

CITY COUNCIL MONTHLY MEETING CALENDAR

February-10

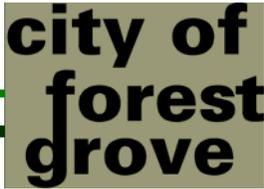
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Comm 7pm	2 Fire Bd 7pm	3 BUDGET COMMITTEE MTG 7:00 PM - COMM AUD	4 EDC Noon Water Consortium Bd 7pm	5	6
7	8 CITY COUNCIL 5:30 PM - WORK SESS (B&C) 6:30 PM - EXECUTIVE SESS (Prop) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 CCI 4:30pm Library 6:30pm	10	11 PAC 5pm	12	13 COUNCIL GOAL-SETTING RETREAT 9am - McMenamins
14	15 Planning Comm 7pm	16 Senior Ctr Bd 11:30am	17	18 Fernhill Wetlands Comm Aud - 5:00 PM	19	20
21	22 CITY COUNCIL 6:00 PM - WORK SESS (Library Comm) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23 HLB 6pm	24 PSAC 7:30am	25	26	27
28						

March-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CEP Applications Available Planning Comm 7pm	2 CC JOINT WORK SESSION with FG Rural Fire Board 7:00 pm - Fire Hall	3	4 EDC Noon	5	6
7	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 CCI 4:30pm Library 6:30pm	10	11 PAC 5pm	12	13
14	15	16	17	18	19	20
<i>NLC Conference - Washington, DC (Mayor Truax & Johnston out)</i>						
Daylight Savings	21 Planning Comm 7pm	22 Senior Ctr Bd 11:30am	23 P&R 7am CFC 5:15pm	24 Fernhill Wetlands Comm Aud - 5:00 PM	25	26
	27 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28 HLB 6pm	29	30	31	
28	29	30	31 CEP Applications Due			

April-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC Noon Water Consortium EC 5:30pm	2	3
4	5 Planning Comm 7pm	6 Fire Bd 8pm	7	8 PAC 5pm	9 JWC Noon	10
11	12 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 CCI 4:30pm Library 6:30pm	14	15 Fernhill Wetlands Comm Aud - 5:00 PM	16	17
18	19 Planning Comm 7pm	20 Senior Ctr Bd 11:30am	21 P&R 7am CFC 5:15pm	22 CITY COUNCIL WORK SESSION CEP Interviews 6:00 PM - COMM AUD	23	24
25	26 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27 Notary Public Training 1pm-4pm Comm Aud	28	29	30	
		HLB 6pm	PSAC 7:30am		Council CEP Evals Due	



FOREST GROVE CITY COUNCIL

Monday, February 8, 2010

5:30 PM – Work Session (B&C Interviews)

6:30 PM – Executive Session (Property)

7:00 PM – Regular Meeting

Community Auditorium

1915 Main Street

Forest Grove, OR 97116

Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television (TVCTV) Government Access Programming. To obtain the monthly programming schedule, please contact TVCTV at 503.629.8534 or call the City Recorder at 503.992.3235.

Thomas BeLusko, Jr.

Thomas L. Johnston

Victoria J. Lowe

Peter B. Truax, Mayor

Camille Miller

Ronald C. Thompson

Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

5:30 WORK SESSION: B&C INTERVIEWS

The City Council will convene in the Community Auditorium - Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.

6:30 EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.

Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision. The City Council will convene in the Community Auditorium at 6:30 p.m. to hold the following executive session: In accordance with ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

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|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00 | <ol style="list-style-type: none"> 1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. 3. <u>CONSENT AGENDA:</u> See Page 4 4. <u>ADDITIONS/DELETIONS:</u> 5. <u>PRESENTATIONS:</u> |
| <p>Jon Holan
Community
Development Director</p> | <p>7:10 5. A. • <i>Economic Opportunity Analysis and Periodic Review Update</i></p> |
| <p>Paul Downey
Administrative Services
Director</p> <p>Jeff King
Economic Development
Coordinator</p> | <p>7:35 6. <u>SECOND READING OF ORDINANCE NO. 2010-01 AMENDING FOREST GROVE CODE, SECTION 3.808, TO ADOPT PROVISIONS ALLOWING AN INSTALLMENT PAYMENT PLAN PROGRAM FOR FINANCING WATER SYSTEM DEVELOPMENT CHARGES FOR CERTAIN ELIGIBLE COMMERCIAL AND INDUSTRIAL PROJECTS</u></p> |
| <p>Paul Downey
Administrative Services
Director</p> <p>Jeff King
Economic Development
Coordinator</p> | <p>7:45 7. <u>RESOLUTION NO. 2010-18 ADOPTING AN INSTALLMENT PAYMENT PLAN PROGRAM FOR FINANCING WATER SYSTEM DEVELOPMENT CHARGES FOR CERTAIN ELIGIBLE COMMERCIAL AND INDUSTRIAL PROJECTS</u></p> |
| <p>Paul Downey
Administrative Services
Director</p> | <p>8:00 8. <u>RESOLUTION NO. 2010-19 ADOPTING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS FOR FISCAL YEAR 2010-11 AND REPEALING RESOLUTION NO. 2009-13</u></p> |
| <p>Paul Downey
Administrative Services
Director</p> | <p>8:15 9. <u>RESOLUTION NO. 2010-20 EXTENDING CITY OF FOREST GROVE WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF FOREST GROVE (POLICE RESERVE OFFICERS)</u></p> |
| <p>Paul Downey
Administrative Services
Director</p> | <p>8:30 10. <u>QUARTERLY FINANCIAL REPORT PERIOD ENDING DECEMBER 31, 2009</u></p> |

Michael Sykes
City Manager

- 8:45 11. CITY MANAGER'S REPORT:
- 9:00 12. COUNCIL COMMUNICATIONS:
- 9:15 13. ADJOURNMENT

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (CEP) Meeting Minutes of January 25, 2010.
 - B. Approve City Council Executive Session (Real Property and Attorney-Client Exempt Records) Meeting Minutes of January 25, 2010.
 - C. Approve City Council Meeting Minutes of January 25, 2010.
 - D. Accept Historic Landmarks Board Meeting Minutes of December 15, 2009.
 - E. Accept Planning Commission Meeting Minutes of January 4, 2010.
 - F. Library Department Monthly Circulation Statistics Report for December 2009 and January 2010.
 - G. **Endorse Liquor License Renewal Applications for Year 2010:**
 - Cornerstone Pub and Grill, 2307 Pacific Avenue (Limited On-Premises Sales and Off-Premises Sales)
 - David Ok/Forest Grove Foodmart, 2248 Main Street (Off-Premises Sales)
 - El Torero Restaurant, 2009 Main Street (Full-On Premises Sales)
 - Grampy's Deli and Pub, 1918 Main Street (Limited On-Premises Sales and Off-Premises Sales)
 - Izgara Bar and Grill, 2036 Main Street, Suite B (Full-On Premises Sales)
 - Jordy's, 2104 Main Street (Limited On-Premises Sales and Off-Premises Sales)
 - Maggie's Buns, 2007 21st Avenue (Limited On-Premises Sales)
 - Rainbow Lanes, 2748 19th Avenue (Limited On-Premises Sales)
 - Safeway Store #0406, 2836 Pacific Avenue (Off-Premises Sales)
 - Winners Connection, 2748 19th Place, Suite L (Off-Premises Sales)
 - H. **RESOLUTION NO. 2010-21 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINTING BRIAN SEITZ, SW, TERM EXPIRING DECEMBER 31, 2013).**
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MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael J. Sykes, City Manager

DATE: February 8, 2010

SUBJECT: Interview for Vacancies on Various Boards,
Committees, and Commissions

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview that is scheduled for February 8, 2010.

- Boards, Committees, Commissions Number of Vacancies;
 - Possible Interview Questions; and
 - Applications
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RECOMMENDATION:

Conduct interviews of the applicants who expressed interest in serving on the Citizen Advisory Boards, Committees, and Commissions; and

1. Staff is recommending Council consider approving at the Council meeting of February 8, 2010, a resolution appointing Brian Seitz to the Parks and Recreation Commission, to serve SW area, term expiring December 31, 2013. (Consent Agenda Item 3. H.). If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.
2. Staff is recommending Council consider appointing one of the applicants to serve At-Large on the Public Safety Advisory Commission, term expiring December 31, 2013. A resolution making formal appointment will be prepared for Council consideration for the next meeting of February 22, 2010.

2010 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 2 nd Tuesday 4:30 pm	7-Members 4-Year Term		
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term Three members may live outside City – Currently four (one exception)	1 – Vacancy 1 – Vacancy	12/31/11 12/31/12
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large		
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 6:00 pm	7-Members 4-Year Term Two members may live outside City – Currently none		
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term		
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term Two members may live outside City – Currently one	1 – Vacancy (SW)	12/31/13
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – Vacancy (Fire Dist) 1 – Vacancy (At-large)	12/31/13 12/31/13

**FOREST GROVE CITY COUNCIL WORK SESSION
(COMMUNITY ENHANCEMENT GRANT PROGRAM)
JANUARY 25, 2010 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:07 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax.
STAFF PRESENT: Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Bev Maughan, Assistant to City Manager; and Anna Ruggles, City Recorder.

2. WORK SESSION: COMMUNITY ENHANCEMENT GRANT PROGRAM PROCESS

Downey and Maughan facilitated the work session, noting the purpose of the work session was to review the current Community Enhancement Program (CEP) grant application process. Downey and Maughan distributed a draft of the current CEP grant application packet for Council review, noting staff is suggesting eliminating the funding categories and percentages because it has been somewhat of an issue for Council to determine funding based on the percentage allowed for each category.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the current CEP grant application process; specifically, the methodology Council uses to score the funding categories and percentages and whether it was necessary. At the conclusion of the above discussion, Council collectively agreed to the following proposed amendments: 1) eliminate funding categories and percentages on the application form, and instead ask questions how the project meets criteria based on the Vision Statement; 2) rewrite objective questions on the evaluation worksheet and assign staff to score, and Council will score discretionary points based on merit; and 3) add instructions stating that reimbursement of project costs prior to July 1st will not be allowed. In addition, Council collectively agreed to have staff prepare a resolution for the CEP grant application process as amended for Council consideration for the Council meeting scheduled for February 8, 2010. Council also set April 22, 2010, to hold a Special Meeting to hear the CEP sponsor presentations for the proposed projects; May 10, 2010, to hold a Work Session to discuss and determine funding distribution for the proposed CEP projects; and May 24, 2010, to hold a Public Hearing for the purpose of allocating the CEP funding and designating the CEP projects for Fiscal Year

**FOREST GROVE CITY COUNCIL WORK SESSION
(COMMUNITY ENHANCEMENT GRANT PROGRAM)
JANUARY 25, 2010 – 6:00 P.M.
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2010-11.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:40 p.m.

Respectfully submitted,

Anna D. Ruggles, City Recorder

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(E) REAL PROPERTY
ORS 192.660(2)(F) EXEMPT RECORDS
JANUARY 25, 2010 – 6:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:42 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate in real property transactions.

ORS 192.660(2)(f) to consider records that are exempt by law from public inspection.

ORS 40.225 relating to lawyer-client privilege.

3. ADJOURNMENT

Mayor Truax adjourned the Executive Session at 7:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 25, 2010 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:17 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Jeff King, Economic Development Coordinator; Rob Foster, Public Works Director (present in the audience); Kerry Aleshire, Police Chief (present in the audience); Jeff Williams, Police Captain (present in the audience); and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS:

Douglas Lund, Forest Grove, addressed Council regarding concerns he had with the City implementing “anti-business policies and procedures” and “enforcing bogus recycling policies”. Lund stated the Council needed to take a proactive measure to reduce increasing burden on Forest Grove businesses. In addition, Lund cited concerns regarding law enforcement officers’ oaths of office and Municipal Court proceedings.

3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of January 11, 2010.
- B. Approve City Council Work Session (Water SDC) Meeting Minutes of January 11, 2010.
- C. Approve City Council Regular Meeting Minutes of January 11, 2010.
- D. Accept Parks and Recreation Commission Meeting Minutes of October 21 and November 18, 2009.
- E. Accept Public Arts Commission Meeting Minutes of October 8 and November 12, 2009.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 25, 2010 – 7:00 P.M.
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- F. Accept Public Safety Advisory Commission Meeting Minutes of November 25, 2009.
- G. Community Development Department Monthly Building Activity Informational Report for December 2009.
- H. RESOLUTION NO. 2010-05 AMENDED TO MAKE APPOINTMENTS TO THE ECONOMIC DEVELOPMENT COMMISSION (APPOINTING TERRY HOWELL, FOREST GROVE SCHOOL DISTRICT PRIMARY REPRESENTATIVE AND APPOINTING RALPH BROWN AS ALTERNATE, TERM EXPIRING DECEMBER 31, 2012).
- I. Endorse Liquor License Renewal Applications for Year 2010:
 - 1. 7-Eleven, 2001 Yew Street (Off-Premises Sales)
 - 2. 76 Forest Grove, 2710 19th Avenue (Off-Premises Sales)
 - 3. ARAMARK Education Services (Pacific University), 2043 College Way (Off-Premises Sales)
 - 4. Bi-Mart, 3225 Pacific Avenue (Off-Premises Sales)
 - 5. Circle Inn Tavern, 3007 Pacific Avenue (Off-Premises Sales)
 - 6. Diamond Palace, 1921 Main Street (Full On-Premises Sales)
 - 7. Forest Grove Elks Lodge #2440, 2810 Pacific Avenue (Limited On-Premises Sales)
 - 8. Forest Theater, 1911 Pacific Avenue (Limited On-Premises Sales)
 - 9. Godfathers Pizza/Players Pub, 2834 Pacific Avenue (Full On-Premises Sales)
 - 10. Grendel's, 2004 Main Street (Full On-Premises Sales)
 - 11. half Moon Sports Bar, 1927 Main Street (Full On-Premises Sales)
 - 12. Hello Market, 1917 19th Avenue (Off-Premises Sales)
 - 13. Jade Green Palace, 3018 Pacific Avenue (Full On-Premises Sales)
 - 14. Little Monkey Deli, 1919 Pacific Avenue (Limited On-Premises Sales)
 - 15. Mini Mart, 2705 Pacific Avenue (Off-Premises Sales)
 - 16. Pac Thai, 1923 Pacific Avenue (Limited On-Premises Sales)
 - 17. Phil's 1500 Subs, 2834 Pacific Avenue (Limited On-Premises Sales)
 - 18. Pizza Schmizza, 2042 Main Street (Limited On-Premises Sales)
 - 19. Plaid Pantry #20, 2436 19th Avenue (Off-Premises Sales)

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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20. Plaid Pantry #99, 1340 NW Thatcher Road (Off-Premises Sales)
 21. Prime Time Sports Bar & Restaurant, 4202 Pacific Avenue (Full On-Premises Sales)
 22. The Friendly Vine, 2004 Main Street (Off-Premises Sales)
 23. The Masonic Grand Lodge (Jennings McCall), 2300 Masonic Way (Limited On-Premises Sales)
 24. Tienda La Rosa, 3012 Pacific Avenue, Suite F (Off-Premises Sales)
 25. Urban Decanter, 2030 Main Street (Limited On-Premises Sales and Off-Premises Sales)
- J. RESOLUTION NO. 2010-16 MAKING APPOINTMENT TO THE PUBLIC SAFETY ADVISORY COMMISSION (APPOINTING DRUE GARRISON, TERM EXPIRING DECEMBER 31, 2013). ADDED TO CONSENT AGENDA
- K. RESOLUTION NO. 2010-17 MAKING APPOINTMENT TO THE PARKS AND RECREATION COMMISSION (APPOINTING MICHAEL OLSON, AT-LARGE, TERM EXPIRING DECEMBER 31, 2013). ADDED TO CONSENT AGENDA

MOTION: Councilor Uhing moved, seconded by Councilor Johnston, to approve the Consent Agenda as amended. MOTION CARRIED 7-0 by voice vote.

4. **ADDITIONS/DELETIONS:**
Ruggles added Item 3. J. and 3. K. to the Consent Agenda as noted above.
5. **PRESENTATIONS:**
 5. A. **Metro First Quarterly Update:**
Kathryn Harrington, Metro Councilor, District 4, presented a PowerPoint presentation outlining her First Quarterly Exchange District Report. Harrington provided updates on the Regional Transportation Plan; Urban and Rural Reserves; Urban Growth Boundary Report; Building Healthy, Vibrant Communities; Case Study on Cottage Housing; and other Metro-related information.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 25, 2010 – 7:00 P.M.
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6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2010-01
AMENDING FOREST GROVE CODE, SECTION 3.808, TO ADOPT PROVISIONS
ALLOWING AN INSTALLMENT PAYMENT PLAN PROGRAM FOR FINANCING
WATER SYSTEM DEVELOPMENT CHARGES FOR CERTAIN ELIGIBLE
COMMERCIAL AND INDUSTRIAL PROJECTS**

Staff Report:

Downey and King presented the above-proposed ordinance for Council consideration, noting staff is proposing to amend City Code, Chapter 3, Section 3.808, to implement provisions that would allow the City to offer an installment payment plan for financing Water System Development Charges (SDC) for commercial and industrial projects, noting the program would help support existing business expansions and encourage new business development during the current economic recession. Downey and King outlined the proposed program guidelines as noted on Page 2 of the staff report, noting staff is proposing to adopt the program guidelines by Council resolution, which staff will present for consideration at the next Council meeting of February 8, 2010.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2010-01.

Sykes read Ordinance No. 2010-01 by title for first reading.

MOTION: Councilor Johnston moved, seconded by Councilor Lowe, to adopt Ordinance No. 2010-01 Amending Forest Grove Code, Section 3.808, to Adopt Provisions Allowing an Installment Payment Plan Program for Financing Water System Development Charges for Certain Eligible Commercial and Industrial Projects.

The second reading of Ordinance No. 2010-01 by title and final vote will occur at the next meeting of February 8, 2010.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Proponents:

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Teri Koerner, Forest Grove Chamber of Commerce Executive Director, testified on behalf of the Chamber in support of the proposed ordinance, noting the program is an innovative tool to help the business community.

Opponents:

No one wished to testify and no written comments were received.

Others:

No one wished to testify and no written comments were received.

Council Discussion:

In response to Lowe's concern pertaining to funding City expansion projects, Downey advised the proposed program would not have any impact on the Water SDC fund, noting the City normally uses bonds to fund larger expansion projects.

BeLusko commended staff for finding creative ways to help strengthen the economy. In addition, BeLusko advised staff to ensure the program requires some form of lien, to which Downey advised the loan agreement would be secured by a property lien to protect the City's interest.

In response to Johnston's concern pertaining to interest rates, Downey explained the interest rate would be set at the time the loan is issued, noting staff is proposing using current prime interest rate, plus two percent.

In response to Thompson's inquiry pertaining to SDC costs, King explained the SDC costs are based on water meter size, noting staff is proposing financing only larger commercial and industrial projects because residential projects are less expensive and are normally financed within the construction loan.

In response to Mayor Truax's inquiry pertaining to termination of the program, King explained that staff is proposing to automatically terminate the program after two years; however, Council could authorize staff to extend the program longer if needed.

Public Hearing Closed:

Mayor Truax closed the Public Hearing, noting he would consider reopening the

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Public Hearing at the next Council meeting of February 8, 2010.

7. RESOLUTION NO. 2010-12 APPOINTING CITY AUDITOR FOR FISCAL YEARS COMMENCING JULY 1, 2009, AND ENDING JUNE 30, 2012

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to reappoint Isler CPA, located in Eugene, as the City's Auditor for fiscal years commencing July 1, 2009, and ending June 30, 2012. Downey reported that Isler has been the City's auditor for the past three fiscal years and has done excellent work for the City.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-12.

Sykes read Resolution No. 2010-12 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2010-12 Appointing City Auditor for Fiscal Years Commencing July 1, 2009, and Ending June 30, 2012.

Council Discussion:

Mayor Truax reported the Audit Committee collectively agreed reappointing Isler for another three-year term, noting a Request for Proposal for City Auditor will be conducted at the end of the term in 2012.

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

8. RESOLUTION NO. 2010-13 TRANSFERRING APPROPRIATIONS WITHIN THE GENERAL FUND FOR FISCAL YEAR 2009-10 FOR THE PURCHASE OF A NEW TELEPHONE SYSTEM

Staff Report:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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COMMUNITY AUDITORIUM
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Downey presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to transfer \$35,000 from General Fund Contingency to purchase a new telephone system. Downey reported \$49,000 was originally budgeted in the current fiscal year to upgrade the existing telephone system; however, due to the problematic condition of the existing system, staff has determined it would in the City's best interest to replace the telephone system instead of trying to upgrade the existing system, which would have no guarantee of functioning properly after the upgrade.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-13.

Sykes read Resolution No. 2010-13 by title.

MOTION: Councilor Johnston moved, seconded by Councilor BeLusko, Jr., to approve Resolution No. 2010-13 Transferring Appropriations within the General Fund for Fiscal Year 2009-10 for the Purchase of a New Telephone System.

Council Discussion:

In response to Lowe's inquiry pertaining to grant funding, Downey advised that no grants are available to replacement the system; however, the City did receive a grant for the switches (refer to Agenda Item 9).

In response to Uhing's inquiry pertaining to budget allocations, Downey explained the additional monies needed to pay for the new system will come from the Light and Power Fund, Water Fund, and CIP Excise Tax Fund, noting the City would have a cost-savings of approximately \$631 a month upon switching vendors.

In response to BeLusko's inquiry pertaining to future financial obligations, Downey concurred that by replacing the system now it would take care of any future obligations, noting \$49,000 was already budgeted to upgrade the system and staff was going to begin accumulating equipment replacement funds in FY 2010-11.

Hearing no further discussion from the Council, Mayor Truax asked for a roll

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call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. **RESOLUTION NO. 2010-14 AUTHORIZING THE EXPENDITURE OF MACC PCN GRANT FUNDS FOR PURCHASE OF SWITCHES IN THE INFORMATION SYSTEMS FUND**

Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to expend \$96,390 of grant funds received from the Metropolitan Area Communications Commission (MACC) PEG/PGN so staff can purchase gigabit switches for the new telephone system. Downey reported the City applied for and received the above-noted grant funds from MACC for the purchase and installation of the switches; however, budget law requires Council authorization before the funds can be expended.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-14.

Sykes read Resolution No. 2010-14 by title.

MOTION: Councilor Thompson moved, seconded by Councilor Johnston, to approve Resolution No. 2010-14 Authorizing the Expenditure of MACC PCN Grant Funds for Purchase of Switches in the Information Systems Fund.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

10. **RESOLUTION NO. 2010-15 AUTHORIZING THE EXPENDITURE OF EMPLOYER-AT-INJURY PROGRAM FUNDS FOR PURCHASE OF COMPUTER EQUIPMENT IN THE INFORMATION SYSTEMS FUND**

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Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to expend \$2,500 of grant funds received from the State of Oregon Employer-At-Injury Program (EAIP) so an injured employee can continue working under an alternative light-duty work assignment. Downey reported the City applied for and received the above-noted grant funds from the State for the purchase of a new laptop and software; however, budget law requires Council authorization before the funds can be expended.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-15.

Sykes read Resolution No. 2010-15 by title.

MOTION: Councilor Thompson moved, seconded by Councilor Johnston, to approve Resolution No. 2010-15 Authorizing the Expenditure of Employer-At-Injury Program Funds for Purchase of Computer Equipment in the Information Systems Fund.

Council Discussion:

In response to Uhing's inquiry pertaining to equipment retention, Downey confirmed the City would be allowed to retain the equipment after the employee returns to regular duty, noting the equipment and specialized software will be used to create pre-fire plans.

BeLusko commented he supports the EAIP, noting the program incentives are good for the City and allows injured workers to return to work sooner.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

11. CITY MANAGER'S REPORT:

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Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. Sykes reminded Council of the upcoming Budget Committee meetings and Council Retreat. In conclusion, Sykes provided a brief update on the University Avenue proposed sidewalk improvements and reported on other various ongoing projects and City-related matters, noting the Library Volunteer Program is offering internet classes and the Police Department is holding its second Citizen Academy.

12. COUNCIL COMMUNICATIONS:

BeLusko reported the Public Arts Commission is submitting a Request for Proposal for hard art. In addition, BeLusko reported the Parks and Recreation Commission is continuing discussions with Pacific University. In conclusion, BeLusko reported on upcoming meetings he was planning to attend.

Johnston provided a brief update on the recreational vehicle dump station and reported on the Washington County Public Safety Coordinating Committee meeting. In conclusion, Johnston reported on upcoming meetings he was planning to attend.

Lowe reported on Fernhill Wetlands and Forest Grove Senior and Community Center-related matters. In addition, Lowe distributed a map showing the proposed Liquid Natural Gas (LNG) pipeline traversing the City's watershed at two locations and briefed the Council on an upcoming meeting regarding the LNG pipeline. In conclusion, Lowe encouraged Council to submit another letter of concern regarding the LNG pipeline, noting she would draft the letter for Council's review.

Miller reported the Annual Town Meeting is scheduled for Saturday, January 30, 2010, noting the theme is "The Future and Fate of Forest Grove". In addition, Miller reported on the Forest Grove Chamber of Commerce luncheon, noting City staff conducted a presentation on the newly-adopted rights-of-way and sign ordinances. In conclusion, Miller reminded everyone to vote on upcoming January election.

Thompson reported on the Community Forestry Commission meeting, noting discussion focused on eligible projects that meet Tree City USA criteria. In

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addition, Thompson reported on Ride Connection-related matters and the League of Oregon Cities legislative-related matters.

Uhing reported on upcoming meetings she was planning to attend.

Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and events he was planning to attend. In addition, Mayor Truax provided a brief update on the Wayfinders, noting Wayfinders is moving ahead with replacing in phases the existing street signs with larger signs that include the new branding logo. In conclusion, Mayor Truax briefed the Council on the recent Rural and Urban Reserves discussions.

13. ADJOURNMENT:

Mayor Truax adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



APPROVED

Members Present: George Cushing, Neil Poulsen, Claude Romig, Fred Smith, Holly Tsur, Margie Waltz-Actor
Members Absent: Kevin Kamberg
Staff Present: James Reitz
Council Liaison: Elena Uhing

1. **Call to Order:** Poulsen called the meeting to order at 7:22 p.m. **The November 24, 2009 meeting minutes were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items/Discussion:**

(a) **Walker's/Naylor's Update Project:** Kim Fitzgerald distributed an outline of the remaining work to be completed on the project. She discussed new information found during her research. Included were Metzger Maps showing property ownership, and the location of the Native American training school. She is also compiling census information, and she's met with a Washington County historian who has compiled an extensive list of county-wide obituary records. Among information determined so far was that the area was originally developed with large lots similar to the Clark District and distinctly different than the smaller lots of Painter's Woods. The later development into smaller lots did not bring public utilities to the area until about the 1930s. Another interesting fact was that many properties were owned by women, a result of inheritance laws giving a man's property to the oldest male child, which might then leave the surviving wife homeless. By placing the property title in the wife's name, she could be assured of having a home in the event her husband died before her.

(b) **Fall (November) Newsletter:** Romig said more articles are needed.

(c) **Board and Commission Reception:** Poulsen has been working on a presentation for the reception next month. He showed his draft to the Board for review and comment. Everyone helped with suggestions and recommended that the program be made tighter and include more photos, but all agreed it was well put together and stated what we wanted to say.

4. **Old Business/New Business:**

- **Council Liaison Update:** Uhing had no new activity to report.
- **Painters Woods Brochure:** Poulsen suggested we consider changing the Clark District brochure into a new format that could then be replicated for all future brochures. Romig advised he will pursue that possibility with Cheryl Hunter.
- **Commissioner Exchange:** Poulsen reported that he had contacted Rosemary Johnson, staff of the Astoria Historic Commission. Among other items she said that they would enjoy sharing information about their program. They have a lot of historic buildings, their commission has total authority to review changes to historic properties, and inclusion into the *Astoria Register* is automatic with survey completion, a process that Fitzgerald and Reitz thought might be unique in Oregon. Poulsen said that Ms. Johnson felt that historic properties enhanced their tourism potential almost equal to the loss of jobs from falling timber production.
- **A. T. Smith House:** Waltz-Actor had no new activity to report.
- **Staff Update:** Reitz had no new activity to report.

- **January 26 Meeting Agenda:** An update on the Walker's/Naylor's nomination, annual goal setting, officer elections, and follow-up on the board and commission reception presentation.

5. **Adjournment:** The December 15, 2009 meeting adjourned at 9:00 p.m.

These minutes respectfully submitted by George Cushing, Secretary

PLANNING COMMISSION MEETING MINUTES
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APPROVED

1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:08 p.m. There were five people in the audience.

Planning Commission Present: Tom Beck, Al Miller, Lisa Nakajima, Luann Arnott and Charles Kingston.

Absent: Carolyn Hymes

Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; Mike Mullaney, Building Official; Marcia Phillips, Assistant Recorder.

2. PUBLIC MEETING:

2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS: None.

2.2 PUBLIC HEARING:

A. Appeal of the Community Development Director's Determination on Building Permit Number BLD02-00021. Appellants: John and Cathy Suroviak. Location: 1641 Birch Street.

Chairman Beck read the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias or abstentions. Chairman Beck stated that he was well acquainted with both parties in this matter. There were no objections from the audience.

(7:10 p.m.)

Chairman Beck opened the public hearing at 7:10 p.m., and called for the staff report.

Mr. Holan noted that this hearing is de Novo. Mr. Holan stated that the Taylors applied for a building permit and attendant site plan review on January 24, 2002. The Suroviaks' property is located on the south side of the Taylors' garage. Holan explained that the site plan included both the proposed home and a proposed accessory structure (garage). Building plans were submitted for the home and for the foundation of the accessory structure. The building plans for the accessory structure were not submitted concurrent with the building plans for the home. Because the plan included the footing and foundation for the accessory structure, it was permitted to be constructed in 2002 under the home's building permit. The approval of the building permit for the accessory structure footing and foundation was based, in part, on compliance with the Forest Grove Zoning Ordinance, in place at that time, which specified a side yard setback of three (3) feet for a one-story accessory structure.

Holan explained that the building permit was issued on February 20, 2002 for the home and foundation only for the accessory structure. The applicant proceeded to construct the home and poured the foundation and slab for the accessory structure.

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On August 24, 2009 the applicant proceeded with construction of the accessory structure. On August 27, 2009 the Building Division issued a Stop Work Order, because no plans had been approved for the accessory structure.

Holan explained that the City Attorney had advised that installation of the accessory building foundation in 2002 was lawfully performed in compliance with the 2002 building permit, as a result the city attorney determined that the accessory structure is a lawfully-established nonconforming structure, and the applicant has a vested right to complete the structure despite its non-conforming location under the new Development Code.

The applicant subsequently submitted building plans for review and approval by the Building Division, and those plans included a deck above the garage floor. The Director determined that the proposed garage would be considered a single-story accessory structure, provided that certain criteria are met to preclude the conversion of the attic to a living space and the attic is maintained. This determination was appealed on December 3, 2009.

Chairman Beck asked what the old code said about height.

Mr. Holan stated that the old code allows one story, but there is no mention of height other than a maximum of 35-feet in residential zones. Holan read the definition of a story from the Oregon Building Specialty Code which is similar.

Chairman Beck asked whether the Oregon Building Specialty Code was used in an advisory capacity rather than being legally binding.

Mr. Holan said the OBS code was used in an advisory capacity, because there is no definition of an attic in the Development Code.

Chairman Beck asked whether from the ground floor looking up the rafters could be seen.

Mr. Holan said the rafters for the attic floor can be seen from the ground floor, and explained that if the attic is considered a second floor the accessory structure would have to comply with residential setback requirements.

(7:29 p.m.)

Mr. Reitz explained that historically height has been determined by taking the highest point of the building facing the property line.

Mr. Holan explained that from staff's perspective it had to be determined whether the structure had a second story, and whether the flooring in the attic constituted a ceiling or floor. Holan said this was similar to the Ortman appeal of the Vanderkin garage heard several years ago by the Planning Commission but no determination was made on that case..

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Chairman Beck asked for clarification on the notes that appeared on the City's copy of the original building plans versus the applicant's copy.

Mr. Mullaney stated that the City's copy of the 2002 plans had notes indicating separate plans would have to be submitted for the garage, but that note may not have appeared on Mr. Taylor's plans.

(7:38 p.m.)

Chairman Beck asked for the definition of "habitable space".

Mr. Holan read the definition of habitable space from the old zoning ordinance.

Chairman Beck asked what type of support beams were in the attic.

Mr. Mullaney explained that the Taylors used a floor/ceiling support type of truss system to provide sufficient structural support for storage in the attic.

APPELLANT:

David Noren, 217 E. Main Street, Hillsboro, OR. Mr. Noren stated that he was the attorney representing the Suroviaks. Noren said that because this was a de Novo hearing, the applicant had the burden of proof, and said he saw no proof of vested right. Noren stated that in the Development Code the definition of a story states "from floor to roof rafters". Noren said staff did not want the attic to be a habitable story, but the ordinance makes no distinction between a habitable and a non-habitable story.

Mr. Noren explained that the principle reason for the setback is privacy. There is no definition of how high a story can be, but there is not likely to be a thirty foot story. Noren said a structure should be appropriate in scale to the adjoining properties. The Taylor property is already quite a bit higher than the Suroviak's property due to fill that was brought in to allow drainage. Noren explained that the Suroviaks do not want the attic area to be used as a child's play room or a sewing room, and no stairway to the attic should be allowed. Mr. Noren said at the time of application Mr. Taylor said the structure was a garage – not a garage plus an area above. The current 2008 building code was not in effect at that time, but gives a good application of what the building code believes is a story – it has a floor.

APPLICANT:

(7:52 p.m.)

Richard Taylor, 1641 Birch St., Forest Grove, OR. Mr. Taylor stated that he paid for a building permit for the garage as well as the house in 2002, but did not have the funds to build the garage at that time due to job loss. Taylor said that in 2004 he took in plans for the garage, but was told the plans needed to be engineered. Taylor said he could not afford to have the plans engineered at that time, but thought he had a permit. Taylor stated that many people store things in a garage, and his reason for building was to park a vehicle in the garage, and store

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tools, wood and things up above to make things safe. Taylor said from his point of view, it is not a second story. Mr. Taylor stated that he tore down the old garage with the idea of building a nice looking garage that would fit the historic neighborhood, and the windows are included in the plans because they look nice. Mr. Taylor said he did a few things after the stop work order was in place, but with the Building Official's permission.

(8:00 p.m.)

Mr. Mullaney said that Mr. Taylor's statement was accurate.

REBUTTAL:

Mr. Noren stated that what the applicant proposes is more than a garage – it is a shop and storage.

Chairman Beck asked Mr. Noren what he felt the right outcome should be. Beck said it seem doubtful that the building will go away, and asked what his clients want.

Mr. Noren said his clients' goal is that the attic not be habitable, but that is tough to enforce after the structure is done. Noren stated that the zoning ordinance says a second story cannot be done - the real issue is privacy and the scale of the structure. Mr. Noren said his clients would like the structure to be shorter, but cannot insist.

(8:08 p.m.)

Chairman Beck closed the public hearing at 8:08 p.m. and brought the matter back to the Commission for discussion.

Chairman Beck said it appears that the ground floor of the garage is 2 ½-feet from grade.

Mr. Holan explained that vertical height is measured from average finish grade to the highest point of the elevation.

Chairman Beck asked what vested right means.

Mr. Holan explained that vested right is where there is substantial reliance in a permit by the applicant to take actions to begin to build. The City's attorney determined in this matter there is a vested right – money was spent and building begun.

Chairman Beck said it sounded like the foundation was under the old code, but the building is under the new code.

Mr. Holan read the definition of an accessory building and a garage.

Chairman Beck stated that this building fits either definition – garage or accessory

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building.

Commissioner Nakajima asked what the original receipt included.

Mr. Mullaney said the original payment receipt included the permit for the house and the entire garage.

Chairman Beck said that the applicant, Mr. Taylor, is allowed to build any legal building on that approved foundation, so the question is whether this is a one or two story structure. Beck said staff avoided this by defining the attic area, but another question is how will the space be used. Beck said in his opinion the attic area has a floor, so it is a second story. Beck said another question is if it is an attic how does the City keep it an attic.

Commissioner Nakajima said to keep it an attic the stairs and windows could be eliminated, but some sort of sheathing is not an issue.

Commissioner Arnott agreed.

Commissioner Miller said that somehow it needs to be clear the attic area can never be habitable space.

Chairman Beck asked whether the project was reviewed with the idea of storing heavy objects in the attic.

Mr. Mullaney explained that the plans were reviewed for storage.

Mr. Taylor said the joists were designed to hold the weight of his tools and lumber.

Chairman Beck said he was in agreement with Commissioner Nakajima about the windows, but not sure about eliminating the stairway. Beck did not agree to a big finished stairway. Beck said it is legitimate to store lumber in a garage in the attic. Chairman Beck asked staff to explain the Commission's powers in this matter.

Mr. Holan said the Commission was experiencing staff's frustration as to how the attic could be kept non-habitable, and that the Commission has more flexibility than staff as to what to consider for this and other issues.

(8:30 p.m.)

Chairman Beck said that in his opinion staff has a definition of a story, so the Commission needs to create a definition of an attic for this project and future projects. Beck said the criteria could be that the flooring cannot exceed standards for storage, and there could be standards for windows and their size. Beck said that by doing this, the Commission could then say this building meets the definition of an attic.

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Commissioner Miller said a true attic has no flooring, but more like a catwalk.

Commissioner Nakajima said the height limit was an adequate deterrent.

Chairman Beck said Commissioner Miller made a good point by stating that a floor makes it a story. Beck said in this case the attic with a floor might be made legally uninhabitable, but not uninhabitable in reality.

Mr. Mullaney explained that that attic access is required, such as pull down stairs, stairs up to a landing, exterior stairs, etc.

Commissioner Nakajima suggested the amount of floor square footage that has decking could be limited, so it would be an incomplete floor.

Chairman Beck suggested that the issue might be resolved if the two windows were removed, and asked the appellants' attorney if that would be acceptable.

Mr. Noren said his clients would like to discuss the matter, and there were still some concerns about the use.

Chairman Beck explained that the Planning Commission has the power to say the Community Development Director is right, the Commission could declare it a second story, or the applicant could choose to move the accessory structure to meet current setback requirements.

(8:36 p.m.)

Chairman Beck called for a ten minute recess.

The meeting was resumed at 8:46 p.m.

COMMISSION DISCUSSION:

Commissioner Kingston said in his opinion it is a two-story building.

Commissioner Nakajima said the City's attorney has established that the applicant is vested, and in her opinion it is a two-story building.

Commissioners Arnott and Miller agreed that it is a two-story building.

Chairman Beck said he agreed that because there is a floor beneath the roof rafters, it is a two-story structure. Chairman Beck said he would take a motion.

Commissioner Miller made a motion to overturn the Community Development Director's determination on BLD02-00221. Commissioner Kingston seconded. Motion passed 5-0.

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Chairman Beck stated that the Commission believes that the evidence presented shows that the accessory structure has a second floor per the Building Speciality Code, and the Commission does not need to define an attic at this time because this is a second story.

Commissioner Nakajima stated that she would like for the Commission to discuss the definition of an attic at some time in the future.

Mrs. Taylor asked the Chairman why the Commission was calling it a floor.

Chairman Beck explained that because a person standing in the upper area is standing on a permanent floor, whether it serves as a ceiling for the floor below makes no difference.

Mr. Noren asked the Commission if it could give the Community Development Director some direction.

Chairman Beck said from the Commission's point of view, the applicant can go smaller on the current foundation.

Mr. Holan said other options would be to remove the flooring on the second story, or move the building back two feet from the property line to meet current setback requirements to allow the second story.

(8:56 p.m.)

2.3 ACTION ITEMS: None scheduled.

2.4 WORK SESSION ITEMS: None scheduled.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Nakajima made a motion to approve the minutes of the December meeting, with one correction. The date should be changed to December 7, 2009. Commissioner Miller seconded. Motion passed with a voice vote.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan said that the Historic Landmarks Board is requesting a work session with the Planning Commission on the design guidelines for historic districts on which the Historic Landmarks Board had been working. The group agreed to schedule the work session for the next meeting in January. Mr. Holan said on February 1, 2010 a work session has been scheduled with the consultants on the

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Transportation System Plan. There will be subsequent open houses, and a work session with the City Council.

Chairman Beck stated that the TSP is a very important piece of work having to do with what Forest Grove wants to be versus what someone else wants us to be.

Mr. Holan said on February 15, 2010 a public hearing is scheduled on the Comprehensive Plan and Zone Change requested by the Rose Grove Mobile Home Park. Holan explained that the owners want to enlarge the park, and have requested that the site of the proposed RV park be changed from commercial to residential, and the RV park would go away.

- 3.4** **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on Tuesday, January 19, 2010, due to the Martin Luther King holiday on Monday.

Chairman Beck stated that he would be leaving for vacation on February 16th and will be back in April.

- 3.5** **ADJOURNMENT:** The meeting was adjourned at 9:04 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

**FOREST GROVE CITY LIBRARY
CIRCULATION STATISTICS REPORT: DECEMBER 2009**



	NOV 2009	OCT 2009	NOV 2008
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	14,695	17,074	12,568
Number of Days Open to the Public:	22	27	21
New Registrations (New Patron card issued)	137	175	138
CIRCULATION:			
Total Check-outs:	27,461	30,762	24,656
Total Check-ins:	22,954	23,902	19,094
ILLs (Inter-library loans/out of county):	98	117	85
COURIER:			
Intra-library Holds to Forest Grove:	10,903	11,803	8,910
Intra-library Holds from Forest Grove:	7,566	8,162	6,654
PROGRAMS:			
Adult Programs	0	0	NA
Adult Attendance at Adult Programs	0	0	NA
Youth Programs (Children and Teens):	11	17	8
Youth Attendance at Children's Programs	165	169	NA
Adult Attendance at Children's Programs:	68	104	NA
REFERENCE:			
Reference Questions	NA	NA	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	1,045	1,207	847
Self-Check-Out Patrons Denied	207	203	244
Self-Check-Out Total Items	3,610	4,295	3,133
Self-Check-Out Items Denied	57	34	23
Self Check-Out Items Renewed	24	26	66
VOLUNTEERS:			
Number of volunteers	19	19	NA
Volunteer hours	185	185	NA
COMPUTER USE:			
# of sessions	2,385	2,925	2,515
Total user hours	1,100	1,680	1,648
Average session time in minutes	35	34	39

**FOREST GROVE CITY LIBRARY
CIRCULATION STATISTICS REPORT: JANUARY 2010**

	DEC 2009	NOV 2009	DEC 2008
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	16,847	14,695	13,077
Number of Days Open to the Public:	23	22	21
New Registrations (New Patron card issued)	101	137	100
CIRCULATION:			
Total Check-outs:	26,620	27,461	25,572
Total Check-ins:	21,508	22,954	21,730
ILLs (Inter-library loans/out of county):	78	98	85
COURIER:			
Intra-library Holds to Forest Grove:	10,496	10,903	9,250
Intra-library Holds from Forest Grove:	7,180	7,566	6,487
PROGRAMS:			
Adult Programs	0	0	NA
Adult Attendance at Adult Programs	0	0	NA
Youth Programs (Children and Teens):	12	11	11
Youth Attendance at Children's Programs	90	165	115
Adult Attendance at Children's Programs:	75	68	106
REFERENCE:			
Reference Questions	NA	NA	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	1,134	1,045	854
Self-Check-Out Patrons Denied	130	207	305
Self-Check-Out Total Items	3,373	3,610	3,165
Self-Check-Out Items Denied	29	57	31
Self Check-Out Items Renewed	23	24	13
VOLUNTEERS:			
Number of volunteers	24	19	NA
Volunteer hours	212	185	NA
COMPUTER USE:			
# of sessions	2,518	2,385	2,527
Total user hours	1,551	1,100	1,387
Average session time in minutes	37	35	33

Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Michael Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder

DATE: February 8, 2010

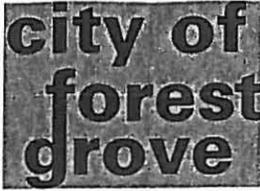
SUBJECT: Endorse Liquor License Renewals for 2010

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licensees seeking renewal for 2010. ORS 471.166 establishes the process for local governments to make recommendations to the OLCC. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license renewals for 2010.

RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license renewals for 2010.



FOR CITY USE ONLY
 (Please return to City Recorder)

The Forest Grove City Council
 Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
 Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Jeston Lazenby

NAME OF BUSINESS: Cornerstone Pub and Grill

BUSINESS ADDRESS: 2307 Pacific Avenue, Forest Grove

TYPE OF LICENSE REQUESTED:

Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p>	<p><input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

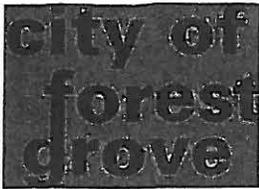
RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
 - or Designee

1-29-10
Date

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Jiah Pack

NAME OF BUSINESS: David Ok (DBA: Forest Grove Foodmart, LLC)

BUSINESS ADDRESS: 2248 Main Street, Forest Grove

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p>	<p><input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Alshire
Kerry Alshire, Chief of Police
- or Designee

1-25-10
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Victorino Galvan

NAME OF BUSINESS: El Torero Restaurant

BUSINESS ADDRESS: 2009 Main Street, Forest Grove

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input checked="" type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

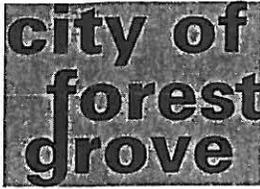
RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
- or Designee

1-25-10
Date

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT _____ Christopher Somers _____

NAME OF BUSINESS: _____ Grampy's Deli and Pub _____

BUSINESS ADDRESS: _____ 1918 Main Street, Forest Grove _____

TYPE OF LICENSE REQUESTED:

Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p>	<p><input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

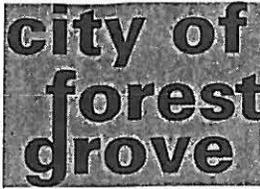
FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Alestine

Kerry Alestine, Chief of Police
 - or Designee

1-28-10

Date



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Yomima Erickson

NAME OF BUSINESS: Izgara Bar and Grill

BUSINESS ADDRESS: 2036 Main Street, Ste B, Forest Grove

TYPE OF LICENSE REQUESTED:

Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input checked="" type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

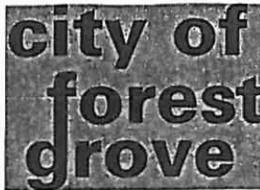
RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
 - or Designee

1-25-10
Date

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Tyson Saunders

NAME OF BUSINESS: Jordy's

BUSINESS ADDRESS: 2104 Main Street, Forest Grove

TYPE OF LICENSE REQUESTED:

Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

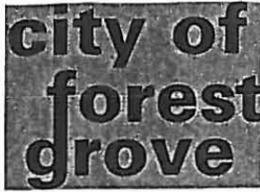
RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
- or Designee

1-28-10
Date

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT: Margaret Pike

NAME OF BUSINESS: Maggie's Buns

BUSINESS ADDRESS: 2007 21st Avenue, Forest Grove

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p>	<p><input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other: _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

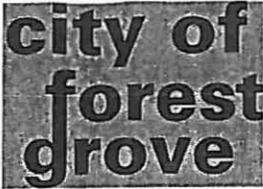
RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
- or Designee

1-28-10
Date

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY
(Please return to City Recorder)

The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Barbara Sandberg

NAME OF BUSINESS: Rainbow Lanes

BUSINESS ADDRESS: 2748 19th Place, Forest Grove

TYPE OF LICENSE REQUESTED:

Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

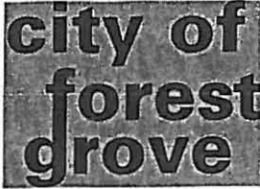
RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
- or Designee

1-25-10
Date

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY
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The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Jim Kuhn

NAME OF BUSINESS: Safeway Store #0406

BUSINESS ADDRESS: 2836 Pacific Avenue, Forest Grove

TYPE OF LICENSE REQUESTED:

Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
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APPLICABLE CRIMINAL/DRIVING RECORD:

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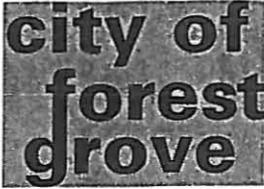
RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Alshire
Kerry Alshire, Chief of Police
- or Designee

1-25-10
Date

Police Department Recommendation Revised 12/07



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The Forest Grove City Council
Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Barbara Sandberg

NAME OF BUSINESS: Winners Connection

BUSINESS ADDRESS: 2748 19th Place, Suite L, Forest Grove

TYPE OF LICENSE REQUESTED:

Application is being made for

ACTION: <input type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.	<input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises. <input checked="" type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input type="checkbox"/> New Business <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - SE Special Event <input type="checkbox"/> F - PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Winery <input type="checkbox"/> Other: _____

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire
Kerry Aleshire, Chief of Police
- or Designee

1-25-10
Date

Police Department Recommendation Revised 12/07

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: February 8, 2010

SUBJECT: Appointment to Parks and Recreation Commission

BACKGROUND:

There currently is one vacancy on the Parks and Recreation Commission (P&R).

The City Council is scheduled to interview Brian Seitz on February 8, 2010, in Work Session, for a position on the P&R. Seitz has advised staff he is interested in serving on the P&R, and staff feels his qualifications are well suited for Forest Grove's recreational aspects; refer to his attached application.

RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of February 8, 2010, a resolution appointing Brian Seitz to the Parks and Recreation Commission, SW, term expiring December 31, 2013. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

34

RESOLUTION NO. 2010-21

**RESOLUTION MAKING APPOINTMENTS
TO THE CITY OF FOREST GROVE
PARKS AND RECREATION COMMISSION**

WHEREAS, the City of Forest Grove has provided for a Parks and Recreation Commission;
and

WHEREAS, Resolution Number 2006-10 provides that vacancies on City Advisory Boards, Committees, and Commissions brought about by resignation or removal shall be filled by appointment to fill the term of that seat by the City Council; and

WHEREAS, there currently exist vacancies on the Parks and Recreation Commission; and

WHEREAS, the City Council has received applications from citizens desiring to serve on the Parks and Recreation Commission, and subsequently interviewed citizens making application for service on this Commission; and

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

Section 1. That the following person is hereby appointed to the City of Forest Grove Parks and Recreation Commission for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>District</u>	<u>Term Expires</u>
Anderson	Duane	NNW	December 31, 2012
Brown	Ralph	School Board	December 31, 2013
Johnson	Quinn	At Large	December 31, 2011
Kover	Richard	NE	December 31, 2011
Olson	Michael	At Large	December 31, 2013
Taylor	Susan	NW	December 31, 2012
SEITZ	BRIAN	SW	DECEMBER 31, 2013
Vasquez	Stephanie	At Large	December 31, 2010
Waterstreet	Paul	SE	December 31, 2012

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

PRESENTED AND PASSED this 8th day of February, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of February, 2010.

Peter B. Truax, Mayor

Memorandum

To: City Council
From: Dan Riordan, Senior Planner
Jon Holan, Community Development Director
Date: February 8, 2010
Re: Review of EOA and Periodic Review Update

Attached is a copy of the Economic Opportunity Analysis (EOA) prepared by Johnson Reid that staff would like to review with the Council. It was prepared to address economic and housing needs for both Periodic Review (20 year forecast) and the Reserves process (50 year forecast). This document was the source for the newspaper insert in the January 27th edition of the *News Times* and land demand projections used in the power point at the Annual Town Hall meeting.

The insert is the beginning of the public involvement process for the basic land use related issues. This process will proceed over the next several months. After the public involvement process, staff will prepare the policy document based on the background documents provided by the Economic Opportunity Analysis and public input received.

Following are some key points from the EOA document:

- Forest Grove's population has increased by 16.5% since the 2000 Census (see page 13 of the document) or average annual growth rate of 2.36%.

Non-Residential Analysis:

- Forest Grove's employment is overwhelmingly driven by manufacturing, education and health services which combined account for over 57% of the employment within the City (see Figure 13 on page 27).
- Between 2002 and 2007 employment in the City grew by approximately 4.3% (see page 15)
- Estimated 2008 total employment in the City is 9,092 jobs (see figure 14 on page 27).

- Employment projections and nonresidential land needs are based on three scenarios:
 - Baseline is Forest Grove’s historical capture of Washington County’s projected growth (2.75%) using Metro’s adopted Regional Growth forecast (2.45% Average Annual Growth Rate) based on a job sector analysis. (see page 29)
 - Medium and High Growth forecasts include the potential influence on Forest Grove of solar, biotech and high tech industrial sectors developing in Hillsboro. It assumes the community would capture 15% of the regional economic activity. (see pages 30 – 31)
- The EOA indicates average annual employment baseline growth of approximately 2.5% or 5,700 additional jobs during the twenty-year planning period (see Figure 17 on page 30). Medium growth is 2.9% (see Figure 20 on page 32) and High growth is 3.2% (see Figure 19 on page 32).
- After taking into account land available within the current UGB under current zoning and plan designations, the projected 20 year land need (by gross acres) by sector based on the three scenarios are as follows (see Figure 27 on page 52):
 - Office Commercial: 54 to 68 acres
 - Industrial: -127 (i.e. oversupply) to 3 acres
 - Retail Commercial: 66 to 111 acres
 - Other: 95 to 98 acres
- Site needs after taking into account available supply for each sector are as follows (see Figure 28 on page 54):
 - Office Commercial
 - Business Park (over 40 acres): 0 sites
 - Medium (10 to 40 acres): 2 sites
 - Small (10 acres or less): -12 to 13 sites
 - Industrial
 - Over 100 acres in size: 0 site
 - 50 to 100 acres: 0 to 1 site
 - 20 to 50 acres: -1 to -2 sites (oversupply)
 - 10 to 20 acres: 0 to 3 sites
 - 5 to 10 acres: -5 to -7 sites (oversupply)
 - 5 or less acres: -6 to -10 sites (oversupply)
 - Commercial Retail
 - Over 20 acres: 0 to 1 site
 - 5 to 20 acres: 7 to 11 sites
 - 5 acres or smaller: -45 to -48 sites (oversupply)

Residential

- Estimated non-group housing population for 2008 is 19,882. Total housing units is 7,768 with an estimated vacancy rate of 4.5% (see Figure 35 on page 66).
- 55% of housing units are ownership, which is low compared Washington County and adjacent cities (see page 68).
- Over 80% of ownership units are single family while 50% of rental units are in structures of 5 units or more (see page 68).
- Figures 37 and 38 on pages 69 and 70 provide 2008 housing supply and need for ownership and rental. For ownership, largest unmet needs are for housing values over \$230,000. For rental, largest needs are for rents \$500 or less and \$1,250 to \$3,750.
- Future housing needs used three scenarios based on growth rates of 2%, 2.3% and 2.6% (see page 71).
- The 20 year projection of new housing units for the three scenarios are as follows (see Figure 41 on page 74)
 - Baseline: 3,900 new units – 85% ownership; 15% rental
 - Medium: 4,737 new units – 81% ownership; 19% rental
 - High: 5,298 new units – 80% ownership; 20% rental
- Figures 42 to 44 on pages 75 to 77 provide a breakdown by price range (for ownership) and rent levels and the number of unit types for the three scenarios. For rentals, there is essentially a need for all rent levels except for the \$500 to \$875 range. For ownership, the greatest need is for home values \$350,000 and greater. The largest projected demand is for single family unit types (84.6%)
- Under current zoning, Forest Grove has capacity for an additional 4,700 units (see Figure 46 on page 79).
- Residential land need after taking into account of current unused capacity is as follows (see Figure 47 on page 80):
 - Baseline: 0 additional acres (oversupply by 800 units)
 - Medium: 7 gross acres
 - High: 118 gross acres



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STATEMENT OF PURPOSE

INTRODUCTION

The City of Forest Grove is presently undertaking two critical land use planning exercises with long-reaching consequences for the city's physical and economic path of growth and development.

1. *Periodic Review* – The City is presently undergoing requisite, periodic land use review to account for twenty-year land need within the context of Metro partnership and urban growth boundary coordination.
2. *Urban Reserves Planning* - Along with all other jurisdictions in Washington County, Forest Grove is currently undertaking the State-mandated process of analyzing and planning 50-Year Urban and Rural Reserve designations for lands proximate, but outside of the present Portland metropolitan area Urban Growth Boundary.

As part of these efforts, the City of Forest Grove retained JOHNSON REID to provide research and analysis of potential urban growth scenarios with which the City may consider urban reserves needs over the fifty-year planning period. Several economic and planning issues indicated need for independent land need analysis over the planning horizon. These include:

- The adequacy of existing, available lands suitable for target industry uses within the current Urban Growth Boundary;
- The magnitude and type of residential land needs to support growing Forest Grove industries and agglomerated clusters in the context of a well-documented shortage of residential land within the City;
- The nature of commercial land need driven by new industry and population growth affected by primary industry and workforce growth over the planning horizons;
- Characterization of growth potential in the context of the physical and infrastructure qualities of lands within Urban Reserve consideration for the City; *and*
- Determination of the ability of Forest Grove to accommodate economic growth potential and how sub-regional coordination with the Cities of Hillsboro, Cornelius, North Plains and Banks may affect or enhance long-term high-tech industry growth in Washington County and the State of Oregon in general.

URBAN LAND NEED ANALYSIS

To document the potential nature of urban lands required by the City of Forest Grove over a twenty-year period and a fifty-year period, JOHNSON REID formally utilized a methodology for long-range land need substantiation consistent with State of Oregon land use planning requirements. Specifically, employment land demand consistent with State Planning Goal 9 Economic Opportunities Analysis (“EOA”) methodology and documentation requirements, as well as residential land demand consistent with State Planning Goal 10 methodology and documentation requirements was used in this analysis.

GOAL 9 – FOREST GROVE EMPLOYMENT LAND

The State Planning Goal 9 EOA methodology guidelines call for a six-step approach to economic development planning and resulting quantification of employment (industrial, retail, office, institutional, etc.) land need for urban growth boundary planning purposes. These six steps largely guide this resulting analysis of City of



Forest Grove’s need for urbanized land. The required Goal 9 analytical steps that roughly comprise the outline of this document are:

1. *Economic Planning Area Definition*: A determination of the geography of interest for 20-year and 50-year economic development potential, included as an appendix in this study.
2. *Economic Trends Analysis*: Identification of global, national, state, regional and local economic trends that have shaped recent economic performance as well as likely 20-year economic activity that will determine employment land need over the duration of the study period.
3. *Public/Stakeholder Input Process*: Outreach for this effort was limited to key Economic Stakeholders identified as being able to provide targeted, existing and emerging industry perspective.
4. *Industry & Job Growth Forecasts*: Detailed forecasts of job growth by industry within Forest Grove over the planning period that will in turn drive demand, if any, for different employment land categories.
5. *Land Need Forecasts*: Job growth forecasts translated into land demand forecasts based on industry and space type usage and floor area ratio (FAR) patterns anticipated into the future.
6. *Land/Parcel Need Quality*: A detailed treatment of employment land need in terms of specific parcel types, sizes, quantities and other qualities appropriate to economic growth anticipated by the jurisdiction.

GOAL 10 – FOREST GROVE RESIDENTIAL LAND NEED

In addition to providing estimates of residential land and residential unit demand characteristics over the 20-year and 50-year planning horizons consistent with State Planning Goal 10 documentation requirements, JOHNSON REID modeled residential land need as a direct, interactive function of economic opportunities analysis and resulting employment forecasts.



TRENDS ANALYSIS

INTRODUCTION

The Trend Analysis section provides the foundation of economic information that will shape realizable economic opportunity potential for a jurisdiction, resulting potential job growth scenarios, and ultimately employment land need over the determined planning horizon.

In conducting the Trend Analysis, it is underscored that during the course of analysis, economic circumstances at the global, national, state and local levels have significantly shifted and continue to do so significantly at the publication date of this document. Through March of 2008 and since, the economy has experienced the following:

- New Presidential administration and significant changes in federal economic policies, including in response to economic distress of recent months;
- Numerous federal bail-out proposals and agreements for numerous financial institutions and U.S. automakers;
- Continued credit crisis in the financial markets due to the uncertain future of “toxic” financial assets that include billions of dollars in “sub-prime” mortgages;
- A return of the Dow Jones Industrial Average to pre-1998 levels; and
- A fourth quarter 2008 drop in U.S. GDP of 6.2%, the worst since the severe 1980-82 U.S. recession.

Alternatively, the Federal government passed an unprecedented \$850 billion stimulus bill meant to help create jobs with targeted infrastructure investments, state and local government budget stop-gaps, and various tax credits and investment incentives for housing, alternative energy and numerous other targeted industries and economic activities nationwide.

Ultimately, current economic times make it virtually impossible to produce a highly timely national trend analysis. JOHNSON REID, therefore, has continued to utilize the economic forecast “of record” by the federal government, the non-partisan Congressional Budget Office biannual economic forecast. As that official forecast makes clear, economic times are uncertain, but Trend Analysis consistent with its findings – even those that have changed in only a few months – is preferable to constantly shifting speculation. Where appropriate, changes to economic performance or expectations have been updated for accuracy.



NATIONAL ECONOMIC TRENDS

SHORT-TERM OUTLOOK

Economic turbulence is likely to remain in the national economy in the near-term. The decline in housing prices has contributed both to slower consumer spending growth and a sharp falloff in residential construction activity. The effect of falling home values, slow real income growth and a sputtering economy will delay the recovery in housing construction until late 2009 as excess inventory is drawn down.

Foreclosures and delinquencies have created large losses for many financial institutions and holders of mortgage backed securities, thereby reducing capital value and limiting banks' ability to support new lending.

As a result, a climate of risk aversion has emerged in financial markets, as banks are tightening credit standards for new loans, not only for residential mortgages and consumer loans, but also for business loans, such as those for commercial real estate and industrial loans. Additionally, interbank lending has come to a halt, compounding liquidity problems among wavering banks, with the spread between the Federal Funds Rate and the 3-month LIBOR skyrocketing. However, the Federal government's financial bailout plan includes elements to foster liquidity, and the LIBOR has since fallen sharply, although Fed rate cuts have kept the spread high. Ultimately, lingering weakness in the housing market may lead to additional mortgage losses, forcing lenders to markedly curtail the availability of credit. If realized, this effect will delay the pace of economic recovery.

FIGURE 1: HOUSING STARTS

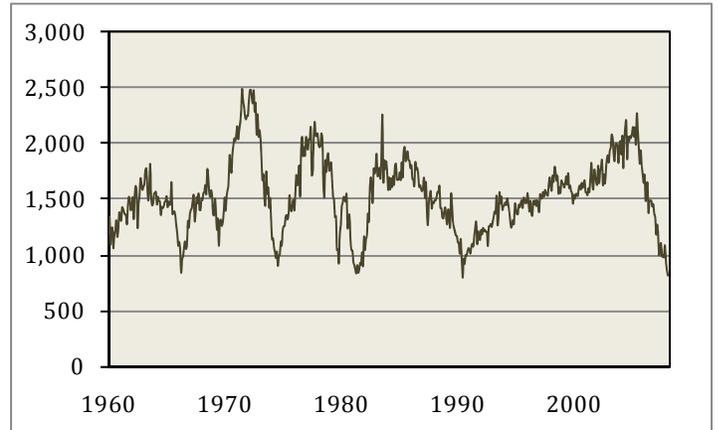
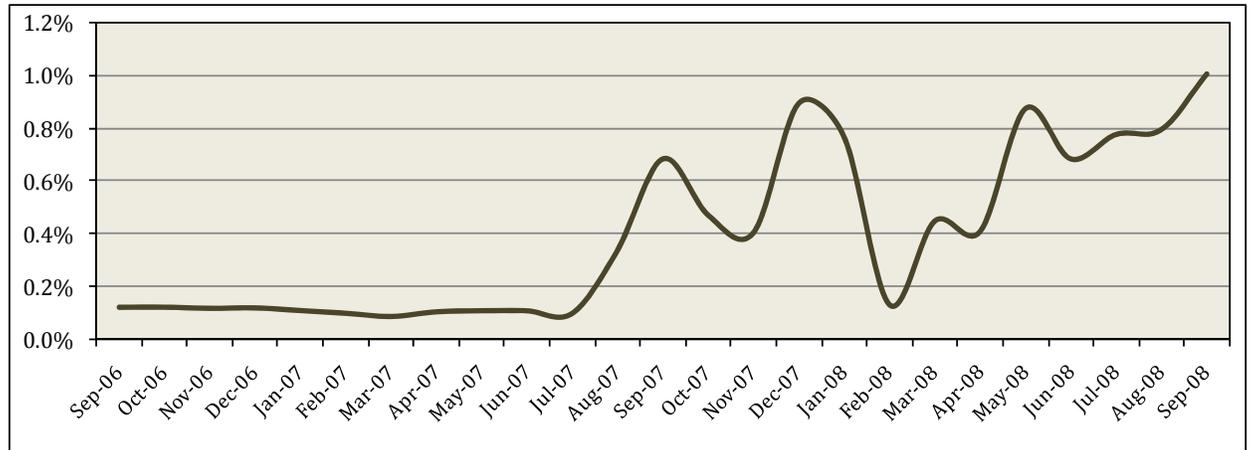


FIGURE 2: SPREAD ON 3-MONTH LIBOR* AND FEDERAL FUNDS RATE



*London Inter-Bank Offer Rate

In addition to woes in the housing market, rising food and energy prices have seen notable escalation in recent years, further limiting real purchasing power and putting upward pressure on consumer prices. The higher price of agricultural products has had a smaller effect on the economy than oil, but the increased cost of food has constrained non-food spending. To many, the extent of the rise in agricultural food prices was



unexpected. As with oil, a steady increase in global demand played a key role in the run-up. Supply shocks as a result of poor weather (in the case of wheat) and rising demand for biofuel feedstocks also drove agricultural prices.

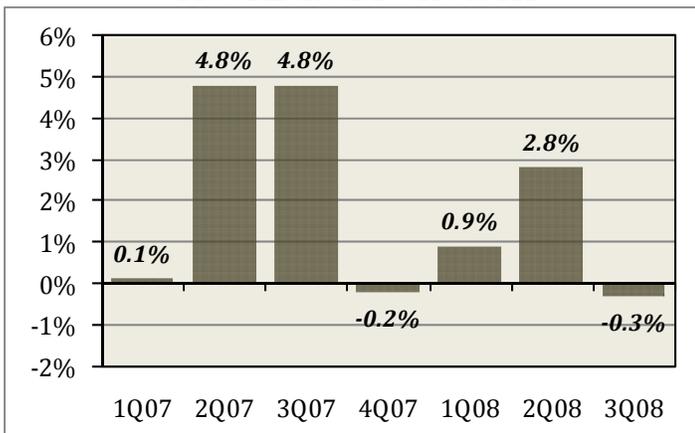
Nevertheless, energy and commodity prices are not likely to lead to persistently high inflation similar to the 1970's. During the 1970s large price hikes for commodities and import goods triggered higher inflation by igniting a wage-price spiral in which an initial price shock sets off higher wage growth. However, measures of wages and salaries from the U.S. Bureau of Labor Statistics (BLS) have not yet provided evidence that higher prices are affecting wages. Moreover, unlike the 1970s, the Federal Reserve is far more likely to utilize monetary influence to prevent such an outcome from transpiring. As a result, we find that inflation in both food and energy is likely to abate in the near term. The price of oil has fallen sharply since July 2008 and strong global harvests are likely to push food commodity prices lower. Prices for corn, wheat, and soybeans have already begun this trend. Additionally, slowing global economic growth is likely to curb demand for both food and energy in the near-term.

FIGURE 3: CRUDE OIL PRICE



The trade-weighted value of the U.S. dollar has been in decline since 2002. More recently, from July 2007 to March 2008 the U.S. dollar fell at an even more accelerated pace. This rapid fall was primarily a response to easing monetary policy both domestic and foreign, in addition to the Chinese Government's decision to allow the Chinese currency to appreciate more rapidly against the dollar than in the past. All together, Real GDP among the United States' major trading partners will grow more slowly, but still faster, on average, than Real GDP in the United States in the near-term. However, exports, which have been a rare bright spot in the economy in 2008, will likely fall off markedly in 2009 on declining global demand and a strengthening dollar.

FIGURE 4: GDP GROWTH



Taken together, the United States economy is thought to be roughly halfway through an extended period of slow economic growth. Preliminary estimates for the 3rd quarter of 2008 indicate a second of the last four periods posting negative economic growth. It is widely anticipated that the 4th quarter of 2008 will also be negative, marking two consecutive quarters of negative GDP growth and classifying the current cycle as recessionary under a standard rule of thumb. It is forecasted that Real GDP growth will average around an annual rate of 1% through the end of 2009 before recovery takes form in 2010. Employment growth is expected to remain weak through much of

2009, keeping unemployment measurably above 6% in the near-term. Anticipated near-term weakness in the economy is likely to further dampen spending by households, businesses, and State/Local governments. A sustained fall in the revenues of state and local governments as a result of the weak economy is likely to force spending cutbacks in that sector in coming years.

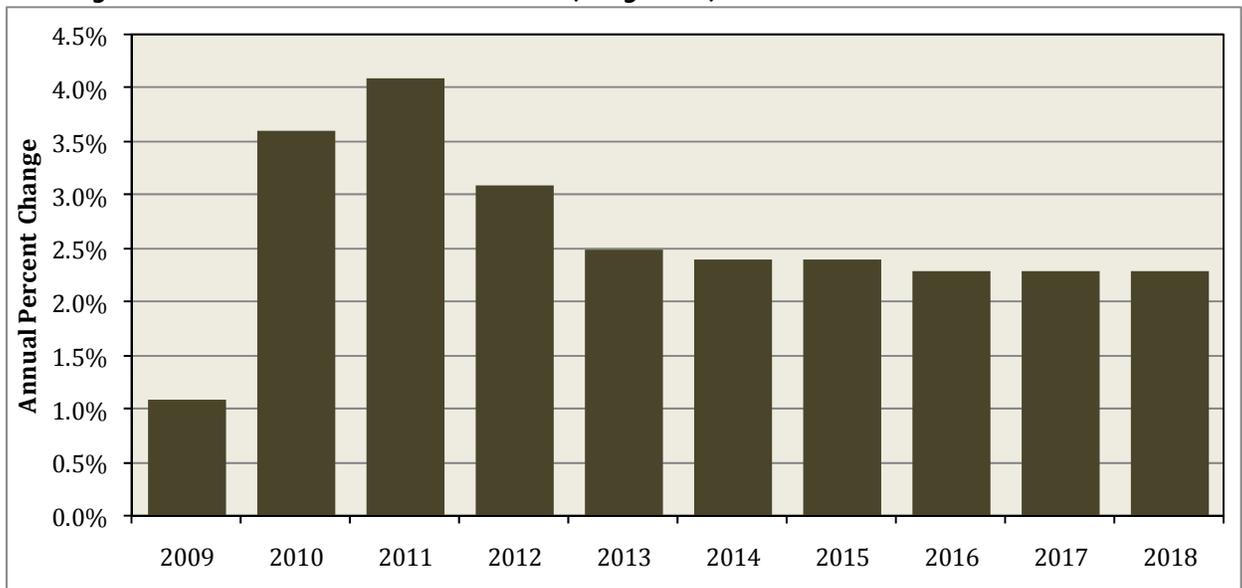


Concerns remain that the economy’s current challenges—falling housing prices, problems in financial markets, and high input prices could cause the current downturn to be deeper and more pronounced than recent recessionary periods. Many experts predict the current downturn to resemble that witnessed during 1990-91 recession. The economic outlook could deteriorate even further if many banks become insolvent or if the financial crisis spreads more widely to global financial markets. However, it appears that global coordinated efforts among central bankers and governments to foster stability in the financial sector have successfully abated structural failures of the financial system.

LONG-TERM OUTLOOK

Beyond the near-term, the United States economy is expected to return to a typical growth cycle, averaging 2.7% annual GDP growth from 2010 to 2018—slightly faster than potential GDP, which will average 2.4% over the same interval. The widened gap between real GDP and its potential level created as a result of slow growth in 2008 and 2009 will be narrowed by accelerated growth from 2010 to 2012. Beyond 2012 real output is expected to grow at the same pace, on average, as potential GDP through 2018—keeping the output gap proximate to zero.

FIGURE 5: FORECASTED U.S. REAL GDP GROWTH (2009-2018)



SOURCE: Congressional Budget Office (CBO)

Nationally, employment is expected to grow at an average annual rate of 0.7% from 2010 to 2018, indicating further increase in worker productivity on the horizon. Over the long-term, the inflation rate will largely be determined by monetary policy decisions, specifically, that the Federal Reserve can, on average, maintain core inflation (as measured by the PCE price index) around 2% through 2018. Consumer inflation, as measured by the CPI-U is expected to average 2.2% annually over the same interval.

In the coming growth cycle, the United States’ commitment to renewable energy transition is expected to play a major role, a reality that is likely to garner greater political support following the outcome of the 2008 election cycle. In addition to environmental concerns, growth in domestic energy production—through both renewable and non-renewable sources, is being increasingly discussed through the prism of energy independence and energy security—the foundation of which is sufficient, reliable, and affordable energy. The



economic advantages of this transition encompass the macroeconomic benefits of investment in new technologies, greater economic productivity, and improvements in the U.S. balance of trade. At a microeconomic level, benefits include lower business costs and reduced household energy expenditures. Taken together, these advantages are manifested in job growth, income growth, and ancillary benefits to the environment.

Over the next ten years, green industries are expected to create over 2.5 million new jobs in the United States across a range of manufacturing and service industries. Over a longer 30-year horizon, forecasted job growth is expected to reach 4.2 million new jobs in the U.S. economy.

FIGURE 6: POTENTIAL NEW GREEN JOBS, (2008-2038)

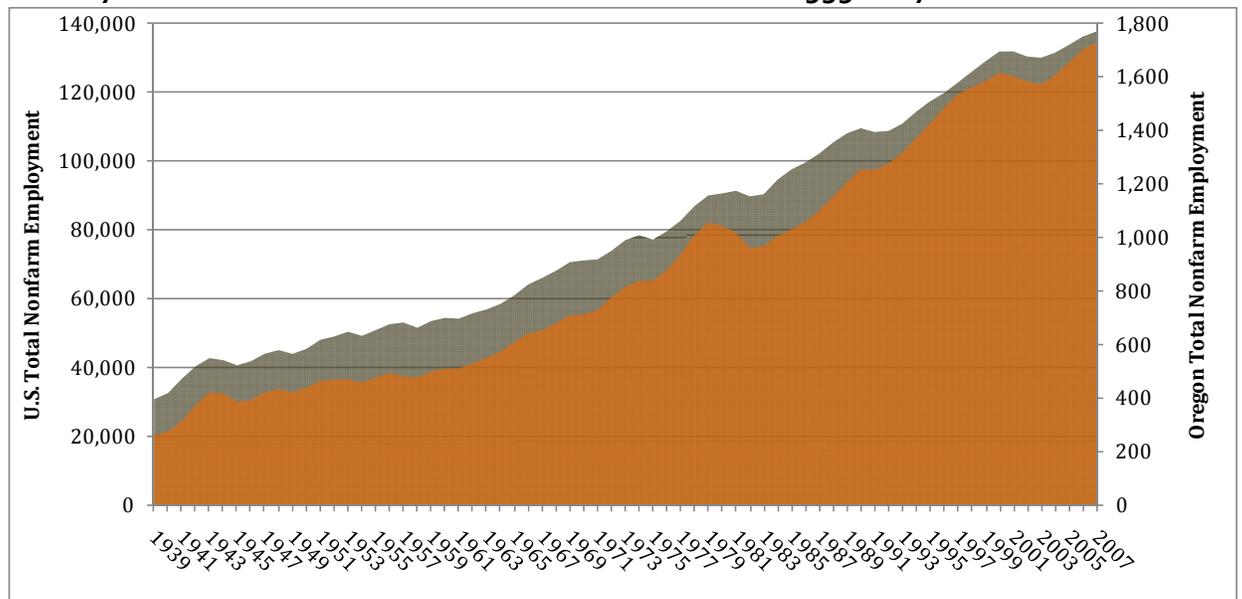
	2018	2028	2038
Renewable Power generation	407,200	802,000	1,236,800
Residential & Commercial Retrofitting	81,000	81,000	81,000
Renewable Transportation Fuels	1,205,700	1,437,700	1,492,000
Engineering, Legal, Research, & Consulting	846,900	1,160,300	1,404,900
TOTAL	2,540,800	3,481,000	4,214,700

SOURCE: Global Insight

STATE & REGIONAL TRENDS

Oregon experienced exceptional employment growth between mid-2003 until 2007. Growth began slowing towards the end of 2006 and continued through 2007. The Oregon Employment Department’s employment decline estimates for second quarter 2008 indicate that Oregon is following the U.S. economy into a slowdown. Figure 7 demonstrates how closely tied the Oregon economy is to economic trends at the national level. Shaded in orange is the trend in Oregon’s annual non-farm employment levels,

FIGURE 7: U.S. AND OREGON HISTORICAL EMPLOYMENT TREND: 1939-2007





Since 1939, Oregon has tracked the peaks and valleys of the U.S. economy. While U.S. non-farm employment is shaded in gray. Also illustrated is improved diversity in Oregon's economy as evidenced by alleviation of the volatility that plagued Oregon during the 1980's recession.

The sectors contributing to job decline in Oregon are roughly parallel to sectors dragging down the U.S. economy, namely Construction, Manufacturing, Retail Trade, Information, Financial Activities and Leisure & Hospitality. Considering the turmoil and uncertainty in the financial markets at the National level, it is not surprising that employment across all sectors is forecasted to decline through the end of 2009. The Oregon Office of Economic Analysis (OEA) reports a jobs decline of 6.8% (2.5% year-over-year) during the fourth quarter of 2008. OEA projections for 2009 indicate an overall decline of 4.3% for the year with growth of 0.1% expected in 2010 as job losses stabilize. First and second quarters 2009 are expected to see job declines of 7.2% and 3.6%, respectively.¹

The computer and electronics equipment sector declined by 4.5%, or nearly 39,000 jobs, during 2008. OEA forecasts further declines of about 10.9% in 2009's 2008 annual forecast for the sector is slightly less dismal at a 4.7% employment decline with a 1.1% decline in 2009. The sector is expected to rebound with jobs gains by 2010. Private education and health services, on the other hand, gained jobs at a rate of 3.9% during 2008 and is expected to experience 3.0% growth during 2009.

The Portland Metro area's job growth has been slowing since second quarter 2006 and estimates for the fourth quarter 2008 show job decline of 1.9%. The current weakness is largely due to the housing slowdown and its impact on construction which has rippled through to finance and other closely related sectors, such as wood products. In addition, high-tech manufacturers have been shedding workers with Washington County leading the decline—the County has lost 5% of its high-tech employment since mid-2007.

Oregon's economic growth since 2005 is due in large part to explosive growth in exports. For example, between first quarter 2007 and first quarter 2008, Oregon exports increased by 23.7%, more than six points higher than the U.S. growth during the same period. Oregon's export growth is primarily due to export growth in agricultural products which grew by 82.2% and computer and electronics products which grew by 24.8%. Computer and electronics account for nearly 40% of total Oregon exports. Several other industries experienced high growth in exports during the same period: Waste and Scrap (+71.6%), Nonmetallic Mineral Products (+54.0%), Chemicals (+47.6%), Primary Metal Manufacturing (+31.0%), Miscellaneous Manufactured Commodities (+26.0%) and Wood Products (+23.8%).

STATE & REGIONAL OUTLOOK

Moving beyond 2010, the assumed year by which the economy pulls out of the current slowdown, Oregon's economic growth is expected to outpace growth at the National level. By 2016, the State's employment is expected to grow by 14%. Oregon's high growth prospects are due to a number of factors:

- ◇ Population growth, primarily due to net in-migration
- ◇ Relative location near Canada and Asian countries
- ◇ High commodity prices
- ◇ Export growth
- ◇ Affordable housing
- ◇ Quality of life
- ◇ Some of the lowest business costs in the nation

¹ Oregon Office of Economic Analysis, Economic and Revenue Forecast, Vol. 29, No. 1, March 2009.



In addition to the factors listed above are several State initiatives which may continue to change Oregon's economic landscape and drive growth in key sectors. The Oregon Innovation Council designed these initiatives as part of the 2007 Innovation Plan. Listed below, these initiatives are aimed at addressing key issues which have limited Oregon's ability to capture early stage and emerging industries in the past. For example, Oregon has lacked both "angels", investors who provide funding at the earliest stages of development, and venture capital firms. While Oregon has been closing the gap, venture capital funding is available at substantially greater levels in California and Washington. Further, Oregon has not had a strong research university and more importantly has not had strong collaboration between universities and private companies. Lastly, in many emerging industries Oregon has not had a critical mass or cluster of firms by which to attract similar companies or the management and technical workforce with the necessary experience. As mentioned above, the State initiatives below hope to address these critical vulnerabilities.

- **Manufacturing Competitiveness** - In the 2007 Oregon Innovation Plan, the Oregon Innovation Council proposed a State investment of \$5.37 million between 2007-2009 to expand workforce training programs and the Oregon University System's ability to enhance manufacturing industry innovation through equipment, top-notch faculty and partnerships with Oregon companies. As of the 2008 Oregon Business Plan Annual report, \$2.872 million had been invested into this initiative.
- **Innovation Accelerator Fund** - This plan calls for \$5 million to be invested in the "cultivation" of innovative ideas which arise every year from established and emerging firms, entrepreneurs and academic institutions.
- **Oregon Nanoscience and Microtechnology Institute (ONAMI)** - This proposal recommends an additional \$10 million investment between 2007-2009 for the continued support of this public-private partnership between the State's top public universities and leading Oregon high-technology companies. In addition to creating jobs and allowing Oregon to recruit talented researchers, already the State is realizing sizeable returns from ONAMI as technologies are transferred to the marketplace. To date an additional \$9 million has been invested into ONAMI.
- **Oregon Translational Research and Drug Development Institute (OTRADI)** - This public-private partnership seeks to support health care and biomedical research in the State by focusing on drug research and development for the treatment of infectious diseases which will feed into a separate innovation-to-market accelerator intended to support commercialization of products by Oregon companies. The State has invested \$5.25 million to date.
- **Bio-Economy and Sustainable Technologies (BEST) Center** - This public-private partnership intends to research and develop innovations related to bio-based technology, green buildings and clean energy. BEST is intended to enhance Oregon's competitive advantage in the growing "green" industry sector. To date, \$2.5 million has been invested.
- **Senate Bill 582** - The first of two Oregon Senate bills intended to promote innovation and emerging industry in the State, Senate Bill 582 increased the amount of allowable contributable funds University's may accept in order to establish the University Venture Development Fund. The Fund supports entrepreneurial training, education, research and startup companies.
- **Senate Bill 579** - Senate Bill 579 expanded the authority of the Oregon Growth Account allowing the Board to investment in emerging firms in early stages of development. In essence, the Senate Bill promotes growth in key target industries by providing early stage funding.
- **Transportation/Infrastructure** - Lastly are initiatives at the State and regional level to improve the State's transportation infrastructure including port districts, rail lines and airports. Included in this are highway expansion plans. Widening of Highway 217 has been approved by Metro and expansion plans are on-going for Highway 26.



STATE & REGIONAL INDUSTRY CLUSTER TRENDS

HIGH TECH²

Oregon’s high tech cluster was formed during the 1990s and experienced rapid growth until 2000. The industry employed just under 40,000 people in 1990 and by 2001 employed nearly 70,000 people. Following the dotcom era, the cluster went through a period of steep decline, shedding more than 10,000 jobs. However, since 2003 the cluster has shown moderate growth to reach a total employment of 57,900 people as of mid-2008.

Computer and electronics manufacturing accounts for a 69% share of the State’s high tech cluster. Nearly 66% of State employment in the sector is located in Washington County. In addition, the semi-conductor manufacturing sector is a predominant driver—accounting for three-quarters of total sector employment. Moreover, the computer and electronics manufacturing sector is characterized by relatively high wages. In 2007, the average wage per worker in the sector was \$88,222—more than double the \$39,566 Statewide average wage for all workers. The average wage for computer and electronics manufacturing workers in Washington County was \$98,068.

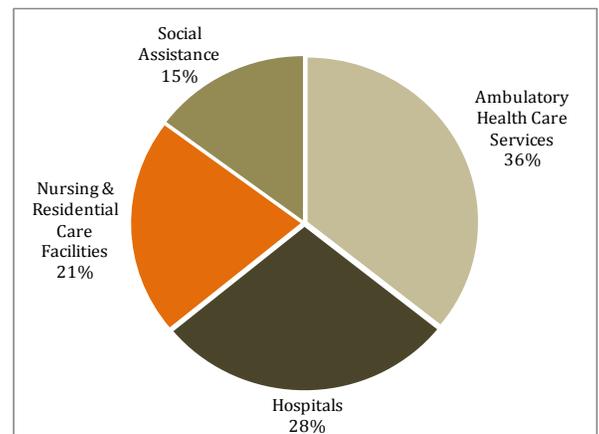
Systems design accounts for 16% of total State high tech employment or 9,200 jobs. Job growth in systems design is down nearly 20% from its 2001 high. Similar to computer and electronics manufacturing, the sector enjoys a relatively high average wage per worker of \$75,838. The third sector in the high tech cluster is software publishing. Unlike the computer and electronics manufacturing and systems design, it grew by 12.3% in 2007 after declining by a relatively negligible 1.1% between 2001 and 2006. It has a State high tech employment share of 15% or 9,100 employees. The sector’s average wage per worker is \$89,910.

The OED outlook for high tech is mixed. While computer and electronics manufacturing is expected decline by approximately 3% by 2016, systems design and software publishing are expected to grow by 14% and 18%, respectively. JOHNSON REID’S analysis of the outlook for high tech in Washington County and Forest Grove, departs from OED’s forecasts due in part to the indirect impacts of solar manufacturing in the region, as well as the outlook of major employers in the area. Regionally, Intel, a bellwether for high tech activity in the area has indicated that their capacity for two additional fabs at their Ronler Acres facility will most likely come online during the next 20 years. However, Merix Co. Forest Grove’s largest employer; is selling off excess land and their future expansionary efforts are likely to take place outside of Forest Grove.

HEALTH CARE³

Oregon’s health care industry has shown astounding growth during the last 13 years, adding 61,000 employees or 51.2%. It has grown to be counted among Oregon’s largest sectors—capturing an 11.5% share of employment—roughly similar to Manufacturing, Retail Trade and Professional & Business Services. The projected Health Care sector employment gains of 51,300 employees (+29%) through 2016 far exceed statewide projections of 14% or projections for any other occupational group (the next largest group is Other Services, projected to grow by 19%). Of the sector’s included within Health Care: Ambulatory Health Care Services is projected to grow by 35%; Nursing and Residential Care Facilities

FIGURE 8: OREGON’S HEALTH CARE INDUSTRY



Source: Oregon Employment Department, 2007

² Unless otherwise cited, data in this section is from the Oregon Employment Department.

³ Unless cited otherwise, data in this section is from the Oregon Employment Department.



by 30%; Hospitals by 26% and Social Assistance by 19%. Much of the expected growth in Health Care is driven by demographic changes as the U.S. population age 65 and older is expected to grow by 50% by 2020 and close to 125% by 2050.

The current composition of Oregon’s health care industry is shown in Figure 8. Ambulatory Health Care Services has an average annual salary of \$53,803 and Hospitals, \$49,942. The second two sectors have significantly lower annual wages: \$22,193 for Nursing and Residential Care Facilities and \$20,658 for Social Assistance.

Washington County has the second largest share of health care in the State as measured by employment. Multnomah County accounts for nearly 26.7% while Washington County accounts for 11.7% or 21,166 employees. Ambulatory and Health Care Services accounts for about 44% of Washington County’s health care industry. The Oregon Employment Department projects a gain of 18,500 health care workers by 2016 in Washington and Multnomah Counties. In Forest Grove, the industry has remained stable over the past five years, with negligible change or fluctuation of employment since 2002. Unique to Forest Grove among Washington County jurisdictions, the majority of health care employment is concentrated in Nursing and Residential Care Facilities, reflecting the City’s retirement age population base.

SOLAR MANUFACTURING

Oregon has witnessed explosive growth over the past couple years in Solar Photovoltaic (PV) manufacturing. This highly competitive industry is growing worldwide, but many European and Asian companies are choosing to locate in the U.S. Oregon has successfully recruited four manufacturers and is actively working with at least a half dozen more. Solar companies indicate interest in Oregon, and in particular, Washington County due to its semiconductor manufacturing cluster. The technological similarity of the two industries offer solar companies choosing to locate in Washington County a highly trained workforce with knowledge directly applicable to the Solar PV manufacturing process. Within Washington County, Hillsboro is most competitive in attracting Solar PV manufacturing firms interested in the region—offering better proximity to the metro area, suitable land supply, and an existing workforce. That said, considerable ancillary benefits are likely to impact the entire region, as suppliers, vendors, and support services to the process find expanded opportunities in the region—of which jurisdictions like Forest Grove are well suited to recruit.

FIGURE 9: OREGON’S RECENT SOLAR PV MANUFACTURING ACTIVITY

Company	Year Est. 1/	Location	Projected Jobs
PV Powered	2001	Bend	60 by 2008
Solaicx	2006	North Portland	100 by 2008
SolarWorld	2007	Hillsboro	2,000 by 2010
Peak Sun Silicon	2007	Millersburg	500 by 2011
XsunX	2008	Wood Village	160 by 2009
SpectraWatt	2008	Hillsboro	135 by 2009 2/
Sanya Electric Co.	2008	Salem	180 by 2009
Total			3,135

Source: Oregon Department of Energy, Oregonian

1/ Year company established operations in Oregon.

2/ SpectraWatt has indicated that their workforce may increase to 1,000 employees with the opening of a second plant in an undecided location.

Over the long-term, the solar industry’s success depends on its ability to continue to make cost and efficiency improvements—currently, solar cannot compete with wind power on a cost basis. Moreover, the industry’s continued growth is highly dependent on federal investment tax credits, which Congress recently extended for another eight years. The investment tax credit extension allows tax credits for residential and commercial



solar installations through 2016. The tax credits are seen as an economic driver, not only for solar manufacturing, but for the construction industry as well. The number of solar installations increased by 119% between 2005 and 2007. Since 2003, annual installed capacity has increased by about 250% sustaining an annual average growth rate of about 36%.⁴

Oregon manufacturers have the added benefit of the Business Energy Tax Credit (BETC), which offers a tax exemption up to 50% (limit \$10 million) of project costs for the construction of an alternative energy manufacturing facility. This tax credit was instrumental in recruiting SolarWorld and Sanyo Electric Co.

The solar industry is projected to add 62,000 jobs nationally by 2015 and about 10 million jobs worldwide by 2030.⁵ Oregon is projected to add nearly 15,000 jobs by 2028, with most of the growth occurring in the next ten years.⁶

AGRICULTURE & FOOD PROCESSING

Over the past year, Oregon has seen significant export growth, increasing to \$15.1 billion, a year-over-year increase of 25.8%. In addition to Computer & Electronics Manufacturing, Agricultural products are a large factor in Oregon's realized export growth. Among all of Oregon's export industries, Agriculture Products is second in export value, contributing \$2.3 billion or 15% of total export value. This represented an annual increase of 64.5%, the largest jump among Oregon industries. Food & Kindred Goods provided an additional \$300 million. While Agriculture and Food Products have benefited largely from recent high commodity prices, the last two quarters have seen food prices retreat notably, a trend that is likely to continue in coming periods.

The OED's outlook for Agriculture and Food Manufacturing in Oregon is rather bearish through 2016, with only 600 new jobs (0.25% AAGR) expected in Food Manufacturing. Non-farm agriculture employment is not forecasted by the OED.

DEMOGRAPHICS

Forest Grove's population has grown by 16.5% (2.2% AAGR) since the 2000 Census, roughly consistent with overall County growth of 13.8% (1.86% AAGR). Likewise, Washington County has outpaced the Portland metro area's annual average growth of 1.34%.⁷

Unlike many Oregon counties, Washington County has not gained a large share of retirement age population. However, Forest Grove does have a higher share of population retirement-aged than Washington County. The issue will be further explored later in this document. In 2007, the Washington County share of population age 65 and older was significantly below State levels: 8.8% versus 12.5%. Washington County has a greater population age 19 and younger and 25 to 44 relative to the State distribution: 60.6% versus 53.2%.

An area's level of educational attainment is often used as a proxy for the skill level of the population base. From an Economic Development perspective, Washington County is at a slight competitive advantage regionally, with a higher distribution of higher educated persons—36.6% of local residents have a Bachelor's Degree or higher as compared to 34.7% at the Portland metro level. The City of Forest Grove has a 22.1% share of higher educated local residents according to the 2000 census. This is substantially less than the

⁴ Solar Energy Industries Association and Prometheus Institute, "US Solar Industry Year in Review," 2007.

⁵ Solar Energy Industries Association and Prometheus Institute, "US Solar Industry Year in Review," 2007 and Greenpeace International and European Photovoltaic Industry Association, "Solar Generation V," 2008.

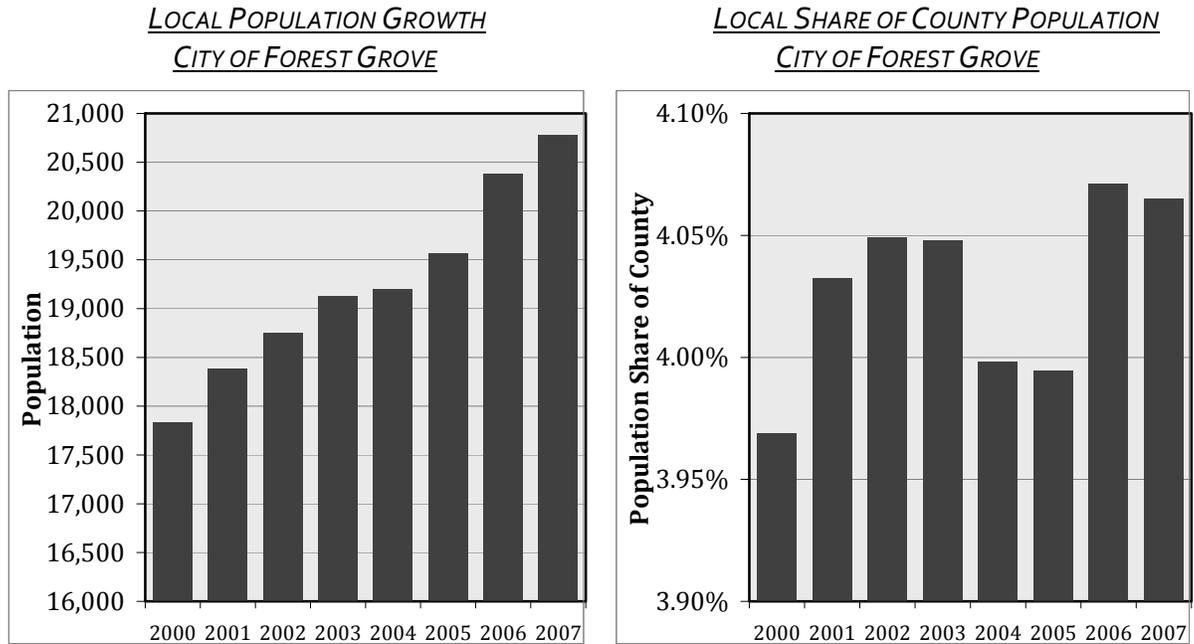
⁶ Climate Solutions and Clean Edge, Inc., "Carbon-Free Prosperity 2025," October, 2008 and Oregon Department of Energy.

⁷ Portland metro area includes Clackamas, Multnomah and Washington Counties



regional share and that of neighboring job centers, namely Hillsboro. This highlights concerns locally about the extent to which the local skill base matches the needs of high growth industry opportunities.

FIGURE 10: LOCAL POPULATION GROWTH TRENDS



SOURCE: Portland State University Population Research Center

Presumably reflecting the Portland metro area’s relatively younger demographic, all three metro counties have had a positive natural increase in population since 2000. However, net in-migration appears to be the larger contributor to demographic growth in Multnomah and Clackamas Counties by a share of 75% while natural increase is the larger contributor in Washington County by a share of 63%. Evaluating sources of in-migration is useful in understanding the interconnectedness of Washington County to the Portland metro area as well as to other regions in Oregon or elsewhere.

According to the United States Internal Revenue Service (IRS), Washington County is most closely associated with Multnomah and Clackamas Counties in terms of State in-migration patterns. In fact, up to 25% of in-migration to Washington County originates from Multnomah and Clackamas Counties. This follows anticipated logic given the geographical proximity of these areas. Lane, Benton, Jackson and Marion Counties also account for net in-migration, while Yamhill, Columbia, Deschutes and SW Washington Counties, such as Clark, Cowlitz and Skamania, account for a large portion of out-migration. However, the bulk of net in-migration originates from California, accounting for nearly 70% of net-migration. In aggregate, Washington County gained 10,043 migrants, about 2% of total population, between 2000 and 2006.

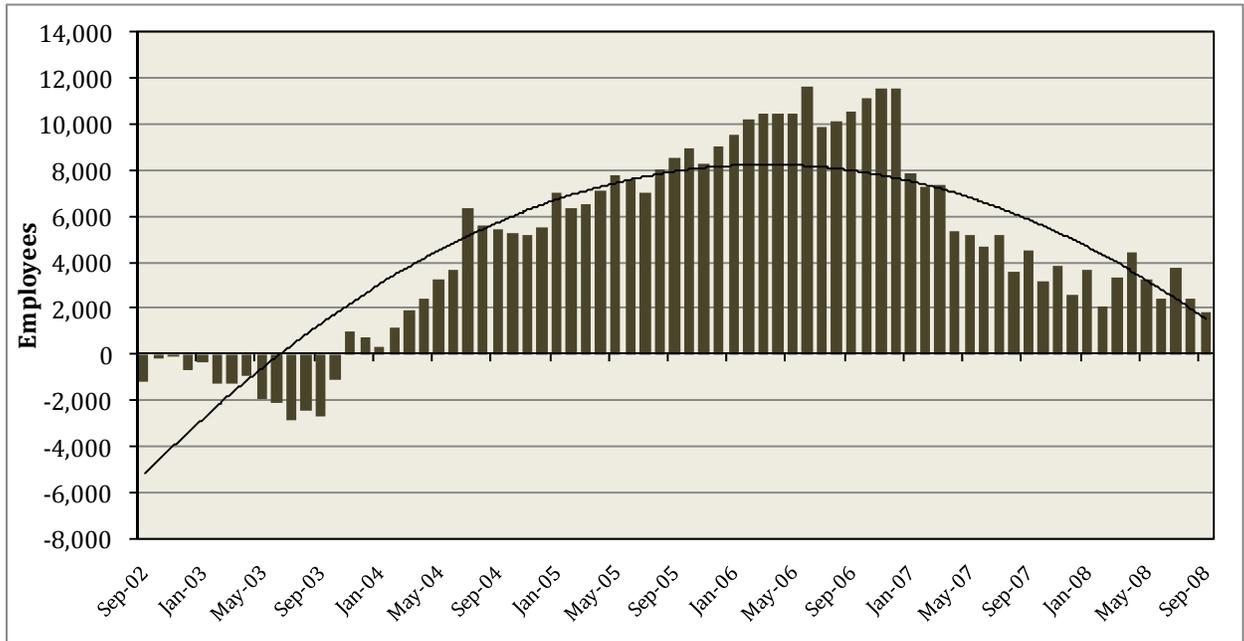
EMPLOYMENT

Unemployment in the Portland metro area has consistently remained lower than the broader State economy. In other words, regional volatility—as measured by unemployment—is significantly lower than at the State level. Similarly, unemployment in Washington County has consistently remained lower than that in the Portland metro area.



Since 2002, total employment growth in Washington County had remained strong, gaining 11.3%. The county's growth cycle, which began in late 2003, maintained momentum until early 2007. While the County is still demonstrating employment growth, it is measurably slower. Moreover, the slowing is expected to extend through early to mid-2009 and impact most industries.

FIGURE 11: YEAR-OVER-YEAR EMPLOYMENT GROWTH IN WASHINGTON COUNTY: 2002-2008



The largest sectors of the Washington County economy diverge somewhat from sector rankings of the State and metro area. For example, Manufacturing accounts for 19% of Washington County's economy whereas the share is nearly 12% at the State and metro area. On the other hand, Public Administration accounts for a correspondingly large share at the State (16.8%) and metro area (12.7%), but only an 8.5% share in Washington County. Portland metro and Washington County both have a relatively greater share of Professional & Business Services employment, 13.6% and 14.0%, respectively while the overall State share is 11.4%. However, in other sectors Washington County's employment share is roughly similar to State and metro levels. The City of Forest Grove generally adheres to Washington County's sector rankings, but is overwhelmingly driven by Manufacturing and Education & Health Services, which combine to account for over 60% employment in the City.

Washington County had numerous strong sectors during the five year period between 2002 and 2007, including Education & Health Services (+5,497 jobs), Public Administration (+3,821 jobs), Leisure & Hospitality Services (+3,606 jobs), Retail Trade (+3,246 jobs), Construction (+3,153 jobs), Professional & Business Services (+2,901 jobs), Wholesale Trade (+2,713 jobs) and Financial Activities (2,086 jobs) In all, the only industry to lose jobs was Transportation, Warehousing, & Utilities which shed about 827 jobs.

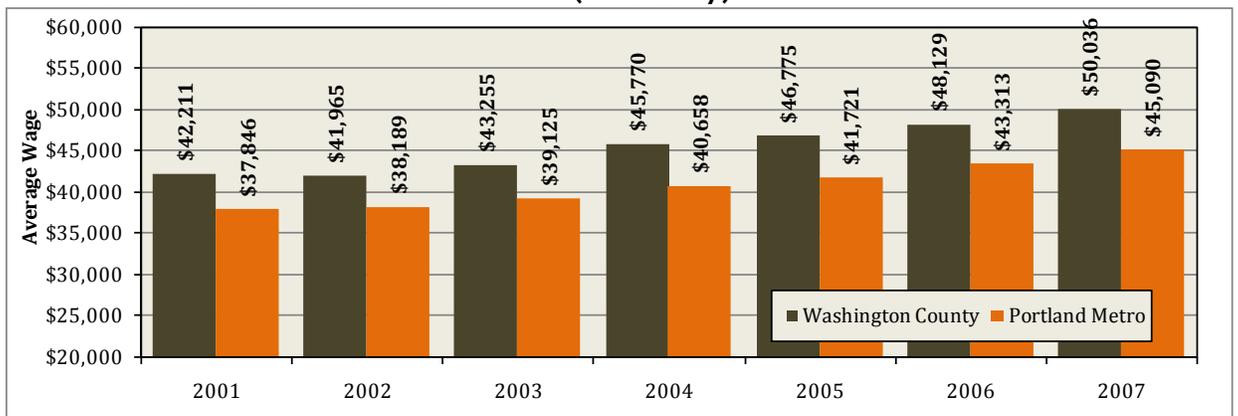
Between 2002 and 2007, the City of Forest Grove's employment grew very modestly, roughly 4.3% and accounted for a marginal share of Washington County's total covered employment. Over this five-year period, the City experienced its strongest job growth in Manufacturing (+143 jobs) and Education & Health Services (+80 jobs). Forest Grove lost roughly 140 jobs in Natural Resources, Information and Professional & Business Services combined.



WAGES

With the exception of Public Administration, Leisure & Hospitality Services, Professional & Business Services and Financial Activities, average wage levels by sector in Washington County are at or above wage levels in the Portland metro area. Across all industries, Washington County wages averaged \$50,036, again 11.0% above the Portland metro \$45,090 average and 31.5% above the \$38,057 Oregon average. Since 2002, wage levels in Washington County have averaged 2.9% annual growth, slightly below the 3.3% annual growth at the State level. Similarly, at 3.2%, Forest Grove has remained roughly consistent with State wage growth. However, in 2007, the average wage in Forest Grove was \$33,732, well below the Washington County and Portland area averages.

FIGURE 12: AVERAGE ANNUAL WAGE GROWTH (2002-2007)



In Washington County, the highest paid industry sector is Wholesale Trade (\$90,315 annually), followed by Information (\$77,653) and Manufacturing (\$75,788). The lowest paid industries are Leisure & Hospitality (\$16,363) and Retail Trade (\$27,034). The City of Forest Grove’s highest paid industries are Wholesale Trade (\$65,236) and Natural Resources (\$49,913) followed by Manufacturing (\$40,010) and Construction (\$37,965). Its lowest paid industries are also Leisure & Hospitality (\$15,007) and Retail Trade (\$24,582).

OTHER FACTORS FOR ECONOMIC DEVELOPMENT POTENTIAL

In addition to the demographic and economic trends analyzed above, other factors provide insight into the City’s economic development potential. These factors, together with their challenges and opportunities, are discussed briefly below:

- Amenity Values-** In land use planning parlance, amenity values are encompassed in the concept of livability. The term livability is rarely, if ever, used in economic terms. But amenity values are often characterized in the field of Economics and Economic Geography because amenity values have real economic consequences. For example, Jackson Wyoming is located in a remote area and has few of the typical economic assets required for a vibrant economy. It does, however, have high amenity values that translated into a vibrant economy (Teton County has a median household income of \$54,614 compared to \$52,122 in Washington County⁸). While amenity values are qualitative and subjective in nature which can make them challenging to effectively characterize in quantitative economic terms, their real economic consequences make them worth identifying. The City of Forest Grove and the greater Portland metro area have a countless amenities that create potential for economic opportunities. Forest Grove has a distinct advantage in Washington County with quality

⁸ 2000 Census DP-3 Sample File



public schools, a revitalizing and attractive downtown core and a pleasant community atmosphere contributing to the appeal of the area.

- **Production Inputs (Non-Labor)** – In addition to rich soils and farmland suitable for agriculture, Forest Grove’s primary production advantage with respect to its industrial base has been plentiful, inexpensive power. Electricity in Forest Grove costs 40% less than in PGE-served areas. The low electricity prices have long been a competitive advantage, but the pricing is due to change. New rates from BPA will go into effect in October 2010, and new electricity demand, on the margin, will be subject to the new, higher rates. Therefore, the City cannot promise any new industry that the rates will continue to be low. The City has yet to decide how to manage the price change and that lack of certainty has made it difficult to attract new firms with a significant demand for power.
- **Educational and Technical Training Programs** – The Portland area offers multiple educational and training institutions which benefit the City of Forest Grove. In particular, Portland State University and Portland Community College design academic and outreach programs to meet the needs of the regional business community. Closer to home, Pacific University offers 36 undergraduate degrees among 19 different departments. The school is well known for its MFA in writing program and undergraduate programs in health related professions.

COMPETITIVE POSITION AND TARGET INDUSTRY OPPORTUNITIES

Sound economies are best organized around a healthy set of industry clusters—similar and related businesses and industries that are mutually supportive, regionally competitive, attract capital investment, and encourage entrepreneurship. In his pioneering book “The Competitive Advantage of Nations”, Harvard Professor Michael Porter defines clusters as “geographic concentrations of inter-connected companies and institutions working in a common industry”. As an economic development strategy, specific clusters are targeted, and emerge, when a particular geography holds an innate competitive advantage in that industry—whether it is natural resources, human capital, political policies, or geography. For example, Oregon’s oldest industries—namely forestry and agriculture, emerged from physical and environmental attributes such as its climate, trees, soils, and access to shipping and distribution networks. In turn, these industries spawned interrelated clusters that include Food Processing & Manufacturing, Wood Product Manufacturing, Wholesaling & Distribution, Machinery Manufacturing, and host of other industries.

With shared ideas, concepts, and competition, knowledge spill-over within clusters encourages secondary effects—innovation, the creation start-ups and spin-off industries, and opportunities for suppliers, manufacturers, and customer. In turn, effects from job creation and wages support tertiary effects such as retail, services, construction, housing and institutional industries.

In light of the baseline economic analysis above, Johnson Reid reviewed Oregon Employment Department ES-202 employment data for the City of Forest Grove to determine industries and industry clusters in which the local economy is both regionally competitive and/or has growth potential. We have identified industry clusters with an existing competitive presence in Forest Grove and potentially emerging clusters. Identified targeted industries are evaluated in greater detail below.

HIGH-TECH

In 1980, Tektronix moved its circuit board manufacturing plant to a site in Forest Grove and high-tech has played a major role in the local economy ever since. The Tektronix operation, later becoming Merix, has grown to become among the top three circuit board manufacturers in the United States and remains the largest employer in Forest Grove by a sizable margin. Additionally, Westak of Oregon is another circuit board manufacturer in the top ten list of employers in Forest Grove. The concentration of employment in High-Tech in Forest Grove is better than 15 times the national average.



While circuit board manufacturing is a significant part of the existing economy, its share of growth on the margin is not likely to be high. Rather, marginal high-tech growth is likely to be derived out of the firms that are connected to the cluster of high-tech industries centered in Hillsboro. Forest Grove’s livability in addition to utility rates makes it an attractive location to capture economic spillover from Hillsboro’s on-going development and economic growth in semiconductor and solar component manufacturing.



Cluster Strengths

- Proximity to Oregon’s largest High-Tech manufacturing center.
- Existing major High-Tech employers in Forest Grove.

Cluster Challenges

- Limited supply of industrial land, specifically shovel-ready large parcels.
- Forest Grove’s workforce composition does not match the needs of High-Tech firms.
- Uncertainty with respect to the future cost of utility rates have limited industrial marketability of Forest Grove.

AGRICULTURE/FARM PRODUCTS

The proximity of Forest Grove to high quality farmland and the City’s quality water supply has created opportunities for growth in food processing and specialty agriculture products. The city already has an existing economic base in food processing (J Lieb Foods), nursery & tree products (Hines Nursery), and specialty beverages (Sake One, McMenamins, wineries). On the margin, food processing in the region is not likely to realize significant growth, as agricultural land is shrinking over time. However, a specialty agriculture products cluster should be cultivated as growth opportunities exist. Moreover, the nature of Forest Grove’s specialty products—breweries, wineries, distilleries, etc. is closely related with leisure & tourism in the region.



Cluster Strengths

- Proximity to high-quality farmland and water supply.
- Existing Food Processing industry with workforce expertise.
- Has the ability to support a growing tourism industry.
- Geographic access to export markets.

Cluster Challenges

- Declining agriculture land will limit food processing growth on the margin.
- Declining food prices and rising input costs.
- Seasonality.



TOURISM & WINERY DEVELOPMENT



The wine industry in Oregon is expected to continue its accelerated growth trend exhibited over the current decade. Since 2000 annual wine grape production has increased by over 66% in Oregon. Oregon's wine industry growth is largely attributed to growing worldwide popularity and increased market share of Pinot Noir. Oregon's climate is ideal for Pinot Noir grape growing. Pinot grapes account for over 55% of Oregon production. Forest Grove has the opportunity to become the center for wine based tourism in North Willamette Valley wine country.

The City of Forest Grove is currently undertaking efforts to "brand" the city, giving it a regional identity. The concept of Forest Grove as a "Gateway to Wine Country" is a popular option, facilitated both by Forest Grove's proximity to the metro area and by abundant outdoor recreation activities. Central to the development of Forest Grove's tourism industry is a proposed partnership between McMenamins Grand Lodge and the Washington County Visitors Association (WCVA). The partnership would see the development of the "North Willamette Valley Wine Center" on the Grand Lodge property in Forest Grove. The center would feature an expansion of additional and more amenitized hotel rooms, potential convention facilities, and tasting facilities for regional wine makers.

The development of a winery based tourism industry would likely prove supportive to other industries as well. For example, agritourism typically attracts a relatively affluent patronage that is likely to support higher-end restaurants and shops, enhancing the urban amenities and livability of the community.

Cluster Strengths

- Geographic position in the Chehalem Mountain Wine District and outdoor recreation opportunities.
- An attractive downtown core, including Pacific University.
- Regionally drawing amenities such as Grand Lodge.
- Cluster development would provide tertiary benefits to other industries.
- Local wineries are currently small in scale, leaving high growth potential.

Cluster Challenges

- Limited connectedness between the Grand Lodge and downtown.
- From a tourism perspective, Forest Grove is not necessarily an obvious wine country gateway.
- Regional competitiveness with other Willamette Valley wine districts.
- Wineries have noted that the permitting process in Washington County is difficult and convoluted, a competitive disadvantage relative to other wine counties.

EDUCATION

In addition to an attractive sense of community, Forest Grove's livability is accentuated by its quality public school system. Increasingly considered a bedroom community, the public schools are a major employer in Forest Grove, collectively the third largest in 2007.

While employment in public education can be expected to grow commensurately with family households in the region, broader growth in the education sector will be born out of Pacific University. The school is currently in an expansionary phase. In 2005 the school complete an \$11 million LEED certified library, and new residence halls were completed in 2006 and 2008. In spring 2008, the University completed Berglund Hall, which now houses the School of Education. Employment at Pacific University (in Forest Grove) has grown by nearly 20% since 2002. The schools 2010 strategic plan outlines a goal to increase enrollment to



4,000 students, up from roughly 3,100 currently.

Cluster Strengths

- Population and enrollment growth on the horizon.
- Pacific University is an attractive asset to the Downtown Core.

Cluster Challenges

- Perceptions within the community of limited partnerships between Pacific University and Forest Grove at large.



RETIREMENT SERVICES



Largely the result of the general livability of the area and small-town community atmosphere, Forest Grove has an existing retirement aged population base far exceeding most jurisdictions in Washington County. According to the 2000 census, the percent of the population age 65 and older is over 55% higher in Forest Grove than in Washington County as a whole. Moreover, four of the City's top 25 employers are nursing care or elderly home facilities. Forest Grove's composition of employment in Nursing and Residential Care Facilities is nearly three times the national average.

In addition to direct retirement care services, roughly 20% of the City's population is aged 55 and older. These households provide broad support for leisure and financial activities in the local economy. Over the next five years the retirement age household population in Forest Grove is expected to increase by 16% (3% AAGR).

Cluster Strengths

- Livability and Leisure Activities
- Favorable Demographics



ECONOMIC OPPORTUNITY STAKEHOLDER OUTREACH

INTRODUCTION & ACKNOWLEDGEMENTS

During the course of assessing economic development opportunities for the City of Forest Grove and Western Washington County, JOHNSON REID sought input from both public and private economic and industry stakeholders at the State, regional and local level to provide valuable details about transition and outlook for the economy of Forest Grove, as well as the broader Western Washington County area. We wish to thank the following participants for their willingness to contribute, and the invaluable information they shared.

The Honorable Richard Kidd
Mayor,
City of Forest Grove

Michael Sykes
City Manager,
City of Forest Grove

Lisa Nakajima
Forest Grove Planning
Commission
Ace Hardware

TJ Buehler
President,
Forest Grove Chamber of
Commerce
Drew & Buehler Financial
Services

Jon Holan
Director,
City of Forest Grove Community
Development

Jeff King
Economic Development
Coordinator,
City of Forest Grove
Mark Lewis
President,
Woodfold

Manny Berman
Chief Operating Officer,
Tuality Healthcare

Steve Krautscheid
Vice President,
Tuality Healthcare

Tim McCabe
Director,
State of Oregon Business
Development Department

John (JJ) Johnston
Vice President,
Global Facilities & Environmental,
Merix Corporation

Steve Boone
CEO & President,
Sake One

Jeffrey Grimm
CFO,
Gray & Co. Cherries

Jeff Duyck
Commercial Property Owner,
Agribusiness

Lyle Speisschart
Farmer

Robin Klein
Owner,
Q&D Manufacturing

Dave Rasmussen
Dax Construction

Don Jones
Vice President/Branch Manager,
Bank of the West

Amy Hansen
Principal,
WSC Insurance

Jason Roberts
Cedar Canyon Water Company

Cindy Sturm
Commercial Real Estate Broker

Patty Schmitz
Realtor,
John L. Scott

Brian Wilbur
Pacific Insurance Partners

Tim McCabe
Director,
Oregon Economic & Community
Development

Jonathan Schlueter
Executive Director,
Westside Economic Alliance

Tim Priest
Director,
Greenlight Greater Portland

Barry Starkman
Project Manager,
Genentech Hillsboro

Bob Beisner
Vice President,
SolarWorld Industries America

Mike Wells
Government Affairs Chair,
NAIOP
Principal,
Wells Otis Development

Bruce Carswell
Former President,
Portland & Western Railroad



STAKEHOLDER OUTREACH PROCESS & FOCUS

In undertaking this Economic Opportunities Analysis process, the City of Forest Grove sought to understand the first-hand perspective of key economic agents, partners, and industry clusters that will drive long-term growth in Washington County and Hillsboro. Given the significant and rapid successes the State has begun to enjoy in the solar manufacturing and biotech industries, the City was also particularly interested in recent, new industries, their economic outlook for the region and the City, as well as their potential economic impact in terms of growth, ripple effects and other indirect economic benefits and resulting land need issues.

To this end, JOHNSON REID interviewed key economic stakeholders one-on-one and in focus group format regarding the future economic development potential of Forest Grove. For each participant, questions in the sessions focused on the following three key areas with emphasis on existing and likely future industry clusters in Forest Grove and Western Washington County:

- *5-year, 20-year and 50-year perspectives and outlook on economic and urbanized land need in the Forest Grove market area;*
- *Forest Grove and Washington County's competitive strengths and opportunities given short and long-term perspectives;*
- *Potential obstacles to short-term and long-term opportunities in Forest Grove and Washington County.*

The following summarizes the key themes we heard.

Livability. Many interviewees noted Forest Grove's quiet small-town atmosphere, and described it as an asset.

- It is isolated from the rest of the metropolitan area, and that helps maintain its quaint character.
- The small-town feel can help reduce red tape because everyone knows each other, and it is easy to reach City staff and elected officials.

Sense of Community. Connected to livability, most of the interviewees talked about the town being full of nice people and that there is a sense of community.

- No interviewee expressed an opposing opinion.
- Many interviewees noted that the people in Forest Grove work together for a common good.
- Some noted that the new more expensive homes built on the west side of town have been purchased by people who work in Hillsboro. The homes are not as physically connected to the rest of the City as older homes, and the residents have not become part of the fabric of the community.

Transportation. Forest Grove is physically isolated from the rest of the metropolitan area, which has helped create a strong community.

- The isolation has a cost. Forest Grove is far from the transportation network, so transport costs are high.
- A 'quick-turn' industry that ships every two or three days is unlikely to locate in Forest Grove.
- For manufacturers in Forest Grove, freight is the largest cost line item.
- The City is unlikely to attract manufacturing firms because of its transportation issues.



- Many interviewees noted that the problem is not completely fixable, but the region could improve the roads on the west side.

There is a freight rail line to Forest Grove that primarily hauls forest products. For the most part, interviewees did not think the rail line could solve the high transportation costs, because most firms rely on trucks.

- Some individuals mentioned that a commuter line could be added to the rail line, or Tri-Met may extend the light rail system to Forest Grove.
- Interviewees felt that either rail service would reduce commuter costs for workers coming to Forest Grove.

Electricity rates. Electricity in Forest Grove costs 40% less than in PGE-served areas. The low electricity prices have long been a competitive advantage, but the pricing is due to change.

- New rates from BPA will go into effect in October 2010, and new electricity demand will be subject to the new, higher rates. Therefore, the City cannot promise any new industry that the rates will continue to be low.
- The City has not yet decided how to manage the price change, and that lack of certainty makes it difficult to attract new firms with a significant demand for power.
- A few individuals would like to see the City generate its own electricity.
- Many interviewees expressed concern about keeping electricity rates down for businesses as an important economic development tool.

Utilities. The City has a large water supply, and the water is high quality. They have redundancy in electricity supply and fiber optic optics.

High-tech industries. Many interviewees think that the City is well positioned to attract firms that are connected the cluster of high-tech industries centered in Hillsboro.

- Its positive features, such as livability and utilities, make the City appealing.
- But the City should be pro-active, or opportunities to capture the high-tech 'spillover' will be lost.
- The focus group noted that the City needs to understand what these firms need, so the City can work to make it available.
- Two factors mentioned by many interviewees were large industrial sites and coordinated economic development efforts.

Large industrial sites. There are no large parcels of industrial land available, preventing the City from being able to capture larger firms spilling over from Hillsboro.

- The vacant industrial land is not ready or available.
- The lack of available large sites is a serious problem.
- The City needs contiguous industrial land, if it is to capture any high-tech spillover.
- They now have one 35-acre certified site, and that is an improvement. But there is no industrial park with flex space, and not enough certified 'shovel-ready' sites.
- It can take six months to a year to get the required permits from ODOT, CWS, the Army Corps of Engineers, and others, and it takes too long for businesses that want to establish a facility quickly.
- The industrial sites on the market are not particularly flexible, and will not appeal to a wide variety of buyers.



City Government. The focus group reported that the City is pro-active and works hard to resolve problems quickly.

- The City is responsive to complaints.
- Because it a small tight-knit community, it is easy to find the right person to fix a problem.
- But some interviewers noted that there is not enough effort on economic development.
- There is no staff person dedicated to industrial recruitment.
- New development outside the existing service area must pay for its own infrastructure, which can completely inhibit some development.
- The City is trending toward becoming a bedroom community, and it needs to focus on economic development to expand its industrial and commercial base.
- Some interviewees reported that the City is focused on the downtown, and can sometimes forget about other businesses.

Workforce. Most interviewees felt they can find low and medium-skilled workers. But it is difficult to attract workers with a specialized skill set. A few interviewees explained that the lack of urban amenities, such as good restaurants, make it difficult to attract very high-skilled workers.

Downtown. The downtown has improved in the last ten years, but there is plenty of room for improvement.

- There are a number of vacant buildings and lots of hobby businesses.
- There is room for more productive retail.
- Land tends to be underused in the downtown.
- Many interviewers argued that if the downtown were more vibrant, economic development would follow.
- The lack of a quality restaurant makes it difficult to entertain business customers.

Pacific University. The University contributes to the physical appearance of the town and its cultural activities add to the vibrancy of the downtown.

- The interviewees agreed that Pacific University is an asset to Forest Grove.
- Some reported there are missed opportunities to partner with it.
- Local retailers do not coordinate with the University to take advantage of events such as Parents Weekend.
- The students do not frequent restaurants or other businesses in town. Students have complained about having few places to go in town.

Tourism and Winery Development. The wine and tourism industry have an opportunity to partner and grow; a number of interviewees were optimistic about the potential for growth for both industries.

- The idea of establishing Forest Grove as the “Gateway to Wine Country” appeals to many, and the name may become part of the branding effort currently underway.
- The area has the potential to become a wine center of western metro-area wine-based tourism.
- It is at the edge of the metropolitan area and close to outdoor recreation.
- Expanded bike trails and path networks can add to the appeal of the area.

There are plans underway to establish a North Willamette Valley wine center in association with the McMenamin’s Grand Lodge and the Washington County Visitors Association (WCVA).



- The Grand Lodge is now financially successful, and some interviewees reported that the owners have plans to add more buildings and more hotel rooms, that are higher quality than the existing rooms. The expansion could include convention facilities and services focused on the local wineries (e.g., wine tasting and food/wine pairings).
- The McMenemy's facility was noted as an asset to the community, but that it is currently isolated from the rest of town. It has no clear connection to the downtown, and many guests never leave the grounds.
- Improving its connection to the rest of the town will enhance the community's opportunities to expand tourism-related businesses.

The wine business is growing and expected to continue growing.

- Demand is still greater than supply.
- One reason for expected growth is that pinot noir wine continues to carve out a bigger share of the wine market, and this area is ideal for pinot noir grapes.
- Many nearby wineries are small scale, and have potential to grow.
- It was noted that it is difficult to get a winery permit in Washington County—Yamhill County makes it much easier to obtain the necessary permits. The administrative difficulty in Washington is a serious impediment to new and growing wineries.

Farm Products. Some participants discussed the importance of industries tied to agriculture, though information was decidedly mixed.

- There area is well positioned to firms that make specialty agricultural products, such as J. Lieb Foods and Sake Wines.
- Some interviewees believe that these industries should be cultivated and they have growth potential.
- The proximity to high-quality farmland and the access to the City's quality water supply create an opportunity for food processors, breweries, and distilleries.
- Others said that the food-processing industries are not likely to grow, because agricultural land is shrinking.
- New growth opportunity was cited as depending upon entrepreneurial success, such as new value added uses of existing or easily suitable crops with pumpkin seed niche mentioned as an example with mixed results.
- Reading consumer and production trends was cited as being very important for identifying the next niche foodstuff product and staying ahead of the opportunity.
- Concern was expressed by some for the urbanized use of land north of Forest Grove because of production value of lands in the upper Council Creek watershed.
- Conflict between agricultural uses getting goods to market and urbanized road and highway uses was also expressed.



20-YEAR EMPLOYMENT FORECAST

INTRODUCTION

This analysis outlines a forecast of employment within the City of Forest Grove Urban Area, referred to hereafter in this section simply as “Forest Grove.” The employment forecasts were generated through 2028. The primary source of data on current employment patterns since the 2002 Metro Urban Growth Report was derived from the State of Oregon Employment Department’s ES-202 reports.

Forest Grove’s employment forecast is estimated according to two varying methods. First, Forest Grove’s employment forecast is determined in terms of its “organic” growth potential consistent with the 2002 Metro Urban Growth Report metro area economic forecast. In other words, “organic” growth is what may be achieved based on Forest Grove’s own existing and future industries as well as its individual competitive advantage. The methodology used to reach this baseline forecast is expounded in detail below.

Second, two alternative employment forecasts are estimated based on the growth potential of the City of Hillsboro and that jurisdiction’s economic effect upon Forest Grove. During the course of completing its own Economic Opportunity Analysis, the City of Hillsboro determined that its growth potential exceeds its ability to provide sufficient land of the sizes and types that its targeted high-tech clusters will require, particularly over the fifty-year horizon. While the City of Hillsboro has decided that it will focus its economic development efforts on targeting “cluster anchor” industrial users, or those that generally require large industrial parcels, the coordination of economic development and employment land provision between the members of the Western Washington County subarea—Hillsboro, Forest Grove, Cornelius, North Plains and Banks—is integral to regional growth prospects.

Without the provision of industrial acreage in more moderate parcel and site sizes by the partner cities in Western Washington County, larger high-tech cluster industrial recruitment in general may likely be compromised. Although the impact of Hillsboro’s growth on the region is most important over the fifty-year planning period, the twenty-year horizon will require increasing coordination among the five cities as well as Forest Grove’s ability to accommodate spillover industry. These assumptions provide the basis of the alternative medium and high employment forecasts, which both assume Forest Grove captures a varying percentage of Hillsboro’s spillover growth. As with the baseline forecast, the methodology used to reach the medium and high forecasts is provided in detail below.

CREATING A BASE YEAR ESTIMATE

TOTAL CURRENT EMPLOYMENT (2007)

For the year 2007, ES-202 reports estimate employment in Forest Grove to total 7,425 employees. However, our source ES-202 data reports “covered employment” only—employer firms tracked through unemployment insurance. Because this data omits a significant portion of the workforce that are not covered (i.e. sole-proprietors, self-employed, commission workers) we must revise our estimates to reflect true employment. Estimates from the Bureau of Economic Analysis (BEA) indicate that covered employment accounts for approximately 85% of total employment in Washington County, with individual estimates reported by broad sector. Assuming that Forest Grove roughly tracks regional trends, we estimate the *total* employed level in 2007 to be in the area 9,296 employees.



FIGURE 13: CONVERSION OF COVERED EMPLOYMENT TO TOTAL EMPLOYMENT (2007)

NAICS	2007 Observed 2/	Covered Share of Total Employment /2	Estimated Total Employment (2007)
Natural Resources	512	54.6%	937
Construction	370	81.9%	451
Manufacturing	2,274	97.8%	2,325
Wholesale Trade	60	88.9%	67
Retail Trade	520	85.5%	608
T.W.U. 1/	127	81.8%	155
Information	27	90.5%	30
Financial Activities	162	63.5%	255
Professional & Business	221	79.9%	276
Education & Health	2,196	73.4%	2,991
Leisure & Hospitality	578	87.2%	663
Other Services	200	56.0%	357
Public Administration	180	100.0%	180
TOTAL	7,425	79.9%	9,296

1/ Transportation, Warehousing, & Utilities

2/From Oregon Employment Department ES-202 Data

3/ Bureau of Economic Analysis (BEA), Share for Washington County

Source: JOHNSON REID

TOTAL ESTIMATED EMPLOYMENT (2008)

The second step to creating our base year estimate is updating our 2007 total employment estimate to the current period. This process involves the evaluation of countywide economic trends between 2007 and 2008 in addition to current knowledge about the local economic activity in Forest Grove. Outlined in Figure 14, we assume that between 2007 and 2008 the Forest Grove economy contracted slightly, by a margin of -2.2% to 9,092 employees. This estimate will be utilized as the basis of our long-term employment forecast.

FIGURE 14: UPDATING 2007 TOTAL EMPLOYMENT TO THE CURRENT PERIOD (2008)

NAICS	2007 Total Employment	Short-Term Annual Growth Assumption 2/	2008 Total Employment Estimate
Natural Resources	937	0.0%	937
Construction	451	-6.9%	420
Manufacturing	2,325	-5.5%	2,197
Wholesale Trade	67	0.0%	67
Retail Trade	608	-1.3%	600
T.W.U. 1/	155	0.0%	155
Information	30	2.5%	30
Financial Activities	255	-5.8%	240
Professional & Business	276	-3.7%	266
Education & Health	2,991	-0.4%	2,979
Leisure & Hospitality	663	1.0%	670
Other Services	357	-2.6%	348
Public Administration	180	0.9%	182
TOTAL	9,296	-2.2%	9,092

1/ Transportation, Warehousing, & Utilities

2/Assumes that growth in Forest Grove roughly tracks Washington County between 2007 and 2008

Source: JOHNSON REID



ANTICIPATED EMPLOYMENT GROWTH

In fall 2002, Metro produced 2030 employment and population forecasts for the Portland Metropolitan Area (defined as the Oregon counties of Clackamas, Multnomah, Washington, and Yamhill in addition to Clark County in Washington State). In accordance to standards outlined in DLCD’s Goal 9 Handbook, our forecast of employment in Forest Grove will be coordinated with regional planning efforts put forth by Metro. Our methodology has three distinct steps:

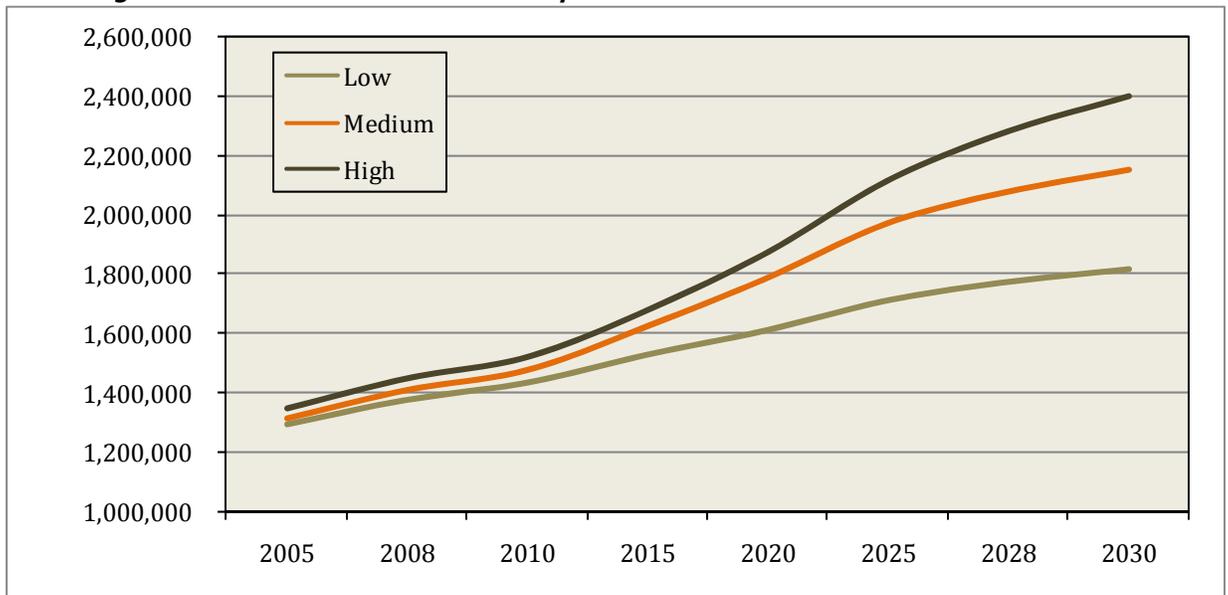
- 1) *Present ADOPTED regional growth forecasts for the Portland Metropolitan Area as produced by Metro;*
- 2) *Estimate Washington County’s share of anticipated future employment growth;*
- 3) *Forecast employment growth in Forest Grove based on its anticipated share of future economic growth in Washington County.*

METRO’S REGIONAL FORECAST

Metro’s 2002 regional forecast of employment and population estimated a medium growth scenario of employment along with two alternative “pessimistic” and “optimistic” forecasts. The geographic region is for the then five-county metropolitan area. The methodology employed by Metro can be reviewed in the document available online.⁹

Using extrapolated estimates for 2008 and 2028, Metro’s forecast estimates, under a medium growth scenario, 668,467 new employment positions over the next 20-years, an increase of 47.4% (1.96% AAGR). Low and high growth scenarios round out a total forecast range of 398,691 to 835,842 new jobs over the 20-year planning period.

FIGURE 15: REGIONAL EMPLOYMENT GROWTH, PORTLAND METROPOLITAN AREA



SOURCE: Metro

WASHINGTON COUNTY EMPLOYMENT GROWTH

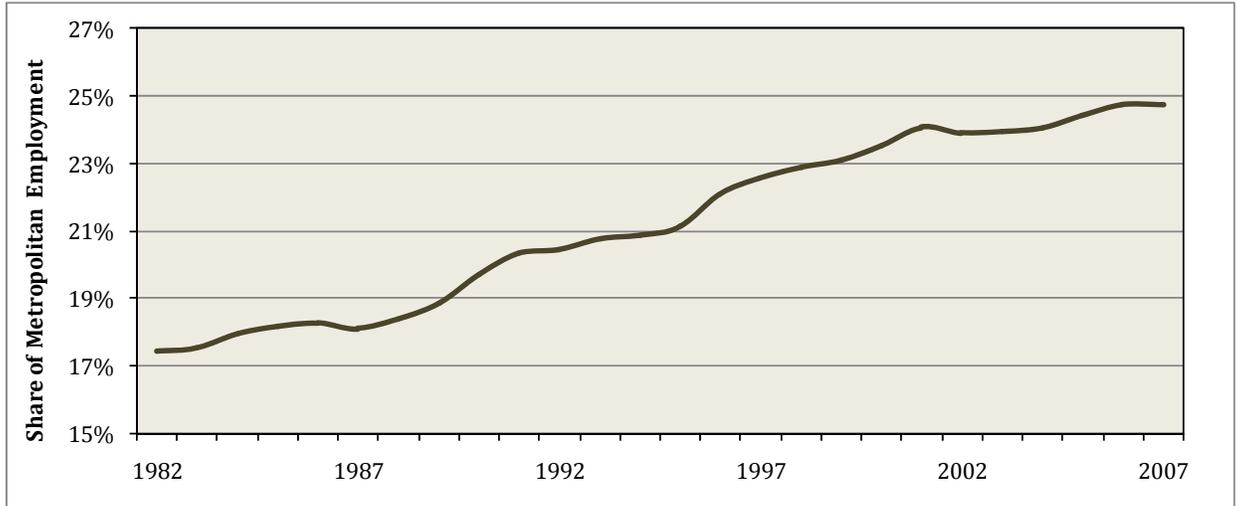
Since 1982, growth in the Washington County economy has exceeded that of any other county in the metropolitan area as measured by employment. Over this interval Washington County’s share of regional employment has increased markedly from 17.5% to 24.7% in 25 years, according to estimates from the Oregon Employment Department.

⁹ http://www.oregonmetro.gov/files/maps/2000_2030regionalforecastsept2002.pdf



Over the past quarter century, the Washington County employment base has nearly tripled, adding nearly 160,000 new payroll jobs. Over the last ten years, Washington County has captured 41% of total employment growth across the Portland Metropolitan Area. This interval includes the only period of economic contraction (2001-2002 following the tech bubble) Washington County has seen in the last 25 years.

FIGURE 16: WASHINGTON COUNTY SHARE OF METROPOLITAN AREA EMPLOYMENT



SOURCE: Oregon Employment Department and Johnson Reid

To estimate total employment capture in Washington County over the 20-year planning period, we assume that over the next ten years Washington County will at least continue to capture a similar share of economic activity. Over the broader 20-year planning period, we anticipate Washington County's capture of regional growth to trend toward its exhibited capture over the last 25-years, roughly 32% new employment growth.

Coupled with the fact that Washington County is home to a significant share of the region's employment land suitable for tomorrow's industry, we can conservatively expect this trend to continue into the foreseeable future. When applied to Metro's regional employment forecast, extrapolated to 2008 and 2028 periods, Washington County can expect to capture over 200,000 new jobs through 2028. We forecast annual growth in the range of 1.5% to 2.98% over the planning period with the creation of 116,000 to 252,000 new jobs.

BASELINE FOREST GROVE EMPLOYMENT GROWTH

In 2007, the Forest Grove economy comprised roughly 2.75% of the Washington County economy as measured by employment. The Baseline forecast assumes Forest Grove will continue to capture a similar share of employment growth over the planning period. This assumption is conservative in light of Forest Grove's roughly 8% share of developable employment land in Washington County. Through 2028, the baseline forecast translates into 5,748 (2.45% AAGR) new jobs in Forest Grove based on Metro's adopted regional forecast.

BASELINE FOREST GROVE EMPLOYMENT FORECAST BY INDUSTRY SECTOR

For the purposes of identifying land need, we now stratify total employment growth estimated above across employment sectors in the Forest Grove economy. This is an important step in the analysis as different industry sectors require varying types and characteristics of land. In Figure 17, the total baseline employment forecast is stratified across industry sectors based on Oregon Employment Department (OED) Region 2 forecasts, historical trends from ES-202 reports, interviews with major employers in the area and State and local officials and the policy goals and objectives outlined by the City.



Figure 17 presents a forecast of total employment for Forest Grove between 2008 and 2028. As shown, the baseline employment forecast anticipates an increase of 5,748 jobs, reflecting an average annual growth rate of 2.5%. Significant employment gains are expected in existing employment sectors including Manufacturing and Education & Health Services. Currently, the Professional & Business Services sector is grossly underrepresented in the Forest Grove economy, with an employment density for the sector roughly 20% of the national average. These services, which include everything from law services and administration to waste remediation are likely being provided by regional firms outside of Forest Grove, namely Hillsboro and Portland. Over the course of the planning period, we expect the maturation of the Forest Grove economy and potential spillover effects from on-going economic growth regionally to produce noteworthy growth in professional services on the margin.

FIGURE 17: EMPLOYMENT FORECAST BY SECTOR, FOREST GROVE, OREGON (2008-2028)

Baseline Growth Forecast NAICS	Base Year	Employment Forecast				2008-2028 Growth	
	2008	2013	2018	2023	2028	Jobs	AAGR
Natural Resources	937	937	937	937	937	0	0.0%
Construction	420	475	528	595	656	236	2.3%
Manufacturing	2,197	2,572	2,945	3,426	3,888	1,691	2.9%
Wholesale Trade	67	73	79	87	93	26	1.7%
Retail Trade	600	680	757	854	944	343	2.3%
T.W.U.	155	176	195	220	243	89	2.3%
Information	30	33	35	38	41	10	1.5%
Financial Activities	240	264	286	313	337	97	1.7%
Professional & Business	266	344	428	546	670	404	4.7%
Education & Health	2,979	3,460	3,933	4,540	5,118	2,139	2.7%
Leisure & Hospitality	670	783	896	1,041	1,180	510	2.9%
Other Services	348	380	410	446	479	131	1.6%
Public Administration	182	199	216	235	253	72	1.7%
TOTAL	9,092	10,377	11,646	13,278	14,840	5,748	2.5%

SOURCES: Oregon Employment Department Regional Forecasts, Oregon ES-202 reports, Local Interviews, and JOHNSON REID

ALTERNATIVE GROWTH SCENARIOS

The baseline scenario evaluated above is based on the estimated Washington County share of Metro's adopted regional employment forecast, incorporating a share of growth allocated to Forest Grove based on historical capture and available land. However as discussed above, Hillsboro is establishing a policy objective to create a solar energy cluster in Hillsboro and Washington County. Considering the recent activity in Hillsboro with the operations of SolarWorld, including detailed plans underway for a second phase and already slated to bring 2,000-2,500 solar manufacturing jobs to Hillsboro in the next two years alone, this objective is increasingly viable. The City's policy is to plan for local growth similar to the tech boom that hit Hillsboro in the 1990's. This path could lead to the creation of thousands of manufacturing jobs in the local economy. Between 1987 and 2000 Washington County's high tech manufacturing employment nearly doubled, adding close to 15,000 jobs. During that period, the Washington County economy added over 115,000 jobs growing by an annual average rate of 5.7%.

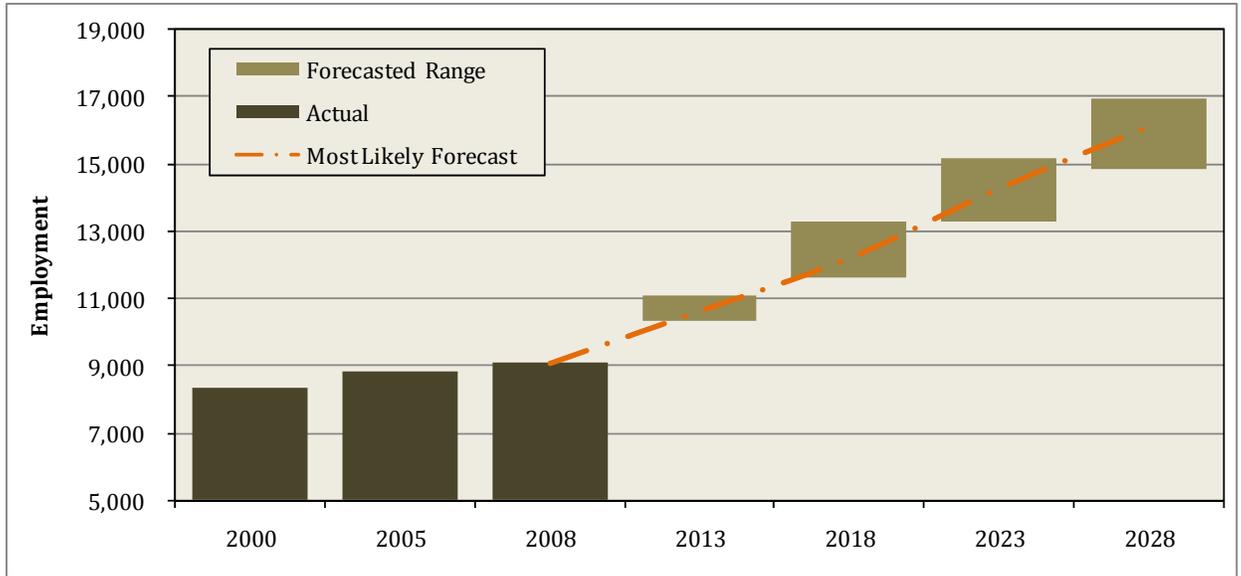
The City has also targeted the biotech sector. Oregon's biotech projections are uncertain. For example, the industry faces challenges at the State level such as a lack of seed and venture capital funding, lack of major biomedical research university and agglomeration. With this said, the potential for Hillsboro to attract biotech companies has been greatly increased by the presence of Genentech. The most viable addition to Hillsboro is biotech contract manufacturing.

Current economic development research conducted by JOHNSON REID on behalf of the City of Hillsboro indicated emerging cluster economic development could translate into 8,121 to 13,810 new employment



positions when indirect and induced effects are considered. However, despite considerable economic development potential and an established industrial recruitment program, available employment land suitable for cluster development over the long term is not likely to be sufficient in Hillsboro to accommodate burgeoning demand. As a result, neighboring jurisdictions with geographical proximity, suitable land and strong community assets have the potential to capture spillover economic impacts from cluster emergence in Hillsboro. This analysis assumes Forest Grove has the ability to capture 15% of regional economic activity created by the emergence of solar and biotechnology clusters outlined in JOHNSON REID's Hillsboro analysis. This methodology translates into an additional 1,275 to 2,128 jobs beyond the baseline capture forecast presented in Figure 17.

FIGURE 18: TOTAL EMPLOYMENT FORECAST, FOREST GROVE, OREGON (2008-2028)



The alternative forecasts have the greatest impacts on the manufacturing sector, of which the majority of direct employment in the emerging cluster is expected to be concentrated. Additionally, Professional & Business Services also displays a notable uptick under the alternative scenarios, with an increase of 588 to 712 new jobs over the forecast period.



FIGURE 19: ALTERNATIVE GROWTH FORECASTS BY SECTOR, FOREST GROVE, OREGON (2008-2028)

High Growth Forecast NAICS	Base Year	Employment Forecast				2008-2028 Growth	
	2008	2013	2018	2023	2028	Jobs	AAGR
Natural Resources	937	937	938	938	938	1	0.0%
Construction	420	477	531	598	660	240	2.3%
Manufacturing	2,197	3,108	4,194	4,825	5,455	3,258	4.7%
Wholesale Trade	67	80	96	106	115	48	2.7%
Retail Trade	600	694	789	891	987	386	2.5%
T.W.U.	155	181	207	234	259	104	2.6%
Information	30	41	55	61	67	36	4.0%
Financial Activities	240	270	301	331	358	118	2.0%
Professional & Business	266	443	657	815	979	712	6.7%
Education & Health	2,979	3,476	3,970	4,582	5,167	2,187	2.8%
Leisure & Hospitality	670	797	926	1,077	1,221	551	3.0%
Other Services	348	389	430	470	506	158	1.9%
Public Administration	182	200	218	239	257	75	1.7%
TOTAL	9,092	11,093	13,313	15,166	16,968	7,876	3.2%

Medium Growth Forecast NAICS	Base Year	Employment Forecast				2008-2028 Growth	
	2008	2013	2018	2023	2028	Jobs	AAGR
Natural Resources	937	937	937	938	938	1	0.0%
Construction	420	476	529	596	659	239	2.3%
Manufacturing	2,197	2,766	3,364	4,163	4,827	2,630	4.0%
Wholesale Trade	67	76	85	97	106	39	2.3%
Retail Trade	600	686	769	874	969	369	2.4%
T.W.U.	155	177	200	228	253	98	2.5%
Information	30	36	42	50	56	26	3.1%
Financial Activities	240	266	291	322	350	110	1.9%
Professional & Business	266	382	510	691	855	588	6.0%
Education & Health	2,979	3,466	3,946	4,563	5,147	2,168	2.8%
Leisure & Hospitality	670	789	907	1,060	1,205	535	3.0%
Other Services	348	384	417	459	495	147	1.8%
Public Administration	182	200	217	237	256	74	1.7%
TOTAL	9,092	10,639	12,214	14,279	16,115	7,023	2.9%

SOURCES: Oregon Employment Department Regional Forecasts, Oregon ES-202 reports, Local Interviews, and JOHNSON REID



20-YEAR EMPLOYMENT LAND NEEDS ANALYSIS

INTRODUCTION

This section summarizes the projected need for commercial and industrial land associated with the employment projections through 2028. Results are followed by a description of the methodology employed by JOHNSON REID to project the need for commercial and industrial space, and subsequently, commercial and industrial land.

Determining the City’s required site types involves qualitative and quantitative analysis. The qualitative analysis describes the site characteristics expected to be demanded by firms during the planning period. There are three components to the quantitative analysis. The first describes the types of firms likely to locate in the City of Forest Grove during the planning period. This component was completed through the Target Industry Opportunities Analysis above. The second component involves projections of employment. These employment projections were summarized in the previous section. The third component combines these employment projections with the qualitative component of the Site Requirements analysis to project the commercial and industrial land need and the demanded numbers of sites.

SUMMARY OF COMMERCIAL AND INDUSTRIAL LAND NEED FINDINGS

The results summarized in Figure 20 highlight projections of net new demand within the Forest Grove Urban Area for commercial and industrial land between 2008 and 2028. Detailed findings by use type and growth scenario are included in the technical appendix. Over the next twenty years, net new demand for commercial and industrial land is expected to range from 311 to 451 net buildable acres, contingent upon Forest Grove’s realized growth pattern through 2028. The medium growth scenario indicates that Forest Grove can expect aggregate commercial and industrial land need in the vicinity of 397 acres through 2028; additional acreage may be necessary to accommodate particular numbers and types of sites expected to be demanded.

These projections reflect *net* developable land, required only for building and impervious surface space requirements. Roads, right-of-ways, parks and public facilities, among other things necessary to serve projected land development, are not included. While the methodology is not based on a set density per acre assumption, the output reflects the following average jobs per net acre by broad employment land development categories. The following table expresses the average number of jobs per net acre based on Forest Grove’s unique economy end employment forecast through 2020, as well as the resulting, twenty-year land demand net acreage for Forest Grove as expressed in Figure 20.

AVERAGE JOBS/NET ACRE	
OFFICE COMMERCIAL	37.9
INDUSTRIAL	16.9
RETAIL COMMERCIAL	11.0
OVERNIGHT LODGING	10.9
SPECIALIZED USES 1/	24.2

1/ Hospitals, Clinics, etc. for employment not otherwise categorized.

The forecast reflects an expectation that future employment space needs will reflect a fairly consistent allocation across commercial office and industrial uses.



FIGURE 20: PROJECTED AGGREGATE NEED FOR COMMERCIAL AND INDUSTRIAL LAND IN THE FOREST GROVE URBAN AREA (NET BUILDABLE ACRES) (2008-2028)

Use Type	Need For Land (Acres) By Scenario:		
	Baseline Growth	High Growth	Medium Growth
OFFICE COMMERCIAL	44.7	56.5	51.8
INDUSTRIAL	113.5	203.7	167.6
RETAIL COMMERCIAL	77.5	113.4	101.1
CITY RESIDENTS	62.0	90.7	80.9
REGION/TOURISTS 1/	15.5	22.7	20.2
OVERNIGHT LODGING	11.7	12.7	12.3
SPECIALIZED USES 2/	63.8	65.2	64.7
TOTAL	311.2	451.5	397.4

1/ Assumes regional/tourist demand normalizes at 20% of retail support, given targeted opportunities outlined in the EOA.

2/ Hospitals, Clinics, etc. for employment not otherwise categorized. Assumes 20 employees per acre

SOURCE: Johnson Reid

In addition to the demand for actual sites, the need for public rights of way and infrastructure must be estimated in order to project the total amount of lands that would be required in the event the Urban Growth Boundary were expanded to provide land for needed employment sites. The DLCDC Goal 9 guidebook recommends 25% for City's that would largely be extending infrastructure into new areas to serve new development. This would be the predominant pattern for the City of Forest Grove for lands outside the UGB and so the below figure converts the acreages from Figure 20 to total gross land demand by category. Figure 21 projects the total land demand for the City of Forest Grove.

FIGURE 21: PROJECTED AGGREGATE NEED FOR COMMERCIAL AND INDUSTRIAL LAND IN THE FOREST GROVE URBAN AREA (GROSS BUILDABLE ACRES) (2008-2028)

Use Type	Need For Land (Acres) By Scenario:		
	Baseline Growth	High Growth	Medium Growth
OFFICE COMMERCIAL	55.8	70.7	64.7
INDUSTRIAL	141.9	254.6	209.4
RETAIL COMMERCIAL	96.9	141.7	126.4
CITY RESIDENTS	77.5	113.4	101.1
REGION/TOURISTS 1/	19.4	28.3	25.3
OVERNIGHT LODGING	14.6	15.8	15.3
SPECIALIZED USES 2/	79.7	81.6	80.8
TOTAL	389.0	564.4	496.7

1/ Based on current ratios between locally supported and total sales, CE Survey from the BLS and Census of Retail Trade.

2/ Hospitals, Clinics, etc. for employment not otherwise categorized.

SOURCE: Johnson Reid



FIVE-YEAR DEMAND POTENTIAL

The City of Forest Grove is further interested in potential land demand for various employment uses over a five-year period. Johnson Reid estimates potential five-year demand in Figure 22 utilizing two methodologies:

1. Five-Year Annual Average – Average annual demand over the twenty-year planning period summed for five years.
2. Land Investment Estimates – The Five-Year Annual Average plus at least 10% additional demand to account for the pattern of employment land purchase for gradual, phased development over a time period.

FIGURE 22: FIVE-YEAR NEED FOR COMMERCIAL AND INDUSTRIAL LAND IN THE FOREST GROVE URBAN AREA (GROSS BUILDABLE ACRES) (2008-2013)

Use Type	Average Annual Demand			Demand with Land Investment		
	Baseline Growth	High Growth	Medium Growth	Baseline Growth	High Growth	Medium Growth
Office Commercial	14	18	16	20	25	23
Industrial	35	64	52	50	89	73
Retail Commercial	19	28	25	27	40	35
Overnight Lodging	4	4	4	5	6	5
Specialized Uses	<u>20</u>	<u>20</u>	<u>20</u>	<u>28</u>	<u>29</u>	<u>28</u>
Total 5-Yr Acreage	92	134	118	129	188	165

SOURCE: Johnson Reid

Land “banking” or investment by firms or business and industrial park and commercial center developers that expect to expand over the long-term is a crucial assumption to include in any demand analysis, particularly for larger parcels. Retaining the capacity to “expand in place” is an integral part of employment land provision and business location decision-making, especially in the Portland metropolitan region that has a traditionally tight land supply. To account for the needs of industry to invest in land capacity in the short-term is to significantly ensure long-term growth plans and help to reduce key facility input costs.

In *2040 Means Business: Industrial Market Working Paper*¹⁰, a potential model for estimating land banking within industrial land demand was discussed. Below is a summary of the discussion regarding land banking from previous work:

- High-tech firms in the area have demonstrated a propensity for long-term investment or “land banking”, or purchasing property in excess of their anticipated immediate term needs in order to assure on-site expansion potential.
- The 2040 Means Business Industrial Working Paper sampled 18 owner/user occupied buildings, totaling 8,460,328 square feet of space on 1,505 acres of land. The average coverage ratio for these users was only 12.9%, reflecting the impact of land banking for potential future expansion on land consumption.
- Without this land banking/expansion capability, owner/users may be hesitant to locate in this region for several reasons. First, they perceive they will actually use the land for future expansion

¹⁰ Hobson Johnson & Associates, 2040 Means Business: Industrial Market Working Paper, November 1996. Also treated in Aggregate Industrial Land Needs (Johnson Gardner, LLC, December 2002), which provided findings of fact in support of the special urban growth boundary amendment that brought in the “Shute Road” site, ultimately the recruitment location of Genentech in Hillsboro.



and do not want to be faced with the inefficiencies of multiple locations in the future. Second, they often desire a campus environment with major landscaping and open space.

- Operational characteristics of high-tech employers also contribute to a relatively high propensity to land bank in the industry. Raw industrial land cost is a relatively small component of a high-tech employer's overall capital improvement budget and operational costs. The cost of buildings and equipment is very high relative to general industrial improvements, as is the cost of labor.

INDUSTRIAL AND OFFICE LAND NEED METHODOLOGY

Demand for industrial and office commercial land is a direct function of employment growth in industrial sectors that occupy this type of space. As a result, our projections of industrial and office demand are based on forecasted employment growth by industrial sector within the City of Forest Grove. Methodology for forecasting need for industrial and office commercial land follow a standard, multi-step process, summarized below. A number of exhibits are referenced, which are found in the technical appendix to this document.

Demand for Office Building Space

Sector employment growth for each of the three economic scenarios is converted into growth in office employment based on typical percentages of jobs, or capture factors, by sector that will be located in office development rather than industrial development. Employment density ratios, the average space in square feet necessary per office job, were utilized to calculate total office space demand given projected employment growth. Ratios and densities utilized are from the Urban Land Institute.

[Exhibits 1.01 and 1.02]

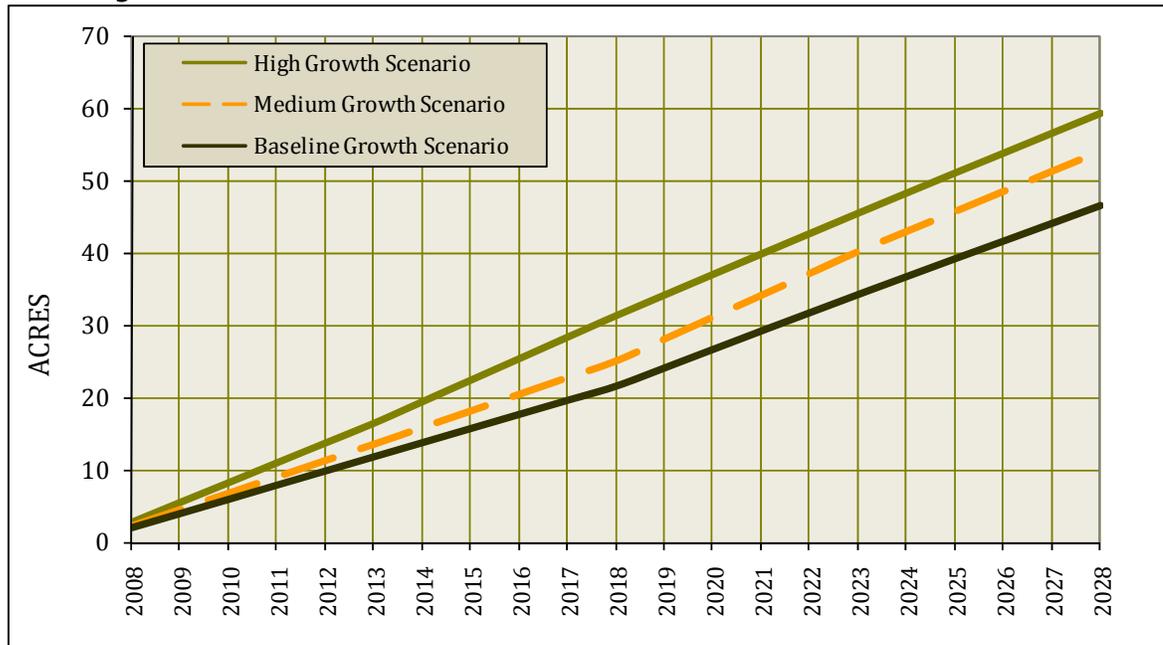
Demand for Office Commercial Land

Demand for office land is a conversion of demand for space by an office floor area ratio (FAR). FAR is defined as the gross leasable building area divided by the buildable land area used. For example, a 5,000 square foot office building on a 10,000 square foot site would be an example of a 0.50 FAR. For projections under each of the three Forest Grove economic scenarios, JOHNSON REID assumed a relatively conservative 0.30 FAR. While surface parked office space can be produced at an FAR up to 0.50, the historic pattern in Forest Grove has included more single storey structures at a substantially lower ratio.

[Exhibit 1.03]



FIGURE 23: CUMULATIVE OFFICE LAND DEMAND BY SCENARIO



Demand for Industrial Building Space

Forest Grove’s industry employment growth for each of the three economic scenarios is converted into growth in industrial employment based on typical percentages of employment by sector that will be located in industrial space. Employment is then further stratified by type of space, including warehouse/distribution, general industrial and high-tech/flex space. Finally, employment density ratios, calculated as average square feet of space necessary per industrial job, were utilized to calculate total space demand by industrial space type given projected employment growth. These ratios and densities are based on industry standards.

[Exhibits 1.05 through 1.07]

Demand for Industrial Land

Demand for industrial land is a conversion of demand for space by floor area ratios (FARs) by industrial development type and the addition of non-industrial use demand for industrial land typical of business park space. Projections utilize the following FARs:

- Warehouse/Distribution: 0.31
- General Industrial: 0.30; and
- High-Tech/Flex: 0.26.

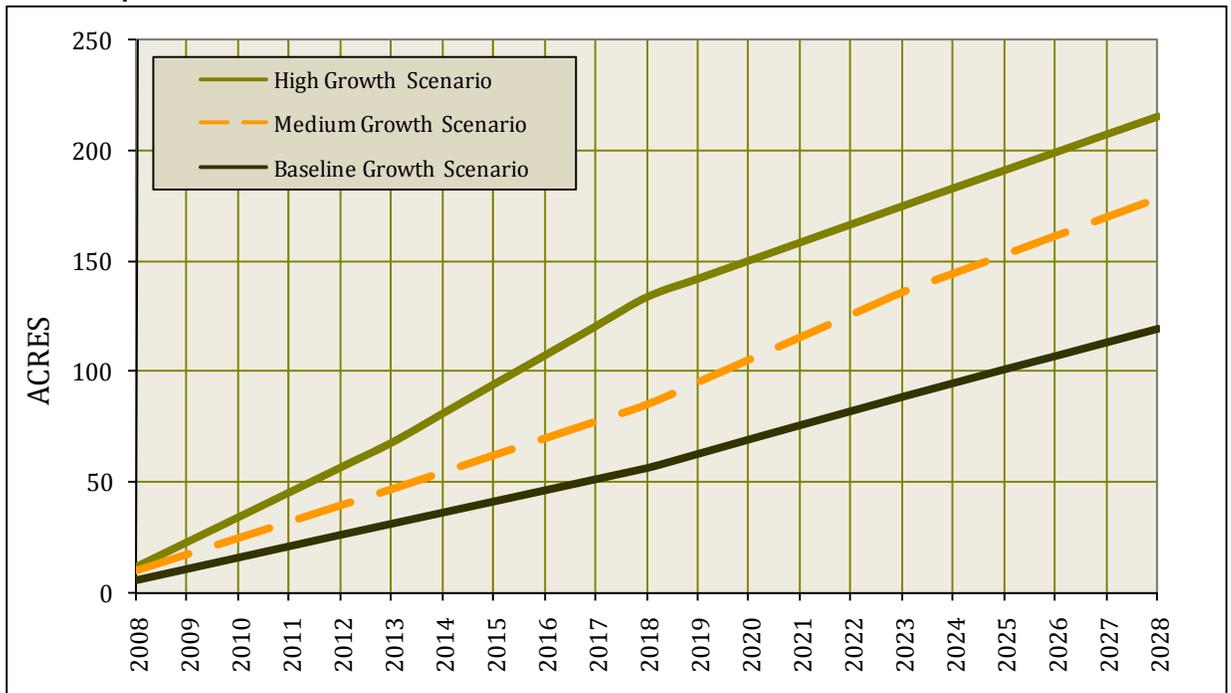
Second, a 20% non-industrial use demand for land was assumed for industrial land projections.¹¹

[Exhibits 1.08 and 1.09]

¹¹ Non industrial uses in industrial districts include office space as well as support retail.



FIGURE 24: CUMULATIVE INDUSTRIAL LAND DEMAND BY SCENARIO



RETAIL COMMERCIAL LAND METHODOLOGY

Unlike industrial and office commercial land need, retail land need is a direct function of households moving into Forest Grove, typical spending patterns by those households and visitor/tourist spending. Methodology for forecasting retail commercial land need is summarized below.

Household Growth Projections

For modeling growth in retail commercial land need driven by residential growth, JOHNSON REID utilized the City’s population growth projections in our residential land need analysis. Medium, high and low growth scenarios, and resulting household growth projections through 2028, were estimated as follows:

- *Baseline Growth Scenario: Assumes population growth rate of 2.14% annually.*
- *High Growth Scenario: Assumes population growth rate of 2.52% annually.*
- *Medium Growth Scenario: Assumes population growth rate of 2.76% annually.*

ESTIMATE FOREST GROVE CITY PER-HOUSEHOLD RETAIL SPENDING

JOHNSON REID estimated per-household annual spending by retail category utilizing data derived from the US Bureau of Labor Statistics Consumer Expenditure Survey. Categories are as detailed in the following table by the North American Industry Classification System (NAICS).



FIGURE 25: AVERAGE HOUSEHOLD EXPENDITURES ON RETAIL GOODS, FOREST GROVE UGB

NAICS	Category	Per Household Expenditures 1/
441	Automotive Parts, Accessories and Tire Stores	\$8,067
442	Furniture and Home Furnishings Stores	\$943
443	Electronics and Appliance Stores	\$990
444	Building Materials and Garden Equipment	\$4,058
445	Food and Beverage Stores	\$5,334
446	Health and Personal Care Stores	\$1,876
448	Clothing and Clothing Accessories Stores	\$1,914
451	Sporting Goods, Hobby, Book and Music Stores	\$862
452	General Merchandise Stores	\$5,039
453	Miscellaneous Store Retailers	\$1,043
722	Foodservices and Drinking Places	\$3,936
Totals/Weighted Averages		\$34,062

Estimate Future City of Forest Grove Resident-Driven Retail Sales

Future retail sales originating within the City of Forest Grove were simply calculated as the product of future City of Forest Grove household counts under the medium, high, and low growth scenarios through 2028 and annual average retail sales by category.

[Exhibit 1.12]

Demand for Retail Commercial Space

Future retail sales are converted into need for developed retail space by calculating the product of future City of Forest Grove retail sales by category to a category-specific Sales Support Factor. The Sales Support Factor is the national average retail sales per square foot of space for each category of retail. Sales support factors are from the Urban Land Institute publication *Dollars & Cents*.

[Exhibit 1.13]

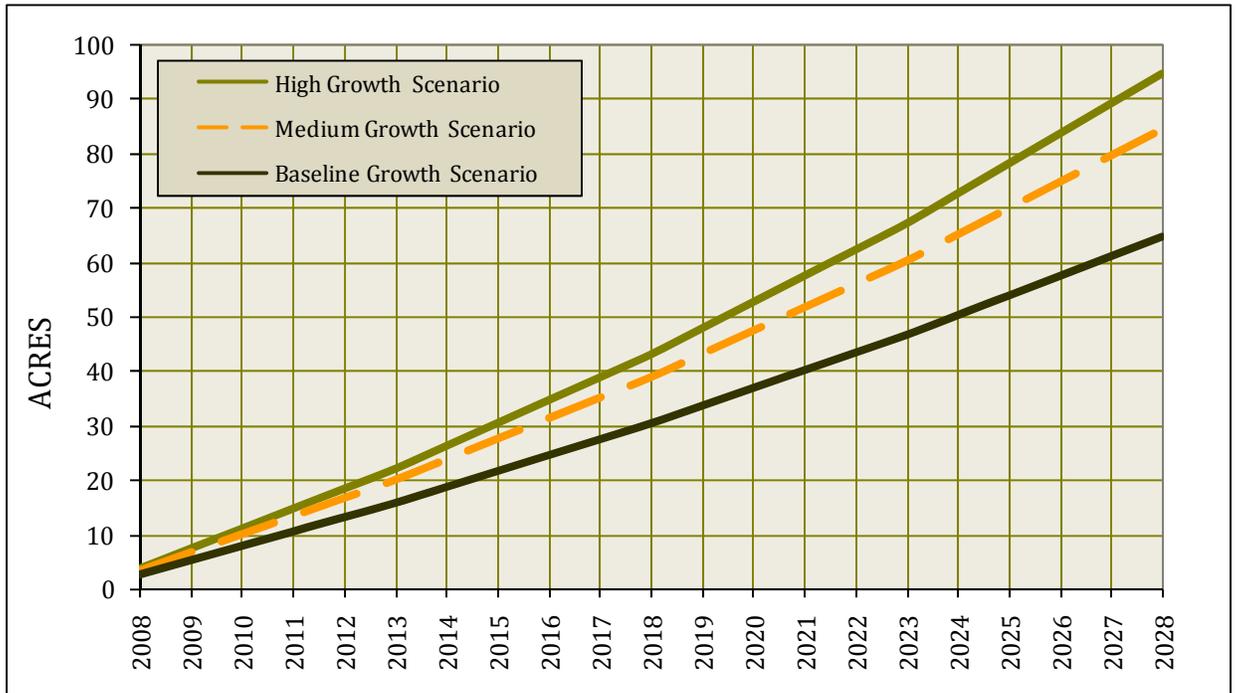
Demand for Retail Commercial Land

Demand estimates for developed retail space at different time points was then converted into demand for retail commercial land by applying the industry-standard retail Floor Area Ratio (FAR) of 0.25. The FAR assumes standard suburban retail space requiring one parking space per 1,000 square feet of retail floor area.

[Exhibit 1.14]



FIGURE 26: CUMULATIVE RETAIL LAND DEMAND BY SCENARIO



Region/Visitor Spending Projections

The City of Forest Grove’s estimated retail sales are significantly below originating sales by a sizable margin, reflecting the City’s position as a bedroom community, failing to capture a typical share of general retail spending, particularly Food Services. In other words, residents in Forest Grove spend a sizable share of their retail dollars outside of Forest Grove. For this reason, calculating a current ratio of existing visitor/tourist spending is problematic. Given the sectors stated opportunities outlined in the EOA, we assume in this analysis that regional/visitor spending will drive at least 20% of new demand retail commercial land demand during the planning period given long-term economic development planning for winery/agricultural-based tourism as a growth market for Forest Grove.



20-YEAR EMPLOYMENT LAND DEMAND SITE QUALITIES

INTRODUCTION

The previous section of this analysis provided cumulative, net and gross acreage estimates of employment land demand for the City of Forest Grove, based on economic opportunities identified, over the planning horizon through 2028. This section of the Economic Opportunities Analysis translates total, cumulative demand for employment land into crucial details of employment site needs by various physical and infrastructure criteria, among other qualities. This section is divided into two employment land need discussions:

- *Qualitative Site Requirements by Use:* Market, industry, and user-specific requirements for employment sites over the planning horizon based on known historical patterns and identified industry trends.
- *Employment Site Demand by Site Quality:* Cumulative land demand is translated into use and orientation demand categories including use type, user type, and site sizes consistent with site requirement findings. A reconciliation with existing City land supply is included, with conclusions of additional land need by use and site type discussed.

QUALITATIVE SITE REQUIREMENTS BY DESIGNATION & USE

The qualitative component of the site requirements analysis identifies factors such as site sizes (acreage), loading, parking, storage, public facilities, utilities, ownership patterns, surrounding development patterns, proximity to labor, proximity to customers, access to transportation infrastructure, and other site amenities unique to the specific industry. The subsequent development matrix tables identify site improvement orientation requirements according to four major land use categories: Office, Commercial Retail, Industrial and Campus/Institutional.

The level of specificity provided in the required site types will inform land demand and supply analyses and land use designation category development.¹² These general development pattern categories are not intended to be exhaustive, but rather are intended to capture the typical patterns observed in the market today and expected for the future.¹³ However, by identifying and planning for typical patterns, the widest range of development patterns have been considered in an effort to analyze demand from these many perspectives.

The subsequent description of site requirements does not include extensive discussions of environmental constraints. This is because employment land development patterns are generally less sensitive to environmental constraints than residential development patterns. Generally, the described acreages assume sites that are largely free from environmental constraints such as slopes, wetlands, and floodplains.

¹² The typical development pattern presented in this section do not equate to land use districts; nor are they intended to function as *Uses with Special Siting Characteristics* (As that term is used in OAR 660-009-0025(8)).

¹³ Site sizes are actually continuous phenomena. The segmentation into size ranges is not statistically defined, but is nonetheless useful for analysis and planning purposes. Hybrid and overlapping development patterns already exist and are common; others hybrids and overlaps may emerge during the planning period including various high-tech uses.



OFFICE DEVELOPMENT PATTERN TYPES MATRIX

	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/Leasing Patterns	Parking, Loading, Storage (Loading & Storage not major issues for Offices)
Large Office Users (150-1200+ Employees.; 60k-500+k sq. ft. built space)	Main Branch/Headquarters Offices for Banking, Security and Commodity, Real Estate, and Insurance Carriers, Healthcare, Communications, Transportation Services, Back Office Processing	Transportation system that provides access to labor is essential and may require convenient connections to major arterial roadways and State Highways. Proximity to Government offices may be a factor. Convenient airport access is almost always important. Convenient public transportation may be a consideration, especially for a downtown site.	Water, sewer, and storm drainage must be adequate. Site must be able to be served by modern telecommunications. Multiple energy suppliers may be a consideration.	Downtown – Large users sometimes occupy high-rise structures in downtown areas. Site sizes are usually 0.75 to 4 acres per user arrayed among traditional downtown development patterns. Large tenants critical in pre-lease requirements for high-rise construction.	Typically own or long-term leases from affiliated real estate company. Sometimes independent long-term leases.	Parking must be reasonably adequate and convenient- Often structured. Usually a mix of private and public if structured.
				Business/Office Park- Usually two to three story buildings. Users usually have 3.5 to 15 acre sites clustered within a larger park of 50 to 400 hundred acres. Large users may also prefer a campus siting, and may land bank for potential future expansion.	Typically Own or lease from affiliated real estate company.	Usually uses on-site surface parking.
				Under-performing Commercial Sites – Usually adaptive reuse of an under-performing commercial site 2 to 20 acres arrayed within a larger commercial node of 20 to 500 acres.	Typically discount lease structure, but may own	Usually uses on-site existing surface parking
Medium Office Users (35-175 employees; 12k-70k sq. ft.)	Community Branches for Banking, Security and Commodity, Real Estate, and Insurance Carriers, and Community Healthcare Professional Business Services, Legal Services, Communications, Transportation Services	Transportation system that provides access to labor is important and will require convenient connections to at least a minor collector and may require convenient connections to major arterial roadways and State Highways. Proximity to Government offices may be a factor. High visibility access to customers is essential for the consumer oriented users. Airport access is important. Convenient public transportation may be a consideration, especially for a downtown site.	Water, sewer, and storm drainage must be adequate. Site must be able to be served by modern telecommunications.	Downtown- Medium users tend to utilize one or two floors of an existing building. Downtown can be cost-prohibitive for uses that require ground floor customer visibility. Site sizes come from existing configurations. The size of these tenants and their ability to pre-commit on space make building new speculative space difficult at the scale seen in more urban locations.	Limited ownership opportunities may be a limiting factor. Leases prevalent.	Tends to utilize public supplied parking downtown that may include leases of public spaces.
				Business/Office Park- Occupy buildings individually or with a group of tenants. Users often seek sites near campus development patterns with which they interact. Sites are typically 0.5 to 3 acres per user within a larger park of 30 to 100 acres.	Ownership or leases from affiliated companies common and may be deciding factor.	Usually uses on-site surface parking.
				Commercial Centers-These are the preferred development patterns for consumer oriented medium sized office users such as branch banks and real estate offices. Users often seek sites near campus development patterns with which they interact. Sites are typically 0.5 to 3 acres per user within a larger community commercial node of 10 to 200 acres.	Ownership varies with the user requirements.	Usually on-site, but may be shared parking with adjoining commercial uses.



	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/Leasing Patterns	Parking, Loading, Storage (Loading & Storage not major issues for Offices)
Small (1-40 employees; 400 to 13k square feet)	Sole proprietor or small partnership of professional service offices for Banking, Security & Commodity, Real Estate, Insurance Agents and Brokers, Business Services and Legal Services	Access to customer base very important to consumer oriented users such as insurance agents/brokers and real estate agents/brokers. Transportation system that provides access to labor is important, but these users may have to compromise convenient access to labor as a cost saving measure. Executive housing concentrations are important for many small users, minimizing commute times for executives that don't rely upon specific locations. Proximity to Government offices may be a factor. These office uses can be served by all functional street functional classifications Airport access is important. Convenient public transportation may be a consideration, especially for a downtown site.	Water, sewer, and storm drainage must be adequate. Site should have, but may not always, require modern telecommunications.	Downtown- These small user companies absorb the smaller spaces downtown that are too small or have limitations for larger users. Site sizes downtown are predetermined by existing development patterns and to a lesser extent by redevelopment.	Most are done as leases. Some small ownerships available through condominiums.	Tends to utilize public supplied parking downtown that may include leases of public spaces.
				Business/Office Park- These small user companies absorb the smaller spaces in larger projects that are too small or have limitations for larger users or occupy expansion areas for medium and large users. Sites sizes are typically driven by larger users except when small companies pool resources to occupy sites. Sites are typically are typically 0.5 to 3 acres within a larger park of 30 to 100 acres.	Most space is leased. A collection of small users sometimes pool their resources to jointly own and lease back a 'medium' sized building /site or as a condominium/padlot.	Usually uses on-site surface parking.
				Commercial Centers - These small user companies absorb the smaller spaces in larger projects that are too small or have limitations for larger users or occupy expansion areas for medium and large users. These sites tend to be predetermined by the larger users. These sites are most important to consumer oriented users such as insurance agents.	Most space is leased.	Usually on-site, but may be shared parking with adjoining commercial uses.
				Residential to Office Conversions – These offices tend to be in older transitional areas where commercial and office uses are supplanting residential. Sites tend to be .12 to .75 acres	These are typically owned by the Company or the Companies' owner(s), often central issue in the decision.	Usually a combination of public on-street and private off-street. Parking can often be limiting factor.
				Home Based Businesses – These offices exist within residences and the use is considered accessory to the residence. Site sizes are dictated by residential standards.	Ownership through home ownership is often central to the decision to operate a home based office business.	Customer parking typically restricted or not allowed per residential standards.



COMMERCIAL RETAIL DEVELOPMENT PATTERN TYPES MATRIX

	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/Leasing Patterns	Parking, Loading, Storage
Large Retail Users (45k-500+k sq. ft./; and/or 15+ acres of outdoor storage)	Retail Trade (Regional Retail);	Transportation system that provides convenient connections and very high visibility from major arterial roadways and state highways is essential. Convenient public transportation may be a consideration, especially for a downtown site. Pedestrian traffic on public sidewalks is very important to Downtown Sites and elevated pedestrian connections between buildings can be important as well, Internal pedestrian traffic is essential for Malls, and Lifestyle Centers.	Water, sewer, and storm drainage must be adequate. Site must be able to be served by modern telecommunication. Multiple energy suppliers may be a consideration.	Downtown – Downtown retail sites for large users typically occupy the ground floor and sometimes additional stories. They may occupy existing buildings or the lower floors of new multi-story office buildings. Large Downtown anchors are typically furniture stores and Department stores. Typical site sizes are .5 to 2 acres. Downtown anchors are no longer seen as vital to downtown revitalization, with smaller format unanchored specialty retail more common tenant types.	No known definitive ownership/leasing practices.	Parking is usually a combination of public and private and may be structured. Loading and storage needs can be limiting factor due to existing development patterns. Loading tends to be on-street or in alleys
				Regional Malls- Regional malls are a well-known development pattern and are large physical structures that contain a cluster of small and medium retailers anchored by three to seven large retail users in one to three stories. Large anchors are often Department stores. Some <i>outlet malls</i> are also configured in a traditional regional mall pattern. Typical site sizes are 3.5 to 10 acres within the larger 50 to 100+ acre mall site.	The large anchors sometimes own their building and portions of the Mall site – Otherwise they are done as Triple Net Leases from the Mall owner that is often a commercial REIT	Use on-site shared parking that is sometimes structured. Loading is generally off-hours in designated areas, loading docks and/or vacant parking spaces, storage is almost always indoors.
				Open –Air Centers – Lifestyle Centers are an example, which are a newer trend in retail development patterns that is a hybrid between an enclosed Mall and a Downtown. It has the concentration of retailers similar to an enclosed mall, but with open air pedestrian connections between stores similar to a Downtown. Some newer <i>outlet malls</i> are configured in a lifestyle center pattern. Typical site sizes are 2.5 to 7 acres within the larger 25 to 60+ acre. ¹⁴	The large anchors sometimes own their building and portions of the Mall site – Otherwise they are typically done as Triple Net Leases.	Use on-site center-wide parking that is sometimes structured. Loading is generally off-hours in designated areas. Modern loading bays are one benefit of the lifestyle concept. Storage is almost always indoors.
				Large Format Retail – These are large auto oriented stores that house a collection of goods within a single store. A recent trend has seen smaller vendors co-locate within the larger store (Such as a McDonalds within a Wal-Mart) Individual user site sizes are typically 6 to 14 acres and large format retail tends to seek sites that are clustered with other large format retailers in regional commercial centers that are 55 to 350+ acres.	These sites are typically owned by the retail company or an affiliated real estate company.	Usually use on-site surface parking that is sometimes structured and may be shared with adjacent properties. Loading is generally non peak-hours in designated areas, storage is mostly indoors, but some out.
				Vehicle/Equipment Salesplex – These are large vehicle and equipment sales yards that serve a wide regional market area. Typical site sizes are 15 to 40+ acres often within a larger cluster of 50 to 200+ acres of similar uses.	These sites are typically owned by the retail company or an affiliated real estate company.	Outdoor storage areas are dominant feature with surface customer parking on-site. Loading is often in designated areas on-site.

¹⁴ This definition is broader than the typical definition of “Lifestyle Center” in the retail industry.



	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/Leasing Patterns	Parking, Loading, Storage
Medium Retail Users (12k-50k sq. ft. /; and/or 3 to15 acres of outdoor inventory)	Retail Trade (Community Retail)	Transportation system that provides convenient connections and very high visibility from major arterial roadways and state highways is essential. Convenient public transportation may be a consideration, especially for a downtown site. Pedestrian traffic on public sidewalks is very important to Downtown Sites and elevated pedestrian connections between buildings can be important as well, Internal pedestrian traffic is essential for Malls, and Lifestyle Centers	Water, sewer, and storm drainage must be adequate. Site must be able to be served by modern telecom.	Downtown- Medium users tend to utilize one or two floors of an existing building. Downtown can be cost-prohibitive for some medium sized retail uses. Site sizes are dictated by existing development patterns or as a result of a large user or speculative development project. Second floor retail is typically seen as having limited appeal, unless a multi-floor tenant is found with ground floor presence.	Limited ownership opportunities may be a limiting factor. Leases prevalent.	Tends to utilize public and private supplied parking downtown that may include leases of public spaces. Downtown sites rarely have outdoor storage. Loading often done in alleys and may be a limiting factor.
				Neighborhood Shopping Centers- Typically use 3-10 acres, with leasable area of 30,000 to 100,000. Centers are typically anchored by grocers. These centers serve localized populations, and typically locate near population concentrations.	Ownership or leases from affiliated companies common and may be deciding factor.	Usually use on-site surface parking.
				Community Shopping Areas/Centers- Typically use 10 to 30 acres, with leasable area of 100,000 to 450,000. Anchors often include junior department stores, large variety, discount or department stores.	Ownership or leases from affiliated companies common and may be deciding factor.	Usually use on-site surface parking.
				Regional Malls- Regional malls are a well-known development pattern and are large physical structures that contain a cluster of small and medium retailers anchored by three to seven large retail users in one to three stories. Large anchors are often Department stores. Some <i>outlet malls</i> are configured in a traditional regional mall pattern. Typical site sizes are 3.5 to 10 acres within the larger 50 to 100+ acre mall site.	The medium anchors rarely own their building and portions of the Mall site – Otherwise they are done as Triple Net Leases from the Mall owner that is often a REIT	Use on-site mall-wide parking that is sometimes structured. Loading is generally off-hours in designated areas or vacant parking spaces, storage is almost always indoors.
				Open Air-Centers – Lifestyle centers are an example, which are a newer trend in retail development patterns that is a hybrid between an enclosed Mall and a Downtown. It has the concentration of retailers similar to an enclosed mall, but with open air pedestrian connections between stores similar to a Downtown. Some newer <i>outlet malls</i> are configured in a lifestyle center pattern. Typical site sizes are 2.5 to 7 acres within the larger 25 to 60+ acre site.	The medium anchors sometimes own their building and portions of the site – Otherwise they are typically done as Triple Net Leases.	Use on-site center-wide parking that is sometimes structured. Loading is generally off-hours in designated areas. Modern loading bays are one benefit of the lifestyle concept. Storage is almost always indoors.
				Vehicle/Equipment Dealership– These are medium sized vehicle and equipment sales yards that serve a community market area. Typical site sizes are 4 to 15 acres	Ownership varies with the user requirements.	Outdoor inventory storage areas are dominant feature with surface customer parking on-site. Loading is often in designated areas on-site.
				Truck Center– These are unique uses that serve regional shippers needs for quick services near statewide freight routes. Typical site sizes are 8 to 20 acres	Ownership varies with the user requirements.	Surface tractor trailer customer parking is usually the dominant feature. Limited outdoor storage. Stacking for fuel stations is important.



	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/ Leasing Patterns	Parking, Loading, Storage
Small Retail and Commercial Services (200 to 15k square feet and/or less than 5 acres outdoor storage)	Retail Trade (Neighborhood and Specialty)	Transportation system that provides convenient connections and visibility from higher order roadways and state highways is important and essential for some users. Convenient public transportation may be a consideration, especially for a downtown site. Pedestrian traffic on public sidewalks is very important to Downtown Sites and elevated pedestrian connections between buildings can be important as well, Internal pedestrian traffic is essential for Malls, and Lifestyle Centers.	Water, sewer, and storm drainage must be adequate. Site must be able to be served by modern telecom.	Downtown-Small retailers tend to seek ground floor downtown sites. Users tend to be specialty retail, restaurants, bars and similar uses. Site sizes are dictated by existing development patterns or as a result of a large user or speculative development project.	Most space is leased. Some small ownerships available through condominiums.	Tends to utilize public supplied parking downtown that may include leases of public spaces. These uses have small amounts of inventory so loading and storage is rarely a limiting factor.
				Free-Standing Shopping Center Pads- These uses are typically service commercial uses such as restaurants, bars and convenience retail such as convenience marts and fuel stations. Sites are very highest visibility within larger projects. Site sizes are .5 to 2 acres co-located within larger projects such as lifestyle centers, regional malls, clusters of large format retailers and community shopping centers.	Space is leased and owned. Many uses are corporate and seek sites with ownership.	Usually uses on-site surface parking, may be shared parking with adjoining commercial uses. These uses have small amounts of inventory so loading and storage is rarely a limiting factor.
				Attached Boutique/Specialty- These retail sites are co-located within larger buildings that house anchor users in larger projects such as lifestyle centers, regional malls, clusters of large format retailers and community shopping centers. Small sites are the individual lease suites within larger site.	Most space is leased from larger building owners – often commercial REITS.	Usually on-site surface parking shared with adjoining commercial uses. These uses have small amounts of inventory so loading and storage is rarely a limiting factor.
				Neighborhood Commercial - These are small stand alone users that usually locate along higher order transportation facilities and sometimes cluster with a few other similar sized users. These uses are sometimes occur in residential to commercial conversion areas. These uses tend to be neighborhood service and convenience retail uses such as coffee shops and neighborhood markets. Sites are usually an acre or less within a smaller cluster that is up to three acres.	Space may be leased or owned.	Usually on-site surface parking. Pre-existing ratios may be a limiting factor. These uses have small amounts of inventory so loading and storage is rarely a limiting factor.
				Stand-Alone Legacy Commercial Sites - These are sites in older commercial areas that lack a cohesive development pattern or theme. This development pattern is often linear and arrayed along major transportation corridors. Sites are typically .5 to 4 acres arrayed in within areas containing similar uses along with small scale industrial uses.	Space may be leased or owned. Ownership patterns tend to be fractured.	Usually on-site surface parking. Pre-existing ratios may be a limiting factor. These uses have small amounts of inventory so loading and storage is rarely a limiting factor.
				Vehicle/Equipment Sales Lots- These are medium sized vehicle and equipment sales yards that serve a community market area. Typical site sizes are .5 to 3.5 acres	Space is usually leased, but may be owned.	Outdoor inventory storage areas are dominant feature with surface customer parking on-site.



INDUSTRIAL DEVELOPMENT PATTERN TYPES MATRIX

	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/ Leasing Patterns	Parking, Loading, Storage
Large Industrial Users (90k-750+k sq. ft. built space/; and/or 20+ acres of outdoor inventory/ production areas)	Lumber & Wood, Stone, Glass & Concrete, Trucking & Warehousing, Electric, Gas & Sanitation, Food Products, Transportation Equipment, Wholesale Trade, Air Transportation	Transportation system that provides convenient connections to state highways is very important- and especially Interstate 5. Proximity to natural resources can be important for uses that utilize natural resource inputs. Rail access is important to many uses and can be essential for some uses. Convenient access to air freight is important to many uses and may be essential for some. Convenient access to well trained and qualified workforce is essential and industry clustering for access to skilled labor force is common. Convenient access to ocean ports is important to many users and essential for some.	Water, sewer, and storm drainage must be adequate; some of these uses can consume very large quantities of water and produce large quantities of sewage requiring special facilities' plans. Site must be able to be served by modern telecomm. Multiple energy suppliers are important to most users and the ability purchase wholesale energy can be essential for some.	Indoor/Outdoor Industrial Processes - Including Manufacturing, Repair, Remanufacturing, Salvage Yards, Micro-Energy, Agri-business, etc. These development patterns typically process raw materials into intermediate industrial input materials and include lumber mills, plywood plants, aggregate processing plants and co-gen power plants. These uses typically have moderate to high levels of airborne emissions, noise production, and waste products. Access to rail can be essential. Site Sizes are typically 40 acres to 200+ acres and may cluster with similar uses in areas that are 1000+ acres.	Typically Corporate Owned (Or Affiliate)	Uses can typically accommodate employee parking easily. These uses typically require large outdoor storage areas for raw materials. Large loading areas are typically needed for trucks and/or railcars.
				Logistics/Warehousing/Transportation Hubs- These development patterns are extremely transportation infrastructure sensitive and require sites with efficient and direct access to the transportation facilities they utilize. Some of these uses may not require proximity to large labor forces. These uses typically produce moderate to high levels of airborne emissions and noise associated with high volumes of truck traffic, rail yard activities, etc. Site sizes are typically 50 to 400+ acres and can cluster with similar uses in freight centers that are 2,000+ acres.	Usually sites are corporate or gov. owned, but many will include flex space for smaller users.	Uses can typically accommodate employee parking easily. These uses are essentially one large storage and loading area with large amounts of land for indoor and outdoor storage and loading areas for trucks, railcars, and sometimes airplanes.
				Transmission-Regional utility transmission facilities such regional substations and 500kv lines. Noise, emissions and waste levels vary considerably from facility to facility. Site sizes are typically 20+ acres, although some uses can be very large such as solar arrays that cover thousands of acres.	Almost always Corporate Owned.	Parking, loading and storage needs are minimal.
				Enclosed Manufacturing – These development patterns contain a wide variety of uses from food production to microchip processors and typically process intermediate materials into finished goods and/or parts. Uses are predominantly indoors within enclosed buildings. Convenient access to skilled labor force is essential. These uses typically have low to moderate levels of airborne emissions, noise production, and waste products. Site Sizes are typically 20 to 200+ acres and users often require sufficient area to accommodate long-term expansion. Users may seek integration with office developments.	Typically Corporate Owned	These uses can have a large labor forces requiring large parking areas. Uses typically have large loading areas and some outdoor storage is usually required.
				Waste Handling – These development patterns include sanitary landfills, regional transfer stations, recycling plants, and sewage treatment plants and large salvage yards. Uses typically have large amounts of outdoor storage/processing. These uses typically have moderate to high levels of airborne emissions and noise production. Site sizes vary considerably from 20 acres to 150+ acres.	Typically Corporate Owned.	Uses can typically accommodate employee parking easily. These uses are essentially usually require large outdoor storage areas. Solid waste disposal facilities typically require large loading areas.
				Spec/Flex Space – Flex space development patterns are enclosed industrial uses where the buildings are developer/investor owned and space is rented to industrial tenants. Often multiple tenants occupy a single building. Low to very low levels of airborne emissions, noise production and waste products. Sites can be 4 to 25 acres.	REIT and Private Equity Ownership	Flex space typically has employee and customer parking and a loading door for each suite. Little outdoor storage is utilized.



	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/ Leasing Patterns	Parking, Loading, Storage
Medium Industrial Users (25k-100k sq. ft. built space; and/or 4 to 25 acres of outdoor inventory/production areas)	Instruments, Electronic Equipment, Printing & Publishing Transit Transportation Services, Business Services Communications Construction, Lumber & Wood, Stone, Glass & Concrete, Trucking & Warehousing, Electric, Gas & Sanitation, Food Products, Transportation Equipment, Wholesale Trade Air Transportation	Transportation system that provides convenient connections to state highways is very important- and especially Interstate 5. Proximity to natural resources can be important for uses that utilize natural resource inputs. Rail access is important to many uses and can be essential for some uses. Convenient access to air freight is important to many uses and may be essential for some. Convenient access to well trained and qualified workforce is essential and industry clustering for access to skilled labor force is common. Convenient access to ocean ports is important to many users and essential for some.	Water, sewer, and storm drainage must be adequate; some of these uses can consume large quantities of water and produce large quantities of sewage requiring special facilities' plans. Site must be able to be served by modern telecommunications. Multiple energy suppliers are important to most users.	Indoor/Outdoor Industrial Processes - Including Manufacturing, Repair, Remanufacturing, Salvage Yards, Micro-Energy, Agri-business, etc. Uses typically contain indoor activities, but typically more than 25 percent of the site is devoted to outdoor inventory and processes on individual lots. Convenient access to skilled labor force is essential. These uses often have very unique site requirements specific to each industrial processes. These uses typically have moderate levels of airborne emissions, noise production, and waste products. Site Sizes are typically 6 to 25 acres and users often require sufficient area to accommodate medium-term expansion planning. Users often seek sites clustered in industrial areas of 100+ acres.	Mix of ownership and leasing	Uses can typically accommodate employee parking easily. These uses include large amounts of land for indoor and outdoor storage and loading areas for trucks, railcars, and sometimes airplanes.
				Trucking/Warehousing/Distribution/Waste Transfer Substations/Staging- These development patterns are transportation infrastructure sensitive and require sites with efficient and direct access to the transportation facilities they utilize. Some of these uses may not require proximity to large labor forces. These uses typically produce moderate levels of airborne emissions and noise associated with high volumes of truck traffic and rail yard activities. Site sizes are typically 4 to 20 acres and can cluster with similar uses in freight centers that are 2,000+ acres.	Sites are corporate or developer owned, but may include some leased space for smaller users.	Uses can typically accommodate employee parking easily. These uses are essentially one large storage and loading area with large amounts of land for indoor and outdoor storage and loading areas for trucks, railcars, and sometimes airplanes.
				Transmission-These are local and small regional substations, natural gas pressure reduction stations for local distribution, and micro power generation uses. These uses typically have low levels of airborne emissions, noise production, and waste products. These uses are typically 4 to 10 acres.	Almost universally corporate owned.	Parking and loading requirements are minimal. The facilities themselves are kind of outdoor storage.
				Enclosed Industrial Processes – Including Manufacturing, Repair, Remanufacturing, etc. Uses are predominantly indoors within enclosed buildings on individual lots with typically less than 30 percent of the site devoted to outdoor storage. Convenient access to skilled labor force is essential. These uses often have very unique site requirements specific to each industrial processes. These uses typically have low to moderate levels of airborne emissions, noise production, and waste products. Site Sizes are typically 4 to 20 acres and users often require sufficient area to accommodate medium-term expansion planning. Users often seek sites clustered in industrial/business parks of 100+ acres and some may seek integrated projects with commercial and office patterns.	Usually Corporate owned or affiliate owned.	These uses can have moderately sized labor forces requiring large parking areas. Uses typically have large loading areas and some outdoor storage is usually required. Rail and/or air loading areas are sometimes required.
				Personal Storage – Sites should be convenient for access from residential areas. Vehicle storage is typically outdoors while other storage is typically fully enclosed. Low to very low levels of airborne emissions, noise production and waste products. Sites can be 4 to 25 acres.	Some Corporate and Private Equity Ownership	Employees parking is minimal. Customer parking/loading must be provided for use of each unit
				Spec/Flex Space – Flex space development patterns are enclosed industrial uses where the buildings are developer/investor owned and space is rented to industrial tenants within a complex and usually there are multiple tenants occupying a single building. Low to very low levels of airborne emissions, noise production and waste products. Sites can be 4 to 25 acres.	REIT and and Private Equity Ownership	Flex space typically has employee and customer parking and a loading door for each suite. Little outdoor storage is utilized.



	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Ownership/ Leasing Patterns	Parking, Loading, Storage
Small (Less than 30k square ft built space and/or less than 5 acres outdoor inventory/production areas)	Instruments, Electronic Equipment, Printing & Publishing Transit Transportation Services, Business Services Communications Construction, Lumber & Wood, Stone, Glass & Concrete, Trucking & Warehousing, Electric, Gas & Sanitation, Food Products, Transportation Equipment, Wholesale Trade Air Transportation	Transportation system that provides reasonably convenient connections to state highways is important. Rail access is important to some uses and is occasionally essential. Convenient access to air freight is important to many uses and may be essential for some. Convenient access to well trained and qualified workforce is essential and industry clustering for access to skilled labor force is common. Convenient access to ocean ports is important to some and can be essential.	Water, sewer, and storm drainage must be adequate; Site must be able to be served by modern telecommunications. Multiple energy suppliers are important to some users.	Indoor/Outdoor Industrial Uses - Including Manufacturing, Repair, Remanufacturing, Salvage Yards, Micro-Energy, etc. Uses typically contain indoor activities, but typically more than 25 percent of the site is devoted to outdoor inventory and processes on individual lots. These uses typically have moderate levels of airborne emissions, noise production, and waste products. Site Sizes are typically 1 to 5 acres.	Mix of ownership and leasing	Uses can typically accommodate employee parking easily. These uses need some land for indoor and outdoor storage and loading areas for trucks rarely railcars and airplanes.
				Enclosed Industrial Processes - Including Manufacturing, Repair, Remanufacturing, etc. Uses are predominantly indoors within enclosed buildings on individual lots with typically less than 30 percent of the site devoted to outdoor storage. Convenient access to skilled labor force is essential. These uses typically have low to moderate levels of airborne emissions, noise production, and waste products. Site Sizes are typically .5 to 5 acres and users often require sufficient area to accommodate limited expansion. Users often seek sites clustered in industrial/business parks of 100+ acres and some may seek integrated projects with commercial and office patterns.	Usually Corporate owned or affiliate owned.	These uses can have moderately sized labor forces requiring large parking areas. Uses typically have large loading areas and some outdoor storage is usually required.
				Personal Storage - Sites should be convenient for access from residential areas. Vehicle storage is typically outdoors while other storage is typically fully enclosed. Low to very low levels of airborne emissions, noise production and waste products. Sites can be .5 to 5 acres.	Most are Private Equity Ownership	Employee parking is minimal. Customer parking/loading must be provided for use of each unit
				Flex Space - Flex space development patterns are enclosed industrial uses where the buildings are developer/investor owned and space is rented to industrial tenants. Often multiple tenants occupy a single building. Low to very low levels of airborne emissions, noise production and waste products. Sites can be .5 to 5 acres.	Most are Private Equity Ownership	Flex space typically has employee and customer parking and a loading door for each suite. Little outdoor storage is utilized.



CAMPUS/INSTITUTIONAL DEVELOPMENT PATTERN TYPES MATRIX

Campus/Institutional development patterns are just that. Campuses are large and medium sized developments usually with a single or very limited set of ownerships. While the many uses within a campus can vary considerably, all the uses within a campus/institutional development are usually aimed at a common purpose or goal. The nature of this common purpose or goal is what shapes the design, site requirements and other characteristics of each individual campus/institutional development. For this reason, the below table describes the site characteristics according to the principal goal of each campus/institution; some uses are merely identified because their requirements will vary too greatly for each particular use.

Type	Target Industries	Transportation; Access to Labor and Customers	Public Facilities/ Utilities	Site Sizes and Development Pattern Discussion	Parking, Loading, Storage
Intellectual/Academic	Intellectual and Academic Campuses support the development of intellectual labor capital. Over time, the organic process that is intellectual development tends to intertwine with and support the target industry opportunities in the communities where they exist.	The transportation needs for each campus depends on the type of campus and purpose of the campus. In general, intellectual campuses should have reasonably convenient connections to I-5 and have direct connections to two or more arterials. These uses are often served by public transit and can have high alternative transportation use if facilities are well planned. Good air transportation is essential for some.	Water, sewer, and storm drainage must be adequate; some of these uses can consume large quantities of water and produce large quantities of sewage requiring special facilities' plans. Site must be able to be served by modern telecomm and demands on telecomm facilities can be immense. Multiple energy suppliers can be important as can the ability purchase wholesale energy can be essential for some.	Major University/National Laboratory- These campuses serve statewide, national and international populations. These campuses are very large and are usually at least 50 acres and can be as large as a 1000+ acres. University campuses usually have on-site dormitories. A wide variety of accessory commercial uses is often necessary to serve the campus population. These uses need excellent connections to regional transportation systems and need convenient air service for passengers and freight.	Loading and storage needs are minimal as a percentage of the overall site sizes for Major Universities. National Labs sometimes require larger storage areas for outdoor scientific equipment. Significant amounts of parking are usually required and may be structured.
				Post-Grad Technology - These can be Private and/or Public and usually involve research and development. These campuses serve statewide, national and international populations. These campuses can vary in size considerably from less than 20 acres to 200+ acres. These uses need excellent connections to regional transportation systems and need convenient air service for passengers and freight	Loading and storage needs are not extensive, but some storage can be required for outdoor scientific equipment. Amount of parking is proportional to the campus.
				Small College/Community College - These campuses serve regional populations primarily. These may or may not have on-site dormitories. Campuses are typically 20 to 40 acres outside downtown areas. These campuses are sometimes arrayed like a large office user when they are located in a downtown area.	Some Community Colleges have trade programs that require loading and storage areas. Most do not require significant loading and storage. Significant amounts of parking are usually required and may be structured.
				Junior High School/High School - These campuses serve local and regional populations and can be public or private. Campuses are typically 15 to 40 acres. Findings Sites that balance the need to be near residential centers that have access to local and regional transportation networks can be challenging.	Storage needs are not extensive. Student drop-off/pick-up areas are important. High Schools demand more parking than Junior Highs. Parking demands can be reduced by extend of bus services.



PROJECTED NUMBER OF EMPLOYMENT SITES DEMANDED BY QUALITY

The final step in establishing the City’s land demand projections is to arrive at the number of sites expected to be demanded according to the above described development pattern types during the planning horizon. Because there are subjective components to this analysis, it is important to understand basic assumptions utilized in the analysis. The principal assumptions relate to methodology for identifying and categorizing medium and large sites and these include the following:

- The vast proportion of the employment land base, from the standpoint of total acreage, is consumed by sites larger than half an acre. Some of these are held for speculation and will be divided further, but the vast majority of these parcels are developed and used by going concerns.
- It is much easier to divide employment land into small parcels to meet the needs of smaller users than it is to aggregate small parcels in fractured ownerships to meet the needs of a larger user.

In estimating employment site demand, no single, simple methodology was utilized for estimating Forest Grove’s need for industrial land by parcel size and quality. Industry-specific and even firm-specific needs indicate an even more diverse range of requirements for known and likely future industries. Accordingly, JOHNSON REID utilized all of the following to identify likely site requirements for parcel size distribution in the context of physical site requirements by general use type summarized in the Development Type Pattern Matrices:

- *Economic Stakeholder Outreach*: Emphasis was put on the City’s need for flexible, larger industrial sites to capture high-tech spillover from Hillsboro as well City goals to accommodate the agricultural product industry, tourism and commercial services.
- *OECD Industrial Site/Shovel Ready Guidelines*: Parcel quality and infrastructure need as documented by OECD for statewide industry recruitment with sector specifics also utilized for pertinent industries.
- *Industrial Development Standards*: NAIOP, among others, indicate design and size standards for industrial development utilized by multiple users instead of “anchor” single users, i.e. business, industrial, and flex park development.
- *U.S. Census of Business*: Washington County zip codes 97116 for distribution of firms by industry and employment were utilized to assist in distribution of need by industry type.
- *Professional Experience*: As a due diligence and feasibility service provider to industrial development throughout the Pacific Northwest, JOHNSON REID experience for private and public interests (Portland Development Commission, et al.) was also utilized.

This analysis then utilizes a two-step process:

1. Estimate acreage demand by site quality sizes based on the above industry and economic inputs;
2. Estimate demand for site sizes based on acreage demand by site size in Step 1.

Results are expressed below.

PROJECTED GROSS ACREAGE NEED BY SITE QUALITY

Figure 27 provides detailed assessment of Forest Grove employment land demand and reconciled need (gross acres) by site quality through 2028. Results found in the column labeled “Balance” reflect either new acreage supply needed denoted as a positive number, or existing surplus capacity denoted as a number in parenthesis.



FIGURE 27: RECONCILIATION OF FOREST GROVE EMPLOYMENT LAND ACREAGE DEMAND & SUPPLY (2028)

2028 Land Demand Reconciliation - Gross Acreage Needed									
Vacant Acres Reconciliation (Total)						Planning Horizon			
	Typical Acreage	Demand Projections			Vacant Supply	Balance			
		Baseline	High	Medium		Baseline	High	Medium	
Office	Business Park	Over 40	23	30	28	0	23	30	28
	Medium	10 to 40	16	20	18	0	16	20	18
	Small	10 or less	17	21	19	2	14	18	16
	Sub Total		56	71	65	2	54	68	62
Industrial	Cluster Anchor		0	0	0	0	0	0	0
	Anchor or Large Park	50 to 100	45	81	67	72	(27)	9	(5)
	Large User or Mid Park	20 to 50	51	92	75	70	(19)	22	5
	Medium User or Smaller Park	10 to 20	34	61	50	44	(10)	17	6
	Expanding User	5 to 10	9	17	14	60	(51)	(43)	(46)
	Small Businesses	5 or fewer	24	43	36	45	(21)	(2)	(9)
	Sub Total		164	294	242	291	(127)	3	(49)
Commercial Retail	Large	Over 20	21	31	27	0	21	31	27
	Medium	5 to 20	46	67	60	16	30	51	44
	Small	5 or fewer	30	44	39	15	15	29	25
	Sub Total		97	142	126	31	66	111	96
Other	Over Night Lodging	Not Estimated	15	16	15	Not Estimated	15	16	15
	Special Uses	Not Estimated	80	82	81	Not Estimated	80	82	81
	Grand Totals		411	604	529		87	280	205

Note: Figures may not sum due to rounding.
 SOURCE: City of Forest Grove and Johnson Reid, LLC

2028 OFFICE COMMERCIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove growth potential is estimated to create demand for between 56 and 71 acres of office commercial land. Although demand is not sufficient for a single typical, 50-acre Business Park site, Business Park development is estimated as the largest category of demand among the three office space classes.
- *Land Supply:* The City of Forest Grove currently has a total of 2 vacant, buildable acres suitable for office commercial development, all in the “Small” category and all in Forest Grove’s CBD plan designation. It should be underscored that Forest Grove presently has no site availability suitable for larger, predominantly office business park development and outside of the City CBD.
- *Land Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require at least 54 acres and as many as 68 acres of office commercial land to meet economic need over the next twenty years.
- *Land Needed Concentration:* It should again be noted that all office availability is in the CBD of Forest Grove. Demand findings indicate that Business Park-class office uses will be the single largest category of demand, followed by Medium-sized office uses (25 acres typical), which are incompatible with the existing supply within the city CBD.



2028 INDUSTRIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove economic growth is expected to generate demand for a minimum of 164 industrial acres to as many as 294 acres through 2028. Although the individual site demand has the greatest count in the “Small Businesses” category, total acreage demand is highest in the “Large User or Mid Park” class.
- *Land Supply:* The City of Forest Grove currently has 291 buildable industrial acres within the UGB. Available acreage is widely distributed by industrial class, though Anchor/Large Park and Large User/Mid Park each represent the largest individual shares of current acreage.
- *Land Needed Reconciliation:* Although Forest Grove has indicated existing acreage in every industrial site class but Cluster Anchor, existing acreage in four categories is insufficient depending upon growth scenario considered. Under the Baseline scenario, Forest Grove has sufficient industrial land, though this would be considered the “low” growth scenario. Assuming Forest Grove adopts a more proactive economic development approach, industrial land is lacking by up to 48 acres for the twenty-year period (High-Growth scenario unmet need for Anchor/Large Park, Large User/Mid-Park, and Medium User/Smaller Park).
- *Land Needed Concentration:* Forest Grove is generally lacking in necessary industrial sites on the larger end of the industrial user spectrum (Anchor/Large Park, Large User/Mid-Park, and Medium User/Smaller Park). While existing inventory does show sufficiency for medium and smaller-sized users, Forest Grove’s aspirations in agricultural processing and high-tech manufacturing as discussed earlier in this document would indicate an inability for the City to recruit/site larger users. To the extent that Forest Grove coordinates with other jurisdictions in Western Washington County in economic development initiatives, as a matter of policy Forest Grove may consider additional emphasis on larger parcels and acreage.

2028 RETAIL COMMERCIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove demand for commercial acreage is estimated to range from 97 acres to 142 acres depending upon economic growth scenario. Medium sites, typically 10 acres in size, comprise the largest single share of acreage demand during the planning period.
- *Land Supply:* The City of Forest Grove currently has nearly 31 acres of buildable commercial retail acreage within the UGB. Forest Grove is completely lacking any Large commercial retail acreage to serve population growth retail and service needs. Existing supply is almost evenly spread between Medium and Small categories of retail development.
- *Land Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require anywhere from 66 to 111 additional acres to meet the needs of anticipated population growth through 2028. Unmet commercial retail land need is most concentrated in Medium-sized retail demand, followed by Large retail commercial types.

2028 EMPLOYMENT SITE BY QUALITY DEMAND FINDINGS

Figure 28 provides a detailed assessment of Forest Grove employment land demand through 2028 in terms number of sites demanded by site size, with a comparison to developable employment land supply by site quality within the existing Forest Grove urban growth boundary. Results are expressed for all three employment growth scenarios and directly correlate to employment site demand details provided in Figure 25.

It should be noted that when largest-site type demand for land in each general employment category (Office, Industrial, Retail) fails to reach the minimum size threshold for that type (e.g. Office Business Park, Anchor Industrial, and Large Retail), demand for acreage in that type expressed in Figure 27 is shifted to the next-smaller type.



FIGURE 28: RECONCILIATION OF FOREST GROVE EMPLOYMENT LAND SITE DEMAND & SUPPLY (2028)

2028 Land Demand Reconciliation - Site Need Count									
Number of Sites by Development Pattern						Planning Horizon			
	Typical Acreage	Demand Projections			Vacant Supply	Balance			
		Baseline	High	Medium		Baseline	High	Medium	
Office	Business Park	Over 40	0	0	0	0	0	0	0
	Medium	10 to 40	2	2	2	0	2	2	2
	Small	10 or less	2+	3+	2+	15	(13)	(12)	(13)
	Sub Total		4+	5+	4+	15	(11)	(10)	(11)
Industrial	Cluster Anchor	Over 100	0	0	0	0	0	0	0
	Anchor or Large Park	50 to 100	0	1	1	0	0	1	1
	Large User or Mid Park	20 to 50	2 - 4	2 - 4	2 - 3	5	(1)	(1)	(2)
	Medium User or Smaller Park	10 to 20	2 - 3	3 - 6	2 - 5	3	0	3	2
	Expanding User	5 to 10	1	2 - 3	2	8	(7)	(5)	(6)
	Small Businesses	5 or fewer	5+	9+	7+	15	(10)	(6)	(8)
	Sub Total		10+	17+	14+	31	(18)	(8)	(13)
Commercial Retail	Large	Over 20	1	1	1	0	1	0	1
	Medium	5 to 20	3 - 9	4 - 13	3 - 12	2	7	11	10
	Small	5 or fewer	6+	9+	8+	54	(48)	(45)	(46)
	Sub Total		10+	14+	12+	56	(40)	(34)	(35)

Note: Figures may not sum due to rounding.
 SOURCE: City of Forest Grove and Johnson Reid, LLC

2028 OFFICE EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Over a twenty-year period, Forest Grove growth potential is estimated to create demand for four sites at absolute minimum, the majority of which – depending upon parcelization - are classified as “Small” or sized five acres or less. Two sites will need to be Medium-sized, or between 10 and 40 acres.
- *Site Supply:* The City of Forest Grove currently has a total of 15 sites suitable for office commercial development, all in the “Small” category and all in Forest Grove’s CBD plan designation. It should be underscored that Forest Grove presently has no site availability suitable for larger, predominantly multi-tenant office business park development and outside of the City CBD.
- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require at least one Medium-sized office commercial site and likely one Large-sized office commercial site to meet economic opportunities identified in this analysis.
- *Sites Needed Concentration:* It should be noted that all office availability is in the CBD of Forest Grove, therefore the City may consider need for Small sites outside of the CBD that are more compatible with and complimentary to office employment outside of downtown.

2028 INDUSTRIAL EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Forest Grove economic growth is expected to generate demand for a minimum of 10 industrial sites to no less than 17 – depending upon parcelization - over the planning period. The great majority of sites demanded will be five acres or fewer in size (“Small Businesses”), however the second largest demand category is “Medium User/Smaller Park.”
- *Site Supply:* The City of Forest Grove currently has 31 sites suitable for industrial development within its UGB. Nearly half are in the “Small Business” category.



- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, the City is currently lacking any suitable site in the Cluster Anchor category, Anchor/Large Park classification, the Medium User/Smaller Park category, and is marginally sufficient in the Large User/Mid Park category.
- *Sites Needed Concentration:* Forest Grove is generally lacking in necessary industrial sites on the larger end of the industrial user spectrum (Cluster Anchor and Anchor/Large Park). While existing inventory does show sufficiency for medium and smaller-sized users, Forest Grove's aspirations in agricultural processing and high-tech manufacturing as discussed earlier in this document would indicate an inability for the City to recruit/site larger users. To the extent that Forest Grove coordinates with other jurisdictions in Western Washington County in economic development initiatives, as a matter of policy Forest Grove may consider additional emphasis

2028 RETAIL COMMERCIAL EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Forest Grove population growth, resulting from economic growth opportunity, is expected to create demand for commercial sites ranging from at least 10 to at least 14 individual sites over the planning period, again depending upon parcelization. The great majority of sites demanded will be three acres or fewer in size ("Small"), followed by the "Medium" site category.
- *Site Supply:* The City of Forest Grove currently has 56 sites suitable for retail development within its UGB, 54 of which are parcels sized three acres or less. The City has no site availability for larger, community-serving retail development (25.0 acre average) for future growth during the planning period.
- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require anywhere between seven and eleven new retail commercial sites concentrated in the Medium size category and at least one additional Large site of greater than 20 acres in size.



50-YEAR ECONOMIC OPPORTUNITIES ANALYSIS

INTRODUCTION

The City of Forest Grove, along with all other jurisdictions within the Portland metropolitan area, has been charged with determining candidate Urban Reserves areas for long-term, 50-year urbanization potential in the context of Portland Metro Urban Growth Boundary planning. This section of the City’s Long-Term Economic Opportunities Analysis seeks to address economic development factors that will drive the need for urbanized employment lands through the planning year 2060. Analytical steps for identifying 50-year economic opportunities are analogous to those utilized for the preceding 20-Year (2028) Economic Opportunities Analysis.

Forest Grove’s long-term employment land is estimated in terms of Forest Grove’s “organic” growth: growth inherent to the City’s economic potential given existing and future industries and its individual competitive advantage. Second, it is estimated in relation to the long-term growth potential of the City of Hillsboro. During the course of completing its own Economic Opportunity Analysis, the City of Hillsboro determined that its long-term growth potential significantly exceeds its ability to provide sufficient land of the sizes and types that its targeted high-tech clusters will require. While the City of Hillsboro has decided that it will focus its economic development efforts on targeting “cluster anchor” industrial users, or those that generally require large industrial parcels, the coordination of economic development and employment land provision between the members of the Western Washington County subarea—Hillsboro, Forest Grove, Cornelius, North Plains and Banks—is integral to regional growth prospects. Without the provision of industrial acreage in more moderate parcel and site sizes by the partner cities in Western Washington County, larger high-tech cluster industrial recruitment in general may likely be compromised. The well-documented multiplier effects and dependent cluster of firms and sectors supporting and supported by new high-tech anchors will not be able to grow within a land-constrained Hillsboro over the long-term and must seek proximate industrial sites in nearby cities.

50-YEAR ECONOMIC FORECASTING ISSUES

Key differences do exist, however, between the 20-year analysis and analysis in support of employment land urbanization over the much longer planning period through 2060. Greater, myriad uncertainties over a fifty-year planning period significantly modify the analytical approach to identifying economic development opportunities for the City of Forest Grove. These most notably include, among others:

- *Economic & Financial Uncertainties;*
- *Geopolitical Uncertainties;*
- *Fiscal & Public Financial Unknowns;*
- *Climate Change Risks;* and
- *Possible Demographic & Migration Pattern Changes.*

Detailed speculation regarding all of the above is beyond the scope of this analysis. However, providing “bottom-up” specific forecasts of individual industries in the City of Forest Grove over a 50-year period, as conducted for the 20-year analysis, is rendered impractical.

50-YEAR ECONOMIC OPPORTUNITIES ANALYSIS METHODOLOGY

Despite the above outlined uncertainties, the following are available as tools for identifying Forest Grove growth issues over the 2060 planning horizon:

- Growth and land need projections for the City of Forest Grove through 2028;



- Economic Stakeholder/Industry perspectives for long-term growth in Forest Grove;
- Growth and land need projections for the Western Washington County subarea, particularly for the City of Hillsboro through 2060; and
- Portland metro area population and employment growth scenario forecasts conducted by Metro (Figure 15 in this document) as discussed previously in this document.

As discussed throughout this document, Forest Grove has distinct features and economic assets attractive for expanding industries. The current diversity of the Forest Grove economy, based both on natural resources as well as a strong high-tech presence, offers flexibility along with several opportunities for agglomeration connected to the City’s existing industry as well as industry connected to the broader Western Washington County subarea.

Given these findings, JOHNSON REID made the following general assumptions about Forest Grove and the Portland metro area economy for fifty-year opportunities consideration:

1. *Long-term water and power capacity suitable for Forest Grove’s industry competitive advantage will be retained and expanded over the long-term.*
2. *Land use planning regime in the State of Oregon and the Portland metropolitan area will not dramatically change over the 50-year period, ensuring retention and thoughtful planning of future, high-priority industrial lands.*
3. *Natural environment and amenities, urban amenities, and land use planning and policy intended to attract and retain an innovative workforce will be successful over the long-term.*
4. *The above policies and priorities will continue to retain and attract innovative firms in existing and identified emerging industry clusters.*
5. *Future modifications to the State and local fiscal system will not dramatically curb the funding and delivery of key public infrastructure serving both industry and households.*
6. *A coordinated approach to employment land provision and economic development initiatives in Western Washington County based on individual and joint Economic Opportunities Analysis findings.*

Through this concept of economic development and competitive advantage over the long-term, Forest Grove fifty-year economic growth is not solely dependent upon the potential of its specific target industries. Instead, Forest Grove economic opportunity can reasonably be linked to that of the Western Washington County subarea with the City of Hillsboro driving long-term growth potential.

The City of Hillsboro’s long-term growth potential significantly exceeds its ability to provide sufficient land of the sizes and types that targeted high-tech clusters will require over the twenty-year and fifty-year period. The primary implication is that Hillsboro has decided that it will focus its economic development efforts, and resulting industrial land provision, targeting “cluster anchor” industrial users, or those that generally require large industrial parcels, i.e. 90-100 or more acres each. Hillsboro’s infrastructure, physical qualities of industrial lands, technical expertise and existing cluster of high-tech firms have provided it with a competitive advantage in recruiting such users vis-à-vis elsewhere across North America.

Although large high-tech users may prefer to site in Hillsboro, Forest Grove power rates and provision may pose opportunity for Forest Grove as well. In addition, a wide array of industrial site types less than 100 acres in size will be demanded across the planning horizon by the various types of “ripple effect” job growth resulting from the attraction of a cluster anchor. These include vendors, service providers, competitors, and customers who may require anywhere from an individual five-acre facility to a 60-acre flex space business park of various engineering, light manufacturing and research uses.



HIGH-TECH INDUSTRY GROWTH THROUGH 2060

Figure 29 provides a comparison of employment land demand potential in the City of Hillsboro along with the quantity of industrial land the City of Hillsboro seeks for urban reserves over the 2060 planning horizon for high-tech cluster anchors. The City of Hillsboro presently plans to seek up to 3,500 gross acres in urban reserves to strategically target high-tech industrial cluster anchors typically requiring sites 100 acres or greater in size. In contrast, industry growth demand could reach as high as 15,000 gross acres of industrial land by 2060 assuming maximum potential success in growing targeted industries.

FIGURE 29: HILLSBORO URBAN AREA EMPLOYMENT LAND DEMAND (GROSS BUILDABLE ACRES 2008-2060)

Use Type	Need For Land (Acres) By Scenario:			Urb. Reserve Request (Approx.)
	Baseline Growth	High Growth	Medium Growth	
OFFICE COMMERCIAL	1,728.5	4,979.1	3,077.9	
INDUSTRIAL	4,476.3	15,054.9	8,704.5	3,500.0
RETAIL COMMERCIAL	2,970.4	6,225.4	4,698.2	
CITY RESIDENTS	2,632.9	5,518.0	4,164.3	
REGION/TOURISTS 1/	337.5	707.4	533.9	
OVERNIGHT LODGING	48.3	117.8	82.9	
SPECIALIZED USES 2/	1,657.1	2,309.8	2,008.6	
TOTAL	10,880.6	28,687.1	18,572.0	3,500.0

1/ Based on current ratios between locally supported and total sales, CE Survey from the BLS and Census of Retail Trade.

2/ Hospitals, Clinics, etc. for employment not otherwise categorized.

SOURCE: City of Hillsboro and Johnson Reid

Because Hillsboro’s strategy is to target larger users based on its identified competitive advantage, overall success in fostering economic growth will greatly depend upon the availability of additional industrial land, in a wide array of site sizes, suitable for the various types of “ripple effect” economic growth associated with the presence of larger users and their industrial synergy.

Provided Forest Grove-area economic development emphasis balances coordination with the initiatives of the Western Washington County subarea with the goals and targets related to specific target industries in which the City has a competitive advantage over the long-term, we find it reasonable to assume that at worst, Forest Grove will retain its projected twenty-year growth path and comprise at least its recent, historical share of Portland metro area employment and economic activity.

This assumption, that Forest Grove at least retains its share of growth based upon its innovation competitive advantages, indicates that fifty-year growth (through 2060) will at least materialize as a continuation of trend established over the last ten years and projected through 2028 in the previous section.



2060 FOREST GROVE POTENTIAL EMPLOYMENT FORECAST

Figures 30 and 31 below provide industry employment forecasts for the City of Forest Grove through 2060 analogous to the forecast provided for the year 2028 (Figures 17 and 19). In this case, however, the 2060 industry forecast does not suppose to reasonably predict individual industry or cluster employment growth behavior over the urban reserve planning period. Rather, we depend upon the finding that Forest Grove’s industry base and connection to the City of Hillsboro enable the local economy to sustain industry trends established through 2028 by previous analysis.

Accordingly, Baseline, Medium Growth, and High Growth scenario forecasts have been established assuming the three analogous scenarios for the Twenty-Year analysis perpetuate. As in the Twenty-Year analysis, the Baseline forecast represents “organic” growth inherent in Forest Grove’s potential given its own existing and future industries and individual competitive advantage. The High and Medium Growth forecasts assume that City of Forest Grove captures varying shares of the City of Hillsboro’s growth potential.

Finally, it should be underscored that the resulting employment forecast should be interpreted as *potential opportunity* for Forest Grove planning purposes rather than supply-constrained, realized demand. This forecast does not attempt to model the exact timing or nature of such physical constraint, but rather attempts to document total possible demand the City may strategically accommodate based on its own analysis of physical and fiscal constraints to growth over the 2060 planning horizon.

BASELINE LONG-TERM EMPLOYMENT GROWTH

The baseline long-term employment forecast maintains the Twenty-Year analysis assumption that Forest Grove will capture approximately 2.75% of Washington County’s economic activity. Implicit within this assumption is the success of the City’s economic development objectives; namely, the expansion of its target industries, potential transportation network improvements and the resolution of electricity pricing. In other words, it is the City’s potential long-term growth assuming it operates in isolation of other cities in the Western Washington County subarea.

Employment growth continues through 2060 at an annual average growth rate of 2.3% (vs. 2.5% from 2008 to 2028) with 20,984 jobs added, inclusive of the 5,748 jobs added through 2028. As in the Twenty-Year analysis, Forest Grove’s professional services sector is expected to continue significant growth through 2060, due both to maturation in the City’s economy as well as spillover effects from regional economic growth.

FIGURE 30: EMPLOYMENT FORECAST BY INDUSTRY SECTOR, FOREST GROVE (2008-2060)

Baseline Growth Forecast NAICS	Base Year	Employment Forecast							2008-2060 Growth	
	2008	2033	2038	2043	2048	2053	2058	2060	Jobs	AAGR
Natural Resources	937	937	937	937	937	937	937	937	0	0.0%
Construction	420	728	806	891	983	1,085	1,195	1,242	821	2.1%
Manufacturing	2,197	4,436	5,052	5,745	6,521	7,392	8,367	8,789	6,592	2.7%
Wholesale Trade	67	100	108	117	125	135	145	149	82	1.5%
Retail Trade	600	1,047	1,161	1,285	1,421	1,569	1,731	1,800	1,199	2.1%
T.W.U.	155	270	300	332	367	405	447	464	309	2.1%
Information	30	44	47	50	53	57	60	62	32	1.4%
Financial Activities	240	365	394	426	459	495	533	549	309	1.6%
Professional & Business	266	829	1,024	1,261	1,548	1,896	2,317	2,509	2,243	4.4%
Education & Health	2,979	5,681	6,298	6,972	7,708	8,512	9,389	9,762	6,782	2.3%
Leisure & Hospitality	670	1,345	1,531	1,739	1,972	2,233	2,525	2,651	1,982	2.7%
Other Services	348	516	554	596	639	686	735	755	407	1.5%
Public Administration	182	274	295	318	342	368	396	407	226	1.6%
TOTAL	9,092	16,572	18,506	20,666	23,077	25,770	28,777	30,076	20,984	2.3%



ALTERNATIVE LONG-TERM GROWTH SCENARIOS

In determining Forest Grove’s long-term alternative growth scenarios, the City’s baseline “organic” growth is aggregated by expected growth at the regional level. As mentioned previously, the City of Hillsboro has the potential to drive significant regional growth during the next twenty to fifty-year period. To accomplish this, Hillsboro has devised a two-part strategy:

1. A focus on larger, “anchor” users that help to crystallize high-tech industry cluster presence in the City and Washington County in general.
2. Coordination with neighboring western Washington County jurisdictions on industry and cluster growth, specifically provision of various industrial parcels suitable for cluster anchor ripple effects, including vendors, suppliers, spin-offs, and competitors.

Over the fifty-year horizon, Hillsboro intends to seek up to 3,500 gross acres in urban reserves to strategically target high-tech industrial cluster anchors. However assuming Hillsboro achieves maximum success in growing targeted industries, demand could reach as high as 15,000 gross acres of industrial land by 2060. In keeping with the second part of their strategy, Hillsboro and Forest Grove along with Cornelius, North Plains and Banks have agreed to coordinate economic development efforts and industrial land provision in order to accommodate growth within the region.

For Forest Grove, this translates into the opportunity to provide industrial parcels less than 100 acres in size to allow for growth based on the ripple effects of a cluster anchor situating in Hillsboro. Therefore, it is reasonable for Forest Grove’s alternate growth scenarios to reflect a share of regional growth, which will likely become more important to the City’s economy over the 50-year period.

Figure 29 illustrates the high and medium growth scenarios. The high growth forecast assumes Forest Grove captures 15% of the growth opportunity estimated for Hillsboro through 2060 under its medium growth scenario outlined in JOHNSON REID’s Hillsboro analysis. According to the high growth forecast, job growth through 2060 occurs at a 3.6% annual average pace (vs. 3.2% from 2008 to 2028). On the other hand, Forest Grove’s medium growth forecast assumes the City captures 15% of Hillsboro’s growth opportunity created by the emergence of solar and biotechnology clusters alone. According to the medium growth forecast, employment growth continues at an annual average growth rate of 2.6% (vs. 2.9% from 2008 to 2028).



FIGURE 31: ALTERNATIVE GROWTH FORECASTS BY INDUSTRY SECTOR, FOREST GROVE (2008-2060)

High Growth Scenario NAICS	Base Year	Employment Forecast							2008-2060 Growth	
	2008	2033	2038	2043	2048	2053	2058	2060	Jobs	AAGR
Natural Resources	937	951	954	958	962	966	969	972	35	0.1%
Construction	420	1,170	1,372	1,597	1,851	2,135	2,395	2,591	2,171	3.6%
Manufacturing	2,197	9,056	10,860	12,918	15,265	17,942	20,434	22,373	20,176	4.6%
Wholesale Trade	67	319	386	460	542	633	709	779	712	4.8%
Retail Trade	600	2,076	2,472	2,915	3,412	3,967	4,460	4,860	4,259	4.1%
T.W.U.	155	549	656	777	915	1,071	1,212	1,328	1,173	4.2%
Information	30	103	122	143	165	190	211	230	200	4.0%
Financial Activities	240	465	521	583	650	723	792	838	598	2.4%
Professional & Business	266	1,595	2,000	2,482	3,057	3,740	4,446	4,923	4,656	5.8%
Education & Health	2,979	6,555	7,422	8,392	9,478	10,695	11,925	12,651	9,672	2.8%
Leisure & Hospitality	670	1,645	1,914	2,218	2,562	2,950	3,348	3,580	2,910	3.3%
Other Services	348	875	1,010	1,159	1,323	1,502	1,658	1,785	1,437	3.2%
Public Administration	182	422	483	549	619	694	759	809	627	2.9%
TOTAL	9,092	25,781	30,171	35,151	40,799	47,210	53,318	57,718	48,626	3.6%

Medium Growth Scenario NAICS	Base Year	Employment Forecast							2008-2060 Growth	
	2008	2033	2038	2043	2048	2053	2058	2060	Jobs	AAGR
Natural Resources	937	986	989	992	995	998	1,002	1,000	63	0.1%
Construction	420	764	848	941	1,042	1,153	1,274	1,326	906	2.2%
Manufacturing	2,197	4,941	5,654	6,460	7,371	8,400	9,561	10,091	7,894	3.0%
Wholesale Trade	67	121	133	145	159	174	190	198	131	2.1%
Retail Trade	600	1,127	255	1,395	1,550	1,720	1,907	1,989	1,389	2.3%
T.W.U.	155	294	327	364	405	450	499	521	366	2.4%
Information	30	65	71	79	87	97	108	113	83	2.6%
Financial Activities	240	397	432	469	509	553	600	620	380	1.8%
Professional & Business	266	1,091	1,337	1,635	1,996	2,433	2,960	3,220	2,954	4.9%
Education & Health	2,979	5,979	6,647	7,381	8,186	9,069	10,037	10,455	7,476	2.4%
Leisure & Hospitality	670	1,435	1,638	1,867	2,125	2,415	2,742	2,888	2,218	2.8%
Other Services	348	560	606	655	708	765	826	852	504	1.7%
Public Administration	182	289	313	339	366	395	427	440	258	1.7%
TOTAL	9,092	18,049	19,250	22,722	25,499	28,622	32,133	33,713	24,621	2.6%

SOURCES: Oregon Employment Department Regional Forecasts, Oregon ES-202 reports, Local Interviews, and Johnson Reid

2060 FOREST GROVE POTENTIAL EMPLOYMENT LAND DEMAND

INTRODUCTION

An analysis of potential employment land demand through the year 2060 was conducted with methodology analogous to employment land need findings for the year 2028. For a detailed summary of land demand methodology as a function of employment growth, please refer to the section titled 2028 Employment Land Demand. The resulting total, potential demand estimates will be of use to the City for strategic planning purposes in deciding economic opportunities to engage once policy and physical constraints are introduced.

SUMMARY OF EMPLOYMENT LAND DEMAND FINDINGS

The results summarized in Figure 32 highlight projections of gross, potential new demand within the Forest Grove Urban Area for commercial and industrial land through 2060. Detailed findings by use type and growth scenario are included in the technical appendix.

- Through 2060, potential new gross demand for employment land is expected to range from 1,247 to 3,386 gross buildable acres, contingent upon both Forest Grove’s realized growth pattern and economic development policy preferences as well as that at the regional level.
- The Organic scenarios indicate that Forest Grove can see employment land demand in the vicinity of roughly 1,247 to 1,434 acres through 2060.



- Under the Medium Growth scenario in which Forest Grove captures 15% of Hillsboro’s emerging growth through 2060, the City can realize employment land demand of 1,760 acres.
- Under the High Growth scenario in which Forest Grove captures 15% of Hillsboro’s total growth through 2060, the City can see employment land demand as much as 3,386 acres.
- Demand for industrial land represents the greatest percentage of total demand in each scenario ranging from 541 under the Organic Baseline scenario to 1,892 under the High Growth scenario.
- Potential office commercial demand is estimated to range between 211 and 437 acres during the period, but figures generally reflect maximums. Forest Grove will permanently be at a competitive disadvantage to the more centrally located areas for various office uses.
- Potential, gross retail commercial acreage demand is estimated to range from 329 to 817 acres through 2060. While some improvement is expected in Forest Grove’s retail commercial capture due to the development of target industries as well as regional spill over growth like office uses, more centrally-located areas will enjoy a competitive advantage for sizeable retail commercial development. As the in the Twenty-Year analysis, retail commercial demand figures reflect a static assumption that Forest Grove’s regional/visitor driven retail support will normalize at 20% of new demand on the margin.

FIGURE 32: FOREST GROVE URBAN AREA EMPLOYMENT LAND DEMAND (GROSS BUILDABLE ACRES 2008-2060)

Use Type	Need For Land (Acres) By Scenario:			
	Organic (Baseline)	Organic (Alternative)	High Growth	Medium Growth
OFFICE COMMERCIAL	211.0	242.6	436.5	301.8
INDUSTRIAL	540.6	621.7	1,892.2	785.9
RETAIL COMMERCIAL	328.8	378.2	817.2	465.6
CITY RESIDENTS	263.1	302.5	653.7	372.5
REGION/TOURISTS 1/	65.8	75.6	163.4	93.1
OVERNIGHT LODGING	34.1	39.2	55.2	46.1
SPECIALIZED USES 2/	132.8	152.7	185.1	160.9
TOTAL	1,247.3	1,434.4	3,386.2	1,760.3

1/ Based on current ratios between locally supported and total sales, CE Survey from the BLS and Census of Retail Trade.

2/ Hospitals, Clinics, etc. for employment not otherwise categorized.

SOURCE: Johnson Reid



2060 EMPLOYMENT LAND DEMAND & SUPPLY RECONCILIATION

In the 2028/20-year analysis of employment land demand for the City of Forest Grove, gross land demand figures were translated into industry demand by site qualities, namely uses and classes of parcel/site size. Utilizing analogous methodology, a determination of site needs by use and industry size categories was estimated. A more detailed discussion of the underlying methodology is found in the Projected Number of Sites Demanded subsection of the 20-YEAR EMPLOYMENT LAND DEMAND SITE QUALITIES section of this document.

PROJECTED GROSS ACREAGE NEED BY SITE QUALITY

Figure 33 provides detailed assessment of Forest Grove employment land demand and reconciled need (gross acres) by site quality through 2060. Estimates reflect *potential*, unconstrained demand for sites in urbanized Forest Grove under the three growth path scenarios utilized in this analysis. The inventory of existing, vacant and developable employment land by site type within the current Forest Grove UGB is also expressed, along with an acreage need reconciliation for the three growth potential scenarios.

FIGURE 33: RECONCILIATION OF FOREST GROVE EMPLOYMENT LAND ACREAGE DEMAND & SUPPLY (2060)

2060 Land Demand Reconciliation - Gross Acreage Needed									
Vacant Acres Reconciliation (Total)						Planning Horizon			
		Demand Projections				Vacant Supply	Balance		
		Typical Acreage	Baseline	High	Medium		Baseline	High	Medium
Office	Business Park	Over 40	88	186	129	0	88	186	129
	Medium	10 to 40	60	124	85	0	60	124	85
	Small	10 or less	62	127	88	2	60	125	85
	Sub Total		211	436	302	2	209	434	299
Industrial	Cluster Anchor	Over 100	81	284	118	0	81	284	118
	Anchor or Large Park	50 to 100	162	568	236	72	90	496	164
	Large User or Mid Park	20 to 50	97	341	141	70	27	271	71
	Medium User or Smaller Park	10 to 20	76	265	110	44	32	221	66
	Expanding User	5 to 10	32	114	47	60	(28)	54	(13)
	Small Businesses	5 or fewer	92	322	134	45	47	277	89
	Sub Total		541	1,892	786	291	168	1,317	377
Commercial Retail	Large	Over 20	72	178	101	0	72	178	101
	Medium	5 to 20	155	385	219	16	139	369	204
	Small	5 or fewer	102	254	145	15	88	240	130
	Sub Total		329	817	466	31	298	787	435
Other	Over Night Lodging	Not Estimated	34	55	46	Not Estimated	34	55	46
	Special Uses	Not Estimated	133	185	161	Not Estimated	133	185	161
	Grand Totals		1,247	3,386	1,760		842	2,779	1,319

Note: Figures may not sum due to rounding.

SOURCE: City of Forest Grove and Johnson Reid, LLC

2060 OFFICE COMMERCIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove growth potential is estimated to create demand for between 211 and 436 acres of office commercial land over the very long-term. Demand is sizeable for all three categories of office development orientation.



- *Land Needed Reconciliation:* Given documented site demand through 2060 and existing inventory, Forest Grove will require at least 209 acres and as many as 434 acres of office commercial land in excess of existing capacity to meet economic need. Net, new need is robust in all classes of office orientation.

2060 INDUSTRIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove economic growth is expected to generate demand for a minimum of 541 industrial acres to as many as 1,892 acres through 2060. Over the very long-term, acreage demand in the Cluster Anchor category materializes in terms of economic need, particularly with coordination between Forest Grove and neighboring west County cities.
- *Land Needed Reconciliation:* Over the 50-year period, Forest Grove is estimated to see demand exceed existing industrial supply capacity within the UGB totaling 168 to 1,317 acres depending upon economic development scenario pursued. Acreage need is largest in the Cluster Anchor category, largely due to typical 100+ acre size, as well as the complete lack of availability within the current UGB.

2060 RETAIL COMMERCIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove demand for commercial acreage is estimated to range from 329 acres to 817 acres depending upon economic growth scenario through 2060. Medium sites, typically 10 acres in size, comprise the largest single share of acreage demand during the planning period, though over the very long-term household growth is estimated to drive robust demand for Large retail commercial acreage of between 72 acres and 178 acres.
- *Land Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require anywhere from 298 to 787 additional acres to meet the needs of anticipated population growth through 2060. Unmet commercial retail land need is most concentrated in Medium-sized retail demand, followed by Large retail commercial types.

2060 EMPLOYMENT LAND DEMAND & SUPPLY BY SITE QUALITIES

Figure 34 below provides a matrix of fifty-year employment site demand by use and site quality that results from gross acreage demand by use and site quality analysis findings summarized in Figure 33.

2060 Office Employment Site Demand Findings

- *Sites Demanded:* Over a fifty-year period, Forest Grove growth potential is estimated to create demand for at least ten to at least eighteen total office sites, the great majority of which are classified as “Small” or sized five acres or less.
- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, over the long-term Forest Grove is estimated to require up to 13 additional office commercial sites in addition to existing capacity within the Urban Growth Boundary.
- *Sites Needed Concentration:* It should be noted that all office availability is in the CBD of Forest Grove, therefore the City may consider need for Small sites outside of the CBD that are more compatible with and complimentary to office employment outside of downtown. Additional need is roughly split between larger “Business Park” configuration and the Medium-sized configuration.

2060 INDUSTRIAL EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Forest Grove economic growth is expected to generate demand for a minimum of 30 industrial sites to at least 102 sites over the 50-year planning period. The great majority of sites demanded will be five acres or fewer in size (“Small Businesses”), however the second largest demand category is “Medium User/Smaller Park.” It should further be noted that over a 50-year period and as part of a coordinated economic development effort in the west Washington County



area, “Cluster Anchor” acreage is expected. Demand for two sites over the very long-term should be expected.

FIGURE 34: RECONCILIATION OF FOREST GROVE EMPLOYMENT LAND SITE DEMAND & SUPPLY (2060)

2060 Land Demand Reconciliation - Site Need Count									
Number of Sites by Development Pattern					Planning Horizon				
	Typical Acreage	Demand Projections			Vacant Supply	Balance			
		Baseline	High	Medium		Baseline	High	Medium	
Office	Business Park	Over 40	2	3 - 4	2 - 3	0	2	3 - 4	2 - 3
	Medium	10 to 40	2 - 5	3 - 12	2 - 8	0	2 - 5	3 - 12	2 - 8
	Small	10 or less	6+	12+	8+	15	(9)	(3)	(2)
	Sub Total		10+	18+	12+	15	(2)	13	9
Industrial	Cluster Anchor	Over 100	0	2	1	0	0	2	1
	Anchor or Large Park	50 to 100	3 - 4	6 - 11	3 - 4	0	3 - 4	6 - 11	3 - 4
	Large User or Mid Park	20 to 50	2 - 4	6 - 17	3 - 7	5	(1)	(1)	(2)
	Medium User or Smaller Park	10 to 20	4 - 7	13 - 26	6 - 11	3	1 - 4	10 - 23	3 - 8
	Expanding User	5 to 10	3 - 6	11 - 22	5 - 9	8	(2)	3 - 14	0
	Small Businesses	5 or fewer	18+	64+	26+	15	3	49	11
	Sub Total		30+	102+	44+	31	8	98	22
Commercial Retail	Large	Over 20	4	9	5	0	4	5	0
	Medium	5 to 20	8 - 31	20 - 77	11 - 43	2	6 - 29	18 - 75	9 - 41
	Small	5 or fewer	21+	64+	26+	54	(32)	9	(28)
	Sub Total		33+	93+	42+	56	1	89	13

Note: Figures may not sum due to rounding.
 SOURCE: City of Forest Grove and Johnson Reid, LLC

- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, the City is currently lacking any suitable site in the Cluster Anchor category (100.0+ acres), Anchor/Large Park classification (50.0-100.0 acres), and is marginally sufficient in the Medium User/Smaller Park (10.0-20.0 acres) category. Overall, the City should plan for site demand to exceed current capacity by at least 8 to at least 98 sites depending upon City growth scenario.
- *Sites Needed Concentration:* In terms of number of sites demand beyond current capacity, Small Business-class industrial sites comprise the greatest share, followed by Medium User/Smaller Park. Cluster Anchor sites are absolutely lacking within the current UGB and should be planned for over the very long-term according to economic analysis.

2060 RETAIL COMMERCIAL EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Forest Grove population growth, resulting from economic growth opportunity, is expected to create demand for commercial sites ranging from at least 33 to at least 93 individual sites over the planning period. The great majority of sites demanded will be three acres or fewer in size (“Small”), followed by the “Medium” site category.
- *Sites Needed Reconciliation:* Given documented site demand over the 50-year period and existing inventory, Forest Grove will require anywhere from at least one to at least 89 new retail commercial sites concentrated in the Small size category, followed by the Medium size category (5.0 to 20.0 acres). Over the very long-term, estimated population and workforce growth would indicate need for three to seven Large commercial retail sites to adequately serve local households over the planning period.



20-YEAR HOUSING NEED FORECAST

INTRODUCTION

This analysis outlines a forecast of housing need within the City of Forest Grove/Urban Growth Boundary. Housing need and resulting land need are forecast to 2028 consistent with 20-year need assessment requirements of periodic review. The housing need analysis and the following residential land need analysis were prepared in coordination with a larger sub-regional economic assessment of five cities in western Washington County, Oregon.

The primary data sources used in generating this forecast were the U.S. Census, Claritas Inc. and the Employment Forecasts included in this report. Other sources are identified as appropriate.

Claritas Inc. is a third-party company providing data on demographics and market segmentation. It is owned by the Nielson Company which conducts direct market research including surveying of households across the nation. Nielson combines proprietary data with data from the U.S. Census, Postal Service, and other federal sources, as well as local-level sources such as Equifax, Vallassis and the National Association of Realtors. Claritas promotes a “bottom-up” and “top-down” analysis using these sources to produce annual demographic and economic profiles for individual geographies. Projections of future growth are based on the continuation of long-term and emergent demographic trends identified through the above sources.

CURRENT HOUSING NEEDS

The profile of current housing conditions in the study area is based on certified 2008 estimates from the Population Research Center at Portland State University. Estimates of current population and households were cross referenced with estimates from Claritas, and the U.S. Census.

FIGURE 35: CURRENT HOUSING PROFILE (2008)

CURRENT HOUSING CONDITIONS (2008)		SOURCE
Total 2008 Population:	21,465	PSU Pop. Research Center
<u>- Estimated group housing population:</u>	<u>1,583</u> (7.4% of Total)	City of Forest Grove
Estimated 2008 Population:	19,882 (Total - Group)	
Avg. HH Size:	2.68	Claritas, Census
Estimated 2008 Households:	7,419 (Pop/HH Size)	
Total Housing Units:	7,768 (Occupied + Vacant)	
Occupied Housing Units:	7,419 (= # of HH)	
Vacant Housing Units:	350	
Current Vacancy Rate:	4.5%	Census, Johnson Reid

Sources: Johnson Reid, LLC, City of Forest Grove, PSU Population Research Center, Claritas Inc. U.S. Census

We estimate a current population of 21,465, living in 7,416 households. Average household size is 2.68 persons (compared to 2.66 in Washington County, and 2.5 statewide). The estimated 2008 vacancy rate of



housing units was 4.5% (Claritas, Census). (Vacancy rates have risen across the Portland Metro area since 2008. Therefore an assumed higher rate of 6% is used below to project *future* housing needs, reflecting the long-term historical average in western Washington County.)

ESTIMATE OF CURRENT HOUSING NEED

Following the establishment of the current housing profile, the current housing need was determined based upon the age and income characteristics of current households. The analysis considered the propensity of households in specific age and income levels to either rent or own their home, in order to derive the current need for ownership and rental housing units and the appropriate housing cost level of each. This presents a snapshot of current housing need equal to the number of households in the study area.

FIGURE 36: ESTIMATE OF CURRENT HOUSING NEED (2008)

Ownership				
Price Range	# of Households	Income Range	% of Total	Cumulative
\$0 - 50k	211	Less than \$10k	4.7%	4.7%
\$50k - 70k	135	\$10k - \$14.9k	3.0%	7.7%
\$70k - 90k	137	\$15k - \$19.9k	3.1%	10.8%
\$90k - 120k	143	\$20k - \$24.9k	3.2%	14.0%
\$120k - 160k	432	\$25k to \$34.9k	9.7%	23.7%
\$160k - 230k	701	\$35k to \$49.9k	15.7%	39.3%
\$230k - 350k	1,085	\$50k to \$74.9k	24.3%	63.6%
\$350k - 460k	779	\$75k - \$99.9k	17.4%	81.0%
\$460k - 690k	656	\$100k to \$149.9k	14.7%	95.6%
\$690k +	195	\$150k or more	4.4%	100.0%
Totals:	4,474		% of All:	60.3%

Rental				
Rent Level	# of Households	Income Range	% of Total	Cumulative
\$0 - 250	469	Less than \$10k	15.9%	15.9%
\$250 - 375	289	\$10k - \$14.9k	9.8%	25.7%
\$375 - 500	240	\$15k - \$19.9k	8.2%	33.9%
\$500 - 625	271	\$20k - \$24.9k	9.2%	43.1%
\$625 - 875	396	\$25k to \$34.9k	13.5%	56.6%
\$875 - 1,250	497	\$35k to \$49.9k	16.9%	73.4%
\$1,250 - 1,875	601	\$50k to \$74.9k	20.4%	93.8%
\$1,875 - 2,500	133	\$75k - \$99.9k	4.5%	98.4%
\$2,500 - 3,750	48	\$100k to \$149.9k	1.6%	100.0%
\$3,750 +	0	\$150k or more	0.0%	100.0%
Totals:	2,945		% of All:	39.7%

All Households	7,419
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Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.

The price levels presented above assumes that an “affordable” housing payment equals 30% of a household’s gross income (HUD standard). The affordable price level for ownership housing assumes 30-year amortization, at an interest rate of 6.5%, with 15% down payment.



[These assumptions are designed to represent prudent lending and borrowing levels for ownership households. The 30-year mortgage commonly serves as the standard. Down payment assumptions tend to range from 20% for older/established households, and 10% for first-time buyers. In recent years, down payment requirements have fallen significantly. The 15% used here represents both the average between newer and older households and recognition that despite currently tightening standards due to the 2009 credit crisis, over the long-run it is anticipated that down payment standards will remain sub-20% (i.e. a new “normal” has been established.) The interest rate of 6.5% reflects the average rate in 2008.]

CURRENT HOUSING INVENTORY

The profile of current housing needs (Figure 36) represents the preference and affordability levels of households. In reality, the current housing supply (Figure 37 below) differs from this profile, meaning that some households find themselves in housing units which are not optimal, either not meeting the household’s own/rent preference, or being under- or over-affordable.

A profile of current housing supply in Forest Grove was determined using Census data from the 2006 American Community Survey, which provides a profile of current housing values, current rent levels, and current housing types (single family, attached, mobile home, etc.).

The following figure presents a profile of current housing supply of ownership and rental housing in the study area.

- An estimated 55.1% of housing units are ownership units, while an estimated 44.9% of housing units are rental units.
- This is a low ratio of ownership units compared to Washington County (63.8% ownership rate), adjacent cities, and the state. (The ratio of ownership units is projected to grow in future years, as explained in following sections.)
- Over 80% of ownership units are single family homes, while 50% of rental units are in structures of 5 units or more.



FIGURE 37: PROFILE OF CURRENT HOUSING SUPPLY (2008)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	337	3	0	1	74	2	416	9.7%	9.7%
\$50k - 70k	126	1	0	0	28	1	156	3.6%	13.4%
\$70k - 90k	126	1	0	0	28	1	156	3.6%	17.0%
\$90k - 120k	127	1	0	0	28	1	157	3.7%	20.7%
\$120k - 160k	315	2	0	1	69	2	390	9.1%	29.8%
\$160k - 230k	1,182	9	0	3	260	8	1,462	34.2%	64.0%
\$230k - 350k	830	7	0	2	182	6	1,027	24.0%	88.0%
\$350k - 460k	255	2	0	1	56	2	315	7.4%	95.4%
\$460k - 690k	118	1	0	0	26	1	147	3.4%	98.8%
\$690k +	42	0	0	0	9	0	52	1.2%	100.0%
Totals:	3,458	27	0	9	759	25	4,278	% of All Units:	55.1%
Percentage:	80.8%	0.6%	0.0%	0.2%	17.7%	0.6%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	10	4	6	20	0	0	40	1.1%	1.1%
\$250 - 375	34	12	21	68	1	0	138	3.9%	5.1%
\$375 - 500	41	15	25	81	1	0	163	4.7%	9.7%
\$500 - 625	232	84	145	464	6	3	933	26.7%	36.5%
\$625 - 875	289	105	181	578	7	3	1,163	33.3%	69.8%
\$875 - 1,250	160	58	100	319	4	2	642	18.4%	88.2%
\$1,250 - 1,875	82	30	51	164	2	1	330	9.4%	97.6%
\$1,875 - 2,500	20	7	13	41	0	0	82	2.4%	100.0%
\$2,500 - 3,750	0	0	0	0	0	0	0	0.0%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	868	316	542	1,734	21	10	3,490	% of All Units:	44.9%
Percentage:	24.9%	9.0%	15.5%	49.7%	0.6%	0.3%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	4,326	343	542	1,743	780	35	7,768	100%
Percentage:	55.7%	4.4%	7.0%	22.4%	10.0%	0.4%	100.0%	

Sources: 2006 American Community Survey, PSU Population Research Center, Johnson Reid
 Values are in 2008 dollars.

COMPARISON OF CURRENT HOUSING NEEDS WITH CURRENT SUPPLY

A comparison of estimated current housing needs with current supply identifies the existing discrepancies between needs and the housing which is currently available.

In general, this identifies a current surplus of inexpensive ownership units (including mobile home units) and a current need for more units in the median and upper price range. In other words, the current housing stock offers ample lower end units, and insufficient median and higher price units.

The analysis identifies a general need for rental units at the lower and upper price levels, and a surplus of rental housing in the middle price levels. This reflects that most housing stock will be found near the median



rent levels, with lower income households stretching to pay these prices, and higher income households who rent tend to live in homes costing somewhat less than they can afford based on our definition of “affordable.”

FIGURE 38: COMPARISON OF CURRENT NEED TO CURRENT SUPPLY

Ownership				Rental			
Price Range	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus	Rent	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus
\$0 - 50k	211	416	205	\$0 - 250	469	40	(429)
\$50k - 70k	135	156	21	\$250 - 375	289	138	(151)
\$70k - 90k	137	156	18	\$375 - 500	240	163	(77)
\$90k - 120k	143	157	14	\$500 - 625	271	933	662
\$120k - 160k	432	390	(42)	\$625 - 875	396	1,163	767
\$160k - 230k	701	1,462	762	\$875 - 1,250	497	642	145
\$230k - 350k	1,085	1,027	(58)	\$1,250 - 1,875	601	330	(271)
\$350k - 460k	779	315	(464)	\$1,875 - 2,500	133	82	(51)
\$460k - 690k	656	147	(510)	\$2,500 - 3,750	48	0	(48)
\$690k +	195	52	(143)	\$3,750 +	0	0	0
Totals:	4,474	4,278	(196)	Totals:	2,945	3,490	546

Occupied Units:	7,419
All Housing Units:	7,768
Total Unit Surplus:	350

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.

Overall, the analysis identifies a total need for ownership units (196), and a current surplus of rental units (546). This is based on a model of general preferences of households in different age and income cohorts to either own or rent. The analysis indicates that currently there are some household which might be expected to own homes based on these demographic indicators, who nonetheless are currently renting. As mentioned above, Forest Grove currently has a high ratio of rental units to ownership units compared to the Washington County as a whole, and most nearby cities.

There are an estimated 350 units more than the current number of households (i.e. 350 vacant units.)



FUTURE HOUSING NEEDS (2028)

The projected future (20-year) housing profile (Figure 39) in the study area is based on the current housing profile, multiplied by an assumed projected future population growth rate. The projected population growth rate is based on the 20-year Employment Forecast presented in a previous chapter of this report. As with the employment numbers, three growth scenarios were modeled:

ANNUAL HOUSING GROWTH RATES: THREE SCENARIOS

Baseline Growth Scenario:	2.0%
Medium Growth Scenario:	2.3%
High Growth Scenario:	2.6%

This analysis uses economic and employment growth as the primary determinant of the number of households seeking to locate in the study area. A jobs-to-household ratio is applied to represent the number of available jobs in an area per household. Generally, a higher jobs-to-housing ratio represents a more robust local employment and economic environment, as it represents the amount of business activity taking place in the community. The jobs-to-household ratio is a commonly-used indicator of whether there is a sufficient amount of housing to support area employment, and vice versa.

The current estimated jobs/household ratio in Forest Grove is 1.25, which is considered a relatively low level of employment opportunities for each household. Based on the latest Census data, there are currently enough Forest Grove residents in the labor force to support a jobs-to-housing ratio of 1.40. In other words, Forest Grove does not currently offer enough local employment to meet the job demand of current residents.

This analysis assumes an increased future jobs/household ratio of 1.5, meaning somewhat more available jobs per household. This assumptions results from examining western Washington County in a sub-regional context, particularly the finding from the Economic Opportunities Analysis that some high-tech and related manufacturing employment is likely to spread beyond its historical base in the Hillsboro area to the surrounding communities, such as Forest Grove.

The use of 1.5 jobs to households represents the assumptions that more residents of Forest Grove will be employed locally, rather than commute for employment. Applying a *lower* jobs/household ratio results in the need for *more* housing, and implies that more of the residents of that housing are commuting to employment.

The following table presents growth forecasts under Baseline, Medium Growth and High Growth Scenarios. Each scenario is based upon a corresponding growth scenario in employment.



FIGURE 39: FUTURE HOUSING PROFILE (2028)

	Baseline Growth Scenario	Medium Growth Scenario	High Growth Scenario
2008 Population*:	19,882	19,882	19,882
Annual Growth Rate:	2.0%	2.3%	2.6%
Estimated 2028 Population*:	29,394	31,504	32,916
Estimated 2028 Households:	10,968	11,755	12,282
Total Housing Units:	11,668	12,506	13,066
Occupied Housing Units:	10,968	11,755	12,282
Vacant Housing Units:	700	750	784
New Population ('08-'28):	9,512	11,622	13,034
New Households ('08-'28):	3,549	4,337	4,863
New Housing Units ('08-'28) ¹	3,900	4,737	5,298

* Does not include Group Quarters population.

¹ New Housing Units = Total housing units, occupied and vacant.

Assumes average future household size of 2.68, and unit vacancy of 6% (historical average).

Sources: PSU Population Research Center, Claritas, Census, Johnson Reid LLC.

The growth scenarios project growth in the number of households over 20 years of between 3,549 and 4,863 households, with accompanying population growth of 9,512 to 13,034 new residents. (The number of households differs from the number of housing units, because the total number of housing units includes a percentage of vacancy. Projected housing unit needs are discussed below.)

PROJECTION OF FUTURE HOUSING UNIT NEEDS (2028)

The profile of future housing needs was derived using the same methodology used to produce the estimate of current housing need. It includes current and future households, and includes a vacancy rate assumption of 6% based on the historical average in Western Washington County. **Therefore, these projections represent the total number of housing units needed, occupied and vacant.**

The analysis considered the propensity of households at specific age and income levels to either rent or own their home, in order to derive the future need for ownership and rent housing units, and the affordable cost level of each. The projected need is for *all* 2028 households and therefore includes the needs of current households.

The percentage of units which are ownership rather than rental is expected to increase from 55% to 65% over the next 20 years, reflecting demographic shifts. This ratio of ownership to rental units would roughly match that found in Washington County as a whole.

The price levels presented below assume that an “affordable” housing payment equals 30% of a household’s gross income. The affordable price level for ownership housing assumes 30-year amortization, at an interest rate of 6.5%, with 15% down payment. Because of the impossibility of predicting variables such as interest rates 20 years into the future, these assumptions were kept constant from the estimation of current housing need. Income levels and price levels are presented in 2008 dollars.

The following three tables present the projected total future housing needs (current and new households, plus vacancy) in 2028, based on the Baseline, Medium and High Growth Scenarios.



FIGURE 40: PROJECTED TOTAL FUTURE HOUSING NEEDS (2028)

BASELINE GROWTH SCENARIO (2.0% ANNUAL POPULATION GROWTH)

Ownership				Rental			
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative
\$0 - 50k	322	4.2%	4.2%	\$0 - 250	653	16.0%	16.0%
\$50k - 70k	186	2.4%	6.7%	\$250 - 375	365	9.0%	25.0%
\$70k - 90k	206	2.7%	9.4%	\$375 - 500	337	8.3%	33.3%
\$90k - 120k	217	2.9%	12.3%	\$500 - 625	332	8.1%	41.4%
\$120k - 160k	617	8.1%	20.4%	\$625 - 875	544	13.4%	54.8%
\$160k - 230k	1,038	13.7%	34.1%	\$875 - 1,250	671	16.5%	71.2%
\$230k - 350k	1,605	21.1%	55.2%	\$1,250 - 1,875	827	20.3%	91.5%
\$350k - 460k	1,387	18.3%	73.5%	\$1,875 - 2,500	233	5.7%	97.2%
\$460k - 690k	1,487	19.6%	93.1%	\$2,500 - 3,750	112	2.8%	100.0%
\$690k +	527	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%
Totals:	7,592	% of All:	65.1%	Totals:	4,076	% of All:	34.9%
							All Units
							11,668

MEDIUM GROWTH SCENARIO (2.3% ANNUAL POPULATION GROWTH)

Ownership				Rental			
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative
\$0 - 50k	345	4.2%	4.2%	\$0 - 250	700	16.0%	16.0%
\$50k - 70k	199	2.4%	6.7%	\$250 - 375	391	9.0%	25.0%
\$70k - 90k	221	2.7%	9.4%	\$375 - 500	362	8.3%	33.3%
\$90k - 120k	233	2.9%	12.3%	\$500 - 625	355	8.1%	41.4%
\$120k - 160k	662	8.1%	20.4%	\$625 - 875	583	13.4%	54.8%
\$160k - 230k	1,112	13.7%	34.1%	\$875 - 1,250	719	16.5%	71.2%
\$230k - 350k	1,720	21.1%	55.2%	\$1,250 - 1,875	887	20.3%	91.5%
\$350k - 460k	1,487	18.3%	73.5%	\$1,875 - 2,500	250	5.7%	97.2%
\$460k - 690k	1,594	19.6%	93.1%	\$2,500 - 3,750	120	2.8%	100.0%
\$690k +	565	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%
Totals:	8,137	% of All:	65.1%	Totals:	4,368	% of All:	34.9%
							All Units
							12,506

HIGH GROWTH SCENARIO (2.6% ANNUAL POPULATION GROWTH)

Ownership				Rental			
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative
\$0 - 50k	360	4.2%	4.2%	\$0 - 250	732	16.0%	16.0%
\$50k - 70k	208	2.4%	6.7%	\$250 - 375	409	9.0%	25.0%
\$70k - 90k	231	2.7%	9.4%	\$375 - 500	378	8.3%	33.3%
\$90k - 120k	243	2.9%	12.3%	\$500 - 625	371	8.1%	41.4%
\$120k - 160k	691	8.1%	20.4%	\$625 - 875	609	13.4%	54.8%
\$160k - 230k	1,162	13.7%	34.1%	\$875 - 1,250	752	16.5%	71.2%
\$230k - 350k	1,797	21.1%	55.2%	\$1,250 - 1,875	926	20.3%	91.5%
\$350k - 460k	1,554	18.3%	73.5%	\$1,875 - 2,500	261	5.7%	97.2%
\$460k - 690k	1,665	19.6%	93.1%	\$2,500 - 3,750	126	2.8%	100.0%
\$690k +	590	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%
Totals:	8,502	% of All:	65.1%	Totals:	4,564	% of All:	34.9%
							All Units
							13,066

Sources: Claritas, Census, Johnson Reid.
 Values are in 2008 dollars.



COMPARISON OF FUTURE HOUSING NEEDS TO CURRENT HOUSING INVENTORY

The profile of total future housing need under the three growth scenarios was compared to the current housing inventory to determine the total future need for *new* housing units by type and price range (next page).

Baseline Growth Scenario

The results find a need for 3,900 new housing units by 2028, with a stronger emphasis on new ownership units. This is because analysis of the current supply finds a shortage of ownership units, and a surplus of rental units (Figure 41).

Therefore, to rebalance the supply with the projected future need profile, more *new* ownership units will be needed than rental units, while the current surplus of rental units needs to be absorbed. (In the medium and high growth scenarios, this ratio is improved somewhat as the rental surplus is occupied over time and new rental units are demanded.)

Of the new units needed, the largest share (85%) is projected to be single family types, due again to the stronger need for new ownership housing. The remainder will be some form of attached housing. The projected preferences for future unit types are based upon permitted units from the past 10 years, cross referenced with the profile of the current inventory of units, by owner vs. renter (HUD Building Permit Database, Census).

Duplex through four-plex units are projected to represent slightly more than 11% of the total need.

In balance, a low percentage of all needed units are projected to be multi-family in structures of 5+ attached units. This is because the identified surplus of rental units identified. Nevertheless, a growing part of the ownership demand (4%) is projected to be for attached units such as these (i.e. condominiums).

The following table summarizes the results for all three growth scenarios. Detailed tables for each scenario are presented on the following pages.

FIGURE 41: NEW UNITS NEEDED BY 2028: THREE GROWTH SCENARIOS

	<u>Baseline Growth Scenario</u>	<u>Medium Growth Scenario</u>	<u>High Growth Scenario</u>
New Ownership Units:	3,314	3,859	4,224
New Rental Units:	586	878	1,074
Total New Units (2028):	3,900	4,737	5,298

Sources: PSU Population Research Center, Claritas, Census, Johnson Reid.



FIGURE 42: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2028 – BASELINE GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	-71	8	7	5	0	0	-51	-1.6%	-1.6%
\$50k - 70k	27	5	4	3	0	0	39	1.2%	-0.4%
\$70k - 90k	44	6	4	3	0	0	58	1.7%	1.4%
\$90k - 120k	52	6	5	3	0	0	66	2.0%	3.4%
\$120k - 160k	194	18	13	10	0	0	235	7.1%	10.5%
\$160k - 230k	-326	25	22	15	0	0	-264	-8.0%	2.5%
\$230k - 350k	494	47	34	25	0	0	600	18.1%	20.6%
\$350k - 460k	890	44	30	23	0	0	987	29.8%	50.4%
\$460k - 690k	1,108	49	32	25	0	0	1,214	36.6%	87.0%
\$690k +	393	17	11	9	0	0	430	13.0%	100.0%
Totals:	2,805	226	162	121	0	0	3,314	% All Units:	85.0%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	209	53	85	262	0	0	609	104.0%	104.0%
\$250 - 375	88	19	30	89	0	0	226	38.6%	142.6%
\$375 - 500	72	15	22	64	0	0	173	29.6%	172.3%
\$500 - 625	-121	-55	-98	-321	0	0	-596	-101.7%	70.5%
\$625 - 875	-107	-58	-104	-343	0	0	-612	-104.6%	-34.1%
\$875 - 1,250	65	1	-6	-30	0	0	30	5.1%	-29.0%
\$1,250 - 1,875	195	42	65	192	0	0	494	84.4%	55.4%
\$1,875 - 2,500	57	13	20	59	0	0	150	25.6%	81.0%
\$2,500 - 3,750	38	10	16	48	0	0	111	19.0%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	496	40	29	21	0	0	586	% All Units:	15.0%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	3,301	266	190	143	0	0	3,900	100%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



FIGURE 43: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2028 – MEDIUM GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	-52	10	8	6	0	0	-28	-0.7%	-0.7%
\$50k - 70k	39	6	5	3	0	0	53	1.4%	0.6%
\$70k - 90k	57	7	5	4	0	0	72	1.9%	2.5%
\$90k - 120k	65	7	5	4	0	0	82	2.1%	4.6%
\$120k - 160k	232	21	15	11	0	0	280	7.2%	11.9%
\$160k - 230k	-263	30	26	18	0	0	-190	-4.9%	7.0%
\$230k - 350k	591	55	40	30	0	0	715	18.5%	25.5%
\$350k - 460k	974	51	34	27	0	0	1,087	28.2%	53.7%
\$460k - 690k	1,199	56	37	29	0	0	1,321	34.2%	87.9%
\$690k +	425	20	13	10	0	0	468	12.1%	100.0%
Totals:	3,266	264	188	141	0	0	3,859	% All Units:	81.5%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	248	57	88	263	0	0	656	74.7%	74.7%
\$250 - 375	110	21	31	90	0	0	252	28.7%	103.4%
\$375 - 500	93	16	23	65	0	0	198	22.5%	125.9%
\$500 - 625	-101	-54	-97	-320	0	0	-572	-65.1%	60.8%
\$625 - 875	-74	-55	-103	-342	0	0	-573	-65.3%	-4.5%
\$875 - 1,250	106	4	-3	-28	0	0	78	8.9%	4.4%
\$1,250 - 1,875	245	46	68	195	0	0	554	63.0%	67.5%
\$1,875 - 2,500	72	14	21	60	0	0	166	18.9%	86.4%
\$2,500 - 3,750	44	10	16	49	0	0	119	13.6%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	743	60	43	32	0	0	878	% All Units:	18.5%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	4,010	324	231	173	0	0	4,737	100%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



FIGURE 44: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2028 – HIGH GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	-38	11	9	6	0	0	-13	-0.3%	-0.3%
\$50k - 70k	46	7	5	4	0	0	62	1.5%	1.2%
\$70k - 90k	65	8	6	4	0	0	82	1.9%	3.1%
\$90k - 120k	74	8	6	4	0	0	93	2.2%	5.3%
\$120k - 160k	257	23	17	12	0	0	309	7.3%	12.6%
\$160k - 230k	-221	34	28	19	0	0	-140	-3.3%	9.3%
\$230k - 350k	656	60	44	32	0	0	792	18.8%	28.1%
\$350k - 460k	1,031	56	38	29	0	0	1,153	27.3%	55.4%
\$460k - 690k	1,259	61	40	32	0	0	1,392	33.0%	88.3%
\$690k +	446	22	14	11	0	0	493	11.7%	100.0%
Totals:	3,575	288	206	155	0	0	4,224	% All Units:	79.7%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	275	59	89	265	0	0	687	64.0%	64.0%
\$250 - 375	125	22	32	91	0	0	270	25.1%	89.1%
\$375 - 500	107	17	24	66	0	0	214	19.9%	109.1%
\$500 - 625	-87	-53	-97	-319	0	0	-556	-51.8%	57.3%
\$625 - 875	-52	-53	-101	-341	0	0	-547	-51.0%	6.3%
\$875 - 1,250	133	6	-2	-27	0	0	110	10.3%	16.6%
\$1,250 - 1,875	279	49	69	196	0	0	593	55.2%	71.8%
\$1,875 - 2,500	81	15	21	60	0	0	178	16.5%	88.4%
\$2,500 - 3,750	49	11	16	49	0	0	125	11.6%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	909	73	52	39	0	0	1,074	% All Units:	20.3%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	4,484	362	258	194	0	0	5,298	100%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



20-YEAR HOUSING LAND NEEDS ANALYSIS

INTRODUCTION

This section summarizes the projected need for residential land associated with the household growth projections through 2028.

Residential land needs are determined by analyzing the area and achieved density of residentially-zoned land in Forest Grove. The potential development capacity of remaining vacant parcels was determined in a January 2009 analysis by the City of Forest Grove. The capacity of existing vacant parcels was compared to the overall future housing need presented in the previous section. This determined the amount of additional land which will be needed. As the zoning decisions on future lands are unknown at this time, this analysis assumes that future housing will have the same distribution across residential zones as is currently seen, and distributes land need accordingly.

CURRENT RESIDENTIAL LANDS

The City of Forest Grove has nine Comprehensive Plan Designations which allow residential uses, ranging from low density to high density configurations, and three mixed-use Town Center designations. The target housing density across these zones is estimated to be 8.9 units per net acre. This is based on the target density of each zone, multiplied by the share of residential land that zone represents.

FIGURE 45: RESIDENTIAL COMPREHENSIVE PLAN DESIGNATIONS, CITY OF FOREST GROVE

ZONING DESIGNATION		Est. Current Share of Res. Zoned Land ¹	Target Density (Units/ Net Acre)
SR	Low Density Residential	0.5%	1.0
R-10	Low Density Residential	16.7%	4.4
R-7	Low Density Residential	47.0%	6.2
R-5	Low Density Residential	8.6%	8.7
RML	Medium Density Residential	8.7%	12.0
RMH	High Density Residential	17.0%	20.3
TC	Town Center designations (3)	1.5%	18.3*
Totals/Averages:		100%	8.9

¹ Estimates of current zone coverage were derived from Metro RLIS.

* Target "Town Center" density reflects that average of minimum and maximum allowed.

Sources: City of Forest Grove, Metro RLIS, Johnson Reid LLC

GIS analysis of vacant unconstrained parcels in Forest Grove found 535 unconstrained parcels of varying sizes across all residential zones. The parcels include 479.3 net acres of developable land (not including redevelopment and infill opportunities), which will accommodate an estimated 4,014 housing units within the city limits, and on residentially-designated FD-10 land. In addition, the analysis found that redevelopment, infill and partially constrained parcels could accommodate an additional 686 units. (See the following figure).



FIGURE 46: VACANT RESIDENTIAL PARCELS & ESTIMATED HOUSING DEVELOPMENT CAPACITY

ZONING DESIGNATION		Net Buildable Acreage	Potential Units Accommodated
R-10	Low Density Residential	120.0	523
R-7	Low Density Residential	104.5	650
R-5	Low Density Residential	40.2	350
RML	Medium Density Residential	29.9	374
RMH	High Density Residential	69.55	1,424
FD-10	FD-10 Residentially Designated Redevelopment/Infill	115.2	693 686
Totals/Averages:		479.3	4,700

Source: City of Forest Grove, Growth Capacity Analysis 2009

FUTURE RESIDENTIAL LAND NEED (2028)

The total future housing need presented in the last section, minus the capacity of existing developable parcels, leaves a need for lands to accommodate new housing units by 2028.

As the following table shows, there is currently sufficient residential capacity to accommodate new households under the Baseline Growth Scenario, based on the City of Forest Grove assessment of current development capacity (Figure 46). Under the Baseline Growth Scenario, there remains buildable capacity for 800 new units even after 20 years of growth.

The following table presents the projected future land need under the three growth scenarios. The scenarios range from the need for zero new gross acres (Baseline Scenario) to the need for 118 new gross acres (High Growth Scenario).

As the zoning decisions on future lands are unknown at this time, this analysis assumes that future housing will have the same distribution across residential zones as is currently seen, and distributes land need accordingly.



FIGURE 47: PROJECTED NEW RESIDENTIAL LAND NEED, FOREST GROVE (2028)

BASELINE GROWTH SCENARIO (2% Annual Pop. Growth)					
ZONING DESIGNATION	Total Future Unit Need - Vacant Lands ¹	Units Per Net Acre	Net Acreage Needed	Gross Acreage Needed	Distribution
SR Low Density Residential	0	1.0	0	0	NA
R-10 Low Density Residential	-159	4.4	0	0	NA
R-7 Low Density Residential	-447	6.2	0	0	NA
R-5 Low Density Residential	-96	8.7	0	0	NA
RML Medium Density Residential	-55	12.0	0	0	NA
RMH High Density Residential	-43	20.3	0	0	NA
TC Town Center designations (3)	NA*				
Totals/Averages:					
	-800	8.9	0	0	NA

MEDIUM GROWTH SCENARIO (2.3% Annual Pop. Growth)					
ZONING DESIGNATION	Total Future Unit Need - Vacant Lands ¹	Units Per Net Acre	Net Acreage Needed	Gross Acreage Needed	Distribution
SR Low Density Residential	0	1.0	0	0	0.0%
R-10 Low Density Residential	7	4.4	2	2	28.9%
R-7 Low Density Residential	21	6.2	3	4	57.1%
R-5 Low Density Residential	4	8.7	1	1	8.7%
RML Medium Density Residential	3	12.0	0	0	3.6%
RMH High Density Residential	2	20.3	0	0	1.7%
TC Town Center designations (3)	NA*				
Totals/Averages:					
	37	8.9	6	7	100%

HIGH GROWTH SCENARIO (2.6% Annual Pop. Growth)					
ZONING DESIGNATION	Total Future Unit Need - Vacant Lands ¹	Units Per Net Acre	Net Acreage Needed	Gross Acreage Needed	Distribution
SR Low Density Residential	0	1.0	0	0	0.0%
R-10 Low Density Residential	119	4.4	27	34	28.9%
R-7 Low Density Residential	334	6.2	54	67	57.1%
R-5 Low Density Residential	72	8.7	8	10	8.7%
RML Medium Density Residential	41	12.0	3	4	3.6%
RMH High Density Residential	32	20.3	2	2	1.7%
TC Town Center designations (3)	NA*				
Totals/Averages:					
	598	0.0	94	118	100%

¹ Assumes that Town Center designation, which is currently surrounded by incorporated land, will not expand, therefore its capacity is included in the capacity of current vacant lands.

Sources: City of Forest Grove, Metro RLIS, Johnson Reid LLC



50-YEAR HOUSING NEED FORECAST

INTRODUCTION

This analysis outlines a forecast of housing need within the City of Forest Grove/Urban Growth Boundary. Housing need and resulting land need are forecast to 2060. The housing need analysis and the following residential land need analysis were prepared in coordination with a larger sub-regional economic assessment of five cities in western Washington County, Oregon.

Housing needs are also forecast to 2060 (the 50-year forecast). The 50-year Housing Need Forecast is based on the 50-year Employment Forecast included in this report. The employment and housing forecasts presented here over a 50-year timeframe project a substantial amount of growth which may eventually be addressed sub-regionally. For the sake of simplicity, this forecast assumes it is accommodated in Forest Grove and future City lands.

The primary data sources used in generating this forecast were the U.S. Census, Claritas Inc. and the Employment Forecasts included in this report. Other sources are identified as appropriate.

Claritas Inc. is a third-party company providing data on demographics and market segmentation. It is owned by the Nielson Company which conducts direct market research including surveying of households across the nation. Nielson combines proprietary data with data from the U.S. Census, Postal Service, and other federal sources, as well as local-level sources such as Equifax, Vallassis and the National Association of Realtors. Claritas promotes a “bottom-up” and “top-down” analysis using these sources to produce annual demographic and economic profiles for individual geographies. Projections of future growth are based on the continuation of long-term and emergent demographic trends identified through the above sources.

CURRENT HOUSING NEEDS

The profile of current housing conditions in the study area is based on certified 2008 estimates from the Population Research Center at Portland State University. Estimates of current population and households were cross referenced with estimates from Claritas, and the U.S. Census.

FIGURE 4.8: CURRENT HOUSING PROFILE (2008)

CURRENT HOUSING CONDITIONS (2008)		SOURCE
Total 2008 Population:	21,465	PSU Pop. Research Center
- Estimated group housing population:	1,583 (7.4% of Total)	City of Forest Grove
Estimated 2008 Population:	19,882 (Total - Group)	
Avg. HH Size:	2.68	Claritas, Census
Estimated 2008 Households:	7,419 (Pop/HH Size)	
Total Housing Units:	7,768 (Occupied + Vacant)	
Occupied Housing Units:	7,419 (= # of HH)	
Vacant Housing Units:	350	
Current Vacancy Rate:	4.5%	Census, Johnson Reid

Sources: Johnson Reid, LLC, City of Forest Grove, PSU Population Research Center, Claritas Inc. U.S. Census



We estimate a current population of 21,465, living in 7,416 households. Average household size is 2.68 persons (compared to 2.66 in Washington County, and 2.5 statewide). The estimated 2008 vacancy rate of housing units was 4.5% (Claritas, Census). (Vacancy rates have risen across the Portland Metro area since 2008. Therefore an assumed higher rate of 6% is used below to project *future* housing needs, reflecting the long-term historical average in western Washington County.)

ESTIMATE OF CURRENT HOUSING NEED

Following the establishment of the current housing profile, the current housing need was determined based upon the age and income characteristics of current households. The analysis considered the propensity of households in specific age and income levels to either rent or own their home, in order to derive the current need for ownership and rental housing units and the appropriate housing cost level of each. This presents a snapshot of current housing need equal to the number of households in the study area.

FIGURE 49: ESTIMATE OF CURRENT HOUSING NEED (2008)

Ownership				
Price Range	# of Households	Income Range	% of Total	Cumulative
\$0 - 50k	211	Less than \$10k	4.7%	4.7%
\$50k - 70k	135	\$10k - \$14.9k	3.0%	7.7%
\$70k - 90k	137	\$15k - \$19.9k	3.1%	10.8%
\$90k - 120k	143	\$20k - \$24.9k	3.2%	14.0%
\$120k - 160k	432	\$25k to \$34.9k	9.7%	23.7%
\$160k - 230k	701	\$35k to \$49.9k	15.7%	39.3%
\$230k - 350k	1,085	\$50k to \$74.9k	24.3%	63.6%
\$350k - 460k	779	\$75k - \$99.9k	17.4%	81.0%
\$460k - 690k	656	\$100k to \$149.9k	14.7%	95.6%
\$690k +	195	\$150k or more	4.4%	100.0%
Totals:	4,474		% of All:	60.3%

Rental				
Rent Level	# of Households	Income Range	% of Total	Cumulative
\$0 - 250	469	Less than \$10k	15.9%	15.9%
\$250 - 375	289	\$10k - \$14.9k	9.8%	25.7%
\$375 - 500	240	\$15k - \$19.9k	8.2%	33.9%
\$500 - 625	271	\$20k - \$24.9k	9.2%	43.1%
\$625 - 875	396	\$25k to \$34.9k	13.5%	56.6%
\$875 - 1,250	497	\$35k to \$49.9k	16.9%	73.4%
\$1,250 - 1,875	601	\$50k to \$74.9k	20.4%	93.8%
\$1,875 - 2,500	133	\$75k - \$99.9k	4.5%	98.4%
\$2,500 - 3,750	48	\$100k to \$149.9k	1.6%	100.0%
\$3,750 +	0	\$150k or more	0.0%	100.0%
Totals:	2,945		% of All:	39.7%

All Units
7,419

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



The price levels presented above assumes that an “affordable” housing payment equals 30% of a household’s gross income (HUD standard). The affordable price level for ownership housing assumes 30-year amortization, at an interest rate of 6.5%, with 15% down payment.

[These assumptions are designed to represent prudent lending and borrowing levels for ownership households. The 30-year mortgage commonly serves as the standard. Down payment assumptions tend to range from 20% for older/established households, and 10% for first-time buyers. In recent years, down payment requirements have fallen significantly. The 15% used here represents both the average between newer and older households and recognition that despite currently tightening standards due to the 2009 credit crisis, over the long-run it is anticipated that down payment standards will remain sub-20% (i.e. a new “normal” has been established.) The interest rate of 6.5% reflects the average rate in 2008.]

CURRENT HOUSING INVENTORY

The profile of current housing needs (Figure 49) represents the preference and affordability levels of households. In reality, the current housing supply (Figure 50 below) differs from this profile, meaning that some households find themselves in housing units which are not optimal, either not meeting the household’s own/rent preference, or being under- or over-affordable.

A profile of current housing supply in Forest Grove was determined using Census data from the 2006 American Community Survey, which provides a profile of current housing values, current rent levels, and current housing types (single family, attached, mobile home, etc.).

The following figure presents a profile of current housing supply of ownership and rental housing in the study area.

- An estimated 55.1% of housing units are ownership units, while an estimated 44.9% of housing units are rental units.
- This is a low ratio of ownership units compared to Washington County (63.8% ownership rate), adjacent cities, and the state. (The proportion of ownership units is projected to grow in future years, as explained in following sections.)
- Over 80% of ownership units are single family homes, while 50% of rental units are in structures of 5 units or more.



FIGURE 50: PROFILE OF CURRENT HOUSING SUPPLY (2008)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	337	3	0	1	74	2	416	9.7%	9.7%
\$50k - 70k	126	1	0	0	28	1	156	3.6%	13.4%
\$70k - 90k	126	1	0	0	28	1	156	3.6%	17.0%
\$90k - 120k	127	1	0	0	28	1	157	3.7%	20.7%
\$120k - 160k	315	2	0	1	69	2	390	9.1%	29.8%
\$160k - 230k	1,182	9	0	3	260	8	1,462	34.2%	64.0%
\$230k - 350k	830	7	0	2	182	6	1,027	24.0%	88.0%
\$350k - 460k	255	2	0	1	56	2	315	7.4%	95.4%
\$460k - 690k	118	1	0	0	26	1	147	3.4%	98.8%
\$690k +	42	0	0	0	9	0	52	1.2%	100.0%
Totals:	3,458	27	0	9	759	25	4,278	% of All Units:	55.1%
Percentage:	80.8%	0.6%	0.0%	0.2%	17.7%	0.6%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	10	4	6	20	0	0	40	1.1%	1.1%
\$250 - 375	34	12	21	68	1	0	138	3.9%	5.1%
\$375 - 500	41	15	25	81	1	0	163	4.7%	9.7%
\$500 - 625	232	84	145	464	6	3	933	26.7%	36.5%
\$625 - 875	289	105	181	578	7	3	1,163	33.3%	69.8%
\$875 - 1,250	160	58	100	319	4	2	642	18.4%	88.2%
\$1,250 - 1,875	82	30	51	164	2	1	330	9.4%	97.6%
\$1,875 - 2,500	20	7	13	41	0	0	82	2.4%	100.0%
\$2,500 - 3,750	0	0	0	0	0	0	0	0.0%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	868	316	542	1,734	21	10	3,490	% of All Units:	44.9%
Percentage:	24.9%	9.0%	15.5%	49.7%	0.6%	0.3%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	4,326	343	542	1,743	780	35	7,768	100%
Percentage:	55.7%	4.4%	7.0%	22.4%	10.0%	0.4%	100.0%	

Sources: 2006 American Community Survey, PSU Population Research Center, Johnson Reid
 Values are in 2008 dollars.

COMPARISON OF CURRENT HOUSING NEEDS WITH CURRENT SUPPLY

A comparison of estimated current housing needs with current supply identifies the existing discrepancies between needs and the housing which is currently available.

In general, this identifies a current surplus of inexpensive ownership units (including mobile home units) and a current need for more units in the median and upper price range. In other words, the current housing stock offers ample lower end units, and insufficient median and higher price units.



The analysis identifies a general need for rental units at the lower and upper price levels, and a surplus of rental housing in the middle price levels. This reflects that most housing stock will be found near the median rent levels, with lower income households stretching to pay these prices, and higher income households who rent tend to live in homes costing somewhat less than they can afford based on our definition of “affordable.”

FIGURE 51: COMPARISON OF CURRENT NEED TO CURRENT SUPPLY

Ownership				Rental			
Price Range	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus	Rent	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus
\$0 - 50k	211	416	205	\$0 - 250	469	40	(429)
\$50k - 70k	135	156	21	\$250 - 375	289	138	(151)
\$70k - 90k	137	156	18	\$375 - 500	240	163	(77)
\$90k - 120k	143	157	14	\$500 - 625	271	933	662
\$120k - 160k	432	390	(42)	\$625 - 875	396	1,163	767
\$160k - 230k	701	1,462	762	\$875 - 1,250	497	642	145
\$230k - 350k	1,085	1,027	(58)	\$1,250 - 1,875	601	330	(271)
\$350k - 460k	779	315	(464)	\$1,875 - 2,500	133	82	(51)
\$460k - 690k	656	147	(510)	\$2,500 - 3,750	48	0	(48)
\$690k +	195	52	(143)	\$3,750 +	0	0	0
Totals:	4,474	4,278	(196)	Totals:	2,945	3,490	546

Occupied Units:	7,419
All Housing Units:	7,768
Total Unit Surplus:	350

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.

Overall, the analysis identifies a total need for ownership units (196), and a current surplus of rental units (546). This is based on a model of general preferences of households in different age and income cohorts to either own or rent. The analysis indicates that currently there are some household which might be expected to own homes based on these demographic indicators, who nonetheless are currently renting. As mentioned above, Forest Grove currently has a high ratio of rental units to ownership units compared to the Washington County as a whole, and most nearby cities.

There are an estimated 350 units more than the current number of households (i.e. 350 vacant units.)



FUTURE HOUSING NEEDS (2060)

The projected future (50-year) housing profile (Figure 52) in the study area is based on the current housing profile, multiplied by an assumed projected future population growth rate. *The projected population growth rate is based on the 50-year Employment Forecast presented in a previous chapter of this report.* As with the employment numbers, three growth scenarios were modeled:

ANNUAL HOUSING GROWTH RATES: THREE SCENARIOS

Baseline Growth Scenario:	2.0%
Medium Growth Scenario:	2.1%
High Growth Scenario:	3.2%

[The 50-year Employment Forecast includes two fairly similar scenarios (Baseline and Medium) that find similar 50-year constraints on employment growth, and therefore find similar growth rates (2% and 2.1%). The High Growth Scenario models the effects of a significant employment shifts within Western Washington County, with Forest Grove participating heavily in the high-tech industrial clusters found in the Hillsboro area. Therefore, this scenario has an accelerated growth rate of 3.2%. Please see the Employment Forecast section of this report for more detail.]

This analysis uses economic and employment growth as the primary determinant of the number of households seeking to locate in the study area. A jobs-to-household ratio is applied to represent the number of available jobs in an area per household. Generally, a higher jobs-to-housing ratio represents a more robust local employment and economic environment, as it represents the amount of business activity taking place in the community. The jobs-to-household ratio is a commonly-used indicator of whether there is a sufficient amount of housing to support area employment, and vice versa.

The current estimated jobs/household ratio in Forest Grove is 1.25, which is considered a relatively low level of employment opportunities for each household. Based on the latest Census data, there are currently enough Forest Grove residents in the labor force to support a jobs-to-housing ratio of 1.40. In other words, Forest Grove does not currently offer enough local employment to meet the job demand of current residents.

This analysis assumes an increased future jobs/household ratio of 1.5, meaning somewhat more available jobs per household. This assumptions results from examining western Washington County in a sub-regional context, particularly the finding from the Economic Opportunities Analysis that some high-tech and related manufacturing employment is likely to spread beyond its historical base in the Hillsboro area to the surrounding communities, such as Forest Grove.

The use of 1.5 jobs to households represents the assumptions that more residents of Forest Grove will be employed locally, rather than commute for employment. Applying a *lower* jobs/household ratio results in the need for *more* housing, and implies that more of the residents of that housing are commuting to employment.

The following table presents growth forecasts under Baseline, Medium Growth and High Growth Scenarios. Each scenario is based upon a corresponding growth scenario in employment.



FIGURE 52: FUTURE HOUSING PROFILE (2060)

	Baseline Growth Scenario	Medium Growth Scenario	High Growth Scenario
2008 Population*:	19,882	19,882	19,882
Annual Growth Rate:	2.0%	2.1%	3.2%
Estimated 2028 Population*:	54,608	58,013	100,353
Estimated 2028 Households:	20,376	21,647	37,445
Total Housing Units:	21,677	23,028	39,835
Occupied Housing Units:	20,376	21,647	37,445
Vacant Housing Units:	1,301	1,382	2,390
New Population ('08-'60):	34,726	38,131	80,471
New Households ('08-'60):	12,958	14,228	30,027
New Housing Units ('08-'60) ¹	13,909	15,260	32,067

* Does not include Group Quarters population.

¹ New Housing Units = Total housing units, occupied and vacant.

Assumes average future household size of 2.68, and unit vacancy of 6% (historical average).

Sources: PSU Population Research Center, Claritas, Census, Johnson Reid LLC.

The growth scenarios project growth in the number of households over 50 years of between roughly 13,000 and 30,000 households, with accompanying population growth of roughly 35,000 to 80,500 new residents. (The number of households differs from the number of housing units, because the total number of housing units includes a percentage of vacancy. Projected housing unit needs are discussed below.)

PROJECTION OF FUTURE HOUSING NEED (2060)

The profile of future housing needs was derived using the same methodology used to produce the estimate of current housing need. It includes current and future households, and includes a vacancy rate assumption of 6% based on the historical average in Western Washington County. **Therefore, these projections represent the total number of housing units needed, occupied and vacant.**

The analysis considered the propensity of households at specific age and income levels to either rent or own their home, in order to derive the future need for ownership and rent housing units, and the affordable cost level of each. The projected need is for all 2060 households and therefore includes the needs of current households.

The percentage of units which are ownership rather than rental is expected to increase from 55% to 65% over the next 50 years, reflecting demographic shifts. This ratio of ownership to rental units would roughly match that found in Washington County as a whole.

The price levels presented below assume that an “affordable” housing payment equals 30% of a household’s gross income. The affordable price level for ownership housing assumes 30-year amortization, at an interest rate of 6.5%, with 15% down payment. Because of the impossibility of predicting variables such as interest rates 20 years into the future, these assumptions were kept constant from the estimation of current housing need. Income levels and price levels are presented in 2008 dollars.

The following three tables present the projected total future housing needs (current and new households) in 2060, based on the Baseline, Medium and High Growth Scenarios.



FIGURE 53: PROJECTED TOTAL FUTURE HOUSING NEEDS (2060)

BASELINE GROWTH SCENARIO

Ownership				Rental			
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative
\$0 - 50k	598	4.2%	4.2%	\$0 - 250	1,214	16.0%	16.0%
\$50k - 70k	345	2.4%	6.7%	\$250 - 375	679	9.0%	25.0%
\$70k - 90k	383	2.7%	9.4%	\$375 - 500	627	8.3%	33.3%
\$90k - 120k	404	2.9%	12.3%	\$500 - 625	616	8.1%	41.4%
\$120k - 160k	1,147	8.1%	20.4%	\$625 - 875	1,011	13.4%	54.8%
\$160k - 230k	1,928	13.7%	34.1%	\$875 - 1,250	1,247	16.5%	71.2%
\$230k - 350k	2,981	21.1%	55.2%	\$1,250 - 1,875	1,537	20.3%	91.5%
\$350k - 460k	2,578	18.3%	73.5%	\$1,875 - 2,500	433	5.7%	97.2%
\$460k - 690k	2,763	19.6%	93.1%	\$2,500 - 3,750	208	2.8%	100.0%
\$690k +	980	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%
Totals:	14,105	% of All:	65.1%	Totals:	7,572	% of All:	34.9%
							All Units
							21,677

MEDIUM GROWTH SCENARIO

Ownership				Rental			
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative
\$0 - 50k	635	4.2%	4.2%	\$0 - 250	1,290	16.0%	16.0%
\$50k - 70k	366	2.4%	6.7%	\$250 - 375	721	9.0%	25.0%
\$70k - 90k	407	2.7%	9.4%	\$375 - 500	666	8.3%	33.3%
\$90k - 120k	429	2.9%	12.3%	\$500 - 625	655	8.1%	41.4%
\$120k - 160k	1,219	8.1%	20.4%	\$625 - 875	1,074	13.4%	54.8%
\$160k - 230k	2,048	13.7%	34.1%	\$875 - 1,250	1,325	16.5%	71.2%
\$230k - 350k	3,167	21.1%	55.2%	\$1,250 - 1,875	1,633	20.3%	91.5%
\$350k - 460k	2,738	18.3%	73.5%	\$1,875 - 2,500	460	5.7%	97.2%
\$460k - 690k	2,935	19.6%	93.1%	\$2,500 - 3,750	221	2.8%	100.0%
\$690k +	1,041	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%
Totals:	14,984	% of All:	65.1%	Totals:	8,044	% of All:	34.9%
							All Units
							23,028

HIGH GROWTH SCENARIO

Ownership				Rental			
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative
\$0 - 50k	1,099	4.2%	4.2%	\$0 - 250	2,231	16.0%	16.0%
\$50k - 70k	634	2.4%	6.7%	\$250 - 375	1,247	9.0%	25.0%
\$70k - 90k	703	2.7%	9.4%	\$375 - 500	1,152	8.3%	33.3%
\$90k - 120k	742	2.9%	12.3%	\$500 - 625	1,132	8.1%	41.4%
\$120k - 160k	2,108	8.1%	20.4%	\$625 - 875	1,858	13.4%	54.8%
\$160k - 230k	3,542	13.7%	34.1%	\$875 - 1,250	2,292	16.5%	71.2%
\$230k - 350k	5,479	21.1%	55.2%	\$1,250 - 1,875	2,824	20.3%	91.5%
\$350k - 460k	4,737	18.3%	73.5%	\$1,875 - 2,500	796	5.7%	97.2%
\$460k - 690k	5,077	19.6%	93.1%	\$2,500 - 3,750	383	2.8%	100.0%
\$690k +	1,800	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%
Totals:	25,920	% of All:	65.1%	Totals:	13,915	% of All:	34.9%
							All Units
							39,835

Sources: Claritas, Census, Johnson Reid.
 Values are in 2008 dollars.



COMPARISON OF FUTURE HOUSING NEEDS TO CURRENT HOUSING INVENTORY

The profile of total future housing need under the three growth scenarios was compared to the current housing inventory to determine the total future need for *new* housing units by type and price range (next page).

Baseline Growth Scenario

The results find a need for 13,909 new housing units by 2060, with a stronger emphasis on new ownership units (71%). This is because analysis of the current supply finds a shortage of ownership units, and a surplus of rental units (Figure 48).

Therefore, to rebalance the supply with the projected future need profile, more *new* ownership units will be needed than rental units, while the current surplus of rental units needs to be absorbed. (In the medium and high growth scenarios, this ratio is improved somewhat as the rental surplus is occupied over time and new rental units are demanded.)

Of the new units needed, the largest share (85%) are projected to be single family types, due again to the stronger need for new ownership housing. The remainder will be some form of attached housing. The projected preferences for future unit types are based upon permitted units from the past 10 years, cross referenced with the profile of the current inventory of units, by owner vs. renter (HUD Building Permit Database, Census).

Duplex through four-plex units are projected to represent 8% of the total need.

7.2% of total units are projected to be multi-family in structures of 5+ attached units. A growing part of the ownership demand is projected to be for attached units such as these (i.e. condominiums).

The following table summarizes the results for all three growth scenarios. Detailed tables for each scenario are presented on the following pages.

FIGURE 54: NEW UNITS NEEDED BY 2060: THREE GROWTH SCENARIOS

	<u>Baseline Growth Scenario</u>	<u>Medium Growth Scenario</u>	<u>High Growth Scenario</u>
New Ownership Units:	9,827	10,706	21,642
New Rental Units:	4,082	4,554	10,425
Total New Units (2060):	13,909	15,260	32,067

Sources: PSU Population Research Center, Claritas, Census, Johnson Reid.



FIGURE 55: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2060 – BASELINE GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	163	19	14	29	0	0	225	2.3%	2.3%
\$50k - 70k	162	11	8	17	0	0	199	2.0%	4.3%
\$70k - 90k	194	13	9	19	0	0	234	2.4%	6.7%
\$90k - 120k	210	13	9	20	0	0	253	2.6%	9.3%
\$120k - 160k	643	38	27	57	0	0	765	7.8%	17.0%
\$160k - 230k	427	59	45	94	0	0	626	6.4%	23.4%
\$230k - 350k	1,659	100	70	148	0	0	1,977	20.1%	43.5%
\$350k - 460k	1,897	90	61	129	0	0	2,177	22.2%	65.7%
\$460k - 690k	2,188	97	65	139	0	0	2,490	25.3%	91.0%
\$690k +	775	35	23	49	0	0	882	9.0%	100.0%
Totals:	8,317	475	332	703	0	0	9,827	% All Units:	70.7%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	683	79	103	305	0	0	1,170	28.7%	28.7%
\$250 - 375	353	34	40	113	0	0	539	13.2%	41.9%
\$375 - 500	317	28	31	87	0	0	463	11.3%	53.2%
\$500 - 625	120	-43	-90	-299	0	0	-311	-7.6%	45.6%
\$625 - 875	288	-37	-90	-307	0	0	-146	-3.6%	42.0%
\$875 - 1,250	552	26	12	15	0	0	606	14.8%	56.9%
\$1,250 - 1,875	795	74	87	247	0	0	1,204	29.5%	86.3%
\$1,875 - 2,500	227	22	26	75	0	0	350	8.6%	94.9%
\$2,500 - 3,750	119	14	19	56	0	0	208	5.1%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	3,455	197	138	292	0	0	4,082	% All Units:	29.3%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	11,772	672	470	996	0	0	13,909	100%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



FIGURE 56: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2060 – MEDIUM GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	194	20	15	32	0	0	262	2.4%	2.4%
\$50k - 70k	180	12	9	19	0	0	220	2.1%	4.5%
\$70k - 90k	214	14	10	21	0	0	258	2.4%	6.9%
\$90k - 120k	231	15	10	22	0	0	278	2.6%	9.5%
\$120k - 160k	703	42	29	62	0	0	836	7.8%	17.3%
\$160k - 230k	529	65	49	103	0	0	746	7.0%	24.3%
\$230k - 350k	1,816	109	76	162	0	0	2,163	20.2%	44.5%
\$350k - 460k	2,033	97	66	141	0	0	2,338	21.8%	66.3%
\$460k - 690k	2,334	106	71	152	0	0	2,662	24.9%	91.2%
\$690k +	827	37	25	54	0	0	943	8.8%	100.0%
Totals:	9,061	517	362	766	0	0	10,706	% All Units:	70.2%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	747	82	105	310	0	0	1,245	27.3%	27.3%
\$250 - 375	389	36	41	116	0	0	582	12.8%	40.1%
\$375 - 500	350	30	32	90	0	0	502	11.0%	51.1%
\$500 - 625	152	-41	-88	-296	0	0	-273	-6.0%	45.2%
\$625 - 875	341	-34	-88	-303	0	0	-83	-1.8%	43.3%
\$875 - 1,250	618	30	15	20	0	0	683	15.0%	58.3%
\$1,250 - 1,875	876	79	90	254	0	0	1,300	28.5%	86.9%
\$1,875 - 2,500	250	23	27	77	0	0	377	8.3%	95.2%
\$2,500 - 3,750	130	15	19	57	0	0	221	4.8%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	3,854	220	154	326	0	0	4,554	% All Units:	29.8%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	12,915	737	515	1,092	0	0	15,260	100%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



FIGURE 57: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2060 – HIGH GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	586	43	31	65	0	0	725	3.4%	3.4%
\$50k - 70k	407	25	18	38	0	0	488	2.3%	5.6%
\$70k - 90k	465	28	20	42	0	0	555	2.6%	8.2%
\$90k - 120k	496	30	21	44	0	0	591	2.7%	10.9%
\$120k - 160k	1,456	85	59	126	0	0	1,726	8.0%	18.9%
\$160k - 230k	1,793	137	100	210	0	0	2,241	10.4%	29.2%
\$230k - 350k	3,772	220	155	327	0	0	4,474	20.7%	49.9%
\$350k - 460k	3,725	194	134	284	0	0	4,336	20.0%	69.9%
\$460k - 690k	4,147	209	143	305	0	0	4,804	22.2%	92.1%
\$690k +	1,470	74	51	108	0	0	1,703	7.9%	100.0%
Totals:	18,317	1,045	731	1,549	0	0	21,642	% All Units:	67.5%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	1,544	128	137	378	0	0	2,186	21.0%	21.0%
\$250 - 375	834	61	59	154	0	0	1,108	10.6%	31.6%
\$375 - 500	762	53	49	124	0	0	988	9.5%	41.1%
\$500 - 625	557	-18	-72	-262	0	0	205	2.0%	43.0%
\$625 - 875	1,005	4	-61	-247	0	0	701	6.7%	49.8%
\$875 - 1,250	1,436	77	48	90	0	0	1,650	15.8%	65.6%
\$1,250 - 1,875	1,885	136	130	340	0	0	2,491	23.9%	89.5%
\$1,875 - 2,500	534	39	38	101	0	0	712	6.8%	96.3%
\$2,500 - 3,750	267	23	25	68	0	0	382	3.7%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	8,823	503	352	746	0	0	10,425	% All Units:	32.5%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	27,140	1,549	1,083	2,296	0	0	32,067	100%
Percentage:	84.6%	4.8%	3.4%	7.2%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



50-YEAR HOUSING LAND NEEDS ANALYSIS

INTRODUCTION

This section summarizes the projected need for residential land associated with the household growth projections through 2060.

Residential land needs are determined by analyzing the area and achieved density of residentially-zoned land in Forest Grove. The potential development capacity of remaining vacant parcels was determined in a January 2009 analysis by the City of Forest Grove.

The capacity of existing vacant parcels was compared to the overall future housing need presented in the previous section. This determined the amount of additional land which will be needed. As the zoning decisions on future lands are unknown at this time, this analysis assumes that future housing will have the same distribution across residential zones as is currently seen, and distributes land need accordingly.

CURRENT RESIDENTIAL LANDS

The City of Forest Grove has nine Comprehensive Plan Designations which allow residential uses, ranging from low density to high density configurations, and three mixed-use Town Center designations. The target housing density across these zones is estimated to be 8.9 units per net acre. This is based on the target density of each zone, multiplied by the share of residential land that zone represents.

FIGURE 58: RESIDENTIAL COMPREHENSIVE PLAN DESIGNATIONS, CITY OF FOREST GROVE

ZONING DESIGNATION		Est. Current Share of Res. Zoned Land ¹	Target Density (Units/ Net Acre)
SR	Low Density Residential	0.5%	1.0
R-10	Low Density Residential	16.7%	4.4
R-7	Low Density Residential	47.0%	6.2
R-5	Low Density Residential	8.6%	8.7
RML	Medium Density Residential	8.7%	12.0
RMH	High Density Residential	17.0%	20.3
TC	Town Center designations (3)	1.5%	18.3*
Totals/Averages:		100%	8.9

¹ Estimates of current zone coverage were derived from Metro RLIS.

* Target "Town Center" density reflects that average of minimum and maximum allowed.

Sources: City of Forest Grove, Metro RLIS, Johnson Reid LLC

GIS analysis of vacant unconstrained parcels in Forest Grove found 535 unconstrained parcels of varying sizes across all residential zones. The parcels include 479.3 net acres of developable land (not including redevelopment and infill opportunities), which will accommodate an estimated 4,014 housing units within the city limits, and on residentially-designated FD-10 land. In addition, the analysis found that redevelopment, infill and partially constrained parcels could accommodate an additional 686 units. (See the following figure).



FIGURE 59: VACANT RESIDENTIAL PARCELS & ESTIMATED HOUSING DEVELOPMENT CAPACITY

ZONING DESIGNATION		Net Buildable Acreage	Potential Units Accommodated
R-10	Low Density Residential	120.0	523
R-7	Low Density Residential	104.5	650
R-5	Low Density Residential	40.2	350
RML	Medium Density Residential	29.9	374
RMH	High Density Residential	69.55	1,424
FD-10	FD-10 Residentially Designated Redevelopment/Infill	115.2	693 686
Totals/Averages:		479.3	4,700

Source: City of Forest Grove, Growth Capacity Analysis 2009

FUTURE RESIDENTIAL LAND NEED (2060)

The total future housing need presented in the last section, minus the capacity of existing developable parcels, leaves a need for lands to accommodate new housing units by 2060.

The following table presents the projected future land need under the three growth scenarios. The scenarios range from the need for 1,796 new gross acres (Baseline Scenario) to the need for 5,338 new gross acres (High Growth Scenario).

As the zoning decisions on future lands are unknown at this time, this analysis assumes that future housing will have the same distribution across residential zones as is currently seen, and distributes land need accordingly. For instance, these projections find a significant need for future R-10 acreage. Thus, future changes in zoning policy could greatly affect the results seen here, by emphasizing higher-density zones for instance.



FIGURE 6o: PROJECTED NEW RESIDENTIAL LAND NEED, FOREST GROVE (2060)

BASELINE GROWTH SCENARIO (2.0% Annual Pop. Growth)					
ZONING DESIGNATION	Total Future Unit Need - Vacant Lands¹	Units Per Net Acre	Net Acreage Needed	Gross Acreage Needed	Distribution
SR Low Density Residential	0	1.0	0	0	0.0%
R-10 Low Density Residential	1,821	4.4	418	522	29.1%
R-7 Low Density Residential	5,124	6.2	824	1,030	57.3%
R-5 Low Density Residential	1,050	8.7	121	151	8.4%
RML Medium Density Residential	442	12.0	37	46	2.6%
RMH High Density Residential	772	20.3	38	48	2.6%
TC Town Center designations (3)	NA*				
Totals/Averages:	9,209	8.9	1,437	1,796	100%

MEDIUM GROWTH SCENARIO (2.1% Annual Pop. Growth)					
ZONING DESIGNATION	Total Future Unit Need - Vacant Lands¹	Units Per Net Acre	Net Acreage Needed	Gross Acreage Needed	Distribution
SR Low Density Residential	0	1.0	0	0	0.0%
R-10 Low Density Residential	2,088	4.4	479	599	29.1%
R-7 Low Density Residential	5,876	6.2	945	1,181	57.3%
R-5 Low Density Residential	1,204	8.7	138	173	8.4%
RML Medium Density Residential	507	12.0	42	53	2.6%
RMH High Density Residential	885	20.3	44	55	2.6%
TC Town Center designations (3)	NA*				
Totals/Averages:	10,560	8.9	1,648	2,060	100%

HIGH GROWTH SCENARIO (3.2% Annual Pop. Growth)					
ZONING DESIGNATION	Total Future Unit Need - Vacant Lands¹	Units Per Net Acre	Net Acreage Needed	Gross Acreage Needed	Distribution
SR Low Density Residential	0	1.0	0	0	0.0%
R-10 Low Density Residential	5,411	4.4	1,241	1,551	29.1%
R-7 Low Density Residential	15,228	6.2	2,448	3,060	57.3%
R-5 Low Density Residential	3,121	8.7	358	448	8.4%
RML Medium Density Residential	1,314	12.0	110	137	2.6%
RMH High Density Residential	2,293	20.3	113	141	2.6%
TC Town Center designations (3)	NA*				
Totals/Averages:	27,367	0.0	4,270	5,338	100%

¹ Assumes that Town Center designation, which is currently surrounded by incorporated land, will not expand, therefore its capacity is included in the capacity of current vacant lands.

Sources: City of Forest Grove, Metro RLIS, Johnson Reid LLC



HOUSING POLICY CONSIDERATIONS

INTRODUCTION

This section provides a summary discussion of some land use policy considerations which will impact the need for additional residential lands in the future. A major determinant of future land needs is the development pattern which takes place within the City's existing limits, and the Urban Growth Boundary. As with the Metro area in general, individual jurisdictions weighing expansionary or non-expansionary policies face trade-offs in the impact these decisions will have on current residents, the employment base, and the jurisdiction's fiscal climate.

50 years is a significant time frame. Since intensive settlement of Oregon began in the 1840's, roughly 165 years have passed. In that time, Oregon grew from a relative handful of homesteads to a state of 3.8 million people. 50 years represents a full 30% of this history. Clearly a large amount of development and growth will take place over the next 50-year period.

DENSITY TRADE-OFFS

Given the certainty of population growth in all Metro jurisdictions, the main policy issue to consider in assessing future land needs is that of density. In essence, expansion outwards onto new lands will allow growth to be accommodated in new lower density neighborhoods, while a policy that constrains outward expansion will dictate that growth take place within existing limits.

In the Metro area, the consequences of development "sprawl" onto farm and forest land are often discussed. The Urban Growth Boundary system was established to combat unchecked sprawl and find a balance between development and our farm and forest resources. Over the last two decades, much policy has been aimed at reinforcing this system and limiting undue expansion of the UGB.

What has been less well discussed is the trade-offs created by these policies – namely the impacts of accommodating growth in existing neighborhoods. While the community may believe that a policy of no UGB expansion will help forestall growth in their city and maintain the status quo, it is more accurate to say that the policy redirects growth within the current boundaries.

By definition, housing more households within the same space increases the density of development in that space. Thus one component of regional growth planning has been the "up-zoning" of existing neighborhoods to generally allow more density.

Communities need to understand that the trade off with limited horizontal expansion is the densification of their current community. This generally means more attached multi-family housing. In the Metro region, this has taken many forms: from large apartment or condo complexes, to townhomes, to redevelopment of traditionally single-family neighborhoods with duplexes, triplexes, flag lots and "skinny houses."

Complicating the policy-making process is the fact that increased density can be as unpopular among existing residents as "sprawl." Density is often perceived as increasing traffic, demands on existing schools and services, noise and the general congestion level of a community. It may be difficult to expand existing infrastructure (i.e. broaden a street, or add a new school or park) even as additional households are added to an area.

The point of this discussion is not to discount the need for increased density and productive use of vacant and underused parcels within a jurisdiction's current boundaries. Such development is largely unavoidable and an important part of any growth plan. But the point to consider from a policy standpoint is that increased density may forestall sprawl, *but it is still growth, and in many cases it is growth that current residents experience more acutely in their daily lives.*



Between a policy of free expansion and no expansion, there is much grey territory. Each approach offers advantages and challenges. A community must decide where the balance lies between allowing new neighborhoods to develop on new lands, versus encouraging more density in existing neighborhoods.

TRANSIT-ORIENTED, STATION COMMUNITY DEVELOPMENT

One approach to mitigating some of the effects of density discussed above is to encourage much more density within specific pockets of the jurisdiction. In the Metro area, these areas are generally found along major transit routes such as the MAX line, or in existing downtown areas. This policy is meant to protect existing neighborhoods somewhat by directing more growth to larger buildings placed near convenient transportation options.

Outside of Central Portland, the efforts to create these pockets of high density have produced mixed results. Many outlying communities have rezoned “Centers,” “Corridors,” and “Station Communities” only to find that the development community is not ready to build to the densities envisioned.

This is largely because these densities are not currently feasible given the achievable rent and price levels for real estate in these areas. Larger, denser, built forms generally are more expensive to build on a per-square-foot basis than low-rise, low-density structures because construction methods and materials change, and structured parking is very expensive compared to surface parking. In addition, smaller communities have less overall demand than Central Portland, making larger projects harder to fill, whether they be housing units or office developments.

The Station Community model is best understood as a long-term model. To come to fruition, such areas may require some help in the form of Urban Renewal or other public assistance, or simply the passage of time for the community to grow and build out to the point that larger developments become feasible.

In Forest Grove, new development greater than three stories with structured parking may be 20 years away. (This is outside of institutional settings such as hospitals or colleges who sometimes do provide more intensive development and structured parking in a suburban environment.) However, three-story development can increase density significantly in areas which have traditionally developed at one or two stories.

While such Centers develop over time, infill development may be directed to other existing neighborhoods. For reasons discussed above, it is important to consider the impact on residents in other areas if Centers are not yet living up to their potential.

SENIOR HOUSING DEVELOPMENT

One key industry niche identified in this report is the senior housing and senior care industry in Forest Grove. This section provides an overview of some of the location and development parameters important to new senior housing development.

55+ Communities are perhaps the fastest-growing segment of senior housing development nationwide as a number of demographic, economic, and health care issues evolve, including:

- Recognition that “Aging In Place”, or at-home health care is preferable to individuals, as well as far less expensive than nursing home/institutional care.
- Advances in health care and economic well-being have extended lifespans, thus extended the time period that individuals live at home prior to more intensive health services need.
- Longer lives have translated into longer need to stay within the workforce, even part-time, thus the need to extend time span of independent living.



- The Baby Boom generation is only now beginning to reach age 60 as a larger percentage of that demographic cohort.

55+ Community development, which provides more traditional residential choices with key differences from existing housing stock, has emerged from niche market status to an increasingly common product type nationwide. This product type is relatively lacking in availability in Washington County, specifically in the face of overwhelming demographic transition over the next ten years.

The figure on the following page provides a summary of key features and needs of the 55+ Community product type. In a nutshell, however, the following summarizes the essence of such development:

- *Age In Place:* As opposed to existing housing stock, new community development requires the ability of the resident to feasibly live longer independently from pre-retirement through anticipated decline in health through “Visibility” and “Universal Design” architectural features but within significant changes in residential environment, i.e. detached residential home transition to high-density senior facilities.
- *Community Integration:* Younger retirees/55+ households put strong premiums on proximity to existing employment, urban commercial services, high-quality health care services, and likely cultural, social and volunteer opportunities. Projects themselves are clustered in ways that maximize community feel, integrated and central common areas, and social connectedness.
- *Safety:* 55+ Communities are populated by residents increasingly concerned about day-to-day safety as well as households that are increasingly absent for extended vacations, visits to family, and other activities. Low maintenance, security, and residential visibility all translate in the ability of the resident to “Lock & Leave.”
- *Affordability:* Residential purchases are made with a higher percentage of existing residential equity/wealth than younger demographics and plan to spend a decreasing percentage of declining income on mortgage expense. Retirees generally plan for health care, greater travel, leisure time, and social activity to represent a greater share of spending in later years.

Characteristics of Suitable Land for Senior Community Development

- *Affordability:* Many in the 55+ retiree demographic and seeking smaller homes with unique qualities suitable for retirement years. Housing in the general housing market becomes not only less desirable, but less affordable. In for-sale senior communities, smaller lots (2,500 to 4,500 square feet) insure that land cost will be a smaller percentage of home price and provide a lower-maintenance lifestyle.
- *Physical Suitability:* Flat or gentle topography for accessibility, avoidance of long and narrow parcels for home/community clustering and central common space, and sufficient size to provide a clustered and secure community environment.
- *Geographic Suitability:* Proximity to public transportation, employment, quality health services, commercial services, and cultural opportunities.



FIGURE 61: KEY NEEDS AND CHARACTERISTICS OF 55+ HOUSING DEVELOPMENT

Housing Characteristics	
Age In Place	Desire and financial need to live later years in existing home/community Need for home to accommodate significant changes and extend pre-nursing facility lifespan
Lock & Leave	Privacy and security for extended absences Low daily maintenance need Premium on storage
Universal Design	At least once entrance with no step At least one full bathroom on main floor Wide doorways Wheelchair turning radius "Eyes on the Street" windows at sidewalk level High amenity quality but downsized/easy to maintain
Affordability	Declining income N on-housing spending priorities Greater travel expenses Equity/wealth-based purchases
Community Characteristics	
Integration	Desire for community integration into existing urban areas Aversion to isolation from surrounding community Proximity to commercial/social centers of high value
Safety	Community design enhancing security "Eyes on the Street" high visibility between units facilitates Lock & Leave Sidewalk/walkable streetscapes Well-lighted Traffic-calming measures
Support Services	Community-based activities service and other age-in-place services Accessibility by ADA bus Community associations desirable Lawn maintenance
Community Space	Community meeting space Central park/recreation space Centrality of space enhances "Eyes on the Street" security
Locational Characteristics	
Transportation	Overwhelmingly private vehicle owners Premium on quality public transport nearby due to decline of auto use Short ride times/easy public transport access to services desired
Employment	Many still employed and require proximity to work opportunity High percentage married and require spouse employment opportunity
Health Services	High value on proximity to quality health care services
Commercial Services	High value on proximity to quality shopping and services Diversity of commercial services important due to greater leisure time
Cultural Opportunities	High interest in local cultural opportunities
Social/Volunteer Opportunities	Greater leisure time and need for social networks Professional/social interest translate into strong desire for volunteerism

SOURCE: AARP Public Policy Institute, Partners for Livable Communities, National Association of Area Agencies on Aging, and Johnson Gardner, LLC



CITY OF FOREST GROVE SUGGESTED POLICY LANGUAGE

The following Goal and Policy language are suggested for City of Forest Grove consideration in light of EOA and residential land need findings. Much language suggested is similar to text both suggested by JOHNSON REID and adopted by other jurisdictions in the State of Oregon with similar economic development aspirations as a result of Goal 9 update efforts. The following are only meant as suggestions, are not comprehensive, and may be rendered unnecessary due to existing goals and policies.

GOAL A: TO ACTIVELY STIMULATE ECONOMIC DEVELOPMENT AND GROWTH THAT WILL DIVERSIFY AND STRENGTHEN THE MIX OF ECONOMIC ACTIVITY IN THE LOCAL MARKETPLACE AND PROVIDE EMPLOYMENT OPPORTUNITIES FOR LOCAL RESIDENTS.

Policy A: The City of Forest Grove will continually strive to strengthen the community's its industry, business, financial, medical, tourist and retail activities and to capitalize on its comparative advantages in the local and regional marketplace.

- Implementation (a)** Identify opportunities and incentives to encourage value-adding, family-wage business to expand or locate in the community.
- Implementation (b)** Support the retention and attraction of firms with high wage rates for all industries, but also encourage the attraction and retention of firms with high wage rates within their respective industry classifications.
- Implementation (c)** Participate in a joint public/private business development program to provide retention services and identify opportunities for the growth of existing businesses and the attraction of new firms to the community, in order to diversify the mix of employment opportunities.
- Implementation (d)** In recruiting new companies to the area, market comparative advantages, such as City-owned utilities, sales tax benefits, enterprise zone, quality of life, future growth path of the "Silicon Forest," and education/research infrastructure.
- Implementation (e)** Work with Pacific University and Portland Community College to strategically encourage labor-training programs that match personnel needs of firms now operating in the community and those industries which City aspires to bring in.
- Implementation (f)** Work with Pacific University and Portland Community College to encourage retraining programs to transitions the current workforce to match skills needed in the firms operating in the community and those industries which City aspires to bring in.
- Implementation (g)** Continue to support and participate in West Washington County subregional economic development relationships, industry recruitment and retention partnerships, and common policy and infrastructure issues.
- Implementation (h)** Support State, regional and local retention, expansion, and attraction efforts in the four key, Forest Grove industry opportunity sectors of High-Tech, Agriculture/Farm Production, Tourism/Winery Development, Education, and Retirement Services.
- Implementation (i)** Foster relationships with the medical community to create opportunities for additional local health care services, particularly those complementary to the Retirement Services industry cluster.
- Implementation (j)** Coordinate the City's economic development programs with the citizen of the City of Forest Grove, and community development based organizations, West Washington County City partners, and other local regional, state and federal agencies.



GOAL B: TO RETAIN AND SUPPORT THE EXPANSION OF EXISTING BUSINESSES IN FOREST GROVE

Policy A: The City of Forest Grove recognizes that the expansion and/or redevelopment of existing employment sites is often more challenging than the development of vacant sites and shall consider ways to encourage the expansion and/or redevelopment of existing employment sites.

- Implementation (a)** Consider adopting regulations that differentiate between the development of vacant sites and the expansion and/or redevelopment of existing sites.
- Implementation (b)** Consider urban renewal planning to provide resources to fund infrastructure upgrades, beautification, and other appropriate employment site redevelopment feasibility assistance.

GOAL C: ASSURE AN ADEQUATE COMMERCIAL AND INDUSTRIAL LAND BASE TO ACCOMMODATE THE TYPES AND AMOUNT OF ECONOMIC DEVELOPMENT AND GROWTH ANTICIPATED IN THE FUTURE, WHILE ENCOURAGING EFFICIENT USE OF LAND AND PUBLIC FACILITIES WITHIN THE KLAMATH FALLS URBAN AREA.

Policy A: The City of Forest Grove will rely upon its Medium Employment Growth Scenario in the City's Economic Element 20-year Employment Projections, Land Demand Projections, and Site Demand Projections when planning its employment land base.

Policy B: The City considers short-term (five-year) employment land demand to be equal to one quarter (25 percent) of the amount of land projected to be demanded over the twenty-year planning horizon plus an additional 10 percent to account for land investment and banking need by industry, particularly key industrial, office, and commercial-utilizing sectors.

- Implementation (a)** Update the buildable lands inventory every five years to ensure adequate employment sites are available.

Policy C: The City of Forest Grove will maintain a Short-Term Supply of employment land consistent with the Economic Opportunities Analysis in the Economic Element.

Policy D: The City of Forest Grove will meet subregional land needs by maintaining a Short-Term Supply of employment land consistent with subregional demand estimates.

Policy E: The City of Forest Grove recognizes important differences among sites with respect to the site characteristics demanded by respective industry.

- Implementation (a)** Assure demand projections for medium and large Commercial, Industrial and Office sites are captured in aggregate land demand projections.
- Implementation (b)** The City shall protect large commercial and industrial sites by limiting land divisions except where part of larger development.
- Implementation (c)** Consider the transportation infrastructure needs of target industry opportunities when preparing Transportation System Plan updates and corridor plans to implement the City's Goal 9 objectives.

Policy F: The City of Forest Grove may assist in the identification of sites for businesses that have unique requirements.

Policy G: The City of Forest Grove shall place limits on commercial uses that are or can be permitted in industrial zones.



Policy F: The City of Forest Grove shall encourage higher density industrial and/or commercial development forms than have historically been exhibited in the city and better reflect emerging targeted industries and businesses.

Implementation (a) Consider re-designation of industrial zones to “employment zones” to better meet the needs of key, significant healthcare and education services industry growth as identified in the Economic Opportunities Analysis.

Implementation (b) Consider studying key, long-underutilized industrial as candidate for re-zone to potential “employment zone” or commercial zoning designations.

Policy H: The City of Forest Grove shall maintain at least one Anchor (50 to 100 acres) or Cluster Anchor (100 or more acres) industrial site to actively pursue key City industry cluster growth opportunities with State, regional and local economic development partners.



APPENDIX A – DETAILED ECONOMIC EXHIBITS
APPENDIX B – ECONOMIC PLANNING AREA DEFINED

ORDINANCE NO. 2010-01**ORDINANCE AMENDING FOREST GROVE CODE, CHAPTER 3, SECTION 3.808
TO ADOPT PROVISIONS ALLOWING AN INSTALLMENT PAYMENT PLAN PROGRAM
FOR FINANCING WATER SYSTEM DEVELOPMENT CHARGES
FOR CERTAIN ELIGIBLE COMMERCIAL AND INDUSTRIAL PROJECTS**

WHEREAS, Forest Grove Code, Chapter 3, Section 3.808, Collection of Charge for Water System Development Charges, does not currently allow for financing of Water System Development Charges for certain commercial and industrial projects; and

WHEREAS, ORS 223.208 allows local governments to adopt provisions for financing of system development charges; and

WHEREAS, it is the City of Forest Grove's desire to support existing business expansions and encourage new business development by allowing certain commercial and industrial projects to enter into payment installment agreements with the City to pay for Water System Development Charges to help strengthen and diversity the City's local economy; and

WHEREAS, the City of Forest Grove City Council held a duly notice Public Hearing on January 25, 2010, on the proposed ordinance.

NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:

Section 1. The Forest Grove City Council does hereby approve implementing the provisions for allowing an installment payment plan program for financing Water System Development Charges for certain eligible commercial and industrial projects as outlined in the attached Exhibit A.

Section 2. Chapter 3, Section 3.808, of the Forest Grove Code, entitled Collection of Charge, is hereby amended as outlined in the attached Exhibit A.

Section 3. This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading the 22nd day of January, 2010.

PASSED the second reading the 8th day of February, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of February, 2010.

Peter B. Truax, Mayor

EXHIBIT A

Forest Grove Code Book

Chapter 3 Public Improvements

WATER SYSTEM DEVELOPMENT CHARGES

3.808

Collection of Charge.

- (a) The SDC is payable upon issuance of a permit to connect to the water system.
- (b) If connection is made to the water system without an appropriate permit, the SDC is immediately payable upon the earliest date that a permit was required.
- (c) The City Manager or designee shall collect the applicable SDC from the applicant prior to issuance of a permit that allows connection to the water system.
- (d) The City Manager or designee shall not allow a connection to the water system until the charge has been paid in full, or until provisions for financing installment payments for certain eligible commercial and industrial projects has been made pursuant to subsection (e) of this section.
- (e) In lieu of payment being made as required under subsection (a) of this section, certain eligible commercial and industrial projects may qualify to enter into an installment payment agreement to finance the SDC. The SDC installment payment plan financing project must be approved by the City Manager or designee and the program guidelines adopted by Council resolution. The obligation to pay the SDC pursuant to a financing installment payment agreement shall be secured by a lien against the property upon which the improvement will be located. The lien shall be entered into the City's lien docket as provided in Code Section 2.300, and may be collected in the same manner as allowed by law for collection of assessment liens.

February 8, 2010

**REPORT ON ADOPTION OF A RESOLUTION IMPLEMENTING AN INSTALLMENT
PAYMENT PLAN PROGRAM FOR WATER SYSTEM DEVELOPMENT CHARGES
TO SUPPORT ECONOMIC DEVELOPMENT AS ENABLED UNDER
FOREST GROVE CODE, CHAPTER 3, SECTION 3.808**

PROJECT TEAM: Jeffrey King, Economic Development Coordinator
Michael Sykes, City Manager
Paul Downey, Administrative Services Director
Rob Foster, Engineering/Public Works Director

ISSUE STATEMENT: In the current recessionary environment, businesses are scrutinizing all costs closely. They are also having difficulty finding financing/credit. For some small and medium-sized projects, the cost of System Development Charges (SDC) can determine if a project goes forward or not. At the City Council meeting of January 25th, Council held a public hearing and passed a first reading establishing an ordinance allowing for water system development charge installment payments program. If Council approves the second reading of the ordinance, staff is proposing approval of a resolution that defines and implements the Water System Development Charge Installment Payment Plan Program.

BACKGROUND: At the City Council meeting of January 25th, staff presented a draft ordinance amending Forest Grove Code Chapter 3, Section 3.808, to allow a water system development charge installment payment option. A public hearing was held and the first reading of the ordinance amendment was passed. A resolution that defines the operation and requirements of the installment payment plan program is now being presented and is attached.

The goal of the ordinance amendment and resolution is to provide a short-term tool that will encourage existing and new business growth in response to the recession caused steep job loss, declining business revenue and difficult access to credit.

To help reduce the immediate burden on businesses and encourage expansion projects, staff is proposing to allow for the financing of water SDC's for commercial and industrial projects. This is a change to the current requirement where full payment is required at the time a building permit is requested.

Only the Water SDC was considered since it's the one SDC the City controls directly. Residential projects were not included since homes only require only a ¾" water line is needed. For home to be constructed, a homeowner will have construction financing that will wrap all costs in the project. The water SDC alone is small enough at \$4,000.00 that it will not affect whether a house project goes forward or not.

The Water SDC Installment Payment Plan Financing Option Program Guidelines are proposed as follows:

- A financing term would be set with payments made each year of the term.
- A maximum of five years would be allowed for repayment.
- An interest rate would be charged. Staff is considering using the current prime interest rate plus 2%, which would set the interest rate at 5.25% currently.
- A lien would be placed on the property or equipment to protect the City's interest.
- Only projects with water meters greater than ¾" would be eligible.
- Only industrial and commercial projects would be considered for financing.
- Applicant needs to provide some type of economic justification e.g. jobs created or retained, growth in property taxes, greater productivity, etc.
- The City Manager will have final approval over projects to be financed under this program.

These program guidelines are incorporated into the resolution. Staff felt that putting the guidelines into a resolution would make the program easier to modify in the future if the Council wanted to make modifications.

In addition, this resolution will automatically expire after 2 years when it is assumed that the economy is growing again and private financing is available. Council could decide to extend or modify the program depending on economic conditions at time of expiration.

FISCAL IMPACT: This resolution will not have any impact to the Water SDC Fund as the SDCs to be collected under this program will be repaid before projects needing this funding would be done.

RECOMMENDATION: Staff recommends that the Council approve the attached resolution implementing the Water System Development Charge Installment Payment Plan Program.

RESOLUTION NO. 2010- 18**RESOLUTION ADOPTING AN INSTALLMENT PAYMENT PLAN PROGRAM FOR FINANCING WATER SYSTEM DEVELOPMENT CHARGES FOR CERTAIN ELIGIBLE COMMERCIAL AND INDUSTRIAL PROJECTS**

WHEREAS, the current economic recession has had a negative impact on businesses and business expansions in Oregon and around the country; and

WHEREAS, local businesses in Forest Grove have been hit hard by this recession; and

WHEREAS, it is the goal of the City of Forest Grove to support existing business expansion and to encourage new business development through targeted economic development tools which will strengthen and diversify our local economy; and

WHEREAS, the City Council adopted Ordinance No. 2010-01, which amended City Code, Chapter 3, Section 3.808, to allow an installment payment plan program for financing Water System Development Charges.

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

Section 1. The City Council hereby enacts the guidelines for the Water System Development Charges (SDC) Installment Payment Plan Financing Option Program as follows:

- The Water System Development Charges Installment Payment Plan Financing Option Program is for non-residential projects only with water meters greater than $\frac{3}{4}$ inch.
- Certain eligible zoned commercial and industrial projects may qualify to enter into an installment payment agreement to finance the SDC.
- The applicant is required to provide some type of economic justification, e.g. jobs created or retained, growth in property taxes, greater productivity, etc.
- The financing term will be set with payments made each year of the term.
- A maximum of five years will be allowed for repayment.
- An interest rate will be charged using the current prime interest rate, plus 2 percent (2%).

- The obligation to pay the SDC pursuant to a financing installment payment agreement shall be secured by a lien against the property upon which the improvement will be located. The lien shall be entered into the City's lien docket as provided in Forest Grove Code Section 2.300, and may be collected in the same manner as allowed by law for collection of assessment liens.
- The City Manager has final approval over projects to be financed under this program.

Section 2. The Water System Development Charges Installment Payment Plan Financing Option Program will automatically expire two years from the enactment date of this resolution (February 8, 2012), unless City Council extends or otherwise modifies the program before the expiration date.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of February, 2010.

Anna Ruggles, City Recorder

APPROVED by the Mayor this 8th day of February, 2010.

Peter Truax, Mayor

January 30, 2010

**REPORT AND RESOLUTION ADOPTING PROCESS FOR
COMMUNITY ENHANCEMENT PROGRAM FOR FY 2010-11**

PROJECT TEAM: Paul Downey, Administrative Services Director
Beverly Maughan, Executive Assistant to City Manager
Michael J. Sykes, City Manager

ISSUE STATEMENT: Each fiscal year the City Council authorizes a schedule and process to designate Community Enhancement Projects (CEP). The process establishes clear expectations for both the public and the City Council on how projects will be selected.

BACKGROUND: In August 1989, Council authorized the City Manager to sign the Enhancement Fee Agreement with Metro. In October 1989, Metro signed the Enhancement Fee agreement. Based on the agreement, the City receives \$.50 from Metro for each ton of solid waste transferred through the Forest Grove Transfer Station. Following execution of the agreement, the Council established a boundary designating the area eligible for enhancement and the eligibility criteria. As required in the Enhancement Fee agreement, the boundary and criteria were approved by Metro and specified in Resolution 90-2. The boundary for eligible projects is the City's Urban Growth Boundary.

Eligible projects must meet one or more of the following criteria:

- Enhance appearance and cleanliness of the area within the boundary.
- Preserve or improve natural, cultural or recreational resources for public enjoyment within the boundary.
- Improve public safety within the boundary.
- Improve transportation including pedestrian and bike routes within the boundary.
- Improve viability of commercial, industrial, and residential areas within the boundary.

If the project meets one or more of the above criteria, the following factors will be considered in the evaluation process:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.
- The correlation between the project and the Vision Statement.

A timeline of changes that the City has made to the CEP application process is attached to this staff report. Any changes made this year to the application process will be added to that timeline for the following year.

DISCUSSION:

Council and staff met in work session to discuss the process for FY 2009-10. Based on that work session, the following changes are proposed to the application process:

- 1) The funding by category and designating a percentage of funding in each category has been eliminated. Staff will assign categories and track allocated funding by category so the City can track the allocation of CEP funds. Sponsors will not be asked to designate categories on the application.
- 2) Staff will again score the objective questions. The objective questions have been rewritten to ensure the questions are objective. The objective questions will be one-half of the total scoring.
- 3) The other half of the scoring will be discretionary points awarded by the individual Councilor based on the Councilor's overall evaluation of the project. The amount of Councilor points has increased from 10 points to 40 points to allow for more subjective scoring by each Councilor based on his/her evaluation of the merits of the project.
- 4) The questions on the application have been modified. An additional question relating to how the proposed project helps achieve the values described in the Forest Grove Vision Statement has been added. The question will be evaluated by the Councilors as part of their evaluation of each project.
- 5) A statement has been added to the instructions indicating reimbursement of project costs incurred prior to July 1, 2010, is not allowed.

None of these changes modify the overall program requirements so Metro approval is not required.

The amount of funds available to distribute is projected to decline significantly next year. For the current year, \$64,300 of funds is budgeted to be distributed. For fiscal year 2010-11, the amount of funds available for distribution, including fund balance carryover, is estimated to be \$70,000. Staff will have an update to this number at the time the City Council allocates funding.

RECOMMENDATION: It is recommended that the Council review the attached application, instructions, evaluation form and contract for the CEP grant application process. If acceptable, Council should approve the resolution adopting the CEP process and authorize staff to commence the process for selecting community enhancement projects for FY 2010-11.

Community Enhancement Program Timeline of Process Changes

In June 2001, Council determined that Community Enhancement Project grants funding will be awarded only to non-profit groups or a governmental agency and its respective boards, commissions and committees. To receive funding, each project sponsor is required to execute a contract with the City. Each sponsor is required to submit a formal report when the project is completed or by June 30th of the fiscal year.

During the review of the process in February 2005, Council concurred to remove the following conditions for project consideration as they were no longer applicable:

- For projects that directly affect the transfer station, the City Council acknowledges that the Forest Grove Transfer Station Mitigation Study prepared by Sax Associates Architects in February 1999 will be the basis for evaluating those projects.
- Projects that directly affect the transfer station must be reviewed and endorsed by the Transfer Station Monitoring Committee (TSMC) prior to being considered for CEP funding. Those projects not endorsed by the TSMC will not be considered for CEP funding.

During the review of the process in January 2006, Council made the following changes:

- The addition of four categories for funding identified as:
 - 1) Infrastructure (35%): funding for facilities, services, and installations enhancing the functioning of the community, not to include basic services provided by the City such as transportation and communications systems, water and power lines;
 - 2) Social and Educational (30%): funding for services or items that enhance the social and/or educational impact on the community;
 - 3) City Promotion and Tourism (20%): funding for services or items that promote a positive image of Forest Grove to citizens and/or visitors; and
 - 4) Beautification (15%): funding for services or items that enhance the community's livability and attractiveness.
- Funds for personnel services are only available in the social and educational category;
- Sponsors would indicate which category of funding their project was requesting; and
- Each project would be competitively ranked within its funding category.

In 2006, the boundary and the criteria for eligible projects were not changed and remain the same as specified in Resolution No. 90-2. The evaluation form eliminated the following conditions for scoring a project:

- A weighted factor of 5 (x5) for projects within ½ mile radius of the transfer station;
- Project/program should help offset direct impacts associated with operation of the transfer station; and
- Project should reduce the volume of solid waste flowing through the transfer station.

In 2009, the Council assigned objective questions to staff to answer on the scoring sheets since there was no qualitative evaluation about the merit of the projects and how the project should be prioritized. This was to save the Council time in scoring and to provide consistency in how the objective questions are answered.



RESOLUTION NO. 2010-19

**RESOLUTION ADOPTING COMMUNITY ENHANCEMENT PROGRAM
PROCESS FOR 2010-11 AND REPEALING RESOLUTION NO. 2009-13**

WHEREAS, the City has executed an agreement with Metro to receive funds for the purpose of enhancing and rehabilitating the area impacted by operation of the Forest Grove Transfer Station; and

WHEREAS, the Forest Grove City Council has adopted a boundary for the area eligible to receive funding and criteria for determining enhancement projects receiving funding; and

WHEREAS, the Metro Council has approved the Forest Grove boundary and criteria; and

WHEREAS, the City Council wishes to establish a fair and equitable process for selecting community enhancement projects.

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

Section 1: In selecting community enhancement projects to receive funding, that the City will follow the process outlined in the application, instructions and evaluation forms attached as Exhibit A.

Section 2: Resolution No. 2009-13 is hereby repealed.

Section 3: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of February, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of February, 2010.

Peter B. Truax, Mayor

2010-11 COMMUNITY ENHANCEMENT PROJECT APPLICATION INSTRUCTIONS

The following is the process schedule for the Community Enhancement Projects Grant Program:

Feb – March		Applications for project proposals will be available. (Application form is attached)
March 31	-	Applications must be completed and returned to City Hall, 1924 Council Street, by 5 pm.
April 22	-	City Council will hold special meeting to hear sponsor presentation of proposed project. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 10 minutes.
April 30	-	Council's completed evaluations due to staff. (Sample evaluation form is attached.)
May 10		Compilation of scores discussed at Council Meeting, funding allocations determined.
May 24	-	Council will hold a public hearing on funding of proposed projects at 7:00 pm in the Community Auditorium.
June 28	-	Adoption of City Budget
July 16		Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2010, or grant is forfeited. (Sample contract is attached.)

General Instructions

- Applicants must have non-profit status to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Each project must meet one of five Metro-approved criteria listed on the City Council's evaluation (attached).
- The City's Vision Statement (attached) will be used as a guideline during the evaluation process.
- Each project is evaluated by Councilors individually and reviewed by the Council together to determine funding which may be as fully funded, partly funded, or not funded.
- Sponsors are encouraged to limit question responses to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at www.forestgrove-or.gov or at City Hall, 1924 Council Street, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Paul Downey, Administrative Services Director, at 503-992-3200.

Applicant Information

Name of applicant non-profit group, organization, or committee should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

CEP - INSTRUCTION SHEET

Page 2

Project Information

- A. Project Title, Amount Requested and Funds Needed by: Sponsor should indicate when the requested funds are required as availability of funds is contingent on City's receipt of disbursements from Metro. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Project Description: This should be a short description for the proposed program or project. When possible, statements should be related to the project criteria within the evaluation work sheet.
- C. Estimate how many residents within the boundary area will benefit, and specify who will benefit if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- D. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings. Compute percent of total budget provided by the sponsor.
- E. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2010 is not allowed.**
- F. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- G. Complete a brief description of the correlation between the project and the values in the Forest Grove Vision Statement.

Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: _____ Tax ID # _____

Contact Person: _____ Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title

**Amount
Requested:**

**Funds
Needed by*:**

_____ \$ _____

*Availability of funds is contingent on City's receipt of disbursements from Metro

Proposed schedule

Project Start Date: _____ Project Completion Date: _____

B. Project Description:

B. Project Description Continued:

C. Estimate how many residents will benefit if this project is funded.

Has the sponsor received a Community Enhancement grant for this project in the past?
If so, amount received \$ _____

Has the sponsor received a Community Enhancement grant for the current year?
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

D. PROJECT BUDGET

Total Estimated Costs: _____ How were these costs estimated (quotes, catalog, previous projects, etc.)? _____

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other				
Total				

% of Total Budget provided by Sponsor: _____%

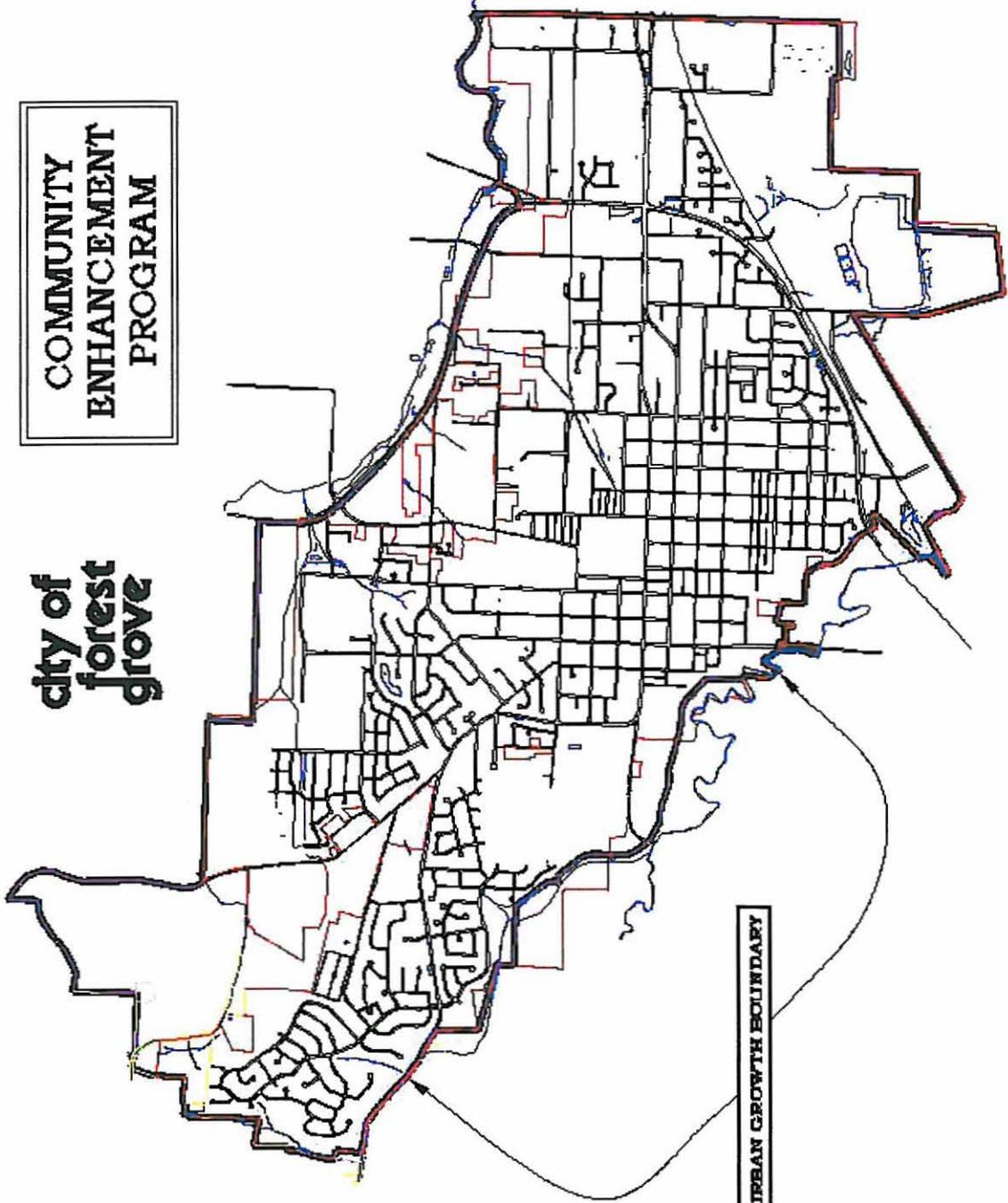
E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

F. Will the project be completed with the proposed funding or will future year's CEP funding be necessary?

G. Explain how this project helps achieve the values described in the Forest Grove Vision Statement?

**city of
forest
grove**

**COMMUNITY
ENHANCEMENT
PROGRAM**



URBAN GROWTH BOUNDARY

FOREST GROVE VISION STATEMENT



*This statement is written and designed to reflect
the best of what exists now,
and what we aspire to become, as a community.*

Forest Grove is a friendly, twenty-first century, small, full service city. It was settled in 1841 by pioneers who valued respect for education, faith, enterprise, service to humanity, and the bountiful resources of the Tualatin Plain. Those values persist to inspire a common vision for a high quality of life in a thriving and progressive community that reaches from its historical commercial core around Pacific University to a horizon of forests, farms, vineyards, and the Coast Range. As an engaged and diverse people, we assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Forest Grove is itself a *destination* that thrives by *design* and is our *home*.

Forest Grove is a *Destination* that offers visitors and residents:

- **A rich heritage** preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future.
- **A centrally located gateway** to forests, waterways, beaches, and mountains; this wealth of resources is cherished and preserved to foster sport, recreation, reflection, and leisure.
- **Arts & culture** that abound throughout the year; we celebrate our cultures and participate in a wide variety of visual and performing arts and festivals.
- **A community** recognized for its commitment to conserve, preserve, protect and restore our natural assets

Forest Grove is a community by *Design* through:

- **Participation** of an engaged public and accessible, responsive government
- **Planning** that considers and accommodates both the desires and needs of all community members to ensure their quality of life and prosperity
- **Sustainable transportation** modes, systems, and networks that provide opportunities for all to conveniently and safely move about within and outside of the community.
- **Economic development** that encourages innovative, diverse and ecologically sound enterprises that provide ample opportunities for employment, and ensures the vitality of the community.
- **Fiscally sound funding** of quality public safety and municipal services including locally owned public utility and watershed.

Forest Grove is *Home* to:

- **Individuals** who are respected and valued for their experience, abilities, and differences, and where all residents are included in the life of the community through excellent education, recreation, and social programs.
- **Young people** who are nurtured and encouraged to achieve their full potential.
- **Families** of every size and description who have community resources needed for lifelong learning and development.
- **Older residents** whose ongoing leadership, wisdom and investment in the community build the foundation for our future.
- **Distinctive neighborhoods** replete with a variety of accessible housing options, schools, parks, places of worship and social gathering, and farmlands and open spaces.

Adopted by City Council Resolution 2007-28 on June 11, 2007.

Project Title: _____

Councilor Signature: _____ Date: _____

Community Enhancement Project - Evaluation Worksheet

Evaluation Process: Following public comment on the proposals, each City Councilor will evaluate each project. Scores from each Councilor's evaluation will be added together to create a combined total score. Projects will be ranked by total score. Based on funding requests and money available, Council will determine which projects receive funding. Funding may be full, partial, or none.

Criteria: Projects must meet **one or more** of the following criteria to be eligible for funding. If not, the application will not be considered further. Staff will answer these qualifying questions.

- Does the project enhance the appearance and cleanliness of the area within the boundary?

Yes _____ No _____

- Does the project improve public safety within the boundary?

Yes _____ No _____

- Does it improve natural, cultural or recreational resources for public enjoyment within the boundary? Including support of tourism.

Yes _____ No _____

- Does the project improve transportation including pedestrian and bike routes within the boundary?

Yes _____ No _____

- Does the project improve the viability of commercial, industrial or residential areas within the boundary? Including support of tourism.

Yes _____ No _____

If all the answers to above questions are "No", project will not be considered for funding.

1. Including funding from other agencies, what percentage of total projects costs is provided by the sponsor? _____

0-25% 25-50% 50% & up
0 5 10

2. Does the sponsor have secure funding for their portion of the proposed project? _____

Yes _____ 5 points. No _____ 0 points

3. If funding from other agencies is indicated, has the sponsor secured the funding from the other agency? _____

Yes _____ 5 points. No _____ 0 points

4. Will the project be completed with this year's CEP funding or will future CEP funding be required to complete the project? _____

Complete this year _____ 5 points Future year(s) needed _____ 0 points

5. Did the sponsor document experience managing similar projects? _____

Yes _____ 5 points. No _____ 0 points

6. If coordination with other appropriate public or private agencies is needed, has it been completed? _____

none required required and completed required, but not completed
5 5 0

7. Has the sponsor submitted this project in past years? _____

Yes _____ 0 points. No _____ 5 points

Total Points Scored by Staff (Up to 40 points) _____

8. Council discretionary points (up to 40) _____

Maximum Points Available: 80 Total Points this project: _____

Completed Council Evaluation Forms should be returned to staff by April 30, 2010.

COMMUNITY ENHANCEMENT PROJECT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Forest Grove ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

- A. The City agrees to grant the Sponsor \$«AMT_APPROVED» to assist in completing the Community Enhancement Project.
- B. The Sponsor agrees to:
 1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
 2. Provide all necessary administrative support to manage the project.
 3. Provide upon request by the City any receipts, documents, or contracts showing use of the \$«AMT_APPROVED» in grant money.
 4. Provide the City with a report upon completion of the project. The report should include activities completed and indicate how the grant money has been spent. Any unspent grant money shall be remitted back to the City.
 5. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- C. If the sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«AMT_APPROVED» of grant money. The deadline for completing the Community Enhancement Project may be extended upon mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.
- D. If Sponsor fails to execute and return contract to City by September 30, 2010, grant is forfeited.

Signed this ____ day of _____, 2010.

City of Forest Grove

«SPONSOR»

By _____
Michael J. Sykes, City Manager

By _____
Authorized Person To Execute Contract

February 8, 2010

**STAFF REPORT AND RESOLUTION EXTENDING CITY OF FOREST GROVE
WORKERS' COMPENSATION COVERAGE TO RESERVE POLICE OFFICERS
OF THE CITY OF FOREST GROVE**

Project Team: **Michael Sykes, City Manager**
 Paul Downey, Administrative Services Director
 Rob DuValle, Human Resources Manager

ISSUE STATEMENT: The City provides services to the community with the assistance of volunteer personnel in a variety of departments. The Police Department has created a new Reserve Police Program that will soon be ready to select personnel. The City wishes to offer workers' compensation coverage, as detailed in the attached resolution, for this new classification [8411] of volunteer to the City. This coverage is identical to the coverage offered to volunteer firefighters.

Oregon Revised Statute 656.031 Coverage for municipal volunteer personnel, allows municipalities to offer workers compensation coverage to specified classes of volunteer personnel. In order to do so, ORS 656.031 requires that the governing body submit a resolution declaring its intent to cover these volunteer personnel. The attached Resolution provides such a notice and authorization for Council to consider.

FISCAL IMPACT: The current rate is \$.74/\$100 of payroll at the \$800 assumed wage rate, the approximate annual premium cost for each reserve officer will be \$58/annually. Staff anticipates the fiscal impact to be minimal.

RECOMMENDATION: Staff recommends the City Council adopt the attached resolution and authorize the extension of workers' compensation benefits to the class of Police Reserve [8411] at an assumed monthly wage of \$800 per month.



RESOLUTION NO. 2010-20

**RESOLUTION EXTENDING CITY OF FOREST GROVE WORKERS'
COMPENSATION COVERAGE TO VOLUNTEERS OF THE
CITY OF FOREST GROVE.**

WHEREAS, the **City Forest Grove** elects the following:

Pursuant to ORS 656.031 , the workers' compensation coverage will be provided to classes of volunteer workers as indicated below;

Volunteer Police Reserve Class Code 8411

1. An assumed monthly wage of ***\$800 per month*** will be used for public safety volunteers; and
2. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and
3. Unanticipated volunteer projects or exposure not addressed herein will be added onto the ***City of Forest Grove*** coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

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

Section 1. The City Council hereby enacts this resolution authorizing to provide workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

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

PRESENTED AND PASSED this 8th day of February, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of February, 2010.

Peter B. Truax, Mayor

February 1, 2010

**FINANCIAL REPORT
FOR THE QUARTER ENDING
DECEMBER 31, 2009**

Project Team: **Paul Downey, Director of Administrative Services**
 Susan Cole, Assistant Director of Administrative Services
 Michael Sykes, City Manager

This is the quarterly financial report for the quarter ending December 31, 2009. This is the second quarter of the City's fiscal year ending June 30, 2010. If revenue or expenditures were received or expended on a consistent basis throughout the fiscal year, they should be at 50% received or spent. The attached reports show the revenues and expenditures of each department in the General Fund and the revenue and expenditures for all of the other funds.

Many revenues and expenditures are not received or spent on a regular monthly basis during the fiscal year. For example, salary expenses are incurred evenly throughout the fiscal year while capital outlay expenditures can vary widely due to the timing of capital purchases.

I will discuss some line item revenue and expenditures in this report but I am not planning on presenting detailed analysis of line items. If you have specific questions about individual line items not addressed in this report, I can address them at the Council meeting.

General Fund

The departments are preparing their expenditure projections and Administrative Services staff is preparing the revenue forecasts through June 30, 2010. The City is projected to collect revenues in excess of projected expenditures so cash reserves do not have to be used this fiscal year to fund current expenditures as originally budgeted. The departments will have their projections completed by the middle of February and staff will prepare an updated estimate of beginning cash balance for July 1, 2010, at that time.

General Fund revenues are tracking as expected. Property taxes are expected to be higher than budgeted as the City's Assessed Value increased by 4% instead of

forecasted amount by the County of 2.4%. This should result in approximately \$90,000 more in property taxes than were budgeted. The City has also had some one-time revenue that will help with beginning cash balance for next year. The City's conduit bond sale for Pacific University generated \$70,610 in revenue for the City and an audit of Verizon franchise fees by an outside consultant and City staff finding an error in the previous year's franchise fee payment resulted in \$88,000 in revenue. Interest income is lower than expected due to the decline in interest rates. Library Late Fees are projected to meet the \$15,000 of revenue that was budgeted for this first year that late fees are being collected.

General Fund expenditures are tracking as budgeted with some minor exceptions. Some of those exceptions are:

- 1) In the Administrative Services Department, expenses for the Senior Center are overspent by \$6,776 and staff anticipates the deficit will increase by the end of the fiscal year. The City is required by contract to make certain repairs if needed and the City has been fixing the effects of poor workmanship during the expansion of the Senior Center.
- 2) In the Parks & Recreation Department, Intergovernmental Services is overspent by \$3,670 principally due to the payment of property taxes for the property purchased for Stites Park. The renter of that property is now gone, the structures are scheduled to be burned on February 1, 2010, in a training exercise, and the City has constructed surface water drainage on the property. The Assessor's Office will be contacted to let them know the property has no private use and the property will become exempt from property taxes in the future.
- 3) In Non-Departmental, Metro Construction Excise Tax is at 98% spent due to increased construction. This expense is a pass-through to Metro and is entirely offset by tax assessed on charged of construction so there is no effect on General Fund cash balances.
- 4) In the Police Department, the Health Reimbursement Arrangement (VEBA account) is at 117% of budget. This is a difficult number to estimate as officers have the option to take the holiday hours off, take holiday pay as wages or it is paid to the VEBA after 48 hours of holiday leave has accrued. The holiday pay is budgeted in Regular Wages so the funds to pay the VEBA account are budgeted.
- 5) In the Fire Department, Part-time Wages are 64% spent, Overtime is 61% spent, and the Volunteer Firefighter Stipend is 64% spent. The department has had a couple of firefighters on light-duty assignments during this time and the Chief needed to bring in additional assistance to ensure shifts were adequately staffed for emergency response. The Chief is reviewing how to manage these costs to stay within budget

- 6) Fire Department Vehicle Maintenance and Operating Supplies are at 77% spent. There were several fairly expensive repairs needed earlier in the fiscal year to keep the equipment working. The expenses incurred over the last two months have returned to normal.
- 7) In the Planning section of the Community Development Department, professional services were budgeted at \$300 and \$15,742 has been spent as of December 31, 2009. These are consultant expenses for a grant project that was scheduled to be completed last fiscal year but ran over into the current fiscal year. The City also received the \$43,000 in grant revenue from the State in the current year so the expenses are offset by the grant revenue.
- 8) In the Engineering Department, Professional Services are at 100% spent. Most all of these expenses are for a person from a temporary agency who was the Administrative Assistant while the City recruited for a replacement for an employee who transferred to Police Department.

Building Permits Fund

This Fund continues to use reserves to fund daily operations but at a lower amount than the previous fiscal year. After removing the building permit software project which is being funded by Building Permit Fund Reserves, the fund has used \$37,310 of reserves to fund operations for the first six months of the current fiscal year. Building activity is higher than last year at this time. Building permit revenue for the first six months of the previous fiscal year was \$126,637. For the current fiscal year, permit revenue is \$168,920.

The expense reductions made in the previous fiscal year have also slowed the use of reserves for the Fund. The intent is to utilize the reserves for as long as possible while maintaining sufficient staffing to allow for increased activity when building activity increases. Finance Staff, the Community Development Director and the City Manager are reviewing the Building Permit Fund on a regular basis to ensure that the Fund does not go below a reserve of four to six months of operating expenditures.

Light and Power Fund

In this Fund, revenue from power sales is tracking consistently with prior years. In the expenditures, the Conservation Incentives is at 150% spent. \$100,000 was budgeted and \$150,962 has been spent. The budget for this line item has been historically low compared to other utilities. Expenditures have increase because BPA has improved its conservation programs. BPA is funding roughly 40% of these expenses through a rate credit on the rate it charges the City. There is no direct payment to the City, but power expenses paid by the City are lower.

\$111,094 in Industrial Conservation Augmentation has been spent through December 31, 2009, even though no expenditures for this line item were budgeted. These items are 100% funded by BPA so no Light & Power Funds are used for the direct expenses. A

budget adjustment may be necessary for this line item later in the fiscal year.

Water Fund

Timber harvest revenue and expenses continue to be closely monitored by staff. As of December 31, 2009, timber harvest revenues and expenses were \$260,898 and \$241,547, respectively. An additional \$16,679 of revenue was received in January 2010. The broker, who is selling the City's FSC timber, believes that the market for FSC timber will improve in February so he has been waiting for the market to improve to increase the revenue from the FSC timber sales.

Summary

Staff continues to monitor the City's finances on an ongoing basis. Revenues appear to have stabilized. The question is how slower growth will affect the City's budget if the rate of expenditure increases in some areas continues to exceed the growth of revenue. The budget process for fiscal year 2010-11 is starting and staff will be looking at that question as the budget for next fiscal year is prepared.

100 - General Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420029	Portland Community College Payr	0	10,918	10,918	0%
440025	Copy Service	61	0	(61)	0%
440029	General Fund Spt Svc (522023)	299,350	299,350	0	100%
471027	WCVA and Match Funds	0	4,350	4,350	0%
	REVENUES TOTAL	299,411	314,618	15,207	105%
EXPENDITURES					
511005	Regular Employee Wages	(278,138)	(128,998)	149,140	46%
511010	Part-Time Employee Wages	(9,000)	(4,023)	4,977	45%
512005	Health & Dental Benefits	(53,298)	(25,328)	27,970	48%
512008	Health Reimb Arrangement	(2,722)	(1,550)	1,172	57%
512010	Retirement	(52,538)	(23,564)	28,974	45%
512015	FICA	(21,966)	(8,698)	13,268	40%
512020	Workers Comp	(486)	(621)	(135)	128%
512025	Other Benefits	(1,522)	(1,049)	473	69%
512030	Other Payroll Taxes	(2,031)	(896)	1,135	44%
520110	Operating Supplies	(950)	(669)	281	70%
520120	Organization Business Expense	(8,000)	(4,807)	3,193	60%
520180	Subscriptions & Books	(100)	(28)	72	28%
520503	Printing	(2,000)	(364)	1,636	18%
520506	Postage	(700)	(526)	174	75%
520509	Telephone	(667)	(351)	316	53%
520521	Public Information	(11,270)	(5,087)	6,183	45%
520524	Publications	(400)	(413)	(13)	103%
520530	Memberships	(5,458)	(5,223)	236	96%
520563	Sister City Contribution	(1,500)	(300)	1,200	20%
520578	Insurance & Bonds	(416)	(416)	0	100%
521003	Training/Conferences	(5,510)	(843)	4,667	15%
521004	Legislative Conferences & Trainin	(10,000)	(7,292)	2,708	73%
521006	Travel	(600)	(144)	456	24%
521150	Professional Services	(1,000)	0	1,000	0%
522003	Equipment Maint & Oper Supplies	(520)	(499)	21	96%
522021	Equipment Fund Charges	(1,476)	(738)	738	50%
522022	Information Systems Fund Charge	(2,668)	(1,334)	1,334	50%
	EXPENDITURES TOTAL	(474,936)	(223,762)	251,174	47%
	Department Net Totals	(175,525)	90,856		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430455	Metro Cleanup Grant	0	0	0	0%
432280	Healthy Benefits Grant	1,500	2,265	765	151%
440022	Lien Searches	7,600	4,674	(2,926)	62%
440025	Copy Service	232	80	(152)	35%
440028	Passport Execution Fee	9,850	4,550	(5,300)	46%
440029	General Fund Spt Svc (522023)	1,534,140	1,534,140	0	100%
440030	Reserved Parking	2,000	912	(1,088)	46%
440040	New Account Set-Up Fee	19,500	11,583	(7,917)	59%
440042	Door Hanger Fee	15,450	9,272	(6,179)	60%
440501	Bond Issuance Fees	0	70,610	70,610	0%
450056	Business License	19,050	16,553	(2,497)	87%
450057	Other	0	10	10	0%
472005	Miscellaneous	6,500	508	(5,992)	8%
480006	Reimbursements	10,000	2	(9,998)	0%
	REVENUES TOTAL	1,625,822	1,655,158	29,336	102%
EXPENDITURES					
511005	Regular Employee Wages	(811,413)	(390,208)	421,205	48%
511010	Part-Time Employee Wages	(52,707)	(25,006)	27,701	47%
511015	Overtime	(3,600)	(10)	3,590	0%
511020	Temporary Employee Wages	(10,477)	(3,167)	7,310	30%
512005	Health & Dental Benefits	(254,615)	(121,363)	133,252	48%
512008	Health Reimb Arrangement	(8,004)	(4,129)	3,875	52%
512010	Retirement	(154,471)	(70,277)	84,194	45%
512015	FICA	(67,182)	(31,240)	35,942	46%
512020	Workers Comp	(6,148)	(6,341)	(193)	103%
512025	Other Benefits	(4,761)	(3,208)	1,553	67%
512030	Other Payroll Taxes	(6,418)	(2,812)	3,606	44%
520110	Operating Supplies	(8,000)	(3,537)	4,463	44%
520120	Organization Business Expense	(7,850)	(4,897)	2,953	62%
520150	Utilities	(6,850)	(3,222)	3,628	47%
520180	Subscriptions & Books	0	(178)	(178)	0%
520200	Computer Software Maintenance	(58,696)	(54,516)	4,180	93%
520220	Small Equipment	(4,200)	(412)	3,788	10%
520503	Printing	(15,670)	(11,288)	4,382	72%
520506	Postage	(57,400)	(37,558)	19,842	65%
520509	Telephone	(5,908)	(2,406)	3,502	41%
520521	Public Information	(3,500)	0	3,500	0%
520524	Publications	(1,471)	(294)	1,177	20%
520530	Memberships	(20,640)	(17,549)	3,091	85%
520533	Recruiting Expenses	(2,500)	(579)	1,921	23%
520557	Intergovernmental Services	(5,400)	(2,974)	2,426	55%
520560	Senior Center	(17,500)	(24,276)	(6,776)	139%
520578	Insurance & Bonds	(9,215)	(9,215)	0	100%
521003	Training/Conferences	(24,310)	(12,306)	12,004	51%
521006	Travel	0	(40)	(40)	0%
521113	Attorney Services	(65,000)	(15,609)	49,391	24%
521150	Professional Services	(17,300)	(5,083)	12,217	29%
521165	Contracts for Services	(11,340)	(1,780)	9,560	16%
521171	Financial Services, Auditing, Inve	(39,000)	(25,500)	13,500	65%
521172	Bank Service Fees	(18,000)	(1,216)	16,784	7%
522003	Equipment Maint & Oper Supplies	(21,900)	(10,958)	10,942	50%

100 - General Fund

Department #12 - Administration Services

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522021	Equipment Fund Charges	(5,016)	(2,508)	2,508	50%
522022	Information Systems Fund Charge	(82,371)	(41,185)	41,186	50%
522303	Custodial	(2,000)	0	2,000	0%
522306	Rents & Leases	(1,090)	0	1,090	0%
522309	Building/Facility Rental	(21,860)	(21,846)	14	100%
522312	Facility Maintenance Supplies	(5,600)	(2,576)	3,024	46%
522315	Facility Mnt/Repairs	(94,400)	(35,717)	58,683	38%
	EXPENDITURES TOTAL	(2,013,783)	(1,006,983)	1,006,800	50%
	Department Net Totals	(387,961)	648,175		

100 - General Fund

Department #13 - Municipal Court

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
460115	Parking Fines (PK)	11,031	7,095	(3,936)	64%
460120	Traffic Fines (TR)	166,472	94,123	(72,349)	57%
460125	Ordinance Fines (OR)	3,000	720	(2,280)	24%
460130	Marijuana Fines/Fees (ML)	1,500	445	(1,055)	30%
460135	Minor in Possession Fines/Fees (I)	3,600	3,350	(250)	93%
480006	Reimbursements	12,195	7,105	(5,090)	58%
	REVENUES TOTAL	197,798	112,838	(84,960)	57%
EXPENDITURES					
511005	Regular Employee Wages	(53,364)	(25,066)	28,298	47%
511010	Part-Time Employee Wages	(42,815)	(18,347)	24,468	43%
512005	Health & Dental Benefits	(12,087)	(5,475)	6,612	45%
512008	Health Reimb Arrangement	(524)	(264)	260	50%
512010	Retirement	(10,105)	(4,574)	5,531	45%
512015	Fica	(7,358)	(3,299)	4,059	45%
512020	Workers Comp	(168)	(188)	(20)	112%
512025	Other Benefits	(433)	(198)	235	46%
512030	Other Payroll Taxes	(691)	(292)	399	42%
520110	Operating Supplies	(1,000)	(138)	862	14%
520120	Organization Business Expense	(200)	0	200	0%
520200	Computer Software Maintenance	(4,900)	(6,152)	(1,252)	126%
520220	Small Equipment	(200)	0	200	0%
520503	Printing	(400)	0	400	0%
520506	Postage	(1,150)	(478)	672	42%
520509	Telephone	(250)	(93)	157	37%
520521	Public Information	(100)	0	100	0%
520524	Publications	(500)	0	500	0%
520530	Memberships	(185)	0	185	0%
520539	Assessment - County	(8,000)	(3,284)	4,716	41%
520540	State Crt Security Asmt (SCSF)	(4,800)	(1,648)	3,152	34%
520557	Intergovernmental Services	(800)	(151)	650	19%
520566	Assessment - State	(32,135)	(16,067)	16,068	50%
520578	Insurance & Bonds	(373)	(373)	0	100%
521003	Training/Conferences	(2,600)	(96)	2,504	4%
521150	Professional Services	(3,900)	(1,424)	2,476	37%
521172	Bank Service Fees	(1,500)	(710)	790	47%
522022	Information Systems Fund Charge	(6,476)	(3,238)	3,238	50%
522309	Building/Facility Rental	(784)	(394)	390	50%
	EXPENDITURES TOTAL	(197,798)	(91,951)	105,847	46%
	Department Net Totals	0	20,888		

100 - General Fund

Department #14 - Library

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420035	W.C.C.L.S.	637,712	510,170	(127,542)	80%
430601	Public Library Support Grant	4,045	3,814	(231)	94%
440019	WCCLS Collection Agency Charg	1,000	503	(497)	50%
440021	Library Charges	4,000	1,952	(2,048)	49%
440023	Print Fees	0	1,597	1,597	0%
440025	Copy Service	0	757	757	0%
440301	Rental Income	575	395	(180)	69%
450057	Other	0	117	117	0%
460500	Library Late Fines	15,000	7,096	(7,904)	47%
471020	Unrestricted Donations	1,000	113	(887)	11%
471022	Restricted Library Memorials	1,000	298	(702)	30%
REVENUES TOTAL		664,332	526,813	(137,519)	79%
EXPENDITURES					
511005	Regular Employee Wages	(323,747)	(160,992)	162,755	50%
511010	Part-Time Employee Wages	(234,419)	(103,089)	131,330	44%
511020	Temporary Employee Wages	0	(3,574)	(3,574)	0%
512005	Health & Dental Benefits	(80,455)	(38,749)	41,706	48%
512008	Health Reimb Arrangement	(3,696)	(1,912)	1,784	52%
512010	Retirement	(61,629)	(28,246)	33,383	46%
512015	FICA	(42,700)	(19,942)	22,758	47%
512020	Workers Comp	(976)	(1,103)	(127)	113%
512025	Other Benefits	(2,602)	(1,089)	1,513	42%
512030	Other Payroll Taxes	(4,095)	(1,800)	2,295	44%
520110	Operating Supplies	(4,000)	(2,308)	1,692	58%
520140	Library Materials	(79,850)	(33,938)	45,912	43%
520150	Utilities	(1,355)	(683)	672	50%
520220	Small Equipment	(1,000)	1,480	2,480	-148%
520506	Postage	(1,000)	(965)	35	97%
520509	Telephone	(2,400)	(893)	1,507	37%
520521	Public Information	(2,100)	(59)	2,041	3%
520530	Memberships	(250)	0	250	0%
520536	Customer Refunds	(300)	(176)	124	59%
520557	Intergovernmental Services	(2,570)	(662)	1,908	26%
520578	Insurance & Bonds	(8,429)	(8,429)	0	100%
521003	Training/Conferences	0	(96)	(96)	0%
521165	Contracts for Services	(3,520)	(572)	2,948	16%
522003	Equipment Maint & Oper Supplies	(4,150)	(1,158)	2,992	28%
522021	Equipment Fund Charges	(1,476)	(738)	738	50%
522022	Information Systems Fund Charge	(23,509)	(11,754)	11,755	50%
522312	Facility Maintenance Supplies	(4,000)	(1,680)	2,320	42%
522315	Facility Mnt/Repairs	(4,000)	(3,417)	583	85%
EXPENDITURES TOTAL		(898,228)	(426,545)	471,683	47%
Department Net Totals		(233,896)	100,267		

100 - General Fund

Department #15 - Aquatics

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440004	Swimming Pool	242,341	120,160	(122,181)	50%
440010	Lockers/Vending Machines	12,000	5,613	(6,387)	47%
REVENUES TOTAL		254,341	125,773	(128,568)	49%
EXPENDITURES					
511005	Regular Employee Wages	(129,069)	(63,509)	65,560	49%
511010	Part-Time Employee Wages	(174,285)	(76,960)	97,325	44%
512005	Health & Dental Benefits	(36,945)	(17,096)	19,849	46%
512008	Health Reimb Arrangement	(1,574)	(971)	603	62%
512010	Retirement	(24,497)	(11,394)	13,103	47%
512015	FICA	(23,513)	(10,485)	13,028	45%
512020	Workers Comp	(8,683)	(8,805)	(122)	101%
512025	Other Benefits	(1,473)	(488)	985	33%
512030	Other Payroll Taxes	(2,354)	(945)	1,409	40%
520110	Operating Supplies	(27,860)	(11,848)	16,012	43%
520120	Organization Business Expense	(350)	(87)	263	25%
520130	Personnel Uniforms & Equipment	(300)	0	300	0%
520150	Utilities	(103,030)	(33,082)	69,948	32%
520220	Small Equipment	(5,850)	(1,240)	4,610	21%
520503	Printing	(2,550)	(259)	2,291	10%
520506	Postage	(500)	(250)	250	50%
520509	Telephone	(620)	(177)	443	29%
520521	Public Information	(1,750)	(554)	1,196	32%
520530	Memberships	(250)	0	250	0%
520557	Intergovernmental Services	(950)	(1,130)	(180)	119%
520578	Insurance & Bonds	(7,194)	(7,194)	0	100%
521003	Training/Conferences	(1,550)	(404)	1,146	26%
521168	Misc Medical Services	(100)	0	100	0%
522003	Equipment Maint & Oper Supplies	(1,150)	(59)	1,091	5%
522021	Equipment Fund Charges	(1,476)	(738)	738	50%
522022	Information Systems Fund Charge	(2,822)	(1,411)	1,411	50%
522312	Facility Maintenance Supplies	(12,300)	(3,850)	8,450	31%
522315	Facility Mnt/Repairs	(25,450)	(8,010)	17,440	31%
EXPENDITURES TOTAL		(598,445)	(260,946)	337,499	44%
Department Net Totals		(344,104)	(135,173)		

100 - General Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440007	Recreation User Fees	17,201	10,523	(6,678)	61%
440029	General Fund Spt Svc (522023)	79,714	79,714	0	100%
440301	Rental Income	575	12	(563)	2%
450057	Other	0	10	10	0%
REVENUES TOTAL		97,490	90,259	(7,231)	93%
EXPENDITURES					
511005	Regular Employee Wages	(239,336)	(101,385)	137,951	42%
511010	Part-Time Employee Wages	(43,944)	0	43,944	0%
511020	Temporary Employee Wages	0	(29,905)	(29,905)	0%
512005	Health & Dental Benefits	(61,421)	(25,789)	35,632	42%
512008	Health Reimb Arrangement	(2,367)	(821)	1,546	35%
512010	Retirement	(45,685)	(17,961)	27,724	39%
512015	FICA	(22,083)	(9,998)	12,085	45%
512020	Workers Comp	(9,142)	(9,219)	(77)	101%
512025	Other Benefits	(1,077)	(781)	296	73%
512030	Other Payroll Taxes	(2,109)	(891)	1,218	42%
520110	Operating Supplies	(2,100)	(11)	2,089	1%
520120	Organization Business Expense	(100)	(77)	23	77%
520130	Personnel Uniforms & Equipment	(2,100)	(1,778)	322	85%
520150	Utilities	(4,366)	(1,500)	2,866	34%
520220	Small Equipment	(8,050)	(2,112)	5,938	26%
520506	Postage	(150)	0	150	0%
520509	Telephone	(2,735)	(876)	1,859	32%
520521	Public Information	(200)	0	200	0%
520530	Memberships	(1,270)	(475)	795	37%
520557	Intergovernmental Services	(450)	(4,120)	(3,670)	916%
520578	Insurance & Bonds	(2,330)	(2,330)	0	100%
521003	Training/Conferences	(1,855)	(1,118)	737	60%
521150	Professional Services	(14,700)	(5,179)	9,521	35%
521168	Misc Medical Services	0	(287)	(287)	0%
522003	Equipment Maint & Oper Supplies	(2,500)	(999)	1,501	40%
522012	Fuel/Oil	0	(331)	(331)	0%
522021	Equipment Fund Charges	(51,744)	(25,872)	25,872	50%
522022	Information Systems Fund Charge	(562)	(281)	281	50%
522306	Rents & Leases	(500)	0	500	0%
522312	Facility Maintenance Supplies	(20,100)	(16,750)	3,350	83%
522315	Facility Mnt/Repairs	(9,200)	(2,481)	6,719	27%
EXPENDITURES TOTAL		(552,176)	(263,327)	288,849	48%
Department Net Totals		(454,686)	(173,068)		

100 - General Fund

Department #18 - Non-Departmental

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	4,277,016	3,928,410	(348,606)	92%
411010	Local Option Levy	1,453,672	1,337,557	(116,115)	92%
411150	Property Tax Prior Years	112,000	133,934	21,934	120%
413001	Franchise Tax	527,000	249,500	(277,500)	47%
420020	State Revenue Sharing	172,046	83,435	(88,611)	48%
420055	Metro Construction Excise Tax	10,000	13,103	3,103	131%
422045	Transient Room Tax	55,517	28,285	(27,232)	51%
422055	SD15 Construction Excise Tax	60,000	63,988	3,988	107%
470105	Interest	80,000	26,654	(53,346)	33%
470150	Enterprise Zone Repayment	0	4,840	4,840	0%
480050	In-Lieu of Tax	883,017	883,017	0	100%
495005	Fund Bal Avail. for Approp.	3,497,850	3,645,834	147,984	104%
	REVENUES TOTAL	11,128,118	10,398,557	(729,561)	93%
EXPENDITURES					
520547	Metro Construction Excise Tax	(10,000)	(9,815)	185	98%
520549	SD15 Construction Excise Tax Pa	(60,000)	(27,430)	32,570	46%
570127	Transfer to Other Funds	(1,921)	(1,921)	0	100%
580206	Contingency	(1,442,596)	0	1,442,596	0%
590304	Unapp Fund Balance	(2,021,982)	0	2,021,982	0%
	EXPENDITURES TOTAL	(3,536,499)	(39,166)	3,497,333	1%
	Department Net Totals	7,591,619	10,359,391		

100 - General Fund

Department #21 - Police

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420005	Alcoholic Beverages	273,671	117,324	(156,347)	43%
430335	DEC/DUII Police Grant	0	1,780	1,780	0%
440025	Copy Service	1,975	1,079	(896)	55%
450050	Liquor Licenses	1,700	684	(1,017)	40%
450057	Other	4,400	200	(4,200)	5%
450225	Impound Fees	11,330	507	(10,823)	4%
460105	State Court Fines	38,352	18,467	(19,885)	48%
460116	Immobilization Fees	0	85	85	0%
471021	Donations	0	200	200	0%
472005	Miscellaneous	1,000	2,334	1,334	233%
480006	Reimbursements	0	4,842	4,842	0%
480009	TriMet Officer Reimbursement	103,000	63,349	(39,651)	62%
480010	SRO Reimbursement	51,041	0	(51,041)	0%
480011	Overtime Reimbursement	0	5,833	5,833	0%
	REVENUES TOTAL	486,469	216,684	(269,785)	45%
EXPENDITURES					
511005	Regular Employee Wages	(2,230,252)	(1,035,879)	1,194,373	46%
511010	Part-Time Employee Wages	(37,793)	(17,785)	20,008	47%
511015	Overtime	(152,048)	(82,047)	70,001	54%
512005	Health & Dental Benefits	(401,074)	(199,934)	201,140	50%
512008	Health Reimb Arrangement	(20,645)	(24,090)	(3,445)	117%
512010	Retirement	(395,613)	(172,617)	222,996	44%
512015	FICA	(185,137)	(85,103)	100,034	46%
512020	Workers Comp	(86,886)	(87,292)	(406)	100%
512025	Other Benefits	(11,790)	(6,681)	5,109	57%
512030	Other Payroll Taxes	(17,282)	(7,643)	9,639	44%
520110	Operating Supplies	(20,007)	(4,663)	15,344	23%
520120	Organization Business Expense	(1,005)	(947)	58	94%
520130	Personnel Uniforms & Equipment	(26,300)	(9,993)	16,307	38%
520150	Utilities	(2,335)	(1,225)	1,110	52%
520200	Computer Software Maintenance	0	(4,150)	(4,150)	0%
520220	Small Equipment	(2,500)	(62)	2,438	2%
520270	Miscellaneous	(500)	(94)	406	19%
520503	Printing	(4,293)	(622)	3,671	14%
520506	Postage	(2,121)	(841)	1,280	40%
520509	Telephone	(12,040)	(5,959)	6,081	49%
520521	Public Information	(909)	(850)	59	94%
520524	Publications	(1,558)	(132)	1,426	8%
520530	Memberships	(2,737)	(614)	2,124	22%
520557	Intergovernmental Services	(154,632)	(112,622)	42,010	73%
520578	Insurance & Bonds	(32,447)	(32,447)	0	100%
521003	Training/Conferences	(15,520)	(5,251)	10,269	34%
521150	Professional Services	(5,536)	(7,054)	(1,518)	127%
521168	Misc Medical Services	(3,717)	(3,838)	(121)	103%
522003	Equipment Maint & Oper Supplies	(6,354)	(454)	5,900	7%
522009	Vehicle Maint & Oper Supplies	(1,008)	(81)	927	8%
522010	Vehicle Maint External	(505)	(70)	435	14%
522021	Equipment Fund Charges	(128,482)	(64,242)	64,240	50%
522022	Information Systems Fund Charge	(24,255)	(12,127)	12,128	50%
522306	Rents & Leases	(6,060)	(3,764)	2,296	62%
522312	Facility Maintenance Supplies	(1,111)	(661)	450	59%

100 - General Fund

Department #21 - Police

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522315	Facility Mnt/Repairs	(3,520)	(1,721)	1,799	49%
550181	Major Tools & Work Equipment	(10,800)	0	10,800	0%
	EXPENDITURES TOTAL	(4,008,772)	(1,993,556)	2,015,216	50%
	Department Net Totals	(3,522,303)	(1,776,872)		

100 - General Fund

Department #22 - Fire

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420015	Cigarette	33,185	11,619	(21,566)	35%
420050	Rural Fire District	416,492	211,827	(204,665)	51%
430216	FEMA Reimbursement	0	446	446	0%
440025	Copy Service	52	55	3	106%
450057	Other	0	1,837	1,837	0%
480006	Reimbursements	0	3,233	3,233	0%
480015	Fire Dept Reimbursement	150	0	(150)	0%
480017	Fire Dept Inspection Reimburs	4,500	1,493	(3,007)	33%
	REVENUES TOTAL	454,379	230,510	(223,869)	51%
EXPENDITURES					
511005	Regular Employee Wages	(1,362,117)	(650,517)	711,600	48%
511010	Part-Time Employee Wages	(16,671)	(10,694)	5,977	64%
511015	Overtime	(73,083)	(44,501)	28,582	61%
511019	Volunteer Firefighter Stipend	(56,000)	(35,716)	20,284	64%
511020	Temporary Employee Wages	(20,000)	(12,522)	7,478	63%
511021	Unemployment Compensation	0	(21)	(21)	0%
512005	Health & Dental Benefits	(278,135)	(136,095)	142,040	49%
512008	Health Reimb Arrangement	(12,724)	(6,315)	6,409	50%
512010	Retirement	(248,538)	(108,637)	139,901	44%
512015	FICA	(116,882)	(56,072)	60,810	48%
512020	Workers Comp	(37,970)	(38,303)	(333)	101%
512025	Other Benefits	(7,430)	(4,375)	3,055	59%
512030	Other Payroll Taxes	(10,980)	(5,071)	5,909	46%
520110	Operating Supplies	(15,000)	(7,724)	7,276	51%
520120	Organization Business Expense	(4,300)	(1,535)	2,765	36%
520130	Personnel Uniforms & Equipment	(14,000)	(7,756)	6,244	55%
520150	Utilities	(22,587)	(5,897)	16,690	26%
520190	Computer Software	0	(531)	(531)	0%
520220	Small Equipment	(8,000)	(6,313)	1,687	79%
520230	Tools- 50/50	(33,400)	(6,220)	27,180	19%
520300	Emergency Operations Center	(3,000)	0	3,000	0%
520503	Printing	(700)	(6)	694	1%
520506	Postage	(900)	(404)	496	45%
520509	Telephone	(4,000)	(1,602)	2,398	40%
520521	Public Information	(1,600)	(1,198)	402	75%
520524	Publications	(1,464)	(1,054)	410	72%
520530	Memberships	(1,000)	(859)	141	86%
520557	Intergovernmental Services	(107,519)	(81,814)	25,705	76%
520578	Insurance & Bonds	(30,903)	(30,903)	0	100%
521003	Training/Conferences	(25,600)	(13,531)	12,069	53%
521150	Professional Services	(44,040)	(15,416)	28,624	35%
521165	Contracts for Services	(10,000)	0	10,000	0%
521168	Misc Medical Services	(500)	(325)	175	65%
522003	Equipment Maint & Oper Supplies	(5,000)	(1,810)	3,190	36%
522009	Vehicle Maint & Oper Supplies	(50,000)	(38,583)	11,417	77%
522012	Fuel/Oil	(30,000)	(8,578)	21,422	29%
522022	Information Systems Fund Charge	(13,873)	(6,936)	6,937	50%
522303	Custodial	(1,000)	(465)	535	47%
522306	Rents & Leases	0	0	0	0%
522312	Facility Maintenance Supplies	(3,500)	(1,744)	1,756	50%
522315	Facility Mnt/Repairs	(10,000)	(2,754)	7,246	28%

100 - General Fund

Department #22 - Fire

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	EXPENDITURES TOTAL	(2,682,416)	(1,352,798)	1,329,618	50%
	Department Net Totals	(2,228,037)	(1,122,288)		

100 - General Fund

Department #31 - Planning

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430460	SHPO Grant	15,000	10,500	(4,500)	70%
430587	Grant Match - Other Agencies	0	43,000	43,000	0%
440020	Code Enforcement Revenue	2,000	236	(1,764)	12%
440025	Copy Service	108	29	(79)	26%
440029	General Fund Spt Svc (522023)	49,540	49,540	0	100%
450054	Metro Business License	16,858	7,925	(8,933)	47%
450101	Planning Fees	20,000	17,807	(2,194)	89%
472020	Forestry Run	1,700	0	(1,700)	0%
	REVENUES TOTAL	105,206	129,036	23,830	123%
EXPENDITURES					
511005	Regular Employee Wages	(200,973)	(92,716)	108,257	46%
511021	Unemployment Compensation	0	(191)	(191)	0%
512005	Health & Dental Benefits	(27,063)	(15,839)	11,224	59%
512008	Health Reimb Arrangement	(1,998)	(1,242)	756	62%
512010	Retirement	(38,566)	(16,967)	21,599	44%
512015	FICA	(15,374)	(7,050)	8,324	46%
512020	Workers Comp	(351)	(382)	(31)	109%
512025	Other Benefits	(949)	(584)	365	62%
512030	Other Payroll Taxes	(1,438)	(624)	814	43%
520110	Operating Supplies	(2,563)	(284)	2,279	11%
520120	Organization Business Expense	(960)	(51)	909	5%
520170	Code Enforcement Expenditures	(4,500)	(961)	3,539	21%
520200	Computer Software Maintenance	(1,250)	0	1,250	0%
520503	Printing	(5,150)	(305)	4,845	6%
520506	Postage	(2,000)	(1,118)	882	56%
520509	Telephone	(720)	(401)	319	56%
520521	Public Information	(4,437)	(529)	3,908	12%
520524	Publications	(1,200)	(207)	994	17%
520530	Memberships	(2,050)	0	2,050	0%
520557	Intergovernmental Services	(1,200)	(40)	1,160	3%
520569	Forestry Commission	(4,945)	(525)	4,420	11%
520578	Insurance & Bonds	(534)	(534)	0	100%
521003	Training/Conferences	(1,300)	(483)	817	37%
521113	Attorney Services	(13,000)	(7,540)	5,460	58%
521150	Professional Services	(300)	(15,742)	(15,442)	5,247%
522003	Equipment Maint & Oper Supplies	(4,080)	(625)	3,455	15%
522021	Equipment Fund Charges	(1,476)	(738)	738	50%
522022	Information Systems Fund Charge	(4,133)	(2,066)	2,067	50%
522309	Building/Facility Rental	(1,498)	(748)	750	50%
523006	SHPO Grant Expense	(11,023)	(6,204)	4,819	56%
	EXPENDITURES TOTAL	(355,031)	(174,696)	180,335	49%
	Department Net Totals	(249,825)	(45,660)		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	572	858	286	150%
440029	General Fund Spt Svc (522023)	763,801	763,801	0	100%
450122	Engineering Inspection Fees	25,000	57,366	32,366	229%
REVENUES TOTAL		789,373	822,025	32,652	104%
EXPENDITURES					
511005	Regular Employee Wages	(473,568)	(185,191)	288,377	39%
511015	Overtime	(2,400)	0	2,400	0%
512005	Health & Dental Benefits	(91,268)	(30,692)	60,576	34%
512008	Health Reimb Arrangement	(4,672)	(1,626)	3,046	35%
512010	Retirement	(90,173)	(32,613)	57,560	36%
512015	FICA	(36,412)	(13,991)	22,421	38%
512020	Workers Comp	(4,955)	(5,015)	(60)	101%
512025	Other Benefits	(2,232)	(1,364)	868	61%
512030	Other Payroll Taxes	(3,431)	(1,247)	2,184	36%
520110	Operating Supplies	(3,000)	(1,105)	1,895	37%
520120	Organization Business Expense	(250)	(68)	182	27%
520130	Personnel Uniforms & Equipment	(710)	0	710	0%
520190	Computer Software	(3,000)	0	3,000	0%
520200	Computer Software Maintenance	0	(2,983)	(2,983)	0%
520220	Small Equipment	(3,300)	(2,544)	756	77%
520503	Printing	(375)	(263)	112	70%
520506	Postage	(550)	(353)	197	64%
520509	Telephone	(2,940)	(639)	2,301	22%
520524	Publications	(960)	(28)	932	3%
520530	Memberships	(1,214)	(961)	254	79%
520557	Intergovernmental Services	(650)	0	650	0%
520578	Insurance & Bonds	(1,096)	(1,096)	0	100%
521003	Training/Conferences	(2,550)	(333)	2,217	13%
521113	Attorney Services	(6,000)	0	6,000	0%
521150	Professional Services	(20,520)	(20,517)	3	100%
522003	Equipment Maint & Oper Supplies	(4,060)	(1,413)	2,647	35%
522021	Equipment Fund Charges	(11,988)	(5,994)	5,994	50%
522022	Information Systems Fund Charge	(12,282)	(6,141)	6,141	50%
522306	Rents & Leases	(100)	0	100	0%
EXPENDITURES TOTAL		(784,656)	(316,177)	468,479	40%
Department Net Totals		4,717	505,848		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	16,102,739	14,622,271		
	Fund Total Expenditures	(16,102,740)	(6,149,907)		
	Fund Net	(1)	8,472,363		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	[%] <i>Used</i>
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205 - Building Permits Fund
Department #32 - Building Services
 For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	400	100	(300)	25%
450074	Structural Building Permits	77,635	74,647	(2,988)	96%
450076	Manufactured Home Permits	500	180	(320)	36%
450078	Plumbing Permits	21,631	15,820	(5,811)	73%
450080	Mechanical Permits	8,608	6,694	(1,914)	78%
450082	Structural State Surcharge	9,316	8,952	(364)	96%
450084	Manuf. Housing State Surcharge	60	57	(3)	95%
450086	Plumbing State Surcharge	2,596	1,846	(750)	71%
450088	Mechanical Plans St. Surcharge	1,033	820	(213)	79%
450106	Structural Plan Review Fees	43,727	50,986	7,259	117%
450108	Plumbing Plan Review Fees	2,700	183	(2,517)	7%
450110	Mechanical Plan Review Fees	700	218	(482)	31%
450112	FL&S Plan Review Fees	6,000	0	(6,000)	0%
450124	Erosion Control Fees	2,640	8,222	5,582	311%
450126	Misc - Reinspect & Invstg Fee	1,600	294	(1,306)	18%
470105	Interest	5,622	1,578	(4,044)	28%
495005	Fund Bal Avail. for Approp.	374,780	432,460	57,680	115%
REVENUES TOTAL		559,548	603,059	43,511	108%
EXPENDITURES					
511005	Regular Employee Wages	(212,531)	(99,360)	113,171	47%
512005	Health & Dental Benefits	(37,881)	(17,877)	20,004	47%
512008	Health Reimb Arrangement	(2,095)	(801)	1,295	38%
512010	Retirement	(40,435)	(18,183)	22,252	45%
512015	FICA	(16,259)	(7,529)	8,730	46%
512020	Workers Comp	(1,688)	(1,721)	(33)	102%
512025	Other Benefits	(1,001)	(687)	314	69%
512030	Other Payroll Taxes	(1,515)	(669)	846	44%
520110	Operating Supplies	(1,424)	(299)	1,125	21%
520120	Organization Business Expense	(460)	0	460	0%
520190	Computer Software	(360)	0	360	0%
520503	Printing	(1,200)	(378)	822	31%
520506	Postage	(400)	(66)	334	16%
520509	Telephone	(1,250)	(678)	572	54%
520521	Public Information	(160)	0	160	0%
520524	Publications	(250)	0	250	0%
520530	Memberships	(950)	(100)	850	11%
520557	Intergovernmental Services	(29,018)	(9,924)	19,094	34%
520578	Insurance & Bonds	(587)	(587)	0	100%
521003	Training/Conferences	(4,218)	(406)	3,812	10%
521113	Attorney Services	(2,000)	0	2,000	0%
521150	Professional Services	(300)	(200)	100	67%
521172	Bank Service Fees	(150)	(37)	113	24%
522003	Equipment Maint & Oper Supplies	(500)	0	500	0%
522021	Equipment Fund Charges	(6,528)	(3,264)	3,264	50%
522022	Information Systems Fund Charge	(6,778)	(3,389)	3,389	50%
522023	General Fund Admin Services	(41,754)	(41,754)	0	100%
550100	General Govt Projects	(38,000)	(24,928)	13,072	66%
580206	Contingency	(62,000)	0	62,000	0%
590304	Unapp Fund Balance	(47,856)	0	47,856	0%
EXPENDITURES TOTAL		(559,548)	(232,837)	326,711	42%

205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Department Net Totals	0	370,223		
	Fund Total Revenues	559,548	603,059		
	Fund Total Expenditures	(559,548)	(232,837)		
	Fund Net	0	370,223		

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420041	Washington County	109,000	0	(109,000)	0%
422015	State Gas Tax	825,277	420,932	(404,345)	51%
422025	County Gas Tax	83,196	43,466	(39,730)	52%
430216	FEMA Reimbursement	0	4,435	4,435	0%
430706	CDBG Grant	233,500	233,500	0	100%
450057	Other	0	222,441	222,441	0%
450100	Street Improv Fee-N Central Proje	0	2,800	2,800	0%
470105	Interest	21,126	2,024	(19,102)	10%
495005	Fund Bal Avail. for Approp.	1,056,286	893,716	(162,570)	85%
	REVENUES TOTAL	2,328,385	1,823,315	(505,070)	78%
EXPENDITURES					
511005	Regular Employee Wages	(150,815)	(72,081)	78,734	48%
511015	Overtime	0	(328)	(328)	0%
512005	Health & Dental Benefits	(44,731)	(18,593)	26,138	42%
512008	Health Reimb Arrangement	(1,480)	0	1,480	0%
512010	Retirement	(28,565)	(13,191)	15,374	46%
512015	FICA	(11,537)	(5,519)	6,018	48%
512020	Workers Comp	(7,122)	(7,156)	(34)	100%
512025	Other Benefits	(679)	(397)	282	58%
512030	Other Payroll Taxes	(1,108)	(436)	672	39%
520110	Operating Supplies	(2,000)	(712)	1,288	36%
520120	Organization Business Expense	(50)	(12)	38	25%
520130	Personnel Uniforms & Equipment	(1,600)	(661)	939	41%
520150	Utilities	(80,000)	(33,318)	46,682	42%
520190	Computer Software	(1,500)	(709)	791	47%
520220	Small Equipment	(3,500)	(391)	3,109	11%
520240	Construction Supplies	(97,000)	(30,009)	66,991	31%
520280	Street Light Maint. (610-430110)	(77,200)	0	77,200	0%
520503	Printing	(250)	(359)	(109)	144%
520506	Postage	(100)	0	100	0%
520509	Telephone	(650)	(279)	371	43%
520521	Public Information	(500)	0	500	0%
520524	Publications	(100)	0	100	0%
520557	Intergovernmental Services	(21,800)	(12,498)	9,302	57%
520578	Insurance & Bonds	(6,217)	(6,217)	0	100%
521003	Training/Conferences	(850)	(175)	675	21%
521150	Professional Services	(2,950)	(144)	2,806	5%
521168	Misc Medical Services	0	(176)	(176)	0%
521172	Bank Service Fees	(2,400)	(292)	2,108	12%
522003	Equipment Maint & Oper Supplies	(1,200)	(28)	1,172	2%
522012	Fuel/Oil	0	(69)	(69)	0%
522021	Equipment Fund Charges	(60,000)	(30,000)	30,000	50%
522022	Information Systems Fund Charge	(1,419)	(709)	710	50%
522023	General Fund Admin Services	(399,047)	(399,047)	0	100%
522306	Rents & Leases	(7,600)	(4,000)	3,600	53%
522309	Building/Facility Rental	(3,133)	(1,567)	1,566	50%
522312	Facility Maintenance Supplies	(500)	0	500	0%
550181	Major Tools & Work Equipment	(20,000)	(14,715)	5,285	74%
550563	Construction Maintenance	(180,000)	(12)	179,988	0%
550575	Street Construction	(159,000)	(3,898)	155,102	2%

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
551060	CDBG Projects	(507,500)	(542,450)	(34,950)	107%
580206	Contingency	(150,000)	0	150,000	0%
590304	Unapp Fund Balance	(294,282)	0	294,282	0%
	EXPENDITURES TOTAL	(2,328,385)	(1,200,148)	1,128,237	52%
	Department Net Totals	0	623,167		
	Fund Total Revenues	2,328,385	1,823,315		
	Fund Total Expenditures	(2,328,385)	(1,200,148)		
	Fund Net	0	623,167		

212 - Street Tree Fund

Department #31 - Planning

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450140	Tree Planting Fees	19,020	11,008	(8,012)	58%
470105	Interest	1,200	298	(902)	25%
495005	Fund Bal Avail. for Approp.	70,220	79,896	9,676	114%
	REVENUES TOTAL	90,440	91,201	761	101%
EXPENDITURES					
520290	Street Tree Planting	(90,440)	(2,970)	87,470	3%
	EXPENDITURES TOTAL	(90,440)	(2,970)	87,470	3%
	Department Net Totals	0	88,231		
	Fund Total Revenues	90,440	91,201		
	Fund Total Expenditures	(90,440)	(2,970)		
	Fund Net	0	88,231		

215 - 911 Emergency Fund

Department #20 - Debt Service

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422035	911 Emergency Tax	125,000	53,395	(71,605)	43%
	REVENUES TOTAL	125,000	53,395	(71,605)	43%
EXPENDITURES					
520557	Intergovernmental Services	(125,000)	(53,395)	71,605	43%
	EXPENDITURES TOTAL	(125,000)	(53,395)	71,605	43%
	Department Net Totals	0	0		
	Fund Total Revenues	125,000	53,395		
	Fund Total Expenditures	(125,000)	(53,395)		
	Fund Net	0	0		

220 - Forfeiture Sharing Fund

Department #21 - Police

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
460150	Forfeiture Sharing Revenue	5,000	0	(5,000)	0%
470105	Interest	0	18	18	0%
495005	Fund Bal Avail. for Approp.	533	7,517	6,984	1,410%
	REVENUES TOTAL	5,533	7,535	2,002	136%
EXPENDITURES					
520220	Small Equipment	(5,533)	(5,503)	30	99%
	EXPENDITURES TOTAL	(5,533)	(5,503)	30	99%
	Department Net Totals	0	2,032		
	Fund Total Revenues	5,533	7,535		
	Fund Total Expenditures	(5,533)	(5,503)		
	Fund Net	0	2,032		

225 - Fire Equipment Repl. Fund
Department #23 - Fire Equipment Repl Fund
 For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420010	Rural District Share	52,550	12,589	(39,961)	24%
430207	Federal Fire Grants	20,000	0	(20,000)	0%
430214	Homeland Security Grant	108,000	72,218	(35,782)	67%
445015	Sale of Equipment	0	813	813	0%
470105	Interest	5,306	1,365	(3,941)	26%
472005	Miscellaneous	0	6,713	6,713	0%
481005	Transfer from Other Funds	84,000	42,000	(42,000)	50%
495005	Fund Bal Avail. for Approp.	353,716	334,252	(19,464)	94%
	REVENUES TOTAL	623,572	469,950	(153,622)	75%
EXPENDITURES					
550181	Major Tools & Work Equipment	(193,100)	(114,708)	78,392	59%
551261	Equipment Replacement	(40,000)	0	40,000	0%
580206	Contingency	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(340,472)	0	340,472	0%
	EXPENDITURES TOTAL	(623,572)	(114,708)	508,864	18%
	Department Net Totals	0	355,242		
	Fund Total Revenues	623,572	469,950		
	Fund Total Expenditures	(623,572)	(114,708)		
	Fund Net	0	355,242		

240 - Bikeway Development Fund
 Department #52 - Streets & Traffic
 For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422015	State Gas Tax	8,253	4,252	(4,001)	52%
450052	Bicycle Licenses	50	22	(28)	44%
470105	Interest	2,017	221	(1,796)	11%
495005	Fund Bal Avail. for Approp.	67,235	67,224	(11)	100%
	REVENUES TOTAL	77,555	71,719	(5,836)	92%
EXPENDITURES					
550169	General Capital Outlay	(77,555)	0	77,555	0%
	EXPENDITURES TOTAL	(77,555)	0	77,555	0%
	Department Net Totals	0	71,719		
	Fund Total Revenues	77,555	71,719		
	Fund Total Expenditures	(77,555)	0		
	Fund Net	0	71,719		

250 - Library Donations Fund

Department #14 - Library

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
481005	Transfer from Other Funds	412	0	(412)	0%
495005	Fund Bal Avail. for Approp.	977	1,072	95	110%
	REVENUES TOTAL	1,389	1,072	(317)	77%
EXPENDITURES					
520220	Small Equipment	(1,389)	0	1,389	0%
	EXPENDITURES TOTAL	(1,389)	0	1,389	0%
	Department Net Totals	0	1,072		
	Fund Total Revenues	1,389	1,072		
	Fund Total Expenditures	(1,389)	0		
	Fund Net	0	1,072		

260 - Trail System Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	2,200	796	(1,404)	36%
495005	Fund Bal Avail. for Approp.	208,356	208,311	(45)	100%
	REVENUES TOTAL	210,556	209,108	(1,448)	99%
EXPENDITURES					
522320	TRAIL MAINTENANCE	(10,000)	0	10,000	0%
550240	Trail Construction	(200,556)	(8,503)	192,053	4%
	EXPENDITURES TOTAL	(210,556)	(8,503)	202,053	4%
	Department Net Totals	0	200,605		
	Fund Total Revenues	210,556	209,108		
	Fund Total Expenditures	(210,556)	(8,503)		
	Fund Net	0	200,605		

265 - Transportation Services Fund
 Department #12 - Administration Services
 For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430725	DHS Transportation Grant	360,000	130,350	(229,650)	36%
495005	Fund Bal Avail. for Approp.	0	0	0	0%
	REVENUES TOTAL	360,000	130,350	(229,650)	36%
EXPENDITURES					
523015	Transportation Grant	(360,000)	(186,725)	173,275	52%
	EXPENDITURES TOTAL	(360,000)	(186,725)	173,275	52%
	Department Net Totals	0	(56,375)		
	Fund Total Revenues	360,000	130,350		
	Fund Total Expenditures	(360,000)	(186,725)		
	Fund Net	0	(56,375)		

275 - Community Enhancement Fund
Department #12 - Administration Services
 For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420025	Metro Enhancement Fee	59,380	33,331	(26,049)	56%
431001	Repayment of Grants	0	1,000	1,000	0%
495005	Fund Bal Avail. for Approp.	21,445	26,305	4,860	123%
	REVENUES TOTAL	80,825	60,636	(20,189)	75%
EXPENDITURES					
523003	Comm Enhancement Grants	(64,300)	(53,640)	10,660	83%
523004	CEP Carryover	(1,763)	0	1,763	0%
590304	Unapp Fund Balance	(14,762)	0	14,762	0%
	EXPENDITURES TOTAL	(80,825)	(53,640)	27,185	66%
	Department Net Totals	0	6,996		
	Fund Total Revenues	80,825	60,636		
	Fund Total Expenditures	(80,825)	(53,640)		
	Fund Net	0	6,996		

280 - Public Arts Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	125	46	(79)	37%
471025	Public Arts Comm. Donations	1,000	2,710	1,710	271%
481005	Transfer from Other Funds	1,921	1,921	0	100%
495005	Fund Bal Avail. for Approp.	10,480	11,129	649	106%
	REVENUES TOTAL	13,526	15,806	2,280	117%
EXPENDITURES					
520564	Public Arts Comm. Expenditures	(13,526)	0	13,526	0%
	EXPENDITURES TOTAL	(13,526)	0	13,526	0%
	Department Net Totals	0	15,806		
	Fund Total Revenues	13,526	15,806		
	Fund Total Expenditures	(13,526)	0		
	Fund Net	0	15,806		

310 - Traffic Impact Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451045	T.I.F. - Transit	11,038	535	(10,503)	5%
451050	T.I.F. - Residential	126,931	5,780	(121,151)	5%
451052	T.I.F. - Business & Commercial	0	180	180	0%
451055	T.I.F. - Industrial	12,000	0	(12,000)	0%
470105	Interest	46,275	12,056	(34,219)	26%
495005	Fund Bal Avail. for Approp.	3,084,978	3,112,380	27,402	101%
	REVENUES TOTAL	3,281,222	3,130,930	(150,292)	95%
EXPENDITURES					
550169	General Capital Outlay	(3,281,222)	0	3,281,222	0%
	EXPENDITURES TOTAL	(3,281,222)	0	3,281,222	0%
	Department Net Totals	0	3,130,930		
	Fund Total Revenues	3,281,222	3,130,930		
	Fund Total Expenditures	(3,281,222)	0		
	Fund Net	0	3,130,930		

311 - Transportation Development Tax Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451070	Transportation Development Tax	0	64,386	64,386	0%
470105	Interest	0	86	86	0%
	REVENUES TOTAL	0	64,472	64,472	0%
	Department Net Totals	0	64,472		
	Fund Total Revenues	0	64,472		
	Fund Total Expenditures		0		
	Fund Net	0	64,472		

320 - Park Acq. & Dev Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451009	Parks SDC	90,000	80,000	(10,000)	89%
470105	Interest	3,500	1,572	(1,928)	45%
495005	Fund Bal Avail. for Approp.	258,141	402,620	144,479	156%
	REVENUES TOTAL	351,641	484,191	132,550	138%
EXPENDITURES					
550200	Parks Projects - General	(150,641)	(2,644)	147,997	2%
550247	Thatcher Park	0	(1,889)	(1,889)	0%
550248	Trails and Greenways	(201,000)	(24,247)	176,753	12%
	EXPENDITURES TOTAL	(351,641)	(28,780)	322,861	8%
	Department Net Totals	0	455,411		
	Fund Total Revenues	351,641	484,191		
	Fund Total Expenditures	(351,641)	(28,780)		
	Fund Net	0	455,411		

330 - Capital Projects Fund
Department #12 - Administration Services
 For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430708	State Parks Grant	0	0	0	0%
470105	Interest	30,000	10,143	(19,857)	34%
480021	Pacific University Reimbursement	600,000	600,000	0	100%
495005	Fund Bal Avail. for Approp.	2,283,194	2,259,949	(23,245)	99%
	REVENUES TOTAL	2,913,194	2,870,092	(43,102)	99%
EXPENDITURES					
521150	Professional Services	(25,000)	(7,372)	17,628	29%
550153	Wireless Project	(7,000)	(1,141)	5,859	16%
550169	General Capital Outlay	(56,194)	(9,776)	46,418	17%
550201	Parks Land Acquisition	0	(2,854)	(2,854)	0%
550245	Park Property Purchase	(2,825,000)	0	2,825,000	0%
	EXPENDITURES TOTAL	(2,913,194)	(21,144)	2,892,050	1%
	Department Net Totals	0	2,848,948		
	Fund Total Revenues	2,913,194	2,870,092		
	Fund Total Expenditures	(2,913,194)	(21,144)		
	Fund Net	0	2,848,948		

350 - CIP Excise Tax Fund

Department #12 - Administration Services

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450200	C.I.P. Fees	209,000	97,100	(111,900)	46%
470105	Interest	1,000	463	(537)	46%
495005	Fund Bal Avail. for Approp.	141,775	144,034	2,259	102%
	REVENUES TOTAL	351,775	241,597	(110,178)	69%
EXPENDITURES					
550170	Capital Projects - Support Service	(66,934)	0	66,934	0%
550171	Capital Projects - Public Safety	(123,797)	(31,389)	92,408	25%
570127	Transfer to Other Funds	(161,044)	(80,502)	80,542	50%
	EXPENDITURES TOTAL	(351,775)	(111,891)	239,884	32%
	Department Net Totals	0	129,706		
	Fund Total Revenues	351,775	241,597		
	Fund Total Expenditures	(351,775)	(111,891)		
	Fund Net	0	129,706		

410 - General Debt Service Fund

Department #19 -

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	470,608	424,577	(46,031)	90%
411150	Property Tax Prior Years	11,000	11,472	472	104%
470105	Interest	4,000	1,314	(2,686)	33%
495005	Fund Bal Avail. for Approp.	190,069	192,894	2,825	101%
	REVENUES TOTAL	675,677	630,258	(45,419)	93%
EXPENDITURES					
562005	Principal - 1999 GO Bonds	(270,000)	0	270,000	0%
562006	Principal - Fire Station	(60,000)	(60,000)	0	100%
562040	Interest - 1999 GO Bonds	(133,613)	(66,806)	66,807	50%
562060	Interest - Fire Station	(17,995)	(9,883)	8,113	55%
590304	Unapp Fund Balance	(194,069)	0	194,069	0%
	EXPENDITURES TOTAL	(675,677)	(136,689)	538,988	20%
	Department Net Totals	0	493,569		
	Fund Total Revenues	675,677	630,258		
	Fund Total Expenditures	(675,677)	(136,689)		
	Fund Net	0	493,569		

430 - SPWF-Debt Service Fund

Department #19 -

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451200	Assessment Charges	6,700	14,309	7,609	214%
470105	Interest	36,765	36,765	0	100%
470130	Interest - Assessments	6,000	7,389	1,389	123%
495005	Fund Bal Avail. for Approp.	60,866	60,866	0	100%
	REVENUES TOTAL	110,331	119,329	8,998	108%
EXPENDITURES					
562015	Principal - 91 S.P.W.F. Loan	(48,109)	(48,109)	0	100%
562020	Principal - 95 S.P.W.F. Loan	(17,585)	(17,585)	0	100%
562050	Interest - 91 S.P.W.F. Loan	(6,548)	(6,547)	1	100%
562055	Interest - 95 S.P.W.F. Loan	(7,822)	(7,822)	0	100%
590304	Unapp Fund Balance	(30,267)	0	30,267	0%
	EXPENDITURES TOTAL	(110,331)	(80,063)	30,268	73%
	Department Net Totals	0	39,266		
	Fund Total Revenues	110,331	119,329		
	Fund Total Expenditures	(110,331)	(80,063)		
	Fund Net	0	39,266		

505 - Library Endowment Fund

Department #14 - Library

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	412	166	(246)	40%
495005	Fund Bal Avail. for Approp.	49	181	132	369%
495006	Restricted Fund Balance	41,187	41,186	(1)	100%
	REVENUES TOTAL	41,648	41,534	(115)	100%
EXPENDITURES					
570127	Transfer to Other Funds	(412)	0	412	0%
590304	Unapp Fund Balance	(41,236)	0	41,236	0%
	EXPENDITURES TOTAL	(41,648)	0	41,648	0%
	Department Net Totals	0	41,534		
	Fund Total Revenues	41,648	41,534		
	Fund Total Expenditures	(41,648)	0		
	Fund Net	0	41,534		

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
425033	BPA Refund Payment	0	55,513	55,513	0%
440035	NSF Handling Charge	1,500	555	(945)	37%
440105	Residential Sales	6,500,000	2,827,346	(3,672,654)	43%
440110	General Service - 1 ph Sales	565,000	265,414	(299,586)	47%
440112	General Service - 3 ph Sales	590,000	294,369	(295,631)	50%
440120	Industrial Service - Special Contr	1,640,000	821,490	(818,510)	50%
440125	Large Commercial Industrial	3,300,000	1,635,669	(1,664,331)	50%
440130	Public Street Lighting Sales	67,739	30,777	(36,962)	45%
440135	Rental Lights	105,000	50,998	(54,002)	49%
440140	Irrigation Service	4,500	1,018	(3,482)	23%
440150	Green Power Units	15,000	6,244	(8,756)	42%
440165	Connection Charges	100,000	67,208	(32,792)	67%
440170	Street Light Maint. (210-520280)	73,000	0	(73,000)	0%
440175	Reconnect Charges	15,000	7,954	(7,046)	53%
440180	Pole Rental	24,000	47,023	23,023	196%
440302	Auditorium Rental	21,000	12,682	(8,318)	60%
445005	Sale of Scrap	10,000	6,234	(3,766)	62%
445010	Sale of Materials	5,000	263	(4,737)	5%
450057	Other	22,000	25,441	3,441	116%
451035	Contribution-In-Aid	2,000	40,296	38,296	2,015%
470105	Interest	115,000	19,320	(95,680)	17%
480020	Conservation Incentive Reimburs	50,000	96,038	46,038	192%
495005	Fund Bal Avail. for Approp.	5,367,118	6,528,988	1,161,870	122%
	REVENUES TOTAL	18,592,857	12,840,839	(5,752,018)	69%
EXPENDITURES					
511005	Regular Employee Wages	(1,832,676)	(859,293)	973,383	47%
511010	Part-Time Employee Wages	(17,566)	(12,280)	5,286	70%
511015	Overtime	(90,000)	(57,400)	32,600	64%
511021	Unemployment Compensation	0	(102)	(102)	0%
512005	Health & Dental Benefits	(336,876)	(164,510)	172,366	49%
512008	Health Reimb Arrangement	(4,904)	(2,467)	2,437	50%
512010	Retirement	(345,669)	(148,892)	196,777	43%
512015	FICA	(148,429)	(69,402)	79,027	47%
512020	Workers Comp	(46,971)	(47,274)	(303)	101%
512025	Other Benefits	(9,271)	(4,860)	4,411	52%
512030	Other Payroll Taxes	(13,804)	(6,309)	7,495	46%
520110	Operating Supplies	(11,500)	(7,672)	3,828	67%
520120	Organization Business Expense	(10,500)	(3,181)	7,319	30%
520130	Personnel Uniforms & Equipment	(20,250)	(10,906)	9,344	54%
520150	Utilities	(22,000)	(10,166)	11,834	46%
520180	Subscriptions & Books	(600)	0	600	0%
520190	Computer Software	(2,000)	(2,000)	0	100%
520200	Computer Software Maintenance	(4,500)	0	4,500	0%
520220	Small Equipment	(55,600)	(25,597)	30,003	46%
520240	Construction Supplies	(400,000)	(196,255)	203,745	49%
520260	Purchased Power	(8,194,038)	(4,025,735)	4,168,303	49%
520270	Miscellaneous	(1,000)	0	1,000	0%
520503	Printing	(3,000)	0	3,000	0%
520506	Postage	(1,200)	(540)	660	45%
520509	Telephone	(8,600)	(3,610)	4,990	42%

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
520521	Public Information	(5,000)	(1,353)	3,647	27%
520524	Publications	(1,000)	(157)	844	16%
520530	Memberships	(72,139)	(28,122)	44,017	39%
520533	Recruiting Expenses	(2,500)	(200)	2,300	8%
520542	Bill Paying Assistance Program	(60,000)	(20,202)	39,798	34%
520545	In-Lieu of Tax	(639,362)	0	639,362	0%
520554	Conservation Incentives	(100,000)	(150,962)	(50,962)	151%
520555	Industrial Conservation Augmenta	0	(111,094)	(111,094)	0%
520557	Intergovernmental Services	(7,300)	(1,934)	5,367	26%
520578	Insurance & Bonds	(39,467)	(39,467)	0	100%
521003	Training/Conferences	(37,800)	(13,860)	23,940	37%
521113	Attorney Services	(7,500)	(1,275)	6,225	17%
521150	Professional Services	(137,500)	(118,693)	18,807	86%
521162	Consultants	(60,000)	(10,942)	49,058	18%
521165	Contracts for Services	(88,900)	(35,775)	53,125	40%
521168	Misc Medical Services	(1,000)	(372)	628	37%
521172	Bank Service Fees	(33,537)	(4,788)	28,749	14%
522003	Equipment Maint & Oper Supplies	(22,500)	(8,307)	14,193	37%
522009	Vehicle Maint & Oper Supplies	(29,500)	(11,690)	17,810	40%
522010	Vehicle Maint External	(15,000)	(15,624)	(624)	104%
522012	Fuel/Oil	(29,500)	(13,532)	15,968	46%
522022	Information Systems Fund Charge	(19,706)	(9,853)	9,853	50%
522023	General Fund Admin Services	(963,267)	(481,635)	481,632	50%
522306	Rents & Leases	(13,800)	(5,710)	8,090	41%
522312	Facility Maintenance Supplies	(6,000)	(1,718)	4,282	29%
522315	Facility Mnt/Repairs	(12,100)	(18,052)	(5,952)	149%
550051	Office Equipment & Furniture	(2,000)	0	2,000	0%
550166	Building Improvements	(425,000)	(261,731)	163,269	62%
550181	Major Tools & Work Equipment	(12,500)	0	12,500	0%
550960	FG Substation Improvements	(35,000)	(10,730)	24,270	31%
550962	System Additions & Upgrades	(25,000)	0	25,000	0%
551260	Vehicle Replacement	(150,000)	(101,523)	48,477	68%
570127	Transfer to Other Funds	(116,000)	(56,171)	59,829	48%
570130	In-Lieu of Tax	(648,889)	(324,445)	324,444	50%
580206	Contingency	(1,985,611)	0	1,985,611	0%
590303	Reserved Fund Balance	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(1,107,525)	0	1,107,525	0%
EXPENDITURES TOTAL		(18,592,857)	(7,518,366)	11,074,492	40%
Department Net Totals		0	5,322,474		
Fund Total Revenues		18,592,857	12,840,839		
Fund Total Expenditures		(18,592,857)	(7,518,366)		
Fund Net		0	5,322,474		

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	3,021,414	1,483,492	(1,537,922)	49%
440106	Commercial Sales	683,289	340,511	(342,778)	50%
440120	Industrial Service - Special Contra	180,089	96,174	(83,915)	53%
450070	Sewer Permits	3,000	0	(3,000)	0%
451040	Sewer Laterals	2,000	0	(2,000)	0%
470105	Interest	23,711	6,034	(17,677)	25%
495005	Fund Bal Avail. for Approp.	1,580,760	1,649,615	68,855	104%
	REVENUES TOTAL	5,494,263	3,575,826	(1,918,437)	65%
EXPENDITURES					
511005	Regular Employee Wages	(179,272)	(65,219)	114,053	36%
511015	Overtime	(757)	(629)	128	83%
512005	Health & Dental Benefits	(48,324)	(23,745)	24,579	49%
512008	Health Reimb Arrangement	(1,739)	0	1,739	0%
512010	Retirement	(34,704)	(11,935)	22,769	34%
512015	FICA	(13,772)	(5,055)	8,717	37%
512020	Workers Comp	(7,813)	(7,841)	(28)	100%
512025	Other Benefits	(810)	(545)	265	67%
512030	Other Payroll Taxes	(1,318)	(563)	755	43%
520110	Operating Supplies	(3,535)	(1,117)	2,418	32%
520120	Organization Business Expense	(75)	0	75	0%
520130	Personnel Uniforms & Equipment	(2,375)	(1,166)	1,209	49%
520150	Utilities	(1,200)	(452)	748	38%
520190	Computer Software	(2,860)	(1,789)	1,071	63%
520220	Small Equipment	(12,200)	(3,230)	8,970	26%
520240	Construction Supplies	(15,500)	(4,492)	11,008	29%
520270	Miscellaneous	(500)	0	500	0%
520503	Printing	(200)	(30)	170	15%
520506	Postage	(125)	(197)	(72)	157%
520509	Telephone	(800)	(223)	577	28%
520521	Public Information	(225)	0	225	0%
520524	Publications	(700)	0	700	0%
520530	Memberships	(250)	(100)	150	40%
520557	Intergovernmental Services	(2,902,686)	(1,246,786)	1,655,900	43%
520578	Insurance & Bonds	(9,360)	(9,360)	0	100%
521003	Training/Conferences	(2,820)	(20)	2,800	1%
521150	Professional Services	(3,000)	(493)	2,507	16%
521168	Misc Medical Services	(375)	(318)	57	85%
521172	Bank Service Fees	(8,543)	(1,676)	6,867	20%
522003	Equipment Maint & Oper Supplies	(1,000)	(12)	988	1%
522012	Fuel/Oil	0	(427)	(427)	0%
522021	Equipment Fund Charges	(67,008)	(33,504)	33,504	50%
522022	Information Systems Fund Charge	(1,167)	(583)	584	50%
522023	General Fund Admin Services	(390,974)	(390,974)	0	100%
522306	Rents & Leases	0	(282)	(282)	0%
522309	Building/Facility Rental	(6,264)	(3,132)	3,132	50%
522312	Facility Maintenance Supplies	(250)	(112)	138	45%
522315	Facility Mnt/Repairs	(250)	0	250	0%
550763	Sewer Construction	(302,250)	0	302,250	0%
562001	Principal-CWS/City Phase III Reh	(73,105)	(35,573)	37,532	49%
562041	Interest - CWS/City Phase III Reh	(20,900)	(11,429)	9,471	55%

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
570130	In-Lieu of Tax	(54,835)	(54,835)	0	100%
580206	Contingency	(770,422)	0	770,422	0%
590304	Unapp Fund Balance	(550,000)	0	550,000	0%
	EXPENDITURES TOTAL	(5,494,263)	(1,917,843)	3,576,420	35%
	Department Net Totals	0	1,657,983		
	Fund Total Revenues	5,494,263	3,575,826		
	Fund Total Expenditures	(5,494,263)	(1,917,843)		
	Fund Net	0	1,657,983		

622 - Sewer SDC Fund

Department #54 - Sewer

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	108,000	96,669	(11,331)	90%
451042	Sunset Sewer Connection Fee	2,000	0	(2,000)	0%
470105	Interest	16,682	4,024	(12,658)	24%
495005	Fund Bal Avail. for Approp.	1,112,138	1,125,401	13,263	101%
	REVENUES TOTAL	1,238,820	1,226,094	(12,726)	99%
EXPENDITURES					
520557	Intergovernmental Services	(103,680)	(77,335)	26,345	75%
550760	Construction Projects	(4,000)	0	4,000	0%
562002	Principal-CWS/City Sunset Drive	(84,873)	(41,945)	42,928	49%
562042	Interest - CWS/City Sunset Drive	(37,122)	(19,052)	18,070	51%
580206	Contingency	(884,145)	0	884,145	0%
590304	Unapp Fund Balance	(125,000)	0	125,000	0%
	EXPENDITURES TOTAL	(1,238,820)	(138,332)	1,100,488	11%
	Department Net Totals	0	1,087,761		
	Fund Total Revenues	1,238,820	1,226,094		
	Fund Total Expenditures	(1,238,820)	(138,332)		
	Fund Net	0	1,087,761		

630 - Water Fund

Department #53 - Water

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	1,505,603	874,657	(630,946)	58%
440106	Commercial Sales	504,296	287,318	(216,978)	57%
440118	Multi-Family Sales	361,176	208,166	(153,010)	58%
440120	Industrial Service - Special Contra	261,373	128,177	(133,196)	49%
440160	Non-Metered Sales	20,000	9,762	(10,238)	49%
440165	Connection Charges	20,000	11,789	(8,211)	59%
440305	Building Rental Income	35,928	17,965	(17,963)	50%
445020	Raw Water Sales	259,749	238,416	(21,333)	92%
445025	Timber Sales	750,000	260,898	(489,102)	35%
450057	Other	5,000	6,119	1,119	122%
470105	Interest	52,654	7,811	(44,843)	15%
480006	Reimbursements	0	1,010	1,010	0%
495005	Fund Bal Avail. for Approp.	2,632,723	2,627,977	(4,746)	100%
	REVENUES TOTAL	6,408,502	4,680,066	(1,728,436)	73%
EXPENDITURES					
511005	Regular Employee Wages	(554,431)	(244,317)	310,114	44%
511015	Overtime	(27,600)	(15,239)	12,361	55%
512005	Health & Dental Benefits	(163,286)	(71,467)	91,819	44%
512008	Health Reimb Arrangement	(4,919)	(5,387)	(468)	110%
512010	Retirement	(111,891)	(44,500)	67,391	40%
512015	FICA	(44,526)	(19,829)	24,697	45%
512020	Workers Comp	(26,491)	(26,610)	(119)	100%
512025	Other Benefits	(3,682)	(1,602)	2,080	44%
512030	Other Payroll Taxes	(3,910)	(1,819)	2,091	47%
520110	Operating Supplies	(82,839)	(28,338)	54,501	34%
520120	Organization Business Expense	(155)	0	155	0%
520130	Personnel Uniforms & Equipment	(3,550)	(2,273)	1,277	64%
520150	Utilities	(68,000)	(34,735)	33,265	51%
520190	Computer Software	(3,140)	(711)	2,429	23%
520220	Small Equipment	(19,768)	(2,257)	17,511	11%
520240	Construction Supplies	(170,500)	(93,473)	77,027	55%
520250	JWC Water Purchases	(320,000)	(122,666)	197,334	38%
520503	Printing	(2,575)	(151)	2,424	6%
520506	Postage	(1,030)	(432)	598	42%
520509	Telephone	(5,407)	(2,702)	2,705	50%
520521	Public Information	(747)	0	747	0%
520524	Publications	(876)	(145)	731	17%
520530	Memberships	(825)	(1,126)	(301)	136%
520548	Watershed Management	(25,000)	0	25,000	0%
520550	Watershed Maintenance	(18,000)	(13,374)	4,626	74%
520551	Timber Harvesting	(350,000)	(241,547)	108,453	69%
520557	Intergovernmental Services	(59,225)	(26,169)	33,056	44%
520578	Insurance & Bonds	(26,675)	(26,675)	0	100%
521003	Training/Conferences	(6,300)	(2,544)	3,756	40%
521113	Attorney Services	(50,000)	(24,537)	25,463	49%
521150	Professional Services	(182,750)	(28,252)	154,498	15%
521168	Misc Medical Services	0	(62)	(62)	0%
521172	Bank Service Fees	(12,229)	(2,182)	10,047	18%
522003	Equipment Maint & Oper Supplies	(9,240)	(2,712)	6,528	29%
522012	Fuel/Oil	0	(352)	(352)	0%

630 - Water Fund

Department #53 - Water

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522021	Equipment Fund Charges	(94,571)	(47,286)	47,285	50%
522022	Information Systems Fund Charge	(14,140)	(7,070)	7,070	50%
522023	General Fund Admin Services	(790,665)	(790,663)	2	100%
522303	Custodial	(7,875)	0	7,875	0%
522306	Rents & Leases	(1,575)	0	1,575	0%
522312	Facility Maintenance Supplies	(8,400)	(3,647)	4,753	43%
522315	Facility Mnt/Repairs	(3,150)	(4,603)	(1,453)	146%
550181	Major Tools & Work Equipment	(27,000)	0	27,000	0%
550190	Bond Projects	0	347	347	0%
550660	Joint - Capital Equipment	(5,076)	0	5,076	0%
550663	JWC - Other Projects	(257,115)	(57,346)	199,769	22%
550666	Water Line Extension	(267,800)	0	267,800	0%
550669	Water Treatment Plant Equip	(104,640)	(41,086)	63,554	39%
550672	Watershed Capital	(50,000)	0	50,000	0%
550760	Construction Projects	(10,000)	0	10,000	0%
562010	Principal - 2003 FFC Bonds	(235,000)	0	235,000	0%
562030	Principal - Scoggins Reservoir	(28,755)	(28,757)	(2)	100%
562045	Interest - 2003 FFC Bonds	(175,019)	(87,509)	87,510	50%
562070	Interest - Scoggins Reservoir	(44,042)	(44,040)	2	100%
570127	Transfer to Other Funds	(31,000)	(29,293)	1,707	94%
570130	In-Lieu of Tax	(144,686)	(144,687)	(1)	100%
580203	JWC - Contingency	(333,250)	0	333,250	0%
580206	Contingency	(95,000)	0	95,000	0%
580212	Debt Service Contingency	(415,000)	0	415,000	0%
590304	Unapp Fund Balance	(905,176)	0	905,176	0%
EXPENDITURES TOTAL		(6,408,502)	(2,373,825)	4,034,677	37%
Department Net Totals		0	2,306,240		
Fund Total Revenues		6,408,502	4,680,066		
Fund Total Expenditures		(6,408,502)	(2,373,825)		
Fund Net		0	2,306,240		

632 - Water SDC Fund

Department #53 - Water

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	120,000	118,550	(1,450)	99%
470105	Interest	13,242	3,892	(9,350)	29%
495005	Fund Bal Avail. for Approp.	882,820	971,878	89,058	110%
	REVENUES TOTAL	1,016,062	1,094,320	78,258	108%
EXPENDITURES					
550760	Construction Projects	(390,000)	0	390,000	0%
580206	Contingency	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(576,062)	0	576,062	0%
	EXPENDITURES TOTAL	(1,016,062)	0	1,016,062	0%
	Department Net Totals	0	1,094,320		
	Fund Total Revenues	1,016,062	1,094,320		
	Fund Total Expenditures	(1,016,062)	0		
	Fund Net	0	1,094,320		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440101	Surface Water Management Fees	693,684	279,346	(414,338)	40%
450057	Other	0	358	358	0%
470105	Interest	9,071	1,185	(7,886)	13%
495005	Fund Bal Avail. for Approp.	453,559	498,214	44,655	110%
	REVENUES TOTAL	1,156,314	779,102	(377,212)	67%
EXPENDITURES					
511005	Regular Employee Wages	(151,779)	(88,369)	63,410	58%
511015	Overtime	0	(580)	(580)	0%
512005	Health & Dental Benefits	(46,148)	(21,746)	24,402	47%
512008	Health Reimb Arrangement	(1,516)	0	1,516	0%
512010	Retirement	(29,265)	(16,171)	13,094	55%
512015	FICA	(11,611)	(6,785)	4,826	58%
512020	Workers Comp	(7,304)	(7,351)	(47)	101%
512025	Other Benefits	(683)	(458)	225	67%
512030	Other Payroll Taxes	(1,112)	(473)	639	43%
520110	Operating Supplies	(1,500)	(731)	769	49%
520120	Organization Business Expense	(50)	0	50	0%
520130	Personnel Uniforms & Equipment	(1,600)	(915)	685	57%
520150	Utilities	(1,100)	0	1,100	0%
520190	Computer Software	(2,560)	(1,429)	1,131	56%
520220	Small Equipment	(3,000)	(2,035)	965	68%
520240	Construction Supplies	(10,500)	(419)	10,081	4%
520503	Printing	(1,500)	(711)	789	47%
520506	Postage	(50)	0	50	0%
520509	Telephone	(430)	(52)	378	12%
520521	Public Information	(250)	0	250	0%
520524	Publications	(275)	0	275	0%
520557	Intergovernmental Services	(148,908)	(69,941)	78,967	47%
520578	Insurance & Bonds	(5,901)	(5,901)	0	100%
521003	Training/Conferences	(900)	(220)	680	24%
521113	Attorney Services	(1,200)	0	1,200	0%
521150	Professional Services	(14,200)	(5,676)	8,524	40%
521168	Misc Medical Services	(150)	(108)	42	72%
521172	Bank Service Fees	(1,185)	(205)	980	17%
522003	Equipment Maint & Oper Supplies	(1,300)	(30)	1,270	2%
522021	Equipment Fund Charges	(79,920)	(39,960)	39,960	50%
522022	Information Systems Fund Charge	(491)	(245)	246	50%
522023	General Fund Admin Services	(140,840)	(140,840)	0	100%
522306	Rents & Leases	(400)	0	400	0%
522309	Building/Facility Rental	(3,132)	(1,566)	1,566	50%
522312	Facility Maintenance Supplies	(1,500)	(15)	1,485	1%
550863	Storm Sewer Construction	(176,000)	(181,632)	(5,632)	103%
570130	In-Lieu of Tax	(34,606)	(34,606)	0	100%
580206	Contingency	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(223,448)	0	223,448	0%
	EXPENDITURES TOTAL	(1,156,314)	(629,171)	527,143	54%
	Department Net Totals	0	149,931		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	1,156,314	779,102		
	Fund Total Expenditures	(1,156,314)	(629,171)		
	Fund Net	0	149,931		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451006	SWM SDC Quality	21,654	1,952	(19,703)	9%
451007	SWM SDC Quantity	26,466	5,594	(20,873)	21%
470105	Interest	3,921	1,172	(2,749)	30%
495005	Fund Bal Avail. for Approp.	261,427	273,666	12,239	105%
	REVENUES TOTAL	313,468	282,383	(31,085)	90%
EXPENDITURES					
550860	Quantity System Improvements	(138,000)	(17,103)	120,897	12%
550861	Quality System Improvements	(88,000)	0	88,000	0%
580207	SWM SDC Cont. Quality	(39,360)	0	39,360	0%
580208	SWM SDC Cont. Quantity	(48,108)	0	48,108	0%
	EXPENDITURES TOTAL	(313,468)	(17,103)	296,365	5%
	Department Net Totals	0	265,280		
	Fund Total Revenues	313,468	282,383		
	Fund Total Expenditures	(313,468)	(17,103)		
	Fund Net	0	265,280		

710 - Information Systems Fund
Department #12 - Administration Services
For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430601	Public Library Support Grant	8,531	0	(8,531)	0%
440225	Equipment Charges	219,998	109,996	(110,002)	50%
470105	Interest	5,000	2,149	(2,851)	43%
495005	Fund Bal Avail. for Approp.	456,404	482,297	25,893	106%
	REVENUES TOTAL	689,933	594,442	(95,491)	86%
EXPENDITURES					
520110	Operating Supplies	(3,000)	(393)	2,607	13%
520190	Computer Software	(8,895)	(776)	8,119	9%
520200	Computer Software Maintenance	(33,181)	(23,235)	9,946	70%
520210	Computer Supplies	(17,450)	(7,181)	10,269	41%
520220	Small Equipment	(102,927)	(10,390)	92,537	10%
520506	Postage	0	(8)	(8)	0%
520557	Intergovernmental Services	(7,667)	(7,888)	(221)	103%
521150	Professional Services	(18,000)	(5,274)	12,726	29%
522003	Equipment Maint & Oper Supplies	(8,452)	(8,028)	424	95%
522315	Facility Mnt/Repairs	0	(2,094)	(2,094)	0%
550051	Office Equipment & Furniture	(27,000)	(1,475)	25,525	5%
550460	Accounting System	(84,151)	(15,741)	68,410	19%
580206	Contingency	(10,000)	0	10,000	0%
590304	Unapp Fund Balance	(369,210)	0	369,210	0%
	EXPENDITURES TOTAL	(689,933)	(82,484)	607,449	12%
	Department Net Totals	0	511,958		
	Fund Total Revenues	689,933	594,442		
	Fund Total Expenditures	(689,933)	(82,484)		
	Fund Net	0	511,958		

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440220	Equipment Rental	332,256	166,128	(166,128)	50%
440221	City Hall Vehicle Replacement	14,160	7,080	(7,080)	50%
440222	Parks Veh & Equipment Replacer	19,116	9,558	(9,558)	50%
440223	Police Veh & Equipment Replacer	77,004	38,502	(38,502)	50%
440224	Public Works Veh & Equipment R	145,632	72,816	(72,816)	50%
440227	Light/Fire Maintenance	31,000	11,690	(19,310)	38%
440228	Sale of Gas & Oil	50,000	22,259	(27,741)	45%
445015	Sale of Equipment	15,000	0	(15,000)	0%
450057	Other	0	2,493	2,493	0%
470105	Interest	3,895	761	(3,134)	20%
495005	Fund Bal Avail. for Approp.	194,751	(129,941)	(324,692)	-67%
495010	City Hall Veh Fund Bal Avail	0	26,664	26,664	0%
495011	Parks Veh Fund Bal Avail	0	63,813	63,813	0%
495012	Police Veh Fund Bal Avail	0	99,154	99,154	0%
495013	PW Veh Fund Bal Avail	0	143,210	143,210	0%
REVENUES TOTAL		882,814	534,186	(348,628)	61%
EXPENDITURES					
511005	Regular Employee Wages	(123,343)	(59,120)	64,223	48%
511015	Overtime	(676)	0	676	0%
512005	Health & Dental Benefits	(28,650)	(12,441)	16,209	43%
512008	Health Reimb Arrangement	(1,232)	0	1,232	0%
512010	Retirement	(23,763)	(10,819)	12,944	46%
512015	FICA	(9,487)	(4,521)	4,966	48%
512020	Workers Comp	(3,536)	(3,563)	(27)	101%
512025	Other Benefits	(558)	(415)	143	74%
512030	Other Payroll Taxes	(904)	(397)	507	44%
520110	Operating Supplies	(2,000)	(203)	1,797	10%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(550)	0	550	0%
520190	Computer Software	(5,355)	(709)	4,646	13%
520220	Small Equipment	(3,000)	(1,305)	1,695	44%
520503	Printing	(50)	0	50	0%
520506	Postage	(200)	(63)	137	31%
520509	Telephone	(350)	(93)	257	27%
520521	Public Information	(50)	0	50	0%
520524	Publications	(100)	0	100	0%
520530	Memberships	0	(3)	(3)	0%
520557	Intergovernmental Services	(950)	(55)	895	6%
520578	Insurance & Bonds	(29,374)	(29,374)	0	100%
521003	Training/Conferences	(3,500)	(893)	2,607	26%
521150	Professional Services	(3,900)	(589)	3,311	15%
521172	Bank Service Fees	(700)	(73)	627	10%
522003	Equipment Maint & Oper Supplies	(1,000)	(374)	626	37%
522009	Vehicle Maint & Oper Supplies	(62,950)	(30,620)	32,330	49%
522010	Vehicle Maint External	(26,250)	(18,713)	7,537	71%
522012	Fuel/Oil	(185,000)	(76,904)	108,096	42%
522022	Information Systems Fund Charge	(3,348)	(1,674)	1,674	50%
522306	Rents & Leases	(200)	0	200	0%
522309	Building/Facility Rental	(23,400)	(11,700)	11,700	50%
551263	Parks Veh & Equipmnt Replacem	(8,000)	0	8,000	0%

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
551264	Police Veh & Equipmnt Replacem	(44,000)	(16,615)	27,385	38%
551265	Public Works Veh & Equipmnt Re	(115,000)	(103,441)	11,559	90%
580206	Contingency	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(121,288)	0	121,288	0%
	EXPENDITURES TOTAL	(882,814)	(384,676)	498,138	44%
	Department Net Totals	0	149,509		
	Fund Total Revenues	882,814	534,186		
	Fund Total Expenditures	(882,814)	(384,676)		
	Fund Net	0	149,509		

730 - City Utility Fund

Department #12 - Administration Services

For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
481005	Transfer from Other Funds	116,000	56,171	(59,829)	48%
481010	Transfer from Water Fund	31,000	29,293	(1,707)	94%
	REVENUES TOTAL	147,000	85,465	(61,535)	58%
EXPENDITURES					
520151	City Hall Utilities	(23,000)	(11,673)	11,327	51%
520152	Library Utilities	(29,000)	(13,022)	15,978	45%
520153	Aquatics Utilities	(36,000)	(18,649)	17,351	52%
520154	Parks Utilities	(27,000)	(28,471)	(1,471)	105%
520155	Police Utilities	(18,000)	(6,946)	11,054	39%
520156	Fire Utilities	(11,000)	(5,741)	5,259	52%
520157	Engineering Building Utilities	(3,000)	(962)	2,038	32%
	EXPENDITURES TOTAL	(147,000)	(85,465)	61,535	58%
	Department Net Totals	0	0		
	Fund Total Revenues	147,000	85,465		
	Fund Total Expenditures	(147,000)	(85,465)		
	Fund Net	0	0		

740 - Risk Management Fund
Department #12 - Administration Services
 For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
444126	P/L Insurance - General Fund	92,937	92,937	0	100%
444127	P/L Insurance - Other Funds	116,397	117,581	1,184	101%
444128	WC Insurance - General Fund	155,767	155,765	(2)	100%
444129	WC Insurance - Other Funds	100,926	100,925	(1)	100%
470105	Interest	4,200	2,121	(2,079)	50%
472005	Miscellaneous	0	4,232	4,232	0%
495005	Fund Bal Avail. for Approp.	338,978	330,017	(8,961)	97%
	REVENUES TOTAL	809,205	803,578	(5,627)	99%
EXPENDITURES					
520585	Property/Liability Premiums	(209,334)	(184,094)	25,240	88%
520586	P/L Claims - General Fund	(4,200)	0	4,200	0%
520588	P/L Claims - Light & Power Fund	0	(25,742)	(25,742)	0%
520590	Worker's Compensation Premium	(256,693)	(57,012)	199,681	22%
520591	WC Claims - General Fund	0	(18,122)	(18,122)	0%
580206	Contingency	(70,534)	0	70,534	0%
590303	Reserved Fund Balance	(268,444)	0	268,444	0%
	EXPENDITURES TOTAL	(809,205)	(284,969)	524,236	35%
	Department Net Totals	0	518,609		
	Fund Total Revenues	809,205	803,578		
	Fund Total Expenditures	(809,205)	(284,969)		
	Fund Net	0	518,609		

740 - Risk Management Fund
Department #12 - Administration Services
For the Period Ending: December, 2009

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
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