

**CITY COUNCIL MONTHLY MEETING CALENDAR**

**November-12**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				EDC Noon Friends of Fernhill 7pm	1 2	3
Daylight Savings	4 Planning Comm 7pm	5 <b>GENERAL ELECTION DAY</b>	6 Municipal Court Rural Fire Bd 7pm	7 PAC 5pm - Moved Nov 15th	8 9	10
11	12 <b>CITY OFFICES CLOSED HOLIDAY</b>	13 Library 6:30pm <b>CITY COUNCIL</b> 5:15 PM - WORK SESSION (B&C) 5:45 EXECUTIVE SESSION (Litigation) 6:15 PM - WORK SESSION (DT Traffic) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 MPAC	15 PAC 5pm Fernhill Wetlands 5pm CCI 5:30pm Sustainability 6pm	16	17 CFC Free Pruning Workshop Talisman Park 9am - 10am
18 Chamber Luncheon - Noon Senior Ctr Bd 6:30pm Planning Comm 7pm	19	20 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	21	22 <b>CITY OFFICES CLOSED HOLIDAY</b>	23	24 Library Closed Holiday
25 <b>COUNCIL OFFICIALS SWEARING-IN CEREMONY &amp; RECOGNITION</b> 4:00 PM - 5:15 PM - COMM AUD 5:30 PM - CC HOLIDAY GREETING (TVCTV) <b>CITY COUNCIL</b> 5:45 PM - WORK SESSION (B&C Interview) 6:00 PM - EXECUTIVE SESSION (Litigation) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	26	27 HLB 7:15pm	28 MPAC PSAC 7:30am	29 Joint Legislative Session Western Washington County Comm Aud - 6pm	30	
<i>NLC Congress of Cities National Conference</i>						

**December-12**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Holiday Parade 5pm Downtown
2 Planning Comm 7pm	3	4	5 Municipal Court Water Providers CTC 1:30pm Water Providers EC 5:30pm Rural Fire Bd 7pm	6 EDC Noon Friends of Fernhill 7pm	7	8
9 <b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10	11 CPR Free Class, FG Elks, 6pm-8pm Library 6:30pm	12 Employee Holiday Buffet 11:30am-1:30pm - Comm Aud MPAC	13 PAC 5pm	14	15
16 Chamber Luncheon - Noon Senior Ctr Bd 6:30pm Planning Comm 7pm	17 HLB 7:15pm	18	19 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm	21	22
23 <b>NO CITY COUNCIL MEETING SCHEDULED</b>	24	25 <b>CITY OFFICES CLOSED HOLIDAY</b>	26 MPAC (Cancelled) PSAC 7:30am	27 Sustainability 5:30pm	28	29
30	31					

**January-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <b>CITY OFFICES CLOSED HOLIDAY</b>	2 Rural Fire Bd 7pm	3 EDC Noon Friends of Fernhill 7pm	4	5
6 Planning Comm 7pm	7 Library 6:30pm	8	9 Municipal Court	10 PAC 5pm	11 JWC Noon	12
13 <b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14	15 Island Annexation Open House Comm Aud - 6pm-8pm	16 P&R 7am CFC 5:15pm CWAC 5:30pm	17 Fernhill Wetlands 5pm CCI 5:30pm <b>B&amp;C Recognition Reception</b> 5:30 pm Social & 6pm Dinner 7pm Presentation - Comm Aud	18 Red Cross Blood Drive 1pm-6pm Comm Aud	19
20 <b>CITY OFFICES CLOSED HOLIDAY</b>	21 HLB 7:15pm Planning Comm 7pm	22	23 Municipal Court PSAC 7:30am	24 Sustainability 5:30pm	25	26
27 Chamber Luncheon - Noon <b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28	29	30	31		



# FOREST GROVE CITY COUNCIL

## Monday, November 26, 2012

### Meeting Agenda

4:00-5:15 PM – Swearing-In & Recognition Ceremony  
5:30 PM – TVCTV Holiday Greeting  
5:45 PM – Work Session (B&C Interview)  
6:00 PM – Work Session (EDC Videos)  
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 L. Johnston, Council President  
Richard G. Kidd III  
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.



FOREST GROVE CITY COUNCIL AGENDA  
NOVEMBER 26, 2012  
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	4:00	<b><u>SWEARING-IN CEREMONY OF COUNCIL ELECTED OFFICIALS AND RECOGNITION OF OUTGOING COUNCILMEMBER</u></b> The public is invited to attend the Council Swearing-In Ceremony and Special Recognition of Outgoing Councilmember in the Community Auditorium.
	5:30	<b><u>COUNCIL HOLIDAY GREETING TVCTV TAPING</u></b>
Anna Ruggles City Recorder	5:45	<b><u>WORK SESSION: B&amp;C INTERVIEWS</u></b> 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)
Jeff King Economic Development Manager	6:00	<b><u>WORK SESSION: ECONOMIC DEVELOPMENT TOURISM AND RECRUITMENT VIDEO PRESENTATION</u></b> The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s)
	7:00	1. <b><u>REGULAR MEETING:</u></b> Roll Call and Pledge of Allegiance  2. <b><u>CITIZEN COMMUNICATIONS:</u></b> 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.
Mayor Peter Truax	7:05	2. A. <b><u>CITY COUNCIL PRESIDENT NOMINATION AND APPOINTMENT:</u></b>  3. <b><u>CONSENT AGENDA:</u></b> See Page 4  4. <b><u>ADDITIONS/DELETIONS:</u></b>  5. <b><u>PRESENTATIONS:</u></b>
Susan Cole, Administration Services Assistant Director Paul Downey, Administrative Services Director	7:10	5. A.     • <b><i>Quarterly Financial Report for Period Ending September 30, 2012</i></b>

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Jon Holan, Community  
Development Director

7:30

6. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2012-05 APPROVING THE DELETION OF CONDITION 31 OF ORDINANCE NUMBER 2006-05 (HAWTHORNE MEADOWS PLANNED RESIDENTIAL DEVELOPMENT), CONDITION 34 OF ORDINANCE NUMBER 2006-06 (COUNCIL MEADOWS PLANNED RESIDENTIAL DEVELOPMENT), CONDITION 36 OF ORDINANCE NUMBER 2006-24 (HAWTHORNE VILLAGE PLANNED RESIDENTIAL DEVELOPMENT), AND CONDITION 40 OF ORDINANCE NUMBER 2007-03 (CASEY MEADOWS PLANNED RESIDENTIAL DEVELOPMENT). APPLICANT: CITY OF FOREST GROVE. FILE NO. ZNC-12-00913

Mayor Peter Truax

7:45

7. RESOLUTION NO. 2012-74 MAKING CITY COUNCIL LIAISON APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES, AND COMMISSIONS, AND OTHER REPRESENTATIVE APPOINTMENTS.

Michael Sykes  
City Manager

8:00

8. CITY MANAGER'S REPORT:

8:15

9. COUNCIL COMMUNICATIONS:

8:30

10. ADJOURNMENT

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of November 13, 2012.
  - B. Approve City Council Executive Session (Litigation) Meeting Minutes of November 13, 2012.
  - C. Approve City Council Work Session (Downtown Traffic Analysis) Meeting Minutes of November 13, 2012.
  - D. Approve City Council Regular Meeting Minutes of November 12, 2012.
  - E. Accept Public Arts Commission Meeting Minutes of October 11, 2012.
  - F. Police Department Monthly Calls for Service Statistics Report for 2012.
  - G. Accept Resignation on Planning Commission (Richard Kidd, Term Expiring December 31, 2014).
  - H. **RESOLUTION NO. 2012-72 MAKING APPOINTMENT TO LIBRARY COMMISSION (APPOINTING ANELLE "ANNIE" HICKS, TERM EXPIRING DECEMBER 31, 2013).**
  - I. **RESOLUTION NO. 2012-73 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (APPOINTING VICTORIA HAMPTON, NON-VOTING STUDENT ADVISOR, TERM EXPIRING DECEMBER 31, 2013).**
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**TO:** Mayor Peter Truax and City Councilors

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

**DATE:** November 26, 2012

**SUBJECT:** B&C Recruitment Interview

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**BACKGROUND:**

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview that is scheduled for November 26, 2012.

- Boards, Committees, and Commissions Applicant List and Vacancy.
- Possible Interview Questions; and
- Application(s)

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**STAFF RECOMMENDATION:** Conduct interview of the applicant(s) who expressed interest in serving on the various Boards, Committees, and Commissions. Determine new appointment(s). Based on Council's recommendation, a resolution making formal appointment(s) 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 <sup>rd</sup> Tuesday 5:30 pm	7-Members 4-Year Term	1 – Vacancy 1 – Vacancy	12/31/2015 12/31/2015
COMMUNITY FORESTRY COMMISSION Meets 3 <sup>rd</sup> Wednesday 5:15 pm	7-Members 3-Year Term Three members may live outside City – Currently three	1 – Vacancy	12/31/2014
ECONOMIC DEVELOPMENT COMMISSION Meets 1 <sup>st</sup> Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large		
HISTORIC LANDMARKS BOARD Meets 4 <sup>th</sup> 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 12/31/2013
LIBRARY Meets 2 <sup>nd</sup> Tuesday 6:30 pm	7-Members 2-Year Term	1 – Student Vacancy	12/31/2013
PARKS & RECREATION COMMISSION Meets 3 <sup>rd</sup> Wednesday 7:00 am	9-Members 4-Year Term Two members may live outside City – Currently one NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks	1 – Vacancy NE	12/31/2015
PLANNING COMMISSION Meets 1 <sup>st</sup> and 3 <sup>rd</sup> 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	1 – Vacancy	12/31/2014
PUBLIC ARTS COMMISSION Meets 2 <sup>nd</sup> Thursday 5:00 pm	9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 <sup>th</sup> 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 – Citizen At Large 1 – Student Vacancy	12/31/2013 12/31/2013

## STUDENT ADVISORY BOARDS, COMMITTEES & COMMISSIONS

### REQUEST FOR APPOINTMENT APPLICATION

Please  checkmark the Board on which you would like to serve.  
(If interested in multiple board(s), please number 1-8 your order of preference):

#### Student Advisory:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Committee for Citizen Involvement | <input type="checkbox"/> Library Commission                |
| <input type="checkbox"/> Community for Forestry Commission            | <input type="checkbox"/> Parks & Recreation 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: CARNEALA ELENA Home Phone: 903 [REDACTED]

Residence Address: [REDACTED] Other Phone: OR 97116

Mailing Address: - 11 - E-mail Address: [REDACTED]

School: PCC Enrolled in Grade: [REDACTED]

Years lived in Forest Grove? \_\_\_\_\_ Do you reside within City Limits? \_\_\_\_\_ 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? \_\_\_\_\_

Why are you interested in serving on the advisory Board/Committee/Commission? i am a young person, with some free time, used to be an active person, i like to use in a smart way the time that i have.

What contributions do you feel you can/will make to the Board/Committee/Commission? i am a person with new ideas, i always have a new idea to maybe that would help

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? i made 2 years 1/2 of psychology, i am a original person (i like to call my self like that), a dynamic person, good communication skills

Previous appointed offices: SENIOR CENTER, FOREST GROVE LIBRARY

Previous/current community affiliations and extracurricular activities: YOUTH EVOLUTION

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

**Possible Questions for B&C Applicant Interviews:**

***Please feel free to use any questions and/or information that you wish in order to conduct a successful interview. Please note: 10-minutes are allotted for question and answer time.***

*If there were one area you've always wanted to improve upon, what would that be?*

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

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*What do you hope to gain from your volunteer experience?*

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

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

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

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

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*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.*

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*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.***

## ECONOMIC DEVELOPMENT VIDEO PRESENTATION

**PROJECT TEAM:** Jeffrey King, Economic Development Manager  
Michael Sykes, City Manager

**BACKGROUND:** With economic development and tourism decision makers, business owners, site selectors and tourists having less time and becoming more visual oriented, videos are becoming an effective marketing tool. Furthermore, much of our competition is starting to use videos and social media to market their communities.

City economic development staff and the Forest Grove Economic Development Commission have been working with a professional videographer to develop two economic development videos. The first video is a near final draft on promotion. The second video is a draft on general economic development recruitment. The goals of the two videos are as follows:

**Goals for Video #1: Tourism.** Support tourism by attracting visitors to come to Forest Grove area for events, natural and cultural amenities, history and for overnight stays. Show Forest Grove as a place for fun, enrichment, escape, relaxation and a playful place. Promote key attributes of wineries, historic college town, outdoor recreation, and history.

**Goals for Video #2: Economic Development Recruitment:** Promote and reinforce our key message(s); Explain the competitive business advantages (such a low business costs, low power and water rates, skilled workforce access and education, ease of doing business here, and high quality traditional, hometown lifestyle) to locate and operate a business in Forest Grove; Make it clear that we are not a rural outpost but offer a full range of amenities; Position Forest Grove as a positive and credible place to locate, grow, and do business; encourage businesses to locate or start up in Forest Grove.

The two vides are expected to be completed by the end of the year. They will be placed on the City and Chamber of Commerce websites, YouTube and other partners. They will be also as part of marketing packages on usbs and DVDs.

**STAFF RECOMMENDATION:** This presentation is for informational purposes only.

## Memorandum

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**TO:** Mayor Peter Truax and City Councilors

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

**DATE:** November 26, 2012

**SUBJECT:** City Council President Nomination and Appointment

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**BACKGROUND:**

Three Council seats were on the ballot at the General Election, held on Tuesday, November 6, 2012. Two incumbents, Councilor Lowe and Uhing were reelected and Richard Kidd was elected to replace Councilor Thomas BeLusko, Jr., who did not seek reelection.

The Mayor, at his discretion, is requesting to the Council to consider the appointment of a Council President. The Council President shall preside in the absence of the Mayor and act as Mayor when the Mayor is unable to perform mayoral duties.

**STAFF RECOMMENDATION:**

A motion of nomination and vote is needed to reappoint or appoint a new Council President.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)  
NOVEMBER 13, 2012– 5:15 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 5:20 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas BeLusko, Jr., excused. **STAFF PRESENT:** Colleen Winters, Library Director (stayed through first interview only), and Anna Ruggles, City Recorder.

**2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B&C) INTERVIEWS**

The following applicants were interviewed for the following positions:

- Annelle “Annie” Hicks – Library Commission (1); Public Arts Commission (2)
  
- Victoria Hampton – Student Advisory Parks and Recreation Commission (1); Public Arts Commission (2); Historic Landmarks Board (3); Committee for Citizen Involvement (4); Library Commission (5); Public Safety Advisory Commission (6); Community Forestry Commission (7); and Economic Development Commission (8)
  
- Nathan Seable – Parks and Recreation Commission (1); Economic Development Commission (2); Planning Commission (3); Budget Committee (4); and Public Safety Advisory Commission (5)

**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 appoint Hicks to fill the vacancy on the Library Commission, term expiring December 31, 2013, and appoint Hampton to fill the Student Advisory vacancy on Public Arts Commission, term expiring December 31, 2013.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)  
NOVEMBER 13, 2012– 5:15 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 2**

Council did not reach consensus as to which board to appoint Seable; as a result, Ruggles will let Seable know which B&C have vacancies so Seable can determine which B&C works the best with his schedule.

Resolutions making formal appointments will be considered at the next regular Council Meeting of November 26, 2012.

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:04 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(H) LITIGATION  
NOVEMBER 13, 2012 – 5:45 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Executive Session to order at 6:05 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas BeLusko, Jr., excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Elsner, City Attorney; Chad Jacobs, City Attorney; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

**ORS 192.660(2)(e)** to discuss Council's legal rights and duties with regard to current litigation or litigation likely to be filed.

**ORS 40.225** relating to lawyer-client privilege.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:42 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION  
(DOWNTOWN TRAFFIC ANALYSIS)  
NOVEMBER 13, 2012 – 6:15 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 8:21 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax.  
**COUNCIL ABSENT:** Thomas BeLusko, Jr., excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Jon Holan Community Development Director; Susan Cole, Administrative Services Assistant Director (in the audience); Michael Kinkade, Fire Chief (in the audience); Janie Schutz, Police Chief (in the audience); George Cress, Light and Power Director (in the audience); and Anna Ruggles, City Recorder.

**2. WORK SESSION: DOWNTOWN TRAFFIC ANALYSIS**

Foster, Holan, and Sykes facilitated the work session, noting the purpose of the work session was to present a summary review of Kittelson & Associates's, City consultant, traffic assessment study of downtown traffic circulation for College Way/Council Street. Staff introduced the consultants who were present to address questions pertaining to the assessment study conducted for College Way/Council Street. Staff provided background information, noting Council identified as a Council Goal for 2012 to examine the flow of downtown traffic. In 2007, following the adoption of Pacific University's Master Plan, College Way was changed from two-way traffic to one-way southbound and angled parking was added from University Avenue to Pacific Avenue. Council Street was changed to one-way southbound so both streets would be southbound. Staff reported at that time each option was evaluated based on traffic volume changes along key street segments, circulation and accessibility impacts, pedestrian impacts at key intersections, as well as emergency vehicle response time and special events occurring at the Pacific University's athletic complex. Staff advised since the change occurred, questions have risen relating to the impacts of traffic flow change and impacts to emergency vehicle response time. Staff advised to address Council's goal and concerns, staff engaged the services of the above-name traffic engineering firm to assess the impacts of

**FOREST GROVE CITY COUNCIL WORK SESSION  
(DOWNTOWN TRAFFIC ANALYSIS)  
NOVEMBER 13, 2012 – 6:15 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

converting both College Way and Council Street to one-way northbound, noting the consultant's study evaluates traffic operations on the adjacent transportation system, pedestrian circulation, vehicular access, and circulation within the downtown area, as well as the potential impacts associated with emergency vehicle access. Staff referenced Exhibit B to the staff report (College Way Circulation Study Traffic Assessment Report), noting the study looked at 13 key intersections in the area to determine if any were impacted by reversing the travel direction. The results were that reversing College Way to one-way northbound would not put unacceptable traffic volumes on any particular intersection. Staff reported the study also looked at theoretical travel times for three possible routes from the Ash Street Fire Station to Sunset Drive. Staff referenced Exhibit A to the staff report (map showing the three possible routes), noting one route uses Main Street (shown in yellow), the second route uses College Way (shown in blue), and third route uses Cedar Street (shown in green). Staff noted the results from this analysis indicates that compared to College Way, the Main Street route was 10 seconds longer and the Cedar Street route was 24 seconds longer, based solely on distances and speed limit, not taking into account any activity along these routes. In addition, staff reported the study defines activity along these routes as "friction" activity, such as high volume of pedestrians due to the proximity of Pacific University, and the presence of close-knit, angled parking on College Way, noting these friction activities would have an effect of lengthening travel time on College Way; however, the amount of increased time is unknown. In addition, staff reported the findings from the study were presented to three key stakeholder groups (Public Safety Advisory Commission, Economic Development Commission, and Forest Grove Rural Fire Protection District Board) as well as Pacific University. Staff referenced Exhibit C to the staff report (draft minutes of the presentation from the three key stakeholders). Staff also referenced Exhibit D of the staff report (letter dated October 22, 2012, from Pacific University opposing any changes). In conclusion, Foster and Holan advised in assessing changing College Way from one-way southbound to one-way northbound, staff's recommendation is that the City maintain College Way as one-way southbound, as suggested in the traffic study assessment conducted and instead, the City implement improvements to the Cedar Street and 19<sup>th</sup> Avenue traffic signal lights, which would allow emergency vehicles to receive preference at both intersections when using Cedar Street route.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(DOWNTOWN TRAFFIC ANALYSIS)  
NOVEMBER 13, 2012 – 6:15 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council discussed with staff and consultants the findings and recommendations resulting from conducting the traffic study assessment for College Way/Council Street. Staff and the consultants responded to the various inquiries, concerns, and scenarios the Council presented. Discussion ensued as Council reviewed the two concepts shown below with respect to emergency vehicle response time, traffic volume changes; intersection operations; and vehicle access; and circulation within the study areas:

- Concept A (one-way northbound) – Convert College Way to one-way northbound between Pacific Avenue and University Avenue, and Council Street to one-way northbound between 19<sup>th</sup> Avenue and Pacific Avenue.
- Concept B (one-way/two-way hybrid) – Convert College Way to one-way northbound between University Avenue and 21<sup>st</sup> Avenue, two-way between 21<sup>st</sup> Avenue and Pacific Avenue, and maintain Council Street as one-way southbound between 19<sup>th</sup> Avenue and Pacific Avenue.

In response to various Council inquiries and concerns pertaining to traffic light signalization patterns and emergency vehicle response times, Kinkade advised that if an emergency call comes in from the north, the emergency vehicle drivers make an educated decision based on time of day and known activity on which route to take, noting the Main Street route is available except for a few hours when it is closed for events and the Cedar Street route is available all the time and the least impacted by pedestrians. Kinkade highlighted certain medical calls; travel routes from the existing Fire Station; and estimated travel time for emergency vehicles, noting College Way would likely save time in travel distance to the north side, but Kinkade stressed that he realizes that there is more that needs to be considered, such as economic development and business impacts and downtown traffic flows. Foster referenced the study assessment, noting using College Way to access Sunset Drive versus Main Street saves approximately 14 seconds as previously mentioned, while the difference between using College Way versus Cedar Street is the longest (approximately 24 seconds as previously mentioned) and there are two traffic signal lights, one at 19<sup>th</sup> Avenue and one at Pacific Avenue and Cedar Street. Foster advised it is suggested that installing pre-emptive traffic signalization would increase efficiency on the Cedar Street route, noting this would allow

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(DOWNTOWN TRAFFIC ANALYSIS)  
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emergency vehicles to receive preference at both intersections when using Cedar Street. Foster advised that further investigation is needed to fully explore pre-emptive traffic signalization, noting Washington County maintains the City's traffic lights, and he is uncertain what infrastructure would need to be installed, noting there would also be costs associated for installing pre-emptive traffic signalization.

In response to Lowe's inquiries pertaining to the status of a new fire station to serve the north area, Kinkade advised it is in the Fire Department's Strategic Plan to review and assess the need for a new fire station to serve the north area; however, Kinkade indicated he is uncertain if the David Hill property is the right location for a fire station. Kinkade stressed the fact that a new fire station is a long-term goal for future planning and a study has not been conducted, he cannot adequately determine at this time the need or best location or the ability to staff a new substation. In response to Lowe's inquiries pertaining to data within the last five years showing delays to the north for emergency response time, Kinkade advised he would need to review data before making any determination. In conclusion, Lowe advised she is not inclined to change College Way at this point, noting she would like more information about upgrading to pre-emptive traffic signalization.

Uhing advised if College Way is changed, Council needs to discuss and review University Avenue as well, noting University Avenue is heavily used by pedestrians, to which Foster advised University Avenue was not assessed as part of this study. Holan advised Pacific University is slated to construct traffic calming features on University Avenue for pedestrian crossing. In response to Uhing's concerns pertaining to Pacific University's Master Plan and pedestrian crossing, Holan advised there is currently pedestrian activity occurring on both sides of College Way, noting the study counted 128 persons crossing 21<sup>st</sup> and College Way versus eight persons crossing at Cedar Street during peak hours. Holan also advised Pacific University's Master Plan has plans for more student housing and Pacific University is slated to move its health center from Cedar Street to College Way, which would add more pedestrian and vehicular traffic onto College Way. In addition, Holan mentioned future growth that is proposed to occur within the David Hill area, noting this is also another issue to consider.

Discussion ensued about possible scenarios if College Way was re-converted,

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would Council Street also be re-converted and if College Way could serve as an emergency dual roadway during certain hours, such as designing College Way similar to Corvallis, which allows emergency vehicle access, to which Kinkade pointed out that Corvallis's roadway is owned privately by the University and not Corvallis, noting this proposal could have a major impact to Pacific University and downtown merchants and would cause traffic confusion.

Miller indicated it is also important to mention that Pacific University does more than schooling and classes, pointing out that Pacific University holds conferences, training, and other events onsite.

Thompson indicated it is also important to mention the number of turns at intersections and emergency vehicles having to make these turns at these intersections, pointing out the blue route (College Way) has more turns versus the green route (Cedar Street).

Johnston reported this is the third time he has heard this presentation, noting it is his goal to not end this discussion. Johnston spoke about the importance of public safety and emergency response times and gave several scenarios of when emergency response times were of an essence for life and safety, noting every second counts when responding to these types of emergency-related incidents. Johnston indicated next year will start the five-year public safety levy, pointing out the City needs to plan for future growth as it will be least 10 years before discussion will occur for a new fire station. In conclusion, Johnston advised he is asking to change College Way for emergency responders and/or he is requesting that Council bring the issue before a public meeting for public input before making a determination.

Mayor Truax advised there are benefits and risks of leaving College Way as is, noting College Way is currently serving the overall need of the community. Mayor Truax explained the reasons that parking spaces were created diagonal along College Way, noting the City wanted 45 degree parking and Pacific University wanted 60 degree parking, which provided more parking spaces. Mayor Truax voiced concern of making College Way the designated emergency vehicle route due to traffic flow for pedestrians and bicycles. In conclusion, Mayor Truax advised he does not think any further discussion at this point would change his mind. Mayor Truax advised that he also would need more

**FOREST GROVE CITY COUNCIL WORK SESSION  
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discussion from staff on budgetary needs to upgrade existing traffic lights to pre-emptive traffic signalization to increase the efficiency of Cedar Street.

In conclusion of the above-noted Council discussion, Council collectively agreed to ask staff to bring back cost estimates for upgrade existing traffic lights to pre-emptive traffic signalization and provide data on the emergency-related calls occurring north of town during day hours.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 8:40 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
NOVEMBER 13, 2012 – 7:00 P.M.  
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*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas BeLusko, Jr., excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Brenda Camilli, Human Resources Manager; Michael Kinkade, Fire Chief (in the audience); Janie Schutz, Police Chief (in the audience); George Cress, Light and Power Director (in the audience); and Anna Ruggles, City Recorder.

**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 Interviews) Meeting Minutes of October 22, 2012.
- B. Approve City Council Work Session (Watershed Ad-Hoc Committee) Meeting Minutes of October 22, 2012.
- C. Approve City Council Regular Meeting Minutes of October 22, 2012.
- D. Accept Community Forestry Commission Meeting Minutes of April 18 and May 23, 2012 (CFC did not meet during the summer or month of September).
- E. Accept Historic Landmarks Board Meeting Minutes of September 25, 2012.
- F. Accept Planning Commission Meeting Minutes of October 15, 2012.

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- G. Community Development Department Monthly Building Activity Informational Report for Report for October 2012.
- H. Library Department Monthly Circulation Statistics Report for November 2012.
- I. **RESOLUTION NO. 2012-66 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING HOWARD SULLIVAN, TERM EXPIRING DECEMBER 31, 2014).**
- J. **RESOLUTION NO. 2012-67 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING JOSÉ RICO, NON-VOTING STUDENT ADVISOR, TERM EXPIRING DECEMBER 31, 2013).**
- K. **RESOLUTION NO. 2012-68 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINTING HOWARD SULLIVAN, AT-LARGE, TERM EXPIRING DECEMBER 31, 2014).**
- L. **RESOLUTION NO. 2012-69 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (APPOINTING MARK NAKAJIMA, ACE HARDWARE, BUSINESS AT-LARGE VOTING REPRESENTATIVE, TERM EXPIRING DECEMBER 31, 2015).**
- M. Liquor License Extending Current Premises (Tasting Room), 1910 Main – All American Bistro, 1910 Main Street, Suite C. *(Informational only as OLCC does not require City Council endorsement. The OLCC makes final determination).*

**MOTION:** Councilor Lowe moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. **ABSENT:** Councilor BeLusko, Jr. **MOTION CARRIED 6-0 by voice vote.**

- 4. **ADDITIONS/DELETIONS:**  
Sykes moved the Downtown Traffic Analysis Work Session to occur after the regular meeting due to earlier time restriction.
- 5. **PRESENTATIONS:** None.
- 6. **RESOLUTION NO. 2012-70 AUTHORIZING EXECUTION OF A LABOR**

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**AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE  
FOREST GROVE POLICE ASSOCIATION (FGPA) EFFECTIVE JULY 1,  
2012, AND EXPIRING JUNE 30, 2015**

**Staff Report:**

Downey and Camilli presented the above-proposed resolution requesting authorization to execute the labor agreement between the City and the Forest Grove Police Association (FGPA), effective July 1, 2012, through June 30, 2015. Camilli reported staff met with FGPA and negotiated a new labor agreement, noting language modifications to the agreement include the following:

- Cost-of-living adjustments (COLA): All classifications covered within the agreement at the following COLA rates: 2.0 percent (2%), effective July 1, 2012; 2.0 percent (2%), effective July 1, 2013; and 3.0 percent (3%), effective July 1, 2014. Additionally, spot adjustments of an additional 2.0 percent (2%) will be made to non-sworn positions (Community Service Officer, Evidence Technician, and Police Records Specialists), effective July 1, 2012.
- Retirement: All regular, full-time employees hired into non-DPSST sworn peace officer positions (non-sworn) after July 1, 2012, shall be enrolled into the City of Forest Grove's Defined Contribution Plan. The City shall contribute an amount equal to ten percent (10%) of base wages into the employee's account, plus up to a two percent (2%) match of the employee's contribution into their own deferred compensation plan. The waiting period and eligibility criteria will be the same as the City's Defined Benefit Plan. There is no sick leave conversion in the City's Defined Contribution Plan.
- Incentive and Premium Pay: Effective upon the approval of the agreement and submission of appropriate documentation, employees who have earned a college degree will begin to receive incentive pay of an additional 1.0 percent (1%) of base pay for an Associate's Degree and 2.0 percent (2%) for a Bachelor's Degree. Additionally, the assigned Detective Sergeant will receive 2.5 percent (2.5%) incentive pay. The combined cap for Incentive and Premium Pay is set at 14 percent (14%). (Previously there was a cap of 11 percent (11%) on premium pay only, which did not include incentive pay).

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- Health and Welfare: The long-term disability cap was increased from a maximum of \$2,667 per month to a maximum of \$5,000 per month.
- Miscellaneous: Language changes and clarifications were made in the Seniority, Vacation Scheduling, and Shift Bidding articles.
- Term: Extends the term of the agreement for three years, expiring June 30, 2015.

Camilli noted the costs to implement the labor agreement are within the parameters set by Council and funds have been identified in the 2012-13 budget and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-70.

Sykes read Resolution No. 2012-70 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Uhing, to adopt Resolution No. 2012-70 Authorizing Execution of a Labor Agreement between the City of Forest Grove and the Forest Grove Police Association (FGPA) Effective July 1, 2012, and Expiring June 30, 2015.**

**Council Discussion:**

In response to Johnston's concern, Camilli affirmed the City's retirement benefit plan must be equal to or better than PERS.

Uhing commended staff for ratifying the new labor agreement.

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

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

**7. RESOLUTION NO. 2012-71 AUTHORIZING THE MAYOR AND CITY MANAGER TO ENDORSE INTERGOVERNMENTAL AGREEMENT**

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**BETWEEN THE CITY OF FOREST GROVE AND CITY OF CORNELIUS  
FOR FIRE DEPARTMENT ADMINISTRATIVE SERVICES**

**Staff Report:**

Kinkade presented the above-proposed resolution authorizing the Mayor and City Manager to endorse an Intergovernmental Agreement between the City of Forest Grove and City of Cornelius for Fire Department Administrative Services, noting the existing IGA is scheduled to expire December 31, 2012, and it is the desire of both cities to modify the IGA to allow the IGA to automatically renew each January 1 (or until such time the IGA is terminated by either party with 30 days notice). In addition, Kinkade reported a wage adjustment has been made based on current salary and benefits.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2012-71.

Sykes read Resolution No. 2012-71 by title.

**MOTION: Councilor Miller moved, seconded by Councilor Uhing, to adopt Resolution No. 2012-71 Authorizing the Mayor and City Manager to Endorse Intergovernmental Agreement between the City of Forest Grove and City of Cornelius for Fire Department Administrative Services.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to workload, Kinkade indicated he has had no major conflicts and on occasion attends extra meetings; however, for the most part, Kinkade noted he is already attending meetings on the City's behalf and this has allowed him to represent both cities at regular meetings.

In response to Thompson's inquiry pertaining to grants, Kinkade gave several examples of grant-funded equipment purchases that have allowed the ability for the cities to share training.

In response to Mayor Truax's inquiry pertaining to Cornelius Council action, Kinkade advised that Cornelius's Council has already ratified its

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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adoption of the amended IGA.

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

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

**RECESSED:**

Mayor Truax recessed the regular Council meeting at 7:21 p.m. to hold the Downtown Traffic Analysis Work Session (work session minutes submitted separately).

**RECONVENED:**

Mayor Truax reconvened the regular Council meeting at 8:40 p.m.

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

City Manager Sykes reported on upcoming meetings and events as noted in the Council calendar and reported on dates of significant events of interest as noted in the City Manager's Report. Sykes reported the Western Washington County Cities Legislative Work Session is scheduled for Thursday, November 29, 2012, 6:00 p.m. in the Community Auditorium, noting discussion will focus on transportation issues on the west side. Sykes indicated newly-elected State representatives have been invited and noted Mayor Truax extended an invitation to the cities of Beaverton, Durham, Tigard, Tualatin, King City, and Sherwood to attend as well. Sykes reported Cornelius's Charter amendment was approved, which allows Cornelius to hold Municipal Court outside their city, noting staff is working with Cornelius on proposed Intergovernmental Agreements to consolidate Municipal Court services. Sykes reported he met with Cornelius City Manager and Forest Grove School District Superintendent to discuss scheduling a joint meeting in the spring instead of this fall, noting they also discussed having a summit to encourage work force. In addition, Sykes reported the City's Citizen Survey will be sent out in utility billing to all residents, noting the Public Safety Advisory Commission provided input on some of the survey questions. In conclusion, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City

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department-related activities, projects, and other upcoming city/community-wide events.

**9. COUNCIL COMMUNICATIONS:**

BeLusko was absent.

Council President Johnston congratulated incumbents Lowe and Uhing who were reelected to Council and congratulated Richard Kidd who was present in the audience and who was elected to Council. Johnston reported on Forest Grove Rural Fire Protection District-related meeting and activities. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe thanked Forest Grove residents for supporting and reelecting her to Council. Lowe reported attending a tree planting at Fernhill Wetlands and reported attending the Dairy Creek Community Food First Annual Fill Your Pantry Event at Forest Grove Grange. In addition, Lowe reported on matters of interest and upcoming meetings she was planning to attend.

Miller reported attending the Washington County Visitor's Association (WCVA) event at Pacific University, noting she enjoyed the event. Miller briefly reported on Chamber-related activities and events. In addition, Miller reported on other matters of interest and upcoming community-related events and meetings she was planning to attend.

Thompson reported the Community Forestry Commission is hosting a Free Tree Pruning Workshop on Saturday, November 17, 2012, 9:00 a.m. at Talisman Park. Thompson briefly reported on Ride Connection-related activities and Forest Grove Senior and Community Center-related activities. In addition, Thompson reported on matters of interest and upcoming meetings he was planning to attend.

Uhing thanked Forest Grove residents for supporting and reelecting her to Council. Uhing reported on Economic Development Commission (EDC)-related meeting and activities, noting she attended the EDC meeting as Council Alternate Liaison. Uhing reported on Historic Landmarks Board (HLB)-related meeting and activities. Uhing reported attending the Washington County Visitor's Association (WCVA) event at Pacific University, noting WCVA expressed interest in using Forest Grove as a

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model for business kiosks for other cities. In addition, Uhing reported on matters of interest and upcoming meetings she was planning to attend.

Mayor Truax congratulated incumbents Lowe and Uhing who were reelected to Council and congratulated Richard Kidd who was present in the audience and who was elected to Council, noting he would accept Kidd's resignation from the Planning Commission. Mayor Truax reported Congresswoman Suzanne Bonamici will be the guest speaker at the Chamber Luncheon on Monday, November 19, 2012, at noon, in the Community Auditorium, noting RSVP is required. Mayor Truax reported he extended an invitation to the cities of Beaverton, Durham, Tigard, Tualatin, King City, and Sherwood to attend the Joint Western Washington County Legislative Session on Thursday, November 29, 2012, as they have expressed interest in holding similar sessions in their region. In addition, 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.

**10. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:15 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

APPROVED



**Minutes approved by the PAC on November 15, 2012.**

- 1) CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:00 p.m.  
PRESENT: Kathy Broom, Dana Zurcher, Laura Frye, Linda Taylor, Helvi Smith, Pat Truax, Jeanne Van Dyke filling in for Dana Lommen, Colleen Winters and Tom BeLusko. ABSENT: Jim Flory and Tom Gamble.
- 2) CITIZEN COMMUNICATIONS:** None
- 3) APPROVAL OF PAC MEETING MINUTES OF** September 13, 2012. Dana Zurcher moved and Kathy Broom seconded the approval as corrected. The vote was favorable.
- 4) ADDITIONS/DELETIONS :** None
- 5) BUSINESS:**
  - a) Art Work for the Fire Station:** Chief Kinkade and Philip Thias will be collaborating on the Fire Station mural project. Mr. Thias plans to use elements of this project as a yearlong teaching unit. The PAC is promised periodic updates on the evolution of the project.
  - b) Forming a 501c3 Charitable Organization:** Colleen reports that local attorney Mike Moore has agreed to assist the PAC with the legal aspects of forming a 501c3 Charitable Organization. She will check with Mr. Moore for a starting point on this effort. A subcommittee will meet on Saturday, October 27, at the home of Kathleen Leatham to begin work on preliminary ground work for organizing a 501c3 with the FG Public Arts Commission as the recipient of this effort.
  - c) Mural at L&P:** Colleen spoke with George Cress from L&P. A change in the remodeling of the L&P building has brought a reconsideration of the mural. L&P will keep the art work.
  - d) Arts in the Grove Follow-up:** A brief discussion of the Arts in the Grove Follow up will take place at the subcommittee meeting held October 27 at the home of Kathleen Leatham.
  - e) Meet the Artist Event Update:** October 12th will be an Artist dinner at Pacific University featuring the university art faculty. An art auction will begin at 6:00 pm followed by dinner. 29 guests have committed to this event.
- 6) COMMISSIONERS COMMENTS:**
  - Oct. 20 & 21<sup>st</sup> Helvi's studio is on the Washington County Art Studio Tour
  - Kathleen reminded us that leadership gifts are not mandatory but certainly welcomed as a show of solidarity from our commission.

**PUBLIC ARTS COMMISSION**

**October 11, 2012**

Community Auditorium Conference Room

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- Linda Taylor shared that the next Meet the Artist event will be March 2, 2013, at the home of Lynn and Andy Magner. Lynn's brother, Bill, will give a glass art demonstration for 20-30 people. The cost of this wine and hors d'oeuvre event will be \$40.
- A walking art tour of FG was requested to be on next month's agenda.

**7) STAFF COMMUNICATIONS:**

- Colleen shared that the city has sent Charles McAvoy a letter accepting his donation of the bronze sculpture.
- Upcoming Friends of the Library programs include: November 6<sup>th</sup> – a Marching Band program; December 8<sup>th</sup> - a sing-a-long will be combined with the traditional Wassail event.
- The Library Foundation is sponsoring its third annual Books & Buns fund raiser. This event will take place on Thursday, October 25, from 5-8pm at the UCC. Tickets are \$12 for an adult and \$6 for children. Maggie Pike is graciously providing all of the food and proceeds will go to the library foundation.

**8) ADJOURNMENT:** The meeting adjourned at 6:30 p.m. The next regular meeting will be Thursday, November 15, at 5:00. This date is a change as the commission will attend the Art Summit on November 8<sup>th</sup> at the Walters Cultural Arts Center in Hillsboro.

Submitted by  
Pat Truax

### Forest Grove Police Monthly Calls For Service for 2012

Month	Self Initiated	CFS	Outside Jurisdiction	Assist Cornelius	Traffic Stops	Total Calls
January	1001	619	53	60	577	2310
February	953	599	53	66	587	2258
March	854	646	55	52	431	2038
April	709	752	39	43	341	1884
May	885	792	41	40	474	2232
June	717	774	63	56	345	1955
July	921	921	63	68	396	2369
August	1109	858	74	64	570	2675
September	1050	795	47	47	540	2479
October	1227	691	58	51	553	2580
November						
December						
<b>Total for Year</b>	<b>9426</b>	<b>7447</b>	<b>546</b>	<b>547</b>	<b>4814</b>	<b>22780</b>

### Patrol Division Activities

Month	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Theft	Motor Vehicle Theft	Simple Assault	Sexual Assaults	Domestic Assault	DUII	Graffiti	Detox	Motor Vehicle Crash	Traffic Citations	Arrests	Total
January	0	0	0	7	3	40	5	12	3	7	15	13	7	10	155	82	359
February	0	1	2	1	13	29	2	13	4	5	9	1	0	2	132	59	273
March	0	1	0	3	9	30	1	4	2	4	4	9	0	12	117	58	254
April	0	0	1	8	7	52	1	9	3	7	9	10	1	7	81	60	256
May	0	1	0	3	10	54	8	8	1	6	7	11	3	4	140	70	326
June	0	4	0	6	10	53	4	7	1	6	3	7	3	8	83	58	253
July	0	0	0	4	12	70	7	3	4	4	4	18	0	5	101	82	314
August	0	2	0	7	7	33	3	9	0	0	6	10	3	11	138	73	302
September	0	0	1	4	6	46	3	7	2	1	8	15	3	10	135	64	304
October	0	0	0	10	5	45	3	6	3	2	6	5	1	11	136	120	353
November																	0
December																	0
<b>Total for Year</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>52</b>	<b>82</b>	<b>452</b>	<b>37</b>	<b>78</b>	<b>23</b>	<b>42</b>	<b>71</b>	<b>99</b>	<b>21</b>	<b>80</b>	<b>1218</b>	<b>726</b>	<b>2994</b>

## Memorandum

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To: Mayor Peter Truax and City Councilors  
From: Anna D. Ruggles, CMC, City Recorder  
Subject: Accept Resignation on Planning Commission  
Date: November 26, 2012

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Richard Kidd, Planning Commission, Term Expiring December 31, 2014, has submitted a resignation from the Planning Commission as per his attached resignation letter. Kidd was elected as City Councilor at the November 6, 2012, General Election

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

City of Forest Grove  
City Council & Mayor  
1924 Council Street  
PO Box 326  
Forest Grove, OR 97116

November, 13, 2012

Honorable: Peter Truax, and city council

As you are aware I was a candidate for city council in the general election held on November 6th. As a result of that election I was selected to serve as a city councilor for a period of 4 years. It is expected that the election will be certified by 26 November.

With that in mind I respectfully submit my resignation from the city planning commission to be effective on 25 November .

It was an honor to serve the city in that capacity and I am grateful to the council for their confidence in me within that arena. I am looking forward to joining the council for the next 4 years.

Sincerely :

Richard G Kidd

A handwritten signature in black ink, appearing to read "Richard G Kidd", written over the typed name.

## Memorandum

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**To:** Mayor Truax and City Councilors  
**From:** Anna D. Ruggles, City Recorder  
**Subject:** Make Appointment to Library Commission  
**Date:** November 26, 2012

---

**BACKGROUND:**

There currently exists a vacancy on the Library Commission, term expiring December 31, 2013.

The Council interviewed Annelle "Annie" Hicks, November 13, 2012, in Work Session, and made recommendation to appoint Hicks to the Library Commission. Staff has contacted Hicks who has advised staff that she is available and interested in serving and filling the vacancy on the Library Commission.

**STAFF RECOMMENDATION:**

Staff is recommending the City Council consider approving at the Council meeting of November 26, 2012, a resolution appointing Annelle "Annie" Hicks to the Library Commission to fill a vacancy, term expiring December 31, 2013. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

RESOLUTION NO. 2012-72RESOLUTION MAKING APPOINTMENT  
TO THE CITY OF FOREST GROVE  
LIBRARY COMMISSION

**WHEREAS**, the City of Forest Grove has provided for a Library 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 Library Commission; and

**WHEREAS**, the City Council has received applications from citizens desiring to serve on the Library 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 Library Commission for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Bailey	Pamela	December 31, 2013
Combs	Nancy	December 31, 2012
Martin	Douglas	December 31, 2012
Poulsen	Kathleen	December 31, 2012
Smoland	Dayla	December 31, 2013
Youngberg	Jon	December 31, 2013
<b>HICKS</b>	<b>ANNELLE "ANNIE"</b>	<b>December 31, 2013</b>

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

**PRESENTED AND PASSED** this 26<sup>th</sup> day of November, 2012.

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

**APPROVED** by the Mayor this 26<sup>th</sup> day of November, 2012.

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

## CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

### REQUEST FOR APPOINTMENT APPLICATION

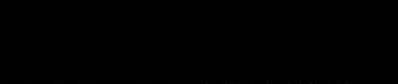
Please  checkmark the Board on which you would like to serve.  
 (If interested in multiple boards, please number 1-10 your order of preference).

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

Name: Annette M Hills (Annie) Home Phone: 

Residence Address:  Forest Grove Business Phone: 

Mailing Address: Same as above E-mail Address: 

Employer: Luke-Dorf, Inc. Occupation Profession: 

Years lived in Forest Grove? 2 yr Do you reside within City limits? yes How did you hear of this opportunity? handout in PUC bill.

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

What ideas do you have for improving "Fair" or "Poor" performance? Since I have only lived here less than a year, I like what I have heard/read impressed.

Why are you interested in serving on the advisory Board/Committee/Commission? because I feel that it's important to maintain & improve literacy & the arts.

What contributions do you feel you can/will make to the Board/Committee/Commission? to improve the footprint of the library or public arts - make them more accessible to all.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? am computer literate. have worked w/ different populations of people. phone skills. organizational paper work.

Previous appointed or elected offices: n/a. however, do have a BA in Politi Sci

Previous/current community affiliations and activities: \_\_\_\_\_

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

Term - 12/31/2013

## MEMORANDUM

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**TO:** Mayor Peter Truax and City Councilors

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

**DATE:** November 27, 2012

**SUBJECT:** Appointment to Public Arts Commission

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**BACKGROUND:**

There currently exists a Student Advisory vacancy on the Public Arts Commission.

The Council interviewed Victoria Hampton, November 13, 2012, in Work Session, and made recommendation to appoint Hampton as a Non-Voting Student Advisor to Public Arts Commission. Staff has contacted Hampton who has advised staff that she is available and interested in serving and filling the student vacancy on the Public Arts Commission.

**STAFF RECOMMENDATION:**

Staff is recommending the City Council consider approving at the Council meeting of November 27, 2012, a resolution appointing Victoria Hampton to the Public Arts Commission as a Non-Voting Student Advisor, term expiring December 31, 2013. If Council desires not to make these appointments, Council may reject placing these items on the Consent Agenda and/or discuss separately.

**RESOLUTION NO. 2012-73**

**RESOLUTION MAKING APPOINTMENT TO  
PUBLIC ARTS COMMISSION  
NON-VOTING STUDENT ADVISOR**

**WHEREAS**, Resolution No. 2006-06 has provided for a Public Arts Commission; and

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

**WHEREAS**, there currently is a student advisory vacancy on the Public Arts Commission; and

**WHEREAS**, it is the desire of the City Council to appoint a student advisor to serve as a non-voting member on the Public Arts Commission.

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

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

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
HAMPTON	VICTORIA	<b>Non-Voting Student Advisor</b>	<b>December 31, 2013</b>

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

**PRESENTED AND PASSED** this 26<sup>th</sup> day of November, 2012.

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

**APPROVED** by the Mayor this 26<sup>th</sup> day of November, 2012.

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

## STUDENT ADVISORY BOARDS, COMMITTEES & COMMISSIONS

### REQUEST FOR APPOINTMENT APPLICATION

Please  checkmark the Board on which you would like to serve.  
(If interested in multiple board(s), please number 1-8 your order of preference):

#### Student Advisory:

- |  |  |
|--|--|
| <u>4</u> Committee for Citizen Involvement | <u>5</u> Library Commission                |
| <u>7</u> Community for Forestry Commission | <u>1</u> Parks & Recreation Commission     |
| <u>8</u> Economic Development Commission   | <u>2</u> Public Arts Commission            |
| <u>3</u> Historic Landmarks Board          | <u>6</u> Public Safety Advisory Commission |

Name: Victoria Hampton Home Phone: [REDACTED]  
Residence Address: [REDACTED] Forest Grove, OR 97116 Other Phone: \_\_\_\_\_  
Mailing Address: [REDACTED] Forest Grove Address: [REDACTED] E-mail: [REDACTED]  
School: Pacific University Enrolled in: \_\_\_\_\_ Grade: College Sophomore

Years lived in Forest Grove? 1 School year Do you reside within City Limits? Yes How did you hear of this opportunity? City of FG Website

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

What ideas do you have for improving "Fair" or "Poor" performance? It would depend on what committee I am placed in, but my focus would be making Forest Grove a more 'College Student Friendly' city.

Why are you interested in serving on the advisory Board/Committee/Commission? This would be a great opportunity for me to learn more about the community and make life better for both students of Pacific and citizens of Forest Grove.

What contributions do you feel you can/will make to the Board/Committee/Commission? I will give quality insight and be willing to assist the committee I'm assigned to in any way possible. I want to be a student resource.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? In high school, I was the Student Body president and National Honor Society Treasurer. I have experience on boards and am used to comm'g up with inventive ideas.

Previous appointed offices: 2010-2011 Student Body President (HS), 2010-2011 National Honor Society Treasurer (HS), Phi Eta Sigma Honorary Society member 2012-present.

Previous/current community affiliations and extracurricular activities: Unified Sports mentor, Pacific Index Student Life Editor, Phi Eta Sigma Honorary Society member

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

(10/10)



**CITY OF FOREST GROVE**

**Financial Report  
For The Quarter Ending  
September 30, 2012**

This is the quarterly financial report for the quarter ending September 30, 2012. This is the first quarter of the City's fiscal year ending June 30, 2013.

The quarterly report compares the year-to-date budget allocations to the year-to-date revenues and expenditures. The annual budget has been distributed into quarterly budget allotments based upon the pattern of revenue collections and expenditure disbursements from the prior fiscal year. Actual revenue collections and expenditure disbursements are compared to this distribution.

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 contains comments on other funds where material events have or are projected to occur. The last section of this report is the line item detail of the City's departments and funds. In the detail section, the actual revenues received or expenditures disbursed through the end of the quarter are compared to the year-to-date 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.

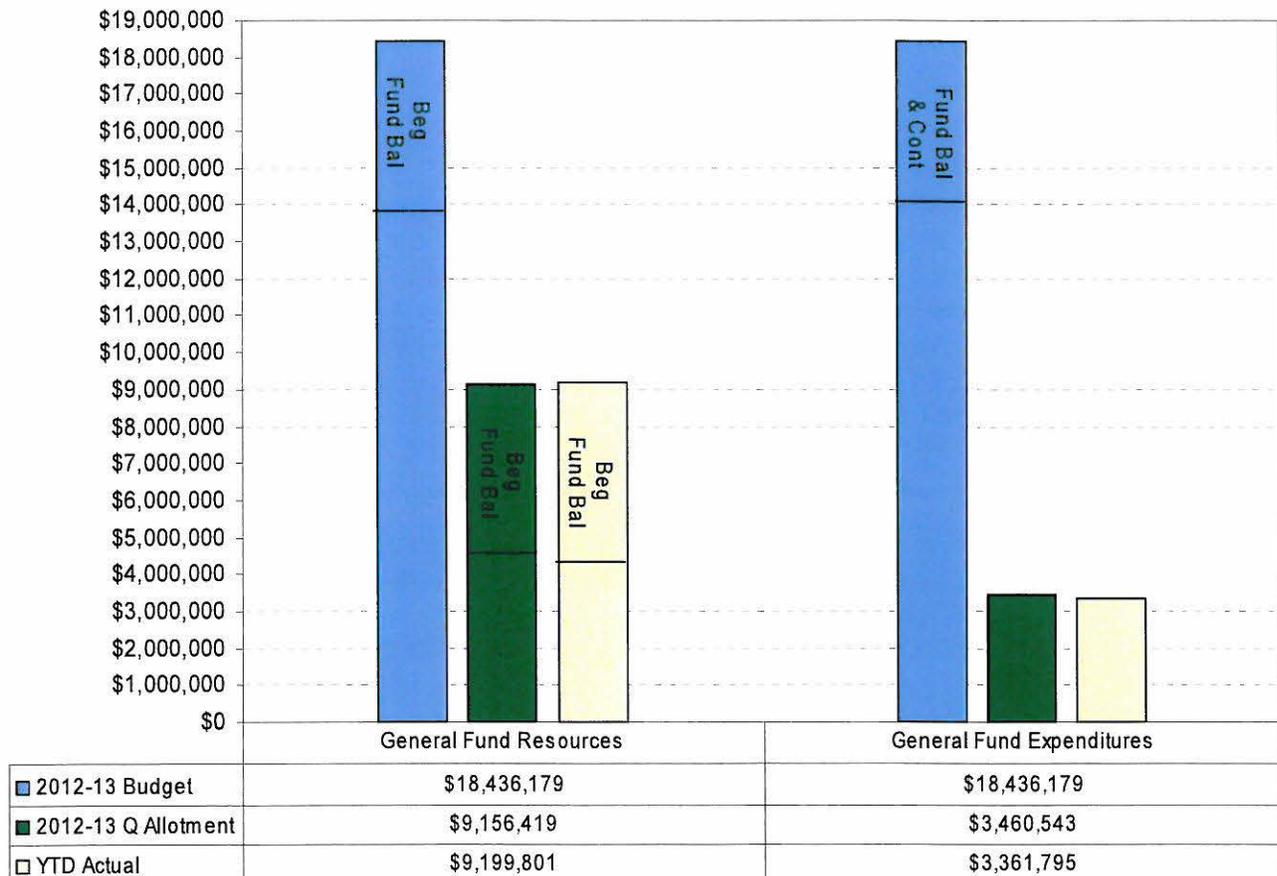
All funds have budgeted contingency and unappropriated fund balance, which enables each fund's expenditures to balance to its resources. However, the unappropriated fund balance cannot be spent during the fiscal year. Contingency funds can be spent with Council approval. Both amounts added together make up each fund's reserves.

## 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.

The General Fund is off to a good start for the first quarter of the fiscal year. Overall, revenues are at the quarterly allocation for the first quarter. While fund balance was higher than expected, the operating revenues lagged just slightly in the first quarter due to a later-than-anticipated payment by the rural fire board – usually the fire board transfers funding by September 30, but this year the City received their payment in early October, which falls into the second quarter. The expenditures are about 3% less than the first quarter budget allotment, as explained more below.

### 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.

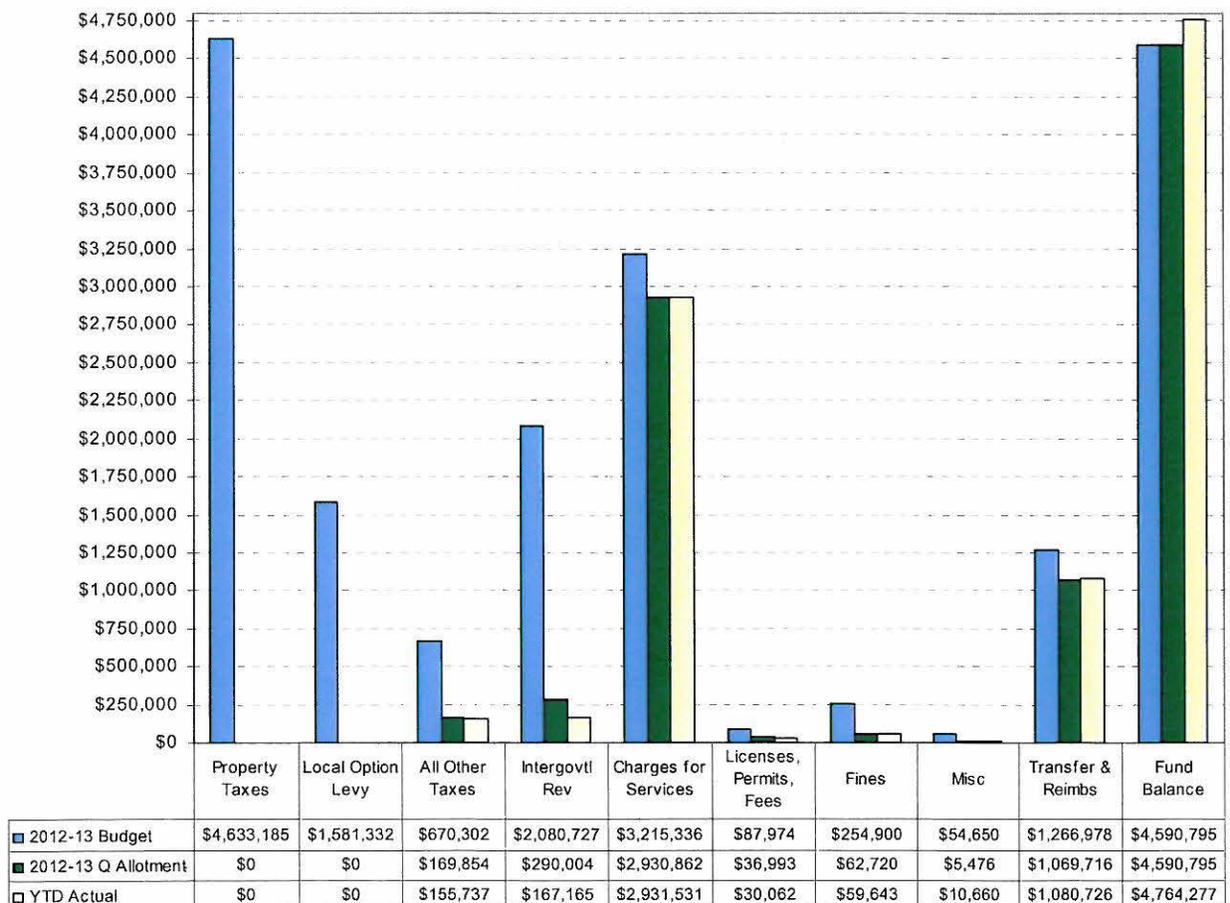
Property taxes are generally received by the City in November, which falls during the second

quarter. Therefore, for this first quarter report, property taxes do not have a quarterly budget allocation, nor have any property taxes been received.

The revenue category of *All Other Taxes* is slightly behind its budget allocation due to lagging payments from taxes owed for prior years. The *Intergovernmental Revenue* category is behind its quarterly allotment because the transfer of funds from the Rural Fire Board happened in early October instead of September, when it generally occurs. Revenues in the *License, Permits, Fees* revenue category are slightly below the quarterly budget projection, due to Engineering inspection fees coming in lower through the first quarter than expected. In the *Fine* revenue category, Traffic Fines are about \$8,000 below the quarterly allotment. The *Transfer and Reimbursement* revenue category is above its quarterly budget allocation, due receiving both May and June’s TriMet reimbursement in July, for the assigned public safety officer.

Fund balance is higher than originally budgeted. The budget for the fund balance is set in April of each year, prior to the year actually concluding, and is based on projections through June 30. Therefore, it is not unusual that the actual fund balance would be different from the budgeted amount. Fund balance for FY 12-13 is about \$170,000 higher than originally budgeted, meaning that FY 11-12 ended with higher revenues and lower expenditures than expected. The revenues were higher due to many accounts exceeding their original budget projection – for example, property taxes were about \$50,000 higher and Planning and Engineering fees were \$60,000 higher. Expenditures were lower than their budget projections, for example, staff vacancies in the Police Department accounted for about \$70,000 of underexpenditure.

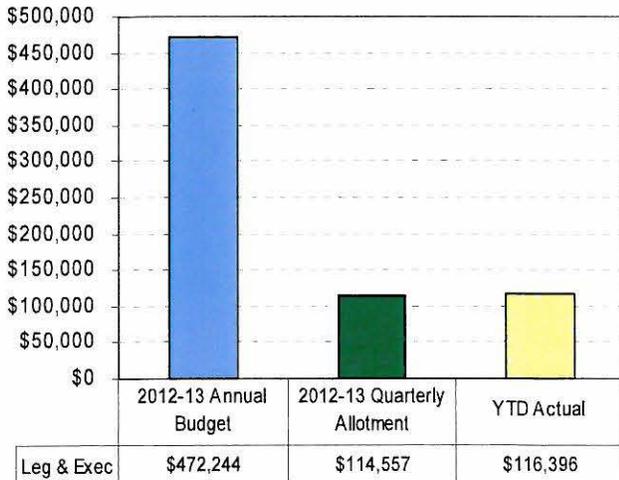
General Fund Revenue - 1st Quarter



## General Fund Expenditures

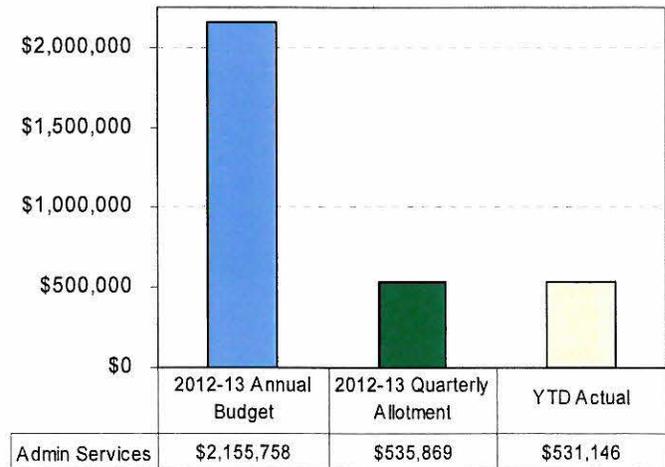
The following charts display each General Fund Department. The annual budget for each is compared to the quarterly budget allotment and the actual amounts. Brief comments are included with each department's chart.

**Leg & Exec**



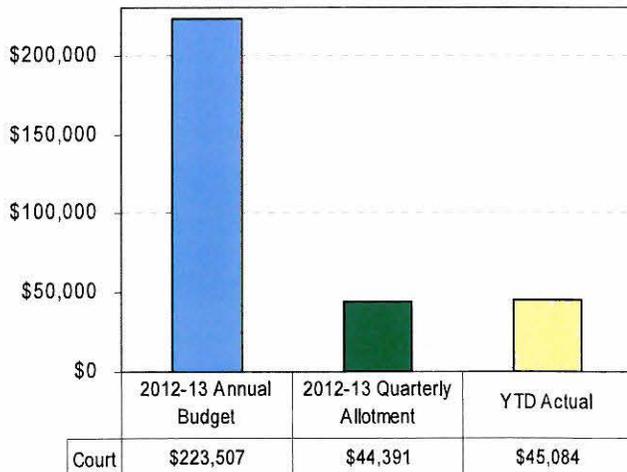
The Legislative and Executive Department is right on track with its spending through the first quarter of the year.

**Admin Services**



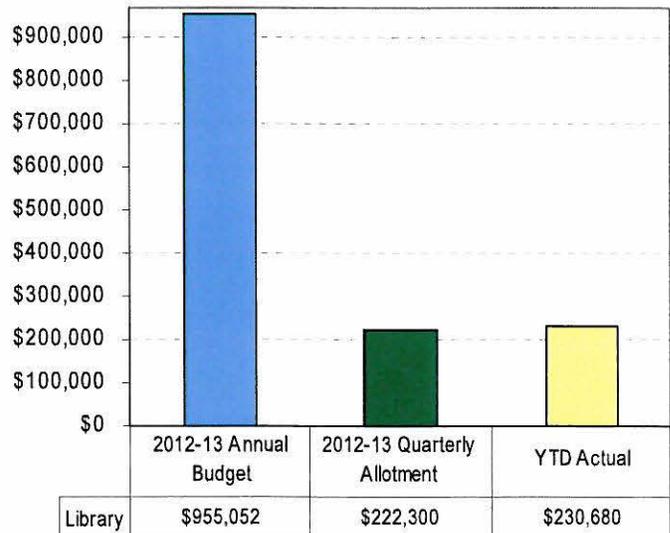
The Administrative Department is right on track with its spending through the first quarter of the year.

**Court**



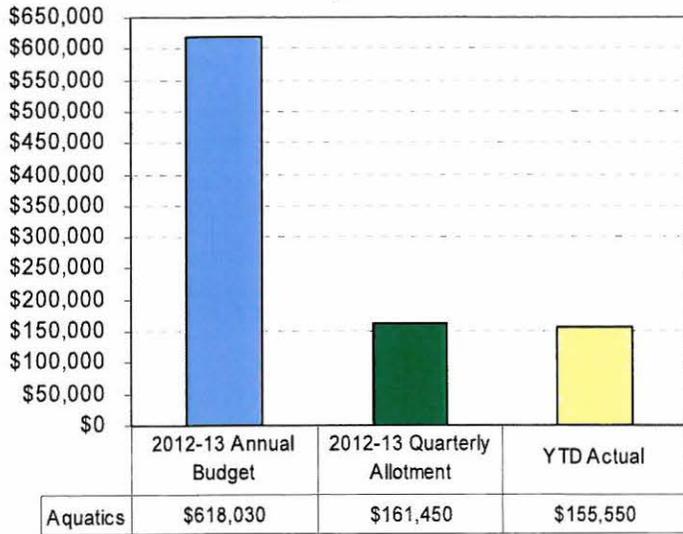
The Municipal Court Department is right on track with its spending through the first quarter of the year.

**Library**



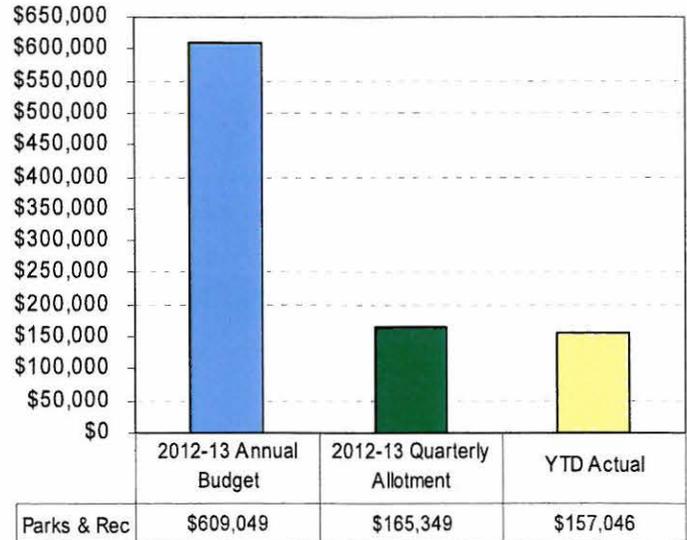
The Library's spending is a little ahead of budget in the first quarter, in both library material purchasing and facility repairs.

### Aquatics



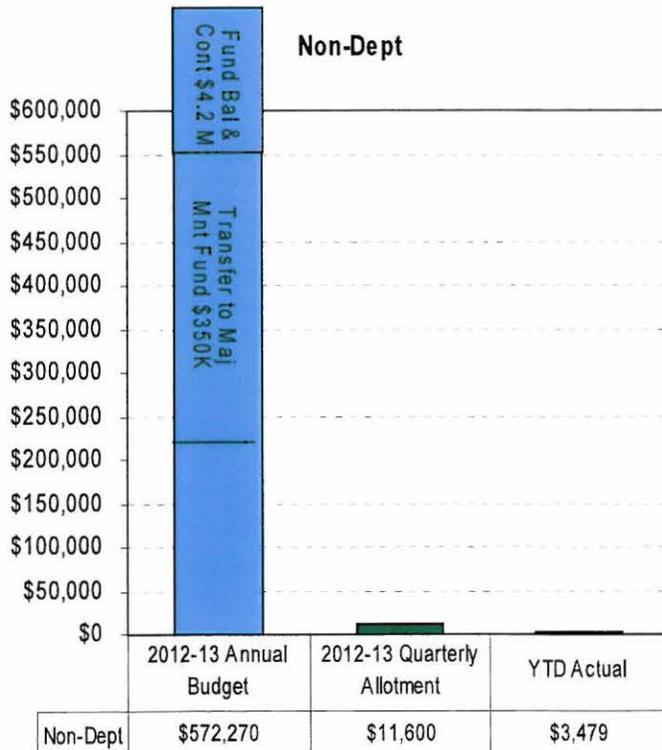
The Aquatics Department is underspending its budget in the first quarter, in the categories of the temporary wage account, utilities and small equipment. However, the repair expenses have gone over budget due to repair and cleaning of the pool tile. Because this one-time expense fits into the category of major maintenance, this expense will be moved to the Major Maintenance Fund so it will not impact the budget for Aquatic operations.

### Parks & Rec



The Parks & Recreation Department has underspent its seasonal wage account, due to workers ending sooner in the season than last year.

### Non-Dept

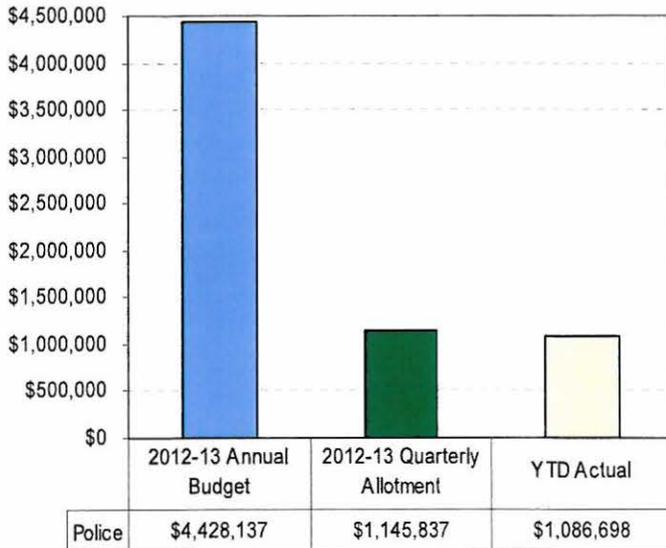


The Non-Departmental Department holds the General Fund's overall contingency and un-appropriated fund balance. While these amounts are included in the annual budget, they are not spent, and therefore do not have a quarterly allotment.

Periodically, the General Fund transfers funds to the Major Maintenance Fund. The amount of the transfer is based upon unexpected, one-time revenues or savings the General Fund receives or doesn't spend in the prior year. Each year, these amounts are considered by the Budget Committee and the City Council, and the transfer amount for the following fiscal year is set during the budget process. These one-time funds are transferred to the Major Maintenance Fund to be used for one-time, major repair and replacements at buildings that house General Fund services such as the Police building, the Aquatic Center, the Library, etc.

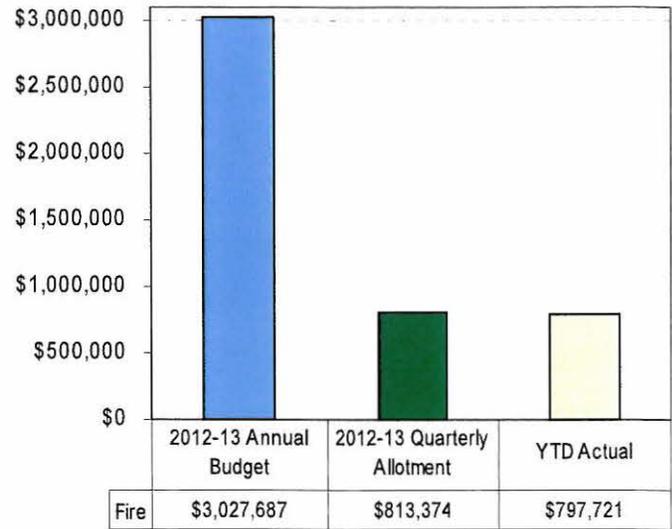
Other items in this department include pass through funds for the School District Excise Tax and the Metro Construction Excise Tax. The budget allotment in the chart represents what the City had anticipated in the Metro Construction Excise Tax, but as can be seen, it is lagging behind projections. Since this is a pass through account, the revenues are similarly lagging.

### Police



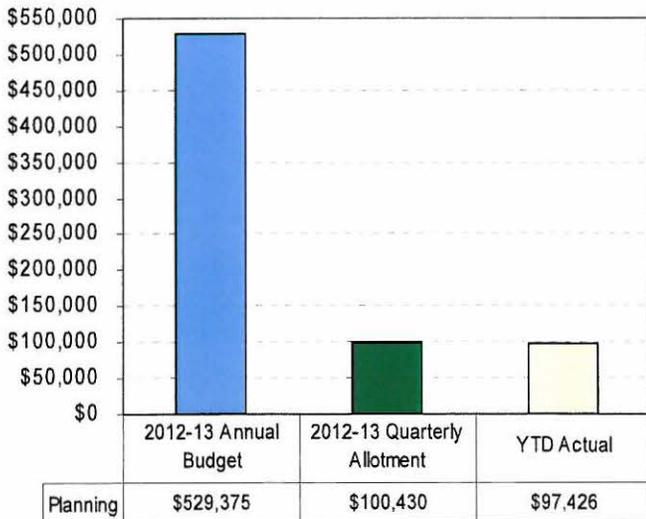
The Police Department has underspent its budget by about \$60,000, due to position vacancies.

### Fire



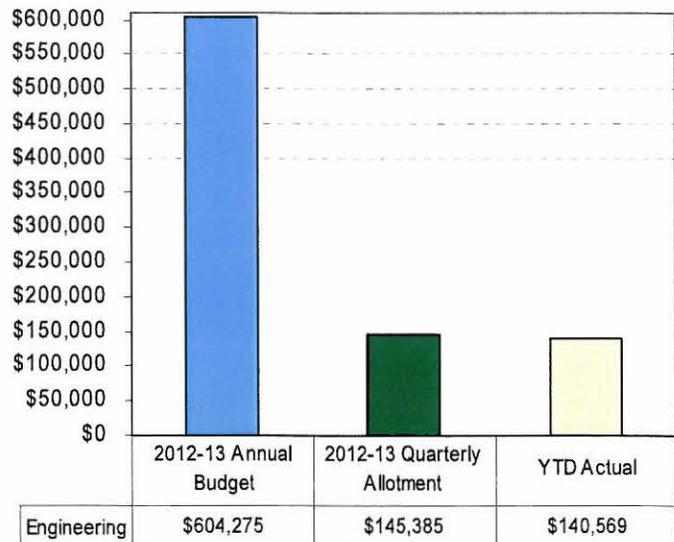
The Fire Department has underspent its budget in the first quarter, due to underspending in professional services, tools and vehicle maintenance.

### Planning



The Planning Department is right on track with its spending through the first quarter of the year.

### Engineering



The Engineering Department is underspending just slightly through the first quarter of the year.

## Building Services Fund

## City of Forest Grove

### Number of Single-Family-New Permits Issued

*By Fiscal Year; July 1 through June 30*

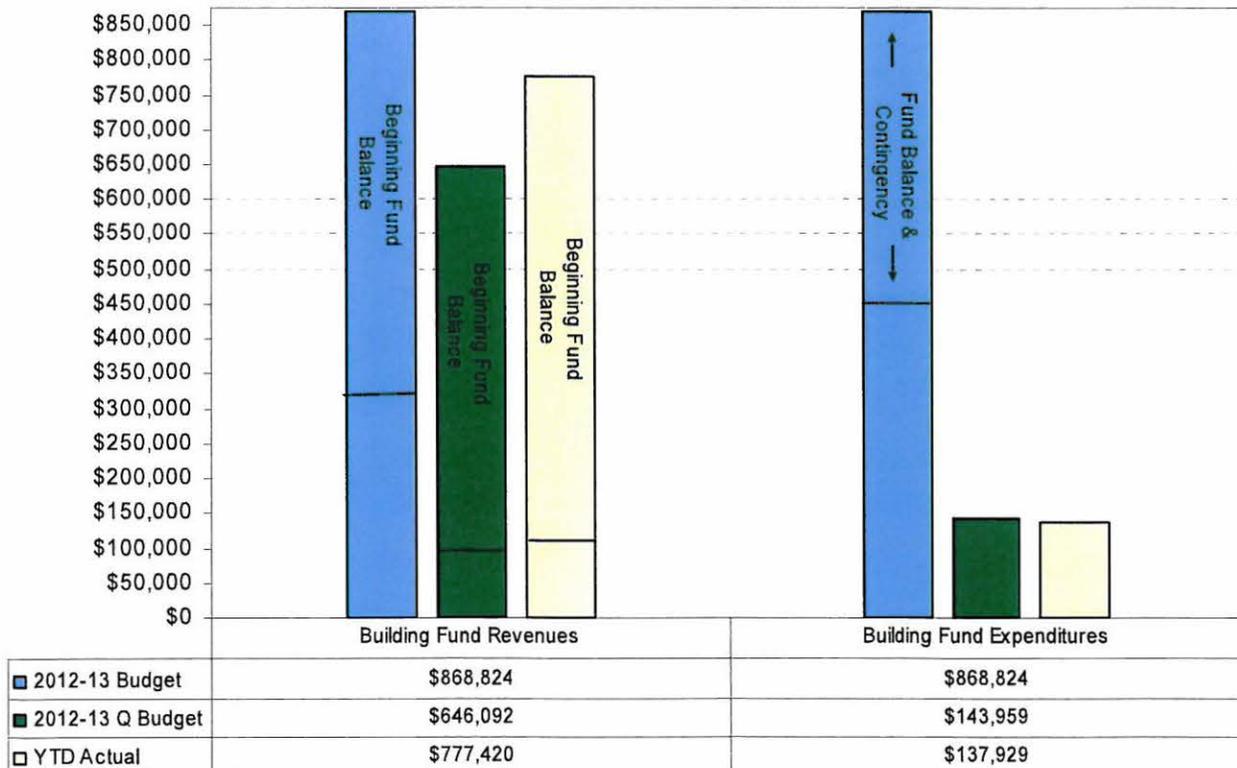
The Building Services Fund operating revenue is about \$10,000 ahead of its first quarter budget allocation, and even though new single family permits are less than last year, they are still tracking better than the three precedent years, as seen in the table.

	2008-09	2009-10	2010-11	2011-12	2012-13
July	2	5	5	6	5
August	4	1	3	6	7
September	6	6	3	11	5
<b>Q1 Total</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>23</b>	<b>17</b>

The Building Fund's fund balance is about \$121,000 over the budgeted amount. The budget for the fund balance is set in April of each year, prior to the year actually concluding, and is based on projections through June 30. Therefore, it is not unusual that the actual fund balance would be different from the budgeted amount. The fund balance is greater than budgeted because plumbing permit revenues and structural plan review fees were greater than expected last year.

The expenditures are slightly behind the first quarter budget target, in the categories of computer software, training and services.

### Building Services Fund

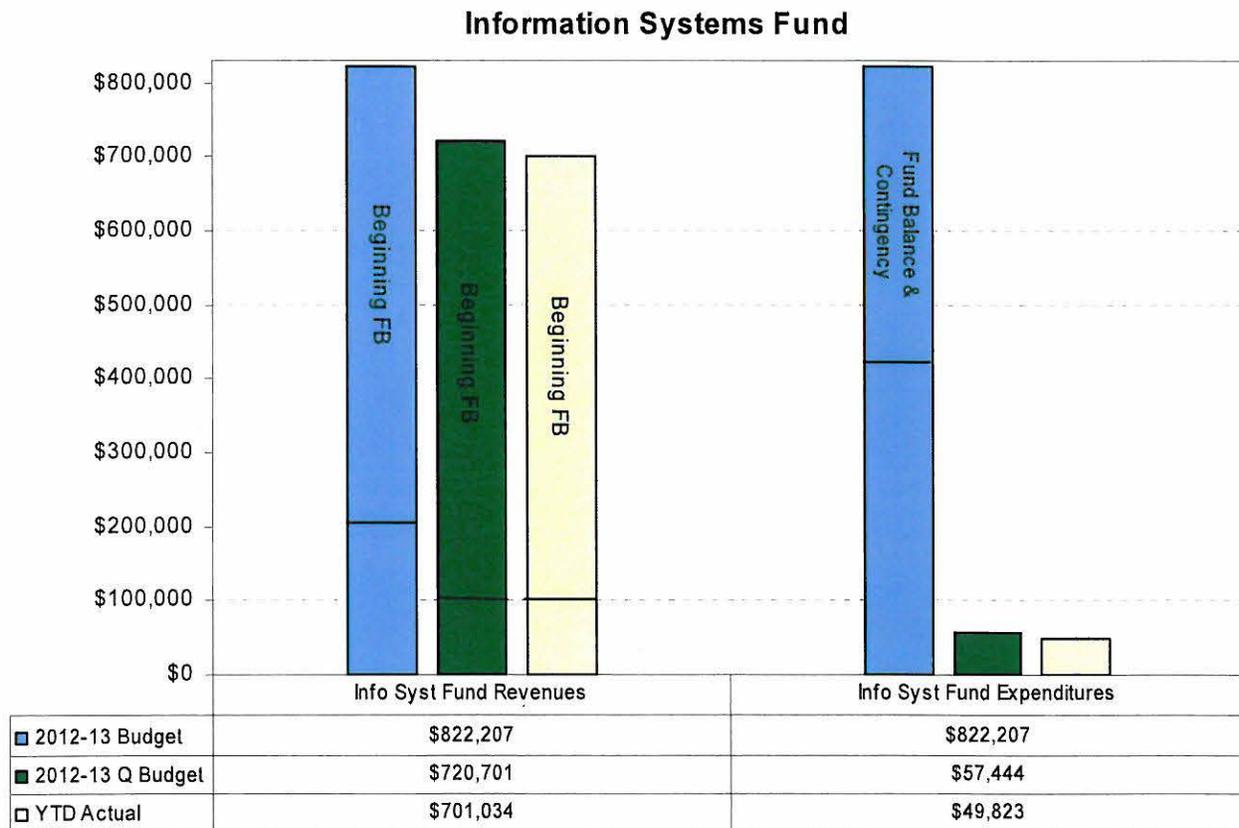


## Information Systems Fund

The Information Systems Fund is used to replace the City's computer and network infrastructure. This fund purchases servers and major software applications. Through the first quarter, operating revenues are right on target, but fund balance came in lower than expected.

The budget for the fund balance is set in April of each year, prior to the year actually concluding, and is based on projections through June 30. Therefore, it is not unusual that the actual fund balance would be different from the budgeted amount. The fund balance is less than budgeted because of the timing of purchasing replacement computers and servers. These were purchased prior to the end of the fiscal year instead of in the new budget year.

The operating expenditures are slightly behind the budget target, due to timing of renewing software licenses and purchasing hardware when compared to last year.

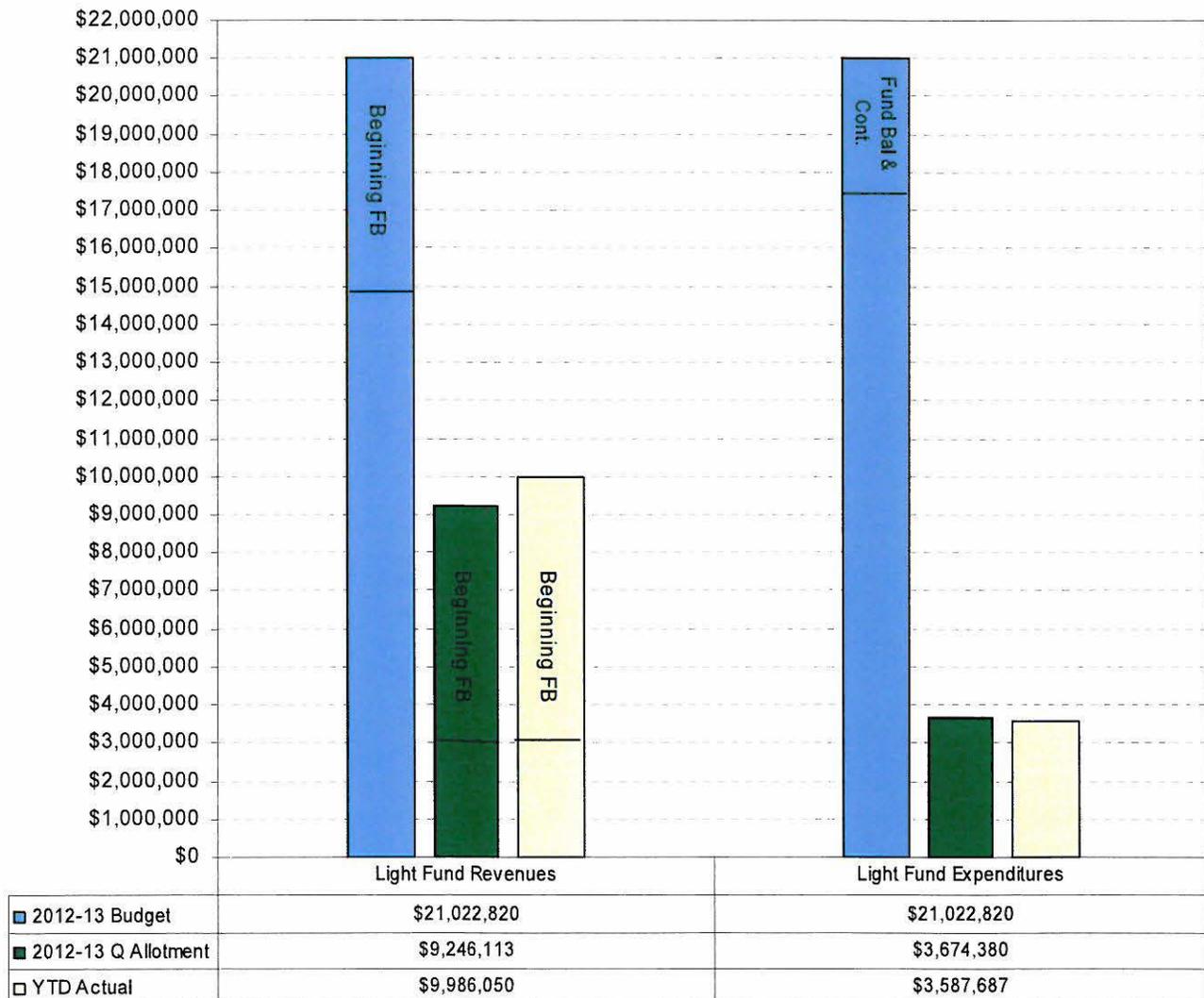


## Light Fund

Operating revenue in the Light Fund is about 3% ahead of the first quarter budget target, due to rate revenue doing better than expected. Additionally, the fund balance is approximately \$650,000 over the budget. The budget for the fund balance is set in April of each year, prior to the year actually concluding, and is based on projections through June 30. Therefore, it is not unusual that the actual fund balance would be different from the budgeted amount. The fund balance is more than budgeted because last year, revenue from large industrial customers and connection charges were higher than expected, adding to fund balance. Additionally, Light and Power paid Bonneville about \$500,000 less than expected for power purchases, and that savings accrued to fund balance.

The Light Fund expenditures are about 2% lower than anticipated through the first quarter, due to spending less on power when compared to this time last year.

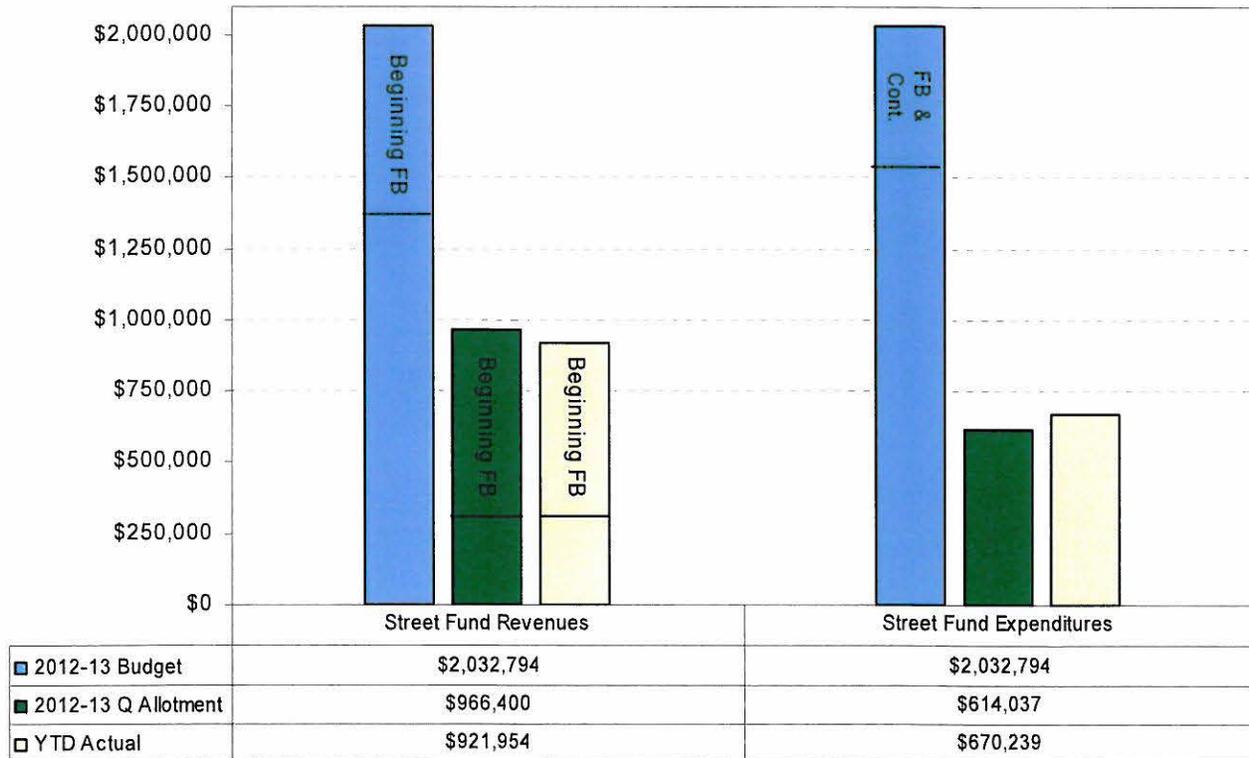
Light Fund



## 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.

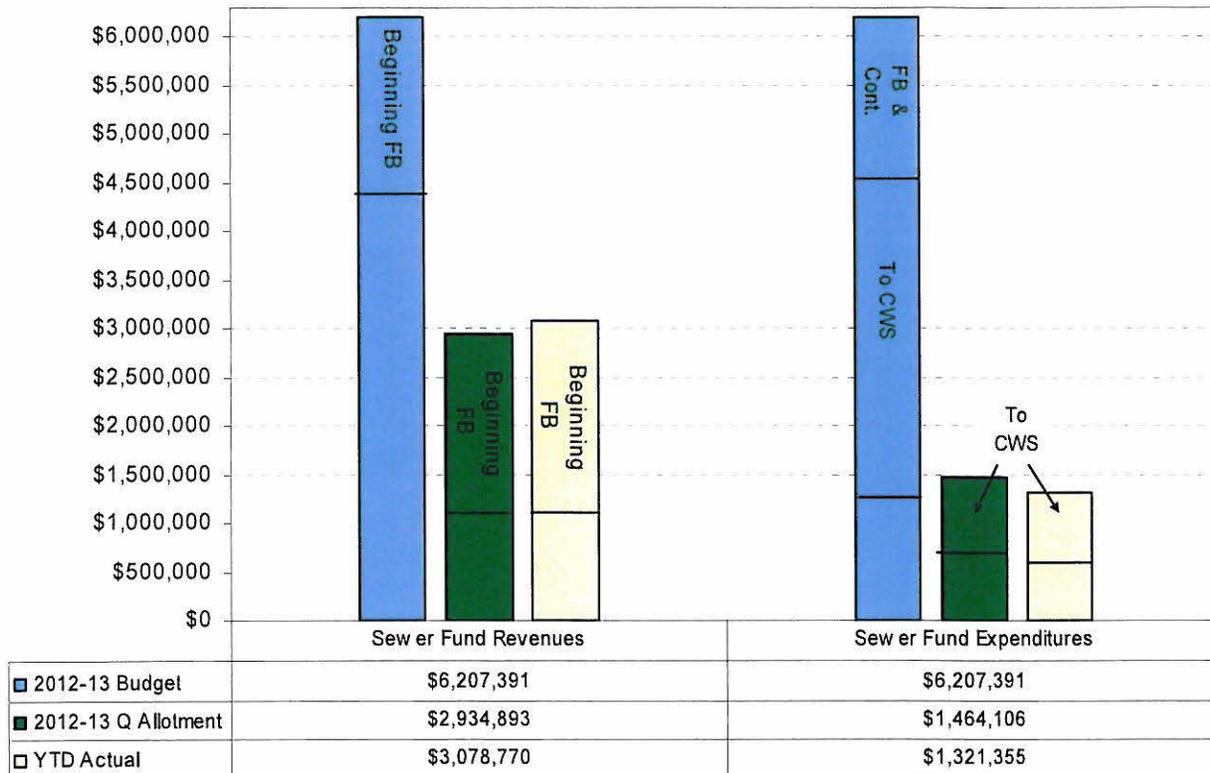
### Street Fund



The Street Fund revenues are about 5% behind the first quarter allotment, because fund balance is less than the budget. This is because the gas tax revenue was less last year than projected, as also has been experienced by other agencies that receive the gas tax.

The expenditures are about 9% over the first quarter budget allotment. This is due to the grant expenditure for the bike shelters. In addition, it is important to note that the crosswalks planned for Thatcher Road and Gales Creek Road are over their budget for design, and will exceed the overall budget appropriation if constructed this fiscal year. If constructed this fiscal year, funds would need to be transferred from the contingency later in the fiscal year.

## Sewer Fund

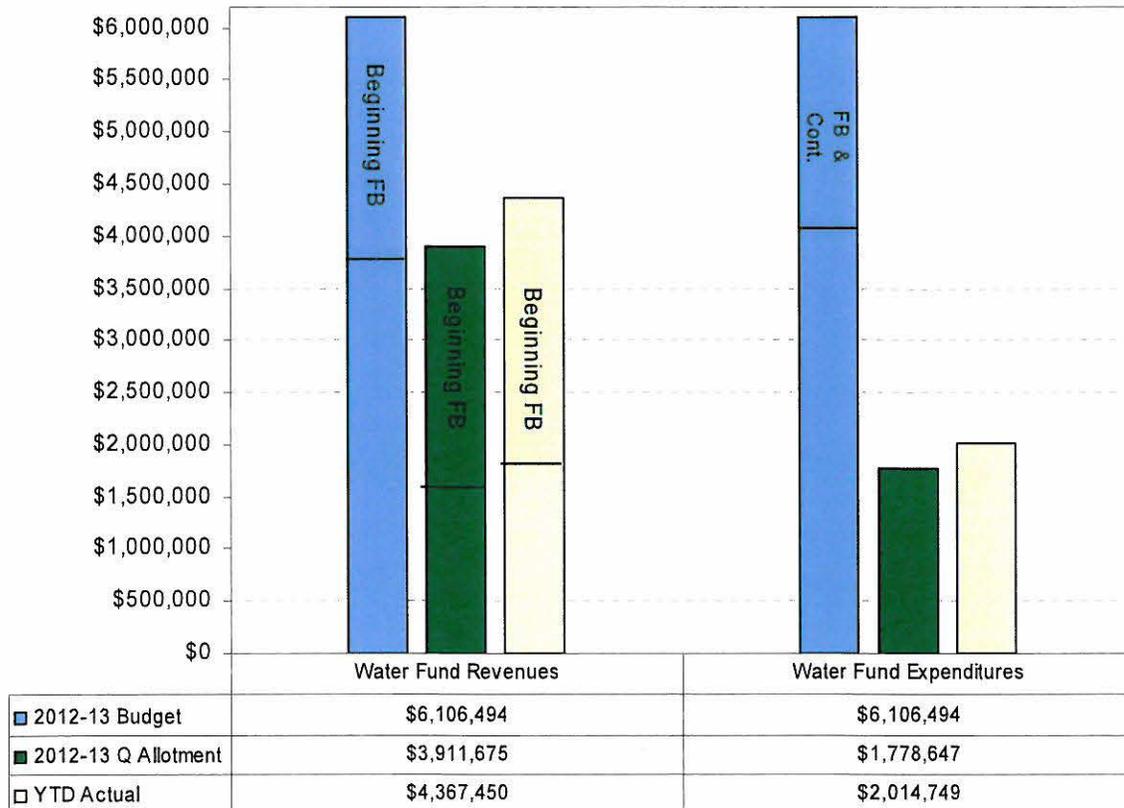


The Sewer Fund records revenues and expenditures of operating the sewer utility. A large part of the sewer utility is treating the sewage and conveying it to the waste water treatment plant. Clean Water Services (CWS) is responsible for treating the sewage and for the large trunk lines that convey it. 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 first quarter in the Sewer Fund are above the quarterly allotment, due to an under-billing situation that was discovered in the Pacific University accounts. In FY 2012, the sewer for Pacific University was miscalculated and therefore under-billed. Pacific made up for this under-billing in the first quarter. Additionally, the fund balance exceeds the budgeted amount. The fund balance amount represents how the previous fiscal year ended up when compared with projections. Last year, the Sewer Fund collected about \$20,000 more in rate revenue than projected, and underspent in various accounts, including capital outlay, where a project was completed for half the budget amount. Those savings accrued to fund balance.

The expenditures through the first quarter are lagging about 10% behind the quarterly allotment. This is partly due to labor costs underspending, as the crews focused more on issues in the street and surface water funds. Another reason for the lagging expenditures is due to the timing of the monthly transfer to Clean Water Services – the transfer is about two weeks behind. The Sewer Fund capital program has not begun this year, so the capital outlay section is lagging behind budget allotments.

## Water Fund

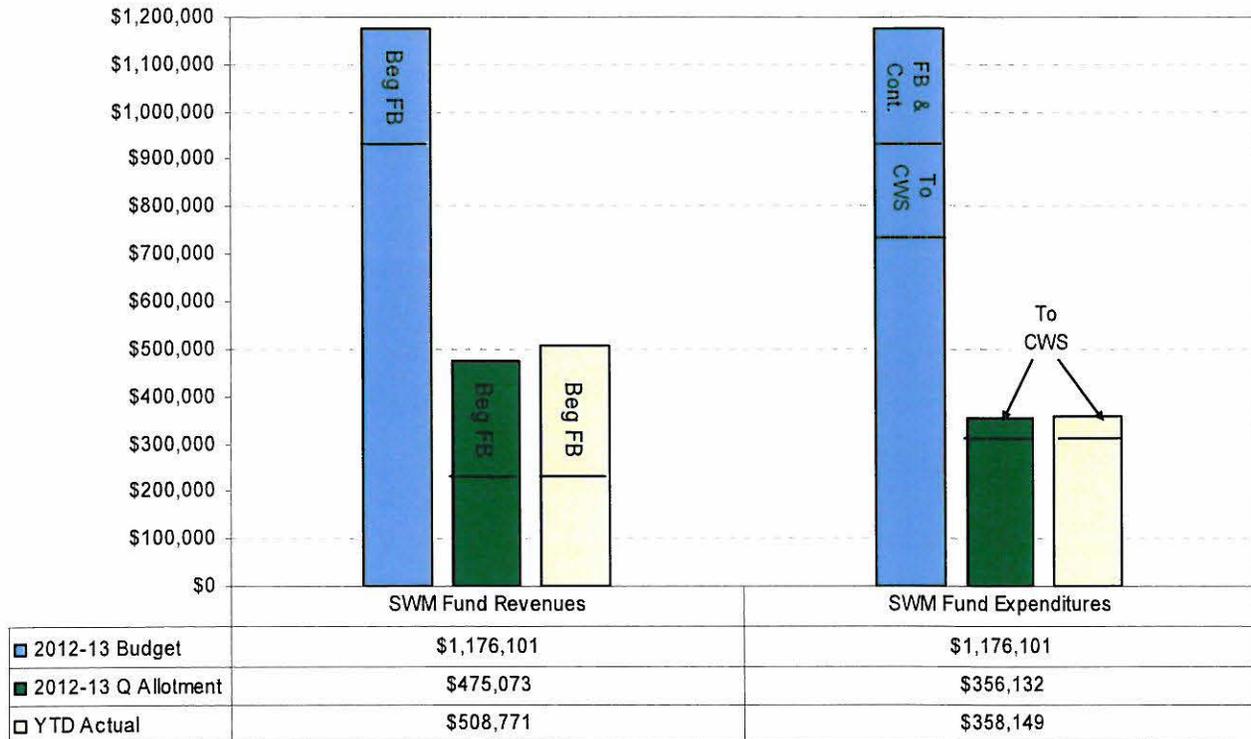


The revenues received through the first quarter in the Water Fund are 12% above the quarterly allotment, due to three main reasons: 1) The fund balance exceeds the budgeted amount. The fund balance amount represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2012 quarterly report was presented. Last year, rate revenue was higher than projected due to rate restructuring and dry weather, timber harvest revenue was higher than projected due to higher quality timber, more poles and better prices, and these excess revenues accrued to fund balance; 2) Water sales this year are above the first quarter target by about \$70,000 due to dry, hot weather this summer; and 3) Timber sales for the timber harvest were above projections by about \$100,000 due to more volume and better prices.

The expenditures are 13% over their first quarter budget allotment. This is due to the timber harvest expense exceeding the budget. The area to be harvested changed at the last minute due to the sighting of spotted owl, and the new area was bigger so more volume ended up being harvested, which added to the cost (and revenue). A budget adjustment from the water contingency will be needed to cover the budget overage.

Additionally, it is important to note that the Water Fund capital improvement program has been re-configured. As part of the capital outlay appropriation, the original plan was to replace the roof on the Parks office and storage building. However, this summer an inspection to the water transmission line revealed that pipe is in need of repair. Therefore, the transmission line repair will substitute in for the roof project. Additionally, the Joint Water Commission has undergone an emergency repair of one of their pumps. Forest Grove will participate in the cost sharing of this emergency repair, up to its ownership share of 13%. The cost to the City is estimated to be about \$20,000.

### Surface Water Management Fund

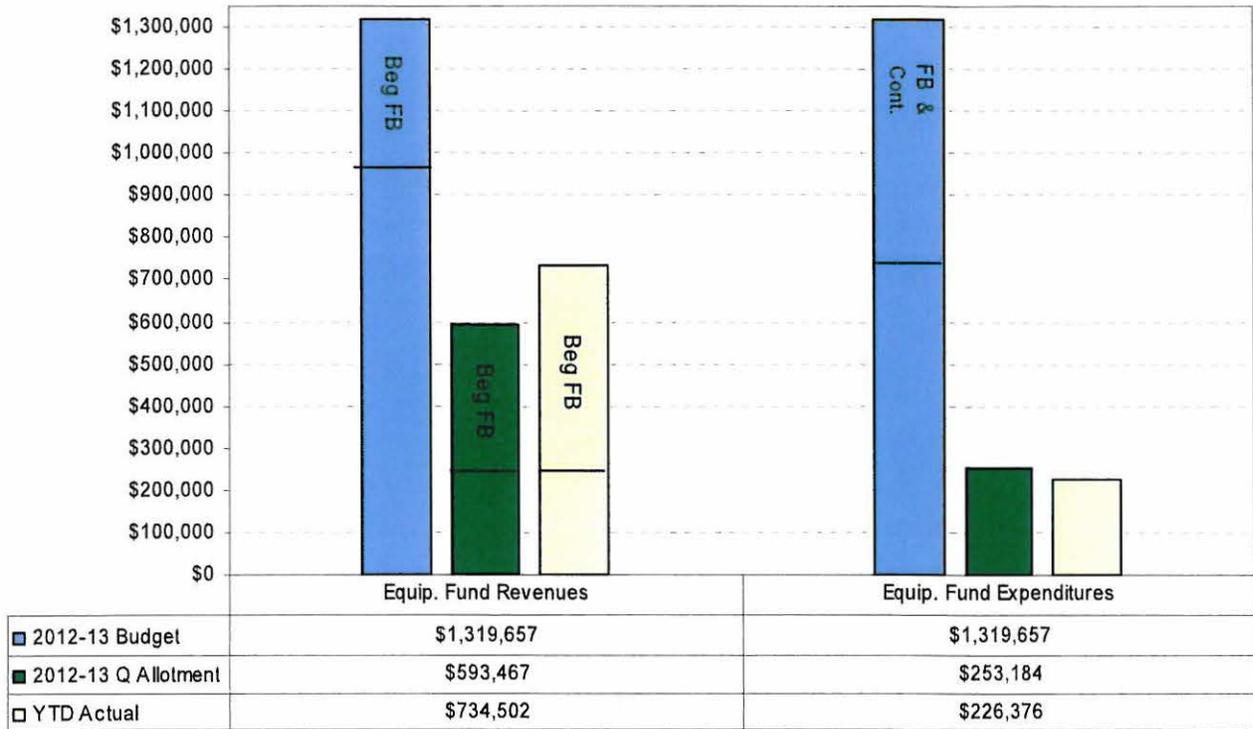


The Surface Water Management Fund (SWM) records revenues and expenditures of operating the surface water utility – which is managing rain run off and storm water run off. A portion of managing surface water is regional in nature, relating to keeping the Tualatin River healthy. CWS is responsible for 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 first 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 year-end 2012 report. In FY 2012, the capital project to reduce flooding at the Bonnie and B Street intersection was completed at half of the estimate, and so the savings accrued to the fund balance. Other revenues are meeting their budget target for the quarter.

Overall, the expenditures are meeting the first quarter budget target. However, the SWM fund is about \$10,000 above the quarterly allotment in the personnel category, as crews have focused more on surface water issues in the summer and early fall. Savings in various material and services accounts offset the overage in personnel services so far this year.

## Equipment Fund



The revenues received through the first quarter in the Equipment Fund are in excess of the quarterly allotment, due to: 1) The fund balance exceeding the budgeted amount, as explained in the 2012 year-end report. The fund balance is higher because in FY 2012 a long time employee left and those salary savings accrued to the fund balance, savings occurred in the fuel budget, and the purchase of the Patch King for Public Works was delayed; and 2) The sale of surplus vehicles exceeded the budget by about \$14,000, because six old police crown vics were surplus.

The expenditures for the Equipment Fund are about 11% below the budget. Vehicle maintenance and fuel expenditures are below their first quarterly budget allotments.

The vehicle replacement in the Equipment Fund has been adjusted. Originally, City Hall was slated to replace the Malibu with a new, replacement vehicle. However, with a new Police Chief coming on board, it was decided that the former Chief's Honda Civic Hybrid will transfer to City Hall and take the place of the Malibu. The funds budgeted for the Malibu will be absorbed back into the Equipment Fund and become part of the balancing next budget year. A new Dodge Charger has been purchased for the Police Chief, fund partly from the CIP Excise Tax Fund and partly from the General Fund through the Police Department's budget. The new Charger will be placed in the Equipment Fund inventory so that funds can be collected for its operation, maintenance and replacement.

Additionally, the Patch King for Public Works that was to be purchased last fiscal year was purchased in August of this year.

## **Other Funds**

Brief comments are included here on other funds that have activity to note.

### **Fund 225 – Fire Equipment Replacement Fund (FERF):**

The FERF includes budget authority of \$275,000 to purchase a Water Tender. However, due to changing standards, the specifications of this piece of equipment need to change, and the purchase has been delayed until next fiscal year, FY 2013-14.

### **Fund 270 – Major Maintenance Fund:**

Approximately \$10,000 was identified in this fund to replace the shower valves at the Aquatic Center. This project was completed for about \$10,900.

### **Fund 310 – Traffic Impact Fund:**

This fund is being used to re-construct 26<sup>th</sup> Avenue between Hawthorne and Juniper. Most of the costs will be reimbursed to the City through the established Reimbursement District, but the City is participating to upsize the road to a collector roadway.

### **Fund 320 – Park Acq. & Dev Fund (Parks SDC):**

This fund is being used to purchase the property north of Lincoln Park. In the first quarter, \$5,000 was paid.

### **Fund 330 – Capital Projects Fund:**

This fund received a State Parks Grant of roughly \$100,000 for the Fern Hill restroom project, to reimburse expenditures that occurred in the prior year.

## **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: September, 2012

First Quarter; Through Sept. 30, 2012

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: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440025	Copy Service	28	7	17	10	136%
440029	General Fund Spt Svc (522023)	306,959	306,959	306,958	(1)	0%
<b>REVENUES TOTAL</b>		<b>306,987</b>	<b>306,966</b>	<b>306,975</b>	<b>9</b>	<b>0%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(265,156)	(61,678)	(60,330)	1,348	-2%
511010	Part-Time Employee Wages	(9,000)	(2,114)	(2,077)	37	-2%
511020	Temporary Employee Wages	0	0	(414)	(414)	0%
512005	Health & Dental Benefits	(56,281)	(14,070)	(14,050)	20	0%
512008	Health Reimb Arrangement	(2,606)	(709)	(701)	8	-1%
512010	Retirement	(53,686)	(12,610)	(12,428)	182	-1%
512015	FICA	(20,973)	(5,182)	(4,725)	457	-9%
512020	Workers Comp	(336)	(336)	(336)	0	0%
512025	Other Benefits	(1,675)	(335)	(598)	(264)	79%
512030	Other Payroll Taxes	(2,012)	(459)	(508)	(49)	11%
520110	Operating Supplies	(750)	(82)	(127)	(45)	55%
520120	Organization Business Expense	(7,500)	(451)	(1,496)	(1,045)	232%
520180	Subscriptions & Books	(100)	0	0	0	0%
520220	Small Equipment	(500)	(125)	0	125	0%
520503	Printing	(2,300)	(310)	(851)	(541)	175%
520506	Postage	(500)	(97)	(71)	25	-26%
520509	Telephone	(452)	(113)	(100)	13	-11%
520521	Public Information	(9,020)	(889)	(1,419)	(530)	60%
520524	Publications	(60)	(60)	(20)	40	-67%
520530	Memberships	(3,505)	(580)	(2,167)	(1,587)	273%
520563	Sister City Contribution	(6,500)	(3,467)	(2,438)	1,028	-30%
520578	Insurance & Bonds	(332)	(332)	(520)	(188)	57%
521003	Training/Conferences	(7,969)	(5,721)	(4,008)	1,713	-30%
521004	Legislative Conferences & Trainin	(17,000)	(3,175)	(5,414)	(2,239)	71%
521006	Travel	(200)	(155)	(96)	59	-38%
521150	Professional Services	(1,000)	0	0	0	0%
522003	Equipment Maint & Oper Supplies	(500)	(500)	(499)	1	0%
522021	Equipment Fund Charges	(643)	(164)	(157)	7	-4%
522022	Information Systems Fund Charge	(1,688)	(844)	(844)	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(472,244)</b>	<b>(114,557)</b>	<b>(116,396)</b>	<b>(1,839)</b>	<b>2%</b>
<b>Department Net Totals</b>		<b>(165,257)</b>	<b>192,409</b>	<b>190,578</b>		

100 - General Fund

Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440022	Lien Searches	10,600	2,406	4,026	1,619	67%
440025	Copy Service	220	71	102	31	44%
440028	Passport Execution Fee	8,400	1,834	1,675	(159)	-9%
440029	General Fund Spt Svc (522023)	1,798,623	1,798,623	1,798,623	0	0%
440030	Reserved Parking	1,000	250	255	5	2%
440040	New Account Set-Up Fee	22,000	7,102	7,502	400	6%
440042	Door Hanger Fee	20,000	6,836	5,936	(899)	-13%
450056	Business License	39,000	9,243	9,197	(46)	-1%
450057	Other	875	875	0	(875)	0%
472005	Miscellaneous	2,000	537	607	70	13%
480006	Reimbursements	7,500	5,100	0	(5,099)	-100%
	<b>REVENUES TOTAL</b>	<b>1,910,218</b>	<b>1,832,877</b>	<b>1,827,923</b>	<b>(4,954)</b>	<b>0%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(826,294)	(187,765)	(187,253)	513	0%
511010	Part-Time Employee Wages	(122,107)	(29,005)	(25,663)	3,342	-12%
511020	Temporary Employee Wages	(2,500)	(625)	(499)	126	-20%
512005	Health & Dental Benefits	(287,743)	(70,822)	(74,141)	(3,319)	5%
512008	Health Reimb Arrangement	(8,861)	(2,313)	(2,607)	(294)	13%
512010	Retirement	(177,260)	(41,577)	(40,160)	1,417	-3%
512015	FICA	(72,744)	(16,673)	(16,264)	409	-2%
512020	Workers Comp	(4,895)	(4,892)	(4,896)	(4)	0%
512025	Other Benefits	(5,670)	(1,005)	(2,858)	(1,853)	184%
512030	Other Payroll Taxes	(7,143)	(1,633)	(1,592)	41	-2%
520110	Operating Supplies	(6,000)	(1,047)	(785)	262	-25%
520120	Organization Business Expense	(6,200)	(267)	(75)	192	-72%
520150	Utilities	(7,684)	(1,377)	(1,808)	(431)	31%
520180	Subscriptions & Books	(800)	(47)	(90)	(43)	92%
520200	Computer Software Maintenance	(65,230)	(29,694)	(30,390)	(696)	2%
520220	Small Equipment	(1,200)	(413)	(293)	120	-29%
520503	Printing	(17,870)	(5,648)	(7,545)	(1,897)	34%
520506	Postage	(70,000)	(24,950)	(17,489)	7,461	-30%
520509	Telephone	(5,450)	(1,205)	(1,086)	119	-10%
520521	Public Information	(3,750)	(614)	(745)	(131)	21%
520524	Publications	(1,252)	(80)	(78)	2	-2%
520530	Memberships	(20,863)	(20,160)	(19,030)	1,130	-6%
520533	Recruiting Expenses	(2,500)	(682)	(3,710)	(3,028)	444%
520557	Intergovernmental Services	(11,425)	(5,145)	(2,713)	2,431	-47%
520560	Senior Center	(22,500)	(5,873)	(2,296)	3,577	-61%
520578	Insurance & Bonds	(7,954)	(7,954)	(7,954)	0	0%
521003	Training/Conferences	(25,000)	(2,985)	(2,647)	338	-11%
521006	Travel	(500)	0	0	0	0%
521113	Attorney Services	(54,500)	(3,450)	(4,411)	(960)	28%
521150	Professional Services	(33,700)	(2,681)	(2,556)	125	-5%
521165	Contracts for Services	(6,000)	(851)	(1,620)	(769)	90%
521168	Misc Medical Services	0	0	(367)	(367)	0%
521171	Financial Services, Auditing, Inves	(28,991)	(3,758)	(1,817)	1,941	-52%
521172	Bank Service Fees	(2,600)	(749)	(443)	306	-41%
522003	Equipment Maint & Oper Supplies	(31,220)	(3,249)	(4,634)	(1,385)	43%
522021	Equipment Fund Charges	(7,231)	(1,809)	(1,804)	5	0%
522022	Information Systems Fund Charge	(70,261)	(35,131)	(35,131)	0	0%

100 - General Fund

Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522303	Custodial	(5,900)	(666)	(2,295)	(1,629)	245%
522306	Rents & Leases	(1,100)	0	0	0	0%
522309	Building/Facility Rental	(21,860)	(5,462)	(5,462)	0	0%
522312	Facility Maintenance Supplies	(13,500)	(807)	(908)	(101)	13%
522315	Facility Mnt/Repairs	(87,500)	(12,806)	(15,031)	(2,225)	17%
<b>EXPENDITURES TOTAL</b>		<b>(2,155,758)</b>	<b>(535,869)</b>	<b>(531,146)</b>	<b>4,723</b>	<b>-1%</b>
<b>Department Net Totals</b>		<b>(245,540)</b>	<b>1,297,009</b>	<b>1,296,778</b>		

100 - General Fund

Department #13 - Municipal Court

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
460115	Parking Fines (PK)	8,150	2,266	1,724	(542)	-24%
460120	Traffic Fines (TR)	180,300	46,543	38,510	(8,032)	-17%
460125	PD Ordinance Fines	750	328	0	(328)	0%
460130	Marijuana Fines/Fees (ML)	3,600	1,221	2,163	942	77%
460135	Minor in Possession Fines/Fees (M)	6,000	892	1,275	384	43%
472005	Miscellaneous	0	0	14	14	0%
480006	Reimbursements	9,450	2,706	1,978	(728)	-27%
	<b>REVENUES TOTAL</b>	<b>208,250</b>	<b>53,956</b>	<b>45,665</b>	<b>(8,291)</b>	<b>-15%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(75,690)	(14,516)	(14,628)	(112)	1%
511010	Part-Time Employee Wages	(18,480)	(3,910)	(2,160)	1,750	-45%
512005	Health & Dental Benefits	(24,559)	(3,886)	(5,254)	(1,368)	35%
512008	Health Reimb Arrangement	(746)	(113)	(255)	(141)	125%
512010	Retirement	(13,746)	(3,091)	(2,649)	442	-14%
512015	Fica	(7,204)	(1,410)	(1,258)	152	-11%
512020	Workers Comp	(119)	(119)	(119)	0	0%
512025	Other Benefits	(589)	(101)	(146)	(46)	45%
512030	Other Payroll Taxes	(706)	(129)	(126)	3	-3%
520110	Operating Supplies	(1,000)	(611)	(78)	533	-87%
520120	Organization Business Expense	(200)	0	(25)	(25)	0%
520200	Computer Software Maintenance	(6,485)	(6,485)	(6,482)	3	0%
520220	Small Equipment	(200)	(50)	0	50	0%
520503	Printing	(400)	(85)	(7)	78	-92%
520506	Postage	(1,150)	(288)	(207)	81	-28%
520509	Telephone	(250)	(62)	(33)	29	-46%
520521	Public Information	(100)	(25)	0	25	0%
520524	Publications	(500)	0	(35)	(35)	0%
520530	Memberships	(195)	(128)	(95)	33	-26%
520539	Assessment - County	(2,532)	(290)	(313)	(23)	8%
520557	Intergovernmental Services	(700)	(541)	(132)	409	-76%
520566	Assessment - State	(53,890)	(4,176)	(6,805)	(2,629)	63%
520578	Insurance & Bonds	(298)	(298)	(298)	0	0%
521003	Training/Conferences	(2,600)	(508)	(233)	276	-54%
521150	Professional Services	(3,900)	(528)	(810)	(282)	53%
521172	Bank Service Fees	(1,500)	(349)	(246)	104	-30%
522022	Information Systems Fund Charge	(4,984)	(2,492)	(2,492)	0	0%
522309	Building/Facility Rental	(784)	(199)	(199)	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(223,507)</b>	<b>(44,391)</b>	<b>(45,084)</b>	<b>(693)</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>(15,257)</b>	<b>9,565</b>	<b>580</b>		

100 - General Fund

Department #14 - Library

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
420035	W.C.C.L.S.	683,396	0	0	0	0%
430601	Public Library Support Grant	3,000	0	0	0	0%
440019	WCCLS Collection Agency Chrg	1,000	234	180	(54)	-23%
440021	Library Charges	4,400	1,185	1,154	(31)	-3%
440023	Print Fees	2,700	604	662	58	10%
440025	Copy Service	942	226	371	145	64%
440301	Rental Income	1,000	213	235	22	10%
460500	Library Late Fines	23,000	5,271	5,742	471	9%
471020	Unrestricted Donations	150	68	24	(44)	-65%
471022	Restricted Library Memorials	500	45	100	55	120%
<b>REVENUES TOTAL</b>		<b>720,088</b>	<b>7,846</b>	<b>8,468</b>	<b>622</b>	<b>8%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(352,438)	(81,986)	(80,247)	1,739	-2%
511010	Part-Time Employee Wages	(245,044)	(56,398)	(56,958)	(560)	1%
512005	Health & Dental Benefits	(83,241)	(20,810)	(22,317)	(1,507)	7%
512008	Health Reimb Arrangement	(4,137)	(1,096)	(1,391)	(295)	27%
512010	Retirement	(71,634)	(16,826)	(16,531)	295	-2%
512015	FICA	(45,707)	(10,610)	(10,083)	526	-5%
512020	Workers Comp	(710)	(710)	(710)	0	0%
512025	Other Benefits	(3,257)	(651)	(681)	(30)	5%
512030	Other Payroll Taxes	(4,524)	(1,041)	(1,028)	13	-1%
520110	Operating Supplies	(5,000)	(15)	(557)	(542)	3,716%
520120	Organization Business Expense	(100)	0	(23)	(23)	0%
520140	Library Materials	(79,850)	(10,617)	(16,046)	(5,429)	51%
520150	Utilities	(1,501)	(116)	(413)	(296)	255%
520220	Small Equipment	(1,700)	0	0	0	0%
520506	Postage	(1,900)	(442)	(280)	162	-37%
520509	Telephone	(1,400)	(301)	(328)	(27)	9%
520521	Public Information	(800)	0	0	0	0%
520530	Memberships	(750)	(551)	(130)	421	-76%
520557	Intergovernmental Services	(2,500)	(146)	(242)	(95)	65%
520578	Insurance & Bonds	(6,723)	(6,723)	(6,723)	0	0%
521003	Training/Conferences	(1,250)	0	0	0	0%
521006	Travel	(500)	0	0	0	0%
521165	Contracts for Services	(6,000)	0	(27)	(27)	0%
522003	Equipment Maint & Oper Supplies	(4,450)	(1,323)	(1,424)	(101)	8%
522021	Equipment Fund Charges	(642)	(163)	(156)	7	-5%
522022	Information Systems Fund Charge	(20,944)	(10,472)	(10,472)	0	0%
522312	Facility Maintenance Supplies	(4,000)	(310)	(1,580)	(1,269)	409%
522315	Facility Mnt/Repairs	(4,350)	(994)	(2,334)	(1,341)	135%
<b>EXPENDITURES TOTAL</b>		<b>(955,052)</b>	<b>(222,300)</b>	<b>(230,680)</b>	<b>(8,380)</b>	<b>4%</b>
<b>Department Net Totals</b>		<b>(234,964)</b>	<b>(214,454)</b>	<b>(222,212)</b>		

100 - General Fund

Department #15 - Aquatics

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440004	Swimming Pool	280,000	86,140	88,974	2,835	3%
440010	Lockers/Vending Machines	12,000	4,178	4,148	(30)	-1%
<b>REVENUES TOTAL</b>		<b>292,000</b>	<b>90,318</b>	<b>93,122</b>	<b>2,805</b>	<b>3%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(130,741)	(30,248)	(29,689)	558	-2%
511010	Part-Time Employee Wages	(192,025)	(53,662)	(47,363)	6,299	-12%
512005	Health & Dental Benefits	(38,739)	(9,685)	(9,663)	22	0%
512008	Health Reimb Arrangement	(1,675)	(482)	(582)	(100)	21%
512010	Retirement	(26,321)	(6,160)	(6,098)	62	-1%
512015	FICA	(24,998)	(6,560)	(5,677)	883	-13%
512020	Workers Comp	(6,169)	(6,169)	(6,169)	0	0%
512025	Other Benefits	(1,822)	(363)	(342)	21	-6%
512030	Other Payroll Taxes	(2,576)	(663)	(606)	57	-9%
520110	Operating Supplies	(28,150)	(9,362)	(6,455)	2,906	-31%
520120	Organization Business Expense	(400)	0	0	0	0%
520130	Personnel Uniforms & Equipment	(300)	0	0	0	0%
520150	Utilities	(99,511)	(11,586)	(8,171)	3,414	-29%
520220	Small Equipment	(4,950)	(4,950)	(1,707)	3,243	-66%
520503	Printing	(2,400)	(1,413)	(994)	419	-30%
520506	Postage	(500)	(120)	(88)	32	-27%
520509	Telephone	(600)	(114)	(197)	(83)	73%
520521	Public Information	(2,200)	(284)	(375)	(91)	32%
520530	Memberships	(250)	(63)	0	63	0%
520557	Intergovernmental Services	(1,100)	0	(314)	(314)	0%
520578	Insurance & Bonds	(5,738)	(5,738)	(5,738)	0	0%
521003	Training/Conferences	(1,950)	0	0	0	0%
521150	Professional Services	(3,000)	0	(27)	(27)	0%
522003	Equipment Maint & Oper Supplies	(1,150)	0	0	0	0%
522021	Equipment Fund Charges	(763)	(188)	(187)	1	0%
522022	Information Systems Fund Charge	(3,452)	(1,726)	(1,726)	0	0%
522312	Facility Maintenance Supplies	(12,300)	(1,301)	(2,211)	(910)	70%
522315	Facility Mnt/Repairs	(24,250)	(10,616)	(21,169)	(10,554)	99%
<b>EXPENDITURES TOTAL</b>		<b>(618,030)</b>	<b>(161,450)</b>	<b>(155,550)</b>	<b>5,900</b>	<b>-4%</b>
<b>Department Net Totals</b>		<b>(326,030)</b>	<b>(71,132)</b>	<b>(62,427)</b>		

100 - General Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440007	Recreation User Fees	35,000	7,053	4,171	(2,882)	-41%
440029	General Fund Spt Svc (522023)	89,620	89,620	89,620	0	0%
471020	Unrestricted Donations	750	285	0	(285)	0%
<b>REVENUES TOTAL</b>		<b>125,370</b>	<b>96,958</b>	<b>93,791</b>	<b>(3,167)</b>	<b>-3%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(257,625)	(60,064)	(58,689)	1,375	-2%
511020	Temporary Employee Wages	(48,210)	(25,547)	(11,428)	14,120	-55%
512005	Health & Dental Benefits	(58,290)	(14,573)	(14,483)	90	-1%
512008	Health Reimb Arrangement	(2,548)	(643)	(773)	(130)	20%
512010	Retirement	(52,497)	(12,286)	(12,090)	196	-2%
512015	FICA	(23,396)	(6,317)	(5,386)	932	-15%
512020	Workers Comp	(6,445)	(6,445)	(6,445)	0	0%
512025	Other Benefits	(1,365)	(279)	(446)	(168)	60%
512030	Other Payroll Taxes	(2,316)	(627)	(536)	91	-15%
520110	Operating Supplies	(2,400)	(1,264)	(212)	1,051	-83%
520120	Organization Business Expense	(100)	(25)	(13)	12	-48%
520130	Personnel Uniforms & Equipment	(2,100)	(1,481)	(1,095)	386	-26%
520150	Utilities	(4,994)	(864)	(1,280)	(416)	48%
520220	Small Equipment	(8,350)	(3,641)	(528)	3,113	-86%
520506	Postage	(150)	(38)	0	38	0%
520509	Telephone	(2,735)	(599)	(218)	380	-64%
520521	Public Information	(200)	0	0	0	0%
520530	Memberships	(1,370)	0	0	0	0%
520557	Intergovernmental Services	(450)	0	0	0	0%
520578	Insurance & Bonds	(1,858)	(1,858)	(1,858)	0	0%
521003	Training/Conferences	(1,825)	(217)	(990)	(773)	356%
521150	Professional Services	(12,800)	(1,139)	(5,956)	(4,817)	423%
521168	Misc Medical Services	0	0	(178)	(178)	0%
522003	Equipment Maint & Oper Supplies	(2,500)	(730)	(147)	583	-80%
522012	Fuel/Oil	(500)	(95)	(197)	(102)	108%
522021	Equipment Fund Charges	(81,540)	(20,384)	(20,385)	(1)	0%
522022	Information Systems Fund Charge	(1,685)	(843)	(843)	0	0%
522306	Rents & Leases	(500)	(125)	0	125	0%
522312	Facility Maintenance Supplies	(20,800)	(4,510)	(3,622)	888	-20%
522315	Facility Mnt/Repairs	(9,500)	(755)	(9,249)	(8,494)	1,124%
<b>EXPENDITURES TOTAL</b>		<b>(609,049)</b>	<b>(165,349)</b>	<b>(157,046)</b>	<b>8,303</b>	<b>-5%</b>
<b>Department Net Totals</b>		<b>(483,679)</b>	<b>(68,391)</b>	<b>(63,255)</b>		

100 - General Fund

Department #18 - Non-Departmental

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
411003	Property Taxes	4,633,185	0	0	0	0%
411010	Local Option Levy	1,581,332	0	0	0	0%
411150	Property Tax Prior Years	135,000	97,804	77,142	(20,662)	-21%
413001	Franchise Tax	535,302	72,050	78,595	6,546	9%
420020	State Revenue Sharing	171,000	37,094	46,457	9,363	25%
420055	Metro Construction Excise Tax	45,000	16,728	5,307	(11,421)	-68%
422045	Transient Room Tax	50,000	13,946	18,194	4,248	30%
422055	SD15 Construction Excise Tax	187,000	45,925	38,192	(7,733)	-17%
470105	Interest	52,000	4,825	9,503	4,678	97%
480050	In-Lieu of Tax	1,032,584	1,032,584	1,033,041	457	0%
495005	Fund Bal Avail. for Approp.	4,590,795	4,590,795	4,764,277	173,482	4%
<b>REVENUES TOTAL</b>		<b>13,013,198</b>	<b>5,911,751</b>	<b>6,070,708</b>	<b>158,957</b>	<b>3%</b>
<b>EXPENDITURES</b>						
520547	Metro Construction Excise Tax	(42,750)	(11,600)	(3,479)	8,121	-70%
520549	SD15 Construction Excise Tax Pa	(179,520)	0	0	0	0%
570127	Transfer to Other Funds	(350,000)	0	0	0	0%
580206	Contingency	(1,240,795)	0	0	0	0%
590304	Unapp Fund Balance	(3,000,000)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(4,813,065)</b>	<b>(11,600)</b>	<b>(3,479)</b>	<b>8,121</b>	<b>-70%</b>
<b>Department Net Totals</b>		<b>8,200,133</b>	<b>5,900,151</b>	<b>6,067,229</b>		

100 - General Fund

Department #21 - Police

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
420005	Alcoholic Beverages	255,000	61,565	50,046	(11,518)	-19%
430214	Homeland Security Grant	22,663	0	0	0	0%
430328	Justice Assistance Grant	0	0	730	730	0%
430335	DEC/DUII Police Grant	3,000	1,365	10	(1,355)	-99%
440025	Copy Service	2,850	1,001	303	(698)	-70%
450050	Liquor Licenses	2,400	279	336	56	20%
450051	Police Permits	100	25	95	70	282%
450057	Other	0	0	163	163	0%
450225	Impound Fees	250	115	0	(115)	0%
460105	State Court Fines	33,000	6,199	10,228	4,029	65%
460116	Immobilization Fees	100	0	0	0	0%
471021	Donations	0	0	250	250	0%
472005	Miscellaneous	0	0	163	163	0%
480006	Reimbursements	0	0	2,807	2,807	0%
480009	TriMet Officer Reimbursement	112,620	28,155	39,310	11,155	40%
480010	SRO Reimbursement	57,868	0	0	0	0%
	<b>REVENUES TOTAL</b>	<b>489,851</b>	<b>98,704</b>	<b>104,441</b>	<b>5,738</b>	<b>6%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(2,362,776)	(547,162)	(506,851)	40,311	-7%
511010	Part-Time Employee Wages	(44,488)	(10,227)	(10,100)	127	-1%
511015	Overtime	(152,048)	(30,357)	(18,861)	11,495	-38%
512005	Health & Dental Benefits	(501,182)	(122,772)	(122,598)	174	0%
512008	Health Reimb Arrangement	(31,819)	(8,156)	(12,733)	(4,578)	56%
512010	Retirement	(444,668)	(103,270)	(93,668)	9,602	-9%
512015	FICA	(195,471)	(45,008)	(40,587)	4,421	-10%
512020	Workers Comp	(62,746)	(62,746)	(62,746)	0	0%
512025	Other Benefits	(14,423)	(3,087)	(2,979)	108	-4%
512030	Other Payroll Taxes	(18,995)	(4,334)	(3,972)	362	-8%
520110	Operating Supplies	(22,202)	(2,778)	(2,286)	492	-18%
520120	Organization Business Expense	(1,505)	(178)	(43)	135	-76%
520130	Personnel Uniforms & Equipment	(20,760)	(1,704)	(8,956)	(7,252)	425%
520150	Utilities	(2,814)	(413)	(742)	(329)	80%
520220	Small Equipment	(3,000)	(1,128)	(49)	1,079	-96%
520225	Reserve Officer Expenses	(5,000)	0	0	0	0%
520270	Miscellaneous	(500)	(8)	(15)	(7)	80%
520274	Hands and Words Project	0	0	(1,481)	(1,481)	0%
520503	Printing	(3,528)	(109)	0	109	0%
520506	Postage	(2,000)	(375)	(459)	(84)	22%
520509	Telephone	(15,825)	(2,431)	(4,749)	(2,318)	95%
520521	Public Information	(2,789)	(1,488)	(1,260)	228	-15%
520524	Publications	(1,555)	(389)	0	389	0%
520530	Memberships	(2,932)	(270)	(219)	51	-19%
520557	Intergovernmental Services	(10,020)	(2,505)	(2,385)	120	-5%
520558	WCCCA	(185,155)	(92,947)	(92,822)	125	0%
520578	Insurance & Bonds	(25,881)	(25,881)	(25,881)	0	0%
521003	Training/Conferences	(25,200)	(9,049)	(6,380)	2,669	-29%
521150	Professional Services	(4,083)	(28)	(187)	(159)	566%
521168	Misc Medical Services	(3,717)	(670)	(837)	(167)	25%
522003	Equipment Maint & Oper Supplies	(2,368)	(327)	(500)	(173)	53%
522009	Vehicle Maint & Oper Supplies	(1,000)	0	(66)	(66)	0%

100 - General Fund

Department #21 - Police

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522010	Vehicle Maint External	(500)	(500)	0	500	0%
522012	Fuel/Oil	0	0	(426)	(426)	0%
522021	Equipment Fund Charges	(189,177)	(47,294)	(47,292)	2	0%
522022	Information Systems Fund Charge	(23,355)	(11,678)	(11,678)	(1)	0%
522306	Rents & Leases	(6,060)	(1,515)	(626)	889	-59%
522312	Facility Maintenance Supplies	(1,611)	(498)	(399)	99	-20%
522315	Facility Mnt/Repairs	(3,520)	(723)	(975)	(252)	35%
550181	Major Tools & Work Equipment	(10,800)	(2,700)	0	2,700	0%
550185	Homeland Security	(22,664)	(1,133)	(890)	243	-21%
<b>EXPENDITURES TOTAL</b>		<b>(4,428,137)</b>	<b>(1,145,837)</b>	<b>(1,086,698)</b>	<b>59,139</b>	<b>-5%</b>
<b>Department Net Totals</b>		<b>(3,938,286)</b>	<b>(1,047,134)</b>	<b>(982,257)</b>		

100 - General Fund

Department #22 - Fire

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
420015	Cigarette	31,000	8,327	8,229	(99)	-1%
420050	Rural Fire District	452,368	104,055	0	(104,055)	0%
430214	Homeland Security Grant	40,800	0	0	0	0%
440025	Copy Service	107	13	27	14	110%
480008	Cornelius Fire Chief Reimburseme	40,256	0	0	0	0%
480015	Fire Dept Reimbursement	2,500	50	3,590	3,540	7,082%
480017	Fire Dept Inspection Reimburseme	4,200	1,121	0	(1,121)	0%
<b>REVENUES TOTAL</b>		<b>571,231</b>	<b>113,566</b>	<b>11,845</b>	<b>(101,721)</b>	<b>-90%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(1,462,268)	(340,637)	(337,563)	3,073	-1%
511010	Part-Time Employee Wages	(16,847)	(3,701)	(3,926)	(226)	6%
511015	Overtime	(93,700)	(29,013)	(29,820)	(807)	3%
511019	Volunteer Firefighter Stipend	(62,880)	(17,102)	(15,286)	1,816	-11%
511020	Temporary Employee Wages	(20,000)	(3,479)	(10,868)	(7,390)	212%
512005	Health & Dental Benefits	(322,860)	(78,919)	(82,107)	(3,188)	4%
512008	Health Reimb Arrangement	(13,598)	(3,619)	(3,702)	(83)	2%
512010	Retirement	(301,227)	(70,185)	(64,493)	5,692	-8%
512015	FICA	(126,310)	(30,160)	(29,481)	679	-2%
512020	Workers Comp	(27,291)	(27,291)	(27,291)	0	0%
512025	Other Benefits	(9,215)	(1,611)	(3,321)	(1,711)	106%
512030	Other Payroll Taxes	(12,292)	(2,905)	(2,943)	(38)	1%
512035	Volunteer Fringe Benefits	(2,646)	0	0	0	0%
520110	Operating Supplies	(14,000)	(3,495)	(4,757)	(1,262)	36%
520120	Organization Business Expense	(4,300)	(651)	(202)	450	-69%
520130	Personnel Uniforms & Equipment	(14,000)	(923)	(421)	503	-54%
520150	Utilities	(26,257)	(2,960)	(2,411)	549	-19%
520200	Computer Software Maintenance	0	0	(170)	(170)	0%
520220	Small Equipment	(8,000)	(1,697)	(1,272)	425	-25%
520230	Tools- 50/50	(62,400)	(17,535)	(9,981)	7,554	-43%
520300	Emergency Operations Center	(2,800)	(200)	(277)	(77)	38%
520503	Printing	(500)	(125)	(32)	93	-74%
520506	Postage	(700)	(195)	(151)	44	-23%
520509	Telephone	(4,000)	(818)	(1,275)	(457)	56%
520521	Public Information	(1,800)	(1,112)	0	1,112	0%
520524	Publications	(1,490)	(1,201)	(869)	333	-28%
520530	Memberships	(1,000)	(263)	(500)	(237)	90%
520557	Intergovernmental Services	(1,400)	(245)	(28)	217	-89%
520558	WCCCA	(151,444)	(75,809)	(74,995)	814	-1%
520578	Insurance & Bonds	(24,650)	(24,650)	(24,650)	0	0%
521003	Training/Conferences	(27,000)	(4,324)	(4,784)	(459)	11%
521150	Professional Services	(29,040)	(16,155)	(12,798)	3,357	-21%
521168	Misc Medical Services	(26,000)	(5,200)	(4,885)	315	-6%
522003	Equipment Maint & Oper Supplies	(5,700)	(1,013)	(2,944)	(1,931)	191%
522009	Vehicle Maint & Oper Supplies	(50,000)	(17,214)	(14,197)	3,018	-18%
522012	Fuel/Oil	(26,950)	(5,375)	(5,467)	(91)	2%
522021	Equipment Fund Charges	(2,532)	(629)	(633)	(4)	1%
522022	Information Systems Fund Charge	(16,290)	(8,145)	(8,145)	0	0%
522303	Custodial	(1,000)	(167)	(155)	12	-7%
522312	Facility Maintenance Supplies	(3,000)	(797)	(300)	497	-62%
522315	Facility Mnt/Repairs	(9,500)	(3,655)	(1,566)	2,089	-57%

100 - General Fund

Department #22 - Fire

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
550185	Homeland Security	(40,800)	(10,200)	(9,057)	1,143	-11%
	<b>EXPENDITURES TOTAL</b>	<b>(3,027,687)</b>	<b>(813,374)</b>	<b>(797,721)</b>	<b>15,654</b>	<b>-2%</b>
	<b>Department Net Totals</b>	<b>(2,456,456)</b>	<b>(699,809)</b>	<b>(785,876)</b>		

100 - General Fund

Department #31 - Planning

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
430460	SHPO Grant	4,000	1,000	0	(1,000)	0%
430587	Grant Match - Other Agencies	132,500	0	0	0	0%
440020	Code Enforcement Revenue	1,000	0	1,135	1,135	0%
440025	Copy Service	78	57	68	11	19%
440029	General Fund Spt Svc (522023)	62,008	62,008	62,008	0	0%
450054	Metro Business License	10,600	10,600	10,304	(296)	-3%
450057	Other	0	0	15	15	0%
450101	Planning Fees	21,560	7,114	9,087	1,973	28%
	<b>REVENUES TOTAL</b>	<b>231,746</b>	<b>80,779</b>	<b>82,617</b>	<b>1,838</b>	<b>2%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(216,079)	(50,408)	(48,524)	1,883	-4%
511010	Part-Time Employee Wages	(3,000)	(750)	0	750	0%
511020	Temporary Employee Wages	0	0	(1,605)	(1,605)	0%
512005	Health & Dental Benefits	(33,841)	(8,556)	(8,470)	86	-1%
512008	Health Reimb Arrangement	(2,146)	(566)	(506)	60	-11%
512010	Retirement	(44,212)	(10,389)	(9,996)	393	-4%
512015	FICA	(16,760)	(3,915)	(3,772)	143	-4%
512020	Workers Comp	(296)	(296)	(296)	0	0%
512025	Other Benefits	(1,190)	(245)	(380)	(136)	55%
512030	Other Payroll Taxes	(1,617)	(374)	(370)	4	-1%
520110	Operating Supplies	(2,112)	(331)	(85)	246	-74%
520120	Organization Business Expense	(1,160)	(44)	(30)	14	-31%
520170	Code Enforcement Expenditures	(4,500)	(2,210)	(2,627)	(417)	19%
520200	Computer Software Maintenance	(3,000)	0	0	0	0%
520503	Printing	(3,350)	(838)	0	838	0%
520506	Postage	(2,400)	(646)	(594)	52	-8%
520509	Telephone	(850)	(212)	(133)	79	-37%
520521	Public Information	(6,000)	(813)	(2,375)	(1,561)	192%
520524	Publications	(400)	(400)	0	400	0%
520530	Memberships	(2,600)	(48)	(600)	(552)	1,162%
520557	Intergovernmental Services	(6,650)	(1,663)	(35)	1,628	-98%
520578	Insurance & Bonds	(426)	(426)	(426)	0	0%
521003	Training/Conferences	(1,300)	0	(431)	(431)	0%
521113	Attorney Services	(10,000)	(2,904)	(735)	2,169	-75%
521150	Professional Services	(150,000)	(7,500)	(7,011)	489	-7%
522003	Equipment Maint & Oper Supplies	(4,080)	0	(400)	(400)	0%
522021	Equipment Fund Charges	(1,807)	(451)	(448)	3	-1%
522022	Information Systems Fund Charge	(3,946)	(1,973)	(1,973)	0	0%
522309	Building/Facility Rental	(1,573)	(394)	(394)	0	0%
523006	SHPO Grant Expense	(4,080)	(4,080)	(5,212)	(1,132)	28%
	<b>EXPENDITURES TOTAL</b>	<b>(529,375)</b>	<b>(100,430)</b>	<b>(97,426)</b>	<b>3,004</b>	<b>-3%</b>
	<b>Department Net Totals</b>	<b>(297,629)</b>	<b>(19,651)</b>	<b>(14,810)</b>		

100 - General Fund

Department #51 - Engineering

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440025	Copy Service	1,375	1,282	704	(577)	-45%
440029	General Fund Spt Svc (522023)	552,676	552,676	552,676	0	0%
450122	Engineering Inspection Fees	13,189	8,741	865	(7,876)	-90%
<b>REVENUES TOTAL</b>		<b>567,240</b>	<b>562,699</b>	<b>554,246</b>	<b>(8,453)</b>	<b>-2%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(333,730)	(78,829)	(75,885)	2,944	-4%
511010	Part-Time Employee Wages	(38,819)	(8,762)	(4,691)	4,071	-46%
511020	Temporary Employee Wages	0	0	(2,733)	(2,733)	0%
512005	Health & Dental Benefits	(58,604)	(13,870)	(14,318)	(448)	3%
512008	Health Reimb Arrangement	(2,768)	(747)	(746)	1	0%
512010	Retirement	(67,653)	(16,223)	(15,632)	591	-4%
512015	FICA	(28,500)	(6,552)	(6,314)	238	-4%
512020	Workers Comp	(2,970)	(2,970)	(2,970)	0	0%
512025	Other Benefits	(2,245)	(401)	(793)	(392)	98%
512030	Other Payroll Taxes	(2,768)	(632)	(615)	17	-3%
520110	Operating Supplies	(2,500)	(283)	(377)	(94)	33%
520120	Organization Business Expense	(250)	0	(45)	(45)	0%
520130	Personnel Uniforms & Equipment	(500)	(125)	0	125	0%
520190	Computer Software	(3,000)	0	0	0	0%
520220	Small Equipment	(3,300)	(825)	0	825	0%
520503	Printing	(2,100)	(94)	(218)	(124)	132%
520506	Postage	(550)	(314)	(353)	(39)	12%
520509	Telephone	(2,550)	(635)	(199)	436	-69%
520521	Public Information	0	0	(96)	(96)	0%
520524	Publications	(990)	0	(28)	(28)	0%
520530	Memberships	(1,600)	(525)	(912)	(388)	74%
520557	Intergovernmental Services	(650)	0	0	0	0%
520578	Insurance & Bonds	(875)	(875)	(875)	0	0%
521003	Training/Conferences	(2,550)	(158)	(150)	8	-5%
521113	Attorney Services	(3,000)	0	(1,350)	(1,350)	0%
521150	Professional Services	(10,520)	(2,630)	(1,278)	1,352	-51%
522003	Equipment Maint & Oper Supplies	(4,060)	(757)	(584)	173	-23%
522021	Equipment Fund Charges	(17,621)	(4,402)	(4,409)	(7)	0%
522022	Information Systems Fund Charge	(9,502)	(4,751)	(4,751)	0	0%
522306	Rents & Leases	(100)	(25)	0	25	0%
522312	Facility Maintenance Supplies	0	0	(246)	(246)	0%
<b>EXPENDITURES TOTAL</b>		<b>(604,275)</b>	<b>(145,385)</b>	<b>(140,569)</b>	<b>4,816</b>	<b>-3%</b>
<b>Department Net Totals</b>		<b>(37,035)</b>	<b>417,313</b>	<b>413,676</b>		

205 - Building Permits Fund

Department #32 - Building Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440025	Copy Service	0	0	19	19	0%
450074	Structural Building Permits	133,772	48,141	39,402	(8,738)	-18%
450078	Plumbing Permits	38,950	9,843	12,220	2,377	24%
450080	Mechanical Permits	11,654	2,952	3,572	620	21%
450082	Structural State Surcharge	15,813	4,804	4,510	(294)	-6%
450086	Plumbing State Surcharge	4,674	1,189	1,385	197	17%
450088	Mechanical Plans St. Surcharge	1,398	354	429	75	21%
450106	Structural Plan Review Fees	88,678	22,170	32,696	10,526	47%
450108	Plumbing Plan Review Fees	875	180	218	38	21%
450110	Mechanical Plan Review Fees	2,914	718	672	(45)	-6%
450112	FL&S Plan Review Fees	0	0	3,618	3,618	0%
450124	Erosion Control Fees	21,450	7,096	7,586	490	7%
470105	Interest	0	0	853	853	0%
495005	Fund Bal Avail. for Approp.	548,646	548,646	670,240	121,594	22%
	<b>REVENUES TOTAL</b>	<b>868,824</b>	<b>646,092</b>	<b>777,420</b>	<b>131,328</b>	<b>20%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(228,464)	(52,977)	(52,046)	931	-2%
512005	Health & Dental Benefits	(42,317)	(10,579)	(10,403)	176	-2%
512008	Health Reimb Arrangement	(2,255)	(590)	(590)	0	0%
512010	Retirement	(46,460)	(10,801)	(10,721)	80	-1%
512015	FICA	(17,476)	(4,059)	(3,932)	127	-3%
512020	Workers Comp	(1,319)	(1,319)	(1,319)	0	0%
512025	Other Benefits	(1,256)	(251)	(379)	(128)	51%
512030	Other Payroll Taxes	(1,694)	(393)	(382)	11	-3%
520110	Operating Supplies	(975)	(207)	(81)	126	-61%
520120	Organization Business Expense	(300)	(75)	0	75	0%
520190	Computer Software	(3,200)	(800)	0	800	0%
520503	Printing	(800)	(624)	(50)	574	-92%
520506	Postage	(200)	(75)	(89)	(14)	18%
520509	Telephone	(1,850)	(379)	(275)	104	-27%
520521	Public Information	(150)	(38)	0	38	0%
520524	Publications	(500)	0	0	0	0%
520530	Memberships	(950)	0	0	0	0%
520557	Intergovernmental Services	(31,885)	(6,421)	(6,032)	389	-6%
520578	Insurance & Bonds	(469)	(469)	(469)	0	0%
521003	Training/Conferences	(8,000)	(2,148)	(175)	1,973	-92%
521113	Attorney Services	(3,000)	(750)	0	750	0%
521150	Professional Services	(1,050)	0	0	0	0%
521172	Bank Service Fees	(150)	(39)	(21)	18	-45%
522003	Equipment Maint & Oper Supplies	(900)	0	0	0	0%
522021	Equipment Fund Charges	(9,560)	(2,388)	(2,387)	1	0%
522022	Information Systems Fund Charge	(5,635)	(2,818)	(2,818)	0	0%
522023	General Fund Admin Services	(45,760)	(45,760)	(45,760)	0	0%
580206	Contingency	(100,000)	0	0	0	0%
590304	Unapp Fund Balance	(312,249)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(868,824)</b>	<b>(143,959)</b>	<b>(137,929)</b>	<b>6,031</b>	<b>-4%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>502,133</b>	<b>639,492</b>		

210 - Street Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
422015	State Gas Tax	1,185,805	285,279	280,406	(4,872)	-2%
422025	County Gas Tax	83,877	21,075	20,412	(662)	-3%
450057	Other	0	0	3,278	3,278	0%
450100	Street Improv Fee-N Central Proje	0	0	3,150	3,150	0%
470105	Interest	3,300	235	254	18	8%
470133	Sidewalk Program Pyrmt in Full	100,000	0	0	0	0%
495005	Fund Bal Avail. for Approp.	659,812	659,812	614,454	(45,358)	-7%
<b>REVENUES TOTAL</b>		<b>2,032,794</b>	<b>966,400</b>	<b>921,954</b>	<b>(44,446)</b>	<b>-5%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(185,909)	(52,395)	(57,862)	(5,467)	10%
511015	Overtime	(6,955)	(1,199)	(328)	871	-73%
512005	Health & Dental Benefits	(53,696)	(12,538)	(13,424)	(886)	7%
512008	Health Reimb Arrangement	(1,850)	(435)	(551)	(116)	27%
512010	Retirement	(37,437)	(10,384)	(11,453)	(1,068)	10%
512015	FICA	(14,754)	(4,234)	(4,462)	(228)	5%
512020	Workers Comp	(6,280)	(6,280)	(6,280)	0	0%
512025	Other Benefits	(1,022)	(210)	(296)	(86)	41%
512030	Other Payroll Taxes	(1,460)	(350)	(331)	19	-6%
520110	Operating Supplies	(2,000)	(389)	(1,121)	(731)	188%
520120	Organization Business Expense	(50)	0	0	0	0%
520130	Personnel Uniforms & Equipment	(3,200)	(2,316)	(932)	1,384	-60%
520150	Utilities	(78,000)	(15,551)	(13,793)	1,758	-11%
520190	Computer Software	(2,500)	(903)	(776)	127	-14%
520220	Small Equipment	(3,250)	(535)	(204)	331	-62%
520240	Construction Supplies	(67,000)	(33,500)	(30,076)	3,424	-10%
520280	Street Light Maint. (610-440170)	(73,000)	0	0	0	0%
520503	Printing	(800)	(316)	(167)	149	-47%
520506	Postage	(100)	(77)	(6)	71	-92%
520509	Telephone	(650)	(26)	(132)	(106)	405%
520521	Public Information	(500)	0	(149)	(149)	0%
520524	Publications	(300)	0	0	0	0%
520557	Intergovernmental Services	(23,500)	(3,286)	(9,015)	(5,729)	174%
520578	Insurance & Bonds	(4,958)	(4,958)	(4,958)	0	0%
521003	Training/Conferences	(1,500)	(797)	(200)	597	-75%
521150	Professional Services	(1,200)	(657)	0	657	0%
521168	Misc Medical Services	(250)	(73)	(96)	(24)	33%
521172	Bank Service Fees	(700)	(182)	(172)	10	-6%
522003	Equipment Maint & Oper Supplies	(750)	0	(145)	(145)	0%
522012	Fuel/Oil	0	0	(172)	(172)	0%
522021	Equipment Fund Charges	(89,816)	(22,454)	(22,451)	3	0%
522022	Information Systems Fund Charge	(2,302)	(1,151)	(1,151)	0	0%
522023	General Fund Admin Services	(436,703)	(436,703)	(436,703)	0	0%
522306	Rents & Leases	(9,400)	(1,354)	(4,000)	(2,646)	195%
522309	Building/Facility Rental	(3,132)	(783)	(783)	0	0%
550563	Construction Maintenance	(200,000)	0	0	0	0%
550575	Streel Construction	(65,000)	0	(48,049)	(48,049)	0%
550580	Sidewalk Program	(100,000)	0	0	0	0%
551066	Safe Routes to School	(50,000)	0	0	0	0%
580206	Contingency	(150,000)	0	0	0	0%
590304	Unapp Fund Balance	(352,870)	0	0	0	0%

210 - Street Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
	EXPENDITURES TOTAL	(2,032,794)	(614,037)	(670,239)	(56,202)	9%
	Department Net Totals	0	352,364	251,716		

212 - Street Tree Fund

Department #31 - Planning

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
450140	Tree Planting Fees	47,600	15,614	5,440	(10,174)	-65%
470105	Interest	250	59	117	58	98%
495005	Fund Bal Avail. for Approp.	97,150	97,150	104,657	7,507	8%
	<b>REVENUES TOTAL</b>	<b>145,000</b>	<b>112,823</b>	<b>110,214</b>	<b>(2,608)</b>	<b>-2%</b>
<b>EXPENDITURES</b>						
520290	Street Tree Planting	(145,000)	0	(164)	(164)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(145,000)</b>	<b>0</b>	<b>(164)</b>	<b>(164)</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>112,823</b>	<b>110,050</b>		

215 - 911 Emergency Fund

Department #20 - Debt Service

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
422035	911 Emergency Tax	125,000	31,978	26,125	(5,854)	-18%
	<b>REVENUES TOTAL</b>	<b>125,000</b>	<b>31,978</b>	<b>26,125</b>	<b>(5,854)</b>	<b>-18%</b>
<b>EXPENDITURES</b>						
520557	Intergovernmental Services	(125,000)	(31,978)	(26,125)	5,854	-18%
	<b>EXPENDITURES TOTAL</b>	<b>(125,000)</b>	<b>(31,978)</b>	<b>(26,125)</b>	<b>5,854</b>	<b>-18%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>		

220 - Forfeiture Sharing Fund

Department #21 - Police

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
460150	Forfeiture Sharing Revenue	5,000	1,250	0	(1,250)	0%
	<b>REVENUES TOTAL</b>	<b>5,000</b>	<b>1,250</b>	<b>0</b>	<b>(1,250)</b>	<b>0%</b>
<b>EXPENDITURES</b>						
520220	Small Equipment	(5,000)	(5,000)	0	5,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>	<b>5,000</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(3,750)</b>	<b>0</b>		

225 - Fire Equipment Repl. Fund

Department #23 - Fire Equipment Repl Fund

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
420010	Rural District Share	149,775	15,560	0	(15,560)	0%
430214	Homeland Security Grant	17,245	0	0	0	0%
470105	Interest	5,000	1,382	444	(938)	-68%
481005	Transfer from Other Funds	97,850	24,463	24,463	0	0%
495005	Fund Bal Avail. for Approp.	339,538	325,270	320,933	(4,337)	-1%
<b>REVENUES TOTAL</b>		<b>609,408</b>	<b>366,674</b>	<b>345,839</b>	<b>(20,835)</b>	<b>-6%</b>
<b>EXPENDITURES</b>						
550181	Major Tools & Work Equipment	(42,100)	(776)	(93)	682	-88%
551261	Equipment Replacement	(275,000)	0	(45)	(45)	0%
580206	Contingency	(50,000)	0	0	0	0%
590304	Unapp Fund Balance	(242,308)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(609,408)</b>	<b>(776)</b>	<b>(138)</b>	<b>637</b>	<b>-82%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>365,898</b>	<b>345,701</b>		

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

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
422015	State Gas Tax	11,978	2,882	2,832	(49)	-2%
450052	Bicycle Licenses	50	33	25	(8)	-25%
470105	Interest	384	82	97	15	19%
495005	Fund Bal Avail. for Approp.	85,288	85,288	85,918	630	1%
	<b>REVENUES TOTAL</b>	<b>97,700</b>	<b>88,285</b>	<b>88,872</b>	<b>588</b>	<b>1%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(97,700)	0	(2,412)	(2,412)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(97,700)</b>	<b>0</b>	<b>(2,412)</b>	<b>(2,412)</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>88,285</b>	<b>86,460</b>		

250 - Library Donations Fund

Department #14 - Library

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
481005	Transfer from Other Funds	803	0	0	0	0%
495005	Fund Bal Avail. for Approp.	1,684	1,684	1,684	0	0%
	<b>REVENUES TOTAL</b>	<b>2,487</b>	<b>1,684</b>	<b>1,684</b>	<b>0</b>	<b>0%</b>
<b>EXPENDITURES</b>						
520220	Small Equipment	(2,487)	(622)	0	622	0%
	<b>EXPENDITURES TOTAL</b>	<b>(2,487)</b>	<b>(622)</b>	<b>0</b>	<b>622</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,062</b>	<b>1,684</b>		

260 - Trail System Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	500	81	88	7	9%
495005	Fund Bal Avail. for Approp.	49,445	49,445	47,015	(2,430)	-5%
	<b>REVENUES TOTAL</b>	<b>49,945</b>	<b>49,526</b>	<b>47,103</b>	<b>(2,423)</b>	<b>-5%</b>
<b>EXPENDITURES</b>						
522320	TRAIL MAINTENANCE	(10,000)	(2,500)	0	2,500	0%
550240	Trail Construction	(39,945)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(49,945)</b>	<b>(2,500)</b>	<b>0</b>	<b>2,500</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>47,026</b>	<b>47,103</b>		

265 - Transportation Services Fund

Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
430725	DHS Transportation Grant	520,000	56,270	44,469	(11,801)	-21%
	<b>REVENUES TOTAL</b>	<b>520,000</b>	<b>56,270</b>	<b>44,469</b>	<b>(11,801)</b>	<b>-21%</b>
<b>EXPENDITURES</b>						
523015	Transportation Grant	(520,000)	(81,759)	(44,469)	37,289	-46%
	<b>EXPENDITURES TOTAL</b>	<b>(520,000)</b>	<b>(81,759)</b>	<b>(44,469)</b>	<b>37,289</b>	<b>-46%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(25,489)</b>	<b>0</b>		

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

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	2,500	380	637	256	67%
481007	Transfer from General Fund	350,000	0	0	0	0%
495005	Fund Bal Avail. for Approp.	426,105	426,105	426,601	496	0%
<b>REVENUES TOTAL</b>		<b>778,605</b>	<b>426,485</b>	<b>427,238</b>	<b>752</b>	<b>0%</b>
<b>EXPENDITURES</b>						
550166	Building Improvements	(250,000)	(62,500)	0	62,500	0%
550173	Capital Projects - Aquatic Center	0	0	(10,856)	(10,856)	0%
590304	Unapp Fund Balance	(528,605)	(132,151)	0	132,151	0%
<b>EXPENDITURES TOTAL</b>		<b>(778,605)</b>	<b>(194,651)</b>	<b>(10,856)</b>	<b>183,795</b>	<b>-94%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>231,834</b>	<b>416,381</b>		

275 - Community Enhancement Fund  
 Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
420025	Metro Enhancement Fee	54,870	14,423	13,789	(634)	-4%
495005	Fund Bal Avail. for Approp.	8,521	8,521	14,447	5,926	70%
	<b>REVENUES TOTAL</b>	<b>63,391</b>	<b>22,944</b>	<b>28,236</b>	<b>5,292</b>	<b>23%</b>
<b>EXPENDITURES</b>						
523003	Comm Enhancement Grants	(57,000)	(27,906)	(25,647)	2,259	-8%
590304	Unapp Fund Balance	(6,391)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(63,391)</b>	<b>(27,906)</b>	<b>(25,647)</b>	<b>2,259</b>	<b>-8%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(4,962)</b>	<b>2,589</b>		

280 - Public Arts Fund

Department #11 - Legislative & Executive

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	50	12	11	(1)	-8%
471025	Public Arts Comm. Donations	0	0	50	50	0%
495005	Fund Bal Avail. for Approp.	8,433	8,433	7,831	(602)	-7%
	<b>REVENUES TOTAL</b>	<b>8,483</b>	<b>8,445</b>	<b>7,893</b>	<b>(553)</b>	<b>-7%</b>
<b>EXPENDITURES</b>						
520564	Public Arts Comm. Expenditures	(8,483)	(155)	0	155	0%
	<b>EXPENDITURES TOTAL</b>	<b>(8,483)</b>	<b>(155)</b>	<b>0</b>	<b>155</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>8,290</b>	<b>7,893</b>		

310 - Traffic Impact Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	32,350	32,350	4,530	(27,820)	-86%
495005	Fund Bal Avail. for Approp.	3,235,010	3,235,010	3,196,986	(38,024)	-1%
	<b>REVENUES TOTAL</b>	<b>3,267,360</b>	<b>3,267,360</b>	<b>3,201,516</b>	<b>(65,844)</b>	<b>-2%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(3,267,360)	0	(8,351)	(8,351)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,267,360)</b>	<b>0</b>	<b>(8,351)</b>	<b>(8,351)</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,267,360</b>	<b>3,193,166</b>		

311 - Trans Dev Tax Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
451070	Transportation Development Tax	333,250	333,250	113,305	(219,945)	-66%
470105	Interest	3,768	3,768	1,496	(2,272)	-60%
480006	Reimbursements	250,000	250,000	0	(250,000)	0%
495005	Fund Bal Avail. for Approp.	753,639	753,639	1,014,479	260,840	35%
	<b>REVENUES TOTAL</b>	<b>1,340,657</b>	<b>1,340,657</b>	<b>1,129,280</b>	<b>(211,377)</b>	<b>-16%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(1,340,657)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,340,657)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,340,657</b>	<b>1,129,280</b>		

320 - Park Acq. & Dev Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
430708	State Parks Grant	0	0	0	0	0%
451009	Parks SDC	210,000	210,000	51,000	(159,000)	-76%
470105	Interest	2,500	2,500	1,219	(1,281)	-51%
495005	Fund Bal Avail. for Approp.	801,043	801,043	786,282	(14,761)	-2%
	<b>REVENUES TOTAL</b>	<b>1,013,543</b>	<b>1,013,543</b>	<b>838,501</b>	<b>(175,042)</b>	<b>-17%</b>
<b>EXPENDITURES</b>						
521150	Professional Services	(85,000)	(21,250)	0	21,250	0%
550200	Parks Projects - General	(928,543)	0	(5,000)	(5,000)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,013,543)</b>	<b>(21,250)</b>	<b>(5,000)</b>	<b>16,250</b>	<b>-76%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>992,293</b>	<b>833,501</b>		

330 - Capital Projects Fund

Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
430708	State Parks Grant	0	0	99,843	99,843	0%
470105	Interest	500	500	3,560	3,060	612%
470131	Sidewalk Program Interest	0	0	693	693	0%
470132	Sidewalk Program Principal	0	0	4,068	4,068	0%
495005	Fund Bal Avail. for Approp.	2,648,557	2,648,557	2,512,529	(136,028)	-5%
<b>REVENUES TOTAL</b>		<b>2,649,057</b>	<b>2,649,057</b>	<b>2,620,692</b>	<b>(28,365)</b>	<b>-1%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(15,057)	(3,764)	0	3,764	0%
550248	Trails and Greenways	0	0	(3,732)	(3,732)	0%
550580	Sidewalk Program	0	0	(468)	(468)	0%
570127	Transfer to Other Funds	(2,634,000)	(658,500)	0	658,500	0%
<b>EXPENDITURES TOTAL</b>		<b>(2,649,057)</b>	<b>(662,264)</b>	<b>(4,200)</b>	<b>658,064</b>	<b>-99%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>1,986,793</b>	<b>2,616,492</b>		

350 - CIP Excise Tax Fund

Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
450200	C.I.P. Fees	206,000	51,500	52,365	865	2%
470105	Interest	200	200	84	(117)	-58%
495005	Fund Bal Avail. for Approp.	71,115	71,115	81,607	10,492	15%
	<b>REVENUES TOTAL</b>	<b>277,315</b>	<b>122,815</b>	<b>134,056</b>	<b>11,241</b>	<b>9%</b>
<b>EXPENDITURES</b>						
550170	Capital Projects - Support Service	(56,654)	0	0	0	0%
550171	Capital Projects - Public Safety	(32,761)	0	0	0	0%
570127	Transfer to Other Funds	(187,900)	(46,975)	(46,975)	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(277,315)</b>	<b>(46,975)</b>	<b>(46,975)</b>	<b>0</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>75,840</b>	<b>87,081</b>		

410 - General Debt Service Fund

Department #19 -

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
411003	Property Taxes	481,557	481,557	0	(481,557)	0%
411150	Property Tax Prior Years	10,000	10,000	5,675	(4,325)	-43%
470105	Interest	1,000	1,000	48	(952)	-95%
495005	Fund Bal Avail. for Approp.	28,291	28,291	28,687	396	1%
	<b>REVENUES TOTAL</b>	<b>520,848</b>	<b>520,848</b>	<b>34,410</b>	<b>(486,438)</b>	<b>-93%</b>
<b>EXPENDITURES</b>						
562008	Principal - 2010 Series	(425,000)	(212,500)	0	212,500	0%
562040	Interest - 1999 GO Bonds	(55,875)	(27,938)	0	27,938	0%
590304	Unapp Fund Balance	(40,073)	(20,037)	0	20,037	0%
	<b>EXPENDITURES TOTAL</b>	<b>(520,948)</b>	<b>(260,474)</b>	<b>0</b>	<b>260,474</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>(100)</b>	<b>260,374</b>	<b>34,410</b>		

430 - SPWF-Debt Service Fund

Department #19 -

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
451200	Assessment Charges	4,885	2,443	0	(2,443)	0%
470130	Interest - Assessments	2,131	1,066	0	(1,066)	0%
495005	Fund Bal Avail. for Approp.	28,393	28,393	28,393	0	0%
	<b>REVENUES TOTAL</b>	<b>35,409</b>	<b>31,901</b>	<b>28,393</b>	<b>(3,508)</b>	<b>-11%</b>
<b>EXPENDITURES</b>						
562015	Principal - 91 S.P.W.F. Loan	(18,053)	(9,027)	0	9,027	0%
562055	Interest - 95 S.P.W.F. Loan	(4,791)	(2,396)	0	2,396	0%
590304	Unapp Fund Balance	(12,565)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(35,409)</b>	<b>(11,422)</b>	<b>0</b>	<b>11,422</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>20,479</b>	<b>28,393</b>		

505 - Library Endowment Fund

Department #14 - Library

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	300	300	66	(234)	-78%
495005	Fund Bal Avail. for Approp.	503	503	509	6	1%
495006	Restricted Fund Balance	41,187	41,187	41,186	(1)	0%
	<b>REVENUES TOTAL</b>	<b>41,990</b>	<b>41,990</b>	<b>41,762</b>	<b>(228)</b>	<b>-1%</b>
<b>EXPENDITURES</b>						
570127	Transfer to Other Funds	(803)	(803)	0	803	0%
590304	Unapp Fund Balance	(41,187)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(41,990)</b>	<b>(803)</b>	<b>0</b>	<b>803</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>41,187</b>	<b>41,762</b>		

## 610 - Light Fund

## Department #41 - Light &amp; Power

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
432290	APPA/DEED Grant	4,500	1,125	0	(1,125)	0%
440035	NSF Handling Charge	1,500	370	675	305	82%
440105	Residential Sales	7,462,612	1,374,062	1,393,053	18,991	1%
440110	General Service - 1 ph Sales	640,174	137,816	146,369	8,553	6%
440112	General Service - 3 ph Sales	645,644	154,290	157,255	2,965	2%
440120	Industrial Service - Special Contra	1,742,469	458,476	489,202	30,726	7%
440125	Large Commercial Industrial	3,720,540	827,390	863,210	35,820	4%
440130	Public Street Lighting Sales	71,062	13,321	12,280	(1,041)	-8%
440135	Rental Lights	105,144	26,186	24,896	(1,290)	-5%
440140	Irrigation Service	3,081	599	469	(130)	-22%
440150	Green Power Units	9,840	2,588	2,272	(316)	-12%
440165	Connection Charges	60,000	4,576	6,847	2,271	50%
440170	Street Light Maint. (210-520280)	73,000	0	0	0	0%
440175	Disconnect/Reconnect Charges	22,500	7,793	4,054	(3,739)	-48%
440180	Pole Rental	21,748	21,748	0	(21,748)	0%
440190	External Work Performed	30,000	7,500	11,678	4,178	56%
440302	Auditorium Rental	24,142	6,564	6,055	(509)	-8%
445005	Sale of Scrap	15,000	4,781	8,597	3,817	80%
445010	Sale of Materials	2,500	0	534	534	0%
445015	Sale of Equipment	3,000	0	15,448	15,448	0%
450057	Other	0	0	649	649	0%
470105	Interest	30,917	2,314	7,050	4,737	205%
480006	Reimbursements	0	0	2,465	2,465	0%
480020	Conservation Incentive Reimburse	150,000	11,167	0	(11,167)	0%
495005	Fund Bal Avail. for Approp.	6,183,447	6,183,447	6,832,990	649,543	11%
	<b>REVENUES TOTAL</b>	<b>21,022,820</b>	<b>9,246,113</b>	<b>9,986,050</b>	<b>739,937</b>	<b>8%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(1,897,073)	(429,465)	(406,411)	23,054	-5%
511015	Overtime	(96,000)	(20,038)	(25,934)	(5,895)	29%
511020	Temporary Employee Wages	(52,359)	(25,364)	(28,643)	(3,279)	13%
512005	Health & Dental Benefits	(360,627)	(91,955)	(72,929)	19,026	-21%
512008	Health Reimb Arrangement	(5,723)	(327)	(1,517)	(1,190)	364%
512010	Retirement	(379,320)	(87,277)	(75,741)	11,535	-13%
512015	Fica	(156,475)	(34,795)	(34,540)	254	-1%
512020	Workers Comp	(35,826)	(35,826)	(35,826)	0	0%
512025	Other Benefits	(11,381)	(2,128)	(2,330)	(202)	10%
512030	Other Payroll Taxes	(15,125)	(3,321)	(3,380)	(59)	2%
520110	Operating Supplies	(12,000)	(2,495)	(1,831)	664	-27%
520120	Organization Business Expense	(14,650)	(1,315)	(2,847)	(1,533)	117%
520130	Personnel Uniforms & Equipment	(39,700)	(8,858)	(5,982)	2,876	-32%
520150	Utilities	(28,088)	(4,736)	(5,371)	(635)	13%
520180	Subscriptions & Books	(750)	0	(360)	(360)	0%
520190	Computer Software	(9,600)	(2,188)	(1,000)	1,188	-54%
520200	Computer Software Maintenance	(7,000)	0	0	0	0%
520220	Small Equipment	(31,100)	(9,293)	(6,022)	3,272	-35%
520240	Construction Supplies	(493,500)	(246,750)	(271,354)	(24,604)	10%
520260	Purchased Power	(8,571,866)	(1,711,397)	(1,586,808)	124,589	-7%
520270	Miscellaneous	(1,000)	(250)	0	250	0%
520503	Printing	(3,000)	0	(215)	(215)	0%
520506	Postage	(3,000)	(416)	(568)	(152)	36%

## 610 - Light Fund

## Department #41 - Light &amp; Power

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
520509	Telephone	(10,000)	(1,703)	(1,880)	(177)	10%
520521	Public Information	(42,000)	(7,400)	(6,136)	1,264	-17%
520524	Publications	(3,900)	(812)	0	812	0%
520530	Memberships	(94,455)	(6,464)	(5,910)	554	-9%
520533	Recruiting Expenses	(3,500)	(309)	(950)	(641)	208%
520542	Bill Paying Assistance Program	(75,000)	(1,312)	0	1,312	0%
520554	Conservation Incentives	(45,500)	0	(4,410)	(4,410)	0%
520555	Industrial Conservation Augmenta	(150,000)	(21,928)	(131,349)	(109,421)	499%
520556	Green Power Info & Promotion	(2,000)	(500)	0	500	0%
520557	Intergovernmental Services	(17,500)	(956)	(805)	151	-16%
520578	Insurance & Bonds	(30,537)	(30,537)	(30,537)	0	0%
521003	Training/Conferences	(42,100)	(14,929)	(5,969)	8,959	-60%
521113	Attorney Services	(5,000)	(1,350)	0	1,350	0%
521150	Professional Services	(18,800)	(1,597)	(6,139)	(4,542)	284%
521159	Construct Contracts	(22,000)	(5,500)	0	5,500	0%
521162	Consultants	(100,000)	0	0	0	0%
521165	Contracts for Services	(135,000)	(13,193)	(6,863)	6,330	-48%
521168	Misc Medical Services	(3,850)	(1,609)	(675)	934	-58%
521172	Bank Service Fees	(33,537)	(8,384)	(9,850)	(1,466)	17%
522003	Equipment Maint & Oper Supplies	(26,000)	(2,915)	(8,835)	(5,920)	203%
522006	Equipment/Vehicle Rental	(1,200)	(300)	(4,870)	(4,570)	1,523%
522009	Vehicle Maint & Oper Supplies	(35,000)	(7,082)	(1,430)	5,651	-80%
522010	Vehicle Maint External	(20,000)	(5,000)	(11,827)	(6,827)	137%
522012	Fuel/Oil	(35,805)	(5,521)	(7,255)	(1,734)	31%
522022	Information Systems Fund Charge	(19,373)	(9,687)	(9,687)	(1)	0%
522023	General Fund Admin Services	(1,046,491)	(261,627)	(261,619)	8	0%
522306	Rents & Leases	(14,650)	(986)	(232)	754	-76%
522312	Facility Maintenance Supplies	(10,700)	(512)	(1,460)	(948)	185%
522315	Facility Mnt/Repairs	(12,500)	(1,071)	(1,039)	32	-3%
523010	Ocean Wave Energy Grant	(4,500)	(1,125)	0	1,125	0%
550051	Office Equipment & Furniture	(4,000)	0	0	0	0%
550166	Building Improvements	(510,700)	(127,675)	(142,328)	(14,653)	11%
550181	Major Tools & Work Equipment	(87,000)	(43,500)	(47,914)	(4,414)	10%
550959	Substation Improvements	(1,250,000)	(62,500)	(14,982)	47,518	-76%
550960	FG Substation Improvements	0	0	(12,241)	(12,241)	0%
550962	System Additions & Upgrades	(65,000)	0	0	0	0%
551260	Vehicle Replacement	(240,000)	(60,000)	(32,440)	27,560	-46%
551261	Equipment Replacement	(26,000)	(26,000)	(25,166)	834	-3%
570127	Transfer to Other Funds	(127,050)	(30,119)	(31,194)	(1,075)	4%
570130	In-Lieu of Tax	(768,327)	(192,081)	(192,084)	(3)	0%
580206	Contingency	(1,418,319)	0	0	0	0%
590304	Unapp Fund Balance	(2,240,363)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(21,022,820)</b>	<b>(3,674,380)</b>	<b>(3,587,687)</b>	<b>86,693</b>	<b>-2%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>5,571,733</b>	<b>6,398,363</b>		

## 620 - Sewer Fund

## Department #54 - Sewer

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440105	Residential Sales	3,428,730	852,366	854,920	2,554	0%
440106	Commercial Sales	719,898	179,978	223,882	43,904	24%
440120	Industrial Service - Special Contra	191,196	45,629	43,234	(2,395)	-5%
445010	Sale of Materials	0	0	51	51	0%
450057	Other	800	245	0	(245)	0%
451040	Sewer Laterals	2,000	500	0	(500)	0%
470105	Interest	9,277	685	2,583	1,897	277%
495005	Fund Bal Avail. for Approp.	1,855,490	1,855,490	1,954,100	98,610	5%
	<b>REVENUES TOTAL</b>	<b>6,207,391</b>	<b>2,934,893</b>	<b>3,078,770</b>	<b>143,877</b>	<b>5%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(206,734)	(42,835)	(33,702)	9,133	-21%
511015	Overtime	(2,030)	(338)	(161)	177	-52%
512005	Health & Dental Benefits	(63,153)	(15,345)	(15,111)	234	-2%
512008	Health Reimb Arrangement	(2,052)	(505)	(609)	(104)	21%
512010	Retirement	(41,669)	(8,878)	(6,629)	2,249	-25%
512015	FICA	(15,970)	(3,416)	(2,627)	790	-23%
512020	Workers Comp	(7,191)	(7,191)	(7,191)	0	0%
512025	Other Benefits	(1,106)	(229)	(335)	(106)	46%
512030	Other Payroll Taxes	(1,576)	(369)	(348)	20	-5%
520110	Operating Supplies	(3,000)	(387)	(258)	129	-33%
520120	Organization Business Expense	(75)	0	0	0	0%
520130	Personnel Uniforms & Equipment	(4,250)	(2,339)	(1,262)	1,077	-46%
520150	Utilities	(1,350)	(345)	(503)	(157)	46%
520190	Computer Software	(4,900)	(1,091)	(776)	315	-29%
520220	Small Equipment	(6,000)	(150)	(178)	(28)	18%
520240	Construction Supplies	(7,000)	0	(450)	(450)	0%
520503	Printing	(200)	(200)	0	200	0%
520506	Postage	(100)	(33)	(6)	28	-83%
520509	Telephone	(800)	(56)	(82)	(25)	45%
520521	Public Information	(225)	0	0	0	0%
520524	Publications	(300)	0	(48)	(48)	0%
520530	Memberships	(700)	(55)	0	55	0%
520557	Intergovernmental Services	(3,255,054)	(813,764)	(695,354)	118,409	-15%
520578	Insurance & Bonds	(7,466)	(7,466)	(7,466)	0	0%
521003	Training/Conferences	(3,025)	0	(170)	(170)	0%
521150	Professional Services	(3,500)	(1,265)	(120)	1,145	-91%
521168	Misc Medical Services	(375)	(55)	(42)	13	-23%
521172	Bank Service Fees	(12,000)	(2,379)	(3,489)	(1,109)	47%
522003	Equipment Maint & Oper Supplies	(1,000)	0	(284)	(284)	0%
522021	Equipment Fund Charges	(103,148)	(25,787)	(25,784)	3	0%
522022	Information Systems Fund Charge	(1,710)	(856)	(855)	1	0%
522023	General Fund Admin Services	(413,115)	(413,115)	(413,115)	0	0%
522306	Rents & Leases	(1,400)	(1,348)	0	1,348	0%
522309	Building/Facility Rental	(6,264)	(1,566)	(1,566)	0	0%
522312	Facility Maintenance Supplies	(500)	0	0	0	0%
522315	Facility Mnt/Repairs	(250)	(63)	0	63	0%
550763	Sewer Construction	(237,375)	(9,955)	0	9,955	0%
562001	Principal-CWS/City Phase III Reha	(81,773)	(40,529)	(39,776)	753	-2%
562041	Interest - CWS/City Phase III Reh	(12,231)	(6,364)	(7,226)	(863)	14%
570130	In-Lieu of Tax	(55,833)	(55,833)	(55,833)	0	0%

620 - Sewer Fund

Department #54 - Sewer

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
580206	Contingency	(750,000)	0	0	0	0%
590304	Unapp Fund Balance	(890,991)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(6,207,391)</b>	<b>(1,464,106)</b>	<b>(1,321,355)</b>	<b>142,751</b>	<b>-10%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>1,470,787</b>	<b>1,757,414</b>		

622 - Sewer SDC Fund

Department #54 - Sewer

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
451005	System Development Charge	435,340	87,745	84,680	(3,065)	-3%
451042	Sunset Sewer Connection Fee	1,000	0	2,250	2,250	0%
470105	Interest	2,475	203	1,444	1,242	612%
495005	Fund Bal Avail. for Approp.	990,197	990,197	1,048,717	58,520	6%
	<b>REVENUES TOTAL</b>	<b>1,429,012</b>	<b>1,078,145</b>	<b>1,137,091</b>	<b>58,946</b>	<b>5%</b>
<b>EXPENDITURES</b>						
520557	Intergovernmental Services	(348,272)	(87,068)	(67,744)	19,324	-22%
550760	Construction Projects	(50,000)	(12,500)	0	12,500	0%
562002	Principal-CWS/City Sunset Drive	(96,145)	(47,531)	(47,538)	(7)	0%
562042	Interest - CWS/City Sunset Drive	(25,850)	(13,376)	(13,460)	(84)	1%
580206	Contingency	(680,149)	0	0	0	0%
590304	Unapp Fund Balance	(228,596)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,429,012)</b>	<b>(160,475)</b>	<b>(128,741)</b>	<b>31,734</b>	<b>-20%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>917,669</b>	<b>1,008,350</b>		

## 630 - Water Fund

## Department #53 - Water

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440105	Residential Sales	1,839,936	607,220	660,131	52,910	9%
440106	Commercial Sales	539,842	182,128	188,612	6,484	4%
440118	Multi-Family Sales	351,966	104,259	107,043	2,784	3%
440120	Industrial Service - Special Contra	245,088	66,813	75,772	8,959	13%
440160	Non-Metered Sales	20,000	3,498	6,131	2,632	75%
440165	Connection Charges	20,000	3,686	8,183	4,497	122%
440305	Building Rental Income	35,928	8,982	8,982	0	0%
445026	Timber Sales - Odd Fiscal Years	700,000	595,000	728,198	133,198	22%
450057	Other	5,000	2,232	1,980	(252)	-11%
470105	Interest	11,685	808	2,732	1,924	238%
495005	Fund Bal Avail. for Approp.	2,337,049	2,337,049	2,579,688	242,639	10%
	<b>REVENUES TOTAL</b>	<b>6,106,494</b>	<b>3,911,675</b>	<b>4,367,450</b>	<b>455,776</b>	<b>12%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(538,399)	(128,055)	(122,989)	5,066	-4%
511015	Overtime	(28,980)	(7,175)	(7,035)	140	-2%
512005	Health & Dental Benefits	(151,531)	(37,121)	(37,770)	(649)	2%
512008	Health Reimb Arrangement	(5,355)	(1,237)	(1,439)	(203)	16%
512010	Retirement	(109,101)	(26,299)	(24,186)	2,113	-8%
512015	FICA	(43,405)	(10,707)	(9,984)	723	-7%
512020	Workers Comp	(19,641)	(19,641)	(19,641)	0	0%
512025	Other Benefits	(4,036)	(880)	(1,138)	(258)	29%
512030	Other Payroll Taxes	(3,982)	(943)	(964)	(20)	2%
520110	Operating Supplies	(90,840)	(8,318)	(13,343)	(5,026)	60%
520120	Organization Business Expense	(350)	0	0	0	0%
520130	Personnel Uniforms & Equipment	(5,500)	(4,900)	(3,623)	1,277	-26%
520150	Utilities	(71,400)	(15,563)	(17,355)	(1,793)	12%
520190	Computer Software	(3,800)	(1,033)	(894)	139	-13%
520220	Small Equipment	(17,100)	(7,853)	(2,662)	5,191	-66%
520240	Construction Supplies	(141,000)	(105,750)	(107,903)	(2,153)	2%
520250	JWC Water Purchases	(222,043)	(20,133)	(33,880)	(13,747)	68%
520503	Printing	(2,500)	(64)	(227)	(163)	254%
520506	Postage	(1,000)	(310)	(272)	37	-12%
520509	Telephone	(6,198)	(1,064)	(1,205)	(141)	13%
520521	Public Information	(250)	0	0	0	0%
520524	Publications	(1,355)	0	0	0	0%
520530	Memberships	(1,475)	(114)	(150)	(36)	32%
520548	Watershed Management	(7,500)	(26)	0	26	0%
520550	Watershed Maintenance	(7,500)	0	(2,301)	(2,301)	0%
520551	Timber Harvesting	(300,000)	(240,000)	(493,873)	(253,873)	106%
520557	Intergovernmental Services	(72,875)	(18,450)	(13,571)	4,880	-26%
520578	Insurance & Bonds	(23,213)	(23,213)	(23,213)	0	0%
521003	Training/Conferences	(6,300)	0	(880)	(880)	0%
521113	Attorney Services	(6,500)	(1,625)	0	1,625	0%
521150	Professional Services	(111,641)	(13,750)	(8,186)	5,564	-40%
521168	Misc Medical Services	0	0	(338)	(338)	0%
521172	Bank Service Fees	(12,000)	(3,000)	(3,010)	(10)	0%
522003	Equipment Maint & Oper Supplies	(12,000)	(1,288)	(180)	1,108	-86%
522012	Fuel/Oil	0	0	(132)	(132)	0%
522021	Equipment Fund Charges	(139,313)	(34,828)	(34,832)	(4)	0%
522022	Information Systems Fund Charge	(11,037)	(5,519)	(5,519)	(1)	0%

## 630 - Water Fund

## Department #53 - Water

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522023	General Fund Admin Services	(717,439)	(717,439)	(717,439)	0	0%
522303	Custodial	(800)	0	0	0	0%
522306	Rents & Leases	(3,900)	(2,376)	0	2,376	0%
522312	Facility Maintenance Supplies	(5,950)	(1,032)	(2,572)	(1,541)	149%
522315	Facility Mnt/Repairs	(14,000)	(3,243)	(5,188)	(1,945)	60%
550660	Joint - Capital Equipment	(19,995)	(4,999)	0	4,999	0%
550663	JWC - Other Projects	(227,980)	(1,779)	(10,543)	(8,764)	493%
550666	Water Line Extension	(100,000)	(25,000)	(26,690)	(1,690)	7%
550669	Water Treatment Plant Equip	(52,585)	(13,146)	0	13,146	0%
550672	Watershed Capital	(20,000)	(1,864)	0	1,864	0%
550760	Construction Projects	(35,000)	(8,750)	0	8,750	0%
562010	Principal - 2003 FFC Bonds	(260,000)	0	0	0	0%
562030	Principal - Scoggins Reservoir	(31,882)	0	0	0	0%
562045	Interest - 2003 FFC Bonds	(146,181)	(73,091)	(73,091)	0	0%
562070	Interest - Scoggins Reservoir	(40,915)	0	0	0	0%
570127	Transfer to Other Funds	(45,360)	(25,026)	(24,486)	540	-2%
570130	In-Lieu of Tax	(162,045)	(162,045)	(162,045)	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	(1,095,092)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(6,106,494)</b>	<b>(1,778,647)</b>	<b>(2,014,749)</b>	<b>(236,101)</b>	<b>13%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>2,133,027</b>	<b>2,352,702</b>		

632 - Water SDC Fund  
 Department #53 - Water

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30, 2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
451005	System Development Charge	200,000	53,239	75,653	22,414	42%
470031	Principal - J Lieb Water SDC	11,081	2,716	2,716	0	0%
470032	Interest - J Lieb Water SDC	516	153	183	30	19%
470105	Interest	9,508	878	2,817	1,939	221%
495005	Fund Bal Avail. for Approp.	1,901,653	1,901,653	1,978,895	77,242	4%
<b>REVENUES TOTAL</b>		<b>2,122,758</b>	<b>1,958,640</b>	<b>2,060,264</b>	<b>101,624</b>	<b>5%</b>
<b>EXPENDITURES</b>						
550760	Construction Projects	(120,000)	0	0	0	0%
580206	Contingency	(75,000)	0	0	0	0%
590304	Unapp Fund Balance	(1,927,758)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(2,122,758)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>1,958,640</b>	<b>2,060,264</b>		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440101	Surface Water Management Fees	930,960	230,943	230,548	(395)	0%
450057	Other	0	0	606	606	0%
470105	Interest	1,221	210	123	(87)	-42%
495005	Fund Bal Avail. for Approp.	243,920	243,920	277,495	33,575	14%
	<b>REVENUES TOTAL</b>	<b>1,176,101</b>	<b>475,073</b>	<b>508,771</b>	<b>33,698</b>	<b>7%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(208,429)	(35,894)	(42,115)	(6,221)	17%
511015	Overtime	0	0	(316)	(316)	0%
512005	Health & Dental Benefits	(65,111)	(15,064)	(16,184)	(1,121)	7%
512008	Health Reimb Arrangement	(2,075)	(486)	(638)	(152)	31%
512010	Retirement	(41,874)	(7,202)	(7,953)	(751)	10%
512015	FICA	(15,945)	(2,894)	(3,285)	(391)	14%
512020	Workers Comp	(7,323)	(7,323)	(7,323)	0	0%
512025	Other Benefits	(1,105)	(225)	(324)	(99)	44%
512030	Other Payroll Taxes	(1,579)	(365)	(359)	6	-2%
520110	Operating Supplies	(1,500)	(507)	(445)	62	-12%
520120	Organization Business Expense	(50)	(13)	0	13	0%
520130	Personnel Uniforms & Equipment	(4,000)	(2,619)	(1,179)	1,440	-55%
520150	Utilities	(1,000)	(737)	0	737	0%
520190	Computer Software	(3,300)	(1,111)	(776)	334	-30%
520220	Small Equipment	(2,700)	0	0	0	0%
520240	Construction Supplies	(5,500)	(67)	(763)	(695)	1,034%
520503	Printing	(1,500)	(65)	0	65	0%
520506	Postage	(50)	(13)	0	13	0%
520509	Telephone	(630)	0	(17)	(17)	0%
520521	Public Information	(250)	(63)	0	63	0%
520524	Publications	(300)	0	0	0	0%
520530	Memberships	(200)	(46)	0	46	0%
520557	Intergovernmental Services	(207,385)	(40,615)	(39,240)	1,375	-3%
520578	Insurance & Bonds	(4,707)	(4,707)	(4,707)	0	0%
521003	Training/Conferences	(1,800)	0	(240)	(240)	0%
521150	Professional Services	(14,900)	(3,408)	(821)	2,587	-76%
521168	Misc Medical Services	(150)	(66)	(141)	(75)	114%
521172	Bank Service Fees	(2,400)	(363)	(671)	(308)	85%
522003	Equipment Maint & Oper Supplies	(1,300)	0	0	0	0%
522021	Equipment Fund Charges	(129,495)	(32,374)	(32,376)	(2)	0%
522022	Information Systems Fund Charge	(558)	(279)	(279)	0	0%
522023	General Fund Admin Services	(150,377)	(150,377)	(150,377)	0	0%
522306	Rents & Leases	(1,300)	(1,257)	0	1,257	0%
522309	Building/Facility Rental	(3,132)	(783)	(783)	0	0%
522312	Facility Maintenance Supplies	(1,500)	(375)	0	375	0%
550863	Storm Sewer Construction	(10,000)	0	0	0	0%
570130	In-Lieu of Tax	(46,836)	(46,836)	(46,836)	0	0%
580206	Contingency	(40,000)	0	0	0	0%
590304	Unapp Fund Balance	(195,840)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,176,101)</b>	<b>(356,132)</b>	<b>(358,149)</b>	<b>(2,017)</b>	<b>1%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>118,941</b>	<b>150,622</b>		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
451006	SWM SDC Quality	15,750	3,938	0	(3,938)	0%
451007	SWM SDC Quantity	19,250	4,813	4,738	(74)	-2%
470105	Interest	1,525	381	418	37	10%
495005	Fund Bal Avail. for Approp.	304,926	76,232	280,164	203,932	268%
	<b>REVENUES TOTAL</b>	<b>341,451</b>	<b>85,363</b>	<b>285,320</b>	<b>199,957</b>	<b>234%</b>
<b>EXPENDITURES</b>						
550860	Quantity System Improvements	(20,000)	(15,000)	(13,100)	1,900	-13%
580207	SWM SDC Cont. Quality	(144,653)	0	0	0	0%
580208	SWM SDC Cont. Quantity	(176,798)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(341,451)</b>	<b>(15,000)</b>	<b>(13,100)</b>	<b>1,900</b>	<b>-13%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>70,363</b>	<b>272,220</b>		

710 - Information Systems Fund

Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440225	Equipment Charges	199,809	99,907	99,913	6	0%
470105	Interest	1,850	245	830	585	238%
495005	Fund Bal Avail. for Approp.	620,548	620,548	600,291	(20,257)	-3%
	<b>REVENUES TOTAL</b>	<b>822,207</b>	<b>720,701</b>	<b>701,034</b>	<b>(19,666)</b>	<b>-3%</b>
<b>EXPENDITURES</b>						
520110	Operating Supplies	(3,000)	0	(82)	(82)	0%
520190	Computer Software	(8,895)	(5,903)	0	5,903	0%
520200	Computer Software Maintenance	(35,800)	(17,900)	(15,407)	2,493	-14%
520210	Computer Supplies	(17,000)	(8,500)	(9,643)	(1,143)	13%
520220	Small Equipment	(161,136)	(8,057)	(6,404)	1,653	-21%
520506	Postage	0	0	(55)	(55)	0%
520557	Intergovernmental Services	(8,439)	(8,439)	(10,204)	(1,765)	21%
521003	Training/Conferences	(20,500)	0	0	0	0%
521150	Professional Services	(10,000)	0	0	0	0%
522003	Equipment Maint & Oper Supplies	(8,645)	(8,645)	(8,028)	617	-7%
550051	Office Equipment & Furniture	(86,200)	0	0	0	0%
550460	Accounting System	(61,344)	0	0	0	0%
590304	Unapp Fund Balance	(401,248)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(822,207)</b>	<b>(57,444)</b>	<b>(49,823)</b>	<b>7,621</b>	<b>-13%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>663,257</b>	<b>651,212</b>		

## 720 - Equipment Fund

## Department #56 - Equipment Rental &amp; Repl

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440220	Equipment Rental	550,745	137,681	137,672	(9)	0%
440221	City Hall Vehicle Replacement	16,331	4,080	4,084	4	0%
440222	Parks Veh & Equipment Replacem	25,108	6,276	6,273	(3)	0%
440224	Public Works Veh & Equipment R	181,099	45,276	45,272	(4)	0%
440227	Light/Fire Maintenance	25,000	5,007	5,434	428	9%
440228	Sale of Gas & Oil	60,000	10,285	13,588	3,303	32%
445015	Sale of Equipment	10,000	2,500	17,264	14,764	591%
450057	Other	0	0	82	82	0%
470105	Interest	1,798	323	732	409	127%
481005	Transfer from Other Funds	90,050	22,513	22,513	0	0%
495005	Fund Bal Avail. for Approp.	359,526	359,526	(47,778)	(407,304)	-113%
495010	City Hall Veh Fund Bal Avail	0	0	71,092	71,092	0%
495011	Parks Veh Fund Bal Avail	0	0	86,411	86,411	0%
495012	Police Veh Fund Bal Avail	0	0	63,849	63,849	0%
495013	PW Veh Fund Bal Avail	0	0	308,014	308,014	0%
	<b>REVENUES TOTAL</b>	<b>1,319,657</b>	<b>593,467</b>	<b>734,502</b>	<b>141,036</b>	<b>24%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(130,205)	(33,396)	(29,976)	3,420	-10%
511015	Overtime	(2,029)	(331)	0	331	0%
512005	Health & Dental Benefits	(37,277)	(7,411)	(7,818)	(408)	6%
512008	Health Reimb Arrangement	(1,299)	(371)	(391)	(20)	5%
512010	Retirement	(21,734)	(6,515)	(4,116)	2,399	-37%
512015	FICA	(10,116)	(2,609)	(2,271)	338	-13%
512020	Workers Comp	(2,877)	(2,877)	(2,877)	0	0%
512025	Other Benefits	(791)	(149)	(259)	(110)	74%
512030	Other Payroll Taxes	(1,000)	(254)	(224)	30	-12%
520110	Operating Supplies	(1,250)	(263)	(263)	0	0%
520130	Personnel Uniforms & Equipment	(1,000)	0	0	0	0%
520190	Computer Software	(5,000)	(909)	(776)	133	-15%
520220	Small Equipment	(2,500)	(388)	(193)	195	-50%
520506	Postage	(1,000)	0	(101)	(101)	0%
520509	Telephone	(350)	(87)	(33)	54	-62%
520557	Intergovernmental Services	(750)	0	(3)	(3)	0%
520578	Insurance & Bonds	(23,431)	(23,431)	(23,431)	0	0%
521003	Training/Conferences	(2,000)	0	0	0	0%
521150	Professional Services	(1,400)	(189)	(412)	(223)	118%
521172	Bank Service Fees	(250)	(65)	(43)	22	-34%
522003	Equipment Maint & Oper Supplies	(1,000)	0	0	0	0%
522009	Vehicle Maint & Oper Supplies	(68,000)	(25,409)	(19,697)	5,712	-22%
522010	Vehicle Maint External	(27,000)	(9,630)	(1,269)	8,362	-87%
522012	Fuel/Oil	(250,000)	(62,500)	(57,194)	5,306	-8%
522022	Information Systems Fund Charge	(3,098)	(1,549)	(1,549)	0	0%
522306	Rents & Leases	(200)	0	0	0	0%
522309	Building/Facility Rental	(23,400)	(5,850)	(5,850)	0	0%
550181	Major Tools & Work Equipment	(7,000)	0	0	0	0%
551262	City Hall Veh Replacement	(18,000)	0	0	0	0%
551265	Public Works Veh & Equipmnt Re	(92,000)	(69,000)	(67,630)	1,370	-2%
580206	Contingency	(50,000)	0	0	0	0%
590304	Unapp Fund Balance	(533,700)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,319,657)</b>	<b>(253,184)</b>	<b>(226,376)</b>	<b>26,808</b>	<b>-11%</b>

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
	Department Net Totals	0	340,283	508,126		

730 - City Utility Fund

Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
481005	Transfer from Other Funds	127,050	30,119	31,194	1,075	4%
481010	Transfer from Water Fund	45,360	25,026	24,486	(540)	-2%
	<b>REVENUES TOTAL</b>	<b>172,410</b>	<b>55,145</b>	<b>55,680</b>	<b>535</b>	<b>1%</b>
<b>EXPENDITURES</b>						
520151	City Hall Utilities	(23,500)	(6,005)	(6,345)	(340)	6%
520152	Library Utilities	(31,410)	(7,698)	(7,206)	492	-6%
520153	Aquatics Utilities	(36,250)	(10,492)	(11,378)	(885)	8%
520154	Parks Utilities	(46,000)	(22,218)	(22,794)	(577)	3%
520155	Police Utilities	(19,500)	(3,850)	(3,735)	115	-3%
520156	Fire Utilities	(12,750)	(3,605)	(3,808)	(203)	6%
520157	Engineering Building Utilities	(3,000)	(465)	(415)	50	-11%
	<b>EXPENDITURES TOTAL</b>	<b>(172,410)</b>	<b>(54,332)</b>	<b>(55,680)</b>	<b>(1,348)</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>813</b>	<b>0</b>		

## 740 - Risk Management Fund

## Department #12 - Administration Services

YTD Thru Month Ending: September, 2012

First Quarter; Through Sept. 30,

2012

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
444126	P/L Insurance - General Fund	74,735	74,735	74,735	0	0%
444127	P/L Insurance - Other Funds	94,781	94,781	94,781	0	0%
444128	WC Insurance - General Fund	111,977	111,977	111,977	0	0%
444129	WC Insurance - Other Funds	80,302	80,302	80,457	155	0%
470105	Interest	18,200	1,679	792	(887)	-53%
472005	Miscellaneous	0	0	1,420	1,420	0%
481005	Transfer from Other Funds	2,634,000	0	0	0	0%
495005	Fund Bal Avail. for Approp.	461,967	461,967	403,022	(58,945)	-13%
	<b>REVENUES TOTAL</b>	<b>3,475,962</b>	<b>825,441</b>	<b>767,183</b>	<b>(58,258)</b>	<b>-7%</b>
<b>EXPENDITURES</b>						
520585	Property/Liability Premiums	(185,589)	(180,738)	(176,887)	3,851	-2%
520586	P/L Claims - General Fund	(5,000)	0	0	0	0%
520589	Risk Management Activities	(33,626)	(1,744)	(540)	1,204	-69%
520590	Worker's Compensation Premium	(204,924)	(204,924)	(195,362)	9,562	-5%
520591	WC Claims - General Fund	(59,365)	(19,371)	0	19,371	0%
580206	Contingency	(2,699,000)	0	0	0	0%
590303	Reserved Fund Balance	(288,458)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,475,962)</b>	<b>(406,777)</b>	<b>(372,789)</b>	<b>33,987</b>	<b>-8%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>418,664</b>	<b>394,394</b>		

## Memorandum

**To:** City Council  
**From:** Jon Holan, Community Development Director  
Michael Sykes, City Manager  
**Date:** November 26, 2012  
**Re:** Deletion of Condition for Four Planned Developments

---

**Request:** Staff is requesting that the City Council approve the attached ordinance to delete a specific condition included in the approval of four planned developments that conflicts with State requirements.

**Background:** It has come to staff's attention that the following condition proposed by the Fire Department was included in four planned developments approved in 2006 and 2007:

"Homes located less than five feet from any property line shall be sided and roofed with noncombustible materials in compliance with Fire Department specifications.

OR

Homes located less than five feet from any property line shall be equipped with Fire Department approved fire suppression systems."

As explained in the attached staff report to the Planning Commission, the condition conflicts with State Building Code requirements. Based on response received from the City Attorney, this conflict makes the condition invalid.

The four planned developments and specific condition this affects include:

Hawthorne Meadows	Ord. No. 2006-05	Condition 31
Council Meadows	Ord. No. 2006-06	Condition 34
Hawthorne Village	Ord. No. 2006-24	Condition 36
Casey Meadows	Ord. No. 2007-03	Condition 40.

**Staff Recommendation:** Staff requests the approval of the attached Ordinance to delete Condition 31 of Ordinance Number 2006-05, Condition 34 of Ordinance Number 2006-06, Condition 36 of Ordinance Number 2006-24 and Condition 40 of Ordinance Number 2007-03.

Posted: Thursday, November 8, 2012

Legal Ads/Public Notice:

Published: Wednesday, November 21, 2012

## NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing **Monday, November 26, 2012, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider the follow:

**Proposal:** Amendments to the Casey Meadows, Council Meadows, Hawthorne Meadows and Hawthorne Village planned residential development adoption ordinances to eliminate the condition that homes built less than five feet to a property line have to be sided and roofed with non-combustible materials or be equipped with a fire suppression system.

**Applicant:** City of Forest Grove

**File Number:** ZNC-12-00913

**NOTE:** The City Attorney has determined that the provisions identified above are in conflict with the State Building Code and therefore should be removed from the approval conditions established for the planned developments listed.

This hearing is open to the public and all interested parties are encouraged to attend and will be given a reasonable opportunity to give testimony about this proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven days after the hearing. Information pertaining to this request may be obtained from Jon Holan, Community Development Director, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116-0326, (503) 992-3224, [jholan@forestgrove-or.gov](mailto:jholan@forestgrove-or.gov). A copy of the staff report is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116-0326, prior to the hearing. For further information about the hearing, please call the City Recorder's Office at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder

# Memorandum

**To:** Planning Commission  
**From:** Jon Holan  
**Date:** November 5, 2012  
**Re:** Elimination of Condition for Four Planned Developments

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**Request:** Staff is requesting the elimination of one condition included in the approval of four planned developments due to conflict with the State Building Code.

**Background:** The following planned developments (see attached map for location) were approved in 2006 and 2007 as follows:

Hawthorne Meadows	Ord. No. 2006-05
Council Meadows	Ord. No. 2006-06
Hawthorne Village	Ord. No. 2006-24
Casey Meadows	Ord. No. 2007-03.

The following condition of approval by the Fire Department was part of the conditions of approval:

"Homes located less than five feet from any property line shall be sided and roofed with noncombustible materials in compliance with Fire Department specifications.

OR

Homes located less than five feet from any property line shall be equipped with Fire Department approved fire suppression systems."

The first part of this condition requiring the use of noncombustible materials within five feet of a property line, conflicts with the State Residential Specialty Code. Section R302.1 of the 2005 Oregon Residential Specialty Code requires the use of

noncombustible materials with a fire separation of less than three feet. According to the City's Building Official, fire separation is considered to the property line. This requirement has remained unchanged for many years including newer iterations of the Oregon Residential Specialty Code.

The reason for the condition was that these projects were one of the first small lot single family detached developments in the community and that circulation was limited when the developments were reviewed. The problem is that the Fire Department was not aware of the conflicts with the State Building Code.

In reviewing the condition with the City Attorney, staff received the following responses to questions we posed pertaining to the validity of the condition:

1. Can the City establish a standard that exceeds the Building Code requirements? (In discussing this matter with the Fire Marshall on September 26th, he referred to the Building Code requirements and did not raise any Fire Code requirement that could have been the basis for the condition.)"

Response: No. The state building code is a "mini-maxi code" from which the City may not deviate absent express approval from the Building Codes Division in Salem. Also, keep in mind that the State Building Code is defined as "the combined specialty codes" such as the One and Two Family Dwelling Code. ORS 455.010(7) and (8). Significantly, the State Building Code does not include "regulations adopted by the State Fire Marshal."

2. If the City cannot exceed the Building Code requirements, then is Condition 34 not valid to the extent it exceeds the Building Code requirement (pertaining to the use noncombustible material) applicable at the time the condition was established in 2006 (the Code requirement has remained unchanged since at least 2005)?

Response: Basically, that's correct – even though the decision was not appealed, Condition 34 represents an unlawful condition in the sense that the City lacked authority to impose it and cannot now enforce it. The caveat is if Condition 34 was requested by the Fire Marshal pursuant to a provision in the State Fire Code. If so, there may be a conflict between the Fire Code and Building Code. I would be glad to research that issue if you want but it is my understanding from your description in Question 2 that the Fire Marshal did not request the condition in order to implement the Fire Code.

To staff's knowledge, there is no other code provision (i.e. Fire Code) which conflicts with the State Building Code. While the City could amend the provisions of the Building Code, a process must be followed with the State. This was not done with the four projects because the action was the approval of the planned developments rather than an amendment to the City's building standards. There is no interest by the City to change this requirement on a citywide basis.

Since the four planned developments were approved through the prior Zoning Ordinance, any changes must go through the same process. That is, the Planning Commission conducts a public hearing and makes a recommendation to the City Council to amend the four ordinances noted above adopting each planned development.

Legal Notice: This public hearing has been duly noticed. Notices were sent to property owners within each development as well as properties within 300 feet of each project. Notices were sent out on October 12, 2012 and a notice was published in the *News Times* on October 31, 2012.

**Recommendation:** Staff recommends that the Planning Commission recommend to the City Council to amend the following ordinances by deleting the identified condition in each ordinance:

Ord. No. 2006-05 (Hawthorne Meadows)	Condition #31
Ord. No. 2006-06 (Council Meadows)	Condition #34
Ord. No. 2006-24 (Hawthorne Village)	Condition #36
Ord. No. 2007-03 (Casey Meadows)	Condition #40

**Alternatives:**

1. Continue the matter to a future date;
2. Deny the request;
3. Modify the request and forward such modification to the City Council.

**Planning Commission Findings and Decision Number 12-04 to Recommend Approval of Deletion of Condition of Approval for Ordinance Numbers 2006-05 (Hawthorne Meadows), 2006-06 (Council Meadows), 2006-24 (Hawthorne Meadows) and 2007-03 (Casey Meadows)**

WHEREAS, Ordinance Number 2006-05 was approved on March 20, 2006 for Hawthorne Meadows Planned Development, Ordinance Number 2006-06 was approved on March 27, 2006 for Council Meadows Planned Development, Ordinance Number 2006-24 was approved on November 27, 2006 for Hawthorne Village Planned Development and Ordinance Number 2007-03 was approved on February 12, 2007 for Casey Meadows Planned Development; and

WHEREAS, these projects were vested under the provisions of Forest Grove Zoning Ordinance and any amendment to these ordinances must follow the procedures specified under the procedures of the Zoning Ordinance; and

WHEREAS, Condition 31 of Ordinance Number 2006-05, Condition 34 of Ordinance Number 2006-06, Condition 36 of Ordinance Number 2006-24 and Condition 40 of Ordinance Number 2007-03 required the use of noncombustible siding where a home was located less than five feet from the property line; and

WHEREAS, Section R302.1 of the 2005 Residential Specialty Code requires the use of noncombustible materials within three feet of the property line and the same standard applied to subsequent versions of the Residential Specialty Code; and

WHEREAS, the State Residential Specialty Code provisions are considered a "minimum and maximum" standard that can neither exceed or fall below the state unless there is expressed approval has been obtained by the State Building Codes Division; and

WHEREAS, the City never sought approval from the State Building Codes Division because it was not the City's intent to modify the standard throughout the City; and

WHEREAS, there are no Fire Code or other standards that conflicts the State Residential Specialty Code regarding the use of noncombustible materials near property lines; and

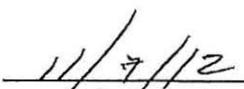
WHEREAS, a public notice of the public hearing was mailed was mailed to property owners and residents within each planned development and within 300 feet of the subject sites on October 12, 2012 as required by Zoning Ordinance Section 9.915. Notice was also published in the *News Times*, as required by Zoning Ordinance Section 9.915; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on the proposed deletion of said conditions to said ordinances on November 5, 2012.

The City of Forest Grove Planning Commission does hereby recommend to the City Council deletion Condition 31 of Ordinance Number 2006-05, Condition 34 of Ordinance Number 2006-06, Condition 36 of Ordinance Number 2006-24 and Condition 40 of Ordinance Number 2007-03, making the following specific finding in support of this decision:

- (1) Said conditions conflict with the provisions the State Residential Specialty Code in that the condition cannot preclude the use of combustible materials between three and five feet of the property line.
- (2) The City never sought any changes to Residential Specialty Code provisions for Forest Grove.

  
\_\_\_\_\_  
TOM BECK, Chair

  
\_\_\_\_\_  
Date

**ORDINANCE NO. 2012-05**

**ORDINANCE APPROVING THE DELETION OF CONDITION 31 OF ORDINANCE NUMBER 2006-05 (HAWTHORNE MEADOWS PLANNED RESIDENTIAL DEVELOPMENT), CONDITION 34 OF ORDINANCE NUMBER 2006-06 (COUNCIL MEADOWS PLANNED RESIDENTIAL DEVELOPMENT), CONDITION 36 OF ORDINANCE NUMBER 2006-24 (HAWTHORNE VILLAGE PLANNED RESIDENTIAL DEVELOPMENT), AND CONDITION 40 OF ORDINANCE NUMBER 2007-03 (CASEY MEADOWS PLANNED RESIDENTIAL DEVELOPMENT). FILE NO. ZNC-12-00913**

**WHEREAS**, Ordinance Number 2006-05 was approved on March 20, 2006 for Hawthorne Meadows Planned Development, Ordinance Number 2006-06 was approved on March 27, 2006 for Council Meadows Planned Development, Ordinance Number 2006-24 was approved on November 27, 2006 for Hawthorne Village Planned Development and Ordinance Number 2007-03 was approved on February 12, 2007 for Casey Meadows Planned Development; and

**WHEREAS**, these projects were vested under the provisions of Forest Grove Zoning Ordinance and any amendment to these ordinances must follow the procedures specified under the procedures of the Zoning Ordinance; and

**WHEREAS**, Condition 31 of Ordinance Number 2006-05, Condition 34 of Ordinance Number 2006-06, Condition 36 of Ordinance Number 2006-24 and Condition 40 of Ordinance Number 2007-03 required the use of noncombustible siding where a home was located less than five feet from the property line; and

**WHEREAS**, Section R302.1 of the 2005 Residential Specialty Code requires the use of noncombustible materials within three feet of the property line and the same standard applied to subsequent versions of the Residential Specialty Code; and

**WHEREAS**, the State Residential Specialty Code provisions are considered a "minimum and maximum" standard that can neither exceed or fall below the state unless there is expressed approval has been obtained by the State Building Codes Division; and

**WHEREAS**, the City never sought approval from the State Building Codes Division because it was not the City's intent to modify the standard throughout the City; and

**WHEREAS**, there are no Fire Code or other standards that conflicts the State Residential Specialty Code regarding the use of noncombustible materials near property lines; and

**WHEREAS**, a public notice of the Public Hearing was mailed was mailed to property owners and residents within each planned development and within 300 feet of the subject sites on October 12, 2012, as required by Zoning Ordinance Section 9.915. Notice was also published in the *News Times*, as required by Zoning Ordinance Section 9.915; and

**WHEREAS**, the Planning Commission held a duly-noticed Public Hearing on the proposed deletion of said conditions to said ordinances on November 5, 2012; and

**WHEREAS**, notice of the City Council hearing on this ordinance was mailed to affected parties on November 15, 2012, and a notice was published in the *News Times* on November 21, 2012; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on this proposed ordinance on November 26, 2012, for first reading, and December 10, 2012, for second reading.

**NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:**

**SECTION 1.** The City of Forest Grove City Council hereby approves the deletion of Condition 31 of Ordinance Number 2006-05, Condition 34 of Ordinance Number 2006-06, Condition 36 of Ordinance Number 2006-24, and Condition 40 of Ordinance Number 2007-03.

**SECTION 2.** This ordinance is effective 30 days following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading this 26<sup>th</sup> day of November, 2012.

**PRESENTED AND PASSED** the second reading this 10<sup>th</sup> day of December, 2012.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of December, 2012.

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Peter B. Truax, Mayor

## Memorandum

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**TO:** Mayor Peter Truax and City Councilors

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

**DATE:** November 26, 2012

**SUBJECT:** City Council Liaison Appointments

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**BACKGROUND:**

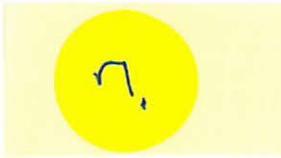
The City of Forest Grove City Council has provided for a Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission, Public Arts Commission, and Public Safety Advisory Commission.

City Council Rules of Procedure, Section 14.4, provides that the Mayor shall appoint, every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office, or at the discretion of the Mayor, Councilmember liaisons to boards, committees, or commissions, and other representative appointments.

Councilmembers who have been appointed as Council Liaison to any board, committee, or commission shall be a non-voting member and shall reflect the collective interests and goals of the City Council

**RECOMMENDATION:**

Adopt the attached resolution making the Council Liaison appointments as noted in the attached Exhibit A.



**RESOLUTION NO. 2012-74**

**RESOLUTION MAKING CITY COUNCIL LIAISON APPOINTMENTS  
TO ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS  
AND OTHER REPRESENTATIVE APPOINTMENTS**

**WHEREAS**, The City of Forest Grove City Council has provided for a Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission, Public Arts Commission, and Public Safety Advisory Commission; and

**WHEREAS**, City Council Rules of Procedure, Section 14.4, provides that the Mayor shall appoint, every two years at the first regular meeting following the time at which newly-elected Councilmembers officially take office, or at the discretion of the Mayor, Councilmember liaisons to boards, committees, or commissions, and other representative appointments; and

**WHEREAS**, Councilmembers who have been appointed as Council Liaison to any board, committee, or commission shall be a non-voting member and shall reflect the collective interests and goals of the City Council; and

**WHEREAS**, Resolution Number 2006-10 provides that the City Manager will assign a department director or designee to serve on behalf of the City for any board, committee, and commission.

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

**Section 1.** That the following Councilors are hereby appointed as Council Liaison to the following advisory boards, committees, or commissions (Attached in Exhibit A).

**Section 2.** That the following Councilors (staff has been assigned) are hereby appointed as Council Liaison to the following representative boards (Attached as Exhibit A).

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

**PRESENTED AND PASSED** this 26<sup>th</sup> day of November, 2012.

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

**APPROVED** by the Mayor this 26<sup>th</sup> day of November, 2012.

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

**ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS:**

Committee for Citizen Involvement	<u>Councilor Miller</u>
Community Forestry Commission	<u>Councilor Lowe</u>
Economic Development Commission	<u>Councilor Uhing</u>
Historic Landmarks Board	<u>Councilor Kidd</u>
Library Commission	<u>Mayor Truax</u>
Parks and Recreation Commission	<u>Councilor Thompson</u>
Public Arts Commission	<u>Mayor Truax</u>
Public Safety Advisory Commission	<u>Councilor Johnston</u>

**OTHER REPRESENTATIVE APPOINTMENTS:**

Chamber of Commerce	<u>Councilor Miller</u>
Community Development Block Grant (CDBG)	<u>Mayor Truax</u>
Alternate:	<u>Councilor Thompson</u>
Economic Development Partnership	<u>Councilor Uhing</u>
Fernhill Wetlands Council	<u>Councilor Lowe</u>
Forest Grove Senior and Community Center	<u>Councilor Thompson</u>
Forest Grove Rural Fire Protection Board	<u>Councilor Johnston</u>
Joint Water Commission (JWC)	<u>Councilor Lowe</u> Rod Fuiten, Citizen Representative Carl Heisler, Citizen Representative
Metro Policy Advisory Committee (MPAC)	<u>Mayor Truax</u>
WC Public Safety Coordinating Committee (PSCC)	<u>Councilor Johnston</u>
Regional Water Providers Consortium	<u>Councilor Lowe</u>
Ride Connection	<u>Councilor Thompson</u>
Sister City Committee	Staff Liaison: <u>Anna Ruggles, City Recorder</u>
Washington County Coordinating Committee (WCCC)	<u>Mayor Truax</u>
Staff Liaison Alternate:	<u>Jon Holan, CD Director</u>