

**RESOLUTION NO. 2022-34**

**RESOLUTION MAKING APPROPRIATIONS FOR THE  
CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE  
FISCAL YEAR COMMENCING JULY 1, 2022, AND ENDING JUNE 30, 2023**

**WHEREAS**, the City Council has adopted the FY 2022-23 Budget now on file in the office of the City Recorder.

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

**Section 1.** That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, and for the following purposes are hereby appropriated as follows:

	<u>General Fund</u>	
Legislative & Executive	\$	645,564
Administrative Services		4,247,529
Library		1,504,211
Planning		613,499
Economic Development		182,016
Engineering		1,016,035
Police Services		7,303,605
Fire Department		5,729,593
Aquatics		750,955
Parks		968,028
Recreation		96,080
Municipal Court		427,068
Transfers		900,000
Contingencies		<u>720,000</u>
Total General Fund Appropriations	\$	<u>25,104,183</u>

<u>Light Fund</u>	
Electric Services	\$ 21,546,908
Debt Service	305,463
Transfers	1,345,463
Contingencies	<u>1,000,000</u>
Total Light Fund Appropriations	\$ <u>24,198,100</u>

<u>Sewer Fund</u>	
Sewer Services	\$ 1,729,364
Transfers	142,820
Contingencies	<u>750,000</u>
Total Sewer Fund Appropriations	\$ <u>2,622,184</u>

<u>Sewer SDC Fund</u>	
Materials and Services	\$ 80,000
Sewer Infrastructure Construction	320,000
Debt Service	114,000
Contingencies	<u>61,500</u>
Total Sewer SDC Fund Appropriations	\$ <u>575,500</u>

<u>Water Fund</u>	
Water Services	\$ 5,208,426
Debt Service	436,850
Transfers	451,640
Contingencies	<u>1,000,000</u>
Total Water Fund Appropriations	\$ <u>7,096,916</u>

<u>Water SDC Fund</u>	
Materials and Service	\$ 40,000
Water Infrastructure Construction	1,157,744
Transfers	1,200
Contingencies	<u>150,000</u>
Total Water SDC Fund Appropriations	\$ <u>1,348,944</u>

<u>Surface Water Management Fund</u>	
SWM Services	\$ 1,325,591
Transfers	71,264
Contingencies	<u>130,000</u>
Total SWM Fund Appropriations	\$ <u>1,526,855</u>

SWM SDC Fund

Materials and Services	\$ 50,000
SWC Infrastructure Construction	200,000
Contingencies	<u>84,500</u>
Total SWM SDC Fund Appropriations	<u>\$ 334,500</u>

Street Fund

Street Services	\$ 3,160,480
Contingencies	<u>150,000</u>
Total Street Fund Appropriations	<u>\$ 3,310,480</u>

Building Permits Fund

Building Permit Services	\$ 1,301,387
Transfers	262,409
Contingencies	<u>200,000</u>
Total Building Permits Fund Appropriations	<u>\$ 1,763,796</u>

Community Enhancement Fund

Materials & Services	\$ 43,500
Transfers	<u>30,318</u>
Total Community Enhancement Fund Appropriations	<u>\$ 73,818</u>

Library Endowment Fund

Materials & Services	\$ 138
Transfers	<u>38,458</u>
Total Library Endowment Fund Appropriations	<u>\$ 38,596</u>

Street Tree Fund

Materials & Services	\$ 86,357
Transfers	<u>1,000</u>
Total Street Tree Fund Appropriations	<u>\$ 87,357</u>

Transportation System Fund

Materials & Services	\$ <u>450,000</u>
Total Transportation System Fund Appropriations	<u>\$ 450,000</u>

Public Arts Donations Fund

Materials & Services	\$ <u>20,672</u>
Total Public Arts Donations Fund Appropriations	<u>\$ 20,672</u>

Facility Major Maintenance Fund

Capital Outlay	\$ <u>2,426,883</u>
Total Facility Major Maint. Fund Appropriations	<u>\$ 2,426,883</u>

Equipment Fund

Vehicle Services	\$	1,846,287
Contingencies		<u>160,000</u>
Total Equipment Fund Appropriations	\$	<u>2,006,287</u>

Fire Equipment Replacement Fund

Capital Outlay	\$	1,160,000
Contingencies		<u>98,318</u>
Total Fire Equip. Replacement Fund Appropriations	\$	<u>1,258,318</u>

Information Systems Fund

Information System Services	\$	477,980
Transfers		30,000
Contingencies		<u>50,000</u>
Total Information Systems Fund Appropriations	\$	<u>557,980</u>

City Utility Fund

Materials & Services	\$	<u>235,234</u>
Total City Utility Appropriations <b>&amp; Fund</b>	\$	<u>235,234</u>

Risk Management Fund

Risk Management Services	\$	871,853
Transfers		10,000
Contingencies		<u>50,000</u>
Total Risk Management Fund Appropriations	\$	<u>931,853</u>

Bikeway Improvements Fund

Capital Outlay	\$	<u>61,781</u>
Total Bikeway Improvements Fund Appropriations	\$	<u>61,781</u>

Park System Development Fund

Materials and Services	\$	54,640
Park System Construction		<u>6,769,310</u>
Total Park System Develop. Fund Appropriations	\$	<u>6,823,950</u>

Traffic Impact Fund

Capital Outlay	\$	<u>478,680</u>
Total Traffic Impact Fund Appropriations	\$	<u>478,680</u>

Transportation Development Tax Fund

Capital Outlay	\$	<u>16,998,886</u>
Total Traffic Impact Fund Appropriations	\$	<u>16,998,886</u>

Capital Projects Fund

Capital Projects	\$	<u>6,032,860</u>
Total Capital Projects Fund Appropriations	\$	<u>6,032,860</u>

CIP Excise Tax Fund

Capital Outlay	\$	304,977
Transfers		<u>331,630</u>
Total CIP Excise Tax Fund Appropriations	\$	<u>636,607</u>

Trail Systems Fund

Materials & Services	\$	<u>48,627</u>
Total Trail Systems Fund Appropriations	\$	<u>48,627</u>

American Rescue Plan Fund

Materials & Services	\$	1,209,500
Capital Outlay		3,253,492
Transfers		<u>238,236</u>
Total Transient Lodging Tax Fund Appropriations	\$	<u>4,701,228</u>

City Transient Lodging Tax Fund

Tourism Services	\$	288,451
Transfers		<u>6,900</u>
Total Transient Lodging Tax Fund Appropriations	\$	<u>295,351</u>

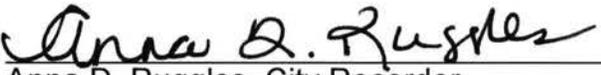
Total APPROPRIATIONS, All Funds \$ 112,046,426

Total Unappropriated Amounts, All Funds \$ 42,430,765

TOTAL ADOPTED BUDGET \$ 154,477,491

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

**PRESENTED AND PASSED** this 27<sup>th</sup> day of June, 2022.

  
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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of June, 2022.

  
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Peter B. Truax, Mayor



*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	F. 1, F. 2, F. 3.
MEETING DATE:	06/27/2022
FINAL ACTION:	RESO 2022-32 RESO 2022-33 RESO 2022-34

**CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

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

**MEETING DATE:** *June 27, 2022*

**PROJECT TEAM:** *Paul Downey, Assistant City Manager/Finance Director*

**SUBJECT TITLE:** *Resolutions to Adopt FY 2022-23 Budget, Make Appropriations for FY 2022-23, and Levy Property Taxes for FY 2022-23*

**ACTION REQUESTED:**

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

**ISSUE STATEMENT:** The Budget Committee approved the Proposed FY 2022-23 Budget with changes on June 1, 2022, in the amount of \$154,442,191. The City Council now needs to adopt the FY 2022-23 Approved Budget with any changes approved by the City Council, levy the property taxes for FY 2022-23, and make the appropriations that set the legal expenditure levels in each fund for FY 2022-23.

**BACKGROUND:** Staff is proposing the following changes to the Approved Budget which will change the total budget to be adopted by \$35,000 to \$154,477,191:

- The City will be contracting out desktop computer support instead of having a City employee provide these services. The City will be using a company used by other cities in Washington County so the company is familiar with some of the City’s operations already. Staff is proposing to increase Professional Services in the General Fund Administrative Services Department by \$75,000 and decrease wages by \$75,000 to fund this expenditure. The City’s Total Budget does not change as one expenditure category is being increased by the same amount another expenditure category is being decreased.
- The City received a \$35,000 grant to help pay overtime, temporary employee, and administrative costs for wildfire fighting expenses in the coming fiscal year. Overtime and temporary employee wages in the Fire Department in the General Fund have been increased by a total of \$35,000 for these grant expenses.
- The Library is purchasing a van to carry materials to sites when offsite outreach is done. The source of funds is a bequest received earlier this year from the Library Foundation. The van is being delivered earlier than anticipated so there is no appropriation authority in the Library Endowment Fund (LEF) where the bequest was recorded. The Equipment Fund will purchase the van in the current fiscal year and a transfer of \$38,453 to the Equipment Fund from the

LEF is being budgeted in FY 2022-23. Materials & Services and Capital Outlay Expenditures in the LEF have been reduced to fund the transfer.

- The bids for a capital project in the American Rescue Plan Fund came in lower than anticipated. As a result, staff is proposing to move \$117,500 from Capital Outlay to Materials and Services within the American Rescue Plan Fund to fund the following items:
  - \$12,500 increase in fire fuel reduction program
  - \$20,000 for the City's 25% estimated share of B Street site cleanup
  - \$30,000 to implement online bidding and procurement software
  - \$20,000 for additional records digitizing and shredding
  - \$15,000 for additional costs to recruit Police Chief
  - \$20,000 contingency as most of the costs in this line item are estimates
- Insurance expenses are higher than originally estimated so insurance expenses in the Risk Management Fund are being increased to pay for the higher costs. This Fund will absorb the increased costs in FY 2022-23 but the higher costs will need to be charged to the operating department in future years. The increased insurance costs are:
  - \$12,224 for worker's compensation premiums
  - \$27,326 for property and liability premiums'
  - \$30,000 for cyber insurance premiums. The City had paid CIS \$5,000 in the current fiscal year for this coverage. At the end of this fiscal year, CIS will stop providing cyber insurance due to changes in cyber losses and the resulting premium increases based on losses. The City must purchase coverage from a different provider. The \$30,000 insurance premium will cover \$500,000 losses with a \$50,000 deductible. The increases are being funded through reserves and a decrease in a transfer to the General Fund for a portion of an IT staff person. To make up for the loss in transfer revenue to the General Fund, the Information System Fund will transfer \$30,000 to the General Fund for FY 2022-23 for that IT staff person.

The Adopted Budget increased by \$35,000 to \$154,447,191 after the above changes. Staff has prepared the necessary resolutions which incorporate the changes in this memorandum for Council's consideration.

**FISCAL IMPACT:** See above.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolutions to adopt the FY 2022-23 Budget, levy the taxes approved by the Budget Committee for FY 2022-23, and establish the legal appropriations for FY 2022-23.

**ATTACHMENT(s):** Resolutions Adopting Budget for Fiscal Year Commencing July 1, 2022, and Ending June 30, 2023; Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2022, and Ending June 30, 2023; and Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2022, and Ending June 30, 2023.