

**CITY COUNCIL MONTHLY MEETING CALENDAR**

**October-11**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Sister Cities 1 Cooking Class
2	3 Planning Comm 7pm	4 Fire Bd 8pm	5 Water Providers-CB 5:30pm	6 EDC Noon	7	8 Institute Sustainability 9:30am-Noon Comm Aud
9 Forum Congressional Dist 4pm-Marsh Hall	10 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Library 6:30pm	12	13 PAC 5pm	14 JWC Noon	15 Constituent Coffee Rep. Brewer 9am - BJ's Coffee
16	17 Senior Ctr Bd 6:30pm Planning Comm 7pm	18 -Lunch served by Council- Employee Healthy Benefits Community Auditorium 10:30-11:30am & 1:30pm-2:30pm CCI 5:30pm	19 P&R 7am CFC 5:15pm	20 Fernhill Wetlands 5pm	21	22 SWOT Sustainability 9:30am-Noon Comm Aud Mayors Auction 6pm - Senior Ctr
23	24 CITY COUNCIL 5:30 PM - WORK SESSION (Recovery Fees) 5:50 PM - WORK SESSION (Mitigation Plan) 6:15 PM - WORK SESSION (Watershed Mgmt) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 6pm	26	27	28	29 Nyuzen Student Delegation Arrives

**November-11**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 30	October 31	Nyuzen Student Delegation 1 Welcome Dinner & Reception 6pm - Comm Aud Fire Bd 8pm	2	3	4	5
Nyuzen Student Delegation Visit - Depart 2				EDC Noon		
6 Daylight Savings	7 Planning Comm 7pm	8 Library 6:30pm	9	10 PAC 5pm	11 CITY OFFICES CLOSED HOLIDAY	12
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 CCI 5:30pm	16 Comm Action Breakfast 7am - Embassy Suites P&R 7am CFC 5:15pm	17 Fernhill Wetlands 5pm	18	19 Constituent Coffee Rep. Brewer 9am - BJ's Coffee
20	21 Senior Ctr Bd 6:30pm Planning Comm 7pm	22	23 PSAC 7:30am	24 CITY OFFICES CLOSED HOLIDAY	25	26
27	28 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	29 HLB 6pm	30			

**December-11**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 LOC Regional Mtg 11am-2pm - Portland EDC Noon	2	3
4	5 Planning Comm 7pm	6 Fire Bd 7pm	7 Water Providers-EC 5:30pm	8 PAC 5pm	9	10
11	12 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Library 6:30pm	14	15 Fernhill Wetlands 5pm	16 JWC-MC 9am	17 Constituent Coffee Rep. Brewer 9am - BJ's Coffee
18	19 Senior Ctr Bd 6:30pm Planning Comm 7pm	20 CCI 5:30pm	21 P&R 7am CFC 5:15pm	22	23	24
25	26 CITY OFFICES CLOSED HOLIDAY NO CITY COUNCIL MEETING	27 HLB 6pm	28 PSAC 7:30am	29	30	31



# FOREST GROVE CITY COUNCIL

## Monday, October 24, 2011

### Meeting Agenda

5:30 PM – Work Session (Cost Recovery Fees)  
5:50 PM – Work Session (Hazard Mitigation Plan)  
6:15 PM – Work Session (Watershed Mgmt Plan Update)  
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.

PETER B. TRUAX, MAYOR

Thomas BeLusko, Jr.  
Thomas L. Johnston, Council President  
Victoria J. Lowe

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.

Michael Kinkade      **5:30**      **WORK SESSION: EMERGENCY RESPONSE COST RECOVERY FEES AND CHARGES**  
 Fire Chief

Michael Kinkade      **5:50**      **WORK SESSION: NATURAL HAZARD MITIGATION ACTION PLAN ADDENDUM**  
 Fire Chief

Rob Foster      **6:15**      **WORK SESSION: WATERSHED MANAGEMENT PLAN UPDATE**  
 Public Works Director  
 Susan Cole, Administrative Services Assistant Director  
 Paul Downey  
 Administrative Services Director  
 The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

**7:00**      1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

1. A. **RESERVE OFFICER SWEARING-IN CEREMONY:**

- *Waael Hamad Jared , Police Reserve Officer*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 3

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None scheduled.

Michael Kinkade      7:10      6. **PUBLIC HEARING AND RESOLUTION NO. 2011-78 SETTING EMERGENCY RESPONSE COST RECOVERY FEES AND CHARGES FOR CERTAIN FIRE AND PUBLIC SAFETY EMERGENCY SERVICE INCIDENTS AND AMENDING RESOLUTION NO. 2011-52, MASTER FEES AND CHARGES SCHEDULE**  
 Fire Chief

Michael Kinkade      7:20      7. **PUBLIC HEARING AND RESOLUTION NO. 2011-79 ADOPTING THE FOREST GROVE – CORNELIUS NATURAL HAZARD MITIGATION ACTION PLAN ADDENDUM, DATED SEPTEMBER 2011**  
 Fire Chief

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- |   |      |  |
|---|------|--|
| Paul Downey, Administrative Services Director | 7:30 | 8. <u>QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING JUNE 30, 2011</u> |
| Michael Sykes<br>City Manager                 | 7:45 | 9. <u>CITY MANAGER'S REPORT:</u>                                     |
|   | 8:00 | 10. <u>COUNCIL COMMUNICATIONS:</u>                                   |
|   | 8:15 | 11. <u>ADJOURNMENT</u>   |

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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 Regular Meeting Minutes of October 10, 2011.
  - B. Accept Economic Development Commission Meeting Minutes of April 7, May 5, June 2, July 14, and September 8, 2011.
  - C. Community Development Department Monthly Building Activity Informational Report for September 2011.
  - D. Library Department Monthly Circulation Statistic Report for October 2011.
  - E. Endorse Liquor License Change of Ownership Application (Limited On-Premises Sales) for Forest Grove Sushi, located at 1905 Birch Street (Applicant: Chris Kim).
  - F. Accept Resignation on Public Safety Advisory Commission (Bryan Luciani, Citizen At Large, Term Expiring December 31, 2013)
  - G. **RESOLUTION NO. 2011-80 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (APPOINT JAMES FRIEND, THEATRE IN THE GROVE, VOTING REPRESENTATIVE, TERM EXPIRING DECEMBER 31, 2014).**
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October 24, 2011

**STAFF REPORT AND RESOLUTION  
SETTING EMERGENCY RESPONSE COST RECOVERY FEES AND CHARGES  
AND AMENDING EXISTING FEES AND CHARGES SCHEDULE**

**PROJECT TEAM:** Michael Kinkade, Fire Chief  
Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** Staff met with City Council in work session on May 9, 2011, to discuss and review assessing fees to offset the high costs of providing increasingly expensive fire and public safety services when responding to calls for emergency assistance arising from incidents occurring within the City and District as well as incidents occurring in unprotected areas or transportation routes where no taxes or assessments for fire protection or public safety are levied by the City. Council directed staff at the work session held on May 9, 2011, to prepare a resolution for Council consideration setting emergency response cost recovery fees and charges.

**BACKGROUND:** The Forest Grove Fire & Rescue Department provides fire suppression, prevention and inspection, emergency medical services, hazardous materials response and other emergency services to the City and District and mutual aid agencies. ORS 478.310 (Attachment 1) and OAR Chapter 837.130 (Attachment 2) authorizes the City to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District as well as incidents that occur in unprotected areas or transportation routes where no taxes or assessments for fire protection or public safety are levied by the City.

Many departments in the State assess these fees to offset the high costs of providing these services. Examples of these services include vehicle extrication, hazardous materials spill mitigation, patient care, technical rescue, and fire suppression. Providing these services is costly to the City. With the advent of increasingly exotic materials and sophisticated systems to improve vehicle performance and safety, the fire service has been challenged to respond

appropriately. Hybrid, electric and other modern vehicles, with their high voltage systems and exotic lightweight metals, explosive-cartridge seatbelt pre-tensioners, and extensive air bag systems have all presented increased training requirements and rescue equipment costs in order to provide vehicle rescue. A few examples include:

1. It has been necessary to continuously upgrade our extrication equipment to have sufficient cutting force to deal with the new metal and manufacturing technologies in today's vehicles.
2. If a vehicle goes over a steep embankment the Fire Department must have the equipment and training to provide technical rope rescue to extricate patients.
3. Transportation incidents often involve hazardous materials spills of fuel and other exotic chemicals. Recently a vehicle landed in one of our local rivers, requiring the deployment of floating booms to absorb spilled fuel in the waterway. These booms cost several hundred dollars, and must be disposed of after use.

For comparative purposes, staff has extrapolated the estimated charge for a motor vehicle accident with a single engine company responding, staffed with four career firefighters (\*Estimated Fee). In reality, more resources are usually sent, and the fee-for-service is greater. The following are estimates of fees charged by other jurisdictions based on the above parameters:

<i><b>Fire Department</b></i>	<i><b>Estimated Fee*</b></i>	<i><b>Notes</b></i>
Colton Fire District	\$250	Minimum charge of \$250
Corvallis Fire Department	\$285	Includes 15% administrative service fee, one-hour minimum
Dexter Rural Fire Protection	\$250	Minimum charge of \$250
Hoodland Fire Department	\$205	Minimum charge of \$150 for patient care incident, \$250 for fire incident
Lebanon Fire District	\$245	
Polk County Fire District #1	\$180	
Stayton Fire District	\$208	
Washington County Fire District #2	\$243.24	Includes 15% administrative service fee
Willamette Valley Fire and Rescue Authority	\$195.32	

These fees are not new or revolutionary – many agencies have had these fees in place for almost 20 years. Locally, Banks and Washington County Fire District #2 both have cost recovery fees. The disadvantages are that it is another fee and the citizen perception of fees; however, local citizens are more accepting when they realize that only non-residents will be responsible for these fees. The ability to

assess fees is incorporated into State law because there are no property taxes paid for services for incidents occurring along transportation routes. Vehicles are historically charged separate taxation through vehicle licensing fees and gas taxes. The research has shown that there are multiple fee policies and procedures that vary from district-to-district, with wide variations in the fee amounts and the individuals charged. All of the variations in the fee proposals have met the criteria of ORS 478.310.

**DISCUSSION:**

Pursuant to ORS 478.310, the City is authorized to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District or unprotected areas and transportation routes where no taxes or assessments for fire protection or public safety are levied by the City.

In order to defray some of the costs of providing these services, staff is proposing to impose fees and charges to users of these services who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid jurisdictions of the cities of Banks, Cornelius, and Gaston (Non-Resident defined as "Out-of-Area User).

Staff is recommending the Emergency Response Cost Recovery Fees and Charges for out-of-area users to be set forth as follows:

**Motor Vehicle Incidents:**

A cost recovery charge of \$250 minimum is established for each vehicle involved in the emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the current State Fire Marshal Standardized Costs Schedule (Attachment 3) in accordance with OAR Chapter 837.130. The fee will be charged only to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.

**Fire/Public Safety Incidents:**

A cost recovery charge of \$400 minimum is established for each fire or public safety emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the Oregon State Fire Marshal Standardized Costs Schedule (Attachment 3) in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.

Billing and Collection Terms:

The City shall mail an itemized invoice to the out-of-area user receiving emergency response services to its last known address. As a courtesy, the City will attempt to bill the user's insurance carrier directly; however, the user is the responsible party for any costs assessed for receiving the emergency response services. Such invoice shall be due and payable within thirty (30) days of the date of invoice and any amounts unpaid after such date shall bear a late payment fee of ten dollars (\$10) per every thirty (30) day period payments are or remain delinquent. Any responsible party who fails to pay the costs assessed within thirty (30) days of the date of the invoice shall be considered in default. In case of default, the City is entitled to pursue any remedy or may institute any appropriate action or proceeding in a court of competent jurisdiction as permitted by law to collect unpaid costs together with its attorney fees and any other costs allowed by law from the responsible party.

The City Attorney has reviewed the City's intent and determined that an ordinance was unnecessary to implement the cost recovery fees and charges because State laws (ORS 478.310 and OAR Chapter 837.130) authorize local agencies to implement and to determine their own appropriate fees, billing cycle, and late charges. In addition, City Code Section 2.600 authorizes the City to establish fees and charges based on the costs for specified services rendered.

**FISCAL IMPACT:** The proposed fees and charges are not projected to generate significant revenue but the ability to assess fees will provide a significant cost-savings to the City by helping to offset some of the increasingly expensive and high costs of providing fire and public safety emergency response services, such as vehicle extrication, hazardous materials spill mitigation, patient care, technical rescue, and fire suppression.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution setting Emergency Response Cost Recovery Fees and Charges, listed in attached Exhibit A, and amending existing Fees and Charges Schedule.

Attachment 1: ORS 478.310

Attachment 2: OAR 837-130

Attachment 3: State Fire Marshal Standardized Costs Schedule (2011)

**478.310 Response to fire or public safety incident outside its own territory by district or municipality; liability for costs.** (1) When a fire or public safety incident occurs outside the limits of a district or of a city and help is asked of the district or city, the fire-fighting or public safety apparatus and force of the district or city may, with or without a contract to do so, be used for extinguishing the fire or responding to the public safety incident in the other unprotected or inadequately protected district or territory. However, the district or city so responding shall be paid the contract or reasonable value for use, including repairs and depreciation, of the apparatus and equipment so used and other expenses reasonably incurred in furnishing the fire-fighting or public safety service.

(2) When a district or city responds to a call for assistance arising from an incident involving an airplane crash or an occurrence on a transportation route within the city or district, the district or city may recover from the person or property receiving the direct fire or safety services as a result of the incident any cost incurred for the following:

(a) The contract or reasonable value of the use, including repairs and depreciation, of the apparatus and equipment used in accordance with a state standardized-costs schedule issued by the State Fire Marshal; and

(b) Other expenses or costs reasonably incurred in furnishing the assistance, as adopted by the service provider.

(3) As used in this section, "transportation route" means a roadway, waterway or railroad right of way against which no taxes or assessments for fire protection are levied by the district or city.

(4) The provisions of this section do not apply to fire incidents involving only forest resources that occur on lands protected under ORS chapter 477. [Amended by 1969 c.667 §23; 1983 c.572 §1; 1987 c.834 §2; 1997 c.274 §38]

DEPARTMENT OF OREGON STATE POLICE,  
OFFICE OF STATE FIRE MARSHAL

DIVISION 130

STANDARDIZED-COSTS SCHEDULES

837-130-0000

**Purpose and Scope**

(1) The purpose of these rules is to adopt by reference standardized-costs schedules for fire protection agency response to emergency incidents in unprotected areas and on transportation routes.

(2) These rules are to assist fire protection agencies and local government officials in the application of ORS 476.290 and 478.310.

Stat. Auth.: ORS 476.290 & ORS 478.310  
Stats. Implemented: ORS 476.030  
Hist.: FM 1-1993, f. 5-13-93, cert. ef. 6-1-93

837-130-0010

**Definitions**

(1) "Unprotected Area" shall mean an area outside the boundaries of recognized public or private fire protection.

(2) "Transportation Route" shall mean a roadway, waterway, railroad right-of-way or airplane route against which no taxes or assessments for fire protection are levied by the municipality, fire district, or fire protection agency.

Stat. Auth.: ORS 476.030  
Stats. Implemented: ORS 476.280 & ORS 478.310  
Hist.: FM 1-1993, f. 5-13-93, cert. ef. 6-1-93

837-130-0020

**Schedules**

(1) The State Fire Marshal adopts the standardized-costs schedules for transportation route response, unprotected area response, and apparatus cost that are contained in the State Fire Marshal's **Oregon Fire Service Mobilization Plan**.

(2) The State Fire Marshal adopts the volunteer firefighter reimbursement rate that is contained in the State Fire Marshal's **Oregon Fire Service Mobilization Plan**.

(3) All responses billed under these rules are subject to a 30-minute minimum response charge.

(4) Local agencies may determine their own billing cycle and any appropriate late charges and fees.

**1. Personnel Reimbursement Costs**

During the course of rendering aid and assistance through the Act or a governor-declared state of emergency:

- 1) The use of personnel or equipment of each jurisdiction shall be at the risk of that jurisdiction.
- 2) Each jurisdiction shall obtain and maintain in full force and effect adequate public liability and property damage insurance or self insurance to cover claims for injury to persons or damage to property arising to activities associated through the Act or state of emergency.
- 3) Each jurisdiction shall be responsible for the acts of its own employees.
- 4) Each jurisdiction shall compensate all personnel the exact amounts as submitted for reimbursement to the Office of State Fire Marshal on the Personnel Support Cost Summary.

**2. Form Distribution**

OSFM will ensure forms are sent electronically to responding agencies.

**3. State Fire Marshal Standardized Cost Schedule**

RESOURCE: Engine, Fire (Pumper)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III	NIMS TYPE IV	NWCG TYPE V	NWCG TYPE VI	NWCG TYPE VII
Component		\$100/hr	\$80/hr	\$60/hr	\$40/hr	\$30/hr	\$25/hr	\$20/hr
Equipment	Pump Capacity	1000 gpm	500 gpm	120 gpm	70 gpm	50	50	10
Equipment	Tank Capacity	400 Gal	400 Gal	500 Gal	750 Gal	400	150	50
Equipment	Hose 2.5 inch	1200ft	1000ft	-	-	-	-	-
Equipment	Hose 1.5 inch	400ft	500ft	1000ft	300ft	300ft	300ft	-
Equipment	Hose 1 inch	200ft	300ft	800ft	300ft	300ft	300ft	200ft
Personnel	Personnel	4	3	3	2	2	2	2

RESOURCE: Water Tender, Firefighting (Tanker)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III				
Component		\$70/hr	\$50/hr	\$30/hr				
Equipment	Pump Capacity	300 gpm	200 gpm	50 gpm	-	-	-	-
Equipment	Tank Capacity	2000 gallons	1000 gallons	1000 gallons	-	-	-	-

RESOURCE: Fire Truck, Aerial (Ladder or Platform)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II					
Component		\$150/hr	\$100/hr					
Personnel	Number	4	4	-	-	-	-	-
Equipment	Aerial	75 ft	50 ft.	-	-	-	-	-
	Elevated Stream	500 gpm	500 gpm	-	-	-	-	-
	Ground Ladders	115 ft	115 ft	-	-	-	-	-

RESOURCE: Crew Transport (Firefighting Crew)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III				
Component		\$25/hr	\$20/hr	\$15/hr				
Personnel	Passengers	30	20	10	-	-	-	-

RESOURCE: Ambulance (Gound)					
CATGORY:		Health & Medical (ESF #8)		KIND:	
MINIMUM CAPBILITIES:		NIMS TYPE I \$55/hr	NIMS TYPE II \$55/hr	NIMS TYPE III \$45/hr	Vehicle/Team NIMS TYPE IV \$45/hr
Component					
Personnel	Number	1 ALS practitioner and 1 EMT Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment.	1 ALS practitioner and 1 EMT	2 ( 1 EMT and 1 EMR) Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment.	2 ( 1 EMT and 1 EMR)
Team Request for Mutual Aid should specify specialty services as needed.	Team experienced and actively involved in the care and transportation of EMS patients. Specialty care provided based on assessment of patient needs by the requesting state	Advanced Life Support	Advanced Life Support	Basic Life Support	Basic Life Support
Overall Function	Provides out-of-hospital emergency medical care, evacuation, and transportation services via licensed EMS service	Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.



**RESOLUTION NO. 2011-78**

**RESOLUTION SETTING EMERGENCY RESPONSE COST RECOVERY FEES  
AND CHARGES FOR CERTAIN FIRE AND PUBLIC SAFETY EMERGENCY SERVICE  
INCIDENTS AND AMENDING RESOLUTION NO. 2011-52,  
MASTER FEES AND CHARGES SCHEDULE**

**WHEREAS**, ORS 478.310 (2011) and OAR Chapter 837.130, authorizes the City of Forest Grove to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District or unprotected areas and transportation routes where no taxes or assessments for fire protection or public safety are levied by the City, and

**WHEREAS**, the City is also authorized pursuant to City Code Section 2.600 to establish fees and charges based on the costs for specified services rendered; and

**WHEREAS**, the number of emergency service responses continue to increase each year, environmental protection requirements involve an increased level of equipment and training, and hazardous materials incidents create substantial demands on all operational aspects of emergency services; and

**WHEREAS**, many motor vehicle collisions and hazardous materials incidents involve individuals not owning property or paying taxes within the City's jurisdictional boundaries; and

**WHEREAS**, the City and Rural Fire Protection District have investigated numerous methods to maintain a high level of emergency services capability in times of increasing service demands and fiscal challenges; and

**WHEREAS**, the City Council finds that in order to defray the costs of providing these services, it is necessary for the City to impose fees and charges to users of these services who at the time of the incident reside outside of the jurisdictions of the City and Rural Fire Protection District and mutual aid partners of the cities of Banks, Cornelius, and Gaston; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on this proposed resolution on October 24, 2011.

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

**Section 1.** The Emergency Response Cost Recovery Fees and Charges, including billing and collection terms, listed on Exhibit A of this resolution are hereby adopted upon the effective implementation date of this resolution.

**Section 2.** Resolution No. 2011-52, Master Fees & Charges Schedule, is hereby amended to include the Emergency Response Cost Recovery Fees and Charges listed on the attached Exhibit A.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 24<sup>th</sup> day of October, 2011.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of October, 2011.

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Peter B. Truax, Mayor

**EXHIBIT A**  
**CITY OF FOREST GROVE**  
**EMERGENCY RESPONSE COST RECOVERY FEES AND CHARGES**

Pursuant to ORS 478.310, the City of Forest Grove is authorized to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District or unprotected areas and transportation routes where no taxes or assessments for fire protection or public safety are levied by the City or District. In order to defray the costs of providing these services, it is necessary for the City to impose fees and charges to users of these services who at the time of the incident reside outside of the jurisdictions of the City of Forest Grove and Forest Grove Rural Fire Protection District and mutual aid jurisdictions of the cities of Banks, Cornelius, and Gaston (Non-Resident defined as "Out-of-Area User).

The Emergency Response Cost Recovery Fees and Charges are set forth as follows:

Motor Vehicle Incidents:

A cost recovery charge of \$250 minimum is established for each vehicle involved in the emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the current State Fire Marshal Standardized Costs Schedule in accordance with OAR Chapter 837.130. The fee will be charged only to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.

Fire/Public Safety Incidents:

A cost recovery charge of \$400 minimum is established for each fire or public safety emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the current State Fire Marshal Standardized Costs Schedule in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.

Billing and Collection Terms:

The City shall mail an itemized invoice to the out-of-area user receiving emergency response services to its last known address. As a courtesy, the City will attempt to bill the user's insurance carrier directly; however, the user is the responsible party for any costs assessed for receiving the emergency response services. Such invoice shall be due and payable within thirty (30) days of the date of invoice and any amounts unpaid after such date shall bear a late payment fee of ten dollars (\$10) per every thirty (30) day period payments are or remain delinquent. Any responsible party who fails to pay the costs assessed within thirty (30) days of the date of the invoice shall be considered in default. In case of default, the City is entitled to pursue any remedy or may institute any appropriate action or proceeding in a court of competent jurisdiction as permitted by law to collect unpaid costs together with its attorney fees and any other costs allowed by law from the responsible party.

October 24, 2011

**STAFF REPORT AND RESOLUTION ADOPTING  
FOREST GROVE - CORNELIUS MULTI-JURISDICTIONAL  
NATURAL HAZARD MITIGATION ACTION PLAN ADDENDUM**

**PROJECT TEAM:** Michael Kinkade, Fire Chief  
Michael J. Sykes, City Manager

**ISSUE STATEMENT:**

The Cities of Forest Grove and Cornelius contracted with EcoNorthwest (ECO) to develop an addendum to the Washington County Natural Hazard Mitigation Action Plan (NHMAP) between April and September 2011. The cities' addendum received 'pre-approval' pending adoption from the Federal Emergency Management Agency (FEMA).

In order to receive 'formal approval' for the addendum, each City must adopt the addendum by Council Resolution. Formal approval allows the City to apply for federal disaster mitigation funds.

Note: Mitigation Plans are non-regulatory in nature, and do not set forth new policy.

**BACKGROUND:**

**What is a Natural Hazard Mitigation Plan?**

A Natural Hazard Mitigation Action Plan (NHMAP) identifies actions that strengthen a community's ability to withstand the damaging effects of natural hazards.

Mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Example mitigation actions from the Forest Grove-Cornelius plan include:

- Assessing the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seeking funding to reinforce or replace as needed (also applies to flooding concerns).
- Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse.
- Explore opportunities to utilize City park land on the edges of town as wildfire buffers.

- Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.

### **Why do we need a Natural Hazard Mitigation Action Plan?**

Without a federally and locally approved NHMAP, a community is *not* eligible for the following federal disaster mitigation funds.

- Pre-Disaster Mitigation Grant Program: provides funds to states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. PDM grants are nationally competitive.
- Hazard Mitigation Grant Program: provides grants to state and local governments and other eligible recipients to implement long-term hazard mitigation measures and projects after a major disaster declaration. The purpose of HMGP funds is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery period following a disaster. HMGP funds are available to communities within states that have recently received Presidential Disaster Declarations. HMGP funds are prioritized for communities that are directly affected by a disaster, but communities outside of the disaster declaration are typically eligible as well.
- Flood Mitigation Assistance: assists states and communities in implementing measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program.

**Note:** Although Forest Grove and Cornelius created an addendum to Washington County's NHMAP, each City is eligible to independently apply for federal mitigation grant funds. Both jurisdictions may, however, work together in the application process (if a particular project will benefit both jurisdictions).

### **Background: Planning Process**

In the spring of 2011, the Cities of Forest Grove and Cornelius utilized Hazard Mitigation Grant Program (HMGP) planning dollars to contract with EcoNorthwest (EXO) to develop a shared addendum to the Washington County Natural Hazard Mitigation Action Plan (NHMAP). ECO was responsible for facilitating and documenting the planning processes. Forest Grove Fire served as the lead department in coordinating the planning effort.

The following departments and agencies served as steering committee members for the City of Forest Grove and Cornelius' natural hazard mitigation planning process:

- Cornelius City Manager's Office

- Cornelius Police Department
- Forest Grove Fire and Rescue
- Cornelius Fire Department
- Forest Grove Rural Fire
- Forest Grove Light and Power
- Forest Grove Police Department
- Forest Grove Public Safety Committee
- Washington County Emergency Management
- Forest Grove Chamber of Commerce
- Citizen representative from Cornelius
- Pacific University

**Who is responsible for maintaining and updating the Multi-Jurisdictional Natural Hazard Mitigation Action Plan?**

The multi-jurisdictional steering committee is responsible for maintaining and updating the plan. The City of Forest Grove's Fire Chief has been identified as the plan's convener. It is the convener's responsibility to coordinate future meeting dates, times, locations, agendas, and member notification. The steering committee will be responsible for identifying new risk assessment data, reviewing the status of mitigation actions, identifying new actions, and seeking funding to implement mitigation actions. The Forest Grove - Cornelius Addendum to the Washington County NHMAP will need to be updated every five years in conjunction with the County's plan update schedule.

Because the County's plan needs to be updated by November 2015, this means that the cities will need to review their plan at that time. The Forest Grove Fire Chief should participate in the County's plan update process as a representative of both cities.

**FISCAL IMPACT:** Most of the mitigation action items can be addressed through maintenance of existing programs and activities in departmental budgets. Failure to adopt the Natural Hazard Mitigation Plan Addendum will result in ineligibility to receive federal and state pre- and post-disaster assistance funds.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution adopting the Forest Grove - Cornelius Multi-Jurisdictional Natural Hazard Mitigation Action Plan, attached as Exhibit A.

RESOLUTION NO. 2011-79



**RESOLUTION ADOPTING THE FOREST GROVE - CORNELIUS  
MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION ACTION PLAN ADDENDUM**

**WHEREAS**, the Cities of Forest Grove and Cornelius recognize the threat that natural hazards pose to people and property within our community and worked jointly to develop a Natural Hazard Mitigation Action Plan; and

**WHEREAS**, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

**WHEREAS**, an adopted Natural Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

**WHEREAS**, Forest Grove and Cornelius fully participated in the FEMA-prescribed mitigation planning process to prepare this addendum to the *Washington County Natural Hazard Mitigation Action Plan*; and

**WHEREAS**, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Forest Grove – Cornelius Natural Hazard Mitigation Action Plan Addendum*, dated September 2011, (Attached Exhibit A), and pre-approved contingent upon this official adoption of the participating governments and entities; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on this proposed resolution on October 24, 2011.

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

**Section 1.** The City of Forest Grove City Council hereby adopts the *Forest Grove - Cornelius Natural Hazard Action Mitigation Plan Addendum*, dated September 2011, Attached as Exhibit A.

**Section 2.** The City of Forest Grove City Council hereby authorizes the City Manager, or designee of the City Manager, to submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable the Plan's final approval.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 24<sup>th</sup> day of October, 2011.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of October, 2011.

\_\_\_\_\_  
Peter B. Truax

# Forest Grove / Cornelius Natural Hazard Mitigation Plan Addendum

Final Draft

Prepared for the Cities of  
Forest Grove and Cornelius

**ECONorthwest**  
ECONOMICS • FINANCE • PLANNING

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September 2011

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DRAFT

# Forest Grove / Cornelius Natural Hazard Mitigation Plan Addendum

The Cities of Forest Grove and Cornelius jointly developed this addendum to the Washington County Natural Hazards Mitigation Action Plan in an effort to increase their community's resilience to natural hazards. The addendum focuses on the natural hazards that could affect the two cities, which include flood, severe weather, earthquake, wildfire, and landslide. It is impossible to predict exactly when disasters may occur, or the extent to which they will affect the cities. However, with careful planning and collaboration among public agencies, private sector organizations, and citizens within the communities, it is possible to minimize the losses that can result from natural hazards.

The addendum provides a set of actions that aim to reduce the risks posed by natural hazards through education and outreach programs, the development of partnerships, and the implementation of preventative activities through the cities' development codes, comprehensive plans, and emergency operations plan, etc. The actions described in the addendum will be implemented through existing plans and programs within the Cities.

The addendum has the following appendices:

- Appendix A provides detailed action items that identify alignment with plan goals, ideas for implementation, possible funding sources, and necessary partnerships.
- Appendix B provides detailed results of a survey that was conducted as part of this planning process to better understand a citizen's perspective on risk in the two Cities.
- Appendix C provides detailed notes of the steering committee meetings
- Appendix D provides floodplain maps for the two Cities.

## 1.1 WHAT IS NATURAL HAZARD MITIGATION?

Natural hazard mitigation is defined as permanently reducing or alleviating the losses of life, property and injuries resulting from natural hazards through long and short-term strategies. Example strategies include policy changes, such as updated ordinances; projects, such as seismic

retrofits to critical facilities; and education or outreach to targeted audiences, such as Spanish speaking residents or the elderly.

Mitigation is the responsibility of individuals, private businesses and industries, state and local governments, and the federal government. Engaging in mitigation activities provides jurisdictions with a number of benefits, including reduced loss of life, property, essential services, critical facilities and economic hardship; reduced short-term and long-term recovery and reconstruction costs; increased cooperation and communication within the community through the planning process; and increased potential for state and federal funding for recovery and reconstruction projects.

## **1.2 HOW WAS THIS PLAN DEVELOPED?**

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The Cities of Forest Grove and Cornelius jointly developed this addendum to the Washington County Natural Hazard Mitigation Action Plan. The Cities already share an Emergency Operations Plan and work closely together on many other planning processes and programs. ECONorthwest served in a contractor role; it facilitated the development of this addendum and coordinated with the Cities' Steering Committee in the development of action items. The Federal Emergency Management Agency (FEMA) funded the addendum's development through its Hazard Mitigation Grant Program.

The joint Steering Committee included representation from the following departments and organizations:

- Cornelius' City Manager's Office
- Cornelius Police Department
- Forest Grove Fire and Rescue
- Forest Grove Rural Fire
- Forest Grove Light and Power
- Forest Grove Police Department
- Forest Grove Public Safety Committee
- Washington County Emergency Management
- Forest Grove Chamber of Commerce
- Citizen representative from Cornelius
- Pacific University

The first Steering Committee meeting was held on May 18, 2011. The agenda for the meeting included the following items:

1. Welcome and Introductions
2. Mitigation Planning Overview and City Addendum Requirements
3. Washington County Risk Assessment and Local Risk Discussion
4. Next Steps.

The second meeting was held on June 22, 2011. The agenda for the meeting included the following items:

1. Welcome / introductions / review and approval of notes
2. Risk assessment presentation and discussion
3. Overview of survey results
4. Action item discussion
5. Confirmation of goals and objectives from County plan
6. Confirmation of maintenance and update strategies
7. Next steps

Notes from the two meetings are included in Appendix C.

Following the second meeting, a draft plan document and action items were circulated among steering committee members for review and comment. The consultant team conducted one-on-one interviews to confirm and finalize the action items.

In an effort to involve residents of Forest Grove and Cornelius in the process of developing the Plan, a web-based survey was advertised to residents through a utility bill insert in Forest Grove and through several email distribution lists. The survey, which was not intended to provide statistically significant results but instead to be another input point for asked residents their opinions regarding prioritization of goals for the Plan as well as infrastructure and assets that are vulnerable to the impacts of various hazards. The results of the survey were presented to the Steering Committee in their second meeting, and were a critical input to the discussion of goals and action items.

A total of 215 people began the survey, with a 68% completion rate. Table 1 below provides an overview of the geographic distribution of respondents. Appendix B provides detailed results.

**Table 1. Overview of survey results, Forest Grove and Cornelius, Oregon Natural Hazard Mitigation Plan, 2011**

	Number	Percent
Live in Forest Grove	58	43%
Live in Cornelius	22	16%
Work in Forest Grove	62	47%
Work in Cornelius	33	25%

Source: Non-statistically valid online survey of City residents, conducted June and July 2011

Additionally, steering committee representatives attended meetings of various community groups in both Forest Grove and Cornelius, including Rotary, Chamber of Commerce, and Rural Fire District. At these meetings, steering committee members introduced the planning process, gave an overview of community risk, and received comments. They also used the opportunity to advertise the survey.

The draft plan was made available on the websites for both Cities, with contact information for providing comment clearly displayed. The City of Forest Grove received XX comments; the City of Cornelius received XX comments. Responses to these comments were incorporated into the Plan.

The following plans, reports and studies were reviewed in the development of this addendum:

- Washington County Natural Hazard Mitigation Action Plan
- Forest Grove Comprehensive Plan<sup>1</sup>
- Cornelius Comprehensive Plan
- Development code requirements for geologic analysis and floodplain development (including Clean Water Services)
- Utility master plans
- Emergency Operations Plans
- Inundation maps for dam breaks

The Forest Grove/Cornelius Addendum was adopted on: **Insert dates for both adoptions.**

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<sup>1</sup> Forest Grove’s Comprehensive Plan was adopted in 1980, and is currently being updated through the periodic review process

## 1.3 COMMUNITY PROFILE

The following is a brief community profile for the Cities of Forest Grove and Cornelius, emphasizing characteristics of the Cities that differentiate them from the community profile provided in the County Plan.

### 1.3.1 DEMOGRAPHIC PROFILE

Both Cities are located on the western portion of Washington County and share an east/west border. The City of Forest Grove includes 4.6 square miles<sup>2</sup> and Cornelius includes 2.03 square miles<sup>3</sup>.

Both Cities have experienced growth in the past decade. Cornelius grew nearly 23% from 2000 – 2010 and Forest Grove grew 19% during that same time. According to the Portland State University Population Research Center, the 2010 population of Cornelius was 11,869 and Forest Grove was 21,130.

Disaster impacts (in terms of loss and the ability to recover) vary among population groups following a disaster. Historically, 80% of the disaster burden falls on the public. Of this number, a disproportionate burden is placed upon special needs groups, particularly people with disabilities, minorities, and low income persons. Portions of both cities' population fall into these special needs groups. Table 2 below shows the portion of residents in these categories in the two Cities.

**Table 2: Selected demographic characteristics, 2000 and 2009, Forest Grove and Cornelius Oregon**

	Forest Grove		Cornelius	
	% in 2000	% in 2009	% in 2000	% in 2009
Population with disabilities	12%	n/a	22%	n/a
Language other than English	18.6%	18.8%	38.6%	48%
Population in poverty	10.4%	21%	10.8%	13.6%

Source: 2000 Census and American Community Survey 2005-2009 five-year averages

<sup>2</sup> [www.city-data.com](http://www.city-data.com)

<sup>3</sup> City of Cornelius. 2010. City of Cornelius FY 2010 Popular Annual Financial Report. <http://www.ci.cornelius.or.us/vertical/Sites/%7B74DDA728-822C-4D15-9791-000615642E9D%7D/uploads/%7B96F73255-C8D8-44CB-9881-E86D31AC05EA%7D.PDF>

## 1.3.2 ECONOMIC PROFILE

Both cities have similar, fairly diversified economic structures and share the same top three industries – Manufacturing; Education, Health, and Social Services; and Retail. The top industries have not changed since the 2000 Census, though their percentage of total economic activity has shifted slightly.

In Cornelius the top industries are: Manufacturing (20%); Education, Health, and Social Service (15%); and Retail Trade (11%). Cornelius has an estimated 8% unemployment rate. In Forest Grove the top industries are: Education, Health and Social Service (22%); Manufacturing (19%), and Retail Trade (13%). Forest Grove has an estimated 7.6% unemployment rate (which is roughly consistent with the State of Oregon for the same time period).<sup>4</sup>

## 1.3.3 HOUSING PROFILE

The age of a community's housing pool can be an indicator of risk because building codes have only recently started to include natural hazard mitigation components. In 2009, the City of Cornelius had a total of 3,350 housing units and Forest Grove had 7,666. According to the 2009 Census, approximately 51% of both cities' housing stock was built before 1980.

**Table 3. Selected housing characteristics, 2009 Cornelius and Forest Grove, Oregon**

	Cornelius	Forest Grove
Total Housing Units	3,350	7,666
% Renter Occupied Housing	26%	44.4%
% of Housing units built prior to 1980	51.1%	50.7%

Source: US Census. 2005 - 2009. American Community Survey Five-Year Estimates.

## 1.3.4 DEVELOPMENT PROFILE

Table 4 below shows the percentage of taxlots in various uses in the two Cities. In both cities, single-family residential development is the predominant land use, but Forest Grove has slightly more commercial tax lots as well as a higher percentage of vacant lots. Both have relatively few industrial tax lots.

---

<sup>4</sup> American Community Survey 2005 - 2009 Five Year Estimates.

**Table 4. Land uses by taxlot, Forest Grove and Cornelius, Oregon 2011**

	Cornelius	Forest Grove
Total area of city	1,294	3,741
Area in floodplain	50	294
Percent of area in floodplain	4%	8%
Taxlots	3,059	6,192
Public, non-city	2%	2%
City-owned	2%	1%
Agriculture	0%	0%
Commercial	4%	6%
Industrial	1%	1%
Rural	1%	0%
Forest	0%	0%
Multi-Family Residential	2%	3%
Single-Family Residential	83%	73%
Vacant	3%	11%
Exempt	1%	3%
# of Structures	3,685	7,140

Source: Metro's RLIS database, 2011

Note: Area calculations are in acres.

### 1.3.5 CRITICAL FACILITIES

Forest Grove Fire and Rescue identified the following critical facilities for the two cities:

#### City and Government Facilities

- |   |   |
|---|---|
| • Forest Grove Community Auditorium         | • Forest Grove Public Works Operations        |
| • Forest Grove City Hall                    | • Forest Grove Light and Power                |
| • Forest Grove Library                      | • Cornelius City Hall                         |
| • Forest Grove Police Department            | • Cornelius Public Safety Building            |
| • Forest Grove Fire Station 4               | • Cornelius Development and Operations Center |
| • Forest Grove Fire Station 7 (Gales Creek) | • Cornelius Library                           |

## Utility Centers

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- Clean Water Services Sewage Treatment Facility
- Joint Water Commission Water Treatment Facility
- Forest Grove Water Treatment Plant
- Forest Grove Watershed
- Frontier Communications Switch Center (on College Way, 9<sup>th</sup> and 20<sup>th</sup>)
- Waste Management B Street Transfer Station

## Schools and Educational Facilities

---

- Gales Creek School Building
- Dilley Elementary School
- Tom McCall Upper Elementary Schools
- Central School Office
- Taylor Way Annex and Learning Center
- Joseph Gale Elementary School
- Harvey Clarke Elementary School
- Fernhill Elementary School
- Echo Shaw Elementary School
- Free Orchards Elementary School
- Forest Grove High School
- Cornelius Elementary
- St. Francis Catholic Private School
- Visitation Catholic Private School
- Westside Christian School (E Street and Pacific)
- Forest Grove Community Charter School
- Neil Armstrong Middle School
- Emmaus Christian Private School
- Forest Hills Lutheran Private School
- Pacific University and associated campus buildings

## Medical Facilities

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- Tuality Hospital Forest Grove Center
- Virginia Garcia Medical Center
- Senior Living (special hazards)
- Jennings McCall Center (1 and 2)
- The Grove Assisted Living
- Gardens of the Grove
- The Elms
- Marquis Care
- Marquis Vintage Suites
- Numerous single family type adult foster care homes
- Beehive Assisted Living
- Hawthorne House Alzheimer's Care
- Wynwood of Forest Grove
- Forest Grove Rehab
- Quince Street Senior Apartments
- The Homestead Senior Community
- Gales Creek Diabetic Children's Camp

### 1.3.6 PLANS AND POLICIES

Existing plans and policies are important resources for implementing mitigation actions. The following is a brief list of the existing plans and policies that might be used to implement mitigation in each city.

- City of Forest Grove Action Plan
- City of Forest Grove Comprehensive Plan
- Forest Grove Economic Development Commission Strategic Plan
- City of Cornelius Transportation Plan
- City of Cornelius Comprehensive Plan

## 1.4 RISK ASSESSMENT

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During the first Steering Committee meeting, the Committee reviewed the Washington County Natural Hazard Mitigation Action Plan's Risk Assessment and had a discussion about how the City of Forest Grove and

Cornelius' risk differed from the County. The following is a summary by hazard of that discussion.

## 1.4.1 FLOOD

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of flooding in the cities of Forest Grove and Cornelius. The following are community specific flooding issues identified by Steering Committee members:

- In the 1996 flood, the communities were isolated due to flooding on major access points (Highway 47, Highway 8; specifically: Dairy Creek Bridge) that are outside of city limits. These facilities are ODOT controlled.
- Steering committees expressed concern about potential inundation from dam breaks that could affect property within the Cities. The Army Corps of Engineers has mapped the inundation areas and shared them with the relevant response organizations (namely, Forest Grove Fire and Rescue). While these maps are not publicly available, they can be used internally for planning purposes. Dam breaks are not technically a natural hazard (they are human caused), but could occur as a secondary hazard after an earthquake.
- Sewage treatment facility is in the floodplain.
- Flooding from Hagg Lake could be an issue.
- Floodplain area along Council Creek could be affected.
- Stringtown Road, though outside of city limits, is prone to flooding (from both natural and urban flooding sources as well as dam failure) and contributes to access issues.
- In Forest Grove, the following areas are considered flood-prone: Magnolia Street, Mountainview, Fern Hill Road, and Settlers Loop.

Table 5 below provides details about land uses and structures in the floodplains of the two Cities. Appendix D provides maps of the floodplains.

**Table 5. Taxlots in floodplains in Forest Grove and Cornelius Oregon, 2011**

	Cornelius	Forest Grove
Total area of city	1,294	3,741
Area in floodplain	50	294
Percent of area in floodplain	4%	8%
Taxlots in floodplain	141	125
Public, non-city	5%	9%
City-owned	12%	10%
Agriculture	1%	9%
Commercial	3%	5%
Industrial	0%	6%
Rural	17%	0%
Residential	55%	45%
Vacant	6%	14%
Exempt	1%	2%
# of Structures	16	41

Source: Metro RLIS GIS database, 2011.

The City of Forest Grove is currently in good standing with the National Flood Insurance Program. Its current effective date for its FIRM is 3/15/82. There are a total of 12 NFIP policies in place in the city, a total of 5 losses (2 paid in full), no repetitive flood loss properties, and a total payout of \$75,194.38.

The City of Cornelius is currently in good standing with the National Flood Insurance Program. Its current effective date for its FIRM is 1/6/82. There are a total of 10 NFIP policies in place in the city, only 1 loss which was paid in full, no repetitive flood loss properties, and a total payout of \$3,784.71.

The following are flood mitigation measures that have already been implemented:

- The City of Cornelius has implemented floodplain management measures in the Linda Lane neighborhood and has replaced several bridges that have mitigated the flood hazards to roadways.
- Both cities have ISO ratings of 4 for fire protection.
- Clean Water Services is in the process of revising the FEMA 100 year floodplain in Cornelius. Future updates of this addendum should reflect these updated maps.
- Both cities partnered with Walmart to reduce flood risk and manage stormwater on and near the Walmart property.
- Both cities cooperate with Metro for floodplain / open space acquisition projects.

## 1.4.2 SEVERE WEATHER

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of severe weather in the cities of Forest Grove and Cornelius. The following are community specific weather issues identified by Steering Committee members:

- There is a high concentration of assisted living facilities which can be adversely affected by severe weather because of their reliance on electricity.
- Because of their location, the communities tend to be lower state snow plow priorities, which has been an issue in past snow storms.
- Both communities are located closer to the mountains on the west side and tend to get more snow than the eastern portion of Washington County.
- Cornelius has a significantly higher concentration of residents with disabilities, as well as approximately 10% of residents living in mobile homes. These populations may be more affected by severe weather because of mobility issues and because of the quality of housing.
- Forest Grove is home to Pacific University, which has significant on campus housing that can be vulnerable during storms.
- Forest Grove's Old Town has many old Oak trees which can become hazards in wind or winter storms.
- Forest Grove has a municipal power and light, while Cornelius has Portland General Electric. This leads to different approaches to emergency response and mitigation in the two cities.

The following are severe weather mitigation measures that have already been implemented:

- The City of Forest Grove has acquired new snow removal equipment.
- Both communities have made strides in undergrounding utilities to further reduce risk.
- Both cities encourage the undergrounding of utility lines to reduce impact to transmission lines during severe weather.

## 1.4.3 EARTHQUAKE

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of earthquakes in the cities of Forest Grove and Cornelius. The Washington County Plan references the USGS National Seismic Hazard Maps produced in 2008, and additional research completed by the Oregon

Department of Geology and Mineral Industries. Both reference the importance of addressing earthquake and liquefaction risk throughout the Portland Metropolitan Area, including Washington County. A subduction zone earthquake, with a magnitude over 8.0, is very likely to affect all of Western Oregon coast at some point in the future.

The following are community-specific earthquake issues identified by Steering Committee members:

- Forest Grove's downtown has many unreinforced masonry buildings. The area is also subject to liquefaction.
- Both communities have several manufacturers that house hazardous materials, which could become secondary hazards during an earthquake.
- Pacific University in Forest Grove has several unreinforced masonry buildings.
- Both communities are concerned about infrastructure damage to major transportation routes and the ability to get goods and services into the communities following an earthquake. Specifically, the Dairy Creek Bridge (on Highway 8) is not seismically retrofitted and needs to be raised to reduce flood risk.
- Forest Grove's City Hall and Police Station as well as Cornelius' Public Safety Building are in need of retrofit.
- Soils in the area may be subject to liquefaction.

The following are earthquake mitigation measures that have already been implemented:

- A seismic study on the Forest Grove Fire Station at 1919 Ash Street was completed in June 2011.
- Cornelius has two bridges that are new and not vulnerable to earthquakes.

## 1.4.4 LANDSLIDE

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of landslides in the cities of Forest Grove and Cornelius. The following are community specific landslide issues identified by Steering Committee members:

- In general, the landslide risk in the two communities is less than Washington County as a whole.
- Areas of concern included: Council Creek, Jobs Ditch, Nature's Ridge, and David Hill. Residential development in these areas is vulnerable.

- The Steering Committee discussed issues with geologic analysis triggers in building code that should be evaluated to ensure that new development on slopes is engineered to withstand landslides.

## 1.4.5 WILDFIRE

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of wildfire in the cities of Forest Grove and Cornelius. The following are community specific wildfire issues identified by Steering Committee members:

- David Hill, west of Forest Grove, is near enough to a wildland-urban-interface area to warrant attention.
- Some areas border farmland, and field fires are a possible source of ignition
- Design review process and building codes address fire risk
- Increasing density in both cities leads to the possibility for increased risk of wind-drive structural fires in the community

## 1.4.6 VOLCANIC ERUPTION

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of volcanic eruption in the cities of Forest Grove and Cornelius. The Steering Committee's only discussion around volcanic eruption was the impact that ashfall has on vehicles and equipment.

## 1.5 GOALS AND ACTION ITEMS

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The Steering Committee reviewed the local and County risk assessment information, along with vulnerability information presented in the Community Profile. As a result of that review, they agreed to directly incorporate the Goals outlined in the Washington County Plan:

Goal 1: Minimize the loss of life, public and private property damages, and the disruption of essential infrastructure and services from natural hazards.

*Rationale: To support economic resilience.*

Goal 2: Provide documentation for effective implementation and increased success in funding opportunities.

*Rationale: To enhance staff capability and support future grant opportunities.*

Goal 3: Minimize the impact of natural hazards while protecting and restoring the environment.

*Rationale: To support sustainable interactions between human systems and ecosystems.*

The Steering Committee also identified the following mitigation action items. A brief summary of these actions can be found in the action item matrix found following at the end of this section. Detailed action item forms can be found in Appendix A.

- Coordinate with Washington County and ODOT to assess the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seek funding to reinforce or replace as needed (also applies to flooding concerns).
- Assess the seismic and flood risk of the Dairy Creek Bridge.
- Coordinate with Clean Water Services (CWS) to assess the seismic strength of the sewage treatment system and develop improvements accordingly as part of the sewage system's current update efforts.
- Coordinate with local school district(s) to seek funding to assess and seismically retrofit school buildings that are vulnerable to collapse.
- Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse.
- Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and government offices through public education.
- Review the City of Forest Grove's comprehensive plan and development codes for opportunities to more effectively reduce risks to new development.
- Continue compliance with the National Flood Insurance Program (NFIP) through the enforcement of local floodplain ordinances.
- When updated Flood Insurance Rate Maps for the Tualatin River become available, adopt the updated maps.
- Acquire more detailed data on landslide hazards to better understand risk and be able to set more effective thresholds for the requirement of geotechnical reports.
- Coordinate with Clean Water Services, Washington County, rural fire districts, and the Department of Forestry to mitigate wildfire risk outside of city limits.
- Explore opportunities to utilize city park land on the edges of town as wildfire buffers.

- Coordinate with utility providers to educate the public about the role of proper tree pruning and stability in preventing damage during windstorms.
- Maintain regular assessments of the health of trees in Forest Grove's downtown to prevent damage to buildings and utilities from falling trees.
- Continue to educate citizens about ways to weatherize their homes, as well as safe emergency heating equipment.
- Update existing Facilities Master Plan that assesses the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability.
- Encourage citizens to prepare and maintain 72 hour kits.
- Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.
- Assess the seismic vulnerability of the Forest Grove water treatment plant as well as the distribution and transmission systems.
- Coordinate with Pacific University to conduct an assessment of all on-campus trees to determine their stability to aid in preventing damage during severe weather.
- Coordinate with Pacific University to seek funding to assess and seismically retrofit campus buildings that are vulnerable to collapse.
- Coordinate with utility providers to address lack of Broadband redundancy in the community.

The Cities of Forest Grove and Cornelius will utilize the methodology for prioritizing actions laid out in the Washington County NHMAP in section 5: Plan Maintenance and Implementation. As is also indicated in the County plan, the Cities will take steps to ensure that mitigation projects are cost effective.

## **1.6 PLAN IMPLEMENTATION AND MAINTENANCE**

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The Cities of Forest Grove and Cornelius will follow the implementation and maintenance plan outlined in the Washington County Natural Hazard Mitigation Action Plan.

Forest Grove Fire and Rescue has been designated as the convener of the Forest Grove and Cornelius plan addendum, and will represent the cities on the County's Steering Committee at the yearly meetings that are

outlined in Section 5 of the Washington County Natural Hazard Mitigation Action Plan.

The City Councils of the two cities will be responsible for adopting this addendum and future updates of the Washington County Mitigation Plan.

The City of Forest Grove and the City of Cornelius are committed to involving the public directly in the maintenance and update of the mitigation plan, and will follow the on-going public involvement process outlined in the County plan by posting draft documents and updates on City websites, distributing meeting notices and updates to city-based community groups, and assisting with publicizing annual meetings

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Action Item Description	Coordinating Organization	Internal Partners	External Partners	Plan Goals		
				1	2	3
Coordinate with Washington County and ODOT to assess the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seek funding to reinforce or replace as needed (also applies to flooding concerns)	City Engineers		Washington County, ODOT	√		
Assess the seismic and flood risk of the Dairy Creek Bridge	City Engineers		Washington County, ODOT	√		
Coordinate with Clean Water Services (CWS) to assess the seismic strength of the sewage treatment system and develop improvements accordingly as part of the sewage system's current update effort.	City Engineers		Clean Water Services	√		√
Coordinate with local school district(s) to seek funding to assess and seismically retrofit school buildings that are vulnerable to collapse	Community Development		FEMA, OEM, DOGAMI, School Districts	√		
Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse	Community Development		FEMA, OEM, DOGAMI, Hospitals	√	√	
Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and government offices through public education	Fire	Community Development		√		
Review the City of Forest Grove's comprehensive plan and development codes for opportunities to more effectively reduce risks to new development	Forest Grove Community Development			√		√
Continue compliance with the National Flood Insurance Program (NFIP) through the enforcement of local floodplain ordinance.	Community Development	Engineering		√	√	√
When updated Flood Insurance Rate Maps for the Tualitan River become available, adopt the updated maps.	Community Development		CWS, FEMA	√	√	√
Acquire more detailed data on landslide hazards to better understand risk and be able to set more effective thresholds for the requirement of geotechnical reports.	Community Development	Engineering	Washington County, DOGAMI	√		
Coordinate with Clean Water Services (CWS), Washington County, rural fire districts, and the Department of Forestry to mitigate wildfire risk outside of city limits.	Fire		CWS, Washington County, ODF, METRO, and rural fire districts	√		√
Explore opportunities to utilize city park land on the edges of town as wildfire buffers.	Fire	Parks	CWS, Washington County, ODF, METRO	√		√
Coordinate with utility providers to educate the public about the role of proper tree pruning and stability in preventing damage during windstorms.	Community Development	Forestry Commission		√		√
Maintain regular assessments of the health of trees in Forest Grove's downtown to prevent damage to buildings and utilities from falling trees.	Community Development / Parks	Forestry Commission		√		√
Continue to educate citizens about ways to weatherize their homes, as well as safe emergency heating equipment.	Fire & Forest Grove Power & Light	Community Development	Utility Providers	√		

Action Item Description	Coordinating Organization	Internal Partners	External Partners	Plan Goals		
				1	2	3
Update existing Facilities Master Plans that assess the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability.	FG: Administrative Services, C: Development Operations			√	√	
Encourage citizens to prepare and maintain 72 hour kits.	Fire			√		
Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.	Chamber of Commerce	Fire		√		
Assess the seismic vulnerability of Forest Grove's Water treatment plant as well as the distribution and transmission system.	Engineering			√		
Coordinate with Pacific University to conduct an assessment of all on-campus trees to determine their stability to aid in preventing damage during severe weather.	Community Development		Pacific University Landscape Services	√		
Coordinate with Pacific University to seek funding to assess and seismically retrofit campus buildings that are vulnerable to collapse.	Community Development		Pacific University, OICA, DOE, OEM	√		
Coordinate with utility providers to address lack of Broadband redundancy in the community.	Forest Grove IT		Utility Providers, Broadband Users Group (BUG) and Metropolitan Area Communications Commission, and Comcast	√		

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<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Washington County and ODOT to assess the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seek funding to reinforce or replace as needed (also applies to flooding concerns).		1	
<b>Rationale for Proposed Action Item:</b>			
<p>The Steering Committee identified the fact that several bridges have either earthquake or flood risk and when impacted, isolate large portions of the community and limiting access to emergency services and basic supplies. Coordinating efforts with Washington County and ODOT to assess the seismic stability of the bridges and seeking funding to reinforce or replace as needed will provide more reliable access and provide continuous service in both communities.</p> <p>Connection to the City of Forest Grove’s Action Plan – Transportation Objective 1 to provide a balanced transportation system.</p> <p>Connection to the City of Cornelius’ Transportation Plan Goals.</p>			
<b>Ideas for Implementation:</b>			
<p>Work with Washington County and ODOT to conduct seismic assessment of bridges leading into and out of Forest Grove and Cornelius. Prioritize any actions that need to be taken to address any seismic concerns and coordinate with Washington County, ODOT, and the OEM seismic grants coordinator to find appropriate funding sources.</p> <p>Bridges to be considered: B Street Bridge at Gales Creek, Susbauer Bridge at Dairy Creek, and Fern Hill Road Bridge across the Tualatin River.</p>			
<b>Coordinating Organization:</b>		City Engineers	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Washington County, ODOT	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Assess the seismic and flood risk of the Dairy Creek Bridge		1	
<b>Rationale for Proposed Action Item:</b>			
<p>The Steering Committee identified that Dairy Creek Bridge is a vital transportation connection in and out of the communities and that it is likely vulnerable to both earthquakes and flooding.</p> <p>Connection to the City of Forest Grove's Action Plan – Transportation Objective 1 to provide a balanced transportation system.</p> <p>Connection to the City of Cornelius' Transportation Plan Goals.</p>			
<b>Ideas for Implementation:</b>			
<p>Work with Washington County and ODOT to conduct seismic and flooding assessment of the bridge. Prioritize any actions that need to be taken to address any seismic and flood concerns and coordinate with Washington County, ODOT, and the OEM seismic grants coordinator to find appropriate funding sources.</p>			
<b>Coordinating Organization:</b>		City Engineers	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Washington County, ODOT	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Clean Water Services (CWS) to assess the seismic strength of the sewage treatment system and develop improvements accordingly as part of the sewage system's current update efforts.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee identified that the sewage treatment plant could be vulnerable to seismic activity. If damaged, the treatment plant could release raw sewage into neighboring streams.			
Connection to the City of Forest Grove's Action Plan – Public Safety & Municipal Services Objective 1 to continue to deliver services.			
<b>Ideas for Implementation:</b>			
Include a seismic assessment of the sewage treatment plant.			
Contract with an engineer to assess and produce a report for the sewage treatment plant.			
Seek funding from FEMA to develop seismic improvements of the sewage treatment plant, if needed.			
<b>Coordinating Organization:</b>		City Engineers	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Clean Water Services	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with local school district(s) to seek funding to assess and seismically retrofit school buildings that are vulnerable to collapse.		I	
<b>Rationale for Proposed Action Item:</b>			
<p>In 2007, the Department of Geology and Mineral Industries (DOGAMI) conducted a seismic needs assessment for public school buildings, acute inpatient care facilities, fire stations, police stations, sheriffs' offices, and other law enforcement agency buildings.<sup>1</sup> Buildings were ranked for the "probability of collapse" due to the maximum possible earthquake for any given area. Within the cities of Forest Grove and Cornelius, the following buildings were given a "high" or "very high" probability of collapse rating:</p> <ul style="list-style-type: none"> <li>• Cornelius Elementary: <i>high (&gt; 10%)</i></li> <li>• Echo Shadow Elementary: <i>high (&gt; 10%)</i></li> <li>• Forest Grove High School: <i>high (&gt; 10%)</i></li> <li>• Harvey Clarke Elementary: <i>high (&gt;10%)</i></li> <li>• Neil Armstrong Elementary: <i>high (&gt;10%)</i></li> <li>• Tom McCall Upper Elementary: <i>high (&gt;10%)</i></li> </ul> <p>Assessing the "probability of collapse" for these school buildings and conducting seismic retrofits will reduce the vulnerability of these buildings by preventing damage to life and property.</p> <p>Committee members also indicated that the School District's Administrative offices may also be vulnerable.</p> <p>Connection to the City of Forest Grove's Action Plan – People and Community Building Objective 1 to develop strong community partnerships to support education.</p>			
<b>Ideas for Implementation:</b>			
<p>Further assess those buildings rated at a "high" risk of collapse. Prioritize any actions that need to be taken to address any seismic concerns and coordinate with school district(s) and OEM seismic grants coordinator to find appropriate funding sources.</p> <p>Publicize and improve awareness of the earthquake risk using existing education and outreach efforts.</p> <p>Use FEMA's procedures document for developing scopes of work for seismic structural and non-structural retrofit projects.</p> <p>Identify opportunities to pair mitigation with energy retrofit dollars.</p> <p>Coordinate with the private Community School to identify alternative locations that are not unreinforced masonry.</p>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		FEMA, OEM, DOGAMI, School District	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<sup>1</sup> McConnell, Vicki S. Department of Geology and Mineral Industries. *Statewide Seismic Needs Assessment: Implementation of Oregon 2005 Senate Bill 2 Relating to Public Safety, Earthquakes, and Seismic Rehabilitation of Public Buildings.* 2007. <http://www.oregongeology.com/sub/projects/rvs/OFR-O07-02-SNAA-onscreen.pdf>.

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse.		1, 2	
<b>Rationale for Proposed Action Item:</b>			
<p>In 2007, the Department of Geology and Mineral Industries (DOGAMI) conducted a seismic needs assessment for public school buildings, acute inpatient care facilities, fire stations, police stations, sheriffs' offices, and other law enforcement agency buildings.<sup>2</sup> Buildings were ranked for the "probability of collapse" due to the maximum possible earthquake for any given area. Within the cities of Forest Grove and Cornelius, the following buildings were assessed:</p> <ul style="list-style-type: none"> <li>• Forest Grove Fire &amp; Rescue: <i>low</i> (&lt; 1%)</li> <li>• Tuality Community Hospital – Forest Grove: <i>low</i> (&lt; 1%)</li> <li>• Forest Grove Police: <i>medium</i> (&gt; 1%)</li> <li>• Cornelius Fire: <i>low</i> (&lt; 1%)</li> <li>• Cornelius Police: <i>low</i> (&lt; 1%)</li> </ul> <p>Assessing the "probability of collapse" for these buildings and conducting seismic retrofits will reduce the vulnerability of these buildings by preventing damage to life and property and ensuring continuous operations capacity for critical facilities.</p> <p>Connection to the City of Forest Grove's Action Plan – Public Safety and Municipal Services Objectives 1-4.</p>			
<b>Ideas for Implementation:</b>			
<p>Further assess these critical facility buildings. Prioritize any actions that need to be taken to address any seismic concerns and coordinate with OEM seismic grants coordinator to find appropriate funding sources.</p> <p>Use FEMA's procedures document for developing scopes of work for seismic structural and non-structural retrofit projects.</p>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		FEMA, OEM, DOGAMI, Hospitals	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<sup>2</sup> McConnell, Vicki S. Department of Geology and Mineral Industries. *Statewide Seismic Needs Assessment: Implementation of Oregon 2005 Senate Bill 2 Relating to Public Safety, Earthquakes, and Seismic Rehabilitation of Public Buildings.* 2007. <http://www.oregongeology.com/sub/projects/rvs/OFR-007-02-SNAA-onscreen.pdf>.

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and government offices through public education		I	
<b>Rationale for Proposed Action Item:</b>			
<p>Seismic hazards pose a real and serious threat to many communities in Oregon, requiring local governments, planners, and engineers to consider their community’s safety. Earthquake damage occurs because we have built structures that cannot withstand severe shaking. Buildings, ports, and lifelines (highways, telephone lines, gas, water, etc.) suffer damage in earthquakes. Damage and loss of life can be very severe if structures are not designed to withstand shaking, are on ground that amplifies shaking, or ground which liquefies due to shaking.<sup>3</sup></p> <p>Nonstructural retrofits protect building contents with little cost and effort. Examples of retrofits include:</p> <ul style="list-style-type: none"> <li>• Securing water heaters, large appliances, bookcases, pictures and bulletin boards;</li> <li>• Latching cabinet doors; and</li> <li>• Using safety film on windows.</li> </ul>			
<b>Ideas for Implementation:</b>			
<p>Develop informational brochures about individual mitigation opportunities and post on the city’s website, include in the water bill, and make available on the front counters at the police, public works, and community development departments. Include recommendations regarding non-structural retrofits in these brochures. Use the following modes of communication or events to educate the public: Quarterly Newsletter, Website, Flyers, National Night Out, Safety Fair  CERT can also assist in promoting this type of outreach  Distribute a “Homeowner’s Guide to Non-Structural Retrofit” (or something similar) found here:  <a href="http://www.seattle.gov/DPD/cms/groups/pan/@pan/@emergprep/documents/web_informational/dpds_005877.pdf">http://www.seattle.gov/DPD/cms/groups/pan/@pan/@emergprep/documents/web_informational/dpds_005877.pdf</a></p>			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Community Development</b>			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
	Ongoing		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<sup>3</sup> State of Oregon Enhanced Natural Hazards Mitigation Plan, Earthquake Chapter.

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Review the City of Forest Grove’s comprehensive plan and development codes for opportunities to more effectively reduce risks to new development.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
<p>The city’s Comprehensive Plans provided the legal framework and long-term vision for implementing plans and land use regulations, this is one of the best places to implement mitigation because risks can be eliminated before development occurs.</p> <p>Statewide Planning Goal 2 (Land Use Planning) requires local governments to create comprehensive plans that “shall include identification of issues and problems, inventories, and other factual information for each applicable statewide planning goal...” Furthermore, Goal 7 of Oregon's Land Use Planning Goals requires that local governments "shall adopt comprehensive plans (inventories, policies, and implementing measures) to reduce risk to people and property from natural hazards."</p>			
<b>Ideas for Implementation:</b>			
<p>Incorporate new hazard information in the Comprehensive Plan’s Periodic Review process.</p> <p>Review latest vulnerability assessment information and policies that address hazards. Information can be obtained from the risk assessment portion of the Washington County Natural Hazard Mitigation Action Plan and other state agencies.</p>			
<b>Coordinating Organization:</b>		Forest Grove Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Continue compliance with the National Flood Insurance Program (NFIP) through the enforcement of local floodplain ordinances		1, 2, 3	
<b>Rationale for Proposed Action Item:</b>			
<p>The National Flood Insurance Program provides communities with federally backed flood insurance to homeowners, renters, and business owners, provided that communities develop and enforce adequate floodplain management ordinances. The benefits of adopting NFIP standards for communities are a reduced level of flood damage in the community and stronger buildings that can withstand floods. According to the NFIP, buildings constructed in compliance with NFIP building standards suffer approximately 80 percent less damage annually than those not built in compliance.</p>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Actively participate with DLCD and FEMA during Community Assistance Visits. The Community Assisted Visit (CAV) is a scheduled visit to a community participating in the NFIP for the purpose of 1) conducting a comprehensive assessment of the community's floodplain management program; 2) assisting the community and its staff in understanding the NFIP and its requirements; and 3) assisting the community in implementing effective flood loss reduction measures when program deficiencies or violations are discovered.</li> <li>Conduct an assessment of the cities' floodplain ordinances to ensure they reflect current flood hazards.</li> <li>Coordinate with the county to ensure that floodplain ordinances and NFIP regulations are maintained and enforced. Continue to assess the need for updated ordinances.</li> <li>Mitigate areas that are prone to flooding and/or have the potential to flood.</li> </ul>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Engineering			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
When updated Flood Insurance Rate Maps for the Tualatin River become available, adopt the updated maps.		1, 2, 3	
<b>Rationale for Proposed Action Item:</b>			
The city of Forest Grove and Cornelius has Flood Mitigation Rate Maps current as of 1982. Clean Water Services has been working with FEMA to update the maps for the Tualatin River. These maps are currently in draft form.			
<b>Ideas for Implementation:</b>			
When the final maps become available, the Cities will adopt the new map using their existing protocols for adopting this type of map.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		CWS, FEMA	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Acquire more detailed data on landslide hazards to better understand risk and be able to set more effective thresholds for the requirement of geotechnical reports.		I	
<b>Rationale for Proposed Action Item:</b>			
Current landslide data is not effective in identifying landslide risk. More detailed data would allow for refining geotechnical report requirements in the development code. Having this data will allow the Cities to more effectively limit future development in landslide prone areas.			
<b>Ideas for Implementation:</b>			
Consult with Department of Geology and Mineral Industries on availability of new data. Seek funding for a study if the necessary data is not available. Review existing requirements in the development code based on newly acquired data. Update development code based on new data.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Engineering		Washington County, DOGAMI	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Clean Water Services, Washington County, rural fire districts, and the Department of Forestry to mitigate wildfire risk outside of city limits.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee also expressed concern that wildfires beginning in Washington County on the urban fringe could easily spread to the city. Working together with the County may result in the identification of wildfire mitigation efforts that will reduce the chance of fires spreading from the County into one or both of the cities.			
<b>Ideas for Implementation:</b>			
Coordinate efforts with the Washington County Community Wildfire Protection Plan Steering Committee and Washington County Emergency Management.			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		CWS, Washington County, ODF, METRO, rural fire districts	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Explore opportunities to utilize city park land on the edges of town as wildfire buffers.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee also expressed concern that wildfires beginning in Washington County on the urban fringe could easily spread to the city. There may be opportunities to use existing park land on the city's fringe as a wildfire buffer.			
<b>Ideas for Implementation:</b>			
Review vegetative requirements of CWS and METRO to ensure that wildfire mitigation efforts are not in direct conflict with existing requirements.			
Evaluate city codes to determine opportunities for wildfire mitigation.			
Identify mitigation alternatives for those park lands.			
Seek funding to implement the optimal mitigation alternative.			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Parks		CWS, Washington County, ODF, METRO	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with utility providers to educate the public about the role of proper tree pruning and stability in preventing damage during windstorms.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
<p>High winds can topple trees and break limbs which in turn can result in power outages and disrupt telephone, computer, and TV and radio service, and compromise the functioning of the communities' utilities such as the wastewater and water treatment plants. While the Public Works and utility companies manage trees in public areas, private property owners are responsible for trees on their property. Educating property owners about how to properly prune their trees to prevent power outages and damage to their property can help reduce impacts of windstorm events.</p> <p>Forest Grove and Cornelius have experienced severe wind storm events in the past and is vulnerable to windstorm events.</p> <p>Connection to the City of Forest Grove's Action Plan – Public Safety and Municipal Services Objectives 1 and 2.</p>			
<b>Ideas for Implementation:</b>			
<p>Review regulations and standards for easement and right of way maintenance, and provide training to foresters and logging crews.</p> <p>Educate homeowners in pruning of vegetation, tree care safety, and proper tree care for trees bordering utility corridors and public rights of way via Safety Fair, Website, or Quarterly Newsletter.</p> <p>Coordinate with arboricultural groups, public agencies, and utilities to promote proper tree pruning and care practices that can reduce the risk of tree failure and property damage. Common messages refined by state level entities such as the Oregon Department of Forestry (ODF) and OSU Extension can help provide continuity and efficiency across the state.</p>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Forestry Commission			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Maintain regular assessments of the health of trees in Forest Grove's downtown to prevent damage to buildings and utilities from falling trees.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee indicated that downtown Forest Grove has many trees that could damage businesses and utilities Regularly assessing the health of trees will prevent damage to buildings and utilities from falling trees.			
<b>Ideas for Implementation:</b>			
Contact Washington County's certified Arborist to see if they would be willing to perform this service.  Develop a list of agencies, organizations, etc., who would be able to provide assistance in assessing tree health on their property.			
<b>Coordinating Organization:</b>		Community Development/Parks	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Forestry Commission			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Continue to educate citizens about ways to weatherize their homes, as well as safe emergency heating equipment		1	
<b>Rationale for Proposed Action Item:</b>			
<p>Severe winter storms can bring extreme cold, snow, and ice, causing power outages and breaks in un-insulated water lines. Power outages can lead to heat loss, potentially harming citizens. Educating citizens about ways to weatherize their homes, as well as safe emergency heating equipment, can reduce the effects of extreme cold and inform residents of how to properly heat their homes in the event of a power outage.</p> <p>Cornelius has a higher than average percentage of residents with disabilities, many of whom are especially vulnerable to power outages and lack backup sources of heat and water. Educating these citizens about ways to weatherize their homes and safe emergency heating equipment they can use will reduce the vulnerability of these populations.</p>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>• Use energy audits, cash rebates, and tax credits to help homeowners weatherize their homes.</li> <li>• Coordinate efforts with home improvement businesses to educate citizens about weatherizing homes and providing safe emergency heating equipment.</li> <li>• Coordinate education efforts with Portland General Electric to education citizens about weatherization.</li> <li>• Coordinate with the local Fire Districts to develop a list of emergency heating information.</li> <li>• Advertize weatherization tax credits to serve as an incentive for people to weatherize their homes and reduce their heating bills.</li> <li>• Brochures can be provided at Community Development counters</li> </ul>			
<b>Coordinating Organization:</b>		Fire & FG Power and Light	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Community Development		Utility Providers	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Update existing Facilities Master Plan that assesses the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability.		1, 2	
<b>Rationale for Proposed Action Item:</b>			
Facility master plans assess current city facilities and city-wide facility needs and provide recommendations for further improvements. Currently the cities of Forest Grove and Cornelius do not have a Facilities Master Plan that provides an overall assessment of city-owned facilities. Creating a plan that assesses the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability, will improve city services and reduce the city's overall vulnerability to natural hazard events. In addition, buildings and facilities in hazard areas may be eligible for Pre-Disaster Mitigation funding.			
<b>Ideas for Implementation:</b>			
Coordinate development of the Facilities Master Plan with information found in this mitigation plan annex.			
In the facilities plan, identify the number of buildings and facilities in specific hazard areas, the potential dollar losses to the facilities, and the methodology used to develop the estimates. This will meet the requirements of the Disaster Mitigation Act of 2000.			
Seek funding for retrofitting buildings and infrastructure in hazard areas to reduce vulnerability			
<b>Coordinating Organization:</b>		FG: Administrative Services & C: Development Operations	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Encourage citizens to prepare and maintain 72 hour kits.		I	
<b>Rationale for Proposed Action Item:</b>			
<p>The Cities of Forest Grove and Cornelius are vulnerable to a number of natural hazards that could disrupt services. In a major disaster, utilities transportation networks, and businesses could be disrupted, and it may take days until vital services are restored. Preparing a 72 hour kit can help community members survive on their own without relying too heavily on emergency services.</p>			
<b>Ideas for Implementation:</b>			
<p>Provide educational material and examples of how to assemble 72 hour kits to residents of the city and employees. Outreach and awareness campaigns need to be carefully organized and developed to ensure that residents receive critical information. Distribute information through the city's newsletter. Alternatively, post information about 72 hour kits on the city's website.</p> <p>During National Emergency Preparedness Month or National Night Out, use first responders and community members to host educational presentations to groups within the community to encourage individuals to put together their own kit.</p> <p>Materials must be made available in multiple languages.</p> <p>Resources like <a href="http://www.preparedness.gov">www.preparedness.gov</a> or <a href="http://www.72hours.org">www.72hours.org</a> can provide content needs for 72 hour kits.</p>			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.		1	
<b>Rationale for Proposed Action Item:</b>			
<p>The City of Forest Grove downtown corridor is a major business and tourist center for the City. Loss of this area would be devastating to the Forest Grove economy. The buildings are at extreme risk due to their age and the potential for an earthquake in the area. Most are unreinforced masonry buildings. Evaluating these buildings would give the city a better understanding of the mitigation necessary.</p> <p>Connection to the City of Forest Grove’s Action Plan – Historic Preservation Objective 1 to preserve, protect, and enhance historic assets; Economic Development Objectives 1-3.</p> <p>Connection to City of Forest Grove’s Comprehensive Plan – Chapter V Economy local goals.</p> <p>Assist in implementing the initiatives and goals of the Forest Grove Economic Development Commission Strategic Plan.</p>			
<b>Ideas for Implementation:</b>			
<p>Determine what resources are available to help assess the risk and what grant and loan opportunities are available to businesses owners to help mitigate.</p> <p>Encourage business owners to have a recovery plan and provide examples of what a plan looks like through the Chamber of Commerce.</p> <p>Bring in a business continuity specialist to speak to Chamber members.</p>			
<b>Coordinating Organization:</b>		Chamber of Commerce	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Fire			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Assess the seismic vulnerability of the Forest Grove water treatment plant as well as the distribution and transmission systems.		1	
<b>Rationale for Proposed Action Item:</b>			
Water is critical for public drinking. Water is necessary for fire fighting. Water is necessary for sanitation. This plant serves both Forest Grove and Cornelius.			
Connection to the City of Forest Grove's Action Plan – Public Safety and Municipal Services Objective 1. Connection to City of Forest Grove's Comprehensive Plan – Chapter XII Public Facilities and Services			
<b>Ideas for Implementation:</b>			
Conduct a seismic evaluation of the Forest Grove Water Treatment Plant			
<b>Coordinating Organization:</b>		Engineering	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Pacific University to conduct an assessment of all on-campus trees to determine their stability to aid in preventing damage during severe weather.		I	
<b>Rationale for Proposed Action Item:</b>			
<p>High winds can topple trees and break limbs which in turn can result in power outages and disrupt telephone, computer, and TV and radio service. Personal injury to community members is also a potential. While the Public Works and utility companies manage trees in public areas, private property owners are responsible for trees on their property. Conducting a proper assessment and performing proper pruning/care, can help reduce impacts of windstorm events.</p> <p>The campus has experienced severe wind storm events in the past and is vulnerable to windstorm events.</p>			
<b>Ideas for Implementation:</b>			
Coordinate with university facilities staff and their landscape contractor to conduct the assessment and develop a plan for proper pruning, care and maintenance, especially as it relates to utility service on campus.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Pacific University Landscape Services	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Pacific University to seek funding to assess and seismically retrofit campus buildings that are vulnerable to collapse.		I	
<b>Rationale for Proposed Action Item:</b>			
Pacific University has many buildings on their Forest Grove campus that are of significant age. There has been no formal analysis conducted on any of these buildings to determine their seismic stability. A significant at-risk population exists on campus. An analysis needs to be completed to support planning and funding for future seismic retrofits to reduce the potential for collapse and the risk to population.			
<b>Ideas for Implementation:</b>			
Work with Oregon Independent College Association (OICA), Department of Education (DOE), Oregon Emergency Management (OEM) and other partners to determine funding sources.			
Prioritize any actions that need to be taken to address any seismic concerns and coordinate with the university and other partners (OEM, etc) to develop funding and action plans.			
Use FEMA's procedures document for developing scopes of work for seismic structural and non-structural retrofit projects.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Pacific University, OICA, DOE, OEM	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with utility providers to address lack of Broadband redundancy in the community.		1	
<b>Rationale for Proposed Action Item:</b>			
Currently, there is no redundancy to the broadband network in the Cities of Forest Grove and Cornelius.			
<b>Ideas for Implementation:</b>			
Work with utility providers to identify alternatives to add redundancy to the existing broadband system.			
Identify potential funding sources for the redundancy systems.			
<b>Coordinating Organization:</b>		Forest Grove IT	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Utility Providers, Broadband Users Group (BUG) and Metropolitan Area Communications Commission, and Comcast	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

# Forest Grove & Cornelius NHMP Survey

The cities of Forest Grove and Cornelius conducted an online survey to provide an opportunity for residents and others to participate in the development of an addendum to the Washington County Natural Hazard Mitigation Plan (NHMP). The survey identified key themes in the Washington County NHMP and allowed participants to prioritize issues that each city may face during the occurrence of a catastrophic event.

Results were used to inform the development of the joint Forest Grove and Cornelius NHMP addendum. In particular, results were incorporated into the process of developing and prioritizing action items. This appendix provides the detailed results of the online survey.

## B.1 RESPONDENT PROFILE

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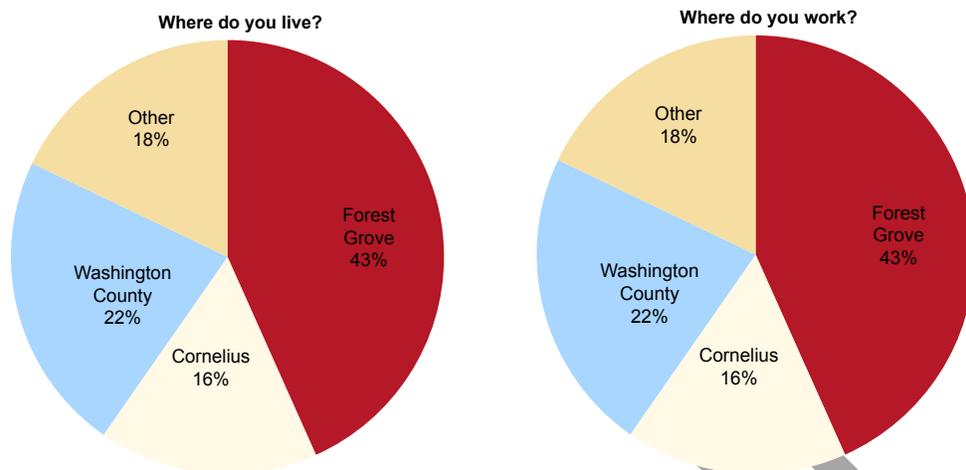
This section describes the survey respondents in terms of their interaction with the city, their residence and place of work, and their prior knowledge of the Washington County NHMP and subsequent City Plan. The survey was distributed via email list serves, utility mailers, and direct advertising at service club meetings (Kiwanis, Rotary, etc.). A total of 216 respondents completed the online survey.

### B.1.1 LIVE/WORK

Figure A-1 describes the distribution of where respondents live and work. Sixty-two percent (135 responses) of the total 216 respondents provided information about where they live and work. Residents of Forest Grove represented 43% of responses. Cornelius residents accounted for 16% of responses and residents of the surrounding Washington County area represented 22%. The remaining 18% lives outside of Washington County, and most likely represents the portion of Forest Grove and Cornelius's workforce that commutes from outside the city.

Similar patterns can be found in the commute patterns of respondents. Of the 133 responses, 47% worked in Forest Grove, 25% worked in Cornelius, and 13% in the surrounding Washington County. The remaining respondents work outside of the two cities.

**Figure B-1. Live and work locations for respondents**



When asked how they were involved with the cities of Cornelius and Forest Grove, over 50% responded that they were active volunteers in the community. Fifty percent of respondents identified themselves as city employees, 37% were a citizen/resident of one of the cities, and 12% were involved with a civic organization.

Seventy percent of respondents did not know about the county Natural Hazard Mitigation Plan prior to participating in the survey.

## **B.2 IMPACT ASSESSMENT**

This section describes the survey responses to prioritizing the direction City agencies, organizations, and citizens can take to reduce risk from natural hazards.

### **B.2.1 ADOPTED COUNTY GOALS**

The Steering Committees guiding the development of the Forest Grove and Cornelius NHMP are likely to adopt three County goals to assure solid alignment. Considering the characteristics of their community, respondents were asked to identify which goals were highest priority to their community.

Figure A-2 shows the results of the survey respondents' prioritization of the three goals. Ninety-seven percent of respondents placed the minimization of loss of life, public and private property damages and the disruption of essential infrastructure and services from natural hazards as the highest priority.

**Figure B-2. NHMP goals prioritized by respondents**

	Highest Priority		Lowest Priority
GOAL: Minimize loss of life, public and private property damages and the disruption of essential infrastructure and services from natural hazards.	97%	3%	0%
GOAL: Minimize the impact of natural hazards while protecting and restoring the environment.	1%	20%	79%
GOAL: Provide documentation for effective implementation and increased success in funding opportunities.	3%	76%	20%

## B.2.2 VULNERABILITY AND RISK REDUCTION

A series of questions focused on the priority certain community resources should be given in the event of a natural disaster. Four different disaster scenarios were listed, with a request to rate community resources on which should be given highest or lowest priority for risk reduction projects. Figure A-3 through A-6 provide detail on what resources proved to be most important to survey respondents, along with the perceived vulnerability of these resources to a natural disaster.

**Figure B-3. Community resources identified as most vulnerable to impacts from an earthquake, and prioritized for risk reduction projects**

	Very vulnerable		Not Vulnerable		(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	51%	34%	10%	3%	2%	2.68
Environment	26%	39%	28%	5%	2%	3.63
Infrastructure / Critical Facilities	67%	26%	3%	1%	3%	1.76
Population	53%	33%	11%	1%	2%	1.91
Cultural and Historic Assets	33%	29%	21%	9%	9%	3.97
Land Use and Development	14%	33%	35%	11%	7%	4.20

**Figure B-4. Community resources identified as most vulnerable to impacts from a landslide, and prioritized for risk reduction projects**

	Very vulnerable		Not Vulnerable		(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	7%	25%	40%	24%	4%	2.91
Environment	18%	20%	38%	21%	3%	3.06
Infrastructure / Critical Facilities	14%	24%	34%	25%	4%	2.43
Population	13%	20%	44%	20%	3%	2.43
Cultural and Historic Assets	6%	10%	36%	40%	9%	4.34
Land Use and Development	5%	24%	39%	27%	5%	3.93

**Figure B-5. Community resources identified as most vulnerable to impacts from a severe weather event, and prioritized for risk reduction projects**

	Very vulnerable			Not Vulnerable	(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	22%	42%	33%	1%	3%	2.70
Environment	17%	38%	32%	10%	3%	3.45
Infrastructure / Critical Facilities	31%	38%	27%	2%	3%	2.18
Population	32%	40%	23%	2%	3%	1.91
Cultural and Historic Assets	5%	32%	39%	16%	9%	4.09
Land Use and Development	9%	33%	38%	14%	6%	4.09

**Figure B-6. Community resources identified as most vulnerable to impacts from a wildfire, and prioritized for risk reduction projects**

	Very vulnerable			Not Vulnerable	(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	22%	39%	29%	8%	3%	2.95
Environment	42%	31%	19%	5%	3%	2.50
Infrastructure / Critical Facilities	23%	28%	35%	10%	4%	2.65
Population	30%	26%	36%	5%	3%	2.15
Cultural and Historic Assets	14%	24%	39%	16%	7%	4.01
Land Use and Development	21%	32%	30%	10%	6%	3.74

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**June 3, 2011**

ECO Project #: 20300

**TO: Forest Grove / Cornelius Natural Hazard Mitigation Plan Steering Committee**  
**FROM: Lorelei Juntunen and Krista Dillon**  
**SUBJECT: MATERIALS AND PREPARATION FOR JUNE 22 MEETING; NOTES OF MAY 18 MEETING**

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## **NOTES FROM MAY 18 MEETING**

### **Agenda item #1: Welcome and introduction**

The following steering committee representatives attended the meeting:

- Dave Waffle, City of Cornelius
- Paul Rubenstein, Cornelius Police Department
- Kerry Aleshire, City of Forest Grove
- Cleo Howell, Forest Grove Rural Fire
- Robert Mills, Public Safety Advisory Committee
- Amber Mathiesen, City of Cornelius
- Richard Matzke, Forest Grove Light and Power

### **Agenda item #2 and 3: Mitigation planning overview; City Addendum Requirements**

Krista Dillon from the ECONorthwest team presented an overview of mitigation plans within the context of the Disaster Mitigation Act of 2000. She highlighted the benefits of the planning and approval process, including access to new funding sources that are not otherwise available to communities. She also described the requirements for plans to be locally adopted and approved by the Federal Emergency Management Agency (FEMA).

The group discussed the possibility of combining the Forest Grove and Cornelius mitigation plans into one document. Krista confirmed that there is precedent for joint plans being adopted, but emphasized that each community must show they it

participated in the process and developed its own action items. **The steering committee decided to complete a joint plan, that would identify risk reduction activities in both communities.**

#### **Agenda item #4: Washington County Risk Assessment and Local Risk Discussion**

Lorelei Juntunen from ECONorthwest provided an overview of the Washington County Risk Assessment, and facilitated a discussion to identify places where the risk is greater in Forest Grove and / or Cornelius than it is in the County. Action items should be developed to address this differential risk. Following are more specific results of that discussion:

##### **Earthquake:**

- In general, the risk from earthquakes is about the same in Forest Grove as it is in the County, but there are areas where risk reduction activities should be considered:
  - Downtown Forest Grove is a critical economic center for the area, and has a lot of vulnerable unreinforced masonry.
  - The Committee should find ways to address the failure of dams. Data may be available to support that.
  - The law enforcement building and the fire station in Forest Grove needs to be retrofitted.
  - Several major employers in both cities have hazardous materials stored on site
  - Some buildings at Pacific University need to be retrofitted
  - A detailed evaluation of the reservoir's ability to withstand an earthquake will be available in the next fiscal year, and should be referenced in the next plan update process
  - Bridges should be evaluated for seismic safety

##### **Wildfire:**

- In general, wildfire risk is greater in the County than in these two urban areas. However, Forest Gale Heights, west of Forest Grove, is near enough to a wildland-urban-interface area to warrant attention:
  - Some areas border farmland, and field fires are a possible source of ignition
  - Design review process and building codes address fire risk

- Increasing density in both cities leads to the possibility for increased risk of wind-drive structural fires in the community

#### **Landslides:**

- The Steering Committee felt that the risk was greater than County risk in only a few places:
  - Council Creek area north of Cornelius may have greater risk
  - Forest Gale Heights and Nature Ridge may also have increased risk
- Confirm: Do building codes require engineering for construction on steep slopes?

#### **Volcano:**

- The Steering Committee did not feel that risk in the two cities is greater than risk in the County.

#### **Flood:**

- In the 1996 flood, the communities were isolated due to flooding on major access points (Highway 47, Highway 8; specifically: Dairy Creek Bridge) that are outside of city limits. These facilities are ODOT controlled.
- Should consider dam inundation
- Sewage treatment facility is in the floodplain
- Flooding at Hagg Lake could be an issue

#### **Severe Weather:**

- Forest Grove and Cornelius sometimes receive greater volumes of snow than other parts of the County. They have snow removal equipment for use inside the city limits, but ODOT does not always prioritize removal at major access points outside the cities. This can result in isolation
- Have vulnerable populations: people in assisted living facilities; Pacific University students; people in poverty; people who do not speak English

#### **Past mitigation successes:**

- Cornelius: Floodplain management in the Lindalane subdivision; bridge replacements on Council Creek

- Forest Grove: Has active CERT program with community outreach; Partnerships with Hillsboro; Has new snow removal equipment; Pacific University has recently begun retrofitting some of its buildings; undergrounding utilities to reduce outage due to severe weather events
- Both cities: ongoing enforcement of building codes, weed and fire codes; participation in the Community Rating System (CRS); ISO ratings of 4; Partnered with Walmart to reduce flood risk and manage stormwater on and near their property; Cooperate with Metro for floodplain / open space acquisition

#### **Agenda item #5: Outreach strategies**

The group discussed FEMA's requirements for outreach to community members, and decided to distribute an on-line survey to gather input. They will also post the draft plan on-line for public comment. They are considering outreach directly to social service providers that work with vulnerable populations.

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**June 24, 2011**

ECO Project #: 20300

**TO: Forest Grove / Cornelius Natural Hazard Mitigation Plan Steering Committee**  
**FROM: Lorelei Juntunen and Krista Dillon**  
**SUBJECT: NOTES OF JUNE 22 STEERING COMMITTEE MEETING**

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ECONorthwest is under contract with the Forest Grove and Cornelius to complete a natural hazard mitigation plan, as an addendum to the recently-approved and adopted Washington County hazard mitigation plan. This memorandum provides notes from a steering committee meeting held June 22, 2011, organized by agenda item.

1. Welcome / introductions / review and approval of notes (5 minutes)
2. Plan document presentation and risk discussion (30 minutes)
3. Action item discussion (1 hour)
4. Confirmation of goals and objectives from County plan (10 minutes)
5. Confirmation of maintenance and update strategies (10 minutes)
6. Next steps (5 minutes)

The following steering committee members were present at the meeting:

- Michael Kinkade; Forest Grove / Cornelius Fire Chief
- Steve Muir; Washington County Emergency Management
- Richard Meyer; City of Cornelius
- John Holan; City of Forest Grove Community Development
- Dave Waffle; Citizen of Cornelius
- Rob Foster; City of Forest Grove
- Robert Mills; Public Safety Action Committee
- Kerry Aleshire; Forest Grove Police Department
- Rob Dahl; Pacific University

- Tery Koerner; Forest Grove Chamber of Commerce

## **ITEM 1: INTRODUCTIONS, REVIEW AND APPROVAL OF NOTES**

Meeting purpose: Further develop risk assessment; develop action items

Notes of May 18 meeting approved with no amendment

## **ITEM 2: RISK ASSESSMENT PRESENTATION**

Krista Dillon handed out a template, with some text and research included, that will become the final plan document for Forest Grove and Cornelius addendum. She stepped through the document and facilitated a discussion of additions to its content. Most of the comments and additions will be reflected directly in the next iteration of the plan document, but here are a few highlights:

- To the list of other plans and studies referenced, add: Development Code for both cities; utilities mater plans; emergency operations plan for the two cites; Cleanwater Services development code; inundation maps for the County
- In the community profile section, show data from 1990 – 2000 – present (incorporating new 2010 census data if it becomes available in time)
- Much of the discussion focused on the risk assessment portion of the draft plan template. A few key points (other additions will be reflected in the revised plan document):
  - Neither City participates in the Community Rating System (CRS) program. Both appear to have too few repetitive loss properties to make this program beneficial.
  - Several areas of flood risk added to the list.
  - 10% of Cornelius residents live in mobile homes, which are particularly vulnerable to severe weather and other types of hazards
  - Liquefaction is likely in much of downtown Forest Grove in a major earthquake event.
  - Daisy Creek Bridge on Highway 8 is not seismically retrofitted and needs to be raised to reduce flood vulnerability.
  - Development code around landslides may need to be reviewed in the future; requirements for engineering analysis and slope triggers may not be adequate.

### **ITEM 3: ACTION ITEM DISCUSSION**

The steering committee reviewed and revised draft action items prepared by the consulting team, and also reviewed and revised draft action items that had been prepared by various steering committee members in preparation for the meeting. Action items covered all hazards identified in the County Mitigation Plan, and many were applicable to both Forest Grove and Cornelius. For each, the group determined whether the action was appropriate, revised the description of the action, and identified a coordinating organization.

### **ITEM 4: CONFIRMATION OF GOALS FROM COUNTY PLAN**

The steering committee agreed to use the goals identified in the County Plan, to better align their mitigation activities with State and County initiatives.

### **ITEM 5: CONFIRMATION OF MAINTENANCE AND UPDATE STRATEGIES**

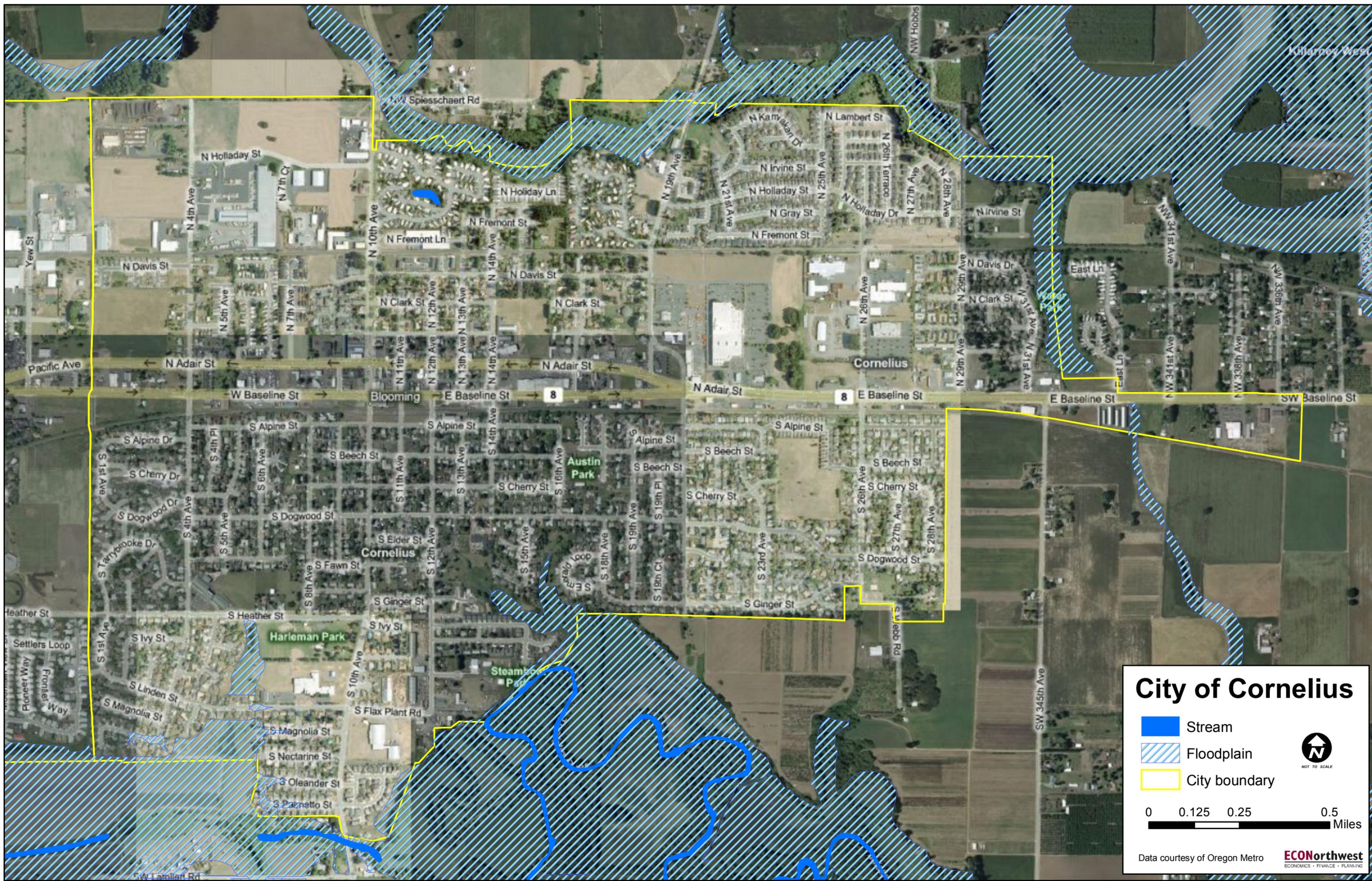
The steering committee agreed to send a representative to participate on the County steering committee, in the process outlined in the County's Plan for update and maintenance. The Cities will be on the same update and maintenance schedule as the County.

Forest Grove Fire and Rescue will be the "convener" responsible for identifying a steering committee member and assuring ongoing participation from Forest Grove and Cornelius in the maintenance, update, and public involvement components of Washington County's Plan.

### **ITEM 6: NEXT STEPS**

The consultant team will draft a revised set of action items and more complete draft document that can be shared with the steering committee for additional revision and discussion.

DRAFT



## City of Cornelius

- Stream
- Floodplain
- City boundary



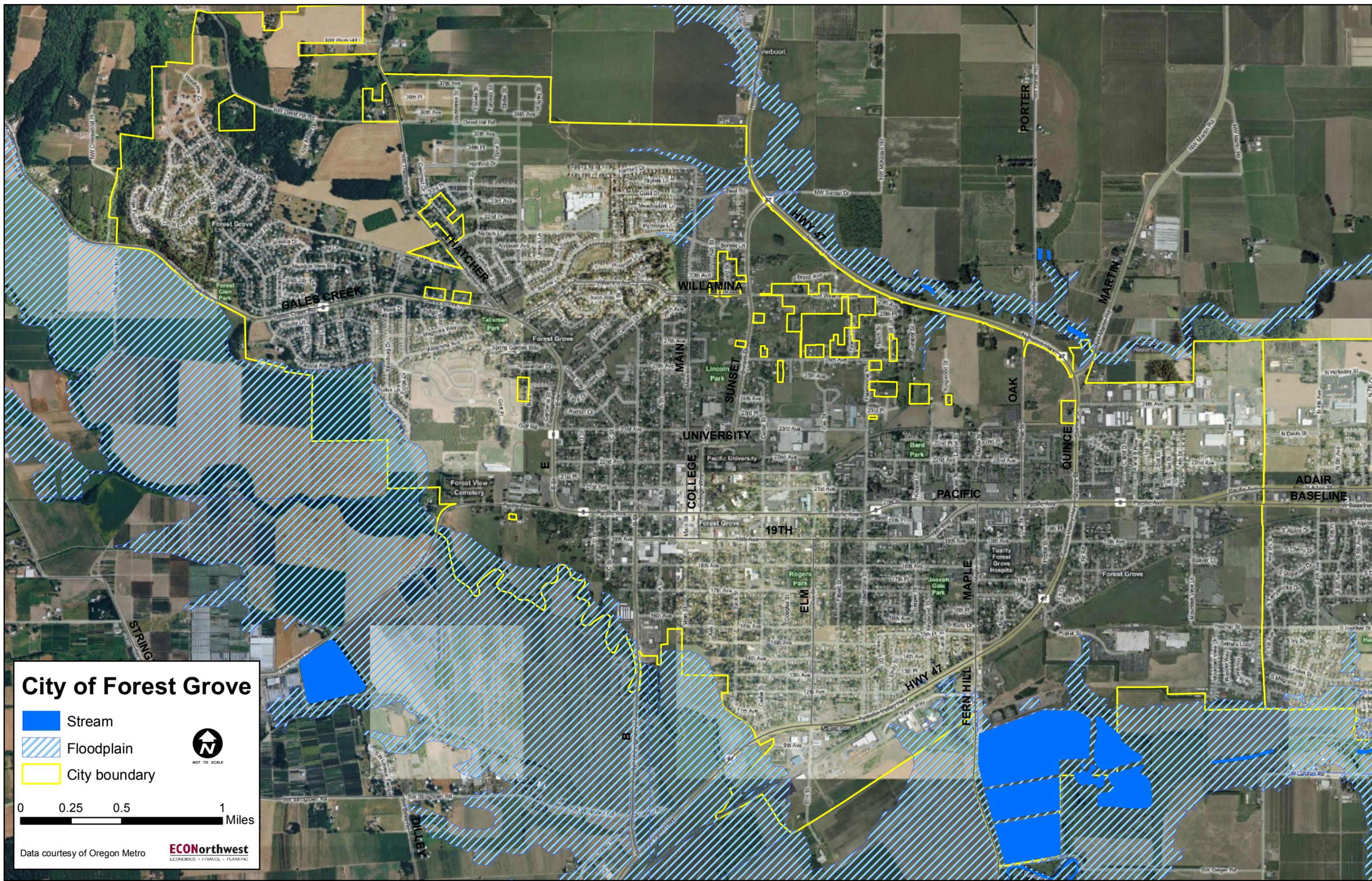
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Data courtesy of Oregon Metro

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# City of Forest Grove

- Stream
- Floodplain
- City boundary



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# Forest Grove / Cornelius Natural Hazard Mitigation Plan Addendum

The Cities of Forest Grove and Cornelius jointly developed this addendum to the Washington County Natural Hazards Mitigation Action Plan in an effort to increase their community's resilience to natural hazards. The addendum focuses on the natural hazards that could affect the two cities, which include flood, severe weather, earthquake, wildfire, and landslide. It is impossible to predict exactly when disasters may occur, or the extent to which they will affect the cities. However, with careful planning and collaboration among public agencies, private sector organizations, and citizens within the communities, it is possible to minimize the losses that can result from natural hazards.

The addendum provides a set of actions that aim to reduce the risks posed by natural hazards through education and outreach programs, the development of partnerships, and the implementation of preventative activities through the cities' development codes, comprehensive plans, and emergency operations plan, etc. The actions described in the addendum will be implemented through existing plans and programs within the Cities.

The addendum has the following appendices:

- Appendix A provides detailed action items that identify alignment with plan goals, ideas for implementation, possible funding sources, and necessary partnerships.
- Appendix B provides detailed results of a survey that was conducted as part of this planning process to better understand a citizen's perspective on risk in the two Cities.
- Appendix C provides detailed notes of the steering committee meetings
- Appendix D provides floodplain maps for the two Cities.

## 1.1 WHAT IS NATURAL HAZARD MITIGATION?

Natural hazard mitigation is defined as permanently reducing or alleviating the losses of life, property and injuries resulting from natural hazards through long and short-term strategies. Example strategies include policy changes, such as updated ordinances; projects, such as seismic

retrofits to critical facilities; and education or outreach to targeted audiences, such as Spanish speaking residents or the elderly.

Mitigation is the responsibility of individuals, private businesses and industries, state and local governments, and the federal government. Engaging in mitigation activities provides jurisdictions with a number of benefits, including reduced loss of life, property, essential services, critical facilities and economic hardship; reduced short-term and long-term recovery and reconstruction costs; increased cooperation and communication within the community through the planning process; and increased potential for state and federal funding for recovery and reconstruction projects.

## 1.2 HOW WAS THIS PLAN DEVELOPED?

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The Cities of Forest Grove and Cornelius jointly developed this addendum to the Washington County Natural Hazard Mitigation Action Plan. The Cities already share an Emergency Operations Plan and work closely together on many other planning processes and programs. ECONorthwest served in a contractor role; it facilitated the development of this addendum and coordinated with the Cities' Steering Committee in the development of action items. The Federal Emergency Management Agency (FEMA) funded the addendum's development through its Hazard Mitigation Grant Program.

The joint Steering Committee included representation from the following departments and organizations:

- Cornelius' City Manager's Office
- Cornelius Police Department
- Forest Grove Fire and Rescue
- Forest Grove Rural Fire
- Forest Grove Light and Power
- Forest Grove Police Department
- Forest Grove Public Safety Committee
- Washington County Emergency Management
- Forest Grove Chamber of Commerce
- Citizen representative from Cornelius
- Pacific University

The first Steering Committee meeting was held on May 18, 2011. The agenda for the meeting included the following items:

1. Welcome and Introductions
2. Mitigation Planning Overview and City Addendum Requirements
3. Washington County Risk Assessment and Local Risk Discussion
4. Next Steps.

The second meeting was held on June 22, 2011. The agenda for the meeting included the following items:

1. Welcome / introductions / review and approval of notes
2. Risk assessment presentation and discussion
3. Overview of survey results
4. Action item discussion
5. Confirmation of goals and objectives from County plan
6. Confirmation of maintenance and update strategies
7. Next steps

Notes from the two meetings are included in Appendix C.

Following the second meeting, a draft plan document and action items were circulated among steering committee members for review and comment. The consultant team conducted one-on-one interviews to confirm and finalize the action items.

In an effort to involve residents of Forest Grove and Cornelius in the process of developing the Plan, a web-based survey was advertised to residents through a utility bill insert in Forest Grove and through several email distribution lists. The survey, which was not intended to provide statistically significant results but instead to be another input point for asked residents their opinions regarding prioritization of goals for the Plan as well as infrastructure and assets that are vulnerable to the impacts of various hazards. The results of the survey were presented to the Steering Committee in their second meeting, and were a critical input to the discussion of goals and action items.

A total of 215 people began the survey, with a 68% completion rate. Table 1 below provides an overview of the geographic distribution of respondents. Appendix B provides detailed results.

**Table 1. Overview of survey results, Forest Grove and Cornelius, Oregon Natural Hazard Mitigation Plan, 2011**

	Number	Percent
Live in Forest Grove	58	43%
Live in Cornelius	22	16%
Work in Forest Grove	62	47%
Work in Cornelius	33	25%

Source: Non-statistically valid online survey of City residents, conducted June and July 2011

Additionally, steering committee representatives attended meetings of various community groups in both Forest Grove and Cornelius, including Rotary, Chamber of Commerce, and Rural Fire District. At these meetings, steering committee members introduced the planning process, gave an overview of community risk, and received comments. They also used the opportunity to advertise the survey.

The draft plan was made available on the websites for both Cities, with contact information for providing comment clearly displayed. The City of Forest Grove received XX comments; the City of Cornelius received XX comments. Responses to these comments were incorporated into the Plan.

The following plans, reports and studies were reviewed in the development of this addendum:

- Washington County Natural Hazard Mitigation Action Plan
- Forest Grove Comprehensive Plan<sup>1</sup>
- Cornelius Comprehensive Plan
- Development code requirements for geologic analysis and floodplain development (including Clean Water Services)
- Utility master plans
- Emergency Operations Plans
- Inundation maps for dam breaks

The Forest Grove/Cornelius Addendum was adopted on: **Insert dates for both adoptions.**

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<sup>1</sup> Forest Grove's Comprehensive Plan was adopted in 1980, and is currently being updated through the periodic review process

## 1.3 COMMUNITY PROFILE

The following is a brief community profile for the Cities of Forest Grove and Cornelius, emphasizing characteristics of the Cities that differentiate them from the community profile provided in the County Plan.

### 1.3.1 DEMOGRAPHIC PROFILE

Both Cities are located on the western portion of Washington County and share an east/west border. The City of Forest Grove includes 4.6 square miles<sup>2</sup> and Cornelius includes 2.03 square miles<sup>3</sup>.

Both Cities have experienced growth in the past decade. Cornelius grew nearly 23% from 2000 – 2010 and Forest Grove grew 19% during that same time. According to the Portland State University Population Research Center, the 2010 population of Cornelius was 11,869 and Forest Grove was 21,130.

Disaster impacts (in terms of loss and the ability to recover) vary among population groups following a disaster. Historically, 80% of the disaster burden falls on the public. Of this number, a disproportionate burden is placed upon special needs groups, particularly people with disabilities, minorities, and low income persons. Portions of both cities' population fall into these special needs groups. Table 2 below shows the portion of residents in these categories in the two Cities.

**Table 2: Selected demographic characteristics, 2000 and 2009, Forest Grove and Cornelius Oregon**

	Forest Grove		Cornelius	
	% in 2000	% in 2009	% in 2000	% in 2009
Population with disabilities	12%	n/a	22%	n/a
Language other than English	18.6%	18.8%	38.6%	48%
Population in poverty	10.4%	21%	10.8%	13.6%

Source: 2000 Census and American Community Survey 2005-2009 five-year averages

<sup>2</sup> [www.city-data.com](http://www.city-data.com)

<sup>3</sup> City of Cornelius, 2010. City of Cornelius FY 2010 Popular Annual Financial Report. <http://www.ci.cornelius.or.us/vertical/Sites/%7B74DDA728-822C-4D15-9791-000615642E9D%7D/uploads/%7B96F73255-C8D8-44CB-9881-E86D31AC05EA%7D.PDF>

## 1.3.2 ECONOMIC PROFILE

Both cities have similar, fairly diversified economic structures and share the same top three industries – Manufacturing; Education, Health, and Social Services; and Retail. The top industries have not changed since the 2000 Census, though their percentage of total economic activity has shifted slightly.

In Cornelius the top industries are: Manufacturing (20%); Education, Health, and Social Service (15%); and Retail Trade (11%). Cornelius has an estimated 8% unemployment rate. In Forest Grove the top industries are: Education, Health and Social Service (22%); Manufacturing (19%), and Retail Trade (13%). Forest Grove has an estimated 7.6% unemployment rate (which is roughly consistent with the State of Oregon for the same time period).<sup>4</sup>

## 1.3.3 HOUSING PROFILE

The age of a community's housing pool can be an indicator of risk because building codes have only recently started to include natural hazard mitigation components. In 2009, the City of Cornelius had a total of 3,350 housing units and Forest Grove had 7,666. According to the 2009 Census, approximately 51% of both cities' housing stock was built before 1980.

**Table 3. Selected housing characteristics, 2009 Cornelius and Forest Grove, Oregon**

	Cornelius	Forest Grove
Total Housing Units	3,350	7,666
% Renter Occupied Housing	26%	44.4%
% of Housing units built prior to 1980	51.1%	50.7%

Source: US Census. 2005 - 2009. American Community Survey Five-Year Estimates.

## 1.3.4 DEVELOPMENT PROFILE

Table 4 below shows the percentage of taxlots in various uses in the two Cities. In both cities, single-family residential development is the predominant land use, but Forest Grove has slightly more commercial tax lots as well as a higher percentage of vacant lots. Both have relatively few industrial tax lots.

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<sup>4</sup> American Community Survey 2005 - 2009 Five Year Estimates.

**Table 4. Land uses by taxlot, Forest Grove and Cornelius, Oregon 2011**

	Cornelius	Forest Grove
Total area of city	1,294	3,741
Area in floodplain	50	294
Percent of area in floodplain	4%	8%
Taxlots	3,059	6,192
Public, non-city	2%	2%
City-owned	2%	1%
Agriculture	0%	0%
Commercial	4%	6%
Industrial	1%	1%
Rural	1%	0%
Forest	0%	0%
Multi-Family Residential	2%	3%
Single-Family Residential	83%	73%
Vacant	3%	11%
Exempt	1%	3%
# of Structures	3,685	7,140

Source: Metro's RLIS database, 2011

Note: Area calculations are in acres.

### 1.3.5 CRITICAL FACILITIES

Forest Grove Fire and Rescue identified the following critical facilities for the two cities:

#### City and Government Facilities

- Forest Grove Community Auditorium
- Forest Grove City Hall
- Forest Grove Library
- Forest Grove Police Department
- Forest Grove Fire Station 4
- Forest Grove Fire Station 7 (Gales Creek)
- Forest Grove Public Works Operations
- Forest Grove Light and Power
- Cornelius City Hall
- Cornelius Public Safety Building
- Cornelius Development and Operations Center
- Cornelius Library

## Utility Centers

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- Clean Water Services Sewage Treatment Facility
- Joint Water Commission Water Treatment Facility
- Forest Grove Water Treatment Plant
- Forest Grove Watershed
- Frontier Communications Switch Center (on College Way, 9<sup>th</sup> and 20<sup>th</sup>)
- Waste Management B Street Transfer Station

## Schools and Educational Facilities

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- Gales Creek School Building
- Dilley Elementary School
- Tom McCall Upper Elementary Schools
- Central School Office
- Taylor Way Annex and Learning Center
- Joseph Gale Elementary School
- Harvey Clarke Elementary School
- Fernhill Elementary School
- Echo Shaw Elementary School
- Free Orchards Elementary School
- Forest Grove High School
- Cornelius Elementary
- St. Francis Catholic Private School
- Visitation Catholic Private School
- Westside Christian School (E Street and Pacific)
- Forest Grove Community Charter School
- Neil Armstrong Middle School
- Emmaus Christian Private School
- Forest Hills Lutheran Private School
- Pacific University and associated campus buildings

## Medical Facilities

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- Tuality Hospital Forest Grove Center
- Virginia Garcia Medical Center
- Senior Living (special hazards)
- Jennings McCall Center (1 and 2)
- The Grove Assisted Living
- Gardens of the Grove
- The Elms
- Marquis Care
- Marquis Vintage Suites
- Numerous single family type adult foster care homes
- Beehive Assisted Living
- Hawthorne House Alzheimer's Care
- Wynwood of Forest Grove
- Forest Grove Rehab
- Quince Street Senior Apartments
- The Homestead Senior Community
- Gales Creek Diabetic Children's Camp

### 1.3.6 PLANS AND POLICIES

Existing plans and policies are important resources for implementing mitigation actions. The following is a brief list of the existing plans and policies that might be used to implement mitigation in each city.

- City of Forest Grove Action Plan
- City of Forest Grove Comprehensive Plan
- Forest Grove Economic Development Commission Strategic Plan
- City of Cornelius Transportation Plan
- City of Cornelius Comprehensive Plan

## 1.4 RISK ASSESSMENT

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During the first Steering Committee meeting, the Committee reviewed the Washington County Natural Hazard Mitigation Action Plan's Risk Assessment and had a discussion about how the City of Forest Grove and

Cornelius' risk differed from the County. The following is a summary by hazard of that discussion.

### 1.4.1 FLOOD

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of flooding in the cities of Forest Grove and Cornelius. The following are community specific flooding issues identified by Steering Committee members:

- In the 1996 flood, the communities were isolated due to flooding on major access points (Highway 47, Highway 8; specifically: Dairy Creek Bridge) that are outside of city limits. These facilities are ODOT controlled.
- Steering committees expressed concern about potential inundation from dam breaks that could affect property within the Cities. The Army Corps of Engineers has mapped the inundation areas and shared them with the relevant response organizations (namely, Forest Grove Fire and Rescue). While these maps are not publicly available, they can be used internally for planning purposes. Dam breaks are not technically a natural hazard (they are human caused), but could occur as a secondary hazard after an earthquake.
- Sewage treatment facility is in the floodplain.
- Flooding from Hagg Lake could be an issue.
- Floodplain area along Council Creek could be affected.
- Stringtown Road, though outside of city limits, is prone to flooding (from both natural and urban flooding sources as well as dam failure) and contributes to access issues.
- In Forest Grove, the following areas are considered flood-prone: Magnolia Street, Mountainview, Fern Hill Road, and Settlers Loop.

Table 5 below provides details about land uses and structures in the floodplains of the two Cities. Appendix D provides maps of the floodplains.

**Table 5. Taxlots in floodplains in Forest Grove and Cornelius Oregon, 2011**

	Cornelius	Forest Grove
Total area of city	1,294	3,741
Area in floodplain	50	294
Percent of area in floodplain	4%	8%
Taxlots in floodplain	141	125
Public, non-city	5%	9%
City-owned	12%	10%
Agriculture	1%	9%
Commercial	3%	5%
Industrial	0%	6%
Rural	17%	0%
Residential	55%	45%
Vacant	6%	14%
Exempt	1%	2%
# of Structures	16	41

Source: Metro RLIS GIS database, 2011.

The City of Forest Grove is currently in good standing with the National Flood Insurance Program. Its current effective date for its FIRM is 3/15/82. There are a total of 12 NFIP policies in place in the city, a total of 5 losses (2 paid in full), no repetitive flood loss properties, and a total payout of \$75,194.38.

The City of Cornelius is currently in good standing with the National Flood Insurance Program. Its current effective date for its FIRM is 1/6/82. There are a total of 10 NFIP policies in place in the city, only 1 loss which was paid in full, no repetitive flood loss properties, and a total payout of \$3,784.71.

The following are flood mitigation measures that have already been implemented:

- The City of Cornelius has implemented floodplain management measures in the Linda Lane neighborhood and has replaced several bridges that have mitigated the flood hazards to roadways.
- Both cities have ISO ratings of 4 for fire protection.
- Clean Water Services is in the process of revising the FEMA 100 year floodplain in Cornelius. Future updates of this addendum should reflect these updated maps.
- Both cities partnered with Walmart to reduce flood risk and manage stormwater on and near the Walmart property.
- Both cities cooperate with Metro for floodplain / open space acquisition projects.

## 1.4.2 SEVERE WEATHER

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of severe weather in the cities of Forest Grove and Cornelius. The following are community specific weather issues identified by Steering Committee members:

- There is a high concentration of assisted living facilities which can be adversely affected by severe weather because of their reliance on electricity.
- Because of their location, the communities tend to be lower state snow plow priorities, which has been an issue in past snow storms.
- Both communities are located closer to the mountains on the west side and tend to get more snow than the eastern portion of Washington County.
- Cornelius has a significantly higher concentration of residents with disabilities, as well as approximately 10% of residents living in mobile homes. These populations may be more affected by severe weather because of mobility issues and because of the quality of housing.
- Forest Grove is home to Pacific University, which has significant on campus housing that can be vulnerable during storms.
- Forest Grove's Old Town has many old Oak trees which can become hazards in wind or winter storms.
- Forest Grove has a municipal power and light, while Cornelius has Portland General Electric. This leads to different approaches to emergency response and mitigation in the two cities.

The following are severe weather mitigation measures that have already been implemented:

- The City of Forest Grove has acquired new snow removal equipment.
- Both communities have made strides in undergrounding utilities to further reduce risk.
- Both cities encourage the undergrounding of utility lines to reduce impact to transmission lines during severe weather.

## 1.4.3 EARTHQUAKE

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of earthquakes in the cities of Forest Grove and Cornelius. The Washington County Plan references the USGS National Seismic Hazard Maps produced in 2008, and additional research completed by the Oregon

Department of Geology and Mineral Industries. Both reference the importance of addressing earthquake and liquefaction risk throughout the Portland Metropolitan Area, including Washington County. A subduction zone earthquake, with a magnitude over 8.0, is very likely to affect all of Western Oregon coast at some point in the future.

The following are community-specific earthquake issues identified by Steering Committee members:

- Forest Grove's downtown has many unreinforced masonry buildings. The area is also subject to liquefaction.
- Both communities have several manufacturers that house hazardous materials, which could become secondary hazards during an earthquake.
- Pacific University in Forest Grove has several unreinforced masonry buildings.
- Both communities are concerned about infrastructure damage to major transportation routes and the ability to get goods and services into the communities following an earthquake. Specifically, the Dairy Creek Bridge (on Highway 8) is not seismically retrofitted and needs to be raised to reduce flood risk.
- Forest Grove's City Hall and Police Station as well as Cornelius' Public Safety Building are in need of retrofit.
- Soils in the area may be subject to liquefaction.

The following are earthquake mitigation measures that have already been implemented:

- A seismic study on the Forest Grove Fire Station at 1919 Ash Street was completed in June 2011.
- Cornelius has two bridges that are new and not vulnerable to earthquakes.

#### **1.4.4 LANDSLIDE**

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of landslides in the cities of Forest Grove and Cornelius. The following are community specific landslide issues identified by Steering Committee members:

- In general, the landslide risk in the two communities is less than Washington County as a whole.
- Areas of concern included: Council Creek, Jobs Ditch, Nature's Ridge, and David Hill. Residential development in these areas is vulnerable.

- The Steering Committee discussed issues with geologic analysis triggers in building code that should be evaluated to ensure that new development on slopes is engineered to withstand landslides.

### 1.4.5 WILDFIRE

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of wildfire in the cities of Forest Grove and Cornelius. The following are community specific wildfire issues identified by Steering Committee members:

- David Hill, west of Forest Grove, is near enough to a wildland-urban-interface area to warrant attention.
- Some areas border farmland, and field fires are a possible source of ignition
- Design review process and building codes address fire risk
- Increasing density in both cities leads to the possibility for increased risk of wind-drive structural fires in the community

### 1.4.6 VOLCANIC ERUPTION

The Washington County Natural Hazard Mitigation Action Plan adequately describes the causes and characteristics, hazard history, and impacts of volcanic eruption in the cities of Forest Grove and Cornelius. The Steering Committee's only discussion around volcanic eruption was the impact that ashfall has on vehicles and equipment.

## 1.5 GOALS AND ACTION ITEMS

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The Steering Committee reviewed the local and County risk assessment information, along with vulnerability information presented in the Community Profile. As a result of that review, they agreed to directly incorporate the Goals outlined in the Washington County Plan:

Goal 1: Minimize the loss of life, public and private property damages, and the disruption of essential infrastructure and services from natural hazards.

*Rationale: To support economic resilience.*

Goal 2: Provide documentation for effective implementation and increased success in funding opportunities.

*Rationale: To enhance staff capability and support future grant opportunities.*

Goal 3: Minimize the impact of natural hazards while protecting and restoring the environment.

*Rationale: To support sustainable interactions between human systems and ecosystems.*

The Steering Committee also identified the following mitigation action items. A brief summary of these actions can be found in the action item matrix found following at the end of this section. Detailed action item forms can be found in Appendix A.

- Coordinate with Washington County and ODOT to assess the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seek funding to reinforce or replace as needed (also applies to flooding concerns).
- Assess the seismic and flood risk of the Dairy Creek Bridge.
- Coordinate with Clean Water Services (CWS) to assess the seismic strength of the sewage treatment system and develop improvements accordingly as part of the sewage system's current update efforts.
- Coordinate with local school district(s) to seek funding to assess and seismically retrofit school buildings that are vulnerable to collapse.
- Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse.
- Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and government offices through public education.
- Review the City of Forest Grove's comprehensive plan and development codes for opportunities to more effectively reduce risks to new development.
- Continue compliance with the National Flood Insurance Program (NFIP) through the enforcement of local floodplain ordinances.
- When updated Flood Insurance Rate Maps for the Tualatin River become available, adopt the updated maps.
- Acquire more detailed data on landslide hazards to better understand risk and be able to set more effective thresholds for the requirement of geotechnical reports.
- Coordinate with Clean Water Services, Washington County, rural fire districts, and the Department of Forestry to mitigate wildfire risk outside of city limits.
- Explore opportunities to utilize city park land on the edges of town as wildfire buffers.

- Coordinate with utility providers to educate the public about the role of proper tree pruning and stability in preventing damage during windstorms.
- Maintain regular assessments of the health of trees in Forest Grove's downtown to prevent damage to buildings and utilities from falling trees.
- Continue to educate citizens about ways to weatherize their homes, as well as safe emergency heating equipment.
- Update existing Facilities Master Plan that assesses the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability.
- Encourage citizens to prepare and maintain 72 hour kits.
- Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.
- Assess the seismic vulnerability of the Forest Grove water treatment plant as well as the distribution and transmission systems.
- Coordinate with Pacific University to conduct an assessment of all on-campus trees to determine their stability to aid in preventing damage during severe weather.
- Coordinate with Pacific University to seek funding to assess and seismically retrofit campus buildings that are vulnerable to collapse.
- Coordinate with utility providers to address lack of Broadband redundancy in the community.

The Cities of Forest Grove and Cornelius will utilize the methodology for prioritizing actions laid out in the Washington County NHMAP in section 5: Plan Maintenance and Implementation. As is also indicated in the County plan, the Cities will take steps to ensure that mitigation projects are cost effective.

## **1.6 PLAN IMPLEMENTATION AND MAINTENANCE**

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The Cities of Forest Grove and Cornelius will follow the implementation and maintenance plan outlined in the Washington County Natural Hazard Mitigation Action Plan.

Forest Grove Fire and Rescue has been designated as the convener of the Forest Grove and Cornelius plan addendum, and will represent the cities on the County's Steering Committee at the yearly meetings that are

outlined in Section 5 of the Washington County Natural Hazard Mitigation Action Plan.

The City Councils of the two cities will be responsible for adopting this addendum and future updates of the Washington County Mitigation Plan.

The City of Forest Grove and the City of Cornelius are committed to involving the public directly in the maintenance and update of the mitigation plan, and will follow the on-going public involvement process outlined in the County plan by posting draft documents and updates on City websites, distributing meeting notices and updates to city-based community groups, and assisting with publicizing annual meetings

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Action Item Description	Coordinating Organization	Internal Partners	External Partners	Plan Goals		
				1	2	3
Coordinate with Washington County and ODOT to assess the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seek funding to reinforce or replace as needed (also applies to flooding concerns)	City Engineers		Washington County, ODOT	√		
Assess the seismic and flood risk of the Dairy Creek Bridge	City Engineers		Washington County, ODOT	√		
Coordinate with Clean Water Services (CWS) to assess the seismic strength of the sewage treatment system and develop improvements accordingly as part of the sewage system's current update effort.	City Engineers		Clean Water Services	√		√
Coordinate with local school district(s) to seek funding to assess and seismically retrofit school buildings that are vulnerable to collapse	Community Development		FEMA, OEM, DOGAMI, School Districts	√		
Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse	Community Development		FEMA, OEM, DOGAMI, Hospitals	√	√	
Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and government offices through public education	Fire	Community Development		√		
Review the City of Forest Grove's comprehensive plan and development codes for opportunities to more effectively reduce risks to new development	Forest Grove Community Development			√		√
Continue compliance with the National Flood Insurance Program (NFIP) through the enforcement of local floodplain ordinance.	Community Development	Engineering		√	√	√
When updated Flood Insurance Rate Maps for the Tualitan River become available, adopt the updated maps.	Community Development		CWS, FEMA	√	√	√
Acquire more detailed data on landslide hazards to better understand risk and be able to set more effective thresholds for the requirement of geotechnical reports.	Community Development	Engineering	Washington County, DOGAMI	√		
Coordinate with Clean Water Services (CWS), Washington County, rural fire districts, and the Department of Forestry to mitigate wildfire risk outside of city limits.	Fire		CWS, Washington County, ODF, METRO, and rural fire districts	√		√
Explore opportunities to utilize city park land on the edges of town as wildfire buffers.	Fire	Parks	CWS, Washington County, ODF, METRO	√		√
Coordinate with utility providers to educate the public about the role of proper tree pruning and stability in preventing damage during windstorms.	Community Development	Forestry Commission		√		√
Maintain regular assessments of the health of trees in Forest Grove's downtown to prevent damage to buildings and utilities from falling trees.	Community Development / Parks	Forestry Commission		√		√
Continue to educate citizens about ways to weatherize their homes, as well as safe emergency heating equipment.	Fire & Forest Grove Power & Light	Community Development	Utility Providers	√		

Action Item Description	Coordinating Organization	Internal Partners	External Partners	Plan Goals		
				1	2	3
Update existing Facilities Master Plans that assess the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability.	FG: Administrative Services, C: Development Operations			√	√	
Encourage citizens to prepare and maintain 72 hour kits.	Fire			√		
Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.	Chamber of Commerce	Fire		√		
Assess the seismic vulnerability of Forest Grove's Water treatment plant as well as the distribution and transmission system.	Engineering			√		
Coordinate with Pacific University to conduct an assessment of all on-campus trees to determine their stability to aid in preventing damage during severe weather.	Community Development		Pacific University Landscape Services	√		
Coordinate with Pacific University to seek funding to assess and seismically retrofit campus buildings that are vulnerable to collapse.	Community Development		Pacific University, OICA, DOE, OEM	√		
Coordinate with utility providers to address lack of Broadband redundancy in the community.	Forest Grove IT		Utility Providers, Broadband Users Group (BUG) and Metropolitan Area Communications Commission, and Comcast	√		

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<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Washington County and ODOT to assess the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seek funding to reinforce or replace as needed (also applies to flooding concerns).		1	
<b>Rationale for Proposed Action Item:</b>			
<p>The Steering Committee identified the fact that several bridges have either earthquake or flood risk and when impacted, isolate large portions of the community and limiting access to emergency services and basic supplies. Coordinating efforts with Washington County and ODOT to assess the seismic stability of the bridges and seeking funding to reinforce or replace as needed will provide more reliable access and provide continuous service in both communities.</p> <p>Connection to the City of Forest Grove's Action Plan – Transportation Objective 1 to provide a balanced transportation system.</p> <p>Connection to the City of Cornelius' Transportation Plan Goals.</p>			
<b>Ideas for Implementation:</b>			
<p>Work with Washington County and ODOT to conduct seismic assessment of bridges leading into and out of Forest Grove and Cornelius. Prioritize any actions that need to be taken to address any seismic concerns and coordinate with Washington County, ODOT, and the OEM seismic grants coordinator to find appropriate funding sources.</p> <p>Bridges to be considered: B Street Bridge at Gales Creek, Susbauer Bridge at Dairy Creek, and Fern Hill Road Bridge across the Tualatin River.</p>			
<b>Coordinating Organization:</b>		City Engineers	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Washington County, ODOT	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Assess the seismic and flood risk of the Dairy Creek Bridge		1	
<b>Rationale for Proposed Action Item:</b>			
<p>The Steering Committee identified that Dairy Creek Bridge is a vital transportation connection in and out of the communities and that it is likely vulnerable to both earthquakes and flooding.</p> <p>Connection to the City of Forest Grove's Action Plan – Transportation Objective 1 to provide a balanced transportation system.</p> <p>Connection to the City of Cornelius' Transportation Plan Goals.</p>			
<b>Ideas for Implementation:</b>			
<p>Work with Washington County and ODOT to conduct seismic and flooding assessment of the bridge. Prioritize any actions that need to be taken to address any seismic and flood concerns and coordinate with Washington County, ODOT, and the OEM seismic grants coordinator to find appropriate funding sources.</p>			
<b>Coordinating Organization:</b>		City Engineers	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Washington County, ODOT	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Clean Water Services (CWS) to assess the seismic strength of the sewage treatment system and develop improvements accordingly as part of the sewage system's current update efforts.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee identified that the sewage treatment plant could be vulnerable to seismic activity. If damaged, the treatment plant could release raw sewage into neighboring streams.			
Connection to the City of Forest Grove's Action Plan – Public Safety & Municipal Services Objective 1 to continue to deliver services.			
<b>Ideas for Implementation:</b>			
Include a seismic assessment of the sewage treatment plant.			
Contract with an engineer to assess and produce a report for the sewage treatment plant.			
Seek funding from FEMA to develop seismic improvements of the sewage treatment plant, if needed.			
<b>Coordinating Organization:</b>		City Engineers	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Clean Water Services	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with local school district(s) to seek funding to assess and seismically retrofit school buildings that are vulnerable to collapse.		1	
<b>Rationale for Proposed Action Item:</b>			
<p>In 2007, the Department of Geology and Mineral Industries (DOGAMI) conducted a seismic needs assessment for public school buildings, acute inpatient care facilities, fire stations, police stations, sheriffs' offices, and other law enforcement agency buildings.<sup>1</sup> Buildings were ranked for the "probability of collapse" due to the maximum possible earthquake for any given area. Within the cities of Forest Grove and Cornelius, the following buildings were given a "high" or "very high" probability of collapse rating:</p> <ul style="list-style-type: none"> <li>• Cornelius Elementary: <i>high</i> (&gt; 10%)</li> <li>• Echo Shadow Elementary: <i>high</i> (&gt; 10%)</li> <li>• Forest Grove High School: <i>high</i> (&gt; 10%)</li> <li>• Harvey Clarke Elementary: <i>high</i> (&gt;10%)</li> <li>• Neil Armstrong Elementary: <i>high</i> (&gt;10%)</li> <li>• Tom McCall Upper Elementary: <i>high</i> (&gt;10%)</li> </ul> <p>Assessing the "probability of collapse" for these school buildings and conducting seismic retrofits will reduce the vulnerability of these buildings by preventing damage to life and property.</p> <p>Committee members also indicated that the School District's Administrative offices may also be vulnerable.</p> <p>Connection to the City of Forest Grove's Action Plan – People and Community Building Objective 1 to develop strong community partnerships to support education.</p>			
<b>Ideas for Implementation:</b>			
<p>Further assess those buildings rated at a "high" risk of collapse. Prioritize any actions that need to be taken to address any seismic concerns and coordinate with school district(s) and OEM seismic grants coordinator to find appropriate funding sources.</p> <p>Publicize and improve awareness of the earthquake risk using existing education and outreach efforts.</p> <p>Use FEMA's procedures document for developing scopes of work for seismic structural and non-structural retrofit projects.</p> <p>Identify opportunities to pair mitigation with energy retrofit dollars.</p> <p>Coordinate with the private Community School to identify alternative locations that are not unreinforced masonry.</p>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		FEMA, OEM, DOGAMI, School District	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<sup>1</sup> McConnell, Vicki S. Department of Geology and Mineral Industries. *Statewide Seismic Needs Assessment: Implementation of Oregon 2005 Senate Bill 2 Relating to Public Safety, Earthquakes, and Seismic Rehabilitation of Public Buildings.* 2007. <http://www.oregongeology.com/sub/projects/rvs/OFR-O07-02-SNAA-on-screen.pdf>.

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse.		1, 2	
<b>Rationale for Proposed Action Item:</b>			
<p>In 2007, the Department of Geology and Mineral Industries (DOGAMI) conducted a seismic needs assessment for public school buildings, acute inpatient care facilities, fire stations, police stations, sheriffs' offices, and other law enforcement agency buildings.<sup>2</sup> Buildings were ranked for the "probability of collapse" due to the maximum possible earthquake for any given area. Within the cities of Forest Grove and Cornelius, the following buildings were assessed:</p> <ul style="list-style-type: none"> <li>• Forest Grove Fire &amp; Rescue: <i>low</i> (&lt; 1%)</li> <li>• Tuality Community Hospital – Forest Grove: <i>low</i> (&lt; 1%)</li> <li>• Forest Grove Police: <i>medium</i> (&gt; 1%)</li> <li>• Cornelius Fire: <i>low</i> (&lt; 1%)</li> <li>• Cornelius Police: <i>low</i> (&lt; 1%)</li> </ul> <p>Assessing the "probability of collapse" for these buildings and conducting seismic retrofits will reduce the vulnerability of these buildings by preventing damage to life and property and ensuring continuous operations capacity for critical facilities.</p> <p>Connection to the City of Forest Grove's Action Plan – Public Safety and Municipal Services Objectives 1-4.</p>			
<b>Ideas for Implementation:</b>			
<p>Further assess these critical facility buildings. Prioritize any actions that need to be taken to address any seismic concerns and coordinate with OEM seismic grants coordinator to find appropriate funding sources.</p> <p>Use FEMA's procedures document for developing scopes of work for seismic structural and non-structural retrofit projects.</p>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		FEMA, OEM, DOGAMI, Hospitals	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<sup>2</sup> McConnell, Vicki S. Department of Geology and Mineral Industries. *Statewide Seismic Needs Assessment: Implementation of Oregon 2005 Senate Bill 2 Relating to Public Safety, Earthquakes, and Seismic Rehabilitation of Public Buildings.* 2007. <http://www.oregongeology.com/sub/projects/rvs/OFR-007-02-SNAA-onscreen.pdf>.

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and government offices through public education		1	
<b>Rationale for Proposed Action Item:</b>			
<p>Seismic hazards pose a real and serious threat to many communities in Oregon, requiring local governments, planners, and engineers to consider their community's safety. Earthquake damage occurs because we have built structures that cannot withstand severe shaking. Buildings, ports, and lifelines (highways, telephone lines, gas, water, etc.) suffer damage in earthquakes. Damage and loss of life can be very severe if structures are not designed to withstand shaking, are on ground that amplifies shaking, or ground which liquefies due to shaking.<sup>3</sup></p> <p>Nonstructural retrofits protect building contents with little cost and effort. Examples of retrofits include:</p> <ul style="list-style-type: none"> <li>• Securing water heaters, large appliances, bookcases, pictures and bulletin boards;</li> <li>• Latching cabinet doors; and</li> <li>• Using safety film on windows.</li> </ul>			
<b>Ideas for Implementation:</b>			
<p>Develop informational brochures about individual mitigation opportunities and post on the city's website, include in the water bill, and make available on the front counters at the police, public works, and community development departments. Include recommendations regarding non-structural retrofits in these brochures. Use the following modes of communication or events to educate the public: Quarterly Newsletter, Website, Flyers, National Night Out, Safety Fair</p> <p>CERT can also assist in promoting this type of outreach</p> <p>Distribute a "Homeowner's Guide to Non-Structural Retrofit" (or something similar) found here:  <a href="http://www.seattle.gov/DPD/cms/groups/pan/@pan/@emergprep/documents/web_informational/dpds_005877.pdf">http://www.seattle.gov/DPD/cms/groups/pan/@pan/@emergprep/documents/web_informational/dpds_005877.pdf</a></p>			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Community Development			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
Short Term (0-2 years)	Long Term (2-4 or more years)		
	Ongoing		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<sup>3</sup> State of Oregon Enhanced Natural Hazards Mitigation Plan, Earthquake Chapter.

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Review the City of Forest Grove's comprehensive plan and development codes for opportunities to more effectively reduce risks to new development.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
<p>The city's Comprehensive Plans provided the legal framework and long-term vision for implementing plans and land use regulations, this is one of the best places to implement mitigation because risks can be eliminated before development occurs.</p> <p>Statewide Planning Goal 2 (Land Use Planning) requires local governments to create comprehensive plans that "shall include identification of issues and problems, inventories, and other factual information for each applicable statewide planning goal..." Furthermore, Goal 7 of Oregon's Land Use Planning Goals requires that local governments "shall adopt comprehensive plans (inventories, policies, and implementing measures) to reduce risk to people and property from natural hazards."</p>			
<b>Ideas for Implementation:</b>			
<p>Incorporate new hazard information in the Comprehensive Plan's Periodic Review process.</p> <p>Review latest vulnerability assessment information and policies that address hazards. Information can be obtained from the risk assessment portion of the Washington County Natural Hazard Mitigation Action Plan and other state agencies.</p>			
<b>Coordinating Organization:</b>		Forest Grove Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Continue compliance with the National Flood Insurance Program (NFIP) through the enforcement of local floodplain ordinances		1, 2, 3	
<b>Rationale for Proposed Action Item:</b>			
The National Flood Insurance Program provides communities with federally backed flood insurance to homeowners, renters, and business owners, provided that communities develop and enforce adequate floodplain management ordinances. The benefits of adopting NFIP standards for communities are a reduced level of flood damage in the community and stronger buildings that can withstand floods. According to the NFIP, buildings constructed in compliance with NFIP building standards suffer approximately 80 percent less damage annually than those not built in compliance.			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>Actively participate with DLCD and FEMA during Community Assistance Visits. The Community Assisted Visit (CAV) is a scheduled visit to a community participating in the NFIP for the purpose of 1) conducting a comprehensive assessment of the community's floodplain management program; 2) assisting the community and its staff in understanding the NFIP and its requirements; and 3) assisting the community in implementing effective flood loss reduction measures when program deficiencies or violations are discovered.</li> <li>Conduct an assessment of the cities' floodplain ordinances to ensure they reflect current flood hazards.</li> <li>Coordinate with the county to ensure that floodplain ordinances and NFIP regulations are maintained and enforced. Continue to assess the need for updated ordinances.</li> <li>Mitigate areas that are prone to flooding and/or have the potential to flood.</li> </ul>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Engineering			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
When updated Flood Insurance Rate Maps for the Tualatin River become available, adopt the updated maps.		1, 2, 3	
<b>Rationale for Proposed Action Item:</b>			
The city of Forest Grove and Cornelius has Flood Mitigation Rate Maps current as of 1982. Clean Water Services has been working with FEMA to update the maps for the Tualatin River. These maps are currently in draft form.			
<b>Ideas for Implementation:</b>			
When the final maps become available, the Cities will adopt the new map using their existing protocols for adopting this type of map.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		CWS, FEMA	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Acquire more detailed data on landslide hazards to better understand risk and be able to set more effective thresholds for the requirement of geotechnical reports.		I	
<b>Rationale for Proposed Action Item:</b>			
Current landslide data is not effective in identifying landslide risk. More detailed data would allow for refining geotechnical report requirements in the development code. Having this data will allow the Cities to more effectively limit future development in landslide prone areas.			
<b>Ideas for Implementation:</b>			
Consult with Department of Geology and Mineral Industries on availability of new data. Seek funding for a study if the necessary data is not available. Review existing requirements in the development code based on newly acquired data. Update development code based on new data.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Engineering		Washington County, DOGAMI	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<b>Short Term</b> (0-2 years)	<b>Long Term</b> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Clean Water Services, Washington County, rural fire districts, and the Department of Forestry to mitigate wildfire risk outside of city limits.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee also expressed concern that wildfires beginning in Washington County on the urban fringe could easily spread to the city. Working together with the County may result in the identification of wildfire mitigation efforts that will reduce the chance of fires spreading from the County into one or both of the cities.			
<b>Ideas for Implementation:</b>			
Coordinate efforts with the Washington County Community Wildfire Protection Plan Steering Committee and Washington County Emergency Management.			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		CWS, Washington County, ODF, METRO, rural fire districts	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Explore opportunities to utilize city park land on the edges of town as wildfire buffers.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee also expressed concern that wildfires beginning in Washington County on the urban fringe could easily spread to the city. There may be opportunities to use existing park land on the city's fringe as a wildfire buffer.			
<b>Ideas for Implementation:</b>			
Review vegetative requirements of CWS and METRO to ensure that wildfire mitigation efforts are not in direct conflict with existing requirements.			
Evaluate city codes to determine opportunities for wildfire mitigation.			
Identify mitigation alternatives for those park lands.			
Seek funding to implement the optimal mitigation alternative.			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Parks		CWS, Washington County, ODF, METRO	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with utility providers to educate the public about the role of proper tree pruning and stability in preventing damage during windstorms.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
<p>High winds can topple trees and break limbs which in turn can result in power outages and disrupt telephone, computer, and TV and radio service, and compromise the functioning of the communities' utilities such as the wastewater and water treatment plants. While the Public Works and utility companies manage trees in public areas, private property owners are responsible for trees on their property. Educating property owners about how to properly prune their trees to prevent power outages and damage to their property can help reduce impacts of windstorm events.</p> <p>Forest Grove and Cornelius have experienced severe wind storm events in the past and is vulnerable to windstorm events.</p> <p>Connection to the City of Forest Grove's Action Plan – Public Safety and Municipal Services Objectives 1 and 2.</p>			
<b>Ideas for Implementation:</b>			
<p>Review regulations and standards for easement and right of way maintenance, and provide training to foresters and logging crews.</p> <p>Educate homeowners in pruning of vegetation, tree care safety, and proper tree care for trees bordering utility corridors and public rights of way via Safety Fair, Website, or Quarterly Newsletter.</p> <p>Coordinate with arboricultural groups, public agencies, and utilities to promote proper tree pruning and care practices that can reduce the risk of tree failure and property damage. Common messages refined by state level entities such as the Oregon Department of Forestry (ODF) and OSU Extension can help provide continuity and efficiency across the state.</p>			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Forestry Commission			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Maintain regular assessments of the health of trees in Forest Grove's downtown to prevent damage to buildings and utilities from falling trees.		1, 3	
<b>Rationale for Proposed Action Item:</b>			
The Steering Committee indicated that downtown Forest Grove has many trees that could damage businesses and utilities Regularly assessing the health of trees will prevent damage to buildings and utilities from falling trees.			
<b>Ideas for Implementation:</b>			
Contact Washington County's certified Arborist to see if they would be willing to perform this service.			
Develop a list of agencies, organizations, etc., who would be able to provide assistance in assessing tree health on their property.			
<b>Coordinating Organization:</b>		Community Development/Parks	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Forestry Commission			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Continue to educate citizens about ways to weatherize their homes, as well as safe emergency heating equipment		I	
<b>Rationale for Proposed Action Item:</b>			
<p>Severe winter storms can bring extreme cold, snow, and ice, causing power outages and breaks in un-insulated water lines. Power outages can lead to heat loss, potentially harming citizens. Educating citizens about ways to weatherize their homes, as well as safe emergency heating equipment, can reduce the effects of extreme cold and inform residents of how to properly heat their homes in the event of a power outage.</p> <p>Cornelius has a higher than average percentage of residents with disabilities, many of whom are especially vulnerable to power outages and lack backup sources of heat and water. Educating these citizens about ways to weatherize their homes and safe emergency heating equipment they can use will reduce the vulnerability of these populations.</p>			
<b>Ideas for Implementation:</b>			
<ul style="list-style-type: none"> <li>• Use energy audits, cash rebates, and tax credits to help homeowners weatherize their homes.</li> <li>• Coordinate efforts with home improvement businesses to educate citizens about weatherizing homes and providing safe emergency heating equipment.</li> <li>• Coordinate education efforts with Portland General Electric to education citizens about weatherization.</li> <li>• Coordinate with the local Fire Districts to develop a list of emergency heating information.</li> <li>• Advertize weatherization tax credits to serve as an incentive for people to weatherize their homes and reduce their heating bills.</li> <li>• Brochures can be provided at Community Development counters</li> </ul>			
<b>Coordinating Organization:</b>		Fire & FG Power and Light	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Community Development		Utility Providers	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<b>Short Term</b> (0-2 years)	<b>Long Term</b> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Update existing Facilities Master Plan that assesses the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability.		1, 2	
<b>Rationale for Proposed Action Item:</b>			
Facility master plans assess current city facilities and city-wide facility needs and provide recommendations for further improvements. Currently the cities of Forest Grove and Cornelius do not have a Facilities Master Plan that provides an overall assessment of city-owned facilities. Creating a plan that assesses the need for new or updated facilities, and incorporates natural hazard vulnerabilities and mitigation measures for reducing vulnerability, will improve city services and reduce the city's overall vulnerability to natural hazard events. In addition, buildings and facilities in hazard areas may be eligible for Pre-Disaster Mitigation funding.			
<b>Ideas for Implementation:</b>			
Coordinate development of the Facilities Master Plan with information found in this mitigation plan annex.			
In the facilities plan, identify the number of buildings and facilities in specific hazard areas, the potential dollar losses to the facilities, and the methodology used to develop the estimates. This will meet the requirements of the Disaster Mitigation Act of 2000.			
Seek funding for retrofitting buildings and infrastructure in hazard areas to reduce vulnerability			
<b>Coordinating Organization:</b>		FG: Administrative Services & C: Development Operations	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Encourage citizens to prepare and maintain 72 hour kits.		1	
<b>Rationale for Proposed Action Item:</b>			
<p>The Cities of Forest Grove and Cornelius are vulnerable to a number of natural hazards that could disrupt services. In a major disaster, utilities transportation networks, and businesses could be disrupted, and it may take days until vital services are restored. Preparing a 72 hour kit can help community members survive on their own without relying too heavily on emergency services.</p>			
<b>Ideas for Implementation:</b>			
<p>Provide educational material and examples of how to assemble 72 hour kits to residents of the city and employees. Outreach and awareness campaigns need to be carefully organized and developed to ensure that residents receive critical information. Distribute information through the city's newsletter. Alternatively, post information about 72 hour kits on the city's website.</p> <p>During National Emergency Preparedness Month or National Night Out, use first responders and community members to host educational presentations to groups within the community to encourage individuals to put together their own kit.</p> <p>Materials must be made available in multiple languages.</p> <p>Resources like <a href="http://www.preparedness.gov">www.preparedness.gov</a> or <a href="http://www.72hours.org">www.72hours.org</a> can provide content needs for 72 hour kits.</p>			
<b>Coordinating Organization:</b>		Fire	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.		I	
<b>Rationale for Proposed Action Item:</b>			
<p>The City of Forest Grove downtown corridor is a major business and tourist center for the City. Loss of this area would be devastating to the Forest Grove economy. The buildings are at extreme risk due to their age and the potential for an earthquake in the area. Most are unreinforced masonry buildings. Evaluating these buildings would give the city a better understanding of the mitigation necessary.</p> <p>Connection to the City of Forest Grove's Action Plan – Historic Preservation Objective 1 to preserve, protect, and enhance historic assets; Economic Development Objectives 1-3.</p> <p>Connection to City of Forest Grove's Comprehensive Plan – Chapter V Economy local goals.</p> <p>Assist in implementing the initiatives and goals of the Forest Grove Economic Development Commission Strategic Plan.</p>			
<b>Ideas for Implementation:</b>			
<p>Determine what resources are available to help assess the risk and what grant and loan opportunities are available to businesses owners to help mitigate.</p> <p>Encourage business owners to have a recovery plan and provide examples of what a plan looks like through the Chamber of Commerce.</p> <p>Bring in a business continuity specialist to speak to Chamber members.</p>			
<b>Coordinating Organization:</b>		Chamber of Commerce	
<b>Internal Partners:</b>		<b>External Partners:</b>	
Fire			
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Assess the seismic vulnerability of the Forest Grove water treatment plant as well as the distribution and transmission systems.		1	
<b>Rationale for Proposed Action Item:</b>			
Water is critical for public drinking. Water is necessary for fire fighting. Water is necessary for sanitation. This plant serves both Forest Grove and Cornelius.			
Connection to the City of Forest Grove's Action Plan – Public Safety and Municipal Services Objective 1. Connection to City of Forest Grove's Comprehensive Plan – Chapter XII Public Facilities and Services			
<b>Ideas for Implementation:</b>			
Conduct a seismic evaluation of the Forest Grove Water Treatment Plant			
<b>Coordinating Organization:</b>		Engineering	
<b>Internal Partners:</b>		<b>External Partners:</b>	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Pacific University to conduct an assessment of all on-campus trees to determine their stability to aid in preventing damage during severe weather.		1	
<b>Rationale for Proposed Action Item:</b>			
<p>High winds can topple trees and break limbs which in turn can result in power outages and disrupt telephone, computer, and TV and radio service. Personal injury to community members is also a potential. While the Public Works and utility companies manage trees in public areas, private property owners are responsible for trees on their property. Conducting a proper assessment and performing proper pruning/care, can help reduce impacts of windstorm events.</p> <p>The campus has experienced severe wind storm events in the past and is vulnerable to windstorm events.</p>			
<b>Ideas for Implementation:</b>			
Coordinate with university facilities staff and their landscape contractor to conduct the assessment and develop a plan for proper pruning, care and maintenance, especially as it relates to utility service on campus.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Pacific University Landscape Services	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with Pacific University to seek funding to assess and seismically retrofit campus buildings that are vulnerable to collapse.		I	
<b>Rationale for Proposed Action Item:</b>			
Pacific University has many buildings on their Forest Grove campus that are of significant age. There has been no formal analysis conducted on any of these buildings to determine their seismic stability. A significant at-risk population exists on campus. An analysis needs to be completed to support planning and funding for future seismic retrofits to reduce the potential for collapse and the risk to population.			
<b>Ideas for Implementation:</b>			
Work with Oregon Independent College Association (OICA), Department of Education (DOE), Oregon Emergency Management (OEM) and other partners to determine funding sources.			
Prioritize any actions that need to be taken to address any seismic concerns and coordinate with the university and other partners (OEM, etc) to develop funding and action plans.			
Use FEMA's procedures document for developing scopes of work for seismic structural and non-structural retrofit projects.			
<b>Coordinating Organization:</b>		Community Development	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Pacific University, OICA, DOE, OEM	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

<b>Proposed Action Item:</b>		<b>Alignment with Plan Goals:</b>	
Coordinate with utility providers to address lack of Broadband redundancy in the community.		I	
<b>Rationale for Proposed Action Item:</b>			
Currently, there is no redundancy to the broadband network in the Cities of Forest Grove and Cornelius.			
<b>Ideas for Implementation:</b>			
Work with utility providers to identify alternatives to add redundancy to the existing broadband system.  Identify potential funding sources for the redundancy systems.			
<b>Coordinating Organization:</b>		Forest Grove IT	
<b>Internal Partners:</b>		<b>External Partners:</b>	
		Utility Providers, Broadband Users Group (BUG) and Metropolitan Area Communications Commission, and Comcast	
<b>Timeline:</b>		<b>If available, estimated cost:</b>	
<u>Short Term</u> (0-2 years)	<u>Long Term</u> (2-4 or more years)		
<b>Form Submitted by:</b>			
Action Item Status: New Action (2011)			

# Forest Grove & Cornelius NHMP Survey

The cities of Forest Grove and Cornelius conducted an online survey to provide an opportunity for residents and others to participate in the development of an addendum to the Washington County Natural Hazard Mitigation Plan (NHMP). The survey identified key themes in the Washington County NHMP and allowed participants to prioritize issues that each city may face during the occurrence of a catastrophic event.

Results were used to inform the development of the joint Forest Grove and Cornelius NHMP addendum. In particular, results were incorporated into the process of developing and prioritizing action items. This appendix provides the detailed results of the online survey.

## B.1 RESPONDENT PROFILE

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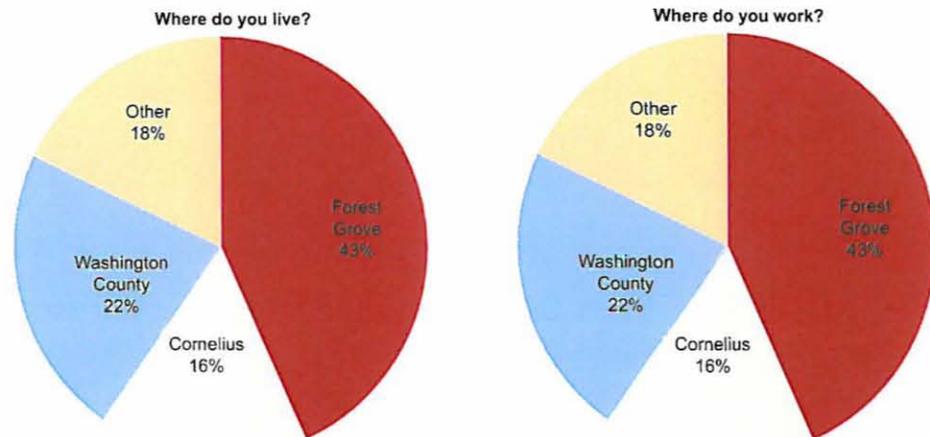
This section describes the survey respondents in terms of their interaction with the city, their residence and place of work, and their prior knowledge of the Washington County NHMP and subsequent City Plan. The survey was distributed via email list serves, utility mailers, and direct advertising at service club meetings (Kiwanis, Rotary, etc.). A total of 216 respondents completed the online survey.

### B.1.1 LIVE/WORK

Figure A-1 describes the distribution of where respondents live and work. Sixty-two percent (135 responses) of the total 216 respondents provided information about where they live and work. Residents of Forest Grove represented 43% of responses. Cornelius residents accounted for 16% of responses and residents of the surrounding Washington County area represented 22%. The remaining 18% lives outside of Washington County, and most likely represents the portion of Forest Grove and Cornelius's workforce that commutes from outside the city.

Similar patterns can be found in the commute patterns of respondents. Of the 133 responses, 47% worked in Forest Grove, 25% worked in Cornelius, and 13% in the surrounding Washington County. The remaining respondents work outside of the two cities.

**Figure B-1. Live and work locations for respondents**



When asked how they were involved with the cities of Cornelius and Forest Grove, over 50% responded that they were active volunteers in the community. Fifty percent of respondents identified themselves as city employees, 37% were a citizen/resident of one of the cities, and 12% were involved with a civic organization.

Seventy percent of respondents did not know about the county Natural Hazard Mitigation Plan prior to participating in the survey.

## **B.2 IMPACT ASSESSMENT**

This section describes the survey responses to prioritizing the direction City agencies, organizations, and citizens can take to reduce risk from natural hazards.

### **B.2.1 ADOPTED COUNTY GOALS**

The Steering Committees guiding the development of the Forest Grove and Cornelius NHMP are likely to adopt three County goals to assure solid alignment. Considering the characteristics of their community, respondents were asked to identify which goals were highest priority to their community.

Figure A-2 shows the results of the survey respondents' prioritization of the three goals. Ninety-seven percent of respondents placed the minimization of loss of life, public and private property damages and the disruption of essential infrastructure and services from natural hazards as the highest priority.

**Figure B-2. NHMP goals prioritized by respondents**

	Highest Priority		Lowest Priority
GOAL: Minimize loss of life, public and private property damages and the disruption of essential infrastructure and services from natural hazards.	97%	3%	0%
GOAL: Minimize the impact of natural hazards while protecting and restoring the environment.	1%	20%	79%
GOAL: Provide documentation for effective implementation and increased success in funding opportunities.	3%	76%	20%

## B.2.2 VULNERABILITY AND RISK REDUCTION

A series of questions focused on the priority certain community resources should be given in the event of a natural disaster. Four different disaster scenarios were listed, with a request to rate community resources on which should be given highest or lowest priority for risk reduction projects. Figure A-3 through A-6 provide detail on what resources proved to be most important to survey respondents, along with the perceived vulnerability of these resources to a natural disaster.

**Figure B-3. Community resources identified as most vulnerable to impacts from an earthquake, and prioritized for risk reduction projects**

	Very vulnerable		Not Vulnerable		(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	51%	34%	10%	3%	2%	2.68
Environment	26%	39%	28%	5%	2%	3.63
Infrastructure / Critical Facilities	67%	26%	3%	1%	3%	1.76
Population	53%	33%	11%	1%	2%	1.91
Cultural and Historic Assets	33%	29%	21%	9%	9%	3.97
Land Use and Development	14%	33%	35%	11%	7%	4.20

**Figure B-4. Community resources identified as most vulnerable to impacts from a landslide, and prioritized for risk reduction projects**

	Very vulnerable		Not Vulnerable		(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	7%	25%	40%	24%	4%	2.91
Environment	18%	20%	38%	21%	3%	3.06
Infrastructure / Critical Facilities	14%	24%	34%	25%	4%	2.43
Population	13%	20%	44%	20%	3%	2.43
Cultural and Historic Assets	6%	10%	36%	40%	9%	4.34
Land Use and Development	5%	24%	39%	27%	5%	3.93

**Figure B-5. Community resources identified as most vulnerable to impacts from a severe weather event, and prioritized for risk reduction projects**

	Very vulnerable		Not Vulnerable		(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	22%	42%	33%	1%	3%	2.70
Environment	17%	38%	32%	10%	3%	3.45
Infrastructure / Critical Facilities	31%	38%	27%	2%	3%	2.18
Population	32%	40%	23%	2%	3%	1.91
Cultural and Historic Assets	5%	32%	39%	16%	9%	4.09
Land Use and Development	9%	33%	38%	14%	6%	4.09

**Figure B-6. Community resources identified as most vulnerable to impacts from a wildfire, and prioritized for risk reduction projects**

	Very vulnerable		Not Vulnerable		(Don't know)	Priority for risk reduction projects, Average Response (1 highest priority and 5 lowest priority)
Economy	22%	39%	29%	8%	3%	2.95
Environment	42%	31%	19%	5%	3%	2.50
Infrastructure / Critical Facilities	23%	28%	35%	10%	4%	2.65
Population	30%	26%	36%	5%	3%	2.15
Cultural and Historic Assets	14%	24%	39%	16%	7%	4.01
Land Use and Development	21%	32%	30%	10%	6%	3.74

DRAFT

DRAFT

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**June 3, 2011**

ECO Project #: 20300

**TO: Forest Grove / Cornelius Natural Hazard Mitigation Plan Steering Committee**  
**FROM: Lorelei Juntunen and Krista Dillon**  
**SUBJECT: MATERIALS AND PREPARATION FOR JUNE 22 MEETING; NOTES OF MAY 18 MEETING**

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## **NOTES FROM MAY 18 MEETING**

### **Agenda item #1: Welcome and introduction**

The following steering committee representatives attended the meeting:

- Dave Waffle, City of Cornelius
- Paul Rubenstein, Cornelius Police Department
- Kerry Aleshire, City of Forest Grove
- Cleo Howell, Forest Grove Rural Fire
- Robert Mills, Public Safety Advisory Committee
- Amber Mathiesen, City of Cornelius
- Richard Matzke, Forest Grove Light and Power

### **Agenda item #2 and 3: Mitigation planning overview; City Addendum Requirements**

Krista Dillon from the ECONorthwest team presented an overview of mitigation plans within the context of the Disaster Mitigation Act of 2000. She highlighted the benefits of the planning and approval process, including access to new funding sources that are not otherwise available to communities. She also described the requirements for plans to be locally adopted and approved by the Federal Emergency Management Agency (FEMA).

The group discussed the possibility of combining the Forest Grove and Cornelius mitigation plans into one document. Krista confirmed that there is precedent for joint plans being adopted, but emphasized that each community must show they it

participated in the process and developed its own action items. **The steering committee decided to complete a joint plan, that would identify risk reduction activities in both communities.**

#### **Agenda item #4: Washington County Risk Assessment and Local Risk Discussion**

Lorelei Juntunen from ECONorthwest provided an overview of the Washington County Risk Assessment, and facilitated a discussion to identify places where the risk is greater in Forest Grove and / or Cornelius than it is in the County. Action items should be developed to address this differential risk. Following are more specific results of that discussion:

##### **Earthquake:**

- In general, the risk from earthquakes is about the same in Forest Grove as it is in the County, but there are areas where risk reduction activities should be considered:
  - Downtown Forest Grove is a critical economic center for the area, and has a lot of vulnerable unreinforced masonry.
  - The Committee should find ways to address the failure of dams. Data may be available to support that.
  - The law enforcement building and the fire station in Forest Grove needs to be retrofitted.
  - Several major employers in both cities have hazardous materials stored on site
  - Some buildings at Pacific University need to be retrofitted
  - A detailed evaluation of the reservoir's ability to withstand an earthquake will be available in the next fiscal year, and should be referenced in the next plan update process
  - Bridges should be evaluated for seismic safety

##### **Wildfire:**

- In general, wildfire risk is greater in the County than in these two urban areas. However, Forest Gale Heights, west of Forest Grove, is near enough to a wildland-urban-interface area to warrant attention:
  - Some areas border farmland, and field fires are a possible source of ignition
  - Design review process and building codes address fire risk

- Increasing density in both cities leads to the possibility for increased risk of wind-drive structural fires in the community

#### **Landslides:**

- The Steering Committee felt that the risk was greater than County risk in only a few places:
  - Council Creek area north of Cornelius may have greater risk
  - Forest Gale Heights and Nature Ridge may also have increased risk
- Confirm: Do building codes require engineering for construction on steep slopes?

#### **Volcano:**

- The Steering Committee did not feel that risk in the two cities is greater than risk in the County.

#### **Flood:**

- In the 1996 flood, the communities were isolated due to flooding on major access points (Highway 47, Highway 8; specifically: Dairy Creek Bridge) that are outside of city limits. These facilities are ODOT controlled.
- Should consider dam inundation
- Sewage treatment facility is in the floodplain
- Flooding at Hagg Lake could be an issue

#### **Severe Weather:**

- Forest Grove and Cornelius sometimes receive greater volumes of snow than other parts of the County. They have snow removal equipment for use inside the city limits, but ODOT does not always prioritize removal at major access points outside the cities. This can result in isolation
- Have vulnerable populations: people in assisted living facilities; Pacific University students; people in poverty; people who do not speak English

#### **Past mitigation successes:**

- Cornelius: Floodplain management in the Lindalane subdivision; bridge replacements on Council Creek

- Forest Grove: Has active CERT program with community outreach; Partnerships with Hillsboro; Has new snow removal equipment; Pacific University has recently begun retrofitting some of its buildings; undergrounding utilities to reduce outage due to severe weather events
- Both cities: ongoing enforcement of building codes, weed and fire codes; participation in the Community Rating System (CRS); ISO ratings of 4; Partnered with Walmart to reduce flood risk and manage stormwater on and near their property; Cooperate with Metro for floodplain / open space acquisition

**Agenda item #5: Outreach strategies**

The group discussed FEMA's requirements for outreach to community members, and decided to distribute an on-line survey to gather input. They will also post the draft plan on-line for public comment. They are considering outreach directly to social service providers that work with vulnerable populations.

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**June 24, 2011**

ECO Project #: 20300

**TO: Forest Grove / Cornelius Natural Hazard Mitigation Plan Steering Committee**  
**FROM: Lorelei Juntunen and Krista Dillon**  
**SUBJECT: NOTES OF JUNE 22 STEERING COMMITTEE MEETING**

---

ECONorthwest is under contract with the Forest Grove and Cornelius to complete a natural hazard mitigation plan, as an addendum to the recently-approved and adopted Washington County hazard mitigation plan. This memorandum provides notes from a steering committee meeting held June 22, 2011, organized by agenda item.

1. Welcome / introductions / review and approval of notes (5 minutes)
2. Plan document presentation and risk discussion (30 minutes)
3. Action item discussion (1 hour)
4. Confirmation of goals and objectives from County plan (10 minutes)
5. Confirmation of maintenance and update strategies (10 minutes)
6. Next steps (5 minutes)

The following steering committee members were present at the meeting:

- Michael Kinkade; Forest Grove / Cornelius Fire Chief
- Steve Muir; Washington County Emergency Management
- Richard Meyer; City of Cornelius
- John Holan; City of Forest Grove Community Development
- Dave Waffle; Citizen of Cornelius
- Rob Foster; City of Forest Grove
- Robert Mills; Public Safety Action Committee
- Kerry Aleshire; Forest Grove Police Department
- Rob Dahl; Pacific University

- Tery Koerner; Forest Grove Chamber of Commerce

## **ITEM 1: INTRODUCTIONS, REVIEW AND APPROVAL OF NOTES**

Meeting purpose: Further develop risk assessment; develop action items

Notes of May 18 meeting approved with no amendment

## **ITEM 2: RISK ASSESSMENT PRESENTATION**

Krista Dillon handed out a template, with some text and research included, that will become the final plan document for Forest Grove and Cornelius addendum. She stepped through the document and facilitated a discussion of additions to its content. Most of the comments and additions will be reflected directly in the next iteration of the plan document, but here are a few highlights:

- To the list of other plans and studies referenced, add: Development Code for both cities; utilities mater plans; emergency operations plan for the two cites; Cleanwater Services development code; inundation maps for the County
- In the community profile section, show data from 1990 – 2000 – present (incorporating new 2010 census data if it becomes available in time)
- Much of the discussion focused on the risk assessment portion of the draft plan template. A few key points (other additions will be reflected in the revised plan document):
  - Neither City participates in the Community Rating System (CRS) program. Both appear to have too few repetitive loss properties to make this program beneficial.
  - Several areas of flood risk added to the list.
  - 10% of Cornelius residents live in mobile homes, which are particularly vulnerable to severe weather and other types of hazards
  - Liquefaction is likely in much of downtown Forest Grove in a major earthquake event.
  - Daisy Creek Bridge on Highway 8 is not seismically retrofitted and needs to be raised to reduce flood vulnerability.
  - Development code around landslides may need to be reviewed in the future; requirements for engineering analysis and slope triggers may not be adequate.

### **ITEM 3: ACTION ITEM DISCUSSION**

The steering committee reviewed and revised draft action items prepared by the consulting team, and also reviewed and revised draft action items that had been prepared by various steering committee members in preparation for the meeting. Action items covered all hazards identified in the County Mitigation Plan, and many were applicable to both Forest Grove and Cornelius. For each, the group determined whether the action was appropriate, revised the description of the action, and identified a coordinating organization.

### **ITEM 4: CONFIRMATION OF GOALS FROM COUNTY PLAN**

The steering committee agreed to use the goals identified in the County Plan, to better align their mitigation activities with State and County initiatives.

### **ITEM 5: CONFIRMATION OF MAINTENANCE AND UPDATE STRATEGIES**

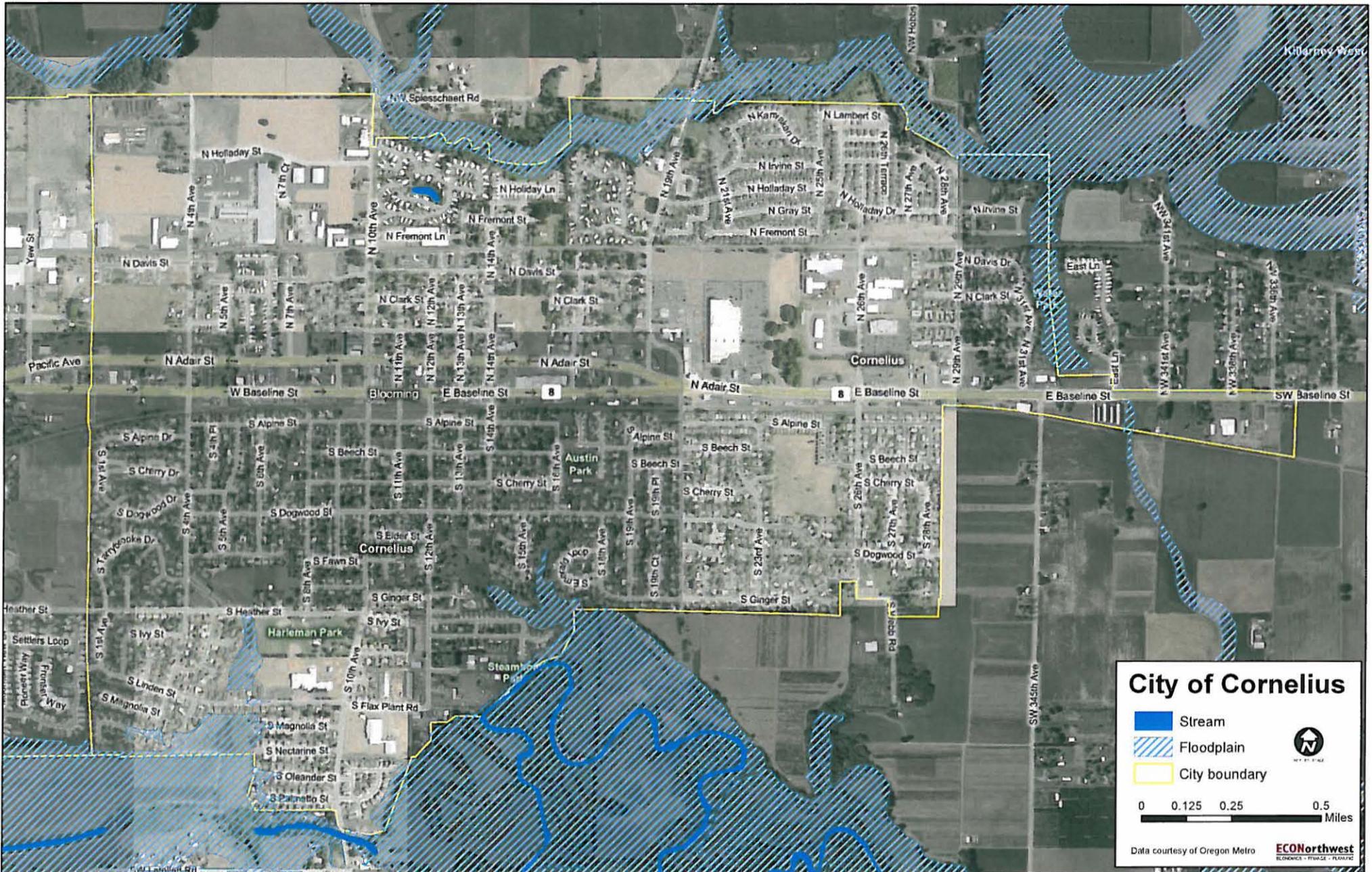
The steering committee agreed to send a representative to participate on the County steering committee, in the process outlined in the County's Plan for update and maintenance. The Cities will be on the same update and maintenance schedule as the County.

Forest Grove Fire and Rescue will be the "convener" responsible for identifying a steering committee member and assuring ongoing participation from Forest Grove and Cornelius in the maintenance, update, and public involvement components of Washington County's Plan.

### **ITEM 6: NEXT STEPS**

The consultant team will draft a revised set of action items and more complete draft document that can be shared with the steering committee for additional revision and discussion.

DRAFT



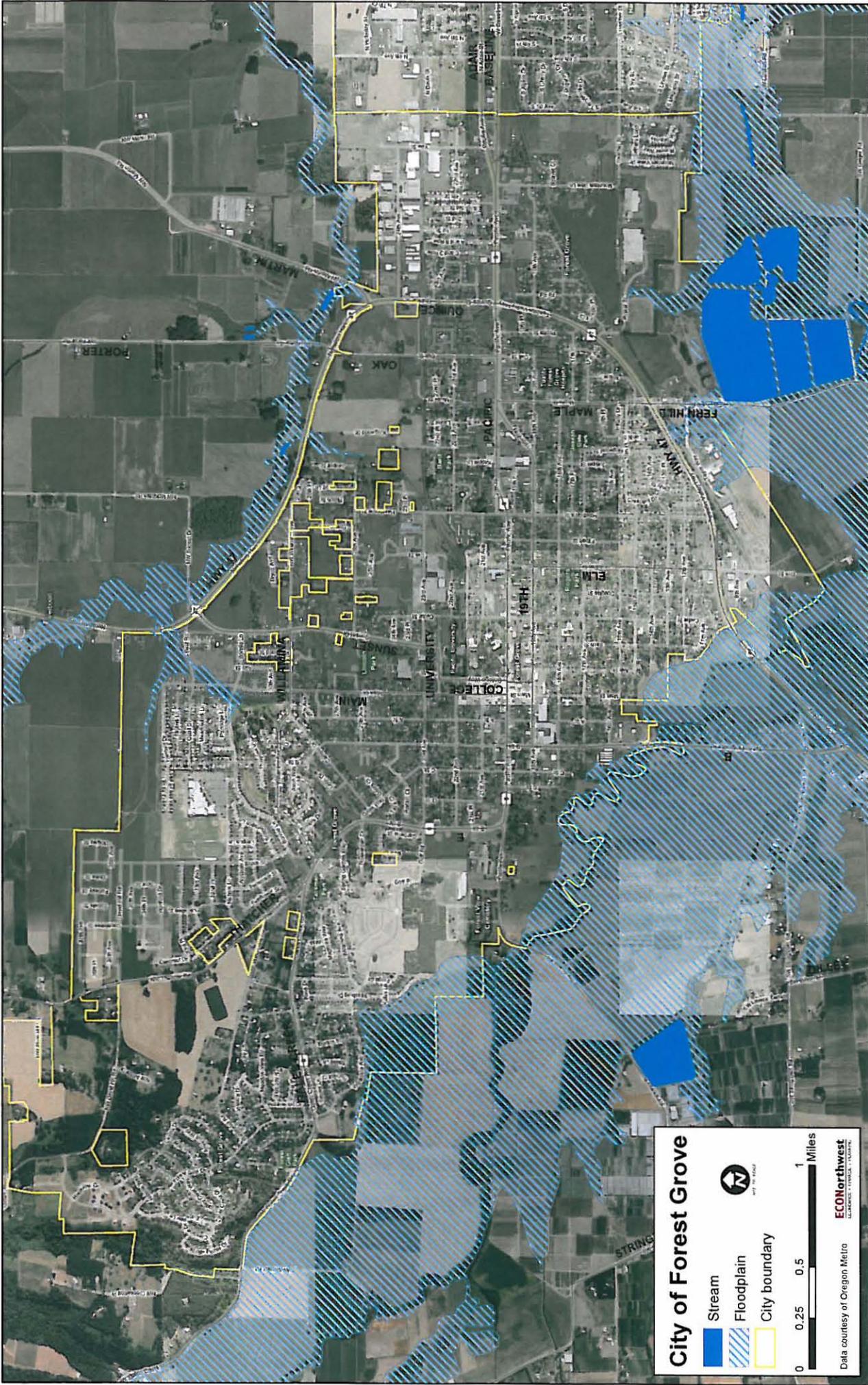
### City of Cornelius

- Stream
- Floodplain
- City boundary



0 0.125 0.25 0.5  
Miles

Data courtesy of Oregon Metro **ECONorthwest**  
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### City of Forest Grove

-  Stream
-  Floodplain
-  City boundary



Data courtesy of Oregon Metro

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Date: October 24, 2011

## 2011 WATERSHED MANAGEMENT PLAN UPDATE

**PROJECT TEAM:** Rob Foster, Director, Public Works  
Susan Cole, Assistant Director, Administrative Services  
Paul Downey, Director, Administrative Services  
Michael Sykes, City Manager

### **ISSUE STATEMENT:**

The City will be embarking on updating the Watershed Stewardship Management Plan with its selected consultant, Trout Mountain. As this effort gets underway, the City plans on forming a Watershed Ad-Hoc Committee to provide perspective and suggestions to the Plan update.

### **BACKGROUND:**

The *Forest Grove Watershed Stewardship Management Plan* (the Plan) was adopted by City Council in 2001 and developed a framework for managing the City's 4,345 acres of forest. The Management Plan is a guide where the City's three primary goals come together: 1) provide highest possible quality water; 2) promote a healthy sustainable forest; and 3) provide revenue from timber harvests to the water fund to pay the expenses of the timber harvest, service the debt obligation for upgrades to the treatment facilities, and other water fund expenses. It also serves as a vehicle for the assessment of the watershed's ecosystem and health.

The 2001 Management Plan recommends a timetable of events for a ten-year period which ends in 2011, with an assessment of the plan's performance and an update of the plan. Additionally, best management practices and the Forest Stewardship Council recommend revisions to such plans every 10 years.

In September, the City advertised a Request for Proposal (RFP) for watershed services to update this management plan. Additionally, as previously discussed at the April 25, 2011 Council meeting, this RFP also included a request for watershed management services to manage the timber harvest for the year 2012. Staff desired

to combined these two services – updating the Plan and managing the watershed (and thus the harvest for 2012) – because of the concern of completing the Plan Update in time to advertise separately for a forester to manage the harvest in the summer of 2012. By combining these services into one RFP, the planning for the timber harvest for 2012 can begin on the heels of the completion of the Plan Update. The Plan Update is scheduled to be complete in April 2012, while the planning for timber harvest and hiring of a logger can begin as early as April or May 2012. After the 2012 harvest, the City intends to advertise for a Forester to manage the watershed according to the updated Plan and manage the harvests for the subsequent three to five years.

The update of the Plan will focus on the seven goals expressed in the current Watershed Plan, which, in a nutshell, are to preserve water quality and manage the watershed in an environmentally sustainable way. The Update will incorporate a new forest inventory, which is currently underway and due to be complete this month. The Update should guide the management of the watershed for the next 10 years.

The work of updating the *Forest Grove Watershed Stewardship Management Plan* is ready to begin with the selected consultant. When the Plan was originally drafted, a Watershed Ad-Hoc Committee provided important guidance and direction for the Plan. The City once again would like to engage the public through such an Ad-Hoc Committee as the Plan is being updated. While the City will contact past Committee members and invite them to join, the City will also announce the formation of this Committee to the community to open it up to other interested parties. The intent is for the Committee to represent diverse viewpoints associated with watershed management. The Committee is anticipated to meet once or twice monthly for the duration of the Plan update.

**FISCAL IMPACT:**

No fiscal impact. The cost of the Plan update is included in the FY 2011-12 Water Budget.

**STAFF RECOMMENDATION:**

Proceed on updating the Plan and forming the Watershed Ad-Hoc Committee.

3A

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
OCTOBER 10, 2011 – 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 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Kerry Aleshire, Police Chief; Aaron Ashbaugh, Police Captain; Mike Herb, Police Captain; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Tom Gamble, Parks and Recreation Director; Kari Middleton, Volunteer Coordinator; Brenda Camilli, Human Resources Manager (in the audience); George Cress, Light and Power Director (in the audience); Michael Kinkade, Fire Chief (in the audience); Richard Matzke (in the audience); and Anna Ruggles, City Recorder.

**1. A. AWARD PRESENTATION:**

Mayor Truax read the commendation and presented the *2011 Governor's Fitness Leadership Award* to the wife and family of Jeff "Bass" Basinski who was posthumously honored for his 35-year teaching career as the athletic director at Forest Grove High School, as well as publicly recognized for his numerous civic service achievements during his lifetime in the Forest Grove community.

**1. B. POLICE RESERVE OFFICERS SWEARING-IN:**

Ruggles administered the Oath of Office to Patrick Dehl, Amy Erickson, and James Kimsey who were sworn-in as Police Reserve Officers. Police Chief Aleshire, Captain Ashbaugh, and Captain Herb read the biographies and introduced, welcomed and presented each officer their official Police Reserve badge.

**1. C. NEW STAFF INTRODUCTIONS:**

Police Chief Aleshire, Police Captain Ashbaugh, and Police Captain Herb read the biographies and introduced and welcomed Lisa Cannon, Police Support Unit Supervisor; Debbie Andrews, Community Safety Officer; and Cindy Downey, Domestic Violence Outreach Volunteer

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
OCTOBER 10, 2011 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

Assistant.

**1. D. PROCLAMATION:**

Mayor Truax publicly proclaimed October 16 – 22, 2011, as “14<sup>th</sup> Annual National Hands & Words Are Not For Hurting Week”. Mayor Truax presented the proclamation to Cindy Downey, Domestic Violence Outreach Volunteer Assistant, who accepted the proclamation on behalf of the Police Department. In addition, Downey administered the Oath of “I will not use my hands or my words for hurting myself or others” to Council and participating audience.

**1. E. CITY CLUB DONATION PRESENTATION:**

Dawn Houser, City Club, Forest Grove Uncorked Project Manager, presented a check to Police Chief Aleshire, Police Captain Ashbaugh, and Police Captain Herb, who accepted the check on behalf of the Police Department. Houser reported one of the City Club’s goals is to give back to the community by sponsoring community-wide fundraising events, noting the proceeds of this year’s FG Uncorked Event went to support public safety.

**2. CITIZEN COMMUNICATIONS:**

Douglas Lund, Advanced Injection Molding, 3900 24<sup>th</sup> Avenue #4, Forest Grove, addressed Council regarding concerns he had about the “anti-business climate” continuing in Forest Grove, referring to the recent court ruling against the City regarding David Hill Development, LLC. Lund asked what disciplinary or corrective actions the Council would be taking as a result of City administrators’ “use of power” and “abuse of power” court ruling.

Aldie Howard, 1930 16<sup>th</sup> Avenue, Forest Grove, submitted and read his written testimony pertaining to the actions taken by City staff in delaying the Parks Subdivision application, stating, “the citizens have the right to know what really took place”. Howard told Council the City Manager and Public Works Director should be terminated immediately, referring to the recent court ruling against the City regarding David Hill Development, LLC. In addition, Howard asked Council “to examine their responsibilities to the citizens who elected them to ensure that members of City staff are in fact public servants”.

**3. CONSENT AGENDA: Items under the Consent Agenda are considered**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
OCTOBER 10, 2011 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
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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 (Financial Projections Fiscal Year 2013-2018.
- B. Approve City Council Regular Meeting Minutes of September 12, 2011.
- C. Accept Parks and Recreation Commission Meeting Minutes of July 20, 2011.
- D. Accept Planning Commission Meeting Minutes of July 5 and July 18, 2011.
- E. Accept Public Arts Commission Meeting Minutes of August 11, 2011.
- F. Accept Community Development Department Monthly Building Activity Informational Report for August 2011.

**MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to approve the Consent Agenda as presented. ABSENT: Council President Johnston. MOTION CARRIED 6-0 by voice vote.**

**4. ADDITIONS/DELETIONS:**

Sykes added Agenda Item 1. E. to the agenda as noted above.

**5. PRESENTATIONS:**

2011 Watershed Timber Harvest Update

Foster, Cole, and Downey introduced Scott Ferguson, Watershed Consultant, who presented a PowerPoint presentation outlining the 2011 Watershed Timber Harvest results, noting the 2011 timber harvest is 95 percent completed and is estimated to produce a final net revenue of \$460,000. Ferguson reported the 2011 timber harvest included 105 acres of ground thinning, 42 acres of cable thinning and 7,770' of temporary road building, and 15 culverts were replaced and four new culverts were installed. Ferguson explained the various methods that were used to market the 2011 timber harvest, noting Table I below outlines the mix of products and shows the harvest volume to date and Table II below outlines the 2011 timber harvest expenses to date.

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Table 1 Revenues to Date - 2011 Timber Harvest			
Mill/ Species	Volume, Board Feet	Unit Price, per 1,000	Gross Revenue
Olympic / D. fir	477,900	\$524.05	\$250,442.50
Columbia Vista/ D. fir	188,130	\$602.13	\$113,278.50
RSG/ Grand fir	82,170	\$508.91	\$41,816.75
Gram/ Red Cedar	131,210	\$974.98	\$127,722.40
PWPO/ short poles	24,570	\$819.78	\$20,142.00
McCormick/ long poles	16,930	\$936.56	\$15,856.00
Misc.	17,460	\$753.16	\$13,150.25
<b>Totals (to date)</b>	<b>938,370</b>	<b>\$620.66</b>	<b>\$582,408.40</b>
Table II Expenses - 2011 Timber Harvest			
Method/ Item		Expense	
Logging/ Hauling		\$254,675.92	
Forester		\$42,875.35	
<b>Total</b>		<b>\$297,551.27</b>	
<b>NET (to date)</b>		<b>\$284,857.13</b>	

In conclusion, Ferguson, Foster, and Cole addressed various Council inquiries pertaining to the overall 2011 timber harvest results and timber market. Lowe commended Ferguson's environmental practices, noting Ferguson's work has proven to be beneficial to the City. Thompson thanked Ferguson for providing a tour of the recent watershed timber harvest, noting the operation was well managed and very professional.

**5. B. Volunteer Program Update**

Middleton presented an update pertaining to the City's Volunteer Program, noting in 2010, the City hired a Volunteer Coordinator to work on developing and implementing new City volunteer programs as well as maintaining and overseeing existing programs. Middleton reported the Library had 91 volunteers for Fiscal Year 2010-11, totaling 5,935 hours and estimated dollar value of \$109,619. Middleton highlighted the various tasks that were completed by volunteers at the Library. Middleton

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reported the Parks and Recreation had 60 volunteers, totaling 149.5 hours, noting these figures do not include Eagle Scout or Pacific University's 2010 Spruce Up The Grove volunteer programs. Middleton highlighted the various projects that were completed by volunteers for Parks and Recreation, noting this summer, the City implemented Adopt-A-Park Program. Middleton reported in spring of 2011, the Police Department hired a Domestic Violence Outreach volunteer who is assisting the police in building a safer, healthier community by educating community members about domestic violence and providing resources to victims. In conclusion, Middleton addressed Council inquiries pertaining to the various City volunteer programs. Mayor Truax highlighted the importance of having City volunteer programs, noting most grants are awarded based on volunteer hours. Thompson pointed out the success of one business that has thrived due to the assistance of Pacific University volunteer students. Uhing suggested having exit interviews for volunteers, similar to regular employees, to which Middleton concurred.

**5. C. Urban Renewal (Development 101) Update**

Holan presented a PowerPoint presentation outlining the requirements of an Urban Renewal District, noting the City received a grant from Metro to conduct a feasibility analysis for an Urban Renewal District Plan for Forest Grove, noting the feasibility analysis will determine a 20-year period, set forth a Tax Increment Financing (TIF) strategy; identify specific goals and objectives of the Plan; and provide a list of projects within the proposed District. Holan advised the Urban Renewal District could not exceed 25 percent of the City's total land area or 25 percent of assessed value within the City. Holan referenced a Table showing an example of TIF, noting the assessed value above the frozen tax base are used to pay for the improvements within the District. In conclusion, Holan addressed various Council inquiries pertaining to rules, regulations, and examples of other Urban Renewal Districts, noting staff will report back to Council once the feasibility study is completed.

**6. RESOLUTION NO. 2011-77 AUTHORIZING THE CITY MANAGER TO  
ENDORSE AN AMENDMENT TO INTERGOVERNMENTAL  
AGREEMENT BETWEEN CITY OF FOREST GROVE AND  
WASHINGTON COUNTY FOR THE PROVISION OF LAND  
DEVELOPMENT AND BUILDING INSPECTION SERVICES**

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**Staff Report:**

Holan presented the above-proposed resolution requesting to approve the amendment to the Intergovernmental Agreement (IGA) between the City and Washington County for commercial plumbing and plan review inspection services. Holan reported the new IGA modifies the reimbursement-billing rate for inspection services from \$55 per hour to \$105 per hour, noting new rates would be set annually in accordance to the annual County Fee Schedule. In conclusion, Holan referenced a list of pending School District construction projects, noting City staff anticipates the School District projects will cost the City an additional \$500 if inspections require County assistance.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2011-77.

Sykes read Resolution No. 2011-77 by title.

**MOTION: Councilor BeLusko, Jr. , moved, seconded by Councilor Uhing, to adopt Resolution No. 2011-77 Authorizing the City Manager to Endorse an Amendment to Intergovernmental Agreement between City of Forest Grove and Washington County for the Provision of Land Development and Building Inspection Services.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to staff certification, Holan indicated that since the original inception of the County IGA, staff has been able to obtain limited A-Level plumbing certification, noting this certification allows staff to perform on-site inspections outside of buildings. Holan added there is staff who is interested in pursuing new on-line certification, which would allow staff to perform inspections within buildings if waterlines are 2" or less in diameter.

In response to Uhing's inquiry pertaining to inspection services, Holan advised the City would only use the County for large commercial projects that staff is uncertified to inspect.

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

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roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.**

**7. CITY MANAGER'S REPORT:**

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events. Sykes reported staff held the first Sustainability Institute on Saturday, October 8<sup>th</sup>, with about 16 participants in attendance, noting the next meeting will be a SWOT on Sustainability, which is scheduled for Saturday, October 22<sup>nd</sup>. Sykes provided an update on the Ford Foundation Leadership Institute Program, noting the City is seeking 20-30 individuals with leadership experience to participate in the training. Sykes reported the City received one bid for Request for Proposal (RFP) for the Watershed Management Plan Update, noting staff plans to award the bid to Trout Mountain Forestry, Scott Ferguson, the City's current consultant. Sykes noted after the 2012 timber harvest and Watershed Plan Update are completed, the City plans to advertise for a Forester to manage the watershed according to the updated Plan. In conclusion, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city/community-wide events.

**8. COUNCIL COMMUNICATIONS:**

BeLusko reported on Economic Development Commission (EDC)-related activities, noting EDC passed a motion to submit to Council a proposal that would allow the City to finance Transportation Development Taxes, similar to System Development Charges. In addition, BeLusko reported on various upcoming community-related events of interest and meetings he was planning to attend.

Council President Johnston was absent.

Lowe reported on Water Providers and Joint Water Commission-related activities. Lowe reported on Parks and Recreation Commission-related activities, noting the newly appointed student advisor has found the meetings to be very informative. Lowe reported she attended the Sustainability Institute on Saturday, October 8<sup>th</sup>, noting she would like staff

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to distribute a copy of the presentation to Councilmembers who were unable to attend, to which Sykes concurred. Lowe reported she also attended the Congressional Forum on Sunday, October 9<sup>th</sup>. In addition, Lowe reported on upcoming meetings she was planning to attend.

Miller reported the Community for Citizen Involvement meeting was cancelled. In addition, Miller reported on various community-related events of interest and upcoming meetings she was planning to attend.

Thompson reported the Forest Grove Senior and Community Center successfully submitted its Community Development Block Grant application, along with letters of support. In addition, Thompson reported on various upcoming community-related events of interest and meetings he was planning to attend.

Uhing reported for the record that the EDC met with Advanced Injection Molding (refer to Citizen Communications) and tried to provide assistance to the business, noting to hear complaints that the City is anti-business is a bit disturbing. Uhing invited the public to attend the upcoming Community Action Energy Fair, which will be held October 22, 2011, 9:30 am to 2:00 pm in Hillsboro. In addition, Uhing reported on various 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 community-related events he was planning to attend. Mayor Truax reported he attended the Congressional Forum on Sunday, October 9<sup>th</sup> and provided dates for other upcoming forums. Mayor Truax reminded Councilmembers that they are scheduled to serve lunch to employees at the Healthy Benefit Luncheon, Tuesday, October 18<sup>th</sup>, between 11:30 am and 12:30 pm at Community Auditorium. In addition, Mayor Truax invited everyone to attend the upcoming Mayor's Auction and Dinner, Saturday, October 22<sup>nd</sup>, 6:00 pm at Forest Grove Senior and Community Center. In conclusion, Mayor Truax reported on various upcoming community-related events of interest and meetings he was planning to attend.

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**9. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:25 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

APPROVED

3B

**Forest Grove Economic Development Commission**  
**Thursday, April 7<sup>th</sup>, 2011**

**Meeting Minutes**

**Attendees:** Don Jones, Tom Belusko, Mark Frandsen, J.J. Johnston, Steve Lach, Teri Koerner, Lois Hornberger, Jeff King, Alejandro Tecum, Clyde Fulkerson, Lisa Duncan, Brian Wilbur, Gina Bell, Kati Mayfield, Danielle French

**City Staff:** Michael Sykes

**Also Attending:** Gary Roth, Jerry Gardner, Brett Rehrig, Kimberly Viera, Pete Truax

**1. Call to Order:**

The meeting was called to order @ 12:12 p.m. by EDC Chair Brian Wilbur who asked everyone to please introduce themselves.

**2. Citizen Communications:**

None.

**3. Approval of EDC Meeting Minutes:**

Teri Koerner moved to accept the meeting minutes as presented. Mark Frandsen seconded the motion. The minutes passed unanimously.

**4. Additions / Deletions & Staff Summary:**

None.

**5. Business:**

**A. McMenamins Host Update**

Clyde Fulkerson reported that McMenamins will be changing the name of the Yard House Pub. In honor of their mother, Pat, who recently passed away, they will be changing the name of the Yard House Pub to Pat's Corner. Also, Clyde reported that in June, McMenamins will begin serving breakfast seven days a week.

**B. Board of Members Recruitment**

Jeff King reported that there is a broker / developer, at large, contractor, industrial, & wine positions all available. The EDC has considered Rudy Marchesi to fill the wine position, but he has been very busy travelling recently, so it may not be an option at this time.

**C. Subcommittee Reports**

Brian Wilbur reported that the Branding & Marketing Committee did not meet this last month.

Industrial & Infrastructure report was given by Mark Frandsen. Mark reported that the committee met on 03/17/11 and had an excellent meeting. They discussed four topics which were the proposed business incentive program, the City's comprehensive plan that is being developed by the Community Development Dept., the proposed economic development budget, and the next broker letter that will be sent to Portland area real estate brokers, in hopes they will keep Forest Grove in mind when working with clients who are interested in industrial property.

Jeff King reported for the Workforce Partnership Committee. He stated that there is a fear that the legislation being made in Washington D.C. may cut funding for the workforce center here in Forest Grove as well as others near by. He said the committee will try and maintain their relationship with the City Library by continuing to offer programs there. Also the committee will continue to work with the private sector businesses such as ViaSystems, Stimson's, and local nurseries to find out exactly what type of training they are looking for in employees.

Jeff King & Kati Mayfield both gave reports for the Small Business Committee as to how the feasibility study is going for the Buy Local program that Adelante Mujeres is developing. Kati said that they have spoken quite a bit with local business owners and consumers and that they have also kept in mind as they progress the recommendations given by the EDC. They would also appreciate the EDC reviewing their survey before it goes out to the public. The survey is scheduled to go out to the public with the next round of the City's utility billing. There will also be a link on-line. After approximately a month, they will compile the surveys, and

do an analysis of the results. At that time they will bring the results back to the EDC for their comments and recommendations on how best to proceed with the Buy Local program.

Teri Koerner gave the update for the Tourism Committee. She relayed that she had submitted the grant application to the WCVA. The recipient of the grant will be announced in mid-May, or the beginning of June. Both Teri & Jeff King will be attending the Governor's Tourism Conference in Eugene, OR this weekend.

Jeff King noted briefly that regarding the Branding & Marketing Committee there is some news even though they haven't been able to meet recently. He stated that the Wayfinding signs are now here. There are 10 signs and they should be installed by the end of April. Also there will be three kiosks placed throughout the City. The committee is working on the design for the kiosks and will hopefully be ordering them soon.

**D. Business Stimulus Proposal Update**

Jeff King stated that the City Council has approved the Business Stimulus Proposal. There have been press releases including the Oregon Business Journal. The Oregonian has contacted the City as well. A budget is currently being proposed and should be decided upon by May or June 2011.

**E. Oregon Department of Agriculture Presentation**

Gary Roth & Jerry Gardner of the OR Dept. of Agriculture were in attendance and spoke to the EDC about what their department does. Agriculture still makes up between 10 and 15% of the state of Oregon's GDP, and provides 1 in 12 jobs. Oregon exports 80% of the 4 to 5 billion dollars of farm products it produces. 40% of that is exported outside of the country. Gary reported that more and more people are interested in where their food actually comes from and how it is grown. They have assistance available for such programs as the Farm to School program, the Specialty Crop Block Grant, domestic marketing, and a business development program. Their main focus currently is on jobs, both creating them and retaining them. It was pointed out through discussion that Forest Grove has a lot to offer in both the agricultural side of business and in the area of food processing.

6. **Council Communications**

Tom Belusko reiterated that the City Council did pass the Business Stimulus Proposal unanimously. Michael Sykes stated that he was very excited about the proposal being passed and that he feels it is very important to market the program and to get the word out to those who can benefit from it.

7. **Staff & Board Member Communications**

Lois Hornberger announced that the Main Course will be on Saturday, July 9<sup>th</sup> this year. It will be held on Main Street again this year with wine tasting from 5:30 – 7:00, and dinner @ 7:30. There will be four Forest Grove restaurants preparing various parts of the meal and approximately a dozen wineries represented. The website is [maincoursedinner.com](http://maincoursedinner.com).

8. **Announcement of Next Meeting**

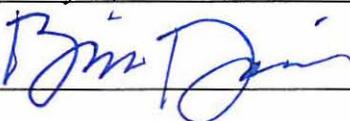
The next EDC meeting will be on May 5<sup>th</sup>, 2011 @ 12:00 noon.

9. **Adjournment**

Brian Wilbur adjourned the meeting @ 1:32 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: May 5, 2011

Signed: 

APPROVED

**Forest Grove Economic Development Commission**  
**Thursday, May 5<sup>th</sup>, 2011**

**MEETING MINUTES**

**Attendees:** Steve Lach, J.J. Johnston, Don Jones, Jeff King, Guy Storms, Brian Wilbur, Teri Koerner, Anh Ho, Tom Belusko, Kati Mayfield, Rudy Marchesi, Lisa Duncan.

**City Staff:** Michael Sykes.

**Also Attending:** Pete Truax, Bret Rehrig, Larry Trujillo, Kimberly Viera.

**1. Call to Order:**

The meeting was called to order by EDC Chair Brian Wilbur @ 12:10 p.m. Brian asked if everyone would please introduce themselves.

**2. Citizen Communications:**

None.

**3. Approval of the EDC Meeting Minutes from April 7<sup>th</sup>, 2011:**

Teri Koerner moved to accept the meeting minutes as presented. Guy Storms seconded the motion. The minutes passed unanimously.

**4. Additions / Deletions & Staff Summary:**

Jeff King stated that the Wayfinder Signs are almost completely installed throughout the City. Teri Koerner mentioned that it would be important for Jeff to point out in his press release about the Wayfinder Signs, that they were funded by the Washington County Visitors Association (WCVA).

**5. Business:**

**A. McMenamins Host Update**

None.

## **B. Board Member Recruitment**

Jeff King welcomed Bret Rehrig & Kimberly Viera to today's meeting and thanked them for attending for the second time. He stated that the EDC has asked them to consider becoming EDC members. He added that their business background and experience would be a valuable addition to the EDC. Tom Belusko introduced the new student advisor from Pacific University, Anh Ho. Tom asked Anh to give a little bit of background on herself. She stated that she is from Vietnam, and that she is currently majoring in economics and business. She said that she is very excited to be a part of the EDC and gain real world experience which she pointed out was already proving to be different from her text books.

## **C. Subcommittee Reports**

### **Industrial / Infrastructure**

J.J. Johnston & Jeff King reported that the broker letter is ready to go out, and that the subcommittee will next target the top 100 fastest growing businesses as listed in the Portland Business Journal for a second mailing. The letter will propose Forest Grove as a good option to consider if and when these businesses are ready to expand.

### **Workforce Partnership**

Jeff King mentioned that there are two particular issues facing this subcommittee right now. One is that the likelihood of cuts being severe is very high now. Most likely the workforce center in Forest Grove will close, plus up to 40% cuts in other areas of the program. The second issue pointed out was that he feels the subcommittee has made strides in the language pertaining to Title 9.

### **Branding & Marketing**

Brian Wilbur stated that the Wayfinding signs have been placed around town after much discussion as to the best place to put them. Also he mentioned that the committee is still working on putting together a collection of Forest Grove signature shots. He hoped those would be compiled by the end of the month. Don Jones added that it is very valuable to have a resource of signature shots at their disposal whenever they may be needed for things such as brochures or other public relations type media. Lastly, he noted that they have put the final touches on the Power Point presentation that will be used to educate the community.

### **Small Business**

Kati Mayfield explained that the committee is still working on the Buy Local feasibility study / survey. It is available on-line, as well as in a hard copy version which can be obtained at City Hall, The Chamber of Commerce, Bank of the West, NewsTimes, Adelante Mujeres, and at the Farmer's Market. The survey has been printed with English on one side, and Spanish on the other. There is also one for business owners, and a separate one for consumers. Hopefully a lot of pertinent data will result from the responses. There have been announcements about the survey in the NewsTimes and also in the utility bills.

### **Tourism**

Teri Koerner said that the committee is working out the possibility of working with Hagg Lake to implement a disc golf course in that area. She stated that they would not hear any news about whether or not the grant application that they submitted has been accepted until at least May 19<sup>th</sup>, 2011. The awards will be announced at the WCVA meeting. By the time the EDC meets in June, they will know whether or not they were awarded a grant, and if they will be able to go forward with the proposed brochures. Also, the new Chamber of Commerce website is being tested currently and hopefully will be finished soon.

### **D. U.S. Small Business Administration Presentation**

Larry Trujillo from the Small Business Administration (SBA) gave a brief presentation of the types of programs, grants, services, etc. that the U.S. Government provides to small businesses. He said they mainly have three components which are: 1) Capital; 2) Contracting; 3) Consulting. He said that money from the government is delivered through lenders and/or banks, not from the SBA directly. He provided a lot of insight as to how the government works with small businesses. He also handed out information packets to the EDC members which contained a lot of valuable information about the SBA and how to contact them.

### **E. Sign Code Revision**

Pete Truax stated that the City Council is working to revise the sign code and address some of the comments or complaints that have arisen since the code was first enforced.

6. **Council Communications**

Tom Belusko mentioned the open house on June 2<sup>nd</sup>, 2011 @ the Community Auditorium that is going to be held discussing the water rate hike. Also there is a budget meeting on May 18<sup>th</sup>, 2011. Michael Sykes stated that it seems like the economy is looking up and that there has been interest in vacant buildings, etc. within Forest Grove.

7. **Announcement of Next Meeting**

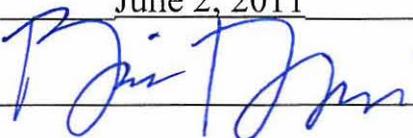
The next meeting will be held on June 2<sup>nd</sup>, 2011 @ 12:00 noon.

8. **Adjournment**

The meeting was adjourned @ 1:30 p.m. by Brian Wilbur.

Approved by the Forest Grove Economic Development Commission:

Date: \_\_\_\_\_ June 2, 2011 \_\_\_\_\_

Signed: \_\_\_\_\_  \_\_\_\_\_

# APPROVED

**Forest Grove Economic Development Commission  
Thursday, June 2<sup>nd</sup>, 2011**

**MEETING MINUTES**

**Attendees:** Don Jones, Brian Wilbur, Jeff King, Guy Storms, Danielle French, Tom Belusko, Eduardo Corona, Kati Mayfield, John Schwan, Lisa Duncan, Mark Frandsen, Rudy Marchesi, Cindy Sturm.

**Also Attending:** Chad Freeman, Alexander Chrstenson (guest of Guy Storms).

**1. Call to Order**

Meeting was called to order @ 12:11 p.m. by Brian Wilbur.

**2. Citizen Communication**

None.

**3. Approval of EDC Meeting Minutes from May 5<sup>th</sup>, 2011**

Mark Frandsen moved to approve the meeting minutes as presented. Guy Storms seconded the motion. The minutes passed unanimously.

**4. Additions / Deletions & Staff Summary**

None.

**5. Business**

**A. McMenamins Host Update**

None.

**B. EDC Budget Update**

Tom Belusko stated that the Budget Committee passed the proposed EDC budget last week, and that the budget will then go before the City Council the second week in June. Tom felt pretty confident that the budget would pass as presented.

**C. Board Member Recruitment**

Don Jones reported that he has met with Hi-Tech Crating and feels that they are very interested in filling a membership slot with the EDC. At this point it is just a matter of going through the formal process to solidify their membership. Jeff King agreed that a formal invite from the EDC Chair would be the appropriate step at this point. Don also said that Safeway is interested in a membership with the EDC, and at this point they were just requesting a little more information. Jeff King noted that there is still a Developer / Property Owner position, and an At Large position available at this time as well. Mark Frandsen suggested moving his position from Food Processing to Property Owner since he has retired from the food industry at this point. He suggested Bruce McVeen as a good replacement for the Food Industry slot. Mark volunteered to speak with Bruce about whether or not he would be interested in filling that position. Don Jones made a motion to move Mark Frandsen to the title of Property Owner, invite Bruce McVeen to fill the Food Industry vacancy, and have Jeff King pursue working with Christian & Brett @ Hi-Tech Crating, and Jim @ Safeway to get them on board, the next step being the formal process of ratifying the memberships. The motion was seconded by Rudy Marchesi.

#### **D. Ambassadors Committee**

Jeff King explained in more detail the proposal set forth for the EDC Ambassadors that is a document that is part of the packet handed out in the meeting today. Don Jones made the motion to officially adopt the proposal. Danielle French seconded the motion. The motion passed unanimously.

#### **E. Subcommittee Reports**

**Industrial / Infrastructure:** Jeff King explained that the letter to the top 100 fastest growing businesses in the Portland area is almost finished and should be mailed soon. Mark Frandsen stated that they also reviewed the budget in their last meeting and discussed how best to use the money that is available.

**Workforce Partnership:** Jeff King reported that due to cut backs the Forest Grove Workforce Center will close on June 15<sup>th</sup>, 2011. The center in Hillsboro will close also, which means the next closest center is @ 185<sup>th</sup> in Beaverton. This will be a huge impact on Forest Grove and the west side of Washington County, and the City will

continue to work with the library to provide a few programs to help people who are seeking employment.

**Branding & Marketing:** Jeff King stated that at this time, all 10 Wayfinder signs have arrived and have been installed. There was an article in the Newstimes about the new signs which included a photo. Jeff went on to explain that 4 out of the 5 proposed Wayfinder kiosks have been funded and should be up by the end of the summer. The four signs will be located as follows: 1) Fernhill Wetlands, 2) Downtown area possibly @ Pacific Ave. and Main St., 3) In the Historic District near 18<sup>th</sup> Avenue and Main St., 4) @ the Barber Pole in Lincoln Park. Brian Wilbur reported that the Power Point presentation should be done by the next EDC meeting.

**Small Business:** Kati Mayfield said that responses to the Buy Local survey are slowly being completed and turned in. The group has been doing a lot of research and looking into how effective Buy Local programs have been in other communities in an effort to find the best program for Forest Grove. All the results should be compiled and ready to report by the end of the summer. Jeff King added that the subcommittee is also working on a program entitled “How to Start a Small Business” to help people who are just starting out in a new business. The program will be available on-line, as well as at the Library in hard copy, and also on DVD.

**Tourism:** Jeff King reported that the Tourism Committee did receive the grant that they had applied for from the Washington County Visitors Association (WCVA). He stated that this is an excellent opportunity to launch a great product in the form of a brochure / guide, an electronic version will also be available. The brochure will promote Forest Grove and the “West-Side Experience”.

#### **F. U.S. Small Business Administration**

Jeff King asked for input as to what people would be interested in hearing and / or learning about if he could coordinate having the SBA come out to western Washington County to give a seminar. Those in attendance at this meeting showed a lot of interest in a seminar and felt that a variety of topics would be advantageous and instructional.

**G. Sign Code Revisions / Comments & Update**

Jeff King reported that there are a few revisions to the sign code being proposed. There are two signs being proposed for tourist oriented businesses. One type would be a blue sign on a post, and the second would be a blade sign, similar to a street sign. There is a work session planned by the City Council in a few weeks.

**6. Council Communications**

Tom Belusko stated that the City of Hillsboro's SDC that was included in the EDC meeting packet is a good outline for the City of Forest Grove to consider when establishing their legislation on SDC's. He also mentioned that tomorrow between 3:00 p.m. and 6:00 p.m. there is an open house at the city auditorium to discuss what is going on with water rates in the City. Tom brought up the issue of annexing "islands" within the City, which may be addressed very soon. The City Council has the authority to annex islands at will.

**7. Staff & Board Member Communications**

Jeff King introduced Ahn Ho's proposal which is included in the packet. Brian Wilbur thought that the discussion should be held off until Ahn is back in town from Viet Nam when the new school year commences. Ahn's proposal outlines different ways that Pacific University students could better be introduced to various services and businesses throughout Forest Grove. Ahn hoped that some or all of her proposal might be implemented at the start of the 2011 / 2012 school year.

**8. Announcement of Next Meeting**

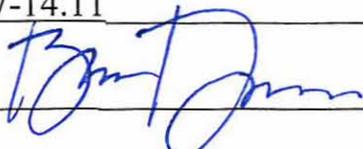
The next EDC meeting will be held on July 14<sup>th</sup>, 2011 @ 12:00 noon, which is the second Thursday of the month, due to the observance of Independence Day.

**9. Adjournment**

The meeting was adjourned @ 1:30 p.m. by Brian Wilbur.

Approved by the Forest Grove Economic Development Commission:

Date: 7-14.11

Signed: 

# APPROVED

**Forest Grove Economic Development Commission  
Thursday, July 14<sup>th</sup>, 2011**

**MEETING MINUTES**

**Attendees:** Brian Wilbur, Tom Belusko, Jeff King, Terri Koerner, Tom Raabe, Guy Storms, Ali Brown, Lisa Duncan, Richard Matzke, Steve Lach, Don Jones

**Also Attending:** Bruce McVeen, Gil Jimenez, John Snodgrass (Intern for Jeff King)

**1. Call to Order**

Meeting was called to order by Brian Wilbur @ 12:12 p.m. At this time Brian asked everyone to please introduce themselves.

**2. Citizen Communications**

None.

**3. Approval of EDC Meeting Minutes from June 2<sup>nd</sup>, 2011**

Steve Lach motioned to approve the meeting minutes as presented. Guy Storms seconded the motion. The minutes passed unanimously.

**4. Additions / Deletions & Staff Summary**

Jeff King introduced the new intern, John Snodgrass, who is working with him through the summer. There are two businesses that are looking into renting the 84 Lumber building. Both companies employ over 50 employees, so it would be very beneficial to The City if either company chose to rent the building. Aura Cabinetry is renting their vacant, 15,000 sq. ft. building to a company named Crane Point that makes nail gun products. Crane Point also has business locations in Nampa, ID, and Hillsboro. The Main Course event was last Saturday. There were over 100 seated for dinner, and even more attended the wine tasting. This is an important signature event for the City of Forest Grove as part of our branding efforts to link the local wineries and food as draws to the area of western Washington County. The 3<sup>rd</sup> annual Uncorked event will be on August 20<sup>th</sup>, 2011.

**5. Business**

**A. McMenamins Host Update**

None.

**B. Board Members Recruitment Discussion**

Brian Wilbur introduced Bruce McVeen from New Season Foods, and asked him to seriously consider accepting a position w/ the EDC. Gil Jimenez was asked to attend today's meeting by Jeff King, and to possibly consider filling the "At Large" vacancy within the EDC. Gil gave a brief synopsis of his background. He has extensive background in banking, including international banking. He lived in the Portland area in

the early '90's. He then moved to Arizona where he was very involved in his community there, and returned to Oregon in October of 2010. He now resides in Forest Grove. Gil has a date set to meet the City Council representatives. A vote would have to go before the Council in order to elect him to the EDC.

### **C. EDC Budget**

Jeff King referred to the meeting packet which includes the new budget for the EDC, which has passed. He feels it is important to re-introduce Forest Grove to the Portland metro area through advertising to dispel any myths that Forest Grove is just a tiny community in western Washington County. Money has been set aside for both business marketing and business retention. Jeff also feels it is important to have a presence in social media as well, and that the internet and web is very important for advertising.

### **D. Subcommittee Reports & Feedback**

#### **Industrial / Infrastructure**

Did not meet this past month.

#### **Workforce Partnership**

The City of Forest Grove Library has been conducting classes to help fill the void that the closure of the Workforce Center has created. The City has been trying to maintain some level of service since the closure, and has also been trying to strengthen the relationship between Forest Grove and Willow Creek. The closure not only affects adequate means for job search, but also workforce training.

#### **Branding & Marketing**

Brian Wilbur reported that the committee did not meet this past month, but that the kiosks that were on order are now here. One kiosk will be placed near the barber pole @ Lincoln Park, one on the corner of Pacific Avenue & Main Street, one on the corner of Main Street & 19<sup>th</sup> Avenue, and then one @ the Fern Hill Wetlands. The committee is just waiting for some of the necessary hardware to arrive in order to install the kiosks, and anticipate that they will be in place within the upcoming month.

#### **Small Business**

Ali Brown said that the Small Business Committee was not able to meet this past month, but that Kati Mayfield has continued to work diligently along with Jeff King on the "Buy Local" campaign. Jeff King explained that there are two pieces to this project. One is to get feedback from businesses, and the other from consumers themselves. He reported that the next step would most likely be focus groups, and then they would move on to educating the public.

### **E. New Business Guide**

Jeff King provided within the meeting packet a copy of the New Business Guide as it stands so far. There is still a lot of discussion between EDC members as to what should and should not be included within the guide. The plan is to eventually provide a CD to new businesses as a guideline, or good starting point, as a resource for starting a new

business in Forest Grove. This would be used in conjunction with our City website. The discussion will be continued at the next EDC meeting.

**F. Transportation Development Tax (TDT)**

There were several minutes of discussion on this topic by the EDC members. Teri Koerner noted that there is a lot of discussion among interested parties to make the TDT fair, based on city size/population and/or traffic counts so that a TDT will not impede a small business from opening in a less populated area. A blanket, or across-the-board fee does not seem fair to smaller communities that will not attract large corporate businesses that can afford a large fee. There was also discussion about how the City of Hillsboro allows for financing of the TDT, rather than asking an investor to pay a lump sum all at once, or up front. It was proposed that this same type of idea would be beneficial in Forest Grove.

**6. Council Communication**

Tom Belusko reminded everyone that the Concours de Elegance is this upcoming Sunday, July 17<sup>th</sup> @ the Pacific University Campus. He also reported that on July 21<sup>st</sup> there would be the 5<sup>th</sup> and final meeting regarding the Transit Oriented Development Grant prior to it going before the City Council. Tom also talked about the work session that the City Council had last Monday regarding the new BPA rate hikes to electricity, and how that will affect the City. Higher electricity rates will have a huge affect to economic growth in Forest Grove. He said that next month the City Council will hear a presentation / proposal from a non BPA electric provider.

**7. Staff & Board Member Communications**

None.

**8. Announcement of Next Meeting**

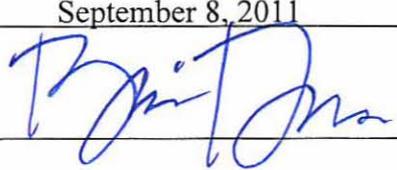
Brian Wilbur announced that the EDC will skip the August 2011 meeting, but asked that all of the subcommittees please make an effort to meet sometime during the month. The next meeting is scheduled for Thursday, September 8<sup>th</sup>, 2011.

**9. Adjournment**

The meeting was adjourned @ 1:25 p.m. by Brian Wilbur.

Approved by the Forest Grove Economic Development Commission:

Date: September 8, 2011

Signed:  \_\_\_\_\_

# APPROVED

Forest Grove Economic Development Commission  
Thursday, September 8, 2011

## MEETING MINUTES

**Attendees:** Don Jones, Tom Belusko, Jeff King, Guy Storms, Cindy Sturm, Hope Kramer, Lisa Duncan, Lois Hornberger, JJ Johnson, Anh  
Staff: Jeff King

**Also Attending:** Bruce McVeen, Jessica Struyk (Intern for Jeff King)

### **1. Call to Order**

Meeting was called to order by Don Jones @ 12:19 p.m. At this time Don asked everyone to please introduce themselves.

### **2. Citizen Communications**

None.

### **3. Approval of EDC Meeting Minutes from July 14 2<sup>nd</sup>, 2011**

JJ Johnson motioned to approve the meeting minutes as presented. Lisa Duncan seconded the motion. The minutes passed unanimously.

### **4. Additions / Deletions & Staff Summary**

Jeff King introduced the new intern, Jessica Struyk, She is a student in the MPA program at Portland State University and will begin interning for economic development on October 3<sup>rd</sup>. Jeff also gave an update on the business incentive program to occupy vacant buildings. To date three companies -2 start up retailers in the downtown and 1 industrial company have occupied previously vacant space and have received benefits from the program. Jeff also confirmed he is working on several industrial leads including an office products company, a start up furniture manufacturer and lastly a baking company. The baking company is looking at the Henningsen site. Guy Storm confirmed that the we have made the final round and is one of three site under consideration in the western US. Lastly, Jeff handed out an ethics training seminar for boards and commissions. It will be the evening of Wednesday, September 21. He also handed out information on a state economic development conference to be held in Newport on September 26 and 27. King will send out the link to all EDC members. Tom BeLusko also mentioned another economic development seminar. He will send the link.

### **5. Business**

#### **A. McMenamins Host Update**

None.

#### **B. Board Members Recruitment Discussion**

The Board discussed the two vacancies. Jeff King said that Anne Berlinger is interested in serving on the board. She is a small organic farmer in the area. However Anne served as the regional rep for the US Economic Development Administration (EDA) for many

years and know the programs and local issues intimately. The board also discussed High Tech Crating –Christian Viera. He and Bret Rehrig had been invited and attended past meetings. For the other open position, Bruce McVeen of New Seasons Foods has been attending as a guest and was present at the meeting. The board made a motion to make a formal invitation to Bruce Mcveen and Christian Viera. Don Jones made a motion and Lisa Duncan seconded. The motion passed unanimously.

### **C. EDC Budget**

Jeff King said that the budget items were concentrated in two areas: marketing and small business development. they will be discussed in the subcommittee section. King that some funds have been expended for updated market data/demographics. Some of this data is attached in packet.

### **D. Subcommittee Reports & Feedback**

#### **Industrial / Infrastructure**

JJ Johnston gave an update of a planning meeting of their subcommittee. The first item they discussed is the Transportation Development tax (TDT) and the current the negative impact is having on new construction. They discussed proposed a 10-year payment plan option modeled after Hillsboro. He said they then discussed the current industrial marketing efforts and proposed new efforts. He said that City has been doing periodic mailings to the most active Portland brokers each time highlighting a different program or attribute. He said they are looking at holding lunches with some of the select brokers to get their feedback on Forest Grove. Another key item is enhanced online/digital marketing include website customization and social media. They are also considering the possibility of a very limited number of trade shows. Also under consideration is regional advertising in publications like the Oregon Business and Portland Business Journal as a way to re-introduce Forest Grove to the business community and correct any misconceptions. JJ added that he is not fully on board with this type of advertising. JJ said that is was refreshing to have a new member like Gil Jiminez attend the subcommittee. Cindy Sturm asked if there was any response from the brokers. Jeff King said that was not any immediate response but it helps keep Forest Grove top of mind them. A couple of brokers thanked for the information and were interested in meeting with us in the future.

#### **Workforce Partnership**

Jeff King reported that the Forest Grove workforce training site is now closed. The Forest Grove Library is holding a couple of workshops on job search issues. They will be presented by state Worksource staff. Jeff is seeking to get an update of what workforce business programs, services and tax credits have survived after the deep budget cuts and proceed from there.

#### **Branding & Marketing**

Don Jones gave an update of the subcommittee meeting. The meeting helped them retrain their focus and get back on track. Don said that they need two more slides to complete a short powerpoint presentation. This will be put on a DvD and give to all

tourism focused businesses to educate staff about the Forest Grove brand. Don also described four flyers that had graphics on them. The flyers covered nature and outdoor recreation, the start of great ideas, wineries and Pacific University. They were passed out to the EDC members. Don also said that they are gathering an inventory of key or signature photos. He said that they will be at Montinore on Friday afternoon to stage some photos. He invited EDC members to attend.

### **Small Business**

Jeff King spoke for this committee. He said they did a final review of the Starting a Business Guide and smaller brochure. Adelante is also preparing a Spanish language brochure. They will be placed in a new section in the City's economic development section of the website. Several other items will be produced including a list of local companies that provide business services, several articles on aspects on starting a business articles and a list of business websites. These all will be put on disc and provided to anyone prospective entrepreneur. Jeff will work with the new intern Jessica on this and have ready for October. The committee also discussed the results of a buy local survey that will given to consumers and another one to local businesses. The results showed that local businesses would consider a number of strategies to promote local sales. The next step is to hold an in depth focus group.

### **Tourism**

No one present but it was reported that an RFP has gone out for consultants for the proposed tourism Guide

### **F. Fall SBA Forum**

Jeff King is in contact with SBA. Larry Trujillo of SBA said that September is a difficult month and November is better and will allow for enough marketing. Jeff continues to work with staff to get a date.

### **6. Council Communication**

None

### **7. Staff & Board Member Communications**

Guy Storm reminded everyone that Saturday, September 17 there will be two great events in Forest Grove, Chalk Art in the downtown and the corn roast at Pacific University. Anh Ho also brought up two ideas to help get students more acquainted with the community. The first was some kind of downtown walking tour during the orientation and the second is students voting and making awards to their best businesses. Jeff will have a follow up meeting with Anh.

### **8. Announcement of Next Meeting**

Don Jones announced that the next EDC meeting is scheduled for Thursday, October 6th 2011 at 12:00 noon

**9. Adjournment**

The meeting was adjourned @ 1:21 p.m. by Don Jones.

Approved by the Forest Grove Economic Development Commission:

Date: October 6, 2011

Signed; 



# Monthly Building Activity Report

## September-11

### 2011-2012

Category	Period: September-10		Period: September-11	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	3	\$872,247	11	\$2,762,735
SFR Addition & Alt/Repair	6	\$81,227	1	\$2,600
Mult. Fam. New/At			1	\$48,036
Group Care Facility				
Commercial New				
Commerical Addition	1	\$1,998,721		
Commercial Alt/Repair	5	\$74,066	5	\$141,730
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	3	\$3,100	2	\$400
Grading	1		1	
Demolitions	1		2	
<b>Total</b>	<b>20</b>	<b>\$3,029,362</b>	<b>23</b>	<b>\$2,955,501</b>

#### Fiscal Year-to-Date

2009-2010		2010-2011	
Permits	Value	Permits	Value
64	\$7,460,162	71	\$18,878,647

**FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: OCTOBER 2011**

	SEPT 2011	AUG 2011	SEPT 2010
<b>MONTHLY TRAFFIC</b>			
Eye Count (Daily count of patrons for month)	17,859	19,751	16,543
Number of Days Open to the Public:	25	27	26
New Registrations (New Patron card issued)	150	161	195
<b>CIRCULATION:</b>			
Total Check-outs:	32,746	36,579	33,785
Total Check-ins:	23,566	27,160	26,460
ILLs (Inter-library loans/out of county):	118	106	77
<b>COURIER:</b>			
Intra-library Holds to Forest Grove:	12,756	14,247	12,637
Intra-library Holds from Forest Grove:	9,093	9,705	9,176
<b>PROGRAMS:</b>			
Adult Programs	7	6	5
Adult Attendance at Adult Programs	41	75	99
Teen programs	0	0	NA
Teen attendance at Teen Programs	0	0	NA
Children's Programs	10	3	3
Children's Attendance at Children's Programs	124	184	196
Adult Attendance at Children's Programs:	68	75	66
# of families at Early Childhood Discovery Time	6	0	NA
<b>REFERENCE:</b>			
Reference Questions	NA	NA	NA
<b>SELF CHECK-OUT:</b>			
Self-Check Out Patrons Accepted	913	1,122	1,004
Self-Check-Out Patrons Denied	372	396	714
Self-Check-Out Total Items	3,660	4,353	3,797
Self-Check-Out Items Denied	43	55	38
Self Check-Out Items Renewed	18	8	17
<b>VOLUNTEERS:</b>			
Number of volunteers	45	43	35
Volunteer hours	482	574	521
<b>COMPUTER USE:</b>			
# of sessions	2,701	3,124	3,163
Total user hours	1,519	1,859	1,919
Average session time in minutes	34	36	36



FOR CITY USE ONLY  
(Please return to City Recorder)

3E

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
\$ 75.00 Change App Fee:  
\$ 35.00 Renewal or Temp App Fee  
\$ 20.25 Special Event  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Forest Grove Sushi, FG Sushi (Applicant: Chris Kim)

**APPLICANT/BUSINESS ADDRESS:** 1905 Birch Street – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** BL-000506

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input checked="" type="checkbox"/> Change in Application <input type="checkbox"/> New Application <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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"/> <b>OFF-PREMISES SALES:</b> 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"/> Business <input checked="" type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse <input type="checkbox"/> Winery/Grower <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

10-13-11  
Date

## Memorandum

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**To:** Mayor Truax and City Councilors  
**From:** Anna D. Ruggles, City Recorder  
**Subject:** Accept Resignation on Public Safety Advisory Commission  
**Date:** October 24, 2011

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Bryan Luciani, Public Safety Advisory Commission (PSAC), Term Expiring December 31, 2013, has informed staff of his desire to resign from PSAC as per his attached resignation e-mail.

**STAFF RECOMMENDATION:**

Staff recommends Council accept the above-noted resignation and deem the seat vacant.

## Memorandum

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**To:** Mayor Truax and City Councilors

**From:** Anna D. Ruggles, CMC, City Recorder

**Subject:** Accept Resignation and Make Appointment to Public Arts Commission

**Date:** October 24, 2011

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Ruth Anne McCullough, Public Arts Commission (PAC), Term Expiring December 31, 2011, has informed staff of her desire to resign from PAC as per her attached resignation e-mail.

Staff received notification from Theatre In the Grove Board of Directors expressing their desire to appoint James Friend (to replace McCullough, Term Expiring December 31, 2011) as their voting representative to PAC.

No applicant interview is necessary since Theatre in The Grove is making this recommendation to Council.

### **STAFF RECOMMENDATION:**

Staff recommends Council accept the above-noted resignation and deem the seat vacant and recommends the City Council consider approving at the Council meeting of October 24, 2011, Resolution No. 2011-80, Making Appointment to Public Arts Commission (Appoint James Friend, Theatre In The Grove, Voting Representative, Term Expiring December 31, 2014 (complete remainder of 2011 and begin a new three-year term effective January 1, 2012); replacing Ruth Anne McCullough, Term Expiring December 31, 2011). If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2011-80

RESOLUTION MAKING APPOINTMENT  
TO THE CITY OF FOREST GROVE  
PUBLIC ARTS COMMISSION (REPRESENTATIVE)

**WHEREAS**, Resolution No. 2006-06 has provided for a Public Arts 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**, it is the desire of Theatre In The Grove to appoint James Friend (to replace Ruth Anne McCullough) to serve as their voting representative on this Commission.

**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 Public Arts Commission for the following term (new appointment noted in **CAPS** and **BOLD**)

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
<b>FRIEND</b>	<b>JAMES</b>	<b>THEATRE IN THE GROVE</b>	<b>DECEMBER 31, 2014</b>

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of October, 2011.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of October, 2011.

\_\_\_\_\_  
Peter B. Truax, Mayor

October 24, 2011

**STAFF REPORT AND RESOLUTION  
SETTING EMERGENCY RESPONSE COST RECOVERY FEES AND CHARGES  
AND AMENDING EXISTING FEES AND CHARGES SCHEDULE**

**PROJECT TEAM:** Michael Kinkade, Fire Chief  
Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** Staff met with City Council in work session on May 9, 2011, to discuss and review assessing fees to offset the high costs of providing increasingly expensive fire and public safety services when responding to calls for emergency assistance arising from incidents occurring within the City and District as well as incidents occurring in unprotected areas or transportation routes where no taxes or assessments for fire protection or public safety are levied by the City. Council directed staff at the work session held on May 9, 2011, to prepare a resolution for Council consideration setting emergency response cost recovery fees and charges.

**BACKGROUND:** The Forest Grove Fire & Rescue Department provides fire suppression, prevention and inspection, emergency medical services, hazardous materials response and other emergency services to the City and District and mutual aid agencies. ORS 478.310 (Attachment 1) and OAR Chapter 837.130 (Attachment 2) authorizes the City to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District as well as incidents that occur in unprotected areas or transportation routes where no taxes or assessments for fire protection or public safety are levied by the City.

Many departments in the State assess these fees to offset the high costs of providing these services. Examples of these services include vehicle extrication, hazardous materials spill mitigation, patient care, technical rescue, and fire suppression. Providing these services is costly to the City. With the advent of increasingly exotic materials and sophisticated systems to improve vehicle performance and safety, the fire service has been challenged to respond

appropriately. Hybrid, electric and other modern vehicles, with their high voltage systems and exotic lightweight metals, explosive-cartridge seatbelt pre-tensioners, and extensive air bag systems have all presented increased training requirements and rescue equipment costs in order to provide vehicle rescue. A few examples include:

1. It has been necessary to continuously upgrade our extrication equipment to have sufficient cutting force to deal with the new metal and manufacturing technologies in today's vehicles.
2. If a vehicle goes over a steep embankment the Fire Department must have the equipment and training to provide technical rope rescue to extricate patients.
3. Transportation incidents often involve hazardous materials spills of fuel and other exotic chemicals. Recently a vehicle landed in one of our local rivers, requiring the deployment of floating booms to absorb spilled fuel in the waterway. These booms cost several hundred dollars, and must be disposed of after use.

For comparative purposes, staff has extrapolated the estimated charge for a motor vehicle accident with a single engine company responding, staffed with four career firefighters (\*Estimated Fee). In reality, more resources are usually sent, and the fee-for-service is greater. The following are estimates of fees charged by other jurisdictions based on the above parameters:

<b><i>Fire Department</i></b>	<b><i>Estimated Fee*</i></b>	<b><i>Notes</i></b>
Colton Fire District	\$250	Minimum charge of \$250
Corvallis Fire Department	\$285	Includes 15% administrative service fee, one-hour minimum
Dexter Rural Fire Protection	\$250	Minimum charge of \$250
Hoodland Fire Department	\$205	Minimum charge of \$150 for patient care incident, \$250 for fire incident
Lebanon Fire District	\$245	
Polk County Fire District #1	\$180	
Stayton Fire District	\$208	
Washington County Fire District #2	\$243.24	Includes 15% administrative service fee
Willamette Valley Fire and Rescue Authority	\$195.32	

These fees are not new or revolutionary – many agencies have had these fees in place for almost 20 years. Locally, Banks and Washington County Fire District #2 both have cost recovery fees. The disadvantages are that it is another fee and the citizen perception of fees; however, local citizens are more accepting when they realize that only non-residents will be responsible for these fees. The ability to

assess fees is incorporated into State law because there are no property taxes paid for services for incidents occurring along transportation routes. Vehicles are historically charged separate taxation through vehicle licensing fees and gas taxes. The research has shown that there are multiple fee policies and procedures that vary from district-to-district, with wide variations in the fee amounts and the individuals charged. All of the variations in the fee proposals have met the criteria of ORS 478.310.

**DISCUSSION:**

Pursuant to ORS 478.310, the City is authorized to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District or unprotected areas and transportation routes where no taxes or assessments for fire protection or public safety are levied by the City.

In order to defray some of the costs of providing these services, staff is proposing to impose fees and charges to users of these services who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid jurisdictions of the cities of Banks, Cornelius, and Gaston (Non-Resident defined as "Out-of-Area User).

Staff is recommending the Emergency Response Cost Recovery Fees and Charges for out-of-area users to be set forth as follows:

**Motor Vehicle Incidents:**

A cost recovery charge of \$250 minimum is established for each vehicle involved in the emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the current State Fire Marshal Standardized Costs Schedule (Attachment 3) in accordance with OAR Chapter 837.130. The fee will be charged only to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.

**Fire/Public Safety Incidents:**

A cost recovery charge of \$400 minimum is established for each fire or public safety emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the Oregon State Fire Marshal Standardized Costs Schedule (Attachment 3) in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.

Billing and Collection Terms:

The City shall mail an itemized invoice to the out-of-area user receiving emergency response services to its last known address. As a courtesy, the City will attempt to bill the user's insurance carrier directly; however, the user is the responsible party for any costs assessed for receiving the emergency response services. Such invoice shall be due and payable within thirty (30) days of the date of invoice and any amounts unpaid after such date shall bear a late payment fee of ten dollars (\$10) per every thirty (30) day period payments are or remain delinquent. Any responsible party who fails to pay the costs assessed within thirty (30) days of the date of the invoice shall be considered in default. In case of default, the City is entitled to pursue any remedy or may institute any appropriate action or proceeding in a court of competent jurisdiction as permitted by law to collect unpaid costs together with its attorney fees and any other costs allowed by law from the responsible party.

The City Attorney has reviewed the City's intent and determined that an ordinance was unnecessary to implement the cost recovery fees and charges because State laws (ORS 478.310 and OAR Chapter 837.130) authorize local agencies to implement and to determine their own appropriate fees, billing cycle, and late charges. In addition, City Code Section 2.600 authorizes the City to establish fees and charges based on the costs for specified services rendered.

**FISCAL IMPACT:** The proposed fees and charges are not projected to generate significant revenue but the ability to assess fees will provide a significant cost-savings to the City by helping to offset some of the increasingly expensive and high costs of providing fire and public safety emergency response services, such as vehicle extrication, hazardous materials spill mitigation, patient care, technical rescue, and fire suppression.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution setting Emergency Response Cost Recovery Fees and Charges, listed in attached Exhibit A, and amending existing Fees and Charges Schedule.

Attachment 1: ORS 478.310

Attachment 2: OAR 837-130

Attachment 3: State Fire Marshal Standardized Costs Schedule (2011)

**478.310 Response to fire or public safety incident outside its own territory by district or municipality; liability for costs.** (1) When a fire or public safety incident occurs outside the limits of a district or of a city and help is asked of the district or city, the fire-fighting or public safety apparatus and force of the district or city may, with or without a contract to do so, be used for extinguishing the fire or responding to the public safety incident in the other unprotected or inadequately protected district or territory. However, the district or city so responding shall be paid the contract or reasonable value for use, including repairs and depreciation, of the apparatus and equipment so used and other expenses reasonably incurred in furnishing the fire-fighting or public safety service.

(2) When a district or city responds to a call for assistance arising from an incident involving an airplane crash or an occurrence on a transportation route within the city or district, the district or city may recover from the person or property receiving the direct fire or safety services as a result of the incident any cost incurred for the following:

(a) The contract or reasonable value of the use, including repairs and depreciation, of the apparatus and equipment used in accordance with a state standardized-costs schedule issued by the State Fire Marshal; and

(b) Other expenses or costs reasonably incurred in furnishing the assistance, as adopted by the service provider.

(3) As used in this section, "transportation route" means a roadway, waterway or railroad right of way against which no taxes or assessments for fire protection are levied by the district or city.

(4) The provisions of this section do not apply to fire incidents involving only forest resources that occur on lands protected under ORS chapter 477. [Amended by 1969 c.667 §23; 1983 c.572 §1; 1987 c.834 §2; 1997 c.274 §38]

DEPARTMENT OF OREGON STATE POLICE,  
OFFICE OF STATE FIRE MARSHAL

DIVISION 130

STANDARDIZED-COSTS SCHEDULES

**837-130-0000**

**Purpose and Scope**

(1) The purpose of these rules is to adopt by reference standardized-costs schedules for fire protection agency response to emergency incidents in unprotected areas and on transportation routes.

(2) These rules are to assist fire protection agencies and local government officials in the application of ORS 476.290 and 478.310.

Stat. Auth.: ORS 476.290 & ORS 478.310  
Stats. Implemented: ORS 476.030  
Hist.: FM 1-1993, f. 5-13-93, cert. ef. 6-1-93

**837-130-0010**

**Definitions**

(1) "Unprotected Area" shall mean an area outside the boundaries of recognized public or private fire protection.

(2) "Transportation Route" shall mean a roadway, waterway, railroad right-of-way or airplane route against which no taxes or assessments for fire protection are levied by the municipality, fire district, or fire protection agency.

Stat. Auth.: ORS 476.030  
Stats. Implemented: ORS 476.280 & ORS 478.310  
Hist.: FM 1-1993, f. 5-13-93, cert. ef. 6-1-93

**837-130-0020**

**Schedules**

(1) The State Fire Marshal adopts the standardized-costs schedules for transportation route response, unprotected area response, and apparatus cost that are contained in the State Fire Marshal's **Oregon Fire Service Mobilization Plan**.

(2) The State Fire Marshal adopts the volunteer firefighter reimbursement rate that is contained in the State Fire Marshal's **Oregon Fire Service Mobilization Plan**.

(3) All responses billed under these rules are subject to a 30-minute minimum response charge.

(4) Local agencies may determine their own billing cycle and any appropriate late charges and fees.

**1. Personnel Reimbursement Costs**

During the course of rendering aid and assistance through the Act or a governor-declared state of emergency:

- 1) The use of personnel or equipment of each jurisdiction shall be at the risk of that jurisdiction.
- 2) Each jurisdiction shall obtain and maintain in full force and effect adequate public liability and property damage insurance or self insurance to cover claims for injury to persons or damage to property arising to activities associated through the Act or state of emergency.
- 3) Each jurisdiction shall be responsible for the acts of its own employees.
- 4) Each jurisdiction shall compensate all personnel the exact amounts as submitted for reimbursement to the Office of State Fire Marshal on the Personnel Support Cost Summary.

**2. Form Distribution**

OSFM will ensure forms are sent electronically to responding agencies.

**3. State Fire Marshal Standardized Cost Schedule**

RESOURCE: Engine, Fire (Pumper)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III	NIMS TYPE IV	NWCG TYPE V	NWCG TYPE VI	NWCG TYPE VII
Component		\$100/hr	\$80/hr	\$60/hr	\$40/hr	\$30/hr	\$25/hr	\$20/hr
Equipment	Pump Capacity	1000 gpm	500 gpm	120 gpm	70 gpm	50	50	10
Equipment	Tank Capacity	400 Gal	400 Gal	500 Gal	750 Gal	400	150	50
Equipment	Hose 2.5 inch	1200ft	1000ft	-	-	-	-	-
Equipment	Hose 1.5 inch	400ft	500ft	1000ft	300ft	300ft	300ft	-
Equipment	Hose 1 inch	200ft	300ft	800ft	300ft	300ft	300ft	200ft
Personnel	Personnel	4	3	3	2	2	2	2

RESOURCE: Water Tender, Firefighting (Tanker)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III				
Component		\$70/hr	\$50/hr	\$30/hr				
Equipment	Pump Capacity	300 gpm	200 gpm	50 gpm	-	-	-	-
Equipment	Tank Capacity	2000 gallons	1000 gallons	1000 gallons	-	-	-	-

RESOURCE: Fire Truck, Aerial (Ladder or Platform)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II					
Component		\$150/hr	\$100/hr					
Personnel	Number	4	4	-	-	-	-	-
Equipment	Aerial	75 ft	50 ft.	-	-	-	-	-
	Elevated Stream	500 gpm	500 gpm	-	-	-	-	-
	Ground Ladders	115 ft	115 ft	-	-	-	-	-

RESOURCE: Crew Transport (Firefighting Crew)								
CATGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III				
Component		\$25/hr	\$20/hr	\$15/hr				
Personnel	Passengers	30	20	10	-	-	-	-

RESOURCE: Equipment Transport (Firefighting support equipment)							
CATEGORY:	Firefighting (ESF #4)				KIND:	Equipment	
MINIMUM CAPABILITIES:		TYPE I	TYPE II				
Component		\$100/hr*	\$20/hr*				
	Configuration	Tractor Trailer	Pull Trailer	-	-	-	-

\*Rate only applies to actual time in Transit

RESOURCE: Command Vehicle							
CATEGORY:	Firefighting (ESF #4)				KIND:	Equipment	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III			
Component		\$100/hr	\$100/hr	\$15/hr			
Equipment	Vehicle	Motorhome type vehicle or bus	Trailer Type vehicle generator equipped	Explorer, Suburban or van type vehicle	-	-	-

Specialized equipment or apparatus shall be at a rate negotiated with the Office of State Fire Marshal, e.g., mobile communication, maintenance/repair, fuel, city service, aircraft fire, chemical, investigation, HazMat, tow truck, air system, power plants.

*\*\*Note: Apparatus not matching typing criteria (pump [GPM] or tank [gallons]) will be classified to the most restrictive type. e.g., an engine with a pump of 100 GPM with a 300 gallon tank would be classed as a Type VI engine. A tender with a 250 GPM pump and 5000 gallon tank would be classed as a Type II tender.*

*\*\*Note: When a private vehicle is used, the state reimburses mileage only.*

RESOURCE: Rescue Vehicle							
CATEGORY:	Firefighting (ESF #4)				KIND:	Equipment	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV		
Component		\$150/hr	\$100/hr	\$40/hr	\$25		
Equipment	Rescue Vehicle	Heavy	Medium	Light	Basic	-	-

Type I – Heavy floor construction, pre-cast concrete construction, steel frame construction, high angle rope rescue (including highline systems), confined space rescue (permit required), mass transportation rescue.

Type II – Heavy wall construction, high angle rope rescue (not including highline systems), confined space rescue (not including highline systems), confined space rescue (no permit required), trench and excavation rescue.

Type III – Light frame construction, low angle or one person load rope rescue.

Type IV – Surface rescue, non-structural entrapment in non-collapsed structures.

RESOURCE: Watercraft							
CATEGORY:	Firefighting (ESF #4)				KIND:	Equipment	
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	
Component							
Equipment	(Costs to be determined)	24' Rigid Hull/ Motorized	18' - 24' Rigid Hull/ Inflatable Motorized	12' - 18' Jonboat Motorized	PWC Motorized	Rapid Deployment Craft Non-Motorized	-

Type I – with fire suppression capabilities, capacity for 5+ victims, 3+ crew, launch ramp required

Type II – with fire suppression capabilities, capacity for 3-5 victims, 3 crew, launch ramp required

Type III – with fire suppression capabilities, capacity for 3 victims, 3 crew, hand launch

Type IV – capacity for 1 victim, 1 crew, hand launch

Type V – capacity for 2+ victims, 2 crew, hand launch

RESOURCE: Ambulance (Gound)					
CATGORY:		Health & Medical (ESF #8)		KIND:	
MINIMUM CAPBILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III	Vehicle/Team
Component		\$55/hr	\$55/hr	\$45/hr	NIMS TYPE IV \$45/hr
Personnel	Number	1 ALS practitioner and 1 EMT Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment.	1 ALS practitioner and 1 EMT	2 ( 1 EMT and 1 EMR) Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment.	2 ( 1 EMT and 1 EMR)
Team	Request for Mutual Aid should specify specialty services as needed.	Advanced Life Support	Advanced Life Support	Basic Life Support	Basic Life Support
Overall Function	Provides out-of-hospital emergency medical care, evacuation, and transportation services via licensed EMS service	Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies.	Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies.



October 14, 2011

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, October 19, 2011

**NOTICE OF PUBLIC HEARING  
PROPOSED RESOLUTION SETTING EMERGENCY  
RESPONSE COST RECOVERY FEES AND CHARGES  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing **Monday, October 24, 2011, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would set cost recovery fees and charges for out-of-area users who receive certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety. The proposed fees and charges would be imposed to users of these services who at the time of the incident reside outside of the jurisdictions of the City of Forest Grove and Forest Grove Rural Fire Protection District or unprotected areas and transportation routes where no taxes or assessments for fire protection or public safety are levied by the City or District. The proposed fees and charges would not affect residents residing within the jurisdictions of the City or District or mutual aid agencies. The proposed resolution would be effective upon approval by the City Council.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed resolution are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove



**RESOLUTION NO. 2011-78**

**RESOLUTION SETTING EMERGENCY RESPONSE COST RECOVERY FEES  
AND CHARGES FOR CERTAIN FIRE AND PUBLIC SAFETY EMERGENCY SERVICE  
INCIDENTS AND AMENDING RESOLUTION NO. 2011-52,  
MASTER FEES AND CHARGES SCHEDULE**

**WHEREAS**, ORS 478.310 (2011) and OAR Chapter 837.130, authorizes the City of Forest Grove to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District or unprotected areas and transportation routes where no taxes or assessments for fire protection or public safety are levied by the City, and

**WHEREAS**, the City is also authorized pursuant to City Code Section 2.600 to establish fees and charges based on the costs for specified services rendered; and

**WHEREAS**, the number of emergency service responses continue to increase each year, environmental protection requirements involve an increased level of equipment and training, and hazardous materials incidents create substantial demands on all operational aspects of emergency services; and

**WHEREAS**, many motor vehicle collisions and hazardous materials incidents involve individuals not owning property or paying taxes within the City's jurisdictional boundaries; and

**WHEREAS**, the City and Rural Fire Protection District have investigated numerous methods to maintain a high level of emergency services capability in times of increasing service demands and fiscal challenges; and

**WHEREAS**, the City Council finds that in order to defray the costs of providing these services, it is necessary for the City to impose fees and charges to users of these services who at the time of the incident reside outside of the jurisdictions of the City and Rural Fire Protection District and mutual aid partners of the cities of Banks, Cornelius, and Gaston; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on this proposed resolution on October 24, 2011.

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

**Section 1.** The Emergency Response Cost Recovery Fees and Charges, including billing and collection terms, listed on Exhibit A of this resolution are hereby adopted upon the effective implementation date of this resolution.

**Section 2.** Resolution No. 2011-52, Master Fees & Charges Schedule, is hereby amended to include the Emergency Response Cost Recovery Fees and Charges listed on the attached Exhibit A.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 24<sup>th</sup> day of October, 2011.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of October, 2011.

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Peter B. Truax, Mayor

**EXHIBIT A**  
**CITY OF FOREST GROVE**  
**EMERGENCY RESPONSE COST RECOVERY FEES AND CHARGES**

Pursuant to ORS 478.310, the City of Forest Grove is authorized to recover costs from persons or property receiving certain public safety or fire emergency services as a result of responding to incidents requiring equipment and personnel for medical, fire and life safety that occur within the City or District or unprotected areas and transportation routes where no taxes or assessments for fire protection or public safety are levied by the City or District. In order to defray the costs of providing these services, it is necessary for the City to impose fees and charges to users of these services who at the time of the incident reside outside of the jurisdictions of the City of Forest Grove and Forest Grove Rural Fire Protection District and mutual aid jurisdictions of the cities of Banks, Cornelius, and Gaston (Non-Resident defined as "Out-of-Area User).

The Emergency Response Cost Recovery Fees and Charges are set forth as follows:

Motor Vehicle Incidents:

A cost recovery charge of \$250 minimum is established for each vehicle involved in the emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the current State Fire Marshal Standardized Costs Schedule in accordance with OAR Chapter 837.130. The fee will be charged only to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.

Fire/Public Safety Incidents:

A cost recovery charge of \$400 minimum is established for each fire or public safety emergency service incident. The fee is to be collected for the first half-hour response time with an additional 15 percent (15%) administrative fee and actual costs of any supplies, specialized equipment or apparatus used. After the first half-hour, the charges will be collected equal to the current State Fire Marshal Standardized Costs Schedule in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.

Billing and Collection Terms:

The City shall mail an itemized invoice to the out-of-area user receiving emergency response services to its last known address. As a courtesy, the City will attempt to bill the user's insurance carrier directly; however, the user is the responsible party for any costs assessed for receiving the emergency response services. Such invoice shall be due and payable within thirty (30) days of the date of invoice and any amounts unpaid after such date shall bear a late payment fee of ten dollars (\$10) per every thirty (30) day period payments are or remain delinquent. Any responsible party who fails to pay the costs assessed within thirty (30) days of the date of the invoice shall be considered in default. In case of default, the City is entitled to pursue any remedy or may institute any appropriate action or proceeding in a court of competent jurisdiction as permitted by law to collect unpaid costs together with its attorney fees and any other costs allowed by law from the responsible party.

October 24, 2011

**STAFF REPORT AND RESOLUTION ADOPTING  
FOREST GROVE - CORNELIUS MULTI-JURISDICTIONAL  
NATURAL HAZARD MITIGATION ACTION PLAN ADDENDUM**

**PROJECT TEAM:** Michael Kinkade, Fire Chief  
Michael J. Sykes, City Manager

**ISSUE STATEMENT:**

The Cities of Forest Grove and Cornelius contracted with EcoNorthwest (ECO) to develop an addendum to the Washington County Natural Hazard Mitigation Action Plan (NHMAP) between April and September 2011. The cities' addendum received 'pre-approval' pending adoption from the Federal Emergency Management Agency (FEMA).

In order to receive 'formal approval' for the addendum, each City must adopt the addendum by Council Resolution. Formal approval allows the City to apply for federal disaster mitigation funds.

Note: Mitigation Plans are non-regulatory in nature, and do not set forth new policy.

**BACKGROUND:**

**What is a Natural Hazard Mitigation Plan?**

A Natural Hazard Mitigation Action Plan (NHMAP) identifies actions that strengthen a community's ability to withstand the damaging effects of natural hazards.

Mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Example mitigation actions from the Forest Grove-Cornelius plan include:

- Assessing the seismic stability of bridges surrounding the communities of Forest Grove and Cornelius and seeking funding to reinforce or replace as needed (also applies to flooding concerns).
- Seek funding to assess and seismically retrofit critical facilities (police stations, fire stations, and hospitals) that are vulnerable to collapse.
- Explore opportunities to utilize City park land on the edges of town as wildfire buffers.

- Assess the vulnerability to Forest Grove downtown businesses to an earthquake and encourage businesses to develop business continuity and recovery plans.

### **Why do we need a Natural Hazard Mitigation Action Plan?**

Without a federally and locally approved NHMAP, a community is *not* eligible for the following federal disaster mitigation funds.

- Pre-Disaster Mitigation Grant Program: provides funds to states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. PDM grants are nationally competitive.
- Hazard Mitigation Grant Program: provides grants to state and local governments and other eligible recipients to implement long-term hazard mitigation measures and projects after a major disaster declaration. The purpose of HMGP funds is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery period following a disaster. HMGP funds are available to communities within states that have recently received Presidential Disaster Declarations. HMGP funds are prioritized for communities that are directly affected by a disaster, but communities outside of the disaster declaration are typically eligible as well.
- Flood Mitigation Assistance: assists states and communities in implementing measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program.

**Note:** Although Forest Grove and Cornelius created an addendum to Washington County's NHMAP, each City is eligible to independently apply for federal mitigation grant funds. Both jurisdictions may, however, work together in the application process (if a particular project will benefit both jurisdictions).

### **Background: Planning Process**

In the spring of 2011, the Cities of Forest Grove and Cornelius utilized Hazard Mitigation Grant Program (HMGP) planning dollars to contract with EcoNorthwest (EXO) to develop a shared addendum to the Washington County Natural Hazard Mitigation Action Plan (NHMAP). ECO was responsible for facilitating and documenting the planning processes. Forest Grove Fire served as the lead department in coordinating the planning effort.

The following departments and agencies served as steering committee members for the City of Forest Grove and Cornelius' natural hazard mitigation planning process:

- Cornelius City Manager's Office

- Cornelius Police Department
- Forest Grove Fire and Rescue
- Cornelius Fire Department
- Forest Grove Rural Fire
- Forest Grove Light and Power
- Forest Grove Police Department
- Forest Grove Public Safety Committee
- Washington County Emergency Management
- Forest Grove Chamber of Commerce
- Citizen representative from Cornelius
- Pacific University

**Who is responsible for maintaining and updating the Multi-Jurisdictional Natural Hazard Mitigation Action Plan?**

The multi-jurisdictional steering committee is responsible for maintaining and updating the plan. The City of Forest Grove's Fire Chief has been identified as the plan's convener. It is the convener's responsibility to coordinate future meeting dates, times, locations, agendas, and member notification. The steering committee will be responsible for identifying new risk assessment data, reviewing the status of mitigation actions, identifying new actions, and seeking funding to implement mitigation actions. The Forest Grove - Cornelius Addendum to the Washington County NHMAP will need to be updated every five years in conjunction with the County's plan update schedule.

Because the County's plan needs to be updated by November 2015, this means that the cities will need to review their plan at that time. The Forest Grove Fire Chief should participate in the County's plan update process as a representative of both cities.

**FISCAL IMPACT:** Most of the mitigation action items can be addressed through maintenance of existing programs and activities in departmental budgets. Failure to adopt the Natural Hazard Mitigation Plan Addendum will result in ineligibility to receive federal and state pre- and post-disaster assistance funds.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution adopting the Forest Grove - Cornelius Multi-Jurisdictional Natural Hazard Mitigation Action Plan, attached as Exhibit A.



October 14, 2011

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, October 19, 2011

**NOTICE OF PUBLIC HEARING  
PROPOSED RESOLUTION ADOPTING  
NATURAL HAZARD MITIGATION PLAN ADDENDUM  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing **Monday, October 24, 2011, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider approving a resolution that would adopt the City of Forest Grove's Natural Hazard Mitigation Plan Addendum. The Addendum focuses on the natural hazards that could affect Forest Grove, including flood, severe weather, earthquake, wildfire, and landslide. The proposed resolution would be effective upon approval by the City Council.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed resolution are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove

RESOLUTION NO. 2011-79



**RESOLUTION ADOPTING THE FOREST GROVE - CORNELIUS  
MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION ACTION PLAN ADDENDUM**

**WHEREAS**, the Cities of Forest Grove and Cornelius recognize the threat that natural hazards pose to people and property within our community and worked jointly to develop a Natural Hazard Mitigation Action Plan; and

**WHEREAS**, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

**WHEREAS**, an adopted Natural Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

**WHEREAS**, Forest Grove and Cornelius fully participated in the FEMA-prescribed mitigation planning process to prepare this addendum to the *Washington County Natural Hazard Mitigation Action Plan*; and

**WHEREAS**, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Forest Grove – Cornelius Natural Hazard Mitigation Action Plan Addendum*, dated September 2011, (Attached Exhibit A), and pre-approved contingent upon this official adoption of the participating governments and entities; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on this proposed resolution on October 24, 2011.

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

**Section 1.** The City of Forest Grove City Council hereby adopts the *Forest Grove - Cornelius Natural Hazard Action Mitigation Plan Addendum*, dated September 2011, Attached as Exhibit A.

**Section 2.** The City of Forest Grove City Council hereby authorizes the City Manager, or designee of the City Manager, to submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable the Plan's final approval.

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 24<sup>th</sup> day of October, 2011.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of October, 2011.

\_\_\_\_\_  
Peter B. Truax

# Forest Grove / Cornelius Natural Hazard Mitigation Plan Addendum

Final Draft

Prepared for the Cities of  
Forest Grove and Cornelius

**ECONorthwest**  
ECONOMICS • FINANCE • PLANNING

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September 2011



October 24, 2011

**FINANCIAL REPORT  
FOR THE QUARTER ENDING  
JUNE 30, 2011**

**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 June 30, 2011. This is the final quarter of the City's fiscal year ending June 30, 2011. Finance staff has closed the books for the fiscal year ending June 30, 2011, but some adjustments will be made through the audit process. Some of the numbers discussed below may change as the audit process progresses.

The first report after the staff report shows a comparison of the ending fund balances for selected funds. There are four fund balance columns: 1) the Ending Fund Balance at June 30, 2010; 2) the un-audited Ending Fund Balance at June 30, 2011; 3) the Budgeted Beginning Balance at July 1, 2011; and 4) the difference between columns 3 and 4. The un-audited Ending Fund Balance at June 30, 2011 (highlighted) shows the actual fund balances for those funds at June 30, 2011.

The General Fund's Beginning Fund Balance is \$413,969 higher than the amount budgeted. The higher-than-anticipated fund balances will help the City protect its reserves as the City starts the process to review what to do with the local option levy that expires on June 30, 2013. In fiscal year 2010-11, the levy collected \$1,507,411 in revenue for the General Fund. The increase in fund balances is due primarily to a higher than expected beginning fund balance at June 30, 2010, and departments not expending all their budgeted funds.

The Building Permits Fund Balance is \$21,334 higher than budgeted. Building activity has continued at steady pace. The FY 2010-11 budget was a very conservative budget on the revenue side and the steady building level helped to maintain the fund balance. Staff continues to monitor activity in this fund to ensure that it remains financially sound.

The Light and Power Fund Balance is \$982,429 higher than budgeted. Most of that difference is due to purchased power being \$763,173 less than projected and the vehicle enclosure building being delayed until FY 2011-12. In fiscal year 2011-12, the Light & Power Department is planning on conducting a master plan update for its distribution system followed by a cost of service and user rate study. This is similar to the approach used recently for the Water Fund. The master plan update will provide the necessary information for future capital outlay

expenditures for use in the cost of service and user rate study.

The balances in the Public Works Funds are higher than budgeted. Some of this is due to the anticipated timing of projects when the budget is prepared. Most of these funds have had master plans completed so staff is planning on preparing financial plans for these funds. The Water Fund's rate study has been completed and the rate increases necessary for the Water fund for the next several years have been determined.

The Equipment Fund has total fund balance at June 30, 2011 of \$258,678. This balance consists of two parts: 1) a balance of \$422,284 for vehicle replacements for all funds except the Fire Department; and 2) an operational deficit of (\$163,606). Staff has been working to reduce the operating deficit which arose from money set aside for vehicle purchases being used for operational expenses in the Equipment Fund. The operating deficit is coming down as planned through operating surcharges over time. It should be noted that this fund does have an overall positive fund balance.

The second report, the remaining 56 pages, shows revenues and expenditures by department for the General Fund and a total for each of the other funds are attached to this report. I am not planning on presenting detailed analysis of line items. If you have specific questions about individual line items, I can address them at the Council meeting. The Building Permits Fund will have small over-expenditures in the Personal Services and Materials and Services section of its budget. All other funds should be within their budgeted expenditures.

The audit report is scheduled to be delivered in December 2011 or January 2012. At that time, staff will have audited numbers to present the Council.

**City of Forest Grove**  
**Unaudited Fund Balance as June 30, 2011- Selected Funds**

Fund #	Fund	Ending Fund Balance 06/30/10	Unaudited Ending Fund Balance 06/30/11	Budgeted Beginning Balance 07/01/11	Difference Between Unaudited & Budgeted Columns
100	General Fund	4,373,806	4,434,289	4,020,320	413,969
205	Building Permits Fund	420,603	440,558	419,224	21,334
610	Light & Power Fund	6,056,523	6,883,745	5,901,316	982,429
<b>Public Works Funds:</b>					
620	Sewer Fund	1,781,735	1,820,618	1,685,177	135,441
622	Sewer SDC Fund	1,080,792	1,039,361	1,021,215	18,146
630	Water Fund	2,297,167	2,290,250	2,005,593	284,657
632	Water SDC Fund	1,334,493	1,581,919	1,535,997	45,922
640	SWM Fund	349,142	330,463	300,822	29,641
642	SWM SDC Fund	225,321	217,022	213,924	3,098
210	Street Fund	918,128	788,907	704,615	84,292
240	Bikeway Development Fund	76,814	83,748	78,277	5,471
310	Traffic Impact Fund	3,199,813	3,218,983	3,120,057	98,926
311	Trans. Development Tax Fund	160,387	409,543	405,808	3,735
<b>Capital Project Funds:</b>					
320	Parks SDC Fund	297,554	576,498	575,424	1,074
260	Trail System Fund	162,685	66,555	66,159	396
330	Capital Projects Fund	2,856,654	2,805,095	2,823,106	(18,011)
350	CIP Excise Tax Fund	113,808	74,185	66,155	8,030
<b>Internal Service Funds:</b>					
225	Fire Equip. Replacement Fund	398,133	399,525	418,912	(19,387)
710	Information Systems Fund	577,646	620,317	620,548	(231)
740	Risk Management Fund	486,942	527,856	506,880	20,976
720	Equipment Fund	217,667	258,678	218,253	40,425

100 - General Fund

Department #11 - Legislative & Executive

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420029	Portland Community College Payr	18,288	23,593	5,305	129%
440025	Copy Service	54	0	(54)	0%
440029	General Fund Spt Svc (522023)	307,090	307,090	0	100%
472005	Miscellaneous	0	400	400	0%
	<b>REVENUES TOTAL</b>	<b>325,432</b>	<b>331,083</b>	<b>5,651</b>	<b>102%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(282,603)	(281,012)	1,591	99%
511010	Part-Time Employee Wages	(9,000)	(9,024)	(24)	100%
512005	Health & Dental Benefits	(50,350)	(50,351)	(1)	100%
512008	Health Reimb Arrangement	(2,766)	(2,777)	(11)	100%
512010	Retirement	(56,153)	(56,635)	(482)	101%
512015	FICA	(22,307)	(20,371)	1,936	91%
512020	Workers Comp	(358)	(358)	0	100%
512025	Other Benefits	(1,542)	(2,515)	(973)	163%
512030	Other Payroll Taxes	(2,105)	(2,288)	(183)	109%
520110	Operating Supplies	(1,000)	(602)	398	60%
520120	Organization Business Expense	(8,000)	(9,535)	(1,535)	119%
520150	Utilities	(2,200)	(2,753)	(553)	125%
520180	Subscriptions & Books	(100)	(84)	16	84%
520503	Printing	(2,000)	(6,034)	(4,034)	302%
520506	Postage	(700)	(800)	(100)	114%
520509	Telephone	(452)	(619)	(167)	137%
520521	Public Information	(11,520)	(11,226)	294	97%
520524	Publications	(465)	(656)	(191)	141%
520530	Memberships	(7,124)	(6,180)	944	87%
520563	Sister City Contribution	(6,000)	(1,447)	4,553	24%
520578	Insurance & Bonds	(365)	(365)	0	100%
521003	Training/Conferences	(8,044)	(9,363)	(1,319)	116%
521004	Legislative Conferences & Trainin	(17,000)	(12,342)	4,658	73%
521006	Travel	(300)	(604)	(304)	201%
521150	Professional Services	(1,000)	(1,349)	(349)	135%
522003	Equipment Maint & Oper Supplies	(500)	(499)	1	100%
522012	Fuel/Oil	0	(127)	(127)	0%
522021	Equipment Fund Charges	(1,740)	(1,740)	0	100%
522022	Information Systems Fund Charge	(2,668)	(2,668)	0	100%
522309	Building/Facility Rental	(15,588)	(15,588)	0	100%
522312	Facility Maintenance Supplies	(500)	(133)	367	27%
	<b>EXPENDITURES TOTAL</b>	<b>(514,450)</b>	<b>(510,045)</b>	<b>4,405</b>	<b>99%</b>
	<b>Department Net Totals</b>	<b>(189,018)</b>	<b>(178,962)</b>		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430455	Metro Cleanup Grant	0	815	815	0%
432280	Healthy Benefits Grant	1,500	2,250	750	150%
440022	Lien Searches	9,750	10,213	463	105%
440025	Copy Service	240	204	(36)	85%
440028	Passport Execution Fee	9,850	9,575	(275)	97%
440029	General Fund Spt Svc (522023)	1,730,764	1,730,764	0	100%
440030	Reserved Parking	2,000	960	(1,040)	48%
440040	New Account Set-Up Fee	20,085	22,330	2,245	111%
440042	Door Hanger Fee	18,540	24,210	5,670	131%
450055	Business License Late Fees	0	15	15	0%
450056	Business License	30,000	39,155	9,155	131%
450057	Other	40	0	(40)	0%
471030	Bond Refinancing Proceeds	11,800	7,650	(4,150)	65%
472005	Miscellaneous	6,500	2,868	(3,632)	44%
480006	Reimbursements	5,000	3	(4,997)	0%
	<b>REVENUES TOTAL</b>	<b>1,846,069</b>	<b>1,851,012</b>	<b>4,943</b>	<b>100%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(854,925)	(860,708)	(5,783)	101%
511010	Part-Time Employee Wages	(64,000)	(69,726)	(5,726)	109%
511015	Overtime	(2,400)	0	2,400	0%
511020	Temporary Employee Wages	0	(5,075)	(5,075)	0%
511021	Unemployment Compensation	0	(1,056)	(1,056)	0%
512005	Health & Dental Benefits	(241,307)	(244,918)	(3,611)	101%
512008	Health Reimb Arrangement	(8,812)	(8,746)	66	99%
512010	Retirement	(170,932)	(170,993)	(61)	100%
512015	FICA	(70,481)	(70,490)	(9)	100%
512020	Workers Comp	(4,523)	(4,528)	(5)	100%
512025	Other Benefits	(4,776)	(8,041)	(3,265)	168%
512030	Other Payroll Taxes	(6,825)	(5,699)	1,126	84%
520110	Operating Supplies	(8,000)	(1,679)	6,321	21%
520120	Organization Business Expense	(6,350)	(5,804)	546	91%
520150	Utilities	(7,100)	(9,665)	(2,565)	136%
520180	Subscriptions & Books	(800)	(649)	151	81%
520200	Computer Software Maintenance	(65,129)	(62,601)	2,528	96%
520220	Small Equipment	(4,700)	(2,611)	2,089	56%
520503	Printing	(15,670)	(16,629)	(959)	106%
520506	Postage	(63,400)	(60,604)	2,796	96%
520509	Telephone	(5,950)	(4,014)	1,936	67%
520521	Public Information	(3,500)	(2,865)	635	82%
520524	Publications	(1,135)	(535)	600	47%
520530	Memberships	(18,795)	(18,295)	500	97%
520533	Recruiting Expenses	(2,500)	(918)	1,583	37%
520557	Intergovernmental Services	(5,809)	(6,337)	(528)	109%
520560	Senior Center	(17,500)	(16,429)	1,071	94%
520578	Insurance & Bonds	(8,741)	(8,741)	0	100%
521003	Training/Conferences	(22,600)	(12,348)	10,252	55%
521006	Travel	(1,500)	(23)	1,477	2%
521113	Attorney Services	(60,000)	(35,047)	24,953	58%
521150	Professional Services	(39,200)	(10,964)	28,236	28%
521165	Contracts for Services	(6,500)	(5,009)	1,491	77%
521168	Misc Medical Services	0	(76)	(76)	0%

**100 - General Fund**

**Department #12 - Administration Services**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
521171	Financial Services, Auditing, Inve:	(58,300)	(61,910)	(3,610)	106%
521172	Bank Service Fees	(5,000)	(1,234)	3,766	25%
522003	Equipment Maint & Oper Supplies	(27,600)	(8,647)	18,953	31%
522021	Equipment Fund Charges	(5,869)	(5,869)	0	100%
522022	Information Systems Fund Charge	(82,260)	(82,260)	0	100%
522303	Custodial	(6,900)	(5,295)	1,605	77%
522306	Rents & Leases	(1,150)	(1,225)	(75)	107%
522309	Building/Facility Rental	(21,860)	(21,860)	0	100%
522312	Facility Maintenance Supplies	(5,600)	(3,680)	1,920	66%
522315	Facility Mnt/Repairs	(94,500)	(81,366)	13,134	86%
	<b>EXPENDITURES TOTAL</b>	<b>(2,102,899)</b>	<b>(2,005,170)</b>	<b>97,729</b>	<b>95%</b>
	<b>Department Net Totals</b>	<b>(256,830)</b>	<b>(154,158)</b>		

**100 - General Fund**

**Department #13 - Municipal Court**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
460115	Parking Fines (PK)	12,150	10,941	(1,209)	90%
460120	Traffic Fines (TR)	192,245	179,075	(13,170)	93%
460125	PD Ordinance Fines	1,000	1,010	10	101%
460126	CD Code Violation Fines	0	100	100	0%
460130	Marijuana Fines/Fees (ML)	1,900	3,636	1,736	191%
460135	Minor in Possession Fines/Fees (I)	4,050	8,489	4,439	210%
472005	Miscellaneous	0	45	45	0%
480006	Reimbursements	12,195	12,878	683	106%
<b>REVENUES TOTAL</b>		<b>223,540</b>	<b>216,174</b>	<b>(7,366)</b>	<b>97%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(54,965)	(55,313)	(348)	101%
511010	Part-Time Employee Wages	(44,311)	(34,900)	9,411	79%
512005	Health & Dental Benefits	(11,970)	(11,970)	0	100%
512008	Health Reimb Arrangement	(539)	(539)	0	100%
512010	Retirement	(10,947)	(10,992)	(45)	100%
512015	Fica	(7,595)	(6,790)	805	89%
512020	Workers Comp	(126)	(126)	0	100%
512025	Other Benefits	(537)	(532)	5	99%
512030	Other Payroll Taxes	(727)	(661)	66	91%
520110	Operating Supplies	(1,000)	(314)	686	31%
520120	Organization Business Expense	(200)	(32)	168	16%
520200	Computer Software Maintenance	(6,200)	(6,152)	48	99%
520220	Small Equipment	(200)	0	200	0%
520503	Printing	(400)	(4)	396	1%
520506	Postage	(1,150)	(816)	334	71%
520509	Telephone	(250)	(143)	107	57%
520521	Public Information	(100)	0	100	0%
520524	Publications	(500)	(25)	475	5%
520530	Memberships	(185)	(185)	0	100%
520539	Assessment - County	(8,600)	(6,329)	2,271	74%
520540	State Crt Security Asmt (SCSF)	(4,800)	(3,146)	1,654	66%
520557	Intergovernmental Services	(700)	(217)	483	31%
520566	Assessment - State	(42,500)	(27,966)	14,534	66%
520578	Insurance & Bonds	(327)	(327)	0	100%
521003	Training/Conferences	(2,600)	(677)	1,923	26%
521150	Professional Services	(3,900)	(3,163)	738	81%
521172	Bank Service Fees	(1,500)	(1,324)	176	88%
522022	Information Systems Fund Charge	(6,476)	(6,476)	0	100%
522309	Building/Facility Rental	(784)	(784)	0	100%
<b>EXPENDITURES TOTAL</b>		<b>(214,089)</b>	<b>(179,904)</b>	<b>34,185</b>	<b>84%</b>
<b>Department Net Totals</b>		<b>9,451</b>	<b>36,270</b>		

100 - General Fund

Department #14 - Library

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420035	W.C.C.L.S.	650,466	650,466	0	100%
430601	Public Library Support Grant	3,800	2,716	(1,084)	71%
440019	WCCLS Collection Agency Charg	1,000	840	(160)	84%
440021	Library Charges	4,000	3,830	(170)	96%
440023	Print Fees	2,500	3,206	706	128%
440025	Copy Service	120	1,645	1,525	1,371%
440301	Rental Income	575	1,679	1,104	292%
450057	Other	20	54	34	271%
460500	Library Late Fines	16,000	25,880	9,880	162%
471020	Unrestricted Donations	1,000	143	(857)	14%
471022	Restricted Library Memorials	1,000	755	(245)	76%
<b>REVENUES TOTAL</b>		<b>680,481</b>	<b>691,213</b>	<b>10,732</b>	<b>102%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(337,640)	(335,413)	2,227	99%
511010	Part-Time Employee Wages	(225,177)	(224,815)	362	100%
511021	Unemployment Compensation	0	(1,161)	(1,161)	0%
512005	Health & Dental Benefits	(75,849)	(70,030)	5,819	92%
512008	Health Reimb Arrangement	(4,021)	(3,927)	94	98%
512010	Retirement	(67,618)	(67,892)	(274)	100%
512015	FICA	(43,056)	(41,720)	1,336	97%
512020	Workers Comp	(713)	(713)	0	100%
512025	Other Benefits	(2,623)	(2,567)	56	98%
512030	Other Payroll Taxes	(4,196)	(4,141)	55	99%
520110	Operating Supplies	(5,000)	(5,500)	(500)	110%
520120	Organization Business Expense	(100)	(46)	54	46%
520140	Library Materials	(79,850)	(80,625)	(775)	101%
520150	Utilities	(1,424)	(3,679)	(2,255)	258%
520506	Postage	(1,900)	(2,057)	(157)	108%
520509	Telephone	(2,400)	(1,222)	1,178	51%
520521	Public Information	(1,800)	(2,264)	(464)	126%
520530	Memberships	(850)	(505)	345	59%
520536	Customer Refunds	(300)	(62)	238	21%
520557	Intergovernmental Services	(1,950)	(2,030)	(80)	104%
520578	Insurance & Bonds	(7,388)	(7,388)	0	100%
521003	Training/Conferences	(1,000)	(560)	440	56%
521006	Travel	(500)	0	500	0%
521165	Contracts for Services	(6,575)	(4,976)	1,599	76%
522003	Equipment Maint & Oper Supplies	(4,250)	(2,796)	1,454	66%
522021	Equipment Fund Charges	(1,740)	(1,740)	0	100%
522022	Information Systems Fund Charge	(22,135)	(22,135)	0	100%
522312	Facility Maintenance Supplies	(4,000)	(3,912)	88	98%
522315	Facility Mnt/Repairs	(4,350)	(4,421)	(71)	102%
<b>EXPENDITURES TOTAL</b>		<b>(908,405)</b>	<b>(898,296)</b>	<b>10,109</b>	<b>99%</b>
<b>Department Net Totals</b>		<b>(227,924)</b>	<b>(207,083)</b>		

100 - General Fund

Department #15 - Aquatics

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440004	Swimming Pool	253,030	272,399	19,369	108%
440010	Lockers/Vending Machines	12,000	13,014	1,014	108%
	<b>REVENUES TOTAL</b>	<b>265,030</b>	<b>285,413</b>	<b>20,383</b>	<b>108%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(135,686)	(135,763)	(77)	100%
511010	Part-Time Employee Wages	(184,911)	(159,818)	25,093	86%
511020	Temporary Employee Wages	0	(185)	(185)	0%
511021	Unemployment Compensation	0	(919)	(919)	0%
512005	Health & Dental Benefits	(32,520)	(35,465)	(2,945)	109%
512008	Health Reimb Arrangement	(1,535)	(2,145)	(610)	140%
512010	Retirement	(26,983)	(27,099)	(116)	100%
512015	FICA	(24,832)	(21,794)	3,038	88%
512020	Workers Comp	(6,534)	(6,534)	0	100%
512025	Other Benefits	(1,551)	(1,311)	240	85%
512030	Other Payroll Taxes	(2,519)	(2,297)	222	91%
520110	Operating Supplies	(28,600)	(17,200)	11,400	60%
520120	Organization Business Expense	(400)	(185)	215	46%
520130	Personnel Uniforms & Equipment	(300)	(267)	34	89%
520150	Utilities	(98,800)	(80,565)	18,235	82%
520190	Computer Software	0	(173)	(173)	0%
520220	Small Equipment	(5,250)	(4,268)	982	81%
520503	Printing	(2,550)	(1,174)	1,376	46%
520506	Postage	(500)	(316)	184	63%
520509	Telephone	(620)	(485)	135	78%
520521	Public Information	(1,600)	(2,621)	(1,021)	164%
520530	Memberships	(250)	(100)	150	40%
520557	Intergovernmental Services	(1,000)	(1,139)	(139)	114%
520578	Insurance & Bonds	(6,306)	(6,306)	0	100%
521003	Training/Conferences	(1,550)	(1,770)	(220)	114%
521150	Professional Services	0	(40)	(40)	0%
522003	Equipment Maint & Oper Supplies	(1,150)	(3,243)	(2,093)	282%
522021	Equipment Fund Charges	(1,740)	(1,740)	0	100%
522022	Information Systems Fund Charge	(3,682)	(3,682)	0	100%
522312	Facility Maintenance Supplies	(12,300)	(10,106)	2,194	82%
522315	Facility Mnt/Repairs	(25,450)	(27,013)	(1,563)	106%
	<b>EXPENDITURES TOTAL</b>	<b>(609,119)</b>	<b>(555,723)</b>	<b>53,396</b>	<b>91%</b>
	<b>Department Net Totals</b>	<b>(344,089)</b>	<b>(270,310)</b>		

**100 - General Fund**

**Department #16 - Parks & Recreation**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440007	Recreation User Fees	19,594	30,509	10,915	156%
440029	General Fund Spt Svc (522023)	86,842	86,842	0	100%
440301	Rental Income	575	0	(575)	0%
471020	Unrestricted Donations	0	1,000	1,000	0%
480006	Reimbursements	0	1,227	1,227	0%
<b>REVENUES TOTAL</b>		<b>107,011</b>	<b>119,578</b>	<b>12,567</b>	<b>112%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(236,028)	(235,819)	209	100%
511010	Part-Time Employee Wages	0	(742)	(742)	0%
511020	Temporary Employee Wages	(45,427)	(34,544)	10,883	76%
511021	Unemployment Compensation	(2,500)	(2,621)	(121)	105%
512005	Health & Dental Benefits	(48,699)	(48,699)	0	100%
512008	Health Reimb Arrangement	(2,333)	(1,880)	453	81%
512010	Retirement	(47,369)	(48,396)	(1,027)	102%
512015	FICA	(21,943)	(20,489)	1,454	93%
512020	Workers Comp	(6,544)	(6,544)	0	100%
512025	Other Benefits	(1,062)	(1,703)	(641)	160%
512030	Other Payroll Taxes	(2,140)	(1,997)	143	93%
520110	Operating Supplies	(2,100)	(989)	1,111	47%
520120	Organization Business Expense	(100)	(126)	(26)	126%
520130	Personnel Uniforms & Equipment	(2,100)	(1,442)	658	69%
520150	Utilities	(4,475)	(3,554)	921	79%
520220	Small Equipment	(8,050)	(3,463)	4,587	43%
520503	Printing	0	(9)	(9)	0%
520506	Postage	(150)	0	150	0%
520509	Telephone	(2,735)	(1,397)	1,338	51%
520521	Public Information	(200)	(200)	0	100%
520530	Memberships	(1,170)	(920)	250	79%
520557	Intergovernmental Services	(450)	(158)	293	35%
520578	Insurance & Bonds	(2,042)	(2,042)	0	100%
521003	Training/Conferences	(1,855)	(1,216)	639	66%
521150	Professional Services	(14,700)	(11,641)	3,059	79%
521168	Misc Medical Services	0	(453)	(453)	0%
522003	Equipment Maint & Oper Supplies	(2,500)	(1,531)	969	61%
522012	Fuel/Oil	0	(700)	(700)	0%
522021	Equipment Fund Charges	(65,186)	(65,186)	0	100%
522022	Information Systems Fund Charge	(1,422)	(1,422)	0	100%
522306	Rents & Leases	(500)	0	500	0%
522312	Facility Maintenance Supplies	(20,800)	(18,130)	2,670	87%
522315	Facility Mnt/Repairs	(11,200)	(12,567)	(1,367)	112%
<b>EXPENDITURES TOTAL</b>		<b>(555,780)</b>	<b>(530,579)</b>	<b>25,201</b>	<b>95%</b>
<b>Department Net Totals</b>		<b>(448,769)</b>	<b>(411,001)</b>		

**100 - General Fund**

**Department #18 - Non-Departmental**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	4,443,268	4,418,392	(24,876)	99%
411010	Local Option Levy	1,516,512	1,507,411	(9,101)	99%
411150	Property Tax Prior Years	135,000	186,564	51,564	138%
413001	Franchise Tax	564,962	520,395	(44,567)	92%
420020	State Revenue Sharing	177,207	165,135	(12,072)	93%
420055	Metro Construction Excise Tax	30,000	25,822	(4,178)	86%
422045	Transient Room Tax	48,000	52,697	4,697	110%
422055	SD15 Construction Excise Tax	100,000	156,255	56,255	156%
470105	Interest	75,000	36,382	(38,618)	49%
480050	In-Lieu of Tax	874,841	883,635	8,794	101%
481005	Transfer from Other Funds	19,663	19,663	0	100%
495005	Fund Bal Avail. for Approp.	4,163,503	4,373,806	210,303	105%
	<b>REVENUES TOTAL</b>	<b>12,147,956</b>	<b>12,346,157</b>	<b>198,201</b>	<b>102%</b>
<b>EXPENDITURES</b>					
520547	Metro Construction Excise Tax	(28,500)	(25,144)	3,356	88%
520549	SD15 Construction Excise Tax Pa	(141,000)	(126,588)	14,412	90%
570124	Transfer to Building Fund	(20,000)	0	20,000	0%
570127	Transfer to Other Funds	(545,000)	(545,000)	0	100%
580206	Contingency	(1,182,535)	0	1,182,535	0%
590304	Unapp Fund Balance	(2,400,000)	0	2,400,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(4,317,035)</b>	<b>(696,732)</b>	<b>3,620,303</b>	<b>16%</b>
	<b>Department Net Totals</b>	<b>7,830,921</b>	<b>11,649,425</b>		

100 - General Fund

Department #21 - Police

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420005	Alcoholic Beverages	246,768	274,926	28,158	111%
430214	Homeland Security Grant	34,065	0	(34,065)	0%
430328	Justice Assistance Grant	0	7,111	7,111	0%
430335	DEC/DUII Police Grant	0	5,460	5,460	0%
440025	Copy Service	2,515	2,316	(199)	92%
450050	Liquor Licenses	1,700	2,662	962	157%
450051	Police Permits	0	78	78	0%
450057	Other	440	483	43	110%
450225	Impound Fees	1,030	300	(730)	29%
460105	State Court Fines	36,775	33,952	(2,823)	92%
460116	Immobilization Fees	0	100	100	0%
471021	Donations	0	946	946	0%
472005	Miscellaneous	1,000	2,472	1,472	247%
480006	Reimbursements	5,000	3,613	(1,387)	72%
480009	TriMet Officer Reimbursement	122,960	116,667	(6,293)	95%
480010	SRO Reimbursement	53,330	53,330	0	100%
480011	Overtime Reimbursement	10,500	2,401	(8,099)	23%
	<b>REVENUES TOTAL</b>	<b>516,083</b>	<b>506,814</b>	<b>(9,269)</b>	<b>98%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(2,330,284)	(2,177,871)	152,413	93%
511010	Part-Time Employee Wages	(39,450)	(30,608)	8,842	78%
511015	Overtime	(152,048)	(122,162)	29,886	80%
511021	Unemployment Compensation	(8,000)	(10,434)	(2,434)	130%
512005	Health & Dental Benefits	(451,156)	(429,563)	21,593	95%
512008	Health Reimb Arrangement	(31,861)	(44,916)	(13,055)	141%
512010	Retirement	(430,353)	(394,282)	36,071	92%
512015	FICA	(192,916)	(176,546)	16,370	92%
512020	Workers Comp	(65,591)	(65,591)	0	100%
512025	Other Benefits	(12,248)	(14,344)	(2,096)	117%
512030	Other Payroll Taxes	(18,371)	(16,897)	1,474	92%
520110	Operating Supplies	(20,207)	(17,185)	3,022	85%
520120	Organization Business Expense	(1,005)	(1,091)	(86)	109%
520130	Personnel Uniforms & Equipment	(16,195)	(16,405)	(210)	101%
520150	Utilities	(2,475)	(3,629)	(1,154)	147%
520220	Small Equipment	(2,500)	(3,294)	(794)	132%
520225	Reserve Officer Expenses	0	(7,734)	(7,734)	0%
520270	Miscellaneous	(500)	(517)	(17)	103%
520503	Printing	(4,293)	(3,651)	642	85%
520506	Postage	(2,000)	(2,014)	(14)	101%
520509	Telephone	(15,825)	(12,172)	3,653	77%
520521	Public Information	(2,409)	(2,421)	(12)	100%
520524	Publications	(1,558)	(25)	1,533	2%
520530	Memberships	(2,807)	(2,285)	522	81%
520557	Intergovernmental Services	(10,123)	(9,797)	326	97%
520558	WCCCA	(166,137)	(167,061)	(924)	101%
520578	Insurance & Bonds	(28,441)	(28,441)	0	100%
521003	Training/Conferences	(25,200)	(21,199)	4,001	84%
521150	Professional Services	(5,536)	(4,232)	1,304	76%
521168	Misc Medical Services	(3,717)	(5,833)	(2,116)	157%
522003	Equipment Maint & Oper Supplies	(4,258)	(2,099)	2,159	49%
522009	Vehicle Maint & Oper Supplies	(1,000)	(467)	533	47%

**100 - General Fund****Department #21 - Police**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
522010	Vehicle Maint External	(500)	(5)	495	1%
522021	Equipment Fund Charges	(149,430)	(149,430)	0	100%
522022	Information Systems Fund Charge	(24,197)	(24,197)	0	100%
522306	Rents & Leases	(6,060)	(6,541)	(481)	108%
522312	Facility Maintenance Supplies	(1,611)	(2,367)	(756)	147%
522315	Facility Mnt/Repairs	(3,520)	(3,880)	(360)	110%
550185	Homeland Security	(34,065)	(670)	33,395	2%
	<b>EXPENDITURES TOTAL</b>	<b>(4,267,847)</b>	<b>(3,981,857)</b>	<b>285,990</b>	<b>93%</b>
	<b>Department Net Totals</b>	<b>(3,751,764)</b>	<b>(3,475,043)</b>		

100 - General Fund

Department #22 - Fire

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420015	Cigarette	32,340	32,185	(155)	100%
420050	Rural Fire District	429,098	424,543	(4,555)	99%
430214	Homeland Security Grant	20,000	0	(20,000)	0%
440025	Copy Service	70	102	32	145%
472005	Miscellaneous	0	718	718	0%
480008	Cornelius Fire Chief Reimbursem	0	18,700	18,700	0%
480015	Fire Dept Reimbursement	150	27,685	27,535	#####%
480017	Fire Dept Inspection Reimburse	4,500	5,837	1,337	130%
	<b>REVENUES TOTAL</b>	<b>486,158</b>	<b>509,769</b>	<b>23,611</b>	<b>105%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(1,388,605)	(1,395,589)	(6,984)	101%
511010	Part-Time Employee Wages	(16,470)	(14,208)	2,262	86%
511015	Overtime	(87,080)	(100,424)	(13,344)	115%
511019	Volunteer Firefighter Stipend	(58,000)	(61,294)	(3,294)	106%
511020	Temporary Employee Wages	(20,000)	(14,452)	5,548	72%
511021	Unemployment Compensation	0	(1)	(1)	0%
512005	Health & Dental Benefits	(273,047)	(270,854)	2,193	99%
512008	Health Reimb Arrangement	(12,902)	(12,885)	17	100%
512010	Retirement	(265,479)	(262,725)	2,754	99%
512015	FICA	(119,973)	(117,640)	2,333	98%
512020	Workers Comp	(28,099)	(28,099)	0	100%
512025	Other Benefits	(7,608)	(9,726)	(2,118)	128%
512030	Other Payroll Taxes	(11,472)	(11,583)	(111)	101%
512035	Volunteer Fringe Benefits	(2,646)	(2,646)	0	100%
520110	Operating Supplies	(15,000)	(14,222)	778	95%
520120	Organization Business Expense	(4,300)	(4,395)	(95)	102%
520130	Personnel Uniforms & Equipment	(14,000)	(15,299)	(1,299)	109%
520150	Utilities	(23,750)	(18,107)	5,643	76%
520200	Computer Software Maintenance	0	(418)	(418)	0%
520220	Small Equipment	(8,000)	(8,227)	(227)	103%
520230	Tools- 50/50	(35,800)	(34,831)	969	97%
520300	Emergency Operations Center	(3,000)	(2,319)	681	77%
520503	Printing	(700)	(47)	653	7%
520506	Postage	(900)	(608)	292	68%
520509	Telephone	(4,000)	(6,927)	(2,927)	173%
520521	Public Information	(2,000)	(1,520)	480	76%
520524	Publications	(1,490)	(1,443)	47	97%
520530	Memberships	(1,000)	(1,199)	(199)	120%
520557	Intergovernmental Services	(1,400)	(1,285)	115	92%
520558	WCCCA	(122,059)	(121,818)	241	100%
520578	Insurance & Bonds	(27,088)	(27,088)	0	100%
521003	Training/Conferences	(25,600)	(25,651)	(51)	100%
521150	Professional Services	(65,540)	(38,963)	26,577	59%
521165	Contracts for Services	(10,000)	(2,000)	8,000	20%
521168	Misc Medical Services	(500)	(13,557)	(13,057)	2,711%
522003	Equipment Maint & Oper Supplies	(5,000)	(4,984)	16	100%
522009	Vehicle Maint & Oper Supplies	(50,000)	(48,747)	1,253	97%
522012	Fuel/Oil	(24,500)	(26,182)	(1,682)	107%
522021	Equipment Fund Charges	(2,000)	(2,000)	0	100%
522022	Information Systems Fund Charge	(15,455)	(15,455)	0	100%
522303	Custodial	(1,000)	(775)	225	78%

100 - General Fund

Department #22 - Fire

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522312	Facility Maintenance Supplies	(3,000)	(2,964)	36	99%
522315	Facility Mnt/Repairs	(9,000)	(12,950)	(3,950)	144%
	<b>EXPENDITURES TOTAL</b>	<b>(2,767,463)</b>	<b>(2,756,105)</b>	<b>11,358</b>	<b>100%</b>
	<b>Department Net Totals</b>	<b>(2,281,305)</b>	<b>(2,246,336)</b>		

**100 - General Fund**

**Department #31 - Planning**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430460	SHPO Grant	0	13,408	13,408	0%
430587	Grant Match - Other Agencies	85,000	0	(85,000)	0%
440020	Code Enforcement Revenue	1,000	1,663	663	166%
440025	Copy Service	110	21	(90)	19%
440029	General Fund Spt Svc (522023)	55,362	55,362	0	100%
450054	Metro Business License	8,084	12,835	4,751	159%
450057	Other	100	8,264	8,164	8,264%
450101	Planning Fees	41,637	17,331	(24,306)	42%
471021	Donations	0	25	25	0%
472020	Forestry Run	1,800	0	(1,800)	0%
	<b>REVENUES TOTAL</b>	<b>193,093</b>	<b>108,909</b>	<b>(84,184)</b>	<b>56%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(238,852)	(239,009)	(157)	100%
511021	Unemployment Compensation	(1,500)	0	1,500	0%
512005	Health & Dental Benefits	(32,489)	(32,302)	187	99%
512008	Health Reimb Arrangement	(2,370)	(2,353)	17	99%
512010	Retirement	(48,127)	(48,176)	(49)	100%
512015	FICA	(18,272)	(17,792)	480	97%
512020	Workers Comp	(303)	(305)	(2)	101%
512025	Other Benefits	(1,120)	(1,763)	(643)	157%
512030	Other Payroll Taxes	(1,735)	(1,724)	11	99%
520110	Operating Supplies	(2,912)	(801)	2,111	28%
520120	Organization Business Expense	(1,120)	(909)	211	81%
520170	Code Enforcement Expenditures	(4,500)	(4,211)	289	94%
520190	Computer Software	(600)	(650)	(50)	108%
520200	Computer Software Maintenance	(1,250)	(650)	600	52%
520503	Printing	(4,150)	(62)	4,088	1%
520506	Postage	(2,200)	(3,028)	(828)	138%
520509	Telephone	(800)	(607)	193	76%
520521	Public Information	(6,577)	(2,604)	3,973	40%
520524	Publications	(1,200)	(621)	579	52%
520530	Memberships	(2,075)	(960)	1,115	46%
520557	Intergovernmental Services	(6,800)	(746)	6,055	11%
520569	Forestry Commission	(2,386)	(267)	2,119	11%
520578	Insurance & Bonds	(468)	(468)	0	100%
521003	Training/Conferences	(1,300)	(542)	758	42%
521113	Attorney Services	(14,500)	(11,434)	3,066	79%
521150	Professional Services	(85,000)	0	85,000	0%
522003	Equipment Maint & Oper Supplies	(4,080)	(5,218)	(1,138)	128%
522021	Equipment Fund Charges	(1,740)	(1,740)	0	100%
522022	Information Systems Fund Charge	(4,133)	(4,133)	0	100%
522309	Building/Facility Rental	(1,573)	(1,573)	0	100%
523006	SHPO Grant Expense	0	(2,076)	(2,076)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(494,132)</b>	<b>(386,723)</b>	<b>107,409</b>	<b>78%</b>
	<b>Department Net Totals</b>	<b>(301,039)</b>	<b>(277,814)</b>		

**100 - General Fund**

**Department #51 - Engineering**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	891	1,567	676	176%
440029	General Fund Spt Svc (522023)	538,402	538,402	0	100%
450122	Engineering Inspection Fees	25,000	5,863	(19,137)	23%
<b>REVENUES TOTAL</b>		<b>564,293</b>	<b>545,831</b>	<b>(18,462)</b>	<b>97%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(361,766)	(353,873)	7,893	98%
511010	Part-Time Employee Wages	0	(1,198)	(1,198)	0%
511015	Overtime	(2,400)	0	2,400	0%
511020	Temporary Employee Wages	0	(3,859)	(3,859)	0%
512005	Health & Dental Benefits	(49,313)	(60,312)	(10,999)	122%
512008	Health Reimb Arrangement	(3,066)	(2,870)	196	94%
512010	Retirement	(72,345)	(70,935)	1,410	98%
512015	FICA	(27,859)	(27,031)	828	97%
512020	Workers Comp	(2,957)	(2,957)	0	100%
512025	Other Benefits	(1,909)	(2,957)	(1,048)	155%
512030	Other Payroll Taxes	(2,676)	(2,603)	73	97%
520110	Operating Supplies	(3,000)	(2,874)	126	96%
520120	Organization Business Expense	(250)	(124)	126	50%
520130	Personnel Uniforms & Equipment	(710)	0	710	0%
520190	Computer Software	(3,000)	(2,983)	17	99%
520200	Computer Software Maintenance	0	(650)	(650)	0%
520220	Small Equipment	(3,300)	(758)	2,542	23%
520503	Printing	(2,100)	(1,572)	528	75%
520506	Postage	(550)	(1,890)	(1,340)	344%
520509	Telephone	(2,940)	(960)	1,980	33%
520521	Public Information	0	(1,568)	(1,568)	0%
520524	Publications	(990)	(192)	798	19%
520530	Memberships	(1,600)	(1,885)	(285)	118%
520557	Intergovernmental Services	(650)	0	650	0%
520578	Insurance & Bonds	(961)	(961)	0	100%
521003	Training/Conferences	(2,550)	(2,192)	358	86%
521113	Attorney Services	(6,000)	0	6,000	0%
521150	Professional Services	(20,520)	(655)	19,865	3%
522003	Equipment Maint & Oper Supplies	(4,060)	(2,318)	1,742	57%
522021	Equipment Fund Charges	(14,088)	(14,088)	0	100%
522022	Information Systems Fund Charge	(12,267)	(12,267)	0	100%
522306	Rents & Leases	(100)	0	100	0%
<b>EXPENDITURES TOTAL</b>		<b>(603,927)</b>	<b>(576,531)</b>	<b>27,396</b>	<b>95%</b>
<b>Department Net Totals</b>		<b>(39,634)</b>	<b>(30,700)</b>		

100 - General Fund

Department #51 - Engineering

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	17,355,146	17,511,954		
	Fund Total Expenditures	(17,355,146)	(13,077,665)		
	Fund Net	0	4,434,289		

100 - General Fund

Department #51 - Engineering

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

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G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
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**205 - Building Permits Fund**  
**Department #32 - Building Services**  
For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	100	216	116	216%
450074	Structural Building Permits	80,095	296,218	216,123	370%
450076	Manufactured Home Permits	360	210	(150)	58%
450078	Plumbing Permits	25,862	42,395	16,533	164%
450080	Mechanical Permits	9,151	14,225	5,074	155%
450082	Structural State Surcharge	9,611	20,165	10,554	210%
450084	Manuf. Housing State Surcharge	43	22	(21)	50%
450086	Plumbing State Surcharge	3,103	4,891	1,788	158%
450088	Mechanical Plans St. Surcharge	1,098	1,707	609	155%
450106	Structural Plan Review Fees	101,878	459	(101,419)	0%
450108	Plumbing Plan Review Fees	0	797	797	0%
450110	Mechanical Plan Review Fees	1,406	2,617	1,211	186%
450112	FL&S Plan Review Fees	2,500	19,228	16,728	769%
450124	Erosion Control Fees	12,500	19,463	6,963	156%
450126	Misc - Reinspect & Invstg Fee	500	37	(463)	7%
470105	Interest	3,156	2,250	(906)	71%
481005	Transfer from Other Funds	20,000	0	(20,000)	0%
495005	Fund Bal Avail. for Approp.	313,355	420,603	107,248	134%
	<b>REVENUES TOTAL</b>	<b>584,718</b>	<b>845,502</b>	<b>260,784</b>	<b>145%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(194,921)	(194,735)	187	100%
512005	Health & Dental Benefits	(33,049)	(33,237)	(188)	101%
512008	Health Reimb Arrangement	(1,924)	(1,936)	(12)	101%
512010	Retirement	(39,061)	(39,604)	(543)	101%
512015	FICA	(14,912)	(14,675)	237	98%
512020	Workers Comp	(1,243)	(1,241)	2	100%
512025	Other Benefits	(922)	(1,341)	(419)	145%
512030	Other Payroll Taxes	(1,420)	(1,401)	19	99%
520110	Operating Supplies	(975)	(706)	269	72%
520120	Organization Business Expense	(300)	0	300	0%
520190	Computer Software	(3,560)	0	3,560	0%
520200	Computer Software Maintenance	0	(3,587)	(3,587)	0%
520503	Printing	(800)	(899)	(99)	112%
520506	Postage	(200)	(197)	3	98%
520509	Telephone	(1,850)	(1,175)	676	63%
520521	Public Information	(750)	0	750	0%
520524	Publications	(3,000)	(259)	2,741	9%
520530	Memberships	(950)	(980)	(30)	103%
520557	Intergovernmental Services	(33,856)	(33,407)	449	99%
520578	Insurance & Bonds	(515)	(515)	0	100%
521003	Training/Conferences	(8,000)	(1,250)	6,750	16%
521113	Attorney Services	(2,000)	(2,544)	(544)	127%
521150	Professional Services	(700)	(14,046)	(13,346)	2,007%
521172	Bank Service Fees	(150)	(87)	63	58%
522003	Equipment Maint & Oper Supplies	(900)	(272)	628	30%
522021	Equipment Fund Charges	(7,692)	(7,692)	0	100%
522022	Information Systems Fund Charge	(6,153)	(6,153)	0	100%
522023	General Fund Admin Services	(43,007)	(43,007)	0	100%
580206	Contingency	(111,908)	0	111,908	0%
590304	Unapp Fund Balance	(70,000)	0	70,000	0%

**205 - Building Permits Fund**  
**Department #32 - Building Services**  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	<b>EXPENDITURES TOTAL</b>	<b>(584,718)</b>	<b>(404,944)</b>	<b>179,774</b>	<b>69%</b>
	Department Net Totals	0	440,558		
	Fund Total Revenues	584,718	845,502		
	Fund Total Expenditures	(584,718)	(404,944)		
	Fund Net	0	440,558		

**210 - Street Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422015	State Gas Tax	840,600	1,015,720	175,120	121%
422025	County Gas Tax	84,809	83,357	(1,452)	98%
430718	Wayfaring Signage Grants	0	25,000	25,000	0%
450057	Other	109,000	4,108	(104,892)	4%
450100	Street Improv Fee-N Central Proje	0	4,900	4,900	0%
470105	Interest	7,438	2,903	(4,535)	39%
495005	Fund Bal Avail. for Approp.	743,815	918,128	174,313	123%
<b>REVENUES TOTAL</b>		<b>1,785,662</b>	<b>2,054,116</b>	<b>268,454</b>	<b>115%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(149,916)	(144,291)	5,625	96%
511015	Overtime	(6,624)	(1,007)	5,617	15%
511020	Temporary Employee Wages	0	(1,822)	(1,822)	0%
512005	Health & Dental Benefits	(40,780)	(36,509)	4,271	90%
512008	Health Reimb Arrangement	(1,491)	(1,294)	197	87%
512010	Retirement	(30,270)	(28,682)	1,588	95%
512015	FICA	(11,975)	(11,191)	784	93%
512020	Workers Comp	(5,493)	(5,493)	0	100%
512025	Other Benefits	(704)	(983)	(279)	140%
512030	Other Payroll Taxes	(1,168)	(986)	182	84%
520110	Operating Supplies	(2,000)	(1,260)	740	63%
520120	Organization Business Expense	(350)	(222)	128	63%
520130	Personnel Uniforms & Equipment	(2,000)	(1,654)	346	83%
520150	Utilities	(80,000)	(73,190)	6,810	91%
520190	Computer Software	(2,500)	(1,528)	972	61%
520220	Small Equipment	(3,500)	(3,408)	92	97%
520240	Construction Supplies	(83,000)	(23,809)	59,191	29%
520280	Street Light Maint. (610-430110)	(73,000)	(73,000)	0	100%
520503	Printing	(800)	(502)	298	63%
520506	Postage	(100)	(144)	(44)	144%
520509	Telephone	(650)	(650)	0	100%
520521	Public Information	(500)	(704)	(204)	141%
520524	Publications	(300)	(4)	296	1%
520557	Intergovernmental Services	(21,800)	(9,993)	11,807	46%
520578	Insurance & Bonds	(5,448)	(5,448)	0	100%
521003	Training/Conferences	(1,100)	(400)	700	36%
521113	Attorney Services	0	(3,329)	(3,329)	0%
521150	Professional Services	(2,950)	(3,761)	(811)	128%
521168	Misc Medical Services	0	(436)	(436)	0%
521172	Bank Service Fees	(600)	(693)	(93)	116%
522003	Equipment Maint & Oper Supplies	(1,200)	(364)	836	30%
522012	Fuel/Oil	0	(923)	(923)	0%
522021	Equipment Fund Charges	(77,425)	(77,425)	0	100%
522022	Information Systems Fund Charge	(1,484)	(1,484)	0	100%
522023	General Fund Admin Services	(403,302)	(403,302)	0	100%
522306	Rents & Leases	(7,600)	(2,755)	4,845	36%
522309	Building/Facility Rental	(3,132)	(3,132)	0	100%
522312	Facility Maintenance Supplies	(500)	0	500	0%
550181	Major Tools & Work Equipment	(7,000)	(41,938)	(34,938)	599%
550563	Construction Maintenance	(225,000)	(188,493)	36,507	84%
550575	Street Construction	(109,000)	(109,000)	0	100%

**210 - Street Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
580206	Contingency	(105,000)	0	105,000	0%
590304	Unapp Fund Balance	(316,000)	0	316,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,785,662)</b>	<b>(1,265,209)</b>	<b>520,453</b>	<b>71%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>788,907</b>		
	<b>Fund Total Revenues</b>	<b>1,785,662</b>	<b>2,054,116</b>		
	<b>Fund Total Expenditures</b>	<b>(1,785,662)</b>	<b>(1,265,209)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>788,907</b>		

212 - Street Tree Fund  
 Department #31 - Planning  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
450140	Tree Planting Fees	12,000	41,458	29,458	345%
470105	Interest	750	336	(414)	45%
472025	Tree Compensation Revenue	0	(163)	(163)	0%
495005	Fund Bal Avail. for Approp.	72,885	74,318	1,433	102%
	<b>REVENUES TOTAL</b>	<b>85,635</b>	<b>115,949</b>	<b>30,314</b>	<b>135%</b>
<b>EXPENDITURES</b>					
520273	Citywide Tree Purchases	0	(2,050)	(2,050)	0%
520290	Street Tree Planting	(85,635)	(25,849)	59,786	30%
	<b>EXPENDITURES TOTAL</b>	<b>(85,635)</b>	<b>(27,899)</b>	<b>57,736</b>	<b>33%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>88,050</b>		
	<b>Fund Total Revenues</b>	<b>85,635</b>	<b>115,949</b>		
	<b>Fund Total Expenditures</b>	<b>(85,635)</b>	<b>(27,899)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>88,050</b>		

215 - 911 Emergency Fund  
 Department #20 - Debt Service  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422035	911 Emergency Tax	120,000	105,959	(14,041)	88%
	<b>REVENUES TOTAL</b>	<b>120,000</b>	<b>105,959</b>	<b>(14,041)</b>	<b>88%</b>
<b>EXPENDITURES</b>					
520557	Intergovernmental Services	(120,000)	(105,959)	14,041	88%
	<b>EXPENDITURES TOTAL</b>	<b>(120,000)</b>	<b>(105,959)</b>	<b>14,041</b>	<b>88%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>120,000</b>	<b>105,959</b>		
	<b>Fund Total Expenditures</b>	<b>(120,000)</b>	<b>(105,959)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

220 - Forfeiture Sharing Fund  
 Department #21 - Police  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
460150	Forfeiture Sharing Revenue	10,000	0	(10,000)	0%
495005	Fund Bal Avail. for Approp.	0	46	46	0%
	<b>REVENUES TOTAL</b>	<b>10,000</b>	<b>46</b>	<b>(9,954)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
520220	Small Equipment	(10,000)	0	10,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(10,000)</b>	<b>0</b>	<b>10,000</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>46</b>		
	<b>Fund Total Revenues</b>	<b>10,000</b>	<b>46</b>		
	<b>Fund Total Expenditures</b>	<b>(10,000)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>46</b>		

**225 - Fire Equipment Repl. Fund**  
**Department #23 - Fire Equipment Repl Fund**  
For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420010	Rural District Share	37,500	27,951	(9,549)	75%
430214	Homeland Security Grant	68,900	30,307	(38,593)	44%
445015	Sale of Equipment	0	2,450	2,450	0%
470105	Interest	3,700	2,089	(1,611)	56%
481005	Transfer from Other Funds	97,850	97,850	0	100%
495005	Fund Bal Avail. for Approp.	389,032	398,133	9,101	102%
	<b>REVENUES TOTAL</b>	<b>596,982</b>	<b>558,780</b>	<b>(38,202)</b>	<b>94%</b>
<b>EXPENDITURES</b>					
550166	Building Improvements	(25,000)	0	25,000	0%
550181	Major Tools & Work Equipment	(118,900)	(111,754)	7,146	94%
551261	Equipment Replacement	(50,000)	(47,500)	2,500	95%
580206	Contingency	0	0	0	0%
590304	Unapp Fund Balance	(403,082)	0	403,082	0%
	<b>EXPENDITURES TOTAL</b>	<b>(596,982)</b>	<b>(159,254)</b>	<b>437,728</b>	<b>27%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>399,525</b>		
	<b>Fund Total Revenues</b>	<b>596,982</b>	<b>558,780</b>		
	<b>Fund Total Expenditures</b>	<b>(596,982)</b>	<b>(159,254)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>399,525</b>		

240 - Bikeway Development Fund  
 Department #52 - Streets & Traffic  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422015	State Gas Tax	8,215	10,260	2,045	125%
450052	Bicycle Licenses	50	12	(39)	23%
470105	Interest	762	313	(449)	41%
495005	Fund Bal Avail. for Approp.	76,214	76,814	600	101%
	<b>REVENUES TOTAL</b>	<b>85,241</b>	<b>87,398</b>	<b>2,157</b>	<b>103%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(85,241)	(3,650)	81,591	4%
	<b>EXPENDITURES TOTAL</b>	<b>(85,241)</b>	<b>(3,650)</b>	<b>81,591</b>	<b>4%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>83,748</b>		
	<b>Fund Total Revenues</b>	<b>85,241</b>	<b>87,398</b>		
	<b>Fund Total Expenditures</b>	<b>(85,241)</b>	<b>(3,650)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>83,748</b>		

**250 - Library Donations Fund****Department #14 - Library**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
481005	Transfer from Other Funds	635	0	(635)	0%
495005	Fund Bal Avail. for Approp.	95	1,484	1,389	1,562%
	<b>REVENUES TOTAL</b>	<b>730</b>	<b>1,484</b>	<b>754</b>	<b>203%</b>
<b>EXPENDITURES</b>					
520220	Small Equipment	(730)	0	730	0%
	<b>EXPENDITURES TOTAL</b>	<b>(730)</b>	<b>0</b>	<b>730</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,484</b>		
	<b>Fund Total Revenues</b>	<b>730</b>	<b>1,484</b>		
	<b>Fund Total Expenditures</b>	<b>(730)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,484</b>		

**260 - Trail System Fund**

**Department #16 - Parks & Recreation**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
470105	Interest	1,200	476	(724)	40%
495005	Fund Bal Avail. for Approp.	201,615	162,685	(38,930)	81%
	<b>REVENUES TOTAL</b>	<b>202,815</b>	<b>163,161</b>	<b>(39,654)</b>	<b>80%</b>
<b>EXPENDITURES</b>					
522320	TRAIL MAINTENANCE	(15,000)	0	15,000	0%
550240	Trail Construction	(187,815)	(96,605)	91,210	51%
	<b>EXPENDITURES TOTAL</b>	<b>(202,815)</b>	<b>(96,605)</b>	<b>106,210</b>	<b>48%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>66,555</b>		
	<b>Fund Total Revenues</b>	<b>202,815</b>	<b>163,161</b>		
	<b>Fund Total Expenditures</b>	<b>(202,815)</b>	<b>(96,605)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>66,555</b>		

**265 - Transportation Services Fund**  
**Department #12 - Administration Services**  
For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430725	DHS Transportation Grant	490,000	476,534	(13,466)	97%
	<b>REVENUES TOTAL</b>	<b>490,000</b>	<b>476,534</b>	<b>(13,466)</b>	<b>97%</b>
<b>EXPENDITURES</b>					
523015	Transportation Grant	(490,000)	(397,481)	92,519	81%
	<b>EXPENDITURES TOTAL</b>	<b>(490,000)</b>	<b>(397,481)</b>	<b>92,519</b>	<b>81%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>79,053</b>		
	<b>Fund Total Revenues</b>	<b>490,000</b>	<b>476,534</b>		
	<b>Fund Total Expenditures</b>	<b>(490,000)</b>	<b>(397,481)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>79,053</b>		

270 - Facility Major Maintenance Fund  
 Department #12 - Administration Services  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	5,000	1,166	(3,834)	23%
481007	Transfer from General Fund	545,000	545,000	0	100%
	<b>REVENUES TOTAL</b>	<b>550,000</b>	<b>546,166</b>	<b>(3,834)</b>	<b>99%</b>
<b>EXPENDITURES</b>					
550166	Building Improvements	(120,000)	0	120,000	0%
590304	Unapp Fund Balance	(430,000)	0	430,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(550,000)</b>	<b>0</b>	<b>550,000</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>546,166</b>		
	<b>Fund Total Revenues</b>	<b>550,000</b>	<b>546,166</b>		
	<b>Fund Total Expenditures</b>	<b>(550,000)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>546,166</b>		

**275 - Community Enhancement Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
420025	Metro Enhancement Fee	66,000	57,872	(8,128)	88%
431001	Repayment of Grants	0	1,038	1,038	0%
470105	Interest	0	34	34	0%
495005	Fund Bal Avail. for Approp.	35,230	32,609	(2,621)	93%
	<b>REVENUES TOTAL</b>	<b>101,230</b>	<b>91,554</b>	<b>(9,676)</b>	<b>90%</b>
<b>EXPENDITURES</b>					
523003	Comm Enhancement Grants	(75,869)	(73,361)	2,508	97%
523004	CEP Carryover	(4,000)	(4,000)	0	100%
590304	Unapp Fund Balance	(21,361)	0	21,361	0%
	<b>EXPENDITURES TOTAL</b>	<b>(101,230)</b>	<b>(77,361)</b>	<b>23,869</b>	<b>76%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>14,193</b>		
	<b>Fund Total Revenues</b>	<b>101,230</b>	<b>91,554</b>		
	<b>Fund Total Expenditures</b>	<b>(101,230)</b>	<b>(77,361)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>14,193</b>		

**280 - Public Arts Fund**

**Department #11 - Legislative & Executive**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	180	43	(137)	24%
471025	Public Arts Comm. Donations	1,000	654	(346)	65%
495005	Fund Bal Avail. for Approp.	17,527	17,580	53	100%
	<b>REVENUES TOTAL</b>	<b>18,707</b>	<b>18,277</b>	<b>(430)</b>	<b>98%</b>
<b>EXPENDITURES</b>					
520564	Public Arts Comm. Expenditures	(18,707)	(10,761)	7,946	58%
	<b>EXPENDITURES TOTAL</b>	<b>(18,707)</b>	<b>(10,761)</b>	<b>7,946</b>	<b>58%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>7,516</b>		
	<b>Fund Total Revenues</b>	<b>18,707</b>	<b>18,277</b>		
	<b>Fund Total Expenditures</b>	<b>(18,707)</b>	<b>(10,761)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>7,516</b>		

**310 - Traffic Impact Fund**  
**Department #52 - Streets & Traffic**  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	31,420	19,169	(12,251)	61%
495005	Fund Bal Avail. for Approp.	3,141,930	3,199,813	57,883	102%
	<b>REVENUES TOTAL</b>	<b>3,173,350</b>	<b>3,218,983</b>	<b>45,633</b>	<b>101%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(3,173,350)	0	3,173,350	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,173,350)</b>	<b>0</b>	<b>3,173,350</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,218,983</b>		
	<b>Fund Total Revenues</b>	<b>3,173,350</b>	<b>3,218,983</b>		
	<b>Fund Total Expenditures</b>	<b>(3,173,350)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>3,218,983</b>		

**311 - Transportation Development Tax Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451070	Transportation Development Tax	130,000	247,593	117,593	190%
470105	Interest	1,300	1,563	263	120%
495005	Fund Bal Avail. for Approp.	128,972	160,387	31,415	124%
	<b>REVENUES TOTAL</b>	<b>260,272</b>	<b>409,543</b>	<b>149,271</b>	<b>157%</b>
<b>EXPENDITURES</b>					
550575	Street Construction	(260,272)	0	260,272	0%
	<b>EXPENDITURES TOTAL</b>	<b>(260,272)</b>	<b>0</b>	<b>260,272</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>409,543</b>		
	<b>Fund Total Revenues</b>	<b>260,272</b>	<b>409,543</b>		
	<b>Fund Total Expenditures</b>	<b>(260,272)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>409,543</b>		

320 - Park Acq. & Dev Fund  
 Department #16 - Parks & Recreation  
 For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430708	State Parks Grant	0	124,272	124,272	0%
451009	Parks SDC	150,000	171,000	21,000	114%
470105	Interest	3,500	2,262	(1,238)	65%
495005	Fund Bal Avail. for Approp.	402,971	297,554	(105,417)	74%
<b>REVENUES TOTAL</b>		<b>556,471</b>	<b>595,088</b>	<b>38,617</b>	<b>107%</b>
<b>EXPENDITURES</b>					
521150	Professional Services	(85,000)	0	85,000	0%
550200	Parks Projects - General	(347,971)	(4,325)	343,646	1%
550247	Thatcher Park	0	(659)	(659)	0%
550248	Trails and Greenways	(123,500)	(13,606)	109,894	11%
<b>EXPENDITURES TOTAL</b>		<b>(556,471)</b>	<b>(18,591)</b>	<b>537,881</b>	<b>3%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>576,498</b>		
<b>Fund Total Revenues</b>		<b>556,471</b>	<b>595,088</b>		
<b>Fund Total Expenditures</b>		<b>(556,471)</b>	<b>(18,591)</b>		
<b>Fund Net</b>		<b>0</b>	<b>576,498</b>		

**330 - Capital Projects Fund**

**Department #12 - Administration Services**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430708	State Parks Grant	0	122,275	122,275	0%
470105	Interest	30,000	18,092	(11,908)	60%
470131	Sidewalk Program Interest	0	657	657	0%
470132	Sidewalk Program Principal	0	5,034	5,034	0%
470133	Sidewalk Program Pymt in Full	0	59,832	59,832	0%
495005	Fund Bal Avail. for Approp.	2,826,509	2,856,654	30,145	101%
	<b>REVENUES TOTAL</b>	<b>2,856,509</b>	<b>3,062,544</b>	<b>206,035</b>	<b>107%</b>
<b>EXPENDITURES</b>					
550150	Fiber Optic Project	(10,000)	(15,941)	(5,941)	159%
550153	Wireless Project	0	(181)	(181)	0%
550169	General Capital Outlay	(37,681)	0	37,681	0%
550201	Parks Land Acquisition	0	(1,023)	(1,023)	0%
550245	Park Property Purchase	(2,808,828)	0	2,808,828	0%
550248	Trails and Greenways	0	(129,905)	(129,905)	0%
550580	Sidewalk Program	0	(110,399)	(110,399)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(2,856,509)</b>	<b>(257,450)</b>	<b>2,599,059</b>	<b>9%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>2,805,095</b>		
	<b>Fund Total Revenues</b>	<b>2,856,509</b>	<b>3,062,544</b>		
	<b>Fund Total Expenditures</b>	<b>(2,856,509)</b>	<b>(257,450)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>2,805,095</b>		

**350 - CIP Excise Tax Fund**

**Department #12 - Administration Services**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
450200	C.I.P. Fees	202,000	214,495	12,495	106%
470105	Interest	1,000	331	(669)	33%
495005	Fund Bal Avail. for Approp.	112,209	113,808	1,599	101%
	<b>REVENUES TOTAL</b>	<b>315,209</b>	<b>328,635</b>	<b>13,426</b>	<b>104%</b>
<b>EXPENDITURES</b>					
550170	Capital Projects - Support Service	(57,668)	(30,139)	27,529	52%
550171	Capital Projects - Public Safety	(73,631)	(40,400)	33,231	55%
570127	Transfer to Other Funds	(183,910)	(183,910)	0	100%
	<b>EXPENDITURES TOTAL</b>	<b>(315,209)</b>	<b>(254,449)</b>	<b>60,760</b>	<b>81%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>74,185</b>		
	<b>Fund Total Revenues</b>	<b>315,209</b>	<b>328,635</b>		
	<b>Fund Total Expenditures</b>	<b>(315,209)</b>	<b>(254,449)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>74,185</b>		

**410 - General Debt Service Fund**

**Department #19 -**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
411003	Property Taxes	457,481	459,368	1,887	100%
411150	Property Tax Prior Years	11,000	15,286	4,286	139%
470105	Interest	2,700	1,769	(931)	66%
471030	Bond Refinancing Proceeds	0	4,329	4,329	0%
495005	Fund Bal Avail. for Approp.	194,068	195,871	1,803	101%
	<b>REVENUES TOTAL</b>	<b>665,249</b>	<b>676,624</b>	<b>11,375</b>	<b>102%</b>
<b>EXPENDITURES</b>					
562005	Principal - 1999 GO Bonds	(270,000)	0	270,000	0%
562006	Principal - Fire Station	(65,000)	0	65,000	0%
562008	Principal - 2010 Series	0	(420,000)	(420,000)	0%
562040	Interest - 1999 GO Bonds	(121,870)	0	121,870	0%
562048	Interest - 2010 Series	0	(48,222)	(48,222)	0%
562060	Interest - Fire Station	(14,310)	0	14,310	0%
562095	Bond Refinancing Payment	(150,000)	(150,000)	0	100%
590304	Unapp Fund Balance	(44,069)	0	44,069	0%
	<b>EXPENDITURES TOTAL</b>	<b>(665,249)</b>	<b>(618,222)</b>	<b>47,027</b>	<b>93%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>58,402</b>		
	<b>Fund Total Revenues</b>	<b>665,249</b>	<b>676,624</b>		
	<b>Fund Total Expenditures</b>	<b>(665,249)</b>	<b>(618,222)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>58,402</b>		

**430 - SPWF-Debt Service Fund**

Department #19 -

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451200	Assessment Charges	6,700	4,362	(2,338)	65%
470105	Interest	38,765	38,765	0	100%
470130	Interest - Assessments	6,000	2,654	(3,346)	44%
495005	Fund Bal Avail. for Approp.	39,266	39,266	0	100%
	<b>REVENUES TOTAL</b>	<b>90,731</b>	<b>85,047</b>	<b>(5,684)</b>	<b>94%</b>
<b>EXPENDITURES</b>					
562015	Principal - 91 S.P.W.F. Loan	(51,279)	(51,278)	1	100%
562020	Principal - 95 S.P.W.F. Loan	(17,730)	(17,729)	1	100%
562050	Interest - 91 S.P.W.F. Loan	(3,378)	(3,378)	0	100%
562055	Interest - 95 S.P.W.F. Loan	(6,839)	(6,838)	1	100%
590304	Unapp Fund Balance	(11,505)	0	11,505	0%
	<b>EXPENDITURES TOTAL</b>	<b>(90,731)</b>	<b>(79,223)</b>	<b>11,508</b>	<b>87%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>5,823</b>		
	<b>Fund Total Revenues</b>	<b>90,731</b>	<b>85,047</b>		
	<b>Fund Total Expenditures</b>	<b>(90,731)</b>	<b>(79,223)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>5,823</b>		

**505 - Library Endowment Fund**  
**Department #14 - Library**  
For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
470105	Interest	440	233	(207)	53%
495005	Fund Bal Avail. for Approp.	195	270	75	139%
495006	Restricted Fund Balance	41,187	41,186	(1)	100%
<b>REVENUES TOTAL</b>		<b>41,822</b>	<b>41,690</b>	<b>(132)</b>	<b>100%</b>
<b>EXPENDITURES</b>					
570127	Transfer to Other Funds	(635)	0	635	0%
590304	Unapp Fund Balance	(41,187)	0	41,187	0%
<b>EXPENDITURES TOTAL</b>		<b>(41,822)</b>	<b>0</b>	<b>41,822</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>41,690</b>		
<b>Fund Total Revenues</b>		<b>41,822</b>	<b>41,690</b>		
<b>Fund Total Expenditures</b>		<b>(41,822)</b>	<b>0</b>		
<b>Fund Net</b>		<b>0</b>	<b>41,690</b>		

## 610 - Light Fund

## Department #41 - Light &amp; Power

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
432290	APPA/DEED Grant	0	4,000	4,000	0%
440035	NSF Handling Charge	0	2,275	2,275	0%
440105	Residential Sales	6,662,500	6,927,044	264,544	104%
440110	General Service - 1 ph Sales	590,000	600,998	10,998	102%
440112	General Service - 3 ph Sales	620,000	588,064	(31,936)	95%
440120	Industrial Service - Special Contr	1,670,000	1,687,375	17,375	101%
440125	Large Commercial Industrial	3,400,000	3,475,194	75,194	102%
440130	Public Street Lighting Sales	69,000	67,952	(1,048)	98%
440135	Rental Lights	103,000	101,698	(1,302)	99%
440140	Irrigation Service	4,500	2,140	(2,360)	48%
440150	Green Power Units	12,000	10,804	(1,196)	90%
440165	Connection Charges	110,000	54,715	(55,285)	50%
440170	Street Light Maint. (210-520280)	73,000	73,000	0	100%
440175	Reconnect Charges	15,000	21,880	6,880	146%
440180	Pole Rental	24,000	46,554	22,554	194%
440302	Auditorium Rental	24,000	26,258	2,258	109%
445005	Sale of Scrap	10,000	18,902	8,902	189%
445010	Sale of Materials	5,000	0	(5,000)	0%
445015	Sale of Equipment	0	2,580	2,580	0%
450057	Other	22,000	5,147	(16,853)	23%
451035	Contribution-In-Aid	20,000	0	(20,000)	0%
470105	Interest	60,000	32,315	(27,685)	54%
480006	Reimbursements	0	32,606	32,606	0%
480020	Conservation Incentive Reimburs	440,000	425,021	(14,979)	97%
481005	Transfer from Other Funds	11,614	11,614	0	100%
495005	Fund Bal Avail. for Approp.	5,176,953	6,056,523	879,570	117%
	<b>REVENUES TOTAL</b>	<b>19,122,567</b>	<b>20,274,662</b>	<b>1,152,095</b>	<b>106%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(1,838,223)	(1,648,687)	189,536	90%
511010	Part-Time Employee Wages	(28,221)	(37,595)	(9,374)	133%
511015	Overtime	(90,000)	(93,662)	(3,662)	104%
512005	Health & Dental Benefits	(356,822)	(297,889)	58,933	83%
512008	Health Reimb Arrangement	(5,508)	(19,815)	(14,307)	360%
512010	Retirement	(371,335)	(328,047)	43,288	88%
512015	FICA	(149,668)	(131,867)	17,801	88%
512020	Workers Comp	(35,572)	(35,572)	0	100%
512025	Other Benefits	(9,344)	(9,455)	(111)	101%
512030	Other Payroll Taxes	(14,212)	(12,861)	1,351	90%
520110	Operating Supplies	(8,500)	(10,317)	(1,817)	121%
520120	Organization Business Expense	(10,500)	(5,076)	5,424	48%
520130	Personnel Uniforms & Equipment	(37,250)	(33,118)	4,132	89%
520150	Utilities	(25,000)	(26,345)	(1,345)	105%
520180	Subscriptions & Books	(600)	(155)	445	26%
520190	Computer Software	(4,000)	(8,725)	(4,725)	218%
520200	Computer Software Maintenance	(4,500)	(2,175)	2,325	48%
520220	Small Equipment	(55,200)	(33,395)	21,805	60%
520240	Construction Supplies	(420,000)	(363,541)	56,459	87%
520260	Purchased Power	(8,071,803)	(7,308,630)	763,173	91%
520270	Miscellaneous	(1,000)	(400)	600	40%
520503	Printing	(3,000)	0	3,000	0%

**610 - Light Fund**

**Department #41 - Light & Power**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
520506	Postage	(1,200)	(1,660)	(460)	138%
520509	Telephone	(9,200)	(7,156)	2,044	78%
520521	Public Information	(5,000)	(2,973)	2,027	59%
520524	Publications	(1,000)	(52)	948	5%
520530	Memberships	(78,605)	(76,715)	1,890	98%
520533	Recruiting Expenses	(2,500)	(6,967)	(4,467)	279%
520542	Bill Paying Assistance Program	(75,000)	(83,105)	(8,105)	111%
520554	Conservation Incentives	(80,000)	(15,163)	64,837	19%
520555	Industrial Conservation Augments	(420,000)	(220,277)	199,723	52%
520556	Green Power Info & Promotion	(2,000)	0	2,000	0%
520557	Intergovernmental Services	(10,500)	(5,897)	4,603	56%
520578	Insurance & Bonds	(33,557)	(33,557)	0	100%
521003	Training/Conferences	(36,100)	(23,625)	12,475	65%
521113	Attorney Services	(5,000)	(5,745)	(745)	115%
521150	Professional Services	(13,000)	(30,436)	(17,436)	234%
521162	Consultants	(80,000)	0	80,000	0%
521165	Contracts for Services	(114,450)	(61,850)	52,600	54%
521168	Misc Medical Services	(1,000)	(4,799)	(3,799)	480%
521172	Bank Service Fees	(33,537)	(33,368)	169	99%
522003	Equipment Maint & Oper Supplies	(37,000)	(15,631)	21,369	42%
522009	Vehicle Maint & Oper Supplies	(35,000)	(36,518)	(1,518)	104%
522010	Vehicle Maint External	(20,000)	(20,719)	(719)	104%
522012	Fuel/Oil	(31,000)	(39,387)	(8,387)	127%
522022	Information Systems Fund Charge	(18,421)	(18,421)	0	100%
522023	General Fund Admin Services	(1,004,386)	(1,004,386)	0	100%
522306	Rents & Leases	(14,000)	(15,828)	(1,828)	113%
522312	Facility Maintenance Supplies	(6,700)	(4,516)	2,184	67%
522315	Facility Mnt/Repairs	(12,500)	(9,960)	2,540	80%
523010	Ocean Wave Energy Grant	0	(4,000)	(4,000)	0%
550166	Building Improvements	(592,000)	(69,410)	522,590	12%
550181	Major Tools & Work Equipment	(60,000)	(101,868)	(41,868)	170%
550960	FG Substation Improvements	(15,000)	(23,841)	(8,841)	159%
550962	System Additions & Upgrades	(65,000)	0	65,000	0%
551260	Vehicle Replacement	(192,000)	(197,065)	(5,065)	103%
570127	Transfer to Other Funds	(121,000)	(121,000)	0	100%
570130	In-Lieu of Tax	(656,550)	(656,550)	0	100%
580206	Contingency	(1,980,924)	0	1,980,924	0%
590303	Reserved Fund Balance	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(1,619,179)	0	1,619,179	0%
<b>EXPENDITURES TOTAL</b>		<b>(19,122,567)</b>	<b>(13,359,772)</b>	<b>5,762,795</b>	<b>70%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>6,914,889</b>		
<b>Fund Total Revenues</b>		<b>19,122,567</b>	<b>20,274,662</b>		
<b>Fund Total Expenditures</b>		<b>(19,122,567)</b>	<b>(13,359,772)</b>		
<b>Fund Net</b>		<b>0</b>	<b>6,914,889</b>		

## 620 - Sewer Fund

## Department #54 - Sewer

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440105	Residential Sales	3,142,530	3,173,953	31,423	101%
440106	Commercial Sales	717,103	689,473	(27,630)	96%
440120	Industrial Service - Special Contr	181,833	181,721	(112)	100%
450057	Other	800	737	(63)	92%
451040	Sewer Laterals	2,000	0	(2,000)	0%
470105	Interest	15,381	10,439	(4,942)	68%
495005	Fund Bal Avail. for Approp.	1,538,183	1,781,735	243,552	116%
	<b>REVENUES TOTAL</b>	<b>5,597,830</b>	<b>5,838,057</b>	<b>240,227</b>	<b>104%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(211,911)	(143,117)	68,794	68%
511015	Overtime	(1,932)	(1,801)	131	93%
511020	Temporary Employee Wages	0	(1,581)	(1,581)	0%
512005	Health & Dental Benefits	(57,181)	(52,373)	4,808	92%
512008	Health Reimb Arrangement	(2,105)	(1,908)	197	91%
512010	Retirement	(42,736)	(28,503)	14,233	67%
512015	FICA	(16,359)	(11,148)	5,211	68%
512020	Workers Comp	(6,492)	(6,492)	0	100%
512025	Other Benefits	(962)	(1,462)	(500)	152%
512030	Other Payroll Taxes	(1,591)	(1,427)	164	90%
520110	Operating Supplies	(3,535)	(1,887)	1,648	53%
520120	Organization Business Expense	(375)	(46)	330	12%
520130	Personnel Uniforms & Equipment	(2,250)	(2,386)	(136)	106%
520150	Utilities	(1,200)	(1,713)	(513)	143%
520190	Computer Software	(3,400)	(4,177)	(777)	123%
520220	Small Equipment	(12,200)	(3,330)	8,870	27%
520240	Construction Supplies	(15,500)	(3,092)	12,408	20%
520270	Miscellaneous	(500)	0	500	0%
520503	Printing	(200)	(544)	(344)	272%
520506	Postage	(100)	(59)	42	59%
520509	Telephone	(800)	(469)	331	59%
520521	Public Information	(225)	(260)	(35)	116%
520524	Publications	(700)	(4)	696	1%
520530	Memberships	(700)	(716)	(16)	102%
520557	Intergovernmental Services	(3,036,633)	(2,983,709)	52,924	98%
520578	Insurance & Bonds	(8,204)	(8,204)	0	100%
521003	Training/Conferences	(2,820)	(1,415)	1,405	50%
521113	Attorney Services	0	(1,925)	(1,925)	0%
521150	Professional Services	(3,000)	(1,849)	1,151	62%
521168	Misc Medical Services	(375)	(535)	(160)	143%
521172	Bank Service Fees	(6,000)	(10,745)	(4,745)	179%
522003	Equipment Maint & Oper Supplies	(1,000)	(141)	859	14%
522012	Fuel/Oil	0	(99)	(99)	0%
522021	Equipment Fund Charges	(86,808)	(86,808)	0	100%
522022	Information Systems Fund Charge	(1,279)	(1,279)	0	100%
522023	General Fund Admin Services	(412,092)	(412,092)	0	100%
522306	Rents & Leases	(500)	0	500	0%
522309	Building/Facility Rental	(6,264)	(6,264)	0	100%
522312	Facility Maintenance Supplies	(500)	(167)	333	33%
522315	Facility Mnt/Repairs	(250)	(60)	190	24%
550763	Sewer Construction	(185,000)	(87,379)	97,621	47%

**620 - Sewer Fund****Department #54 - Sewer**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
562001	Principal-CWS/City Phase III Reh	(75,887)	(74,487)	1,400	98%
562041	Interest - CWS/City Phase III Reh	(18,117)	(19,518)	(1,401)	108%
570130	In-Lieu of Tax	(50,292)	(50,292)	0	100%
580206	Contingency	(319,855)	0	319,855	0%
590304	Unapp Fund Balance	(1,000,000)	0	1,000,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(5,597,830)</b>	<b>(4,015,460)</b>	<b>1,582,370</b>	<b>72%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,822,598</b>		
	<b>Fund Total Revenues</b>	<b>5,597,830</b>	<b>5,838,057</b>		
	<b>Fund Total Expenditures</b>	<b>(5,597,830)</b>	<b>(4,015,460)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,822,598</b>		

**622 - Sewer SDC Fund**

**Department #54 - Sewer**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451005	System Development Charge	365,000	359,765	(5,235)	99%
451042	Sunset Sewer Connection Fee	2,000	2,250	250	113%
470105	Interest	10,564	6,360	(4,204)	60%
495005	Fund Bal Avail. for Approp.	1,056,407	1,080,792	24,385	102%
	<b>REVENUES TOTAL</b>	<b>1,433,971</b>	<b>1,449,168</b>	<b>15,197</b>	<b>101%</b>
<b>EXPENDITURES</b>					
520557	Intergovernmental Services	(324,000)	(287,812)	36,188	89%
550760	Construction Projects	(50,000)	0	50,000	0%
562002	Principal-CWS/City Sunset Drive	(88,475)	(88,475)	0	100%
562042	Interest - CWS/City Sunset Drive	(33,520)	(33,520)	0	100%
580206	Contingency	(87,976)	0	87,976	0%
590304	Unapp Fund Balance	(850,000)	0	850,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,433,971)</b>	<b>(409,807)</b>	<b>1,024,164</b>	<b>29%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,039,361</b>		
	<b>Fund Total Revenues</b>	<b>1,433,971</b>	<b>1,449,168</b>		
	<b>Fund Total Expenditures</b>	<b>(1,433,971)</b>	<b>(409,807)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,039,361</b>		

## 630 - Water Fund

## Department #53 - Water

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440105	Residential Sales	1,617,022	1,546,252	(70,770)	96%
440106	Commercial Sales	486,694	467,665	(19,029)	96%
440118	Multi-Family Sales	384,330	371,118	(13,212)	97%
440120	Industrial Service - Special Contr	236,022	238,986	2,964	101%
440160	Non-Metered Sales	20,000	20,532	532	103%
440165	Connection Charges	20,000	28,344	8,344	142%
440305	Building Rental Income	35,928	35,928	0	100%
445025	Timber Sales	700,000	0	(700,000)	0%
445026	Timber Sales FY 2011	0	760,030	760,030	0%
450057	Other	5,000	10,391	5,391	208%
470105	Interest	20,907	9,965	(10,942)	48%
495005	Fund Bal Avail. for Approp.	2,090,718	2,297,167	206,449	110%
	<b>REVENUES TOTAL</b>	<b>5,616,621</b>	<b>5,786,378</b>	<b>169,757</b>	<b>103%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(545,726)	(540,339)	5,387	99%
511015	Overtime	(28,980)	(32,088)	(3,108)	111%
511020	Temporary Employee Wages	0	(5,936)	(5,936)	0%
512005	Health & Dental Benefits	(136,631)	(131,181)	5,450	96%
512008	Health Reimb Arrangement	(5,425)	(5,610)	(185)	103%
512010	Retirement	(110,140)	(106,867)	3,273	97%
512015	FICA	(43,965)	(43,921)	44	100%
512020	Workers Comp	(19,225)	(19,225)	0	100%
512025	Other Benefits	(3,306)	(3,843)	(537)	116%
512030	Other Payroll Taxes	(4,275)	(4,226)	49	99%
520110	Operating Supplies	(87,786)	(71,985)	15,801	82%
520120	Organization Business Expense	(350)	(115)	235	33%
520130	Personnel Uniforms & Equipment	(4,500)	(4,284)	216	95%
520150	Utilities	(71,400)	(60,861)	10,539	85%
520190	Computer Software	(3,315)	(2,291)	1,024	69%
520220	Small Equipment	(17,493)	(11,502)	5,991	66%
520240	Construction Supplies	(170,500)	(159,443)	11,057	94%
520250	JWC Water Purchases	(225,000)	(219,278)	5,722	97%
520503	Printing	(2,110)	(2,540)	(430)	120%
520506	Postage	(1,000)	(937)	63	94%
520509	Telephone	(5,543)	(5,384)	159	97%
520521	Public Information	(250)	(420)	(170)	168%
520524	Publications	(1,108)	(184)	924	17%
520530	Memberships	(825)	(995)	(170)	121%
520533	Recruiting Expenses	0	(165)	(165)	0%
520548	Watershed Management	(10,000)	(4,335)	5,665	43%
520550	Watershed Maintenance	(7,500)	(2,877)	4,623	38%
520551	Timber Harvesting	(300,000)	(315,546)	(15,546)	105%
520557	Intergovernmental Services	(63,075)	(36,650)	26,425	58%
520578	Insurance & Bonds	(25,509)	(25,509)	0	100%
521003	Training/Conferences	(6,400)	(2,440)	3,960	38%
521113	Attorney Services	(30,000)	0	30,000	0%
521150	Professional Services	(80,500)	(78,544)	1,956	98%
521168	Misc Medical Services	0	(984)	(984)	0%
521172	Bank Service Fees	(12,230)	(9,080)	3,150	74%
522003	Equipment Maint & Oper Supplies	(21,000)	(3,054)	17,946	15%

**630 - Water Fund**

**Department #53 - Water**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522012	Fuel/Oil	0	(165)	(165)	0%
522021	Equipment Fund Charges	(118,043)	(118,043)	0	100%
522022	Information Systems Fund Charge	(12,557)	(12,557)	0	100%
522023	General Fund Admin Services	(706,654)	(706,654)	0	100%
522306	Rents & Leases	(1,000)	(48)	953	5%
522312	Facility Maintenance Supplies	(7,475)	(14,139)	(6,664)	189%
522315	Facility Mnt/Repairs	(3,500)	(18,150)	(14,650)	519%
550181	Major Tools & Work Equipment	(10,000)	(11,751)	(1,751)	118%
550663	JWC - Other Projects	(139,096)	(26,127)	112,969	19%
550669	Water Treatment Plant Equip	(10,000)	(8,924)	1,076	89%
550672	Watershed Capital	(20,000)	0	20,000	0%
550760	Construction Projects	(25,000)	0	25,000	0%
562010	Principal - 2003 FFC Bonds	(245,000)	(245,000)	0	100%
562030	Principal - Scoggins Reservoir	(29,762)	(29,763)	(1)	100%
562045	Interest - 2003 FFC Bonds	(166,500)	(166,500)	0	100%
562070	Interest - Scoggins Reservoir	(43,035)	(43,034)	1	100%
570127	Transfer to Other Funds	(42,000)	(39,641)	2,359	94%
570130	In-Lieu of Tax	(138,203)	(138,203)	0	100%
580203	JWC - Contingency	(333,250)	0	333,250	0%
580206	Contingency	(100,000)	0	100,000	0%
580212	Debt Service Contingency	(415,000)	0	415,000	0%
590304	Unapp Fund Balance	(1,005,479)	0	1,005,479	0%
<b>EXPENDITURES TOTAL</b>		<b>(5,616,621)</b>	<b>(3,491,339)</b>	<b>2,125,282</b>	<b>62%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>2,295,039</b>		
<b>Fund Total Revenues</b>		<b>5,616,621</b>	<b>5,786,378</b>		
<b>Fund Total Expenditures</b>		<b>(5,616,621)</b>	<b>(3,491,339)</b>		
<b>Fund Net</b>		<b>0</b>	<b>2,295,039</b>		

**632 - Water SDC Fund**

**Department #53 - Water**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
451005	System Development Charge	200,000	257,493	57,493	129%
470031	Principal - J Lieb Water SDC	0	7,536	7,536	0%
470032	Interest - J Lieb Water SDC	0	1,162	1,162	0%
470105	Interest	11,696	8,462	(3,234)	72%
495005	Fund Bal Avail. for Approp.	1,169,662	1,334,493	164,831	114%
	<b>REVENUES TOTAL</b>	<b>1,381,358</b>	<b>1,609,146</b>	<b>227,788</b>	<b>116%</b>
<b>EXPENDITURES</b>					
521150	Professional Services	(35,000)	(27,226)	7,774	78%
550760	Construction Projects	(290,000)	0	290,000	0%
580206	Contingency	(75,000)	0	75,000	0%
590304	Unapp Fund Balance	(981,358)	0	981,358	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,381,358)</b>	<b>(27,226)</b>	<b>1,354,132</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,581,919</b>		
	<b>Fund Total Revenues</b>	<b>1,381,358</b>	<b>1,609,146</b>		
	<b>Fund Total Expenditures</b>	<b>(1,381,358)</b>	<b>(27,226)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,581,919</b>		

**640 - Surface Water Management Fund**

**Department #55 - Surf Water Mgmt**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440101	Surface Water Management Fees	771,804	770,445	(1,359)	100%
450057	Other	0	2,746	2,746	0%
470105	Interest	3,246	1,173	(2,073)	36%
495005	Fund Bal Avail. for Approp.	324,620	349,142	24,522	108%
	<b>REVENUES TOTAL</b>	<b>1,099,670</b>	<b>1,123,506</b>	<b>23,836</b>	<b>102%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(209,707)	(186,880)	22,827	89%
511015	Overtime	0	(1,630)	(1,630)	0%
511020	Temporary Employee Wages	0	(1,507)	(1,507)	0%
512005	Health & Dental Benefits	(46,142)	(43,585)	2,557	94%
512008	Health Reimb Arrangement	(1,590)	(1,485)	105	93%
512010	Retirement	(32,272)	(37,695)	(5,423)	117%
512015	FICA	(12,218)	(14,394)	(2,176)	118%
512020	Workers Comp	(5,546)	(5,546)	0	100%
512025	Other Benefits	(719)	(1,102)	(383)	153%
512030	Other Payroll Taxes	(1,190)	(1,167)	23	98%
520110	Operating Supplies	(1,500)	(1,335)	165	89%
520120	Organization Business Expense	(50)	0	50	0%
520130	Personnel Uniforms & Equipment	(2,000)	(1,771)	229	89%
520150	Utilities	(1,000)	0	1,000	0%
520190	Computer Software	(3,300)	(2,180)	1,120	66%
520220	Small Equipment	(5,200)	(3,253)	1,947	63%
520240	Construction Supplies	(10,500)	(6,230)	4,270	59%
520503	Printing	(1,500)	(1,321)	179	88%
520506	Postage	(50)	0	50	0%
520509	Telephone	(430)	(360)	70	84%
520521	Public Information	(250)	(115)	135	46%
520524	Publications	(500)	(4)	496	1%
520557	Intergovernmental Services	(168,140)	(162,428)	5,712	97%
520578	Insurance & Bonds	(5,172)	(5,172)	0	100%
521003	Training/Conferences	(1,100)	(711)	389	65%
521150	Professional Services	(14,200)	(7,258)	6,942	51%
521168	Misc Medical Services	(150)	(507)	(357)	338%
521172	Bank Service Fees	(1,184)	(1,963)	(779)	166%
522003	Equipment Maint & Oper Supplies	(1,300)	(105)	1,195	8%
522021	Equipment Fund Charges	(103,068)	(103,068)	0	100%
522022	Information Systems Fund Charge	(548)	(548)	0	100%
522023	General Fund Admin Services	(149,019)	(149,019)	0	100%
522306	Rents & Leases	(400)	0	400	0%
522309	Building/Facility Rental	(3,132)	(3,132)	0	100%
522312	Facility Maintenance Supplies	(1,500)	(30)	1,470	2%
550863	Storm Sewer Construction	(113,000)	(6,271)	106,729	6%
570130	In-Lieu of Tax	(38,590)	(38,590)	0	100%
580206	Contingency	0	0	0	0%
590304	Unapp Fund Balance	(163,503)	0	163,503	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,099,670)</b>	<b>(790,360)</b>	<b>309,310</b>	<b>72%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>333,146</b>		

**640 - Surface Water Management Fund**

**Department #55 - Surf Water Mgmt**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
	<b>Fund Total Revenues</b>	<b>1,099,670</b>	<b>1,123,506</b>		
	<b>Fund Total Expenditures</b>	<b>(1,099,670)</b>	<b>(790,360)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>333,146</b>		

**642 - SWM SDC Fund**

**Department #55 - Surf Water Mgmt**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
451006	SWM SDC Quality	11,250	1,153	(10,098)	10%
451007	SWM SDC Quantity	13,750	17,303	3,553	126%
470105	Interest	2,068	1,019	(1,049)	49%
495005	Fund Bal Avail. for Approp.	206,811	225,321	18,510	109%
	<b>REVENUES TOTAL</b>	<b>233,879</b>	<b>244,796</b>	<b>10,917</b>	<b>105%</b>
<b>EXPENDITURES</b>					
550860	Quantity System Improvements	(30,000)	(27,647)	2,353	92%
550863	Storm Sewer Construction	0	(127)	(127)	0%
580207	SWM SDC Cont. Quality	(112,246)	0	112,246	0%
580208	SWM SDC Cont. Quantity	(91,633)	0	91,633	0%
	<b>EXPENDITURES TOTAL</b>	<b>(233,879)</b>	<b>(27,773)</b>	<b>206,106</b>	<b>12%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>217,022</b>		
	<b>Fund Total Revenues</b>	<b>233,879</b>	<b>244,796</b>		
	<b>Fund Total Expenditures</b>	<b>(233,879)</b>	<b>(27,773)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>217,022</b>		

**710 - Information Systems Fund**  
**Department #12 - Administration Services**  
For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440225	Equipment Charges	218,489	218,492	3	100%
450057	Other	0	6,919	6,919	0%
470105	Interest	5,000	3,740	(1,260)	75%
472005	Miscellaneous	0	50	50	0%
495005	Fund Bal Avail. for Approp.	520,347	577,646	57,299	111%
	<b>REVENUES TOTAL</b>	<b>743,836</b>	<b>806,847</b>	<b>63,011</b>	<b>108%</b>
<b>EXPENDITURES</b>					
520110	Operating Supplies	(3,000)	1,716	4,716	-57%
520190	Computer Software	(8,895)	(9,407)	(512)	106%
520200	Computer Software Maintenance	(34,530)	(23,236)	11,294	67%
520210	Computer Supplies	(17,450)	(16,185)	1,265	93%
520220	Small Equipment	(156,864)	(76,499)	80,365	49%
520506	Postage	0	(412)	(412)	0%
520557	Intergovernmental Services	(7,482)	(7,327)	155	98%
521003	Training/Conferences	(9,000)	0	9,000	0%
521150	Professional Services	(21,000)	(20,650)	350	98%
522003	Equipment Maint & Oper Supplies	(8,309)	(8,028)	281	97%
550051	Office Equipment & Furniture	(15,000)	(15,950)	(950)	106%
550460	Accounting System	(62,341)	(10,554)	51,787	17%
580206	Contingency	(10,000)	0	10,000	0%
590304	Unapp Fund Balance	(389,965)	0	389,965	0%
	<b>EXPENDITURES TOTAL</b>	<b>(743,836)</b>	<b>(186,530)</b>	<b>557,306</b>	<b>25%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>620,317</b>		
	<b>Fund Total Revenues</b>	<b>743,836</b>	<b>806,847</b>		
	<b>Fund Total Expenditures</b>	<b>(743,836)</b>	<b>(186,530)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>620,317</b>		

## 720 - Equipment Fund

## Department #56 - Equipment Rental &amp; Repl

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440220	Equipment Rental	431,257	438,183	6,926	102%
440221	City Hall Vehicle Replacement	14,976	14,976	0	100%
440222	Parks Veh & Equipment Replacer	20,942	20,942	0	100%
440223	Police Veh & Equipment Replacer	0	86,060	86,060	0%
440224	Public Works Veh & Equipment R	162,468	162,468	0	100%
440227	Light/Fire Maintenance	25,000	42,086	17,086	168%
440228	Sale of Gas & Oil	50,000	66,086	16,086	132%
445015	Sale of Equipment	10,000	16,600	6,600	166%
450057	Other	0	3,479	3,479	0%
470005	Transfers From Other Funds	86,060	0	(86,060)	0%
470105	Interest	1,786	1,157	(629)	65%
481005	Transfer from Other Funds	30,171	30,171	0	100%
495005	Fund Bal Avail. for Approp.	178,562	(217,667)	(396,229)	-122%
495010	City Hall Veh Fund Bal Avail	0	40,824	40,824	0%
495011	Parks Veh Fund Bal Avail	0	47,526	47,526	0%
495012	Police Veh Fund Bal Avail	0	130,822	130,822	0%
495013	PW Veh Fund Bal Avail	0	187,865	187,865	0%
	<b>REVENUES TOTAL</b>	<b>1,011,222</b>	<b>1,071,578</b>	<b>60,356</b>	<b>106%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(138,827)	(127,595)	11,232	92%
511015	Overtime	(757)	0	757	0%
512005	Health & Dental Benefits	(27,602)	(31,815)	(4,213)	115%
512008	Health Reimb Arrangement	(1,276)	(1,274)	2	100%
512010	Retirement	(25,905)	(25,940)	(35)	100%
512015	FICA	(9,779)	(9,674)	105	99%
512020	Workers Comp	(2,633)	(2,633)	0	100%
512025	Other Benefits	(575)	(1,082)	(507)	188%
512030	Other Payroll Taxes	(948)	(936)	12	99%
520110	Operating Supplies	(1,000)	(401)	599	40%
520130	Personnel Uniforms & Equipment	(550)	(23)	527	4%
520190	Computer Software	(5,445)	(4,864)	581	89%
520220	Small Equipment	(2,500)	(1,009)	1,491	40%
520506	Postage	(150)	(859)	(709)	573%
520509	Telephone	(350)	(142)	208	41%
520530	Memberships	0	(3)	(3)	0%
520557	Intergovernmental Services	(950)	(408)	542	43%
520578	Insurance & Bonds	(25,748)	(25,748)	0	100%
521003	Training/Conferences	(1,500)	(725)	775	48%
521150	Professional Services	(2,400)	(2,506)	(106)	104%
521168	Misc Medical Services	0	(102)	(102)	0%
521172	Bank Service Fees	(400)	(173)	227	43%
522003	Equipment Maint & Oper Supplies	(1,000)	(64)	936	6%
522009	Vehicle Maint & Oper Supplies	(68,000)	(54,585)	13,415	80%
522010	Vehicle Maint External	(27,000)	(11,191)	15,809	41%
522012	Fuel/Oil	(165,000)	(195,049)	(30,049)	118%
522022	Information Systems Fund Charge	(3,355)	(3,355)	0	100%
522306	Rents & Leases	(200)	(98)	102	49%
522309	Building/Facility Rental	(23,400)	(23,400)	0	100%
551263	Parks Veh & Equipmnt Replacem	(8,000)	0	8,000	0%
551264	Police Veh & Equipmnt Replacem	(96,000)	(98,513)	(2,513)	103%

**720 - Equipment Fund**

**Department #56 - Equipment Rental & Repl**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
551265	Public Works Veh & Equipmnt Re	(211,000)	(188,733)	22,267	89%
580206	Contingency	(39,000)	0	39,000	0%
590304	Unapp Fund Balance	(119,972)	0	119,972	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,011,222)</b>	<b>(812,900)</b>	<b>198,322</b>	<b>80%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>258,678</b>		
	<b>Fund Total Revenues</b>	<b>1,011,222</b>	<b>1,071,578</b>		
	<b>Fund Total Expenditures</b>	<b>(1,011,222)</b>	<b>(812,900)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>258,678</b>		

**730 - City Utility Fund**

**Department #12 - Administration Services**

For the Period Ending: June, 2011

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
481005	Transfer from Other Funds	121,000	121,000	0	100%
481010	Transfer from Water Fund	42,000	39,641	(2,359)	94%
	<b>REVENUES TOTAL</b>	<b>163,000</b>	<b>160,641</b>	<b>(2,359)</b>	<b>99%</b>
<b>EXPENDITURES</b>					
520151	City Hall Utilities	(24,500)	(21,254)	3,246	87%
520152	Library Utilities	(30,000)	(31,143)	(1,143)	104%
520153	Aquatics Utilities	(36,000)	(34,612)	1,388	96%
520154	Parks Utilities	(39,000)	(42,497)	(3,497)	109%
520155	Police Utilities	(18,500)	(17,054)	1,446	92%
520156	Fire Utilities	(12,000)	(11,538)	462	96%
520157	Engineering Building Utilities	(3,000)	(2,545)	455	85%
	<b>EXPENDITURES TOTAL</b>	<b>(163,000)</b>	<b>(160,641)</b>	<b>2,359</b>	<b>99%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>163,000</b>	<b>160,641</b>		
	<b>Fund Total Expenditures</b>	<b>(163,000)</b>	<b>(160,641)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

**740 - Risk Management Fund**  
**Department #12 - Administration Services**  
For the Period Ending: June, 2011

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
444126	P/L Insurance - General Fund	82,127	82,127	0	100%
444127	P/L Insurance - Other Funds	104,154	104,153	(1)	100%
444128	WC Insurance - General Fund	115,850	115,748	(102)	100%
444129	WC Insurance - Other Funds	76,237	76,204	(33)	100%
470105	Interest	5,200	3,387	(1,813)	65%
472005	Miscellaneous	0	20,990	20,990	0%
495005	Fund Bal Avail. for Approp.	504,458	486,942	(17,516)	97%
	<b>REVENUES TOTAL</b>	<b>888,026</b>	<b>889,551</b>	<b>1,525</b>	<b>100%</b>
<b>EXPENDITURES</b>					
520585	Property/Liability Premiums	(98,787)	(95,776)	3,011	97%
520586	P/L Claims - General Fund	(10,000)	0	10,000	0%
520587	P/L Claims - Public Works Funds	0	(908)	(908)	0%
520589	Risk Management Activities	(25,986)	0	25,986	0%
520590	Worker's Compensation Premium	(60,000)	(48,370)	11,630	81%
520591	WC Claims - General Fund	(201,500)	(155,192)	46,308	77%
570127	Transfer to Other Funds	(61,448)	(61,448)	0	100%
590303	Reserved Fund Balance	(430,305)	0	430,305	0%
	<b>EXPENDITURES TOTAL</b>	<b>(888,026)</b>	<b>(361,695)</b>	<b>526,331</b>	<b>41%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>527,856</b>		
	<b>Fund Total Revenues</b>	<b>888,026</b>	<b>889,551</b>		
	<b>Fund Total Expenditures</b>	<b>(888,026)</b>	<b>(361,695)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>527,856</b>		