

BUDGET INFORMATION PAPERS

Fiscal Year 2020 - 21

As of May 15, 2020

<u>Number</u>	<u>Date Sent</u>	<u>Related</u>		<u>Topic</u>
		<u>Goal</u>	<u>Item</u>	
20-001	05/06/2020			Operating Fund Summary
20-002	05/07/2020			General Fund Contingency & Ending Fund Balance
20-003	05/08/2020			General Fund Operating Revenue and Expenditures
20-004	05/11/2020			Five Year History by Fund and Category
20-005	04/24/2020	#4		Five Year Capital Improvement Plans
20-006	04/24/2020			City Council Goal's Work Plan Action Items in Budget
20-007	04/24/2020	#8		Community Events
20-008	04/24/2020	#2		Public Safety Services
20-009	04/24/2020	#2	#1	Community Resource Deputy
20-010	05/01/2020	#3		East County Recreation
20-011	05/01/2020	#4		City Hall Maintenance Needs
20-012	05/06/2020	#4	#9	Investigate Solar Power
20-013	05/04/2020	#7		Levee Ready Columbia
20-014	05/01/2020	#1	#3	NE 223rd North Railroad Bridge Undercrossing
20-015	05/04/2020	#1		7th Street Sidewalk Infill Project
20-016	05/04/2020	#4	#6	NE 223rd St. and Halsey St. Intersection Design
20-017	05/04/2020	#4	#7	Roundabout and Park-N-Ride
20-018	05/04/2020	#4	#7	Main Streets on Halsey Project
20-019	05/08/2020	#6		Utility Rates
20-020	05/01/2020	#4		Well #10
20-021	05/08/2020			Software Additions (Building/Fixed Assets)
20-022	05/01/2020	#3		Park Improvements
20-023	05/04/2020	#7		Census 2020
20-024	05/11/2020	#6		Summary of City and Urban Renewal Debt
20-025	05/04/2020	#5		General Fund Revenue from Urban Renewal
20-026	05/04/2020	#5		Urban Renewal Incentive Programs and Projects
20-027	05/04/2020	#7		Multnomah County Municipal Broadband Study
20-028	05/08/2020			Display of Historic Pictures at City Hall
20-029	05/15/2020			Summary of State Shared Revenues
20-030	05/15/2020			Non-Represented Employee Cost of Living Adjustment (COLA) of 2.25% for FY2020-21
20-031	05/08/2020			IT Budget
20-032	05/11/2020			Budget Message Power Point
20-033	05/11/2020			Urban Renewal Budget Message Power Point
20-034	05/11/2020			Power Point for Departments



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	All Operating Funds	20-001

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 6, 2020

ISSUE:

Operating Fund Summary by Expense Categories

BACKGROUND:

The purpose of this Budget Information Paper (BIP) is to provide an overview of the City's major operating funds and show a comparison between the current fiscal year budget (FY 2019-20) and the proposed budget (FY 2020-21). Attached is a summary of the proposed budgets for the General Fund Departments and Other Operating Funds by personnel and materials and services.

General Fund

Personal costs in the general fund increased 1.9%. Personnel costs include a 2.25% cost of living adjustment (COLA) and a 6% increase in health insurance. Retirement system rates are flat. They are adjusted every other year and were adjusted last year. There was some shifting of personnel cost in the finance department as we continue to try to adjust allocations to represent actual time worked in each department. This is reflected in the reductions in the Finance and Court budgets. The small increase in the Community Services Department was because a change in personnel as an incumbent took another job.

Materials and Services Costs increase 5.1% overall. The MSCO law enforcement fee increased 4.7%. This included an increase in the retirement costs. The Fire contract increased 4.5%. \$20,000 was budgeted for participation in a Gresham Fire Service Deliver options study. BOEC (emergency communication) had a slight increase because of an increase in the 911 tax.

Other Operating Funds

Budget changes from last year include:

- *Recreation Fund:* Overall costs are flat as material and services costs are down because a reduction in fundraising costs (BIP #20-010).
- *Building Fund:* Overall decrease of 23.4% as an anticipated increase in activity has slowed some.
- *Street Fund:* Overall increase of 1.9%. Materials and services costs are flat.
- *Water Utility Fund:* Overall decrease of 2.5%. Material and Services costs increased in FY 2019-20 because of an anticipated higher level of maintenance activity on the water system.

This year's water system maintenance decreases by \$50,000.

- *Sewer Fund:* Overall increase of 3.3%.
- *Storm Water Fund:* Overall Increase of 7.9% The increase in Infrastructure Maintenance is for two projects: Lakeshore Park bank stabilization (\$10,000) and Fairview Creek Maintenance (\$25,000).

OPERATING DEPARTMENTS SUMMARY

A COMPARISON OF OPERATING COSTS

GENERAL FUND

Administration	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	271,145	297,754	297,754	26,609	9.8%
Materials and Services	145,528	155,296	155,296	9,768	6.7%
Total	416,673	453,050	453,050	36,377	8.7%

Finance	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	146,170	142,375	142,375	-3,795	-2.6%
Materials and Services	72,526	88,214	88,214	15,688	21.6%
Total	218,696	230,589	230,589	11,893	5.4%

Court	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	67,014	51,523	51,523	-15,491	-23.1%
Materials and Services	21,391	21,047	21,047	-344	-1.6%
Total	88,405	72,570	72,570	-15,835	-17.9%

PW Comm. Services	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	200,835	201,237	201,237	402	0.2%
Materials and Services	80,166	78,416	78,416	-1,750	-2.2%
Total	281,001	279,653	279,653	-1,348	-0.5%

PW Parks	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	205,185	211,437	211,437	6,252	3.0%
Materials and Services	149,548	155,893	155,893	6,345	4.2%
Total	354,733	367,330	367,330	12,597	3.6%

Public Safety	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	0	0	0	0	-
Materials and Services	2,641,738	2,764,776	2,764,776	123,038	4.7%
Total	2,641,738	2,764,776	2,764,776	123,038	4.7%

Fire/BOEC/ Em. Mgmt.	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	0	0	0	0	-
Materials and Services	1,388,958	1,465,067	1,465,067	76,109	5.5%
Total	1,388,958	1,465,067	1,465,067	76,109	5.5%

TOTAL GENERAL FUND	Adopted Budget - Amended		Proposed	\$	%
	FY 19/20	FY 20/21	FY 20/21	Change	Change
Personnel Services	890,349	904,326	904,326	13,977	1.6%
Materials and Services	4,499,855	4,728,709	4,728,709	228,854	5.1%
Total	5,390,204	5,633,035	5,633,035	242,831	4.5%

Recreation	Adopted Budget	Proposed	\$	%
	FY 19/20	FY 20/21	Change	Change
Personnel Services	115,993	123,758	7,765	6.7%
Materials and Services	85,136	77,675	-7,461	-8.8%
Total	201,129	201,433	304	0.2%

Building	Adopted Budget - Amended	Proposed	\$	%
	FY 19/20	FY 20/21	Change	Change
Personnel Services	167,150	173,685	6,535	3.9%
Materials and Services	215,631	119,352	-96,279	-44.6%
Total	382,781	293,037	-89,744	-23.4%

Street	Adopted Budget - Amended	Proposed	\$	%
	FY 19/20	FY 20/21	Change	Change
Personnel Services	263,860	272,814	8,954	3.4%
Materials and Services	178,716	178,270	-446	-0.2%
Total	442,576	451,084	8,508	1.9%

Water	Adopted Budget - Amended	Proposed	\$	%
	FY 19/20	FY 20/21	Change	Change
Personnel Services	571,940	597,220	25,280	4.4%
Materials and Services	595,741	541,571	-54,170	-9.1%
Total	1,167,681	1,138,791	-28,890	-2.5%

Sewer	Adopted Budget - Amended	Proposed	\$	%
	FY 19/20	FY 20/21	Change	Change
Personnel Services	408,868	423,834	14,966	3.7%
Materials and Services	1,369,150	1,412,865	43,715	3.2%
Total	1,778,018	1,836,699	58,681	3.3%

Storm Water	Adopted Budget - Amended	Proposed	\$	%
	FY 19/20	FY 20/21	Change	Change
Personnel Services	349,727	371,663	21,936	6.3%
Materials and Services	315,072	345,511	30,439	9.7%
Total	664,799	717,174	52,375	7.9%



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	General Fund Other	20-002

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 7, 2020

ISSUE:
 General Fund Contingency & Ending Fund Balance.

BACKGROUND:

The City Council’s adopted financial policies include: General Fund Ending Fund Balance Policy and Excess Reserves Policy (General Fund). The proposed Contingencies and Ending Fund Balance for FY 2020-21 is \$3,315,394. This includes three line items in the “Other” Department (Department 40):

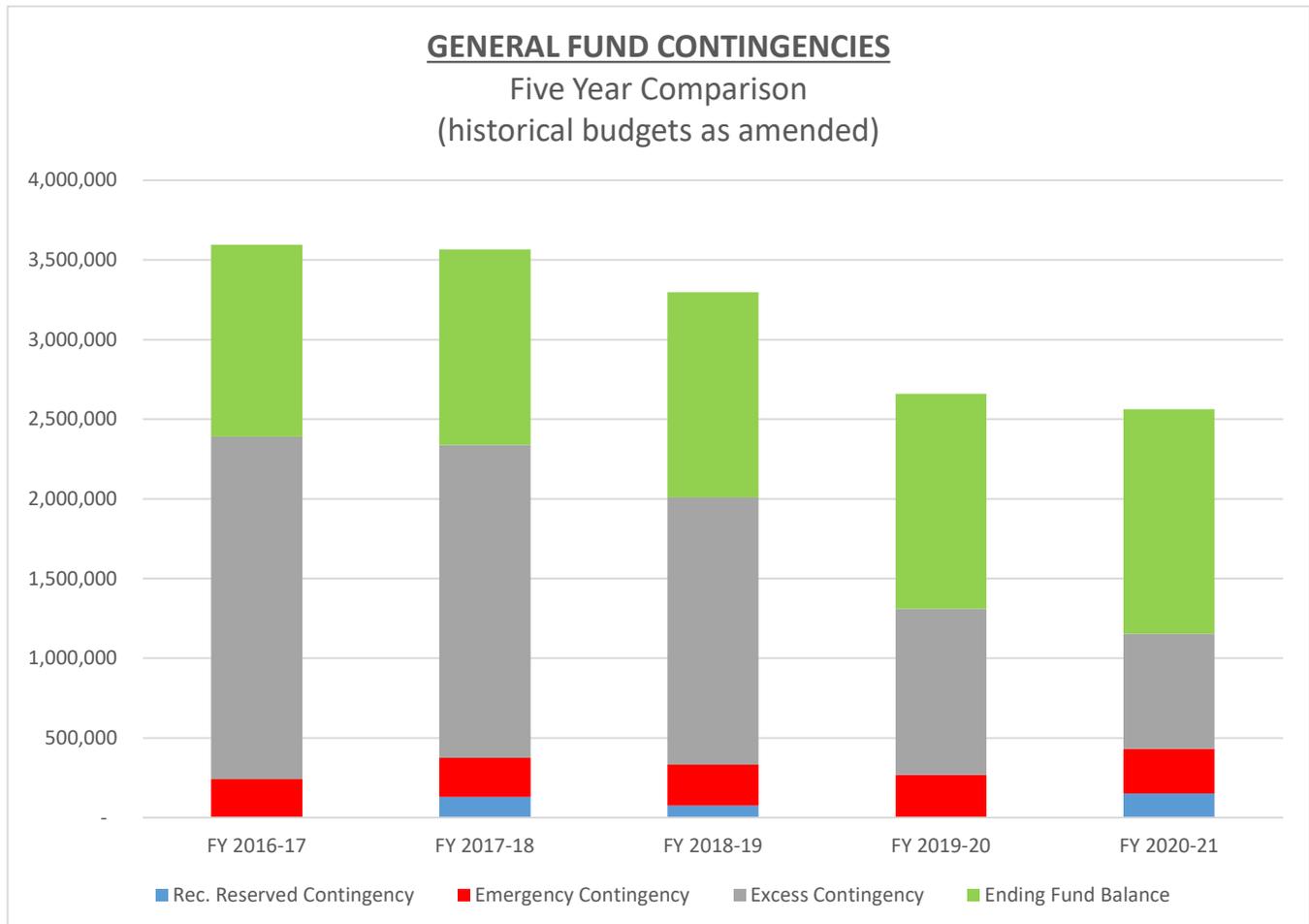
- Emergency Contingency (**\$282,000**) - 5% of operating expenses.
- Ending Fund Balance (**\$1,410,000**) - 25% (three months) of operating expenses.
- Excess Reserves Contingency (**\$872,076**) - all resources beyond those identified above. This amount does not include the \$650,000 bridge loan to Urban Renewal which is an investment and the reserves that will be available to the city. If you add that amount the total Excess Reserves Contingency is **\$1,522,076**.

The budgeted General Fund Excess Reserve is 10.4% of the total General Fund. This is down from 12.6% in FY 2019-20. All Contingencies and Ending Fund Balances are 31% of the proposed General Fund total of \$8,372,009. The attached graph #1 shows a five-year comparison of all Contingencies and Fund Balances. Graph #2 shows the same comparison including the \$650,000 Bridge Loan to URA as part of reserves.

The Proposed General Fund Budget’s \$315,240 uses a portion of the original Reserves (Beginning Fund Balance) for the following:

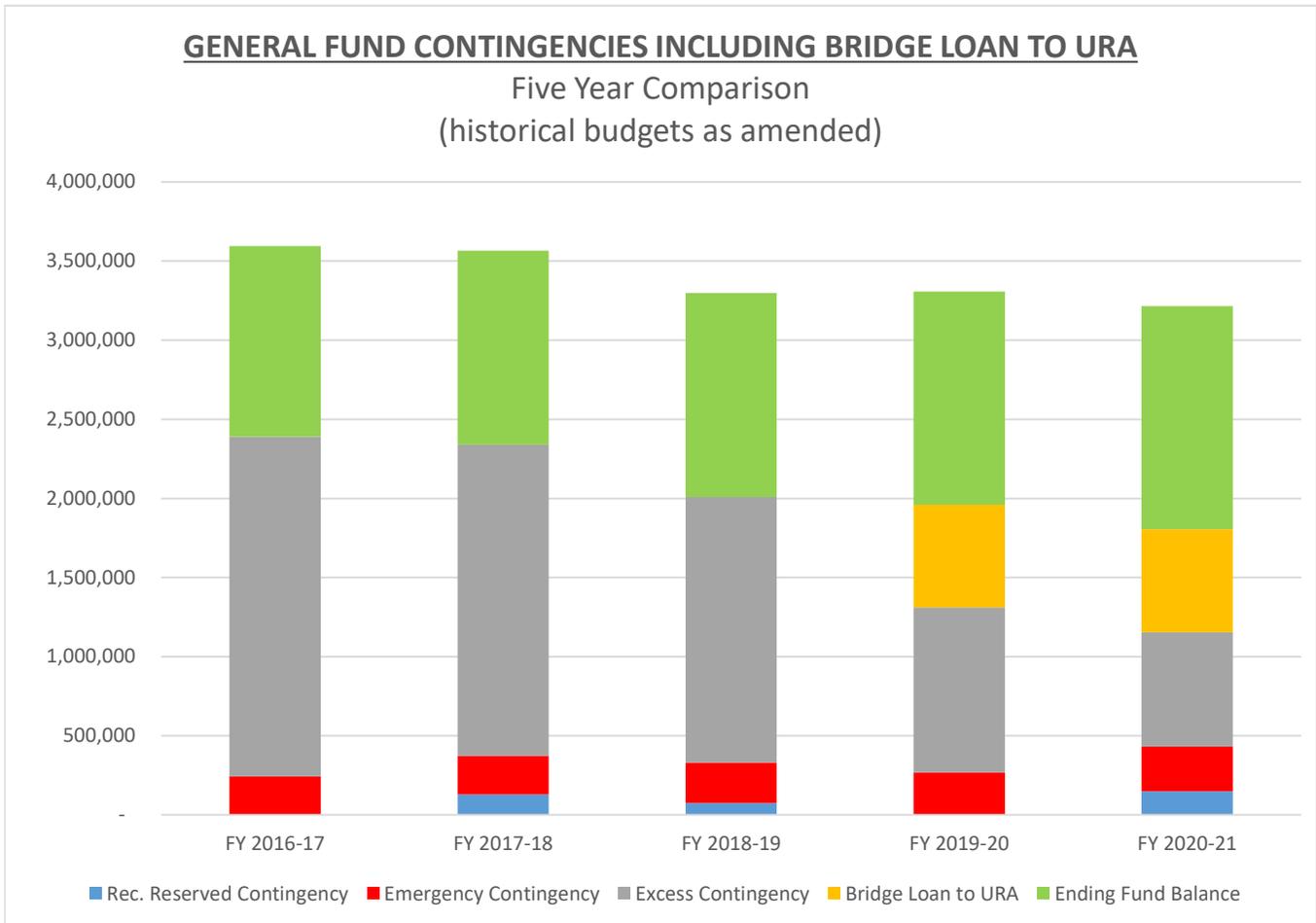
- \$68,525 for 60% of the cost for the Recreation Manager for Play East (BIP 20-010).
- \$87,500 to Facilities Maintenance for City Hall Maintenance Needs (BIP 20-011).
- \$87,343 for General Fund operating expenses (BIP 20-003).
- \$33,000 for Multnomah County Municipal Broadband Study Phase #2 (BIP 20-027).
- \$20,000 for Gresham Fire Study on service deliver models (BIP 20-008).
- \$18,872 for Community Services and Parks transfers to the Equipment Replacement Fund.

Graph #1



Contingency Type	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Rec. Reserved Contingency	-	129,424	74,522	-	150,000
Emergency Contingency	242,000	245,120	257,730	269,500	282,000
Excess Contingency	2,148,082	1,964,393	1,676,621	1,041,894	722,076
Ending Fund Balance	1,206,000	1,226,104	1,288,648	1,347,000	1,410,000
TOTAL	3,596,082	3,565,041	3,297,521	2,658,394	2,564,076

Graph #2



Contingency Type	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Rec. Reserved Contingency	-	129,424	74,522	-	150,000
Emergency Contingency	242,000	245,120	257,730	269,500	282,000
Excess Contingency	2,148,082	1,964,393	1,676,621	1,041,894	722,076
Bridge Loan to URA	-	-	-	650,000	650,000
Ending Fund Balance	1,206,000	1,226,104	1,288,648	1,347,000	1,410,000
TOTAL	3,596,082	3,565,041	3,297,521	3,308,394	3,214,076



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	General Fund	20-003

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 8, 2020

ISSUE:
 General Fund Operating Revenues and Expenditures.

RELATED FINANCIAL POLICES:

Financial Guideline #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”.

BACKGROUND:

The proposed FY 2020-21 operating expenses (excluding one-time consulting projects) exceed operating revenues by \$87,342 as compared to \$95,295 in FY 2019-20. Financial Guideline #5 states “The City shall, to the extent feasible, balance current (recurring) revenues and current (recurring) expenditures”. We have budgeted and recommend an exception to this policy. BIP 20-002 discusses the General Fund contingencies and reserves. It will show the impact that the proposed use of \$87,342 in reserve funds have on the overall General Fund.

We feel comfortable making this recommendation for two reasons:

- 1) The average use of reserves for operations over the last five has been \$129,986.

Table I: Five Year History	
Use of Reserves	
General Fund:	Use of Reserves
2016-17	(158,421)
2017-18	(160,643)
2018-19	(148,228)
2019-20	(95,295)
2020-21	(87,342)
Average	(129,986)

- 2) Actual operating expenditures have been between 2.8% and 11% under budget over the last five years, an average of 6.7%. \$87,342 is only 1.6 % of the \$5,580,035 FY 2018-19 General Fund operating budget.

Table II: Budget Compared to Actual

Fiscal Year	Budget	Actual	% Savings
FY 14-15	4,802,574	4,258,454	11%
FY 15-16	4,911,253	4,571,102	7%
FY 16-17	5,066,404	4,615,612	9%
FY 17-18	4,906,842	4,770,732	2.8%
FY 18-19	5,271,720	5,071,895	3.8%
Average			6.7%

RECOMMENDED SOLUTION:

Approve the proposed exception to policy #5 and continue to monitor Beginning Fund Balance, Excess Reserves and actual expenditures to budgeted expenditures. If the positive trends begins to reverse, start making adjustments in budgeted expenditures.

ALTERNATIVE SOLUTIONS:

1. Direct the City Administrator to bring the General Fund Budget in compliance with Financial Guideline #5 for the FY 2020-21 Budget.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	All	20-004

TO: City of Fairview Budget Committee

FROM: Lesa Folger, Finance Director

THRU: Nolan K. Young, City Administrator

DATE: May 11, 2020

ISSUE:
Five-Year History by Fund and Category

BACKGROUND:
Below, please find historical data for all funds by category. Data includes the Proposed FY 2020-21 Budget, the Adopted Budget as Amended for FY 2019-20 (as of 5/8/2020), and “Actual” data for FY 2018-19, FY 2017-18, and FY 2016-17.

General Fund				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21
Beginning Fund Balance	3,958,124	3,857,438	3,654,442	2,947,037	2,879,316
Resources	4,654,405	5,050,569	5,123,980	5,298,559	5,492,693
Personnel Services	2,648,270	1,232,512	830,487	890,349	904,356
Materials & Services	1,967,342	3,780,258	4,241,408	4,499,855	4,728,734
Debt Service	-	-	-	-	-
Capital Improvements	34,377	-	3,767	-	-
Transfers to Other Funds	105,100	240,794	738,602	189,998	174,843
Contingency	-	-	-	1,326,894	1,154,076
Rounding	2	1	1	-	-
Ending Fund Balance	3,857,438	3,654,442	2,964,157	1,338,500	1,410,000

Recreation Fund *					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	-	-	13,182	13,316	22,717
Resources	-	147,889	171,451	190,369	185,844
Personnel Services	-	100,381	93,449	115,993	123,758
Materials & Services	-	34,325	66,258	85,136	77,675
Debt Service	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Contingency	-	-	-	2,556	7,128
Rounding	-	-	1	-	-
Ending Fund Balance	-	13,182	24,927	-	-
* The Recreation Fund was created in FY2017-18. Funds associated with recreation were included in General Fund Department 18 in FY2015-16 and FY2016-17.					
AEC Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	43,155	0	47,739	1,332	91,564
Resources	7,044	90,822	9,973	166,829	105,181
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	30,904	6,192	-	5,000	-
Transfers to Other Funds	19,294	36,891	55,740	100,000	34,003
Contingency	-	-	-	63,161	162,742
Rounding	-	-	-	-	-
Ending Fund Balance	0	47,739	1,972	-	-
Building Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	123,448	95,170	578,105	603,668	729,199
Resources	108,922	673,691	209,641	219,785	221,271
Personnel Services	84,161	128,559	151,979	167,150	173,685
Materials & Services	53,040	62,197	88,540	215,631	119,352
Debt Service	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Transfers to Other Funds	-	-	-	17,500	17,500
Contingency	-	-	-	423,172	639,933
Rounding	-	-	-	-	-
Ending Fund Balance	95,170	578,105	547,227	-	-

Grants and Capital Project Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	22,867	(63,237)	24,600	1,510,988	15,871
Resources	89,864	159,195	3,443,543	3,706,631	3,274,827
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	51,300	-	-
Capital Improvements	175,967	71,358	1,786,828	5,121,914	3,241,403
Transfers to Other Funds	-	-	70,858	27,569	23,784
Contingency	-	-	-	68,136	25,511
Rounding	1	-	-	-	-
Ending Fund Balance	(63,237)	24,600	1,559,157	-	-
Street Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	707,074	768,774	932,698	957,614	1,168,223
Resources	576,026	609,595	705,305	712,171	704,691
Personnel Services	174,261	206,867	235,952	263,860	272,814
Materials & Services	156,428	117,651	115,054	178,716	178,270
Debt Service	-	-	-	-	-
Capital Improvements	172,937	116,136	82,304	302,400	84,900
Transfers to Other Funds	10,700	5,018	92,720	77,631	67,124
Contingency	-	-	-	847,178	1,269,806
Rounding	-	1	-	-	-
Ending Fund Balance	768,774	932,698	1,111,973	-	-
PW Facility Fee Fund *					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	-	-	-	97,902	147,925
Resources	-	-	172,961	259,726	263,771
Personnel Services	-	-	-	-	-
Materials & Services	-	-	12	-	100
Debt Service	-	-	57,614	223,876	411,596
Capital Improvements	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Contingency/Reserve	-	-	-	133,752	-
Rounding	-	-	-	-	-
Ending Fund Balance	-	-	115,335	-	-
* Fund Created in FY2018-19					

Water SDC Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	432,512	437,335	458,340	682,016	659,095
Resources	4,824	21,004	11,689	474,602	261,400
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Transfers to Other Funds	-	-	-	252,080	920,495
Contingency/Reserve	-	-	-	904,538	-
Rounding	-	1	-	-	-
Ending Fund Balance	437,335	458,340	470,029	-	-
Sewer SDC Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	666,316	673,844	713,030	862,787	687,673
Resources	7,529	39,185	18,286	375,414	239,800
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Transfers to Other Funds	-	-	-	758,000	-
Contingency/Reserve	-	-	-	480,201	927,473
Rounding	-	1	-	-	-
Ending Fund Balance	673,844	713,030	731,316	-	-
Storm Water SDC Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	180,664	176,083	195,168	228,569	255,846
Resources	18,709	23,634	4,984	41,159	38,600
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	23,290	4,549	-	-	-
Transfers to Other Funds	-	-	-	-	-
Contingency/Reserve	-	-	-	269,728	294,446
Rounding	-	-	-	-	-
Ending Fund Balance	176,083	195,168	200,152	-	-

Parks SDC Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	31,039	32,108	58,817	32,422	49,997
Resources	63,995	50,456	60,680	112,260	35,003
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	62,926	23,747	87,113	110,000	85,000
Transfers to Other Funds	-	-	-	-	-
Contingency/Reserve	-	-	-	34,682	-
Rounding	-	-	-	-	-
Ending Fund Balance	32,108	58,817	32,384	-	-
Fairview Lake LID Debt Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	448,562	539,521	430,602	323,785	211,148
Resources	90,959	12,081	13,234	13,508	3,500
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	-	-	-	-	-
Transfers to Other Funds	-	121,000	121,000	121,000	121,000
Contingency/Reserve	-	-	-	216,293	93,648
Rounding	-	-	-	-	-
Ending Fund Balance	539,521	430,602	322,836	-	-
Equipment Replacement Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	496,017	475,978	493,856	534,967	477,505
Resources	106,922	60,383	75,390	84,903	69,009
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	126,961	42,504	34,269	143,766	76,225
Transfers to Other Funds	-	-	-	32,870	31,279
Contingency/Assigned Balance	-	-	-	443,234	439,010
Rounding	-	(1)	-	-	-
Ending Fund Balance - Assigned	475,978	493,856	534,977	-	-

Facilities Maintenance Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	94,929	73,782	128,026	132,720	229,435
Resources	25,886	103,126	63,003	248,005	246,500
Personnel Services	-	-	-	-	-
Materials & Services	-	-	-	-	-
Debt Service	-	-	-	-	-
Capital Improvements	47,033	48,881	49,811	370,000	275,328
Transfers to Other Funds	-	-	-	7,000	12,000
Contingency	-	-	-	3,725	188,607
Rounding	-	(1)	-	-	-
Ending Fund Balance	73,782	128,026	141,218	-	-
Water Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	1,286,559	1,499,565	1,694,229	1,069,542	1,250,974
Resources	1,276,344	1,239,137	1,271,493	1,279,170	1,293,283
Personnel Services	406,628	473,299	517,243	571,940	597,220
Materials & Services	599,345	446,451	527,349	595,741	541,571
Debt Service	39,967	39,967	39,967	39,968	39,967
Capital Improvements	3,598	56,670	192,356	187,000	85,000
Transfers to Other Funds	13,800	28,088	49,748	74,996	896,000
Contingency/Reserve	-	-	-	879,067	384,499
Rounding	-	2	-	-	-
Ending Fund Balance	1,499,565	1,694,229	1,639,059	-	-
Sewer Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	1,778,045	2,024,959	2,244,917	2,231,761	2,387,367
Resources	2,066,097	2,127,252	2,251,294	2,289,710	2,355,037
Personnel Services	425,816	363,978	401,454	408,868	423,834
Materials & Services	1,149,354	1,247,977	1,254,622	1,324,150	1,412,865
Debt Service	232,914	232,914	232,914	232,915	228,592
Capital Improvements	500	46,878	191,442	45,000	20,000
Transfers to Other Funds	10,600	15,544	27,469	1,593,890	42,822
Contingency/Reserve	-	-	-	916,648	2,614,291
Rounding	-	(3)	1	-	-
Ending Fund Balance	2,024,959	2,244,917	2,388,311	-	-

Storm Water Fund					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	849,610	944,016	1,050,602	986,624	1,043,999
Resources	617,264	615,219	665,608	661,364	691,694
Personnel Services	323,687	277,220	313,058	349,727	371,663
Materials & Services	172,304	208,577	209,695	315,072	345,511
Debt Service	-	-	-	-	-
Capital Improvements	-	1,640	55,728	35,598	50,000
Transfers to Other Funds	26,867	21,194	72,172	51,410	92,829
Contingency/Reserve	-	-	-	896,181	875,690
Rounding	-	(2)	-	-	-
Ending Fund Balance	944,016	1,050,602	1,065,557	-	-
CITY-WIDE TOTALS					
				Adopted	
	Actuals	Actuals	Actuals	as Amended	Proposed
	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Fund Balance	11,118,921	11,535,336	12,718,353	13,217,050	12,307,854
Resources	9,714,788	11,023,238	14,272,515	16,134,165	15,482,104
TOTAL RESOURCES	20,833,708	22,558,574	26,990,868	29,351,215	27,789,958
Personnel Services	4,062,822	2,782,816	2,543,622	2,767,887	2,867,330
Materials & Services	4,097,813	5,897,436	6,502,938	7,214,301	7,404,078
Debt Service	272,881	272,881	381,795	496,759	680,155
Capital Improvements	678,493	418,555	2,483,618	6,320,678	3,917,856
Transfers to Other Funds	186,361	468,529	1,228,309	3,303,944	2,433,679
Contingency/Reserve	-	-	-	7,909,146	9,076,860
Rounding	-	(1)	3	-	-
Ending Fund Balance	11,535,336	12,718,353	13,850,587	1,338,500	1,410,000
TOTAL EXPENSE and EFB	20,833,707	22,558,570	26,990,872	29,351,215	27,789,958



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Varied	20-005

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: April 23, 2020

ISSUE:
 Five Year Capital Improvement Plans.

RELATED COUNCIL GOALS:
 Goal #4: Maintain and enhance the city’s public infrastructure in a cost-efficient manner.

BACKGROUND:
 Three year ago, staff used updates of the Water, Storm Water, and Parks Master Plans; the Transportation System Plan; the existing Sanitary Sewer Master Plan; a detailed review of the condition and needs of City Hall; and a review of the Public Works Shop to develop a single document that summarizes the known capital improvements for all City operations. This information is used each year to develop a Five Year Capital Improvement Plans (CIP). We have updated and attached the Five Year for the following six areas.

Department	Total Amount	From URA
Parks	\$85,000	
Streets	\$1,025,000	\$1,000,000
Water Utility	\$2,003,394	\$220,000
Sanitary Sewer Utility	\$25,000	
Storm Water Utility	\$76,528	
Facilities Maintenance	\$275,328	

The number next to each of the departments above identifies the FY 2020-21 budgeted amount and any contributions from the Urban Renewal Agency (URA). The total cost proposed for this Fiscal Year is \$3,490,250 with \$1,220,000 from URA.

For each improvement we have listed the source of funding on the plan document. For items in year one (FY 2020-21) we have included the account number where you can find the funding.

CAPITAL IMPROVEMENT PLANNING

FUND: 110-17 Department: Parks

Funding Source	Account Number	Project Description	Project Cost (FY 2020-2025)	FISCAL YEAR					
					2020-21	2021-22	2022-23	2023-24	2024-25
AEC	134-00-6730100	Pelfrey Park Improvements	\$50,000	Estimated =	\$50,000				
				Actual =					
				Status =	Construction				
AEC	121-00-6730107	Salish Ponds ADA access from school	\$10,000	Estimated =	\$10,000				
				Actual =					
				Status =	Construction				
		Park Replacement Equipment (Park Priority for out years to be determined)	\$150,000	Estimated =			\$50,000	\$50,000	\$50,000
				Actual =					
				Status =					
		Pelfrey Park covered shelter	\$25,000	Estimated =	\$25,000				
				Actual =					
				Status =	Construction				
		Nechokokee / Handy Park - Community Garden	\$50,000	Estimated =		\$50,000			
				Actual =					
				Status =					
			\$0	Estimated =					
				Actual =					
				Status =					
			\$0	Estimated =					
				Actual =					
				Status =					
				Estimated =					
				Actual =					
				Status =					
TOTALS For Fiscal Years =			\$285,000		\$85,000	\$50,000	\$50,000	\$50,000	\$50,000

DEFERRED PROJECTS

	Project Description	Deferred Amount	Notes
	Lakeshore Park (boardwalk, bank stabilization)	\$50,000	This is an ongoing need as we look for ways to limit bank erosion
	Salish Ponds (East pond platforms)	\$250,000	In Parks Master Plan long term goals. Continuing to search for grant opportunities.
	Salish Ponds Bathrooms	\$150,000	PRAC recommended to defer this item.
	Community Park lighting	\$25,000	This might be a low estimate as there is no infrastructure in place. Parks are closed at dusk
	Work out stations - in an existing park	\$25,000	
	Heritage Site Signage	\$50,000	In parks masterplan long term goals
	Off leash dog park		Planned to be included in ParkNRide at 207th/Halsey

CAPITAL IMPROVEMENT PLANNING

FUND: 124-00 Department: Streets

Funding Source	Account Number	Project Description	Project Cost (FY 2020-2025)	FISCAL YEAR					
				2020-21	2021-22	2022-23	2023-24	2024-25	
Gas Tax	124-00-6730101	Crack Seal	\$200,000	Estimated =		\$50,000	\$50,000	\$50,000	\$50,000
				Actual =					
				Status =		Construction	Construction	Construction	Construction
Gas Tax	124-00-6730101	Slurry Seal (Type II)	\$400,000	Estimated =		\$100,000	\$100,000	\$100,000	\$100,000
				Actual =					
				Status =		Construction	Construction	Construction	Construction
Gas Tax	124-00-6730101	Pavement Overlay (Creekside/Matney in 2021)	\$150,000	Estimated =		\$75,000		\$75,000	
				Actual =					
				Status =		Construction		Construction	
Urban Renewal		207th Roundabout / ParkNRide Pre-engineering	\$300,000	Estimated =	\$300,000				
				Actual =					
				Status =	Design				
UR/Gas Tax	124-00-6330400	Bike-ped undercrossing at 223rd RR Railroad Bridge	\$500,000	Estimated =	\$500,000				
				Actual =					
				Status =	Construction				
CDBG-Gas Tax	124-00-6730101	CDBG Projects - sidewalk/streets	\$225,000	Estimated =	\$25,000	\$75,000	\$25,000	\$75,000	\$25,000
				Actual =					
				Status =	Design	Construction	Design	Construction	Design
		223rd/Halsey Street Design incl intersection evaluation		Estimated =	\$200,000				
				Actual =					
				Status =	Design				
		Wistful Vista Cul-de-sac	\$200,000	Estimated =		\$50,000	\$150,000		
				Actual =					
				Status =		Design	Construction		
TOTALS For Fiscal Years =			\$1,975,000		\$1,025,000	\$350,000	\$325,000	\$300,000	\$175,000

DEFERRED PROJECTS

		Project Description	Deferred Amount		Notes
Gas Tax	124-00-6330400	Wistful Vista Fire Truck Entrance @ Fairview Parkway	\$100,000	Cancelled	
Gas Tax	124-00-6330400	Wistful Vista cul-de-sac W. of Fairview Parkway	\$100,000		Estimated cost
Urban Renewal		207th Round-a-bout and PArkNRide construction	TBD		Feasibility being studied through Halsey Corridor Committee. Range of cost = \$3-6 million
		Hancock/Cedar Street, west of 7th Street	TBD		
LID		Wistful Vista, south of Hancock	TBD		Request from property owners

CAPITAL IMPROVEMENT PLANNING

FUND: 211-00 Department: Water

Funding Source	Account Number	Project Description	Project Cost (FY 2020-2025)	FISCAL YEAR					
				2020-21	2021-22	2022-23	2023-24	2024-25	
SDC 92% Rates 8%		** W-1 Source Firm Capacity Improvements (Well 10)	\$439,394	Estimated =	\$439,394				
				Actual =					
				Status =	Design				
SDC/Rates/ 20% UR		W-1 Well 10 Construction	\$1,977,000	Estimated =	\$1,477,000	\$500,000			
				Actual =					
				Status =	Construction	Construction			
		Sentinel Well for EDB	\$75,000	Estimated =	\$75,000				
				Actual =					
				Status =	Construction				
Rates	211-00-6690198	Well 9 Rehabilitation	\$186,000	Estimated =	\$12,000	\$75,000	\$12,000	\$75,000	\$12,000
				Actual =					
				Status =	Rehabilitation	Rehabilitation	Rehabilitation	Rehabilitation	Rehabilitation
SDC 17% Rates 83%	211-00-6330400	R-1 Distribution Piping Replacement (*)	\$800,000	Estimated =		\$200,000	\$200,000	\$200,000	\$200,000
				Actual =					
				Status =		Construction	Construction	Construction	Construction
		Meters - Large Sensus and Neptune	\$200,000	Estimated =		\$50,000	\$50,000	\$50,000	\$50,000
				Actual =					
				Status =	Construction	Construction	Construction	Construction	Construction
				Estimated =					
				Actual =					
				Status =					
				Estimated =					
				Actual =					
				Status =					
TOTALS For Fiscal Years =			\$3,677,394		\$2,003,394	\$825,000	\$262,000	\$325,000	\$262,000

DEFERRED PROJECTS

		Project Description	Deferred Amount		Notes

CAPITAL IMPROVEMENT PLANNING

FUND: 212-00 Department: Sanitary Sewer

Funding Source	Account Number	Project Description	Project Cost (FY 2020-2025)	FISCAL YEAR					
				2020-21	2021-22	2022-23	2023-24	2024-25	
Rates / SDC	-	*Concrete Sewer Main Rehabilitation Program (223rd)	\$300,000	Estimated =	\$25,000	\$25,000	\$250,000		
				Actual =					
				Status =	CCTV/Pre-	CCTV/Pre-Design	Construction		
Rates / SDC	-	*Concrete Sewer Main Rehabilitation Program (Identify in program)	\$50,000	Estimated =				\$25,000	\$25,000
				Actual =					
				Status =				CCTV/Pre-Design	CCTV/Pre-
Rates / SDC	-	Sandy Blvd. Trunk Improvement Phase I (partially deferred) -west 3350 LF	\$235,000	Estimated =		\$35,000	\$100,000	\$100,000	
				Actual =					
				Status =		Planning	Pre-Design	Design	
				Estimated =					
				Actual =					
				Status =					
				Estimated =					
				Actual =					
				Status =					
				Estimated =					
				Actual =					
				Status =					
		TOTALS For Fiscal Years =	\$585,000		\$25,000	\$60,000	\$350,000	\$125,000	\$25,000

DEFERRED PROJECTS

		Project Description	Deferred Amount	Notes
Rates/SDC	-	Sandy Blvd. Trunk Improvement Phase I	\$2,231,110	Planning and Pre-Design included in table above. Will be evaluated with timing of road construction.
Rates/SDC	-	Sandy Blvd. Trunk Improvement Phase II (Planning, Pre-Design, and Design)	\$235,000	\$35k planning, \$100k pre-design, and \$100k design
Rates/SDC	-	Sandy Blvd. Trunk Improvement Phase II (Construction) east 3350LF	\$1,898,080	Planning and Pre-Design included in table above. Will be evaluated with timing of road construction.
Rates/SDC	-	Blue Lake Rd./223rd Ave. Force Main	\$455,070	Project allows for future developments in the north east corner of the City when TRIP develops.

CAPITAL IMPROVEMENT PLANNING

FUND: 213-00 Department: Storm

Funding Source	Account Number	Project Description	Project Cost (FY 2020-2025)	FISCAL YEAR					
				2020-21	2021-22	2022-23	2023-24	2024-25	
Rates	213-00-6730200	GN-1 CCTV Inspection	\$132,640	Estimated =	\$26,528	\$26,528	\$26,528	\$26,528	\$26,528
				Actual =					
				Status =					
SDC		GN 2 Targeted Infrastructure (Pipe, Manhole, & Catch basin Rehabilitation)	\$36,600	Estimated =		\$36,600			
				Actual =					
				Status =		Construction			
SDC		GN 3 Targeted Infrastructure (Catch Basin Retrofits)	\$13,350	Estimated =		\$13,350			
				Actual =					
				Status =		Construction			
Rates	213-00-6730200	FV5 Old Town Green Street Opportunities (Annual Project)	\$291,600	Estimated =		\$72,900	\$72,900	\$72,900	\$72,900
				Actual =					
				Status =		Construction			
		FV 9 Lincoln Street between Fairview Ave. and 4th St.	\$286,988	Estimated =			\$286,988		
				Actual =					
				Status =					
		FV 10 Cedar St. Between Fairview Ave. and 3rd Street	\$308,138	Estimated =				\$308,138	
				Actual =					
				Status =					
		FV 11 1st St. from Depot St. to Main St.	\$106,920	Estimated =					\$106,920
				Actual =					
				Status =					
Rates	213-00-6330400	FV8 Fairview Village Detention Ponds - Multnomah - this will be a part of the Well 10 project	\$50,000	Estimated =	\$50,000				
				Actual =					
				Status =	Construction				
TOTALS For Fiscal Years =			\$1,226,236		\$76,528	\$149,378	\$386,416	\$407,566	\$206,348

DEFERRED PROJECTS

Project Description	Deferred Amount	Notes
No Name Creek Diversion Flow Control MH (Oaks Apt.) <i>(Identify as an AM1 Project)</i>	\$50,000	
NN1a Undersized culvert for No-Name Creek at Sandy Blvd	\$448,125	From Storm CIP Update - Design \$89,625 & Construction \$358,500
NN 4a Replacement of undersized pipes and storm sewer extension at NE 227th Ave.	\$250,688	From Storm CIP Update - Design \$50,138 & Construction \$200,550 (Must be done with NN 4b \$366,072)
NN 4b Replacement of undersized Culverts at Fairview Woods Apartments	\$115,385	From Storm CIP Update - Design \$29,915 & Construction \$85,470 (Must be done with NN 4a \$366,072)
NN 5 Townsend Way - flood hazard reduction	\$50,463	From Storm CIP Update - Design \$13,083 & Construction \$37,380
RT1 Raintree Creek Culvert Debris Barrier	\$32,400	From Storm CIP Update - Design \$8,400 & Construction \$24,000

CAPITAL IMPROVEMENT PLANNING

FUND: 144-00 Department: Facilities Maintenance

Funding Source	Account Number	Project Description	Project Cost (FY 2020-2025)	FISCAL YEAR					
				2020-21	2021-22	2022-23	2023-24	2024-25	
General / Rates	144-00-4391601	City Hall - Access Controls (*)	\$0	Estimated =					
				Actual =					
				Status =					
General Reserves	144-00-4391601	City Hall - HVAC (*)	\$275,328	Estimated =	\$275,328				
				Actual =					
				Status =	Construction				
General Reserves	144-00-4391601	City Hall - Roof	\$294,999	Estimated =		\$103,914			\$191,085
				Actual =		Built up roof			Shingle roof
				Status =					
General / Rates	144-00-4391601	City Hall - Exterior / Lighting (*)	\$302,191	Estimated =			\$302,191		
				Actual =					
				Status =			Design/Construction		
General / Rates		City Hall - Interior repairs (*)	\$119,600	Estimated =				\$119,600	
				Actual =					
				Status =			Design/Construction		
General Fund		Community Center - ADA access to upstairs (Lift & Bldg. Mods)	\$279,997	Estimated =		\$100,000	\$179,997		
				Actual =					
				Status =		Design/Construction	Design/Construction		
			\$0	Estimated =					
				Actual =					
				Status =					
			\$0	Estimated =					
				Actual =					
				Status =					
TOTALS For Fiscal Years =			\$1,272,115		\$275,328	\$203,914	\$482,188	\$119,600	\$191,085

DEFERRED PROJECTS

		Project Description	Deferred Amount		Notes



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	All	20-006

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: April 23, 2020

ISSUE:
City Council Goals and FY 2020-21 Work Plan.

BACKGROUND:

Each year the Fairview City Council reviews their primary Goals and then develops an action plan to achieve selected policy initiatives and specific projects during the up-coming Fiscal Year (FY). The Council held a work session in February for this purpose. They reaffirmed their eight (8) goals (Exhibit A) and identified five (5) high priority and six (6) medium priority action items (Exhibit B) for FY 2020-21 with completion dates of June 30, 2021.

Below briefly identifies each of the action items, the relevant Budget Information Paper (BIP) that further discusses the action item, and where funds are budgeted to achieve it.

- 1- Investigate addition of Community Resource Deputy to MCSO contract: (BIP 20-009). Funding for this position is not included in the Proposed Budget. Staffs' recommendation is to go through a public process in FY 2020-21 to investigate further the need and the community's interest in paying for it, starting in FY 2021-22.
- 2- Pursue creation of a Farmers Market and investigate creation of a Fairview Food Cart Pod: (BIP 20-027). The Urban Renewal Agency (URA) has funded a feasibility study this fiscal year. Depending on the results of the study and the willingness of private partners, the URA may expend funds to complete this project.
- 3- Construct pedestrian/bicycle undercrossing of railroad on NE 223rd north of Sandy Boulevard: (BIP 20-014); \$500,000 has been proposed in the URA budget under Streets to be transferred to the City's Gants and Capital Projects Fund to help construct this facility.
- 4- Identify one or more vacant or underutilized lots and pursue a private/public partnership to create a preferred development: (BIP 20-026); Under this item, URA has budgeted \$800,000 to assist current or new private property owners in developing vacant or under-utilized property.

- 5- Identify and develop a project for Metro's Parks and Open Space Grant Program in 2021 or 2022: This project does not have any specific budget appropriation associated with it. Staff resource will be utilized to pursue it.
- 6- Identify and pursue opportunities to increase bike, pedestrian and ADA connectivity: (BIPs 20-014, 20-015 and 20-016). The City and URA budgets and five-year capital improvement plan has three items that fall under this action item: 1) NE 223rd Railroad undercrossing, 2) Historic Fairview sidewalk infill and 3) NE 223rd and Halsey intersection design.
- 7- Review street standards for Halsey Corridor to create "Main Street Feel": (BIP 20-0018). The City is participating with the Cities of Wood Village and Troutdale in an Oregon Department of Transportation (ODOT) Traffic Growth Management (TGM) grant application. The City's \$12,000 match has been proposed in the URA budget under Consulting Services.
- 8- Continue to explore roundabout, dog park, and park-and-ride at NE Fairview Parkway and Halsey and develop partnerships for park-and-ride: (BIP 20-017); \$500,000 has been proposed in the URA budget under Streets to be transferred to the City's Gants and Capital Projects Fund.
- 9- Investigate the use of solar power to reduce City energy costs: (BIP 20-012); \$25,000 has been budgeted in the Facilities Maintenance Fund to complete this action item.
- 10- Explore undercrossing and sidewalk connectivity from Sandy to Blue Lake Park and Chinook Landing: As time allows existing staff resources will be directed to this activity.
- 11- Actively recruit businesses looking to relocate to the City: As time allows existing staff resources will be directed to this activity.

BUDGET COMMITTEE ALTERNATIVES:

1. Staff Recommendation: Approve the proposed budget resources needed to pursue this work plan.
2. Amend the proposed appropriations.

CITY COUNCIL GOALS: FISCAL YEAR 2020-21
Non Prioritized List

Goal #1: Improve pedestrian and bicycle access and safety.

Goal #2: Enhance service levels of public safety programs.

Goal #3: Increase Fairview's recreational opportunities & park amenities.

Goal #4: Maintain and enhance the city's public infrastructure in a cost efficient manner.

Goal #5: Enhance & promote economic development activity.

Goal #6: Promote city's long-term financial stability.

Goal #7: Work with other local, regional and state organizations to enhance the community.

Goal #8: Enhance communication and engagement with the community.

Council Work Plan Action Items
Fiscal Year 2020-21

High Priority:

- 1- Investigate addition of Community Resource Deputy to MCSO contract
- 2- # ~ Pursue creation of a Farmers Market and investigate creation of a Fairview Food Cart Pod
- 3- # ~ Construct pedestrian/bicycle undercrossing of railroad on NE 223rd north of Sandy Boulevard
- 4- # ~ Identify one or more vacant or underutilized lots and pursue a private/public partnership to create a preferred development
- 5- # Identify and develop a project for Metro's Parks and Open Space Grant Program in 2021 or 2022

Medium Priority:

- 6- Identify and pursue opportunities to increase bike, pedestrian and ADA connectivity
- 7- # ~ Review street standards for Halsey Corridor to create "Main Street Feel"
- 8- # ~ Continue to explore roundabout, dog park, and park-and-ride at NE Fairview Parkway and Halsey and develop partnerships for park-and-ride
- 9- # Investigate the use of solar power to reduce City energy costs
- 10- # Explore undercrossing and sidewalk connectivity from Sandy to Blue Lake Park and Chinook Landing
- 11- # ~ Actively recruit businesses looking to relocate to the City

Additional City resources needed to acquire assistance
~ Eligible for URA assistance



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	General Fund	20-007

TO: City of Fairview Budget Committee
FROM: Devree Leymaster, City Recorder
THRU: Nolan K. Young, City Administrator
DATE: April 23, 2020

ISSUE:

City sponsored events for fiscal year 2020-21.

RELATED COUNCIL GOALS:

Goal #8: Enhance communication and engagement with the community.

BACKGROUND:

In prior years, the approval of city sponsored events has been recognized through the budget process and the funding of the event. During the February 19 work session discussion, Council requested the process be more refined to give Council the opportunity to approve the events for the upcoming fiscal year. At their April 15 meeting, the Council unanimously approved the list of city sponsored events included in this BIP for fiscal year 2020-21.

The Community Engagement Committee actively works with staff to coordinate and execute the events they are tasked with overseeing. The CEC is dedicated to being fiscally responsible with the city funds used for these events. To date all events have come in below budget. They strive to build community partnerships to assist with volunteers and sponsorships. Sponsorship letters for Fairview on the Green, September 2020, have already been mailed out and three responses have been received. They are also working to draft a letter highlighting all the events and opportunities (volunteerism, participation, sponsorships, etc.) to build partnerships with our local businesses and organizations. Not all city sponsored events are overseen by the CEC. For example, National Night Out is executed through MCSO with support from the city.

Table A identifies the City Council approved list of City sponsored “events” and “other” which includes decorating efforts to recognize significant dates or holidays and community art project(s) to be considered for funding in fiscal year 2020-21.

Table A

Event	Other
Flicks in the Park	Independence Day
National Night Out	Halloween
Fairview on the Green	Veterans Day
Christmas Tree Lighting	Fairview Anniversary
Easter Egg Hunt	Community Art project
Neighbor Fairs	Unanticipated Expenses

Table B compares the adopted “events” budget for fiscal year 2019-20 and the proposed “events” budget for fiscal year 2020-21. The **total** budget amounts are the same. The difference between the two is in the proposed budget for fiscal year 20-21

- \$600 was allocated from Other to Christmas Tree Lighting due to increasing costs and
- \$2,000 was reallocated from Veterans Day with \$1,000 being allocated to Easter to support increased activities, including growing the special needs area/hunt, and the remaining \$1,000 allocated to Other where the other decorating efforts are allocated.

Table B

Event	Adopted FY 19-20	Proposed FY 20-21
Flicks in the Park	\$2,000	\$2,000
National Night Out	\$3,700	\$3,700
Fairview on the Green	\$10,500	\$10,500
Christmas Tree Lighting	\$5,600	\$6,200
Easter Egg Hunt	\$4,200	\$5,200
Neighbor Fair	\$1,500	\$1,500
Veterans Day	\$2,000	\$0**
Other*	\$5,000	\$5,400
	\$34,500	\$34,500
*Art Projects (Community Mural), Pole Banners and Decorations.		
**Veterans Day Decorating included in Other.		

BUDGET IMPLICATIONS:

The proposed FY 2020-21 budget includes \$34,500 from the General Fund.

STAFF RECOMMENDATION:

Approve the proposed FY2020-21 City sponsored event budget proposal as presented.

BUDGET COMMITTEE ALTERNATIVES:

Amend the proposed FY2020-21 City sponsored event budget.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENTS AFFECTED	REFERENCE NUMBER
FY 2020-21	General Fund Public Safety	20-008

TO: City Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: April 24, 2020

ISSUE:
Public safety services through IGA's.

RELATED COUNCIL GOALS:
Goal #2: Enhance service levels of public safety programs.

BACKGROUND:

The City of Fairview provides public safety services through three Intergovernmental Agreements (IGAs):

- Law Enforcement (Police): Multnomah County Sheriff's Office MCSO)
- Fire and Rescue: City of Gresham Fire Department (Fire)
- 911 Emergency Communications: City of Portland Bureau of Emergency Communications (BOEC)

MCSO: \$2,719,188

The City of Fairview signed a ten-year IGA with the Multnomah County Sheriff's Office (MCSO) for Police services on August 1, 2017. The services provided include one patrol shift 24 hours a day, seven days a week and a second shift (swing) 10 hours a day, seven days a week. MCSO also provides a captain to act as Police Chief to coordinate services received. The base service fee has increased 4.7% from the current \$2,597,123 annual fee. This is an increase of \$122,065. Last year's increase was \$136,285. This year's increase is based on a consumer price index (CPI) increase of 2.76% and a retirement increase of 1.940%.

Fire: \$1,187,452

The contract with City of Gresham for fire and EMS services is based on increases in personnel costs. There is a cap on the annual increase of 4.5%. The contract fee is increasing 4.5% for FY 2020-21, a \$52,228 increase. The IGA is a 10-year agreement that began in 2015.

BOEC: \$248,605

Because of an increase in 911 taxes our fee is decreasing \$1,129.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	General Fund (Department)	20-009

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: April 24, 2020

ISSUE:
Community Resource Deputy.

RELATED COUNCIL GOALS:

Goal #2: Enhance service levels of public safety programs.
Work Plan #1: Investigate addition of Community Resource Deputy to MCSO contract.

BACKGROUND:

One of the goal objectives for FY 2019-20 was to “Investigate creating a three Cities MSCO Community Resource Officer position.” Early on Troutdale informed us that they were pursuing a single Community Resource Deputy (CRD) for their community. Approximately \$212,000 was included in their current general fund budget to purchase the necessary equipment and hire a CRD for six months. Their MCSO CRD began work in February 2020.

The intended goal of the program was to expand police presence in the community. The intended duties for the CRD included a focus on traffic enforcement, cooperative work with the city code compliance officer on livability issues, assisting with public education, crime prevention, and neighborhood specific problems.

We have had a conversation with the Wood Village City Manager. Currently they have not identified a need for the position in their community.

Exhibit A is a list of typical duties for a Community Resource Deputy prepared by Police Chief James Eriksen.

BUDGET IMPLICATIONS:

The budgeted costs of such a position is estimated to be \$200-\$225,000 a year. We currently do not have capacity in the general fund. If the Council determines that we do desire this type of position it would have to be financed through another resource such as a monthly law enforcement fee. There is a possibility that in the next couple of years such a fee may be needed to afford the current law enforcement services we are purchasing in addition to any expanded service like a Community Resource Deputy. The current PW Facility Fee is \$4.82 per month and currently raises about \$255,000 per year. That amount will increase as the new approved apartment complexes are built and occupied.

RECOMMENDED SOLUTION:

Staff's recommendation to the City Council is that we observe the program in Troutdale for its first year and implement a public discussion in January of 2021. We could then consider whether or not we wish to acquire such a position when we look at the city budget for Fiscal Year 2021-22.

ALTERNATIVE SOLUTIONS:

1. Budget for the CRD program to start in July 1, 2020 and begin a public discussion about the Law Enforcement Fee.
2. Commence a public discussion about a Law Enforcement Fee to add the CRD position as soon as the "Stay Home, Stay Safe" order is lifted with a goal to consider adoption of a Fee to start in January 2021 and add the position in early 2021 through a budget amendment.
3. Develop some other funding package for a CRD.

BUDGET COMMITTEE ALTERNATIVES:

1. Do not add funding for a CRD in to the FY 2020-21 Budget.
2. Budget for the CRD program to start July 1 funded with a Law Enforcement Fee
3. Consider adoption of a Fee to start in January 2021 and add the position in early 2021 through a budget amendment.
4. Develop some other funding package for a CRD.

Fairview Community Resource Deputy (CRD)

Summary and Description

1. The primary deputy for resolving chronic issues that pertain to crime, safety and overall livability in the Fairview community. Typical chronic concerns or service requests may include traffic complaints, and requests for vacation house checks and the speed trailer.
2. Compile and distribute a monthly article for the Fairview Point.
3. Augment “patrol” call response by taking and/or assisting the district deputy as needed.
4. Provide follow-up to assist deputies and/or detectives as needed with cases in Fairview.
5. Generally the first point-of-contact for citizens requesting mediation to resolve neighbor and/or family disputes.
6. Assist and share code violation information with the Code Enforcement Officer, to include a weekly meeting to review the calls for service in Fairview for the week.
7. Maintain an “intelligence log” of information regarding chronic problem issues that may be useful to future investigations and for the Fairview Municipal Code of Chronic Nuisance Property.
8. Gather intelligence from the community and relay relevant information to other deputies or specialty units.
9. Interact with the community during patrols and meetings and Citizen Patrol trainings.
10. The Citizen Patrol (CP) volunteer program coordinator for the Fairview volunteers. This includes the planning and implementation of monthly trainings, daily patrols, personnel issues, car maintenance issues, equipment and uniform acquisition and issuance, yearly certifications, maintenance of training logs, roster information and statistical compilation regarding patrol hours, areas and miles patrolled, parking warnings issued and other duties. Insures that the procedures manual is current and informs members of crime trends or other issues in the area. Also maintains the website: www.mcsocp.com for the community and CP members.
11. Coordinates community requests for Citizen Patrol support at numerous events in the City of Fairview.

12. Design and implemented a driver's safety cone course for new Citizen Patrol members that's in addition to the required county classroom course.
13. Design and print numerous citizen handouts and flyers, a Citizen Patrol recruitment flyer, a "car prowler" informational flyer for residents of Fairview, metal theft flyer, and a fraud protection information sheet.
14. Involvement in the City's Peer Court.
15. Established a 90-minute "Active Shooter/Crisis Management" training program and Power Point presentation for civilians and City Hall employees. This presentation was established after the Sandy Hook Elementary mass shooting and has been provided to approximately 30 entities and 700+ persons in the Portland-metro area. The presentation is certified by the American Camp Association. It has been provided free-of-charge to numerous public and private schools, charter schools, Mt. Hood Community College, retreat centers, youth camps and county DHS offices.





BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	General & Recreation Funds	20-010

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 1, 2020

ISSUE:
PlayEast!

RELATED COUNCIL GOALS:

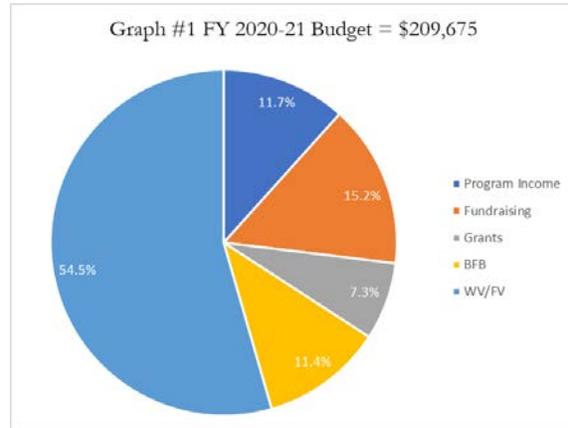
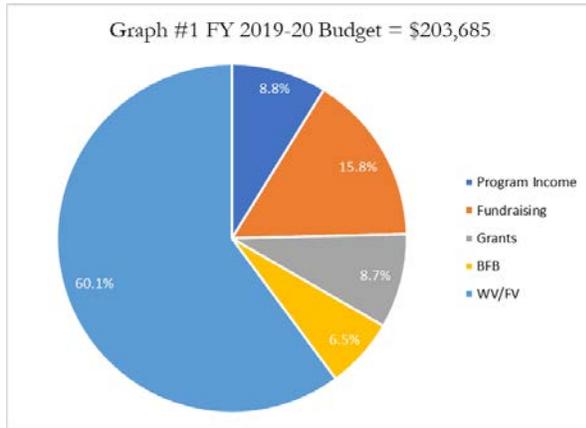
Goal #3: Increase Fairview's recreational opportunities & park amenities.

BACKGROUND:

Fiscal Year 2019-20 was the final year of the three-year East County Recreation pilot program that was created through an intergovernmental agreement (IGA) between the Cities of Fairview and Wood Village. We have signed a new three year agreement with Wood Village under the program name of "PlayEast".

The IGA states that the City of Fairview will continue to handle the administrative functions of the program, including fiscal management and the hiring and supervision of a full time Recreation Manager. The required financial obligation of the two sponsor Cities is limited to the wages and benefits of the Recreation Manager. These expenses are split 60% Fairview and 40% Wood Village. Fairview's contribution (\$68,525) is transferred in from the General Fund Reserve. The IGA requires that we place the funds for the financial support in years two and three into a restricted reserve (\$150,000).

The program's proposed new revenues show a decrease of 2.3%. The primary difference is related to the reduction of anticipated revenue from the 5K event. There is a corresponding reduction in the proposed expenses for that event. The two pie charts in graph #1 below show the difference between percentage of revenues by source for FY 2019-20 budget and those proposed for FY 2020-21.



The following are the major aspects of the proposed revenue.

- Because of the decrease in both the cost and expenses of the 5K events we will need to increase our sponsor ships revenue.
- Grants include both the STRYVE grant that we have received the last three years as well as a new Nike grant.
- Program revenues are proposed to increase 36%.

Table #1 below shows a comparison of expenditures between the current fiscal year and the proposed fiscal year.

Table #1

Item	FY 19-20	FY 20-21	% Change
Recreation Manager	106,662	114,207	6.6%
Other Administration*	26,087	26,723	2.4%
Scholarships	7,500	6,000	-25%
Fund Raising Expense	15,000	4,200	-72%
Program M & S	45,880	50,648	9.4%
Contingency	2,556	7,895	209%
Total	\$ 203,685	\$ 209,673	3%

*PT employees, software, printing guides, cell phone and manager training and development.

The reduction in fundraising expenses is related to the projected decrease in costs for the 5K events. The decrease in scholarships is because we are getting less requests. That may change in the post COVID-19 year.

The new IGA requires that program generated revenue (registration fees, partner revenue, fundraising, and grants) cover the expenditures for program materials and services.

BUDGET IMPLICATIONS:

The proposed FY 2020-21 budget includes \$68,525 from the General Fund for this Fiscal Year and a restricted reserve of \$150,000 for the following two years.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Facility Maintenance Fund	20-011

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 1, 2020

ISSUE:
City Hall maintenance needs.

RELATED COUNCIL GOALS:
Goal #4: Maintain and enhance the city's public infrastructure in a cost efficient manner.

BACKGROUND:
The existing building systems at Fairview City Hall are aging typically for a building 20 years old. Building systems with 20-25 year useful expectancies are approaching the end of their useful life, as expected. It is best practice to repair or replace all systems approaching the end of their useful life prior to failure, in order to avoid the additional costs resulting from damage to underlying assemblies and components. All materials repaired or replaced should be properly installed and integrated per manufacturer's current installation instructions. Upon completion of the repair or replacement of maintenance items the City will develop a building asset management plan to estimate timelines for future maintenance needs.

Last year we developed a six year plan to take care of existing major repairs currently needed. The plan calls for \$245,000 to be transferred to the Facility Maintenance Fund annually for the next five years from the six operating funds that use City Hall. Table 1 shows the amount that would be transferred annually from each of the funds based the six-year plan. FY 2020-21 is the second year of the plan.

Fund	6 Year Plan
General	\$87,500
Building	\$17,500
Street	\$35,000
Water	\$35,000
Sewer	\$35,000
Storm Sewer	\$35,000
Total Transfers	\$245,000

In FY 2019-20 we completed repairs on the Access Controls System. The activity for FY 2020-21 is repair and updating of the HVAC system.

Exhibit A is a Facilities Maintenance Fund Five Year Capital Improvement Plan (CIP) based on the six-year plan. It identifies the improvements proposed to be completed or implemented each year and their cost. All the costs in Exhibit A include contingency, permitting, engineering, architectural, and other soft costs.

RECOMMENDED SOLUTION:

Staff recommends proceeding with year two of the six-year City Hall improvement plan by transferring \$245,000 to the Facilities Maintenance Fund in FY 2020-21 as shown in Table 1 and budgeting for the HVAC system work.

ALTERNATIVE:

Amend the current plan by modifying the proposed transfers or/and the proposed five year CIP.

CAPITAL IMPROVEMENT PLANNING

FUND: 144-00 Department: Facilities Maintenance

Funding Source	Account Number	Project Description	Project Cost (FY 2020-2025)	FISCAL YEAR					
				2020-21	2021-22	2022-23	2023-24	2024-25	
General / Rates	144-00-4391601	City Hall - Access Controls (*)	\$0	Estimated =					
				Actual =					
				Status =					
General Reserves	144-00-4391601	City Hall - HVAC (*)	\$275,328	Estimated =	\$275,328				
				Actual =					
				Status =	Construction				
General Reserves	144-00-4391601	City Hall - Roof	\$294,999	Estimated =		\$103,914			\$191,085
				Actual =		Built up roof			Shingle roof
				Status =					
General / Rates	144-00-4391601	City Hall - Exterior / Lighting (*)	\$302,191	Estimated =			\$302,191		
				Actual =					
				Status =			Design/Construction		
General / Rates		City Hall - Interior repairs (*)	\$119,600	Estimated =				\$119,600	
				Actual =					
				Status =			Design/Construction		
General Fund		Community Center - ADA access to upstairs (Lift & Bldg. Mods)	\$279,997	Estimated =		\$100,000	\$179,997		
				Actual =					
				Status =		Design/Construction	Design/Construction		
			\$0	Estimated =					
				Actual =					
				Status =					
			\$0	Estimated =					
				Actual =					
				Status =					
TOTALS For Fiscal Years =			\$1,272,115		\$275,328	\$203,914	\$482,188	\$119,600	\$191,085

DEFERRED PROJECTS

		Project Description	Deferred Amount		Notes



BUDGET ISSUE PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	XXXXXXXX	20-012

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 6, 2020

ISSUE:

The City of Fairview has significant energy costs. Will Solar energy help with this issue?

RELATED COUNCIL GOALS:

Goal #4: Maintain and enhance the City's public infrastructure in a cost-efficient manner.

Action Item #9: Investigate the use of solar power to reduce energy costs.

BACKGROUND:

City Council, at its recent goal setting session asked staff to look into the feasibility of providing solar power to offset energy costs at city facilities. A solution would be to examine the feasibility of putting a series of photovoltaic array (PV) panels on the existing City Hall, as well as the other three City of Fairview buildings (PW Shop, Community Center, and Crestwood Shop). To accomplish this, an in-depth review and cost estimation is needed including provision of the PV panels, electrical work, structural work, and any associated roofing costs for integration of the system.

RECOMMENDED SOLUTION:

If the City wishes to investigate the use of Solar Power, staff recommends performing a design concept and a construction estimate to identify the feasibility of placing PV arrays on four city owned facilities. Examine the feasibility of putting PV panels on the existing City Hall, as well as the other three City of Fairview buildings (PW Shop, Community Center, and Crestwood Shop) and provide separate cost estimates for each building. The cost estimates should include the PV panels, electrical work, structural work, and any associated roofing costs for full integration. The work would entail:

1. Research code requirement related to PV arrays.
2. Research any incentives available through Energy Trust of Oregon.
3. Study existing building's roof areas available for PV array.
4. Study existing building's orientation and roof slope for feasibility of PV array.
5. Perform solar access study for buildings that meet basic requirement for feasibility.
6. Upon conclusion of solar access study, develop recommendations as to the structural impact/changes required to install new PV array on existing structure(s).
7. Provide cost estimate based on feasibility study report and existing building mark ups.
8. Provide return on investment as part of the study.

ALTERNATIVE:

Decline to pursue this solar option and continue with the existing energy provision and costs.

BUDGET IMPLICATIONS:

\$40,000 for design concept, feasibility analysis, and construction estimate. This cost is not included in the proposed budget. If the committee wishes to add it there are reserve funds in the Facility Maintenance Fund.

STAFF RECOMMENDATION:

Staff requests a recommendation from the budget committee for review by city council.

BUDGET COMMITTEE ALTERNATIVES:

- Recommend pursuit of the feasibility study.
- Request more information.
- Decline to recommend pursuit of the feasibility study.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Storm Water Fund	20-013

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 2, 2020

ISSUE:

Levee Ready Columbia. (LRC)

RELATED COUNCIL GOALS:

Goal #7: Work with other local, regional and state organizations to enhance the community.

BACKGROUND:

In early 2016, the city signed two IGAs agreeing to be involved in the Levee Ready Columbia (LRC) project to recertify the levee. July 1, 2020 a new agreement was signed creating an interim board to complete the capital improvements needed for recertification and to create a new governance structure for the four originations involved in LRC. Staff continues to be very involved in this process. The City Administrator is spending about 10% of his time on this project and is currently the chair of this committee.

The Interim Committee has completed its work on the new governance structure. The 2019 Oregon Legislature created the new Urban Flood Safety and Water Quality District. The City of Fairview appoints one of the 17 members of the Initial Board. Councilor Mike Weatherby was appointed to the Board. Their first meeting is May 4, 2020.

Currently, the City of Fairview has two obligations associated with LRC.

1. IFA Loan: The agencies involved in LRC secured through the county an Oregon Infrastructure Financing Authority (IFA) loan. Fairview has committed to assume responsibility for \$61,954 of the principle associated with that loan. The amortization schedule for the loan has not yet been established. Once payments start, full payment will take place over a seven-year period.

The interest on the loan is 1.84%. We estimate that so far, our portion of the loan may have incurred up to \$4,090 in interest for a new total outstanding obligation of approximately \$66,044. We recommend, and have included in the budget, setting aside that amount from the beginning fund balance in a reserve to meet our future loan payment obligations. Because the interest rate on the loan (1.84%) is less than what we are currently earning in interest (2%), we recommend only making the minimal payments as long as we're earning more than the loan is costing us.

2. Interim IGA: The city has signed an annual financial obligation under the July 2019 IGA. The new agreement is for a five-year term ending June 30, 2024 or until the new District takes over the project. The city has agreed to cover 3.5% of the annual budget for LRC to continue to work towards recertification of the levee. Our contribution for FY 2019-20 was \$20,439. The IGA allows for a 5% increase each year. Our FY 2020-21 obligation is \$21,462. This amount is included in the Storm Water Fund in the “Levee Recertification” line item.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Street Fund	20-014

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 1, 2020

ISSUE:
NE 223rd north railroad bridge.

RELATED COUNCIL GOALS:

Goal #1: Improve pedestrian and bicycle access and safety.
Work Plan #3: Construct pedestrian/bicycle undercrossing of railroad on NE 223rd north of Sandy Boulevard.

BACKGROUND:

During City Council's goal setting work session on February 4, 2017, the Council discussed safety concerns for pedestrians along NE 223rd Avenue. Of particular concern was the narrow undercrossing of the Railroad Bridge north of Sandy Boulevard. The Council included in its' goal objectives, an objective to start addressing this concern. City staff met with the Regional Public Affair Officer for Union Pacific Railroad, and showed him the site, talked about solutions and discussed how the issue has been addressed in nearby locations. Since this bridge crosses a Multnomah County road, Multnomah County had to make the application for the work.

The city agreed to pay the PE review deposit to Union Pacific in the amount of \$25,000 and have also taken the lead in obtaining professional design services for the work. Union Pacific, as part of the design review process has increased the required deposit to \$150,000, which is reflected in the FY2020-21 budget. We are hopeful that design work will be complete in FY 2019-20, or early FY2020-21.

Urban Renewal has therefore included \$500,000 for the construction effort in the FY2020-21 budget. If that amount is not adequate, those Urban Renewal monies will be used as seed funds to leverage additional funding sources.

RECOMMENDED ACTION:

For this fiscal year, Urban Renewal is to allocate \$500,000 for construction services, with the assumption that local funding will be used for the bike-ped facilities construction.

ALTERNATIVE:

Council could choose to pursue the more conservative approach of developing a project under federal guidelines which would defer all construction costs until federal funds were available. This would likely involve a full bridge widening effort and the bike-ped facilities would thereby be similarly deferred.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Enterprise Funds	20-015

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 4, 2020

ISSUE:

7th Street sidewalk infill project

RELATED COUNCIL GOALS:

Goal #1: Improve pedestrian and bicycle access and safety.

BACKGROUND:

The City of Fairview applied for and received a Community Development Block Grant (CDBG) grant in the amount of \$78,487 to complete public facilities.

RECOMMENDED SOLUTION:

The Council policy for use of CDBG funds has been completion of sidewalks in Historic Fairview. The identified project for this fiscal year is to complete the infill sections from Lincoln to Main on 7th Street. This will complete the sidewalk connectivity on 7th Street from Halsey to Depot. A pedestrian would then be able to walk from Halsey and 7th on sidewalks all the way to Fairview Elementary. This project was previously submitted to the CDBG Public Advisory Board and was included and approved in the current HUD budget.

BUDGET IMPLICATIONS:

This project was included in the FY 2019-20 Approved Budget. Although it may start before July 1, 2020, we are budgeting the full \$103,487 expenditure in the Grants and capital Projects Fund with revenue of \$78,487 from CDBG and a \$25,000 transfer from the Streets Fund.

ALTERNATIVE:

The city could choose to defer this project, decline the CDBG funding and look for other options for sidewalk construction.

STAFF RECOMMENDATION:

Adopt this aspect of the budget, receive the CDBG funding and construct the 7th Street infill.

BUDGET COMMITTEE ALTERNATIVES:

- Approve the budget line item as presented.
- Request more information.
- Decline to approve the budget line item.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Street Fund	20-016

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 4, 2020

ISSUE:
223rd Avenue / Halsey intersection design.

RELATED COUNCIL GOALS:
Goal #5: Enhance & promote economic development activity.

BACKGROUND:
The Halsey Corridor Project is aimed at providing an economic development focused corridor that would span the three cities of Fairview, Wood Village, and Troutdale. The Halsey Corridor Executive Committee has determined that branding and clear gateways to the corridor would be beneficial to its success. 223rd Avenue is a street that bisects the traditional area of Historic Fairview, and is one that has seen an uptake in vehicular traffic over the past several years. Related to that, the intersection of 223rd and Halsey has proved to be a bottleneck to traffic, is an intersection that needs improvement, and is also the central hub for economic development in Fairview.

The city has done some preliminary reviews of the intersection and is now at the stage of taking the design forward. This will involve an evaluation of the best solution to the intersection, as well as a means to provide sidewalk connectivity to the north. We have been authorized by Multnomah County to take on this project and therefore need to allocate design funds to the project. The intent is to take the design of 223rd to the 30% design level initially, and then to continue with the work to provide for a shovel-ready project that would leverage outside construction dollar funding.

RECOMMENDED ACTION:
Budget for the design of the NE 223rd and Halsey intersection and north toward Sandy Boulevard.

BUDGET IMPLICATIONS:
For this fiscal year, Urban Renewal has allocated \$200,000 for design services. The city is receiving and expending these funds in the Grants and Capital Project Fund.

BUDGET COMMITTEE ALTERNATIVES:

- Approve the budget line item as presented.
- Request more information.
- Decline to approve the budget line item.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Street Fund	20-017

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 4, 2020

ISSUE:

Fairview Parkway / Halsey Street Roundabout / Park N Ride

RELATED COUNCIL GOALS:

Goal #5: Enhance & promote economic development activity.

BACKGROUND:

The Halsey Corridor Project is aimed at providing an economic development focused corridor that would span three cities of Fairview, Wood Village, and Troutdale. The Halsey Corridor Executive Committee has determined that branding and clear gateways to the corridor would be beneficial to its success. The intersection in question is located in a very busy intersection that primarily provides rapid connectivity from the I-84 freeway to the City of Gresham. This does not provide that clear gateway concept for the Halsey Corridor.

The Halsey Corridor Committee has also been investigating the efficient use of the area north-east of the intersection of 207th/Halsey. The concept of a Park N Ride (transit and bike hub) has been front and center in these conversations. Roundabouts provide the means for accessing the various exits of a transit and bike hub and for making efficient, safe turns. There are also economic development benefits to the roundabout, namely access to the lot east of Fairview Parkway and south of I-84.

To investigate the feasibility of a roundabout, we engaged the services of Kittleson and Associates, a traffic engineering consultant, who have made an evaluation of the intersection both for the current year and also projected to 2040. The roundabout performs better than the traffic signals both now and in 2040. We are now at the stage where we need to pursue more detailed design with corresponding cost estimates.

RECOMMENDED ACTION:

Budget for the design of the Fairview Parkway roundabout and transit and bike hub.

BUDGET IMPLICATIONS:

For this fiscal year, Urban Renewal has allocated \$200,000 for design services for the roundabout and \$100,000 for the transit and bike hub (Park N Ride). The city is receiving and expending these funds in the Grants and Capital Project Fund.

BUDGET COMMITTEE ALTERNATIVES:

- Approve the budget line item as presented.
- Request more information.
- Decline to approve the budget line item.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Grants and Capital Projects Fund	20-018

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 2, 2020

ISSUE:
Main Streets on Halsey.

RELATED COUNCIL GOALS:

Goal #4: Maintain and enhance the city's public infrastructure in a cost efficient manner.
Goal #5: Enhance and promote economic development activity.
Work Plan (Medium Priority): Review street standards for Halsey Corridor to create "Main Street Feel".

BACKGROUND:

In 2017 the cities of Fairview, Wood Village, and Troutdale adopted a development plan for the Halsey Corridor from 207th to the Sandy River. The three cities have signed an IGA to implement the plan and created the Main Streets on Halsey Executive Committee to guide this work.

The City of Wood Village, in 2018, obtained a DLCD grant that targeted branding and other opportunities in the corridor. This grant project has been completed.

The Halsey group is currently engaged in one additional grant and is applying for two more.

Metro Grant

The City of Fairview took the lead in applying for a Metro 2040 planning grant for the three cities. A grant of \$193,954 was approved. This grant has been budgeted in the Grant and Special Project Fund. \$166,385 of this grant will be used to obtain and pay for a consulting team to complete the work plan for the project. The remaining \$27,569 is being transferred to the General Fund to reimburse the city for staff time to administer the grant and work on the project. We estimate that about 56% of that amount will be earned in FY 2020-21 (\$15,439).

The work scope includes two elements:

1. For at least one site in each city; identify barriers to development and assist with the marketing of that site for development.
2. Develop a common land use code for the corridor that can be considered by each of the three cities.

The three cities have signed an IGA for this project. We anticipate the project will be completed in FY 2020-21.

TGM Grant:

The three Cities are currently applying for an ODOT Traffic Growth Management Grant. Troutdale will be the applicant with our match being around \$12,000. This amount has been budgeted in the Urban Renewal Consulting Services. The grant covers three areas:

1. Develop a visual identity for the full stretch of the Halsey Corridor, as well as, complimentary sub-identities for city-specific areas.
2. Revise County's street design standards to create a Main Street environment.
3. Develop a streetscape concept plan.

ODOT/LCDC Quick Response (QR):

The City of Fairview will be applying for a QR grant for the PPL Park and Ride (transit and bike hub). The grant will be used to develop a partnership to pursue a "hub" concept. Urban Renewal will pursue this project providing any match needed and paying for staff time used on the project.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Enterprise Funds (Water, Sewer & Storm Water)	20-019

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 8, 2020

ISSUE:
 Utility Rates

RELATED COUNCIL GOALS:
 Goal #6: Promote city’s long-term financial stability.

RELATED FISCAL POLICIES:
 Financial Guidelines #7: “The City shall review utility rates every two years. Fees will be set to recover the total cost associated with the service provided”.

BACKGROUND:
 The City Council last increased all utility rates in January 2016; at that time there was a 4% increase for each of the three utilities. July 1, 2018 the Storm Water Fee was increased 9%. Table I below shows a history of recent utility rate increases.

	2010 Rate Increase	2011 Rate Increase	2012 Rate Increase	2013 Rate Increase	2014 Rate Increase	2015 Rate Increase	2016 Rate Increase	2017 Rate Increase	2018 Rate Increase
Water	3.88%	0.00%	2.86%	3.30%	2.94%	4.00%	4.00%	0.00%	0.00%
Sewer	0.00%	0.00%	1.27%	0.00%	0.00%	4.00%	4.00%	0.00%	0.00%
Storm	6.18%	0.00%	1.82%	0.00%	0.00%	4.00%	4.00%	0.00%	9.00%

The proposed budget for each of the three utilities does not include a utility rate increase. Our current plan is to do a review of all of our utility rates this spring/summer and determine if any rate increase is required, effective January 1, 2021.



BUDGET ISSUE PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	Water Fund 211	20-020

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 1, 2020

ISSUE:
Well 10 design and construction.

RELATED COUNCIL GOALS:
Goal #3: Maintain and enhance the city's public infrastructure in a cost-efficient manner.

BACKGROUND:
The City has a need for additional ground water production to meet its needs for current and future firm capacity, and to fulfill all available water rights. These production needs can only be met by the construction of new Well 10. The City has hired Murray Smith Associates to perform the design services and has prepared a schedule for completion of the well design and construction. The current schedule shows the design completion by the end of 2020, with construction to be completed in November 2021. Concurrent with this effort will be the location and design of a sentinel well to provide assurances that the city water supply is not compromised by a ethylene dibromide (EDB) plume that is present north of Sandy Boulevard.

RECOMMENDED SOLUTION:
Staff recommends performing the design phase and commencing the construction phase for the sentinel well and the Well 10 design in 2020-21. The current anticipated costs associated with the Well 10 work are:

- Design \$439,394 (FY 2020-21)
- Construction \$1,477,000 (FY 2020-21)
 - Remainder of Construction Phase \$500,000 (FY 2021-22)

ALTERNATIVE:
Defer work on the well construction.

BUDGET IMPLICATIONS:

1. \$439,394 for pre-design/design costs
2. \$1,477,000 for construction
3. The Urban Renewal Agency is providing \$220,000 in FY 2020-21 and \$300,000 in FY 2021-22.

STAFF RECOMMENDATION:

Support the implementation of this CIP item in FY 2020-21.

BUDGET COMMITTEE ALTERNATIVES:

- Approve the budget line item as presented.
- Request more information.
- Decline to approve the budget line item.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	Equipment Replacement	20-021

TO: City of Fairview Budget Committee
FROM: Lesa Folger, Finance Director
THRU: Nolan K. Young, City Administrator
DATE: May 8, 2020

ISSUE:

Software Additions (Fixed Assets and Building department software).

BACKGROUND:

Fixed Asset Software

For several years, the City has received comments during our annual financial audit regarding the tracking of fixed assets. The City has historically utilized an Excel spreadsheet to record and track the depreciation associated with all assets with a value of \$5,000 or more. Due to the complexity of this spreadsheet and the corresponding issues with its accuracy, our auditing firm and City staff are in agreement that fixed asset software would be a wise investment.

Staff obtained a quote for a fixed asset module from our current financial software provider of \$6,225. However, it is likely not necessary to have a fully integrated module for the number of fixed assets we record each year. It is much more likely we will be able to locate and procure a third-party software for a much lower cost that will provide us adequate capability. We did choose to budget the full quote of \$6,225, but feel confident we will be able to find suitable software at a more reasonable cost. However, we won't know with certainty until we complete our research.

Staff is just beginning the process of reaching out to other municipalities similar in size to begin our research on this project. Ideally, staff would like to have this software in place by the time the FY19/20 audit is performed in November.

Building department software

An upgrade to our building department software was also considered in the preparation of the FY20-21 budget. It is important for the building department software to integrate with the financial software to accurately track payments, etc. The Cities of Gresham and Troutdale have recently upgraded to a "comprehensive civic services solution" called EnerGov. Ideally, all four East County Cities would run building department services on the EnerGov platform to increase efficiencies. However, the cost for the EnerGov software was prohibitive (over \$50,000) and did not make sense when our current software continues to function. That being said, staff will continue their research on the EnerGov software to investigate if we would have to purchase the entire suite, or may purchase only the building portion, which should reduce the cost significantly. As staff completes their research, this topic may be brought before Council for a potential budget amendment or may be presented in the FY21-22 budget.

RECOMMENDED SOLUTION:

Approve the \$6,225 allocated in the Equipment Replacement Fund for fixed asset software. The replacement of our building department software has been delayed until more research can be completed. As such, no figures have been proposed for the purchase of building department software in the FY20-21 budget.

ALTERNATIVE SOLUTIONS:

- 1) Delay the purchase of fixed asset software (future comments will be made by the auditors).
- 2) Do not purchase new fixed asset software and revamp the current spreadsheet (substantial staff time will be involved to achieve this).

BUDGET IMPLICATIONS:

Total funds in the Proposed Budget allocated to this purchase of fixed asset software are \$6,225 in the Equipment Replacement Fund. This is the maximum amount staff plans to spend on this project. The actual cost will likely be much less, but research needs to be completed before we have a specific figure.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-22	AEC Fund	20-022

TO: City of Fairview Budget Committee
FROM: Allan Berry, Public Works Director
THRU: Nolan K. Young, City Administrator
DATE: May 1, 2020

ISSUE:

Proposed park improvements.

RELATED COUNCIL GOALS:

Goal #3: Increase Fairview's recreational opportunities & park amenities.

BACKGROUND:

Three park improvements have been identified for consideration in FY 2020-21.

1. Pelfrey Park: \$50,000
2. Pelfrey Park covered shelter(s): \$25,000
3. Salish Ponds ADA access from school: \$10,000

1. Pelfrey Park has a play structure nearing the end of its useful life and is need of replacement. We have been working with our Parks and Recreation advisory committee to determine the theme for this structure. Currently, we are anticipating a structure focused on tiny tots but with an inter-generational component in the form of adult/child combination swing sets.
2. To further enhance the park and to provide a location for people to meet and recreate, we are proposing covered shelter(s) at the park. We plan to include tables and seating with board games such as chess or backgammon included in the table top design.
3. Salish Ponds currently has ADA fishing and viewing amenities, but the access from the vicinity of the Reynolds School District office area does not have ADA connectivity. We are planning on a ramp to provide an access to the existing trails.

RECOMMENDED SOLUTION:

- Provide funding for the Pelfrey Park play structure: \$50,000
- Provide funding for the Pelfrey Park covered shelter(s): \$25,000
- Provide funding for the Salish Ponds ADA access from School: \$10,000

All funds to complete any approved project would come from Administrative Excise Tax Funds.

ALTERNATIVES:

- 1) Approve the Staff Recommended line items as presented.
- 2) Do nothing: The Council may choose to defer all projects. Pelfrey Park would continue with the older play equipment and no covered shelters. Current accesses would be maintained at Salish Ponds.
- 3) Explore other options or select a different group of options



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	General Fund (Administration)	20-023

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 4, 2020

ISSUE:
2020 Census.

RELATED COUNCIL GOALS:

Goal #7: Work with other local, regional and state organizations to enhance the community.

BACKGROUND:

In Fiscal Year 2019-20 Wood Village and Fairview participated in acquiring a PSU Hatfield Graduate Fellow to help our communities respond to the 2020 Census. The position has ended but because of Covid-19 the census work has been extended to October 31, 2020.

Our Fellow had obtained a \$15,000 United Way grant to acquire a four month, 20 hours a week mobile census access center coordinator and provide other services to assist with the 2020 Census. This grant has been budgeted in the Grants and Capital Projects Fund. We received the entire \$15,000 grant funds in FY 2019-20. We have spent \$2,640 of that grant on hardware and software for the access center. The remaining \$12,360 has been budgeted and will be expended in FY 2020-21. The \$8,345 for the census access coordinator position has been budgeted in the General Fund Administration Department with a corresponding transfer of the revenue from the Grants Fund.

The Fellow will fill the center access center coordinator position. They are also filling a new four-month, 40 hour per week temporary position funded from General Fund reserves as a Covid-19 Response Specialist. The position is performing two tasks: 1) Business Community Liaison and 2) City access to COVID-19 resources.

The \$8,345 costs for the eight-week Response Specialist position working in FY 2020-21 has also been budgeted in the Administration Department's part time wages. When the 2020 Census work starts up again our Fellow will provide functions as both the Mobile Census Access Coordinator and the Resource Specialist.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	City and Urban Renewal Budgets	20-024

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 11, 2020

ISSUE:
 Summary of all city debt.

BACKGROUND:
 The City of Fairview currently has four outstanding loans with principle balances totaling \$3,731,697 as identified below:

- 1- Gresham Sewer Bond:
 Fairview's share of expansion at the Gresham Wastewater Treatment Plant to provide increased capacity set aside for growth in Fairview. FY 2020-21 is the last payment. It is being made out of the reserve that was equal to one year's payment.

Fund		Sewer
Interest Rate		3.50%
Remaining Principal	\$	222,766
Remaining Term		1 year
Prepayments Without Penalty		At Any Time

- 2- Levee Ready Columbia (LRC) State of Oregon Infrastructure Finance Authority Loan:
 Fairview's share of a loan to pay for the studies and reports needed to provide for recertification of the Columbia River levee system. We have not yet received an amortization schedule for this debt as the first payment date has not been set. The FY 2020-21 budget contains a reserve (including interest) of \$64,850 in the Storm Water Fund.

Fund		Storm Water
Interest Rate		1.84%
Remaining Principal	\$	61,954
Remaining Term		7 years
Prepayments Without Penalty		At Any Time

3- Oregon Safe Drinking Water:

This loan was used to finance the construction of Well #9 to increase water system capacity.

Fund		Water
Interest Rate		3.00%
Remaining Principal	\$	397,977
Remaining Term		12 years
Prepayments Without Penalty		At Any Time

4- Public Works Facility Loan:

This loan was obtained in November of 2018 to fund construction of a Public Works Facility. The City is charging a monthly facility fee to all City utility accounts in order to generate revenue to repay this debt. The loan can be paid off any time after eight years. New development is expected to increase fee revenue. The City anticipates utilizing this increased revenue to pay the debt off early.

Fund		PW Facility Fee
Interest Rate		3.80%
Remaining Principal	\$	3,049,000
Remaining Term		18.5 years
Prepayments Without Penalty		Beginning in year 8 (FY26-27)

URBAN RENEWAL DEBT:

The Fairview Urban Renewal Agency (URA) has entered into an IGA with the City of Fairview for the City to obtain Debt on its behalf. The purpose of the URA is to obtain funds through debt to remove blight in the community and use the increased assessed value from its efforts to pay off the debt.

The City obtained a \$3.46 million loan for the URA in FY2019-20. Below is the information on that Loan.

Fund		Urban Renewal Agency
Type		Tax-Exempt
Interest Rate		2.615%
Remaining Principal	\$	2,152,000
Remaining Term		19 years
Prepayments Without Penalty		After 6/1/2022

Fund		Urban Renewal Agency
Type		Taxable
Interest Rate		3.65%
Remaining Principal	\$	1,221,000
Remaining Term		9 years
Prepayments Without Penalty		After 6/1/2022

Fund	Urban Renewal Agency
Type	Bridge Loan From City
Interest Rate	Variable
Remaining Principal	\$ 650,000
Remaining Term	4 years
Prepayments Without Penalty	At Any Time

RECOMMENDED SOLUTION:

Continue to make scheduled debt payments on all existing debts.

ALTERNATIVE SOLUTIONS:

1. Develop a plan to pay off all existing debt early.

BUDGET IMPLICATIONS:

For Fiscal Year 2020-21, the total City budget includes \$494,294 in debt service payments. The Urban Renewal Agency budget includes \$259,466 in debt service payments.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	General Fund Revenues	20-025

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 2, 2020

ISSUE:
General Fund revenue from Urban Renewal Agency.

RELATED COUNCIL GOALS:
Goal # 5: Enhance & promote economic development activity.

BACKGROUND:
The City of Fairview City Council formed the Fairview Urban Renewal Agency (URA) on June 6, 2018. On November 7, 2018, the Council adopted the UR plan for the new Agency. March 6, 2019 the City of Fairview and the Fairview Urban Renewal Agency signed an Intergovernmental Agreement where the city would provide administrative and financial services to the new agency. The IGA also allows the city to loan money to the URA.

The General Fund budget includes two line items involving money from the URA.

1. URA Expense Reimbursement: \$68,000. The IGA allows the city to charge the URA for expenses it incurs on behalf of the agency. It is the intent of the city to only seek reimbursement for the actual cost of employees working on behalf of the URA. The budget estimate includes 10% of the time for the City Administrator, Public Works Director and Senior Planner. It also includes lesser amounts for the City Recorder and Finance Department staff members. The city will not be charging the URA for office supplies overhead, or other incidentals.
2. Bridge Loan Interest: \$27,625. The city loaned the URA \$650,000 to jumpstart the agencies activities and allow it to obtain an initial loan of \$3.4 million. The IGA calls for the city to charge interest in an amount equal to the Local Government Investment Pool + 1.5%. Currently that amount is 3.26%. The loan is for five years. The city does not anticipate paying back the principal until year four or five of the loan.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	General Fund Revenues	20-026

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 2, 2020

ISSUE:

Urban Renewal incentive programs and projects.

RELATED COUNCIL GOALS:

Goal # 5: Enhance & promote economic development activity.

BACKGROUND:

The City of Fairview City Council formed the Fairview Urban Renewal Agency (URA) on June 6, 2018. On November 7, 2018, the Council adopted the UR plan for the new Agency.

The FY 2020-21 URA budget includes implementation of three (3) programs to assist and incentivize targeted private development and to participate in four (4) city infrastructure projects as summarized below:

1. Development Grants Program: \$300,000. The Agency Board approved a Private Development Grant Program on April 17, 2019. The program's goal is to remove barriers that may discourage industrial commercial and residential mixed-use developments in the urban renewal area. This is done by funding studies or mitigation for environmental issues, addressing traffic and pedestrian infrastructure challenges and tenant improvements for specific types of businesses at specific locations. To date one grant for \$67,000 has been awarded.
2. Utility SDC Assistance Program: \$520,000. This is an additional tool for the City to incentivize development within the city. The URA will be paying all utility SDCs for qualifying development. The city extended this program to three mixed use (commercial and residential) developments that needed to extend the approval under the city's original Development Incentive program. New projects must be commercial, industrial or owner-occupied housing.
3. Land Development: \$800,000. This is for potential new developments along Halsey. This includes purchase and sale of property, open space development, art, parking and other activities on undeveloped or under developed property.
4. NE 223rd Bridge Undercrossing (BIP 19-014): \$500,000. The design for this pedestrian/bicycle pathway is being completed. The URA funding is for construction costs.

If the total project cost exceeds \$500,000 the URA funds will be used to leverage additional funding sources.

5. Fairview Parkway Roundabout/Park-N-Ride: \$300,000. Feasibility and preliminary engineering design. The City Council will review the feasibility work on the roundabout and determine next steps by the end of FY 2019-20.
6. NE 223 Street Design: \$200,000. Engineering design for the intersection of NE 223rd Halsey and NE 223 north towards Sandy Boulevard. This project is the next step in the Fairview Creek flood plain work URA funded in FY 2019-20.
7. Well #10: \$220,000. URA is paying for 20% of this projects design and construction costs. \$220,000 will be provided in FY 2020-21 and \$300,000 in FY 2021-22.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	General Fund (Administration)	20-027

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 4, 2020

ISSUE:

Multnomah County municipal broadband study.

RELATED COUNCIL GOALS:

Goal #7: Work with other local, regional and state organizations to enhance the community.

BACKGROUND:

The city paid \$3,350 to Multnomah County in FY2019-20 to participate in their municipal broadband feasibility study. Although the final report has not been issued for the study, the County has requested that each of the participating cities budget funds for a second phase. Phase 2 would be to begin conceptual design and cost estimates for the system. The request to the City of Fairview was for \$33,000.

RECOMMENDED SOLUTION:

From what we have seen of the study we are not convinced a case can be made for a Municipal Broadband System in East Multnomah County. The primary need we see is that of the digital divide where some members of our community cannot afford adequate access to the internet.

We recommend budgeting the \$33,000 in the Administration Department, in the General Fund, from Reserves to further investigate a Municipal Broadband System or other ways to close this digital divide. One solution we think should be considered is to create a free public Wi-Fi system in city parks and commercial areas. I was involved in a similar project in two other communities. Both systems have been successful.

ALTERNATIVE SOLUTIONS:

Decline to budget these funds and do not participate further in this project.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	Facilities Maintenance General Fund - Finance	20-028

TO: City of Fairview Budget Committee
FROM: Lesa Folger, Finance Director
THRU: Nolan K. Young, City Administrator
DATE: May 8, 2020

ISSUE:

Display of historic pictures at City Hall.

BACKGROUND:

The addition of historic pictures to City Hall was defined as a task by City Council at the February 2018 Goal Setting Work Session. Specifically, staff was tasked to not only add framed artwork, but to explore placing historic artwork images directly on walls. Staff has delayed the historic pictures project until the walls can be properly prepared and painted. In Fiscal Year 2019-2020, the City hired a temporary worker to complete this work, in addition to other deferred maintenance projects on the City Hall building. Unfortunately, the temporary worker was only with the City for one week.

Due to the specific skillset required to complete this project, staff recognized the job may be better completed by an employee hired through a temporary agency specific to those trained in construction. We have since identified such an agency and had planned to have the work completed in the spring of 2020. However, since the onset of the COVID-19 pandemic, the project will roll over into FY20-21.

We have transferred \$12,000 from the Facilities Maintenance Fund to the General Fund Contract Services line item in the Finance Department to be utilized for the labor for both this project and other deferred maintenance on City Hall. We have also re-budgeted \$10,000 in the Facilities Maintenance Fund for completion of the actual historic picture project.

City Hall is the host to many area meetings including Fairview City Council, the Mayor's Roundtable, as well as many outside organizations. Additionally, City Hall hosts many events that utilize the interior of the building, including the annual Christmas Tree Lighting and Volunteer Recognition Events. Displaying historic pictures at City Hall would allow Fairview to celebrate its heritage, connect with area organizations and citizens, all while serving as a marketing tool for the City.

RECOMMENDED SOLUTION:

Approve the \$10,000 allocated in the Facilities Maintenance Fund to the historic pictures project. Staff will then work with others in selecting photos to be displayed throughout City Hall.

ALTERNATIVE SOLUTIONS:

- 1) Delay the project.
- 2) Cancel the project.

BUDGET IMPLICATIONS:

Total funds in the Proposed Budget allocated specifically to this project are \$10,000 and are located in the Facilities Maintenance Fund. Additional funds required include a portion of the \$12,000 allocated to Contract Services in the General Fund Finance Department for the temporary worker to paint and prepare the walls.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	General Fund Street Fund	20-029

TO: City of Fairview Budget Committee

FROM: Lesa Folger, Finance Director

THRU: Nolan K. Young, City Administrator

DATE: May 14, 2020

ISSUE:
Summary of State Shared Revenues.

BACKGROUND:

ORS 221.760 provides that cities located within a county having more than 100,000 inhabitants (according to the most recent federal decennial census), must provide four or more of the following municipal services in order to be eligible to receive state shared revenues:

- 1) Police Protection
- 2) Fire Protection
- 3) Street Construction, Maintenance, and Lighting
- 4) Sanitary Sewers
- 5) Storm Sewers
- 6) Planning, Zoning, and Subdivision Control
- 7) One or more Utility Services

In order to receive state shared revenues, the City of Fairview must, on an annual basis and through resolution, certify that it is “qualified” to receive state shared revenues by indicating that it provides four or more of the above criteria (the City provides all seven of the services listed). The City must also on an annual basis and through resolution, certify that it “elects” to receive state shared revenues.

State Shared Revenues in the FY2020-21 Proposed Budget include:

Cigarette Tax	\$ 10,176			
Liquor Tax	178,209			
General St. Shared Revenues	91,124	\$ 279,509	General Fund Total	
Gas Tax	670,071	\$ 670,071	Street Fund Total	
City-Wide TOTAL	\$ 949,580			

State Shared revenues received in the General Fund are used to support General Fund services to residents. Revenue received in the Street Fund is used toward Capital Improvement Projects and operating expenditures.

RECOMMENDED SOLUTION:

N/A - The Budget Committee held a public hearing and passed a motion to accept the proposed use of State Shared Revenues in the FY2020-21 Proposed Budget at the meeting on 5/11/2020.

BUDGET IMPLICATIONS:

By passing the motion to accept the proposed use of state shared revenues at the meeting on 5/11/2020, the Budget Committee intends to include in the Approved Budget a total of \$949,580 in anticipated revenue, \$279,509 of which is in the General Fund and \$670,071 of which is in the Street Fund.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-2021	Various	20-030

TO: City of Fairview Budget Committee

FROM: Lesa Folger, Finance Director

THRU: Nolan K. Young, City Administrator

DATE: May 14, 2020

ISSUE:

Non-Represented Employee Cost of Living Adjustment (COLA) of 2.25% for FY2020-21

BACKGROUND:

During the Budget Committee meeting on May 11, 2020, Councilor Forsythe proposed that The Committee consider not providing non-represented employees with a Cost of Living Adjustment (COLA) in the FY2020-21 Approved Budget. Councilor Forsythe pointed out that employees are receiving either a “merit” or “step” increase as well as the COLA each year. Further discussion instructed City Staff to research how much this could save the City, as well as how many employees would be affected. Additionally, staff gathered information on what surrounding jurisdictions were doing in regard to the FY2020-21 COLA for non-represented employees,

Eight staff members would be affected if the City decided not to forego a COLA for non-represented employees. The positions affected would be:

City Administrator
Public Works Director
Finance Director
City Recorder
Public Works Operations Superintendent
Recreation Manager
Public Works Operations Supervisor
Information System Specialist

As is typical with non-represented positions within the City, these are some of our long-term employees. As a result, each is already at the top of their pay scale, with the exception of the Recreation Manager. If the City decides to not provide a COLA, none of the above positions will receive any sort of pay increase (with the exception of the Recreation Manager) in FY2020-21. The total monetary savings of not providing non-represented employees a COLA is \$21,280. This savings would be split amongst the funds as follows:

General Fund	\$	7,336
Recreation Fund	\$	1,262
Building Fund	\$	603
Street Fund	\$	1,932
Water Fund	\$	4,584
Sewer Fund	\$	2,832
Storm Fund	\$	2,732
TOTAL	\$	<u>21,280</u>

Staff spoke with finance officials in each of the surrounding jurisdictions. The Budget Committee for the City of Wood Village has already approved a budget that includes a standard COLA for non-represented employees. Similarly, the Budget Committee for the City of Gresham has approved a budget that includes a standard COLA for non-represented employees. The City of Troutdale Budget Committee has yet to approve the proposed budget; however, the budget being proposed contains a standard COLA for non-represented employees. The Executive Budget proposed by The Multnomah County Chair does not include a COLA for non-represented employees. Additionally, merit increases are frozen for those making over \$100,000 annually.

RECOMMENDED SOLUTION:

Should the Budget Committee choose to remove the COLA for non-represented employees from the approved budget, Staff would recommend continuing to provide the Recreation Manager with the COLA as his wages are paid for through a combination of funding from both Fairview and Wood Village.

BUDGET IMPLICATIONS:

Choosing to forego a COLA for non-represented employees would save \$21,280 amongst seven funds as indicated above.



BUDGET INFORMATION PAPER

CITY OF FAIRVIEW

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 2020-21	All	20-031

TO: City of Fairview Budget Committee
FROM: Nolan K. Young, City Administrator
DATE: May 8, 2020

ISSUE:
Information Technology (IT) Budget for Fiscal Year 2020-21.

BACKGROUND:

The City of Fairview has had an IT contract with Custom Technical Services since 2015. The city intends to enter into a new contract with this firm for FY 2020-21. City Counselor Darren Riordan is the owner and sole employee of Custom Soft Technical Services. When he decided to run for Council we inquired with the City Attorney's office how his contract should be handled during budget adoption. We were advised to consider the IT budget separately and have Counselor Riordan declare an actual conflict of interest and stepped down from the budget committee during discussion and adoption of that portion of the budget. The budget committee agenda has been prepared to accommodate that action. This Budget Information Paper (BIP) summarizes the IT budget for FY 2020-21.

The city's IT budget is contained in three areas: IT services, IT upgrades/hardware and personnel cost. The proposed total IT budget is \$214,540. This is an increase of \$27,287 (14.6%). Exhibit A compares the dollar amounts for each of the three areas for FY 2019-20 and FY 2020-21. It shows the distribution of the total costs between the city's operating funds. Personnel costs are distributed just to the general fund administrative department and four Public Works Funds as shown below:

Administration	60%
Street	5%
Water	12%
Sewer	13%
Storm Water	10%

The hours for the Information Systems Specialist continue at 30 hours in the proposed budget. The Public Works Office Assistance has helped with personal computer hard and software issues the last three years.

The contract with Custom Soft Technical Services is for an hourly rate. Total annual payments under the contract cannot exceed \$10,000. CSTS assists the city's Information Systems Specialist with special projects and helps the city when our specialist is not available. We are proposing no increase to the contracts maximum amount.

STAFF RECOMMENDATION:

Move to approve the Information Technology budget as presented.

BUDGET COMMITTEE ALTERNATIVES:

Amend and then approve the Information Technology budget.

Exhibit A

IT Budget

IT Services (6340100)

	FY19-20	FY20-21
General Fund		
- Administration	2,520	4,601
- Finance	3,145	4,093
- Court	2,600	3,442 *
- Community Services	4,135	4,595
- Parks	2,515	3,057
Building Fund	1,445	2,002 *
Street Fund	5,035	5,928
Water Fund	20,865	22,461 *
Sewer Fund	19,510	22,461
Storm Fund	6,920	8,323
TOTAL	68,690	80,963

* Starting with FY19-20 Budget, actual costs that could be identified were coded 100% to the department with which they are associated - (Court module, Building Permit module, Water AMR capability)

IT Upgrades/Hardware (6340101)

	FY19-20	FY19-20
General Fund		
- Administration	1,690	4,272
- Finance	4,765	3,832
- Court	1,115	212
- Community Services	2,680	8,544
- Parks	760	848
Recreation Fund	4,691	4,527
Building Fund	115	212
Street Fund	1,405	1,734
Water Fund	3,360	6,538
Sewer Fund	3,475	5,550
Storm Fund	1,635	2,158
TOTAL	25,691	38,427

Personnel

Wages & Benefits	92,866	95,150	30 Hours 2.25% COL
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FY 2020-21 Proposed Budget

BUDGET MESSAGE

BUDGET MESSAGE HIGHLIGHTS

- ▶ BIPs (Budget Information Papers)
- ▶ Fiscal Policies
- ▶ Council Goals
- ▶ City-Wide Budget
- ▶ Department Budgets Overview

FISCAL POLICIES

- ▶ Financial Guidelines
- ▶ General Fund Ending Fund Balance Policy
- ▶ General Fund Excess Reserves Policy

FINANCIAL GUIDELINES

- Beginning Fund Balances (BIP 20-002)
- Use of Fund Balance (BIP 20-003)
- Utility Rate Review (BIP 20-019)
- Five-Year Capital Improvement Plans (BIP 20-005)

COUNCIL GOALS & OBJECTIVES

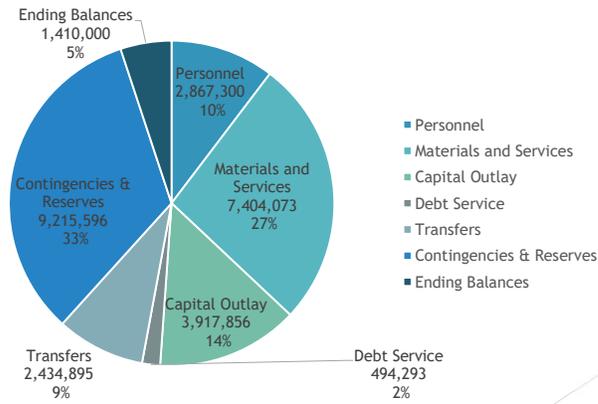
- ▶ Eight Goals
- ▶ Eleven Action Items

BUDGETED ACTION ITEMS

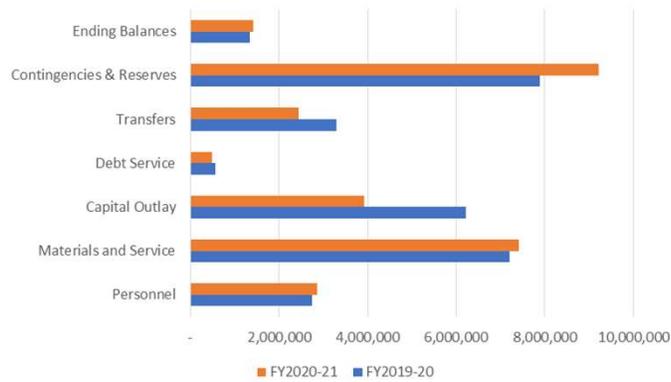
- ▶ 1 - Community Resource Deputy (BIP 20-009)*
- ▶ 2 - Farmers Market & Food Carts (BIP 20-026)
- ▶ 3 - NE 223rd RR Bridge: \$500,000 (BIP 20-014)
- ▶ 4 - Vacant Lot Development URA (BIP 20-025)
- ▶ 6 - Pedestrian Connectivity (BIP 20-015)
- ▶ 7 - Main Streets on Halsey (BIP 20-018)
- ▶ 8 - Roundabout/Transit HUB \$300,000 (BIP 20-017)
- ▶ 9 - Solar Power \$25,000 (BIP 20-012)

* Not included in Proposed Budget

SUMMARY OF ALL CITY FUNDS FISCAL YEAR 2020-21 \$27,744,013



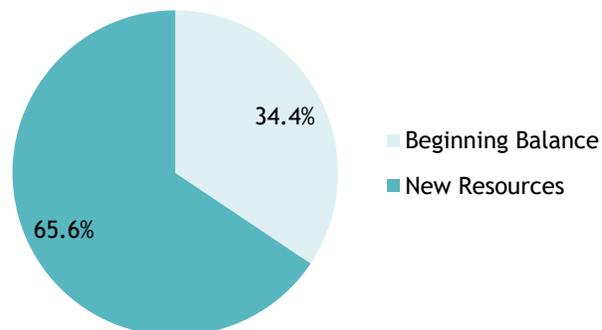
SUMMARY OF ALL CITY FUNDS FY 2019-20 AND FY2020-21



CHANGES TO PERSONNEL EXPENSE

- ▶ Cost of Living increase of 2.25%
- ▶ PERS rates no change
- ▶ Medical/Dental/Vision premium increase of 6% (employees continue to contribute 10% of total premium)
- ▶ No reductions in currently budgeted non public safety positions
- ▶ Continuation of additional Seasonal Park worker
- ▶ Personnel costs increased 4.7%

GENERAL FUND RESOURCES

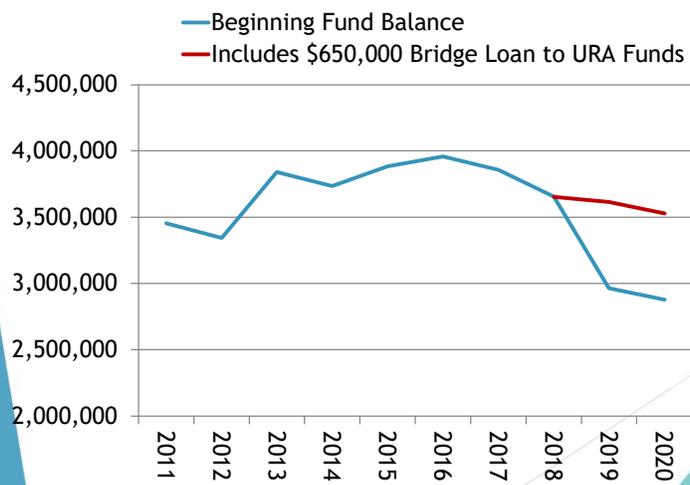


BEGINNING FUND BALANCE

General Fund Beginning Fund Balance History:

7/1/2011	\$	3,453,662	
7/1/2012	\$	3,344,119	
7/1/2013	\$	3,841,056	
7/1/2014	\$	3,733,878	
7/1/2015	\$	3,882,988	
7/1/2016	\$	3,958,124	
7/1/2017	\$	3,857,434	
7/1/2018	\$	3,654,440	
7/1/2019	\$	2,964,157	\$3,614,157
7/1/2020	\$	2,879,316	\$3,529,316

GENERAL FUND BEGINNING BALANCES



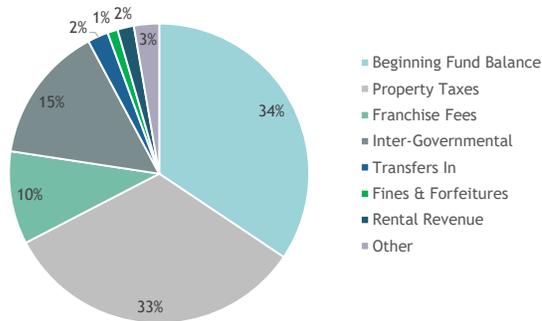
PROPERTY TAX

- ▶ Estimated increase for FY 2020-21 is 4.8%
- ▶ Total Assessed Value of \$793,522,657

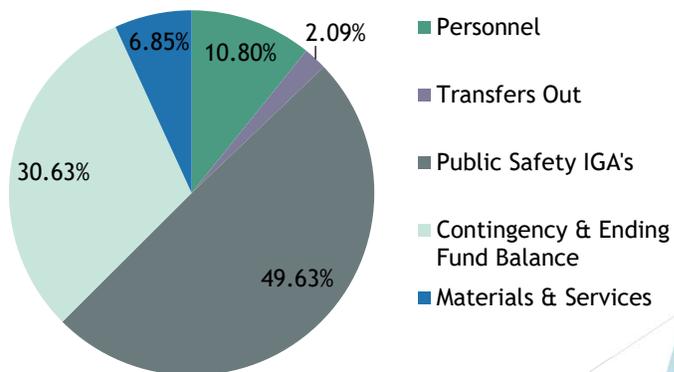
PROPERTY TAX

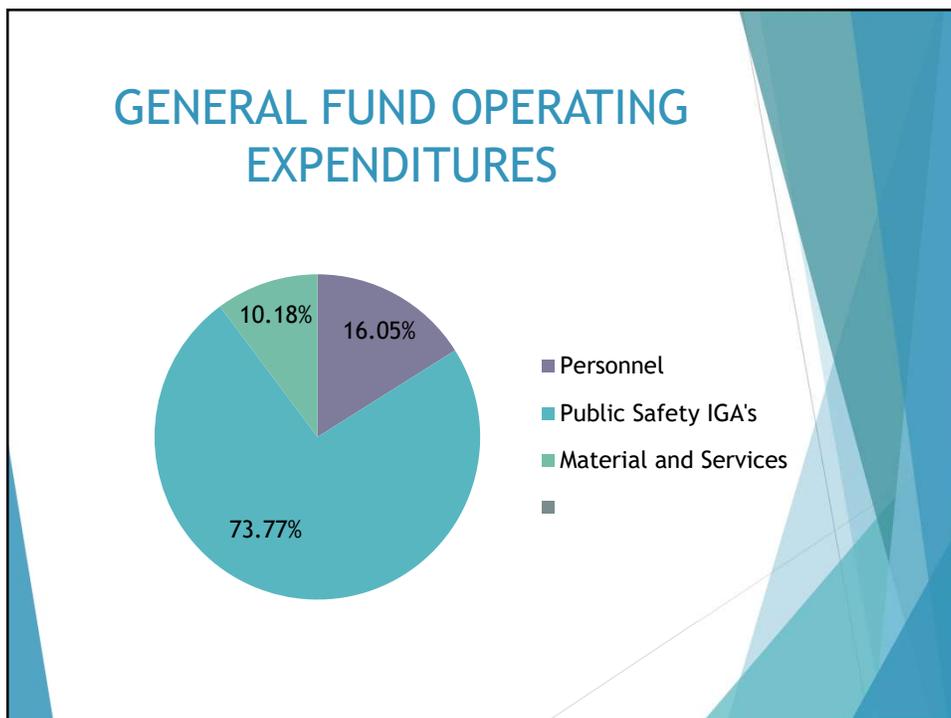
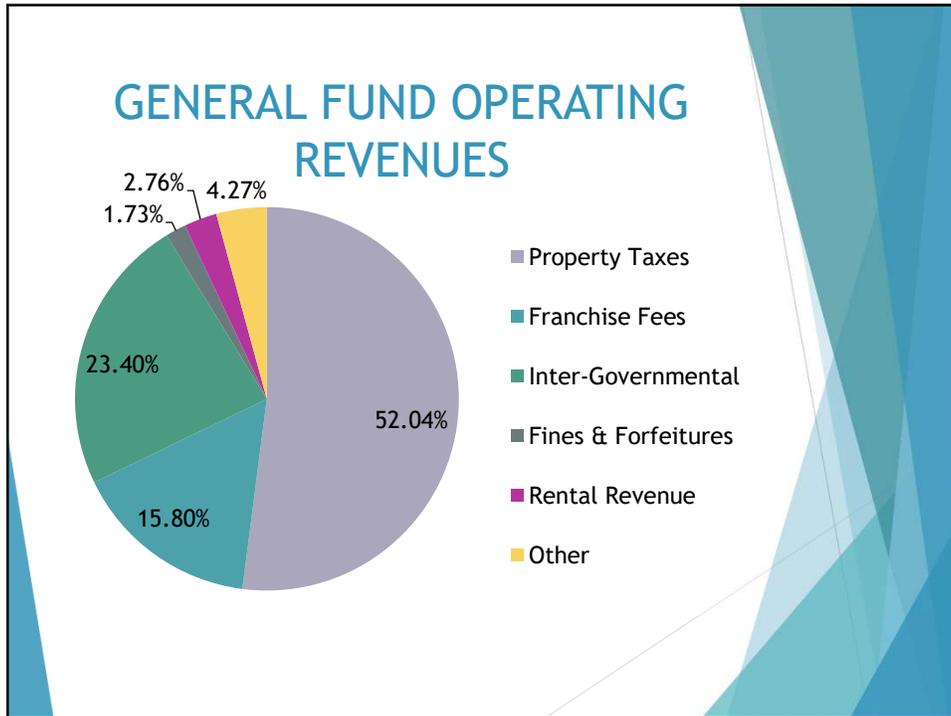
- ▶ Tax Rate = \$3.4902 per \$1,000
 - ▶ Collection Rate = 98.10%
 - ▶ FY 2020-21 Estimated Taxes = \$2,713,751
 - ▶ Increase Over FY 2019-20 Budget = \$125,179
-
- ▶ Urban Renewal Property Taxes = \$197,972
 - ▶ Reduction to City Taxes = \$46,722

GENERAL FUND RESOURCES



USE OF GENERAL FUND RESOURCES





BUDGETED USE OF GENERAL FUND RESERVES (a five-year history)

Fiscal Year	Reserves Used
2016-17	(158,421)
2017-18	(160,643)
2018-19	(148,228)
2019-20	(95,295)
2020-21	(87,342)
Average	(129,858)

GENERAL FUND

- ▶ Departments:
 - ▶ Administration
 - ▶ Finance
 - ▶ Court
 - ▶ Community Services
 - ▶ Parks
 - ▶ Police Services
 - ▶ Fire/BOEC/Emergency Management
 - ▶ Other Requirements

GENERAL FUND EXPENDITURES BY DEPARTMENT

Department	2019-20 Adopted (as amended)	2020-20 Proposed	Variance from Prior Year
Administration	416,673	453,050	8.03%
Finance	218,696	230,589	5.16%
Court	88,405	72,570	-21.82%
PW Community Services	281,001	284,044	1.07%
PW Parks	376,434	381,787	1.40%
Police Services	2,641,738	2,764,776	4.45%
Emergency Management	1,388,958	1,465,067	5.19%
Other Requirements	1,495,191	1,310,126	-14.13%
TOTAL	6,907,096	6,962,009	0.79%

RESERVES

- ▶ Emergency Contingency (5%) \$ 282,000
- ▶ Operating Ending Balance (25%) \$1,410,000
- ▶ Excess Reserve Contingency \$ 872,076

GENERAL FUND OTHER REQUIREMENTS TRANSFERS OUT

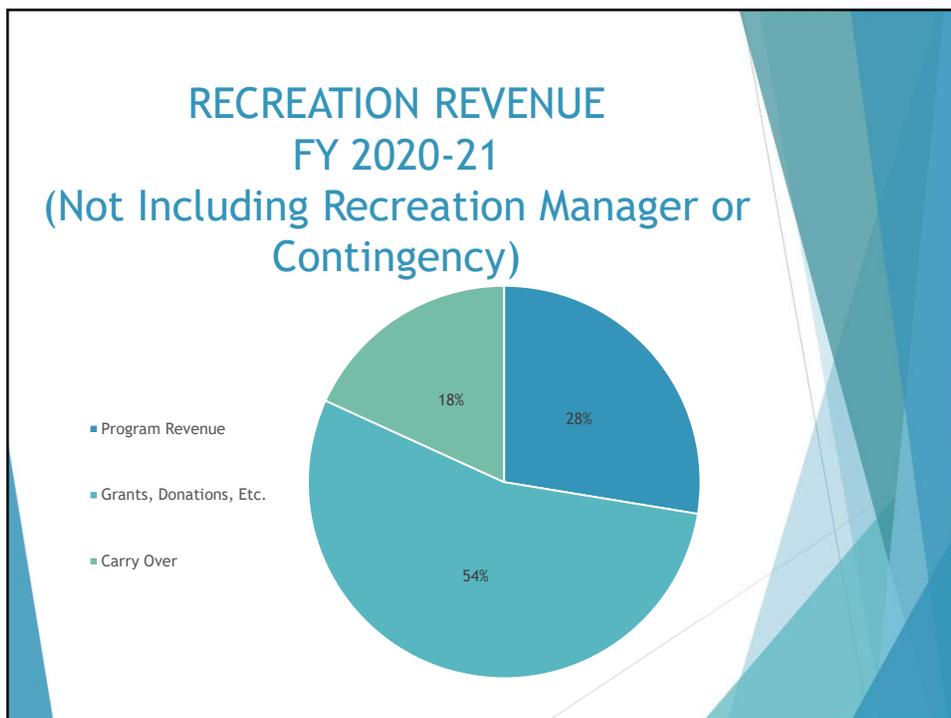
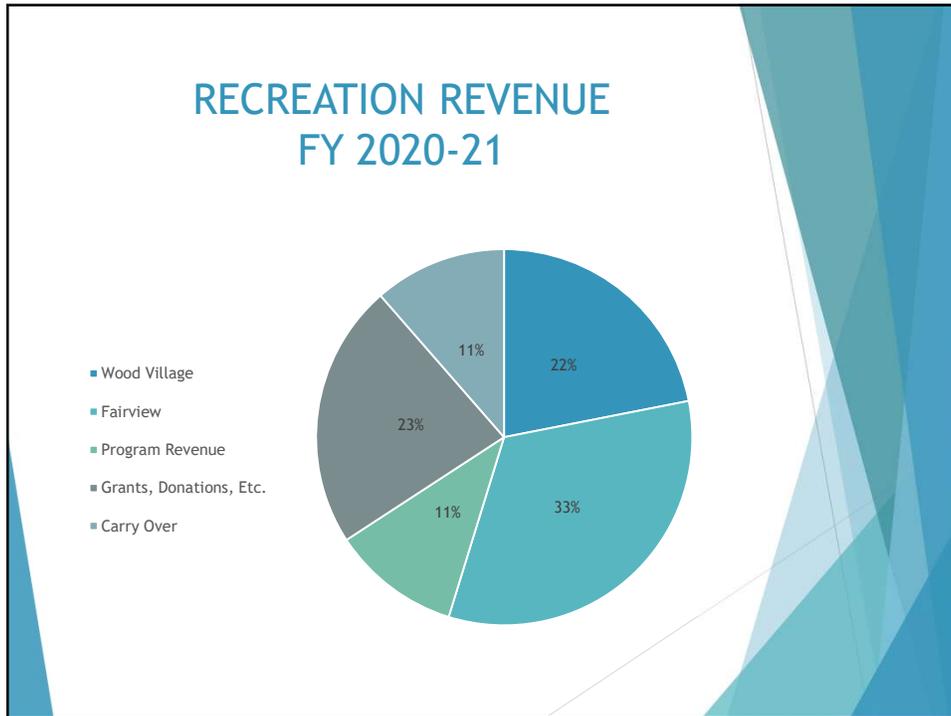
\$156,325

TRANSFER TO FUND	DESCRIPTION	AMOUNT
Recreation	Fairview's Contribution	\$68,525
Facilities Maintenance	Access Controls/HVAC	87,500

RECREATION FUND

- New Three-Year IGA
 - Fairview (60%) and Wood Village (40%)
 - Provides Funding for Recreation Manager

- Other Expenses Provided for by:
 - Grants
 - Program Revenue
 - Donations & Sponsorships



SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS

- ▶ AEC FUND Transfers to PARKS SDC FUND (BIP 20-022)
 - ▶ Transfers for Pelfrey Park \$ 34,003
 - ▶ Anticipated Reserve \$162,742

- ▶ BUILDING FUND
 - ▶ Revenues and Expenditures depend on construction activity
 - ▶ Revenues only use a costs of providing services
 - Personnel Costs
 - Contracted Inspection
 - Facility Costs

SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS

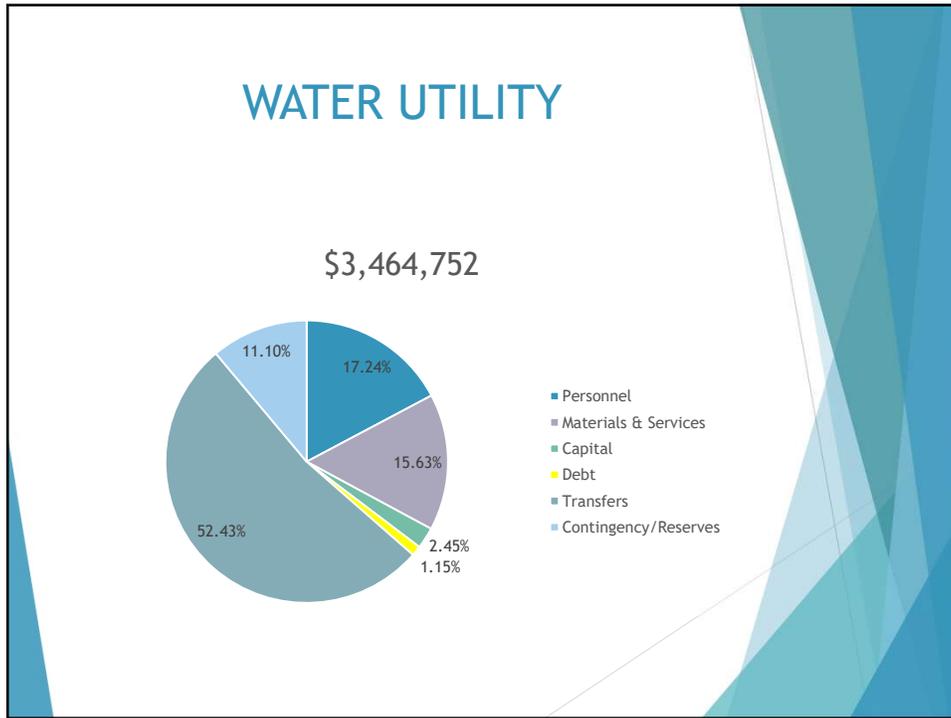
- ▶ GRANTS AND SPECIAL PROJECTS FUND
 - ▶ 7th Street CDBG \$103,687 (BIP 20-015)
 - ▶ NE 223 RR undercrossing \$500,000 (BIP 20-014)
 - ▶ Roundabout/Transit Hub \$300,000 (BIP 20-017)
 - ▶ Halsey/223rd Intersection \$200,000 (BIP 20-016)
 - ▶ Well 10 Design/Construct \$2,041,394 (BIP 20-020)
 - ▶ Metro Halsey Grant \$166,385 (BIP 20-018)
 - ▶ Census Mobile Access \$ 4,015 (BIP 20-023)

SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS

▶ STREET FUND	
▶ Sidewalk Repair Assistance Program	\$ 50,000
▶ CDBG Sidewalk (BIP 20-015)	\$ 25,000
▶ Contingency/Reserve	\$ 1,269,806
▶ Public Works Facility Fee	
▶ Debt Payment	\$225,734
▶ Reserves	\$185,862
▶ LID DEBT SERVICE FUND	
▶ Transfer to General Fund	\$121,000
▶ General Reserve	\$ 93,648

SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS

▶ FACILITIES MAINTENANCE	
▶ City Hall (BIP 20-011)	
▶ HVAC	\$275,000
▶ City Hall Minor Repairs	\$ 12,000
▶ Reserves	\$188,607
▶ EQUIPMENT REPLACEMENT	
▶ Public Works 3/4 Ton Crew Truck	
▶ Reserve For Future Purchases	-395,109

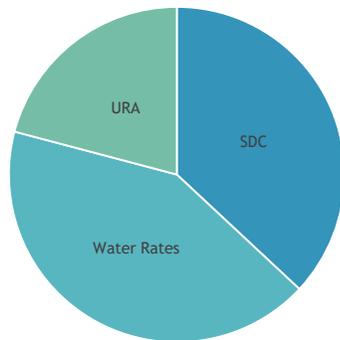


WATER & WATER SDC FUNDS

➤ WATER FUND	
➤ No Rate Increase Fifth Year (BIP 20-019)	
➤ Well #10 Design & Construction	\$2,041,394
➤ CIP Reserves & Contingency	\$ 384,399
➤ WATER SDC FUND	
➤ SDC Assistance URA	\$ 254,800
➤ Transfer for Well #10	\$ 920,495

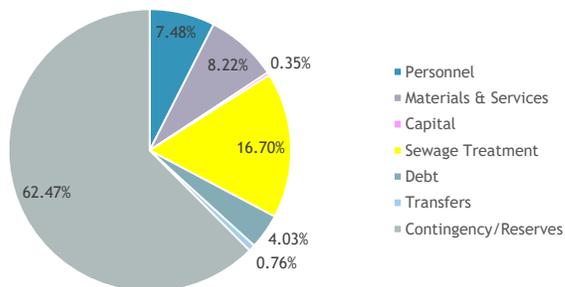
Well #10 Design & Construction Over Two Years = \$2,491,394

Funding Sources



SEWER UTILITY

\$5,669,877



SEWER & SEWER SDC FUNDS

▶ SEWER FUND

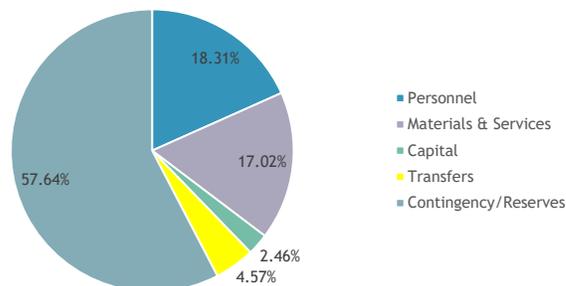
- ▶ No Rate Increase Fifth Year (BIP 20-019)
- ▶ Sewer CIP Project Reserve \$ 2,614,291
- ▶ CIP Reserve for Sandy Boulevard Sewer Main
- ▶ Gresham Sewer Bond paid-off out of Bond Reserve

▶ SEWER SDC FUND

- ▶ Reserve for Sandy Boulevard \$ 927,473
- ▶ URA SDC Assistance \$ 228,800

STORM WATER UTILITY

\$2,030,139

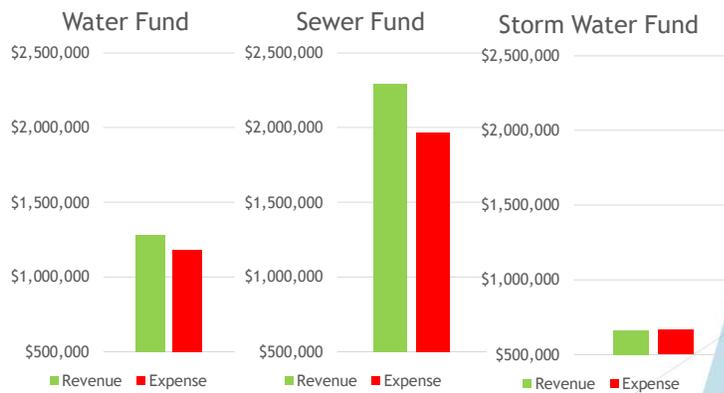


STORM WATER & STORM WATER SDC FUNDS

- ▶ STORMWATER FUND
 - ▶ No Rate Increase for Third (BIP 20-019)
 - ▶ Levee Ready Columbia (BIP 20-013) \$ 21,462
 - ▶ Levee Ready Columbia Loan Reserve \$ 64,850
 - ▶ CCTV Inspections \$ 26,528
 - ▶ Reserve for CIP Projects \$875,690

- ▶ STORMWATER SDC FUND
 - ▶ Future CIP Improvements \$ 294,46

Enterprise Fund Operating Revenue vs. Operating Expense (Including Debt Service)





Fairview Urban Renewal Agency

FISCAL YEAR 2020-21 BUDGET

1

TIMELINE

- June 6, 2018 - Urban Renewal Agency Created
- Nov. 7, 2018 - Urban Renewal Plan Adopted
- March 6, 2019 - IGA with City Signed
- March 6, 2019 - \$650,000 City Bridge Loan
- September 6, 2019 - \$3.46 Million Bank Loan

2

FY 2019-20 ESTIMATED EXPENDITURES

Personnel Services	\$	68,000
Vacant Lot Development Consultant		78,000
Other Consultants		43,000
Development Grant		67,000
SDC Assistance		300,000
Roundabout Feasibility		40,000
Railroad Undercrossing Design		125,000
Flood Plain Study - Fairview Creek		60,000
Legal		4,000
Reservoir #1		121,304
Debt Insurance Costs		53,800
Debt Payments		185,358
Total	\$	1,145,462

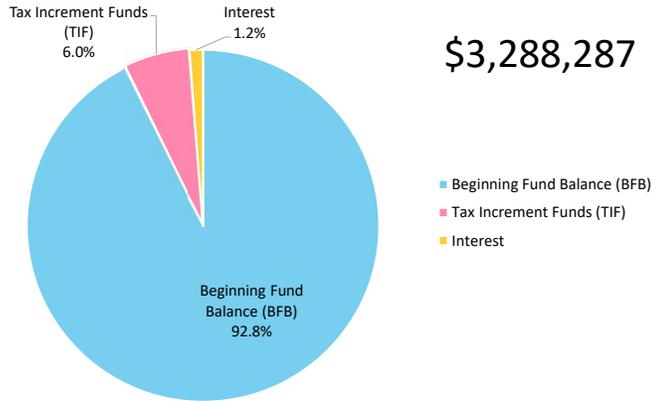
3

FY 2020-21 BUDGETED RESOURCES

Beginning Fund Balance	\$	3,050,135
Tax Increment Funds (TIF)		\$197,972
Interest		\$40,000
TOTAL	\$	3,288,287

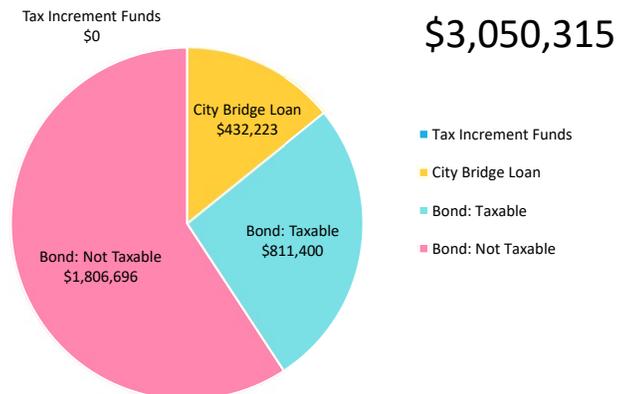
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Fairview Urban Renewal Agency Resources FY 2020-21



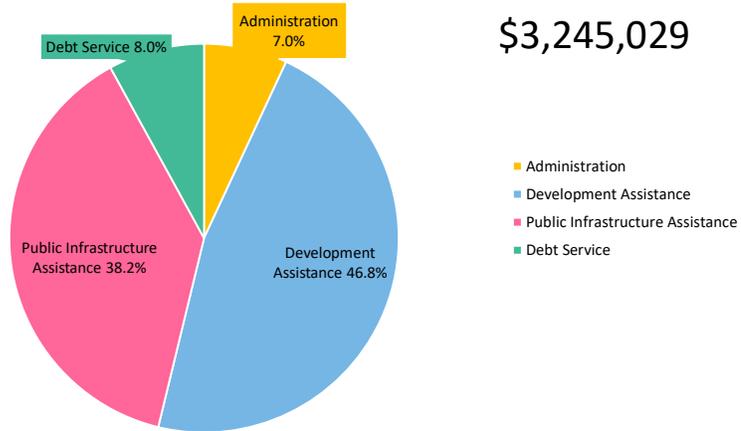
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Fairview Urban Renewal Agency Beginning Fund Balance Resources FY 2020-21



6

Fairview Urban Renewal Agency Expenditures FY 2020-21



7

ADMINISTRATIVE EXPENSES

Consulting Services	\$	148,600
Personnel Costs		68,000
Legal		4,000
Annual Audit		3,863
Operating M & S		1,100
Total	\$	225,563

8

DEVELOPMENT ASSISTANCE PROGRAMS

Private Development Grants	\$	200,000
SDC Assistance Program		520,000
Land Development		800,000
Total	\$	1,520,000

PUBLIC INFRASTRUCTURE ASSISTANCE

NE 223rd & Halsey	\$	200,000
PPL Park & Ride		100,000
RR Pedestrian Undercrossing		500,000
Fairview Parkway Roundabout Feasibility		200,000
Wet Land Delineation		20,000
Water Well #10		220,000
Total	\$	1,240,000

Debt Payments

Bank Loan Principal	\$131,000
Bank Loan Interest	100,841
Bridge Loan Interest	27,625
Total	\$259,466

CONTINGENCY

\$43,256

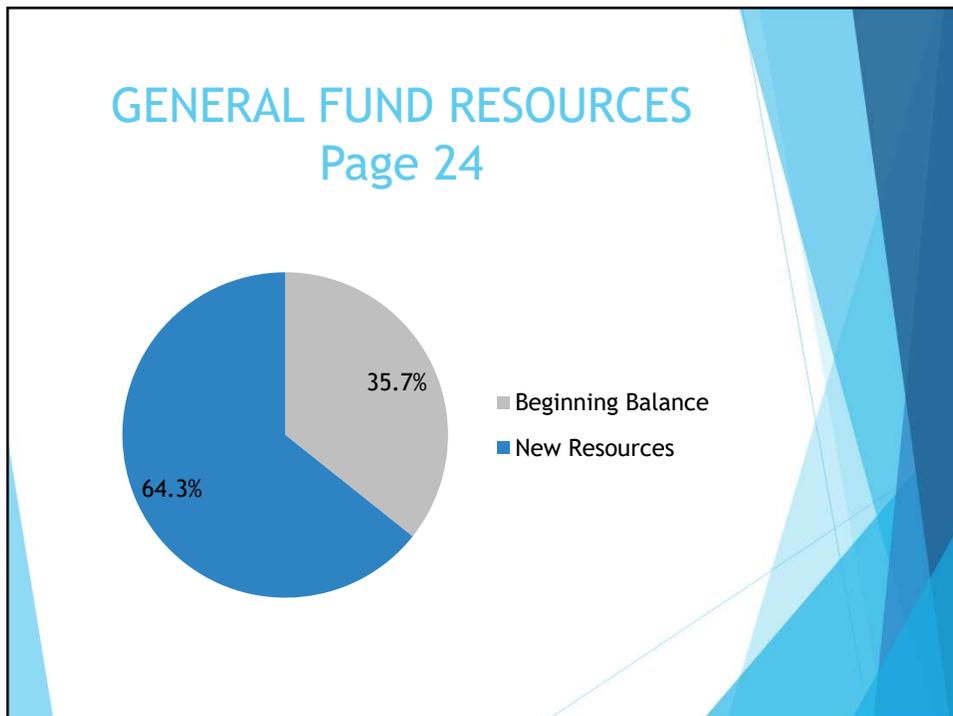
Fairview Urban Renewal Agency Use of Resources FY 2020-21

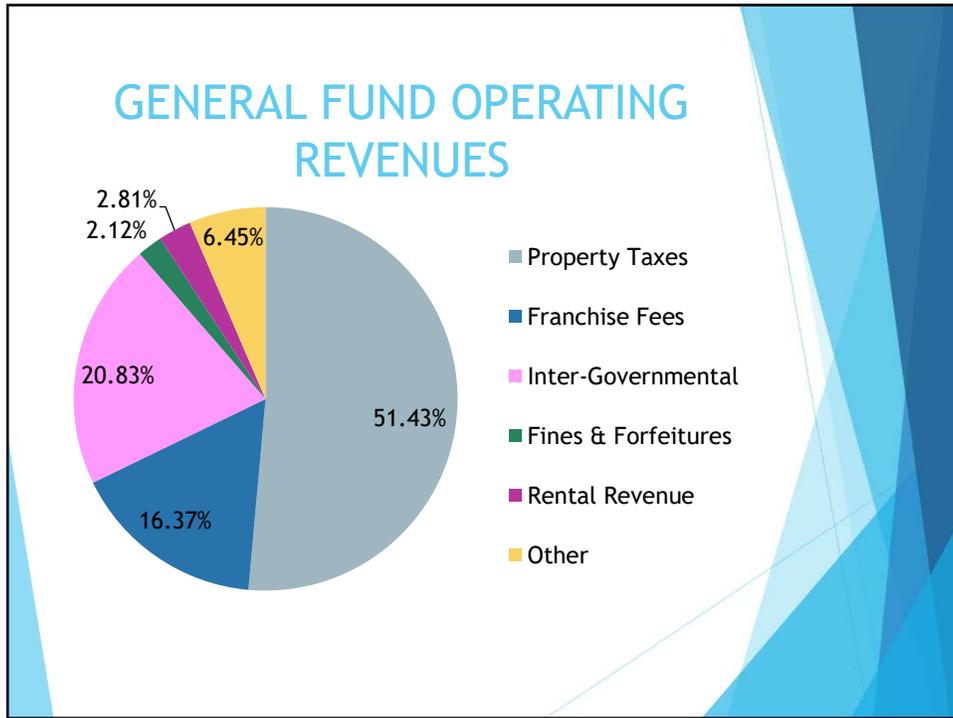


Thank You!

FY 2020-21 Proposed Budget

Department and Fund Review





ADMINISTRATION Page 27

Employees 1.96

Increases

▶ Personnel	9.8%
▶ Four Month Census/COVID-19 Response	
▶ Materials and Services	6.7%
▶ Broadband Study (\$33,000)	
▶ Total Increase	8.7%

FINANCE Page 30

Employees 1.15

- ▶ Personnel Decrease -2.6%
- ▶ Materials and Services 21.1%
 - ▶ City hall Maintenance (\$12,000)
- ▶ Total Increase 5.4%

COURT Page 32

Employees 0.50

- ▶ Personnel Decrease -23.1%
- ▶ Materials and Services 1.6%
- ▶ Total Decrease - 17.9%

COMMUNITY SERVICES

Page 35

Employees 1.79

- ▶ Personnel Increase 0.2%
- ▶ Materials and Services -2.2%
- ▶ Total Decrease -0.5%

PARKS

Page 39

Employees 2.33

- ▶ Personnel Increase 3.0%
- ▶ Materials and Services 4.26%
- ▶ Total Increase 3.6%

POLICE SERVICES

Page 42

Employees 0

▶ Total Increase	4.7%
MCSO Contract	4.7%

EMERGENCY SERVICES

Page 44

Employees 0

▶ Gresham Fire	4.5%
▶ Contract Services - \$20,000 Fire Service Study	
▶ Portland BOEC (decrease)	0.005%
▶ Total Increase	3.60%

OTHER REQUIREMENTS PAGE 46

- ▶ Emergency Contingency (5%) \$ 282,000
- ▶ Operating Ending Balance (25%) \$1,410,000
- ▶ Excess Reserve Contingency \$ 872,076

OTHER REQUIREMENTS TRANSFERS OUT

\$156,025

TRANSFER TO FUND	DESCRIPTION	AMOUNT
Recreation	Fairview's Contribution	\$68,525
Facilities Maintenance	Access Controls/HVAC	87,500

RECREATION Page 50

Employees 1.28

▶ Recreation Manager	\$114,561	54.9%
▶ Grant Programing	\$ 15,210	7.4%
▶ Fundraising Expenses	\$ 4,200	2%
▶ Program Expenses	\$67,269	32.3%
▶ Contingency	\$ 7,128	3.4%

ADMINISTRATIVE EXCISE CHARGE Page 54

Transfers to Parks SDC

▶ Pelfrey Park	\$ 34,030
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Reserves	<u>\$162,742</u>
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BUILDING FUND

▶ Building Fund

Page 59

GRANTS AND SPECIAL PROJECTS PAGE 64

▶ 7th Street CDBG	\$103,687 (BIP 20-015)
▶ NE 223 RR Undercrossing	\$500,000 (BIP 20-014)
▶ Roundabout/Transit Hub	\$300,000 (BIP 20-017)
▶ Halsey/223 rd Intersection	\$200,000 (BIP 20-016)
▶ Well 10 Design/Construction	\$22,041,394 (BIP 20-020)
▶ Metro Halsey Grant	\$166,385 (BIP 20-018)
▶ Census mobile access	\$ 4,015 (BIP 20-023)

STREET FUND

Page 69

Employees 2.37

▶ Sidewalk Repair Assistance Program	\$ 50,000
▶ CDBG Sidewalk (BIP 19-015)	\$ 25,000
▶ Contingency/Reserve	\$1,269,806

▶ PW Facility Fee Fund Page 74

▶ Water SDC Fund Page 78

▶ Sewer SDC Fund Page 82

▶ Storm Water SDC Fund Page 86

▶ Parks SDC Fund Page 90

▶ LID Fund Page 94

Equipment Replacement Page 98

- ▶ EQUIPMENT REPLACEMENT
 - ▶ Public Works $\frac{3}{4}$ Ton Crew Truck

Facilities Maintenance Page 102

- ▶ City Hall (BIP 20-011)
 - ▶ HVAC \$ 275,000
 - ▶ City Hall Minor Repairs \$ 12,000
 - ▶ Reserve \$188,607

WATER FUND PAGE 107

Employees 5.06

- ▶ Personnel Increase 4.4%
- ▶ Materials and Services -9.1%

- ▶ No Rate Increase (5th Year) (BIP 20-019)
- ▶ Well #10 \$850,899
- ▶ CIP Reserves \$348,399

SEWER FUND Page 113

Employees 3.66

- ▶ Personnel Decrease 3.7%
- ▶ Materials and Services 6.7%

- ▶ No Rate Increase (5th Year) (BIP 20-019)
- ▶ Sewer CIP Project Reserve \$ 2,614,291
- ▶ Gresham Bond Final Payment

STORM WATER FUND Page 119

Employees 3.17

- ▶ Personnel Increase 4.2%
- ▶ Materials and Services 13.8%

- ▶ No Rate Increase (3rd Year) (BIP 20-019)
- ▶ Levee Ready Columbia (BIP 20-024) \$ 21,462
- ▶ Levee Ready Columbia Loan Reserve \$ 64,850
- ▶ CCTV Inspections \$ 26,528
- ▶ Reserve for CIP Projects \$875,690

Thank You!