011-2012 Total Activity</b>	<b>2012-2013 Total Activity</b>	<b>2013-14 Adopted Budget</b>	<b>Account Group</b>		<b>2014-15 Proposed Budget</b>	<b>2014-15 Approved Budget</b>	<b>2014-15 Adopted Budget</b>
631	71	650	<u>6626000</u>	FUEL	250		
2,788	7,914	9,900	<u>6650000</u>	DUES/SUB/MEMBRSHIP	9,900		
1,175	440	950	<u>6630000</u>	MEETINGS/ERRANDS	950		
1,526	95	4,500	<u>6650000</u>	TRAINING & CONF. (STAFF)	4,500		
1,268	57	4,800	<u>6630000</u>	CONF- MEALS/LODGING (STAFF)	4,800		
3,153	3,331	11,000	<u>6630000</u>	COUNCIL EXPENSES	11,300		
5,350	-	-	<u>6690000</u>	COMMUNITY SUPPORT	-		
-	130	-	<u>6690000</u>	REFUNDS	-		
<b>66,782</b>	<b>57,227</b>	<b>80,053</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>101,657</b>		
2,700	-	1,000	<u>6491000</u>	ER CONTRIBUTION	1,000		
-	8,300	-	<u>6720100</u>	BLDG IMPROVEMENTS			
51	-	250	<u>6470000</u>	BLDG EQUIPMENT	500		
-	510	250	<u>6740000</u>	OFFICE EQUIPMENT	500		
<b>2,751</b>	<b>8,810</b>	<b>1,500</b>		<b>CAPITAL OUTLAY Total:</b>	<b>2,000</b>		
<b>166,397</b>	<b>161,926</b>	<b>225,379</b>		<b>ADMINISTRATION Total:</b>	<b>322,852</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

<b>FUND/ FUND NUMBER</b>	<b>General Fund 110</b>
<b>DEPARTMENT/DEPARTMENT NUMBER</b>	<b>Finance 10</b>
<b>DEPUTY DEPARTMENT DIRECTOR</b>	<b>Lesa Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER</b>	<b>503-674-6247</b>

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

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

1. Efficient accounting of cash receipts and payables;
2. Processing payroll and required filings;
3. Preparation and monitoring of monthly utility billings;
4. Conducting monthly and year end closing procedures;
5. Monitoring of fiscal budget in association with accounts payable and payroll;
6. Providing effective and useful financial information to department staff, City Council, Budget Committee members and interested parties;
7. Preparation of year end schedules and documents for the City's required annual audit;
8. Monitoring the system of internal controls and implementation of 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. Maintaining overall functionality of the Incode Integrated Financial System

**DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:**

The Finance Department is administered by the Deputy Finance Director and has a staff consisting of an Accountant, Utility Billing Clerk, and a contracted part-time Office Assistant. The Court Clerk also assists members of the Finance Department in carrying out the duties listed above.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2014-15 AND FY 2013-14:**

- Increased amount of transfer to Equipment Replacement Fund for purchase and implementation of the Incode VX Court module as well as future capital purchases
- Contracted part-time Office Assistant expense transferred from Personal Services to Materials and Services – Contract Services

**GF- FINANCE  
(110-10)**

**Line Item Description**

<b>WAGES</b>	<u>6100000</u>	Cost for personnel wages
<b>BENEFITS</b>	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
<b>H&amp;W/ PERS</b>	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
<b>TAXES</b>	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
<b>EMP ASSIST PROGRAM</b>	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
<b>WORKERS COMP INSURANCE</b>	<u>6210000</u>	Workers' Compensation Insurance expense.
<b>EMPLOYEE RECOGNITION</b>	<u>6595000</u>	December Employee Appreciation luncheon
<b>CONTRACT SERVICES</b>	<u>63000000</u>	Contract services to carry out the functions of the Finance Dept including contracted office assistant
<b>HR ADMINISTRATION</b>	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
<b>AUDIT &amp; ACCOUNTING</b>	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
<b>LEGAL</b>	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
<b>IT SERVICES</b>	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
<b>REFUSE/SHREDDING</b>	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
<b>BLDG CLEANING SRVCS</b>	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
<b>REPAIR &amp; MAINTENANCE</b>	<u>6430000</u>	Costs associated with maintaining Ford Taurus, city hall building maintenance, and maintaining of necessary equipment.
<b>EQUIP RENT</b>	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
<b>GENERAL LIAB/PROP INSURANCE</b>	<u>6520000</u>	Allocated: Property, General Liability, and Auto Insurance.
<b>CABLE TV</b>	<u>6530100</u>	Allocated
<b>POSTAGE</b>	<u>6530000</u>	Allocated and direct. Costs for postage to mail general envelopes etc.
<b>TELEPHONE</b>	<u>6530000</u>	Allocated: Telephone, voice mail, and fax services for City Hall.
<b>PUBLICATIONS</b>	<u>6540000</u>	Costs for publishing ads in newspapers, magazines, and other publications.
<b>PRINTING</b>	<u>6550000</u>	Costs for professional printing and design services for business cards, letter head, etc.
<b>BANK FEES</b>	<u>6590000</u>	Allocated: Costs for banking and credit card payment services.
<b>SUPPLIES</b>	<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.
<b>ELECTRIC/GAS</b>	<u>6620000</u>	Allocated: Electric and Natural Gas heat for City Hall.
<b>FUEL</b>	<u>6626000</u>	Costs for fuel for the Ford Taurus.

**City of Fairview**  
Fiscal Year 2014-15  
Proposed Budget

**General Fund Finance Department**

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	110-10	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
156,454	133,551	120,861	<u>6100000</u>	WAGES	79,020		
3,965	3,302	6,319	<u>6200000</u>	BENEFITS	3,735		
58,089	50,319	54,430	<u>6210000</u>	H&W/ PERS	31,325		
13,438	10,518	10,818	<u>6220000</u>	TAXES	6,550		
22	265	165	<u>6200000</u>	EMP ASSIST PROGRAM	100		
4,407	2,606	2,000	<u>6210000</u>	WORKERS COMP INSURANCE	2,040		
<b>236,375</b>	<b>200,561</b>	<b>194,593</b>	<b>PERSONAL SERVICES Total:</b>		<b>122,770</b>		
64	52	100	<u>6595000</u>	EMPLOYEE RECOGNITION	200		
100	100	2,790	<u>63000000</u>	CONTRACT SERVICES	15,760		
3,298	1,684	5,200	<u>6310000</u>	HR ADMINISTRATION	2,500		
3,411	2,181	1,600	<u>6330000</u>	AUDIT & ACCOUNTING	1,600		
2,485	3,438	3,900	<u>6330000</u>	LEGAL	3,900		
9,122	4,012	4,428	<u>6340000</u>	IT SERVICES	19,830		
281	100	92	<u>6421000</u>	REFUSE/SHREDDING	95		
3,457	2,868	3,200	<u>6423000</u>	BLDG CLEANING SRVCS	3,100		
3,400	2,176	6,150	<u>6430000</u>	REPAIR & MAINTENANCE	6,150		
5,991	6,631	600	<u>6442000</u>	EQUIP RENT	750		
4,002	2,392	2,900	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	2,886		
	5		<u>6530100</u>	CABLE TV	25		
3,892	2,885	1,900	<u>6530000</u>	POSTAGE	2,000		
2,093	1,890	1,550	<u>6530000</u>	TELEPHONE	1,700		
193	315	900	<u>6540000</u>	PUBLICATIONS	500		
358	377	1,500	<u>6550000</u>	PRINTING	1,000		
2,279	2,059	525	<u>6590000</u>	BANK FEES	575		
4,367	6,265	7,775	<u>6610000</u>	SUPPLIES	7,275		
6,700	3,304	5,065	<u>6620000</u>	ELECTRIC/GAS	1,690		
-	71	100	<u>6626000</u>	FUEL	100		

GF- FINANCE  
(110-10)

Line Item Description

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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 2014-15

Proposed Budget

General Fund Finance Department						
110-10						
2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group		2014-15 Proposed Budget	2014-15 Approved Budget
				2014-15 Adopted Budget		
1,568	325	411	<u>6650000</u>		425	
10	219	375	<u>6580000</u>		375	
445	533	1,285	<u>6650000</u>		1,325	
235	476	945	<u>6630000</u>		950	
2,470	2,270	2,400	<u>6691000</u>		2,250	
<b>60,219</b>	<b>46,628</b>	<b>55,691</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>76,961</b>	
20,000	-	5,000	<u>6491000</u>		10,000	
105	327	1,500	<u>6740000</u>		1,500	
-	650	2,000	<u>6740000</u>		3,500	
<b>20,105</b>	<b>977</b>	<b>8,500</b>		<b>CAPITAL OUTLAY Total:</b>	<b>15,000</b>	
<b>316,699</b>	<b>248,166</b>	<b>258,784</b>		<b>FINANCE Total:</b>	<b>214,731</b>	

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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. Coordination of court matters with defendants, judges, finance, code compliance, police department, and other criminal justice and state agencies are also managed.

**DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:**

The Fairview Municipal Court 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 2014-15 AND FY 2013-14:**

- Increased cost of services related to court activity as a result of the school zone photo radar pilot program
- Additional line items were budgeted to more transparently break out the actual costs of the court function. Historically, some line items (such as office supplies) have been recorded via the Finance budget.

**GF- COURT  
(110-13)**

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

# City of Fairview

Fiscal Year 2014-15

Proposed Budget

## General Fund Court Department

110-13

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
27,173	27,580	31,125	<u>6100000</u> WAGES	35,910		
884	902	1,628	<u>6200000</u> BENEFITS	1,360		
14,037	14,258	14,016	<u>6210000</u> H&W/ PERS	14,240		
2,401	2,364	2,787	<u>6220000</u> TAXES	2,935		
-	5	16	<u>6200000</u> EMP ASSIST PROGRAM	40		
816	434	1,500	<u>6210000</u> WORKERS COMP INSURANCE	935		
<b>45,311</b>	<b>45,543</b>	<b>51,072</b>	<b>PERSONAL SERVICES Total:</b>	<b>55,420</b>		
5,428	15,387	16,290	<u>6300000</u> CONTRACT SERVICES	20,000		
584	297	100	<u>6310000</u> HR ADMINISTRATION	300		
-	466	400	<u>6330000</u> AUDIT & ACCOUNTING	400		
-	1,224	2,100	<u>6330000</u> LEGAL	1,500		
219	781	880	<u>6340000</u> IT SERVICES	1,635		
-	99	95	<u>6421000</u> REFUSE/SHREDDING	100		
-	279	550	<u>6423000</u> BLDG CLEANING SRVCS	550		
8	186	1,000	<u>6430000</u> REPAIR & MAINTENANCE	100		
-	-	500	<u>6442000</u> EQUIP RENT	500		
500	598	750	<u>6420000</u> GENERAL LIAB/PROP INSURANCE	780		
-	67	300	<u>6530000</u> POSTAGE	300		
-	107	200	<u>6530000</u> TELEPHONE	200		
-	-	50	<u>6540000</u> PUBLICATIONS	50		
-	23	50	<u>6550000</u> PRINTING	50		
-	98	130	<u>6590000</u> BANK FEES	190		
157	476	450	<u>6610000</u> SUPPLIES	950		
-	308	970	<u>6620000</u> ELECTRIC/GAS	765		
50	-	100	<u>6650000</u> DUES/SUB/MEMBRSHIP	100		
-	-	350	<u>6650000</u> TRAINING & CONF	700		
-	-	1,040	<u>6630000</u> CONF-MEALS/LODGING	1,300		
-	-	-	<u>6580100</u> TRAVEL/MEETING/ERRANDS	370		
734	-	-	<u>6690000</u> REFUNDS- CITATIONS	-		
<b>7,679</b>	<b>20,396</b>	<b>26,305</b>	<b>MATERIALS AND SERVICES Total:</b>	<b>30,840</b>		
<b>52,991</b>	<b>65,939</b>	<b>77,377</b>	<b>MUNICIPAL COURT Total:</b>	<b>86,260</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

**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 2014-15 AND FY 2013-14:**

- Funding for special events including National Night Out, Tree Lighting, Veterans Day event donation, Easter Egg Hunt, Bike Rodeos, and other event expenses
- Contract Expense increase for professional services related to traffic study consultant and miscellaneous planning tasks
- Economic Development funding increased to facilitate surveys and community input as discussions of Halsey Street development grow.

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

**Line Item Description**

		Line Item Description
<b>WAGES</b>	<u>6100000</u>	Cost for personnel wages
<b>BENEFITS</b>	<u>6200000</u>	Cost for employee benefits as determined by contracts and Employee Manual
<b>H&amp;W/ PERS</b>	<u>6210000</u>	Cost for Medical, Dental, Vision, Prescription coverage, and PERS costs
<b>TAXES</b>	<u>6220000</u>	Cost for payroll taxes including social security, Tri-Met, and Workers Benefit Fund, etc.
<b>EMP ASSIST PROGRAM</b>	<u>6200000</u>	Costs to provide the Employee Assist Program and FSA Program.
<b>WORKERS COMP INSURANCE</b>	<u>6210000</u>	Workers' Compensation Insurance expense.
<b>EMPLOYEE RECOGNITION</b>	<u>6295000</u>	December Employee Appreciation luncheon
<b>CONTRACT SERVICES</b>	<u>6300000</u>	Costs for professional services including the cost of code compliance position assistance position with City of Gresham
<b>HR ADMINISTRATION</b>	<u>6310000</u>	Allocated: HR Specialist and other expenses that benefit all departments and funds. Some expenses directly related are not allocated.
<b>AUDIT &amp; ACCOUNTING</b>	<u>6330000</u>	Allocated: Costs of annual audit and technical support- Dickey and Tremper, LLC
<b>LEGAL</b>	<u>6330000</u>	Allocated: City legal services-Beery, Elsner, and Hammond, LLC.
<b>IT SERVICES</b>	<u>6340000</u>	Allocated: Mozy Pro, Windows, Website Management, hardware, software, etc.
<b>REFUSE/SHREDDING</b>	<u>6421000</u>	Allocated: Costs for shredding confidential documents per Red Flag Rules, Cintas.
<b>BLDG CLEANING SRVCS</b>	<u>6423000</u>	Allocated: Contracted monthly costs for janitorial services, Portland Habilitation Center, Inc.
<b>REPAIR &amp; MAINTENANCE:</b>	<u>6430000</u>	Costs associated with maintaining Ford Taurus, city hall building maintenance, and maintaining of necessary equipment.
<b>EQUIP RENT</b>	<u>6442000</u>	Allocated: Costs for rental of copier and postage machine and any other office equipment rental.
<b>ECONOMIC DEVELOPMENT</b>	<u>6465000</u>	Costs incurred by the City to further its Economic Development including payment to EMEA, Gresham Chamber, and GPI
<b>SPECIAL EVENTS-CITY SPONSORED:</b>	<u>6550000</u>	
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 2014-15

Proposed Budget

**General Fund PW Community**

**Services**

**110-15**

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
129,165	44,185	35,737	<u>6100000</u>	<b>WAGES</b>	60,454		
6,148	1,087	1,869	<u>6200000</u>	<b>BENEFITS</b>	3,148		
50,906	18,469	16,094	<u>6210000</u>	<b>H&amp;W/ PERS</b>	25,542		
11,715	3,820	3,199	<u>6220000</u>	<b>TAXES</b>	5,127		
17	94	165	<u>6200000</u>	<b>EMP ASSIST PROGRAM</b>	125		
2,448	434	1,500	<u>6210000</u>	<b>WORKERS COMP INSURANCE</b>	2,215		
<b>200,399</b>	<b>68,089</b>	<b>58,564</b>		<b>PERSONAL SERVICES Total:</b>	<b>96,611</b>		
150	-	50	<u>6295000</u>	<b>EMPLOYEE RECOGNITION</b>	75		
700	950	25,000	<u>6300000</u>	<b>CONTRACT SERVICES</b>	45,000		
2,290	605	225	<u>6310000</u>	<b>HR ADMINISTRATION</b>	500		
2,263	1,133	1,150	<u>6330000</u>	<b>AUDIT &amp; ACCOUNTING</b>	1,200		
13,525	13,194	9,400	<u>6330000</u>	<b>LEGAL</b>	9,500		
5,117	3,004	3,550	<u>6340000</u>	<b>IT SERVICES</b>	7,150		
187	99	95	<u>6421000</u>	<b>REFUSE/SHREDDING</b>	100		
2,304	1,215	800	<u>6423000</u>	<b>BLDG CLEANING SRVCS</b>	750		
2,303	872	1,600	<u>6430000</u>	<b>REPAIR &amp; MAINTENANCE:</b>	1,750		
3,780	3,863	4,600	<u>6442000</u>	<b>EQUIP RENT</b>	4,600		
16,065	3,172	9,000	<u>6465000</u>	<b>ECONOMIC DEVELOPMENT</b>	16,044		
5,179	1,668	3,450	<u>6550000</u>	<b>SPECIAL EVENTS-CITY SPONSORED:</b>			
				National Night Out Event	2,500		
				Christmas Tree Lighting Event	800		
				Easter Egg Hunt Event	600		
				Other	1,100		
				<b>SPECIAL EVENTS- DONATION SPONSORED:</b>			
1,750	8,262	-	<u>6500201</u>	SPECIAL EVENTS DS- CHILI FEST	-		
-	96	510	<u>6500202</u>	SPECIAL EVENT DS- TREE LIGHTING	144		

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

**Line Item Description**

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

# City of Fairview

Fiscal Year 2014-15

Proposed Budget

## General Fund PW Community

### Services

110-15

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
1,501	1,794	1,795	<u>6520000</u> GENERAL LIAB/PROP INSURANCE	1,500		
506	407	300	<u>6530000</u> POSTAGE	300		
1,395	861	350	<u>6530000</u> TELEPHONE	400		
1,414	725	2,050	<u>6540000</u> PUBLICATIONS	1,000		
46	68	400	<u>6550000</u> PRINTING	500		
935	1,162	400	<u>6590000</u> BANK FEES	600		
2,208	1,473	3,050	<u>6610000</u> SUPPLIES	3,050		
4,454	1,482	1,420	<u>662000</u> ELECTRIC/GAS	1,780		
-	-	150	<u>6626000</u> FUEL	150		
728	-	250	<u>6650000</u> DUES/MEMBERSHIPS	250		
56	20	300	<u>6630000</u> MEETINGS/ERRANDS	300		
150	175	500	<u>6650000</u> TRAINING & CONF.	2,090		
-	125	400	<u>6630000</u> CONF- MEALS/LODGING	400		
60	-	-	<u>6690000</u> CD REFUNDS	-		
23,778	1,537	800	<u>6690000</u> ABATEMENT EXPENSE	1,000		
-	-	-	<u>6690000</u> SOLV AND OTHER VOL. EVENTS	500		
670	480	4,500	<u>6690000</u> RECYCLING PROGRAM-METRO	4,200		
<b>93,516</b>	<b>48,442</b>	<b>76,095</b>	<b>MATERIALS AND SERVICES Total:</b>	<b>109,833</b>		
600	-	1,000	<u>6491000</u> ER CONTRIBUTION	1,000		
77	-	250	<u>6740000</u> BLDG EQUIPMENT	250		
-	-	250	<u>6740000</u> OFFICE EQUIPMENT	250		
<b>677</b>	<b>-</b>	<b>1,500</b>	<b>CAPITAL OUTLAY Total:</b>	<b>1,500</b>		
<b>294,592</b>	<b>116,531</b>	<b>136,159</b>	<b>PW COMM. SRVCS. Total:</b>	<b>207,944</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

<b>FUND/ FUND NUMBER:</b>	<b>Parks &amp; Recreation 17</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPARTMENT DIRECTOR:</b>	<b>Allan Berry</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6235</b>

**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 2014-15 AND FY 2013-14:**

- Increase in Contract Services to fund the master planning update of the city's Park and Recreation Master Plan as well as to facilitate development of Lakeshore Park
- Reinstated seasonal summer help for park maintenance projects
- Increase in Park Maintenance and Park Improvements to fund installation of amenities such as benches and dogipots in several park areas throughout city.
- Replacement of Bear structure in Community Park

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

**Line Item Description**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**General Fund PW Parks and  
Recreation**

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	110-17	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
122,575	86,931	96,540	<u>6100000</u>	WAGES	92,896		
4,259	1,996	5,047	<u>6200000</u>	BENEFITS	4,402		
52,542	42,673	43,476	<u>6210000</u>	H&W/ PERS	33,663		
11,740	7,510	8,642	<u>6220000</u>	TAXES	7,693		
-	20	165	<u>6200000</u>	EMP ASSIST PROGRAM	200		
1,959	2,606	2,500	<u>6210000</u>	WORKERS COMP INSURANCE	3,515		
<b>193,075</b>	<b>141,736</b>	<b>156,370</b>		<b>PERSONAL SERVICES Total:</b>	<b>142,369</b>		
224	63	100	<u>6295000</u>	EMPLOYEE RECOGNITION	150		
481	867	920	<u>6295000</u>	UNIFORMS	920		
2,635	-	22,500	<u>6300000</u>	CONTRACT SERVICES	32,500		
2,669	1,116	700	<u>6310000</u>	HR ADMINISTRATION	1,000		
-	1,511	1,600	<u>6330000</u>	AUDIT & ACCOUNTING	1,750		
1,561	4,667	4,000	<u>6330000</u>	LEGAL	4,000		
1,263	3,132	3,500	<u>6340000</u>	IT SERVICES	3,780		
7,800	9,690	10,000	<u>6362000</u>	COMMUNITY CENTER	10,000		
1,097	1,071	1,300	<u>6362000</u>	HESLIN HOUSE	1,300		
187	99	95	<u>6421000</u>	REFUSE/SHREDDING	100		
2,304	1,215	800	<u>6423000</u>	BLDG CLEANING SRVCS	800		
8,410	6,034	7,500	<u>6430000</u>	REPAIR & MAINTENANCE	9,500		
1,202	1,159	3,300	<u>6442000</u>	EQUIP RENT	3,300		
11,495	2,392	2,900	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	2,900		
506	474	400	<u>6530000</u>	POSTAGE	500		
3,037	2,627	2,200	<u>6530000</u>	TELEPHONE/WIRELESS	2,400		
344	-	135	<u>6540000</u>	PUBLICATIONS	150		
-	-	100	<u>6550000</u>	PRINTING	100		
770	869	525	<u>6590000</u>	BANK FEES	555		
2,579	2,502	2,215	<u>6610000</u>	SUPPLIES	2,825		
1,989	2,438	2,400	<u>6665000</u>	SMALL TOOLS/MINOR EQUIP	2,400		
7,332	7,919	3,650	<u>6620000</u>	ELECTRIC/GAS	9,175		
3,588	3,479	5,000	<u>6626000</u>	FUEL	4,500		

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

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**General Fund PW Parks and  
Recreation**

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	110-17	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
1,074	10,343	225	<u>6650000</u>	DUES/SUB/MEMBRSHIP	225		
23	10	150	<u>6630000</u>	MEETINGS/ERRANDS	175		
572	420	630	<u>6650000</u>	TRAINING & CONF	340		
43	59	200	<u>6630000</u>	CONF- MEALS/LODGING	200		
125	20	-	<u>6690000</u>	RENTAL REFUNDS	-		
30,575	21,524	36,500	<u>6690000</u>	PARK MAINTENANCE	52,400		
<b>93,886</b>	<b>85,700</b>	<b>113,545</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>147,945</b>		
1,775	-	1,775	<u>6491000</u>	ER CONTRIBUTION	1,775		
-	-	-	<u>6491000</u>	GRANT MATCH	-		
		6,000	<u>6690000</u>	PARK IMPROVEMENTS	7,500		
146	191	7,500	<u>6720000</u>	COMMUNITY CENTER IMPROVEMENTS	10,000		
	-			HESLIN HOUSE IMPROVEMENTS	50,000		
-	51	-	<u>6740100</u>	EQUIPMENT			
11	-	250	<u>6740000</u>	BLDG EQUIPMENT	250		
<b>1,932</b>	<b>242</b>	<b>15,525</b>		<b>CAPITAL OUTLAY Total:</b>	<b>69,525</b>		
<b>288,894</b>	<b>227,678</b>	<b>285,440</b>		<b>PARKS AND REC Total:</b>	<b>359,839</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 (75% paid by Reynolds School District)

One Gang Officer (90-95% paid by grant from State of Oregon)

Eight Patrol Officers

Total of fifteen (15) commissioned full time police officers

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

The department is also supported reserve (volunteer) police officers and one volunteer Police Chaplain

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2014-15 AND FY 2013-14:**

- Hired, trained and released for solo patrol the eighth patrol officer (15<sup>th</sup> commissioned officer)
- Increase in Multnomah County Sheriff's office imposed fee for the use of the holding facility in Gresham- as per the Intergovernmental Agreement
- Transition to new records management system called RegJIN (Regional Justice Information Network)
- Increase on call pay for sergeants

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

**Line Item Description**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**General Fund Public Safety**

**110-20**

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
996,093	1,047,412	1,175,320	<u>6100000</u>	WAGES	1,183,582		
67,781	54,359	84,401	<u>6200000</u>	BENEFITS	77,277		
393,827	420,954	486,482	<u>6210000</u>	H&W/ PERS	442,530		
90,635	92,115	102,731	<u>6220000</u>	TAXES	106,810		
64	696	450	<u>6200000</u>	EMP ASSIST PROGRAM	1,030		
13,221	20,846	24,500	<u>6210000</u>	WORKERS COMP INSURANCE	26,060		
<b>1,561,621</b>	<b>1,636,382</b>	<b>1,873,884</b>		<b>PERSONAL SERVICES Total:</b>	<b>1,837,289</b>		
-	24	500	<u>6295000</u>	EMPLOYEE RECOGNITION	2,000		
16,069	7,133	18,000	<u>6295000</u>	UNIFORMS-REPAIR & REPLACE	14,500		
-	-	1,000	<u>6300000</u>	CONTRACT SERCVICES	1,000		
-	75,800	50,000	<u>6300000</u>	RED LIGHT CAMERA EXPENSE	51,000		
3,972	1,974	7,000	<u>6310000</u>	HR ADMINISTRATION	7,000		
8,676	8,185	8,500	<u>6330000</u>	AUDIT & ACCOUNTING	8,500		
13,945	2,950	15,000	<u>6330000</u>	LEGAL	15,000		
24,276	27,954	26,825	<u>6340000</u>	IT SERVICES	43,940		
654	993	925	<u>6421000</u>	REFUSE/SHREDDING	1,100		
8,065	7,947	9,825	<u>6423000</u>	BLDG CLEANING SRVCS	9,250		
36,852	23,906	41,150	<u>6430000</u>	REPAIR & MAINTENANCE	41,500		
21,856	15,715	16,350	<u>6442000</u>	EQUIPMENT & VEHICLE RENT	15,000		
1,511	13,156	15,900	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	14,000		
12	15	35	<u>6530000</u>	CABLE TV	25		
1,528	1,125	700	<u>6530000</u>	POSTAGE	750		
4,884	5,053	4,600	<u>6530000</u>	TELEPHONE	5,200		
-	260	75	<u>6540000</u>	PUBLICATIONS	150		
234	590	500	<u>6550000</u>	PRINTING	500		
3,214	4,427	2,900	<u>6590000</u>	BANK FEES	3,750		
9,298	8,578	10,750	<u>6610000</u>	SUPPLIES	12,000		
15,585	8,732	17,725	<u>6620000</u>	ELECTRIC/GAS	20,857		
125	729	500	<u>6620000</u>	ELECTRICITY- RED LIGHT CAMERAS	750		
34,095	35,148	43,280	<u>6626000</u>	FUEL	43,000		

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

**Line Item Description**

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

# City of Fairview

Fiscal Year 2014-15

Proposed Budget

## General Fund Public Safety

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	110-20	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
3,721	1,051	1,375	<u>6650000</u>	DUES/SUB/MEMBRSHIP	1,375		
70	44	125	<u>6630000</u>	MEETINGS/ERRANDS	150		
16,054	9,778	15,200	<u>6650000</u>	TRAINING & CONF.	15,200		
2,397	2,122	4,500	<u>6630000</u>	CONF- MEALS/LODGING	4,500		
-	4,650	4,650	<u>6690000</u>	COMMUNITY SUPPORT	4,650		
1,150	1,150	1,150	<u>6690000</u>	ACCREDITATION	1,100		
2,450	2,450	2,500	<u>6690000</u>	LEXIPOL- POICY UPDATES	2,500		
1,459	789	3,000	<u>6690000</u>	CRIME PREVENTION	3,000		
2,084	1,976	2,000	<u>6690000</u>	EVIDENCE MANAGEMENT	2,000		
1,331	1,134	3,000	<u>6690000</u>	INVESTIGATE/CRIME	3,000		
-	-	2,200	<u>6690000</u>	COUNTY BOOKING FEE	4,300		
-	-	-	<u>6690000</u>	CRIME ANALYSIS	-		
4,379	6,977	8,875	<u>6690000</u>	FIRE ARMS	8,500		
5,947	1,180	4,800	<u>6690000</u>	POLICE RESERVE EXPENSES	4,800		
1,985	9,932	8,000	<u>6690000</u>	TRAFFIC SAFETY	8,000		
33,740	27,833	23,987	<u>6690000</u>	RADIO COMMUNICATIONS	24,500		
9,270	9,270	9,270	<u>6690000</u>	RECORDS MANAGEMENT SYSTEMS	11,000		
5,537	8,854	6,890	<u>6690000</u>	WIRELESS TECHNOLOGY- PD	8,500		
3,138	804	-	<u>6690000</u>	T1 LINE	-		
1,659	10,164	-	<u>6690000</u>	JAG GRANT	-		
-	-	2,050	<u>6690000</u>	PD DONATIONS- DESIGNATED	1,000		
-	-	-	<u>6690000</u>	OPERATIONAL GRANTS- FEDERAL	2,000		
999	30,859	20,000	<u>6690000</u>	ST. HOMELAND SECURITY GRANTS	15,000		
-	-	1,500	<u>6690000</u>	CRIME PREVENTION- TARGET GRANT	1,500		
-	-	1,500	<u>6690000</u>	SHOP W/COP	1,500		
125	50	-	<u>6690000</u>	PD DEPT- ALARM REFUNDS	-		
<b>302,347</b>	<b>381,461</b>	<b>418,612</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>438,847</b>		
15,255	-	38,126	<u>6491000</u>	ER CONTRIB	40,000		
-	-	1,000	<u>6720000</u>	BUILDING IMPROVEMENTS	3,000		
8,795	946	8,350	<u>6720000</u>	TRAFFIC SAFETY/POLICE EQUIP	4,500		
580	-	15,760	<u>6740000</u>	EQUIPMENT	18,700		
292	-	875	<u>6740000</u>	BLDG EQUIPMENT	1,000		
-	1,048	1,000	<u>6740000</u>	OFFICE EQUIPMENT	1,200		
<b>24,922</b>	<b>1,994</b>	<b>65,111</b>		<b>CAPITAL OUTLAY Total:</b>	<b>68,400</b>		
<b>1,888,890</b>	<b>2,019,837</b>	<b>2,357,607</b>		<b>POLICE DEPARTMENT Total:</b>	<b>2,344,536</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15 AND FY 2013-14:**

- Contractual increases for Fire and BOEC services
- Monies allocated for purchase of equipment to operate Emergency Coordinating Center (ECC) or Emergency Operations Center (EOC)

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

**Line Item Description**

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

## City of Fairview

Fiscal Year 2014-15

Proposed Budget

General Fund FIRE/BOEC/EM							
110-25							
2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
9,304	9,435	11,027	<u>6100000</u>	WAGES	10,070		
475	474	854	<u>6200000</u>	BENEFITS	910		
3,087	3,111	4,789	<u>6210000</u>	H&W/ PERS	3,240		
794	830	1,038	<u>6220000</u>	TAXES	891		
816	-	-	<u>6210000</u>	WORKERS COMP INSURANCE	100		
<b>14,475</b>	<b>13,850</b>	<b>17,708</b>		<b>PERSONAL SERVICES Total:</b>	<b>15,211</b>		
7,400	20,000	-	<u>6300000</u>	CONTRACT SERVICES	-		
236,542	203,967	215,000	<u>6690000</u>	BOEC CONTRACT COSTS	210,000		
743,658	773,556	805,464	<u>6690000</u>	FIRE CONTRACT COSTS	837,690		
<b>987,600</b>	<b>997,523</b>	<b>1,020,464</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>1,047,690</b>		
1,322	1,338	-	<u>6740000</u>	EQUIPMENT	1,000		
<b>1,322</b>	<b>1,338</b>	<b>-</b>		<b>CAPITAL OUTLAY Total:</b>	<b>1,000</b>		
<b>1,003,397</b>	<b>1,012,711</b>	<b>1,038,172</b>		<b>EMERGENCY MANAGEMENT Total:</b>	<b>1,063,901</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 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 25 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. Remainder of funds, unless otherwise restricted, will be designated at *contingency-excess reserves*.

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2014-15 AND FY 2013-14:**

- Transfer to Facilities Maintenance Fund to address deferred maintenance issues of city hall, including carpet repair and installations, ADA compliant automatic door systems, and computer room modifications to protect City servers.
- Per Resolution 17-2014 Adopting General Fund Ending Fund Balance guidelines, all reserves designated as excess are budgeted as “Contingency-Excess Reserves”

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

		<u>Line Item Description</u>
<b>TRANS TO GRANT FUND 40 MILE LOOP PARK/TRAIL IMPROVEMENTS</b>	<u>6491000</u>	Transfer to Grant Fund for park and trail improvements (originally for 40 mile loop)
<b>TRANS TO FACILITIES MAINT FUND</b>	<u>6491000</u>	Transfer to Facilities Maintenance Fund for City Building Improvements
<b>TRANS TO BLDG FUND</b>	<u>6491000</u>	Not budgeted this fiscal year.
<b>CONTINGENCY</b>	<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
<b>ENDING FUND BALANCE-ASSIGNED</b>	<u>6791000</u>	Ending Fund Balance Assigned by Council for specific purpose.
<b>ENDING FUND BALANCE-ASSIGNED COMMUNITY CENTER</b>	<u>6791000</u>	Funds reserved for future Community Center expenses.
<b>ENDING FUND BALANCE-UNASSIGNED</b>	<u>6791000</u>	Unappropriated funds per Council Guidelines- minimum 15% of Operating Expenses.

**City of Fairview**  
Fiscal Year 2014-15  
Proposed Budget

**General Fund Other Requirements**

2011-2012 Total Activity	2012-2013 Total Activity	2013-14 Adopted Budget	Account Group	110-40	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
-	-	25,000	6491000	TRANS TO GRANT FUND 40 MILE LOOP PARK/TRAIL IMPROVEMENTS	-		
-	-	10,000	6491000	TRANS TO FACILITIES MAINT FUND	75,000		
-	-	-	6491000	TRANS TO BLDG FUND	-		
			6910000	CONTINGENCY			
-	-	250,000	6910000	CONTINGENCY	235,000		
		71,364	6910000	CONTINGENCY- PHOTO ENFORCEMENT	-		
		500,000	6910000	CONTINGENCY-WATER FUND BOND	-		
			6910000	CONTINGENCY- EXCESS RESERVES	1,786,892		
-	-	-	6791000	ENDING FUND BALANCE-ASSIGNED	-		
-	-	19,754	6791000	ENDING FUND BALANCE-ASSIGNED COMMUNITY CENTER	-		
-	-	2,513,733	6791000	ENDING FUND BALANCE-UNASSIGNED	1,168,000		
-	-	<b>3,389,851</b>		<b>OTHER REQUIREMENTS Total:</b>	<b>3,264,892</b>		
		<b>7,768,769</b>		<b>TOTAL GENERAL FUND EXPENSES:</b>	<b>7,864,955</b>		
<b>3,350,098</b>	<b>3,822,031</b>	-		<b>GENERAL FUND TOTALS:</b>	-		

**TOTAL GENERAL FUND**

3,459,638	3,325,095	3,523,214		BEGINNING FUND BALANCE	3,345,328	-	-
3,902,318	4,349,724	4,245,555		OPERATING RESOURCES	4,519,627	-	-
2,348,120	2,202,050	2,496,017		PERSONNEL	2,488,865		
1,612,030	1,637,377	1,790,765		MATERIALS AND SERVICES	1,953,773		
-	-	-		DEBT SERVICE	-		
11,378	5,010	45,235		CAPITAL OUTLAY	157,425		
40,330	-	81,901		TRANSFERS TO OTHER FUNDS	75,000		
-	-	821,364		CONTINGENCY	2,021,892		
3,350,098	3,830,382	2,533,487		ENDING BALANCE	1,168,000		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

<b>FUND/ FUND NUMBER:</b>	<b>AEC 121</b>
<b>DEPARTMENT:</b>	<b>00</b>
<b>DEPUTY DEPARTMENT DIRECTOR:</b>	<b>Lesla Folger</b>
<b>DIRECTOR DIRECT PHONE NUMBER:</b>	<b>503-674-6247</b>

**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 2014-15 AND FY 2013-14:**

A limited amount of new development activity has resulted in small increases in this fund.

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**

Fiscal Year 2014-15

Proposed Budget

<b>ADMIN EXCISE CHARGE FUND</b>						
<b>121-00</b>						
2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2014-15 Proposed Budget	2014-15 Approved Budget
					2014-15 Proposed Budget	2014-15 Approved Budget
5,404	13,691	17,767	<u>4995000</u>	BEGINNING FUND BALANCE	30,958	
8,220	8,674	5,000	<u>4318000</u>	ADMIN EXCISE CHRG	5,000	
68	92	151	<u>4361000</u>	INTEREST	93	
<b>13,691</b>	<b>22,457</b>	<b>22,918</b>		<b>RESOURCES Total:</b>	<b>36,051</b>	
-	-	200	<u>6330000</u>	AUDIT & ACCOUNTING	200	
-	-	<b>200</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>200</b>	
-	-	22,718	<u>6910000</u>	CONTINGENCY	35,851	
-	-	-	<u>6791000</u>	ENDING FUND BALANCE RESTRICTED	-	
-	-	<b>22,718</b>		<b>CONTINGENCIES Total:</b>	<b>35,851</b>	
-	-	<b>22,918</b>		<b>TOTAL AEC EXPENSES:</b>	<b>36,051</b>	
<b>13,691</b>	<b>22,457</b>	-		<b>AEC TOTAL FUND:</b>	-	

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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**

**2014-15:** Permitting revenues are budgeted to remain flat; however, pursuit of development of properties within the City may result in increased permitting activity and thus increased permitting revenues.

**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 poriton 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 Appreciarion 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 2014-15  
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2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	BUILDING FUND 122-00		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
40,489	49,118	52,998	4995000	BEGINNING FUND BALANCE	30,032		
316	98	100	4318000	CET REVENUE	100		
41	174	100	4318000	REYNOLDS CET REVENUE	175		
82,870	93,149	107,600	4320000	PERMIT REVENUE	107,600		
291	349	335	4361000	INTEREST	335		
28	92	500	4390000	MISC. REVENUE	100		
-	-	-	4391000	TRANSFER FROM GEN FUND	-		
<b>124,034</b>	<b>142,980</b>	<b>161,633</b>		<b>RESOURCES Total:</b>	<b>138,342</b>		
21,418	21,554	18,909	6100000	WAGES	14,200		
344	541	991	6200000	BENEFITS	775		
8,263	8,525	8,514	6210000	H&W/ PERS	5,850		
1,881	1,863	1,693	6220000	TAXES	1,213		
3	8	75	6200000	EMP ASSIST PROGRAM	20		
816	434	1,500	6210000	WORKERS COMP INSURANCE	500		
<b>32,725</b>	<b>32,925</b>	<b>31,682</b>		<b>PERSONAL SERVICES Total:</b>	<b>22,558</b>		
74	-	75	6295000	EMPLOYEE RECOGNITION	75		
-	3,480	20,150	6300000	CONTRACT SERVICES	20,250		
961	309	150	6310000	HR ADMINISTRATION	150		
377	379	400	6330000	AUDIT & ACCOUNTING	400		
1,145	1,559	1,500	6330000	LEGAL	1,500		
1,336	1,105	895	6340100	IT SERVICES	220		
19	99	95	6421000	REFUSE/SHREDDING	95		
230	219	1,325	6423000	BLDG CLEANING SRVCS	1,325		
216	153	2,250	6430000	REPAIR & MAINTENANCE	2,250		
894	943	4,140	6442000	EQUIP RENT	4,140		
-	598	4,320	6520000	GENERAL LIAB/PROP INSURANCE	3,663		
-	67	100	6530000	POSTAGE	100		
140	169	1,200	6530000	TELEPHONE	1,200		
-	-	50	6550000	PRINTING	50		
128	227	135	6590000	BANK FEES	175		

**BUILDING FUND  
(122-00)**

	<u>Line Item Description</u>
<b>SUPPLIES</b>	<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.
<b>ELECTRIC/GAS</b>	<u>662000</u> Allocated: Electric and Natural Gas heat.
<b>DUES/SUB/MEMBRSHIP</b>	<u>6650000</u> Membership dues to professional organizations related to Building Fund responsibilities
<b>TRAINING &amp; CONF.</b>	<u>6650000</u> Registration costs for conferences and trainings attend by the Building Fund staff
<b>CONF- MEALS/LODGING</b>	<u>6630000</u> Costs for meals and travel to attend meetings by the Building Fund staff
<b>BUILDING INSPECTION SRVCS</b>	<u>6690000</u> Contracted costs for Building Inspection services.
<b>BLDG EQUIPMENT</b>	<u>6740000</u> Allocated: Costs for City building equipment.
<b>OFFICE EQUIPMENT</b>	<u>6740000</u> Allocated and Direct: Costs for new office equipment.
<b>CONTINGENCY</b>	<u>6910000</u> For unforeseen events- cannot be used without City Council approval.
<b>ENDING FUND BALANCE-RESTRICTED</b>	<u>6791000</u> Unappropriated funds restricted for Building Fund related expenditures in the next fiscal year.

**City of Fairview**  
 Fiscal Year 2014-15  
 Proposed Budget

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	BUILDING FUND 122-00		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
613	317	930	<u>6610000</u>	SUPPLIES	930		
445	426	675	<u>662000</u>	ELECTRIC/GAS	455		
226	60	500	<u>6650000</u>	DUES/SUB/MEMBRSHIP	100		
-	-	300	<u>6650000</u>	TRAINING & CONF.	200		
-	168	400	<u>6630000</u>	CONF- MEALS/LODGING	400		
35,374	42,665	35,000	<u>6690000</u>	BUILDING INSPECTION SRVCS	35,000		
<b>42,179</b>	<b>52,943</b>	<b>74,590</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>72,678</b>		
12	-	100	<u>6740000</u>	BLDG EQUIPMENT	100		
-	-	50	<u>6740000</u>	OFFICE EQUIPMENT	50		
<b>12</b>	<b>-</b>	<b>150</b>		<b>CAPITAL OUTLAY Total:</b>	<b>150</b>		
-	-	25,000	<u>6910000</u>	CONTINGENCY	25,000		
-	-	30,211	<u>6791000</u>	ENDING FUND BALANCE-RESTRICTED	17,956		
-	-	<b>55,211</b>		<b>OTHER Total:</b>	<b>42,956</b>		
<b>74,917</b>	<b>85,868</b>	<b>161,633</b>		<b>TOTAL BLDG. EXPENSES:</b>	<b>138,342</b>		
<b>49,118</b>	<b>57,112</b>	<b>-</b>		<b>BLDG FUND TOTAL:</b>	<b>-</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15 AND FY**

**2013-14:** The City has not budgeted to receive grant funds for FY 2014-15; however, grants have been applied for and others are being pursued in relation to city natural spaces, parks, recreation, and overall master planning.

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

**Line Item Description**

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

**City of Fairview**  
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<b>GRANT AND SPECIAL PROJECT FUND</b>						
2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	123-00		2014-15 Proposed Budget	2014-15 Approved Budget
25,000	(474)	25,000	<u>4950000</u>	BEGINNING FUND BALANCE	25,232	
		25,000	<u>4391000</u>	GRANT MATCH FROM GENERAL FUND	-	
178,467	-		<u>4334000</u>	GRANT- HALSEY		
278,000	-	-	<u>4331000</u>	OPER GRANT FED	-	
35,403	310,269	-	<u>4337000</u>	METRO GRANT- NATURE IN NEIGH.	-	
-	-	69,500	<u>4337000</u>	CDBG GRANT	-	
97	227	-	<u>4361000</u>	INTEREST	-	
<b>516,967</b>	<b>310,022</b>	<b>119,500</b>		<b>RESOURCES Total:</b>	<b>25,232</b>	
203,467	-	-	<u>6700000</u>	GRANT- HALSEY ST PROJ	-	
278,000	-	69,500	<u>6700000</u>	CDBG GRANT	-	
35,975	326,667	-	<u>6700000</u>	METRO GRANT-NATURE IN NEIGH.	-	
<b>517,442</b>	<b>326,667</b>	<b>69,500</b>		<b>CAPITAL OUTLAY Total:</b>	<b>-</b>	
-	-	50,000	<u>6910000</u>	CONTINGENCY	25,232	
-	-	-	<u>6791000</u>	ENDING FUND BALANCE RESTRICTED HALSEY ST	-	
-	-	-	<u>6910000</u>	ENDING FUND BALANCE RESTRICTED 40 MILE LOOP	-	
-	-	<b>50,000</b>		<b>OTHER Total:</b>	<b>25,232</b>	
<b>517,442</b>	<b>326,667</b>	<b>119,500</b>		<b>TOTAL GRANT EXPENSES:</b>	<b>25,232</b>	
<b>(475)</b>	<b>(16,645)</b>	<b>-</b>		<b>GRANT FUND TOTAL:</b>	<b>-</b>	

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15 AND FY 2013-14:**

- Continuation of \$50,000 expenditure line to fund Sidewalk Maintenance Assistance Program
- Street Maintenance and improvements scheduled include traffic control devices for Fairview Parkway and pavement improvements throughout city
- Grant has been applied for to assist with cost to update City Transportation Plan which is due for update in 2016

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

**Line Item Description**

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

**City of Fairview**

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**STREET FUND  
124-00**

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
<b>314,958</b>	<b>417,063</b>	<b>474,933</b>	<u>4995000</u>	BEGINNING FUND BALANCE	<b>520,272</b>		
1,050	1,125	1,500	<u>4322000</u>	RIGHT OF WAY PERMITS	1,500		
11,658	11,991	12,050	<u>4330000</u>	COUNTY SHARED REVENUE	13,000		
485,865	487,830	510,670	<u>4330000</u>	STATE SHARED REVENUE-GAS	500,000		
-	210	250	<u>4340000</u>	GENERAL GOVT CHARGES	250		
2,183	2,696	2,320	<u>4361000</u>	INTEREST	2,715		
6,347	369	750	<u>4390000</u>	MISC. REVENUE	750		
<b>822,061</b>	<b>921,284</b>	<b>1,002,473</b>		<b>RESOURCES Total:</b>	<b>1,038,487</b>		
108,642	108,130	117,472	<u>6100000</u>	WAGES	100,500		
3,738	3,078	6,140	<u>6200000</u>	BENEFITS	4,555		
44,457	45,131	52,906	<u>6210000</u>	H&W/ PERS	39,120		
9,490	9,100	10,516	<u>6220000</u>	TAXES	7,855		
28	134	200	<u>6200000</u>	EMP ASSIST PROGRAM	145		
1,632	2,172	1,500	<u>6210000</u>	WORKERS COMP INSURANCE	2,625		
<b>167,986</b>	<b>167,745</b>	<b>188,734</b>		<b>PERSONAL SERVICES Total:</b>	<b>154,800</b>		
68	75	75	<u>6295000</u>	EMPLOYEE RECOGNITION	75		
370	427	600	<u>6295000</u>	UNIFORMS	600		
6,921	-	16,395	<u>6300000</u>	CONTRACT SERVICES	15,000		
2,186	656	1,000	<u>6310000</u>	HR ADMINISTRATION	1,000		
3,772	2,268	2,300	<u>6330000</u>	AUDIT & ACCOUNTING	2,300		
2,319	1,967	2,100	<u>6330000</u>	LEGAL	1,500		
4,338	399	10,500	<u>6330000</u>	ENGINEERING SERVICES	30,000		
7,519	5,876	6,260	<u>6340000</u>	IT SERVICES	3,090		
56	99	100	<u>6421000</u>	REFUSE/SHREDDING	100		
691	936	1,325	<u>6423000</u>	BLDG CLEANING SRVCS	1,325		
3,809	2,439	5,350	<u>6430000</u>	REPAIR & MAINTENANCE	5,350		
1,247	1,506	4,200	<u>6442000</u>	EQUIP RENT	4,200		
10,000	10,000	10,000	<u>6441000</u>	RENT EXPENSE-TO GF	10,000		
5,002	3,588	4,350	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	4,329		
1,688	1,089	600	<u>6530000</u>	POSTAGE	600		
1,457	1,936	2,605	<u>6530000</u>	TELEPHONE/ANSWERING SERV/WIRELESS	2,430		

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

**Line Item Description**

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

## City of Fairview

Fiscal Year 2014-15

Proposed Budget

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	STREET FUND 124-00	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
339	83	325	<u>6540000</u> PUBLICATIONS	325		
-	-	150	<u>6550000</u> PRINTING	150		
864	1,083	790	<u>6590000</u> BANK FEES	920		
11,498	8,475	20,850	<u>6610000</u> SUPPLIES	20,950		
1,108	973	2,000	<u>6665000</u> SMALL TOOLS/MINOR EQUIP	2,000		
2,702	4,201	2,835	<u>6620000</u> ELECTRIC/GAS	4,655		
1,865	1,952	3,000	<u>6626000</u> FUEL	3,000		
323	91	250	<u>6650000</u> DUES/SUB/MEMBRSHIP	250		
45	34	150	<u>6630000</u> MEETINGS/ERRANDS	150		
77	23	1,000	<u>6650000</u> TRAINING & CONF.	1,000		
317	496	1,000	<u>6630000</u> CONF- MEALS/LODGING	1,000		
24,869	22,817	25,000	<u>6690000</u> STREET MAINT. SERVICES	30,000		
4,255	5,003	5,325	<u>6690000</u> STREET LIGHT TAXES	5,592		
<b>99,706</b>	<b>78,492</b>	<b>130,435</b>	<b>MATERIALS AND SERVICES Total:</b>	<b>151,891</b>		
5,260	5,260	5,260	<u>6491000</u> ER CONTRIBUTION	5,300		
1,000	1,000	1,000	<u>6491000</u> FMF CONTRIBUTION	1,000		
130,932	137,446	150,000	<u>6730000</u> STREET IMPROVEMENTS	150,000		
-	-	50,000	<u>6730000</u> SIDEWALK IMPROVEMENTS/REPAIR	50,000		
-	-	5,000	<u>6730000</u> TRAFFIC CALMING	13,000		
-	-	8,600	<u>6730000</u> FOOT PATHS AND BIKE TRAILS	8,600		
-	51	500	<u>6740000</u> EQUIPMENT	500		
113	-	500	<u>6740000</u> BLDG EQUIPMENT	500		
<b>137,305</b>	<b>143,757</b>	<b>220,860</b>	<b>CAPITAL OUTLAY Total:</b>	<b>228,900</b>		
-	-	150,000	<u>6910000</u> CONTINGENCY	150,000		
-	-	312,444	<u>6791000</u> ENDING FUND BALANCE RESTRICTED	352,896		
-	-	<b>462,444</b>	<b>OTHER Total:</b>	<b>502,896</b>		
<b>404,997</b>	<b>389,994</b>	<b>1,002,473</b>	<b>TOTAL STREET EXPENSES:</b>	<b>1,038,487</b>		
<b>417,064</b>	<b>531,290</b>	-	<b>TOTAL STREET FUND:</b>	-		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**  
The Water SDC 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 2014-15 AND FY 2013-14:**  
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 development in the city.

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

**Line Item Description**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

2011-2012 Total Activity	2012-2013		2013-14		WATER SDC FUND 131-00		2014-15	2014-15	2014-15
	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget			Proposed Budget	Approved Budget	Adopted Budget
358,264	371,899	379,648	<u>4995000</u>		BEGINNING FUND BALANCE		388,168		
11,706	6,018	7,500	<u>4319000</u>		SYS. DEVE. CHARGE		7,500		
1,928	2,138	1,950	<u>4361000</u>		INTEREST		2,212		
<b>371,898</b>	<b>380,055</b>	<b>389,098</b>			<b>RESOURCES Total:</b>		<b>397,880</b>		
-	-	200	<u>6310000</u>		ADMINISTRATIVE COSTS		200		
-	-	200			<b>MATERIALS AND SERVICES Total:</b>		<b>200</b>		
-	-	363,898	<u>6730000</u>		WATER SYSTEM IMPROV.		397,680		
-	-	<b>363,898</b>			<b>CAPITAL OUTLAY Total:</b>		<b>397,680</b>		
-	-	25,000	<u>6910000</u>		CONTINGENCY		-		
-	-	-	<u>6791000</u>		ENDING FUND BALANCE		-		
-	-	25,000			<b>OTHER Total:</b>		-		
-	-	<b>389,098</b>			<b>TOTAL WATER SDC EXPENSES:</b>		<b>397,880</b>		
<b>371,898</b>	<b>380,055</b>	-			<b>WATER SDC FUND TOTAL:</b>		-		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

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

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2014-15 AND FY 2013-14:**

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 development in the city.

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

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

**City of Fairview**  
 Fiscal Year 2014-15  
 Proposed Budget

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	SEWER SDC FUND 132-00		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
575,784	592,074	602,858	<u>4995000</u>	BEGINNING FUND BALANCE	624,806		
13,217	13,025	10,000	<u>4319000</u>	SYS. DEVE. CHARGE	10,000		
3,072	3,388	3,165	<u>4361000</u>	INTEREST	3,420		
<b>592,073</b>	<b>608,487</b>	<b>616,023</b>		<b>RESOURCES Total:</b>	<b>638,226</b>		
-	-	200	<u>6310000</u>	ADMINISTRATIVE COSTS	200		
-	-	<b>200</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>200</b>		
-	-	590,823	<u>6730000</u>	SEWER SYSTEM IMPROV.	638,026		
-	-	<b>590,823</b>		<b>CAPITAL OUTLAY Total:</b>	<b>638,026</b>		
-	-	25,000	<u>6910000</u>	CONTINGENCY	-		
-	-	-	<u>6791000</u>	ENDING FUND BALANCE RESTRICTED	-		
-	-	<b>25,000</b>		<b>OTHER Total:</b>	-		
-	-	<b>616,023</b>		<b>TOTAL SEWER SDC EXPENSES:</b>	<b>638,226</b>		
<b>592,073</b>	<b>608,487</b>	-		<b>SEWER SDC FUND TOTAL:</b>	-		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**DESCRIPTION OF PURPOSE/FUNCTION OF THE DEPARTMENT:**

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

**DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2014-15 AND FY 2013-14:**

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 development in the city.

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

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**STORM WATER SDC FUND  
133-00**

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
270,693	274,504	277,015	<u>4995000</u>	BEGINNING FUND BALANCE	288,818		
2,386	5,640	2,000	<u>4319000</u>	SYS. DEVE. CHARGE	5,000		
1,426	1,565	1,510	<u>4361000</u>	INTEREST	1,610		
<b>274,505</b>	<b>281,709</b>	<b>280,525</b>		<b>RESOURCES Total:</b>	<b>295,428</b>		
-	-	200	<u>6310000</u>	ADMINISTRATIVE COSTS	200		
-	-	<b>200</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>200</b>		
-	-	255,325	<u>6730000</u>	STORM WATER SYSTEM IMPROV.	295,228		
-	-	<b>255,325</b>		<b>CAPITAL OUTLAY Total:</b>	<b>295,228</b>		
-	-	25,000	<u>6910000</u>	CONTINGENCY	-		
-	-	-	<u>6791000</u>	ENDING FUND BALANCE- RESTRICTED	-		
-	-	<b>25,000</b>		<b>OTHER Total:</b>	-		
-	-	<b>280,525</b>		<b>TOTAL STORM SDC EXPENSES:</b>	<b>295,428</b>		
<b>274,505</b>	<b>281,709</b>	-		<b>STORM SDC FUND TOTAL:</b>	-		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

**FUND/ FUND NUMBER:** Parks and Open Spaces SDC 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 2014-15 AND FY 2014-15:**

A portion of these funds will be utilized in the development of Park Cleone where construction is anticipated to begin in early summer. The remainder of the existing funds will be utilized for construction at Lakeshore Park following an update process of the Council adopted Lakeshore Master Plan. This master plan was adopted by Resolution 17-2000 Approval of Lakeshore Park Master Plan and Concept Diagram. The update process will include input from the Parks and Recreation Advisory Committee, citizen input, and ultimate council approval of recommended improvements.

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

**Line Item Description**

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

**City of Fairview**  
 Fiscal Year 2014-15  
 Proposed Budget

<b>PARKS/OPEN SPACES SDC FUND</b>						
<b>134-00</b>						
2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2014-15 Proposed Budget	2014-15 Approved Budget
					2014-15 Adopted Budget	
295,660	297,057	289,992	<u>4995000</u>	BEGINNING FUND BALANCE	201,943	
9,672	6,882	7,500	<u>4319000</u>	SYS. DEVE. CHARGE	7,500	
1,592	1,651	1,735	<u>4361000</u>	INTEREST	1,710	
<b>306,923</b>	<b>305,590</b>	<b>299,227</b>		<b>RESOURCES Total:</b>	<b>211,153</b>	
-	-	200	<u>6310000</u>	ADMINISTRATIVE COSTS	200	
-	-	<b>200</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>200</b>	
9,866	12,056	299,027	<u>6730000</u>	PARK IMPROVEMENTS	210,953	
<b>9,866</b>	<b>12,056</b>	<b>299,027</b>		<b>CAPITAL OUTLAY Total:</b>	<b>210,953</b>	
-	-	-	<u>6910000</u>	CONTINGENCY	-	
-	-	-	<u>6791000</u>	ENDING FUND BALANCE RESTRICTED	-	
-	-	-		<b>OTHER Total:</b>	-	
<b>9,866</b>	<b>12,056</b>	<b>299,227</b>		<b>TOTAL PARKS SDC EXPENSES:</b>	<b>211,153</b>	
<b>297,057</b>	<b>293,534</b>	-		<b>PARKS SDC FUND TOTAL:</b>	-	

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 complete development of the area. 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 2014-15 AND FY 2013-14:**

- Adequate funds have accrued to pay off the balance of the LID bond debt. The debt will be retired in FY 2014-15.

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

**Line Item Description**

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

# City of Fairview

Fiscal Year 2014-15

Proposed Budget

## FV LAKE SEWER LID DEBT FUND 141-00

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
372,573	416,433	226,253	<u>4995000</u> BEGINNING FUND BALANCE	259,525		
	-	245,000	<u>4995000</u> RESTRICTED- BEGINNING FUND BALANCE	245,000		
-	-	-	<u>4355000</u> PRIN/INT- FVW LID PAST DUE	-		
71,081	71,081	71,081	<u>4355000</u> PRIN/INT-FV LK LID	71,081		
2,148	2,502	2,210	<u>4361000</u> INTEREST	2,514		
<b>445,802</b>	<b>490,016</b>	<b>544,544</b>	<b>RESOURCES Total:</b>	<b>578,120</b>		
26	-	400	<u>6330000</u> AUDIT & ACCOUNTING	400		
<b>26</b>	<b>-</b>	<b>400</b>	<b>MATERIALS AND SERVICES Total:</b>	<b>400</b>		
-	-	225,205	<u>6470000</u> PRINCIPAL/FVW LK SWR 2000	485,000		
29,343	29,343	29,343	<u>6470000</u> INT/FVW LK SWR 2000	29,343		
<b>29,343</b>	<b>29,343</b>	<b>254,548</b>	<b>BONDS PAYABLE - CURRENT Total:</b>	<b>514,343</b>		
	-	245,000	<u>6793000</u> TRANSFER OUT TO OTHER FUND	63,377		
	-	44,596	<u>6791000</u> DEBT RESERVE	-		
	-	289,596	ENDING FUND BALANCE RESTRICTED	-		
<b>-</b>	<b>-</b>	<b>289,596</b>	<b>OTHER Total:</b>	<b>63,377</b>		
<b>29,368</b>	<b>29,343</b>	<b>544,544</b>	<b>TOTAL FV LAKE LID EXPENSES:</b>	<b>578,120</b>		
<b>416,433</b>	<b>460,673</b>	<b>-</b>	<b>FV LAKE LID FUND TOTAL:</b>	<b>-</b>		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15 AND FY 2013-14:**

- Purchase of Court Software Platform upgrade to enable e-ticketing uploads, photo enforcement automatic ticket system uploading, as well as other features to streamline court processes, improve efficiencies, and reduce errors as a result of manual entry.
- Potential sale of current city pool car, and purchase of new vehicle per replacement schedule.
- Purchase of two police vehicles to replace two city owned police cars per the Police Department Equipment Replacement Schedule. The Police Department is working toward having a fleet of vehicles divided between owned vehicles and leased vehicles.
- Vehicle and equipment purchases by the Public Works Department per equipment replacement schedule.

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

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**EQUIPMENT REPLACEMENT FUND**

**143-00**

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
317,705	423,579	494,128	<u>4995000</u>	BEGINNING FUND BALANCE	372,468		
2,700	-	1,000	<u>4391000</u>	ADMIN CONTRIBUTION	1,000		
20,000	-	5,000	<u>4391000</u>	FINANCE CONTRIBUTION	10,000		
600	-	1,000	<u>4391000</u>	PW CS CONTRIBUTION	1,000		
1,775	-	1,775	<u>4391000</u>	PW PARKS CONTRIBUTION	1,775		
15,255	-	38,126	<u>4391000</u>	PD CONTRIBUTION	40,000		
5,260	5,260	5,260	<u>4391000</u>	PW STREET CONTRIBUTION	5,300		
25,222	3,386	25,222	<u>4391000</u>	PW WATER CONTRIBUTION	25,500		
25,222	3,386	25,222	<u>4391000</u>	PW SEWER CONTRIBUTION	25,500		
5,847	5,847	5,847	<u>4391000</u>	PW STORMWATER CONTRIBUTION	5,900		
	-	-	<u>4340000</u>	GENERAL GOVT CHARGES	-		
1,741	7,714	7,300	<u>4351000</u>	VEH FINE ASSESS.	8,000		
1,706	2,484	1,850	<u>4361000</u>	INTEREST	2,514		
-	478	-	<u>4390000</u>	MISC. REVENUE	-		
3,480	-	5,000	<u>4392000</u>	SALE MATERIAL EQUIP	5,000		
<b>426,513</b>	<b>452,134</b>	<b>616,730</b>		<b>RESOURCES Total:</b>	<b>503,957</b>		
-	-	1,000	<u>6740000</u>	EQUIPMENT- ADMIN	-		
-	-	5,000	<u>6740000</u>	EQUIPMENT-FINANCE	40,000		
-	-	1,000	<u>6740000</u>	EQUIPMENT-PW CS	-		
-	-	2,000	<u>6740000</u>	EQUIPMENT- PW PARKS	2,000		
2,935	-	75,500	<u>6740000</u>	EQUIPMENT- PD	80,000		
-	-	15,000	<u>6740000</u>	EQUIPMENT-STREET	15,000		
-	7,617	30,000	<u>6740000</u>	EQUIPMENT- WATER	30,000		
-	7,617	30,000	<u>6740000</u>	EQUIPMENT- SEWER	30,000		
-	7,618	30,000	<u>6740000</u>	EQUIPMENT- STORM	30,000		
<b>2,935</b>	<b>22,852</b>	<b>189,500</b>		<b>CAPITAL OUTLAY Total:</b>	<b>227,000</b>		
-	-	100,000	<u>6910000</u>	CONTINGENCY	-		
-	-	327,230	<u>6791000</u>	ENDING FUND BALANCE TOTAL	276,957		
-	-	<b>427,230</b>		<b>OTHER Total:</b>	<b>276,957</b>		
<b>2,935</b>	<b>22,852</b>	<b>616,730</b>		<b>TOTAL EQUIP REPLAC. EXPENSES</b>	<b>503,957</b>		
<b>423,579</b>	<b>429,282</b>	-		<b>EQUIP. REPLACE. FUND TOTAL:</b>	-		

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15 AND FY**

**2013-14:** The City plans to address deferred maintenance issues of City Hall which include the following:

- Carpet Replacement
- ADA compliant automatic door opening system for both entrances
- Conversion of heat and fire system of upstairs auxillary room to be designated as the city "computer room." This room currently houses several thousands of dollars worth of computer serves and equipment.

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

**Line Item Description**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

<b>FACILITIES MAINTENANCE FUND</b>						
<b>144-00</b>						
2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2014-15 Proposed Budget	2014-15 Approved Budget
99,349	91,300	55,883	<u>4995000</u>	BEGINNING FUND BALANCE	70,374	
-	-	10,000	<u>4391000</u>	GENERAL FUND CONTRIBUTION	75,000	
1,000	1,000	1,000	<u>4391000</u>	PW STREET CONTRIBUTION	1,000	
1,000	1,000	1,000	<u>4391000</u>	PW WATER CONTRIBUTION	1,000	
1,000	1,000	1,000	<u>4391000</u>	PW SEWER CONTRIBUTION	1,000	
1,000	1,000	1,000	<u>4391000</u>	PW STORMWATER CONTRIBUTION	1,000	
460	522	683	<u>4361000</u>	INTEREST	553	
<b>103,809</b>	<b>95,822</b>	<b>70,566</b>		<b>RESOURCES Total:</b>	<b>149,927</b>	
3,530	-	-	<u>6720000</u>	BLDG REP. MAINT	-	
8,979	40,000	40,000	<u>6720000</u>	CITY HALL MAINT/ IMPROVEMENTS	80,000	
<b>12,509</b>	<b>40,000</b>	<b>40,000</b>		<b>CAPITAL OUTLAY Total:</b>	<b>80,000</b>	
-	-	30,566	<u>6910000</u>	CONTINGENCY	-	
-	-	-	<u>6791000</u>	ENDING FUND BALANCE ASSIGNED	69,927	
-	-	<b>30,566</b>		<b>OTHER Total:</b>	<b>69,927</b>	
<b>12,509</b>	<b>40,000</b>	<b>70,566</b>		<b>TOTAL FACIL. MAINT. EXPENSES</b>	<b>149,927</b>	
<b>91,300</b>	<b>55,822</b>	-		<b>FACILITIES MAINT. FUND TOTAL:</b>	-	

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15 AND FY 2013-14:**

- Well 9 Treatment and Evaluation
- Cathodic Protection of Water Reservoir 2
- Village Loop Project

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

**Line Item Description**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

2011-2012 Total Activity	WATER FUND 211-00			2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
	2012-2013 Adopted Budget	2013-14 Adopted Budget				
902,170	928,389	642,943	<u>4995000</u>	BEGINNING FUND BALANCE	739,621	
	-	144,815	<u>4995000</u>	RESTRICTED BEGINNING FUND BALANCE	40,000	
50,825	-	-	<u>4331000</u>	ARRA GRANT PROCEEDS	-	
1,077,023	1,125,667	1,126,820	<u>4344000</u>	WATER SERVICE USER FEES	1,136,900	
880	742	1,335	<u>4344000</u>	CONNECTION FEES	750	
28,191	21,028	-	<u>4344000</u>	UB PENALTIES	21,000	
4,657	5,266	4,800	<u>4361000</u>	INTEREST	5,329	
1,335	688	1,400	<u>4390000</u>	MISC. REVENUE	700	
<b>2,065,081</b>	<b>2,081,780</b>	<b>1,922,113</b>		<b>RESOURCES Total:</b>	<b>1,944,300</b>	
255,118	245,636	259,358	<u>6100000</u>	WAGES	263,612	
7,755	9,137	13,555	<u>6200000</u>	BENEFITS	11,105	
102,253	98,681	116,812	<u>6210000</u>	H&W/ PERS	96,400	
21,647	20,181	23,214	<u>6220000</u>	TAXES	19,900	
53	229	200	<u>6200000</u>	EMP ASSIST PROGRAM	270	
1,632	4,777	6,000	<u>6210000</u>	WORKERS COMP INSURANCE	6,650	
<b>388,458</b>	<b>378,641</b>	<b>419,139</b>		<b>PERSONAL SERVICES Total:</b>	<b>397,937</b>	
95	255	300	<u>6295000</u>	EMPLOYEE RECOGNITION	300	
487	963	1,080	<u>6295000</u>	UNIFORMS	1,080	
138,054	71,024	56,980	<u>6300000</u>	CONTRACT SERVICES	55,760	
2,531	946	1,000	<u>6310000</u>	HR ADMINISTRATION	1,000	
7,567	7,576	7,300	<u>6330000</u>	AUDIT & ACCOUNTING	7,300	
3,005	2,195	4,000	<u>6330000</u>	LEGAL	4,000	
13,738	3,316	26,000	<u>6330000</u>	ENGINEERING SERVICES	55,000	
15,280	22,945	23,759	<u>6340000</u>	IT SERVICES	9,895	
150	99	100	<u>6421000</u>	REFUSE/SHREDDING	100	
1,843	2,310	3,200	<u>6423000</u>	BLDG CLEANING SRVCS	3,200	
8,224	9,383	31,400	<u>6430000</u>	REPAIR & MAINTENANCE	31,400	
1,893	2,048	3,700	<u>6442000</u>	EQUIP RENT	3,700	
15,000	15,000	15,000	<u>6441000</u>	RENT EXPENSE-TO GF	15,000	

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

**Line Item Description**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	WATER FUND 211-00		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
9,505	14,352	17,300	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	17,500		
3,207	2,912	5,150	<u>6530000</u>	POSTAGE	5,150		
3,367	4,477	5,225		TELEPHONE/ANSWERING SERV/ WIRELESS	5,375		
1,393	157	250	<u>6540000</u>	PUBLICATIONS	200		
186	143	250	<u>6550000</u>	PRINTING	250		
1,782	2,416	2,400	<u>6590000</u>	BANK FEES	2,350		
32,762	28,829	36,150	<u>6610000</u>	SUPPLIES	36,150		
1,364	499	2,500	<u>6665000</u>	SMALL TOOLS/MINOR EQUIP	2,500		
4,749	8,237	7,250	<u>6620000</u>	ELECTRIC/GAS	7,100		
4,057	5,417	7,000	<u>6626000</u>	FUEL	7,000		
2,184	1,301	5,500	<u>6650000</u>	DUES/SUB/MEMBRSHIP	5,500		
41	42	325	<u>6630000</u>	MEETINGS/ERRANDS	175		
1,016	1,605	1,500	<u>6650000</u>	TRAINING & CONF.	1,500		
612	2,289	1,300	<u>6630000</u>	CONF- MEALS/LODGING	1,300		
63,470	67,811	68,510	<u>6690000</u>	FRANCHISE FEES	70,000		
7,881	2,781	10,000	<u>6690000</u>	WATER CONSERVATION	10,000		
11,933	7,175	13,200	<u>6690000</u>	WATER TESTING	12,000		
22,140	21,621	25,000	<u>6690000</u>	WATER TREATMENT	25,000		
7,855	7,600	7,500	<u>6690000</u>	SCADA DATA SYSTEMS	7,500		
60,167	62,986	60,000	<u>6690000</u>	ELECTRICITY-PUMPING	64,000		
16,353	18,710	15,000	<u>6690000</u>	PURCHASED WATER	15,000		
14,170	10,358	75,000	<u>6690000</u>	WATER SYSTEM MAINTENANCE	75,000		
3,933	16	-	<u>6670000</u>	WATER- UB REFUNDS	-		
25,287	5,100	-	<u>6690000</u>	BAD DEBT	-		
<b>507,279</b>	<b>414,894</b>	<b>540,129</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>558,285</b>		
50,825	-	-	<u>6700000</u>	WELL 9 PROJECT	-		
18,345	102,498	200,000	<u>6730000</u>	WATER SYSTEM IMPROV.	200,000		
25,222	3,386	25,225	<u>6491000</u>	ER CONTRIBUTION	25,500		
1,000	1,000	1,000	<u>6491000</u>	FMF CONTRIBUTION	1,000		
-	22,195	35,000	<u>6740000</u>	EQUIPMENT	35,000		
218	-	200	<u>6740000</u>	BLDG EQUIPMENT	200		
<b>95,610</b>	<b>129,079</b>	<b>261,425</b>		<b>CAPITAL OUTLAY Total:</b>	<b>261,700</b>		

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

**Line Item Description**

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

**City of Fairview**  
 Fiscal Year 2014-15  
 Proposed Budget

2011-2012 Total Activity	WATER FUND 211-00			2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
	2012-2013 Adopted Budget	2013-14 Adopted Budget				
-	22,009	22,789	6470000	PRINCIPAL ARRA LOAN 2010	23,473	
13,044	17,958	17,178	6470000	INT ARRA LOAN -2010	16,494	
105,000	110,000	115,000	6470000	PRINCIPAL/ BOND 2004	-	
27,303	23,365	19,075	6470000	INT/ BOND 2004	-	
<b>145,347</b>	<b>173,332</b>	<b>174,042</b>		<b>DEBT SERVICE Total:</b>	<b>39,967</b>	
-	-	150,000	6910000	CONTINGENCY	150,000	
-	-	144,815	6793000	BOND RESERVE	40,000	
-	-	232,563	6791000	ENDING FUND BALANCE	496,411	
-	-	<b>527,378</b>		<b>OTHER Total:</b>	<b>686,411</b>	
<b>1,136,693</b>	<b>1,095,946</b>	<b>1,922,113</b>		<b>TOTAL WATER FUND EXPENSES:</b>	<b>1,944,300</b>	
<b>928,388</b>	<b>985,834</b>	-		<b>WATER FUND TOTAL:</b>	-	

# NOTES

**GENERAL INFORMATION FORM  
FY 2014-15**

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

**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 2014-15 AND FY 2013-14:**

- Sewer Pump Station Upgrades
- Telemetry and Controls
- Bridge Street Sewer Upgrades

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

**Line Item Description**

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

**City of Fairview**  
Fiscal Year 2014-15  
Proposed Budget

<b>SANITARY SEWER FUND</b>						
<b>2012-00</b>						
2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2014-15 Proposed Budget	2014-15 Approved Budget
					2014-15 Proposed Budget	2014-15 Approved Budget
2,086,026	1,543,001	1,417,762	<u>4995000</u>	BEGINNING FUND BALANCE	1,145,939	
	-	234,914	<u>4995000</u>	RESTRICTED BEGINNING FUND BALANCE	232,914	
1,822,871	1,873,519	1,822,000	<u>4344000</u>	SEWER SERVICE USER FEES	1,874,000	
1,670	2,730	1,135	<u>4344000</u>	CONNECTION FEES	1,135	
60,655	51,802	70,000	<u>4344000</u>	PENALTIES - UB	60,000	
				TRANSFER IN FROM OTHER FUND	63,377	
8,827	8,906	10,225	<u>4361000</u>	INTEREST	8,950	
<b>3,980,050</b>	<b>3,479,958</b>	<b>3,556,036</b>		<b>RESOURCES Total:</b>	<b>3,386,315</b>	
244,399	234,573	257,536	<u>6100000</u>	WAGES	261,175	
7,534	8,920	13,461	<u>6200000</u>	BENEFITS	11,100	
98,542	94,370	115,991	<u>6210000</u>	H&W/ PERS	96,265	
20,760	19,238	23,052	<u>6220000</u>	TAXES	19,830	
53	280	200	<u>6200000</u>	EMP ASSIST PROGRAM	270	
1,632	4,777	6,000	<u>6210000</u>	WORKERS COMP INSURANCE	6,650	
<b>372,920</b>	<b>362,158</b>	<b>416,240</b>		<b>PERSONAL SERVICES Total:</b>	<b>395,290</b>	
-	218	225	<u>6295000</u>	EMPLOYEE RECOGNITION	300	
261	862	1,080	<u>6295000</u>	UNIFORMS	1,080	
1,417	2,470	41,980	<u>6300000</u>	CONTRACT SERVICES	35,760	
2,523	964	1,000	<u>6310000</u>	HR ADMINISTRATION	1,000	
8,167	12,077	12,000	<u>6330000</u>	AUDIT & ACCOUNTING	12,000	
1,983	2,234	2,000	<u>6330000</u>	LEGAL	1,500	
8,055	46,115	35,500	<u>6330000</u>	ENGINEERING SERVICES:	105,000	
14,511	19,769	24,170	<u>6340000</u>	IT SERVICES	8,870	
112	99	95	<u>6421000</u>	REFUSE/SHREDDING	95	
1,383	2,151	3,200	<u>6423000</u>	BLDG CLEANING SRVCS	3,200	
13,141	7,540	23,600	<u>6430000</u>	REPAIR & MAINTENANCE:	23,600	
1,726	2,084	8,300	<u>6442000</u>	EQUIP RENT	8,300	
15,000	15,000	15,000	<u>6441000</u>	RENT EXPENSE-TO GF	15,000	
9,505	14,352	17,300	<u>6520000</u>	GENERAL LIAB/PROP INSURANCE	18,500	
3,207	2,912	5,150	<u>6530000</u>	POSTAGE	5,150	
3,088	4,353	5,950	<u>6530000</u>	TELEPHONE/ANSWER SERV./WIRELESS	5,320	

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

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**SANITARY SEWER FUND**

**212-00**

<b>2011-2012 Total Activity</b>	<b>2012-2013 Adopted Budget</b>	<b>2013-14 Adopted Budget</b>			<b>2014-15 Proposed Budget</b>	<b>2014-15 Approved Budget</b>	<b>2014-15 Adopted Budget</b>
265	157	200	<u>6540000</u>	<b>PUBLICATIONS</b>	200		
186	143	400	<u>6550000</u>	<b>PRINTING</b>	400		
1,659	2,681	3,950	<u>6590000</u>	<b>BANK FEES</b>	3,960		
8,928	14,253	17,480	<u>6610000</u>	<b>SUPPLIES</b>	17,480		
1,688	319	2,500	<u>6665000</u>	<b>SMALL TOOLS/MINOR EQUIP</b>	2,500		
3,859	8,002	7,070	<u>6622000</u>	<b>ELECTRIC/GAS</b>	6,760		
3,866	4,299	3,800	<u>6626000</u>	<b>FUEL</b>	3,800		
883	284	4,000	<u>6650000</u>	<b>DUES/SUB/MEMBRSHIP</b>	4,000		
33	25	175	<u>6630000</u>	<b>MEETINGS/ERRANDS</b>	175		
441	1,660	1,200	<u>6650000</u>	<b>TRAINING &amp; CONF.</b>	1,200		
543	588	1,200	<u>6630000</u>	<b>CONF- MEALS/LODGING</b>	1,200		
106,359	111,567	110,000	<u>6690000</u>	<b>FRANCHISE FEES</b>	115,000		
12,041	12,827	12,000	<u>6690000</u>	<b>ELECTRICITY-PUMPING</b>	14,000		
795,250	893,957	735,000	<u>6690000</u>	<b>SEWER DISPOSAL</b>	735,000		
7,400	7,220	7,500	<u>6690000</u>	<b>SCADA DATA SYSTEMS</b>	7,500		
6,062	6,569	20,000	<u>6690000</u>	<b>SEWER SYSTEM MAINTENANCE</b>	20,000		
43,518	-	-	<u>6690000</u>	<b>BAD DEBT</b>	-		
<b>1,077,059</b>	<b>1,197,751</b>	<b>1,123,025</b>		<b>MATERIALS AND SERVICES Total:</b>	<b>1,177,850</b>		
-	-	-	<u>6470000</u>	<b>DEBT ISSUANCE EXP.</b>	-		
166,178	172,045	178,119	<u>6470000</u>	<b>PRINCIPAL/ GRESHAM</b>	184,408		
66,736	60,869	54,795	<u>6470000</u>	<b>INT/ GRESHAM</b>	48,506		
<b>232,914</b>	<b>232,914</b>	<b>232,914</b>		<b>DEBT SERVICE Total:</b>	<b>232,914</b>		
727,708	23,476	600,000	<u>6730000</u>	<b>SEWER SYSTEM IMPROV.</b>	630,000		
25,222	3,386	25,222	<u>6491000</u>	<b>ER CONTRIBUTION</b>	25,500		
1,000	1,000	1,000	<u>6491000</u>	<b>FMF CONTRIBUTION</b>	1,000		
-	22,195	12,000	<u>6740000</u>	<b>EQUIPMENT</b>	12,000		
215	-	300	<u>6740000</u>	<b>BLDG EQUIPMENT</b>	300		
<b>754,146</b>	<b>50,057</b>	<b>638,522</b>		<b>CAPITAL OUTLAY Total:</b>	<b>668,800</b>		

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

**Line Item Description**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

**SANITARY SEWER FUND**

**212-00**

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
-	-	200,000	<u>6910000</u> CONTINGENCY	200,000		
-	-	234,914	<u>6793000</u> DEBT RESERVE	232,914		
-	-	710,421	<u>6910000</u> ENDING FUND BALANCE	478,547		
-	-	<b>1,145,335</b>	<b>OTHER Total:</b>	<b>911,461</b>		
<b>2,437,039</b>	<b>1,842,880</b>	<b>3,556,036</b>	<b>TOTAL SEWER FUND EXPENSES:</b>	<b>3,386,315</b>		
<b>1,543,011</b>	<b>1,637,078</b>	-	<b>SEWER FUND TOTAL:</b>	-		

# NOTES

**GENERAL INFORMATION FORM  
FY 2013-14**

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

**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)**

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

**City of Fairview**

Fiscal Year 2014-15

Proposed Budget

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	<b>STORMWATER FUND 213-00</b>		2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
557,510	683,475	707,774	<u>4995000</u>	BEGINNING FUND BALANCE	766,099		
-	-	-	<u>4340000</u>	GENERAL GOVT CHARGES	-		
525,667	533,572	526,000	<u>4344000</u>	STORM WATER SERVICE USER FEES	534,000		
14,014	11,889	-	<u>4344000</u>	PENALTIES- UB	14,000		
2,062	1,417	2,000	<u>4344000</u>	EROSION CONTROL	1,500		
3,103	3,838	3,195	<u>4361000</u>	INTEREST	3,925		
-	-	-	<u>4390000</u>	MISC. REVENUE	-		
<b>1,102,356</b>	<b>1,234,191</b>	<b>1,238,969</b>		<b>RESOURCES Total:</b>	<b>1,319,524</b>		
155,166	160,901	176,941	<u>6100000</u>	WAGES	192,110		
4,835	4,956	9,250	<u>6200000</u>	BENEFITS	8,315		
61,218	63,076	79,689	<u>6210000</u>	H&W/ PERS	73,535		
12,963	12,728	15,838	<u>6220000</u>	TAXES	15,035		
28	144	200	<u>6200000</u>	EMP ASSIST PROGRAM	220		
1,632	3,040	3,500	<u>6210000</u>	WORKERS COMP INSURANCE	5,020		
<b>235,842</b>	<b>244,845</b>	<b>285,418</b>		<b>PERSONAL SERVICES Total:</b>	<b>294,235</b>		
-	225	225	<u>6295000</u>	EMPLOYEE RECOGNITION	225		
546	679	800	<u>6295000</u>	UNIFORMS	800		
650	3,835	36,980	<u>6300000</u>	CONTRACT SERVICES	84,320		
2,510	951	1,100	<u>6310000</u>	HR ADMINISTRATION	1,100		
3,772	3,021	3,100	<u>6330000</u>	AUDIT & ACCOUNTING	3,100		
2,275	1,457	3,100	<u>6330000</u>	LEGAL	6,000		
7,782	3,316	25,500	<u>6330000</u>	ENGINEERING SERVICES	65,000		
8,022	7,582	8,990	<u>6340000</u>	IT SERVICES	4,700		
112	99	100	<u>6421000</u>	REFUSE/SHREDDING	100		
1,383	2,012	2,925	<u>6423000</u>	BLDG CLEANING SRVCS	2,925		
6,393	8,467	11,950	<u>6430000</u>	REPAIR & MAINTENANCE	11,950		
1,635	1,735	2,300	<u>6442000</u>	EQUIP RENT	2,300		
10,000	10,000	10,000	<u>6441000</u>	RENT EXPENSE-TO GF	10,000		

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

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

**City of Fairview**  
Fiscal Year 2014-15  
Proposed Budget

**STORMWATER FUND**  
**213-00**

2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget	2013-00	2014-15 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
5,002	4,784	5,800	<u>6520000</u> GENERAL LIAB/PROP INSURANCE		5,772	
1,688	1,223	3,550	<u>6530000</u> POSTAGE		3,550	
2,309	3,174	4,075	<u>6530000</u> TELEPHONE/ANSWERING SRVC./WIRELESS		3,900	
-	157	200	<u>6540000</u> PUBLICATIONS		200	
186	143	500	<u>6550000</u> PRINTING		500	
1,051	1,341	1,050	<u>6590000</u> BANK FEES		1,155	
4,986	4,062	9,330	<u>6610000</u> SUPPLIES		9,410	
1,204	685	3,200	<u>6665000</u> SMALL TOOLS/MINOR EQUIP		3,200	
3,448	5,760	6,220	<u>6620000</u> ELECTRIC/GAS		6,145	
2,580	2,548	3,800	<u>6626000</u> FUEL		3,800	
1,194	684	5,000	<u>6650000</u> DUES/SUB/MEMBRSHIP		10,500	
24	65	175	<u>6630000</u> MEETINGS/ERRANDS		175	
441	673	1,800	<u>6650000</u> TRAINING & CONF.		1,800	
544	708	1,700	<u>6630000</u> CONF- MEALS/LODGING		1,700	
31,482	31,960	32,000	<u>6690000</u> FRANCHISE FEES		32,000	
1,965	1,345	6,000	<u>6690000</u> LICENSES AND PERMITS		6,000	
4,500	-	6,000	<u>6690000</u> PUBLIC EDUCATION		6,000	
11,023	12,904	18,000	<u>6690000</u> WATER TESTING		18,000	
13,945	7,741	20,000	<u>6690000</u> INFRASTRUCTURE SYSTEM MAINTENANCE		20,000	
-	23,277	-	<u>6690000</u> BAD DEBT EXPENSE		-	
<b>132,651</b>	<b>146,613</b>	<b>235,470</b>	<b>MATERIALS AND SERVICES Total:</b>		<b>326,327</b>	
43,424	2,050	100,000	<u>6730000</u> STORM WATER SYSTEM IMPROV.		125,000	
5,847	5,847	5,847	<u>6491000</u> ER CONTRIBUTION		5,900	
1,000	1,000	1,000	<u>6491000</u> FMF CONTRIBUTION		1,000	
116.51	205	200	<u>6740000</u> BLDG EQUIPMENT		200	
<b>50,388</b>	<b>9,102</b>	<b>107,047</b>	<b>CAPITAL OUTLAY Total:</b>		<b>132,100</b>	
-	-	150,000	<u>6910000</u> CONTINGENCY		150,000	
-	-	461,034	<u>6791000</u> ENDING FUND BALANCE		416,862	
-	-	<b>611,034</b>	<b>OTHER Total:</b>		<b>566,862</b>	
<b>418,881</b>	<b>400,560</b>	<b>1,238,969</b>	<b>TOTAL STORM EXPENSES:</b>		<b>1,319,524</b>	
<b>683,475</b>	<b>833,631</b>	-	<b>STORMWATER FUND TOTAL:</b>		-	

**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 2014-15

Proposed Budget

				CITY WIDE TOTALS			
2011-2012 Total Activity	2012-2013 Adopted Budget	2013-14 Adopted Budget			2013-14 Proposed Budget	2014-15 Approved Budget	2014-15 Adopted Budget
18,507,721	18,481,304	18,609,124		CITY RESOURCES	18,527,897		
3,546,051	3,388,364	3,837,230		PERSONNEL	3,753,685		
3,470,929	3,528,070	3,895,814		MATERIALS AND SERVICES	4,242,204		
407,603	435,589	661,504		DEBT SERVICE	787,224		
1,631,920	746,931	3,163,213		CAPITAL OUTLAY	3,372,962		
-	-	1,774,648		CONTINGENCY	2,757,975		
9,451,217	-	5,276,715		ENDING BALANCE TOTAL CITY	3,613,847		

## **GLOSSARY**

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### **ACCRUAL ACCOUNTING-**

A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenditures are recognized in the period in which they are incurred.

### **ACTUAL-**

Denotes revenue or expenditure totals for a given period, which is in contrast to “Budget” which denotes estimates for a period.

### **AD VOLEM TAX-**

A property tax computed as a percentage of the value of taxable property. See “Assessed Value”.

### **ADOPTED BUDGET-**

The financial plan approved by the City Council, which forms a basis for appropriations. The final draft of the budget document includes Budget Committee and City Council revisions and is submitted to the State for filing.

### **APPROPRIATION-**

The legal authorization made by the City Council, which permits the City to incur obligations and to make expenditures of resources.

### **APPROVED BUDGET-**

The budget that the Citizens Budget Committee recommends to the City Council for adoption.

### **ASSESSED VALUE-**

Lower of maximum assessed value or real market value. Exceptions exist for changed property and special provisions for specially assessed or partially exempt property.

**AUDIT-**

A comprehensive examination as to the manner in which the government's resources were actually utilized, concluding in a written report or opinion. A financial audit is a review of the accounting and financial information to determine how funds were spent and whether they were in compliance with appropriations. A performance audit consists of a review of how well the government met its stated goals.

**AVERAGE MAXIMUM ASSESSED VALUE-**

If the property is not specially assessed or partially exempt, the value determined by dividing the total maximum assessed value of all property in the same area in the same property class by the number of properties in the same area in the same property class. If the property is specially assessed, or partially exempt, the amount is determined by dividing the total maximum assessed value of property in the area that is subject to the same exemption or special assessment program as the subject property by the total number of such properties in the area.

**AVERAGE REAL MARKET VALUE-**

The value determined by dividing the total real market value of all property in the same area in the same property class by the number of properties in the same area in the same property class.

**BOND-**

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets. The City currently has one type of bond outstanding: Revenue Bond.

## **GLOSSARY**

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### **BUDGET-**

A document showing the City's financial plan for one or two fiscal years (the City of Fairview budgets on a fiscal year basis). By statute, it must include a balanced statement of resources and requirements for the previous two periods and estimated revenues and expenditures for the current and upcoming year.

### **BUDGET CALENDAR-**

The schedule of key dates which the City follows in the preparation and adoption of the budget.

### **BUDGET COMMITTEE-**

A financial planning board of a local government, consisting of the governing body (City Council) plus an equal number of appointed legal voters from the community (citizens).

### **BUDGET MESSAGE-**

A message prepared by the City Manager explaining the proposed budget, articulating the strategies to achieve the City's goals, and identifying budget impacts and changes.

### **CAPITAL ASSET-**

An asset costing \$5,000 or greater with a useful life of more than one year.

### **CAPITAL IMPROVEMENT PLAN (CIP) –**

A plan for capital expenditures to be incurred over several future years. It sets forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**CAPITAL OUTLAYS-**

Expenditures which result in the acquisition of or addition to, the City's fixed assets. The City's capitalization threshold is currently \$5,000 per item.

**CITY COUNCIL-**

The legislative branch of the City composed of seven elected officials who serve a four year term.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)-**

The complete annual financial report of the City that is prepared in conformity with generally accepted accounting principles. An independent auditing firm audits the financial statements in this annual report.

**CONTINGENCY-**

An appropriation of funds to cover unforeseen events and emergencies, which may occur during the budget period. City Council must authorize the use of any contingency appropriations.

**CONTRACTUAL SERVICES-**

The costs related to services performed for the City by individuals, business, or utilities.

**DEBT SERVICE-**

Payment of principal and interest related to long-term debt. The City has debt service payments budgeted in the Fairview Lake LID Fund, the Water Fund, and the Sewer Fund.

## **GLOSSARY**

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### **DEBT SERVICE FUND-**

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for, and serviced by, a government enterprise fund.

### **DEPARTMENT-**

A major administrative organizational unit of the City which indicates overall management responsibility for one or more divisions.

### **DEVELOPMENT CODE AND STANDARDS-**

The City's procedures and criteria for the review and approval of land development proposals.

### **DOUBLE MAJORITY-**

A term that refers to an election where at least 50% of the registered voters eligible to vote in the election cast a ballot and more than 50% voting on the measure approve. The voter turn out requirements do not apply at a general election held in November of an even-numbered year, as approval of a measure at a general election is considered to meet the "double majority" requirement by definition.

### **ENCUMBERANCE-**

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**ENTERPRISE FUND-**

A fund established to account for operations in a manner similar to private business enterprise, in that, the costs of providing services to the general public on a continuing basis are recovered primarily through user charges. The City's three enterprise funds are Water, Sanitary Sewer, and Storm water Funds.

**ESTIMATED REVENUE-**

The amount of projected revenues to be collected during the fiscal year.

**EXPENDITURES-**

A decrease in the financial resources of the City due to the procurement of goods and services.

**FISCAL YEAR-**

A twelve-month period at the end of which a government determines its financial position and the results of its operations (July 1 through June 30 is required for municipalities in the State of Oregon).

**FRANCHISE FEE-**

A fee paid by businesses for use of City streets, alleys, and/or property in providing their services to the citizens of the community. Services requiring franchises include electricity, telephone, natural gas, waste collection, and cable television.

**FULL-TIME EQUIVALENT (FTE) –**

Staffing levels are measured in FTE's to give a consistent comparison from year to year. One full-time position filled for the entire year equals one FTE; however, in some instances a FTE may actually consist of several part-time positions.

## **GLOSSARY**

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### **FUND-**

An independent grouping of accounts that are self-balancing by, recording cash and/or resources together with all related liabilities, obligations, reserves, and equities. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives.

### **FUND BALANCE-**

The budget amount available in a particular fund at a certain period of time.

### **GAAP, GENERALLY ACCEPTED ACCOUNTING PRINCIPLES-**

The Government Accounting Standards Board is the body that establishes accounting principles for state and local governments.

### **GASB- STATEMENT NO. 34-**

This statement's objective is to enhance the understandability and usefulness of the external financial reports (i.e. the audit) of state and local governments. Among its requirements: a new section- Management's Discussion and Analysis (MD&A), governments-wide financial statements prepared on the accrual basis of accounting, and the reporting of infrastructure and depreciation on all capital assets.

### **GENERAL FUND-**

The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

### **GENERAL OBLIGATION BONDS-**

General obligation bonds are long-term obligations backed by the "full faith and credit" pledge of the city's general fund revenues. They carry an unlimited taxing power, require voter-approval, and are limited in total to 3% of the city's true cash value.

**GFOA- GOVERNMENT FINANCE OFFICERS ASSOCIATION-**

The Government Finance Officers Association is the premier association of public-sector finance professionals and is dedicated to providing high-quality support to state and local governments. Annually, the City applies for the distinguished Certificate of Achievement for Excellence in Financial Reporting (for the audit).

**GOALS-**

General statements of each division's desired social or organizational outcomes.

**GRANT-**

A contribution by one governmental unit to another. The contribution may be made to aid in the support of a specified purpose or function or general purpose.

**INFRASTRUCTURE-**

Substructure or underlying foundation of the City (e.g. streets, utility lines, bridges, sidewalks, etc.).

**INTERGOVERNMENTAL REVENUES-**

Revenues received from another governmental entity, such as county, state, or federal governments.

**LEVEL OF SERVICE-**

The amount and type of existing services, programs, and facilities provided. Level of service depends on the available resources.

**LEVY-**

The amount of ad valorem tax certified by a local government for the support of governmental activities.

## **GLOSSARY**

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### **LOCAL BUDGET LAW-**

Oregon Revised Statute (ORS) 294.305 to 294.565. Local Budget Law has several purposes: 1) establish standard procedures for presenting a local government budget; 2) outline programs and services provided; 3) provide a standard method for estimating revenues, expenditures, and proposed tax levies; and 4) encourage citizen involvement in the preparation of the budget before formal adoption.

### **LOCAL OPTION LEVY-**

A voter approved serial levy meeting the double majority test that may extend the limits of Measure 50. They are limited to 5 years, but may extend to 10 years for a capital project. These levies do not become part of the permanent rate limit.

### **MATERIALS AND SERVICES-**

Expendable materials, operating supplies, and services necessary to conduct departmental activity.

### **MEASURE 5-**

On November 6, 1990, Oregon citizens approved an amendment to the State Constitution (Measure 5) which limits the ability of state and local governments to levy property taxes, impose certain types of charges, and to issue certain types of debt. Measure 5 sets a maximum tax rate of \$10 per \$1,000 of true value for overlapping general-purpose governments. The amendment also subjects school districts to a property tax cap of \$15 per \$1,000 full market value in 1991-92, declining in \$2.50 increments to \$5 in 1995-96.

**MEASURE 50-**

On May 29, 1997, Oregon citizens approved an amendment to the State Constitution (Measure 50) which limits the ability of the state and local governments to levy property taxes, impose certain types of charges and issue certain types of debt. Measure 50 sets a statewide property tax reduction of 17% which was authorized for 1996-97 fiscal year. Certain types of property tax levies are exempt or may be added outside of the reduced amount. Limits assessed value to 3% growth and requires that certain fees receive voter approval if increased.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING-**

The accrual basis of accounting adapted to governmental funds where revenues are recognized when they become both “measurable” and “available to finance expenditures of the current period.” Expenditures are generally recognized when the related fund liability is incurred.

**OBJECTIVES-**

A specific, measurable and observable result of an organization’s activity which advances the organization toward a goal.

**OPERATING BUDGET-**

The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personal services, supplies, utilities, materials, and debt service.

**ORDINANCE-**

Written directive or act of a governing body. Has the full force and effect of law within the local government’s boundaries, provided it does not conflict with a state statute or constitutional provision. See “Resolution”.

## **GLOSSARY**

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### **ORS-**

Oregon Revised Statutes

### **PERMANENT RATE LIMIT-**

A tax rate calculated under the limitations of Measure 50 that would extend the full amount of “operating taxes” that could be imposed. The City of Fairview permanent rate is 3.4902 per \$1,000.

### **PERS-**

The State of Oregon Public Employees Retirement System (PERS) is the retirement program for about 95 percent of state and local government employees in Oregon.

### **PERSONAL SERVICES-**

Expenditures including wages and fringe benefits of a government’s employees.

### **PROPERTY TAX-**

A tax that uses assessed property value as the base by which the cost burden of local services is determined.

### **PROPERTY TAX ACCOUNT-**

Administrative account number used for the purpose of listing property tax on the assessment roll.

### **PROPOSED BUDGET-**

Financial and operating plan proposed by the budget officer, submitted to the public and budget committee for review.

**REAL MARKET VALUE (RMV) -**

The amount in cash that could reasonably be expected to be paid by an informed buyer to an informed seller, each acting without compulsion in an arm's length transaction/ occurring as of the assessment date for the tax year, as established by law.

**RESERVE-**

An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**RESOLUTION-**

An order of a governing body. Requires less legal formality and has lower legal status than an ordinance. Statutes or charter will specify which actions must be by ordinance and which may be by resolution (for cities, revenue-raising measures such as taxes, special assessments, and service charges always require ordinances). See "Ordinance."

**RESOURCES-**

Total amount available for appropriation, consisting of estimated beginning funds on hand plus anticipated revenues.

**REVENUE BONDS-**

Revenue bonds are long-term obligations that are payable solely from a designated source of revenue generated by the project which was financed. No taxing power or general fund pledge is provided as security.

**REVENUES-**

Monies received or anticipated by a local government from either tax or nontax sources.

## **GLOSSARY**

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### **SPECIAL REVENUE FUND-**

A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are reserved for specific purposes.

### **STATE SHARED REVENUE-**

Revenues received from the State of Oregon from cigarette, liquor, and highway taxes under ORS 221. These funds are available to cities located in counties with at least 100,000 inhabitants that provide at least four types of municipal services.

### **STATE REVENUE SHARING-**

A share of certain revenues from the State of Oregon that are apportioned among and distributed to cities for general purposes. These funds require a public hearing before the budget committee to discuss possible uses.

### **SUPPLEMENTAL BUDGET-**

A supplemental budget is a budget adjustment to fund unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. It cannot be used to increase a tax levy.

### **TAX LEVY-**

The total amount of taxes imposed by the City on taxable property, as determined by the appraisers for Multnomah County.

### **TAX RATE-**

The tax rate discussed by the citizens budget committee and set by the City Council. It is made up of two components: operations and debt service. It is usually expressed as a rate for each \$1,000 of assessed value.

**TRANSFERS-**

Amounts distributed between funds to finance activities in another fund. Shown as expenditure in the originating fund and revenue in the receiving fund.

**UNAPPROPRIATED ENDING FUND BALANCE-**

Amount set aside in the budget for carryover to the following period providing the local government with needed cash flow until other money is received (typically in November). This amount cannot be transferred by resolution or used via a supplemental budget.

**UNITY OF PROPERTY-**

For purposes of Measure 50, “property” and “unit of property”, except for centrally assessed utility property, means all property included within a single property tax account.

