

City of Forks, Washington 2024 Budget Table of Contents

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forkswashington.org

December 11, 2023

Members of the City Council:

We go into 2024 with a budget that supports continuing efforts to maintain current operations and improve our community's infrastructure. Revenues have been conservatively estimated and our staff works hard to manage expenditures.

We strongly support our law enforcement and corrections employees and are once again in contract negotiations with them. We continue to work to improve our community's infrastructure and its resiliency and, as we move into next year, this task may require us to amend fund allocations. As always, we will work with you, the Council, in making these important decisions. Where we can, we'll strive to strengthen or create partnerships that help to address our needs on the West End. We provide a stronger argument when we work with others to help everyone here in our community.

There are other issues for which we continue to search for solutions. All involve our natural resources; the sustainability of our working forests and the potential for the listing of another resource, the Chinook salmon, impact the economies of not only our community but of all West End communities and governments, non-tribal and tribal, alike.

The influx of tourists is helping to increase lodging tax revenue, and its distribution to various organizations in and around our community will continue to contribute to the diversification of local events.

I hope that this budget and the year ahead result in the positives that we discussed during budget workshops and that we want to see in our city. Thank you for your time, talent, and efforts in making this budget a reality.

Sincerely,

Tim Fletcher
Mayor



Forks Information 2024

Geographical Information

Elevation:	300' above sea level	Land Area: 2,310 acres
Annual Rainfall 2021:	115.71" (NOAA)	

Demographic Information

	2020	2010
Population:	3,335	3532
Households:	2020: 1,407 Houses with 1,296 occupied: Ave. size = 2.57 2010: 1,374 Houses with 1,264 occupied: Ave. size = 2.72	

Governmental Information

Forks is a non-charter code city utilizing the Mayor-Council form of government.
 Incorporated in August 1945
 City Council Meetings: 2nd and 4th Mondays at 7:30 p.m.
 Total Assessed Valuation of the City of Forks for 2023 is \$278,098,082.
 The City of Forks receives: \$1.41784073865 per \$1,000 of the above total.
 Real Estate Excise Tax .25%
 Congressional District: 6th Legislative District: 24th

City Services

Water and Sewer Utilities	Airport Facilities
Street Maintenance and Improvements	Building Permits
Police and Jail Facility	Comprehensive Planning and Zoning

Forks City Parks & Rental Properties

Tillicum Park	20 Acres – playground equipment, skate park, tennis courts, covered area, ball fields, arena, disc golf targets, historic Shay locomotive and Scorpion M56 vehicle on display
Forks Visitor Center & Timber Museum	Museum, Loggers Memorial, Visitor Center, ONRC Hiking Trail
Calawah River Boat Launch	5 Acres with boat ramp, dog park, picnic tables and trails
Ford Park	~1.5 Acres Mowed, Green Space
Forks Industrial Park	65 Acres of Industrial Zoned Lots for Lease
West End Business & Tech Center	Professional/Retail Rental Offices
Rainforest Arts Center	Performing Arts Venue and Meeting Space



Forks Information 2024 - Continued

Schools

Quillayute Valley School District No. 402 (360) 374-6262

Forks Elementary School

Forks Intermediate School

Forks Junior High School

Forks High School

Forks Alternative School

District Run Home School

Insight School (Accredited

Online High School)

Peninsula College Extension (360) 374-3223

Public Library

Forks Library (360) 374-6402

171 South Forks Avenue

Branch of the North Olympic Library System

Healthcare Services

Clallam County Hospital District No. 1 (360) 374-6271

- Forks Community Hospital
- Bogachiel Medical Clinic and Women's Health
- Forks Family Medical
- West End Outreach Services
- Forks Ambulance Service

Clallam County Health and Human Services (360) 374-3121

Forks Family Dental (360) 374-2288

Banking Institutions

First Federal Savings and Loan (360) 374-6122

131 Calawah Way

Umpqua Bank (360) 374-2201

1020 South Forks Avenue

Transit

Clallam Transit (800) 858-3747

Jefferson Transit (800) 371-0497

Both with connections to the Greater Puget Sound Area
Quileute Community Shuttle (360) 374-6143



Forks Information 2024 - Continued

Transportation

Roadways

- U.S. Highway 101
- State Highway 110

Aviation

General Aviation

- Forks Municipal Airport
- Quillayute Airport

Charter service available at Fairchild Airport ~60 miles east in Port Angeles

Emergency heliport at Forks Community Hospital

Rail - Reload Access to Genesee & Wyoming in Hoquiam ~ 100 miles south

Port

Port of Port Angeles 60 miles to the east with deepwater access, log sorting yard, etc.

Service and Business Organizations

American Legion

Bogachiel Garden Club

Forks Chamber of Commerce

Forks Elks Club/Emblem Club

Friends of Forks Animals

Friends of Forks Library

Lions Club International

Piecemakers Quilt Club

Quillayute Valley Grange

Rainforest Council for the Arts

Soroptimist Int'l of the Olympic Rain Forest

West End Business & Professional Association

West End Historical Society

West End Sportmen's Club

West Olympic Council for the Arts

Churches

Assembly of God

Calvary Chapel

Church of Jesus Christ of Latter Day Saints

Church of the Nazarene

Congregational Church

First Baptist Church

Forks Bible Church

Jehovah's Witnesses

Ministereos Llamada Final

Prince of Peace Lutheran Church

St. Anne's Catholic Church

Seventh Day Adventist Church

St. Swithin's Episcopal Mission



Mayor

Tim Fletcher

Forks City Council

Joe Soha, Position 3 & Mayor Pro Tem

Nettie Grant, Position 1

Clint Wood, Position 2

Jeff Gingell, Position 4

Hickory Grant, Position 5

City Officials

Rod Fleck, Attorney/Planner

Caryn DePew, Clerk/Treasurer

Paul Hampton, Public Works Director

Mike Rowley, Police Chief

Planning Commission

Milton Beck

Brian Weekes

DeAnna Beck

Trent Thurman

Vacant

Civil Service Commission

Tom Wells

Giancarlo Buonpane

Bill Henderson

Park Board

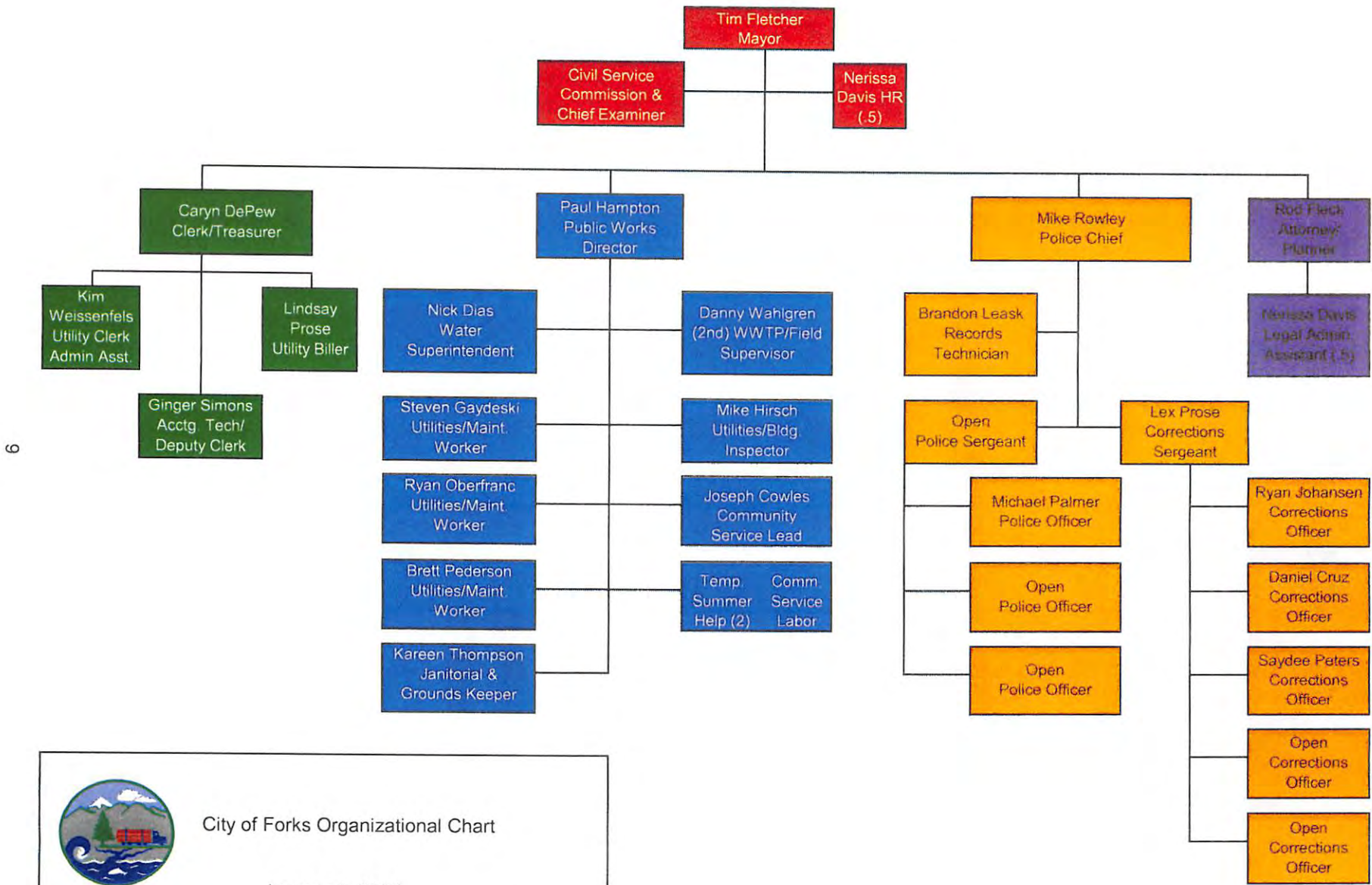
Elliot Mann

David Hurn


Dan Trickey

Conner Nielson

Chris Fletcher



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City of Forks Organizational Chart
January 1, 2024

City of Forks Fund Types

Governmental

General Fund (001)

Funded by: Property Tax, Timber Harvest Tax, Sales Tax, Utility Tax, Franchise Tax, Permit Fees, Fines, Interest & Grants

Legislative & Executive
Financial & Administrative
Legal & Judicial
Law Enforcement & Jail
Building, Environment & Planning
Parks
Imprest (Petty Cash)
Transfers & Others

Special Revenue Funds (100s)

Funded by: Property Tax, Fuel Tax, Hotel/Motel Tax, Interest, Donations & Transfers from Other Funds

Street Operations
Lodging Tax Fund
Transit Center Operations
Transfer to Capital Projects

Debt Service Funds (200s)

Capital Projects Funds (300s)

Funded by: Grants, Loans, Bonds, Real Estate Excise Tax (REET) & Transfers from Other Funds

Street Projects
Capital Facilities
Misc.

Proprietary

Enterprise Funds (400s)

Funded by: Ratepayers & Tenants

Water
Sewer
Airport/Industrial Park/Rainforest
Arts Center/ICN Building

Internal Service Funds (500s)

Funded by: Contributions from Other Funds

Fiduciary

Agency Funds (600s)

Custodial Funds 630

Funded by: Inmates

Inmate Custodial Fund

Custodial Funds 650

Pass-through State Collections for Building Permits, Gun Permits, Leasehold Excise Tax, Excise Tax



City of Forks
2023 vs 2024 Budgeted Revenue & Expenditures
Total by Fund

<u>Fund:</u>	<u>Fund #</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>
General Fund	001	2,050,000	2,349,771	299,771
Street	101	275,000	365,004	90,004
Seized Property Fund	103	5,000	5,000	0
Search & Rescue Fund	104	3,000	3,000	0
Donation Program	110	35,000	60,000	25,000
Comm. Action Housing	130	40,000	40,000	0
Lodging Tax	140	495,600	452,797	(42,803)
Transit Fund	150	35,000	35,000	0
Street Projects	301	50,000	945,178	895,178
Capital Fund	304	170,000	170,000	0
RCO Grant	305	100,000	1,260,199	1,160,199
Grant / Construction Fund	310	100,000	100,000	0
Water	400	1,200,000	1,300,000	100,000
Sewer	402	1,600,000	3,621,636	2,021,636
Airport / Industrial Park / RAC	410	310,000	324,656	14,656
Industrial Park Dev.	411	4,000	4,000	0
Quillayute Airport	412	500,000	421,156	(78,844)
Inmate Custodial Fund	630	45,000	45,000	0
State Collections Fund	650	50,000	50,000	
Total Revenue & Expenditures All Funds		7,067,600	11,552,397	4,484,797



City of Forks 2024 Revenues by Category

2024 BUDGETED REVENUES CLASSIFICATION BY CATEGORIES (ALL FUNDS)											
Fund Title	Fund #	Beginning Balance	Taxes	License & Permits	Intergovt. Revenue	Charges / Service	Fines & Forfeits	Interest, Rent, Misc.	Transfers In	Bonds & Loans	Total Budget
General Fund	001	-	1,598,000	35,000	300,000	20,000	30,000	366,771	-	-	\$ 2,349,771
Special Revenue Funds											
Street Fund	101	91,004	274,000	-	-	-	-	-	-	-	\$ 365,004
Seized Property	103	-	-	-	-	-	-	5,000	-	-	\$ 5,000
Search & Rescue	104	-	-	-	-	3,000	-	-	-	-	\$ 3,000
Donation Programs	110	-	-	-	-	-	-	60,000	-	-	\$ 60,000
Community Action	130	-	-	-	40,000	-	-	-	-	-	\$ 40,000
Lodging Tax	140	-	450,797	-	-	-	-	2,000	-	-	\$ 452,797
Transit Center	150	-	-	-	8,250	-	-	18,500	8,250	-	\$ 35,000
Debt Service Funds	200	-	-	-	-	-	-	-	-	-	\$ -
Capital Projects											
Street Projects	301	-	-	-	945,178	-	-	-	-	-	\$ 945,178
Capital Improve.	304	133,000	37,000	-	-	-	-	-	-	-	\$ 170,000
RCO Grant	305	-	-	-	1,260,199	-	-	-	-	-	\$ 1,260,199
Grant / Const Fund	310	-	-	-	100,000	-	-	-	-	-	\$ 100,000
Enterprise Funds											
Water Fund	400	25,000	-	-	-	1,265,000	-	10,000	-	-	\$ 1,300,000
Sewer Fund	402	796,026	-	-	2,375,610	450,000	-	-	-	-	\$ 3,621,636
Airport/Ind.Park/RAC	410	-	-	-	-	-	-	324,656	-	-	\$ 324,656
Ind. Park Dev.	411	4,000	-	-	-	-	-	-	-	-	\$ 4,000
Quil. A/P Fund	412	42,000	-	-	375,656	-	-	3,500	-	-	\$ 421,156
Custodial Funds											
Inmate Custodial Fund	630	-	-	-	-	-	-	45,000	-	-	\$ 45,000
State Collections Fund	650	-	-	-	-	-	-	50,000	-	-	\$ 50,000
Grand Total		\$1,091,030	\$2,359,797	\$35,000	\$5,404,893	\$1,738,000	\$30,000	\$885,427	\$8,250	-	\$8,115,239

City of Forks 2024 Budget Expenditures

2024 BUDGETED EXPENDITURES CLASSIFICATION BY CATEGORIES (ALL FUNDS)

Fund Title	Fund #	Salaries	Benefits	Supplies	Professional Services	Utilities	Insurance	All Other Charges	Total
General Fund	001 Dept.#								
Legislative	511	19,459	15,392	1,000	100	2,300	2,188	1,061	\$ 41,500
Judicial	512	-	-	-	45,500	5,700	-	20,600	\$ 71,800
Finance & Admin.	514	33,195	18,904	3,100	10,500	5,800	18,320	11,500	\$ 101,319
Legal Services	515	26,049	13,996	3,250	2,500	350	2,681	12,346	\$ 61,172
Law Enforcement	521	396,158	220,004	43,600	79,750	16,500	51,045	131,819	\$ 938,876
Det. / Corrections	523	307,676	198,058	90,000	6,000	15,000	114,205	108,929	\$ 839,868
Physical Env.	553	-	-	-	3,105	-	-	-	\$ 3,105
Animal Control	554	-	-	-	3,500	1,352	687	897	\$ 6,436
Protective / Insp.	558.5	9,278	6,920	1,150	5,000	-	901	1,818	\$ 25,067
Planning	558.6	26,049	13,996	2,550	2,000	-	2,680	159,903	\$ 207,178
Public Health	565	-	-	-	-	-	-	5,200	\$ 5,200
Park Facilities	576	7,061	5,660	3,700	-	10,669	6,057	15,103	\$ 48,250
Total General Fund		\$ 824,925	\$ 492,930	\$ 148,350	\$ 157,955	\$ 57,671	\$ 198,764	\$ 469,176	\$ 2,349,771
Street Fund	101	103,912	68,224	31,600	5,000	12,300	13,511	130,457	\$ 365,004
Seized Property	103	-	-	-	-	-	-	5,000	\$ 5,000
Search & Rescue	104	-	-	-	-	-	-	3,000	\$ 3,000
Donation Program	110	-	-	-	-	-	-	60,000	\$ 60,000
Community Action	130	-	-	-	-	-	-	40,000	\$ 40,000
Lodging Tax	140	24,837	16,430	-	-	500	5,000	406,030	\$ 452,797
Transit Center	150	7,703	6,092	3,200	1,500	6,500	1,200	8,805	\$ 35,000
Debt Service Funds	200	-	-	-	-	-	-	-	-
Street Projects	301	-	-	-	-	-	-	945,178	\$ 945,178
Capital Improve.	304	-	-	-	-	-	-	170,000	\$ 170,000
Infrastructure Projects	306	-	-	-	-	-	-	-	\$ -
RCO Grant	305	-	-	-	-	-	-	1,260,199	\$ 1,260,199
Grant / Const. Fund	310	-	-	-	-	-	-	100,000	\$ 100,000
Water Fund	400	404,977	281,958	160,000	70,000	45,000	69,272	268,793	\$ 1,300,000
Sewer Fund	402	152,774	90,236	40,000	5,500	50,500	33,951	3,248,675	\$ 3,621,636
Airport/Ind.Park/RAC	410	83,331	49,694	23,000	16,000	40,000	45,552	67,079	\$ 324,656
Ind. Park Dev.	411	-	-	-	-	-	-	4,000	\$ 4,000
Quil. A/P Fund	412	-	-	300	7,000	3,355	13,281	397,220	\$ 421,156
Inmate Custodial Fund	630	-	-	-	-	-	-	45,000	\$ 45,000
State Collections Fund	650	-	-	-	-	-	-	50,000	\$ 50,000
Grand Total		\$ 1,802,459	\$ 1,005,564	\$ 406,450	\$ 262,955	\$ 215,826	\$ 380,531	\$ 7,628,612	\$ 11,552,397



Capital Projects & Equipment

Fund Title	Fund #	Project/Activity	Project Costs in 2024	Source of Funding
Donations	110	Tillicum Park	\$ 60,000	Donations
Street Projects	301	Bogachiel Way Engineering/Const	\$ 395,565	WSDOT
	301	E Street Rehab	\$ 549,613	WSDOT
Streets	101	Bogachiel Way Engineering	\$ 58,552	Local Match
	101	E Street Rehab	\$ 28,927	Local Match
General Fund	001	City Hall Fire Alarm System	\$ 20,000	Beginning Fund Balance
Capital Improvement	304	Transit Camera System/Restrooms	\$ 15,000	Real Estate Excise Taxes Split with CC Transit
Capital Improvement	304	Court HVAC	\$ 60,000	Real Estate Excise Taxes
Capital Improvement	304	City Hall Restroom Remodel	\$ 20,000	Real Estate Excise Taxes
Capital Improvement	304	Court Restroom Remodel	\$ 20,000	Real Estate Excise Taxes
Capital Improvement	304	City Hall Windows & Gutters Phase 1	\$ 25,000	Real Estate Excise Taxes
Capital Improvement	304	Tillicum Park Restroom Remodel	\$ 15,000	Real Estate Excise Taxes
Capital Improvement	304	Tillicum Park Ballfield Restroom Remodel	\$ 15,000	Real Estate Excise Taxes RCO Grant \$50,800
Multiple Funds				
Water	400	Lease Utility Van	initial \$5,000	Water Revenue
Water	400	Meters & Transmitters	\$ 30,000	Water Revenue
Quillayute Airport	412	Hangar Repairs/Site Improvements	\$ 20,000	Quillayute Airport Fund Balance



General Fund: Revenue

Beginning Fund Balance represents the estimated cash and investments remaining in the General Fund at the end of 2023. The *actual* Beginning Fund Balance for 2023 was \$1,193,949. The current estimate for Beginning Fund Balance in 2024 is \$1,573,803.

The Government Finance Officers Association has developed recommended best practices for fund balance levels which states that cities and counties, regardless of their size, should maintain unrestricted fund balance in their general fund of no less than two months of operating expenditures. One month of operating expenditures for the City of Forks is \$169,244 based on the 2023 budget.

310 - Taxes

	<u>2021</u>		<u>2022</u>		<u>2023</u>	
	Budget	Actual	Budget	Actual	Budget	Estimated
Property Tax*	\$202,000	\$222,000	\$200,000	\$190,819	\$200,000	\$195,000
Sales Tax	\$540,000	\$723,000	\$640,000	\$873,743	\$750,000	\$850,000
Affordable/Supp Housing	\$0	\$4,350	\$4,000	\$5,287	\$6,000	\$5,500
Criminal Justice	\$60,000	\$74,000	\$67,000	\$76,155	\$70,000	\$76,350
Utility Tax	\$420,000	\$439,000	\$430,000	\$389,344	\$450,000	\$460,000
Leasehold Tax	\$12,750	\$14,650	\$13,500	\$14,193	\$17,500	\$13,000
Total	\$1,234,750	\$1,477,000	\$1,354,500	\$1,549,541	\$1,493,500	\$1,599,850

	<u>2024</u>	
	<u>Budget</u>	
Property Tax	\$200,000	Allocation from 55/45 GF/Streets to 50/50 GF/Streets (1% Levy to Streets)
Sales Tax	\$850,000	
Affordable/Supp Housing	\$5,500	A portion of sales tax
Criminal Justice	\$75,000	
Utility Tax	\$450,000	
Leasehold Tax	\$17,500	
Total	\$1,598,000	



	<u>2021</u>		<u>2022</u>		<u>2023</u>	
	Budget	Actual	Budget	Actual	Budget	Estimated
320 - License & Permits	\$30,000	\$53,000	\$35,000	\$59,390	\$50,900	\$32,000
330 - Intergovernmental	\$230,000	\$240,000	\$240,000	\$332,557	\$250,000	\$345,000
340 - Prisoner Board	\$225,000	\$175,000	\$175,000	\$169,080	\$200,000	\$217,500
340 - Charges for Services	\$10,000	\$7,500	\$7,500	\$22,220	\$20,000	\$17,700
350 - Fines & Forfeits	\$40,000	\$41,000	\$40,000	\$27,624	\$30,000	\$30,000
360 - Rents	\$30,482	\$34,600	\$34,300	\$33,448	\$34,300	\$36,882
360 - Miscellaneous	\$14,518	\$145,400	\$23,700	\$14,356	\$20,700	\$7,284
Beginning Fund Balance	\$80,000	\$0	\$0	\$0	\$0	\$0
	<u>\$660,000</u>	<u>\$696,500</u>	<u>\$555,500</u>	<u>\$658,675</u>	<u>\$605,900</u>	<u>\$686,366</u>

	<u>2024</u>
320 - License & Permits	\$35,000
330 - Intergovernmental	\$300,000
340 - Prisoner Board	\$215,000
340 - Charges for Services	\$20,000
350 - Fines & Forfeits	\$30,000
360 - Rents	\$36,240 City Hall Rents: Court, Air Traffic Monitoring Systems
360 - Miscellaneous	\$115,531 RMSA Grants, Interest, Surplus Equipment
	<u>\$751,771</u>

Total	<u>2021</u>		<u>2022</u>		<u>2023</u>	
	Budget	Actual	Budget	Actual	Budget	Estimated
General Fund Revenue	\$1,894,750	\$2,173,500	\$1,950,000	\$2,228,822	\$2,050,000	\$2,407,248

	<u>2024</u>
General Fund Revenue	\$2,349,771
Beginning Fund Balance	
Total	<u>\$2,349,771</u>