

November-14						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
Time Chg 2		3	4	5	6	7
Nyuzen Students Welcome Dinner 4pm-Comm Aud	Nyuzen Students Depart 7am Planning Comm 7pm	General Election	Municipal Court Rural Fire 7pm CCRT Open House 6pm - Comm Aud			8
				EDC Noon	S&CC 1st Friday	9am - Talisman
9	10	11	12	13	14	15
	CITY COUNCIL 6:30 PM - WORK SESSION (B&C) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CITY OFFICES CLOSED HOLIDAY CCI Dec 2nd: Lib Nov 17th	MPAC 5pm	PAC 5pm CDBG 7pm	Mayors' Luncheon	
16	17	18	19	20	21	22
	Chamber Luncheon - Noon Lib Comm 6:30pm FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court P&R 7am WEA Comm Noon CFC 5:15pm CWAC 5:30pm	Sustainability 6pm	ODF 8am	Community Leaf Drop-Off 10am - 22nd/Yew
			<i>National League of Cities Conference (Mayor out)</i>			
23	24	25	26	27	28	29
	Swearing-In Ceremony - TBA Newly-Elected Council Officials CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm	PSAC MPAC 5pm	CITY OFFICES CLOSED HOLIDAY Sustainability Nov 20th		
<i>Mayor Returns</i>						
30						

December-14						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						6
	Planning Comm 7pm	CCI 5:30pm	Rural Fire 7pm	EDC Noon	LOC - Salem S&CC 1st Friday	Community Leaf Drop-Off 10am - 22nd/Yew Light Parade 5pm - Downtown
7	8	9	10	11	12	13
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 5:30pm Library 6:30pm	Red Cross Blood Drive 1pm - 6pm - Comm Aud MPAC 5pm	PAC 5pm CDBG 7pm		
14	15	16	17	18	19	20
	Chamber Luncheon - Noon (Prime Time) FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court P&R 7am WEA Comm Noon CFC 5:15pm CWAC 5:30pm	Sustainability 6pm <i>Kidd out - Dec 18-26</i>	Mayors' Luncheon	Community Leaf Drop-Off 10am - 22nd/Yew
21	22	23	24	25	26	27
	CITY COUNCIL NO MEETING SCHEDULED	HLB 7:15pm	PSAC MPAC 5pm	CITY OFFICES CLOSED - HOLIDAY Sustainability Dec 18th	<i>Kidd returns</i>	
28	29	30	31			

January-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				CITY OFFICES CLOSED - HOLIDAY EDC Noon TBA	S&CC 1st Friday	
4		6	7	8	9	10
			Rural Fire 7pm	PAC 5pm CDBG 7pm		
11	12	13	14	15	16	17
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 5:30pm Library 6:30pm	MPAC 5pm			
18	19	20	21	22	23	24
	CITY OFFICES CLOSED - HOLIDAY FGS&CC Bd Mtg 6:30pm	Fernhill Wetlands 5pm Planning Comm 7pm	P&R 7am WEA Comm Noon CFC 5:15pm CWAC 5:30pm	WEA Breakfast Sustainability 6pm	Mayors Luncheon	
25	26	27	28	29	30	31
Chamber Luncheon - Noon	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm	PSAC MPAC 5pm			
			<i>Kidd out through Feb 15th</i>			

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FOREST GROVE CITY COUNCIL

Monday, November 10, 2014

Meeting Agenda

6:30 PM – Work Session (B&C Annual Interviews)
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.

Anna Ruggles, City Recorder Michael Sykes, City Manager	6:30	<u>WORK SESSION: B&C INTERVIEWS</u> The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).
Paul Waterstreet, P&R Chair and P&R Commission	7:00	<ol style="list-style-type: none"> 1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance 1. A. <u>AWARD PRESENTATIONS:</u> <ul style="list-style-type: none"> • <i>Parks and Recreation Volunteers of the Year</i> <ol style="list-style-type: none"> 1. <i>Eagle Scouts</i> • <i>Michael Threlfall; Parker Shaw; and Aaron Larson</i> 2. <i>Program Recognition</i> <ul style="list-style-type: none"> • <i>LaGrand Davis (FGRec.org/Adult Softball)</i> 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. 3. <u>CONSENT AGENDA:</u> See Page 4 4. <u>ADDITIONS/DELETIONS:</u> 5. <u>PRESENTATIONS:</u>
Paul Downey, Administrative Services Director Michael Sykes, City Manager	7:15	<ol style="list-style-type: none"> 5. A. <ul style="list-style-type: none"> • <i>Quarterly Financial Report for Period Ending September 30, 2014</i>
Paul Downey, Administrative Services Director Michael Sykes, City Manager	7:25	<ol style="list-style-type: none"> 6. <u>RESOLUTION NO. 2014-81 OF THE CITY OF FOREST GROVE, OREGON, EXTENDING THE TERM OF THE CABLE TELEVISION SERVICES AGREEMENT WITH COMCAST OF OREGON II, INC., TO ENABLE THE METROPOLITAN AREA COMMUNICATIONS COMMISSION (MACC) TO COMPLETE THE FORMAL RENEWAL PROCESS</u>
Jon Holan, Community Development Director Michael Sykes, City Manager	7:35	<ol style="list-style-type: none"> 7. <u>RESOLUTION NO. 2014-82 ADOPTION OF THE FOREST GROVE SUSTAINABILITY ACTION PLAN (2014)</u>

- | | | |
|--|------|--|
| Michael Kinkade, Fire Chief
Michael Sykes, City Manager | 7:45 | 8. <u>RESOLUTION NO. 2014-83 AUTHORIZING THE CITY MANAGER TO ENDORSE THE EMERGENCY MANAGEMENT COOPERATIVE OF WASHINGTON COUNTY INTERGOVERNMENTAL AGREEMENT</u> |
| Jon Holan, Community Development Director
Michael Sykes, City Manager | 7:50 | 9. <u>PUBLIC HEARING (DE NOVO) TO CONSIDER THE REVISED GALES CREEK TERRACE PRELIMINARY PLANNED RESIDENTIAL DEVELOPMENT PLAN, DATED OCTOBER 16, 2014, WITH CONDITIONS OF APPROVAL (FILE NO. PRD-14-00181). APPLICANT: GALES CREEK DEVELOPMENT, LLC (MORGAN WILL AND TRIPTI KENZER)</u> |
| Mayor Peter Truax | 8:40 | 10. <u>RESOLUTION NO. 2014-84 DECLARING CERTAIN PROPERTY AS SURPLUS</u> |
| Michael Sykes, City Manager | 8:45 | 11. <u>CITY MANAGER'S REPORT:</u> |
| | 9:00 | 12. <u>COUNCIL COMMUNICATIONS:</u> |
| | 9:15 | 13. <u>ADJOURNMENT:</u> |

-
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (Law Enforcement Body Worn Cameras) Meeting Minutes of October 27, 2014.
 - B. Approve City Council Work Session (Sustainability Action Plan) Meeting Minutes of October 27, 2014.
 - C. Approve City Council Regular Meeting Minutes of October 27, 2014.
 - D. Accept Community Forestry Commission Meeting Minutes of September 17, 2014.
 - E. Accept Historic Landmarks Board Meeting Minutes of September 23, 2014.
 - F. Accept Public Safety Advisory Commission Meeting Minutes of April 23, May 28, and June 25, 2014.
 - G. Community Development Department Monthly Building Activity Informational Report for October 2014.
 - H. Fire Chief's Report October 10 – October 24, 2014.
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MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: November 10, 2014

SUBJECT: Interview for Vacancies on Various Boards, Committees,
and Commissions

Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interview(s) scheduled for Council Work Session on November 10, 2014.

- Boards, Committees, Commissions Number of Vacancies;
 - Possible Interview Questions; and
 - Application(s)
-

RECOMMENDATION:

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

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	Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability
	Apr/May	3rd Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm

Interview Time		1 - Vacancy Student Vacancy	1 - Vacancy Student Vacancy	1 - Student Vacancy	1 - Student Vacancy	1 - Student Vacancy	1 - Student Vacancy		1 - Student Vacancy	2 - At-Large Student Vacancy	1 - Student Vacancy
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Applicants: Desired Position(s)

	First Name	Last Name											
6:30 PM	Yasmine	Weil-Pourfard	9	3	8	11	10	4	5	7	1	6	2
6:40 PM	Martha	Ochoa		1									

2014 – BOARDS, COMMITTEES & COMMISSIONS VACANCIES

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	7 – Members 3 – Year Term; All members must live in City per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 3 rd Tuesday, 5:30 pm	7 – Members 4 – Year Term	1 – Vacancy 1 – Student Vacancy	12/31/16 12/31/15
COMMUNITY FORESTRY COMMISSION Meets 3 rd Wednesday, 5:15 pm	7 – Members 3 – Year Term 3 members may live outside City – Currently 2	1 – Vacancy 1 – Student Vacancy	12/31/15 12/31/15
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	19 – Members 3 – Year Term 6 Public & Non-Profit; 12 Business 1 At-Large	1 – Student Vacancy	12/31/15
HISTORIC LANDMARKS BOARD Meets 4 th Tuesday, 7:15 pm	7 – Members 4 – Year Term 2 members may live outside City – Currently 1	1 – Vacancy 1 – Student Vacancy	12/31/16 12/31/15
LIBRARY Meets 2 nd Tuesday, 6:30 pm	7 – Members 2 – Year Term	1 – Student Vacancy	12/31/15
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	9 – Members 4 – Year Term 2 members may live outside City – Currently 1 NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; and NE = Bard and Stites Parks		
PLANNING COMMISSION Meets 1 st and 3 rd Monday 7:00 pm	7 – Members 4 – Year Term 2 members may live outside City – Currently 1 1 member in real estate for profit – Currently 1 2 members same trade/occupation – Currently none		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	9 – Members 3 – Year Term 3 At-Large; Voting Reps Chamber; FG School District; Pacific University; Senior Center; Theater In The Grove; and Valley Art	1 – Student Vacancy	12/31/15
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	7 – Members 4 – Year Term 2 members within Rural Fire District – Currently 2 Non-Voting Reps Rural Fire Dist; Chamber; FG School District; and Pacific University	1 – At-Large 1 – At-Large 1 – Student Vacancy	12/31/16 12/31/17 12/31/15
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	13 – Members 4 – Year Term 3 At-Large; Voting Reps Clean Water Services; Economic At-Large; Educator; Ethnic/Cultural Affiliation; FG School District; Non-Profit Service; Pacific University; Sustainable Business; 1 Pacific University Student; and 1 – FG High School Student		

CITIZEN ADVISORY BOARDS, COMMITTEES,

INTERVIEW
Nov 10, 2014
6:30pm

RECEIVED
SEP 08 REC'D
BY: _____

(Please complete, sign and date)

City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

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

<u>9</u> Budget Committee	3-4 times in May	<u>5</u> Parks & Recreation Commission	3 rd Wednesday, 7am
<u>3</u> Committee for Citizen Involvement	3 rd Thursday, 5:30pm	<u>7</u> Planning Commission	1 st & 3 rd Monday, 7pm
<u>8</u> Community Forestry Commission	3 rd Wednesday, 5:15pm	<u>1</u> Public Arts Commission	2 nd Thursday, 5pm
<u>11</u> Economic Development Commission	1 st Thursday, Noon	<u>6</u> Public Safety Advisory Commission	4 th Wednesday, 7:30am
<u>10</u> Historic Landmarks Board	4 th Tuesday, 7:15pm	<u>2</u> Sustainability Commission	4 th Thursday, 6pm
<u>4</u> Library Commission	2 nd Tuesday, 6:30pm		

NAME: Yasmine Weil-Pourfard HOME PHONE: [REDACTED]
 RESIDENCE ADDRESS: [REDACTED] Forest Grove OR, BUSINESS PHONE: [REDACTED]
 MAILING ADDRESS: Same as listed above 97116 E-MAIL: [REDACTED]
 EMPLOYER: N/A OCCUPATION/PROFESSION: student (college)

Years living in Forest Grove? 7 Live in City limits? Yes How did you hear of this opportunity? Phillip Thias
 How would you currently rate City's performance? Excellent _____ Good _____ Fair _____ Poor _____
 What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the Advisory Board/Committee/Commission? I believe every community work best when it's citizens are involved and eager to share ideas for improvement to ensure a growing place we all call home.
 What contributions do you feel you can/will make to the Board/Committee/Commission? I work best when I feel I am making a difference so I am very passionate. I also work very well in groups and am not afraid to speak in front of crowds.
 What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? While attending FGHs for the past 4 years I have been in countless leadership positions and activities. I also was the student rep on the school board.
 Previous/current appointed or elected offices: Forest Grove school board student rep 2012-20
 Previous/current community affiliations or activities: Forest Grove community school volunteer

If not appointed at this time, may we keep your name on file? Yes No
 Signature: [Signature] Date: August 14th 2014
 I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)

Interview
 Nov 10, 2014
 6:40pm



CITIZEN ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

RECEIVED
 OCT 28 REC'D
 BY:

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

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

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

NAME: Martha Ochoa HOME PHONE: [REDACTED]
 RESIDENCE ADDRESS: [REDACTED] BUSINESS PHONE: [REDACTED]
 MAILING ADDRESS: Forest Grove, OR 97114 E-MAIL: [REDACTED]
 EMPLOYER: Forest Grove School District OCCUPATION/PROFESSION: Food Service

Years living in Forest Grove? 16 Live in City limits? yes How did you hear of this opportunity? members
 How would you currently rate City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? Getting to the root cause of issues and addressing it with proper procedures and staff/volunteer support

Why are you interested in serving on the Advisory Board/Committee/Commission? Mostly to learn, but also to support and represent Latino cultural and residence of this community under represented

What contributions do you feel you can/will make to the Board/Committee/Commission? Support the work of people and organizations creating social change and working environments where teams can address challenges and opportunities openly and creatively.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Experienced intercultural and bilingual leader with over a decade of dedication to the citizen sector promoting stakeholder involvement, advocacy, effective program mgmt. and capacity building.

Previous/current appointed or elected offices: Friends of Forest Grove Library, volunteer FG PS
 Previous/current community affiliations or activities: Ford Foundation Co-hort

If not appointed at this time, may we keep your name on file? Yes No
 Signature: Martha Ochoa Date: 10/27/14
 I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

(App 11/13)

Memorandum

TO: Mayor Peter Truax and City Councilors

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

DATE: November 5, 2014

SUBJECT: Council Meeting Minutes of October 27, 2014

The City Council Meeting Minutes of October 27, 2014, will be submitted to Council electronically prior to the meeting due to staff workload and schedule.

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3D



APPROVED

COMMUNITY FORESTRY COMMISSION
CITY AUDITORIUM
MAIN STREET, FOREST GROVE, OR
September 17, 2014

Meeting called to order at 5:36 pm President Jen Warren in Chair.

Members Present – President Jen Warren in Chair, David Hunter, Bruce Countryman, Mark Nakajima, Lance Schamberger

Members Absent – Dale Wiley

Staff Present: Dan Riordan

Council Liaison: Ron Thompson

Meeting Minutes Approval: No minutes were presented for approval.

Citizen Communication: None

OLD BUSINESS

URBAN FOREST MANAGEMENT PLAN – Bruce presented the latest draft of the Urban Forest Management Plan. The Plan includes a summary of tree related considerations in City parks. David is working on a tree species list with scientific and common names. The list could be incorporated into the Plan. Bruce requested that Commission members review the draft carefully and bring back comments and suggestions at the next Commission meeting on October 15th. Bruce is looking for comments on whether the document fits together and makes sense. Jen suggested that Plan be divided into sections with various sections discussed in detail at upcoming Commission meetings.

COMMEMORATIVE TREE PROJECT/BROCHURE – No update.

HAZARD RISK ASSESSMENT WORKSHOP – David recommended that the hazard risk assessment workshop be postponed until May 2015. The Commission agreed to conduct a tree pruning workshop in November in lieu of the hazard workshop this fall. The tree pruning workshop will be held on November 8th at 9:00 AM at Talisman Park. Dan will request that an

announcement be included with the utility billing statement. An advertisement will also be published in the News Times.

ARBOR WEEK CELEBRATION – The Commission continued the discussion on ways to commemorate Arbor Week in 2015. Ideas included planting a tree to honor Forest Grove’s sister city. Another idea was to plant Oregon white oak trees at the AT Smith House. Planting trees at Hazel Sills Park was mentioned. It was also suggested that 25 trees be planted to observe 2015 being the 25th year of the City’s designation as a Tree City USA.

NEW BUSINESS

NEXT MEETING

Next meeting will be October 15, 2014 at the Community Auditorium at 5:30 pm.

MEETING ADJOURNMENT

Dave moved and Lance seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:25 pm.

Respectfully submitted,

Dan Riordan
CFC Staff Liaison

Members Present: Jennifer Brent, George Cushing, Neil Poulsen, Kaylene Toews, Holly Tsur (one vacancy)
Members Excused: Larry Wade
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: -0-

1. **Call to Order:** Poulsen opened the meeting at 7:17 p.m. **The meeting minutes of August 23, 2014, were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Design Guidelines and Standards – Poulsen reported that he had worked with Rob Dortignacq to update the Guideline Introduction. A copy of the proposed revision was passed out showing the previous text as well as the proposed text pertaining to new construction in the districts. The fourth bullet point was revised to read “Allow new construction on existing structures or infill that is historically representative of the structure and harmonious with the district.”

After extensive discussion on the topic of paint colors, it was the consensus of the Board that the proposed painting guidelines should be removed from the document. Several members noted that other historic communities did not try to restrict or regulate paint choices, and that people should be able to choose what colors to paint their homes without restriction. If paint color was restricted it could cause a backlash against the entire program. It was noted that if in the future objectionable colors became widespread, public pressure might determine restrictions at a later date. **Tsur/Poulsen to delete the Guideline section on painting. Motion carried unanimously.**

Toews provided an update on the timetable, noting that the op ed piece was done and provided to the City for publication in the *News Times* on October 1st. The mailer has also been completed with an expected mailing date of September 30th. The newsletter is complete and is being copied, with a mailing date of September 30th. Poulsen will continue to work with Dortignacq to update the Guidelines document so that it can be posted to the website in time. Toews will work with Wade to get the website updated by September 28th to be live by the October 1st deadline.

The current front page of the HLB website (showing the mission statement) will be temporarily replaced with the Design Guidelines page, for the duration of the public comment period. The original text will be restored after that.

Poulsen will begin working on a thank you card to be sent to everyone on the original mailing list, thanking them for their comments and suggestions. This card will also include a schedule for upcoming informational meetings and (if known) the Planning Commission and City Council meeting dates. The Board discussed the format of a post card versus a letter and decided to just focus on the message for now. Poulsen will work on the text and then forward it to Toews for editing; Cushing and Brent will give it a final review.

Cushing was reminded he and Brent will be correlating the responses received and he's to have that document ready for the Board's October 28 meeting.

The Board then discussed other outreach methods, in addition to the mailing and op ed piece. Poulsen suggested contacting the local business community and service clubs such as Rotary, the Chamber of Commerce, and the Friends of Historic Forest Grove. If there is a local Realtors group they too should be contacted. Toews suggested a desk

meeting with the leaders of those groups and then a follow-up letter for distributing to their members. Poulsen offered to do this as well.

- B. Fall Newsletter** – Tsur said that the Summer issue newsletter was done and Reitz reported that it is being copied. The Fall issue would be distributed toward the end of November, and will include a summary of the comments about the Guidelines, as well as information on how they were developed.
- C. 2015-16 SHPO Grant Application** - The application deadline will be about April 2015. To ensure ample time to prepare, the Board began to discuss possible projects. Poulsen observed that the goal of the HLB for the last decade or so had been creating the three historic districts, and now the design guidelines for those districts. Going forward, the ideas suggested included: further research on a downtown historic district; a reconnaissance survey of the entire town to inventory all the buildings over 50 years old; genealogy research into “old” Forest Grove families and how the history of the town could be documented through personal histories; restoration grants for downtown buildings; providing additional content for the website; a Google map of historic buildings; and education and marketing. The discussion was then tabled to next month, but in the meantime, Reitz was requested to contact SHPO to get a list of grant projects from other jurisdictions for additional consideration.
- D. Recruitment** – The discussion began with a mention of possible people to recruit, but soon it was determined that we should instead target people with particular skill sets. Poulsen mentioned his desire for a process review or concept review to help define what the desired skill set would be, and that led to thinking that we needed people with knowledge of architecture, construction, real estate, the web, and strategic planning. Discussion of this topic was continued to next month.

4. Old Business / New Business

- Council Liaison Update: Kidd discussed the recent purchase of land near the A. T. Smith house and the City’s long-term goals of a regional park on that land.

5. Adjournment: The September 23, 2014 meeting adjourned at 8:50 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

Minutes approved by the Public Safety Advisory Commission on October 22, 2014

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 8:30 am.

Members Present:

Chairman Robert Mills, Glenn VanBlarcom, Drue Garrison, Nathan Seable, and Laura Hale.

Members Absent: Mike Bernhardt and Tim Dierickx

Liaisons Non-Voting Representatives Present:

Tom Johnston and Marty Goldman

Others Present:

Fire Chief Michael Kinkade, Police Chief Janie Schutz, Tom Gamble, Carla Bennett, Sharon Cox and Jill Smith

2. **INTRODUCTIONS**

Self- introductions were made.

CITIZEN COMMUNICATIONS

- 3. Nathan Seable brought a letter from a group of citizens regarding a portion of B Street that need sidewalks. Tom Gamble said ODOT is managing that project and it has been held up temporarily but is in the design process. The letter was given to Councilor Tom Johnston to share with the Council and Engineering. Tom Johnston said he would have a response sent to the PSAC.

4. **APPROVAL OF MINUTES**

There was a motion by Glenn VanBlarcom and a second by Nathan Seable to approve the minutes of the February 26, 2014 meeting as emailed.

MOTION CARRIED 5-0 Mike Bernhardt and Tim Dierickx absent

5. **ADDITIONS/DELETIONS**

None

6. **ACTION ITEMS/DISCUSSION**

None

7. **STAFF REPORTS**

Police Department –

See attached Police Chief's report for April 2014

Chief Schutz highlighted a few of the items.

The department received Pedestrian Safety Enforcement Grant in the amount of \$3,850.00. They did not receive any funds for a camera system, however.

Detectives hosted a Career Day for 22 high school students.

The department held a minor decoy operation that resulted in 3 businesses being cited for serving alcohol to minors.

Approximately 20-25 people attended the first "Coffee with a Cop" event held at BJ's Coffee on April 2nd.

A position for Police Officer has posted. They have 2 vacancies at this time.

They are in the process of selecting a Reserve Officer.

Captain Herb has been mentoring 12 students completing the Citizen's Academy as part of their Senior Project required for graduation.

They will be moving to a new records management system at the beginning of next year.

Officer Wolf has been accepted as a Forest Grove Liaison to the Washington County Interagency Gang Enforcement Team.

Chief Schutz attended the State CJIS Board meeting in Salem.

Fire Department –

See attached Fire Chief's Report March 15 – April 14, 2014

Chief Kinkade highlighted a few of the items.

The department held its annual recognition banquet on April 4th where many individuals received awards and recognition.

He has negotiated a contract with TVID to install hydrants in their water system. This will greatly improve firefighting capabilities in the rural district.

He has met with ODF to discuss possible partnership opportunities in training and personnel.

4 long term volunteers have been promoted to Lieutenants.

Chief Kinkade said he has changed his monthly report to include statistics in different graph and chart forms.

8. OLD BUSINESS
Graffiti update –

NEW BUSINESS

Smoke Free Presentation

Tom Gamble presented a draft ordinance regarding a Tobacco and Smoke Free Policy for City of Forest Grove parks and properties. It would prohibit tobacco use & smoking in all City parks, buildings, parking lots, pathways, vehicles and City sponsored events. He is looking for support of the ordinance from the Public Safety Advisory Commission.

Carla Bennett, Tobacco Prevention and Education Program Coordinator with Washington County Health Department is involved with helping Cities and Districts to educate the policy makers and get these policies implemented. There are 56 other communities in Oregon that have already passed similar ordinances. Pacific University is in the process of adopting a Tobacco and Smoke Free Policy for all of their campuses. Tualatin Valley Parks & Recreation District passed a Tobacco and Smoke Free Policy for their grounds and facilities last year.

Tom shared some Washington County statistics regarding how many people smoke, how many die each year, how many dollars are spent on health care costs, etc. Second hand smoke is a concern as well.

The City of Forest Grove Goal # 1 is to promote safe, livable neighborhoods and a prosperous, dynamic green city. This policy would fall under that goal.

The Parks & Recreation Commission has taken public comment at their last 2 meetings and voted in favor to pass on to the Council.

Chief Schutz said she didn't feel that enforcement would be an issue. She is looking forward to encouraging good behavior with the youth that hang in the parks. Officers will use discretion and look for compliance.

Nathan Seable asked how many people smoke. Carla said that 13% of Washington County adults are smokers. Youth are smoking cigars & cigarillos, electronic cigarettes and hookah tobacco. Recent surveys indicate the smoking rates among youth are doubling.

Chief Schutz asked if this would include marijuana. Tom said they will most likely be including marijuana and/or plant products. The City Attorney will be working on the wording.

There was a motion by Glenn VanBlarcom and a second by Nathan Seable to accept the draft ordinance as presented and forward to the City Council for approval.

MOTION CARRIED 5-0 Mike Bernhardt and Tim Dierickx absent

Tom Gamble and Carla Bennett left at 9:15

Chaplain presentation at a future meeting – Chief Schutz asked if Chaplain Dexter Danielson could talk to the PSAC at a future meeting about what he does for the departments. Chairman Mills said to make arrangements and they would have him at an upcoming meeting.

For the Good of the Order – Nathan Seable suggested that they change the PSAC name to the Public Safety and Wellness Commission. He said that wellness issues seem to gravitate toward the PSAC and those types of items could be added to their scope.

There was discussion regarding meeting times. It was decided to change the time for the May meeting to 7:30 am.

ANNOUNCEMENT OF NEXT MEETING – May 28, 2014 @ 7:30 am at the Police Department.

ADJOURN

The meeting was adjourned at 9:42 am.

Recorded & submitted by:

Sharon Cox, Fire Administrative Assistant

APPROVED

Minutes approved by the Public Safety Advisory Commission on October 22, 2014

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 7:30 am.

Members Present:

Chairman Robert Mills, Mike Bernhardt, Tim Rippe, Chas Hundley, and Glenn VanBlarcom

Members Absent: Tim Dierickx, Drue Garrison, Nathan Seable, and Laura Hale.

Liaisons Non-Voting Representatives Present:

Tom Johnston, Guy Storms, and Marty Goldman

Liaisons Non-Voting Representatives absent: Troy Strass, and Byron Schmidlkofer

Others Present:

Fire Division Chief O'Connor, Police Chief Janie Schutz, Carol Lorenz, Fire/Police Chaplain Dexter Danielson, Jill Smith, and Edwin Rios

2. **INTRODUCTIONS**

Self- introductions were made.

3. **CITIZEN COMMUNICATIONS**

4. **APPROVAL OF MINUTES**

Minutes were not approved due to the fact there were not enough members present.

5. **ADDITIONS/DELETIONS**

Public Safety Chaplaincy
Neighborhood Watch

6. ACTION ITEMS/DISCUSSION

7. STAFF REPORTS

Police Department –

See attached Chief Schutz report

Police Officers: At this time the Police department has two vacant police officer positions available and two police officers on light duty.

Grants: The police department has the approval for two grants. A Pedestrian Safety grant and a MIP grant. State law requires advertising before “sting” enforcement.

Elder Abuse Program: The department would like to build up Elder Abuse Program called “Help me Home”. Information would be added into the data base for the officers so they can receive the information needed to respond to a call.

Budget: The first budget meeting is complete and the second one is scheduled. Asked for two new officer positions, bringing back Transit Police Officer, Fourth Det. position has been approved.

Camera: The new camera system will be installed – it will include four to five cameras.

Fire Department –

See attached Fire Chief’s Report

Ladder Truck: The ladder truck for the department is out of service. It is believed that it is the hydraulic system.

Fire Hydrants on irrigation systems: The fire district is working on trying to have two or three fire hydrants installed.

8. **OLD BUSINESS**

Graffiti update – Neal Armstrong project – PSAC needs to look and see if the fence needs to be repainted.

Backyard Burning Ordinance: The Backyard Burn Ordinance had been tabled but will be coming back up for discussion at council.

NEW BUSINESS

Public Safety Chaplaincy: See attached report. Chaplain Danielson gave a brief explanation regarding him and the Chaplaincy program. He informed PSAC that the program is always looking for items to be donated such as: toothpaste, clean blankets, soap, etc. Another way to help is to sign up with Fred Meyer under their rewards program for the Chaplaincy Program.

PSAC: PSAC would like to put together a group this month to set up a Strategic Plan for PSAC. In group would write a mission statement/what their goals are/etc. Next meeting PSAC would like to review the by-laws regarding attendance requirements. Request was made for Chief Kinkade to call Bob Mills.

Smoking Ordinance: A smoking ordinance for all city properties has had its first reading at the city council meeting last night.

National Night Out: Aug 5th is set for National Night Out. The department will put together a presentation to take around to the different groups that evening.

ANNOUNCEMENT OF NEXT MEETING –June 25, 2014 @ 7:30 am at the Fire Department.

ADJOURN

The meeting was adjourned at 8:42 am.

Recorded & submitted by:

Carol Lorenz, Police Records Spec.

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APPROVED

Minutes approved by the Public Safety Advisory Commission on October 22, 2014

1. **ROLL CALL:**

Meeting Called to Order by Chairman Mills at 7:30 am.

Members Present:

Chairman Robert Mills, Tim Rippe, and Drue Garrison

Members Excused or Absent: Tim Dierickx, Glen VanBlarcom, Nathan Seable, Laura Hale and Chas Hundley

Liaisons Non-Voting Representatives Present:

Guy Storms

Liaisons Non-Voting Representatives absent: Troy Straus, Byron Schmidlkofer, Marty Goldman & Tom Johnston

Others Present:

Fire Chief Michael Kinkade, Sharon Cox, Michael Hall, Michael Herb, Jill Smith and Edwin Rios (arrived @ 7:43 am).

2. **INTRODUCTIONS**

Self- introductions were made.

3. **CITIZEN COMMUNICATIONS**

4. **APPROVAL OF MINUTES**

Minutes were not approved due to the fact there were not enough members present for a quorum.

5. **ADDITIONS/DELETIONS**

6. **ACTION ITEMS/DISCUSSION**

7. **STAFF REPORTS**

Fire Department – Chief Kinkade noted that wild land fire season has started early. We sent people and equipment to the Two Bulls fire in Bend. There have been a couple of fires in the district as well.

Chief Kinkade said he is waiting for a legal review on the RFP for the Partnership Study.

Gaston Fire Department has approached Chief Kinkade/City of Forest Grove to provide Fire Chief/admin services like he does for Cornelius Fire Department.

Police Department – Mike Herb said they have 2 candidates going through screening and background checks to fill 2 positions.

They have an open Reserve application process. The idea is when they get about 15 to 20 applicants they will begin the process of interviews, etc.

The Department had a virtual ride – along a couple of weeks ago. They had approximately 160 people watching and would like to do this a couple of times a year.

They received a grant for Pedestrian Enforcement. The department issued 19 citations and 12 warnings. They plan to do another one when school starts up in September.

Another Coffee with a Cop is planned for July 2nd from 8 am to 10 am at Maggie's Buns. He invited PSAC to attend.

The Department will make a presence at the First Wednesday event July 2nd trying to establish Neighborhood Watch Groups throughout the City.

August 16th will be Uncorked event which will benefit the Police Department this year.

Tim Rippe asked about traffic citations being up – Herb said they are encouraging personnel to be more productive and make stops. In doing so they will find those that are driving without insurance, with suspended licenses or with warrants. They also have positions filled this year compared to last so more officers on the road.

Drue Garrison asked if they are watching for pedestrians that walk against the light, etc. Herb said the grant funds target the drivers that do not yield to the pedestrians.

8. **OLD BUSINESS**

Neighborhood Watch – Mike Herb said they need volunteers to educate folks about Neighborhood Watch. Chief Schutz would like to get PSAC involved and possibly get some people at the First Wednesday event where they have a booth set up to get folks signed up. Herb said the idea is to have a means of contacting people in the event that there is an issue in a particular neighborhood.

Herb said they have a PowerPoint presentation the Commission could watch. Chairman Mills asked to have Chief Schutz add this to their agenda for next month.

National Night Out - August 5, 2014 is the date for the event this year.

Backyard Burning – Chief Kinkade said the City Council held a work session on Monday night and have decided to eliminate backyard burning in the fall. They asked him to come back to them in August with a code ordinance.

NEW BUSINESS

Review Bylaws – Chairman Mills said that again they have no quorum so are unable to approve minutes, vote, etc.

One of the areas they need to review is attendance as there is nothing that says how many meetings a member can miss.

The quorum also needs to be reviewed. He said that for other boards he is on a quorum are the majority of the members present. He would recommend they make that change.

Meeting times, dates and frequency also need to be looked at to get the maximum number of members attend.

He suggested the members think about making proposals to the Bylaws so they can be discussed at the next meeting.

Chief Kinkade said that Laura Hale has asked to be excused during the summer months. He also said that he has the option of offering video conferencing at the Fire Station now. That could be an option for those that cannot attend in person.

Guy Storms said that the Chamber Board bylaws allow for a member to miss 3 consecutive meetings and then they are dismissed from the board.

Tim Rippe said he would like to see them work on attendance before working on quorum. He suggested the City Council speak to the member regarding attendance prior to making their appointment.

Chief Kinkade suggested polling the members prior to the meeting to determine if the meeting should be cancelled.

It was suggested that the agenda be sent out a day earlier (Tuesday) with a message to contact Sharon by Thursday regarding their attendance. She will contact Chairman Mills regarding responses and if no quorum will be available the meeting will be cancelled.

Traffic Review Board – Chairman Mills attended the last meeting. They were trying to reduce the speed limit on Hwy 47 between Pacific and Maple Street but were unsuccessful at the State level. They will be looking at other options such as lights or a roundabout.

He is unable to attend the next meeting on June 26th at 3 pm. Tim Rippe said he would try to attend to represent the PSAC.

ANNOUNCEMENT OF NEXT MEETING –July 23, 2014 @ 7:30 am at the Police Department.

ADJOURN

The meeting was adjourned at 8:32 am.

Recorded & submitted by:

Sharon Cox, Administrative Assistant

Monthly Building Activity Report

October-14

2014-2015

Category	Period: October-13		Period: October-14	
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	
Sing-Family New	9	\$ 2,603,431.36	5	\$ 1,255,894.84
SFR Addition & Alt/Repair	5	\$ 225,300.42	4	\$ 71,248.40
Mult. Fam. New/At				
Group Care Facility				
Commercial New			1	\$ 901,460.00
Commerical Addition			2	\$ 75,564.00
Commercial Alt/Repair	1	\$ 30,000.00	8	\$ 3,611,809.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			1	\$ 11,452.00
Signs	3	\$ 14,430.00		
Grading			1	
Demolitions				
Total	18	\$2,873,162	23	\$ 5,927,428.24

Fiscal Year-to-Date

2013-2014		2014-2015	
Permits	Value	Permits	Value
101	\$21,194,080	107	\$17,409,967

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<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	1,971.55
bldg	blplrv	Building Plan Review Fee	1,281.53
bldg	demo	Demolition Fee	200.00
bldg	grade	Grading Permit Fees	204.48
bldg	grplrv	Grading Plan Review Fees	50.75
bldg	mcplre	Mechanical Plan Review Equip	36.54
bldg	mcplrv	Mechanical Plan Review	18.40
bldg	mcstsf	Mechanical State Surcharge Equ	20.82
bldg	mcstsr	Mechanical State Surcharge	8.83
bldg	mech	Mechanical Permit Fee/equip.	173.45
bldg	mecval	Mech.Commercial Permit Fee	73.60
bldg	mhplrv	MHP Plan Review & Inspections	180.25
bldg	mhstat	MHP State Fee	30.00
bldg	mhstsr	MH State Surcharge	21.63
bldg	plmb	Plumbing Permit Fee	490.15
bldg	plstsr	Plumbing State Surcharge	58.83
bldg	stsur	State Surcharge	236.58
		Total for Group bldg	<u>5,057.39</u>
		Grand Total:	<u><u>5,057.39</u></u>

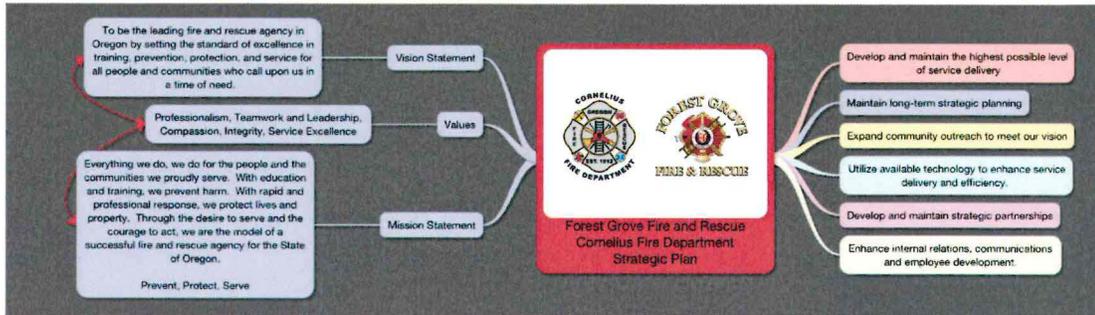
Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbotc	Cornelius Building Over the Counter	1	0.00	0.00	456.49	17,000.00
xdemo	Cornelius Demolition	2	0.00	0.00	200.00	0.00
xgrear	Cornelius - Early Grading Permit w/subse develop	1	0.00	0.00	255.23	0.00
xmecca	Cornelius Mechanical Permit CommercialAlt/Add/Rc	1	0.00	0.00	100.83	0.00
xmecra	Cornelius Mechanical Permit Resident Alt/Add/Rep	2	0.00	0.00	200.23	0.00
xmhs	Cornelius Manufactured Dwelling Placement	1	0.00	0.00	231.88	0.00
xmrotc	Cornelius Mechanical Residential Over the Counte	1	0.00	0.00	30.58	0.00
xplmra	Cornelius Plumb Permit Resi Add/Alt/Repair	2	0.00	0.00	435.91	0.00
xpotc	Cornelius Plumbing Over the Counter	3	0.00	0.00	113.07	0.00
xsfadd	Cornelius Single Family Addition	2	652.00	19,200.96	492.75	19,200.96
xsfrep	Cornelius Single Family Repair	1	0.00	0.00	2,257.37	170,000.00
xsign	Cornelius Sign Permit	1	0.00	0.00	182.49	4,800.00
Grand Total		18	652.00	19,200.96	4,956.83	211,000.96

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Fire Chief's Report

Reporting Period: October 10-October 24, 2014



SEPTEMBER UPCOMING EVENTS

- **October 31: Be-Seen-At Halloween: 5 PM, meet at Station 4 at 4:30, handout glow sticks to trick-or-treaters downtown so they can be seen in the dark later!**
- **November 11: Veterans Day Ceremony, Cornelius Veteran's Park, 1100-1200.**
- **December 6: Holiday Light Parade, MANDATORY EVENT, more details coming! 1600-1900.**
- **January 17: Crab Feed 2015! MANDATORY EVENT**

Notable Calls and Events

- Cornelius: Firefighters teamed up with the Human Bean to raise money to fight breast cancer on October 24, with all proceeds going towards Tuality Healthcare Breast Cancer Research.
- Joint: Crews provided support and attendance at memorial for Anna and Abigail on October 20.



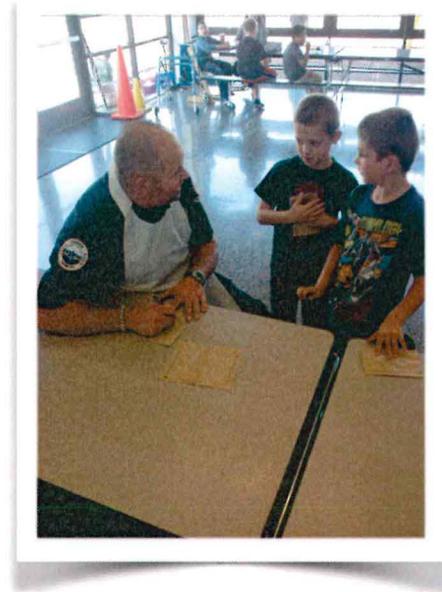


Fire Chief's Report

Reporting Period: October 10-October 24, 2014



- Forest Grove: On October 18 crews responded to an ATV accident at Brown's Camp in the Tillamook Forest. One patient was transported by Life Flight to an area trauma center.
- Forest Grove: On October 17 firefighters participated in the FGHS homecoming parade.
- Joint: Firefighter from Forest Grove and Cornelius acted as special guest servers at local schools in both Cornelius and Forest Grove.



Projects and Administration

Links to strategic goals are indicated by the SG# at the end of each update. See chart on page 1. To see the latest updates to our strategic plan use link:

<https://www.dropbox.com/s/y85q1lh7zmixbuk/Strategic%20Plan%20-%20Strategies.pdf?dl=0>

- Cornelius: Sale of the Cascade has been completed, to Christian Viera for \$5000. The unit will be used by the Asuncion Fire Department in Paraguay. He will be picking it up soon.
- Joint: Received notification that we were unsuccessful for our 2013 Fire Prevention and Safety Grant. (SG3)



Fire Chief's Report

Reporting Period: October 10-October 24, 2014



- Forest Grove: Provided presentation to Forest Grove City Council on Scoggins Creek Fire on October 13. (SG1)
- Joint: Captain Steve Black and Division Chief Ian O'Connor on working on the logistics for a live fire training event in the old intern house in Cornelius. It is scheduled for November 2.
- Forest Grove: Captain Joe Smith completed preventive maintenance on Engines 421, 422, 423, WT7, HB4, HB7 and Medic 4. Pump tests will be scheduled soon. (SG1)
- Joint: Division Chief Ian O'Connor and Captain Tad Buckingham have set up a new weekly protocol/SOG review program on our internal web site. (SG6)
- Forest Grove: Provided presentations to Gales Creek community meeting/neighborhood watch on the Scoggins Creek Fire and our volunteer program. (SG3)
- Joint: Attended the Gaston Rural Fire District board meeting and provided an update on the Cooperative Services Study and our pilot shared intern program with Cornelius. (SG5)
- Joint: Participated in strategic planning retreat with Washington County EMS on October 15. Decisions included adopting the EMS Council model, established a committee to review the County medical director position, and agreement to alter the franchise agreement to all Metro West to have an internal medical supervisor. (SG5)
- Joint: Fire Defense Board meeting on October 16, where we reviewed the response to the Scoggins Creek Fire, and discussed funding mechanisms for the \$95 million necessary to upgrade our radio infrastructure. A presentation is being developed for this.
- Joint: Assisted TVFR with developing a video case study of the system we use to link our iPads to the WCCCA CAD system. (SG5)
- Joint: Attended multiple health department and CDC meetings and webinars to develop protocols for response to Ebola. Provided initial training to on-duty crews October 17-20. Lt. Murphy is working on acquiring additional PPE (SG6)
- Joint: Captain Tad Buckingham is coordinating a future tour of the Water Treatment plan for firefighters during Monday night drill track. (SG1)
- Joint: Uniform team met and reviewed last year's goals and developed goals for upcoming year.



Fire Chief's Report

Reporting Period: October 10-October 24, 2014



- Forest Grove: Division Chief Nemeyer completed review of plans for new apartment building in downtown Forest Grove at 2016 Main.
- Joint: Lt. Will Murphy completed a controlled drug audit for both departments.

On-Going Projects

- Joint: Update on Cooperative Work Efforts Study – Data uploads have been completed. The team will be out here October 28-31 for data collection – interviews have been scheduled for over 60 people. An interview briefing sheet for stakeholders has been completed. (SG5)
- Joint: Recruit Fire Academy continues, with recruit and probationary graduation scheduled for November 4. (SG6, SG4)
- Forest Grove: On October 16 I met with the Arts Commission where we discussed our mural project on the south wall of the fire station. Several action items were developed and the commission has adopted this as a project. (SG3)
- Joint: EOAC Disaster Exercise, scheduled for November 19, Station 4. Planning continues with Daniel Robles. (SG2)
- Joint: City Light Parade, continue to attend weekly planning meetings and recruiting volunteers, scheduled for December 6, 2014. (SG3)
- Cornelius: KME Type I engine is being built, still on schedule for spring/early summer delivery, no updates this reporting period. (SG1)
- Cornelius: Spartan Type I Tender has been ordered, on schedule for spring/early summer delivery, first payment (80% made). (SG1)
- Forest Grove: The new Spartan Type I Tender is in Hillsboro and is having finishing work done on it at True North. Chief O'Connor and Captain Smith completed the punch list. Tender will be pump tested, detailed, and radios installed with delivery expected next week. (SG1)
- Forest Grove: HME Type III engine has been ordered, on schedule for spring/early summer delivery, no updates this reporting period. (SG1)
- Joint: Joint: TVID Update: Division Chief O'Connor met with TVID representatives in early October and provided location information and initial discussions for first hydrant installation. We proposed a location on Visitation Road. (SG5)



Fire Chief's Report

Reporting Period: October 10-October 24, 2014



- Joint: Met with Washington County administrator in early October to review possible plan to raise \$95 million for necessary radio infrastructure upgrades for Washington County. Discussed at Fire Defense Board on October 16 (SG2, 5)
- Cornelius: Crab Feed: BC Patrick Wineman continues the planning process for the annual Crab Feed. He is the IC, his team includes Planning Chief Kevin Ritcheson, Operations Chief Jason Lawson, Finance Chief Jeff Bade, and Logistics Chief John Phelan. Date is January 15, 2015. Mark your calendars. (SG3)
- Joint: COOP Project: Received contract from vendor, submitted for review to administrative services. Supplemental budget approval request scheduled for October 27. (SG2)
- Forest Grove: Continue looking for a rental house close to the Gales Creek Station. Several leads were developed during the presentation to the Gales Creek Neighborhood Watch meeting on October 22. (SG1)

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CITY OF FOREST GROVE

**Financial Report
For The Quarter Ending
Sept 30, 2014**

This is the quarterly financial report for the quarter ending Sept 30, 2014. This is the 1st quarter of the City’s fiscal year ending June 30, 2015. If revenues and expenditures were received and spent evenly throughout the year, they would be at 25% received or spent at September 30, 2014.

The quarterly report compares the budget to the year-to-date revenues and expenditures. This quarterly report is presented in two sections: 1) the first section is a graphical presentation of the revenues and expenditures of the General Fund with expenditures by department and the City’s other major operating funds; and 2) the second section is the line item detail for all of the City’s funds. In the detail section, the actual revenues received or expenditures disbursed through the end of the quarter are compared to the year-to-date quarterly budget allotment, and expressed in the detail report as both a dollar variance and percent variance.

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

The format for the quarterly report has been modified for this fiscal year. The revenues include all revenues including Beginning Fund Balance. For the expenditure, the Contingency and Unappropriated Fund Balances have been removed to show a “true cost” outlook on each fund. When you look at the charts, the total revenues and the total expenditures will not balance. The difference is the Contingency and Unappropriated Fund Balance which are not included with the expenditures. Also, the Quarterly Allotment column has been removed as it did not appear to present meaningful information.

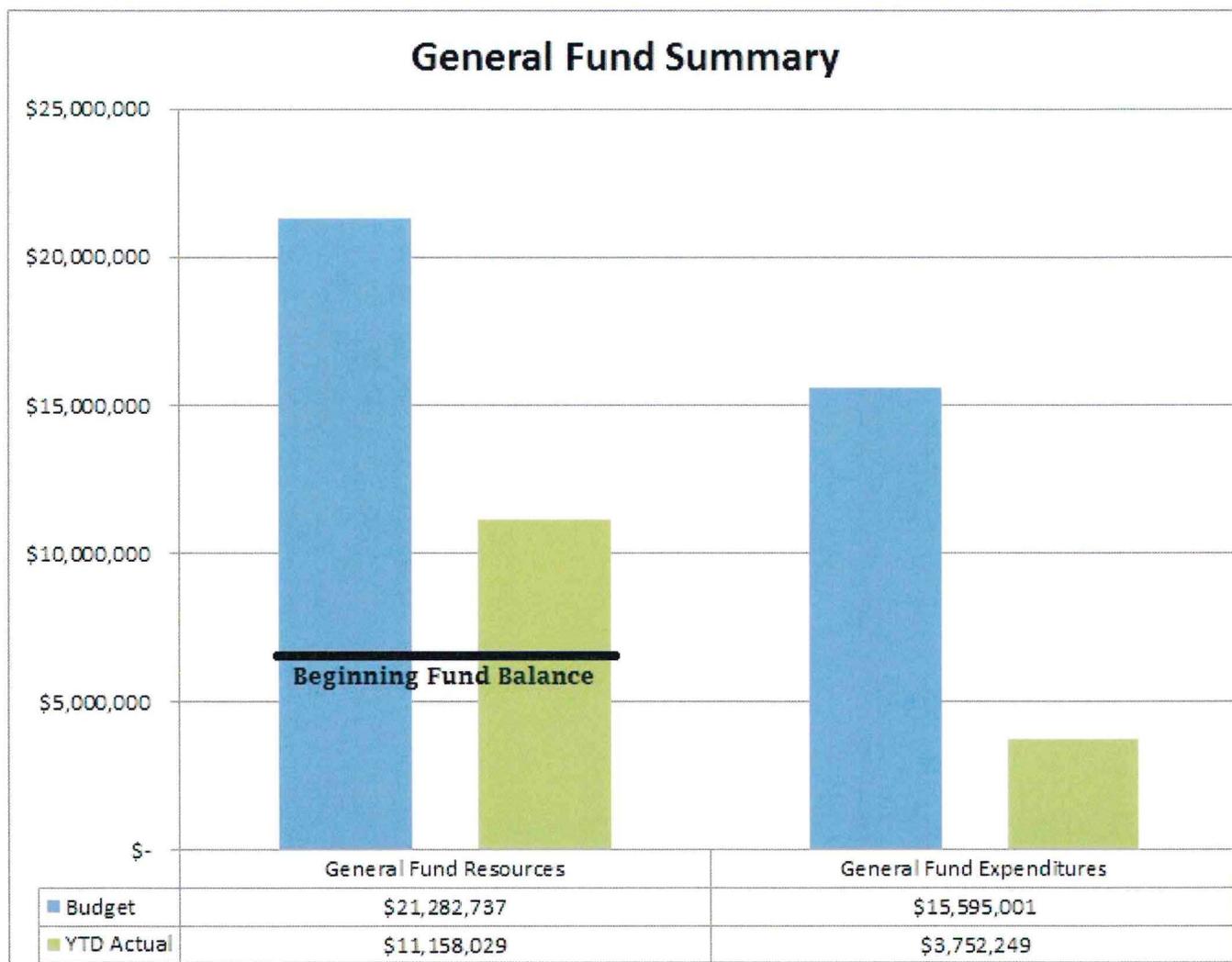


<u>Page</u>	<u>Description</u>
02	General Fund Summary of Revenue & Expenditures
03	General Fund Revenue (categorized by type)
04 – 06	General Fund Individual Departments
07	Building Services Fund
08	Information Systems Fund & Light Fund
09	Street Fund & Surface Water Fund
10	Water Fund & Sewer Fund
11	Equipment Fund
12	Other Fund Notes

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 healthy through the beginning quarter of FY 2014-15. The Beginning Fund Balance for FY 2014-15 is just over \$6 Million which is what the five-year financial forecast estimated the balance would be during budget preparation for FY 2014-15. Generally most revenues seen early in the year are inter-city transfers/payments from other funds/departments, which is the majority of the resources listed in the YTD Actuals and shown by the revenue detail on the next page.

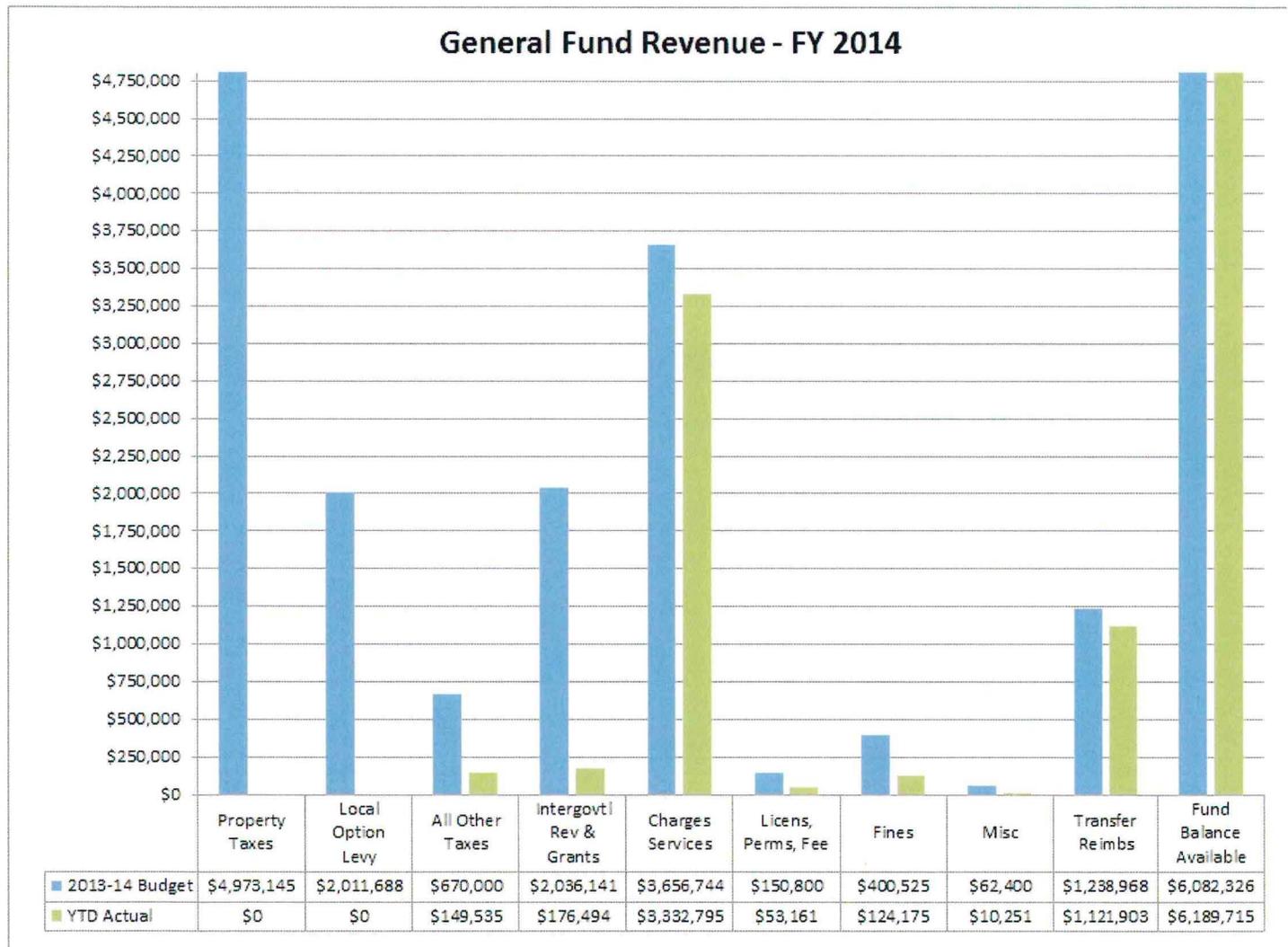


General Fund Revenue

The following graph displays the General Fund Revenue broken out into separate revenue categories. Budgeted Amounts are shown in BLUE and the YTD is shown in GREEN.

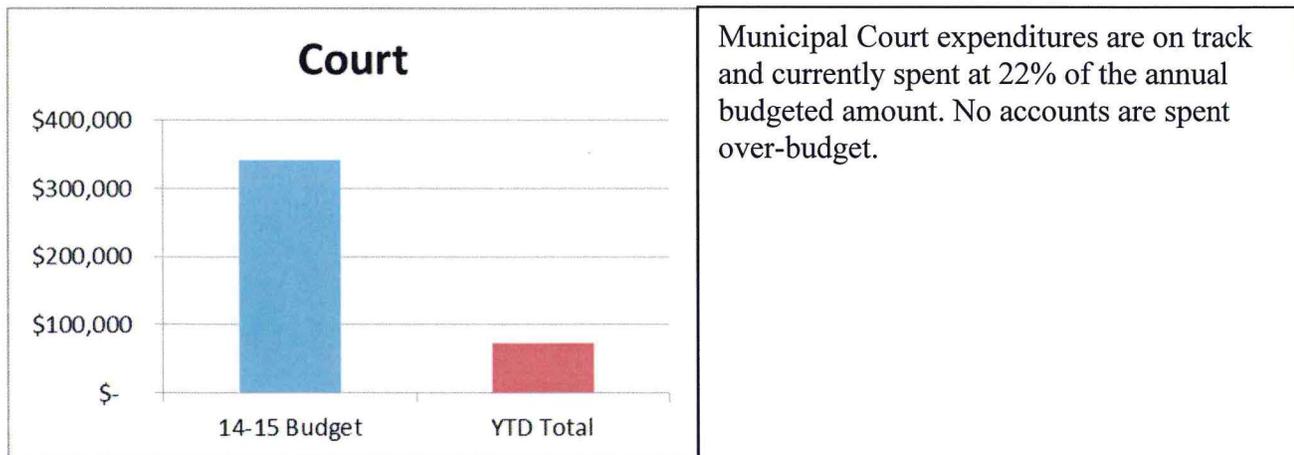
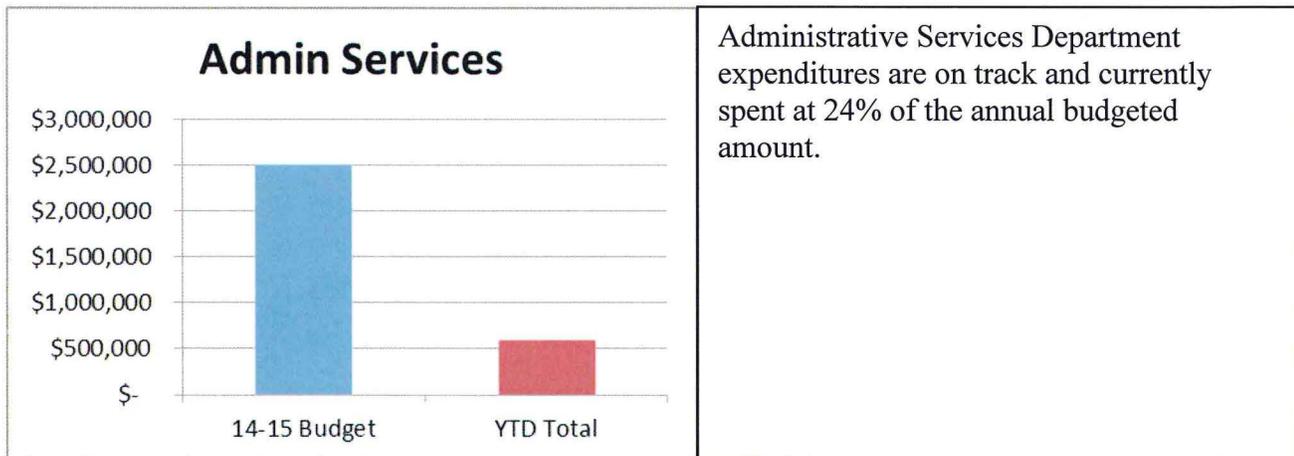
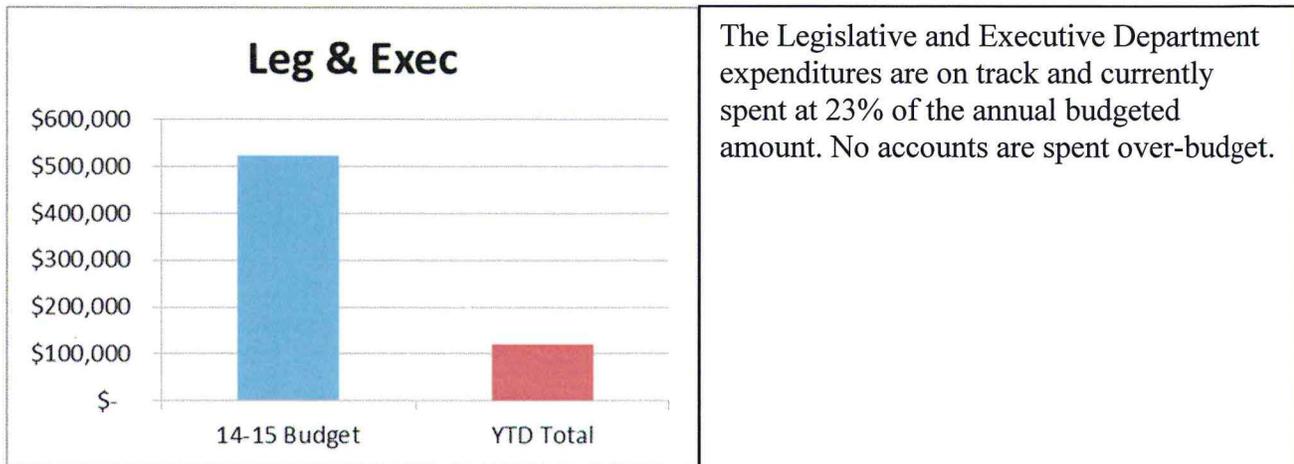
Property taxes revenues are received mostly in the second quarter of the fiscal year. Charges for Services and Transfers/Reimbursement categories are shown as almost achieving their budgeted amounts. This is mainly because the majority of revenues come from transfers from other funds and departments and is done internally at the beginning of every fiscal year. In the Charges for Services category, the largest revenue item is overhead charges to the enterprise funds.

As noted in the summary, the Unaudited Beginning Fund balance is stated as \$6,082,326 giving the City of Forest Grove a healthy starting point for the fiscal year.

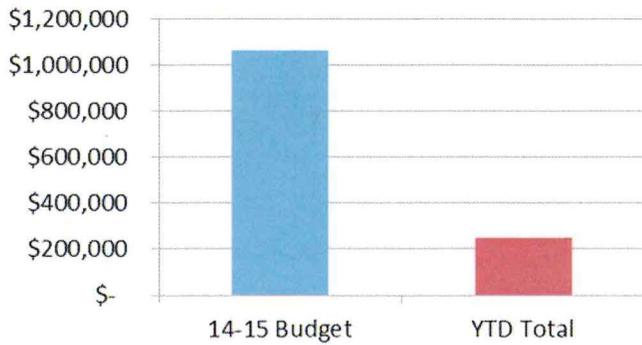


General Fund Expenditures

The following charts display each General Fund Department. Brief comments are included with each department.

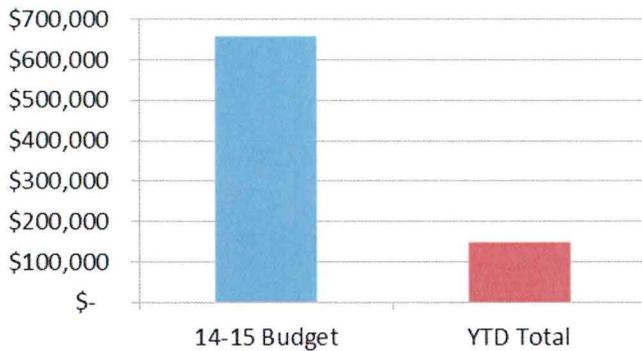


Library



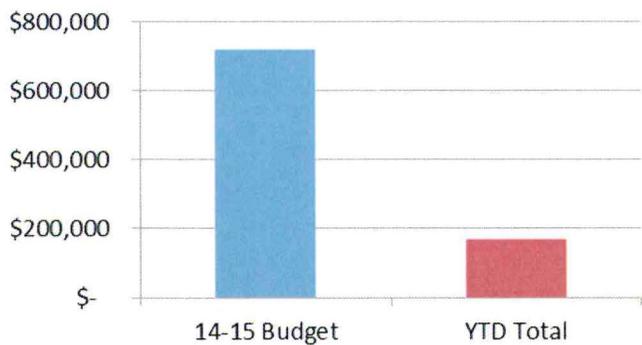
Library Department expenditures are on track and currently spent at 23% of the annual budgeted amount. No accounts are spent over-budget.

Aquatics



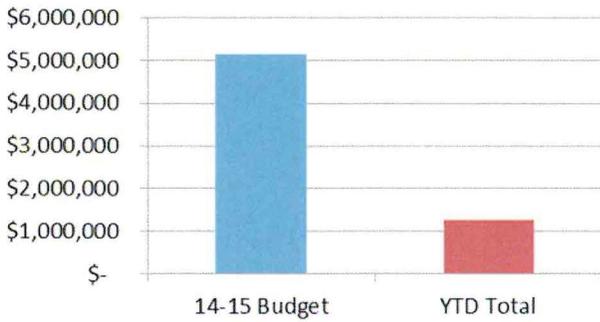
Aquatic Department expenditures are on track and currently spent at 23% of the annual budgeted amount.

Parks & Rec



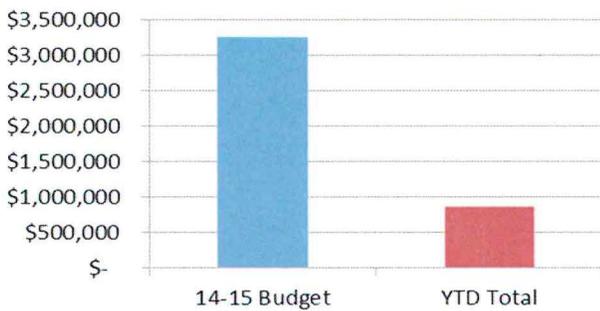
Parks and Recreation expenditures are on track and currently spent at 24% of the annual budgeted amount.

Police



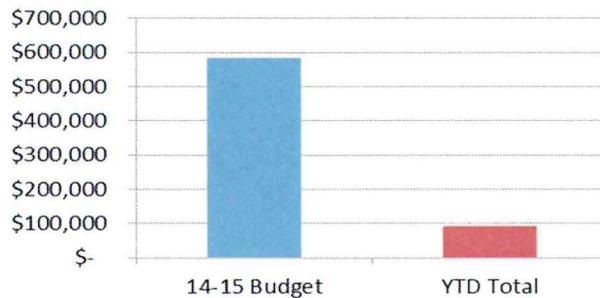
Police Department expenditures are on track and currently spent at 25% of the annual budgeted amount.

Fire



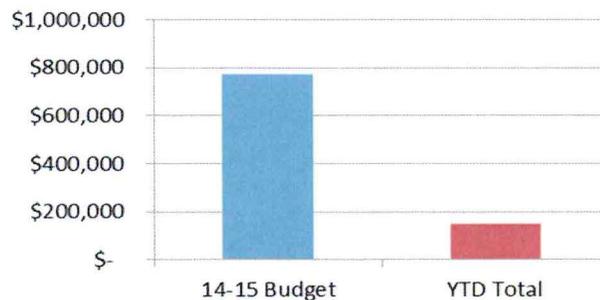
Fire Department expenditures are on track and currently spent at 27% of the annual budgeted amount. No accounts are over-spent. Overtime is at 52% spent for the first quarter. Some of that overtime is for participating on State fire conflagrations and the City will be reimbursed for the conflagration overtime.

Planning



Planning Department expenditures spent under anticipated at only 16% of the annual budgeted amounts. No accounts are over-spent. The percent spent is lower due to the west-side planning study not having commenced. An outside consulting firm will be providing those planning services.

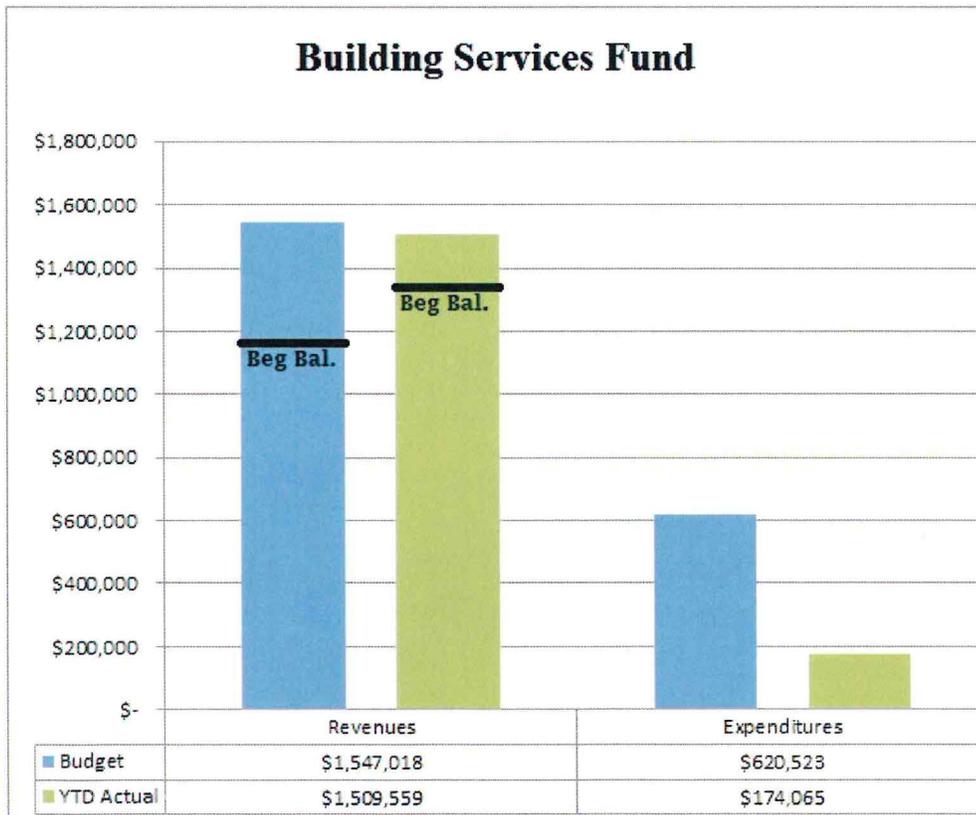
Engineering



Engineering Department expenditures are spent under anticipated at only 19% of the annual budgeted amounts. The new Engineering Manager did not begin as early as had been budgeted and no funds have been spent on outside engineering inspection services.

Building Services Fund

Single Family New Permits Issued By Fiscal Year; July 1 through June 30							
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
July	2	5	5	6	6	5	16
August	4	1	3	6	6	7	7
September	6	6	3	11	11	5	17
Q3 Total	12	12	11	23	23	17	40
October	3	5	5	8	8	13	
November	0	5	5	5	5	8	
December	0	9	7	8	8	6	
Q4 Total	3	19	17	21	21	27	0
January	0	9	5	12	10	10	
February	1	6	7	5	23	5	
March	6	16	6	7	17	2	
Q1 Total	7	31	18	24	50	17	0
April	3	15	7	8	23	14	
May	11	3	7	9	22	9	
June	9	12	4	8	23	15	
Q2 Total	23	30	18	25	68	38	0
Grand Total =	45	92	64	93	162	99	40



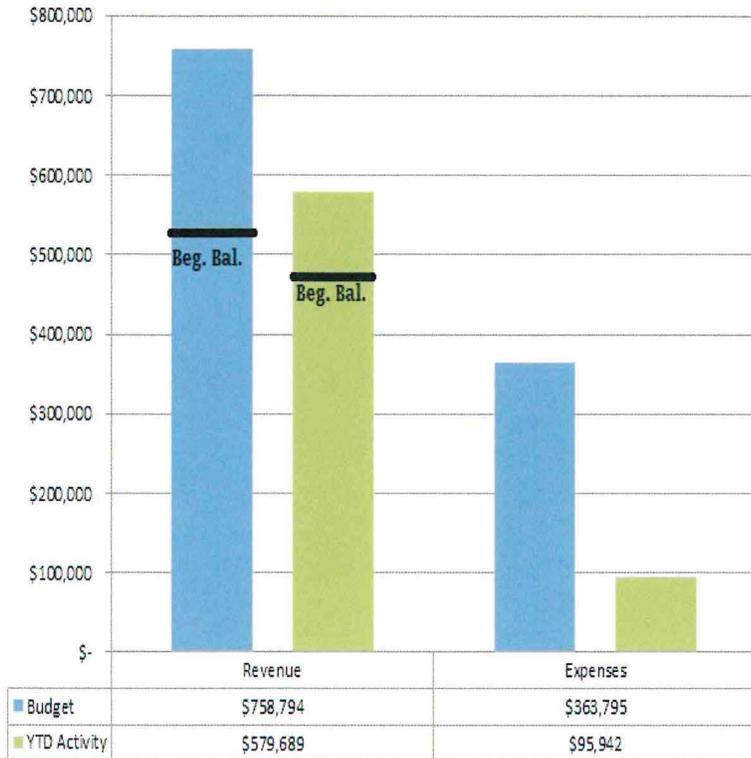
Building Services Fund remains in a strong financial position.

Building activity was stronger than anticipated during the first quarter of FY 2014-15.

The department expenditures are on track at 28% spent through the end of the first quarter.

The un-audited beginning fund balance estimated at \$1,321,023.

Information System Fund

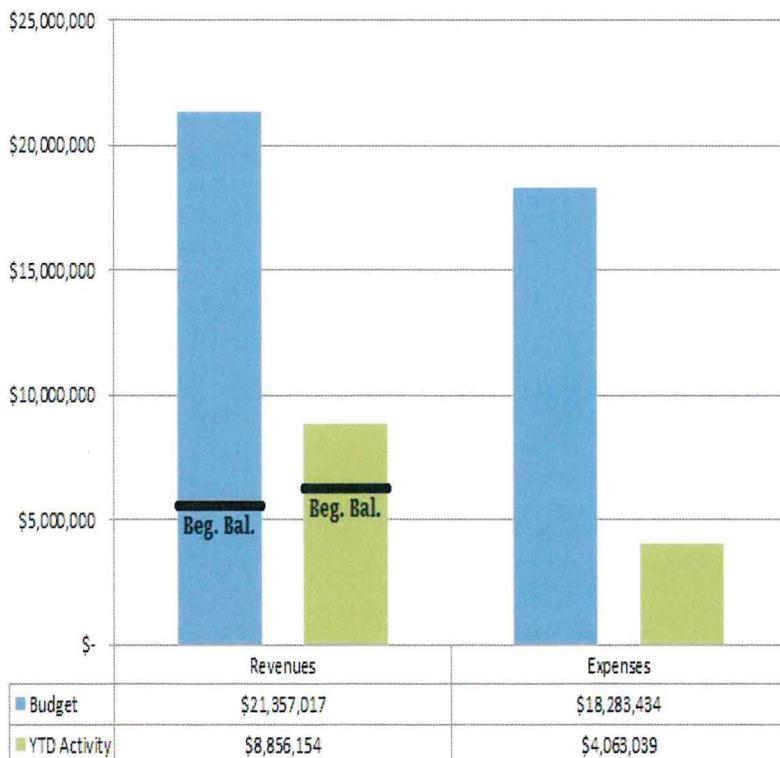


The Information Systems Fund is used to replace the City's computer and network infrastructure.

Revenues came in as anticipated since this is an internal fund and the revenue comes from other City Funds. Expenditures are on track and spent at 26% of the original budget amount for the department.

The Pre-Audited Beginning Fund Balance for FY 2014-15 is lower than originally projected due to the purchase of FY 2014-15 computers in FY 2013-14. The current beginning fund balance is \$467,788. The Fund Balance will be back up to the projected balance of \$526,718 by June 30, 2015, to correlate with originally budgeted amounts.

Light Fund

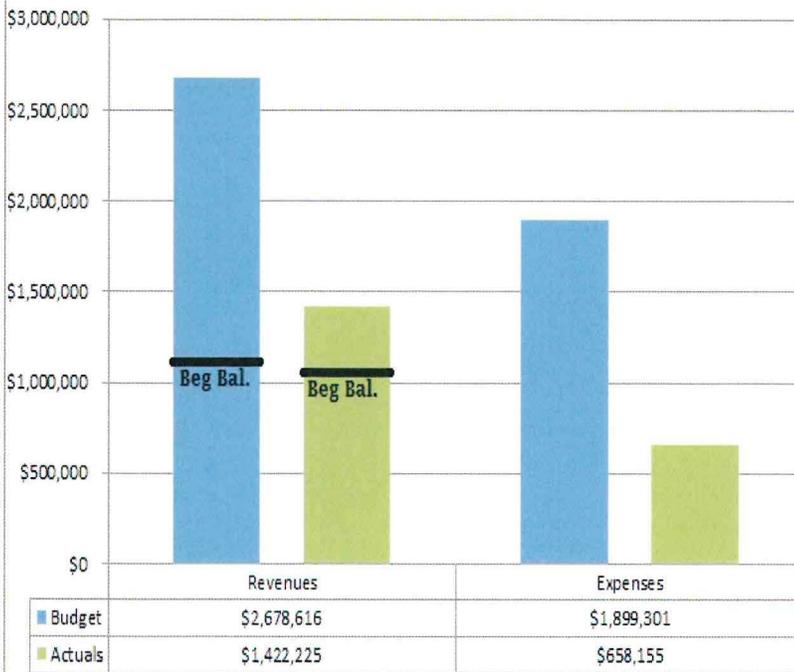


Operating revenue in the Light Fund is tracking above the anticipated budget amounts. This is due primarily to connection charges (currently at 167% or \$40,000 above Budget).

The current expenditures are on track and spent at 22% of the budgeted amount for the department. Expenditures are budgeted higher than prior fiscal years because of current upgrades to the substations that will be started in this fiscal year.

The pre-audited Beginning Fund Balance for the Light and Power Fund is \$6,080,395 which is about \$206,000 higher than anticipated. This additional amount has been factored into determining future rate increases in the ongoing cost of service and rate study.

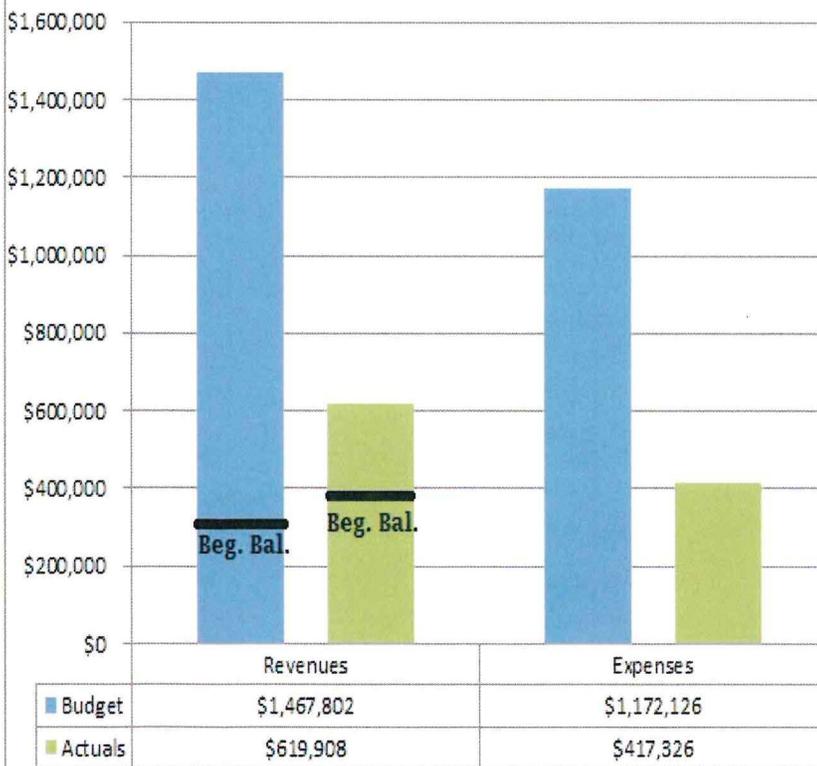
Street Fund



The Street Fund revenues are on track at roughly 24% of the anticipated revenue (after removing the beginning fund balance amount). Expenditures are currently spent at 35% of the annual budgeted amount. That statistic is skewed though because it includes an inter-city transfer for General Fund Admin Services at \$481,983. If you remove the General Fund Admin Services payment to the City, the expenditures for the Street Fund are only at 13% spent of the budgeted amounts, which is well under the average percentage.

The Pre-Audited Beginning Fund Balance for the Street Fund is \$1,034,600.

Surface Water Fund



The Surface Water Management fund has collected about 20% of the anticipated revenue for the year. Expenditures are on track at 36%. This includes like mentioned in other funds, the General Fund Admin Services payment. Removing this expenditure would show that the fund has spent 25% of their expenditures for the year.

The Pre-Audited Beginning Fund Balance is \$392,771.

Water Fund

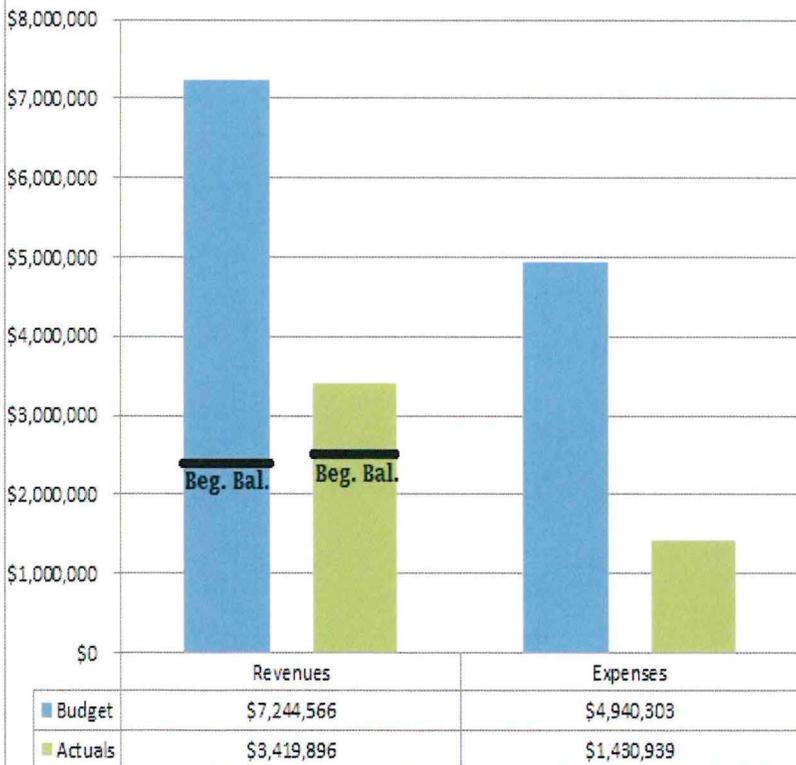


The Water Fund revenues are above expectations at the end of September showing a collection of 36% of the yearly revenue. This is due to more revenue shown in Connection Charges, Residential Sales, and Commercial Sales.

The expenditures are on track at 37% of the annual budgeted amounts. This includes, as mentioned in other departments, a General Fund Admin Services payment of \$843,025. Removing this expense shows that expenditures are only 24% spent.

The Pre-Audited Beginning Fund Balance for the Water Fund is \$3,967,502.

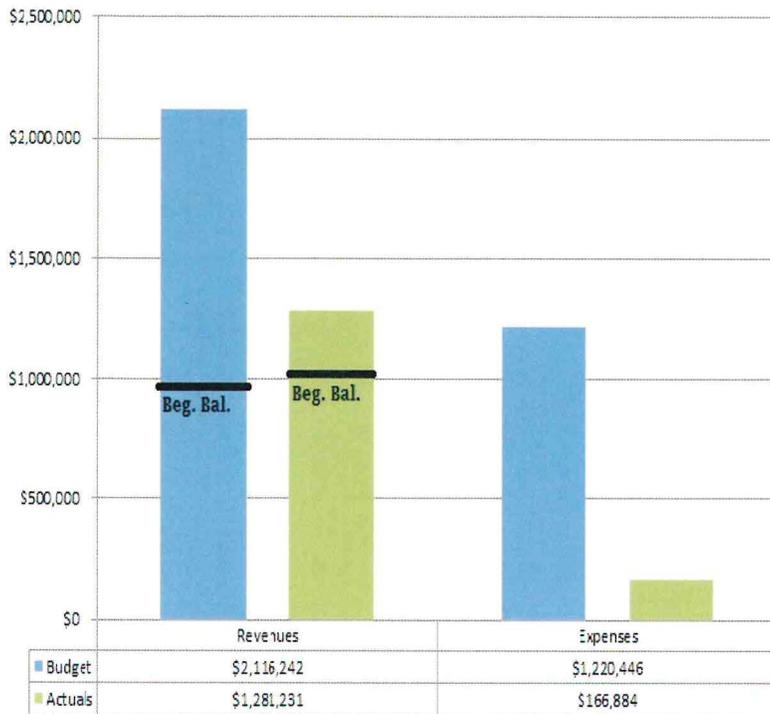
Sewer Fund



The Sewer Fund revenues are on track for the year, bringing it 20% of the anticipated revenue for the fiscal year (excluding the Beginning Fund Balance). Expenditures for the Sewer Fund are well within the quarterly expectations at 29% of the annual budgeted amount. Included in the expenses is a General Fund Admin Services payment. Removing this expense drops the percentage down to only 21% of the budget spent so far.

The Pre-Audited Beginning Fund Balance for the Sewer Fund is \$2,468,589.

Equipment Fund



The Equipment Fund Revenues are on track with the majority of revenue coming from other internal city funds.

Expenditures are only spent through 14%, but this should increase throughout the year as departments finalize their equipment replacement purchases for the fiscal year, which accounts for almost 50% of the entire expenses for the department.

The Pre-Audited Beginning Fund Balance for the Equipment Fund is \$1,016,566.

Other Funds

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

System Development Funds

With the strong first quarter in single-family building activity, the revenue for the Transportation Development Tax Fund, the Water System Development Charge Fund, and the Parks Acquisition & Development Fund are all significantly above the anticipated revenue for the quarter.

The Sewer SDC Fund is about on target for revenue because staff increased the budgeted revenue during budget preparation. SDC revenue has traditionally been budgeted conservatively and that has caused an over-expenditure issue since 80% of the revenue collected is paid to Clean Water Services. To try to reduce the potential for over-expenditure, the Sewer SDC revenue was increased along with the budgeted payment to Clean Water Services. Staff will closely monitor this fund during the year.

Detailed Quarterly Reports

The following pages display the line item detail of the City's funds. This detail will not be reviewed during the meeting, but staff 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: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	29	0	(29)	0%
440029	General Fund Spt Svc (522023)	344,105	344,105	0	100%
	REVENUES TOTAL	344,134	344,105	(29)	100%
EXPENDITURES					
511005	Regular Employee Wages	(290,028)	(62,450)	227,578	22%
511010	Part-Time Employee Wages	(10,680)	(2,028)	8,652	19%
512005	Health & Dental Benefits	(58,893)	(14,529)	44,364	25%
512008	Health Reimb Arrangement	(2,806)	(639)	2,167	23%
512010	Retirement	(63,985)	(14,239)	49,746	22%
512015	FICA	(23,004)	(4,915)	18,089	21%
512020	Workers Comp	(262)	(262)	0	100%
512025	Other Benefits	(1,807)	(1,748)	59	97%
512030	Other Payroll Taxes	(2,265)	(550)	1,715	24%
520110	Operating Supplies	(750)	(165)	585	22%
520120	Organization Business Expense	(8,000)	(1,186)	6,814	15%
520180	Subscriptions & Books	(100)	0	100	0%
520503	Printing	(2,300)	(1,356)	944	59%
520506	Postage	(500)	(36)	464	7%
520509	Telephone	(452)	(102)	350	23%
520521	Public Information	(9,250)	(1,432)	7,818	15%
520524	Publications	(110)	0	110	0%
520530	Memberships	(5,016)	(657)	4,359	13%
520563	Sister City Contribution	(5,400)	(1,994)	3,406	37%
520578	Insurance & Bonds	(989)	(989)	0	100%
521003	Training/Conferences	(9,825)	(4,448)	5,377	45%
521004	Legislative Conferences & Trainin	(22,700)	(7,469)	15,231	33%
521006	Travel	(200)	(5)	195	2%
521150	Professional Services	(1,500)	0	1,500	0%
522003	Equipment Maint & Oper Supplies	(500)	(499)	1	100%
522021	Equipment Fund Charges	(695)	(173)	522	25%
522022	Information Systems Fund Charge	(1,809)	(905)	904	50%
	EXPENDITURES TOTAL	(523,826)	(122,776)	401,050	23%
	Department Net Totals	(179,692)	221,329		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430455	Metro Cleanup Grant	833	0	(833)	0%
440022	Lien Searches	13,000	3,909	(9,091)	30%
440025	Copy Service	278	77	(202)	28%
440028	Passport Execution Fee	7,200	1,900	(5,300)	26%
440029	General Fund Spt Svc (522023)	2,005,959	2,005,959	0	100%
440030	Reserved Parking	980	341	(639)	35%
440040	New Account Set-Up Fee	26,000	8,466	(17,534)	33%
440042	Door Hanger Fee	25,000	7,927	(17,073)	32%
440044	Online Phone Pymt Convenience	0	80	80	0%
440046	Failed Payment Arrangement Fee	0	893	893	0%
450056	Business License	39,000	11,307	(27,693)	29%
450057	Other	500	0	(500)	0%
472005	Miscellaneous	4,500	737	(3,763)	16%
480006	Reimbursements	10,000	1,053	(8,947)	11%
	REVENUES TOTAL	2,133,250	2,042,650	(90,600)	96%
EXPENDITURES					
511005	Regular Employee Wages	(974,154)	(214,623)	759,531	22%
511010	Part-Time Employee Wages	(127,475)	(27,248)	100,227	21%
511015	Overtime	(2,000)	0	2,000	0%
511020	Temporary Employee Wages	(9,000)	0	9,000	0%
512005	Health & Dental Benefits	(366,901)	(85,932)	280,969	23%
512008	Health Reimb Arrangement	(12,006)	(2,910)	9,096	24%
512010	Retirement	(205,147)	(43,528)	161,619	21%
512015	FICA	(85,116)	(18,315)	66,801	22%
512020	Workers Comp	(5,180)	(5,180)	0	100%
512025	Other Benefits	(6,527)	(2,097)	4,430	32%
512030	Other Payroll Taxes	(8,563)	(1,869)	6,694	22%
520110	Operating Supplies	(6,600)	(1,292)	5,308	20%
520120	Organization Business Expense	(3,600)	(500)	3,100	14%
520150	Utilities	(11,427)	(2,926)	8,501	26%
520180	Subscriptions & Books	(500)	(332)	168	66%
520190	Computer Software	(66,554)	0	66,554	0%
520200	Computer Software Maintenance	0	(32,331)	(32,331)	0%
520220	Small Equipment	(1,600)	0	1,600	0%
520503	Printing	(19,200)	(12,461)	6,739	65%
520506	Postage	(70,000)	(21,982)	48,018	31%
520509	Telephone	(4,950)	(1,013)	3,937	20%
520521	Public Information	(2,500)	0	2,500	0%
520524	Publications	(1,297)	(504)	793	39%
520530	Memberships	(21,139)	(20,024)	1,115	95%
520533	Recruiting Expenses	(3,000)	(211)	2,789	7%
520557	Intergovernmental Services	(4,175)	(2,916)	1,259	70%
520560	Senior Center	(37,500)	(1,509)	35,991	4%
520578	Insurance & Bonds	(10,483)	(10,819)	(336)	103%
521003	Training/Conferences	(28,450)	(4,013)	24,437	14%
521006	Travel	(1,950)	0	1,950	0%
521113	Attorney Services	(54,500)	(2,797)	51,703	5%
521150	Professional Services	(63,400)	(6,657)	56,743	11%
521165	Contracts for Services	(6,000)	(1,000)	5,000	17%
521171	Financial Services, Auditing, Inves	(30,725)	(2,375)	28,350	8%
521172	Bank Service Fees	(1,570)	(391)	1,179	25%

100 - General Fund

Department #12 - Administration Services

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522003	Equipment Maint & Oper Supplies	(38,680)	(6,444)	32,236	17%
522009	Vehicle Maint & Oper Supplies	0	(145)	(145)	0%
522021	Equipment Fund Charges	(5,754)	(1,434)	4,320	25%
522022	Information Systems Fund Charge	(78,461)	(39,008)	39,453	50%
522303	Custodial	(5,000)	(492)	4,508	10%
522306	Rents & Leases	(1,300)	(68)	1,232	5%
522309	Building/Facility Rental	(21,860)	(5,462)	16,398	25%
522312	Facility Maintenance Supplies	(12,300)	(732)	11,568	6%
522315	Facility Mnt/Repairs	(89,500)	(14,194)	75,306	16%
EXPENDITURES TOTAL		(2,506,044)	(595,733)	1,910,311	24%
Department Net Totals		(372,794)	1,446,917		

100 - General Fund

Department #13 - Municipal Court

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
460115	Parking Fines (PK)	13,250	1,720	(11,530)	13%
460120	Traffic Fines (TR)	203,450	55,390	(148,060)	27%
460121	Cornelius Court Revenue	112,560	50,617	(61,943)	45%
460125	PD Ordinance Fines	1,850	285	(1,565)	15%
460130	Marijuana Fines/Fees (ML)	4,590	645	(3,945)	14%
460135	Minor in Possession Fines/Fees (I)	5,825	3,018	(2,807)	52%
480006	Reimbursements	2,067	1,299	(768)	63%
REVENUES TOTAL		343,592	112,974	(230,618)	33%
EXPENDITURES					
511005	Regular Employee Wages	(102,611)	(21,899)	80,712	21%
511010	Part-Time Employee Wages	(17,952)	(2,480)	15,472	14%
512005	Health & Dental Benefits	(44,126)	(8,629)	35,497	20%
512008	Health Reimb Arrangement	(1,272)	(310)	962	24%
512010	Retirement	(18,806)	(4,111)	14,695	22%
512015	Fica	(9,223)	(1,836)	7,387	20%
512020	Workers Comp	(112)	(112)	0	100%
512025	Other Benefits	(639)	(171)	468	27%
512030	Other Payroll Taxes	(931)	(190)	741	20%
520110	Operating Supplies	(1,000)	(167)	833	17%
520120	Organization Business Expense	(200)	(7)	193	3%
520190	Computer Software	(22,138)	0	22,138	0%
520200	Computer Software Maintenance	(6,813)	(6,761)	52	99%
520220	Small Equipment	(200)	0	200	0%
520503	Printing	(400)	(22)	378	6%
520506	Postage	(1,320)	(445)	875	34%
520509	Telephone	(250)	(34)	216	14%
520521	Public Information	(100)	0	100	0%
520524	Publications	(500)	(35)	465	7%
520530	Memberships	(195)	0	195	0%
520539	Assessment - County	(13,130)	(5,286)	7,844	40%
520557	Intergovernmental Services	(700)	(132)	568	19%
520566	Assessment - State	(81,130)	(16,106)	65,024	20%
520578	Insurance & Bonds	(527)	(527)	0	100%
521003	Training/Conferences	(2,600)	(542)	2,058	21%
521150	Professional Services	(6,900)	(827)	6,073	12%
521172	Bank Service Fees	(1,750)	(718)	1,032	41%
522022	Information Systems Fund Charge	(4,562)	(2,281)	2,281	50%
522309	Building/Facility Rental	(784)	(199)	585	25%
EXPENDITURES TOTAL		(340,871)	(73,827)	267,044	22%
Department Net Totals		2,721	39,147		

100 - General Fund

Department #14 - Library

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420035	W.C.C.L.S.	713,098	0	(713,098)	0%
430601	Public Library Support Grant	3,000	0	(3,000)	0%
440019	WCCLS Collection Agency Chrg	750	140	(610)	19%
440021	Library Charges	4,400	1,259	(3,141)	29%
440023	Print Fees	3,000	666	(2,334)	22%
440025	Copy Service	1,226	290	(936)	24%
440301	Rental Income	1,100	243	(857)	22%
460500	Library Late Fines	24,000	5,694	(18,306)	24%
471020	Unrestricted Donations	0	13	13	0%
471021	Donations	200	0	(200)	0%
471022	Restricted Library Memorials	500	0	(500)	0%
REVENUES TOTAL		751,274	8,305	(742,969)	1%
EXPENDITURES					
511005	Regular Employee Wages	(364,042)	(81,133)	282,909	22%
511010	Part-Time Employee Wages	(255,042)	(58,834)	196,208	23%
511020	Temporary Employee Wages	(15,420)	(1,359)	14,061	9%
512005	Health & Dental Benefits	(111,255)	(25,559)	85,696	23%
512008	Health Reimb Arrangement	(6,213)	(1,298)	4,915	21%
512010	Retirement	(102,010)	(21,555)	80,455	21%
512015	FICA	(48,540)	(10,419)	38,121	21%
512020	Workers Comp	(572)	(572)	0	100%
512025	Other Benefits	(3,453)	(584)	2,869	17%
512030	Other Payroll Taxes	(4,922)	(1,099)	3,823	22%
520110	Operating Supplies	(5,500)	(358)	5,142	7%
520120	Organization Business Expense	(300)	(99)	201	33%
520140	Library Materials	(84,850)	(24,996)	59,854	29%
520150	Utilities	(1,943)	(469)	1,474	24%
520220	Small Equipment	(500)	0	500	0%
520506	Postage	(1,500)	(408)	1,092	27%
520509	Telephone	(1,320)	(291)	1,029	22%
520521	Public Information	(800)	(115)	685	14%
520530	Memberships	(750)	0	750	0%
520557	Intergovernmental Services	(3,100)	(486)	2,614	16%
520578	Insurance & Bonds	(5,664)	(5,664)	0	100%
521003	Training/Conferences	(2,250)	0	2,250	0%
521006	Travel	(1,500)	0	1,500	0%
521165	Contracts for Services	(4,400)	0	4,400	0%
521172	Bank Service Fees	(840)	(209)	631	25%
522003	Equipment Maint & Oper Supplies	(5,810)	(1,374)	4,436	24%
522021	Equipment Fund Charges	(695)	(173)	522	25%
522022	Information Systems Fund Charge	(21,911)	(10,956)	10,955	50%
522312	Facility Maintenance Supplies	(4,400)	(597)	3,803	14%
522315	Facility Mnt/Repairs	(7,100)	(636)	6,464	9%
EXPENDITURES TOTAL		(1,066,602)	(249,243)	817,359	23%
Department Net Totals		(315,328)	(240,938)		

100 - General Fund

Department #15 - Aquatics

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440004	Swimming Pool	310,000	89,599	(220,401)	29%
440010	Lockers/Vending Machines	12,000	3,470	(8,530)	29%
	REVENUES TOTAL	322,000	93,069	(228,931)	29%
EXPENDITURES					
511005	Regular Employee Wages	(138,800)	(30,581)	108,219	22%
511010	Part-Time Employee Wages	(207,460)	(47,285)	160,175	23%
512005	Health & Dental Benefits	(47,190)	(8,537)	38,653	18%
512008	Health Reimb Arrangement	(2,015)	(466)	1,549	23%
512010	Retirement	(37,263)	(8,433)	28,830	23%
512015	FICA	(26,489)	(5,815)	20,674	22%
512020	Workers Comp	(5,191)	(5,191)	0	100%
512025	Other Benefits	(1,835)	(289)	1,546	16%
512030	Other Payroll Taxes	(2,795)	(638)	2,157	23%
520110	Operating Supplies	(29,750)	(6,397)	23,353	22%
520120	Organization Business Expense	(400)	(26)	374	7%
520130	Personnel Uniforms & Equipment	(500)	0	500	0%
520150	Utilities	(90,000)	(6,421)	83,579	7%
520220	Small Equipment	(5,450)	0	5,450	0%
520503	Printing	(2,700)	(470)	2,230	17%
520506	Postage	(500)	(76)	424	15%
520509	Telephone	(600)	(201)	399	34%
520521	Public Information	(1,700)	(597)	1,103	35%
520530	Memberships	(250)	0	250	0%
520557	Intergovernmental Services	(1,300)	0	1,300	0%
520578	Insurance & Bonds	(4,694)	(4,694)	0	100%
521003	Training/Conferences	(1,950)	0	1,950	0%
521150	Professional Services	(1,000)	0	1,000	0%
521172	Bank Service Fees	0	(738)	(738)	0%
522003	Equipment Maint & Oper Supplies	(1,550)	0	1,550	0%
522021	Equipment Fund Charges	(695)	(173)	522	25%
522022	Information Systems Fund Charge	(4,993)	(2,497)	2,496	50%
522312	Facility Maintenance Supplies	(12,500)	(2,821)	9,679	23%
522315	Facility Mnt/Repairs	(29,750)	(17,209)	12,541	58%
	EXPENDITURES TOTAL	(659,320)	(149,558)	509,762	23%
	Department Net Totals	(337,320)	(56,488)		

100 - General Fund

Department #16 - Parks & Recreation

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440007	Recreation User Fees	40,000	6,486	(33,514)	16%
440029	General Fund Spt Svc (522023)	124,737	124,737	0	100%
471020	Unrestricted Donations	1,200	0	(1,200)	0%
	REVENUES TOTAL	165,937	131,223	(34,714)	79%
EXPENDITURES					
511005	Regular Employee Wages	(320,359)	(71,612)	248,747	22%
511015	Overtime	0	(60)	(60)	0%
511020	Temporary Employee Wages	(40,363)	(13,401)	26,962	33%
512005	Health & Dental Benefits	(80,831)	(16,585)	64,246	21%
512008	Health Reimb Arrangement	(3,586)	(1,009)	2,577	28%
512010	Retirement	(65,673)	(15,316)	50,357	23%
512015	FICA	(27,595)	(6,528)	21,067	24%
512020	Workers Comp	(5,250)	(5,250)	0	100%
512025	Other Benefits	(1,700)	(453)	1,247	27%
512030	Other Payroll Taxes	(2,771)	(677)	2,094	24%
520110	Operating Supplies	(2,600)	(270)	2,330	10%
520120	Organization Business Expense	(100)	0	100	0%
520130	Personnel Uniforms & Equipment	(2,000)	(1,512)	488	76%
520150	Utilities	(6,540)	(1,487)	5,053	23%
520220	Small Equipment	(10,500)	(911)	9,589	9%
520506	Postage	(150)	0	150	0%
520509	Telephone	(2,750)	(180)	2,570	7%
520521	Public Information	(200)	0	200	0%
520530	Memberships	(1,700)	0	1,700	0%
520557	Intergovernmental Services	(450)	0	450	0%
520578	Insurance & Bonds	(3,614)	(3,614)	0	100%
521003	Training/Conferences	(2,225)	(400)	1,825	18%
521150	Professional Services	(12,300)	(3,892)	8,409	32%
521168	Misc Medical Services	0	(114)	(114)	0%
522003	Equipment Maint & Oper Supplies	(3,000)	(389)	2,611	13%
522012	Fuel/Oil	(500)	(215)	285	43%
522021	Equipment Fund Charges	(75,804)	(18,951)	56,853	25%
522022	Information Systems Fund Charge	(2,077)	(1,039)	1,038	50%
522306	Rents & Leases	(500)	0	500	0%
522312	Facility Maintenance Supplies	(25,000)	(4,129)	20,871	17%
522315	Facility Mnt/Repairs	(20,000)	(2,738)	17,262	14%
	EXPENDITURES TOTAL	(720,138)	(170,729)	549,409	24%
	Department Net Totals	(554,201)	(39,506)		

100 - General Fund

Department #18 - Non-Departmental

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	4,973,145	0	(4,973,145)	0%
411010	Local Option Levy	2,011,688	0	(2,011,688)	0%
411150	Property Tax Prior Years	120,000	59,222	(60,778)	49%
413001	Franchise Tax	550,000	90,313	(459,687)	16%
420020	State Revenue Sharing	222,842	51,555	(171,287)	23%
420055	Metro Construction Excise Tax	2,400	519	(1,881)	22%
422045	Transient Room Tax	70,000	53,201	(16,799)	76%
422055	SD15 Construction Excise Tax	10,000	2,838	(7,162)	28%
470105	Interest	56,000	9,084	(46,916)	16%
480050	In-Lieu of Tax	1,055,927	1,055,927	0	100%
481005	Transfer from Other Funds	51,750	51,750	0	100%
495005	Fund Bal Avail. for Approp.	6,082,326	6,189,715	107,389	102%
	REVENUES TOTAL	15,206,078	7,564,123	(7,641,955)	50%
EXPENDITURES					
570127	Transfer to Other Funds	(615,000)	0	615,000	0%
580206	Contingency	(1,250,000)	0	1,250,000	0%
590304	Unapp Fund Balance	(3,822,736)	0	3,822,736	0%
	EXPENDITURES TOTAL	(5,687,736)	0	5,687,736	0%
	Department Net Totals	9,518,342	7,564,123		

100 - General Fund

Department #21 - Police

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420005	Alcoholic Beverages	318,345	55,012	(263,333)	17%
430329	SPF SIG Grant	0	1,000	1,000	0%
430335	DEC/DUII Police Grant	3,000	3,251	251	108%
440025	Copy Service	3,541	955	(2,586)	27%
450050	Liquor Licenses	2,500	110	(2,390)	4%
450051	Police Permits	100	0	(100)	0%
450057	Other	0	61	61	0%
450225	Impound Fees	200	65	(135)	33%
450230	Abatement Cost Billed	0	431	431	0%
460105	State Court Fines	35,000	6,806	(28,194)	19%
471021	Donations	0	325	325	0%
472005	Miscellaneous	0	92	92	0%
480006	Reimbursements	0	11,231	11,231	0%
480010	SRO Reimbursement	64,713	0	(64,713)	0%
480011	Overtime Reimbursement	0	300	300	0%
	REVENUES TOTAL	427,399	79,639	(347,760)	19%
EXPENDITURES					
511005	Regular Employee Wages	(2,730,596)	(552,079)	2,178,517	20%
511010	Part-Time Employee Wages	(27,156)	(7,437)	19,719	27%
511015	Overtime	(155,478)	(40,346)	115,132	26%
512005	Health & Dental Benefits	(602,557)	(136,595)	465,962	23%
512008	Health Reimb Arrangement	(24,413)	(13,692)	10,721	56%
512010	Retirement	(533,523)	(113,975)	419,548	21%
512015	FICA	(222,862)	(45,720)	177,142	21%
512020	Workers Comp	(47,968)	(47,969)	(1)	100%
512025	Other Benefits	(16,340)	(4,007)	12,333	25%
512030	Other Payroll Taxes	(22,238)	(4,588)	17,650	21%
520110	Operating Supplies	(46,035)	(24,476)	21,559	53%
520120	Organization Business Expense	(2,705)	(388)	2,317	14%
520130	Personnel Uniforms & Equipment	(24,860)	(5,427)	19,433	22%
520150	Utilities	(3,000)	(794)	2,206	26%
520190	Computer Software	(1,800)	0	1,800	0%
520220	Small Equipment	(21,514)	(6,378)	15,136	30%
520225	Reserve Officer Expenses	(9,000)	(275)	8,725	3%
520270	Miscellaneous	(500)	(312)	188	62%
520274	Hands and Words Project	(3,273)	0	3,273	0%
520503	Printing	(3,150)	(122)	3,028	4%
520506	Postage	(2,000)	(1,601)	399	80%
520509	Telephone	(15,825)	(3,778)	12,047	24%
520518	Volunteer Reimbursable Expens	(300)	(80)	220	27%
520521	Public Information	(3,525)	(2,793)	732	79%
520524	Publications	(1,825)	0	1,825	0%
520530	Memberships	(2,100)	(55)	2,045	3%
520557	Intergovernmental Services	(14,975)	(267)	14,708	2%
520558	WCCCA	(200,214)	(101,214)	99,000	51%
520578	Insurance & Bonds	(53,118)	(53,118)	0	100%
521003	Training/Conferences	(29,075)	(10,128)	18,947	35%
521150	Professional Services	(9,385)	(125)	9,260	1%
521168	Misc Medical Services	(2,950)	(1,964)	986	67%
522003	Equipment Maint & Oper Supplies	(2,350)	(276)	2,074	12%
522009	Vehicle Maint & Oper Supplies	(950)	(4,521)	(3,571)	476%

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

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522010	Vehicle Maint External	(600)	0	600	0%
522012	Fuel/Oil	(100)	(168)	(68)	168%
522021	Equipment Fund Charges	(229,666)	(57,415)	172,251	25%
522022	Information Systems Fund Charge	(28,462)	(13,506)	14,956	47%
522306	Rents & Leases	(6,060)	0	6,060	0%
522312	Facility Maintenance Supplies	(1,600)	(542)	1,058	34%
522315	Facility Mnt/Repairs	(9,876)	(1,546)	8,330	16%
550181	Major Tools & Work Equipment	(44,618)	(23,452)	21,167	53%
	EXPENDITURES TOTAL	(5,158,542)	(1,281,128)	3,877,414	25%
	Department Net Totals	(4,731,143)	(1,201,489)		

100 - General Fund

Department #22 - Fire

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420015	Cigarette	27,925	5,118	(22,807)	18%
420050	Rural Fire District	484,698	0	(484,698)	0%
440025	Copy Service	130	30	(101)	23%
446010	Transport Revenue	0	478	478	0%
480008	Cornelius Fire Chief Reimbursemen	48,011	0	(48,011)	0%
480015	Fire Dept Reimbursement	6,500	343	(6,157)	5%
	REVENUES TOTAL	567,264	5,968	(561,296)	1%
EXPENDITURES					
511005	Regular Employee Wages	(1,556,117)	(341,537)	1,214,580	22%
511010	Part-Time Employee Wages	(19,473)	(4,526)	14,947	23%
511015	Overtime	(111,696)	(58,198)	53,498	52%
511019	Volunteer Firefighter Stipend	(62,880)	(17,512)	45,368	28%
511020	Temporary Employee Wages	(20,000)	(5,026)	14,974	25%
512005	Health & Dental Benefits	(341,132)	(82,967)	258,165	24%
512008	Health Reimb Arrangement	(13,617)	(3,839)	9,778	28%
512010	Retirement	(343,522)	(71,982)	271,540	21%
512015	FICA	(133,820)	(32,005)	101,815	24%
512020	Workers Comp	(35,852)	(35,852)	0	100%
512025	Other Benefits	(9,272)	(2,783)	6,489	30%
512030	Other Payroll Taxes	(13,681)	(3,279)	10,402	24%
512035	Volunteer Fringe Benefits	(2,646)	0	2,646	0%
520110	Operating Supplies	(17,000)	(4,639)	12,361	27%
520120	Organization Business Expense	(4,300)	(820)	3,480	19%
520130	Personnel Uniforms & Equipment	(15,000)	(5,657)	9,343	38%
520150	Utilities	(28,828)	(2,488)	26,340	9%
520220	Small Equipment	(9,000)	(3,076)	5,924	34%
520230	Tools- 50/50	(89,000)	(2,045)	86,955	2%
520300	Emergency Operations Center	(3,100)	(647)	2,454	21%
520503	Printing	(500)	0	500	0%
520506	Postage	(700)	(111)	589	16%
520509	Telephone	(4,500)	(1,476)	3,024	33%
520521	Public Information	(1,800)	(53)	1,747	3%
520524	Publications	(1,600)	(1,194)	407	75%
520530	Memberships	(1,184)	(710)	474	60%
520557	Intergovernmental Services	(1,400)	(163)	1,237	12%
520558	WCCCA	(170,504)	(85,010)	85,494	50%
520578	Insurance & Bonds	(30,824)	(30,824)	0	100%
521003	Training/Conferences	(27,000)	(3,158)	23,842	12%
521150	Professional Services	(29,040)	(6,581)	22,459	23%
521168	Misc Medical Services	(29,000)	(6,872)	22,128	24%
522003	Equipment Maint & Oper Supplies	(7,000)	(2,449)	4,551	35%
522009	Vehicle Maint & Oper Supplies	(50,000)	(25,900)	24,100	52%
522012	Fuel/Oil	(32,610)	(9,881)	22,729	30%
522021	Equipment Fund Charges	(4,342)	(1,084)	3,258	25%
522022	Information Systems Fund Charge	(28,462)	(10,695)	17,767	38%
522303	Custodial	(1,500)	0	1,500	0%
522312	Facility Maintenance Supplies	(3,500)	(697)	2,803	20%
522315	Facility Mnt/Repairs	(10,000)	(6,216)	3,784	62%
	EXPENDITURES TOTAL	(3,265,402)	(871,951)	2,393,451	27%
	Department Net Totals	(2,698,138)	(865,982)		

100 - General Fund

Department #22 - Fire

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
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100 - General Fund

Department #31 - Planning

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430460	SHPO Grant	12,000	0	(12,000)	0%
430587	Grant Match - Other Agencies	168,000	4,000	(164,000)	2%
440020	Code Enforcement Revenue	1,500	513	(987)	34%
440025	Copy Service	84	44	(40)	52%
440029	General Fund Spt Svc (522023)	73,405	73,405	0	100%
450054	Metro Business License	13,500	12,190	(1,310)	90%
450101	Planning Fees	55,000	22,296	(32,704)	41%
	REVENUES TOTAL	323,489	112,448	(211,041)	35%
EXPENDITURES					
511005	Regular Employee Wages	(227,125)	(51,966)	175,159	23%
512005	Health & Dental Benefits	(35,688)	(8,548)	27,140	24%
512008	Health Reimb Arrangement	(2,025)	(520)	1,505	26%
512010	Retirement	(51,374)	(11,848)	39,526	23%
512015	FICA	(17,374)	(3,902)	13,472	22%
512020	Workers Comp	(215)	(215)	0	100%
512025	Other Benefits	(1,250)	(312)	938	25%
512030	Other Payroll Taxes	(1,723)	(396)	1,327	23%
520110	Operating Supplies	(1,912)	(32)	1,880	2%
520120	Organization Business Expense	(1,400)	(751)	649	54%
520170	Code Enforcement Expenditures	(4,500)	(1,601)	2,899	36%
520190	Computer Software	(3,000)	0	3,000	0%
520503	Printing	(3,450)	(862)	2,588	25%
520506	Postage	(2,400)	(543)	1,857	23%
520509	Telephone	(850)	(135)	715	16%
520521	Public Information	(1,200)	(387)	813	32%
520524	Publications	(800)	(795)	5	99%
520530	Memberships	(2,850)	(1,150)	1,700	40%
520557	Intergovernmental Services	(1,200)	(411)	789	34%
520578	Insurance & Bonds	(721)	(721)	0	100%
521003	Training/Conferences	(2,300)	0	2,300	0%
521113	Attorney Services	(10,000)	(3,008)	6,992	30%
521150	Professional Services	(185,700)	(623)	185,077	0%
522003	Equipment Maint & Oper Supplies	(4,140)	(188)	3,952	5%
522021	Equipment Fund Charges	(1,806)	(447)	1,359	25%
522022	Information Systems Fund Charge	(3,972)	(1,986)	1,986	50%
522309	Building/Facility Rental	(1,573)	(394)	1,179	25%
523006	SHPO Grant Expense	(12,000)	(550)	11,450	5%
	EXPENDITURES TOTAL	(582,548)	(92,290)	490,258	16%
	Department Net Totals	(259,059)	20,158		

100 - General Fund

Department #51 - Engineering

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	1,512	15	(1,497)	1%
440029	General Fund Spt Svc (522023)	656,808	656,808	0	100%
450122	Engineering Inspection Fees	40,000	6,762	(33,238)	17%
REVENUES TOTAL		698,320	663,585	(34,735)	95%
EXPENDITURES					
511005	Regular Employee Wages	(418,763)	(76,862)	341,901	18%
511010	Part-Time Employee Wages	(44,979)	(10,025)	34,954	22%
512005	Health & Dental Benefits	(88,487)	(16,594)	71,893	19%
512008	Health Reimb Arrangement	(4,171)	(827)	3,344	20%
512010	Retirement	(84,981)	(18,274)	66,707	22%
512015	FICA	(35,476)	(6,619)	28,857	19%
512020	Workers Comp	(2,992)	(2,992)	0	100%
512025	Other Benefits	(2,728)	(697)	2,031	26%
512030	Other Payroll Taxes	(3,526)	(662)	2,864	19%
520110	Operating Supplies	(3,250)	(594)	2,656	18%
520120	Organization Business Expense	(250)	(208)	42	83%
520130	Personnel Uniforms & Equipment	(500)	0	500	0%
520190	Computer Software	(750)	(875)	(125)	117%
520200	Computer Software Maintenance	(3,000)	0	3,000	0%
520220	Small Equipment	(3,300)	(75)	3,225	2%
520503	Printing	(2,500)	0	2,500	0%
520506	Postage	(550)	(341)	209	62%
520509	Telephone	(2,550)	(203)	2,347	8%
520521	Public Information	(500)	0	500	0%
520524	Publications	(1,045)	0	1,045	0%
520530	Memberships	(2,156)	(1,103)	1,053	51%
520557	Intergovernmental Services	(650)	0	650	0%
520578	Insurance & Bonds	(1,778)	(1,778)	0	100%
521003	Training/Conferences	(3,550)	(474)	3,076	13%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(25,520)	0	25,520	0%
522003	Equipment Maint & Oper Supplies	(3,440)	(216)	3,224	6%
522021	Equipment Fund Charges	(17,433)	(4,356)	13,077	25%
522022	Information Systems Fund Charge	(9,783)	(4,892)	4,891	50%
522306	Rents & Leases	(100)	0	100	0%
EXPENDITURES TOTAL		(771,708)	(148,668)	623,040	19%
Department Net Totals		(73,388)	514,917		

100 - General Fund

Department #51 - Engineering

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	21,282,737	11,158,089		
	Fund Total Expenditures	(21,282,737)	(3,755,903)		
	Fund Net	0	7,402,187		

100 - General Fund

Department #51 - Engineering

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
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205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	0	170	170	0%
450074	Structural Building Permits	140,775	78,972	(61,803)	56%
450076	Manufactured Home Permits	360	421	61	117%
450078	Plumbing Permits	35,020	21,752	(13,268)	62%
450080	Mechanical Permits	12,057	7,612	(4,445)	63%
450082	Structural State Surcharge	15,580	9,116	(6,464)	59%
450084	Manuf. Housing State Surcharge	43	43	0	101%
450086	Plumbing State Surcharge	13,925	2,583	(11,342)	19%
450088	Mechanical Plans St. Surcharge	2,610	914	(1,696)	35%
450106	Structural Plan Review Fees	83,330	44,926	(38,404)	54%
450108	Plumbing Plan Review Fees	260	177	(83)	68%
450110	Mechanical Plan Review Fees	874	1,270	396	145%
450112	FL&S Plan Review Fees	2,000	5,453	3,453	273%
450124	Erosion Control Fees	22,000	13,185	(8,815)	60%
450126	Misc - Reinspect & Invstg Fee	800	256	(544)	32%
450130	Cornelius Permit Revenue	31,870	0	(31,870)	0%
470105	Interest	5,000	1,685	(3,315)	34%
495005	Fund Bal Avail. for Approp.	1,180,514	1,321,023	140,509	112%
	REVENUES TOTAL	1,547,018	1,509,559	(37,459)	98%
EXPENDITURES					
511005	Regular Employee Wages	(311,683)	(64,861)	246,822	21%
511015	Overtime	0	(21)	(21)	0%
512005	Health & Dental Benefits	(69,956)	(14,289)	55,667	20%
512008	Health Reimb Arrangement	(3,341)	(822)	2,519	25%
512010	Retirement	(53,482)	(10,419)	43,063	19%
512015	FICA	(23,844)	(4,905)	18,939	21%
512020	Workers Comp	(1,842)	(1,842)	0	100%
512025	Other Benefits	(1,654)	(457)	1,197	28%
512030	Other Payroll Taxes	(2,431)	(502)	1,929	21%
520110	Operating Supplies	(975)	(32)	943	3%
520120	Organization Business Expense	(400)	(144)	256	36%
520130	Personnel Uniforms & Equipment	0	(559)	(559)	0%
520190	Computer Software	(3,200)	0	3,200	0%
520220	Small Equipment	(1,000)	0	1,000	0%
520503	Printing	(1,000)	(139)	861	14%
520506	Postage	0	(155)	(155)	0%
520509	Telephone	(1,300)	(291)	1,009	22%
520521	Public Information	(150)	(82)	68	55%
520524	Publications	(2,000)	(595)	1,405	30%
520530	Memberships	(950)	(113)	838	12%
520557	Intergovernmental Services	(40,569)	(8,610)	31,959	21%
520578	Insurance & Bonds	(1,016)	(1,016)	0	100%
521003	Training/Conferences	(4,250)	(1,385)	2,865	33%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(24,250)	(5,768)	18,482	24%
521172	Bank Service Fees	(150)	(21)	130	14%
522003	Equipment Maint & Oper Supplies	(900)	0	900	0%
522021	Equipment Fund Charges	(9,839)	(2,459)	7,380	25%
522022	Information Systems Fund Charge	(5,527)	(2,764)	2,763	50%
522023	General Fund Admin Services	(51,814)	(51,814)	0	100%

205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(676,495)	0	676,495	0%
	EXPENDITURES TOTAL	(1,547,018)	(174,062)	1,372,956	11%
	Department Net Totals	0	1,335,497		
	Fund Total Revenues	1,547,018	1,509,559		
	Fund Total Expenditures	(1,547,018)	(174,062)		
	Fund Net	0	1,335,497		

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422015	State Gas Tax	1,286,744	304,160	(982,584)	24%
422025	County Gas Tax	82,177	22,200	(59,977)	27%
440172	Streetlight Fee	140,000	36,680	(103,320)	26%
440190	External Work Performed	1,000	0	(1,000)	0%
450057	Other	0	2,200	2,200	0%
450100	Street Improv Fee-N Central Proje	0	8,750	8,750	0%
470105	Interest	3,650	1,073	(2,577)	29%
470131	Sidewalk Program Interest	0	408	408	0%
470132	Sidewalk Program Principal	0	3,029	3,029	0%
470133	Sidewalk Program Pymt in Full	100,000	0	(100,000)	0%
495005	Fund Bal Avail. for Approp.	1,065,045	1,034,600	(30,445)	97%
495006	Restricted Fund Balance	0	9,125	9,125	0%
	REVENUES TOTAL	2,678,616	1,422,225	(1,256,391)	53%
EXPENDITURES					
511005	Regular Employee Wages	(178,064)	(55,769)	122,295	31%
511015	Overtime	(7,094)	(503)	6,591	7%
512005	Health & Dental Benefits	(59,357)	(14,237)	45,120	24%
512008	Health Reimb Arrangement	(2,162)	(537)	1,625	25%
512010	Retirement	(36,295)	(11,939)	24,356	33%
512015	FICA	(14,165)	(4,315)	9,850	30%
512020	Workers Comp	(4,906)	(4,906)	0	100%
512025	Other Benefits	(981)	(275)	706	28%
512030	Other Payroll Taxes	(1,441)	(330)	1,111	23%
520110	Operating Supplies	(3,000)	(30)	2,970	1%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(3,000)	(700)	2,300	23%
520150	Utilities	(78,000)	(13,338)	64,662	17%
520190	Computer Software	(3,000)	(802)	2,198	27%
520220	Small Equipment	(3,500)	(944)	2,556	27%
520240	Construction Supplies	(62,000)	(38,878)	23,122	63%
520280	Street Light Maint. (610-440170)	(80,000)	0	80,000	0%
520503	Printing	(500)	(150)	350	30%
520506	Postage	(200)	0	200	0%
520509	Telephone	(800)	(169)	631	21%
520521	Public Information	(500)	0	500	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(100)	(37)	64	37%
520557	Intergovernmental Services	(22,000)	(552)	21,448	3%
520578	Insurance & Bonds	(4,191)	(4,191)	0	100%
521003	Training/Conferences	(2,000)	(291)	1,709	15%
521150	Professional Services	(1,500)	0	1,500	0%
521168	Misc Medical Services	(250)	(95)	155	38%
521172	Bank Service Fees	(800)	(165)	635	21%
522003	Equipment Maint & Oper Supplies	(1,650)	(249)	1,401	15%
522012	Fuel/Oil	(1,000)	(134)	866	13%
522021	Equipment Fund Charges	(65,624)	(16,403)	49,221	25%
522022	Information Systems Fund Charge	(2,537)	(1,269)	1,268	50%
522023	General Fund Admin Services	(481,983)	(481,983)	0	100%
522306	Rents & Leases	(10,000)	(4,000)	6,000	40%
522309	Building/Facility Rental	(3,132)	(783)	2,349	25%

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522315	Facility Mnt/Repairs	(1,000)	0	1,000	0%
550181	Major Tools & Work Equipment	(15,000)	0	15,000	0%
550563	Construction Maintenance	(392,650)	0	392,650	0%
550575	Street Construction	(204,469)	(110)	204,359	0%
550580	Sidewalk Program	(100,000)	(41)	99,959	0%
551066	Safe Routes to School	(50,000)	(43)	49,957	0%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(679,315)	0	679,315	0%
	EXPENDITURES TOTAL	(2,678,616)	(658,166)	2,020,450	25%
	Department Net Totals	0	764,059		
	Fund Total Revenues	2,678,616	1,422,225		
	Fund Total Expenditures	(2,678,616)	(658,166)		
	Fund Net	0	764,059		

212 - Street Tree Fund

Department #31 - Planning

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450140	Tree Planting Fees	40,000	12,176	(27,824)	30%
470105	Interest	75	7	(68)	9%
495005	Fund Bal Avail. for Approp.	12,676	25,553	12,877	202%
	REVENUES TOTAL	52,751	37,736	(15,015)	72%
EXPENDITURES					
520290	Street Tree Planting	(46,001)	0	46,001	0%
570103	Transfer to General Fund	(6,750)	(6,750)	0	100%
	EXPENDITURES TOTAL	(52,751)	(6,750)	46,001	13%
	Department Net Totals	0	30,986		
	Fund Total Revenues	52,751	37,736		
	Fund Total Expenditures	(52,751)	(6,750)		
	Fund Net	0	30,986		

225 - Fire Equipment Repl. Fund
Department #23 - Fire Equipment Repl Fund
 For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420010	Rural District Share	195,500	0	(195,500)	0%
445015	Sale of Equipment	40,000	0	(40,000)	0%
470105	Interest	2,000	563	(1,437)	28%
481005	Transfer from Other Funds	167,000	41,750	(125,250)	25%
495005	Fund Bal Avail. for Approp.	443,180	443,664	484	100%
	REVENUES TOTAL	847,680	485,977	(361,703)	57%
EXPENDITURES					
550181	Major Tools & Work Equipment	(71,250)	0	71,250	0%
551261	Equipment Replacement	(326,000)	0	326,000	0%
580206	Contingency	(70,275)	0	70,275	0%
590304	Unapp Fund Balance	(380,155)	0	380,155	0%
	EXPENDITURES TOTAL	(847,680)	0	847,680	0%
	Department Net Totals	0	485,977		
	Fund Total Revenues	847,680	485,977		
	Fund Total Expenditures	(847,680)	0		
	Fund Net	0	485,977		

226 - Fire SAFER Grant Fund

Department #22 - Fire

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430214	Homeland Security Grant	284,503	0	(284,503)	0%
495005	Fund Bal Avail. for Approp.	0	1,774	1,774	0%
	REVENUES TOTAL	284,503	1,774	(282,729)	1%
EXPENDITURES					
511005	Regular Employee Wages	(176,200)	(38,289)	137,911	22%
511015	Overtime	0	(1,258)	(1,258)	0%
512005	Health & Dental Benefits	(43,275)	(10,650)	32,625	25%
512008	Health Reimb Arrangement	(1,582)	0	1,582	0%
512010	Retirement	(40,174)	(7,803)	32,371	19%
512015	Fica	(13,479)	(2,978)	10,501	22%
512020	Workers Comp	(3,345)	(3,345)	0	100%
512025	Other Benefits	(1,114)	(259)	855	23%
512030	Other Payroll Taxes	(1,334)	(304)	1,030	23%
520110	Operating Supplies	(4,000)	(187)	3,813	5%
	EXPENDITURES TOTAL	(284,503)	(65,072)	219,431	23%
	Department Net Totals	0	(63,298)		
	Fund Total Revenues	284,503	1,774		
	Fund Total Expenditures	(284,503)	(65,072)		
	Fund Net	0	(63,298)		

240 - Bikeway Development Fund
 Department #52 - Streets & Traffic
 For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422015	State Gas Tax	12,586	3,072	(9,514)	24%
480006	Reimbursements	43	0	(43)	0%
495005	Fund Bal Avail. for Approp.	8,536	8,035	(501)	94%
	REVENUES TOTAL	21,165	11,107	(10,058)	52%
EXPENDITURES					
550169	General Capital Outlay	(21,165)	0	21,165	0%
	EXPENDITURES TOTAL	(21,165)	0	21,165	0%
	Department Net Totals	0	11,107		
	Fund Total Revenues	21,165	11,107		
	Fund Total Expenditures	(21,165)	0		
	Fund Net	0	11,107		

265 - Transportation Services Fund
 Department #12 - Administration Services
 For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430725	DHS Transportation Grant	570,000	34,186	(535,814)	6%
	REVENUES TOTAL	570,000	34,186	(535,814)	6%
EXPENDITURES					
523015	Transportation Grant	(570,000)	(1)	569,999	0%
	EXPENDITURES TOTAL	(570,000)	(1)	569,999	0%
	Department Net Totals	0	34,185		
	Fund Total Revenues	570,000	34,186		
	Fund Total Expenditures	(570,000)	(1)		
	Fund Net	0	34,185		

270 - Facility Major Maintenance Fund
Department #12 - Administration Services
 For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420050	Rural Fire District	32,500	0	(32,500)	0%
470105	Interest	3,500	766	(2,734)	22%
481007	Transfer from General Fund	500,000	0	(500,000)	0%
495005	Fund Bal Avail. for Approp.	618,738	607,691	(11,047)	98%
	REVENUES TOTAL	1,154,738	608,458	(546,280)	53%
EXPENDITURES					
550166	Building Improvements	(500,000)	0	500,000	0%
550171	Capital Projects - Public Safety	0	(66,328)	(66,328)	0%
550173	Capital Projects - Aquatic Center	0	(15,533)	(15,533)	0%
590304	Unapp Fund Balance	(654,738)	0	654,738	0%
	EXPENDITURES TOTAL	(1,154,738)	(81,861)	1,072,877	7%
	Department Net Totals	0	526,597		
	Fund Total Revenues	1,154,738	608,458		
	Fund Total Expenditures	(1,154,738)	(81,861)		
	Fund Net	0	526,597		

275 - Community Enhancement Fund
Department #12 - Administration Services
For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420025	Metro Enhancement Fee	53,800	16,540	(37,260)	31%
431001	Repayment of Grants	0	75	75	0%
495005	Fund Bal Avail. for Approp.	16,297	13,526	(2,771)	83%
	REVENUES TOTAL	70,097	30,141	(39,956)	43%
EXPENDITURES					
523003	Comm Enhancement Grants	(56,604)	(23,155)	33,449	41%
523004	CEP Carryover	(5,082)	0	5,082	0%
590304	Unapp Fund Balance	(8,411)	0	8,411	0%
	EXPENDITURES TOTAL	(70,097)	(23,155)	46,942	33%
	Department Net Totals	0	6,986		
	Fund Total Revenues	70,097	30,141		
	Fund Total Expenditures	(70,097)	(23,155)		
	Fund Net	0	6,986		

280 - Public Arts Fund

Department #11 - Legislative & Executive

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	80	10	(70)	13%
471025	Public Arts Comm. Donations	2,000	1,490	(510)	75%
495005	Fund Bal Avail. for Approp.	14,705	13,231	(1,474)	90%
	REVENUES TOTAL	16,785	14,732	(2,053)	88%
EXPENDITURES					
520564	Public Arts Comm. Expenditures	(16,785)	(2,058)	14,727	12%
	EXPENDITURES TOTAL	(16,785)	(2,058)	14,727	12%
	Department Net Totals	0	12,674		
	Fund Total Revenues	16,785	14,732		
	Fund Total Expenditures	(16,785)	(2,058)		
	Fund Net	0	12,674		

310 - Traffic Impact Fund

Department #52 - Streets & Traffic

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	16,036	3,961	(12,075)	25%
495005	Fund Bal Avail. for Approp.	3,136,505	3,135,108	(1,397)	100%
	REVENUES TOTAL	3,152,541	3,139,069	(13,472)	100%
EXPENDITURES					
550169	General Capital Outlay	(3,152,541)	0	3,152,541	0%
	EXPENDITURES TOTAL	(3,152,541)	0	3,152,541	0%
	Department Net Totals	0	3,139,069		
	Fund Total Revenues	3,152,541	3,139,069		
	Fund Total Expenditures	(3,152,541)	0		
	Fund Net	0	3,139,069		

311 - Transportation Development Tax Fund

Department #52 - Streets & Traffic

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451070	Transportation Development Tax	533,200	415,605	(117,595)	78%
470105	Interest	15,880	5,077	(10,803)	32%
495005	Fund Bal Avail. for Approp.	3,251,145	3,392,358	141,213	104%
	REVENUES TOTAL	3,800,225	3,813,040	12,815	100%
EXPENDITURES					
550169	General Capital Outlay	(3,800,225)	0	3,800,225	0%
	EXPENDITURES TOTAL	(3,800,225)	0	3,800,225	0%
	Department Net Totals	0	3,813,040		
	Fund Total Revenues	3,800,225	3,813,040		
	Fund Total Expenditures	(3,800,225)	0		
	Fund Net	0	3,813,040		

320 - Park Acq. & Dev Fund
Department #16 - Parks & Recreation
For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430708	State Parks Grant	295,500	0	(295,500)	0%
430709	State General Fund Grant	100,000	100,000	0	100%
451009	Parks SDC	360,000	111,000	(249,000)	31%
470105	Interest	8,000	1,955	(6,045)	24%
495005	Fund Bal Avail. for Approp.	1,316,528	1,354,581	38,053	103%
	REVENUES TOTAL	2,080,028	1,567,536	(512,492)	75%
EXPENDITURES					
521150	Professional Services	(200,000)	0	200,000	0%
550200	Parks Projects - General	(1,446,778)	(13,718)	1,433,060	1%
550248	Trails and Greenways	(433,250)	0	433,250	0%
	EXPENDITURES TOTAL	(2,080,028)	(13,718)	2,066,310	1%
	Department Net Totals	0	1,553,818		
	Fund Total Revenues	2,080,028	1,567,536		
	Fund Total Expenditures	(2,080,028)	(13,718)		
	Fund Net	0	1,553,818		

330 - Capital Projects Fund
Department #12 - Administration Services
 For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	8,500	2,231	(6,269)	26%
495005	Fund Bal Avail. for Approp.	1,827,680	1,570,033	(257,647)	86%
	REVENUES TOTAL	1,836,180	1,572,264	(263,916)	86%
EXPENDITURES					
550169	General Capital Outlay	(1,836,180)	0	1,836,180	0%
	EXPENDITURES TOTAL	(1,836,180)	0	1,836,180	0%
	Department Net Totals	0	1,572,264		
	Fund Total Revenues	1,836,180	1,572,264		
	Fund Total Expenditures	(1,836,180)	0		
	Fund Net	0	1,572,264		

350 - CIP Excise Tax Fund
Department #12 - Administration Services
 For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450200	C.I.P. Fees	294,000	82,635	(211,365)	28%
470105	Interest	750	153	(597)	20%
495005	Fund Bal Avail. for Approp.	149,761	169,309	19,548	113%
	REVENUES TOTAL	444,511	252,097	(192,414)	57%
EXPENDITURES					
550170	Capital Projects - Support Service	(88,123)	(8,505)	79,618	10%
550171	Capital Projects - Public Safety	(80,002)	(4,459)	75,543	6%
570127	Transfer to Other Funds	(276,386)	(69,097)	207,290	25%
	EXPENDITURES TOTAL	(444,511)	(82,061)	362,450	18%
	Department Net Totals	0	170,036		
	Fund Total Revenues	444,511	252,097		
	Fund Total Expenditures	(444,511)	(82,061)		
	Fund Net	0	170,036		

410 - General Debt Service Fund

Department #19 -

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	494,500	0	(494,500)	0%
411150	Property Tax Prior Years	9,500	4,322	(5,178)	45%
470105	Interest	1,100	62	(1,038)	6%
495005	Fund Bal Avail. for Approp.	48,834	47,372	(1,462)	97%
	REVENUES TOTAL	553,934	51,756	(502,178)	9%
EXPENDITURES					
562008	Principal - 2010 Series	(480,000)	0	480,000	0%
562048	Interest - 2010 Series	(31,600)	0	31,600	0%
590304	Unapp Fund Balance	(42,334)	0	42,334	0%
	EXPENDITURES TOTAL	(553,934)	0	553,934	0%
	Department Net Totals	0	51,756		
	Fund Total Revenues	553,934	51,756		
	Fund Total Expenditures	(553,934)	0		
	Fund Net	0	51,756		

430 - SPWF-Debt Service Fund

Department #19 -

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451200	Assessment Charges	5,195	0	(5,195)	0%
470130	Interest - Assessments	1,821	0	(1,821)	0%
481007	Transfer from General Fund	15,000	0	(15,000)	0%
495005	Fund Bal Avail. for Approp.	15,219	15,219	0	100%
REVENUES TOTAL		37,235	15,219	(22,016)	41%
EXPENDITURES					
562020	Principal - 95 S.P.W.F. Loan	(23,414)	0	23,414	0%
562055	Interest - 95 S.P.W.F. Loan	(2,704)	0	2,704	0%
590304	Unapp Fund Balance	(11,117)	0	11,117	0%
EXPENDITURES TOTAL		(37,235)	0	37,235	0%
Department Net Totals		0	15,219		
Fund Total Revenues		37,235	15,219		
Fund Total Expenditures		(37,235)	0		
Fund Net		0	15,219		

505 - Library Endowment Fund

Department #14 - Library

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	210	53	(157)	25%
495005	Fund Bal Avail. for Approp.	0	283	283	0%
495006	Restricted Fund Balance	41,452	41,186	(266)	99%
	REVENUES TOTAL	41,662	41,522	(140)	100%
EXPENDITURES					
520220	Small Equipment	(475)	0	475	0%
590304	Unapp Fund Balance	(41,187)	0	41,187	0%
	EXPENDITURES TOTAL	(41,662)	0	41,662	0%
	Department Net Totals	0	41,522		
	Fund Total Revenues	41,662	41,522		
	Fund Total Expenditures	(41,662)	0		
	Fund Net	0	41,522		

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440035	NSF Handling Charge	1,500	432	(1,068)	29%
440105	Residential Sales	7,637,739	1,224,714	(6,413,025)	16%
440110	General Service - 1 ph Sales	671,270	112,255	(559,015)	17%
440112	General Service - 3 ph Sales	668,449	144,875	(523,574)	22%
440120	Industrial Service - Special Contra	1,847,896	331,887	(1,516,009)	18%
440125	Large Commercial Industrial	3,981,429	800,299	(3,181,130)	20%
440130	Public Street Lighting Sales	68,875	7,577	(61,298)	11%
440135	Rental Lights	105,295	18,790	(86,505)	18%
440140	Irrigation Service	5,927	341	(5,586)	6%
440150	Green Power Units	10,800	1,524	(9,276)	14%
440165	Connection Charges	60,000	100,017	40,017	167%
440170	Street Light Maint. (210-520280)	73,000	0	(73,000)	0%
440175	Disconnect/Reconnect Charges	22,500	4,464	(18,036)	20%
440180	Pole Rental	21,749	0	(21,749)	0%
440302	Auditorium Rental	24,142	6,464	(17,679)	27%
445005	Sale of Scrap	15,000	3,867	(11,133)	26%
445010	Sale of Materials	2,500	0	(2,500)	0%
445015	Sale of Equipment	3,000	0	(3,000)	0%
450057	Other	30,000	13,131	(16,869)	44%
470105	Interest	31,020	5,121	(25,899)	17%
480020	Conservation Incentive Reimburse	200,000	0	(200,000)	0%
495005	Fund Bal Avail. for Approp.	5,874,926	6,080,395	205,469	103%
	REVENUES TOTAL	21,357,017	8,856,154	(12,500,863)	41%
EXPENDITURES					
511005	Regular Employee Wages	(2,036,656)	(441,318)	1,595,338	22%
511010	Part-Time Employee Wages	(7,800)	(5,967)	1,833	76%
511015	Overtime	(97,920)	(19,978)	77,942	20%
511020	Temporary Employee Wages	(28,000)	(2,213)	25,787	8%
512005	Health & Dental Benefits	(433,426)	(94,390)	339,036	22%
512008	Health Reimb Arrangement	(21,244)	(1,434)	19,810	7%
512010	Retirement	(429,060)	(92,799)	336,261	22%
512015	Fica	(166,034)	(35,160)	130,874	21%
512020	Workers Comp	(26,911)	(26,911)	0	100%
512025	Other Benefits	(11,503)	(2,312)	9,191	20%
512030	Other Payroll Taxes	(16,451)	(3,565)	12,886	22%
520110	Operating Supplies	(12,000)	(3,928)	8,072	33%
520120	Organization Business Expense	(15,650)	(3,014)	12,636	19%
520130	Personnel Uniforms & Equipment	(31,200)	(2,508)	28,692	8%
520150	Utilities	(30,968)	(5,785)	25,183	19%
520180	Subscriptions & Books	(1,000)	(124)	876	12%
520190	Computer Software	(12,500)	(2,669)	9,831	21%
520200	Computer Software Maintenance	(6,800)	0	6,800	0%
520220	Small Equipment	(40,000)	(19,168)	20,832	48%
520240	Construction Supplies	(720,000)	(225,151)	494,849	31%
520260	Purchased Power	(9,170,003)	(2,048,039)	7,121,964	22%
520270	Miscellaneous	(1,000)	0	1,000	0%
520503	Printing	(2,000)	(172)	1,828	9%
520506	Postage	(3,000)	(463)	2,537	15%
520509	Telephone	(10,000)	(1,314)	8,686	13%
520521	Public Information	(42,000)	(3,196)	38,805	8%

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
520524	Publications	(2,150)	(332)	1,819	15%
520530	Memberships	(105,932)	(3,500)	102,432	3%
520533	Recruiting Expenses	(3,500)	0	3,500	0%
520542	Bill Paying Assistance Program	(75,000)	0	75,000	0%
520554	Conservation Incentives	(50,000)	0	50,000	0%
520555	Industrial Conservation Augmenta	(200,000)	(18,792)	181,208	9%
520556	Green Power Info & Promotion	(2,000)	0	2,000	0%
520557	Intergovernmental Services	(16,500)	(11,754)	4,746	71%
520578	Insurance & Bonds	(43,116)	(42,780)	336	99%
521003	Training/Conferences	(48,200)	(4,819)	43,381	10%
521113	Attorney Services	(5,000)	0	5,000	0%
521150	Professional Services	(59,800)	(5,274)	54,526	9%
521162	Consultants	(38,000)	0	38,000	0%
521165	Contracts for Services	(95,000)	(15,934)	79,066	17%
521168	Misc Medical Services	(3,850)	(569)	3,281	15%
521172	Bank Service Fees	(45,000)	(15,519)	29,481	34%
522003	Equipment Maint & Oper Supplies	(30,000)	(3,211)	26,789	11%
522006	Equipment/Vehicle Rental	(5,000)	0	5,000	0%
522009	Vehicle Maint & Oper Supplies	(39,500)	(5,856)	33,644	15%
522010	Vehicle Maint External	(22,000)	(8,914)	13,086	41%
522012	Fuel/Oil	(41,355)	(13,123)	28,232	32%
522022	Information Systems Fund Charge	(21,472)	(10,736)	10,736	50%
522023	General Fund Admin Services	(1,184,807)	(296,201)	888,606	25%
522306	Rents & Leases	(14,650)	(96)	14,554	1%
522312	Facility Maintenance Supplies	(10,700)	(96)	10,604	1%
522315	Facility Mnt/Repairs	(12,500)	(621)	11,879	5%
550166	Building Improvements	(183,000)	(27,434)	155,566	15%
550181	Major Tools & Work Equipment	(50,000)	0	50,000	0%
550959	Substation Improvements	(1,250,000)	(1,575)	1,248,425	0%
550962	System Additions & Upgrades	(25,000)	0	25,000	0%
551260	Vehicle Replacement	(175,000)	(315,272)	(140,272)	180%
551261	Equipment Replacement	(145,000)	0	145,000	0%
570127	Transfer to Other Funds	(136,757)	(31,048)	105,709	23%
570130	In-Lieu of Tax	(770,519)	(192,629)	577,890	25%
580206	Contingency	(850,000)	0	850,000	0%
590304	Unapp Fund Balance	(2,223,583)	0	2,223,583	0%
EXPENDITURES TOTAL		(21,357,017)	(4,067,665)	17,289,352	19%
Department Net Totals		0	4,788,489		
Fund Total Revenues		21,357,017	8,856,154		
Fund Total Expenditures		(21,357,017)	(4,067,665)		
Fund Net		0	4,788,489		

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	3,772,999	712,339	(3,060,660)	19%
440106	Commercial Sales	849,973	190,333	(659,640)	22%
440120	Industrial Service - Special Contr	212,425	45,756	(166,669)	22%
450057	Other	800	0	(800)	0%
451040	Sewer Laterals	2,000	0	(2,000)	0%
470105	Interest	11,978	2,879	(9,099)	24%
495005	Fund Bal Avail. for Approp.	2,394,391	2,468,589	74,198	103%
	REVENUES TOTAL	7,244,566	3,419,896	(3,824,670)	47%
EXPENDITURES					
511005	Regular Employee Wages	(217,058)	(30,881)	186,177	14%
511015	Overtime	(2,069)	(307)	1,762	15%
512005	Health & Dental Benefits	(68,299)	(16,526)	51,773	24%
512008	Health Reimb Arrangement	(2,530)	(625)	1,905	25%
512010	Retirement	(45,434)	(6,425)	39,009	14%
512015	FICA	(16,798)	(2,430)	14,368	14%
512020	Workers Comp	(6,399)	(6,399)	0	100%
512025	Other Benefits	(1,164)	(336)	828	29%
512030	Other Payroll Taxes	(1,700)	(377)	1,323	22%
520110	Operating Supplies	(3,000)	(314)	2,686	10%
520120	Organization Business Expense	(150)	(6)	144	4%
520130	Personnel Uniforms & Equipment	(3,250)	(809)	2,441	25%
520150	Utilities	(2,200)	(548)	1,652	25%
520190	Computer Software	(4,900)	(802)	4,098	16%
520220	Small Equipment	(6,000)	(588)	5,412	10%
520240	Construction Supplies	(7,000)	(1,435)	5,565	21%
520503	Printing	(200)	0	200	0%
520506	Postage	(400)	(12)	388	3%
520509	Telephone	(800)	(84)	716	11%
520521	Public Information	(200)	0	200	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(700)	(37)	664	5%
520557	Intergovernmental Services	(3,670,791)	(726,603)	2,944,188	20%
520578	Insurance & Bonds	(25,145)	(25,145)	0	100%
521003	Training/Conferences	(2,825)	(77)	2,748	3%
521150	Professional Services	(3,500)	(305)	3,195	9%
521168	Misc Medical Services	(500)	(68)	432	14%
521172	Bank Service Fees	(23,000)	(5,930)	17,070	26%
522003	Equipment Maint & Oper Supplies	(1,900)	(780)	1,120	41%
522012	Fuel/Oil	(100)	(1)	99	1%
522021	Equipment Fund Charges	(110,799)	(27,702)	83,097	25%
522022	Information Systems Fund Charge	(2,541)	(1,271)	1,270	50%
522023	General Fund Admin Services	(473,345)	(473,345)	0	100%
522306	Rents & Leases	(500)	(966)	(466)	193%
522309	Building/Facility Rental	(6,264)	(1,566)	4,698	25%
522312	Facility Maintenance Supplies	(300)	0	300	0%
522315	Facility Mnt/Repairs	(500)	0	500	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	(88,115)	(42,851)	45,264	49%
562041	Interest - CWS/City Phase III Reh	(5,890)	(4,151)	1,739	70%

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
570127	Transfer to Other Funds	(50,000)	0	50,000	0%
570130	In-Lieu of Tax	(51,237)	(51,237)	0	100%
580206	Contingency	(750,000)	0	750,000	0%
590304	Unapp Fund Balance	(1,554,263)	0	1,554,263	0%
	EXPENDITURES TOTAL	(7,244,566)	(1,430,939)	5,813,627	20%
	Department Net Totals	0	1,988,957		
	Fund Total Revenues	7,244,566	3,419,896		
	Fund Total Expenditures	(7,244,566)	(1,430,939)		
	Fund Net	0	1,988,957		

622 - Sewer SDC Fund

Department #54 - Sewer

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	784,000	180,700	(603,300)	23%
451042	Sunset Sewer Connection Fee	1,000	0	(1,000)	0%
470105	Interest	2,274	1,577	(697)	69%
495005	Fund Bal Avail. for Approp.	909,718	1,224,873	315,155	135%
	REVENUES TOTAL	1,696,992	1,407,150	(289,842)	83%
EXPENDITURES					
520557	Intergovernmental Services	(727,200)	(144,560)	582,640	20%
550760	Construction Projects	(396,000)	0	396,000	0%
562002	Principal-CWS/City Sunset Drive	(104,478)	(51,673)	52,805	49%
562042	Interest - CWS/City Sunset Drive	(17,516)	(9,325)	8,191	53%
580206	Contingency	(300,000)	0	300,000	0%
590304	Unapp Fund Balance	(151,798)	0	151,798	0%
	EXPENDITURES TOTAL	(1,696,992)	(205,557)	1,491,435	12%
	Department Net Totals	0	1,201,593		
	Fund Total Revenues	1,696,992	1,407,150		
	Fund Total Expenditures	(1,696,992)	(205,557)		
	Fund Net	0	1,201,593		

630 - Water Fund

Department #53 - Water

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	2,314,641	701,033	(1,613,608)	30%
440106	Commercial Sales	687,947	219,433	(468,514)	32%
440118	Multi-Family Sales	387,468	90,206	(297,262)	23%
440120	Industrial Service - Special Contra	300,361	66,862	(233,499)	22%
440160	Non-Metered Sales	34,901	8,369	(26,532)	24%
440165	Connection Charges	22,880	14,891	(7,989)	65%
440190	External Work Performed	0	501	501	0%
440305	Building Rental Income	35,928	8,982	(26,946)	25%
445025	Timber Sales - Even Fiscal Years	937,500	0	(937,500)	0%
445026	Timber Sales - Odd Fiscal Years	0	600,771	600,771	0%
450057	Other	5,000	793	(4,207)	16%
470105	Interest	17,362	4,771	(12,591)	27%
495005	Fund Bal Avail. for Approp.	3,469,823	3,967,502	497,679	114%
	REVENUES TOTAL	8,213,811	5,684,113	(2,529,698)	69%
EXPENDITURES					
511005	Regular Employee Wages	(557,288)	(127,513)	429,775	23%
511015	Overtime	(29,560)	(8,010)	21,550	27%
512005	Health & Dental Benefits	(166,925)	(38,411)	128,514	23%
512008	Health Reimb Arrangement	(6,561)	(1,475)	5,086	22%
512010	Retirement	(119,881)	(27,495)	92,386	23%
512015	FICA	(44,894)	(10,412)	34,482	23%
512020	Workers Comp	(14,326)	(14,326)	0	100%
512025	Other Benefits	(3,111)	(915)	2,196	29%
512030	Other Payroll Taxes	(4,554)	(1,032)	3,522	23%
520110	Operating Supplies	(101,700)	(12,372)	89,328	12%
520120	Organization Business Expense	(250)	0	250	0%
520130	Personnel Uniforms & Equipment	(5,900)	(1,949)	3,951	33%
520150	Utilities	(82,468)	(19,994)	62,474	24%
520190	Computer Software	(4,200)	(929)	3,271	22%
520220	Small Equipment	(16,000)	(490)	15,510	3%
520240	Construction Supplies	(182,000)	(118,856)	63,144	65%
520250	JWC Water Purchases	(250,000)	(51,420)	198,580	21%
520503	Printing	(2,500)	(283)	2,217	11%
520506	Postage	(1,050)	(283)	767	27%
520509	Telephone	(6,198)	(1,270)	4,928	20%
520521	Public Information	(250)	0	250	0%
520524	Publications	(532)	0	532	0%
520530	Memberships	(1,258)	(112)	1,147	9%
520548	Watershed Management	(10,000)	(3,127)	6,873	31%
520550	Watershed Maintenance	(20,000)	(80)	19,920	0%
520551	Timber Harvesting - Odd Fiscal Ye	(377,000)	(133,257)	243,743	35%
520557	Intergovernmental Services	(79,207)	(13,471)	65,736	17%
520578	Insurance & Bonds	(23,762)	(23,762)	0	100%
521003	Training/Conferences	(7,600)	(77)	7,523	1%
521113	Attorney Services	(6,500)	0	6,500	0%
521150	Professional Services	(57,750)	(6,639)	51,111	11%
521168	Misc Medical Services	0	(182)	(182)	0%
521172	Bank Service Fees	(20,000)	(5,420)	14,580	27%
522003	Equipment Maint & Oper Supplies	(6,600)	(1,204)	5,396	18%
522012	Fuel/Oil	(200)	(35)	165	17%

630 - Water Fund

Department #53 - Water

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522021	Equipment Fund Charges	(139,125)	(34,779)	104,346	25%
522022	Information Systems Fund Charge	(10,455)	(5,228)	5,227	50%
522023	General Fund Admin Services	(843,025)	(843,025)	0	100%
522303	Custodial	(800)	0	800	0%
522306	Rents & Leases	(3,000)	0	3,000	0%
522312	Facility Maintenance Supplies	(14,700)	(817)	13,883	6%
522315	Facility Mnt/Repairs	(27,000)	(4,567)	22,433	17%
550181	Major Tools & Work Equipment	(63,500)	(10,497)	53,003	17%
550600	Water Projects	(50,000)	0	50,000	0%
550660	Joint - Capital Equipment	(60,652)	0	60,652	0%
550663	JWC - Other Projects	(238,590)	(2,254)	236,336	1%
550666	Water Line Extension	(300,000)	(1,061)	298,939	0%
550669	Water Treatment Plant Equip	(188,000)	(31,730)	156,270	17%
550672	Watershed Capital	(20,000)	0	20,000	0%
550760	Construction Projects	(15,000)	(1,027)	13,973	7%
562011	2013 Refunding FFCO - Principal	(285,000)	0	285,000	0%
562030	Principal - Scoggins Reservoir	(34,153)	0	34,153	0%
562046	2013 Refunding FFCO - Interest	(78,090)	(39,045)	39,045	50%
562070	Interest - Scoggins Reservoir	(38,645)	0	38,645	0%
570127	Transfer to Other Funds	(54,886)	(31,167)	23,719	57%
570130	In-Lieu of Tax	(178,192)	(178,192)	0	100%
580203	JWC - Contingency	(333,250)	0	333,250	0%
580206	Contingency	(450,000)	0	450,000	0%
580212	Debt Service Contingency	(390,000)	0	390,000	0%
590304	Unapp Fund Balance	(2,187,723)	0	2,187,723	0%
EXPENDITURES TOTAL		(8,213,811)	(1,808,192)	6,405,619	22%
Department Net Totals		0	3,875,921		
Fund Total Revenues		8,213,811	5,684,113		
Fund Total Expenditures		(8,213,811)	(1,808,192)		
Fund Net		0	3,875,921		

632 - Water SDC Fund

Department #53 - Water

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	376,591	174,173	(202,418)	46%
470105	Interest	16,605	4,814	(11,791)	29%
495005	Fund Bal Avail. for Approp.	3,169,827	3,477,975	308,148	110%
	REVENUES TOTAL	3,563,023	3,656,962	93,939	103%
EXPENDITURES					
550760	Construction Projects	(292,000)	0	292,000	0%
570103	Transfer to General Fund	(5,000)	(5,000)	0	100%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(3,166,023)	0	3,166,023	0%
	EXPENDITURES TOTAL	(3,563,023)	(5,000)	3,558,023	0%
	Department Net Totals	0	3,651,962		
	Fund Total Revenues	3,563,023	3,656,962		
	Fund Total Expenditures	(3,563,023)	(5,000)		
	Fund Net	0	3,651,962		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440101	Surface Water Management Fees	1,117,846	226,596	(891,250)	20%
450057	Other	0	300	300	0%
470105	Interest	1,741	241	(1,500)	14%
495005	Fund Bal Avail. for Approp.	348,215	392,771	44,556	113%
	REVENUES TOTAL	1,467,802	619,908	(847,894)	42%
EXPENDITURES					
511005	Regular Employee Wages	(216,770)	(48,380)	168,390	22%
511015	Overtime	(1,000)	(528)	473	53%
512005	Health & Dental Benefits	(72,431)	(17,456)	54,975	24%
512008	Health Reimb Arrangement	(2,661)	(668)	1,993	25%
512010	Retirement	(44,225)	(9,692)	34,533	22%
512015	FICA	(16,583)	(3,779)	12,804	23%
512020	Workers Comp	(6,023)	(6,023)	0	100%
512025	Other Benefits	(1,149)	(321)	828	28%
512030	Other Payroll Taxes	(1,685)	(392)	1,293	23%
520110	Operating Supplies	(2,000)	(40)	1,960	2%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(4,000)	(930)	3,070	23%
520150	Utilities	(1,050)	0	1,050	0%
520190	Computer Software	(3,300)	(802)	2,498	24%
520220	Small Equipment	(3,000)	(215)	2,785	7%
520240	Construction Supplies	(6,000)	(1,287)	4,713	21%
520503	Printing	(250)	0	250	0%
520506	Postage	(50)	0	50	0%
520509	Telephone	(600)	(23)	577	4%
520521	Public Information	(2,000)	0	2,000	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(200)	(37)	164	18%
520557	Intergovernmental Services	(253,388)	(48,543)	204,845	19%
520578	Insurance & Bonds	(9,914)	(9,914)	0	100%
521003	Training/Conferences	(2,000)	(77)	1,923	4%
521150	Professional Services	(55,000)	(4,071)	50,929	7%
521168	Misc Medical Services	(500)	(91)	409	18%
521172	Bank Service Fees	(4,000)	(1,222)	2,778	31%
522003	Equipment Maint & Oper Supplies	(2,000)	(317)	1,683	16%
522012	Fuel/Oil	(100)	0	100	0%
522021	Equipment Fund Charges	(139,108)	(34,780)	104,328	25%
522022	Information Systems Fund Charge	(1,138)	(569)	569	50%
522023	General Fund Admin Services	(170,040)	(170,040)	0	100%
522306	Rents & Leases	(400)	0	400	0%
522309	Building/Facility Rental	(3,132)	(783)	2,349	25%
522312	Facility Maintenance Supplies	(1,000)	(368)	632	37%
550863	Storm Sewer Construction	(39,000)	0	39,000	0%
570127	Transfer to Other Funds	(50,000)	0	50,000	0%
570130	In-Lieu of Tax	(55,979)	(55,979)	0	100%
580206	Contingency	(40,000)	0	40,000	0%
590304	Unapp Fund Balance	(255,676)	0	255,676	0%
	EXPENDITURES TOTAL	(1,467,802)	(417,326)	1,050,476	28%
	Department Net Totals	0	202,582		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	1,467,802	619,908		
	Fund Total Expenditures	(1,467,802)	(417,326)		
	Fund Net	0	202,582		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451006	SWM SDC Quality	18,000	(311)	(18,311)	-2%
451007	SWM SDC Quantity	22,000	10,175	(11,825)	46%
470105	Interest	1,916	525	(1,391)	27%
495005	Fund Bal Avail. for Approp.	383,160	394,026	10,866	103%
	REVENUES TOTAL	425,076	404,416	(20,660)	95%
EXPENDITURES					
550860	Quantity System Improvements	(75,000)	0	75,000	0%
550861	Quality System Improvements	(75,000)	0	75,000	0%
550863	Storm Sewer Construction	(50,000)	0	50,000	0%
580207	SWM SDC Cont. Quality	(131,292)	0	131,292	0%
580208	SWM SDC Cont. Quantity	(93,784)	0	93,784	0%
	EXPENDITURES TOTAL	(425,076)	0	425,076	0%
	Department Net Totals	0	404,416		
	Fund Total Revenues	425,076	404,416		
	Fund Total Expenditures	(425,076)	0		
	Fund Net	0	404,416		

710 - Information Systems Fund
Department #12 - Administration Services
For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440225	Equipment Charges	229,076	111,274	(117,802)	49%
470105	Interest	3,000	627	(2,373)	21%
495005	Fund Bal Avail. for Approp.	526,718	467,788	(58,930)	89%
	REVENUES TOTAL	758,794	579,689	(179,105)	76%
EXPENDITURES					
520110	Operating Supplies	(500)	0	500	0%
520190	Computer Software	(5,950)	(9,229)	(3,279)	155%
520200	Computer Software Maintenance	(59,826)	(25,121)	34,705	42%
520210	Computer Supplies	(17,500)	(2,993)	14,507	17%
520220	Small Equipment	(49,462)	(3,718)	45,744	8%
520506	Postage	0	(4)	(4)	0%
520557	Intergovernmental Services	(10,329)	(9,089)	1,240	88%
521003	Training/Conferences	(7,500)	0	7,500	0%
521150	Professional Services	(6,000)	(125)	5,875	2%
522003	Equipment Maint & Oper Supplies	(8,028)	(8,028)	0	100%
550051	Office Equipment & Furniture	(115,700)	(37,634)	78,066	33%
570127	Transfer to Other Funds	(83,000)	0	83,000	0%
580206	Contingency	(23,358)	0	23,358	0%
590304	Unapp Fund Balance	(371,641)	0	371,641	0%
	EXPENDITURES TOTAL	(758,794)	(95,942)	662,852	13%
	Department Net Totals	0	483,747		
	Fund Total Revenues	758,794	579,689		
	Fund Total Expenditures	(758,794)	(95,942)		
	Fund Net	0	483,747		

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440190	External Work Performed	1,000	0	(1,000)	0%
440220	Equipment Rental	551,181	137,775	(413,406)	25%
440221	City Hall Vehicle Replacement	18,891	4,725	(14,166)	25%
440222	Parks Veh & Equipment Replacen	28,800	7,200	(21,600)	25%
440224	Public Works Veh & Equipment R	202,513	50,629	(151,884)	25%
440227	Light/Fire Maintenance	30,000	12,796	(17,204)	43%
440228	Sale of Gas & Oil	66,000	23,100	(42,900)	35%
445015	Sale of Equipment	10,000	8,000	(2,000)	80%
470105	Interest	4,000	1,384	(2,616)	35%
481005	Transfer from Other Funds	209,386	27,347	(182,040)	13%
495005	Fund Bal Avail. for Approp.	994,471	226,156	(768,315)	23%
495010	City Hall Veh Fund Bal Avail	0	81,993	81,993	0%
495011	Parks Veh Fund Bal Avail	0	109,321	109,321	0%
495012	Police Veh Fund Bal Avail	0	150,673	150,673	0%
495013	PW Veh Fund Bal Avail	0	448,423	448,423	0%
	REVENUES TOTAL	2,116,242	1,289,522	(826,720)	61%
EXPENDITURES					
511005	Regular Employee Wages	(139,839)	(31,215)	108,624	22%
511015	Overtime	(2,069)	0	2,069	0%
512005	Health & Dental Benefits	(43,860)	(10,713)	33,147	24%
512008	Health Reimb Arrangement	(1,587)	(386)	1,201	24%
512010	Retirement	(25,357)	(5,689)	19,668	22%
512015	FICA	(10,856)	(2,367)	8,489	22%
512020	Workers Comp	(2,653)	(2,653)	0	100%
512025	Other Benefits	(840)	(260)	580	31%
512030	Other Payroll Taxes	(1,099)	(242)	857	22%
520110	Operating Supplies	(1,500)	(170)	1,330	11%
520130	Personnel Uniforms & Equipment	(1,000)	0	1,000	0%
520190	Computer Software	(5,750)	(1,685)	4,065	29%
520220	Small Equipment	(2,500)	(263)	2,237	11%
520503	Printing	(100)	0	100	0%
520506	Postage	(1,000)	(62)	938	6%
520509	Telephone	(350)	(34)	316	10%
520557	Intergovernmental Services	(1,000)	0	1,000	0%
520578	Insurance & Bonds	(27,792)	(27,792)	0	100%
521003	Training/Conferences	(2,000)	(509)	1,491	25%
521150	Professional Services	(3,000)	(522)	2,478	17%
521172	Bank Service Fees	(250)	(41)	209	17%
522003	Equipment Maint & Oper Supplies	(1,600)	(28)	1,572	2%
522009	Vehicle Maint & Oper Supplies	(68,000)	(15,164)	52,836	22%
522010	Vehicle Maint External	(27,000)	(1,237)	25,763	5%
522012	Fuel/Oil	(250,000)	(54,644)	195,356	22%
522022	Information Systems Fund Charge	(3,344)	(1,672)	1,672	50%
522306	Rents & Leases	(200)	0	200	0%
522309	Building/Facility Rental	(23,400)	(5,850)	17,550	25%
551262	City Hall Veh Replacement	(25,000)	(314)	24,686	1%
551263	Parks Veh & Equipmnt Replacem	(45,500)	0	45,500	0%
551264	Police Veh & Equipmnt Replacem	(102,000)	(3,373)	98,627	3%
551265	Public Works Veh & Equipmnt Re	(400,000)	0	400,000	0%
580206	Contingency	(250,000)	0	250,000	0%

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
590304	Unapp Fund Balance	(645,796)	0	645,796	0%
	EXPENDITURES TOTAL	(2,116,242)	(166,884)	1,949,358	8%
	Department Net Totals	0	1,122,638		
	Fund Total Revenues	2,116,242	1,289,522		
	Fund Total Expenditures	(2,116,242)	(166,884)		
	Fund Net	0	1,122,638		

730 - City Utility Fund

Department #12 - Administration Services

For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
481005	Transfer from Other Funds	136,757	31,048	(105,709)	23%
481010	Transfer from Water Fund	53,888	31,167	(22,721)	58%
	REVENUES TOTAL	190,645	62,216	(128,429)	33%
EXPENDITURES					
520151	City Hall Utilities	(28,500)	(6,833)	21,667	24%
520152	Library Utilities	(30,000)	(6,572)	23,428	22%
520153	Aquatics Utilities	(40,000)	(12,091)	27,909	30%
520154	Parks Utilities	(53,000)	(28,159)	24,841	53%
520155	Police Utilities	(21,200)	(4,040)	17,160	19%
520156	Fire Utilities	(14,945)	(4,012)	10,933	27%
520157	Engineering Building Utilities	(3,000)	(509)	2,491	17%
	EXPENDITURES TOTAL	(190,645)	(62,216)	128,429	33%
	Department Net Totals	0	0		
	Fund Total Revenues	190,645	62,216		
	Fund Total Expenditures	(190,645)	(62,216)		
	Fund Net	0	0		

740 - Risk Management Fund
 Department #12 - Administration Services
 For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
444126	P/L Insurance - General Fund	113,428	113,428	0	100%
444127	P/L Insurance - Other Funds	133,920	133,920	0	100%
444128	WC Insurance - General Fund	103,594	103,594	0	100%
444129	WC Insurance - Other Funds	66,406	66,406	0	100%
470105	Interest	3,500	479	(3,021)	14%
472005	Miscellaneous	0	7,500	7,500	0%
481005	Transfer from Other Funds	183,000	0	(183,000)	0%
495005	Fund Bal Avail. for Approp.	447,235	436,969	(10,266)	98%
	REVENUES TOTAL	1,051,083	862,295	(188,788)	82%
EXPENDITURES					
520585	Property/Liability Premiums	(257,350)	(263,069)	(5,719)	102%
520586	P/L Claims - General Fund	(5,000)	0	5,000	0%
520589	Risk Management Activities	(14,118)	0	14,118	0%
520590	Worker's Compensation Premium	(195,000)	(209,112)	(14,112)	107%
520591	WC Claims - General Fund	(10,000)	0	10,000	0%
570103	Transfer to General Fund	(40,000)	(40,000)	0	100%
580206	Contingency	(50,000)	0	50,000	0%
590303	Reserved Fund Balance	(479,615)	0	479,615	0%
	EXPENDITURES TOTAL	(1,051,083)	(512,181)	538,902	49%
	Department Net Totals	0	350,114		
	Fund Total Revenues	1,051,083	862,295		
	Fund Total Expenditures	(1,051,083)	(512,181)		
	Fund Net	0	350,114		

740 - Risk Management Fund
Department #12 - Administration Services
For the Period Ending: September, 2014

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	%
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November 10, 2014

**REPORT ON RESOLUTION OF THE CITY OF FOREST GROVE, OREGON
EXTENDING THE TERM OF THE CABLE TELEVISION SERVICES AGREEMENT
WITH COMCAST OF OREGON II, INC., TO ENABLE THE METROPOLITAN AREA
COMMUNICATIONS COMMISSION TO COMPLETE THE FORMAL RENEWAL
PROCESS**

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

ISSUE STATEMENT: The franchise agreement with Comcast was scheduled to originally expire on January 31, 2014. In January 2014, the Metropolitan Area Communications Commission (MACC) members agreed to extend the franchise to December 31, 2014. Comcast and MACC have been engaged in franchise renewal negotiations and MACC feels significant progress has been made. On October 9, 2014, the MACC Board of Commissioners unanimously passed a resolution recommending its fifteen members extend the current franchise to June 30, 2015, to allow MACC to complete negotiations with Comcast. A resolution has been prepared requesting the Council approve the extension of the franchise agreement. MACC is requesting all members approve this resolution.

DISCUSSION: A report from MACC explaining the need for the extension of the franchise agreement and a Questions & Answers sheet are attached to this staff report. These documents explain the reasons MACC is recommending that its members allow for additional time to complete the franchise negotiations on behalf of its members. All 15 MACC member jurisdictions must approve the franchise extension for the extension to be effective.

Larry Hatch, the City of Forest Grove representative on the MACC Board is scheduled to be at the Council meeting to answer questions from the Council.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution approving the franchise extension agreement and authorizing the City Manager to execute the agreement for the City.

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**REPORT TO MACC MEMBER JURISDICTIONS
RECOMMENDATION
COMCAST CABLE FRANCHISE TERM EXTENSION
OCTOBER 2014
(Prepared by MACC Staff)**

Your jurisdiction is a member of the Metropolitan Area Communications Commission (MACC), the intergovernmental agency that administers and regulates cable television franchises for fourteen cities and Washington County. MACC currently administers Comcast's multiple cable television franchises (Comcast Franchise) on behalf of its members, as well as a Frontier Cable Franchise for eleven jurisdictions where that service is offered. MACC staff, its legal counsel and advisors, negotiate directly on your behalf. Each MACC jurisdiction has its own representative, a MACC Commissioner.

MACC Recommendation – On October 9, 2014, the MACC Board of Commissioners (MACC Commission) unanimously passed a resolution (copy attached as Exhibit A) recommending its fifteen member jurisdictions extend the current Comcast Franchise term from December 31, 2014 to June 30, 2015, in order to provide time to complete the ongoing process to renew the Comcast Franchise.

Background

Comcast was granted a 15 year renewal of its cable television franchise in 1999 (then held by TCI Cable). That Franchise was to expire on January 31, 2014.

As we reported to you last winter, informal negotiations with Comcast began in February 2013 and continued over eight months until it became clear to MACC that continued informal negotiations with Comcast would not result in an acceptable franchise agreement before the franchise expired. Therefore, the Commission voted on December 11, 2013, to move negotiations into the Federal Formal Renewal Process (Formal Process) and requested that the member jurisdictions agree to extend the term of the Comcast Franchise from January 31, 2014 to December 31, 2014 in order to provide time to complete that Formal Process. That extension was unanimously approved by the Member Jurisdictions.

MACC Formal Process and Need for a Second Extension

The move to a Formal Renewal Process placed the renewal into a structure similar to a "request for proposal," where the cable operator must provide a response that meets the "cable related needs and interests of the MACC communities." It also requires MACC to carefully review the operator's response before making a recommendation to either grant or deny a new franchise agreement. Typically, the Formal Process provides an additional incentive and structure for the parties to agree on a new franchise agreement. That has been the MACC/Comcast experience as well.

On April 8, 2014, the Commission took the next step in the Formal Process and approved the MACC Request for Formal Renewal Proposal (RFRP). The RFRP, among other things, set forth the results of MACC's Needs Assessment and provided Comcast with a model franchise agreement. Comcast provided its response to MACC's RFRP on August 6, 2014. Under the Formal Process, MACC has four months from this date in which to either renew the franchise or issue a preliminary assessment that the franchise should not be renewed and commence an administrative proceeding to consider the matter.

However, between April and September, MACC and Comcast agreed to continue informal negotiations. These talks have resulted in significant progress on a number of major franchise issues. At the end of September, MACC and Comcast agreed to "toll" or delay the Formal timeline to allow time for the informal negotiations to continue and conclude prior to a decision on the RFRP.

As part of the agreement to toll the Formal timeline, both parties also agreed to ask for an extension of the Comcast Franchise term until June 30, 2015. This action ensures both parties' rights are reserved, including the requirement on Comcast to provide service under the existing franchise agreement, and pay the member jurisdictions franchise fees.

At the MACC Commission's October 9th meeting, the Board unanimously agreed to recommend that the MACC member jurisdictions extend the term of the Comcast Franchise Agreement to June 30, 2015.

Action Requested

Today, MACC asks you to extend the term of the Comcast Cable Franchise Agreement until the end of June 2015 in order to accommodate the time needed to complete the current informal negotiations. If negotiations are not successful (which we do not expect), the Formal process and its deadlines will still be there to conclude the process in that timeframe.

We have worked with your staff and legal counsel to prepare a resolution to effect this change in your jurisdiction.

In addition to this report and a copy of MACC's recommending resolution, we have also enclosed a "Question & Answer" memorandum that addresses expected questions about this action. Your MACC Commissioner is a good resource to contact regarding this requested action.

MACC staff would be happy to answer any questions you have about this recommended action.

Enclosures:

- MACC Resolution 2014-03
- MACC "Questions & Answers"

**QUESTIONS & ANSWERS
ABOUT THE PROPOSED EXTENSION OF
COMCAST'S FRANCHISE TERM**

The following Questions & Answers were prepared by MACC Staff to provide you answers to expected questions regarding the proposed action:

Q1: Why are MACC and Comcast seeking a second extension?

A: Significant progress in informal negotiations was made toward a new agreement this Summer. Rather than interrupt the momentum of negotiations with a forced decision on the merits of Comcast's RFRP response, both parties believe a quicker resolution can be accomplished through a few more months of informal negotiations.

Q2: What progress was made in negotiations that give the parties this confidence?

A: MACC and Comcast have agreed in principle on many of the issues where we were far apart earlier in the year (although nothing is final until the all topics are resolved), including:

- Jurisdictions' control of their individual Right of Way
- Franchise Fee Definition
- Customer Service Standards
- Comcast's contribution toward Public and Government Access TV services
- An agreement on the upgrade of local Access channels to HD quality

Q3: Was a longer extension considered?

A: We feel deadlines are helpful to keep both MACC and Comcast on track. Certainly we could come back for another extension, especially if we were extremely close to an agreement on a complete franchise. For now, we feel the time proposed is adequate to get the job done if both parties continue to work together to make it happen.

Q4: Has this renewal Process been costly to the MACC member jurisdictions?

A: No, not at all. Long before the renewal discussions began, MACC budgeted appropriately for the costs of the community needs assessment, and expected renewal costs – both Informal and Formal. Funds were budgeted in this year's MACC budget for the Formal Process costs. MACC is within its budget.

However, if MACC had accepted Comcast's positions when talks broke off in 2013, the resulting franchise would have been very costly to the jurisdictions in lost franchise fee revenues and reduced public benefits.

Q5: Is use of the Formal Process common and are other jurisdictions moving to this process in their negotiations with Comcast?

Although it has been uncommon in the past, recently it has been used more frequently in Comcast systems. Besides MACC, Oregon City is currently in the Formal Process, and at least one other jurisdiction in the Comcast West region has moved to the Formal Process. We hear others are considering it.

Q6: Has Google's interest in providing service to four of MACC's jurisdictions raised any issues?

A: Google's potential entry appears to have increased Comcast's concerns with the section of the franchise related to competitive equity.

Q7: What happens if Comcast is denied a renewal of its franchise agreement?

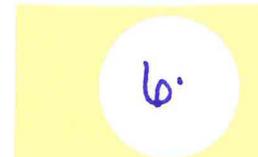
A: In the unlikely event the MACC jurisdictions under the Formal Process eventually decide to deny Comcast a cable franchise renewal, Comcast would lose its right to use the ROW and may need to respond to a new MACC RFP, this time with competition from other providers.

Q9: Are the subscriber rates for cable services negotiated during a renewal?

No, most subscriber rate regulation at the local level ended in 1998. We cannot regulate cable rates or dictate the actual programming offered by a cable operator in a cable franchise.

Q10: Why can't MACC just force Comcast to accept the terms of a new cable franchise?

A: Federal Law dictates the process used for renewing a franchise based on a community's needs. MACC has to follow Federal Law and does not have the ability to force a franchise on a provider.



RESOLUTION NO. 2014-81

RESOLUTION OF THE CITY OF FOREST GROVE, OREGON, EXTENDING THE TERM OF THE CABLE TELEVISION SERVICES AGREEMENT WITH COMCAST OF OREGON II, INC. TO ENABLE THE METROPOLITAN AREA COMMUNICATIONS COMMISSION TO COMPLETE THE FORMAL RENEWAL PROCESS

WHEREAS, the Metropolitan Area Communications Commission, hereinafter "MACC," is an intergovernmental cooperation commission formed by Intergovernmental Agreement ("IGA") under ORS Chapter 190, with Washington County and the cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, Lake Oswego, North Plains, Rivergrove, Tigard, Tualatin and West Linn as members ("Member Jurisdictions"); and

WHEREAS, the IGA contemplates that MACC and its Member Jurisdictions may grant one or more nonexclusive cable franchise agreements to construct, operate, and maintain a cable service system within the combined boundaries of the Member Jurisdictions; and

WHEREAS, on February 1, 1999, MACC and its Member Jurisdictions at that time, granted nonexclusive cable franchise agreements ("Comcast Franchises") which are now held by Comcast of Oregon II, Inc. ("Comcast"); and

WHEREAS, on March 9, 2011, Comcast requested that the Comcast Franchises be renewed; and

WHEREAS, the IGA authorizes MACC to process Comcast's renewal request on behalf of the Member Jurisdictions, including informal negotiations as set forth in 47 U.S.C. 546 (h) and the formal renewal process set forth in 47 U.S.C. 546 (a)-(g); and

WHEREAS, in its letter of April 5, 2011, MACC properly responded to Comcast's request for renewal of the Comcast Franchises and thereafter commenced the franchise renewal process set forth in federal law at 47 U.S.C. 546; and

WHEREAS, on January 24, 2013, MACC directed staff to begin informal franchise renewal negotiations with Comcast, as set forth in 47 U.S.C. 546 (h), which informal negotiations began in February 2013; and

WHEREAS, on November 22, 2013, the MACC Executive Committee directed MACC staff to begin the formal renewal process set forth in 47 U.S.C. 546 (a-g), which direction the MACC Board of Commissioners ratified by Resolution 2013-08 on December 11, 2013; and

WHEREAS, the Member Jurisdictions previously agreed to extend the term of Comcast Franchises to December 31, 2014, to provide time for MACC to process

Comcast's franchise proposal under the formal process rules prior to expiration of the Comcast Franchises; and

WHEREAS, on October 9, 2014, the MACC Commission adopted Resolution 2014-03, recommending that Member Jurisdictions extend the Comcast Franchises to June 30, 2015, to allow MACC and Comcast additional time to complete the formal renewal process; and

WHEREAS, Comcast has agreed to execute extension agreements with each Member Jurisdiction; and

WHEREAS, the City of Forest Grove finds that it is in the best interest of the City and its residents to extend the term of the Comcast Franchise to allow MACC to complete the formal renewal process.

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

Section 1. The City Council hereby approves extending the term of the Cable Television Services Agreement with Comcast of Oregon II, Inc., to June 30, 2015, attached hereto as Exhibit A.

Section 2. The City Manager is hereby authorized to execute the agreement on behalf of the City of Forest Grove, attached hereto as Exhibit A.

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

PRESENTED AND PASSED this 10th day November, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of November, 2014.

Peter B. Truax, Mayor

FRANCHISE EXTENSION AGREEMENT

WHEREAS, Comcast of Oregon II, Inc. (“Comcast Oregon”) currently holds, through its subsidiary, Comcast of Tualatin Valley, Inc. (“Comcast Tualatin”), formerly TCI Cablevision of the Tualatin Valley, Inc., a cable franchise with the City of Forest Grove (“City”), with an effective date of February 1, 1999, which was to expire on January 31, 2014 (“Franchise”); and

WHEREAS, the City entered into an Intergovernmental Agreement, in accordance with ORS Chapter 190, with the Metropolitan Area Communications Commission (“MACC”) for transfer of administration responsibilities associated with the Franchise, including renewal negotiations; and

WHEREAS, the City and Comcast Oregon subsequently agreed, pursuant to a franchise extension agreement dated April 7, 2014, to extend the term of the Franchise to December 31, 2014; and

WHEREAS, MACC, on behalf of the City, has been working to process Comcast’s response to MACC’s request for a formal renewal proposal for renewal of the Franchise in accordance with 47 U.S.C. 546 (“Proposal”); and

WHEREAS, the City and Comcast Oregon wish to extend the Franchise to allow for additional negotiations toward agreement on a renewed franchise agreement, as well as to provide time for MACC to process Comcast’s Proposal under the formal renewal process, prior to expiration of the Franchise.

NOW, THEREFORE, the City and Comcast Oregon agree as follows:

1. The Franchise shall be extended to expire on June 30, 2015, unless a renewed franchise agreement takes effect prior to that date, in which case the Franchise shall expire on the effective date of the renewed franchise.

2. All provisions of the Franchise, other than the duration of the Franchise as set forth in Section 1, shall remain in full force and effect through the expiration date set forth herein.
3. The parties do not waive any rights which they enjoy under law as a result of agreeing to this Franchise Extension Agreement.

ACCEPTED this 10th day of November, 2014.

City of Forest Grove, Oregon

By: _____

Print Name: Michael J. Sykes

Title: City Manager

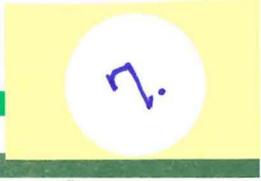
ACCEPTED this _____ day of _____, 2014.

Comcast of Oregon II, Inc.

By: _____

Print Name: _____

Title: _____



Memorandum

To: City Council
From: Nyssa Rivera, Hatfield Fellow
Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: 11/10/2014
Re: Sustainability Action Plan Adoption

Request: The Sustainability Commission requests that the City Council formally adopt the revised version of the City of Forest Grove's Sustainability Action Plan (Plan) (Exhibit A of the Resolution). Attached is an evaluation of the Sustainability Action Plan as it pertains to the City of Forest Grove (See Attachment A). This evaluation is included to better understand the implications of adopting the Plan

Background: In October of 2013, the City Council accepted the Plan proposed by the Ad Hoc Sustainability Committee. It was not formally adopted because City staff did not have sufficient time to review the Plan. Subsequently, the Plan was updated and reformatted by the Sustainability Commission and properly vetted by the Department Directors.

The Sustainability Commission at their Sept. 25 and Oct. 23 meetings reviewed the Plan with the addition of the Sustainable Schools and Education topical area. The Commission recommends that the Council adopt the Plan as proposed.

Discussion:

Before reviewing the topical areas, staff would like to touch on two different matters. The first item is a discussion of the City staffing needs that the Plan will require. The second item is an explanation of the white paper approach being proposed.

Staff Time

It will require a considerable amount of staff time to implement the proposed initiatives outlined in the Plan. The City does not have a full-time employee dedicated to working

on and implementing sustainability initiatives. Currently, three department heads are staff liaisons to the Commission, and these liaisons do not have the time to pursue the sustainability initiatives created by the Plan. The Council must decide how it wishes to address sustainability initiatives in the future and evaluate the possibility of hiring a full time staff member.

The majority of cities that have adopted a Sustainability Action Plan or who chose to pursue sustainable initiatives have at least one staff member who acts as either a project/sustainability/or an environmental coordinator for the community. Below is a list of cities in Oregon that have at least one employee that is designated to work on sustainability, environmental, and/or conservation efforts:

City	Position(s)	Salary Range	Department
Ashland	Conservation Analyst (3) and Management Analyst (0.4)	\$47,582 - \$60,695	City Administrator's Office
Beaverton	Sustainability Manager (1) and Project Coordinator (1.5)	\$49,500 - \$90,228	Community Development
Corvallis	Environmental Analyst (1)	\$55,440 - \$70,764	Public Works
Eugene	Climate and Energy Analyst (1), Waste Prevention and Green Buildings Manager (1), Waste Prevention and Green Building Analyst (1), Waste Prevention and Green Building Coordinator (1), and Sustainability Liaison (1)		City Manager's Office and Planning and Development
Gresham	Environmental Specialists I-IV (8.5)	\$45,144 - \$78,384	Department of Environmental Services
Hillsboro	Sr. Project Manager (1) and Project Specialist (1)	\$53,294 - \$104,939	City Manager's Office
Lake Oswego	Management & Sustainability Fellow (1)*	TBD	City Manager's Office
McMinnville	Environmental Services Supervisor (1) and Environmental Technician (3)	\$42,504 - \$74,784	Community Development
Newberg	Environmental Supervisor (1) and Technician (1)	\$49,992 - \$63,996	Public Works
Tigard	Environmental Program Coordinator (1)	\$54,900 - \$75,432	Public Works

Wilsonville	Natural Resources Program Manager (1)	\$65,491 - \$88,413	Community Development
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** In the process of developing a Management & Sustainability Fellow position*

The departments within which these employees are housed varies by city, but usually falls into one of three departments Public Works, Community Development, or Administrative/City Manager's Office. The Council and City would have to determine what department would spearhead sustainability initiatives for the City.

White Papers

Before presenting the topical areas, the following is an explanation of the white paper concept proposed for all of the topical areas. When staff was updating the Plan it was found that there was an incomplete assessment of the topical areas regarding the current organizations involved and current initiatives of the City. The purpose of the white papers is to ensure that any policies or actions implemented will be fully vetted and impacts, including costs, be understood by the Council and the City. The white papers will provide the necessary information to determine baselines, metrics, implementation methods, stakeholders, and priority of each possible action. The metrics will act as a performance measurement tool and is a critical component of the white papers. Identifying the metrics of each possible action will determine the effectiveness of the Plan in achieving each topical area's vision.

Currently, the majority of the possible actions are missing information within the stakeholder, priority, and funding column. The Commission will fill in these columns once the white papers are completed. To fully analyze the Plan and have all of its possible actions adopted without the white papers would take another 6 to 8 months. By adopting the Plan in its current form, with the understanding that the white papers will determine costs and policy implications, will allow the Commission to commence on initiatives that have little to no internal costs to the City. After the completion of the white papers the Commission will then present individual initiatives to the Council for their formal adoption.

Overview of Topical Areas

Originally the Plan had six topical areas; however, after further review the Commission believes that the inclusion of a Sustainable Schools and Education topical area is a necessary addition to the meet the needs of the community. The seven topical areas are as follows:

- Materials Management
- Social Equity
- Food
- Conservation and Green Buildings
- Natural Resources

- Transportation
- Sustainable Schools and Education

Each one of the topical areas has a vision, an initial action, target areas, and possible actions. The possible actions will correspond to the target areas and act as mechanisms to achieve the goal of the target areas. The initial action for all of the topical areas will be the development a white paper. The goal of the white papers is to analyze costs, policy implications, and possible implementation methods.

Topical Areas Description

Materials Management

The vision for the Materials Management topical area states that, "Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all residents." This topical area is focused on waste management in regards to recycling, waste reduction, composting, organic food waste, and the disposal of pharmaceuticals.

Some of the Plan highlights include:

- The development of programs to educate and promote recycling and waste reduction
- Educate residents about how to safely dispose of pharmaceuticals
- Provide educational materials on composting and vermiculture to citizens of Forest Grove

Evaluation Findings: The evaluation identified several ways of implementing the possible actions recommended in the Materials Management portion of the Plan. The first is for the City to offer free classes to the public through OSU Master Gardener's program. These classes would cover topics such as composting and vermiculture. The City can hold these classes in the Community Auditorium free of charge. The evaluation also identified that a City sustainability booth at the Farmer's Market and blog postings could provide the public with additional resources that encourage sustainable materials management practices. Lastly, the City would have to meet with Waste Management to evaluate the cost and feasibility of providing composting services to the residents of Forest Grove.

Social Equity

The vision statement for the Social Equity topical area states that, "Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met." The Social Equity topical area addresses issues concerning social services, underserved populations, and supporting small businesses.

Highlights of the Plan include:

- Supporting equitable access to opportunities, civic engagement, and the distribution of resources
- Increase sustainability of local businesses and support small business development

Evaluation Findings: The evaluation found that local organizations would need to address a number of the possible actions proposed in the Social Equity topical area. The City could still act as a facilitator for these actions, but the actual implementation would largely be left to outside organizations. There are some possible actions that may require City resources such as the translation of documents or the formation of a Social Equity Staff Committee, which the City would need to evaluate further. It was also identified within the evaluation that the Sustainability Commission should collaborate with several different Commissions (Arts and Economic Development) to meet some of the proposed actions in the Social Equity topical area.

Food

The vision of Food topical area intends to make Forest Grove, “[A] thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.” This is a unique characteristic to the Plan since the majority of sustainability action plans that municipalities adopt do not contain a food component.

Highlights of the Plan include:

- Develop partnership systems to sustainably feed all Forest Grove area people experiencing hunger
- Develop school gardens and nutrition education programs at every Forest Grove public school
- Develop a year-round farmers market in the Forest Grove area

Evaluation Findings: The evaluation found that a number of the possible actions proposed in the Food topical area will require outside organizations to spearhead these initiatives. The City would primarily act as a facilitator for events and spend some staff time creating educational content. The Parks and Rec. Master Plan update will also address some of the possible actions proposed in the Plan. Furthermore, the evaluation suggests that the Sustainability Commission should collaborate with the Economic Development Commission or its subcommittees in meeting some of the possible actions that pertain to agritourism.

Energy Conservation and Green Buildings

The vision of this plan is to make, “Forest Grove a leader in the support of green building practices and the promotion of energy and natural resources conservation.” The white paper analysis for this topical area will be slightly different than the others since the majority of proposed possible actions have already been implemented or are in the process of being implemented. This white paper will report on the ongoing

sustainable initiatives, those in the process of being implemented, and newly proposed ones. Plan highlights include:

- Implement and maintain an ongoing educational campaign on the individual economic benefits of energy conservation and reduced resource consumption
- Retrofit older, single and multifamily housing stock with energy conservation measures
- Reduce greenhouse gas production in the community

Evaluation Findings: The evaluation found that a number of the possible actions proposed in the Plan are already taking place or in the process of taking place. However, there are a few that will need further evaluation such as the return and replacement of mercury thermostats, a sliding reduced fee schedule for energy performance beyond minimum code requirements, and having home appraisers include conservations measures in their analysis. The City can also complete several possible actions through publication in the City's blog. Additionally, many of the energy efficiency efforts will depend on the amount of resources received from BPA to fund energy efficiency initiatives.

Natural Resources

The vision for the Natural Resources topical area states that, "The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations."

Plan highlights include:

- Continue to support the restoration of natural areas such as Fern Hill Wetlands
- Increase the amount of tree canopy while planting species adapted to this area

Evaluation Findings: The evaluation found that the City and Commission can meet several of the proposed actions through collaboration with the Forestry Commission. Additionally, the City can accomplish some of the possible actions calling for education and awareness through educational pieces posted in the City's blog. The City will have to determine many of the costs associated with the Natural Resources topical area in the white papers.

Transportation

The vision for the Transportation topical area is to ensure that, "Forest Grove has a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting all transportation modes." This topical area aims to accomplish this by focusing on alternative means of transportation and the use of mass transit.

Plan highlights include:

- Make mass transportation more accessible to a larger portion of the community

- Increase the safety of bicycling in Forest Grove

Evaluation Findings: The evaluation found that the City could accomplish several of the possible actions through the Parks and Rec. Master Plan update and blog postings. However, a number of them will require staff time from multiple departments such as Community Development, Public Works, and the City Manager's Office in regards to the extension of the light rail and the continued services of GroveLink.

Sustainable Education

The vision for this topical area states that, "Forest Grove will be a city that fosters sustainable practices for all generations by supporting projects and education in our schools; encourage sustainable practices from an early age by offering resources toward practical and affordable actions." The Commission would present this topical area to the School District as a suggested way to proceed with sustainability efforts if they so choose.

Plan highlights include:

- Work with Forest Grove school district and waste haulers to improve recycling at schools
- Request for students to demonstrate projects to the Commission (e.g., solar ovens) and during other public events.

Evaluation Findings: The evaluation found that this topical area would be the primary responsibility of the District. The City would have to dedicate some staff time for coordination and facilitation if the District wished to pursue the possible actions outlined in the topical area. Additionally, financial assistance from the City to the District would most likely be through CEP grant money.

Possible Actions

Many of the possible actions recommended in the Plan will require further analysis and Council approval before the City can implement them; however, there are a number of actions that the Commission can pursue upon adoption of the Plan. These actions do not involve the City, are educational in nature, or will require minimal resources from the City. Below is a condensed list of the actions that the Commission can pursue once the Plan is adopted.

- Contact the Washington County Recycle at Work Specialist on Multi-Family Units for educational materials (Materials Management)
- Develop a public information and community-based social marketing campaign to cut household waste with a "One-Bag-a-Week" challenge (Materials Management)

- How-to workshops such as composting and vermiculture by Washington County's OSU extension services which offer free workshops for communities (Materials Management)
- Manage a booth at the Farmer's Market that encourages residents to reduce the amount of materials entering the waste stream through precycling and upcycling; Work with the Chamber to encourage businesses to do the same (Materials Management)
- Advertise composting and vermiculture equipment offered by Metro and Washington County (Materials Management)
- Develop information on the availability of pharmaceutical drop off sites and make the information available to the public (Materials Management)
- The majority of the actions in the Energy Conservation and Green Buildings topical area
- Report out the results of the community food assessment completed by the Oregon Food Bank (Food)
- Host a screening of the movie *A Place at the Table* which addresses ongoing hunger issues (Food)
- Identify strategies to promote locally grown food from individual properties (Food)
- The marketing of local health care services such as Virginia Garcia Memorial Health Clinic (Social Equity)
- Increase representation from the Latino community and other underserved populations on all City boards and commissions (Social Equity)
- Supporting the efforts of Clean Water Services, the Friends of Fernhill Wetlands, the Forestry Commission and Parks and Recreation (Natural Resources)
- Support and identify activities related to restoration efforts in Forest Grove (Natural Resources)
- Promote existing educational organizations such as Natural Resources Conservation Service and Master Gardeners (Natural Resources)
- Develop an education program for the proper care of trees (Natural Resources)
- Encourage the use of mass transit, pedestrian and cycling options within the city (Natural Resources)
- Promote and educate the Forest Grove community about the use of biofuel and ethanol (Natural Resources)
- Publicize bike trails and covered bike racks online (Transportation)
- Promote National Bike Month (Transportation)
- All Parks and Rec. Master Plan update recommendations (Food and Transportation)

The City is currently examining the possibility of starting a City blog, as part of the City website, in which the majority of the proposed marketing and educational actions can be achieved through this blog. The purpose of the City blog is to act as an educational

tool for the citizens to enhance their knowledge on sustainability, conservation, and other city related issues. Additionally, the City webpage and its multiple social media accounts can act as a cost effective marketing tool for the City.

Staff Recommendation: It is the recommendation of the Sustainability Commission that the City Council adopt the attached resolution for the implementation of the Sustainability Action Plan. The City and Commission will not pursue new policies or costly initiatives outlined in the Plan till the completion of the white papers for each of their respective topical areas is completed.

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Evaluation: Sustainability Action Plan

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INTRODUCTION

The purpose of this paper is to analyze the proposed policies within the City of Forest Grove's Sustainability Action Plan (Plan). The Plan has seven different topical areas and each topical area includes target areas and proposed actions to accomplish the vision of each area. The following are the seven topical areas:

- Materials Management
- Energy Conservation and Green Buildings
- Food
- Social Equity
- Natural Resources
- Transportation
- Sustainable Schools and Education

There are two types of possible actions proposed in the Plan, internal and external. Internal actions would directly affect the City whether it is through resources or new citywide policies. External actions would be those that involve outside organizations such as non-profits, local businesses and other regional organizations. The City may still play a role in regards to external actions by facilitating contact or providing a meeting space. This analysis would primarily focus on internal actions with some attention on external actions as well. Many of the proposed actions will have both internal and external implications. It is important that both Council and staff understand the implications of the Plan on City resources.

This document is not an exhaustive overview of the Sustainability Action Plan, but a basic analysis of the internal organizational implications. All of the topical areas call for their own white paper to fully comprehend costs and implementation methods for each target area. The purpose of the white papers is to ensure that any policies or actions implemented would be fully vetted and impacts, including costs, be understood by the Council and the City. The white papers should provide the necessary information to determine baselines, metrics, implementation methods, stakeholders, funding sources, and priority of each possible action. The metrics will act as a performance measurement tool and is a critical component of the white papers. Identifying the metrics of each possible action will determine the effectiveness of the Plan in achieving each topical area's vision.

BACKGROUND

The City of Forest Grove's Sustainability Commission (Commission) was established in October of 2013 with the primary duty of implementing the Sustainability Action Plan. The Plan is the combined effort of City staff and Commission members. Its goal is to make the

City of Forest Grove a more sustainable city by improving the quality of life in the community by providing stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for all present and future generations.

ANALYSIS

Staff Time

The City does not have a fulltime employee dedicated to working on and implementing sustainability initiatives. There are currently three department heads who are acting as staff liaisons to the Commission. These liaisons do not have the time to pursue the sustainability initiatives created by the Plan on a full time basis. The Council must decide how it wishes to address sustainability initiatives in the future and evaluate the possibility of hiring a full time staff member. ***It is also important to keep in mind that all of these actions, regardless if they are internal or external, will require staff time and resources to implement. The amount of time spent on each possible action will vary.***

The majority of cities that have adopted a Sustainability Action Plan or who have a similar plan have at least one staff member who acts as either a project/sustainability/or an environmental coordinator for the City. It would be the responsibility of this person to act as the staff liaison to the Sustainability Commission, as well as evaluate, implement, and oversee sustainability/environmental efforts within City operations and the community. The City staff has compiled a list a list of cities in Oregon that have at least one employee that is designated to work on sustainability, environmental, and/or conservation efforts for the City. This is not an exhaustive list.

City	Position(s)	Salary Range	Department
Ashland	Conservation Analyst (3) and Management Analyst (0.4)	\$47,582 - \$60,695	City Administrator's Office
Beaverton	Sustainability Manager (1) and Project Coordinator (1.5)	\$49,500 - \$90,228	Community Development
Corvallis	Environmental Analyst (1)	\$55,440 - \$70,764	Public Works
Eugene	Climate and Energy Analyst (1), Waste Prevention and Green Buildings Manager (1), Waste Prevention and Green Building Analyst (1), Waste Prevention and Green Building Coordinator (1), and Sustainability Liaison (1)		City Manager's Office and Planning and Development
Gresham	Environmental Specialists I-IV (8.5)	\$45,144 - \$78,384	Department of Environmental Services
Hillsboro	Sr. Project Manager (1) and Project Specialist (1)	\$53,294 - \$104,939	City Manager's Office

Lake Oswego	Sustainability Coordinator/Management Analyst (1)*	TBD	City Manager's Office
McMinnville	Environmental Services Supervisor (1) and Environmental Technician (3)	\$42,504 - \$74,784	Community Development
Newberg	Environmental Supervisor (1) and Technician (1)	\$49,992 - \$63,996	Public Works
Tigard	Environmental Program Coordinator (1)	\$54,900 - \$75,432	Public Works
Wilsonville	Natural Resources Program Manager (1)	\$65,491 - \$88,413	Community Development

* In process of developing a Management & Sustainability Fellow position

The department within which these employees are housed varies by city, but usually falls into one of three departments Public Works, Community Development, or Administrative/City Manager's Office. The Council and City would have to determine what department would spearhead sustainability initiatives for the City. Additionally, staff identified one community (Milwaukie) that had identified staff associated with sustainability, but the City was unable to discern their extent of involvement.

This evaluation also proposes the development and ongoing maintenance of a blog on the City's webpage to make information easily available to the public. The only cost of the blog would be the staff time dedicated to keeping the blog up to date. The blog could also serve multiple purposes in regards to sustainability by meeting many of the educational and public awareness needs the Plan asks for.

Materials Management

The first topical area in the Plan is materials management. The vision for the materials management plan is as follows, **"Forest Grove will be a city that focuses on the recapture, reduction and elimination of its material stream to enable a high quality of life for all residents."** The targeted areas of this topic deals with waste management in regards to recycling, waste reduction, composting, organic food waste, and the disposal of pharmaceuticals.

TARGET AREA 1

The first targets area is to, **"Develop programs to educate and promote recycling and waste reduction."** In order to achieve this target area the plan has proposed three possible actions:

1. Encourage multifamily community property managers to contact Heather Robinson, the Washington County Recycle at Work Specialist, to provide technical assistance, outreach, and education. **It would be the responsibility of the Commission members**

to accomplish this goal. The City could act as a facilitator between the Commission members, Washington County, and apartment managers if the Commission desired the City to do so which would require staff time. Washington County Recycle at Home program currently has free information for property managers and bilingual resources for multifamily renters.

2. Develop a public information and community-based social marketing campaign to cut household waste with a “One-Bag-a-Week” challenge. **The “One-Bag-a-Week” challenge is sponsored by Glad and encourages people to only use one bag of trash for a week. Participants can either recycle or compost trash instead of throwing their waste in the trash can. This would have a marginal effect on the City internally by requiring the utilization of the City’s social media sites and some marketing efforts to assist the Commission.**
3. In the Forest Grove utility bill insert, include web site information and phone numbers for organizations that support materials management such as Washington County’s business and multifamily waste reduction technical assistance programs. **The impact internally would vary and the City could complete this action several ways. The first is to include this information in a once a year brochure to all Forest Grove Light and Power users which would cost the City the printing and mailing costs for 7,500-8,000 brochures. The second is to publish this information on the City’s blog.**
4. Offer information on how-to workshops and educational materials on traditional composting, Bokashi, and vermiculture for residents. **The impact internally for this action would be the cost that the City would fund in hosting a workshop and the staff time need to organize the event. The OSU Metro Master Gardeners Program offers a long list of gardening workshops including composting at no cost. Additionally, a composting agency in Banks has agreed to volunteer their time for free to host such an event. The City could host the workshop in the Community Auditorium and be open to the public free of charge.**
5. Manage a booth at the Farmer’s Market that encourages residents to reduce the amount of materials entering the waste stream through precycling and upcycling. Work with Chamber to encourage businesses to do the same. **The impact internally to the City would depend on if the City would fund the booth or receive it for free from Adelante Mujeres. More than likely the City should be able to gain an additional booth for free since the City is a partner in hosting the market. The other cost would be the staff time needed to host the booth with a Commission member.**
6. Identify top areas for the City of Forest Grove and community to reduce waste. Apply to Washington County for the City to earn the “Recycle at Work Award

Status." **In order to identify the top areas of waste the City should conduct a waste assessment of all its buildings. This would require the City to work with the Washington County Recycle at Work Program which provides free onsite evaluations, a report summarizing current practices and recommendations, and numerous other resources to assist the City in reducing waste. Once this evaluation is conducted the City can then determine the financial cost of implementing the necessary changes to reduce waste.**

7. Explore the possibility of the establishment of a procurement policy to ensure recycling organic waste or matter for contracted waste disposal services. **This action needs further clarification.**
8. Label trash containers with the word "Landfill" in public areas to increase awareness. **The internal cost of this to the City would depend on if public works would be able to label existing trash containers or if they City would have to purchase new ones. Regardless, this would at least require staff time to achieve this action.**
9. Encourage tandem placement of recycling receptacles near every trash container in public areas. **The internal cost for the City for this action would depend on the number of recycling receptacles needed throughout public areas. Furthermore, the City would have to determine the cost and the responsible party for picking up the additional recycled materials.**

TARGET AREA 2

The second target area is to, **"Encourage citizens and businesses to compost food and organic waste."** In order to achieve this, the Plan lists three possible actions.

1. Advertise composting and vermiculture equipment offered by Metro and Washington County. Provide educational materials on composting and vermiculture to the citizens of Forest Grove. **This possible action could work in tandem with the above recommendation of a booth at the Farmer's Market. The booth could either be at each 1st Wednesday or a weekly booth with a different sustainability theme each week. The impact internally would be the cost of operating the booth which was addressed previously. Additionally, education materials provided by Washington County and Metro could be simultaneously distributed at the booth and through the possible blog addressing sustainability issues.**
2. Support Forest Grove's Farmer's Market and Master Recycler's effort to sell reusable to go boxes at the Forest Grove Farmer's market and to local businesses to reduce packaging and food waste. **The only internal cost would be the cost for the booth (see above). Additionally, the Commission and Chamber could work together to encourage local restaurants or businesses to sell the reusable containers obtained**

through outside vendors.

3. Evaluate opportunities regarding recycling and food waste such as the expansion of current recycling options, a pilot composting program, and identifying companies that commercially process food waste for energy and revenue. **The internal cost for this would be the staff time needed to determine the feasibility of this program. The City currently has an exclusive franchise agreement with Waste Management to provide waste disposal services for the residents and businesses of Forest Grove. City staff would have to meet with Waste Management to determine their interest in offering such a service. If Waste Management is not interested then the City could evaluate the possibility of a third party. There would likely be additional charges for the service. The white paper would evaluate the cost of such a service.**

TOPICAL AREA 3

The third topical area is to, ***“Educate residents about how to safely dispose of pharmaceuticals.”*** This topical area has one possible action.

1. Develop information on the availability of pharmaceutical drop off sites and make the information available to the community. **The City can make information available regarding pharmaceutical drop off sites through the aforementioned blog. The Police Department currently offers periodic pharmaceutical drop off events to the public and provides a drop box at the Police Department M-F 9AM to 4PM. The white paper can further evaluate the costs and feasibility associated with offering pharmaceutical drop off opportunities at the 1st Wednesday Farmers Market since the Police Department already has a booth at the Market.**

Energy Conservation and Green Buildings

The energy conservation and green buildings action plan is the second topical area in the Plan. The vision of this plan is to make, ***“Forest Grove a leader in the support of green building practices and the promotion of energy and natural resources conservation.”*** The white paper analysis for this topical area will be slightly different than the others since the majority of proposed possible actions have already been implemented or are in the process of being implemented. This white paper will report on the ongoing sustainable initiatives, those in the process of being implemented, and newly proposed ones.

TARGET AREA 1

The first target area is to, ***“Implement and maintain an ongoing education campaign on the individual economic benefits of energy conservation and reduced resource consumption.”***

This target area has six possible actions.

1. As a demonstration, conduct an energy audit and then retrofit an older home for

energy conservation choosing a suite of strategies that in aggregate return 20% annually of the initial capital cost. **The internal costs for this would be low since energy audits and retrofits are frequently conducted by the Light & Power Department. In order to help accomplish this action the City should do a write up in the proposed blog on the process with a willing citizen who is retrofitting their home.**

2. Educate the community about the availability of Oregon lifetime \$1500 tax credits for energy conservation measures. **The internal costs for this would mostly consist of staff time. A write up in the proposed blog and a possible forum/informational event open to the public. This event should only occur if by midway through the year the money allocated for conservation rebates is in excess. Traditionally, all the money allocated for rebates is used in full every year.**
3. Educate the community about federal tax credits for residential wind turbines, solar hot water, and electric systems. **The internal cost for this would be the staff time needed to create educational materials which the City could complete through the proposed blog.**
4. Foreground energy conservation on the city website; advertise availability of free energy audits for homes with electric heat and of incentive grants to pay for conservation retrofits. **The internal costs would be the staff time needed to create the advertising material.**
5. Provide energy conservation tips in utility bill inserts. **The cost for this would be the staff time needed to develop the material. The information would also be made publicly available on the website and have further detail in a blog posting.**
6. Encourage local newspaper to have a sustainability column written by a commission member or Pacific University student. **The proposed blog can act as a resource in which the City and Commission can highlight sustainability related stories. The only cost would be the staff time needed to maintain this blog.**

TARGET AREA 2

The second target aims to, ***“Retrofit older, single and multifamily housing stock with energy conservation measures.”*** This target area has four possible actions to achieve this goal.

1. Work with local banks on financing projects for homeowners and apartment owners; develop a database, using City Light and Power records, on homes that have received incentive grants for energy conservation and renewable energy installations; include in database homes that have implemented measures without local initiatives. **The main costs for this would be staff time needed to work with local banks. The City has yet to determine who would spearhead these talks. There are**

several possibilities such as a representative from the City's Light & Power department, the Economic Development Coordinator, the Chamber, or the staff person designated to work on sustainability initiatives. Furthermore, the success of this action would depend on the lenders ability to provide such a program.

The City Light & Power Dept. has the necessary data needed to compile a database of homes that have received reimbursements for energy conservation projects from 2011 to present. However, compiling information on homes that have implemented energy conservation measures without receiving reimbursements may pose as a challenge. The City would have to rely on citizens to voluntarily submit that information.

2. Work with Energy Trust on homes that use Northwest Natural gas for heating; advertise availability of energy audits and incentive grants; develop database of retrofit homes. **The main internal cost for this would be staff time needed to meet with Energy Trust and the resources spent on advertising. A blog post to could compliment the information that is already posted on the City's website.**
3. Have City Light and Power implement a program to replace residential and commercial mercury thermostats and other non-programmable thermostats with programmable thermostats. **This possible action would require further evaluation because of the potential fiscal impacts that it could have on the City resources.**
4. Require return of old thermostats and installation of programmable thermostats as a condition of home sales; if requiring thermostat changes is not possible set up widely publicized volunteer thermostat replacement program. **Like the action above, this would require further analysis to understand the policy implications of implementing this program. The analysis for both of these action should be done concurrently with the appropriate staff and interested parties.**

TARGET AREA 3

The goal of the third target area is to **"Reduce energy used by buildings in both new and retrofit construction."** In order to achieve this target area there are five possible actions.

1. Rigidly enforce the statewide energy building code for new and retrofit construction. **This is already taking place and requires no additional internal costs. The City cannot enforce stricter energy building codes than what is mandate by the State.**
2. Develop a point system and a sliding reduced-fee schedule for energy performance beyond minimum code requirements. **The City cannot determine the costs for this at this point. Staff will need to establish new thresholds first to determine**

how the sliding reduced fee schedule would look like. Furthermore, to go beyond minimum code requirements would require state approval.

3. Publicize construction companies that build beyond minimum code requirements. **The City will have to further explore this action before implementation can occur. This is because the City does not currently publicizes individual companies and would have to determine if there are any legal ramifications in doing so.**
4. Educate consumers and builders about the individual economic value of investments in energy conservation. **The internal costs would be staff time spent on creating educational materials. The City could write a blog post regarding the economic value.**
5. Work with regional home appraisers to include insulation and other energy conservation measures in their analyses. **This action needs to be further evaluated with appraiser to determine scope and feasibility.**

TARGET AREA 4

The fourth target area looks to, **“Reduce energy used for lighting.”** In order to achieve this there are five corresponding possible actions.

1. Continue replacing lighting with fluorescents and LEDs in city owned buildings and outdoor lighting. **The City is currently planning a test pilot to retrofit street lights to LED. Based on the results of this test pilot the Light & Power Department will decide if they should proceed and determine the costs to continue to retrofit its lights.**
2. Replace incandescent bulbs in single and multifamily homes; periodically implement reduced cost or free bulb replacement programs. **In the past the City’s Light & Power Department has offered a bulb replacement program. The last time this took place was four to five years ago. The Light & Power Department could work with BPA to offer this program again in the coming years and determine what costs the City would have to incur. The possibility of this program would largely depend on the amount of energy efficiency funds the City receives from BPA.**
3. Educate the community about the importance of safe disposal of fluorescent bulbs; develop a safe program within the city. **The internal costs for this would be the amount of staff time needed in developing an educational program. The City can make this information available through a blog posting and brochures. The City would have to further examine the development of a program with Waste Management. Currently, Waste Management offers mail in boxes for a nominal fee to properly dispose light bulbs and Goodwill, through Universal Recycling Technologies, could also dispose of them free of charge.**

4. Educate the community about LEDs as an economic and more environmentally sound alternative to CFLs. **The internal costs for the City would be the staff time needed to educate the community. A blog posting could assist in achieving this possible action.**
5. Use information from the International Dark Sky Association and similar organizations to decrease the city's use of nighttime lighting. **The City's Light & Power Department is currently researching International Dark Sky Association requirements while developing a pilot LED retrofit.**

TARGET AREA 5

The fifth target area looks to, ***"Increase awareness of the environmental benefits and use of solar domestic hot water and photovoltaics in residences."***

1. City publicizes environmental value of using solar hot water and solar photovoltaic energy. **The internal costs for the City would be staff time needed and the City can place this information on the proposed blog.**
2. City publicizes lists of companies that install solar systems. **The cost to the City would be the staff time needed to gather this information and place it on the City's blog.**
3. City publicizes any available incentives and tax credits available for solar system installations. **The internal cost would be the staff time used to gather this information and place it on the City's blog.**
4. Have city staff examine the feasibility of the use of solar powered water heaters, street light, and signs for City buildings. **Initially, the internal cost would be staff time used on research and evaluation. If the City decides to pursue this initiative the cost of implementing these retrofits could greatly vary depending on the type and extent of implementation.**

TARGET AREA 6

The sixth target area aims to ***"Reduce greenhouse gas production in the community."*** It proposes three possible actions to achieve this.

1. Update the greenhouse gas inventory. **The cost would be the staff time spent on this endeavor.**
2. Obtain a more precise eGrid emissions factor for electricity consumption with the city, working with EPA and other analysts. **Currently, BPA provides the City Light & Power Dept. with information on emissions; however, if the City wanted to obtain a more precise eGrid emissions factor it would have to hire a consultant. This could cost several thousands of dollars.**

3. Calculate the amount of carbon sequestration in the 4700 acre municipal forest. **This would require the City to hire a consultant which could cost several thousands of dollars. An alternative would be to hire a graduate student conduct this analysis.**

TARGET AREA 7

The seventh target area looks to, ***“Investigate other sources of energy production.”***

1. Investigate the feasibility of power generation by the city. **This is currently being done by the City’s Light & Power Dept. by conducting a solar site analysis of City building.**
2. Investigate the feasibility of power generation by individuals and businesses. **The City can investigate these possibilities; however, the power rates offered by BPA are currently the most affordable rates available. Currently, the City’s Development Code addresses solar siting considerations for subdivisions. The internal cost for this would be the staff time needed.**

Food

The food action plan is the third topical area in the Plan. This is a unique feature to the Plan since the majority of Sustainability Action Plan’s do not contain a separate food component to them. The vision for the food action plan is as follows, ***“Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.”*** In order to meet this vision there are 6 target areas ranging from school gardens to a year-round farmers market.

TARGET AREA 1

The first target area is to, ***“Develop partnership systems to sustainably feed all Forest Grove area people experiencing hunger.”*** There are four possible actions to accomplish this.

1. Report out the results of the community food assessment completed by the Oregon Food Bank. **A Commission member(s) could present the community assessment during a City Council meeting and the City can place the assessment on the proposed blog. The internal costs of this to the City would be virtually nothing.**
2. Work to eradicate issues of continuing hunger by implementing proposed methods as outlined in “A Place at the Table” documents. **To implement the proposed methods outlined in “A Place at the Table” a screening event and discussion about the movie would need to occur. For the screening, the City could allow the use of the Community Auditorium at no cost; however, if the community auditorium is not available or is inadequate the City might have to rent a venue increasing the cost to**

host the event. Additionally, there would have to be a significant amount of event planning and outreach to various local organizations to get their involvement and form a discussion panel. This action would require a considerable amount of staff time to organize this event.

3. Establish a community food drive week and encourage businesses to provide a percentage of sales to the food bank. **The internal cost of this action would be the staff time and materials spent advertising through the blog and other possible outlets.**
4. Develop a network for food donations and educate businesses on where and how they can be done. **Already being done by local organizations in the area.**

TARGET AREA 2

The second target is aimed to assist the Forest Grove School District in, ***“Develop[ing] school gardens and nutrition education programs at every Forest Grove Public School.”*** All of the possible actions deal directly with the District because of this there are **no internal costs to the City except as a facilitator if asked which would then require staff time.**

TARGET AREA 3

The third target area is to, “Increase the use of sustainably grown, local food.” There are four corresponding possible actions to achieve this.

1. Identify strategies to promote locally grown food from individual properties; evaluate established models for sustainable agriculture. **Achieving this possible action should be the primary responsibility of an outside organization. The internal cost to the City would depend on if the organization asks for staff assistance from the designated sustainability staff person.**
2. Establish a community gleaning project, whereby citizens participate as producers and consumers based on the Portland Fruit Tree Project and Leda Glastonbury's PU Senior Capstone Project. **The Sustainability Commission would have to identify a local nonprofit or organization that could make this possible. This would minimize internal costs to possible staff time that the City may provide in assisting the Commission and the organization that would be undertaking this project. Typically, gleaning initiatives like the one in Portland are organized and administered by a nonprofit organization. If the City would like to spearhead this effort the internal costs could be substantial.**
3. Establish community gardens through the Parks and Rec. Master Plan program. **This is currently taking place.**
4. Investigate the ability to lease public lands, vacant lots, and/or rail right of ways for food garden possibilities. **This would occur during the development of the Parks and**

Rec. Master Plan update.

TARGET AREA 4

The fourth target area is to, ***“Develop a year-round farmers market in the Forest Grove area.”***

1. Bring together parties from interested food producers and related organizations and agencies to build agreements and contracts to open year-round farmers market in the Forest Grove area. **An outside organization would have to undertake this entire project. The only way this would affect city services is if a City owned site was designated for the market or if there was a designated sustainability staff member to help facilitate the effort.**

TARGET AREA 5

The fifth target area is to, ***“Develop and implement adequate local community kitchens for increasing microenterprise development and teaching/learning food preparations and processing.”*** This target area has one possible action.

1. Promote new area community kitchens available for continuing use as teaching sites and small business development resources. **The community kitchens would be the sole undertaking of an outside organization. The internal cost for the City would be the staff time used to promote and advertise the existence of these kitchens through the blog, newsletter, and social media accounts.**

TARGET AREA 6

The sixth target area is aimed at ***supporting new farmers*** and has three corresponding possible actions.

1. In the existing video promoting Forest Grove, include farming, agriculture, farm bed and breakfast, and agritourism. **The Commission should first evaluate if it is cost effective to either revise the current video or create a separate promotional video on agriculture and agritourism. Adding it to the current video can be difficult if not impossible since it was developed through a contracted service. The creation of a new video would cost approximately \$8,750. Currently, the Economic Development Coordinator is pursuing a food, farm and drink initiative that promotes agritourism and could provide a potential partnership to fulfill this possible action.**
2. Have interest groups provide farmer mixers to develop locally designed new farmer opportunities. **The internal cost would be some minimal staff time needed to coordinate with interests groups. It would be the responsibility of interests group to organize these mixers.**

3. Support Friends of Family Farmers' iFarm programs and other related organizations; This will strengthen opportunities for new farmers to access farmland, tools, equipment, adequate funding and critical, continuing mentoring. **This would be the responsibility of an outside organization. The City may be asked to help assist in organizing programs by providing space in the community auditorium.**

Social Equity

The fourth topical area is the Social Equity Plan. The vision for this plan states, **"Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met."** The plan includes three target areas.

TARGET AREA 1

The first target area aims to, **"Support equitable access to opportunities, civic engagement, and the distribution of resources."** This target area has seven corresponding possible actions to achieve this goal.

1. City staff or a Pacific University student will draft a white paper to evaluate current needs and budget ramifications of implementing bilingual services. **The internal costs would be the staff needed to conduct this research. However, if the Council wished offer bilingual services it would require additional costs. The majority of document translation services are charged per word. The City would have to determine if they would only exclusively use certified translations. The approximate cost for this service is 14 to 21 cents per word in English plus an additional 25%. For instance, if a document was 100 words in English the cost of translation would be for 125 words. The cost for this would be approximately \$14.50 to \$26.25 for 100 word document English to Spanish translation. This cost was based off the price from the certified translator that the City of Cornelius utilizes.**
2. Advocate for access to social services for all Forest Grove community members. **This would mainly involve local organizations within the area and not the City. The City however could act as a facilitator and provide online information of the social services available to the residents of Forest Grove.**
3. Create additional opportunities for civic engagement in the arts and in recreation. Promote more involvement of low income, minorities, youth, senior, and other underserved populations. **The Commission could explore the possibility of partnering with the Arts Commission on creating events geared towards low income, minorities, youth, senior, and other underserved populations. This could require some staff time but should be mostly undertaken by both Commission members and local organizations.**

Currently, the City's Aquatic Center is working with the Safe Kids Coalition of Washington County to reach out to minority children to address water safety. The City could examine additional areas within the white papers and its associated costs.

4. Improve access to affordable health care by supporting the marketing of local health care services such as the Virginia Garcia Memorial Health Clinic. **The internal costs would be fairly low since the City does not offer health services and this possible action would be the primary responsibility of local organizations. The City could act as an advocate for the need to expand or create additional health services in western Washington County. The City could make information available on the City's blog and website.**
5. Identify and address barriers to civic engagement among underserved populations in Forest Grove with the assistance of community groups and organizations. **The internal cost for this would be the staff time needed to work with local organizations to identify the barriers to civic engagement. Depending on the barriers this could have costs to the City to implement, particularly for City events and participation opportunities. The costs could vary depending on what the barriers may be.**
6. Increase representation from the Latino community and other underserved populations on all City boards and commission. **The internal costs for this would be the staff time needed in working with local organizations and the Latino community. The City will explore this possible action further in the white paper.**
7. Evaluate the feasibility of establishing a Social Equity Staff Committee that would examine barriers to service within the community. **The City should first evaluate the feasibility and implications of forming such a committee to better understand the internal costs associated with it.**

TARGET AREA 2

The second target area looks to, ***"Increase sustainability of local businesses and support small business development."*** Many of these possible actions would require collaboration with the economic development director, the Forest Grove Chamber of Commerce, and the Economic Development Commission.

1. Support education and incentives for local businesses regarding sustainable practices. **The internal costs for this could vary depending on the types of incentives and education provided. One possibility is that the City could hold a workshop for businesses on conservation rebates and sustainable practices. Businesses would then have the opportunity to learn about these rebates and sustainable practices that they can implement. A City employee who is familiar with conservation and**

energy efficiency rebates could conduct this workshop with the possible assistance from the Economic Development Coordinator. If the City wishes to provide new incentives the City's Light & Power Dept. will have to explore the possibility further since the City, through BPA, already provides incentives.

2. Examine current city policies that affect small businesses. **The City's Economic Development Coordinator is currently working on this project.**
3. Address obstacles that exist for small businesses to start and expand. **This would be the outcome of the above task. The internal cost for the City would depend on the obstacles that are determined by the Economic Development Coordinator.**
4. City of Forest Grove incorporates a marketing strategy for small sustainable business and tourism. **Initially the internal cost for this would be staff time required to create a marketing strategy specifically for small sustainable businesses; however, the City could complete portions of this strategy in conjunction with the Tourism Subcommittee (EDC) and food, farm and beverage initiative currently taking place within economic development. The Sustainability Commission should look to partner with the EDC and its Tourism Subcommittee.**

TARGET AREA 3

The third target area aims to, ***"Increase the sustainable living wage of Forest Grove."*** This target area has one possible action.

1. Support local workforce training efforts to serve individuals who seeking employment and/or increase job skills. **The internal cost for the City would be the staff time used if the Commission wanted the City to act as a liaison or facilitator. It would be up to local organizations to host workforce training seminars. The Sustainability Commission should also explore possible partnerships with the EDC.**

Natural Resources

The vision of the natural resources topical area is that, ***"The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and green space for future generations."*** This topical area has seven possible actions.

TARGET AREA 1

The first target area aims to, ***"Increase the amount of tree canopy while planting species adapted to this area."*** This target area has one corresponding possible action.

1. Develop a master plan identifying current conditions of the City's tree canopy, areas for additional tree planting, and long-term needs for conversion to more

appropriate species or mix of ages. **This is currently being undertaken by the Forestry Commission as part of the Urban Forest Management Plan. The Sustainability Commission should look to partner with the Forestry Commission to further meet this goal.**

TARGET AREA 2

The second target area aims to, **“Reduce average per capita water consumption”** and has five corresponding possible actions.

1. Encourage the use of low flow shower heads and toilets. **This can be done through the City blog. The Public Works Dept. in the past has distributed low flow shower heads. The internal costs for this would be the staff time needed.**
2. Develop a water conservation program and encourage the planting of native species that require less water. **This would require a significant amount of staff time to develop such a program. Additionally, such a program is not a priority for the City. The City can encourage the planting of native species that require less water through the blog. Determining what these species are could require assistance from a Master Gardener which could be provided by the OSU Extension service this may require a nominal fee. This effort could also be implemented through the land use permit review process for new projects. This would be further examined in the white paper.**
3. Support the efforts of Clean Water Services and the Friends of Fernhill Wetlands in their water conservation efforts. **The City currently assists the Fernhill Wetlands Council and CWS in their efforts.**
4. Encourage the use of drip irrigation systems or other means to reduce household outdoor water use. **The City could encourage the use by offering information on the environmental and economic benefits of using drip irrigation and the reduction of household outdoor water use through its blog.**
5. Encourage the use of rain sensors with outdoor sprinkler systems. **The City could encourage the use by offering information on the environmental and economic benefits of using rain sensors with outdoor sprinkler systems through its blog.**

TARGET AREA 3

The third target area looks to, ***“Increase the amount of park/natural areas in the Parks and Rec Master Plan update.”*** It has three corresponding possible actions in hopes of achieving this goal.

1. Identify additional sites for natural area restoration (such as adding to the Forest Grove City Watershed). **The Parks and Rec. Dept. has already completed several natural restorations and is working with CWS to identify additional areas.**
2. Develop partnerships for funding acquisitions for new, or enhancement of existing park/natural areas. **This is an ongoing effort and the Parks and Rec. Dept. is further evaluating this within the Parks and Rec. Master Plan update.**
3. Support the efforts of Clean Water Services and the City of Forest Grove's Forestry Commission and Parks and Recreation. **The City already supports the efforts of CWS. The Sustainability Commission should examine ways in which it can partner with the Forestry and Parks and Rec. Commission. The cost to the City would vary depending on initiatives that the Commissions decide to pursue together.**

TARGET AREA 4

The fourth target area aims to, ***“Continue to support the restoration of natural areas such as Fern Hill Wetlands.”*** This has one corresponding possible action.

1. Support and identify activities related to restoration efforts in Forest Grove. **The cost is dependent on what the activities the Commission determines. Initially, the cost could be the staff time spent working with Commission and other City departments to identify restoration efforts. There may also be costs for planting and installation if the costs are not born by another agency. Currently, the majority of this done by CWS and Metro who maintain some of the natural areas.**

TARGET AREA 5

The fifth target area aims to ***reduce the use of pesticides and herbicides.*** There are two proposed possible actions to achieve this goal.

1. Support the efforts of Clean Water Services and the City of Forest Grove to reduce environmental toxins. **As mentioned before the City already supports many of the efforts that CWS pursues.**
2. Promote existing educational organizations such as Natural Resources Conservation Service and Master Gardeners. **The internal costs for this would be the staff time and the advertising materials needed to promote these programs. The City can achieve this at a relatively low cost if the majority of advertisement is done online through the**

City's blog and social media accounts.

TARGET AREA 6

The sixth target area aims to, ***“Inform and educate the residents of Forest Grove on the benefits, care, and maintenance of trees for aesthetics, shade, and carbon storage.”*** In order to accomplish this there are two possible actions.

1. Develop (or use existing programs such as Tree School) an education program about the benefits of city trees. **Currently, the Forestry Commission utilizes a software program called iTrees to assess the benefits of street trees in the area. The City and both the Sustainability and Forestry Commission could utilize this information in developing an online education program through a series articles. The cost for this would be the staff time needed; however, the City could mitigate this if the Sustainability and Forestry Commission members worked together to create a program.**
2. Develop an education program for the proper care of trees. **The City periodically offers classes through the Forestry Commission and the City’s Master Arborist at Lincoln Park.**

TARGET AREA 7

The seventh target area looks to ***improve air quality within Forest Grove.*** In order to achieve this there are six corresponding actions.

1. Reduce the amount of backyard burning. **This has been accomplished by the adoption of the backyard ban. In the future the Commission could examine the possibility of an outright ban.**
2. Encourage the use of mass transit, pedestrian and cycling options within the city. **The City can achieve this through promotion by the blog, newsletter, and social media accounts which would require staff time. Additionally, other possible actions stated in the Plan could promote the use as well.**
3. Work with lenders in Forest Grove to promote special auto loan rates for those purchasing vehicles with lower emissions. **This could require staff time and is dependent on the willingness of lenders to offer special rates.**
4. Promote and educate the Forest Grove community about the use of bio fuel and ethanol. **This would require staff time to publicize this information on the City’s blog and social media accounts.**
5. Collaborate with large shippers in the Forest Grove area to develop a plan to utilize equipment that uses alternative fuel. **This would require staff time and is dependent**

of the willingness of large shippers. The cost would depend on the strategies determined in the white papers to encourage large shippers to utilize equipment that uses alternative fuel.

6. Promote the use of a rail system by businesses in Forest Grove to reduce trucking emissions. **This would require staff time to determine if such possibilities exist and working with local businesses.**

Transportation

The vision for the Transportation Action Plan is to ensure that, ***“Forest Grove has a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting all transportation modes.”*** This topical area will require a white paper. There are six target areas to meet the stated vision.

TARGET AREA 1

The first target area aims to, ***“Make mass transportation more accessible to a larger portion of the community.”***

1. Work with Ride Connection on providing expanded service and long term operation funding. **The City is currently exploring options to continue GroveLink services and when possible could work on expanding services. The internal costs to the City for continuing and expanding Grove Link services are yet to be determined, but the staff time could be significant.**

TARGET AREA 2

The second target area looks to, ***“Increase the use of bicycle transportation.”*** The Plan proposes nine possible actions to achieve this.

1. Partner with other agencies to further explore plans for several new bike trails like the Council Creek Trail. **The City’s Parks and Rec. Master Plan update will explore new recreational bike trails.**
2. Promote the use of the new covered bike racks in Forest Grove by providing brochures at the Wednesday Market, in the utility bill, at First Friday, and other community gatherings. **The City can achieve this through online resources and the cost would be the staff time needed. There would also be internal costs related to the materials needed to distribute at community events.**
3. Publicize bike trails and covered bike racks online. **This cost for this is staff time needed to develop the materials to place online.**
4. As part of the Parks and Rec Master Plan create a spreadsheet or listing of all current planned or funded bike/pedestrian enhancement projects with contact information,

trail name, map and completion date. **This would be part of Parks and Rec. Master Plan update.**

5. Increase the safety of bicycling in Forest Grove by increasing the number of bike paths, bike lanes on existing roads, and working with Public Works to create a safe bike/pedestrian crossing at HWY 47/Maple St./Fern Hill Rd.. **The City has not yet determined the cost for this; however, it is currently investigating this possibility of creating a safe crossing at HWY 47/Maple St./Fern Hill Rd..**
6. Evaluate current bike paths and identify possible improvements to enhance bike connections to local transit locations. **This would require staff time and resources within the Public Works Dept.. Once the evaluation is completed the City can then fully understand the costs.**
7. Promote National Bike Month (May) and Bike Commute Challenge (September) throughout the city. **The internal cost would be staff time and materials needed for advertisement.**
8. Examine the feasibility of becoming a member of the Westside Transportation Alliance to assist in transportation issues facing the city. **The internal cost to become a member of the WTA would be around \$420. It would also require staff time to attend the meetings and events held by WTA.**
9. Explore practices implemented by other organizations and feasibility of promoting Oregon Safe Routes to School Program. **This would initially require only staff time to explore practices, but if the City chose to implement new initiatives this could cost additional resources depending if construction would have to occur. In the past, the City has implemented sidewalks to provide safer access to schools for children.**

TARGET AREA 3

The third target area looks to, ***“Retrofit electric car charging stations with plugs/adapters to fit all types of cars and electric bicycles.”*** There is one possible action for this target area.

1. Work with Forest Grove Light and Power to add adapters that will fit all electric cars and bicycles including ones not currently supported. **This would initially cost staff time, but if the City chose to provide adapters it would approximately cost just under \$60 for each adapter for electric vehicles.**

TARGET AREA 4

The fourth target area aims to, ***“Add peak hour express buses from Forest Grove to Hillsboro Transit Center”*** This has one possible action.

1. Work with Trimet and Ride Connection to introduce a pilot program for Line 57

express bus route from Forest Grove to Hillsboro TC during peak hours. **This would require extensive staff time mostly from the Community Development Department.**

TARGET AREA 5

The fifth target area aims to **expand light rail to Forest Grove.**

1. Initiate a corridor planning effort with Cornelius and Hillsboro to improve the status of the Forest Grove extension in the Regional Transportation Plan. **This would require extensive staff time mostly from the City Manager's Office, Community Development Department and Public Works.**
2. Develop a strategic plan process with the goal to extend light rail to Forest Grove. **This would require extensive staff time mostly from the Community Development Department and Public Works.**

TARGET AREA 6

The sixth target area aims to, **"Fit new city vehicles and Ride Connection buses to run on electric power."** This has one possible action.

1. Meet with TriMet and Ride Connection staff to encourage purchasing new vehicles equipped with electric power. **This requires staff time and would depend on the willingness of TriMet and Ride Connection to use electric powered vehicles.**

Sustainable Schools and Education

The vision for the Sustainable Schools topical area is to make Forest Grove, **"[A] City that fosters sustainable practices for all generations by supporting projects and education in our schools; encourage sustainable practices from an early age by offering resources toward practical and affordable actions."** The Commission will offer this topical area as a suggestion to the school district. This will not involve the City and will be up to the responsibility of the School District and local organizations. The City would have to dedicate some staff time for coordination and facilitation if the District wished to pursue the possible actions outlined in the topical area. Additionally, financial assistance from the City to the District would most likely be through CEP grant money.



RESOLUTION NO. 2014-82

ADOPTION OF THE FOREST GROVE SUSTAINABILITY ACTION PLAN

WHEREAS, the Ad Hoc Committee was established in 2011; and

WHEREAS, the Ad Hoc Committee conducted a process to develop a Sustainability Action Plan and said plan was accepted by the City Council on October 28, 2013, to acknowledge the work of the Committee; and

WHEREAS, the City Council created a Sustainability Commission on October 23, 2013, and, as one of its tasks, determined the need to update the plan for Council adoption; and

WHEREAS, the Commission met with City staff to review and update the plan; and

WHEREAS, the Commission now presents the updated Sustainability Action Plan for adoption.

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

Section 1. The City Council adopts the Forest Grove Sustainability Action Plan as provided in Exhibit A.

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

PRESENTED AND PASSED this 10th day of November, 2014.

Anna Ruggles, City Recorder

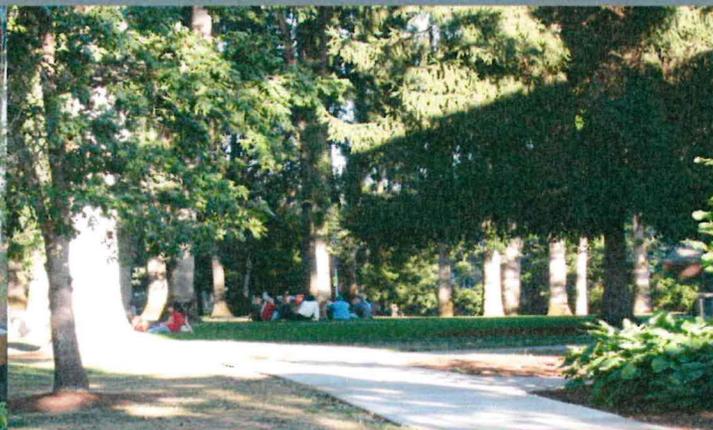
APPROVED by the Mayor this 10th day of November, 2014.

Peter B. Truax, Mayor

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Sustainability Action Plan



2014

City of Forest Grove

Sustainability Commission Members

Chair	Elaine Cole
Vice Chair	Brian Schimmel
City of Forest Grove Liaison	Jon Holan, George Cress, Rob Foster
Action Team Leaders:	
Transportation/Planning	Elaine Cole
Social Equity	Karin Pfeiffer-Hoyt, Brian Schimmel
Food	Robin Lindsley
Energy Conservation and Green Building	John Hayes
Materials Management	Elaine Cole
Natural Resources	Mitch Taylor
Members-at-Large or Participants:	Edgar Fausto
	Dale Feik
	Deke Gundersen
	Hailey Jongeward
	Hope Kramer
	Leslie Applegate Lanzar
	Mark Poling
	Diane Taniguchi-Denis
	Michael Sykes, City Manager
	Pete Truax, Mayor
	Victoria Lowe, City Councilor
	Kathryn Harrington, Metro Councilor

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Mayor's Message

How are the Children?

The Masai are well known for their greeting: "How are the children?" That is how these people, famous for being warriors, view the importance of their offspring.

Like the Masai, we should also ask the same question and answer with: "The children are well." For if we answer with truthfulness and, indeed, want the children and our children's children to be well, then we must recognize that it is in us and on us to provide a world in which the children can do well. That is the overarching goal of the sustainability plan for Forest Grove.

Environmentally, we want a world that supports and nurtures life. Economically, we want that life to be robust and productive. Socially, we want that life to provide for the future, that the world is left in better shape than when we found it, through research, through education, and through human understanding.

This report by the Forest Grove Sustainability Commission is not the final step. Rather, it could be an instruction manual on preservation. It could be an operator's guide for mother earth and give us tips and pointers on how to reverse some destructive practices. We have long since passed the point of arguing whether we have to deal with global warming, with water conservation, and with air quality. Those trains have left the station. It is not a matter for debate; it is settled science.

There is time, and we must use it wisely, for ourselves and for our children. For if we don't, we may not have a good answer for the question: "And how are the children?" And conversely, if we do, we and those who follow us will be able to say: "The children are well, thanks to those who came before and did the right thing."

Pete Truax, Mayor, City of Forest Grove
August 22, 2013

Community Development Director's Message

The Time Is Now

Sustainability is becoming an increasingly important concept throughout the world. Signs of climate changes are being experienced in various parts of the globe, and just one example of this is the ability to sustain agricultural productivity to feed an expanding population. The prime source for climate change, the emissions of hydrocarbons, is on the increase at alarming rates. The cause of these emissions rests with the products we make and ship, energy production and use, transportation, and the way we live. Adding to that, the loss of natural systems and increasing pollution into our air and water threatens our ability to continue life. In short, continuing our lifestyle is making life on earth unsustainable.

While this is a global condition, an important part of the solution is to begin changing how we do things locally. We find this occurring in many communities throughout the world in general and the United States, in particular. For example, Oregon is one of many states taking on the challenge of reducing our carbon footprint.

Supporting these actions and to begin addressing the issue, a group of concerned residents in Forest Grove believed that action must be taken in our community. Formed in October, 2013, the Sustainability Commission focused on developing a strategy to reduce carbon emissions and wastes locally and promote a healthy and sustainable lifestyle. The Plan focuses on seven topical areas that emerged through community discussions:

- **Energy Conservation and Green Building**
- **Food**
- **Materials Management**
- **Natural Resources**
- **Social Equity**
- **Transportation and Planning**
- **Sustainable Schools and Education**

The following tables express the vision, goals, strategies, measures or actions and a proposed timeframe to implement these efforts in each topical area. The plan can then serve a way to monitor community efforts in the future. Successes and further efforts can be identified to move Forest Grove towards a more sustainable community.

Jon Holan, Community Development Director, City of Forest Grove
July 3, 2013

Executive Summary

The City of Forest Grove established the Sustainability Commission (Commission) in October of 2013. Initially, the Commission was an Ad Hoc Committee established in October of 2011 as a result of the City's Sustainability Institute. One of the main purposes of this Commission is to reassess the Sustainability Action Plan that was accepted in 2013 and assist in implementing the strategies outlined in this current Action Plan. This Sustainability Action Plan is the result of the efforts of the Committee, and Commission, all of the public and private partners, and the concerned residents who gave their time, knowledge, and energy to help Forest Grove become a sustainable community.

Definition of Sustainability

The Commission uses the following definition of sustainability:

Using all resources (societal, economic and natural) in an efficient and equitable manner. Sustainability in Forest Grove means considering long-term environmental, economic and social impacts of our actions. Sustainability prioritizes long-term needs over short-term gains to ensure that resources necessary to sustain life are available now and in the future.

Topic Areas

Originally the Plan had six topical areas; however, after further review the Commission felt that the inclusion of a Sustainable Schools and Education topical area was a necessary addition to the meet the needs of the community. There were six topic areas that emerged from a series of public meetings; they are the focus of the sustainability efforts in this action plan. The topic areas and associated vision statements are:

- **Materials Management-** Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all residents.
- **Energy Conservation & Green Building-** Forest Grove will become a leader in the support of green building practices and the promotion of energy and natural resource conservation.
- **Food-** Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.
- **Social Equity-** Forest Grove is a place that welcomes and supports equitable and sustainable opportunity for all community members by providing the means for human needs to be met.



- **Natural Resources-** The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations.
- **Transportation-** To develop a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting alternative transportation modes.
- **Sustainable Schools and Education-** Forest Grove will be a city that fosters sustainable practices for all generations by supporting projects and education in our schools; encourage sustainable practices from an early age by offering resources toward practical and affordable actions.

The Action Plan sets goals, associated strategies, measures and priorities for each of the seven topic areas, which, when implemented, are intended to move towards achievement of each vision.

The Sustainability Commission intends to further evaluate the costs, impacts, and possible methods for implementing sustainable practices within the community. In order to accomplish this level of evaluation, the Commission will develop a series of white papers for all of the topical areas. The white paper analysis for the Energy Conservation and Green Buildings topical area will be slightly different than the others since the majority of proposed possible actions have already been implemented or are in the process of being implemented. This white paper will report on the ongoing sustainable initiatives, those in the process of being implemented, and newly proposed ones.

Within the Action Plan there is some overlap between the individual plans and their target areas. This occurs because of the wide breadth of issues that sustainability as a whole covers. Additionally, the City will conduct an evaluation on the need for a sustainability coordinator who can provide assistance in developing/implementing these actions and policies.

Recommendations

It is the hope of this Commission that the City of Forest Grove City Council adopts this Action Plan for implementation and further evaluation regarding the ongoing sustainability needs within the community. The Commission recommends that Council reviews this plan and progress on the action plans be updated every 3 years.

Context

What is Sustainability?

Many people think of sustainability as involving environmental efforts to improve the long-term health of the earth. That is only part of the story. Sustainability involves the physical, economic, social and governmental aspects of the community that promote long-term community health. Besides environmental considerations, equity, participation and economic considerations are hallmarks of sustainability.

The key concept to sustainability is to understand the holistic cycle between action (i.e., doing something) and capacity (i.e., the ability to do something). In considering this cycle, we must be mindful of human, financial and resource regeneration rates (i.e., the ability to replenish resources being used to perform an action).

Definitions

Many definitions of sustainability have been developed over the years. The most commonly recognized definition is “Meeting the needs of the present without compromising the ability of future generations to meet their own needs (UN Brundtland Commission).” The definition of sustainability used in this action plan is:

- Using all resources (societal, economic and natural) in an efficient and equitable manner. Sustainability in Forest Grove means considering long-term environmental, economic and social impacts of our actions. Sustainability prioritizes long-term needs over short-term gains to ensure that resources necessary to sustain life are available now and in the future.
- The term *efficient* means using resources in a cost-effective way taking into account life-cycle and replacement cost. Efficient use of resources means using natural resources no faster than they can be replenished through natural systems.
- The term *equity* means the benefits and costs associated with society are distributed proportionately within the community.

Sustainability in Forest Grove

The Ad Hoc Sustainability Committee created a Sustainability Mission Statement in November 2011. The Mission Statement identified the City of Forest Grove's role in sustainability as follows:

The people of Forest Grove are committed to improving the quality of life in our community by providing stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for all present and future generations.

The City of Forest Grove Recognizes its responsibility to:

- Utilize resources cost-effectively while ensuring they are used no faster than they can be replenished through natural systems
- Assure that the benefits and costs of society are equitably distributed throughout the community
- Consider the long-term environmental, economic and social impacts of our actions
- Promote education and awareness of the benefits of sustainable practices to enhance the community
- Support residents, organizations, businesses and neighborhoods both within and outside the community to invest in sustainability and continually improve their practices and environments
- Prioritize long-term needs over short-term gains to ensure that the resources necessary to sustain life are available now and in the future

Additionally, the City of Forest Grove includes sustainability in its Vision Statement (2007):

A community recognized for its commitment to conserve, preserve, protect and restore our natural assets.

- **Objective 1:** Maintain and improve the quality of air, water, soil, etc. to ensure livability by using leading technology and land use methods.
- **Objective 2:** Promote Forest Grove as "The Greenest City in Oregon" through landscaping and ecologically-sound industry, businesses, utilities, transportation and development.
- **Objective 3:** To be recognized by an organization such as the Green Guide as a "Green City".

Other local sustainability efforts drawn from include Pacific University, United Church of Christ's sustainability statement, City of Forest Grove's ongoing efforts, City of Portland, State and Metro efforts involving Greenhouse Gas reduction and the Corvallis Sustainability Coalition.

One of the main purposes of the Sustainability Commission was to develop a Sustainability Action Plan so that the community and the City of Forest Grove can utilize this document as a blueprint to implement sustainable practices.

Process & Public Input

As a way to initiate a community-based sustainability effort, the City of Forest Grove convened a Sustainability Institute October 8, 2011, and 16 interested residents attended. This was an initial information session to discuss what sustainability is and why it is important to the residents of Forest Grove. Various sustainability efforts ongoing locally and regionally were reviewed. The formation of the Forest Grove Ad Hoc Sustainability Committee was the result of that meeting. The Committee's focus evolved over time and resulted in a mission statement, and hiring a Pacific University sustainability intern who created the following reports:

1. Inventory of sustainability-related organizations in the Forest Grove community
2. Water Consumption Assessment Report with recommendations
3. Energy Assessment Report with recommendations
4. Socio-Economic Assessment Report
5. Municipal Greenhouse Gas Emissions Inventory

A series of three Sustainability Summits were held with the intent to engage community members in creating a sustainability action plan for Forest Grove. These facilitated sessions built off the Committee's efforts and gathered participants' ideas about critical sustainability issues and long-range goals. The emphasis was on stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for present and for future generations.

The first Summit was held October 12, 2011, and resulted in productive and engaging work sessions. At the end of the first Summit, six different focus areas emerged from the discussion including green building, transportation, locally sourced food, social equity, recycling and solid waste, and solar and renewable energy.

In the fall of 2012 the Committee was also invited to plan and facilitate the City of Forest Grove Annual Town Meeting with a focus on sustainability. It was held January 26, 2013, with over 100 people in attendance.

Roundtable discussions were held on the following topics relating to sustainability:

- What are we doing well?
- What do we need to improve?
- What are the barriers to get there?
- How do we go forward to create a safe, equitable, sustainable, and healthy city?



The second Summit was held Saturday, February 9, 2013, on the Pacific University campus, and 40 residents gathered to further refine their visions and goals for the six topic areas. As a result, vision statements, goals and strategies were discussed. The six topic areas were revised to combine solar and renewable energy with green building and add natural resources. The third Summit was held Saturday, April 20, 2013, in honor of Earth Day, at the Forest Grove Senior & Community Center. The meeting focused on refining the actions and strategies in the six topic areas.

Following the three Sustainability Summits, the Committee met several times to refine each topic area and ensure that it had a vision, target areas, possible actions and priorities that supported the target areas. During the period of May through September 2013, the Committee solicited input from community organizations and residents for further feedback and input on the draft Plan. In October the Committee presented the Plan to the City Council where it was accepted and established a formal City Sustainability Commission.

Sustainability Topic Areas

There are seven different topic areas that the Sustainability Action Plan looks to address. The following are the seven different topic areas:

- Materials Management
- Energy Conservation
- Food
- Social Equity
- Natural Resources
- Transportation and Planning
- Sustainable Schools and Education

As mentioned before, there is some repetition in the action plans and target areas since many of the concepts overlap. The City should develop a monitoring plan that would indicate how well the strategies are being met in the timeframes given and whether or not a revision of the overall Sustainable Action Plan is needed. Currently, many of the columns are missing information within the measures, priority, stakeholders, and funding source columns. The City will add this information into the Plan once the white papers are completed.

Topic Area Subcommittees

In order to identify topical areas, targets, possible actions, and performance measures of each topic area subcommittees were established. These committees developed the target areas and possible actions needed in order to make the vision statements a reality. These target areas and actions are not meant to be exclusive; they complement other actions already being taken by individuals, organizations, and governments. The topic areas are meant to be integrated, and contribute to the ultimate vision of Forest Grove as a sustainable city.

White Papers

All of the topical areas will require further evaluation so that costs, potential impacts, and implementation methods are fully understood. The Sustainability Action Plan in its current form does not take all of these factors into account. The City will develop a series of white papers to examine possible policy implications. After the completion of these white papers, the Commission can then present their findings and recommendations to the Council for adoption of policies or programs that the Commission wishes to pursue. The City will not implement any new policy or program that will cost a significant amount of resources until the white papers are completed and the Council has approved the initiative.

Materials Management

Vision

Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all residents.

Initial Action

Create a white paper that will evaluate waste management programs within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the three target areas and possible related actions.

Highlights

Plan highlights include:

- The development of programs to educate and promote recycling and waste reduction
- Educate residents about how to safely dispose of pharmaceuticals
- Provide educational materials on composting and vermiculture to citizens of Forest Grove

Energy Conservation & Green Buildings

Vision

Forest Grove will become a leader in the support of green building practices and the promotion of energy and natural resource conservation.

Initial Action

Create a white paper that will evaluate new and ongoing conservation and green buildings initiatives within the city of Forest Grove. The intent of the white paper is to explore the seven target areas and possible related actions.

Highlights

Plan highlights include:

- Implement and maintain an ongoing education campaign on the individual economic benefits of energy conservation and reduced resource consumption
- Retrofit older, single and multifamily housing stock with energy conservation measures
- Reduce greenhouse gas production in the community

Food

Vision

Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.

Initial Action

Create a white paper that will evaluate food related sustainability programs within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the six target areas and possible related actions.

Highlights

Plan highlights include:

- Develop partnership systems to sustainably feed all Forest Grove area people experiencing hunger
- Develop year-round farmers market in the Forest Grove area

Social Equity

Vision

Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met.

Initial Action

Create a white paper that will evaluate existing and potential equitable policies within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the three target areas and possible related actions.

Highlights

Plan highlights include:

- Support equitable access to opportunities, civic engagement, and the distribution of resources
- Increase sustainability of local businesses and support small business development

Natural Resources

Vision

The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations.

Initial Action

Create a white paper that will evaluate existing and potential natural resource preservation policies within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the seven target areas and possible related actions.

Highlights

Plan highlights include:

- Continue to support the restoration of natural areas such as Fern Hill Wetlands
- Increase the amount of tree canopy while planting species adapted to this area

Transportation and Planning

Vision

Forest Grove has a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting all transportation modes.

Initial Action

Create a white paper that will evaluate existing and potential transportation policies within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the seven target areas and possible related actions.

Highlights

Plan highlights include:

- Make mass transportation more accessible to a larger portion of the community

- Increase the safety of bicycling in Forest Grove

Sustainable Schools and Education

Vision

Forest Grove will be a city that fosters sustainable practices for all generations by supporting projects and education in our schools; encourage sustainable practices from an early age by offering resources toward practical and affordable actions.

Initial Action

Consult with the Forest Grove School District to create a white paper that will evaluate current sustainability programs within the District. As part of this effort, a comparison of models used by other schools shall be evaluated. The intent of the white paper is to explore the target areas and possible related actions.

Highlights

Plan highlights include:

- Outline goals and objectives for fostering sustainability practices in the Forest Grove School District schools
- Collaborate with schools on sustainability projects that can be done at low or no cost within confines of the school curriculum

Appendices

I. Materials Management Plan

Vision

Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its discarded material stream to enable a high quality of life for all residents.

Initial Action

Create a white paper that will evaluate waste management programs within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the three target areas and possible related actions that are listed below.

Target Areas	Possible Action	Priority ¹	Measures	Stakeholders	Funding Source
1. Develop programs to educate and promote waste reduction including recycling, reuse and waste prevention.	1a. Encourage multifamily community property managers to contact Heather Robinson, the Washington County Recycle at Work Specialist. She can provide technical assistance, outreach and education.		Distribute bilingual materials to multi-family apartments		
	1b. Develop a public information and community-based social		Number of participant stories		

¹ **High Priority**- Initiate and/or complete in 2015/2016; **Medium Priority**- Main projects to focus on in the next five years. Further define project parameters in 2015/2016 and present to decision makers, where applicable, with detailed work plan for implementation 2016 to 2020. Or implements as an ongoing project or program on an already defined schedule; **Low Priority**- Do projects as able resources allow, e.g. staff time, funds, etc.

Target Areas	Possible Action	Priority ¹	Measures	Stakeholders	Funding Source
	marketing campaign to cut household waste with a “One-Bag-a-Week” challenge. Ensure that there are collection service options that provide a financial benefit to households that generate less waste.		received		
	1c. In the Forest Grove utility bill, include web site information and phone numbers for organizations that support materials management such as Washington County’s business and multifamily waste reduction technical assistance programs		Once a year brochure to all Forest Grove Light and Power users		
	1d. Offer information on how-to workshops and educational materials on traditional composting, Bokashi, and vermiculture for residents		Work with appropriate organizations to hold workshops within the community		

Target Areas	Possible Action	Priority ¹	Measures	Stakeholders	Funding Source
	1e. Manage a booth at the Farmer’s Market that encourages residents to reduce the amount of materials entering the waste stream through precycling and upcycling. Work with the Chamber to encourage businesses to do the same.				
	1f. Identify top areas for the City of Forest Grove and community to reduce waste. Apply for the city to earn Recycle at Work award status.		Work with departments to develop a list of waste reduction strategies. Put as a list on webpage.		
	1g. Assist in the establishment of a procurement policy to ensure recycling organic waste or matter for contracted waste disposal services.				
	1h. Label trash containers with the word “Landfill” to increase awareness				

Target Areas	Possible Action	Priority ¹	Measures	Stakeholders	Funding Source
	1i. Encourage tandem placement of recycling receptacles near every trash container in public areas.				
2. Encourage citizens to compost food and organic waste	2a. Advertise composting and vermiculture equipment offered by Metro. Provide educational materials on composting and vermiculture to citizens of Forest Grove.		Take orders for composting units at the Farmer's Market.		
	2b. Support FG Farmer's Market and Master Recycler's effort to sell reusable to go boxes at the Forest Grove Farmer's Market and to local businesses to reduce packaging and food waste.		Number of restaurants that accept reusable to go boxes and the number sold at the Farmer's Market		

Target Areas	Possible Action	Priority ¹	Measures	Stakeholders	Funding Source
	2c. Evaluate opportunities regarding recycling and food waste such as the expansion of current recycling options, a pilot composting program, and identifying companies that commercially process food waste for energy and revenue		Contact company personnel to find out feasibility of this strategy and work with Waste Management to establish drop offs for any new items		
3. Educate residents about how to safely dispose of pharmaceuticals	3. Develop information on the availability of pharmaceutical drop off sites. Make information available to community. (ie, FG utility bill, local newspaper)		Contact Forest Grove Police Department and Metro.		

Possible Partners: Waste Management Forest Grove Transfer Station, Metro Master Recyclers Program, Forest Grove Police and Fire Departments, Forest Grove Farmers Market, Pacific University, Far West Fibers, New Earth Farms, B-Street Farm, Center for a Sustainable Society, Forest Grove School District, Forest Grove Chamber of Commerce, local churches and service organizations, Habitat for Humanity ReStore, Metro Regional Illegal Dumping patrol, SOLVE, Tualatin Riverkeepers, Poison Hot Line, Backyard Burning Schedule, Animal Control, SWATCO, Washington County Recycle at Work, etc.

II. Energy Conservation and Green Buildings Action Plan

Vision

Forest Grove is a leader in the support of green building practices and the promotion of energy and natural resource conservation

Initial Action

Create a white paper that will evaluate new and ongoing conservation and green buildings initiatives within the city of Forest Grove. The intent of the white paper is to explore the seven target areas and possible related actions.

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
1. Implement and maintain an ongoing education campaign on the individual economic benefits of energy conservation and reduced resource consumption	1a. As a demonstration, conduct an energy audit and then retrofit an older home for energy conservation, choosing a suite of strategies that, in aggregate, return 20% annually of the initial capital cost (\$1,000 investment saves \$200 in utility bills annually)		Publish the results of the demonstration project, reaching 100% of all homes		
	1b. Educate the community about the availability of Oregon lifetime \$1,500 tax credits for energy conservation measures		Publish information in utility bill insert, local newspapers, talks to local groups		

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	1c. Educate the community about federal tax credits for residential wind turbines, solar hot water and electric systems		Publish information in utility bill insert, local newspapers, talks to local groups		
	1d. Foreground energy conservation on the city website; advertise availability of free energy audits for homes with electric heat and of incentive grants to pay for conservation retrofits		Revise city website		
	1e. Provide energy conservation tips in utility bill inserts		Utility bill insert contains energy conservation tips		
	1f. Encourage local newspapers to have a sustainability column written by a Commission member or Pacific University student				

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
2. Retrofit older, single and multifamily housing stock with energy conservation measures	2a. Work with local banks on financing projects for homeowners and apartment owners; develop database, using City L&P records, on homes that have received incentive grants for energy conservation and renewable energy installations; include in database homes that have implemented measures without local incentives		Have City L&P do a survey of households to find out the percentage that have implemented conservation strategies		
	2b. Work with Energy Trust on homes that use Northwest Natural gas for heating; advertise availability of energy audits and incentive grants; develop database of retrofit homes				

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	<p>2c. Have City L&P implement a program to replace residential and commercial mercury thermostats and other non-programmable thermostats with programmable thermostats. Perhaps do this in cooperation with BPA and Metro, with the city or contractors installing the thermostats</p>		<p>Report the numbers of changed out thermostats. Include a question about programmable thermostats in the survey for Goal 2</p>		
	<p>2d. Require return of old thermostats and installation of programmable thermostats as a condition of home sales; if requiring thermostat changes is not possible, set up widely publicized volunteer thermostat replacement program</p>		<p>Report the number of returned thermostats</p>		
<p>3. Reduce energy used by buildings in both new and retrofit construction</p>	<p>3a. Rigidly enforce the statewide energy building code for new and retrofit construction</p>				

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	3b. Develop a point system and a sliding reduced-fee schedule for energy performance beyond minimum code requirements		Point system and sliding reduced-fee schedule developed		
	3c. Publicize construction companies that build beyond minimum code requirements		List of companies published		
	3d. Educate consumers and builders about the individual economic value of investments in energy conservation				
	3e. Work with regional home appraisers to include insulation and other energy conservation measures in their analyses				
4. Reduce energy used for lighting	4a. Continue replacing lighting with fluorescents and LEDs in city-owned buildings and outdoor lighting		100% of city lighting is fluorescents or LEDs		

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	4b. Replace incandescent bulbs in single and multifamily homes; periodically implement reduced cost or free bulb replacement programs		Replace in 80% of single and multifamily homes		
	4c. Educate the community about the importance of safe disposal of fluorescent bulbs; develop a safe disposal program within the city		Publish information in utility bill insert, local newspapers, talks to local groups		
	4d. Educate the community about LEDs as an economic and more environmentally sound alternative to CFLs		Info in utility bill inserts		
	4e. Use information from the International Dark-Sky Association and similar organizations to decrease city's use of nighttime lighting		Have City P&L conduct a report of energy for street lighting		
5. Increase awareness of the environmental benefits and use of solar domestic hot water and photovoltaics in residences	5a. City publicizes environmental value of using solar hot water and solar photovoltaic energy		City L&P reports number of solar hot water and photovoltaic		

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	5b. City publicizes lists of companies that install solar systems		installations and the percent of total housing stock using solar energy for hot water and electricity		
	5c. City publicizes any available incentives and tax credits available for solar system installations				
	5d. Have City staff examine the feasibility of the use of solar powered water heaters, street lights, and signs for City buildings				
6. Reduce greenhouse gas production in the community	6a. Update the greenhouse gas inventory		Conduct greenhouse gas inventory		
	6b. Obtain a more precise eGrid emissions factor for electricity consumption within the city, working with EPA and other analysts				
	6c. Calculate the amount of carbon sequestration in the 4,700-acre municipal forest				

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
7. Investigate other sources of energy production	7a. Investigate the feasibility of power generation by the city				
	7b. Investigate the feasibility of power generation by individuals and businesses				

Possible Partners: City of Forest Grove, Pacific University, Centro Cultural, Adelante Mujeres, Forest Grove School District, Energy Trust of Oregon, Metro, Bonneville Power Administration, Northwest Natural

III. Food Action Plan

Vision

Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare and consume nutritious local food in order to support the health of the land and its people.

Objective

Create a white paper that will evaluate food related sustainability programs within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the six target areas and possible related actions that are listed below.

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
1. Develop partnership systems to sustainably feed all Forest Grove area people experiencing hunger	1a. Report out the results of the community food assessment completed by the Oregon Food Bank and work with local organizations to form a resource network		Base assessment completed and distributed		
	1b. Work with state and regional food programs, agencies and anti-hunger organizations to increase access to nutritious, safe and adequate food by all residents experiencing ongoing hunger		Connect local food agencies/ religious organizations/ community groups		

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	1c. Work to eradicate issues of continuing hunger by implementing proposed methods as outlined in "A Place At the Table" documents (<i>A Place At the Table</i> , Peter Pringle, Editor. NY: public Affairs Books, copyright 2013)		Report progress to public via local and regional media		
	1d. Establish a community food drive week and encourage businesses to provide a percentage of sales to the food bank				
	1e. Inventory food donation in the Forest Grove area such as grocery stores, restaurants, and Forest Grove food producers				
	1f. Develop a network for food donations and educate businesses on where and how they can donate				

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
2. Increase the use of sustainably grown, local food	2a. Identify strategies to promote locally grown food from individual properties; Evaluate established models for sustainable agriculture		A draft of the white paper which would include recommended changes		
	2b. Establish a Community Gleaning Project, whereby citizens participate as producers and consumers based on the Portland Fruit Tree Project and Leda Glastonbury's PU Senior Capstone Project		Organization formation		
	2c. Establish community gardens through the Parks and Rec. Master Plan program		Number of new gardens		
	2d. Investigate the ability to lease public lands, vacant lots, and/or rail right of ways for food garden possibilities				

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
3. Develop year-round farmers market in the Forest Grove area	4a. Bring together parties from interested food producers and related organizations and agencies to build agreements and contracts to open year-round farmers market in the Forest Grove area		Visit other year-round farmers markets; Open a local year-round farmers market		
4. Develop and implement adequate local community kitchens for increasing micro-enterprise development and teaching/learning food preparation and processing	5a. Promote new area community kitchens available for continuing use as teaching sites and small business development resources		Determine existing kitchens available for this program		
5. Support new farmers	6a. In the existing video promoting Forest Grove, include farming, agriculture, farm bed and breakfasts, and agritourism		Update the City of Forest Grove website and promotional materials		
	6b. Have interest groups provide farmer mixers to develop locally designed new farmer opportunities		Four mixers during each of the next 3 years at community auditorium, Forest		

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	6c. Support Friends of Family Farmers' iFarm programs and other related organizations; This will strengthen opportunities for new farmers to access farmland, tools, equipment, adequate funding and critical, continuing mentoring (www.friendsoffamilyfarmers.org/iFarm)		Grove Senior & Community Center, Forest Grove Grange #282, and North Plains Jesse Mays Community Center		

Possible partners: Dairy Creek Community Food Web, Adelante Mujeres, City of Forest Grove, Forest Grove School District, Forest Grove Senior and Community Center, North Plains Community Center, The News-Times and the Forest Grove Leader, Pacific University, local churches, Community Matters, Forest Grove Grange #282, The Oregon Food Bank, Committee for Citizen Involvement, The Portland Fruit Tree Project, Kitchen Commons (Portland community kitchens), local service groups such as Elks, Lions, Masons, Odd Fellows; Oregon State University - Extension Service: Master Gardeners/Master Food Preservers, Forest Grove Community Gardens, local and regional health organizations such as Tuality Healthcare, Kaiser Permanente, and Providence Healthcare; Friends of Family Farmers, North Plains Farmers Market, Cornelius Farmers Market, City of North Plains, Forest Grove/Cornelius Chamber of Commerce, North Plains Chamber of Commerce, Columbia Grange, area farmers.

IV. Social Equity Plan

Vision

Forest Grove welcomes and supports equitable and sustainable opportunities for all community members by providing the means for human needs to be met.

Initial Action

Create a white paper that will evaluate existing and potential equitable polices within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the three target areas and possible related actions that are listed below.

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
1. Support equitable access to opportunities, civic engagement, and the distribution of resources	1a. City staff or a Pacific University student will draft a white paper to evaluate current needs and budget ramifications of implementing bilingual services.		The number of bilingual services provided	Pacific University faculty Jessica Ritter, Don Schweitzer (Dept. Social Work), and Melissa Viera (work study office)	
	1b. Improve access to social services for all Forest Grove community members.		Collect baseline data from existing sources	Food Bank report / Jessica	

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	1c. Create additional opportunities for civic engagement in the arts and in recreation. Promote more involvement of low-income, minorities, youth, seniors, and other underserved populations		regarding: city livability, opportunities and resources	Pacific Univ. (above)	
	1d. Improve access to affordable health care by supporting the marketing of local health care services such as the Virginia Garcia Memorial Health Clinic		Survey the community to indicate increased access to affordable health care	Ivy Wagner (coord.) iwagner@vgmhc.org Ignolia Duyck (fair) iduyck@vgmhc.org	
	1e. Identify and address barriers to civic engagement among underserved populations in Forest Grove with the assistance of community groups and organizations		Primary barriers identified, plan in place for addressing barriers	FGSCC, Adelante Mujeres, FGSD Homeless Liaison (Dave Pero), Emily Berndt (211info), Leticia Vitela (CAO)	

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	1f. Increase representation from the Latino community and other underserved populations on all City boards and commissions		Demographics of FG City Boards and Commissions more closely reflect city-wide demographics	FGSCC, Adelante sources	
	1g. Evaluate the feasibility of establishing a Social Equity Committee that would examine barriers to service within the city				
2. Increase sustainability of local businesses and support small business development	2a. Support education and incentives for local businesses regarding sustainable practices		Sustainable practices of local businesses increase per yearly surveys; Recognition program of businesses is established	Consult CoC, Economic Dev. Commiss., Hope Kramer	
	2b. Examine current city policies that affect small businesses		Collect baseline data from existing sources	Consult Econ. Dev. Comm. (EDC), Chamber of Commerce (CoC)	

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	2c. Address obstacles that exist for small businesses to start and expand		Increase small local businesses by 20%, from 2013 baseline data	Consult CoC, EDC	
	2d. City of Forest Grove incorporates a marketing strategy for small sustainable businesses and tourism		Sustainability is incorporated into the city's marketing strategy	Consult CoC, EDC	
3. Increase the sustainable living wage of Forest Grove residents	3a. Support local workforce training efforts to serve individuals who are seeking employment and/or increased job skills		Increase living wage jobs from the baseline of 2013 data	Consult Pacific Univ. & Wash. County agencies	

Possible Partners: Forest Grove Economic Development Director, Forest Grove Chamber of Commerce, City of Forest Grove departments, Committee for Citizen Involvement, Washington County Cooperative Library System, Washington County Commission on Children and Families, Community Action, FG Senior and Community Center, FG School District, FG Family Resource Center, FG Community School, Oregon Child Development Coalition (OCDC), Pacific University (Residence Life, Centers for Civic Engagement, Gender Equity, and Diversity), Small Business Administration, Local businesses, Adelante Mujeres, Centro Cultural, Washington County Housing Authority, Bienestar and other affordable housing agencies, Service clubs, Coalition for a Livable Future

Grants and ideas for funding: Community Development foundations, Small Business Administration, Foundations that support social sustainability efforts, Affordable housing agencies, Coalition for a Livable Future, FG Public Arts Commission

V. Natural Resources Action Plan

Vision

The residents of Forest Grove demonstrate good stewardship of our natural resources by preserving the health of our watershed, forest, air, and greenspace for future generations.

Initial Action

Create a white paper that will evaluate existing and potential natural resource preservation policies within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the seven target areas and possible related actions that are listed below.

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
1. Increase the amount of tree canopy while planting species adapted to this area	1a. Develop a master plan identifying current conditions of the City's tree canopy, areas for additional tree planting, and long-term needs for conversion to more appropriate species or mix of ages		Inventory and increase the current tree canopy and complete a master urban forest plan	Forestry, Parks and Rec, and Planning Commission	
2. Reduce average per capita water consumption	2a. Encourage the use of low flow shower heads and toilets		A reduction in per capita water consumption		
	2b. Develop a Water Conservation Program Plans and encourage the planting of native plant species that require less water				

	2c. Support the efforts of Clean Water Services and the Friends of Fernhill Wetlands in their water conservation efforts				
	2d. Encourage the use of drip irrigation systems or other means to reduce household outdoor water use				
	2e. Encourage the use of rain sensors with outdoor sprinkler systems				
3. Increase the amount of park/natural areas in the Parks and Rec Master Plan update	3a. Identify additional sites for natural area restoration (such as adding to the Forest Grove City Watershed)		An increase in greenspace or parks, increase number of partnerships developed or renewed		
	3b. Develop partnerships for funding acquisitions for new, or enhancement of existing park/natural areas.				
	3c. Support the efforts of Clean Water Services and the City of Forest Grove's Forestry Commission and Parks and Recreation				

<p>4. Continue to support the restoration of natural areas such as Fern Hill Wetlands</p>	<p>4a. Support and identify additional activities related to restoration efforts in Forest Grove</p>		<p>Increase participation in events initiated by Friends of Fernhill Wetlands and other conservation nonprofits</p>		
<p>5. Reduce the use of pesticides and herbicides</p>	<p>5a. Support the efforts of Clean Water Services and the City of Forest Grove to reduce environmental toxins</p>		<p>A reduction in use of pesticides and herbicides. Advertise and support Household Hazardous Waste events</p>		
	<p>5b. Promote existing educational organizations such as Natural Resources Conservation Service and Master Gardeners</p>				
<p>6. Inform and educate the residents of Forest Grove on the benefits, care, and maintenance of trees for aesthetics, shade, and carbon storage.</p>	<p>6a. Develop (or use existing programs such as Tree School) an education program about the benefits of city trees (carbon, shade, aesthetics etc.)</p>		<p>Development and implementation of educational outreach materials and programs</p>		

	6b. Develop an education program for the proper care of trees (pruning, planting, maintenance)				
7. Improve air quality	7a. Reduce the amount of backyard burning				
	7b. Encourage the use of mass transit, pedestrian and cycling options within the City		Support the marketing of Grovelink and TriMet		
	7c. Work with lenders in Forest Grove to promote special auto loan rates for those purchasing vehicles with lower emissions				
	7d. Promote and educate the Forest Grove community about the use of biofuel and ethanol in fuel				
	7e. Collaborate with large shippers in the Forest Grove area to develop a plan to utilize equipment that uses alternative fuel				

	7f. Promote the use of a rail system by businesses in Forest Grove to reduce trucking emissions				
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Possible Partners: Metro, Friends of Fernhill Wetlands, Pacific University, Forest Grove Forestry Commission, Forest Grove Parks and Recreation Commission, City of Forest Grove, Tualatin Valley Watershed Council, Tualatin Riverkeepers, Oregon Environmental Center, Water Master, Soil and Water Conservation District

VI. Transportation Action Plan

Vision

Forest Grove has a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting all transportation modes.

Initial Action

Create a white paper that will evaluate existing and potential transportation policies within the Forest Grove area. As part of this effort, a comparison of models used by other organizations shall be evaluated. The intent of the white paper is to explore the six target areas and possible related actions that are listed below.

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
1. Make mass transportation more accessible to a larger portion of the community	1a. Work with Ride Connection on providing expanded service and long term operation funding		Increase ridership of TriMet and Ride Connection buses		
2. Increase the use of bicycle transportation	2a. Partner with other agencies to further explore plans for several new bike trails like the Council Creek Trail		Increase miles of trails for bicyclists and pedestrians		

	2b. Promote the use of the new covered bike racks in Forest Grove by providing brochures at the Wednesday Market, in the utility bill, at First Friday, and other community gatherings		Increased use of the racks by residents		
	2c. Publicize bike trails and covered bike racks online		Increase use of bicycle transportation		
	2d. As part of the Parks and Rec Master Plan create a spreadsheet or listing of all currently planned or funded bike/pedestrian enhancement projects with contact information, trail name, map, completion date		Aids in tracking all of the entities promoting expansion of bike trails in the area. Increases communication with these groups		

	2e. Increase the safety of bicycling in Forest Grove by increasing the number of bike paths, bike lanes on existing roads, and working with Public Works to create a safe bike/pedestrian crossing at Hwy 47 (near Maple St.)		A decrease in cycling related accidents		
	2f. Evaluate current bike paths and identify possible improvements to enhance bike connections to local transit locations				
	2g. Promote national bike month (May) and the Bike Commute Challenge (September) throughout the City				
	2h. Examine the feasibility of becoming a member of the Westside Transportation Alliance to assist in transportation issues facing the City				

	2i. Explore practices implemented by other organizations and feasibility of promoting Oregon's Safe Routes to School Program			School District	
	2j. Develop a bicycle rental or bike-share program in Forest Grove				
	2k. Evaluate current bike paths and identify possible improvements to enhance bike connections to local transit locations				
	2l. Promote national bike month (May) and Bike Commute Challenge (September) throughout the City				
	2m. Examine the feasibility of becoming a member of the Westside Transportation alliance to assist in transportation issues facing the City				

	2n. Explore practices implemented by other organizations and feasibility of promoting Oregon's Safe Routes to School Program				
3. Retrofit electric car charging station with plugs/adapters to fit all types of cars and electric bicycles.	3a. Work with Forest Grove Light and Power to add adapters that will fit all electric cars and bicycles including ones not currently supported		Increased ability of electric car drivers and bicyclists to utilize current charging stations		
4. Add peak hour express buses from Forest Grove to Hillsboro Transit Center	4a. Work with TriMet and Ride Connection to introduce a pilot program for Line 57 express bus route from Forest Grove to Hillsboro TC during peak hours		Increased ridership on bus/max		
5. Expand light rail to Forest Grove	5a. Initiate a corridor planning effort with Cornelius and Hillsboro to improve the status of the Forest Grove extension in the Regional Transportation Plan		Expansion of MAX into Forest Grove		

	5b. Develop a strategic plan process with the goal to extend light rail to Forest Grove				
6. Fit new city vehicles and Ride Connection buses to run on electric power	6a. Meet with TriMet and Ride Connection staff to encourage purchasing new vehicles equipped with electric power		Cleaner air for Forest Grove and all areas they serve		

Possible Partners: Metro Councilors, Forest Grove City Council, Forest Grove City Staff, Emerald Bike Path, TriMet, Ride Connection, Quarterly Trails Forum, Council Creek Trail, Bicycle Transportation Alliance, Forest Grove Light and Power, Washington Country Transportation Alliance, Forest Grove Farmer’s Market

VII. Sustainable School and Education Action Plan

Vision

Forest Grove will be a city that fosters sustainable practices for all generations by supporting projects and education in our schools; encourage sustainable practices from an early age by offering resources toward practical and affordable actions.

Initial Action

Consult with the Forest Grove School District to create a white paper that will evaluate current sustainability programs within the District. As part of this effort, a comparison of models used by other schools shall be evaluated. The intent of the white paper is to explore the target areas and possible related actions that are listed below.

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
1. Outline goals and objectives for fostering sustainability practices in the Forest Grove School District schools	1a. Align goals, objectives and plans with the district office	High	Document between city and school district	Connie Potter	
	1b. Enlist experts to conduct workshops for teachers, administrators, facilities, and custodial staff	High	Schedule of workshops	Connie Potter	
	1c. Work with Forest Grove school district and waste haulers to improve recycling at schools by recommending a student recycling campaign		Waste audits for baseline and increased labeling bins	Waste Management and FGSD Facilities Staff	

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	1d. Work to ensure trash containers are always accompanied by recycling containers. Trash containers labeled with the word "Landfill" to increase awareness.				
2. Collaborate with schools on sustainability projects that can be done at low or no cost within confines of the school curriculum	2a. Work with the school principals to understand school curriculum, and identify practical, low-cost projects for various grade levels	High	Meeting with principals and/or administrators		
	2b. Provide the means for a materials wish list (e.g., digital thermometers*, consumable materials)	High	List(s) from school(s); funding available		City grant
	2c. Request for students to demonstrate projects to the Commission (e.g., solar ovens) and during other public events	High/ Med	Schedule of projects and commission agenda		

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	2d. Hold a competition for best sustainability practices implemented in schools/city projects with prizes for best project in each school	Med	Arrange projects & support required		
	2e. Apply for a CEP grant to help fund sustainability projects	High	List of materials that would need to be purchased		
	2f. Tap city budget & department resources for funding school projects, consistent with the city's commitment to sustainability	High	Identify available funds		
3. Implement and maintain an ongoing behavior change campaign	3a. Promote in-class workshop and/or sustainability idea book with a list of different activities classes could do	Med	Complete with instructions on how to do them and a list of materials needed		
	3b. Bring in experts to demonstrate ideas and work with classrooms - one-time appearance or ongoing	High	compile a list of guest speakers to come in and help kids with a project		

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
4. Implement energy and water conservation plans & practices	4a. Conduct an energy audit	High	Publish the results of the audit & determine plans		
	4b. Assist the district to provide the means to retrofit schools for energy conservation, choosing a suite of strategies that, in aggregate, return x% annually of the initial capital cost				
	4c. Follow-up on City of Forest Grove Sustainability Summit to the School Board	Med	Arrange to get on the agenda		
	4d. Work with the Forest Grove School District to develop a plan to replace lighting with LED's				

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	4e. Develop a plan for the District to implement the use of water reducing devices such as rain catchment devices, rain sensors on sprinklers, drip irrigation systems, and water reducing features in bathrooms at school facilities				
5. Work with the District to implement more job related skills training at high school.	5a. Develop a job placement network between the District and local businesses				
6. Develop school gardens and nutrition education programs at every Forest Grove public school	6a. Develop curricula to be used by appropriate grades; See Healthy Kids Curriculum from OSU Extension Service		Curricula developed and in place at a minimum of 5 local schools	School District, Children, and Families	
	6b. Determine funding and funding sources needed to establish and maintain gardens		Compile a list of grants and funding sources	School District, Children, and Families	

Target Areas	Possible Action	Priority	Measures	Stakeholders	Funding Source
	6c. Determine needed personnel		Personnel chosen	School District, Children, and Families	
	6d. Develop workable timelines and contracts with local farmers and gardeners to provide year-round food directly to local schools		Contracts signed with Oregon Farm to School Program	School District, Children, and Families	

* needed for precise readings to determine materials for best insulators

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November 10, 2014

REPORT ON RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN INTERGOVERNMENTAL AGREEMENT FOR NON-VOTING MEMBERSHIP IN THE EMERGENCY MANAGEMENT COOPERATIVE OF WASHINGTON COUNTY

Project Team: Michael Kinkade, Fire Chief
Michael Sykes, City Manager

ISSUE STATEMENT: The City has been invited to join the Emergency Management Cooperative of Washington County.

DISCUSSION: ORS 401.305 requires local governing bodies of counties and cities that have both city and county emergency management programs to jointly establish policies which provide direction and identify and define the purpose and roles of each emergency management program. Entering into this agreement would formalize an already excellent relationship and allow staff to collaborate beyond the statutory requirements to improve and enhance our emergency management program.

FISCAL IMPACT: As non-voting members there is no fiscal impact to signing this intergovernmental agreement.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached is resolution to join the Emergency Management Cooperative of Washington County (IGA Exhibit A).



RESOLUTION NO. 2014-83

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENDORSE THE EMERGENCY MANAGEMENT COOPERATIVE OF WASHINGTON COUNTY INTERGOVERNMENTAL AGREEMENT

WHEREAS, the City of Forest Grove has been invited to join the Emergency Management Cooperative of Washington County; and

WHEREAS, ORS 401.305 requires local governing bodies of counties and cities that have both city and county emergency management programs to jointly establish policies which provide direction and identify and define the purpose and roles of each emergency management program; and

WHEREAS, City staff has reviewed and recommends approval of the IGA (Exhibit A).

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

Section 1. The City Council hereby approves the Emergency Management Cooperative of Washington County Intergovernmental Agreement (IGA) (Attached as Exhibit A).

Section 2. The City Manager is hereby authorized to endorse the IGA on behalf of the City of Forest Grove.

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

PRESENTED AND PASSED this 10th day of November, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of November, 2014.

Peter B. Truax, Mayor

INTERGOVERNMENTAL AGREEMENT

EMERGENCY MANAGEMENT COOPERATIVE
OF WASHINGTON COUNTY

This Agreement is entered into, pursuant to ORS 190.010, by and among Washington County (the County) and other public sector jurisdictions within Washington County (herein collectively "participating jurisdictions") and supersedes previous agreements for the coordination of emergency management programs in Washington County

WITNESSETH

WHEREAS ORS 401.305 (3) requires the local governing bodies of counties and cities that have both city and county emergency management programs to jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff and establish lines of communication, succession and authority of elected officials for an effective and efficient response to emergency conditions; and

WHEREAS the participating jurisdictions desire to collaborate beyond statutory requirements and cooperatively identify, design, implement, and test the structure, systems, facilities, plans, and procedures of a comprehensive, countywide emergency management system; and

WHEREAS the goal of such collaboration is to enhance the level of disaster and emergency preparedness within and across the boundaries of the participating jurisdictions and to develop and maintain an effective multi-agency coordination system; and

WHEREAS improved preparedness will be achieved through coordination among the participating jurisdictions and among the various emergency service functions provided within those jurisdictions; and

WHEREAS many of the participating jurisdictions entered into an Intergovernmental Agreement in November 1995, which has been subsequently amended and revised, to improve the level of disaster and emergency coordination and preparedness within the boundaries of the participating jurisdictions

TERMS AND CONDITIONS

I. **EMERGENCY MANAGEMENT COOPERATIVE**

The participating jurisdictions hereby create an emergency management cooperative responsible for the development, enhancement, maintenance, and

coordination of emergency management structures, systems, facilities, plans, procedures, training, and exercising within (and between) the jurisdictions of the participating entities and agree that the organization shall be known as the EMERGENCY MANAGEMENT COOPERATIVE (EMC).

II. PURPOSE OF AGREEMENT

The purpose of the EMC is to enhance the level of disaster and emergency preparedness and coordination within and across the boundaries of the participating jurisdictions by focusing on improvements to emergency management structures, systems, facilities, plans, procedures, training, and exercising.

III. MEMBERSHIP

A. Eligibility: Washington County and all Washington County public sector jurisdictions with an emergency management program.

B. Membership Types:

1. Voting Member: Participating jurisdictions that make a financial contribution per section VII of this Agreement.
2. Non-Voting Member: Participating jurisdictions that do not make a financial contribution per section VII of this Agreement.

IV. ORGANIZATION

A. Director: The work of the cooperative will be managed and coordinated by an EMC Director. The Director will serve at the pleasure of the County, with input from the Executive Committee, and be housed by the County unless otherwise approved by the Executive Committee. The Director's primary duties will be to: 1) develop and maintain comprehensive, integrated, and effective emergency management and multi-agency coordination systems in concert with the participating jurisdictions; 2) oversee implementation of the annual EMC work plan and budget; 3) coordinate emergency management activities within and between the participating jurisdictions; and 4) coordinate emergency management activities with other local, regional, and state agencies and organizations.

B. Staff: The participating jurisdictions will identify staff to work with the EMC. Staff assigned to work with the EMC will be housed at their respective jurisdictions. The County will provide work space for staff of participating jurisdictions to temporarily or periodically collocate in order to enhance coordination and coproduction efforts.

C. Work Teams:

1. Emergency Management Team (EMT):
 - a. The EMT consists of the EMC Director and designated emergency management staff from participating jurisdictions. The team is

tasked to 1) collaboratively identify, design, implement, and test the structure, systems, facilities, plans, and procedures of a comprehensive, integrated, countywide emergency management system; 2) participate in the development of the annual work plan and budget; and 3) assist in the planning and conduct of training and exercises.

- b. The team will receive administrative support from the County.
2. Multi-Agency Coordination System (MACS) Planning Team:
 - a. The MACS Planning Team consists of law enforcement, fire, public works, public health, other emergency responder, and emergency management representatives of the participating jurisdictions. The team will only meet with the consent and support of the participating jurisdictions' first responder departments. The team will be responsible for developing the countywide plan for multi-agency incident coordination.
 - b. The team will receive administrative support from the County.

V. GOVERNANCE

A. Executive Committee:

1. The EMC will be governed by an Executive Committee consisting of the chief executive officer of each participating jurisdiction. Each of these primary representatives may designate an alternative representative who may attend Executive Committee meetings and act in the absence of the participating jurisdiction's primary representative.
2. The representative of each voting member jurisdiction has the right to vote on all matters before the Committee. Representatives of non-voting jurisdictions may participate in all Committee discussions and deliberations but cannot vote. An affirmative act of the Executive Committee requires that a majority of the voting member representatives are present and the decision is unanimous.
3. The Executive Committee will be chaired by a voting member representative selected by the Committee. Chair of the Executive Committee may be rotated among the voting member representatives on an annual basis.
4. The Executive Committee will be responsible for:
 - a. Approving the annual EMC work plan and budget;
 - b. Approving policies related to EMC functions;
 - c. Coordinating EMC actions and activities with jurisdictional elected officials and other key decision makers; and
 - d. Reviewing the efficacy of the EMC and this Agreement on an annual basis.

- B. Disputes: Any disputes as to the interpretation of this Agreement between two or more of the participating jurisdictions will be resolved by a unanimous decision of the Executive Committee.

- C. Administrative Support: Administrative support for Executive Committee meetings will be provided by the County.

VI. OPERATING GUIDELINES

- A. National Standards: The participating jurisdictions agree to adopt and implement the National Incident Management System (NIMS) and Incident Command System (ICS) as the incident management organization required by ORS 401.305(5)(b).

- B. Local Standards: Participating jurisdictions agree to work toward attaining and maintaining minimum emergency management performance standards, which include, but are not limited to:
 - 1. Developing and maintaining a functional Emergency Operations Center (EOC), including written position descriptions, trained emergency management staff, displays, communication equipment, etc.
 - 2. Developing and maintaining a multi-hazard functional Emergency Operations Plan (EOP) that is consistent with Federal Emergency Management Agency (FEMA) and state guidance.
 - 3. Developing and maintaining a Natural Hazards Mitigation Plan (NHMP) that is consistent with FEMA and state guidance.
 - 4. Developing and maintaining a Continuity of Operations (COOP) Plan that is consistent with FEMA and state guidance.
 - 5. Conducting at least an annual exercise of the EOC and emergency management plans at a functional or full scale level.
 - 6. Providing educational materials and programs on disaster preparedness for individuals, families, and businesses.

- C. EMC Work Plan: The Emergency Management Team will develop, for Executive Committee consideration and approval, an annual work plan detailing the purposeful actions to be pursued on behalf of the collaborative. The work plan will identify specific tasks to enhance the systems, facilities, plans, procedures, training, and exercising of the countywide emergency management and multi-agency coordination systems and include an implementation plan with timelines, descriptions of required resources and operational implications, and lead agency contact information.

- D. EMC Budget:
 - 1. The Emergency Management Team will develop, for Executive Committee consideration and approval, an annual budget detailing the costs associated with implementing the annual work plan and supporting EMC operation and administration.
 - 2. The Executive Committee may amend the approved budget mid-year, as needed, subject to the funding methodology outlined in section VII of this Agreement.

VII. EMC FUNDING

- A. Method: Washington County will fund 51% of annually approved EMC expenditures. Other participating jurisdictions will collectively fund the remaining 49%. The funding allocation between the County and other participating jurisdictions may be adjusted during the annual budget development process. The method for allocating the non-county share amongst the other participating jurisdictions will be determined each year as part of the budget process and may be based on proportionality or any other method approved by the Executive Committee.
- B. Voting/Non-Voting Members: The Executive Committee may establish a minimal membership fee for a participating jurisdiction to receive voting privileges on the Executive Committee. Non-paying jurisdictions, or those under the established threshold, will be considered non-voting members.
- C. Payments: The County will invoice all financially contributing members based on the allocations approved by the Executive Committee. The invoices will be distributed during the month of July for the new fiscal year (July 1 – June 30 fiscal year). Payments are due within 45 days of receipt of invoice unless other arrangements have been made with the County.

VIII. DURATION, WITHDRAWAL, AND TERMINATION

- A. Effective Date: This Agreement will go into effect on July 1, 2013, following its authorization by the governing bodies of the jurisdictions participating in the intergovernmental agreement for consolidated emergency management as of January 1, 2013 (City of Beaverton, City of Hillsboro, City of Tigard, Tualatin Valley Fire and Rescue, and Washington County).
- B. Termination: This Agreement will remain in effect until June 30, 2018, unless the participating jurisdictions unanimously agree in writing to an earlier termination, extension, or modification of its terms.
- C. Withdrawal: A participating jurisdiction may withdraw at the end of a fiscal year by providing written notice of its intent to withdraw to all other participating jurisdictions no less than 90 days before the end of that fiscal year. A participating jurisdiction may also withdraw effective as of any other date provided the withdrawing jurisdiction receives unanimous approval of the Executive Committee. The remaining funding obligation of a jurisdiction withdrawing under this circumstance will be determined by the Executive Committee at the time the withdrawal is approved.

D. Non-Appropriation: Notwithstanding any other provisions provided herein, a participating jurisdiction's continuation in the EMC is subject to the jurisdiction's annual budget appropriation of funds in support of the EMC.

IX. AMENDMENTS

Proposed amendments to this Agreement shall be approved by unanimous consent of the Executive Committee and must be subsequently approved by each of the participating jurisdiction's governing bodies.

X. ADDITIONAL JURISDICTIONS

Any jurisdiction not a party to this Agreement may become a party by first obtaining the unanimous approval of the Executive Committee and then securing approval of the terms in this Agreement and any accompanying amendments from its governing body.

XI. RESPONSIBILITY FOR ACTS

Each of the participating jurisdictions shall be solely responsible for its own acts and the acts of its employees and officers under this Agreement. No participating jurisdiction shall be responsible or liable for consequential damages to any other participating jurisdiction arising out of the performance of the terms and conditions of this Agreement.

XII. INSURANCE

Each of the participating jurisdictions shall contribute to the purchase and maintenance of such insurance as will protect the EMC from claims of third parties arising from its performance under this Agreement. The amount of insurance shall be not less than the organization's liability under the Oregon Tort Claims Act.

XIII. SEVERABILITY

The terms of this Agreement are severable and a determination by an appropriate body having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part shall not affect the remainder of the Agreement.

XIV. INTERPRETATION

The terms and conditions of this Agreement shall be liberally construed in accordance with the general purposes of the Agreement.

SUBSCRIBED TO AND ENTERED INTO by the appropriate officer(s) who are duly authorized to execute this Agreement on behalf of the governing body of the below-named unit of local government.

DATED this 10th day of November, 2014.

City of Forest Grove, Oregon

[Agency Name]

APPROVED AS TO FORM

Michael J. Sykes, City Manager

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**NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, November 10, 2014, at 7:00 p.m.**, or thereafter, in the **Community Auditorium, 1915 Main Street, Forest Grove**, to allow for the submittal of revised application regarding the following project:

Applicant: Gales Creek Terrace LLC (Morgan Will)

Owner: Gales Creek Development LLC; Mark and Tripti Kenzer

Location: 1548 19th Avenue, 1844 "C" Street, and 1336 Pacific Avenue
Washington County Tax Lots 1S4 1-400 & 500; and 1S4 1AA-7200

Request: Establishment of a Planned Residential Development for Gales Creek Terrace, a 197-lot subdivision including duplexes, attached single family homes, and single family detached dwellings

Criteria: Development Code Article 3 - Residential Zones, Article 4 - Planned Developments, Article 6 - Subdivisions, Article 8 - Public Improvements

File Number: PRD-14-00181

At this time and place, all persons will be given a reasonable opportunity to give testimony about this proposal. A revised site plan is attached to this notice. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used as the basis for an appeal to the Land Use Board of Appeals (LUBA).

If additional documents or evidence are provided in support of an application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven (7) days after the hearing. Information pertaining to this request may be obtained from Senior Planner Daniel Riordan at the Community Development Department, 1924 Council Street, (503) 992-3226 or driordan@forestgrove-or.gov, between 9 a.m. and 5 p.m. The staff report will be available seven days prior to the hearing; copies will be available at cost. This notice is published by the authority of the Forest Grove City Council.

Anna D. Ruggles, CMC, City Recorder

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Date: November 10, 2014

**PUBLIC HEARING (DE NOVO) TO CONSIDER THE GALES CREEK TERRACE
PLANNED RESIDENTIAL DEVELOPMENT
(FILE NO. PRD-14-00181)**

PROJECT TEAM:

Daniel Riordan, Senior Planner
Jon Holan, Community Development Director
Rob Foster, Public Works Director
Michael J. Sykes, City Manager

ISSUE STATEMENT:

This public hearing provides an opportunity to re-open the record to consider revisions to the Gales Creek Terrace Planned Residential Development. The applicant's revisions address issues raised during the project review and public hearing process held with the Planning Commission. This public hearing also provides an opportunity for members of the public to comment on the development proposal before a final City Council decision on the application is reached.

BACKGROUND:

Process to Date

On March 11, 2014, Gales Creek Development, LLC and Mark S. and Tripti Kenzer submitted an application for the Gales Creek Terrace planned residential development and preliminary subdivision plat. The application was deemed completed on May 22, 2014. On August 4, 2014, the Planning Commission held a public hearing on the application. After considering the evidence in the record including the application, staff report and testimony from the applicant and the public the Planning Commission voted to deny the application.

Subsequent to the Planning Commission denial, the applicant filed an appeal to the City Council on August 27, 2014, as authorized by the Forest Grove Development Code. On September 8, 2014, the applicant requested a 90-day extension to revise the site plan and supporting documents. As a result, the City Council tabled the public hearing.

On October 16, 2014, the applicant filed a revised application for a planned residential development and concurrent tentative subdivision plat known as Gales Creek Terrace. The proposal is for a 197 unit development comprised of a variety of housing types. Housing types include duplexes, attached townhomes, and single family detached dwellings on a variety of lot configurations. The proposal includes 40 attached units. The remaining 157 units would be

traditional single family detached dwellings on a variety of lots sizes as explained more fully below.

On October 27, 2014 the City Council adopted an order scheduling a de novo public hearing on November 10, 2014, to provide an opportunity for consideration of the applicant's revised proposal. Notices of the de novo were mailed to the 300 foot notification area and persons participating in the process 20-days in advance of the November 10th public hearing.

DECISION MAKING FRAMEWORK AND LAND USE REVIEW

The Development Code serves as the principal tool for implementing the City's Comprehensive Plan in a manner that protects the health, safety, and welfare of the citizens of Forest Grove. The Development Code also guides public and private planning policies and actions to ensure provision of adequate water, sewerage, transportation, drainage, parks, open space and other public facilities for each development (DC 10.1.105).

A planned development is essentially a design review process that allows for flexible application of development standards to ensure projects meet community expectations as expressed in the Comprehensive Plan and Development Code.

As stated in the Development Code the purpose of the plan development approval process is to:

- A. Promote flexibility and innovation in site design and permit the diversity in the location of structures;
- B. Promote the efficient use of land and facilitate a more economical arrangement of buildings, circulation systems, land uses, and utilities when compared with conventional development patterns;
- C. Preserve to the greatest extent possible existing landscape features and amenities, and incorporate such features in the design of the planned development;
- D. Combine and coordinate architectural styles, building forms, and building relationships; and
- E. Provide the applicant with reasonable assurance of ultimate approval before requiring detailed design and engineering, while providing the City with assurances that the project will retain the character envisioned at the time of approval.

Article 4 of the Development Code identifies specific approval criteria for planned developments. The City must make specific findings demonstrating how the planned development meets the approval criteria. The proposed development must also meet the development standards applicable to subdivisions contained in the Development Code. The planned development approval criteria include:

- 1. The plan fulfills the purpose for planned development stated in the Development Code (10.4.200);
- 2. The plan meets the submittal requirements of Section 10.4.220(B): Submittal Requirements;
- 3. Adequate public services exist or can be provided to serve the proposed planned development; and
- 4. Where a tentative subdivision plat is requested, the requirements of Article 8 (General Development Standards) are met.

The preceding sections of the Development Code provide the framework for making a decision

on a planned development application. The next section of this report addresses the proposal and recommended conditions of approval.

The Planning Commission denial of the initial application raises two policy questions that need to be addressed as part of the review of the revised application. The policy questions include:

- Application of the intent statement for the High Density Residential (RMH) zone; and
- Which standards can be varied through the planned development review process

The intent statement of the Multifamily High Density (RMH) zone states:

The RMH zone is intended for development at a target density of 20.23 dwelling units per net acre. Multi-unit residential buildings will be the predominant housing type in this zone. RMH zoning is generally applied near transit streets and adjacent to commercial districts. The RMH zone also allows a limited range of non-residential uses to help provide services for residents and enhance the quality of the higher density neighborhood.

The primary issue is the reference to “Multi-unit residential buildings will be the predominant housing type in this zone.” It is unclear if the statement is intended to mean the RMH zone as whole within the City or discrete RMH zones in a particular area of the community. How this statement is applied makes a difference as to how planned development applications are reviewed within the RMH zone. Currently, approximately 60% of the residential units within the RMH zone as a whole are within multi-family structures (3 or more units within a building). If the “whole zone” approach is taken the opportunity exists to construct single family detached housing within the RMH through a planned development. If the “discrete zone” approach is taken then an individual development proposal would have to include predominantly multifamily units. Staff believes that the RMH intent statement applies to the RMH zone in its entirety and not to discrete areas or individual applications. This is consistent with a prior opinion of the City’s special land use counsel:

Based on the determination stated above the Gales Creek Terrace proposals would not have to provide a majority of multifamily units. This will allow the development to meet required density requirements in a creative way through a variety of housing types consistent with the planned development section of the Development Code.

Development Standards Available for Variation

The current Development Code language applicable to planned developments allows for the variation of standards as follows:

10.4.215(A): Base Zone Standards. The development standards of the base zone apply unless they are superseded by the standards of Planned Development section of the Development Code or the Planned Development approval.

The Zoning Ordinance in effect prior to 2009 provided maximum flexibility to deviate from any development standards otherwise applicable to a planned development application. The primary intent was to provide flexibility to promote creative and imaginative developments in residential districts. All but one planned development was approved under the Zoning Ordinance prior to 2009.

The 2009 Development Code resulted in the adopted in a new Planned Development

ordinance. The ordinance is vague as to the deviation of certain development standards such as those contained in Development Code Article 5 (Natural Resource Areas and Tree Protection) and Article 8 (Access and Circulation, Open Space, Off-street Parking and Loading, Public Improvements, Other Development Review Standards, Land Division Standards). Not having the ability to deviate for the standards in these sections undermines the intent of the planned development ordinance to promote creative and imaginative development within residential districts. As such, staff believes that any development standard is eligible for deviation to promote creative and imaginative residential developments.

SITE INFORMATION

The site consists of 47.72 gross acres. About one-half of the area is proposed for development amounting to 25 gross acres. The balance of the site is within the Gales Creek floodplain. The net developable area of the site is approximately 13.20 acres.

The urban growth boundary crosses the property and generally follows the 180 foot elevation contour and the Gales Creek floodplain.

A majority of the site is in pasture or agricultural use with trees located along Gales Creek. There are two single-family homes and several out buildings that would be removed for the development. In addition, a home located at 1844 C Street would be removed to provide for the extension on 19th Avenue. The home would be donated by the developer to the City. The means of conveyance and timing of the property transfer will be determined as part of the agreement between the developer and city for construction of public improvements.

Comprehensive Plan Land Use Designation and Zoning Classification

The site is currently designated as High Density Residential on the Forest Grove Comprehensive Plan map and Multifamily High Density (RMH) on the Zoning Map. The target development density is 20.28 units per net acre with a minimum development density of 16.18 dwellings per net acre. The proposed development meets the density requirements of the zone.

Adjacent Zoning and Land Use

As shown below, the area to the east and northeast of the development site is designated Multifamily High Density. The area to the west is designated Multifamily Low Density. The area to the north is designated Institutional. The area to the south is in the Gales Creek Floodplain and is designated Exclusive Farm Use by Washington County.

Location	Comprehensive Plan Designation	Zone District	Current Land Use
Site	High Density Residential	Multifamily Residential High (RMH)	Agricultural and pasture land, large lot residential
North	High Density Residential Institutional	Multifamily Residential High (RMH) / Public	Agricultural, large lot residential, school
South	Exclusive Farm Use	Exclusive Farm Use	Gales Creek Floodplain Agricultural
East	High Density Residential	Multifamily Residential High (RMH)	Agricultural and residential (Single family detached and single family attached)
West	Medium Density Residential	Multifamily Residential Low (RML)	Agricultural and large lot residential

Urban Growth Boundary/Floodplain Location

The site is located in proximity to the Gales Creek floodplain. In general, for this site the location of the 100-year floodplain elevation establishes the location of the urban growth boundary (UGB). Research indicates the UGB was established based on a 1974 floodplain study prepared by Washington County.

Due to the uncertain nature of the precise current location of the floodplain an elevation of 180 feet was determined by the City in December 2006 to be the floodplain elevation. This was part of the deliberation for a previous development application for the site. Development of home sites will occur outside of this elevation. Improvements for active recreation may occur within the floodplain under current regulations.

SITE DESIGN

The applicant proposes a planned unit development in order to develop an alternative housing concept within the RMH zone while meeting the minimum density requirements of the base zone. Attachment A to this report summarizes the changes made to the original development proposal submitted to the Planning Commission. Attachment B provides a revised project narrative summarizing the development concept prepared by the Applicant.

The applicant requests planned unit development approval to vary development standards to address slope constraints characteristic of the development site to aim of minimizing excessive cut and fill.

The project concept is a residential development comprised of attached and detached single family dwellings on lots ranging in size from 2,368 square feet to 3,750 square feet in area. The development as currently proposed (as of October 3, 2014) includes a total of 197 dwellings on 187 lots. Attachment A provides a comparison between the original and revised designs. The revisions address the Planning Commission concern that development was too "tight" with single family detached homes constructed on such small lots. Furthermore, the introduction of attached units addresses the Planning Commission concern that the development as originally proposed was solely a single family detached development. This criterion is met.

The highest density housing types include duplexes and attached townhomes. These two housing types make up a total of 40 units (20.3% of total units). A detailed breakdown of the overall housing distribution is provided below. Attachment C shows the distribution of housing types on a map.

Housing Types

Housing Type	Number
Duplex	20
Corner Attached	8
Attached	12
Detached units on 26 foot wide lot	18
Detached units on 32 foot wide lot	78
Detached units on 34 to 40 foot lots	61
Total Dwellings	197

This variety of housing types and lot configurations addresses the Planning Commission and staff concern that the original proposal only offered one type of housing (single family detached on small lots) in the high multifamily density residential development (RMH) zone. The proposal consists of a mixture of housing units on lots that vary in dimension and land area. The street design is reflective of the existing block pattern in the area but has been modified in response to the site's topography to minimize excessive cut and fill.

This added diversity of dwelling and lot types also addresses the housing needs of a range of households interested in living within this area. From a planning perspective the range of housing and lot types promotes a neighborhood with families and smaller households. In addition, the variety of dwelling types provides housing opportunities at a variety of price points.

Phasing Plan

The applicant has altered the phasing plan compared with the original application. The change in phasing is due to the introduction of the higher density units (duplexes and attached townhomes). This revised approach allows for the development of the higher density units in Phase 3 either concurrent with or prior to Phase 1. Attachments D and E show the revised preliminary plat and the addition of the fourth phase to the project.

The proposed project phasing plan is shown below. Approximately 30 percent of the lots would be developed during Phase 1 if completed as a stand-alone project.

Proposed Phasing Plan

Phase	Lots	Percent
Phase 1	56	30.0%
Phase 2	47	25.1%
Phase 3	32	17.1%
Phase 4	52	27.8%
Total	187	100%

Analysis of Arrangement of Lot Types

The applicant proposes lots ranging in width from 26 feet to 40 feet. *The 24 foot wide lots originally proposed have been eliminated in the revised application.* The widest lots are located near the Gales Creek greenway with the narrowest lots located near the north perimeter of the project including adjacent to Pacific Avenue. A breakdown of lot types is provided below:

- Lots along Pacific Avenue range in size from 26 feet wide x 108 deep (2,808 square feet) to 36 feet wide x 105 feet deep (3,780 square feet); These lots will accommodate duplex units.
- Lots in the interior of the project, along 18th Avenue, 19th Avenue, generally range in size from 32 feet wide x 120 feet deep (3,840 square feet);
- Lots along 20th Avenue range in size from 28 feet wide x 96 feet deep (2,688 square feet). These lots will generally accommodate attached townhomes along the north side of 20th Avenue;
- Lots along the Gales Creek greenway are the largest in development and range in size from 34 feet wide x 100 feet deep (3,400 square feet).
- Lots 12 and 13 have street frontage on 18th Avenue and Dee Court. As such they are

considered through lots. The creation of the through lots resulted from the elimination of an open space tract at the request of staff. The open space tract as originally proposed did not provide a functional space. Through lots are prohibited by standard development requirements. However, this project is being reviewed as a planned development. Therefore, there is flexibility in lot design allowing for the possibility of through lots as a design solution.

This variation in lot types describe above will result in a cross-section of housing prices from entry level to middle income price points.

DENSITY

The RMH zone establishes a target residential density of 20.28 dwellings per net acre. The minimum density is 16.22 dwellings per net acre, however, the Development Code provides for a further reduction to the target density in areas with steep slope. A reduction in density of 10% is permitted if the average slope is 10% to 14% (DC 10.3.130(C), Table 3-4). A reduction of 30% is permitted in areas with an average slope of 15% to 24.9%.

The Gales Creek Terrace development site qualifies for the density reduction. The applicant has provided information documenting the slope analysis as described more fully below.

The proposal includes 197 units on 187 lots to be constructed on approximately 13.20 net acres of land. The table below shows the density calculations provided by the applicant.

Minimum/Maximum Slope	Area (Acres)	RMH Min. Density	Density Reduction Table 3-4	Adjusted Min. Density	Minimum Dwelling Units Required
0% to 10%	5.35	16.22	0%	16.22	86.8
10% to 15%	4.93	16.22	-10%	14.60	72.0
15% to 25%	2.85	16.22	-30%	11.35	32.4
25% to 35%	0.06	16.22	-50%	8.11	0.5
>35%	0.00	16.22	-100%	0.00	0.0
Total	13.20				191.7

Source: Gales Creek Terrace, LLC.

From the table above, the applicant is required to provide a minimum of 191 dwelling units to comply with RMH zone density requirements. The proposal includes a total of 197 dwelling units. As such, the Gales Creek Terraced Planned Residential Development proposal complies with the density requirements of Article 3.

Attachment G provides a detailed slope analysis submitted by the applicant.

SLOPE ANALYSIS

As the table above shows, approximately 7.78 acres of the development site has a slope of 10% to 25%. This amounts to 59% of the net developable area of the project site. Attachment H to this report shows slope by individual lot. Attachment I shows a profile of how homes could look based on the slope characteristics of the development site. This analysis provides an indication of the visual impacts potentially resulting from the development of home sites.

ARCHITECTURE/STRUCTURE TYPE

The application provides for a variety of housing types including duplexes, attached townhomes, attached corner townhomes and single family detached units on a variety of lots. Attachment J provides examples of home elevations applicable to the development. The chart below the number of units proposed for each housing type.

Housing Type	Number of Units
Duplexes	20
Attached Townhouses	12
Attached Corner Townhouses	8
26 feet wide Detached Homes	18
32 feet wide Detached Homes	78
34 to 40 feet wide Detached Homes	61
Total	197

The applicant submitted a variety of home elevations depicting the various housing types. The elevations are somewhat Craftsman in style and are attached to this report.

Duplexes

The duplexes are intended to have a single family dwelling design. The units will be approximately 24 feet in height (two stories). Individual units will have separate entrances. The lots identified for the duplexes are deep enough to provide off-street parking on a driveway apron. Individual garages will not be provided.

Attached Townhomes

Two possible design elevations for the attached townhomes are shown in the attached application materials. The units are designed to have pitched roofs.

The attached townhomes provide garages. Both designs provide side-by-side contiguous driveways which is a common design for this type of housing.

Corner Lots

Units on corner lots will be designed so that each unit has an entryway on each street fronting the property. This promotes resident privacy and provides a look from street level as a single family unit. The units are designed to be compatible with other housing types using techniques such as covered entry-ways pitched roofs and garages recessed behind the main living area.

Detached Housing Units

Detached housing units are included on a variety of lot configurations ranging from 26 foot wide lots to 40 feet wide. The detached units on the smallest lots are similar to the units built in the Casey Meadows development. The units are front loaded designs with gabled roofs and architectural relief on the front facades.

By providing a variety of lot configurations the homes will appeal to a variety of households including first-time homebuyers and senior citizens wishing to down size but remain in the

community.

Homes along the southern edge of the development near the Gales Creek greenway will have the highest trim levels and will appeal to higher income households.

The applicant has proposed a higher trim level with masonry highlights on 50% of the homes. This will add architectural interest and increase the quality of home found in the development. This proposal is included within the project conditions of approval.

CITY SERVICES

- A. Sanitary Sewer – Limited sanitary sewer facilities are currently available to the site. A sewer line exists at D Street and at Pacific Avenue east of E Street. A sewer line exists in the 18th Avenue right-of-way just east of the D Street intersection.

The City Engineering has indicated that sanitary sewer service could be extended to serve the site at the developer's expense. The Forest Grove Sanitary Sewer Master Plan stipulates that a gravity sewer line be constructed from the existing pump station located at B Street just south of 16th Avenue. The Sanitary Sewer Master Plan shows a 10 inch trunk line extension along the south edge of the development site.

The off-site sanitary sewer extension would traverse City-owned property through an existing easement. The City acquired this property concurrent with a previous proposal to develop the Gales Creek Terrace site. This site is contaminated but a letter of No Further Action has been issued by the Oregon Department of Environmental Quality. The project conditions of approval stipulate that the applicant must enter into a hold harmless agreement with the City to mitigate possible environmental contamination encountered as part of the sewer line installation.

Once installed, the sanitary sewer line would allow all properties west of Gales Creek Terrace to develop. Because the line will be oversized, the City may participate in the oversizing expenses.

- B. Water – Six inch cast iron water lines have been installed in D Street, 19th Avenue and 18th Avenues. Eight inch water lines will be installed by the developer within the Gales Creek Terrace development. These facilities would be adequate to provide domestic service and fire flows. The water line along Dee Court will not be a looped system. Adequacy of water quality and flow will be addressed through the public improvement agreement to be executed between the developer and the City's Public Works Department.
- C. Storm Drainage – No City-standard storm drainage line exists in the Gales Creek Terrace area. The Forest Grove Waste Water System Master Plan shows a 12 inch PVC line along Pacific Avenue adjacent to Tom McCall Middle School. The applicant is responsible for constructing City-standard storm drainage facilities throughout the project site to the satisfaction of the City Engineer.
- D. Fire Protection/Access – The Forest Grove Fire Department has the ability to provide emergency response to the Gales Creek Terraced development. Fire hydrants will be installed consistent with Fire Code requirements. Blue reflective pavement markers will be also be installed at street center lines to highlight the location of fire hydrants. The

Fire Department has expressed concern about the Dee Court hammerhead turn-around. The hammerhead is less desirable than a cul-de-sac configuration. A cul-de-sac may not be possible in this location due to site constraints including slope. A hammerhead should be secured to prevent parking by residents and visitors. The City's Engineering Division has determined that cul-de-sac at the end of Dee Court would result in a 12 foot high retaining wall at the property line. In addition installation of a cul-de-sac will result in the elimination of 2 lots.

- E. Electrical Service – The project will be served by underground utilities including for electrical service. Extension of electrical service will be at the developer's expense. Forest Grove Light and Power provided documentation in the record that the Gales Creek Terrace project could be served by Forest Grove Light and Power. Forest Grove Light and Power has experienced the following issues in small lot projects which will be addressed by this project as well through project conditions of approval. Such issues include:
- Transformer to Combustible Structure Clearance – The Fire Code requires a minimum 8-foot clearance between transformers and combustible structures. While Forest Grove Light and Power prefers 10 feet of separation, 8 feet is acceptable. Care should be given to the placement of structures to ensure a minimum 8 feet of separation.
 - Public Utility Easement Encroachment – The City generally requires a 10-foot wide front yard easement for all “dry” utilities (power, phone, TV, and natural gas). The easement will also be used to place water lines and water meters. Care must be taken to separate the water lines from the dry utilities.
 - Smaller side yard setbacks limit electric meter base clearances and complicate service conduit and conductor routing. Forest Grove Light and Power prefers side yard setbacks of at least 3 ½ feet instead of 3 feet when electrical meters are placed along the side of a building.
- F. Streets – The site plan shows several east-west streets including an extension of 18th Avenue and 19th Avenue. The street system appears logical and takes existing slope characteristics into consideration. In addition the site plan shows a new east-West Street identified as 20th Avenue. 19th Avenue and 18th Avenue are identified to have 54 feet right-of-way. 20th Avenue is identified with a 54 foot right-of-way except adjacent to abutting tax lot 403 where the right-of-way will be 46 feet until developed in the future.

The proposal includes several street cross-sections (Attachment F). These street cross-sections address the topographical character of the development site and strive to reduce cut and fill. In general, streets are designed to act as terraces parallel to Gales Creek. The typical street cross-sections are described below and shown on the attachment to this report.

Street Design 2b – Street design 2b applies to Dee Court. The cross-section includes a 40 foot right-of-way with two 10 foot wide, paved travel lanes. An eight foot wide parking strip is provided along the north side of the street. A 4.5 foot landscaped strip/parkway is provided along the north side of the street. The south side of the street includes a 6 foot wide sidewalk. The standard for a local street in areas with slope constraints is 50 feet of right-of-way with a minimum roadway width of 15 feet if traffic is one way and parking is not permitted. Such a cross-section requires approval of the City Engineer. A

deviation from the Development Code standard is required for this cross-section.

Street Design 4 – Street design 4 applies to the Dee Court hammerhead. This cross-section includes a 28 foot right-of-way which is somewhat larger than the proposed alleys at 24 feet in width. Under the Development Code, cul-de-sacs must terminate with a turnaround (DC 10.8.610(K) (1)). Use of a turnaround configuration other than circular must be approved by the City Engineer. Due to the slope constraints of the area, the City Engineer accepts the hammerhead turn-around as the preferred design solution.

Street Design 5b – Street design 5b applies throughout the development including E Street, H Street, 18th Avenue east of E Street, 19th Avenue, and 20th Avenue east of H Street. Street design 5b includes a 54 foot wide right-of-way with two 8 foot wide travel lanes and two 8 foot wide parking strips on both sides of the street. A five foot wide planting strip is provided on both sides of the street. A five foot wide sidewalk is provided on both sides of the street. The standard local street cross-section is 58 feet of right-of-way with 32 feet of roadway width. A deviation from the Development Code standard is required for this cross-section.

Street Design 6b – Cross-section 6b applies to 18th Avenue and 19th Avenue east of G Street and west of E Street. Street design 6b includes a 46 foot wide right-of-way with two foot wide travel lanes and an 8 foot wide parking strip on both sides of the street. This cross-section includes a six foot wide sidewalk on the north side of the street and a five foot wide sidewalk on the south side of the street. A five foot planting strip is provided along the south side of the street. The standard local street cross-section is 58 feet of right-of-way with 32 feet of roadway width. A deviation from the Development Code standard is required for this cross-section.

Street Design 8b – Street design 8b applies to 20th Avenue west of H Street. Street design 8b includes a 46 foot wide right-of-way with a sidewalk on one side of the street. The cross-section includes two 8 foot wide travel lanes with 8 feet of parking on both sides. This cross-section also includes a five foot planter strip on the south side of the street and a five foot sidewalk also on the north side of the street. A 2.5 foot area is provided between the curb and property line on the north side of the street. This cross-section generally applies to 20th Avenue. A deviation from the Development Code standard is required for this cross-section.

Street Design 10b – This design is for the alleys within the development. This cross-section includes 24 feet of right-of-way with two concrete 9 foot wide travel lands. There will be 3 feet of right-of-way on either side of the travel lanes within the 24 feet of right-of-way. The alleys will be posted for no parking. The standard alley improvement is a minimum right-of-way of 15 feet with 12 feet of pavement (DC Table 8-8 – Street Standards).

19th Avenue Right-of-Way – 19th Street will be improved to city standards to development site. The full right-of-way is 66 feet wide. A parcel and existing home lie within the full 19th Street right-of-way. The property is currently owned by the developer. The home and land will be donated to the City in the future. The terms of the transfer of the land and home will be included in the developer agreement for public improvements with the City. The home and land will likely be transferred when the developer receives a construction loan or no later than issuance of 20th building permit within the phase

served by 19th Avenue. The City will improve 19th Avenue after the home and land is transferred to the City and the roadway is needed to serve the development.

19th Avenue will provide primary access to the eastern portion of the development site. The Transportation System Plan identifies 19th Avenue as an Arterial street to the development site. 19th Avenue from C Street to the development site will be improved to arterial standards with a 66 foot right-of-way. This street will eventually be 40 feet wide curb to curb with standard sidewalks and street trees on both sides of the road.

18th Avenue will also provide access via D Street. 18th Avenue within the development site will have a 54 foot wide right-of-way with a 16 feet paved street lanes and 8 feet of parking on both sides of the street.

E Street is intended to be a primary access point into the development. Other access points include G Street and H Street.

- G. Schools – Tom McCall Upper Elementary School is the closest school facility to the Gales Creek Terrace development site. The facility is generally within walking distance of the Gales Creek Terrace development. According to the Forest Grove Comprehensive Plan (2014), Tom McCall west has a capacity of about 500 students. Tom McCall west has a capacity of about 300 students but is designed to accommodate an additional 200 students. Current enrollment is approximately 960 students.

The Forest Grove School district has adequate capacity available or will make capacity available to serve the development. The City does not have the authority to deny a development application based on school capacity concerns.

- H. Alleys – Alleys are proposed within Phase 3 and will serve the duplex housing units. Alleys will be constructed to standard 10b described above. This cross-section includes a 24 foot wide right-of-way and 18 feet of pavement and asphalt aprons. The standard alley improvement is a minimum right-of-way of 15 feet with 12 feet of pavement (DC Table 8-8 – Street Standards).

Future Street Plan and Extension of Streets

The site plan shows the locations of streets that will be extended as adjacent site development. This includes 19th Avenue and 20th Avenue, G Street and E Street. 19th Avenue and 20th Avenue will serve property immediately to the west of the Gales Creek Terrace Site. G Street will provide access to property immediately to the north.

To accommodate the Gales Creek Terrace site the City will construct the 19th Avenue extension to the site. 19th Avenue is identified as an Arterial to the site on the Forest Grove Transportation System Plan. As such 19th Avenue will have a 66 foot wide right-of-way. 19th Avenue through the development is a local street.

The developer has agreed to donate the property including a house to the City that is located within the area needed for the 19th Street extension right-of-way. The property will be donated to the City at about the time the developer executes a construction loan for development. 19th Avenue is not the only access serving the most easterly portion of the development site. 18th Avenue also provides access to the site via D Street.

19th Avenue will be constructed by the City when needed to serve Phase 1 development requiring access from 19th Avenue. The timing of construction and donation of the property will be addressed in the required agreement between the City and the developer regarding public improvements.

BLOCK LENGTHS

Block lengths proposed for development site reflect the topographic character of the site which includes slopes in the range of 10% to 15%. Where block lengths are long the site plan shows mid-block pedestrian pathways to promote walking and bicycling. Pedestrian pathways are shown by Tract K, Q, and R.

The longest blocks in the development include 19th Avenue and 18th Avenue. The length of 18th Avenue from the center line of G Street to center line of E Street is approximately 644 feet. The length of 19th Avenue is approximately 650 feet. The blocks exceed the 500 foot maximum established by Development Code Section 10.8.905(B)(1). An extended block length is necessary due to the slope characteristics of the area. The Development Code provides for an exception to the block length standards in certain situations such as topographic constraints (DC 10.9.905(C)). The Gales Creek Terraced development site qualifies for this block length exception due to documented slope constraints. To offset the impact of the long block lengths the site plan shows mid-block, pedestrian/bicycle access tracts to shorten travel distances.

BUILDING SETBACKS

The applicant proposes to modify yard setbacks as follows:

- Front Yard setbacks are proposed to be 11 feet to the dwelling. The standard dimension is 14 feet. The 11 foot setback is consistent with many recent developments including Casey Meadows.
- Front yard setbacks are proposed to be 20 feet to the garage. This is a change from the original application that proposed 18 feet setbacks to the garage.
- Rear yard setbacks would be 12 feet throughout except 15 feet along the southern tier of lots.
- Side yard setbacks would vary but would maintain 6 feet between structures. The City standard for a side property yard setback is generally a minimum of feet with a potential increase based on the building height. Side yard setbacks would have to be 3.5 feet if electrical meters are placed along the side of a home. This setback is necessary to comply with the National Electrical Code (NEC).

OPEN SPACE

In residential zones, at least 40% of the planned development not in streets and driveways must be devoted to open space. At least half of the open space must be in common ownership and at least half of that space shall be contained in one tract. This tract's configuration shall be 45% of the site's overall length and width with a minimum dimension of 20 feet.

The site plan identifies several open space tracts meeting the requirements of the Planned Development Section of the Development Code. Overall the development includes 5.10 acres of contiguous open space, 1.53 acres of other open space and 6.64 acres of combined open

space. This amounts to 13.27 acres. An additional 22.32 acres of open space is outside the planned development in a reserve area.

The various open space tracts amount to 61% of the project area and exceeds to 40% requirement for open space contained in the Development Code. The common open space will be in common ownership.

The chart below shows the distribution of open space tracts. Attachment K provides a detailed open space analysis and design concepts for Tracts N, P and X, submitted by the applicant.

Tract Letter	Description	Land Area (square feet)
A	Landscaping and Entrance Monument Sign	1,724
B	Landscaping and Entrance Monument Sign	3,920
C	Eliminated	N/A
D	Landscaping / Passive Open Space	3,484 sq. ft.
E	20-foot wide pedestrian easement and utility easement	20,038
F	Storm water quality facility	15,246
G	Reserved (outside planned development)	99,752
H	Reserved (outside planned development)	118,048
I	Gales Creek vegetated corridor	74,052
J	Open space (scenic and passive use)	20,909
K	Pedestrian access	871
L	Gales Creek vegetated corridor	23,958
M	20-foot wide pedestrian and utility easement	10,454
N	Community lawn and garden open space tract	43,996
O	Storm water quality facility	11,326
P	Pedestrian Path / Active Open Space	4,792
Q	Mid-block pedestrian path (may require stairs)	1,742
R	Mid-block pedestrian path	871
S	Various easements over eastern part of future Tract S / 20-foot wide pedestrian trail corridor	27,878
T	Storm water quality facility	15,682
U	Gales Creek Vegetated Corridor (outside PD)	17,206
V	Reserved	N/A
W	Eliminated	N/A
X	Neighborhood Mini-Park / Play Area	5,227

The largest open space tracts providing an amenity to the Gales Creek Terrace development are Tract X for active recreation, Tract N (community lawn and garden), and Tract P as shown on Attachment K. Some of Tract N could be improved for active recreational use such as hard surface ball court. The open space tracts adjacent to the Gales Creek corridor provide value to the neighborhood including for passive recreational uses and active uses such as walking, jogging, and bicycling.

- Tracts A and B are set aside for an entrance monument sign at E Street.
- Tract E and Tract M are 20 foot wide pedestrian trail corridors generally following the sanitary sewer easement. These tracts could be part of the “Emerald Necklace” trail following the southern edge of the development and north of Gales Creek.

- Various tracts are set-aside for mid-block pedestrian paths including Tracts Q and R.
- Tract F and Tract are set-aside for storm water quality. Combined these tracts total 0.61 acres.
- Tract N is set-aside for community lawn and garden open space for Gales Creek Terrace homeowners.
- Tract S is a 20-foot wide pedestrian trail corridor located west of 18th Avenue near the boundary of Phases 2 and 3. Tract S also follows the southern edge of development site generally along the route of a future sanitary sewer line. Tract S will include a pedestrian access easement and utility vehicle easement for the benefit of the City and Clean Water Services. There will also be an access easement for the benefit of the Gales Creek Terrace Homeowners Association for maintenance of the slope and retaining wall. Tract S amounts to 0.64 acres in land area.
- Tract U is set-aside for potential future enhancement activities pursuant to Clean Water Services. Tract U is located at the far south side of the project area adjacent to Gales Creek.
- Tract X is the largest tract set-aside for active recreation use. Tract X, located at 19th Avenue and H Street, is identified as a neighborhood mini-park/play area and contains 0.12 acres (5,227) square feet. Tract B at the entrance of the development on E Street is also set-aside passive recreational use and will be 0.09 acres in land area (3,920 square feet).

The open space as proposed complies with the minimum open space requirements of the planned development section of the Development Code. Approximately 19.8 acres of the planned development is not located in streets or driveways. Under the development 40% of the land area not in streets or driveways must be in open space. This amounts to 7.92 acres. The Gales Creek Terrace Development provides 13.27 acres of open space. All open space identified within Tracts will be in common ownership. The pedestrian pathways at the southern edge of the development site fulfills the requirement that at least one-half of the common ownership be in one tract.

The linear open space tracts along the Gales Creek corridor are designed to facilitate extension of the City's off-street pedestrian and bicycle trail system. A walkway has been added to Tract P south of 18th Avenue to provide direct access to the open space tracts. Tract P will have amenities such as a picnic table and a view point with a bench. As a result of these changes the open space tracts are designed to be integrated with the development.

Staff encourages the applicant to explore opportunities to provide active recreation space within the Gales Creek open space area. Active recreation amenities could include a play field or sports court able to withstand occasional flooding.

Based on the information provided by the applicant, it appears the Gales Creek Terrace Planned Development meets the open space requirements contained in the Development Code.

NATURAL FEATURES

The site plan is designed to take into account natural features including slope and floodplain. The site plan sets-aside large tracts in order to preserve the floodplain and vegetative corridor and riparian habitat along Gales Creek. In addition, the site plan includes tracts for storm water quality. This includes Tract F and Tract O as shown on the site plan.

The applicant has retained SWCA Environmental Consulting to perform on-site delineations of

wetlands and plans for vegetated corridor enhancements. The applicant states in the applicant's project narrative that the Gales Creek Terrace project will be required to perform vegetated corridor enhancement activities along Gales Creek adjacent to the urban area (May 16, 2014 Narrative, page 26). The applicant states the project will be developed in compliance with Clean Water Services requirements for vegetative corridor enhancement and impact mitigation.

PARKING

Development Code Section 10.8.515, Table 8-5 (Parking Requirements) stipulates a minimum of one off-street parking space for each single-family detached home and duplex. Each home, except the duplexes, are proposed to have a garage for at least one car, and a 20 foot long driveway. Where a garage and driveway are provided there would be at least two parking spaces. In this situation the off-street parking requirement of the Development Code is exceeded. Where no garage is provided at least one off-street parking space on a driveway is required. According to the applicant's revised project narrative the site plan is designed to accommodate 2 to 4 on-site parking spaces per lot and also allow for 20 foot garage setbacks throughout the development.

Parking would be provided on at least one side of most streets and in most cases on both sides of the street (Street Design 5b, 6b, and 8b). Lot widths will vary throughout the development but the predominant widths will be 32 to 40 feet in width. Approximately 31% of the lots will have a width of 34 feet to 40 feet. Single care driveway widths are generally 10 feet. Since the standard parking stall is 20 feet long on-street parking could be accommodated along lots with a 34 to 40 foot width. The applicant anticipates the availability of one on-street parking space per two lots. To provide on-street parking driveways would have to be paired.

TRAFFIC

A traffic analysis for the proposed Gales Creek Terrace development was prepared by Charbonneau Engineering in November 2013. This analysis shows that:

- The site has 200 feet of frontage on 18th Avenue at the project area's southern boundary. 18th Avenue is designated as a local street in the Forest Grove Transportation System Plan. 18th Avenue is 66 feet wide and is unimproved along frontage length;
- The site has 150 feet of frontage on 19th Avenue on the northeast boundary of the development site. 19th Avenue is designated as an Arterial from the project site east in the Forest Grove Transportation System Plan. Along the site frontage the 19th Avenue right-of-way is approximately 46 feet to 48 feet wide;
- The western portion of the project site fronts Pacific Avenue. Pacific Avenue is a Washington Street and is designated as a collector street by Washington County and the Forest Grove Transportation System Plan. Pacific Avenue is improved with two travel lanes and some on-street parking.

Crash data was provided for area intersections obtained from ODOT. The crash data spanned a five-year period from January 2007 through December 2011. None of the study intersections experienced a crash rate greater than 0.34 MEV which is below the threshold of 1.0 MEV. Therefore, the transportation analysis concludes safety mitigation is not warranted.

Traffic generation for the proposed development is based on the Institute of Traffic Engineer's,

Trip Generation Manual, 8th Edition. Average weekday daily traffic for single family dwellings is estimated to be 9.57 trips per unit. Based on 197 units Average Daily Traffic would be approximately 1,885 trips. Since the project provides multiple points of entry and has frontage on a collector and arterial street, the existing street system is expected to handle the expected traffic generation with improvements required to accommodate the proposed development. Off-site traffic control such as stop signs may be installed by the City at D Street to improve safety when warranted.

GEOTECHNICAL REVIEW

The applicant submitted a geotechnical assess for the development site. The assessment was prepared by GeoDesign, Inc, dated May 14, 2014. The report includes an assessment of site conditions and provides conclusions and recommendations.

The geotechnical subsurface exploration program consisted of 21 test pits to depths ranging from 3.5 to 13.5 feet below ground surface across the site. The analysis found that subsurface conditions are consistent with previous explorations and consist of native silt or clay. Slow to moderate groundwater seepage was encountered in most of the test pit explorations. An area of standing water was observed just south of one of the test pits located at the far southwestern area of the property owned by Kenzer (near Tract S).

The geotechnical review concludes that based on the explorations, testing, and analyses, it is the consultant's professional opinion that the development can be constructed as proposed. The geotechnical review finds the following factors will have an impact on design and construction of the proposed development:

- Slow groundwater seepage was encountered in most test pits at depths ranging from 1.5 to 13.0 feet below ground surface. Groundwater is expected at shallower depths closer to Gales Creek. Groundwater seepage should be expected at shallow depths during construction. *Dewatering will be necessary where groundwater seepage is encountered in excavations.*
- The ground surface has been tilled for agricultural purposes in the past and will provide inconsistent support for structures and pavements. The upper 12 to 18 inches of disturbed native soil should be improved in structural areas where the upper 18 inches of soil is not removed as recommended in the "Site Preparation" section of the geotechnical report.
- The on-site soil is generally suitable for use as structural fill provided it is properly moisture conditioned. The moisture content of the soils ranged from 21 to 47 percent at the time of the geotechnical assessment. Compaction as structural fill will require significant moisture conditioning, likely only during the dry season. Recommendations to address this situation are provided in the geotechnical report.
- The on-site soil will generally provide poor support for construction equipment during the wet construction season even where standing water is not present. Granular and/or cement-amended haul roads and working pads should be utilized if earthwork will occur during the wet season.

FINAL PLAN REVIEW

The applicant will be required to file detailed plans, which meet the public facility standards of the City as modified by the planned development approval. The applicant must also provide other plans or studies required by the preliminary approval including grading plan, soils engineer

report and detailed landscaping plans. The final plan is reviewed under a Type II procedure meaning staff review for conformance with all applicable City standards, requirements, and conditions. Preliminary plan approval is valid for three years and may not be extended.

REQUIRED APPROVALS AND FINDINGS

This application is reviewed based on the Development Code criteria for planned developments and subdivisions. The criteria are identified below.

Planned Development Approval Criteria

1. The plan fulfills the purpose for Planned Developments in Section 10.4.200;
2. The plan meets the submittal requirements of Section 10.4.220(B);
3. Adequate public services exist or can be provided to serve the proposed Planned Development; and
4. Where a tentative subdivision plan is requested the requirements of Article 8 are met.

Analysis of Planned Development Approval Criteria (DC 10.4.220(C))

1. The preliminary Gales Creek Terrace Planned Development fulfills the purpose of Planned Development as identified in Development Code Section 10.4.200.
 - a. Promote flexibility and innovation in the site design and permit diversity in the location of structures.

Applicants Response: The Applicant’s application narrative (May 16, 2014), p. 12-13 provides an overview of how the application meets criterion a. above:

The Gales Creek Terrace Planned Development is designed to address a need for a housing product that is not anticipated or accommodated by the City’s base zone standards for the RMH zone. Specifically, the base zone standards permit attached unit types and assumes their construction is necessary to realize the City’s target density range for the RMH zone, i.e. between 16.22 and 20.28 dwelling units per net acre of land. The applicant intends to apply flexibility and innovation in site design and location of structures which will allow construction of a development with “Single Units, Detached,” duplexes, and attached townhomes. Single unit detached housing is a housing type identified in Table 3-2 and with lot dimensions similar to those of single family attached as shown in Table 3-6:

<u>Housing Type</u>	<u>Minimum Lot Size</u>	<u>Lot Dimensions</u> ^[1]	
Single-family detached	3,500 SF	Depth: 70ft	Width: 50ft
Manufactured home	3,500 SF	Depth: 70ft	Width: 50ft
Duplex	4,200 SF	Depth: 70ft	Width: 60ft
Single-family attached	2,500 SF	Depth: 70ft	Width: 25ft
Single-family attached (RMH zone only)	2,000	Depth: 70 ft/ 65ft ²	Width: 20ft
Multi-unit	7,000 SF	Depth: 70ft	Width: 100ft
Other uses	5,000 SF	Depth: 70ft	Width: 50ft

Jurisdictions throughout the Portland Metropolitan Area – including Forest Grove – have implemented a series of changes in zoning and development regulations over the past two decades. The primary purpose has been to reduce sprawl and to ensure that actual development as it occurs will be consistent with housing land need projections to accommodate population trends in the community.

In the private market for new housing, these policies and market forces (notably, costs for raw land and improvements) have combined to produce a trend toward siting houses on smaller lots to achieve efficiencies while meeting demand for a popular preferred housing type. Designs for detached single family dwellings have evolved in response, with the result that increasing numbers of buyers – especially first-time home buyers – are attracted to detached homes on small lots for reasons of affordability, low maintenance, and (as always) location.

Gales Creek Terrace satisfies the RMH-zone residential density standard using a variety of lot sizes for detached single-family residential homes that will be suitable and attractive for many households in Forest Grove.

Staff Analysis: The development concept, as proposed, requires flexibility in order to accommodate the variety of housing types proposed and to address slope constraints as documented in the application. The applicant proposes creating a residential neighborhood with 197 housing units including duplexes, attached townhomes, and single family detached dwellings on lot sizes ranging from 26 feet to 40 feet in width. The 24 foot wide lots originally proposed have been removed from the site plan. The number of housing units proposed for the development site is consistent with the density requirements of the Multifamily High Density (RMH) residential zone. This development concept is not possible without the flexibility provided by the Planned Development section of the Development Code including reducing lot sizes, reducing side yard and front yard setbacks and deviating from typical street cross-sections to address slope constraints. For the reasons stated above, this criterion is met.

- b. Promote efficient use of land and facilitate a more economical arrangement of buildings, circulation systems, land uses and utilities when compared with conventional development patterns.

Applicant Response: The applicant's response is provided on page 13 of the applicant's May 16, 2014 narrative. This response was modified on October 16, 2014 to incorporate a variety of housing types including duplexes and attached townhomes.

Staff Analysis: The development concept promotes the efficient use of land. This is achieved by meeting the density requirements of the RMH zone as demonstrated by the density analysis provided by the applicant. The deviation from typical single family residential lot widths facilitates a more economical arrangement of buildings, circulation systems, land uses and utilities when compared with typical single family residential developments. For the reasons stated above, this criterion is met.

- c. Preserve to the greatest extent possible existing landscape features and amenities, and incorporate such features into the design of the Planned Development.

Applicant Response: The subject property's dominant characteristic is its proximity to the Gales Creek corridor. The property's natural topography slopes downhill from a bench adjacent to Pacific Avenue, resulting in a series of terraces that can be used to frame and enhance south-facing views for new homes. Specifically, the east-west streets form terraces parallel to the Gales Creek corridor at successively higher elevations as one proceeds farther to the north. The north-south oriented lots make a transition, such that homes on lots to the north will have their principal finish floor elevations several feet above the neighboring homes to the south. The effect is similar to elevated tiers of seats in an auditorium, improving view relationships.

In addition, to framing attractive views into the Gales Creek riparian corridor from streets and home sites, the project includes creation of a tract in which the City of Forest Grove can extend a planned off-street path along the Gales Creek corridor. The project will preserve stream setbacks and create an open space adjacent to the stream and path corridor for use by residents. These design features comply with the approval criterion.

Staff Analysis: The development concept preserves the existing Gales Creek corridor and incorporates this amenity into the design of the Planned Development. This is achieved by establishing several tracts to preserve the Gales Creek corridor.

The site plan shows Tract P intended to provide pedestrian access to the Creek for enjoyment by neighborhood residents.

As noted above, the streets are designed to create terraces paralleling the Gales Creek corridor. The attached slope profile shows how the building and streets relate to slope contours. For the reasons stated above, this criterion is met.

- d. Combine and coordinate architectural styles, building forms and building relationships within the Planned Development.

Applicant Response: Within the Planned Development, the Applicant intends to coordinate home siting to allow a detached "zero-lot-line" configuration in which building setbacks are specified to maximize the functional utility of each home's side and rear yard areas. The proposed minimum six-foot building separation along the side lot lines can be shifted in relation to the property line so that each home can have on usable six-foot wide side yard or two three-foot side yard on both sides. A "zero-lot-line" is achieved using one-foot/five foot building setbacks in relation to property line, with easements to clarify issues of occupancy/use, access for building maintenance and repair, and so forth. A successful example of this configuration can be found in the recently approved Casey Meadows developments.

Within the context of these prescribed building relationships, lots within the site

are suitable for a variety of home styles and sizes, and can be constructed by multiple home builders in order to achieve an interesting mix of architectural treatments and styles that will add interest and character to newly created neighborhood areas. This proposal meets this criterion.

Staff Analysis: The revised development plan includes combining duplexes, attached townhomes and detached single family dwellings in the development. For the reasons stated above, this criterion is met.

- e. Provide the applicant with reasonable assurance of ultimate approval before requiring detailed design and engineering, while providing the City with assurances that the project will retain the character envisioned at time of approval.

Applicant Response: The complex topography of the site has required the Applicant's design team to "push the envelope" of civil engineering design farther than a more typical (or at least a less topographically complicated) site would require. Owing to the site's topography, the requirement to extend the gravity sewer trunk line, and the need to ensure the horizontal and vertical alignments of streets will be feasible, have required substantial effort devoted to civil engineering design for the site's utility system components and access/circulation routes. The submitted plans document the results of these investigations and design problem-solving efforts. Approval of the plans will enable the Applicant to proceed with confidence into the next phase of the development process i.e. preparing detailed plans for construction, a subdivision final plat, and all of the supporting documents they require.

Staff Analysis: City Council acceptance of the revised development concept will provide the applicant with reasonable assurance of approval of the final plan. In addition, City Council acceptance of the revised development concept will provide the City and nearby property owner's assurance that the project will retain the character envisioned at time of approval. For the reasons stated above, this criterion is met.

Planned Development Standards (DC 10.4.215)

- A. Base Zone Standards. The development standards of the base zone apply unless they are superseded by the standards of Planned Development section of the Development Code or the Planned Development approval.

Applicant Response: Gales Creek Terrace is proposed as a Planned Development to create a specific neighborhood scale, context, and range of home styles. The Planned Development process allows the City of Forest Grove to evaluate and approve a specific set of dimensional standards that is unique to Gales Creek Terrace, in lieu of using base zone standards designed for general applicability outside the Planned Development approval process. Specific development standards are provided in detail and discussed under the specific subsection headings below.

Staff Analysis: The base zone is Multifamily High Density (RMH). The application addresses the base zone standards including density, housing type, and lot dimensions. The planned development process allows for the flexible application of clear and

objective development standards applicable to the base zone. For the reasons stated above, this criterion is met.

- B. Site Size. There are no minimum or maximum size limitations for a Planned Development.

Applicant Response: The proposal complies with this provision.

Staff Analysis: The site area is approximately 49 gross acres. For the reasons stated above, this criterion is met.

- C. Calculation of Density. The number of dwelling units allowed in Planned Developments in residential zones shall be calculated on the basis of Table 3-2 in Article 3. All residential development shall be at a minimum of 80% of the target density for the parent zone. A request for incentive density may be approved for the Planned Development, based on the criteria in Section 10.3.130(E).

Applicant Response: The Applicant's response to section 10.3.130 Residential Development Standards, above in this document, demonstrates compliance with the residential density requirements of the RMH zone. The application does not include a request for an incentive density bonus.

Staff Analysis: According the analysis prepared by the applicant the required number of units necessary to meet the minimum residential development density of the RMH zone is 191 units. This assessment includes reduction in density due to the topography of the site. The applicant proposed 197 units. Therefore, the minimum density requirement is exceeded. For the reasons stated above, this criterion is met.

- D. Multiple Base Zones. When a proposed Planned Development site includes more than one base zone, the uses may be allocated throughout the site without regard to zoning boundaries.

Applicant Response: The entire Subject Property is located within the RMH base zone.

Staff Analysis: The entire site is designated Multifamily High Density (RMH). For the reasons stated above, this criterion is met.

- E. Lot Sizes. There are no required minimum lot sizes.

Applicant Response: The proposal complies with this provision.

Staff Analysis: Lot sizes range from a width of 26 feet to 40 feet. The revised application does not include the 24 foot wide lots originally proposed. With 6 feet total side yard setbacks, this would allow houses ranging in 20 to 30 feet in width. This would result in a housing product that would void a crowding appearance and create useable interior spaces. For the reasons stated above, this criterion is met.

- F. Housing Types Allowed. Housing types in zones that allow residential uses are not restricted in the Planned Development.

Applicant Response: The Applicant recently developed two other Planned

Developments in Forest Grove. The Gales Creek Terrace concept is based on the Applicant's experience and success with development of those projects, as well as numerous other projects in the region.

Proposed Gales Creek Terrace housing types respond to several factors influencing housing choices and availability:

- Aspiring first-time home buyers are often young working adults seeking to settle where they can enjoy an easy workplace commute;
- People in that demographic need a home that is within reach financially but can help them meet anticipated housing needs including starting a family;
- Detached single-family homes on separate lots are strongly preferred, in comparison with multifamily or attached residences.
- Homes with vehicular access on alley are not desirable as homes with their driveway/garage access directly from the street, in the front or side yard.

Gales Creek Terrace seeks to address a housing niche. While the RMH base zoning requires at least 16.22 units per net acre, before slope adjustments, a density requirement normally only met by using attached dwelling units, recent new home designs with smaller footprints – particularly structure widths – make it possible to satisfy density requirements with more broadly desirable dwelling type: detached single-family homes. The Planned Development provisions are designed to foster such flexibility, i.e. to use dwelling unit types other than those specified for typical developments in the RMH zone, as long as density requirements are satisfied.

Staff Analysis: Housing types are established by the base zone. The project proposal includes duplexes, attached townhomes, and single family detached dwellings. Each of these housing types are permitted in the base zone (RMH). For the reasons stated above, this criterion is met.

G. Height. The height limits of the base zone apply.

Applicant Response: The proposed maximum building height in Gales Creek Terrace is 35 feet, characteristic of neighborhood areas in single family zones. This maximum building height limit does not exceed RMH Zone standard of 45 feet; therefore the proposal complies with the applicable maximum building height requirement. On lots that have daylight basement rear building height will be relatively higher than front building height.

Staff Analysis: The height limitation for dwellings in the RMH zone is three stories or 45 feet. As proposed homes would be two or two stories tall and approximately 29 feet in height. The proposed maximum building height is 35 feet within the development. For the reasons stated above, this criterion is met.

H. Building Setbacks. Building setbacks are established as part of the preliminary development plans approval.

Applicant Response: The Applicant requests approval for the following set of dimensional requirements and guidelines within Gales Creek Terrace:

Staff Analysis: The planned development proposal would establish front, side, and rear

yard setbacks. Setbacks would be 11 feet for the front yard, 3 feet for the side yard, and 12 feet for the rear yard except for the southern tier of lots, closest to Gales Creek, which would have a rear yard setback of 15 feet. The setbacks will contribute to a well-designed streetscape by providing adequate separation from the streetscape and structures. For the reasons stated above, this criterion is met.

- I. Open Space. In residential zones, at least 40% of the Planned Development not in streets and driveways must be devoted to open space. At least half the open space in all zones must be in common ownership and at least half of that space be contained in one tract. The tract's configuration shall be 45 percent of the site's overall length and width with a minimum dimension of 20 feet.

Applicant Response: The applicant's revised open space analysis is attached to this report.

Staff Analysis: The site plan identifies several open space tracts as shown on the attached site plan. The applicant has provided an analysis of the open space areas. The analysis is attached to this report. Some tracts are set-aside for passive recreational use whereas others are set-aside for active recreational use. The open space tracts are identified below:

Open Space Tracts

Tract Letter	Description
A	Landscaping and Entrance Monument Sign
B	Landscaping and Possible Entrance Monument Sign
C	Eliminated
D	Landscaping / Passive Open Space
E	20-foot wide pedestrian easement and utility easement
F	Storm water quality facility
G	Reserved
H	Reserved
I	Gales Creek vegetated corridor
J	Open space (scenic and passive use)
K	Pedestrian access
L	Gales Creek vegetated corridor
M	20-foot wide pedestrian and utility easement
N	Community lawn and garden open space tract
O	Storm water quality facility
P	Pedestrian Path
Q	Mid-block pedestrian path (may require stairs)
R	Mid-block pedestrian path
S	Various easements over eastern part of future Tract S / 20-foot wide pedestrian trail corridor
T	Storm water quality facility
U	Gales Creek Vegetated Corridor
V	Reserved
W	Eliminated
X	Neighborhood Mini-Park / Play Area

Overall the development includes 5.10 acres of contiguous open space, 1.53 acres of other open space and 6.64 acres of combined open space yielding a total of 13.27 acres. For the reasons stated above, this criterion is met.

- J. Parking. The base zone parking requirements apply. Common parking and maneuvering areas must be set back at least (20) feet from the boundary of the Planned Development.

Applicant Response: Each lot and house will be required to comply with on-site parking requirements. Additionally, to meet parking needs, the proposed curb-to-curb paved widths of the Avenues are wide enough to allow on-street parking.

Staff Analysis: Development Code Section 10.8.515, Table 8-5 establishes minimum off-street parking requirements. Off-street parking includes driveways and garages. The minimum for single family residential development is one off-street parking space for unit. The single family attached and detached homes will have a garage for at least one car as shown on the attached building elevations. In addition, homes will have parking available on driveways with a minimum length of 20 feet. Therefore, each single family home will have at least two off-street parking spaces. The development includes off-street and on-street parking opportunities. The duplex units will have at least one parking space on a driveway. On-street parking will be provided as shown by the street cross-sections. For the reasons stated above, this criterion is met.

- K. Water Features. Water features such as streams or ponds must be left in a natural state unless altered to improve the natural values of the water feature or to improve stormwater drainage. Water features and their edges should be kept in common ownership.

Applicant Response: The Applicant has retained SWCA Environmental Consulting to perform on-site delineations of wetlands and related biological studies, prepare plans for vegetated corridor enhancements and work with jurisdictional agencies (such as Oregon Department of State Lands and Clean Water Services) for approval of the proposed impact mitigation plans (Application Exhibit E). There are portions of the property that are not included in the development which will be retained by Declarant.

Staff Analysis: The site plan shows several tracts adjacent to Gales Creek. These open space tracts will be kept in common ownership and will ensure that the creek corridor remains in a natural state. For the reasons stated above, this criterion is met.

- L. Facilities & Services. It is the responsibility of the applicant to provide all service facilities necessary for the functioning of the Planned Development. Service facilities shall be dedicated to the public if they are to provide service to any property not included in the Planned Development. However, the review body may approve private service facilities with the consent of the appropriate service provider.

Applicant Response: Phased construction of Gales Creek Terrace will generally proceed from east to west because it is necessary to extend the public sewer trunk line from the existing terminus to serve the area (as well as, ultimately, other properties to the west and north of the subject property). In each phase, the developer will construct streets, water services and storm drainage systems, including storm water quality facilities to serve each new development area. Where public water, sewer and storm facilities

cannot be located within public street rights-of-way, they will be routed through tracts or public utility easements. The Applicant has provided preliminary utility plants to demonstrate the feasibility of constructing and operating all of the needed utility systems. (Applicant Narrative Exhibit A). Note: the phasing plan was modified on October 30, 2014, to include a fourth phase comprised of the proposed attached dwelling units. Phase 4 could be constructed prior to or concurrent with Phase 1.

Staff Analysis: The applicant will be required to provide all public service facilities necessary for the functioning of the Planned Development. The Applicant will enter into an agreement with the Public Works Department for installation of required public improvements. For the reasons stated above, this criterion is met.

- M. Underground Utilities. All service facilities must be placed underground except those that by their nature must be on or above ground, such as fire hydrants and open water courses. The applicant is responsible for making the necessary arrangements with utility companies and other appropriate entities when installing all service facilities.

Applicant Response: All franchise or “dry” utility services (such as electricity, telephone, and cable TV) will be provided underground within Public Utility Easements located along all public street right-of-way edges.

Staff Analysis: The Development Code requires undergrounding of utilities. Utilities will be undergrounded where required by Code. For the reasons stated above, this criterion is met.

- N. Construction to Standards. All service facilities dedicated to the public must be constructed to City standards. All private service facilities must be designed by a qualified civil engineer to City standards or comparable design life as determined by the City Engineer.

Applicant Response: Preliminary engineering plans submitted by the Applicant demonstrate the feasibility of constructing required service facilities to meet City standards in the proposed alignments. Compliance will be assured through the Public Work permit review/issuance process following land use approval, prior to construction.

Staff Analysis: The Applicant will be required to enter into an agreement with the Public Works Department regarding the construction and installation of public improvements. For the reasons stated above, this criterion is met.

- O. Building Size Standards. For areas designed as Planned Shopping Center by the Comprehensive Plan, commercial retail is limited to 20,000 square feet and commercial office is limited to 10,000 square feet.

Applicant Response: This provision is not applicable because the subject property is designated only for residential use.

Staff Analysis: This standard is not applicable to the subject site. For the reasons stated above, this criterion is met.

Subdivision Criteria (DC 10.6.110)

- A. The tentative subdivision plat complies with all applicable requirements for submittal.

Staff Analysis: The tentative subdivision plat complies with all applicable requirements for submittal. The applicant has provided a revised application, graphics showing the revised site plan, a written statement describing the proposed uses and development objectives. The information attached to this staff report supplements materials previously provided including the land use application dated March 10, 2014 and subsequently modified in May 2014. For the reasons stated above, this criterion is met.

- B. The subdivision plat complies with all applicable standards and design requirements of the Development Code.

Staff Analysis: The tentative subdivision plat complies with the requirements for Planned Development, the requirements of Development Code, including Article 8 (General Development Standards), and facility master plans. Specifically the tentative subdivision plat and supplemental information contained in the record addresses: access and circulation; open space, recreation facilities and common areas; off-street parking; public facilities; building design and development standards; and land division standards. For the reasons stated above, this criterion is met.

- C. Any special features of the site (such as topography, floodplains, wetlands, vegetation, historic sites) have been adequately considered and addressed in the design of the tentative plat.

Staff Analysis: The preliminary plan addresses site topography, floodplains and vegetation. The proposed street circulation plan has been designed to minimize cut and fill. The application includes a slope analysis and documentation regarding mitigation of impacts to the Gales Creek corridor. For the reasons stated above, this criterion is met.

- D. All lots shall be suitable for their intended use. No parcel shall be of such size or design as to be detrimental to the health, safety, or sanitary needs of the occupants of such lot or subdivision.

Staff Analysis: The lots proposed are suitable for their intended use. Intended uses include residential development, open space, and recreational activities. The lots proposed for residential development are 26 feet wide to 40 feet wide and are designed to accommodate residential structures of various types. While these lots are narrow compared with traditional single family development they are sufficient in size to support the proposed development concept including duplexes, attached townhomes and detached single family residences. The open space tracts are of adequate size to accommodate open space preservation and active recreational uses. Tract X is the largest open space tract proposed for active recreational use. The smallest dimension of the tract is 86 feet. For the reasons stated above, this criterion is met.

- E. Development of any remainder of property under the same ownership can be accomplished in accordance with the Development Code.

Staff Analysis: The development concept includes four phases. Development of any remainder of property under the same ownership can be accomplished in accordance

with the Development Code. For the reasons stated above, this criterion is met.

- F. Adjoining land can be developed or is provided access that will allow its development in accordance with the Development Code.

Staff Analysis: The preliminary plan demonstrates that adjoining land is provided access that will allow its development in accordance with the Development Code. Specifically Tax lot 600, located east of H Street is provided with alley access. This tax lot also has frontage on Pacific Avenue. In addition, Tax lot 403, located north of 20th Avenue is provided with alley access. This tax lot also has frontage on Pacific Avenue. Both 20th Avenue and 19th Avenue will terminate at the western edge of the development site. These streets could be extended to serve future development immediately to the west of the site.

- G. The proposed street plan provides safe, convenient, and direct options for pedestrian, bicycle and vehicular circulation.

Staff Analysis: Safe, convenient and direct options for pedestrian and bicycle access are shown on the site plan via the sidewalk system and through various tracts including Tracts K, Q, and R. These tracts are designed to be 12 feet in width which is adequate to accommodate pedestrian and bicycle access. Vehicular circulation is shown on the preliminary plan via the street system. The plan identifies several streets providing access to individual lots. Points of access to Pacific Avenue include Street H, the extension of Street G and E Street. Access to the site will also be provided by 18th Avenue and 19th Avenue. For the reasons stated above, this criterion is met.

- H. Adequate public facilities are available or can be provided by the applicant to serve the proposed subdivision.

Staff Analysis: The developer is responsible for extending water and sewer lines to serve the site. The applicant has provided certification letters from the City Engineer and Forest Grove Light and Power demonstrating that utilities could be extended at the developer's expense to serve the site. Extensions will occur based on the proposed development phasing plan. For the reasons stated above, this criterion is met.

PROPOSED CONDITIONS OF APPROVAL (DC 10.1.310)

All review bodies have the authority to impose reasonable conditions to ensure all applicable review criteria can be met. These conditions of approval are necessary to ensure that the application meets the all applicable review criteria. In some cases the Conditions of Approval reinforce specific Development Code or Municipal Code requirements.

The conditions of approval address the following areas:

- General Requirements;
- Streets, Alleys and Driveways;
- Utilities;
- Fire Suppression;
- Building Setbacks;
- Trees;
- Open Space and Recreational Areas;

- Architecture and Building Features;
- Erosion Control and Grading; and
- Other Requirements.

General Requirements

1. The applicant is bound to the project description made by the applicant during the application and modified during the decision making process.
2. Duplex, attached townhomes and single family detached housing products are required in the general locations shown on the October 16, 2014 plan submittal as subsequently amended by the applicant.
3. Development and construction shall conform substantially to the preliminary plan prepared by Westlake Consultants and dated October except as modified by the conditions below.
4. Compliance with the Conditions of Approval is the responsibility of the applicant or the applicant's successor in interest.
5. All plans submitted to date are considered conceptual only. Detailed plans and specifications must be submitted that demonstrate compliance with standards and regulations adopted by the City of Forest Grove and/or all other agencies that have jurisdiction.
6. No home building permits for any phase of the development will be issued until all required public improvements to serve that phase have been constructed and accepted by the City of Grove and other agencies having jurisdiction, except as modified by these conditions.
7. Preliminary plan approval is valid for (3) three years and may not be extended. The applicant must submit a final development plan for the first phase of the development within this (3) three year time period.
8. The applicant shall provide to the City all required copies of documents from Washington County or Clean Water Services related to the development.
9. The ongoing operation of the property shall comply with the applicable requirements of the Forest Grove Development Code, Forest Grove Municipal Code and approved Covenants, Conditions and Restrictions (CC&Rs). The applicant shall submit a copy of the CC&R document as required by Forest Grove Development Code 10.4.225(C)(7) and 10.8.1000.
10. This approval does not negate the need to obtain required permits, as appropriate from other local, state, or federal agencies even if not specifically required by this decision.
11. The applicant shall enter into an agreement with the City Engineer prior to approval of the final map and shall include detailed plans for public improvements and shall assure the workmanship and material of installation.
12. The applicant shall assume responsibility for any mitigation due to contaminated soils as a result of installing the sewer line.

Streets, Alleys, and Driveways

13. Barricades shall be installed at the end of all stubbed streets to be extended. Barricades shall be designed and installed meeting the City of Forest Grove Engineering Specifications. It is recommended that a sign be affixed to the barricade stating the street may be extended in the future.
14. Developer shall dedicate the required right-of-way adjacent to Pacific Avenue as required by Washington County.

15. No street names shall be used which will duplicate or be confused with the names of existing streets except for extensions of existing streets. Street names and numbers shall conform to the established pattern in the surrounding area and shall be approved by the Community Development Director.
16. The alleys shall be posted no parking on both sides and the Dee Court turn around shall be posted no parking on the south side.
17. Final detailed street cross-sections shall be prepared for each of type of street or alley that illustrates utility locations, street improvements including grade and elevation, and sidewalk location including grade and elevation. Cross sections shall be included in the plan set and submitted to the City Engineer for review and approval.
18. Street name signs conforming to names approved by the Community Development Director shall be placed at all street intersections (DC 10.8.610(Y)).
19. No portion of a curb cut shall be located closer to an intersection street right-of-way line than 20 feet on a local street (DC 10.8.130(C)(4)).
20. Street grades shall be approved by the City Engineer in accordance with Development Code 10.8.610(M).
21. Prior to final acceptance of on-site public improvements for Phase 1, the applicant shall enter into a development agreement with the City and complete of-site street improvements including:
 - a. Installation of a 5 foot wide sidewalk in the existing right-of-way along the west side of D Street from 19th Avenue to Pacific Avenue.
 - b. Pavement of a 22 foot wide, 1.5 inch thick pavement overlay of D Street from the intersection of D Street with 19th Avenue to Pacific Avenue.
 - c. Construction of a partial street improvement of 18th Avenue between the development site frontage with 18th Avenue and C Street substantially conforming to that shown on Sheet P700 of the Application, providing the Phase with one of two paved connections to an arterial street (B Street via 18th Avenue).
 - d. Construction of a partial street improvement of 19th Avenue between the site's frontage with 19th Avenue and D Street substantially conforming to that shown on Sheet P800 of the Application.
22. Prior to final acceptance of on-site public improvements for Phase 1, the applicant shall complete frontage improvements including:
 - a. Half-street improvements to 18th Avenue along the site's frontage substantially conforming to those shown on Sheet P700.
 - b. Half-street improvements to 19th Avenue along the site's frontage substantially conforming to those shown on Sheet P800.
23. Prior to final acceptance of on-site public improvements for Phases adjacent to Pacific Avenue, the applicant shall complete frontage improvements along Pacific Avenue including:
 - a. Improvements to Pacific Avenue along the respective phase's site frontage as required by Washington County, at a minimum, sidewalk, curb and pavement.
24. All signage (including but not limited to, street names, vehicular parking restrictions, and vehicular and pedestrian traffic protection and direction) for public rights-of-way and easements; pavement striping and marking; and pavement reflectors (including, but not limited to, blue fire hydrant markers), shall be shown on the approved plans and installed by the developer, as required by the Engineering Department. To minimize conflict with driveway locations and street trees, signs shall be attached to utility poles wherever possible.

Utilities

25. All on-site utilities shall be placed underground as required and the developer shall make all necessary arrangements with the serving utility to provide services underground. The City reserves the right to approve locations of all surface mounted utilities including electrical meters. (DC 10.8.645)
26. Public water meters and water lines, as well as sanitary and storm sewer service lines may be installed within a public utility tract, or the Public Utility Easement (PUE) on the front lot line with approval of City Engineer.
27. Electrical meters shall be placed at least 3.5 feet from any side yard property line.

Fire Suppression

28. New fire hydrants shall be installed per City requirements. Hydrants shall be equipped with a four inch Storz connection and their locations identified with blue reflective pavement markers at the street centerline.
29. "No Parking – Fire Lane" signs shall be posted on both sides of the southern leg of the hammerhead turn around at Dee Court (Street Section 2) and the curbs shall be painted red from the radius to the southern terminus and "No Parking – Fire Lane" signs shall be posted on both sides of all other temporary turn-arounds serving stubbed streets in the project.
30. Fire hydrant spacing shall comply with Table C105.1 in Appendix C of Municipal Code Chapter 5, Section 5.635.
31. Phase 3 will have a paved second access following development of Phase 2.

Building Setbacks

32. Garage setbacks from the public right-of-way shall be 20 feet.
33. Front yard setbacks shall be at least 11 feet from the property line throughout the development.
34. Interior side yard setbacks shall be at least 3 feet from building to the side yard property line.
35. Street yard setbacks shall be one (1) foot greater than the public utility easement (PUE) on the side street.
36. Side yard setbacks, where the side yard is on the side of a dwelling adjacent to one of the site's exterior property boundary lines shall be five (5) feet.

Trees

37. Existing trees proposed to remain on-site that may be adversely affected by street or utility extensions or on-site grading shall be identified on construction plans and protected with appropriate best management practices. Proposed protection measures shall be included on the grading plans and shall be in place prior to any grading activity. Install tree protection measures around all trees to be saved.
38. Significant off-site trees, outside of required improvements in existing public rights-of-way, shall be protected with appropriate tree protection measures as shown on the construction plans. Such measures shall remain in place for the duration of construction.
39. Submit a tree protection plan prepared by an arborist as required by Forest Grove Development Code Section 10.5.115 (Tree Protection Plan and Protection

Requirements) and 10.5.130 (Trees on Developable Land, Prior to and During Development).

40. A City issued tree removal permit is required for removal or major pruning of any tree greater than 6 inches in diameter or any Oregon white oak 3.5 inches or greater in diameter measured 4.5 feet above natural grade.
41. For all lots where the approved street plan results in a curb tight sidewalk along the frontage, then planting the street tree in the front yard is required prior to occupancy permits. Front yard trees will be addressed in the CC&Rs requiring respective lot owners of the care for a front yard trees as if they were located in the parkway consistent with regulations in DC 10.5.120 allowing both the HOA and/or the City to enforce that regulation like the City would any other street tree in a parkway in the subdivision. Trees may not be removed or pruned by more than 20% without review by the City and issuance of a tree removal permit.

Open Space and Recreational Areas

42. A six-foot tall cedar solid or "good neighbor" fence or equivalent shall be installed near west and east property lines of Tract P and the property line of Tract X outside the public utility easement.
43. Tract B shall be improved for passive recreational use, and like Tract A, it will have a monument sign, decorative plantings as well as large species trees and native shrubs
44. Tract Q and R are mid-block paths and as required by code shall be a minimum of 10 feet in width, or 12 feet, if needed to accommodate construction of stairs. Tract K shall also be a minimum of 10 feet, or 12 feet if needed to accommodate stairs. Pedestrian paths shall be at least 5 feet in width.
45. Tracts N, P, & X shall be developed for active recreational use and shall include a picnic table, bench, ball court or play structure, lawn area, and landscaped area, preferably with native plantings.

Architecture and Building Features

46. Front elevations shall not be replicated more than five (5) times along a block-face on both sides of a street segment as required by Forest Grove Development Code Section 10.8.880(C)(3). Replication includes mirrored images (where main features such as windows, door location, garage location, roof peak, etc. are reversed), and minor trim and paint changes.
47. A higher level of front façade treatment is required on a minimum of 50% of dwelling units in an individual phase. Higher level trim shall include but not be limited to masonry trim along the front façade.
48. Duplex units shall be designed and constructed to give the impression from the street of one single-family unit or on corner lots the impression of two different units facing different directions.
49. Electrical meters placement location(s) shall conform to the clearance requirements of Forest Grove Light and Power, and if different they shall be submitted to and approved by Forest Grove Light and Power prior to submission of building plans to the Building Department for review.
50. All driveways within the development shall be a minimum 20 feet in length.
51. When a monument sign is installed at the entrance to the development on a Tract or easement, the sign shall not exceed 8 (eight) feet height and 40 (forty) square feet in area. The sign shall be non-illuminated or indirectly illuminated (DC 10.8.830(B)(1)).

52. Electrical meters placed on the front of a building shall be screened from public view with a fence of landscaping. Such screening shall be placed at least 3.5 feet from the electrical meter.

Erosion Control and Grading

53. Prior to issuance of an erosion control or grading permits, Developer shall submit erosion control and grading plans for City review.
54. Obtain the required erosion control and grading permit(s), and provide a copy of the approved and signed permits to the City prior to holding a pre-construction meeting or beginning any development or construction activity.
55. Any existing wells, septic systems, and underground storage tanks shall be abandoned in accordance with Oregon state law and verification shall be provided to the City Engineer.
56. A demolition permit shall be obtained from the Building Division prior to demolishing any structures.

Other

57. House numbers assigned by the City shall be affixed in a conspicuous location, which is clearly visible from the fronting street. Numbers shall be of contrasting colors to the surface upon which they are affixed. Numbers may be painted or metallic, wooden or ceramic fixtures, or other material that will not rust or corrode and must be at least four inches high.
58. Mailboxes are required; locking mailboxes in clusters are recommended. Mailboxes shall be located in the vicinity of streetlights. Clustered mailboxes shall be installed prior to occupancy permit for the first home being served by that mailbox in that phase. Placement locations and specifications of mailboxes shall be approved by the Forest Grove Post Office prior to installation.
59. Any existing wells, septic systems, and underground storage tanks shall be abandoned in accordance with Oregon state law and verification shall be provided to the City Engineer.
60. Two access ways for each phase meeting the requirements of the City of Forest Grove Fire Marshall to accommodate emergency vehicles.

Final Plat Requirements

61. The final plan and subdivision plat must comply with Development Code Sections 10.4.225 (Final Plan Review) and 10.6.160 (Final Plat Approval and Recording).
62. The developer shall establish easements for pedestrian access over Tracts Q and R on the plat when recorded
63. The developer shall establish pedestrian access easements for Tracts K and P, and Tracts E, M, &S, for the respective phase, upon recording of each plat.
64. The street names on the plat for each phase shall reflect the street names approved by the Community Development Director following a formal request by the developer for approval of all proposed street names.

ALTERNATIVES

City Council may:

1. Approve the revised Gales Creek Terrace Planned Residential Development application as submitted by the Applicant;
2. Approve the Gales Creek Terrace Planned Residential Development application with the conditions of approval as recommended by staff;
3. Approve the revised Gales Creek Terrace Planned Residential Development application with modified conditions of approval; or
4. Deny the application.

STAFF RECOMMENDATION

Staff recommends that City Council approve the revised application for the Gales Creek Terrace Planned Residential Development (PRD-14-00181) and adopt findings and conditions of approval by Order on November 24, 2014.

ATTACHMENTS:

- A. Summary of Site Plan Changes
- B. Revised Project Narrative
- C. Proposed Unit Distribution Map
- D. Preliminary Plat (East)
- E. Preliminary Plat (West)
- F. Example Street Sections
- G. Density Compliance Analysis
- H. Slope Analysis
- I. Slope Profile
- J. Example Home Elevations
- K. Open Space Analysis

Gales Creek Terrace Proposed Planned Development (PRD-14-00181)

Topic	Original Proposal – August 4, 2014 Hearing	Revised Proposal – October 16, 2014																																						
Number of Units	191	197																																						
Dwelling Type	<p>Exclusively single family detached homes</p> <table border="0"> <tr><td>0 Duplex</td><td>0.0%</td></tr> <tr><td>0 Corner Attached Units</td><td>0.0%</td></tr> <tr><td>0 Attached Units</td><td>0.0%</td></tr> <tr><td>23 Detached on 24 foot wide lots</td><td>12.1%</td></tr> <tr><td>24 Detached on 24 foot wide lots</td><td>12.6%</td></tr> <tr><td>3 Detached on 28 foot wide lots</td><td>1.5%</td></tr> <tr><td>7 Detached on 29/30 foot wide lots</td><td>3.7%</td></tr> <tr><td>54 Detached on 32 foot wide lots</td><td>28.3%</td></tr> <tr><td>39 Detached on 34 foot wide lots</td><td>20.4%</td></tr> <tr><td>5 Detached on 40 foot wide lots</td><td>2.6%</td></tr> <tr><td>36 Corner/Irregular Lots</td><td>18.8%</td></tr> <tr><td>191 Total Dwelling Units</td><td>100.0%</td></tr> </table>	0 Duplex	0.0%	0 Corner Attached Units	0.0%	0 Attached Units	0.0%	23 Detached on 24 foot wide lots	12.1%	24 Detached on 24 foot wide lots	12.6%	3 Detached on 28 foot wide lots	1.5%	7 Detached on 29/30 foot wide lots	3.7%	54 Detached on 32 foot wide lots	28.3%	39 Detached on 34 foot wide lots	20.4%	5 Detached on 40 foot wide lots	2.6%	36 Corner/Irregular Lots	18.8%	191 Total Dwelling Units	100.0%	<p>Single family detached, duplex, attached townhouses:</p> <table border="0"> <tr><td>20 Duplex (2 per lot)</td><td>10.2%</td></tr> <tr><td>8 Corner Attached Units</td><td>4.1%</td></tr> <tr><td>12 Attached Units</td><td>6.1%</td></tr> <tr><td>18 Detached on 26 foot wide lots</td><td>9.1%</td></tr> <tr><td>78 Detached on 32 foot wide lots</td><td>39.6%</td></tr> <tr><td>61 Detached on 34 to 40 foot wide lots</td><td>30.9%</td></tr> <tr><td>197 Total Dwelling Units</td><td>100.0%</td></tr> </table>	20 Duplex (2 per lot)	10.2%	8 Corner Attached Units	4.1%	12 Attached Units	6.1%	18 Detached on 26 foot wide lots	9.1%	78 Detached on 32 foot wide lots	39.6%	61 Detached on 34 to 40 foot wide lots	30.9%	197 Total Dwelling Units	100.0%
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197 Total Dwelling Units	100.0%																																							
Density	Approximately 14.5 dwellings per net acre with slope reduction	Approximately 15 units per net acre with slope reduction																																						
Street design	<p>Variety of street cross-sections to accommodate slope and reduce required cut/fill:</p> <p>28 foot to 58 foot right-of-way Typical right-of-way 50 foot to 54 foot 15 to 20 foot wide alley</p> <p>Smallest pavement width: 24 feet</p>	<p>Variety of cross-sections to accommodate slope and reduce required cut/fill:</p> <p>40 foot right-of-way to 54 foot right-of-way 24 foot alley</p> <p>Smallest pavement width: 28 feet</p>																																						
Sidewalk design	Curb tight with rolled curb in some locations	<p>Curb tight with parkways</p> <p>Curb tight sidewalks will be 6 feet wide rather than standard five feet</p> <p>Developer will construct a sidewalk along the west side of D Street</p>																																						
Driveway design	18 feet depth at some locations	20 feet depth throughout development																																						
Parkway design	2 foot planting area	4.5 to 5 foot planting area (2 feet in right-of-way)																																						
Dwelling elevation	Similar to Casey Meadows	<p>Variety of trim levels with highest level near primary development entrance and along Gales Creek</p> <p>50% of units could have higher trim level with masonry</p>																																						

ATTACHMENT A

From: Gales Creek Development, LLC
 To: City of Forest Grove
 C/O Daniel Riordan
 Re: Gales Creek Terrace Planned Development – Plan Changes

Following the recent works sessions between the Applicant of Gales Creek Terrace Planned Development, Gales Creek Development, LLC, and City Staff, where the discussion addressed roadways, lots, and housing types, the Applicant has prepared a revised preliminary plat and example street sections which reflect changes to the plan discussed in those meetings.

Three roadway sections and one alley section are now proposed (see attached sections):

1. Section 5b: 54’ wide ROW – 32’ pavement width, and parkway and sidewalks on both sides
2. Section 6b: 46’ wide ROW – 28’ Pavement width, parkway and sidewalk on the south side, and curb tight sidewalk on the north side.
3. Section 2b: 40’ wide ROW – 28’ pavement width, curb tight sidewalk on the south side and parkway on the north side.
4. Section 10b: 24’ wide Alley ROW – 18’ pavement width (concrete)

A mix of housing types are proposed (see attached preliminary plats). This includes multi-unit residential buildings, duplexes, attached townhouses, and corner attached townhouses, and detached houses. The more intensive land uses with higher residential density are generally placed closer to Pacific Ave, a collector street, with gradually less intensive uses south of Pacific Ave, and with the larger lots placed closer to the open space tracts along the southern edge of the development. The plan is designed to accommodate 2-4 on-site parking spaces per lot and allow 20’ garage setbacks throughout.

The following is a table representing the new proposed lot and housing type mix.

GCT – Lot and Housing Types	Lots (Dwellings Units)	General Location
Duplexes	10 (20)	Fronting on Pacific Ave
Attached Townhouse Lots	12	Fronting on north side of 20 th Ave
Attached Corner Townhouse Lots	8	Corner of 20 th Ave and H St
26’ Wide Detached Home Lots	18	South side of 20 th Ave*
32’ Wide Detached Home Lots	78	North side of 19 th and 18 th Ave*
34’-40’ Wide Detached Home Lots	61	Along the south edge*
Total	187 (197)	*with some exceptions

The linear open space tracts along the Gales Creek Corridor are designed to facilitate extension of the City’s off-street pedestrian and bicycle loop trail, known as the Emerald Necklace. Tract Q and Tract R were shifted to locate the mid-block paths more centrally in the blocks. Tract P, located between 18th Ave and Tract N, has been enlarged, and a walkway was added within Tract P for direct access to the open space tracts. Tract P will have amenities like a picnic table and view point with a bench. Also, the playground, previously in Tract W, was moved to a more central location, Tract X, at the intersection of the proposed 19th Ave and H St.

Please consider these changes to the proposed Gales Creek Terrace Planned Development at the next City Council meeting.

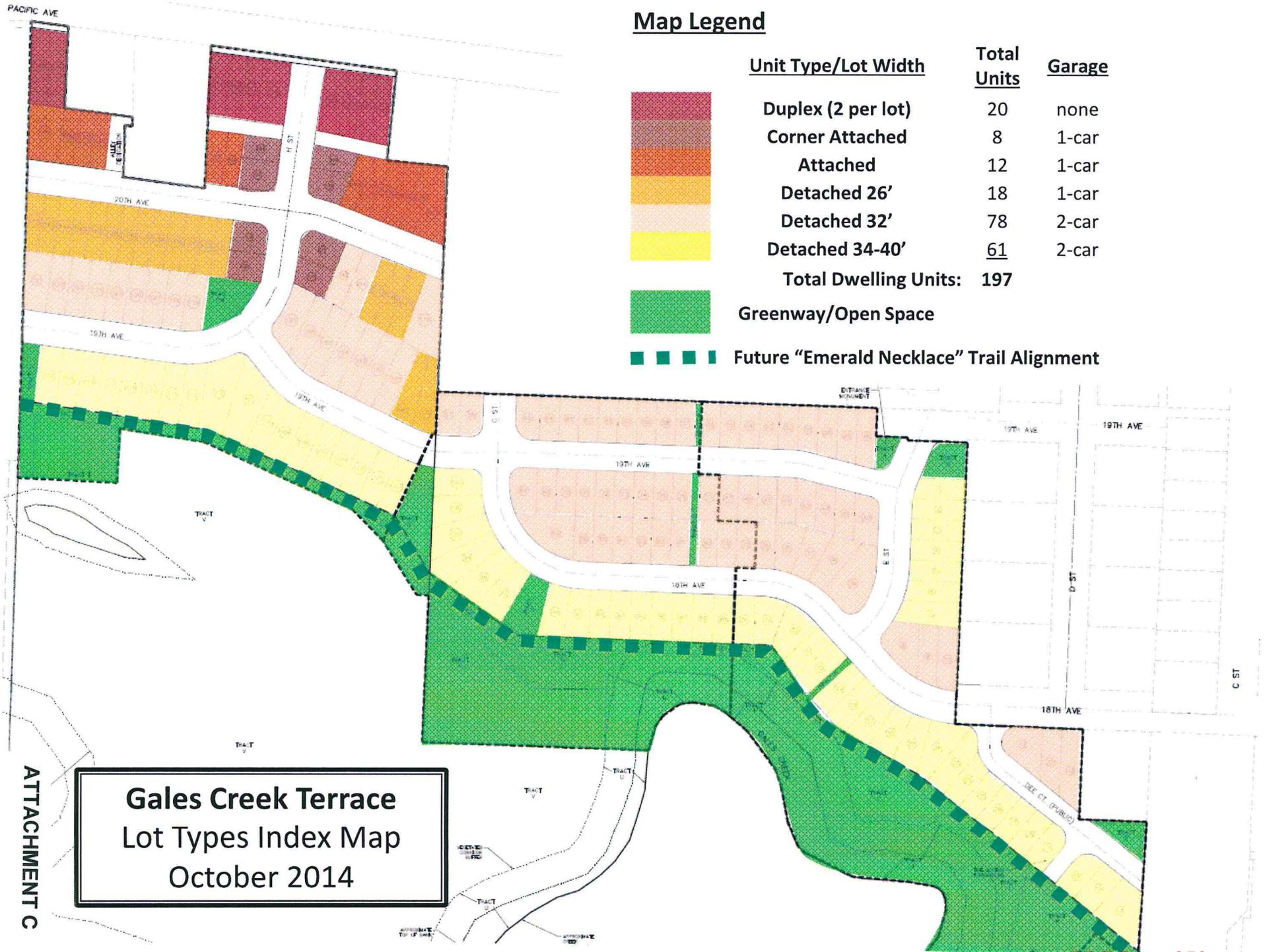
Map Legend



Unit Type/Lot Width	Total Units	Garage
Duplex (2 per lot)	20	none
Corner Attached	8	1-car
Attached	12	1-car
Detached 26'	18	1-car
Detached 32'	78	2-car
Detached 34-40'	61	2-car
Total Dwelling Units:	197	

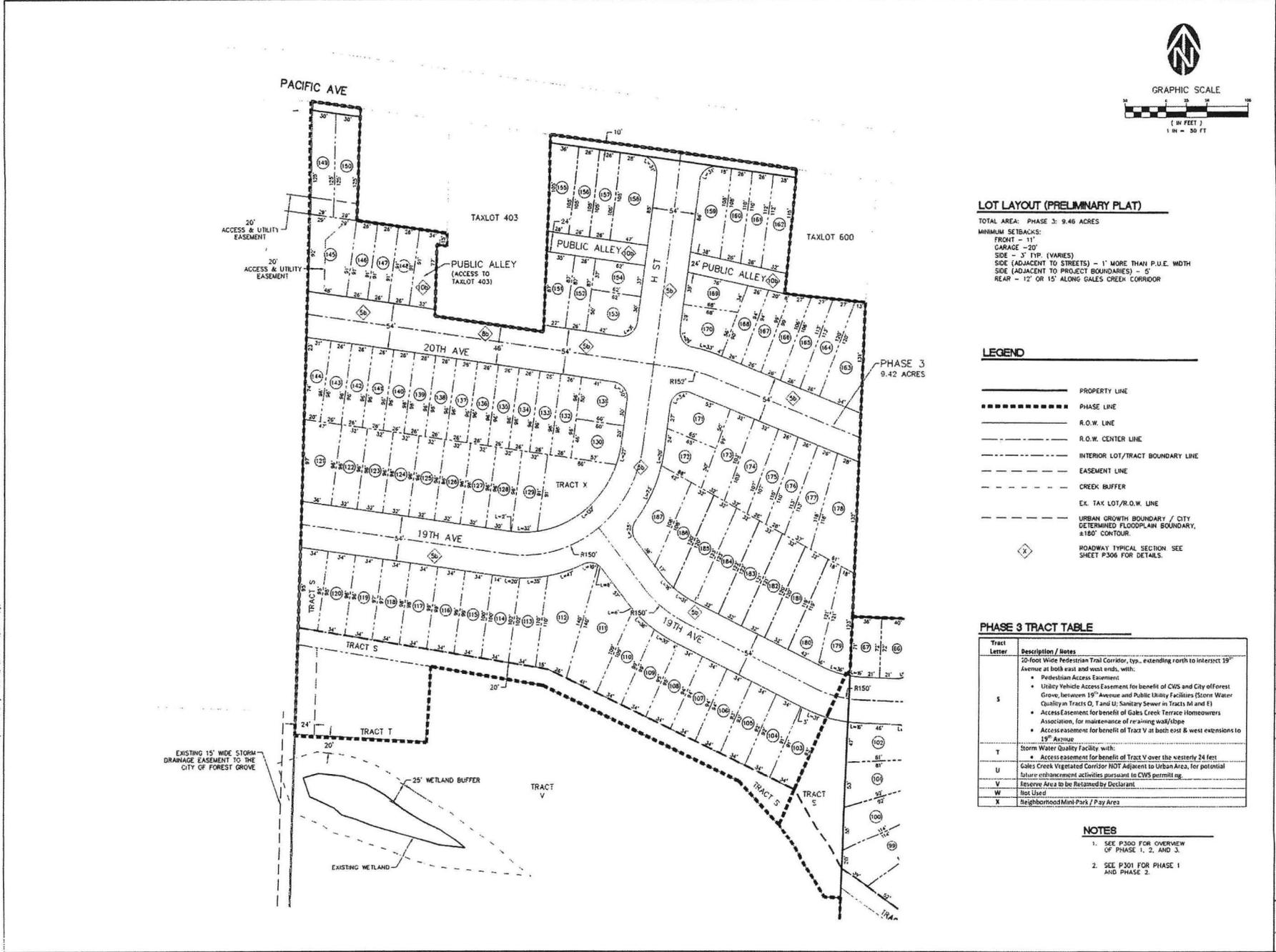
Greenway/Open Space

Future "Emerald Necklace" Trail Alignment



Gales Creek Terrace
Lot Types Index Map
October 2014

ATTACHMENT C



LOT LAYOUT (PRELIMINARY PLAT)
 TOTAL AREA: PHASE 3: 9.46 ACRES
 MINIMUM SETBACKS:
 FRONT - 11'
 GARAGE - 20'
 SIDE - 5' TYP. (VARIES)
 SIDE (ADJACENT TO STREETS) - 1' MORE THAN P.U.E. WIDTH
 SIDE (ADJACENT TO PROJECT BOUNDARIES) - 5'
 REAR - 12' OR 15' ALONG GALES CREEK CORRIDOR

LEGEND

- PROPERTY LINE
- PHASE LINE
- R.O.W. LINE
- R.O.W. CENTER LINE
- INTERIOR LOT/TRACT BOUNDARY LINE
- EASEMENT LINE
- CREEK BUFFER
- EX. TAX LOT/R.O.W. LINE
- URBAN GROWTH BOUNDARY / CITY DETERMINED FLOODPLAIN BOUNDARY, ±180' CONTOUR.
- ⊗ ROADWAY TYPICAL SECTION SEE SHEET P306 FOR DETAILS.

PHASE 3 TRACT TABLE

Tract Letter	Description / Notes
S	20-foot Wide Nesterian Trail Corridor, typ., extending north to intersect 19 th Avenue at both east and west ends, with: <ul style="list-style-type: none"> • Pedestrian Access Easement • Utility Vehicle Access Easement for benefit of CVS and City of Forest Grove, between 19th Avenue and Public Utility Facilities (Score Water Quality in Tracts O, T and U; Sanitary Sewer in Tracts M and E) • Access Easement for benefit of Gales Creek Terrace Homeowners Association, for maintenance of retaining wall/diaphragm • Access easement for benefit of Tract V at both east & west extensions to 19th Avenue
T	storm Water Quality Facility with: <ul style="list-style-type: none"> • Access easement for benefit of Tract V over the westerly 24 feet
U	Gales Creek Vegetated Corridor NOT Adjacent to Urban Area, for potential future enhancement activities pursuant to CVS permit, eg.
V	Reserve Area to be Retained by Declarant.
W	Not Used
X	Neighborhood Mini Park / P ay Area

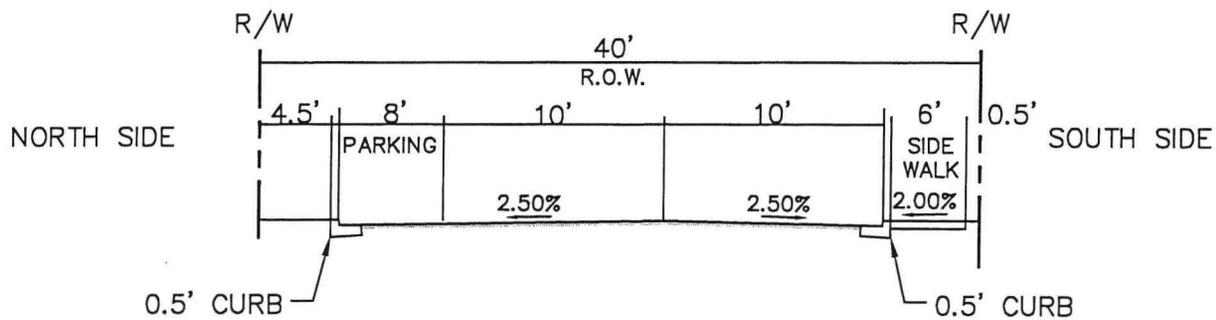
NOTES

- SEE P300 FOR OVERVIEW OF PHASE 1, 2, AND 3.
- SEE P301 FOR PHASE 1 AND PHASE 2.

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 WESTLAKE, FLORIDA 32787
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GALES CREEK TERRACE
 FOREST GROVE, OR
 PRELIMINARY PLAT - WEST

DATE: _____ DESCRIPTION: _____
 SHEET: **P302**
 JOB NO. 2410-01
 231204P302



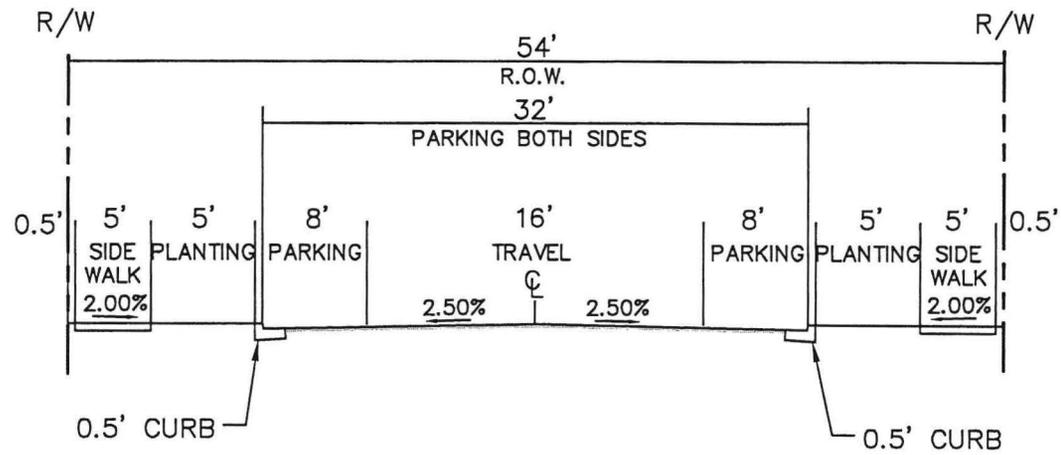
2b - DEE COURT - TYPICAL SECTION (40-FOOT RIGHT-OF-WAY)

NOT TO SCALE

ATTACHMENT F

DATE	10/16/14	 WESTLAKE CONSULTANTS INC. ENGINEERING * SURVEYING * PLANNING PACIFIC CORPORATE CENTER 15115 S.W. SENEQUA PARKWAY, SUITE 150 (503) 684-0888 TIGARD, OREGON 97264 FAX (503) 624-0157
DRAWN BY	MPC	
CHECKED BY	BEM	
REVISION	0	
JOB NO.	2410-001	

Drawing Name: J:\2410-001.13\Engr\CAD\Draw\Production\Land Use Re-Submittal 10-10-14\ALT 5b 54-FT ROW.dwg Oct 16, 2014 - 6:58am - mpc



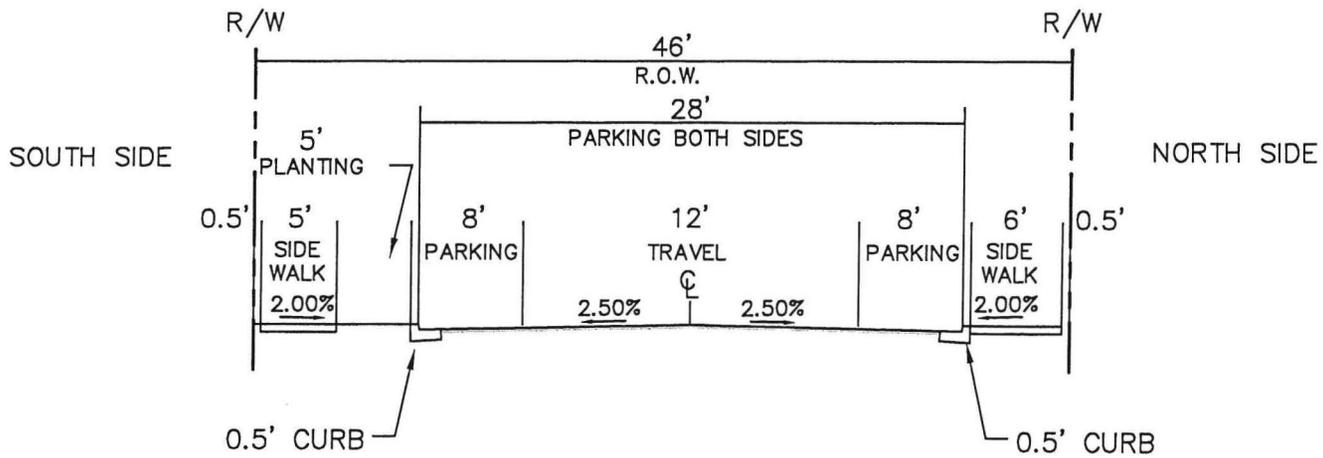
5b - PUBLIC STREET - 54' RIGHT-OF-WAY

NOT TO SCALE

DATE	10/16/14
DRAWN BY	MPC
CHECKED BY	BEM
REVISION	0
JOB NO.	2410-001

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Drawing Name: J:\2410-001.13\Engrin\CAO\Drawg\Production\Land Use Re-Submittal 10-10-14\ALT 6b 46-FT ROW.dwg Oct 16, 2014 -- 7:03am -- mpc



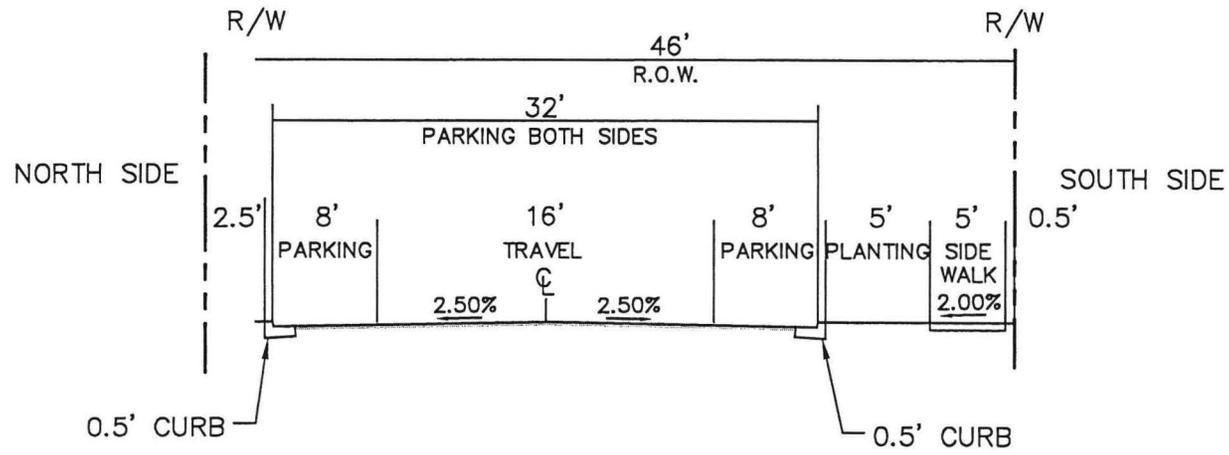
6b - PUBLIC STREET - 46' RIGHT-OF-WAY

NOT TO SCALE

DATE	10/16/14
DRAWN BY	MPC
CHECKED BY	BEM
REVISION	0
JOB NO.	2410-001

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PACIFIC CORPORATE CENTER 15116 S.W. SEQUOIA PARKWAY, SUITE 100 (503) 684-0652 TIGARD, OREGON 97224 FAX (503) 624-0157

Drawing Name: \\1\2410-001.13\Engin\CAD\Drawg\Production\Land Use Re-Submittal 10-10-14\ALT 8b 46-FT ROW.dwg Oct 16, 2014 -- 6:39am -- mpc

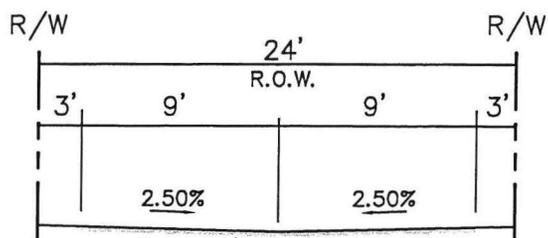


8b - PUBLIC STREET - 46' RIGHT-OF-WAY (SIDEWALK ONE SIDE)

NOT TO SCALE

DATE	10/16/14		WESTLAKE CONSULTANTS INC.
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CHECKED BY	BEM	ENGINEERING + SURVEYING + PLANNING	
REVISION	0	PACIFIC CORPORATE CENTER 15115 N. SQUOIA PARKWAY, SUITE 150 TIGARD, OREGON 97224 (503) 684-0652 FAX (503) 624-0157	
JOB NO.	2410-001		

Drawing Name: J:\2410-001.13\Engrin\CAD\Draw\Production\Land Use Re-Submittal 10-10-14\ALT 10b Public Alley 24-FT ROW.dwg Oct 16, 2014 -- 7:39am -- mpc



10b - PUBLIC ALLEY- 24' RIGHT-OF-WAY

NOT TO SCALE

DATE	10/16/14
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CHECKED BY	BEM
REVISION	0
JOB NO.	2410-001

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Gales Creek Terrace Density Compliance Analysis

PHASE I & II (EAST) From Lot 1 through 102 = 102 Units								
A	B	C	D	E	F	G	H	I
SubArea	Min Slope	Max Slope	Area (SF)	Area (Acres)	RMH Density (Min.)	Density Reduction (Table 3-4)	Adjusted Density (Min.)	Minimum DU's Required (E*H)
1	0%	10%	113050	2.6	16.22	0%	16.22	42.1
2	10%	15%	130816	3.0	16.22	-10%	14.60	43.8
3	15%	25%	57144	1.3	16.22	-30%	11.35	14.9
4	25%	35%	1188	0.0	16.22	-50%	8.11	0.2
5	35%	>35%	28	0.0	16.22	-100%	0	0.0
			302226					101.1
Exceeds Minimum Requirement by:								0.9

PHASE III (WEST) From Lot 103 through 187 = 95 Units *								
A	B	C	D	E	F	G	H	I
SubArea	Min Slope	Max Slope	Area (SF)	Area (Acres)	RMH Density (Min.)	Density Reduction (Table 3-4)	Adjusted Density (Min.)	Minimum DU's Required (E*H)
1	0%	10%	119987	2.8	16.22	0%	16.22	44.7
2	10%	15%	83907	1.9	16.22	-10%	14.60	28.1
3	15%	25%	67192	1.5	16.22	-30%	11.35	17.5
4	25%	35%	1605	0.0	16.22	-50%	8.11	0.3
5	35%	>35%	33	0.0	16.22	-100%	0	0.0
			272724					90.6
Exceeds Minimum Requirement by:								4.4

Combined Total From Lot 1 through 187 = 197 Units *								
A	B	C	D	E	F	G	H	I
Slope Category	Min Slope	Max Slope	Area (SF)	Area (Acres)	RMH Density (Min.)	Density Reduction (Table 3-4)	Adjusted Density (Min.)	Minimum DU's Required (E*H)
1	0%	10%	233037	5.35	16.22	0%	16.22	86.8
2	10%	15%	214723	4.93	16.22	-10%	14.60	72.0
3	15%	25%	124336	2.85	16.22	-30%	11.35	32.4
4	25%	35%	2793	0.06	16.22	-50%	8.11	0.5
5	35%	>35%	61	0.00	16.22	-100%	0	0.0
			574950	13.20				191.7
Exceeds Minimum Requirement by:								5.3

* Includes ten lots for construction of 2-unit buildings, adding 10 DU to the lot count.



Slopes Table

Number	Minimum Slope	Maximum Slope	Area	Color
1	0.00%	10.00%	113250	White
2	10.00%	14.99%	130816	Light Green
3	15.00%	25.00%	57144	Yellow
4	25.00%	35.00%	1189	Orange
5	35.00%	100.00%	28	Red



REVISIONS

NO.	DATE	DESCRIPTION	BY	CHECKED BY

EXH

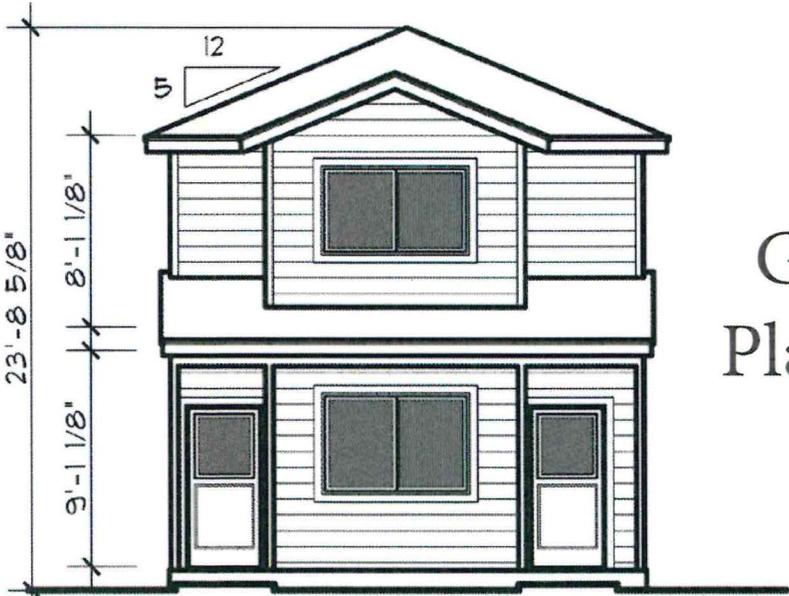
JOB NO. 2410-01-10
SHEET 23 OF 25

GALES CREEK TERRACE
FOREST GROVE, OR
SLOPE ANALYSIS - PHASE 1 & 2

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Duplex - Example Elevations



FRONT ELEVATION

Gales Creek Terrace
Planned Development

Attached Townhouses - Example Elevations



Gales Creek Terrace Planned Development

Corner Attached - Example Elevations



Gales Creek Terrace Planned Development

26' Wide Detached Lot - Example Elevations



Gales Creek Terrace Planned Development

32' Wide Detached Lot - Example Elevations



Gales Creek Terrace Planned Development

34'-40' Wide Detached Lot - Example Elevations



Gales Creek Terrace Planned Development

Plat Phase	Tract Letter	Description / Notes	Contiguous Open Space	Other Open Space	Combined Open Space	Outside PD (Remainders)
1	A	Landscaping and Entrance Monument Sign		0.04		
	B	Neighborhood Mini-Park / Play Area		0.09		
	C	<i>[eliminated in revised plan]</i>				
	D	Landscaping / Passive Open Space Use		0.08		
	E	20-foot Wide Pedestrian Trail Corridor, Typ., with: Public Sanitary Sewer Easement Pedestrian Access Easement Easement to allow HOA to construct & maintain retaining wall in northerly 5 feet of easement corridor Utility Vehicle Access Easement	0.46			
	F	Storm Water Quality Facility, with: Access easement for benefit of Tract G over vehicular access route	0.35			
	G	Reserve Area Retained by Declarant				2.29
	H	Reserve Area Retained by Declarant				2.71
	I	Gales Creek Vegetated Corridor Adjacent to Urban Area - for enhancement activities in conjunction with GCT Phase 1 development, pursuant to CWS permitting	1.70			
	J	Open Space (Scenic and Passive Use)	0.48			
	K	Pedestrian Access between Tract E and 18 th Avenue (may require stairs due to steep slope)	0.02			
Totals			3.02	0.21	3.22	5.00
... As Percent of Category Total for Project			49%	53%	49%	

Plat Phase	Tract Letter	Description / Notes	Contiguous Open Space	Other Open Space	Combined Open Space	Outside PD (Remainders)
2	L	Gales Creek Vegetated Corridor Adjacent to Urban Area - for enhancement activities in conjunction with urban development, pursuant to CWS permitting	0.55			
	M	20-foot Wide Pedestrian Trail Corridor, Typ., with: Public Sanitary Sewer Easement Pedestrian Access Easement Easement to allow HOA to construct & maintain retaining wall in northerly 5 feet of easement corridor Utility Vehicle Access Easement	0.24			
	N	Community Lawn & Garden Open Space for Use by GCT Homeowners	1.01			
	O	Storm Water Quality Facility	0.26			
	P	Pedestrian Path (may require stairs); Public Storm and Sanitary Utility Connections from 18 th Avenue to Public Sanitary Sewer in Tract M and Storm Water Quality Facility in Tract O	0.11			
	Q	Mid-Block Pedestrian Path (may require stairs)		0.04		
	R	Mid-Block Pedestrian Path		0.02		
	[easmt over eastern part of future Tract S]	Easements between west end of Tract M and 19th Avenue, west of Phase 2 Final Plat Boundary: Pedestrian Access to Tract M Utility Vehicle Access Easement for benefit of CWS and City of Forest Grove, between 19th Avenue and Public Utility Facilities (Storm Water Quality in Tracts O and U; Sanitary Sewer in Tracts M and E) Access Easement for benefit of Gales Creek Terrace Homeowners Association, for maintenance of retaining wall/slope Access easement for benefit of Tract V				
Totals			2.17	0.06	2.23	0.00
... As Percent of Category Total for Project			35%	15%	34%	

Analysis: Compliance with Minimum Open Space Requirements

Gross Area		47.45
Less: Area Retained by Owner (outside PD)	-22.32	
Area Proposed for Planned Development (PD)		25.13
Less: Public Rights-of-Way	-5.34	
Planned Development Area Not in Streets/Driveways		19.80

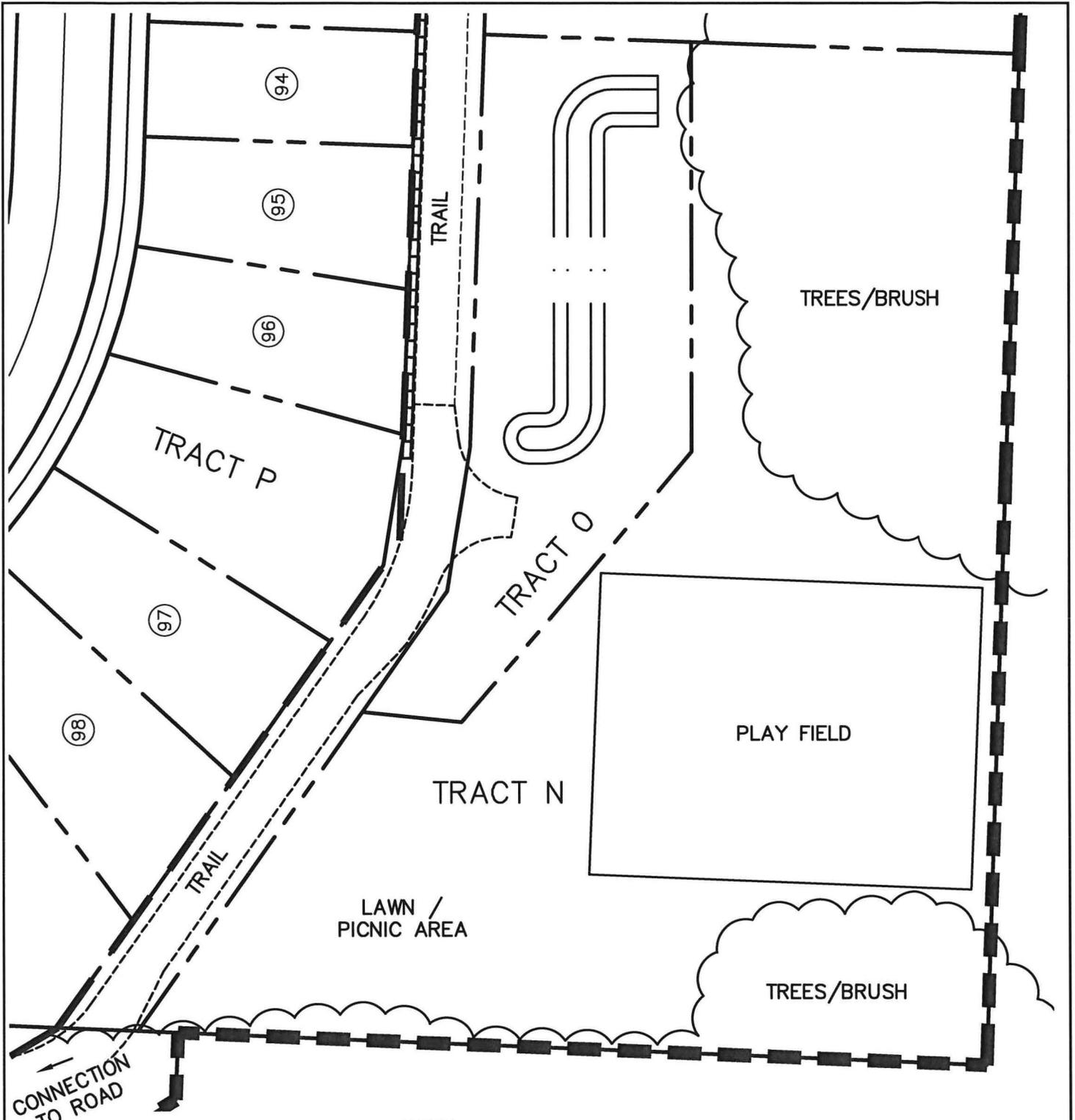
Open Space Ratio Compliance Analysis

		Acres	
Planned Development Area Not in Streets & Driveways			19.80
40%	Minimum Total Open Space Requirement		7.92
50%	Max. Private Ownership (Yards, etc.)	3.96	
50%	Min. Common Ownership (Tracts, etc.)	3.96	
50%	One Tract Must Contain at Least	1.98	

Summary of Common-Ownership Open Space Tracts

	Contiguous Open Space	Other Open Space	Combined Open Space
Phase 1	3.02	0.21	3.22
Phase 2	2.17	0.06	2.23
Phase 3	1.00	0.12	1.13
GALES CREEK TERRACE	6.19	0.39	6.58
Applicable Minimum Requirement (acres)	1.98		3.96
Acres in Excess of Minimum Requirement	4.21		2.62

	Contiguous Open Space	Other Open Space	Combined Open Space
Common Open Spaces as Percentage of Area Not in Streets & Driveways	31.3%	2.0%	33.2%
Applicable Minimum Requirement (%)	10.0%		20.0%
Percentage of Minimum Requirement	313%		166%



CONNECTION TO ROAD



NOTE:
CONCEPTUAL DESIGN FOR TRACT N
PROVIDED FOR ILLUSTRATIVE PURPOSES.

CONCEPTUAL LAYOUT

NOT TO SCALE
GALES CREEK
TERRACE TRACT N
OPEN SPACE

DATE	5/9/2014
DRAWN BY	RKC
CHECKED BY	BEM
REVISIONS	
JOB NO.	2410-01

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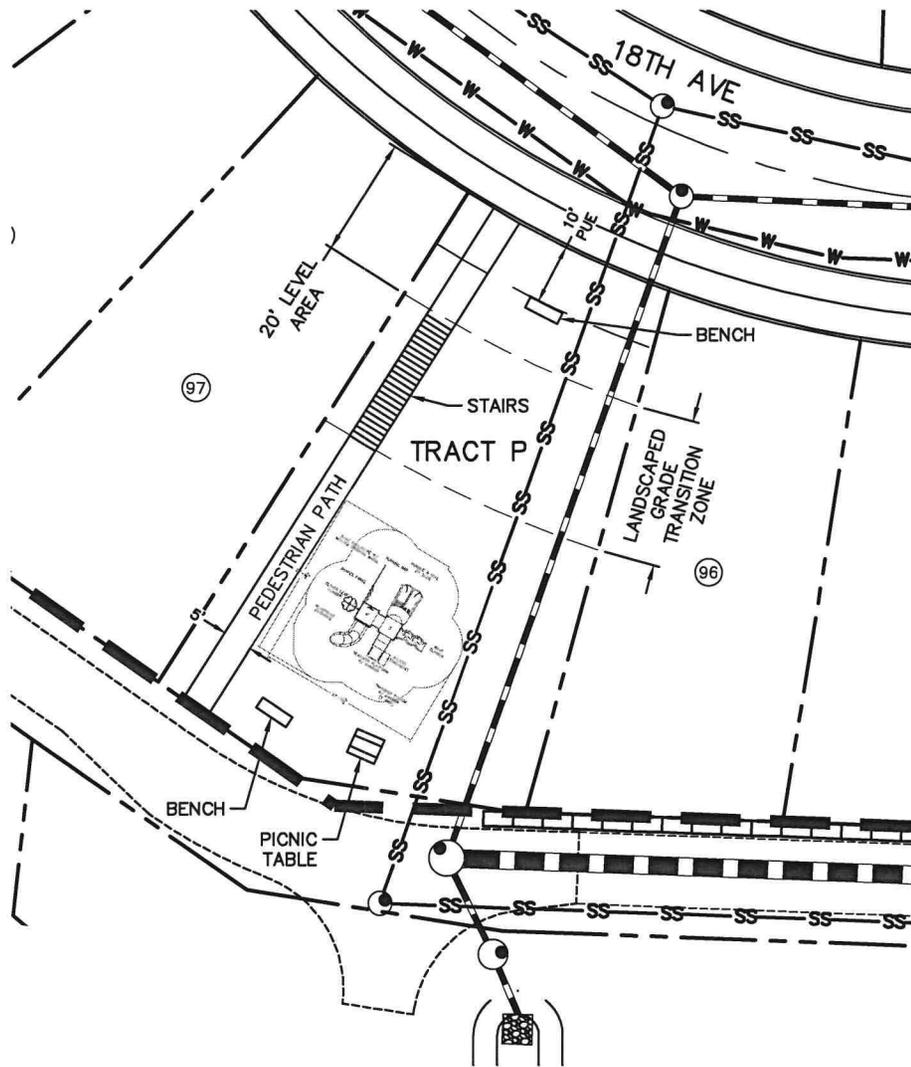
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15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0652
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Drawing Name: C:\Users\rkc\Desktop\241001-Mini Parks P and X exhibits.dwg Oct. 27, 2014 - 12:44pm - rkc



NOT TO SCALE
GALES CREEK
TERRACE TRACT P



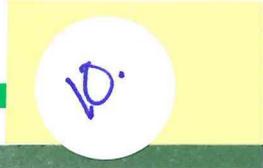
NOTE:
CONCEPTUAL DESIGN FOR TRACT P
PROVIDED FOR ILLUSTRATIVE PURPOSES.

CONCEPTUAL LAYOUT

DATE	10/27/2014
DRAWN BY	RKC
CHECKED BY	BEM
REVISION	0
JOB NO.	2410-01

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November 10, 2014

RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS

Project Team: Mayor Peter Truax and City Council
Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

ISSUE STATEMENT: The City of Forest Grove purchases nameplates for City Council upon being elected or appointed. The property becomes surplus to the needs of the City upon completion of term of office or upon resignation.

DISCUSSION: Camille Miller, City Councilor, who was elected November, 2006 is completing her term of office November, 2014. The City Council has requested her nameplate be declared surplus and has instructed the City Recorder to give the above-noted nameplate to Councilor Miller as the City will have no further need for this property.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution declaring certain property as surplus.



RESOLUTION NO. 2014-84

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL
DECLARING CERTAIN PROPERTY AS SURPLUS**

WHEREAS, the City of Forest Grove purchases nameplates for City Council upon being elected or appointed; and

WHEREAS, the property is surplus to the needs of the City upon completion of term of office or upon resignation; and

WHEREAS, Camille Miller, City Councilor, who was elected November, 2006 is completing her term November, 2014.

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

Section 1. The City Council hereby declares the nameplate of Camille Miller, City Councilor, as surplus to the needs of the City.

Section 2. The City Recorder is hereby authorized to give the above-noted nameplate to Camille Miller, City Councilor, as the City will have no further need for this property.

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

PRESENTED AND PASSED this 10th day of November, 2014.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of November, 2014.

Peter B. Truax, Mayor