

CITY COUNCIL MONTHLY MEETING CALENDAR

September-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	CITY OFFICES CLOSED	2	3 Municipal Court RWPC-EC 5:30pm Rural Fire Bd 8pm	4 Nyuzen Delegation Orientation 5:30pm - Comm Aud EDC - Moved to 12th	5 FGS&CC 1st Friday Dinner	6
8	CITY COUNCIL 5:30 PM - WORK SESSION (B&C Interviews) 6:00 PM - WORK SESSION (Parking Code) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Library 6:30pm Kidd Returns	10 9-11 Memorial 9:30 am - Flag MPAC 5pm	11 EDC Noon PAC 5pm	12 BEH Seminar 8am-12:30pm Jenkins Estate-Bvt	13 FGS&CC Dinner Event 5pm
15	TV Scenic Bikeway 9am-River House HB Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	16 Flu Shot Clinic 7:30 am - Comm Aud Library Friends & Family Day 5pm - McMenamins	17 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	18 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	19 PAC Dinner Meet The Artist - 6pm JWC-MC 9am	20 Sidewalk Chalk Art Festival
22	FG Annual Corn Roast	23 CITY COUNCIL MEETING CANCELLED	24 HLB 7:15pm	25 PSAC 7:30am MPAC 5pm	26 Sustainability 5:30pm WEA Bkft Forum 7:30 am	27 ICMA Conference
ICMA Conference			LOC Board Mtg 9am		LOC Conference Sept 26 - 28	
29	Tour of Historic Homes 1pm	30				

October-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 RWPC-CB 7pm Rural Fire Bd 8pm	3 EDC Noon	4 Nyuzen Delegation Returns FGS&CC 1st Friday Dinner	5
6	Council & Dept Dirs Retreat TBA	7 Council & Dept Dirs Retreat	8 MPAC 5pm	9 PAC 5pm	10 JWC - Noon	11 Public Safety Open House 10am-2pm @ Fire Dept Birds & Brew 8am - Fernhill Wetlands
13	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Ford Institute Leadership 4pm - 8:30pm - Comm Aud	15 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	16 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	17 ODF 8am Watershed Tour Meet at Eng 8:45 am Tour 9am-2pm	18 Mayor's Dinner & Auction FGS&CC
20	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	21 HLB 7:15pm	22 PSAC 7:30am MPAC 5pm	23 Sustainability 5:30pm WEA Bkft Forum 7:30 am	24	25 Prescription Drug Turn-In @ Police Dept 10am-2pm
27	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	28	29 Municipal Court	30 Nyuzen Student Delegation Arrives	31	

November-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday Dinner Nyuzen Student Visit	2
3 Daylight Savings	4 Planning Comm 7pm Nyuzen Student Delegation Departs	5	6 Municipal Court Rural Fire Bd 7pm	7 EDC Noon	8	9
10	CITY OFFICES CLOSED	11 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM Library 6:30pm	12 MPAC 5pm	13 PAC 5pm	14	15
17	Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	18	19 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	21	22
24	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 7:15pm	26 PSAC 7:30am MPAC - No Mtg	27	28 CITY OFFICES CLOSED	29
						30



FOREST GROVE CITY COUNCIL

Monday, September 9, 2013

Meeting Agenda

5:30 PM – Work Session (B&C Interviews)
6:00 PM – Work Session (Parking Code Regulations)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

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

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President
Richard G. Kidd III
Victoria J. Lowe

Camille Miller
Ronald C. Thompson
Elena Uhing

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

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

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

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

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



FOREST GROVE CITY COUNCIL AGENDA
SEPTEMBER 9, 2013
PAGE 2

Anna Ruggles, City Recorder	5:30	<p><u>WORK SESSION: BOARDS, COMMITTEES AND COMMISSIONS INTERVIEWS</u></p> <p>The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s)</p>
<hr/>		
Sue Hudson-Rau Municipal Court Coordinator Susan Cole, Administrative Services Assistant Director	6:00	<p><u>WORK SESSION: PARKING CODE REGULATIONS</u></p> <p>The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s)</p>
<hr/>		
	7:00	<ol style="list-style-type: none">1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not</u> on the agenda may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.3. <u>CONSENT AGENDA:</u> See Page 44. <u>ADDITIONS/DELETIONS:</u>5. <u>PRESENTATIONS:</u>
	7:05	5. A. <ul style="list-style-type: none">• <i>Legislative Update, Senator Bruce Starr, District 15</i>
Paul Downey, Administrative Services Director Susan Cole, Administrator Services Assistant Director	7:25	5. B. <ul style="list-style-type: none">• <i>Quarterly Financial Report for Period Ending June 30, 2013</i>
Rob Foster Public Works Director	7:35	5. C. <ul style="list-style-type: none">• <i>Staff Follow-Up to Citizen Comment at Council Meeting of June 10, 2013 (Water Quality Facility)</i>
Jon Holan, Community Development Director James Reitz, AICP, Senior Planner	7:40	6. <u>CONTINUE PUBLIC HEARING FROM AUGUST 12, 2013: SECOND READING OF ORDINANCE NO. 2013-09 ADOPTING THE FOREST GROVE TUALITY HEALTHCARE DISTRICT MASTER PLAN, DATED JANUARY 25, 2013, AS AMENDED BY THE CITY OF FOREST GROVE</u>

Jon Holan, Community Development Director James Reitz, AICP, Senior Planner	7:45	7. <u>CONTINUE PUBLIC HEARING FROM AUGUST 12, 2013: SECOND READING OF ORDINANCE NO. 2013-10 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF FOREST GROVE TO REZONE CERTAIN TRACTS OF LAND FROM RMH (MULTIPLE-FAMILY (HIGH) RESIDENTIAL) TO INST (INSTITUTIONAL) FOR 1809 MAPLE STREET, WASHINGTON COUNTY TAX LOT NOS. 1S3-5BB-3800 AND 3801; APPLICANT: TUALITY HEALTHCARE. FILE NO. ZNC-13-00808</u>
Rob Foster Public Works Director Susan Cole, Administrative Services Assistant Director Derek Robbins Civil Engineer	7:50	8. <u>RESOLUTION NO. 2013-60 AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND WASHINGTON COUNTY FOR THE TRANSFER OF JURISDICTION OF CERTAIN COUNTY ROADS</u>
Rob Foster Public Works Director Susan Cole, Administrative Services Assistant Director Derek Robbins Civil Engineer	8:00	9. <u>RESOLUTION NO. 2013-61 OF THE CITY OF FOREST AUTHORIZING THE REQUEST OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OREGON, TO TRANSFER JURISDICTION PF PORTIONS OF WILLAMINA AVENUE, HAWTHORNE STREET AND 26TH AVENUE WITHIN THE CORPORATE LIMITS OF THE CITY OF FOREST GROVE</u>
Michael Sykes City Manager	8:05	10. <u>RESOLUTION NO. 2013-62 APPROVING TO CANCEL SEPTEMBER 23, 2013, CITY COUNCIL MEETING</u>
Mayor Truax	8:10	11. <u>DESIGNATION OF VOTING DELEGATE AT 2013 LEAGUE OF OREGON CITIES CONFERENCE ANNUAL BUSINESS MEETING HELD SATURDAY, SEPTEMBER 28, 2013</u>
Michael Sykes City Manager	8:15	12. <u>CITY MANAGER'S REPORT:</u>
	8:30	13. <u>COUNCIL COMMUNICATIONS:</u>
	8:45	14. <u>ADJOURNMENT</u>

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (Jurisdictional Transfer of Roadways) Meeting Minutes of August 12, 2013.
 - B. Approve City Council Work Session (L&P Master Plan Update) Meeting Minutes of August 12, 2013.
 - C. Approve City Council Regular Meeting Minutes of August 12, 2013.
 - D. Accept Historic Landmarks Board Meeting Minutes of July 23, 2013.
 - E. Accept Parks and Recreation Commission Meeting Minutes of July 17, 2013.
 - F. Accept Planning Commission Meeting Minutes of July 15 and August 5, 2013.
 - G. Community Development Department Monthly Building Activity Informational Report for August 2013.
 - H. Library Department Monthly Circulation Statistics Report for August 2013.
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TO: Mayor Peter Truax and City Councilors

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

DATE: September 9, 2013

SUBJECT: B&C Recruitment Interviews

BACKGROUND:

Attached you will find the following items for the Boards, Committees, and Commissions interview(s) scheduled for Monday, September 9, 2013, City Council Work Session.

- Boards, Committees, and Commissions Applicant List and Vacancies;
- Possible Interview Questions; and
- Applications for the following Applicants:

Stephanie Rose, Citizen Advisory Application
Laura Hale, Citizen Advisory Application

Sebastian Bannister-Lawler has been interviewed by Council and is currently appointed to CCI. Bannister is seeking multiple appointments and would like to be appointed to PSAC as well. Board members may serve on multiple B&C at the discretion of Council.

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

2013 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

COMMISSION	REQUIREMENTS	# VACANCIES	TERM EXPIRES
BUDGET Meets in April/May	7-Members 3-Year Term All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday 5:30 pm	7-Members 4-Year Term	1 – Vacancy	12/31/2013
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday 5:15 pm	7-Members 3-Year Term 3 members may live outside City – Currently 2	1 – Vacancy 1 – Student Vacancy	12/31/2015 12/31/2013
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday Noon	19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large	1 – Student Vacancy	12/31/2013
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday 7:15 pm	7-Members 4-Year Term 2 members may live outside City – Currently 2	1 – Vacancy 1 – Student Vacancy	12/31/2016 12/31/2013
LIBRARY Meets 2 nd Tuesday 6:30 pm	7-Members 2-Year Term	1 – Vacancy 1 – Student Vacancy	12/31/2014 12/31/2013
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9-Members 4-Year Term 2 members may live outside City – Currently 1 NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks		
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7-Members 4-Year Term 2 members may live outside City – Currently 1 1 member in real estate for profit – Currently 1 2 members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday 5:00 pm	9-Members 3-Year Term 3 At-Large Voting Reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7-Members 4-Year Term 2 members within Rural Fire Dist – Currently 1 Non-Voting Reps Rural Fire Dist; Chamber; School Dist; and Pacific University	1 – At-Large Vacancy 1 – Rural Fire District 1 – Student Vacancy	12/31/2013 12/31/2016 12/31/2013

Possible Questions for B&C Applicant Interviews:

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

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

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

What do you hope to gain from your volunteer experience?

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

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

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

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

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

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

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

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

Do you have any questions for us? _____

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



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

Interviewed Sept 9, 2013 5:30pm

RECEIVED JUL 27 REC'D BY:

(Please complete, sign and date application form and return to: City of Forest Grove Attn: Anna Ruggles, City Recorder 1924 Council Street • P. O. Box 326 Forest Grove, OR 97116-0326 Fax • 503.992.3207 Office • 503.992.3235 aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

Table with 4 columns: Board Name, Meeting Frequency, Board Name, Meeting Frequency. Includes Budget Committee, Committee for Citizen Involvement, Community Forestry Commission, Economic Development Commission, Historic Landmarks Board, Library Commission, Parks & Recreation Commission, Planning Commission, Public Arts Commission, Public Safety Advisory Commission.

NAME: Stephanie Rose RESIDENCE ADDRESS: MAILING ADDRESS: EMPLOYER: Shields Consulting, LLC

HOME PHONE: N/A BUSINESS PHONE: E-MAIL: OCCUPATION/PROFESSION: Executive Assistant/Event Fundraiser

Years living in Forest Grove? 5 Live in City limits? yes How did you hear of this opportunity? FG Website

How would you currently rate City's performance? [] Excellent [x] Good [] Fair [] Poor

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

Why are you interested in serving on the Advisory Board/Committee/Commission? My father when I was growing up, was always a part of school districts, campaigns, as well as worked very closely with the City Council back home in Phoenix. He has lots of love for that City so he uses his time to help make it a better place. I started to work for him and some of that has rubbed off onto myself. I think it would be a great opportunity to live up Forest Grove with events, and charity drives etc.!

What contributions do you feel you can/will make to the Board/Committee/Commission? I believe that I am creative when it comes to gathering the community together to get out and enjoy the parks. Another thing I had in mind was doing some sort of clothes drive for needy families. There are not that many clothes bins around so doing an annual clothes drive would bring in lots of donations.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I worked for the Cesar Chavez Foundation for the past 3 years organizing the annual dinner they have along with running the books for fundraising. I have worked with some of the City of Phoenix Council as well as the City Manager and many of the big corporations out there in Arizona. I believe that we can bring some exciting events to the parks and get the locals out to enjoy them.

Previous/current appointed or elected offices:

Previous/current community affiliations or activities: Cesar Chavez Foundation

If not appointed at this time, may we keep your name on file? [x] Yes [] No

Signature: Stephanie Rose Date: 7/24/2013

I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 12/12)



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

Interview
Sept 9, 2013
5:00pm

RECEIVED
AUG 13 REC'D
BY:

(Please complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dates/times are subject to change with advance notice).

- Budget Committee 3-4 times in May
Committee for Citizen Involvement 3rd Thursday, 5:30pm
Community Forestry Commission 3rd Wednesday, 5:15pm
Economic Development Commission 1st Thursday, Noon
Historic Landmarks Board 4th Tuesday, 7:15pm
Library Commission 2nd Tuesday, 6:30pm
Parks & Recreation Commission 3rd Wednesday, 7am
Planning Commission 1st & 3rd Monday, 7pm
Public Arts Commission 2nd Thursday, 5pm
Public Safety Advisory Commission 4th Wednesday, 7:30am

NAME: Laura Hale
RESIDENCE ADDRESS:
MAILING ADDRESS: same as above
EMPLOYER:

HOME PHONE:
BUSINESS PHONE:
E-MAIL:
OCCUPATION/PROFESSION: Housewife/Property Management

Years living in Forest Grove? 30 Live in City limits? yes How did you hear of this opportunity? From one of the council members

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

What ideas do you have for improving "Fair" or "Poor" performance? I would promote more community involvement. I believe there is a need to challenge residents to become more proactive in Forest Grove. Performance can change from "poor" by encouraging residents to give their input and involvement on key issues.

Why are you interested in serving on the Advisory Board/Committee/Commission? I love the town of Forest Grove. I support the mission statement of our city. I have lived in Forest Grove most of my life. I see the need in our city for positive change and realize, change starts with me. I would like to gain the wisdom on just how a city is governed. What better way to learn than getting involved?

What contributions do you feel you can/will make to the Board/Committee/Commission? I feel my background as a property manager, wife, mother, and grandmother gives me a diverse perspective on the needs of our city. My husband and I have adopted our grandchildren ages: 5, 7, & 10. We plan on raising them here in Forest Grove. I'm excited at the opportunity of joining others in making Forest Grove the best it can be.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? I have great communication skills. I have the ability to see the potential for good in any situation. I have worked as a property manager for 14 years, this background gave me the knowledge of marketing, budgets, operational planning, community events, problem resolution, and the ability to better the properties in my portfolio. I also worked closely with local law enforcement agencies.

Previous/current appointed or elected offices: NA

Previous/current community affiliations or activities: Member of the Chamber of Commerce for 5 years (Carmichael, CA). / Rental Housing Association Member

If not appointed at this time, may we keep your name on file? Yes No

Signature: Laura L. Hale Date: 8/13/13
I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 12/12)

Seeking
Appt to
FOAC

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):

appt'd

- 8 Budget Committee
- 1 Committee for Citizen Involvement
- 2 Community for Forestry Commission
- 7 Economic Development Commission
- 3 Historic Landmarks Board

- 10 Library Commission
- 5 Parks & Recreation Commission
- 9 Planning Commission
- 4 Public Arts Commission
- 6 Public Safety Advisory Commission

Seeking
Appt to
FOAC

Name: Sebastian Bannister Lawler
 Residence Address: [Redacted]
 Mailing Address: _____
 Employer: _____

Home Phone: _____
 Business Phone: _____
 E-mail Address: [Redacted]
 Occupation: _____
 Profession: _____

Years lived in Forest Grove? 5 Do you reside within City limits? y How did you hear of this opportunity? Former member
 How would you currently rate the City's performance? Excellent Good Fair Poor

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

Why are you interested in serving on the advisory Board/Committee/Commission?
As a previous member of City boards, I enjoy the opportunity to engage in City Policy.

What contributions do you feel you can/will make to the Board/Committee/Commission?
I am a hard worker driven to pursue the best possible results within consensus.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission?
Having earned a college education; I have writing, critical thinking, and communications skills I can bring to my committee.

Previous appointed or elected offices: Voting member of Forestry Commission; student advisory on CCI

Previous/current community affiliations and activities: American Red Cross

May we keep your name on file if not appointed at this time? YES NO Term EXP 12/31/2015 (10/10)



September 9, 2013

WORK SESSION

STAFF REPORT PROPOSING TO AMEND CITY CODE, CHAPTER 6, PARKING REGULATIONS AND OTHER CODE-RELATED PROVISIONS

PROJECT TEAM: Sue Hudson-Rau, Municipal Court Supervisor
Susan Cole, Assistant Director, Administrative Services
Paul Downey, Director, Administrative Services
Michael Sykes, City Manager

ISSUE STATEMENT: Staff has embarked on an effort to streamline Chapter 6 of the Forest Grove City Code, relating to parking regulations. With this effort, some amendments are also suggested to Chapter 5 (Public Protection) and Chapter 9 (Planning Provisions) for purposes of clarity and consistency.

DISCUSSION: Staff has found that there are existing inconsistencies in the parking regulations contained in Chapter 6 of the City Code, as well as sections related to parking in Chapters 5 and 9, making it difficult to enforce certain sections of the code. This effort seeks to rectify these inconsistencies. Additionally, housekeeping items are included, such as transferring certain sections of the Code to new areas as well as renumbering code sections for better flow within the City Code.

This staff report is organized by sections contained in Chapter 6 of the City Code, and outlines the following proposed amendments:

Section 6.010 DEFINITIONS

Additional definitions were added to Chapter 6 for clarity, and all definitions were moved to the start of Chapter 6, with the exception of the abandoned vehicles and discarded vehicles definitions, which are left in their existing sections.

- ◆ Most of the definitions are considered housekeeping items to add clarity.
- ◆ Policy changes:
 - The definition for "Curbed Parkway" is added. This distinguishes those parkways with a curb versus those without. Under the section "Parking Regulations", parking is prohibited on parkways that are bounded by a curb.

- The definition of “Enforcement Officer” is added. This enables the City to have flexibility in assigning City positions to enforce parking, and makes it more consistent with the Oregon Revised Statutes.

Section 6.015 – 6.030 ADMINISTRATION

Amendments in this section includes changing “Police Officer” to “Enforcement Officer” to enable the City to have flexibility in assigning City positions to enforce parking.

Section 6.035 CONSTRUCTION ZONES

Moved from Section 6.260 and renumbered to the above-noted new section. No amendments otherwise.

Sections 6.040 – 6.050 TRAFFIC CONTROL DEVICES

This new section consolidates language pertaining to traffic control devices from other areas of the code. Sections 6.025, 6.030 and 6.430 are renumbered to the above-noted new sections. No amendments otherwise.

Sections 6.055 – 6.105 GENERAL REGULATIONS AND PENALTIES

- ◆ Penalties are added to certain regulations for clarity.
- ◆ **Section 6.070:** Adding regulation against throwing rubbish from a vehicle, or bicycle.
- ◆ **Section 6.075:** Speed limits in public parks renumbered from Section 6.105.
- ◆ **Section 6.080:** For the purposes of prohibiting skateboarding, roller skating, bike riding, etc. on City sidewalks in certain areas, changing “Central Business District” to specific boundaries, excluding Pacific University, and where otherwise marked. The proposed boundaries would be west of Cedar Street to B Street, and north of 19th Avenue to 21st Avenue. The issue is that the previous language of “Central Business District” is tied to language the City uses for zoning, which has now changed to districts within a “Town Center”, and staff felt it made more sense to have boundaries than to tie this section to zoning language which changes over time. Staff felt this language and the boundaries strikes a good balance between sidewalk users. Where pedestrian traffic is heavy, such as in the downtown core, skateboarding, roller skates, etc will not be allowed, and posted signs will indicate such. However, staff felt it was important to recognize that such mobility offered by skateboarding, etc., has grown in popularity, and it is a safer option for such uses to occur on sidewalks in lower pedestrian areas, rather than on the street. As business and pedestrian patterns change, the City can re-evaluate and adjust signage as necessary. Staff did feel it was important to have such prohibitions based on objective criteria, such as the geography of boundaries, pedestrian traffic volume and pedestrian safety.
- ◆ **Section 6.085:** Replaced “roadside planting strip” with curbed parkway. This prohibits driving on a curbed parkway.

- ◆ **Section 6.095:** New language has been added that replaces the previous time limits on parking for 48 hours and storing a vehicle of 7 days. The new language consolidates both of these restrictions to a 72 hour limit, and adds public parking lots. Based on complaints received by the City, people who were cited for parking in excess of 48 hours complained that they were away for a three day weekend. Additionally, staff felt it was inconsistent to allow “storing” a vehicle for 7 days, when it is not clear the difference between parking and storing, especially since the City does not have any sort of permit or marking to indicate when a vehicle is being stored. The City felt that making these time limits consistent was important, and extending the time to 72 hours to cover a three day weekend improves citizen relations.
- ◆ **Section 6.095 (3):** New language has been added to clarify that personal property, such as rocks, dirt, a POD, etc, cannot be stored on a street or public property, including a curbed parkway. An exception is granted when the City issues a permit to allow such storage for a 24 hour period.
- ◆ **Section 6.100:** This section is expanded to include the prohibition against obstructing alleys and public ways, and exchanges specific items that block with more generic language, to clarify that nothing should prevent the passageway of pedestrians and traffic, nor obstruct a driver’s view.

Sections 6.110 – 6.120 PEDESTRIANS

Moved from Section 6.320, added new language regarding penalties to the regulations in this section for better clarity, and moved the existing violations and penalties below the section for better flow.

Sections 6.125 – 6.140 BICYCLES

Moved from Sections 6.275 – 6.295

- ◆ **Section 6.125 (2):** Changes make language consistent with earlier language demarking where it is prohibited to ride a bike, skateboard, roller skate, etc.
- ◆ **[Prior] Sections 6.280, 6.285, Section 6.130:** Staff is proposing to delete language requiring bicycle owners to obtain a license, requiring rental bikes to have a license, and requiring bicycle dealers to report the names and addresses of bicycle purchases to the Forest Grove Police Department. Over time, these provisions of the code have not been consistently followed by the public or enforced by the City.
- ◆ **Section 6.140:** Moved existing penalties and violations below the section for better flow.

Sections 6.145 – 6.170 PARADES AND PROCESSIONS

Moved from Sections 6.340 – 6.360 and made minor language amendments for consistency with current policies and moved existing violations and penalties below the section for better flow.

Sections 6.200 – 6.245 PARKING REGULATIONS

- ◆ **Section 6.205:** This new section incorporates the State’s motor vehicle law and makes prohibitions against stopping, standing or parking a vehicle City Code violations instead of violations of the State’s motor vehicle law. This should help clarify prohibitions for citizens, and consolidates for the City all the prohibitions into one place, without having to cross-reference the State’s law.

One unique prohibition for the City, not reflected in State law, is the prohibition against parking on a curbed parkway. This distinguishes those parkways that are curbed from those that are not. The City has many parkways that are not curbed, and have a rural, unimproved feel. Parking often occurs in these types of parkways, and some adjacent property owners have added amenities, such as gravel, to make parking easier. Juxtapose these to curbed parkways, which generally have a more urban, improved feel, where parking is not deemed appropriate. This new language in the City Code makes it a parking violation to park on a curbed parkway, subject to a \$15.00 parking fine.

This new code language in Chapter 6 impacts City Code Section 9.620, where parking on any parkway was prohibited, and subject to a code violation fine of \$1,000. Staff is also suggesting to change Section 9.620 by stating no parking or driving may occur on a curbed parkway.

- ◆ **Section 6.210:** This section modifies the prior Prohibited Parking section, by consolidating language regarding timed parking and consolidating the list of types of vehicles prohibited from parking in a residential zone.

The proposed language clarifies that parking is prohibited in excess of maximum designated parking times, both on city streets and on public property, which includes City parking lots. Additionally, it reinforces the 72 hour time limit for parked vehicles, on public streets and public property. Language is included for the City Manager to grant exceptions. The language also adds existing language from Park Regulations (Section 5.410) that parking in a City Park during closed hours is prohibited, unless the Park Director or designee grants permission.

The list of vehicles parking in a residential zone which are restricted from parking within 50 feet of an intersection decreased from 16 specific descriptions to a list of 6 more generically described vehicles, and the restriction for parking near a driveway was reduced to 15 feet..

Additionally, language clarifies that trailers or other personal property cannot be parked on a public street or property for the primary purpose of selling or repairing it, or using it to advertise or sell merchandise.

- ◆ **Section 6.215:** Adds to the exemptions to prohibited parking the ability to park momentarily to pick up or drop off a passenger.
- ◆ **Section 6.240:** This section regarding recreational vehicle stay is renumbered from Chapter 5, Section 5.247, to consolidate language pertaining to vehicles and parking in Chapter 6. The language also strikes out the ability for a person to live in their RV on public property, unless otherwise permitted by the City Manager, or designee.

The result is that a person could park an RV on public property – such as a street or in a parking lot – subject to the parking rules, but they could not live in their RV. If a person is to live in an RV, they need to do so on private property, or where otherwise designated, and can only do so for 14 days in a one year period, in accordance with existing code, and unless otherwise permitted by the City Manager or designee.

- ◆ **Section 6.245:** Moved existing violations and penalties below the section for better flow. Fines are either set by Council resolution, and at this time is \$15 for a parking violation, or are outlined in State statute, or are set at a minimum of \$100 and are capped at \$250.

Sections 6.300 – 6.315 PARKING CITATIONS AND OWNER RESPONSIBILITY

- ◆ **Section 6.300 (1):** Changes timeframe to answer parking citation from 5 days to 10 days. The original language was not consistent – other sections allow 10 days, so this amendment makes it consistent. The days are considered calendar days.
- ◆ **Section 6.300 (2):** This new section clarifies that the parking citation will include the penalties imposed for failure to comply, and clarifies that it is the owner's responsibility, not the operator, to respond within 10 days of the ticket being issued, or the fine will double.
- ◆ **Section 6.305:** This section is re-worded to be more clear, stating the owner of a vehicle which received a parking ticket has 10 days (calendar days, not business days), and that the fine doubles if no action is taken within those 10 days. The language also clarifies that if the vehicle is immobilized or impounded due to unpaid parking citations, the owner must pay the fines and other fees and charges, or the vehicle may be sold at public auction or to a private party, as outlined in Code Sections 6.665 and 6.670.

Sections 6.400 – 6.435 RESIDENTIAL PARKING PERMIT

Renumbered from Sections 6.200 – 6.235.

- ◆ **Section 6.415(C):** Adds “posted” to time limits to distinguish time limits allowed by permit from the 72 hour limit.

Sections 6.500 IMPOUNDING VEHICLES

Renumbered from Sections 6.420. No changes.

Sections 6.600 – 6.670 ABANDONED VEHICLES

Staff is currently drafting language to reduce the timeframe from when an abandoned vehicle is first observed to when it is towed off the street. Currently, this process takes at a minimum 7 days, and usually more. State law allows for a timeline of less than 3 days. According to State law, once an officer observes an abandoned vehicle, the officer may place a notice on the vehicle stating that it is deemed abandoned and will be towed after 24 hours.

Staff will be proposing language to shorten the current timeframe, yet give a little more time than allowed by State law. Staff is proposing language that an officer posts a notice on a

vehicle 24 hours after the vehicle was first observed. This notice would state the owner of the vehicle has 48 hours to remove the vehicle or it will be towed. .

Renumbered from Sections 6.505 – 6.585.

- ◆ **Section 6.600:** This section more clearly defines an abandoned vehicle, and also adds trailers to the definition. Definitions that were previously part of this section have been consolidated to the beginning of Chapter 6.
- ◆ **Section 6.605:** This section adds trailers to the vehicles which are prohibited from being abandoned, and adds the penalty for abandoned vehicles.
- ◆ **Section 6.630:** This section clarifies that an owner of an abandoned vehicle has 5 business days from the postmarked date of the notice to tow to request a hearing.
- ◆ **Section 6.630:** This section clarifies that an owner of an abandoned vehicle that has been towed has 5 business days from the postmarked date of the notice that the vehicle has been taken into custody to request a hearing.
- ◆ **Section 6.640:** This section clarifies that the decision of the Municipal Judge is final and not subject to appeal. This is consistent with the Oregon Revised Statutes.

Sections 6.700 – 6.765 DISCARDED VEHICLES

Renumbered from Sections 6.605 – 6.670.

- ◆ **Section 6.700:** This section more clearly defines a discarded vehicle, and also adds boats, aircraft, recreation vehicles and trailers to the definition. Definitions that were previously part of this section have been consolidated to the beginning of Chapter 6.
- ◆ **Section 6.710:** This section allows for a discarded vehicle to be kept on private property up to 72 hours. Prior language did not allow a discarded vehicle to be kept for any period of time.

Sections 6.800 – 6.825 TOWING OPERATORS

Renumbered from Sections 6.705 – 6.730. No changes.

These proposed code amendments affect sections in two other code chapters. The first one is Chapter 5, Section 5.060. The first subsection prohibits the obstruction of pedestrian or vehicular traffic on any street or public way. This section can be deleted, because it has been replaced by the proposed language in Section 6.100. Additionally, the second subsection of 5.060 prohibits the use of any street or public way for selling, storing or displaying merchandise or equipment. This section can be deleted, because it has been replaced by proposed language in Section 6.210.

The other section affected by these proposed amendments is Chapter 9, section 9.620. This section prohibits riding, driving and parking on a parkway. As discussed above, staff wish to distinguish a curbed parkway from one without a curb. Therefore, staff proposes to insert the

word “curbed” before parkway, so that riding, driving and parking is prohibited on a curbed parkway.

FISCAL IMPACT: These proposed code amendments will not have any direct fiscal impact. No new penalties are added; existing language pertaining to penalties and violations are renumbered. However, it is anticipated that these changes will result in less staff time being directed toward parking and vehicle violations, and will make the process more efficient and clear for all involved.

STAFF RECOMMENDATION: The purpose of this staff report is to review and discuss the above-noted proposed code amendments with the City Council. The next steps to implement these proposed code amendments would be to meet with the Public Safety Advisory Committee and the Economic Development Committee to incorporate their perspectives, and to conduct a legal review with legal counsel, and then it is staff’s recommendation to schedule first and second readings of the proposed ordinance, along with required public hearings, on subsequent Council meeting agendas.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

6.005

FOREST GROVE CODE

6.010

CHAPTER 6

VEHICLES AND TRAFFIC

STATE TRAFFIC LAW ADOPTION

6.005 **Applicability of State Traffic Law.**

- (1) Oregon Revised Statutes, Chapter 153, and the Oregon Vehicle Code, ORS Chapter 801 to 826, are adopted by reference. Violation of an adopted provision of those Chapters is an offense against the City.
- (2) Fines for violations of the Oregon Vehicle Code are set in accordance with ORS Chapter 153.

DEFINITIONS

6.010 **Definitions.**

In addition to the definitions contained in the Oregon Vehicle Code, for the purpose of Chapter 6, Vehicles and Traffic, the following mean:

Aircraft. Any vehicle capable of flight.

Boat. Watercraft, used or capable of being used as a means of transportation on the water.

Bus Stop. A space on the edge of a roadway designated by sign for use by buses loading or unloading passengers.

City. The City of Forest Grove.

Commercial Vehicle. A vehicle that is used for the transportation of persons for compensation or profit, or is designed or used primarily for the transportation of property.

Costs. The expense of removing, storing or selling a junked vehicle.

Curbed Parkway. A parkway where the street edge is bound by a curb.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

6.010

FOREST GROVE CODE

6.010

Enforcement Officer. A person charged or designated by the City Manager to enforce the provision of this chapter or any person who is defined as an enforcement officer by the Oregon Revised Statutes.

Farm. A vehicle or trailer designed and used primarily in agricultural operations.

Fixed Load. As defined in ORS 801.285

Hazardous Vehicle. A vehicle left in a location or in a condition which constitutes an immediate and continuous hazard to the safety of persons using the streets or alleys of the City, including, but not limited to, vehicles blocking public or private right-of-ways or fire hydrants and vehicles with leaking fuel tanks.

Loading zone. A space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours of specified days.

Owner. The person having all the incidents of ownership in a vehicle or where the incidents or ownership is in different persons, the person, other than a security interest holder or lessor, entitled to the possession of a vehicle under a security agreement or a lessor for a term of 10 or more successive days.

Parkway. The portion of the public way not used as a roadway or as a sidewalk.

Person. A natural person, firm, partnership, association, or corporation.

Public Property. Real property that is owned, leased, rented, or lawfully used or operated by the state, a county, city or other governmental entity.

Personal Property. Any movable or intangible thing that is subject to ownership and not classified as real property.

Person in charge of property. An agent, occupant, lessee, contract purchaser, owner or person having possession, control or title to property where a vehicle is located.

Private garage. A private storage yard, garage or other storage place selected by the City.

6.010

FOREST GROVE CODE

6.015

Recreational Vehicle. A vehicle with or without motive power that is designed for human occupancy and is to be used temporarily for recreational purposes. Includes but not limited to motor homes, campers, camp trailers, tent trailers and travel trailers.

Street. Any public highway, road, street, alley or way intended for use by the general public for vehicle traffic.

Traffic lane. That area of the roadway used for the movement of a single line of traffic.

Trailer. Every vehicle without motive power designed to be drawn by another vehicle. Includes but not limited to balance, semi, truck, boat, utility and special use trailers.

Vehicle. Every device in, upon or by which any person or property is or may be transported or drawn upon a public highway and includes vehicles that are powered or propelled by any means, except devices moved exclusively by human power.

Vehicle owner. An individual, firm, corporation or unincorporated association with a claim, either individually or jointly, of ownership or an interest, legal or equitable, in a vehicle.

ADMINISTRATION

6.015

Powers of Council.

- (1) Subject to State laws, the City Council shall exercise all municipal traffic authority for the City except those powers specifically and expressly delegated by this Code or City ordinance.
- (2) The powers of the Council include, but are not limited to:
 - a) Designation of through streets.
 - b) Designation of one-way streets.
 - c) Designation of truck routes.
 - d) Initiation of proceedings to change speed zones.
 - e) Revision of speed limits in parks.
 - f) Restriction of the use of certain streets by any class or kind of vehicle to protect the streets from damage.
 - g) Establishment of size and weight limitations governing the use of City streets.

6.020

FOREST GROVE CODE

6.030

6.020 **Duties of the City Manager.**

The City Manager or designee shall exercise the following duties:

- (1) Implement the ordinances, resolutions and motions of the Council and his or her own orders by installing, maintaining, removing and altering traffic control devices. The installation shall be based on the standards contained in the "Oregon Manual on Uniform Traffic Control Devices for Streets and Highways".
- (2) Establish, remove or alter the following classes of traffic controls:
 - a) Crosswalks, safety zones and traffic lanes.
 - b) Intersection channelization and areas where drivers of vehicles shall not make right, left or U-turns, and the time when the prohibition applies.
 - c) Parking areas and time limitations, including the form of permissible parking.
 - d) Traffic control signals.
 - e) Loading zones and stops for vehicles.
- (3) Issue oversize or overweight vehicle permits.
- (4) Temporarily block or close streets.
- (5) Designate and issue reserved parking spaces in the City parking lots to persons upon payment of the required fee. However, no more than 50 percent of the parking spaces in the lots shall be designated reserved spaces.

6.025 **Authority of ~~Police~~ Enforcement Officers.**

- (1) It is the duty of ~~Police~~ Enforcement Officers to enforce the provisions of this Code.
- (2) In the event of a fire or public emergency, ~~Police~~ Enforcement Officers may direct traffic as conditions require, notwithstanding the provisions of this Code.

6.030 **Direction of Traffic.**

No person other than ~~Police~~ Enforcement Officers shall direct the movement of traffic, except:

- (1) At the direction of an ~~Police~~ Enforcement Officer; or
- (2) In an emergency, and then only until an ~~Police~~ Enforcement Officer is present at the scene of the emergency.

6.035

FOREST GROVE CODE

6.050

CONSTRUCTION ZONES *[moved from Section 6.260]*

6.035

Application and Fee.

Upon proper application, the City Manager or designee is hereby authorized to establish construction zones in patrolled parking districts. The fee for establishment of a construction zone shall be fixed by the Council by resolution. Such application shall not be granted unless the applicant first obtains a building permit authorizing the proposed construction from the City Manager and unless the creation of the construction zone is necessary in order to relieve traffic congestion and traffic hazards upon the City streets. Such construction zones shall not exceed three parking meter spaces immediately adjacent to the construction area and shall be limited in time during which actual construction work is in progress. Upon approval of the application and establishment of the construction zone by the City Manager or designee and after appropriate signs are posted beside each parking space affected, no authorized person shall park in the designated spaces.

TRAFFIC CONTROL DEVICES

6.040

Installation of Temporary Traffic Control Devices Under Conditions of Public Danger.

Under conditions constituting a danger to the public, the City Manager or designee may install temporary traffic control devices.

6.045

Basis for Administrative Standards.

The traffic designs and control device regulations of the City Manager or designee shall be based on:

- (1) Traffic engineering principles and traffic investigation.
- (2) Standards, limitations, and rules promulgated by the Oregon Transportation Commission.
- (3) Other recognized traffic control standards.

6.050

Existing Control Devices and Markings. *[moved from Section 6.430, impoundment and penalties]*

Parking and traffic control device and markings installed prior to the adoption of this Code are lawfully authorized.

6.055

FOREST GROVE CODE

6.070

GENERAL REGULATIONS AND PENALTIES

6.055

Obedience To and Alternation of Control Devices.

- (1) No person shall disobey the instruction of a traffic control device except as provided by this Code.
- (2) No unauthorized person shall install, move, remove, obstruct, alter the position of, deface or tamper with a traffic control device or a marking, sign, or device that regulates parking, stopping, or standing.

6.060

Crossing Private Property.

- (1) No operator of a motor vehicle shall proceed from one street to another street by crossing private property or premises open to the public. This provision does not apply to the operator of a motor vehicle who stops on the property to procure or provide goods or services.
- (2) The violation of the offense described in this section is a Class C traffic infraction as prescribed in State law.

6.065

Acts Constituting Unlawful Riding.

- (1) No operator of a motor vehicle shall permit a passenger to, and no passenger shall, ride on a motor vehicle on a street except on a portion of the vehicle designed or intended for the use of passengers. This provision does not apply to an employee engaged in the necessary discharge of a duty or to a person riding within a truck body in space intended for merchandise.
- (2) No person shall board or alight from a motor vehicle while the vehicle is in motion on a street.
- (3) The violation of the offense described in this section is a Class C traffic infraction as prescribed in State law.

6.070

Throwing Rubbish from a Motor Vehicle or Bicycle.

- (1) No operator of a motor vehicle or bicycle may allow the deposit of solid waste or burning material by any means from a motor vehicle or bicycle in their control onto a public street, sidewalk, or other public premises.
- (2) The violation of the offense described in this section is a Class C traffic infraction as prescribed in State law.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

6.075

FOREST GROVE CODE

6.090

6.075 Speed Limits in Public Parks.

- (1) No person shall drive a vehicle on a street in a public park of this City at a speed exceeding 15 miles per hour unless signs erected indicate otherwise.
- (2) The violation of the offense described in this section is a Class D traffic infraction as prescribed in State law.

6.080 Roller Skates, Sleds and Similar Devices.

- (1) No person upon roller skates, a skateboard or riding in or by means of a coaster, toy vehicle or similar device shall use the streets, except while crossing at a crosswalk or in an authorized area.
- (2) No person shall use the streets for traveling on skis, toboggans, sleds, or similar devices, except where authorized.
- (3) No person upon roller skates, a skateboard, or riding in or by means of a coaster, toy vehicle, or similar device shall use sidewalks in the ~~Central Business District of the City~~ Town Center area as described: Sidewalks north of 19th Avenue to 21st Avenue; Sidewalks east of B Street to Cedar Street excluding the sidewalks immediately adjacent to Pacific University; in any public parking lot in this area or where otherwise posted. (~~Ord. 1987-09, 06/22/1987~~)

6.085 Damaging Sidewalks and Curbs; Liability of Damage.

- (1) The operator of a motor vehicle shall not drive on a sidewalk or ~~roadside planting strip~~ curbed parkway except to cross at a permanent or temporary driveway.
- (2) No unauthorized person shall place dirt, wood, or other material in the gutter or space next to the curb of a street with the intention of using it as a driveway.
- (3) No person shall remove a portion of a curb or move a motor vehicle or a device moved by a motor vehicle onto a curb or sidewalk without first obtaining authorization from the City and posting bond if required. A person who causes damage shall be responsible for the cost of repair.

6.090 Removing Glass and Debris.

A party to a vehicle accident or a person causing broken glass or other debris to be on a street shall remove the glass or debris from the street.

6.095

FOREST GROVE CODE

6.105

6.095 Prohibited Storage of Vehicles and Property.

- (1) No person shall store or permit to be stored any vehicle, recreational vehicle, trailer or other personal property on a street or other public property without **written** permission of the City Manager.
- (2) A vehicle is stored if it is not being presently used for local personal transportation and has been parked on a street or other public property for a period in excess of 72 hours.
- (3) Personal property is considered stored if it has been on a street or other public property for a period in excess of 24 hours.
- (4) Movement of vehicle, recreational vehicle, or trailer on a street or other public property for a distance of less than 300 feet shall constitute continuous and uninterrupted storage in the same location.
- (5) Failure to remove the vehicle, recreational vehicle, trailer or other personal property after the allotted time shall constitute prima facie evidence of storage.

This replaces Section 6.170 (48 hr Limit) and Section 6.095 (7 day storage on streets) and now includes public parking lots

6.095 ~~Storage of Motor Vehicles and Property on Streets.~~

~~No person shall store or permit to be stored on a street, without permission of the Council, a motor vehicle or personal property for a period in excess of seven consecutive days. Failure to remove a motor vehicle or other personal property after a period of seven consecutive days constitutes prima facie evidence of storage.~~

6.100

Obstructing Streets or Public Ways.

Except as provided by this chapter or any ordinance of the City, no person shall place, park, deposit or leave on a street, alley, public way, sidewalk or curb any article, or thing or material which in any way prevents, interrupts or obstructs the free passage of pedestrian or vehicular traffic or obstructs a driver's view of traffic or official traffic control signs and signals.

6.105

Violations and Penalties.

- (1) Notwithstanding the penalty and provisions of Sections 6.060, 6.065, 6.070 and 6.075, any person who violates any provisions of Sections 6.055 and 6.080 – 6.100 of this Code, or fails to comply with any of its requirements shall be subject to a civil penalty in the amount of not less than \$100 and not more than \$250.
- (2) The Enforcement Officer may cite the violator into Municipal Court for any of the said violations.

6.110

FOREST GROVE CODE

6.115

PEDESTRIANS

6.110

Crossing Outside of Crosswalks.

- (1) No pedestrian, when crossing a street other than within a crosswalk, shall cross in a manner that impedes traffic.
- (2) The violation of the offense described in this section is a Class D traffic infraction as prescribed in State law.
- (3) The Enforcement Officer may cite the violator into Municipal Court for any of the said violations.

6.115

Right Angles.

- (1) No pedestrian shall cross a street other than by a route at right angles to the curb or by the shortest route to be the opposite curb, unless crossing within a crosswalk.
- (2) The violation of the offense described in this section is a Class D traffic infraction as prescribed in State law.
- (3) The Enforcement Officer may cite the violator into Municipal Court for any of the said violations.

6.125

FOREST GROVE CODE

6.125

BICYCLES

6.125

Operating Rules.

In addition to observing all other applicable provisions of this Code and State law pertaining to bicycles, no person shall:

- (1) Leave a bicycle, except in a bicycle rack. If no rack is provided, the person shall leave the bicycle so as not to obstruct any roadway, sidewalk, driveway or building entrance.
- (2) Ride or operate a bicycle upon a sidewalk in the ~~Central Business District~~ Town Center area as described: Sidewalks north of 19th Avenue to 21st Avenue; Sidewalks east of B Street to Cedar Street excluding the sidewalks immediately adjacent to Pacific University.

~~6.280~~ ~~License Required.~~ **Proposing to Delete**

- ~~(1) No person who resides within the City shall ride a bicycle on any street or public way unless the bicycle has been licensed in accordance with this Section within 30 days after being brought within the City.~~
- ~~(2) Application for a license shall be made to the Chief of Police who may issue a license effective for four years or until transfer of ownership of the bicycle, whichever occurs first.~~
- ~~(3) The applicant must submit satisfactory proof of ownership of the bicycle and pay a license fee set by Council resolution.~~
- ~~(4) Upon the transfer of ownership of a licensed bicycle, the new owner, if a resident of the City, shall apply for a license as provided by this Section.~~

~~6.285~~ ~~Renting Bicycles.~~ **Proposing to Delete**

~~No person shall rent a bicycle to another person unless the bicycle is licensed and equipped as required by this Code.~~

~~6.130~~ ~~Bicycle Dealers.~~ **Proposing to Delete**

~~Every person engaged in the business of dealing in new or second-hand bicycles in the City shall maintain a record of every bicycle purchased and sold at retail, giving the name and address of the person from whom purchased or to whom sold, a description of the bicycle by name or make, the frame number and license number, if any, found on the bicycle. This information shall be delivered to the Chief of Police within 10 days of the retail sale or purchase of any bicycle.~~

6.135

FOREST GROVE CODE

6.140

6.135

Impounding of Bicycles.

- (1) No person shall leave a bicycle on private property without the consent of the owner or person in charge. Consent is implied on private business property unless bicycle parking is expressly prohibited.
- (2) A bicycle left on public property for a period in excess of 72 hours may be impounded by the Police Department.
- (3) In addition to any citation issued, a bicycle parked in violation of this Code, that obstructs or impedes the free flow of pedestrian or vehicular traffic or otherwise endangers the public, may be immediately impounded by the Police Department.
- (4) If a bicycle is impounded under this Code ~~is licensed, or other reasonable means of identifying its ownership exist,~~ the Police Department shall make reasonable efforts to identify and notify the owner. No impoundment fee shall be charged to the owner of a stolen bicycle that has been impounded.
- (5) A bicycle impounded under this Code that remains unclaimed shall be disposed of in accordance with the City's procedures for disposal of abandoned or lost personal property.
- (6) Except as provided in subsection (5), a fee as set by Council resolution may be charged to the owner of a bicycle impounded under this Section.

6.140

Violations and Penalties.

- (1) Any person who violates any provisions of Sections 6.125 – 6.135 of this Code, or fails to comply with any of its requirements shall be subject to a civil penalty in the amount of not less than \$100 and not more than \$250.
- (2) The Enforcement Officer may cite the violator into Municipal Court for any of the said violations.

6.145

FOREST GROVE CODE

6.150

PARADES AND PROCESSIONS

6.145 Prohibited Parade Activity.

- (1) No person shall organize or participate in a parade on a public street without obtaining a permit.
- (2) Except as provided by this Code, a permit shall always be required of a procession of people using the public right-of-way.
- (3) No permit is necessary for processions of Federal or State military forces.

6.150 Parade Permit Required.

- (1) Application for a parade permit shall be made to the Police Chief at least 14 days prior to the intended date of the parade, unless the time is waived by the Chief.
- (2) Application shall include the following information:
 - a) The names, date of births, addresses, and telephone numbers of the applicant and parade chairperson responsible for the proposed parade.
 - b) The purpose of the proposed parade.
 - c) The parade sponsor.
 - d) The date of the proposed parade.
 - e) The proposed starting and ending time.
 - f) The assembly points.
 - g) The detailed description, including a map of the parade desired route.
 - h) The estimated number of persons, vehicles, and animals that will be participating in the parade.
- (3) The application shall be signed by the person designated as chairperson.
- (4) The Police Chief shall issue a parade permit conditioned on the applicant's written agreement to comply with the terms of the permit unless the Chief finds that:
 - a) The time, route, and size of the parade will unreasonably disrupt the movement of other traffic.
 - b) The parade is of a size or nature that requires the diversion of so great number of police officers to properly police the line of movement and contiguous areas that allowing the parade would deny reasonable police protection to the City.

6.150

FOREST GROVE CODE

6.160

- c) The parade will interfere with another parade for which a permit has already been issued.
 - d) Information contained in the application is found to be false or a material detail is omitted.
 - e) The applicant refuses to agree to abide by or comply with all conditions of the permit.
- (5) If one or more of the conditions listed in subsection (4), other than subpart (e), exists, the Police Chief may impose reasonable conditions in the permit, including but not limited to:
- a) Requiring an alternate date.
 - b) Requiring an alternate route.
 - c) Restricting the size of the parade.
- (6) The Police Chief shall notify the applicant of the decision within three (3) days after receipt of the application.
- (7) If the Police Chief proposes alternatives or refuses to issue a permit, the applicant shall have the right to appeal the decision to the City Manager.

6.155

Appeal to City Manager.

- (1) An applicant may appeal the decision of the Police Chief by filing a written request of appeal with the City Manager within five (5) days after the Chief has proposed alternatives or refused to issue a permit.
- (2) The City Manager shall schedule a hearing date, which shall not be later than seven (7) days following the filing of the written appeal with the Manager, and shall notify the applicant of the date and time that he or she may appear either in person or by a representative. Following the hearing, the Manager may deny or approve the permit, with or without changes.

6.160

Offenses Against Parade.

- (1) No person shall unreasonably interfere with a parade or parade participant.
- (2) No person shall operate a vehicle that is not part of a parade between the vehicles or persons comprising a parade.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

6.165

FOREST GROVE CODE

6.170

6.165

Funeral Procession.

- (1) No permit is required for a funeral procession.
- (2) A funeral procession shall proceed to the place of interment by the most direct route that is both legal and practical.
- (3) The procession shall be accompanied by adequate escort vehicles for traffic control.
- (4) All motor vehicles in the funeral procession shall be operated with their lights on.
- (5) No person shall unreasonably interfere with a funeral procession.
- (6) No person shall operate a vehicle that is not a part of the procession between the vehicles of a funeral procession.
- (7) Each driver in the procession shall follow the vehicle ahead as closely as is practical and safe.
- (8) The violation of an offense described in this section is a Class C traffic infraction as prescribed in State Law.

6.170

Violations and Penalties.

- (1) Notwithstanding the provisions and penalty of Section 6.165, any person who violates any provisions of Sections 6.145 – 6.160 of this Code, or fails to comply with any of its requirements shall be subject to a civil penalty in the amount of not less than \$100 and not more than \$250.
- (2) The Enforcement Officer may cite the violator into Municipal Court for any of the said violations.

PARKING REGULATIONS

6.200 Parking Methods and Restrictions.

- (1) No person shall park or stand a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement, and with the curbside wheels of the vehicle within 12 inches of the edge of the curb, except where the street is marked or signed for angle parking.
- (2) Where parking spaces are designated on a street, no person shall stand or park a vehicle other than in the indicated direction and within the single marked space, unless the size and the shape of the vehicle make compliance impossible.
- (3) The operator who first begins maneuvering a motor vehicle into a vacant parking space of a street has priority to park in that space and no other vehicle operator shall attempt to interfere.
- (4) When the operator of a vehicle discovers the vehicle is parked close to a building to which the Fire Department has been summoned, the operator shall immediately remove the vehicle from the area, unless otherwise directed by police or fire officers.

6.205 Prohibited Stopping, Standing or Parking.

In addition to other parking restrictions in the City Code, no person shall stop, stand or park a vehicle:

- (1) On any street in any location prohibited by State law;
- (2) On a sidewalk;
- (3) On a crosswalk;
- (4) On a curbed parkway;
- (5) Within an intersection;
- (6) Within a designated bicycle lane;
- (7) Within 15 feet of the driveway entrance to a fire station;
- (8) Within 10 feet of a fire hydrant;
- (9) In front of or blocking any portion of a public or private driveway;
- (10) Within an area marked by yellow paint on the street or curb;
- (11) On the roadway side of a stopped or parked vehicle at the edge or curb of a street;
- (12) Upon a public street or public property where official signs or pavement markings prohibit stopping, standing or parking;

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- (13) In violation of a disabled parking space as defined by Oregon Vehicle Code, which constitutes a violation of ORS 811.615.

6.210

Prohibited Parking.

No person shall park:

- (1) A vehicle upon a public street or public property for a period in excess of maximum parking time limits where so designated by official sign or other marking. Where maximum parking time limits are designated by sign, movement of a vehicle within the same block or parking lot shall not extend the time limits for parking;
- (2) A vehicle in any City Park in violation of posted hours unless specifically authorized by the Director of Parks and Recreation;
- (3) A vehicle upon a public street or public property for more than 72 consecutive hours without authorization of the City Manager or designee;
- (4) A vehicle in an alley except to load or unload persons or cargo and with a time limit of 30 minutes in any two-hour period;
- (5) A motor vehicle that is designated, used or maintained for the transportation of property and having a gross weight in excess of 8000 pounds on a street between the hours of 9 p.m. and 7 a.m. in front of or adjacent to a residence, motel, hotel, apartment house or other sleeping accommodation;
- (6) A vehicle in a designated fire lane. The lane must be signed or marked and approved by the Forest Grove Fire Marshal; (Ord. 2006-01, 01/23/2006)
- (7) The following ~~licensed~~ vehicles in a residential zone within 50 feet of an intersection or within ~~30~~ 15 feet of a driveway; ~~or for more than 24 continuous hours in the same block:~~
 - a) Commercial or School Bus
 - b) Commercial Vehicle
 - c) Farm
 - d) Fixed Load
 - e) Recreational Vehicle
 - f) Trailer
- (8) Except as provided by this chapter or any ordinance of the City, a vehicle, trailer or other personal property upon a street or other public property for the primary purpose of:
 - a) Displaying the vehicle, trailer or other personal property for sale.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

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- b) Servicing or repairing the vehicle, trailer or other personal property, except repairs necessitated by an emergency.
- c) Displaying advertising from the vehicle, trailer or other personal property.
- d) Selling merchandise from the vehicle, trailer or other personal property.

6.215

Exemptions of Parking, Stopping or Standing Regulations.

The provisions of this Chapter that regulate the parking, stopping, or standing of vehicles do not apply to:

- (1) A vehicle of the City, County, State, or a public utility while necessarily in use for construction or repair work on a street.
- (2) A vehicle owned by the United States while in use for the collection, transportation, or delivery of mail.
- (3) A vehicle stopped, standing or parked momentarily to pick up or discharge a passenger.
- (4) A vehicle of a disabled person who complies with the provisions of ORS 811.602 to 811.637.

6.170

~~**Parking on Public Property** Proposing to Delete, replacing with 6.210(3)
No person shall park a vehicle in excess of 48 hours on public property or any street, where the parking is permitted, unless authorized by the Council. (Ord. 2004-02, 04/12/2004)~~

6.220

Use of Loading Zone.

- (1) No person shall stop, stand, or park a vehicle for any purpose or length of time other than for the expeditious loading or unloading of persons or materials, in a place designated as a loading zone when the hours applicable to that loading zone are in effect.
- (2) When the hours applicable to the loading zone are in effect, the loading and unloading shall not exceed the time limits posted.
- (3) If no time limits are posted, the use of the zone shall not exceed 30 minutes.

6.225

Restricted Use of Bus and Taxicab Stand.

No person shall stand or stop a vehicle other than a taxicab in a designated taxicab stand, or a bus in a designated bus stop, except that the operator or a passenger vehicle may temporarily stop to load or unload passengers when stopping does not interfere with a bus or taxicab waiting to enter or about to enter the restricted space. (Ord. 1991-09, 09/09/1991)

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6.230

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6.240

6.230

Lights on Parked Vehicle.

No lights need be displayed upon a vehicle that is parked in accordance with this Code on a street where there is sufficient light to reveal a person or object at a distance of a least 500 feet from the vehicle.

6.235

Unattended Vehicles.

- (1) No operator or person in charge of a motor vehicle shall park it or allow it to be parked unattended on a street, on premises open to the public or on a car lot, without first stopping the engine, locking the ignition, removing the ignition key from the vehicle, and effectively setting the brake. If the vehicle is attended, the ignition key need not be removed.
- (2) When an ~~Police~~ Enforcement Officer finds a motor vehicle parked or standing unattended with the ignition key in the vehicle, the officer is authorized to remove the key from the vehicle and deliver the key to the person in charge of the police station.

6.240

Recreational Vehicle Stay. *(moved from 5.247)*

- (1) No person shall be allowed to reside in a recreational vehicle ~~either on public or~~ private property with the consent of the property owner;
 - a) for more than 14 days in a one year period within a residential zone district unless authorized by the City Manager or designee,
 - b) for ~~not~~ more than 2 days in a one year period in a commercial or industrial zone district unless authorized by the City Manager or designee,
 - c) or the vehicle is located in a recreational vehicle park approved by the City through the requirements of the Zoning Code and authorized pursuant to Oregon Administrative Rules (OAR) Chapter 918-650.
- (2) No person shall be allowed to reside in a recreational vehicle on public property without authorization by the City Manager or designee. ~~Nothing in this section is intended to supersede or amend the parking regulations of Sections 6.150 6.200 6.210 et. seq. (Ord. 2005-20-11/28/2005)~~

6.245

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6.245

6.245 Violations and Penalties.

- (1) Any person who violates any provisions of Sections 6.200 – 6.215 of this Code, or fails to comply with any of its requirements shall be subject to a civil penalty in the amount set by Council resolution. (Ord. 1989-15, 12/11/1989)
- (2) Any person who violates any provisions of Sections 6.220 – 6.240 of this Code, or fails to comply with any of its requirements shall be subject to a civil penalty in the amount of not less than \$100 and not more than \$250.
- (3) A violation of a provision identical to a State statute is punishable by fine not to exceed the penalty prescribed by State statute.
- (4) The Enforcement Officer may cite the violator into Municipal Court for any of the said violations.

6.425 Penalties. DELETE replaced with above new Section 6.245 .

- ~~(1) Violation of Sections 6.070 to 6.110 is punishable by fine not to exceed \$100.~~
- ~~(2) Violation of Sections 6.150 to 6.365 is punishable by fines set by Council resolution. (Ord. 1989-15, 12/11/1989)~~
- ~~(3) Violation of a provision identical to a State statute is punishable by fine not to exceed the penalty prescribed by the State statute.~~

6.300

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6.310

PARKING CITATIONS AND OWNER RESPONSIBILITY

6.300

Citation on Illegally Parked Vehicle.

- (1) When a vehicle without an operator is found parked in violation of a restriction imposed by this Code, the Enforcement Officer finding the vehicle shall take its license number and any other information displayed on the vehicle that may identify its owner, and shall conspicuously affix to the vehicle a parking citation instructing the ~~operator~~ owner to answer to the charge or pay the penalty imposed within ~~five~~ 10 days during specific hours and at a specific place.
- (2) The citation shall state the penalties that may be imposed for failure to comply and shall state that if the owner fails to respond to the parking citation within 10 days of the issuance date of the citation, the fine will double.

6.305

Failure to Comply With Parking Citation Attached to Parked Vehicle.

If the ~~operator~~ owner fails to respond to a parking citation affixed to a vehicle within 10 ~~working~~ days, the City may send a letter to the owner of the vehicle informing the owner of the violation ~~and giving notice that if the citation is disregarded for a period of 10 days:~~ because the citation was disregarded for a period of 10 days:

- (1) The fine ~~will be~~ has doubled; and
- (2) The vehicle is subject to impoundment or immobilization as prescribed in Code Section ~~6.500(5)~~ if three or more unpaid parking ~~tickets~~ citations exist against the vehicle; and
- (3) After impoundment if the outstanding parking ~~tickets~~ citations and other fees and charges are not paid, the vehicle will be ~~sold~~ disposed of in the same manner prescribed in Code Section ~~6.500(2)~~.

6.310

Owner Responsibility.

The owner of a vehicle in violation of a parking restriction shall be responsible for the offense, unless the use of the vehicle was secured by the operator without the owner's consent.

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6.315

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6.315

Registered Owner Presumption.

In a proceeding against a vehicle owner charging a violation of a restriction on parking, proof the vehicle was registered to the defendant at the time of the violation shall constitute a presumption the defendant was the owner.

6.400

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6.410

RESIDENTIAL PARKING PERMIT

(Ord. 2005-16, 08/08/2005)

6.400

Short Title.

Code Sections ~~6.200 to 6.235~~ 6.400-6.435 to shall be known and may be cited as the "Residential Parking Permit Ordinance" and may also be referred to herein as "this Ordinance". (Ord. 2005-16, 08/08/2005)

6.405

Purpose.

It is hereby declared necessary, in the interest of the residents of the City of Forest Grove, to establish a residential parking permit system, by which motor vehicles bearing a valid Residential Parking Permit may be parked on City streets in excess of the time limits on specific sections of streets within designated areas. The acquisition of a permit under this Ordinance confers no rights upon the holder. It is merely a privilege which provides exemption from the parking time limitation and is subject to revocation at the discretion of the City.

6.410

Temporary Designations of On-Street Parking Permit Areas and Residential Parking Permit System.

- (A) The City Manager or designee shall make recommendations to the City Council to designate by resolution suitable temporary parking permit areas where parking is normally allowed.
- (B) The City Manager or designee shall establish a permit system to assign to owners of residences in a designated area a permit that must be prominently affixed to the driver's side of the vehicle on the upper left side of the windshield while the vehicle is parked in a designated area.
- (C) A Residential Parking Permit shall be issued upon application to the owner or operator of the vehicle who resides within a designated area.
- (D) A permit under this Ordinance confers no rights upon the holder. It is merely a privilege which provides exemption from the parking time limitation and is subject to revocation at the discretion of the City.

6.415

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6.415

Issuance and Use of Parking Permit.

Following the designation by the City Council of specific sections of streets within designated areas as being subject to this Ordinance, the City Manager or designee may issue a Residential Parking Permit during normal business hours to the owner or operator of the vehicle who resides within a designated area.

- (A) A Residential Parking Permit shall be issued at a fee established by resolution of the Council, upon application, to the owner or operator of the vehicle who resides within a designated area.
- (B) To be valid, a Residential Parking Permit that has been assigned to the affected residence must be prominently displayed on the driver's side of the vehicle on the upper left side of the windshield while the vehicle is parked in specific sections of streets within a designated area.
- (C) Vehicles bearing a Residential Parking Permit may park on specific sections of streets within a designated area in excess of the **posted** time limits.
- (D) Vehicles that do not have a Residential Parking Permit displayed visibly as required in subsection B of this Section and are parked in specific sections of streets within a designated area will be subject to the City's standard parking regulations and penalties.
- (E) A Residential Parking Permit shall not guarantee or reserve to the holder a parking space, whether on a given residential street or on any residential street within a designated area.
- (F) A Residential Parking Permit does not exempt holders from other parking, abandonment, towing, or immobilization regulations and penalties.
- (G) Unauthorized use of a parking permit is subject to permit revocation at the discretion of the City Manager or designee. It shall also be a violation of this Ordinance for any person to copy, reproduce or sell a permit.

6.420

Application.

- (A) Each application shall be made on a form provided by the City and shall include the following information:
 1. The name of the owner or operator of the motor vehicle
 2. Proof of residential address
 3. Vehicle make and model
 4. Vehicle identification number or license number

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- (B) The City Manager or designee may request further information from the applicant to verify eligibility for issuance of a permit. Permit holders shall contact the City regarding change of residence or disposition of a permitted vehicle.

6.425

Term of Permit.

A permit will automatically expire annually.

6.430

Temporary Residents.

Temporary residents of a designated area in the City may apply for and obtain a temporary Residential Parking Permit. Temporary permits shall expire not more than thirty (30) days from the issuance date, and shall be subject to all provisions of this Ordinance.

6.435

Guests of Residents.

Guests Parking Permits are available upon request for guests of residents of streets within designated areas. The Guest Parking Permit shall be displayed on the front dashboard of the vehicle while the vehicle is parked in a designated area, and shall be subject to all the provisions of this Ordinance.

6.500

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6.500

IMPOUNDING VEHICLES

6.500

Impoundment of Vehicles.

- (1) When a vehicle is placed in a manner or location that constitutes an obstruction to traffic or a hazard to public safety, an enforcement ~~Police~~ officer shall order the owner or operator of the vehicle to remove it. If the vehicle is unattended, the officer may cause the vehicle to be towed and stored at the owner's expense. The owner shall be liable for the costs of towing and storing, even if the vehicle was parked by another or if the vehicle was initially parked in a safe manner but subsequently became an obstruction or hazard.
- (2) The disposition of a vehicle towed and stored under authority of this Section shall be in accordance with the procedures of the City relating to impoundment and disposition of vehicles abandoned on the City streets.
- (3) The impoundment of a vehicle will not preclude the issuance of a citation for violation of a provision of this Code.
- (4) Stolen vehicles may be towed from public or private property and stored at the expense of the vehicle owner.
- (5) Whenever an enforcement ~~Police~~ officer observes a parked vehicle with three or more unpaid violations outstanding against the vehicle, the enforcement officer may cause the vehicle to be impounded or immobilized. An impounded or immobilized vehicle shall not be released until all outstanding fines and charges have been paid. Vehicles impounded under authority of this subsection shall be disposed of in the same manner as provided in subsection (2) of this Section.

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ABANDONED VEHICLES

6.600

Definitions.

For the purpose of Code Sections ~~6.510 to 6.585~~ 6.605 to 6.675, the following words and terms mean:

Abandoned Vehicle. A vehicle that has been deserted or relinquished without claim of ownership. A vehicle shall be considered abandoned if it has remained in the same location for more than 24 hours and one or more of the following conditions exist:

- (1) The vehicle appears to be inoperative or disabled;
- (2) The vehicle appears to be wrecked, partially dismantled, or junked; or
- (3) Does not display a current registration plate or trip permit.

A trailer shall be considered abandoned if it has remained in the same location for more than 24 hours and one or more of the following exist:

- (1) The trailer is left unclaimed or in such damaged, disabled or dismantled condition that it is inoperable.
- (2) Does not display a current registration plate or trip permit, unless exempt from registration under Oregon law.
- (3) Is on a street and no right of control over the trailer exists in a person who resides at a property in the vicinity of the trailer.

6.605

Abandoned Vehicles Prohibited.

- (1) No vehicle or trailer which an enforcement officer has reason to believe is abandoned shall be parked or left standing on the right-of-way of a street or alley or on any City property in excess of 24 ~~48~~ hours.
- (2) A vehicle or trailer so parked or left standing may be taken into custody by an enforcement officer after compliance with Section ~~6.530~~-6.625 and held at the expense of the owner or person entitled to possession of the vehicle. The enforcement officer may use City personnel, equipment and facilities for removal and storage of the vehicle or may hire other personnel, equipment or facilities for that purpose.
- (3) The violation of the offense described in this section is a Class B traffic infraction as prescribed in State law.

6.610

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6.610 Vehicle Left on Private Property.

- (1) At the request of the owner or person in lawful possession of the land an law enforcement officer may take a vehicle into custody and remove the vehicle as provided under this Code if the vehicle is parked or left standing upon any private property without the express consent of the owner or person in lawful possession or control of the property after the law enforcement officer complies with Section-6-530 6.625 of this Code.
- (2) The violation of the offense described in this section is a Class B traffic infraction as prescribed in State law.

6.615 Towing Without Notice.

- (1) An law enforcement officer may immediately cause a vehicle to be towed without prior notice if:
 - a) It is a hazardous vehicle, or
 - b) The vehicle was in possession of a person taken into custody by an law enforcement officer and no other reasonable disposition of the vehicle was available under the circumstances, or
 - c) The vehicle bears license plates which are not issued to the vehicle according to the records of the Department of Motor Vehicles.
 - d) The vehicle is parked in a designated fire lane and the vehicle's presence would prevent access of emergency vehicles.
- (2) The owner of the vehicle shall be responsible for the cost of towing and storing the vehicle.

6.620 Towing and Storage Liens.

- (1) A person who, at the request of an law enforcement officer, takes a vehicle into custody under provisions of this Code shall have a lien on the vehicle for just and reasonable towing and storage charges, as provided by Section 6-580 6.675 of this Code. If the appraised value of the vehicle is \$750 or less, the vehicle shall be disposed of in the manner provided in Section 6-575 6.670 of this Code.
- (2) If the vehicle is taken into custody under provisions of this Code and held by an law enforcement officer, rather than by a private garage, the vehicle shall be disposed of in the manner provided in Sections 6-565 6.660 and 6-570 6.665 of this Code.

6.625

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6.625 **Pre-Towing Investigation and Notice.**

- (1) When a vehicle is found in violation of Section ~~6-510~~ 6.605 or ~~6-515~~ 6.610, the law enforcement officer shall:
- a) Make a routine investigation to discover the owner and request removal of the vehicle or trailer.
 - b) Failing to discover the owner, affix a notice to the vehicle or trailer at least 48 hours before taking the vehicle into custody. The 48 hour period under this subsection includes holidays, Saturdays and Sundays. The notice shall include the following:
 1. The vehicle or trailer will be taken into custody and towed if it is not removed before the time set by the appropriate authority.
 2. The Code Section it violates.
 3. The name and badge number of the law enforcement officer or other authorized City employee issuing the notice.
 4. The telephone number and address where information can be obtained as to the location of the towed item.
 5. That the vehicle or trailer will be subject to towing and storage charges and that a lien will attach to the vehicle and its contents.
 6. That the vehicle or trailer will be sold to satisfy the cost of towing and storage if the charges are not paid.
 7. That the owner, possessor or person having a legal interest in the vehicle or trailer is entitled to a hearing to contest the impoundment and removal if a hearing is timely requested in writing.
 8. That the owner, possessor or person having a legal interest in the vehicle or trailer may also challenge the reasonableness of any towing or storage charges at the hearing.
 9. The time within which a hearing must be requested and the method for requesting a hearing.

~~b)c) Failing to discover the owner, make a diligent inquiry as to the name and address of the owner of the vehicle by examining it for license number, identification number, make, style and any other information which will aid in identifying ownership and, when the vehicle is required by law to be registered with the State Motor Vehicles Division, transmit all information pertaining to the vehicle~~

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Highlighted in Red is deleted language (and references)

to that Division with a request for the name and address of the owner.

~~e)d) Mail a notice to the owner and legal owner at the address shown in the Motor Vehicles Division records at least five calendar days before taking the vehicle into custody, that period not to include holidays, Saturdays or Sundays.~~

~~d)e) Place a notice on the windshield or another part of the vehicle where it can be easily seen.~~

(2) This Section does not apply to vehicles listed under Section ~~6.520~~ 6.615. (towing w/o notice)

~~6.630~~ **Contents of Pre-Towing Notice.**

~~(1) Notices sent or placed under Section 6.530 6.625 shall state:~~

~~a) The name and badge number of the law enforcement officer or other authorized City employee issuing the notice.~~

~~b) That the vehicle will be towed as an abandoned vehicle and taken into custody by the City if it is not removed within five calendar days of the date of the notice, that period not to does include holidays, Saturdays or and Sundays.~~

~~c) The telephone number and address of the appropriate authority whom the owner may contact to obtain information.~~

~~d) That the person who tows an abandoned vehicle at the request of an law enforcement officer or other City employee shall have a lien on the vehicle for reasonable towing and storage charges, may retain possession of the vehicle until the charges are paid, and may have the vehicle sold to satisfy the lien.~~

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- e) ~~That the owner of the vehicle is entitled to a hearing on the validity of the proposed tow and/or the reasonableness of any towing and storage charges.~~
- f) ~~That the hearing must be requested within not more than five calendar days from the postmarked date of the notice, that time period not to include holidays, Saturdays or Sundays, and that the request must be made in writing or in person.~~
- (2) ~~If the owner of the vehicle requests a hearing before the vehicle is taken into custody, the vehicle shall not be taken until a hearing is set and held in accordance with Sections 6.545 6.640 through 6.555 6.650 of this Code.~~
- (3) ~~Failure to present a written request for hearing, or to request a hearing in person, within not more than five calendar days, not to include holidays, Saturdays or Sundays, of the postmarked date of the notice, shall act as a waiver of the right to a hearing.~~

6.630

Post-Towing Notice.

- (1) After a vehicle has been taken into custody under Sections ~~6.510, 6.515 or 6.520~~ 6.605, 6.610 or 6.615, notice shall be provided to the owner stating:
 - a) That the City had the vehicle or trailer towed.
 - b) The Code Section or rule under which the vehicle was towed.
 - c) The location of the vehicle or trailer or the telephone number where information concerning the vehicle can be obtained.
 - d) That a lien has been placed on the vehicle or trailer in favor of the person who towed the vehicle or trailer.
 - e) That the vehicle may be sold to satisfy the lien.
 - f) That, if requested, a prompt hearing shall be held on the validity of the tow and the creation and amount of the lien.
 - g) The time within which a hearing must be requested and the method for requesting the hearing.
 - h) That, if the owner requests a hearing, the owner may immediately recover possession of the vehicle or trailer before the hearing by:
 - (1) Presenting proof of ownership or right to possession, and

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- (2) Either paying the towing and storage charges or posting a security deposit in accordance with the security deposit schedule authorized in Section ~~6.565~~ 6.655 with the City for towing and storage charges that have accumulated as of the date of the request for hearing.
- (2) Notice is considered given when a certified letter addressed to the registered owner of the vehicle or trailer and a similar certified letter addressed to the legal owner, if different, return receipt requested, are mailed within 48 hours, not including holidays, Saturdays or Sundays, after the vehicle or trailer is taken into custody by the law enforcement officer.
- (3) If the vehicle or trailer is registered in the office of the State Motor Vehicles Division, notice may be addressed to the registered owner and the legal owner at the addresses shown on the records in that office. If the vehicle or trailer is not registered and there are no other marking to identify the owner of the vehicle, then no written notice is required. ~~reasonable efforts shall be made to ascertain the names and addresses of the legal owner and person entitled to possession of the vehicle so that notice can be mailed within the time period prescribed in subsection (2) of this Section.~~
- (4) The owner must request a hearing within not more than five days after receipt from the postmarked date of the notice. The request shall state the grounds upon which the person requesting the hearing believes the towing is invalid or the charges unreasonable. The request may be made in person or in writing, and failure to appear in person or to deliver to the Municipal Court a written request for a hearing not more than mail a letter within five days after receipt from the postmarked date of the notice shall act as a waiver of the right to a hearing, that time period not to include holidays, Saturdays or Sundays.

6.635

Hearings.

- (1) A pre-towing hearing shall be held before the Chief of Police or designee on the written or oral request of the legal owner or the person entitled to possession of the vehicle or trailer prior to the removal of the vehicle.
- (2) This hearing is to be conducted within 72 hours of receipt of the written or oral request not, including holidays, Saturdays or Sundays.

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- (3) The hearing is to show cause why the vehicle or trailer should not be removed.
- (4) A post-towing hearing shall be held before the Municipal Judge on the written or oral request of the legal owner or the person entitled to possession of the vehicle or trailer.
- (5) The hearing shall be set and conducted within 72 hours of receipt of the written or oral request, holidays, Saturdays and Sundays not included. The hearing may be set for a later date if requested in writing or in person by the owner or person entitled to possession. At the hearing, the owner may contest:
 - a) The validity of the action of the law enforcement officer in taking the vehicle into custody.
 - b) The creation and amount of the lien attached to the vehicle or trailer.
- (6) The City shall have the burden of showing the validity of the taking of the vehicle or trailer.

6.640

Decision.

- (1) If the Municipal Judge finds that the action of the law enforcement officer in taking the vehicle or trailer was proper, the Municipal Judge shall enter an order supporting the removal.
- (2) If the Chief of Police or designee finds a proposed tow valid, the Chief of Police or designee may order it to be towed.
- (3) If the Municipal Judge finds that the action of the law enforcement officer in taking the vehicle or trailer into custody was invalid, the judge shall:
 - a) Order the vehicle or trailer released to the owner.
 - b) Find that the owner is not liable for towing or storage charges occasioned by the taking.
 - c) Order the City to satisfy the towing and storage lien.
- (4) The determination of the Municipal Judge is final and is not subject to appeal.

6.645

Failure to Appear at Hearing.

- (1) If the person who requested the hearing does not appear at the pre-towing hearing, the Chief of Police or designee may enter an order supporting the removal of the vehicle or trailer.
- (2) If the person who requested the hearing does not appear at the post-towing hearing, the judge may enter an order supporting the removal and assessment of towing and storage costs and apply security posted against the costs.

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6.650

Appraisal of Vehicle Towed.

Any vehicle towed under Sections ~~6.510, 6.515, or 6.520~~ 6.605, 6.610 or 6.615 of this Code shall be appraised within a reasonable time by a person with a permit issued under ORS 819.480.

6.655

Return of Vehicle to Owner.

- (1) An owner whose vehicle has been towed pursuant to this Code may recover immediate possession of the vehicle by:
 - a) Presenting proof of ownership or right to possession, and
 - b) Either paying the towing and storage charges and any outstanding parking citations and fees or, if a hearing has been requested, by posting a security deposit in the form of a bond or cash with the City for towing and storage charges that have accumulated as of the date of the request for a hearing.
- (2) The Municipal Judge is authorized to establish, by court order, a security deposit schedule.

6.660

Sale of Vehicle Not Reclaimed.

- (1) If a vehicle taken into custody under Sections ~~6.510, 6.515, or 6.520~~ 6.605, 6.610 or 6.615 of this Code is not reclaimed within 30 days after it has been taken into custody, the City shall dispose of the vehicle at public auction, except as provided in Section ~~6.575~~ 6.665.
- (2) After a vehicle has been sold under subsection (1) of this Section, the former owner, legal owner or person entitled to possession has no further right, title, claim or interest in or to the vehicle itself, or the contents.
- (3) Upon the sale of a vehicle under subsection (1) of this Section, the City shall issue a certification of sale, in duplicate, at the time of the payment of the purchase price. The original of the certificate of sale shall be given to the purchaser and the copy retained by the City. The certificate of sale shall contain:
 - a) Name and address of purchaser.
 - b) Date of sale.
 - c) Amount paid for vehicle.
 - d) A description of the vehicle.
 - e) A stipulation that no warranty is made as to the condition or title of the vehicle.

6.660

FOREST GROVE CODE

6.665

- (4) When a vehicle is sold under subsection (1) of this Section, the City shall transmit to the Oregon Motor Vehicles Division and to the treasurer of the City a return of sale setting forth:
 - a) The name and address of the purchaser.
 - b) The amount paid for the vehicle.
 - c) The description of the vehicle.
 - d) The costs incurred in the sale.
 - e) The costs and expenses incurred in the removal, preservation and custody of the vehicle.
- (5) The return of sale sent to the treasurer of the City shall be accompanied by the proceeds of the sale, except that the costs incurred in the sale and the costs and expenses incurred in the removal, preservation and custody of the vehicle may first be deducted. The return of sale shall then be filed in the treasurer's office and the treasurer shall deposit the proceeds in the general fund of the City.
- (6) The former owner of a vehicle sold under subsection (1) of this Section may recover the proceeds of the sale under subsection (5) of this Section by filing a claim with the City, provided the claim is filed within two years of the date of the sale. The claim shall be audited and paid by the City.

6.665

Sale or Disposition of Vehicle Appraised at \$750 or Less.

- (1) A vehicle appraised under Section ~~6.560~~ 6.650 of this Code at a value of \$750 or less shall be disposed of according to this Section.
- (2) If a vehicle is appraised at \$750 or less, the City shall file with the Oregon Motor Vehicles Division an affidavit containing:
 - a) The description of the vehicle.
 - b) The location of the vehicle.
 - c) The appraised value of the vehicle.
 - d) A statement that the vehicle will be junked or dismantled.
 - e) That notice to junk or dismantle the vehicle, along with the location of the vehicle, has been sent to the legal owner and owner or person entitled to possession.
 - f) That the owner has signed a release under oath, disclaiming any future interest in the vehicle, the oath to accompany the affidavit.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

6.665

FOREST GROVE CODE

6.670

- (3) The failure of the legal owner, owner or person entitled to possession to sign the release or to reclaim the vehicle under Section ~~6.565~~ 6.655 of this Code within 15 days of the date of the notification is mailed shall constitute a waiver of the interest of such person.
- (4) Upon completion and mailing of the affidavit the City may, without notice or public auction, dispose of the vehicle.
 - a) By sale to a wrecker licensed under ORS 822.110 and execution of a certificate of sale as provided in Section ~~6.570~~ 6.660 of this Code; or
 - b) By sale to any other person after requiring that person to comply with and execute the forms required under ORS 819.010 and to include such forms with the certificate of sale as provided under Section ~~6.570~~ 6.665 of this Code.

6.670

Towing and Storage Fees.

The Council may, by resolution, rule, agreement or contract, set uniform towing and storage charges for abandoned vehicles that have been towed which shall be deemed reasonable for the purposes of this Code.

6.700

FOREST GROVE CODE

6.710

DISCARDED VEHICLES

6.700 **Definitions.** (Ord. 2005-20, 11/28/2005)

For the purpose of Code Sections ~~6.605 to 6.665~~ 6.700 to 6.765, the following term means:

Discarded vehicle. For the purposes of this section, discarded vehicles include any motor vehicle, boat, aircraft, recreational vehicle, or trailer (including major parts of vehicles, i.e., bodies, engines, transmissions, etc.) that is in one or more of the following conditions:

- a) Inoperative, unregistered or unlicensed.
- b) Wrecked.
- c) Dismantled.
- d) Partially dismantled.
- e) Abandoned.
- f) Junked.

6.705 **Declaration of Public Nuisance.**

The open accumulation or storage of a discarded vehicle is found to create a condition tending to reduce the value of private property; promote blight, deterioration and unsightliness; invite plundering; create fire hazards; constitute an attractive nuisance causing a hazard to the health and safety of minors; create a harborage for rodents and insects; and otherwise be injurious to the health, safety and general welfare. Therefore, the presence of a discarded vehicle on private property is declared to constitute a public nuisance which may be abated in accordance with the provisions of Sections ~~6.605 to 6.665~~ 6.700 to 6.760 of this Code. (Ord. 2005-20, 11/28/2005)

6.710 **Prohibited Action.**

- (1) No person shall keep ~~store~~ or permit the storing of a discarded vehicle upon private property within the City in excess of 72 hours unless the vehicle is:
 - a) Completely enclosed within a building; or is
 - b) Kept in connection with a lawfully conducted business enterprise dealing in junked vehicles.
- (2) ~~No person shall store or permit the storing of any discarded vehicles not within an enclosed building on property under their ownership or control within the City unless it is in connection with a lawfully conducted business enterprise dealing in junked vehicles.~~ (Ord. 2005-20, 11/28/2005)

6.715

FOREST GROVE CODE

6.720

6.715

Pre-Abatement Investigation and Notice.

- (1) Whenever a discarded vehicle is found on private property, the enforcement officer shall make an investigation to discover the person in charge of the property on which the vehicle is located and, where possible, the owner of the vehicle. The enforcement officer shall give written dated notice to them by personal service or by registered or certified mail that the vehicle and the property is in violation of Section ~~6.645~~ 6.710.
- (2) The notice shall state that the discarded vehicle is in violation of this Code and within 10 calendar days of the day of sending or posting the notice:
 - a) The vehicle must be removed from the City or to the storage yard of a lawfully conducted business enterprise dealing in junked vehicles; or
 - b) Be completely enclosed within a building.
- (3) The notice shall also state that the alternative to compliance with subsection ~~6.620~~ 6.715(2) is to petition the Municipal Court in writing within 10 days of date of the notice and show cause why the vehicle should not be abated as provided in this Code.
- (4) The notice shall also state:
 - a) That failure to comply with this Code authorizes the City to remove the vehicle and charge the cost against the property and may result in the issuance of a citation to appear before the Municipal Court. Any costs that are unpaid beyond thirty days of the billing may result in the placement of a lien on the property consistent with subsection ~~6.660~~ 6.755(3)(4)(5),
 - b) That abatement by the City does not affect the liability of the owner of the property and/or vehicle for imposition of civil penalties consistent with Section ~~6.670~~ 6.765. (Ord. 2005-20, 11/28/2005)

6.720

Entry on Private Property.

- (1) An enforcement officer is authorized at all reasonable times to enter on private property to:
 - a) Examine a vehicle to determine whether it is in a discarded condition;
 - b) Examine a vehicle to determine ownership; or
 - c) Remove the vehicle pursuant to Code Section ~~6.630~~ 6.725.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

6.720

FOREST GROVE CODE

6.725

- d) Except when an emergency exists, before entering on private property, the officer shall obtain the consent of an occupant or obtain a warrant from the Municipal Court authorizing entry onto the property for inspection.
- (2) No search warrant may be issued until an affidavit has been filed with the Municipal Court showing probable cause for the inspection, stating the purpose and extent of the proposed inspection, citing this Section (~~6.625~~ 6.720) as the basis for the inspection, stating whether it is an inspection instituted by complaint and such other information concerning the vehicle in question or the property on which it is situated which the Court deems relevant.
- (3) No person shall interfere with or attempt to prevent the enforcement officer from entering on private premises and inspecting or removing a vehicle when an emergency exists or when the officer exhibits a warrant authorizing entry. (Ord. 2005-20, 11/28/2005)

6.725

Hearing by Municipal Court.

- (1) Following a petition submitted consistent with Section ~~6.620~~ 6.715 or pursuant to a citation being issued, the Municipal Court shall fix a time for a hearing to show cause why a vehicle nuisance should not be abated and to receive evidence on the existence, location and condition of the vehicle. After the hearing, the Court may continue the matter to authorize the enforcement officer access to the property through the issuance of a search warrant to obtain additional information on the vehicle or order the vehicle removed by the City, declaring the vehicle to be a public nuisance. In making an order, the Court may issue a warrant to authorize the enforcement officer access to the property for the purpose of removing the vehicle. The order may authorize the removal of all listed vehicle(s) and may consolidate the hearings and orders relating to more than one vehicle. The persons receiving the notice specified in Section ~~6.620~~ 6.715 shall be sent copies of the order of the Court.

6.725

FOREST GROVE CODE

6.735

- (2) The Court may impose conditions and take such other action as it considers appropriate under the circumstances to carry out the purposes of this Code. It may impose civil penalties pursuant to Section ~~6.670~~ 6.765. It may delay the time for removal of the vehicle when, in Court's discretion, circumstances justify such removal. It shall refuse to order removal of the vehicle when the vehicle is not subject to the provisions of this Code. The Court shall not be bound by technical rules of evidence in conducting the hearing. (Ord. 2005-20, 11/28/2005)

6.730

Abatement by the City and Appraisal.

- (1) Ten (10) days after giving the notice required in Section ~~6.620~~ 6.715 or 10 days after issuance of an order by the Municipal Court under Section ~~6.630~~ 6.725, the City may abate the nuisance and remove the subject vehicle(s) by use of City employees or independent contractors. No person shall interfere with, hinder or refuse to allow authorized persons to enter on private property for the purpose of removing a vehicle under the provisions of this Code.
- (2) After removing the vehicle, the City shall cause it to be appraised. (Ord. 2005-20, 11/28/2005)

6.735

Sale or Disposition of Vehicle Appraised at \$750 or Less.

- (1) A vehicle appraised under Section ~~6.635~~ 6.730 of this Code at a value of \$750 or less shall be disposed of according to this Section.
- (2) If a vehicle is appraised at \$750 or less, the City shall file with the Oregon Department of Motor Vehicles (DMV) an affidavit containing:
 - a) Description of the vehicle.
 - b) Location of the vehicle.
 - c) Appraised value of the vehicle.
 - d) Statement that the vehicle will be junked or dismantled.
 - e) A statement that notice to junk or dismantle the vehicle, along with the location of the vehicle, has been sent by certified mail or personal service to the legal owner and owner or person entitled to possession.

6.735

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6.740

- f) A statement that the owner has signed a release under oath, disclaiming any future interest in the vehicle with the signed release to accompany the affidavit.
- (3) The failure of the owner or person in charge of property from which the vehicle was removed to sign a release or to abate the vehicle within 15 days of the date the notification was mailed shall constitute a release of the interest of such person.
- (4) Upon completion and forwarding of the affidavit, the City may, without notice or public auction, dispose of the vehicle:
 - a) By sale to a wrecker licensed under ORS 822.110 and execution of a certificate of sale as provided in section ~~6.570~~ 6.660 of this Code (sale of vehicle not reclaimed); or
 - b) By sale to any other person after requiring that person to comply with and execute the forms required under ORS 819.010 and to include such forms with the certificate of sale. (Ord. 2005-20, 11/28/2005)

6.740

Public Sale Notice.

- (1) If the vehicle is appraised over \$750, the enforcement officer shall publish a notice of sale in a newspaper of general circulation within the City. The notice of sale shall state:
 - a) The sale is of a discarded motor vehicle as defined by City Code and in the possession of the City.
 - b) A description of the vehicle, including the type, make, license number, identification number and any other information that will aid in accurately identifying the vehicle.
 - c) The terms of the sale.
 - d) The date, time and place of the sale.
- (2) The notice of sale shall be published two times. The first publication shall be made not less than 15 days before the date of the proposed sale and the second shall be made not less than 7 days before the date of the proposed sale.

Highlighted in Yellow is new language

Highlighted in Red is deleted language (and references)

6.745

FOREST GROVE CODE

6.755

6.745

Public Sale.

- (1) If a vehicle is appraised over \$750, the enforcement officer shall hold a sale at the time and place appointed within view of the vehicle to be sold.
- (2) The vehicle shall be sold to the highest bidder. However, if no bids are entered, or those bids that are entered are less than the costs incurred by the City, the enforcement officer may enter a bid in an amount equal to the costs on behalf of the City.
- (3) At the time of payment of the purchase price, the enforcement officer shall execute a certificate of sale in duplicate; the original shall be delivered to the purchaser and a copy filed with the City Recorder.

6.750

Redemption Before Sale.

- (1) A vehicle impounded under the provisions of this Code may be redeemed by its owner or by the person in charge of the property from which the vehicle was removed by applying to the enforcement officer before a sale or disposition has taken place. The person shall:
 - a) Submit satisfactory evidence of ownership or interest in the vehicle to the enforcement officer that the claim is rightful.
 - b) Pay the costs owing at the time the application to redeem is made.
 - c) Give evidence that the nuisance character of the vehicle will not be resumed.
- (2) Upon compliance with subsection (1) of this Section, the enforcement officer shall execute a receipt and cause the vehicle to be returned. (Ord. 2005-20, 11/28/2005)

6.755

Assessment of Costs.

- (1) After disposing of the discarded vehicle and deducting any money received from the sale of the vehicle from the costs, the City Recorder shall give notice in writing by either certified mail or personal service as specified in Section ~~6.620~~ 6.715 to the person in charge of the property from which the vehicle was removed:
 - a) Of the unpaid costs of abatement.
 - b) That the costs as indicated will be assessed to and become a lien against the real property unless paid within 30 days from the date of the notice.

6.755

FOREST GROVE CODE

6.765

- c) That if the person in charge of the property objects to the indicated costs of abatement a written notice of objection must be filed with the City Recorder within 20 days of the date of the notice setting out the reason(s) for said objection.
- (2) Objections to the proposed assessment shall be heard and determined by the City Council within thirty (30) days of the receipt of the objection by the City Recorder.
- (3) If the costs of the abatement are not paid within 30 days from the date of the notice, an assessment of the costs shall be made by Council resolution, entered in the docket of City liens, and when the entry is made it shall constitute a lien on the real property from which the nuisance was removed or abated.
- (4) The liens shall be enforced in the same manner as liens for street improvements are enforced and shall bear interest at the rate of 12 percent per annum. Interest shall accrue from the date of the entry of the lien in the lien docket.
- (5) An error in the name of the person in charge of the property shall not void the assessment, nor will a failure to receive notice of the proposed assessment render the assessment void. The assessment shall remain a valid lien against the property. (Ord. 2005-20, 11/28/2005)

6.760

Towing and Storage Fees.

The Council may, by resolution, rule, agreement or contract set uniform towing and storage charges for discarded vehicles that have been towed which shall be deemed reasonable for the purposes of this Code.

6.765

Civil Penalty- Violations and Penalties.

- (1) In addition to the authority to abate the nuisance created by violation of Section ~~6.615~~ 6.710, the owner of the vehicle(s) and/or the owner(s) of the property on which a violation of Section ~~6.615~~ 6.710 has or is occurring, is shall be subject to a civil penalty in the amount of not less than \$100 per day and not more than \$250 per day for each day of the violation(s), with each discarded vehicle and each day being treated as separate violations.
- (2) The enforcement officer is authorized to issue citation(s) to the owner(s) of the vehicle and property and have the matter heard by the Municipal Court.

6.800

FOREST GROVE CODE

6.815

TOWING OPERATORS

6.800

Definitions.

For the purpose of Code Sections ~~6.710 to 6.730~~ 6.805 to 6.825 “on-call tow” means a motor vehicle towing company which is authorized to providing towing services for the City Police Department when requested in the City’s interest or when required by private citizens expressing no tow company preference.

6.805

Chief of Police Authorized to Adopt Regulations.

- (1) The Chief of Police is authorized to adopt regulations governing qualifications of on-call tow applicants with the specific intent of restricting authorization to those applicants and employees who have a history of lawful and responsible conduct related to towing functions. The Chief of Police is authorized to adopt regulations governing towing equipment and accessories, insurance coverage and the response procedure by which on-call tows are summoned to the scene. No provision of these regulations shall authorize the Chief of Police to fix or set rates for towing services.
- (2) Any decision of the Chief of Police adverse to the applicant and relevant to qualifications for on-call tow may be appealed to the City Manager by written notice given within 10 days of the ruling by the Chief of Police. The Manager shall review the decision of the Chief of Police and shall affirm, deny or modify the decision. The determination by the Manager shall be final.

6.810

Licenses Required.

Each on-call tow shall obtain any applicable City and State licenses including but not limited to business and operator’s licenses. In addition, each on-call tow shall comply with all regulations issued by the Chief of Police.

6.815

Inspection of Vehicles.

The Chief of Police shall periodically, but not less than annually, inspect the vehicles, operators’ licenses and on-call tows for compliance with Sections ~~6.605 to 6.630~~ 6.805 to 6.825 and administrative regulations.

Highlighted in Yellow is new language
Highlighted in Red is deleted language (and references)

6.820

FOREST GROVE CODE

6.825

6.820

On-Call Rotation.

Any towing company which provides the Chief of Police with proof of compliance with Sections ~~6.605 to 6.630~~ 6.805 to 6.825 and all regulations promulgated hereunder may participate in the procedure described below for responding to Police Department requests for towing services. All such companies shall be placed on a list to be utilized by Police Department radio dispatch. The Police Department shall rotate the particular on-call tow to be utilized each week among the listed towing companies.

6.825

Violations and Penalties.

Any person or firm providing on-call tow whether as principal, agent, employee or otherwise, who violates or causes the violation of any provision of Sections ~~6.605 to 6.630~~ 6.805 to 6.825 or regulations issued hereunder shall be punishable by a fine of not more than \$1,000. In addition, the Chief of Police may exclude from the on-call towing schedule any towing company which has violated Sections ~~6.605 to 6.630~~ 6.805 to 6.825 or administrative regulations hereunder until the Chief of Police has determined that further violations will not occur. (Ord. 2005-20, 11/28/2005)

Highlighted in Yellow is new language
Highlighted in Red is deleted language (and references)

CHAPTER 9

9.620 Prohibitions.

No person shall cut, remove or deface any tree in the parkway without first obtaining the consent of the City Manager or designee. No person shall ride or drive or park any vehicle, trailer, camper or motor home upon the a curbed parkway. (Ord. 1997-14, 09/08/1997)

CHAPTER 5

5.060 ~~Obstructing Passageways.~~—~~DELETE~~ *would now be addressed with “obstructing streets” and “prohibited parking (7)”*
~~(1) No person, except as permitted by this code, shall obstruct, cause to be obstructed or assist in obstructing pedestrian or vehicular traffic on any street or public way.~~
~~(2) No person shall use any street or public way for selling, storing or display of merchandise or equipment, except as permitted by this code.~~

3A

**FOREST GROVE CITY COUNCIL WORK SESSION
(JURISDICTION OF ROADWAYS)
AUGUST 12, 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 5:30 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; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Derek Robbins, Engineer; and Anna Ruggles, City Recorder.

2. WORK SESSION: JURISDICTION OF ROADWAYS

Foster, Cole, Downey, and Sykes facilitated the work session, noting the purpose of the work session was to discuss and review a draft proposal that staff has reached with Washington County in order to accept jurisdictional transfer of several roadways as noted below, which are within the City limits and are currently under County's jurisdiction. Staff reported the City has been negotiating on an acceptable amount of funds needed to bring the pavement up to an acceptable level before the City takes over jurisdiction of Willamina Avenue, 26th Avenue and Hawthorne Street, and two local access roads, Raymond Street and Firwood Lane (the two access roads do not need formal jurisdictional transfer as the City has jurisdiction pursuant to the recent annexation). Staff advised the County has agreed to give the City \$260,000 for pavement re-surfacing as part of the agreement of jurisdictional transfer, noting final approval of the proposed Intergovernmental Agreement (IGA) would need to be approved by the Board of County Commissioners. Staff referenced Exhibit A of the staff report, which listed potential reconstruction costs for each roadway (totaling \$1,908,875), noting revenue sources identified are Washington County \$260,000; Special Assessment \$70,000 (partially reimbursed through LID); and TIF Fund \$578,875 (partially reimbursed through LID). In addition, staff referenced Exhibit B of the staff report, which listed estimated sanitary sewer costs, noting the City would like to install new sanitary sewer mains under the roads prior to applying new asphalt or reconstruction, noting Exhibit B shows the estimated costs of the project and estimated costs to property owners if the City forms a Reimbursement District.

**FOREST GROVE CITY COUNCIL WORK SESSION
(JURISDICTION OF ROADWAYS)
AUGUST 12, 2013 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the merits of the jurisdictional transfer and whether to accept the County funds for jurisdictional transfer of the above-noted roadways, which are within the City limits and are currently under County's jurisdiction. Foster, Cole, Downey, and Sykes responded to various inquiries, concerns and scenarios Council presented pertaining to the City taking over jurisdiction of the roadways and facilitating necessary street improvements and costs onto residents, noting if the Council concurs, staff will proceed and bring back a proposed resolution authorizing the City to execute the IGA with Washington County, which would identify the road segments, set the amount of County funds to be transferred to the City, and outline the obligations of both parties. Staff explained after the IGA is executed, Council would need to adopt another resolution requesting the actual jurisdictional transfer of the roadways from the County. Lastly, the County Board of Commissioners would hold a Public Hearing before taking action on the request to transfer jurisdiction of the roadways to the City. Foster added once the roadways are transferred, staff would like to work with residents to reconstruct 26th Avenue, from Sunset Drive to Hawthorne Street, by forming a Local Improvement District (LID) (partial assessment to property owners) to improve the street, including widening, curbs and gutters, and install a new sewer system main by forming a Reimbursement District (property owners pay their share when they hook up to the new sewer system or take benefit of the new system). Foster noted the other roadways would tentatively be overlaid with new asphalt to keep them up to par until residents express interest in forming a LID as well. If the City decides to go forward with the plans outlined above, the overlay work would be covered by funds from the County and Special Assessment in the Street Fund. The Street Fund would have to fund on-going maintenance of the new roadways, which will add an additional 1.5 miles to the City's current inventory of 78 miles as reported in the Fiscal Year 2013-14 budget; an increase of approximately two percent (2%) in road maintenance costs in the future. Roadway construction work would impact both the TDT and TIF accounts by approximately \$1.5 million. The LID will refund a portion of the monies depending on what participation level is chosen by residents. The Sewer Fund would cover the sewer costs (approximately \$500,000) and the Sewer Fund would be refunded as properties connect to the new sewer system as shown in Exhibit B. Staff explained sanitary sewer could be installed along the roads before improvements are made, pointing out the estimated costs shown in Exhibit B do not include decommissioning of septic tanks and/or systems, plumbing connection to the new sewer pipe or System Development Charges as noted in the staff report. In response to Council concerns

**FOREST GROVE CITY COUNCIL WORK SESSION
(JURISDICTION OF ROADWAYS)
AUGUST 12, 2013 – 5:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 3**

pertaining to residents who cannot afford the costly expenses, Sykes advised that he will have staff look at offering incentives as an opportunity to encourage participation. Foster concurred, noting he would prepare a proposed incentive package, along with estimated costs to properties as accurately as possible, for Council consideration.

In conclusion of the above-noted discussion, Council collectively concurred to proceed with the IGA accepting the County funds for jurisdictional transfer of the above-noted roadways from the County. The required two proposed resolutions were tentatively scheduled to be presented to Council for consideration at the next Council meeting of Monday, September 9, 2013.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:10 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN
AUGUST 12, 2013 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:11 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; George Cress, Light and Power Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN

Cress, Downey, and Sykes facilitated the above-noted work session, noting the purpose of the work session was to review the final updates to Light and Power Electric System Master Plan. Cress reported staff held a work session with Council on May 28, 2013, for the purpose of reviewing the proposed Master Plan with City's consultant, TriAxis's, who developed a multi-year substation improvement plan and recommendations for a comprehensive electric system upgrade plan. Cress reported the Plan recommends the staged replacement of aged major power equipment at the substations and includes three power transformers and several circuit breakers in order to provide improved equipment reliability, provide adequate capacity for load growth and lays out a plan to accommodate future service expansion (as referenced in Page 5 and 6 of the staff report). In conclusion of the above-noted staff report, Cress explained the Master Plan is intended to be used in the development of a long-range financing plan for the Light and Power Department that will include financing options and multi-year cash flow projections, noting commencing Fiscal Year 2013-14, the capital outlays (referenced in Page 25 of the staff report) over a six-year period for substation upgrades are estimated to be in the range of \$4 to \$5 million. In conclusion of the above-noted staff report, Cress advised 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.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff discussed and reviewed the proposed Master Plan and annual cost summaries and recommendations. Cress, Downey and Sykes responded to

**FOREST GROVE CITY COUNCIL WORK SESSION
(LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN
AUGUST 12, 2013 – 6:15 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

various inquiries, concerns and scenarios Council presented pertaining to the Master Plan and budgetary impacts, noting staff is not anticipating large rate increases to pay for the substation upgrades during the six-year period mentioned above. Downey advised staff has submitted a Request for Proposal to conduct a cost-of-service electric rate study, noting the study will be presented to Council at a later date. Cress advised the City will be working with Bonneville Power Administration on possibility of cost sharing. In conclusion of the above-noted discussion, Sykes added the good news is the City does not have a lot of debt and good reserves.

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 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
AUGUST 12, 2013 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:03 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 Elsner, City Attorney; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; James Reitz, Senior Planner; George Cress, Light and Power Director; Janie Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS:

Due to a large number of attendees in the audience, Mayor Truax explained the rules for addressing Council under Citizen Communications.

Dream Girl Espresso, 19th Avenue and Elm Street, Forest Grove

Opponents:

The opponents noted below testified before Council, citing concerns with the Dream Girl Espresso, a bikini barista, located at the corner of 19th Avenue and Elm Street, voicing concerns employees are not wearing bikini tops and instead are wearing pasties, g-strings, skimpy attire and see-through garments. Testimony heard from the opponents were similarly-related concerns, including violations of state laws; public indecency; commercial speech for the intent of making a profit; acts of pornography; protection for minor children walking in the area or going to the market due to employees can be seen in plain view; safety concerns for employees working at the barista due to sex offenders residing in the area; public safety, crime and property depreciation in the neighborhoods; family and religious values; and objectification of women. The opponents similarly asked Council to revoke Dream Girl Espresso's business license for misrepresentation and/or rezone the business as an adult-type business and relocate it away from Rogers Park and away from residential neighborhoods, citing this is their community and they do

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not intend to give up.

Shannon Holscher, Forest Grove, signed in; however, when her name was called, she declined testimony.

Roxanne Meeuwsen, Gaston, signed-in voicing concerns in opposition of the business.

Bob Elkind, Gaston, lead speaker of a group of citizens present, signed-in voicing the groups' concerns in opposition of the business. Elkind stated the business is a public nuisance that will harm existing businesses by driving customers away and is a danger to the citizens of Forest Grove.

Bridget Cooke, Adelante Mujeres, signed-in voicing concerns in opposition of the business. Cooke stated the non-profit agency is located next door to the coffee stand and she worries about the message the business sends to women.

Cecile Doyle, property in Forest Grove, Rockaway, signed-in voicing concerns in opposition of the business.

Laura Hale, Forest Grove, signed-in voicing concerns in opposition of the business and displayed a poster board of photographs taken at the Forest Grove business location of a female employee wearing pasties and panties.

Kris Coca, Forest Grove, signed-in and read a letter from her daughter who wrote that she had interviewed to become a Dream Girl barista and felt uncomfortable with the skimpy attire and the questions that were asked during her job interview by the owner of the business.

Heather Boyd, property in Forest Grove, Hillsboro, signed-in voicing concerns in opposition of the business and submitted a copy of her written testimony, referencing laws pertaining to adult-type businesses and citing case law pertaining to commercial law versus freedom of speech as well as qualifications for denial, suspension, revocation, and removal of business licenses. Boyd indicated what the barista is doing is not an act of freedom of speech, stating she is very concerned for the legal issues that Forest Grove will have sitting on their desk by her

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attorney if the matter is not taken care of by the City.

Jennifer Bright, Forest Grove, signed-in voicing concerns in opposition of the business.

Approximately 10 other persons approached the stand; however, they did not sign-in prior to the meeting, voicing the same concerns in opposition of the business.

Proponents:

The proponents noted below testified before Council, citing freedom of speech and the lawful rights of the business owner. Testimony heard from the proponents were similarly-related in support of the business, including the business is not violating any laws, State or otherwise, nor are there any indications that they are violating laws and the business has every right to be located at its current location. The opponents similarly stated if citizens do not like the business, do not patronize the business, and to take parental responsibility of their children.

Lane Jensen, Hillsboro, signed-in voicing support of the business, stating he has patronized both business and has never witnessed any problems at the stand in Hillsboro or the new stand in Forest Grove.

Leah Sizemore, owner of Dream Girl Espresso, signed-on and testified on behalf of her business. Sizemore stated her business does not sell sex, they serve coffee, and her employees do not serve in the nude. Sizemore stated although serving coffee in pasties is legal, Sizemore advised Council that she has instructed her employees to wear bikinis at the Forest Grove location as a compromise to the community, to which opponents chanted in the audience to require Sizemore to submit her promise to the City in writing.

Victoria Walker, Forest Grove, signed-in voicing support of the business, stating she is employed at the barista and is comfortable with the attire and working at the business has allowed her to make a decent living. Walker stated some Forest Grove residents who drive through the coffee stand do not buy coffee but instead take her photograph and insult her, noting she feels harassed and does not appreciate being stereotyped as being involved in something sleazy.

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Approximately three other persons approached the stand; however, they did not sign-in prior to the meeting, voicing support of the business.

City Attorney Response:

In response to the above-noted testimony, Mayor Truax asked City Attorney Elsner to provide legal opinion, to which Elsner advised Council and audience members that based on his experience with State law, the bikini barista business is currently not in violation, and revoking its business license or regulating its location or marketing could potentially cause the City legal ramifications. Elsner further advised there is nothing within the City's legal purview that allows Council or staff to shut down or interfere with the business, citing expressive conduct is protected in Oregon, which does not distinguish between commercial speech. In response to chanting in the audience, Elsner cited case law pertaining to expressive conduct and responded that a strip club would be allowed in the same location as the coffee stand or in any commercial zone. Elsner also responded that there are no regulatory requirements in City Code for revoking a business license as the City's business licensing program is for revenue-related purposes.

In conclusion of the above-noted testimony, Mayor Truax thanked the community members who stepped up to testified on both sides of the issue, noting the situation is not an easy one for Council.

Council Meeting Recessed:

Mayor Truax recessed the Council meeting at 8:30 p.m. and reconvened the Council meeting at 8:40 p.m.

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 July 8, 2013.
 - B. Approve City Council Work Session (Council E-Packets) Meeting Minutes of July 8, 2013.
 - C. Approve City Council Regular Meeting Minutes of July 8,

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- 2013.
- D. Accept Community Forestry Commission Meeting Minutes of May 15, 2013.
 - E. Accept Historic Landmarks Board Meeting Minutes of June 25, 2013.
 - F. Accept Library Commission Meeting Minutes of June 11, 2013.
 - G. Accept Parks and Recreation Commission Meeting Minutes of June 19, 2013.
 - H. Accept Planning Commission Meeting Minutes of June 17, 2013.
 - I. Accept Public Arts Commission Meeting Minutes of June 13, 2013.
 - J. Accept Public Safety Advisory Commission Meeting Minutes of June 26, 2013.
 - K. Community Development Department Monthly Building Activity Informational Report for June and July 2013.
 - L. Library Department Monthly Circulation Statistics Report for July 2013.
 - M. Endorse Change of Liquor License Application (Greater Privilege, Limited On-Premises Sales to Full On-Premises Sales) for Tyson's Pub N Grub, 2104 Main Street.
 - N. **RESOLUTION NO. 2013-55 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING JORDAN KRONEN, TERM EXPIRING DECEMBER 31, 2014).**

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

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

5. **PRESENTATIONS:**

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Forest Grove Transit Update:

Representatives from Ride Connection, Julie Wilcke, Chief Operating Officer, Elaine Wells, Executive Director, and Elyse Brouhard, Transportation Coordinator, presented a PowerPoint presentation highlighting Forest Grove's new transit service "GroveLink", noting the new transit service will start on Monday, August 19, 2013. Wilcke reported there are two routes navigating the east and west ends of Forest Grove, going as far west as Forest Gale Drive, north to David Hill Road, and east to Yew Street, and south along 14th Avenue, noting the routes and scheduled stops were selected based on 300-plus surveys and responses submitted during Ride Connection's public comment period. There are two buses, 14 scheduled bus stops, with heavier service during peak commute hours in the morning (starting at 6am) and afternoon (stopping at 6:30pm) with less frequent service midday with the option of deviating from any route. People can also call in the day before their trip to request a pick-up or drop-off that is not on the fixed route. In addition, Wilcke reported signage and route schedules are being installed at all designed stop points. In conclusion of the above-noted presentation, Wilcke invited everyone to attend Ride Connection's ribbon-cutting ceremony, which is scheduled for Tuesday, September 3, 2013, 12pm-1pm, Lincoln Park.

Council Discussion:

Thompson commended and thanked Ride Connection, noting he is proud that Ride Connection is making the new transit service user friendly by providing route deviation options. Thompson also stressed the importance of the community using the new transit service so funding could be justified in the future, pointing out the new transit service is free of charge.

Kidd commended and thanked Ride Connection for their hard work and providing support for the new transit service in Forest Grove.

Mayor Truax commended and thanked Tri-Met, along with Ride Connection, for their hard work and providing support for the new transit service in Forest Grove.

6. **CONTINUANCE OF PUBLIC HEARING OF JULY 8, 2013: SECOND READING OF ORDINANCE NO. 2013-07 AMENDING FOREST GROVE CODE CHAPTER 2 BY ADDING NEW CODE SECTION 2.615 ENTITLED**

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**MUNICIPAL UTILITY BILLINGS; PRIORITIZATION OF PAYMENT;
SUSPENSION/TERMINATION OF UTILITY SERVICE**

The first reading of Ordinance No. 2013-07 by title occurred at the meeting of July 8, 2013.

Staff Report:

Downey and Cole had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of July 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 vote on the motion made at the meeting of July 8, 2013.

Elsner read Ordinance No. 2013-07 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.

7. CONTINUANCE OF PUBLIC HEARING OF JULY 8, 2013: SECOND READING OF ORDINANCE NO. 2013-08 AMENDING FOREST GROVE CODE CHAPTER 4 BY ADDING NEW SUB-CHAPTER 4.300 ENTITLED STREETLIGHT FEE

The first reading of Ordinance No. 2013-08 by title occurred at the

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meeting of July 8, 2013.

Staff Report:

Downey and Cole had nothing further to report.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of July 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 vote on the motion made at the meeting of July 8, 2013.

Elsner read Ordinance No. 2013-08 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 RESOLUTION NO. 2013-56 SETTING THE STREETLIGHT FEE

Staff Report:

Downey and Cole presented the above-proposed Resolution No. 2013-56 authorizing the City to set the streetlight fee (implemented pursuant to the above-noted Ordinance No. 2013-08) at \$1.50 per month per account as outlined in the staff report and as proposed in the resolution, noting

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the new fee will become effective the first billing cycle after October 1, 2013. Cole reported the proposed streetlight fee would generate approximately \$150,000 in revenue to fund the streetlight maintenance program; as a result, the gas tax revenues currently allocated to pay for streetlight maintenance would be allocated to fund the shortfall in the street overlay program.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-56.

Elsner read Resolution No. 2013-56 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to adopt Resolution No. 2013-56 Setting the Streetlight Fee (\$1.50 per month per account, effective the first billing cycle after October 1, 2013).

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

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.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

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

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

Mayor Truax called for Council consensus to suspend Council's 9:00 p.m. curfew rule, to which, Council collectively agreed to continue the meeting.

9. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-09 ADOPTING THE FOREST GROVE TUALITY HEALTHCARE DISTRICT MASTER PLAN, DATED JANUARY 25, 2013, AS AMENDED BY THE CITY OF FOREST GROVE

Staff Report:

Holan and Reitz presented the above-proposed Ordinance No. 2013-09 adopting the Forest Grove Healthcare District Master Plan (Exhibit A) as recommended by the Planning Commission (Exhibit B) and approve two zone changes (refer below to Agenda Item 10, Ordinance No. 2013-10) as outlined in the staff report and as proposed in the ordinances. Reitz reported the proposed master plan "is meant to be conceptual and serve as a flexible framework and maximum envelope for potential development as the need arises", noting Tuality Healthcare, applicant, has submitted a Master Plan establishing the Tuality Healthcare District, in the vicinity of Maple Street and 19th Avenue, and an additional Master Plan Opt-In Area (owner consent in the vicinity of Maple Street and 19th Avenue), which would allow, but does not require, the properties located in the Opt-In Area to redevelop pursuant to the Master Plan. Reitz gave an overview of the Master Plan, Figure H; Figure J, Massing Diagram; Figure G, Site Circulation; Figure F, Allowable Height; Figure D, Setbacks; Figure B, Previous Zoning; Figure E, Buffers; Figure C, Zoning; Figure A, Master Plan Area; Figure K-1A, Phase 1; Figure K-1B, Phase 1B; Figure K-2, Phase 2; Figure K-3A, Phase 3A; Figure K-3B, Phase 3B; and Figure K-4, Phase 4, noting some of the significant development plans in the Master Plan include a four-story hospital and outpatient services, two story medical office building with above parking, and a four-story parking structure. In addition, Reitz referenced the Master Plan (Exhibit A) outlining the provisions for setbacks, open space, landscaping, buffers, circulation, and parking, and building height and design concepts. Reitz noted that in addition to the hospital site,

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provisions would also apply to properties abutting 19th Avenue that have already been developed as medical services and property owners who have agreed to participate in the Master Plan Opt-In area. In conclusion of the above-noted staff report, Holan and Reitz advised the Planning Commission held its Public Hearing on July 15, 2013, and recommended approval of the Tuality Healthcare District Master Plan with five revisions as outlined below and as shown in Exhibit B, noting if Council concurs, staff will incorporate the following revisions into the Master Plan document:

1. The landscape buffer area adjacent to any residential zone shall comply with Category D of Development Code Section 10.8.425 Table 8-3 *Buffering Combinations for Landscaping and Screening*.
2. Setbacks adjacent to any residential zone shall be at least one foot of building setback per three feet of building height. Building height shall be measured at the highest point closest to the property line.
3. Outdoor lighting shall comply with DC Section 10.8.755 (A-D) *Lighting Standards for Multi-Unit Development*.
4. If 17th Place has not already been fully improved to City standards prior to the construction of any parking area or structure taking access from 17th Place, the applicant shall improve that segment from Maple Street to the east property line of 3309 17th Place with curbs and gutters on both sides, and a sidewalk and street trees on the north side of the street.
5. A traffic impact study shall be performed at any time traffic would potentially increase by at least 50 peak hour trips, in compliance with Development Code Section 10.1.225(D)).

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-09.

Elsner read Ordinance No. 2013-09 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to approve Ordinance No. 2013-09 Adopting the Forest Grove Tuality Healthcare District Master Plan, dated January 25, 2013, as amended by the City of Forest Grove. The second reading of Ordinance No. 2013-09 by title and final vote will occur at the Council meeting of Monday, September 9, 2013.

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Public Hearing Opened:

Mayor Truax opened the Public Hearing for first reading of Ordinance No. 2013-09.

Conflict of Interest Disclosure:

Lowé declared a potential conflict of interest, citing she resides on 17th Place and is an affected party, and she has had conversations with a few of her neighbors. Lowé advised she would be able to consider the proposal without bias.

Written Testimony Received:

Holan referenced the following written testimony, submitted to the City Recorder prior to published deadline of July 8, 2013, 7:00 p.m., in support of the above-noted Master Plan:

1. Nancy Hopkins, Executive Assistant – President & CEO, Tuality Health Care, received August 8, 2013, along with the following attachments:
 - Bridget Cooke, Executive Director, Adelante Mujeres, dated August 6, 2013.
 - Howard Sullivan, Executive Director, Forest Grove/Cornelius Chamber of Commerce.
 - Jose Rivera, Executive Director, Centro Cultural, dated August 6, 2013.
 - Michael Mallery, Vice President, Pacific University, dated August 7, 2013
2. Kathleen O'Leary, Division Manager, Washington County Public Health Division, dated August 12, 2013
3. Jerralynn Ness, Executive Director, Community Action, dated August 8, 2013.
4. Gil Munoz, Executive Director, Virginia Garcia Memorial Health Center, dated August 8, 2013.

No other written testimony was received prior to the published deadline of July 8, 2013, 7:00 p.m.

Proponents:

Applicant:

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David Noren, representing Tuality Healthcare, 217 E Main, Hillsboro, OR 97123, and Scott Combs, Clark/Kjos Architects, representing Tuality Healthcare, 333 NW 5th Avenue, Portland, OR 97209, reported the Forest Grove Tuality Hospital currently employs approximately 173 full and part-time employees, noting when fully developed, the hospital itself is estimated to employ 400 employees. Noren and Combs indicated the hospital site is planned to evolve into a 100-bed community hospital with associated parking garage and attached medical office/outpatient services building, noting development is expected to occur in large incremental phases and will be built as population increases (30,000 residents or greater) and hospital services needed in the community grow and change. In addition, Noren and Combs gave an overview of the proposed Master Plan and future development plans, noting the early development phases are expected to focus on adding facilities for outpatient care and medical offices, with the later phases expanding inpatient facilities and providing for additional community hospital services. In conclusion of the above-noted testimony, Noren and Combs provided additional clarification pertaining to design concepts, Opt-In Area, and rezoning of the site to Institutional, noting Tuality Healthcare supports the Planning Commission's Findings and Recommendations.

No one else 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:

Lowé commended Tuality Healthcare, noting the much-needed public improvements and overall proposed Master Plan will be a good thing for the City. In response to Lowé's inquiry pertaining to saving existing trees, Reitz indicated some of the existing trees would be retained; however, it is doubtful the tree abutting the corner of Maple Street will be saved due to the tree is located on the corner of the proposed site for the medical office facility. In response to Lowé's inquiry pertaining to the Opt-In Area, Reitz explained individual properties (owner consent in the vicinity of Maple Street and 19th Avenue) will have the option to Opt-In in the future if certain conditions are met, i.e., proposed redevelopment to

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healthcare-related use, and explained once the properties Opt-In, the properties will be subject to the Master Plan provisions that regulate development within that zone.

In response to Thompson's inquiry pertaining to Tuality Healthcare's plans to add/expand specialty care, such as a cancer center, Noren explained the hospital will remain as a general hospital and will continue providing Geriatric care.

In response to Council President Johnston's inquiry pertaining to 17th Place improvements, Reitz advised prior to construction of any parking area or structure taking access from 17th Place, the applicant would be required to improve the segment from Maple Street to the east property line, as shown in diagram, with curbs and gutters on both sides and sidewalk and street trees on the north side of the street only. In response to Council President Johnston's inquiry pertaining to traffic light/signalization at Highway 47/Maple Street and Highway 47/Quince Street, Reitz concurred the Master Plan could help trigger signalization in the above-noted areas. Holan added as part of the conditions, a traffic study would need to be performed at any time traffic would potentially increase by 50 peak hour trips.

In response to Mayor Truax's inquiry pertaining to Figure D, setbacks, and vehicular traffic visibility if the medical office facility is abutting the corner of Maple Street, Holan advised the site distant requirements have been met pursuant to the Development Code; however, Council does have discretion to add setback requirements.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2013-09 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until September 9, 2013, at which time, second reading of Ordinance No. 2013-09 by title and final vote will occur.

10. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-10 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF FOREST GROVE TO REZONE CERTAIN TRACTS OF LAND FROM RMH (MULTIPLE-FAMILY (HIGH) RESIDENTIAL) TO INST**

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**(INSTITUTIONAL) FOR 1809 MAPLE STREET, WASHINGTON
COUNTY TAX LOT NOS. 1S3-5BB-3800 AND 3801; APPLICANT:
TUALITY HEALTHCARE. FILE NO. ZNC-13-00808**

Staff Report:

Holan and Reitz presented the above-proposed Ordinance No. 2013-10 amending the official Forest Grove Zoning Map to rezone tracts of land from RMH (Multiple-Family (High) Residential) to INST (Institutional) for 1809 Maple Street, Tuality Healthcare, as outlined in the staff report and as proposed in the ordinance. Reitz reported the above-noted zoning request is to correct an oversight when the original Zoning Ordinance was adopted in 1980, noting the hospital site was placed in A-2 Multi-Family Residential Zone as a conditional use. Reitz explained when the current Development Code was adopted in 2009, the A-2 zone district became the RMH zone district, noting RMH zone district does not allow hospitals as either a permitted or a conditional use. In conclusion of the above-noted staff report, Holan and Reitz advised rezoning the site to INST would correct the oversight and allow the hospital (defined in the Development Code) as a conditional use.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-10.

Elsner read Ordinance No. 2013-10 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to approve Ordinance No. 2013-10 Amending the Official Zoning Map of the City of Forest Grove to Rezone Certain Tracts of Land from RMH (Multiple-Family (High) Residential) to INST (Institutional) for 1809 Maple Street, Washington County Tax Lot Nos. 1S3-5BB-3800 and 3801; Applicant: Tuality Healthcare. File No. ZNC-13-00808. The second reading of Ordinance No. 2013-10 by title and final vote will occur at the Council meeting of Monday, September 9, 2013.

Public Hearing Opened:

Mayor Truax opened the Public Hearing for first reading of Ordinance No. 2013-10.

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Applicant/Proponent:

Refer to above-noted testimony under Agenda Item 9.

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 further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2013-10 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, September 9, 2013, at which time, second reading of Ordinance No. 2013-10 by title and final vote will occur.

11. **PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2013-11 OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, AMENDING ORDINANCE NO. 2013-06 WHICH AUTHORIZED ISSUANCE OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY; AND DECLARING AN EMERGENCY**

Staff Report:

Downey presented the above-proposed Ordinance No. 2013-11 amending Ordinance No. 2013-06, which authorized issuance of an additional \$50,000,000 in new bonds to refinance prior bonds issued by the City and to finance new capital projects at Pacific University Campus in Forest Grove, as outlined in the staff report and as proposed in the ordinance. Downey reported Pacific University is seeking to amend Ordinance No. 2013-06 to allow the University to sell the bonds to a commercial bank or other investor, which is not authorized pursuant to the adoption of Ordinance No. 2013-06. In conclusion of the above-noted staff report, Downey advised due to the proposed timing of the bond issuance, staff is requesting the proposed ordinance be presented

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for first and second reading, declaring an emergency, pursuant to City Charter, Section 16(B), which allows an ordinance to be enacted at a single meeting if noticed at least seven (7) days prior (published in *The Oregonian* August 5, 2013), noting the ordinance must also be approved by at least five (5) councilors.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-11 for first and second reading.

Elsner read Ordinance No. 2013-11 by title for first and second reading.

MOTION: Councilor Lowe moved, seconded by Councilor Miller, to approve First and Second Reading of Ordinance No. 2013-11 of the City of Forest Grove, Washington County, Oregon, Amending Ordinance No. 2013-06 Which Authorized Issuance of Education Facility Revenue Bonds to Finance and Refinance Projects for Pacific University; and Declaring an Emergency.

Public Hearing Opened:

Mayor Truax opened the Public Hearing for first and second reading of Ordinance No. 2013-11.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

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

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

12. PUBLIC HEARING AND RESOLUTION NO. 2013-57 ADOPTING THE CITY OF FOREST GROVE LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN

Staff Report:

Cress and Downey presented the above-proposed Resolution No. 2013-57 adopting the Forest Grove Light and Power Electric System Master Plan (Exhibit A) as outlined in the staff report and as proposed in the resolution. Cress reported the Council held an earlier work session to review final updates to Master Plan and also held a work session on May 28, 2013, for the purpose of reviewing the proposed Master Plan with City's consultant, TriAxis's, who developed a multi-year substation improvement plan and recommendations for a comprehensive electric system upgrade plan. Cress reported the Plan recommends the staged replacement of aged major power equipment at the substations and includes three power transformers and several circuit breakers in order to provide improved equipment reliability, provide adequate capacity for load growth and lays out a plan to accommodate future service expansion (as referenced in Page 5 and 6 of the staff report). In addition, Cress reported the Light and Power Electric System Master Plan is intended to be used in the development of a long-range financing plan for the Light and Power Department that will include financing options and multi-year cash flow projections. In conclusion of the above-noted staff report, Cress advised commencing Fiscal Year 2013-14, the capital outlays (referenced in Page 25 of the staff report) over a six-year period for substation upgrades are estimated to be in the range of \$4 to \$5 million, noting 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.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-57.

Elsner read Resolution No. 2013-57 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to approve Resolution No. 2013-57 Adopting the City of Forest Grove Light and Power Electric System Master Plan.

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Public Hearing Opened:

Mayor Truax opened the Public Hearing.

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:

Council President Johnston supported the Master Plan, noting the plan lays out equipment replacement needs and contains a long-term maintenance plan, adding the Plan will carry the City's electric system for the next 40 years.

Lowe supported the Master Plan, noting the plan lays out a good replacement and maintenance plan, adding the Plan speaks to two things: 1) budget/costs, and 2) long-term equipment replacement needs. Lowe indicated she will be asking a lot of questions come budget time, noting she looks forward to looking at the cost-of-service electric rate study, to which Downey advised staff has submitted a Request for Proposal to conduct the cost-of-service electric rate study, noting the study will be presented to Council at a later date.

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.

13. **RESOLUTION NO. 2013-58 AUTHORIZING THE CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY OF FOREST GROVE AN AGREEMENT WITH ISOSCELES, LTD., RELATIVE TO COSTS ASSOCIATED WITH POTENTIAL ENVIRONMENTAL REMEDIATION ACTIVITIES IN 19TH STREET**

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Staff Report:

Downey presented the above-proposed Resolution No. 2013-58 authorizing the City Manager to execute an agreement on behalf of the City between Isosceles, Ltd., property owner of a site located at southwest corner of 19th Avenue and Birch Street (former Flying A Service Station). Downey reported the agreement pays the City an amount of \$9,125 for anticipated costs associated with possible remediation of possible fuel contamination in soils in 19th Avenue. Downey explained the Department of Environmental Quality (DEQ) will not issue a conditional closure on the owner's site, unless the City assumes full and complete responsibility for environmental liability and remediation activity beneath a section of the street. In conclusion of the above-noted staff report, Downey advised if and when the City does do street improvements along that section of the street, the above-noted payment is to pay for remedial activities if any exist.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-58.

Elsner read Resolution No. 2013-58 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Thompson, to approve Resolution No. 2013-58 Authorizing the City Manager to Execute on Behalf of the City of Forest Grove an Agreement with Isosceles, Ltd., Relative to Costs Associated with Potential Environmental Remediation Activities in 19th Street.

Council Discussion:

In response to Lowe's concerns pertaining to the negotiated price and accepting responsibility onto taxpayers, Downey explained the agreement was negotiated to protect the City's interest based on information generated by environmental reports to DEQ over the course of the last 17 years, which have shown no discernible spread of contaminants from the site. In addition, Downey referenced Exhibit A to the agreement, which listed all of the reports prepared for the site from 1996 to the last report in 2010, noting the City also has a copy of the May 2010 Groundwater Sampling Report. City Attorney Elsner added that he insisted on the payment based on projected anticipated costs, though it is his opinion there is limited risk to the City based on the mentioned-

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above reports that he reviewed. In response to Lowe's inquiry pertaining to the funds, Downey advised the funds would remain in a dedicated fund to be used only if needed.

In response to Council President Johnston's inquiry pertaining to if the agreement is so DEQ can issue the owner a conditional site closure permit, Downey concurred, noting the City is involved because 19th Avenue is a city-owned right-of-way, noting there are no existing hazardous substances found in the soil or groundwater at the property site. City Attorney Elsner advised the agreement is only for the right-of-way not the property site.

Mayor Truax referenced the agreement, pointing out that Item 7 in the agreement was blank, to which Elsner advised he would correct the numbering sequence in the agreement prior to signature.

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.

14. RESOLUTION NO. 2013-59 AUTHORIZING STIPENDS FOR ELECTRONIC DEVICES FOR COUNCIL AND CERTAIN EMPLOYEES

Staff Report:

Downey and Ruggles presented the above-proposed Resolution No. 2013-59 authorizing stipends for electronic devices for Council and certain employees as outlined in the staff report and as proposed in the resolution. Ruggles reported staff met with Council in work session on July 8, 2013, and Council collectively concurred proceeding with a conversion from printed Council Meeting Agenda Packets to Council E-Packets, noting at the work session, Council participated in a live tutorial presentation using iPad technology. In addition, Ruggles noted at the conclusion of the above-noted work session, Council collectively voiced support of using an iPad as their preferred electronic device. Ruggles referenced the attached resolution outlining the following options:

Option 1 – a one-time stipend not to exceed \$850 (4-year term), plus \$20

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per month Internet data service stipend, to purchase an iPad or comparable device.

Option 2 – a \$35 per month Internet data service stipend to compensate for personal use of an existing device.

Downey advised the above-noted stipends would be considered taxable wages, noting providing a stipend for business use of a personal device reduces the tax liability risks to the City and eliminates the need to audit accounts for personal use. Downey added the City will also pay for and install the software programs necessary to access Council E-Packets and City E-mail. In conclusion of the above-noted staff report, Downey and Ruggles advised if Council elects Option 1, estimated costs are \$12,570 (\$1,810 per Councilor, four-year term) and Option 2, estimated costs are \$11,760 (\$1,680 per Councilor, four-year term). Ruggles noted certain employees, as approved by the City Manager, would be allowed the same stipend options, noting funds have been allocated in Fiscal Year 2013-14 budget to purchase the necessary devices and programs/software required.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-59.

Elsner read Resolution No. 2013-59 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to approve Resolution No. 2013-59 Authorizing Stipends for Electronic Devices for Council and Certain Employees.

Council Discussion:

In response to Uhing's concern pertaining to purchasing own device, Downey explained the City can purchase the devices on behalf of the Council and employees. Ruggles added the purpose of the resolution is to authorize staff to proceed with the E-Packet conversion and so stipends can be issued to purchase the electronic devices.

In response to Lowe's concern pertaining to maintaining her family plan Downey explained the iPad is limited to certain internet providers, so it will be important to know each of the councilor's internet provider before purchasing an iPad. Ruggles added that she would e-mail a form to

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Council if the resolution is approved so staff can proceed with the next steps.

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.

15. CITY MANAGER'S REPORT:

Due to the time, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

16. COUNCIL COMMUNICATIONS:

Due to the time, Council Communications were postponed to the next meeting of Monday, September 9, 2013.

17. ADJOURNMENT:

Mayor Truax adjourned the meeting at 10:15 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
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Members Present: George Cushing, Neil Poulsen, Holly Tsur, Larry Wade (one vacancy)
Members Absent: Bryan Corke, Paul Waterstreet
Staff Present: James Reitz
Council Liaison: Richard Kidd was absent
Citizens Present: -0-

1. **Call to Order:** Poulsen opened the meeting at 7:24 p.m. **The minutes of the June 25, 2013 meeting were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Renovation Grants Review Process: The subcommittee of Tsur, Poulsen and Cushing reported that due to computer difficulties they were not able complete the assessment of the process. They had met and discussed some parts but were planning to meet again to complete preparing suggestions to revise the process. Tsur said she would email the draft to everyone soon thereafter.

B. Alternate funding sources: Tsur suggested tabling this discussion until Kidd could be present as he has valuable information to share on this topic. It was noted that the May 2011 HLB meeting minutes indicated that head librarian Colleen Winters had some good information regarding grants and foundations.

The Board had a general discussion about pursuing grants from large versus small companies. Wade offered that grants specifically for home repair would be hard to obtain; he recommended that we think in terms of broad-based, compelling reasons. It was agreed to have a brainstorming session to discuss fundraising topics including marketing, education, home repair, and possibly skill-building.

It was also suggested that we determine what other cities do to fund their projects and programs. Wade noted that we could use cash, partnerships with other organizations, and volunteers and supplies. Another thought was to sponsor a repair project on a historic home owned by someone at or below the poverty level, possibly in conjunction with an organization such as Rebuilding America.

C. Summer Issue Newsletter: Poulsen is continuing to work on an article about masonry buildings with a side article on seismic upgrades. It was noted that Corke had expressed interest in doing an article on lead paint for a future issue. Tsur said she would contact Kerry VanderZanden about article parameters for his infill housing article. Preliminary drafts for the Fall issue will need to be ready by November 1st with the final articles completed by November 15th. Tsur asked Cushing to forward VanderZanden's contact information as well as the draft article that Ira Wyatt had done. Also suggested for future newsletters was a column showcasing good work done by local homeowners and contractors.

4. **Old Business / New Business**

- Council Liaison Report: As Kidd was absent there was no report.
- Staff Update: Reitz said that the RFP for the design standards consultant has been delayed due to more pressing workload, but he had been in contact with Ian Johnson at SHPO and was advised that the City of Salem had done a similar project but with a different approach. He suggested we check out Salem's approach and compare it with Oregon City's, to better define how we would like to structure our document.

- Poulsen described a house on Cedar Street that was undergoing a major remodel, including aligning a new attached garage paralleling the front of the house. As the house is non-contributing to the Clark District, it was only subject to setback rules and no other design factors were able to be considered.
- Poulsen and Tsur reported that Kidd had advised them that the Robb-Roberts house porch project was being modified. After the homeowner was advised of the cost to rebuild the second floor porch deck to be able to support people (around \$29,000 versus the \$7,000 to \$10,000 for a rebuild), she asked Kidd if it would be possible to put a metal "cage" on the second floor windows to prevent access to the porch deck. This solution would require spreading the shutters out a few inches to enable attachment to the window frames. She also planned to lower the railing to an original height of 18" to 24". The Board expressed concern that window cages were not original and may not be correct especially as they would be visible from the street. An alternative might be an interior barrier that would be less obtrusive. Reitz said he had already discussed this with Kidd and, as this would be a change from what the Board reviewed and approved, the homeowner would be required to submit drawings and/or photos for the Board's further consideration.

5. **Adjournment:** ^{July 23} The ~~May 28~~, 2013 meeting adjourned at 8:45 p.m.

These minutes respectfully submitted by George Cushing, Secretary



APPROVED

1) ROLL CALL:

- a) Commissioners – Susan Taylor, Quinn Johnson, Brian Seitz
Howard Sullivan, Glenn VanBlarcom, Paul Waterstreet
- b) Staff: Tom Gamble
- c) Council Liaison – absent
- d) Student Advisor- Jonathan Faris

2) CITIZEN COMMUNICATIONS: None

3) **APPROVAL OF MINUTES:** The minutes of the June 19th, 2013 were approved.

4) **ADDITIONS /DELETIONS:** None

5) OLD BUSINESS:

- a) Volunteer Recognition
 - i) Sept. 22, 2013 at the Forest Grove Corn Roast. The recognition ceremony will include awards in the categories of Projects and Volunteers. Nomination forms will be available for anyone wishing to submit a nomination.
- b) Property Update:
 - i) AT Smith house- access to house, property, water view, and trail easement has changed, price has raised \$200,000 and ½ acre has been removed from the property. Friends of FG are working on these issues in addition to other ideas for use of the land – RV Park, Dog Park, zone change from Industrial.
 - ii) Discussion was held on what could be done to help draw people to this area for RV users – activities such as baseball, swimming, softball, Pacific, Concourse, Wild life park, Fernhill Wetlands Questions about this property; permanent Park, Park Master plan, who will be in charge.
 - iii) Saucey Property on Birch and 14th. Property donation has been finalized. Is the park to be named?
 - iv) Bard Park. The final playground equipment was discussed. It was moved and seconded to purchase the open design.

6) **New Business:**

- i) Justin Nicholson and LeGrand Davis from FG Rec.Org presented information about what they have been doing and what they would like to do in the future. They have been in charge of FG CO-Ed softball and they would like to expand to other sports.

They would like to, in cooperation with the City and the School district, start volleyball, basketball, kickball, soccer and other adult sports. They would like to have gym and field space for games and practices.

Justin and LeGrand asked for a letter from this commission supporting the group's growth and use of the school districts gyms and fields. FG Rec. Org would continue to be responsible for all aspects of the league's organization.

The commission passed a motion to write a letter in support of this program.

7) **COMMISIONER'S REPORTS:**

- a) Jonathan:
i. New swim club coach has been hired and will start in August.

8) **STAFF REPORTS:**

- a. Tom:
i. Reported the playground equipment has been ordered.
ii. JBO tourney starts this week for 9-10 and 11-12 year olds
iii. Softball outfield needs repair

- 9) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be
Wednesday August 21, 2013 at 7:00am

- 10) **ADJOURNMENT:** Meeting was adjourned at 8:38am.

Respectively submitted:

Paul Waterstreet

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:03 p.m.

Planning Commission Present: Tom Beck, Al Miller, Lisa Nakajima, Luann Arnott, and Dale Smith.

Absent: Carolyn Hymes and Phil Ruder

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

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

A. Adoption of the Forest Grove Healthcare District Master Plan to promote and facilitate the coordinated development of Tuality Hospital and environs. Applicant: Tuality Healthcare, 335 SE 8th Avenue, Hillsboro, Oregon 97123

B. Re-zone two parcels from RMH to INST - ZNC-13-00213. Location : 1809 Maple Street (Washington County Tax Lots 1S3 5BB-3800 and 3801). Applicant: Tuality Healthcare, 335 SE 8th Avenue, Hillsboro, OR 97123.

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. Beck said he had casual conversations with residents in the area, but discussed nothing specific. There were no other disclosures from the Commissioners, and no challenges from the audience. Chairman Beck called for the staff report.

Mr. Holan requested that the public hearing be opened for both items A and B, because they are connected, but also requested that the Planning Commission respond separately to the items. Holan explained that Handout # 1 is a letter from the architectural firm working with Tuality Healthcare in response to having received the staff report. The Commissioners took a moment to read the letter.

Mr. Reitz explained that staff has met with Tuality Hospital representatives to discuss and encourage the pursuit of a master plan, similar to the one developed for Pacific University. Reitz said the benefit of a master plan from the City's perspective is that a future concept of the use of the area is being established by the persons most directly involved, and from the perspective of Tuality Hospital and other property owners, a master plan can establish a greater level of predictability that can be used to facilitate plans and financing efforts for future improvements. Reitz explained that the applicants conducted several meetings with property owners in the area to inform them of their intentions and to find out if other property owners wanted to be included in the master plan, and several properties

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north of 19th Avenue and west of Oak Street are included as part of the plan area at this time. He stated that these properties are medical clinics and fit within the master plan concept as part of the hospital complex. Reitz explained that the plan also includes opt-in areas comprised of peripheral properties that could be included in the master plan at some future point.

Mr. Reitz displayed a map of the area, and pointed out the boundaries of the master Plan, the zone change areas and the opt-in areas. He explained that it would be a Type II process to opt-in, and then the property would be subject to the stipulations of the master plan at that time. Reitz also explained that if the opt-in property owner chose to change the zone designation, it would require a public hearing.

Mr. Reitz called attention to the five revisions recommended by staff on Page 24 of the staff report, and explained staff's reasoning behind them. He explained that after reading the response from the applicant, staff's recommendation # 2 regarding setbacks is more restrictive than the current zoning and might preclude development. Reitz said staff is agreeable to the 1 to 3 ratio for setbacks abutting residential zones.

Chairman Beck made the comment that street improvements on 17th Place may affect the size of property owners' front yards.

In response to a question from the Commission, Mr. Reitz read buffer options as stated in the Development Code.

Mr. Reitz showed current zoning of the site and surrounding properties. He explained that the A-2 zone changed to RMH in 2009 with the adoption of the Development Code, and the allowed uses changed at that time so hospitals were no longer an allowed or conditional use.

Chairman Beck stated that it made sense to him that when a property opts-in the zone becomes institutional.

Mr. Reitz explained that a zone change would have to come before the Planning Commission and City Council.

APPLICANTS:

The applicants gave Handout # 2 to the Commissioners, and introduced themselves.

David Noren, Attorney, 217 N. Main St., Hillsboro, OR.

Dick Stenson, 44872 NW Plum Hill Lane, Forest Grove, OR.

Scott Combs, Architect, 333 NW 5th Avenue

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Mr. Stenson explained that in conversation with staff the applicant found out the hospital is zoned residential - which makes it hard to plan for the future. He said the zone change seems like a logical decision.

In response to a question from the Planning Commission, Mr. Noren said changing the commercial zoning to institutional would cause restrictions and be less desirable to opt-in. He said the thrust of the master plan is to make the area as big as possible to make it worth opting into.

Chairman Beck remarked that he believes master plans are the right way to go and should be as robust as possible.

In response to another question from the Commission, Mr. Combs drew their attention to Page 10 of the master plan, where opting-out is addressed as a Type II process. He stated that the reason the small vacant property on 17th Place is because it is abutted by R-7 and by changing it to institutional, it would change buffer and setback requirements. Combs explained that a master plan works as an overlay zone and the underlying zones can remain the same.

Mr. Noren explained that the nursing home property in the RMH zone is shown differently on the Comprehensive Plan. He stated that for business reasons they do not want to go through the zone change now, and prefer to maintain their flexibility.

Chairman Beck stated that if the street improvements on 17th Place require street trees in the parkway, the hospital should pay for them so it is not a hardship on the property owners. The applicants were in agreement.

PROPOSERS: None.

OPPOSERS: None.

OTHER: None.

REBUTTAL: Because there were no proponents, opponents or other comments, the applicant declined the rebuttal.

Chairman Beck closed the public hearing on both the master plan and the zone change at 8:56 p.m.

COMMISSION DISCUSSION:

Commissioner Arnott commented that it is a beautiful plan to be proud of.

Commissioner Smith said that the plan will facilitate moving the hospital into the future.

Commissioner Nakajima was glad to see the hospital committed to the City of

Forest Grove – a great plan.

Commissioner Miller said it was good to see a lot of opt-in areas.

Chairman Beck commented that it was nice to have a plan that works. He then went through the five staff recommendations in the staff report to allow the Commissioners to make changes.

Staff Report Amendment # 5 – Delete

Staff Report Amendment # 4 – No change.

Staff Report Amendment # 3 – No change except make reference to Development Code section.

Staff Report Amendment # 2 – Change to read, “Setbacks adjacent to any residential zone shall be at least one foot of building setback per three feet of building height. Building height shall be measured at the highest point closest to the property line.

Staff Report Amendment # 1 – No change except make reference to Development Code section.

Commissioner Nakajima made a motion to recommend approval of the Zone Change ZNC-13-00213 and to recommend approval of the Master Plan with revisions as noted. Commissioner Arnott seconded. Motion passed 5-0.

2.3 **ACTION ITEMS:** None.

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

3.0 **BUSINESS MEETING:**

3.1 **APPROVAL OF MINUTES:** Commissioner Smith made a motion to approve the minutes of the June 17, 2013 meeting with one correction – Commissioner Miller did not go on the field trip. Commissioner Arnott seconded. Motion passed 5-0.

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

3.3 **DIRECTOR’S REPORT:**

Mr. Holan reported that the Community Development Department has a volunteer, Amy Cox, who is an architect. Staff has asked her to look at the downtown area. He explained that the volunteer will be approaching the Commission at a future meeting to ask each Commissioner to develop their mental maps of downtown using a well established notation system.

3.4 **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on

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August 5, 2013.

3.5 **ADJOURNMENT:** The meeting was adjourned at 9:09 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:04 p.m.

Planning Commission Present: Tom Beck, Al Miller, Lisa Nakajima, and Phil Ruder.

Absent: Carolyn Hymes, Luann Arnott, and Dale Smith

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

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

A. Casey Meadows 3 - PRD-13-00345 A Planned Residential Development consisting of 65 single-family residential lots, a wetland preservation tract, and completion of the pedestrian connection to Hawthorne Meadows. Location – 2736 and 2818 26th Avenue. Applicant - City Redevelopment LLC.

Chairman Beck opened the public hearing at 7:05 pm. He read the hearing Procedures and asked the Commissioners if there were any conflicts of interest, ex-parte contacts, bias or abstentions. There were none except Commissioner Miller stated that he has been on the property. Beck called for the staff report.

Mr. Reitz stated that the applicant had submitted additional materials earlier that day and gave each of the Commissioners Handouts # 1-4. Reitz explained that Handout # 1 was the applicant's response to the conditions of approval in the staff Report, and the other handouts were additional graphics to explain their proposed revisions. Included in the handouts was a redesign of the lot layout and street design for the proposed development

Mr. Reitz gave a brief history of the project (formerly Giltner Glenn PRD), and stated that the applicant is proposing to develop a 65-lot subdivision over two phases. Phase 1 would consist of lots 1-14 that would front 26th Avenue. Phase 2 would consist of the remaining 51 lots. All homes would be single-family detached. A two-acre wetland and open space tract would be set aside, which would be the site of a pavilion for the neighborhood use. Also set aside would be a 0.18-acre tract that would allow for the completion of the Nature's Walk pedestrian path connection to Hawthorne Meadows subdivision. Reitz showed a revised map submitted by the applicant in response to the staff report's conditions of approval, which indicated proposed street extensions. He explained that some of staff's concerns as stated in the staff report have been addressed by the applicant in the memo (Handout # 1), and there is now more agreement.

Mr. Reitz showed a picture of home designs in Casey Meadows Phase I. He stated

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that staff feels we can do better – there needs to provide more variety in design to improve the streetscape. It will be up to the Planning Commission to decide how to implement this. Staff is recommending four conditions as stated in the staff report to produce greater architectural variety.

Mr. Reitz said staff recommends Nature’s Walk walkway be an 8-foot wide concrete path along the wetland and will connect to 25th Avenue. Concrete is recommended because it will need to support heavy Public Works equipment that must do maintenance there. Clean Water Services (CWS) is in agreement with the concrete walkway. In addition, the southern portion of the walk has already been constructed with concrete as part of another project. In response to a question from Chairman Beck, Reitz said the applicant would have to discuss with CWS the mitigation of the little triangle of land, so the end lot can be a regular rectangle.

In response to a question from Commissioner Ruder, Mr. Reitz said the area between lots 60-65 and the wetland will be plantings - not a place where kids can run and play.

Mr. Reitz said the applicant has agreed to staff’s recommendation of 11-foot front yard setbacks and an adjusted rear yard setback of 10-feet on lots 60-65, but the public right-of-way would be reduced by 2-feet to compensate.

The National Electrical Code states there must be a 3-foot clearance from the meter face. Reitz explained that having houses close together with electric meters mounted on the side of the house can pose a problem meeting this clearance requirement if a fence is built in the narrow space between the homes.

Mr. Reitz said staff recommends paired driveways to allow for street parking. Reitz went through the conditions of approval as written in the staff report. He said the applicant has agreed to Condition # 4. The applicant has submitted an alternative proposal for Condition # 5. Condition # 7 preserves the option for electrical pedestals in the PUE. Reitz said the Commission will need to make a decision on Condition # 28 (5-foot side yard setbacks).

Mr. Holan pointed out that as stated in Condition # 31 the builder must provide house plans for every lot in the subdivision. Reitz explained that from staff’s perspective it is better to have this discussion one time with the builder instead of house by house.

Mr. Reitz said Condition # 37 regarding mailboxes and receptacles needs to be revised to delete the number of homes being served, because it does not meet the U.S. Post office’s standard which is 16 homes.

In response to a question from Chairman Beck, Mr. Foster (Public Works Director) said he had no objection to the main block in the subdivision being overly long.

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Foster said the problem is homes so close together with curb-tight sidewalks gives the up/down ripple effect caused by the driveway approaches. In response to a question from the Commission, Foster said widening the sidewalk would help to lessen the ripple effect.

APPLICANTS:

Morgan Will, Gordon Root, Rick Waible, and Neil Fernando, 1995 SW Stafford Rd., West Linn, OR 97068.

Mr. Will introduced the applicants, and said they would address the proposed changes to the conditions of approval. Will showed a map of the area south of Lots 60-65, and pointed out the mitigation area already planted for Casey Meadows I, and the areas that will be planted with this project.

Chairman Beck said the applicant could go back to CWS to jiggle Lots #60-#65 five feet into the wetland so they do not have to take the proposed adjustment out of the public right-of-way.

Mr. Will said the applicant agrees with staff's recommendation to shift Lots #60-#65 as far to the east as possible, which would allow the play ground area to be adjacent to the walkway.

Mr. Will showed a graphic of possible landscaping for the narrow side yards. In response to a question from Chairman Beck, Mr. Reitz said it is possible for the Commission to condition a gate up front on the side yards 3-feet back from the electric meters to hide the items homeowners store there. Chairman Beck suggested staggering the electric meters to meet the code requirements.

Mr. Will referred to the memo submitted by the applicant and explained that the middle section of the memo is the applicant's revisions to meet staff's recommendations. He said the last part of the memo addresses staff recommendations with which the applicant does not agree - such as the 5-foot side yard setbacks. Will said according to the code, the walkway should be a "hard surface". The applicant would prefer asphalt, but the Director can determine the material to be used and will probably want concrete.

Mr. Will stated there are different lot sizes in the revised plan, so hopefully there would be different floor plans, and the applicant feels Conditions # 31 and # 32 are excessive and burdensome.

Commissioner Ruder commented that if all the home buyers want the same floor plan but the outsides look different, what difference does the floor plan make to the Commission as long as we get the exterior variety?

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

August 5, 2013–7:00 P.M.

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Commissioner Miller stated that the idea has always been to avoid cookie cutter homes – the interior floor plan does not matter.

Commissioner Nakajima request that Condition # 33 be revised to state windows cannot be across from one another.

PROPOSERS: None.

OPPOSERS: None.

OTHER:

Linda Monte, PO Box 1295, Hillsboro, OR 97123. Ms. Monte stated she owns the property located at 2439 Hawthorne St. which has the mature trees, and requested that her trees be protected. She also requested that the project be required to put a fence along her property to maintain privacy, and to prevent people from coming onto her property. The pedestrian walkway abuts her property, and Ms. Monte said her renters have found fecal matter and smoking pipes on her property. Ms. Monte stated that the Commission should look into setbacks for gas meters also.

REBUTTAL: The applicant did not want to rebut.

Chairman Beck closed the public hearing at 9:49 pm.

COMMISSION DISCUSSION:

In response to a question from Chairman Beck, Mr. Reitz said a 6-foot good neighbor fence would be allowed along the west side of Moses St. and 25th Ave. Beck instructed staff to craft a condition to that effect.

For clarification Chairman Beck stated that the Commission was considering approval of proposed revised plan submitted by the applicant. Beck went through the conditions of approval as stated in the staff report, and took comments from the Commissioners.

Conditions # 4 and # 5 – Delete

Condition # 7 – Modify wording to say, “A 10-foot-wide public utility and sidewalk easement where required by the Director of Light and Power and/or the Director of Public Works shall be denoted . . .”

Condition # 13 – Modify last sentence by adding, “. . . with the exception of 26th Avenue and in front of Lots # 56-# 59.”

Condition # 23 – Modify wording to say, “. . .except Lots # 60 - # 65.”

Condition # 28 – Modify wording to say, “The minimum side yard setback shall be 3 feet. . .” Also add, “A fence/gate shall be installed in the side yards 3-feet and no further than 5-feet back from the electric meters.”

Conditions # 31 and # 32 – Delete

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

August 5, 2013–7:00 P.M.

PAGE 5 of 6

Condition # 33 – Add, “There shall be no opposing windows.” Also take the last sentence from Condition # 31 and add it to the end of this condition.

Mr. Reitz requested some direction from the Commission on how to implement Condition # 33.

Commissioner Nakajima recommended variations in the windows – some with arches for instance. She also recommended a variety of windows in the garages.

Mr. Holan recommended adding, “the intent is to provide variety in architecture treatments on the other three sides to avoid blank walls.” The Commission concurred with the additional wording.

Condition # 37 – Modify wording by deleting, “. . . serving at least four but not more than eight homes. . .”

Condition # 38 – Modify wording by adding, “. . . a play structure in Tract A and a seating area.” Delete the last sentence.

Chairman Beck brought the discussion back to Lots # 60- # 65.

Commissioner Nakajima said it is a concern having the applicant going back through the Clean Water Services process.

Commissioner Miller had no concern with the proposed curb-tight sidewalks.

Chairman Beck was concerned with the lack of street trees, and recommended a requirement that a tree be planted in each front yard.

Commissioner Ruder said he was not keen to trim from six to three lots, and had no objection to the curb-tight sidewalks.

Commissioner Nakajima agreed the curb-tight sidewalks raised no objections.

Chairman Beck directed staff to make a condition that these six lots must have combined driveways for a total of three driveways, and one yard tree per lot with a curb-tight 6-foot sidewalk (to minimize the ripple effect)

Commissioner Ruder made a motion to recommend approval of Casey Meadows PRD-13-00345 with revisions to the conditions of approval as noted.

Commissioner Nakajima seconded. Motion passed 4-0 with a voice vote.

2.3 ACTION ITEMS: None.

2.4 WORK SESSION ITEMS: None.

PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM

August 5, 2013–7:00 P.M.

PAGE 6 of 6

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Miller made a motion to approve the minutes from the July 15, 2013 meeting. The motion was seconded and passed 4-0 with a voice vote.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan said the August 19th meeting will be a work session on a draft of Public Facilities for the Comprehensive Plan. He explained that the Community Development Dept. has an intern, Amy Scheckla-Cox, working on design related matters for the downtown . She will be at the next meeting, and will ask the Commissioners to participate in an exercise.

3.4 ANNOUNCEMENT OF NEXT MEETING: The next meeting will be held on August 19, 2013.

3.5 ADJOURNMENT: The meeting was adjourned at 10:33 pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder



Monthly Building Activity Report

August-13

2013-2014

Category	Period: August-12		Period: August-13	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	7	\$ 1,667,844.18	16	\$ 4,238,053.52
SFR Addition & Alt/Repair	2	\$ 41,042.30	1	\$ 20,656.35
Mult. Fam. New/At	3	\$ 12,640.00		
Group Care Facility				
Commercial New			1	813944.53
Commerical Addition				
Commercial Alt/Repair	4	\$ 99,355.04	4	\$ 68,500.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			1	\$ 69,724.00
Signs	2	\$ 1,237.00		
Grading	1			
Demolitions			1	
Total	19	\$1,822,119	24	\$5,210,878

Fiscal Year-to-Date

2012-2013		2013-2014	
Permits	Value	Permits	Value
36	\$3,462,054	63	\$10,482,939

Permits Summary by Type
CITY OF FOREST GROVE
For 08/01/2013 to 08/31/2013

Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbolc	Cornelius Building Over the Counter	2	0.00	0.00	505.45	28,500.00
xmrotc	Cornelius Mechanical Residential Over the Counte	5	0.00	0.00	152.90	0.00
xpolc	Cornelius Plumbing Over the Counter	1	0.00	0.00	30.58	0.00
xsign	Cornelius Sign Permit	2	0.00	0.00	296.66	11,896.00
Grand Total		10	0.00	0.00	985.59	40,396.00

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	680.45
bldg	blplrv	Building Plan Review Fee	40.01
bldg	mcstsf	Mechanical State Surcharge Equ	19.68
bldg	mech	Mechanical Permit Fee/equip.	163.80
bldg	plmb	Plumbing Permit Fee	27.30
bldg	plstsr	Plumbing State Surcharge	3.28
bldg	stsur	State Surcharge	81.65
		Total for Group bldg	<u>1,016.17</u>
		Grand Total:	<u><u>1,016.17</u></u>

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

(CREDIT CARD LIVE DATE February 20, 2013,

3K

	JULY 2013	JUNE 2013	JULY 2012
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	18,108	18,777	17,550
Number of Days Open to the Public:	26	26	25
New Registrations (New Patron card issued)	131	155	122
CIRCULATION:			
Total Check-outs:	34,343	31,349	34,631
Total Check-ins:	25,841	21,935	25,643
ILLs (Inter-library loans/out of county):	93	69	77
COURIER:			
Intra-library Holds to Forest Grove:	11,692	10,685	12,075
Intra-library Holds from Forest Grove:	9,631	9,234	9,777
PROGRAMS:			
# of Adult Programs	3	4	5
Adult attendance at Adult Programs	28	52	30
Teen attendance at Adult Programs	0	0	1
Children attendance at Adult Program	1	1	NA
# of Children's Programs	10	10	8
Children's attendance at Children's Programs	317	710	407
Adult attendance at Children's Programs:	196	291	170
Teen attendance at Children's Programs	0	0	0
# of Community Programs	0	1	0
Adult attendance at Community Programs	0	80	0
Children's attendance at Community Programs	0	130	0
Teen attendance at Community Programs	0	0	0
# of Teen Programs	1	0	1
Teen attendance at Teen Programs	4	0	16
Adult attendance at Teen Programs	6	0	1
Children's attendance at Teen Programs	3	0	2
# of Early Childhood Discovery Time Programs	0	0	0
REFERENCE:			
# of Reference Questions	1,277	1,329	1,415
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,768	2,505	2,734
Self-Check-Out Patrons Denied	230	220	237
Self-Check-Out Total Items	11,716	10,245	10,682
Self-Check-Out Items Denied	140	95	177
Self Check-Out Items Renewed	42	66	144
VOLUNTEERS:			
Number of volunteers	45	59	51
Volunteer hours	334	341	509
COMPUTER USE:			
# of sessions	2,553	2,558	2,447
Total user hours	1,616	1,637	1,566
Average session time in minutes	38	38	38

CITY OF FOREST GROVE

Financial Report For The Quarter Ending June 30, 2013

This is the quarterly financial report for the quarter ending June 30, 2013. This is the fourth and last quarter of the City's fiscal year ending June 30, 2013. While the fourth quarter report represents the end of the fiscal year, this report does not represent the final financial results for the fiscal year 2012-2013. The City's finances have yet to be audited, an annual procedure that occurs in the fall of each year and is finalized around the new calendar year. The annual audit could include entries that may change the numbers presented in this report. The final financial results for the City for FY 12-13 will be the audited financial statements, which will be presented to the City Council upon their completion.

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.

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.

Contingency funds were transferred to cover unanticipated events in many of the City's funds during FY 2013. The City Council approved the transfer of these contingency funds during its June 24, 2013 Council meeting. Examples of items that were not anticipated when the FY 2013 budget was adopted, and thus necessitated a contingency transfer, include:

- Various benefit changes – both employee selection of plans and the rates charged to the City.
- The need for temporary help to back-fill absences, vacancies, and increased workload.
- Increased building activity, necessitating transfers for the School District Excise Tax, the Metro Construction Excise Tax, and the Building Fund.

- Storm debris clean-up in the Street Fund and water quality facility work in the SWM Fund.
- Increased timber harvest expenses in the Water Fund.

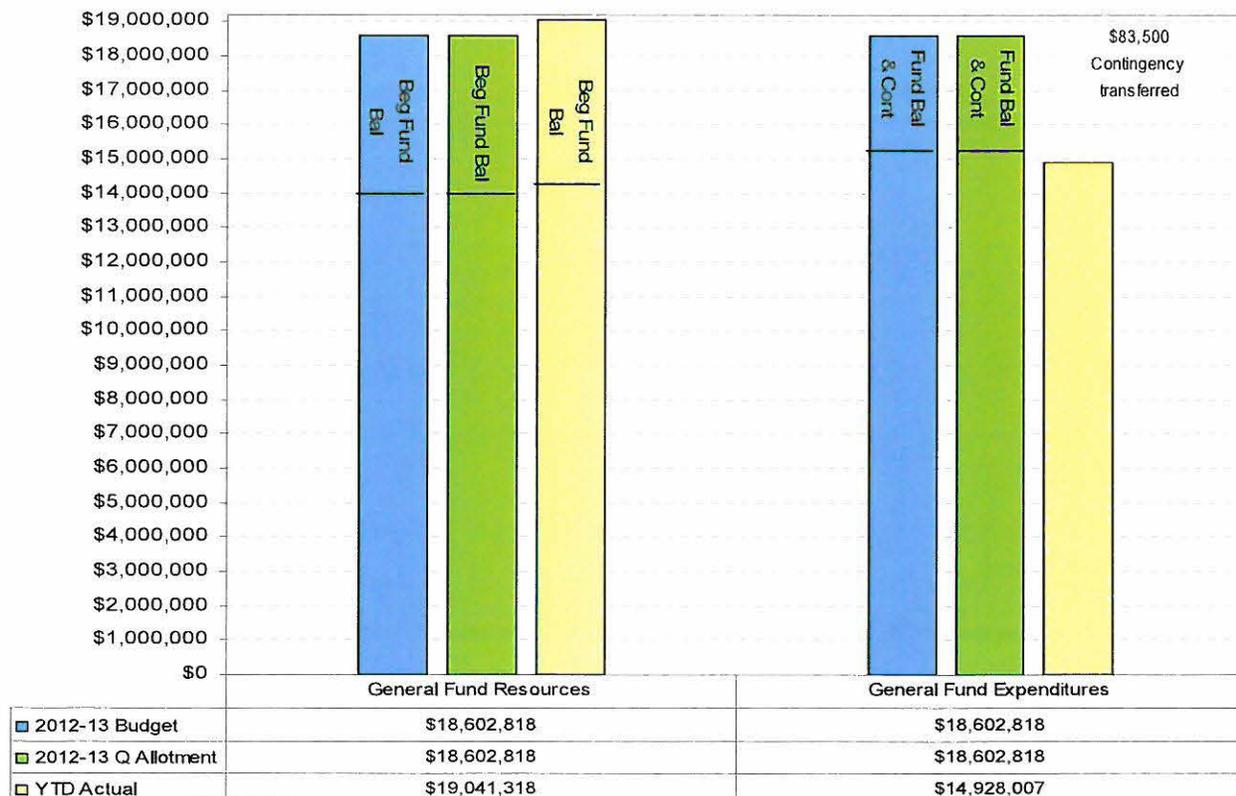
This report highlights the funds and departments where such transfers occurred. It is important to note that contingency transfers occur when the budgeted appropriation limits are reached, irrespective of revenue that a fund receives. For example, in the Building Fund and in the Water Fund, increased revenues were collected for staffing resources and the timber harvest, respectively, but the legal budget appropriation was not adequate for the necessary expenditures to occur. Therefore, Council action was necessary to grant these funds an increase to their legal appropriation limit.

General Fund

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

The General Fund ended the fiscal year in good shape. Revenues came in higher than budget projections, and expenditures came in under the budget projections. It is important to note that the fourth quarter budget includes a \$50,000 transfer out of contingency for the Metro Excise Tax payment, and \$33,500 to the personnel services category in many departments, in order to cover salary and benefit adjustments. More detail is provided below.

General Fund Summary

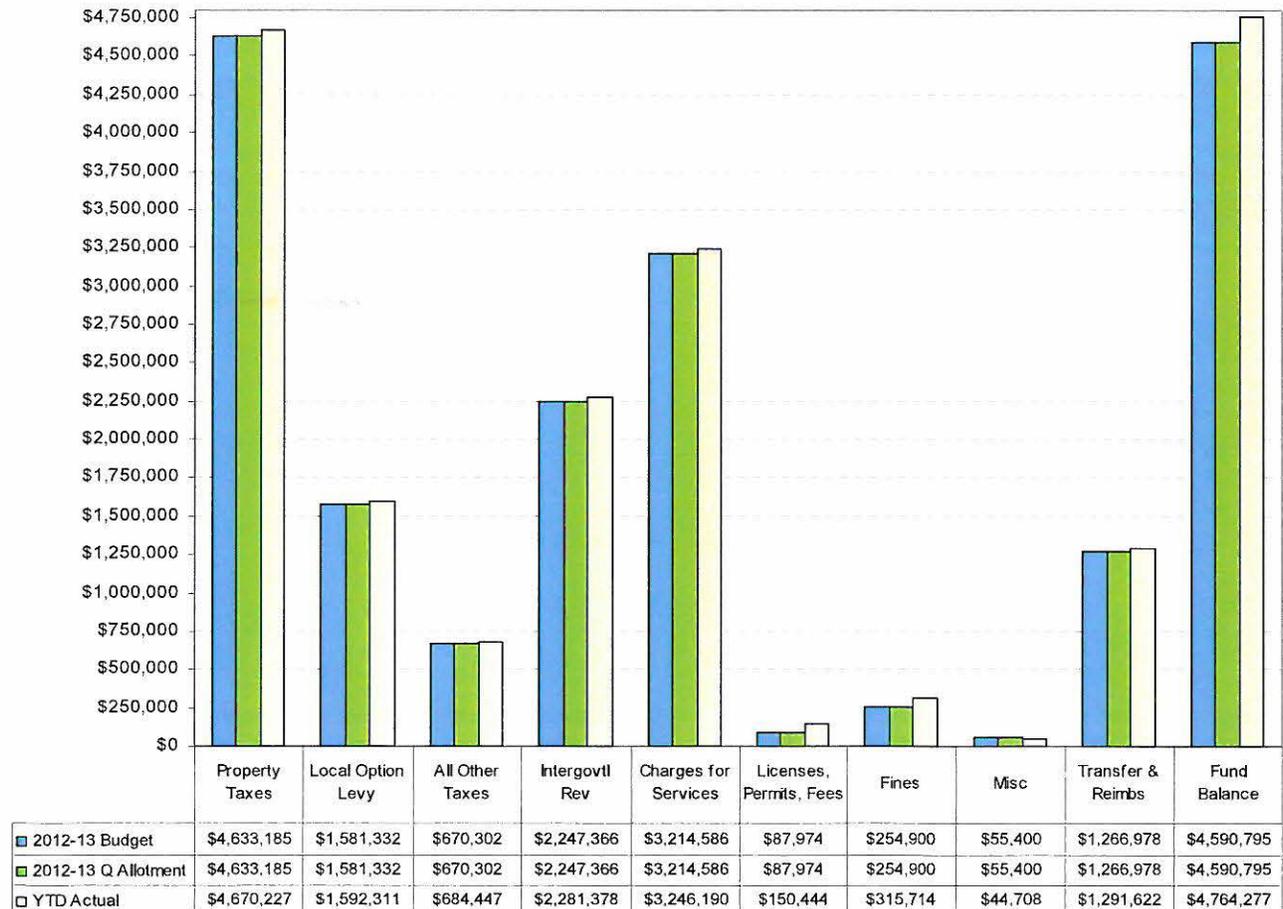


General Fund Revenue

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

Property taxes ended the year approximately \$48,000 ahead of the budget projection. The revenue category of *All Other Taxes* ended slightly ahead of its budget allocation due to franchise taxes coming in slightly over the budget target. Although the *Intergovernmental Revenue* category ended the year ahead of its budget allotment, the detail will reveal that increased collections in State Shared Revenue and the School District Excise Tax were offset by certain grants not being received by year end, such as one from Metro for studying the feasibility of an Urban Renewal District, and grants from Homeland Security for Police and Fire. *Charges for Services* ended the year slightly above the target, with revenue from lien searches, swimming pool fees, recreation user fees, door hanger fees and new account set-up fees exceeding their allotments. Revenues in the *License, Permits, Fees* revenue category ended the year about \$62,000 above the budget projection, due to Engineering inspection fees and Planning fees coming in higher than expected. The *Fine* revenue category ended the year about \$61,000 over its budget projection, largely due to the implementation of managing the City of Cornelius' Municipal Court, and also due to higher fine collections in general. The *Transfer and Reimbursement* revenue category ended the year ahead of budget projections, due to wage reimbursements by SAIF. 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, and expenditures ended lower than their original budget projections.

General Fund Revenue - 4th Quarter



General Fund Expenditures

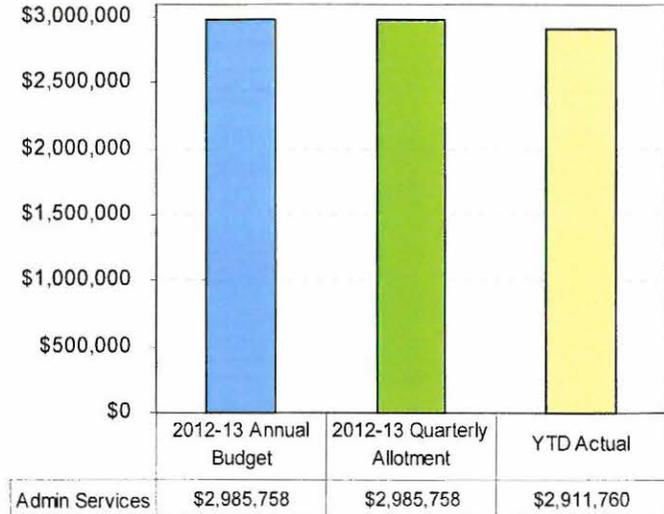
The following charts display each General Fund Department. The annual budget for each is compared to the quarterly budget allotment and the actual amounts. Brief comments are included with each department's chart.

Leg & Exec



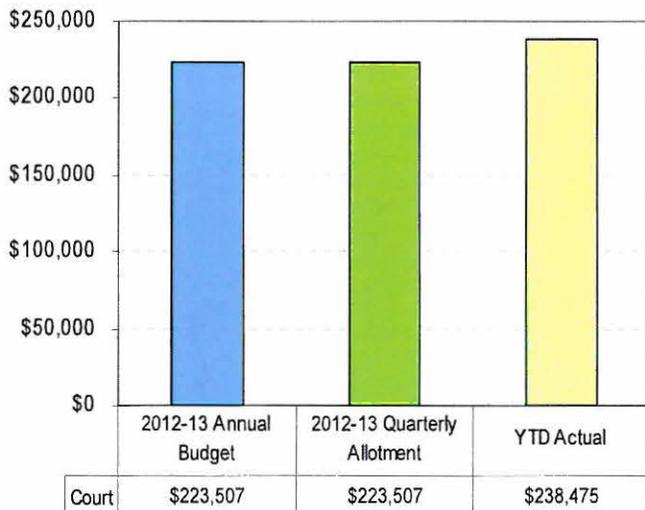
The Legislative and Executive Department finished the year slightly below budget, due to delaying the Sister City trip past the end of the fiscal year, the City Manager not attending the ICMA conference in Washington, DC, and fewer Councilmembers attending the League of Oregon Cities conference. Supplemental budget was added to the personnel category just in case, but was not needed.

Admin Services



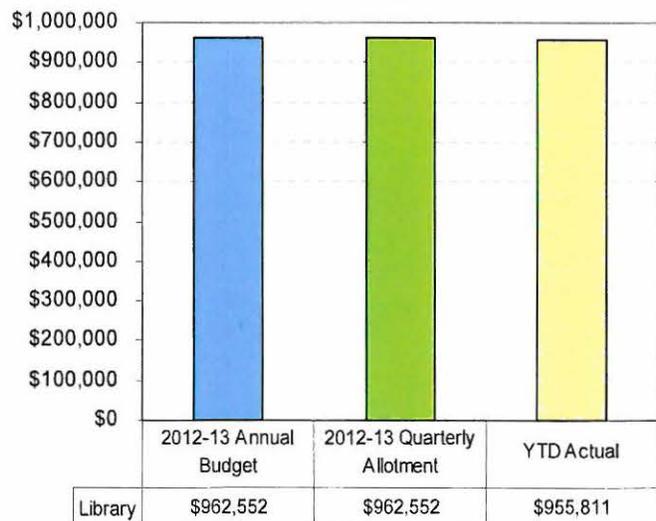
The Administrative Department finished the year approximately \$75,000 below budget, due to not performing an equal to or better than study on the City's retirement plan, not utilizing the budget for legal counsel to the extent staff originally projected, as well as miscellaneous underspending in other supply accounts.

Court



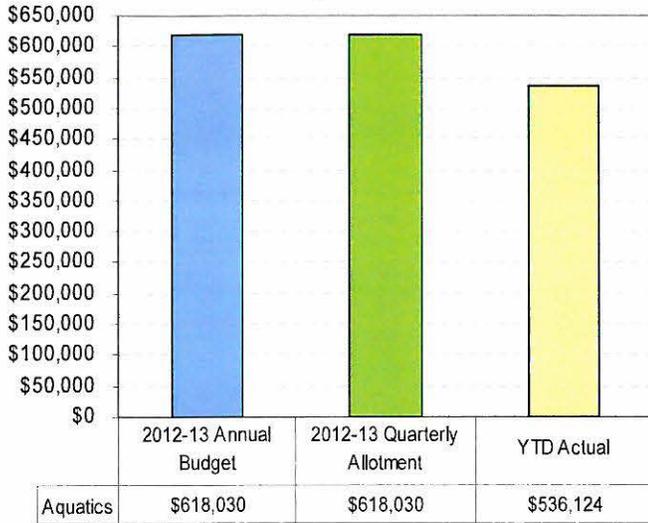
The Municipal Court finished the year over budget. This is due to the activity of the Cornelius Municipal Court. Forest Grove took over the operations of that City's Court in March of 2013, and did not anticipate the level of activity or the resultant pass-through of State Assessments for Cornelius' tickets.

Library



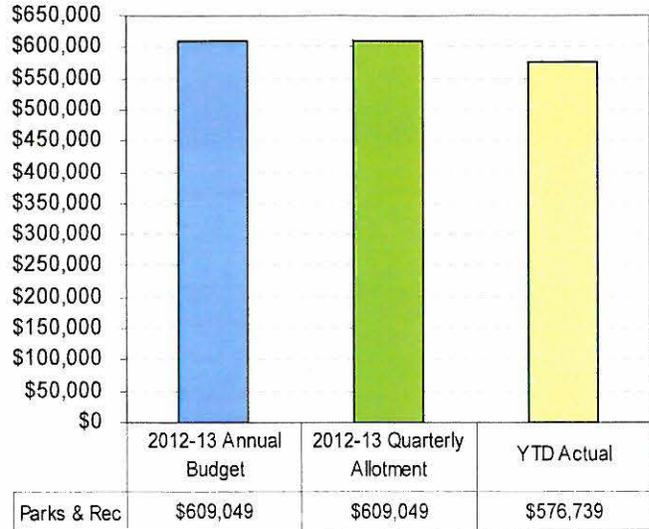
The Library finished the year slightly under budget, mainly in the personnel category, were a supplemental added a bit more budget just in case..

Aquatics



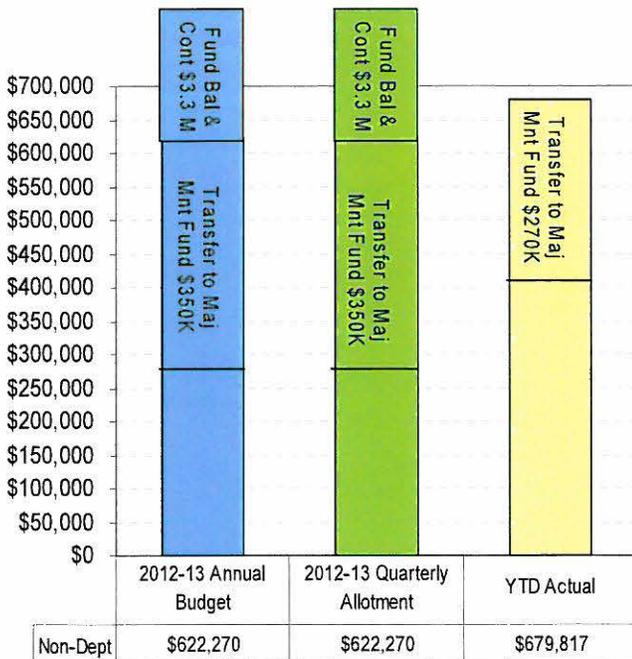
The Aquatics Department finished the year under budget. Part-time wages were less than budgeted, because it is difficult to project the budget with varying pay rates and scheduled hours of the Aquatics part-time staff. Utilities underspent because NW Natural Gas did not increase rates as originally projected.

Parks & Rec



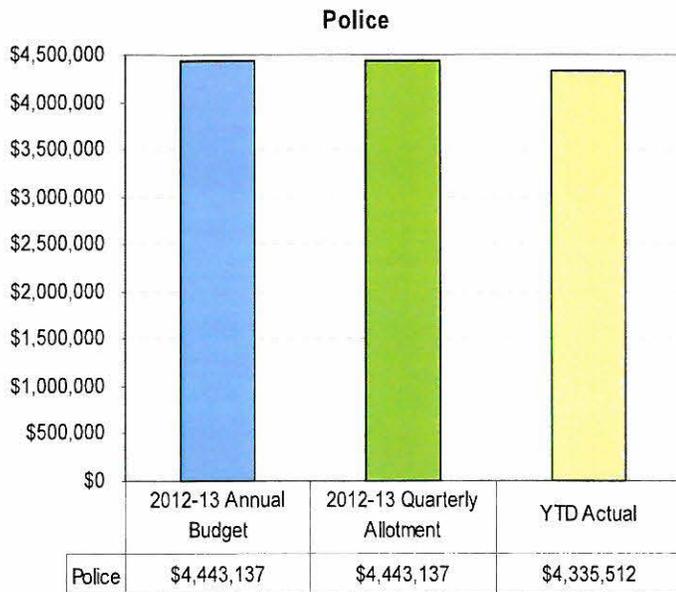
The Parks & Recreation Department finished the year under budget. Part-time wages were underspent as seasonal employees left sooner than anticipated.

Non-Dept

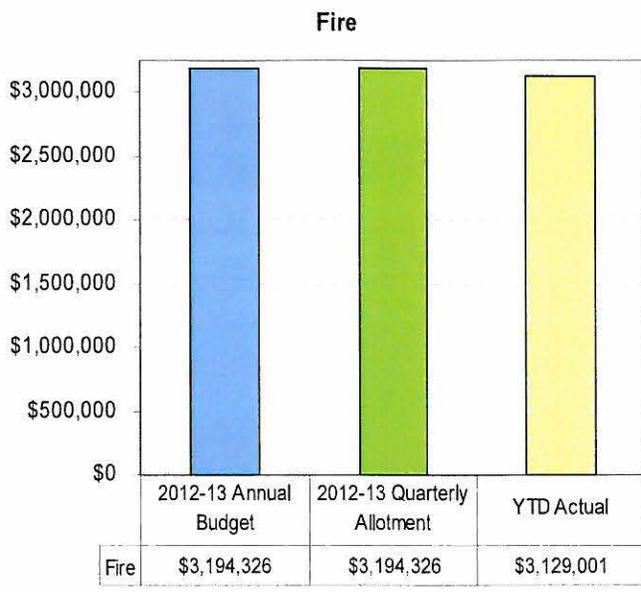


The Non-Departmental Department holds the General Fund's overall contingency and unappropriated fund balance. While these amounts are included in the annual budget, they are not spent, and therefore do not have a quarterly allotment. Contingency funds were transferred during the fiscal year: \$830,000 was transferred to the Administrative Services Department for the purchase of the Times-Litho building, \$50,000 to Metro Construction Excise Tax account within this department, and \$33,500 to other General Fund departments to cover possible overages.

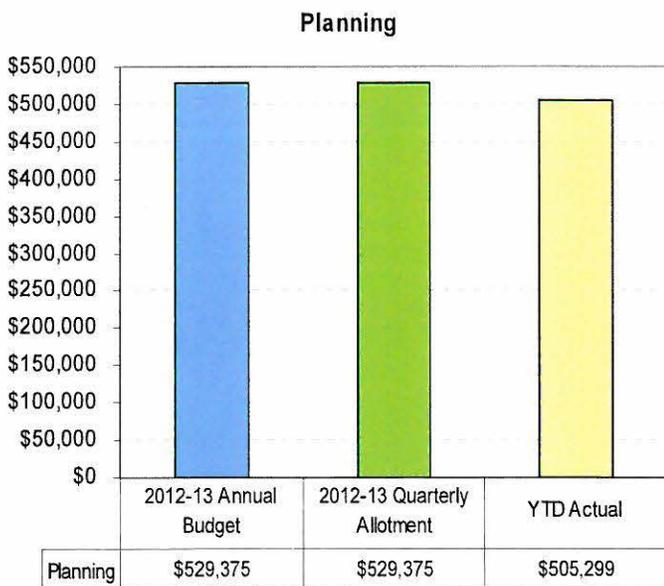
This department finished the year over budget, in the School District Excise Tax account. Building activity was more rigorous than expected, and the City collects this tax on behalf of the School District and passes it through to them.



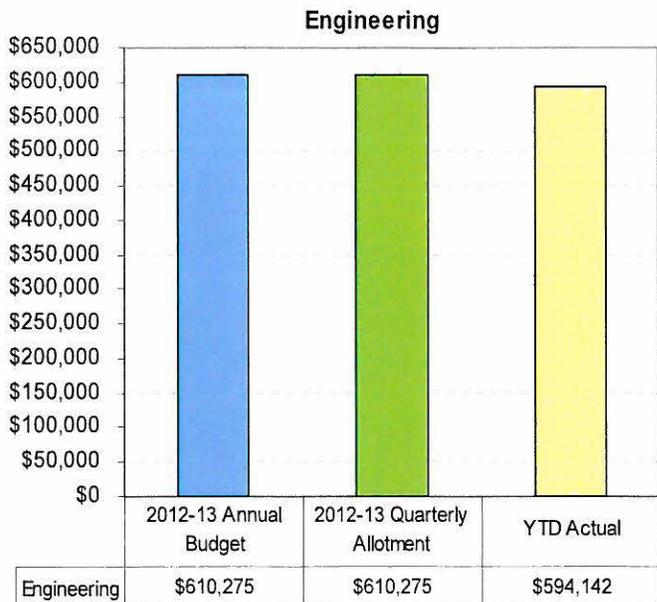
The Police Department finished the year under budget. This is largely due to position vacancies. Also, the Police underspent in various supply accounts. While a review of the detail will show the Homeland Security grant underspent, the expenditures for the grant occurred in other line items, purchasing tablets, radios and cameras.



The Fire Department finished the year under budget, largely due to position vacancies. While repairs to the generator and equipment caused some accounts to over spend, this was more than made up by savings in the utility account and professional services.



The Planning Department finished the year under budget, due to carrying over the work on the Urban Renewal Study to FY 13-14. Also, technical assistance from Metro on Periodic Review and the TSP ended up being grant funded instead of through the Professional Services account.



The Engineering Department finished the year under budget, due to actual part-time hours being less than what was budgeted, and miscellaneous savings in other accounts.

City of Forest Grove

Number of Single-Family-New Permits Issued

By Fiscal Year: July 1 through June 30

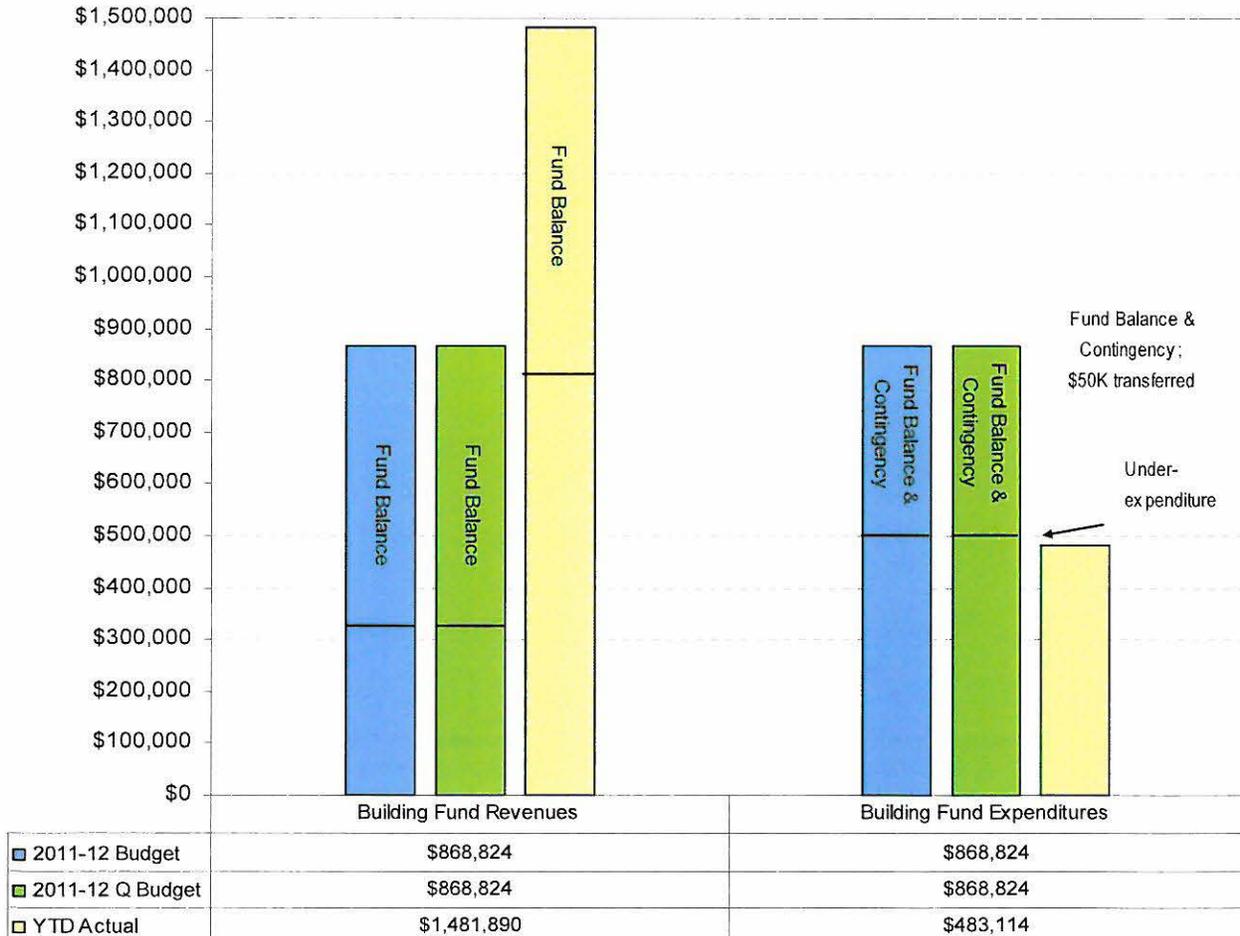
Building Services Fund

The Building Services Fund had a record breaking year in terms of activity and the number of new single family permits issued, as displayed in the table to the right. This increase in permit activity translates into roughly \$442,000 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
Q1 Total	12	12	11	23	17
October	3	5	5	8	13
November	0	5	5	5	8
December	0	9	7	8	6
Q2 Total	3	19	17	21	27
January	0	9	5	12	10
February	1	6	7	5	23
March	6	16	6	7	17
Q3 Total	7	31	18	24	50
April	3	15	7	8	23
May	11	3	7	9	22
June	9	12	4	8	23
Q4 Total	23	30	18	25	68
FY Total	45	92	64	93	162

The Building Fund transferred \$50,000 out of contingency to cover increases in part-time help and intergovernmental services associated with the increased building activity. After this transfer, the department finished the year underspending by about \$24,000.

Building Services Fund

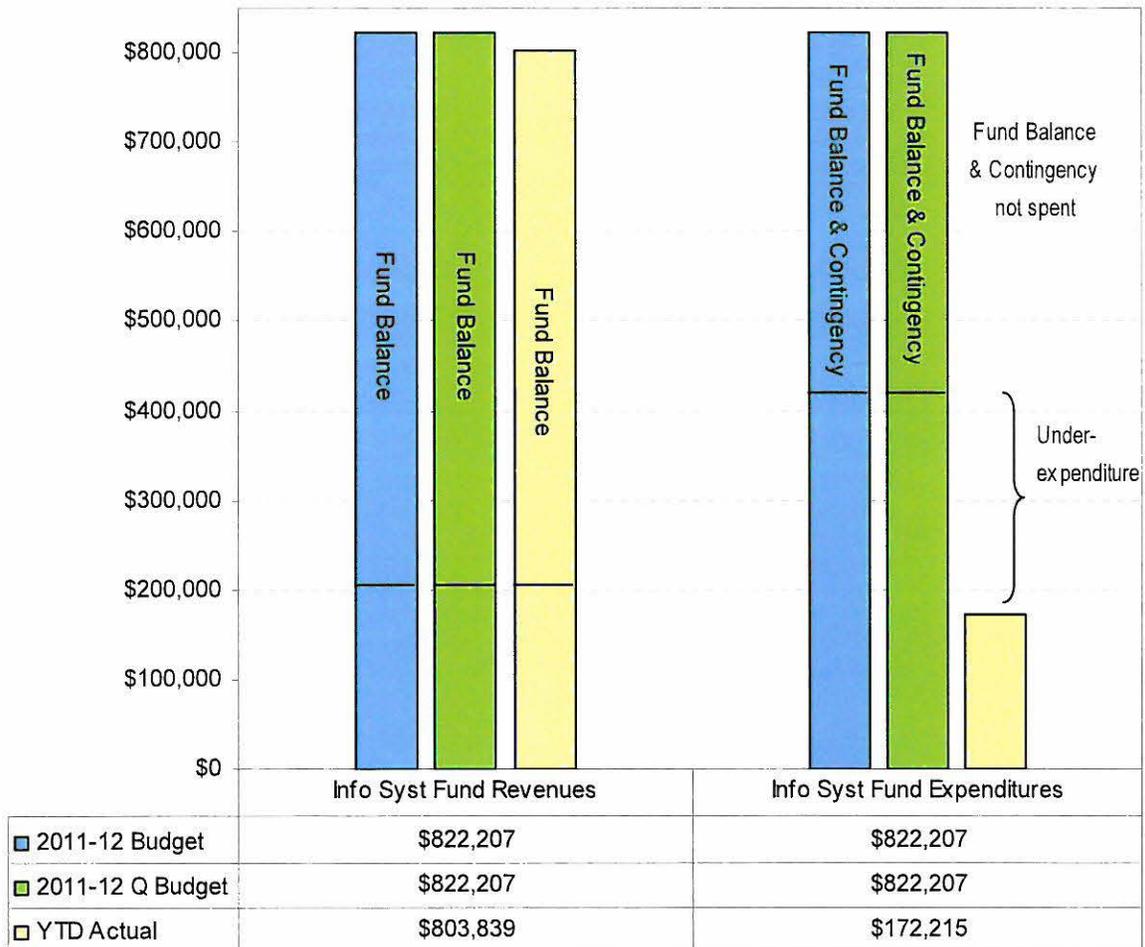


Information Systems Fund

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 end of the fiscal year, 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 ended behind the budget target. Approximately \$42,000 is set aside for emergencies, and was not spent in FY 12-13. Additionally, funds were budgeted for new servers, but servers were consolidated, thus avoiding the purchase of new ones. Also, the purchase of specialized printers slated for FY 12-13 has been delayed.

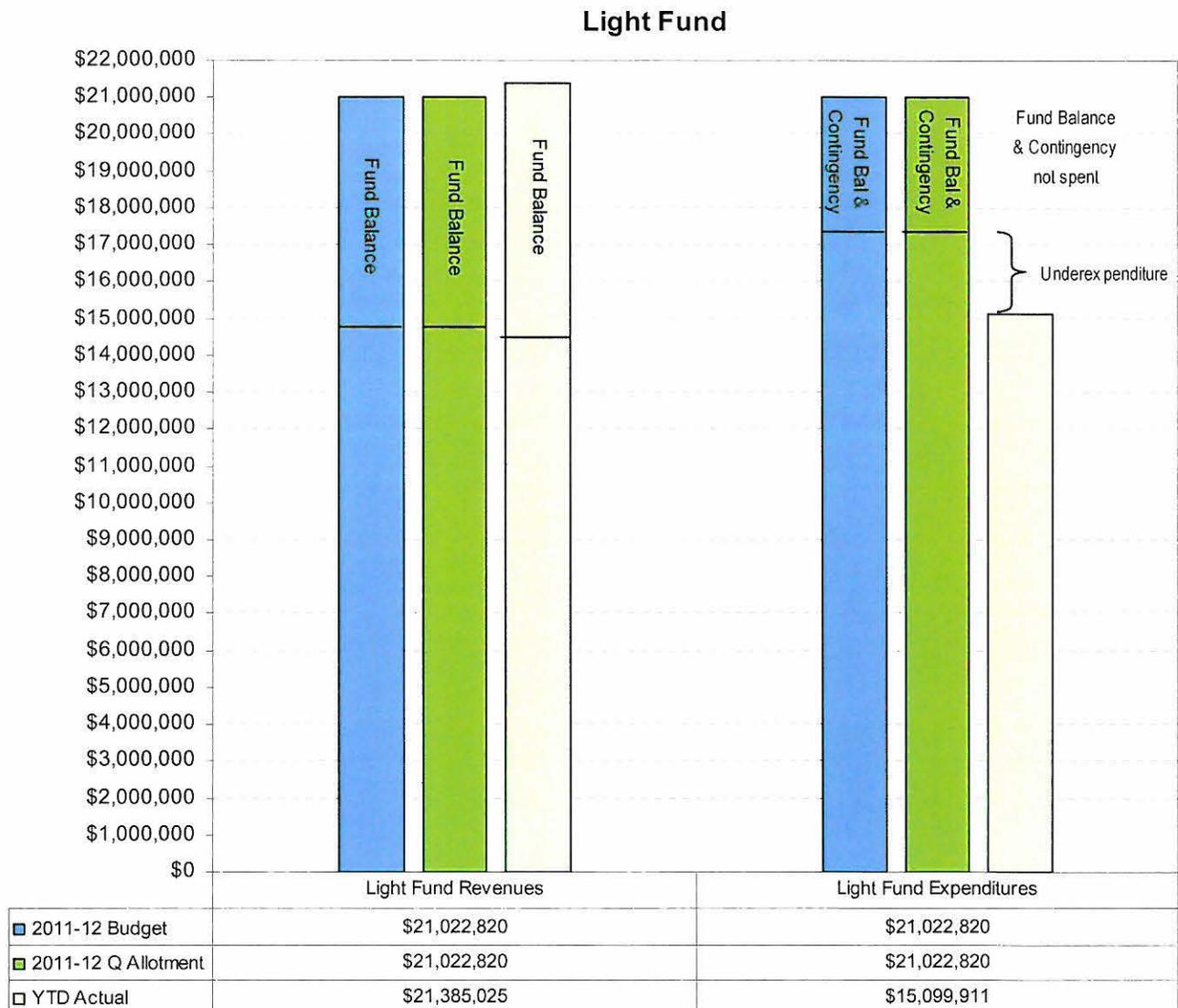
Information Systems Fund



Light Fund

Excluding fund balance, revenue in the Light Fund fell behind budget projections by about \$287,000. Residential and large commercial/industrial sales together were under projections by about \$500,000. On the positive side, industrial service contracts brought in about \$47,000 more than projected, connection charges brought in about \$83,000 more than projected, and a BPA easement payment and the conservation incentive program each brought in about \$60,000 more than expected. As reported in the first quarter, the fund balance is approximately \$650,000 over the budget.

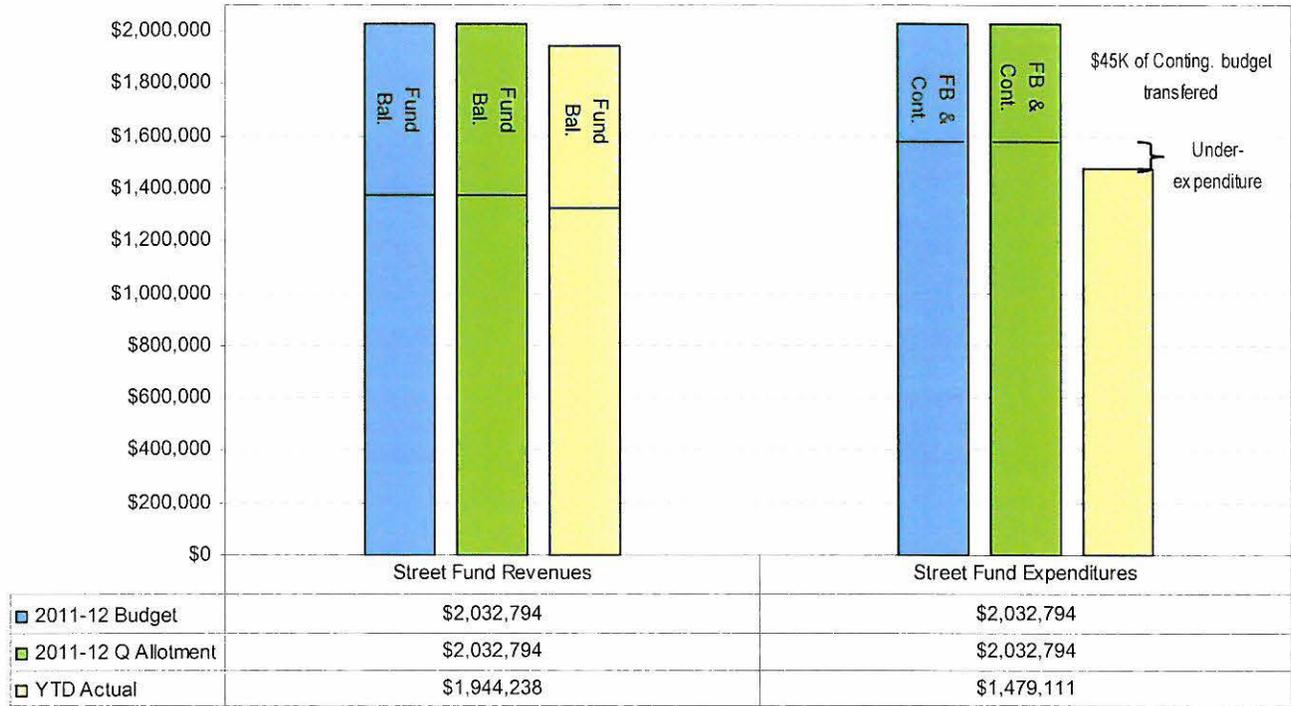
The Light Fund expenditures finished the year about 13% lower than the budget, due to a number of reasons - spending less on power than originally projected; position vacancies; spending less on training than originally projected; the delayed purchase of the Chevy Manlift; and carrying over funds to finish the System Master Plan and Rate Study.



Public Works Funds

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

Street Fund

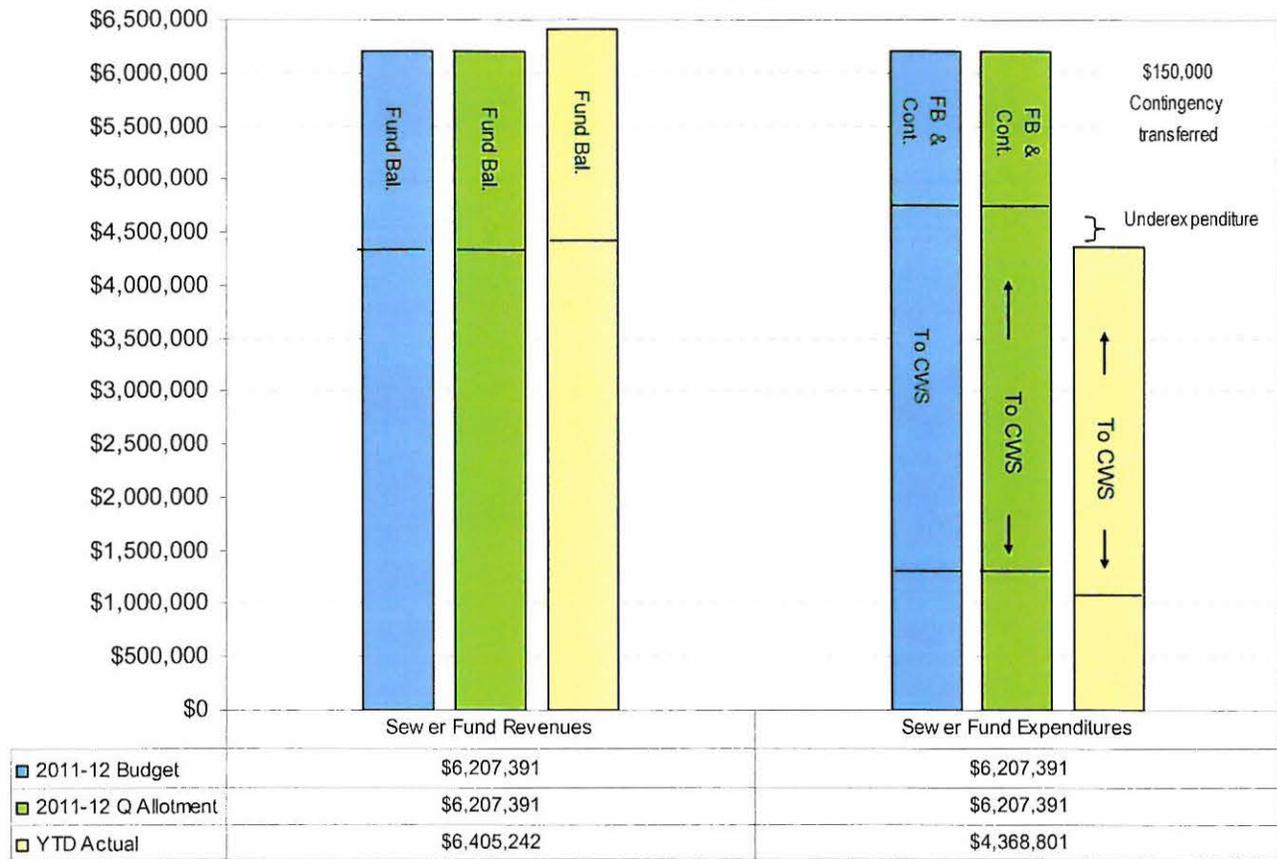


The Street Fund revenue ended the year behind budget projections. This is largely due to delay in collecting assessments for the sidewalk program, which will be collected in FY 13-14, and also due to the fund balance being less than the budget, as explained in the first quarter report, because the gas tax revenue was less last year than projected, as also has been experienced by other agencies that receive the gas tax.

A review of the Street Fund revenue detail will show that gas tax fell behind budget for the year, but was offset on the plus side by the receipt of a grant from Metro for the bike shelters. Additionally, the City collected approximately \$37,000 in street improvement fees for the north central area.

The Street Fund transferred about \$45,000 out of contingency to cover possible over-expenditures in the personnel category, because staff spent more work time on Street issues than budgeted, and the intergovernmental account for ODOT striping and signal maintenance. However, after this transfer, the Street Fund underspent overall by approximately \$95,000: \$20,000 in the personnel category, about \$32,000 in materials and services, and \$43,000 in the capital category. The capital category underspent mainly due to a delay in the Safe Routes to School project.

Sewer Fund

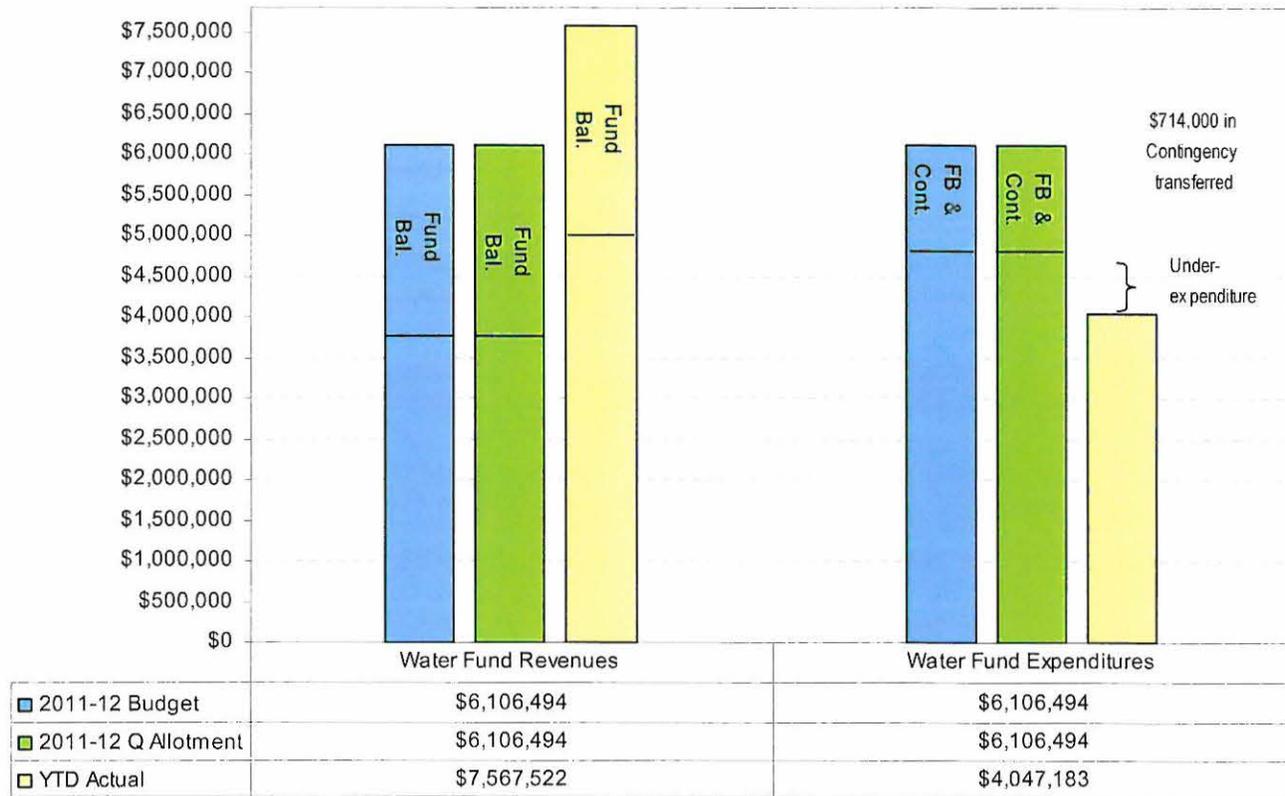


The Sewer Fund records revenues and expenditures of operating the sewer utility. A large part of the sewer utility is treating the sewage and conveying it to the waste water treatment plant. Clean Water Services (CWS) is responsible for treating the sewage and for the large trunk lines that convey it. 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 Sewer Fund revenues ended the year nearly \$200,000 above the budget estimate. About half of this amount is the fund balance, reflecting how last year ended, as explained in the first quarter report. Operating revenues were about \$68,000 in excess of their budget projection, due to growth in the number of dwelling units, and the remaining \$35,000 was due to a lump sum payment by Pacific University catching up an under-billing error.

The Sewer Fund transferred \$150,000 from contingency funds to the Intergovernmental Services line item, to be sure the Sewer Fund had adequate appropriation authority to transfer 84% of the sewer revenues to Clean Water Services. The Sewer Fund ended the year spending about \$350,000 less than budgeted: About \$67,000 less in personnel as crews focused on other public works functions, about \$87,000 less in the transfer to CWS, after the supplemental was added, and about \$184,000 in the capital program 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



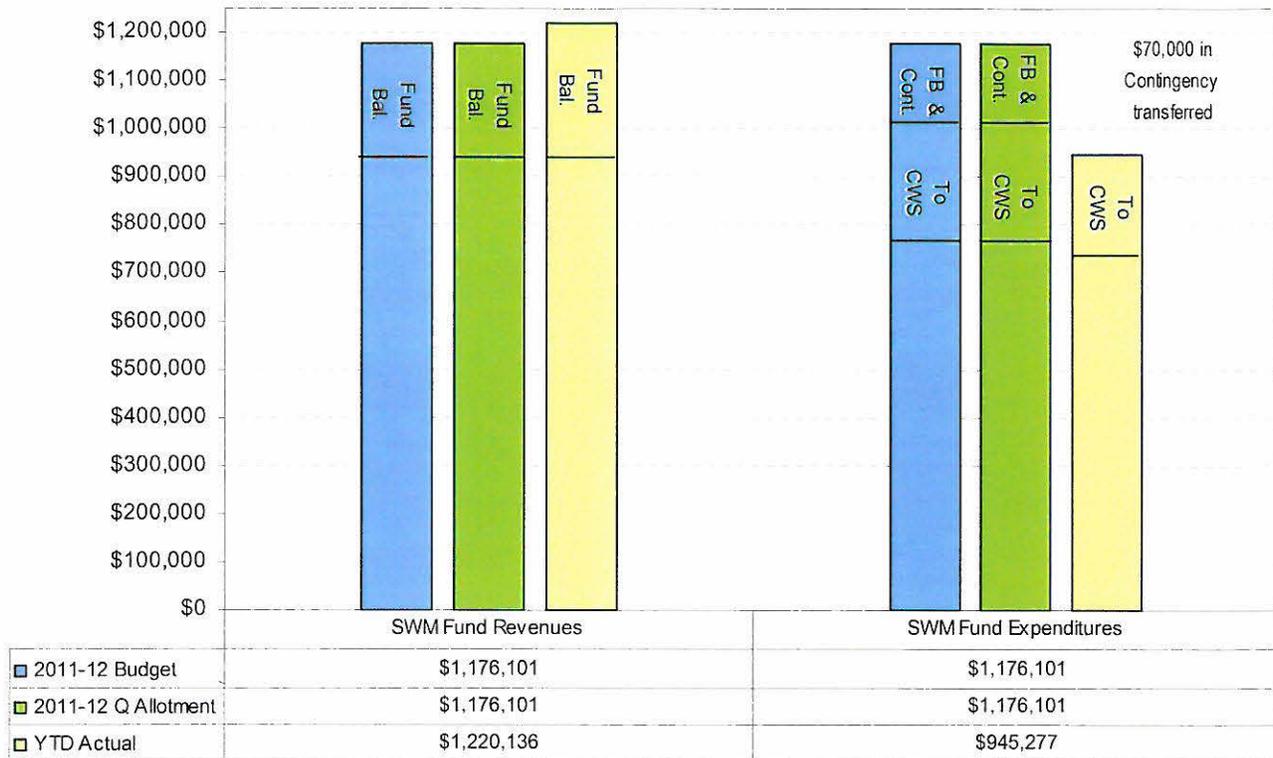
The revenues received through the end of the fiscal year in the Water Fund are 24% above the original budget, due to four main reasons: 1) As explained in earlier reports, the fund balance exceeds the budgeted amount; 2) Water sales this year are nearly \$300,000 above the budget estimate, due to dry, hot weather last summer, and a dry spring, and growth in the number of accounts; and 3) Timber sales for the timber harvest last year grossed just over \$1 million due to more volume and better prices; and 4) and the timber harvest for 2013 began early, before the close of the fiscal year, bringing in an additional \$400,000.

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, funds were transferred from the Water Fund capital category and the contingency funds to cover the expenditures. Additionally, funds were transferred from the contingency to cover expenditures related to the timber harvest of 2013, which began prior to the end of the fiscal year. However, not all the transfer ended up being needed, because the timber harvest activity paused in June as the mills became flooded with logs.

Overall, the Water Fund underspent the budget by about \$730,000, after the accounting for the contingency transfers. The JWC capital program was underspent, and projects carried forward to the new fiscal year. Professional services were under spent as the City opted to scale back studying a possible partnership with the Tualatin Valley Irrigation District to use pipelines in the watershed, which are already near capacity. Also, the City did not buy as much water from the JWC as originally estimated.

Surface Water Management Fund

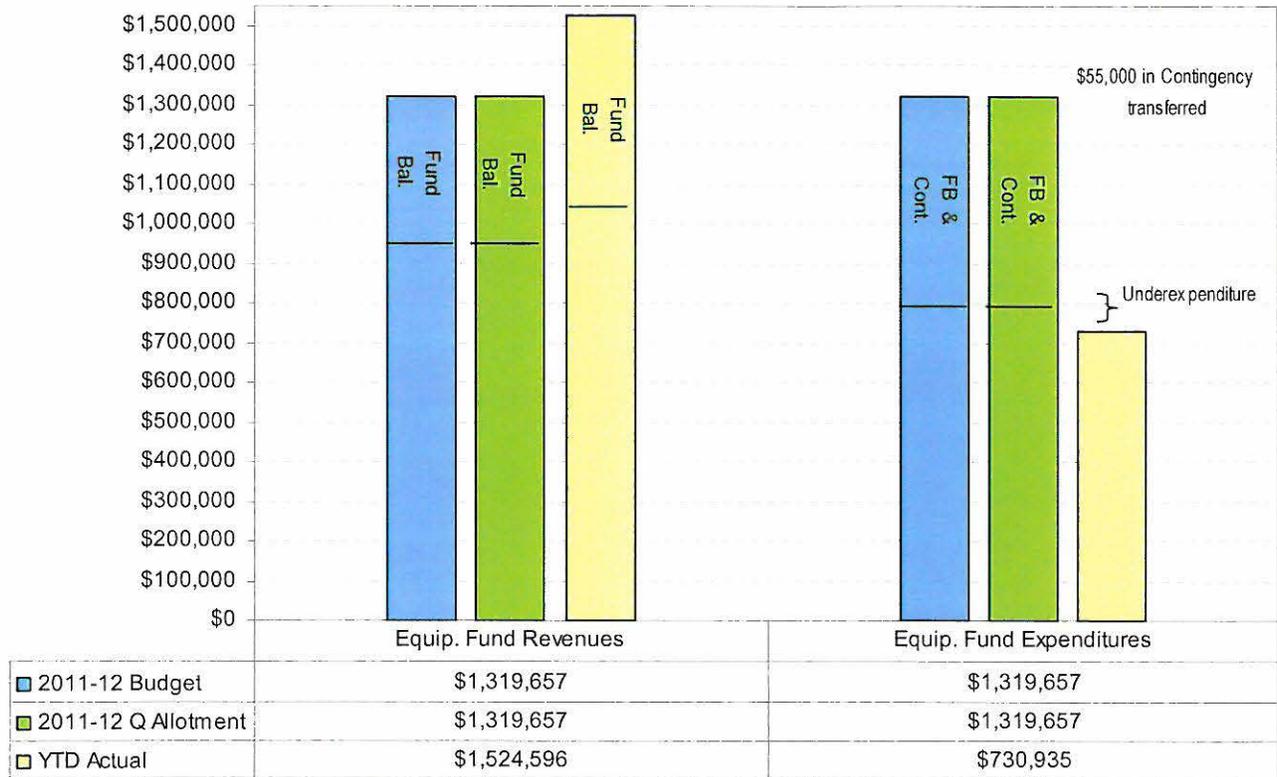


The Surface Water Management Fund (SWM) records revenues and expenditures of operating the surface water utility – which is managing rain run off and storm water run off. A portion of managing surface water is regional in nature, relating to keeping the Tualatin River healthy. CWS is responsible for 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 revenue received through the end of the year in the SWM Fund are in excess of the budget projection, due to a slight growth in the number of accounts, and also the fund balance exceeded the budgeted amount, as reported in the first quarter.

Excluding fund balance, the expenditures finished the year about 6% less than the revised budget. The revised budget includes contingency transfers: \$40,000 to regular wages, necessary as crews spent more time than anticipated maintaining water quality facilities, and \$30,000 to intergovernmental services, to cover the transfer to CWS. These transfers were to ensure that expenditures did not exceed appropriation limits.

Equipment Fund



Through the end of the fiscal year, the Equipment Fund received about \$83,000 more in operating revenue (excluding fund balance) than the budget projection. Excess revenue was received in the accounts of Light/Fire maintenance as the Light & Power Department and Fire Department utilized the City's repair shop; in the sale of fuel account, as more volume was sold; and in the sale of equipment account, for surplussed vehicles. As reported in earlier reports, the fund balance was higher than the budget estimate, reflecting the end result of the prior year.

The Equipment Fund finished the year spending about \$60,000 less than the adjusted budget. The adjusted budget includes a contingency transfer to the personnel category just in case it exceed its appropriation level, which it did not, and \$45,000 to the capital category to cover the purchase of the Patch King, because the budget inadvertently left it out. The majority of underexpenditure occurred in the external vehicle maintenance and fuel accounts.

Other Funds

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

SDC Funds:

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

SDC	FY 12-13 Budget	Through 4th Q Collection	Variance
TDT	\$333,250	\$1,400,394	\$1,067,144
Parks SDC	\$210,000	\$549,000	\$339,000
Sewer SDC	\$435,340	\$963,084	\$527,744
Water SDC	\$200,000	\$775,172	\$575,172
SWM SDC	\$35,000	\$83,202	\$48,202

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: June 2013

2013

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

Department #11 - Legislative & Executive

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440025	Copy Service	28	28	17	(12)	-41%
440029	General Fund Spt Svc (522023)	306,959	306,959	306,958	(1)	0%
472005	Miscellaneous	0	0	691	691	0%
REVENUES TOTAL		306,987	306,987	307,665	678	0%
EXPENDITURES						
511005	Regular Employee Wages	(270,156)	(270,156)	(263,943)	6,213	-2%
511010	Part-Time Employee Wages	(9,000)	(9,000)	(8,999)	1	0%
511020	Temporary Employee Wages	0	0	(414)	(414)	0%
511021	Unemployment Compensation	0	0	(209)	(209)	0%
512005	Health & Dental Benefits	(56,281)	(56,281)	(56,195)	86	0%
512008	Health Reimb Arrangement	(2,606)	(2,606)	(2,611)	(5)	0%
512010	Retirement	(53,686)	(53,686)	(53,855)	(169)	0%
512015	FICA	(20,973)	(20,973)	(19,007)	1,966	-9%
512020	Workers Comp	(336)	(336)	(336)	0	0%
512025	Other Benefits	(1,675)	(1,675)	(2,661)	(986)	59%
512030	Other Payroll Taxes	(2,012)	(2,012)	(2,232)	(220)	11%
520110	Operating Supplies	(750)	(750)	(908)	(158)	21%
520120	Organization Business Expense	(7,500)	(7,500)	(8,328)	(828)	11%
520180	Subscriptions & Books	(100)	(100)	(56)	44	-44%
520220	Small Equipment	(500)	(500)	0	500	0%
520503	Printing	(2,300)	(2,300)	(2,936)	(636)	28%
520506	Postage	(500)	(500)	(823)	(323)	65%
520509	Telephone	(452)	(452)	(392)	60	-13%
520521	Public Information	(9,020)	(9,020)	(8,322)	698	-8%
520524	Publications	(60)	(60)	(20)	40	-67%
520530	Memberships	(3,505)	(3,505)	(4,069)	(564)	16%
520563	Sister City Contribution	(6,500)	(6,500)	(2,913)	3,587	-55%
520578	Insurance & Bonds	(332)	(332)	(332)	0	0%
521003	Training/Conferences	(7,969)	(7,969)	(5,838)	2,131	-27%
521004	Legislative Conferences & Trainin	(17,000)	(17,000)	(15,811)	1,189	-7%
521006	Travel	(200)	(200)	(170)	30	-15%
521150	Professional Services	(1,000)	(1,000)	(1,063)	(63)	6%
522003	Equipment Maint & Oper Supplies	(500)	(500)	(499)	1	0%
522012	Fuel/Oil	0	0	(51)	(51)	0%
522021	Equipment Fund Charges	(643)	(643)	(643)	0	0%
522022	Information Systems Fund Charge	(1,688)	(1,688)	(1,688)	0	0%
EXPENDITURES TOTAL		(477,244)	(477,244)	(465,327)	11,917	-2%
Department Net Totals		(170,257)	(170,257)	(157,661)		

100 - General Fund

Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
430455	Metro Cleanup Grant	0	0	1,041	1,041	0%
440022	Lien Searches	10,600	10,600	14,060	3,460	33%
440025	Copy Service	220	220	494	274	125%
440028	Passport Execution Fee	8,400	8,400	8,650	250	3%
440029	General Fund Spt Svc (522023)	1,798,623	1,798,623	1,798,623	0	0%
440030	Reserved Parking	1,000	1,000	1,020	20	2%
440040	New Account Set-Up Fee	22,000	22,000	26,606	4,606	21%
440042	Door Hanger Fee	20,000	20,000	26,545	6,545	33%
440044	Online Phone Pymt Convenience	0	0	9	9	0%
450055	Business License Late Fees	0	0	49	49	0%
450056	Business License	39,000	39,000	35,106	(3,895)	-10%
450057	Other	875	875	0	(875)	0%
472005	Miscellaneous	2,000	2,000	1,059	(941)	-47%
480006	Reimbursements	7,500	7,500	320	(7,180)	-96%
REVENUES TOTAL		1,910,218	1,910,218	1,913,583	3,365	0%
EXPENDITURES						
511005	Regular Employee Wages	(826,294)	(826,294)	(826,166)	128	0%
511010	Part-Time Employee Wages	(122,107)	(122,107)	(122,245)	(138)	0%
511015	Overtime	0	0	(507)	(507)	0%
511020	Temporary Employee Wages	(2,500)	(2,500)	(1,143)	1,357	-54%
511021	Unemployment Compensation	0	0	(2,368)	(2,368)	0%
512005	Health & Dental Benefits	(287,743)	(287,743)	(293,136)	(5,393)	2%
512008	Health Reimb Arrangement	(8,861)	(8,861)	(10,036)	(1,175)	13%
512010	Retirement	(177,260)	(177,260)	(176,039)	1,221	-1%
512015	FICA	(72,744)	(72,744)	(72,448)	296	0%
512020	Workers Comp	(4,895)	(4,895)	(4,900)	(5)	0%
512025	Other Benefits	(5,670)	(5,670)	(10,464)	(4,794)	85%
512030	Other Payroll Taxes	(7,143)	(7,143)	(7,276)	(133)	2%
520110	Operating Supplies	(6,000)	(6,000)	(5,988)	12	0%
520120	Organization Business Expense	(6,200)	(6,200)	(3,550)	2,650	-43%
520150	Utilities	(7,684)	(7,684)	(12,265)	(4,581)	60%
520180	Subscriptions & Books	(800)	(800)	(416)	384	-48%
520200	Computer Software Maintenance	(65,230)	(65,230)	(64,289)	941	-1%
520220	Small Equipment	(1,200)	(1,200)	(1,447)	(247)	21%
520503	Printing	(17,870)	(17,870)	(17,019)	851	-5%
520506	Postage	(70,000)	(70,000)	(66,403)	3,597	-5%
520509	Telephone	(5,450)	(5,450)	(4,263)	1,187	-22%
520521	Public Information	(3,750)	(3,750)	(2,102)	1,648	-44%
520524	Publications	(1,252)	(1,252)	(258)	994	-79%
520530	Memberships	(20,863)	(20,863)	(19,400)	1,463	-7%
520533	Recruiting Expenses	(2,500)	(2,500)	(5,108)	(2,608)	104%
520557	Intergovernmental Services	(11,425)	(11,425)	(5,609)	5,816	-51%
520560	Senior Center	(22,500)	(22,500)	(21,910)	590	-3%
520578	Insurance & Bonds	(7,954)	(7,954)	(7,954)	0	0%
521003	Training/Conferences	(25,000)	(25,000)	(9,147)	15,853	-63%
521006	Travel	(500)	(500)	(40)	460	-92%
521113	Attorney Services	(54,500)	(54,500)	(27,308)	27,192	-50%
521150	Professional Services	(33,700)	(33,700)	(11,617)	22,083	-66%
521165	Contracts for Services	(6,000)	(6,000)	(6,517)	(517)	9%
521168	Misc Medical Services	0	0	(386)	(386)	0%

100 - General Fund

Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
521171	Financial Services, Auditing, Inves	(28,991)	(28,991)	(29,575)	(584)	2%
521172	Bank Service Fees	(2,600)	(2,600)	(1,503)	1,097	-42%
522003	Equipment Maint & Oper Supplies	(31,220)	(31,220)	(26,318)	4,902	-16%
522009	Vehicle Maint & Oper Supplies	0	0	(28)	(28)	0%
522012	Fuel/Oil	0	0	(80)	(80)	0%
522021	Equipment Fund Charges	(7,231)	(7,231)	(7,231)	0	0%
522022	Information Systems Fund Charge	(70,261)	(70,261)	(70,261)	0	0%
522303	Custodial	(5,900)	(5,900)	(8,361)	(2,461)	42%
522306	Rents & Leases	(1,100)	(1,100)	0	1,100	0%
522309	Building/Facility Rental	(21,860)	(21,860)	(21,860)	0	0%
522312	Facility Maintenance Supplies	(13,500)	(13,500)	(10,875)	2,625	-19%
522315	Facility Mnt/Repairs	(87,500)	(87,500)	(91,196)	(3,696)	4%
550187	Property Acquisition	(830,000)	(830,000)	(824,751)	5,249	-1%
EXPENDITURES TOTAL		(2,985,758)	(2,985,758)	(2,911,760)	73,998	-2%
Department Net Totals		(1,075,540)	(1,075,540)	(998,178)		

100 - General Fund

Department #13 - Municipal Court

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
460115	Parking Fines (PK)	8,150	8,150	9,975	1,825	22%
460120	Traffic Fines (TR)	180,300	180,300	179,850	(450)	0%
460121	Cornelius Court Revenue	0	0	48,733	48,733	0%
460125	PD Ordinance Fines	750	750	266	(484)	-65%
460130	Marijuana Fines/Fees (ML)	3,600	3,600	8,472	4,872	135%
460135	Minor in Possession Fines/Fees (M)	6,000	6,000	3,218	(2,782)	-46%
472005	Miscellaneous	0	0	14	14	0%
480006	Reimbursements	9,450	9,450	14,020	4,570	48%
	REVENUES TOTAL	208,250	208,250	264,549	56,299	27%
EXPENDITURES						
511005	Regular Employee Wages	(75,690)	(75,690)	(71,651)	4,039	-5%
511010	Part-Time Employee Wages	(18,480)	(18,480)	(13,800)	4,680	-25%
512005	Health & Dental Benefits	(24,559)	(24,559)	(23,705)	854	-3%
512008	Health Reimb Arrangement	(746)	(746)	(1,146)	(400)	54%
512010	Retirement	(13,746)	(13,746)	(12,271)	1,475	-11%
512015	Fica	(7,204)	(7,204)	(6,391)	813	-11%
512020	Workers Comp	(119)	(119)	(119)	0	0%
512025	Other Benefits	(589)	(589)	(693)	(104)	18%
512030	Other Payroll Taxes	(706)	(706)	(647)	59	-8%
520110	Operating Supplies	(1,000)	(1,000)	(528)	472	-47%
520120	Organization Business Expense	(200)	(200)	(58)	142	-71%
520200	Computer Software Maintenance	(6,485)	(6,485)	(6,482)	3	0%
520220	Small Equipment	(200)	(200)	0	200	0%
520503	Printing	(400)	(400)	(26)	374	-94%
520506	Postage	(1,150)	(1,150)	(959)	191	-17%
520509	Telephone	(250)	(250)	(131)	119	-47%
520521	Public Information	(100)	(100)	0	100	0%
520524	Publications	(500)	(500)	(75)	425	-85%
520530	Memberships	(195)	(195)	(145)	50	-26%
520539	Assessment - County	(2,532)	(2,532)	(1,485)	1,047	-41%
520557	Intergovernmental Services	(700)	(700)	(10,775)	(10,075)	1,439%
520566	Assessment - State	(53,890)	(53,890)	(75,320)	(21,430)	40%
520578	Insurance & Bonds	(298)	(298)	(298)	0	0%
521003	Training/Conferences	(2,600)	(2,600)	(861)	1,739	-67%
521150	Professional Services	(3,900)	(3,900)	(3,840)	60	-2%
521172	Bank Service Fees	(1,500)	(1,500)	(1,302)	198	-13%
522022	Information Systems Fund Charge	(4,984)	(4,984)	(4,984)	0	0%
522309	Building/Facility Rental	(784)	(784)	(784)	0	0%
	EXPENDITURES TOTAL	(223,507)	(223,507)	(238,475)	(14,968)	7%
	Department Net Totals	(15,257)	(15,257)	26,074		

100 - General Fund

Department #14 - Library

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance From Q Budget
REVENUES						
420035	W.C.C.L.S.	683,396	683,396	682,067	(1,329)	0%
430601	Public Library Support Grant	3,000	3,000	3,056	56	2%
440019	WCCLS Collection Agency Chrg	1,000	1,000	579	(421)	-42%
440021	Library Charges	4,400	4,400	3,994	(406)	-9%
440023	Print Fees	2,700	2,700	3,181	481	18%
440025	Copy Service	942	942	1,368	426	45%
440301	Rental Income	1,000	1,000	1,442	442	44%
450057	Other	0	0	0	0	0%
460500	Library Late Fines	23,000	23,000	24,821	1,821	8%
471020	Unrestricted Donations	150	150	308	158	105%
471022	Restricted Library Memorials	500	500	925	425	85%
REVENUES TOTAL		720,088	720,088	721,742	1,654	0%
EXPENDITURES						
511005	Regular Employee Wages	(359,938)	(359,938)	(348,950)	10,988	-3%
511010	Part-Time Employee Wages	(245,044)	(245,044)	(245,090)	(46)	0%
512005	Health & Dental Benefits	(83,241)	(83,241)	(89,269)	(6,028)	7%
512008	Health Reimb Arrangement	(4,137)	(4,137)	(5,358)	(1,221)	30%
512010	Retirement	(71,634)	(71,634)	(71,634)	0	0%
512015	FICA	(45,707)	(45,707)	(43,563)	2,144	-5%
512020	Workers Comp	(710)	(710)	(710)	0	0%
512025	Other Benefits	(3,257)	(3,257)	(3,021)	236	-7%
512030	Other Payroll Taxes	(4,524)	(4,524)	(4,499)	25	-1%
520110	Operating Supplies	(5,000)	(5,000)	(6,339)	(1,339)	27%
520120	Organization Business Expense	(100)	(100)	(133)	(33)	33%
520140	Library Materials	(79,850)	(79,850)	(80,429)	(579)	1%
520150	Utilities	(1,501)	(1,501)	(3,842)	(2,341)	156%
520220	Small Equipment	(1,700)	(1,700)	(354)	1,346	-79%
520503	Printing	0	0	0	0	0%
520506	Postage	(1,900)	(1,900)	(1,574)	326	-17%
520509	Telephone	(1,400)	(1,400)	(1,289)	111	-8%
520521	Public Information	(800)	(800)	(607)	193	-24%
520530	Memberships	(750)	(750)	(485)	265	-35%
520557	Intergovernmental Services	(2,500)	(2,500)	(1,820)	680	-27%
520578	Insurance & Bonds	(6,723)	(6,723)	(6,723)	0	0%
521003	Training/Conferences	(1,250)	(1,250)	(537)	713	-57%
521006	Travel	(500)	(500)	0	500	0%
521150	Professional Services	0	0	0	0	0%
521165	Contracts for Services	(6,000)	(6,000)	(3,962)	2,038	-34%
521172	Bank Service Fees	0	0	(620)	(620)	0%
522003	Equipment Maint & Oper Supplies	(4,450)	(4,450)	(4,196)	254	-6%
522021	Equipment Fund Charges	(642)	(642)	(642)	0	0%
522022	Information Systems Fund Charge	(20,944)	(20,944)	(20,944)	0	0%
522312	Facility Maintenance Supplies	(4,000)	(4,000)	(5,354)	(1,354)	34%
522315	Facility Mnt/Repairs	(4,350)	(4,350)	(3,866)	484	-11%
EXPENDITURES TOTAL		(962,552)	(962,552)	(955,811)	6,741	-1%
Department Net Totals		(242,464)	(242,464)	(234,069)		

100 - General Fund

Department #15 - Aquatics

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440004	Swimming Pool	280,000	280,000	290,008	10,008	4%
440010	Lockers/Vending Machines	12,000	12,000	11,348	(652)	-5%
	REVENUES TOTAL	292,000	292,000	301,356	9,356	3%
EXPENDITURES						
511005	Regular Employee Wages	(130,741)	(130,741)	(130,431)	310	0%
511010	Part-Time Employee Wages	(192,025)	(192,025)	(165,968)	26,057	-14%
512005	Health & Dental Benefits	(38,739)	(38,739)	(37,238)	1,501	-4%
512008	Health Reimb Arrangement	(1,675)	(1,675)	(2,205)	(530)	32%
512010	Retirement	(26,321)	(26,321)	(26,345)	(24)	0%
512015	FICA	(24,998)	(24,998)	(21,756)	3,242	-13%
512020	Workers Comp	(6,169)	(6,169)	(6,169)	0	0%
512025	Other Benefits	(1,822)	(1,822)	(1,468)	354	-19%
512030	Other Payroll Taxes	(2,576)	(2,576)	(2,347)	229	-9%
520110	Operating Supplies	(28,150)	(28,150)	(19,702)	8,448	-30%
520120	Organization Business Expense	(400)	(400)	(214)	186	-46%
520130	Personnel Uniforms & Equipment	(300)	(300)	(705)	(405)	135%
520150	Utilities	(99,511)	(99,511)	(65,828)	33,683	-34%
520220	Small Equipment	(4,950)	(4,950)	(3,213)	1,737	-35%
520503	Printing	(2,400)	(2,400)	(1,235)	1,165	-49%
520506	Postage	(500)	(500)	(406)	94	-19%
520509	Telephone	(600)	(600)	(778)	(178)	30%
520521	Public Information	(2,200)	(2,200)	(2,751)	(551)	25%
520530	Memberships	(250)	(250)	(250)	0	0%
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)	(1,950)	(2,885)	(935)	48%
521150	Professional Services	(3,000)	(3,000)	(2,883)	117	-4%
521172	Bank Service Fees	0	0	(776)	(776)	0%
522003	Equipment Maint & Oper Supplies	(1,150)	(1,150)	(924)	226	-20%
522021	Equipment Fund Charges	(763)	(763)	(763)	0	0%
522022	Information Systems Fund Charge	(3,452)	(3,452)	(3,452)	0	0%
522312	Facility Maintenance Supplies	(12,300)	(12,300)	(6,169)	6,131	-50%
522315	Facility Mnt/Repairs	(24,250)	(24,250)	(21,982)	2,268	-9%
	EXPENDITURES TOTAL	(618,030)	(618,030)	(536,124)	81,906	-13%
	Department Net Totals	(326,030)	(326,030)	(234,768)		

100 - General Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440007	Recreation User Fees	35,000	35,000	40,117	5,117	15%
440029	General Fund Spt Svc (522023)	89,620	89,620	89,620	0	0%
450057	Other	0	0	180	180	0%
471020	Unrestricted Donations	750	750	0	(750)	0%
REVENUES TOTAL		125,370	125,370	129,917	4,547	4%
EXPENDITURES						
511005	Regular Employee Wages	(257,625)	(257,625)	(255,983)	1,642	-1%
511020	Temporary Employee Wages	(48,210)	(48,210)	(22,682)	25,528	-53%
511021	Unemployment Compensation	0	0	(2,074)	(2,074)	0%
512005	Health & Dental Benefits	(58,290)	(58,290)	(57,932)	358	-1%
512008	Health Reimb Arrangement	(2,548)	(2,548)	(3,047)	(499)	20%
512010	Retirement	(52,497)	(52,497)	(52,539)	(42)	0%
512015	FICA	(23,396)	(23,396)	(21,130)	2,266	-10%
512020	Workers Comp	(6,445)	(6,445)	(6,445)	0	0%
512025	Other Benefits	(1,365)	(1,365)	(1,991)	(626)	46%
512030	Other Payroll Taxes	(2,316)	(2,316)	(2,118)	198	-9%
520110	Operating Supplies	(2,400)	(2,400)	(1,438)	962	-40%
520120	Organization Business Expense	(100)	(100)	(146)	(46)	46%
520130	Personnel Uniforms & Equipment	(2,100)	(2,100)	(1,528)	572	-27%
520150	Utilities	(4,994)	(4,994)	(10,267)	(5,273)	106%
520220	Small Equipment	(8,350)	(8,350)	(4,546)	3,804	-46%
520503	Printing	0	0	(7)	(7)	0%
520506	Postage	(150)	(150)	0	150	0%
520509	Telephone	(2,735)	(2,735)	(847)	1,888	-69%
520521	Public Information	(200)	(200)	(250)	(50)	25%
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)	(1,153)	672	-37%
521150	Professional Services	(12,800)	(12,800)	(15,368)	(2,568)	20%
521168	Misc Medical Services	0	0	(729)	(729)	0%
522003	Equipment Maint & Oper Supplies	(2,500)	(2,500)	(1,382)	1,118	-45%
522012	Fuel/Oil	(500)	(500)	(539)	(39)	8%
522021	Equipment Fund Charges	(81,540)	(81,540)	(81,540)	0	0%
522022	Information Systems Fund Charge	(1,685)	(1,685)	(1,685)	0	0%
522306	Rents & Leases	(500)	(500)	0	500	0%
522312	Facility Maintenance Supplies	(20,800)	(20,800)	(16,637)	4,163	-20%
522315	Facility Mnt/Repairs	(9,500)	(9,500)	(9,326)	174	-2%
EXPENDITURES TOTAL		(609,049)	(609,049)	(576,739)	32,310	-5%
Department Net Totals		(483,679)	(483,679)	(446,822)		

100 - General Fund

Department #18 - Non-Departmental

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
411003	Property Taxes	4,633,185	4,633,185	4,670,227	37,042	1%
411010	Local Option Levy	1,581,332	1,581,332	1,592,311	10,979	1%
411150	Property Tax Prior Years	135,000	135,000	119,850	(15,150)	-11%
413001	Franchise Tax	535,302	535,302	564,597	29,295	5%
420020	State Revenue Sharing	171,000	171,000	195,316	24,316	14%
420055	Metro Construction Excise Tax	45,000	45,000	52,612	7,612	17%
422045	Transient Room Tax	50,000	50,000	52,733	2,733	5%
422055	SD15 Construction Excise Tax	187,000	187,000	372,642	185,642	99%
470105	Interest	52,000	52,000	39,093	(12,907)	-25%
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%
REVENUES TOTAL		13,013,198	13,013,198	13,456,699	443,501	3%
EXPENDITURES						
520547	Metro Construction Excise Tax	(92,750)	(92,750)	(52,081)	40,669	-44%
520549	SD15 Construction Excise Tax Pa	(179,520)	(179,520)	(357,736)	(178,216)	99%
570127	Transfer to Other Funds	(350,000)	(350,000)	(270,000)	80,000	-23%
580206	Contingency	(327,295)	(327,295)	0	327,295	0%
590304	Unapp Fund Balance	(3,000,000)	(3,000,000)	0	3,000,000	0%
EXPENDITURES TOTAL		(3,949,565)	(3,949,565)	(679,817)	3,269,748	-83%
Department Net Totals		9,063,633	9,063,633	12,776,882		

100 - General Fund

Department #21 - Police

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420005	Alcoholic Beverages	255,000	255,000	287,330	32,330	13%
430214	Homeland Security Grant	22,663	22,663	16,323	(6,340)	-28%
430328	Justice Assistance Grant	0	0	730	730	0%
430335	DEC/DUII Police Grant	3,000	3,000	10	(2,990)	-100%
440025	Copy Service	2,850	2,850	2,264	(586)	-21%
450050	Liquor Licenses	2,400	2,400	2,404	4	0%
450051	Police Permits	100	100	143	43	43%
450057	Other	0	0	693	693	0%
450225	Impound Fees	250	250	636	386	154%
460105	State Court Fines	33,000	33,000	40,379	7,379	22%
460116	Immobilization Fees	100	100	0	(100)	0%
471021	Donations	0	0	550	550	0%
472005	Miscellaneous	0	0	551	551	0%
480006	Reimbursements	0	0	5,309	5,309	0%
480009	TriMet Officer Reimbursement	112,620	112,620	120,742	8,122	7%
480010	SRO Reimbursement	57,868	57,868	57,868	0	0%
REVENUES TOTAL		489,851	489,851	535,934	46,083	9%
EXPENDITURES						
511005	Regular Employee Wages	(2,377,776)	(2,377,776)	(2,326,015)	51,762	-2%
511010	Part-Time Employee Wages	(44,488)	(44,488)	(36,601)	7,887	-18%
511015	Overtime	(152,048)	(152,048)	(109,471)	42,577	-28%
511020	Temporary Employee Wages	0	0	(609)	(609)	0%
512005	Health & Dental Benefits	(501,182)	(501,182)	(514,218)	(13,036)	3%
512008	Health Reimb Arrangement	(31,819)	(31,819)	(49,138)	(17,319)	54%
512010	Retirement	(444,668)	(444,668)	(424,485)	20,183	-5%
512015	FICA	(195,471)	(195,471)	(187,097)	8,374	-4%
512020	Workers Comp	(62,746)	(62,746)	(62,746)	0	0%
512025	Other Benefits	(14,423)	(14,423)	(19,124)	(4,701)	33%
512030	Other Payroll Taxes	(18,995)	(18,995)	(18,429)	566	-3%
520110	Operating Supplies	(22,202)	(22,202)	(14,792)	7,410	-33%
520120	Organization Business Expense	(1,505)	(1,505)	(1,517)	(12)	1%
520130	Personnel Uniforms & Equipment	(20,760)	(20,760)	(20,927)	(167)	1%
520150	Utilities	(2,814)	(2,814)	(5,034)	(2,220)	79%
520170	Code Enforcement Expenditures	0	0	(553)	(553)	0%
520220	Small Equipment	(3,000)	(3,000)	(2,550)	450	-15%
520225	Reserve Officer Expenses	(5,000)	(5,000)	(948)	4,052	-81%
520270	Miscellaneous	(500)	(500)	(1,132)	(632)	126%
520274	Hands and Words Project	0	0	(1,727)	(1,727)	0%
520503	Printing	(3,528)	(3,528)	(744)	2,784	-79%
520506	Postage	(2,000)	(2,000)	(1,454)	546	-27%
520509	Telephone	(15,825)	(15,825)	(23,934)	(8,109)	51%
520521	Public Information	(2,789)	(2,789)	(1,850)	939	-34%
520524	Publications	(1,555)	(1,555)	(592)	963	-62%
520530	Memberships	(2,932)	(2,932)	(1,024)	1,909	-65%
520557	Intergovernmental Services	(10,020)	(10,020)	(17,131)	(7,111)	71%
520558	WCCCA	(185,155)	(185,155)	(185,893)	(738)	0%
520578	Insurance & Bonds	(25,881)	(25,881)	(25,881)	0	0%
521003	Training/Conferences	(25,200)	(25,200)	(20,441)	4,759	-19%
521150	Professional Services	(4,083)	(4,083)	(4,028)	55	-1%
521168	Misc Medical Services	(3,717)	(3,717)	(2,940)	777	-21%

100 - General Fund

Department #21 - Police

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance From Q Budget
522003	Equipment Maint & Oper Supplies	(2,368)	(2,368)	(1,984)	384	-16%
522009	Vehicle Maint & Oper Supplies	(1,000)	(1,000)	(727)	273	-27%
522010	Vehicle Maint External	(500)	(500)	(317)	183	-37%
522012	Fuel/Oil	0	0	(1,364)	(1,364)	0%
522021	Equipment Fund Charges	(189,177)	(189,177)	(189,177)	0	0%
522022	Information Systems Fund Charge	(23,355)	(23,355)	(23,940)	(585)	3%
522306	Rents & Leases	(6,060)	(6,060)	(5,976)	84	-1%
522312	Facility Maintenance Supplies	(1,611)	(1,611)	(3,058)	(1,447)	90%
522315	Facility Mnt/Repairs	(3,520)	(3,520)	(6,277)	(2,757)	78%
550181	Major Tools & Work Equipment	(10,800)	(10,800)	(9,330)	1,470	-14%
550185	Homeland Security	(22,664)	(22,664)	(890)	21,774	-96%
551260	Vehicle Replacement	0	0	(9,447)	(9,447)	0%
EXPENDITURES TOTAL		(4,443,137)	(4,443,137)	(4,335,512)	107,625	-2%
Department Net Totals		(3,953,286)	(3,953,286)	(3,799,578)		

100 - General Fund
 Department #22 - Fire

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420015	Cigarette	31,000	31,000	30,404	(596)	-2%
420050	Rural Fire District	452,368	452,368	429,624	(22,744)	-5%
430214	Homeland Security Grant	207,439	207,439	107,463	(99,976)	-48%
440025	Copy Service	107	107	139	32	29%
472005	Miscellaneous	0	0	1,497	1,497	0%
480006	Reimbursements	0	0	11,580	11,580	0%
480008	Cornelius Fire Chief Reimburseme	40,256	40,256	28,796	(11,460)	-28%
480015	Fire Dept Reimbursement	2,500	2,500	18,617	16,117	645%
480017	Fire Dept Inspection Reimburseme	4,200	4,200	1,329	(2,871)	-68%
REVENUES TOTAL		737,870	737,870	629,449	(108,421)	-15%
EXPENDITURES						
511005	Regular Employee Wages	(1,621,407)	(1,621,407)	(1,517,483)	103,924	-6%
511010	Part-Time Employee Wages	(16,847)	(16,847)	(16,822)	25	0%
511015	Overtime	(93,700)	(93,700)	(99,150)	(5,450)	6%
511019	Volunteer Firefighter Stipend	(62,880)	(62,880)	(81,156)	(18,276)	29%
511020	Temporary Employee Wages	(20,000)	(20,000)	(18,676)	1,324	-7%
511021	Unemployment Compensation	0	0	(140)	(140)	0%
512005	Health & Dental Benefits	(322,860)	(322,860)	(340,663)	(17,803)	6%
512008	Health Reimb Arrangement	(13,598)	(13,598)	(14,230)	(632)	5%
512010	Retirement	(301,227)	(301,227)	(281,132)	20,095	-7%
512015	FICA	(126,310)	(126,310)	(128,835)	(2,525)	2%
512020	Workers Comp	(27,291)	(27,291)	(27,291)	0	0%
512025	Other Benefits	(9,215)	(9,215)	(14,905)	(5,690)	62%
512030	Other Payroll Taxes	(12,292)	(12,292)	(12,977)	(685)	6%
512035	Volunteer Fringe Benefits	(2,646)	(2,646)	(3,064)	(418)	16%
520110	Operating Supplies	(19,000)	(19,000)	(21,375)	(2,375)	13%
520120	Organization Business Expense	(4,300)	(4,300)	(3,279)	1,021	-24%
520130	Personnel Uniforms & Equipment	(14,000)	(14,000)	(15,036)	(1,036)	7%
520150	Utilities	(26,257)	(26,257)	(17,557)	8,700	-33%
520200	Computer Software Maintenance	0	0	(2,670)	(2,670)	0%
520220	Small Equipment	(10,500)	(10,500)	(10,352)	148	-1%
520230	Tools- 50/50	(62,400)	(62,400)	(62,649)	(249)	0%
520300	Emergency Operations Center	(2,800)	(2,800)	(3,076)	(276)	10%
520503	Printing	(500)	(500)	(32)	468	-94%
520506	Postage	(700)	(700)	(853)	(153)	22%
520509	Telephone	(4,000)	(4,000)	(5,621)	(1,621)	41%
520521	Public Information	(1,800)	(1,800)	(2,681)	(881)	49%
520524	Publications	(1,490)	(1,490)	(1,013)	477	-32%
520530	Memberships	(1,000)	(1,000)	(1,189)	(189)	19%
520557	Intergovernmental Services	(1,400)	(1,400)	(1,612)	(212)	15%
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)	(27,000)	(31,362)	(4,362)	16%
521150	Professional Services	(29,040)	(29,040)	(22,544)	6,496	-22%
521168	Misc Medical Services	(26,000)	(26,000)	(27,889)	(1,889)	7%
522003	Equipment Maint & Oper Supplies	(5,700)	(5,700)	(9,165)	(3,465)	61%
522009	Vehicle Maint & Oper Supplies	(50,000)	(50,000)	(46,112)	3,888	-8%
522012	Fuel/Oil	(26,950)	(26,950)	(29,919)	(2,969)	11%
522021	Equipment Fund Charges	(2,532)	(2,532)	(2,532)	0	0%
522022	Information Systems Fund Charge	(16,290)	(16,290)	(16,290)	0	0%

100 - General Fund

Department #22 - Fire

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
522303	Custodial	(1,000)	(1,000)	(930)	70	-7%
522312	Facility Maintenance Supplies	(3,000)	(3,000)	(3,028)	(28)	1%
522315	Facility Mnt/Repairs	(9,500)	(9,500)	(17,816)	(8,316)	88%
550185	Homeland Security	(40,800)	(40,800)	(40,720)	80	0%
EXPENDITURES TOTAL		(3,194,326)	(3,194,326)	(3,129,001)	65,325	-2%
Department Net Totals		(2,456,456)	(2,456,456)	(2,499,552)		

100 - General Fund

Department #31 - Planning

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance From Q Budget
REVENUES						
430460	SHPO Grant	4,000	4,000	8,225	4,225	106%
430587	Grant Match - Other Agencies	132,500	132,500	41,800	(90,700)	-68%
440020	Code Enforcement Revenue	1,000	1,000	2,671	1,671	167%
440025	Copy Service	78	78	77	(1)	-2%
440029	General Fund Spl 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	1,544	1,544	0%
450101	Planning Fees	21,560	21,560	70,554	48,994	227%
471021	Donations	0	0	20	20	0%
	REVENUES TOTAL	231,746	231,746	197,203	(34,543)	-15%
EXPENDITURES						
511005	Regular Employee Wages	(216,079)	(216,079)	(212,086)	3,993	-2%
511010	Part-Time Employee Wages	(3,000)	(3,000)	0	3,000	0%
511020	Temporary Employee Wages	0	0	(2,748)	(2,748)	0%
512005	Health & Dental Benefits	(33,841)	(33,841)	(33,701)	140	0%
512008	Health Reimb Arrangement	(2,146)	(2,146)	(1,985)	161	-7%
512010	Retirement	(44,212)	(44,212)	(43,440)	772	-2%
512015	FICA	(16,760)	(16,760)	(16,093)	667	-4%
512020	Workers Comp	(296)	(296)	(296)	0	0%
512025	Other Benefits	(1,190)	(1,190)	(1,622)	(432)	36%
512030	Other Payroll Taxes	(1,617)	(1,617)	(1,597)	20	-1%
520110	Operating Supplies	(2,112)	(2,112)	(1,799)	313	-15%
520120	Organization Business Expense	(1,160)	(1,160)	(1,551)	(391)	34%
520170	Code Enforcement Expenditures	(4,500)	(4,500)	(5,021)	(521)	12%
520200	Computer Software Maintenance	(3,000)	(3,000)	(1,525)	1,475	-49%
520503	Printing	(3,350)	(3,350)	(36)	3,314	-99%
520506	Postage	(2,400)	(2,400)	(2,784)	(384)	16%
520509	Telephone	(850)	(850)	(522)	328	-39%
520521	Public Information	(6,000)	(6,000)	(5,880)	120	-2%
520524	Publications	(400)	(400)	0	400	0%
520530	Memberships	(2,600)	(2,600)	(1,295)	1,305	-50%
520557	Intergovernmental Services	(6,650)	(6,650)	(607)	6,044	-91%
520578	Insurance & Bonds	(426)	(426)	(426)	0	0%
521003	Training/Conferences	(1,300)	(1,300)	(1,530)	(230)	18%
521113	Attorney Services	(10,000)	(10,000)	(15,819)	(5,819)	58%
521150	Professional Services	(150,000)	(150,000)	(135,368)	14,632	-10%
522003	Equipment Maint & Oper Supplies	(4,080)	(4,080)	(4,926)	(846)	21%
522021	Equipment Fund Charges	(1,807)	(1,807)	(1,807)	0	0%
522022	Information Systems Fund Charge	(3,946)	(3,946)	(3,946)	0	0%
522309	Building/Facility Rental	(1,573)	(1,573)	(1,573)	0	0%
523006	SHPO Grant Expense	(4,080)	(4,080)	(5,317)	(1,237)	30%
	EXPENDITURES TOTAL	(529,375)	(529,375)	(505,299)	24,076	-5%
	Department Net Totals	(297,629)	(297,629)	(308,096)		

100 - General Fund

Department #51 - Engineering

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440025	Copy Service	1,375	1,375	1,715	340	25%
440029	General Fund Spl Svc (522023)	552,676	552,676	552,676	0	0%
450122	Engineering Inspection Fees	13,189	13,189	28,831	15,642	119%
REVENUES TOTAL		567,240	567,240	583,222	15,982	3%
EXPENDITURES						
511005	Regular Employee Wages	(339,730)	(339,730)	(332,024)	7,706	-2%
511010	Part-Time Employee Wages	(38,819)	(38,819)	(28,274)	10,545	-27%
511015	Overtime	0	0	(205)	(205)	0%
511020	Temporary Employee Wages	0	0	(2,959)	(2,959)	0%
512005	Health & Dental Benefits	(58,604)	(58,604)	(64,724)	(6,120)	10%
512008	Health Reimb Arrangement	(2,768)	(2,768)	(3,138)	(370)	13%
512010	Retirement	(67,653)	(67,653)	(67,184)	469	-1%
512015	FICA	(28,500)	(28,500)	(27,612)	888	-3%
512020	Workers Comp	(2,970)	(2,970)	(2,970)	0	0%
512025	Other Benefits	(2,245)	(2,245)	(3,531)	(1,286)	57%
512030	Other Payroll Taxes	(2,768)	(2,768)	(2,729)	39	-1%
520110	Operating Supplies	(2,500)	(2,500)	(2,757)	(257)	10%
520120	Organization Business Expense	(250)	(250)	(323)	(73)	29%
520130	Personnel Uniforms & Equipment	(500)	(500)	(355)	145	-29%
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)	(3,300)	0	3,300	0%
520503	Printing	(2,100)	(2,100)	(1,486)	614	-29%
520506	Postage	(550)	(550)	(600)	(50)	9%
520509	Telephone	(2,550)	(2,550)	(783)	1,767	-69%
520521	Public Information	0	0	(443)	(443)	0%
520524	Publications	(990)	(990)	(462)	528	-53%
520530	Memberships	(1,600)	(1,600)	(1,635)	(35)	2%
520557	Intergovernmental Services	(650)	(650)	(71)	579	-89%
520578	Insurance & Bonds	(875)	(875)	(875)	0	0%
521003	Training/Conferences	(2,550)	(2,550)	(1,016)	1,534	-60%
521113	Attorney Services	(3,000)	(3,000)	(1,350)	1,650	-55%
521150	Professional Services	(10,520)	(10,520)	(14,063)	(3,543)	34%
522003	Equipment Maint & Oper Supplies	(4,060)	(4,060)	(1,650)	2,410	-59%
522021	Equipment Fund Charges	(17,621)	(17,621)	(17,621)	0	0%
522022	Information Systems Fund Charge	(9,502)	(9,502)	(9,502)	0	0%
522306	Rents & Leases	(100)	(100)	0	100	0%
522312	Facility Maintenance Supplies	0	0	(214)	(214)	0%
522315	Facility Mnt/Repairs	0	0	(718)	(718)	0%
EXPENDITURES TOTAL		(610,275)	(610,275)	(594,142)	16,133	-3%
Department Net Totals		(43,035)	(43,035)	(10,920)		

205 - Building Permits Fund
 Department #32 - Building Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440025	Copy Service	0	0	19	19	0%
450074	Structural Building Permits	133,772	133,772	339,218	205,446	154%
450076	Manufactured Home Permits	0	0	1,682	1,682	0%
450078	Plumbing Permits	38,950	38,950	79,440	40,490	104%
450080	Mechanical Permits	11,654	11,654	28,296	16,642	143%
450082	Structural State Surcharge	15,813	15,813	39,901	24,088	152%
450084	Manuf. Housing State Surcharge	0	0	173	173	0%
450086	Plumbing State Surcharge	4,674	4,674	9,407	4,733	101%
450088	Mechanical Plans St. Surcharge	1,398	1,398	3,396	1,998	143%
450106	Structural Plan Review Fees	88,678	88,678	235,685	147,007	166%
450108	Plumbing Plan Review Fees	875	875	493	(382)	-44%
450110	Mechanical Plan Review Fees	2,914	2,914	6,033	3,119	107%
450112	FL&S Plan Review Fees	0	0	16,071	16,071	0%
450124	Erosion Control Fees	21,450	21,450	47,674	26,224	122%
450126	Misc - Reinspect & Invstg Fee	0	0	74	74	0%
470105	Interest	0	0	4,089	4,089	0%
495005	Fund Bal Avail. for Approp.	548,646	548,646	670,240	121,594	22%
REVENUES TOTAL		868,824	868,824	1,481,890	613,066	71%
EXPENDITURES						
511005	Regular Employee Wages	(253,464)	(253,464)	(226,340)	27,124	-11%
511020	Temporary Employee Wages	0	0	(12,559)	(12,559)	0%
512005	Health & Dental Benefits	(42,317)	(42,317)	(42,032)	285	-1%
512008	Health Reimb Arrangement	(2,255)	(2,255)	(2,306)	(51)	2%
512010	Retirement	(46,460)	(46,460)	(46,459)	1	0%
512015	FICA	(17,476)	(17,476)	(18,059)	(583)	3%
512020	Workers Comp	(1,319)	(1,319)	(1,319)	0	0%
512025	Other Benefits	(1,256)	(1,256)	(1,783)	(527)	42%
512030	Other Payroll Taxes	(1,694)	(1,694)	(1,778)	(84)	5%
520110	Operating Supplies	(975)	(975)	(1,667)	(692)	71%
520120	Organization Business Expense	(300)	(300)	0	300	0%
520190	Computer Software	(3,200)	(3,200)	0	3,200	0%
520503	Printing	(800)	(800)	(618)	182	-23%
520506	Postage	(200)	(200)	(277)	(77)	38%
520509	Telephone	(1,850)	(1,850)	(1,158)	692	-37%
520521	Public Information	(150)	(150)	0	150	0%
520524	Publications	(500)	(500)	(97)	403	-81%
520530	Memberships	(950)	(950)	(415)	535	-56%
520557	Intergovernmental Services	(56,885)	(56,885)	(58,051)	(1,166)	2%
520578	Insurance & Bonds	(469)	(469)	(469)	0	0%
521003	Training/Conferences	(8,000)	(8,000)	(394)	7,606	-95%
521113	Attorney Services	(3,000)	(3,000)	0	3,000	0%
521150	Professional Services	(1,050)	(1,050)	(6,295)	(5,245)	499%
521172	Bank Service Fees	(150)	(150)	(84)	66	-44%
522003	Equipment Maint & Oper Supplies	(900)	(900)	0	900	0%
522021	Equipment Fund Charges	(9,560)	(9,560)	(9,560)	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	(50,000)	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(312,249)	(312,249)	0	312,249	0%
EXPENDITURES TOTAL		(868,824)	(868,824)	(483,114)	385,710	-44%

205 - Building Permits Fund
Department #32 - Building Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
	Department Net Totals	0	0	998,775		

210 - Street Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
422015	State Gas Tax	1,185,805	1,185,805	1,155,239	(30,566)	-3%
422025	County Gas Tax	83,877	83,877	79,042	(4,835)	-6%
430703	Bike Shelter Grant	0	0	45,000	45,000	0%
440190	External Work Performed	0	0	8,659	8,659	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	35,000	35,000	0%
450114	Street Improv Fee-Pac Cross-SG	0	0	1,680	1,680	0%
470105	Interest	3,300	3,300	1,277	(2,023)	-61%
470133	Sidewalk Program Pymt in Full	100,000	100,000	0	(100,000)	0%
495005	Fund Bal Avail. for Approp.	659,812	659,812	614,454	(45,358)	-7%
	REVENUES TOTAL	2,032,794	2,032,794	1,944,238	(88,556)	-4%
EXPENDITURES						
511005	Regular Employee Wages	(220,909)	(220,909)	(203,169)	17,740	-8%
511015	Overtime	(6,955)	(6,955)	(1,423)	5,532	-80%
512005	Health & Dental Benefits	(53,696)	(53,696)	(53,577)	119	0%
512008	Health Reimb Arrangement	(1,850)	(1,850)	(2,220)	(370)	20%
512010	Retirement	(37,437)	(37,437)	(39,084)	(1,647)	4%
512015	FICA	(14,754)	(14,754)	(15,427)	(673)	5%
512020	Workers Comp	(6,280)	(6,280)	(6,280)	0	0%
512025	Other Benefits	(1,022)	(1,022)	(1,397)	(375)	37%
512030	Other Payroll Taxes	(1,460)	(1,460)	(1,419)	41	-3%
520110	Operating Supplies	(2,000)	(2,000)	(2,039)	(39)	2%
520120	Organization Business Expense	(50)	(50)	(49)	1	-2%
520130	Personnel Uniforms & Equipment	(3,200)	(3,200)	(2,597)	603	-19%
520150	Utilities	(78,000)	(78,000)	(72,596)	5,404	-7%
520190	Computer Software	(2,500)	(2,500)	(2,448)	52	-2%
520220	Small Equipment	(3,250)	(3,250)	(2,003)	1,247	-38%
520240	Construction Supplies	(67,000)	(67,000)	(54,367)	12,633	-19%
520280	Street Light Maint. (610-440170)	(73,000)	(73,000)	(73,000)	0	0%
520503	Printing	(800)	(800)	(231)	569	-71%
520506	Postage	(100)	(100)	(11)	89	-89%
520509	Telephone	(650)	(650)	(688)	(38)	6%
520521	Public Information	(500)	(500)	(149)	351	-70%
520524	Publications	(300)	(300)	(6)	294	-98%
520557	Intergovernmental Services	(33,500)	(33,500)	(21,283)	12,217	-36%
520578	Insurance & Bonds	(4,958)	(4,958)	(4,958)	0	0%
521003	Training/Conferences	(1,500)	(1,500)	(1,439)	61	-4%
521150	Professional Services	(1,200)	(1,200)	(711)	489	-41%
521168	Misc Medical Services	(250)	(250)	(456)	(206)	82%
521172	Bank Service Fees	(700)	(700)	(672)	28	-4%
522003	Equipment Maint & Oper Supplies	(750)	(750)	(2,173)	(1,423)	190%
522012	Fuel/Oil	0	0	(1,724)	(1,724)	0%
522021	Equipment Fund Charges	(89,816)	(89,816)	(89,816)	0	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)	(9,400)	(8,000)	1,400	-15%
522309	Building/Facility Rental	(3,132)	(3,132)	(3,132)	0	0%
550563	Construction Maintenance	(200,000)	(200,000)	(167,673)	32,327	-16%
550575	Street Construction	(65,000)	(65,000)	(137,803)	(72,803)	112%

210 - Street Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
550580	Sidewalk Program	(100,000)	(100,000)	(66,087)	33,913	-34%
551066	Safe Routes to School	(50,000)	(50,000)	0	50,000	0%
580206	Contingency	(105,000)	(105,000)	0	105,000	0%
590304	Unapp Fund Balance	(352,870)	(352,870)	0	352,870	0%
EXPENDITURES TOTAL		(2,032,794)	(2,032,794)	(1,479,111)	553,683	-27%
Department Net Totals		0	0	465,126		

212 - Street Tree Fund

Department #31 - Planning

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
450140	Tree Planting Fees	47,600	47,600	67,057	19,457	41%
470105	Interest	250	250	444	194	78%
495005	Fund Bal Avail. for Approp.	97,150	97,150	104,657	7,507	8%
	REVENUES TOTAL	145,000	145,000	172,159	27,159	19%
EXPENDITURES						
520290	Street Tree Planting	(145,000)	(145,000)	(34,357)	110,643	-76%
	EXPENDITURES TOTAL	(145,000)	(145,000)	(34,357)	110,643	-76%
	Department Net Totals	0	0	137,803		

215 - 911 Emergency Fund

Department #20 - Debt Service

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
422035	911 Emergency Tax	125,000	125,000	51,918	(73,082)	-58%
	REVENUES TOTAL	125,000	125,000	51,918	(73,082)	-58%
EXPENDITURES						
520557	Intergovernmental Services	(125,000)	(125,000)	(51,918)	73,082	-58%
	EXPENDITURES TOTAL	(125,000)	(125,000)	(51,918)	73,082	-58%
	Department Net Totals	0	0	0		

220 - Forfeiture Sharing Fund

Department #21 - Police

YTD Thru Month Ending: June 2013

2013

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

225 - Fire Equipment Repl. Fund

Department #23 - Fire Equipment Repl Fund

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420010	Rural District Share	149,775	149,775	76,289	(73,486)	-49%
430214	Homeland Security Grant	17,245	17,245	17,245	0	0%
445015	Sale of Equipment	0	0	10,589	10,589	0%
470105	Interest	5,000	5,000	1,859	(3,141)	-63%
481005	Transfer from Other Funds	97,850	97,850	97,850	0	0%
495005	Fund Bal Avail. for Approp.	339,538	339,538	320,933	(18,605)	-5%
REVENUES TOTAL		609,408	609,408	524,765	(84,643)	-14%
EXPENDITURES						
550181	Major Tools & Work Equipment	(42,100)	(42,100)	(41,722)	378	-1%
551261	Equipment Replacement	(275,000)	(275,000)	(45)	274,955	-100%
580206	Contingency	(50,000)	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(242,308)	(242,308)	0	242,308	0%
EXPENDITURES TOTAL		(609,408)	(609,408)	(41,767)	567,641	-93%
Department Net Totals		0	0	482,998		

240 - Bikeway Development Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Period
REVENUES						
422015	State Gas Tax	11,978	11,978	11,669	(309)	-3%
450052	Bicycle Licenses	50	50	25	(25)	-50%
470105	Interest	384	384	223	(161)	-42%
480006	Reimbursements	0	0	5,000	5,000	0%
495005	Fund Bal Avail. for Approp.	85,288	85,288	85,918	630	1%
	REVENUES TOTAL	97,700	97,700	102,835	5,135	5%
EXPENDITURES						
550169	General Capital Outlay	(97,700)	(97,700)	(69,653)	28,047	-29%
	EXPENDITURES TOTAL	(97,700)	(97,700)	(69,653)	28,047	-29%
	Department Net Totals	0	0	33,182		

250 - Library Donations Fund

Department #14 - Library

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
481005	Transfer from Other Funds	803	803	672	(131)	-16%
495005	Fund Bal Avail. for Approp.	1,684	1,684	1,684	0	0%
	REVENUES TOTAL	2,487	2,487	2,355	(132)	-5%
EXPENDITURES						
520220	Small Equipment	(2,487)	(2,487)	(2,355)	132	-5%
	EXPENDITURES TOTAL	(2,487)	(2,487)	(2,355)	132	-5%
	Department Net Totals	0	0	0		

260 - Trail System Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Budget
REVENUES						
470105	Interest	500	500	210	(290)	-58%
495005	Fund Bal Avail. for Approp.	49,445	49,445	47,015	(2,430)	-5%
	REVENUES TOTAL	49,945	49,945	47,225	(2,720)	-5%
EXPENDITURES						
522320	TRAIL MAINTENANCE	(10,000)	(10,000)	0	10,000	0%
550240	Trail Construction	(39,945)	(39,945)	0	39,945	0%
	EXPENDITURES TOTAL	(49,945)	(49,945)	0	49,945	0%
	Department Net Totals	0	0	47,225		

265 - Transportation Services Fund
 Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
430725	DHS Transportation Grant	570,000	570,000	540,199	(29,801)	-5%
	REVENUES TOTAL	570,000	570,000	540,199	(29,801)	-5%
EXPENDITURES						
523015	Transportation Grant	(570,000)	(570,000)	(365,741)	204,259	-36%
	EXPENDITURES TOTAL	(570,000)	(570,000)	(365,741)	204,259	-36%
	Department Net Totals	0	0	174,458		

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

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance From Q Budget
REVENUES						
470105	Interest	2,500	2,500	2,892	392	16%
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%
REVENUES TOTAL		778,605	778,605	699,493	(79,112)	-10%
EXPENDITURES						
550166	Building Improvements	(250,000)	(250,000)	0	250,000	0%
550173	Capital Projects - Aquatic Center	0	0	(25,116)	(25,116)	0%
590304	Unapp Fund Balance	(528,605)	(528,605)	0	528,605	0%
EXPENDITURES TOTAL		(778,605)	(778,605)	(25,116)	753,489	-97%
Department Net Totals		0	0	674,377		

275 - Community Enhancement Fund
 Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
420025	Metro Enhancement Fee	54,870	54,870	53,488	(1,382)	-3%
495005	Fund Bal Avail. for Approp.	8,521	8,521	14,447	5,926	70%
	REVENUES TOTAL	63,391	63,391	67,935	4,544	7%
EXPENDITURES						
523003	Comm Enhancement Grants	(57,000)	(57,000)	(53,562)	3,438	-6%
590304	Unapp Fund Balance	(6,391)	(6,391)	0	6,391	0%
	EXPENDITURES TOTAL	(63,391)	(63,391)	(53,562)	9,829	-16%
	Department Net Totals	0	0	14,373		

280 - Public Arts Fund

Department #11 - Legislative & Executive

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance From Q Budget
REVENUES						
470105	Interest	50	50	42	(8)	-15%
471025	Public Arts Comm. Donations	0	0	3,465	3,465	0%
495005	Fund Bal Avail. for Approp.	8,433	8,433	7,831	(602)	-7%
	REVENUES TOTAL	8,483	8,483	11,339	2,856	34%
EXPENDITURES						
520564	Public Arts Comm. Expenditures	(8,483)	(8,483)	(250)	8,233	-97%
	EXPENDITURES TOTAL	(8,483)	(8,483)	(250)	8,233	-97%
	Department Net Totals	0	0	11,089		

310 - Traffic Impact Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
470105	Interest	32,350	32,350	18,844	(13,506)	-42%
480006	Reimbursements	0	0	70,662	70,662	0%
495005	Fund Bal Avail. for Approp.	3,235,010	3,235,010	3,196,986	(38,024)	-1%
	REVENUES TOTAL	3,267,360	3,267,360	3,286,492	19,132	1%
EXPENDITURES						
550169	General Capital Outlay	(3,267,360)	(3,267,360)	(262,593)	3,004,767	-92%
	EXPENDITURES TOTAL	(3,267,360)	(3,267,360)	(262,593)	3,004,767	-92%
	Department Net Totals	0	0	3,023,900		

311 - Trans Dev Tax Fund

Department #52 - Streets & Traffic

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451070	Transportation Development Tax	333,250	333,250	1,400,394	1,067,144	320%
470105	Interest	3,768	3,768	9,151	5,383	143%
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%
	REVENUES TOTAL	1,340,657	1,340,657	2,424,024	1,083,367	81%
EXPENDITURES						
550169	General Capital Outlay	(1,340,657)	(1,340,657)	2,155	1,342,812	-100%
	EXPENDITURES TOTAL	(1,340,657)	(1,340,657)	2,155	1,342,812	-100%
	Department Net Totals	0	0	2,426,178		

320 - Park Acq. & Dev Fund

Department #16 - Parks & Recreation

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
430708	State Parks Grant	0	0	0	0	0%
451009	Parks SDC	210,000	210,000	549,000	339,000	161%
470105	Interest	2,500	2,500	4,695	2,195	88%
495005	Fund Bal Avail. for Approp.	801,043	801,043	786,282	(14,761)	-2%
	REVENUES TOTAL	1,013,543	1,013,543	1,339,977	326,434	32%
EXPENDITURES						
521150	Professional Services	(85,000)	(85,000)	0	85,000	0%
550200	Parks Projects - General	(928,543)	(928,543)	(344,480)	584,063	-63%
	EXPENDITURES TOTAL	(1,013,543)	(1,013,543)	(344,480)	669,063	-66%
	Department Net Totals	0	0	995,497		

330 - Capital Projects Fund

Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance From Q Budget
REVENUES						
430706	CDBG Grant	67,381	67,381	67,381	0	0%
430708	State Parks Grant	0	0	103,379	103,379	0%
470105	Interest	500	500	4,100	3,600	720%
470131	Sidewalk Program Interest	0	0	2,610	2,610	0%
470132	Sidewalk Program Principal	0	0	16,541	16,541	0%
470133	Sidewalk Program Pymt in Full	0	0	20,475	20,475	0%
471005	Local Matching Donations	0	0	516	516	0%
495005	Fund Bal Avail. for Approp.	2,648,557	2,648,557	2,512,529	(136,028)	-5%
	REVENUES TOTAL	2,716,438	2,716,438	2,727,532	11,094	0%
EXPENDITURES						
550169	General Capital Outlay	(15,057)	(15,057)	(7,173)	7,884	-52%
550248	Trails and Greenways	0	0	(3,732)	(3,732)	0%
550580	Sidewalk Program	0	0	(756)	(756)	0%
551060	CDBG Projects	(67,381)	(67,381)	(67,857)	(476)	1%
570127	Transfer to Other Funds	(2,634,000)	(2,634,000)	(2,450,000)	184,000	-7%
	EXPENDITURES TOTAL	(2,716,438)	(2,716,438)	(2,529,519)	186,919	-7%
	Department Net Totals	0	0	198,013		

350 - CIP Excise Tax Fund

Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
450200	C.I.P. Fees	206,000	206,000	218,283	12,283	6%
470105	Interest	200	200	180	(20)	-10%
495005	Fund Bal Avail. for Approp.	71,115	71,115	81,607	10,492	15%
	REVENUES TOTAL	277,315	277,315	300,070	22,755	8%
EXPENDITURES						
550170	Capital Projects - Support Service	(56,654)	(56,654)	(22,265)	34,389	-61%
550171	Capital Projects - Public Safety	(32,761)	(32,761)	(28,065)	4,696	-14%
570127	Transfer to Other Funds	(187,900)	(187,900)	(187,900)	0	0%
	EXPENDITURES TOTAL	(277,315)	(277,315)	(238,230)	39,085	-14%
	Department Net Totals	0	0	61,840		

410 - General Debt Service Fund

Department #19 -

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
411003	Property Taxes	481,557	481,557	487,603	6,046	1%
411150	Property Tax Prior Years	10,000	10,000	9,504	(496)	-5%
470105	Interest	1,000	1,000	1,499	499	50%
495005	Fund Bal Avail. for Approp.	28,291	28,291	28,687	396	1%
	REVENUES TOTAL	520,848	520,848	527,293	6,445	1%
EXPENDITURES						
562008	Principal - 2010 Series	(425,000)	(425,000)	(425,000)	0	0%
562040	Interest - 1999 GO Bonds	(55,875)	(55,875)	0	55,875	0%
562048	Interest - 2010 Series	0	0	(55,875)	(55,875)	0%
590304	Unapp Fund Balance	(40,073)	(40,073)	0	40,073	0%
	EXPENDITURES TOTAL	(520,948)	(520,948)	(480,875)	40,073	-8%
	Department Net Totals	(100)	(100)	46,418		

430 - SPWF-Debt Service Fund

Department #19 -

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Budget
REVENUES						
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%
	REVENUES TOTAL	35,409	35,409	53,028	17,619	50%
EXPENDITURES						
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)	(12,565)	0	12,565	0%
	EXPENDITURES TOTAL	(35,409)	(35,409)	(22,844)	12,565	-35%
	Department Net Totals	0	0	30,184		

505 - Library Endowment Fund

Department #14 - Library

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
470105	Interest	300	300	222	(78)	-26%
495005	Fund Bal Avail. for Approp.	503	503	509	6	1%
495006	Restricted Fund Balance	41,187	41,187	41,186	(1)	0%
	REVENUES TOTAL	41,990	41,990	41,918	(72)	0%
EXPENDITURES						
570127	Transfer to Other Funds	(803)	(803)	(672)	131	-16%
590304	Unapp Fund Balance	(41,187)	(41,187)	0	41,187	0%
	EXPENDITURES TOTAL	(41,990)	(41,990)	(672)	41,318	-98%
	Department Net Totals	0	0	41,247		

610 - Light Fund

Department #41 - Light & Power

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Budget
REVENUES						
420060	BPA Easement Payment	0	0	60,200	60,200	0%
432290	APPA/DEED Grant	4,500	4,500	0	(4,500)	0%
440035	NSF Handling Charge	1,500	1,500	2,350	850	57%
440105	Residential Sales	7,462,612	7,462,612	7,016,073	(446,539)	-6%
440110	General Service - 1 ph Sales	640,174	640,174	624,619	(15,555)	-2%
440112	General Service - 3 ph Sales	645,644	645,644	619,602	(26,042)	-4%
440120	Industrial Service - Special Contra	1,742,469	1,742,469	1,789,452	46,983	3%
440125	Large Commercial Industrial	3,720,540	3,720,540	3,644,188	(76,352)	-2%
440130	Public Street Lighting Sales	71,062	71,062	66,915	(4,147)	-6%
440135	Rental Lights	105,144	105,144	99,408	(5,736)	-5%
440140	Irrigation Service	3,081	3,081	5,538	2,457	80%
440150	Green Power Units	9,840	9,840	8,724	(1,116)	-11%
440165	Connection Charges	60,000	60,000	143,262	83,262	139%
440170	Street Light Maint. (210-520280)	73,000	73,000	73,000	0	0%
440175	Disconnect/Reconnect Charges	22,500	22,500	20,876	(1,624)	-7%
440180	Pole Rental	21,748	21,748	20,905	(843)	-4%
440190	External Work Performed	30,000	30,000	11,678	(18,322)	-61%
440302	Auditorium Rental	24,142	24,142	25,848	1,706	7%
445005	Sale of Scrap	15,000	15,000	25,861	10,861	72%
445010	Sale of Materials	2,500	2,500	555	(1,945)	-78%
445015	Sale of Equipment	3,000	3,000	19,582	16,582	553%
450057	Other	0	0	21,004	21,004	0%
470105	Interest	30,917	30,917	32,352	1,435	5%
480006	Reimbursements	0	0	11,002	11,002	0%
480020	Conservation Incentive Reimburse	150,000	150,000	209,041	59,041	39%
495005	Fund Bal Avail. for Approp.	6,183,447	6,183,447	6,832,990	649,543	11%
REVENUES TOTAL		21,022,820	21,022,820	21,385,025	362,205	2%
EXPENDITURES						
511005	Regular Employee Wages	(1,897,073)	(1,897,073)	(1,812,908)	84,165	-4%
511015	Overtime	(96,000)	(96,000)	(96,473)	(473)	0%
511020	Temporary Employee Wages	(52,359)	(52,359)	(77,839)	(25,480)	49%
511021	Unemployment Compensation	0	0	(9,126)	(9,126)	0%
512005	Health & Dental Benefits	(360,627)	(360,627)	(323,509)	37,118	-10%
512008	Health Reimb Arrangement	(5,723)	(5,723)	(19,440)	(13,717)	240%
512010	Retirement	(379,320)	(379,320)	(321,783)	57,537	-15%
512015	Fica	(156,475)	(156,475)	(148,683)	7,792	-5%
512020	Workers Comp	(35,826)	(35,826)	(35,826)	0	0%
512025	Other Benefits	(11,381)	(11,381)	(11,024)	357	-3%
512030	Other Payroll Taxes	(15,125)	(15,125)	(14,732)	393	-3%
520110	Operating Supplies	(12,000)	(12,000)	(13,386)	(1,386)	12%
520120	Organization Business Expense	(14,650)	(14,650)	(9,054)	5,596	-38%
520130	Personnel Uniforms & Equipment	(39,700)	(39,700)	(37,229)	2,471	-6%
520150	Utilities	(28,088)	(28,088)	(26,687)	1,401	-5%
520180	Subscriptions & Books	(750)	(750)	(672)	79	-10%
520190	Computer Software	(9,600)	(9,600)	(8,800)	800	-8%
520200	Computer Software Maintenance	(7,000)	(7,000)	(2,460)	4,540	-65%
520220	Small Equipment	(31,100)	(31,100)	(26,962)	4,138	-13%
520240	Construction Supplies	(493,500)	(493,500)	(538,307)	(44,807)	9%
520260	Purchased Power	(8,571,866)	(8,571,866)	(7,870,198)	701,668	-8%
520270	Miscellaneous	(1,000)	(1,000)	(308)	692	-69%

610 - Light Fund

Department #41 - Light & Power

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
520503	Printing	(3,000)	(3,000)	(418)	2,582	-86%
520506	Postage	(3,000)	(3,000)	(1,992)	1,008	-34%
520509	Telephone	(10,000)	(10,000)	(8,009)	1,991	-20%
520521	Public Information	(42,000)	(42,000)	(41,278)	722	-2%
520524	Publications	(3,900)	(3,900)	(126)	3,774	-97%
520530	Memberships	(94,455)	(94,455)	(90,466)	3,989	-4%
520533	Recruiting Expenses	(3,500)	(3,500)	(3,795)	(295)	8%
520542	Bill Paying Assistance Program	(75,000)	(75,000)	(69,700)	5,300	-7%
520554	Conservation Incentives	(45,500)	(45,500)	(4,410)	41,090	-90%
520555	Industrial Conservation Augmenta	(150,000)	(150,000)	(213,334)	(63,334)	42%
520556	Green Power Info & Promotion	(2,000)	(2,000)	0	2,000	0%
520557	Intergovernmental Services	(17,500)	(17,500)	(11,898)	5,602	-32%
520578	Insurance & Bonds	(30,537)	(30,537)	(30,537)	0	0%
521003	Training/Conferences	(42,100)	(42,100)	(24,256)	17,844	-42%
521113	Attorney Services	(5,000)	(5,000)	0	5,000	0%
521150	Professional Services	(18,800)	(18,800)	(36,002)	(17,202)	92%
521159	Construct Contracts	(22,000)	(22,000)	(27,172)	(5,172)	24%
521162	Consultants	(100,000)	(100,000)	(17,598)	82,402	-82%
521165	Contracts for Services	(135,000)	(135,000)	(73,260)	61,720	-46%
521168	Misc Medical Services	(3,850)	(3,850)	(2,812)	1,038	-27%
521172	Bank Service Fees	(33,537)	(33,537)	(58,694)	(25,157)	75%
522003	Equipment Maint & Oper Supplies	(26,000)	(26,000)	(31,655)	(5,655)	22%
522006	Equipment/Vehicle Rental	(1,200)	(1,200)	(6,520)	(5,320)	443%
522009	Vehicle Maint & Oper Supplies	(35,000)	(35,000)	(45,427)	(10,427)	30%
522010	Vehicle Maint External	(20,000)	(20,000)	(29,163)	(9,163)	46%
522012	Fuel/Oil	(35,805)	(35,805)	(49,184)	(13,379)	37%
522022	Information Systems Fund Charge	(19,373)	(19,373)	(19,373)	0	0%
522023	General Fund Admin Services	(1,046,491)	(1,046,491)	(1,046,491)	0	0%
522306	Rents & Leases	(14,650)	(14,650)	(7,233)	7,417	-51%
522312	Facility Maintenance Supplies	(10,700)	(10,700)	(6,063)	4,637	-43%
522315	Facility Mnt/Repairs	(12,500)	(12,500)	(10,664)	1,816	-15%
523010	Ocean Wave Energy Grant	(4,500)	(4,500)	0	4,500	0%
550051	Office Equipment & Furniture	(4,000)	(4,000)	(4,293)	(293)	7%
550166	Building Improvements	(510,700)	(510,700)	(541,869)	(31,169)	6%
550181	Major Tools & Work Equipment	(87,000)	(87,000)	(82,769)	4,231	-5%
550959	Substation Improvements	(1,250,000)	(1,250,000)	(80,069)	1,169,931	-94%
550960	FG Substation Improvements	0	0	(153)	(153)	0%
550962	System Additions & Upgrades	(65,000)	(65,000)	(36,492)	28,508	-44%
551260	Vehicle Replacement	(240,000)	(240,000)	(60,748)	179,252	-75%
551261	Equipment Replacement	(26,000)	(26,000)	(25,166)	834	-3%
570127	Transfer to Other Funds	(127,050)	(127,050)	(127,050)	0	0%
570130	In-Lieu of Tax	(768,327)	(768,327)	(768,327)	0	0%
580206	Contingency	(1,418,319)	(1,418,319)	0	1,418,319	0%
590304	Unapp Fund Balance	(2,240,363)	(2,240,363)	0	2,240,363	0%
EXPENDITURES TOTAL		(21,022,820)	(21,022,820)	(15,099,911)	5,922,909	-28%
Department Net Totals		0	0	6,285,115		

620 - Sewer Fund

Department #54 - Sewer

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440105	Residential Sales	3,428,730	3,428,730	3,455,342	26,612	1%
440106	Commercial Sales	719,898	719,898	796,557	76,659	11%
440120	Industrial Service - Special Contra	191,196	191,196	183,790	(7,406)	-4%
445010	Sale of Materials	0	0	51	51	0%
450057	Other	800	800	0	(800)	0%
451040	Sewer Laterals	2,000	2,000	3,849	1,849	92%
470105	Interest	9,277	9,277	11,553	2,276	25%
495005	Fund Bal Avail. for Approp.	1,855,490	1,855,490	1,954,100	98,610	5%
	REVENUES TOTAL	6,207,391	6,207,391	6,405,242	197,851	3%
EXPENDITURES						
511005	Regular Employee Wages	(206,734)	(206,734)	(159,022)	47,712	-23%
511015	Overtime	(2,030)	(2,030)	(1,124)	906	-45%
512005	Health & Dental Benefits	(63,153)	(63,153)	(60,305)	2,848	-5%
512008	Health Reimb Arrangement	(2,052)	(2,052)	(2,434)	(382)	19%
512010	Retirement	(41,669)	(41,669)	(29,330)	12,339	-30%
512015	FICA	(15,970)	(15,970)	(12,062)	3,908	-24%
512020	Workers Comp	(7,191)	(7,191)	(7,191)	0	0%
512025	Other Benefits	(1,106)	(1,106)	(1,608)	(502)	45%
512030	Other Payroll Taxes	(1,576)	(1,576)	(1,540)	36	-2%
520110	Operating Supplies	(3,000)	(3,000)	(2,650)	350	-12%
520120	Organization Business Expense	(75)	(75)	(147)	(72)	96%
520130	Personnel Uniforms & Equipment	(4,250)	(4,250)	(3,045)	1,205	-28%
520150	Utilities	(1,350)	(1,350)	(2,007)	(657)	49%
520190	Computer Software	(4,900)	(4,900)	(3,725)	1,175	-24%
520220	Small Equipment	(6,000)	(6,000)	(1,792)	4,208	-70%
520240	Construction Supplies	(7,000)	(7,000)	(3,526)	3,474	-50%
520503	Printing	(200)	(200)	(79)	121	-61%
520506	Postage	(100)	(100)	(99)	1	-1%
520509	Telephone	(800)	(800)	(419)	381	-48%
520521	Public Information	(225)	(225)	(129)	96	-43%
520524	Publications	(300)	(300)	(55)	245	-82%
520530	Memberships	(700)	(700)	(400)	300	-43%
520557	Intergovernmental Services	(3,405,054)	(3,405,054)	(3,317,351)	87,703	-3%
520578	Insurance & Bonds	(7,466)	(7,466)	(7,466)	0	0%
521003	Training/Conferences	(3,025)	(3,025)	(2,053)	972	-32%
521150	Professional Services	(3,500)	(3,500)	(1,458)	2,042	-58%
521168	Misc Medical Services	(375)	(375)	(503)	(128)	34%
521172	Bank Service Fees	(12,000)	(12,000)	(18,294)	(6,294)	52%
522003	Equipment Maint & Oper Supplies	(1,000)	(1,000)	(1,088)	(88)	9%
522012	Fuel/Oil	0	0	(59)	(59)	0%
522021	Equipment Fund Charges	(103,148)	(103,148)	(103,148)	0	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)	(6,264)	(6,264)	0	0%
522312	Facility Maintenance Supplies	(500)	(500)	(163)	337	-67%
522315	Facility Mnt/Repairs	(250)	(250)	0	250	0%
550763	Sewer Construction	(237,375)	(237,375)	(53,605)	183,770	-77%
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: June 2013

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	(600,000)	(600,000)	0	600,000	0%
590304	Unapp Fund Balance	(890,991)	(890,991)	0	890,991	0%
EXPENDITURES TOTAL		(6,207,391)	(6,207,391)	(4,368,801)	1,838,590	-30%
Department Net Totals		0	0	2,036,441		

622 - Sewer SDC Fund

Department #54 - Sewer

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451005	System Development Charge	935,340	935,340	963,084	27,744	3%
451042	Sunset Sewer Connection Fee	1,000	1,000	2,250	1,250	125%
470105	Interest	2,475	2,475	6,379	3,904	158%
495005	Fund Bal Avail. for Approp.	990,197	990,197	1,048,717	58,520	6%
REVENUES TOTAL		1,929,012	1,929,012	2,020,430	91,418	5%
EXPENDITURES						
520557	Intergovernmental Services	(848,272)	(848,272)	(770,468)	77,805	-9%
550760	Construction Projects	(50,000)	(50,000)	0	50,000	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)	(680,149)	0	680,149	0%
590304	Unapp Fund Balance	(228,596)	(228,596)	0	228,596	0%
EXPENDITURES TOTAL		(1,929,012)	(1,929,012)	(892,462)	1,036,550	-54%
Department Net Totals		0	0	1,127,968		

630 - Water Fund

Department #53 - Water

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440105	Residential Sales	1,839,936	1,839,936	2,028,103	188,167	10%
440106	Commercial Sales	539,842	539,842	605,699	65,857	12%
440118	Multi-Family Sales	351,966	351,966	365,149	13,183	4%
440120	Industrial Service - Special Contra	245,088	245,088	276,112	31,024	13%
440160	Non-Metered Sales	20,000	20,000	29,643	9,643	48%
440165	Connection Charges	20,000	20,000	60,744	40,744	204%
440190	External Work Performed	0	0	1,581	1,581	0%
440305	Building Rental Income	35,928	35,928	35,928	0	0%
445010	Sale of Materials	0	0	4,040	4,040	0%
445025	Timber Sales - Even Fiscal Years	0	0	435,655	435,655	0%
445026	Timber Sales - Odd Fiscal Years	700,000	700,000	1,122,485	422,485	60%
450057	Other	5,000	5,000	6,991	1,991	40%
470105	Interest	11,685	11,685	15,705	4,020	34%
495005	Fund Bal Avail. for Approp.	2,337,049	2,337,049	2,579,688	242,639	10%
REVENUES TOTAL		6,106,494	6,106,494	7,567,522	1,461,028	24%
EXPENDITURES						
511005	Regular Employee Wages	(558,399)	(558,399)	(530,672)	27,727	-5%
511015	Overtime	(28,980)	(28,980)	(31,981)	(3,001)	10%
512005	Health & Dental Benefits	(151,531)	(151,531)	(149,995)	1,536	-1%
512008	Health Reimb Arrangement	(5,355)	(5,355)	(6,419)	(1,064)	20%
512010	Retirement	(109,101)	(109,101)	(103,013)	6,088	-6%
512015	FICA	(43,405)	(43,405)	(42,609)	796	-2%
512020	Workers Comp	(19,641)	(19,641)	(19,641)	0	0%
512025	Other Benefits	(4,036)	(4,036)	(4,646)	(610)	15%
512030	Other Payroll Taxes	(3,982)	(3,982)	(4,212)	(230)	6%
520110	Operating Supplies	(90,840)	(90,840)	(62,987)	27,853	-31%
520120	Organization Business Expense	(350)	(350)	(358)	(8)	2%
520130	Personnel Uniforms & Equipment	(5,500)	(5,500)	(4,808)	692	-13%
520150	Utilities	(71,400)	(71,400)	(81,387)	(9,987)	14%
520190	Computer Software	(3,800)	(3,800)	(3,790)	10	0%
520220	Small Equipment	(17,100)	(17,100)	(7,901)	9,199	-54%
520240	Construction Supplies	(141,000)	(141,000)	(139,176)	1,824	-1%
520250	JWC Water Purchases	(222,043)	(222,043)	(196,697)	25,346	-11%
520503	Printing	(2,500)	(2,500)	(2,251)	249	-10%
520506	Postage	(1,000)	(1,000)	(837)	163	-16%
520509	Telephone	(6,198)	(6,198)	(5,410)	788	-13%
520521	Public Information	(250)	(250)	(333)	(83)	33%
520524	Publications	(1,355)	(1,355)	(109)	1,246	-92%
520530	Memberships	(1,475)	(1,475)	(1,278)	198	-13%
520533	Recruiting Expenses	0	0	(315)	(315)	0%
520548	Watershed Management	(7,500)	(7,500)	(404)	7,096	-95%
520550	Watershed Maintenance	(7,500)	(7,500)	(5,901)	1,600	-21%
520551	Timber Harvesting - Odd Fiscal Ye	(593,600)	(593,600)	(593,501)	99	0%
520552	Timber Harvesting - Even Fiscal Y	(505,400)	(505,400)	(63,471)	441,929	-87%
520557	Intergovernmental Services	(72,875)	(72,875)	(52,419)	20,456	-28%
520578	Insurance & Bonds	(23,213)	(23,213)	(23,213)	0	0%
521003	Training/Conferences	(6,300)	(6,300)	(3,085)	3,215	-51%
521113	Attorney Services	(6,500)	(6,500)	(1,400)	5,100	-78%
521150	Professional Services	(111,641)	(111,641)	(51,641)	60,000	-54%
521168	Misc Medical Services	0	0	(1,467)	(1,467)	0%

630 - Water Fund

Department #53 - Water

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
521172	Bank Service Fees	(12,000)	(12,000)	(15,259)	(3,259)	27%
522003	Equipment Maint & Oper Supplies	(12,000)	(12,000)	(3,198)	8,802	-73%
522012	Fuel/Oil	0	0	(333)	(333)	0%
522021	Equipment Fund Charges	(139,313)	(139,313)	(139,313)	0	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)	(5,950)	(12,018)	(6,068)	102%
522315	Facility Mnt/Repairs	(14,000)	(14,000)	(20,307)	(6,307)	45%
550660	Joint - Capital Equipment	(19,995)	(19,995)	0	19,995	0%
550663	JWC - Other Projects	(227,980)	(227,980)	(127,227)	100,753	-44%
550666	Water Line Extension	(50,000)	(50,000)	(52,194)	(2,194)	4%
550669	Water Treatment Plant Equip	(52,585)	(52,585)	(65,147)	(12,562)	24%
550672	Watershed Capital	0	0	0	0	0%
550760	Construction Projects	0	0	0	0	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)	(45,360)	(45,360)	0	0%
570130	In-Lieu of Tax	(162,045)	(162,045)	(162,045)	0	0%
580203	JWC - Contingency	(234,250)	(234,250)	0	234,250	0%
590304	Unapp Fund Balance	(1,095,092)	(1,095,092)	0	1,095,092	0%
EXPENDITURES TOTAL		(6,106,494)	(6,106,494)	(4,047,183)	2,059,311	-34%
Department Net Totals		0	0	3,520,339		

632 - Water SDC Fund

Department #53 - Water

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451005	System Development Charge	200,000	200,000	775,172	575,172	288%
470031	Principal - J Lieb Water SDC	11,081	11,081	11,081	0	0%
470032	Interest - J Lieb Water SDC	516	516	516	0	0%
470105	Interest	9,508	9,508	13,187	3,679	39%
495005	Fund Bal Avail. for Approp.	1,901,653	1,901,653	1,978,895	77,242	4%
	REVENUES TOTAL	2,122,758	2,122,758	2,778,851	656,093	31%
EXPENDITURES						
550760	Construction Projects	(120,000)	(120,000)	0	120,000	0%
580206	Contingency	(75,000)	(75,000)	0	75,000	0%
590304	Unapp Fund Balance	(1,927,758)	(1,927,758)	0	1,927,758	0%
	EXPENDITURES TOTAL	(2,122,758)	(2,122,758)	0	2,122,758	0%
	Department Net Totals	0	0	2,778,851		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance From Budget
REVENUES						
440101	Surface Water Management Fees	930,960	930,960	940,476	9,516	1%
450057	Other	0	0	1,623	1,623	0%
470105	Interest	1,221	1,221	542	(679)	-56%
495005	Fund Bal Avail. for Approp.	243,920	243,920	277,495	33,575	14%
	REVENUES TOTAL	1,176,101	1,176,101	1,220,136	44,035	4%
EXPENDITURES						
511005	Regular Employee Wages	(248,429)	(248,429)	(230,495)	17,934	-7%
511015	Overtime	0	0	(1,683)	(1,683)	0%
512005	Health & Dental Benefits	(65,111)	(65,111)	(64,490)	621	-1%
512008	Health Reimb Arrangement	(2,075)	(2,075)	(2,590)	(515)	25%
512010	Retirement	(41,874)	(41,874)	(42,631)	(757)	2%
512015	FICA	(15,945)	(15,945)	(17,486)	(1,541)	10%
512020	Workers Comp	(7,323)	(7,323)	(7,323)	0	0%
512025	Other Benefits	(1,105)	(1,105)	(1,533)	(428)	39%
512030	Other Payroll Taxes	(1,579)	(1,579)	(1,601)	(22)	1%
520110	Operating Supplies	(1,500)	(1,500)	(2,047)	(547)	36%
520120	Organization Business Expense	(50)	(50)	(32)	19	-37%
520130	Personnel Uniforms & Equipment	(4,000)	(4,000)	(2,848)	1,152	-29%
520150	Utilities	(1,000)	(1,000)	0	1,000	0%
520190	Computer Software	(3,300)	(3,300)	(2,598)	702	-21%
520220	Small Equipment	(2,700)	(2,700)	(2,121)	579	-21%
520240	Construction Supplies	(5,500)	(5,500)	(6,229)	(729)	13%
520503	Printing	(1,500)	(1,500)	(230)	1,270	-85%
520506	Postage	(50)	(50)	0	50	0%
520509	Telephone	(630)	(630)	(234)	396	-63%
520521	Public Information	(250)	(250)	(1,150)	(900)	360%
520524	Publications	(300)	(300)	(6)	294	-98%
520530	Memberships	(200)	(200)	0	200	0%
520557	Intergovernmental Services	(237,385)	(237,385)	(204,823)	32,562	-14%
520578	Insurance & Bonds	(4,707)	(4,707)	(4,707)	0	0%
521003	Training/Conferences	(1,800)	(1,800)	(830)	970	-54%
521150	Professional Services	(14,900)	(14,900)	(11,738)	3,162	-21%
521168	Misc Medical Services	(150)	(150)	(655)	(505)	336%
521172	Bank Service Fees	(2,400)	(2,400)	(3,654)	(1,254)	52%
522003	Equipment Maint & Oper Supplies	(1,300)	(1,300)	(441)	859	-66%
522012	Fuel/Oil	0	0	(219)	(219)	0%
522021	Equipment Fund Charges	(129,495)	(129,495)	(129,495)	0	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)	(1,300)	(339)	961	-74%
522309	Building/Facility Rental	(3,132)	(3,132)	(3,132)	0	0%
522312	Facility Maintenance Supplies	(1,500)	(1,500)	(148)	1,352	-90%
550863	Storm Sewer Construction	(10,000)	(10,000)	0	10,000	0%
570130	In-Lieu of Tax	(46,836)	(46,836)	(46,836)	0	0%
580206	Contingency	30,000	30,000	0	(30,000)	0%
590304	Unapp Fund Balance	(195,840)	(195,840)	0	195,840	0%
	EXPENDITURES TOTAL	(1,176,101)	(1,176,101)	(945,277)	230,824	-20%
	Department Net Totals	0	0	274,859		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
451006	SWM SDC Quality	15,750	15,750	17,849	2,099	13%
451007	SWM SDC Quantity	19,250	19,250	65,354	46,104	240%
470105	Interest	1,525	1,525	1,614	89	6%
495005	Fund Bal Avail. for Approp.	304,926	304,926	280,164	(24,762)	-8%
REVENUES TOTAL		341,451	341,451	364,980	23,529	7%
EXPENDITURES						
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)	(144,653)	0	144,653	0%
580208	SWM SDC Cont. Quantity	(176,798)	(176,798)	0	176,798	0%
EXPENDITURES TOTAL		(341,451)	(341,451)	(13,136)	328,316	-96%
Department Net Totals		0	0	351,844		

710 - Information Systems Fund

Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Budget
REVENUES						
440225	Equipment Charges	199,809	199,809	199,820	11	0%
470105	Interest	1,850	1,850	3,728	1,878	101%
495005	Fund Bal Avail. for Approp.	620,548	620,548	600,291	(20,257)	-3%
	REVENUES TOTAL	822,207	822,207	803,839	(18,368)	-2%
EXPENDITURES						
520110	Operating Supplies	(3,000)	(3,000)	(226)	2,774	-92%
520190	Computer Software	(8,895)	(8,895)	(1,880)	7,015	-79%
520200	Computer Software Maintenance	(35,800)	(35,800)	(48,616)	(12,816)	36%
520210	Computer Supplies	(17,000)	(17,000)	(18,559)	(1,559)	9%
520220	Small Equipment	(161,136)	(161,136)	(49,946)	111,190	-69%
520503	Printing	0	0	(1,518)	(1,518)	0%
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)	(20,500)	(300)	20,200	-99%
521150	Professional Services	(10,000)	(10,000)	(18,399)	(8,399)	84%
522003	Equipment Maint & Oper Supplies	(8,645)	(8,645)	(8,028)	617	-7%
550051	Office Equipment & Furniture	(86,200)	(86,200)	(14,362)	71,838	-83%
550460	Accounting System	(61,344)	(61,344)	0	61,344	0%
590304	Unapp Fund Balance	(401,248)	(401,248)	0	401,248	0%
	EXPENDITURES TOTAL	(822,207)	(822,207)	(172,215)	649,992	-79%
	Department Net Totals	0	0	631,624		

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
440190	External Work Performed	0	0	2,928	2,928	0%
440220	Equipment Rental	550,745	550,745	550,745	0	0%
440221	City Hall Vehicle Replacement	16,331	16,331	16,333	2	0%
440222	Parks Veh & Equipment Replacem	25,108	25,108	25,110	2	0%
440223	Police Veh & Equipment Replacem	0	0	3,064	3,064	0%
440224	Public Works Veh & Equipment R	181,099	181,099	181,100	1	0%
440227	Light/Fire Maintenance	25,000	25,000	54,844	29,844	119%
440228	Sale of Gas & Oil	60,000	60,000	82,534	22,534	38%
445015	Sale of Equipment	10,000	10,000	32,402	22,402	224%
450057	Other	0	0	780	780	0%
470105	Interest	1,798	1,798	3,118	1,320	73%
481005	Transfer from Other Funds	90,050	90,050	90,050	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%
REVENUES TOTAL		1,319,657	1,319,657	1,524,596	204,939	16%
EXPENDITURES						
511005	Regular Employee Wages	(140,205)	(140,205)	(132,790)	7,415	-5%
511015	Overtime	(2,029)	(2,029)	0	2,029	0%
512005	Health & Dental Benefits	(37,277)	(37,277)	(33,108)	4,169	-11%
512008	Health Reimb Arrangement	(1,299)	(1,299)	(1,538)	(239)	18%
512010	Retirement	(21,734)	(21,734)	(21,593)	141	-1%
512015	FICA	(10,116)	(10,116)	(9,919)	197	-2%
512020	Workers Comp	(2,877)	(2,877)	(2,877)	0	0%
512025	Other Benefits	(791)	(791)	(1,248)	(457)	58%
512030	Other Payroll Taxes	(1,000)	(1,000)	(1,005)	(5)	0%
520110	Operating Supplies	(1,250)	(1,250)	(1,784)	(534)	43%
520130	Personnel Uniforms & Equipment	(1,000)	(1,000)	0	1,000	0%
520190	Computer Software	(5,000)	(5,000)	(4,299)	701	-14%
520220	Small Equipment	(2,500)	(2,500)	(1,881)	619	-25%
520506	Postage	(1,000)	(1,000)	(329)	671	-67%
520509	Telephone	(350)	(350)	(226)	124	-35%
520557	Intergovernmental Services	(750)	(750)	(273)	477	-64%
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)	(1,400)	(1,952)	(552)	39%
521168	Misc Medical Services	0	0	(326)	(326)	0%
521172	Bank Service Fees	(250)	(250)	(168)	82	-33%
522003	Equipment Maint & Oper Supplies	(1,000)	(1,000)	(98)	902	-90%
522009	Vehicle Maint & Oper Supplies	(68,000)	(68,000)	(67,831)	169	0%
522010	Vehicle Maint External	(27,000)	(27,000)	(6,398)	20,602	-76%
522012	Fuel/Oil	(250,000)	(250,000)	(231,057)	18,943	-8%
522022	Information Systems Fund Charge	(3,098)	(3,098)	(3,098)	0	0%
522306	Rents & Leases	(200)	(200)	(98)	102	-51%
522309	Building/Facility Rental	(23,400)	(23,400)	(23,400)	0	0%
550181	Major Tools & Work Equipment	(7,000)	(7,000)	(7,344)	(344)	5%
551262	City Hall Veh Replacement	(18,000)	(18,000)	0	18,000	0%
551264	Police Veh & Equipmnt Replacem	0	0	(997)	(997)	0%

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
551265	Public Works Veh & Equipmnt Re	(137,000)	(137,000)	(151,468)	(14,468)	11%
580206	Contingency	5,000	5,000	0	(5,000)	0%
590304	Unapp Fund Balance	(533,700)	(533,700)	0	533,700	0%
EXPENDITURES TOTAL		(1,319,657)	(1,319,657)	(730,935)	588,722	-45%
Department Net Totals		0	0	793,661		

730 - City Utility Fund

Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
481005	Transfer from Other Funds	127,050	127,050	127,050	0	0%
481010	Transfer from Water Fund	45,360	45,360	45,360	0	0%
REVENUES TOTAL		172,410	172,410	172,410	0	0%
EXPENDITURES						
520151	City Hall Utilities	(23,500)	(23,500)	(25,572)	(2,072)	9%
520152	Library Utilities	(31,410)	(31,410)	(30,343)	1,067	-3%
520153	Aquatics Utilities	(36,250)	(36,250)	(35,267)	983	-3%
520154	Parks Utilities	(46,000)	(46,000)	(47,713)	(1,713)	4%
520155	Police Utilities	(19,500)	(19,500)	(17,920)	1,580	-8%
520156	Fire Utilities	(12,750)	(12,750)	(13,023)	(273)	2%
520157	Engineering Building Utilities	(3,000)	(3,000)	(2,572)	428	-14%
EXPENDITURES TOTAL		(172,410)	(172,410)	(172,410)	0	0%
Department Net Totals		0	0	0		

740 - Risk Management Fund

Department #12 - Administration Services

YTD Thru Month Ending: June 2013

2013

G/L Account #	Account Name	Annual Budget	Quarterly Allotment	YTD Activity	Q Variance	% Variance from Q Budget
REVENUES						
444126	P/L Insurance - General Fund	74,735	74,735	74,735	0	0%
444127	P/L Insurance - Other Funds	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	18,200	12,524	(5,676)	-31%
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%
REVENUES TOTAL		3,475,962	3,475,962	3,237,308	(238,654)	-7%
EXPENDITURES						
520585	Property/Liability Premiums	(185,589)	(185,589)	(180,159)	5,430	-3%
520586	P/L Claims - General Fund	(5,000)	(5,000)	(28,463)	(23,463)	469%
520589	Risk Management Activities	(33,626)	(33,626)	(805)	32,821	-98%
520590	Worker's Compensation Premium	(204,924)	(204,924)	(195,362)	9,562	-5%
520591	WC Claims - General Fund	(59,365)	(59,365)	(5,413)	53,952	-91%
580206	Contingency	(2,699,000)	(2,699,000)	0	2,699,000	0%
590303	Reserved Fund Balance	(288,458)	(288,458)	0	288,458	0%
EXPENDITURES TOTAL		(3,475,962)	(3,475,962)	(410,202)	3,065,760	-88%
Department Net Totals		0	0	2,827,106		

Memorandum

TO: Mayor Truax and City Councilors

FROM: Rob Foster, Public Works Director
Michael Sykes, City Manager

DATE: September 9, 2013

SUBJECT: Fishing in Willamina Ave. Water Quality Facility

BACKGROUND: The purpose of the report/presentation is to provide an update on a citizen comment made at the June 10, 2013, City Council meeting about fishing at the water quality facility on Willamina Ave. After further review, staff recommends continuing not to allow public access to the ponds.

Jon Lecarno spoke to the Council requesting that the City remove the “No Trespassing” signs at the water quality facility on Willamina Ave. Mr. Lecarno’s son had been fishing at the water quality facility several times and the adjacent home owner notified the police who responded and asked young Lecarno to leave. Following the comments at the June meeting, Council asked staff to look into the possibility of allowing fishing at that facility. Since then staff has reviewed the ordinance and made several visits to the site.

The water quality facility is located behind the houses along Willamina Ave. The two ponds that make up the facility lie in between the houses and a field that is farmed. Storm water from the Reuter Farms subdivision and runoff from the street system is flushed into these two ponds. The pollutants and chemicals from the road runoff accumulate in the pond and are allowed to settle out before the water flows into a nearby creek and on to Gales Creek which is a short distance downstream. Each pond is about 1.0 acres in area and the banks are heavily vegetated with tall grasses. There are no definite trails or walk ways in and around the ponds and the banks are hidden in the weeds. The ponds are not fenced. There are small fish in each pond and they can be seen from the surface.

After the staff review of the situation at the water quality facility location and a review of the CWS’ ordinances, it is recommend not allowing public access to the ponds, including fishing or any other activity. Current standards for water quality facility require developers and designers to include fencing around the perimeter to prevent public access to the

facility. The fencing is for the purpose of both safety but also to protect the plants that grow on the banks of the facility. These plantings are specifically selected for the purpose of absorbing contaminants from the storm runoff water. Fencing this facility could cost as much as \$15,000 and was considered too expensive. This decision however was made before it was known that children played around the area.

Photos of the water quality facility are available for Council's information purposes.

STAFF RECOMMENDATION: This report/presentation is for informational purposes only.



ORDINANCE NO. 2013-09

**ORDINANCE ADOPTING THE FOREST GROVE HEALTHCARE
DISTRICT MASTER PLAN, DATED JANUARY 25, 2013,
AS AMENDED BY THE CITY OF FOREST GROVE**

WHEREAS, the City received a request from Tuality Healthcare to adopt a master plan for the Tuality Hospital site and environs; and

WHEREAS, notice of the Planning Commission hearing was mailed to property owners and residents within 300 feet of the site on June 24, 2013, and published in the *Forest Grove News-Times* on July 10, 2013; and

WHEREAS, the Planning Commission held a public hearing on this request on July 15, 2013, and recommended approval of the master plan with revisions as shown in Exhibit 2 ; and

WHEREAS, notice of the City Council hearing was mailed to affected parties on August 1, 2013, and published in the *Forest Grove News-Times* on August 7, 2013; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed master plan on August 12, 2013.

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

Section 1: The City of Forest Grove City Council does hereby adopt the Forest Grove Healthcare District Master Plan as shown in Exhibit 1 and subject to the revisions as shown in Exhibit 2, making the following specific findings in support of this decision pursuant to Development Code Section 10.4.120:

A. The Master Plan Zone complies with the review criteria for a zone change set forth in Section 10.2.770;

1. The zone change is consistent with the Comprehensive Plan Map.

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as "facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm." This criterion is met.

2. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.

Finding: The master plan is consistent with the goals of Citizen Participation, Land Use, Housing, and Public Facilities and Services – Health Care Services as detailed in the Zone Change section below.

3. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Finding: The area is suitable for a health care-centered master plan, as evidenced by the fact that it has already been developed with Tuality Hospital and several medical clinics and offices. The opt-in area would potentially include other existing health care related facilities, including a nursing home and a residential care facility. The remaining potential opt-in sites are already zoned to allow health care facilities, including medical centers and emergency services. This criterion is met.

4. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary. The study concluded that adoption of the master plans would have no significant effect on traffic generation in the area because 1) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 2) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the master plan is adopted or not. This criterion is met.

5. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available. Adoption of the master plan is not expected to have any material effect on the City's ability to provide public facilities and services. This criterion is met.

B. The master plan provides adequate open space, landscaping, circulation and parking to accommodate the planned uses;

Finding: The master plan would stipulate a minimum 15% landscaping and open space over each parcel or aggregation of parcels under the same ownership; would provide multiple vehicular and pedestrian connections within the master plan area and to the adjoining public rights-of-way; and would construct at least the off-street parking required by the Development Code. This criterion is met.

C. The development and design standards ensure that adverse impacts of the proposed development on the surrounding neighborhood and community are addressed and mitigated;

Finding: Buildings would be setback a minimum of 15 feet from any residentially-zoned property. Building setbacks would be greater (up to 80 feet) for the hospital and medical office buildings, which could be up to four stories in height. Buffers would also be created along boundaries with any residentially-zoned properties, in compliance with Development Code standards and specifications.

There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts or other adverse impacts already associated with those uses.

D. The master plan ensures that no land will be used for any purpose which creates or causes to created any public nuisance, including but not limited to air, land, or water degradation, noise, glare, heat, vibration or other conditions which may be injurious to public health, safety and welfare; and

Finding: The surrounding neighborhood is developed with a variety of uses: two residential care facilities, a nursing home, medical clinics, Joseph Gale Elementary School, and single-family homes. There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts already associated with those uses.

E. The master plan complies with the purpose and requirements of the Master Plan Zone.

Finding: The purpose of the Master Plan Zone is to “promote and facilitate the coordinated development of larger-scale institutional facilities through adoption of a master plan”. It is intended to provide an efficient framework for the long-term development of institutional facilities or a comprehensive review of development impacts, as well to ensure that impacts on adjacent properties are addressed.

The proposed Healthcare District Master Plan would promote and facilitate the coordinated development of a larger-scale institutional facility (Tuality Forest Grove Hospital) and existing nearby clinics and medical offices. It would further promote coordinated development by creating an area such that future health care providers could opt-in and be governed by these master plan provisions. How redevelopment of the Tuality Hospital site could be phased in over time has been identified, along with the potential impacts of those improvements and how those would be mitigated. This criterion has been met.

Section 2: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 12th day of August, 2013.

PASSED the second reading this 9th day of September, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2013

Peter B. Truax, Mayor

ORDINANCE NO. 2013-09

EXHIBIT 1

Forest Grove Healthcare District Master Plan

Forest Grove Healthcare District Master Plan

Prepared on behalf of



Tuality Healthcare

Building a healthier community.

Submitted to the

City of Forest Grove, Oregon

January 25, 2013

C L A R K  K J O S ARCHITECTS, LLC

Summary of Facts

This Master Plan was prepared for Tuality Healthcare in cooperation with participating property owners:

Dr. Marilyn Booth
Dr. Jean Korchinski and David Noren
Dr. Peter Bours
Maple Street Clinic, LLC

Applicant: Steve Krautscheid
Director of Facilities & Properties
Tuality Healthcare
335 SE 8th Avenue
Hillsboro, Oregon 97123
Telephone: 503-681-1087

Owner: Tuality Healthcare
335 SE 8th Avenue
Hillsboro, Oregon 97123

Applicant's Representative: Scott Combs
Clark/Kjos Architects
333 NW Fifth Avenue
Portland, Oregon 97209
Telephone: 503-224-4848

Request: Master Plan Zone adoption for Tuality Forest Grove Hospital properties and surrounding properties with owner consent in the vicinity of Maple Street and 19th Avenue as "Forest Grove Health District"

Location: Properties north and south of 19th Avenue between Maple and Oak Streets, and the current hospital property at 1809 Maple Street

Tax Identification: Map 1S 3W 5BA, Tax Lot 2503
Map 1S 3W 5BB, Tax Lots 204, 205, 206, 600, 3800, 3801, 3802, and 3804
Map 1S 3W 5BC, Tax Lot 101

Area in Master Plan Boundary: 12.73 acres (not including public rights-of-way)

Current Zoning: Institutional (INST), Community Commercial (CC), Multi-Family Residential Low Density (RML), Multi-Family Residential High Density (RMH), Single-Family Residential (R-10)

Master Plan Team

Architecture and Planning: Tom Clark and Scott Combs
Clark/Kjos Architects
333 NW Fifth Avenue
Portland, Oregon 97209

Traffic: Todd Mobley
Lancaster Engineering
321 SW Fourth Avenue, Suite 400
Portland, Oregon 97204

Land Use Attorney: David Noren, Attorney
217 East Main Street
Hillsboro, OR 97119
503-640-6221

and City of Forest Grove staff

Table of Contents

1	Overview and Purpose
2	Description of Existing Conditions
3	Concepts and Policies
4	Master Plan Development and Phasing
5	Drawings
6	Traffic Analysis and Recommendations

Forest Grove Health District Master Plan

OVERVIEW AND PURPOSE

Tuality Forest Grove Hospital has been a part of the City of Forest Grove since 1962, when a group of doctors organized and financed construction of the first facility on its present site. Since that time, the hospital has provided essential healthcare services to the community and has served the population well.

Over time, many clinics, care facilities and senior living centers have located nearby for convenience of doctors and patients and to take advantage of the available hospital services.

The original hospital building, however, was built with few amenities and little flexibility. It was expanded over the years, with a second patient room wing added in 1976, following the same approach of utilitarian construction and minimal provisions for future expansion.

Meanwhile, the delivery of healthcare itself was changing from a hospital-based care system encouraging overnight stays for relatively minor ailments, to an increasingly outpatient-centered care system offering a myriad of treatments using new technology and techniques but in a more clinic-like environment. Overnight hospital stays are now required only for patients with very acute or unstable conditions. Many services and procedures that previously had been performed only in hospitals are now offered in physician offices and outpatient medical facilities.

Forest Grove Hospital became part of Tuality Healthcare in 1982, and eventually many services previously offered in Forest Grove, such as Surgery and Obstetrics, were transitioned to more modern facilities with greater operational efficiency at Tuality's main hospital in Hillsboro. Forest Grove, however, has continued to grow. At a current population of approximately 21,500 residents within the city, and with a service area including Gaston, Banks, Gales Creek, Cornelius, and surrounding areas, Tuality Forest Grove Hospital must grow to serve this increasing population. Given this projected continued growth, it will, in time, make sense economically and for the convenience of many patients in Tuality's service area for Tuality to offer more comprehensive services in a community hospital in Forest Grove as part of Tuality's overall growth strategy.

Recognizing this, the executive team at Tuality Healthcare asked Clark/Kjos Architects LLC to develop a Master Plan for the existing Tuality Forest Grove Hospital site and surrounding properties for incorporation into the City of Forest Grove Development Code as a Master Plan Overlay Zone. This document, once adopted, would ensure that growth of the hospital, healthcare and compatible related uses are possible, and define and shape development within the Master Plan area in the future. Rather than a specific design or building development program tied to certain time periods, this document is meant to be conceptual and serve as a flexible framework and "maximum envelope" for potential development as the need arises.

REGULATORY FRAMEWORK

This Master Plan is reviewed as an Overlay Zone amendment to the zoning map pursuant to Development Code Section 10.4.100 through 10.4.135. It is processed by a Type IV legislative procedure. The review criteria for the Master Plan Overlay Zone are set forth in Section 10.4.120. These criteria are addressed in the application, in the staff report, and in the findings adopted in support of the final decision on the application. In general the criteria require that the Master Plan comply with review criteria for a zone change; provide adequate open space, landscaping, circulation and parking to accommodate planned uses; include development and design standards that address and mitigate adverse impacts on the surrounding neighborhood; avoid public nuisances; and comply with the purposes of the Master Plan Zone.

DESCRIPTION OF EXISTING CONDITIONS IN MASTER PLAN ZONE (as of November, 2011)

The Master Plan zone is currently composed of several distinct areas:

- North of 19th Avenue, there is a series of single story medical office buildings with associated parking. These clinic buildings are low profile and generally have little street presence. Most of them are set back considerably from the street or are obscured by heavy landscaping. These clinic properties are zoned Community Commercial, which would allow somewhat higher densities with smaller setbacks than the existing buildings.
- South of 19th Avenue east of Maple Street is Tuality Forest Grove Hospital and Maple Street Clinic. Although separately owned, they share a parking lot and their entrances face each other. They are both one-story and are set back from the street somewhat. Maple Street Clinic is zoned Community Commercial; the hospital, which was zoned for high-density multi-family residential, is being rezoned to Institutional.
- East of the hospital in the center of the block is a vacant grassy lot (zoned multi-family like the hospital). It is abutted by multi-family residential to the north and single-family residential to the south and east. Access to this area is limited to a gap between houses along 17th Place and via other properties facing 19th or Maple.

All of these properties can be characterized as low-density and low-profile. Looked at as a whole, the properties in the Master Plan boundary are underutilized when compared to possible development allowed under current zoning.

Generally speaking, surrounding zoning is Community Commercial to the north, Multi-Family Residential to the east, and Single-Family Residential to the south. Joseph Gale Elementary School is another prominent structure in the neighborhood, just south and west across Maple Street.

This Master Plan designates an adjacent "Opt-In" area for properties to the north that have not been included in the provisions of this Master Plan zone at this time, but which may logically be included in the future if certain conditions are met (as described on Page 3). The Opt-In area north of the Master Plan Zone is currently low-scale highway-oriented commercial buildings of varying ages and conditions, with ample associated parking. Uses include motels, a fast-food restaurant, mini-storage and commercial strip retail. There is a row of older, one-story single-family houses along Oak Street on large parcels. There is little cohesiveness or permanence in structures in the Opt-In area and no functional or aesthetic relationship to the medical uses to the south.

The Master Plan zone therefore sits in a transitional area between active, commercial, larger-scale structures, mid-scale multi-family structures, and smaller residential homes on quieter streets.

See *Figure A* for the Master Plan boundary and Opt-In area and *Figure B* for existing zoning within the zone and in the vicinity.

The existing hospital property is approximately 190,559 square feet. The hospital facility itself is approximately 42,800 square feet. Not including parking areas, landscaping comprises approximately 35% of site area, primarily due to a large grassy parcel to the east of the employee parking area behind the hospital. Other properties in the Master Plan area also have significant area devoted to landscaping, ranging from about 25% (Maple Street Clinic) to more than 60% (Forest Grove Medical Plaza).

Tuality Forest Grove Hospital currently employs approximately 173 people in full and part-time capacities. There are approximately 100 full-time equivalent employees. Due to the hospital's operations, employees are on site 24 hours a day. Peak staffing occurs during normal working hours, with significantly reduced staffing levels in evenings and weekends. But due to staggered schedules, staff arrival and departure times do not necessarily coincide with standard peak traffic. Events at the hospital are generally small meetings and classes for patient education and staff training.

Aside from the hospital proper, other current uses in the Master Plan zone employ approximately 40-50 people during normal business hours. None of these facilities hold major events that attract large numbers of attendees at one time.

The existing parking on the hospital site has a capacity of approximately 114 vehicles. Parking for the public is located near the main entrance and emergency department entrance. Parking for staff is located behind the hospital to the north and northeast. Service and delivery loading is located on the south side of the hospital. Ambulances serve the building from the ambulance entrance facing Maple Street. All vehicular access to the hospital is from Maple Street, with an internal connection to the adjacent Maple Street Clinic parking lot for ease of circulation and shared ability to provide overflow parking.

In addition to hospital parking, other buildings within the Master Plan site accommodate approximately 150 off-street parking spaces for visitor and staff use.

CONCEPTS AND POLICIES

Master Plan Boundary

The Master Plan Boundary area encompasses most of the medical uses immediate to the hospital along 19th Avenue between Maple Street and Oak Street. This vicinity already serves as a cohesive zone of clinics, senior care and the hospital. The hospital itself is the cornerstone of healthcare and senior care uses in the neighborhood. By including many of these properties in the Master Plan, our goal is to give property owners predictability of neighboring uses, strengthen the healthcare focus in this area, and enhance and encourage the interrelationships between structures. This Master Plan builds on the existing development, reinforcing and enhancing that development into a stronger, distinct and flexible district to better serve the community in the future.

Opt-in Area

We have designated an adjacent "Opt-In" area for properties to the north of the Master Plan area. The proximity to the hospital and other healthcare-related facilities is an asset that could, if capitalized upon, simultaneously contribute to the values of these properties, enhance the community image and raise the profile of the healthcare district in Forest Grove. This "Opt-In" area has not been included in this Master Plan zone at this time, and therefore is not subject to its provisions, but individual properties may be incorporated into this Master Plan in the future if certain conditions are met. Those conditions include written request by the property owner in accordance with a Type II Application, and either:

- a) Ownership by an entity primarily dedicated to healthcare delivery, or
- b) Proposed redevelopment to healthcare-related use.

See Page 11 for a more specific description of the Opt-In process.

Once "opted in" to the Master Plan zone, properties will be subject to the Master Plan provisions that regulate development within this zone.

See *Figure A* for the Opt-in Area boundary.

Existing uses in the "opt-in" area are primarily highway-oriented commercial structures such as motels, a drive-in restaurant, highway commercial, mini-storage, and single-family homes on commercially-zoned land.

Allowable Uses

Allowed uses within the Master Plan zone are generally a continuation of, rather than a significant departure from, uses allowed by underlying zoning. The exception is property occupied by the hospital. For consistency with these allowable uses, in conjunction with the Master Plan the city is adopting zone changes to amend the base zone designations for Tuality Forest Grove Hospital to Institutional.

See *Figure C* for underlying zoning incorporating the adopted zone changes described above.

The Master Plan zone is divided into two areas with varying allowable uses, divided by 19th Avenue:

In general, allowable uses in the area south of 19th Avenue include higher-intensity healthcare facilities such as medical centers, care centers, and assisted living centers. Commercial use such as retail and dining will not be allowed on the current Tuality-owned hospital site due to its zoning as Institutional except as accessory uses (such as the hospital cafeteria, espresso bar and gift shop). Commercial uses, including clinic and care center facilities, will continue to be allowed on the current site of the Maple Street Clinic.

North of 19th Avenue, the Master Plan continues to allow of a multitude of uses per the underlying Community Commercial zone, including office, clinic, senior housing, retail, and dining establishments. Since this area is convenient to hospital visitors and employees, as well as bordering properties along a major commercial arterial, development catering to hospital visitors and staff as well as the city as a whole is encouraged. But flexibility in allowable uses will help ensure that this area will remain vital and maximize its potential as a center of activity and business, which will bring visitors to the hospital vicinity and broaden public awareness of this area's place in the community.

Setbacks

In order for the Master Plan district to work cohesively, divisions between properties within it should be minimized, including setbacks. Most of the properties within the Master Plan district were previously allowed to have no setbacks (0' setbacks) under their former zoning.

Setbacks are required, however, between the Master Plan district and adjacent Residential-zoned property. A minimum setback of 15' is required adjacent to the R-7 single-family zoned properties to the south and southeast, and a minimum setback of 5' is required adjacent to the RML multi-family zoned property to the east. Building height restrictions in addition to these setback requirements will help to ensure that negative impacts on surrounding residential-zoned properties are minimal.

See *Figure D* for setback requirements.

Buffers

In addition to the setbacks noted above, a 15' buffer is required where the Master Plan district properties are adjacent to R-7 single-family zoned properties to the south. The buffer area shall not include parking, above-ground utilities, or accessory structures. The buffer shall be landscaped with shrubs and trees at 20' maximum spacing, with a fence or wall providing visual screening at the property line. The buffer area may be used for on-site storm water retention or filtration. The buffer may overlap with any required parking lot screening. Buffer requirements are shown on *Figure E*.

Building Heights

Modern hospitals have greater HVAC and electrical requirements than almost any other building type. Ductwork, mechanical equipment such as terminal units, piping, medical gas systems, electrical wiring, data wiring, signal wiring, and often pneumatic tubes all occupy interstitial spaces between the ceiling and the floor above. In addition, hospitals are subject to higher standards for seismic and lateral resistance due to the fact that they provide essential services in case of natural disasters such as earthquakes or severe storms. The structural system consequently can include deep beams and lateral braces, which can also occupy the same interstitial spaces. All of these services and requirements dictate that hospitals have a height between floors that exceeds the standards for other types of buildings. A floor to floor height of 15' is considered a minimum standard in most new hospitals, and some floor levels can be up to 20' tall. At the rooftop level, a standard air handling unit can often be twelve to fifteen feet tall. The City of Forest Grove's building height limitation does not exempt rooftop air equipment from the overall building height calculation.

This Master Plan allows a maximum ultimate build-out for the hospital structure at four stories. In order to accommodate four stories of hospital and rooftop air handling equipment, the maximum building height in the south portion of the Master Plan zone is designated at eighty-five feet (85'). This would allow one hospital level at 20' floor/floor, three levels at 17' floor/floor, and a rooftop air handler at 14' tall. We have designated the building height limit of 85' where the hospital is planned to be located, south of 19th Avenue.

However, to reduce impacts on adjacent R-7 Single-family residential-zoned properties, this Master Plan Overlay does not differ from the City's standard building height limitation of 3' in building height limitation for every 1' from the property line within the Master Plan area. If the hospital is closer than 85' to the property line abutting the R-7 zone, slight stepping of the building form, most likely at the roof level, would be required in order to comply with this requirement. In addition, a setback of 80' is designated along the south edge of the hospital property, as noted above and shown on *Figure D*.

Adjacent to RML-Multi-family residential-zoned properties to the east, the Master Plan increases the current building height limitation of 2.5 stories or 35' (lesser of) to 45', but maintains a setback of one horizontal foot for every three feet in building height per the underlying zoning.

North of 19th Avenue, where the anticipated uses do not include a hospital, building heights of 65' are established as a transitional area between the allowable height of 85' south of 19th Avenue and the allowable height of 45' for commercial properties along Pacific Avenue.

See *Figure F* for a graphic diagram of building height limitations.

Minimum Landscaped Area

Landscaping, as a percentage of overall site development, is to be a minimum of 15% of each parcel within the Master Plan zone, which is in keeping with most of the previous zoning within the Master Plan zone

boundary. If more than one contiguous parcel is under the same ownership, the required landscaping percentage may be calculated across the aggregated parcels.

Landscaping and Plant Palette

Specific landscaping designs are not spelled out in this Master Plan but shall be related to actual building projects when proposed. Nonetheless, the landscaping design and strategies shall meet these specific goals:

Safety

- a. Promote the safety of staff and visitors through landscape design that provides transparency, vehicle vision clearance at intersections and pedestrian crossings, adequate site lighting, visual surveillance of site by law enforcement and security personnel, and visual access to building entrances.
- b. Minimize or avoid plant materials that cause injury or are poisonous if ingested, in keeping with the health-related uses within the Master Plan zone.
- c. Use landscape maintenance practices and products that eliminate or reduce exposure of toxic substances to people and the environment.

Character

- a. Establish a palette of plant materials, paving, rock and other elements to unify the landscaping of various buildings as they are developed.
- b. Favor plant materials native to the Willamette Valley or compatible climates, including plant materials that can withstand dry, warm summers with minimal irrigation.
- c. Capitalize on the landscape design as a major high-quality amenity in the Master Plan zone. Use the landscape to emphasize the sense of place and image of the facilities and the larger community.
- d. Design landscapes in consideration of the architectural and landscape context within the Master Plan area.
- e. Incorporate storm water treatment and retention as "green infrastructure" into the landscaping design.
- f. Specify materials that are commercial-grade, durable, uniform, and compatible with surrounding structures in the Master Plan zone.
- g. Enhance the public right-of-way and pedestrian environment with generous landscaping and sidewalk widths along street frontages. Utilize sidewalks separated from the curb line wherever possible, shade trees with spacing complying with City standards, and groundcover or shrubbery in lieu of lawn or bark dust.
- h. Install special and human-scale paving materials at major outdoor spaces such as plazas, main building entrances, and major walkways.

Outdoor Spaces

- a. Enhance the sense of arrival at the buildings within the Master Plan zone with generous landscaping, paving materials, and benches or seating. Consider a water feature or other amenity if appropriate.
- b. Provide gardens at the hospital, either accessible or “view gardens”, visible from inpatient rooms and other patient care areas to promote healing and a sense of well-being.
- c. Provide a meditative garden if possible for patients, family members and visitors.
- d. Provide a staff refuge garden if possible for busy healthcare staff to be outdoors but with some privacy.
- e. Provide an outdoor dining area adjacent to the hospital dining room as an amenity for visitors and staff.

Vegetative Roofs

- a. Consider vegetative roofs where roof areas are visible from inpatient rooms especially, and from any interior space generally.

Irrigation

- a. Use drip irrigation or low water-use irrigation wherever possible to minimize potable water use for landscape watering.
- b. Consider rainwater harvesting for landscape irrigation.

Parking

The City of Forest Grove’s parking ratios for parking stalls are as follows (Table 8-5):

- 1. Medical Centers:
 - a. Minimum: 2 spaces per 1,000 square feet of building
 - b. Maximum: 2.7 spaces per 1,000 square feet of building (within ¼ mile of transit stop)
- 2. Medical/Dental Offices:
 - a. Minimum: 3.9 spaces per 1,000 square feet of building
 - b. Maximum: 4.9 spaces per 1,000 square feet of building (within ¼ mile of transit stop)

The entire Master Plan zone falls within one quarter-mile of eastbound and westbound Tri-Met stops on Pacific Avenue near Maple Street, within easy walking distance.

Based on the nearness of transit and the expectation that different adjacent uses have different peak visit times, which allows a reduction when parking lots are shared between them, the following parking ratios are established for this Master Plan zone:

- 1. Medical Centers: Minimum: 1.8 spaces per 1,000 square feet of building; maximum: 2.7 spaces per 1,000 square feet of building
- 2. Outpatient Services/Medical and Dental Clinics: minimum: 3.9 spaces per 1,000 square feet of building; maximum: 4.5 spaces per 1,000 square feet of building
- 3. Other uses: Consistent with ratios for other building types already defined in the Forest Grove Development Code.

- 4. A reduction of 10% below the minimum ratio is allowed for shared parking between properties when internally connected by drive aisles or strong pedestrian links to account for the peak usages for different facilities occurring at different times of day.

As properties are redeveloped within the Master Plan area, individually-owned properties shall provide driveway connections between parking lots where practical and pathways connecting buildings and sites so that parking can be shared by adjacent facilities. This will not preclude individual properties from having direct access to their own public street frontages. Cooperation between property owners is encouraged to take into account parking capacities as a whole throughout the master plan area when individual parking facilities are developed.

This Master Plan does not factor in on-street parking to accommodate parking needs, although it is ample along both Maple Street and 19th Avenue. Even if on-street parking is utilized by visitors or staff within the Master Plan district, we do not anticipate demand for spaces causing any parking spillover into adjacent residential areas due to our experience and analysis of previous projects.

Parking areas shall be landscaped (perimeter and interior) and meet all other provisions of the City of Forest Grove Development Code parking requirements (10.8.500 – 10.8.545). Exterior parking lot lighting should be located and oriented to minimize glare affecting neighboring properties, including shielding light sources if necessary.

For the hospital itself, the Master Plan includes a parking structure along the east side of the hospital property. This location at the rear of the hospital property allows the hospital to present a welcoming façade to the street, with landscaping and open space. The parking structure location is also somewhat central to other properties within the Master Plan district for shared use. The construction of structured parking will be triggered when the required amount of parking can no longer be reasonably met by surface parking lots. If the hospital’s current site is not expanded, we anticipate the parking structure being needed when the hospital facility approaches 150,000 square feet in size.

Special care should be taken in the design of the parking structure to mitigate its impact on neighboring properties through sensitive design, setbacks, and buffering. For nighttime staff, the hospital should allow parking near the hospital in surface lots rather than in the parking structure so that neighbors are not affected by glare from headlights or engine noise. Specific design measures should include:

- 1. Lighting in the parking structure should be activated by occupancy or motion sensors in lieu of being on at all hours.
- 2. Design of the exterior walls toward neighboring properties should prevent headlights from vehicles in the garage shining on other structures.
- 3. The exterior walls of the garage toward neighboring properties should mimic other buildings, with a rhythm of openings simulating windows, materials such as masonry to provide visual richness and texture, incorporation of climbing or cascading plants to soften the appearance, and other features.

If the hospital were to acquire other property within the Master Plan district for parking purposes, the timeline for parking structure construction could be longer than anticipated here or the size of the structure may be smaller.

Bicycle parking shall be provided in accordance with the current City of Forest Grove Development Code (FGDC). Bicycle parking shall be distributed to be convenient for staff and visitors. Site access by truck shall be off Maple Street or 19th Avenue so as not to route truck traffic through residential areas. Truck maneuvering and loading areas shall be provided on site and separated from other on-site vehicular traffic and parking areas. Loading areas shall meet provisions in the Forest Grove Development Code.

Shared Parking by Agreement

The number of parking stalls shown on hospital property in this Master Plan document for each phase is based on the maximum ratios listed above. The hospital has the option to build parking quantities using the maximum ratio while dedicating a quantity of stalls based on the minimum ratio to hospital use. The difference between the resulting maximum parking and minimum parking may be offered to one or several other property owners within the Master Plan Zone by written agreement filed with the City of Forest Grove. The number of spaces that the hospital is dedicating by agreement to another party or parties must be specified in each agreement, and the total number of spaces being offered to other parties must not fall short of or exceed the difference between maximum and minimum needed for the hospital. Neighboring property owners having parking agreements with the hospital are permitted to count the parking dedicated by agreement as part of the number of stalls required for development on their own properties. The result of this agreement process is that property owners within the Master Plan Zone may be able to accommodate less parking on their own properties, and therefore build at higher densities or provide more open space. At any point an agreement is made by the hospital with another property owner, an analysis of hospital parking use and capacity should verify that the quantity of parking available for hospital use is adequate and that agreeing to supply parking to other property owners will not cause a shortage.

Parking space quantities should be evaluated at the time of any building development to ensure that the ratios above are met.

Circulation (Auto, pedestrian, and bicycle)

Maple Street and 19th Avenue will serve as the primary vehicular access to properties within the Master Plan area, including motorized vehicles and bicycles. Both of these streets have ample capacity for additional traffic volumes. Please see the Traffic Analysis in the Appendix.

Due to the healthcare focus of the Master Plan zone, the development within the area encourages walking as a form of transportation and for exercise through these measures:

- a. Building entrances shall have convenient, visible and direct connections to sidewalks in the public right-of-way.

- b. Sidewalks along the public right-of-way shall be 8' minimum wide and, if possible, separated from the street curb.
- c. Landscaping along the public sidewalk shall include shade trees and shrubs, and foster a visually interesting and pleasant walking experience.
- d. If deemed appropriate by the City Engineer, crosswalks across public streets shall be made of distinctive materials to increase pedestrian visibility and have curb extensions to improve pedestrian safety and visibility.
- e. A new crosswalk on 19th Avenue, mid-block between Maple and Oak Streets, will be required as the properties north of 19th Avenue are redeveloped, if approved by the City Engineer. Features to improve the safety of this crosswalk should include curb extensions, a change in paving material, signage, and lighting.
- f. Pedestrian circulation routes shall be well-lit at night with pedestrian-scale fixtures.
- g. Walkway connections to parking areas and between buildings should minimize crossing vehicular routes, but when those crossings occur, the pedestrian crossing shall be clearly marked for safety.

In the event that Maple Street becomes a public transit corridor, provisions shall be made for transit stops to serve the Master Plan zone, including a shelter if deemed appropriate by the Transit Agency.

See *Figure G* for vehicle and pedestrian site circulation, bicycle parking, and future transit stop locations.

Building Design

The purpose of this section is to promote certain common elements of building design and materials to be used in the design of buildings in the Master Plan to ensure that development occurs in a cohesive and aesthetically-pleasing manner. These provisions are *required* on property owned by Tuality and *encouraged but not required* on buildings under different ownership. Each building will have its own distinctive but complementary building design and material palette.

General Building Materials

At the time of this writing, most buildings in the Master Plan area already share many similarities in exterior materials, fenestration and form. The Maple Street Clinic and the Booth and Korchinski buildings have brick exteriors with contrasting stucco or brick elements. Tuality Forest Grove Hospital is partially clad with red/brown brick at the main entrance. The nearby Marquis Care Center (in the designated Opt-In area) has a brick veneer on the public façade.

As structures within the Master Plan are developed or redeveloped, they are required (in the case of Tuality) or otherwise encouraged to build upon the above materials as follows:

1. For institutional facilities including hospitals, clinics, office buildings, and other buildings of commercial use:

- a. The primary building material is brick veneer composed of several colors in buff-to-red color range. The brick veneer may be accented with contrasting or inset brick features such as recessed brick panels, bands, window surrounds, or pilasters.
 - b. Accent blocks and windowsills may include ground-face concrete masonry units.
 - c. Window frames are aluminum with an anodized finish, either clear anodized or dark bronze anodized.
 - d. Entrance canopies, trellises or other related features may be constructed of steel or steel and glass in lieu of brick.
 - e. Shielding of rooftop mechanical units shall be with metal paneling or siding, prefinished or painted a neutral color compatible with the building.
2. For congregate residential facilities including assisted living apartments or care centers:
- a. The primary building material may be brick as noted for institutional facilities, or may be painted wood siding in keeping with the more residential character of the use. Even if the majority of exterior cladding is wood, any façade facing a public street should include brick veneer on at least 40% of the building wall.
 - b. Accent blocks and windowsills at walls with brick veneer may include ground-face concrete masonry units (which would be included in the 40% coverage).
 - c. Window frames are aluminum with an anodized finish, either clear anodized or dark bronze anodized. If wood siding is used for the building cladding, painted or vinyl-clad aluminum frame windows or vinyl windows may be used as an alternative.
 - d. Entrance canopies, trellises or other related features may be constructed of steel or steel and glass, wood, or other materials used as cladding on the building.
 - e. Shielding of rooftop units shall be with painted metal paneling or siding, or wood siding.

Other Building Design Elements

Most of the current buildings within the master plan area have similar forms, with a regular rhythm of windows facing the street and primary public entrances under projecting porches or porte cocheres.

New buildings in the Master Plan area are required (in the case of Tuality-owned facilities) or otherwise encouraged to continue this common vocabulary with:

- a. Windows to provide a sense of connection, welcome and openness to the public approach to the building. Window sills should be no higher than 3'-0" above grade as much as possible. Larger public areas inside buildings (such as waiting rooms, lobbies, cafeteria dining rooms, and meeting rooms) should have large windows to reflect their more public function.
- b. Primary entrances visible from the street and public parking areas, marked by canopies, porte cocheres, or other elements providing shelter to those entering the building and visual cues to the entrance location.
- c. Institutional and commercial structures should avoid the appearance of sloped overhanging roofs that are more suggestive of residential structures.
- d. Residential structures such as assisted living apartment buildings and care centers may use sloped overhanging roofs.

In addition to the above, building design standards within the Master Plan zone shall be as required within the City of Forest Grove Development Code and Design Guideline Handbook. Where these requirements and the Design Guideline Handbook conflict, whichever rule is more stringent shall apply.

Infrastructure and Public Services

Utility infrastructure within the Master Plan zone has significant capacity (as of late 2012). This Master Plan does not address impacts of the potential building volumes on existing capacities due to the uncertain timeline of development within the Master Plan zone and the unknown potential impacts of other property development in the surrounding neighborhood and city on these same utilities. Impacts of Master Plan development on city utility infrastructure must be assessed at the time that any specific construction projects are proposed, in relation to existing surrounding development at the time of project proposal.

Adequacy of services to be considered includes:

- Water supply
- Sanitary waste disposal
- Storm water disposal
- Fire protection water supply
- Police protection
- Fire protection

MASTER PLAN DEVELOPMENT AND PHASING

This Master Plan is meant to be a framework for that development when it occurs. While an attempt has been made to anticipate the order of phasing, the plan is intended to be flexible to allow different sequences of development to meet community needs and facility growth.

This Master Plan Zone area involves many property owners. Because it is not reasonably feasible to solicit and coordinate possible development plans with each of them, the development shown in this section of this Master Plan submittal concentrates on property currently owned by Tuality Healthcare. The hospital is most suited to the long-term thinking and planning needed for a Master Plan, due to its longevity as an institution and the need to plan and build major infrastructure changes years in advance. Other property owners are comparatively more transient and also tend to plan in much shorter time frames. Showing no change on non-hospital-owned property in this Master Plan is not meant to imply that future development will not occur on those properties - it merely means that development on those properties is less predictable at this time.

The governing aspect of this Master Plan document for non-Tuality properties is the *Concepts and Policies* section, which delimits development but would allow somewhat more density than currently exists. The substantive review criteria will be those of the underlying zone as modified by the Concepts and Policies section of this Master Plan. Review procedures for development on non-Tuality properties will be the same as for the underlying zone.

For Tuality-owned property, the following *Building Volumes & Phasing Concept* section establishes development maximums, and together with the Concepts and Policies section, establishes the substantive review criteria for development on current Tuality-owned property only. Because this property is master-planned in much greater detail, the review procedures for Tuality-owned property are those set forth in 10.4.120, which generally allow Type I review for development that is consistent with the Master Plan and Type II or III review for development that is not envisioned by the Master Plan, that substantially increases size or impacts, or that has the potential for neighborhood or community concern.

Building Volumes & Phasing Concept

For the two hospital properties, the physical separation of the parcels within the Master Plan zone means that each will serve a separate but closely-related function. The hospital site is planned to evolve into a 100-bed community hospital with associated parking garage and attached medical office/outpatient services building. The parcel at 19th and Maple is planned to develop into a medical office building. See *Figure J* for a three-dimensional illustration of maximum build-out allowed on current hospital-owned property.

However, rather than building a new hospital as shown all at once, development is expected to be incremental in large phases, built as the population increases and hospital services needed in the community grow and change. The hospital will continue to operate and inpatient license will be maintained through all development phases. See *Figures K-0 through K-4* for phasing plans.

It cannot be predicted with absolute certainty in this Master Plan what factors may trigger development of certain phases. However, factors conducive to initial phase hospital development may include:

- City population reaching 30,000 residents or greater
- Increased number of general practice or specialty medical clinics in Forest Grove, with physicians referring patients for outpatient medical services such as laboratory testing or imaging
- Decision by Tuality Healthcare to develop Tuality-owned medical clinics in Forest Grove as part of its service or business strategy
- 100% increase in volumes of emergency treatment visits in Forest Grove
- Volume of Tuality Hospital patient visits in Hillsboro outgrowing capacity of the main hospital, causing the need for expansion in either Hillsboro or Forest Grove.
- In addition to these factors, Tuality Healthcare may decide to replace components of the aging facility independent of any other triggers.

Please note that these conditions are predicted to encourage development but should not be considered thresholds requiring development.

The early phases are expected to focus on adding facilities for outpatient care and medical offices, with the later phases expanding inpatient facilities and providing for additional community hospital services.

The construction of **Phases 1 and 2** will alternate with the demolition of existing wings of the hospital to maximize ground area for buildings and parking. Old and new wings will tie to each other and continue to work together as a comprehensive healthcare facility during these early phases. This phasing approach also enables the new wings to be located near the street, giving them prominence and ease of access by the public. It also minimizes the impact on residential neighbors to the east and south.

The new wings are planned as three-story additions due to the limited property available and to accommodate surface parking. Multiple-story wings also give the building more stature, and provide better views for staff and patients, while still being compatible in scale with other neighborhood buildings.

Functionally, at the end of Phase 2, the existing hospital will be completely replaced with a modern, outpatient-centered facility closely tied to physician offices but also continuing to offer inpatient care. The existing geriatric psychiatry unit will also move to the new building, with the option of use as general inpatient beds. Tuality envisions continuing to offer Emergency, outpatient imaging, laboratory, dialysis, and other outpatient services in the replacement facility. Additional services such as routine surgeries and endoscopies could also be included in the building program if economically feasible at the time of development.

Phase 3 is planned to connect directly to the wings constructed in Phases 1 and 2. The construction is expected to occur behind the earlier wings so that the public face and entry sequence of the hospital is not affected, and neighborhood impacts will be minimal. Larger floor plates will be more efficient and will help accommodate expanded outpatient and inpatient services, as well as an additional 25 inpatient beds.

It is at this point that a parking structure will be needed for staff parking on the east end of the property. A three-story structure (with a possible additional underground level) should be adequate for the projected building size. The parking structure can be designed to be low-scale, and buffered from neighboring homes with landscaping and other mitigating features.

Phase 4 is shown as an additional floor for up to 50 more inpatient beds, bringing the building to four stories in height. This expansion will also trigger the need for more parking, so a concurrent one-story addition to the parking garage would be needed at the same time.

The new **Medical Office Building** at 19th Avenue and Maple Streets is not planned at any specific stage of the phasing sequence. It will be developed when Tuality Healthcare determines that there is sufficient demand for additional quality physician office space in Forest Grove. This building is expected to be up to two stories over one story of parking to maximize the site. It will be sited to address the corner of the site to contribute to the street character and relate to pedestrians, as well as to give the building prominence.

When fully developed, the completed hospital itself is estimated to have 400 employees. Events would primarily consist of classes for patient education and staff education, support groups for patients and families, and healthcare screening fairs. Visitors to the hospital come and go intermittently during the day and would total approximately 175 per day.

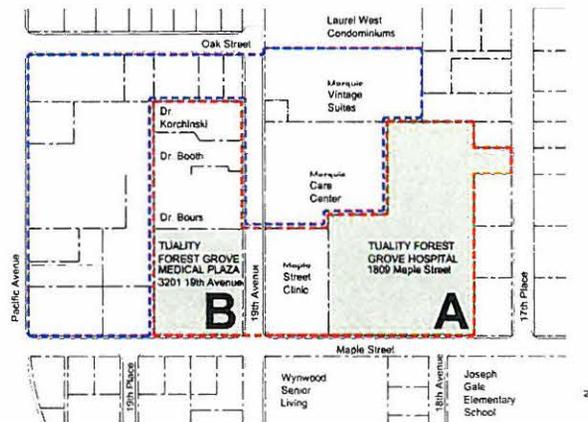


Figure L: Tuality-owned property as of September, 2012 (shaded green)

Related outpatient facilities on current Tuality-owned sites would employ an additional 75-100 people, with approximately 400 visitors per day.

Below is a detailed description of allowable uses, including an estimate of general maximum amount and type of each use on Tuality-owned property. With the exception of the overall totals per parcel, the square footage maximums per use below should be recognized as estimates, with at least a 10% administrative allowance for unpredictable future needs.

Parcel "A" (1809 Maple Street)

USE	APPROXIMATE AREA (SQUARE FEET)
Outpatient medical offices, including dialysis, physical and occupational therapy, lab services, sleep lab, and support functions	30,000
Inpatient hospital services (including outpatient services) – radiology, surgery, emergency, respiratory therapy, inpatient rooms	107,600
Administrative offices	10,000
Gift shop/health retail	2,000
Cafeteria and dietary department kitchen	10,000
Loading/supply storage	20,000
TOTAL	179,600

Parcel "B" (3201 19th Avenue)

USE	APPROXIMATE AREA (SQUARE FEET)
Outpatient medical offices	21,600

CHANGES TO THIS MASTER PLAN

After adoption, property owners inside the Master Plan boundary may request changes to it. Recognizing that the Master Plan will evolve and change over time, the review process for various change types has been outlined below. The goal is to recognize the appropriate level of review for each type of change for a streamlined process.

As defined in the Forest Grove Zoning Code at the time that this Master Plan was written, the City of Forest Grove has four different levels of review, which are summarized here for convenience. Actual requirements of each review process shall be as defined in the Forest Grove Zoning Code at the time the process is implemented.

Type I Process: Administrative Decisions

This type of review applies to Zoning Standard adjustments, certain projects within a Master Plan, lot line adjustments, landscape review not subject to Site Development or Design Review, and Parking Plan reviews not subject to Site Development or Design Review. The Planning Director or his designee makes Type I decisions.

Type II Process: Limited Land Use Decisions

This type of review concerns certain Zoning Standard adjustments, minor modifications to Conditional Use Permits, certain types of Design Review, Site Development Review, and certain projects within an approved Master Plan. Notice of Application and invitation to comment are mailed to the applicant, owner(s) of the subject property, property owners within 300 feet of the perimeter of the subject property, and any recognized interested party. The Planning Director or his designee shall make Type II decisions after considering submitted comments.

Type III Process: Quasi-Judicial Land Use Decisions

This type of review applies to certain Zoning Map Amendments, New Conditional Use Permits or Major modifications of Use Permits, certain types of design review, and elevation of a Type II permit at the Director's discretion. Prior to a hearing, notice of the application includes publishing in a newspaper, posting in three conspicuous public places in the City and on the subject property, and notice by mail as noted for Type II decisions. The Planning Commission or other appropriate commission shall make Type III decisions after considering submitted comments and testimony at a hearing.

Type IV Process: Legislative Land Use Decision

This type of review applies to legislative Zoning Map amendments, and amendments to the text of the Zoning Code. Notice is given as described for Type III processes, aside from the mailings to property owners, which may not be applicable for some types of review.

Review of development projects for Tuality-owned property under this approved Master Plan will be subject to the provisions of 10.4.125, which contemplates approval of some development that is not

specifically provided for by the Master Plan through Type II or Type III review without amending the Master Plan itself.

For the following types of changes to the Forest Grove Healthcare District Master Plan, the following types of reviews shall be performed, except when decided by the Community Development Director that the proposed change is significant and requires a higher level of review.

- A. Property owner request to amend Master Plan boundary to withdraw from Master Plan designation: Type II Review. Does not require consent of other property owners within Master Plan; upon approval the zoning map would be amended to remove Master Plan Overlay from the property.
- B. Adjacent property owner within designated "opt-in area" request to amend Master Plan boundary to be included in Master Plan: Type II Review. Property owner requesting inclusion must either:
 - a. Provide documentation showing that it is an entity primarily dedicated to healthcare delivery, or
 - b. Propose redevelopment of property to be included to healthcare-related use as a condition of inclusion.Inclusion approval does not require consent of other property owners within Master Plan. Upon approval, the Zoning Map would be amended to apply Master Plan Overlay to the property.
- C. Property owner request to change specific development provisions or limitations established by the adopted Master Plan: Requires written consent of owner(s) of greater than 50% of the property within master plan boundary as defined at time of request, based on area measurement, and Type II or Type III Review.
- D. Amendment to the Master Plan to change major Master Plan elements for a particular area of the Master Plan zone: Processed as an Amendment to approved Master Plan pursuant to Section 10.4.130, by a Type IV legislative process.

The Community Development Director shall make the determination whether a proposed change should be processed as a Type II or Type III change to development provisions or as a Type IV Amendment.



FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
TUALITY HEALTHCARE
CLARK KJOS ARCHITECTS

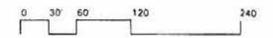
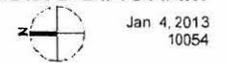
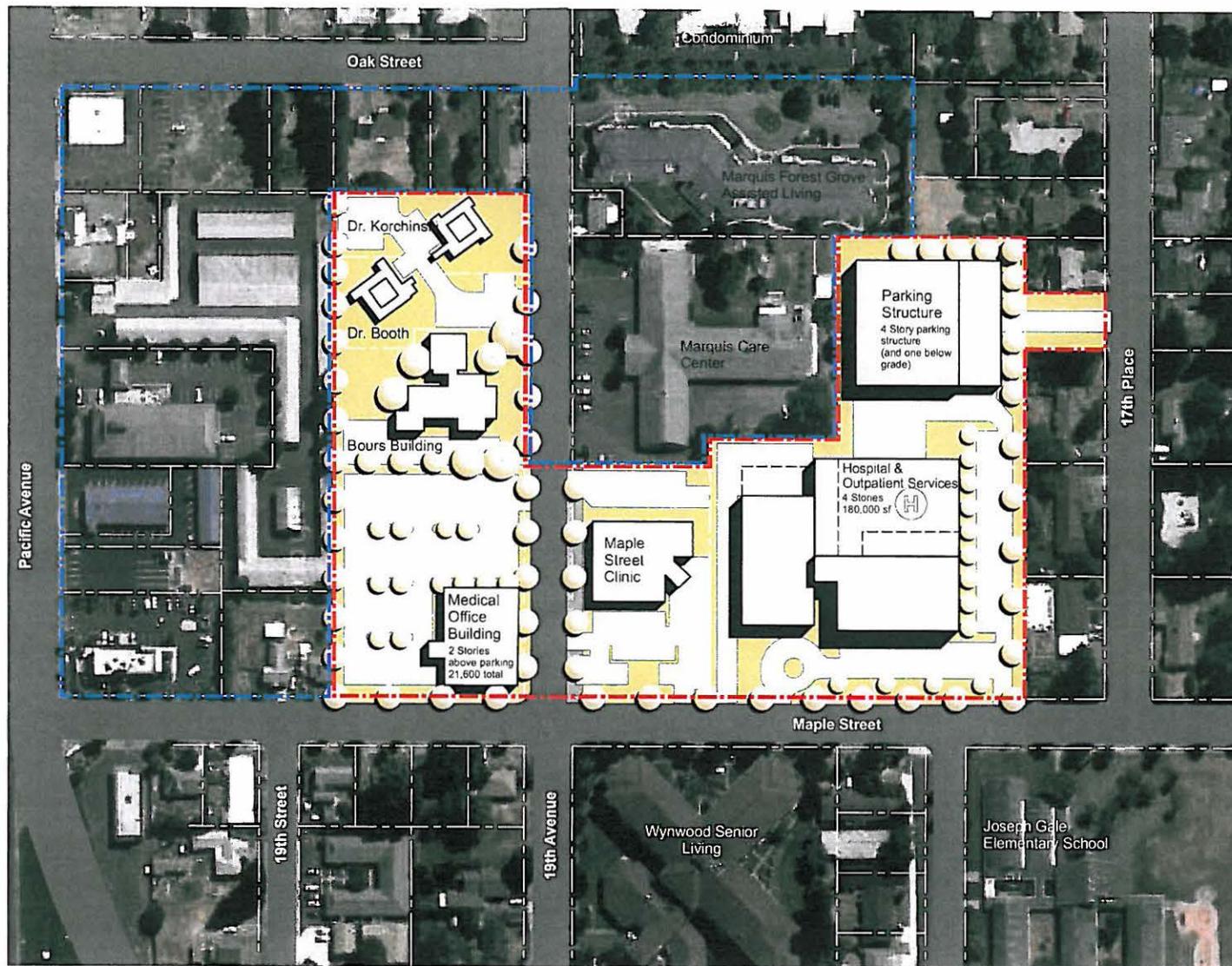


FIGURE J: MASSING DIAGRAM





MASTER PLAN

- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY

FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
 TUALITY HEALTHCARE
 CLARK K J O S ARCHITECTS

FIGURE H: MASTER PLAN

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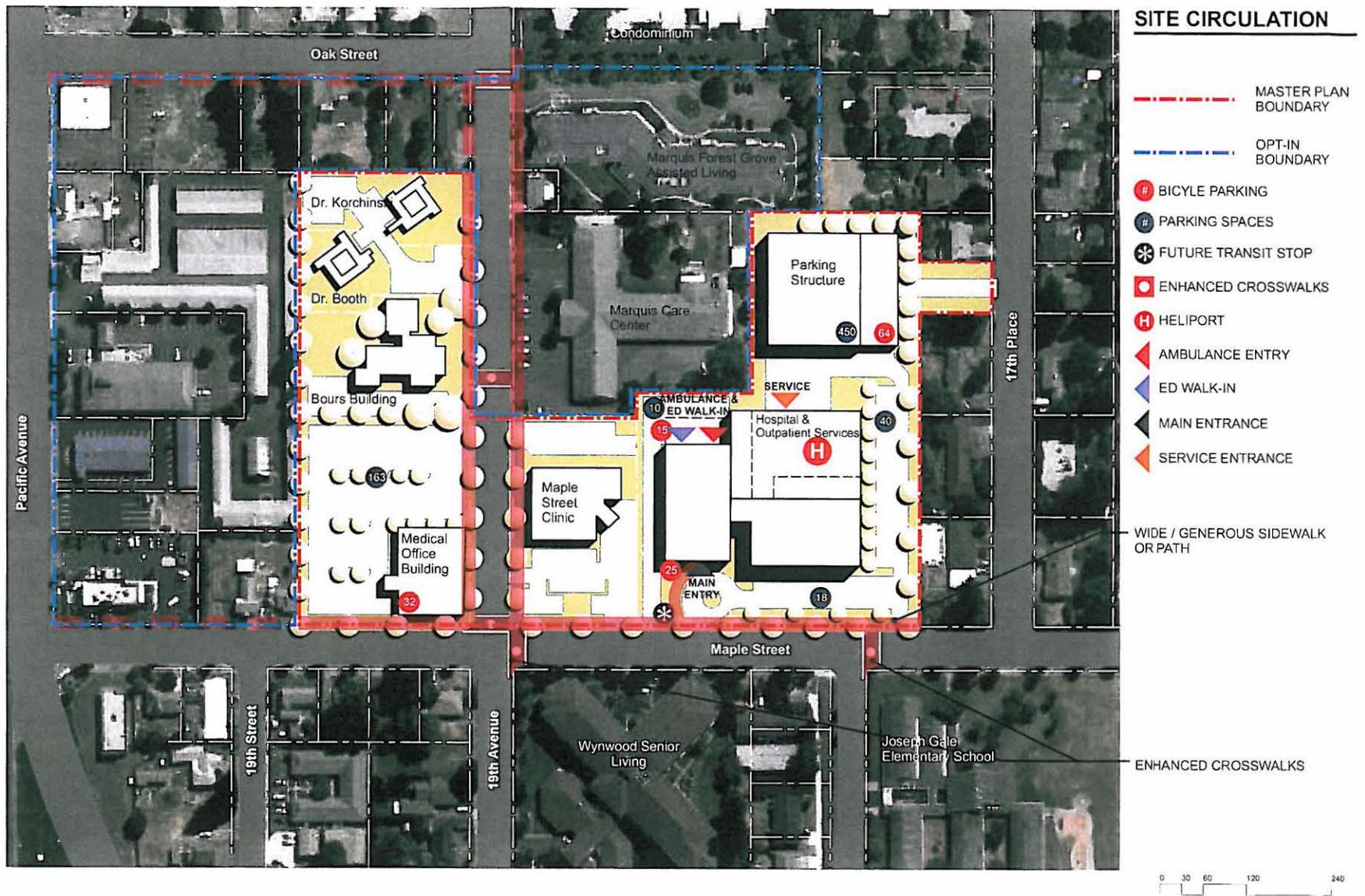
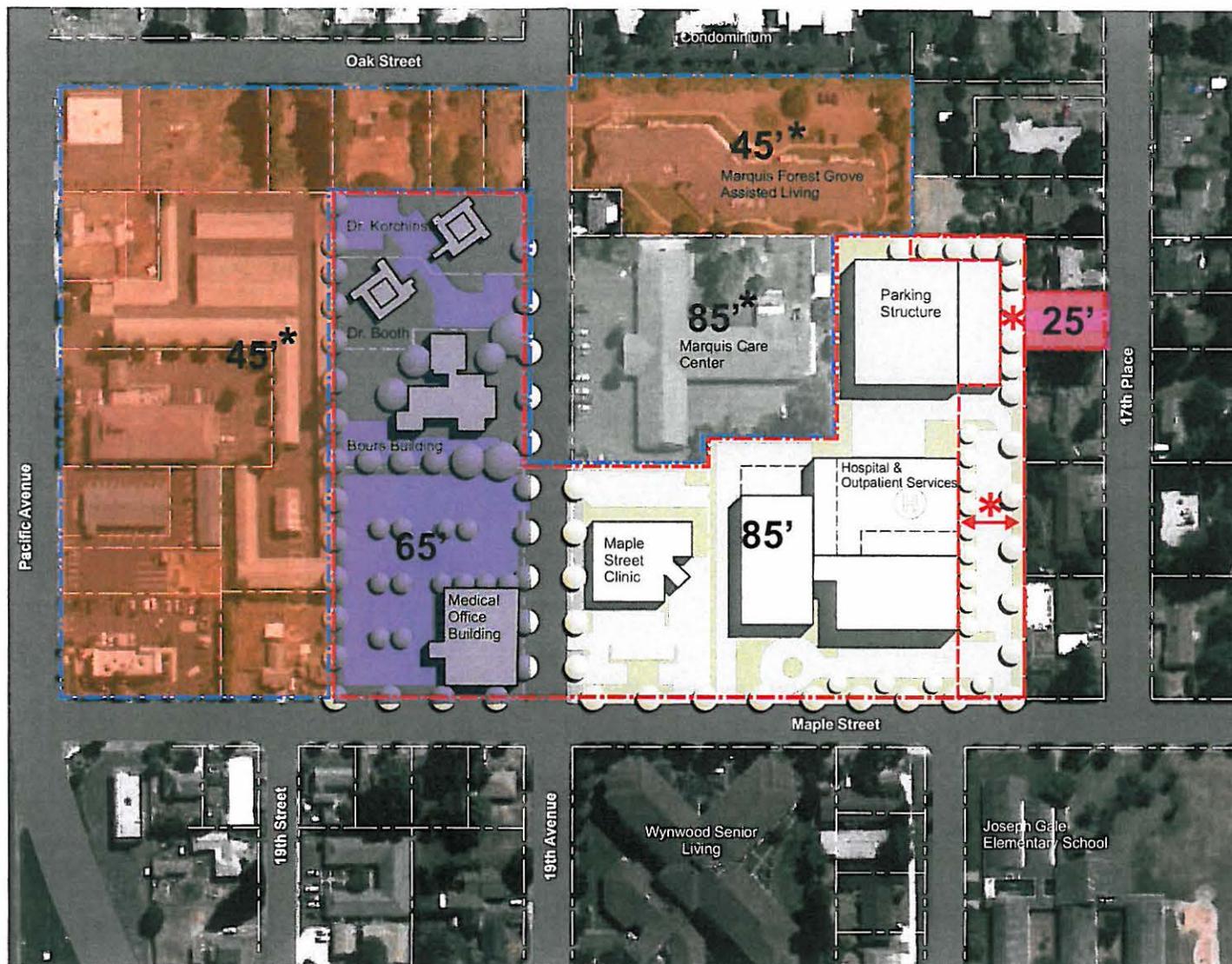
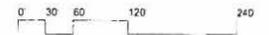


FIGURE G: SITE CIRCULATION



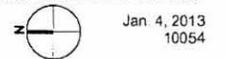
HEIGHTS

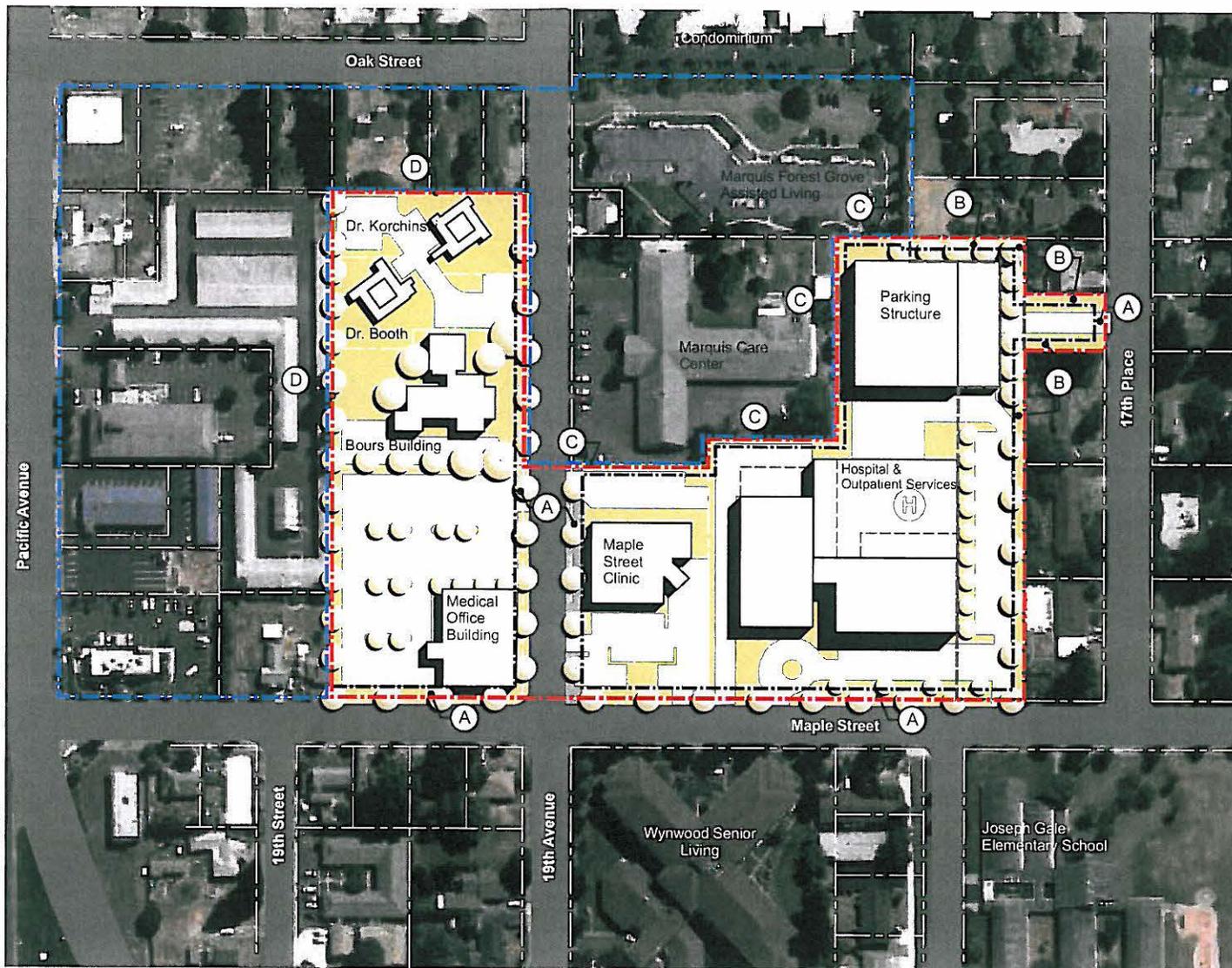
- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY
- 85' HEIGHT ALLOWED
- 65' HEIGHT ALLOWED
- 25' HEIGHT ALLOWED
- * HEIGHT LIMITED TO 1" VERTICAL FOR EVERY 1' FROM PROPERTY LINE
- * ALLOWABLE HEIGHT IF OPT-IN IS EXERCISED



FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
 TUALITY HEALTHCARE
 CLARK / KJOS ARCHITECTS

FIGURE F: ALLOWABLE HEIGHT





SETBACKS

- - - - - MASTER PLAN BOUNDARY
- - - - - OPT-IN BOUNDARY

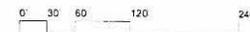
FRONT SETBACK:

- (A) 10' TYPICAL

SIDE & REAR BUILDING SETBACKS:

- (B) ADJACENT TO R-7 ZONE,
 - 80' TO HOSPITAL OR MEDICAL OFFICE BUILDING
 - 25' TO PARKING STRUCTURE
 - 15' TO ANY OTHER SINGLE-STORY ACCESSORY STRUCTURES LESS THAN 15' IN HEIGHT
- (C) ADJACENT TO RML ZONE
1' HORIZONTAL FOR EVERY 3' OF BUILDING HEIGHT, PER STRUCTURE
- (D) 0' TO COMMUNITY COMMERCIAL

REQUIRED SETBACK - BASED ON MAXIMUM PROPOSED BUILD-OUT



FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
 TUALITY HEALTHCARE
 CLARK KJOS ARCHITECTS

FIGURE D: SETBACKS

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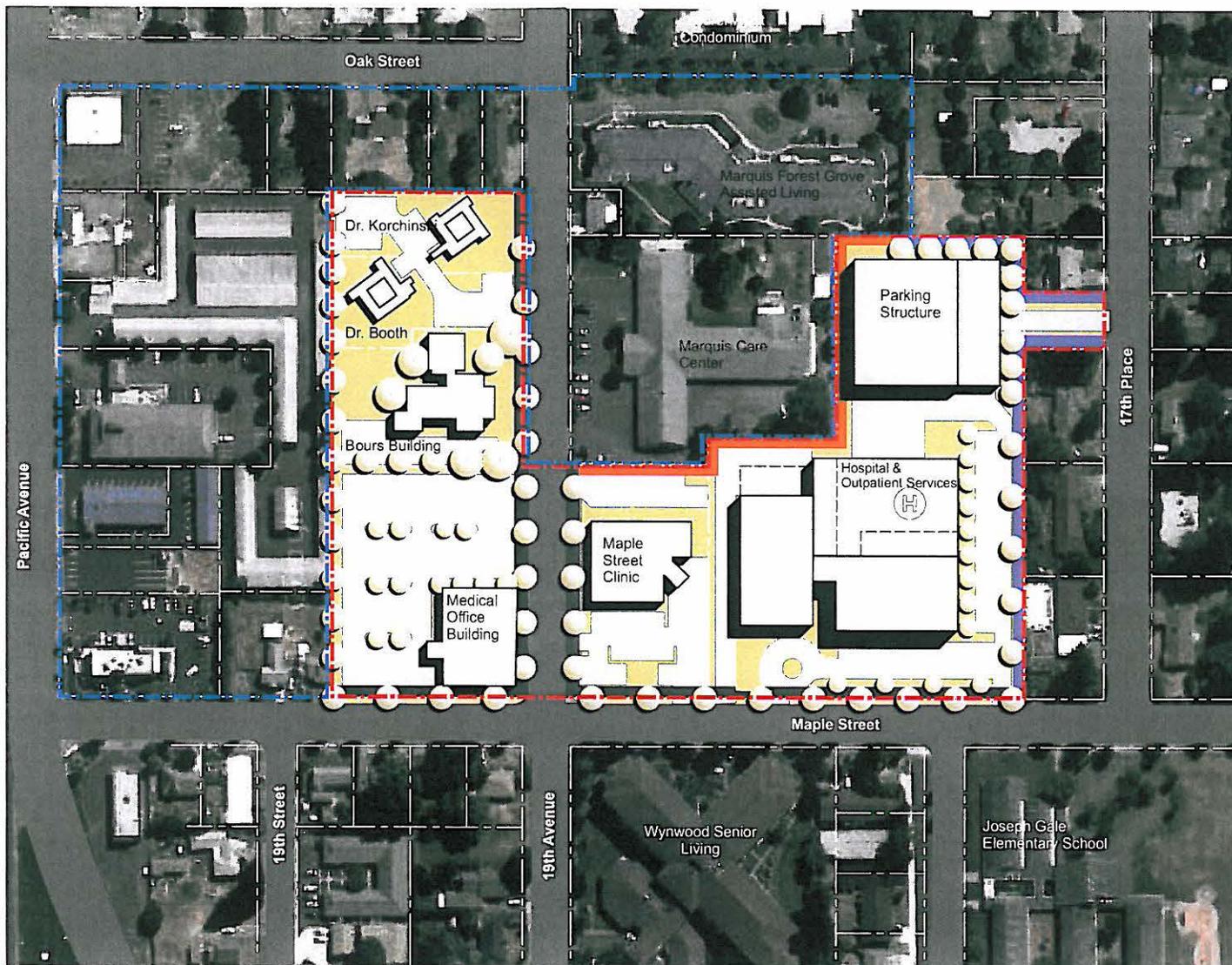
PREVIOUS ZONING

- MASTER PLAN BOUNDARY
- OPT-IN BOUNDARY
- R-7 (Single Family Residential)
- RML (Multi-Family Residential Low Density)
- RMH (Multi-Family Residential High Density)
- CC (Community Commercial)
- INST (Institutional)

FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
 TUALITY HEALTHCARE
 CLARK K JOS ARCHITECTS

FIGURE B: PREVIOUS ZONING

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BUFFERS

- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY

BUFFERS:

BOUNDARY TO R-7 RESIDENTIAL ZONE

- 15' LANDSCAPE BUFFER
- 6' FENCE AT PROPERTY LINE
- TREES AT 20' MAX. SPACING
- SHRUBS
- NO PARKING, ABOVE GROUND UTILITIES, OR ACCESSORY STRUCTURES

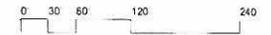
BOUNDARY RML + RMH - RESIDENTIAL ZONES

- 10' LANDSCAPE BUFFER
- 6' FENCE AT PROPERTY LINE
- TREES AT 20' MAX. SPACING
- SHRUBS
- NO PARKING, ABOVE GROUND UTILITIES, OR ACCESSORY STRUCTURES

ENHANCED STREETSCAPE

- ENHANCED LANDSCAPING
- ENHANCED PEDESTRIAN ENVIRONMENT
- TYPICAL ALONG MAPLE ST. & 19TH AVE.
- TYPICAL AT MAIN ENTRANCE

NO BUFFER REQUIRED BETWEEN PROPERTIES WITHIN THE MASTER PLAN ZONE.



FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN

TUALITY HEALTHCARE

CLARK K J O S ARCHITECTS

FIGURE E: BUFFERS



Jan. 4, 2013
10054



ZONING

- MASTER PLAN BOUNDARY
- OPT-IN BOUNDARY
- RML (Multi-Family Residential Low Density)
- RMH (Multi-Family Residential High Density)
- CC (Community Commercial)
- INST (Institutional)
- ★ Zone Change with this Master Plan



FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
 TUALITY HEALTHCARE
 CLARK ◆ KJOS ARCHITECTS

FIGURE C: ZONING

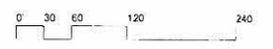


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MASTER PLAN AREA BOUNDARY

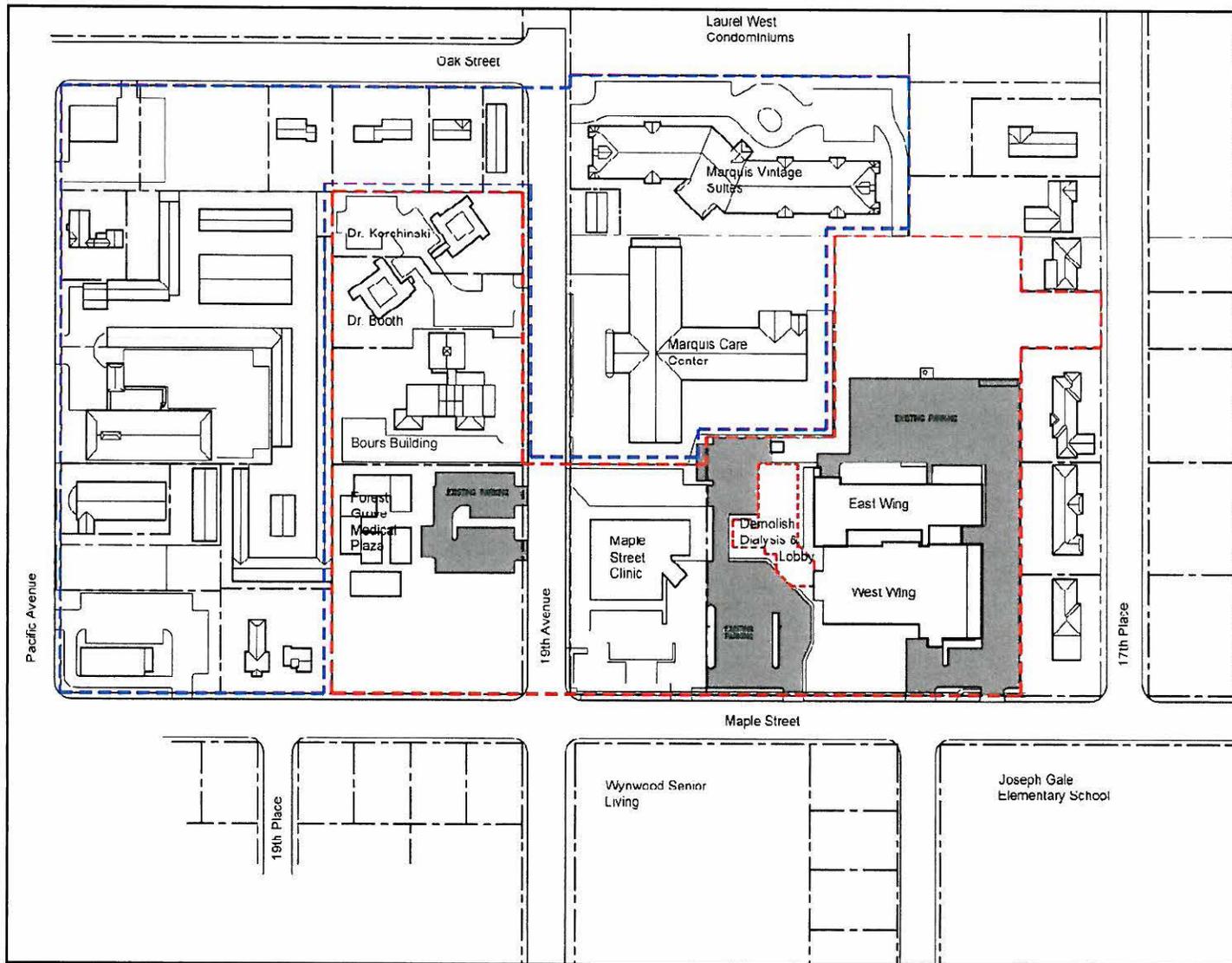
- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY



FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
 TUALITY HEALTHCARE
 CLARK KJOS ARCHITECTS

FIGURE A: MASTER PLAN AREA

Jan 4, 2013
 10054



PHASE 1A

--- Master Plan Area Boundary

--- Opt-in Area Boundary

Work this phase:

- Move dialysis to temporary location on site.
- Move Admitting, Medical Records and Pharmacy into temporary space.
- Demolish 1963 Wing and entry

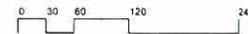
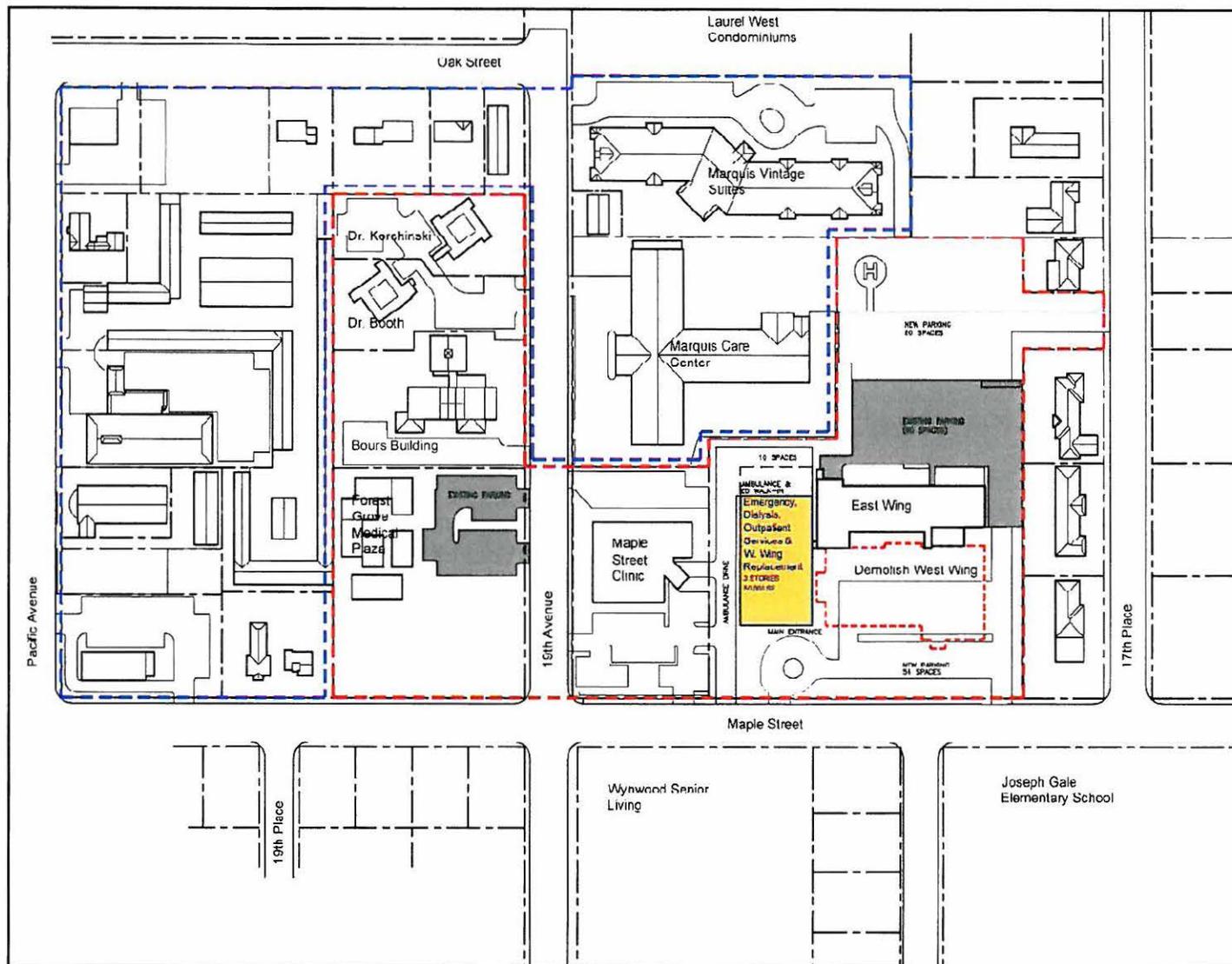


FIGURE K-1A: PHASE 1A



Jan 4, 2013
10054



PHASE 1B

--- Master Plan Area Boundary

--- Opt-in Area Boundary

Work this phase:

- Build new Outpatient Services wing (replacing functions in West Wing including Emergency, also including medical offices and Dialysis)
- Demolish West Wing.
- New parking areas, ambulance drive, and patient drop-off.
- Build new parking areas on site of former West Wing

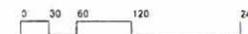
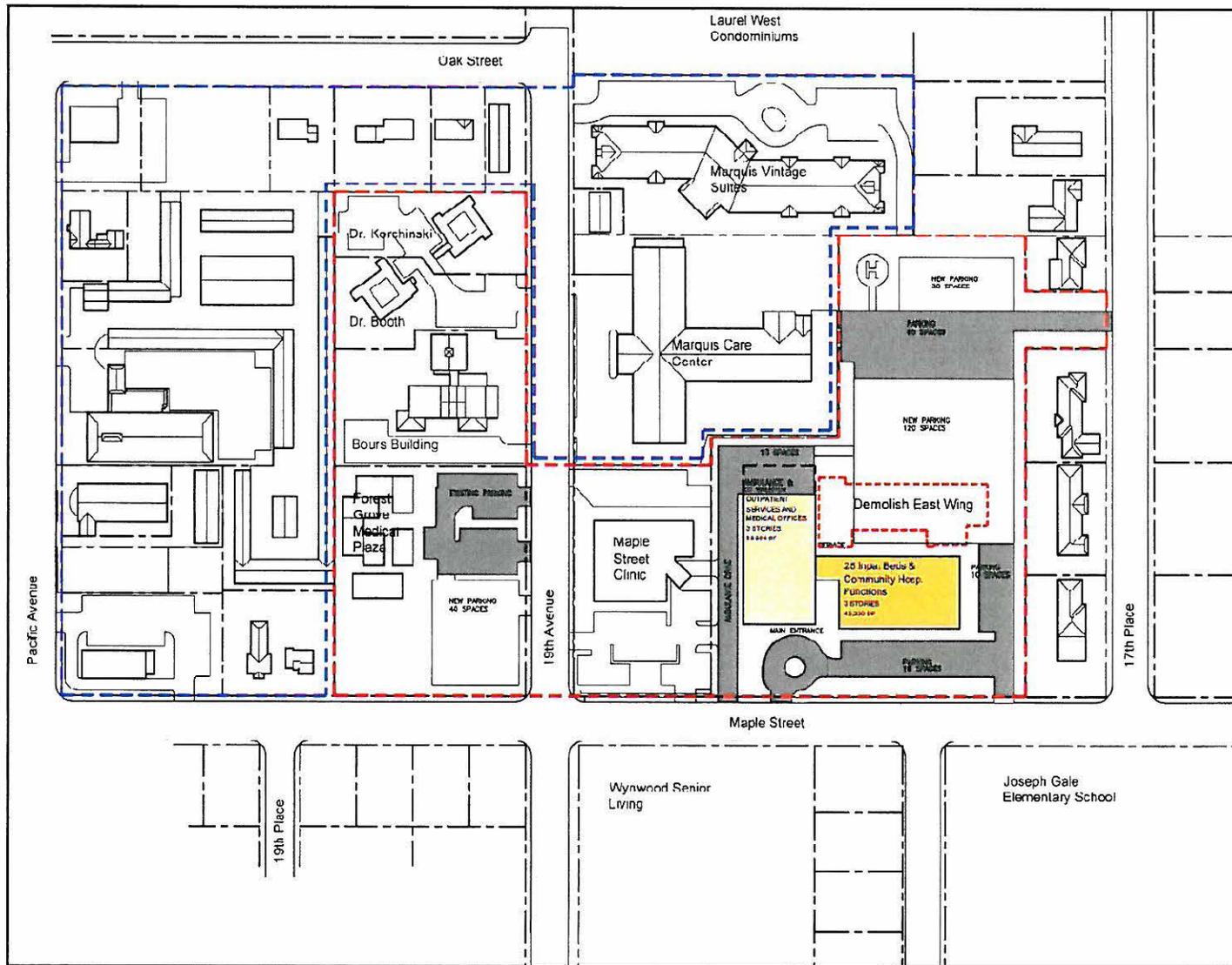


FIGURE K-1B: PHASE 1B



Jan 4, 2013
10054



PHASE 2

— Master Plan Area Boundary

— Opt-in Area Boundary

Work this phase:

- Build community hospital functions and 25-bed inpatient wing on site of former West Wing
- Move Gero-psych inpatient functions and Dietary into new wing
- Demolish former East Wing and replace with expanded parking

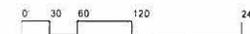
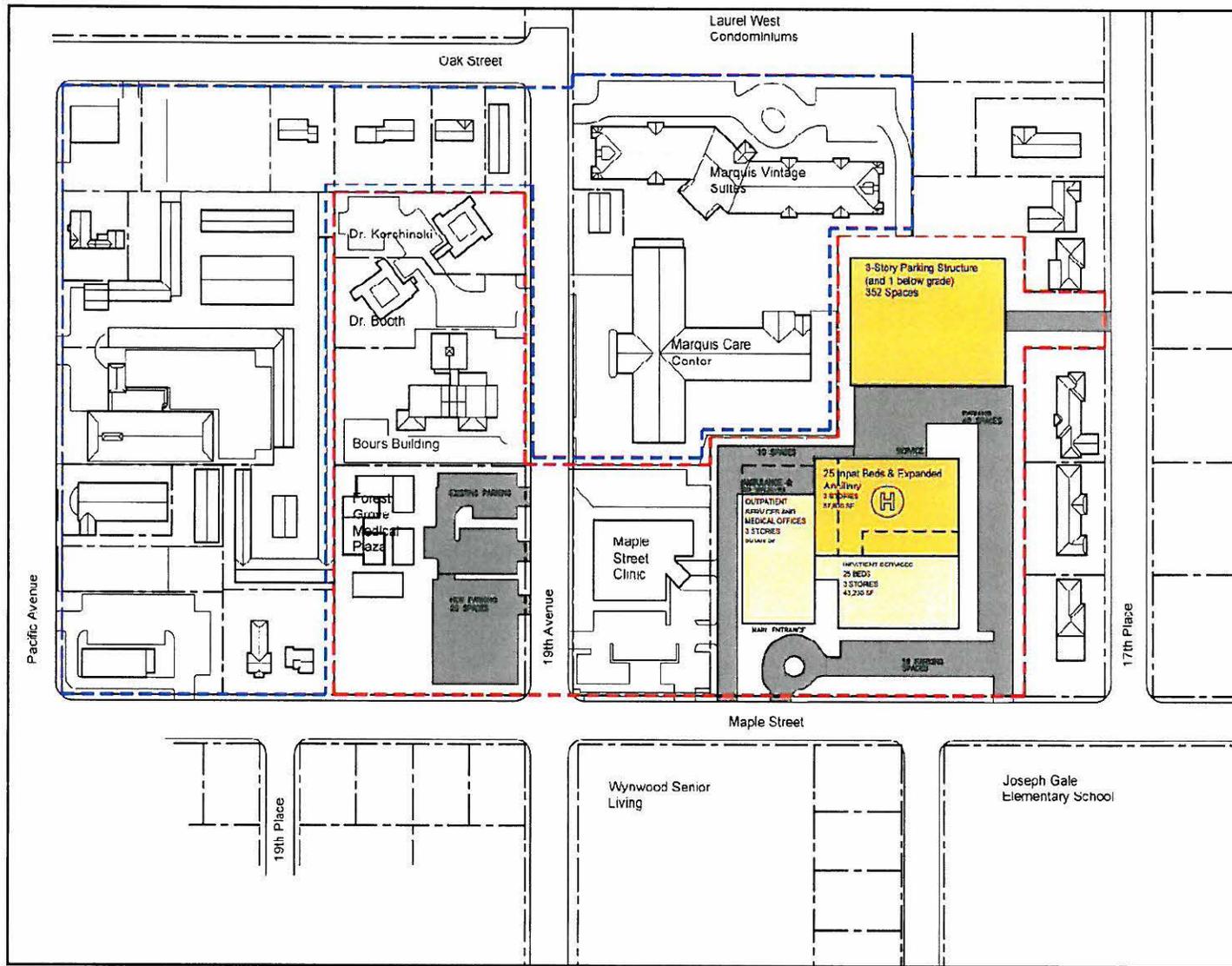


FIGURE K-2: PHASE 2



Jan 4, 2013
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PHASE 3A

- Master Plan Area Boundary
- Opt-in Area Boundary

- Work this phase:**
- Build 3-story (4 levels with one below grade) employee parking structure at the east end of the hospital lot.
 - Expand hospital by additional 25 beds and enlarged ancillary in 3-story wing, with helistop on roof

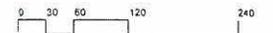
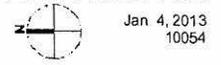
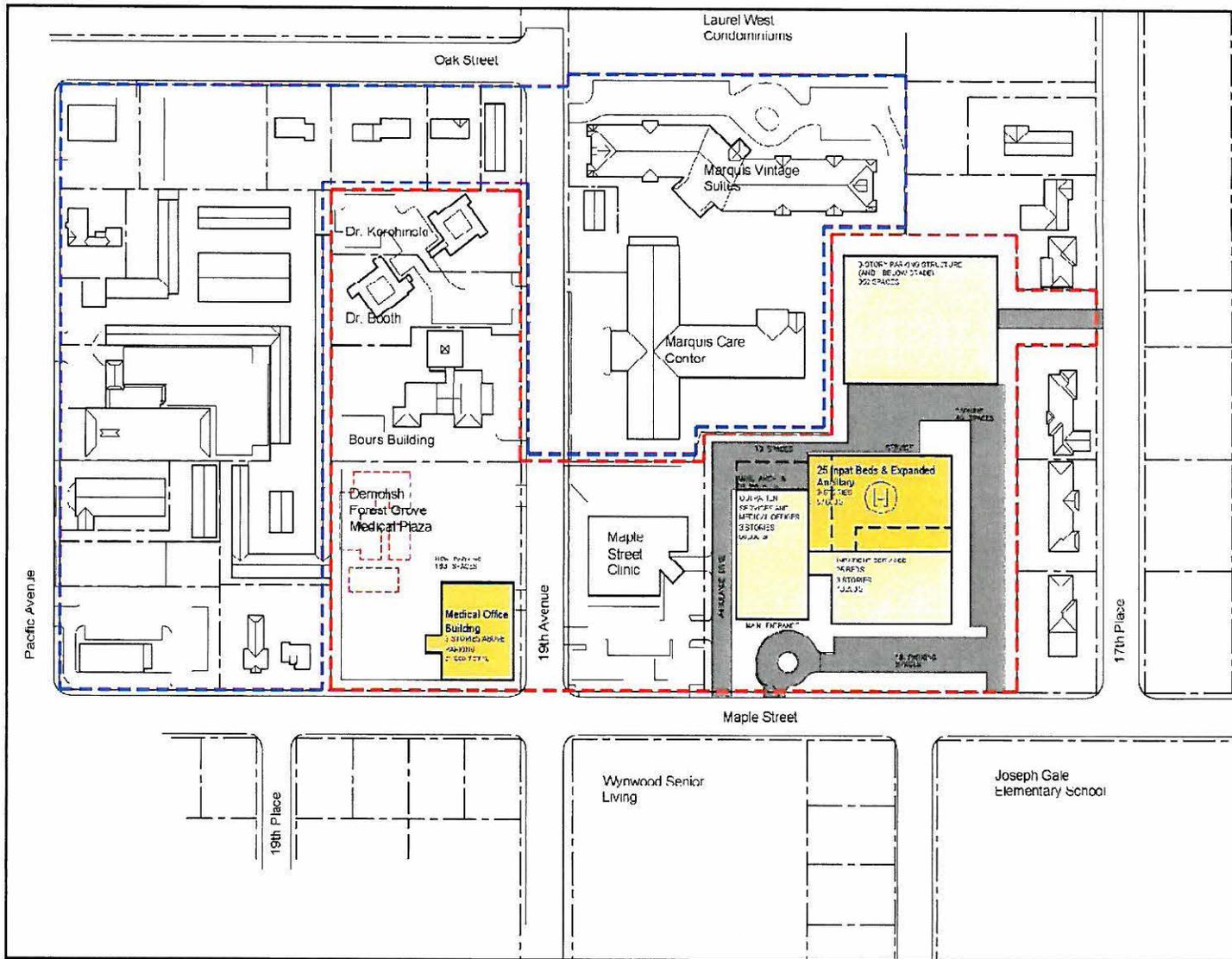


FIGURE K-3A: PHASE 3A



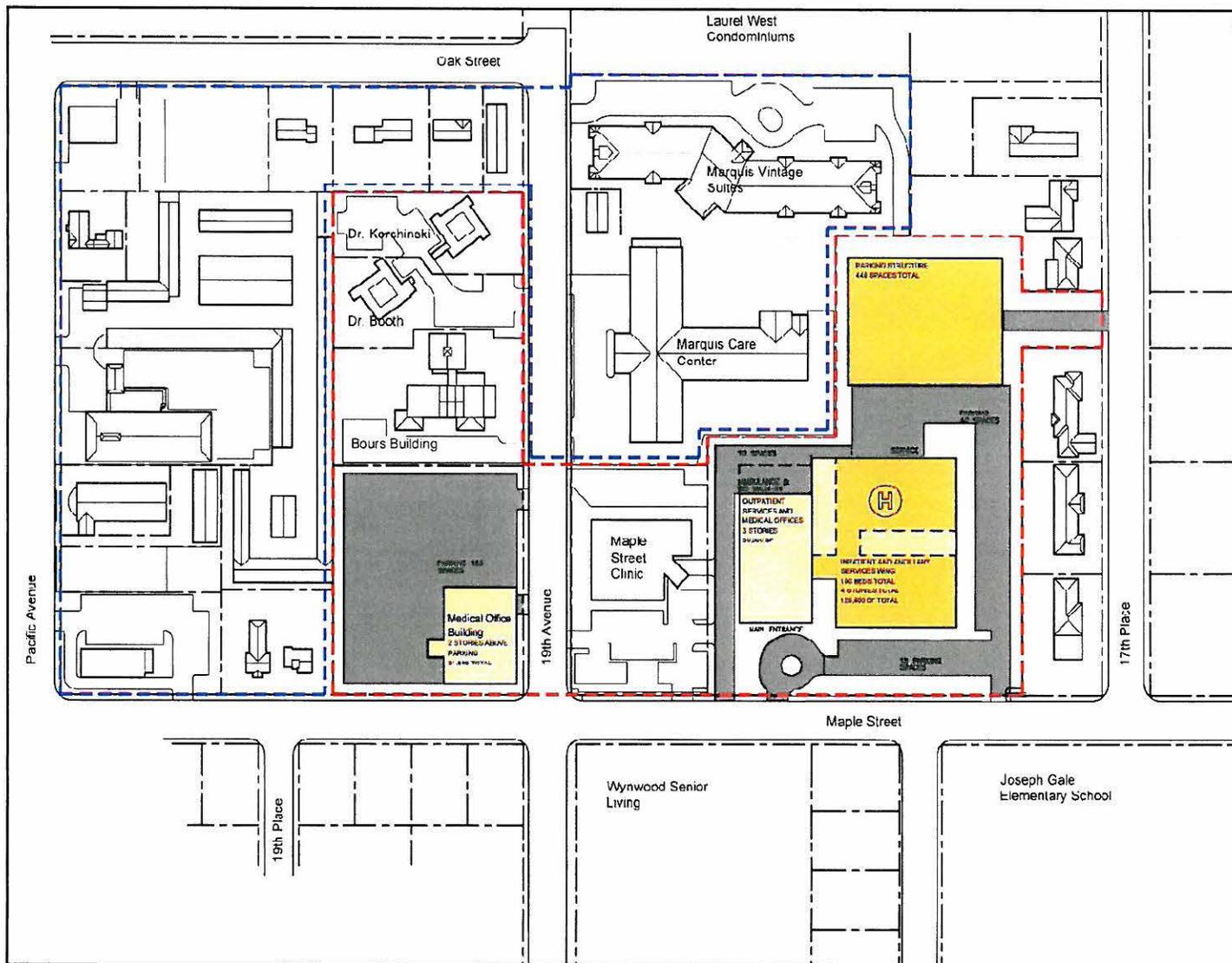


PHASE 3B

- Master Plan Area Boundary
- Opt-in Area Boundary

- Work this phase:**
- Build new Medical Office Building for 15 physicians on Forest Grove Medical Plaza site
 - Demolish Forest Grove Medical Plaza building and replace with parking

FIGURE K-3B: PHASE 3B



PHASE 4

- - - Master Plan Area Boundary
- - - Opt-in Area Boundary

Work this phase:

- Add fourth floor for inpatient units to hospital, increasing Inpatient beds from 50 to 100, with helistop on roof
- Build fourth floor on parking structure

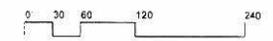


FIGURE K-4: PHASE 4



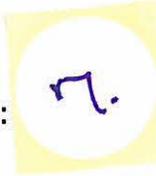
Jan 4, 2013
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ORDINANCE NO. 2013-09

EXHIBIT 2

**Recommended Changes to the
Forest Grove Healthcare District Master Plan**

1. The landscape buffer area adjacent to any residential zone shall comply with Category D of Development Code Section 10.8.425 Table 8-3 *Buffering Combinations for Landscaping and Screening*.
2. Setbacks adjacent to any residential zone shall be at least one foot of building setback per three feet of building height. Building height shall be measured at the highest point closest to the property line.
3. Outdoor lighting shall comply with DC Section 10.8.755 (A-D) *Lighting Standards for Multi-Unit Development*.
4. If 17th Place has not already been fully improved to City standards prior to the construction of any parking area or structure taking access from 17th Place, the applicant shall improve that segment from Maple Street to the east property line of 3309 17th Place with curbs and gutters on both sides, and a sidewalk and street trees on the north side of the street.
5. A traffic impact study shall be performed at any time traffic would potentially increase by at least 50 peak hour trips, in compliance with Development Code Section 10.1.225(D)).



ORDINANCE NO. 2013-10

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF FOREST GROVE TO REZONE CERTAIN TRACTS OF LAND FROM RMH (MULTIPLE-FAMILY (HIGH) RESIDENTIAL) TO INST (INSTITUTIONAL) FOR 1809 MAPLE STREET, WASHINGTON COUNTY TAX LOT NOS. 1S3-5BB-3800 and 3801; FILE NO. ZNC-13-00808

WHEREAS, the City received a request from the property owner to change the zoning of the Tuality Hospital site at 1809 Maple Street from RMH (Multifamily (High) Residential) to INST (Institutional); and

WHEREAS, the proposed zone district of INST is consistent with and implements the Semi-Public Comprehensive Plan designation applicable to the subject property; and

WHEREAS, notice of the proposed zone change was mailed to the Department of Land Conservation and Development on April 12, 2013, pursuant to ORS 197.610; and

WHEREAS, notice of the Planning Commission hearing was mailed to property owners and residents within 300 feet of the site on June 24, 2013, and published in the *Forest Grove News-Times* on July 10, 2013; and

WHEREAS, the Planning Commission held its public hearing on July 15, 2013, and recommended approval of the zone change from RMH to INST; and

WHEREAS, notice of the City Council hearing was mailed to affected parties on August 1, 2013, and published in the *Forest Grove News-Times* on August 7, 2013; and

WHEREAS, the proposed amendment to the Official Zoning Map complies with the review criteria contained in Forest Grove Development Code Section 10.2.770.

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

SECTION 1. The City of Forest Grove City Council hereby approves amending the Official Zoning Map for tracts of land depicted on the attached map (Exhibit B), designating 1809 Maple Street, known as Washington County Tax Lots 1S3-5BB-3800 and 3801, as INST (Institutional).

SECTION 2. The Findings and Conclusions attached as Exhibit A are hereby adopted.

SECTION 3. This ordinance is effective 30 days following its enactment by City Council.

PRESENTED AND PASSED the first reading the 12th day of August, 2013.

PASSED the second reading the 9th day of September, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2013.

Peter B. Truax, Mayor

ORDINANCE NO. 2013-10

EXHIBIT A

City Council Findings

Development Code Section 10.2.770 Zone Change Review Criteria

- A. The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as "facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm."

- B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan, as identified by the Director.

Based on the nature of the application the Director finds that the relevant goals and policies of the Comprehensive Plan including: Citizen Participation; Land Use; Housing, and Public Facilities and Services - Health Care Services.

Citizen Participation

1. Encourage and facilitate citizen involvement and inter-agency coordination in the development, implementation and updating of the comprehensive plan.

Finding: Opportunities for public involvement are provided through the public hearing process. Public hearings on zone changes are held with the planning commission and City Council. The Planning Commission considers and recommends assignment of a City zoning designation to the subject property. The City Council considers the Planning Commission's zoning assignment recommendation. The City Council adopts an ordinance adopting zoning designations.

Finding: Notice of the Planning Commission public hearing was provided to property owners and residents within 300 feet of the subject property on June 24, 2013. Notice was also posted at City Hall, the Forest Grove Community Auditorium and Forest Grove Library, and was published in the Forest Grove News Times on July 10, 2013. Notice of the City Council hearing was mailed to affected parties on August 1, 2013, posted at City Hall, the Forest Grove Community Auditorium and Forest Grove Library, and published in the Forest Grove News-Times on August 7, 2013.

Land Use

1. Adopt land use map designations for all land use categories based on the findings, goals and policies in the Comprehensive Plan. Where redevelopment of an existing residential neighborhood is deemed necessary to accommodate other uses, standards shall allow mixing of uses when combined with the appropriate plan review for setbacks, screening, landscaping and compatibility with existing residential uses.

Finding: The Forest Grove Development Code implements this provision of the Comprehensive Plan. Article 3 of the Development Code establishes permitted uses for land use designations.

Finding: The proposed zone designation for the Tuality Hospital site is INST. The INST zone is an institutional zone whose purpose is to implement the Public and Semi-Public designations of the Comprehensive Plan. The Institutional Zone is intended to serve larger institutional facilities such as hospitals.

Housing

1. Provide for an adequate supply of new housing thus avoiding shortages and adverse impacts on price, rents and choice of housing.

Finding: The existing Tuality Hospital site is zoned RMH, which does not permit medical center uses. The site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses. Thus, rezoning of the site to INST would have no practical effect on the supply of land for new housing.

Public Facilities and Services – Health Care Services

1. Provide sufficient and suitable land for public and private institutional uses including hospitals, clinics, and nursing homes.

Finding: The Tuality Hospital site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

2. Provide sufficient and suitable land for professional offices including physicians, dentists, optometrists, etc.

Finding: The zone change of the Tuality Hospital site to INST would facilitate the ability to develop it with medical professional offices, as those are not permitted uses under the current RMH zoning designation.

3. Commercial and multi-family buffer zones shall permit hospitals and nursing homes with standards for screening, landscaping, parking and access through conditional use procedures to reduce conflict with other uses.

Finding: Since the adoption of this policy in 1980, the City has adopted buffering requirements between zones. New and expanding uses located in the INST zone district would be required to provide buffering where adjacent to single- and multi-family residential zones, the Town Center, or industrial zones.

Finding: New and expanding uses located in the INST zone district would be required to provide a high level of buffering when located adjacent to single- and multi-family residential zones, pursuant to DC Section 10.8.425 Table 8-2 Buffer Matrix. The Tuality Hospital site abuts an R-7 zone to the south and the RML zone to the east. Uses erected adjacent to those zone boundaries would be required to install buffering and screening in compliance with Buffer Matrix category "D", which includes a variety of setback, landscaping, and wall, hedge and fence options.

- C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Finding: The site is suitable, as evidenced by the fact that it has been developed with Tuality Hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

- D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary, not just the parcels subject to this zone change request. The study concluded that re-zoning of the two parcels would have no significant effect on traffic generation in the area because 1) the sites are already developed with Tuality Hospital; and 2) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 3) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the zone change is adopted or not.

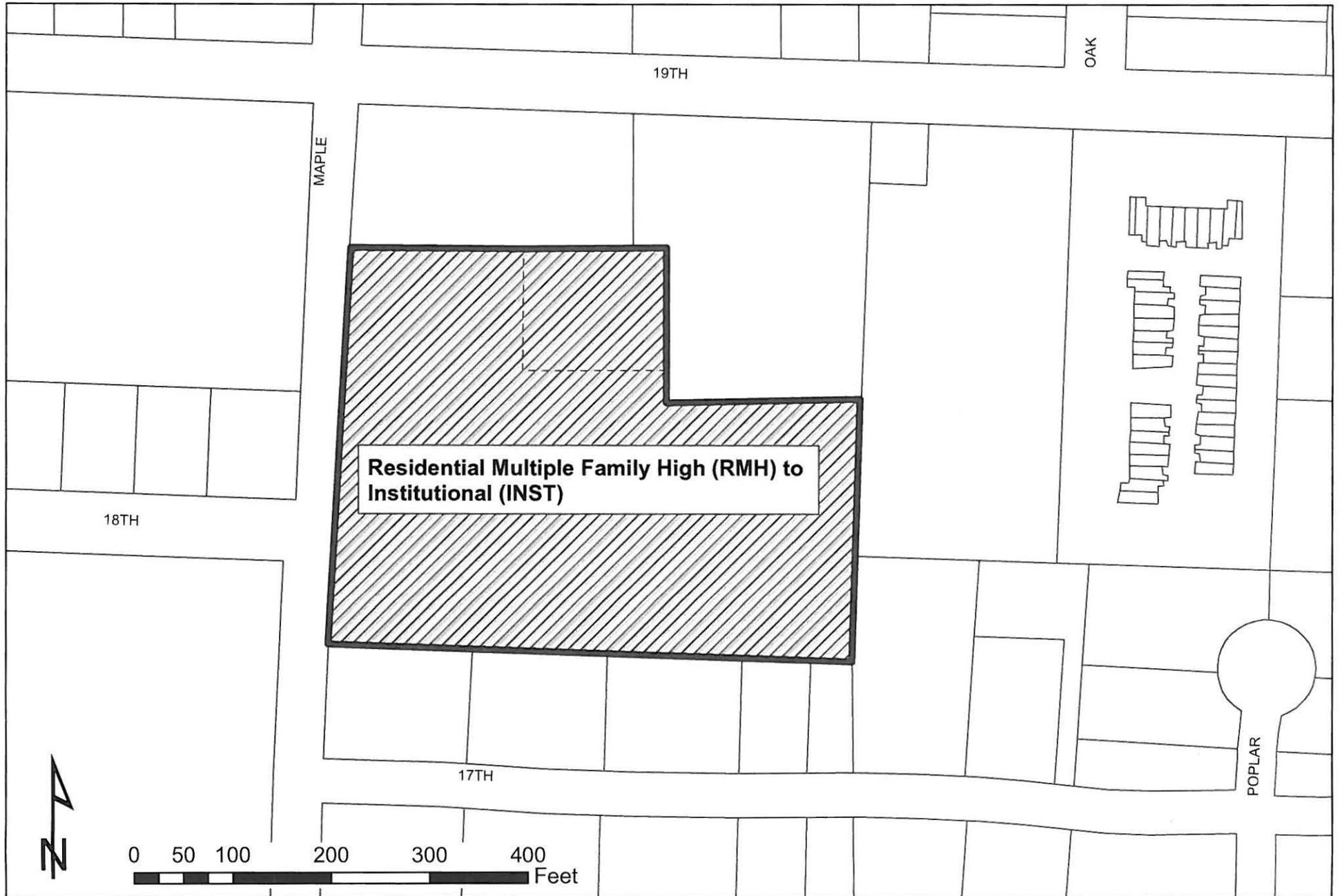
- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

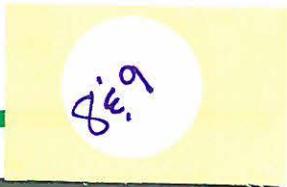
Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available. As the site is already developed with Tuality Hospital, rezoning of the site from RMH to INST is not expected to have any material effect on the emergency responses of either the Police or Fire departments.

- F. The establishment of a zone district is not subject to the meeting of conditions.

Finding: No conditions are proposed.

MAP EXHIBIT B





Date: September 9, 2013

REPORT ON PROPOSED RESOLUTIONS AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND WASHINGTON COUNTY AND REQUESTING THE COUNTY TRANSFER JURISDICTION OF 26TH AVENUE, WILLAMINA AVENUE, AND HAWTHORNE STREET TO THE CITY OF FOREST GROVE

PROJECT TEAM: Derek Robbins, Project Engineer
Robert A. Foster, Director of Public Works
Susan Cole, Assistant Director, Administrative Services
Michael J. Sykes, City Manager

ISSUE STATEMENT: Several roads in the northeast part of Forest Grove remain in Washington County jurisdiction. The City is interested in improving the transportation network in this area following recent annexations and extensive residential development. In order to facilitate street improvements it is necessary for the City to have jurisdictional control. The County has offered an acceptable amount of funds to upgrade the roadway pavement in exchange for a transfer of ownership and control.

BACKGROUND: A City Council work session was held August 12, 2013, for the purpose of discussing the merits of the jurisdictional transfer of several county roads in northeast Forest Grove. The roads in question were Willamina Ave., 26th Ave., Hawthorne St., and two local access roads Firwood Ln., and Raymond St. The two local access roads do not need formal transfer action and are in City control as a result of the recent annexation.

County staff offered an amount of \$262,888.89 for pavement re-surfacing as part of the agreement for transfer of jurisdiction. This money added to the special assessment from development in the area (\$70,000) is estimated to be sufficient to re-surface all the roads including the two local access roads. City staff received consensus from the Council at the August workshop to move forward and prepare a resolution for Council's consideration.

DISCUSSION: Washington County has prepared an Intergovernmental Agreement between the County and the City. The IGA outlines the obligations of both parties. City

staff finds the terms of the IGA acceptable and a copy is attached as Exhibit A. Two resolutions are needed to move forward, one resolution authorizing the City Manager to execute the IGA and one resolution requesting the County transfer the road segments. Following the City’s resolution requesting transfer, the County will first hold a public hearing to receive comments and then the County Board will vote on the request.

FISCAL IMPACT: The City intends to use the funds from the County and the special assessment – called the “North Central Improvement Fee” – to overlay the roads. The following table details the cost estimates and the funding sources:

**Jurisdictional Transfer
Grind and Overlay Estimates**

Street Segment	From	To	Overlay Estimate
26th Avenue	Hawth	Sunset	87,888.89
Willamina	Sunset	East End	75,833.33
Willamina	Sunset	Main	42,000.00
Hawthorne	RR	26th	57,166.67
SUBTOTAL			262,888.89
Raymond	Willa	End	23,955.56
Firwood	26th	end	23,955.56
SUBTOTAL			47,911.12
Contingency			22,088.88
TOTAL:			332,888.89

Funds Available

County transfer funds	262,888.89
City Northcentral improvement fee	70,000.00
TOTAL:	332,888.89

STAFF RECOMMENDATION: Staff recommends the City Council approve Resolution No. 2013-60 authorizing the City Manager to execute the IGA with Washington County for the transfer of jurisdiction of certain roadways segments, and staff recommends the City Council approve Resolution No. 2013-61 requesting the County transfer certain roads to the City.



RESOLUTION NO. 2013-60

**RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF FOREST GROVE AND WASHINGTON COUNTY
FOR THE TRANSFER OF JURISDICTION OF CERTAIN COUNTY ROADS**

WHEREAS, during the past several years, the City of Forest Grove has annexed territory adjacent to its corporate boundaries, and

WHEREAS, Willamina Avenue (two sections), portions of Hawthorne Street and 26th Avenue are County Roads; and

WHEREAS, Washington County and City of Forest Grove have met and agree that transferring the jurisdiction of the portions of Willamina Avenue, Hawthorne Street and 26th Avenue currently under County jurisdiction is in the best interest of both agencies and the citizens they serve; and

WHEREAS, Washington County and City also agree that following local access roads will be under City jurisdiction: Raymond Lane, Boyd Lane and Firwood Street; and

WHEREAS, the City has requested, and the County has agreed, the pavement conditions warrants upgrades before the jurisdictional transfer can occur; and

WHEREAS, it is the desire of the County and City to enter into an Intergovernmental Agreement (Exhibit A) to provide funding to cover the cost of pavement repairs and overlay.

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

Section 1. The City Council hereby approves and authorizes the City Manager to execute the IGA between City of Forest Grove and Washington County for the transfer of jurisdiction of certain County roads pursuant to the terms in the IGA (Exhibit A).

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

PRESENTED AND PASSED this 9th day of September, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2013.

Peter B. Truax, Mayor

INTERGOVERNMENTAL AGREEMENT

BETWEEN WASHINGTON COUNTY and CITY OF FOREST GROVE
FOR THE TRANSFER OF JURISDICTION OF CERTAIN COUNTY ROADS

THIS AGREEMENT is entered into between Washington County, a political subdivision of the State of Oregon, acting by and through its elected officials, hereinafter referred to as "COUNTY"; the City of Forest Grove, a municipal corporation, acting by and through its City Council, hereinafter referred to as "CITY."

RECITALS

1. Willamina Avenue (two sections), portions of Hawthorne Street and 26th Avenue are County Roads.
2. COUNTY and CITY agree that transferring the jurisdiction of the portions of Willamina Avenue, Hawthorne Street and 26th Avenue currently under County jurisdiction is in the best interest of both agencies and the citizens they serve.
3. COUNTY and CITY understand that the following local access roads will be under CITY jurisdiction: Raymond Lane, Boyd Lane and Firwood Street.
4. CITY has requested, and COUNTY agrees, that the pavement condition warrants upgrade before the jurisdictional transfer.
5. It is the desire of COUNTY and CITY to enter into an agreement to provide funding to cover the cost of pavement repairs and overlay.
6. ORS 190.010 authorizes agencies to enter into intergovernmental agreements for the performance of any or all functions and activities that a party to the agreement has the authority to perform.

AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

1. COUNTY OBLIGATIONS

- 1.1 Upon execution of this agreement, COUNTY shall allocate funds to cover the cost of pavement maintenance and overlay of the portions of Willamina Avenue, Hawthorne Street and 26th Avenue currently under County jurisdiction and amend the 2013-14 Annual Work Program to include this work.
- 1.2 COUNTY shall be responsible for providing the following to CITY prior to transferring jurisdiction:

- All available road files including as-builts and utility information
- All necessary legal descriptions and exhibits, including vicinity maps necessary for the jurisdictional transfer.
- Construction Date, if not included in as-builts and known
- Lane mile and total square feet.
- Current replacement value of pavement (Sq.Ft * Cost per Sq.Ft) and current Land Value.

1.3 COUNTY will initiate jurisdictional transfer of Willamina Avenue, Hawthorne Street and 26th Avenue currently under County jurisdiction within 30-days of notification from CITY of their request for transfer.

1.4 Within 45-days of notification from CITY of the jurisdictional transfer COUNTY shall provide funds to CITY in the amount of \$262,888.89 to cover the estimated cost of pavement maintenance and overlay.

2. CITY OBLIGATIONS

2.1 CITY shall formally request transfer of jurisdiction of Willamina Avenue, Hawthorne Street and 26th Avenue currently under County jurisdiction within 60-days of execution of this agreement.

3. GENERAL PROVISIONS

3.1 LAWS OF OREGON

The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon. All relevant provisions required by ORS Chapter 279A and 279C to be included in public contracts are incorporated and made a part of this Agreement as if fully set forth herein.

3.2 DEFAULT

Time is of the essence in the performance of the Agreement. Any of the parties shall be deemed to be in default if it fails to comply with any provisions of this Agreement. The non-defaulting party shall provide the other party with written notice of default and allow thirty (30) days within to cure the defect.

3.3 INDEMNIFICATION

This Agreement is for the benefit of the parties only. Each party agrees to indemnify and hold harmless the other parties, and their officers, employees, and agents, from and against all claims, demands and causes of actions and

suits of any kind or nature for personal injury, death or damage to property on account of or arising out of services performed, the omissions of services or in any way resulting from the negligent or wrongful acts or omissions of the indemnifying party and its officers, employees and agents. To the extent applicable, the above indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300). In addition, each party shall be solely responsible for any contract claims, delay damages or similar items arising from or caused by the action or inaction of the party under this agreement.

3.4 MODIFICATION OF AGREEMENT

No waiver, consent, modification or change of terms of this Agreement shall be binding unless in writing and signed by all parties.

3.5 DISPUTE RESOLUTION

The parties shall attempt to informally resolve any dispute concerning any party's performance or decisions under this Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used if the parties agree to facilitate these negotiations. In the event of an impasse in the resolution of any dispute, the issue shall be submitted to the governing bodies of both parties for a recommendation of resolution.

3.6 REMEDIES

Any party to this Agreement may institute legal action to cure, correct or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Washington County Circuit Court. The parties, by signature of their authorized representatives below, consent to the personal jurisdiction of that court.

3.7 EXCUSED PERFORMANCE

In addition to the specific provisions of this Agreement, performance by any party shall not be in default where delays or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar basis for excused performance that are not within the reasonable control to the party to be excused.

3.8 SEVERABILITY

If any one or more of the provisions contained in this Agreement is invalid, illegal or unenforceable in any respect, the validity, legality and

enforceability of the remaining provisions of the Agreement will not be affected or impaired in any way.

3.9 INTEGRATION

This Agreement is the entire agreement of the parties on its subject and supersedes any prior discussions or agreements regarding the same subject.

4. TERM OF AGREEMENT

4.1 The term of the Agreement shall be from the date of execution until the completion of the transfer, but not to exceed two (2) years.

4.2 This Agreement may be amended or extended for periods of up to one (1) year by mutual consent of the parties. It may be canceled or terminated for any reason by either party. Termination or cancellation shall be effective thirty (30) days after written notice to the other party, or at such time as the parties may otherwise agree.

DATED this _____ day of _____, 2013.

CITY OF FOREST GROVE, OREGON

ATTEST:

APPROVED AS TO FORM:

City Attorney

WASHINGTON COUNTY, OREGON

CHAIR or DESIGNEE

Recording Secretary

APPROVED AS TO FORM:

County Counsel



RESOLUTION NO. 2013-61

RESOLUTION OF THE CITY OF FOREST GROVE AUTHORIZING THE REQUEST OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OREGON, TO TRANSFER JURISDICTION OF PORTIONS OF WILLAMINA AVENUE, HAWTHORNE STREET AND 26TH AVENUE WITHIN THE CORPORATE LIMITS OF THE CITY OF FOREST GROVE

WHEREAS, during the past several years, the City of Forest Grove has annexed territory adjacent to its corporate boundaries, and

WHEREAS, Willamina Avenue (two sections), portions of Hawthorne Street and 26th Avenue are County Roads; and

WHEREAS, the Forest Grove City Council has determined that it is in the best interest of the City of Forest Grove and its citizens that portions of Willamina Avenue, Hawthorne Street and 26th Avenue, to the extent that are within the corporate boundaries of the City of Forest Grove under the jurisdiction of the County, should be transferred to the jurisdiction of the City of Forest Grove.

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

Section 1. That the Board of County Commissioners of Washington County, Oregon, be petitioned and requested to relinquish and transfer to the City of Forest Grove jurisdiction over portions of Willamina Avenue, Hawthorne Street and 26th Avenue as shown in the map attached as Exhibit A.

Section 2. That the City Recorder deliver a certified copy of the foregoing resolution to the Board of County Commissioners of Washington County, Oregon.

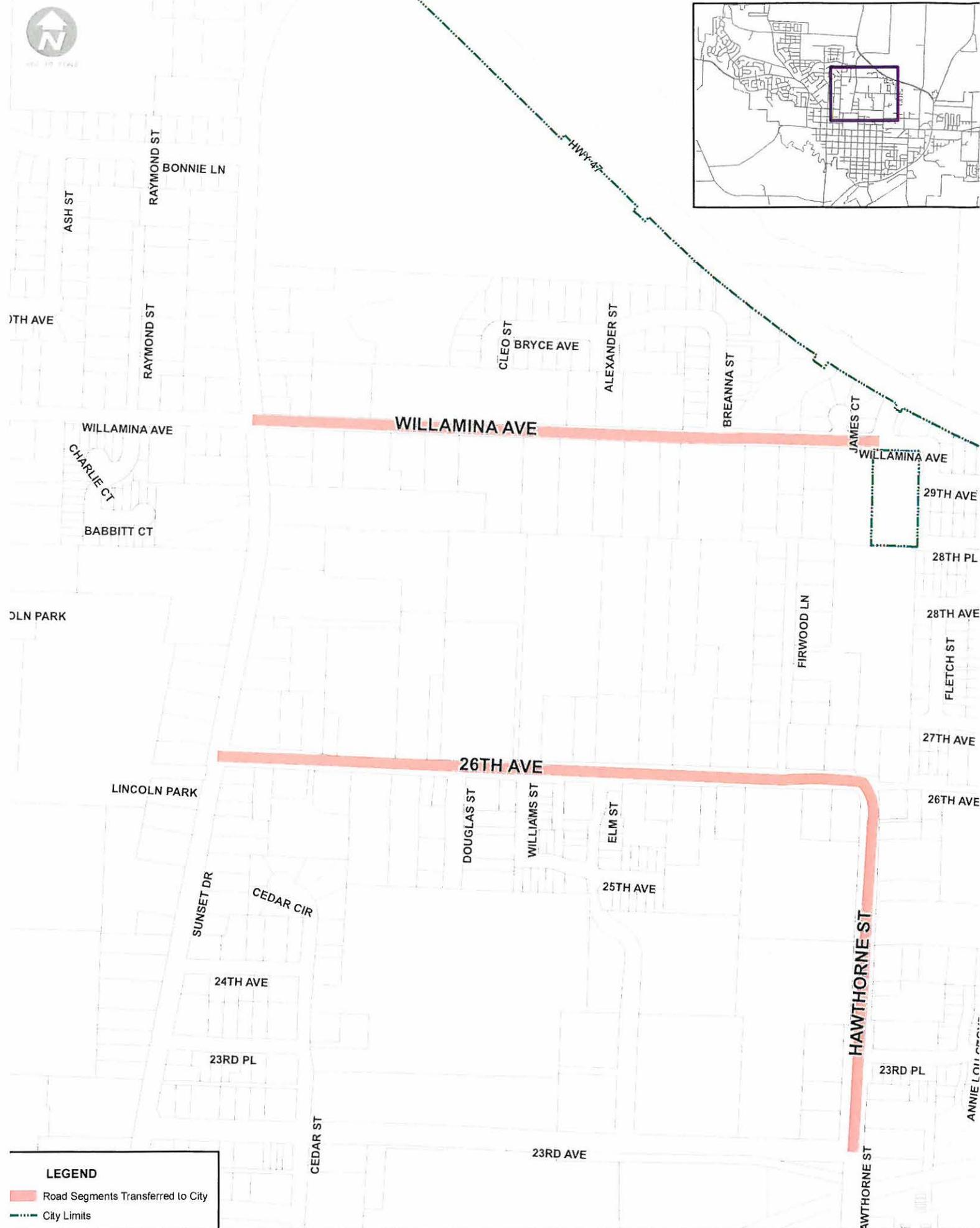
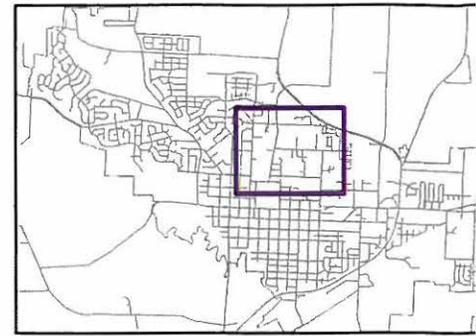
Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 9th day of September, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2013.

Peter B. Truax, Mayor



LEGEND

- Road Segments Transferred to City
- City Limits

September 9, 2013

**REPORT AND RESOLUTION REQUESTING TO CANCEL
SEPTEMBER 23, 2013, REGULAR CITY COUNCIL MEETING**

Project Team: Michael Sykes, City Manager

BACKGROUND:

Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council. Council adopted Resolution No. 2013-01 setting Council meeting dates for 2013.

DISCUSSION:

Management staff is seeking City Council approval to cancel September 23, 2013, regular City Council meeting due to a lack of agenda items and management staff and Councilmembers who are unable to attend. The next regular City Council meeting is scheduled for October 14, 2013.

STAFF RECOMMENDATION:

Management staff is requesting that City Council consider approving the attached resolution cancelling September 23, 2013, regular City Council meeting.



RESOLUTION NO. 2013-62

**RESOLUTION APPROVING TO CANCEL
SEPTEMBER 23, 2013, CITY COUNCIL MEETING**

WHEREAS, Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council; and

WHEREAS, Council adopted Resolution No. 2013-01 setting Council meeting dates for 2013; and

WHEREAS, the Council desires to cancel the September 23, 2013, regular City Council meeting due to a lack of agenda items and management staff and Councilmembers who are unable to attend this meeting.

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

Section 1. The Forest Grove City Council hereby approves cancelling the regular City Council meeting for Monday, September 23, 2013.

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

PRESENTED AND PASSED this 9th day of September, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2013.

Peter B. Truax, Mayor



88th ANNUAL LOC CONFERENCE

September 26-28, 2013 • Red Lion on the River, Portland

Designation of Voting Delegate at Annual Membership Meeting

The annual membership meeting will be held Saturday, September 28, at 7:30 a.m. Each city is entitled to cast one vote at the business meeting; however, all city officials are encouraged to attend the meeting.

Use this form to indicate those persons who will represent your city as a voting delegate and alternate delegate. The voting delegate or alternate should pick up a voting card at the Conference Registration Desk on Saturday morning prior to entering the business meeting.

NOTE: Delegates may not vote without a voting card, and voting cards will be issued only to a person indicated on this form. Voting by proxy will not be permitted.

FOR THE CITY OF _____

VOTING DELEGATE:

Name _____ Title _____

ALTERNATE:

Name _____ Title _____

Return this form by Sept. 13 to:

League of Oregon Cities
Attn. Amy Smith
Fax: (503) 399-4863
asmith@orcities.org
P.O. Box 928
Salem, OR 97308

Submitted by _____
(Signature)

Name _____

Title _____

Phone _____

Email _____