

CITY COUNCIL MONTHLY MEETING CALENDAR

February-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			EDC Western WC Small Business Forum 7:30am-Noon - Comm Aud Water Providers-CB 7pm	EDC Noon		
5	PLANNING COMMISSION & COUNCIL JOINT WORK SESSION FEASIBILITY STUDY FOR URBAN RENEWAL 7:00 PM - COMMUNITY AUDITORIUM	7 Watershed Ad-Hoc 5:30pm	8 MPAC Fire Bd 7pm	9 PAC 5pm	10 <i>Ford Institute Leadership Classes</i>	11
12	CITY COUNCIL 5:10 PM - WORK SESSION (B&C Interviews) 5:30 PM - JT WORK SESSION (Budget Comm) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Library 6:30pm	14 P&R 7am CFC 5:15pm	15 Fernhill Wetlands 5pm	16	17 Council Retreat 8:30am - 1pm 1910 Main St. Bistro Rep. Brewer 9am - BJ's Coffee
19	Senior Ctr Bd 6:30pm Planning Comm 7pm	20 Electric Vehicle Event 10am - College Way CCI 5:30pm	21 MPAC PSAC 7:30am Watershed Ad-Hoc 5:30pm	22 Sustainability 5:30pm	23	24
26	Mayor's State of City Address Chamber Luncheon - Noon Comm Aud CITY COUNCIL 5:45 PM - WORK SESSION (B&C Interview) 6:00 PM - WORK SESSION (Council Goals) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	27 HLB 6pm	28	29		

March-11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				CEP Apps Available EDC Noon		
4	Planning Comm 7pm	5	6	7 PAC 5pm	8	9
11	CITY COUNCIL MEETING CANCELLED	12 Library 6:30pm	13 MPAC Water Providers-CTC 1:30pm Watershed Ad-Hoc 5:30pm	14 Notice of Measure Filing Deadline	15 <i>Ford Institute Leadership Classes</i>	16 Rep. Brewer 9am - BJ's Coffee
<i>National League of Cities Conference</i>				17 Fernhill Wetlands 5pm		
18	Chamber Luncheon - Noon Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm Voters' Pamphlet Filing Deadline May Election	19 CCI 5:30pm	20 P&R 7am CFC 5:15pm	21 Sustainability 5:30pm	22	23
25	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	26 HLB 6pm	27 PSAC 7:30am MPAC-Cancelled Watershed Ad-Hoc 5:30pm	28	29 CEP Apps Due	30

April-12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Planning Comm 7pm	2	3 Joint Work Session Council / Rural Fire Board 7:00 pm - TBA Water Providers-CTC 1:30pm Water Providers-EC 5:30pm	4 EDC Noon	5 Red Cross Blood Drive 1pm - 6pm Comm Aud	6
8	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Library 6:30pm	10 LOC Regional Mtg 11am - Library Rogers Room MPAC Watershed Ad-Hoc 5:30pm	11 PAC 5pm	12 JWC Noon	13
15	Chamber Luncheon - Noon Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm	16 Council Special Mtg CEP Presentations 6pm - Comm Aud CCI 5:30pm	17 P&R 7am CFC 5:15pm	18 Fernhill Wetlands 5pm	19 <i>Ford Institute Leadership Classes</i>	20 Rep. Brewer 9am - BJ's Coffee
22	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23 HLB 6pm Downtown Revitalization 6pm	24 PSAC 7:30am MPAC Watershed Ad-Hoc 5:30pm	25 Sustainability 5:30pm	26	27 Council CEP Worksheets Due
29		30				



FOREST GROVE CITY COUNCIL

Monday, February 27, 2012

Meeting Agenda

5:45 PM – Work Session (B&C Interview)
6:00 PM – Work Session (CC Goals & Objectives)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

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.

<p>Anna Ruggles City Recorder</p>	<p>5:45</p>	<p><u>WORK SESSION: B&C INTERVIEW</u></p>
<p>Michael Sykes, City Manager</p>	<p>6:00</p>	<p><u>WORK SESSION: COUNCIL GOAL-SETTING</u> 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).</p>
	<p>7:00</p>	<p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p> <p>1. A. <u>PROCLAMATION:</u></p> <ul style="list-style-type: none"> • <i>National Community Development Week</i> <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p> <p>3. <u>CONSENT AGENDA:</u> See Page 4</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u></p>
<p>Paul Downey Administrative Services Director</p>	<p>7:05</p>	<p>5. A. • <i>Metropolitan Area Communications Commission (MACC) Report, Fred Christ</i></p> <p>5. A. <u>RESOLUTION NO. 2012-19 APPROVING THE ADDITION OF THE CITY OF WEST LINN, OREGON, AS A MEMBER OF THE METROPOLITAN AREA COMMUNICATIONS COMMISSION (MACC)</u></p>
<p>Susan Cole, Administrative Services Assistant Director Rob Foster Public Works Director</p>	<p>7:15</p>	<p>5. B. • <i>2011 Timber Harvest Final Report, Scott Ferguson, Consultant</i></p>
<p>Susan Cole, Administrative Services Assistant Director Paul Downey, Administrative Services Director</p>	<p>7:30</p>	<p>5. C. <u>QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31, 2011</u></p>

FOREST GROVE CITY COUNCIL AGENDA
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Susan Cole, Administrative
Services Assistant Director
Paul Downey, Administrative
Services Director

7:45

6. **PUBLIC HEARING AND RESOLUTION NO. 2012-20
ADOPTING AN INSTALLMENT PAYMENT PLAN
PROGRAM FOR FINANCING PARKS, SANITARY
SEWER, SURFACE WATER MANAGEMENT, AND
WATER SYSTEM DEVELOPMENT CHARGES (SDC)
FOR RESIDENTIAL AND MULTI-FAMILY
DWELLINGS**

Michael Sykes, City Manager
Paul Downey
Administrative Services Director
Susan Cole, Administrative
Services Assistant Director

8:00

7. **PUBLIC HEARING AND RESOLUTION NO. 2012-21
APPROVING SUBMITTAL OF A FIVE-YEAR LOCAL
OPTION LEVY TO THE VOTERS OF THE CITY OF
FOREST GROVE, OREGON, AT THE MAY 15, 2012,
PRIMARY ELECTION**

Mayor Truax
Michael Sykes
City Manager

8:15

8. **RESOLUTION NO. 2012-22 ADOPTING CITY
COUNCIL GOALS FOR FISCAL YEAR 2012-13**

Mayor Truax

8:20

9. **ADOPTING CITY COUNCIL TEAM AGREEMENT
FOR 2012**

Michael Sykes
City Manager

8:25

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

8:40

11. **COUNCIL COMMUNICATIONS:**

9:00

12. **ADJOURNMENT**

FOREST GROVE CITY COUNCIL AGENDA
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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interviews) and Joint Work Session (Budget Committee – Levy Discussion) Meeting Minutes of February 13, 2012
 - B.
 - C. Approve City Council Regular Meeting Minutes of February 13, 2012.
 - D. Accept Library Commission Meeting Minutes of November 8 and December 13, 2011.
 - E. Accept Parks and Recreation Commission Meeting Minutes of January 18, 2012.
 - F. Library Department Monthly Circulation Statistics Report for February 2012.
 - G. Accept Resignation on Public Safety Advisory Commission (Susan Aguilar, Citizen At-large, Term Expiring December 31, 2012)
 - H. **RESOLUTION NO. 2012-17 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (APPOINT MIKE BERNHARDT, CITIZEN AT-LARGE, TERM EXPIRING DECEMBER 31, 2012).**
 - I. **RESOLUTION NO. 2012-18 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINT KELLY MARKS, PRIMARY, AND CHERYL SCOTT, ALTERNATE, PORTLAND COMMUNITY COLLEGE, WORK FORCE DEVELOPMENT, TERM EXPIRING DECEMBER 31, 2014).**
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PROCLAMATION

National Community Development Week April 8 – April 14, 2012

WHEREAS, the Community Development Block Grant (CDBG) program was enacted into law by President Gerald Ford, as the centerpiece of the Housing and Community Development Act of 1974; and

WHEREAS, the CDBG program has as its primary objective "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for person of low and moderate income"; and

WHEREAS, the CDBG program has considerable flexibility to allow communities to carry out activities that are tailored to their unique affordable housing and neighborhood revitalization needs; and

WHEREAS, throughout its 38-year history, the CDBG program has been a partnership among the federal, state, and local governments, business and the non-profit sector which carry out activities that improve the lives and neighborhoods of low and moderate income families; and

WHEREAS, the City of Forest Grove, since 1979, with CDBG funds in the amount year-to-date of \$4,042,931, has provided housing rehabilitation; neighborhood revitalization; addition or expansion of community facilities and shelters; and physical redevelopment; and

WHEREAS, funding for CDBG has been reduced in recent years; this reduction in funding has had a profound impact on the City of Forest Grove by eliminating improvement to our roads and infrastructure, and community buildings.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF FOREST GROVE, OREGON, that it hereby calls on Congress to provide increased formula funding for CDBG in Fiscal Year 2013 and Fiscal Year 2014, and does hereby proclaim the week of APRIL 8 through APRIL 14, 2012, as

NATIONAL COMMUNITY DEVELOPMENT WEEK

in Forest Grove, Oregon, Washington County, in support of this valued program that has made a tremendous contribution to the viability of the housing stock, neighborhood and infrastructure in Forest Grove, and urges all citizens to join in expressing support for the Community Development Block Grant Program.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 27th day of February, 2012.

Peter B. Truax, Mayor, City of Forest Grove

TO: Mayor Peter Truax and City Councilors

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

DATE: February 27, 2012

SUBJECT: B&C Recruitment Interview

BACKGROUND:

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview that is scheduled for February 27, 2012.

- Boards, Committees, and Commissions Applicant List and Vacancy.
- Possible Interview Questions; and
- Applications (Ernie Montano)

STAFF RECOMMENDATION: Conduct interview of the applicant who expressed interest in serving on the various Boards, Committees, and Commissions. Determine new appointment. Based on Council's recommendation, a resolution making formal appointment will be presented for Council consideration at the next regular Council meeting.

2012 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday 5:00 pm	7-Members 4-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2015 12/31/2012
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term Three members may live outside City – Currently three	1 – Vacancy 1 – Vacancy	12/31/2013 12/31/2014
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large	No Citizen At Large Vacancy	
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 6:00 pm	7-Members 4-Year Term Two members may live outside City Currently one	1 – Vacancy 1 – Student Vacancy	12/31/2013 12/31/2012
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Student Vacancy	12/31/2012
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term Two members may live outside City – Currently one	1 – Vacancy NE	12/31/2015
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art	1 – Citizen At-Large Vacancy 1 – Student Vacancy	12/31/2014 12/31/2012
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – Student Vacancy	12/31/2012



interview
Feb 27th
5:45pm

CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple boards, please number 1-10 your order of preference):

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input checked="" type="checkbox"/> Library Commission |
| <input type="checkbox"/> Committee for Citizen Involvement | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

Name: ERNIE MONTANO Home Phone: [REDACTED]
 Residence Address: [REDACTED] Business Phone: SAME
 Mailing Address: _____ E-mail Address: MONTANOSINC@MONTANOS.COM
 Employer: Self Occupation: MFG

Years lived in Forest Grove? 30 Do you reside within City limits? SO How did you hear of this opportunity? Tom Gamble

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the advisory Board/Committee/Commission? Help

What contributions do you feel you can/will make to the Board/Committee/Commission? work well with group

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Experience

Previous appointed or elected offices: School board

Previous/current community affiliations and activities: S.E.s Rotary

May we keep your name on file if not appointed at this time? YES NO (10/10)

Possible Questions for B&C Applicant Interviews:

What can you offer the advisory board on which you would like to serve?

What do you hope to gain from your volunteer experience?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need that is currently facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you? May we keep your application on file? _____

Do you have any questions for us? _____

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify immediately thereafter.

February 27, 2012

**REPORT AND RESOLUTION ADOPTING CITY COUNCIL GOALS
FOR FISCAL YEAR JULY 1, 2012, THROUGH JUNE 30, 2013**

**Project Team: Michael J. Sykes, City Manager
Department Directors
Anna D. Ruggles, CMC, City Recorder**

BACKGROUND:

Pursuant to City Council Rules of Procedure, Section 16, the City Council must set its goals annually. The goals shall include *Short-Term Goals and Objectives* that the Council plans on completing within the next 12 months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The *Goals and Objectives* that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

DISCUSSION:

The following information is to assist Council as they set their goal priorities for Fiscal Year July 1, 2012, through June 30, 2013, budget process. City Council identified three key goals for Fiscal Year 2012-13 at the Goal-Setting Work Session held on February 18, 2012. A resolution formally adopting the three City Council Goals for Fiscal Year 2012-13 is being presented for Council consideration at the meeting of February 27, 2012.

COUNCIL GOALS:

At the February 18, 2012, Council retreat, Council reviewed the existing goals and made no changes to the current key goals as set by Council:

COUNCIL GOALS PROPOSED FOR FISCAL YEAR 2012-13:

- GOAL 1 PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS
AND A PROSPEROUS DYNAMIC GREEN CITY**

- GOAL 2 PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY**

- GOAL 3 PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN
LOCAL, STATE, AND NATIONAL AFFAIRS**

COUNCIL GOALS AND OBJECTIVES WORK SESSION:

At the February 18, 2012, Council retreat, Council modified and/or identified 11 new objectives (shown in bold and italics); identified three (3) long-term objectives; and carried over 16 pending objectives from the previous year for a total of 27 objectives, which were identified as being current or ongoing.

The City Council will be meeting to conduct a Goals and Objectives Work Session on February 27, 2012. The purpose of this work session is so Council can complete identifying, ranking and prioritizing of its objectives for each of the Council Goals (Refer to Exhibit A for a tentative list of objectives that were identified at the work session held on February 18, 2012). The intent of asking for Council priority goals/objectives for the coming fiscal year is to know if there are specific goals/objectives that require budget resources in order to be accomplished. It is recognized that not all of the objectives can be financially accomplished. However, this will provide a framework for each department to focus their activities and prioritize resources during their budget preparations for Fiscal Year 2012-13. In some cases, funds may be available; in other cases, this will guide efforts to find resources, such as grants. In addition, Council will be asked to review and adopt their Council Team Agreement for 2013, which is attached as Agenda Item 9.

DEPARTMENT PROJECTS IN PROGRESS:

Department Directors will provide funding source information and incorporate any significant Council goals and objectives into their work plans. Presentations of the department work plans will be presented to Council at the meetings scheduled for March 26 and April 9, 2012. The department work plans will pertain to the high-priority work assignments that departments must complete within the next 12-months.

STAFF RECOMMENDATION:

The attached Resolution adopts the three City Council Goals for Fiscal Year 2012-13 as amended. Upon adoption of the resolution, staff will incorporate the new City Council Goals into the budget statement for Fiscal Year 2012-13. A resolution adopting the Council goals/objectives will be presented for Council consideration at the meeting scheduled for March 26, 2012.

2012-13 CITY COUNCIL GOALS AND OBJECTIVES

Each year, the City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and becomes the City's Work Plan and guide for City Council and City Staff as they move forward throughout the year. City Council modified and/or identified 11 new objectives (shown in bold and italics); identified three (3) long-term objectives; and carried over 16 pending objectives from the previous year for a total of 27 objectives, which were identified by Council as being current or ongoing. The City Council will rank these objectives in the order that they believed are the most important. The objectives have been grouped within one of the three key City Council Goals. The City Manager will assign each of the Council goal objectives accordingly. The proposed City Council Goals and Objectives for Fiscal Year 2012-13 are as follows:

GOAL 1

PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY

Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)

	Total Points:	TB	TJ	VL	CM	RT	EU	PT	Total Pts:
1. Examine methods to enhance pedestrian/safe routes to Thatcher Park; Thatcher Road/Forest Gale Drive (flashing yellow light/crosswalks)									
2. Examine installing sidewalks near schools, bus #57 stop, and TV Hwy (east end of Mtn View Lane; Karen's Corner)									
3. Continue strengthening public relations and marketing to better communicate City services and accomplishments									
4. Continue maintaining a livable community through code enforcement with emphasis on graffiti and crime prevention									
5. Complete Periodic Review									
6. Pursue completion of Emerald Necklace (grant monies)									
7. Pursue other alternate energy sources									
8. Continue support of FG Senior and Community Center									
9. Continue improving Council/Citizen Outreach (table at Farmers' Market)									
10. Continue coordinating efforts for promoting Public Art									
11. Complete Parks Master Plan Update									
12. <i>Continue Study for Urban Renewal District</i>									
13. <i>Complete Watershed Mgmt Plan Update and Select Forester</i>									
14. <i>Prepare draft Ordinance for modified burning ban for Council consideration by January 2013</i>									

2012-13 CITY COUNCIL GOALS AND OBJECTIVES

GOAL 1 (Continued)

PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC, GREEN CITY

Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)

	Total Points:	TB	TJ	VL	CM	RT	EU	PT	Total Pts:
15. <i>Implement Transportation System Plan</i>									
16. <i>Complete David Hill Road</i>									
17. <i>Continue Downtown Revitalization Efforts (Identify Town Center Plaza and Downtown Corridor Traffic Flow)</i>									
18. <i>Continue Sustainability Ad-Hoc Committee; Develop Sustainability Plan</i>									
19. <i>Participate/Partnership with Clean Water Services on Regional Trail System Projects with Local Focus</i>									

IDENTIFIED AS LONG-TERM OBJECTIVES:

1. Continue pressure for high-capacity transit; and other transportation modes
2. Explore Evergreen Road Extension (bypass)
3. Continue pressure for new Post Office or Retail Store

GOAL 2

PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY

Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)

	Total Points:	TB	TJ	VL	CM	RT	EU	PT	Total Pts:
20. Prepare a balanced budget as required by law									
21. Continue supporting business retention and promoting recruitment efforts									
22. Continue Sidewalk Improvement District Program (LID)									
23. <i>Passage of a Local Option Levy (Council)</i>									
24. <i>Implement Island Annexation Program by Jan 2013</i>									
25. <i>Explore Long-Term Funding for Public Safety and other essential City services and operations</i>									

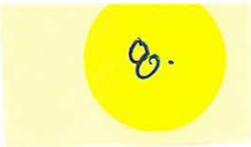
**2012-13 CITY COUNCIL
GOALS AND OBJECTIVES**

GOAL 3

**PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE
IN LOCAL, STATE AND NATIONAL AFFAIRS**

Rating Scale from 4 to 0 (4 = top priority; 3 = 2nd tier priority; 2 = important; 1 = low priority; and 0 = no priority)

	Total Points:	TB	TJ	VL	CM	RT	EU	PT	Total Pts:
26. Continue support of Legislative Agenda and Regional, Local, State, and Metro, CWS, Fernhill Wetlands Partnerships (WC Forum)									
27. Continue promoting Tourism Opportunities and Marketing Efforts (wineries, Fernhill, local events, branding logo, external marketing)									



RESOLUTION NO. 2012-22

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2012-13**

WHEREAS, pursuant to City Council Rules of Procedure, Section 16, the City Council must set its Council Goals annually; and

WHEREAS, the Forest Grove City Council held an Annual Town Meeting on January 28, 2012; and

WHEREAS, the Forest Grove City Council and Management Team met in Goal-Setting Work Session on February 18, 2012, to discuss goals for the next fiscal year; and

WHEREAS, the City Council has determined three goals for Fiscal Year 2012-13.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goals for Fiscal Year 2012-13 as follows:

- GOAL 1 Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic, Green City**
- GOAL 2 Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City**
- GOAL 3 Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs**

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

PRESENTED AND PASSED this 27th day of February, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2012.

Peter B. Truax, Mayor

**city of
forest
grove**

CITY COUNCIL GOALS FOR 2012-13

**Promote Safe, Livable and
Sustainable Neighborhoods and
a Prosperous Dynamic, Green City**



**Promote a Prudent Financial Plan to
Maintain Effective Service Levels
of a Full-Service City**

**Promote the Interests and Needs of
Forest Grove in Local, State, and
National Affairs**



**FOREST GROVE CITY COUNCIL WORK SESSION
 (BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
 FEBRUARY 13, 2012– 5:10 P.M.
 COMMUNITY AUDITORIUM – CONFERENCE ROOM
 PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:15 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe (arrived at 5:20 p.m.), Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS

The following applicants were interviewed for the following positions:

- Barbara Smith Public Arts Commission
- Mike Bernhardt Public Safety Advisory, Planning Commission,
Economic Development Commission, Community Forestry Commission

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted interviews. After Council deliberation, Council collectively made recommendation to wait until all applicants were interviewed for Public Arts Commission before making an appointment. In addition, Council made recommendation to appoint Mike Bernhardt to a position that has a vacancy available, i.e., Committee for Citizen Involvement, Community Forestry Commission, Historic Landmarks Board, or Parks and Recreation Commission. A resolution making Bernhardt's formal appointment will be considered at the next regular Council Meeting of February 27, 2012.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 5:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(BUDGET COMMITTEE – LEVY DISCUSSION)
FEBRUARY 13, 2012 – 5:30 P.M.
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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Joint Work Session to order at 5:56 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **BUDGET COMMITTEE PRESENT:** Meredith Bliss, Jonathan Kipp, David Maisel, Chère Sandusky, and Dale Smith. **BUDGET COMMITTEE ABSENT:** Tom Beck and Rod Fuiten, Chair. **STAFF PRESENT:** Michael Sykes, City Manager; Chad Jacobs, City Attorney, Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; and Anna Ruggles, City Recorder.

POTENTIAL CONFLICT OF INTEREST DISCLOSURE:

BeLusko declared a potential conflict of interest regarding the purpose of this work session, citing he is a shareholder of the firm who is the City’s insurance agent of record and there is a remote possibility that the decisions about today’s discussion could have an impact on the income received by his firm. BeLusko advised because there is only the potential of a conflict of interest, it would not affect his contribution towards the work session.

2. JOINT WORK SESSION: LEVY DISCUSSION

Downey and Sykes facilitated the work session, noting the purpose of the work session was to review and discuss the General Fund’s financial forecast and other information regarding the various proposed local option levy rates. Sykes advised the purpose of this discussion was to seek feedback on the dollar amount the City should place on the ballot and to discussion which election date the City should file the ballot. Sykes noted the City’s current local operating levy of \$1.35 per \$1,000 of assessed value expires on June 30, 2013. Downey presented a PowerPoint presentation outlining the General Fund’s financial forecast of revenues and expenditures for Fiscal Years 2012-13 through 2018, noting projections show that the current levy rate of \$1.35 would not allow the City to maintain its current level of services in the General Fund. Sykes advised if the levy is renewed at \$1.35, the City would need to begin reducing General Fund services in Fiscal Year 2013-14 to try to maintain reserve funds, noting the projections indicate that the City would need a levy rate of \$1.85 per \$1,000 of assessed value to maintain services over the next five years and in order to maintain at least two months worth of expenses in its reserve funds. Sykes

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reported staff has reviewed various levy rates and the General Fund's financial forecast with stakeholders at a meeting held January 4, 2012, and also presented the information at the Annual Town Meeting held January 28, 2012. Sykes noted the Public Safety Advisory Commission also reviewed the levy rates and supported a \$1.85 levy rate, noting all of the above groups responded that the City needed to ask the voters for more than the \$1.35 levy rate since that rate would cause the City to begin reducing services in the first year of the new levy. Sykes advised, although \$1.60 versus \$1.85 were not surveyed, staff projected the effects of a levy rate at \$1.60 per \$1,000 of assessed value, noting a rate of \$1.60 would allow the City to maintain services for a longer period of time than the \$1.35 rate; however, the City would need to reduce services and/or find alternative revenue sometime during the next five-year levy. In conclusion, Sykes reported each of the groups had opinions on whether the Council should ask for \$1.60 or \$1.85 per thousand of assessed value at the May 15, 2012, primary election

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to General Fund's financial forecast of revenues and expenditures for Fiscal Years 2012-13 through 2018 and other information regarding the various proposed local option levy rates. In response to various inquiries and concerns from the group, Downey and Sykes highlighted the status of shared revenue; property tax revenue projections and assessments; percentage for health insurance and retirement costs; which labor negotiations would be up for renewal; provided history of previous levies and types of reduction of services; and explained the County has not billed the City to file a ballot during primary or general elections; informational campaigning material is prepared by the City at minimal costs; and a Political Action Committee is normally formed for advocacy purposes. In response to Johnston's concern pertaining to promises made during the passage of the previous levy, Sykes indicated the City has remained status quo since 2002 and Downey explained after the passage of the previous levy, the City restored one police officer and one captain position and fire restored two firefighters, plus other essential services were restored (i.e., parks, library, and aquatics). Sykes explained that with the 2008 economy turndown, the City assigned one police officer to Tri-Met, which pays the officer's wages, noting as a result, there currently is one less police officer on the street. Downey also noted the fire inspector position was not filed when a retirement occurred. Mayor Truax continued roundtable discussion pertaining to the various levy amounts, to which the following comments were heard.

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BeLusko commented on previous Washington County levies, noting the last three levies passed with no increases.

Lowe commented on volunteerism, internships and grants, noting no matter what amount the levy is, the Council will need to speak out to the community and inform the community that there has been loss of employees and reduction in City services, pointing out that most departments have volunteers providing assistance as well as some department have internships.

Johnston commented that PSAC passed a motion in support of \$1.85 with one member voting in opposition and the Annual Town Meeting showed support of \$1.85, noting the City is very unique in that it is a full-service city with its own light and power, police, fire, aquatics, and library.

Miller voiced support of \$1.85, noting group consensus.

Thompson voiced support of \$1.60 due to elderly population and fixed incomes, pointing out that in the future, the City needs to look at employees paying a portion of their retirement and health benefits and work a more standardized work week.

Uhing commented on areas the City could cut and other revenue sources to consider, noting the Annual Town Meeting was more focused on \$1.60, pointing out that \$1.85 is too much to ask during this economy, especially for the elderly and younger population.

Bliss commented the City needs to determine what level they want to have the levy rate and look at service levels and make its case and understand that the City cannot fulfill promises made from the previous levy.

Maisel voiced support of \$1.85 in order to maintain services, pointing out the increase would be \$12 a month.

Kipp commented there is perception that government is too big, noting he is a statistically-oriented person and a survey is often times accurate, pointing out the City's survey showed it would not pass at \$1.85.

Sandusky voiced support of \$1.85, noting PSAC passed a motion in support of \$1.85.

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Smith voiced support of \$1.85 in order to maintain status quo.

Hearing no other comments, Mayor Truax reminded Budget Committee members of the Budget Meeting dates set for May 23, May 30, and if a third meeting is required, it has been set for June 6, 2012.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



**FOREST GROVE CITY COUNCIL REGULAR MEETING
 FEBRUARY 13, 2012 – 7:00 P.M.
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1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:03 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Chad Jacobs, City Attorney; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director (in the audience); George Cress, Light and Power Director (in the audience); Kerry Aleshire, Police Chief (in the audience); and Anna Ruggles, City Recorder.

1. A. POLICE OFFICER SWEARING-IN CEREMONY:

Ruggles administered the Oath of Office to Joseph Green who was sworn-in as Police Officer. Police Chief Aleshire read the biography and introduced, welcomed and presented Officer Green with his official Police badge.

1. B. POLICE DEPARTMENT EMPLOYEE OF THE YEAR AWARD:

Police Chief Aleshire read the Citation of Merit honoring Kevin Ellingsburg, Police Sergeant, as the Police Department’s Employee of the Year. Chief Aleshire presented the award to Sergeant Ellingsburg and commended him for his outstanding performance and dedication to protect and serve the citizens of Forest Grove.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of January 23, 2012.
- B. Approve City Council Work Session (Watershed

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- Assessment and Timber Inventory Update) Meeting Minutes of January 23, 2012.
- C. Approve City Council Regular Meeting Minutes of January 23, 2012.
 - D. Accept Committee for Citizen Involvement Meeting Minutes of December 20, 2011.
 - E. Accept Community Forestry Commission Meeting Minutes of December 14, 2011.
 - F. Accept Historic Landmarks Board Meeting Minutes of December 20, 2011.
 - G. Accept Public Arts Commission Meeting Minutes of December 8, 2011.
 - H. Accept Public Safety Advisory Meeting Minutes of December 7, 2011, and January 25, 2012.
 - I. Community Development Department Monthly Building Activity Informational Report for January, 2012.
 - J. **RESOLUTION NO. 2012-14 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (TIM BUDELMAN, AS A VOTING MEMBER, REPRESENTING BROKER INDUSTRIAL/ COMMERCIAL, TERM EXPIRING DECEMBER 31, 2014).**
 - K. Endorse New Liquor License Application (Off-Premises Sales) for Out Of The Office Wines, 3102 Twinflower Street (Applicant: Cassandra Smith). ***Removed from Consent Agenda***
 - L. Endorse Liquor License Renewal Application Requests for Year 2012:
 - 1. 76 Forest Grove (Off-Premises Sales)
 - 2. 1910 Main All American Bistro (Full On-Premises and Off-Premises Sales)
 - 3. Aramark Educational Services, Pacific University (Limited On-Premises Sales)
 - 4. Ballad Town Billiards (Full On-Premises Sales)
 - 5. Bi-Mart (Off-Premises Sales)
 - 6. Circle Inn Tavern (Limited On-Premises Sales)
 - 7. Cornerstone Pub & Grill (Limited On-Premises Sales)
 - 8. Diamond Palace (Full On-Premises Sales)
 - 9. Forest Grove Tobacco (Off-Premises Sales)
 - 10. Grendel's (Full On-Premises Sales)

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11. Half Moon Sports Bar (Full On-Premises Sales)
12. Mama Jiah's, FG Food Mart (Off-Premises Sales)
13. Pizza Schmizza (Limited On-Premises Sales)

Added to Consent Agenda 3. L. 14 – 34

14. El Torero Restaurant (Full On-Premises Sales)
15. Forest Grove Sushi (Limited On-Premises Sales)
16. Godfather's Pizza/Players Pub (Full On-Premises Sales)
17. Grampy's Deli & Pub (Off-Premises Sales)
18. Hello Market (Off-Premises Sales)
19. Izgara Bar & Grill (Full On-Premises Sales)
20. Jade Green Palace (Full On-Premises Sales)
21. La Sierra Mexican Restaurant (Full On-Premises Sales)
22. Maggie's Buns (Limited On-Premises Sales)
23. Mini Mart (Off-Premises Sales)
24. Pac Thai (Limited On-Premises Sales)
25. Phil's 1500 Subs (Limited On-Premises Sales)
26. Plaid Pantry #20 (Off-Premises Sales)
27. Plaid Pantry #99 (Off-Premises Sales)
28. Prime Time Sports Bar & Restaurant (Full On-Premises Sales)
29. Rainbow Lanes (Limited On-Premises Sales)
30. Safeway #406 (Off-Premises Sales)
31. Stecchino Bistro (Full On-Premises Sales)
32. Super Mercado La Montana (Off-Premises Sales)
33. The Masonic Grand Lodge, Jennings McCall (Full On-Premises Sales)
34. Winner's Connection (Off-Premises Sales)

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

3. K. ENDORSE NEW LIQUOR LICENSE APPLICATION (OFF-PREMISES SALES) FOR OUT OF THE OFFICE WINES, 3102 TWINFLOWER STREET (APPLICANT: CASSANDRA SMITH)

Councilor Lowe removed the above-noted item from the Consent Agenda for Council discussion. In response to Council inquiries, Ruggles

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explained the business, Out Of The Office Wines, is located in a residential zone and has applied for a business license as a home occupation business, noting the applicant has indicated the business is on-line sales only with no inventory being received or being shipped to or from the business. Ruggles reported the applicant has applied for an Off-Premises Liquor License, which allows sales of factory sealed containers and the holder may provide sample tasting of alcoholic beverages on the licensed premises if the licensee receives approval from the Oregon Liquor Control Commission (OLCC) to conduct tastings on the premises, similar to other wine-related businesses located in the downtown area. In conclusion, Ruggles reported the Police Chief has forwarded recommendation to approve the liquor license application, noting staff will re-evaluate the license after one-year to ensure the licensed premises has operated within City Code provisions, and also assess citizen complaints if any should arise during the one-year period. In conclusion, Ruggles advised staff has found no valid grounds, pursuant to ORS or City Code, that warrant the City from making an unfavorable recommendation to the OLCC.

Hearing no further discussion from the Council, Mayor Truax asked for a motion to approve Consent Agenda Item 3. K. as noted below.

MOTION: Councilor Lowe moved, seconded by Councilor Johnston, to approve the Consent Agenda Item 3. K. along with a memorandum to OLCC requesting that the holder not be allowed to conduct sample tasting of alcoholic beverages on the licensed premises because the business is located in a residential zone area and is licensed as a home occupation business. MOTION CARRIED 7-0 by voice vote.

4. **ADDITIONS/DELETIONS:**
Ruggles requested to add Consent Agenda Item 3. L. 14 – 34 as noted above.
5. **PRESENTATIONS:** None.
6. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2012-01 AMENDING FOREST GROVE CODE SECTIONS 3.515, 3.705 AND 3.808 RELATING TO THE METHOD OF COLLECTING PARKS, SANITARY SEWER, SURFACE WATER**

**MANAGEMENT, AND WATER SYSTEM DEVELOPMENT CHARGES
FOR RESIDENTIAL AND MULTI-FAMILY DWELLINGS**

The first reading of Ordinance No. 2012-01 by title occurred at the meeting of January 23, 2012.

Staff Report:

Downey had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of January 23, 2012.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of January 23, 2012.

City Attorney Jacobs read Ordinance No. 2012-01 by title for second reading.

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

7. **RESOLUTION NO. 2012-15 ADOPTING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS FOR FISCAL YEAR 2012-13 AND REPEALING RESOLUTION NO. 2011-20**

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Staff Report:

Downey presented the above-proposed resolution for Council consideration, noting staff is seeking Council approval to adopt the same Community Enhancement Program (CEP) application process as was used for Fiscal Year 2011-12. Downey explained the overall process, noting Councilors will score the projects by allocating funds to each project. No Councilor can allocate more than one-seventh of an individual project's requested funds and at least four Councilors must ultimately allocate funding to a particular project or that project will not be funded. In conclusion, Downey reported for Fiscal Year 2012-13, the amount of CEP funds available for distribution, including 25 percent of the Fund Balance, is projected to be \$57,000 or \$8,143 per Councilor.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-15.

City Attorney Jacobs read Resolution No. 2012-15 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Uhing, to adopt Resolution No. 2012-15 Adopting Community Enhancement Program (CEP) Process for Fiscal Year 2012-13 and Repealing Resolution No. 2011-20.

Council Discussion:

Johnston commented that last year's process worked well. Johnston also commented that it might be time to talk with Metro about the costs of services, noting Hillsboro's fees are much lower than Waste Management's fees, to which Downey explained the reason for the decline in funding available is due to a lesser amount of tonnage being collected at the transfer station.

Mayor Truax clarified the City receives funding from Metro for solid waste collection only.

Thompson commented the decline in funding might also be due to the City's recycling efforts.

Uhing commented that last year's process helped her greatly in allocating and assigning project funding.

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

8. RESOLUTION NO. 2012-16 APPROVING TO CANCEL MARCH 12, 2012, CITY COUNCIL MEETING

Staff Report:

Mayor Truax presented the above-proposed resolution requesting that Council consider cancelling the March 12, 2012, regular City Council meeting due to Councilmembers who are unable to attend.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-16.

City Attorney Jacobs read Resolution No. 2012-16 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Lowe, to adopt Resolution No. 2012-16 Approving to Cancel March 12, 2012, City Council Meeting.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

9. 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 distributed a copy of the tentative agenda for the upcoming Council Retreat, which is scheduled for Saturday, February 18, 2012. Sykes reported the Council's joint session with the Forest Grove Rural Fire Protection District Board has been rescheduled to Wednesday, April 4,

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2012. Sykes noted staff is diligently working with Prime Time representatives to try to expedite efforts to rebuild the restaurant. In addition, 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 other upcoming city/community-wide events.

10. COUNCIL COMMUNICATIONS:

BeLusko reported on Economic Development Commission-related activities, noting EDC hosted a Small Business Forum, which attracted approximately 40 attendees. BeLusko reported on Public Arts Commission-related activities, noting PAC adopted their goals for the year and are looking to allocate monies donated to a youth-related program. In addition, BeLusko reported on other matters of interest and upcoming meetings he was planning to attend.

Council President Johnston reported the Forest Grove Rural Fire Protection District Board has scheduled their joint session with Council for Wednesday, April 4, 2012. Johnston reported on Public Safety Advisory Commission (PSAC)-related activities, noting PSAC passed a motion recommending \$1.85 for the local option levy. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on upcoming meetings she was planning to attend

Miller commended the Committee for Citizen Involvement and staff for their outstanding performance on the Annual Town Meeting, noting the topic was "Show Me The Money" and attracted approximately 120 people. Miller noted she has heard positive comments about City Manager Sykes doing all he can to help the owner of Prime Time rebuild. In addition, Miller reported on various community-related events of interest and upcoming meetings she was planning to attend.

Thompson provided updates on legislative House Bills 4090 and 4166. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing commended the Police Department's Citizen Academy, noting the program has been a huge success. In addition, Uhing reported on

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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 provided an update on legislative Senate Bill 1519. Mayor Truax reported on Community Development Block Grant-related projects, noting two projects were selected in Forest Grove. In addition, Mayor Truax highlighted various upcoming Council Calendar events.

11. ADJOURNMENT:

Mayor Truax adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED



Forest Grove Library Commission

November 8, 2011

1. Welcome/Roll Call

Commissioners Present: Doug Martin, Anita Eller, Nancy Combs, Dayla Smoland, Kathleen Poulsen, Pamela Bailey (excused)

Staff Present: Colleen Winters—Library Director

Council Liaison: Mayor Pete Truax

2. Additions/Changes to Agenda: none

3. Approval of September 13th minutes: Anita moved to approve as corrected (“ Barbara Huson will teach a class”) Nancy seconded. Approved.

4. Informational Items

Friends Report: Book Sale next week. November 14-19

Online Book Sale: 50-60 sold. We have an “excellent” rating

Foundation Report:

- Maggie’s Books and Buns earned \$2,100
- December 6. Periscope Books Fundraiser. Poetry Reading, Hors d’oeuvres. All book sale proceeds donated to the Foundation
- Megan Chuinard working on the Pizza Schmizza Fund Raiser.
- Liz Swensen, a library volunteer, is working on a data base of donors/donations

Council Liaison:

- Mayor will address the lawsuit against the city in an upcoming editorial in the News Times.
- Urban Growth Boundary request was denied by Metro. Forest Grove will be looking into an appeal.

5. Directors Report

- State Librarian: In October I participated in the selection process for a new State Librarian, Robert Hulshof- Schmidt. The current State Librarian, Jim Scheppke, is retiring in December.
- Poet Laureate: Very successful event with Oregon’s Poet Laureate, Paulann Petersen, especially the partnership opportunity with Pacific University. Planning to coordinate with tem again for next spring’s Hearing Voices.
- P. E. O. presentation: Gave presentation to local P.E.O. chapter on books published in 1911 as part of their 100 year anniversary celebration.
- R.F.I.D presentation: Monday, November 14 at City Council meeting.

- November 22nd program: Working with forest Grove's Chaplain, Dexter Danielson and the Police and Fire Departments and author Wally Johnston. Program will include dedication of a remnant of the Twin Towers.
- Book Group has developed a regular gathering of participants. Author Molly Gloss came to October meeting.
- B&C Recognition 1/19/ 2012
- Annual Town Meeting: 1/28/2012. City Budget, Local Option Levy poll, Information about lawsuit.

6. Mission Statement:

- Commission commented favorably on the brief version of the Mission Statement
- The staff is currently working on page two which
 - a. expands on how the statement will help the staff make decisions about such matters as evaluating service levels.
 - b. gives concrete examples of how the guiding principals are applied.
- The goal is to make the Mission Statement available to the Commission to vote on in December.

7. Volunteer Policy:

- The Commission looked at the Volunteer Handbook and the Citywide Volunteer Policy
- Next month a Volunteer Policy specific to the Library will be presented to the Commission for discussion and vote.

8. Next Meeting Date: Dec. 13th 6:30 PM Rogers Room.

APPROVED

Forest Grove Library Commission December 13, 2011

1. Welcome/Roll Call

Commissioners Present: Doug Martin, Anita Eller, Kathleen Poulsen, Nancy Combs, Dayla Smoland, Pamela Bailey

Staff present: Colleen Winters, library director

City Council Liaison – Mayor Pete Truax

Friends/Foundation Liaison – Katie Allnut

2. Additions or changes to the agenda – move Pete’s report to the beginning of the meeting as he needs to leave early to host the city’s cold weather shelter.
3. Approval of minutes from Nov. 8, 2011 –Anita motioned to approve as corrected. Nancy seconded. Passed by all.

4. Informational Items

City Council Liaison report from Pete

- Wassail party is this Saturday at the library.
- Boards and Commissions reception is Thursday, January 19th.
- Foundation and Friends Holiday event coming up on 12/15.
- Lawsuit against the city is not yet settled. The brief is available on the city website. “Lies circle the world while the truth is still buckling its shoes.”

Friends/Foundation report from Katie

- \$5,000+ was made at the last book sale
- Next book sale will be May 28 – June 2, 2012
- Blue boxes - still one at the FG bowling alley.
- Big discussion item was the pros and cons of putting together a budget. The purpose and goal of the Friends is to support the library by providing little extras. The summer reading program used to be a Library budget line item, is now paid for by the Friends, as are the adult education programs. The Friends do not want their funds used to pay for basics that should be included in the City Library’s regular budget.
- Read to the Dogs will be Monday nights, from 6-7 beginning in January 2012. Angel, a trained dog with insurance, and her human companion, former FG librarian Barbara Dunnette, will be coming each week. Linda Taylor is the point person for this series, which will require minimal staff involvement, just making appointments for Angel.
- March 20, Forest Grove Conversations in the City Auditorium will be a panel discussion, entitled “Living and Working in the New Economy.” Panel members include Larry Lipin, Geraldine Ness and Manuel Castaneda.

Foundation news from Colleen

- Schmizza event brought in \$145
- Three poets read at the Book Bash sponsored by Periscope books.
- Foundation chair Rod Fuiten discussed a funding issue with the library's building improvements. Ten to fifteen thousand should be coming from the city budget for this project.

Director's report from Colleen

- RFID – Radio Frequency Identification Device. Shute Park library will be the first one in the queue. Forest Grove will get done later.
- Vision in Education series is meeting at the library on Jan. 9. Dr. Zhao from China will discuss the pros and cons of testing at the book discussion group led by Dave Pauli. The Library and Pacific University are sponsoring the series which will run from Jan. 9 - 12.
- Jathan Janove will be doing a training event for the City - How to be an Effective Supervisor. Colleen, Robyn and Linda M from the library will attend.
- The November 22 thank you event for Public Service – Police and Fire departments, was a great success. It may be repeated next year.
- The City employee potluck this month raised over \$1,000 to go to the city's cold weather shelter.
- City Stakeholders meeting on Jan. 4 will discuss the results of the levy survey. The levy, which expires in 2013 is currently at \$1.35 per thousand. In order to maintain services it needs to be \$1.85 per thousand, and \$2.15 would allow for an increase in services.
- The back door was found open twice. Discussion ensued about having the door "alarmed." We will table this discussion till next month when Pete can be here.
- Library had an earthquake drill. This included what to say to patrons, where to go, counting of heads.
- Volunteer policy: Kari, Robyn and Colleen had discussed the role of volunteers in running the library. She brought these ideas to the commission: We currently have 50+ volunteers. We need a staff/volunteer ratio because of supervision. How many volunteer hours are optional and at what point would we need to add more paid staff for supervision? What is the role of volunteers in keeping the doors open? They can't supplant the paid staff, but they do lots of things done by paid staff. What they don't do – work at the front desk or anything that involves confidentiality. Volunteers are focused on materials, not on patrons.

6. Confirm next meeting date – *Tuesday, January 10th at 6:30 p.m.*

7. Adjourn – Kathleen motioned to close, Nancy seconded. Meeting adjourned. A sad but appreciative farewell was bid to Anita Eller! We will miss you!

APPROVED



RECREATION COMMISSION MINUTES

Wednesday, January 18, 2012
7:00 a.m. – Community Auditorium Conference Room

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Anna Lund, Mike Olson, Brian Seitz, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet. Absent: Quinn Johnson and Dick Kover
 - b) **Staff** – Tom Gamble and Steve Huffman
 - c) **Student Advisor** – Jonathan Faris

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the November 16, 2011 meeting were approved.

- 4) **ADDITION/DELETIONS:** None

- 5) **ELECTION OF OFFICERS:**
 - a) Chair – Susan Taylor
 - b) Vice Chair – Mike Olson

- 6) **OLD BUSINESS:**
 - a) **Volunteer Recognition Up-date**
 - i) The City Council approved the policy draft with no discussion. They felt the Commission did a complete and thorough job.
 - ii) Due to expenses the plaque and picnic will happen after July 1 so that they fall in the next fiscal year.
 - iii) The picnic will take place this summer.
 - iv) We need to get the word out about nominations.
 - v) It will take time to evaluate the nominees.
 - vi) The City's volunteer coordinator is on board.
 - vii) Ralph and Glenn will head up the Volunteer Recognition project.

 - b) **Field Use Policy Draft/Update**
 - i) The subcommittee met and reviewed policies from other cities.
 - ii) In the past income from park use was about \$7,000 to \$9,000 a year. This fiscal year it will be closer to \$35,000 to \$40,000.
 - (1) Fees need to be reviewed. It would be helpful if the school district adopted the same fees.
 - iii) Priority of use:
 - (1) Youth – In season
 - (2) Youth – Out of season

- (3) Other Youth programs
 - (4) Adult groups
 - iv) Special events verses league use conflicts will have to be regulated.
 - v) Rental rules and regulations need to be very clear and should mesh with the school districts.
 - (1) These should become part of the City's code which would allow for enforcement of policy.
 - (2) We need a clear field closure policy.
 - vi) Fees represent a revenue source.
 - (1) There will still be In City and Out of City rates. We need to set guidelines on how to determine that status.
 - (2) Single use fees verses league play.
 - (3) No sub leasing by groups.
 - vii) Concession use by outside vendors will require a permit from Community Development and a fee schedule from the City Council.
 - viii) Representatives from each league would meet semi annually to discuss schedules, rules and regulations.
- c) Fernhill Restroom Update**
- i) There was a fire at the shelter and no suspects have been apprehended.
 - ii) The project will be completed this spring.
 - (1) Clean Water Services is questioning the sewer line and it may be redesigned.
 - (2) The bathroom is done and is waiting in Spokane.
 - (3) The road needs to dry out before the project can go forward.
 - (4) It should be a quick construction process.
 - iii) The City will be responsible for cleaning the facility and for garbage collection.

7) NEW BUSINESS:

a) Fernhill Property Update

- i) It will become part of the Parks inventory of open space and it's a popular recreation site.
- ii) The process started ten years ago. The engineers wanted to rip out ponds to create wetlands. The property was sold and now the plan is to maintain the existing trail and expand wildlife education.
- iii) The new deputy director from Clean Water Services, Diane Taniguchi-Dennis, toured the site with Victoria. She felt the Clean Water design that was developed five years ago was heading in the wrong direction.
- iv) The new idea is for the wetland natural treatment system to begin at the highest level and then cascade down through the area.
 - (1) This would be a demonstration of a natural waste water treatment process.
 - (2) This would enhance, not destroy the wetlands.
 - (3) It will hopefully be a showplace of success.
- v) The area is also functional for natural water treatment as it filters down levels and then drops into the river.
 - (1) This process naturally cools the water without using a chiller system.

- vi) The planning process will be open for community input.
 - (1) Bird watchers, environmental groups, environmental engineers and others all have ideas for the site.
- vii) There use to be a large population of shore birds that are no longer there. The hope is to bring them back.
- viii) A breeding area for endangered frogs would also be added.
- ix) There is the potential for additional entries into the area which would allow more access.
- x) They hope to begin shaving down the banks to create a better shore area by this summer.
 - (1) DEQ and EPA permission will be needed.

8) **COMMISSIONER'S RE0PORTS:**

a) **Ralph**

- i) The School Board is once again five members strong. Cornelius is ready to name a new City Manager.

9) **STAFF REPORTS:**

a) **Steve**

- i) Hundreds of trees and branches were damaged during the inclement weather.
 - (1) The park damage has been cleaned up.
 - (2) Rogers Park faired pretty well.
 - (3) Joseph Gale Park sustained heavy damage and was closed for several days.
- ii) Light and Powers chipper truck is being used to clear the debris from the streets.
- iii) The departments are working together well to get everything cleaned up.
- iv) The Forest Glen slide area lost another five feet, right up to the new split rail fence.
 - (1) In 1996 the area was reengineered, rebuilt and re-piped.
 - (2) It's been re-piped one other time.
 - (3) The City engineer is going to determine what's needed.

b) **Tom**

- i) The annual Boards and Commissions recognition event was held and was well received.
 - (1) The thought was that it ran a little long and perhaps the event could be streamlined, perhaps by placing a time limit on speakers.

10)9) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, February 15, 2012.

11)10) **ADJOURNMENT:** The meeting was adjourned at 8:39.m.

**FOREST GROVE CITY LIBRARY
CIRCULATION STATISTICS REPORT: FEBRUARY 2012**

	JAN 2012	DEC 2011	JAN 2011
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	17,350	15,285	15,619
Number of Days Open to the Public:	24	25	24
New Registrations (New Patron card issued)	151	118	161
CIRCULATION:			
Total Check-outs:	33,642	31,545	34,782
Total Check-ins:	23,905	23,517	24,790
ILLs (Inter-library loans/out of county):	108	125	114
COURIER:			
Intra-library Holds to Forest Grove:	14,181	13,319	14,141
Intra-library Holds from Forest Grove:	10,017	9,304	9,555
PROGRAMS:			
Adult Programs	5	3	9
Adult Attendance at Adult Programs	72	31	80
Teen programs	0	0	NA
Teen attendance at Teen Programs	0	0	NA
Children's Programs	24	9	21
Children's Attendance at Children's Programs	373	125	446
Adult Attendance at Children's Programs:	195	70	232
# of families at Early Childhood Discovery Time	16	10	15
REFERENCE:			
Reference Questions	NA	NA	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	998	750	974
Self-Check-Out Patrons Denied	383	263	435
Self-Check-Out Total Items	3,518	2,894	3,830
Self-Check-Out Items Denied	32	15	45
Self Check-Out Items Renewed	12	23	37
VOLUNTEERS:			
Number of volunteers	49	43	34
Volunteer hours	474	463	443
COMPUTER USE:			
# of sessions	2,498	2,439	2,882
Total user hours	1,569	1,482	1,619
Average session time in minutes	38	36	33

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Accept Resignation on Public Safety Advisory Commission
Date: February 27, 2012

Susan Aguilar, Public Safety Advisory Commission (PSAC), representing Citizen At-Large, Term Expiring December 31, 2012, has informed staff of her desire to resign from the PSAC as per her attached resignation e-mail notification.

STAFF RECOMMENDATION: Staff recommends Council accept the above resignation and deem the seat vacant.

Anna Ruggles

From: Susan Aguilar [REDACTED]
Sent: Thursday, February 16, 2012 10:37 AM
To: Anna Ruggles
Subject: RE: Council Meeting Packet for 02/13/12 is now posted and linked below:

Hello Anna,

I was wondering if I could drop out of PSAC before my term ends? My plate is full and I am needing to let go of a few commitments. I would still like to be involved with CCI. ;o)

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Public Safety Advisory Commission
Date: February 27, 2011

BACKGROUND:

There currently is a vacancy on the Public Safety Advisory Commission (PSAC) brought about by the resignation of Susan Aguilar, Citizen At-Large, Term Expiring December 31, 2012.

The City Council interviewed Mike Bernhardt in Work Session on February 13, 2012, for a position on PSAC. The applicant has advised staff he is interested in serving on the PSAC; refer to his attached application.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of February 27, 2012, a resolution appointing Mike Bernhardt to the Public Safety Advisory Commission, Citizen At-Large, Term Expiring December 31, 2012. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RECEIVED
FEB 13 2012
BY: _____

Interview
Feb 13 2
5:20pm

CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

REQUEST FOR APPOINTMENT APPLICATION

Please checkmark the Board on which you would like to serve.
(If interested in multiple boards, please number 1-10 your order of preference):

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Library Commission |
| <input type="checkbox"/> Committee for Citizen Involvement | <input type="checkbox"/> Parks & Recreation Commission |
| <input checked="" type="checkbox"/> 4 Community for Forestry Commission | <input checked="" type="checkbox"/> 2 Planning Commission |
| <input checked="" type="checkbox"/> 3 Economic Development Commission | <input type="checkbox"/> Public Arts Commission |
| <input checked="" type="checkbox"/> 5 Historic Landmarks Board | <input checked="" type="checkbox"/> 1 Public Safety Advisory Commission * |

Name: MIKE BERNHARDT Home Phone: [REDACTED]
 Residence Address: [REDACTED] Business Phone: [REDACTED]
 Mailing Address: SAME E-mail Address: [REDACTED]
 Employer: SELF EMPLOYED Occupation Profession: STRATEGIC MARKETING; WRITER

Years lived in Forest Grove? 1 MONTH Do you reside within City limits? Yes How did you hear of this opportunity? Internet

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? None at This Time

Why are you interested in serving on the advisory Board/Committee/Commission?
TO BE AN ACTIVE PARTICIPANT IN MAINTAINING & IMPROVING OUR COMMUNITY, TO BE ONE OF THE COMMUNITY'S LEADERS.

What contributions do you feel you can/will make to the Board/Committee/Commission?
Evaluate OPTIONS; Think STRATEGICALLY; work with the community; HELP MAKE A DIFFERENCE; BECOME A REPRESENTATIVE FOR THE CITY;

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission?
PUBLIC SPEAKING; STRATEGIC PLANNING; TEAM LEADER; PROFESSIONAL LEADERSHIP

Previous appointed or elected offices: BOARD POSITIONS - VARIOUS - INCLUDING WASHINGTON COUNTY SHERIFF'S OFFICE FOUNDATION

Previous/current community affiliations and activities: None IN FOREST GROVE - HAVE DONE VOLUNTEER WORK FOR DOVE LEWIS HOSPITAL and NATIONAL MISSING CHILDREN CENTER

May we keep your name on file if not appointed at this time? YES NO (10/10)

***** Replacing Susan Aguilar - Term EOP - 12/31/12



RESOLUTION NO. 2012-17

**RESOLUTION MAKING APPOINTMENT
TO THE CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION**

WHEREAS, Resolution No. 2005-56 has provided for a Public Safety Advisory 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, the City Council has received applications from citizens desiring to serve on the Public Safety Advisory Commission, and subsequently interviewed citizens making application for service 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 Safety Advisory Commission for the following term (new appointment noted in **CAPS** and **BOLD**)

<u>Last Name</u>	<u>First Name</u>	<u>Position:</u>	<u>Term Expires</u>
BERNHARDT	MIKE	AT-LARGE	DECEMBER 31, 2012
Dierickx	Tim	Rural Fire	December 31, 2013
Garrison	Drue	At Large	December 31, 2013
Johnson	Victoria	At Large	December 31, 2013
Mills	Robert	At Large	December 31, 2012
Redmond	Russell	Rural Fire	December 31, 2012
Rinier	John	At Large	December 31, 2013
Roedl	Randall	At Large	December 31, 2012
Sandusky	Chère	At Large	December 31, 2013

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

PRESENTED AND PASSED this 27th day of February, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2012.

Peter B. Truax, Mayor

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, CMC, City Recorder
Subject: Make Appointment to Economic Development Commission
Date: February 27, 2011

Staff received application from Portland Community College expressing its desire to appoint Kelly Marks as a primary voting member and Cheryl Scott as alternate voting member, representing Work Force Development, to the Economic Development Commission.

No applicant interview is necessary since the Economic Development Commission is making this recommendation to Council.

STAFF RECOMMENDATION:

Staff recommends the City Council consider approving at the Council meeting of February 27, 2012, a Resolution Making Appointment to Economic Development Commission (Appoint Kelly Marks, Primary, and Cheryl Scott, Alternate, Portland Community College, Work Force Development, Term Expiring December 31, 2014). If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION VOTING REPRESENTATIVE INFORMATION SHEET

ECONOMIC DEVELOPMENT COMMISSION (EDC):

AGENCY NAME:	PORTLAND COMMUNITY COLLEGE	
	<i>Primary:</i>	<i>Alternate:</i>
Member:	Kelly Marks	Cheryl Scott
Mailing Address:	[REDACTED]	
Phone (work):	[REDACTED]	
Phone (home):	[REDACTED]	
Fax:	[REDACTED]	
E-Mail:	[REDACTED]	[REDACTED]

It is the desire of the above agency to appoint/elect the above member(s) to represent the above agency as a voting representative to the Forest Grove Economic Development Commission.

Date: January 26, 2012 **Submitted by:** David Rule 

Title: President, Portland Community College, Rock Creek Campus

Please submit the completed form to City Recorder's Office, 1924 Council Street, P. O. Box 326, Forest Grove, OR 97116, Phone: 503.992.3235, Fax: 503.992.3207, e-mail: aruggles@forestgrove-or.gov. You will be notified once the City Council formally makes your appointment request.

*Team EXP 12/31/2014
work force Development*



RESOLUTION NO. 2012-18

**RESOLUTION MAKING APPOINTMENT TO
ECONOMIC DEVELOPMENT COMMISSION
VOTING REPRESENTATIVE**

WHEREAS, Resolution No. 2007-45 has provided for an Economic Development Commission; and

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

WHEREAS, there currently exist vacancies on the Economic Development Commission; and

WHEREAS, the City Council has received application from representatives desiring to serve on the Economic Development 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 Economic Development Commission for the following term (new appointment noted in **CAPS** and **BOLD** and reappointment noted in **BOLD**):

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Budelman	Tim	Norris-Stevens Broker Industrial/Commercial	December 31, 2014
Corona Brown	Eduardo Alison	Adelante Mujeres Hispanic Community Representative	Primary/Alternate December 31, 2012
Cress	George	Forest Grove Light and Power Utility	
Duncan Stenson	Lisa Richard	Tuality Hospital Health/Medical Care	Primary/Alternate December 31, 2014
Frandsen	Mark	Residential Developer	December 31, 2013
Jimenez	Gilbert	Forest Grove School District Public School	December 31, 2012
Jones	Don	Bank Of The West Financial Institution	December 31, 2013
Koerner Raabe	Teri Tom	Forest Grove Chamber of Commerce Chamber Representative	Primary/Alternate December 31, 2013
Kramer French	Hope Danielle	Urban Decanter Downtown/Retail Business	Primary/Alternate December 31, 2012

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Lach	Steve	Viasystems Large Manufacturer	December 31, 2013
Mallery Hornberger	Mike Lois	Pacific University Higher Education	Primary/Alternate December 31, 2013
Marchesi	Rudy	Montinore Estate Small Manufacturer	December 31, 2012
MARKS SCOTT	KELLY CHERYL	PORTLAND COMMUNITY COLLEGE Work Force Development	Primary/Alternate December 31, 2014
McVean	Bruce	New Seasons Foods, Inc. Food/Beverage Processor	December 31, 2013
Simcoe	DJ	McMenamins Grand Lodge Large Commercial	December 31, 2012
Storms	Guy	Henningsen Cold Storage Company Commercial/Industrial Property Owner	December 31, 2014
Wilbur	Brian	Pacific Insurance Partners Small Commercial	December 31, 2013
Ho	Anh	Non-Voting Student Representative	December 31, 2012
VACANCY		Citizen/Business At-Large	December 31, 2014
VACANCY		Wood/Agricultural Products	December 31, 2012

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

PRESENTED AND PASSED this 27th day of February, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2012.

Peter B. Truax, Mayor

February 27, 2012

**REPORT AND RESOLUTION APPROVING THE ADDITION OF
CITY OF WEST LINN, OREGON, AS A NEW MEMBER OF
THE METROPOLITAN AREA COMMUNICATIONS COMMISSION**

**Project Team: Michael Sykes, City Manager
Paul Downey, Administrative Services Director**

BACKGROUND:

The City of Forest Grove is a member of the Metropolitan Area Communications Commission (MACC), the MACC Intergovernmental Commission originally established in 1980 to administer member jurisdictions relations with communications providers through a common Intergovernmental Agreement (IGA). The member jurisdiction also includes Washington County, Banks, Beaverton, Cornelius, Durham, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard, and Tualatin. The current IGA that each member has endorsed was approved by the MACC Board in February, 2003.

DISCUSSION:

The MACC Board of Commissioners unanimously recommended that Forest Grove jurisdiction, along with the other 13 MACC members, approve the addition of the City of West Linn to the MACC membership.

The City of West Linn has requested membership in the MACC. The addition of West Linn would result in a slight reduction in fees to existing members, and somewhat greater clout with the addition of approximately 6,000 customers to the MACC IGA with Comcast and Frontier Communications.

FISCAL IMPACT:

The anticipated result from the addition of West Linn to the MACC is a slight decrease in City fees to MACC, which are currently 18% for administration and 10% for Public, Educational and Government (PEG) services.

STAFF RECOMMENDATION:

Management staff is requesting that City Council consider approving the attached resolution.

Attachments: MACC Staff Report and Exhibits A - D

RESOLUTION NO. 2012-19**RESOLUTION APPROVING THE ADDITION OF THE CITY OF WEST LINN, OREGON, AS
A NEW MEMBER OF THE METROPOLITAN AREA COMMUNICATIONS COMMISSION**

WHEREAS, the Metropolitan Area Communications Commission, (hereinafter "MACC"), is an intergovernmental commission formed under ORS Chapter 190, with the membership of Washington County and the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard and Tualatin ("Current Members"); and

WHEREAS, the Current Members are bound by an Intergovernmental Agreement ("IGA"), adopted by each jurisdiction and effective February 13, 2003; and

WHEREAS, the IGA contains provisions permitting the addition of MACC members; and

WHEREAS, those provisions require the unanimous approval of all Current Members of a new MACC member, following a recommendation by the MACC Board of Commissioners; and

WHEREAS, the City of West Linn has expressed interest, by letter and resolution, in joining MACC; and

WHEREAS, MACC has determined that the addition of the City of West Linn will not impair MACC's services to the Current Members, nor will it result in any loss of franchise fee revenue to the Current Members; and

WHEREAS, on November 16, 2011, the MACC Board of Commissioners considered the criteria set forth in Section 6.B of the IGA and unanimously recommended that the Current Members approve the addition of the City of West Linn to MACC.

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

Section 1. The Forest Grove City Council hereby approves the addition of the City of West Linn as a new member of the Metropolitan Area Communications Commission.

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

PRESENTED AND PASSED this 27th day of February, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2012.

Peter B. Truax, Mayor



METROPOLITAN AREA COMMUNICATIONS COMMISSION

REPRESENTING: BANKS, BEAVERTON, CORNELIUS, DURHAM, FOREST GROVE, GASTON, HILLSBORO, KING CITY, LAKE OSWEGO, MILWAUKIE, NORTH PLAINS, RIVERGROVE, TIGARD, TUALATIN AND WASHINGTON COUNTY
Cable TV Franchise Regulation • Telecommunications Advice and Support • Public Communications Network (PCN) • Tualatin Valley Community TV

MACC STAFF REPORT

Add the City of West Linn as a New Member to MACC

Prepared by the staff of the Metropolitan Area Communications Commission
December 2011

MACC RECOMMENDS ADDING THE CITY of WEST LINN AS A NEW MEMBER of MACC

At their November 16th meeting, the Board of Commissioners (Commission) of the Metropolitan Area Communications Commission (MACC) unanimously recommended that your jurisdiction, along with the other 13 MACC members, approve the addition of the City of West Linn to the MACC membership.

MACC Intergovernmental Agreement and the Role of Your Jurisdiction – Your City is a member of the MACC Intergovernmental Agreement (IGA). The IGA requires that every member jurisdiction approve the addition of any new member. While the MACC Commission has the responsibility for reviewing new member jurisdictions and *recommending action* by the existing membership, each current MACC member jurisdictions *must accept* West Linn in order for it to become a member – if any one of the affected jurisdictions votes no, it vetoes the approval.

Jurisdiction action is typically accomplished through a resolution. A draft resolution is attached (see Attachment A – Draft Approval Resolution). MACC staff will be present at the Council meeting to answer any questions you have, and we welcome questions in advance.

Background – With the upcoming renewal of the MACC/Comcast cable franchise (by February 1, 2014), this is the appropriate time to determine whether new members are appropriate. The MACC Commission extended an invitation to nearby communities in the Spring of 2011 and the City of West Linn expressed interest in MACC membership.

On November 16, the MACC Commission considered the criteria set out in the IGA and determined that West Linn would be a positive addition to MACC. A Resolution (see Attachment B - MACC Recommending Resolution) recommending that current member jurisdictions approve of West Linn's membership was unanimously passed by the Commission.

Benefits to Existing Members of Adding West Linn

- A small drop in MACC operating costs. Each member pays for MACC services based on its percentage of franchise fees generated by member jurisdictions' cable television subscribers. Therefore, since MACC's costs are relatively fixed, additional members will result in lower cost for all members.
- Greater clout resulting from an additional 6,000 cable subscribers when negotiating a new franchise with Comcast.
- Additional contributions to MACC's PEG/PCN Grant Fund. At the time a new franchise is negotiated with Comcast, West Linn would contribute its proportionate share to the Grant Fund.

Interim IGAs until Comcast Renewal. In order to be part of the Comcast renewal process, the addition of West Linn must be approved no later than March 2012. This will allow their full participation in the franchise renewal process, including the significant franchise needs assessment work.

However, West Linn will remain under its current, separate Comcast franchise until MACC's renewal is completed (through 2013). A transition period is needed to accommodate this gap. The individual IGA West Linn has already adopted (see attached Resolution - Attachment C) provides for this interim period.

Significant provisions of the IGA include:

Franchise Fee Support – West Linn will pay the same proportionate share of franchise fees as current MACC members. West Linn will support MACC operations (18%) and PEG Access – TVCTV (10%) for a total of 28%.

Franchise Administration – Upon approval, MACC will immediately assume the administrative duties of West Linn's Comcast franchise. MACC staff can absorb the issues and demands of the city within its current staffing and budget.

PEG Access Support - The City of West Linn currently contracts with Willamette Falls TV (WFTV) for Public Access services and for their council meeting coverage. The city is expected to end its contractual relationship with WFTV on June 30, 2012 and coverage of West Linn meetings would become TVCTV's responsibility on July 1st. West Linn citizens will be able to use TVCTV Public Access services at our new Beaverton facility. Switching West Linn public meetings from WFTV to TVCTV will require some new equipment, but those costs will not affect current members' fees or grant fund opportunities.

Future Services to the New Members: Following the adoption of a new franchise with Comcast (in 2014), West Linn will enjoy the same benefits as other MACC members, including use of the PCN, access to the MACC PEG/PCN Grant Fund, and all TVCTV services. West Linn will gain a seat at the MACC Commission table and will adopt, with the current MACC members, a new, updated MACC IGA during the renewal process.

Commission Action – the MACC Board of Commissioners unanimously recommends that the MACC jurisdictions approve West Linn's membership.

If you have questions about this process, the City of West Linn or MACC's recommendation, please contact your City's MACC representative. MACC staff: Fred Christ, MACC Policy and Regulatory Affairs Manager is available at 503-645-7365 x206, or via email: fchrist@maccor.org.

Enclosed Attachments: A – Draft Approval Resolution
B – MACC Recommending Resolution (11/16/11)
C – Pending MACC/West Linn IGA
D – Questions and Answers Regarding MACC
Membership

Attachment A

[City/County of _____, Oregon]

RESOLUTION No. _____

**A RESOLUTION APPROVING THE ADDITION OF THE CITY OF WEST LINN,
OREGON AS A NEW MEMBER OF THE METROPOLITAN AREA
COMMUNICATIONS COMMISSION**

WHEREAS, the Metropolitan Area Communications Commission, (hereinafter "MACC"), is an intergovernmental commission formed under ORS Chapter 190, with the membership of Washington County and the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard and Tualatin ("Current Members"); and

WHEREAS, the Current Members are bound by an Intergovernmental Agreement ("IGA"), adopted by each jurisdiction and effective February 13, 2003; and

WHEREAS, the IGA contains provisions permitting the addition of MACC members; and

WHEREAS, those provisions require the unanimous approval of all Current Members of a new MACC member, following a recommendation by the MACC Board of Commissioners; and

WHEREAS, the City of West Linn has expressed interest, by letter and resolution, in joining MACC; and

WHEREAS, MACC has determined that the addition of the City of West Linn will not impair MACC's services to the Current Members, nor will it result in any loss of franchise fee revenue to the Current Members; and

WHEREAS, on November 16, 2011, the MACC Board of Commissioners considered the criteria set forth in Section 6.B of the IGA and unanimously recommended that the Current Members approve the addition of the City of West Linn to MACC.

Now, therefore,

BE IT RESOLVED BY THE [CITY COUNCIL/BOARD OF COMMISSIONERS]:

Section 1. The [City Council/Board of Commissioners] hereby approves the addition of the City of West Linn as a new member of the Metropolitan Area Communications Commission.

Section 2. Effective Date.

This Resolution shall be effective upon its adoption by the [City Council/Board of Commissioners] and signature by the [Mayor/Chair].

Attachment B

Amended November 17, 2011

METROPOLITAN AREA COMMUNICATIONS COMMISSION

RESOLUTION 2011- 06

A RESOLUTION RECOMMENDING APPROVAL BY THE MACC MEMBER JURISDICTIONS OF THE ADDITION OF THE CITIES OF HAPPY VALLEY and WEST LINN AS MEMBERS OF MACC and AUTHORIZING THE ADMINISTRATOR TO EXECUTE INTERGOVERNMENTAL AGREEMENTS WITH THE CITIES OF HAPPY VALLEY and WEST LINN

WHEREAS, MACC is organized by intergovernmental agreement originally entered into in April 1980, most recently amended as of February 13, 2003 (the "MACC IGA") with Washington County and the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard and Tualatin as participating signatories (together, the "MACC Jurisdictions"); and

WHEREAS, the MACC IGA permits the addition of new members by unanimous consent of the MACC Jurisdictions; and

WHEREAS, the cities of Happy Valley and West Linn ("Prospective Members") have requested membership in MACC; and

WHEREAS, the Commission has considered the criteria set forth in Section 6.B of the MACC IGA and recommends that the Prospective Members become members of MACC; and

WHEREAS, the Prospective Members' current cable franchise agreements are materially different from the MACC Jurisdictions' current cable franchises, which differences require a separate intergovernmental agreement between the parties until the Prospective Members' franchises are renewed on the same terms as the MACC Jurisdictions' franchises, at which time the parties intend to amend the MACC IGA to include the Prospective Members' and

WHEREAS, the Commission approves the terms of the separate intergovernmental agreements between MACC and the cities of Happy Valley and West Linn, subject to unanimous approval of the MACC Jurisdictions.

THEREFORE BE IT RESOLVED by the METROPOLITAN AREA COMMUNICATIONS COMMISSION:

Section 1. Recommendation to Member Jurisdictions.

The Commission hereby recommends that each of the MACC Jurisdictions consent to the addition of the cities of Happy Valley and West Linn as members of the Metropolitan Area Communications Commission, with all benefits and responsibilities set forth in the MACC IGA and the applicable Intergovernmental Agreement attached hereto as Exhibits A and B.

Section 2. Authorization to Sign IGA with the City of Happy Valley.

The MACC Administrator is authorized to sign an Intergovernmental Agreement with the City of Happy Valley substantially in the form attached hereto as Exhibit A, provided that the City

adopts the IGA no later than December 16, 2011, and after the MACC Administrator has received unanimous consent from the governing body of each MACC Jurisdiction for the addition of the City of Happy Valley as a MACC member.

Section 3. Authorization to Sign IGA with the City of West Linn.

The MACC Administrator is authorized to sign an Intergovernmental Agreement with the City of West Linn as adopted by the City on November 14, 2011 and attached hereto as Exhibit B, after the MACC Administrator has received unanimous consent from the governing body of each MACC Jurisdiction for the addition of the City of West Linn as a MACC member.

Section 4. Effective Date.

This Resolution shall be effective upon its adoption by the Commission and signature by the MACC Chair.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE METROPOLITAN AREA COMMUNICATIONS COMMISSION THIS 16TH DAY OF NOVEMBER, 2011.

A handwritten signature in black ink, appearing to read "Chris Barhyte", is written over a horizontal line.

Chris Barhyte, MACC Chair

INTERGOVERNMENTAL AGREEMENT

Between

CITY OF WEST LINN, OREGON

and the

METROPOLITAN AREA COMMUNICATIONS COMMISSION

This Agreement is made and entered into by the City of West Linn, a municipal corporation of the State of Oregon (hereafter the "City") and the Metropolitan Area Communications Commission (hereafter "MACC") an intergovernmental commission established in accord with ORS Chapter 190.

RECITALS

WHEREAS, MACC is organized by intergovernmental agreement originally entered into in April 1980, most recently amended as of February 13, 2003 (the "MACC IGA") with Washington County and the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard and Tualatin as participating signatories (together, the "MACC Jurisdictions"); and

WHEREAS, the MACC IGA permits the addition of new members by unanimous consent of the Member Jurisdictions; and

WHEREAS, the City desires to become a member of MACC; and

WHEREAS, the City's current cable franchise agreement is materially different from the MACC Jurisdictions' current cable franchises, which differences require a separate agreement between the parties until the City's franchise is renewed on the same terms as the MACC Jurisdictions' franchises, at which time the parties intend to amend the MACC IGA to include the City.

NOW, THEREFORE, in consideration of the mutual promises, agreements, and covenants contained herein, the City and MACC agree as follows:

ARTICLE 1 - PURPOSE OF AGREEMENT

The purpose of this Agreement is to add the City as a new member of MACC, with all benefits and obligations of membership as set forth in the MACC IGA, including but not limited to negotiation, administration and regulation of the City's cable franchise agreement(s).

ARTICLE 2 – TERMS AND CONDITIONS

2.1 General Terms. Except as expressly set forth herein, the City and MACC agree to be bound by the terms and conditions of the MACC IGA, which by this reference is incorporated herein in its entirety with the exception of Exhibit A thereto as amended by Resolution 2005-04, which sets forth the allocation of franchise fee revenues for MACC administration and support for Public, Educational and

Government (“PEG”) Access. In lieu of the obligations of the Member Jurisdictions set forth in Exhibit A of the MACC IGA, the City agrees to allocate twenty eight percent (28%) of its franchise fees for both MACC administration and support for PEG Access (the “Franchise Fee Allocation”). The City and MACC agree that this amount approximates the contribution made by Member Jurisdictions as set forth in Exhibit A of the MACC IGA. The City will direct the cable operator(s) to remit all franchise fees to MACC, which may retain twenty eight percent (28%) of the franchise fees and shall, within 30 days from the due date of the cable operator(s) payment, forward the remainder to the City.

2.2 Additional City Obligations. The parties acknowledge that the basic costs associated with the connection between City facilities, the cable system and MACC shall be included as part of the Franchise Fee Allocation. To the extent such costs exceed \$35,000, the City agrees to pay any and all additional costs associated with restructuring physical telecommunications equipment (e.g., Comcast and MACC equipment costs), and any necessary fiber connections between City facilities and the cable system, to enable the cablecast of PEG programming to and from MACC’s facility and/or the cable operator. Any costs paid by the City pursuant to this Section shall be in addition to the City’s Franchise Fee Allocation.

2.3 MACC Obligations. In addition to the obligations set forth in Section 2.1, MACC agrees to provide the following services as part of the Franchise Fee Allocation (unless otherwise noted):

- a. Staff necessary to produce live coverage of up to a combined total of four City Council meetings and work sessions per month at no cost to the City, provided that the meetings are held at facilities with cameras and other necessary equipment. MACC agrees to produce additional meetings beyond that required in the previous sentence at a cost of \$35.00 per hour, provided that MACC receives sufficient advance notice and a trained staff person is available. If two staff persons are required, the hourly rate will be \$55.00.
- b. Video productions highlighting events or aspects of the jurisdiction, referred to as “deliverables,” on the same proportionate basis (according to franchise fees derived from customers within the jurisdiction) as other MACC Jurisdictions. For FY 2012, MACC will provide up to one (1) deliverable to the City.
- c. As part of the transition, MACC will work with the City to assist in identifying a possible local studio alternative to TVCTV in Beaverton, and/or a local distribution option for equipment borrowing by City residents.

ARTICLE 3 - TERM OF AGREEMENT

3.1 Effective Date. This Agreement shall take effect only after an affirmative recommendation from the MACC Commission and the unanimous consent of all Member Jurisdictions as required by Sections 4.D(2) and 6.B of the MACC IGA. This Agreement shall take effect on the date of last signature below, provided that the requirements in the preceding sentence have been met.

3.2 Term and Termination. Consistent with Section 6 of the MACC IGA, this agreement is perpetual and shall remain in effect until (i) the MACC IGA is terminated as provided therein; (ii) the City withdraws from MACC as provided in Sections 4.D and 6.D of the MACC IGA; or (iii) the MACC IGA is amended to include the City as a party thereto and such amendment is duly executed by the City.

ARTICLE 4 - AMENDMENTS

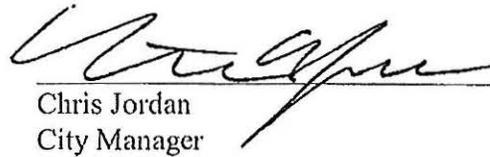
This Agreement may be amended only as permitted in Section 7.D of the MACC IGA.

The City and MACC hereby agree to all provisions of this Agreement and the MACC IGA as incorporated by reference into this Agreement. Each person signing below represents that he/she is duly authorized to execute this Agreement on behalf of the affected party.

FOR the Metropolitan Area Communications
Commission

FOR the City of West Linn, Oregon

Bruce Crest, Administrator
MACC


Chris Jordan
City Manager

Date

Nov. 15, 2011
Date

MACC MEMBERSHIP for WEST LINN

Questions and Answers

Q: Will the addition of West Linn increase my jurisdiction's costs?

A: No. There will be no greater (and probably marginally less) cost to current MACC members if West Linn joins.

Q: Will the addition of West Linn decrease services to my jurisdiction?

A: No. Services to West Linn will be funded by West Linn at the same rate that MACC members pay.

Q: What are the benefits to my jurisdiction if West Linn is added to MACC?

A:

- 1) The cost to any individual member will probably go down by a small margin.
- 2) The bargaining power of MACC will increase a bit due to the addition of approximately 6,000 additional subscribers to the MACC base.
- 3) Some economies of scale are added at MACC by adding a jurisdiction that borders existing jurisdictions.

Q: What is the downside of adding West Linn?

A: There is no downside that we can think of.

5B

FOREST GROVE WATERSHED

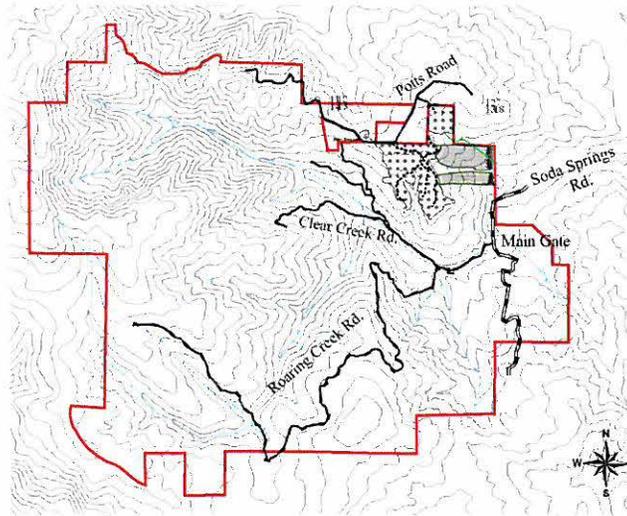
2011 HARVEST
FINAL REPORT



POTTS ROAD ACCESS

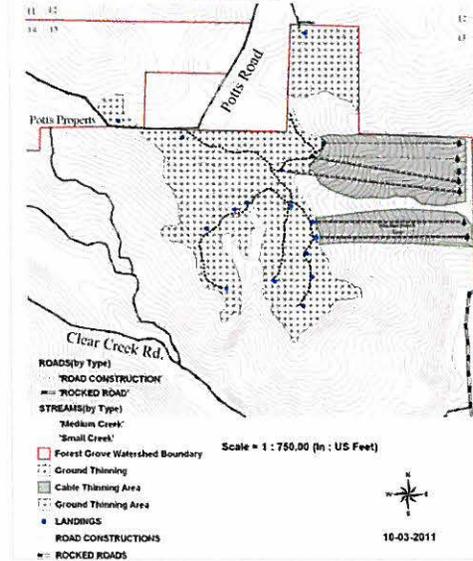


2011 Harvest Location



2011 Harvest Area

Section 11, T1N, R5W



HARVEST DESCRIPTION

- +105 acres of ground thinning
- 42 acres of cable thinning
- 7,700 feet of temporary road building

THINNING 65 YEAR-OLD STANDS



THINNING FOR FOREST STAND IMPROVEMENT



CABLE HARVEST



CEDAR



CABLE CORRIDORS WITH LOGS



SKILLED LOGGING CREW



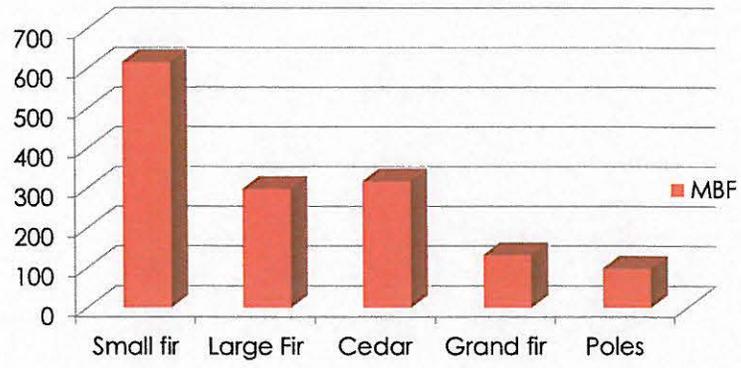
HARVEST REVENUES AND EXPENSES

Revenues - 2011 Timber Harvest			
Mill/ Species	Volume, Board Feet	Unit Price, per 1,000	Gross Revenue
Olympic / D. fir	477,900	\$525.89	\$250,442.50
Columbia Vista/ D. fir	299,020	\$602.59	\$179,294.50
RSG/ Grand fir	132,300	\$508.17	\$67,109.00
Gram/ Red Cedar	284,430	\$978.16	\$275,343.15
PWPO/ short poles	66,020	\$798.26	\$54,120.00
McCormick/ long poles	31,250	\$901.13	\$28,239.00
NW Hardwoods/Alder	14,140	\$550.48	\$7,774.75
Stimson/ D. fir	115,220	\$489.28	\$56,205.20
Boise / D. fir	125,310	\$539.28	\$67,367.58
Kaster's Kustom Cutting	30,010	\$873.48	\$26,102.65
Totals:	1,577.60	\$641.48	\$1,011,998.33

Expenses - 2011 Timber Harvest			
Method/ Item	Expense		
Logging/Hauling			\$409,152.33
Forester			\$70,839.88
Miscellaneous			\$4,158.74
Total			\$484,150.95
NET			\$527,847.38

HARVEST SPECIES AND PRODUCTS

Type of Products Harvested



CITY OF FOREST GROVE

Financial Report For The Quarter Ending December 31, 2011

This is the quarterly financial report for the quarter ending December 31, 2011. This is the second quarter of the City's fiscal year ending June 30, 2012. The City has distributed the annual budget into quarterly budget allotments. The quarterly budget allotments are based upon the pattern of revenue collections and expenditure disbursements from the prior fiscal year.

The first part of this report is a graphical representation of the quarterly status of the City's major operating departments and funds. The second part of this report is the line item detail of the City's departments and funds. The actual revenues received or expenditures disbursed through the end of the quarter are compared to the quarterly budget allotment, and expressed in the detail report as both a dollar variance and percent variance.

Many revenues and expenditures are not received or spent on a regular monthly basis during the fiscal year. The quarterly budget allotment reflects this. For example, property tax revenue generally is received during the second quarter of the year; therefore, the quarterly budget allotment for the first quarter for property taxes will be zero. The second quarterly budget allotment for property taxes, however, will be nearly 100%, reflecting the City's expectation that property taxes are generally received during the second quarter.

This report begins with an overview of the General Fund, first in summary, and then each department. Next is the Building Service Fund, followed by the Information Systems Fund, the Light Fund and then select Public Works' funds. Not all of the City's funds are represented in the graphical section of this report, but are included in the line item detail section.

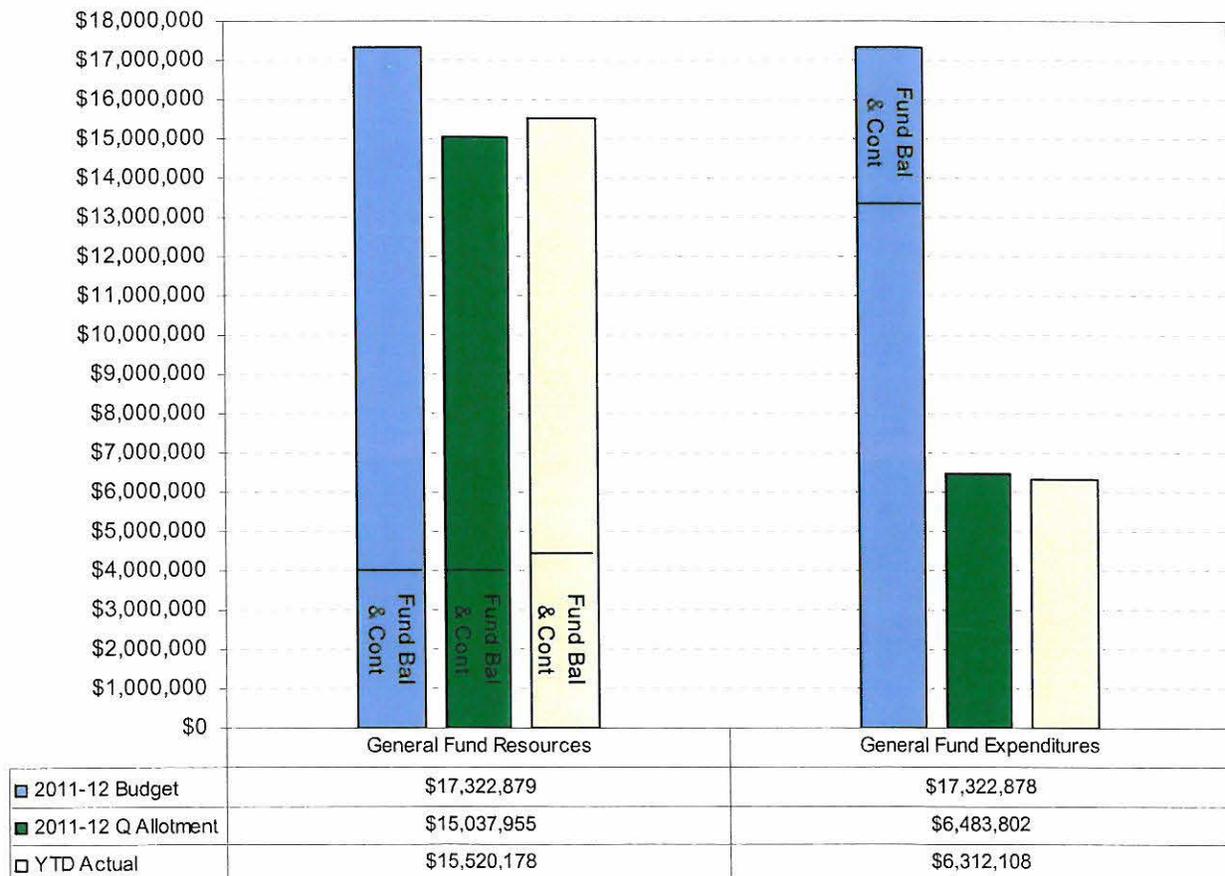
All funds have budgeted contingency and unappropriated fund balance, which enables each fund's expenditures to balance to its resources. However, the unappropriated fund balance cannot be spent during the fiscal year. Contingency funds can be spent with Council approval. Both amounts added together make up each fund's reserves. The unappropriated fund balance and contingency amounts are indicated on each fund's graphical display in order to give a sense of how much may actually be spent out of each fund.

General Fund

The General Fund receives the most focus throughout the year and during the budget cycle. The General Fund houses property taxes and the major services areas the public associates with local government – police, fire, parks, aquatics and the library, in addition to administrative and planning functions. Below is a summary of the General Fund. General Fund revenues and expenditures are next broken down into categories and departments, respectively. Line item detail for each revenue source and expense item follows in the detail section of this report.

Through the second quarter of the year, the General Fund is in a good position. As explained more below, revenues are 3% ahead of the second quarter allotment, mainly due to fund balance as explained in the first quarter report. Spending is below its quarterly target by 3%. It is not clear yet how the General Fund will end the year, as staff have not completed year-end projections.

General Fund Summary



General Fund Revenue

The following graph displays the General Fund Revenue in a snapshot. For each revenue category, the annual revenue is displayed, then the quarterly budget allocation, then the actual amounts collected through the end of the quarter.

Property taxes are generally received by the City in November, which falls during the second quarter. As seen in the chart below, the property taxes received are slightly ahead of the second quarter allotment, about \$63,000 or 1%. Property taxes will continue to trickle in through the rest of the year. The Local Option Levy is also about 1% ahead of its quarterly allotment, or about \$26,000.

The two categories of revenue lagging their second quarter budget targets include the "All Other Taxes" category, and the "Intergovernmental Revenue" category. In the All Other Taxes category, revenues are about 15% less than the quarterly allotment. Franchise taxes are the bulk of this category, and an error has been discovered in the Waste Management payments – they have underpaid for the year, but will be making up for it in the third quarter. It is anticipated that franchise taxes will meet the budget target for the year.

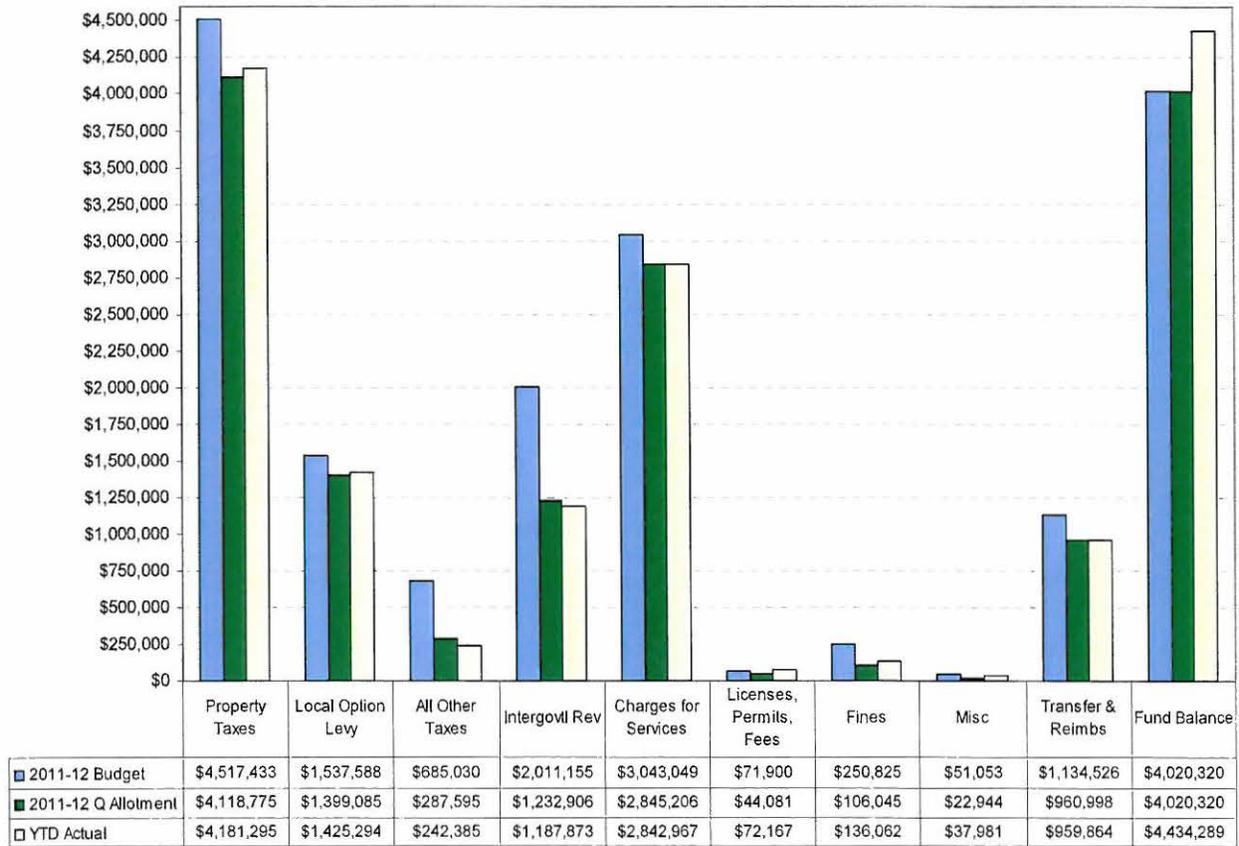
Intergovernmental revenue is slightly behind its second quarter budget target. This is due to grants not yet being received, and also due to the closure of the worksource center. The City had budgeted to receive revenue from Portland Community College in support of the center, but since it closed, the City will not be receiving this revenue.

Overall, Charges for Services are right on target. However, the detail will reveal that swimming pool fees are behind the second quarter target, while park recreational fees are ahead.

License, Permits, Fees, Fines and Miscellaneous are tracking well above their second quarter budget targets. In the Fee category, Planning Fees and Engineering Inspection Fees each are about \$20,000 ahead. This is due to a higher number of site reviews than anticipated. In the Fine category, Traffic Fines are tracking above the second quarter allotment, and are on track to exceed the annual budget estimate. In the Miscellaneous category, interest earnings are up due to a higher balance (fund balance) earning interest. Also, the Parks and Police Departments received unanticipated donations.

As discussed in the first quarter report, the actual fund balance exceeds the amount budgeted. This represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2011 quarterly report was presented. Last year, many departments underspent their budgets in the categories of utilities, professional services, supplies, training, and maintenance, adding those resources back to fund balance. Additionally, position vacancies added back nearly \$250,000 to fund balance.

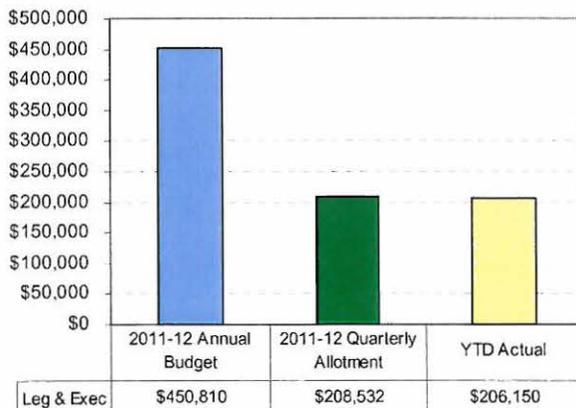
General Fund Revenue



General Fund Expenditures

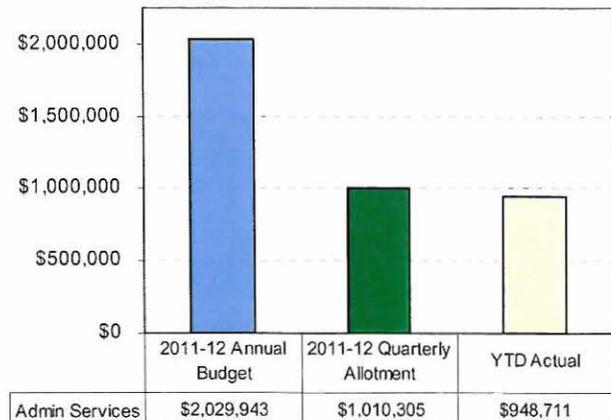
The following charts displays each General Fund Department, annual budget of each compared to the quarterly budget allotment and the actual amounts for each department. Brief comments are included with each department's chart.

Leg & Exec



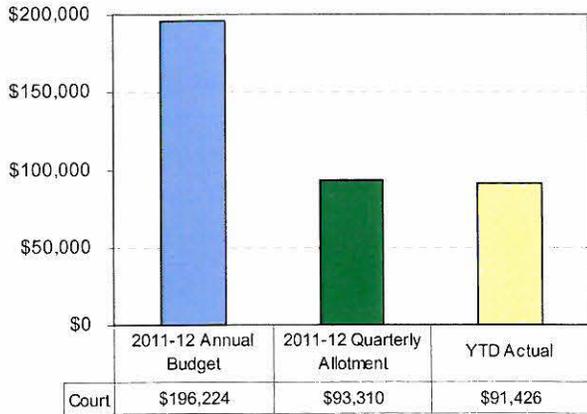
The Legislative and Executive Department is right on track with its spending so far this year.

Admin Services



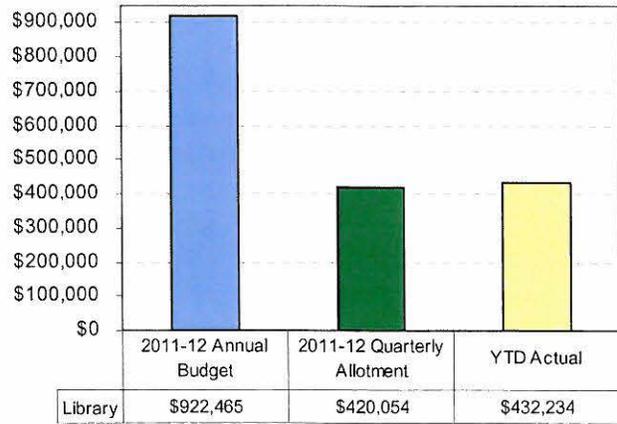
The Administrative Services Department is underspending its budget so far this year, in the categories of professional services, postage and facility repair.

Court



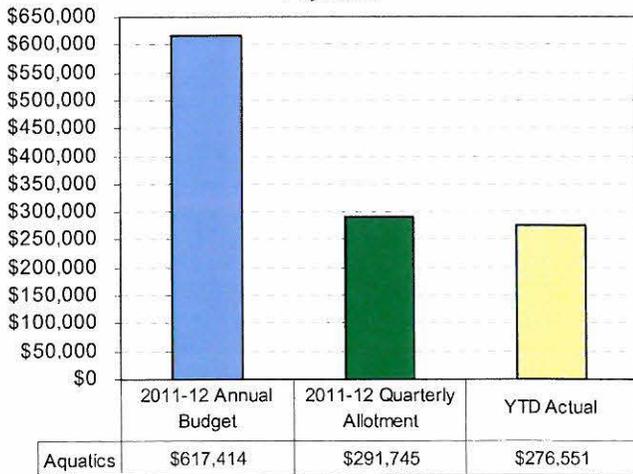
The Municipal Court Department is on target for spending through the second quarter. However, a change in the full-time equivalents for the Court may lead to over-spending for the year. Originally, the Court was budgeted to hire a clerk position for about 12 hours a week. This position, however, was hired at 22 hours a week due to the work load needs of the Court. The position will also work 18 hours a week in the Utility Billing section of the Administrative Services Department

Library



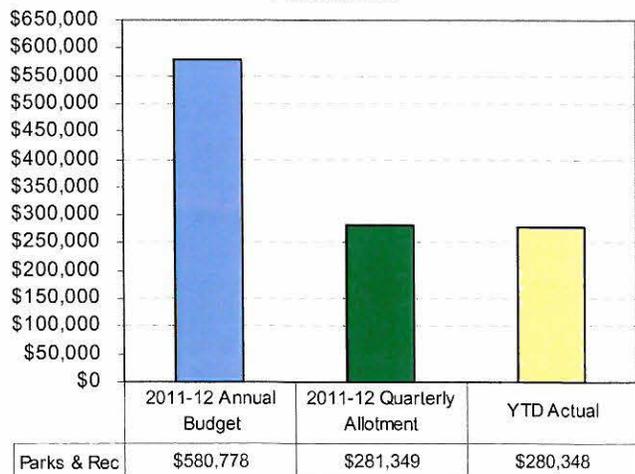
Through the second quarter, the Library has spent more on Library materials than originally anticipated. This should balance out in the remaining months of the fiscal year.

Aquatics

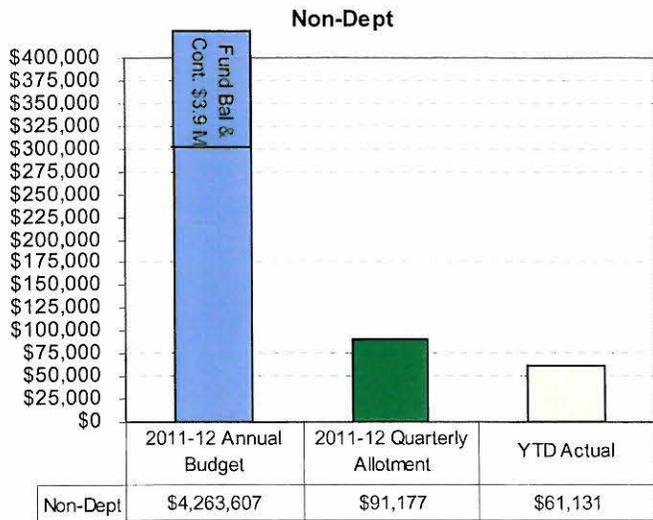


The Aquatics Department is slightly underspending its budget in the category of part-time help. Due to the variations in hours worked by lifeguards and swim instructors at different rates of pay, the part-time wage account is difficult to project.

Parks & Rec

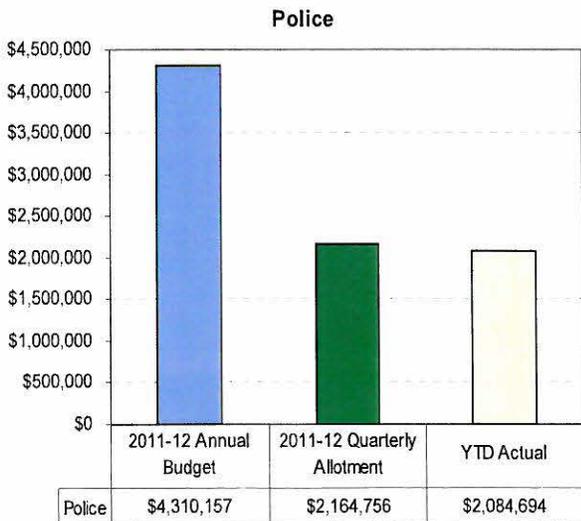


The Parks & Recreation Department is right on track with its spending so far this year.

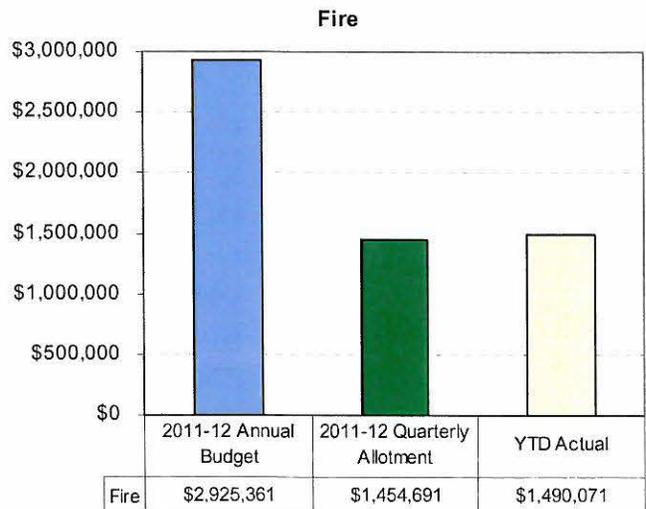


The Non-Departmental Department holds the General Fund's overall contingency and unappropriated fund balance. While these amounts are included in the annual budget, they are not spent, and therefore do not have a quarterly allotment. If contingency funds need to be expended during the year, they are transferred to one of the General Fund departments, and the expense is shown there, not here.

Other items in this department include pass through funds for the School District Excise Tax and the Metro Construction Excise Tax. The expense for polling the voters on the local option levy has also been budgeted in this department. The expenses are lagging behind the second quarter allotment for three main reasons: 1) the invoice for the polling was paid in January, after cut-off for the second quarter; 2) the expenses budgeted for the worksorce center will not occur since PCC is not supporting it; and 3) school district construction excise tax is based upon collections and is lower than originally projected.

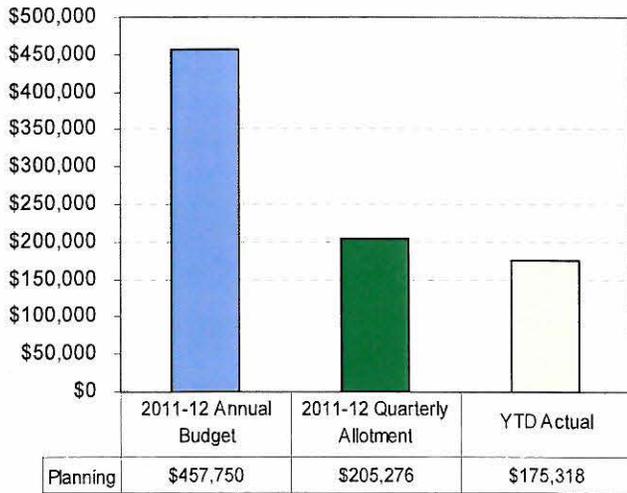


The Police Department is underspending its budget so far this year, due to vacant positions in the first quarter that have now been filled – the Community Service Officer and Support Unit Supervisor.



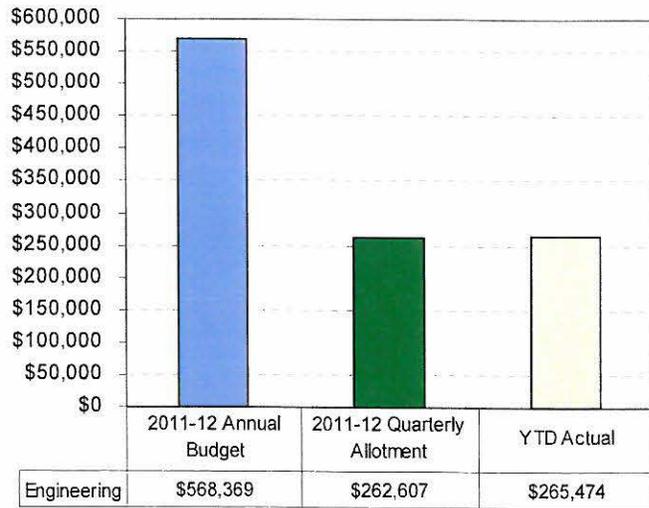
While the Fire Department spending is ahead of its second quarterly allotment, the department is not anticipated to over-spend. Some items were purchased earlier in the year than originally anticipated.

Planning



The Planning Department is underspending its budget so far this year, due to grant expenses that have not yet been incurred. The grant is for an urban renewal feasibility study, funded from the Metro Construction Excise Tax. A consultant is now onboard and the study is underway, so these expenditures will catch up with the budgeted allotment.

Engineering



The Engineering Department is right on track with its spending so far this year.

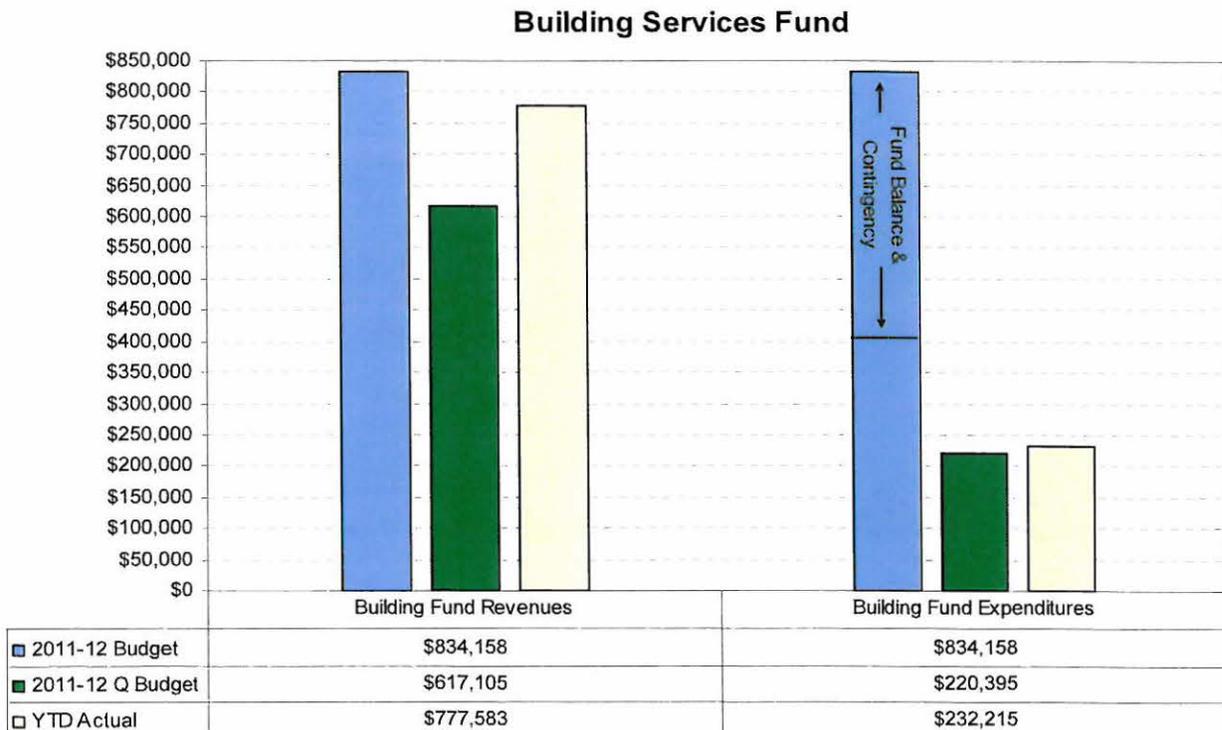
Building Services Fund

The Building Services Fund revenue is doing much better than expected. Permitting revenue is higher due to the school district projects and residential development being stronger than originally anticipated. The number of single family permits issued through December is 57% higher when compared to the same period a year ago, as seen in the following table:

City of Forest Grove
Number of Single-Family-New Permits Issued
By Fiscal Year; July 1 through June 30

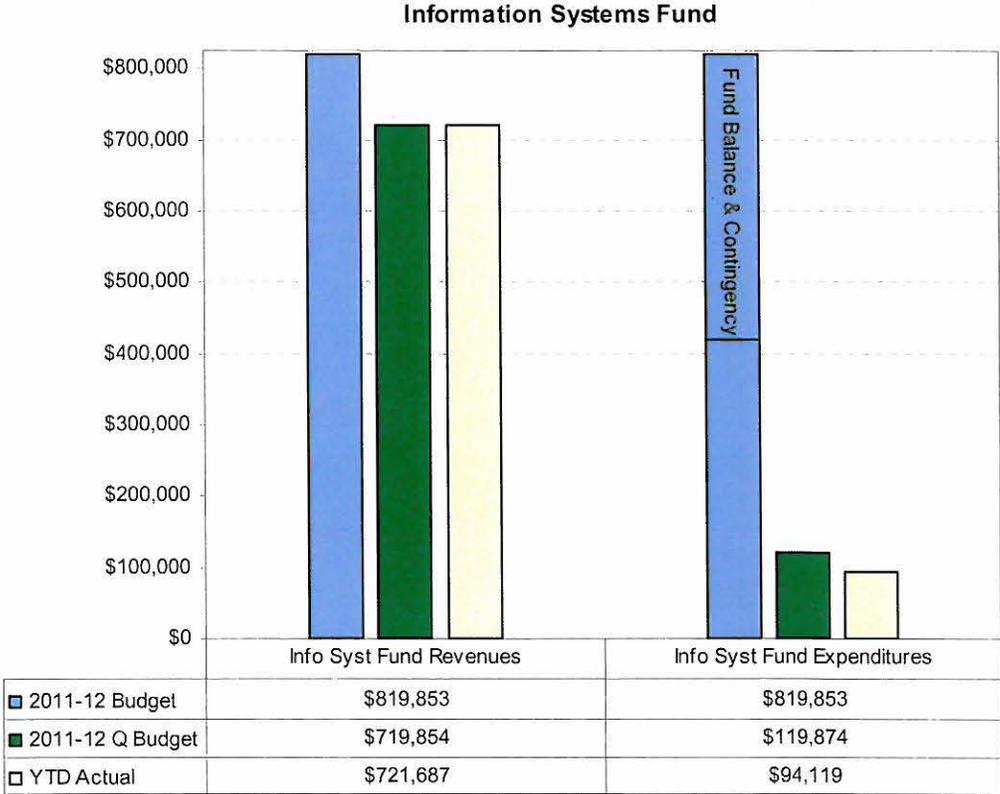
	2007-08	2008-09	2009-10	2010-11	2011-12
July	11	2	5	5	6
August	10	4	1	3	6
September	3	6	6	3	11
Q1 Total	24	12	12	11	23
October	7	3	5	5	8
November	2	0	5	5	5
December	7	0	9	7	8
Q2 Total	16	3	19	17	21
Total through December	40	15	31	28	44

Expenditures are slightly ahead of the second quarter target. This is due to the retaining of professional services to perform the structural plan reviews for the two school district projects. These expenditures are completely revenue supported by the fees paid by the school district. However, technically there is not adequate budget authority and a budget adjustment may be necessary, depending upon how other expenditures track during the fiscal year. The Community Development Director acknowledges that the budget was set too low to account for these reviews.



Information Systems Fund

The Information Systems Fund is used to replace the City’s computer and network infrastructure. This fund purchases servers and major software applications. For this fiscal year, the Information Systems Fund revenues are right on track through the second quarter. On the expenditure side, funds have been budgeted to pay for any unexpected computer or server equipment failure. It is hoped these funds go unexpended and that equipment continues to function normally. Additionally, the City plans on converting to Office 2010 later in this fiscal year, and funds will be spent on training during the conversion.

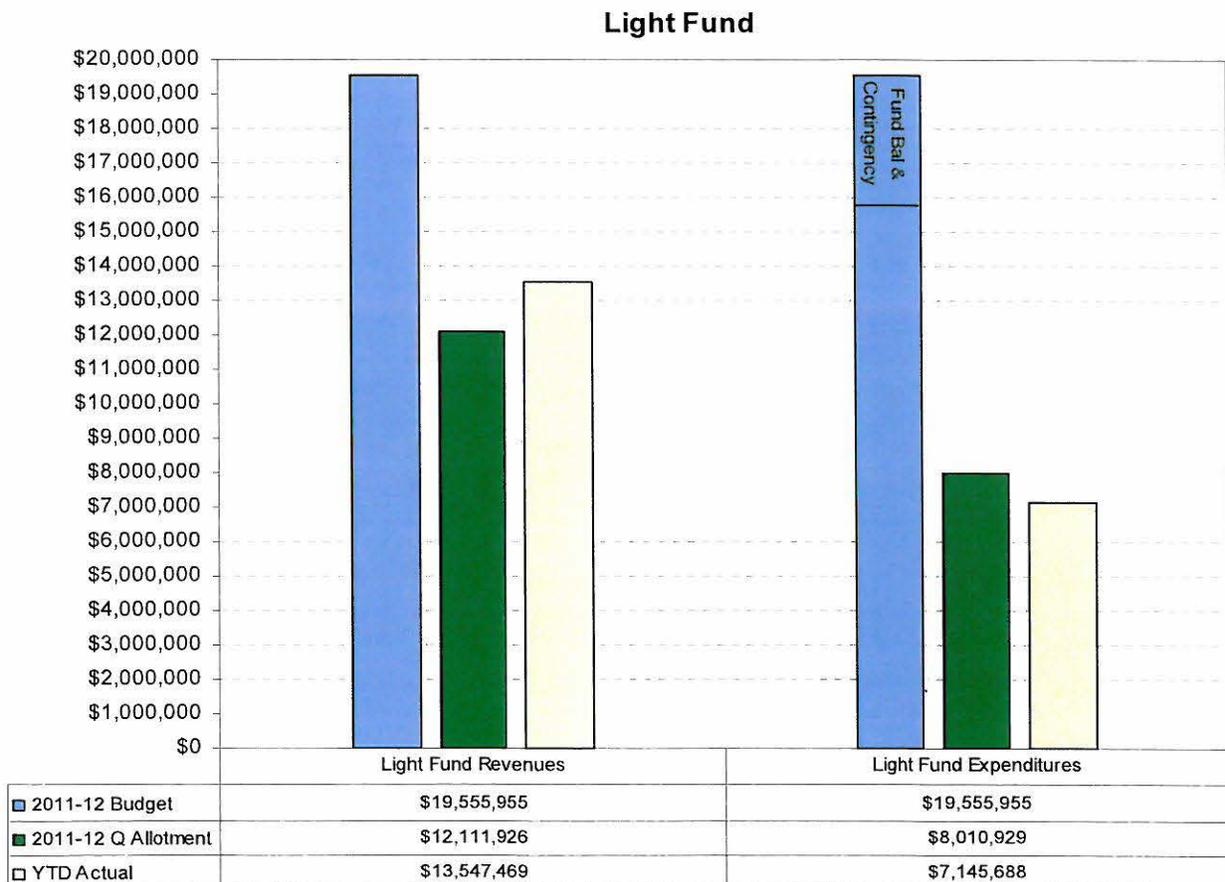


Light Fund

The Light Fund revenue received through the second quarter is about 12% higher than anticipated. The majority is due to fund balance – the actual fund balance exceeding the amount budgeted, as reported in the first quarter report. This represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2011 quarterly report was presented. Last year, the Light fund received more rate revenue than budgeted, which accrued to the fund balance. Additionally, position vacancies meant that those savings accrued to fund balance, and the cost to purchase power was less than budgeted. Further, a capital project to remodel the Light and Power building did not get started until this year, so those budget savings also accrued to fund balance. All together, about \$1 million more accrued to fund balance than originally projected.

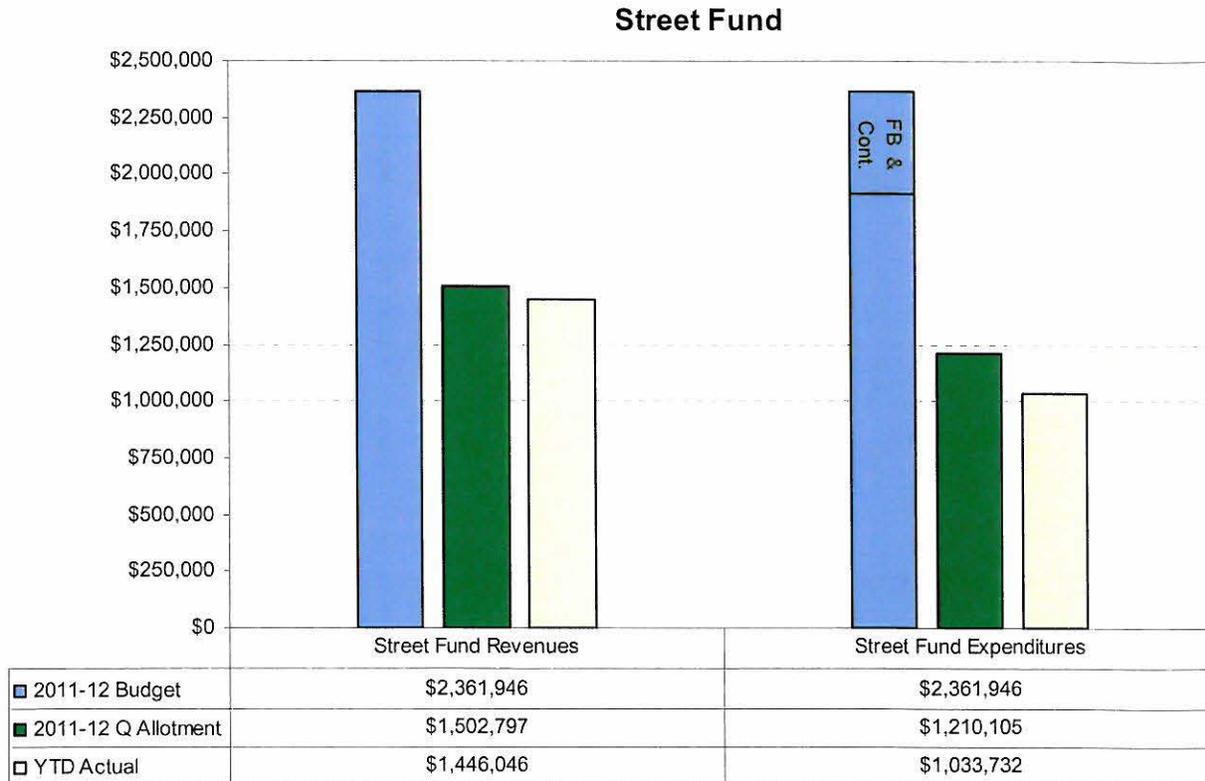
Electric sales have brought in more revenue through the second quarter than originally budgeted. This is partially due to a rate increase that was effective October 1, 2011, that was not programmed into the budget. Additionally, usage is up slightly when compared to the same period last year.

The Light Fund expenditures are lower than anticipated through the second quarter. This is mainly due to position vacancies, as well as spending less on purchasing power through December than anticipated. Additionally, the budget includes allocations to begin a overall system master plan, and this project has not yet begun.



Public Works Funds

Public Works is responsible for 11 operating and capital funds. The graphical summary below will only focus on the major operating funds, including the Street Fund, the Sewer Fund, the Water Fund, the Surface Water Management Fund, and the Equipment Fund. The detail for all of the Public Works' Funds is included in the second part of this report.

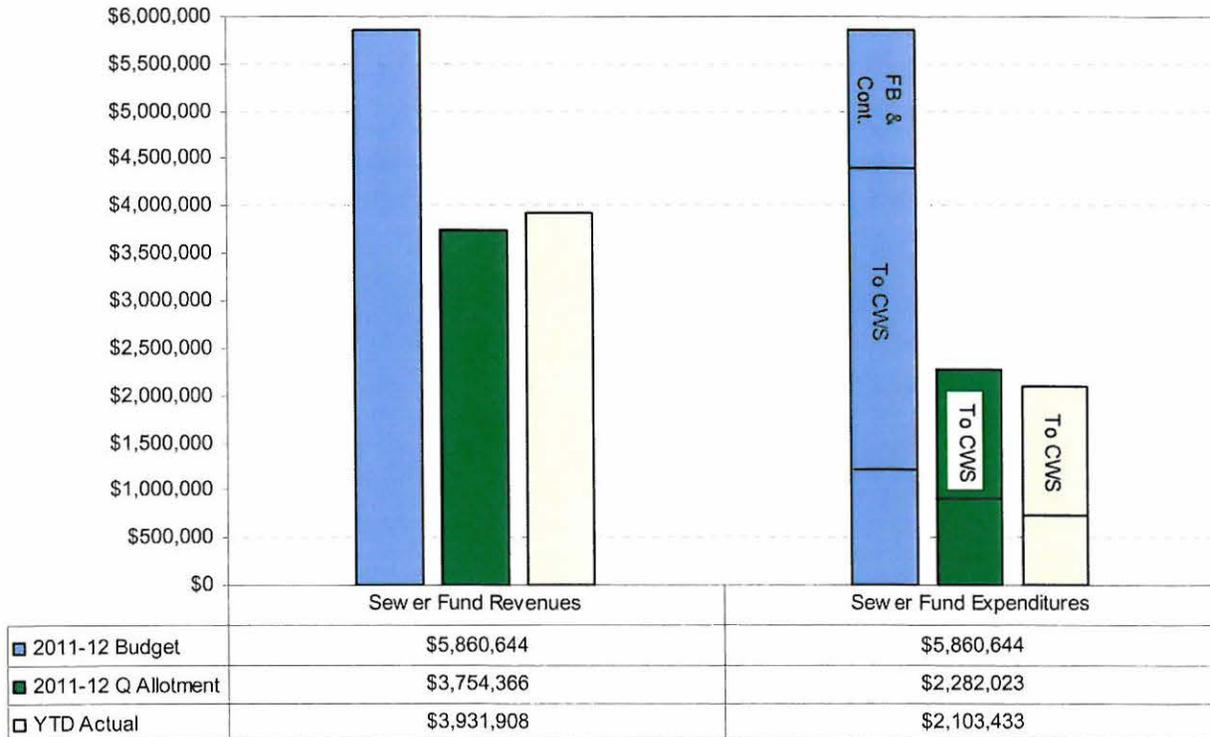


The Street Fund revenues are about 4% behind the second quarter allotment. As reported in the first quarter, and revealed by the detail, the collected revenues shows that fund balance is over the budgeted amount, while the amount expected from grants is less than budgeted.

The fund balance amount represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2011 quarterly report was presented. Last year, the Street fund received more gas tax revenue than budgeted, which accrued to the fund balance. Additionally, construction supplies underspent, and those savings accrued to fund balance.

Regarding receiving less revenue than expected from grants, this is due to the Safe Routes to School program. At the time the budget was put together, it was thought that the City would be receiving the grant and expending the funds. However, the Oregon Department of Transportation will instead be receiving the grant and expending the funds, not the City. This also explains why the Street Fund expenditures are below the second quarterly allotment.

Sewer Fund

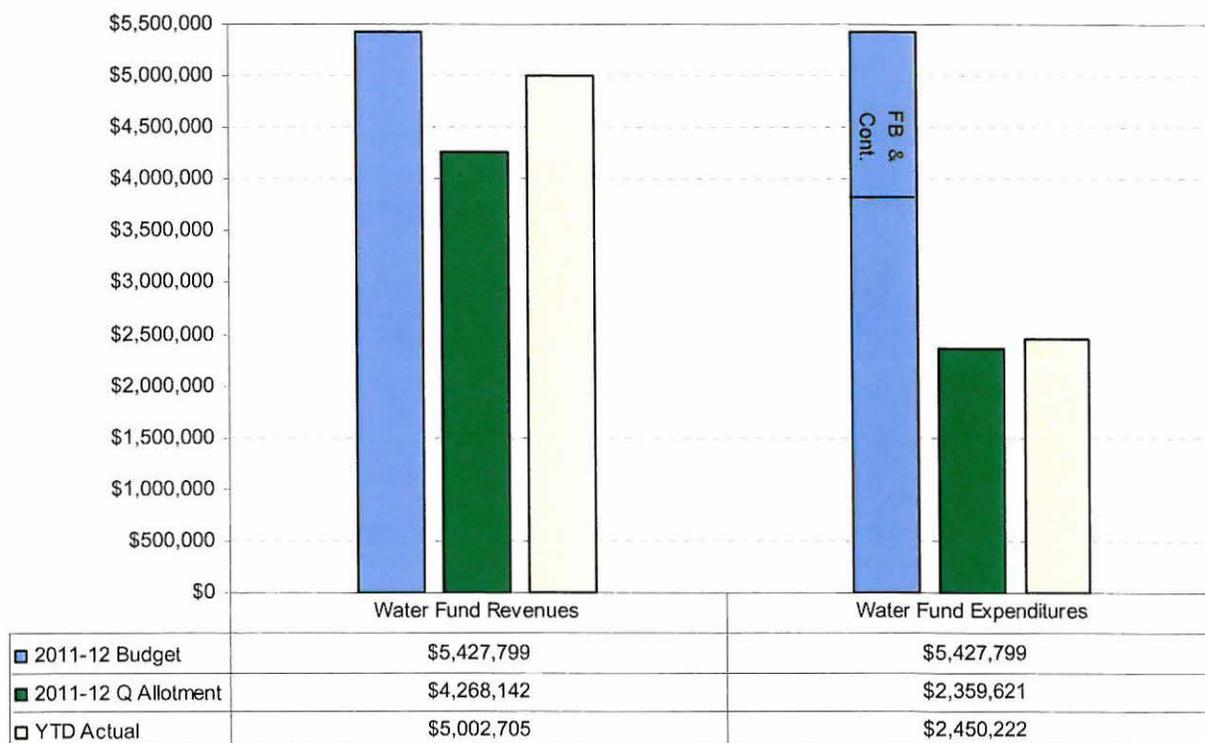


The Sewer Fund records revenues and expenditures of operating the sewer utility. A large part of the sewer utility is treating the sewage and conveying it to the waste water treatment plant. Clean Water Services (CWS) is responsible for treating the sewage and for the large trunk lines that convey it. Therefore, approximately 84% of the revenue from rates is transferred to CWS for these purposes. This transfer happens each month, and is reflected in the graphic above in the expenditure category, since the transfer to CWS happens through the expenditure line item of Intergovernmental Services.

The revenues received through the second quarter in the Sewer Fund are above the quarterly allotment, as explained in the first quarter report, due to the fund balance exceeding the budgeted amount. The fund balance amount represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2011 quarterly report was presented. Last year, the Sewer Fund underspent in various accounts, and those savings accrued to fund balance.

The expenditures through the second quarter are lagging 8% behind the second quarterly allotment. This is partly due to labor costs underspending, as the crews focused more on street issues in the fall. The labor costs are anticipated to catch up as the year goes on, as crews begin to inspect and clean sewer pipes in the spring. Another reason for the lagging expenditures is due to savings in the capital section of the fund. Recently, the Cedar Street Alley project was completed for about half of the budgeted amount. This project replaced 300 feet of 8 inch pipe and installed a new manhole. Also, the Council Street sewer project was slated to begin in the second quarter, but is still under review. This project will fix sewer piping issues under the Engineering building and is anticipated to be complete by year-end.

Water Fund

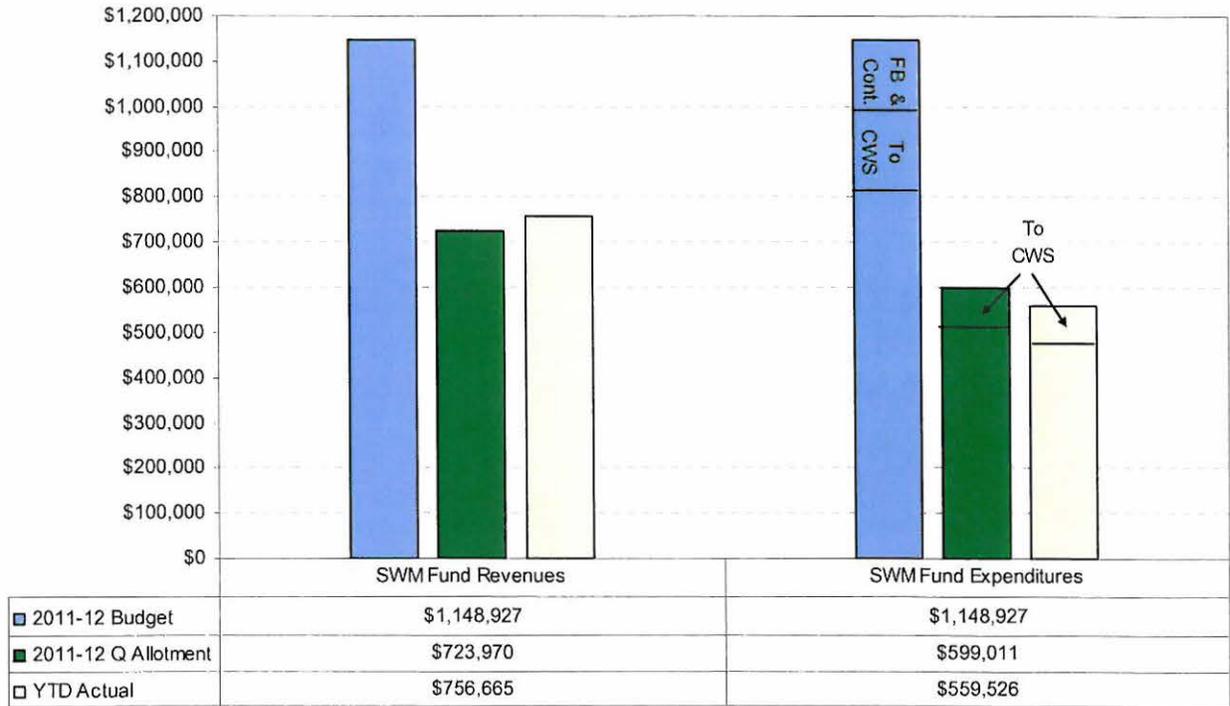


The revenues received in the first quarter in the Water Fund are above the quarterly allotment, partially due to the fund balance exceeding the budgeted amount. The fund balance amount represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2011 quarterly report was presented. Last year, the Water Fund underspent in various accounts, and those savings accrued to fund balance.

Other revenues in the Water fund performed quite well in the second quarter. Water sales through the second quarter were above the second quarterly allotment by about \$125,000. Timber sales for the timber harvest were significantly above projections. Timber harvest revenues were approximately \$300,000 better than originally budgeted, due to higher quality timber and better prices.

The expenditures are about 4% greater than the second quarter allotment. This is due to the timber harvest expenses coming in higher than budgeted. The budget for the timber harvest is set early in the year, at an estimated amount, prior to logging and hauling bids being known. Other reasons the water expenditures are higher than the second quarter allotment is because there has been greater spending on road repair and maintenance in the watershed.

Surface Water Management Fund

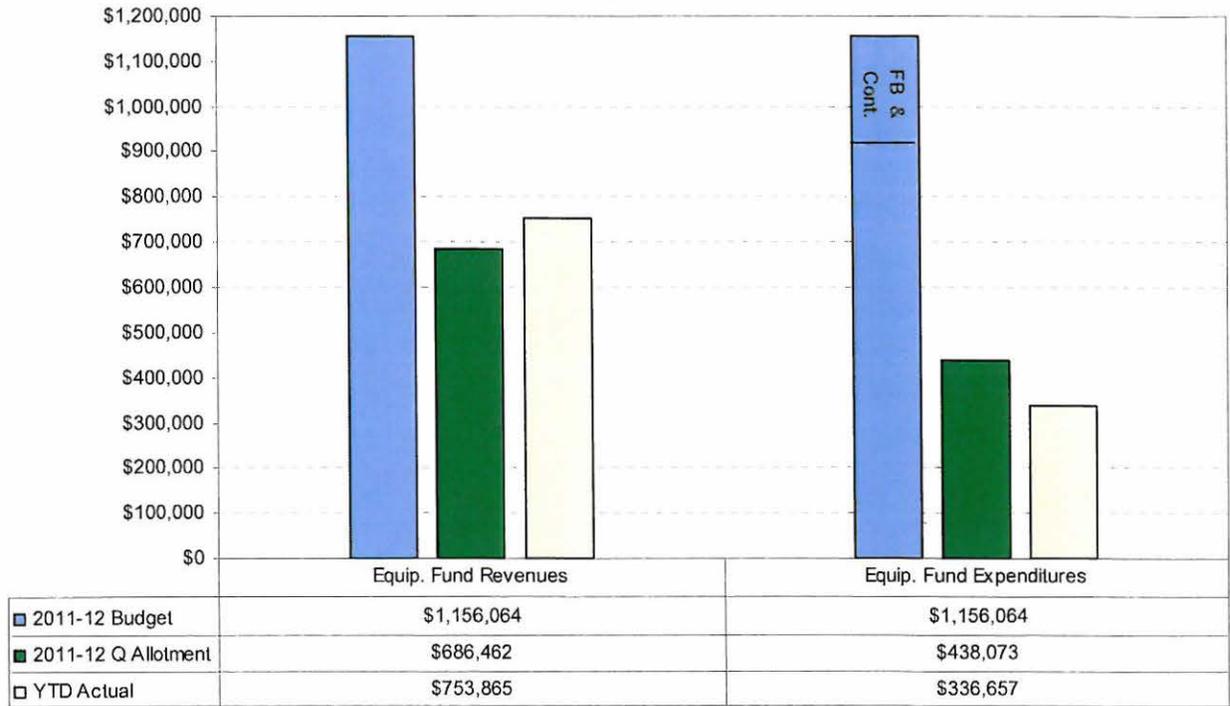


The Surface Water Management Fund (SWM) records revenues and expenditures of operating the surface water utility – which is managing rain and storm water run off. A portion of managing surface water is regional in nature, relating to keeping the Tualatin River healthy. CWS is responsible for this regional portion, so 25% of the revenue from rates is transferred to CWS for this purpose. This transfer happens each month, and is reflected in the graphic above in the expenditure category, since the transfer to CWS happens through the expenditure line item of Intergovernmental Services.

The revenues received through the second quarter in the SWM Fund are in excess of the quarterly allotment, due to the fund balance exceeding the budgeted amount, as reported in the first quarter report. The fund balance amount represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2011 quarterly report was presented. Last year, the SWM Fund underspent in various accounts, and those savings accrued to fund balance.

The expenditures are about 6.5% below the second quarter allotment. The underexpenditures are mainly in personnel costs, as the crews were assigned to other public works’ functions and not to SWM functions. Also, in the capital section, the radios were budgeted to be replaced in the second quarter, but that project was slightly delayed.

Equipment Fund



The revenues received through the second quarter in the Equipment Fund are in excess of the quarterly allotment, mainly due to the fund balance exceeding the budgeted amount, as explained in the first quarter report. The fund balance amount represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2011 quarterly report was presented. Last year, savings in the Equipment Fund equipment purchases accrued to fund balance, and revenues collected for external maintenance, gas and equipment sales were slightly higher, which accrued to fund balance.

Other revenues above their second quarter allotment include revenues from maintaining Light and Fire equipment, revenues from selling gas and oil, and revenues from salvaging equipment.

The expenditures are behind the second quarter allotment, due to equipment purchases for the public works departments occurring a little later than originally projected.

Detailed Quarterly Reports

The following pages display the line item detail of the City's funds. This detail will not be reviewed during the meeting, but staff are happy to answer any questions that may come up.

The first column of dollar figures represents the annual budget amount. The next column represents the quarterly allotment for each line item. The third column of dollar figures shows the year-to-date information, followed by the variance from the quarterly allotment, and lastly that variance expressed as a percentage.

100 - General Fund

Department #11 - Legislative & Executive

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
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100 - General Fund

Department #11 - Legislative & Executive

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420029	Portland Community College Paym	0	0	417	417	0%
440025	Copy Service	38	19	0	(19)	0%
440029	General Fund Spt Svc (522023)	301,259	301,259	301,259	0	0%
472005	Miscellaneous	0	0	326	326	0%
REVENUES TOTAL		301,297	301,278	302,002	724	0%
EXPENDITURES						
511005	Regular Employee Wages	(256,683)	(119,041)	(118,193)	848	-1%
511010	Part-Time Employee Wages	(9,000)	(4,215)	(4,202)	13	0%
512005	Health & Dental Benefits	(51,756)	(25,878)	(25,857)	21	0%
512008	Health Reimb Arrangement	(2,522)	(1,260)	(1,276)	(15)	1%
512010	Retirement	(51,199)	(24,024)	(23,876)	147	-1%
512015	FICA	(20,325)	(8,661)	(7,667)	994	-11%
512020	Workers Comp	(325)	(325)	(325)	0	0%
512025	Other Benefits	(1,425)	(652)	(1,049)	(398)	61%
512030	Other Payroll Taxes	(1,912)	(882)	(979)	(96)	11%
520110	Operating Supplies	(750)	(391)	(655)	(264)	68%
520120	Organization Business Expense	(7,500)	(2,363)	(3,110)	(747)	32%
520150	Utilities	0	0	(64)	(64)	0%
520180	Subscriptions & Books	(100)	(67)	(28)	39	-58%
520220	Small Equipment	(500)	(250)	0	250	0%
520503	Printing	(2,000)	(109)	(1,376)	(1,267)	1,165%
520506	Postage	(700)	(201)	(186)	14	-7%
520509	Telephone	(452)	(308)	(186)	122	-40%
520521	Public Information	(9,020)	(4,193)	(2,711)	1,482	-35%
520524	Publications	(60)	(9)	(20)	(11)	116%
520530	Memberships	(3,505)	(1,863)	(3,601)	(1,738)	93%
520563	Sister City Contribution	(2,500)	(2,500)	(563)	1,938	-78%
520578	Insurance & Bonds	(332)	(332)	(332)	0	0%
521003	Training/Conferences	(7,044)	(4,325)	(5,381)	(1,056)	24%
521004	Legislative Conferences & Trainin	(17,000)	(4,917)	(2,623)	2,294	-47%
521006	Travel	(300)	(66)	(139)	(74)	112%
521150	Professional Services	(1,000)	0	0	0	0%
522003	Equipment Maint & Oper Supplies	(500)	(500)	(499)	1	0%
522012	Fuel/Oil	0	0	(49)	(49)	0%
522021	Equipment Fund Charges	(652)	(326)	(328)	(2)	1%
522022	Information Systems Fund Charge	(1,748)	(874)	(874)	0	0%
EXPENDITURES TOTAL		(450,810)	(208,532)	(206,150)	2,382	-1%
Department Net Totals		(149,513)	92,746	95,851		

100 - General Fund

Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
430455	Metro Cleanup Grant	0	0	(150)	(150)	0%
432280	Healthy Benefits Grant	1,500	1,500	0	(1,500)	0%
440022	Lien Searches	9,750	4,625	5,678	1,053	23%
440025	Copy Service	205	10	172	162	1,554%
440028	Passport Execution Fee	9,850	3,652	3,475	(177)	-5%
440029	General Fund Spt Svc (522023)	1,676,596	1,676,596	1,676,596	0	0%
440030	Reserved Parking	1,300	650	494	(156)	-24%
440040	New Account Set-Up Fee	20,000	10,854	13,388	2,534	23%
440042	Door Hanger Fee	20,000	10,179	11,455	1,276	13%
440044	Online Phone Pymt Convenience	0	0	291	291	0%
450055	Business License Late Fees	0	0	5	5	0%
450056	Business License	37,500	21,401	21,444	43	0%
450057	Other	600	300	0	(300)	-100%
472005	Miscellaneous	5,000	4,758	1,091	(3,667)	-77%
480006	Reimbursements	5,000	2,426	766	(1,660)	-68%
REVENUES TOTAL		1,787,301	1,736,953	1,734,706	(2,247)	0%
EXPENDITURES						
511005	Regular Employee Wages	(765,005)	(356,856)	(364,550)	(7,694)	2%
511010	Part-Time Employee Wages	(130,143)	(61,915)	(53,508)	8,406	-14%
511015	Overtime	0	0	(68)	(68)	0%
511021	Unemployment Compensation	0	0	(1,716)	(1,716)	0%
512005	Health & Dental Benefits	(254,114)	(125,964)	(126,051)	(88)	0%
512008	Health Reimb Arrangement	(8,447)	(4,190)	(4,777)	(586)	14%
512010	Retirement	(163,521)	(76,630)	(77,443)	(813)	1%
512015	FICA	(68,479)	(32,275)	(32,092)	183	-1%
512020	Workers Comp	(4,357)	(4,355)	(4,359)	(4)	0%
512025	Other Benefits	(4,658)	(1,654)	(4,650)	(2,996)	181%
512030	Other Payroll Taxes	(6,604)	(2,913)	(3,119)	(206)	7%
520110	Operating Supplies	(6,000)	(3,063)	(2,809)	254	-8%
520120	Organization Business Expense	(6,200)	(2,709)	(2,950)	(242)	9%
520150	Utilities	(7,370)	(2,480)	(3,523)	(1,043)	42%
520180	Subscriptions & Books	(800)	(197)	(296)	(99)	50%
520200	Computer Software Maintenance	(67,135)	(31,973)	(32,014)	(41)	0%
520220	Small Equipment	(1,200)	(1,106)	(297)	809	-73%
520503	Printing	(17,870)	(9,243)	(8,202)	1,041	-11%
520506	Postage	(68,400)	(48,893)	(37,048)	11,845	-24%
520509	Telephone	(5,950)	(3,193)	(2,260)	933	-29%
520521	Public Information	(3,500)	(75)	(604)	(530)	711%
520524	Publications	(1,182)	(1,032)	(78)	954	-92%
520530	Memberships	(18,825)	(18,182)	(18,496)	(314)	2%
520533	Recruiting Expenses	(2,500)	(232)	(1,231)	(999)	431%
520557	Intergovernmental Services	(11,426)	(5,995)	(2,828)	3,167	-53%
520560	Senior Center	(17,500)	(11,513)	(14,675)	(3,162)	27%
520578	Insurance & Bonds	(7,954)	(7,954)	(7,954)	0	0%
521003	Training/Conferences	(17,600)	(11,510)	(5,828)	5,683	-49%
521006	Travel	(500)	(392)	(41)	351	-90%
521113	Attorney Services	(54,500)	(22,448)	(18,522)	3,926	-17%
521150	Professional Services	(36,200)	(27,526)	(6,769)	20,756	-75%
521165	Contracts for Services	(6,000)	(2,312)	(2,080)	232	-10%
521168	Misc Medical Services	0	0	(1,633)	(1,633)	0%

100 - General Fund

Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
521171	Financial Services, Auditing, Inves	(29,500)	(18,035)	(16,185)	1,850	-10%
521172	Bank Service Fees	(2,600)	(1,306)	(703)	603	-46%
522003	Equipment Maint & Oper Supplies	(28,017)	(14,337)	(9,939)	4,398	-31%
522021	Equipment Fund Charges	(6,865)	(3,433)	(3,433)	0	0%
522022	Information Systems Fund Charge	(70,261)	(35,131)	(35,131)	(1)	0%
522303	Custodial	(6,900)	(3,245)	(2,555)	690	-21%
522306	Rents & Leases	(1,100)	0	0	0	0%
522309	Building/Facility Rental	(21,860)	(10,928)	(10,928)	0	0%
522312	Facility Maintenance Supplies	(12,400)	(6,586)	(895)	5,691	-86%
522315	Facility Mnt/Repairs	(86,500)	(38,524)	(26,469)	12,055	-31%
EXPENDITURES TOTAL		(2,029,943)	(1,010,305)	(948,711)	61,594	-6%
Department Net Totals		(242,642)	726,648	785,995		

100 - General Fund

Department #13 - Municipal Court

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
460115	Parking Fines (PK)	10,750	4,631	3,018	(1,612)	-35%
460120	Traffic Fines (TR)	179,500	75,390	102,125	26,734	35%
460125	PD Ordinance Fines	1,000	688	137	(551)	-80%
460130	Marijuana Fines/Fees (ML)	2,350	1,085	2,466	1,381	127%
460135	Minor in Possession Fines/Fees (M)	5,750	2,775	2,576	(199)	-7%
480006	Reimbursements	12,195	6,040	4,602	(1,438)	-24%
	REVENUES TOTAL	211,545	90,609	114,924	24,315	27%
EXPENDITURES						
511005	Regular Employee Wages	(55,650)	(25,473)	(30,973)	(5,501)	22%
511010	Part-Time Employee Wages	(35,726)	(19,267)	(6,842)	12,425	-64%
512005	Health & Dental Benefits	(13,093)	(6,547)	(11,157)	(4,611)	70%
512008	Health Reimb Arrangement	(546)	(273)	(430)	(158)	58%
512010	Retirement	(11,084)	(5,199)	(5,239)	(39)	1%
512015	Fica	(6,990)	(3,423)	(2,811)	612	-18%
512020	Workers Comp	(116)	(116)	(116)	0	0%
512025	Other Benefits	(501)	(232)	(296)	(64)	28%
512030	Other Payroll Taxes	(666)	(323)	(279)	45	-14%
520110	Operating Supplies	(1,000)	(164)	(700)	(536)	327%
520120	Organization Business Expense	(200)	(103)	(15)	88	-85%
520200	Computer Software Maintenance	(6,390)	(6,390)	(6,422)	(32)	1%
520220	Small Equipment	(200)	(100)	0	100	0%
520503	Printing	(400)	(400)	(8)	392	-98%
520506	Postage	(1,150)	(243)	(405)	(162)	67%
520509	Telephone	(250)	(173)	(62)	110	-64%
520521	Public Information	(100)	(50)	0	50	0%
520524	Publications	(500)	(500)	0	500	0%
520530	Memberships	(185)	(85)	(95)	(10)	12%
520539	Assessment - County	(7,544)	(2,768)	(3,153)	(386)	14%
520540	State Crt Security Asmt (SCSF)	(3,923)	(1,479)	(1,576)	(97)	7%
520557	Intergovernmental Services	(700)	(553)	(134)	419	-76%
520566	Assessment - State	(34,948)	(13,415)	(15,223)	(1,808)	13%
520578	Insurance & Bonds	(298)	(298)	(298)	0	0%
521003	Training/Conferences	(2,600)	0	(221)	(221)	0%
521150	Professional Services	(3,900)	(2,001)	(1,279)	722	-36%
521172	Bank Service Fees	(1,500)	(703)	(658)	45	-6%
522022	Information Systems Fund Charge	(5,280)	(2,640)	(2,640)	0	0%
522309	Building/Facility Rental	(784)	(394)	(394)	0	0%
	EXPENDITURES TOTAL	(196,224)	(93,310)	(91,426)	1,884	-2%
	Department Net Totals	15,321	(2,701)	23,498		

100 - General Fund
 Department #14 - Library

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420035	W.C.C.L.S.	666,728	533,383	533,382	(1)	0%
430601	Public Library Support Grant	0	0	3,174	3,174	0%
440019	WCCLS Collection Agency Chrg	1,000	525	360	(165)	-31%
440021	Library Charges	4,300	1,887	2,674	788	42%
440023	Print Fees	2,500	1,294	1,325	31	2%
440025	Copy Service	475	196	621	424	217%
440301	Rental Income	500	150	578	428	286%
460500	Library Late Fines	24,975	11,594	10,449	(1,145)	-10%
471020	Unrestricted Donations	1,000	687	106	(581)	-85%
471022	Restricted Library Memorials	1,000	66	75	9	13%
REVENUES TOTAL		702,478	549,781	552,744	2,963	1%
EXPENDITURES						
511005	Regular Employee Wages	(342,896)	(161,104)	(161,235)	(132)	0%
511010	Part-Time Employee Wages	(232,838)	(109,224)	(107,593)	1,631	-1%
512005	Health & Dental Benefits	(77,123)	(38,654)	(37,915)	739	-2%
512008	Health Reimb Arrangement	(4,110)	(2,054)	(2,455)	(402)	20%
512010	Retirement	(68,671)	(32,211)	(32,037)	174	-1%
512015	FICA	(44,044)	(20,685)	(20,022)	663	-3%
512020	Workers Comp	(684)	(684)	(684)	0	0%
512025	Other Benefits	(2,681)	(1,232)	(1,177)	55	-4%
512030	Other Payroll Taxes	(4,284)	(2,000)	(1,991)	8	0%
520110	Operating Supplies	(5,000)	(1,825)	(1,898)	(72)	4%
520120	Organization Business Expense	(100)	(48)	(15)	33	-69%
520140	Library Materials	(79,850)	(20,621)	(38,605)	(17,984)	87%
520150	Utilities	(1,490)	(293)	(799)	(506)	173%
520220	Small Equipment	(1,250)	(625)	0	625	0%
520506	Postage	(1,900)	(395)	(1,033)	(638)	162%
520509	Telephone	(2,400)	(1,455)	(578)	877	-60%
520521	Public Information	(800)	(131)	(44)	87	-66%
520530	Memberships	(850)	(850)	(360)	490	-58%
520536	Customer Refunds	(100)	(74)	0	74	0%
520557	Intergovernmental Services	(1,950)	(807)	(1,002)	(195)	24%
520578	Insurance & Bonds	(6,723)	(6,723)	(6,723)	0	0%
521003	Training/Conferences	(1,250)	(223)	0	223	0%
521006	Travel	(500)	(250)	0	250	0%
521165	Contracts for Services	(6,675)	(1,906)	(1,192)	714	-37%
522003	Equipment Maint & Oper Supplies	(4,350)	(915)	(1,251)	(336)	37%
522021	Equipment Fund Charges	(652)	(326)	(328)	(2)	1%
522022	Information Systems Fund Charge	(20,944)	(10,472)	(10,472)	0	0%
522312	Facility Maintenance Supplies	(4,000)	(2,713)	(943)	1,770	-65%
522315	Facility Mnt/Repairs	(4,350)	(1,553)	(1,881)	(328)	21%
EXPENDITURES TOTAL		(922,465)	(420,054)	(432,234)	(12,180)	3%
Department Net Totals		(219,987)	129,727	120,510		

100 - General Fund

Department #15 - Aquatics

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from O Budget
REVENUES						
440004	Swimming Pool	276,400	134,942	119,760	(15,183)	-11%
440010	Lockers/Vending Machines	14,000	8,564	4,859	(3,705)	-43%
	REVENUES TOTAL	290,400	143,506	124,619	(18,888)	-13%
EXPENDITURES						
511005	Regular Employee Wages	(140,277)	(65,848)	(65,847)	1	0%
511010	Part-Time Employee Wages	(184,721)	(89,346)	(75,996)	13,350	-15%
511020	Temporary Employee Wages	0	0	(1,556)	(1,556)	0%
512005	Health & Dental Benefits	(38,516)	(19,258)	(19,243)	15	0%
512008	Health Reimb Arrangement	(1,749)	(873)	(1,073)	(199)	23%
512010	Retirement	(27,897)	(13,076)	(12,996)	81	-1%
512015	FICA	(25,168)	(12,008)	(10,559)	1,450	-12%
512020	Workers Comp	(6,279)	(6,279)	(6,279)	0	0%
512025	Other Benefits	(1,570)	(684)	(656)	28	-4%
512030	Other Payroll Taxes	(2,549)	(1,218)	(1,099)	119	-10%
520110	Operating Supplies	(28,550)	(15,068)	(11,396)	3,673	-24%
520120	Organization Business Expense	(400)	(276)	(132)	145	-52%
520130	Personnel Uniforms & Equipment	(300)	0	0	0	0%
520150	Utilities	(96,800)	(37,578)	(29,299)	8,279	-22%
520220	Small Equipment	(5,250)	(4,359)	(6,515)	(2,156)	49%
520503	Printing	(2,300)	(644)	(1,216)	(572)	89%
520506	Postage	(500)	(156)	(139)	17	-11%
520509	Telephone	(620)	(240)	(331)	(91)	38%
520521	Public Information	(2,250)	(454)	(976)	(522)	115%
520530	Memberships	(250)	0	0	0	0%
520557	Intergovernmental Services	(1,100)	(1,100)	(1,139)	(39)	4%
520578	Insurance & Bonds	(5,738)	(5,738)	(5,738)	0	0%
521003	Training/Conferences	(1,550)	(629)	(228)	401	-64%
522003	Equipment Maint & Oper Supplies	(1,150)	(695)	0	695	0%
522021	Equipment Fund Charges	(728)	(364)	(362)	2	-1%
522022	Information Systems Fund Charge	(3,452)	(1,726)	(1,726)	0	0%
522312	Facility Maintenance Supplies	(12,300)	(3,929)	(3,217)	713	-18%
522315	Facility Mnt/Repairs	(25,450)	(10,199)	(18,837)	(8,637)	85%
	EXPENDITURES TOTAL	(617,414)	(291,745)	(276,551)	15,194	-5%
	Department Net Totals	(327,014)	(148,239)	(151,933)		

100 - General Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440007	Recreation User Fees	20,000	6,906	17,067	10,181	147%
440029	General Fund Spt Svc (522023)	87,232	87,232	87,232	0	0%
440301	Rental Income	500	250	0	(250)	0%
471020	Unrestricted Donations	0	0	2,630	2,630	0%
480006	Reimbursements	0	0	6,191	6,191	0%
REVENUES TOTAL		107,732	94,388	113,140	18,752	20%
EXPENDITURES						
511005	Regular Employee Wages	(244,431)	(114,617)	(114,492)	125	0%
511020	Temporary Employee Wages	(46,056)	(23,028)	(24,661)	(1,633)	7%
512005	Health & Dental Benefits	(52,770)	(26,385)	(26,356)	29	0%
512008	Health Reimb Arrangement	(2,417)	(1,202)	(1,475)	(273)	23%
512010	Retirement	(49,063)	(23,289)	(22,943)	346	-1%
512015	FICA	(22,634)	(10,811)	(10,619)	192	-2%
512020	Workers Comp	(6,220)	(6,220)	(6,220)	0	0%
512025	Other Benefits	(1,100)	(505)	(795)	(290)	57%
512030	Other Payroll Taxes	(2,202)	(1,042)	(1,049)	(7)	1%
520110	Operating Supplies	(2,050)	(1,051)	(321)	729	-69%
520120	Organization Business Expense	(100)	(56)	0	56	0%
520130	Personnel Uniforms & Equipment	(2,100)	(1,371)	(1,174)	197	-14%
520150	Utilities	(4,699)	(2,178)	(1,746)	431	-20%
520220	Small Equipment	(8,050)	(3,131)	(5,247)	(2,116)	68%
520503	Printing	0	0	(2)	(2)	0%
520506	Postage	(150)	(75)	0	75	0%
520509	Telephone	(2,735)	(1,156)	(394)	762	-66%
520521	Public Information	(200)	0	0	0	0%
520530	Memberships	(1,170)	(604)	(400)	204	-34%
520557	Intergovernmental Services	(450)	(450)	(158)	293	-65%
520578	Insurance & Bonds	(1,858)	(1,858)	(1,858)	0	0%
521003	Training/Conferences	(1,855)	(946)	(462)	484	-51%
521150	Professional Services	(14,700)	(2,791)	(7,755)	(4,964)	178%
521168	Misc Medical Services	0	0	(198)	(198)	0%
522003	Equipment Maint & Oper Supplies	(2,500)	(1,035)	(1,408)	(373)	36%
522012	Fuel/Oil	(500)	(298)	(294)	3	-1%
522021	Equipment Fund Charges	(76,583)	(38,293)	(38,291)	2	0%
522022	Information Systems Fund Charge	(1,685)	(843)	(843)	(1)	0%
522306	Rents & Leases	(500)	(250)	0	250	0%
522312	Facility Maintenance Supplies	(20,800)	(9,715)	(7,790)	1,925	-20%
522315	Facility Mnt/Repairs	(11,200)	(8,150)	(3,396)	4,754	-58%
EXPENDITURES TOTAL		(580,778)	(281,349)	(280,348)	1,001	0%
Department Net Totals		(473,046)	(186,961)	(167,208)		

100 - General Fund

Department #18 - Non-Departmental

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
411003	Property Taxes	4,517,433	4,118,775	4,181,295	62,520	2%
411010	Local Option Levy	1,537,588	1,399,085	1,425,294	26,209	2%
411150	Property Tax Prior Years	175,000	144,558	109,211	(35,347)	-24%
413001	Franchise Tax	510,030	143,037	133,174	(9,863)	-7%
420020	State Revenue Sharing	171,500	86,263	84,849	(1,414)	-2%
420029	Portland Community College Paym	20,000	10,000	0	(10,000)	0%
420055	Metro Construction Excise Tax	35,000	21,087	27,710	6,622	31%
422045	Transient Room Tax	50,000	26,542	33,248	6,707	25%
422055	SD15 Construction Excise Tax	175,000	90,089	96,997	6,908	8%
470105	Interest	44,053	17,433	31,173	13,740	79%
480050	In-Lieu of Tax	882,207	882,207	882,207	0	0%
481005	Transfer from Other Funds	13,783	13,783	13,783	0	0%
495005	Fund Bal Avail. for Approp.	4,020,320	4,020,320	4,434,289	413,969	10%
	REVENUES TOTAL	12,151,914	10,973,179	11,453,230	480,051	4%
EXPENDITURES						
520150	Utilities	(2,200)	(1,100)	0	1,100	0%
520547	Metro Construction Excise Tax	(35,000)	(17,049)	(22,547)	(5,498)	32%
520549	SD15 Construction Excise Tax Pa	(175,000)	(52,484)	(38,584)	13,900	-26%
521150	Professional Services	(25,000)	(12,500)	0	12,500	0%
522003	Equipment Maint & Oper Supplies	(500)	(250)	0	250	0%
522309	Building/Facility Rental	(15,588)	(7,794)	0	7,794	0%
570127	Transfer to Other Funds	(50,000)	0	0	0	0%
580206	Contingency	(1,260,319)	0	0	0	0%
590304	Unapp Fund Balance	(2,700,000)	0	0	0	0%
	EXPENDITURES TOTAL	(4,263,607)	(91,177)	(61,131)	30,046	-33%
	Department Net Totals	7,888,307	10,882,002	11,392,099		

100 - General Fund
 Department #21 - Police

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420005	Alcoholic Beverages	245,000	135,837	120,898	(14,939)	-11%
430214	Homeland Security Grant	31,000	15,500	23,913	8,413	54%
430328	Justice Assistance Grant	0	0	481	481	0%
430335	DEC/DUII Police Grant	3,000	1,709	2,810	1,101	64%
440025	Copy Service	2,552	1,845	1,944	99	5%
450050	Liquor Licenses	2,200	525	501	(24)	-5%
450051	Police Permits	100	42	0	(42)	0%
450057	Other	0	0	315	315	0%
450225	Impound Fees	1,000	1,000	203	(797)	-80%
460105	State Court Fines	26,400	9,883	15,187	5,305	54%
460116	Immobilization Fees	100	0	103	103	0%
471021	Donations	0	0	2,542	2,542	0%
472005	Miscellaneous	0	0	38	38	0%
480006	Reimbursements	0	0	1,105	1,105	0%
480009	TriMet Officer Reimbursement	112,000	44,120	38,176	(5,944)	-13%
480010	SRO Reimbursement	54,397	0	0	0	0%
480011	Overtime Reimbursement	2,400	2,333	0	(2,333)	0%
	REVENUES TOTAL	480,149	212,793	208,216	(4,577)	-2%
EXPENDITURES						
511005	Regular Employee Wages	(2,313,149)	(1,084,039)	(1,051,084)	32,955	-3%
511010	Part-Time Employee Wages	(38,848)	(19,291)	(19,810)	(519)	3%
511015	Overtime	(152,048)	(83,958)	(51,429)	32,529	-39%
512005	Health & Dental Benefits	(478,219)	(240,044)	(233,300)	6,744	-3%
512008	Health Reimb Arrangement	(30,941)	(15,216)	(21,514)	(6,299)	41%
512010	Retirement	(432,669)	(204,679)	(188,709)	15,970	-8%
512015	FICA	(191,252)	(90,591)	(85,119)	5,472	-6%
512020	Workers Comp	(61,189)	(61,189)	(61,189)	0	0%
512025	Other Benefits	(12,131)	(5,605)	(6,385)	(780)	14%
512030	Other Payroll Taxes	(18,200)	(8,550)	(8,192)	358	-4%
520110	Operating Supplies	(20,702)	(3,842)	(14,635)	(10,793)	281%
520120	Organization Business Expense	(1,505)	(921)	(350)	572	-62%
520130	Personnel Uniforms & Equipment	(20,780)	(7,809)	(6,047)	1,762	-23%
520150	Utilities	(2,599)	(927)	(1,411)	(484)	52%
520220	Small Equipment	(3,500)	(306)	(1,457)	(1,151)	376%
520225	Reserve Officer Expenses	0	0	(2,130)	(2,130)	0%
520270	Miscellaneous	(500)	(489)	(53)	436	-89%
520503	Printing	(3,528)	(836)	(94)	742	-89%
520506	Postage	(2,000)	(584)	(878)	(294)	50%
520509	Telephone	(15,825)	(5,806)	(7,521)	(1,715)	30%
520521	Public Information	(2,604)	(1,736)	(2,719)	(983)	57%
520524	Publications	(1,555)	0	0	0	0%
520530	Memberships	(2,807)	(1,317)	(543)	774	-59%
520557	Intergovernmental Services	(9,820)	(2,945)	(5,276)	(2,331)	79%
520558	WCCCA	(183,499)	(137,487)	(137,246)	241	0%
520578	Insurance & Bonds	(25,881)	(25,881)	(25,881)	0	0%
521003	Training/Conferences	(25,200)	(10,478)	(10,798)	(319)	3%
521150	Professional Services	(5,036)	(4,403)	(581)	3,822	-87%
521168	Misc Medical Services	(3,717)	(3,125)	(3,043)	82	-3%
522003	Equipment Maint & Oper Supplies	(2,568)	(1,978)	(1,253)	725	-37%
522009	Vehicle Maint & Oper Supplies	(1,000)	0	(43)	(43)	0%

100 - General Fund

Department #21 - Police

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522010	Vehicle Maint External	(500)	(500)	(22)	478	-96%
522021	Equipment Fund Charges	(180,168)	(90,088)	(90,084)	4	0%
522022	Information Systems Fund Charge	(24,026)	(12,014)	(12,013)	1	0%
522306	Rents & Leases	(6,060)	(5,176)	(4,456)	719	-14%
522312	Facility Maintenance Supplies	(1,611)	(966)	(878)	89	-9%
522315	Facility Mnt/Repairs	(3,520)	(981)	(2,472)	(1,491)	152%
550185	Homeland Security	(31,000)	(31,000)	(26,080)	4,920	-16%
EXPENDITURES TOTAL		(4,310,157)	(2,164,756)	(2,084,694)	80,062	-4%
Department Net Totals		(3,830,008)	(1,951,963)	(1,876,478)		

100 - General Fund
 Department #22 - Fire

YTD Thru Month Ending: December, 2011

Second Quarter: Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420015	Cigarette	31,567	16,759	16,887	127	1%
420050	Rural Fire District	436,650	218,325	221,708	3,383	2%
430214	Homeland Security Grant	49,000	24,500	0	(24,500)	0%
440025	Copy Service	86	17	55	38	225%
480008	Cornelius Fire Chief Reimburseme	39,644	0	9,350	9,350	0%
480015	Fire Dept Reimbursement	8,700	8,093	2,153	(5,941)	-73%
480017	Fire Dept Inspection Reimburseme	4,200	1,995	1,532	(464)	-23%
	REVENUES TOTAL	569,847	269,690	251,684	(18,006)	-7%
EXPENDITURES						
511005	Regular Employee Wages	(1,427,214)	(665,035)	(669,957)	(4,922)	1%
511010	Part-Time Employee Wages	(16,671)	(7,094)	(6,954)	140	-2%
511015	Overtime	(90,780)	(59,159)	(54,411)	4,748	-8%
511019	Volunteer Firefighter Slipend	(58,000)	(26,818)	(33,351)	(6,533)	24%
511020	Temporary Employee Wages	(20,000)	(9,244)	(4,611)	4,633	-50%
512005	Health & Dental Benefits	(297,021)	(148,071)	(148,957)	(887)	1%
512008	Health Reimb Arrangement	(13,447)	(6,685)	(6,652)	34	-1%
512010	Retirement	(289,724)	(135,109)	(124,558)	10,550	-8%
512015	FICA	(123,019)	(58,454)	(57,386)	1,068	-2%
512020	Workers Comp	(26,640)	(26,640)	(26,640)	0	0%
512025	Other Benefits	(7,786)	(3,549)	(4,485)	(937)	26%
512030	Other Payroll Taxes	(11,746)	(5,556)	(5,630)	(74)	1%
512035	Volunteer Fringe Benefits	(2,646)	0	0	0	0%
520110	Operating Supplies	(14,000)	(8,105)	(9,147)	(1,042)	13%
520120	Organization Business Expense	(4,300)	(2,147)	(1,355)	792	-37%
520130	Personnel Uniforms & Equipment	(14,000)	(13,148)	(11,866)	1,282	-10%
520150	Utilities	(24,937)	(7,442)	(6,504)	938	-13%
520220	Small Equipment	(8,000)	(5,071)	(4,225)	846	-17%
520230	Tools- 50/50	(64,200)	(21,874)	(43,085)	(21,211)	97%
520300	Emergency Operations Center	(2,800)	(241)	(158)	82	-34%
520503	Printing	(700)	(115)	0	115	0%
520506	Postage	(900)	(223)	(415)	(191)	86%
520509	Telephone	(4,000)	(1,699)	(3,123)	(1,424)	84%
520521	Public Information	(1,800)	(713)	(1,483)	(770)	108%
520524	Publications	(1,490)	(1,281)	(1,060)	221	-17%
520530	Memberships	(1,000)	(542)	(710)	(168)	31%
520557	Intergovernmental Services	(1,400)	(635)	(931)	(296)	47%
520558	WCCCA	(142,931)	(107,190)	(107,287)	(98)	0%
520578	Insurance & Bonds	(24,650)	(24,650)	(24,650)	0	0%
521003	Training/Conferences	(26,600)	(13,871)	(11,574)	2,296	-17%
521150	Professional Services	(41,540)	(23,749)	(18,414)	5,335	-22%
521168	Misc Medical Services	(21,750)	(3,451)	(9,469)	(6,019)	174%
522003	Equipment Maint & Oper Supplies	(5,000)	(2,256)	(3,709)	(1,453)	64%
522009	Vehicle Maint & Oper Supplies	(50,000)	(26,075)	(29,237)	(3,163)	12%
522012	Fuel/Oil	(24,500)	(9,789)	(15,175)	(5,386)	55%
522021	Equipment Fund Charges	(2,335)	(1,165)	(1,165)	0	0%
522022	Information Systems Fund Charge	(15,334)	(7,668)	(7,667)	1	0%
522303	Custodial	(1,000)	(400)	(465)	(65)	16%
522312	Facility Maintenance Supplies	(3,000)	(1,830)	(1,797)	33	-2%
522315	Facility Mnt/Repairs	(9,500)	(3,451)	(7,487)	(4,035)	117%
550185	Homeland Security	(29,000)	(14,500)	(24,319)	(9,819)	68%

100 - General Fund

Department #22 - Fire

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from C Budget
	EXPENDITURES TOTAL	(2,925,361)	(1,454,691)	(1,490,071)	(35,380)	2%
	Department Net Totals	(2,355,514)	(1,185,001)	(1,238,387)		

100 - General Fund

Department #31 - Planning

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
430460	SHPO Grant	10,210	8,913	0	(8,913)	0%
430587	Grant Match - Other Agencies	85,000	42,500	21,250	(21,250)	-50%
440020	Code Enforcement Revenue	1,000	514	617	103	20%
440025	Copy Service	90	66	28	(38)	-58%
440029	General Fund Spt Svc (522023)	73,078	73,078	73,078	0	0%
450054	Metro Business License	12,500	12,500	0	(12,500)	0%
450101	Planning Fees	8,000	4,989	24,099	19,110	383%
	REVENUES TOTAL	189,878	142,559	119,071	(23,488)	-16%
EXPENDITURES						
511005	Regular Employee Wages	(208,490)	(96,464)	(96,608)	(144)	0%
512005	Health & Dental Benefits	(32,355)	(16,084)	(16,285)	(201)	1%
512008	Health Reimb Arrangement	(2,067)	(1,022)	(1,035)	(13)	1%
512010	Retirement	(41,959)	(19,512)	(19,516)	(4)	0%
512015	FICA	(15,949)	(7,355)	(7,238)	117	-2%
512020	Workers Comp	(281)	(281)	(281)	0	0%
512025	Other Benefits	(983)	(442)	(736)	(294)	66%
512030	Other Payroll Taxes	(1,512)	(693)	(702)	(9)	1%
520110	Operating Supplies	(2,112)	(782)	(419)	363	-46%
520120	Organization Business Expense	(1,120)	(103)	(241)	(138)	134%
520170	Code Enforcement Expenditures	(4,500)	(4,500)	(1,175)	3,325	-74%
520200	Computer Software Maintenance	(3,000)	0	0	0	0%
520220	Small Equipment	(150)	(75)	0	75	0%
520503	Printing	(3,450)	0	(3)	(3)	0%
520506	Postage	(2,400)	(524)	(1,253)	(729)	139%
520509	Telephone	(850)	(595)	(248)	347	-58%
520521	Public Information	(7,400)	(4,209)	(360)	3,849	-91%
520524	Publications	(1,200)	0	(119)	(119)	0%
520530	Memberships	(2,000)	(323)	(15)	308	-95%
520557	Intergovernmental Services	(6,650)	0	0	0	0%
520578	Insurance & Bonds	(426)	(426)	(426)	0	0%
521003	Training/Conferences	(1,300)	(487)	(924)	(437)	90%
521113	Attorney Services	(10,000)	(4,039)	(5,937)	(1,898)	47%
521150	Professional Services	(86,000)	(43,000)	(17,415)	25,585	-60%
522003	Equipment Maint & Oper Supplies	(4,080)	(202)	(314)	(112)	55%
522021	Equipment Fund Charges	(1,787)	(894)	(893)	1	0%
522022	Information Systems Fund Charge	(3,946)	(1,973)	(1,973)	0	0%
522309	Building/Facility Rental	(1,573)	(787)	(787)	0	0%
523006	SHPO Grant Expense	(10,210)	(504)	(416)	88	-18%
	EXPENDITURES TOTAL	(457,750)	(205,276)	(175,318)	29,958	-15%
	Department Net Totals	(267,872)	(62,717)	(56,246)		

100 - General Fund

Department #51 - Engineering

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

GL Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440025	Copy Service	1,054	612	657	45	7%
440029	General Fund Spl Svc (522023)	519,284	519,284	519,284	0	0%
450122	Engineering Inspection Fees	10,000	3,324	25,601	22,277	670%
REVENUES TOTAL		530,338	523,220	545,542	22,322	4%
EXPENDITURES						
511005	Regular Employee Wages	(309,670)	(142,994)	(155,848)	(12,854)	9%
511010	Part-Time Employee Wages	(27,715)	(13,857)	(12,095)	1,763	-13%
511015	Overtime	0	0	(40)	(40)	0%
512005	Health & Dental Benefits	(63,076)	(31,538)	(25,367)	6,171	-20%
512008	Health Reimb Arrangement	(2,983)	(1,444)	(1,384)	61	-4%
512010	Retirement	(65,192)	(29,657)	(30,401)	(744)	3%
512015	FICA	(27,087)	(12,560)	(12,799)	(239)	2%
512020	Workers Comp	(2,824)	(2,824)	(2,824)	0	0%
512025	Other Benefits	(1,863)	(851)	(1,448)	(597)	70%
512030	Other Payroll Taxes	(2,578)	(1,201)	(1,224)	(23)	2%
520110	Operating Supplies	(2,500)	(556)	(961)	(405)	73%
520120	Organization Business Expense	(250)	(110)	0	110	0%
520130	Personnel Uniforms & Equipment	(500)	(250)	0	250	0%
520190	Computer Software	(3,000)	(3,000)	0	3,000	0%
520200	Computer Software Maintenance	0	0	(2,461)	(2,461)	0%
520220	Small Equipment	(3,300)	0	(13)	(13)	0%
520503	Printing	(2,100)	(1,041)	(418)	623	-60%
520506	Postage	(550)	(292)	(407)	(115)	40%
520509	Telephone	(2,550)	(1,775)	(371)	1,404	-79%
520521	Public Information	0	0	(567)	(567)	0%
520524	Publications	(990)	(144)	0	144	0%
520530	Memberships	(1,600)	(672)	(886)	(213)	32%
520557	Intergovernmental Services	(650)	(325)	(250)	75	-23%
520578	Insurance & Bonds	(875)	(875)	(875)	0	0%
521003	Training/Conferences	(2,550)	0	(110)	(110)	0%
521113	Attorney Services	(3,000)	(1,500)	0	1,500	0%
521150	Professional Services	(10,520)	0	0	0	0%
522003	Equipment Maint & Oper Supplies	(4,060)	(1,945)	(1,211)	733	-38%
522021	Equipment Fund Charges	(16,784)	(8,392)	(8,390)	2	0%
522022	Information Systems Fund Charge	(9,502)	(4,751)	(4,751)	0	0%
522306	Rents & Leases	(100)	(50)	0	50	0%
522312	Facility Maintenance Supplies	0	0	(223)	(223)	0%
522315	Facility Mnt/Repairs	0	0	(150)	(150)	0%
EXPENDITURES TOTAL		(568,369)	(262,607)	(265,474)	(2,867)	1%
Department Net Totals		(38,031)	260,613	280,068		

205 - Building Permits Fund

Department #32 - Building Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440025	Copy Service	0	0	93	93	0%
450074	Structural Building Permits	199,500	97,582	249,786	152,205	156%
450078	Plumbing Permits	35,126	18,573	29,302	10,729	58%
450080	Mechanical Permits	11,557	5,877	9,797	3,920	67%
450082	Structural State Surcharge	24,150	13,257	16,198	2,941	22%
450086	Plumbing State Surcharge	4,186	2,211	3,462	1,251	57%
450088	Mechanical Plans St. Surcharge	1,365	694	1,176	482	69%
450106	Structural Plan Review Fees	113,750	50,221	489	(49,731)	-99%
450108	Plumbing Plan Review Fees	1,700	1,700	1,438	(262)	-15%
450110	Mechanical Plan Review Fees	600	311	2,392	2,082	670%
450112	FL&S Plan Review Fees	9,000	1,505	5,643	4,138	275%
450124	Erosion Control Fees	12,000	5,950	16,200	10,250	172%
450126	Misc - Reinspect & Invstg Fee	2,000	0	38	38	0%
470105	Interest	0	0	1,011	1,011	0%
495005	Fund Bal Avail. for Approp.	419,224	419,224	440,558	21,334	5%
REVENUES TOTAL		834,158	617,105	777,583	160,478	26%
EXPENDITURES						
511005	Regular Employee Wages	(197,352)	(92,376)	(92,650)	(274)	0%
512005	Health & Dental Benefits	(35,962)	(18,082)	(17,969)	113	-1%
512008	Health Reimb Arrangement	(1,948)	(980)	(998)	(18)	2%
512010	Retirement	(39,550)	(18,651)	(18,716)	(66)	0%
512015	FICA	(15,097)	(7,086)	(6,883)	203	-3%
512020	Workers Comp	(1,259)	(1,259)	(1,259)	0	0%
512025	Other Benefits	(933)	(434)	(599)	(165)	38%
512030	Other Payroll Taxes	(1,436)	(667)	(663)	5	-1%
520110	Operating Supplies	(975)	(398)	(570)	(172)	43%
520120	Organization Business Expense	(300)	(150)	0	150	0%
520190	Computer Software	(3,200)	(1,600)	0	1,600	0%
520200	Computer Software Maintenance	0	0	(1,967)	(1,967)	0%
520503	Printing	(800)	(372)	(482)	(110)	30%
520506	Postage	(200)	(49)	(109)	(60)	124%
520509	Telephone	(1,850)	(967)	(484)	483	-50%
520521	Public Information	(750)	(375)	0	375	0%
520524	Publications	(1,000)	0	(250)	(250)	0%
520530	Memberships	(950)	(679)	0	679	0%
520557	Intergovernmental Services	(33,856)	(15,946)	(19,338)	(3,391)	21%
520578	Insurance & Bonds	(469)	(469)	(469)	0	0%
521003	Training/Conferences	(7,400)	(5,328)	(767)	4,561	-86%
521113	Attorney Services	(3,000)	(2,019)	0	2,019	0%
521150	Professional Services	(700)	(40)	(16,347)	(16,308)	41,244%
521172	Bank Service Fees	(150)	(76)	(43)	33	-44%
522003	Equipment Maint & Oper Supplies	(900)	(900)	(162)	738	-82%
522021	Equipment Fund Charges	(9,297)	(4,649)	(4,647)	2	0%
522022	Information Systems Fund Charge	(5,687)	(2,844)	(2,844)	0	0%
522023	General Fund Admin Services	(44,000)	(44,000)	(44,000)	0	0%
580206	Contingency	(100,000)	0	0	0	0%
590304	Unapp Fund Balance	(325,137)	0	0	0	0%
EXPENDITURES TOTAL		(834,158)	(220,395)	(232,215)	(11,820)	5%
Department Net Totals		0	396,710	545,368		

205 - Building Permits Fund

Department #32 - Building Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
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210 - Street Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
422015	State Gas Tax	1,219,645	578,808	585,870	7,062	1%
422025	County Gas Tax	84,163	43,508	41,385	(2,123)	-5%
430710	Safe Routes to School	350,000	175,000	0	(175,000)	0%
430718	Wayfaring Signage Grants	0	0	7,000	7,000	0%
450057	Other	0	0	16,904	16,904	0%
450100	Street Improv Fee-N Central Proje	0	0	5,600	5,600	0%
470105	Interest	3,523	866	380	(485)	-56%
495005	Fund Bal Avail. for Approp.	704,615	704,615	788,907	84,292	12%
	REVENUES TOTAL	2,361,946	1,502,797	1,446,046	(56,751)	-4%
EXPENDITURES						
511005	Regular Employee Wages	(193,191)	(90,270)	(107,498)	(17,228)	19%
511015	Overtime	(6,955)	(4,566)	(852)	3,714	-81%
511020	Temporary Employee Wages	0	0	(1,406)	(1,406)	0%
512005	Health & Dental Benefits	(45,910)	(23,194)	(23,041)	153	-1%
512008	Health Reimb Arrangement	(1,836)	(927)	(1,042)	(115)	12%
512010	Retirement	(39,036)	(18,674)	(21,051)	(2,377)	13%
512015	FICA	(15,311)	(7,123)	(8,373)	(1,249)	18%
512020	Workers Comp	(5,789)	(5,789)	(5,789)	0	0%
512025	Other Benefits	(901)	(406)	(609)	(203)	50%
512030	Other Payroll Taxes	(1,483)	(686)	(673)	13	-2%
520110	Operating Supplies	(2,000)	(1,259)	(499)	760	-60%
520120	Organization Business Expense	(50)	(8)	0	8	0%
520130	Personnel Uniforms & Equipment	(2,200)	(1,485)	(1,443)	41	-3%
520150	Utilities	(80,000)	(36,836)	(34,444)	2,392	-6%
520190	Computer Software	(2,500)	(1,200)	(1,312)	(112)	9%
520220	Small Equipment	(3,500)	(2,922)	(1,208)	1,714	-59%
520240	Construction Supplies	(97,500)	(21,588)	(28,358)	(6,770)	31%
520280	Street Light Maint. (610-430110)	(73,000)	0	0	0	0%
520503	Printing	(800)	(692)	(142)	550	-79%
520506	Postage	(100)	(12)	(153)	(142)	1,187%
520509	Telephone	(650)	(376)	(62)	314	-84%
520521	Public Information	(500)	(240)	0	240	0%
520524	Publications	(300)	0	0	0	0%
520530	Memberships	0	0	(30)	(30)	0%
520557	Intergovernmental Services	(24,500)	(14,768)	(11,619)	3,149	-21%
520578	Insurance & Bonds	(4,958)	(4,958)	(4,958)	0	0%
521003	Training/Conferences	(1,800)	(1,800)	(708)	1,092	-61%
521113	Attorney Services	0	0	(1,918)	(1,918)	0%
521150	Professional Services	(3,950)	(1,719)	(851)	868	-50%
521168	Misc Medical Services	0	0	(240)	(240)	0%
521172	Bank Service Fees	(700)	(354)	(343)	11	-3%
522003	Equipment Maint & Oper Supplies	(1,200)	(38)	(88)	(50)	132%
522012	Fuel/Oil	0	0	(328)	(328)	0%
522021	Equipment Fund Charges	(84,324)	(42,163)	(42,162)	1	0%
522022	Information Systems Fund Charge	(2,246)	(1,123)	(1,123)	0	0%
522023	General Fund Admin Services	(416,737)	(416,737)	(416,737)	0	0%
522306	Rents & Leases	(11,000)	(3,793)	(5,336)	(1,543)	41%
522309	Building/Facility Rental	(3,132)	(1,566)	(1,566)	0	0%
550181	Major Tools & Work Equipment	(31,700)	(2,835)	(11,743)	(8,908)	314%
550563	Construction Maintenance	(300,000)	(300,000)	(296,028)	3,972	-1%

210 - Street Fund**Department #52 - Streets & Traffic**

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	<i>% Variance from Q Budget</i>
550575	Street Construction	(60,000)	0	0	0	0%
551066	Safe Routes to School	(400,000)	(200,000)	0	200,000	0%
580206	Contingency	(150,000)	0	0	0	0%
590304	Unapp Fund Balance	(292,187)	0	0	0	0%
	EXPENDITURES TOTAL	(2,361,946)	(1,210,105)	(1,033,732)	176,373	-15%
	Department Net Totals	0	292,691	412,314		

212 - Street Tree Fund

Department #31 - Planning

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
450140	Tree Planting Fees	44,100	0	21,450	21,450	0%
470105	Interest	250	115	176	61	53%
495005	Fund Bal Avail. for Approp.	87,145	87,145	88,050	905	1%
	REVENUES TOTAL	131,495	87,260	109,677	22,416	26%
EXPENDITURES						
520290	Street Tree Planting	(131,495)	(24)	0	24	0%
	EXPENDITURES TOTAL	(131,495)	(24)	0	24	0%
	Department Net Totals	0	87,236	109,677		

215 - 911 Emergency Fund

Department #20 - Debt Service

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
422035	911 Emergency Tax	125,000	61,705	52,529	(9,176)	-15%
	REVENUES TOTAL	125,000	61,705	52,529	(9,176)	-15%
EXPENDITURES						
520557	Intergovernmental Services	(125,000)	(61,705)	(52,529)	9,176	-15%
	EXPENDITURES TOTAL	(125,000)	(61,705)	(52,529)	9,176	-15%
	Department Net Totals	0	0	0		

220 - Forfeiture Sharing Fund

Department #21 - Police

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from C Budget
REVENUES						
460150	Forfeiture Sharing Revenue	5,000	2,500	0	(2,500)	0%
495005	Fund Bal Avail. for Approp.	0	0	46	46	0%
	REVENUES TOTAL	5,000	2,500	46	(2,454)	-98%
EXPENDITURES						
520220	Small Equipment	(5,000)	(2,500)	(46)	2,454	-98%
	EXPENDITURES TOTAL	(5,000)	(2,500)	(46)	2,454	-98%
	Department Net Totals	0	0	0		

225 - Fire Equipment Repl. Fund

Department #23 - Fire Equipment Repl Fund

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from C Budget
REVENUES						
420010	Rural District Share	175,800	103,319	58,911	(44,408)	-43%
430214	Homeland Security Grant	382,500	129,465	24,663	(104,802)	-81%
445015	Sale of Equipment	0	0	7,500	7,500	0%
470105	Interest	5,000	2,161	832	(1,329)	-61%
481005	Transfer from Other Funds	102,100	51,050	51,050	0	0%
495005	Fund Bal Avail. for Approp.	418,912	418,912	399,525	(19,387)	-5%
	REVENUES TOTAL	1,084,312	704,907	542,481	(162,425)	-23%
EXPENDITURES						
550166	Building Improvements	(52,000)	(26,000)	(4,028)	21,973	-85%
550181	Major Tools & Work Equipment	(452,100)	(344,983)	(134,943)	210,039	-61%
551261	Equipment Replacement	(230,000)	0	(104,516)	(104,516)	0%
580206	Contingency	(50,000)	0	0	0	0%
590304	Unapp Fund Balance	(300,212)	0	0	0	0%
	EXPENDITURES TOTAL	(1,084,312)	(370,983)	(243,487)	127,496	-34%
	Department Net Totals	0	333,924	298,994		

240 - Bikeway Development Fund
 Department #52 - Streets & Traffic

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
422015	State Gas Tax	12,320	5,847	5,918	71	1%
430703	Bike Shelter Grant	45,000	22,500	0	(22,500)	0%
450052	Bicycle Licenses	50	0	24	24	0%
470105	Interest	768	302	129	(172)	-57%
495005	Fund Bal Avail. for Approp.	78,277	78,277	83,748	5,471	7%
	REVENUES TOTAL	136,415	106,925	89,819	(17,106)	-16%
EXPENDITURES						
550169	General Capital Outlay	(136,415)	(136,415)	0	136,415	0%
	EXPENDITURES TOTAL	(136,415)	(136,415)	0	136,415	0%
	Department Net Totals	0	(29,490)	89,819		

250 - Library Donations Fund

Department #14 - Library

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
481005	Transfer from Other Funds	200	100	0	(100)	0%
495005	Fund Bal Avail. for Approp.	1,166	1,166	1,484	318	27%
	REVENUES TOTAL	1,366	1,266	1,484	218	17%
EXPENDITURES						
520220	Small Equipment	(1,366)	(683)	0	683	0%
	EXPENDITURES TOTAL	(1,366)	(683)	0	683	0%
	Department Net Totals	0	583	1,484		

260 - Trail System Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from C Budget
REVENUES						
470105	Interest	300	105	115	10	10%
495005	Fund Bal Avail. for Approp.	66,159	66,159	66,555	396	1%
REVENUES TOTAL		66,459	66,264	66,671	407	1%
EXPENDITURES						
522320	TRAIL MAINTENANCE	(10,000)	(5,000)	0	5,000	0%
550240	Trail Construction	(56,459)	(56,342)	0	56,342	0%
EXPENDITURES TOTAL		(66,459)	(61,342)	0	61,342	0%
Department Net Totals		0	4,922	66,671		

265 - Transportation Services Fund
 Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
430725	DHS Transportation Grant	460,000	149,182	194,727	45,546	31%
495005	Fund Bal Avail. for Approp.	0	0	79,053	79,053	0%
	REVENUES TOTAL	460,000	149,182	273,780	124,598	84%
EXPENDITURES						
523015	Transportation Grant	(460,000)	(128,802)	(225,890)	(97,088)	75%
	EXPENDITURES TOTAL	(460,000)	(128,802)	(225,890)	(97,088)	75%
	Department Net Totals	0	20,379	47,890		

270 - Facility Major Maintenance Fund
 Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
470105	Interest	1,100	0	1,243	1,243	0%
481007	Transfer from General Fund	50,000	0	0	0	0%
495005	Fund Bal Avail. for Approp.	546,200	273,100	546,166	273,066	100%
	REVENUES TOTAL	597,300	273,100	547,409	274,309	100%
EXPENDITURES						
550166	Building Improvements	(193,642)	(96,821)	0	96,821	0%
550171	Capital Projects - Public Safety	0	0	(82,141)	(82,141)	0%
550173	Capital Projects - Aquatic Center	0	0	(90,330)	(90,330)	0%
590304	Unapp Fund Balance	(403,658)	(201,829)	0	201,829	0%
	EXPENDITURES TOTAL	(597,300)	(298,650)	(172,471)	126,179	-42%
	Department Net Totals	0	(25,550)	374,938		

275 - Community Enhancement Fund
Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420025	Metro Enhancement Fee	58,031	30,171	28,652	(1,519)	-5%
470105	Interest	0	0	3	3	0%
495005	Fund Bal Avail. for Approp.	12,314	12,314	14,193	1,879	15%
	REVENUES TOTAL	70,345	42,485	42,848	363	1%
EXPENDITURES						
523003	Comm Enhancement Grants	(61,110)	(47,190)	(42,639)	4,550	-10%
590304	Unapp Fund Balance	(9,235)	(4,618)	0	4,618	0%
	EXPENDITURES TOTAL	(70,345)	(51,807)	(42,639)	9,168	-18%
	Department Net Totals	0	(9,322)	209		

280 - Public Arts Fund

Department #11 - Legislative & Executive

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
470105	Interest	100	55	18	(37)	-67%
471025	Public Arts Comm. Donations	0	0	2,143	2,143	0%
495005	Fund Bal Avail. for Approp.	8,028	8,028	7,516	(512)	-6%
	REVENUES TOTAL	8,128	8,083	9,677	1,594	20%
EXPENDITURES						
520564	Public Arts Comm. Expenditures	(8,128)	(7,701)	(35)	7,666	-100%
	EXPENDITURES TOTAL	(8,128)	(7,701)	(35)	7,666	-100%
	Department Net Totals	0	382	9,642		

310 - Traffic Impact Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from C Budget
REVENUES						
470105	Interest	16,050	5,920	8,461	2,541	43%
495005	Fund Bal Avail. for Approp.	3,210,057	3,210,057	3,218,983	8,926	0%
	REVENUES TOTAL	3,226,107	3,215,977	3,227,443	11,467	0%
EXPENDITURES						
550169	General Capital Outlay	(3,226,107)	(1,613,054)	0	1,613,054	0%
	EXPENDITURES TOTAL	(3,226,107)	(1,613,054)	0	1,613,054	0%
	Department Net Totals	0	1,602,923	3,227,443		

311 - Trans Dev Tax Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451070	Transportation Development Tax	333,250	220,685	219,652	(1,033)	0%
470105	Interest	2,029	884	1,186	302	34%
495005	Fund Bal Avail. for Approp.	405,808	405,808	409,543	3,735	1%
	REVENUES TOTAL	741,087	627,376	630,381	3,005	0%
EXPENDITURES						
550169	General Capital Outlay	(741,087)	(370,544)	(2,155)	368,389	-99%
	EXPENDITURES TOTAL	(741,087)	(370,544)	(2,155)	368,389	-99%
	Department Net Totals	0	256,833	628,226		

320 - Park Acq. & Dev Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451009	Parks SDC	210,000	103,158	132,000	28,842	28%
470105	Interest	1,750	592	1,697	1,105	187%
495005	Fund Bal Avail. for Approp.	575,424	575,424	576,498	1,074	0%
	REVENUES TOTAL	787,174	679,174	710,195	31,021	5%
EXPENDITURES						
521150	Professional Services	(85,000)	(42,500)	0	42,500	0%
550200	Parks Projects - General	(702,174)	(702,174)	0	702,174	0%
550248	Trails and Greenways	0	0	(745)	(745)	0%
	EXPENDITURES TOTAL	(787,174)	(744,674)	(745)	743,929	-100%
	Department Net Totals	0	(65,500)	709,449		

330 - Capital Projects Fund

Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from C Budget
REVENUES						
420024	CWS Participation	127,700	63,850	0	(63,850)	0%
430708	State Parks Grant	109,100	109,100	0	(109,100)	0%
470105	Interest	6,000	2,128	7,219	5,091	239%
470131	Sidewalk Program Interest	3,000	0	1,030	1,030	0%
470132	Sidewalk Program Principal	7,500	0	5,056	5,056	0%
470133	Sidewalk Program Pymt in Full	75,000	0	0	0	0%
480022	Fernhill Wetlands Match	60,000	30,000	0	(30,000)	0%
495005	Fund Bal Avail. for Approp.	2,823,106	2,823,106	2,805,095	(18,011)	-1%
	REVENUES TOTAL	3,211,406	3,028,184	2,818,400	(209,784)	-7%
EXPENDITURES						
550169	General Capital Outlay	(45,756)	(22,878)	0	22,878	0%
550201	Parks Land Acquisition	0	0	(4,466)	(4,466)	0%
550245	Park Property Purchase	(2,768,850)	(1,384,425)	(150,000)	1,234,425	-89%
550248	Trails and Greenways	(296,800)	(279,366)	(46,106)	233,260	-83%
550580	Sidewalk Program	(100,000)	0	(1,005)	(1,005)	0%
	EXPENDITURES TOTAL	(3,211,406)	(1,686,669)	(201,579)	1,485,090	-88%
	Department Net Totals	0	1,341,514	2,616,821		

350 - CIP Excise Tax Fund

Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
450200	C.I.P. Fees	206,000	98,711	104,514	5,803	6%
470105	Interest	200	87	90	3	3%
495005	Fund Bal Avail. for Approp.	66,155	66,155	74,185	8,030	12%
	REVENUES TOTAL	272,355	164,953	178,790	13,836	8%
EXPENDITURES						
550170	Capital Projects - Support Service	(47,654)	(24,311)	(6,975)	17,336	-71%
550171	Capital Projects - Public Safety	(32,551)	(30,374)	(5,636)	24,738	-81%
570127	Transfer to Other Funds	(192,150)	(96,075)	(96,075)	0	0%
	EXPENDITURES TOTAL	(272,355)	(150,761)	(108,686)	42,074	-28%
	Department Net Totals	0	14,193	70,103		

410 - General Debt Service Fund

Department #19 -

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
411003	Property Taxes	420,036	420,036	389,474	(30,562)	-7%
411150	Property Tax Prior Years	12,500	12,500	8,742	(3,758)	-30%
470105	Interest	750	750	508	(242)	-32%
495005	Fund Bal Avail. for Approp.	69,245	69,245	58,402	(10,843)	-16%
	REVENUES TOTAL	502,531	502,531	457,127	(45,404)	-9%
EXPENDITURES						
562008	Principal - 2010 Series	(400,000)	(400,000)	0	400,000	0%
562040	Interest - 1999 GO Bonds	0	0	0	0	0%
562048	Interest - 2010 Series	(63,875)	(63,875)	(31,938)	31,938	-50%
590304	Unapp Fund Balance	(38,656)	(38,656)	0	38,656	0%
	EXPENDITURES TOTAL	(502,531)	(502,531)	(31,938)	470,594	-94%
	Department Net Totals	0	0	425,190		

430 - SPWF-Debt Service Fund

Department #19 -

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451200	Assessment Charges	4,363	4,363	4,624	261	6%
470105	Interest	39,259	39,259	39,259	0	0%
470130	Interest - Assessments	2,654	2,654	2,393	(261)	-10%
495005	Fund Bal Avail. for Approp.	5,823	5,823	5,823	0	0%
	REVENUES TOTAL	52,099	52,099	52,099	0	0%
EXPENDITURES						
562020	Principal - 95 S.P.W.F. Loan	(17,886)	(17,886)	(17,886)	0	0%
562055	Interest - 95 S.P.W.F. Loan	(5,820)	(5,820)	(5,820)	1	0%
590304	Unapp Fund Balance	(28,393)	(28,393)	0	28,393	0%
	EXPENDITURES TOTAL	(52,099)	(52,099)	(23,706)	28,394	-54%
	Department Net Totals	0	0	28,393		

505 - Library Endowment Fund

Department #14 - Library

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
470105	Interest	200	200	93	(107)	-53%
495005	Fund Bal Avail. for Approp.	0	0	503	503	0%
495006	Restricted Fund Balance	41,187	41,187	41,186	(1)	0%
	REVENUES TOTAL	41,387	41,387	41,783	396	1%
EXPENDITURES						
570127	Transfer to Other Funds	(200)	(200)	0	200	0%
590304	Unapp Fund Balance	(41,187)	(41,187)	0	41,187	0%
	EXPENDITURES TOTAL	(41,387)	(41,387)	0	41,387	0%
	Department Net Totals	0	0	41,783		

610 - Light Fund

Department #41 - Light & Power

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440035	NSF Handling Charge	1,500	742	950	208	28%
440105	Residential Sales	6,601,497	2,809,850	3,008,735	198,885	7%
440110	General Service - 1 ph Sales	582,588	268,841	280,532	11,691	4%
440112	General Service - 3 ph Sales	592,208	288,373	305,081	16,708	6%
440120	Industrial Service - Special Contra	1,723,084	897,718	842,946	(54,773)	-6%
440125	Large Commercial Industrial	3,355,466	1,645,615	1,736,694	91,079	6%
440130	Public Street Lighting Sales	69,032	31,284	31,171	(113)	0%
440135	Rental Lights	103,074	51,615	51,144	(471)	-1%
440140	Irrigation Service	1,550	1,139	2,434	1,294	114%
440150	Green Power Units	11,000	5,535	5,220	(315)	-6%
440165	Connection Charges	90,000	46,816	22,968	(23,848)	-51%
440170	Street Light Maint. (210-520280)	73,000	0	0	0	0%
440175	Disconnect/Reconnect Charges	15,000	6,693	12,398	5,705	85%
440180	Pole Rental	24,000	0	21,748	21,748	0%
440302	Auditorium Rental	24,000	12,098	13,417	1,319	11%
445005	Sale of Scrap	12,000	5,933	13,713	7,780	131%
445015	Sale of Equipment	0	0	3,288	3,288	0%
450057	Other	0	0	2,185	2,185	0%
451035	Contribution-In-Aid	7,500	3,750	0	(3,750)	0%
470105	Interest	10,000	3,042	15,355	12,313	405%
480020	Conservation Incentive Reimburse	350,000	123,426	285,607	162,181	131%
481005	Transfer from Other Funds	8,140	8,140	8,140	0	0%
495005	Fund Bal Avail. for Approp.	5,901,316	5,901,316	6,883,745	982,429	17%
	REVENUES TOTAL	19,555,955	12,111,926	13,547,469	1,435,543	12%
EXPENDITURES						
511005	Regular Employee Wages	(1,899,953)	(929,201)	(828,653)	100,548	-11%
511010	Part-Time Employee Wages	0	0	(205)	(205)	0%
511015	Overtime	(90,000)	(44,443)	(65,327)	(20,884)	47%
511020	Temporary Employee Wages	(3,500)	(1,750)	(2,395)	(645)	37%
512005	Health & Dental Benefits	(350,132)	(183,157)	(160,808)	22,349	-12%
512008	Health Reimb Arrangement	(5,597)	(900)	(2,521)	(1,621)	180%
512010	Retirement	(383,763)	(187,079)	(143,904)	43,175	-23%
512015	Fica	(152,499)	(74,569)	(67,391)	7,179	-10%
512020	Workers Comp	(35,553)	(35,498)	(35,553)	(55)	0%
512025	Other Benefits	(9,511)	(4,428)	(4,685)	(256)	6%
512030	Other Payroll Taxes	(14,490)	(7,030)	(6,510)	520	-7%
520110	Operating Supplies	(12,000)	(6,776)	(5,768)	1,008	-15%
520120	Organization Business Expense	(12,250)	(6,731)	(2,944)	3,787	-56%
520130	Personnel Uniforms & Equipment	(28,500)	(18,595)	(15,418)	3,177	-17%
520150	Utilities	(26,250)	(10,965)	(10,770)	195	-2%
520180	Subscriptions & Books	(750)	(750)	(595)	155	-21%
520190	Computer Software	(7,500)	(2,450)	(3,582)	(1,132)	46%
520200	Computer Software Maintenance	(4,500)	0	0	0	0%
520220	Small Equipment	(58,900)	(37,404)	(26,067)	11,337	-30%
520240	Construction Supplies	(470,000)	(185,915)	(243,613)	(57,698)	31%
520260	Purchased Power	(8,327,929)	(4,443,352)	(3,750,185)	693,167	-16%
520270	Miscellaneous	(1,000)	(1,000)	0	1,000	0%
520503	Printing	(3,000)	(1,500)	(7)	1,493	-100%
520506	Postage	(1,900)	(882)	(1,666)	(784)	89%
520509	Telephone	(10,000)	(4,662)	(4,131)	530	-11%

610 - Light Fund

Department #41 - Light & Power

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
520521	Public Information	(31,000)	(13,000)	(2,703)	10,297	-79%
520524	Publications	(3,305)	(3,103)	(1,241)	1,861	-60%
520530	Memberships	(86,541)	(27,123)	(5,910)	21,213	-78%
520533	Recruiting Expenses	(3,500)	(1,637)	(5,496)	(3,859)	236%
520542	Bill Paying Assistance Program	(75,000)	(36,090)	(5,402)	30,688	-85%
520554	Conservation Incentives	(15,000)	(15,000)	(2,500)	12,500	-83%
520555	Industrial Conservation Augmenta	(350,000)	(180,697)	(292,469)	(111,772)	62%
520556	Green Power Info & Promotion	(2,000)	(1,000)	0	1,000	0%
520557	Intergovernmental Services	(11,000)	(10,396)	(12,750)	(2,354)	23%
520578	Insurance & Bonds	(30,537)	(30,537)	(30,537)	0	0%
521003	Training/Conferences	(43,100)	(23,346)	(16,100)	7,246	-31%
521006	Travel	0	0	(13)	(13)	0%
521113	Attorney Services	(5,000)	(135)	(2,148)	(2,013)	1,492%
521150	Professional Services	(17,800)	(9,904)	(14,218)	(4,314)	44%
521159	Construct Contracts	(22,000)	(11,000)	0	11,000	0%
521162	Consultants	(100,000)	(50,000)	0	50,000	0%
521165	Contracts for Services	(132,700)	(39,268)	(11,415)	27,853	-71%
521168	Misc Medical Services	(3,850)	(1,790)	(1,140)	650	-36%
521172	Bank Service Fees	(33,537)	(15,380)	(18,037)	(2,657)	17%
522003	Equipment Maint & Oper Supplies	(30,000)	(12,111)	(8,230)	3,881	-32%
522006	Equipment/Vehicle Rental	(1,200)	(600)	0	600	0%
522009	Vehicle Maint & Oper Supplies	(35,000)	(11,891)	(12,744)	(854)	7%
522010	Vehicle Maint External	(20,000)	(6,633)	(6,871)	(238)	4%
522012	Fuel/Oil	(32,550)	(11,696)	(18,489)	(6,793)	58%
522022	Information Systems Fund Charge	(16,952)	(8,476)	(8,476)	0	0%
522023	General Fund Admin Services	(985,061)	(492,530)	(492,533)	(3)	0%
522306	Rents & Leases	(14,650)	(7,506)	(3,661)	3,845	-51%
522312	Facility Maintenance Supplies	(6,700)	(4,537)	(574)	3,964	-87%
522315	Facility Mnt/Repairs	(12,500)	(8,160)	(3,105)	5,055	-62%
523010	Ocean Wave Energy Grant	(4,500)	0	0	0	0%
550051	Office Equipment & Furniture	(4,000)	(2,000)	(192)	1,808	-90%
550166	Building Improvements	(520,000)	(150,105)	(153,857)	(3,751)	2%
550181	Major Tools & Work Equipment	(117,500)	(62,934)	(84,209)	(21,276)	34%
550960	FG Substation Improvements	(60,000)	(27,005)	0	27,005	0%
550961	Filbert Substation	(13,000)	(6,500)	0	6,500	0%
550962	System Additions & Upgrades	(40,000)	(20,000)	0	20,000	0%
551260	Vehicle Replacement	(75,500)	(36,625)	(39,896)	(3,272)	9%
551261	Equipment Replacement	(185,000)	(92,500)	(115,280)	(22,780)	25%
570127	Transfer to Other Funds	(121,000)	(60,367)	(62,479)	(2,111)	3%
570130	In-Lieu of Tax	(660,635)	(330,314)	(330,317)	(3)	0%
580206	Contingency	(1,850,774)	0	0	0	0%
590303	Reserved Fund Balance	(200,000)	0	0	0	0%
590304	Unapp Fund Balance	(1,674,086)	0	0	0	0%
EXPENDITURES TOTAL		(19,555,955)	(8,010,929)	(7,145,688)	865,241	-11%
Department Net Totals		0	4,100,997	6,401,781		

620 - Sewer Fund

Department #54 - Sewer

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440105	Residential Sales	3,321,788	1,661,269	1,653,228	(8,041)	0%
440106	Commercial Sales	686,724	335,380	353,225	17,845	5%
440120	Industrial Service - Special Contra	175,828	88,850	98,987	10,137	11%
450057	Other	800	0	984	984	0%
451040	Sewer Laterals	2,000	1,000	0	(1,000)	0%
470105	Interest	8,327	2,690	4,866	2,177	81%
495005	Fund Bal Avail. for Approp.	1,665,177	1,665,177	1,820,618	155,441	9%
	REVENUES TOTAL	5,860,644	3,754,366	3,931,908	177,542	5%
EXPENDITURES						
511005	Regular Employee Wages	(201,376)	(82,512)	(61,677)	20,834	-25%
511015	Overtime	(2,029)	(1,149)	(362)	787	-68%
511020	Temporary Employee Wages	0	0	(1,450)	(1,450)	0%
512005	Health & Dental Benefits	(56,357)	(28,089)	(28,601)	(511)	2%
512008	Health Reimb Arrangement	(1,912)	(953)	(1,141)	(188)	20%
512010	Retirement	(40,577)	(16,782)	(12,060)	4,722	-28%
512015	FICA	(15,560)	(6,371)	(4,860)	1,512	-24%
512020	Workers Comp	(7,032)	(7,032)	(7,032)	0	0%
512025	Other Benefits	(915)	(411)	(694)	(284)	69%
512030	Other Payroll Taxes	(1,508)	(693)	(676)	17	-2%
520110	Operating Supplies	(3,000)	(1,181)	(623)	557	-47%
520120	Organization Business Expense	(75)	0	0	0	0%
520130	Personnel Uniforms & Equipment	(3,250)	(1,574)	(2,138)	(563)	36%
520150	Utilities	(1,200)	(615)	(977)	(363)	59%
520190	Computer Software	(4,900)	(3,144)	(742)	2,402	-76%
520220	Small Equipment	(6,000)	(1,849)	(282)	1,566	-85%
520240	Construction Supplies	(10,500)	(4,083)	(1,243)	2,840	-70%
520503	Printing	(200)	(49)	(63)	(13)	27%
520506	Postage	(100)	(47)	(11)	37	-77%
520509	Telephone	(800)	(347)	(62)	285	-82%
520521	Public Information	(225)	0	0	0	0%
520524	Publications	(300)	0	0	0	0%
520530	Memberships	(700)	(504)	(130)	375	-74%
520557	Intergovernmental Services	(3,146,483)	(1,388,856)	(1,387,188)	1,668	0%
520578	Insurance & Bonds	(7,466)	(7,466)	(7,466)	0	0%
521003	Training/Conferences	(3,025)	(941)	0	941	0%
521150	Professional Services	(7,000)	(6,188)	(1,338)	4,850	-78%
521168	Misc Medical Services	(375)	(173)	(120)	53	-30%
521172	Bank Service Fees	(11,000)	(5,488)	(6,189)	(702)	13%
522003	Equipment Maint & Oper Supplies	(1,000)	(118)	0	118	0%
522021	Equipment Fund Charges	(100,584)	(50,292)	(50,292)	0	0%
522022	Information Systems Fund Charge	(1,703)	(852)	(852)	0	0%
522023	General Fund Admin Services	(391,689)	(391,689)	(391,689)	0	0%
522306	Rents & Leases	(1,400)	(700)	(1,287)	(587)	84%
522309	Building/Facility Rental	(6,264)	(3,132)	(3,132)	0	0%
522312	Facility Maintenance Supplies	(500)	(500)	(70)	430	-86%
522315	Facility Mnt/Repairs	(250)	0	0	0	0%
550181	Major Tools & Work Equipment	(6,900)	(3,450)	(135)	3,315	-96%
550763	Sewer Construction	(172,500)	(166,525)	(30,555)	135,970	-82%
562001	Principal-CWS/City Phase III Reha	(75,887)	(37,616)	(38,322)	(706)	2%
562041	Interest - CWS/City Phase III Reh	(18,117)	(9,357)	(8,680)	677	-7%

620 - Sewer Fund

Department #54 - Sewer

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
570130	In-Lieu of Tax	(51,295)	(51,295)	(51,295)	0	0%
580206	Contingency	(750,000)	0	0	0	0%
590304	Unapp Fund Balance	(748,690)	0	0	0	0%
EXPENDITURES TOTAL		(5,860,644)	(2,282,023)	(2,103,433)	178,590	-8%
Department Net Totals		0	1,472,343	1,828,475		

622 - Sewer SDC Fund
 Department #54 - Sewer

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451005	System Development Charge	225,000	147,754	233,163	85,408	58%
451042	Sunset Sewer Connection Fee	2,000	0	0	0	0%
470105	Interest	2,553	965	2,676	1,712	177%
495005	Fund Bal Avail. for Approp.	1,021,215	1,021,215	1,039,361	18,146	2%
	REVENUES TOTAL	1,250,768	1,169,934	1,275,200	105,266	9%
EXPENDITURES						
520557	Intergovernmental Services	(180,000)	(90,000)	(186,530)	(96,530)	107%
550760	Construction Projects	(50,000)	(25,000)	0	25,000	0%
562002	Principal-CWS/City Sunset Drive	(88,475)	(43,732)	(45,595)	(1,863)	4%
562042	Interest - CWS/City Sunset Drive	(33,520)	(17,265)	(15,402)	1,863	-11%
580206	Contingency	(658,350)	(329,175)	0	329,175	0%
590304	Unapp Fund Balance	(240,423)	(120,212)	0	120,212	0%
	EXPENDITURES TOTAL	(1,250,768)	(625,384)	(247,527)	377,857	-60%
	Department Net Totals	0	544,550	1,027,672		

630 - Water Fund

Department #53 - Water

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440105	Residential Sales	1,582,743	910,932	1,013,901	102,969	11%
440106	Commercial Sales	445,256	265,302	317,958	52,655	20%
440118	Multi-Family Sales	375,501	212,631	182,390	(30,242)	-14%
440120	Industrial Service - Special Contra	227,750	125,044	128,436	3,392	3%
440160	Non-Metered Sales	20,000	9,524	11,790	2,266	24%
440165	Connection Charges	20,000	14,721	13,560	(1,160)	-8%
440305	Building Rental Income	35,928	17,964	17,964	0	0%
445025	Timber Sales FY 11/12	700,000	700,000	1,012,116	312,116	45%
450057	Other	5,000	2,206	8,731	6,525	296%
470105	Interest	10,028	4,225	5,609	1,385	33%
495005	Fund Bal Avail. for Approp.	2,005,593	2,005,593	2,290,250	284,657	14%
	REVENUES TOTAL	5,427,799	4,268,142	5,002,705	734,563	17%
EXPENDITURES						
511005	Regular Employee Wages	(531,433)	(252,461)	(242,260)	10,201	-4%
511015	Overtime	(28,980)	(15,311)	(14,132)	1,179	-8%
511020	Temporary Employee Wages	0	0	(4,192)	(4,192)	0%
512005	Health & Dental Benefits	(138,950)	(71,102)	(69,153)	1,949	-3%
512008	Health Reimb Arrangement	(5,105)	(2,306)	(2,930)	(624)	27%
512010	Retirement	(107,302)	(50,781)	(48,243)	2,538	-5%
512015	FICA	(42,871)	(20,413)	(19,878)	535	-3%
512020	Workers Comp	(19,502)	(19,502)	(19,502)	0	0%
512025	Other Benefits	(3,241)	(1,474)	(2,063)	(589)	40%
512030	Other Payroll Taxes	(4,163)	(2,009)	(1,907)	102	-5%
520110	Operating Supplies	(78,000)	(38,348)	(26,733)	11,615	-30%
520120	Organization Business Expense	(350)	(83)	0	83	0%
520130	Personnel Uniforms & Equipment	(4,500)	(3,163)	(3,526)	(363)	11%
520150	Utilities	(71,400)	(33,076)	(34,102)	(1,026)	3%
520190	Computer Software	(3,800)	(1,392)	(742)	650	-47%
520220	Small Equipment	(18,212)	(6,949)	(1,398)	5,551	-80%
520240	Construction Supplies	(135,500)	(119,043)	(124,918)	(5,875)	5%
520250	JWC Water Purchases	(230,000)	(83,514)	(86,424)	(2,910)	3%
520503	Printing	(2,500)	(293)	(308)	(15)	5%
520506	Postage	(1,000)	(286)	(449)	(162)	57%
520509	Telephone	(6,197)	(2,695)	(2,042)	652	-24%
520521	Public Information	(250)	(97)	0	97	0%
520524	Publications	(1,356)	(232)	0	232	0%
520530	Memberships	(1,475)	(870)	(1,056)	(186)	21%
520548	Watershed Management	(40,000)	(20,000)	(4,701)	15,300	-76%
520550	Watershed Maintenance	(7,500)	0	(10,679)	(10,679)	0%
520551	Timber Harvesting	(300,000)	(295,284)	(490,117)	(194,833)	66%
520557	Intergovernmental Services	(63,075)	(39,005)	(27,054)	11,951	-31%
520578	Insurance & Bonds	(23,213)	(23,213)	(23,213)	0	0%
521003	Training/Conferences	(6,275)	(448)	(119)	329	-73%
521113	Attorney Services	(7,500)	(3,750)	0	3,750	0%
521150	Professional Services	(62,000)	(37,981)	(42,536)	(4,555)	12%
521168	Misc Medical Services	0	0	(466)	(466)	0%
521172	Bank Service Fees	(8,400)	(4,200)	(5,763)	(1,563)	37%
522003	Equipment Maint & Oper Supplies	(13,500)	(3,661)	(3,528)	133	-4%
522012	Fuel/Oil	0	0	(223)	(223)	0%
522021	Equipment Fund Charges	(132,552)	(66,275)	(66,276)	(1)	0%

630 - Water Fund

Department #53 - Water

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522022	Information Systems Fund Charge	(10,868)	(5,434)	(5,434)	0	0%
522023	General Fund Admin Services	(677,002)	(677,002)	(677,002)	0	0%
522303	Custodial	(1,000)	(500)	(792)	(292)	58%
522306	Rents & Leases	(3,900)	0	(2,037)	(2,037)	0%
522312	Facility Maintenance Supplies	(6,900)	(3,217)	(6,594)	(3,376)	105%
522315	Facility Mnt/Repairs	(13,500)	(5,375)	(15,555)	(10,180)	189%
550181	Major Tools & Work Equipment	(16,000)	(16,000)	(176)	15,824	-99%
550660	Joint - Capital Equipment	(15,444)	(7,722)	0	7,722	0%
550663	JWC - Other Projects	(185,038)	(40,113)	(12,574)	27,539	-69%
550666	Water Line Extension	(100,000)	(50,000)	0	50,000	0%
550669	Water Treatment Plant Equip	(10,000)	(5,000)	(4,636)	364	-7%
550672	Watershed Capital	(20,000)	(10,000)	(34,664)	(24,664)	247%
550760	Construction Projects	(15,000)	(7,500)	0	7,500	0%
562010	Principal - 2003 FFC Bonds	(255,000)	0	0	0	0%
562030	Principal - Scoggins Reservoir	(30,804)	(30,804)	(30,805)	(1)	0%
562045	Interest - 2003 FFC Bonds	(156,700)	(78,350)	(78,350)	0	0%
562070	Interest - Scoggins Reservoir	(41,993)	(41,993)	(41,992)	1	0%
570127	Transfer to Other Funds	(42,000)	(33,290)	(30,875)	2,415	-7%
570130	In-Lieu of Tax	(128,104)	(128,104)	(128,104)	0	0%
580203	JWC - Contingency	(333,250)	0	0	0	0%
580206	Contingency	(200,000)	0	0	0	0%
580212	Debt Service Contingency	(415,000)	0	0	0	0%
590304	Unapp Fund Balance	(650,194)	0	0	0	0%
EXPENDITURES TOTAL		(5,427,799)	(2,359,621)	(2,450,222)	(90,600)	4%
Department Net Totals		0	1,908,520	2,552,483		

632 - Water SDC Fund
 Department #53 - Water

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451005	System Development Charge	200,000	111,811	202,696	90,885	81%
470031	Principal - J Lieb Water SDC	0	0	5,190	5,190	0%
470032	Interest - J Lieb Water SDC	0	0	608	608	0%
470105	Interest	7,680	2,678	4,447	1,769	66%
495005	Fund Bal Avail. for Approp.	1,535,997	1,535,997	1,581,919	45,922	3%
	REVENUES TOTAL	1,743,677	1,650,486	1,794,862	144,375	9%
EXPENDITURES						
521150	Professional Services	0	0	(2,294)	(2,294)	0%
550760	Construction Projects	(223,000)	(111,500)	0	111,500	0%
580206	Contingency	(75,000)	(37,500)	0	37,500	0%
590304	Unapp Fund Balance	(1,445,677)	(722,839)	0	722,839	0%
	EXPENDITURES TOTAL	(1,743,677)	(871,839)	(2,294)	869,545	-100%
	Department Net Totals	0	778,648	1,792,568		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440101	Surface Water Management Fees	846,600	422,676	424,627	1,950	0%
450057	Other	0	0	1,314	1,314	0%
470105	Interest	1,505	471	262	(209)	-44%
495005	Fund Bal Avail. for Approp.	300,822	300,822	330,463	29,641	10%
	REVENUES TOTAL	1,148,927	723,970	756,665	32,695	5%
EXPENDITURES						
511005	Regular Employee Wages	(203,414)	(114,338)	(95,592)	18,746	-16%
511015	Overtime	0	0	(586)	(586)	0%
511020	Temporary Employee Wages	0	0	(2,468)	(2,468)	0%
512005	Health & Dental Benefits	(57,102)	(28,820)	(28,680)	140	0%
512008	Health Reimb Arrangement	(1,899)	(958)	(1,169)	(211)	22%
512010	Retirement	(41,111)	(23,109)	(18,300)	4,809	-21%
512015	FICA	(15,561)	(8,733)	(7,523)	1,210	-14%
512020	Workers Comp	(7,168)	(7,168)	(7,168)	0	0%
512025	Other Benefits	(915)	(425)	(674)	(249)	59%
512030	Other Payroll Taxes	(1,513)	(718)	(705)	13	-2%
520110	Operating Supplies	(1,500)	(162)	(428)	(266)	165%
520120	Organization Business Expense	(50)	(25)	0	25	0%
520130	Personnel Uniforms & Equipment	(3,000)	(2,050)	(1,884)	165	-8%
520150	Utilities	(1,000)	(500)	(149)	351	-70%
520190	Computer Software	(3,300)	(2,195)	(742)	1,453	-66%
520220	Small Equipment	(2,700)	(952)	(52)	900	-95%
520240	Construction Supplies	(7,000)	(5,732)	(22)	5,709	-100%
520503	Printing	(1,500)	(686)	(753)	(66)	10%
520506	Postage	(50)	(25)	0	25	0%
520509	Telephone	(630)	(171)	0	171	0%
520521	Public Information	(250)	(250)	0	250	0%
520524	Publications	(300)	0	0	0	0%
520530	Memberships	(200)	(100)	(30)	70	-70%
520557	Intergovernmental Services	(186,694)	(82,210)	(80,190)	2,021	-2%
520578	Insurance & Bonds	(4,707)	(4,707)	(4,707)	0	0%
521003	Training/Conferences	(1,800)	(1,362)	0	1,362	0%
521150	Professional Services	(14,900)	(3,829)	(3,426)	402	-11%
521168	Misc Medical Services	(150)	(23)	(459)	(436)	1,896%
521172	Bank Service Fees	(2,400)	(1,263)	(1,042)	221	-17%
522003	Equipment Maint & Oper Supplies	(1,300)	(1,002)	0	1,002	0%
522021	Equipment Fund Charges	(117,216)	(58,608)	(58,608)	0	0%
522022	Information Systems Fund Charge	(536)	(268)	(268)	0	0%
522023	General Fund Admin Services	(142,960)	(142,960)	(142,960)	0	0%
522306	Rents & Leases	(1,300)	(650)	(1,287)	(637)	98%
522309	Building/Facility Rental	(3,132)	(1,566)	(1,566)	0	0%
522312	Facility Maintenance Supplies	(1,500)	(725)	0	725	0%
550181	Major Tools & Work Equipment	(8,100)	(4,050)	(158)	3,892	-96%
550863	Storm Sewer Construction	(113,000)	(56,500)	(55,758)	742	-1%
570130	In-Lieu of Tax	(42,173)	(42,173)	(42,173)	0	0%
580206	Contingency	(40,000)	0	0	0	0%
590304	Unapp Fund Balance	(116,896)	0	0	0	0%
	EXPENDITURES TOTAL	(1,148,927)	(599,011)	(559,526)	39,485	-7%
	Department Net Totals	0	124,959	197,139		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
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642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451006	SWM SDC Quality	11,250	9,054	0	(9,054)	0%
451007	SWM SDC Quantity	13,750	7,413	78,741	71,328	962%
470105	Interest	1,070	540	682	142	26%
495005	Fund Bal Avail. for Approp.	213,924	213,924	217,022	3,098	1%
	REVENUES TOTAL	239,994	230,930	296,445	65,515	28%
EXPENDITURES						
550860	Quantity System Improvements	(45,000)	(45,000)	0	45,000	0%
580207	SWM SDC Cont. Quality	(116,734)	(58,367)	0	58,367	0%
580208	SWM SDC Cont. Quantity	(78,260)	(39,130)	0	39,130	0%
	EXPENDITURES TOTAL	(239,994)	(142,497)	0	142,497	0%
	Department Net Totals	0	88,433	296,445		

710 - Information Systems Fund
 Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31, 2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440225	Equipment Charges	197,455	98,732	98,730	(2)	0%
470105	Interest	1,850	574	1,482	908	158%
472005	Miscellaneous	0	0	1,159	1,159	0%
495005	Fund Bal Avail. for Approp.	620,548	620,548	620,317	(231)	0%
	REVENUES TOTAL	819,853	719,854	721,687	1,834	0%
EXPENDITURES						
520110	Operating Supplies	(3,000)	(791)	0	791	0%
520190	Computer Software	(8,895)	(395)	(11,659)	(11,264)	2,849%
520200	Computer Software Maintenance	(35,800)	(24,667)	(24,400)	267	-1%
520210	Computer Supplies	(17,000)	(9,764)	(4,670)	5,094	-52%
520220	Small Equipment	(161,136)	(55,038)	(35,609)	19,428	-35%
520506	Postage	0	0	(13)	(13)	0%
520557	Intergovernmental Services	(7,482)	(7,482)	(7,472)	10	0%
521003	Training/Conferences	(20,500)	(10,250)	0	10,250	0%
521150	Professional Services	(10,000)	(3,012)	(2,267)	745	-25%
522003	Equipment Maint & Oper Supplies	(8,475)	(8,475)	(8,028)	447	-5%
550051	Office Equipment & Furniture	(86,200)	0	0	0	0%
550460	Accounting System	(60,117)	0	0	0	0%
590304	Unapp Fund Balance	(401,248)	0	0	0	0%
	EXPENDITURES TOTAL	(819,853)	(119,874)	(94,119)	25,755	-21%
	Department Net Totals	0	599,979	627,568		

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from C: Budget
REVENUES						
440220	Equipment Rental	517,973	258,988	258,984	(4)	0%
440221	City Hall Vehicle Replacement	16,232	8,116	8,115	(1)	0%
440222	Parks Veh & Equipment Replacem	23,842	11,922	11,921	(1)	0%
440224	Public Works Veh & Equipment R	172,476	86,238	86,239	1	0%
440227	Light/Fire Maintenance	25,000	8,503	15,817	7,314	86%
440228	Sale of Gas & Oil	60,000	22,863	33,872	11,009	48%
445015	Sale of Equipment	10,000	5,000	8,797	3,797	76%
450057	Other	0	0	4,503	4,503	0%
470105	Interest	1,091	407	767	360	88%
481005	Transfer from Other Funds	111,197	66,172	66,172	0	0%
495005	Fund Bal Avail. for Approp.	218,253	218,253	(163,606)	(381,859)	-175%
495010	City Hall Veh Fund Bal Avail	0	0	55,800	55,800	0%
495011	Parks Veh Fund Bal Avail	0	0	68,468	68,468	0%
495012	Police Veh Fund Bal Avail	0	0	118,369	118,369	0%
495013	PW Veh Fund Bal Avail	0	0	179,646	179,646	0%
REVENUES TOTAL		1,156,064	686,462	753,865	67,403	10%
EXPENDITURES						
511005	Regular Employee Wages	(131,318)	(61,383)	(62,159)	(776)	1%
511015	Overtime	(2,029)	(1,015)	(38)	977	-96%
512005	Health & Dental Benefits	(36,154)	(17,610)	(18,627)	(1,017)	6%
512008	Health Reimb Arrangement	(1,310)	(655)	(670)	(15)	2%
512010	Retirement	(26,596)	(12,453)	(9,645)	2,808	-23%
512015	FICA	(10,201)	(4,773)	(4,678)	95	-2%
512020	Workers Comp	(2,907)	(2,907)	(2,907)	0	0%
512025	Other Benefits	(690)	(311)	(529)	(218)	70%
512030	Other Payroll Taxes	(988)	(458)	(459)	(1)	0%
520110	Operating Supplies	(1,000)	(472)	(694)	(223)	47%
520130	Personnel Uniforms & Equipment	(1,550)	0	(30)	(30)	0%
520190	Computer Software	(5,445)	(1,966)	(742)	1,225	-62%
520220	Small Equipment	(2,500)	(751)	(1,587)	(836)	111%
520503	Printing	(1,000)	(500)	0	500	0%
520506	Postage	0	0	(14)	(14)	0%
520509	Telephone	(350)	(242)	(62)	180	-74%
520533	Recruiting Expenses	0	0	(309)	(309)	0%
520557	Intergovernmental Services	(950)	(321)	55	377	-117%
520578	Insurance & Bonds	(23,431)	(23,431)	(23,681)	(250)	1%
521003	Training/Conferences	(2,000)	(1,135)	(100)	1,035	-91%
521150	Professional Services	(1,400)	(346)	(623)	(277)	80%
521168	Misc Medical Services	0	0	(59)	(59)	0%
521172	Bank Service Fees	(250)	(127)	(86)	41	-32%
522003	Equipment Maint & Oper Supplies	(1,000)	(793)	(115)	677	-85%
522009	Vehicle Maint & Oper Supplies	(68,000)	(29,176)	(41,677)	(12,502)	43%
522010	Vehicle Maint External	(27,000)	(6,941)	(3,408)	3,533	-51%
522012	Fuel/Oil	(235,000)	(99,359)	(99,153)	207	0%
522022	Information Systems Fund Charge	(3,285)	(1,643)	(1,643)	(1)	0%
522306	Rents & Leases	(200)	0	0	0	0%
522309	Building/Facility Rental	(23,400)	(11,700)	(11,700)	0	0%
550181	Major Tools & Work Equipment	(10,000)	(5,000)	(9,739)	(4,739)	95%
551263	Parks Veh & Equipmnt Replacem	(23,500)	(11,750)	(5,900)	5,850	-50%
551264	Police Veh & Equipmnt Replacem	(156,000)	(27,858)	(35,569)	(7,711)	28%

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
551265	Public Works Veh & Equipmnt Re	(113,000)	(113,000)	0	113,000	0%
580206	Contingency	(50,000)	0	0	0	0%
590304	Unapp Fund Balance	(193,610)	0	0	0	0%
EXPENDITURES TOTAL		(1,156,064)	(438,073)	(336,546)	101,527	-23%
Department Net Totals		0	248,389	417,318		

730 - City Utility Fund

Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
481005	Transfer from Other Funds	121,000	60,367	62,479	2,111	3%
481010	Transfer from Water Fund	42,000	33,290	30,875	(2,415)	-7%
	REVENUES TOTAL	163,000	93,657	93,354	(304)	0%
EXPENDITURES						
520151	City Hall Utilities	(24,500)	(12,883)	(12,119)	764	-6%
520152	Library Utilities	(30,000)	(13,842)	(15,698)	(1,856)	13%
520153	Aquatics Utilities	(36,000)	(20,564)	(18,471)	2,093	-10%
520154	Parks Utilities	(39,000)	(28,777)	(31,042)	(2,265)	8%
520155	Police Utilities	(18,500)	(8,487)	(7,977)	510	-6%
520156	Fire Utilities	(12,000)	(6,514)	(7,151)	(637)	10%
520157	Engineering Building Utilities	(3,000)	(1,212)	(895)	316	-26%
	EXPENDITURES TOTAL	(163,000)	(92,279)	(93,354)	(1,075)	1%
	Department Net Totals	0	1,379	0		

740 - Risk Management Fund

Department #12 - Administration Services

YTD Thru Month Ending: December, 2011

Second Quarter; Through Dec. 31,

2011

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
444126	P/L Insurance - General Fund	74,735	74,735	74,735	0	0%
444127	P/L Insurance - Other Funds	96,908	96,908	94,781	(2,127)	-2%
444128	WC Insurance - General Fund	109,853	109,853	108,915	(938)	-1%
444129	WC Insurance - Other Funds	74,260	74,260	79,210	4,950	7%
470105	Interest	1,500	637	1,112	475	75%
472005	Miscellaneous	0	0	11,771	11,771	0%
495005	Fund Bal Avail. for Approp.	506,880	506,880	527,856	20,976	4%
	REVENUES TOTAL	864,136	863,273	898,380	35,107	4%
EXPENDITURES						
520585	Property/Liability Premiums	(119,768)	(117,108)	(125,222)	(8,113)	7%
520586	P/L Claims - General Fund	(10,000)	(5,000)	0	5,000	0%
520589	Risk Management Activities	(35,986)	(17,993)	(480)	17,513	-97%
520590	Worker's Compensation Premium	(52,724)	(52,724)	(199,926)	(147,202)	279%
520591	WC Claims - General Fund	(201,705)	(31,691)	(49,234)	(17,544)	55%
570127	Transfer to Other Funds	(43,070)	(43,070)	(43,070)	0	0%
580206	Contingency	(50,000)	(25,000)	0	25,000	0%
590303	Reserved Fund Balance	(350,883)	(175,442)	0	175,442	0%
	EXPENDITURES TOTAL	(864,136)	(468,027)	(417,932)	50,095	-11%
	Department Net Totals	0	395,246	480,449		



Date: February 27, 2012

REPORT AND RESOLUTION ADOPTING AN INSTALLMENT PAYMENT PLAN PROGRAM FOR FINANCING PARKS, SANITARY SEWER, SURFACE WATER MANAGEMENT, AND WATER SYSTEM DEVELOPMENT CHARGES FOR RESIDENTIAL AND MULTI-FAMILY DWELLINGS

PROJECT TEAM: Susan Cole, Assistant Director, Administrative Services
Paul Downey, Director, Administrative Services
Jon Holan, Director, Community Development
Michael Sykes, City Manager

ISSUE STATEMENT: The City Council passed Ordinance 2012-01 in January, 2012, allowing the Parks, Sanitary Sewer, Surface Water Management and Water System Development Charges for residential and multi-family dwellings to be paid to the City in installment payments. The attached resolution implements the payment installment program.

BACKGROUND: The payment installment program for financing parks, sanitary sewer, surface water management, and water system development charges (SDCs) for residential and multi-family dwellings has the following elements:

- ▶ A maximum of 85% of the SDCs may be financed through this program;
- ▶ The Parks, Water, and Surface Water SDCs are limited to a five-year term, while the Sewer SDC may be paid back over a ten-year term.
- ▶ The interest rate charged matches that specified by the Council for the Transportation Development Tax – the ten year Treasury Note, plus 2%. Currently, the ten year Treasury Note is 2.01%, so the SDC financing program would carry an interest rate of 4.01%.
- ▶ Liens for the amount owed to the City will be placed upon the property subject to the SDCs.

FISCAL IMPACT: Offering an option to finance SDCs will not impact the total amount of SDCs the City collects. The financing option will change the timeline when the SDCs are received. Additionally, to make up for the time value of money – receiving the SDCs over time versus right away, an interest rate will be charged, and accrue to the respective SDC fund.

STAFF RECOMMENDATION: Staff recommends City Council adopt the attached resolution implementing the SDC payment installment program.



February 16, 2012

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, February 22, 2012

NOTICE OF PUBLIC HEARING

PROPOSED RESOLUTION ADOPTING AN INSTALLMENT PAYMENT PLAN PROGRAM FOR FINANCING PARKS, SANITARY SEWER, SURFACE WATER MANAGEMENT, AND WATER SYSTEM DEVELOPMENT CHARGES FOR RESIDENTIAL AND MULTI-FAMILY DWELLINGS

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, February 27, 2012, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider a resolution adopting an installment payment plan program for financing Parks, Sanitary Sewer, Surface Water Management, and Water System Development Charges for residential and multi-family dwellings within the City limits. The proposed resolution, if enacted by the City Council, would take effect immediately.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the staff 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. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, PO 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

Published February 22, 2012



RESOLUTION NO. 2012-20

**RESOLUTION ADOPTING AN INSTALLMENT PAYMENT PLAN PROGRAM
FOR FINANCING PARKS, SANITARY SEWER, SURFACE WATER MANAGEMENT, AND
WATER SYSTEM DEVELOPMENT CHARGES FOR RESIDENTIAL
AND MULTI-FAMILY DWELLINGS**

WHEREAS, the City Council recognizes that system development charges are imposed to help fund additional capital needs that new growth generates; and

WHEREAS, the City Council recognizes that developers of residential and multi-family dwellings have expressed concern regarding the financial impact system development charges have on their ability to under take new projects; and

WHEREAS, the City desires to strike a balance between residential and multi-family development project affordability and the City's cash flow needs for capital infrastructure related to growth; and

WHEREAS, State of Oregon Revised Statutes ORS 223.205 through 223.785 authorize municipalities to create an installment payment plan for system development charges; and

WHEREAS, the City Council adopted Ordinance 2012-01 relating to the method of collecting Parks, Sanitary Sewer, Surface Water Management and Water System Development Charges for residential and multi-family dwellings; and

WHEREAS, the City Council believes that offering a financing program to pay for the system development charges will permit Forest Grove to be competitive with other cities that currently have similar financing programs; and

WHEREAS, the City Council wishes to establish by resolution the rate of interest, the amount of an administrative fee for running the program, the maximum percentage, if any, of system development charges that may be financed as well as any other guidelines or limitations necessary to implement the installment payment and financing program; and

WHEREAS, the City Council recognizes that implementing system development charges installment payment and financing program will be a benefit to the businesses and residents of Forest Grove.

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

Section 1. The City Council hereby enacts the Forest Grove System Development Charges Installment Payment and Financing Program in accordance with the guidelines set forth in Section 2 of this Resolution.

Section 2. The guidelines for the Forest Grove System Development Charges Installment Payment and Financing Program are as follows:

- a) A building permit applicant must make request to the City for installment financing prior to issuance of a building permit. The request must be made using the Payment Option Form and signed and dated by the applicant.

- b) No more than eighty-five percent (85%) of each system development charge due to the City may be financed under this program.
- c) The amount of each system development charge not financed under this program shall be paid upon submission of the Payment Option Form.
- d) A administrative fee of 5% of the amount financed will be added to the principal amount.
- e) Parks System Development Charge may be paid in installment payments for a period not to exceed five years, payable in monthly installments over sixty months;
- f) Water System Development Charge may be paid in installment payments for a period not to exceed five years, payable in monthly installments over sixty months;
- g) Surface Water Management System Development Charge may be paid in installment payments for a period not to exceed five years, payable in monthly installments over sixty months;
- h) Sewer System Development Charge may be paid in installment payments for a period not to exceed ten years, payable in monthly installments over one-hundred and twenty months;
- i) A market interest rate will be charged using the ten-year Treasury bond rate in effect as of the date of the Payment Option Form, plus 2 percent (2%). The interest rate will be fixed for the life of the term.
- j) The first payment for any system development charge financed through this program is due within 30 days of the date of the Payment Option Form.
- k) Property developers who enter into this program whose payment is delinquent shall pay a penalty of \$150 per every 30 day period payments are delinquent.
- l) A lien will be placed on the property or equipment in accordance with Code Section 2.300 to protect the City's interest.
- m) Liens shall be adjusted for penalties assessed for delinquent payment.

Section 3. These guidelines shall remain in effect until amended or superseded by a resolution of the City Council.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 27th day of February, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2012.

Peter B. Truax, Mayor



February 27, 2012

**REPORT ON A RESOLUTION APPROVING SUBMITTAL OF A FIVE YEAR LOCAL OPTION LEVY TO
THE VOTERS OF THE CITY OF FOREST GROVE, OREGON, AT THE MAY 15, 2012, ELECTION**

Project Team: Paul Downey, Administrative Services Director
Susan Cole, Assistant Administrative Services Director
Michael Sykes, City Manager

ISSUE: The City's current local operating levy of \$1.35 per \$1,000 of assessed value expires on June 30, 2013. City staff, City Boards and Commission members, and the City Council have been reviewing the General Fund's financial forecast for FY 2012-13 through FY 2017-18. The \$1.35 rate is not sufficient to maintain the current level of City services through FY 2017-18. Various levy rates and their financial effects have been discussed. Staff has prepared a draft Ballot Measure and the related resolution for a five-year local option levy at the rate of \$1.60 per \$1,000 of assessed value starting July 1, 2013, for Council consideration.

DISCUSSION: In November 2007, voters approved a five-year levy for \$1.35 per \$1,000 of assessed value with 63% of the voters approving the levy. The 2007 levy was to maintain City services funded by the General Fund. That levy expires in June 2013. The services funded with the General Fund are police, fire, library, aquatics center, parks & recreation, planning, engineering, and administration.

City staff has forecasted revenues and expenditures from this fiscal year through June 30, 2018. Projections showed that the current levy rate of \$1.35 would not allow the City to maintain its current level of services in the General Fund. If the levy is renewed at \$1.35, the City would need to begin reducing General Fund services in FY 2013-14 to try to maintain a prudent level of reserve funds.

Projections indicated that the City would need a levy rate of \$1.85 per \$1,000 of assessed value to maintain services over the next five years and to have two months worth of expenses in its reserves for emergencies. Staff also projected the effects of a levy rate of \$1.60 per \$1,000 of assessed value. A rate of \$1.60 would allow the City to maintain services for a longer period of time than the \$1.35 rate. However, the City would need to reduce services and/or find alternative revenue sometime during the next five-year levy.

In order to discuss different levy rates and receive public input from various groups, City staff has:

Conducted a survey to get voters' opinions about different rates and attitudes toward City services

Held a meeting of key stakeholders including members of the City's Boards and Commissions on January 4, 2012

Discussed the levy with citizens at the Annual Town Meeting on January 28, 2012

Had a City Council work session with the citizen members of the Budget Committee on February 13, 2012

The City's Public Safety Advisory Committee also reviewed the levy rates. All of the above groups responded that the City needed to ask the voters for more than the \$1.35 levy rate since that rate would cause the City to begin reducing services in the first year of the new levy. The groups had differing opinions on whether the City Council should ask for \$1.85 or \$1.60 per thousand of assessed value at the May 2012 election. The City Council has considered all of the input of the various groups and discussed the levy at its retreat on February 18, 2012. Based on those discussions, staff has prepared the resolution and explanatory statement for \$1.60 per thousand of assessed value.

The \$1.60 per \$1,000 of taxable value will generate the estimated property tax revenue over a five-year levy period commencing July 1, 2013, and ending June 30, 2018:

Fiscal Year 2013-14	\$2,045,995
Fiscal Year 2014-15	\$2,107,375
Fiscal Year 2015-16	\$2,170,596
Fiscal Year 2016-17	\$2,235,714
Fiscal Year 2017-18	\$2,302,785

Staff will submit the Ballot Measure and the Explanatory Statement to the Secretary of State's Office for review prior to submitting these items to the County Elections Department.

STAFF RECOMMENDATION: Staff has drafted the attached resolution approving submittal of a five-year local option levy at \$1.60 per \$1,000 of assessed value to the voters of the City of Forest Grove, Oregon, at the May 15, 2012, election for the Council's consideration. Staff recommends that the City Council approve a resolution at tonight's meeting so the remaining required procedures can be completed in time to place the levy request on the May 15, 2012, ballot.

February 16, 2012

News-Times

Legal Ads/Public Notice:

To be published: Wednesday, February 22, 2012

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, February 27, 2012, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to hear public comment on a proposal to file a resolution for a local option levy for the May 15, 2012, ballot. The City's Local Option Levy, which funds a significant portion of City services, must be renewed by June 30, 2013. The Council is interested in public feedback before taking formal action on the proposed resolution.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the staff 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. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, PO 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

Published February 22, 2012



RESOLUTION NO. 2012-21

**RESOLUTION APPROVING SUBMITTAL OF A FIVE-YEAR LOCAL OPTION LEVY
TO THE VOTERS OF THE CITY OF FOREST GROVE, OREGON,
AT THE MAY 15, 2012, ELECTION**

WHEREAS, property tax revenue is the primary source of funding for police and fire services, which are essential; and

WHEREAS, in November, 2007, the voters approved a five-year local option levy of \$1.35 for each \$1,000 of assessed value to help maintain City services; and

WHEREAS, the November 2007 levy expires on June 30, 2013, and

WHEREAS, Forest Grove's property tax revenue collected for operations does not cover the combined budgets for the police and fire departments; and

WHEREAS, the Forest Grove City Council has determined that the voters of the City should be asked to approve a five-year local option levy at a rate of \$1.60 for each \$1,000 of assessed value effective July 1, 2013, which will help the City to maintain its current level of services; and

WHEREAS, the City of Forest Grove held a duly-noticed Public Hearing on this resolution February 27, 2012.

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

Section 1. Pursuant to ORS 280.060, the City Council calls an election to be held on May 15, 2012, to submit a measure to the City's voters authorizing the City to levy local option taxes for five years at a rate of \$1.60 for each \$1,000 of assessed value starting July 1, 2013.

Section 2. If approved by the voters, the funds collected by the local option levy shall be expended for general operating purposes. Estimated revenues for the levy are: \$2,045,995 in 2013-2014; \$2,107,375 in 2014-2015; \$2,170,596 in 2015-2016; \$2,235,714 in 2016-2017; and \$2,302,785 in 2017-2018

Section 3. The measure submitted to the voters shall be substantially in the form attached to this order as Exhibit A, which is incorporated into this order by reference. A copy of the measure shall be submitted to the County Clerk of Washington County no later than March 15, 2012.

Section 4. The City shall give any notice of election which is required by the City Charter, and the County Clerk shall give notice of, and conduct, the election as required by Oregon law.

Section 5. The City Manager is authorized to sign the Explanatory Statement for County Voters' Pamphlet to be submitted no later than 5:00 p.m. on March 15, 2012.

Section 6. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 27th day of February, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2012.

Peter B. Truax, Mayor

NOTICE OF CITY MEASURE ELECTION

City of Forest Grove

Notice is hereby given that on May 15, 2012, a measure election will be held in Washington County, Oregon.

The following shall be the ballot title of the measure to be submitted to the city's voters on this date:

CAPTION:

Five-Year Levy for Public Safety and Community Services

QUESTION:

Shall Forest Grove levy taxes of \$1.60 per \$1,000 of assessed value for five years beginning 2013-14 for general operations?

This measure may cause property taxes to increase by more than three percent (3%).

SUMMARY STATEMENT:

In November 2007, voters approved a levy for \$1.35 per \$1,000 of assessed value to restore and then maintain City services, principally police and fire. That levy expires in June 2013.

To try to maintain the current level of services, the City is proposing increasing the levy to \$1.60 per \$1,000 of assessed value. No additional services would be added.

This levy would maintain services such as the Fire Department's ability to respond to two fire or medical calls at the same time.

A typical homeowner with an average assessed value (not market value) of \$180,000 pays \$243 per year in property taxes for the current \$1.35 levy. The increase in the levy rate to \$1.60 would cost a typical homeowner an additional \$45 per year in property taxes. .

Estimated revenues for the levy:

\$2,045,995 in 2013-2014
\$2,107,375 in 2014-2015
\$2,170,596 in 2015-2016
\$2,235,714 in 2016-2017
\$2,302,785 in 2017-2018

The following authorized city official hereby certifies the above ballot title is true and complete.

Signature of authorized city official (not required to be notarized) Date signed

Printed name of authorized city official Title

Resolution No. 2012-21

RESOLUTION NO. 2012-22

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2012-13**

WHEREAS, pursuant to City Council Rules of Procedure, Section 16, the City Council must set its Council Goals annually; and

WHEREAS, the Forest Grove City Council held an Annual Town Meeting on January 28, 2012; and

WHEREAS, the Forest Grove City Council and Management Team met in Goal-Setting Work Session on February 18, 2012, to discuss goals for the next fiscal year; and

WHEREAS, the City Council has determined three goals for Fiscal Year 2012-13.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goals for Fiscal Year 2012-13 as follows:

- GOAL 1 Promote Safe, Livable, and Sustainable Neighborhoods
and a Prosperous Dynamic, Green City**
- GOAL 2 Promote a Prudent Financial Plan to Maintain
Effective Service Levels of a Full-Service City**
- GOAL 3 Promote the Interests and Needs of Forest Grove
in Local, State, and National Affairs**

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

PRESENTED AND PASSED this 27th day of February, 2012.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2012.

Peter B. Truax, Mayor

city of
forest
grove

CITY COUNCIL GOALS FOR 2012-13

**Promote Safe, Livable and
Sustainable Neighborhoods and
a Prosperous Dynamic, Green City**



**Promote a Prudent Financial Plan to
Maintain Effective Service Levels
of a Full-Service City**

**Promote the Interests and Needs of
Forest Grove in Local, State, and
National Affairs**

February 27, 2012

REPORT ADOPTING CITY COUNCIL TEAM AGREEMENT FOR 2012

Project Team: Mayor Truax & City Councilors
Michael J. Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder

BACKGROUND:

In addition to the City Council Rules of Procedure, adopted pursuant to Resolution No. 2009-45, the City Council has adopted a Council Team Agreement. The Council Team Agreement is reviewed annually and amended as Council deems necessary. The purpose of the Council Team Agreement is for the conduct of Council Meetings.

DISCUSSION:

The Council reviewed its Team Agreement at the Council Retreat Work Session held on February 18, 2012, and suggested made minor language amendments as noted in **[bold brackets]** in the attached Exhibit A.

STAFF RECOMMENDATION:

Council will be asked to review and adopt their Council Team Agreement for 2012, which has been amended and attached as Exhibit A.

CITY COUNCIL TEAM AGREEMENT 2012

Agreements for Conducting Council Meetings and Business

1. Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Mayor will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Council discussion.
5. Mayor will recognize councilors when indicating they wish to speak.
6. Put a time limit on audience testimony and ask them not to repeat previous speakers.
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. ~~Limit side conversations (be aware of microphones and televised meetings).~~
[Council meetings are televised live; this requires Council to act professionally by:
 - **Speaking in turn and on the issue;**
 - **Not interrupting; and**
 - **Treating the public and each other with courtesy.]**
9. Refrain from personal attacks, including to presenters, staff, and Council.
10. Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
11. Call the City Manager or designee with questions and requests prior to the meeting.
12. ~~As a general principle,~~ Information available to one council member should **[will]** be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 10:00 **[9:00]** p.m.

Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.