

CITY COUNCIL MONTHLY MEETING CALENDAR

February-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						ATM 8:30 am - Comm Aud 1
2	3	4	5 Municipal Court RWPC-CB 7pm Cover OR 6:30pm Comm Rural Fire Bd 7pm	6	7	8
	Planning Comm 7pm			EDC Noon	FGS&CC 1st Friday 5pm	
			OCCMA Bd Retreat - Silver Falls			
9	10 CITY COUNCIL 6:00 PM - WORK SESSION (CEP) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	12	13 FG Fire&Rescue 120th BD 4p PAC 5pm Ford Ambassadors 6pm Comm Aud	14	15 Ford Institute Leadership - Comm Aud
16	17 City Hall Open Sister Cities Comm Mtg 4:45 Comm Aud FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	18 Fernhill Wetlands 5pm	19 Municipal Court CFC 5:15pm CWAC 5:30pm P&R 7pm (TimeChg)	20 Comm Sch 1pm - Comm Aud CCI 5:30pm Dairy Creek Food Web 7:30pm	21	22 Fernhill Wetlands Planting 8:45am
23	24 Chamber Luncheon - Noon Mayor's State of City Address CITY COUNCIL 5:30 PM - WORK SESSION (Urban Renewal) 6:00 PM - WORK SESSION (Watershed Mgmt) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 Metro Council Mtg 5pm Comm Aud Metro Social 7pm 1910 Main HLB 7:15pm	26 MPAC 5pm PSAC 7:30am	27 WEA Bkft Forum 7:30 am	28 LOC Board Mtg WC Mayors' Luncheon	

March-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Council/Directors Retreat 9am-2pm 1910 Main St Bistro 1
2	3	4	5 Municipal Court	6	7	8
	Planning Comm 7pm			EDC Noon	FGS&CC 1st Friday 5pm	NLC Conference
9 Daylight Saving	10 CITY COUNCIL REGULAR MEETING MOVED TO MARCH 17th	11 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	12 MPAC 5pm	13 WEA Bkft Forum 7:30 am State of Wash Cty Address PAC 5pm	14	15 Ford Institute Leadership - Comm Aud
	NLC Conference, Washington, D. C.					
16	17 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm - No Mtg	18 Fernhill Wetlands 5pm	19 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	20 CCI 5:30pm Dairy Creek Food Web 7:30pm	21	22
23	24 NO CITY COUNCIL MEETING SCHEDULED	25 HLB 7:15pm	26 MPAC 5pm PSAC 7:30am	27 WEA Bkft Forum (Moved 13th)	28 WC Mayors' Luncheon	29
30	31					

April-14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 RWPC-EC 5:30pm	2	3	4
				Fernhill Mtg 2pm Comm Aud EDC Noon	FGS&CC 1st Friday 5pm	5
6	7	8 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	9 Municipal Court MPAC 5pm	10 PAC 5pm	11 JTWC Noon OMA Mtg (Conf Call)	12
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Fernhill Wetlands 5pm	16 P&R 7am CFC 5:15pm CWAC 5:30pm	17 CCI 5:30pm Dairy Creek Food Web 7:30pm Ford Ambassadors 6pm Comm Aud	18	19 Ford Institute Leadership - Comm Aud
20	21 Chamber Luncheon - Noon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	22 Council Work Session CEP Interviews 6 pm - Community Auditorium HLB 7:15pm	23 Municipal Court MPAC 5pm	24	25 Council/Directors Negotiations Training L&P Training Room WC Mayors' Luncheon OAM Mtg-Salem	26
27	28 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	29	30			

This page is intentionally blank.



FOREST GROVE CITY COUNCIL

Monday, February 24, 2014

Meeting Agenda

5:30 PM – Work Session (Urban Renewal)
6:30 PM – Work Session (Watershed Management)
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.

<p>Jon Holan, Community Development Director Dan Riordan, Senior Planner George Cress, Light and Power Director Jeff King, Economic Development Coordinator Paul Downey, Administrative Services Director Michael Sykes, City Manager</p>	5:30		<p><u>WORK SESSION: CONSIDERATION OF FORMING AN URBAN RENEWAL (TAX INCREMENT FINANCING) DISTRICT</u></p> <p>The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>
---	-------------	--	--

<p>Rob Foster Public Works Director Michael Sykes, City Manager</p>	6:30		<p><u>WORK SESSION: WATERSHED MANAGEMENT</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>
---	-------------	--	--

	7:00		<p>1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance</p>
<p>Colleen Winters, Library Director</p>		<p>1. A.</p>	<p><u>EMPLOYEE RECOGNITION:</u></p> <ul style="list-style-type: none"> • <i>Linda J. Minor, Reference Services Supervisor, Forest Grove Library</i> <p>2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.</p> <p>3. <u>CONSENT AGENDA:</u> See Page 3 & 4</p> <p>4. <u>ADDITIONS/DELETIONS:</u></p> <p>5. <u>PRESENTATIONS:</u></p>
<p>Janie Schutz, Police Chief Michael Sykes, City Manager</p>	7:05	5. A.	<ul style="list-style-type: none"> • <i>FG Police Department Record Management System (RegJin)</i>
<p>Paul Downey Administrative Services Director Michael Sykes, City Manager</p>	7:30	5. B.	<ul style="list-style-type: none"> • <i>Annual Financial Audit Report for Year Ending June 30, 2013, Boldt, Carisle & Smith</i>
<p>Paul Downey Administrative Services Director Michael Sykes, City Manager</p>	7:45	5. C.	<ul style="list-style-type: none"> • <i>Quarterly Financial Report for Period Ending December 31, 2013</i>
<p>Paul Downey, Administrative Services Director Michael Sykes, City Manager</p>	8:00	6.	<p><u>RESOLUTION NO. 2014-30 ADOPTING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS FOR FISCAL YEAR 2014-15 AND REPEALING RESOLUTION NO. 2013-21</u></p>

Paul Downey
Administrative Services Director
Michael Sykes, City Manager

8:10

7. **RESOLUTION NO. 2014-31 APPOINTING THE CITY AUDITOR (BOLDT, CARLISLE & SMITH, LLC) FOR FISCAL YEAR 2013-14 THROUGH 2015-16**

Michael Sykes
City Manager

8:15

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

8:30

9. **COUNCIL COMMUNICATIONS:**

8:45

10. **ADJOURNMENT**
-

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Regular Meeting Minutes of January 27, 2014.
 - B. Approve City Council Work Session (CEP Process for FY 2014-15) Meeting Minutes of February 10, 2014.
 - C. Approve City Council Regular Meeting Minutes of February 10, 2014.
 - D. Accept Library Commission Meeting Minutes of January 21, 2014.
 - E. Accept Public Arts Commission Meeting Minutes of December 12, 2013, and January 9, 2014.
 - F. Library Department Circulation Statistics Report for February 2014
 - G. **Endorse Liquor License Renewal Applications for Year 2014:**
 - 1. 7-Eleven #2362-20715C, (Off-Premises Sales)
 - 2. 76 Forest Grove (Off-Premises Sales)
 - 3. ARAMARK Educational Services (Limited On-Premises Sales)
 - 4. Ballad Town Billiards (Full On-Premises Sales)
 - 5. Bi-Mart (Off-Premises Sales)
 - 6. Circle Inn Tavern (Full On and Limited-On Premises Sales)
 - 7. Cornerstone Pub & Grill (Limited On-Premises Sales and Off-Premises Sales)
-

Continued from Page 3:

Endorse Liquor License Renewal Applications for Year 2014:

8. Diamond Palace Restaurant (Full On-Premises Sales)
9. Forest Grove Elks Lodge #2440 (Full On-Premises Sales)
10. Forest Grove Sushi (Limited On-Premises Sales)
11. Forest Tobacco (Off-Premises Sales)
12. Forest Grove Theater (Limited On-Premises)
13. Godfather's Pizza/Players Pub (Full On-Premises and Off-Premises Sales)
14. Half Moon Sports Bar & New Chinese Cuisine (Full On-Premises Sales)
15. Hello Market (Off-Premises Sales)
16. Izgara Bar and Grill (Full On-Premises Sales)
17. Jade Green Palace Restaurant (Full On-Premises Sales)
18. La Hacienda (Limited On-Premises Sales)
19. La Sierra Mexican Restaurant (Full On-Premises Sales)
20. Maggie's Buns (Limited On-Premises Sales)
21. Mama Jiah's Market (Off-Premises Sales)
22. Mandarin China Restaurant (Limited On-Premises Sales)
23. Mini Mart (Off-Premises Sales)
24. Pac Thai (Limited On-Premises Sales)
25. Phil's 1500 Subs (Limited On-Premises Sales)
26. Pizza Schmizza (Limited On-Premises Sales)
27. Plaid Pantry #20 (Off-Premises Sales)
28. Plaid Pantry #99 (Off-Premises Sales)
29. Rainbow Lanes (Limited On-Premises Sales)
30. Safeway Store #0406 (Off-Premises Sales)
31. The Flag Deli (Limited On-Premises Sales)
32. The Masonic Grand Lodge (Full On-Premises Sales)
33. Urban Decanter (Full On-Premises and Off-Premises Sales)
34. Winner's Connection (Limited On-Premises Sales and Off-Premises Sales)

February 24, 2014

**WORK SESSION REGARDING CONSIDERATION OF FORMING AN URBAN
RENEWAL (TAX INCREMENT FINANCING) DISTRICT**

PROJECT TEAM: Daniel Riordan, Senior Planner
Jeff King, Economic Development Manager
Jon Holan, Community Development Director
Paul Downey Administrative Services Director
George Cress Light and Power Director
Michael Sykes, City Manager

ISSUE STATEMENT: This memo responds to Council matters regarding the formation of an urban renewal/tax increment financing district in Forest Grove. Presently, the urban renewal district focuses on the Town Center and Pacific Avenue corridor west of Highway 47. This area comprises 6.6% of the City total land area. This memo also provides an assessment of potential impacts on City property tax revenues and property owners within the proposed urban renewal district.

BACKGROUND: The City of Forest Grove received a grant from Metro in May 2011 to evaluate the feasibility of establishing an urban renewal district in Forest Grove. The grant also funded the preparation of a draft urban renewal plan and technical report. The urban renewal feasibility study was first presented to City Council in February 2012. Since that time staff and the project consultant prepared a draft urban renewal plan and report and conducted public outreach including forming a working group made-up of property owners and representatives from the Planning Commission and Economic Development Commission. In addition, several work sessions were held with the City Council during 2012 and 2013 to review technical information and provide a forum for discussion on issues related to forming an urban renewal district.

Response to Matters Identified by Council:

City Council raised several issues during the course of evaluating the desirability of forming an urban renewal district. The purpose of this memo and work session is to respond to the matters identified by Council as understood by staff. These matters are identified below.

#1: Concern about Urban Renewal Programs not Meeting Stated Objectives

Urban renewal/tax increment financing districts have been used successfully in over 75 cities and counties in Oregon. Staff is unaware of any urban renewal program in Oregon defaulting on tax increment revenue bonds. Issues surrounding urban renewal districts

Urban Renewal Work Session

generally focus on the number of urban renewal districts within a city, program duration, and specific project proposals in particular urban renewal districts.

#2: Impact to Property Owner Property Tax Liabilities

Urban renewal does not increase the amount of property taxes owed by a property owner. Urban renewal is only a reallocation of specific tax revenues for specific purposes contained in an adopted urban renewal plan. A property owner pays the same property tax with or without urban renewal. Illustrations of this will be presented during the work session on January 27th.

#3: Show how urban renewal could work with specific projects in Forest Grove

Three project examples will be presented for discussion on January 27th. The project examples include the Times-Litho Site, Property on 19th Avenue west of Main Street and the Albertson's site.

#4: Urban Renewal will negatively impact the City's property tax collections

Although some *future* property tax revenue is reallocated to the urban renewal program from increases in property values the local option levy is unaffected. Therefore, new private investment enabled by urban renewal will result in higher local option levy revenue compared with the status quo. The City will also gain much higher overall property tax revenue when the urban renewal program is completed again compared with the status quo. In addition, the City has the opportunity to leverage additional property tax revenue from non-City taxing districts that would not otherwise be available to the City. Overall, the urban renewal program will have a positive net benefit to the City as indicated by the financial feasibility study already shared with Council.

The City has an overall estimated \$1.14 billion in total taxable assessed value. The proposed urban renewal district contains about 9.5% of this total or approximately \$107 million. The remaining 90.5% of the City's taxable assessed value will not be included within the urban renewal area and all permanent property tax collections will continue to flow to the City's General Fund during the duration of the urban renewal program.

#5: There are other programs available that can achieve similar objectives

Urban Renewal is the most flexible financial assistance program available to local governments. It can be used to address a wide variety of needs to make a project financially viable.

There are other programs that can provide specific types of assistance for development projects that can be used. The attachment shows most of the programs. Because these programs are very specific to particular types of assistance, it is more difficult to address project funding gaps. Thus, it is not unusual to use urban renewal in tandem with these other tools. Many of these programs require decisions by outside agencies rather than the City.

#6 Will a new bureaucracy be required for the urban renewal program?

No. City Council will provide oversight and administration will be carried-out by existing staff.

STAFF RECOMMENDATION: Staff is seeking direction from Council on whether to proceed with forming an urban renewal district.

Discussion

▶ Other Programs

Program	Local Control	Leverage	Program Duration	Impact to Tax Dist.	Impact to Property Owner	Administrative Flexibility
Tax Increment Financing	High – All control rests with City Council	High – The City is able to leverage at least \$3 for every \$1 in City investment.	Long (usually a minimum of 20-years.	Moderate through division of taxes.	None	High as long as projects are identified in the urban renewal plan.
Vertical Housing Zone	Medium – City makes application for zone. State has approval authority to designate zone and monitor compliance.	Moderate – local property taxes must be given-up to leverage private investment	Medium (Usually 10 years)	Exempt property tax collections	Property owner responsible for payment of property taxes benefits. This might not be the developer.	Moderate – program may be used for single or multiple building projects and mixed-use development.
Low Income Housing Tax Credits	Low	Moderate – equity provided by tax credits must be enough to make project financially feasible	Short - One time application	None	Developer benefits by additional project equity	Low
Community Development Block Grant	Low. The CDBG program is administered by Washington County	Low to moderate	Short - One time application	None	No direct benefit	Low. Project must address a national objective: low/mod income households; elimination of blight; or emergency need
Metro TOD Program	Low. Administered by Metro	Moderate	Short – One time application	None	None	Moderate

Date: February 24, 2014

WATERSHED MANAGEMENT SERVICES | 2014-2016

PROJECT TEAM: Robert A. Foster, Director, Public Works
Paul Downey, Director, Administrative Services
Michael J. Sykes, City Manager

ISSUE STATEMENT:

This staff report provides information on the process staff has completed for the management of the City's watershed and timber harvest activities for the next three years. City staff would like to meet with City Council to answer any questions before proceeding with the forest management contract.

The City advertised for proposals from qualified firms for Watershed Management Services for the City's watershed in the Daily Journal of Commerce on September 25, 2013. The proposal for services was to cover the next three years (2014-2016). Although, City staff received interest from three consulting firms only one firm submitted a proposal for the work. *(City staff did inquire as to why the other firm(s) did not submit a proposal and it appears that the other firm(s) was not motivated to apply because our watershed is small compared to the typical size watershed they prefer to manage).*

Our current forester, Trout Mountain Forestry, submitted the lone proposal. City staff has reviewed the proposal and find it acceptable.

BACKGROUND:

Interested firms were requested to submit a two-part cost proposal and methodologies for each of the three years. One part for managing the sustainable annual harvest and the second part for managing the overall watershed each year.

City staff from Engineering and the Parks Department is exploring the possibility of using qualified City personnel to assist with management of the watershed. A Parks Department Utility Worker holds a Bachelor's Degree in Natural Resources with a Forest Ecosystem

Management option. This expertise could be a valuable asset to the City's watershed and this person can perform many of the tasks that have been identified in the second part of the proposal to manage the watershed in 2014.

FISCAL IMPACT:

Activities related to the overall management of the watershed are itemized with individual fee elements. Attached is a copy of the Fee Proposal.

STAFF RECOMMENDATION: Staff recommends moving forward with a contract for the annual timber harvest services with Trout Mountain Forestry. (*3-year contract with options*)

It is important to keep this portion moving to take advantage of the harvest season. Staff would like to wait on the second part (overall watershed management) and continue to look into the possibility of using City forces.

If Council is agreeable, no action is necessary and the City Manager can sign the contract with Trout Mountain Forestry for harvest services.

Harvest Management Price Proposal

All harvest management Years 2014 - 2016

All work such as stand marking, road, landing and skid trail layout, harvest planning, securing any permits or notifications, preparing logger RFP documents, showing the site to prospective loggers, advising the City on logging proposal bids and logger qualifications, logger supervision, sale administration and log marketing, final site cleanup, harvest reporting etc., will be charged at our standard rate of seven percent of gross timber sale proceeds (see the main proposal, pages 8–10 for a detailed list of harvest management services and tasks). Logging and hauling contractors would be paid from the timber sale proceeds, at the rates set in logging bid proposals.

There will be **no charge** for the following:

- Miscellaneous items such as flagging, paint, paper, printing, etc.
- Vehicle mileage

Overall Management Cost Proposal

(all non-harvest related work)

All non-harvest management services will be charged at hourly rates as detailed below. This includes all tasks detailed in main proposal titled: Other Tasks and Services (pages 11-13). Any or all of these tasks may be undertaken over this three-year period, as well as any additional work that the City may deem necessary. Please see below for a detailed estimate of time requirements and projected costs. It's important to note that these are just estimates, and actual costs may vary widely, depending the project scope and extent of the work desired by the City.

Our daily rates are:

Staff	Year 2014	Year 2015	Year 2016
Scott Ferguson (SF)	\$750	\$775	\$800
Barry Sims (BS)	\$750	\$775	\$800
Marla Pallin (MP)	\$520	\$550	\$575
Mike Messier (MSM)	\$600	\$625	\$650

The following tables detail the estimated fees by project for the 2014, 2015, and 2016 calendar years. These tasks are taken from the Watershed Stewardship Management Plan (2013 update).

Important note: Some of the tasks identified for Year 2014 can be shifted to later years, depending on priority and staff availability.

Project	Task	Timing	Staffing	Rate/day	Days	Cost
Year 2014						
Planning	Develop 10-Year Forest Operations Plan	Jan-Mar	SF, BS	\$750	15	\$11,250
	Produce Report	April	MP	\$520	1.5	\$780
<i>subtotal</i>						\$12,030
Surveys	Initiate First Year of Spotted Owl Survey	Mar-Aug	SF	\$750	3.5	\$2,625
	Manage Plant Survey of special habitats	Jun-July	SF	\$750	2.5	\$1,875
	Coordinate juvenile fish survey of Clear Creek	Aug-Sept	SF	\$750	1	\$750
	Manage contractor for fish habitat surveys for					
	Clear, Roaring, Thomas and Deep Creeks	June-Sept	SF	\$750	2	\$1,500
	Perform watershed road survey	June-Sept	SF, BS	\$750	6	\$4,500
	Investigate feasibility of using watershed quarry	June-Sept	SF	\$750	1	\$750
	Write resource reports summarizing findings and management recommendations from survey results	June-Oct	SF	\$750	3	\$2,250
Administrative support for survey coordination	Mar-Sept	MP	520	3	\$1,560	
<i>subtotal</i>						\$15,810
Monitoring	Monitor watershed roads during winter months	Dec-Feb	SF	750	2	\$1,500
	Check for invasive plants on roads and disturbed areas, take control measures	May	SF	750	2.5	\$1,875
<i>subtotal</i>						\$3,375
Habitat Restoration	Identify areas of young plantation thinning for habitat enhancement. Manage contractor	Feb-March	MM	600	3.5	\$2,100
	Develop plan for for bio-engineered slope stabilization project of upper Clear Creek	Sept-Nov	SF	750	2	\$1,500
<i>subtotal</i>						\$3,600
Land Acquisition	Initiate discussions with City and Stimson Lumber regarding land acquisition in Roaring Creek Drainage	Jan-Nov	SF, BS	750	2	\$1,500
<i>subtotal</i>						\$1,500
Meetings	Staff meetings for survey project initiation/design and reporting results	Jan-Nov	SF, BS	750	4.5	\$3,375
<i>subtotal</i>						\$3,375
Year 2014						\$39,690

Project	Task	Timing	Staffing	Rate/day	Days	Cost
Year 2015						
Surveys	Manage Second Year of Spotted Owl Survey	Mar-Aug	SF	\$775	2	\$1,550
	Coordinate juvenile fish survey of Clear Creek	Aug-Sept	SF	\$775	1	\$775
<i>subtotal</i>						\$2,325
Monitoring	Monitor watershed roads during winter months	Dec-Feb	SF	775	2	\$1,550
	Check for invasive plants on roads and disturbed areas, take control measures	May	SF	775	2.5	\$1,938
<i>subtotal</i>						\$3,488
Habitat Restoration	Identify areas of young plantation thinning for habitat enhancement. Manage contractor	Feb-March	MM	625	2	\$1,250
	Manage contractor for bio-engineered slope stabilization project of upper Clear Creek	Jan-Feb	SF	775	3.5	\$2,713
<i>subtotal</i>						\$3,963
Land Acquisition	Continue Land Acquisition Project	Jan-Nov	SF, BS	775	2	\$1,550
<i>subtotal</i>						\$1,550
Road Improvement	Manage watershed road improvement project. Add rock to main watershed roads from rock quarry. Improve Potts connector road.	Sept-Oct	SF	775	7.5	\$5,813
<i>subtotal</i>						\$5,813
Meetings	Staff meetings for project initiation/design and reporting results	Jan-Nov	SF, BS	775	3	\$2,325
<i>subtotal</i>						\$2,325
Year 2015						\$19,463

Project	Task	Timing	Staffing	Rate/day	Days	Cost
Year 2016						
Surveys	Coordinate juvenile fish survey of Clear Creek	Aug-Sept	SF	\$800	1	\$800
<i>subtotal</i>						\$800
Monitoring	Monitor watershed roads during winter months	Dec-Feb	SF	800	2	\$1,600
	Check for invasive plants on roads and disturbed areas, take control measures	May	SF	800	2.5	\$2,000
<i>subtotal</i>						\$3,600
Habitat Restoration	Identify areas of young plantation thinning for habitat enhancement. Manage contractor	Feb-March	MM	650	2	\$1,300
<i>subtotal</i>						\$1,300
Land Acquisition	Continue Land Acquisition Project	Jan-Nov	SF, BS	800	2	\$1,600
<i>subtotal</i>						\$1,600
Meetings	Staff meetings for project initiation/design and reporting results	Jan-Nov	SF, BS	800	1	\$800
<i>subtotal</i>						\$800
Year 2016						\$8,100

Three-Year Total: \$67,250

Proposal
for
Watershed Management Services
For the City of Forest Grove



Submitted to:
Robert Foster, Director
Engineering Department, City of Forest Grove
1928 Council Street
Forest Grove, OR 97116

Submitted by:
Trout Mountain Forestry
1800 NW Upshur St., Suite 201
Portland, OR 97209
Scott Ferguson, Principal in Charge

October 15, 2013





October 14, 2013

Robert Foster, Director
Engineering Department, City of Forest Grove
1928 Council Street
Forest Grove, OR 97116

Dear Mr. Foster:

Enclosed please find five copies of our proposal in response to your Request for Proposals to provide management services for the Forest Grove Watershed.

The partners of Trout Mountain Forestry are extremely pleased to have the opportunity to offer our services. We feel we have the right blend of expertise, experience and commitment to help sustain management of the Forest Grove Watershed into the future. Our past work for the City and our recent work in helping to update the Watershed Stewardship Management Plan have given us a deep knowledge of the watershed resources and an appreciation of the challenges and opportunities of managing this wonderful community asset.

In the past twenty-five years, we have established long term relationships with numerous municipal governments, organizations, and woodland owners in the Willamette Valley. We are leaders in the field of sustainable forestry and have pioneered efforts towards bringing the advantages of forest certification to our clients.

I will serve as the principal in charge and main point of contact for the duration of the contract. Barry Sims, senior forester, will provide project support. We are dedicated to bringing responsive, knowledgeable forest management assistance to our clients, and appreciate the opportunity to provide our services.

This proposal is valid for 90 days from October 16, 2013.

Very Truly Yours,

Scott Ferguson
Trout Mountain Forestry, LLC
1800 NW Upshur St., Suite 201
Portland, OR 97209
503-539-9939, scott@troutmountain.com

Corvallis Office
260 SW Madison Ave., Suite 117
Corvallis, OR 97333

Contents

1. Cover Letter
2. Company Profile and References Page 3
3. Services Page 7
 - a. Understanding
 - b. Harvest Tasks
 - c. Other tasks and Services
 - d. Reports & Examples
4. Professional Details Page 21
 - a. Insurance
 - b. Disclosure & Certificate
5. Fee Proposal – in separate sealed envelope

2. Company Profile and References

Profile

Trout Mountain Forestry is a full-service forestry consulting firm based in Portland and Corvallis, specializing in long term planning and management of public forest resources, and creative silvicultural solutions to complex management situations. Our company includes three forester/partners who have a collective experience of over 70 years in forest management consulting in Northwest Oregon. We have a full time company administrator and office manager in Portland as well as two full time foresters who are involved in all aspects of our consulting work and will provide a high level of GIS mapping and forest modeling expertise in support of this project.

Trout Mountain was founded in 2006 when the three principals combined two existing companies that had provided continuous forest management services for area clients since the 1980s. The purpose of joining together was to form a more complete forestry services company that would utilize our combined expertise and be able to add administrative and technical staff to match our growing business needs and the needs of our clients. We specialize in management of public forests -- an area of forestry consulting that requires very specific expertise and experience.

We are proud to have provided the City of Forest Grove with forest management services since 2001, when the City ended a 15-year hiatus in management on its watershed. We helped City staff and a citizen committee to develop the first comprehensive Forest Stewardship Plan and then guided implementation of conservation improvements and 12 years of sustainable forest harvest. Recently we continued this work during the 2013 Watershed Stewardship Plan update. This challenging work gave us the opportunity to build many strong relationships with City personnel and citizens of Forest Grove, relationships that have been built on success and earned trust. Going forward, we believe that these relationships and the community trust in the program are vital to successful implementation of the updated Plan.

Personnel and Qualifications

Our project team will be led by Scott Ferguson, Principal in Charge and designated first point of contact with the City. Scott has been the primary forestry consultant for the City for the past 12 years. Scott has 30 years of experience in managing sustainable forest harvests and has conducted over 400 forest harvest and restoration projects on client properties. His education includes a BS degree from Yale University in 1970 and a Masters in Forestry degree from Oregon State University in 1983. Scott's company was certified by the Forest Stewardship Council in 1998 (the first in the northwest) and he has been a leader in the efforts to improve forest management practices through sustainability certification. Scott is a skilled communicator

and has extensive experience in explaining sustainable forestry and forest resource management in public settings. Scott will spend more than 50 percent of his time on this project and it will be his priority during the period of work.

Senior forester Barry Sims will provide on-going project support and expertise. Barry has been involved in work at the Forest Grove watershed since 2006. His role had been increasing as the program grows and evolves, and that would continue into the future. Barry is a graduate of Swarthmore College in Pennsylvania and also has a Masters in Forestry from the University of Vermont. He has extensive experience in managing publicly owned forests and is the lead forester for the City of Cannon Beach watershed and Washington County forest properties. Barry will devote approximately 15 percent of his time to this project.

Mike Messier, junior forester, will provide technical support for the team. He is skilled in forest mapping and GIS analysis. Mike completed his Master's Degree in Forest Ecology at Oregon State University in 2008. His research, recently published in the peer-reviewed journal *Forest Ecology and Management*, focused on reconstructing historic stand structures and fire regimes in low-elevation riparian forests of southwestern Oregon. Some of Mike's other experience includes invasive plant management, ecological restoration, wildland fire management and forest inventory with the National Park Service, US Fish and Wildlife Service, the Coeur d'Alene Tribe (Idaho), and the Student Conservation Association. Mike will devote approximately 10 percent of his time to this project.

Marla Pallin, our business manager and administrator, will be the main point of contact for City staff on billing, harvest accounting and administration. Marla has been with the company since 2008 and has worked on Forest Grove matters since that time. Marla has 15 years of experience in natural resource management and administration. Marla spearheaded the development of our proprietary log accounting software that allows for comprehensive load-by-load tracking and reporting of log sales and deliveries from dozens of simultaneous projects handled by our five foresters. Marla has a B.S. in Environmental Science from Pitzer College in Claremont, CA, and an M.S. in Natural Resource Management and Administration from Antioch New England Graduate School in Keene, NH. Marla will devote approximately 7 percent of her time to this project.

Experience and References

Our work on municipal harvest projects spans more than two decades. We have planned, designed, and administered harvests using a wide variety of silvicultural prescriptions for highly visible public properties. We have developed and implemented harvests and stewardship projects in municipal watersheds since 2001 for cities including Corvallis, Forest Grove, Cannon Beach, and Toledo. These public projects include a range of parks and natural areas managed by entities such as Portland and Eugene; and Benton, Clatsop, Clackamas, and Washington

Counties. In addition to routine harvest layout and administration tasks, our timber harvest projects frequently include wildlife habitat enhancement, snag creation, invasive weed control, road construction and maintenance, stream habitat restoration, and fire risk assessment.

Trout Mountain Forestry chooses silvicultural systems to mimic natural disturbance processes. We have the greatest experience of any firm in the Northwest in using variable density thinning, selection thinning and uneven-aged management on young plantation and older natural stands to promote forest diversity and wildlife habitat. Our municipal projects are many and varied, and express the scope and depth of Trout Mountain Forestry’s experience, particularly as it relates to managing forests for conservation-oriented landowners, where wildlife habitat, water quality and aesthetics are high priorities.

Our most relevant experience for this proposal remains the work we have done in the past 12 years on the Forest Grove watershed. We have overseen 12 annual sustainable harvests and helped build community support for the management program. We have initiated or helped manage numerous other watershed improvements, such as construction of a fish ladder on Clear Creek, road system upgrades, a bridge replacement, invasive weed control, wildlife habitat enhancement and a major project to add large wood to Clear Creek.

We have recent or ongoing harvest projects for four municipal watersheds in northwest Oregon, with ownerships covering nearly **8,000 acres**. We have conducted **21 individual harvests** for these owners over the past 12 years, harvesting over **19 million board feet** of logs.

Municipal Watershed Management Projects

Client	Property	Size (acres)	Dates of service	No. of harvests	Harvest volume (board feet)	FSC log marketing
City of Corvallis	Corvallis Forest	2352	2006 - present	7	4,063,000	Yes
City of Forest Grove	Municipal Watershed	4225	2001 - present	12	15,000,000	Yes
City of Cannon Beach	Municipal Watershed	1025	2006 - present	1	Under contract	NA
City of Toledo	Municipal Watershed	390	2011 - present	1	Under contract	NA
Total		7,992		21	19,063,000	

We also consult with numerous other municipalities, as well as community forests such as camps, religious, and university ownerships whose long-term stewardship vision and resource sensitivity are similar to public forests. Some involve conservation easements that were funded by public dollars, requiring a high level of public access and accountability. These 10 additional ownerships encompass over 6,700 acres, where we have conducted 52 harvests totaling over 9 million board feet. Together, we have recently conducted **73 harvests** on municipal and community forests totaling over **28 million board feet**. Sales of **FSC wood products occur on over half** of these forest ownerships.

Public/Community Properties Management Projects

Client	Property	Size (acres)	Dates of service	No. of harvests	Harvest volume (board feet)	FSC log marketing
Benton County	Parks and Natural Areas	1022	2000 - present	6	2,418,000	No
Clatsop County	Parks and Natural Areas	827	2008-2009	7	2,000,000	No
Metro	Natural Areas	1500	2007 - present	2	250,000	No
Washington County	Forest Properties	318	2008 - present	2	253,000	Yes
Clackamas County	Parks and Natural Areas	40	2012	1	20,000	No
City of Lincoln City	Demonstration Forest	80	2010 - present	1	150,000	No
Girl Scouts of OR & SW WA	Girl Scout Camps	788	2006 - present	9	966,000	Yes
CampFire Columbia	Camp Namanu	550	2004 - present	7	709,000	Yes
Trappist Abbey	Monastery Forest	1300	1996 - present	14	2,580,000	Yes
Willamette University	Zena Forest	305	2008 - present	3	50,000	Yes
Total		6,730		52	9,396,000	

References

Client	Contact	Title	Address	Phone	E-mail	Projects
City of Corvallis	Tom Penpraze	Utility Division Manager	PO Box 1083, Corvallis 97339	541-754-1752	tom.penpraze@corvallisoregon.gov	Harvests, Restoration, Plans
Benton County	Jeff Powers	Director	360 NW Avery Av, Corvallis 97333	541-766-6026	Jeff.Powers@co.benton.or.us	Harvests, Restoration, Plans
Washington County	Teresa Wilson	Real Estate Specialist	169 N 1st Av MS-42, Hillsboro 97124	503-846-3491	teresa_wilson@co.washington.or.us	Harvests, Restoration, Plans

Statement of Qualifications

In summary, Trout Mountain Forestry has the required experience, expertise, capacity, enthusiasm and interest to provide the services required within the Scope of Work and within the timeline indicated to the City of Forest Grove.

Conflict of Interest

Trout Mountain Forestry is not engaged in any work that would pose a potential conflict of interest with this project.

3. Services

Understanding of Requested Services

Trout Mountain Forestry has been the City's forestry services provider since 2001, and has been instrumental in helping the City articulate and begin to implement its vision for the watershed. We have also been an integral part of the creation of Watershed Stewardship Plan. Because of this we have a detailed understanding of the watershed resources, the forestry services that are required under the updated Plan, and the types and specifications of those required services.

Outline and Description of Project Tasks

The Scope of Services for the next three years is outlined in the Watershed Stewardship Plan update (WSP). The primary responsibility of the watershed manager is to conduct forest operations and maintenance activities in a fashion that protects water quality at its source -- the 4225 acres of healthy forests and streams that contribute about 50 percent of the municipal water required by the City.

Managing the watershed includes planning, coordinating, supervising and administering annual sustainable harvests, as well as numerous other related activities such as road maintenance and improvement, coordinating and conducting resource studies and surveys, and facilitating grants and the work of other related resource specialists to further improve and enhance the watershed.

This description of services and tasks will follow the division outlined in the Request for Proposals, which is: (1) All activities related to the three years of annual harvest, and (2) other services and tasks called for in the Plan for years 2014, 2015 and 2016

Annual Sustainable Harvests

It is important to note that the Plan calls for harvest prescriptions, design and annual harvest levels that are sustainable and intended to accomplish a diverse set of goals such as (1) reaching Desired Future Conditions (WSP page 49), (2) enhancing wildlife conditions and forest structures (WSP page 37), (3) protecting understory vegetation and soil productivity (WSP page 40), (4) increasing biological diversity by favoring hardwoods and uneven-aged forest structures where the opportunity exists (WSP page 42) and (5) providing income from the sale of forest products to cover harvest expenses, outstanding debt of the water fund, and capital and maintenance needs of the water utility, including implementing the policies and actions the Plan (WSP page 60).

The Plan contains a detailed set of harvest standards and guidelines (WSP pages 41-47), to ensure that the forest is protected and that harvest activities are properly scaled to the limit the size of harvest disturbances and the associated risk to water quality (and align with the public's tolerance of visual and environmental impacts). They also cover planning and reporting requirements, harvest levels, silvicultural systems and prescriptions, treatment of older legacy trees and wildlife trees as well as refugia within harvest areas, logging equipment, and forest stand and soil protection during operations.

We are illustrating this to point out that the services required to successfully complete the annual harvests are substantially more comprehensive and complex than those required in a typical thinning or clearcut in other contexts and settings. The watershed manager must also be able to clearly communicate forest management activities to the City Council, City staff and the interested public.

Services Related to Management of Sustainable Harvests, 2014-2016

The following are the steps used in our timber harvest processes to achieve resource protection, habitat enhancement, restoration, public involvement/education, and financial goals:

Site inventory and evaluation

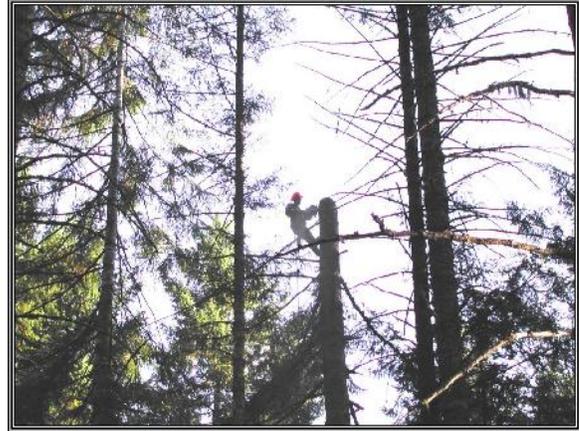
- Review WSP descriptions, inventories, and recommendations
- Inspect and evaluate stands scheduled for harvest treatment for stand composition, tree density, vigor, wind/snow damage, windthrow risk, erosion hazard, understory vegetation, wildlife habitat, and access/operability issues
- Delineate harvest units based on site reconnaissance and careful study of aerial photography; map using GIS software
- Conduct low-intensity sampling (cruise) as needed to supplement WSP data; use stand level data to inform prescription development and implementation
- Input cruise data into Forest Planning and Project System (FPS) software to generate stand level metrics
- Examine existing road network to determine any additional access or maintenance needs
- Consult with other resource specialists (as needed) to address special needs or opportunities

Interim Meeting with Staff

- Meet with staff to report initial findings and discuss the range of prescriptions; select one or more prescriptions to implement
- Report initial findings on access or maintenance needs

Final Prescription Development

- Develop treatment prescriptions for each management unit based on the overarching policies, desired future conditions, standards and guidelines of the WSP.
- Develop stand harvest metrics and goals for each prescription, a timeline for implementation, and estimated costs and harvest revenues
- Model forest growth and treatment response using FPS; develop visual simulations (optional)
- Specify preferred logging equipment, considering timber condition and site constraints
- Recommend associated restoration work, (e.g.: snag creation, invasive plant control, supplemental understory planting); estimate implementation costs
- Submit a written Harvest Plan with a full description of the stand treatments, including detailed maps, unit locations, stand data that support the thinning prescriptions, priority and timing of recommended treatments, fuels management recommendations, etc.
- After review by staff, make any requested changes, and submit final report to City staff
- Conduct public tour of planned activities (if needed)



Preparation for Thinning Operations

- Begin tree marking and field lay-out of the harvest prescriptions
- Prepare a harvest plan and prospectus for soliciting logging/trucking bids
- Submit Harvest Notification and associated plans or permits to the Oregon Department of Forestry (15-day review period required)
- Develop draft contracts for the work; review with City staff
- Develop a list of available local logging subcontractors
- Conduct a bid offering or negotiate logging/trucking bids
- Review logging bids with City staff and select contractor
- Investigate and evaluate markets, including FSC-certified mills and small-scale sawmill operations
- Develop a description of estimated harvest volumes by species, products, lengths and grades
- Solicit bids from area mills for delivered forest products
- Secure purchase orders or contracts from selected mills
- Notify neighboring landowners of planned operations; provide contacts for questions

Administration of Harvest Contract and Associated Work

- Complete final skid trail, log landing, cable corridor, and haul road lay-out
- Identify and mark all wildlife and legacy trees for retention
- Mark all trees selected for harvesting with paint (2-sides of tree)
- Mark and survey (if necessary) any harvest area or property line boundaries
- Sign final contracts; issue log ticket books and branding hammers to logging contractor; explain accounting procedures, including operator weekly load production reports
- Inspect equipment prior to entry to property for cleanliness
- Inspect operations daily during start-up phase
- Visit site multiple times each week as work progresses to review operator performance for contract and environmental compliance
- Ensure contractor compliance with all ODF fire equipment and safety regulations
- Arrange for and attend a site visit and inspection by ODF Stewardship Forester
- Supervise and administer any related habitat improvement work
- Maintain log and cost/revenue accounting using proprietary comprehensive, custom-designed database (information is entered for each individual truck load, e.g.: load ticket number, mill destination, delivery date, scale or weight, species, income); produce remittance forms for twice-monthly logging contractor payments, owner payments and progress reports
- Supervise site final cleanup, slash treatment and disposal, and erosion control measures (before equipment departs the site)
- Prepare interim reports for City staff and City Council; conduct site tour of operations (if needed)
- Prepare final harvest reports and maps to describe the work accomplished, including evaluation of operator's performance; document summary information on log production, costs and revenues
- Prepare City Council harvest report (PowerPoint)
- Conduct public tour of in-progress and/or completed harvest operations

Post-Harvest Activities

- Seed log landings, main skid trails, retired roads with native seed mix for erosion and weed control
- Determine tree planting needs, order trees, arrange pickup/delivery, contract with and supervise tree planting crew



- Submit natural regeneration plan to ODF (if needed)
- Monitor effectiveness of erosion control measures during fall high-rainfall events
- Monitor for windthrow and erosion after winter high-wind events
- Assist in development of interpretive signage and educational materials
- Host educational tours or educational events, as requested

Other Tasks and Services, 2014-2016

The 2013 Watershed Stewardship Management Plan update calls for a significant amount of non-harvest related work in the first three years of implementation (2014-2016). The following is a list of tasks and services that will be necessary to fully implement the Plan. These services are the basis for our second Cost Proposal (see next section).

Develop 10-Year Watershed Operations Plan (year 2014)

The Plan will include:

- A detailed 10-year forecast of harvest and restoration activities, including location and type of harvest by year. The information would include stand conditions, silvicultural goals and the expected harvest yield. This is an important document that will be paired with the over-arching, policy oriented WSP. The work will require considerable field reconnaissance, GIS analysis of forest stands, and detailed forecast of all activities for the 10-year period. Our existing knowledge of the watershed will be a great benefit in efficiently producing the plan and harmonizing it with the over-arching WSP.
- Associated resource protection and habitat restoration activities
- Recommended resource surveys and studies
- Estimates of all costs and incomes for each action
- Identification of project partners, grant funding opportunities, funding levels anticipated, and application timelines
- Suggested grant funding sources (prepare applications as directed by staff)

Conduct Resource Inventories (2014-2016)

Resource inventories will be conducted as necessary to inform and support timber harvest or restoration activities recommended in the Plan.

- Manage contractors for Northern Spotted Owl surveys
- Manage contractor for plant survey
- Assist City staff in identifying a road engineer for a study of the feasibility of de-commissioning the last segment of Deep Creek Road. This will require expert analysis and cost accounting. It is a large project that will probably require grant partners and

significant expenditure. This section of road presents the highest risk to water quality on the watershed.

- Manage contractor for fish habitat survey on Clear, Roaring, Thomas and Deep Creeks
- Review results of surveys; make contingency action plans based on results of surveys (if needed)

Expanded Monitoring Program (2014-2016)

We will implement operational plans for an expanded program of monitoring the impacts of planned harvest and restoration actions on water quality, juvenile fish populations and invasive plants. This addresses the WSP's new focus on monitoring and information gathering to support and improve watershed management activities (WSP, pages 64-67). This is important work and necessary for the continued improvement of forest operations and for maintaining public trust.

- Implement and facilitate an annual macro-invertebrate sampling protocol on Clear Creek, below the water intake structures.
- Manage contractor for annual juvenile fish survey on Clear Creek
- Investigate the feasibility of periodic watershed "bird-counts" to build baseline data on bird populations, conducted by volunteers. This may be a challenge to implement and manage, but is worth looking into.
- Conduct twice yearly invasive vegetation surveys of roadsides and of all sites disturbed in the previous 5 years. Mechanically pull or spray any invasive plants.
- Monitor condition and stability of roads, culverts and erosion control devices during high rain events.
- Write resource reports summarizing findings and management recommendations from monitoring results.

Forest Restoration Activities

- Implement and manage the bio-engineered slope stabilization project for the upper Clear Creek (2014).
- Design habitat thinnings in younger plantations and manage contractors (2014-2016).

Watershed Road Survey and Improvement Project

- Conduct a watershed road survey for maintenance needs and improvements in road surfacing (2014).
- Facilitate a test of the existing rock quarry for rock quantity and quality (2014). The watershed roads are well maintained but need a significant amount of new rock in the near future.

Other

- Investigate the feasibility of the City acquiring the headwater forest of Roaring Creek (2014). Facilitate meetings with City and the current landowner. This is a challenging, multi-year effort that will require funds that are dedicated for that purpose. It is likely that the City will have to purchase an equivalent forest property and exchange that for the 160 acres of headwater forest.
- Facilitate periodic forest certification audits. As a member of Trout Mountain Forestry's FSC Certified Landowner Group, the Forest Grove Watershed is visited by a team of independent auditors almost every year. Reviewers will take an in-depth look at the forest, the management program, recent harvest and restoration activities, and past performance. This provides an unbiased, transparent, independent evaluation of the management program. This can be used to improve the effectiveness of the management program, and communicate successes to the public.

Meeting Participation and Facilitation

- Facilitate one or more public tours each year
- Keep informed of activities of partner organizations such as Stimson Lumber, Oregon Department of Forestry, Tualatin River Watershed Council, and neighboring landowners
- Other meetings and activities as requested by staff
- Facilitate efforts by the City to use the Forest for educational outreach.

City Staff Involvement and Responsibilities

Annual harvest project: We do not anticipate any increase in the City staff responsibilities and time required to accomplish this task over the next three years. Trout Mountain Forestry will initiate all work and report to Rob Foster, Director of Engineering on a periodic basis. We will be responsive to all requests for information or progress reports required by the City staff, the City Manager, or the City Council.

Over-all Watershed Management: The next three years will see an increase in non-harvest related work (as outlined above). Trout Mountain Forestry will require some additional City staff time during the kick-off phase of this work, but will initiate all projects and keep demands of staff time to a minimum. City staff will be required to review all project budgets, interim reports and final reports the project may generate.

Reports

Trout Mountain Forestry produces documents and reports to the City Council and city staff as required by the Watershed Stewardship Plan and whenever requested by the City. These include:

- *Annual harvest reports:* These are usually in the form of PowerPoint presentations that include digital maps, photographs of the area of operations (before and after), and data presented in the form of tables and charts (products, markets, costs, revenues, etc.).
- *Pre-harvest reports:* These include maps, stand prescriptions, forecasts of harvest yield and discussion of any special resources and protection measures needed.
- *Monitoring and survey reports:* These include survey protocols and results, maps, statistics (if applicable) and discussion of results.
- *Special project reports:* These include discussion of the need that the project addresses, alternatives considered, results and cost.
- *Special reports requested by City Council:* An example is the 10-year progress report created in 2012 that compared Watershed management accomplishments with the 10-year management recommendations outlined in the 2001 Plan.

Report Examples

Due to space limitations in the RFP document, it's not possible to show complete reports here. The following tables, charts and maps are examples of the type of information that the reports contain.

Harvest Report Table

HARVEST REVENUES AND EXPENSES

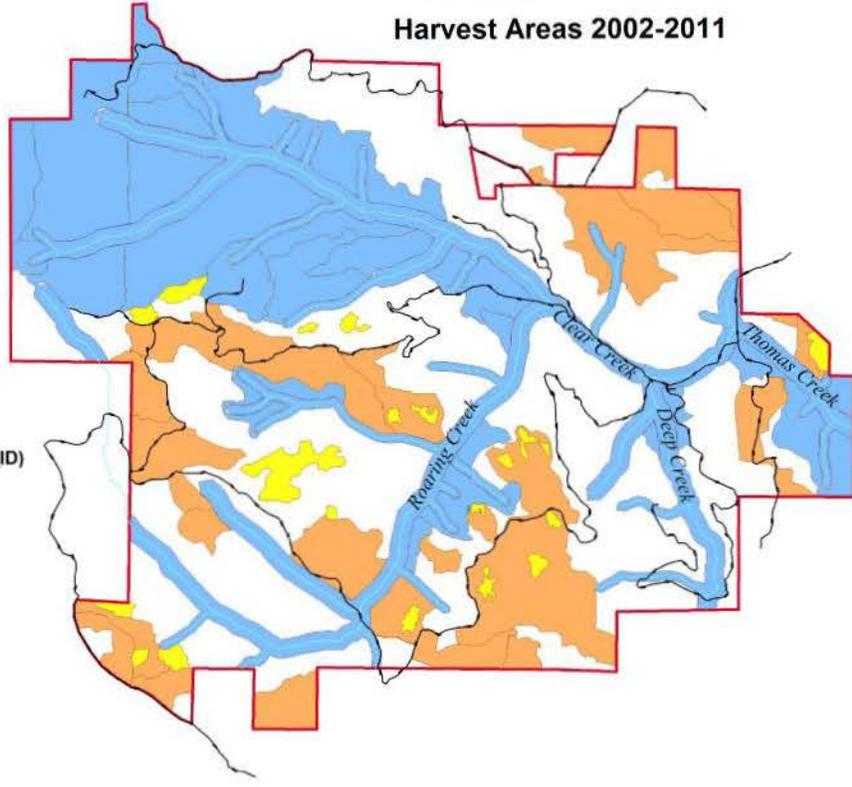
Revenues - 2013 Timber Harvest			
Mill/ Species	Volume, Board Feet	Unit Price, per 1,000	Gross Revenue
Banks Lumber	1,379,230	\$639	\$881,324.80
D.R. Johnson Lumber	98,680	\$650	\$64,177.80
McCormick (poles)	6,340	\$785	\$4,977.00
Totals	1,484,250	\$640	\$950,479.60

Expenses - 2013 Timber Harvest			
Method/ Item			Expense
Logging/ Hauling			\$194,816.25
Forester			\$66,533.57
Misc.			\$7,265.00
Total			\$268,614.82

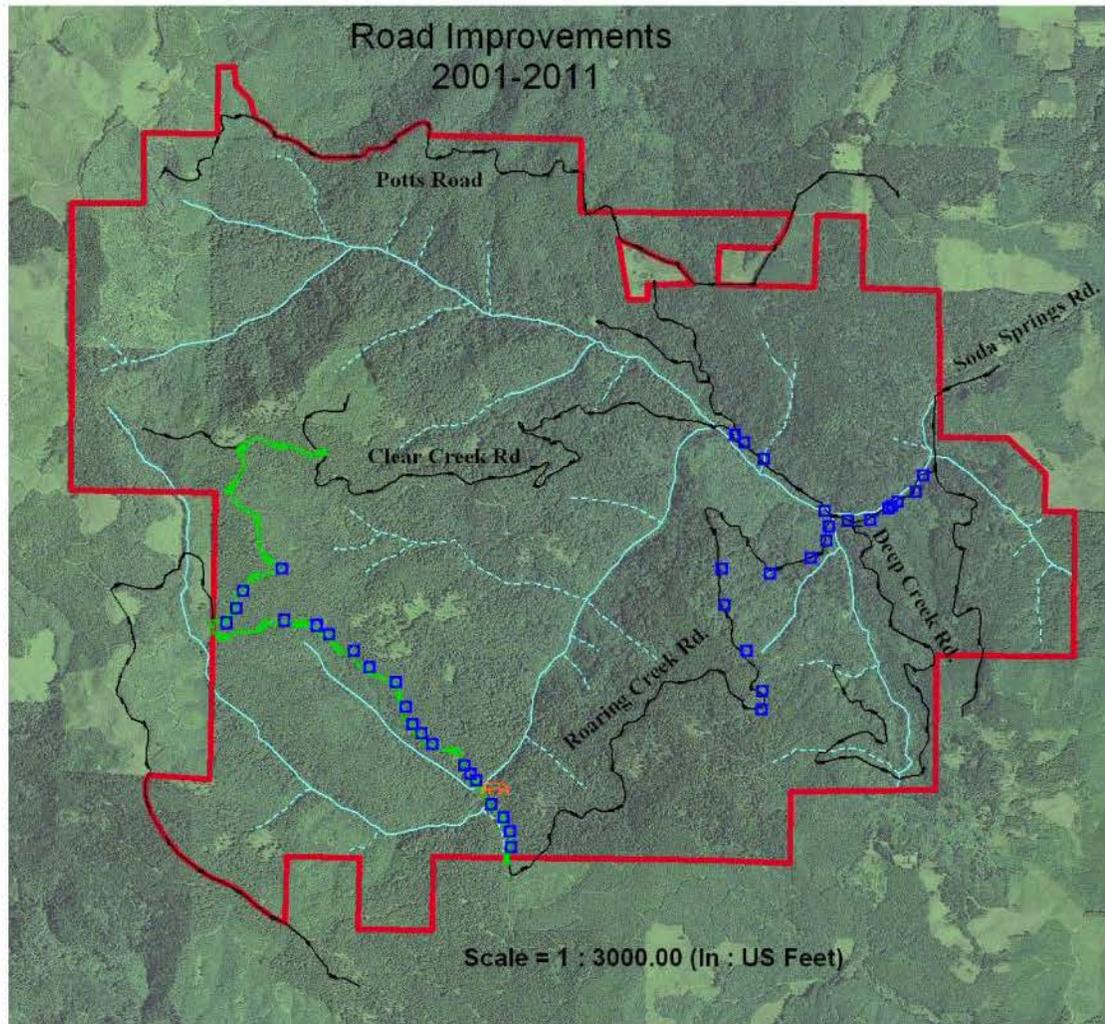
NET	(72% of gross)	\$681,864.78
------------	-------------------	---------------------

**Forest Grove Watershed
Harvest Areas 2002-2011**

- ROADS(by Type)
 - 'ROCKED ROAD'
- STREAMS(by Type)
 - 'Medium Creek'
 - 'Small Creek'
- Watershed Boundary
- STANDS
 - 'RMA'
 - 'Reserve'
- HARVESTED STANDS(by STAND_ID)
 - 'Patch Cut'
 - 'Thinned'



Scale = 1 : 2700.00 (In : US Feet)

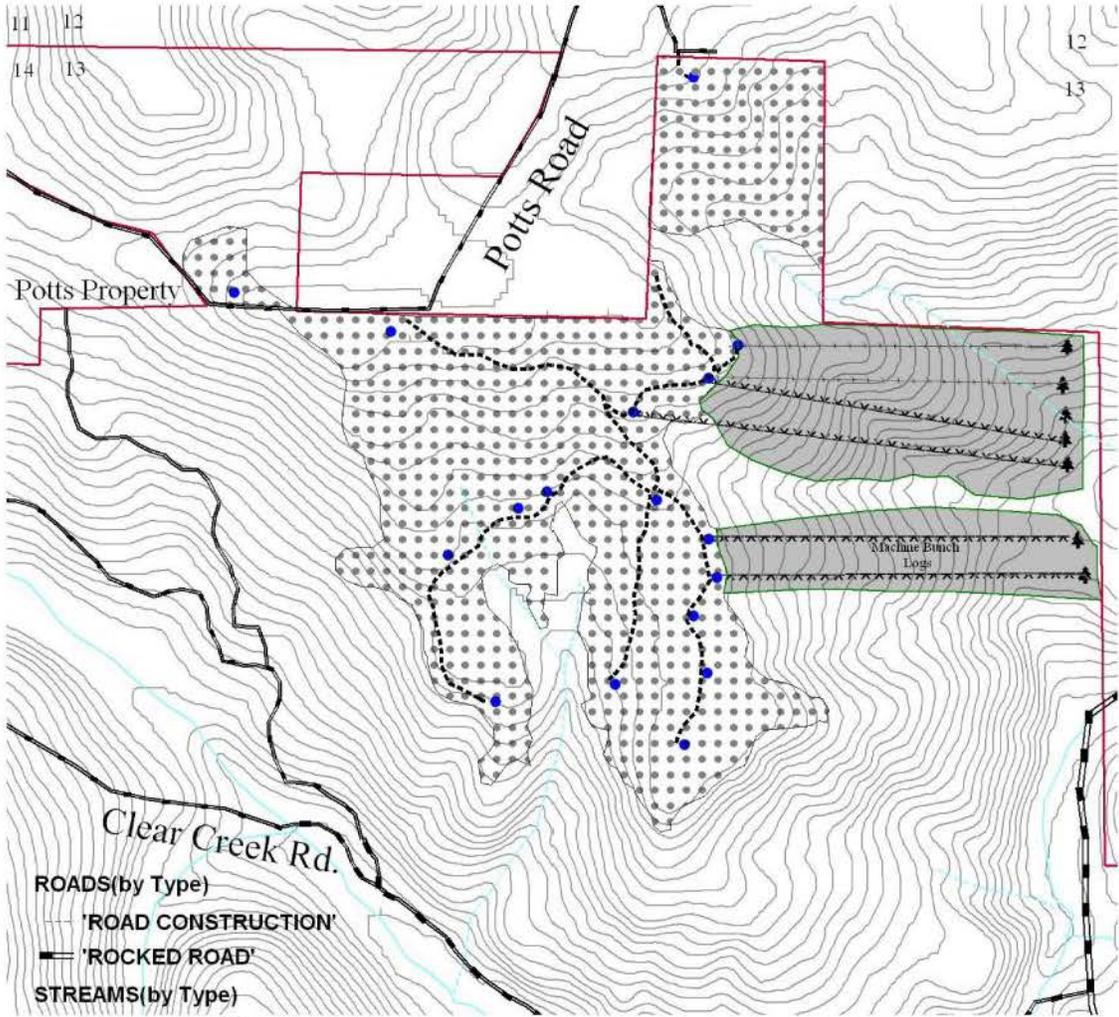


-  BRIDGE REPLACEMENT
-  NEW CULVERTS
- ROADS(by Type)**
-  'REBUILT ROAD'
-  'ROCKED ROAD'
-  Forest Grove Watershed Boundary
- STREAMS(by Type)**
-  'Medium Creek'
-  'Small Creek'
-  2009 Aerial Photo



2011 Harvest Area

Section 13, T1N, R5W



- ROADS (by Type)**
- 'ROAD CONSTRUCTION'
 - 'ROCKED ROAD'
- STREAMS (by Type)**
- 'Medium Creek'
 - 'Small Creek'

- Forest Grove Watershed Boundary
- Ground Thinning
- Cable Thinning Area
- Ground Thinning Area
- LANDINGS
- ROAD CONSTRUCTIONS
- ROCKED ROADS

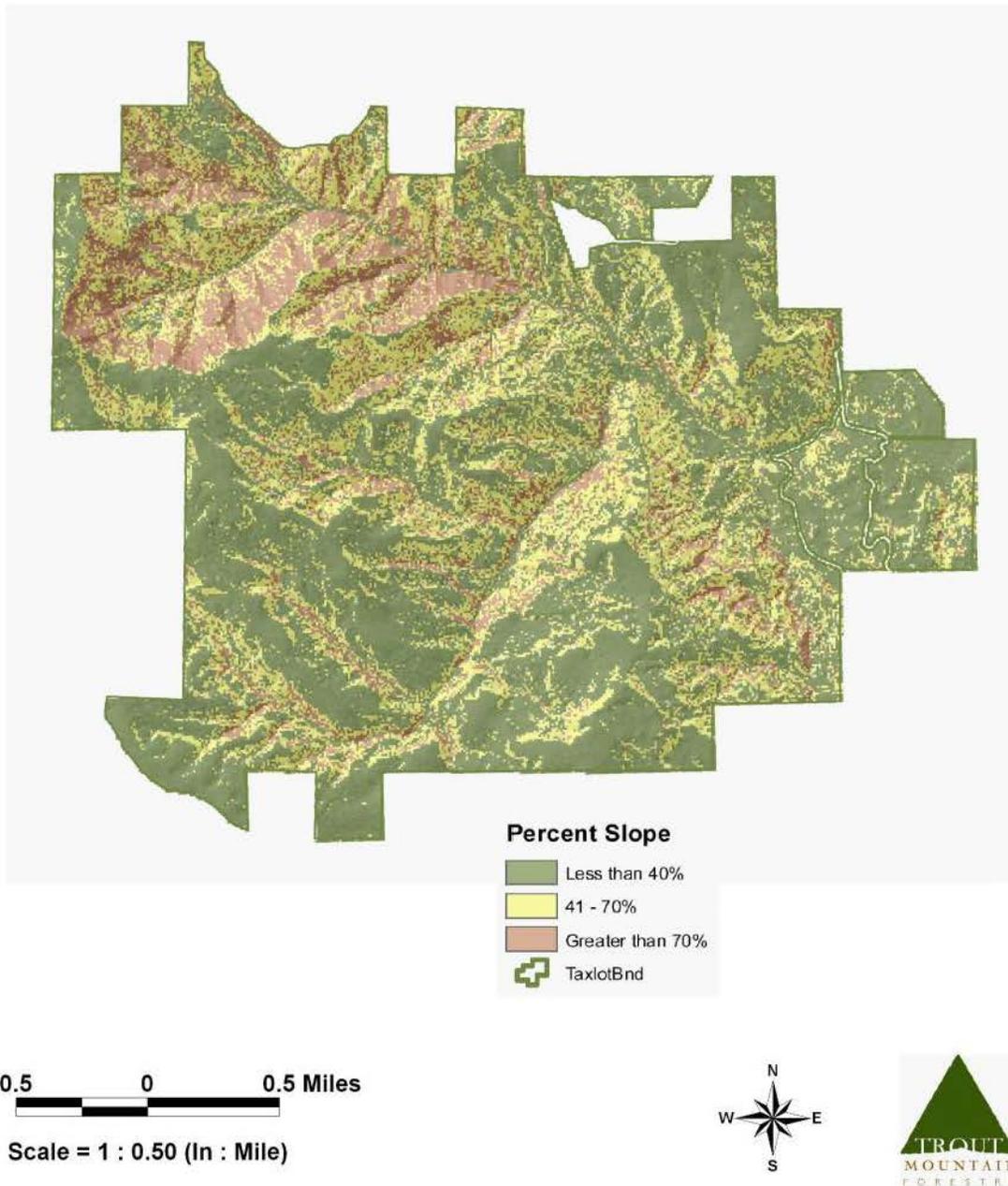
Scale = 1 : 750.00 (In : US Feet)

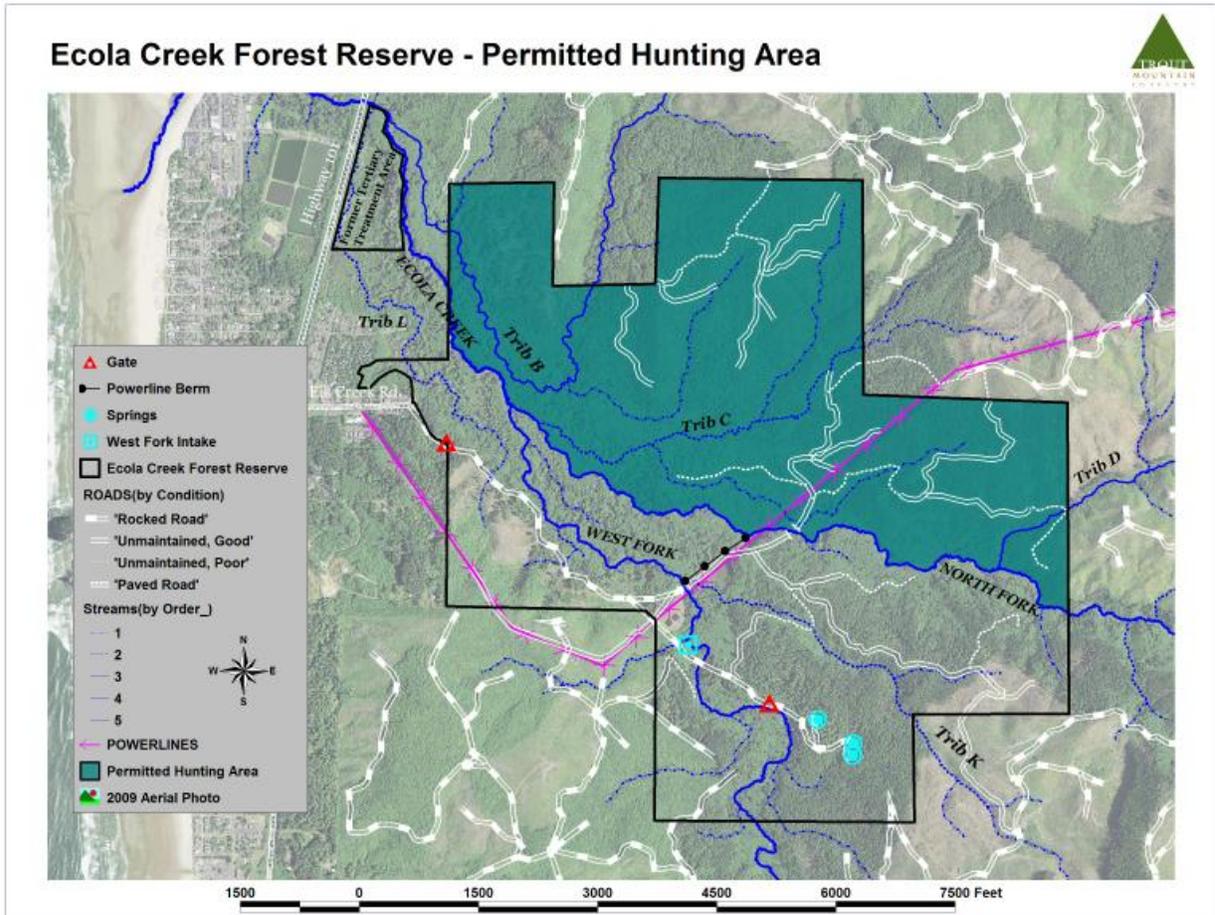


10-03-2011

Figure 5

Slope steepness and erosion potential

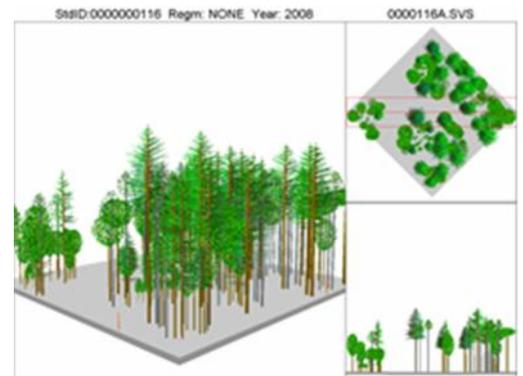




Data Management and Mapping Services

Trout Mountain Forestry has developed a Forest Grove Watershed Base Map from recent digital aerial orthophoto imagery. Base data on streams, ownership, roads, physical features, and special resources have been acquired and compiled using our in-house Geographic Information System (GIS). For forest vegetation typing, we ground-truth our aerial image interpretation.

During forest monitoring or inventory projects, we take measurements on forest structure, timber volume, log quality, crown condition and growth rates, as well as wildlife habitat, snags, woody debris, and invasive species. Inventory findings are compiled and reported using FPS inventory modeling software, the regional industry standard for professional timber cruise analysis. Trout Mountain foresters collect data on our portable field computers which have



integrated GPS capability. Plot lines are geo-referenced, and plot centers well marked to enable long term monitoring and analysis.

Trout Mountain Forestry has completed several long-term forest management simulations using the Forest Projection and Planning System (FPS). These projects were conducted for development of a forest carbon projects under the Climate Action Reserve forest protocol. We have also provided growth and modeling services to several other clients to assess results of various management strategies and test feasibility of forest carbon project development under several alternative silvicultural regimes. We also use inventory data and forest modeling capability as aids in prescription development.

4. Professional Details

Insurance

Trout Mountain Forestry currently carries the insurance required in this Request for Proposals. We would be happy to provide proof of coverage to the City, in the form of a broker issued certificate.

Disclosure Statement

Trout Mountain Forestry is has not been involved in any civil or criminal litigation or investigation regarding our business practices during the past five years.

Contract Review

The undersigned Proposer has reviewed the example Professional Services Agreement provided in the RFP and certifies that it has no concerns with the agreement.

Certifications --Non-Collusion

The undersigned Proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the City. The fees and prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

Conflict Of Interest

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Professional Services Contract, and associated inclusions and references, specifications, Proposal Form, Proposer response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Proposer submittals.

Reciprocal Preference Law - Residency Resident Proposer () Non-Resident Proposer ()

Signature Block

The Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Trout Mountain Forestry
Proposer Name Proposer

503-222-9772
Telephone Number

1800 NW Upshur Street, Suite 201
Portland, OR 97209
Proposer Mailing Address, City, State, Zip

503-517-9990
Proposer Facsimile Number

scott@troutmountain.com
Proposer E-mail Address

Signature

Date

Offer, Certifications & Commitment

Trout Mountain Forestry is keenly interested in this project and will provide **principal and staff time** to carry out all proposed work during the contract period. We are committed to providing the highest level of service to the City of Forest Grove if selected. Our performance record during our previous working tenure with the City, as well as the references listed above attest to our proven ability to deliver projects on time and within budget.

Primary Contact - Name and Printed/Title: Scott Ferguson, Senior Forester

The undersigned has the authority to commit the vendor to the proposal as identified in these documents, and certifies that this information is true and accurate.

1A

CERTIFICATE OF APPRECIATION

Awarded to

Linda J. Minor

*Reference Services Supervisor
Forest Grove Library*

**In Recognition of 23 Dedicated Years of Service to the
City of Forest Grove and Citizens of Forest Grove**

The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional employment and is so very proud to have had you as the Reference Services Supervisor of the City of Forest Grove Library since 1991.



**city of
forest
grove**

*Peter B. Truax, Mayor
Forest Grove City Council
February 24, 2014*

This page is intentionally blank.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 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 7:00 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Michael Greene, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Coordinator; George Cress, Light and Power Director (in the audience); Janie Schutz, Police Chief (in the audience); Rob Foster, Public Works Director (in the audience); and Anna Ruggles, City Recorder.

Moment of Silence:

Mayor Truax called for a moment of silence in remembrance of George Burlingham, a long-time resident of Forest Grove, who passed away recently.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve City Council Executive Session (Litigation) Meeting Minutes of January 13, 2014.
- B. Approve City Council Work Session (Backyard Burning) Meeting Minutes of January 13, 2014.
- C. Accept Community Forestry Commission Meeting Minutes of December 18, 2013.
- D. Accept Library Commission Meeting Minutes of December 17, 2013.
- E. Accept Parks and Recreation Commission Meeting Minutes of

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

November 20, 2013.

- F. Library Department Monthly Circulation Statistics Report for January 2014.
- G. Endorse Temporary Liquor License for Forest Grove/Cornelius Chamber of Commerce, 2417 Pacific Avenue (Applicant Jill Wilson). *ADDED TO CONSENT AGENDA.*

MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to approve the Consent Agenda as amended. ABSENT: Councilor Uhing. MOTION CARRIED 6-0 by voice vote.

4. ADDITIONS/DELETIONS:

Ruggles added Consent Agenda Item 3 G. as noted above.

Due to lack of the time, Sykes postponed the Work Session (Urban Renewal) scheduled at 6:00 p.m. to the Council meeting of February 10, 2014.

4. A. LITIGATION SETTLEMENT AGREEMENT (JORDAN RAMIS, PC):

City Manager Sykes added Agenda Item 4. A. as noted below. City Attorney Greene reported a settlement has been reached to settle pending litigation between the City and Jordan Ramis, P.C. for a payment to the City in the amount of \$100,000.

Before proceeding with Council discussion, Mayor Truax asked for the following motion.

MOTION: Councilor Thompson moved, seconded by Councilor Kidd, to authorize the City Manager to sign such documents as may be necessary and as approved by the City's legal counsel, Michael Greene, in order to settle the pending litigation between the City of Forest Grove and Jordan Ramis P.C. for a payment to the City in the amount of \$100,000.00 and further directing staff to bring back a resolution for the Council's consideration in February which will reflect the settlement and the related documents.

Council Discussion:

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

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

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

5. PRESENTATIONS:

5. A. Redevelopment Recommendations of the Times Litho Ad-Hoc Committee

King introduced Jerry Johnson, consultant, Cindy Strum, Brian Wilbur, and Rod Fuiten, Ad-Hoc Committee members, who presented the Times Litho redevelopment site recommendations and next steps in the development process, noting the recommendations for the site include creating mixed-use development with apartments; specialty retail space, i.e., specialty grocer; and a public plaza. The group addressed various Council inquiries pertaining to the Committee's recommendations; lease/rental and development opportunities; current market and housing trends; and noting the importance of maintaining a public/private partnership with the developer throughout the redevelopment process. In conclusion of the above-noted presentation, King asked for Council consensus to proceed with drafting a Request for Information/Proposal to send out to prospective developers, noting Jerry Johnson, consultant, is assisting the City in preparing the prospectus.

Hearing no further discussion from the Council, Mayor Truax asked for a motion and vote as noted below.

MOTION: Councilor Miller moved, seconded by Councilor Kidd, to accept the Redevelopment Recommendations of the Times Litho Ad-Hoc Committee and authorize staff to proceed with a Request for Information/Proposal in the form of a prospectus to solicit a developer. ABSENT: Councilor Uhing. MOTION CARRIED 6-0 by voice vote.

5. B. Metro Quarterly Exchange Update:

Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation outlining her District 4 Quarterly Exchange Report and provided overviews on Nature Areas; Climate Smart Communities; Convention Center Hotel; Transportation Updates; Southwest Corridor; Willamette Falls Legacy Project; and ongoing work to support local jurisdictions. In conclusion of the above-presentation, Harrington

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

reported on other various upcoming events, distributed various handouts, and addressed Council inquiries pertaining to Chehalem Ridge and solid waste-related facilities.

6. **CONTINUE PUBLIC HEARING FROM JANUARY 13, 2014: SECOND READING OF ORDINANCE NO. 2014-01 ADOPTING WORK PRODUCTS RELATED TO THE UPDATE OF THE CITY OF FOREST GROVE COMPREHENSIVE PLAN REQUIRED UNDER OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT PERIODIC REVIEW ORDER 001786 AS AMENDED AND REPEALING ORDINANCE NO. 1980-14 AND SUBSEQUENT CONFLICTING ORDINANCES AND AMENDING MUNICIPAL CODE SECTION 9.700(1) COMPREHENSIVE PLAN. FILE NO. CPA-13-01369**

The first reading of Ordinance No. 2014-01 by title and motion to adopt occurred at the Council meeting of January 13, 2014.

Staff Report:

Holan and Riordan provided a summary as outlined in Attachment A of the staff report, Relative Earthquake Hazard Map; Attachment B, Floodplain and Vegetative Corridor Map; and Attachment C, Wetland Map, noting the staff report addresses testimony heard at the Council meeting of January 13, 2014, and is reaffirming the Planning Commission's recommendations of retaining a Multi-Family High-Density zoning designation in the area of D Street.

Sykes read Ordinance No. 2014-01 by title for second reading.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the Council meeting of January 13, 2014, and explained hearing procedures.

Proponents:

Lee Leighton, Westlake Consultants, 15115 SW Sequoia Pkwy, Suite 150, Tigard, OR 97224, representing Gales Creek Terrace, testified in support of the recommendations at the Council meeting of January 13, 2014, stating he had no new testimony to add to the record; however, Leighton advised he might have concerns depending on testimony at this evening's meeting. At the conclusion of testimony, Mayor Truax invited Leighton to readdress the Council, to which Leighton readdressed Council and testified that no homes are proposed to be built in the area

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 5**

where it would put residents within a flood zone. Leighton also cited Clean Water Services' (CWS) permit requirements, stating CWS has very clear requirements that must be met before CWS will issue a Service Provider Letter.

No one else testified and no written comments were received.

Opponents:

Kathy Corey, 1815 D Street, Forest Grove, OR 97116, testified in opposition at the Council meeting of January 13, 2014. Corey presented a PowerPoint presentation, along with maps, into the record, testifying in opposition of a Multi-Family High-Density zoning designation in the area along and west of D Street.

No one else 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:

Lowé referred to testimony heard as noted above, stating she has the same floodplain concerns and objection of building homes in the above-mentioned area, to which Holan addressed, noting the vegetation corridors map shown in Corey's presentation do not depict CWS' vegetative corridors. Holan advised development is restricted within the floodway and floodplain by the Development Code and Washington County and development is restricted near wetlands and within the vegetative corridors established by CWS. In addition, Holan advised development potentially impacting vegetative corridors requires review by CWS and issuance of a Service Provider Letter before development permits are issued by the City, noting although no official plans have been submitted to the City by the developer, all proposed development would be required to be outside of the vegetative corridors.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the Council meeting of January 13, 2014.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 6**

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Miller, Thompson, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

7. CONTINUE PUBLIC HEARING FROM JANUARY 13, 2014: SECOND READING OF ORDINANCE NO. 2014-02 ADOPTING POST-ACKNOWLEDGMENT PLAN AMENDMENT WORK PRODUCTS RELATED TO THE UPDATE OF THE CITY OF FOREST GROVE COMPREHENSIVE PLAN. FILE NO. CPA-13-01369

The first reading of Ordinance No. 2014-02 by title and motion to adopt occurred at the Council meeting of January 13, 2014.

Staff Report:

Holan and Riordan had nothing further to add to the staff report presented under Agenda Item 6.

Sykes read Ordinance No. 2014-02 by title for second reading.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the Council meeting of January 13, 2014, and explained hearing procedures.

Proponents:

Lee Leighton, Westlake Consultants, 15115 SW Sequoia Pkwy, Suite 150, Tigard, OR 97224, representing Gales Creek Terrace, testified in support, stating he had nothing further to add to his earlier testimony as noted above.

No one else testified and no written comments were received

Opponents:

Kathy Corey, 1815 D Street, Forest Grove, OR 97116, testified in opposition, stating she had nothing further to add to her earlier testimony as noted above.

No one else testified and no written comments were received.

Others:

No one testified and no written comments were received.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 7**

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 motion made at the Council meeting of January 13, 2014.

ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Miller, Thompson, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

8. **RESOLUTION NO. 2014-19 DIRECTING CITY MANAGER TO FORWARD ADOPTED WORK PRODUCTS RELATED TO COMPREHENSIVE PLAN UPDATE TO OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT (LCDC) FOR REVIEW AND APPROVAL AS REQUIRED UNDER STATE LAW ORS CHAPTER 197 (COMPREHENSIVE LAND USE COORDINATION) AND OAR CHAPTER 660, DIVISION 25 (PERIODIC REVIEW)**

Staff Report:

Holan and Riordan presented the above-proposed resolution requesting approval to forward the adopted work products related to the Comprehensive Plan update to the Oregon Department of Land Conservation and Development for review and approval as required pursuant to Periodic Review.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-19.

Sykes read Resolution No. 2014-19 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Miller, to approve Resolution No. 2014-19 Directing the City Manager to Forward Adopted Work Products related to the Comprehensive Plan Update to the Oregon Department of Land Conservation and Development for Review and Approval as Required under State Law ORS Chapter 197 (Comprehensive Land Use Coordination) and OAR Chapter 660 Division 26 (Periodic Review).

Council Discussion:

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 8**

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, Miller, Thompson, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

9. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2014-03 ADOPTING THE CITY OF FOREST GROVE TRANSPORTATION SYSTEM PLAN UPDATE AND REPEALING ORDINANCE NO. 2010-09

Staff Report:

Holan and Riordan presented the above-noted ordinance requesting to consider adopting the Transportation System Plan (TSP) update, noting the proposed ordinance is accepting the Planning Commission's findings and adopting the transportation elements of the Comprehensive Plan pursuant to the adoption of Ordinance No. 2014-01. Riordan provided a summary as outlined in Attachment A of the staff report, Transportation System Plan, Appendix K (findings); Attachment B, Updated Street Functional Classification Map; Attachment C, Tualatin Valley Scenic Bikeway; and Attachment D, Scenic Bikeway through Forest Grove.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2014-03.

Sykes read Ordinance No. 2014-03 by title for first reading.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to approve Ordinance No. 2014-03 Adopting the City of Forest Grove Transportation System Plan Update and Repealing Ordinance No. 2010-09. The second reading of Ordinance No. 2014-03 by title and final vote is scheduled to occur at the Council meeting of February 10, 2014.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Proponents:

Lee Leighton, Westlake Consultants, 15115 SW Sequoia Pkwy, Suite

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 9**

150, Tigard, OR 97224, representing Gales Creek Terrace, testified in support of the recommendations.

No one else testified and no other written comments were received.

Opponents:

Kathy Corey, 1815 D Street, Forest Grove, OR 97116 testified in opposition. In response to Corey's inquiry pertaining to the area of 19th Avenue west of E Street, a one-way graveled road, Holan advised the roadway would remain in the TSP designated as a collector street.

No one else testified and no other written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

In response to Lowe's inquiry pertaining to Poplar Street extension to Heather Street, Holan advised the roadway is designated in the TSP as an industrial collector.

Council President Johnston referenced Page 6 of the staff report, noting the report shows David Hill Road east of Thatcher Road as "not classified" by Washington County Transportation System Plan and Regional Transportation System plan, to which Holan addressed, noting the City has identified David Hill Road as a future extension to Highway 47.

Kidd referenced Appendix K, noting he would like to expand the definition of high-capacity transit to include "light rail", to which Riordan concurred expanding the definition to include "light rail".

Thompson pointed out Bonnie Lane (at B Street) does not depict stop signs, to which Riordan concurred making an amendment to the report/map.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2014-03 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 10**

of Monday, February 10, 2014.

10. RESOLUTION NO. 2014-15 APPOINTING THE DIRECTOR OF ADMINISTRATIVE SERVICES AS THE PLAN COORDINATOR FOR THE CITY'S ICMA-RC SECTION 457 DEFERRED COMPENSATION PLAN

Staff Report:

Downey presented the above-proposed resolution requesting to appoint the Administrative Services Director as the Plan Coordinator for the City's Deferred Compensation Plan, noting the City Recorder was appointed in 1983 as the Plan Coordinator; however, the Director, in coordination with the Human Resources Manager, has administered the duties for many years now. In conclusion of the above-noted staff report, Downey advised the proposed resolution affirms who has responsibility on behalf of the City to administer duties as the Plan Coordinator and has no fiscal impact to the City as outlined in the staff report and as proposed in the resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-15.

Sykes read Resolution No. 2014-15 by title.

MOTION: Council President Johnston moved, seconded by Councilor Miller, to adopt Resolution No. 2014-15 Appointing the Director of Administrative Services as the Plan Coordinator for the City's ICMA-RC Section 457 Deferred Compensation Plan.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

11. RESOLUTION NO. 2014-16 ADOPTING SUPPLEMENTAL BUDGET AND INCREASING MUNICIPAL COURT AND POLICE DEPARTMENT APPROPRIATIONS WITHIN THE GENERAL FUND FOR FISCAL YEAR

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 11**

2013-14

Staff Report:

Downey presented the above-proposed resolution authorizing to increase appropriations within the General Fund Municipal Court so the required pass-through Cornelius Court revenue could be paid and authorizing to increase appropriations within the Police Department to replace three radar units as outlined in the staff report and as proposed in the resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-16.

Sykes read Resolution No. 2014-16 by title.

MOTION: Councilor Thompson moved, seconded by Councilor Kidd, to adopt Resolution No. 2014-16 Adopting Supplemental Budget and Increasing Municipal Court and Police Department Appropriations within the General Fund for Fiscal Year 2013-14.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

12. RESOLUTION NO. 2014-17 AUTHORIZING THE EXPENDITURE OF WASHINGTON COUNTY STRATEGIC FRAMEWORK STATE INCENTIVE GRANT FUNDS IN THE POLICE DEPARTMENT AND INCREASING APPROPRIATIONS FOR THE GENERAL FUND FOR FISCAL YEAR 2013-14

Staff Report:

Downey presented the above-proposed resolution authorizing expenditures of Police Department grant funds (pay for related staff time and purchase of two alcohol screening devices) received from Washington County Strategic Framework State Incentive Grant as outlined in the staff report and as proposed in the resolution.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 12**

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-17.

Sykes read Resolution No. 2014-17 by title.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to adopt Resolution No. 2014-17 Authorizing the Expenditure of Washington County Strategic Framework State Incentive Grant Funds in the Police Department and Increasing Appropriations for the General Fund for Fiscal Year 2013-14.

Council Discussion:

Mayor Truax commended Police Department personnel for recently conducting an underage drinking sting, noting three businesses were cited for selling alcohol to a minor.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

13. **RESOLUTION NO. 2014-20 APPROVING TO MOVE THE MARCH 10, 2014, REGULAR CITY COUNCIL MEETING TO MONDAY, MARCH 17, 2014**

Staff Report:

Sykes presented the above-proposed resolution requesting to consider rescheduling the regular Council meeting of Monday, March 10, 2014, to Monday, March 17, 2014, due to Mayor and Councilors who are attending the National League of Cities Conference.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-20.

Sykes read Resolution No. 2014-20 by title.

MOTION: Council President Johnston moved, seconded by

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 13**

Councilor Kidd, to adopt Resolution No. 2014-20 Approving to move the March 10, 2014, Regular City Council Meeting to Monday, March 17, 2014.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

14. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager's Report. Sykes reported on the Five-Cities Joint Legislative Session, held Thursday, January 23, 2014, noting he was very pleased with the attendance and presentations heard. Sykes commended Linda Minor, Library Reference Supervisor, for her 23 dedicated years of service, noting Minor is retiring February 28, 2014. Sykes commended Paul Downey, Administrative Services Director, for his 15 dedicated years of service. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

15. COUNCIL COMMUNICATIONS:

Council President Johnston reported on Public Safety Advisory Commission (PSAC)-related activities, noting PSAC will be discussing whether they need to meet every month. Johnston commended police and fire personnel for their efforts on recent emergency-related calls. In addition, Johnston reported on matters of interest and upcoming meetings he was planning to attend.

Kidd reported on matters of interest and upcoming community-related events and meetings he was planning to attend.

Lowe reported on upcoming meetings she was planning to attend.

Miller reported on matters of interest and upcoming community-related

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JANUARY 27, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 14**

events and meetings she was planning to attend.

Thompson reported on matters of interest and meetings he was planning to attend.

Uhing was absent.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported attending the Parks and Recreation Commission (P&R) meeting to discuss consideration of making all city parks smoke-free areas. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and distributed a copy of the upcoming meetings and community-related events he was planning to attend.

16. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(CEP PROCESS)
FEBRUARY 10, 2014 – 6:00 P.M.
FIRE DEPARTMENT– CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:12 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax.
COUNCIL ABSENT: Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Bev Maughan, Executive Assistant to City Manager; and Anna Ruggles, City Recorder.

2. REVIEW COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS FOR FY 2014-15:

Sykes, Downey, and Maughan facilitated the work session, noting the purpose of the work session was to review proposed recommendations to the CEP program criteria and/or process used to allocate CEP funds for Fiscal Year 2014-15. Downey reported the projected CEP revenue for Fiscal Year 2014-15 is estimated at \$57,000, based on the current tip fee of \$.50 per ton. Downey reported the City has been approached by Metro regarding the potential of raising the tip fee from \$.50 per ton to \$1.00 per ton, noting if the increase is approved by Metro Council, the CEP revenue would increase to approximately \$114,000 per year. Downey advised in the meantime, staff is looking for Council direction on the proposed recommendations as outlined below:

- A. Propose CEP funds be dedicated to projects that promote sustainability. The application would require the applicant to identify how their project would enhance sustainability, either economically, environmentally, or socially.
- B. The CEP funds would be split into two pots of funds: 1) City advisory board/commission projects, and 2) community projects. Based on the current CEP funding, each pot would have \$28,500 to allocate to projects.
- C. All projects would be reviewed by Council and scored using the same methodology as previously-adopted, i.e., each Councilor would be allocated one-seventh of the funds available in each pot to proposed projects.
- D. A \$5,000 maximum limit would be placed on the CEP application for funding for a particular project.

**FOREST GROVE CITY COUNCIL WORK SESSION
(CEP PROCESS)
FEBRUARY 10, 2014 – 6:00 P.M.
FIRE DEPARTMENT– CONFERENCE ROOM
PAGE 2**

Downey explained the above-noted approach would give each City advisory board/commission a potential funding source for projects and or action items adopted by the Council, noting the proposed recommendations would also potentially give Council more flexibility in allocating CEP funds. Downey added with the emphasis placed on sustainability, it would give City advisory boards/commissions an opportunity to fund key City priorities. In conclusion of the above-noted staff report, Downey advised staff is asking Council to review the proposed recommendations and provide feedback so staff can finalize the CEP program criteria and funding allocations for adoption consideration at the next Council meeting, noting the proposed recommendations do not modify the overall program requirements set by Metro.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff reviewed the proposed recommendations as outlined above to the CEP program criteria and funding allocations. Sykes, Downey, and Maughan addressed various inquiries, concerns, and scenarios Council presented pertaining to the proposed recommendations and funding allocations, noting if funding is split into two proposed pots as noted above, each Councilor would have approximately \$4,072 to allocate in each pot (\$8,144 total per councilor). In addition, Mayor Truax added as he examined the current CEP program criteria and funding allocation, he felt it was important to enhance the program by separating City advisory board/commission projects from community projects, noting it will require a harder effort on behalf of the applicant to submit worthy projects that are focused on promoting economic, environmental, and social sustainability and also encourage boards/commissions to think about other outside grant opportunities to enhance funding in addition to the funding they might receive from the CEP program, such as applying for state matching grants, etc. In conclusion of the above-noted discussion and review, Council collectively voiced consensus to proceed with a proposed resolution adopting the proposed CEP program criteria and funding allocations for Fiscal Year 2014-15 as outlined above in the recommendations.

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

**FOREST GROVE CITY COUNCIL WORK SESSION
(CEP PROCESS)
FEBRUARY 10, 2014 – 6:00 P.M.
FIRE DEPARTMENT– CONFERENCE ROOM
PAGE 3**

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 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; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Michael Greene, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; George Cress, Light and Power Director (in the audience); Michael Kinkade, Fire Chief (in the audience); Janie Schutz, Police Chief (in the audience); Rob Foster, Public Works Director (in the audience); and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve City Council Regular Meeting Minutes of January 13, 2014.
- B. Approve City Council Work Session (B&C Interviews) Meeting Minutes of January 21, 2014.
- C. Approve City Council Work Session (B&C Interviews) Meeting Minutes of January 27, 2014.
- D. Accept Historic Landmarks Board Meeting Minutes of October 29 and November 26, 2013.
- E. Accept Planning Commission Meeting Minutes of December 16, 2013.
- F. Accept Public Safety Advisory Commission Meeting Minutes of December 17, 2013.
- G. Community Development Department Monthly Building Activity Informational Report for January 2014.

FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2

- H. RESOLUTION NO. 2014-21 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (Appointing Stephanie Keys and Kathryn Karppinen, Terms Expiring December 31, 2015).
- I. RESOLUTION NO. 2014-22 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (Appointing James Draznin, At-Large, Term Expiring December 31, 2015; Zach Barrer, Primary, McMenamins, Term Expiring December 31, 2015; and Mark Nakajima, Small Manufacturer/Business, Term Expiring December 31, 2016).
- J. RESOLUTION NO. 2014-23 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (Appointing Jennifer Brent, Term Expiring December 31, 2014).
- K. RESOLUTION NO. 2014-24 MAKING APPOINTMENT TO LIBRARY COMMISSION (Appointing Nickie Augustine, Term Expiring December 31, 2014).
- L. RESOLUTION NO. 2014-25 MAKING APPOINTMENT TO PLANNING COMMISSION (Appointing Sebastian Bannister Lawler, Term Expiring December 31, 2017).
- M. RESOLUTION NO. 2014-26 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (Appointing Glenn VanBlarcom, At-Large, Term Expiring December 31, 2016).
- N. RESOLUTION NO. 2014-27 MAKING APPOINTMENT TO SUSTAINABILITY COMMISSION (Appointing Brian Schimmel, At-Large, Term Expiring December 31, 2014; Dale Feik, At-Large, Term Expiring December 31, 2014; Robin Lindsley, At-Large, Term Expiring December 31, 2015; Hope Kramer, Economic, Term Expiring December 31, 2015; Elaine Cole, Educator, Term Expiring December 31, 2016; Karin Pfeiffer-Hoyt, Ethnic/Cultural, Term Expiring December 31, 2016; John Hayes, Forest Grove School District, Term Expiring December 31, 2017; Mitch Taylor, Non-Profit/Public Service, Term Expiring December 31, 2017; Deke Gunderson, Pacific University, Term Expiring December 31, 2017; and Leslie Applegate-Lanzar, Sustainable Business, Term Expiring December 31, 2017).

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

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

4. ADDITIONS/DELETIONS:

Due to snowstorm weather-related conditions and need to adjourn as early as possible, Sykes postponed Item 5. A. Annual Financial Audit Report for Year Ending June 30, 2013, to the Council meeting of February 24, 2014.

5. PRESENTATIONS:

5. A. Annual Financial Report for Year Ending June 30, 2013

The above-noted agenda item was rescheduled to the Council meeting of February 24, 2014.

6. CONTINUE PUBLIC HEARING FROM JANUARY 27, 2014: SECOND READING OF ORDINANCE NO. 2014-03 ADOPTING THE CITY OF FOREST GROVE TRANSPORTATION SYSTEM PLAN UPDATE AND REPEALING ORDINANCE NO. 2010-09

The first reading of Ordinance No. 2014-03 by title and motion to adopt occurred at the meeting of January 27, 2014.

Staff Report:

Holan and Riordan had nothing further to add to the staff report presented at the meeting of January 27, 2014.

Sykes read Ordinance No. 2014-03 by title for second reading.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the Council meeting of January 27, 2014, and explained hearing procedures.

Proponents:

Lee Leighton, Westlake Consultants, 15115 SW Sequoia Pkwy, Suite 150, Tigard, OR 97224, representing Gales Creek Terrace, testified in support of the recommendations at the Council meeting of January 27, 2014, stating he had no new testimony to add to the record this evening.

No one else testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 4**

Others:

No one testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Council President Johnston commented on long-range planning for 23rd/24th Avenues as identified in the TSP, noting he would like more discussion about these roadways when the time comes.

Mayor Truax added the TSP update identifies certain roadway projects and improvements as well as connectivity and identifies potential funding sources.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the Council meeting of January 27, 2014.

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

7. **ORDER NO. 2014-02 ADOPTING FINAL FINDINGS OF FACT RELATED TO THE UPDATE OF THE CITY OF FOREST GROVE COMPREHENSIVE PLAN REQUIRED UNDER OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT PERIODIC REVIEW ORDER 001786 PURSUANT TO THE ADOPTION OF ORDINANCE NO. 2014-01**

Staff Report:

Holan and Riordan presented the above-proposed order adopting final findings of fact supporting the Periodic Review Work Products related to the update of the City's Comprehensive Plan as required under Oregon Department of Land Conservation and Development Periodic Review Order 001786, noting Exhibit A is adopting specific findings and facts supporting the Periodic Review Work Products (adoption of Ordinance No. 2014-02) and Exhibit B is adopting Metro Regional Framework Plan and Urban Growth Management Function Plan findings and facts

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 5**

supporting the Comprehensive Plan amendments (adoption of Ordinance No. 2014-01). In conclusion of the above-noted staff report, Holan and Riordan referenced the adoption of the Comprehensive Plan Map (Ordinance No. 2014-01); adoption of the Periodic Review Work Products (Ordinance No. 2014-02); and adoption of Transportation System Plan (Ordinance No. 2014-03) as outlined in the staff report and as proposed in the order.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Order No. 2014-02.

Sykes read Order No. 2014-02 by title.

MOTION: Council President Johnston moved, seconded by Councilor Thompson, to approve Order No. 2014-02 Adopting Final Findings of Fact related to the update of the City of Forest Grove Comprehensive Plan required under Oregon Department of Land Conservation and Development Periodic Review Order 001786 pursuant to the adoption of Ordinance No. 2014-01.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

8. ORDER NO. 2014-03 ADOPTING FINAL FINDINGS SUPPORTING POST-ACKNOWLEDGMENT PLAN AMENDMENTS TO THE CITY OF FOREST GROVE COMPREHENSIVE PLAN PURSUANT TO THE ADOPTION OF ORDINANCE NO. 2014-02; FILE NO. CPA-13-01369

Staff Report:

Holan and Riordan presented the above-proposed order adopting final findings of fact supporting the Post-Acknowledgement Plan Amendments as required to complete the process as required under Oregon Department of Land Conservation and Development Periodic Review Order 001786, noting Exhibit A is adopting specific findings and facts supporting the Post-Acknowledgement Plan Amendments (adoption of

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 6**

Ordinance No. 2014-02) and Exhibit B is adopting Metro Regional Framework Plan and Urban Growth Management Function Plan findings and facts supporting the Comprehensive Plan amendments (adoption of Ordinance No. 2014-01). In conclusion of the above-noted staff report, Holan and Riordan referenced the adoption of the Comprehensive Plan Map (Ordinance No. 2014-01); adoption of the Periodic Review Work Products (Ordinance No. 2014-02); and adoption of Transportation System Plan (Ordinance No. 2014-03, noting the above-noted order also addresses public comments presented during the hearing process as outlined in Exhibit B.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Order No. 2014-03.

Sykes read Order No. 2014-03 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Miller, to approve 2014-03 Adopting Final Findings Supporting Post-Acknowledgment Plan Amendments to the City of Forest Grove Comprehensive Plan pursuant to the adoption of Ordinance No. 2014-02; File No. CPA-13-01369.

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, Miller, Thompson, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.

9. PUBLIC HEARING AND ORDER NO. 2014-04 REZONING CERTAIN TRACTS OF LAND CONSISTENT WITH THE UPDATE TO THE COMPREHENSIVE PLAN MAP (FILE NO. CPA-13-01369); FILE NO. ZNC-14-00008

Staff Report:

Holan and Riordan presented the above-proposed order rezoning certain tracts of land pursuant to the adoption of the Comprehensive Plan (adoption of Ordinance No. 2014-01), noting the recommended amendments to the Official Zoning Map (as shown in the PowerPoint

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 7**

presentation and staff report) include:

- Area south of Pacific Avenue/West of Forest Grove Town Center: The recommendation is to change the current zoning designation from Multifamily High-Density Residential (20.28 dwelling units per net acre) to Multifamily High-Density Residential (20.28 dwelling units per net acre), Multifamily Low-Density (12 dwelling units per acre), and Single-Family Residential R-7 (6.22 dwelling units per net acre) as shown in Attachment A of the staff report.
- Forest Grove Post Office (1822 21st Avenue): The recommendation is to change the current zoning designation from Institutional to Town Center Support as shown in Attachment A of the staff report.
- Forestmeade Subdivision (east of Quince Street and generally south of Pacific Avenue): The recommendation is to change the current zoning designation from Multifamily Low-Density (12 dwelling units per net acre) to Single-Family Residential R-5 (5.71 dwellings units per net acre) as shown in Attachment A of the staff report.
- A. T. Smith House/Friends of Historic Forest Grove (240 Elm Street): The recommendation is to change the current zoning designation from General Industrial to Institutional as shown in Attachment A of the staff report.

Holan and Riordan referenced Attachment A, Map of Proposed Zone Changes, and Attachment B, Residential Housing Capacity Estimates, and review criteria as outlined in the staff report. Holan and Riordan referenced Exhibit A, City Initiated Zone Change, as attached to the proposed order. In addition, Holan and Riordan reported the Planning Commission Chair submitted an e-mail to staff recently stating the Planning Commission's intentions to revisit the specific zoning area south of Pacific Avenue, noting the Commission has concerns with the land use layout within this area. Holan advised the Planning Commission plans to revisit the issue when it meets at its next meeting and because the outcome of the Commission's meeting is unknown at this time, the City Attorney is recommending the Council adopt the above-noted proposed zoning changes consistent with the adoption of the Comprehensive Plan Map Update (Ordinance No. 2014-01). In conclusion of the above-noted staff report, Sykes advised he also concurs the proposed zoning changes need to be adopted consistent

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 8**

with the adoption of the Comprehensive Plan Update. Sykes added the Commission can take up the issue at its next meeting, hear from affected property owners in a public hearing setting, and submit recommendations, if any, to the Council for consideration at a later date.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Order No. 2014-04.

Sykes read Order No. 2014-04 by title.

MOTION: Councilor Miller moved, seconded by Councilor Thompson, to adopt Order No. 2014-04 Rezoning Certain Tracts of Land consistent with the update to the Comprehensive Plan Map (File No. CPA-13-01369); File No. ZNC-14-00008.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Proponents:

Lee Leighton, Westlake Consultants, 15115 SW Sequoia Pkwy, Suite 150, Tigard, OR 97224, representing Gales Creek Terrace, testified in support of the above-noted proposed zoning changes and recommendations, stating Gales Creek Development has development interest in the area south of Pacific Avenue and generally west of E Street. Leighton provided background on its conceptual development plan and prospective of the property (south of Pacific Avenue, D Street to Ritchey Road), noting they have been researching the property and coming up with engineering plans of how to make the property feasible to develop. Leighton pointed out the sewer line has to be extended from the southeast of the property; therefore, plan phasing begins at the east and moves consistently farther to the west. Leighton stated there is plenty of time for the Planning Commission to refocus on the specific area and give it (zoning) more thought, noting it would not surprise him a bit if the Planning Commission's outcome is no change (to the proposed zoning). Leighton urged Council to adopt the zoning changes as present so the required consistency with the Comprehensive Plan adoption is maintained.

No one else testified and no written comments were received.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 9**

Opponents:

Brent Kerr, 10910 N. E. Hwy 240, Yamhill, OR 97148, testified in opposition of the proposed zoning change affecting Taylor Industrial Park, stating Kerr owns 25 areas in the Taylor Industrial Park, 3-1/2 acres are within the Industrial Park; therefore, Kerr is requesting to exclude their property from the proposed zoning change (A. T. Smith House proposed zoning change). Kerr stated he has concerns if the Taylor Industrial Park goes from Industrial designation to Institutional designation, citing safety concerns and land value loss by changing the zoning designation from an industrial area to an institutional area. Kerr also voiced concern of how the CCR's (Covenants, Conditions and Restrictions) votes and mail notification to Kerr was handled by the attorney representing the A. T. Smith House.

No one else testified and no written comments were received.

Others:

Mark Kenzer, 1334 Pacific Avenue, Forest Grove, OR 97116, testified that he owns 28 acres east of Forest Grove and has two lots zoned high-density and he wants to ensure his lots remain as high-density, to which Sykes advised the proposed zoning changes do not affect Kenzer's property.

No one else testified and no written comments were received.

Public Hearing Closed:

Mayor Truax closed the Public Hearing.

Council Discussion:

Thompson indicated he supports adopting the zoning changes as proposed, noting if the Planning Commission's reconsideration of zoning is important, the Commission can submit an amendment to the adopted Comprehensive Plan for Council consideration at a later date.

In response to Council President Johnston's concerns pertaining to pending development plans, Holan indicated the Planning Commission would be revisiting only the area south of Pacific Avenue, noting to his knowledge, the only proposed development project that could potentially be affected is Gales Creek Development; however, Holan stressed that presently no formal application has been submitted. Holan added he

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 10**

believes there is factual basis that indicate new information arose after Council's adoption of the Periodic Review Work Products; therefore, new amendments could occur at a later date.

In response to Kidd's concern pertaining to remanding Council's legislative action and pending development plans, Holan indicated if the Council remanded its legislative action, the development application would still be processed as High-Density Residential.

Miller commended staff for all their hard work preparing the Periodic Review Work Products, etc.

Lowe indicated based on her in-depth discussions with staff pertaining to her decision-making at the last Council meeting of January 27, 2014, she would move to support the above-noted zoning changes as proposed and allow the Planning Commission to conduct its review.

Mayor Truax explained the Comprehensive Plan Update was adopted as part of Periodic Review, noting nothing prevents Council from adjusting the Plan at any time in the future.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

10. RESOLUTION NO. 2014-28 AUTHORIZING THE CITY MANAGER TO ENDORSE THE ADDENDUM TO THE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE RURAL FIRE PROTECTION DISTRICT

Staff Report:

Downey presented the above-proposed resolution authorizing the City Manager to endorse an addendum to the existing agreement between the City and Forest Grove Rural Fire Protection District, noting the amendment is adding language to allow both insured parties to be named on each other's insurance program for liability purposes. Downey advised the City Attorney drafted the agreement and the District has

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 11**

agreed to the proposed addendum. In conclusion of the above-noted staff report, Downey advised the proposed resolution has no fiscal impact to the City as outlined in the staff report and as proposed in the resolution.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-28.

Sykes read Resolution No. 2014-28 by title.

MOTION: Councilor Kidd moved, seconded by Council President Johnston, to adopt Resolution No. 2014-28 Authorizing the City Manager to Endorse the Addendum to the Agreement between the City of Forest Grove and Forest Grove Rural Fire Protection District.

Council Discussion:

In response to Mayor Truax's inquiry pertaining to property owned by the District, Downey affirmed the District is responsible to insure property owned by the District.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

11. RESOLUTION NO. 2014-29 AUTHORIZING APPROVAL OF A SETTLEMENT AGREEMENT IN THE CITY OF FOREST GROVE VERSUS JORDAN RAMIS P.C. AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SETTLEMENT AGREEMENT ON BEHALF OF THE CITY OF FOREST GROVE

Staff Report:

Downey presented the above-proposed resolution authorizing the City Manager to execute the settlement agreement between the City and Jordan Ramis for \$100,000.00, noting the City filed a lawsuit against the firm on July 17, 2012, for negligence and breach of contract related to the condemnation of the Haworth property and the settlement agreement will end the lawsuit. In conclusion of the above-noted staff report,

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 12**

Downey advised the City will collect approximately \$60,000.00 after attorney fees and court costs, noting the funds will go into the Capital Projects Fund to partially reimburse funds used to pay damages incurred as a result of the Haworth condemnation.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2014-29.

Sykes read Resolution No. 2014-29 by title.

MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2014-29 Authorizing Approval of a Settlement Agreement in the City of Forest Grove versus Jordan Ramis P.C. and Authorizing the City Manager to execute the Settlement Agreement on behalf of the City of Forest Grove.

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, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

12. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and community-wide events as noted in the City Manager's Report. Sykes noted the Council Retreat is scheduled for Saturday, March 1, 2014. Sykes added that he has arranged to have David Landis, a Nebraska state senator, an award-winning teacher, and a skilled negotiator in the public arena, to provide training to upper management on April 25, 2014, noting Council is invited to attend the training. Sykes reported on the Boards, Committees and Commissions Annual Recognition Reception, held Thursday, January 30, 2014, noting he was very pleased with the attendance and annual report presentations heard. Sykes distributed a copy of a report titled "Portland Economic Indicators", noting the report indicates there is strong variability in residential construction plans in Forest Grove. Sykes called on Foster to present a PowerPoint slide presentation to Council illustrating how the

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 13**

City responded to the recent snow and ice storm-related activities, noting the snowstorm blanketed the entire city with significant amounts of snow. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

13. COUNCIL COMMUNICATIONS:

Council President Johnston invited the public to attend the Fire Department's 120th Year Anniversary Celebration on Thursday, February 13, 2014, 4pm, Fire Department. Johnston commended police and fire personnel for providing excellent community support and emergency response during the recently snowstorm. In addition, Johnston reported on matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmarks Board (HLB)-related activities, noting HLB is excited to welcome its newest member appointee and is looking forward to fill two remaining vacancies. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the Regional Water Providers Consortium meeting and Annual Town Meeting. Lowe invited the public to attend the Fernhill Wetlands Tree Planting on Saturday, February 22, 2014. Lowe commended the Sustainability Commission Ad-Hoc members, noting she is very excited about the formation of the new Sustainability Commission. In addition, Lowe reported on upcoming meetings she was planning to attend.

Miller reported on matters of interest and upcoming community-related events and meetings she was planning to attend.

Thompson reported on Meals on Wheels and other matters of interest and meetings he was planning to attend.

Uhing was absent.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported on the Boards, Committees and Commissions (B&C) Annual Recognition Reception, held Thursday, January 30, 2014, noting he was very pleased with the event and hearing the significant accomplishments of each B&C.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
FEBRUARY 10, 2014 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 14**

Mayor Truax announced his plans to present the City's State of Address, along with Mayor of Cornelius, at the Chamber Luncheon on Monday, February 24, 2014. Mayor Truax reported attending the Washington County Coordinating Committee meeting, noting consensus was to maintain the 20% discount (TDT) for projects for 12 months and reexamine it in February, 2015. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended and distributed a copy of the upcoming meetings and community-related events he was planning to attend.

14. ADJOURNMENT:

Mayor Truax adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

Library Commission approved minutes as presented on Feb 11, 2014.

1. CALLED TO ORDER AND ROLL CALL:

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Jan 21, 2013.

Members Present: Pamela Bailey, Chair; Annie Hicks; Doug Martin; Kathleen Poulsen, Vice-Chair; Dayla Smoland; Jon Youngberg, Secretary.

Members Absent: None

Staff: Colleen Winters, Library Director

Council Liaison: Peter Truax, Mayor (excused)

Others: None

2. ADDITIONS/DELETIONS:

1) Colleen wanted to discuss the setting of 2014 goals and objectives, and ideas for a process for setting the goals and objectives.

2) Jon praised the latest WCCLS newsletter mailed out to all Washington County homes. It discusses the future of libraries, and their value to Washington County communities. Also lists a variety of interesting events.

3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Dec 17, 2013):

MOTION: Doug moved, seconded by Dayla, to approve the Dec 17, 2013 minutes as presented. **MOTION CARRIED** by all.

4. CITIZEN COMMUNICATIONS: None.

5. INFORMATIONAL ITEMS:

5a. FOUNDATION REPORT: Colleen Winters reported about the Library Foundation of Forest Grove:

a) The Ed Carpenter art project for the library, now called "Mollie's Garden", is to be installed in the ceiling/skylight area, near the library's circulation desk.

See Ed Carpenter's website for more info (and pictures) related to this project: (<http://www.edcarpenter.net/home/home.html>)

b) This project will also include participation and collaboration by metal artist Eric Canon and wood artist Greg Kriebel. Their contributions to the project will focus on the enhancement of the four wooden columns, and new light sconces, all under the skylight.

c) The artwork, once installed, will be owned by the City of Forest Grove, which will also be responsible for maintenance, insurance, etc. The Foundation will pay approx \$70,000 total for installation, materials, extra lighting up in the skylight, and manufacturing costs for the artwork of all three artists. Just over half (\$38,000) of the needed funds have been raised now.

d) Timelines for installation of the artwork (Spring/Summer 2014), and for the remaining fundraising events in 2014 are being set.

e) Maggie Pike's "Books and Buns" fundraiser event was held on Jan 16, 2014, and raised over \$1700 for the Library Foundation.

f) Two other fundraising events are planned: (1) A "murder mystery" fun event at the library, date not yet set, and (2) An invitation-only Ed Carpenter lecture fundraiser event, to be held in Spring 2014.

g) Work is continuing on a grant application to the Oregon Community Foundation. Their web page is: <http://www.oregoncf.org/>

h) The Forest Grove Public Arts Commission is a partner & advocate for the Ed Carpenter art project. Has voted \$3000 of their funds from CEP grants from Metro Community Enhancement Program (from Waste Management), and may help with further fundraising.

i) See the Library Foundation of Forest Grove's web site (www.fglf.org).

5b. FRIENDS REPORT: Colleen Winters reported about the Friends of the Forest Grove Library:

a) The Friends board met Jan 3, 2014.

b) A mid-year budget review will be accomplished in February.

c) The Friends online book sales raised \$2042 in 2013.

d) The Friends Cultural Series continued with an interesting program about the "History of the Modern Olympic Games" earlier in Jan 2014 in the Rogers Room. On Feb 4, 2014, a "How to be a Better Beer Drinker" program will be held in the Rogers Room.

e) Dave Pauli and Susan Munger plan to have the entire 2014-2015 schedule for the Friends Cultural Series set very soon.

f) The "Forest Grove Conversations" program is planned for the evening of Thursday March 13. The topic will be "Science and Politics".

g) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT (Mayor Truax sent his report):

- a) The Comprehensive Plan update (Periodic Review) is being worked on, a major multi-year effort by the city, nearing completion.
- b) Beginning discussion of transportation safety issues at intersection of Hwy 47 and Fern Hill Rd/Maple Street.
- c) Budget work beginning, to be completed by the end of June 2014.
- d) Mayor Truax visited US Senator Ron Wyden, and discussed Federal Transportation bills, Education funding for OHSU, tax free municipal bonds, intelligence gathering, Head Start funding, and Community Development Block Grant funding (which helps keep the Senior Center running).
- e) The new Forest Grove Sustainability Commission is being set up, with members being appointed this month.

5d. LIBRARY DIRECTOR'S REPORT: Colleen Winters reported these items:

- a) The Forest Grove Library Commission has vacancies for one "regular" member, and one student member. Colleen mentioned that there was one applicant being interviewed for the vacant "regular" member slot.
- b) Mayor Truax will remain the liaison to the Library Commission in 2014.
- c) Someone from the WCCLS will attend a Library Commission meeting (Mar 2014 or a later meeting) and discuss ideas related to "the future of libraries", a topic of interest to the Library Commission.
- d) January is B.E.A.R. month ("Be Enthusiastic About Reading") at the library, with a Teddy Bear parade, and other activities. Jan 17-18 Teddy Bear sleepover event at the library.
- e) "Swedish Roots in Oregon" talk Jan 15 at the library.
- f) The "Oregon Reads" Project talk "William Stafford Poetry Celebration" will be given Jan 25 at the library.

6. DISCUSSION OF ITEMS:

- a) The annual Boards & Commissions Annual Dinner for the City of Forest Grove will be held Jan 30, 2014, starting around 5:30PM. The Library Commission (Pamela) will give a short (5 min) presentation on items we consider important. Pamela and Colleen will prepare the presentation.
- b) Continuing discussion of the Rogers Room Use Policy. The subcommittee that was working on the policy for several months) has completed its work, creating five separate documents that will be used in a

variety of ways. Colleen said that library staff had looked at the draft of the Library's Rogers Room Use Policy document (one of the five documents), and made some additions (in red) to a new draft of the policy that was shown to the Library Commission.

c) The changes make it much clearer that the City Council approves policy, and then gives responsibility for implementation of the policy to the library staff (including the creation of informative documents, documents with rules & regulations, rental forms & agreements, checklists, methods of receiving rental payments, etc.). Colleen will show the new document (still just one page) to others in the next few weeks, and perhaps it can be approved by the Library Commission at our next meeting. The Rogers Room Use Policy might be taken to the City Council as early as their Feb 24, 2014 meeting.

d) Colleen mentioned a new "Goal Setting" project for the Forest Grove Library Commission that we could work on at our February meeting. Part of an effort to have better communication and coordination between the City Council, the various City government departments, and the Boards & Commissions. In particular, the Library Commission needs to create a list of its goals (higher level) and objectives (more detailed) for 2014, as input to the City Council's goals & objectives for 2014, which will be set very soon.

e) In coming up with these (perhaps five achievable and measurable) goals and objectives, the Library Commission could ask itself these questions:

- (1) What do we want to accomplish in the next year?
- (2) What is our long-term plan for the next five years?
- (3) What is the future of the Forest Grove Library?
- (4) What will the Forest Grove Library be like, in five years?

f) Do we need a strategy, and formal process, to accomplish this work?

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Feb 11, 2014 at 6:30PM in the Rogers Conference Room at the Forest Grove Library.

8. ADJOURNMENT:

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

36

APPROVED

PUBLIC ARTS COMMISSION

December 12, 2013

City Auditorium

Page 1

Minutes approved by the PAC on January 9, 2014.

- 1) **CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:15 PM. **PRESENT:** Kathleen Leatham, Helvi Smith, Pat Truax, Dana Lommen, Dana Zurcher, Staff Liaisons Colleen Winters and Tom Gamble. **EXCUSED:** Linda Taylor, Rebecca Twist and Kathy Broom. **ABSENT:** Camille Miller, Victoria Hampton and Laura Frye.
- 2) **CITIZEN COMMUNICATION:** None at this time.
- 3) **APPROVAL OF PAC MEETING MINUTES** Dana Z. moved and Dana L. seconded a motion to approve the minutes for the November 14, 2013, the vote was favorable.
- 4) **ADDITIONS/DELETIONS: Add:** Stars in the Grove/Pat, Westside Cultural Alliance/Kathleen
- 5) **BUSINESS:**
 - a) **Ed Carpenter Project** –tabled until January meeting. The subcommittee will meet to review additional fund raising ideas. Committee will meet at Pac Thai on Friday, January 3, 2014, at 12:30.
 - b) **Cycle of Life Memorial Preservation/Display-** Kathleen was not able to get in touch with Anya Doll and will try to have a report at the January meeting.
 - c) **Stars in the Grove** – Pat shared that the Stars in the Grove talent program is being revived for a February production. PAC has been asked to share in the responsibilities and will be the recipient of the house take. Pat moved and Helvi seconded a motion for PAC to participate with the Stars in the Grove committee. The vote was favorable. Pat will serve as the liaison to this committee and let PAC know what the responsibilities are.
 - d) **Westside Cultural Alliance-** Cindy Dauer from the Westside Cultural Alliance will attend our January meeting. FG PAC is to be spotlighted at a meeting of the Alliance in May of 2014.
 - e) **Updates–**
 - **Fire Department Mural-** Colleen reported that Stephanie Stokamer from Pacific University and Chief Kinkade continue to plan.
 - **Walking Art Tour Brochure** –tabled until January
 - **Finance Report** – As of this date the, 2013 CEP grant funds stand at \$582.74. VAA submitted their paper work for reimbursement and it was accepted. Commission talked about the need to be able to fund mini-grants from other funds within the budget rather than depend only on the CEP allotted monies.
6. **COMMISSIONERS COMMENTS:** Dana Lommen reported that tickets were selling well for the winter production of “Annie”, and a sold-out production is anticipated.

7. **STAFF COMMUNICATIONS:** Colleen shared that 30 people attended the Bag & Baggage presentation. From all reports the production and presentation were greatly appreciated.
- 8) **ADJOURNMENT:** The meeting adjourned at 5:50 pm. The next meeting will be January 9, 2014, in the Rogers Room of the City Library.

Respectfully Submitted by Pat Truax

APPROVED

Minutes approved by the PAC on February 13, 2014.

- 1) CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:00 PM.
PRESENT: Kathleen Leatham, Helvi Smith, Pat Truax, Dana Lommen, Dana Zurcher, Linda Taylor, Council Liaison Camille Miller, Staff Liaisons Colleen Winters and Tom Gamble. **EXCUSED:** Kathy Broom and Laura Frye
- 2) CITIZEN COMMUNICATION:** None at this time.
- 3) APPROVAL OF PAC MEETING MINUTES** Dana L. moved, seconded by Helvi, to approve the minutes for the December 12, 2013, as presented; the vote was favorable.
- 4) ADDITIONS/DELETIONS: Add:** Linda Saari – FG Library Foundation
- 5) BUSINESS:**
- a) **Westside Cultural Alliance Presentation**-Cindy Dauer presented the scope and purpose of the alliance. Through a campaign of networking events in Washington County, the Alliance is working on highlighting and promoting the Arts. PAC has been invited to participate in a networking event on April 24, 2014, at McMenamin's. The commission has agreed to participate in this event.
 - b) **Mini-Grant Request: Ballad Town USA**-Ron Mann and Chuck Olson presented history and expectations for this 68 year event. Unfortunately the request was outside the parameters of PACs requirements for a free public performance. Suggestions were made and help will be given to help rewrite the scope of the grant to incorporate our requirements. The group will have time to resubmit for the next regular PAC meeting before their event.
 - c) **Ed Carpenter Project Fund Raising Subcommittee Report** –Dana Zurcher reported ideas for fund raising: donation of cars (Helvi will look into the requirements for this opportunity), letter campaign, auction, rummage sale, concert or other admissions charging event, can drive, partnership with a local restaurant for percentage of the evening charges. This committee plans to meet again to refine their list.
 - d) **Cycle of Life Memorial Preservation/Display – Tabled until February meeting**
 - e) **Stars in the Grove Responsibilities** – Pat shared an update from the planning committee. This event will take place on Saturday, February 22, 2014 at Taylor Mead on the Pacific Campus. Tickets are \$10 for adults and \$7 for students and seniors. An audition for this event is January 22, 2014, at FGSD Main office beginning at 5:30pm. Proceeds from the ticket sales will come to the FG PAC, so full participation is requested. These responsibilities will be to usher at the event.

f) **Library Foundation** – Linda Saari announced that the foundation has written two grants, one to OCE and the other to the Washington County Visitors Association. She also had tickets for the Books and Buns fund raiser on January 16 from 5-8pm at the FG UCC Church.

g) **Updates:**

- **Fire Department Mural**- tabled until the February meeting
- **Walking Art Tour Brochure** –tabled until February meeting
- **Finance Report** – reviewed as presented.

6. **COMMISSIONERS COMMENTS:** Dana Lommen reported that the next production at TITG will be the HOBBIT. This production is being directed by Adam Borrego as his senior project. He has also written some original music for this production. Commissioners will be polled regarding their preference of March 1st or 8th for our annual retreat.

7. **STAFF COMMUNICATIONS:** Colleen reminds us that the City annual dinner for boards and commissions will be Thursday, January 30. All are encouraged to attend this event. Also, election of officers needs to be on our agenda. Tom Gamble informed us that boards and commissions are encouraged to give Council feedback on projects for 2014 that should be included in Council discussion during their goal setting retreat on March 1.

8. **ADJOURNMENT:** The meeting adjourned at 6:45 pm. The next meeting will be February 13, 2014, in the Rogers Room of the City Library.

Respectfully Submitted by Pat Truax

FOREST GROVE CITY LIBRARY CIRCULATION STATISTICS REPORT: FEBRUARY 2014
(CHANGED TO 3M COMMAND CENTER REPORTS July 1, 2013)

32

	JAN 2014	DEC 2013	JAN 2013
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	13,480	11,991	18,733
Number of Days Open to the Public:	25	25	25
New Registrations (New Patron card issued)	151	69	139
CIRCULATION:			
Total Check-outs:	29,920	29,142	34,243
Total Check-ins:	21,069	23,087	24,041
ILLs (Inter-library loans/out of county):	75	87	122
COURIER:			
Intra-library Holds to Forest Grove:	11,049	10,847	13,019
Intra-library Holds from Forest Grove:	9,656	9,192	10,081
PROGRAMS:			
# of Adult Programs	6	4	4
Adult attendance at Adult Programs	113	53	33
Teen attendance at Adult Programs	0	0	2
Children attendance at Adult Program	10	0	NA
# of Children's Programs	21	12	19
Children's attendance at Children's Programs	240	128	251
Adult attendance at Children's Programs:	126	77	123
Teen attendance at Children's Programs	0	0	7
# of Community Programs	4	1	3
Adult attendance at Community Programs	103	25	184
Children's attendance at Community Programs	54	8	80
Teen attendance at Community Programs	0	0	10
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	6	2	6
# of Families at ECDT	21	1	NA
REFERENCE:			
# of Reference Questions	1,272	1,105	1,620
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,526	2,335	2,713
Self-Check-Out Patrons Denied	144	127	339
Self-Check-Out Total Items	9,975	9,015	11,626
Self-Check-Out Items Denied	166	113	199
Self Check-Out Items Renewed	52	67	43
VOLUNTEERS:			
Number of volunteers	43	40	48
Volunteer hours	299	262	494
COMPUTER USE:			
# of sessions	2,351	2,068	2,402
Total user hours	1,603	1,353	1,513
Average session time in minutes	41	39	38

This page is intentionally blank.

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder
Janie Schutz, Police Chief

Subject: Endorse Liquor License Renewal Applications for Year 2014:

Date: February 24, 2014

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licensees seeking renewal for 2014. ORS 471.166 establishes the process for local governments to make recommendations to the OLCC.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application renewals for 2014, along with one of the following recommendations:

- **Forward with Approval** ~ no legal basis for denial.
- **Forward with Approval**, supporting documentation attached, pursuant to this Memorandum. A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure).
- **Reject Application**, supporting Memorandum required ~ the Police Chief has substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

STAFF RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license application renewal(s) for 2014. The City's endorsement will be submitted to OLCC for final determination.

This page is intentionally blank.



FOR CITY USE ONLY

(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: 7-Eleven Store #2362-20715C
APPLICANT/BUSINESS ADDRESS: 2001 Yew Street – Forest Grove
LIQUOR LICENSE NO: 184131
CITY BUSINESS LICENSE: BL-001060

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Forest Grove Arco (76 Forest Grove)
APPLICANT/BUSINESS ADDRESS: 2710 19th Avenue – Forest Grove
LIQUOR LICENSE NO: 182986
CITY BUSINESS LICENSE: BL-000406

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: ARAMARK Educational Services
APPLICANT/BUSINESS ADDRESS: 2043 College Way (Pacific University Campus) – Forest Grove
LIQUOR LICENSE NO: 181873
CITY BUSINESS LICENSE: BL-001454

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

_____ Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Ballad Town Billiards

APPLICANT/BUSINESS ADDRESS: 2036 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 184968

CITY BUSINESS LICENSE: BL-0000000005

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
 - or Designee

 Date 2/12/2014



FOR CITY USE ONLY
 (Please return to City Recorder) 5.

The City of Forest Grove
 Recommends that license be

Granted **Denied**

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Bi-Mart

APPLICANT/BUSINESS ADDRESS: 3225 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 181618

CITY BUSINESS LICENSE: BL-000402

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Circle Inn Tavern

APPLICANT/BUSINESS ADDRESS: 3007 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 183430/183431

CITY BUSINESS LICENSE: BL-000104

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Cornerstone Pub & Grill

APPLICANT/BUSINESS ADDRESS: 2307 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 183125/184153

CITY BUSINESS LICENSE: BL-000276

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/14
Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted **Denied**

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Diamond Palace Restaurant

APPLICANT/BUSINESS ADDRESS: 1921 Main Street – Forest Grove

LIQUOR LICENSE NO: 181788

CITY BUSINESS LICENSE: BL-000220

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

_____ **Date**



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Forest Grove Elks Lodge #2440

APPLICANT/BUSINESS ADDRESS: 2810 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 184029

CITY BUSINESS LICENSE: BL-000516

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

* Refer to cover memo

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
 - or Designee

Date 2/13/2014



FOR CITY USE ONLY

(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: Forest Grove Sushi
APPLICANT/BUSINESS ADDRESS: 1905 Birch Street – Forest Grove
LIQUOR LICENSE NO: 181848
CITY BUSINESS LICENSE: BL- *2007506*

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz

Janie Schutz, Chief of Police
- or Designee

2/12/2014

Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Forest Grove Tobacco
APPLICANT/BUSINESS ADDRESS: 3034 Pacific Avenue, Suite B – Forest Grove
LIQUOR LICENSE NO: 181844
CITY BUSINESS LICENSE: BL-000482

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

** Refer to cover memo*

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Forest Grove Theater

APPLICANT/BUSINESS ADDRESS: 1911 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 185187

CITY BUSINESS LICENSE: BL-000419

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/12/14
 Date



FOR CITY USE ONLY

(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: Godfather's Pizza/Players Pub
APPLICANT/BUSINESS ADDRESS: 2834 Pacific Avenue – Forest Grove
LIQUOR LICENSE NO: 184234
CITY BUSINESS LICENSE: BL-000286

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/14
Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

1A

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Half Moon Sports Bar / New Chinese Cuisine

APPLICANT/BUSINESS ADDRESS: 1927 Main Street – Forest Grove

LIQUOR LICENSE NO: 182440

CITY BUSINESS LICENSE: BL-001007 ~~00021~~ / ~~000984~~

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
 - or Designee

Date 2/12/2014



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

315

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Hello Market
APPLICANT/BUSINESS ADDRESS: 1917 29th Avenue – Forest Grove
LIQUOR LICENSE NO: 182203
CITY BUSINESS LICENSE: BL- 6870 287

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Izgara Bar and Grill
APPLICANT/BUSINESS ADDRESS: 2036 Main Street, Suite B – Forest Grove
LIQUOR LICENSE NO: 184331
CITY BUSINESS LICENSE: BL-001007

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

A Referral to cover memo

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/14
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

317

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Jade Green Palace

APPLICANT/BUSINESS ADDRESS: 3018 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 182125

CITY BUSINESS LICENSE: BL-000352

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/14/14
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

318

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: La Hacienda
APPLICANT/BUSINESS ADDRESS: 2020 Main Street – Forest Grove
LIQUOR LICENSE NO: 182243
CITY BUSINESS LICENSE: BL-001018

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: La Sierra Mexican Restaurant

APPLICANT/BUSINESS ADDRESS: 2331 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 184173

CITY BUSINESS LICENSE: BL- 080294

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Maggie's Buns

APPLICANT/BUSINESS ADDRESS: 2007 21st Avenue – Forest Grove

LIQUOR LICENSE NO: 181537

CITY BUSINESS LICENSE: BL- 888102

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

21.

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Mama Jiah's Market
APPLICANT/BUSINESS ADDRESS: 2248 Main Street – Forest Grove
LIQUOR LICENSE NO: 181912
CITY BUSINESS LICENSE: BL-001209

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/21/2014
Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Mandarin China Restaurant

APPLICANT/BUSINESS ADDRESS: 2338 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 181927

CITY BUSINESS LICENSE: BL-000146

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
 - or Designee

2/12/2014

Date



FOR CITY USE ONLY
 (Please return to City Recorder) 23.

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Mini Mart

APPLICANT/BUSINESS ADDRESS: 2705 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 183888

CITY BUSINESS LICENSE: BL-000356

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
 - or Designee

2/12/2014

Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

324

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Pac Thai

APPLICANT/BUSINESS ADDRESS: 1923 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 181785

CITY BUSINESS LICENSE: BL-000341

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted **Denied**

\$100.00 Original App Fee: Paid: _____
 \$ 75.00 Change App Fee:
 \$ 35.00 Renewal or Temp App Fee
 \$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Phil's 1500 Subs

APPLICANT/BUSINESS ADDRESS: 2834 Pacific Avenue, Suite D – Forest Grove

LIQUOR LICENSE NO: 182025

CITY BUSINESS LICENSE: BL-000045

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

Date 2/12/14



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Pizza Schmizza
APPLICANT/BUSINESS ADDRESS: 2042 Main Street – Forest Grove
LIQUOR LICENSE NO: 183960
CITY BUSINESS LICENSE: BL-000483

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Plaid Pantry #20
APPLICANT/BUSINESS ADDRESS: 2436 19th Avenue – Forest Grove
LIQUOR LICENSE NO: 182579
CITY BUSINESS LICENSE: BL-000120

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/14
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Plaid Pantry #99
APPLICANT/BUSINESS ADDRESS: 1340 NW Thatcher Road – Forest Grove
LIQUOR LICENSE NO: 182602
CITY BUSINESS LICENSE: BL-000121

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/14
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Rainbow Lanes
APPLICANT/BUSINESS ADDRESS: 2748 19th Place – Forest Grove
LIQUOR LICENSE NO: 183069
CITY BUSINESS LICENSE: BL- 00065

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

30

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Safeway Store #0406

APPLICANT/BUSINESS ADDRESS: 2836 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 183059

CITY BUSINESS LICENSE: BL-000092

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

31

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

NAME OF APPLICANT/BUSINESS: The Flag Deli
APPLICANT/BUSINESS ADDRESS: 3034 Pacific Avenue, Suite C – Forest Grove
LIQUOR LICENSE NO: 190387
CITY BUSINESS LICENSE: BL-001555

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

**Refer to cover memo*

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/12/2014
 Date



FOR CITY USE ONLY
(Please return to City Recorder)

32.

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: The Masonic Grand Lodge (Jennings McCall)

APPLICANT/BUSINESS ADDRESS: 2300 Masonic Way – Forest Grove

LIQUOR LICENSE NO: 184611

CITY BUSINESS LICENSE: BL-000298

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2014
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

33

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Urban Decanter
APPLICANT/BUSINESS ADDRESS: 2030 Main Street – Forest Grove
LIQUOR LICENSE NO: 184319/184326
CITY BUSINESS LICENSE: BL-000106

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2011
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

34

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Winners Connection

APPLICANT/BUSINESS ADDRESS: 2748 19th Place, Suite L – Forest Grove

LIQUOR LICENSE NO: 183074/183075

CITY BUSINESS LICENSE: BL-PPPP15

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/12/2011
Date

February 24, 2014

**Regional Justice Information Network
Intergovernmental Agreement**

PROJECT TEAM: Chief Janie Schutz; Captain Mike Herb; Support Unit Supervisor Lisa Cannon; and Michael Sykes, City Manager

ISSUE STATEMENT: The Forest Grove Police Department is preparing to join 41 other law enforcement agencies throughout the metro area in advancing to a highly technological electronic report writing, management and data entry system. The Police Department has submitted its intent to participate in an early segment in rollout of the new system called "Early Mobile Report Entry." The City's participation requires executing an Intergovernmental Agreement (IGA) with the City of Portland.

BACKGROUND: An overhaul of the law enforcement records management system is long overdue. The current system that Forest Grove shares with metro area law enforcement agencies was originally created in 1982. Updates to the system have taken place over time but have been inadequate. The current records management system used by local law enforcement is no longer supported by the manufacturer and won't allow for integration of emerging technology. The new records management system has been in planning for over the last decade and is scheduled to come to fruition January of 2015.

FISCAL IMPACT: The current cost of the police records management system is \$10,000 a year. The proposed new system costs will not specifically be known until March/April 2014; however, cost estimates place the expense at \$19,140 a year. Some other expenses for services that will be duplicated by the new system may potentially be cut. The savings on cutting these duplicated services are yet to be realized as the capabilities of the new system are still being analyzed.

STAFF RECOMMENDATION: Staff recommends the City Council authorize the City Manager to execute the above-noted IGA for the purpose of implementing a new police records management system, known as the Regional Justice Information System (RegJIN).

This page is intentionally blank.



Chief Janie Schutz
Captain Mike Herb
Support Unit Supervisor Lisa Cannon
Forest Grove Police
February 12, 2014



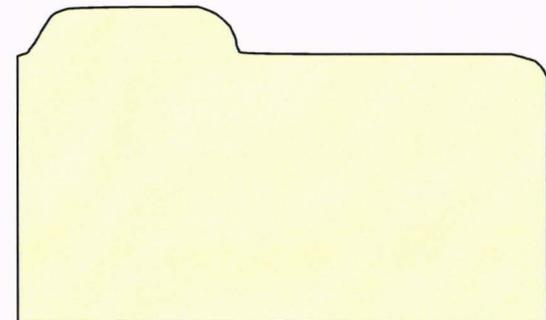
Today's presentation:

- A brief history of Forest Grove PD's Record Management System
- Why RegJIN is needed
- What is the RegJIN project
- Who are the partners
- What are the capabilities of RegJIN
- Why do we need the IGA



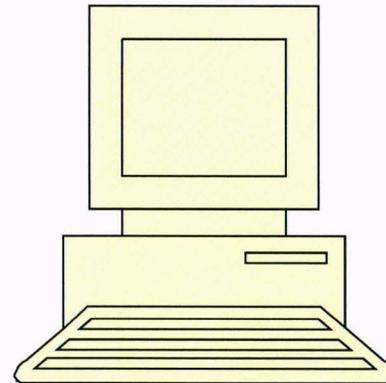
History:

- **LEIS**, FGPD's first computerized police Records Management System (RMS) in 1980's.
- Other agencies purchased their own RMS, with the largest area agency, Portland Police Bureau, creating **Portland Police Data System**, or **PPDS** in 1982.
- Information sharing between agencies was difficult with each having their own RMS.



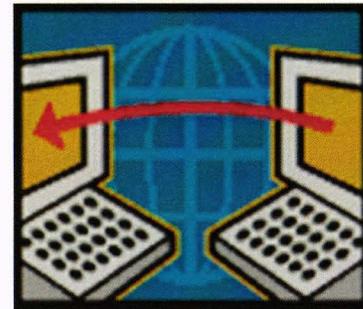


- FGPD updated to LEIS2 in the early 1990's.





- In 2001, FGPD purchased **JUSTICE** from Florida based Custom Micro Interactive which replaced LEIS2.
- Other agencies in the metro area began a slow migration to **PPDS**, in part due to the need for better information sharing and also for a promised new RMS which would be called **RegJIN**.





Problems with JUSTICE

- In just 8 years, JUSTICE was badly in need of upgrade
- Only agency in Oregon using it
- System was at maximum capacity
- WCDA's Office complained our reports were hard to read
- Other agencies in the metro area began a slow migration to **PPDS**, in part due to the need for better information sharing and also for a promised new RMS which would be called **RegJIN**.





- In 2009, Forest Grove Police made the decision to join other Washington, Multnomah and Clackamas Counties in becoming part of **PPDS**.
- All agencies joining PPDS would be grandfathered into the **RegJIN** and avoid start-up fees.





➤ And we have waited...





What is RegJIN?

- Modernized law enforcement data collection and record keeping system
- Increases data-sharing and collaboration
- Enhanced access to crime information
- Supports a high volume of users
- Allows regional sharing of information





Why is RegJIN needed?

- PPDS was put in service in 1982.
- No longer supported by the manufacturer.
- Won't allow integration of emerging technology
- Is not robust enough to effectively handle new partners.
- Information sharing between agencies throughout the metro area is crucial in providing better security and protection to citizens.



RegJIN partners:

- It will be the largest police data base in the nation
- 41 participating agencies
- 5 counties
- 2 states
- This includes ALL police agencies in Washington County

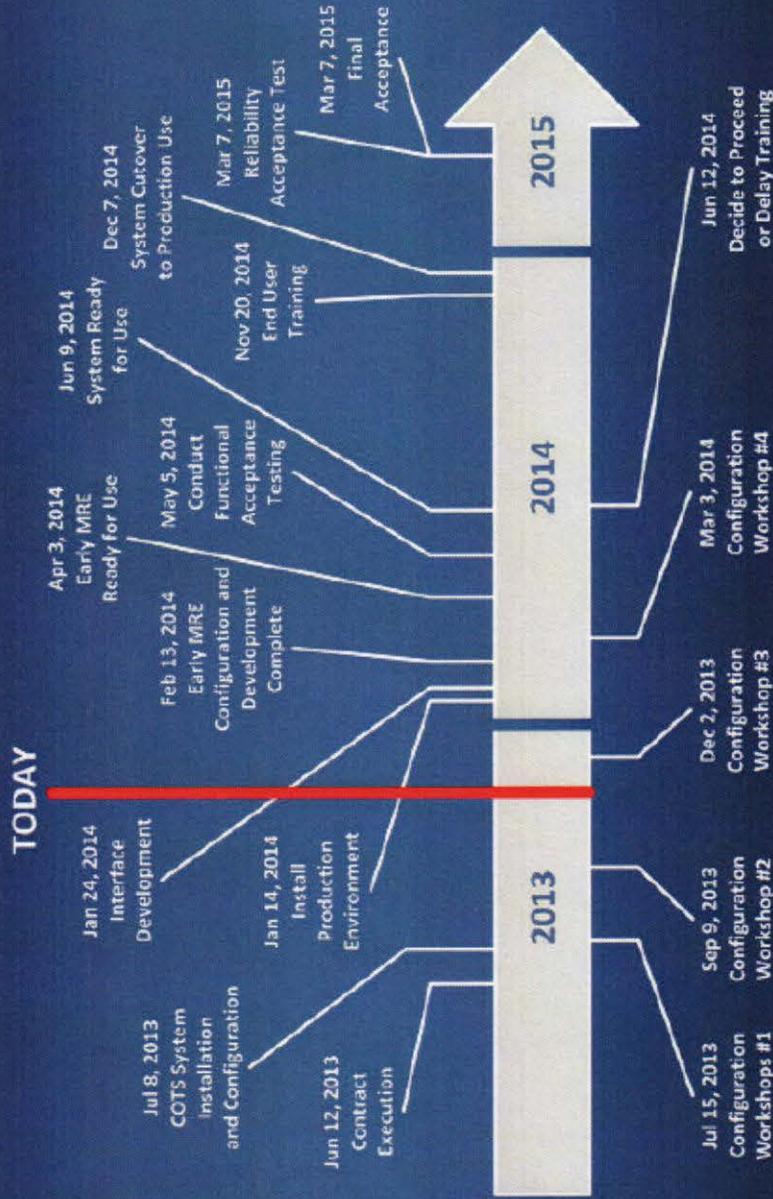


Capabilities of RegJIN:

- Database – offenders, narratives, vehicles, victims, citations, addresses, arrests, mugshots, AKAs, Associates, gangs etc
- Electronic report writing
- Electronic report approval
- Electronic ticket issuance
- Whole agency case management
- Property and evidence control
- Crime analysis
- Auto populate state reporting data



RegJIN Timeline – Go-Live date will be confirmed in June 2014





Why the IGA's are necessary:

- The FGPD has joined 15 other agencies in the implementation of “Early Mobile Report Entry” or “Early MRE”.
- This give our agency a voice and in final implementation as members of the user board.



Costs:

- There is no additional cost for joining as an “Early MRE” agency.
- Costs with new system is estimated to be \$55 per sworn officer per month. Annually, our costs will go up to \$19140. We currently pay about \$10000.
- We may be able to cut out other services which the new system will duplicate such as WebLEDS and ForceCOM, cut paper waste and be more efficient with staff time.



Next Steps:

- Signing of Master IGA for all agencies participating in “Early MRE”.
- Await final costs which will not be able to be projected until March or April of 2014.
- Sign an individual IGA specifically for Forest Grove containing costs and payment process when this information is obtained.



Key Goals and Objectives

- We feel RegJIN will be one of the greatest technological advances for metro area law enforcement of the last two decades and will allow for better information sharing and increased safety and security.
- The RegJIN benefits are consistent with Council goals in promoting a safe, livable and sustainable community.
- The move to electronic report entry, processing and data entry allows the police department to go nearly paperless. This will improve staff efficiency and increase service levels while going “green” in using fewer resources.



Recommended Action:

Our staff recommends that City Council move to authorize the City of Forest Grove to enter into the Master Intergovernmental Agreement (IGA) with the City of Portland for the purpose of implementing a new police records management system, known as the Regional Justice Information System (RegJIN).



Questions?

This page is intentionally blank.



December 31, 2013

To the City Council
CITY OF FOREST GROVE

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of CITY OF FOREST GROVE for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 29, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by CITY OF FOREST GROVE are described in Note 1 to the financial statements. The City adopted Governmental Accounting Standards Board Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* (GASB 63) during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the City's financial statements were:

Management's estimate of depreciation is based on the estimated economic life of capital assets. We evaluated the key factors and assumptions used to develop the amount of depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the liability for other post-employment benefits is based on an actuarial valuation performed as of August 1, 2012. We evaluated the key factors and assumptions used to develop the liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was:

The disclosure of deposits and investments in Note 3 to the financial statements as these represent the financial assets available to the City as of June 30, 2013.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Material misstatements in the Light, Sewer, Water and Surface Water Management Funds were found during the audit. Management corrected the misstatements which resulted in a prior period adjustment.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 31, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

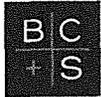
With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the City Council and management of CITY OF FOREST GROVE and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Boldt Carlisle & Smith

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon



December 31, 2013

To the City Council
CITY OF FOREST GROVE

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of CITY OF FOREST GROVE as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in CITY OF FOREST GROVE's internal control to be significant deficiencies:

The preparation of the financial statements is the responsibility of management. Management is also responsible for designing and implementing internal controls over the preparation of the financial statements. The auditor has prepared the financial statements (a nonattest service) on behalf of Management. Therefore management has not designed or implemented controls over this nonattest service. Management has identified the Administrative Services Director as having suitable skills, knowledge or experience to accept responsibility for the financial statements. Management has performed a cost-benefit analysis and determined it is most efficient to have the auditors prepare the financial statements in conjunction with the audit of the financial statements. Management believes there are no negative effects, or potentially negative effects on the financial statements.

Internal controls should include processes to track and record all accounts receivable. Accounts receivable was understated in the current year due to the City not properly recording all proprietary fund receivables. The City approved the correcting journal entry and is aware of how to track accounts receivable in the future.

This communication is intended solely for the information and use of management, the City Council, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Boldt Carlisle & Smith

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon
December 31, 2013

CITY OF FOREST GROVE



Financial Report For The Quarter Ending December 31, 2013

This is the quarterly financial report for the quarter ending December 31, 2013. This is the second quarter of the City's fiscal year ending June 30, 2014.

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

The first part of this report is a graphical representation of the quarterly status of the City's major operating departments and funds. The second part of this report contains comments on other funds where material events have or are projected to occur. The last section of this report is the line item detail of the City's departments and funds. In the detail section, the actual revenues received or expenditures disbursed through the end of the quarter are compared to the year-to-date quarterly budget allotment, and expressed in the detail report as both a dollar variance and percent variance.

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

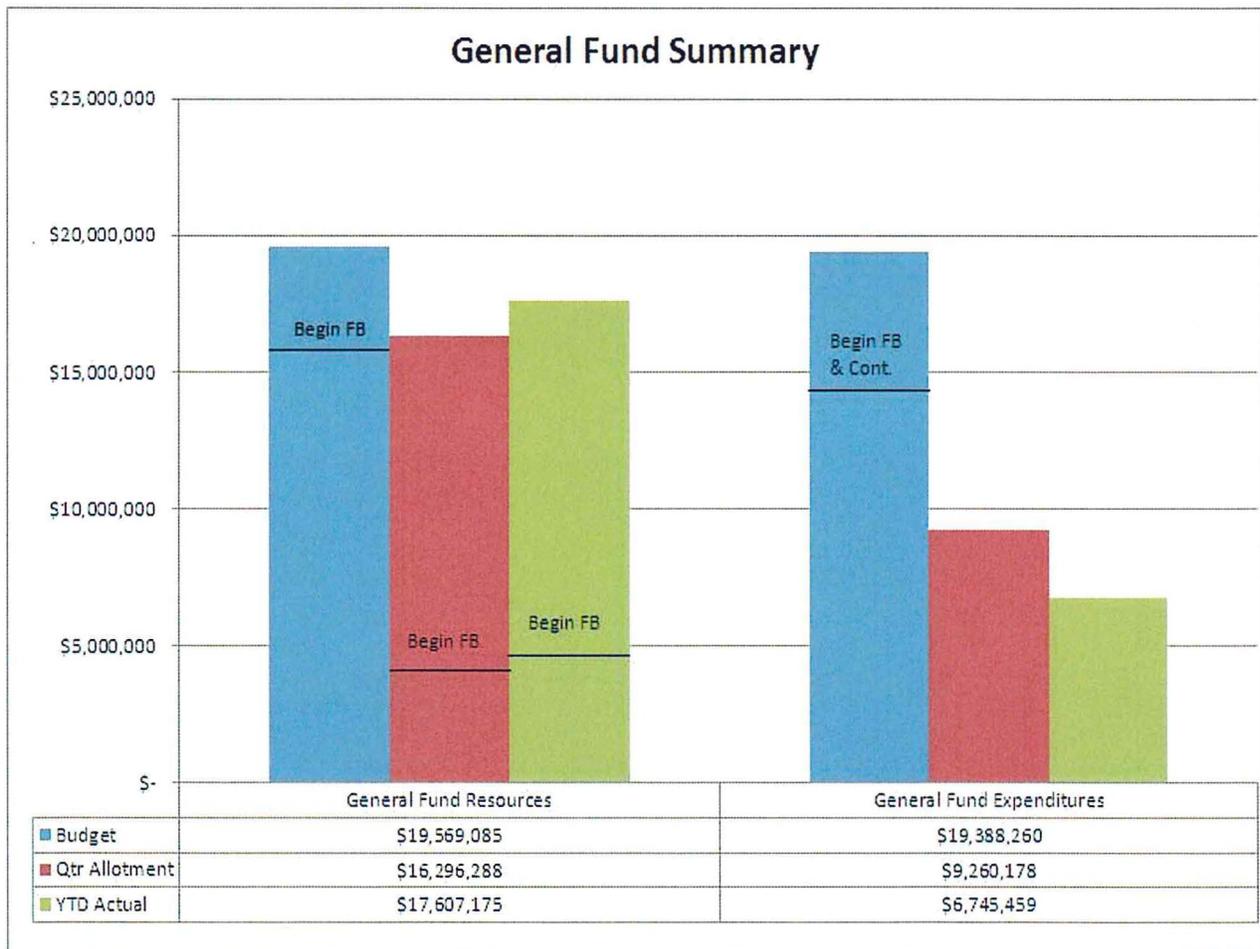
This report begins with an overview of the General Fund, first in summary, and then each department. Next is the Building Service Fund, followed by the Information Systems Fund, the Light Fund and then select Public Works' funds. Not all of the City's funds are represented in the graphical section of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

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

General Fund

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

The General Fund is off to a good start through the second quarter of the fiscal year. Overall, revenues are slightly above the allocation for the first two quarters. Beginning Fund Balance was higher than expected. The General Fund’s financial projections show that Fund Balance should increase for the City to meet its five-year financial projection. Actual revenues collected and expenditures paid through the first two quarters of this fiscal year indicate that the City should be able to increase its Ending Fund Balance at June 30, 2014, as was projected. Overall, expenditures are tracking as expected over the first two quarters of the fiscal year.



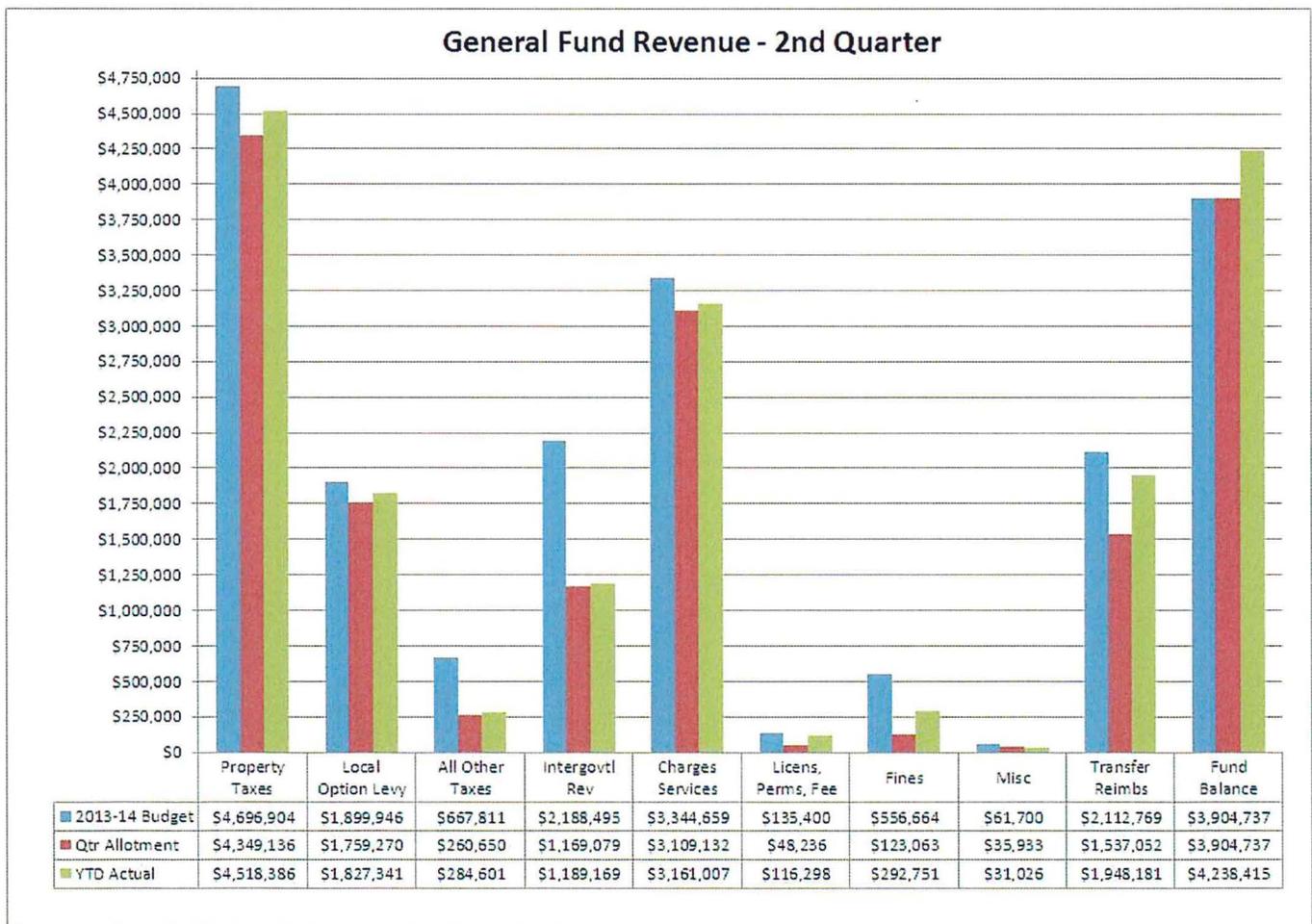
General Fund Revenue

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

Property taxes revenues are received mostly in the second quarter of the fiscal year and property revenue collections are higher than staff budgeted. Staff projected a 2.3% increase in assessed value compared to the actual increase of 4.0% in assessed value. When the budget was prepared staff knew the actual revenue would be higher if the island annexation area was included in this fiscal year's property taxes. Staff did not budget them in this fiscal year due to the appeal of the annexation to LUBA which eventually failed. The island annexation accounted for about 1% of the assessed value growth. Increased residential construction accounted for the difference.

Revenues in the *License, Permits, Fees* revenue category are slightly above the quarterly budget projection due to increased Engineering inspection fees in the second quarter. In the *Fines* revenue category, Traffic Fines are well above the quarterly allotment due to traffic fines from the Cornelius Municipal Court being higher than expected with revenue from Forest Grove Municipal Court being received as expected.

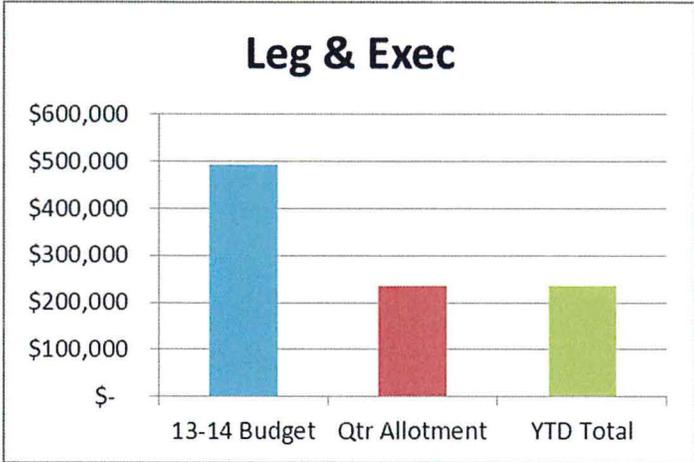
Fund balance is higher than originally budgeted by about \$333,678 meaning that FY 12-13 ended with higher revenues and lower expenditures than expected. The revenues were higher due to many accounts exceeding their original budget projection. The increased Fund Balance will help the City maintain services over the next five years as projections indicate that expenditures will continue to increase faster than services.



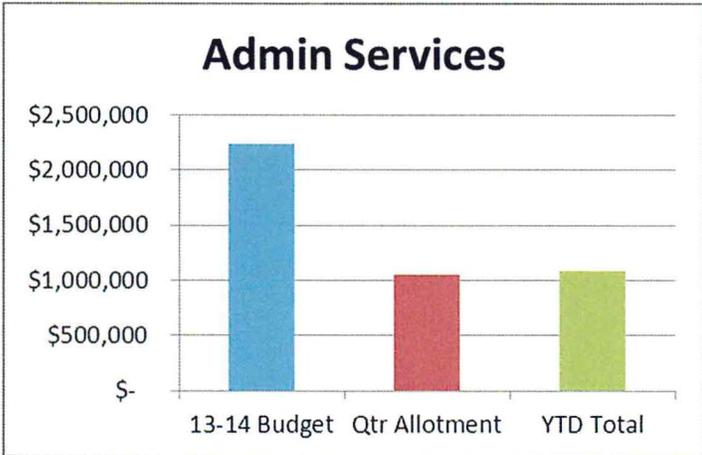
General Fund Expenditures

The following charts display each General Fund Department. The annual budget for each is

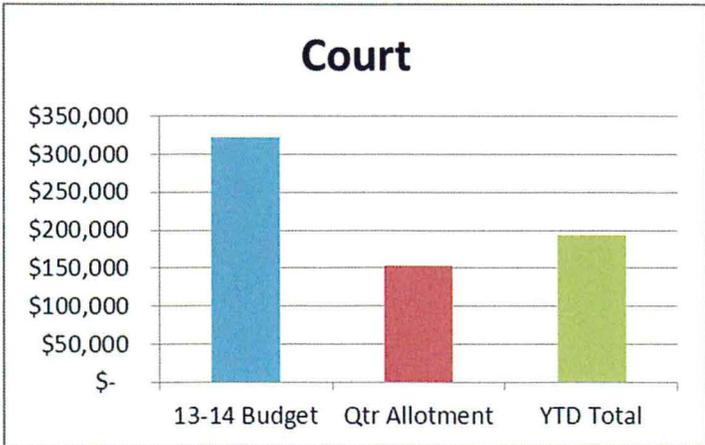
compared to the quarterly budget allotment and the actual amounts. Brief comments are included with each department's chart.



The Legislative and Executive Department expenditures are tracking as expected through the first two quarters of the fiscal year.

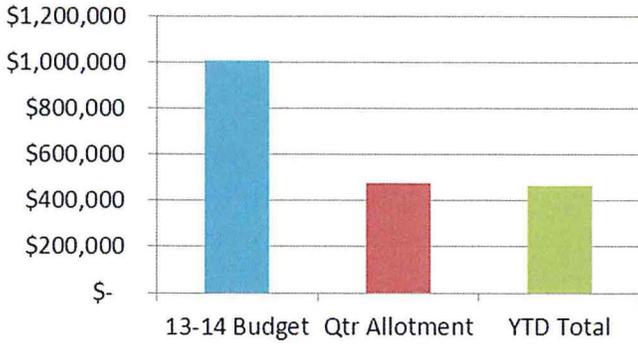


Administrative Services Department expenditures are on track through the first two quarters of the fiscal years. Repairs and Maintenance expense is below projections but should catch up as some planned projects will occur in the third quarter.



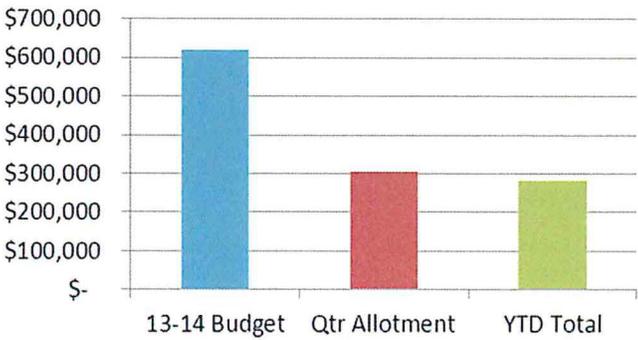
Municipal Court expenditures show the actual expenditures are exceeding the budget projections. This is due to increased assessment expenses due to the level of activity for the Cornelius Municipal Court. The City Council approved a budget adjustment which will be shown on the third quarter report which will correct the budget to reflect revised projected expenditures for the fiscal year.

Library



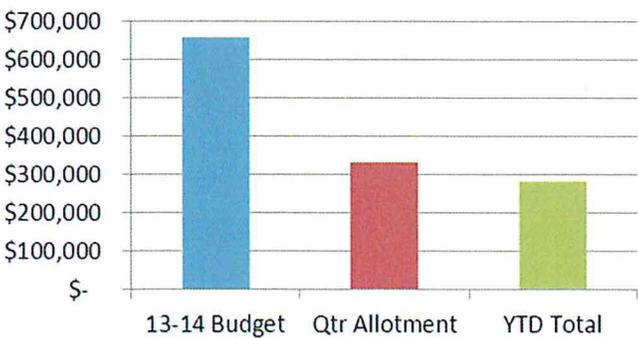
Library Department expenditures are tracking as expected through the first two quarters of the fiscal year.

Aquatics

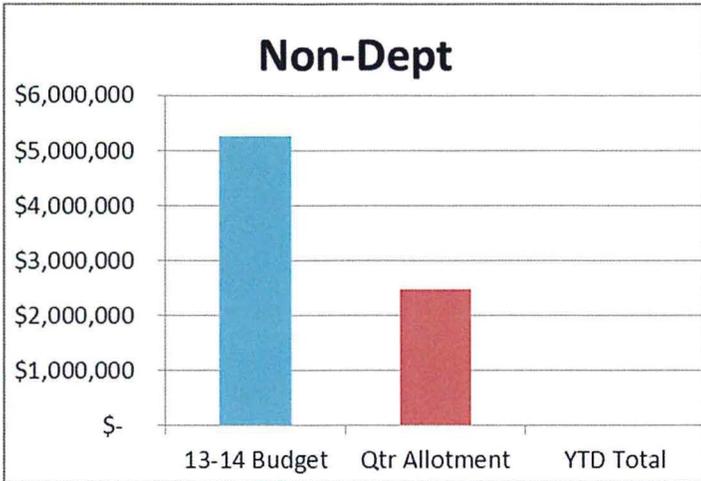


Aquatic Department expenditures are mostly on track through the first two quarters of the first year. A vital piece of equipment failed and had to be replaced so Small Equipment is slightly overspent. The unexpected expense will be absorbed by other line items in the Aquatics budget.

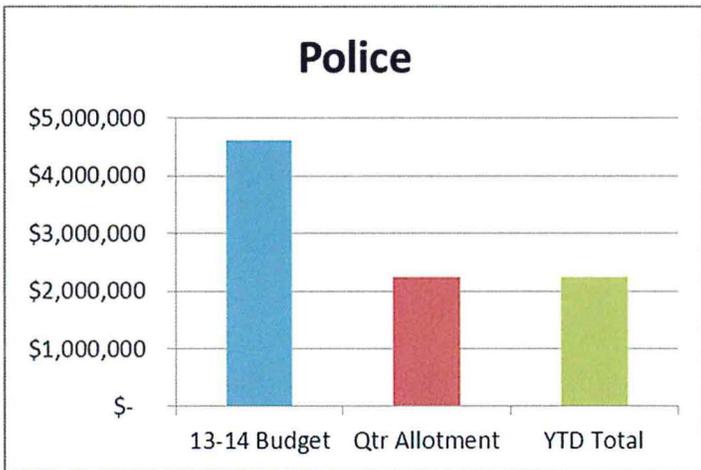
Parks & Rec



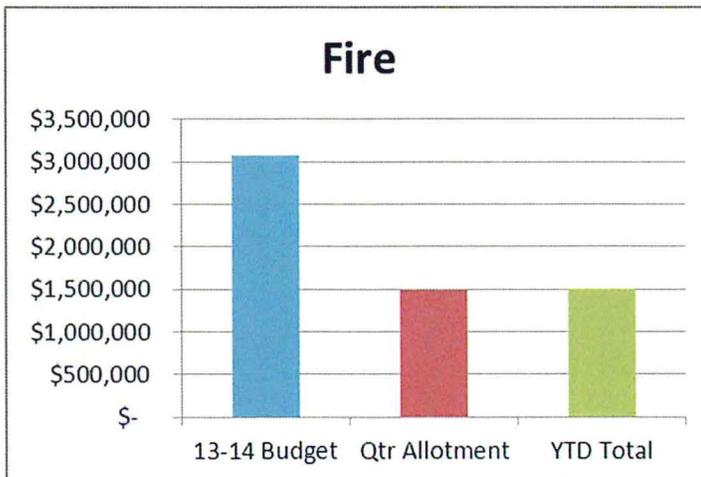
Parks and Recreation personnel services are lower than projected due to the department underspending its seasonal wage account and not hiring the new half-time utility worker as quickly as expected.



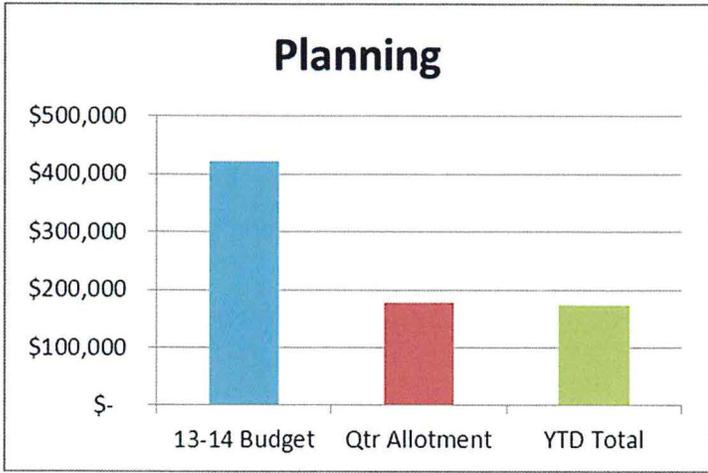
There are no expenditures in the Non-Departmental budget due to a change in how the City accounts for the Metro and School District Construction Excise Taxes. Staff and the auditors agree that since these taxes are pass-through revenues for other agencies, the City does not have to budget the revenue and expenditures but can account for the collection and payment of the taxes through a balance sheet account. The only revenue being recorded is the portion of the taxes the City retains to cover allowed administrative fees.



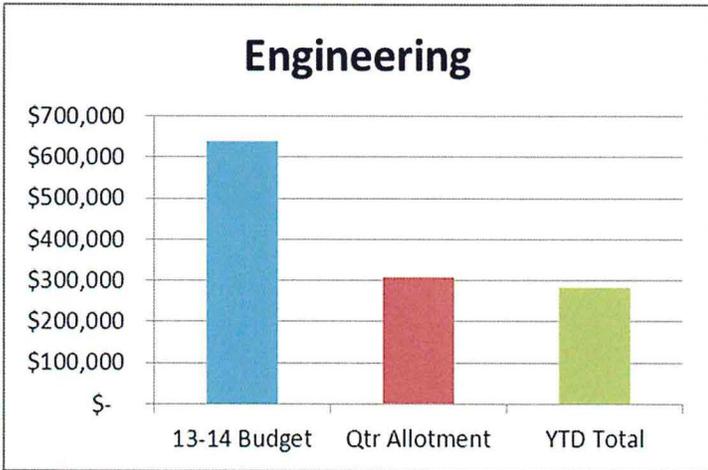
Police Department expenditures are on track for the first two quarters of the fiscal year. Overtime and Health Reimbursement Arrangement line items are tracking higher than expected. Overtime may not be overspent by the end of the fiscal year but it is tracking higher than expected through the first two quarters of the current fiscal year. Other personnel line items are below projected and will be able to absorb the higher than budgeted expenses in those two line items.



Fire Department expenses are tracking as expected through the first two quarters of the fiscal year with the exception of overtime which was 63% through December 31, 2013. A portion of that overtime was for a conflagration fire to which the department sent staff to fight. The State has reimbursed the staff costs so the City has received revenue to cover the overtime that is above the projected budget.



Planning Department expenditures are tracking as expected through the first two quarters of the fiscal year.



Engineering Department expenditures are tracking as expected through the first two quarters of the fiscal year.

Building Services Fund

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

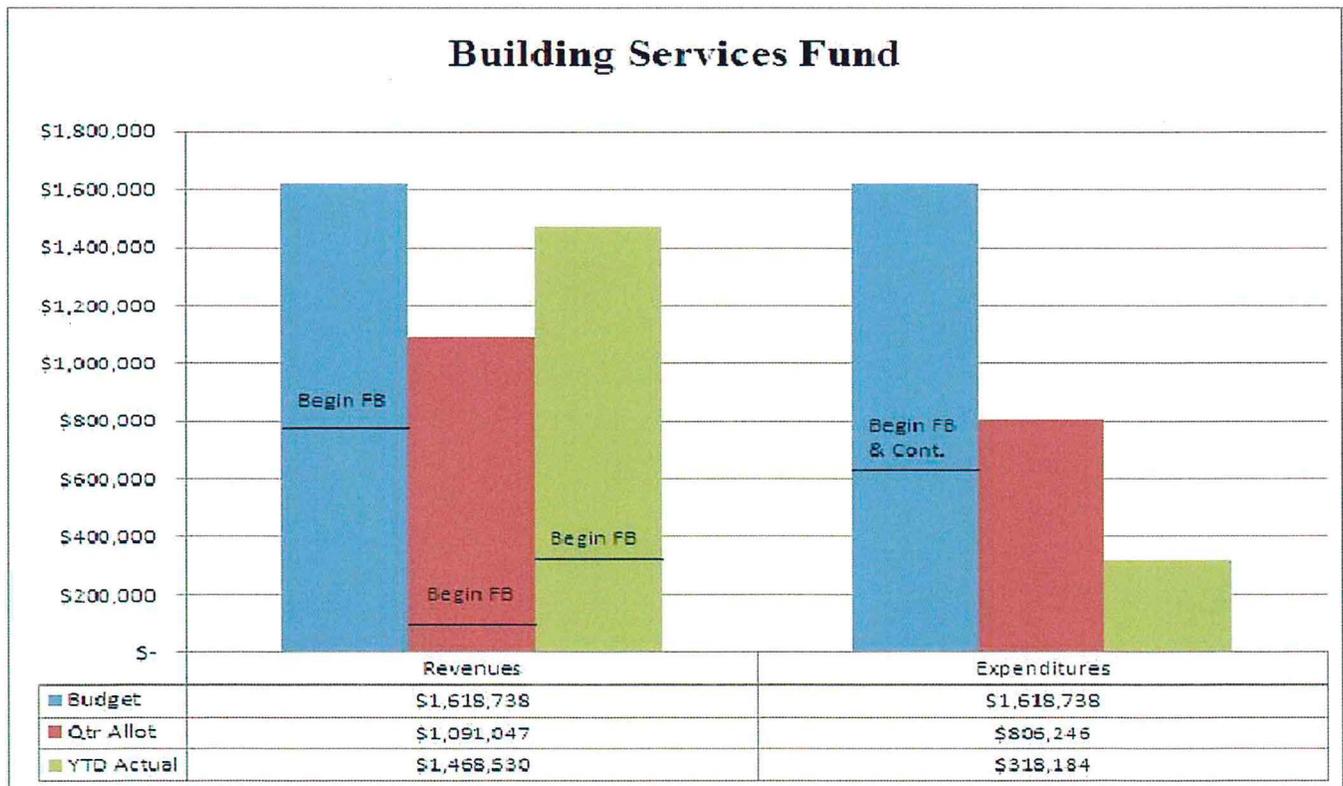
The Building Services Fund operating revenue is at 61% collected for the first two quarters of the fiscal year. First quarter permits issued was well above prior fiscal years and second quarter activity was above prior years' activity as well.

	2009-10	2010-11	2011-12	2012-13	2013-14
July	5	5	6	5	23
August	1	3	6	7	16
September	6	3	11	5	4
Q1 Total	12	11	23	17	43
October	5	5	8	13	9
November	5	5	5	8	9
December	9	7	8	6	10
Q2 Total	19	17	21	27	28

Grand Total =	31	28	44	44	71
----------------------	-----------	-----------	-----------	-----------	-----------

The Building Fund's fund balance is about \$148,000 over the budgeted amount. The budget for the fund balance is set in April of each year, prior to the year actually concluding, and is based on projections through June 30. Therefore, it is not unusual that the actual fund balance would be different from the budgeted amount. The fund balance is greater than budgeted because due to permit activity being higher than estimated when the budget was prepared.

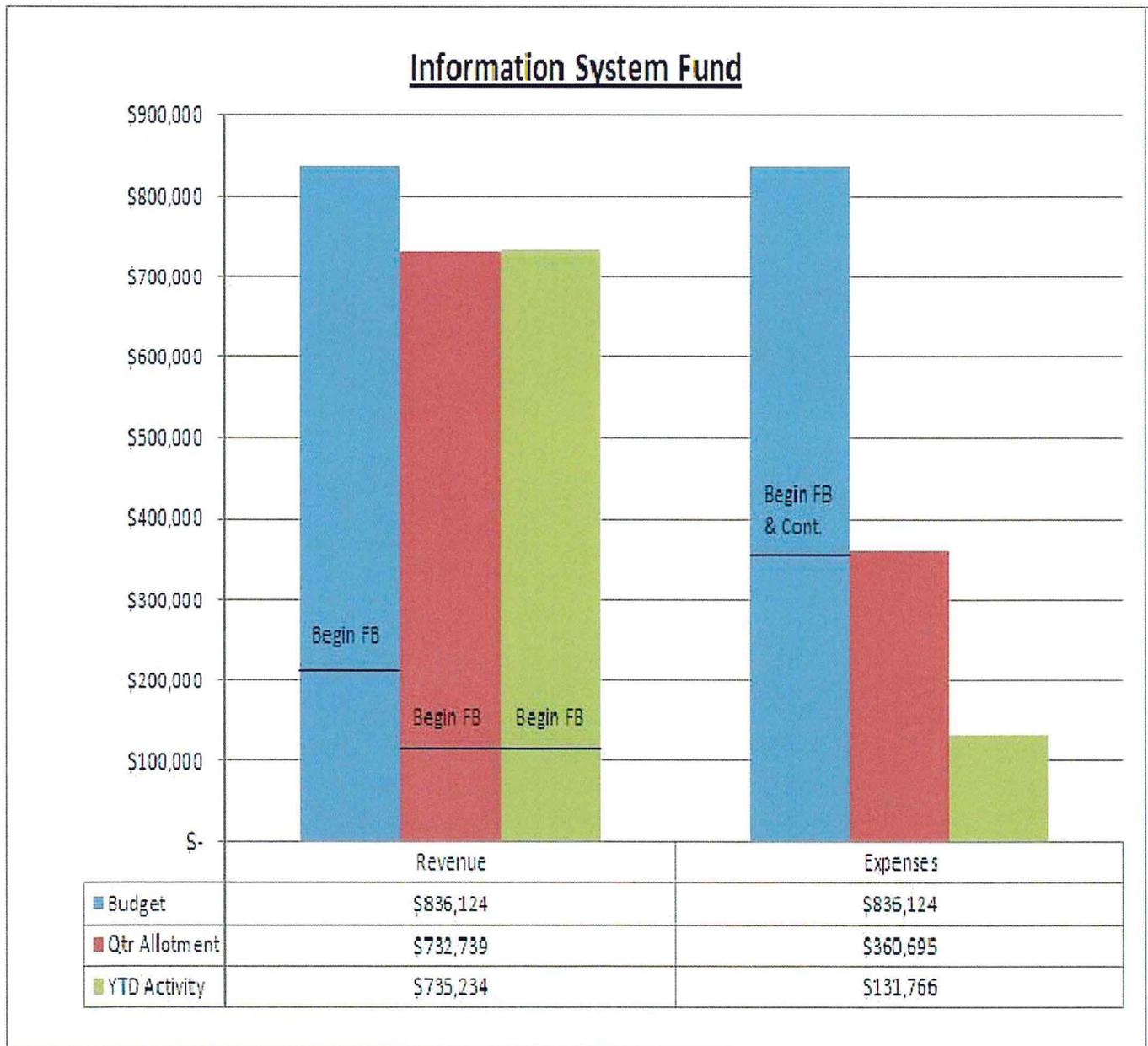
Intergovernmental Services, consisting mostly of the building permit surcharges due to the State, are at 91% spent due to increased revenue from permit activity. Those expenses are fully covered by revenue collected.



Information Systems Fund

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

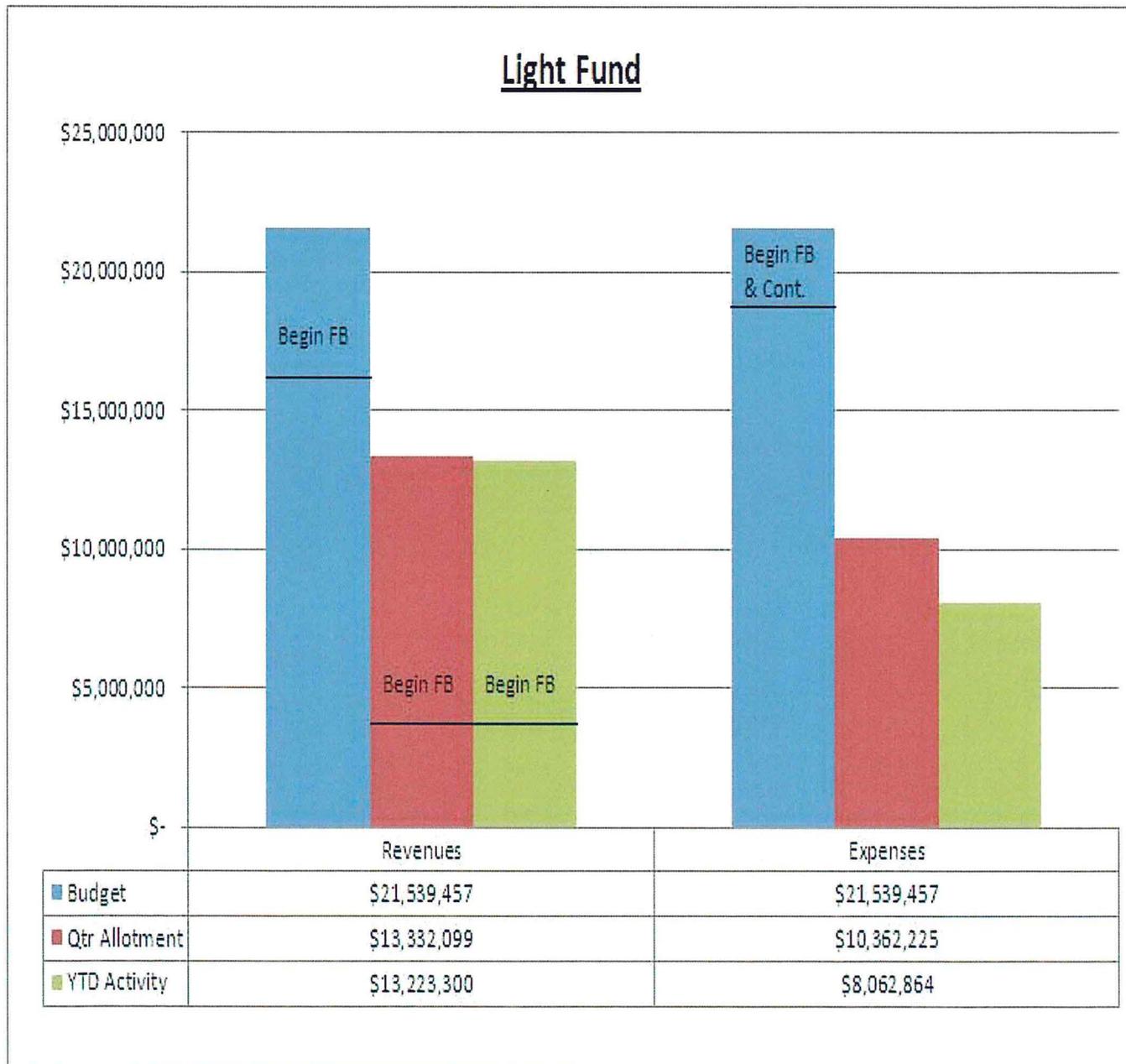
The operating expenditures are slightly behind the budget target, due to timing of renewing software licenses and purchasing hardware when compared to last year. The City has contracted with consultants to assist with management of information services and perform software conversion to Exchange Server 2010 and Windows 7 so professional services will exceed the budget for that line item by the end of the year. Desktop computer replacement has been delayed due the Windows 7 conversion but the computers will be replaced during the current fiscal year.



Light Fund

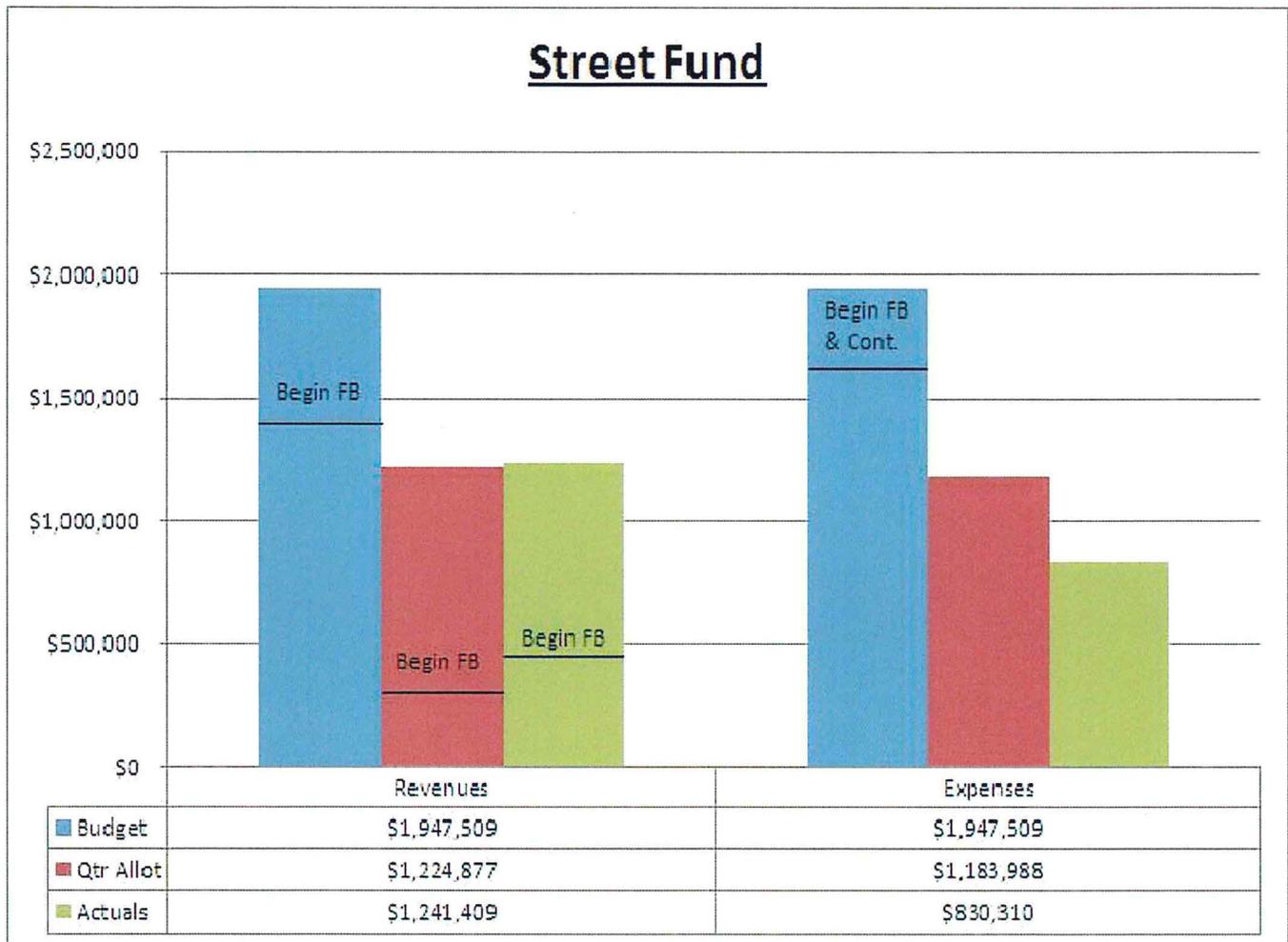
Operating revenue in the Light Fund is tracking as expected for the fiscal year. The increased revenue due to the winter heating needs is just starting to be received. This is annual occurrence and staff expects it to occur when projecting revenue. Connection charges are at 180% of revenue due to increased building activity. The Beginning Fund Balance is at the amount staff projected when preparing the budget for the current fiscal year.

The Light Fund expenditures are tracking as expected for the fiscal year.



Public Works Funds

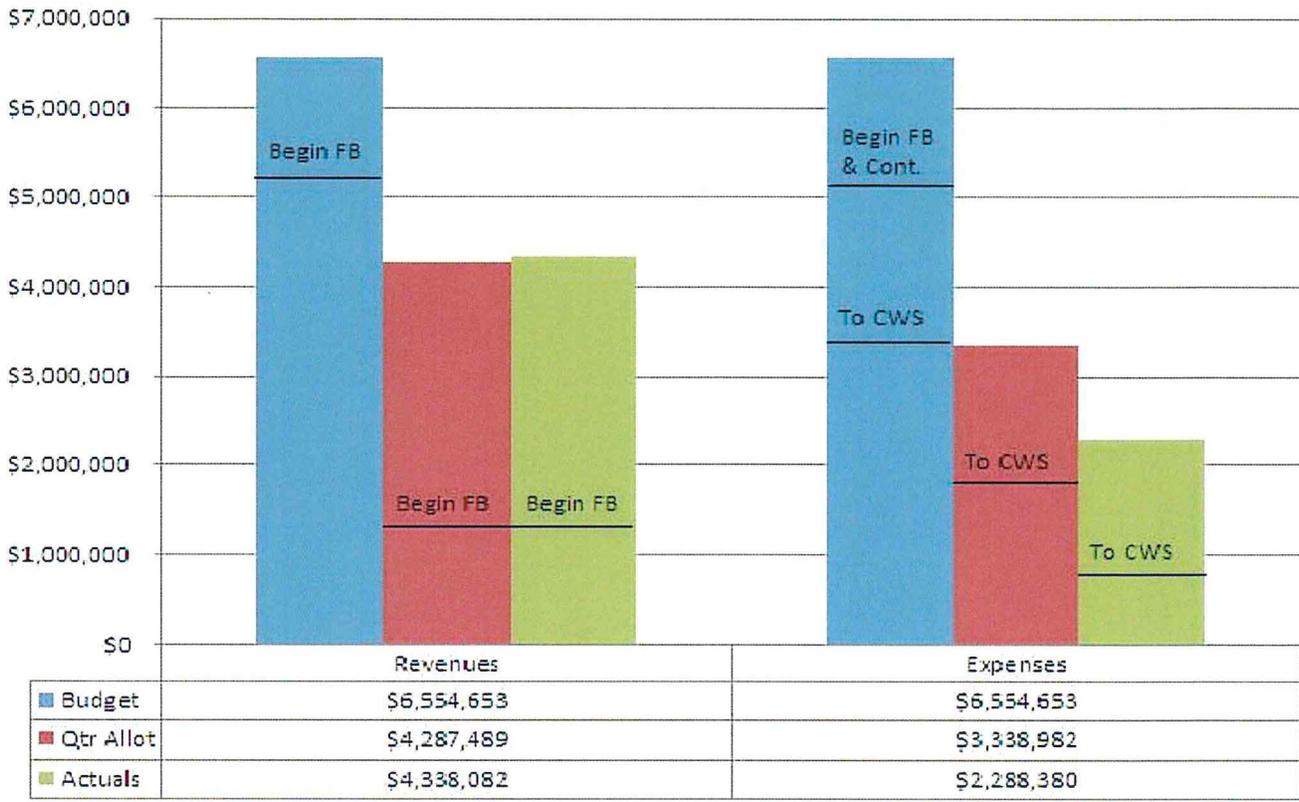
Public Works is responsible for 11 operating and capital funds. The graphical summary below will only focus on the major operating funds, including the Street Fund, the Sewer Fund, the Water Fund, the Surface Water Management Fund, and the Equipment Fund. The detail for all of the Public Works' Funds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



The Street Fund revenues are tracking as expected and are slightly ahead of the projected budget due to the collection of the new streetlight fee which was not included in budgeted revenue. Gas tax is coming in as expected. Beginning Fund Balance is lower than was budgeted.

Non-capital expenditures are tracking as expected for the fiscal year. Capital expenditures are well below budget at this time due to some budgeted projects not yet occurring. For example, the Safe Routes to School is budgeted to occur this year, but the only expected activity for this fiscal year is design work. The Sidewalk Program was budgeted but the decision was made to not do that program during this fiscal year. Street Construction includes \$205,000 for Highway 47 and Quince Street and those funds will not be expended this year.

Sewer Fund

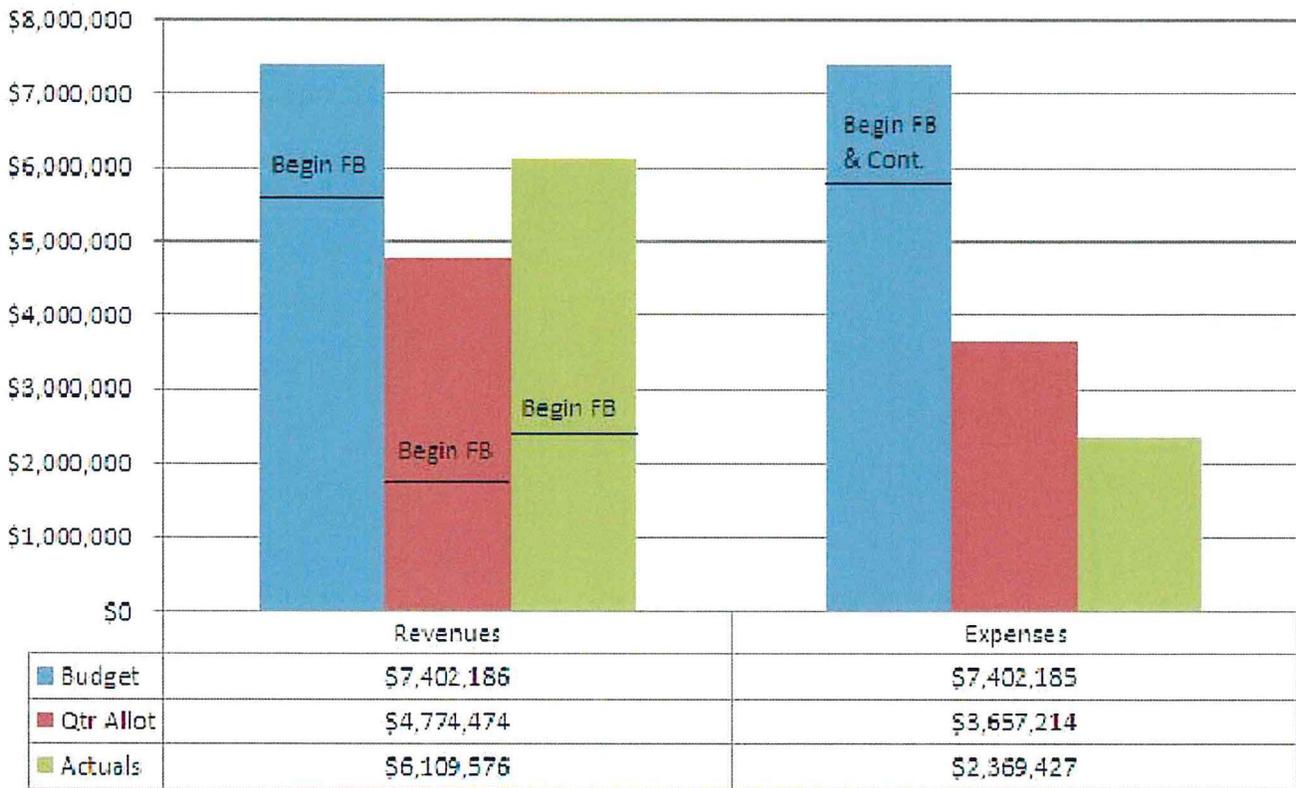


The Sewer Fund records revenues and expenditures of operating the sewer utility. A large part of the sewer utility is treating the sewage and conveying it to the waste water treatment plant. Clean Water Services (CWS) is responsible for treating the sewage and for the large trunk lines that convey it.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

The revenues received through the second quarter in the Sewer Fund are on target when compared to the quarterly allotment. Additionally, the fund balance exceeds the budgeted amount by \$8,000. The fund balance amount represents how the previous fiscal year ended up when compared with projections.

The expenditures through the second quarter are lagging behind the quarterly allotments partly due to labor costs underspending, as the crews focused more on issues in the water, street and surface water funds in the first six months of the fiscal year.

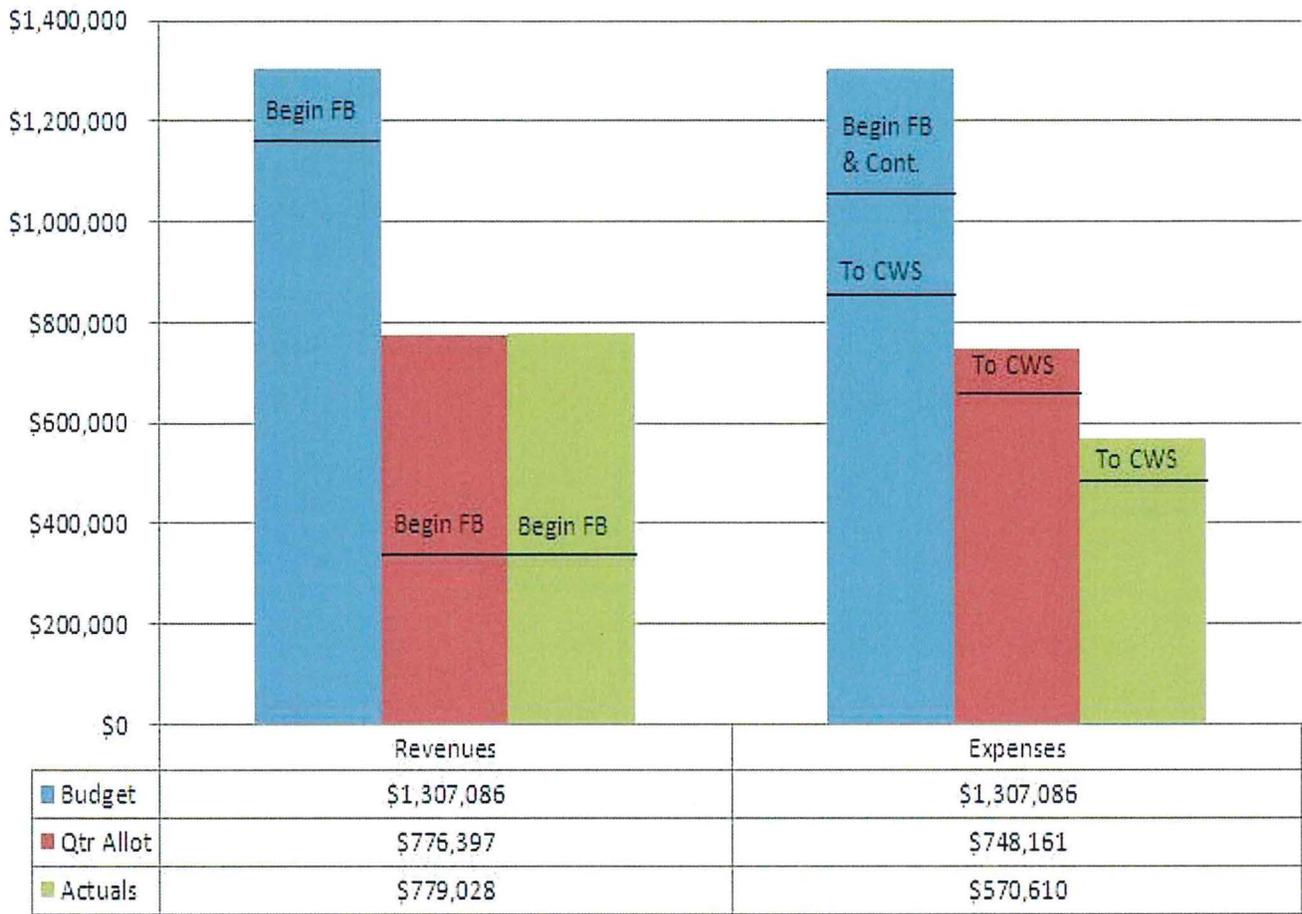
Water Fund



The revenues received through the first quarter in the Water Fund are above the quarterly allotments, due principally to two reasons: 1) the fund balance exceeds the budgeted amount. The fund balance amount represents how the previous fiscal year ended up when compared with projections, as discussed when the year-end 2013 quarterly report was presented; and 2) water sales this year are above the second quarter allocations in all classes of services.

The expenditures are behind their second quarter budget allotment. Operating expenses are tracking as expected. Capital projects are below projections but the construction portion of capital projects, such as the repair of the raw water transmission pipeline from the watershed, are beginning to occur so expenditures will begin to catch up with the budget.

Surface Water Fund

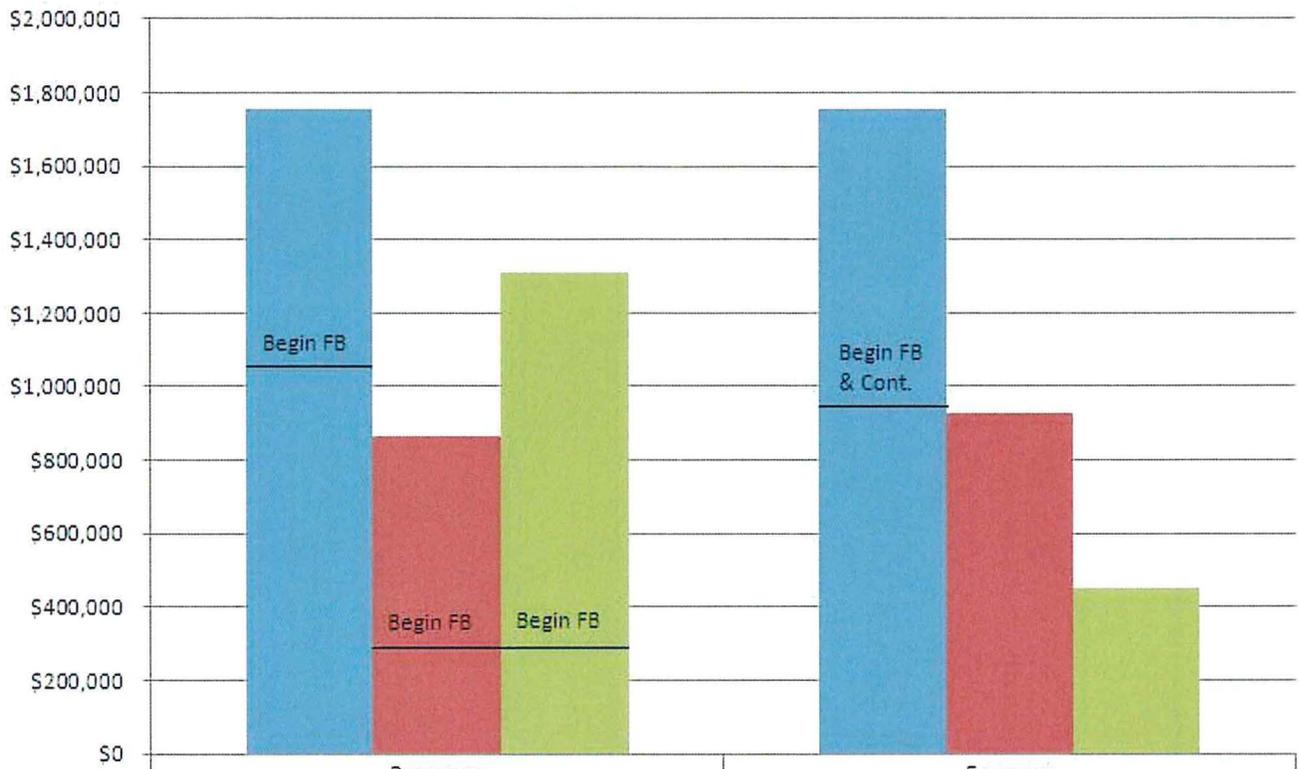


The Surface Water Management Fund (SWM) records revenues and expenditures of operating the surface water utility – which is managing rain run off and storm water run off. A portion of managing surface water is regional in nature, relating to keeping the Tualatin River healthy. CWS is responsible for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

The revenues received through the second quarter in the SWM Fund are on target when compared to the budget.

Overall, the expenditures are meeting the second quarter budget target as the personnel category expenditures returned to the projected amounts as public works crews focused on other funds in the second quarter of the fiscal year.

Equipment Fund



	Revenues	Expenses
■ Budget	\$1,755,427	\$1,755,427
■ Qtr Allot	\$867,739	\$926,418
■ Actuals	\$1,308,710	\$453,118

The revenues received through the second quarter in the Equipment Fund are in excess of the quarterly allotment, due to the Beginning Fund Balance exceeding the budgeted amount and the sale of surplus vehicles raising more revenue than expected. Expenditures are tracking with the budgeted allotments with the exception of Fuel/Oil which is currently tracking below budget. The expenditures for the Equipment Fund are about 11% below the budget.

Other Funds

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

System Development Funds

The revenue for the Transportation Development Tax Fund, the Water System Development Charge Fund, the Sewer System Development Tax Fund, and the Parks Acquisition & Development Tax Fund are all significantly over the annual revenue budgeted for FY 2013-14 due to construction activity.

Fund 225 – Fire Equipment Replacement Fund (FERF):

The FERF includes budget authority of \$275,000 to purchase a Water Tender which has been ordered. However, the manufacturer has notified the City that delivery of the Water Tender will most likely occur after July, 1, 2014, so delivery will probably not occur in the current fiscal year.

Fund 270 – Major Maintenance Fund:

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

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 is happy to answer any questions that may come up.

The first column of dollar figures represents the annual budget amount. The next column represents YTD Activity. The third column of dollar figures shows the remaining budget available for that line item for the rest of the fiscal year. The last column shows the YTD Activity spent as a percentage of the annual amount budgeted.

100 - General Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440029	General Fund Spt Svc (522023)	330,092	330,092	0	100%
472005	Miscellaneous	0	200	200	0%
	REVENUES TOTAL	330,092	330,292	200	100%
EXPENDITURES					
511005	Regular Employee Wages	(273,898)	(124,278)	149,620	45%
511010	Part-Time Employee Wages	(9,000)	(4,154)	4,846	46%
512005	Health & Dental Benefits	(57,165)	(28,257)	28,908	49%
512008	Health Reimb Arrangement	(2,693)	(1,343)	1,350	50%
512010	Retirement	(58,970)	(27,217)	31,753	46%
512015	FICA	(21,642)	(8,867)	12,775	41%
512020	Workers Comp	(347)	(347)	0	100%
512025	Other Benefits	(1,722)	(3,093)	(1,371)	180%
512030	Other Payroll Taxes	(2,073)	(1,142)	931	55%
520110	Operating Supplies	(750)	(437)	313	58%
520120	Organization Business Expense	(8,000)	(3,646)	4,354	46%
520180	Subscriptions & Books	(100)	(28)	72	28%
520220	Small Equipment	(1,500)	0	1,500	0%
520503	Printing	(2,300)	(1,786)	514	78%
520506	Postage	(500)	(246)	254	49%
520509	Telephone	(452)	(202)	251	45%
520521	Public Information	(9,020)	(3,971)	5,049	44%
520524	Publications	(60)	0	60	0%
520530	Memberships	(4,657)	(3,667)	990	79%
520563	Sister City Contribution	(6,800)	(6,799)	1	100%
520578	Insurance & Bonds	(365)	(365)	0	100%
521003	Training/Conferences	(9,270)	(6,651)	2,619	72%
521004	Legislative Conferences & Trainin	(18,500)	(5,899)	12,601	32%
521006	Travel	(200)	(24)	176	12%
521150	Professional Services	(1,000)	0	1,000	0%
522003	Equipment Maint & Oper Supplies	(500)	(499)	1	100%
522012	Fuel/Oil	0	(158)	(158)	0%
522021	Equipment Fund Charges	(720)	(360)	360	50%
522022	Information Systems Fund Charge	(1,688)	(844)	844	50%
	EXPENDITURES TOTAL	(493,892)	(234,279)	259,613	47%
	Department Net Totals	(163,800)	96,013		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430455	Metro Cleanup Grant	833	0	(833)	0%
440022	Lien Searches	13,000	8,238	(4,763)	63%
440025	Copy Service	278	100	(178)	36%
440028	Passport Execution Fee	8,800	2,600	(6,200)	30%
440029	General Fund Spt Svc (522023)	1,852,428	1,852,428	0	100%
440030	Reserved Parking	1,020	660	(360)	65%
440040	New Account Set-Up Fee	26,000	16,896	(9,104)	65%
440042	Door Hanger Fee	23,500	14,155	(9,345)	60%
440044	Online Phone Pymt Convenience	0	202	202	0%
440501	Bond Issuance Fees	0	37,000	37,000	0%
450055	Business License Late Fees	0	7	7	0%
450056	Business License	40,000	18,003	(21,998)	45%
450057	Other	1,000	0	(1,000)	0%
472005	Miscellaneous	4,500	837	(3,663)	19%
480006	Reimbursements	12,500	950	(11,550)	8%
	REVENUES TOTAL	1,983,859	1,952,075	(31,784)	98%
EXPENDITURES					
511005	Regular Employee Wages	(845,939)	(385,939)	460,000	46%
511010	Part-Time Employee Wages	(133,681)	(68,266)	65,415	51%
511015	Overtime	0	(328)	(328)	0%
511020	Temporary Employee Wages	(4,585)	0	4,585	0%
511021	Unemployment Compensation	0	(352)	(352)	0%
512005	Health & Dental Benefits	(304,976)	(143,079)	161,897	47%
512008	Health Reimb Arrangement	(9,934)	(5,093)	4,841	51%
512010	Retirement	(195,969)	(81,087)	114,882	41%
512015	FICA	(75,292)	(34,850)	40,442	46%
512020	Workers Comp	(5,015)	(5,017)	(2)	100%
512025	Other Benefits	(5,960)	(3,913)	2,047	66%
512030	Other Payroll Taxes	(7,478)	(3,492)	3,986	47%
520110	Operating Supplies	(6,000)	(1,976)	4,024	33%
520120	Organization Business Expense	(3,150)	(4,463)	(1,313)	142%
520150	Utilities	(10,977)	(5,522)	5,455	50%
520180	Subscriptions & Books	(400)	(398)	3	99%
520200	Computer Software Maintenance	(62,658)	(61,431)	1,227	98%
520220	Small Equipment	(1,200)	(1,545)	(345)	129%
520503	Printing	(17,870)	(12,367)	5,503	69%
520506	Postage	(70,000)	(45,900)	24,100	66%
520509	Telephone	(5,450)	(1,950)	3,500	36%
520521	Public Information	(2,850)	(282)	2,568	10%
520524	Publications	(1,297)	(106)	1,191	8%
520530	Memberships	(20,196)	(19,242)	954	95%
520533	Recruiting Expenses	(2,500)	(2,183)	317	87%
520557	Intergovernmental Services	(12,357)	(7,059)	5,298	57%
520560	Senior Center	(27,500)	(24,385)	3,115	89%
520578	Insurance & Bonds	(8,749)	(9,125)	(376)	104%
521003	Training/Conferences	(25,000)	(7,149)	17,851	29%
521006	Travel	(1,650)	(10)	1,640	1%
521113	Attorney Services	(54,500)	(12,161)	42,339	22%
521150	Professional Services	(37,200)	(2,885)	34,315	8%
521165	Contracts for Services	(6,000)	(2,740)	3,260	46%
521168	Misc Medical Services	0	(38)	(38)	0%

100 - General Fund**Department #12 - Administration Services**

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
521171	Financial Services, Auditing, Inve:	(29,570)	(23,114)	6,456	78%
521172	Bank Service Fees	(1,300)	(779)	521	60%
522003	Equipment Maint & Oper Supplies	(31,720)	(3,625)	28,095	11%
522021	Equipment Fund Charges	(7,982)	(3,992)	3,990	50%
522022	Information Systems Fund Charge	(72,383)	(36,192)	36,191	50%
522303	Custodial	(5,900)	(5,186)	714	88%
522306	Rents & Leases	(1,100)	0	1,100	0%
522309	Building/Facility Rental	(21,860)	(10,928)	10,932	50%
522312	Facility Maintenance Supplies	(12,300)	(3,569)	8,731	29%
522315	Facility Mnt/Repairs	(92,500)	(28,803)	63,697	31%
	EXPENDITURES TOTAL	(2,242,948)	(1,070,522)	1,172,426	48%
	Department Net Totals	(259,089)	881,553		

100 - General Fund

Department #13 - Municipal Court

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
460115	Parking Fines (PK)	12,250	6,158	(6,092)	50%
460120	Traffic Fines (TR)	196,250	96,564	(99,686)	49%
460121	Cornelius Court Revenue	97,989	158,969	60,980	162%
460125	PD Ordinance Fines	1,250	100	(1,150)	8%
460130	Marijuana Fines/Fees (ML)	4,350	2,540	(1,810)	58%
460135	Minor in Possession Fines/Fees (I)	3,750	4,516	766	120%
480006	Reimbursements	2,067	2,641	574	128%
REVENUES TOTAL		317,906	271,488	(46,418)	85%
EXPENDITURES					
511005	Regular Employee Wages	(96,763)	(48,802)	47,961	50%
511010	Part-Time Employee Wages	(18,480)	(4,760)	13,720	26%
512005	Health & Dental Benefits	(35,102)	(17,073)	18,029	49%
512008	Health Reimb Arrangement	(956)	(620)	336	65%
512010	Retirement	(17,268)	(7,249)	10,019	42%
512015	Fica	(8,816)	(4,020)	4,796	46%
512020	Workers Comp	(146)	(146)	0	100%
512025	Other Benefits	(701)	(411)	290	59%
512030	Other Payroll Taxes	(867)	(413)	454	48%
520110	Operating Supplies	(1,000)	(297)	703	30%
520120	Organization Business Expense	(200)	(34)	166	17%
520190	Computer Software	(13,000)	0	13,000	0%
520200	Computer Software Maintenance	(6,813)	(6,632)	181	97%
520220	Small Equipment	(200)	0	200	0%
520503	Printing	(400)	(31)	369	8%
520506	Postage	(1,240)	(875)	365	71%
520509	Telephone	(250)	(67)	183	27%
520521	Public Information	(100)	0	100	0%
520524	Publications	(500)	0	500	0%
520530	Memberships	(195)	(195)	0	100%
520539	Assessment - County	(1,125)	(8,812)	(7,687)	783%
520557	Intergovernmental Services	(21,986)	(12,384)	9,602	56%
520566	Assessment - State	(79,961)	(71,939)	8,022	90%
520578	Insurance & Bonds	(328)	(328)	0	100%
521003	Training/Conferences	(2,600)	(1,024)	1,576	39%
521150	Professional Services	(6,900)	(2,325)	4,575	34%
521172	Bank Service Fees	(1,620)	(1,519)	101	94%
522022	Information Systems Fund Charge	(4,984)	(2,492)	2,492	50%
522309	Building/Facility Rental	(784)	(394)	390	50%
EXPENDITURES TOTAL		(323,285)	(192,842)	130,443	60%
Department Net Totals		(5,379)	78,646		

100 - General Fund

Department #14 - Library

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420035	W.C.C.L.S.	695,705	559,291	(136,414)	80%
430601	Public Library Support Grant	3,000	0	(3,000)	0%
440019	WCCLS Collection Agency Chrg	750	310	(440)	41%
440021	Library Charges	4,400	2,600	(1,800)	59%
440023	Print Fees	2,800	1,923	(877)	69%
440025	Copy Service	1,226	809	(417)	66%
440301	Rental Income	1,100	627	(473)	57%
460500	Library Late Fines	25,000	12,119	(12,881)	48%
471020	Unrestricted Donations	0	33	33	0%
471021	Donations	200	0	(200)	0%
471022	Restricted Library Memorials	500	275	(225)	55%
	REVENUES TOTAL	734,681	577,988	(156,693)	79%
EXPENDITURES					
511005	Regular Employee Wages	(366,782)	(169,872)	196,910	46%
511010	Part-Time Employee Wages	(255,452)	(113,705)	141,747	45%
512005	Health & Dental Benefits	(98,403)	(46,147)	52,256	47%
512008	Health Reimb Arrangement	(4,562)	(2,709)	1,853	59%
512010	Retirement	(79,255)	(32,900)	46,355	42%
512015	FICA	(47,600)	(20,933)	26,667	44%
512020	Workers Comp	(740)	(740)	0	100%
512025	Other Benefits	(3,389)	(1,374)	2,015	41%
512030	Other Payroll Taxes	(4,699)	(2,174)	2,525	46%
520110	Operating Supplies	(5,500)	(2,562)	2,938	47%
520120	Organization Business Expense	(200)	(60)	140	30%
520140	Library Materials	(79,850)	(43,250)	36,600	54%
520150	Utilities	(1,756)	(913)	843	52%
520220	Small Equipment	(1,500)	0	1,500	0%
520503	Printing	0	(600)	(600)	0%
520506	Postage	(1,900)	(790)	1,110	42%
520509	Telephone	(1,296)	(618)	678	48%
520521	Public Information	(800)	(3)	797	0%
520530	Memberships	(750)	(195)	555	26%
520557	Intergovernmental Services	(2,500)	(752)	1,748	30%
520578	Insurance & Bonds	(7,395)	(7,395)	0	100%
521003	Training/Conferences	(2,250)	0	2,250	0%
521006	Travel	(500)	0	500	0%
521165	Contracts for Services	(6,000)	(922)	5,078	15%
521172	Bank Service Fees	(564)	(653)	(89)	116%
522003	Equipment Maint & Oper Supplies	(5,180)	(1,211)	3,969	23%
522021	Equipment Fund Charges	(720)	(360)	360	50%
522022	Information Systems Fund Charge	(20,943)	(10,472)	10,471	50%
522312	Facility Maintenance Supplies	(4,400)	(2,601)	1,799	59%
522315	Facility Mnt/Repairs	(4,450)	(2,069)	2,381	46%
	EXPENDITURES TOTAL	(1,009,336)	(465,981)	543,355	46%
	Department Net Totals	(274,655)	112,007		

100 - General Fund

Department #15 - Aquatics

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440004	Swimming Pool	291,000	132,724	(158,276)	46%
440010	Lockers/Vending Machines	12,000	5,305	(6,695)	44%
REVENUES TOTAL		303,000	138,028	(164,972)	46%
EXPENDITURES					
511005	Regular Employee Wages	(134,532)	(63,209)	71,323	47%
511010	Part-Time Employee Wages	(196,042)	(84,882)	111,160	43%
512005	Health & Dental Benefits	(37,351)	(16,799)	20,552	45%
512008	Health Reimb Arrangement	(1,846)	(1,068)	778	58%
512010	Retirement	(28,793)	(13,289)	15,504	46%
512015	FICA	(25,595)	(11,027)	14,568	43%
512020	Workers Comp	(6,004)	(6,004)	0	100%
512025	Other Benefits	(1,863)	(654)	1,209	35%
512030	Other Payroll Taxes	(2,638)	(1,198)	1,440	45%
520110	Operating Supplies	(29,150)	(9,938)	19,212	34%
520120	Organization Business Expense	(400)	(196)	204	49%
520130	Personnel Uniforms & Equipment	(300)	0	300	0%
520150	Utilities	(86,000)	(24,607)	61,393	29%
520220	Small Equipment	(5,450)	(5,668)	(218)	104%
520503	Printing	(2,600)	(1,585)	1,015	61%
520506	Postage	(500)	(171)	329	34%
520509	Telephone	(600)	(354)	246	59%
520521	Public Information	(1,200)	(900)	300	75%
520530	Memberships	(250)	0	250	0%
520557	Intergovernmental Services	(1,300)	(1,271)	29	98%
520578	Insurance & Bonds	(6,312)	(6,312)	0	100%
521003	Training/Conferences	(1,950)	(1,077)	873	55%
521150	Professional Services	(1,000)	0	1,000	0%
521172	Bank Service Fees	0	(1,323)	(1,323)	0%
522003	Equipment Maint & Oper Supplies	(1,550)	(92)	1,458	6%
522021	Equipment Fund Charges	(842)	(422)	420	50%
522022	Information Systems Fund Charge	(3,452)	(1,726)	1,726	50%
522312	Facility Maintenance Supplies	(12,500)	(5,834)	6,666	47%
522315	Facility Mnt/Repairs	(28,750)	(20,809)	7,941	72%
EXPENDITURES TOTAL		(618,770)	(280,416)	338,354	45%
Department Net Totals		(315,770)	(142,388)		

100 - General Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440007	Recreation User Fees	40,000	20,760	(19,240)	52%
440029	General Fund Spt Svc (522023)	92,175	92,175	0	100%
471020	Unrestricted Donations	500	1,500	1,000	300%
REVENUES TOTAL		132,675	114,435	(18,240)	86%
EXPENDITURES					
511005	Regular Employee Wages	(269,403)	(123,746)	145,657	46%
511010	Part-Time Employee Wages	(18,960)	(2,533)	16,427	13%
511020	Temporary Employee Wages	(37,133)	(15,017)	22,116	40%
512005	Health & Dental Benefits	(61,075)	(28,959)	32,116	47%
512008	Health Reimb Arrangement	(2,855)	(1,567)	1,288	55%
512010	Retirement	(58,370)	(26,873)	31,497	46%
512015	FICA	(25,283)	(10,770)	14,513	43%
512020	Workers Comp	(7,025)	(7,025)	0	100%
512025	Other Benefits	(1,528)	(909)	619	59%
512030	Other Payroll Taxes	(2,504)	(1,094)	1,410	44%
520110	Operating Supplies	(2,650)	(383)	2,267	14%
520120	Organization Business Expense	(100)	0	100	0%
520130	Personnel Uniforms & Equipment	(2,300)	(1,035)	1,265	45%
520150	Utilities	(5,574)	(2,778)	2,796	50%
520220	Small Equipment	(8,350)	(3,530)	4,820	42%
520503	Printing	0	(4)	(4)	0%
520506	Postage	(150)	0	150	0%
520509	Telephone	(2,735)	(399)	2,336	15%
520521	Public Information	(100)	0	100	0%
520530	Memberships	(1,670)	(635)	1,035	38%
520557	Intergovernmental Services	(450)	(208)	243	46%
520578	Insurance & Bonds	(2,050)	(2,050)	0	100%
521003	Training/Conferences	(2,075)	(673)	1,402	32%
521150	Professional Services	(11,300)	(1,152)	10,149	10%
521168	Misc Medical Services	0	(338)	(338)	0%
522003	Equipment Maint & Oper Supplies	(3,000)	(206)	2,794	7%
522012	Fuel/Oil	(500)	(292)	208	58%
522021	Equipment Fund Charges	(84,945)	(42,471)	42,474	50%
522022	Information Systems Fund Charge	(1,685)	(843)	842	50%
522306	Rents & Leases	(500)	0	500	0%
522312	Facility Maintenance Supplies	(23,700)	(5,367)	18,333	23%
522315	Facility Mnt/Repairs	(19,500)	(1,369)	18,131	7%
EXPENDITURES TOTAL		(657,470)	(282,226)	375,244	43%
Department Net Totals		(524,795)	(167,792)		

100 - General Fund

Department #18 - Non-Departmental

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	4,696,904	4,518,386	(178,518)	96%
411010	Local Option Levy	1,899,946	1,827,341	(72,605)	96%
411150	Property Tax Prior Years	110,000	127,170	17,170	116%
413001	Franchise Tax	557,811	157,431	(400,380)	28%
420020	State Revenue Sharing	199,500	99,254	(100,246)	50%
420055	Metro Construction Excise Tax	60,000	1,184	(58,816)	2%
422045	Transient Room Tax	55,500	44,885	(10,615)	81%
422055	SD15 Construction Excise Tax	350,000	6,319	(343,681)	2%
470105	Interest	56,000	27,825	(28,175)	50%
480050	In-Lieu of Tax	1,025,179	1,025,179	0	100%
481005	Transfer from Other Funds	836,750	830,000	(6,750)	99%
495005	Fund Bal Avail. for Approp.	3,904,737	4,238,415	333,678	109%
	REVENUES TOTAL	13,752,327	12,903,388	(848,939)	94%
EXPENDITURES					
520547	Metro Construction Excise Tax	(57,000)	0	57,000	0%
520549	SD15 Construction Excise Tax Pa	(336,000)	0	336,000	0%
580206	Contingency	(1,174,991)	0	1,174,991	0%
590304	Unapp Fund Balance	(3,701,750)	0	3,701,750	0%
	EXPENDITURES TOTAL	(5,269,741)	0	5,269,741	0%
	Department Net Totals	8,482,586	12,903,388		

100 - General Fund

Department #21 - Police

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420005	Alcoholic Beverages	285,000	149,795	(135,205)	53%
430328	Justice Assistance Grant	0	452	452	0%
430329	SPF SIG Grant	0	835	835	0%
430335	DEC/DUII Police Grant	3,000	0	(3,000)	0%
440025	Copy Service	3,570	1,686	(1,884)	47%
450050	Liquor Licenses	2,500	787	(1,713)	31%
450051	Police Permits	100	82	(18)	82%
450057	Other	0	94	94	0%
450225	Impound Fees	300	130	(170)	43%
460105	State Court Fines	35,000	11,785	(23,215)	34%
480006	Reimbursements	0	3,405	3,405	0%
480009	TriMet Officer Reimbursement	121,609	62,617	(58,992)	51%
480010	SRO Reimbursement	58,659	0	(58,659)	0%
	REVENUES TOTAL	509,738	231,666	(278,072)	45%
EXPENDITURES					
511005	Regular Employee Wages	(2,463,603)	(1,090,655)	1,372,948	44%
511010	Part-Time Employee Wages	(25,260)	(17,734)	7,526	70%
511015	Overtime	(152,048)	(88,921)	63,127	58%
511021	Unemployment Compensation	(21,770)	0	21,770	0%
512005	Health & Dental Benefits	(543,396)	(264,829)	278,567	49%
512008	Health Reimb Arrangement	(32,739)	(26,101)	6,638	80%
512010	Retirement	(484,975)	(210,496)	274,479	43%
512015	FICA	(201,709)	(90,893)	110,816	45%
512020	Workers Comp	(64,690)	(64,690)	0	100%
512025	Other Benefits	(14,856)	(8,989)	5,867	61%
512030	Other Payroll Taxes	(19,610)	(9,027)	10,583	46%
520110	Operating Supplies	(24,885)	(13,010)	11,875	52%
520120	Organization Business Expense	(2,705)	(1,219)	1,486	45%
520130	Personnel Uniforms & Equipment	(20,760)	(10,010)	10,750	48%
520150	Utilities	(3,048)	(1,521)	1,527	50%
520190	Computer Software	(50)	0	50	0%
520220	Small Equipment	(5,195)	(2,053)	3,142	40%
520225	Reserve Officer Expenses	(4,000)	(1,278)	2,722	32%
520270	Miscellaneous	(500)	(604)	(104)	121%
520274	Hands and Words Project	(3,273)	0	3,273	0%
520503	Printing	(3,150)	(594)	2,556	19%
520506	Postage	(1,500)	(809)	691	54%
520509	Telephone	(15,825)	(7,791)	8,034	49%
520518	Volunteer Reimbursable Expens	(300)	0	300	0%
520521	Public Information	(2,985)	(1,424)	1,561	48%
520524	Publications	(1,555)	(158)	1,398	10%
520530	Memberships	(2,100)	(100)	2,000	5%
520557	Intergovernmental Services	(9,770)	(4,868)	4,903	50%
520558	WCCCA	(191,878)	(145,549)	46,329	76%
520578	Insurance & Bonds	(28,469)	(28,469)	0	100%
521003	Training/Conferences	(25,200)	(21,059)	4,141	84%
521150	Professional Services	(3,925)	(3,344)	581	85%
521168	Misc Medical Services	(2,950)	(1,694)	1,257	57%
522003	Equipment Maint & Oper Supplies	(2,350)	(374)	1,976	16%
522009	Vehicle Maint & Oper Supplies	(1,000)	(946)	54	95%
522010	Vehicle Maint External	(500)	(450)	50	90%

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

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522012	Fuel/Oil	(100)	(262)	(162)	262%
522021	Equipment Fund Charges	(201,010)	(100,504)	100,506	50%
522022	Information Systems Fund Charge	(23,355)	(11,678)	11,677	50%
522306	Rents & Leases	(6,060)	(5,437)	623	90%
522312	Facility Maintenance Supplies	(1,600)	(1,398)	202	87%
522315	Facility Mnt/Repairs	(3,516)	(5,099)	(1,583)	145%
550181	Major Tools & Work Equipment	(10,800)	0	10,800	0%
	EXPENDITURES TOTAL	(4,628,970)	(2,244,038)	2,384,932	48%
	Department Net Totals	(4,119,232)	(2,012,372)		

100 - General Fund

Department #22 - Fire

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420015	Cigarette	28,380	13,541	(14,839)	48%
420050	Rural Fire District	479,777	110,037	(369,740)	23%
420065	State Fire Conflagration Reimburs	0	54,056	54,056	0%
430214	Homeland Security Grant	0	75,130	75,130	0%
440025	Copy Service	130	73	(57)	56%
472005	Miscellaneous	0	331	331	0%
480008	Cornelius Fire Chief Reimburseme	44,765	20,362	(24,403)	45%
480015	Fire Dept Reimbursement	5,500	3,027	(2,473)	55%
480017	Fire Dept Inspection Reimburseme	5,740	0	(5,740)	0%
	REVENUES TOTAL	564,292	276,557	(287,735)	49%
EXPENDITURES					
511005	Regular Employee Wages	(1,458,167)	(672,251)	785,916	46%
511010	Part-Time Employee Wages	(17,680)	(8,457)	9,223	48%
511015	Overtime	(93,700)	(59,272)	34,428	63%
511019	Volunteer Firefighter Stipend	(62,880)	(27,548)	35,332	44%
511020	Temporary Employee Wages	(20,000)	(5,226)	14,774	26%
511021	Unemployment Compensation	0	(742)	(742)	0%
512005	Health & Dental Benefits	(335,539)	(156,050)	179,489	47%
512008	Health Reimb Arrangement	(13,876)	(7,658)	6,218	55%
512010	Retirement	(316,330)	(126,332)	189,998	40%
512015	FICA	(126,060)	(58,108)	67,952	46%
512020	Workers Comp	(26,958)	(26,958)	0	100%
512025	Other Benefits	(9,193)	(6,070)	3,123	66%
512030	Other Payroll Taxes	(12,268)	(5,911)	6,357	48%
512035	Volunteer Fringe Benefits	(2,646)	0	2,646	0%
520110	Operating Supplies	(16,000)	(7,098)	8,902	44%
520120	Organization Business Expense	(4,300)	(894)	3,406	21%
520130	Personnel Uniforms & Equipment	(15,000)	(9,891)	5,109	66%
520150	Utilities	(26,953)	(6,938)	20,015	26%
520220	Small Equipment	(9,000)	(2,412)	6,588	27%
520230	Tools- 50/50	(104,800)	(49,712)	55,088	47%
520300	Emergency Operations Center	(3,100)	(276)	2,824	9%
520503	Printing	(500)	(201)	299	40%
520506	Postage	(700)	(331)	369	47%
520509	Telephone	(4,500)	(2,491)	2,009	55%
520521	Public Information	(1,800)	(281)	1,519	16%
520524	Publications	(1,490)	(1,446)	44	97%
520530	Memberships	(1,000)	(917)	83	92%
520557	Intergovernmental Services	(1,400)	(1,044)	356	75%
520558	WCCCA	(164,730)	(122,424)	42,306	74%
520578	Insurance & Bonds	(27,115)	(27,115)	0	100%
521003	Training/Conferences	(27,000)	(10,292)	16,708	38%
521150	Professional Services	(29,040)	(14,235)	14,805	49%
521168	Misc Medical Services	(26,000)	(12,215)	13,785	47%
522003	Equipment Maint & Oper Supplies	(6,000)	(5,857)	143	98%
522009	Vehicle Maint & Oper Supplies	(50,000)	(33,667)	16,333	67%
522012	Fuel/Oil	(29,645)	(13,835)	15,810	47%
522021	Equipment Fund Charges	(4,342)	(2,170)	2,172	50%
522022	Information Systems Fund Charge	(18,101)	(9,051)	9,050	50%
522303	Custodial	(1,000)	0	1,000	0%
522312	Facility Maintenance Supplies	(3,000)	(2,510)	490	84%

100 - General Fund

Department #22 - Fire

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522315	Facility Mnt/Repairs	(9,500)	(3,951)	5,549	42%
	EXPENDITURES TOTAL	(3,081,313)	(1,501,839)	1,579,474	49%
	Department Net Totals	(2,517,021)	(1,225,281)		

100 - General Fund

Department #31 - Planning

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430460	SHPO Grant	12,800	0	(12,800)	0%
430587	Grant Match - Other Agencies	15,000	74,390	59,390	496%
440020	Code Enforcement Revenue	1,500	1,194	(306)	80%
440025	Copy Service	84	125	41	148%
440029	General Fund Spt Svc (522023)	73,546	73,546	0	100%
450054	Metro Business License	10,500	13,667	3,167	130%
450101	Planning Fees	48,000	30,860	(17,140)	64%
471021	Donations	0	25	25	0%
	REVENUES TOTAL	161,430	193,807	32,377	120%
EXPENDITURES					
511005	Regular Employee Wages	(225,288)	(103,395)	121,893	46%
512005	Health & Dental Benefits	(33,865)	(16,825)	17,040	50%
512008	Health Reimb Arrangement	(2,240)	(1,035)	1,205	46%
512010	Retirement	(49,061)	(22,643)	26,418	46%
512015	FICA	(17,235)	(7,775)	9,460	45%
512020	Workers Comp	(303)	(303)	0	100%
512025	Other Benefits	(1,239)	(668)	571	54%
512030	Other Payroll Taxes	(1,663)	(781)	882	47%
520110	Operating Supplies	(2,112)	(586)	1,526	28%
520120	Organization Business Expense	(1,700)	(267)	1,433	16%
520170	Code Enforcement Expenditures	(4,500)	(2,280)	2,220	51%
520200	Computer Software Maintenance	(3,000)	0	3,000	0%
520503	Printing	(4,050)	(163)	3,887	4%
520506	Postage	(2,400)	(1,352)	1,048	56%
520509	Telephone	(850)	(268)	582	32%
520521	Public Information	(9,200)	(1,705)	7,495	19%
520524	Publications	(400)	(495)	(95)	124%
520530	Memberships	(2,600)	(765)	1,835	29%
520557	Intergovernmental Services	(11,700)	(90)	11,611	1%
520578	Insurance & Bonds	(469)	(469)	0	100%
521003	Training/Conferences	(1,300)	(85)	1,215	7%
521113	Attorney Services	(10,000)	(2,762)	7,238	28%
521150	Professional Services	(26,500)	(355)	26,145	1%
522003	Equipment Maint & Oper Supplies	(4,080)	(1,645)	2,435	40%
522021	Equipment Fund Charges	(1,999)	(997)	1,002	50%
522022	Information Systems Fund Charge	(3,946)	(1,973)	1,973	50%
522309	Building/Facility Rental	(1,573)	(787)	786	50%
523006	SHPO Grant Expense	(80)	(2,400)	(2,320)	3,000%
	EXPENDITURES TOTAL	(423,353)	(172,868)	250,485	41%
	Department Net Totals	(261,923)	20,939		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	1,512	1,031	(481)	68%
440029	General Fund Spt Svc (522023)	563,748	563,748	0	100%
450122	Engineering Inspection Fees	33,000	52,668	19,668	160%
REVENUES TOTAL		598,260	617,447	19,187	103%
EXPENDITURES					
511005	Regular Employee Wages	(344,514)	(153,261)	191,253	44%
511010	Part-Time Employee Wages	(32,554)	(18,931)	13,623	58%
511020	Temporary Employee Wages	0	(2,059)	(2,059)	0%
512005	Health & Dental Benefits	(72,751)	(32,390)	40,361	45%
512008	Health Reimb Arrangement	(3,390)	(1,642)	1,748	48%
512010	Retirement	(74,248)	(32,456)	41,792	44%
512015	FICA	(28,845)	(13,320)	15,525	46%
512020	Workers Comp	(3,003)	(3,003)	0	100%
512025	Other Benefits	(2,269)	(1,489)	780	66%
512030	Other Payroll Taxes	(2,793)	(1,348)	1,445	48%
520110	Operating Supplies	(2,500)	(798)	1,702	32%
520120	Organization Business Expense	(250)	(185)	65	74%
520130	Personnel Uniforms & Equipment	(500)	0	500	0%
520190	Computer Software	(3,000)	0	3,000	0%
520200	Computer Software Maintenance	0	(2,551)	(2,551)	0%
520220	Small Equipment	(3,300)	0	3,300	0%
520503	Printing	(2,100)	(63)	2,037	3%
520506	Postage	(550)	(178)	372	32%
520509	Telephone	(2,550)	(402)	2,148	16%
520521	Public Information	0	(387)	(387)	0%
520524	Publications	(990)	(60)	930	6%
520530	Memberships	(1,750)	(1,196)	555	68%
520557	Intergovernmental Services	(650)	0	650	0%
520578	Insurance & Bonds	(963)	(963)	0	100%
521003	Training/Conferences	(2,550)	(950)	1,600	37%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(18,520)	0	18,520	0%
522003	Equipment Maint & Oper Supplies	(4,060)	(2,502)	1,558	62%
522021	Equipment Fund Charges	(17,980)	(8,992)	8,988	50%
522022	Information Systems Fund Charge	(9,502)	(4,751)	4,751	50%
522306	Rents & Leases	(100)	0	100	0%
522315	Facility Mnt/Repairs	0	(80)	(80)	0%
EXPENDITURES TOTAL		(639,182)	(283,957)	355,225	44%
Department Net Totals		(40,922)	333,490		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	19,388,260	17,607,171		
	Fund Total Expenditures	(19,388,260)	(6,728,968)		
	Fund Net	0	10,878,203		

205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	0	21	21	0%
450074	Structural Building Permits	325,007	171,099	(153,908)	53%
450076	Manufactured Home Permits	0	210	210	0%
450078	Plumbing Permits	74,870	72,529	(2,341)	97%
450080	Mechanical Permits	19,480	17,457	(2,023)	90%
450082	Structural State Surcharge	39,001	20,325	(18,676)	52%
450084	Manuf. Housing State Surcharge	0	22	22	0%
450086	Plumbing State Surcharge	8,984	8,685	(299)	97%
450088	Mechanical Plans St. Surcharge	2,338	2,122	(216)	91%
450106	Structural Plan Review Fees	191,520	123,396	(68,124)	64%
450108	Plumbing Plan Review Fees	4,450	8,840	4,390	199%
450110	Mechanical Plan Review Fees	1,500	3,084	1,584	206%
450112	FL&S Plan Review Fees	23,730	16,597	(7,133)	70%
450124	Erosion Control Fees	21,950	20,313	(1,638)	93%
450126	Misc - Reinspect & Invstg Fee	1,100	2,198	1,098	200%
450130	Cornelius Permit Revenue	50,000	0	(50,000)	0%
470105	Interest	4,000	2,857	(1,143)	71%
495005	Fund Bal Avail. for Approp.	850,808	998,775	147,967	117%
	REVENUES TOTAL	1,618,738	1,468,531	(150,207)	91%
EXPENDITURES					
511005	Regular Employee Wages	(308,513)	(129,668)	178,845	42%
511010	Part-Time Employee Wages	(12,572)	(6,657)	5,915	53%
511015	Overtime	0	(9)	(9)	0%
511020	Temporary Employee Wages	0	(8,832)	(8,832)	0%
512005	Health & Dental Benefits	(62,909)	(29,524)	33,385	47%
512008	Health Reimb Arrangement	(3,052)	(1,461)	1,591	48%
512010	Retirement	(57,050)	(26,649)	30,401	47%
512015	FICA	(24,563)	(10,486)	14,077	43%
512020	Workers Comp	(1,974)	(1,974)	0	100%
512025	Other Benefits	(1,747)	(948)	799	54%
512030	Other Payroll Taxes	(2,406)	(1,041)	1,365	43%
520110	Operating Supplies	(975)	(617)	358	63%
520120	Organization Business Expense	(300)	(285)	15	95%
520190	Computer Software	(3,200)	(229)	2,971	7%
520220	Small Equipment	(100)	0	100	0%
520503	Printing	(1,000)	(911)	89	91%
520506	Postage	(200)	(238)	(38)	119%
520509	Telephone	(1,850)	(539)	1,311	29%
520521	Public Information	(150)	(81)	69	54%
520524	Publications	(1,500)	(329)	1,171	22%
520530	Memberships	(950)	(655)	295	69%
520557	Intergovernmental Services	(31,885)	(29,131)	2,754	91%
520578	Insurance & Bonds	(516)	(516)	0	100%
521003	Training/Conferences	(9,000)	(650)	8,350	7%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(18,800)	(11,170)	7,630	59%
521172	Bank Service Fees	(150)	(43)	107	29%
522003	Equipment Maint & Oper Supplies	(900)	0	900	0%
522021	Equipment Fund Charges	(9,789)	(4,893)	4,896	50%
522022	Information Systems Fund Charge	(5,635)	(2,818)	2,817	50%

205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522023	General Fund Admin Services	(47,833)	(47,833)	0	100%
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(756,219)	0	756,219	0%
	EXPENDITURES TOTAL	(1,618,738)	(318,185)	1,300,553	20%
	Department Net Totals	0	1,150,345		
	Fund Total Revenues	1,618,738	1,468,531		
	Fund Total Expenditures	(1,618,738)	(318,185)		
	Fund Net	0	1,150,345		

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422015	State Gas Tax	1,198,241	635,178	(563,063)	53%
422025	County Gas Tax	83,430	41,912	(41,518)	50%
440172	Streetlight Fee	0	28,452	28,452	0%
440190	External Work Performed	1,000	0	(1,000)	0%
450057	Other	0	3,495	3,495	0%
450100	Street Improv Fee-N Central Proje	0	7,000	7,000	0%
450114	Street Improv Fee-Pac Cross-SG	0	1,740	1,740	0%
470105	Interest	2,810	487	(2,323)	17%
470131	Sidewalk Program Interest	0	1,181	1,181	0%
470132	Sidewalk Program Principal	0	8,842	8,842	0%
470133	Sidewalk Program Pymt in Full	100,000	11,131	(88,869)	11%
472030	Environmental Agreement Payme	0	9,125	9,125	0%
495005	Fund Bal Avail. for Approp.	562,028	492,866	(69,162)	88%
	REVENUES TOTAL	1,947,509	1,241,409	(706,100)	64%
EXPENDITURES					
511005	Regular Employee Wages	(176,511)	(88,117)	88,394	50%
511015	Overtime	(2,898)	(1,357)	1,541	47%
512005	Health & Dental Benefits	(55,306)	(27,684)	27,622	50%
512008	Health Reimb Arrangement	(1,716)	(1,063)	653	62%
512010	Retirement	(35,808)	(17,470)	18,338	49%
512015	FICA	(13,418)	(6,843)	6,575	51%
512020	Workers Comp	(6,309)	(6,309)	0	100%
512025	Other Benefits	(930)	(613)	317	66%
512030	Other Payroll Taxes	(1,328)	(625)	703	47%
520110	Operating Supplies	(2,000)	(1,590)	410	80%
520120	Organization Business Expense	(50)	0	50	0%
520130	Personnel Uniforms & Equipment	(3,000)	(1,273)	1,727	42%
520150	Utilities	(78,000)	(29,917)	48,083	38%
520190	Computer Software	(2,500)	(790)	1,710	32%
520220	Small Equipment	(3,250)	(1,146)	2,104	35%
520240	Construction Supplies	(62,000)	(33,392)	28,608	54%
520280	Street Light Maint. (610-440170)	(73,000)	0	73,000	0%
520503	Printing	(800)	(202)	598	25%
520506	Postage	(100)	(58)	42	58%
520509	Telephone	(800)	(307)	493	38%
520521	Public Information	(500)	(154)	346	31%
520524	Publications	(300)	0	300	0%
520530	Memberships	0	(36)	(36)	0%
520557	Intergovernmental Services	(22,000)	(9,292)	12,708	42%
520578	Insurance & Bonds	(5,454)	(5,454)	0	100%
521003	Training/Conferences	(1,800)	(1,327)	473	74%
521150	Professional Services	(1,700)	(88)	1,612	5%
521168	Misc Medical Services	(250)	(211)	39	85%
521172	Bank Service Fees	(700)	(348)	352	50%
522003	Equipment Maint & Oper Supplies	(1,650)	(885)	765	54%
522012	Fuel/Oil	(1,000)	(195)	805	19%
522021	Equipment Fund Charges	(91,342)	(45,670)	45,672	50%
522022	Information Systems Fund Charge	(2,302)	(1,151)	1,151	50%
522023	General Fund Admin Services	(436,594)	(436,594)	0	100%
522306	Rents & Leases	(9,000)	(3,500)	5,500	39%

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

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522309	Building/Facility Rental	(3,132)	(1,566)	1,566	50%
522315	Facility Mnt/Repairs	(1,000)	0	1,000	0%
550181	Major Tools & Work Equipment	(5,000)	0	5,000	0%
550563	Construction Maintenance	(100,000)	(84,023)	15,977	84%
550575	Street Construction	(309,469)	(21,060)	288,409	7%
550580	Sidewalk Program	(100,000)	0	100,000	0%
551066	Safe Routes to School	(50,000)	0	50,000	0%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(184,592)	0	184,592	0%
	EXPENDITURES TOTAL	(1,947,509)	(830,310)	1,117,199	43%
	Department Net Totals	0	411,099		
	Fund Total Revenues	1,947,509	1,241,409		
	Fund Total Expenditures	(1,947,509)	(830,310)		
	Fund Net	0	411,099		

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

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450140	Tree Planting Fees	51,000	23,120	(27,880)	45%
470105	Interest	500	248	(252)	50%
472025	Tree Compensation Revenue	0	153	153	0%
495005	Fund Bal Avail. for Approp.	129,500	137,803	8,303	106%
	REVENUES TOTAL	181,000	161,324	(19,676)	89%
EXPENDITURES					
520290	Street Tree Planting	(72,600)	(14,572)	58,028	20%
570103	Transfer to General Fund	(6,750)	0	6,750	0%
570127	Transfer to Other Funds	(101,650)	(101,650)	0	100%
	EXPENDITURES TOTAL	(181,000)	(116,222)	64,778	64%
	Department Net Totals	0	45,102		
	Fund Total Revenues	181,000	161,324		
	Fund Total Expenditures	(181,000)	(116,222)		
	Fund Net	0	45,102		

225 - Fire Equipment Repl. Fund

Department #23 - Fire Equipment Repl Fund

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420010	Rural District Share	172,500	0	(172,500)	0%
470105	Interest	1,800	1,245	(555)	69%
481005	Transfer from Other Funds	97,850	48,925	(48,925)	50%
495005	Fund Bal Avail. for Approp.	474,832	475,145	313	100%
	REVENUES TOTAL	746,982	525,316	(221,667)	70%
EXPENDITURES					
551261	Equipment Replacement	(345,000)	0	345,000	0%
580206	Contingency	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(351,982)	0	351,982	0%
	EXPENDITURES TOTAL	(746,982)	0	746,982	0%
	Department Net Totals	0	525,316		
	Fund Total Revenues	746,982	525,316		
	Fund Total Expenditures	(746,982)	0		
	Fund Net	0	525,316		

226 - Fire SAFER Grant Fund

Department #22 - Fire

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430214	Homeland Security Grant	255,984	64,075	(191,909)	25%
	REVENUES TOTAL	255,984	64,075	(191,909)	25%
EXPENDITURES					
511005	Regular Employee Wages	(156,229)	(75,399)	80,830	48%
511015	Overtime	0	(4,153)	(4,153)	0%
512005	Health & Dental Benefits	(43,102)	(18,798)	24,304	44%
512008	Health Reimb Arrangement	(1,401)	0	1,401	0%
512010	Retirement	(34,214)	(14,716)	19,498	43%
512015	Fica	(11,952)	(5,939)	6,013	50%
512020	Workers Comp	(2,981)	(2,981)	0	100%
512025	Other Benefits	(1,008)	(554)	454	55%
512030	Other Payroll Taxes	(1,097)	(597)	500	54%
520110	Operating Supplies	(4,000)	(818)	3,182	20%
	EXPENDITURES TOTAL	(255,984)	(123,956)	132,028	48%
	Department Net Totals	0	(59,881)		
	Fund Total Revenues	255,984	64,075		
	Fund Total Expenditures	(255,984)	(123,956)		
	Fund Net	0	(59,881)		

240 - Bikeway Development Fund
 Department #52 - Streets & Traffic
 For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422015	State Gas Tax	12,146	6,416	(5,730)	53%
450052	Bicycle Licenses	36	0	(36)	0%
470105	Interest	206	68	(138)	33%
495005	Fund Bal Avail. for Approp.	41,115	33,182	(7,933)	81%
	REVENUES TOTAL	53,503	39,667	(13,836)	74%
EXPENDITURES					
550169	General Capital Outlay	(53,503)	(37,614)	15,889	70%
	EXPENDITURES TOTAL	(53,503)	(37,614)	15,889	70%
	Department Net Totals	0	2,053		
	Fund Total Revenues	53,503	39,667		
	Fund Total Expenditures	(53,503)	(37,614)		
	Fund Net	0	2,053		

260 - Trail System Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	150	152	2	102%
495005	Fund Bal Avail. for Approp.	47,220	47,225	5	100%
	REVENUES TOTAL	47,370	47,377	7	100%
EXPENDITURES					
550240	Trail Construction	(47,370)	(47,361)	9	100%
	EXPENDITURES TOTAL	(47,370)	(47,361)	9	100%
	Department Net Totals	0	16		
	Fund Total Revenues	47,370	47,377		
	Fund Total Expenditures	(47,370)	(47,361)		
	Fund Net	0	16		

265 - Transportation Services Fund
Department #12 - Administration Services
For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430725	DHS Transportation Grant	570,000	166,942	(403,058)	29%
	REVENUES TOTAL	570,000	166,942	(403,058)	29%
EXPENDITURES					
523015	Transportation Grant	(570,000)	(81,866)	488,134	14%
	EXPENDITURES TOTAL	(570,000)	(81,866)	488,134	14%
	Department Net Totals	0	85,076		
	Fund Total Revenues	570,000	166,942		
	Fund Total Expenditures	(570,000)	(81,866)		
	Fund Net	0	85,076		

270 - Facility Major Maintenance Fund

Department #12 - Administration Services

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	2,400	1,798	(602)	75%
481007	Transfer from General Fund	101,650	101,650	0	100%
495005	Fund Bal Avail. for Approp.	673,884	674,377	493	100%
	REVENUES TOTAL	777,934	777,824	(110)	100%
EXPENDITURES					
550166	Building Improvements	(250,000)	(27,450)	222,550	11%
550171	Capital Projects - Public Safety	0	(15,290)	(15,290)	0%
590304	Unapp Fund Balance	(527,934)	0	527,934	0%
	EXPENDITURES TOTAL	(777,934)	(42,740)	735,194	5%
	Department Net Totals	0	735,085		
	Fund Total Revenues	777,934	777,824		
	Fund Total Expenditures	(777,934)	(42,740)		
	Fund Net	0	735,085		

275 - Community Enhancement Fund
Department #12 - Administration Services
 For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420025	Metro Enhancement Fee	55,000	27,243	(27,757)	50%
495005	Fund Bal Avail. for Approp.	13,162	14,373	1,211	109%
	REVENUES TOTAL	68,162	41,615	(26,547)	61%
EXPENDITURES					
523003	Comm Enhancement Grants	(58,310)	(35,971)	22,339	62%
523004	CEP Carryover	(3,000)	0	3,000	0%
590304	Unapp Fund Balance	(6,852)	0	6,852	0%
	EXPENDITURES TOTAL	(68,162)	(35,971)	32,191	53%
	Department Net Totals	0	5,644		
	Fund Total Revenues	68,162	41,615		
	Fund Total Expenditures	(68,162)	(35,971)		
	Fund Net	0	5,644		

280 - Public Arts Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	50	20	(30)	40%
471025	Public Arts Comm. Donations	2,000	1,905	(96)	95%
495005	Fund Bal Avail. for Approp.	10,014	11,089	1,075	111%
	REVENUES TOTAL	12,064	13,013	949	108%
EXPENDITURES					
520564	Public Arts Comm. Expenditures	(12,064)	(51)	12,013	0%
	EXPENDITURES TOTAL	(12,064)	(51)	12,013	0%
	Department Net Totals	0	12,963		
	Fund Total Revenues	12,064	13,013		
	Fund Total Expenditures	(12,064)	(51)		
	Fund Net	0	12,963		

310 - Traffic Impact Fund**Department #52 - Streets & Traffic**

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	29,563	8,980	(20,583)	30%
495005	Fund Bal Avail. for Approp.	2,956,263	3,023,900	67,637	102%
	REVENUES TOTAL	2,985,826	3,032,880	47,054	102%
EXPENDITURES					
550169	General Capital Outlay	(2,985,826)	(6,284)	2,979,542	0%
	EXPENDITURES TOTAL	(2,985,826)	(6,284)	2,979,542	0%
	Department Net Totals	0	3,026,596		
	Fund Total Revenues	2,985,826	3,032,880		
	Fund Total Expenditures	(2,985,826)	(6,284)		
	Fund Net	0	3,026,596		

311 - Transportation Development Tax Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451070	Transportation Development Tax	466,550	535,139	68,589	115%
470105	Interest	10,490	7,414	(3,076)	71%
495005	Fund Bal Avail. for Approp.	2,098,022	2,426,178	328,156	116%
	REVENUES TOTAL	2,575,062	2,968,731	393,669	115%
EXPENDITURES					
550169	General Capital Outlay	(2,575,062)	0	2,575,062	0%
	EXPENDITURES TOTAL	(2,575,062)	0	2,575,062	0%
	Department Net Totals	0	2,968,731		
	Fund Total Revenues	2,575,062	2,968,731		
	Fund Total Expenditures	(2,575,062)	0		
	Fund Net	0	2,968,731		

320 - Park Acq. & Dev Fund
Department #16 - Parks & Recreation
For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451009	Parks SDC	252,000	210,000	(42,000)	83%
470105	Interest	4,318	2,835	(1,483)	66%
495005	Fund Bal Avail. for Approp.	863,562	995,497	131,935	115%
	REVENUES TOTAL	1,119,880	1,208,332	88,452	108%
EXPENDITURES					
521150	Professional Services	(85,000)	0	85,000	0%
550200	Parks Projects - General	(1,034,880)	(58,604)	976,276	6%
	EXPENDITURES TOTAL	(1,119,880)	(58,604)	1,061,276	5%
	Department Net Totals	0	1,149,728		
	Fund Total Revenues	1,119,880	1,208,332		
	Fund Total Expenditures	(1,119,880)	(58,604)		
	Fund Net	0	1,149,728		

330 - Capital Projects Fund
Department #12 - Administration Services
For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	7,500	2,088	(5,412)	28%
481005	Transfer from Other Funds	1,600,000	1,600,000	0	100%
495005	Fund Bal Avail. for Approp.	176,197	159,143	(17,054)	90%
	REVENUES TOTAL	1,783,697	1,761,230	(22,467)	99%
EXPENDITURES					
521150	Professional Services	(30,000)	0	30,000	0%
550169	General Capital Outlay	(1,753,697)	0	1,753,697	0%
550580	Sidewalk Program	0	(144)	(144)	0%
	EXPENDITURES TOTAL	(1,783,697)	(144)	1,783,553	0%
	Department Net Totals	0	1,761,086		
	Fund Total Revenues	1,783,697	1,761,230		
	Fund Total Expenditures	(1,783,697)	(144)		
	Fund Net	0	1,761,086		

350 - CIP Excise Tax Fund**Department #12 - Administration Services**

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450200	C.I.P. Fees	215,000	145,743	(69,257)	68%
470105	Interest	200	139	(61)	69%
495005	Fund Bal Avail. for Approp.	56,287	61,840	5,553	110%
	REVENUES TOTAL	271,487	207,722	(63,765)	77%
EXPENDITURES					
550170	Capital Projects - Support Service	(58,043)	0	58,043	0%
550171	Capital Projects - Public Safety	(25,544)	0	25,544	0%
570127	Transfer to Other Funds	(187,900)	(93,950)	93,950	50%
	EXPENDITURES TOTAL	(271,487)	(93,950)	177,537	35%
	Department Net Totals	0	113,772		
	Fund Total Revenues	271,487	207,722		
	Fund Total Expenditures	(271,487)	(93,950)		
	Fund Net	0	113,772		

410 - General Debt Service Fund

Department #19 -

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	486,792	456,490	(30,302)	94%
411150	Property Tax Prior Years	8,000	9,789	1,789	122%
470105	Interest	1,100	591	(509)	54%
495005	Fund Bal Avail. for Approp.	46,046	46,418	372	101%
	REVENUES TOTAL	541,938	513,287	(28,651)	95%
EXPENDITURES					
562008	Principal - 2010 Series	(455,000)	0	455,000	0%
562048	Interest - 2010 Series	(45,250)	(22,625)	22,625	50%
590304	Unapp Fund Balance	(41,688)	0	41,688	0%
	EXPENDITURES TOTAL	(541,938)	(22,625)	519,313	4%
	Department Net Totals	0	490,662		
	Fund Total Revenues	541,938	513,287		
	Fund Total Expenditures	(541,938)	(22,625)		
	Fund Net	0	490,662		

430 - SPWF-Debt Service Fund
Department #19 -
For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451200	Assessment Charges	9,735	5,195	(4,540)	53%
470130	Interest - Assessments	3,154	1,821	(1,333)	58%
495005	Fund Bal Avail. for Approp.	30,184	30,184	0	100%
	REVENUES TOTAL	43,073	37,200	(5,873)	86%
EXPENDITURES					
562020	Principal - 95 S.P.W.F. Loan	(18,228)	(18,228)	0	100%
562055	Interest - 95 S.P.W.F. Loan	(3,753)	(3,753)	1	100%
590304	Unapp Fund Balance	(21,092)	0	21,092	0%
	EXPENDITURES TOTAL	(43,073)	(21,981)	21,093	51%
	Department Net Totals	0	15,219		
	Fund Total Revenues	43,073	37,200		
	Fund Total Expenditures	(43,073)	(21,981)		
	Fund Net	0	15,219		

505 - Library Endowment Fund
Department #14 - Library
For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	300	119	(181)	40%
495005	Fund Bal Avail. for Approp.	0	60	60	0%
495006	Restricted Fund Balance	41,187	41,186	(1)	100%
	REVENUES TOTAL	41,487	41,366	(121)	100%
EXPENDITURES					
520220	Small Equipment	(300)	0	300	0%
590304	Unapp Fund Balance	(41,187)	0	41,187	0%
	EXPENDITURES TOTAL	(41,487)	0	41,487	0%
	Department Net Totals	0	41,366		
	Fund Total Revenues	41,487	41,366		
	Fund Total Expenditures	(41,487)	0		
	Fund Net	0	41,366		

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440035	NSF Handling Charge	1,500	936	(564)	62%
440105	Residential Sales	7,562,118	3,199,584	(4,362,534)	42%
440110	General Service - 1 ph Sales	664,624	299,535	(365,089)	45%
440112	General Service - 3 ph Sales	661,831	322,243	(339,588)	49%
440120	Industrial Service - Special Contra	1,829,600	928,614	(900,986)	51%
440125	Large Commercial Industrial	3,942,009	1,899,017	(2,042,992)	48%
440130	Public Street Lighting Sales	68,875	25,761	(43,114)	37%
440135	Rental Lights	105,295	49,409	(55,886)	47%
440140	Irrigation Service	5,927	1,687	(4,240)	28%
440150	Green Power Units	10,800	4,152	(6,648)	38%
440165	Connection Charges	60,000	108,171	48,171	180%
440170	Street Light Maint. (210-520280)	73,000	0	(73,000)	0%
440175	Disconnect/Reconnect Charges	22,500	11,014	(11,486)	49%
440180	Pole Rental	21,748	22,045	297	101%
440302	Auditorium Rental	24,142	12,537	(11,605)	52%
445005	Sale of Scrap	15,000	3,533	(11,467)	24%
445010	Sale of Materials	2,500	2,667	167	107%
445015	Sale of Equipment	3,000	2,054	(946)	68%
450057	Other	30,000	21,397	(8,603)	71%
470105	Interest	31,020	13,583	(17,437)	44%
480006	Reimbursements	0	293	293	0%
480020	Conservation Incentive Reimburs	200,000	96,172	(103,828)	48%
495005	Fund Bal Avail. for Approp.	6,203,968	6,198,896	(5,072)	100%
	REVENUES TOTAL	21,539,457	13,223,300	(8,316,157)	61%
EXPENDITURES					
511005	Regular Employee Wages	(2,018,930)	(870,755)	1,148,175	43%
511010	Part-Time Employee Wages	(30,232)	0	30,232	0%
511015	Overtime	(96,000)	(30,241)	65,759	32%
511020	Temporary Employee Wages	(4,000)	(29,137)	(25,137)	728%
511021	Unemployment Compensation	0	(1,285)	(1,285)	0%
512005	Health & Dental Benefits	(370,593)	(173,585)	197,008	47%
512008	Health Reimb Arrangement	(20,437)	(2,555)	17,882	12%
512010	Retirement	(416,982)	(172,000)	244,982	41%
512015	Fica	(164,028)	(69,465)	94,563	42%
512020	Workers Comp	(37,206)	(37,206)	0	100%
512025	Other Benefits	(11,904)	(4,733)	7,171	40%
512030	Other Payroll Taxes	(15,848)	(6,987)	8,861	44%
520110	Operating Supplies	(12,000)	(7,243)	4,757	60%
520120	Organization Business Expense	(15,650)	(3,722)	11,928	24%
520130	Personnel Uniforms & Equipment	(38,700)	(18,822)	19,878	49%
520150	Utilities	(29,493)	(13,661)	15,832	46%
520180	Subscriptions & Books	(1,000)	(309)	691	31%
520190	Computer Software	(12,500)	(3,663)	8,837	29%
520200	Computer Software Maintenance	(6,800)	(613)	6,187	9%
520220	Small Equipment	(35,250)	(14,588)	20,662	41%
520240	Construction Supplies	(582,500)	(382,677)	199,823	66%
520260	Purchased Power	(8,389,771)	(4,566,973)	3,822,798	54%
520270	Miscellaneous	(1,000)	(140)	860	14%
520503	Printing	(2,000)	(166)	1,834	8%
520506	Postage	(3,000)	(1,865)	1,135	62%

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
520509	Telephone	(10,000)	(2,608)	7,392	26%
520521	Public Information	(42,000)	(9,430)	32,570	22%
520524	Publications	(2,250)	(237)	2,014	11%
520530	Memberships	(98,554)	(28,723)	69,831	29%
520533	Recruiting Expenses	(3,500)	(455)	3,045	13%
520542	Bill Paying Assistance Program	(75,000)	(735)	74,265	1%
520554	Conservation Incentives	(50,000)	0	50,000	0%
520555	Industrial Conservation Augments	(200,000)	(71,312)	128,688	36%
520556	Green Power Info & Promotion	(2,000)	0	2,000	0%
520557	Intergovernmental Services	(16,500)	(12,070)	4,430	73%
520578	Insurance & Bonds	(33,591)	(33,591)	0	100%
521003	Training/Conferences	(42,100)	(5,879)	36,221	14%
521113	Attorney Services	(5,000)	0	5,000	0%
521150	Professional Services	(30,300)	(29,564)	736	98%
521162	Consultants	(100,000)	(7,676)	92,324	8%
521165	Contracts for Services	(95,000)	(71,609)	23,391	75%
521168	Misc Medical Services	(3,850)	(1,276)	2,574	33%
521172	Bank Service Fees	(45,000)	(27,263)	17,737	61%
522003	Equipment Maint & Oper Supplies	(30,000)	(9,146)	20,854	30%
522006	Equipment/Vehicle Rental	(5,000)	0	5,000	0%
522009	Vehicle Maint & Oper Supplies	(41,800)	(15,142)	26,658	36%
522010	Vehicle Maint External	(22,000)	(16,487)	5,513	75%
522012	Fuel/Oil	(37,595)	(19,310)	18,285	51%
522022	Information Systems Fund Charge	(19,373)	(9,687)	9,686	50%
522023	General Fund Admin Services	(1,097,246)	(548,624)	548,622	50%
522306	Rents & Leases	(14,650)	(3,391)	11,259	23%
522312	Facility Maintenance Supplies	(10,700)	(1,163)	9,537	11%
522315	Facility Mnt/Repairs	(12,500)	(5,490)	7,010	44%
550051	Office Equipment & Furniture	(5,000)	(6,875)	(1,875)	138%
550166	Building Improvements	(78,500)	(37,485)	41,015	48%
550181	Major Tools & Work Equipment	(72,000)	(54,712)	17,288	76%
550959	Substation Improvements	(1,323,000)	(37,506)	1,285,494	3%
550962	System Additions & Upgrades	(215,000)	0	215,000	0%
551260	Vehicle Replacement	(485,000)	(143,517)	341,483	30%
551261	Equipment Replacement	(11,000)	(10,530)	470	96%
570127	Transfer to Other Funds	(131,497)	(65,710)	65,787	50%
570130	In-Lieu of Tax	(726,546)	(363,270)	363,276	50%
580206	Contingency	(1,225,581)	0	1,225,581	0%
590304	Unapp Fund Balance	(2,805,000)	0	2,805,000	0%
EXPENDITURES TOTAL		(21,539,457)	(8,062,862)	13,476,595	37%
Department Net Totals		0	5,160,438		
Fund Total Revenues		21,539,457	13,223,300		
Fund Total Expenditures		(21,539,457)	(8,062,862)		
Fund Net		0	5,160,438		

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	3,555,475	1,797,731	(1,757,744)	51%
440106	Commercial Sales	782,597	401,487	(381,110)	51%
440120	Industrial Service - Special Contr	183,249	104,951	(78,298)	57%
450057	Other	800	0	(800)	0%
451040	Sewer Laterals	2,000	0	(2,000)	0%
470105	Interest	10,102	5,474	(4,628)	54%
495005	Fund Bal Avail. for Approp.	2,020,430	2,028,439	8,009	100%
	REVENUES TOTAL	6,554,653	4,338,082	(2,216,571)	66%
EXPENDITURES					
511005	Regular Employee Wages	(215,191)	(78,340)	136,851	36%
511015	Overtime	(2,029)	(634)	1,395	31%
512005	Health & Dental Benefits	(63,396)	(31,762)	31,634	50%
512008	Health Reimb Arrangement	(2,086)	(1,244)	842	60%
512010	Retirement	(44,002)	(15,409)	28,593	35%
512015	FICA	(16,235)	(6,063)	10,172	37%
512020	Workers Comp	(7,706)	(7,706)	0	100%
512025	Other Benefits	(1,125)	(750)	375	67%
512030	Other Payroll Taxes	(1,601)	(738)	863	46%
520110	Operating Supplies	(3,000)	(1,164)	1,836	39%
520120	Organization Business Expense	(75)	0	75	0%
520130	Personnel Uniforms & Equipment	(3,250)	(1,673)	1,577	51%
520150	Utilities	(1,350)	(1,033)	317	77%
520190	Computer Software	(4,900)	(790)	4,110	16%
520220	Small Equipment	(8,000)	(2,185)	5,815	27%
520240	Construction Supplies	(7,000)	(1,612)	5,388	23%
520503	Printing	(200)	(27)	173	14%
520506	Postage	(100)	(386)	(286)	386%
520509	Telephone	(800)	(187)	613	23%
520521	Public Information	(225)	0	225	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(540)	(36)	505	7%
520557	Intergovernmental Services	(3,391,991)	(1,521,833)	1,870,159	45%
520578	Insurance & Bonds	(8,213)	(8,213)	0	100%
521003	Training/Conferences	(3,825)	(150)	3,675	4%
521150	Professional Services	(3,500)	(421)	3,079	12%
521168	Misc Medical Services	(375)	(148)	227	39%
521172	Bank Service Fees	(15,000)	(9,562)	5,438	64%
522003	Equipment Maint & Oper Supplies	(1,900)	(295)	1,605	16%
522012	Fuel/Oil	0	(38)	(38)	0%
522021	Equipment Fund Charges	(104,677)	(52,339)	52,338	50%
522022	Information Systems Fund Charge	(1,710)	(855)	855	50%
522023	General Fund Admin Services	(432,228)	(432,228)	0	100%
522306	Rents & Leases	(500)	0	500	0%
522309	Building/Facility Rental	(6,264)	(3,132)	3,132	50%
522312	Facility Maintenance Supplies	(500)	0	500	0%
522315	Facility Mnt/Repairs	(250)	0	250	0%
550181	Major Tools & Work Equipment	(2,500)	0	2,500	0%
550763	Sewer Construction	(30,000)	0	30,000	0%
562001	Principal-CWS/City Phase III Reh	(84,884)	(41,285)	43,599	49%
562041	Interest - CWS/City Phase III Reh	(9,120)	(5,718)	3,402	63%

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
570130	In-Lieu of Tax	(60,424)	(60,424)	0	100%
580206	Contingency	(750,000)	0	750,000	0%
590304	Unapp Fund Balance	(1,263,681)	0	1,263,681	0%
	EXPENDITURES TOTAL	(6,554,653)	(2,288,376)	4,266,277	35%
	Department Net Totals	0	2,049,705		
	Fund Total Revenues	6,554,653	4,338,082		
	Fund Total Expenditures	(6,554,653)	(2,288,376)		
	Fund Net	0	2,049,705		

622 - Sewer SDC Fund

Department #54 - Sewer

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	636,000	578,232	(57,768)	91%
451042	Sunset Sewer Connection Fee	1,000	2,250	1,250	225%
470105	Interest	2,696	3,499	803	130%
495005	Fund Bal Avail. for Approp.	1,078,480	1,127,968	49,488	105%
	REVENUES TOTAL	1,718,176	1,711,948	(6,228)	100%
EXPENDITURES					
520557	Intergovernmental Services	(608,800)	(462,586)	146,214	76%
550760	Construction Projects	(275,000)	(2,959)	272,041	1%
562002	Principal-CWS/City Sunset Drive	(100,225)	(49,562)	50,663	49%
562042	Interest - CWS/City Sunset Drive	(21,770)	(11,435)	10,335	53%
580206	Contingency	(500,000)	0	500,000	0%
590304	Unapp Fund Balance	(212,381)	0	212,381	0%
	EXPENDITURES TOTAL	(1,718,176)	(526,542)	1,191,634	31%
	Department Net Totals	0	1,185,406		
	Fund Total Revenues	1,718,176	1,711,948		
	Fund Total Expenditures	(1,718,176)	(526,542)		
	Fund Net	0	1,185,406		

630 - Water Fund

Department #53 - Water

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	2,111,823	1,215,307	(896,516)	58%
440106	Commercial Sales	620,507	392,992	(227,515)	63%
440118	Multi-Family Sales	364,961	218,808	(146,153)	60%
440120	Industrial Service - Special Contra	280,583	160,803	(119,780)	57%
440160	Non-Metered Sales	24,000	13,268	(10,732)	55%
440165	Connection Charges	35,000	25,106	(9,894)	72%
440190	External Work Performed	0	1,750	1,750	0%
440305	Building Rental Income	35,928	17,964	(17,964)	50%
445025	Timber Sales - Even Fiscal Years	1,100,000	514,824	(585,176)	47%
450057	Other	5,000	3,667	(1,333)	73%
470003	Sale of Bonds	0	27,023	27,023	0%
470105	Interest	14,052	8,759	(5,293)	62%
495005	Fund Bal Avail. for Approp.	2,810,332	3,509,305	698,973	125%
	REVENUES TOTAL	7,402,186	6,109,578	(1,292,608)	83%
EXPENDITURES					
511005	Regular Employee Wages	(556,446)	(255,494)	300,952	46%
511015	Overtime	(28,980)	(14,760)	14,220	51%
512005	Health & Dental Benefits	(153,915)	(76,622)	77,293	50%
512008	Health Reimb Arrangement	(5,635)	(2,931)	2,704	52%
512010	Retirement	(117,244)	(52,370)	64,874	45%
512015	FICA	(44,250)	(20,637)	23,613	47%
512020	Workers Comp	(20,418)	(20,418)	0	100%
512025	Other Benefits	(3,786)	(2,034)	1,752	54%
512030	Other Payroll Taxes	(4,371)	(2,030)	2,341	46%
520110	Operating Supplies	(84,000)	(24,994)	59,006	30%
520120	Organization Business Expense	(250)	(20)	230	8%
520130	Personnel Uniforms & Equipment	(5,500)	(4,014)	1,486	73%
520150	Utilities	(78,540)	(39,468)	39,072	50%
520190	Computer Software	(4,000)	(1,035)	2,965	26%
520220	Small Equipment	(16,500)	(2,763)	13,737	17%
520240	Construction Supplies	(162,000)	(129,515)	32,486	80%
520250	JWC Water Purchases	(250,000)	(80,509)	169,491	32%
520503	Printing	(2,500)	(238)	2,262	10%
520506	Postage	(1,000)	(478)	522	48%
520509	Telephone	(6,198)	(2,526)	3,672	41%
520521	Public Information	(250)	0	250	0%
520524	Publications	(532)	0	532	0%
520530	Memberships	(1,475)	(431)	1,045	29%
520548	Watershed Management	(7,500)	(1,365)	6,135	18%
520550	Watershed Maintenance	(7,500)	(1,728)	5,772	23%
520552	Timber Harvesting - Even Fiscal Y	(700,000)	(213,444)	486,556	30%
520557	Intergovernmental Services	(72,930)	(39,243)	33,687	54%
520578	Insurance & Bonds	(25,534)	(25,534)	0	100%
521003	Training/Conferences	(6,300)	(150)	6,150	2%
521113	Attorney Services	(6,500)	0	6,500	0%
521150	Professional Services	(73,000)	(39,612)	33,388	54%
521168	Misc Medical Services	0	(164)	(164)	0%
521172	Bank Service Fees	(15,000)	(9,117)	5,883	61%
522003	Equipment Maint & Oper Supplies	(10,900)	(8,936)	1,965	82%
522012	Fuel/Oil	0	(26)	(26)	0%

630 - Water Fund

Department #53 - Water

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522021	Equipment Fund Charges	(143,705)	(71,854)	71,851	50%
522022	Information Systems Fund Charge	(11,036)	(5,519)	5,517	50%
522023	General Fund Admin Services	(742,859)	(742,859)	0	100%
522303	Custodial	(800)	0	800	0%
522306	Rents & Leases	(3,000)	0	3,000	0%
522312	Facility Maintenance Supplies	(13,200)	(4,807)	8,393	36%
522315	Facility Mnt/Repairs	(21,000)	(14,807)	6,193	71%
550181	Major Tools & Work Equipment	(52,500)	0	52,500	0%
550660	Joint - Capital Equipment	(39,990)	0	39,990	0%
550663	JWC - Other Projects	(214,751)	(26,338)	188,413	12%
550666	Water Line Extension	(275,000)	(69,848)	205,152	25%
550669	Water Treatment Plant Equip	(45,000)	0	45,000	0%
550672	Watershed Capital	(20,000)	(11,808)	8,192	59%
550760	Construction Projects	(60,000)	(34,862)	25,138	58%
562010	Principal - 2003 FFC Bonds	(255,000)	0	255,000	0%
562030	Principal - Scoggins Reservoir	(32,998)	(32,999)	(1)	100%
562045	Interest - 2003 FFC Bonds	(135,131)	0	135,131	0%
562046	2013 Refunding FFCO - Interest	0	(19,481)	(19,481)	0%
562070	Interest - Scoggins Reservoir	(39,799)	(39,798)	1	100%
570127	Transfer to Other Funds	(49,896)	(35,859)	14,037	72%
570130	In-Lieu of Tax	(185,981)	(185,982)	(1)	100%
580203	JWC - Contingency	(333,250)	0	333,250	0%
580206	Contingency	(251,750)	0	251,750	0%
580212	Debt Service Contingency	(415,000)	0	415,000	0%
590304	Unapp Fund Balance	(1,587,585)	0	1,587,585	0%
EXPENDITURES TOTAL		(7,402,185)	(2,369,426)	5,032,759	32%
Department Net Totals		1	3,740,152		
Fund Total Revenues		7,402,186	6,109,578		
Fund Total Expenditures		(7,402,185)	(2,369,426)		
Fund Net		1	3,740,152		

632 - Water SDC Fund

Department #53 - Water

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	322,000	381,922	59,922	119%
470031	Principal - J Lieb Water SDC	2,862	2,862	0	100%
470032	Interest - J Lieb Water SDC	38	38	0	99%
470105	Interest	12,970	8,807	(4,163)	68%
495005	Fund Bal Avail. for Approp.	2,594,219	2,778,851	184,632	107%
	REVENUES TOTAL	2,932,089	3,172,480	240,391	108%
EXPENDITURES					
521150	Professional Services	(1,200)	(1,481)	(281)	123%
550760	Construction Projects	(50,000)	0	50,000	0%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(2,780,889)	0	2,780,889	0%
	EXPENDITURES TOTAL	(2,932,089)	(1,481)	2,930,608	0%
	Department Net Totals	0	3,170,998		
	Fund Total Revenues	2,932,089	3,172,480		
	Fund Total Expenditures	(2,932,089)	(1,481)		
	Fund Net	0	3,170,998		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440101	Surface Water Management Fees	1,045,686	505,492	(540,194)	48%
450057	Other	0	626	626	0%
470105	Interest	1,301	282	(1,019)	22%
495005	Fund Bal Avail. for Approp.	260,099	272,628	12,529	105%
	REVENUES TOTAL	1,307,086	779,029	(528,057)	60%
EXPENDITURES					
511005	Regular Employee Wages	(216,308)	(99,994)	116,314	46%
511015	Overtime	0	(1,064)	(1,064)	0%
512005	Health & Dental Benefits	(68,079)	(33,862)	34,217	50%
512008	Health Reimb Arrangement	(2,094)	(1,319)	775	63%
512010	Retirement	(43,838)	(19,561)	24,277	45%
512015	FICA	(16,089)	(7,726)	8,363	48%
512020	Workers Comp	(7,633)	(7,633)	0	100%
512025	Other Benefits	(1,115)	(720)	395	65%
512030	Other Payroll Taxes	(1,592)	(765)	827	48%
520110	Operating Supplies	(2,000)	(382)	1,618	19%
520120	Organization Business Expense	(50)	(37)	13	74%
520130	Personnel Uniforms & Equipment	(4,000)	(1,473)	2,527	37%
520150	Utilities	(1,000)	0	1,000	0%
520190	Computer Software	(3,300)	(790)	2,510	24%
520220	Small Equipment	(4,700)	(2,043)	2,657	43%
520240	Construction Supplies	(5,500)	(2,043)	3,457	37%
520503	Printing	(250)	(27)	223	11%
520506	Postage	(50)	0	50	0%
520509	Telephone	(630)	(48)	582	8%
520521	Public Information	(1,500)	(1,265)	235	84%
520524	Publications	(300)	0	300	0%
520530	Memberships	(200)	(36)	165	18%
520557	Intergovernmental Services	(234,912)	(98,256)	136,656	42%
520578	Insurance & Bonds	(5,178)	(5,178)	0	100%
521003	Training/Conferences	(1,800)	(165)	1,635	9%
521150	Professional Services	(14,900)	(2,390)	12,510	16%
521168	Misc Medical Services	(500)	(266)	234	53%
521172	Bank Service Fees	(2,800)	(1,934)	866	69%
522003	Equipment Maint & Oper Supplies	(2,200)	0	2,200	0%
522012	Fuel/Oil	0	(45)	(45)	0%
522021	Equipment Fund Charges	(144,569)	(72,287)	72,282	50%
522022	Information Systems Fund Charge	(558)	(279)	279	50%
522023	General Fund Admin Services	(155,229)	(155,229)	0	100%
522306	Rents & Leases	(400)	0	400	0%
522309	Building/Facility Rental	(3,132)	(1,566)	1,566	50%
522312	Facility Maintenance Supplies	(1,000)	0	1,000	0%
550863	Storm Sewer Construction	(30,000)	0	30,000	0%
570130	In-Lieu of Tax	(52,227)	(52,227)	0	100%
580206	Contingency	(40,000)	0	40,000	0%
590304	Unapp Fund Balance	(237,453)	0	237,453	0%
	EXPENDITURES TOTAL	(1,307,086)	(570,609)	736,477	44%
	Department Net Totals	0	208,420		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	1,307,086	779,029		
	Fund Total Expenditures	(1,307,086)	(570,609)		
	Fund Net	0	208,420		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451006	SWM SDC Quality	15,750	225	(15,525)	1%
451007	SWM SDC Quantity	19,250	20,873	1,623	108%
470105	Interest	1,613	872	(741)	54%
495005	Fund Bal Avail. for Approp.	322,558	351,844	29,286	109%
	REVENUES TOTAL	359,171	373,814	14,643	104%
EXPENDITURES					
550863	Storm Sewer Construction	(50,000)	0	50,000	0%
580207	SWM SDC Cont. Quality	(139,127)	0	139,127	0%
580208	SWM SDC Cont. Quantity	(170,044)	0	170,044	0%
	EXPENDITURES TOTAL	(359,171)	0	359,171	0%
	Department Net Totals	0	373,814		
	Fund Total Revenues	359,171	373,814		
	Fund Total Expenditures	(359,171)	0		
	Fund Net	0	373,814		

710 - Information Systems Fund

Department #12 - Administration Services

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440225	Equipment Charges	203,752	101,880	(101,872)	50%
470105	Interest	3,000	1,730	(1,270)	58%
495005	Fund Bal Avail. for Approp.	629,372	631,624	2,252	100%
	REVENUES TOTAL	836,124	735,234	(100,890)	88%
EXPENDITURES					
520110	Operating Supplies	(500)	(63)	437	13%
520190	Computer Software	(5,950)	(15,214)	(9,264)	256%
520200	Computer Software Maintenance	(67,239)	(26,271)	40,968	39%
520210	Computer Supplies	(17,500)	(6,982)	10,518	40%
520220	Small Equipment	(89,915)	(25,057)	64,858	28%
520503	Printing	0	(600)	(600)	0%
520506	Postage	0	(19)	(19)	0%
520557	Intergovernmental Services	(10,329)	(7,857)	2,472	76%
521003	Training/Conferences	(13,000)	(4,643)	8,357	36%
521150	Professional Services	(19,500)	(31,306)	(11,806)	161%
522003	Equipment Maint & Oper Supplies	(8,028)	(8,028)	0	100%
550051	Office Equipment & Furniture	(50,600)	(5,726)	44,874	11%
550460	Accounting System	(60,000)	0	60,000	0%
580206	Contingency	(85,147)	0	85,147	0%
590304	Unapp Fund Balance	(408,416)	0	408,416	0%
	EXPENDITURES TOTAL	(836,124)	(131,764)	704,360	16%
	Department Net Totals	0	603,470		
	Fund Total Revenues	836,124	735,234		
	Fund Total Expenditures	(836,124)	(131,764)		
	Fund Net	0	603,470		

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440190	External Work Performed	1,000	0	(1,000)	0%
440220	Equipment Rental	579,846	289,926	(289,920)	50%
440221	City Hall Vehicle Replacement	16,582	8,290	(8,292)	50%
440222	Parks Veh & Equipment Replac	26,193	13,095	(13,098)	50%
440224	Public Works Veh & Equipment R	192,000	96,000	(96,000)	50%
440227	Light/Fire Maintenance	30,000	17,851	(12,149)	60%
440228	Sale of Gas & Oil	60,000	33,689	(26,311)	56%
445015	Sale of Equipment	10,000	8,251	(1,749)	83%
450057	Other	0	691	691	0%
470105	Interest	2,000	2,231	231	112%
481005	Transfer from Other Funds	90,050	45,025	(45,025)	50%
495005	Fund Bal Avail. for Approp.	747,756	68,700	(679,056)	9%
495010	City Hall Veh Fund Bal Avail	0	87,425	87,425	0%
495011	Parks Veh Fund Bal Avail	0	114,173	114,173	0%
495012	Police Veh Fund Bal Avail	0	164,062	164,062	0%
495013	PW Veh Fund Bal Avail	0	359,301	359,301	0%
REVENUES TOTAL		1,755,427	1,308,709	(446,718)	75%
EXPENDITURES					
511005	Regular Employee Wages	(134,070)	(61,792)	72,278	46%
511015	Overtime	(2,029)	0	2,029	0%
512005	Health & Dental Benefits	(32,679)	(19,933)	12,746	61%
512008	Health Reimb Arrangement	(1,337)	(782)	555	59%
512010	Retirement	(23,745)	(10,613)	13,132	45%
512015	FICA	(10,411)	(4,692)	5,719	45%
512020	Workers Comp	(2,992)	(2,992)	0	100%
512025	Other Benefits	(811)	(576)	235	71%
512030	Other Payroll Taxes	(1,029)	(474)	555	46%
520110	Operating Supplies	(1,500)	(595)	905	40%
520130	Personnel Uniforms & Equipment	(1,000)	0	1,000	0%
520190	Computer Software	(5,000)	(790)	4,210	16%
520220	Small Equipment	(2,500)	(124)	2,376	5%
520503	Printing	0	(27)	(27)	0%
520506	Postage	(1,000)	0	1,000	0%
520509	Telephone	(350)	(67)	283	19%
520557	Intergovernmental Services	(750)	(536)	214	71%
520578	Insurance & Bonds	(25,774)	(25,774)	0	100%
521003	Training/Conferences	(2,000)	0	2,000	0%
521150	Professional Services	(1,600)	(1,383)	217	86%
521165	Contracts for Services	0	0	0	0%
521172	Bank Service Fees	(250)	(87)	163	35%
522003	Equipment Maint & Oper Supplies	(1,000)	(2,101)	(1,101)	210%
522009	Vehicle Maint & Oper Supplies	(68,000)	(19,344)	48,656	28%
522010	Vehicle Maint External	(27,000)	(6,772)	20,228	25%
522012	Fuel/Oil	(250,000)	(114,115)	135,885	46%
522022	Information Systems Fund Charge	(3,098)	(1,549)	1,549	50%
522306	Rents & Leases	(200)	0	200	0%
522309	Building/Facility Rental	(23,400)	(11,700)	11,700	50%
551262	City Hall Veh Replacement	(18,000)	(22,013)	(4,013)	122%
551263	Parks Veh & Equipmnt Replacem	(35,000)	(24,683)	10,317	71%
551264	Police Veh & Equipmnt Replacem	(108,500)	(85,409)	23,091	79%

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

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
551265	Public Works Veh & Equipmnt Re	(128,500)	(34,195)	94,305	27%
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(591,902)	0	591,902	0%
	EXPENDITURES TOTAL	(1,755,427)	(453,121)	1,302,306	26%
	Department Net Totals	0	855,588		
	Fund Total Revenues	1,755,427	1,308,709		
	Fund Total Expenditures	(1,755,427)	(453,121)		
	Fund Net	0	855,588		

730 - City Utility Fund

Department #12 - Administration Services

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
481005	Transfer from Other Funds	131,497	65,710	(65,787)	50%
481010	Transfer from Water Fund	48,989	35,859	(13,130)	73%
	REVENUES TOTAL	180,486	101,569	(78,917)	56%
EXPENDITURES					
520151	City Hall Utilities	(24,120)	(15,021)	9,099	62%
520152	Library Utilities	(32,775)	(12,799)	19,976	39%
520153	Aquatics Utilities	(38,381)	(20,968)	17,413	55%
520154	Parks Utilities	(48,985)	(34,711)	14,274	71%
520155	Police Utilities	(20,125)	(9,056)	11,069	45%
520156	Fire Utilities	(13,000)	(7,888)	5,112	61%
520157	Engineering Building Utilities	(3,100)	(1,127)	1,973	36%
	EXPENDITURES TOTAL	(180,486)	(101,569)	78,917	56%
	Department Net Totals	0	0		
	Fund Total Revenues	180,486	101,569		
	Fund Total Expenditures	(180,486)	(101,569)		
	Fund Net	0	0		

740 - Risk Management Fund

Department #12 - Administration Services

For the Period Ending: December, 2013

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
444126	P/L Insurance - General Fund	82,064	82,215	151	100%
444127	P/L Insurance - Other Funds	104,260	104,260	0	100%
444128	WC Insurance - General Fund	115,270	114,231	(1,039)	99%
444129	WC Insurance - Other Funds	83,054	87,219	4,165	105%
470105	Interest	2,000	4,762	2,762	238%
471035	SAIF Dividend	0	62,371	62,371	0%
472005	Miscellaneous	0	8,104	8,104	0%
495005	Fund Bal Avail. for Approp.	2,846,238	2,827,106	(19,132)	99%
	REVENUES TOTAL	3,232,886	3,290,268	57,382	102%
EXPENDITURES					
520585	Property/Liability Premiums	(218,445)	(212,147)	6,298	97%
520586	P/L Claims - General Fund	(5,000)	(662)	4,338	13%
520589	Risk Management Activities	(33,476)	(1,634)	31,842	5%
520590	Worker's Compensation Premium	(217,220)	(187,835)	29,385	86%
520591	WC Claims - General Fund	(7,500)	(4,385)	3,115	58%
570103	Transfer to General Fund	(830,000)	(830,000)	0	100%
570127	Transfer to Other Funds	(1,600,000)	(1,600,000)	0	100%
580206	Contingency	(45,890)	0	45,890	0%
590303	Reserved Fund Balance	(275,355)	0	275,355	0%
	EXPENDITURES TOTAL	(3,232,886)	(2,836,663)	396,223	88%
	Department Net Totals	0	453,605		
	Fund Total Revenues	3,232,886	3,290,268		
	Fund Total Expenditures	(3,232,886)	(2,836,663)		
	Fund Net	0	453,605		

February 24, 2014

**REPORT ON PROCESS FOR COMMUNITY ENHANCEMENT
PROGRAM FOR FY 2014-15**

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

ISSUE STATEMENT: Each fiscal year the City Council authorizes a schedule and process to designate Community Enhancement Projects (CEP). The process establishes clear expectations for both the public and the City Council on how projects will be selected.

BACKGROUND: In August 1989, Council authorized the City Manager to sign the Enhancement Fee Agreement with Metro. In October 1989, Metro signed the Enhancement Fee agreement. Based on the agreement, the City receives \$.50 from Metro for each ton of solid waste transferred through the Forest Grove Transfer Station. Following execution of the agreement, the Council established a boundary designating the area eligible for enhancement and the eligibility criteria.

As required in the Enhancement Fee agreement, the boundary and criteria were approved by Metro and specified in Resolution 90-2. The boundary for eligible projects is the City's Urban Growth Boundary. Eligible projects must meet one or more of the following criteria:

1. Enhance appearance and cleanliness of the area within the boundary.
2. Preserve or improve natural, cultural or recreational resources for public enjoyment within the boundary.
3. Improve public safety within the boundary.
4. Improve transportation including pedestrian and bike routes within the boundary.
5. Improve viability of commercial, industrial, and residential areas within the boundary.

If the City wants to change the boundary or any of the criteria, the Council must formally adopt the changes which then must be approved by Metro.

For the current fiscal year, if the project met one or more of the above criteria, the following factors were considered in the evaluation process:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.
- The correlation between the project and the Vision Statement and the City Council's Goals.

DISCUSSION: At a Council work session on February 10, 2014, staff discussed potential changes to the process used to allocate CEP funds. The Council discussed the changes and asked the staff to submit the changes for formal approval at the next Council meeting. The changes that are proposed for the FY 2014-15 grant cycle are:

- A) CEP funds will be dedicated to projects that promote sustainability. A part of the application would require the applicant to identify how their project would enhance sustainability in Forest Grove, either economically, environmentally, or socially. Sustainability is intended to have a broad definition under this program.
- B) The CEP funds available in FY 2014-15 will be split equally among two groups for funding: 1) The first group will be for projects submitted by City boards and commissions; and 2) the second group will be for projects submitted by other organizations. At current funding, that would mean each group would have \$28,500 to allocate to projects. Projects submitted by City boards and commissions cannot be for projects that would normally be funded from the City's regular operating budget.
- C) If the proposed projects in one group does not use the funding available to that group, then the funds can be reallocated to the other group. All projects would be reviewed by Council and scored in the same manner as presently occurs. Each Councilor would be able to allocate one-seventh of the funds available in each group to proposed projects.
- D) A \$5,000 maximum limit would be placed on the application for funding for a particular project.

Staff is estimating that \$57,000 or \$8,143 per Councilor will be available for FY 2014-15. If the funding is split into the two groups, each Councilor would have \$4,072 to allocate in each group. Staff will review the number at the time the Council allocates funding and revise it if updated projections change the amount of funds available.

FISCAL IMPACT: There is no fiscal impact to the City as this project is funded 100% by CEP fees.

The City of Forest Grove has been approached by Metro staff about the potential of

raising the tip fee at the local Transfer Station from \$.50 per ton to \$1.00 per ton. Staff is not sure about the timing of the Metro process to discuss the fee change. If approved, this would increase the CEP to approximately \$114,000 a year. Staff is projecting revenue for FY 2014-15 based on current tip fee of \$.50 per ton.

STAFF RECOMMENDATION: Staff recommends Council review the attached application and instructions for the CEP grant application process. If acceptable, Council should approve the resolution adopting the CEP process and authorize staff to commence the process for selecting community enhancement projects for FY 2014-15.

This page is intentionally blank.



RESOLUTION NO. 2014-30

**RESOLUTION ADOPTING COMMUNITY ENHANCEMENT PROGRAM (CEP)
PROCESS FOR 2013-14 AND REPEALING RESOLUTION NO. 2013-21**

WHEREAS, the City has executed an agreement with Metro to receive funds for the purpose of enhancing and rehabilitating the area impacted by operation of the Forest Grove Transfer Station; and

WHEREAS, the Forest Grove City Council has adopted a boundary for the area eligible to receive funding and criteria for determining enhancement projects receiving funding; and

WHEREAS, the Metro Council has approved the Forest Grove boundary and criteria; and

WHEREAS, the City Council wishes to establish a fair and equitable process for selecting community enhancement projects.

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

Section 1: In selecting community enhancement projects to receive funding, that the City will follow the process outlined in the funding allocation process, application, instructions and evaluation forms attached as Exhibit A.

Section 2: The available CEP funds for FY 2014-15 will be split equally into funding for two groups: 1) City Boards and Commissions; and 2) other organizations. Council has the discretion to reallocate the split when funding for projects is determined.

Section 3: Resolution No. 2013-21 is hereby repealed.

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

PRESENTED AND PASSED this 24th day of February, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of February, 2014.

Peter B. Truax, Mayor

This page is intentionally blank.

March 2014

To All Citizens of Forest Grove:

The Community Enhancement Program is an exciting opportunity for citizens to participate in making Forest Grove a place where families and businesses thrive.

The program is open to non-profit groups, organizations, or City advisory committees. We encourage you to let us know your ideas and plans for enhancing the community.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

The Forest Grove City Council

pd

**2014-15
COMMUNITY ENHANCEMENT PROJECT
APPLICATION INSTRUCTIONS**

The following is the process schedule for the Community Enhancement Projects Grant Program:

- March Applications for project proposals will be available. (Application form is attached)
- March 31 Applications must be completed and returned to City Hall, 1924 Council Street, by 5 pm.
- April 22 City Council will hold special meeting to hear sponsor presentation of proposed project. Meeting will be held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 4 minutes after which the Council will have up to 5 minutes to ask questions.
- April 30 Council's completed allocation worksheets due to staff.
- May 12 Compilation of allocations discussed at City Council Work Session.
- May 27 Council will hold a public hearing on funding of designated projects at 7:00 pm in the Community Auditorium.
- June 23 Adoption of City Budget
- July 18 Contracts for awarded projects will be distributed to Sponsors. Contracts must be executed by September 30, 2014, or grant is forfeited.

General Instructions

- Applicants must be from non-profit groups, organizations or City Advisory Committees to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Each project must meet one of five Metro-approved criteria listed on the City Council's evaluation (attached).
- **A maximum limit of \$5,000 is being placed on the application for funding for an individual project.**
- Projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals (attached).
- Each project is evaluated by Councilors individually and reviewed by the Council together to determine funding which may be as fully funded, partly funded, or not funded.
- Sponsors are encouraged to limit question responses to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If question does not apply to your proposed project, indicate this response in the appropriate space.

Application packets will be available on the website at www.forestgrove-or.gov or at City Hall, 1924 Council Street, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Paul Downey, Administrative Services Director, at 503-992-3200.

CEP - INSTRUCTION SHEET

Page 2

Applicant Information

Name of non-profit group, organization, or committee should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

- A. Project Title, Amount Requested and Funds Needed by: Sponsor should indicate when the requested funds are required as availability of funds is contingent on City's receipt of disbursements from Metro. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Project Description: This should be a short description for the proposed program or project **including for what purpose or how the CEP funds will be used.**
- C. Estimate how many residents within the boundary area will benefit, and specify who will benefit if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- D. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Capital would include major expenditures greater than \$500. This would include major tools, equipment or furnishings. Compute percent of total budget provided by the sponsor.
- E. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2014, is not allowed.**
- F. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- G. Complete a brief description of how the project meets one or more of the eligibility criteria and how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals.

Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: _____ Tax ID # _____
(N/A for City Board or Commission)

Contact Person: _____ Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
_____	\$ _____	_____

*Availability of funds is contingent on City's receipt of disbursements from Metro

Proposed schedule

Project Start Date: _____ Project Completion Date: _____

B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

B. Project Description Continued:

C. Estimate how many residents will benefit if this project is funded.

Has the sponsor received a Community Enhancement grant for this project in the past?
If so, amount received \$ _____

Has the sponsor received a Community Enhancement grant for the current year?
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

D. PROJECT BUDGET

Total Estimated Costs: _____ **How were these costs estimated (quotes, catalog, previous projects, etc.)?** _____

Breakdown estimated costs by source:

	CEP	Sponsor	Other #1	Other #2
Personnel Services				
Supplies				
Capital				
Materials				
Other				
Total				

% of Total Budget provided by Sponsor: _____%

E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

F. Will the project be completed with the proposed funding or will future funding be necessary?

G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?

Community Enhancement Project Evaluation

Evaluation Process: Following presentation of the proposals, each City Councilor will evaluate the project and allocate their share of funds available. Based on funding requests and money available, Council will determine which projects receive funding. Funding may be full, partial, or none.

Criteria: Projects must meet **one or more** of the following criteria to be eligible for funding. If not, the application will not be considered further.

- Does the project enhance the appearance and cleanliness of the area within the boundary?
- Does the project improve public safety within the boundary?
- Does it improve natural, cultural or recreational resources for public enjoyment within the boundary?
- Does the project improve transportation including pedestrian and bike routes within the boundary?
- Does the project improve the viability of commercial, industrial or residential areas within the boundary?

Guidelines: Project enhances sustainability in the City, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals

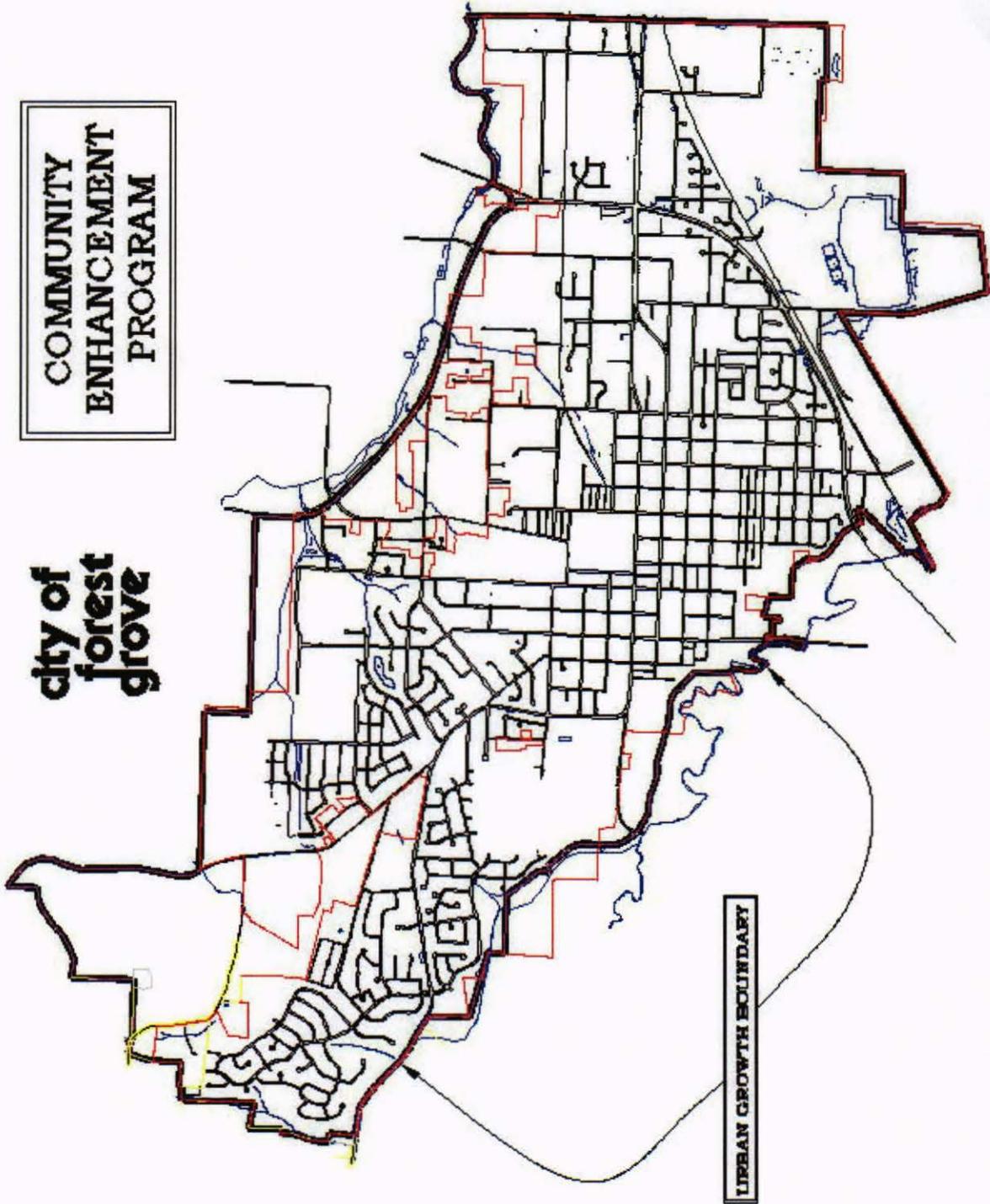
COUNCIL GOALS FOR FISCAL YEAR 2013-14:

- GOAL 1 PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS
AND A PROSPEROUS DYNAMIC GREEN CITY
- GOAL 2 PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN
EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY
- GOAL 3 PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN
LOCAL, STATE, AND NATIONAL AFFAIRS

NOTES:

**city of
forest
grove**

**COMMUNITY
ENHANCEMENT
PROGRAM**



URBAN GROWTH BOUNDARY

COMMUNITY ENHANCEMENT PROJECT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Forest Grove ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

- A. The City agrees to grant the Sponsor \$«AMT_APPROVED» to assist in completing the Community Enhancement Project.
- B. The Sponsor agrees to:
1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
 2. Provide all necessary administrative support to manage the project.
 3. Provide upon request by the City any receipts, documents, or contracts showing use of the \$«AMT_APPROVED» in grant money.
 4. Provide the City with a report upon completion of the project. The report should include activities completed and indicate how the grant money has been spent. Any unspent grant money shall be remitted back to the City.
 5. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- C. If the sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«AMT_APPROVED» of grant money. The deadline for completing the Community Enhancement Project may be extended upon mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.
- D. If Sponsor fails to execute and return contract to City by September 30, 2014, grant is forfeited.

Signed this ____ day of _____, 2014.

City of Forest Grove

«SPONSOR»

By _____
Michael J. Sykes, City Manager

By _____
Authorized Person To Execute Contract

February 24, 2014

**REPORT ON RESOLUTION APPOINTING CITY AUDITOR
FOR FISCAL YEARS 2013-14 THROUGH 2015-16**

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

ISSUE STATEMENT: The Forest Grove City Charter specifies the City Council appoint the City Auditor. The City's current auditor, Boldt, Carlisle, & Smith, LLC, (BCS) has completed its initial three-year contract for audit services. Staff is recommending to Council that BCS be appointed for another three-year term for the audits of fiscal years ending June 30, 2014 through June 30, 2016.

DISCUSSION: When BCS was appointed, the City conducted a formal Request for Proposal (RFP) for audit services for three fiscal years. That three-year term has expired so a City Auditor needs to be appointed and it is standard practice among government entities to appoint auditors who perform well for another three-year term. Qualified municipal auditors are becoming harder to find as several of the larger CPA firms have stopped performing municipal audits.

BCS has done excellent work for the City and has deeper understanding of how City finances function and are able to look deeper into the City's processes and practices now. A new audit firm has a large learning curve for at least the first year. Staff recommends that the audit services should go through an RFP process at the end of the recommended three-year appointment in 2016.

FISCAL IMPACT: BCS is proposing a 4% increase in its audit fee for each of the next three years if their contract is renewed. The fee would be as follows: FY 2013-14, \$29,975; FY 2014-15, \$31,175; and FY 2015-16, \$32,425. Increases of that amount would be expected from any auditor. Part of the increased fees is a result of increased work by the auditors due to new audit standards and the ever increasing work required by those standards.

STAFF RECOMMENDATION: Staff recommends the Council appoint Boldt, Carlisle, & Smith, LLC to be the City Auditor for fiscal years ending June 30, 2014 through 2016.

RESOLUTION NO. 2014-31

**RESOLUTION APPOINTING THE CITY AUDITOR
FOR FISCAL YEARS 2013-14 THROUGH 2015-16**

WHEREAS, State law requires the City's financial statements to be audited by a qualified independent auditor; and

WHEREAS, State law requires the City's financial and budget practices be audited to verify conformance with local budget laws in Oregon; and

WHEREAS, the Forest Grove City Charter specifies the City Auditor shall be appointed by the City Council; and

WHEREAS, the City's current auditor has completed its first three-year contract; and

WHEREAS, the staff is recommending that Boldt, Carlisle & Smith, LLC be appointed to another three-year term; and

WHEREAS, the firm of Boldt, Carlisle & Smith, LLC is willing to be the City's independent auditor for another three-year term.

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

Section 1: The City Council appoints Boldt, Carlisle & Smith, LLC as the City's Auditor for the three fiscal years commencing July 1, 2013, and ending June 30, 2016.

Section 2: The City Council authorizes the City Manager or designee to sign a contract for services to perform the City's annual audit to comply with State law.

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

PRESENTED AND PASSED this 24th day of February 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of February 2014.

Peter B. Truax, Mayor