

**CITY COUNCIL MONTHLY MEETING CALENDAR**

**May-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Dairy Creek Food Web 6pm - Comm Aud Rural Fire Bd 8pm	EDC Noon Friends of Fernhill 7pm		Meet The Artist 6:30 pm -Magner's FGSC Spring Bazaar
5	6 Planning Comm 7pm	7	Municipal Court MPAC 5pm	9 CCI 5pm PAC 5pm	10	11 City Shred Day 9am-1pm Parking Lot Fernhill Wetlands Planting Event - 9am
12	13 CITY COUNCIL 5:30 PM - WORK SESSION (B&C Interview) 5:45 PM - EXECUTIVE SESSION (Property) 6:15 PM - WORK SESSION (Times Litho) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Library 6:30pm	15 P&R 7am CFC 5:15pm CWAC 5:30pm	16 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	17	18
19	20 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	21	22 Municipal Court PSAC 7:30am MPAC 5pm Rotary Steak Feed	23 BUDGET COMMITTEE MTC 7pm - Comm Aud WEA Bkft Forum 7:30 am Sustainability 5:30pm	24	25
26 Fire Assoc. Pancake Bkft Fire Station-7am	27 CITY OFFICES CLOSED  Memorial Day Flag Ceremony 12:30 pm - Flag Pole	28 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Labor) 5:45 PM - EXECUTIVE SESSION (CM Eval) 6:15 PM - WORK SESSION (Fees) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM HLB 7:15pm	29	30 BUDGET COMMITTEE MTG 7pm - Comm Aud	31 Deadline Submit App Form For Nyuzen Visit 2013 Delegation  Ford Institute Leadership - Comm Aud	

**June-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Ford Leadership
2 Red Cross Blood Drive 11am - 4pm Comm Aud	3 Planning Comm 7pm	4	5 RWPC-CTC 1:30pm RWPC-CB 7pm Rural Fire Bd 8pm	6 Employee Bkft-7am Fire Sta EDC Noon Friends of Fernhill 7pm BUDGET COMMITTEE MTG 7pm - Comm Aud - TBA	7	8
9	10 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Library 6:30pm	12 Municipal Court MPAC 5pm	13 PAC 5pm	14 JWC Noon - TBA	15
16	17 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	18 ODF Mtg 8am - Comm Aud	19 P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	21 LOC Board Mtg	22
23	24 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 7:15pm	26 Municipal Court PSAC 7:30am MPAC 5pm	27 WEA Bkft Forum 7:30 am Sustainability 5:30pm	28	29 Open House Neighborhood Watch 9am - Comm Aud
30	Mayor out June 25 - July 5					
	Johnston out June 25 - July 31					

**July-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Commission 7pm	2	3 Rural Fire Bd 8pm	4 CITY OFFICES CLOSED ire Assoc. Fireworks-Tom McCa	5 Mayor returns	6
7	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Library 6:30pm	10 Municipal Court MPAC 5pm	11 EDC Noon PAC 5pm	12 JWC Noon	13
14	15 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	16	17 P&R 7am CFC 5:15pm CWAC 5:30pm	18 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	19	20
21 Rotary Concours Pacific Univ.	22 NO CITY COUNCIL MEETING HLB 7:15pm	23	24 Municipal Court PSAC 7:30am MPAC 5pm	25 WEA Bkft Forum 7:30 am Sustainability 5:30pm Oregon Mayors Association Summer Conference - Corvallis	26	27
28	29	30	31 Johnston returns			



# FOREST GROVE CITY COUNCIL

## Tuesday, May 28, 2013

### Meeting Agenda

5:30 PM – Executive Session (Labor Negotiations)

5:45 PM – Executive Session (City Manager Evaluation)

6:15 PM – Work Session (Proposed Fees)

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.

**EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.**  
 Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):

Brenda Camilli, Human Resources Manager	<b>5:30</b>	In accordance with <u>ORS 192.660(2)(d)</u> to conduct deliberations with person designated by the governing body to carry on labor negotiations.
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Mayor Peter Truax	<b>5:45</b>	In accordance with <u>ORS 192.660(2)(i)</u> to review and evaluate the employment-related performance of the City Manager.
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Paul Downey, Administrative Services Director Susan Cole, Administrative Services Assistant Director Rob Foster, Public Works Director	<b>6:15</b>	<b><u>WORK SESSION: PROPOSED STREET LIGHT FEE AND CIP EXCISE TAX</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)
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James Reitz, Senior Planner HLB Staff Liaison	<b>7:00</b>	<ol style="list-style-type: none"> <li>1. <b><u>REGULAR MEETING:</u></b> Roll Call and Pledge of Allegiance</li> <li>1. A. <b><u>ERIC G. STEWART AWARD, presented Historic Landmarks Board</u></b></li> <li>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.</li> <li>3. <b><u>CONSENT AGENDA:</u></b> See Page 4</li> <li>4. <b><u>ADDITIONS/DELETIONS:</u></b></li> </ol>
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|---|------|-------|---|
|   |      | 5.    | <b><u>PRESENTATIONS:</u></b>  |
| George Cress<br>Light and Power Director  | 7:05 | 5. A. | • <i>Electrical Systems Master Plan</i>   |
| Rob Foster<br>Public Works Director   | 7:20 | 5. B. | • <i>Infrastructure (Annexation) Open House Results</i>   |
| Paul Downey, Administrative<br>Services Director<br>Susan Cole, Administrative<br>Services Assistant Director   | 7:30 | 5. C. | • <i>Quarterly Financial Report For Period Ending<br/>March 31, 2013</i>  |
| Paul Downey, Administrative<br>Services Director<br>Susan Cole, Administrative<br>Services Assistant Director<br>Sue Rau-Hudson, Municipal<br>Court Coordinator | 7:45 | 6.    | <b><u>RESOLUTION NO. 2013-30 APPOINTING ANNE E. TRACEY AS MUNICIPAL JUDGE PRO TEM FOR THE CITY OF FOREST GROVE</u></b>  |
| Paul Downey, Administrative<br>Services Director  | 7:50 | 7.    | <b><u>PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2013-06 AUTHORIZING THE ISSUANCE OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY</u></b>  |
| Paul Downey, Administrative<br>Services Director  | 8:05 | 8.    | <b><u>PUBLIC HEARING AND RESOLUTION NO. 2013-31 DESIGNATING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS (EXHIBIT A) FOR FISCAL YEAR 2013-14</u></b>  |
| Brenda Camilli<br>Human Resources Manager<br>Paul Downey<br>Administrative Services Director  | 8:10 | 9.    | <b><u>RESOLUTION NO. 2013-32 AUTHORIZING EXECUTION OF A WAGE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, (AFSCME), LOCAL 3786, COUNCIL 75, EFFECTIVE JULY 1, 2013, THROUGH JUNE 30, 2014</u></b> |
| Paul Downey, Administrative<br>Services Director  | 8:20 | 10.   | <b><u>RESOLUTION NO. 2013-33 ADOPTING STATEMENT OF PENSION INVESTMENT POLICY FOR THE CITY OF FOREST GROVE RETIREMENT PLAN</u></b>   |
| Michael Sykes, City Manager   | 8:30 | 11.   | <b><u>CITY MANAGER'S REPORT:</u></b>  |
|   | 8:45 | 12.   | <b><u>COUNCIL COMMUNICATIONS:</u></b>   |
|   | 9:00 | 13.   | <b><u>ADJOURNMENT:</u></b>  |

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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 Interview) Meeting Minutes of May 13, 2013.
  - B. Approve City Council Executive Session (Real Property) Meeting Minutes of May 13, 2013.
  - C. Approve City Council Work Session (Times Litho Financing Options and Business Incentives) Work Session of May 13, 2013.
  - D. Approve City Council Regular Meeting Minutes of May 13, 2013.
  - E. Accept Community Forestry Commission (CFC) Meeting Minutes of April 17, 2013.
  - F. Accept Economic Development Commission (EDC) Meeting Minutes of December 6, 2012, January 10, February 7, and March 7, 2013.
  - G. Accept Parks and Recreation Commission (P&R) Meeting Minutes of April 17, 2013.
  - H. Accept Planning Commission Meeting Minutes of April 15, 2013.
  - I. Accept Resignation on Committee for Citizen Involvement (Howard Sullivan, Term Expiring December 31, 2014).
  - J. Accept Resignation on Committee for Citizen Involvement (Kristy Kottkey, Term Expiring December 2013).
  - K. Library Department Monthly Circulation Statistics Report for May 2013.
  - L. Endorse New Liquor License Application (Wine-Processing Not Open to the Public) for Wessels Family Honey, LLC, 2331 23<sup>rd</sup> Avenue (Applicant: Josef Wessels).
  - M. **RESOLUTION NO. 2013-29 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (APPOINTING BRYAN E. CORKE, TERM EXPIRING DECEMBER 31, 2014).**
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Date: May 28, 2013

## STREET LIGHT FEE PROPOSAL

### PROJECT TEAM:

Susan Cole, Assistant Director, Administrative Services  
Paul Downey, Director, Administrative Services  
Rob Foster, Director, Public Works  
Michael J. Sykes, City Manager

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### ISSUE STATEMENT:

The Street Fund has reached a financial turning point where either expenditures need to significantly reduced, or a new revenue source needs to be found. This proposal is to enhance revenues by adding a new Street Light Fee.

### BACKGROUND:

The Street Fund has reached a financial turning point where either expenditures need to be significantly reduced, or a new revenue source needs to be identified. The state gas tax revenue to Forest Grove has not increased as expected, even with the advent of a new 6¢ per gallon gas tax in 2011. Between fiscal years 2007-08 and 2012-13, Forest Grove experienced a 34% increase in the amount of state gas tax revenue, or \$303,000. Over this same period, the amount of gas tax from the County has actually declined about (\$5,600), for a net increase of \$297,000 since FY 2007-08. On the other hand, expenses for labor, materials and services to maintain the City streets have increased about \$204,000 between fiscal years 2007-08 and 2012-13.

The result has been that over the last six years, the Street Fund has only netted \$93,000 for its capital program of overlaying and rebuilding streets. The capital program of the Street Fund has been largely paid for from the Street Fund balance and external grants. Between fiscal years FY 2007-08 and FY 2012-13, the Street Fund invested approximately \$3 million in capital projects, funded through a combination of fund balance and grant funding. Examples of projects include new street improvements on Filbert and A Streets, new crosswalks downtown, a snow plow, school zone flashers, in addition to the annual overlay program. The

capital program in FY 2007-08 had a dollar value of just over \$1 million, while in FY 12-13 it was \$309,500. Over the same period, the Street Fund's fund balance has declined from \$2.1 million to \$615,000.

Staff in the Street Department has estimated that the annual need for overlaying streets is approximately \$389,000 as seen in Table 1. However, current projections show that the Street Fund will only be able to dedicate about \$100,000 to the overlay program.

**Table 1: Forest Grove Overlay Estimate**

		<b>FG Street Maintenance \$ Projections</b>		
		<i>Maint. Item</i>	<i>Cost/unit</i>	<i>Total Replmnt. Cost</i>
<b>Tot. Length (LF)</b>	386,590	FOG Seal	\$1.00/SY	\$1,433,954
		AC Grind 2"	\$1.50/SY	\$2,150,931
<b>Tot. Area (SY)</b>	1,433,954	2in AC @ \$85/ton	.055 ton/sy/in	\$13,407,472
<hr/>				
<b>Replacement Cycle</b>	<i>20 year</i>	<i>25 year</i>	<i>30 year</i>	<i>40 year</i>
<i>Funded - Materials &amp; Services</i>				
<i>FOG Seal</i>	\$71,698	\$57,358	\$47,798	\$35,849
<i>Capital Overlay Program</i>				
	<i>Grind-2"</i>	<i>\$107,547</i>	<i>\$86,037</i>	<i>\$71,698</i>
	<i>AC-2"</i>	<i>\$670,374</i>	<i>\$536,299</i>	<i>\$446,916</i>
<b>Total Estimated Need:</b>	<b>\$777,920</b>	<b>\$622,336</b>	<b>\$518,613</b>	<b>\$388,960</b>

Overlaying streets is important to ward off irreversible deterioration that leads to expensive reconstruction. The condition of streets is measured through a Pavement Condition Index, or PCI. As the PCI decreases, a street becomes progressively more expensive to repair or reconstruct. It is more cost effective to engage in preventive maintenance, which is both the City's sealing program and the overlay program. Table 2 graphically displays the optimal timing when preventive maintenance should occur as time and traffic flow wear a street out:

**Table 2: Pavement preservation concept**

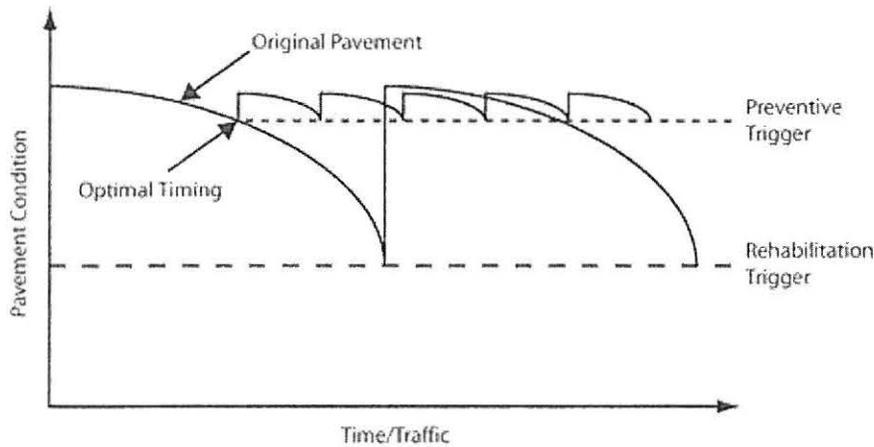
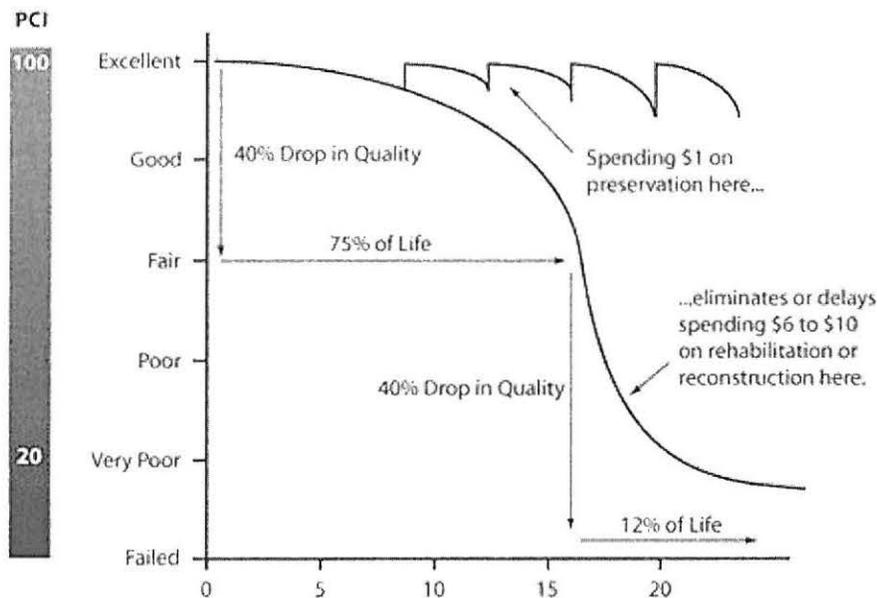


Table 3 below displays the cost-effectiveness of investing in keeping the PCI in good condition through both a sealing program and overlay program, rather than allowing the street to deteriorate to the point it needs to be reconstructed:

**Table 3: Pavement Condition Index**



Because gas taxes have failed to come in as hoped due many factors such as the recession, high gas prices, and more fuel efficient vehicles, the Street Fund is not able to continue with an on-going street overlay program that is necessary to keep the City streets in fair to good condition. Staff feels a good revenue enhancement would be to charge a separate Street Light Fee.

The electricity and maintenance for street lights are paid out of the Street Fund, from the gas taxes received. The total spent for street lights from the gas taxes is about \$150,000 per year.

If a separate Street Light Fee were implemented, then those funds used to pay for the street lights could be directed toward the street overlay program.

One way the City could implement a Street Light Fee would be to administer it through the monthly utility bills. A Street Light Fee of \$1.50 per month is estimated to bring in the \$150,000 per year needed for the street lights. This would allow the overlay program to increase to approximately \$250,000 per year. This begins to bridge the needed gap to adequately fund the overlay program. Other resources would come from suspending other one-time capital projects, and savings overall in the Street Fund.

The next steps would be to review this concept with the City's attorney. If the City did implement a Street Light Fee in FY 13-14, the overlay program would be enhanced in FY 14-15, because the City would have to collect the new monthly fee over a year in order to have enough for the overlay program.

**FISCAL IMPACT:**

The fiscal impact from implementing a Street Light Fee in the Street Fund would be to enhance that Fund's revenues. Additional revenue would mean the Street Fund could increase its budget for the overlay program.

**STAFF RECOMMENDATION:**

With Council approval, staff will explore implementing a Street Light Fee with the City attorney, and bring forward a resolution implementing this fee to the Council for their consideration at a later Council meeting.

## MEMORANDUM

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

**PROJECT TEAM:** Paul Downey, Administrative Services Director  
Michael Sykes, City Manager

**DATE:** May 28, 2013

**SUBJECT:** CIP Excise Tax Work Session

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Due to staff vacation, staff will distribute a copy of the Work Session Staff Report for the proposed CIP Excise Tax to Council at the Budget Committee meeting date of Thursday, May 23, 2013.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)  
MAY 13, 2013 – 5:30 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:37 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Jon Holan, Community Development Director; and Anna Ruggles, City Recorder.

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

The following applicant was interviewed for the following position:

- Bryan Corke, Historic Landmarks Board

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted interview. After Council deliberation, Council collectively made recommendation to appoint Corke to the Historic Landmarks Board, Term Expiring December 31, 2014. A resolution making formal appointment will be considered at the next regular Council Meeting of Tuesday, May 28, 2013.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 5:53 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(E) REAL PROPERTY  
MAY 13, 2013 – 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 5:54 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; and Anna Ruggles, City Recorder.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

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

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:18 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION  
(TIMES LITHO FINANCING OPTIONS  
AND BUSINESS INCENTIVES)  
MAY 13, 2013 – 6:15 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 6:20 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Jeff King, Economic Development Coordinator; and Anna Ruggles, City Recorder.

**2. WORK SESSION: TIMES LITHO FINANCING OPTIONS**

Downey and Sykes facilitated the above-noted work session, noting the purpose of the work session was to discuss with Council the available financing options for the Times Litho property purchase. Downey and Sykes reported pursuant to Resolution No. 2012-77, Council authorized the Times Litho property purchase on December 31, 2012; pursuant to Resolution No. 2012-78, authorized transferring \$830,000 (short-term loan) from General Fund Contingency to purchase the property; and pursuant to Resolution No. 2012-79, authorized obtaining a long-term mortgage loan on the property to replace funds transferred (short-term loan) from General Fund Contingency. Downey and Sykes reported staff has been reviewing loan options to replenish the funds used from General Fund Contingency to purchase the property, noting the City received two bank loan offers: 1) a five-year loan for \$600,000 (75 percent of the purchase price) at 4.0 percent with a 10-year amortization. The monthly payment would be \$6,075 with a balloon payment of \$329,851 due at the end of five years. Total interest paid over five years would be \$94,333; and 2) a loan for \$600,000 (75 percent of the purchase price) with a 3.69 percent fixed rate for five years with a rate adjustment at the end of each five-year period. The monthly payment would be \$5,987 and total interest of \$118,400 for a 10-year loan; \$4,346 monthly payment and total interest of \$181,600 for 15-year loan; or \$3,539 monthly payment and total interest of \$249,200 for 20-year loan. Downey advised the above-noted bank loan options require a \$3,000 loan origination fee and the City paying all closing costs. Downey and Sykes indicated when it became apparent that the David Hill lawsuit appeal could possibly settle within the insurance limitations, it opened the opportunity for staff to explore using internal funds as an option. Downey explained the City set

**FOREST GROVE CITY COUNCIL WORK SESSION  
(TIMES LITHO FINANCING OPTIONS  
AND BUSINESS INCENTIVES)  
MAY 13, 2013 – 6:15 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

aside \$2.6 million in a Risk Management Fund (funds from the sale of Fernhill Wetlands property) pending the outcome of the lawsuit, noting staff is proposing to transfer \$830,000 of the set aside funds (funds from the sale of Fernhill Wetlands property) to replenish the funds (short-term loan) transferred from the General Fund Contingency for the Times Litho property purchase. In conclusion of the above-noted staff report, Downey and Sykes advised by using internal funds that the City already has available avoids issuing debt, noting any future proceeds from sale of all or portion of the Times Litho property would go to replenish the funds transferred from the Risk Management Fund.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff discussed and reviewed the above-noted bank loan options as well as staff's recommendation of transferring \$830,000 of the funds from the sale of Fernhill Wetlands property to replenish the funds (short-term loan) transferred from the General Fund Contingency for the Times Litho property purchase.

Miller indicated it is a "no-brainer", noting the City needs to pay with monies it already has rather than taking on interest and fees associated with a major bank loan.

Uhing voiced concern she does not see the Times Litho property developing for years, noting there have been no developers interested in looking at developing the existing parcel in its current state. Uhing stressed developers want to see the property leveled and infrastructure in place, noting it could take a long time to replenish the funds. Uhing also stressed it was never the intent to use funds that were designated for parks. Uhing also noted Council needs to use common business sense/logic and be reasonable from this point forward.

Lowe voiced concern the monies from the Fernhill Wetlands property sale were designated for parks, noting if she is persuaded into using these funds, she wants a guarantee/promise that when the Times Litho property is sold the monies go back into the fund for parks.

Council President Johnston indicated the property (short-term loan) needs to be paid now.

Kidd indicated the property (short-term loan) needs to be paid now, noting he

**FOREST GROVE CITY COUNCIL WORK SESSION  
(TIMES LITHO FINANCING OPTIONS  
AND BUSINESS INCENTIVES)  
MAY 13, 2013 – 6:15 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

supports staff's recommendation to transfer funds with an understanding any monies from the sale of the Times Litho property go back into the fund for parks.

Thompson indicated he supports paying off the property (short-term loan) and the monies being transferred back into the fund when the property develops.

Mayor Truax explained the property has already been purchased using General Fund Contingency (short-term loan) and authorization was approved to obtain long-term financing to repay the short-term loan from the General Fund Contingency pursuant to the above-mentioned resolutions, noting he supports staff's recommendation to transfer funds the City has available to replenish the monies that were used from the General Fund Contingency.

Sykes responded to various inquiries and concerns Council presented, noting he concurs with Uhing that this project will be long-term, noting the City will know more about the status of the property once the market study and analysis is completed. In addition, Sykes advised if the City transfers \$830,000 to the General Fund Contingency to pay off the short-term loan, the Risk Management Fund will have approximately \$1.8 million remaining, which Council could redirect towards parks. In conclusion of the above-noted discussion, Sykes advised staff will be submitting its recommendation of the proposed fund transfer as part of the Fiscal Year 2013-14 budget proposal.

**BUSINESS INCENTIVES DISCUSSION:**

Sykes invited King to discuss with Council a proposal to allow the City to offer financial incentives, such as waiving or rebating some of the up-front Transportation Development Tax (TDT) for large businesses or companies that bring jobs and tax dollars into the community. King explained the purpose of this discussion is to seek Council feedback on whether the City should consider adopting an ordinance that would allow the City to offer financial incentives for large businesses or companies based on certain performance measures. King reported Forest Grove was one of five locations on a company's short list known as "Project Squeeze", a state-given title for a company that is looking to locate to the West Coast. The company, a food processing plant, would bring with it up to 225 jobs and \$30 million in property investment; however, due to approximately \$2.7 million in system development charges, including \$925,000 in TDT, Forest Grove has dropped out of the running.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(TIMES LITHO FINANCING OPTIONS  
AND BUSINESS INCENTIVES)  
MAY 13, 2013 – 6:15 P.M.  
COMMUNITY AUDITORIUM  
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**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff discussed a proposed ordinance offering financial incentives, such as waiving or rebating some of the up-front TDT for large businesses or companies based on certain performance measures. King and Sykes responded to various inquiries, concerns, and scenarios Council presented, noting Washington County collects the TDT, which must be used for new projects, such as building roads or transit shelters, and cannot be used directly for maintenance of existing streets. King indicated if "Project Squeeze" was to locate to Forest Grove, the company would build on the corner of Yew Street and 24<sup>th</sup> Avenue, thereby using existing roads. In this particular situation, King explained the City could consider waiving or rebating some of the up-front TDT, based on a set number of jobs and certain level of assessed property value. Downey clarified the City retains all of the TDT monies collected from Washington County, so it would be the City's discretion to offer TDT financial incentives. Downey clarified sewer system development charges could not be included as part of these incentives due to Clean Water Services.

Thompson voiced support of bring back a proposal offering business incentives similar to incentives currently offered by other surrounding communities.

Lowe voiced concern of future water infrastructure-related costs (dam raise), noting she does not want to see incentives for businesses that may cause utility system improvements to fall onto taxpayers, i.e., raising customers' utility rates.

Miller indicated she needs to see more information rather than speculation in order for her to make a decision.

Uhing indicated she will not consider any proposed proposal without seeing the proposal in writing.

In conclusion of the above-noted discussion, Sykes and King indicated this discussion is meant as a starting point and to advise Council of some of the issues affecting Forest Grove, noting staff will know more in the next couple of months on the status of "Project Squeeze". In response to Council's request for a written proposal and outlining the criteria, Sykes advised if it is determined to be in the City's best interest, staff will prepare a draft ordinance for Council's

**FOREST GROVE CITY COUNCIL WORK SESSION  
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review at a later date, noting the proposed ordinance would contain language establishing criteria based on certain performance measures.

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

**3. ADJOURNMENT:**

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

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
MAY 13, 2013 – 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 to order at 7:04 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; George Cress, Light and Power Director (in the audience); Rick Vanderkin, Public Works Superintendent (in the audience); and Anna Ruggles, City Recorder.

**1. A. EMPLOYEE RECOGNITIONS:**

Mayor Truax and Foster presented a Certificate of Appreciation and a plaque honoring Kathy Krieger, Public Works Administrative Assistant, in recognition of her 34 dedicated years of service to the Forest Grove Public Works Department. Foster commended Krieger and congratulated her on her retirement.

Mayor Truax and Gamble presented a Certificate of Appreciation and a plaque honoring Laurie Maitland, Lifeguard Instructor, in recognition of her 33 dedicated years of service to the Forest Grove Aquatic Center. Gamble commended Maitland and congratulated her on her retirement.

**1. B. PROCLAMATIONS:**

National Public Works Week

Mayor Truax publicly proclaimed May 19 – 25, 2013, as “National Public Works Week”. Foster and Vanderkin accepted the proclamation on behalf of the Public Works Department.

National Historic Preservation Month

Councilor Kidd publicly proclaimed the month of May, 2013, as “National Historic Preservation Month”. Neil Poulsen, Chair, and Holly Tsur, Vice-Chair of Historic Landmark Board (HLB), accepted the proclamation on

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behalf of HLB.

Emergency Medical Services Week

Council President Johnston publicly proclaimed May 19 – May 25, 2013, as “Emergency Medical Services Week”. Robert Breihoff accepted the proclamation on behalf of Metro West Ambulance. Metro West Ambulance presented a plaque of appreciation on behalf of the City.

**1. C. FIRE EMPLOYEE INTRODUCTIONS AND PROMOTIONS:**

Chief Kinkade administered the Oath of Office to newly promoted Captain Fire Inspector Chris Woodford; newly promoted Fire Lieutenant Tony Carter; and new Firefighter Cassandra “Cassie” Knierim.

**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 (CEP Presentations) Meeting Minutes of April 16, 2013.
- B. Approve City Council Work Session (B&C Interview) Meeting Minutes of April 22, 2013.
- C. Approve City Council Regular Meeting Minutes of April 22, 2013.
- D. Accept Community Forestry Commission Meeting Minutes of February 20 and March 20, 2013.
- E. Accept Historic Landmarks Board Meeting Minutes of March 26, 2013.
- F. Accept Parks and Recreation Commission Meeting Minutes of March 20, 2013.
- G. Accept Public Safety Advisory Commission Meeting Minutes of January 23, February 27, and March 27, 2013.
- H. Community Development Department Monthly Building Activity Informational Report for April 2013.
- I. Library Department Monthly Circulation Statistics Report for April 2013.

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- J. Accept Resignation on Committee for Citizen Involvement (Susan Aguilar, Term Expiring December 31, 2014)
- K. **RESOLUTION NO. 2013-27 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING DEBBIE PARIERA, TERM EXPIRING DECEMBER 31, 2014).**

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

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

*Children's Opportunity Fund Initiative of Washington County:*

Katie Riley, Chair of Children's Opportunity Fund Initiative of Washington County, presented a PowerPoint presentation highlighting the purpose of the above-noted program, noting the Children's Opportunity Fund Initiative is seeking to create a sustainable source of funding dedicated to proven, successful programs that prevent child abuse, assure high quality early childhood care and education and support the academic success of all children. Riley reported by 2014, Washington County will have the largest youth population in the State of Oregon, noting the above-noted initiative is to help raise monies to pay for a county-wide survey/poll to inform the public of the nature of this initiative. Riley referenced statistical information, noting free and reduced lunch eligibility escalated from 22 percent in 2000 to 40.3 percent in 2010 and the number of schools with more than 50 percent eligible students has increased from 10 to 33 schools in the same period. In conclusion, Riley distributed Endorsement Forms, noting Councilmembers can pledge their support of the Children's Opportunity Fund Initiative of Washington County by submitting an Endorsement Form and making a financial contribution to help pay for the county-wide survey.

6. **PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2013-03 AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10, ZONING TEXT AMENDMENT. FILE NO. ZNC-12-01070**

The first reading of Ordinance No. 2013-03 by title occurred at the

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meeting of April 8, 2013, and second reading was postponed at the meeting of April 22, 2013, to allow the City Attorney additional review time.

**Staff Report:**

Holan advised the City Attorney reviewed Exhibit A of Ordinance No. 2013-03 and made minor language amendments and amended Section 10.6.105 D. to require city engineer certification as part of the application requirements instead of pre-application. Holan advised staff also incorporated two proposed changes, which were identified by Council at the meeting of April 8, 2013, noting Council suggested amending Section 10.8.710 B.3.d to allow treatment of windows for energy or security purposes and suggested amending Section 10.8.905 F.3 to increase the interval of electronic displays from three to seven seconds. In conclusion, Holan advised staff is recommending adoption of Ordinance No. 2013-03 as amended.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of April 8, 2013.

**Written Testimony Received:**

No written testimony was received.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Council Discussion:**

In response to Council President Johnston's concerns pertaining to extension of land use permits, Holan referenced Section 10.1.135 and explained the permit process and time limitations.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of April 8, 2013.

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Sykes read Ordinance No. 2013-03 by title for second reading as amended.

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

7. **PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2013-04 AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27. FILE NO. ZNC-12-01070**

The first reading of Ordinance No. 2013-04 by title occurred at the meeting of April 8, 2013, and second reading was postponed at the meeting of April 22, 2013, to allow the City Attorney additional review time.

**Staff Report:**

Holan advised the City Attorney has reviewed Exhibit A of Ordinance No. 2013-04 and made no amendments.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of April 8, 2013.

**Written Testimony Received:**

No written testimony was received.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Council Discussion:**

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

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vote on the motion made at the meeting of April 8, 2013.

Sykes read Ordinance No. 2013-04 by title for second reading.

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

8. **PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2013-05 SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND ONE-HALF PERCENT (6.50%) RESPECTIVELY; DECLARING AN EMERGENCY**

**Staff Report:**

Foster and Cole presented the above-proposed ordinance for Council consideration, noting the proposed ordinance is assessing the final costs to property owners (listed in Exhibit A) who voluntarily consented to sidewalk repairs pursuant to the City-Wide Voluntary Sidewalk Local Improvements District Program. Cole indicated the City identified 751 sidewalk segments in 2010 when the program began and as of this report, the City has completed 135, totaling \$263,990.92. Cole reported the third year of the program resumed January 1, 2013, and is now completed, noting staff is submitting for Council consideration the completed projects so reimbursement costs to the City can be assessed immediately. Cole reported this year the City included sidewalk improvements for Talisman Park (\$37,752), noting Parks System Development Charges were allocated to fund the sidewalk improvements. Cole outlined the repayment terms, noting property owners who submit installment agreements for payment option 1B, pursuant to Resolution No. 2010-67, the installment period will be 60 months at an interest rate of 4.25% with no pre-payment penalty. For property owners who submit installment agreements for payment option 1C, the installment period will be 120 months at an interest rate of 6.50% with no pre-payment penalty. Property owners whose payment becomes delinquent will be assessed a penalty of \$10 per every 30-day period payments are or remain delinquent. Cole advised the

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assessments would be listed in the City's lien docket and if unpaid (along with accrued and unpaid interest and penalties), the City could lien pursuant to ORS. In conclusion, Foster and Cole advised staff is recommending Council declare the proposed ordinance as an emergency in order for the City Recorder to file the assessment liens in a timely manner.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-05 for first and second reading, declaring an emergency pursuant to City Charter.

Sykes read Ordinance No. 2013-05 by title for first and second reading, declaring an emergency pursuant to City Charter.

**MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to approve First and Second Reading and adopt Ordinance No. 2013-05 Specifying the Assessments to be made on properties specially benefited by the construction of certain sidewalk improvements; Setting Sixty (60) Month and One Hundred Twenty (120) Month Periods for Installment Payments; Setting the Installment Financing Rate at Four and One-Quarter Percent (4.25%) and Six and One-Half Percent (6.50%), respectively; and Declaring an Emergency.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Written Objections Received:**

No written objections to the assessments were received prior to the published deadline of May 13, 2013, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

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**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

In response to Thompson's inquiry pertaining to property owners making their own sidewalk improvements, Foster explained the Engineering Department issues a sidewalk repair permit, which staff uses to maintain a list of the areas repaired.

In response to Kidd's inquiry pertaining to addresses where the improvements occurred, Cole referenced Exhibit A of the Ordinance, which listed tax lot, address, property owner, and amount of assessment.

Council President Johnston commended staff for overseeing the program, noting he has noticed areas where sidewalk improvements have occurred.

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, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

**9. PUBLIC HEARING ADOPTING CITY MANAGER ANNUAL PERFORMANCE EVALUATION STANDARDS AND CRITERIA**

**Staff Report:**

Mayor Truax reported that pursuant to the City Manager's Employment Agreement, Section 6, the Council must evaluate the City Manager's annual performance and establish the performance evaluation criteria, standards, policy directives, and compensation in an open meeting. Mayor Truax outlined the City Manager performance evaluation process as follows, which is the same process as previous years:

1. City Manager is directed to prepare a self-evaluation.
2. Department Directors are asked to submit input with an option to remain confidential. Council has named the City Attorney, as third-party person, who will prohibit disclosure of information submitted in confidence as provided by ORS 192.502(4).

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3. City Attorney compiles submitted comments into a single document and distributes results in a sealed envelope directly to Council.
4. Council reviews compiled responses with City Manager in Executive Session.
5. Each Councilmember submits an evaluation form to Mayor.
6. Mayor and Council President tabulate and summarize results of Council evaluations and present performance appraisal to City Manager in Executive Session.

In addition, Mayor Truax reported Council will hear the City Manager's self-evaluation and review the compiled responses and comments with the City Manager in Executive Sessions tentatively scheduled for May 28 and June 10, 2013, and after concluding the performance appraisal in the Executive Session scheduled for June 24, 2013, Council will return into open meeting to give a summary of the City Manager's performance appraisal.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt the above-proposed City Manager performance evaluation standards.

**MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt the City Manager's Annual Performance Evaluation Standards and Criteria as presented.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Proponents:**

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

**Opponents:**

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

**Others:**

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

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

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**Council Discussion:**

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

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

10. **RESOLUTION NO. 2013-28 SUPPORTING THE EXPANDED TRANSIT SERVICE BY RIDE CONNECTION IN THE FOREST GROVE COMMUNITY**

**Staff Report:**

Holan presented the above-proposed resolution for Council consideration, noting the proposed resolution is expressing the City's support for the expansion of transit service by Ride Connection. Holan introduced Julie Wilcke, Ride Connection Chief Operating Officer, and Elyse Brouhard, Ride Connection Transportation Coordinator, who were present. Holan reported Ride Connection successfully obtained three grants to fund operation costs for one year and to purchase two 14-passenger buses, noting TriMet will fund the local match for the operation grant and the City will fund the local match (\$13,808) for the purchase of the buses using Transportation Impact Fees. Holan explained Ride Connection will administer and operate the service and the City will provide bus stop signs and shelters where appropriate and provide maintenance service on the buses, noting the grant includes up to \$3,000 per year per bus for maintenance costs. In addition, Holan reported the next step is for Ride Connect to complete a travel behavior survey to help Ride Connection determine its bus routes and stops, noting Ride Connection's anticipated start date will be August, 2013. In conclusion, Wilcke and Brouhard thanked Council for their support, noting Ride Connection is looking forward to partnering with the City and expanding its transit services to all community members.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-28.

**MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2013-28 Supporting the Expanded Transit Service by Ride Connection in the Forest Grove Community.**

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**Council Discussion:**

In response to Uhing's concern pertaining to bus parking, Holan indicated the buses would park at the Senior Center lot when not in use.

Mayor Truax commended Councilor Thompson, noting Thompson testified in Salem ensuring Forest Grove's transportation needs were met. In addition, Mayor Truax commended Ride Connection, noting he is most grateful to Ride Connection for their service and commitment.

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, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.**

11. **DISCUSS AND DETERMINE DISTRIBUTION OF FUNDING FOR COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS FOR FISCAL YEAR 2013-14**

**Staff Report:**

Downey reported the purpose of the above-noted agenda item was to discuss designating the 2013-14 Community Enhancement Program (CEP) projects and funding allocations. Downey reported the City received 23 applications totaling \$108,983 and the CEP funds available to disburse are \$58,100. Downey reported the Council heard the CEP project presentations on April 16, 2013, and Councilors submitted their individual recommended funding allocations for the various CEP projects. In conclusion, Downey referenced an e-mail submitted by Historic Landmarks Board (HLB) Chair apologizing for being unable to attend HLB's project presentation held on April 16, 2013.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to designating the 2013-14 CEP projects and allocation of the CEP funds based on the funding allocation methodology adopted by Council. Downey presented an overhead copy of the worksheet outlining each of the Councilmember's recommended funding allocations for each

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of the CEP projects. Downey advised all of the projects received funding from at least four Councilors as required by the funding allocation methodology adopted by Council. Downey advised two councilors still have funds available to allocate, noting any unallocated funds will rollover into next fiscal year. Discussion ensued as Council assessed projects, allocated funds and re-allocated funds available. At the conclusion of the above-noted assessment, Council collectively allocated the following funding amounts to each of the CEP projects as noted below:

<b>PROJECT:</b>	<b>ALLOCATED:</b>
Healthy Meals for Homebound Seniors	\$2,866
Sidewalk Chalk Art Festival	\$2,452
Housing Rehab, Repair & Access Modifications	\$3,857
Automated Irrigation System	\$1,422
Graffiti Abatement Coalition	\$2,664
Art Education in Forest Grove	\$1,003
AT Smith House Trail, Potty & Brochures	\$1,172
Old Glory	\$2,250
Valley Art Mural Project	\$1,890
WESTCO	\$4,300
Rear View Enhancement	\$940
Youth Basketball Score Clocks & Jerseys	\$1,036
Downtown Solar Powered Trash Compactor	\$1,871
Tourism Promotion -- Guide Distribution	\$1,458
FG Community Garden -- Sustaining/Maintaining Resources	\$1,400
Mobile Garden Carts -- DCCFW Community Expansion Project	\$1,350
Music, Movement and Growing Market Attendance	\$2,414
Early Childhood Education for Latino Immigrants	\$3,557
First Wednesday Events/Historic Downtown Brochure	\$3,645
Information Center	\$475
Building Permit Fees for Low Income Housing	\$6,532
HLB Renovation Grant Program	\$4,696
Art Alive in Forest Grove	\$4,850
<b>TOTAL FUNDS AWARDED FOR FY 20136-14:</b>	<b>\$58,100</b>

At the conclusion of the above-assessment, Downey advised staff will

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bring back a proposed resolution making the above CEP allocations for Council consideration at the next meeting, at which time the Public Hearing would also be held.

**12. 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 reminded Council the first Budget Meeting is scheduled for Wednesday, May 23, 2013. Sykes indicated staff will be bringing forth a proposed ordinance for Council consideration at the next meeting of Tuesday, May 28, 2013, requesting to issue additional revenue bonds on Pacific University's behalf, noting Pacific University has requested the City to refinance its prior bonds and finance new capital projects at the Forest Grove campus. In response to Council inquiries and concerns, Downey advised the City would charge an administrative fee of approximately \$98,000 to Pacific University for issuing the bonds, noting the issuance of the bonds does not have any financial liability to the City. Sykes advised the City of Cornelius is looking at contracting out its Building Department with the City or County, noting he is seeking Council consensus of the City contracting with Cornelius, to which Council collectively concurred. Sykes announced Richard Matzke, Light and Power Engineer Supervisor, has submitted his resignation, noting Matzke last day with the City will be June 7, 2013. Sykes commended Ismoon Hunter-Morton, Adult Services Librarian, for her recent appointment to the Oregon State Library Board of Trustees, noting Hunter-Morton will serve on the board for four years. In conclusion of the above-noted report, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events.

**13. COUNCIL COMMUNICATIONS:**

Council President Johnston reported the Police Department is conducting active shooter training. Johnston reported on various fire-related incidents. Johnston reported the Forest Grove Rural Fire Protection District adopted its budget for Fiscal Year 2013-14. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

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Kidd reported on Historic Landmarks Board-related meeting and activities. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe thanked everyone who participated in the Police Department's Prescription Drug Turn-In Event, noting the event resulted in 175.8 pounds of unwanted/expired prescription drugs being disposed of properly. Lowe reported she is no longer serving as a member on the Clean Water Services Advisory Committee. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller reported the Forest Grove Chamber of Commerce-related activities. In addition, Miller reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported on Veterans' Job Fair-related activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported on Economic Development Commission-related activities. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported on the Big Sky Track & Field Championship, noting the event was held at Lincoln Park Stadium over the weekend bringing many people into Forest Grove. Mayor Truax reported attending the Public Arts Commission (PAC) meeting on behalf of Councilor Miller, noting the PAC is exploring forming a foundation similar to the Library Foundation. Mayor Truax reported on the Library Commission-related meeting and various activities. At the request of Mayor Truax, Foster highlighted a map showing the Washington County Visitors Association (WCVA) new Tualatin Valley Scenic Bikeway, noting the bikeway traverses through the City connecting to the Banks-Vernonia State Trail. Foster indicated the City is working with WCVA on directional signage within the City, noting the trail might enhance efforts for a traffic light at Highway 47/Maple Street. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings

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and community-related events he was planning to attend.

14. **ADJOURNMENT:**  
Mayor Truax adjourned the meeting at 9:35 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

APPROVED



3E

COMMUNITY FORESTRY COMMISSION  
CITY AUDITORIUM  
MAIN STREET, FOREST GROVE, OR  
APRIL 17, 2013

1. **ROLL CALL: 5:36 pm**

**Members present:** Jen Warren, Dale Wiley, David Hunter, Lance Schmaberger, Bruce Countryman, Mark Nakajama

**Council Liaison:** Ron Thompson.

**Members absent:**

**Staff:** Dan Riordan, Steve Huffman

**Guest Present:** No guests were present

The meeting was called to order at 5:36 PM. A quorum was present. Chair Jen Warren presided.

2. **APPROVAL OF MINUTES:**

March minutes were approved and corrected. David moved and Bruce seconded to Approve the minutes. Unanimous vote to approve the minutes was cast.

3. **CITIZEN COMMUNICATIONS:** None

5. **NEW BUSINESS**

1. Bruce will serve as CFC liaison to the Sustainability group.
2. Dale move and Lance seconded for the CFC to pay the expense of 2 people to attend the Western Forest Conference event. Vote to approve was unanimous.
3. Dale reported on the tree event and said confirming e mails to the Community School had been sent and that all was in order for the participation in the event.
4. David and Dale reported on their meeting with Clean Water Services and a representative from Kursiu and Associates on the observed horticultural and planting issues with the trees and other aspects of the new water quality facility under construction at the Fernhill Wetland.

5. Steve reported on what the process would be in the joint meeting to be held with the Parks and Rec Commission immediately following this meeting. Notes from that meeting to be presented in an addendum at the end of these minutes.

6. **PROJECT REPORTS**

No project reports at this.

7. **OTHER BUSINESS**

No other business was presented at this time.

8. **ADJOURNMENT:**

David offered a motion seconded by Dale to adjourn the meeting at 6:354 pm. The motion passed unanimously. Chair Jen Warren adjourned the meeting.

Respectfully submitted,

Dale Wiley  
CFC Secretary

**MEETING NOTES – JOINT MEETING WITH PARKS AND RECREATION  
COMMISSION**

**6:40 PM – SAME LOCATION**

Members of the CFC were present at the Parks and Recreation Commission meeting to start a dialog about the Thatcher Woods Management Plan.

Steve Huffman opened the meeting with comments prefacing the current situation and what the CFC saw as possibilities for a possible joint management plan for both Thatcher Woods and other City facilities with similar and dissimilar management needs.

Tom Gamble explained some aspects of the current management plan.

Councilor Victoria Lowe then gave an extensive comment section on what she felt was the appropriate management plan for Thatcher Woods and other facilities, and discounting most aspects of the Forestry Commission recommendations and presenting that the City was capable of using its own management consultant to handle this aspect of the management plan.

That concluded the CFC participation portion of the meeting with no further action scheduled at this time.

APPROVED

**MEETING MINUTES**

**Attendees:** Elena Uhing, Mark Nakajima, Guy Storms, Brian Wilbur, Tom Raabe, Ray Giansante, Don Jones, Lois Hornberger, Lisa Duncan

**City Staff:** Michael Sykes, Jeff King

**Also Attending:** John Michael Kowertz, Kari Bray (reporter for the Forest Grove Leader Newspaper)

**1. Call to Order:**

The meeting was called to order @ 12:09 p.m. by EDC Chair Brian Wilbur. Brian asked everyone to please introduce themselves. Brian also introduced Kari Bray, a reporter from the Forest Grove Leader Newspaper.

**2. Citizen Communications:**

None.

**3. Approval of EDC Meeting Minutes from November 1<sup>st</sup>, 2012:**

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

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

None.

**5. Business:**

**A. McMenemy's Host Update**

None.

**B. EDC Upcoming Board Openings:**

Jeff King reported that the City Council had formally approved Mark Nakajima's membership with the EDC. Jeff mentioned that the seat that was formerly held by the owners of the Urban Decanter needed to be filled since they sold their business last year. He also said that the EDC is looking to fill Rudy Marchesi, owner of Montinore Vineyards, position since he is busy with work and travelling a lot at this time. Jeff asked Brian Wilbur and Don Jones if they could provide names of potential nominees at the next EDC meeting. Jeff also asked that everyone please feel free to e-mail him with any suggestions of possible nominees.

**C. McMEnamin's Award:**

Jeff King announced that the EDC will be presenting D.J. Simcoe and Clyde Fulkerson with an award of appreciation at the next City Council meeting on December 10<sup>th</sup>, 2012 @ 7:00 p.m. The award is a token of appreciation for the generosity McMEnamin's has shown over the years by donating the Alice Inkley Room for every EDC meeting, and also for providing lunch at those meetings.

**D. City Council Liaison:**

Elena Uhing has recently won re-election to the City Council, and has been re-appointed as the City Council Liaison to the EDC, replacing Tom Belusko who did not seek re-election. Elena reported that she had just recently been to the Governor's Leadership Summit which lasted all day long, and covered several Oregon Initiatives. There are 15 initiatives that are being put forward, but Elena only highlighted the top 6. The top 6 initiatives are: Education, Infrastructure, Public Safety, Natural Resources, PERS, and Economic Growth. Elena mentioned that she would like to bring in the Governor's Economic Team again like she and Michael Sykes were able to do 6 years ago to address solutions for economic growth in Forest Grove.

**E. Forest Grove Chamber of Commerce Update:**

Tom Raabe introduced the interim director of the Chamber of Commerce, Ray Giansante, to the group. Ray has been the director of the Chamber in the past, and has been kind enough to step in at this time until a new director can be appointed. Tom also reported that the annual Chamber Auction is coming up soon, and that they have been pleased with the number of Chamber members who have stepped up to help this year. The auction will be held at Pacific University again this year. Tom pointed out that the Chamber has remained strong even through it's recent struggles with the former director being let go, and if anyone needs anything at all, please do not hesitate to call. The Wine Raffle will be on December 17<sup>th</sup> @ the monthly luncheon in the Community Auditorium.

**F. Urban Renewal Research:**

Jeff King said that the Planning Department is looking into Urban Renewal as an economic development tool. City staff made a presentation to the City Council, the Council is researching it further, working with Metro to understand the strengths and challenges of how it actually works. Metro helps in that they identify developers who may participate, and has funds for development.

**G. Committee Updates:**

**Branding & Marketing**

Brian Wilbur reported that the subcommittee did not meet last month, but that they are scheduled to meet tomorrow @ noon, and will report back next month. He noted that Branding & Marketing is incorporating more of the tourism aspect into the subcommittee. Jeff King & Brian Wilbur will meet with videographer John Cardenas tonight to help with the editing of the new videos.

**Small Business**

Jeff King noted that there weren't many new developments with Workforce. On the Job Training is still available. John Michael Kowertz added that he is available for business advising, and that it is available free of charge. He said he is looking into possibly starting a program with the Chamber of Commerce which would enable him to meet with business owners here in Forest Grove @ the Chamber of Commerce Building, as opposed to the business owner having to travel to the PCC Willow Creek Campus.

**Industrial & Infrastructure**

Guy Storms reported that the subcommittee did not meet this last month. Jeff King added that they are continuing to advertise on OPB, and that there are three upcoming food conventions that are great venues to promote Forest Grove that are coming up in the new year. One is in San Francisco, CA, one is in Portland, OR, and one is in Anaheim, CA.

**6. Council Communications:**

Michael Sykes said that the City Council is looking into annexing existing "islands" within the City, which would incorporate them into Forest Grove. A lot of citizens who live in these "islands", as they are called, may oppose the annexation since this would raise their property taxes. These citizens enjoy the various services that come with living within a city, but do not pay the same property taxes as the rest of the City's residents.

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

Jeff King reported that the Holiday in the Grove was very successful this year. A lot of the restaurants in the City reported that they were extremely busy, and local shops were bustling as well. There were events happening throughout the City all day long, which culminated in the Light Parade at the end of the day.

**8. Announcement of the next EDC Meeting:**

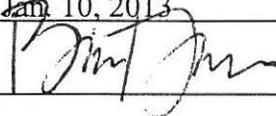
The next EDC Meeting will be held on January 10<sup>th</sup>, 2013 @ 12:00 noon in the Alice Inkely Room @ McMenemy's Grand Lodge.

**9. Adjournment:**

The meeting was adjourned by Brian Wilbur @ 1:24 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: Jan 10, 2013

Signed:  \_\_\_\_\_  
EDC Chair

APPROVED

## MEETING MINUTES

**Attendees:** George Cress, Don Jones, Guy Storms, Mark Frandsen, Stephen Lach, Eduardo Corona, Elena Uhing, Jeff King, Mark Nakajima, Bruce McVeen, Hope Kraemer, Kelly Marks

**City Staff:** Michael Sykes, Mayor Pete Truax

**Also Attending:** Michael Williams, Business Development Officer w/ Business Oregon

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

The meeting was called to order @ 12:14 p.m. by EDC Co-Chair Don Jones.

### **2. Citizen Communications:**

None.

### **3. Approval of EDC Meeting Minutes from December 6<sup>th</sup>, 2012:**

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

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

Jeff King said that the owners of Prime Time Restaurant now has all of the required building permits that they need, and is under full construction. They estimate that the building should be complete in three to five months. Jeff also said that PASCOR is moving along with the expansion to their manufacturing site, which when finished, will add more jobs to the site. Also, Old Trapper is working on a \$500,000 expansion which will also add more local jobs.

### **5. Business:**

#### **A. McMenemy's Host Update:**

Clyde Fulkerson stopped by the meeting to say hello and to wish everyone a Happy New Year. He said that his New Year's Resolution is to attend more EDC Meetings in the upcoming year. ☺

#### **B. EDC Board Openings Status**

Jeff King stated that due to his busy schedule and the amount of travelling that he is required to do, that Rudy Marchesi of Montinore Vineyards has relinquished his spot on the EDC. This leaves an opening in the area of "Small Manufacturing / Wineries". Jeff said there is an opening in the area of "Downtown Retail" as well. Don Jones said that any suggestions of nominees to fill current vacancies is greatly appreciated.

**C. Boards & Commissions Annual Dinner**

Jeff King reported that the Annual Boards & Commissions Dinner will be on Thursday, January 17<sup>th</sup>, 2013. He said it is a good opportunity for the EDC to explain to the other Boards & Commissions what EDC has accomplished in the past year. There will be a brief presentation by the EDC, which will be followed by a preview of the two new videos which have just been completed for the EDC with the help of John Cardenas. He asked that everyone that is able to attend to please RSVP as soon as possible.

**D. Forest Grove Tourism Video Unveiling**

Jeff King played the new tourism video for all of the EDC members on his laptop. The plan is to put the video on YouTube, have it available at the Chamber of Commerce, and also to send it to the Washington County Visitors Association. It will also be downloaded to thumb drives, which will be distributed as well. The second video which focuses on economic development and infrastructure is not quite finished yet. The second video will present the businesses currently in Forest Grove, and will highlight the City's schools and workforce. This video will also be added to the thumb drives once it is available.

**E. Michael Williams with Business Oregon**

Michael Williams who is the new Business Development Officer with Business Oregon introduced himself and spoke briefly about his job. He explained that he is currently making the rounds and introducing himself to all of the cities that are in his territory. He stated that he will work closely with Jeff King as the main entry point, or contact, at Business Oregon. He said he works closely with businesses to be heard when they have issues that can be solved through state government. He said he has several contacts throughout the state that can help with those types of issues getting resolved. Michael handed out his business card and asked for people to please contact him if he can be of any help.

**F. Urban Renewal Research / Times Litho**

Jeff King talked briefly about the feasibility of an Urban Renewal Project working in Forest Grove. He said there will be a meeting with developers very soon to get their input and advice on how to best implement this type of program. Also there will be research conducted as to how well similar programs worked in other nearby communities. Jeff then stated that the Times Litho building and property has recently been purchased by the City of Forest Grove. The City feels that by purchasing this property and investing in it, that it will add to stimulus of business in the downtown area. Currently the condition of the building and property is being evaluated to determine just how much work needs to be done to it. It may end up as a "mixed use" area, which may contain a mixture of condos, apartments, businesses, and restaurants.

## **G. Committee Updates**

### **Workforce**

Kelly Marks said that there are still a lot of I.T. jobs available. She said the biggest complaint she is hearing from businesses right now is that they are struggling to fill jobs with specific needs such as working outside in the winter time. She noted that PCC enrollment is still flat, and said that she hasn't heard of any federal programs that are being implemented for sure at this point.

### **Small Business**

Jeff King said that the committee did not have a chance to meet, but that they continue to work closely with Jon Michael Kowertz.

### **Tourism**

Did not meet.

### **Industrial & Infrastructure**

Mark Frandsen reported that marketing and promotion of Forest Grove is their main focus right now. He reiterated that the second video that is in production that highlights Infrastructure is also a high priority, and is just about to wrap up. He noted that Jeff King and George Cress will be representing Forest Grove in upcoming food shows in San Francisco and Anaheim in the early part of 2013. Mark stated that since Forest Grove is home to several food processing plants, that participation in food shows such as these is an excellent way to advertise the City.

## **6. Council Communications:**

Elena Uhing announced that the Annual Town Meeting will be held on Saturday, January 26<sup>th</sup>, 2013 from 9:00 a.m. --- 12:00 noon. She said that the main topic at the meeting this year will be sustainability. She also mentioned that there will be another sustainability summit in the spring, and she will let the EDC know exactly when that will be as soon as she finds out. Elena informed everyone of the upcoming "Science Pub" events that will begin soon, and are to be hosted by McMenemy's Grand Lodge in the area that used to be their theatre. She said that it is an excellent opportunity to meet scientists and innovative speakers. Lastly she reported that the City Council will be having their annual retreat on Saturday, February 2<sup>nd</sup>, 2013 @ 1910 Main Street Bistro from 9:00 a.m. --- 12:00 noon.

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

Jeff King reported that he received an e-mail update from Tom Rabbe regarding the Chamber of Commerce. Tom said that the Chamber's Annual Auction will be on Saturday, March 2<sup>nd</sup>, 2013 and will be held @ Pacific University again. Tom also noted that the wine raffle was a big success.

**8. Announcement of the Next EDC Meeting:**

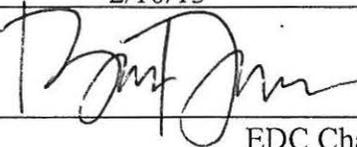
Don Jones announced that the next EDC meeting will be on Thursday, February 10<sup>th</sup>, 2013 in the Alice Inkley Room @ McMenamain's Grand Lodge @ 12:00 noon.

**9. Adjournment:**

The meeting was adjourned @ 1:17 p.m. by Don Jones.

Approved by the Forest Grove Economic Development Commission:

Date: 2/10/13

Signed:  \_\_\_\_\_  
EDC Chair

APPROVED

**MEETING MINUTES**

**ATTENDEES:** Elena Uhing, Mark Frandsen, George Cress, Mark Nakajima, Bruce McVeen, Hope Kramer, Kelly Marks, Tim Budelman, Eduardo Corona, Clyde Fulkerson, J.J. Johnston, Ray Giansante, Lisa Duncan, Brian Wilbur, Don Jones

**CITY STAFF:** Dan Riordan, Jon Holan

**ALSO ATTENDING:** Jon Michael Kowertz

**1. CALL TO ORDER:**

The meeting was called to order by Jeff King @ 12:12 p.m.

**2. CITIZEN COMMUNICATION:**

None.

**3. APPROVAL OF MEETING MINUTES FROM JANUARY 10, 2013:**

Jeff King asked for a motion to approve the meeting minutes from the last meeting. Tim Budelman moved to accept the meeting minutes as presented. Mark Frandsen seconded the motion. The minutes passed unanimously.

**4. ADDITIONS / DELETIONS & STAFF SUMMARY:**

Jeff King reported on the trip he took to San Francisco in January for the Fancy Food Show. He said he felt he established a lot of good leads in the areas of food processing companies looking to relocate, and also companies looking for co-packers. He mentioned that there is a second food show coming up in March in Anaheim, CA that will be attended by George Cress. The state of Oregon will have a booth at this second show which Forest Grove will be a part of. Jeff also gave an update on the two videos that are currently being produced for the EDC. The Tourism video is finished, and is already up on YouTube. The second video is almost complete at this time. Jeff noted that later this afternoon an applesauce manufacturing company will be touring available properties in Forest Grove, as they are looking for a new facility to relocate to in the near future. Lastly, Jeff said that both Primetime Restaurant and PASCOR are both making a lot of progress in their current construction projects.

**5. BUSINESS:**

**A. McMENAMIN'S HOST UPDATE:**

Clyde Fulkerson spoke briefly and reported that the Grand Lodge will host their annual birthday celebration in March, as well as celebrating St. Patrick's Day later in the month. He mentioned that the Renaissance Festival / Faire will be in May, and that the Easter

and Mother's Day Buffets are two more big events that the Lodge is preparing for at this time. Clyde mentioned that the Lodge is always looking for people to hire, especially in the summer, as this is their busiest time of the year.

**B. EDC BOARD OPENINGS:**

Jeff King said that there is currently one EDC board opening at this time in the area of small manufacturing. This position has traditionally been held by someone from the wine industry, but the person who fills it does not necessarily need to work for a winery. Jeff suggested checking with various wineries around town, and possibly with Sake One as well.

**C. URBAN RENEWAL UPDATE:**

Jon Holan and Dan Riordan from the Community Development Department with the City of Forest Grove gave an update on the Urban Renewal Project that their department has been developing. Jon Holan noted that they will be giving an updated presentation to the City Councilors on Monday, February 11<sup>th</sup>, 2013. He said he would greatly appreciate any questions, comments, and input from the EDC members after they hear the updated information. Dan Riordan shared a lengthy Power Point presentation with the EDC members. He reiterated that Urban Renewal is a program developed by the state of Oregon to help cities revitalize and enhance specific areas that have either deteriorated, require updating, or have become unsafe or detrimental to the community. Dan explained that the Urban Renewal program is paid for through a tool called Tax Increment Financing (TIF). A TIF redistributes a portion of some property tax revenues to pay for improvement projects. It is not an increase in taxes, or a new tax. He noted that Urban Renewal programs are widely used throughout the state of Oregon with successful results. He also pointed out that eminent domain and/or condemnation is not allowed within an Urban Renewal Program, and that cities with an Urban Renewal Program still receive all of their tax income, and that no area will lose their tax income. Four examples of cities already implementing an Urban Renewal plan within the state of Oregon are Astoria, Canby, The Dalles, and Tualitan. This program could help to benefit Forest Grove by promoting use of existing buildings, stimulating job creation, and promoting green living. Dan said that they are at the point in the development of this program where it is time to approach the City Council and ask if they would like for the Community Development Department to move forward, and proceed with the final preparations for implementing an Urban Renewal plan. If so, they would prepare the proper reports to submit to City Council, and then the final step would be to formally adopt the plan, if the Council so chooses.

Brian Wilbur asked the EDC members if they would like to take a vote to endorse the program. Several EDC members had questions and concerns, and felt that they needed more information and insight about the program before feeling comfortable voting to endorse the program at this time. Brian noted that the EDC would not take a vote at this time. Don Jones suggested having a follow up meeting to further discuss details and issues that were questioned.

**D. F.G. ECONOMIC DEVELOPMENT VIDEO SHOWING – FINAL DRAFT:**

Due to the amount of time used to present the Urban Renewal program presentation, Brian Wilbur decided to adjourn the meeting, and asked that all EDC members who would like to view the final draft of the Economic Development Video to please stay afterward.

**E. TIMES LITHO BUILDING UPDATE:**

None due to time constraints.

**F. COMMITTEE UPDATES:**

None due to time constraints.

**6. COUNCIL COMMUNICATIONS:**

None due to time constraints.

**7. STAFF & BOARD MEMBER COMMUNICATIONS:**

None due to time constraints.

**8. ANNOUNCEMENT OF THE NEXT EDC MEETING:**

The next EDC meeting will be held on Thursday, March 7<sup>th</sup>, 2013 @ McMEnamin's Grand Lodge, in the Alice Inkley Room.

**9. ADJOURNMENT:**

The meeting was adjourned by Brian Wilbur @ 1:40 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: 3.7.13

Signed:   
EDC Chair

APPROVED

## **MEETING MINUTES**

**ATTENDEES:** Brian Wilbur, Tom Rabe, Kelly Marks, Mark Nakajima, Tim Budelman, Stephen Lach, Bruce McVeen, Elena Uhing, Lois Hornberger, Hope Kramer, Don Jones, Lisa Duncan

**ALSO ATTENDING:** Jon Michael Kowertz, Kari Bray (w/ The Forest Grove Leader Newspaper)

### **1. CALL TO ORDER:**

The meeting was called to order by Brian Wilbur @ 12:12 p.m.

### **2. CITIZEN COMMUNICATION:**

None.

### **3. APPROVAL OF EDC MEETING MINUTES FROM FEBRUARY 7<sup>TH</sup>, 2013:**

Brian Wilbur asked for a motion to approve the minutes from the last EDC meeting. Hope Kramer moved to accept the minutes as presented. Tim Budelman seconded the motion. The minutes passed unanimously.

### **4. ADDITIONS / DELETIONS & STAFF SUMMARY:**

Jeff King could not attend the majority of today's meeting due to the fact that he was hosting a tour of available facilities for a potential food processing customer who is looking to relocate part of their business. Because of this, there were no Additions / Deletions or Staff Summary reported at this meeting.

### **5. BUSINESS:**

#### **A. McMenemy's Host Update:**

Clyde Fulkerson stopped by briefly with a quick update of what has been happening at McMenemy's. He said that they are still looking for a restaurant manager, and thinks they should hire one within the next month. He said that they are also looking to hire servers, licensed massage therapists (LMT), nail technicians, caterers, busers, and bartenders at this time as well. Lastly, Clyde noted that McMenemy's recently celebrated the Grand Lodge's birthday, and that they are looking forward to their annual St. Patrick's Day celebration later this month.

#### **B. EDC BOARD OPENINGS:**

There is currently still one opening for a EDC Board Member in the area of small manufacturing, which in the past has been represented by a winery.

**C. SPOTLIGHT ON SMALL BUSINESS:**

Forest Grove is partnering with the Portland Community College Small Business Development Center (SBDC) to assist and promote small and new businesses. The City will again be offering three \$800 - \$1000 training grants that will enable a small business owner or manager to participate in either the Small Business Development Management I program, or the Retail Small Business Development Management program. Both programs will be held at PCC's Willow Creek Center.

**D. SPOTLIGHT ON TOURISM:**

Brian Wilbur reported that there was a Tourism meeting yesterday and that there was a great turn out. Carolyn McCormick who is the President / CEO of Washington County Visitors Association was able to attend and lend support as well as valuable information and input. Brian felt like there is a lot of interest from various participants to initiate things happening and moving forward, which is encouraging.

**E. TIMES LITHO BUILDING:**

Elena Uhing explained that the City has been meeting with several developers in order to get several different opinions and ideas as to the best way to develop and utilize the space at Times Litho. She noted that the first step is to analyze the risks and to become educated about what exactly the project entails. Obviously money, or the cost of the project, is the biggest obstacle or deal breaker as plans are being developed. Mark Nakajima asked if it was possible that the plans for the Times Litho space could include moving the Post Office to a better location. Elena said that it is definitely being considered, but nothing has been decided as of yet.

**F. COMMITTEE UPDATES:**

**INDUSTRIAL / INFRASTRUCTURE:**

Bruce McVeen said that the most recent developer letter is getting the final touches, and should be ready to be sent out soon. He noted that the Industrial / Infrastructure video is done now, but is not up on YouTube yet.

**WORKFORCE:**

Kelly Marks reported that there Portland Community College (PCC) will soon be offering a new program called Sustainable Agriculture. She remarked that enrollment @ PCC is down about a 1/2 % from last year. She said it was anticipated that the enrollment would be down 3-4 %, so it is a positive sign that people are still going to school. Kelly also said that PCC will be offering classes @ Pacific University again this spring.

**SMALL BUSINESS:**

Jon Michael Kowertz was happy to announce that Forest Grove is the first city to move forward with offering small business development grants / scholarships. He also mentioned that the Fiesta of Hope Auction, Dinner, & Dance that is hosted by Adelante Mujeres will be on Saturday, April 20<sup>th</sup>, 2013 @ the Tuality Education Center.

**TOURISM:**

Lois Hornberger urged everyone to consider attending the Performing Arts Series @ Pacific University if possible. She said it is a great program that is also very inexpensive. Also she mentioned that Pacific University is looking for sponsors for next year's Performing Arts Series, and information about this program can be found on the school's website. Lastly, she quickly stated that the annual Luau tickets are now on sale.

**6. COUNCIL COMMUNICATIONS:**

Elena Uhing reported that Catherine Harrington with Metro spoke at the last City Council meeting. One thing that was discussed was that the Portland Zoo fees will be going up by \$1.00 this spring. Also, Metro has set aside \$33 million for transportation projects, and Forest Grove plans to pursue funding for improvements to Quince Street. Elena also mentioned that Fern Hill Wetlands new facilities are now finished and open to the public. She said that birding is becoming very popular, and is a great tourism draw. Elena mentioned that the Aquatics Center now accepts credit cards for payment. She also said that Aquatics brought in more revenue this past year than ever before. Lastly she mentioned that the Forest Grove Conservation Town Hall Meeting will be on April 2<sup>nd</sup>, 2013.

**7. STAFF AND BOARD MEMBER COMMUNICATIONS:**

None.

**8. ANNOUNCEMENT OF NEXT MEETING:**

The next EDC meeting will be held on Thursday, April 4<sup>th</sup>, 2013.

**9. ADJOURNMENT:**

The meeting was adjourned by Brian Wilbur @ 12:58 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: May 2<sup>nd</sup>, 2013

Signed:  \_\_\_\_\_  
EDC Chair

APPROVED

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PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, APRIL 17, 2013  
COMMUNITY AUDITORIUM-CONFERENCE ROOM  
PAGE 1 OF 3

1) **ROLL CALL:**

- a) **Commissioners** –Mike Olson, Brian Seitz, Susan Taylor and Glenn VanBlarcom.  
Absent: Ralph Brown, Quinn Johnson, Nathan Seable, Howard Sullivan and Paul Waterstreet.
- b) **Staff** – Tom Gamble, Steve Huffman, Cindy Donovan
- c) **Council Liaison** – Victoria Lowe
- d) **Student Advisor** – Jonathan Faris

2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the March 20, 2013 meeting were approved.

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

5) **OLD BUSINESS:**

- a) **Thatcher Woods Urban Forest Discussion with the Forestry Commission**
  - i) Thatcher Woods encompasses 9 acres of second growth Douglas Firs. The area was logged off about 50 years ago.
  - ii) The health of trees was assessed and a number of them were diseased. Those identified as potential hazards (15 to 20 trees) were felled, made safe and left on site. They attempt to make it as natural looking as possible.
  - iii) The disease issue is being monitored and is not curable. There is white rot and brown rot, which are both soil borne pathogens. That will require that we continue to take down trees over time as necessary.
  - iv) To mitigate risk we need to decide what we want the property to look like in the future, what types of trees. The recommendation would be for different types of species.
  - v) The Forestry Commission has resources to help make those kinds of decisions which would be useful for other City parks as well.
  - vi) It was suggested that we have a Thatcher Wood Forest Management Plan that recognizes issues and helps to manage risks.
  - vii) Victoria noted that “Trout Mountain”, a green sustainable company, is under contract with the City to maintain the water shed. Perhaps we could tap into their expertise.
  - viii) The Forestry Commission feels the greatest risks are at Thatcher.
  - ix) We need to start the ball rolling on this issue, so when the Parks Master Plan is redone this piece could be added along with the trails plan.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, APRIL 17, 2013  
COMMUNITY AUDITORIUM-CONFERENCE ROOM  
PAGE 2 OF 3**

- x) We need to educate the public about what is happening with the trees in the City. Different education pieces, such as Oregon white oaks like dry feet.
- b) 2013-14 Budget Items**
  - i) Decision packages have been presented to the City Leaders.
  - ii) Staff positions in Aquatics and Parks are Tom's number one priority.
  - iii) Number two for Aquatics is painting the outside of the building and for Parks it is Bard Park.
  - iv) Next Wednesday is the general informational meeting and the report on the five year outlook for the operating budget.
  - v) May 23 is the next Budget Committee meeting.
- 6) NEW BUSINESS:**
  - a) Regional Trails Nomination**
    - i) Metro is revisiting the Regional Trail Plan.
    - ii) The Council Creek trail is slated to run from the MAX line in Hillsboro to the head of the Banks/Vernonia Linear Trail. The exact alignment is still being discussed.
    - iii) The Hillsboro/Cornelius/Forest Grove piece would link Jackson Bottom Wetlands to Fernhill Wetlands to make a regional trail. There would be an off-road link.
      - (1) Tom is willing to write the nomination for this trail.
  - b) Grant Application**
    - i) The application for a lottery fund grant was turned in last week.
    - ii) This is for an easement at 14<sup>th</sup> and Birch to complete the Old Town Loop Trail.
  - c) Smoking In Parks**
    - i) The question came up, do we want to push for no smoking in all our parks. The Commission felt this would be difficult to enforce at this time.
- 7) COMMISSIONER'S REPORTS: None**
- 8) STAFF REPORTS:**
  - a) Tom**
    - i) The Big Sky Conference track meet is coming to Pacific, May 7 thru May 11. They expect about 1000 to 1500 people a day.
    - ii) Laurie Maitland will be recognized at the City Council meeting on May 13 at 7:00 p.m. for her many years of service at the Aquatic Center.
  - b) Steve**
    - i) Visited the Hillsboro stadium, which is a very nice multi use stadium. This will be the new venue for the Hillsboro Hops baseball team. They are adding a grassy viewing knoll as part of this project.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, APRIL 17, 2013  
COMMUNITY AUDITORIUM-CONFERENCE ROOM  
PAGE 3 OF 3**

- ii) There will be a memorial tree planting at Thatcher at 2:00 p.m., Friday, April 19<sup>th</sup>.
  - iii) The Parks crew is up to their eyeballs in grass.
  - iv) He attended a seminar on the management of natural verses synthetic fields.
  - c) Jonathan (our Student Advisor)
    - i) Asked that anyone who has time, to go to the high school on Friday, April 26 between the hours of 8:00 a.m. and 5:30 p.m. and test drive a Ford. This fundraiser benefits different programs at the high school, such as swimming.
- 9) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, May 15, 2013 at 7:00 a.m.
- 10) **ADJOURNMENT:** The meeting was adjourned at 8:15 p.m.

PLANNING COMMISSION MEETING MINUTES  
FOREST GROVE COMMUNITY AUDITORIUM

April 15, 2013–7:00 P.M.

PAGE 1 of 4



APPROVED

1. CALL TO ORDER:

Chairman Beck called the meeting to order at 7:00 p.m.

**Planning Commission Present:** Tom Beck, Carolyn Hymes, Al Miller, Lisa Nakajima, Luann Arnott, Dale Smith and Phil Ruder.

**Staff Present:** Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Marcia Phillips, Assistant Recorder.

2. PUBLIC MEETING:

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

2.2 PUBLIC HEARING:

**Zoning Map Amendment ZNC-13-00253– Bradford & Linda Taylor, 3351 NW Thatcher Rd. (1N331BB01300) West of Thatcher Rd.**

Chairman Beck opened the public hearing, read the hearing procedures and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none, and no challenges from the audience. Beck called for the staff report.

Mr. Holan stated that the Planning Commission would be making a decision on the Zone Change on the Taylor property, but not on the annexation. He explained that only the City Council decides upon annexations.

Mr. Riordan gave a PowerPoint presentation. He said that staff reviewed the zone change criteria per the Development Code, and finds the application consistent with the Comprehensive Plan. Riordan explained that the property could accommodate 19-24 dwelling units. The sewer line is 1,000-feet away, but a creek lies in the direct path of a future sewer line, so utilities may have to be fed from another direction.

In response to a question from Chairman Beck, Mr. Riordan said that the applicant has a proposal which addresses the lack of sanitary sewer availability.

Mr. Holan stated that to his knowledge there has never been another proposal to provide on-site septic system. The property adjacent to the Taylor's has a very similar situation. Holan said staff wanted to identify this problem early on in the application process although it is not directly relevant to the zone change matter before the Planning Commission tonight.

In response to this information, Chairman Beck said it was his opinion that the Planning Commission needs to take a position on this situation.

**PLANNING COMMISSION MEETING MINUTES  
FOREST GROVE COMMUNITY AUDITORIUM**

April 15, 2013–7:00 P.M.

**PAGE 2 of 4**

Commissioner Nakajima said we need to make sure there is no policy out there that later on, if the annexation is approved, will require the property owner to hook to city services.

Mr. Riordan completed his presentation by explaining that the Commission has the following alternatives: recommend approval of the zoning map change to the City Council as proposed, deny the zoning map change as proposed, or continue the matter for further discussion.

There were no questions from the Planning Commissioners.

**APPLICANT:**

**Brad & Linda Taylor, 3351 NW Thatcher Road, Forest Grove, OR 97116.**

Mrs. Taylor gave their proposal (Handout # 1) to the Commissioners, and explained that it addressed the long term and short term plans for their property. She explained that instead of building a big sewer through the adjacent agricultural property, it would make sense to have an interim plan.

In response to a question from the Commission, Mr. Taylor said it is their intent to have future property owners be required to hook to City sewer when it becomes available.

In response to a question from Commissioner Miller, Mrs. Taylor said their plan is to begin Phase I in 3-5 years.

Mr. Taylor gave a brief description of their proposed filtration and septic system.

Mrs. Taylor said the system is designed by a company here in Oregon, and is meant to be more environmentally friendly.

**PROPONENTS:** None.

**OPPONENTS:** None.

**OTHER:** None.

Because there was no one in opposition to the proposal, the applicants felt no need for rebuttal.

Chairman Beck closed the public hearing.

**COMMISSION DISCUSSION:**

In response to a question from the Commission, Chairman Beck explained that if the City Council denies the annexation, the zone change will not happen. He stated

**PLANNING COMMISSION MEETING MINUTES  
FOREST GROVE COMMUNITY AUDITORIUM**

April 15, 2013–7:00 P.M.

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that in his opinion language needed to be crafted that states the Commission's position. Beck suggested, "The Planning Commission will recommend approval of the zone change even though it does not exactly meet one of the criteria which is outside our per via."

Commissioner Nakajima agreed and said we just need to recognize there will be some interesting decisions to be made at a later time.

The Commissioners were in agreement to add the verbiage stating the Planning Commission's position.

Commissioner Miller made a motion to recommend approval of ZNC-13-00253 with the added statement of the Commission's position on the criteria. Commissioner Arnott seconded. Motion passed 7-0.

**2.3 ACTION ITEMS:** None scheduled.

**2.4 WORK SESSION ITEMS:** None scheduled.

**3.0 BUSINESS MEETING:**

**3.1 APPROVAL OF MINUTES:** Commissioner Nakajima made a motion to approve the minutes from the April 1, 2013 meeting, and Commissioner Smith seconded. Motion passed 7-0 with a voice vote.

**3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:** None.

**3.3 DIRECTOR'S REPORT:**

Mr. Holan stated that staff is still in the process of applying for a CET grant for a Westside Planning Study. This study will become very important to act ahead of the

game as developable lots are used up. Staff has conservatively projected 70 new single family building permits for this year, but we are already at 96. There are high ticket items involved in the development of the David Hill/Thatcher Road area such as supplying City services. Because of the interconnection of the Purdin Road and David Hill area, the whole area needs to be looked at.

Mr. Holan said we need to wrap up the Comprehensive Plan Review.

In response to a question from Commissioner Hymes, Mr. Holan said that Washington County wants to postpone the extension of David Hill Rd. to Hwy. 47 until 2017, but the City wants it to happen sooner. It is not a question of "if" but of "when". The dollars are there, and Washington County will be doing the engineering on the project.

**PLANNING COMMISSION MEETING MINUTES  
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Mr. Holan said the old Giltner Glenn subdivision has come in and so has the Tuality Hospital Master Plan.

- 3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting is tentatively scheduled for May 20<sup>th</sup>.
- 3.5 ADJOURNMENT:** The meeting adjourned at 7:46 pm.

Respectfully submitted by:  
Marcia Phillips  
Assistant Recorder

## 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:** May 28, 2013

**SUBJECT:** Accept Resignation on Committee for Citizen Involvement

---

Howard Sullivan, Committee for Citizen Involvement, Term Expiring December 31, 2014, has informed staff of his desire to resign from the Committee for Citizen Involvement as per his attached e-mail resignation.

---

**STAFF RECOMMENDATION:**

Staff is recommending the City Council accept the above-noted resignation and deem the seat vacant.

**From:** Chamber Director [REDACTED]  
**Sent:** Monday, May 13, 2013 10:11 AM  
**To:** Anna Ruggles  
**Subject:** CCI Position

Anna,

I regret to inform you that I must drop from being a member of the CCI group. As the new Director of the Forest Grove/ Cornelius Chamber of Commerce, I feel that being a member of this group would be spreading myself too thin. And as the Chamber Director, I am also a member of the EDC. Would you please pass this on to Jon Holan for me.

Thank you.  
Howard Sullivan

# CERTIFICATE OF APPRECIATION

*Awarded to*

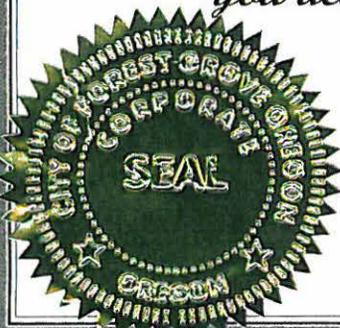
*Howard Sullivan*

*Committee for Citizen Involvement*

*2012 – 2013*

In Recognition of Dedicated Service to the  
City of Forest Grove and Citizens of Forest Grove

*The Forest Grove City Council sincerely thanks you for the time and effort  
you dedicated to the Forest Grove Committee for Citizen Involvement.*



city of  
forest  
grove

A handwritten signature in dark ink, appearing to read 'P. Truax'.

Peter B. Truax, Mayor  
Forest Grove City Council  
May 28, 2013

## MEMORANDUM

---

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

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

**DATE:** May 28, 2013

**SUBJECT:** Accept Resignation on Committee for Citizen Involvement

---

Kristy Kottkey, Committee for Citizen Involvement, Term Expiring December 31, 2013, has informed staff of her desire to resign from the Committee for Citizen Involvement as per her attached e-mail resignation.

---

**STAFF RECOMMENDATION:**

Staff is recommending the City Council accept the above-noted resignation and deem the seat vacant.

-----Original Message-----

From: Kottkeyk [REDACTED]

Sent: Thursday, May 16, 2013 7:48 PM

To: Anna Ruggles

Subject: Cci resignation

To whom it may concern,

I am resigning my position as chair of CCI.

Thank you,  
Kristy kottkey

# CERTIFICATE OF APPRECIATION

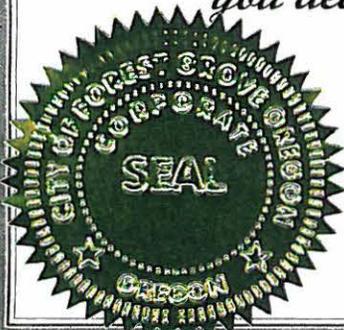
*Awarded to*

*Kristy Kottkey*

*Committee for Citizen Involvement  
2010 – 2013*

In Recognition of Dedicated Service to the  
City of Forest Grove and Citizens of Forest Grove

*The Forest Grove City Council sincerely thanks you for the time and effort  
you dedicated to the Forest Grove Committee for Citizen Involvement.*



city of  
forest  
grove

Peter B. Truax, Mayor  
Forest Grove City Council  
May 28, 2013

**FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: MAY 2013**

(CREDIT CARD LIVE DATE February 20, 2013)

3K

	APRIL 2013	MAR 2013	APRIL 2012
<b>MONTHLY TRAFFIC</b>			
Eye Count (Daily count of patrons for month)	19,140	19,346	17,869
Number of Days Open to the Public:	27	24	25
New Registrations (New Patron card issued)	110	132	141
<b>CIRCULATION:</b>			
Total Check-outs:	32,232	33,833	31,897
Total Check-ins:	23,263	24,353	23,888
ILLs (Inter-library loans/out of county):	98	63	114
<b>COURIER:</b>			
Intra-library Holds to Forest Grove:	12,303	13,081	12,247
Intra-library Holds from Forest Grove:	9,915	10,011	10,043
<b>PROGRAMS:</b>			
# of Adult Programs	1	7	5
Adult attendance at Adult Programs	8	103	57
Teen attendance at Adult Programs	0	0	NA
Children attendance at Adult Program	0	2	NA
# of Children's Programs	25	24	28
Children's attendance at Children's Programs	267	280	502
Adult attendance at Children's Programs:	151	182	252
Teen attendance at Children's Programs	0	0	NA
# of Community Programs	3	1	1
Adult attendance at Community Programs	143	28	22
Children's attendance at Community Programs	14	0	3
Teen attendance at Community Programs	2	0	NA
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	6	6	NA
<b>REFERENCE:</b>			
# of Reference Questions	1,289	1,375	1,331
<b>SELF CHECK-OUT:</b>			
Self-Check Out Patrons Accepted	2,648	2,707	734
Self-Check-Out Patrons Denied	200	208	173
Self-Check-Out Total Items	10,696	10,581	2,980
Self-Check-Out Items Denied	141	152	30
Self Check-Out Items Renewed	84	87	16
<b>VOLUNTEERS:</b>			
Number of volunteers	46	49	88
Volunteer hours	505	475	581
<b>COMPUTER USE:</b>			
# of sessions	2,471	2,604	2,425
Total user hours	1,559	1,592	1,474
Average session time in minutes	38	37	36



3L

**FOR CITY USE ONLY**  
(Please return to City Recorder)

The City of Forest Grove  
Recommends that license be

Granted  Denied

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

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT/BUSINESS:** Wessels Family Honey, LLC

**APPLICANT/BUSINESS ADDRESS:** 2331 23<sup>rd</sup> Avenue – Forest Grove

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

**CITY BUSINESS LICENSE:** BL- Pending

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Janie F. Schutz  
**Janie Schutz, Chief of Police**  
- or Designee

5/22/2013  
**Date**





OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Wessels Family Honey, LLC Phone: 503-860-7040

Trade Name (dba): Wessels Family Honey

Business Location Address: 2331 23rd Avenue

City: Forest Grove OR ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours: Not open to the public! Outdoor Area Hours: Not open. The outdoor area is used for: Food service, Alcohol service, Enclosed, how. The exterior area is adequately viewed and/or supervised by Service Permittees.

Seasonal Variations: No If yes, explain: Processing of Mead (wine) only, Not opens to the public.

ENTERTAINMENT

Check all that apply: Live Music, Recorded Music, DJ Music, Dancing, Nude Entertainers, Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other.

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday NK to NA, Monday NK to NA, Tuesday NK to NA, Wednesday NK to NA, Thursday NK to NA, Friday NK to NA, Saturday NK to NA.

SEATING COUNT

Restaurant: NA, Lounge: NK, Banquet: NK, Outdoor: NA, Other (explain): NK, Total Seating: NK.

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.
Applicant Signature: [Signature] - Product WBA Date: 5/4/13

## Memorandum

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**To:** Mayor Truax and City Councilors  
**From:** Anna D. Ruggles, City Recorder  
**Subject:** Make Appointment to Historic Landmarks Board  
**Date:** May 28, 2013

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**BACKGROUND:**

There currently exists a vacancy on the Historic Landmarks Board.

The Council interviewed Bryan Corke, May 13, 2013, in Work Session, and made recommendation to appoint Corke to the Historic Landmarks Board. Staff has contacted Corke who has advised staff that he is available and interested in serving and filling the vacancy on the Historic Landmarks Board.

**STAFF RECOMMENDATION:**

Staff is recommending the City Council consider approving at the Council meeting of May 28, 2013, a resolution appointing Bryan Corke to the Historic Landmarks Board to fill a vacancy, term expiring December 31, 2014. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



RESOLUTION NO. 2013-29

RESOLUTION MAKING APPOINTMENT  
TO THE CITY OF FOREST GROVE  
HISTORIC LANDMARKS BOARD

**WHEREAS**, the City of Forest Grove has provided for a Historic Landmarks Board pursuant to City Code; 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 full unexpired term of that seat by City Council and also provides that incumbents of a standing Citizen Advisory Boards, Committees, and Commissions may reapply for appointment; and

**WHEREAS**, there currently exist vacancies on the Historic Landmarks Board; and

**WHEREAS**, the City Council has received applications from citizens desiring to serve on the Historic Landmarks Board, and subsequently interviewed citizens making application for service on this Board.

**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 Historic Landmarks Board for the following term (new appointment noted in **CAPS** and **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
<b>CORKE</b>	<b>BRYAN</b>	<b>DECEMBER 31, 2014</b>
Cushing	George	December 31, 2013
Poulsen	Neil	December 31, 2016
Tsur	Holly	December 31, 2013
Wade	Larry	December 31, 2014
Waterstreet	Paul	December 31, 2013
Vacancy		December 31, 2016
Vacancy		December 31, 2014

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

**PRESENTED AND PASSED** this 28<sup>th</sup> day of May, 2013.

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

**APPROVED** by the Mayor this 28<sup>th</sup> day of May, 2013.

\_\_\_\_\_  
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                    | <input 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     | <input type="checkbox"/> Public Arts Commission            |
| <input checked="" type="checkbox"/> Historic Landmarks Board | <input type="checkbox"/> Public Safety Advisory Commission |

Name: Bryan E. Corke Home Phone: 

Residence Address:  Gaston Business Phone: 

Mailing Address: SMA E-mail Address: 

Employer: self Occupation: Business owner

Years lived in Forest Grove? 0 Do you reside within City limits? No How did you hear of this opportunity? Presentation Fair

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

What ideas do you have for improving "Fair" or "Poor" performance? more publicity & advertisement.

Why are you interested in serving on the advisory Board/Committee/Commission? Interest in city history and preservation

What contributions do you feel you can/will make to the Board/Committee/Commission? I'm a contractor with extensive knowledge and experience with old houses.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Knowledge of contractors business habits and aesthetic value in classic architecture

Previous appointed or elected offices: None

Previous/current community affiliations and activities: park maintenance and improvements (church affiliated)

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

Date: May 28, 2013

## Electrical Systems Master Plan Update

**PROJECT TEAM:** George Cress, Director of Light & Power  
Richard Matzke, Engineering Supervisor  
Gary Wright, Substation System Engineer  
Keith Hormann, Operations Superintendent  
Michael Beanland, TriAxis Engineering  
Michael J. Sykes, City Manager  
Paul Downey, Director of Administrative Services

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**ISSUE STATEMENT:** Conduct a comprehensive study to develop a long-range master plan for replacing and upgrading the City's substation facilities in order to extend the life of the system and provide additional capacity for future growth.

**BACKGROUND:** In September 28, 2012 the City of Forest Grove requested proposals (RFP) for engineering services for conducting an electric system master plan. In response to the RFP and after an extensive selection process, TriAxis Engineering from Vancouver, Washington was awarded a contract on November 20, 2012.

TriAxis Engineering has reviewed a City's developed multi-year plan substation improvement plan and recommended a comprehensive substation plan. TriAxis reviewed historical data provided by the Light & Power Department. Data regarding the existing electrical facilities included:

- Equipment inventories for Filbert, Thatcher Junction and Forest Grove Substations.
- Detailed distribution system maps.
- Substation simplified one-line diagrams.
- Mapping system databases including primary and secondary conductors, distribution transformers, shunt capacitors, and electric meters.

TriAxis review included load data for the City over the past 12 years.

TriAxis provided estimates of the remaining life of the City's electrical system using 40 years for transformers, 30 years for circuit breakers, and 20 years for voltage regulators.

See attached table for equipment remaining life spans.

The draft plan developed by the City included the purchase of substation transformers and replacement of aging equipment associated in their operation. TriAxis has reviewed this plan and has provided their recommendations for a six year replacement plan based on equipment need and cost. See attached Forest Grove Plan Options.

**FISCAL IMPACT:** The Master Plan project is intended to be used in the development of a long-range financing plan for the Department that will include financing options and multi-year cash flow projections. Commencing FY2013-2014, Capital outlays over a six year period for substation upgrades are estimated to be in the range of \$5 to \$6 million. Tri Axis Engineering and staff are in the process of reviewing options for transformer sizes which are the highest cost items for equipment in the substations. The proposed investment for replacing aging equipment will extend the life of the substations and provide added capacity for growth for the next 40 years.

**STAFF RECOMMENDATION:** This report is intended as an update on the progress of the Master Plan. Final cost estimates for transformers and other substation equipment upgrades will be finalized within the next forty five days. This cost information along with the Department's future Cost of Service Study will be used in evaluating financing options for upgrades to the electrical system.

Forest Grove Electrical System Master Plan

Data provided by the City was tabulated in the following tables. Estimates of remaining life were developed using 40 years for transformers, 30 years for circuit breakers, and 20years for voltage regulators.

Forest Grove					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer Bank 1	Industrie Elettriche Di Legnano S.p.A. 12/16/20/22.4 MVA	31715	1975	37 Yrs	3
Power Transformer Bank 2	Industrie Elettriche Di Legnano S.p.A. 12/16/20/22.4 MVA	31208	1968	44 Yrs	(4)
Bank 1 Main Breaker	ABB RMAG	1VAL05L117RMAG	11/05	7 Yrs	23
Bank 2 Main Breaker	ABB RMAG	VAL05L118RMAG	11/05	7 Yrs	23
FG1 Voltage Regulators	McGraw-Edison VR-32 Series AX	A Phase 0337017756 B Phase 0337017755 C Phase 0337017670	11/03	9 Yrs	11
FG2 Voltage Regulators	McGraw-Edison VR-32 Series AX	A Phase 0437009089 B Phase 0437008773 C Phase 0437008855	5/04	8 Yrs	12
FG1 Feeder Breaker	ABB, Vacuum, Type R2	93K115VB	10/93	19 Yrs	11
FG2 Feeder Breaker	Westinghouse, Vacuum, Type R1	88D119VB	4/88	24 Yrs	6
FG3 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-4	0442A8170-101	9/81	31 Yrs	(1)
FG4 Feeder Breaker	Westinghouse, Vacuum, Type R1	88D117VB	4/88	24 Yrs	6
FG5 Feeder Breaker	Westinghouse, Vacuum, Type R1	8D122VB	4/88	24 Yrs	6
FG6 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	1975	37 Yrs	(7)
FG7 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	11/76	36 Yrs	(6)
FG8 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	1975	37 Yrs	(7)

Thatcher					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer	Moloney 12/16/20/22.4 MVA	929842	1959	53 Yrs	(13)

Forest Grove Electrical System Master Plan

Main Breaker	ABB RMAG	1YAL05K150RMAG	10/06	6 Yrs	24
Three-phase Voltage Regulator	General Electric MLT 32	D569383	No Date		
Feeder Breaker	ABB Type R1	Feeder A 99F149VBBT, Feeder B 99F164VBBT, Feeder C 99F156VBBT, Feeder D 99F153VBBT	9/99	13 Yrs	7

Filbert					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer Bank	Hevi-Duty Electric 15/20/25 MVA	GM 353876	11/83	29 Yrs	11
Single Phase Voltage Regulators	Siemens Type JFR	A Phase 6587-6, B Phase 6520-9, C Phase 6422-7	No Date		
Feeder Breakers	Westinghouse Vacuum	BFS6 84C153VB, BFS8 84C154VB, BFS9 84C151VB, BFS10 84C155VB, BFSM 84D101VB	3/84	~29 Yrs	1

The data indicates that three of the power transformers have reached the end of their usable lives and that several feeder breakers are due for replacement.

	3-15 mVA Fuses	3-15 mVA CKT Switcher	3-24 mVA	4th 15 mVA
Substation Prep			216,000	
TRF Protection	-	235,569	235,569	
Transformers	2,070,000	2,070,000	2,370,000	
Buss Connections	4,050	4,050	8,100	
TRF Inst & Commission	120,000	120,000	120,000	
Main Breakers			52,000	
Feeder Breakers			420,000	
Engr, Admin	50,000	50,000	50,000	
Total	2,244,050	2,479,619	3,471,669	1,734,000
BPA System Upgrades		500,000	500,000	
Total		2,979,619	3,971,669	1,734,000
Installed Main Breaker		52,000		
Installed Feeder Breaker		35,000		
115 kV Ring Buss		2,156,000		
Future Transmission		2,000,000		

Option	Substation Transformers	Forest Grove #1	Forest Grove #2	Filbert #1	Thatcher #1	Filbert/Thatcher #2	Base Capacity (MVA)	Summer SC Peak Rating (MVA)*	Winter SC Peak Rating (MVA)*	Winter Capacity Increase	Winter Peak Margin (MVA)	Winter Peak Growth %	Estimated Total Construction Cost
0	Existing Substation Equipment	12/16/20/22.4 MVA Circa 1975	12/16/20/22.4 MVA Circa 1968	15/20/25/28 MVA Circa 1983	12/16/20/22.4 MVA Circa 1959	—	51	67	87	—	27	146%	—
1	Purchase 3 new 15 MVA transformers (in situ)	15/20/25/28 MVA	15/20/25/28 MVA	Same	15/20/25/28 MVA	—	60	84	109	25%	49	182%	\$2,300,000
2	Purchase 3 new 24 MVA transformers (in situ)	24/32/40/45 MVA	24/32/40/45 MVA	Same	24/32/40/45 MVA	—	87	118	153	76%	93	256%	\$3,500,000
3	Purchase 3 new 15MVA transformers and, in future, add 2nd Transformer at Filbert or Thatcher	15/20/25/28 MVA	15/20/25/28 MVA	Same	15/20/25/28 MVA	15/20/25/28 MVA	75	112	146	67%	86	243%	Future \$1,750,000

Notes:

Peak load 2000-2012 60MW
*SC = Single Contingency Outage
Winter peak rating 130% of summer

Date: May 28, 2013

## OPEN HOUSE RESULTS

### PROJECT TEAM:

Robert Foster, Director of Public Works  
Susan Cole, Assistant Director, Administrative Services  
Derek Robbins, Civil Engineer  
Michael J. Sykes, City Manager

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**ISSUE STATEMENT:** The purpose of this report is to provide the City Council with information that was received from citizens at two recent "Open House" meetings. The purposes of the Open House meetings were to talk with citizens who live on roads that are under Washington County jurisdiction and also the citizens in the newly annexed areas. *(see attached map for the two areas)*

**BACKGROUND:** The meetings were held in the Community Auditorium and City staff from both Community Development and Engineering were available to talk with the citizens and answer questions. Both Open House meetings were well attended. The first one on April 9, 2013 covered the area around 26<sup>th</sup> Avenue, Hawthorne Street, and Firwood Lane. Invitations *(copy attached)* were sent to 67 people and 22 attended the Open House. The second meeting on April 23 covered the area around Willamina Avenue and Raymond Street, as well as the area near Thatcher Road and Gales Creek Road. Here invitations were sent to 72 properties and 17 people attended. At both meetings staff reviewed basic information on street and sewer improvements in each area, and what funding resources are or might be available. Staff also distributed a questionnaire to find out the level of interest in funding improvements that would benefit their property.

At the Open House there were four "information stations" set up in the auditorium. The first half hour was given for the citizens to visit each station and speak to the City staff in person.

The four information stations at the open house were as described below:

**Station #1 Process by which street and sewer improvements are typically made:** In new development areas the streets and sewers are built along with other utilities such as water and storm drainage as a part of the City's subdivision requirements. In existing neighborhoods where sewers do not exist and the streets do not have curb and gutter, or sidewalks, the improvements usually happen through Community Development Block Grant (CDBG) or by owner initiated Local Improvement District. The City occasionally participates at some level; however neither the Street Fund, nor the Sewer Fund collects revenue specifically for the purpose of building and extending new streets and sewers.

**Station #2 Engineering design standards for streets and sewers:** At the Open House meeting were typical schematic drawings of the City standards for street and sewer construction. The street drawing showed the important elements of a standard street cross section for both collector and local streets. This detailed the dimensions of the pavement, the parkway, and the sidewalk area. All total a street designated as a collector requires 66 feet of right of way and a local street requires 54 feet of right of way. County roads that do not have curbs and sidewalks usually have 50 foot right of way. Sanitary sewer lines are typically located under the pavement lanes and have lateral lines extending to serve each property on each side of the street.

**Station #3 Typical cost for streets and sewers:** Included with the engineering design standards were typical cost for both streets and sewers. Collector streets can cost \$500 per linear foot. Sanitary sewer cost can vary greatly depending on the length and depth of the sewer main. A typical sewer assessment cost is \$14,200 per connection including fees.

**Station #4 Funding possibilities:** Two funding options are available in the City Code.

1. Local Improvement District – where improvements are made using City and/or outside funds and benefiting properties are obligated to pay their portion at the completion of the project.
2. Reimbursement District – where improvements are made using City and/or outside funds and properties are obligated to pay their portion when they take benefit of the improvement.

In the second half hour of the Open House, City staff gave a presentation explaining each of the four stations. This was followed by a general question and answer period where the citizens addressed City staff on their issues and questions. At the end of the open house the citizens were asked to fill out a questionnaire.

Based on the feedback during the meeting and results from the questionnaire, the following is a summary of what the staff heard from the participants:

Area #1 (26<sup>th</sup> Avenue\*, Hawthorne Street, and Firwood Lane)

1. They strongly want street improvements: 12 to 1.
2. Preferred full reconstruction over just a new pavement overlay: 9 to 4.
3. Are willing to participate in the cost: 12 to 1.
4. Want the City to take jurisdiction of the streets: 13 to 1.
5. Those on Firwood preferred a pavement overlay and wanted sewer.

*\*The citizens on 26<sup>th</sup> Avenue were concerned about additional traffic volume and speed. They expressed concern about children walking in the street without sidewalks. Also the narrow connection at Sunset Drive has caused near accidents.*

Area #2 – (Willamina Avenue, Raymond Street, Thatcher Road, and Oakcrest Drive)

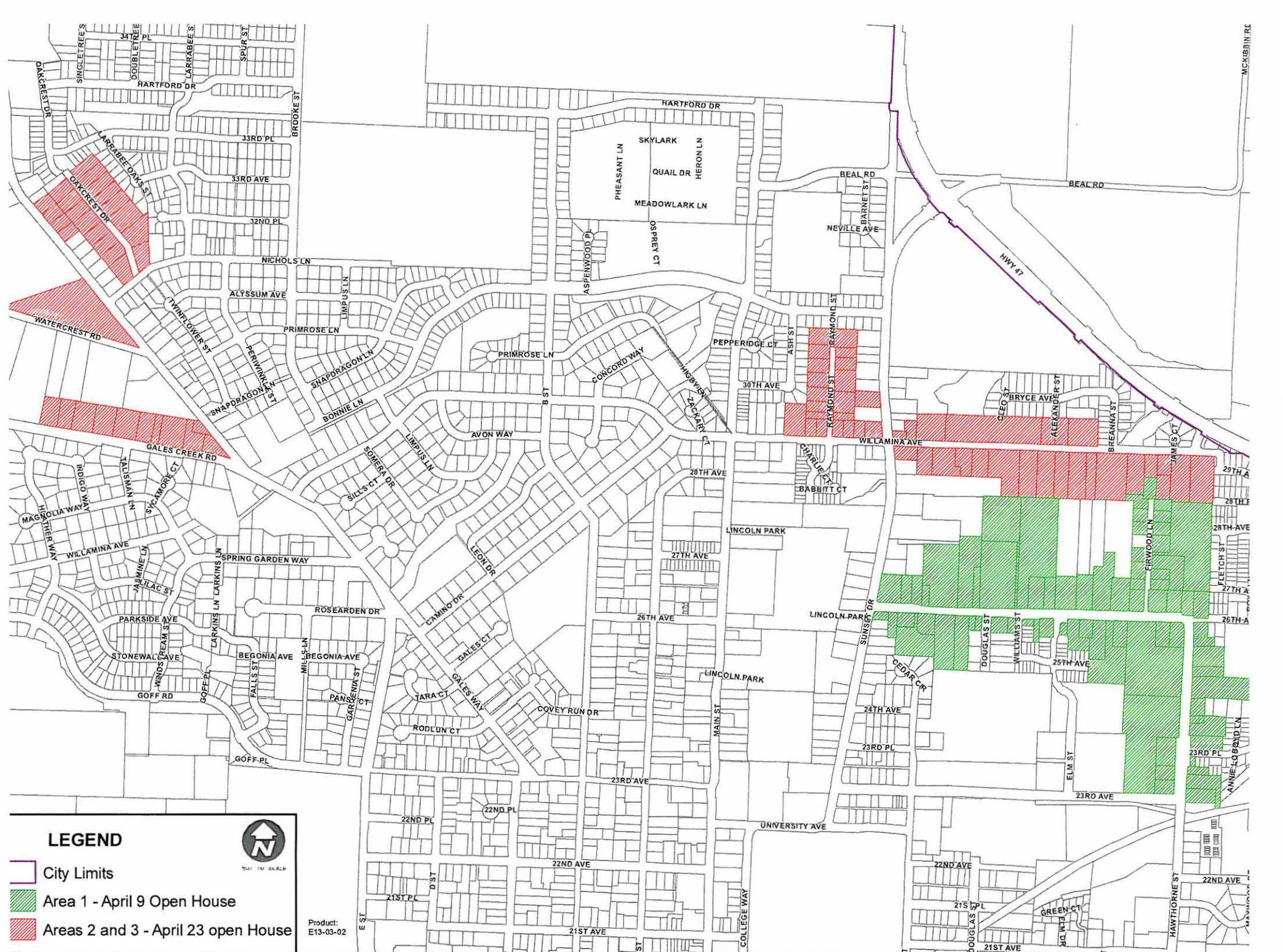
1. Want street improvements: 6 to 3.
2. Preferred new pavement overlay to full reconstruction: 6 to 0.
3. Do not want to pay for street improvements.
4. Split on the decision for the City to take jurisdiction of the streets.
5. Those on Raymond Street were interested in sewer.

Though the results from this questionnaire are not scientific and represent only those who took time to come to the Open House, there is an indication of what direction the City should go and this is a starting place for further work and investigation.

The next steps are for City staff to develop more specific costs for the improvements identified in the questionnaire. These projects and costs would be the basis for a work session with City Council. City staff would then meet with County staff and develop specific details for a partial jurisdiction transfer. And finally, a plan would be presented to Council for improvements in the two areas funded by County, City, and private property.

**FISCAL IMPACT:** These improvement projects most likely will have a fiscal impact on City funds, as the City may cost participate to up-size the facilities beyond what the benefiting property owners would need. These impacts will be known after cost estimates are completed and City participation is decided. It is worth noting that over \$1.0 million in Transportation Development Tax dollars are expected from the development at the east end of 26<sup>th</sup> Avenue alone. These funds can be used to mitigate the impact of traffic generated by development.

**STAFF RECOMMENDATION:** This report is to provide information to the City Council following the two Open House meetings. Staff is recommending City Council direct the Engineering Department to take the next step and develop a plan where specific projects (*both street and sewer*) are identified with detailed cost estimates.



**LEGEND**

-  City Limits
-  Area 1 - April 9 Open House
-  Areas 2 and 3 - April 23 open House



NOT TO SCALE

Product: E13-03-02

# forest grove

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April 1, 2013

Dear Owner of Property on 26<sup>th</sup> Avenue, Hawthorne Street, and/or Firwood Lane:

The City of Forest Grove would like to invite you to a meeting with your neighbors to share your thoughts with us about what kind of improvements you would like to see occur in your area. You have received this letter because you live on a street that is presently within Washington County jurisdiction, is a private road, or because you were recently annexed to the City of Forest Grove.

All of this area is within, or will eventually become part of; the City of Forest Grove and we think it would be beneficial to meet with you and your neighbors to discuss ways we can work together to improve the roads and general infrastructure in this area. We have already seen a dramatic increase in new housing along some of these roads and we don't expect this growth to slow down.

The City could leave these roads in County jurisdiction, but the County doesn't have plans to improve them anytime soon. For the sake of all the City residents living in these areas, the City believes we need to provide the leadership to address how we can improve the infrastructure in these areas.

City staff has basic information for improvements of the roads that are presently in County jurisdiction. We also have general costs for improvements needed in several of these areas. We are presently in discussions with the County about taking over jurisdiction of these roads but felt it was important to gain input from affected property owners as part of the process.

As you might imagine, it will not be inexpensive to improve the roads and add sewer service to these areas, but, if the City and neighborhoods don't plan and work together, it may never happen. If we can find agreement, maybe we can add these roads to the City; add them to our master plans and work together to find ways to finance these improvements.

We will be sponsoring an Open House on **TUESDAY, APRIL 9, 2013 at 6PM in the FOREST GROVE COMMUNITY AUDITORIUM (1915 Main Street)** to discuss this very complex issue. We sincerely hope you will take time to attend and share your ideas and comments with us. If you have questions, please contact Rob Foster in Engineering at 503.992.3228.

Sincerely,  
CITY OF FOREST GROVE



Peter Truax, Mayor

INFRASTRUCTURE IMPROVEMENT NEEDS IN YOUR AREA

OPEN HOUSE | 6PM – 7:30PM

**A 15-MINUTE PRESENTATION STARTS AT 6:15PM**

City Staff will be available to answer questions during the Open House regarding City infrastructure.

If you have questions or comments regarding *other* City services, you should call 503.992.3200 or visit the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov).

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## ANNEXATION OPEN HOUSE QUESTIONNAIRE RESULTS

26TH AVENUE AREA - April 9		OTHER ISLAND ANNEXATION AREAS - April 23	
<b>PARTICIPATION</b>		<b>PARTICIPATION</b>	
67	TOTAL INVITES	72	TOTAL INVITES
22	TOTAL ATTENDEES	17	TOTAL ATTENDEES
14	TOTAL # OF QUESTIONNAIRES COMPLETED	9	TOTAL # OF QUESTIONNAIRES COMPLETED
<b>SURVEY TOTAL</b>		<b>SURVEY TOTAL</b>	
	<b>Years in City</b>		<b>Years in City</b>
2	Less Than 5	0	Less Than 5
4	5-10 years	0	5-10 years
4	11-19 years	3	11-19 years
4	20 or more	6	20 or more
	<b>Street</b>		<b>Street</b>
4	Hawthorne Street	0	Hawthorne Street
10	26th Avenue	0	26th Avenue
3	Firwood Lane	1	Firwood Lane
0	Willamina Avenue	2	Willamina Avenue
0	Oakcrest Drive	1	Oakcrest Drive
0	Raymond Street	3	Raymond Street
0	Thatcher Road	2	Thatcher Road
	<b>Want Road Improvements?</b>		<b>Want Road Improvements?</b>
12	Yes	6	Yes
1	No	3	No
	<b>#1 Improvement Wanted?</b>		<b>#1 Improvement Wanted?</b>
8	Full Street Improvements	0	Full Street Improvements
3	Pavement Recondition	6	Pavement Recondition
2	Sewer	2	Sewer
0	Sidewalks	0	Sidewalks
1	Other	0	Other
	<b>Which street improvement?</b>		<b>Which street improvement?</b>
4	Pavement Recondition	6	Pavement Recondition
9	Full Street Improvements	0	Full Street Improvements
	<b>Will to pay over time?</b>		<b>Will to pay over time?</b>
12	Yes	3	Yes
1	No	6	No
	<b>City take over jurisdiction?</b>		<b>City take over jurisdiction?</b>
13	Yes	4	Yes
1	No	4	No

## CITY OF FOREST GROVE

### **Financial Report For The Quarter Ending March 31, 2013**

This is the quarterly financial report for the quarter ending March 31, 2012. This is the third 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.

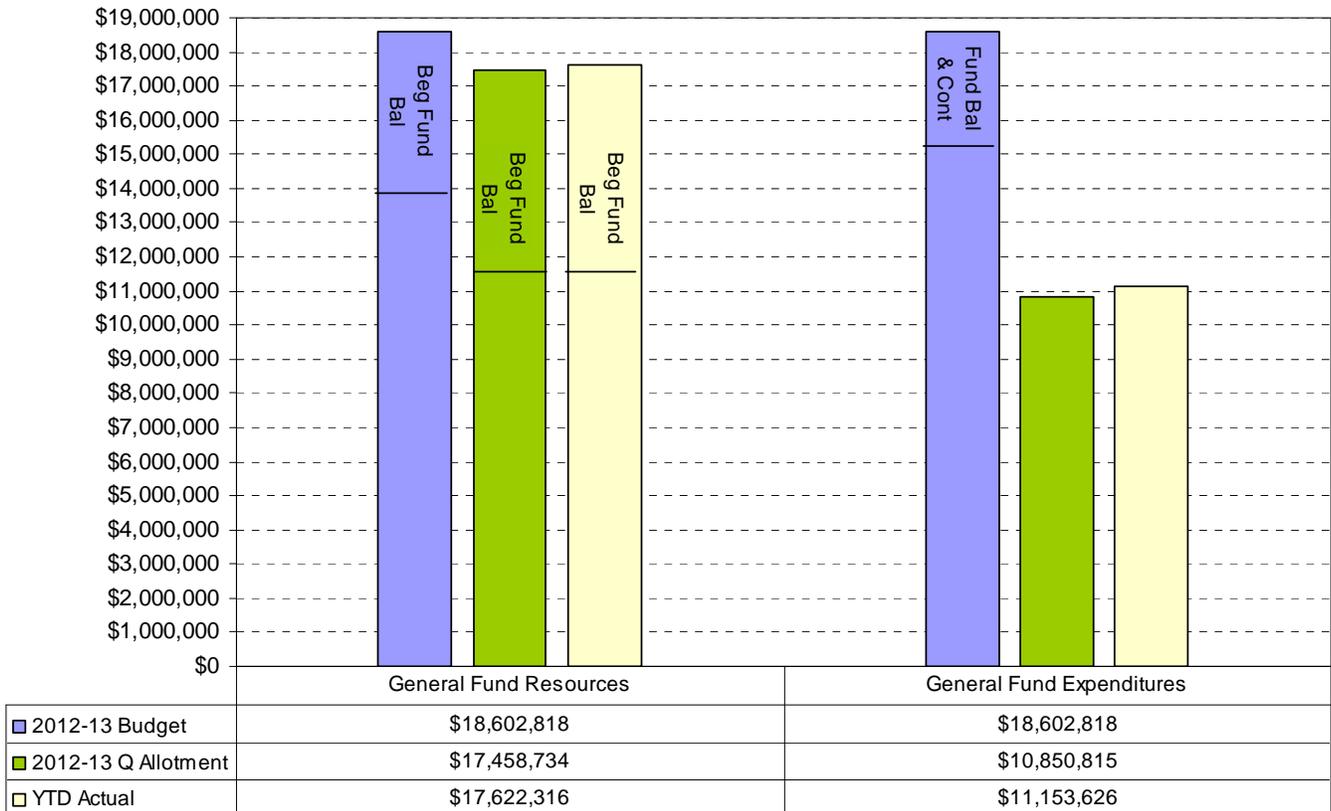
All funds have budgeted contingency and unappropriated fund balance, which enables each fund's expenditures to balance to its resources. However, the unappropriated fund balance cannot be spent during the fiscal year. Contingency funds can be spent with Council approval. Both amounts added together make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

Through the third quarter, the period ending March 31, both revenues and expenditures in the General Fund are exceeding their quarterly allotment, as explained more below. Overall, revenues are about 1%, or \$164,000, above their quarterly allocation for the third quarter. The expenditures are above the third quarter allotment by about 35, or \$303,000.

### General Fund Summary



## General Fund Revenue

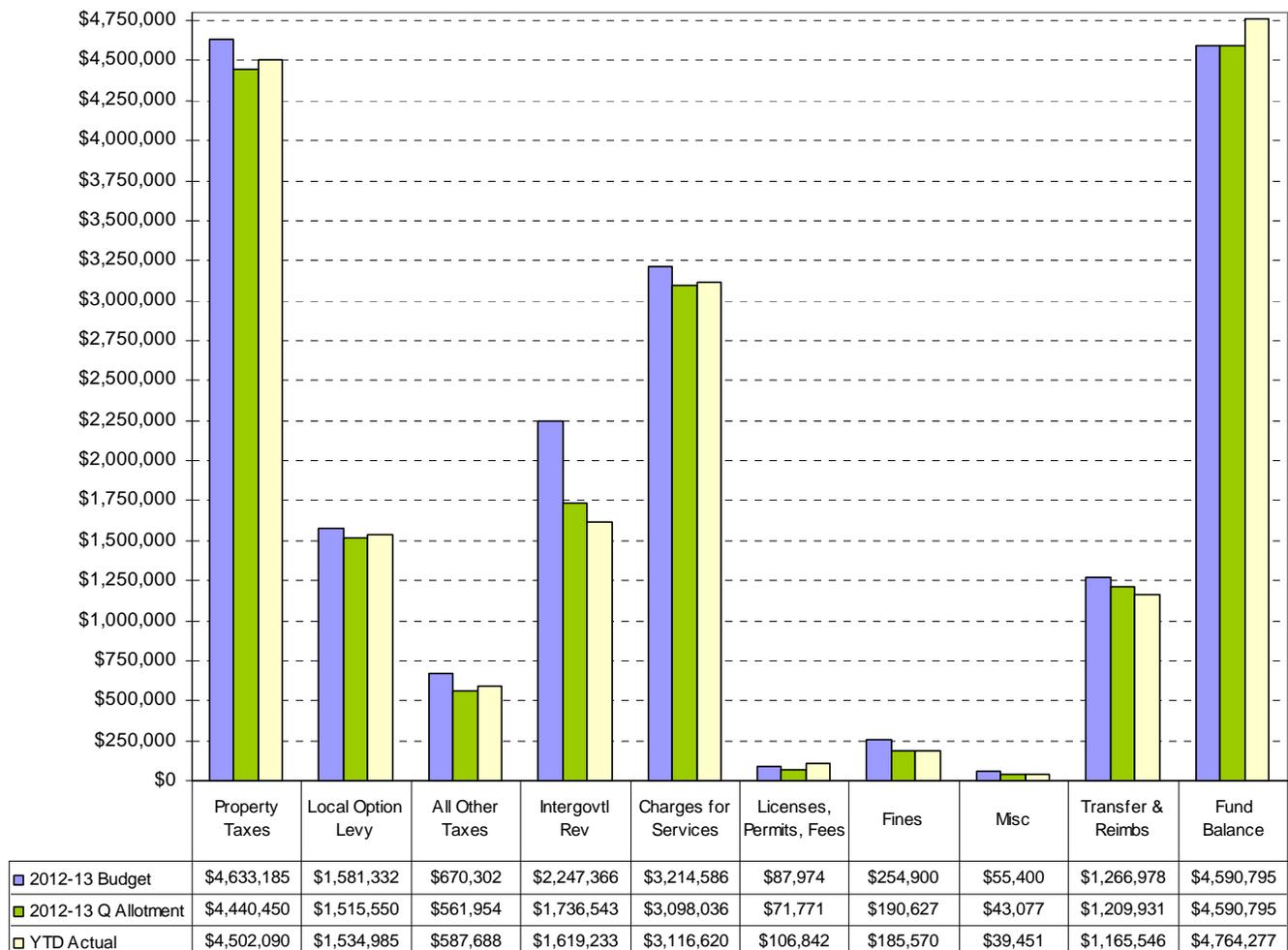
The following graph displays the General Fund revenue in a snapshot. For each revenue category, the annual revenue is displayed, then the quarterly budget allocation, then the actual amounts collected through the end of the quarter.

Property taxes collected through the third quarter are about \$81,000 ahead of the budget target. The revenue category of *All Other Taxes* is slightly ahead of its budget allocation due to franchise taxes coming in slightly over the budget target. The *Intergovernmental Revenue* category is behind its quarterly allotment because of budgeted grants – grant funds have been budgeted but have not yet been received. Examples of these grants include one from Metro for

studying the feasibility of an Urban Renewal District, and the Fire Safer grants from Homeland Security. *Charges for Services* are slightly above the third quarter target, with revenue from lien searches, recreation user fees, door hanger fees and new account set-up fees exceeding their third quarter allotment. Revenues in the *License, Permits, Fees* revenue category are about \$35,000 ahead of the quarterly budget projection, due to Engineering inspection fees and Planning fees coming in higher through the third quarter than expected. In the *Fine* revenue category, Traffic Fines are about \$12,000 below the quarterly budget. The *Transfer and Reimbursement* revenue category is below its quarterly budget allocation, due to not receiving the School Resource Officer reimbursement in the third quarter as expected. This payment has been received in April, which falls in the fourth quarter.

Fund balance is higher than originally budgeted, as reported in the first quarter report. The revenues last year 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 last year than their budget projections, for example, staff vacancies in the Police Department accounted for about \$70,000 of underexpenditure. These amounts accrue to fund balance.

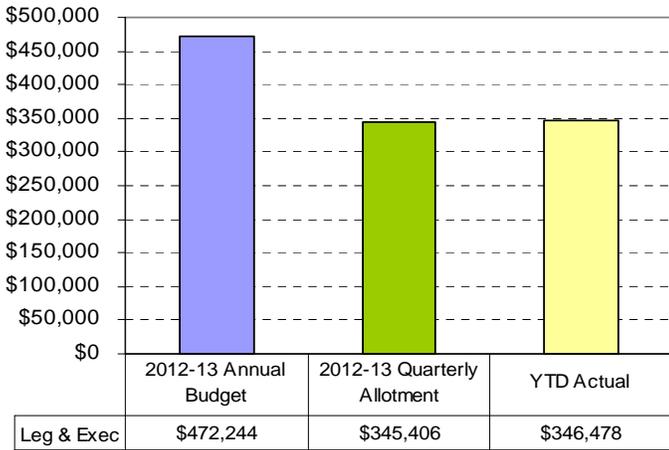
**General Fund Revenue - 3rd Quarter**



## General Fund Expenditures

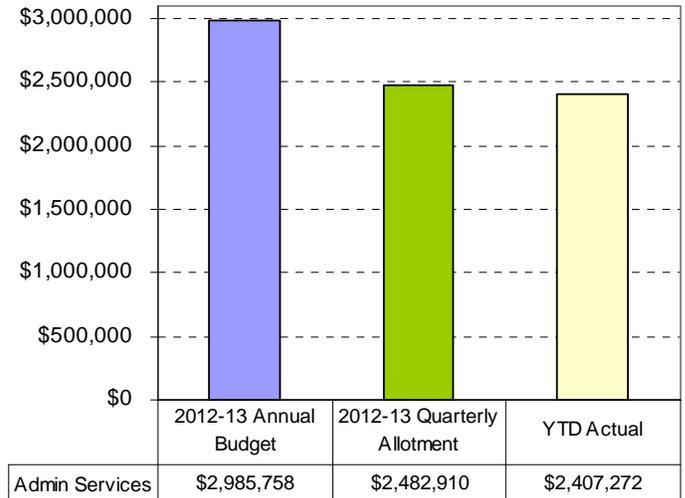
The following charts display each General Fund Department. The annual budget for each is compared to the quarterly budget allotment and the actual amounts. Brief comments are included with each department's chart.

**Leg & Exec**



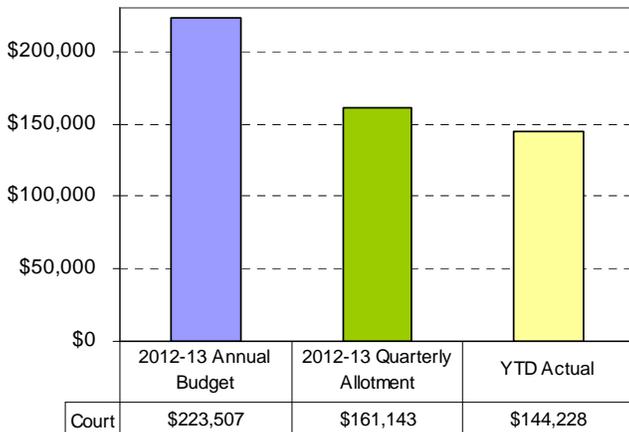
The Legislative and Executive Department is right on track with its spending through the third quarter of the year.

**Admin Services**



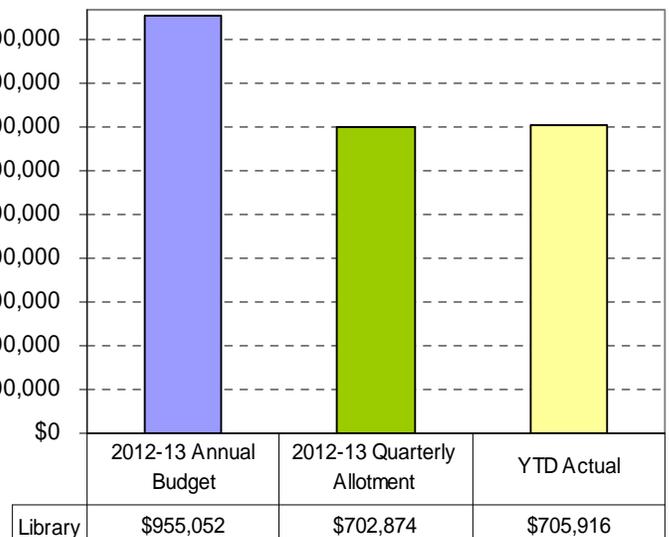
The Administrative Department received a budget transfer in the third quarter due to the purchase of the Times-Litho building. Other accounts in Admin Services are underspending, including the training budget because no one is attending the annual financial software training and the HR Manager has taken advantage of low cost or free training; in Professional Services because the City will not be performing an equal-to-or-better than study on its retirement plan; and in Facility Maintenance and Repairs, because the need has not arisen.

**Court**



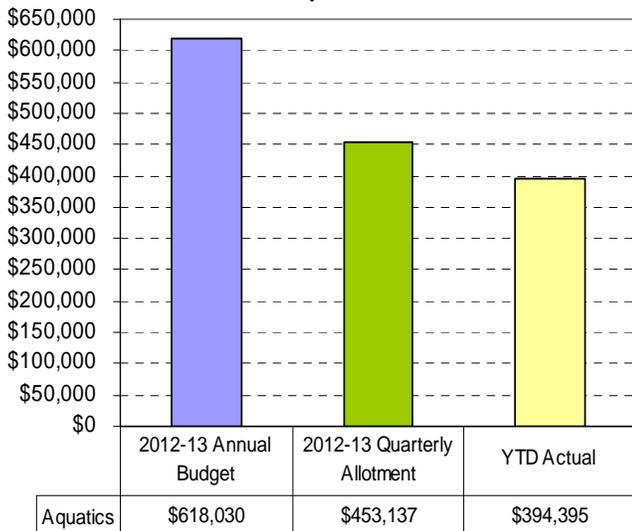
The Municipal Court Department has underspent its third quarter allotment by about 11%. This is due salary & benefit savings as a new employee started in August, filling a vacant position. Also, other miscellaneous accounts are underspending.

**Library**



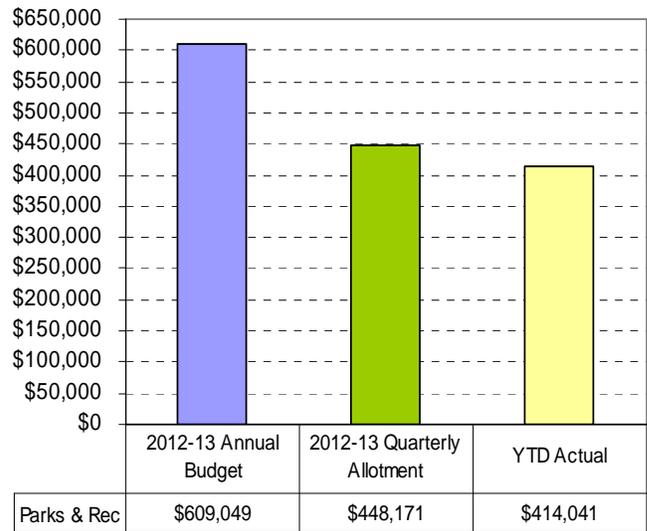
The Library's spending is a little ahead of budget in the third quarter. Supply accounts have slightly overspent.

### Aquatics



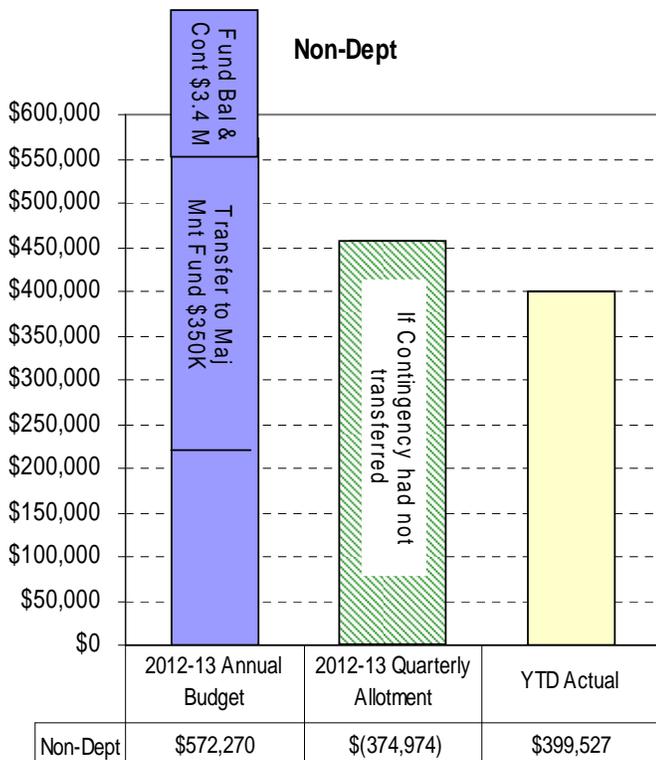
The Aquatics Department is underspending its budget in the third quarter, in the categories of the part-time wages and utilities.

### Parks & Rec



The Parks & Recreation Department has underspent its seasonal wage account, due to workers ending sooner in the season than last year. Also, Facility Supplies are underspending, but will pick up as the department prepares for summer.

### 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.

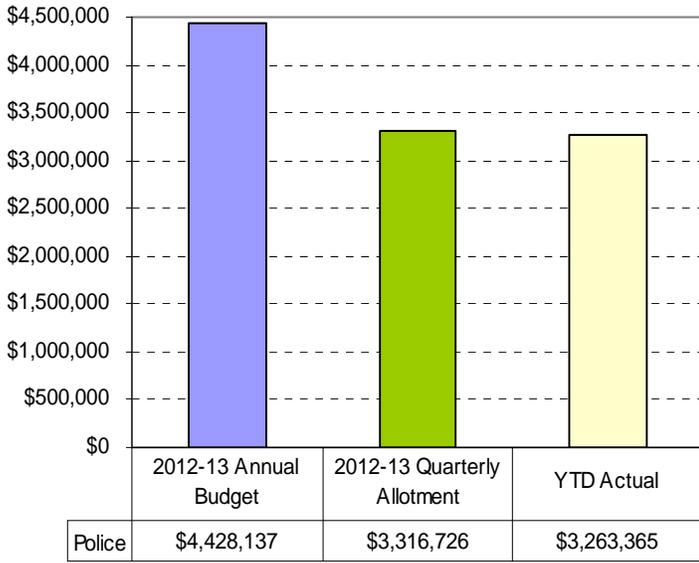
During the second quarter, the City purchased the Times-Litho building. The budget for this purchase came from the General Fund Contingency account, which is housed here.

This transfer happened in the third quarter, and so it skews the third quarter budget allotment. The chart shows what the third quarter budget allotment is without the transfer. Staff are currently working with various banks on financing options to replenish the General Fund Contingency.

The General Fund periodically 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. This year, \$270,000 was transferred.

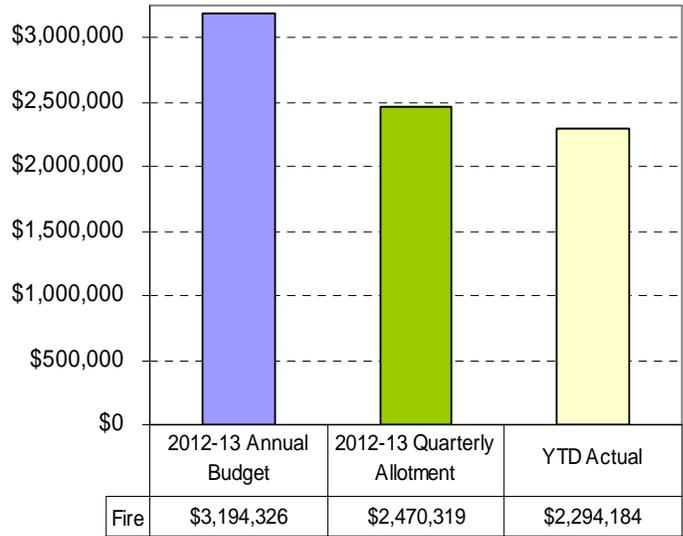
Other items in this department include pass through funds for the School District Excise Tax and the Metro Construction Excise Tax.

**Police**



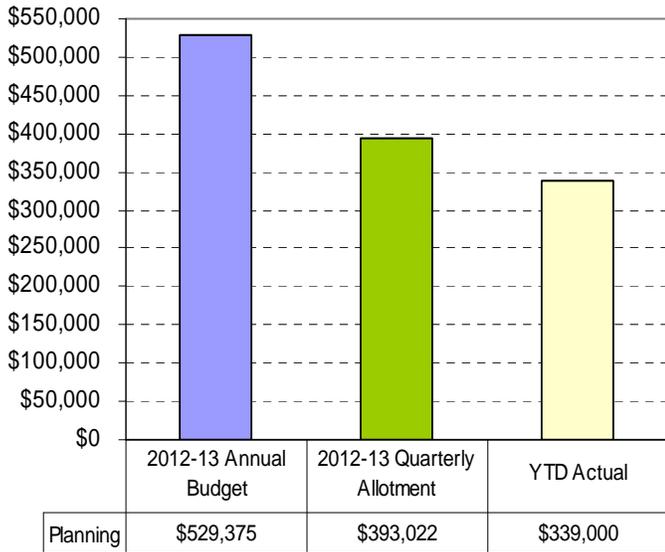
The Police Department has underspent its quarterly budget by about \$53,000, largely due to position vacancies, the timing of ammunition purchases (after the end of the third quarter), and the pro-rating of the Homeland Security Grant through the third quarter. Most of the grant expenditures will occur in the fourth

**Fire**



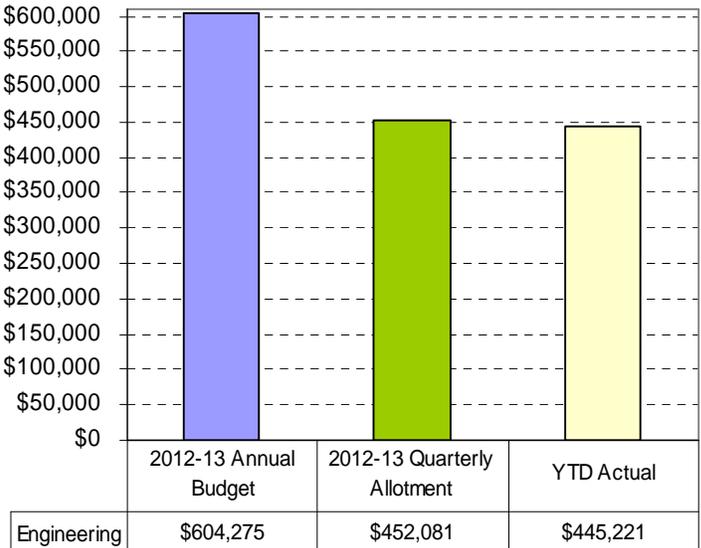
The Fire Department has underspent its quarterly budget through the third quarter by about 7%. This is largely due to the receipt of the two Fire Safer grants – the budgets for grants are shown in the third quarter, but will be spent over the remainder of the year. Additionally, the tools budget is underspent due to timing of purchases, but is expected to catch up.

**Planning**



The Planning Department is underspending its budget through the third quarter, due to the timing of finishing up the Urban Renewal Study and the Transit Implementation Study. Work on the Urban Renewal Study is expected to carry-over to FY 13-14

**Engineering**



The Engineering Department is underspending its budget by roughly \$7,000 in the wage account, as part-time hours are less than budgeted.

# City of Forest Grove

## Number of Single-Family-New Permits Issued

*By Fiscal Year; July 1 through June 30*

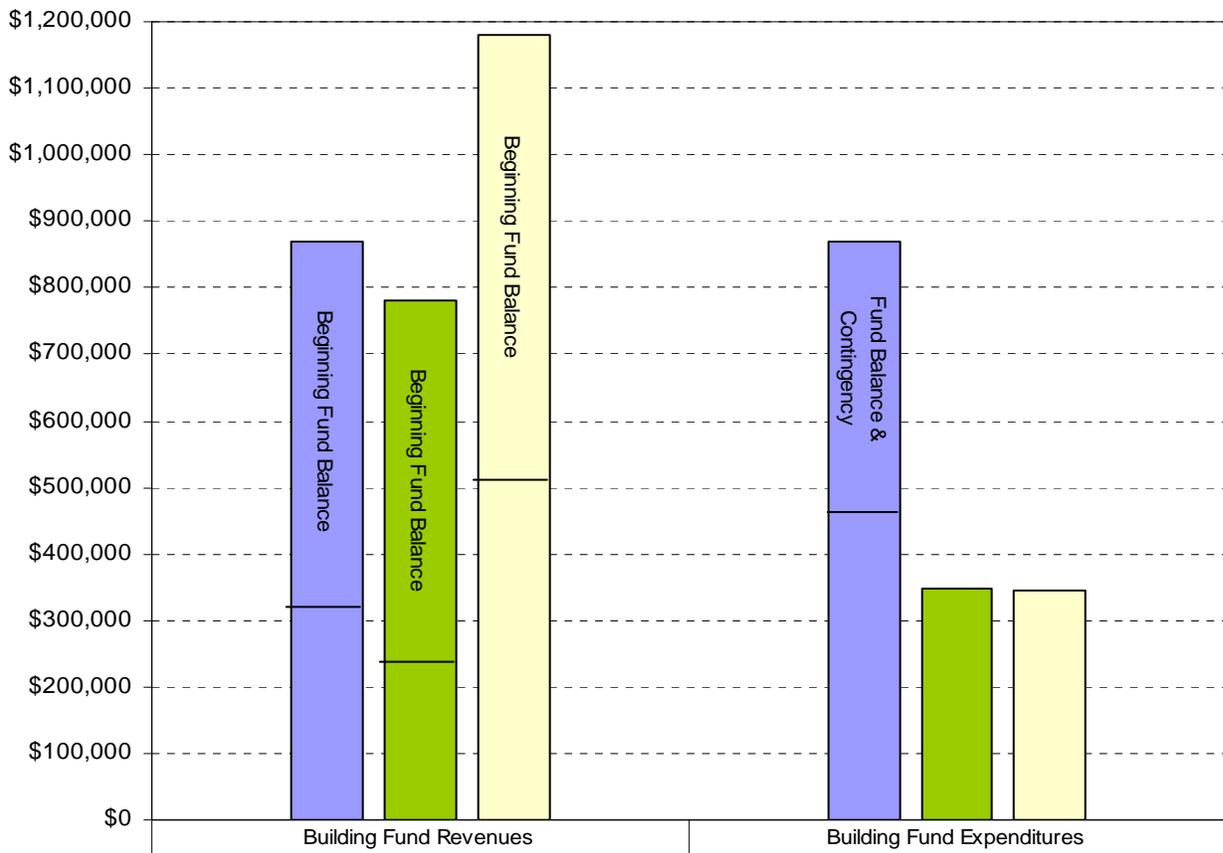
### Building Services Fund

The Building Services Fund has seen robust activity this year, as displayed in the table to the right. operating revenue is about This increase in permit activity translates into roughly \$275,000 more in operating revenue. Fund Balance is about \$122,000 more than the budget, representing that FY 11-12 ended well, in plumbing permit revenues and structural plan review fees.

	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>
October	3	5	5	8	13
November	0	5	5	5	8
December	0	9	7	8	6
<b>Q2 Total</b>	<b>3</b>	<b>19</b>	<b>17</b>	<b>21</b>	<b>27</b>
January	0	9	5	12	10
February	1	6	7	5	23
March	6	16	6	7	17
<b>Q3 Total</b>	<b>7</b>	<b>31</b>	<b>18</b>	<b>24</b>	<b>50</b>

The expenditures are right on track through the third quarter.

### Building Services Fund

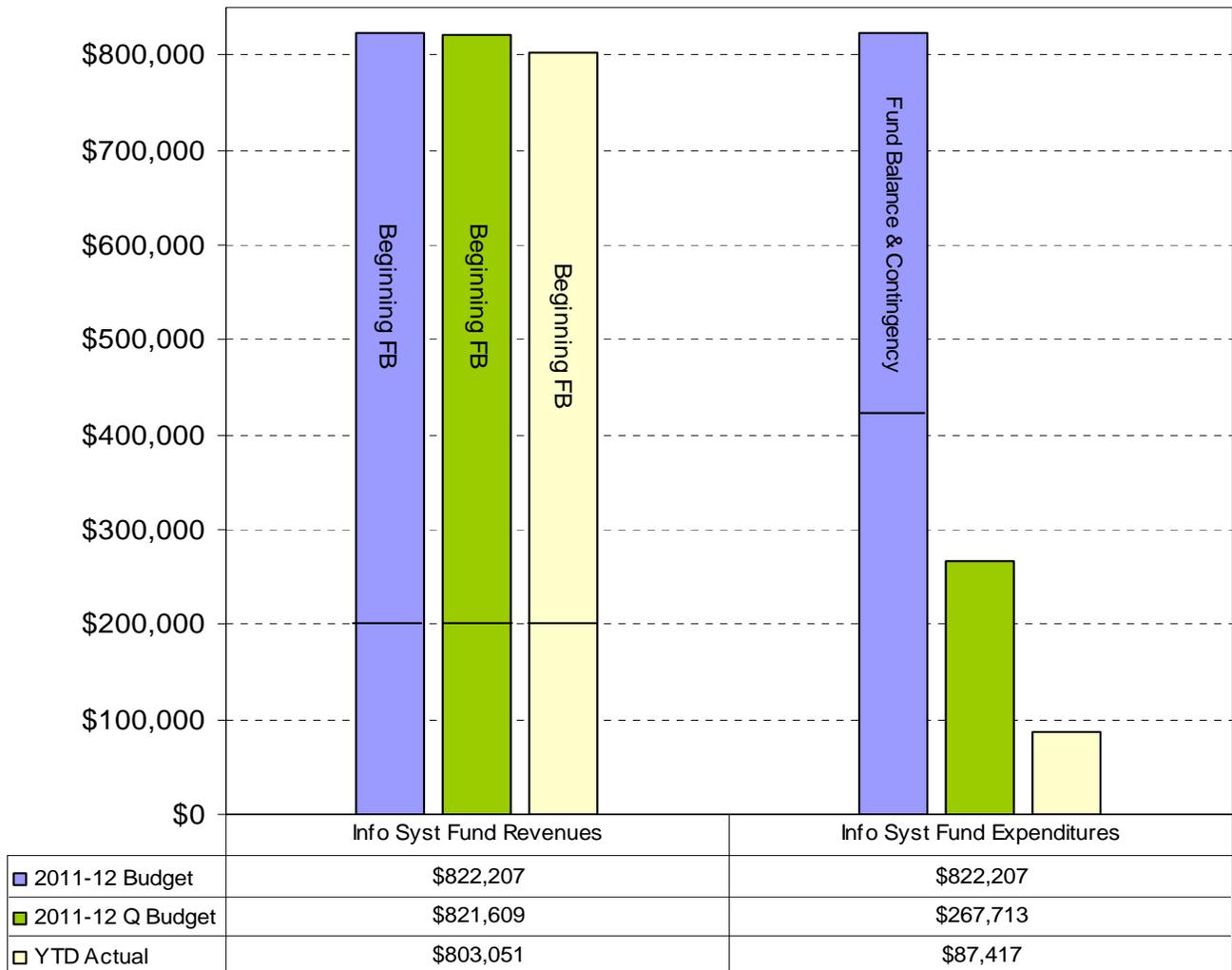


## Information Systems Fund

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 third quarter, operating revenues are right on target. As explained in the first quarter report, 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 behind the budget target, due to timing purchasing hardware. The IT Department has many pieces of equipment on order that will be delivered during the fourth quarter.

**Information Systems Fund**

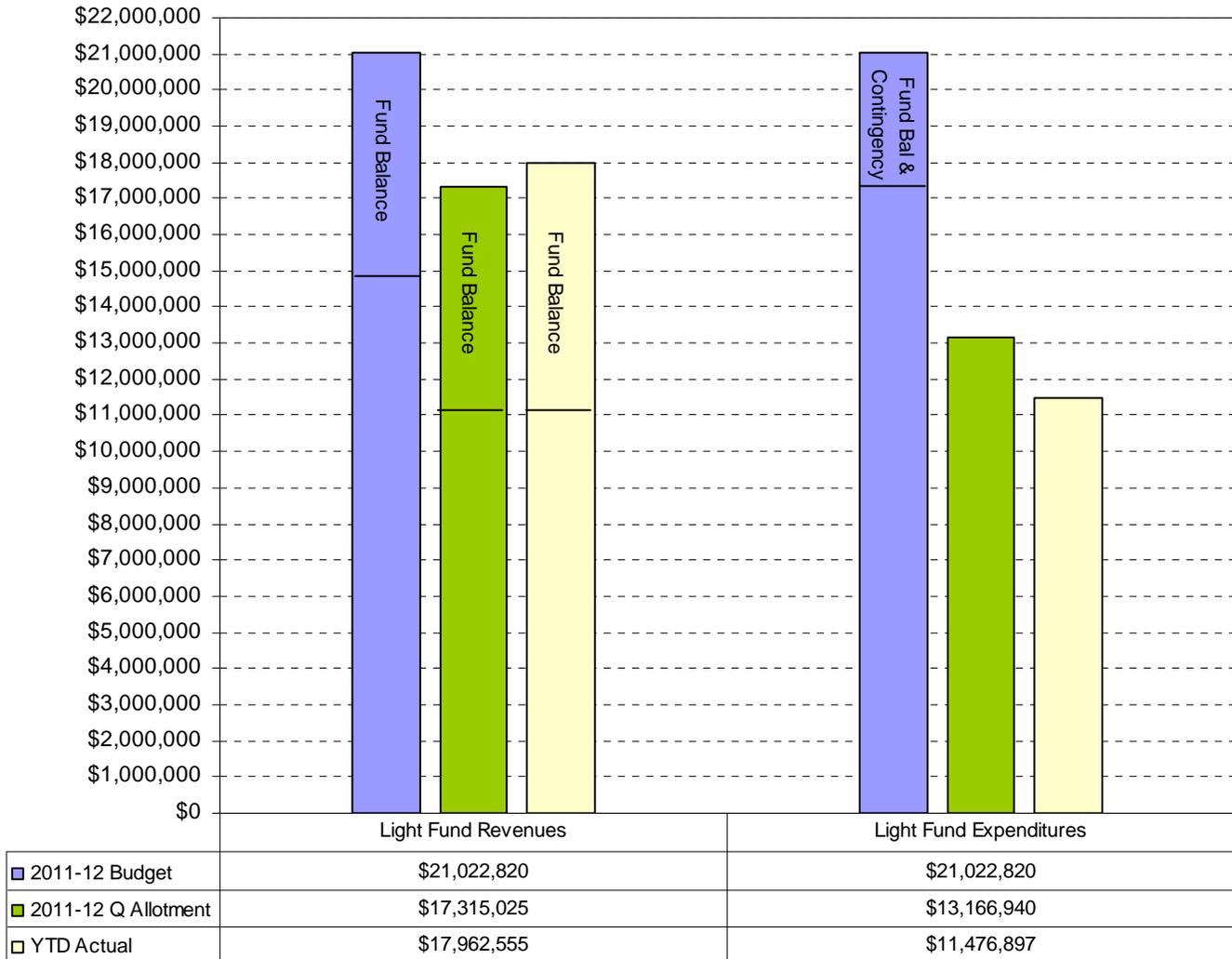


## Light Fund

Excluding fund balance, revenue in the Light Fund is about even with the third quarter budget allocation. However, residential sales are below the third quarter budget allotment, largely due to a warmer winter than expected. The fund balance is approximately \$650,000 over the budget, as reported in the first quarter report. 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 13% lower than the second quarter allocation, due to spending less on power when compared to this time last year, position vacancies, spending less on training than originally projected, the delayed purchase of the Chevy Manlift, and carrying over funds to finish the System Master Plan and Rate Study.

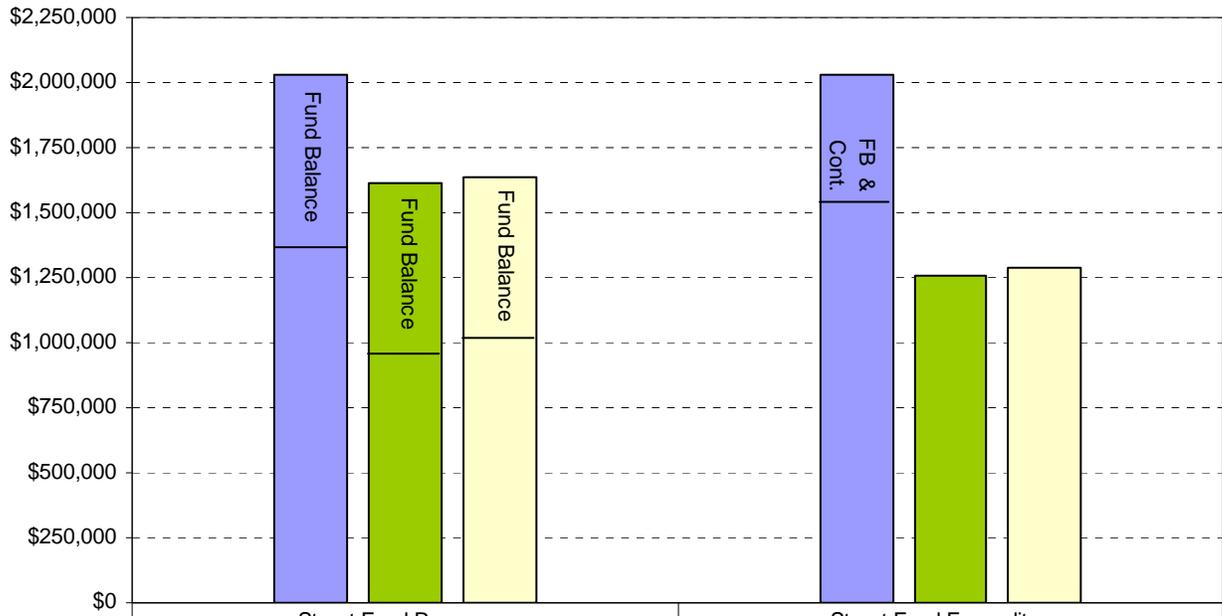
### Light Fund



## 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



	Street Fund Revenues	Street Fund Expenditures
■ 2011-12 Budget	\$2,032,794	\$2,032,794
■ 2011-12 Q Allotment	\$1,616,486	\$1,254,883
□ YTD Actual	\$1,638,281	\$1,285,469

The Street Fund revenue appears to be at the second budget target, but a review of the detail reveals that the fund balance is less than the budget, as explained in the first quarter report, because the gas tax revenue was less last year than projected, as also has been experienced by other agencies that receive the gas tax. Gas tax is falling slightly behind budget targets through the third quarter. On the plus side, the City has received the grant from Metro for the bike shelters, and so far has collected approximately \$24,000 in street improvement fees for the north central area.

The expenditures are about 2% over the budget through the third quarter. This is mainly due to the capital program, where grant expenditure for the bike shelters occurred, the City paid the required match for the TV Highway/Quince Street intersection, and the design for the crosswalks across Thatcher Road and Gales Creek Road was completed. As discussed previously with the City Council, further construction work on the crosswalks prior to June 30, 2013, will require a supplemental budget action.

## Sewer Fund

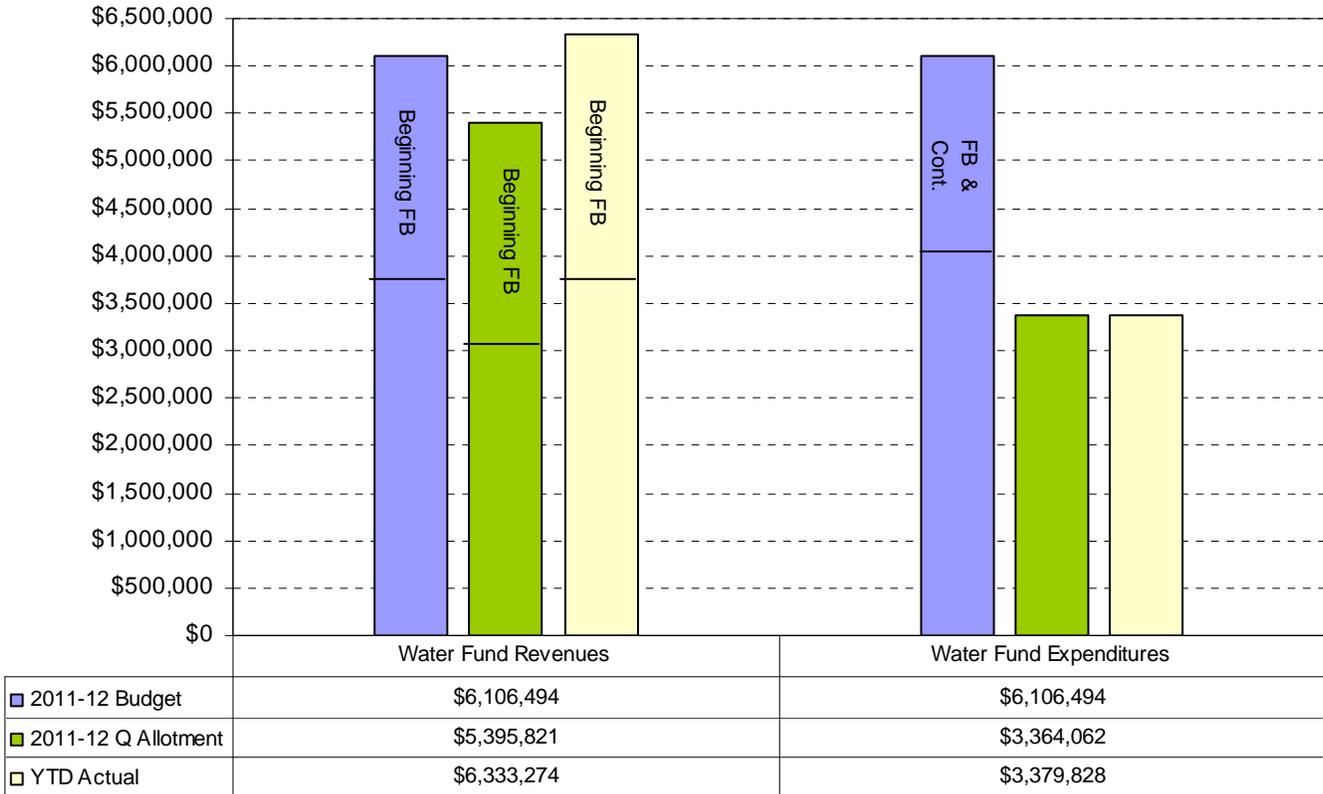


The Sewer Fund records revenues and expenditures of operating the sewer utility. A large part of the sewer utility is treating the sewage and conveying it to the waste water treatment plant. Clean Water Services (CWS) is responsible for treating the sewage and for the large trunk lines that convey it. 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 third quarter in the Sewer Fund remain above the quarterly allotment, as explained in earlier reports, due to an under-billing situation that was discovered in the Pacific University accounts. After accounting for Pacific University's payment, sewer rate revenues are coming in about \$50,000 ahead of forecast, largely due to a 2.4% growth in the number of dwelling unit equivalents. Additionally, as explained in the first quarter report, 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 third quarter are lagging about 11% behind the quarterly allotment. This is partly due to labor costs underspending in the fall and winter, but now the crews are jetting out the sewer pipes and performing TV inspections. The capital program in the sewer fund is underspent. This is due to two reasons: 1) the planned 20th Place sewer pipe repair was completed under budget; and 2) the project to repair sewer lines along 23rd Avenue has been delayed to FY 2013-14.

## Water Fund

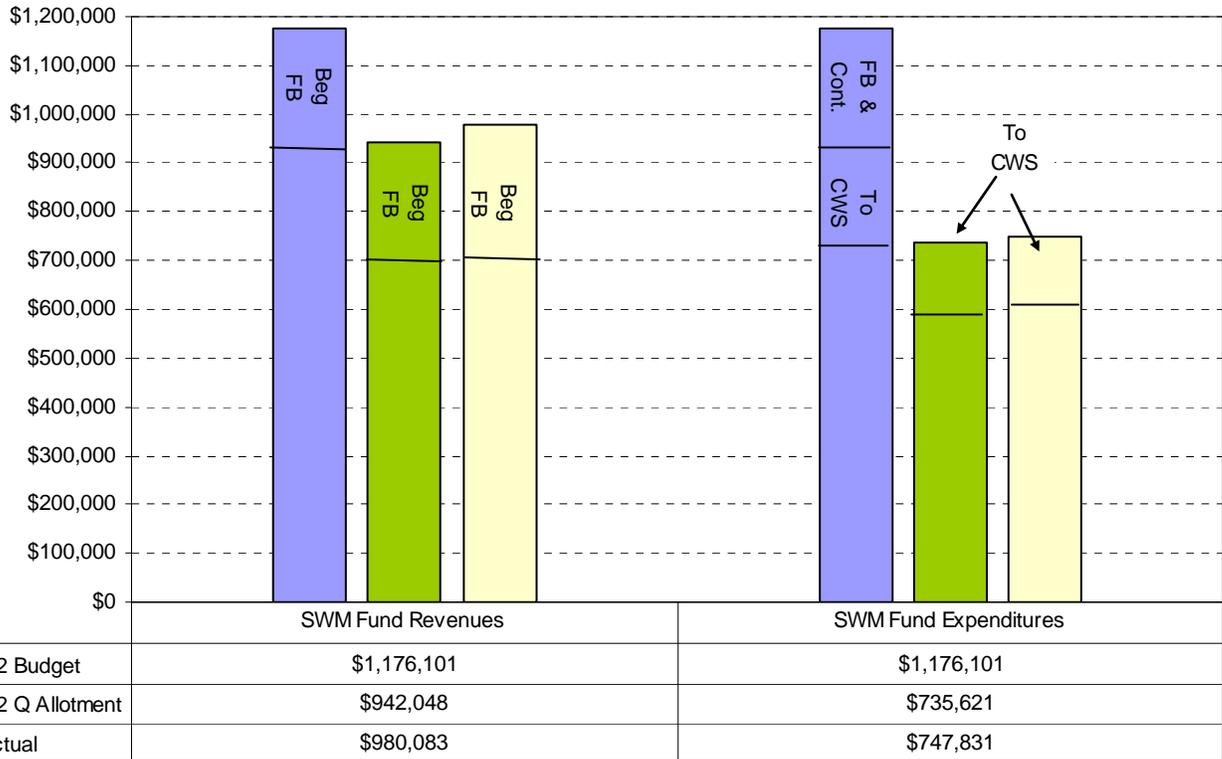


The revenues received through the third quarter in the Water Fund are 17% above the quarterly allotment, due to three main reasons: 1) As explained in earlier reports, the fund balance exceeds the budgeted amount. Last year, rate revenue was higher than projected due to rate restructuring and dry weather, 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 third quarter target by about \$246,000 due to dry, hot weather this summer and a dry spring; and 3) Timber sales for the timber harvest grossed just over \$1 million due to more volume and better prices.

As explained in the Timber Harvest Presentation to the City Council on October 22, 2012, while the timber harvest grossed over \$1 million in revenue, the expenditures were also higher than originally budgeted. The expenditures for the timber harvest were roughly \$587,000, and so the net from the 2012 timber harvest was about \$535,000. Of this amount, \$415,000 goes toward the debt obligation of the water fund. Because the timber harvest expenses exceed the budget amount, a supplemental budget appropriation from the Water Fund contingency will be necessary.

Aside from the timber harvest expense, the Water Fund is underspending through the third quarter. Most of the underspending through the third quarter is in the capital outlay section. As mentioned in the first quarter report, the capital improvement program has been re-configured due to an emergency repair of the water transmission line in the watershed. To make room for this project, the original plan to replace the roof on the Parks office has been delayed to FY 13-14. The water transmission line is currently being designed and is expected to be repaired this summer. 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

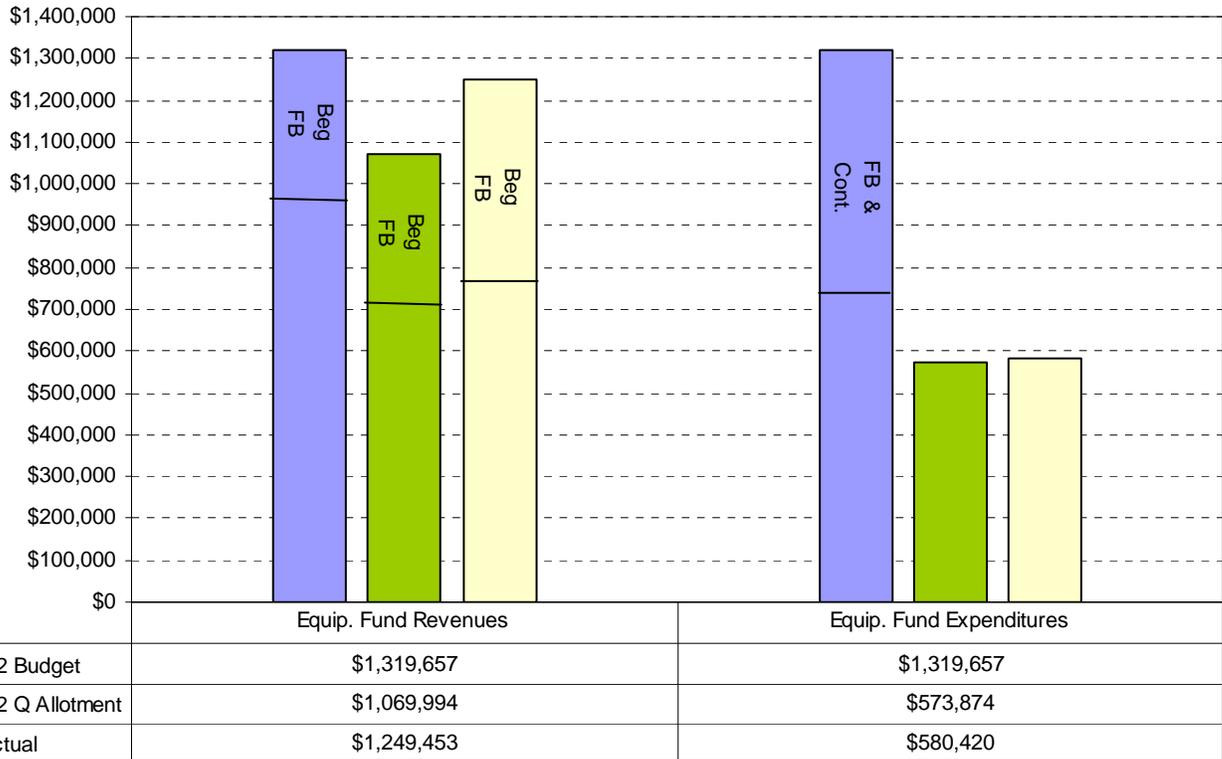


The Surface Water Management Fund (SWM) records revenues and expenditures of operating the surface water utility – which is managing rain run off and storm water run off. A portion of managing surface water is regional in nature, relating to keeping the Tualatin River healthy. CWS is responsible for 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 third quarter in the SWM Fund are in excess of the quarterly allotment, due to the fund balance exceeding the budgeted amount, as reported in earlier reports. 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.

The expenditures are about 2% over the third quarter budget allotment. This is due to crews getting a jump start on maintaining water quality facilities, which involves trimming and mowing vegetation.

## Equipment Fund



The revenues received through the third quarter in the Equipment Fund are in excess of the quarterly allotment, due to three main reasons: 1) The fund balance exceeding the budgeted amount, as explained in earlier reports. 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; 2) The sale of surplus vehicles exceeds the budget by about \$25,000; and 3) The sale of fuel has exceeded the budget allotment by about \$16,000.

The expenditures for the Equipment Fund are slightly over budget, about 1%. While the purchase of the Patch King was carried over this FY, the budget by mistake was not. The Equipment Fund will need a budget supplemental to correct this error.

## Other Funds

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

### Fund 280 – Public Arts Fund

The Public Arts Commission held a “Meet the Artist” fund-raising dinner in May, and raised just over \$1,300.

### SDC Funds:

Because of robust building activity, the various SDC funds have exceeded their budget targets:

<u>SDC</u>	<u>Budget through 3rd Q</u>	<u>Through 3rd Q Collection</u>	<u>Variance</u>
TDT	\$333,250.00	\$869,008.00	\$535,758.00
Parks SDC	\$210,000.00	\$342,000.00	\$132,000.00
Sewer SDC	\$231,897.00	\$629,537.00	\$397,640.00
Water SDC	\$145,644.00	\$440,151.00	\$294,507.00
SWM SDC	\$26,251.00	\$42,905.00	\$16,654.00

### Fund 330 – Capital Projects Fund:

The City administered a CDBG grant on behalf of the Senior Center. Projects included a roof compressor for ventilation, installing an accessible door and ramp to the rear yard, and replacing floor tile and repairing the concrete underlayment.

## 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: March, 2013

Third Quarter; Through March 31,

2013

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

Department #11 - Legislative & Executive

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440025	Copy Service	28	21	17	(5)	-21%
440029	General Fund Spt Svc (522023)	306,959	306,959	306,958	(1)	0%
472005	Miscellaneous	0	0	691	691	0%
<b>REVENUES TOTAL</b>		<b>306,987</b>	<b>306,980</b>	<b>307,665</b>	<b>685</b>	<b>0%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(265,156)	(192,288)	(191,047)	1,241	-1%
511010	Part-Time Employee Wages	(9,000)	(6,590)	(6,576)	13	0%
511020	Temporary Employee Wages	0	0	(414)	(414)	0%
511021	Unemployment Compensation	0	0	(209)	(209)	0%
512005	Health & Dental Benefits	(56,281)	(42,211)	(42,147)	64	0%
512008	Health Reimb Arrangement	(2,606)	(2,007)	(2,008)	(1)	0%
512010	Retirement	(53,686)	(39,309)	(39,356)	(47)	0%
512015	FICA	(20,973)	(14,623)	(13,431)	1,192	-8%
512020	Workers Comp	(336)	(336)	(336)	0	0%
512025	Other Benefits	(1,675)	(1,196)	(1,887)	(691)	58%
512030	Other Payroll Taxes	(2,012)	(1,444)	(1,605)	(160)	11%
520110	Operating Supplies	(750)	(694)	(793)	(99)	14%
520120	Organization Business Expense	(7,500)	(5,201)	(6,740)	(1,540)	30%
520180	Subscriptions & Books	(100)	(50)	(28)	22	-44%
520220	Small Equipment	(500)	(375)	0	375	0%
520503	Printing	(2,300)	(1,519)	(2,189)	(671)	44%
520506	Postage	(500)	(352)	(506)	(154)	44%
520509	Telephone	(452)	(340)	(291)	48	-14%
520521	Public Information	(9,020)	(5,650)	(5,922)	(272)	5%
520524	Publications	(60)	(60)	(20)	40	-67%
520530	Memberships	(3,505)	(3,451)	(4,012)	(561)	16%
520563	Sister City Contribution	(6,500)	(6,500)	(2,628)	3,872	-60%
520578	Insurance & Bonds	(332)	(332)	(332)	0	0%
521003	Training/Conferences	(7,969)	(7,373)	(5,605)	1,768	-24%
521004	Legislative Conferences & Trainin	(17,000)	(10,635)	(15,586)	(4,951)	47%
521006	Travel	(200)	(200)	(141)	59	-29%
521150	Professional Services	(1,000)	0	0	0	0%
522003	Equipment Maint & Oper Supplies	(500)	(500)	(499)	1	0%
522021	Equipment Fund Charges	(643)	(483)	(481)	2	0%
522022	Information Systems Fund Charge	(1,688)	(1,688)	(1,688)	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(472,244)</b>	<b>(345,406)</b>	<b>(346,478)</b>	<b>(1,071)</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>(165,257)</b>	<b>(38,426)</b>	<b>(38,812)</b>		

100 - General Fund

Department #12 - Administration Services

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	7,016	10,418	3,402	48%
440025	Copy Service	220	181	404	224	124%
440028	Passport Execution Fee	8,400	5,962	6,575	613	10%
440029	General Fund Spt Svc (522023)	1,798,623	1,798,623	1,798,623	0	0%
440030	Reserved Parking	1,000	750	765	15	2%
440040	New Account Set-Up Fee	22,000	16,575	19,664	3,089	19%
440042	Door Hanger Fee	20,000	13,888	17,807	3,919	28%
440044	Online Phone Pymt Convenience	0	0	3	3	0%
450055	Business License Late Fees	0	0	25	25	0%
450056	Business License	39,000	32,731	30,004	(2,727)	-8%
450057	Other	875	875	0	(875)	0%
472005	Miscellaneous	2,000	1,800	653	(1,147)	-64%
480006	Reimbursements	7,500	5,115	320	(4,794)	-94%
<b>REVENUES TOTAL</b>		<b>1,910,218</b>	<b>1,883,514</b>	<b>1,885,261</b>	<b>1,747</b>	<b>0%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(826,294)	(602,358)	(605,889)	(3,531)	1%
511010	Part-Time Employee Wages	(122,107)	(90,587)	(87,441)	3,146	-3%
511020	Temporary Employee Wages	(2,500)	(1,875)	(1,143)	732	-39%
511021	Unemployment Compensation	0	0	(1,304)	(1,304)	0%
512005	Health & Dental Benefits	(287,743)	(215,098)	(219,922)	(4,824)	2%
512008	Health Reimb Arrangement	(8,861)	(6,741)	(7,610)	(868)	13%
512010	Retirement	(177,260)	(128,821)	(128,549)	272	0%
512015	FICA	(72,744)	(53,169)	(52,969)	200	0%
512020	Workers Comp	(4,895)	(4,894)	(4,898)	(5)	0%
512025	Other Benefits	(5,670)	(4,142)	(7,338)	(3,195)	77%
512030	Other Payroll Taxes	(7,143)	(5,199)	(5,310)	(112)	2%
520110	Operating Supplies	(6,000)	(4,916)	(3,494)	1,422	-29%
520120	Organization Business Expense	(6,200)	(5,045)	(2,619)	2,425	-48%
520150	Utilities	(7,684)	(4,270)	(6,127)	(1,857)	44%
520180	Subscriptions & Books	(800)	(755)	(311)	445	-59%
520200	Computer Software Maintenance	(65,230)	(62,155)	(61,442)	713	-1%
520220	Small Equipment	(1,200)	(413)	(1,447)	(1,034)	250%
520503	Printing	(17,870)	(13,245)	(16,544)	(3,298)	25%
520506	Postage	(70,000)	(70,000)	(60,916)	9,084	-13%
520509	Telephone	(5,450)	(4,194)	(3,287)	907	-22%
520521	Public Information	(3,750)	(1,575)	(803)	772	-49%
520524	Publications	(1,252)	(222)	(78)	144	-65%
520530	Memberships	(20,863)	(20,405)	(19,030)	1,375	-7%
520533	Recruiting Expenses	(2,500)	(1,434)	(3,951)	(2,518)	176%
520557	Intergovernmental Services	(11,425)	(10,230)	(5,358)	4,872	-48%
520560	Senior Center	(22,500)	(20,393)	(21,809)	(1,416)	7%
520578	Insurance & Bonds	(7,954)	(7,954)	(7,954)	0	0%
521003	Training/Conferences	(25,000)	(17,844)	(6,092)	11,753	-66%
521006	Travel	(500)	(500)	(23)	477	-95%
521113	Attorney Services	(54,500)	(45,852)	(17,519)	28,333	-62%
521150	Professional Services	(33,700)	(28,480)	(4,984)	23,497	-83%
521165	Contracts for Services	(6,000)	(3,799)	(4,807)	(1,008)	27%
521168	Misc Medical Services	0	0	(367)	(367)	0%
521171	Financial Services, Auditing, Inves	(28,991)	(20,372)	(28,375)	(8,003)	39%
521172	Bank Service Fees	(2,600)	(1,943)	(1,075)	868	-45%

**100 - General Fund**

**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522003	Equipment Maint & Oper Supplies	(31,220)	(29,320)	(25,193)	4,127	-14%
522009	Vehicle Maint & Oper Supplies	0	0	(28)	(28)	0%
522012	Fuel/Oil	0	0	(80)	(80)	0%
522021	Equipment Fund Charges	(7,231)	(5,424)	(5,422)	2	0%
522022	Information Systems Fund Charge	(70,261)	(70,261)	(70,261)	0	0%
522303	Custodial	(5,900)	(3,341)	(6,004)	(2,663)	80%
522306	Rents & Leases	(1,100)	(1,100)	0	1,100	0%
522309	Building/Facility Rental	(21,860)	(16,394)	(16,394)	0	0%
522312	Facility Maintenance Supplies	(13,500)	(2,325)	(2,467)	(142)	6%
522315	Facility Mnt/Repairs	(87,500)	(65,865)	(55,888)	9,977	-15%
550187	Property Acquisition	(830,000)	(830,000)	(824,751)	5,249	-1%
<b>EXPENDITURES TOTAL</b>		<b>(2,985,758)</b>	<b>(2,482,910)</b>	<b>(2,407,272)</b>	<b>75,638</b>	<b>-3%</b>
<b>Department Net Totals</b>		<b>(1,075,540)</b>	<b>(599,395)</b>	<b>(522,011)</b>		

100 - General Fund

Department #13 - Municipal Court

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	6,563	7,429	865	13%
460120	Traffic Fines (TR)	180,300	136,928	124,732	(12,197)	-9%
460121	Cornelius Court Revenue	0	0	907	907	0%
460125	PD Ordinance Fines	750	750	255	(495)	-66%
460130	Marijuana Fines/Fees (ML)	3,600	2,835	5,765	2,930	103%
460135	Minor in Possession Fines/Fees (M)	6,000	4,115	2,367	(1,748)	-42%
472005	Miscellaneous	0	0	14	14	0%
480006	Reimbursements	9,450	7,517	6,198	(1,319)	-18%
	<b>REVENUES TOTAL</b>	<b>208,250</b>	<b>158,709</b>	<b>147,667</b>	<b>(11,042)</b>	<b>-7%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(75,690)	(53,855)	(51,693)	2,162	-4%
511010	Part-Time Employee Wages	(18,480)	(14,451)	(10,240)	4,211	-29%
512005	Health & Dental Benefits	(24,559)	(18,666)	(17,555)	1,111	-6%
512008	Health Reimb Arrangement	(746)	(568)	(848)	(281)	49%
512010	Retirement	(13,746)	(9,738)	(8,600)	1,138	-12%
512015	Fica	(7,204)	(5,215)	(4,632)	583	-11%
512020	Workers Comp	(119)	(119)	(119)	0	0%
512025	Other Benefits	(589)	(431)	(496)	(65)	15%
512030	Other Payroll Taxes	(706)	(521)	(466)	54	-10%
520110	Operating Supplies	(1,000)	(924)	(409)	515	-56%
520120	Organization Business Expense	(200)	(58)	(58)	0	0%
520200	Computer Software Maintenance	(6,485)	(6,485)	(6,482)	3	0%
520220	Small Equipment	(200)	(150)	0	150	0%
520503	Printing	(400)	(328)	(20)	308	-94%
520506	Postage	(1,150)	(869)	(638)	231	-27%
520509	Telephone	(250)	(188)	(98)	90	-48%
520521	Public Information	(100)	(75)	0	75	0%
520524	Publications	(500)	(500)	(35)	465	-93%
520530	Memberships	(195)	(195)	(145)	50	-26%
520539	Assessment - County	(2,532)	(2,159)	(815)	1,344	-62%
520557	Intergovernmental Services	(700)	(548)	(161)	387	-71%
520566	Assessment - State	(53,890)	(32,592)	(30,687)	1,905	-6%
520578	Insurance & Bonds	(298)	(298)	(298)	0	0%
521003	Training/Conferences	(2,600)	(2,600)	(822)	1,779	-68%
521150	Professional Services	(3,900)	(2,910)	(2,450)	460	-16%
521172	Bank Service Fees	(1,500)	(1,128)	(888)	240	-21%
522022	Information Systems Fund Charge	(4,984)	(4,984)	(4,984)	0	0%
522309	Building/Facility Rental	(784)	(589)	(589)	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(223,507)</b>	<b>(161,143)</b>	<b>(144,228)</b>	<b>16,915</b>	<b>-10%</b>
	<b>Department Net Totals</b>	<b>(15,257)</b>	<b>(2,433)</b>	<b>3,440</b>		

**100 - General Fund**  
**Department #14 - Library**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	546,716	545,651	(1,065)	0%
430601	Public Library Support Grant	3,000	3,000	3,056	56	2%
440019	WCCLS Collection Agency Chrg	1,000	762	479	(283)	-37%
440021	Library Charges	4,400	3,490	3,223	(267)	-8%
440023	Print Fees	2,700	1,852	2,248	396	21%
440025	Copy Service	942	638	1,120	482	76%
440301	Rental Income	1,000	657	960	303	46%
450057	Other	0	0	0	0	0%
460500	Library Late Fines	23,000	16,495	18,791	2,297	14%
471020	Unrestricted Donations	150	136	202	67	49%
471022	Restricted Library Memorials	500	500	800	300	60%
<b>REVENUES TOTAL</b>		<b>720,088</b>	<b>574,246</b>	<b>576,531</b>	<b>2,285</b>	<b>0%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(352,438)	(258,972)	(255,329)	3,643	-1%
511010	Part-Time Employee Wages	(245,044)	(178,509)	(179,226)	(717)	0%
512005	Health & Dental Benefits	(83,241)	(62,431)	(66,952)	(4,521)	7%
512008	Health Reimb Arrangement	(4,137)	(3,147)	(4,024)	(877)	28%
512010	Retirement	(71,634)	(52,451)	(52,348)	103	0%
512015	FICA	(45,707)	(33,497)	(31,902)	1,595	-5%
512020	Workers Comp	(710)	(710)	(710)	0	0%
512025	Other Benefits	(3,257)	(2,318)	(2,153)	165	-7%
512030	Other Payroll Taxes	(4,524)	(3,303)	(3,270)	33	-1%
520110	Operating Supplies	(5,000)	(2,588)	(4,104)	(1,516)	59%
520120	Organization Business Expense	(100)	(2)	(80)	(77)	3,547%
520140	Library Materials	(79,850)	(60,770)	(61,200)	(430)	1%
520150	Utilities	(1,501)	(362)	(1,306)	(944)	261%
520220	Small Equipment	(1,700)	0	0	0	0%
520503	Printing	0	0	(305)	(305)	0%
520506	Postage	(1,900)	(1,455)	(1,208)	248	-17%
520509	Telephone	(1,400)	(1,051)	(965)	86	-8%
520521	Public Information	(800)	(306)	(138)	167	-55%
520530	Memberships	(750)	(551)	(345)	206	-37%
520557	Intergovernmental Services	(2,500)	(1,778)	(1,158)	621	-35%
520578	Insurance & Bonds	(6,723)	(6,723)	(6,723)	0	0%
521003	Training/Conferences	(1,250)	0	(125)	(125)	0%
521006	Travel	(500)	0	0	0	0%
521165	Contracts for Services	(6,000)	(2,931)	(1,754)	1,177	-40%
521172	Bank Service Fees	0	0	(348)	(348)	0%
522003	Equipment Maint & Oper Supplies	(4,450)	(1,462)	(1,525)	(63)	4%
522021	Equipment Fund Charges	(642)	(482)	(480)	2	-1%
522022	Information Systems Fund Charge	(20,944)	(20,944)	(20,944)	0	0%
522312	Facility Maintenance Supplies	(4,000)	(2,647)	(3,651)	(1,004)	38%
522315	Facility Mnt/Repairs	(4,350)	(3,482)	(3,645)	(163)	5%
<b>EXPENDITURES TOTAL</b>		<b>(955,052)</b>	<b>(702,874)</b>	<b>(705,916)</b>	<b>(3,043)</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>(234,964)</b>	<b>(128,627)</b>	<b>(129,385)</b>		

100 - General Fund

Department #15 - Aquatics

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	197,988	198,482	494	0%
440010	Lockers/Vending Machines	12,000	8,396	8,402	6	0%
	<b>REVENUES TOTAL</b>	<b>292,000</b>	<b>206,384</b>	<b>206,884</b>	<b>500</b>	<b>0%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(130,741)	(95,719)	(96,031)	(312)	0%
511010	Part-Time Employee Wages	(192,025)	(136,818)	(118,913)	17,905	-13%
512005	Health & Dental Benefits	(38,739)	(29,054)	(28,306)	748	-3%
512008	Health Reimb Arrangement	(1,675)	(1,291)	(1,694)	(402)	31%
512010	Retirement	(26,321)	(19,205)	(19,259)	(54)	0%
512015	FICA	(24,998)	(18,069)	(15,762)	2,308	-13%
512020	Workers Comp	(6,169)	(6,169)	(6,169)	0	0%
512025	Other Benefits	(1,822)	(1,292)	(1,049)	243	-19%
512030	Other Payroll Taxes	(2,576)	(1,854)	(1,684)	169	-9%
520110	Operating Supplies	(28,150)	(19,821)	(15,343)	4,478	-23%
520120	Organization Business Expense	(400)	(400)	(214)	186	-46%
520130	Personnel Uniforms & Equipment	(300)	0	0	0	0%
520150	Utilities	(99,511)	(74,183)	(45,447)	28,736	-39%
520220	Small Equipment	(4,950)	(4,950)	(3,213)	1,737	-35%
520503	Printing	(2,400)	(2,235)	(1,160)	1,074	-48%
520506	Postage	(500)	(364)	(326)	38	-10%
520509	Telephone	(600)	(448)	(585)	(138)	31%
520521	Public Information	(2,200)	(945)	(1,526)	(581)	62%
520530	Memberships	(250)	(188)	(250)	(63)	33%
520557	Intergovernmental Services	(1,100)	(1,100)	(1,544)	(444)	40%
520578	Insurance & Bonds	(5,738)	(5,738)	(5,738)	0	0%
521003	Training/Conferences	(1,950)	(453)	(1,798)	(1,345)	297%
521150	Professional Services	(3,000)	0	(1,873)	(1,873)	0%
521172	Bank Service Fees	0	0	(139)	(139)	0%
522003	Equipment Maint & Oper Supplies	(1,150)	(775)	0	775	0%
522021	Equipment Fund Charges	(763)	(571)	(571)	0	0%
522022	Information Systems Fund Charge	(3,452)	(3,452)	(3,452)	0	0%
522312	Facility Maintenance Supplies	(12,300)	(7,897)	(4,986)	2,910	-37%
522315	Facility Mnt/Repairs	(24,250)	(20,146)	(17,362)	2,783	-14%
	<b>EXPENDITURES TOTAL</b>	<b>(618,030)</b>	<b>(453,137)</b>	<b>(394,395)</b>	<b>58,742</b>	<b>-13%</b>
	<b>Department Net Totals</b>	<b>(326,030)</b>	<b>(246,753)</b>	<b>(187,511)</b>		

100 - General Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	25,968	29,979	4,011	15%
440029	General Fund Spt Svc (522023)	89,620	89,620	89,620	0	0%
450057	Other	0	0	10	10	0%
471020	Unrestricted Donations	750	750	0	(750)	0%
<b>REVENUES TOTAL</b>		<b>125,370</b>	<b>116,338</b>	<b>119,609</b>	<b>3,271</b>	<b>3%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(257,625)	(188,508)	(187,104)	1,404	-1%
511020	Temporary Employee Wages	(48,210)	(37,486)	(16,768)	20,718	-55%
511021	Unemployment Compensation	0	0	(610)	(610)	0%
512005	Health & Dental Benefits	(58,290)	(43,718)	(43,449)	269	-1%
512008	Health Reimb Arrangement	(2,548)	(1,925)	(2,278)	(353)	18%
512010	Retirement	(52,497)	(38,360)	(38,350)	10	0%
512015	FICA	(23,396)	(17,265)	(15,480)	1,785	-10%
512020	Workers Comp	(6,445)	(6,445)	(6,445)	0	0%
512025	Other Benefits	(1,365)	(977)	(1,418)	(441)	45%
512030	Other Payroll Taxes	(2,316)	(1,705)	(1,540)	165	-10%
520110	Operating Supplies	(2,400)	(1,925)	(707)	1,218	-63%
520120	Organization Business Expense	(100)	(75)	(100)	(25)	34%
520130	Personnel Uniforms & Equipment	(2,100)	(1,784)	(1,095)	689	-39%
520150	Utilities	(4,994)	(2,593)	(3,934)	(1,341)	52%
520220	Small Equipment	(8,350)	(4,193)	(3,081)	1,112	-27%
520503	Printing	0	0	(7)	(7)	0%
520506	Postage	(150)	(113)	0	113	0%
520509	Telephone	(2,735)	(2,047)	(634)	1,413	-69%
520521	Public Information	(200)	0	0	0	0%
520530	Memberships	(1,370)	(1,370)	(935)	435	-32%
520557	Intergovernmental Services	(450)	(450)	(616)	(166)	37%
520578	Insurance & Bonds	(1,858)	(1,858)	(1,858)	0	0%
521003	Training/Conferences	(1,825)	(1,825)	(1,015)	810	-44%
521150	Professional Services	(12,800)	(10,046)	(9,583)	464	-5%
521168	Misc Medical Services	0	0	(178)	(178)	0%
522003	Equipment Maint & Oper Supplies	(2,500)	(2,146)	(565)	1,582	-74%
522012	Fuel/Oil	(500)	(360)	(371)	(11)	3%
522021	Equipment Fund Charges	(81,540)	(61,155)	(61,155)	0	0%
522022	Information Systems Fund Charge	(1,685)	(1,685)	(1,685)	0	0%
522306	Rents & Leases	(500)	(375)	0	375	0%
522312	Facility Maintenance Supplies	(20,800)	(9,445)	(3,834)	5,611	-59%
522315	Facility Mnt/Repairs	(9,500)	(8,338)	(9,249)	(911)	11%
<b>EXPENDITURES TOTAL</b>		<b>(609,049)</b>	<b>(448,171)</b>	<b>(414,041)</b>	<b>34,130</b>	<b>-8%</b>
<b>Department Net Totals</b>		<b>(483,679)</b>	<b>(331,833)</b>	<b>(294,432)</b>		

100 - General Fund

Department #18 - Non-Departmental

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	4,440,450	4,502,090	61,641	1%
411010	Local Option Levy	1,581,332	1,515,550	1,534,985	19,435	1%
411150	Property Tax Prior Years	135,000	129,728	105,470	(24,258)	-19%
413001	Franchise Tax	535,302	432,226	482,218	49,992	12%
420020	State Revenue Sharing	171,000	130,433	150,484	20,051	15%
420055	Metro Construction Excise Tax	45,000	29,268	29,529	261	1%
422045	Transient Room Tax	50,000	38,045	42,229	4,184	11%
422055	SD15 Construction Excise Tax	187,000	130,778	210,761	79,983	61%
470105	Interest	52,000	39,891	33,497	(6,394)	-16%
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>12,509,747</b>	<b>12,888,581</b>	<b>378,834</b>	<b>3%</b>
<b>EXPENDITURES</b>						
520547	Metro Construction Excise Tax	(42,750)	(25,136)	(24,364)	772	-3%
520549	SD15 Construction Excise Tax Pa	(179,520)	(79,890)	(105,163)	(25,273)	32%
570127	Transfer to Other Funds	(350,000)	(350,000)	(270,000)	80,000	-23%
580206	Contingency	(410,795)	830,000	0	(830,000)	0%
590304	Unapp Fund Balance	(3,000,000)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(3,983,065)</b>	<b>374,974</b>	<b>(399,527)</b>	<b>(774,501)</b>	<b>-207%</b>
<b>Department Net Totals</b>		<b>9,030,133</b>	<b>12,884,721</b>	<b>12,489,054</b>		

100 - General Fund

Department #21 - Police

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	191,356	215,972	24,617	13%
430214	Homeland Security Grant	22,663	16,592	16,323	(269)	-2%
430328	Justice Assistance Grant	0	0	730	730	0%
430335	DEC/DUII Police Grant	3,000	2,980	10	(2,970)	-100%
440025	Copy Service	2,850	1,683	1,958	274	16%
450050	Liquor Licenses	2,400	2,183	2,185	3	0%
450051	Police Permits	100	75	143	68	91%
450057	Other	0	0	525	525	0%
450225	Impound Fees	250	234	530	296	127%
460105	State Court Fines	33,000	22,840	25,324	2,483	11%
460116	Immobilization Fees	100	100	0	(100)	0%
471021	Donations	0	0	550	550	0%
472005	Miscellaneous	0	0	272	272	0%
480006	Reimbursements	0	0	4,174	4,174	0%
480009	TriMet Officer Reimbursement	112,620	84,465	69,950	(14,515)	-17%
480010	SRO Reimbursement	57,868	57,868	0	(57,868)	0%
<b>REVENUES TOTAL</b>		<b>489,851</b>	<b>380,376</b>	<b>338,647</b>	<b>(41,729)</b>	<b>-11%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(2,362,776)	(1,717,355)	(1,709,405)	7,950	0%
511010	Part-Time Employee Wages	(44,488)	(33,587)	(26,046)	7,541	-22%
511015	Overtime	(152,048)	(103,766)	(78,985)	24,781	-24%
512005	Health & Dental Benefits	(501,182)	(375,920)	(388,954)	(13,034)	3%
512008	Health Reimb Arrangement	(31,819)	(24,030)	(37,289)	(13,259)	55%
512010	Retirement	(444,668)	(326,637)	(307,934)	18,703	-6%
512015	FICA	(195,471)	(141,835)	(137,384)	4,451	-3%
512020	Workers Comp	(62,746)	(62,746)	(62,746)	0	0%
512025	Other Benefits	(14,423)	(10,681)	(13,648)	(2,967)	28%
512030	Other Payroll Taxes	(18,995)	(13,760)	(13,465)	295	-2%
520110	Operating Supplies	(22,202)	(20,036)	(5,855)	14,181	-71%
520120	Organization Business Expense	(1,505)	(1,056)	(175)	880	-83%
520130	Personnel Uniforms & Equipment	(20,760)	(10,487)	(14,902)	(4,415)	42%
520150	Utilities	(2,814)	(1,239)	(2,225)	(986)	80%
520170	Code Enforcement Expenditures	0	0	(553)	(553)	0%
520220	Small Equipment	(3,000)	(2,634)	(1,358)	1,276	-48%
520225	Reserve Officer Expenses	(5,000)	(4,532)	(287)	4,245	-94%
520270	Miscellaneous	(500)	(419)	(881)	(462)	110%
520274	Hands and Words Project	0	0	(1,727)	(1,727)	0%
520503	Printing	(3,528)	(3,528)	(147)	3,381	-96%
520506	Postage	(2,000)	(1,457)	(1,105)	351	-24%
520509	Telephone	(15,825)	(11,675)	(15,202)	(3,526)	30%
520521	Public Information	(2,789)	(2,730)	(1,756)	974	-36%
520524	Publications	(1,555)	(1,166)	(592)	574	-49%
520530	Memberships	(2,932)	(2,406)	(824)	1,583	-66%
520557	Intergovernmental Services	(10,020)	(7,515)	(14,721)	(7,206)	96%
520558	WCCCA	(185,155)	(185,122)	(185,893)	(771)	0%
520578	Insurance & Bonds	(25,881)	(25,881)	(25,881)	0	0%
521003	Training/Conferences	(25,200)	(22,509)	(16,008)	6,501	-29%
521150	Professional Services	(4,083)	(3,937)	(3,427)	510	-13%
521168	Misc Medical Services	(3,717)	(3,011)	(1,962)	1,048	-35%
522003	Equipment Maint & Oper Supplies	(2,368)	(1,270)	(1,929)	(659)	52%

**100 - General Fund**  
**Department #21 - Police**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522009	Vehicle Maint & Oper Supplies	(1,000)	(171)	(657)	(486)	285%
522010	Vehicle Maint External	(500)	(500)	(317)	183	-37%
522012	Fuel/Oil	0	0	(935)	(935)	0%
522021	Equipment Fund Charges	(189,177)	(141,883)	(141,882)	1	0%
522022	Information Systems Fund Charge	(23,355)	(23,355)	(23,355)	0	0%
522306	Rents & Leases	(6,060)	(4,545)	(5,201)	(656)	14%
522312	Facility Maintenance Supplies	(1,611)	(1,143)	(2,119)	(976)	85%
522315	Facility Mnt/Repairs	(3,520)	(2,772)	(5,297)	(2,525)	91%
550181	Major Tools & Work Equipment	(10,800)	(8,100)	0	8,100	0%
550185	Homeland Security	(22,664)	(11,332)	(890)	10,442	-92%
551260	Vehicle Replacement	0	0	(9,447)	(9,447)	0%
<b>EXPENDITURES TOTAL</b>		<b>(4,428,137)</b>	<b>(3,316,726)</b>	<b>(3,263,365)</b>	<b>53,361</b>	<b>-2%</b>
<b>Department Net Totals</b>		<b>(3,938,286)</b>	<b>(2,936,350)</b>	<b>(2,924,717)</b>		

**100 - General Fund**  
**Department #22 - Fire**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
420015	Cigarette	31,000	23,885	18,655	(5,230)	-22%
420050	Rural Fire District	452,368	339,105	323,642	(15,463)	-5%
430214	Homeland Security Grant	207,439	201,886	40,715	(161,171)	-80%
440025	Copy Service	107	71	110	38	54%
472005	Miscellaneous	0	0	2,767	2,767	0%
480006	Reimbursements	0	0	11,580	11,580	0%
480008	Cornelius Fire Chief Reimburseme	40,256	20,128	18,700	(1,428)	-7%
480015	Fire Dept Reimbursement	2,500	1,134	17,375	16,241	1,433%
480017	Fire Dept Inspection Reimburseme	4,200	1,121	4,208	3,087	275%
<b>REVENUES TOTAL</b>		<b>737,870</b>	<b>587,329</b>	<b>437,751</b>	<b>(149,578)</b>	<b>-25%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(1,621,407)	(1,229,227)	(1,082,819)	146,408	-12%
511010	Part-Time Employee Wages	(16,847)	(12,121)	(12,225)	(104)	1%
511015	Overtime	(93,700)	(75,720)	(77,892)	(2,172)	3%
511019	Volunteer Firefighter Stipend	(62,880)	(48,603)	(53,674)	(5,071)	10%
511020	Temporary Employee Wages	(20,000)	(10,162)	(16,309)	(6,147)	60%
511021	Unemployment Compensation	0	0	(140)	(140)	0%
512005	Health & Dental Benefits	(322,860)	(241,444)	(251,599)	(10,155)	4%
512008	Health Reimb Arrangement	(13,598)	(10,432)	(10,748)	(316)	3%
512010	Retirement	(301,227)	(220,231)	(204,816)	15,415	-7%
512015	FICA	(126,310)	(92,985)	(92,315)	670	-1%
512020	Workers Comp	(27,291)	(27,291)	(27,291)	0	0%
512025	Other Benefits	(9,215)	(6,311)	(10,542)	(4,231)	67%
512030	Other Payroll Taxes	(12,292)	(9,018)	(9,254)	(236)	3%
512035	Volunteer Fringe Benefits	(2,646)	(2,646)	0	2,646	0%
520110	Operating Supplies	(19,000)	(16,835)	(12,129)	4,706	-28%
520120	Organization Business Expense	(4,300)	(2,427)	(1,626)	802	-33%
520130	Personnel Uniforms & Equipment	(14,000)	(13,152)	(14,703)	(1,551)	12%
520150	Utilities	(26,257)	(18,706)	(12,488)	6,218	-33%
520200	Computer Software Maintenance	0	0	(2,670)	(2,670)	0%
520220	Small Equipment	(10,500)	(9,178)	(9,620)	(442)	5%
520230	Tools- 50/50	(62,400)	(51,474)	(22,975)	28,499	-55%
520300	Emergency Operations Center	(2,800)	(880)	(2,024)	(1,144)	130%
520503	Printing	(500)	(375)	(32)	343	-91%
520506	Postage	(700)	(487)	(342)	145	-30%
520509	Telephone	(4,000)	(3,191)	(3,915)	(724)	23%
520521	Public Information	(1,800)	(1,800)	(110)	1,690	-94%
520524	Publications	(1,490)	(1,431)	(981)	450	-31%
520530	Memberships	(1,000)	(815)	(899)	(84)	10%
520557	Intergovernmental Services	(1,400)	(1,179)	(890)	289	-25%
520558	WCCCA	(151,444)	(151,444)	(150,524)	920	-1%
520578	Insurance & Bonds	(24,650)	(24,650)	(24,650)	0	0%
521003	Training/Conferences	(27,000)	(19,934)	(22,149)	(2,215)	11%
521150	Professional Services	(29,040)	(24,908)	(23,761)	1,147	-5%
521168	Misc Medical Services	(26,000)	(18,200)	(11,153)	7,047	-39%
522003	Equipment Maint & Oper Supplies	(5,700)	(4,121)	(5,141)	(1,019)	25%
522009	Vehicle Maint & Oper Supplies	(50,000)	(40,079)	(32,586)	7,492	-19%
522012	Fuel/Oil	(26,950)	(17,964)	(20,222)	(2,258)	13%
522021	Equipment Fund Charges	(2,532)	(1,898)	(1,899)	(1)	0%
522022	Information Systems Fund Charge	(16,290)	(16,290)	(16,290)	0	0%

**100 - General Fund**  
**Department #22 - Fire**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522303	Custodial	(1,000)	(667)	(620)	47	-7%
522312	Facility Maintenance Supplies	(3,000)	(2,243)	(2,076)	168	-7%
522315	Facility Mnt/Repairs	(9,500)	(9,200)	(7,366)	1,834	-20%
550185	Homeland Security	(40,800)	(30,600)	(40,720)	(10,120)	33%
<b>EXPENDITURES TOTAL</b>		<b>(3,194,326)</b>	<b>(2,470,319)</b>	<b>(2,294,184)</b>	<b>176,135</b>	<b>-7%</b>
<b>Department Net Totals</b>		<b>(2,456,456)</b>	<b>(1,882,990)</b>	<b>(1,856,434)</b>		

100 - General Fund

Department #31 - Planning

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	3,000	8,225	5,225	174%
430587	Grant Match - Other Agencies	132,500	79,500	13,250	(66,250)	-83%
440020	Code Enforcement Revenue	1,000	852	2,406	1,554	182%
440025	Copy Service	78	78	77	(1)	-2%
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	1,337	1,337	0%
450101	Planning Fees	21,560	12,405	37,847	25,442	205%
471021	Donations	0	0	20	20	0%
<b>REVENUES TOTAL</b>		<b>231,746</b>	<b>168,443</b>	<b>135,473</b>	<b>(32,970)</b>	<b>-20%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(216,079)	(156,719)	(153,661)	3,058	-2%
511010	Part-Time Employee Wages	(3,000)	(2,250)	0	2,250	0%
511020	Temporary Employee Wages	0	0	(2,748)	(2,748)	0%
512005	Health & Dental Benefits	(33,841)	(25,413)	(25,291)	122	0%
512008	Health Reimb Arrangement	(2,146)	(1,630)	(1,483)	147	-9%
512010	Retirement	(44,212)	(32,295)	(31,654)	641	-2%
512015	FICA	(16,760)	(12,158)	(11,731)	428	-4%
512020	Workers Comp	(296)	(296)	(296)	0	0%
512025	Other Benefits	(1,190)	(855)	(1,155)	(300)	35%
512030	Other Payroll Taxes	(1,617)	(1,169)	(1,157)	12	-1%
520110	Operating Supplies	(2,112)	(1,537)	(1,277)	260	-17%
520120	Organization Business Expense	(1,160)	(932)	(1,316)	(384)	41%
520170	Code Enforcement Expenditures	(4,500)	(3,294)	(2,744)	550	-17%
520200	Computer Software Maintenance	(3,000)	(3,000)	(1,525)	1,475	-49%
520503	Printing	(3,350)	(2,513)	(4)	2,509	-100%
520506	Postage	(2,400)	(1,506)	(2,183)	(677)	45%
520509	Telephone	(850)	(639)	(387)	251	-39%
520521	Public Information	(6,000)	(2,490)	(5,331)	(2,840)	114%
520524	Publications	(400)	(400)	0	400	0%
520530	Memberships	(2,600)	(2,600)	(905)	1,695	-65%
520557	Intergovernmental Services	(6,650)	(4,988)	(435)	4,553	-91%
520578	Insurance & Bonds	(426)	(426)	(426)	0	0%
521003	Training/Conferences	(1,300)	(1,300)	(915)	385	-30%
521113	Attorney Services	(10,000)	(7,882)	(2,879)	5,003	-63%
521150	Professional Services	(150,000)	(112,500)	(73,342)	39,158	-35%
522003	Equipment Maint & Oper Supplies	(4,080)	(3,670)	(4,362)	(692)	19%
522021	Equipment Fund Charges	(1,807)	(1,355)	(1,354)	1	0%
522022	Information Systems Fund Charge	(3,946)	(3,946)	(3,946)	0	0%
522309	Building/Facility Rental	(1,573)	(1,180)	(1,180)	0	0%
523006	SHPO Grant Expense	(4,080)	(4,080)	(5,317)	(1,237)	30%
<b>EXPENDITURES TOTAL</b>		<b>(529,375)</b>	<b>(393,022)</b>	<b>(339,000)</b>	<b>54,022</b>	<b>-14%</b>
<b>Department Net Totals</b>		<b>(297,629)</b>	<b>(224,579)</b>	<b>(203,527)</b>		

100 - General Fund

Department #51 - Engineering

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	1,322	1,639	318	24%
440029	General Fund Spt Svc (522023)	552,676	552,676	552,676	0	0%
450122	Engineering Inspection Fees	13,189	12,668	23,931	11,262	89%
<b>REVENUES TOTAL</b>		<b>567,240</b>	<b>566,666</b>	<b>578,246</b>	<b>11,580</b>	<b>2%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(333,730)	(249,076)	(244,546)	4,530	-2%
511010	Part-Time Employee Wages	(38,819)	(28,176)	(19,646)	8,530	-30%
511020	Temporary Employee Wages	0	0	(2,959)	(2,959)	0%
512005	Health & Dental Benefits	(58,604)	(44,876)	(47,998)	(3,121)	7%
512008	Health Reimb Arrangement	(2,768)	(2,127)	(2,355)	(229)	11%
512010	Retirement	(67,653)	(50,183)	(49,368)	815	-2%
512015	FICA	(28,500)	(20,931)	(20,293)	637	-3%
512020	Workers Comp	(2,970)	(2,970)	(2,970)	0	0%
512025	Other Benefits	(2,245)	(1,617)	(2,537)	(919)	57%
512030	Other Payroll Taxes	(2,768)	(2,026)	(1,986)	40	-2%
520110	Operating Supplies	(2,500)	(1,893)	(1,818)	74	-4%
520120	Organization Business Expense	(250)	0	(225)	(225)	0%
520130	Personnel Uniforms & Equipment	(500)	(375)	0	375	0%
520190	Computer Software	(3,000)	(3,000)	0	3,000	0%
520200	Computer Software Maintenance	0	0	(2,865)	(2,865)	0%
520220	Small Equipment	(3,300)	(2,475)	0	2,475	0%
520503	Printing	(2,100)	(1,691)	(754)	937	-55%
520506	Postage	(550)	(467)	(506)	(38)	8%
520509	Telephone	(2,550)	(1,916)	(581)	1,335	-70%
520521	Public Information	0	0	(223)	(223)	0%
520524	Publications	(990)	0	(462)	(462)	0%
520530	Memberships	(1,600)	(1,435)	(1,281)	154	-11%
520557	Intergovernmental Services	(650)	(650)	0	650	0%
520578	Insurance & Bonds	(875)	(875)	(875)	0	0%
521003	Training/Conferences	(2,550)	(179)	(742)	(563)	315%
521113	Attorney Services	(3,000)	(1,376)	(1,350)	26	-2%
521150	Professional Services	(10,520)	(7,890)	(14,031)	(6,141)	78%
522003	Equipment Maint & Oper Supplies	(4,060)	(3,087)	(1,412)	1,675	-54%
522021	Equipment Fund Charges	(17,621)	(13,215)	(13,217)	(2)	0%
522022	Information Systems Fund Charge	(9,502)	(9,502)	(9,502)	0	0%
522306	Rents & Leases	(100)	(75)	0	75	0%
522312	Facility Maintenance Supplies	0	0	0	0	0%
522315	Facility Mnt/Repairs	0	0	(718)	(718)	0%
<b>EXPENDITURES TOTAL</b>		<b>(604,275)</b>	<b>(452,081)</b>	<b>(445,221)</b>	<b>6,860</b>	<b>-2%</b>
<b>Department Net Totals</b>		<b>(37,035)</b>	<b>114,585</b>	<b>133,025</b>		

205 - Building Permits Fund

Department #32 - Building Services

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	97,291	197,881	100,590	103%
450076	Manufactured Home Permits	0	0	1,262	1,262	0%
450078	Plumbing Permits	38,950	27,243	47,800	20,557	75%
450080	Mechanical Permits	11,654	7,740	16,693	8,953	116%
450082	Structural State Surcharge	15,813	9,976	23,164	13,188	132%
450084	Manuf. Housing State Surcharge	0	0	130	130	0%
450086	Plumbing State Surcharge	4,674	3,278	5,646	2,368	72%
450088	Mechanical Plans St. Surcharge	1,398	929	2,004	1,075	116%
450106	Structural Plan Review Fees	88,678	66,509	164,151	97,643	147%
450108	Plumbing Plan Review Fees	875	503	493	(10)	-2%
450110	Mechanical Plan Review Fees	2,914	2,234	3,427	1,193	53%
450112	FL&S Plan Review Fees	0	0	16,071	16,071	0%
450124	Erosion Control Fees	21,450	15,850	28,574	12,724	80%
450126	Misc - Reinspect & Invstg Fee	0	0	37	37	0%
470105	Interest	0	0	3,011	3,011	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>780,199</b>	<b>1,180,601</b>	<b>400,402</b>	<b>51%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(228,464)	(167,492)	(168,379)	(887)	1%
512005	Health & Dental Benefits	(42,317)	(31,738)	(31,489)	249	-1%
512008	Health Reimb Arrangement	(2,255)	(1,715)	(1,735)	(20)	1%
512010	Retirement	(46,460)	(34,146)	(33,951)	195	-1%
512015	FICA	(17,476)	(12,810)	(12,725)	85	-1%
512020	Workers Comp	(1,319)	(1,319)	(1,319)	0	0%
512025	Other Benefits	(1,256)	(901)	(1,257)	(357)	40%
512030	Other Payroll Taxes	(1,694)	(1,233)	(1,244)	(11)	1%
520110	Operating Supplies	(975)	(747)	(1,091)	(345)	46%
520120	Organization Business Expense	(300)	(225)	0	225	0%
520190	Computer Software	(3,200)	(2,400)	0	2,400	0%
520503	Printing	(800)	(755)	(555)	200	-26%
520506	Postage	(200)	(159)	(224)	(65)	41%
520509	Telephone	(1,850)	(1,388)	(822)	566	-41%
520521	Public Information	(150)	(113)	0	113	0%
520524	Publications	(500)	(500)	(97)	403	-81%
520530	Memberships	(950)	(950)	(125)	825	-87%
520557	Intergovernmental Services	(31,885)	(18,897)	(29,947)	(11,050)	58%
520578	Insurance & Bonds	(469)	(469)	(469)	0	0%
521003	Training/Conferences	(8,000)	(8,000)	(175)	7,825	-98%
521113	Attorney Services	(3,000)	(2,250)	0	2,250	0%
521150	Professional Services	(1,050)	(1,050)	(1,790)	(740)	70%
521172	Bank Service Fees	(150)	(112)	(63)	48	-43%
522003	Equipment Maint & Oper Supplies	(900)	(900)	0	900	0%
522021	Equipment Fund Charges	(9,560)	(7,169)	(7,169)	0	0%
522022	Information Systems Fund Charge	(5,635)	(5,635)	(5,635)	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>(348,831)</b>	<b>(346,023)</b>	<b>2,809</b>	<b>-1%</b>

205 - Building Permits Fund

Department #32 - Building Services

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
	Department Net Totals	0	431,367	834,578		

210 - Street Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	892,156	888,762	(3,394)	0%
422025	County Gas Tax	83,877	62,782	60,285	(2,497)	-4%
430703	Bike Shelter Grant	0	0	45,000	45,000	0%
440190	External Work Performed	0	0	983	983	0%
445010	Sale of Materials	0	0	608	608	0%
450057	Other	0	0	3,278	3,278	0%
450100	Street Improv Fee-N Central Proje	0	0	23,100	23,100	0%
450114	Street Improv Fee-Pac Cross-SG	0	0	960	960	0%
470105	Interest	3,300	1,735	850	(886)	-51%
470133	Sidewalk Program Pymt 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>1,616,486</b>	<b>1,638,281</b>	<b>21,795</b>	<b>1%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(185,909)	(136,656)	(146,322)	(9,666)	7%
511015	Overtime	(6,955)	(4,939)	(1,272)	3,667	-74%
512005	Health & Dental Benefits	(53,696)	(39,857)	(40,140)	(283)	1%
512008	Health Reimb Arrangement	(1,850)	(1,372)	(1,635)	(263)	19%
512010	Retirement	(37,437)	(27,384)	(28,906)	(1,522)	6%
512015	FICA	(14,754)	(10,880)	(11,255)	(374)	3%
512020	Workers Comp	(6,280)	(6,280)	(6,280)	0	0%
512025	Other Benefits	(1,022)	(736)	(983)	(247)	34%
512030	Other Payroll Taxes	(1,460)	(1,069)	(1,021)	48	-5%
520110	Operating Supplies	(2,000)	(1,094)	(1,652)	(558)	51%
520120	Organization Business Expense	(50)	0	0	0	0%
520130	Personnel Uniforms & Equipment	(3,200)	(2,476)	(2,263)	213	-9%
520150	Utilities	(78,000)	(60,615)	(54,512)	6,103	-10%
520190	Computer Software	(2,500)	(2,500)	(2,123)	377	-15%
520220	Small Equipment	(3,250)	(2,111)	(846)	1,265	-60%
520240	Construction Supplies	(67,000)	(67,000)	(43,733)	23,267	-35%
520280	Street Light Maint. (610-440170)	(73,000)	(73,000)	(73,000)	0	0%
520503	Printing	(800)	(343)	(171)	172	-50%
520506	Postage	(100)	(96)	(10)	86	-90%
520509	Telephone	(650)	(487)	(518)	(31)	6%
520521	Public Information	(500)	0	(149)	(149)	0%
520524	Publications	(300)	0	(6)	(6)	0%
520557	Intergovernmental Services	(23,500)	(18,335)	(16,959)	1,376	-8%
520578	Insurance & Bonds	(4,958)	(4,958)	(4,958)	0	0%
521003	Training/Conferences	(1,500)	(1,371)	(794)	577	-42%
521150	Professional Services	(1,200)	(677)	(411)	266	-39%
521168	Misc Medical Services	(250)	(137)	(273)	(135)	99%
521172	Bank Service Fees	(700)	(521)	(508)	13	-2%
522003	Equipment Maint & Oper Supplies	(750)	(655)	(1,067)	(412)	63%
522012	Fuel/Oil	0	0	(509)	(509)	0%
522021	Equipment Fund Charges	(89,816)	(67,362)	(67,361)	1	0%
522022	Information Systems Fund Charge	(2,302)	(2,302)	(2,302)	0	0%
522023	General Fund Admin Services	(436,703)	(436,703)	(436,703)	0	0%
522306	Rents & Leases	(9,400)	(5,618)	(4,000)	1,618	-29%
522309	Building/Facility Rental	(3,132)	(2,349)	(2,349)	0	0%
550563	Construction Maintenance	(200,000)	(200,000)	(167,673)	32,327	-16%
550575	Street Construction	(65,000)	0	(131,769)	(131,769)	0%

**210 - Street Fund**

**Department #52 - Streets & Traffic**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
550580	Sidewalk Program	(100,000)	(75,000)	(31,035)	43,965	-59%
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%
<b>EXPENDITURES TOTAL</b>		<b>(2,032,794)</b>	<b>(1,254,883)</b>	<b>(1,285,469)</b>	<b>(30,586)</b>	<b>2%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>361,603</b>	<b>352,812</b>		

**212 - Street Tree Fund**  
**Department #31 - Planning**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

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	33,439	42,160	8,721	26%
470105	Interest	250	188	321	133	71%
495005	Fund Bal Avail. for Approp.	97,150	97,150	104,657	7,507	8%
	<b>REVENUES TOTAL</b>	<b>145,000</b>	<b>130,776</b>	<b>147,138</b>	<b>16,362</b>	<b>13%</b>
<b>EXPENDITURES</b>						
520290	Street Tree Planting	(145,000)	(107,357)	(33,884)	73,474	-68%
	<b>EXPENDITURES TOTAL</b>	<b>(145,000)</b>	<b>(107,357)</b>	<b>(33,884)</b>	<b>73,474</b>	<b>-68%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>23,419</b>	<b>113,255</b>		

**215 - 911 Emergency Fund**  
**Department #20 - Debt Service**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

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	93,210	51,918	(41,292)	-44%
	<b>REVENUES TOTAL</b>	<b>125,000</b>	<b>93,210</b>	<b>51,918</b>	<b>(41,292)</b>	<b>-44%</b>
<b>EXPENDITURES</b>						
520557	Intergovernmental Services	(125,000)	(93,210)	(51,918)	41,292	-44%
	<b>EXPENDITURES TOTAL</b>	<b>(125,000)</b>	<b>(93,210)</b>	<b>(51,918)</b>	<b>41,292</b>	<b>-44%</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: March, 2013

Third Quarter; Through March 31,

2013

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	3,750	0	(3,750)	0%
	<b>REVENUES TOTAL</b>	<b>5,000</b>	<b>3,750</b>	<b>0</b>	<b>(3,750)</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>(1,250)</b>	<b>0</b>		

**225 - Fire Equipment Repl. Fund**  
**Department #23 - Fire Equipment Repl Fund**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	74,685	56,301	(18,384)	-25%
430214	Homeland Security Grant	17,245	6,015	4,937	(1,078)	-18%
445015	Sale of Equipment	0	0	10,589	10,589	0%
470105	Interest	5,000	3,813	1,397	(2,416)	-63%
481005	Transfer from Other Funds	97,850	73,388	73,388	0	0%
495005	Fund Bal Avail. for Approp.	339,538	339,538	320,933	(18,605)	-5%
	<b>REVENUES TOTAL</b>	<b>609,408</b>	<b>497,438</b>	<b>467,544</b>	<b>(29,894)</b>	<b>-6%</b>
<b>EXPENDITURES</b>						
550181	Major Tools & Work Equipment	(42,100)	(13,165)	(41,545)	(28,380)	216%
551261	Equipment Replacement	(275,000)	(191,776)	(45)	191,731	-100%
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>(204,940)</b>	<b>(41,590)</b>	<b>163,350</b>	<b>-80%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>292,498</b>	<b>425,954</b>		

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

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	9,012	8,977	(34)	0%
450052	Bicycle Licenses	50	33	25	(8)	-25%
470105	Interest	384	287	196	(91)	-32%
480006	Reimbursements	0	0	5,000	5,000	0%
495005	Fund Bal Avail. for Approp.	85,288	85,288	85,918	630	1%
	<b>REVENUES TOTAL</b>	<b>97,700</b>	<b>94,621</b>	<b>100,117</b>	<b>5,496</b>	<b>6%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(97,700)	(22,288)	(69,653)	(47,365)	213%
	<b>EXPENDITURES TOTAL</b>	<b>(97,700)</b>	<b>(22,288)</b>	<b>(69,653)</b>	<b>(47,365)</b>	<b>213%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>72,333</b>	<b>30,464</b>		

**250 - Library Donations Fund**

**Department #14 - Library**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	803	672	(131)	-16%
495005	Fund Bal Avail. for Approp.	1,684	1,684	1,684	0	0%
	<b>REVENUES TOTAL</b>	<b>2,487</b>	<b>2,487</b>	<b>2,355</b>	<b>(132)</b>	<b>-5%</b>
<b>EXPENDITURES</b>						
520220	Small Equipment	(2,487)	(1,865)	0	1,865	0%
	<b>EXPENDITURES TOTAL</b>	<b>(2,487)</b>	<b>(1,865)</b>	<b>0</b>	<b>1,865</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>622</b>	<b>2,355</b>		

**260 - Trail System Fund**  
**Department #16 - Parks & Recreation**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	500	477	200	(278)	-58%
495005	Fund Bal Avail. for Approp.	49,445	49,445	47,015	(2,430)	-5%
<b>REVENUES TOTAL</b>		<b>49,945</b>	<b>49,922</b>	<b>47,215</b>	<b>(2,708)</b>	<b>-5%</b>
<b>EXPENDITURES</b>						
522320	TRAIL MAINTENANCE	(10,000)	(7,500)	0	7,500	0%
550240	Trail Construction	(39,945)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(49,945)</b>	<b>(7,500)</b>	<b>0</b>	<b>7,500</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>42,422</b>	<b>47,215</b>		

**265 - Transportation Services Fund**  
**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

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	310,155	324,108	13,953	4%
	<b>REVENUES TOTAL</b>	<b>520,000</b>	<b>310,155</b>	<b>324,108</b>	<b>13,953</b>	<b>4%</b>
<b>EXPENDITURES</b>						
523015	Transportation Grant	(520,000)	(326,904)	(323,208)	3,697	-1%
	<b>EXPENDITURES TOTAL</b>	<b>(520,000)</b>	<b>(326,904)</b>	<b>(323,208)</b>	<b>3,697</b>	<b>-1%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(16,750)</b>	<b>900</b>		

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

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	2,500	1,708	1,995	287	17%
481007	Transfer from General Fund	350,000	350,000	270,000	(80,000)	-23%
495005	Fund Bal Avail. for Approp.	426,105	426,105	426,601	496	0%
<b>REVENUES TOTAL</b>		<b>778,605</b>	<b>777,813</b>	<b>698,596</b>	<b>(79,217)</b>	<b>-10%</b>
<b>EXPENDITURES</b>						
550166	Building Improvements	(250,000)	(187,500)	0	187,500	0%
550173	Capital Projects - Aquatic Center	0	0	(25,116)	(25,116)	0%
590304	Unapp Fund Balance	(528,605)	(396,454)	0	396,454	0%
<b>EXPENDITURES TOTAL</b>		<b>(778,605)</b>	<b>(583,954)</b>	<b>(25,116)</b>	<b>558,838</b>	<b>-96%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>193,859</b>	<b>673,479</b>		

**275 - Community Enhancement Fund**  
**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

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	41,867	41,147	(720)	-2%
495005	Fund Bal Avail. for Approp.	8,521	8,521	14,447	5,926	70%
	<b>REVENUES TOTAL</b>	<b>63,391</b>	<b>50,388</b>	<b>55,594</b>	<b>5,206</b>	<b>10%</b>
<b>EXPENDITURES</b>						
523003	Comm Enhancement Grants	(57,000)	(51,745)	(52,479)	(734)	1%
590304	Unapp Fund Balance	(6,391)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(63,391)</b>	<b>(51,745)</b>	<b>(52,479)</b>	<b>(734)</b>	<b>1%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(1,357)</b>	<b>3,115</b>		

**280 - Public Arts Fund**

**Department #11 - Legislative & Executive**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	50	36	32	(4)	-11%
471025	Public Arts Comm. Donations	0	0	2,140	2,140	0%
495005	Fund Bal Avail. for Approp.	8,433	8,433	7,831	(602)	-7%
	<b>REVENUES TOTAL</b>	<b>8,483</b>	<b>8,469</b>	<b>10,004</b>	<b>1,535</b>	<b>18%</b>
<b>EXPENDITURES</b>						
520564	Public Arts Comm. Expenditures	(8,483)	(861)	0	861	0%
	<b>EXPENDITURES TOTAL</b>	<b>(8,483)</b>	<b>(861)</b>	<b>0</b>	<b>861</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>7,609</b>	<b>10,004</b>		

**310 - Traffic Impact Fund**

**Department #52 - Streets & Traffic**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	86,532	54,182	167%
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>3,283,518</b>	<b>16,158</b>	<b>0%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(3,267,360)	0	(262,593)	(262,593)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,267,360)</b>	<b>0</b>	<b>(262,593)</b>	<b>(262,593)</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,267,360</b>	<b>3,020,925</b>		

**311 - Trans Dev Tax Fund**

**Department #52 - Streets & Traffic**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	869,008	535,758	161%
470105	Interest	3,768	3,768	6,247	2,479	66%
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>1,889,734</b>	<b>549,077</b>	<b>41%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(1,340,657)	(1,340,657)	2,155	1,342,812	-100%
	<b>EXPENDITURES TOTAL</b>	<b>(1,340,657)</b>	<b>(1,340,657)</b>	<b>2,155</b>	<b>1,342,812</b>	<b>-100%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>	<b>1,891,889</b>		

**320 - Park Acq. & Dev Fund**  
**Department #16 - Parks & Recreation**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

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	342,000	132,000	63%
470105	Interest	2,500	2,500	3,559	1,059	42%
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>1,131,841</b>	<b>118,298</b>	<b>12%</b>
<b>EXPENDITURES</b>						
521150	Professional Services	(85,000)	(63,750)	0	63,750	0%
550200	Parks Projects - General	(928,543)	0	(312,728)	(312,728)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,013,543)</b>	<b>(63,750)</b>	<b>(312,728)</b>	<b>(248,978)</b>	<b>391%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>949,793</b>	<b>819,113</b>		

**330 - Capital Projects Fund**

**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
430706	CDBG Grant	67,381	67,381	18,717	(48,664)	-72%
430708	State Parks Grant	0	0	103,379	103,379	0%
470105	Interest	500	500	4,060	3,560	712%
470131	Sidewalk Program Interest	0	0	1,989	1,989	0%
470132	Sidewalk Program Principal	0	0	11,852	11,852	0%
495005	Fund Bal Avail. for Approp.	2,648,557	2,648,557	2,512,529	(136,028)	-5%
<b>REVENUES TOTAL</b>		<b>2,716,438</b>	<b>2,716,438</b>	<b>2,652,526</b>	<b>(63,912)</b>	<b>-2%</b>
<b>EXPENDITURES</b>						
550169	General Capital Outlay	(15,057)	(11,293)	0	11,293	0%
550248	Trails and Greenways	0	0	(3,732)	(3,732)	0%
550580	Sidewalk Program	0	0	(684)	(684)	0%
551060	CDBG Projects	(67,381)	(67,381)	(54,679)	12,702	-19%
570127	Transfer to Other Funds	(2,634,000)	(1,975,500)	(2,450,000)	(474,500)	24%
<b>EXPENDITURES TOTAL</b>		<b>(2,716,438)</b>	<b>(2,054,174)</b>	<b>(2,509,095)</b>	<b>(454,922)</b>	<b>22%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>662,264</b>	<b>143,431</b>		

**350 - CIP Excise Tax Fund**

**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

<b>G/L Account #</b>	<b>Account Name</b>	<b>Annual Budget</b>	<b>Quarterly Allotment</b>	<b>YTD Activity</b>	<b>Q Variance</b>	<i>% Variance from Q Budget</i>
<b>REVENUES</b>						
450200	C.I.P. Fees	206,000	154,500	158,113	3,613	2%
470105	Interest	200	200	168	(32)	-16%
495005	Fund Bal Avail. for Approp.	71,115	71,115	81,607	10,492	15%
	<b>REVENUES TOTAL</b>	<b>277,315</b>	<b>225,815</b>	<b>239,889</b>	<b>14,074</b>	<b>6%</b>
<b>EXPENDITURES</b>						
550170	Capital Projects - Support Service	(56,654)	(28,327)	(20,000)	8,327	-29%
550171	Capital Projects - Public Safety	(32,761)	(26,941)	(18,000)	8,941	-33%
570127	Transfer to Other Funds	(187,900)	(140,925)	(140,925)	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(277,315)</b>	<b>(196,193)</b>	<b>(178,925)</b>	<b>17,268</b>	<b>-9%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>29,622</b>	<b>60,964</b>		

**410 - General Debt Service Fund**

**Department #19 -**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	470,049	(11,508)	-2%
411150	Property Tax Prior Years	10,000	10,000	7,883	(2,117)	-21%
470105	Interest	1,000	1,000	1,253	253	25%
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>507,872</b>	<b>(12,976)</b>	<b>-2%</b>
<b>EXPENDITURES</b>						
562008	Principal - 2010 Series	(425,000)	(425,000)	0	425,000	0%
562040	Interest - 1999 GO Bonds	(55,875)	(55,875)	0	55,875	0%
562048	Interest - 2010 Series	0	0	(27,938)	(27,938)	0%
590304	Unapp Fund Balance	(40,073)	(40,073)	0	40,073	0%
	<b>EXPENDITURES TOTAL</b>	<b>(520,948)</b>	<b>(520,948)</b>	<b>(27,938)</b>	<b>493,011</b>	<b>-95%</b>
	<b>Department Net Totals</b>	<b>(100)</b>	<b>(100)</b>	<b>479,934</b>		

**430 - SPWF-Debt Service Fund**

**Department #19 -**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	4,885	16,794	11,909	244%
470130	Interest - Assessments	2,131	2,131	7,841	5,710	268%
495005	Fund Bal Avail. for Approp.	28,393	28,393	28,393	0	0%
	<b>REVENUES TOTAL</b>	<b>35,409</b>	<b>35,409</b>	<b>53,028</b>	<b>17,619</b>	<b>50%</b>
<b>EXPENDITURES</b>						
562015	Principal - 91 S.P.W.F. Loan	(18,053)	(18,053)	0	18,053	0%
562020	Principal - 95 S.P.W.F. Loan	0	0	(18,053)	(18,053)	0%
562055	Interest - 95 S.P.W.F. Loan	(4,791)	(4,791)	(4,791)	0	0%
590304	Unapp Fund Balance	(12,565)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(35,409)</b>	<b>(22,844)</b>	<b>(22,844)</b>	<b>0</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>12,565</b>	<b>30,184</b>		

**505 - Library Endowment Fund**

**Department #14 - Library**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
470105	Interest	300	300	178	(122)	-41%
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>41,873</b>	<b>(117)</b>	<b>0%</b>
<b>EXPENDITURES</b>						
570127	Transfer to Other Funds	(803)	(803)	(672)	131	-16%
590304	Unapp Fund Balance	(41,187)	0	0	0	0%
	<b>EXPENDITURES TOTAL</b>	<b>(41,990)</b>	<b>(803)</b>	<b>(672)</b>	<b>131</b>	<b>-16%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>41,187</b>	<b>41,202</b>		

610 - Light Fund

Department #41 - Light & Power

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
420060	BPA Easement Payment	0	0	60,200	60,200	0%
432290	APPA/DEED Grant	4,500	3,375	0	(3,375)	0%
440035	NSF Handling Charge	1,500	1,169	1,675	506	43%
440105	Residential Sales	7,462,612	5,636,774	5,393,847	(242,927)	-4%
440110	General Service - 1 ph Sales	640,174	478,177	474,314	(3,863)	-1%
440112	General Service - 3 ph Sales	645,644	484,004	469,244	(14,760)	-3%
440120	Industrial Service - Special Contra	1,742,469	1,292,972	1,348,154	55,182	4%
440125	Large Commercial Industrial	3,720,540	2,766,978	2,758,067	(8,911)	0%
440130	Public Street Lighting Sales	71,062	55,195	50,266	(4,929)	-9%
440135	Rental Lights	105,144	79,281	74,463	(4,817)	-6%
440140	Irrigation Service	3,081	2,571	5,070	2,499	97%
440150	Green Power Units	9,840	7,518	6,596	(922)	-12%
440165	Connection Charges	60,000	13,044	105,335	92,291	708%
440170	Street Light Maint. (210-520280)	73,000	73,000	73,000	0	0%
440175	Disconnect/Reconnect Charges	22,500	16,157	14,883	(1,274)	-8%
440180	Pole Rental	21,748	21,748	20,905	(843)	-4%
440190	External Work Performed	30,000	22,500	11,678	(10,822)	-48%
440302	Auditorium Rental	24,142	18,416	19,655	1,239	7%
445005	Sale of Scrap	15,000	13,826	17,519	3,693	27%
445010	Sale of Materials	2,500	0	555	555	0%
445015	Sale of Equipment	3,000	3,000	19,448	16,448	548%
450057	Other	0	0	6,477	6,477	0%
470105	Interest	30,917	18,401	25,656	7,255	39%
480006	Reimbursements	0	0	10,786	10,786	0%
480020	Conservation Incentive Reimburse	150,000	123,473	161,771	38,298	31%
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>17,315,025</b>	<b>17,962,555</b>	<b>647,530</b>	<b>4%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(1,897,073)	(1,385,479)	(1,299,905)	85,575	-6%
511015	Overtime	(96,000)	(86,701)	(74,290)	12,411	-14%
511020	Temporary Employee Wages	(52,359)	(51,512)	(60,307)	(8,795)	17%
511021	Unemployment Compensation	0	0	(5,070)	(5,070)	0%
512005	Health & Dental Benefits	(360,627)	(274,519)	(236,718)	37,801	-14%
512008	Health Reimb Arrangement	(5,723)	(5,205)	(18,211)	(13,007)	250%
512010	Retirement	(379,320)	(268,773)	(231,888)	36,884	-14%
512015	Fica	(156,475)	(116,306)	(107,422)	8,884	-8%
512020	Workers Comp	(35,826)	(35,826)	(35,826)	0	0%
512025	Other Benefits	(11,381)	(8,252)	(7,749)	503	-6%
512030	Other Payroll Taxes	(15,125)	(11,120)	(10,579)	541	-5%
520110	Operating Supplies	(12,000)	(9,000)	(8,229)	771	-9%
520120	Organization Business Expense	(14,650)	(7,171)	(6,521)	650	-9%
520130	Personnel Uniforms & Equipment	(39,700)	(33,407)	(25,470)	7,936	-24%
520150	Utilities	(28,088)	(20,773)	(20,081)	692	-3%
520180	Subscriptions & Books	(750)	(750)	(620)	131	-17%
520190	Computer Software	(9,600)	(6,683)	(7,800)	(1,117)	17%
520200	Computer Software Maintenance	(7,000)	(7,000)	(2,460)	4,540	-65%
520220	Small Equipment	(31,100)	(24,009)	(18,210)	5,799	-24%
520240	Construction Supplies	(493,500)	(493,500)	(407,643)	85,857	-17%
520260	Purchased Power	(8,571,866)	(6,901,090)	(6,144,398)	756,692	-11%
520270	Miscellaneous	(1,000)	(750)	0	750	0%

610 - Light Fund

Department #41 - Light & Power

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
520503	Printing	(3,000)	(3,000)	(262)	2,738	-91%
520506	Postage	(3,000)	(2,659)	(1,274)	1,385	-52%
520509	Telephone	(10,000)	(7,575)	(5,832)	1,743	-23%
520521	Public Information	(42,000)	(28,840)	(22,499)	6,341	-22%
520524	Publications	(3,900)	(3,900)	0	3,900	0%
520530	Memberships	(94,455)	(92,742)	(89,716)	3,027	-3%
520533	Recruiting Expenses	(3,500)	(3,500)	(3,795)	(295)	8%
520542	Bill Paying Assistance Program	(75,000)	(39,514)	(44,004)	(4,490)	11%
520554	Conservation Incentives	(45,500)	(45,500)	(4,410)	41,090	-90%
520555	Industrial Conservation Augmenta	(150,000)	(131,983)	(176,751)	(44,769)	34%
520556	Green Power Info & Promotion	(2,000)	(1,500)	0	1,500	0%
520557	Intergovernmental Services	(17,500)	(17,150)	(11,138)	6,012	-35%
520578	Insurance & Bonds	(30,537)	(30,537)	(30,537)	0	0%
521003	Training/Conferences	(42,100)	(40,326)	(10,957)	29,370	-73%
521113	Attorney Services	(5,000)	(2,619)	0	2,619	0%
521150	Professional Services	(18,800)	(10,305)	(14,419)	(4,114)	40%
521159	Construct Contracts	(22,000)	(16,500)	(20,715)	(4,215)	26%
521162	Consultants	(100,000)	(50,000)	(10,398)	39,602	-79%
521165	Contracts for Services	(135,000)	(87,587)	(48,017)	39,569	-45%
521168	Misc Medical Services	(3,850)	(2,292)	(1,548)	744	-32%
521172	Bank Service Fees	(33,537)	(25,153)	(39,145)	(13,992)	56%
522003	Equipment Maint & Oper Supplies	(26,000)	(20,572)	(26,583)	(6,011)	29%
522006	Equipment/Vehicle Rental	(1,200)	(900)	(4,870)	(3,970)	441%
522009	Vehicle Maint & Oper Supplies	(35,000)	(26,245)	(21,291)	4,954	-19%
522010	Vehicle Maint External	(20,000)	(15,000)	(20,757)	(5,757)	38%
522012	Fuel/Oil	(35,805)	(22,798)	(32,530)	(9,732)	43%
522022	Information Systems Fund Charge	(19,373)	(19,373)	(19,373)	0	0%
522023	General Fund Admin Services	(1,046,491)	(784,870)	(784,867)	3	0%
522306	Rents & Leases	(14,650)	(9,881)	(3,533)	6,348	-64%
522312	Facility Maintenance Supplies	(10,700)	(3,171)	(4,431)	(1,260)	40%
522315	Facility Mnt/Repairs	(12,500)	(9,032)	(5,579)	3,453	-38%
523010	Ocean Wave Energy Grant	(4,500)	(3,375)	0	3,375	0%
550051	Office Equipment & Furniture	(4,000)	(4,000)	0	4,000	0%
550166	Building Improvements	(510,700)	(383,025)	(389,473)	(6,448)	2%
550181	Major Tools & Work Equipment	(87,000)	(87,000)	(64,103)	22,897	-26%
550959	Substation Improvements	(1,250,000)	(500,000)	(51,726)	448,274	-90%
550960	FG Substation Improvements	0	0	(153)	(153)	0%
550962	System Additions & Upgrades	(65,000)	0	(16,372)	(16,372)	0%
551260	Vehicle Replacement	(240,000)	(180,000)	(60,748)	119,252	-66%
551261	Equipment Replacement	(26,000)	(26,000)	(25,166)	834	-3%
570127	Transfer to Other Funds	(127,050)	(104,445)	(104,282)	164	0%
570130	In-Lieu of Tax	(768,327)	(576,245)	(576,246)	(1)	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>(13,166,940)</b>	<b>(11,476,897)</b>	<b>1,690,043</b>	<b>-13%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>4,148,085</b>	<b>6,485,658</b>		

620 - Sewer Fund

Department #54 - Sewer

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	2,567,165	2,585,556	18,392	1%
440106	Commercial Sales	719,898	540,341	605,671	65,330	12%
440120	Industrial Service - Special Contra	191,196	133,769	136,911	3,141	2%
445010	Sale of Materials	0	0	51	51	0%
450057	Other	800	800	0	(800)	0%
451040	Sewer Laterals	2,000	1,500	0	(1,500)	0%
470105	Interest	9,277	5,342	8,941	3,599	67%
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>5,104,407</b>	<b>5,291,230</b>	<b>186,823</b>	<b>4%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(206,734)	(137,843)	(105,911)	31,931	-23%
511015	Overtime	(2,030)	(826)	(990)	(164)	20%
512005	Health & Dental Benefits	(63,153)	(47,462)	(45,158)	2,304	-5%
512008	Health Reimb Arrangement	(2,052)	(1,534)	(1,802)	(268)	18%
512010	Retirement	(41,669)	(27,959)	(20,145)	7,814	-28%
512015	FICA	(15,970)	(10,684)	(8,172)	2,512	-24%
512020	Workers Comp	(7,191)	(7,191)	(7,191)	0	0%
512025	Other Benefits	(1,106)	(803)	(1,122)	(319)	40%
512030	Other Payroll Taxes	(1,576)	(1,144)	(1,102)	42	-4%
520110	Operating Supplies	(3,000)	(1,911)	(1,530)	382	-20%
520120	Organization Business Expense	(75)	0	(81)	(81)	0%
520130	Personnel Uniforms & Equipment	(4,250)	(3,453)	(2,495)	958	-28%
520150	Utilities	(1,350)	(995)	(1,491)	(496)	50%
520190	Computer Software	(4,900)	(3,771)	(2,633)	1,139	-30%
520220	Small Equipment	(6,000)	(3,694)	(1,169)	2,525	-68%
520240	Construction Supplies	(7,000)	(7,000)	(1,111)	5,889	-84%
520503	Printing	(200)	(200)	0	200	0%
520506	Postage	(100)	(64)	(99)	(35)	54%
520509	Telephone	(800)	(557)	(314)	244	-44%
520521	Public Information	(225)	0	0	0	0%
520524	Publications	(300)	0	(55)	(55)	0%
520530	Memberships	(700)	(700)	(400)	300	-43%
520557	Intergovernmental Services	(3,255,054)	(2,441,291)	(2,331,765)	109,525	-4%
520578	Insurance & Bonds	(7,466)	(7,466)	(7,466)	0	0%
521003	Training/Conferences	(3,025)	(2,043)	(1,345)	698	-34%
521150	Professional Services	(3,500)	(2,179)	(240)	1,939	-89%
521168	Misc Medical Services	(375)	(186)	(165)	22	-12%
521172	Bank Service Fees	(12,000)	(7,987)	(12,580)	(4,593)	58%
522003	Equipment Maint & Oper Supplies	(1,000)	(255)	(445)	(190)	74%
522012	Fuel/Oil	0	0	(54)	(54)	0%
522021	Equipment Fund Charges	(103,148)	(77,361)	(77,360)	1	0%
522022	Information Systems Fund Charge	(1,710)	(1,710)	(1,710)	0	0%
522023	General Fund Admin Services	(413,115)	(413,115)	(413,115)	0	0%
522306	Rents & Leases	(1,400)	(1,400)	0	1,400	0%
522309	Building/Facility Rental	(6,264)	(4,698)	(4,698)	0	0%
522312	Facility Maintenance Supplies	(500)	(500)	(94)	406	-81%
522315	Facility Mnt/Repairs	(250)	(188)	0	188	0%
550763	Sewer Construction	(237,375)	(212,295)	0	212,295	0%
562001	Principal-CWS/City Phase III Reha	(81,773)	(81,773)	(80,264)	1,509	-2%
562041	Interest - CWS/City Phase III Reh	(12,231)	(12,231)	(13,741)	(1,510)	12%

**620 - Sewer Fund**

**Department #54 - Sewer**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
570130	In-Lieu of Tax	(55,833)	(55,833)	(55,833)	0	0%
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>(3,580,302)</b>	<b>(3,203,842)</b>	<b>376,460</b>	<b>-11%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>1,524,106</b>	<b>2,087,388</b>		

**622 - Sewer SDC Fund**  
**Department #54 - Sewer**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	231,897	629,537	397,640	171%
451042	Sunset Sewer Connection Fee	1,000	0	2,250	2,250	0%
470105	Interest	2,475	1,474	5,070	3,596	244%
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>1,223,568</b>	<b>1,685,573</b>	<b>462,005</b>	<b>38%</b>
<b>EXPENDITURES</b>						
520557	Intergovernmental Services	(348,272)	(261,204)	(503,630)	(242,426)	93%
550760	Construction Projects	(50,000)	(37,500)	0	37,500	0%
562002	Principal-CWS/City Sunset Drive	(96,145)	(96,145)	(96,144)	1	0%
562042	Interest - CWS/City Sunset Drive	(25,850)	(25,850)	(25,850)	0	0%
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>(420,699)</b>	<b>(625,624)</b>	<b>(204,925)</b>	<b>49%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>802,869</b>	<b>1,059,949</b>		

**630 - Water Fund**  
**Department #53 - Water**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	1,420,401	1,568,623	148,222	10%
440106	Commercial Sales	539,842	419,404	471,450	52,045	12%
440118	Multi-Family Sales	351,966	269,744	279,395	9,651	4%
440120	Industrial Service - Special Contra	245,088	181,541	209,758	28,217	16%
440160	Non-Metered Sales	20,000	15,586	23,255	7,669	49%
440165	Connection Charges	20,000	13,865	29,260	15,395	111%
440190	External Work Performed	0	0	1,123	1,123	0%
440305	Building Rental Income	35,928	26,946	26,946	0	0%
445010	Sale of Materials	0	0	4,040	4,040	0%
445026	Timber Sales - Odd Fiscal Years	700,000	700,000	1,122,485	422,485	60%
450057	Other	5,000	4,349	5,369	1,020	23%
470105	Interest	11,685	6,936	11,884	4,948	71%
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>5,395,821</b>	<b>6,333,274</b>	<b>937,454</b>	<b>17%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(538,399)	(394,956)	(389,611)	5,345	-1%
511015	Overtime	(28,980)	(21,921)	(24,526)	(2,605)	12%
512005	Health & Dental Benefits	(151,531)	(113,352)	(112,467)	885	-1%
512008	Health Reimb Arrangement	(5,355)	(4,120)	(4,931)	(811)	20%
512010	Retirement	(109,101)	(80,247)	(76,024)	4,223	-5%
512015	FICA	(43,405)	(32,031)	(31,514)	517	-2%
512020	Workers Comp	(19,641)	(19,641)	(19,641)	0	0%
512025	Other Benefits	(4,036)	(2,922)	(3,344)	(422)	14%
512030	Other Payroll Taxes	(3,982)	(2,920)	(3,060)	(141)	5%
520110	Operating Supplies	(90,840)	(56,032)	(42,142)	13,891	-25%
520120	Organization Business Expense	(350)	(20)	(133)	(113)	557%
520130	Personnel Uniforms & Equipment	(5,500)	(5,268)	(4,528)	740	-14%
520150	Utilities	(71,400)	(51,786)	(60,443)	(8,658)	17%
520190	Computer Software	(3,800)	(2,740)	(2,905)	(166)	6%
520220	Small Equipment	(17,100)	(13,483)	(6,705)	6,778	-50%
520240	Construction Supplies	(141,000)	(141,000)	(130,414)	10,586	-8%
520250	JWC Water Purchases	(222,043)	(141,293)	(121,846)	19,447	-14%
520503	Printing	(2,500)	(667)	(375)	292	-44%
520506	Postage	(1,000)	(672)	(581)	91	-14%
520509	Telephone	(6,198)	(4,506)	(4,025)	480	-11%
520521	Public Information	(250)	(250)	(333)	(83)	33%
520524	Publications	(1,355)	(232)	(6)	226	-97%
520530	Memberships	(1,475)	(1,311)	(1,138)	173	-13%
520533	Recruiting Expenses	0	0	(315)	(315)	0%
520548	Watershed Management	(7,500)	(5,922)	(288)	5,634	-95%
520550	Watershed Maintenance	(7,500)	(5,166)	(5,901)	(735)	14%
520551	Timber Harvesting	(300,000)	(300,000)	(587,077)	(287,077)	96%
520557	Intergovernmental Services	(72,875)	(47,465)	(37,605)	9,861	-21%
520578	Insurance & Bonds	(23,213)	(23,213)	(23,213)	0	0%
521003	Training/Conferences	(6,300)	(5,353)	(2,162)	3,191	-60%
521113	Attorney Services	(6,500)	(4,875)	(1,400)	3,475	-71%
521150	Professional Services	(111,641)	(45,978)	(32,487)	13,491	-29%
521168	Misc Medical Services	0	0	(868)	(868)	0%
521172	Bank Service Fees	(12,000)	(9,000)	(11,075)	(2,075)	23%
522003	Equipment Maint & Oper Supplies	(12,000)	(9,107)	(542)	8,564	-94%

**630 - Water Fund**

**Department #53 - Water**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522012	Fuel/Oil	0	0	(255)	(255)	0%
522021	Equipment Fund Charges	(139,313)	(104,485)	(104,486)	(1)	0%
522022	Information Systems Fund Charge	(11,037)	(11,037)	(11,037)	0	0%
522023	General Fund Admin Services	(717,439)	(717,439)	(717,439)	0	0%
522303	Custodial	(800)	(800)	0	800	0%
522306	Rents & Leases	(3,900)	(3,900)	0	3,900	0%
522312	Facility Maintenance Supplies	(5,950)	(3,225)	(9,787)	(6,562)	203%
522315	Facility Mnt/Repairs	(14,000)	(11,994)	(15,689)	(3,695)	31%
550660	Joint - Capital Equipment	(19,995)	(14,996)	0	14,996	0%
550663	JWC - Other Projects	(227,980)	(107,032)	(43,765)	63,267	-59%
550666	Water Line Extension	(100,000)	(75,000)	(36,905)	38,095	-51%
550669	Water Treatment Plant Equip	(52,585)	(39,439)	(13,168)	26,271	-67%
550672	Watershed Capital	(20,000)	(20,000)	0	20,000	0%
550760	Construction Projects	(35,000)	(26,250)	0	26,250	0%
562010	Principal - 2003 FFC Bonds	(260,000)	(260,000)	(260,000)	0	0%
562030	Principal - Scoggins Reservoir	(31,882)	(31,882)	(31,883)	(1)	0%
562045	Interest - 2003 FFC Bonds	(146,181)	(146,181)	(146,181)	0	0%
562070	Interest - Scoggins Reservoir	(40,915)	(40,915)	(40,914)	1	0%
570127	Transfer to Other Funds	(45,360)	(39,994)	(42,650)	(2,656)	7%
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>(3,364,062)</b>	<b>(3,379,828)</b>	<b>(15,766)</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>2,031,759</b>	<b>2,953,447</b>		

**632 - Water SDC Fund**  
**Department #53 - Water**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31, 2013

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	145,644	440,151	294,507	202%
470031	Principal - J Lieb Water SDC	11,081	8,256	8,256	0	0%
470032	Interest - J Lieb Water SDC	516	412	442	30	7%
470105	Interest	9,508	5,598	10,145	4,547	81%
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>2,061,563</b>	<b>2,437,889</b>	<b>376,326</b>	<b>18%</b>
<b>EXPENDITURES</b>						
550760	Construction Projects	(120,000)	(60,000)	0	60,000	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>(60,000)</b>	<b>0</b>	<b>60,000</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>2,001,563</b>	<b>2,437,889</b>		

**640 - Surface Water Management Fund**

**Department #55 - Surf Water Mgmt**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	697,310	701,041	3,731	1%
450057	Other	0	0	1,203	1,203	0%
470105	Interest	1,221	818	344	(474)	-58%
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>942,048</b>	<b>980,083</b>	<b>38,035</b>	<b>4%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(208,429)	(159,831)	(172,261)	(12,430)	8%
511015	Overtime	0	0	(1,445)	(1,445)	0%
512005	Health & Dental Benefits	(65,111)	(48,342)	(48,303)	38	0%
512008	Health Reimb Arrangement	(2,075)	(1,534)	(1,903)	(369)	24%
512010	Retirement	(41,874)	(31,937)	(32,508)	(571)	2%
512015	FICA	(15,945)	(12,273)	(13,210)	(937)	8%
512020	Workers Comp	(7,323)	(7,323)	(7,323)	0	0%
512025	Other Benefits	(1,105)	(802)	(1,076)	(274)	34%
512030	Other Payroll Taxes	(1,579)	(1,161)	(1,157)	4	0%
520110	Operating Supplies	(1,500)	(1,204)	(1,587)	(383)	32%
520120	Organization Business Expense	(50)	(38)	0	38	0%
520130	Personnel Uniforms & Equipment	(4,000)	(3,021)	(2,307)	714	-24%
520150	Utilities	(1,000)	(1,000)	0	1,000	0%
520190	Computer Software	(3,300)	(3,300)	(2,273)	1,027	-31%
520220	Small Equipment	(2,700)	(2,451)	(1,914)	538	-22%
520240	Construction Supplies	(5,500)	(2,583)	(3,380)	(796)	31%
520503	Printing	(1,500)	(1,500)	(230)	1,270	-85%
520506	Postage	(50)	(38)	0	38	0%
520509	Telephone	(630)	(315)	(185)	130	-41%
520521	Public Information	(250)	(188)	(1,150)	(963)	513%
520524	Publications	(300)	0	(6)	(6)	0%
520530	Memberships	(200)	(46)	0	46	0%
520557	Intergovernmental Services	(207,385)	(143,755)	(141,101)	2,654	-2%
520578	Insurance & Bonds	(4,707)	(4,707)	(4,707)	0	0%
521003	Training/Conferences	(1,800)	0	(455)	(455)	0%
521150	Professional Services	(14,900)	(7,044)	(8,958)	(1,915)	27%
521168	Misc Medical Services	(150)	(87)	(179)	(93)	107%
521172	Bank Service Fees	(2,400)	(1,519)	(2,507)	(988)	65%
522003	Equipment Maint & Oper Supplies	(1,300)	0	(316)	(316)	0%
522021	Equipment Fund Charges	(129,495)	(97,121)	(97,122)	(1)	0%
522022	Information Systems Fund Charge	(558)	(558)	(558)	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)	(2,349)	(2,349)	0	0%
522312	Facility Maintenance Supplies	(1,500)	(1,125)	(148)	977	-87%
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>(735,621)</b>	<b>(747,831)</b>	<b>(12,210)</b>	<b>2%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>206,427</b>	<b>232,252</b>		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	11,813	459	(11,354)	-96%
451007	SWM SDC Quantity	19,250	14,438	42,446	28,009	194%
470105	Interest	1,525	1,144	1,200	56	5%
495005	Fund Bal Avail. for Approp.	304,926	228,695	280,164	51,469	23%
<b>REVENUES TOTAL</b>		<b>341,451</b>	<b>256,088</b>	<b>324,269</b>	<b>68,181</b>	<b>27%</b>
<b>EXPENDITURES</b>						
550860	Quantity System Improvements	(20,000)	(20,000)	(13,100)	6,900	-35%
550863	Storm Sewer Construction	0	0	(36)	(36)	0%
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>(20,000)</b>	<b>(13,136)</b>	<b>6,865</b>	<b>-34%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>236,088</b>	<b>311,134</b>		

**710 - Information Systems Fund**  
**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	199,809	199,820	11	0%
470105	Interest	1,850	1,252	2,940	1,687	135%
495005	Fund Bal Avail. for Approp.	620,548	620,548	600,291	(20,257)	-3%
<b>REVENUES TOTAL</b>		<b>822,207</b>	<b>821,609</b>	<b>803,051</b>	<b>(18,558)</b>	<b>-2%</b>
<b>EXPENDITURES</b>						
520110	Operating Supplies	(3,000)	(3,000)	(82)	2,918	-97%
520190	Computer Software	(8,895)	(8,895)	(1,880)	7,015	-79%
520200	Computer Software Maintenance	(35,800)	(35,800)	(41,651)	(5,851)	16%
520210	Computer Supplies	(17,000)	(17,000)	(14,220)	2,780	-16%
520220	Small Equipment	(161,136)	(96,682)	(10,052)	86,629	-90%
520506	Postage	0	0	(55)	(55)	0%
520509	Telephone	0	0	(120)	(120)	0%
520557	Intergovernmental Services	(8,439)	(8,439)	(10,204)	(1,765)	21%
521003	Training/Conferences	(20,500)	0	(300)	(300)	0%
521150	Professional Services	(10,000)	(3,861)	(825)	3,036	-79%
522003	Equipment Maint & Oper Supplies	(8,645)	(8,645)	(8,028)	617	-7%
550051	Office Equipment & Furniture	(86,200)	(24,047)	0	24,047	0%
550460	Accounting System	(61,344)	(61,344)	0	61,344	0%
590304	Unapp Fund Balance	(401,248)	0	0	0	0%
<b>EXPENDITURES TOTAL</b>		<b>(822,207)</b>	<b>(267,713)</b>	<b>(87,417)</b>	<b>180,296</b>	<b>-67%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>553,896</b>	<b>715,634</b>		

**720 - Equipment Fund**

**Department #56 - Equipment Rental & Repl**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
<b>REVENUES</b>						
440190	External Work Performed	0	0	1,051	1,051	0%
440220	Equipment Rental	550,745	413,057	413,054	(3)	0%
440221	City Hall Vehicle Replacement	16,331	12,248	12,250	2	0%
440222	Parks Veh & Equipment Replacem	25,108	18,831	18,831	0	0%
440223	Police Veh & Equipment Replacem	0	0	3,064	3,064	0%
440224	Public Works Veh & Equipment R	181,099	135,825	135,824	(1)	0%
440227	Light/Fire Maintenance	25,000	15,676	26,621	10,946	70%
440228	Sale of Gas & Oil	60,000	38,546	54,238	15,691	41%
445015	Sale of Equipment	10,000	7,500	32,402	24,902	332%
450057	Other	0	0	752	752	0%
470105	Interest	1,798	1,248	2,241	993	80%
481005	Transfer from Other Funds	90,050	67,538	67,538	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>1,069,994</b>	<b>1,249,453</b>	<b>179,459</b>	<b>17%</b>
<b>EXPENDITURES</b>						
511005	Regular Employee Wages	(130,205)	(95,925)	(94,925)	1,000	-1%
511015	Overtime	(2,029)	(2,029)	0	2,029	0%
512005	Health & Dental Benefits	(37,277)	(29,405)	(23,455)	5,950	-20%
512008	Health Reimb Arrangement	(1,299)	(894)	(1,148)	(255)	29%
512010	Retirement	(21,734)	(16,425)	(15,599)	826	-5%
512015	FICA	(10,116)	(7,451)	(7,197)	255	-3%
512020	Workers Comp	(2,877)	(2,877)	(2,877)	0	0%
512025	Other Benefits	(791)	(560)	(876)	(316)	56%
512030	Other Payroll Taxes	(1,000)	(734)	(715)	20	-3%
520110	Operating Supplies	(1,250)	(1,175)	(1,108)	67	-6%
520130	Personnel Uniforms & Equipment	(1,000)	(1,000)	0	1,000	0%
520190	Computer Software	(5,000)	(4,782)	(3,971)	811	-17%
520220	Small Equipment	(2,500)	(2,038)	(1,407)	631	-31%
520506	Postage	(1,000)	(401)	(329)	73	-18%
520509	Telephone	(350)	(263)	(175)	88	-33%
520557	Intergovernmental Services	(750)	(499)	(273)	226	-45%
520578	Insurance & Bonds	(23,431)	(23,431)	(23,431)	0	0%
521003	Training/Conferences	(2,000)	(2,000)	(400)	1,600	-80%
521150	Professional Services	(1,400)	(1,042)	(1,325)	(283)	27%
521168	Misc Medical Services	0	0	(144)	(144)	0%
521172	Bank Service Fees	(250)	(186)	(127)	59	-32%
522003	Equipment Maint & Oper Supplies	(1,000)	(1,000)	(98)	902	-90%
522009	Vehicle Maint & Oper Supplies	(68,000)	(52,910)	(47,016)	5,894	-11%
522010	Vehicle Maint External	(27,000)	(19,697)	(3,528)	16,169	-82%
522012	Fuel/Oil	(250,000)	(187,500)	(169,838)	17,662	-9%
522022	Information Systems Fund Charge	(3,098)	(3,098)	(3,098)	0	0%
522306	Rents & Leases	(200)	0	0	0	0%
522309	Building/Facility Rental	(23,400)	(17,550)	(17,550)	0	0%
550181	Major Tools & Work Equipment	(7,000)	(7,000)	(7,344)	(344)	5%
551262	City Hall Veh Replacement	(18,000)	0	0	0	0%
551264	Police Veh & Equipmnt Replacem	0	0	(997)	(997)	0%

**720 - Equipment Fund**

**Department #56 - Equipment Rental & Repl**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
551265	Public Works Veh & Equipmnt Re	(92,000)	(92,000)	(151,468)	(59,468)	65%
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>(573,874)</b>	<b>(580,420)</b>	<b>(6,546)</b>	<b>1%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>496,120</b>	<b>669,032</b>		

**730 - City Utility Fund**

**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	104,445	104,282	(164)	0%
481010	Transfer from Water Fund	45,360	39,994	42,650	2,656	7%
	<b>REVENUES TOTAL</b>	<b>172,410</b>	<b>144,439</b>	<b>146,931</b>	<b>2,492</b>	<b>2%</b>
<b>EXPENDITURES</b>						
520151	City Hall Utilities	(23,500)	(19,469)	(21,099)	(1,630)	8%
520152	Library Utilities	(31,410)	(26,168)	(25,161)	1,007	-4%
520153	Aquatics Utilities	(36,250)	(29,458)	(29,851)	(393)	1%
520154	Parks Utilities	(46,000)	(40,263)	(43,406)	(3,142)	8%
520155	Police Utilities	(19,500)	(16,045)	(14,455)	1,590	-10%
520156	Fire Utilities	(12,750)	(10,498)	(10,876)	(378)	4%
520157	Engineering Building Utilities	(3,000)	(2,365)	(2,084)	280	-12%
	<b>EXPENDITURES TOTAL</b>	<b>(172,410)</b>	<b>(144,265)</b>	<b>(146,931)</b>	<b>(2,666)</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>174</b>	<b>0</b>		

**740 - Risk Management Fund**  
**Department #12 - Administration Services**

YTD Thru Month Ending: March, 2013

Third Quarter; Through March 31,

2013

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	14,308	8,731	(5,577)	-39%
472005	Miscellaneous	0	0	9,812	9,812	0%
481005	Transfer from Other Funds	2,634,000	2,634,000	2,450,000	(184,000)	-7%
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>3,472,070</b>	<b>3,233,515</b>	<b>(238,555)</b>	<b>-7%</b>
<b>EXPENDITURES</b>						
520585	Property/Liability Premiums	(185,589)	(185,589)	(177,457)	8,132	-4%
520586	P/L Claims - General Fund	(5,000)	0	(2,836)	(2,836)	0%
520589	Risk Management Activities	(33,626)	(6,320)	(540)	5,780	-91%
520590	Worker's Compensation Premium	(204,924)	(204,924)	(195,362)	9,562	-5%
520591	WC Claims - General Fund	(59,365)	(25,802)	(1,700)	24,102	-93%
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>(422,635)</b>	<b>(377,896)</b>	<b>44,739</b>	<b>-11%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,049,435</b>	<b>2,855,619</b>		

May 28, 2013

**REPORT AND RESOLUTION APPOINTING ANNE E. TRACEY AS  
MUNICIPAL JUDGE PRO TEM FOR THE CITY OF FOREST GROVE**

**PROJECT TEAM:** Susanne Hudson-Rau, Municipal Court Coordinator  
Susan Cole, Assistant Director, Administrative Services  
Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The Forest Grove and Cornelius City Councils approved the signing of an intergovernmental agreement authorizing the City of Forest Grove Municipal Court to assume the operations of the City of Cornelius Municipal Court effective March 5<sup>th</sup> 2013. As part of that intergovernmental agreement, the City of Forest Grove agreed to provide all services necessary to operate and administer the Cornelius Municipal Court which includes contracting with the City of Cornelius Municipal Court Judge Pro Tem. Staff has prepared a professional services agreement consistent with the terms of the current Forest Grove Municipal Court Judge Pro Tem.

**DISCUSSION:** The City of Forest Grove Municipal Court currently has just one Judge Pro Tem, Terrence D. Mahr. The City of Cornelius Municipal Court has appointed Anne E. Tracey as their only Judge Pro Tem. Appointing each other's Pro Tem Judge will allow more flexibility in scheduling and put the City of Forest Grove in compliance with the intergovernmental agreement.

**FISCAL IMPACT:** The fiscal impact will be minimal as the Judge Pro Tem holds court only once or twice a year.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution appointing Anne E. Tracey as Judge Pro Tem for the City of Forest Grove Municipal Court.



**RESOLUTION NO. 2013-30**

**RESOLUTION APPOINTING ANNE E. TRACEY AS MUNICIPAL  
JUDGE PRO TEM FOR THE CITY OF FOREST GROVE**

**WHEREAS**, the Forest Grove City Council has approved the signing of an Intergovernmental Agreement for the City of Forest Grove to assume the operations of the Cornelius Municipal Court; and

**WHEREAS**, as part of the Intergovernmental Agreement with the City of Cornelius, each City Council, will appoint the other's Municipal Judge Pro Tem; and

**WHEREAS**, Anne E. Tracey is currently the Judge Pro Tem for the City of Cornelius Municipal Court.

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

**Section 1.** That Anne E. Tracey is hereby appointed to serve as Municipal Judge Pro Tem for the City of Forest Grove.

**Section 2.** That Anne E. Tracey, as Municipal Judge Pro Tem, shall have all powers and duties of the Municipal Judge, as provided in Chapter VIII, Section 35, of the City Charter.

**Section 3.** That the above-named person shall take and hold the office of Municipal Judge Pro Tem of the City of Forest Grove effective on the 1<sup>st</sup> day of June, 2013.

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

**PRESENTED AND PASSED** this 28<sup>th</sup> day of May, 2013.

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

**APPROVED** by the Mayor this 28<sup>th</sup> day of May, 2013.

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

**PROFESSIONAL SERVICES AGREEMENT**

DATE: May 28, 2013

PARTIES: CITY OF FOREST GROVE, OREGON (City) and  
ANNE E. TRACEY (Contractor).

RECITALS:

A.) City is a municipal corporation of the State of Oregon and, as such, is subject to the provisions of the Forest Grove City Charter. Section 35 of the Charter authorizes the City Council (Council) to appoint the Municipal Court Judge and remove such officer at the pleasure of the Council.

B.) City has offered and Contractor has appointment as Pro-Tem Municipal Court Judge.

C.) The appropriation of funds to pay City expenses, including Contractor services, is subject to the Oregon Local Budget Law and actions of the Council. In years subsequent to the first year of this Agreement, payment to Contractor will be within the scope of those actions and the budget process.

D.) The parties desire to enter into a written professional services agreement which creates a professional and businesslike relationship, which serves as a basis for effective communication, and which avoids any misunderstanding between the parties as to the term of the relationship.

THE PARTIES MUTUALLY AGREE:

SECTION ONE

APPOINTMENT, REMOVAL, AND SUPERVISION

The Council has the solo authority to appoint and remove Contractor. Contractor serves at the pleasure of the Council and may be removed by the Council at any time without a cause.

SECTION TWO

DUTIES

Contractor is appointed as City's Pro-Tem Municipal Court Judge to perform the functions and duties specified in the City Charter for the position including:

A.) Preside over hearing, trials, and other official activities of the City's Municipal Court; make rulings and judgment, and impose penalties therefore as appropriate.

B.) Coordinate with Court staff to ensure the accomplishment of judicial functions of the Court according to the provisions of ORS 221.352.

C.) Issue such writs, warrants, opinions, orders, reports, and other documents as necessary for the effective administration and operation of the Court.

### SECTION THREE

#### QUALIFICATIONS

While this agreement is in effect, Contractor shall be a member in good standing of the Oregon State Bar, and in compliance with the Oregon Rules of Judicial Conduct, and shall maintain, at Contractor's expense, all professional liability insurance as required.

### SECTION FOUR

#### TERM OF CONTRACT

Contract is effective June 1, 2013, and shall continue until Contractor resigns, or until termination by the City Council.

### SECTION FIVE

#### COMPENSATION

City shall pay Contractor the hourly rate of \$80.00 (Eighty Dollars) for services performed. When the Contractor is performing services as the City's Municipal Court Judge Pro Tem, the Contractor will be paid for a minimum of four hours for each day the Contractor holds court. Time and expenses for travel to and from Forest Grove are not part of the services under this contract. Contractor shall submit a monthly invoice when services are rendered and City shall pay the Contractor within twenty (20) days of receipt of the invoice.

### SECTION SIX

#### HOURS OF WORK

Contractor will devote services to the City during the hours established for Court Operations.

### SECTION SEVEN

#### RELATIONSHIP OF PARTIES

It is understood by the parties that Contractor is an independent contractor with respect to the City and not an employee of the City. The City will not provide fringe benefits, paid vacation, or any other employee benefits as part of the agreement.

SECTION EIGHT

EXCLUSIVE TERMS/ ASSIGNMENT

The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any other person, persons of legal entities. Neither this agreement nor any rights hereunder may be assigned by either party.

SECTION NINE

SEVERABILITY SCOPE

If any provision of the Agreement is determined to be illegal, invalid or unenforceable, all other provisions shall remain in full force or effect. If any provision is found to be overbroad in scope or duration, then the breadth of the provision shall be reduced to the maximum allowable under law.

SECTION TEN

ENTIRE AGREEMENT

This instrument contains the entire Agreement of the parties. No amendment or variation of the terms and conditions of this Agreement shall be valid unless it is in writing and signed by all parties. This Agreement shall be governed by the laws of the State of Oregon

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

CITY OF FOREST GROVE:

CONTRACTOR:

\_\_\_\_\_  
By: Michael J. Sykes, City Manager

\_\_\_\_\_  
Anne E. Tracey

May 28, 2013

**REPORT ON AN ORDINANCE OF THE CITY OF FOREST GROVE,  
WASHINGTON COUNTY, OREGON, AUTHORIZING THE ISSUANCE  
OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND  
REFINANCE PROJECTS FOR PACIFIC UNIVERSITY**

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

**ISSUE STATEMENT:** Pacific University has requested the City issue additional education facility revenue bonds to refinance prior bonds that were issued by the City of Forest Grove for the University and to finance new capital projects on the Forest Grove campus. The first step in the process is for the City Council to pass an ordinance authorizing the issuance of revenue bonds for the project. Bond Counsel has prepared the attached ordinance for Council consideration.

Due to the proposed timing of the bond issuance, this ordinance is being presented to Council for first and second reading. Pursuant to City Charter, Section 16(B), an ordinance for first and second reading must be noticed at least seven (7) days before the Council meeting. Staff published a legal notice in *The Oregonian* on May 16, 2013, and this notice ran consecutively from May 16 through May 23, 2013. Pursuant to City Charter, Section 16(B), an ordinance enacted at a single meeting must be approved by at least five (5) councilors. Staff is proposing the ordinance be effective 30 days after its enactment.

**DISCUSSION:** The University is requesting that the City issue up to \$50,000,000 in new bond proceeds by the end of July 2013. Those funds would be used to finance a new student residence hall, the remodel and expansion of an existing University Center building, the demolition of an existing dormitory building, and other capital improvements including landscaping, traffic flow improvements, and pedestrian paths. The proposed bond issue would also issue sufficient bonds to refinance all or any portion of the City's outstanding borrowing for the University in the approximate amount of \$70,000,000 (exact amount to be determined).

These bonds would be issued by the City under ORS 352.790 through 352.820 which authorizes municipalities to issue revenue bonds to finance education facilities and to loan proceeds to educational institutions. The bonds would not be recognized as a liability of the City because they would be secured solely by the specific projects and revenue available to Pacific University. These bonds would not be included in calculating the City's debt limitation under State law. Neither the bond principal nor the bond interest would ever be payable from any funds or assets of the City. Since 1988, the City has issued conduit bonds six times for Pacific University and twice for the Oak Tree Foundation, a non-profit formed to develop student housing at Pacific University.

As part of the bond issuance process, the University has requested bond ratings from Moody's and Standard and Poor's. The ratings process is underway and the University expects to receive the ratings for this upcoming issue during the week of June 17-21.

In the unlikely event of a default, the City would not be liable for any of the defaulted amounts. A default could possibly impact the City's credit rating as the bonds are issued in the City's name. If there was a default, the City would have to disclose that fact in its Annual Financial Report.

This ordinance is the first step in the process. Upon final passage of this ordinance, a thirty-day period will start in which an elector may challenge the issuance of the bonds by gathering a petition signed by five percent of the registered voters in the City. If such a petition is filed, an election would be held for voters to approve or deny issuance of the bonds.

At the next Council meeting scheduled for June 10, 2013, a Tax Equity Fiscal Responsibility Act (TEFRA) hearing will be held to allow the public to comment on the proposed bond issue.

**FISCAL IMPACT:** No city funds are being used to pay the costs of issuing these bonds. All costs of issuing the bonds, including the bond counsel for the City, are the responsibility of Pacific University. There will be some City staff time involved in the process.

The City will charge a fee of twenty basis points for the new capital projects portion of the bonds but will not charge for the portion of the bonds to be used to refinance the prior bonds. This has been the City's practice for the last four conduit bond issues. If \$50,000,000 in new bonds is issued, the City's fee will be \$100,000.

**STAFF RECOMMENDATION:** Staff is recommending the Council approve the attached ordinance for first and second reading, effective 30 days after its enactment, authorizing the issuance of the revenue bonds.



May 14, 2013

The Oregonian  
Legal Ads/Public Notice:

## NOTICE OF PUBLIC HEARING

### PROPOSED ORDINANCE OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, AUTHORIZING THE ISSUANCE OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing **Tuesday, May 28, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an Ordinance Authorizing the Issuance of Education Facility Revenue Bonds to Finance and Refinance Projects for Pacific University. The proposed ordinance, if enacted by the City Council, would take effect on the thirtieth day (30<sup>th</sup>) after enactment unless an emergency is declared.

A copy of the report and proposed ordinance is also available for inspection prior to 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). Questions concerning this notice and its contents should be directed to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, 503.992.3235, or e-mail [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov).

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

Published in *The Oregonian*: 5/16/2013, 5/17/2013, 5/18/2013, 5/19/2013, 5/20/2013, 5/21/2013, 5/22/2013, 5/23/2013

ORDINANCE NO. 2013-06ORDINANCE OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON  
AUTHORIZING THE ISSUANCE OF EDUCATION FACILITY REVENUE BONDS TO  
FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY

**WHEREAS**, the City of Forest Grove, Oregon (the "City") is authorized to issue revenue bonds to finance education facilities under ORS 352.790 to 352.820 and ORS 287A.150 (collectively, the "Act") and to refund outstanding education facility revenue bonds under ORS 352.800 and ORS 287A.360 to 287A.375; and,

**WHEREAS**, Pacific University (the "University") has requested the City issue education facility revenue bonds pursuant to the Act to finance a new student residence hall, the remodel and expansion of an existing University Center building, the demolition of an existing dormitory building, and other capital improvements including landscaping, traffic flow improvements, and pedestrian paths and to refinance projects financed with the University's outstanding taxable bank loan, including the acquisition of real property and the construction of improvements for University athletic facilities (collectively, the "Projects"); and,

**WHEREAS**, the University has also requested the City issue refunding education facility revenue bonds to refund all or any portion of the City's outstanding borrowings for the University, namely the City of Forest Grove, Oregon Campus Improvement and Refunding Revenue Bonds (Pacific University Project), Series 2005A (Tax-Exempt) issued in the original principal amount of \$41,000,000, and City of Forest Grove, Oregon Campus Improvement Revenue Bonds (Pacific University Project), Series 2009 issued in the original principal amount of \$35,305,000 (collectively, the "Prior Bonds");

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

**Section 1. Revenue Project Bonds Authorized.** The City hereby authorizes the issuance of not more than sixty million dollars (\$60,000,000) in aggregate principal amount of education facility revenue bonds (the "Project Bonds") under the Act to finance costs of the Projects, all or a portion of a debt service reserve fund, if any, and costs of issuing the Project Bonds.

**Section 2. Revenue Refunding Bonds Authorized.** The City hereby authorizes the issuance of revenue bonds pursuant to ORS 352.800 and ORS 287A.360 to 287A.375 to refund all or any portion of the Prior Bonds. The refunding bonds authorized by this Section 2 (the "Refunding Bonds") may be issued in an amount sufficient to refund all or any portion of the Prior Bonds, to fund all or a portion of a debt service reserve fund, if any, and to pay estimated costs related to those Refunding Bonds.

**Section 3. Security for the Bonds.** The Project Bonds and Refunding Bonds (collectively, the “Bonds”) authorized by this Ordinance shall be special, limited obligations of the City and shall be payable solely from the revenues and resources provided by the University. The Bonds will not constitute a debt of the City nor shall any Bonds be payable from any funds of the City or any tax levied upon any property within the City nor any other political subdivision of the State of Oregon.

**Section 4. Sale of the Bonds.** No Bonds authorized by this Ordinance may be sold and no purchase agreement for any of those Bonds may be executed until the period of referral of this nonemergency ordinance has expired and this Ordinance takes effect. If this Ordinance is referred, the City may not sell the Bonds authorized by this Ordinance unless the voters approve this Ordinance.

**Section 5. Delegation.**

The Director of Administrative Services, the City Manager, or the designee of the Director of Administrative Services or the City Manager (the “City Official”) is hereby authorized on behalf of the City and without further action by the City Council, to:

- (A) Issue the Bonds in one or more series.
- (B) Select one or more underwriters or placement agents, negotiate the terms of the sale of each series of Bonds, execute a bond purchase agreement, and sell that series to those underwriters or placement agents.
- (C) Determine the final principal amount of the Bonds, the interest rate or rates, fixed or variable, which the Bonds shall bear, mandatory and optional redemption terms, maturity schedules, payment terms and dates, record dates, any reserve requirements, and other terms of the Bonds.
- (D) Engage the services of paying agents, verification agents, escrow agents, financial advisors, remarketing agents, trustees, and any other professionals whose services are desirable for the financing.
- (E) Prepare, execute, deliver one or more indentures, supplemental indentures, bond declarations, loan agreements, or amendments to such documents which shall specify the security for each series of the Bonds, and the terms and administrative provisions under which each series of the Bonds are issued, and contain the terms and conditions under which the City shall lend the proceeds of each series of the Bonds to the University. These documents may allow for conversion of the Bonds into other interest rate modes, including conversion from taxable to tax-exempt rates, and may contain additional covenants for the benefit of the owners of the Bonds, providers of credit enhancement and reserve sureties.
- (F) Issue any qualifying series of Bonds as “tax-exempt bonds” bearing interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended, (the “Code”) and enter into covenants for the benefit of the

owners of those series to maintain the excludability of interest on those series from gross income under the Code.

- (G) Issue any series of Bonds as “taxable bonds” bearing interest that is includable in gross income under the Code.
- (H) Deem final and authorize the distribution of a preliminary official statement for the Bonds, authorize the preparation and distribution of a final official statement or other disclosure document for the Bonds, and enter into agreements to provide continuing disclosure for owners of the Bonds.
- (I) Apply for ratings for the Bonds, determine whether to purchase municipal bond insurance, reserve sureties, or obtain other forms of credit enhancement and liquidity enhancement for the Bonds, enter into agreements with the providers of credit enhancement and liquidity enhancement, and execute, deliver and acquire related documents, if applicable.
- (J) Prepare, execute, deliver one or more escrow deposit agreements and file any required advance refunding plans for the Refunding Bonds with the State of Oregon.
- (K) Take any action to call, redeem, defease and prepay the Prior Bonds.
- (L) Execute and deliver any related certificates or documents and take any other action in connection with the Bonds which the City Official finds are reasonably required to issue the Bonds or will be advantageous to the City.

**Section 6.** This ordinance is effective 30 days following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading the 28<sup>th</sup> day of May, 2013.

**PRESENTED AND PASSED** the second reading the 28<sup>th</sup> day of May, 2013.

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

**APPROVED** by the Mayor this 28<sup>th</sup> day of May, 2013.

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

## MEMORANDUM

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

**PROJECT TEAM:** Paul Downey, Administrative Services Director  
Beverly Maughan, Executive Assistant to the City Manager  
Michael J. Sykes, City Manager

**DATE:** May 28, 2013

**SUBJECT:** Public Hearing on Community Enhancement Projects

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**BACKGROUND:** The City Council met on May 13, 2013, to recommend funding amounts for the various projects for the CEP projects to be funded in FY 2013-14. Based on the results of that discussion, a resolution designating the projects and their respective funding amounts has been prepared and is attached to this memorandum.

**FISCAL IMPACT:** The Council's past practice has been to use the funds estimated to be received from Metro and up to 25% of the CEP Fund's reserves to fund projects in the coming fiscal year. For FY 2013-14, the Council is proposing to use that formula which amounts to \$58,100 in funds available for distribution.

As a requirement of the City's contract with Metro to receive Community Enhancement money, the City is required to hold a public hearing on designated projects. That public hearing will be held on May 28, 2013, during the regular Council meeting. As required, the City has notified Metro that the public hearing will be held at that time.

**STAFF RECOMMENDATION:** Staff recommends City Council approve the attached resolution designating the CEP Projects (Exhibit A) for Fiscal Year 2013-14.



**May 15, 2013**

**NewsTimes**

**Legal Ads/Public Notice:**

**To be published: Wednesday, May 22, 2013**

**NOTICE OF PUBLIC HEARING  
PROPOSED RESOLUTION DESIGNATING COMMUNITY  
ENHANCEMENT PROJECTS FOR FISCAL YEAR 2013-14  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will holding a Public Hearing **Tuesday, May 28, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution allocating grant funds and designating the Community Enhancement Projects for Fiscal Year 2013-14.

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

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

**To be published Wednesday, May 22, 2013**

**RESOLUTION NO. 2013-31**

**RESOLUTION DESIGNATING COMMUNITY ENHANCEMENT  
PROJECTS FOR FISCAL YEAR 2013-14**

**WHEREAS**, the City has an agreement with Metro to receive \$.50 per ton for mixed waste handled at the transfer station for the purpose of mitigating impacts of the transfer station; and

**WHEREAS**, the City and Metro have established overall criteria for projects to be eligible for CEP funding; and

**WHEREAS**, the City received 23 applications for \$108,983 and has \$58,100 of Community Enhancement Fund money available to disburse; and

**WHEREAS**, the City held a public hearing on May 28, 2013, to receive comments on proposed projects.

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

**Section 1.** That the projects attached as Exhibit A are designated as Community Enhancement Projects for Fiscal Year 2013-14 with individual funding allocation identified as a result of the evaluation process.

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

**PRESENTED AND PASSED** this 28<sup>th</sup> day of May, 2013.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 28<sup>th</sup> day of May, 2013.

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Peter B. Truax, Mayor

## EXHIBIT A

### 2013-14 COMMUNITY ENHANCEMENT GRANT FUNDING

PROJECT	SPONSOR	AMOUNT FUNDED
Healthy Meals for Homebound Seniors	Meals on Wheels People	\$ 2,866
Sidewalk Chalk Art Festival	Valley Art Association	\$ 2,452
Housing Rehab, Repair & Access Modifications	Rebuilding Together * Washington County	\$ 3,857
Automated Irrigation System	FG Senior & Community Center	\$ 1,422
Graffiti Abatement Coalition	FG Public Safety Advisory Commission	\$ 2,664
Art Education in Forest Grove	Valley Art Association	\$ 1,003
AT Smith House Trail, Potty & Brochures	Friends of Historic FG	\$ 1,172
Old Glory	FG Firefighters Association	\$ 2,250
Valley Art Mural Project	Valley Art Association	\$ 1,890
WESTCO	Community Action Organization	\$ 4,300
Rear View Enhancement	Theatre in the Grove	\$ 940
Youth Basketball Score Clocks & Jerseys	FG Youth Basketball	\$ 1,036
Downtown Solar Powered Trash Compactor	FG Sustainability Ad-hoc Committee	\$ 1,871
Tourism Promotion -- Guide Distribution	FG Chamber of Commerce	\$ 1,458
FG Community Garden -- Sustaining/Maintaining Resources	Community Garden Committee	\$ 1,400
Mobile Garden Carts -- DCCFW Community Expansion Project	Dairy Creek Community Food Web	\$ 1,350
Music, Movement and Growing Market Attendance	Adelante Mujeres	\$ 2,414
Early Childhood Education for Latino Immigrants	Adelante Mujeres	\$ 3,557
First Wednesday Events/Historic Downtown Brochure	City Club	\$ 3,645
Information Center	FG Chamber of Commerce	\$ 475
Building Permit Fees for Low Income Housing	West Tuality Habitat For Humanity	\$ 6,532
HLB Renovation Grant Program	Historic Landmarks Board	\$ 4,696
Art Alive in Forest Grove	Public Arts Commission	\$ 4,850
<b>TOTAL FUNDS AWARDED FOR FY 2013-14</b>		<b>\$58,100</b>

May 28, 2013

**STAFF REPORT AND RESOLUTION AUTHORIZING A WAGE AGREEMENT  
BETWEEN THE CITY OF FOREST GROVE AND THE AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 3786,  
COUNCIL 75, EFFECTIVE JULY 1, 2013, THROUGH JUNE 30, 2014**

**Project Team:** Brenda Camilli, Human Resources Manager  
Michael J. Sykes, City Manger

**ISSUE STATEMENT:** The current labor agreement is in effect for three years and expires June 30, 2014, but has a reopener in the third year (2013) for wages only. All other terms and conditions of the current collective bargaining agreement remain in full force, with revisions to only Article 15 – Wages, Addendum B: Classification and Wages, and Addendum A (classification list). The wage agreement is outlined in the attached Exhibit A. It has been ratified by the AFSCME Local 3786 members, and needs to be approved by the Council.

**BACKGROUND:** Representatives of the City of Forest Grove and AFSCME have reached tentative agreement on certain modifications to the agreement summarized below, pending approval of the City Council. The substantive agreement modifications are as follows:

- Cost of living adjustments were bargained for all classifications covered within the agreement at two point three percent (2.30%) effective 7/01/13.
- Market Adjustments were bargained for four bargaining unit positions effective 7/01/13.

**FISCAL IMPACT:** The costs to implement this agreement are within the parameters set by Council and funds have been identified in the budget, and within the 5-year fiscal plan.

**STAFF RECOMMENDATION:** Staff recommends City Council approve the attached resolution authorizing the City Manager to execute the wage agreement between the City and AFSCME attached as Exhibit A.

**RESOLUTION NO. 2013-32****RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE WAGE AGREEMENT, BETWEEN CITY OF FOREST GROVE AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, (AFSCME), LOCAL 3786, COUNCIL 75, EFFECTIVE JULY 1, 2013, THROUGH JUNE 30, 2014**

**WHEREAS**, representatives of the City of Forest Grove and AFSCME, Local 3786, Council 75, have met in good faith and negotiated a wage agreement between both parties, effective July 1, 2013, through June 30, 2014; and

**WHEREAS**, the wage agreement provides for certain compensation adjustments.

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

**Section 1:** That the City Manager is authorized to execute the attached wage agreement (Exhibit A) between the City of Forest Grove and AFSCME, Local 3786.

**Section 2:** That the wage adjustments contained in this agreement are approved, effective July 1, 2013, and expiring June 30, 2014.

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

**PRESENTED AND PASSED** this 28<sup>th</sup> day of May, 2013.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 28<sup>th</sup> day of May, 2013.

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Peter B. Truax, Mayor

**REVISION OF ARTICLE 15 – WAGES AND ADDENDUM B**  
**Based on tentative agreement between AFSCME and the City of Forest Grove**  
**Made April 15, 2013**

**ARTICLE 15 - WAGES**

15.1 A. Effective July 1, 2013 all employees covered by this agreement shall receive a general wage increase of 2.30%.

B. Effective July 1, 2013: Market Adjustments will be made as indicated below:

<u>TITLE</u>	<u>Market Adjustment</u>
Admin Specialist II:	1.25%
Payroll Specialist:	1.50%
Adult Services Librarian:	1.50%
Library Associate:	2.00%

**ADDENDUM B**  
**CLASSIFICATION AND WAGES**  
Effective July 1, 2013

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
A15	Library Assistant Aquatics Program Specialist	2,744	2,852	2,966	3,083	3,207	3,335
A16	Janitor	2,840	2,952	3,070	3,193	3,321	3,453
A17	Admin Specialist 1	2,854	2,968	3,085	3,208	3,337	3,470
A18	Library Associate	3,070	3,193	3,321	3,454	3,592	3,736
A19	Admin Specialist 2	3,143	3,269	3,400	3,536	3,677	3,824
A20	Utility Worker I	3,160	3,288	3,419	3,556	3,697	3,846
A21	Permit Coordinator Utility Worker 2	3,570	3,712	3,861	4,014	4,176	4,345
A22	Youth Services Librarian	3,588	3,731	3,880	4,035	4,196	4,366
A23	Mechanic	3,693	3,839	3,994	4,152	4,319	4,491
A24	Administrative Assistant	3,766	3,916	4,074	4,235	4,404	4,580
A25	Payroll	3,802	3,954	4,112	4,276	4,447	4,625
A26	PC Technician	3,876	4,031	4,193	4,359	4,534	4,715
A27	Engineering Technician Adult Services Librarian	3,963	4,120	4,284	4,456	4,635	4,818
A28	UW II / WTPO	3,974	4,133	4,298	4,470	4,649	4,835
A29	PW Program Specialist	3,992	4,151	4,317	4,491	4,669	4,854
A31	WTP Operator	4,244	4,411	4,588	4,773	4,964	5,161
A32	Building Inspector I	4,316	4,487	4,666	4,854	5,047	5,250
A34	Assoc Planner	4,477	4,656	4,844	5,037	5,238	5,448
A36	Building Inspector II	4,748	4,939	5,135	5,340	5,554	5,777
A41	Senior Planner Economic Development Coord	5,250	5,459	5,678	5,906	6,141	6,384
A47	Electrical Engineer	5,813	6,045	6,287	6,538	6,799	7,071

## ADDENDUM A

Library Assistant  
Administrative Specialist I  
Janitor  
Aquatic Program Specialist  
Library Associate  
Utility Worker I  
Administrative Specialist II  
Administrative Assistant  
Economic Development Project Coordinator  
Utility Worker II  
Utility Worker II/Water Treatment Plant Operator  
WTP Operator  
Mechanic  
Lead Mechanic  
Building Inspector I  
Public Works Program Specialist  
Engineering Technician  
Youth Services Librarian  
Adult Services Librarian  
Associate Planner  
Assistant Planner  
Building Inspector II  
Key Accounts/ Energy Program Representative  
PC Technician  
Payroll Specialist  
Permit Coordinator  
Sr. Planner  
Electrical Engineer

May 28, 2013

**REPORT ON RESOLUTION ADOPTING STATEMENT OF PENSION  
INVESTMENT POLICY FOR THE CITY OF FOREST GROVE RETIREMENT PLAN**

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

**ISSUE STATEMENT:** The City has adopted investment policies that govern its defined contribution retirement plan portfolio. The staff and the City's independent investment advisor are recommending revisions to the adopted investment policy for the City's defined benefit retirement plan.

**DISCUSSION:** The City manages its own defined benefit retirement plan (the Plan). The Plan is funded through a combination of earnings and contributions. The assumed rate of returned for earnings is 7.25%, and if the Plan does not earn that rate of return, the overall portfolio risks not being able to afford future retirement benefits. Therefore, the City makes up for lower rates of return by increasing its contributions, to ensure the Plan meets its Annual Required Contributions as determined by the actuary.

The City has formed a Fiduciary Committee that is charged with reviewing the retirement portfolio on a quarterly basis and is advised by a retirement consultant. This Committee reviews the investments of the portfolio and adjusts investment allocations periodically. To achieve the assumed rate of return, the Committee must carefully consider the investments of the portfolio, and manage it in such a way to minimize risk yet still strive to earn the assumed 7.25% return. The Committee has investment policies to guide investment decisions to ensure a balanced, diversified and responsible portfolio.

The City last updated the investment policies in November 2011. Based upon the discussions with the investment consultant, the Committee feels it is time make a

change that will allow the City more flexibility in investing in Fixed Income Securities. The U.S. Fixed Income Securities which by policy must comprise 20% of the portfolio have become low performing compared to overall Fixed Income Security. The Committee wants to remain in Fixed Income Securities at least 20% of the portfolio but would like more flexibility in the investments allowed in that asset class. These proposed changes are illustrated in the following tables:

**Table 1: Primary asset classes to be used\***

*In review of the available asset classes and investment types, the Fiduciary Committee, with input from their investment consultant, has decided to permit the following primary asset classes:*

September, 2011	May, 2013
U.S. stocks	U.S. stocks
Foreign stocks, including emerging, developing and developed markets	Foreign stocks, including emerging, developing and developed markets
U.S. fixed income securities	Fixed Income Securities (all markets)
Foreign fixed income securities, including emerging, developing and developed markets	
Real Assets, including real estate, precious metals and commodities	Real Assets, including real estate, precious metals and commodities
Cash equivalents	Cash equivalents

*\*Mutual funds are expected to be the Trust's primary funding tool. The Fiduciary Committee expects that its fund managers will diversify broadly and that they may include in their fund portfolios types of assets and liabilities that lie beyond those found on the primary asset class list as given above.*

**Table 2: Allowable Ranges**

*The Fiduciary Committee's allocation of assets to various fund managers may lie within the following ranges:*

September, 2011		May, 2013	
Asset Class	Target Allocation	Asset Class	Target Allocation
U.S. Stocks (all capitalizations and styles)	15% to 60%	U.S. stocks (all capitalizations and styles)	15% to 60%
Foreign Stocks (all capitalizations and styles)	0% to 50%	Foreign Stocks (all markets, capitalizations and styles)	0% to 50%
U.S. fixed income securities	20% to 60%	Fixed Income Securities (all markets)	20% to 80%
Foreign fixed income securities	0% to 30%		
Real Assets: commodities, real estate & precious metals	not to exceed 10% for each of three categories	Real Assets: commodities, real estate & precious metals	not to exceed 10% for each of three categories
Cash equivalents	0% to 20%	Cash equivalents	0% to 20%

There is some language that has been removed from the investment policy but that language did not effect the investments. The language was mostly editorial language that described the changes from the 2009 policy to the 2011 policy revision.

**FISCAL IMPACT:** This fiscal impact of these changes is difficult to measure, and only come to light in hindsight depending upon the overall performance of the retirement portfolio. If the portfolio earnings fall short of the assumed rate of return over time, the City makes up for it through increased contributions to keep the retirement portfolio healthy and able to meet its obligations. The FY 2013-14 contribution rate is 21.9% of base salary. If the portfolio's earnings fall short to the extent this contribution rate has to increase, it could affect future budgetary decisions and resource allocations.

**STAFF RECOMMENDATION:** Staff recommends City Council approve the attached resolution adopting the Statement of Pension Investment Policy for the City of Forest Grove Retirement Plan.



RESOLUTION NO. 2013-33

**RESOLUTION ADOPTING STATEMENT OF PENSION INVESTMENT POLICY  
FOR THE CITY OF FOREST GROVE RETIREMENT PLAN**

**WHEREAS**, the City has its own defined benefit pension plan that is administered by the City, and

**WHEREAS**, the City determines the investments for its pension plan based on recommendation of the Plan's Investment Advisor, and

**WHEREAS**, City staff and the Investment Advisor have developed policies to guide the investment of the Plan's assets, and

**WHEREAS**, City staff and the Investment Advisor recommend revisions to the Statement of Investment Policies, and

**WHEREAS**, staff is recommending that the City Council adopt the Statement of Investment Policies dated May 2013.

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

**Section 1:** That the City Council hereby adopts the Statement of Investment Policy (Exhibit A) for the City's Retirement Plan dated May, 2013, to guide how investment decisions are to be made.

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

**PRESENTED AND PASSED** this 28<sup>th</sup> day of May, 2013.

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

**APPROVED** by the Mayor this 28<sup>th</sup> day of May, 2013.

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

# City of Forest Grove Statement of Pension Investment Policy

May 2013

By the Fiduciary Committee  
For the Pension Plan

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## POLICY HIGHLIGHTS

Plan Sponsor	City of Forest Grove Pension Plan
Fiduciary Committee	Michael Sykes, City Manager; Paul Downey, Director of Administrative Services; Susan Cole, Assistant Director of Administrative Services
Type of Plan	Defined Benefit
Investment Horizon	Perpetual
Key Service Providers	Wells Fargo Bank, custodian of assets (503) 886-1208  Milliman, actuary and recordkeeper (503) 227-0634  Retirement Consulting Group, Inc., investment consultant (503) 225-1700
Purpose of the Plan	The purpose of the City of Forest Grove Pension Plan is to provide City employees with a defined benefit plan that is substantially equal to or better than Oregon PERS.

## PROLOGUE

### **Trust Defined**

This document refers to the City of Forest Grove Retirement Plan.

### **Fiduciary Committee Defined**

In this investment policy document, references to the “Fiduciary Committee” mean all City officials empowered to make decisions on behalf of the plan, including but not limited to the City Manager and the Director and Assistant Director of Administrative Services, as well as other officials that may from time to time be added to the Fiduciary Committee.

### **Fiduciary Committee’s Authority and Responsibilities**

The Fiduciary Committee is responsible for the following:

1. Selecting and hiring vendors.

2. Establishing and periodically reviewing the Trust's policy for participation in and commitment of funds to various asset classes and to investment managers within the Trust.
3. Preparing and recommending investment policy to City Council.
4. Hiring, monitoring and terminating investment managers according to the studies, evidence and advice provided by the Trust's investment consultant, or other evidence brought to the Fiduciary Committee.
5. Making available to duly elected City officials and the employees of the City of Forest Grove the following subjects as and when requested:
  - (a) fund investment performance summary, including comparisons to benchmarks,
  - (b) current and historical asset allocation in the fund,
  - (c) progress toward the stated performance objectives in the policy, and
  - (d) other pertinent matters.
6. Voting of proxies.

The Fiduciary Committee shall communicate all directions in writing and no service provider shall accept oral instructions.

## **History**

In January of 1996, then City Manager, Ivan Burnett determined to hire a professional investment consultant to perform a variety of services, including, regular investment performance measurement and asset allocation assistance. For several decades previously, the City's pension plans were entirely invested in various group annuity contracts through the Principal Financial Group. Prior to 1996, representatives of the Principal met intermittently and infrequently with the City to discuss pension performance and asset diversification.

Upon hiring an investment consultant, in April of 1997 asset allocation policy was altered to improve diversification and gradually increase exposure to the stock market. An asset allocation policy of 50% equities, 50% fixed income was established by the investment consultant in collaboration with Burnett. Quarterly investment performance meetings proceeded thereafter.

During 1999, City management changed and quarterly performance meeting responsibilities shifted primarily to the City's Finance Manager. During 2001, the Principal Financial Group announced a demutualization plan, which resulted in a \$700,000 windfall to the benefit of the City's pension plans. This figure represented the pensions' conversion of ownership from participating group annuity policies to the new

common shares of The Principal Financial Group. The sum was taken in cash and diversified among other mutual fund-type assets.

In February of 2002 the City completed conversion of assets from The Principal Financial Group (in their entirety) to Copper Mountain Trust Company as Trustee and Custodian. Consistent with the particulars given in this Investment Policy, a new mutual fund-oriented investment platform was developed. In late 2002, Copper Mountain Trust Company was merged with the trust operations of Union Bank of California.

In early 2003, at the recommendation of Milliman USA, the separate investment platforms for Public Safety and General Employees were merged to a single platform to simplify accounting.

Between 2001 and 2003, the City's actuary and legal counsel examined various scenarios for possible pension conversion to PERS.

At the close of 2011, the City changed from Union Bank to Wells Fargo as custodian and benefit payment processing agent.

Also at the close of 2011, the City formed a separate defined contribution plan for certain full-time employees. AFSCME and non-represented, non-public safety employees hired on or after July 1, 2011, will enter the defined contribution plan after meeting eligibility requirements. This investment policy will not apply to that defined contribution plan.

Since 1996, the City has met at least quarterly with its investment consultant to discuss both investment strategy and written performance evaluations provided by the consultant.

## PURPOSE OF THIS INVESTMENT POLICY

### **To Record Long Range Aims and Objectives**

This document represents conclusions and decisions made after a deliberate and focused review of the Pension's expected budgets and funding resources over a long-range future period.

The Pension's investments represent an opportunity:

- Beyond the requirement of future employer contributions, to provide a funding resource for the City of Forest Grove's pension plan,
- To insulate the Pension's assets against the long-term deterioration of purchasing power caused by inflation.

The Fiduciary Committee recognizes that investment markets have repeatedly demonstrated broad performance cycles having two fundamental characteristics that bear heavily on the Trust's expectations toward its future.

- These cycles cannot be accurately predicted as to either their beginning points, ending points, or their magnitude, and
- There is little or no relationship between market cycles and the convenient calendar periods commonly used in business for measurement and evaluation.

### **To Promote Understanding Among Various Functional Roles**

This document is intended to serve as a reference tool, an operating code and a communications link between the Fiduciary Committee and

- its own members,
- the City of Forest Grove as Plan Sponsor,
- its investment managers,
- the City's elected officials,
- its legal counsel and other service providers to the plan, and
- the employee beneficiaries of the Trust.

This Policy conveys not only the specific guidelines for action, but also the philosophical foundations for those guidelines.

## ASSET ALLOCATION

### **Primary asset classes to be used**

In considering asset classes the Fiduciary Committee has looked broadly at histories of the capital markets and has considered the possibility for future global macroeconomic and political crises. In review of the available asset classes and investment types, the Fiduciary Committee, with input from their investment consultant, has decided to pursue the following primary asset classes:

- (a) U.S. stocks
- (b) Foreign stocks, including emerging, developing and developed markets
- (c) U.S. and foreign fixed income securities, including emerging, developing and developed markets
- (d) Real assets, including real estate, precious metals and commodities
- (e) Cash equivalents

The Fiduciary Committee itself will set and periodically change the asset allocation targets for the Trust based on these primary asset classes.

Mutual funds are expected to be the Trust's primary funding tool. The Fiduciary Committee expects that its fund managers will diversify broadly and that they may include in their fund portfolios types of assets and liabilities that lie beyond those found on the primary asset class list (a-f) as given above.

## Allocation Ranges

The Fiduciary Committee's allocation of assets to various fund managers may lie within the following ranges:

U.S. stocks (all capitalizations and styles)	15% to 60%
Foreign stocks (all markets, capitalizations and styles)	0% to 50%
Fixed income securities (all markets)	20% to 80%
Real assets: commodities	0% to 10%
Real assets: real estate	0% to 10%
Real assets: precious metals	0% to 10%
Cash equivalents	0% to 20%

The allocation ranges described in this section represent cumulative totals by fund manager.

## Overlap by security

Fund manager security selection may create deviation from the allocation ranges established above.

For example, the Fiduciary Committee may elect to allocate...

- 1) ...10% to a real estate fund. Elsewhere within the Trust a foreign stock fund having 15% of the Trust's assets might invest 6% of its assets into REITS (real estate investment trusts), elevating total real estate assets above 10%.
- 2) ...20% to a money market fund, but if the Trust's fund managers also hold cash equivalents the aggregate total may exceed 20%.
- 3) ...20% to U.S. fixed income managers, but short positions and other tactics employed by fund managers might reduce the net long U.S. fixed income position to less than 20%.

Overlap or deviation caused by manager security selection is permissible. Overlap or deviation will be reviewed to the extent possible at the quarterly review meeting so the Fiduciary Committee is aware of the amount of overlap or deviation.

## TACTICAL GUIDELINES

### Fiduciary Committee Attitude Toward Market Timing and Tactical Allocation Shifts

In view of low returns, both historical and prospective, combined with comparatively high past and prospective systemic risk, the Fiduciary Committee may at times pursue tactically active strategies that adjust the Trust's exposure to asset class and fund manager selections.

The Committee intends to allow its fund managers opportunity to exercise their investment philosophy without undue interference from the Fiduciary Committee. The Trust's fund managers employ active strategies; both in attempt to control market volatility and to capitalize upon occasionally dislocated markets.

The Fiduciary Committee recognizes that the adherence to this policy will occasionally appear to be either too risky or too conservative for current market conditions. The Fiduciary Committee also recognizes that experts rarely agree about the near term direction of the capital markets, and that such opinions have generally proven to be a poor guide for action.

### **Managers that hedge**

The Trust may select certain fund managers with the flexibility to employ hedging techniques that seek to protect assets from certain risks. Techniques include dynamic asset allocation across a range of different asset classes, which can shift in and out of favor over time; short selling, which may reduce volatility during adverse stock market climates; use of derivatives for a variety of purposes, including shielding assets from market shocks during adverse markets; and other techniques.

Generally fund managers will be selected which, when used together, broadly diversify risk, using multiple asset classes and market strategies, both long and short.

## **OPERATIONAL GUIDELINES**

### **Number of Managers**

In order to diversify portfolio performance and further reduce risk, the Fiduciary Committee will diversify broadly across the capital markets to achieve a comprehensive, flexible asset allocation including global stocks, global bonds, and real assets.

### **Standards for Investment Managers**

The Trust generally expects to utilize a mixture of pooled funds as the primary investment medium. The Fiduciary Committee believes the abilities and expertise of the chosen fund managers meaningfully exceeds their own in determining which specific securities, contracts or methods should be utilized and which should be avoided. Therefore, it is not the intention of the Fiduciary Committee to specify exact standards for securities, state prohibited categories of securities, etc. This Investment Policy is not intended to contradict or place limitations on investment management practices contrary to any mutual funds' written prospectus. In all cases the prospectus shall define the permissible investment activities of any mutual fund.

## **Unallocated Cash**

The Fiduciary Committee will generally attempt to see that the Pension's assets include a cash reserve sufficient to the Trusts' near term spending and benefit obligations to minimize the need to liquidate long-term positions. Near term is defined as within six months.

## **Proxy Voting**

Investment/fund managers are responsible for voting proxies of shares of companies in the portfolios in the manner consistent with the best interests of the funds. The Fiduciary Committee will vote any proxies presented by the funds in a manner consistent with the best interests of the Trust.

## **Frequency of Policy Review**

The Fiduciary Committee will use each of its quarterly investment performance meetings as opportunities to consider whether any elements of existing policy require adjustment. Key environmental or operational occurrences, which could result in a policy modification, include:

- (a) significant changes in expected patterns of the Trust's cash flow stream,
- (b) changing statutory requirements for Oregon public retirement plans,
- (c) impractical time horizons,
- (d) change in the Trust's priorities, including risk-return tradeoff,
- (e) changes in global macro economics and politics,
- (f) convincing arguments for change presented by investment managers or consultants, and
- (g) areas found to be important, but not covered by policy.

## **INVESTMENT REVIEW AND SELECTION CRITERION**

Expectations are set forth in four primary areas: time, return, risk and cost.

### **1. Time**

The length of time an investment is held is a key factor influencing the success of any investment program. For purposes of measuring the quality of the Plan's investments, the Fiduciary Committee's policy is to take a long-term perspective. Performance will be evaluated over trailing measurement periods of one, three, five and ten years, focusing

more closely on results over the trailing three to five year period. Sufficient time will be given to investment managers to observe performance over a full market cycle, if longer than three to five years. Aggressive investment options may in particular require longer time horizons due to their volatile nature.

## 2. Returns

Investment performance will be monitored quarterly on three levels:

### 2.1 Investment Returns Relative to the Market Index

Returns-versus-index comparisons will be made over trailing one, three, five, and ten-year periods, as they occur. Benchmarks are assigned by the Trust's investment consultant:

<u>Fund Manager</u>	<u>Ticker</u>	<u>Category</u>	<u>Custom Benchmark Index</u>
BlackRock Equity Dividend Instl	MADVX	Large Value	DJ US TSM Large Cap Value
Eaton Vance Emerging Markets Local Inc I	EEIIX	Emerging Markets Bond	JPM GBI EM Global Diversified
Franklin Utilities Adv	FRUAX	Utilities	DJ Utilities Average
JPMorgan Equity Income R5	OIERX	Large Value	DJ US TSM Large Cap Value
Loomis Sayles Bond Instl	LSBDX	Multisector Bond	Barclays Multiverse
Matthews Pacific Tiger Investor	MAPTX	Pacific/Asia ex-Japan Stk	MSCI AC Pacific Ex Japan NR
MFS Emerging Markets Debt I	MEDIX	Emerging Markets Bond	JPM EMBI Global
Oppenheimer Developing Markets Y	ODVYX	Diversified Emerging Mkts	MSCI EM NR
PIMCO All Asset All Authority Inst	PAUIX	World Allocation	50% S&P 500, 50% Barclays US Agg
PIMCO Emerging Local Bond Instl	PELBX	Emerging Markets Bond	JPM GBI EM Global Diversified
PIMCO Income Instl	PIMIX	Multisector Bond	Barclays Multiverse
PIMCO Low Duration Instl	PTLDX	Short-Term Bond	Barclays Govt/Credit 1-5 Yr
PIMCO Total Return Instl	PTTRX	Intermediate-Term Bond	Barclays US Aggregate Bond
SPDR Gold Shares	GLD	ETF Commodities Precious Metals	London Fix Gold PM PR
T. Rowe Price Mid-Cap Growth	RPMGX	Mid-Cap Growth	DJ US TSM Mid Cap Growth
T. Rowe Price Small-Cap Value	PRSVX	Small Blend	DJ US TSM Small Cap Value
Vanguard 500 Index Inv	VFINX	Large Blend	S&P 500
Vanguard Energy Adm	VGELX	Equity Energy	S&P Global 1200 Sec/Energy
Vanguard Equity-Income Adm	VEIRX	Large Value	DJ US TSM Large Cap Value
Wells Fargo Advantage Money Market Svc	WMOXX	Money Market Taxable	Citi Treasury Bill 3 Mon

Fund performance should generally be comparable to the respective market index over time, adjusted for risk. Periods of future under-performance are inevitable and will not necessarily result in fund replacement, consistent with the guidelines of this investment policy.

### 2.2 Returns Relative to Peer Money Managers

The returns generated by each of the Trust's fund managers will be compared quarterly to the performance of other similar investment managers (peer group rankings). Evaluation will be made over trailing one, three, five, ten-year periods.

### **3. Risk**

Risk is difficult to quantify without multiple measurement modalities. Risk can be measured by tangible methods including standard deviation, beta, Morningstar<sup>TM</sup> Risk Scores, etc., and also with less tangible methods which might incorporate consideration of derivatives exposure, leverage risk, currency risk, political risk, inflation risk, interest rate risk, credit risk, etc., many of which cannot necessarily be objectively quantified but nevertheless have the potential to profoundly impact Trust performance, potential for loss, asset allocation policy and tactics related thereto.

In considering the Trust assets, the Fiduciary Committee believes that the portfolio risk of all investment funds taken together should be the primary criteria for evaluating acceptable risk to the Trust. Individual investment funds are expected to have, in some cases, high volatility or risk by their nature. With high risk comes a greater probability of deviation from expected performance patterns. The portfolio of all funds taken together is diversified with an eye toward minimizing the correlation of asset classes (the tendency of funds of different types to want to move or cycle together) used by the Trust so as to produce greater risk offset for the total portfolio. The intention is to combine a variety of relatively uncorrelated asset classes and strategies each with different volatility, with the aim of reducing portfolio risk (to such extent various assets in the portfolio remain relatively uncorrelated to one another). On balance, a fund's contribution to total portfolio risk may be more important than its intrinsic risk characteristics measured apart from the portfolio.

The Fiduciary Committee will take into consideration many risk factors (when known) including but not limited to asset allocation, issuer non-diversification risk, leveraging risk, interest rate risk, credit risk, market risk, liquidity risk, derivatives risk, commodity risk, equity risk, foreign currency risk, emerging markets risk, smaller company risk, management risk and short sale risk.

### **4. Cost**

Keeping investment management expenses low is an important part of return maximization. The Trust will prepare quarterly a summary of investment management cost, including a summary of revenue sharing capture. Certain of the Trust's investment managers pay revenue sharing. Where paid, revenue sharing is part of each manager's annual expense. Whenever possible the Trust will use institutional share classes to minimize investment cost and eliminate revenue sharing, but in cases where institutional shares classes are not available the Trust will capture any available fund manager revenue sharing and use it to offset other billed expenses of the Trust.

Cost minimization will be a key consideration in selecting Trust investment managers, but is not primary. Myriad investment factors including risk and return are primary.

## QUARTERLY PERFORMANCE MEASUREMENT

Coincident to and directly a result of this investment policy, the Fiduciary Committee shall cause the Trust's investment consultant to produce a compendium of quarterly performance measurement. The quarterly performance report shall serve to capture tangible measurements of performance, risk, cost and asset allocation. The report will be delivered and discussed by the Trust's investment consultant each quarter, who shall discuss with the Fiduciary Committee both tangible and intangible factors pertaining to Trust performance.

## REVISION HISTORY

January 1, 2001  
March 31, 2007  
October 31, 2007  
March 15, 2009  
September 30, 2011  
November 28, 2011  
May 13, 2013

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ON BEHALF OF THE CITY OF FOREST GROVE:

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Michael J. Sykes  
City Manager

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Date