

February-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	OLCC BM 91-Salem Planning Comm 7pm	LOC Training-Medford CCI 5:30pm	Municipal Court Mayors Consortium-Noon Water Providers CB 7pm Rural Fire 7pm	LOC Training-Redmond EDC Noon	S&CC 1st Friday	WestTuality Auction 6pm S&CC
<i>Kidd out through Feb 15th</i>						
8	9	10	11	12	13	14
	CITY COUNCIL 6:00 PM - WORK SESSION (Gaston Fire IGA) 7:00 PM - REGULAR MEETING 7:30 PM - JT SESSION (CC, PC & HLB) COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm-6pm - Comm Aud WEA Lunch, 1910 Main CCI 5:30pm Library 6:30pm	MPAC 4:30pm	PAC 5pm CDBG 7pm	WC Mayors	
<i>Kidd out through Feb 15th</i>						
15	16	17	18	19	20	21
	FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court P&R 7am Sister Cities Mtg 4:45pm CAO - No Mtg CFC 5:15pm CWAC 5:30pm		COA Retreat 8:30a Mayors Luncheon	COUNCIL GOAL-SETTING RETREAT 8:30 am - L&P
<i>Kidd Returns</i>						
22	23	24	25	26	27	28
	CHAMBER LUNCHEON FG/Cornelius State of City Addresses CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Property) 6:00 PM - WORK SESSION (CEP) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm	PSAC MPAC 5pm	City Day at Capitol OLCC BM 91-Tigard WEA Breakfast Sustainability 6pm	OLCC BM 91-Clackamas LOC Bd Mtg	Sister Cities Cooking Class 11am - Comm Aud
March-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Planning Comm 7pm	CCI 5:30pm	Rural Fire 8pm	EDC Noon	S&CC 1st Friday	Kiwanis Breakfast <i>NLC Conference</i>
Day Light Savings	CITY COUNCIL MEETING MOVED TO: Monday, March 16, 2015	Red Cross Blood Drive 1pm-6pm - Comm Aud Library 6:30pm	Mayors Consortium-Noon MPAC 4:30pm (Cancelled)	PAC 5pm CDBG 7pm	WC Mayors	Chamber Auction
<i>NLC Congressional City Conference - Washington, D. C.</i>						
15	16	17	18	19	20	21
	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm Moved to 03/23 CITY COUNCIL 5:30 PM - WORK SESSION (CIS TRAINING VIDEO) 6:00 PM - WORK SESSION (CC GOAL-SETTING) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Fernhill Wetlands 5pm	Municipal Court P&R 7am Sister Cities Mtg 4:45pm CAO 5pm CWAC 5:30pm LOC Training-Island City	LOC Training-Ontario		
22	23	24	25	26	27	28
	NO CITY COUNCIL MEETING CANCELLED Planning Comm 7pm	HLB 7:15pm	PSAC MPAC 5pm	WEA Breakfast Sustainability 6pm		
29	30	31				
April-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Rural Fire 8pm Water Providers EC 5:30pm	Notary Seminar 1pm-4pm - Comm Aud Registration Required EDC Noon	S&CC 1st Friday	
5	6	7	8	9	10	11
	Planning Comm 7pm	CCI 5:30pm	Municipal Court Mayors Consortium-Noon MPAC 4:30pm	PAC 5pm CDBG 7pm	JWC Noon WC Mayors	
12	13	14	15	16	17	18
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm			
19	20	21	22	23	24	25
	Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	Fernhill Wetlands 5pm	Municipal Court PSAC MPAC 5pm	WEA Breakfast Sustainability 6pm	LOC Bd Mtg ODF Mtg	
26	27	28	29	30		
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 7:15pm				
<i>2015 JPACT Trip to DC</i>						

This page is intentionally blank.



FOREST GROVE CITY COUNCIL

Monday, February 23, 2015

Meeting Agenda

5:30 PM – Executive Session (Real Property)
6:00 PM – Work Session (CEP Program)
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

Ronald C. Thompson
Elena Uhing
Malynda H. Wenzl

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.

Paul Downey, Administrative Services Director
Tom Gamble, City Manager Pro Tem

5:30

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

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

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

Paul Downey, Administrative Services Director
Tom Gamble, City Manager Pro Tem

6:00

WORK SESSION: METRO COMMUNITY ENHANCEMENT GRANT PROGRAM (CEP)

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).

7:00

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:**

7:05

5. A.
 - *Metro Quarterly Exchange Update, Kathryn Harrington, Metro Councilor District 4*

Paul Downey, Administrative Services Director
Tom Gamble, City Manager Pro Tem

7:20

5. B.
 - *Quarterly Financial Report for Period Ending December 31, 2014*

- | | | |
|--|------|---|
| Paul Downey, Administrative Services Director
Tom Gamble, City Manager Pro Tem | 7:30 | 6. <u>PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2015-01 OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, AUTHORIZING THE ISSUANCE OF CAMPUS IMPROVEMENT AND REFUNDING REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY; AND DECLARING AN EMERGENCY</u> |
| Brenda Camilli, Human Resources Manager
Paul Downey, Administrative Services Director | 7:40 | 7. <u>PUBLIC HEARING AND RESOLUTION NO. 2015-17 ADOPTING THE CITY MANAGER CANDIDATE PROFILE AND SALARY SCHEDULE</u> |
| Michael Kinkade, Fire Chief
Tom Gamble, City Manager Pro Tem | 7:50 | 8. <u>RESOLUTION NO. 2015-18 AUTHORIZING CITY MANAGER PRO TEM TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND GASTON RURAL FIRE PROTECTION DISTRICT FOR FIRE DEPARTMENT SERVICES</u> |
| Tom Gamble, City Manager Pro Tem | 8:00 | 9. <u>CITY MANAGER'S REPORT:</u> |
| | 8:15 | 10. <u>COUNCIL COMMUNICATIONS:</u> |
| | 8:30 | 11. <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 (Gaston Fire Services IGA) Meeting Minutes of February 9, 2015.
- B. Approve City Council Regular Meeting Minutes of February 9, 2015.
- C. Accept Library Commission Meeting Minutes of January 13, 2015.
- D. Accept Planning Commission Meeting Minutes of February 2, 2015.
- E. Accept Public Safety Advisory Commission Meeting Minutes of December 3, 2014.
- F. Community Development Department Monthly Building Activity Informational Report for January 2015.
- G. Endorse Liquor License Renewal Applications for Year 2015:
 - 1. 7-Eleven #2362-20715C, (Off-Premises Sales)
 - 2. ARAMARK Educational Services (Limited On-Premises Sales)
 - 3. Ballad Town Billiards (Full On-Premises Sales)
 - 4. Bi-Mart (Off-Premises Sales)
 - 5. Circle Inn Tavern (Full On-Premises Sales)
 - 6. Cornerstone Pub & Grill (Limited On-Premises Sales and Off-Premises Sales)
 - 7. Diamond Palace Restaurant (Full On-Premises Sales)
 - 8. Forest Grove Elks Lodge #2440 (Full On-Premises Sales)
 - 9. Forest Grove Sushi (Limited On-Premises Sales)
 - 10. Forest Grove Theater (Limited On-Premises)
 - 11. Godfather's Pizza/Players Pub (Full On-Premises and Off-Premises Sales)
 - 12. Grampy's Deli and Pub (Limited On-Premises Sales and Off-Premises Sales)
 - 13. Half Moon Sports Bar & New Chinese Cuisine (Full On-Premises Sales)
 - 14. Hello Market (Off-Premises Sales)
 - 15. Jade Green Palace Restaurant (Full On-Premises Sales)
 - 16. La Hacienda (Limited On-Premises Sales)
 - 17. La Sierra Mexican Restaurant (Full On-Premises Sales)
 - 18. Maggie's Buns (Limited On-Premises Sales)
 - 19. Mama Jiah's Market (Off-Premises Sales)
 - 20. Mandarin China Restaurant (Limited On-Premises Sales)
 - 21. Mini Mart (Off-Premises Sales)
 - 22. My Place Tavern (Limited On-Premises Sales)
 - 23. Pac Thai (Limited On-Premises Sales)
 - 24. Phil's 1500 Subs (Limited On-Premises Sales)
 - 25. Pizza Schmizza (Limited On-Premises Sales)
 - 26. Plaid Pantry #20 (Off-Premises Sales)
 - 27. Plaid Pantry #99 (Off-Premises Sales)
 - 28. Prime Time Restaurant and Sports Bar (Full On-Premises Sales)
 - 29. Rainbow Lanes (Limited On-Premises Sales)
 - 30. Safeway Store #0406 (Off-Premises Sales)
 - 31. Shriji Food Mart / FG Arco (Off-Premises Sales)
 - 32. Super Mercado La Montana (Off-Premises Sales)
 - 33. The Kings Head (Limited On-Premises Sales and Off-Premises Sales)
 - 34. The Masonic Grand Lodge (Full On-Premises Sales)

M E M O R A N D U M

TO: City Council

FROM: Paul Downey, Director of Administrative Services
Tom Gamble, City Manager Pro-Tem

DATE: February 23, 2015

SUBJECT: Community Enhancement Program Work Session

Metro has increased the solid waste community enhancement fee from \$0.50 per ton to \$1.00 per ton effective July 1, 2015. Metro has also revised the program and the City needs to make changes to be in compliance with the new Metro program. Attached is: 1) a Powerpoint presentation which explains the principal changes and what actions the Council needs to consider; 2) the new Metro code and administrative rules; 3) the proposed IGA; and 4) the City's application for the FY 2014-15 funding cycle. The work session will focus on the Powerpoint presentation. The rest of the material is attached for reference or background purposes.

Councilor Harrington has been invited to attend the work session.

Staff anticipates the timing of the grant award program will be delayed this year as the new process is being implemented. Staff would like to bring the revised program back to the Council for approval at its March 16, 2015, meeting.

This page is intentionally blank.

Revised Community Enhancement Program

Presentation to Council
February 23, 2015

Summary of Major Changes

- Increased funding – starting July 1, 2015, CEP fee at transfer station increases from \$0.50 to \$1.00 per ton
- Revised committee structure – Council can select an option where it is the committee that determines funding along with the Metro Councilor
- Revised Eligibility Criteria for Community Enhancement Projects – committee may apply more restrictive eligibility requirements.
- Revised Goals for Community Enhancement Projects – committee may adopt additional funding goals.
- Programs established prior to January 1, 2014, that are administered by a local government through an IGA will be updated and reissued with an effective date of July 1, 2015

Solid Waste Community Enhancement Program Advisory Committee

- Committee can be either:
 - The Mayor or chief executive officer of the City, three citizens appointed by the Mayor, and the Metro Councilor whose district includes the City. The City may include additional members at its discretion.
 - Alternatively, the City Council and the Metro Councilor shall perform the functions of the committee.
- Metro Councilor has three options to participate. Councilor Harrington has indicated that her preference is to act as co-chair on the Forest Grove committee with voting rights.
- City staff has advised Metro staff that the City would likely select the option where Council and the Metro Councilor are the committee and has included that in the proposed IGA.

Committee's Responsibilities

- Establishment of enhancement area boundary – currently the City's Urban Growth Boundary is the boundary.
- Creation of committee by-laws
- Development of process for soliciting and selecting community enhancement projects
- Compliance with eligibility criteria and creation of additional goals and criteria where needed
- Annually review Metro revenue estimates; presentation of an annual report to the Metro Council of all projects approved for funding; and maintenance of complete and accurate records related to the administration of the program, submitted annually to Metro.

Metro Project Criteria Eligibility

- A solid waste community enhancement project must meet the following criteria to be eligible for funding. A solid waste community enhancement committee may apply more restrictive eligibility criteria:
 - The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
 - The project applicant must be:
 - A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - A school or institution of higher learning; or
 - A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.

Metro Criteria Eligibility (cont.)

- The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- The project must not promote or inhibit religion.
- The project must not discriminate based on race ethnicity, age, gender, or sexual orientation.
- If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

Metro Goals for Projects

Projects shall meet one or more of the following goals and solid waste community enhancement committees shall give priority to projects that best meet with goals. A solid waste community enhancement committee may adopt additional funding goals. The project will:

- Improve the appearance or environmental quality of the community.
- Reduce the amount or toxicity of waste.
- Increase reuse and recycling opportunities.
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status.
- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- Result in improvement to, or an increase in, recreational areas and programs.
- Result in improvement in safety.
- Benefit youth, seniors, low income persons or underserved populations .

Funding Considerations

- Be from a local government advisory committee, department, or special district provided that they include documented support from the local government executive officer, and, as a guideline, the requested funding not exceed 15% of an annual community enhancement program or funding cycle, or more as otherwise provided in an intergovernmental agreement between Metro and host local government.
 - In FY 2014-15, City advisory committees used 29% of the available funds. The Sustainability Advisory Commission only requested one small project.
- The City shall provide all necessary support to administer the program. The City may charge no more than 20% of the annual program budget, not to exceed \$50,000, for the direct costs of administering the program. Direct costs include staff time and materials.
 - The City has never charged administrative costs to the program.

Current Add'l City Requirements

- Applicants must be from non-profit groups or organizations, or City Advisory Committees to be eligible for a grant.
- A maximum funding limit of \$5,000 on an individual project.
- Projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals.
- Funds available are split into two pots: 1) 50% to Community Projects; and 2) 50% to City Commission and Boards Projects. Funds can be re-allocated during the process if desired.
- Each councilor is given one-seventh of the funds available in each pot to allocate to proposed projects. Each councilor is limited to funding no more than one-seventh of each proposed project.
- A project must get funding from 4 councilors to receive any funding.
- Funds available to award are the projected funding for the coming fiscal year plus 25% of the projected beginning fund balance.

Anticipated Funding

Current Fiscal Year 2014-15

Funding Available:

Metro Fees \$53,800
Fund Balance \$ 2,804
Total Available \$56,604

Funding Awarded: \$55,215

Fiscal Year 2015-16

Projected Funding Available:

Metro Fees \$104,800
Fund Balance \$ 2,720
Total Available \$107,520

Metro fee projection is based on 2 months at \$0.50 per ton and \$1.00 per ton for 10 months based on how Metro collects and distributes the fees to the City.

Next Steps

- Complete proposed IGA with Metro
 - Staff proposed changes to IGA:
 - Designated the City Council and the Metro Councilor as the Forest Grove community enhancement program advisory committee.
 - Request the 15% spending limit for local governments or local government advisory committees be increased to 50%.
- Establish enhancement area boundary
 - Staff's recommendation is to retain the Urban Growth Boundary as a portion of the transfer station is not in the City limits.
- Creation of committee by-laws
 - With addition of Metro Councilor, committee is no longer just the City Council which followed the Council rules.

Next Steps (Cont.)

- Development of process for soliciting and selecting community enhancement projects
 - Does the new committee want to use the process currently used
- Does the new committee want to create additional goals and criteria above those established by Metro
 - To use current process, the committee would need to add additional criteria
 - Based on a brief discussion, Metro staff concurs that current projects being funded would fall within Metro program goals



Metro | Making a great place

January 22, 2015

Michael Sykes, City Manager
City of Forest Grove
1924 Council Street
P.O. Box 326
Forest Grove, OR 97116

Re: Draft Intergovernmental Agreement for the Solid Waste Community Enhancement Program

Dear Mr. Sykes:

I have enclosed for your review and comment a draft Intergovernmental Agreement (IGA) between Metro and the city of Forest Grove to administer Metro's solid waste community enhancement program for the Forest Grove Transfer Station located at 1525 B Street. The provisions in the draft IGA are based on the recently updated enhancement program that was approved by the Metro Council on October 30, 2014. The updated IGA will replace the existing IGA between Metro and Forest Grove on July 1, 2015.

As you recall, Metro, through an IGA with Forest Grove, has collected community enhancement fees at the Forest Grove Transfer Station since 1989. The city administers the program through a committee. The community enhancement fee will increase from \$0.50 to \$1.00 per ton starting on July 1, 2015.

The draft IGA includes two exhibits. Exhibit A is the updated Metro Code Chapter 5.06-Solid Waste Community Enhancement Program, and Exhibit B is the Administrative Procedures that contain more detailed implementation provisions for the program and work in conjunction with Metro Code Chapter 5.06. The code becomes effective on January 28, 2015.

Please note that Section 3E of the draft IGA contains options for the Metro Councilor to serve on the community enhancement committee. Councilor Kathryn Harrington has indicated that her preference is to serve as a co-chair to the committee that will be established by Forest Grove as provided in Section 4B of the IGA.

Once you have reviewed the draft IGA, please forward your comments or concerns to either me at (503) 797-1657, or my email at roy.brower@oregonmetro.gov, or Bill Metzler at (503) 797-1666, or at his email at bill.metzler@oregonmetro.gov. If you, or your elected officials, have questions or would like more details or a fuller briefing, please contact me.

Thank you in advance for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Roy W. Brower".

Roy W. Brower
Solid Waste Compliance and Cleanup Manager

BM/RB:bj

Attachment

cc: Kathryn Harrington, Metro Councilor, District 4
Scott Robinson, Metro Deputy Chief Operating Officer

M:\rs\regaff\confidential\metzlerb\Community Enhancement IGAs 2015\Forest Grove\Forest Grove IGA Ltr.docx
Queue

METRO TRANSMITTAL LETTER

This page is intentionally blank.

Intergovernmental Agreement

METRO CONTRACT NO. _____

DRAFT INTERGOVERNMENTAL AGREEMENT (01/21/2015)

THIS AGREEMENT, entered into under the provisions of ORS Chapter 190, is between Metro, a Metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, Oregon 97232-2736, and the City of Forest Grove (the "City") an Oregon municipal corporation, whose address is 1924 Council Street, Forest Grove, Oregon 97116.

Section 1: Purpose

The purpose of this Agreement is to implement the provisions of Metro Code Chapter 5.06 related to the establishment of a Solid Waste Community Enhancement Program ("program") for the Forest Grove Transfer Station located at 1525 B Street in Forest Grove, Oregon.

Section 2: Term

This Agreement begins on July 1, 2015 and terminates on June 30, 2020. The parties may agree to terminate this Agreement earlier. Metro may terminate this Agreement under Section 8. The parties may extend the term of the Agreement by written amendment.

Section 3: Collection and Distribution of Community Enhancement Fee Funds

- A. Under the terms of Metro Franchise No. XXXX, Metro requires the Forest Grove Transfer Station (the "facility") to collect and remit to Metro a solid waste community enhancement fee of \$1.00 per ton for all putrescible solid waste, including yard debris mixed with food waste, and food waste received at the facility.
- B. Metro will send to the City the solid waste community enhancement fee funds ("funds") collected in A above on January 31, April 30, July 31, and October 31 of each year this Agreement is in effect.
- C. At the request of the City, Metro will provide quarterly reports of activity at the facility, including data on (1) the gross weight of solid waste received in vehicles that are weighed as they enter the facility; (2) the number of other vehicles assessed fees on an estimated volume basis; and (3) the tonnage of solid waste transferred from the facility.
- D. At the request of the City, Metro will assist with the establishment and implementation of the program.
- E. The Metro Councilor for the district where the facility is located shall have the option to serve on the community enhancement committee (as provided in Section 4B) including without limitation as: 1) a member of the committee with voting rights, 2) co-chair of the committee with voting rights, or 3) non-membership on the committee (with notification of committee meetings and actions only). The Metro Councilor may change their participation role by notifying the committee at the beginning of the calendar year. Whenever a new Metro Councilor is elected or

Intergovernmental Agreement

appointed, they will indicate their preferred role to the committee within 90 days of taking office.

Section 4: City Obligations

- A. The City shall establish and implement a program that complies with Metro Code Chapter 5.06 (Exhibit A), and Metro Administrative Procedures (Exhibit B). Exhibits A and B are incorporated into this Agreement and are binding on the City.
- B. The City shall establish a solid waste community enhancement program advisory committee ("committee") that complies with Exhibit A and Exhibit B. The City shall ensure that the committee fulfills its duties, including without limitation establishment of a solid waste community enhancement area boundary and compliance with Exhibits A and B. The committee membership shall include the mayor or chief executive officer of the City, three citizens of the City appointed by the Mayor, and the Metro Councilor (as provided in Section 3E) whose district includes the City. The City may include additional members at its discretion. Alternatively, the City and the Metro Councilor (as provided in Section 3E) whose district includes the City shall perform the functions of the committee.
- C. The City shall create a separate program account for deposit of the funds collected under Section 3. The City shall ensure that only projects chosen by the committee receive these funds. The City shall carry forward any funds not expended during a budget year to the following year. The City shall not use the funds for general government purposes.
- D. The City shall promote the program within the solid waste community enhancement program boundary area. The City shall publish information about the program, including without limitation funding criteria, goals, application process, and timeline, on its website and in the local newspaper.
- E. The City shall require the committee to provide an open public process for project review and selection.
- F. The City shall require the committee to review an annual budget. The budget shall identify the expected distribution of funds for projects during a fiscal year. The committee may propose that there be no distribution of funds during a fiscal year, for a maximum of three consecutive years.
- G. The City shall ensure funding decisions are made by a majority vote of the committee.
- H. The City shall provide all necessary support to administer the program. The City may charge the fund no more than 20% of the annual program budget, not to exceed \$50,000, for the direct costs of administering the program. Direct costs include staff time and materials.
- I. No later than October 1 of each year, the City shall provide a written report to Metro on the program that includes revenues and expenditures of the program funds and the fund balance carried forward, if any. The report also shall include a general accounting of any funds expended

Intergovernmental Agreement

for program administration.

- J. The City shall maintain complete and accurate records related to the administration of the program and all funds expended and carried forward, and shall make these records available to Metro for inspection, auditing and copying.

Section 5: Notices

Legal notice provided under this Agreement shall be delivered personally or by certified mail to the following individuals:

For the City:

Office of City Counsel
1924 Council Street
PO Box 326
Forest Grove, OR 97116-0326

For Metro:

Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

Management of this Agreement will be conducted by the following designated Project Managers:

For the City:

Michael J. Sykes, City Manager
City of Forest Grove
1924 Council Street
PO Box 326
Forest Grove, OR 97116-0326
(503) 570-1503

For Metro:

Heather Nelson Kent
Metro
600 NE Grand Ave.
Portland, OR 97232
(503) 797-1739

The City may change the above-designated Project Manager by written notice to Metro. Metro may change the above-designated Project Manager by written notice to the City.

Section 6: Indemnification

Subject to the limits of the Oregon Constitution and Oregon Tort Claims Act, the City shall hold harmless Metro, its officers and employees from any claims or damages or property or injury to persons or for any penalties or fines, for the City's actions under this Agreement.

Section 7: Dispute Resolution

The parties shall attempt to negotiate resolutions to all disputes arising out of this Agreement.

Section 8: Termination or Modification

During the term of this Agreement, each party retains the right to terminate the Agreement as of any anniversary date by written notice delivered to the other party no later than 60 days prior to the anniversary date. The parties may terminate this Agreement at any time for nonperformance of any material term thereof. Metro may modify or terminate this Agreement related to changes based on a substantive amendment, renewal or termination of the Metro franchise issued to the facility described in Section 3A.

Intergovernmental Agreement

Section 9: Insurance

The City agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30.270. The City also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

Section 10: Integration and Amendment

This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

Section 11: Severability

If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken.

Section 12: Notice of Default

If a party determines that a default exists, that party shall give thirty days' written notice to the other party, which notice shall specify the nature of the default and shall give the other party an opportunity to cure the default before taking any further action.

City

Metro

By: _____

By: _____

Print name and title

Print name and title

Date

Date

M:\rem\regaff\confidential\metzlerb\Community Enhancement IGAs 2015\Forest Grove\Forest Grove IGA.docx

CHAPTER 5.06

SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM

Section	Title
5.06.010	Policy and Purpose
5.06.020	Authority and Jurisdiction
5.06.030	Amount of Enhancement Fee
5.06.040	Enhancement Fee Requirements and Exemptions for Solid Waste Facilities
5.06.050	Establishment and Administration of a Solid Waste Community Enhancement Program
5.06.060	Solid Waste Community Enhancement Program Advisory Committee
5.06.070	Eligibility Criteria for Solid Waste Community Enhancement Projects
5.06.080	Goals for Solid Waste Community Enhancement Projects
5.06.090	Compliance and Dispute Resolution
5.06.100	Administrative Procedures

(Formerly Metro Code Chapter 5.06 "Community Enhancement Programs" repealed and replaced by Ordinance No. 14-1344, Sec. 1.)

5.06.010 Policy and Purpose

It is the policy of Metro to establish and implement a solid waste community enhancement program at all eligible solid waste facilities in the Metro region. The purpose of the program is to rehabilitate and enhance the area around the facility from which the fees are collected.

5.06.020 Authority and Jurisdiction

Metro's solid waste authority, including the authority to collect an enhancement fee and establish and implement a solid waste community enhancement program, is established under the Oregon Constitution, ORS Chapters 268 and 459, and the Metro Charter.

5.06.030 Amount of Enhancement Fee

Solid waste facilities subject to this chapter shall collect an amount not exceeding \$1.00 on each ton of putrescible solid waste delivered to the facility and remit the funds to Metro for use as a solid waste community enhancement fee. Eligible solid waste facilities may also collect an amount not exceeding \$1.00

on each ton of non-putrescible waste delivered to the facility when the Metro Chief Operating Officer and facility owner determines it is in the public interest. Metro will set the rate of the enhancement fee under Metro Code Section 5.02.020.

5.06.040 Enhancement Fee Requirements and Exemptions for Solid Waste Facilities

(a) Solid waste facilities that operate all or in part as disposal sites, transfer stations, reload facilities, compost facilities, and energy recovery facilities, as defined by Chapter 5.00, shall collect and remit an enhancement fee under this Chapter.

(b) Where only a portion of a solid waste facility's operations qualify for collection of a fee under subsection (a), the facility shall collect and remit an enhancement fee only on the solid waste it accepts as an eligible facility.

(c) Notwithstanding section (a) above, yard debris reload and yard debris composting facilities are not subject to the requirements of this Chapter.

5.06.050 Establishment of a Solid Waste Community Enhancement Program

(a) Upon approval of a license or franchise application, the Metro Chief Operating Officer will inform a solid waste facility of the requirement to collect a solid waste community enhancement fee. The Metro Chief Operating Officer will require collection of the fee in the facility license or franchise.

(b) The Metro Chief Operating Officer will inform the local government where the facility is located that a solid waste community enhancement fee will be collected by the facility and remitted to Metro.

(c) The solid waste community enhancement program will be administered by (1) Metro directly or through a contract; or (2) the local government where the facility is located, so long as Metro and the local government agree on the terms of an intergovernmental agreement.

(d) The Metro Councilor for the district where the facility is located shall be eligible to participate in the solid waste community enhancement program, including without limitation participation as a co-chair and voting member of the community enhancement committee, regardless of whether Metro or

the local government, through an intergovernmental agreement, administers the program.

(e) The Metro Chief Operating Officer will establish a timeline for implementation of a solid waste community enhancement program.

(f) The funds collected and remitted to Metro shall be used for solid waste community enhancement projects chosen by a community enhancement committee and may include administrative costs in an amount set by the Metro Chief Operating Officer.

5.06.060 Solid Waste Community Enhancement Program Advisory Committee

A solid waste community enhancement program established under this section shall have a solid waste community enhancement committee. The committee is responsible for implementation of the program, including without limitation:

(a) Establishment of the enhancement area boundary.

(b) Creation of committee bylaws.

(c) Development of a process for soliciting and selecting solid waste community enhancement projects.

(d) Compliance with the eligibility criteria set forth in Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.

(e) Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.

(f) Presentation of an annual report to the Metro Council on all projects approved for funding.

(g) Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

5.06.070 Eligibility Criteria for Solid Waste Community Enhancement Projects

A solid waste community enhancement project must meet the following criteria to be eligible for funding. A solid waste community enhancement committee may apply more restrictive eligibility criteria:

- (a) The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
- (b) The project applicant must be:
 - (1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - (2) A school or institution of higher learning; or
 - (3) A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- (c) The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- (d) The project must not promote or inhibit religion.
- (e) The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- (f) If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

5.06.080 Goals for Solid Waste Community Enhancement Projects

Projects shall meet one or more of the following goals and solid waste community enhancement committees shall give priority to projects that best meet with goals. A solid waste community enhancement committee may adopt additional funding goals. The project will:

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.

(c) Increase reuse and recycling opportunities.

(d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.

(e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.

(f) Result in improvement to, or an increase in, recreational areas and programs.

(g) Result in improvement in safety.

(h) Benefit youth, seniors, low income persons or underserved populations.

5.06.090 Compliance and Dispute Resolution

The Metro Chief Operating Office is responsible for ensuring compliance with this Chapter.

5.06.100 Administrative Procedures

(a) The Metro Chief Operating Office may issue administrative procedures to implement this chapter.

(b) The Metro Chief Operating Officer shall issue or substantially amend the administrative procedures for this chapter only after providing public notice and the opportunity to comment on the proposed language.

(c) The Metro Chief Operating Officer may hold a public hearing on any proposed new administrative procedures or on any proposed amendment to any administrative procedure if the Metro Chief Operating Officer determines that there is sufficient public interest.

(Ordinance No. 14-1344, Sec. 1.)

This page is intentionally blank.



SOLID WASTE ADMINISTRATIVE PROCEDURES

Published:
January 28, 2015

Administration of Metro Code Chapter 5.06 Solid Waste Community Enhancement Program

Contents

Policy and Legal Authority.....	Section 1
Application and Purpose.....	Section 2
Program Exempt and Program Eligible Facility Types.....	Section 3
Establishing a Solid Waste Community Enhancement Program.....	Section 4
Establishing a Solid Waste Community Enhancement Committee.....	Section 5
Eligibility Criteria and Goals.....	Section 6
Dispute Resolution.....	Section 7



METRO

**SOLID WASTE
ADMINISTRATIVE PROCEDURES**

**AP NO. 5.06
Section 1**

Policy and Legal Authority

- 1.1 Policy and Legal Authority.
- 1.1.1 Metro's solid waste planning and implementing authority is established under the Metro Charter, the Constitution of the State of Oregon, and ORS Chapters 268 and 459.
 - 1.1.2 Metro's solid waste community enhancement program is established based on state law (ORS 459.280 and 459.284).
 - 1.1.3 All solid waste administrative procedure shall be subject to the authority of all other applicable laws, regulations or requirements in addition to those contained in this administrative procedure and performance standard.
 - 1.1.4 Administrative procedures are adopted, as necessary, to implement the provisions of Metro Code Chapter 5.06 Solid Waste Community Enhancement Program.
 - 1.1.5 The purpose of these administrative procedures is to protect and preserve the health, safety and welfare of the Metro residents; to protect and preserve the local environment, to implement cooperatively a solid waste community enhancement fee program; and to reduce the volume and toxicity of waste disposed through source reduction, reuse, recycling, and composting.
 - 1.1.6 These administrative procedures and performance standards are issued by the Metro Chief Operating Officer ("Metro COO") pursuant to Metro Code Section 5.06.100.

Admin Rules



Application and Purpose of Chapter 5.06

2.1 Application of Chapter 5.06

- 2.1.1 Chapter 5.06 shall apply to all eligible solid waste facilities within Metro's jurisdictional boundary that are licensed or franchised by Metro pursuant to Metro Code Chapter 5.01.
- 2.1.2 Metro Code Chapter 5.06 shall apply to all eligible solid waste facilities within Metro's jurisdictional boundaries that are owned by Metro.

2.2 Purpose

- 2.2.1 Metro has long recognized that certain solid waste facilities may present economic, environmental, health or other impacts on local host communities.
- 2.2.2 Metro's solid waste community enhancement program provides funds that are used for community enhancement grant projects located in the vicinity of each eligible solid waste facility. Funds are to be used for the rehabilitation and enhancement of the area in and around the facility from which the fees are collected, as determined by each solid waste community enhancement committee established in accordance with Metro Code Chapter 5.06.



Program Exempt and Program Eligible Facilities

3.1 Exempt Facility Types and Ineligible Solid Waste Activities

3.1.1 The following types of facilities are not subject to Metro Code Chapter 5.06.

3.1.1.1 Reuse or recycling facilities that (A) exclusively receive non-putrescible source-separated recyclable materials and (B) reuse or recycle such materials, or transfer, transport or deliver such materials to a person or facility that will reuse or recycle them.

3.1.1.2 Material recovery facilities that (A) exclusively receive non-putrescible solid waste and conduct material recovery on such waste, and may also (B) receive non-putrescible source-separated recyclable materials and reuse or recycle such materials or transfer, transport or deliver such materials to a person or facility that will reuse or recycle them.

3.1.2 The following types of solid waste activities are not subject to Metro Code Chapter 5.06.

3.1.2.1 Yard debris reloading.

3.1.2.2 Yard debris composting.

3.1.2.1 Material recovery on non-putrescible waste, except as provided in Section 3.3.

3.1.2.2 Recycling or reuse of non-putrescible materials.

3.2 Program Eligibility by Facility Type and Solid Waste Activity

3.2.1 Eligible facility types include, but are not limited to, the following:

3.2.1.1 Disposal sites.

3.2.1.2 Transfer stations.

3.2.1.3 Reload facilities.

3.2.1.4 Energy recovery facilities.

3.2.1.5 Compost facilities.

3.2.2 Eligible solid waste activities include, but are not limited to, the following:

3.2.2.1 Processing, reloading or transfer of putrescible waste (includes food waste and yard debris mixed with food waste).

3.2.2.2 Composting or any other processing of putrescible waste (includes food waste and yard debris mixed with food waste).

3.2.2.1 Energy recovery (including anaerobic digestion of putrescible waste to include food waste and yard debris mixed with food waste).

3.2.2.2 Disposal (includes landfilling and incineration).

3.3 Special conditions related to non-putrescible waste activities at an eligible facility

3.3.1 Non-putrescible waste that is subject to material recovery and delivered to a transfer station or other eligible solid waste facility shall be subject to Metro Code Chapter 5.06 when a facility owner/operator and the Metro COO determines it to be in the public interest.

3.3.2 For the purpose of this section the public interest shall include, but is not limited to: A) the historical program relationship established between a facility and host local government or community (e.g. Metro Central Transfer Station and Metro South Transfer Station), or B) such conditions necessary to operate a new facility, or at an existing facility conducting a new solid waste activity that is subject to Metro Code Chapter 5.06 and Metro Code Chapter 5.01.



METRO

**SOLID WASTE
ADMINISTRATIVE PROCEDURES**

**AP NO. 5.06
Section 4**

Establishing a Solid Waste Community Enhancement Program

The purpose of this section is to establish a general process for Metro and a host local government to implement and administer a solid waste community enhancement program at an eligible solid waste facility.

4.1 New Facilities Without a Solid Waste Community Enhancement Program

4.1.1. Notification to a host local government.

Upon receipt of a complete Metro license or franchise application for a new eligible solid waste facility that is subject to this chapter, or a new eligible solid waste activity at an existing facility, the Metro COO shall notify the host local government that it qualifies for the solid waste community enhancement program.

4.1.2 Coordination with Metro and the host local government.

4.1.2.1 As part of Metro's license and franchise review or renewal process, the Metro COO will notify the local government hosting an eligible solid waste facility that a solid waste community enhancement program shall be established.

4.1.2.2 The Metro COO shall provide the host local government with an opportunity to enter into an intergovernmental agreement to administer the program. As provided in Section 5.1, Metro and the local government may consider other approaches to administer the program if an intergovernmental agreement cannot be established.

4.1.2.3 A host local government shall not be excluded or limited from participating in Metro's solid waste community enhancement program for an eligible solid waste facility, nor shall Metro be limited in implementing a solid waste community enhancement program when a host local government adopts: (1) a tax or charge that imposes a fee on haulers of commercial solid waste or other users of the facility; (2) any tax duly adopted by the local government which is generally applicable for all persons doing business in boundaries of the local government; or (3) any franchise fee collected by the local government from haulers collecting solid waste within the boundaries of the local government,

4.1.2.4 Metro shall not establish a solid waste community enhancement program at a solid waste facility if the respective host local government has implemented and is actively administering a solid waste community enhancement program

for that solid waste facility under separate authority of ORS 459.284 and 459.290.

- 4.1.2.5 Prior to establishing a solid waste community enhancement program at an eligible solid waste facility, the Metro COO shall inform the Metro Council President and the Metro Councilor whose district hosts the solid waste facility of the decision to establish a solid waste community enhancement program and provide the Metro Councilor with the opportunity to chair, co-chair, or otherwise participate in the solid waste community enhancement committee at the option of the Metro Councilor.

4.2 Programs Established Prior to January 1, 2014

Solid waste community enhancement programs that were established prior to January 1, 2014 and are administered through an intergovernmental agreement with a host local government shall be updated and reissued with an effective date of July 1, 2015 to provide consistency with all applicable provisions in Metro Code Chapter 5.06 and these administrative procedures.

4.3 Existing Eligible Facility Without a Solid Waste Community Enhancement Program

The Metro COO shall notify a host local government of an existing eligible solid waste facility within its jurisdictional boundaries regarding a timeframe and process for the implementation and administration of a solid waste community enhancement program in accordance with this chapter.

4.4 Funding

- 4.4.1 Except as provided in Section 3.3, solid waste facilities subject to Metro Code Chapter 5.06 shall collect an amount not exceeding \$1.00 on each ton of putrescible solid waste delivered to the facility and remit the funds to Metro for use as a solid waste community enhancement fee.
- 4.4.2 Metro may periodically adjust the solid waste community enhancement fee based on the Consumer Price Index (CPI) up to the maximum amount set forth in ORS 459.284.
- 4.4.3 On a quarterly basis, Metro will remit the solid waste community enhancement funds to each host local government with a solid waste community enhancement program established by intergovernmental agreement with Metro in accordance with Metro Code Chapter 5.06.
- 4.4.4 Projects funded from a solid waste community enhancement fund will be made with the positive vote of a majority of the solid waste community enhancement committee created to administer such a program. Frequency of funding projects is also to be determined by the committee.

ADMIN RULES



METRO

Establishing a Solid Waste Community Enhancement Committee

5.1 Establishing a Solid Waste Community Enhancement Committee

- 5.1.1 For the purpose of establishing a solid waste community enhancement committee, the Metro COO shall coordinate with the host local government and the Metro Councilor whose district hosts the eligible solid waste facility.
- 5.1.2 Metro may designate a solid waste community enhancement committee in accordance with Metro Code Chapter 2.19.
- 5.1.3 The Metro COO may enter into an intergovernmental agreement to designate the host local government as the solid waste community enhancement committee. Such a committee shall consist of at least five members and may include the Metro Councilor whose district hosts the solid waste facility (with the option to serve as co-chair to the committee), and three citizen representatives appointed by the mayor, city manager, or county administrator. In lieu of appointment of such a committee, the local government may designate itself and the Metro Council member representing the district that hosts the solid waste facility (with the option to serve as co-chair to the committee) to perform the function of such committee. The term for such intergovernmental agreements should be established to coincide with the term set forth in the subject facility's Metro license or franchise.
- 5.1.4 The Metro COO may enter into an agreement with a recognized non-profit community organization including, but not limited to, a neighborhood district coalition, neighborhood association, committee for citizen involvement or other similar community-based group having a legally constituted active board of directors. The designated solid waste community enhancement committee shall consist of at least five members, and may include the board of directors, the Metro Councilor whose district hosts the solid waste facility, and any number of citizen representatives appointed by the Metro Councilor whose district hosts the solid waste facility.
- 5.1.5 The Metro COO shall establish the terms and conditions of the agreements for the establishment and administration of a solid waste community enhancement committee as provided in Metro Code Chapter 5.06.

5.2 Administration

- 5.2.1 The administration and distribution of funds from a solid waste community enhancement program shall be subject to the approval of a solid waste community enhancement committee.

ADMIN RULES

- 5.2.2 Each solid waste community enhancement committee or host local government shall promote, advertise, solicit and accept requests for proposals or projects to be funded from the solid waste community enhancement fund within its solid waste community enhancement program area boundary.
- 5.2.3 Either Metro or the host local government shall prepare and publish an annual budget for the solid waste community enhancement account. Each budget shall be subject to review and comment by the solid waste community enhancement committee and shall, at a minimum, identify the proposed allocation of grant funding and administrative costs for the upcoming fiscal year, except that a solid waste community enhancement committee may propose that there be no expenditure of funds during a fiscal year for up to a maximum of three consecutive fiscal years, or longer if approved by the Metro COO or the community enhancement committee.
- 5.2.4 Either Metro or the host local government shall segregate solid waste community enhancement funds by establishing a separate set of accounts for the revenues and expenditures of the solid waste community enhancement program to ensure that only committee-authorized plans, projects, and programs receive funding. Funds not expended during a budget year shall be carried forward to each subsequent year.
- 5.2.5 Each solid waste community enhancement committee or host local government shall publish and follow the project funding criteria in Section 6.1 and goals in Section 6.2 for selecting projects or programs to fund during the fiscal year. A solid waste community enhancement committee may request that Metro modify or change the criteria. A community enhancement committee may publish and follow more restrictive program funding criteria, and may adopt and publish additional goals and/or guidelines.
- 5.2.6 Each solid waste community enhancement committee or host local government shall, provide an annual written report to the Metro COO regarding all expenditures from the enhancement fund and shall itemize all enhancement fund expenditures including the amount of funds expended on each project under its jurisdiction including the funding balance by October 1 of each year.
- 5.2.7 Each solid waste community enhancement committee, upon request by the Metro COO, shall provide an oral presentation to the Metro Council at a time such presentation can be scheduled at a Metro Council meeting.
- 5.2.8 If administrative costs incurred by Metro or the host local government to administer the solid waste community enhancement program are reimbursed from the solid waste community enhancement funds as provided in Section 5.3. The annual report required in Section 5.2.6 shall include an accounting of the funds expended for program administration.
- 5.2.9 Each solid waste community enhancement committee will provide an open public process for project/program review and approval.

5.3 Administrative Cost Reimbursement

- 5.3.1 A solid waste community enhancement fund may be used to help defray the direct costs incurred to administer a solid waste community enhancement program by Metro or a host local government (e.g., staff time and materials necessary to set up and administer a solid waste community enhancement program).
- 5.3.2 No more than twenty percent (20%), and not more than \$50,000 of a solid waste community enhancement fund that is collected during a program funding cycle may be used to pay for costs directly associated with administering a solid waste community enhancement program. Administrative costs in excess of these amounts shall not be borne by the solid waste community enhancement fund.

5.4 Recordkeeping and Audits

- 5.4.1 Each solid waste community enhancement committee or host local government shall maintain complete and accurate records related to the administration of the program and funds expended under its jurisdiction. The committee shall make these records available to Metro for inspection, auditing, and copying.
- 5.4.2 Metro may require, at Metro's expense, that a solid waste community enhancement committee submit to an independent audit conducted by an auditor chosen by Metro. The audit shall address only those matters reasonably related to the solid waste community enhancement program fund and its administration.



METRO

**SOLID WASTE
ADMINISTRATIVE PROCEDURE**

**AP NO. 5.06
Section 6**

Eligibility Criteria and Goals

6.1 Eligibility Criteria for Funding Solid Waste Community Enhancement Projects

- 6.1.2 To qualify for funding, a proposed solid waste community enhancement project shall meet the following funding criteria. A designated solid waste community enhancement committee may adopt and publish more restrictive eligibility criteria.
- 6.1.2.1 Be within the solid waste community enhancement area boundaries specified by the designated solid waste community enhancement committee or benefit individuals or programs located inside the community enhancement area boundary.
 - 6.1.2.2 Be from non-profit organizations including, but not limited to, neighborhood associations or charitable organizations with 501(c)(3) status under the Internal Revenue Service, or
 - 6.1.2.3 Be from a school, or institution of higher learning, or
 - 6.1.2.4 Be from a local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer, and, as a guideline, the requested funding not exceed 15% of an annual solid waste community enhancement program budget or funding cycle, or more as otherwise provided in an intergovernmental agreement between Metro and a host local government.
 - 6.1.2.5 Not replace another readily available source of federal, state, regional or local funds.
 - 6.1.2.6 All applicants must go through the official application, review and approval process established by the solid waste community enhancement committee.
 - 6.1.2.7 Not promote or inhibit religion.
 - 6.1.2.8 Not fund organizations, projects or programs that discriminate based upon race, ethnicity, age, gender or sexual orientation.
 - 6.1.2.9 Be able show a clear public benefit if projects are on private land.

Adrian Ryles

6.1.2.10 Have written landowner permission at the time of application.

6.2 Goals for Funding Solid Waste Community Enhancement Projects

6.2.1 Projects shall meet one or more of the following goals. Priority will be given to projects that best meet the goals and which offer benefits to the areas and populations most directly impacted by the solid waste facility. A designated solid waste community enhancement committee may adopt and publish additional funding goals. The order of the following listing does not imply ranking or weighting. Projects should:

- 6.2.1.1 Result in an improvement to the appearance or environmental quality of the area/neighborhood within the enhancement area boundaries.
- 6.2.1.2 Result in the reduction in the amount or toxicity of waste, or increase reuse and recycling opportunities within the enhancement area boundaries.
- 6.2.1.3 Result in rehabilitation, upgrading or direct increase in the real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code within the enhancement area boundaries.
- 6.2.1.4 Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas within the enhancement area boundaries, and/or improve the public awareness and the opportunities to enjoy them.
- 6.2.1.5 Result in improvement to, or an increase in, recreational areas and programs within the enhancement area boundaries.
- 6.2.1.6 Result in improvement in the safety of the area within the enhancement area boundaries.
- 6.2.1.7 Result in projects that benefit youth, seniors, low income persons or underserved populations within the enhancement area boundaries.

Admin Rules



METRO

**SOLID WASTE
ADMINISTRATIVE PROCEDURE**

**AP NO. 5.06
Section 7**

Dispute Resolution

- 7.1 The Metro COO shall, in good faith, attempt to negotiate resolutions to all disputes arising out of the implementation and administration of Metro Code Chapter 5.06 and these administrative procedures. Disputes arising out of or relating to the implementation or administration of Metro Code Chapter 5.06 or these administrative procedures shall be resolved as follows:
- 7.1.1 The Metro COO will review the matter or dispute to determine if there is sufficient reason or cause to take action.
 - 7.1.2 When warranted, the Metro COO will notify the host local government and the solid waste community enhancement committee, the Council President and the corresponding councilor whose district hosts the solid waste facility in writing of the dispute or alleged breach. The notice shall describe the nature of the dispute or alleged breach. The notice shall prescribe a resolution process and include a date by which the host local government or solid waste community enhancement committee must respond to the Metro COO's notice.
 - 7.1.3 Within the period specified by the Metro COO, the host local government or solid waste community enhancement committee shall respond to the notice provided by the Metro COO regarding the dispute. Such response may include information that proves that the dispute or alleged breach has been resolved, or that diligent efforts to correct the dispute or alleged violation is being made and is likely to succeed in a reasonable period of time.
 - 7.1.4 If the Metro COO determines that the dispute or alleged violation has not or cannot be resolved within the manner prescribed and in a reasonable period of time, the Metro COO may take further action, including the modification or termination of an intergovernmental agreement to ensure that the dispute or breach is resolved within a reasonable period of time.

M:\vcm\regaff\confidential\metzlerb\Community Enhancement IGAs 2015\5.06 Administrative Procedures 20140912.docx

Admin Rules

This page is intentionally blank.



March 2014

To All Citizens of Forest Grove:

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

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

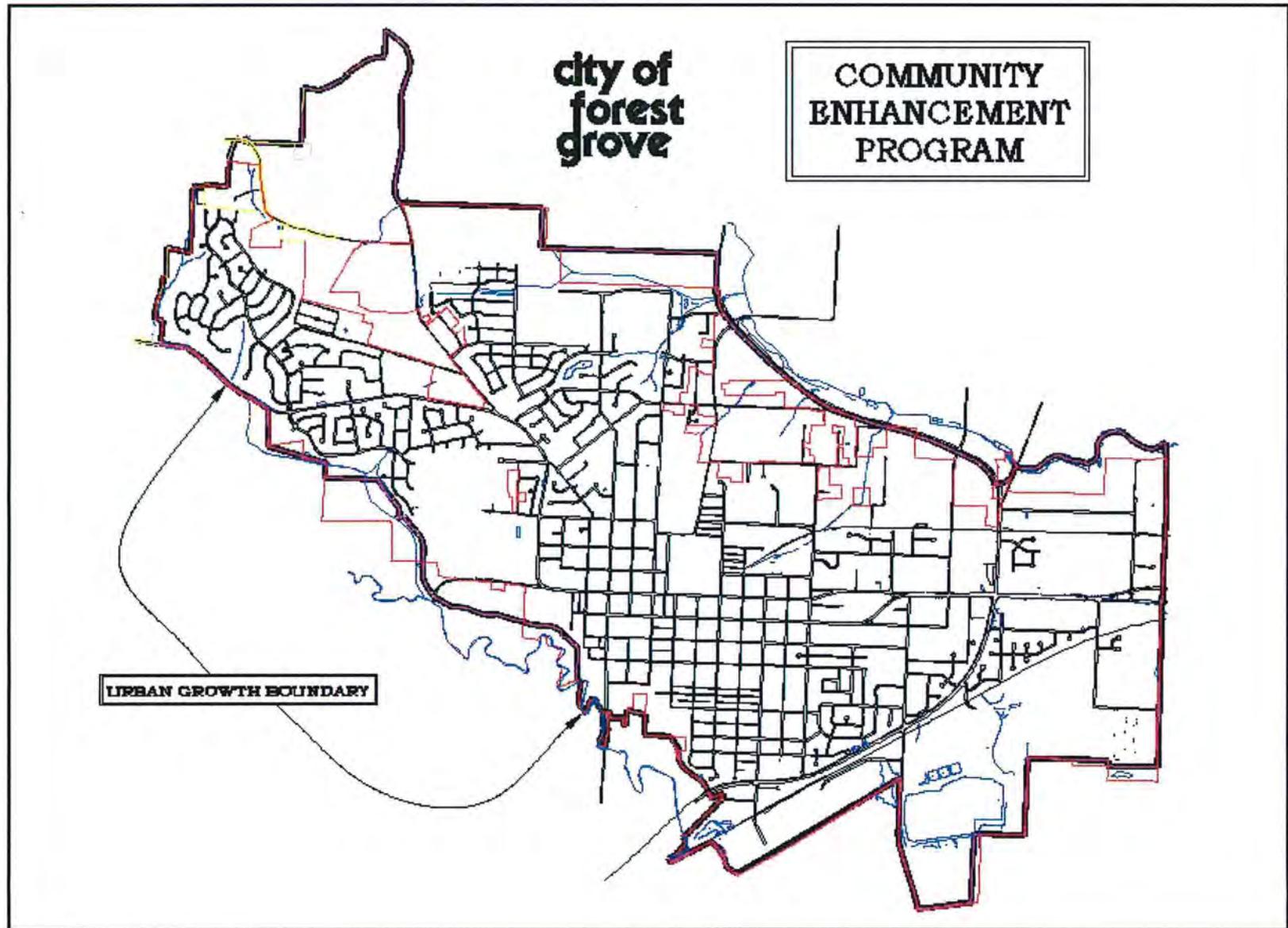
Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

The Forest Grove City Council

pd

2014 City App.



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

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

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

General Instructions

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

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

2014 CITY APP.

CEP - INSTRUCTION SHEET

Page 2

Applicant Information

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

Project Information

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

Project Management

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

2014 City App.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

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

Contact Person: _____ Daytime Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Signature: _____

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
------------------	----------------------	----------------------

_____ \$ _____

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

Proposed schedule

Project Start Date: _____ Project Completion Date: _____

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

2014 CITY APP.

B. Project Description Continued:

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

Has the sponsor received a Community Enhancement grant for this project in the past?
Yes No If so, amount received \$

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

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

2014 City App.

D. PROJECT BUDGET

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

Breakdown estimated costs by source:

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

% of Total Budget provided by Sponsor: _____%

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

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

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

Community Enhancement Project Evaluation

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

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

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

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

COUNCIL GOALS FOR FISCAL YEAR 2013-14:

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

NOTES:

COMMUNITY ENHANCEMENT PROJECT AGREEMENT

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

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

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

Signed this ____ day of _____, 2014.

City of Forest Grove

«SPONSOR»

By _____
Michael J. Sykes, City Manager

By _____
Authorized Person To Execute Contract

2014 City App.

Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Anna D. Ruggles, CMC, City Recorder

DATE: November 5, 2014

SUBJECT: Council Meeting Minutes of February 23, 2015

Item 3 A. Approve City Council Work Session (Gaston Fire Services IGA) Meeting Minutes of February 9, 2015, will be submitted to Council electronically prior to the meeting due to staff workload and schedule.

**FOREST GROVE CITY COUNCIL WORK SESSION
(GASTON FIRE SERVICES AGREEMENT)
FEBRUARY 9, 2015
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**
COUNCIL PRESENT: Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Thomas Johnston, Council President, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; Janie Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: GASTON RURAL FIRE PROTECTION DISTRICT ADMINISTRATIVE SERVICES INTERGOVERNMENTAL AGREEMENT

Kinkade and Gamble facilitated the work session, noting the purpose of the work session was to seek Council input on negotiating an Intergovernmental Agreement (IGA) between the City of Forest Grove and Gaston Rural Fire Protection District (GRFD) for fire chief administrative services. Kinkade presented a PowerPoint presentation highlighting GRFD's budget (\$1.8 million) and number of personnel (two career firefighters, one part-time administrative assistant and 20 volunteers); photographs showing the mutual aid during the Scoggins Creek Fire; Cornelius Fire Department's shared services; and economic and operational advantages of providing administrative services to GRFD. Kinkade reported the proposed IGA is modeled after the successful program with Cornelius Fire Department, noting however, GRFD is not affiliated with the City of Gaston and has its own governing Board of Directors. Kinkade explained the GRFD approached the City asking the City to provide a Pilot Evaluation Program for leadership and fire chief administrative services due to the upcoming retirement of its Fire Chief. In conclusion of the above-noted staff report, Kinkade advised the services that he would be providing under the proposed IGA with GRFD would be similar to Cornelius Fire Department's IGA, including programming, leadership, supervision, budgeting, mentoring and representation, noting GRFD staff will continue to manage day-to-day operations with a chain-of-command that reports to the Forest Grove Fire Chief.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the City negotiating an IGA with GRFD for fire chief administrative services. Fire Chief Kinkade responded to various concerns, inquiries and scenarios Council presented, noting GRFD is funded as a taxing district instead of its city's general fund; addressed response times and future ISO ratings; facilitation of

**FOREST GROVE CITY COUNCIL WORK SESSION
(GASTON FIRE SERVICES AGREEMENT)
FEBRUARY 9, 2015
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 2**

joint training and educational opportunities; boundaries surrounding GRFD service areas; mutual aid agreement; economic advantages; and Fire Chief's workload. Kinkade indicated there would be no increase in calls for service for either jurisdiction as each agency currently responds routinely as part of the current mutual aid agreement. In addition, Kinkade indicated he does not anticipate a huge increase in workload as he already attends local and regional fire-related meetings, noting he will attend one GRFD board meeting a month and one department meeting a week. Kinkade also outlined the benefits of providing fire administrative services to GRFD, as noted in his staff report, noting the agreement can be terminated with 30-day notice by either agency and the IGA will automatically cancel in 12 months after approval unless the IGA is extended by mutual agreement, noting the fees/revenues paid by GRFD for the City to provide administrative services will be approximately \$33,000 and will be added to the Forest Grove Fire Department budget.

In response to Lowe's inquiry pertaining to a map showing GRFD district boundaries, Kinkade displayed a map showing all pertinent district and surrounding areas, noting he would attempt to locate a better map that displays only GRFD boundaries. In addition, Lowe voiced concern that GRFD is beyond reach in comparison to Cornelius, within proximity with Forest Grove, pointing out her understanding was that it was never the City's intent of providing administrative services permanently to Cornelius. Lowe indicated she has allowed Cornelius to go on because the program seems to be working, but without visual performance measures, she has concerns. Lowe indicated perhaps it was time that Cornelius goes back to resuming their own administrative services. Kinkade explained after the one-year pilot program with Cornelius was proven successful, Council approved an automatic renewal with the intent of continuing services until such time either agency terminated, noting the existing IGA can be cancelled with a 30-day notice by either agency at any time. In addition, Kinkade pointed out some of the advantages with Cornelius, noting Cornelius saves approximately \$100,000 and Forest Grove receives approximately \$45,000 in revenue and both agencies share purchasing and resources.

In response to Thompson's inquiry about Forest Grove Rural Fire Protection District (FGRF), Kinkade advised the FGRF wholeheartedly supports providing administrative services to GRFD. In response to Thompson's inquiry pertaining to percentage of Oregon Department of Forestry lands located within GRFD, Kinkade advised he would research the inquiry and respond back to Thompson.

In response to Wenzl's inquiry pertaining to the status of the cooperative fire

**FOREST GROVE CITY COUNCIL WORK SESSION
(GASTON FIRE SERVICES AGREEMENT)
FEBRUARY 9, 2015
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 3**

services study, Kinkade advised the study is almost completed and the parties involved are aware of GRFD's request. In response to Wenzl's inquiry pertaining to employee benefits, i.e., retirement costs, Kinkade advised GRFD continues paying its own administrative-related costs and overhead, noting the City only provides Fire Chief administrative support services pursuant to the IGA. Downey added the City would bill charges based on a percentage of the Fire Chief's total cost of salary, including benefits.

Uhing voiced concern of the fire chief balancing his workload and time and/or portions of his workload shifting onto other management-level personnel. Kinkade advised he does not anticipate increasing his workload much, noting he will be attending one meeting a month and he does not need to report to Gaston City Council as he has been doing with Cornelius City Council. Kinkade noted if it becomes too much for him to administer effectively, he would come back to Council for reconsideration.

In conclusion of the above-noted Council discussion, Council collectively concurred with staff bringing back a proposed resolution, along with a proposed IGA for a one-year pilot program with GRFD, for Council consideration at a later date.

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

3. **ADJOURNMENT**

Mayor Truax adjourned the work session at 6:40 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Thomas Johnston, Council President, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Janie Schutz, Police Chief (in the audience); Michael Kinkade, Fire Chief (in the audience); and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of January 26, 2015.
- B. Approve City Council Work Session (Retirement Plan) Meeting Minutes of January 26, 2015.
- C. Approve City Council Regular Meeting Minutes of January 26, 2015.
- D. Accept Historic Landmarks Board Meeting Minutes of December 16, 2014.
- E. Accept Parks and Recreation Commission Meeting Minutes of November 19, 2014.
- F. Accept Planning Commission Meeting Minutes of November 17, 2014.
- G. Accept Resignation on Public Safety Advisory Commission (Chas Hundley, Rural Fire, Term Expiring December 31, 2016).
- H. **Resolution No. 2015-15 Making Appointment to Committee for Citizen Involvement (CCI) (Appointing**

David Anderson, Term Expiring January 31, 2016).

- i. **Resolution No. 2015-16 Making Appointments to Public Safety Advisory Commission (PSAC) (Appointing Anne Newkirk Niven, At-Large, Term Expiring December 31, 2016, and Martin Goldman, At-Large, Term Expiring December 31, 2017.**

MOTION: Councilor Uhing moved, seconded by Councilor Thompson, to approve the Consent Agenda as presented. **ABSENT:** Councilors Kidd and Johnston. **MOTION CARRIED 5-0 by voice vote.**

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. Annual Financial Audit Report for Year Ending June 30, 2014

Downey introduced Brad Bingenheimer, City Auditor, who presented a PowerPoint presentation outlining the audit process and Financial Audit Report for period ending June 30, 2014, noting he is pleased to report no significant management advisory suggestions were made and no difficulties were encountered while performing and completing the City's audit. Bingenheimer highlighted the City's financial activities and financial position, noting the General Fund reported a fund balance of \$6,189,716, an increase of \$1,951,300 from the prior fiscal year. Bingenheimer explained the increase is due to an \$800,000 transfer from Capital Projects Fund to the purchase of property (Times Litho) paid for by the General Fund in the prior fiscal year and resulting from operations. Other than that transfer, revenues were in excess of the amount estimated due to: 1) property taxes collected and franchise fees received in excess of the amount estimated; and 2) the departments not spending all of their budgeted appropriations in order to increase the carryover available for future years. Bingenheimer highlighted the City's capital assets and long-term debts, noting the City issued no additional debt in Fiscal Year 2014. Bingenheimer highlighted the City's economic factors, noting the City has been able to increase General Fund Balance due to increased property tax revenue and departments spending less than appropriated mostly due to unanticipated vacancies in public safety. Bingenheimer advised the City would need to be diligent to maintain the fund balance while trying to address the increased need for services from growth over the next five years and retirement costs will continue to be a challenge as the City addresses potential actuarial changes in the City's Defined

Benefit Plan. Bingenheimer noted new single-family home construction continued at a high pace in FY 2013-14 with 99 building permits issued, helping the City's property taxes to increase at a rate greater than the three percent growth in assessed value for existing residential property. Bingenheimer reported the City formed an Urban Renewal District in the downtown area in June 2014, noting the district encompasses 6.6 percent of the City's area and 9.5 percent of the City's taxable assessed value. Bingenheimer advised the effect on the City's future tax revenues is still being determined but loss of taxes from the City's permanent tax rate is expected and will offset some of the additional property taxes from new residential growth, noting the City has not identified any specific projects within the district (City's local option levy is exempt from the Urban Renewal District). In addition, electric and water rates are expected to increase six percent and eight percent per year, respectively, for the next three years as the City continues to address updating aging infrastructure for both of those utilities and adding additional capacity to address future electric and water needs. In conclusion of the above-noted presentation, Bingenheimer addressed various Council inquiries pertaining to the auditor's report, internal control and financial analysis, noting he commends staff for their excellent assistance and outstanding support during the City's audit process.

Mayor Truax called a recess of the regular Council meeting at 7:24 pm so Council could convene into Joint Work Session with Planning Commission and Historic Landmarks Board as noted below.

6. JOINT WORK SESSION: HISTORIC DISTRICT DESIGN GUIDELINES AND DEVELOPMENT STANDARD:

Mayor Truax called the Joint Work Session with Council, Planning Commission and Historic Landmarks Board to order at 7:32 p.m.
COUNCIL PRESENT: Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Thomas Johnston, Council President, excused. **PLANNING COMMISSION PRESENT:** Carolyn Hymes; Sebastian Lawler; Lisa Nakajima; Hugo Rojas; Dale Smith; and Tom Beck, Planning Commission Chair (Absent: Phil Ruder). **HISTORIC LANDMARKS BOARD PRESENT:** Jennifer Brent, George Cushing; Kaylene Toews; Holly Tsur; and Neil Poulsen, Historic Landmarks Board Chair. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Jon Holan, Community Development Director; James Reitz, Senior Planner; and Anna Ruggles,

City Recorder.

Staff Report:

Holan and Reitz facilitated the joint work session, noting the purpose of the joint work session was to allow the Historic Landmarks Board (HLB) an opportunity to review and seek input from Council and Planning Commission on the draft Historic Design Guidelines and Historic Design Standards (Development Code Section 10.5.200-10.5.220). Reitz reported the HLB received a grant and contracted the services of Robert Dortignacq, Architect, who worked with HLB in drafting the historic design guidelines and standards. Reitz introduced Robert Dortignacq, Architect, who provided an overall summary of the draft historic design guidelines and standards. Reitz reported HLB conducted an extensive public outreach to solicit comments on the draft historic design guidelines and standards, noting HLB's Summer Newsletter (mailed to about 300 people) was devoted to historic design guidelines and standards and the draft documents were posted on the City's website and postcards were mailed to all property owners within all of the three historic districts (Clark, Painter's Wood and Walker-Naylor) and owners of designated historic sites not located within any district (approximately 500 in total). In conclusion of the above-noted staff report, Holan and Reitz referenced the design guidelines, noting the guide provides design guidelines for the Town Center, Commercial Corridor and multi-family residential projects. The design standards are proposing to amend various Development Code sections, including portions of Design Review (Section 10.2.000); Historic Landmarks (Section 10.5.200); Building Design and Development Standards (Section 10.8.700); and Definitions (Section 10.12.210).

Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed historic design guidelines and standards. Holan and Reitz, as well as Dortignacq and HLB members, responded to various concerns, inquiries and scenarios presented pertaining to designated landmarks, new construction, site plans and exterior architectural-related details, noting 84 landmarks are currently designated by the City and are subject to design review. Reitz advised if the historic guidelines and standards are adopted by Council, the review process would expand to a total of 285 historic contributing structures across the three historic districts, plus 33 of the 84 landmarks that are not located within a district, and an additional 197 non-contributing buildings would be subject to some review and any new construction would be subject to review to ensure its

compatibility with the neighborhood. Reitz explained how the adopted design guidelines and design standards would apply as part of the application design review process, noting if the proposed project complies with clear and objective design standards, the application will be reviewed by staff and would be subject to a Type II design review process. If an alteration is proposed to affect the exterior of a designated landmark or historic contributing structure in the City's three historic districts and/or new construction within a district, the application will be forwarded to HLB for review and would be subject to a Type III design review process. Reitz noted if staff or HLB denies an application, the applicant can appeal Type II and Type III design reviews to the Council. In addition, Reitz displayed photographs showing examples of new development in historic districts and renovations of historic contributing structures, i.e., preserving historic open space qualities, setbacks, building orientations, dormers and roof features, porches, outbuildings and garages, doors and windows, foundations and exterior siding and decorative architectural details that deter or diminish the overall historic qualities of the historic district. Reitz also addressed various inquiries pertaining to lot size, consolidating lots and various types of scenarios that would require a Type III design review by the HLB.

In conclusion of the above-noted discussion, the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making. Hearing no further discussion from the group, Mayor Truax adjourned the joint work session.

Mayor Truax adjourned the Joint Work Session at 8:50 p.m. and reconvened the regular meeting at 8:57 p.m.

7. CITY MANAGER PRO TEM'S REPORT:

Gamble reported on upcoming events as noted in the Council calendar. Gamble reminded Council of their Goal-Setting Retreat, which will be held Saturday, February 21, 2015, starting at 8:30 am, Light and Power Conference Room. Gamble provided a brief update on the City Manager's selection process, noting the ad-hoc committee met and created the City Manager Candidate Hiring Profile, which will be presented at the next regular Council meeting for Council consideration. In addition, Gamble distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related

activities, projects, and upcoming city-wide events.

8. COUNCIL COMMUNICATIONS:

Council President Johnston was absent.

Kidd was absent.

Lowe reported attending the Regional Water Providers Consortium meeting, noting dues are up 2.3 percent. In addition, Lowe reported on other water-related matters of interest and upcoming meetings she was planning to attend.

Thompson reported attending the Transportation Funding Committee meeting, noting Grovelink is one project that has been submitted and is being used as a model presentation. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported she was unable to attend the last Economic Development Commission and reported attending meetings in Salem. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Wenzl reported attending the Committee for Citizen Involvement (CCI) meeting, noting CCI hosted the ATM on January 31, 2015, which was well attended, with approximately 60 people in attendance. Wentz reported Sebastian Bawler, CCI Chair, has been appointed as a voting member on the Washington County Participation Organization. Wentz noted CCI is assisting the Community Forestry Commission to get the Urban Forestry Management Resource Plan Survey out to citizens, i.e., getting the survey on the City's website and utility bill insert. In addition, Wenzl reported on other community-related events and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax asked Councilmembers if they have any items for inclusion in the Council Retreat agenda, please submit to Gamble or Ruggles so the agenda can be finalized. Mayor Truax reported on the Annual Town Meeting and commended CCI and staff for conducting a well-organized event. Mayor Truax reminded Council about City Day at the Capitol on Thursday,

February 26, 2015. Mayor distributed a report titled “Washington County Economic Indicators, pointing out Unemployment Rate; Employment Growth; Labor Trends; Wages; Employment Services Growth; Residential Building Permits; and Tri-County Economic and Demographic Indicators. Mayor Truax also distributed a copy of his “Mayor’s February Gallimaufry Report”, pointing out the highlights of his report. In addition, Mayor Truax’s written report highlighted other local, regional, Metro, and Washington County meetings and community-related events he attend, noting he will be attending the National League of Congressional Cities Conference in Washington, DC, from March 7 – 11, 2015.

9. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

This page is intentionally blank.

Library Commission approved minutes as submitted on date Feb 10, 2015.

1. **CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Tues Jan 13, 2015.

Members Present: Pamela Bailey, Chair; Nickie Augustine; Doug Martin; Kathleen Poulsen, Vice-Chair; Dayla Skye-Martin; Jon Youngberg, Secretary.

Members Absent: Annie Hicks;

Staff: Colleen Winters, Library Director

Council Liaison: Malynda Wenzl

Others: None.

2. **ADDITIONS/DELETIONS:** None.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Dec 9, 2014):**

MOTION: Doug moved, seconded by Kathleen, to approve the Dec 9, 2014 minutes as amended. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

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

a) The Foundation board met Jan 12, 2015.

b) The "Maggies Books & Buns" fundraiser will be held 5-8PM on Thurs Feb 5, 2015. Tickets will be on sale in the library.

c) Two dedication events for the completed Ed Carpenter art project ("Mollies Garden") will be scheduled during the upcoming months of 2015 (Mar or Apr). The first event will be a ribbon cutting event for the public. The second event will be a nice dedication event (gala) for project donors. Date(s) will be set so that Ed Carpenter and his family can attend.

- d) The Foundation has returned to fundraising efforts that will provide “furnishings” for the older part (Children’s part) of the library. This interrupted campaign will continue trying to raise \$75,000 to \$100,000 for new furniture, signage, and for more art for a “sense of arrival” into the Children’s part of the library, going up the ramp, etc. Local design, artists, materials to be favored.
- e) The next annual Foundation “Friends & Family” fundraiser will be held Tues Sep 1, 2015 from 5PM to closing at McMenamin’s. This time customers can have dinner outside. 50% of proceeds go to the Foundation.
- f) See the Library Foundation of Forest Grove’s web site (www.fglf.org).

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

- a) The Friends board held a “retreat” Sat Jan 10, 2015. Its purpose was goal setting. The Friends board felt in general that things were going well. They set several goals for the future, including: Finding new ways to raise money, increasing membership, re-thinking how best to communicate with the membership, and how to do everything better. Kathleen asked if Mike Smith could come to the next Library Commission meeting to explain the goals that the Friends board has set.
- b) The Spring Used Book Sale will be held during the week of May 11, 2015. There are already a large number of books collected for the next sale; so many that storage in the library is getting to be a problem. More volunteers are needed to move boxes, set up for the sale, take down afterwards, etc.
- c) The Friends web site is at: fglibraryfriends.org.

5c. COUNCIL LIAISON REPORT :

- a) The annual Boards and Commissions dinner is Wed Jan 21, 2015 at 6PM.
- b) The annual “Town Hall” meeting is Sat Jan 31, 2015 at 9am, discussing the utility rate increase.
- c) An update to the Pacific University master plan was discussed. Continued questions about the appearance of temporary structures, and parking concerns. Parking during classes Mon – Thurs is biggest concern.
- d) A selection process to choose a new City Manager was approved, with a panel chosen. The plan is to have a selection made by May.

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

- a) A new projector has been installed in the library's Rogers Room that should help with presentations. The City, Friends, and Foundation each contributed 1/3 of the roughly \$2100 cost.
- b) Staffing change with Shannon having left to become the Director of the Vernonia Library. Amy will replace her. The resulting entry-level vacancy will be filled by full and open process. There were 214 applications. 9 people were chosen to be interviewed. Also, 2 interviews will be scheduled for an on-call reference desk position.
- c) The quarterly library statistics report was distributed to the Library Commission.
- d) A request was made by Library Commission members for Ariel (or any appropriate library staff person) to talk at a future meeting about e-books, and ideas on how the library can best help people with new book-reader devices.

6. DISCUSSION OF ITEMS:

a) "Future of the Forest Grove City Library" planning process continues.

1) Who to invite to the 12-18 person planning meeting? A list of organizations and backgrounds was discussed. Could get in contact with an organization and ask for a representative. Specific people were mentioned. Want people who have some connection to the library.

Strategic Plan Stakeholder list includes: Library Commission, Foundation, Friends, City Council, Library staff, City Club/Chamber of Commerce, Service clubs, Pacific University, Adelante Mujeres, Head Start, FG School District, Library patrons (including teens, seniors, and parents who bring children to the library), Home-schoolers, those who live outside Forest Grove, and the Senior Center.

2) How do we ask someone to join the planning group? How do we approach them? What do we say? What do we tell them about the planning group's work? Dayla suggested that the simpler the explanation the better. Pamela, Doug, and Jon discussed possible wording and points to be made, and Nickie suggest that we could share ideas for this by e-mail.

3) At the "Meeting of the Groups", instead of having a second round of voting on goals (as for the planning group mentioned above), Doug and Colleen said that a SWOT analysis could be held, along with the normal social activities for that event. Jon hoped someone at the meeting would

have experience with SWOT Analysis.

4) We might have more questions for Mike Smith about how to run the big 4-hour planning meeting. Or answers could be in the book he recommended. A timeline for the planning group was mentioned. Desire to get started by Spring. Aim to be done with entire process by the end of 2015. Colleen reminded us that library staff members are less available during June & July with the Summer Reading program and other activities going on.

b) The idea of a survey to be held in 2015 was revived. Colleen mentioned that there is value in a library survey that asks people who do not visit the library. So perhaps two surveys are needed, or one survey with a question that allows the results to be separated into two groups. We were reminded that the survey could be sent out with utility bill, asked in person at the Farmer's Market, or at the library (with forms mailed in?). Kathleen and Doug said that we should think about possible survey questions at our next meeting. Malynda suggested that the Google Forms application might be useful for preparing a survey document that many people could work on.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues Feb 10, 2015 at 6:30PM in the Rogers Conference Room at the Forest Grove Library.

8. ADJOURNMENT:

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

PLANNING COMMISSION MEETING MINUTES
FOREST GROVE COMMUNITY AUDITORIUM

February 2, 2015-7:00 P.M.

PAGE 1 of 5

3D

1. **CALL TO ORDER:**

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

Planning Commission Present: Tom Beck, Lisa Nakajima, Carolyn Hymes, Sebastian B. Lawler, Dale Smith, Phil Ruder and Hugo Rojas.

Staff Present: Jon Holan, Community Development Director; Chris Crean, City Attorney; Ashley Boyle, City Attorney; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:** None.

2.3 **ACTION ITEMS:** None.

2.4 **WORK SESSION ITEMS:**

A. Discussion of Gales Creek Terrace PRD

Chairman Beck: The reason for the work session is to discuss the process of the Gales Creek Terrace Planned Residential Development (PRD). The applicant used precedents from Casey Meadows PRD, but from the strictest legal sense precedents do not matter.

Mr. Crean, City Attorney: That is correct.

Chairman Beck: The purpose I had in calling this meeting is to talk about the precedents that this decision set, and whether these precedents are something the Planning Commission wants sitting out there. As a Planning Commission, is there anything we want to recommend to the City Council. It seemed odd to me that parts of the Development Code that were not in the PRD section could be waived, and as I understand it this is a gray area. If the decision were appealed to LUBA, it reduces the chance of success, and that to me is a problem. I am uncomfortable having a code so loose that a City Council, not necessarily ours, could do almost anything and justify it for a PRD. I think that is a problem. Have we so watered down the rules for a PRD to the point where we should not even have them? What can we do now to kind of get back in control?

Mr. Crean: PRDs are a great idea, but the "devil is in the details". The Development Code does specifically allow you not to apply sections of the Code, but the City is supposed to get something back. This allows the City to get away from "cookie cutter" development. Each development must be evaluated on its own. The Gales Creek Terrace people build one product, and they tried to shape the Code to match the application rather than making the application match the

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

February 2, 2015-7:00 P.M.

PAGE 2 of 5

Code. The City Council is not forced to go along with a decision if they can provide a good defensible argument otherwise.

Chairman Beck: I understand legalities, but in the realm of reality, a development moves ahead and the City gets caught up in it. How can we have some established thought so our Community Development Director can caution the applicant not to go too far.

Mr. Holan: I want to again emphasize, as Mr. Crean stated, that each PRD has to stand on its own. Comparing Gales Creek Terrace to Casey Meadows is like comparing apples to oranges. Casey Meadows was a smaller flat site which reflects building patterns in that area, which were not necessarily agreed to by others on staff. Gales Creek Terrace has topographic challenges, and is located in a different part of town.

Commissioner Hymes: So in future can other applicants use Gales Creek Terrace as a precedent?

Mr. Crean: The applicants can try, but you as the Planning Commission do not have to approve.

Mr. Holan: One issue in which standards can be modified by a planned development Articles # 3, #5 & #8 of the Development Code all contain development standards Perhaps there needs to be a Code change stating that the applicant needs to adhere to the underlying zoning no matter what type of application.

Commissioner Lawler: We also want to be balanced, so we are not too specific.

Mr. Crean: For a PRD, Forest Grove's Development Code has very minimal criteria.

Chairman Beck: I have three issues. The first is that we revised the Code, and spent a lot of time looking at this section. I think it should be absolute. The second issue is, as Mr. Holan stated, the applicant needs to meet the zoning requirements for the underlying zone. The third issue is the dead end street with a hammerhead. This could have been done away with by eliminating two lots. Are there some things we want to add to the Code regarding street width and street trees?

Mr. Crean: It is a "squishy" matter to define safety issues – especially if the Fire Department says they can live with it. In the Development Code Article #3, there is a purpose statement which says the Residential Multi-family High Density zone should be predominantly multi-family. Gales Creek Terrace did not even come close. An application must meet the purpose statement.

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

February 2, 2015–7:00 P.M.

PAGE 3 of 5

Chairman Beck: We could add the statement saying the criteria for the underlying zone must be followed.

Mr. Holan: We could list “no touch” articles of the Code which could not be changed by a PRD.

Mr. Crean: The benefit the City wants to achieve needs to be defined.

Chairman Beck: As long as I have been around, the City has asked very little of PRDs.

Mr. Crean: With experience the Planning Commission gets tougher, but the City Council is less experienced in these things and may approve things the Commission does not.

Mr. Crean: Any decision the Planning Commission makes is appealable to the City Council. The Commission is more familiar with Chapter # 10 of the Code, so the criteria needs to be written in a way that makes it very difficult for the City Council to override the Commission’s decision.

Commissioner Nakajima: In all fairness, what the City Council approved is not what the Commission saw. The applicant listened and made changes.

Commissioner Lawler: I agree the criteria should be more specific.

Mr. Crean: It is hard to find that sweet spot between flexibility and specificity. It would be good to drill down the criteria for PRDs to the tentacles that reach out to other portions of the Code and then type it up.

Mr. Holan: Gales Creek Terrace is the first PRD staff has brought before the Commission in a work session before the application was submitted. How do the Commissioners feel about doing this in future?

The Commissioners agreed bringing applications for PRDs before the Commission in a work session before submission was a good idea, especially with difficult applications.

Commissioner Ruder: I think this type of work session would be more productive if the Commission had written down what can be changed and what cannot. What is the process to do this?

Mr. Holan: Staff is currently working on Code revisions, so this would be the opportunity to wrap this into those changes.

Mr. Crean: Just a heads-up, Medical Marijuana is coming. The Commission

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

February 2, 2015–7:00 P.M. **PAGE 4 of 5**

should look at how liquor stores and adult entertainment are currently regulated.

Mr. Holan: Staff's thought is to treat them like medical centers, which are not allowed in residential zones.

Mr. Crean: The State says medical marijuana centers have to be in commercial or industrial zones – so the Commission could put them in industrial zones.

Chairman Beck: I would appreciate it if staff would draft something about the planned development changes, and bring it back to the Commission separate from the big bunch of Code changes we will get.

Commissioner Lawler: Should the Commission have a work session about liquor stores?

The Commission was agreeable to having a work session.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Lawler made a motion to approve the minutes from the November 17, 2014, meeting. Motion was seconded and approved.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan said staff is currently working on the Westside Planning Project. He explained that Carolyn Hymes was interviewed because she is on the Planning Commission and lives in that area. The charette will be held in May or June.

He said staff is also working on design standards and guidelines for the three historic districts in Forest Grove and structures listed on the historic register. Holan said this may start a robust discussion.

Mr. Holan reminded the Commissioners there will be a joint work session with the City Council next Monday night at 7:30pm after the regular Council meeting.

Mr. Holan said a future Planning Commission meeting will be on zoning in the south of Pacific Avenue area. He said there will be no meeting on March 2nd, and on March 16th the meeting will be on medical marijuana centers, so it can get up to City Council.

Commissioners Lawler and Hymes announced that they will not be able to attend the March 16th meeting.

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

February 2, 2015–7:00 P.M.

PAGE 5 of 5

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held on March 16, 2015, at 7pm

3.5 ADJOURNMENT: The meeting adjourned at 8:11 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

This page is intentionally blank.

3E

APPROVED

Minutes approved by the Public Safety Advisory Commission on January 28, 2015

1. ROLL CALL

Meeting Called to Order by Chairman Mills at 7:32 am

Members Present:

Chairman Robert Mills, Glenn VanBlarcom, Drue Garrison, Nathan Seable, Tim Rippe and Chas Hundley.

Members Absent: Tim Dierickx

Liaisons Non-Voting Representatives Present:

Tom Johnston, Marty Goldman and Guy Storms

Liaisons Non-Voting Representatives Absent:

Byron Schmidlkofer

Others Present:

Fire Chief Michael Kinkade, Police Chief Janie Schutz, Jill Smith and Sharon Cox

2. INTRODUCTIONS

Self- introductions were made

3. CITIZEN COMMUNICATIONS

None

4. APPROVAL OF MINUTES

There was a motion by Nathan Seable and a second by Drue Garrison to approve the minutes of the October 7, 2014 Work Session as emailed.

There was a motion by Nathan Seable and a second by Glenn VanBlarcom to approve the minutes of the October 22, 2014 meeting as emailed.

MOTIONS CARRIED 6-0 Tim Dierickx absent

5. ADDITIONS/DELETIONS

None

6. ACTION ITEMS/DISCUSSION

7. **STAFF REPORTS**

Fire Department – Chief Kinkade noted that he had emailed his monthly report to the group prior to the meeting. He noted that on November 19th the fire departments conducted an Emergency Operations Drill by simulating a flood event.

Police Department – Chief Schutz noted that on December 8th, they will be awarding a Life Saving Award to Officer Matt Jacobsen in reference to 2 separate instances where he performed CPR to infants.

They will be participating with Shop with a Cop tomorrow.

7 Officer's received Medal of Honor Awards at the annual Oregon Peace Officer's Associations Awards Banquet for the Cannon shooting incident.

The department hosted "Career Day" with 17 high school students attending.

Captain Herb submitted an article to the League of Oregon City's "Local Focus" magazine on mental health.

The department is now accepting applications for their Citizen's Academy.

City Council - Councilor Tom Johnston said that the City Manager has announced his resignation effective January 1, 2015. The recruitment process will begin after the new year.

8. **OLD BUSINESS**

National Night Out – Tim Rippe reported that he attended a meeting with Chief Schutz and Teresa Kohl. The Police Department would like for PSAC to assume the sponsorship of NNO and help with supporting it. He gave a brief description of what NNO has been in the past. They have held it at one venue where people come to the event and then last year they tried to reach out to all of the Neighborhood Watch Groups in the City. This was very labor intensive and they found they do not have the staff to effectively reach out to everyone. He suggested a sub-committee be developed to take on the event. The event in 2015 will be held on August 4th.

Chief Schutz suggested they use the more common way or "fair" where a space is reserved and the community is invited to attend for educational and fun events. They have the MSV, "Mobile Support Vehicle" that can be utilized as well.

Chairman Mills said he thinks it is a good idea for PSAC to partner with the Police Department on this event.

Nathan Seable said he supports PSAC involvement because it fits in with the goals and objectives of the Commission. He noted that all members must be supportive or it won't be sustainable.

Drue Garrison said it is the logical next step for the PSAC to be involved.

Chas Hundley said it is the number one priority on his list.

There was a motion by Tim Rippe and a second by Glenn VanBlarcom to partner with Police & Fire to sponsor the NNO.

MOTION CARRIED 6-0 Tim Dierickx absent

The NNO sub-committee will include Tim Rippe, Glenn VanBlarcom, Drue Garrison and Nathan Seable. Nathan Seable will head up the committee.

Proposed Changes to Bylaws – Chairman Mills noted that this will be the 1st reading of the Bylaws and the 2nd reading will be held at their January 28th meeting. After the 2 readings the Bylaws will be forwarded to the City Council for approval.

Tim Rippe noted that they added Section III – Mission. They did some renumbering of sections and added the words and health or healthy in several places throughout the document.

There were some cleanup items under the Membership and Terms section. The question was asked whether a representative from a public health agency should be recruited for the Commission. Wherever it said committee the word was changed to Commission.

Chairperson functions were addressed and changed as needed.

Meeting attendance/absences were addressed and added under Section V., 3b.

Section V, 5b - The quorum was expanded upon by allowing voting via teleconferencing or email as long as such votes are cast either before or at the time of the meeting and reliably documented.

Chairman Mills thanked the sub-committee for their work on updating the Bylaws document.

There was discussion regarding attending via teleconferencing and staggering of terms.

Tim Rippe said he would make the changes as suggested today.

Chief Kinkade suggested they not have a public health representative but ask for special presentations from such agencies as needed, ie: Ebola, etc.

There was a motion by Glenn VanBlarcom and a second by Chas Hundley to modify the PSAC Bylaws

MOTION CARRIED 6-0 Tim Dierickx absent

9. NEW BUSINESS

Nominations – Chairman Mills opened nominations for Chairperson. Tim Rippe nominated Chas Hundley. Chas Hundley declined the nomination. Tim Rippe nominated Nathan Seable and Robert Mills seconded the nomination. Nathan accepted the nomination for Chairperson

Ayes: Mills, Hundley, Garrison, Rippe, VanBlarcom

Abstained: Seable

Absent: Tim Dierickx

Glenn VanBlarcom nominated Drue Garrison as Vice-Chairperson and Tim Rippe seconded the nomination. Drue accepted the nomination for Vice-Chairperson.

Ayes: Mills, Hundley, Rippe, VanBlarcom, Seable

Abstained: Garrison

Absent: Tim Dierickx

Nathan Seable left the meeting @ 8:24 am.

SWOT Strategies – Chief Kinkade began by asking the group for strategies.

1. Participate in National Night Out & other events-S1,W3,O3,O5, T3, T4
2. Reach out to stakeholders – article for newspapers-S2,W1, W3, O3,O5,T3,
3. Recruitment of new membership – S2, W2, W3, W4, O2, T1
4. Combine efforts with other commissions – S3, W1, O3, O5, T2
5. Enhance Public Safety funding - S3, T2
6. Engage the Public - S2, W1, O3, O5, T3
7. Improve communications with Council – S1, S3, S4, W1, O5
8. Clearly identify department needs and service levels–S1,W1,O2,O5,T1

9. New member orientation – S1, W2, W3, O2, T1
10. Enhance bylaws- S4, W2, W3, W4, O2, O4, T1
11. Get better understanding of our mission and departments
(same as #8)

The group then chose Strengths, Weaknesses, Opportunities and Threats (previously determined) to align with these strategies.

The next step is another homework assignment where each member chooses their top 5 strategies. These will then be prioritized by the group. Each member will need to email Chief Kinkade their top 5 so he can get them compiled prior to the next meeting.

For the good of the order – the Boards & Commissions Appreciation dinner will be held on January 21st.

ANNOUNCEMENT OF NEXT MEETING – January 28, 2015 @ 7:30 am at the Fire Department.

ADJOURN

The meeting was adjourned at 8:56 am.
Recorded & submitted by:
Sharon Cox, Administrative Assistant

This page is intentionally blank.

3F

Monthly Building Activity Report

January-15

2014-2015

Category	Period: January-14		Period: January-15	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	10	\$2,801,719	3	\$979,096
SFR Addition & Alt/Repair	4	\$30,386	1	\$2,039
Mult. Fam. New/At	4	\$2,928,000		
Group Care Facility				
Commercial New			2	\$23,258
Commerical Addition	1	\$313,674		
Commercial Alt/Repair	7	\$3,326,840	8	\$349,746
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	1	\$1,900		
Grading			1	
Demolitions				
Total	27	\$9,402,519	15	\$1,354,138

Fiscal Year-to-Date

2013-2014		2014-2015	
Permits	Value	Permits	Value
167	\$35,881,874	158	\$21,977,107

This page is intentionally blank.

Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbotc	Cornelius Building Over the Counter	2	0.00	0.00	216.50	8,500.00
xcmalt	Cornelius Commercial Alteration	1	0.00	0.00	296.65	10,000.00
xcmn	Cornelius Commercial New	1	0.00	0.00	2,120.64	155,000.00
xcmr	Cornelius Commercial Repair	5	0.00	0.00	1,734.44	57,972.33
xmecca	Cornelius Mechanical Permit CommercialAlt/Add/Re	2	0.00	0.00	837.34	0.00
xmrotc	Cornelius Mechanical Residential Over the Counte	8	0.00	0.00	276.39	0.00
xpotc	Cornelius Plumbing Over the Counter	2	0.00	0.00	223.16	0.00
xsfadd	Cornelius Single Family Addition	1	441.00	18,733.68	502.15	18,733.68
xsfal	Cornelius Single Family Alteration	1	0.00	0.00	342.32	12,000.00
xsign	Cornelius Sign Permit	2	0.00	0.00	207.98	4,150.00
Grand Total		25	441.00	18,733.68	6,757.57	266,356.01

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	3,133.50
bldg	blplrv	Building Plan Review Fee	1,911.17
bldg	flplrv	F&L Safety Plan Review	
bldg	mcplrv	Mechanical Plan Review	152.80
bldg	mcstsf	Mechanical State Surcharge Equ	29.64
bldg	mcstsr	Mechanical State Surcharge	73.34
bldg	mech	Mechanical Permit Fee/equip.	246.75
bldg	mecval	Mech.Commercial Permit Fee	611.20
bldg	plmb	Plumbing Permit Fee	199.25
bldg	plstsr	Plumbing State Surcharge	23.91
bldg	stsur	State Surcharge	376.01
		Total for Group bldg	<u>6,757.57</u>
		Grand Total:	<u><u>6,757.57</u></u>

Memorandum

To: Mayor Truax and City Councilors

From: Anna D. Ruggles, CMC, City Recorder
Janie Schutz, Police Chief
Michael J. Sykes, City Manager

Subject: Endorse Liquor License Renewal Applications for Year 2015:

Date: February 23, 2015

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licenses seeking renewal for 2015. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of the liquor license renewals.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain or have a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application renewals for 2015, along with one of the following recommendations:

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

STAFF RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license application renewal(s) for 2015. The City's endorsement will be submitted to OLCC for final determination.

This page is intentionally blank.



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: 7-Eleven Store #2362-20715C

APPLICANT/BUSINESS ADDRESS: 2001 Yew Street – Forest Grove

LIQUOR LICENSE NO: 200264

CITY BUSINESS LICENSE: BL-001060

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: ARAMARK Educational Services
APPLICANT/BUSINESS ADDRESS: 2043 College Way (Pacific University Campus) – Forest Grove
LIQUOR LICENSE NO: 198063
CITY BUSINESS LICENSE: BL-001054

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

Date 2/13/2015



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Ballad Town Billiards

APPLICANT/BUSINESS ADDRESS: 2036 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 201103

CITY BUSINESS LICENSE: BL-0000000005

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted **Denied**

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Bi-Mart

APPLICANT/BUSINESS ADDRESS: 3225 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 198356

CITY BUSINESS LICENSE: BL-000402

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz

Janie Schutz, Chief of Police
 - or Designee

2/10/2015

Date



FOR CITY USE ONLY
(Please return to City Recorder)

5

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Circle Inn Tavern
APPLICANT/BUSINESS ADDRESS: 3007 Pacific Avenue – Forest Grove
LIQUOR LICENSE NO: 200304
CITY BUSINESS LICENSE: BL-000104

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: Cornerstone Pub & Grill
APPLICANT/BUSINESS ADDRESS: 2307 Pacific Avenue – Forest Grove
LIQUOR LICENSE NO: 200739/201548
CITY BUSINESS LICENSE: BL-000276

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/10/15
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted **Denied**

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Diamond Palace Restaurant

APPLICANT/BUSINESS ADDRESS: 1921 Main Street – Forest Grove

LIQUOR LICENSE NO: 198450

CITY BUSINESS LICENSE: BL-000220

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

8.

The City of Forest Grove
Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

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

APPLICANT/BUSINESS ADDRESS: 2810 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 200827

CITY BUSINESS LICENSE: BL-000516

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



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

The City of Forest Grove
 Recommends that license be

Granted **Denied**

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Forest Grove Sushi

APPLICANT/BUSINESS ADDRESS: 1905 Birch Street – Forest Grove

LIQUOR LICENSE NO: 198076

CITY BUSINESS LICENSE: BL-000506

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: Forest Grove Theater

APPLICANT/BUSINESS ADDRESS: 1911 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 198107

CITY BUSINESS LICENSE: BL-000419

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz

Janie Schutz, Chief of Police
 - or Designee

2/10/2015

Date



FOR CITY USE ONLY
 (Please return to City Recorder)

The City of Forest Grove
 Recommends that license be

Granted **Denied**

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

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

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Godfather's Pizza/Players Pub

APPLICANT/BUSINESS ADDRESS: 2834 Pacific Avenue – Forest Grove

EVENT DATE/LOCATION: 199286

CITY BUSINESS LICENSE: BL-000286

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/16/2015
Date



FOR CITY USE ONLY
 (Please return to City Records)

The City of Forest Grove
 Recommends that license be

Granted **Denied**

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

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

FOREST GROVE POLICE DEPARTMENT

LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Grampy's Deli and Pub

APPLICANT/BUSINESS ADDRESS: 1918 Main Street – Forest Grove

LIQUOR LICENSE NO: 198810/206363

CITY BUSINESS LICENSE: BL-000216

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

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

2/13/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

13.

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

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

APPLICANT/BUSINESS ADDRESS: 1927 Main Street – Forest Grove

LIQUOR LICENSE NO: 199171

CITY BUSINESS LICENSE: BL-001007

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

14

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Hello Market
APPLICANT/BUSINESS ADDRESS: 1917 29th Avenue – Forest Grove
LIQUOR LICENSE NO: 198885
CITY BUSINESS LICENSE: BL-000287

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/10/2015

Date



FOR CITY USE ONLY
(Please return to City Recorder)

15

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: Jade Green Palace
APPLICANT/BUSINESS ADDRESS: 3018 Pacific Avenue – Forest Grove
LIQUOR LICENSE NO: 198707
CITY BUSINESS LICENSE: BL-000352

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: La Hacienda
APPLICANT/BUSINESS ADDRESS: 2020 Main Street – Forest Grove
LIQUOR LICENSE NO: 198815
CITY BUSINESS LICENSE: BL-001018

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: La Sierra Mexican Restaurant

APPLICANT/BUSINESS ADDRESS: 2331 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 210817

CITY BUSINESS LICENSE: BL-000294

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

18

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Maggie's Buns
APPLICANT/BUSINESS ADDRESS: 2007 21st Avenue – Forest Grove
LIQUOR LICENSE NO: 199983
CITY BUSINESS LICENSE: BL-000102

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/10/2015

Date



FOR CITY USE ONLY
 (Please return to City Recorder) 19.

The City of Forest Grove
 Recommends that license be

Granted Denied

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Mama Jiah's Market

APPLICANT/BUSINESS ADDRESS: 2248 Main Street – Forest Grove

LIQUOR LICENSE NO: 198581

CITY BUSINESS LICENSE: BL-001209

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/13/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

20

The City of Forest Grove
Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

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

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Mandarin China Restaurant

APPLICANT/BUSINESS ADDRESS: 2338 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 200760

CITY BUSINESS LICENSE: BL-000146

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

Janie Schutz

Janie Schutz, Chief of Police
- or Designee

2/10/2015

Date



FOR CITY USE ONLY
(Please return to City Recorder) 21.

The City of Forest Grove
Recommends that license be

Granted **Denied**

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Mini Mart

APPLICANT/BUSINESS ADDRESS: 2705 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 200096

CITY BUSINESS LICENSE: BL-000356

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/13/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

22

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: My Place Tavern
APPLICANT/BUSINESS ADDRESS: 1930 21st Avenue – Forest Grove
LIQUOR LICENSE NO: 202040
CITY BUSINESS LICENSE: BL-000481

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/13/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Pac Thai

APPLICANT/BUSINESS ADDRESS: 1923 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 198494

CITY BUSINESS LICENSE: BL-000341

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Jamie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

24.

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: Phil's 1500 Subs

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

LIQUOR LICENSE NO: 198203

CITY BUSINESS LICENSE: BL-000045

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

25.

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

NAME OF APPLICANT/BUSINESS: Pizza Schmizza
APPLICANT/BUSINESS ADDRESS: 2042 Main Street – Forest Grove
LIQUOR LICENSE NO: 199970
CITY BUSINESS LICENSE: BL-000483

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/13/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Plaid Pantry #20

APPLICANT/BUSINESS ADDRESS: 2436 19th Avenue – Forest Grove

LIQUOR LICENSE NO: 199375

CITY BUSINESS LICENSE: BL-000120

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

The City of Forest Grove
Recommends that license be

Granted Denied

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

27.

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Plaid Pantry #99
APPLICANT/BUSINESS ADDRESS: 1340 NW Thatcher Road – Forest Grove
LIQUOR LICENSE NO: 199375
CITY BUSINESS LICENSE: BL-000121

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

28

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Prime Time Restaurant and Sports Bar
APPLICANT/BUSINESS ADDRESS: 4450 Pacific Avenue – Forest Grove
LIQUOR LICENSE NO: 199259
CITY BUSINESS LICENSE: BL-000025

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/13/2015
Date



FOR CITY USE ONLY
 (Please return to City Recorder, 29.)

The City of Forest Grove
 Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Rainbow Lanes

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

LIQUOR LICENSE NO: 199476

CITY BUSINESS LICENSE: BL-000065

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/10/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

30

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Safeway Store #0406

APPLICANT/BUSINESS ADDRESS: 2836 Pacific Avenue – Forest Grove

LIQUOR LICENSE NO: 200276

CITY BUSINESS LICENSE: BL-000092

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/10/15
Date



FOR CITY USE ONLY
 (Please return to City Recorder) 31.

The City of Forest Grove
 Recommends that license be

Granted Denied

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Shriji Food Mart / Arco

APPLICANT/BUSINESS ADDRESS: 2710 19th Avenue – Forest Grove

LIQUOR LICENSE NO: 199860

CITY BUSINESS LICENSE: BL- 800404

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

2/13/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

32

The City of Forest Grove
Recommends that license be

Granted Denied

\$100.00 Original App Fee: Paid: _____

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Super Mercado La Montana

APPLICANT/BUSINESS ADDRESS: 1905 Mountain View Lane, Suite 100 – Forest Grove

LIQUOR LICENSE NO: 198208

CITY BUSINESS LICENSE: BL-000319

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

Janie Schutz, Chief of Police
- or Designee

2/13/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

33

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: The Kings Head
APPLICANT/BUSINESS ADDRESS: 2004 Main Street, Suite 110, Forest Grove
LIQUOR LICENSE NO: 202346/202347
CITY BUSINESS LICENSE: BL-001682

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/3/2015
Date



FOR CITY USE ONLY
(Please return to City Recorder)

34

The City of Forest Grove
Recommends that license be

Granted Denied

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

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE ANNUAL RENEWAL RECOMMENDATION

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

APPLICANT/BUSINESS ADDRESS: 2300 Masonic Way – Forest Grove

LIQUOR LICENSE NO: 199232

CITY BUSINESS LICENSE: EX-000010

TYPE OF LICENSE REQUESTED:
Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

2/10/2015
Date

February 23, 2015

REPORT ON RESOLUTION AUTHORIZING THE RELEASE OF PROPERTY EASEMENT ON THE RURALITE PROPERTY AND AUTHORIZING THE CITY MANAGER PRO-TEM TO EXECUTE ON THE RELEASE OF THE EASEMENT ON BEHALF OF THE CITY

Project Team: Paul Downey, Director of Administrative Services
Tom Gamble, City Manager Pro-Tem

ISSUE STATEMENT: In October, 1975, Ruralite, Inc. granted an approximate 14 foot by 99 foot easement on its property to News-Times Publishing, Inc. for access purposes. At that time, News-Times Publishing owned the property now known as the Times Litho property which is currently owned by the City. Ruralite is now in the process of selling its property and wants the City to release the easement on the property. City staff is recommending that the easement be released and has prepared a resolution for Council consideration to release the easement.

DISCUSSION: The easement appears to have not been used for some time as Ruralite built an extension of its office building onto the portion of its property where the easement was granted. Ruralite would like the City to release the easement to clear up that issue with the building. Since the City does not have and will not have a use for that easement, staff has agreed to recommend to the City Council that easement be released. There is no money being offered to release that easement. Ruralite has paid for the survey and legal costs to develop the release agreement.

Council has looked at the Times Litho and the Ruralite property. Councilors may recall that the large gas meter that serves the Times Litho property is located on the Ruralite property. Staff has discussed its concern with the real estate broker about the City or any future owner of the Times Litho property being able to access the gas utilities on the Ruralite property. Ruralite's owners have agreed to give the City an easement to the Ruralite property so the City can access the gas utilities on that property. That easement is in final review. There is no cost to the City for that easement other than equally splitting the survey costs of \$700.00.

FISCAL IMPACT: The fiscal impact is limited to half the survey costs of the easement for the gas utility and review of the easements by the City Attorney.

STAFF RECOMMENDATION: Staff recommends the Council approve the attached resolution agreeing to the release of the easement and authorizing the City Manager Pro-Tem to execute the release (Exhibit A).

RESOLUTION NO. 2015-19

**RESOLUTION AUTHORIZING THE RELEASE OF PROPERTY EASEMENT
ON THE RURALITE PROPERTY AND AUTHORIZING THE CITY MANAGER
PRO TEM TO EXECUTE ON THE RELEASE OF THE EASEMENT
ON BEHALF OF THE CITY OF FOREST GROVE**

WHEREAS, Ruralite, Inc. granted an approximate 14 foot by 99 foot easement on its property to News-Times Publishing, Inc. that was recorded on October 9, 1975; and

WHEREAS, the City of Forest Grove now owns the property, known as the Times Litho property, that was formerly owned by News-Times Publishing, Inc; and

WHEREAS, the owners of the Ruralite property are trying to sell their property and has requested the City release the easement which has not been used; and

WHEREAS, the City agrees to release the easement as the City has no future use for the easement.

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

Section 1. The City agrees to the release of the easement originally granted to News-Times Publishing, Inc.

Section 2. That the City Council authorizes the City Manager Pro-Tem to sign the easement release in a form substantially akin to that attached to this resolution as Exhibit A.

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

PRESENTED AND PASSED this 23rd day of February, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of February, 2015.

Peter B. Truax, Mayor

After recording, return to:

**City of Forest Grove
Attn: City Recorder
P. O. Box 326
Forest Grove, OR 97116-0326**

No Change in Tax Statements

Release of Easement

The City of Forest Grove, 1924 Council Street, P. O. Box 326, Forest Grove, Oregon, 97116, an Oregon municipal corporation releases and quitclaims all right, title and interest to and in that certain easement created in the following document recorded in Washington County, Oregon Deeds and Records:

Reserved by: News-Times Publishing Company, Inc.
Purpose: Non-exclusive easement and right-of-way
Recording Date: August 28, 1975

Re-Recording Date: September 18, 1975
Re-Recording No.: Book 1044, Page 700

Re-Recording Date: October 9, 1975
Re-Recording No.: Book 1041, Page 248
Affects: South 14 feet of the East 90 feet

The easement is illustrated on Exhibit A, attached hereto and incorporated.

This Release evidences and confirms that said easement has been abandoned by the City of Forest Grove does not affect in any manner the property formerly encumbered by it and that the City of Forest Grove does not require the easement be recorded as a condition of any land use regulation or file, building permit or other city regulatory requirement.

Resolution No. 2015-19
Exhibit A
Page 1 of 2

CITY OF FOREST GROVE

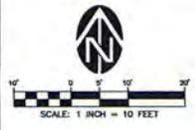
BY: _____
Print Name: Thomas E. Gamble
Title: City Manager Pro Tem

State of Oregon)
) ss.
County of Washington)

This instrument was acknowledged before me on _____, 2015, by
Thomas E. Gamble as City Manager Pro Tem, of the City of Forest Grove, Oregon.

Notary Public for Oregon

My Commission expires: _____



PROPERTY DESCRIPTION

PARCEL 1: A PART OF LOT 2, BLOCK 3, FOREST GROVE, IN THE CITY OF FOREST GROVE, COUNTY OF WASHINGTON AND STATE OF OREGON, DESCRIBED AS FOLLOWS:
 BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 2, BLOCK 3, CITY OF FOREST GROVE, SAID COUNTY AND STATE; AND RUNNING THENCE SOUTH 100 FEET; THENCE WEST 90 FEET; THENCE NORTH 100 FEET; THENCE EAST 90 FEET TO THE PLACE OF BEGINNING.

PARCEL 2: BEGINNING AT A POINT ON THE NORTH LINE OF LOT 2, BLOCK 3, TOWN OF FOREST GROVE, IN THE CITY OF FOREST GROVE, COUNTY OF WASHINGTON AND STATE OF OREGON, 117 FEET WEST OF THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 00°31' WEST 99 FEET; THENCE SOUTH 89°43' EAST 27 FEET; THENCE NORTH 00°31' EAST 99 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 2; THENCE NORTH 89°43' WEST 27 FEET TO THE POINT OF BEGINNING.

EASEMENTS/ENCUMBRANCES

PLEASE SEE THE TITLE COMMITMENT CITED IN SURVEY NOTE NUMBER 1 FOR ITEMS CONCERNING TAXES, LEASES, LIENS, AGREEMENTS, WAIVERS AND OTHER MATTERS OF RECORD WHICH ARE NOT SURVEY MATTERS. THE FOLLOWING ITEMS WERE LISTED IN THE TITLE COMMITMENT REFERENCED FOR THIS SURVEY AND ARE LISTED HERE WITH COMMENTS.

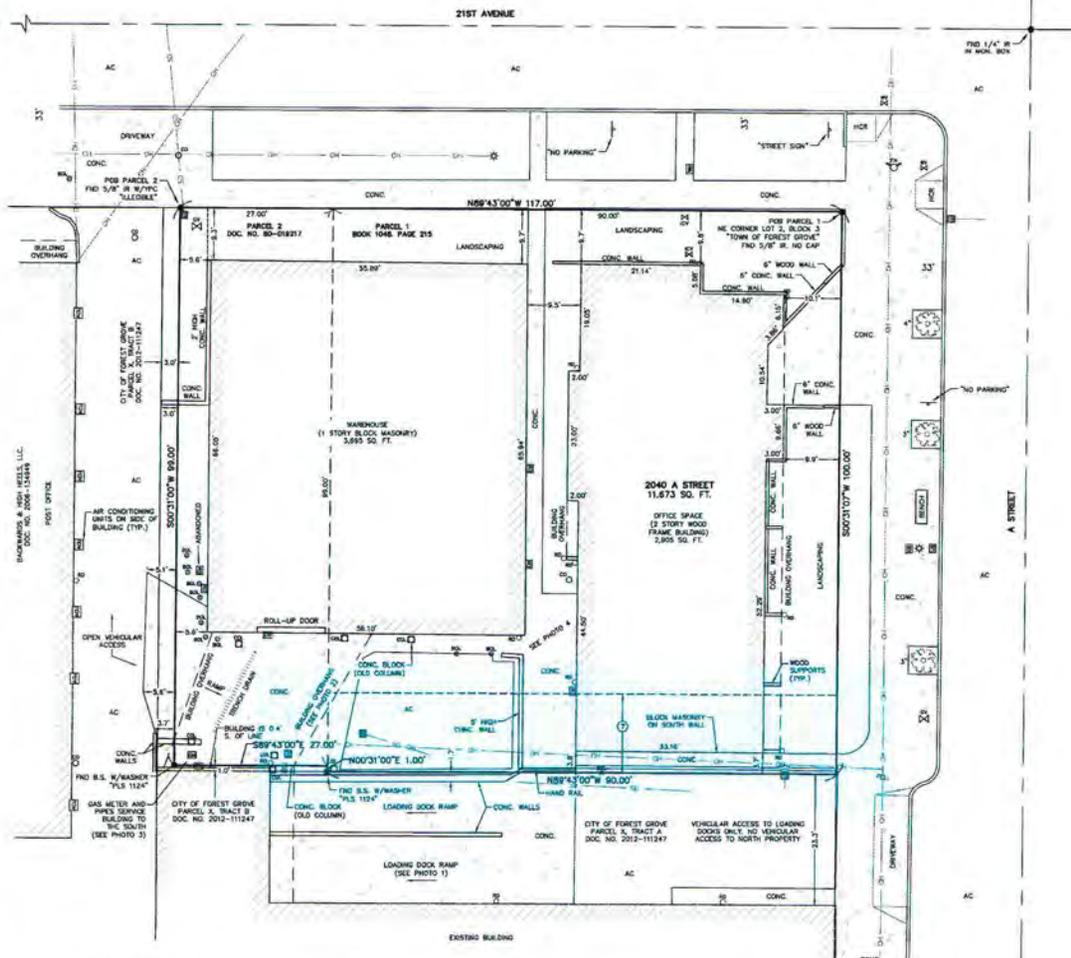
- 7) EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL HERETO AS RESERVED IN A DOCUMENT.
 RESERVED BY: NEWS-TIMES PUBLISHING COMPANY, INC.
 PURPOSE: NON-EXCLUSIVE EASEMENT AND RIGHT-OF-WAY
 RECORDING DATE: AUGUST 28, 1975
 RECORDING NO.: BOOK 1041, PAGE 248
 AFFECTS: SOUTHERLY 14 FEET OF PARCEL 1
- RE-RECORDING DATE: SEPTEMBER 16, 1975
 RE-RECORDING NO.: BOOK 1044, PAGE 703
- RE-RECORDING DATE: OCTOBER 9, 1975
 RE-RECORDING NO.: BOOK 1048, PAGE 215
 AFFECTS: SOUTH 14 FEET OF THE EAST 90 FEET FOR ACCESS TO A STREET
 BENEFITS: OTHER PROPERTIES WITHIN LOT 2, BLOCK 3

NOTES

- SURVEY AS SHOWN WAS PREPARED REFERENCE FIDELITY NATIONAL TITLE COMPANY OF OREGON COMMITMENT FOR TITLE INSURANCE PRELIMINARY REPORT ORDER NO. 20140031407-17(FP001), WITH AN EFFECTIVE DATE OF FEBRUARY 28, 2014. THE PROPERTY DESCRIBED THEREIN IS THE SAME AS THE PROPERTY SHOWN ON THIS MAP.
- BEARINGS ARE BASED ON THE CENTERLINE OF 21ST AVENUE, AS REFERENCED IN SURVEY NUMBER 24806, WASHINGTON COUNTY SURVEY RECORDS.
- SUBJECT SITE CONTAINS 11,673 SQUARE FEET, MORE OR LESS.
- THERE ARE NO MARKED PARKING STALLS ON SUBJECT PROPERTY.
- THERE WAS NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS.
- THERE WAS NO OBSERVED EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.
- BUILDING SQUARE FOOTAGES CALCULATED FROM EXTERIOR FOOTPRINT AT GROUND LEVEL.

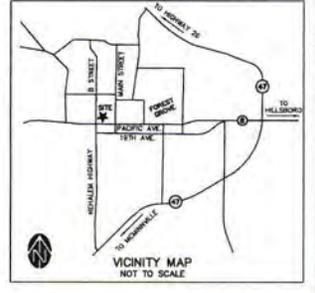
UTILITY STATEMENT

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN MAPPED FROM FIELD SURVEY INFORMATION, OBSERVED ABOVE GROUND EVIDENCE AND GROUND MARKINGS BY OTHERS, AND EXISTING DRAWINGS SUPPLIED BY OTHERS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.



TOPOGRAPHY LEGEND

- FOUND MONUMENT AS NOTED
- CLEANTO
- CATCH BASIN
- TRENCH DRAIN
- ROOF DRAIN
- WATER VALVE
- WATER METER
- FIRE HYDRANT
- IRRIGATION CONTROL VALVE
- ELECTRIC RISER
- COLUMN
- CONCRETE
- DEODOROUS TREE
- OVERHEAD LINES
- UNDERGROUND STORM DRAIN LINE
- EDGE OF PAVEMENT
- CONCRETE CURB
- BUILDING FOOTPRINT LINE
- AC ASPHALT CONCRETE
- CONC. CONCRETE
- HCR HANDICAP RAMP
- DWY DRIVEWAY
- TYP. TYPICAL
- DOC. NO. DOCUMENT NUMBER
- IR IRON ROD
- B.S. BRASS SCREW



SURVEYOR'S CERTIFICATE
 TO RURALITE SERVICES AND FIDELITY NATIONAL TITLE COMPANY OF OREGON:
 THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY OR WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSA LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSRS, AND INCLUDES ITEMS 2, 4, 7a, 8, 10, 11a, 11b, 13, 14, 15, 18 AND 20a OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON OCTOBER 1, 2014.

TOBY G. BOLDEN OREGON PLS NO. 60377 DATE _____
 EMAIL: TBOLDEN@WESTLAKECONSULTANTS.COM

WESTLAKE CONSULTANTS INC.
 ENGINEERING • SURVEYING • PLANNING
 2111 S. BONDURIA PARKWAY, SUITE 100
 TRASLER, OREGON 97134
 (503) 664-0882
 FAX (503) 664-9187

A.L.T.A. / A.C.S.M. LAND TITLE SURVEY
 RURALITE SERVICES
 NW 1/4 OF SECTION 6, T.15S., R.3W., W.1M.
 CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON

REGISTERED LAND SURVEYOR
 TOBY G. BOLDEN
 JAL 11/15/2004
 TOR 03/01/2009
 RENEWED 12-31-2015

NO.	DATE	INITIALS	DESCRIPTION

SHEET **1** OF **1**
 JOB NO. **2494-001**



Metro update

Forest Grove City Council

Councilor Kathryn Harrington
February 23, 2015

Brian Evans – new Metro Auditor



The Metro Auditor's Office mission is to make Metro programs more transparent, efficient and effective and to ensure that its activities are accountable to citizens.

<http://www.oregonmetro.gov>

Willamette Falls



- Habitat, culture, and history
- Economic development
- Public access secured
- Private-public funding identified

Public Access Secured!

Killin Wetlands



Public engagement on access design

Parks and Natural Areas Levy



- **First year report available**
- Restoration and maintenance
- Access to nature
- Park improvement
- Community grants
 - Habitat restoration
 - Conservation education
- Volunteer programs
- Community grants
- Equity and inclusion
- **[Oregonmetro.gov/nature](https://oregonmetro.gov/nature)**

Metro financial stability = better bond projects

- Tualatin Boat Launch
- Public Access to Chehalem Ridge
- Fanno Creek Greenway Trail



Nature in Neighborhoods Capital Grants



Dirksen Nature Park, 2014 project recipient

Who benefits?



Transportation funding



- Making sure we have the resources needed to help keep our region moving

Our transportation crisis



- A simple formula:
 - Not enough money for new ways to get around
 - Barely enough to maintain what we have
- There are costs to doing nothing

An Oregon solution



- Oregon Transportation Forum: A diverse coalition
- Forum agreed on a proposal in late 2014
- A solution that meets the expectations and values of Oregonians

Supporting Transportation Solution



- JPACT, Metro Council have endorsed this proposal
- State representatives need to hear that this is a priority

Southwest Corridor



- A more in-depth look at specific areas
- Current focus includes:
 - OHSU
 - Hillsdale
 - PCC Sylvania
 - Tigard Triangle
- Decisions this summer

Brownfields



Troutdale-Reynolds Industrial Park, former brownfield

Draft Urban Growth Report

“It all boils down to one question: How do we welcome about 400,000 new residents, 260,000 new jobs and 200,000 new homes, and also preserve our incredible quality of life?”

-Tom Hughes, December 4, 2014

How do we continue to have great local areas everywhere in our region?

Solid waste roadmap

- What model of the public/private transfer station system best provides for public interest?
- What does the region want to do with materials that aren't reused, recycled, or composted?
- How can we provide full suite of needed services at Metro South Transfer Station?
- What should Metro do to ensure adequate and proximate capacity for food scraps?
- How should Metro recover the cost of regional programs?



Upcoming in 2015

- Metropolitan Transportation Improvement Program
- Community Planning and Development Grants
- Nature in Neighborhoods Capital Grant Awards
- Natural Areas System Plan
- Enterprising Places Program
- Metro Equity Strategy
- SW Corridor Plan
- Powell-Division Corridor Plan
- Urban Growth Management Cycle
- Solid Waste Roadmap

Your questions...

Kathryn Harrington

Metro Councilor, District 4

503-797-1553

kathryn.harrington@oregonmetro.gov

optin

PORTLAND-VANCOUVER AREA ONLINE PANEL



www.oregonmetro.gov/connect



CITY OF FOREST GROVE

Financial Report For The Quarter Ending December 31, 2014

This is the quarterly financial report for the quarter ending December 31, 2014. This is the 2nd 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 50% received or spent at December 31, 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. Following is the Building Permits 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.

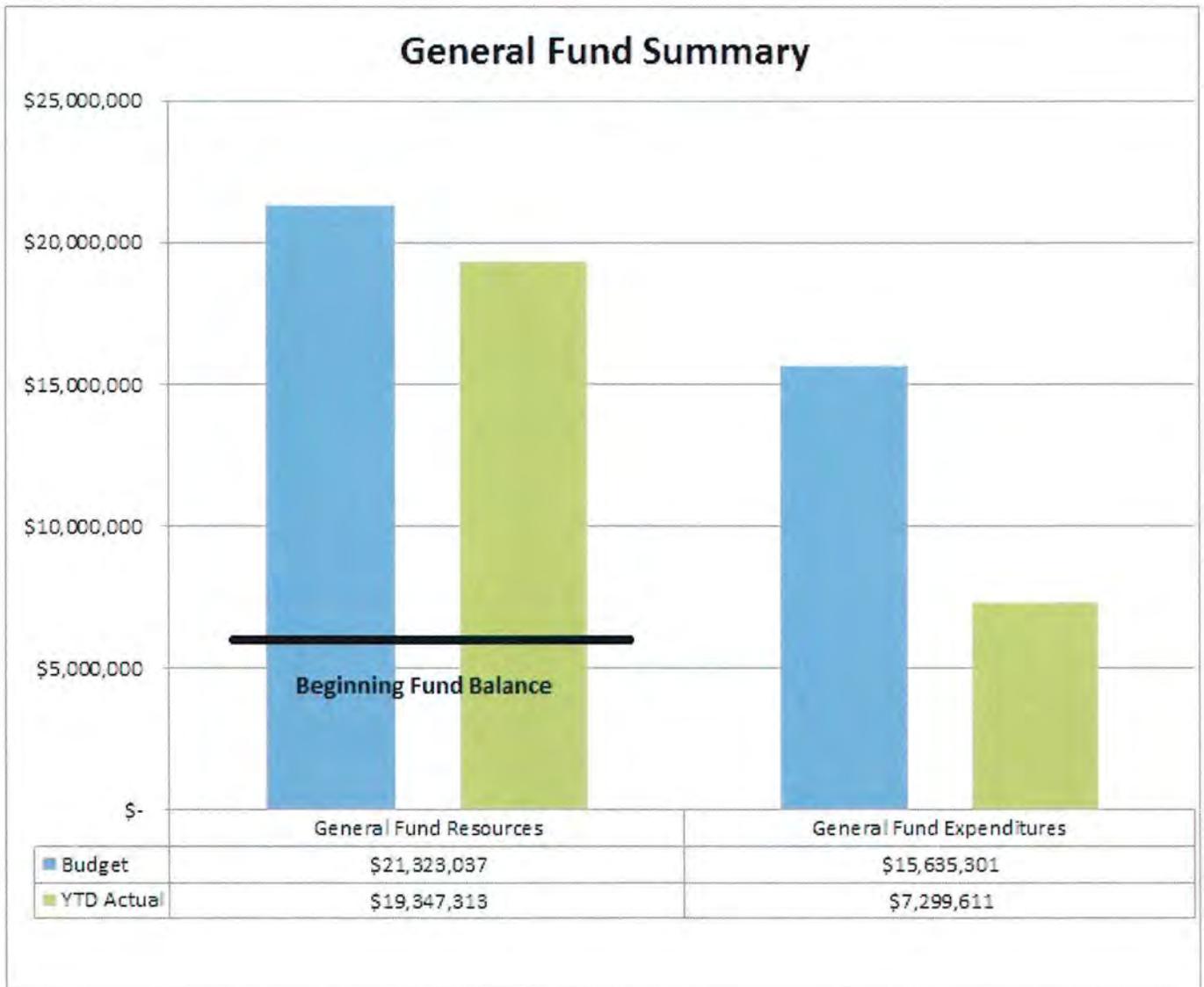
The revenues shown include Beginning Fund Balance. For the expenditure, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund. When you look at the charts, the total revenues and the total expenditures will not balance. The difference is the Contingency and Unappropriated Fund Balance which are not included with the expenditures.

<u>Page</u>	<u>Description</u>
02	General Fund Summary of Revenue & Expenditures
03	General Fund Revenue (categorized by type)
04 – 06	General Fund Expenditures Individual Departments
07	Building Permits 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. 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 second 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

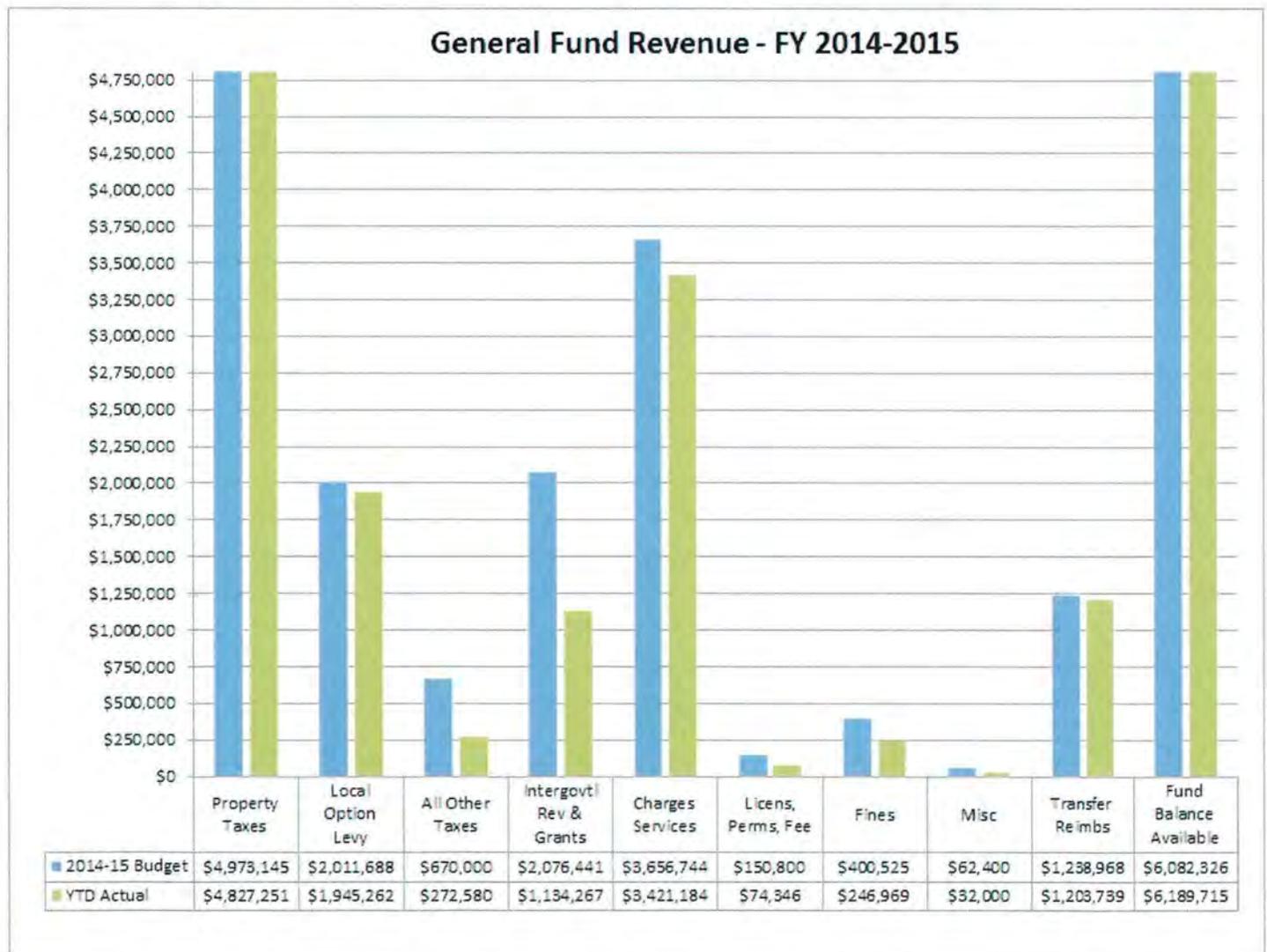
The following graph displays the General Fund Revenue broken out into separate revenue categories. Budgeted Amounts are shown in BLUE and the Year-To-Date (YTD) is shown in GREEN.

Property taxes revenues are received mostly in the second quarter of the fiscal year. Based on projections, the City will receive about \$200,000 more in property tax revenue by the end of the current fiscal year than the amount the City budgeted to receive. The City estimated that the assessed value would increase by 3% and the actual increase in assessed value was about 6%.

As noted in the summary, the Audited Beginning Fund balance is stated as \$6,189,715 giving the City of Forest Grove a healthy starting point for the fiscal year and higher than originally budgeted.

The largest discrepancy is Intergovernmental Revenue & Grants. The reason for a large difference is because the City has not received the budgeted funds yet from grants coming from other governmental agencies. This category is expected to reach the budgeted amount by the end of the fiscal year.

All Other Taxes appear to be lower than budget projections. There is a large franchise payment that the City receives in March that will put that category back on track.

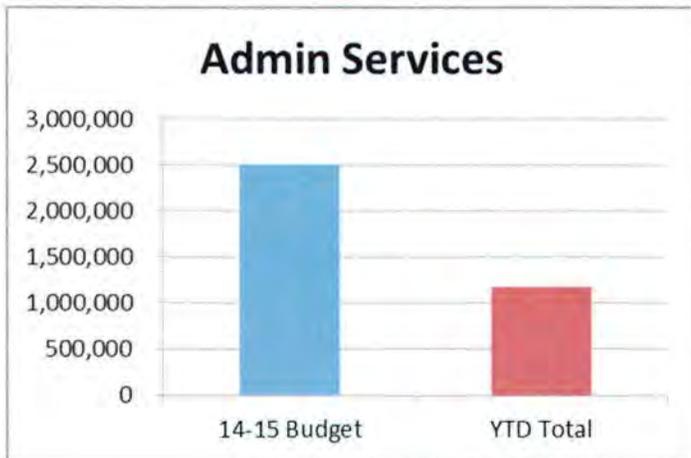


General Fund Expenditures

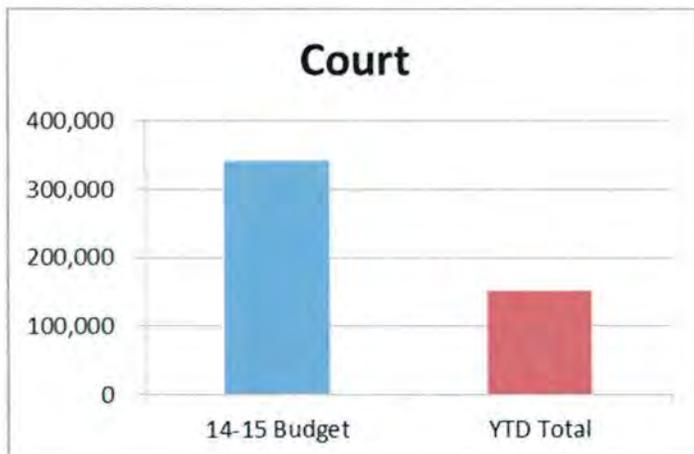
The following charts display each General Fund Department. Brief comments are included with each department.



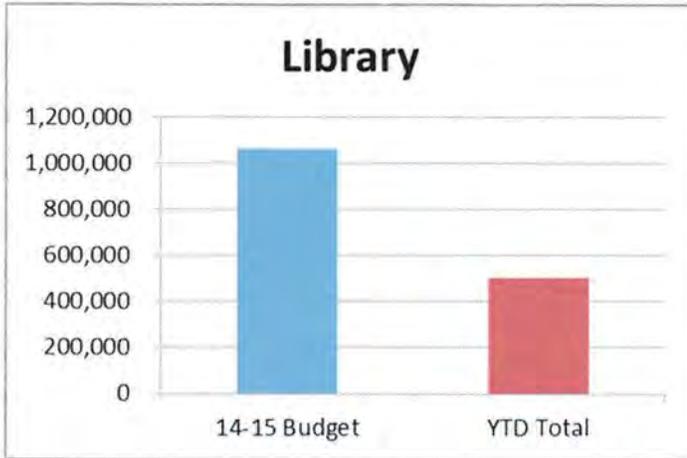
The Legislative and Executive Department expenditures are on track and currently spent at 51% of the annual budgeted amount. This department will be below budget at the end of the year due to the vacancy in the City Manager position. The majority of the City Manager Pro-Tem's salary is being charged to the Parks Department as the Parks and Recreation Director was appointed to that position.



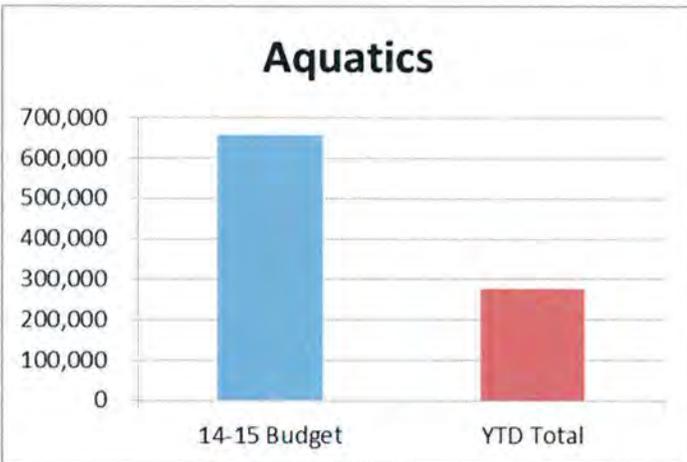
Administrative Services Department expenditures are on track and currently spent at 47% of the annual budgeted amount. Several items appear to be tracking higher than budgeted. However, expenditures for many of these line items are not made on a regular basis.



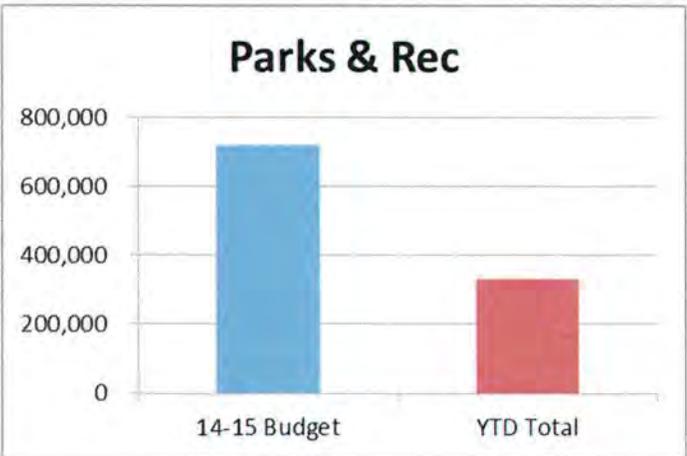
Municipal Court expenditures are on track and currently spent at 45% of the annual budgeted amount.



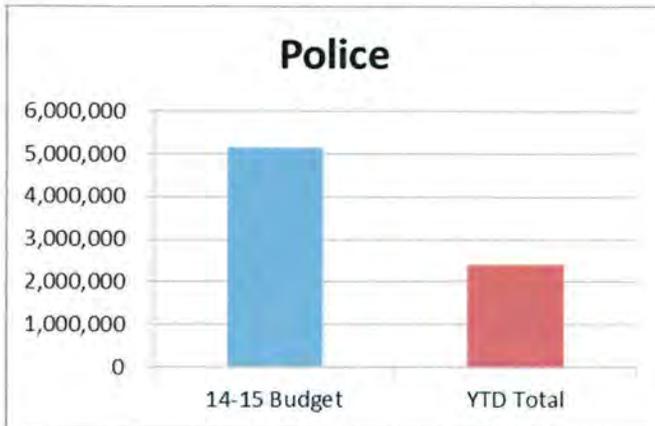
Library Department expenditures are on track and currently spent at 48% of the annual budgeted amount.



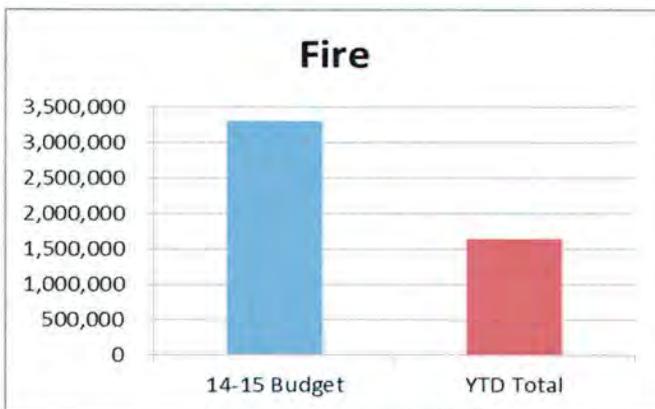
Aquatic Department expenditures are on track and currently spent at 42% of the annual budgeted amount. Utilities are tracking significantly lower than expected so the Aquatics Department's budget should be underspent by the end of the fiscal year.



Parks and Recreation expenditures are on track and currently spent at 46% of the annual budgeted amount.



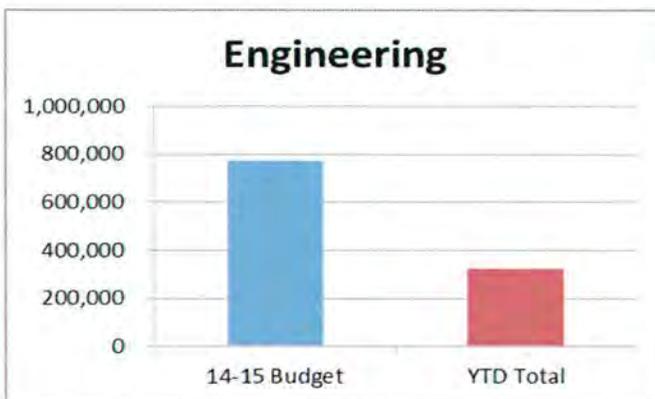
Police Department expenditures are on track and currently spent at 47% of the annual budgeted amount. Health Reimbursement Arrangement (HRA) is over budget. This is due to how holiday pay is paid to the officers. After the maximum holiday pay accrual is reached, holiday pay is paid into the HRA account. The expenditure is budgeted in Regular Salaries so these expenditures have been budgeted.



Fire Department expenditures are on track and currently spent at 50% of the annual budgeted amount. One potential budget issue is that the Fire Safer Grant for one captain is up for renewal and if it is renewed, it will only be through June 30, 2015.



Planning Department expenditures are under spent at only 34% of the annual budgeted amounts. The Westside Planning Program, which is grant funded, has commenced so the overall percentage will increase as the project progresses.



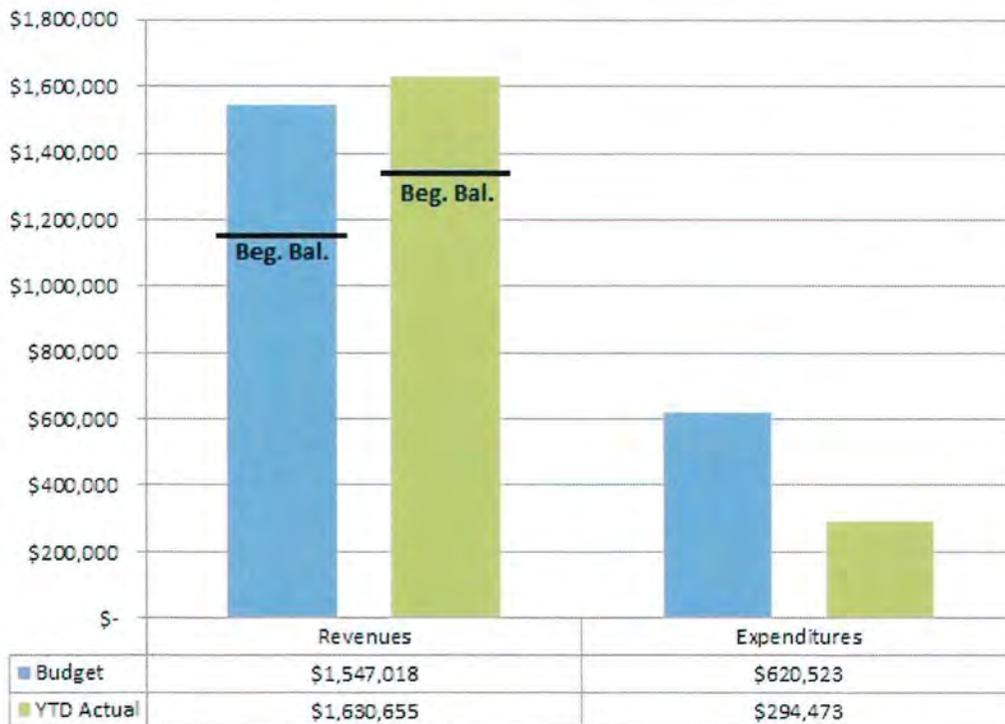
Engineering Department expenditures are under spent at only 42% of the annual budgeted amounts. This is due mostly to no funds being expended for outside engineering inspection services.

Building Permits Fund

Single Family New Permits Issued By Fiscal Year; July 1 though 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	5
November	0	5	5	5	5	8	8
December	0	9	7	8	8	6	1
Q4 Total	3	19	17	21	21	27	14
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	54

Building Permits Fund



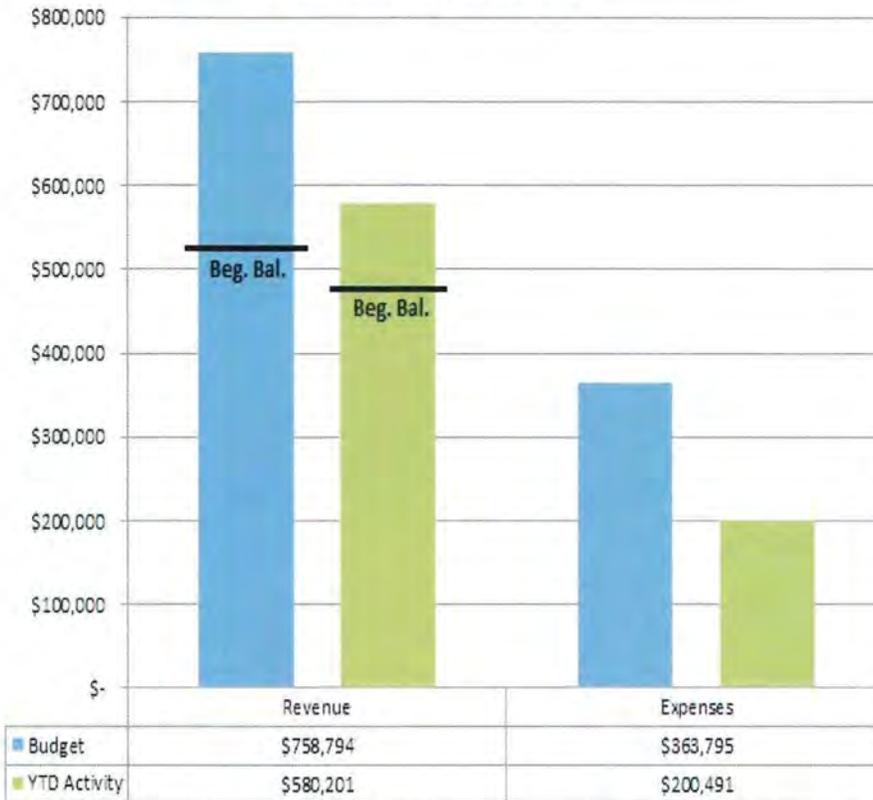
Building Permits Fund remains in a strong financial position.

Building activity slowed last quarter as only 14 single-family permits were issued.

The department expenditures are on track at 47% spent through Dec 31st.

The beginning fund balance increased to \$1.3M after the FY 2013-14 audit was completed.

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 55% of the original budget.

The Audited Beginning Fund Balance for FY 14-15 is lower than originally projected due to the purchase of computers scheduled to be purchased in FY 14-15 being purchased in FY 13-14.

Light Fund



On the revenue side, residential power sales are currently below anticipated amounts due to the mild winter conditions. Connection charged are significantly higher than budgeted due to construction of the homes permitted over the last year.

Current expenses are on track at 51% of the budget amount.

The Audited Beginning Fund Balance increased \$206,000 more than budgeted. This additional amount was factored into the recently completed cost of service and rate study.

Street Fund

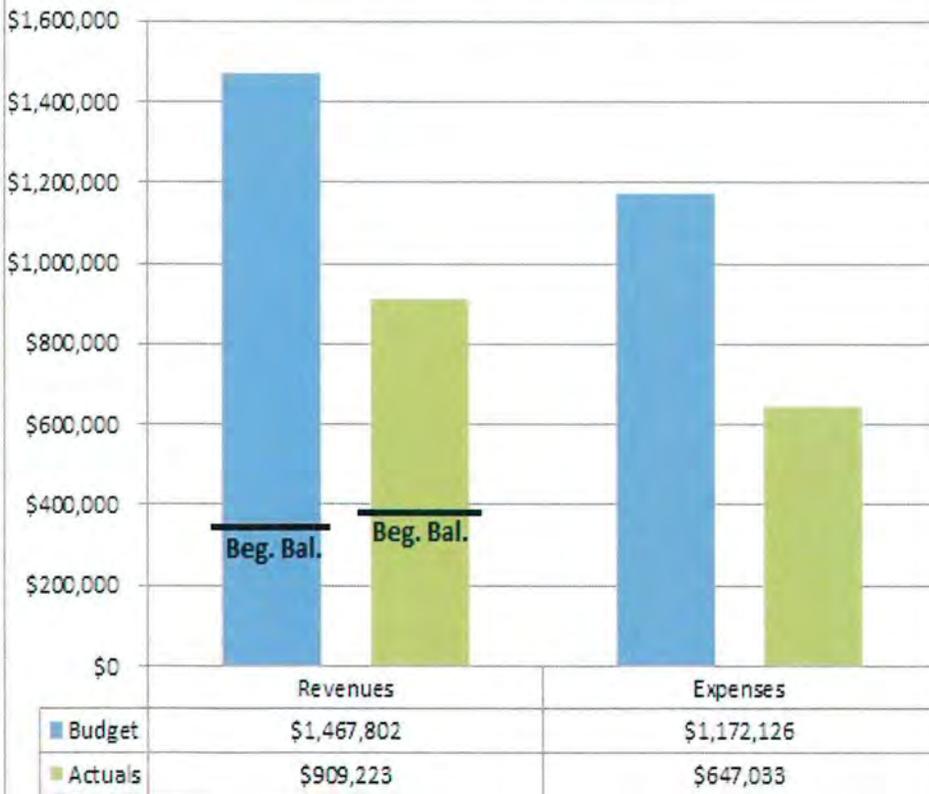


Street Fund revenues are at budgeted amounts (after removing the beginning fund balance amount).

Expenditures are currently spent at 58% of the budgeted. 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 33% spent of the budget amounts, which is well under the average percentage.

The Audited Beginning Fund Balance decreased about \$21k

Surface Water Fund

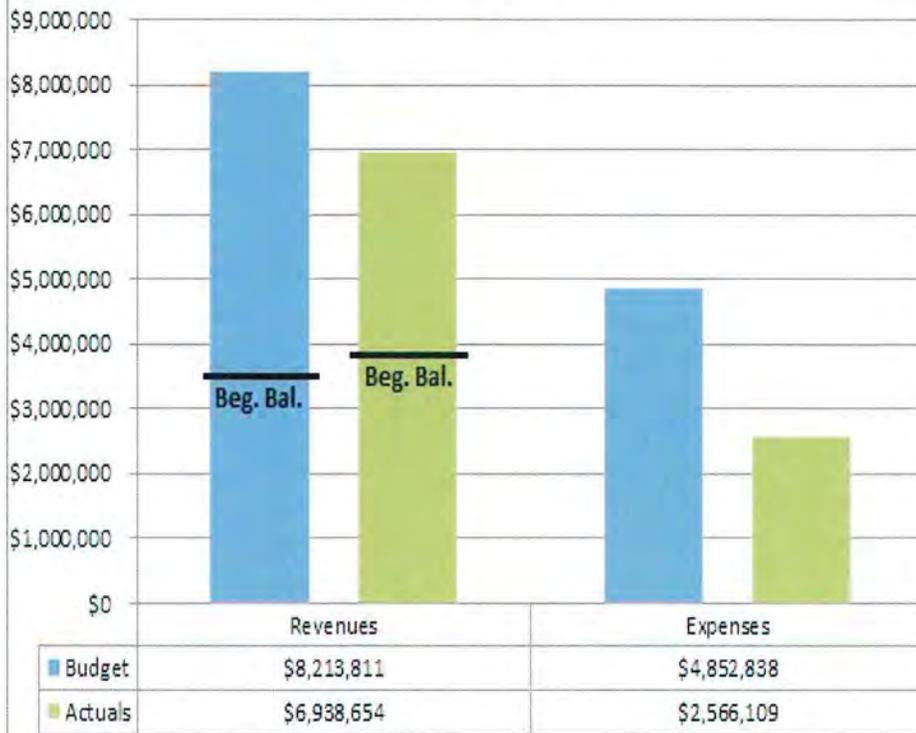


Surface Water Management fund has collected 62% of the anticipated revenue for the year.

Expenditures are on track at 55%.

The Audited Beginning Fund Balance increased \$44k.

Water Fund



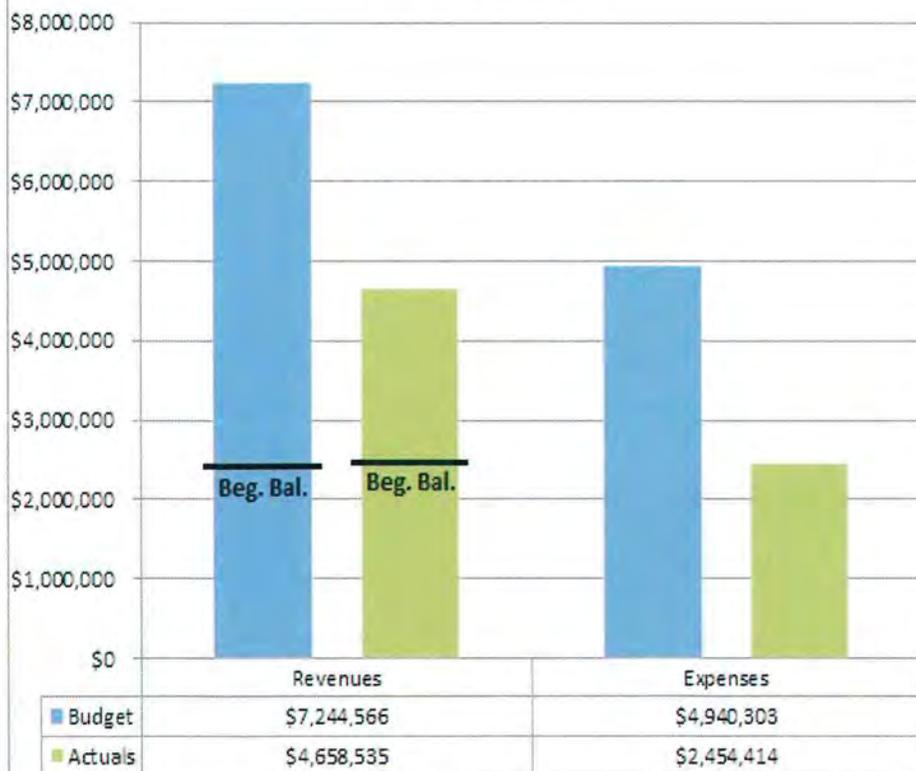
Water Fund revenues are above expectations showing a collection of 84% of the yearly revenue.

This is due to more revenue shown in Connection Charges, Commercial Sales and increased Beginning Fund Balance.

The expenditures are on track at 53% of the budget amounts.

The Audited Beginning Fund Balance increased \$497k to \$3,967,502.

Sewer Fund

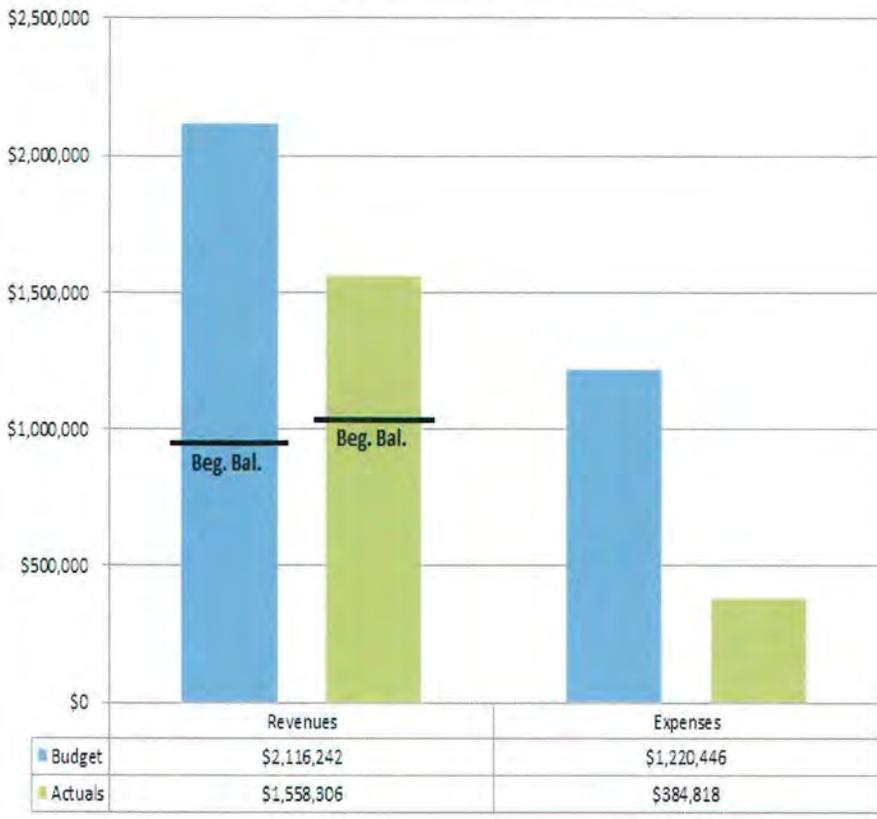


Sewer Fund shows revenues expectations at 64%, but sales are at 48%. The % increase is caused by an increase to the beginning fund balance.

Expenditures for the fund are at 50% of the budget amount.

The Audited Beginning Fund Balance increased \$74k.

Equipment Fund



Equipment Fund comes from other internal city funds through transfers.

Expenditures are only shown at 32%, but this should increase throughout the year as departments finalize their equipment replacement purchases for the fiscal year.

The Audited Beginning Fund Balance increased about \$22k.

Other Funds

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

System Development Funds (SDC Funds)

The revenue for the Transportation Development Tax Fund and the Water System Development Charge Fund are all significantly above the anticipated revenue for the quarter. Budget revenue was conservatively estimated when the Budget was prepared.

Fire Safer Fund (Fund # 226)

The fund was established to account for the two fire captains hired as a result of receiving two Fire Safer Grants. One grant is for a four-year term, commencing in September of 2012 and expiring in September of 2016. This grant funds a Recruitment and Retention Volunteer Coordinator position, as well as incidental supplies.

The second grant, which funds a Fire Inspector position, is for a term of two years, commenced in February, 2013, and expires in February, 2015. The Fire Department has been informed that this grant may be extended through June 30, 2015, but will not be renewed past that date. If the grant is not renewed through June 30, 2015, the City has two options: 1) eliminate that Captain position, or 2) move the position into the General Fund. Since the City did receive the additional property taxes during the current year due to higher than expected assessed value growth, staff recommends moving the position into the General Fund through June 30, 2015, and evaluating if that position will be continued past that date as part of the budget review process for FY 2015-16. That recommendation assumes the grant is not extended through June 30, 2015.

Detailed Quarterly Reports

The following pages display the line item detail of the City's funds. This detail will not be reviewed during the meeting, but staff is happy to answer any questions that may come up.

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

100 - General Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

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)	(156,332)	133,696	54%
511010	Part-Time Employee Wages	(10,680)	(4,151)	6,529	39%
512005	Health & Dental Benefits	(58,893)	(27,629)	31,264	47%
512008	Health Reimb Arrangement	(2,806)	(1,279)	1,527	46%
512010	Retirement	(63,985)	(30,392)	33,593	47%
512015	FICA	(23,004)	(8,853)	14,151	38%
512020	Workers Comp	(262)	(262)	0	100%
512025	Other Benefits	(1,807)	(3,874)	(2,067)	214%
512030	Other Payroll Taxes	(2,265)	(1,336)	929	59%
520110	Operating Supplies	(750)	(361)	389	48%
520120	Organization Business Expense	(8,000)	(3,109)	4,891	39%
520180	Subscriptions & Books	(100)	(28)	72	28%
520503	Printing	(2,300)	(3,907)	(1,607)	170%
520506	Postage	(500)	(122)	378	24%
520509	Telephone	(452)	(202)	250	45%
520521	Public Information	(9,250)	(3,745)	5,505	40%
520524	Publications	(110)	0	110	0%
520530	Memberships	(5,016)	(2,787)	2,229	56%
520563	Sister City Contribution	(5,400)	(2,985)	2,415	55%
520578	Insurance & Bonds	(989)	(989)	0	100%
521003	Training/Conferences	(9,825)	(6,070)	3,755	62%
521004	Legislative Conferences & Trainin	(22,700)	(7,480)	15,220	33%
521006	Travel	(200)	(19)	181	10%
521150	Professional Services	(1,500)	0	1,500	0%
522003	Equipment Maint & Oper Supplies	(500)	(499)	1	100%
522021	Equipment Fund Charges	(695)	(347)	348	50%
522022	Information Systems Fund Charge	(1,809)	(905)	904	50%
	EXPENDITURES TOTAL	(523,826)	(267,663)	256,163	51%
	Department Net Totals	(179,692)	76,442		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430455	Metro Cleanup Grant	833	0	(833)	0%
440022	Lien Searches	13,000	7,313	(5,687)	56%
440025	Copy Service	278	242	(36)	87%
440028	Passport Execution Fee	7,200	3,775	(3,425)	52%
440029	General Fund Spt Svc (522023)	2,005,959	2,005,959	0	100%
440030	Reserved Parking	980	683	(298)	70%
440040	New Account Set-Up Fee	26,000	15,470	(10,530)	60%
440042	Door Hanger Fee	25,000	15,964	(9,036)	64%
440044	Online Phone Pymt Convenience	0	203	203	0%
440046	Failed Payment Arrangement Fee	0	1,896	1,896	0%
450055	Business License Late Fees	0	16	16	0%
450056	Business License	39,000	17,306	(21,694)	44%
450057	Other	500	0	(500)	0%
472005	Miscellaneous	4,500	786	(3,714)	17%
480006	Reimbursements	10,000	1,054	(8,946)	11%
REVENUES TOTAL		2,133,250	2,070,666	(62,584)	97%
EXPENDITURES					
511005	Regular Employee Wages	(974,154)	(435,960)	538,194	45%
511010	Part-Time Employee Wages	(127,475)	(61,084)	66,391	48%
511015	Overtime	(2,000)	0	2,000	0%
511020	Temporary Employee Wages	(9,000)	0	9,000	0%
512005	Health & Dental Benefits	(366,901)	(169,639)	197,262	46%
512008	Health Reimb Arrangement	(12,006)	(5,670)	6,336	47%
512010	Retirement	(205,147)	(89,673)	115,474	44%
512015	FICA	(85,116)	(37,665)	47,451	44%
512020	Workers Comp	(5,180)	(5,180)	0	100%
512025	Other Benefits	(6,527)	(2,657)	3,870	41%
512030	Other Payroll Taxes	(8,563)	(3,840)	4,723	45%
520110	Operating Supplies	(6,600)	(3,456)	3,144	52%
520120	Organization Business Expense	(3,600)	(1,065)	2,535	30%
520150	Utilities	(11,427)	(5,947)	5,480	52%
520180	Subscriptions & Books	(500)	(366)	135	73%
520190	Computer Software	(66,554)	(185)	66,369	0%
520200	Computer Software Maintenance	0	(62,009)	(62,009)	0%
520220	Small Equipment	(1,600)	(1,382)	218	86%
520503	Printing	(19,200)	(13,983)	5,217	73%
520506	Postage	(70,000)	(45,745)	24,255	65%
520509	Telephone	(4,950)	(1,953)	2,997	39%
520521	Public Information	(2,500)	(248)	2,252	10%
520524	Publications	(1,297)	(576)	721	44%
520530	Memberships	(21,139)	(20,124)	1,015	95%
520533	Recruiting Expenses	(3,000)	(1,011)	1,989	34%
520557	Intergovernmental Services	(4,175)	(3,327)	848	80%
520560	Senior Center	(37,500)	(35,056)	2,444	93%
520578	Insurance & Bonds	(10,483)	(10,819)	(336)	103%
521003	Training/Conferences	(28,450)	(7,705)	20,745	27%
521006	Travel	(1,950)	(1,998)	(48)	102%
521113	Attorney Services	(54,500)	(17,888)	36,612	33%
521150	Professional Services	(63,400)	(10,973)	52,427	17%
521165	Contracts for Services	(6,000)	(2,690)	3,310	45%
521171	Financial Services, Auditing, Inves	(30,725)	(22,755)	7,970	74%

being corrected

100 - General Fund

Department #12 - Administration Services

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
521172	Bank Service Fees	(1,570)	(1,734)	(164)	110%
522003	Equipment Maint & Oper Supplies	(38,680)	(9,116)	29,564	24%
522009	Vehicle Maint & Oper Supplies	0	(145)	(145)	0%
522021	Equipment Fund Charges	(5,754)	(2,874)	2,880	50%
522022	Information Systems Fund Charge	(78,461)	(39,008)	39,453	50%
522303	Custodial	(5,000)	(2,269)	2,731	45%
522306	Rents & Leases	(1,300)	(68)	1,232	5%
522309	Building/Facility Rental	(21,860)	(10,928)	10,932	50%
522312	Facility Maintenance Supplies	(12,300)	(1,530)	10,770	12%
522315	Facility Mnt/Repairs	(89,500)	(23,470)	66,030	26%
EXPENDITURES TOTAL		(2,506,044)	(1,173,769)	1,332,275	47%
Department Net Totals		(372,794)	896,897		

Department #13 - Municipal Court

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
460115	Parking Fines (PK)	13,250	4,515	(8,736)	34%
460120	Traffic Fines (TR)	203,450	115,276	(88,174)	57%
460121	Cornelius Court Revenue	112,560	90,017	(22,543)	80%
460125	PD Ordinance Fines	1,850	699	(1,151)	38%
460130	Marijuana Fines/Fees (ML)	4,590	2,225	(2,365)	48%
460135	Minor in Possession Fines/Fees (I	5,825	3,835	(1,990)	66%
472005	Miscellaneous	0	55	55	0%
480006	Reimbursements	2,067	2,243	176	109%
	REVENUES TOTAL	343,592	218,866	(124,726)	64%
EXPENDITURES					
511005	Regular Employee Wages	(102,611)	(46,517)	56,094	45%
511010	Part-Time Employee Wages	(17,952)	(4,280)	13,672	24%
512005	Health & Dental Benefits	(44,126)	(17,953)	26,173	41%
512008	Health Reimb Arrangement	(1,272)	(620)	652	49%
512010	Retirement	(18,806)	(8,454)	10,352	45%
512015	Fica	(9,223)	(3,824)	5,399	41%
512020	Workers Comp	(112)	(112)	0	100%
512025	Other Benefits	(639)	(393)	246	61%
512030	Other Payroll Taxes	(931)	(395)	536	42%
520110	Operating Supplies	(1,000)	(260)	740	26%
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)	(357)	(157)	178%
520503	Printing	(400)	(50)	351	12%
520506	Postage	(1,320)	(815)	505	62%
520509	Telephone	(250)	(68)	182	27%
520521	Public Information	(100)	0	100	0%
520524	Publications	(500)	(35)	465	7%
520530	Memberships	(195)	0	195	0%
520539	Assessment - County	(13,130)	(12,665)	466	96%
520557	Intergovernmental Services	(700)	(2,468)	(1,768)	353%
520566	Assessment - State	(81,130)	(38,736)	42,394	48%
520578	Insurance & Bonds	(527)	(527)	0	100%
521003	Training/Conferences	(2,600)	(596)	2,004	23%
521150	Professional Services	(6,900)	(1,919)	4,981	28%
521172	Bank Service Fees	(1,750)	(1,430)	320	82%
522022	Information Systems Fund Charge	(4,562)	(2,281)	2,281	50%
522309	Building/Facility Rental	(784)	(394)	390	50%
	EXPENDITURES TOTAL	(340,871)	(151,914)	188,957	45%
	Department Net Totals	2,721	66,952		

100 - General Fund

Department #14 - Library

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420035	W.C.C.L.S.	713,098	573,274	(139,824)	80%
430601	Public Library Support Grant	3,000	3,817	817	127%
440019	WCCLS Collection Agency Charg	750	300	(450)	40%
440021	Library Charges	4,400	2,770	(1,630)	63%
440023	Print Fees	3,000	1,479	(1,521)	49%
440025	Copy Service	1,226	794	(432)	65%
440301	Rental Income	1,100	813	(287)	74%
460500	Library Late Fines	24,000	11,694	(12,306)	49%
471020	Unrestricted Donations	0	31	31	0%
471021	Donations	200	0	(200)	0%
471022	Restricted Library Memorials	500	355	(145)	71%
	REVENUES TOTAL	751,274	595,328	(155,946)	79%
EXPENDITURES					
511005	Regular Employee Wages	(364,042)	(166,330)	197,712	46%
511010	Part-Time Employee Wages	(255,042)	(118,755)	136,287	47%
511020	Temporary Employee Wages	(15,420)	(3,701)	11,719	24%
512005	Health & Dental Benefits	(111,255)	(48,531)	62,724	44%
512008	Health Reimb Arrangement	(6,213)	(2,527)	3,686	41%
512010	Retirement	(102,010)	(43,283)	58,727	42%
512015	FICA	(48,540)	(21,353)	27,187	44%
512020	Workers Comp	(572)	(572)	0	100%
512025	Other Benefits	(3,453)	(1,320)	2,133	38%
512030	Other Payroll Taxes	(4,922)	(2,243)	2,679	46%
520110	Operating Supplies	(5,500)	(1,482)	4,018	27%
520120	Organization Business Expense	(300)	(459)	(159)	153%
520140	Library Materials	(84,850)	(46,045)	38,805	54%
520150	Utilities	(1,943)	(969)	974	50%
520220	Small Equipment	(500)	0	500	0%
520503	Printing	0	0	0	0%
520506	Postage	(1,500)	(814)	686	54%
520509	Telephone	(1,320)	(630)	690	48%
520521	Public Information	(800)	(115)	685	14%
520530	Memberships	(750)	(520)	230	69%
520557	Intergovernmental Services	(3,100)	(1,147)	1,953	37%
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)	(587)	3,813	13%
521172	Bank Service Fees	(840)	(491)	349	58%
522003	Equipment Maint & Oper Supplies	(5,810)	(1,727)	4,083	30%
522021	Equipment Fund Charges	(695)	(347)	348	50%
522022	Information Systems Fund Charge	(21,911)	(10,956)	10,955	50%
522312	Facility Maintenance Supplies	(4,400)	(2,491)	1,909	57%
522315	Facility Mnt/Repairs	(7,100)	(1,978)	5,122	28%
	EXPENDITURES TOTAL	(1,066,602)	(485,036)	581,566	45%
	Department Net Totals	(315,328)	110,292		

100 - General Fund

Department #15 - Aquatics

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440004	Swimming Pool	310,000	141,076	(168,924)	46%
440010	Lockers/Vending Machines	12,000	4,703	(7,297)	39%
	REVENUES TOTAL	322,000	145,778	(176,222)	45%
EXPENDITURES					
511005	Regular Employee Wages	(138,800)	(64,524)	74,276	46%
511010	Part-Time Employee Wages	(207,460)	(86,128)	121,332	42%
512005	Health & Dental Benefits	(47,190)	(17,419)	29,771	37%
512008	Health Reimb Arrangement	(2,015)	(933)	1,082	46%
512010	Retirement	(37,263)	(17,059)	20,204	46%
512015	FICA	(26,489)	(11,187)	15,302	42%
512020	Workers Comp	(5,191)	(5,191)	0	100%
512025	Other Benefits	(1,835)	(651)	1,184	35%
512030	Other Payroll Taxes	(2,795)	(1,225)	1,570	44%
520110	Operating Supplies	(29,750)	(10,100)	19,650	34%
520120	Organization Business Expense	(400)	(213)	187	53%
520130	Personnel Uniforms & Equipment	(500)	0	500	0%
520150	Utilities	(90,000)	(24,432)	65,568	27%
520220	Small Equipment	(5,450)	0	5,450	0%
520503	Printing	(2,700)	(494)	2,206	18%
520506	Postage	(500)	(143)	357	29%
520509	Telephone	(600)	(365)	235	61%
520521	Public Information	(1,700)	(1,092)	608	64%
520530	Memberships	(250)	(400)	(150)	160%
520557	Intergovernmental Services	(1,300)	(1,271)	29	98%
520578	Insurance & Bonds	(4,694)	(4,694)	0	100%
521003	Training/Conferences	(1,950)	(155)	1,795	8%
521150	Professional Services	(1,000)	0	1,000	0%
521172	Bank Service Fees	0	(1,370)	(1,370)	0%
522003	Equipment Maint & Oper Supplies	(1,550)	0	1,550	0%
522021	Equipment Fund Charges	(695)	(347)	348	50%
522022	Information Systems Fund Charge	(4,993)	(2,497)	2,496	50%
522312	Facility Maintenance Supplies	(12,500)	(5,716)	6,784	46%
522315	Facility Mnt/Repairs	(29,750)	(19,948)	9,802	67%
	EXPENDITURES TOTAL	(659,320)	(277,554)	381,766	42%
	Department Net Totals	(337,320)	(131,775)		

100 - General Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440007	Recreation User Fees	40,000	14,435	(25,565)	36%
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	139,172	(26,765)	84%
EXPENDITURES					
511005	Regular Employee Wages	(320,359)	(145,978)	174,381	46%
511015	Overtime	0	(99)	(99)	0%
511020	Temporary Employee Wages	(40,363)	(23,597)	16,766	58%
512005	Health & Dental Benefits	(80,831)	(33,489)	47,342	41%
512008	Health Reimb Arrangement	(3,586)	(1,961)	1,625	55%
512010	Retirement	(65,673)	(31,033)	34,640	47%
512015	FICA	(27,595)	(12,931)	14,664	47%
512020	Workers Comp	(5,250)	(5,250)	0	100%
512025	Other Benefits	(1,700)	(1,038)	662	61%
512030	Other Payroll Taxes	(2,771)	(1,339)	1,432	48%
520110	Operating Supplies	(2,600)	(698)	1,902	27%
520120	Organization Business Expense	(100)	(79)	22	79%
520130	Personnel Uniforms & Equipment	(2,000)	(1,638)	362	82%
520150	Utilities	(6,540)	(2,974)	3,566	45%
520220	Small Equipment	(10,500)	(1,387)	9,113	13%
520506	Postage	(150)	0	150	0%
520509	Telephone	(2,750)	(375)	2,375	14%
520521	Public Information	(200)	0	200	0%
520530	Memberships	(1,700)	(835)	865	49%
520557	Intergovernmental Services	(450)	(208)	243	46%
520578	Insurance & Bonds	(3,614)	(3,614)	0	100%
521003	Training/Conferences	(2,225)	(985)	1,240	44%
521150	Professional Services	(12,300)	(6,007)	6,293	49%
521168	Misc Medical Services	0	(186)	(186)	0%
522003	Equipment Maint & Oper Supplies	(3,000)	(562)	2,438	19%
522012	Fuel/Oil	(500)	(515)	(15)	103%
522021	Equipment Fund Charges	(75,804)	(37,902)	37,902	50%
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)	(11,014)	13,986	44%
522315	Facility Mnt/Repairs	(20,000)	(2,899)	17,101	14%
	EXPENDITURES TOTAL	(720,138)	(329,630)	390,508	46%
	Department Net Totals	(554,201)	(190,458)		

100 - General Fund

Department #18 - Non-Departmental

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	4,973,145	4,827,251	(145,894)	97%
411010	Local Option Levy	2,011,688	1,945,262	(66,426)	97%
411150	Property Tax Prior Years	120,000	103,520	(16,480)	86%
413001	Franchise Tax	550,000	169,060	(380,940)	31%
420020	State Revenue Sharing	222,842	107,676	(115,166)	48%
420055	Metro Construction Excise Tax	2,400	795	(1,605)	33%
422045	Transient Room Tax	70,000	77,532	7,532	111%
422055	SD15 Construction Excise Tax	10,000	4,225	(5,775)	42%
470105	Interest	56,000	23,227	(32,773)	41%
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	14,555,941	(650,137)	96%
EXPENDITURES					
570127	Transfer to Other Funds	(615,000)	(615,000)	0	100%
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)	(615,000)	5,072,736	11%
	Department Net Totals	9,518,342	13,940,941		

100 - General Fund

Department #21 - Police

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420005	Alcoholic Beverages	318,345	161,899	(156,446)	51%
430329	SPF SIG Grant	0	2,649	2,649	0%
430335	DEC/DUII Police Grant	3,000	6,265	3,265	209%
440025	Copy Service	3,541	1,460	(2,081)	41%
450050	Liquor Licenses	2,500	356	(2,144)	14%
450051	Police Permits	100	17	(83)	17%
450057	Other	0	100	100	0%
450225	Impound Fees	200	65	(135)	33%
450230	Abatement Cost Billed	0	431	431	0%
460105	State Court Fines	35,000	18,707	(16,293)	53%
471021	Donations	0	2,981	2,981	0%
472005	Miscellaneous	0	92	92	0%
480006	Reimbursements	0	11,356	11,356	0%
480010	SRO Reimbursement	64,713	64,713	0	100%
480011	Overtime Reimbursement	0	300	300	0%
	REVENUES TOTAL	427,399	271,392	(156,007)	63%
EXPENDITURES					
511005	Regular Employee Wages	(2,730,596)	(1,146,240)	1,584,356	42%
511010	Part-Time Employee Wages	(27,156)	(13,715)	13,441	51%
511015	Overtime	(155,478)	(77,651)	77,827	50%
512005	Health & Dental Benefits	(602,557)	(282,203)	320,354	47%
512008	Health Reimb Arrangement	(24,413)	(26,954)	(2,541)	110%
512010	Retirement	(533,523)	(230,595)	302,928	43%
512015	FICA	(222,862)	(93,998)	128,864	42%
512020	Workers Comp	(47,968)	(47,969)	(1)	100%
512025	Other Benefits	(16,340)	(9,289)	7,051	57%
512030	Other Payroll Taxes	(22,238)	(9,454)	12,784	43%
520110	Operating Supplies	(46,035)	(31,209)	14,826	68%
520120	Organization Business Expense	(2,705)	(4,140)	(1,435)	153%
520130	Personnel Uniforms & Equipment	(24,860)	(13,286)	11,574	53%
520150	Utilities	(3,000)	(1,588)	1,412	53%
520190	Computer Software	(1,800)	(172)	1,628	10%
520220	Small Equipment	(21,514)	(7,549)	13,965	35%
520225	Reserve Officer Expenses	(9,000)	(1,514)	7,486	17%
520270	Miscellaneous	(500)	(362)	138	72%
520274	Hands and Words Project	(3,273)	0	3,273	0%
520503	Printing	(3,150)	(2,188)	962	69%
520506	Postage	(2,000)	(1,998)	2	100%
520509	Telephone	(15,825)	(9,142)	6,683	58%
520518	Volunteer Reimbursable Expens	(300)	(80)	220	27%
520521	Public Information	(3,525)	(3,472)	53	99%
520524	Publications	(1,825)	(40)	1,786	2%
520530	Memberships	(2,100)	(95)	2,005	5%
520557	Intergovernmental Services	(14,975)	(2,617)	12,359	17%
520558	WCCCA	(200,214)	(151,598)	48,616	76%
520578	Insurance & Bonds	(53,118)	(53,118)	0	100%
521003	Training/Conferences	(29,075)	(15,318)	13,757	53%
521150	Professional Services	(9,385)	(3,359)	6,026	36%
521168	Misc Medical Services	(2,950)	(3,440)	(490)	117%
522003	Equipment Maint & Oper Supplies	(2,350)	(907)	1,443	39%
522009	Vehicle Maint & Oper Supplies	(950)	(4,521)	(3,571)	476%

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

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522010	Vehicle Maint External	(600)	0	600	0%
522012	Fuel/Oil	(100)	(381)	(281)	381%
522021	Equipment Fund Charges	(229,666)	(114,832)	114,834	50%
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)	(1,133)	467	71%
522315	Facility Mnt/Repairs	(9,876)	(2,689)	7,187	27%
550181	Major Tools & Work Equipment	(44,618)	(31,749)	12,869	71%
	EXPENDITURES TOTAL	(5,158,542)	(2,414,072)	2,744,470	47%
	Department Net Totals	(4,731,143)	(2,142,680)		

100 - General Fund

Department #22 - Fire

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420015	Cigarette	27,925	15,800	(12,126)	57%
420050	Rural Fire District	484,698	124,469	(360,229)	26%
420065	State Fire Conflagration Reimburs	0	36,066	36,066	0%
430214	Homeland Security Grant	40,300	0	(40,300)	0%
440025	Copy Service	130	85	(46)	65%
446010	Transport Revenue	0	1,362	1,362	0%
472005	Miscellaneous	0	4,473	4,473	0%
480008	Cornelius Fire Chief Reimbursem	48,011	11,301	(36,710)	24%
480015	Fire Dept Reimbursement	6,500	5,095	(1,405)	78%
	REVENUES TOTAL	607,564	198,650	(408,914)	33%
EXPENDITURES					
511005	Regular Employee Wages	(1,556,117)	(702,925)	853,192	45%
511010	Part-Time Employee Wages	(19,473)	(9,171)	10,302	47%
511015	Overtime	(111,696)	(82,555)	29,141	74%
511019	Volunteer Firefighter Stipend	(62,880)	(36,375)	26,505	58%
511020	Temporary Employee Wages	(20,000)	(7,456)	12,544	37%
512005	Health & Dental Benefits	(341,132)	(166,741)	174,391	49%
512008	Health Reimb Arrangement	(13,617)	(7,446)	6,171	55%
512010	Retirement	(343,522)	(147,326)	196,196	43%
512015	FICA	(133,820)	(63,100)	70,720	47%
512020	Workers Comp	(35,852)	(35,852)	0	100%
512025	Other Benefits	(9,272)	(6,202)	3,070	67%
512030	Other Payroll Taxes	(13,681)	(6,475)	7,206	47%
512035	Volunteer Fringe Benefits	(2,646)	0	2,646	0%
520110	Operating Supplies	(17,000)	(8,980)	8,020	53%
520120	Organization Business Expense	(4,300)	(1,372)	2,928	32%
520130	Personnel Uniforms & Equipment	(15,000)	(6,571)	8,429	44%
520150	Utilities	(28,828)	(7,347)	21,482	25%
520200	Computer Software Maintenance	0	(875)	(875)	0%
520220	Small Equipment	(9,000)	(8,159)	841	91%
520230	Tools- 50/50	(89,000)	(47,517)	41,483	53%
520300	Emergency Operations Center	(3,100)	(3,442)	(342)	111%
520503	Printing	(500)	0	500	0%
520506	Postage	(700)	(182)	518	26%
520509	Telephone	(4,500)	(3,018)	1,482	67%
520521	Public Information	(1,800)	(1,046)	754	58%
520524	Publications	(1,600)	(1,332)	268	83%
520530	Memberships	(1,184)	(1,064)	120	90%
520557	Intergovernmental Services	(1,400)	(771)	629	55%
520558	WCCCA	(170,504)	(127,537)	42,967	75%
520578	Insurance & Bonds	(30,824)	(30,824)	0	100%
521003	Training/Conferences	(27,000)	(6,360)	20,640	24%
521150	Professional Services	(69,340)	(21,381)	47,959	31%
521168	Misc Medical Services	(29,000)	(10,302)	18,698	36%
522003	Equipment Maint & Oper Supplies	(7,000)	(3,864)	3,136	55%
522009	Vehicle Maint & Oper Supplies	(50,000)	(47,426)	2,575	95%
522012	Fuel/Oil	(32,610)	(16,206)	16,404	50%
522021	Equipment Fund Charges	(4,342)	(2,170)	2,172	50%
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)	(1,899)	1,601	54%

100 - General Fund

Department #22 - Fire

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522315	Facility Mnt/Repairs	(10,000)	(12,768)	(2,768)	128%
	EXPENDITURES TOTAL	(3,305,702)	(1,654,733)	1,650,969	50%
	Department Net Totals	(2,698,138)	(1,456,083)		

100 - General Fund

Department #31 - Planning

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430460	SHPO Grant	12,000	12,800	800	107%
430587	Grant Match - Other Agencies	168,000	7,000	(161,000)	4%
440020	Code Enforcement Revenue	1,500	1,278	(222)	85%
440025	Copy Service	84	49	(35)	58%
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	28,586	(26,414)	52%
	REVENUES TOTAL	323,489	135,309	(188,180)	42%
EXPENDITURES					
511005	Regular Employee Wages	(227,125)	(105,196)	121,929	46%
512005	Health & Dental Benefits	(35,688)	(17,150)	18,538	48%
512008	Health Reimb Arrangement	(2,025)	(1,041)	984	51%
512010	Retirement	(51,374)	(23,985)	27,389	47%
512015	FICA	(17,374)	(7,904)	9,470	45%
512020	Workers Comp	(215)	(215)	0	100%
512025	Other Benefits	(1,250)	(715)	535	57%
512030	Other Payroll Taxes	(1,723)	(802)	921	47%
520110	Operating Supplies	(1,912)	(42)	1,870	2%
520120	Organization Business Expense	(1,400)	(1,095)	305	78%
520170	Code Enforcement Expenditures	(4,500)	(3,385)	1,115	75%
520190	Computer Software	(3,000)	0	3,000	0%
520200	Computer Software Maintenance	0	(2,000)	(2,000)	0%
520503	Printing	(3,450)	(1,228)	2,222	36%
520506	Postage	(2,400)	(1,434)	966	60%
520509	Telephone	(850)	(268)	582	32%
520521	Public Information	(1,200)	(950)	250	79%
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)	(151)	2,149	7%
521113	Attorney Services	(10,000)	(11,756)	(1,756)	118%
521150	Professional Services	(185,700)	(9,841)	175,859	5%
522003	Equipment Maint & Oper Supplies	(4,140)	(155)	3,985	4%
522021	Equipment Fund Charges	(1,806)	(900)	906	50%
522022	Information Systems Fund Charge	(3,972)	(1,986)	1,986	50%
522309	Building/Facility Rental	(1,573)	(787)	786	50%
523006	SHPO Grant Expense	(12,000)	(550)	11,450	5%
	EXPENDITURES TOTAL	(582,548)	(196,613)	385,935	34%
	Department Net Totals	(259,059)	(61,304)		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	1,512	20	(1,492)	1%
440029	General Fund Spt Svc (522023)	656,808	656,808	0	100%
450122	Engineering Inspection Fees	40,000	15,278	(24,722)	38%
	REVENUES TOTAL	698,320	672,106	(26,214)	96%
EXPENDITURES					
511005	Regular Employee Wages	(418,763)	(174,423)	244,340	42%
511010	Part-Time Employee Wages	(44,979)	(19,755)	25,224	44%
511020	Temporary Employee Wages	0	(1,180)	(1,180)	0%
512005	Health & Dental Benefits	(88,487)	(39,423)	49,064	45%
512008	Health Reimb Arrangement	(4,171)	(1,836)	2,335	44%
512010	Retirement	(84,981)	(36,898)	48,083	43%
512015	FICA	(35,476)	(14,860)	20,616	42%
512020	Workers Comp	(2,992)	(2,992)	0	100%
512025	Other Benefits	(2,728)	(1,943)	785	71%
512030	Other Payroll Taxes	(3,526)	(1,493)	2,033	42%
520110	Operating Supplies	(3,250)	(1,278)	1,972	39%
520120	Organization Business Expense	(250)	(286)	(36)	114%
520130	Personnel Uniforms & Equipment	(500)	0	500	0%
520190	Computer Software	(750)	(875)	(125)	117%
520200	Computer Software Maintenance	(3,000)	(3,593)	(593)	120%
520220	Small Equipment	(3,300)	(950)	2,350	29%
520503	Printing	(2,500)	(426)	2,074	17%
520506	Postage	(550)	(749)	(199)	136%
520509	Telephone	(2,550)	(402)	2,148	16%
520521	Public Information	(500)	0	500	0%
520524	Publications	(1,045)	0	1,045	0%
520530	Memberships	(2,156)	(1,448)	708	67%
520557	Intergovernmental Services	(650)	0	650	0%
520578	Insurance & Bonds	(1,778)	(1,778)	0	100%
521003	Training/Conferences	(3,550)	(1,205)	2,345	34%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(25,520)	(428)	25,092	2%
522003	Equipment Maint & Oper Supplies	(3,440)	(1,943)	1,497	56%
522021	Equipment Fund Charges	(17,433)	(8,715)	8,718	50%
522022	Information Systems Fund Charge	(9,783)	(4,892)	4,891	50%
522306	Rents & Leases	(100)	0	100	0%
522312	Facility Maintenance Supplies	0	(324)	(324)	0%
522315	Facility Mnt/Repairs	0	(117)	(117)	0%
	EXPENDITURES TOTAL	(771,708)	(324,214)	447,494	42%
	Department Net Totals	(73,388)	347,892		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	21,323,037	19,347,313		
	Fund Total Expenditures	(21,323,037)	(7,890,198)		
	Fund Net	0	11,457,116		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

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

205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440025	Copy Service	0	170	170	0%
450074	Structural Building Permits	140,775	132,390	(8,385)	94%
450076	Manufactured Home Permits	360	421	61	117%
450078	Plumbing Permits	35,020	33,230	(1,790)	95%
450080	Mechanical Permits	12,057	12,756	699	106%
450082	Structural State Surcharge	15,580	15,366	(214)	99%
450084	Manuf. Housing State Surcharge	43	43	0	101%
450086	Plumbing State Surcharge	13,925	3,934	(9,991)	28%
450088	Mechanical Plans St. Surcharge	2,610	1,531	(1,079)	59%
450106	Structural Plan Review Fees	83,330	75,900	(7,430)	91%
450108	Plumbing Plan Review Fees	260	392	132	151%
450110	Mechanical Plan Review Fees	874	2,255	1,381	258%
450112	FL&S Plan Review Fees	2,000	8,865	6,865	443%
450124	Erosion Control Fees	22,000	18,375	(3,625)	84%
450126	Misc - Reinspect & Invstg Fee	800	632	(168)	79%
450130	Cornelius Permit Revenue	31,870	0	(31,870)	0%
470105	Interest	5,000	3,373	(1,627)	67%
495005	Fund Bal Avail. for Approp.	1,180,514	1,321,023	140,509	112%
	REVENUES TOTAL	1,547,018	1,630,655	83,637	105%
EXPENDITURES					
511005	Regular Employee Wages	(311,683)	(132,243)	179,440	42%
511015	Overtime	0	(21)	(21)	0%
512005	Health & Dental Benefits	(69,956)	(28,122)	41,834	40%
512008	Health Reimb Arrangement	(3,341)	(1,588)	1,753	48%
512010	Retirement	(53,482)	(21,230)	32,252	40%
512015	FICA	(23,844)	(9,965)	13,879	42%
512020	Workers Comp	(1,842)	(1,842)	0	100%
512025	Other Benefits	(1,654)	(1,038)	616	63%
512030	Other Payroll Taxes	(2,431)	(1,021)	1,410	42%
520110	Operating Supplies	(975)	(42)	933	4%
520120	Organization Business Expense	(400)	(448)	(48)	112%
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)	(760)	240	76%
520506	Postage	0	(210)	(210)	0%
520509	Telephone	(1,300)	(655)	645	50%
520521	Public Information	(150)	(82)	68	55%
520524	Publications	(2,000)	(924)	1,076	46%
520530	Memberships	(950)	(463)	488	49%
520533	Recruiting Expenses	0	(77)	(77)	0%
520557	Intergovernmental Services	(40,569)	(22,255)	18,314	55%
520578	Insurance & Bonds	(1,016)	(1,016)	0	100%
521003	Training/Conferences	(4,250)	(2,119)	2,131	50%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(24,250)	(8,258)	15,992	34%
521172	Bank Service Fees	(150)	(39)	111	26%
522003	Equipment Maint & Oper Supplies	(900)	0	900	0%
522021	Equipment Fund Charges	(9,839)	(4,919)	4,920	50%
522022	Information Systems Fund Charge	(5,527)	(2,764)	2,763	50%

205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522023	General Fund Admin Services	(51,814)	(51,814)	0	100%
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(676,495)	0	676,495	0%
	EXPENDITURES TOTAL	(1,547,018)	(294,473)	1,252,545	19%
	Department Net Totals	0	1,336,182		
	Fund Total Revenues	1,547,018	1,630,655		
	Fund Total Expenditures	(1,547,018)	(294,473)		
	Fund Net	0	1,336,182		

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422015	State Gas Tax	1,286,744	637,465	(649,279)	50%
422025	County Gas Tax	82,177	42,559	(39,618)	52%
440172	Streetlight Fee	140,000	73,221	(66,779)	52%
440190	External Work Performed	1,000	0	(1,000)	0%
450057	Other	0	6,971	6,971	0%
450100	Street Improv Fee-N Central Proj	0	9,450	9,450	0%
450114	Street Improv Fee-Pac Cross-SG	0	60	60	0%
470105	Interest	3,650	1,713	(1,937)	47%
470131	Sidewalk Program Interest	0	716	716	0%
470132	Sidewalk Program Principal	0	11,576	11,576	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	1,827,457	(851,159)	68%
EXPENDITURES					
511005	Regular Employee Wages	(178,064)	(92,653)	85,411	52%
511015	Overtime	(7,094)	(808)	6,286	11%
512005	Health & Dental Benefits	(59,357)	(28,522)	30,835	48%
512008	Health Reimb Arrangement	(2,162)	(1,073)	1,089	50%
512010	Retirement	(36,295)	(19,643)	16,652	54%
512015	FICA	(14,165)	(7,146)	7,019	50%
512020	Workers Comp	(4,906)	(4,906)	0	100%
512025	Other Benefits	(981)	(618)	363	63%
512030	Other Payroll Taxes	(1,441)	(650)	791	45%
520110	Operating Supplies	(3,000)	(299)	2,701	10%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(3,000)	(1,501)	1,499	50%
520150	Utilities	(78,000)	(35,254)	42,746	45%
520190	Computer Software	(3,000)	(802)	2,198	27%
520220	Small Equipment	(3,500)	(944)	2,556	27%
520240	Construction Supplies	(62,000)	(46,891)	15,109	76%
520280	Street Light Maint. (610-440170)	(80,000)	0	80,000	0%
520503	Printing	(500)	(177)	323	35%
520506	Postage	(200)	(4)	196	2%
520509	Telephone	(800)	(353)	447	44%
520521	Public Information	(500)	0	500	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(100)	(37)	64	37%
520557	Intergovernmental Services	(22,000)	(9,811)	12,189	45%
520578	Insurance & Bonds	(4,191)	(4,191)	0	100%
521003	Training/Conferences	(2,000)	(509)	1,491	25%
521150	Professional Services	(1,500)	(1,221)	279	81%
521168	Misc Medical Services	(250)	(239)	11	95%
521172	Bank Service Fees	(800)	(313)	487	39%
522003	Equipment Maint & Oper Supplies	(1,650)	(1,384)	266	84%
522012	Fuel/Oil	(1,000)	(262)	738	26%
522021	Equipment Fund Charges	(65,624)	(32,810)	32,814	50%
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%

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522309	Building/Facility Rental	(3,132)	(1,566)	1,566	50%
522315	Facility Mnt/Repairs	(1,000)	0	1,000	0%
550181	Major Tools & Work Equipment	(15,000)	(8,580)	6,420	57%
550563	Construction Maintenance	(392,650)	(310,567)	82,083	79%
550575	Street Construction	(204,469)	(110)	204,359	0%
550580	Sidewalk Program	(100,000)	(82)	99,918	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)	(1,101,219)	1,577,397	41%
Department Net Totals		0	726,238		
Fund Total Revenues		2,678,616	1,827,457		
Fund Total Expenditures		(2,678,616)	(1,101,219)		
Fund Net		0	726,238		

212 - Street Tree Fund

Department #31 - Planning

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450140	Tree Planting Fees	40,000	19,920	(20,080)	50%
470105	Interest	75	13	(62)	18%
495005	Fund Bal Avail. for Approp.	12,676	25,553	12,877	202%
	REVENUES TOTAL	52,751	45,486	(7,265)	86%
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	38,736		
	Fund Total Revenues	52,751	45,486		
	Fund Total Expenditures	(52,751)	(6,750)		
	Fund Net	0	38,736		

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

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420010	Rural District Share	195,500	0	(195,500)	0%
420065	State Fire Conflagration Reimburs	0	14,615	14,615	0%
445015	Sale of Equipment	40,000	0	(40,000)	0%
470105	Interest	2,000	993	(1,007)	50%
481005	Transfer from Other Funds	167,000	83,500	(83,500)	50%
495005	Fund Bal Avail. for Approp.	443,180	443,664	484	100%
	REVENUES TOTAL	847,680	542,772	(304,908)	64%
EXPENDITURES					
550181	Major Tools & Work Equipment	(71,250)	0	71,250	0%
551261	Equipment Replacement	(326,000)	(286,810)	39,190	88%
580206	Contingency	(70,275)	0	70,275	0%
590304	Unapp Fund Balance	(380,155)	0	380,155	0%
	EXPENDITURES TOTAL	(847,680)	(286,810)	560,870	34%
	Department Net Totals	0	255,962		
	Fund Total Revenues	847,680	542,772		
	Fund Total Expenditures	(847,680)	(286,810)		
	Fund Net	0	255,962		

226 - Fire SAFER Grant Fund

Department #22 - Fire

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430214	Homeland Security Grant	284,503	61,933	(222,570)	22%
495005	Fund Bal Avail. for Approp.	0	1,774	1,774	0%
	REVENUES TOTAL	284,503	63,707	(220,796)	22%
EXPENDITURES					
511005	Regular Employee Wages	(176,200)	(78,931)	97,269	45%
511015	Overtime	0	0	0	0%
512005	Health & Dental Benefits	(43,275)	(21,396)	21,879	49%
512008	Health Reimb Arrangement	(1,582)	0	1,582	0%
512010	Retirement	(40,174)	(16,120)	24,054	40%
512015	Fica	(13,479)	(5,921)	7,558	44%
512020	Workers Comp	(3,345)	(3,345)	0	100%
512025	Other Benefits	(1,114)	(588)	526	53%
512030	Other Payroll Taxes	(1,334)	(603)	731	45%
520110	Operating Supplies	(4,000)	(817)	3,183	20%
	EXPENDITURES TOTAL	(284,503)	(127,721)	156,782	45%
	Department Net Totals	0	(64,014)		
	Fund Total Revenues	284,503	63,707		
	Fund Total Expenditures	(284,503)	(127,721)		
	Fund Net	0	(64,014)		

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

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
422015	State Gas Tax	12,586	6,439	(6,147)	51%
480006	Reimbursements	43	6,304	6,261	#####%
495005	Fund Bal Avail. for Approp.	8,536	8,035	(501)	94%
	REVENUES TOTAL	21,165	20,778	(387)	98%
EXPENDITURES					
550169	General Capital Outlay	(21,165)	(6,026)	15,139	28%
	EXPENDITURES TOTAL	(21,165)	(6,026)	15,139	28%
	Department Net Totals	0	14,752		
	Fund Total Revenues	21,165	20,778		
	Fund Total Expenditures	(21,165)	(6,026)		
	Fund Net	0	14,752		

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

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
430725	DHS Transportation Grant	570,000	105,817	(464,183)	19%
	REVENUES TOTAL	570,000	105,817	(464,183)	19%
EXPENDITURES					
523015	Transportation Grant	(570,000)	(1)	569,999	0%
	EXPENDITURES TOTAL	(570,000)	(1)	569,999	0%
	Department Net Totals	0	105,816		
	Fund Total Revenues	570,000	105,817		
	Fund Total Expenditures	(570,000)	(1)		
	Fund Net	0	105,816		

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

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420050	Rural Fire District	32,500	23,666	(8,834)	73%
470105	Interest	3,500	1,821	(1,679)	52%
481007	Transfer from General Fund	500,000	500,000	0	100%
495005	Fund Bal Avail. for Approp.	618,738	607,691	(11,047)	98%
	REVENUES TOTAL	1,154,738	1,133,179	(21,559)	98%
EXPENDITURES					
550166	Building Improvements	(500,000)	(103,973)	396,027	21%
550171	Capital Projects - Public Safety	0	(66,328)	(66,328)	0%
550173	Capital Projects - Aquatic Center	0	(25,252)	(25,252)	0%
590304	Unapp Fund Balance	(654,738)	0	654,738	0%
	EXPENDITURES TOTAL	(1,154,738)	(195,554)	959,184	17%
	Department Net Totals	0	937,625		
	Fund Total Revenues	1,154,738	1,133,179		
	Fund Total Expenditures	(1,154,738)	(195,554)		
	Fund Net	0	937,625		

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

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
420025	Metro Enhancement Fee	53,800	28,313	(25,487)	53%
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	41,914	(28,183)	60%
EXPENDITURES					
523003	Comm Enhancement Grants	(56,604)	(37,210)	19,394	66%
523004	CEP Carryover	(5,082)	0	5,082	0%
590304	Unapp Fund Balance	(8,411)	0	8,411	0%
	EXPENDITURES TOTAL	(70,097)	(37,210)	32,887	53%
	Department Net Totals	0	4,704		
	Fund Total Revenues	70,097	41,914		
	Fund Total Expenditures	(70,097)	(37,210)		
	Fund Net	0	4,704		

280 - Public Arts Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	80	20	(60)	25%
471025	Public Arts Comm. Donations	2,000	1,565	(435)	78%
495005	Fund Bal Avail. for Approp.	14,705	13,231	(1,474)	90%
	REVENUES TOTAL	16,785	14,816	(1,969)	88%
EXPENDITURES					
520564	Public Arts Comm. Expenditures	(16,785)	(4,188)	12,597	25%
	EXPENDITURES TOTAL	(16,785)	(4,188)	12,597	25%
	Department Net Totals	0	10,629		
	Fund Total Revenues	16,785	14,816		
	Fund Total Expenditures	(16,785)	(4,188)		
	Fund Net	0	10,629		

310 - Traffic Impact Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	16,036	7,721	(8,315)	48%
495005	Fund Bal Avail. for Approp.	3,136,505	3,135,108	(1,397)	100%
	REVENUES TOTAL	3,152,541	3,142,829	(9,713)	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	3,142,829		
	Fund Total Revenues	3,152,541	3,142,829		
	Fund Total Expenditures	(3,152,541)	0		
	Fund Net	0	3,142,829		

311 - Transportation Development Tax Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451070	Transportation Development Tax	533,200	560,074	26,874	105%
470105	Interest	15,880	10,137	(5,743)	64%
495005	Fund Bal Avail. for Approp.	3,251,145	3,392,358	141,213	104%
	REVENUES TOTAL	3,800,225	3,962,569	162,344	104%
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	3,962,569		
	Fund Total Revenues	3,800,225	3,962,569		
	Fund Total Expenditures	(3,800,225)	0		
	Fund Net	0	3,962,569		

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

Budget Year Elapsed → 50%

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	159,000	(201,000)	44%
470105	Interest	8,000	3,859	(4,141)	48%
495005	Fund Bal Avail. for Approp.	1,316,528	1,354,581	38,053	103%
	REVENUES TOTAL	2,080,028	1,617,440	(462,588)	78%
EXPENDITURES					
521150	Professional Services	(200,000)	(159)	199,841	0%
550200	Parks Projects - General	(1,446,778)	(252,376)	1,194,402	17%
550248	Trails and Greenways	(433,250)	0	433,250	0%
	EXPENDITURES TOTAL	(2,080,028)	(252,535)	1,827,493	12%
	Department Net Totals	0	1,364,905		
	Fund Total Revenues	2,080,028	1,617,440		
	Fund Total Expenditures	(2,080,028)	(252,535)		
	Fund Net	0	1,364,905		

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

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	8,500	4,267	(4,233)	50%
495005	Fund Bal Avail. for Approp.	1,827,680	1,570,033	(257,647)	86%
	REVENUES TOTAL	1,836,180	1,574,300	(261,880)	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	1,574,300		
	Fund Total Revenues	1,836,180	1,574,300		
	Fund Total Expenditures	(1,836,180)	0		
	Fund Net	0	1,574,300		

350 - CIP Excise Tax Fund

Department #12 - Administration Services

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
450200	C.I.P. Fees	294,000	166,127	(127,873)	57%
470105	Interest	750	278	(472)	37%
495005	Fund Bal Avail. for Approp.	149,761	169,309	19,548	113%
	REVENUES TOTAL	444,511	335,714	(108,797)	76%
EXPENDITURES					
550170	Capital Projects - Support Service	(88,123)	(8,505)	79,618	10%
550171	Capital Projects - Public Safety	(80,002)	(67,905)	12,097	85%
570127	Transfer to Other Funds	(276,386)	(138,193)	138,193	50%
	EXPENDITURES TOTAL	(444,511)	(214,603)	229,908	48%
	Department Net Totals	0	121,111		
	Fund Total Revenues	444,511	335,714		
	Fund Total Expenditures	(444,511)	(214,603)		
	Fund Net	0	121,111		

410 - General Debt Service Fund

Department #19 -

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
411003	Property Taxes	494,500	465,645	(28,855)	94%
411150	Property Tax Prior Years	9,500	7,560	(1,940)	80%
470105	Interest	1,100	592	(508)	54%
495005	Fund Bal Avail. for Approp.	48,834	47,372	(1,462)	97%
	REVENUES TOTAL	553,934	521,170	(32,764)	94%
EXPENDITURES					
562008	Principal - 2010 Series	(480,000)	0	480,000	0%
562048	Interest - 2010 Series	(31,600)	(15,800)	15,800	50%
590304	Unapp Fund Balance	(42,334)	0	42,334	0%
	EXPENDITURES TOTAL	(553,934)	(15,800)	538,134	3%
	Department Net Totals	0	505,370		
	Fund Total Revenues	553,934	521,170		
	Fund Total Expenditures	(553,934)	(15,800)		
	Fund Net	0	505,370		

430 - SPWF-Debt Service Fund

Department #19 -

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451200	Assessment Charges	5,195	5,507	312	106%
470130	Interest - Assessments	1,821	1,509	(312)	83%
481007	Transfer from General Fund	15,000	15,000	0	100%
495005	Fund Bal Avail. for Approp.	15,219	15,219	0	100%
	REVENUES TOTAL	37,235	37,236	1	100%
EXPENDITURES					
562020	Principal - 95 S.P.W.F. Loan	(23,414)	(23,414)	0	100%
562055	Interest - 95 S.P.W.F. Loan	(2,704)	(2,704)	0	100%
590304	Unapp Fund Balance	(11,117)	0	11,117	0%
	EXPENDITURES TOTAL	(37,235)	(26,118)	11,117	70%
	Department Net Totals	0	11,118		
	Fund Total Revenues	37,235	37,236		
	Fund Total Expenditures	(37,235)	(26,118)		
	Fund Net	0	11,118		

505 - Library Endowment Fund

Department #14 - Library

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
470105	Interest	210	103	(107)	49%
495005	Fund Bal Avail. for Approp.	0	283	283	0%
495006	Restricted Fund Balance	41,452	41,186	(266)	99%
	REVENUES TOTAL	41,662	41,573	(89)	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	41,573		
	Fund Total Revenues	41,662	41,573		
	Fund Total Expenditures	(41,662)	0		
	Fund Net	0	41,573		

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440035	NSF Handling Charge	1,500	999	(501)	67%
440105	Residential Sales	7,637,739	2,941,213	(4,696,526)	39%
440110	General Service - 1 ph Sales	671,270	266,216	(405,054)	40%
440112	General Service - 3 ph Sales	668,449	327,832	(340,617)	49%
440120	Industrial Service - Special Contr	1,847,896	793,518	(1,054,378)	43%
440125	Large Commercial Industrial	3,981,429	1,784,883	(2,196,546)	45%
440130	Public Street Lighting Sales	68,875	28,208	(40,667)	41%
440135	Rental Lights	105,295	43,188	(62,107)	41%
440140	Irrigation Service	5,927	4,061	(1,866)	69%
440150	Green Power Units	10,800	3,528	(7,272)	33%
440165	Connection Charges	60,000	126,918	66,918	212%
440170	Street Light Maint. (210-520280)	73,000	0	(73,000)	0%
440175	Disconnect/Reconnect Charges	22,500	10,176	(12,325)	45%
440180	Pole Rental	21,749	0	(21,749)	0%
440302	Auditorium Rental	24,142	12,999	(11,143)	54%
445005	Sale of Scrap	15,000	6,428	(8,572)	43%
445010	Sale of Materials	2,500	0	(2,500)	0%
445015	Sale of Equipment	3,000	0	(3,000)	0%
450057	Other	30,000	44,160	14,160	147%
470105	Interest	31,020	7,977	(23,043)	26%
480020	Conservation Incentive Reimburse	200,000	22,259	(177,741)	11%
495005	Fund Bal Avail. for Approp.	5,874,926	6,080,395	205,469	103%
	REVENUES TOTAL	21,357,017	12,504,959	(8,852,058)	59%
EXPENDITURES					
511005	Regular Employee Wages	(2,036,656)	(892,024)	1,144,632	44%
511010	Part-Time Employee Wages	(7,800)	(12,653)	(4,853)	162%
511015	Overtime	(97,920)	(54,977)	42,943	56%
511020	Temporary Employee Wages	(28,000)	(6,640)	21,360	24%
512005	Health & Dental Benefits	(433,426)	(182,397)	251,029	42%
512008	Health Reimb Arrangement	(21,244)	(2,855)	18,389	13%
512010	Retirement	(429,060)	(188,227)	240,833	44%
512015	Fica	(166,034)	(71,807)	94,227	43%
512020	Workers Comp	(26,911)	(26,911)	0	100%
512025	Other Benefits	(11,503)	(5,109)	6,394	44%
512030	Other Payroll Taxes	(16,451)	(7,339)	9,112	45%
520110	Operating Supplies	(12,000)	(7,155)	4,845	60%
520120	Organization Business Expense	(15,650)	(6,044)	9,606	39%
520130	Personnel Uniforms & Equipment	(31,200)	(6,608)	24,592	21%
520150	Utilities	(30,968)	(12,600)	18,368	41%
520180	Subscriptions & Books	(1,000)	(214)	786	21%
520190	Computer Software	(12,500)	(7,339)	5,161	59%
520200	Computer Software Maintenance	(6,800)	0	6,800	0%
520220	Small Equipment	(40,000)	(22,876)	17,124	57%
520240	Construction Supplies	(720,000)	(562,670)	157,330	78%
520260	Purchased Power	(9,170,003)	(4,362,078)	4,807,925	48%
520270	Miscellaneous	(1,000)	(60)	940	6%
520503	Printing	(2,000)	(647)	1,353	32%
520506	Postage	(3,000)	(637)	2,363	21%
520509	Telephone	(10,000)	(3,285)	6,715	33%
520521	Public Information	(42,000)	(5,900)	36,100	14%

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
520524	Publications	(2,150)	(379)	1,771	18%
520530	Memberships	(105,932)	(43,796)	62,136	41%
520533	Recruiting Expenses	(3,500)	(195)	3,305	6%
520542	Bill Paying Assistance Program	(75,000)	(677)	74,323	1%
520554	Conservation Incentives	(50,000)	0	50,000	0%
520555	Industrial Conservation Augmenta	(200,000)	(77,463)	122,537	39%
520556	Green Power Info & Promotion	(2,000)	0	2,000	0%
520557	Intergovernmental Services	(16,500)	(13,043)	3,457	79%
520578	Insurance & Bonds	(43,116)	(42,780)	336	99%
521003	Training/Conferences	(48,200)	(9,379)	38,821	19%
521113	Attorney Services	(5,000)	0	5,000	0%
521150	Professional Services	(59,800)	(31,286)	28,514	52%
521162	Consultants	(38,000)	0	38,000	0%
521165	Contracts for Services	(95,000)	(27,113)	67,887	29%
521168	Misc Medical Services	(3,850)	(730)	3,120	19%
521172	Bank Service Fees	(45,000)	(33,465)	11,535	74%
522003	Equipment Maint & Oper Supplies	(30,000)	(8,065)	21,935	27%
522006	Equipment/Vehicle Rental	(5,000)	0	5,000	0%
522009	Vehicle Maint & Oper Supplies	(39,500)	(19,633)	19,867	50%
522010	Vehicle Maint External	(22,000)	(21,304)	696	97%
522012	Fuel/Oil	(41,355)	(23,409)	17,946	57%
522022	Information Systems Fund Charge	(21,472)	(10,736)	10,736	50%
522023	General Fund Admin Services	(1,184,807)	(592,403)	592,404	50%
522306	Rents & Leases	(14,650)	(141)	14,509	1%
522312	Facility Maintenance Supplies	(10,700)	(1,449)	9,251	14%
522315	Facility Mnt/Repairs	(12,500)	(8,845)	3,655	71%
550166	Building Improvements	(183,000)	(77,324)	105,676	42%
550181	Major Tools & Work Equipment	(50,000)	0	50,000	0%
550959	Substation Improvements	(1,250,000)	(916,467)	333,533	73%
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)	(90,694)	54,306	63%
570127	Transfer to Other Funds	(136,757)	(64,779)	71,978	47%
570130	In-Lieu of Tax	(770,519)	(385,259)	385,260	50%
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)	(9,265,137)	12,091,880	43%
Department Net Totals		0	3,239,822		
Fund Total Revenues		21,357,017	12,504,959		
Fund Total Expenditures		(21,357,017)	(9,265,137)		
Fund Net		0	3,239,822		

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	3,772,999	1,636,665	(2,136,334)	43%
440106	Commercial Sales	849,973	443,327	(406,646)	52%
440120	Industrial Service - Special Contr	212,425	103,950	(108,475)	49%
445010	Sale of Materials	0	546	546	0%
450057	Other	800	0	(800)	0%
451040	Sewer Laterals	2,000	0	(2,000)	0%
470105	Interest	11,978	5,459	(6,519)	46%
495005	Fund Bal Avail. for Approp.	2,394,391	2,468,589	74,198	103%
	REVENUES TOTAL	7,244,566	4,658,535	(2,586,031)	64%
EXPENDITURES					
511005	Regular Employee Wages	(217,058)	(62,871)	154,187	29%
511015	Overtime	(2,069)	(879)	1,190	42%
512005	Health & Dental Benefits	(68,299)	(33,147)	35,152	49%
512008	Health Reimb Arrangement	(2,530)	(1,250)	1,280	49%
512010	Retirement	(45,434)	(13,016)	32,418	29%
512015	FICA	(16,798)	(4,913)	11,885	29%
512020	Workers Comp	(6,399)	(6,399)	0	100%
512025	Other Benefits	(1,164)	(757)	407	65%
512030	Other Payroll Taxes	(1,700)	(761)	939	45%
520110	Operating Supplies	(3,000)	(570)	2,430	19%
520120	Organization Business Expense	(150)	(6)	144	4%
520130	Personnel Uniforms & Equipment	(3,250)	(1,609)	1,641	50%
520150	Utilities	(2,200)	(1,115)	1,085	51%
520190	Computer Software	(4,900)	(802)	4,098	16%
520220	Small Equipment	(6,000)	(588)	5,412	10%
520240	Construction Supplies	(7,000)	(1,552)	5,448	22%
520503	Printing	(200)	(27)	173	13%
520506	Postage	(400)	(56)	344	14%
520509	Telephone	(800)	(193)	607	24%
520521	Public Information	(200)	0	200	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(700)	(837)	(137)	120%
520557	Intergovernmental Services	(3,670,791)	(1,650,124)	2,020,667	45%
520578	Insurance & Bonds	(25,145)	(25,145)	0	100%
521003	Training/Conferences	(2,825)	(184)	2,641	7%
521150	Professional Services	(3,500)	(305)	3,195	9%
521168	Misc Medical Services	(500)	(140)	360	28%
521172	Bank Service Fees	(23,000)	(12,217)	10,783	53%
522003	Equipment Maint & Oper Supplies	(1,900)	(2,007)	(107)	106%
522012	Fuel/Oil	(100)	(1)	99	1%
522021	Equipment Fund Charges	(110,799)	(55,401)	55,398	50%
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)	(3,132)	3,132	50%
522312	Facility Maintenance Supplies	(300)	(69)	231	23%
522315	Facility Mnt/Repairs	(500)	(519)	(19)	104%
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%

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
562041	Interest - CWS/City Phase III Reh	(5,890)	(4,151)	1,739	70%
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)	(2,454,414)	4,790,152	34%
	Department Net Totals	0	2,204,121		
	Fund Total Revenues	7,244,566	4,658,535		
	Fund Total Expenditures	(7,244,566)	(2,454,414)		
	Fund Net	0	2,204,121		

622 - Sewer SDC Fund

Department #54 - Sewer

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	784,000	215,488	(568,513)	27%
451042	Sunset Sewer Connection Fee	1,000	0	(1,000)	0%
470105	Interest	2,274	2,978	704	131%
495005	Fund Bal Avail. for Approp.	909,718	1,224,873	315,155	135%
REVENUES TOTAL		1,696,992	1,443,339	(253,653)	85%
EXPENDITURES					
520557	Intergovernmental Services	(727,200)	(172,390)	554,810	24%
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)	(233,387)	1,463,605	14%
Department Net Totals		0	1,209,951		
Fund Total Revenues		1,696,992	1,443,339		
Fund Total Expenditures		(1,696,992)	(233,387)		
Fund Net		0	1,209,951		

630 - Water Fund

Department #53 - Water

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440105	Residential Sales	2,314,641	1,292,134	(1,022,507)	56%
440106	Commercial Sales	687,947	428,102	(259,845)	62%
440118	Multi-Family Sales	387,468	186,694	(200,774)	48%
440120	Industrial Service - Special Contr	300,361	151,212	(149,149)	50%
440160	Non-Metered Sales	34,901	16,555	(18,346)	47%
440165	Connection Charges	22,880	21,496	(1,384)	94%
440190	External Work Performed	0	834	834	0%
440305	Building Rental Income	35,928	17,964	(17,964)	50%
445025	Timber Sales - Even Fiscal Years	937,500	0	(937,500)	0%
445026	Timber Sales - Odd Fiscal Years	0	844,211	844,211	0%
450057	Other	5,000	2,092	(2,908)	42%
470105	Interest	17,362	9,857	(7,505)	57%
495005	Fund Bal Avail. for Approp.	3,469,823	3,967,502	497,679	114%
	REVENUES TOTAL	8,213,811	6,938,654	(1,275,157)	84%
EXPENDITURES					
511005	Regular Employee Wages	(557,288)	(263,804)	293,484	47%
511015	Overtime	(29,560)	(14,551)	15,009	49%
512005	Health & Dental Benefits	(166,925)	(75,302)	91,623	45%
512008	Health Reimb Arrangement	(6,561)	(2,951)	3,610	45%
512010	Retirement	(119,881)	(55,084)	64,797	46%
512015	FICA	(44,894)	(21,244)	23,650	47%
512020	Workers Comp	(14,326)	(14,326)	0	100%
512025	Other Benefits	(3,111)	(1,998)	1,113	64%
512030	Other Payroll Taxes	(4,554)	(2,145)	2,409	47%
520110	Operating Supplies	(101,700)	(15,710)	85,990	15%
520120	Organization Business Expense	(250)	0	250	0%
520130	Personnel Uniforms & Equipment	(5,900)	(2,749)	3,151	47%
520150	Utilities	(82,468)	(35,155)	47,313	43%
520190	Computer Software	(4,200)	(1,057)	3,143	25%
520220	Small Equipment	(16,000)	(842)	15,158	5%
520240	Construction Supplies	(182,000)	(145,410)	36,590	80%
520250	JWC Water Purchases	(250,000)	(127,398)	122,602	51%
520503	Printing	(2,500)	(312)	2,188	12%
520506	Postage	(1,050)	(522)	528	50%
520509	Telephone	(6,198)	(2,666)	3,532	43%
520521	Public Information	(250)	(107)	143	43%
520524	Publications	(532)	(47)	485	9%
520530	Memberships	(1,258)	(352)	907	28%
520548	Watershed Management	(10,000)	(3,455)	6,545	35%
520550	Watershed Maintenance	(20,000)	(80)	19,920	0%
520551	Timber Harvesting - Odd Fiscal Ye	(377,000)	(221,266)	155,734	59%
520557	Intergovernmental Services	(79,207)	(40,752)	38,455	51%
520578	Insurance & Bonds	(23,762)	(23,762)	0	100%
521003	Training/Conferences	(7,600)	(184)	7,416	2%
521113	Attorney Services	(6,500)	0	6,500	0%
521150	Professional Services	(57,750)	(16,068)	41,682	28%
521168	Misc Medical Services	0	(332)	(332)	0%
521172	Bank Service Fees	(20,000)	(11,834)	8,166	59%
522003	Equipment Maint & Oper Supplies	(6,600)	(5,964)	636	90%
522012	Fuel/Oil	(200)	(35)	165	17%

630 - Water Fund

Department #53 - Water

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522021	Equipment Fund Charges	(139,125)	(69,561)	69,564	50%
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)	(3,746)	10,954	25%
522315	Facility Mnt/Repairs	(27,000)	(7,253)	19,747	27%
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)	(18,902)	219,688	8%
550666	Water Line Extension	(300,000)	(1,061)	298,939	0%
550669	Water Treatment Plant Equip	(188,000)	(152,327)	35,673	81%
550672	Watershed Capital	(20,000)	(11,369)	8,631	57%
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)	(34,154)	(1)	100%
562046	2013 Refunding FFCO - Interest	(78,090)	(39,045)	39,045	50%
562070	Interest - Scoggins Reservoir	(38,645)	(38,643)	2	100%
570127	Transfer to Other Funds	(54,886)	(44,615)	10,271	81%
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)	(2,566,109)	5,647,702	31%
Department Net Totals		0	4,372,546		
Fund Total Revenues		8,213,811	6,938,654		
Fund Total Expenditures		(8,213,811)	(2,566,109)		
Fund Net		0	4,372,546		

632 - Water SDC Fund

Department #53 - Water

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451005	System Development Charge	376,591	244,784	(131,807)	65%
470105	Interest	16,605	9,473	(7,132)	57%
495005	Fund Bal Avail. for Approp.	3,169,827	3,477,975	308,148	110%
	REVENUES TOTAL	3,563,023	3,732,232	169,209	105%
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	3,727,232		
	Fund Total Revenues	3,563,023	3,732,232		
	Fund Total Expenditures	(3,563,023)	(5,000)		
	Fund Net	0	3,727,232		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440101	Surface Water Management Fees	1,117,846	515,770	(602,076)	46%
450057	Other	0	300	300	0%
470105	Interest	1,741	382	(1,359)	22%
495005	Fund Bal Avail. for Approp.	348,215	392,771	44,556	113%
	REVENUES TOTAL	1,467,802	909,223	(558,579)	62%
EXPENDITURES					
511005	Regular Employee Wages	(216,770)	(124,817)	91,953	58%
511015	Overtime	(1,000)	(961)	39	96%
512005	Health & Dental Benefits	(72,431)	(34,969)	37,462	48%
512008	Health Reimb Arrangement	(2,661)	(1,335)	1,326	50%
512010	Retirement	(44,225)	(25,380)	18,845	57%
512015	FICA	(16,583)	(9,604)	6,979	58%
512020	Workers Comp	(6,023)	(6,023)	0	100%
512025	Other Benefits	(1,149)	(734)	415	64%
512030	Other Payroll Taxes	(1,685)	(808)	877	48%
520110	Operating Supplies	(2,000)	(103)	1,897	5%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(4,000)	(1,730)	2,270	43%
520150	Utilities	(1,050)	0	1,050	0%
520190	Computer Software	(3,300)	(802)	2,498	24%
520220	Small Equipment	(3,000)	(900)	2,100	30%
520240	Construction Supplies	(6,000)	(6,689)	(689)	111%
520503	Printing	(250)	(167)	83	67%
520506	Postage	(50)	0	50	0%
520509	Telephone	(600)	(62)	538	10%
520521	Public Information	(2,000)	(702)	1,299	35%
520524	Publications	(300)	0	300	0%
520530	Memberships	(200)	(37)	164	18%
520557	Intergovernmental Services	(253,388)	(111,569)	141,819	44%
520578	Insurance & Bonds	(9,914)	(9,914)	0	100%
521003	Training/Conferences	(2,000)	(344)	1,656	17%
521150	Professional Services	(55,000)	(8,286)	46,714	15%
521168	Misc Medical Services	(500)	(115)	385	23%
521172	Bank Service Fees	(4,000)	(2,551)	1,449	64%
522003	Equipment Maint & Oper Supplies	(2,000)	(354)	1,646	18%
522012	Fuel/Oil	(100)	0	100	0%
522021	Equipment Fund Charges	(139,108)	(69,556)	69,552	50%
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)	(1,566)	1,566	50%
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)	(647,033)	820,769	44%
	Department Net Totals	0	262,190		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	1,467,802	909,223		
	Fund Total Expenditures	(1,467,802)	(647,033)		
	Fund Net	0	262,190		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
451006	SWM SDC Quality	18,000	(286)	(18,286)	-2%
451007	SWM SDC Quantity	22,000	14,374	(7,626)	65%
470105	Interest	1,916	1,037	(879)	54%
495005	Fund Bal Avail. for Approp.	383,160	394,026	10,866	103%
	REVENUES TOTAL	425,076	409,152	(15,924)	96%
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	409,152		
	Fund Total Revenues	425,076	409,152		
	Fund Total Expenditures	(425,076)	0		
	Fund Net	0	409,152		

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

Budget Year Elapsed → 50%

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	1,139	(1,861)	38%
495005	Fund Bal Avail. for Approp.	526,718	467,788	(58,930)	89%
	REVENUES TOTAL	758,794	580,201	(178,593)	76%
EXPENDITURES					
520110	Operating Supplies	(500)	(203)	297	41%
520190	Computer Software	(5,950)	(9,475)	(3,525)	159%
520200	Computer Software Maintenance	(59,826)	(32,960)	26,866	55%
520210	Computer Supplies	(17,500)	(6,648)	10,852	38%
520220	Small Equipment	(49,462)	(10,005)	39,457	20%
520506	Postage	0	(4)	(4)	0%
520557	Intergovernmental Services	(10,329)	(9,177)	1,152	89%
521003	Training/Conferences	(7,500)	0	7,500	0%
521150	Professional Services	(6,000)	(3,358)	2,643	56%
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)	(83,000)	0	100%
580206	Contingency	(23,358)	0	23,358	0%
590304	Unapp Fund Balance	(371,641)	0	371,641	0%
	EXPENDITURES TOTAL	(758,794)	(200,491)	558,303	26%
	Department Net Totals	0	379,710		
	Fund Total Revenues	758,794	580,201		
	Fund Total Expenditures	(758,794)	(200,491)		
	Fund Net	0	379,710		

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
440190	External Work Performed	1,000	0	(1,000)	0%
440220	Equipment Rental	551,181	275,577	(275,604)	50%
440221	City Hall Vehicle Replacement	18,891	9,447	(9,444)	50%
440222	Parks Veh & Equipment Replacem	28,800	14,400	(14,400)	50%
440224	Public Works Veh & Equipment R	202,513	101,257	(101,256)	50%
440227	Light/Fire Maintenance	30,000	31,749	1,749	106%
440228	Sale of Gas & Oil	66,000	40,232	(25,768)	61%
445015	Sale of Equipment	10,000	11,628	1,628	116%
470105	Interest	4,000	2,757	(1,243)	69%
481005	Transfer from Other Funds	209,386	54,693	(154,693)	26%
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	1,558,306	(557,936)	74%
EXPENDITURES					
511005	Regular Employee Wages	(139,839)	(63,577)	76,262	45%
511015	Overtime	(2,069)	0	2,069	0%
512005	Health & Dental Benefits	(43,860)	(21,571)	22,289	49%
512008	Health Reimb Arrangement	(1,587)	(772)	815	49%
512010	Retirement	(25,357)	(11,521)	13,836	45%
512015	FICA	(10,856)	(4,826)	6,030	44%
512020	Workers Comp	(2,653)	(2,653)	0	100%
512025	Other Benefits	(840)	(583)	257	69%
512030	Other Payroll Taxes	(1,099)	(493)	606	45%
520110	Operating Supplies	(1,500)	(202)	1,298	13%
520120	Organization Business Expense	0	(10)	(10)	0%
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)	(488)	2,012	20%
520503	Printing	(100)	0	100	0%
520506	Postage	(1,000)	(62)	938	6%
520509	Telephone	(350)	(67)	283	19%
520557	Intergovernmental Services	(1,000)	(89)	911	9%
520578	Insurance & Bonds	(27,792)	(27,792)	0	100%
521003	Training/Conferences	(2,000)	(544)	1,456	27%
521150	Professional Services	(3,000)	(1,043)	1,957	35%
521172	Bank Service Fees	(250)	(78)	172	31%
522003	Equipment Maint & Oper Supplies	(1,600)	(111)	1,489	7%
522009	Vehicle Maint & Oper Supplies	(68,000)	(27,908)	40,092	41%
522010	Vehicle Maint External	(27,000)	(1,553)	25,447	6%
522012	Fuel/Oil	(250,000)	(101,157)	148,843	40%
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)	(11,700)	11,700	50%
551262	City Hall Veh Replacement	(25,000)	(314)	24,686	1%
551263	Parks Veh & Equipmnt Replacem	(45,500)	(29,067)	16,433	64%
551264	Police Veh & Equipmnt Replacem	(102,000)	(73,281)	28,719	72%
551265	Public Works Veh & Equipmnt Re	(400,000)	0	400,000	0%

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(645,796)	0	645,796	0%
	EXPENDITURES TOTAL	(2,116,242)	(384,818)	1,731,424	18%
	Department Net Totals	0	1,173,487		
	Fund Total Revenues	2,116,242	1,558,306		
	Fund Total Expenditures	(2,116,242)	(384,818)		
	Fund Net	0	1,173,487		

730 - City Utility Fund

Department #12 - Administration Services

For the Period Ending: December, 2014

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
REVENUES					
481005	Transfer from Other Funds	136,757	64,779	(71,978)	47%
481010	Transfer from Water Fund	53,888	44,615	(9,273)	83%
	REVENUES TOTAL	190,645	109,393	(81,252)	57%
EXPENDITURES					
520151	City Hall Utilities	(28,500)	(13,691)	14,809	48%
520152	Library Utilities	(30,000)	(13,711)	16,289	46%
520153	Aquatics Utilities	(40,000)	(22,373)	17,627	56%
520154	Parks Utilities	(53,000)	(41,885)	11,115	79%
520155	Police Utilities	(21,200)	(8,972)	12,228	42%
520156	Fire Utilities	(14,945)	(7,650)	7,295	51%
520157	Engineering Building Utilities	(3,000)	(1,111)	1,889	37%
	EXPENDITURES TOTAL	(190,645)	(109,393)	81,252	57%
	Department Net Totals	0	0		
	Fund Total Revenues	190,645	109,393		
	Fund Total Expenditures	(190,645)	(109,393)		
	Fund Net	0	0		

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

Budget Year Elapsed → 50%

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	1,135	(2,365)	32%
471035	SAIF Dividend	0	71,338	71,338	0%
472005	Miscellaneous	0	11,705	11,705	0%
481005	Transfer from Other Funds	183,000	183,000	0	100%
495005	Fund Bal Avail. for Approp.	447,235	436,969	(10,266)	98%
	REVENUES TOTAL	1,051,083	1,121,495	70,412	107%
EXPENDITURES					
520585	Property/Liability Premiums	(257,350)	(263,990)	(6,640)	103%
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)	(618)	9,382	6%
520593	WC Claims - Light & Power Fund	0	(795)	(795)	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)	(514,515)	536,568	49%
	Department Net Totals	0	606,980		
	Fund Total Revenues	1,051,083	1,121,495		
	Fund Total Expenditures	(1,051,083)	(514,515)		
	Fund Net	0	606,980		



6.

February 23, 2015

REPORT ON AN ORDINANCE OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, AUTHORIZING THE ISSUANCE OF CAMPUS IMPROVEMENT AND REFUNDING REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR THE UNIVERSITY

Project Team: Paul Downey, Director of Administrative Services
Tom Gamble, City Manager Pro-Tem

ISSUE STATEMENT: The interest rate market has created a favorable market for refinancing prior bonds issues. The City refinanced its outstanding bonds to lower the amount of interest being paid. Likewise, Pacific University has requested the City approve the issuance of bonds to refinance the 2005 conduit bonds issued by the City for Pacific University and provide about \$3 million in new financing for smaller capital projects. Bond Counsel has prepared an ordinance to authorize the issuance of the bonds and comply with the requirements of IRS Section 147. Due to the proposed timing of the bond issuance, this ordinance needs to have the first and second reading at tonight's meeting. Staff has advertised the ordinance as required to meet the Council rules to pass an ordinance in one meeting. Five councilors are required to pass this ordinance at this meeting for it to be approved. The ordinance will be effective 30 days after it is passed.

DISCUSSION: Since 1988, the City has issued conduit bonds, including refinancing of prior bonds, seven times for Pacific University and twice for the Oak Tree Foundation, a non-profit formed to develop student housing at Pacific University.

Pacific University wants to complete this bond issuance in a timely manner while the bond market is favorable. To do this the City needs to: 1) authorize issuance of the bonds; and 2) comply with requirements of IRS Section 147 which requires the Council hold a public hearing to allow public comment regarding issuance of the bonds and the uses and purposes of the bonds. The proposed ordinance prepared by Bond Counsel will authorize the issuance of the bonds and meet the requirement of IRS Section 147. The City of Hillsboro will also hold a hearing to approve the issuance of the bonds since some of the projects being refinanced are located in Hillsboro. Federal regulations require that both the jurisdiction issuing the bonds and the jurisdiction where the project is located approve the bonds. Approving this ordinance is the only action that the City Council has to take. The ordinance, like all the prior bond issuances, authorizes City staff to complete the transaction on behalf of the City.

These bonds would be issued by the City under ORS 352.790 through 352.820 which authorizes municipalities to issue revenue bonds to finance education facilities and to loan proceeds to educational institutions. The bonds would not be recognized as a liability of the City because they would be secured solely by the specific projects and revenue available to Pacific University. These bonds would not be included in calculating the City's debt limitation under state law. Neither the bond principal nor the bond interest would ever be payable from any funds or assets of the City. In the unlikely event of a default, the City would not be liable for any of the defaulted amounts. A default could possibly impact the City's credit rating as the bonds are issued in the City's name. If there was a default, the City would have to disclose that fact in its Annual Financial Report.

The University is requesting that the City issue up to \$40,000,000 in new bond proceeds. The transaction is scheduled to be completed by the end of April 2015. Those proceeds would be loaned to Pacific University which will use the proceeds to: 1) refinance some or all of the City's outstanding 2005 Campus Improvement and Refunding Revenue Bonds (Pacific University Project); 2) finance new projects (the "New Projects") as described below; 3) fund a debt service reserve, if required; and 4) pay certain costs of issuing the Bonds.

The New Projects to be financed with the proceeds of the Bonds include: 1) capital improvements to Price Hall, an approximately 17,423 square foot facility used primarily for academic programs of the University and located on the University's campus in Forest Grove at 2150 Cedar Street, Forest Grove; 2) capital improvements to Scott Hall, an approximately 40,344 square foot facility used primarily for administrative functions, student life functions, and academic program functions of the University and located on the University's campus in Forest Grove at 2125 College Way, Forest Grove; 3) capital improvements to Strain Hall, an approximately 30,393 square foot facility used primarily for academic programs of the University and located on the University's campus in Forest Grove at 2172 Cedar Street, Forest Grove; 4) the purchase, construction, and equipping of up to two portable buildings, the square footage of which is reasonably expected, in the aggregate, not to exceed 10,000 square feet, to be used by the University in its academic programs and to be located on the University's campus in Forest Grove, Oregon in the area bound by Pacific Avenue, Cedar Street, Main Street, and University Avenue; and 5) other capital improvements related to these projects, including landscaping, sidewalks, and capital infrastructure on the University's Forest Grove campus. The New Projects will all be located in Forest Grove, Oregon, and owned by the University.

As part of the bond issuance process, the University has requested bond ratings from Moody's. The ratings process is underway and will be completed prior to the pricing of the bonds.

If this ordinance is passed, a thirty-day period will start in which an elector may challenge the issuance of the bonds by gathering a petition signed by five percent of the registered voters in the City. If such a petition is filed, an election would be held for voters to approve or deny issuance of the bonds. After the thirty day period has expired, the issuance process can be completed and the bonds can be issued.

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

The City will charge a fee of twenty basis points for the new capital projects portion of the bonds. The City's past practice has been to not charge a fee on the portion of the bond issue used to refinance prior bonds. If \$3,000,000 in new bonds is issued, the City's fee will be \$6,000.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached Ordinance authorizing the issuance of the bonds.

FOREST GROVE CITY COUNCIL NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on **Monday, February 23, 2015, at 7:00 p.m. or thereafter**, at the **Community Auditorium, 1915 Main Street, Forest Grove, Oregon**, with respect to the issuance by the City of Forest Grove of its tax exempt revenue bonds in an amount not to exceed \$40,000,000. The proceeds of the bonds will be loaned to Pacific University to, among other things, (i) refinance some or all of the City's revenue bonds issued in 2005 to finance the acquisition, construction and equipping of the University's Creighton Hall, which houses the University's College of Health Professions and is located in Hillsboro, Oregon, and to refinance previously issued revenue bonds, and (ii) finance capital improvements to various University facilities and the University's Forest Grove campus.

The principal of and interest on the bonds will be payable only from the revenues and resources provided by the University and shall not be payable from a tax of any nature levied upon any property within the City of Forest Grove, Oregon nor within any other political subdivision of the State of Oregon.

A copy of the staff report and proposed ordinance are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. The proposed ordinance, if enacted by the Forest Grove City Council, would take effect immediately following its enactment. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, PO Box 326, 1924 Council Street, Forest Grove, OR 97116, or emailed to aruggles@forestgrove-or.gov, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

This notice is published pursuant to the requirements of ORS 192.640.

By order of the City of Forest Grove, Oregon.

Anna D. Ruggles, CMC, City Recorder

Published: February 13, 2015, The Oregonian

OREGONIAN MEDIA GROUP

1515 SW 5th Ave, Suite 1000 Portland, OR 97201-5615

Affidavit of Publication

I, Gerald Brickel, being first duly sworn depose and say that I am the Principal Clerk Of The Publisher of The Oregonian, a newspaper of general circulation, published at Portland, in Multnomah County, Oregon; that I know from my personal knowledge that the advertisement, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper in the following issues:

2/8/2015

Gerald Brickel

Principal Clerk of the Publisher

Subscribed and sworn to before me this date: 9 day of Feb, 2015.

Christine D. Cassel

Notary Public for Oregon

My commission expires 27th day of May, 2016.

Ad Order Number: 0003677079



This page is intentionally blank.

NOTICE OF PUBLIC HEARING

A public hearing will be held on Monday, February 23, 2015, at 7:00 p.m. at the Community Auditorium, 1915 Main Street in Forest Grove, Oregon, with respect to the issuance by the City of Forest Grove, Oregon (the "City"), of its tax-exempt revenue bonds (the "Bonds") in a principal amount not to exceed \$40,000,000. The proceeds of the Bonds will be loaned to Pacific University, a 501(c)(3) organization (the "University"), which will use the bond proceeds to (i) refinance some or all of the City's outstanding Campus Improvement and Refunding Revenue Bonds (Pacific University Project), Series 2005A (Tax-Exempt) (the "Series 2005 Bonds"); (ii) finance new projects (the "New Projects") as described below; (iii) fund a debt service reserve, if required; and (iv) pay certain costs of issuing the Bonds.

The proceeds of the Series 2005 Bonds were loaned to the University and used to acquire, construct, and equip an approximately 106,000 square-foot building located at 222 S.E. 8th Avenue (formerly 232 S.E. 8th Avenue) in Hillsboro, Oregon, which is owned by the University and used by the University in its College of Health Professions for instruction and research related to the University's educational programs for healthcare professionals (HPC) now known as "Creighton Hall") and to refund a portion of the City's outstanding Campus Improvement and Refunding Revenue Bonds (Pacific University Project), Series 2000 (the "Series 2000 Bonds").

The proceeds of the Series 2000 Bonds were loaned to the University and used to (i) finance acquisition, construction, renovation, improvement, expansion, furnishing, and/or equipping of educational facilities; (ii) refund the City's Pacific University Revenue and Refunding Bonds Series 1992 (the "Series 1992 Bonds"); and (iii) refund the City's Pacific University Revenue Bonds, Series 1993 (the "Series 1993 Bonds"). The proceeds of the Series 1992 Bonds were loaned to the University and used to (i) finance acquisition, construction, renovation, improvement, expansion, furnishing, and/or equipping of educational facilities; and (ii) refund the City's Pacific University Revenue Bonds, Series 1988 (the "Series 1988 Bonds"). The proceeds of the Series 1988 Bonds and the Series 1993 Bonds were loaned to the University and used to finance acquisition, construction, renovation, improvement, expansion, furnishing, and/or equipping of educational facilities. All educational facilities financed with the proceeds of the Series 1988 Bonds, the Series 1992 Bonds, the Series 1993 Bonds, and the Series 2000 Bonds are located on or adjacent to the University's campus at 2043 College Way in Forest Grove, Oregon and are owned by the University.

The New Projects to be financed with the proceeds of the Bonds include (i) capital improvements to Price Hall, an approximately 17,423 square foot facility used primarily for academic programs of the University and located on the University's campus in Forest Grove at 2150 Cedar Street, Forest Grove; (ii) capital improvements to Scott Hall, an approximately 40,344 square foot facility used primarily for administrative functions, student life functions, and academic program functions of the University and located on the University's campus in Forest Grove at 2125 College Way, Forest Grove; (iii) capital improvements to Strain Hall, an approximately 30,393 square foot facility used primarily for academic programs of the University and located on the University's campus in Forest Grove at 2172 Cedar Street, Forest

Grove; (iv) the purchase, construction, and equipping of up to two portable buildings, the square footage of which is reasonably expected, in the aggregate, not to exceed 10,000 square feet, to be used by the University in its academic programs and to be located on the University's campus in Forest Grove, Oregon in the area bound by Pacific Avenue, Cedar Street, Main Street, and University Avenue; and (v) other capital improvements related to these projects, including landscaping, sidewalks, and capital infrastructure on the University's Forest Grove campus. The New Projects will all be located in Forest Grove, Oregon, and owned by the University.

The principal of and interest on the Bonds will be payable only from the revenues and resources provided by the University and shall not be payable from a tax of any nature levied upon any property within the City of Forest Grove or the City of Hillsboro, Oregon, nor within any other political subdivision of the State of Oregon.

The purpose of the public hearing will be to provide a reasonable opportunity for members of the public to express their views, orally or in writing, regarding the issuance of the Bonds and the uses and purposes of the proceeds of the Bonds. The hearing will be conducted in a manner that provides a reasonable opportunity for persons with differing views to be heard on the question of the issuance of the Bonds. Written comments also may be delivered at the public hearing or mailed to the Forest Grove City Recorder at Forest Grove City Hall, 1924 Council Street, Forest Grove, Oregon 97116.

This notice is published pursuant to the public approval requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended.

By order of the City of Forest Grove, Oregon.



ORDINANCE NO. 2015-01

**ORDINANCE OF THE CITY OF FOREST GROVE, WASHINGTON
COUNTY, OREGON, AUTHORIZING THE ISSUANCE OF
CAMPUS IMPROVEMENT AND REFUNDING REVENUE BONDS
TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC
UNIVERSITY; AND DECLARING AN EMERGENCY**

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

WHEREAS, Pacific University (the "University") has requested the City issue campus improvement revenue bonds pursuant to the Act to finance one or more of the following capital projects located on the University's campus in the City: (i) capital improvements to Price Hall; (ii) capital improvements to Scott Hall; (iii) capital improvements to Strain Hall; (iv) the purchase, construction, and equipping of up to two portable buildings; and (v) other capital improvements related to these projects, including landscaping, sidewalks, and capital infrastructure (collectively, the "Projects"); and,

WHEREAS, the University has also requested the City issue refunding campus improvement revenue bonds to refund all or any portion of the City's Campus Improvement and Refunding Revenue Bonds (Pacific University Project), Series 2005A (Tax-Exempt) issued in the original principal amount of \$41,000,000 (the Prior Bonds;

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") requires that the governmental unit issuing the revenue bonds approve the issuance of the bonds after a public hearing; and,

WHEREAS, on February 23, 2015, the City Council conducted a Public Hearing to provide a reasonable opportunity for members of the public to express their views, orally or in writing, regarding the issuance of the revenue bonds and the uses and purposes of the proceeds of the revenue bonds; and,

WHEREAS, notice of the Public Hearing held by the City Council was published on February 8, 2015 in *The Oregonian* (the "Notice").

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

Section 1. Revenue Project Bonds Authorized. The City hereby authorizes the issuance of not more than three million two hundred thousand dollars (\$3,200,000) in aggregate principal amount of campus improvement revenue bonds (the "Project Bonds") under the Act to finance costs of the Projects, all or a portion of a debt service reserve fund, if any, and costs of issuing the Project Bonds.

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

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

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

Section 5. Delegation.

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

- (A) Issue the Bonds in one or more series.
- (B) Publish a notice of sale, receive bids and award the sale of each series of Bonds to the bidder complying with the notice and offering the most favorable terms, or select one or more underwriters, commercial banks or other investors and negotiate the sale of any series of Bonds with those underwriters, commercial banks or investors.
- (C) Determine the final principal amount of the Bonds, the interest rate or rates, fixed or variable, which the Bonds shall bear, mandatory and optional redemption terms, maturity schedules, payment terms and dates, record dates, any reserve requirements, and other terms of the Bonds.
- (D) Engage the services of paying agents, verification agents, escrow agents, financial advisors, remarketing agents, trustees, and any other professionals whose services are desirable for the financing.
- (E) Prepare, execute, deliver one or more indentures, supplemental indentures, bond declarations, loan agreements, or amendments to such documents which shall specify the security for each series of the Bonds, and the terms and administrative provisions under which each series of

the Bonds are issued, and contain the terms and conditions under which the City shall lend the proceeds of each series of the Bonds to the University. These documents may allow for conversion of the Bonds into other interest rate modes, including conversion from taxable to tax-exempt rates, and may contain additional covenants for the benefit of the owners of the Bonds, providers of credit enhancement and reserve sureties.

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

Section 6. Approval of Bonds.

The City Council hereby approves of the issuance of the Bonds for the purposes of Section 147(f) of the Code.

Section 7. Emergency Ordinance. The Council declares that an emergency exists in order that the Bonds may be issued as soon as possible; therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

PRESENTED AND PASSED the first reading the 23rd day of February, 2015.

PASSED the second reading the 23rd day of February, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of February, 2015.

Peter B. Truax, Mayor

February 23, 2015

**REPORT ON RESOLUTION ADOPTING THE STANDARDS,
CRITERIA AND POLICY DIRECTIVES TO BE USED FOR
HIRING CITY MANAGER AND SETTING SALARY SCHEDULE**

PROJECT TEAM: Brenda Camilli, Human Resources Manager
Paul Downey, Administrative Services Director

ISSUE STATEMENT: The City Manager position was vacated effective December 31, 2014, and the City Council has resolved to fill the City Manager office as soon as practicable. ORS 192.660(7)(d)(D) requires that the standards, criteria and policy directives to be used in hiring the chief executive officer be adopted at a meeting open to the public.

DISCUSSION: The City's Human Resources Manager was directed by the City Council to convene an ad hoc committee to create a candidate profile for the City Manager position to be used in conjunction with the current City Manager job description and current City of Forest Grove policies related to recruitment and selection of new employees to form the standards, criteria and policy directives that will be used to hire the new City Manager. The recommended standards, criteria and policy directives are attached as Exhibit A.

Additionally, a salary schedule for the City Manager position needs to be set. A recommendation from staff has been included in the resolution for the City Council's approval.

FISCAL IMPACT: The costs to recruit the new City Manager will come from the portion of the unused City Manager's budgeted salary and benefits since the City Council appointed an internal City Manager Pro-Tem. No budget adjustment should be necessary to pay for the costs of recruiting a new City Manager. If the proposed salary schedule is approved by the City Council, there would no additional fiscal impact in the FY2015-16 Budget.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution setting forth the standards and criteria outlined in Exhibit A and salary schedule set forth for the City Manager position.

NOTICE OF PUBLIC HEARING

CITY OF FOREST GROVE RESOLUTION ADOPTING HIRING STANDARDS, CRITERIA AND POLICY DIRECTIVES AND SETTING SALARY RANGE FOR CITY MANAGER

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, February 23, 2015, at 7:00 p.m.** or thereafter, in the **Community Auditorium, 1915 Main Street, Forest Grove**, to consider a resolution adopting standards, criteria and policy directives to be used for City of Forest Grove City Manager hiring process and setting salary range.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed standards, criteria and policy directives to be used for City Manager hiring process and salary range is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please contact Anna Ruggles, City Recorder, at 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

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

NewsTimes
Published: Wednesday, February 18, 2015



RESOLUTION NO. 2015-17

**RESOLUTION ADOPTING THE CITY MANAGER
CANDIDATE PROFILE AND SALARY SCHEDULE**

WHEREAS, The City Council accepted the resignation of Michael Sykes, City Manager, effective December 31, 2014; and

WHEREAS, pursuant to ORS 192.660(7)(D), the standards, criteria and policy directives to be used in hiring the City Manager must be adopted at a meeting open to the public; and

WHEREAS, Pursuant to City Charter Section 33(d), the City Council must fill the office of the City Manager by appointment as soon as practical after a vacancy occurs; and

WHEREAS, Pursuant to City Charter Section 33(b), the appointment must be made without regard to political considerations and be solely on the basis of education and experience in competencies and practices of local government management; and

WHEREAS, An ad-hoc committee created the City Manager Candidate Profile, with guidance from the Human Resources Manager, as outlined in Exhibit A; and

WHEREAS, a duly-noticed Public Hearing was held on February 23, 2015.

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

Section 1. The City Council hereby adopts the City Manager Candidate Profile and salary schedule as outlined in Exhibit A.

Section 2. The City Council authorizes the Human Resources Manager to proceed with the City Manager application and selection process as outlined in Exhibit A and authorizes the Human Resources Manager to make minor amendments if necessary to accomplish the selection process.

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

PRESENTED AND PASSED this 23rd day February, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of February, 2015.

Peter B. Truax, Mayor

This page is intentionally blank.

Forest Grove City Manager Candidate Profile

The Position

The City Manager oversees the activities and operations of the City of Forest Grove, including administrative services, community development, fire, legislative and executive, library, light and power, parks and recreation, police, and public works/engineering; implements policy decisions made by City Council; directly supervises the department directors, facilitates the development and implementation of City goals and objectives; and provides highly complex administrative support to the City Council. The City Manager is a recognized leader in our community.

Qualifications and Experience

While the City of Forest Grove has established minimum qualifications as described below, each candidate's background and employment history will also be evaluated based on the criteria outlined below for the Ideal Candidate, and for an outstanding level of professional accomplishment, community interaction and ethical conduct in professional and personal life. Residency within the city of Forest Grove is required by City Charter. The minimum qualifications include:

- Equivalent to a Bachelor's degree with major coursework in Public Administration, Business Administration or a related field. Advanced degree in related field is desirable.
- Eight years of increasingly responsible experience in municipal government, including five years of management responsibility.

Ideal Candidate Profile

The ideal Forest Grove City Manager candidate will possess the following additional knowledge, skills and experience:

- Demonstrated experience managing day-to-day operations of diverse departments and managerial staff by effectively delegating work, while being accessible to and supportive of staff on an individual as well as a team basis.
- Willingness to listen, ability to communicate effectively verbally and in writing, and present information in public settings. The City Manager should be comfortable and experienced in media relations and interactions with print and electronic media.
- Ability to cultivate an atmosphere of professionalism, mutual respect and trust among department managers and operational staff, engaging them in a collaborative decision-making process.
- Ability to define clear goals, vision and direction for departmental personnel and the ability to maintain distinct levels of accountability.

- Ability to think critically, analyze problems, build consensus, negotiate solutions and make decisions.
- Knowledge of principles and practices of municipal budget preparation, presentation, implementation, and administration.
- Demonstrated ability to engage diverse groups, including employees, elected officials, citizens, civic organizations, business owners, regulatory agencies and colleagues with situational adaptability.
- Knowledge of Oregon laws and regional regulatory codes related to municipal governance and collective bargaining.
- Knowledge of diversity of services offered by a full service city, including public safety and electric utility.
- Experience working effectively with elected officials.
- Experience working with labor unions.
- Experience working in a similarly sized municipality.
- Experience facilitating economic development in a community, including recruiting new industrial and commercial businesses.
- Knowledge and applications of the principles of human resources management and employee development.
- Prioritization skills to maximize use of existing resources and development of future resources including grants and other external resources.
- Established history of being an innovative, progressive, flexible and creative person who is not afraid to consider new technology, equipment, training, and practices.

Leadership Style

The City Manager works collaboratively with the Mayor and City Council, City department directors and staff to provide consistent, exceptional service to the citizens of Forest Grove. The City Manager is also an important component of the City's commitment to maintaining an excellent quality of life for the community.

As the leader of our local government the City Manager should possess the following characteristics and be:

- Ethical
- Honest
- Self-aware and able to self-evaluate
- Humble
- Transparent
- Resourceful
- A hard worker
- Appreciative; willing to acknowledge the work of others
- Approachable
- Straightforward
- Community oriented
- Humorous

In evaluating applicants for this position, candidates' professional achievements will also be considered, including:

- Professional awards and accomplishments
- Participation and leadership in professional and civic organizations
- Track record of advancement
- Recognized industry expertise

Compensation

The salary for the City Manager will be set within the range of \$135,300 - \$141,540 annually based on qualifications.

Application and Selection Process

To be considered, applicants must submit cover letter, resume and answers to supplemental questions to the address below by 5:00 p.m., March 31, 2015.

Brenda Camilli, Human Resources Manager
City of Forest Grove
P.O. Box 326
Forest Grove, OR 97116
bcamilli@forestgrove-or.gov

Application materials will be screened based on based on experience, education and training. Selected candidates will be invited to participate in the interview process. Complete background investigation, including criminal and driving record, will be conducted on selected candidate prior to confirmation of job offer.

This page is intentionally blank.



February 23, 2015

**REPORT ON RESOLUTION AUTHORIZING CITY MANAGER PRO TEM TO
ENDORSE AN INTERGOVERNMENTAL FIRE DEPARTMENT AGREEMENT
(IGA) BETWEEN THE CITY OF FOREST GROVE AND THE GASTON RURAL
FIRE PROTECTION DISTRICT**

Project Team: Michael Kinkade, Fire Chief
Tom Gamble, City Manager Pro Tem

ISSUE STATEMENT: The Gaston Rural Fire Protection District (Gaston RFPD) has approached the City of Forest Grove to provide a pilot evaluation program for leadership and administrative services for the Gaston Rural Fire Protection District due to the upcoming retirement of the Gaston Fire Chief.

BACKGROUND: Gaston Rural Fire Protection District Fire Chief Roger Messenbrink is planning on retiring in May 2015. Recognizing the close working relationship, service demands and partnership between the two departments, the Gaston Rural Fire District has proposed an experimental program of a shared Fire Chief between our two agencies, modeled on our successful program with the Cornelius Fire Department.

The benefits of providing this service include:

1. Departments already depend heavily on each other – increased integration will be beneficial to both departments though better operational and administrative coordination.
 - a. In 2013, Gaston Fire provided 15 mutual aid responses to Forest Grove, and Forest Grove provided 12 mutual aid responses to Gaston.
 - b. We currently have automatic and mutual aid with Gaston Fire, and they frequently provides response to our City and southern areas of our rural response district. Shared leadership would result in a more standardized level of response.
 - c. Increased coordination with training, eliminating duplication and reducing staff time by sharing resources.
 - d. Closer integration with administrative and operational issues such as disaster planning and emergency operations coordination.

2. There will be no increase in calls for either jurisdiction – each agency currently responds to the other routinely as part of current mutual/auto aid agreements.
3. Closer operational and administrative ties will result in more cost effective, efficient and safe operations in high risk environments.
4. Training standards and procedures can be standardized across both agencies resulting in more streamlined and effective interventions.
5. Will provide additional revenue to Forest Grove Fire and Rescue.
6. Reduces duplication of services and streamlines operations by coordinating the deliver of fire, EMS and rescue service and limiting administrative overhead.
7. Better interdepartmental cooperation will enhance our ability to provide service.

This proposal is not unique for the fire service, and would be modeled on our successful program with the City of Cornelius.

The services provided under this agreement would include leadership, supervision, budgeting, mentoring and representation. The Forest Grove Fire Chief will attend Gaston RFPD meetings as needed, and represent Gaston at Washington County Fire Defense Board and other fire service meetings and ensure that information and decisions from those meetings will be communicated to the Gaston staff. The Gaston RFPD staff will continue to manage day-to-day operations with a clear chain-of-command that reports to the Forest Grove Fire Chief.

During the term of the agreement staff will evaluate the potential for longer term agreements, evaluating cost and benefits for both the City of Forest Grove and the Gaston RFPD. This agreement can be terminated earlier with 30 days notice by either side.

The term of the agreement will be 12 months from the date of approval. Near the end of this agreement the Fire Chief will provide a report to both agencies on the effectiveness of this pilot program with a recommendation. The fee for these services would be negotiated by staff with the revenues added to the Forest Grove Fire Department Budget.

FISCAL IMPACT: This will produce an estimated \$33,000 in revenue for Forest Grove Fire and Rescue.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution authorizing the City Manager Pro Tem to endorse the IGA between the City and Gaston Rural Fire Protection District.



RESOLUTION NO. 2015-18

**RESOLUTION AUTHORIZING CITY MANAGER PRO TEM
TO ENDORSE INTERGOVERNMENTAL AGREEMENT
BETWEEN CITY OF FOREST GROVE AND GASTON RURAL FIRE PROTECTION
DISTRICT FOR FIRE ADMINISTRATIVE SERVICES**

WHEREAS, The Intergovernmental Agreement (IGA) is made pursuant to ORS Chapter 190 that permits local government units to enter into agreements to further economy and efficiency; and

WHEREAS, This IGA is designed to promote efficient coordination and provision of fire and rescue service (Fire Department Services or FDS) to the citizens of Gaston and Forest Grove as well as adjoining rural districts while making efficient use of local fiscal resources; and

WHEREAS, the City of Forest Grove and Gaston Rural Fire Protection District intends to continue the nature and extent of the Fire Department Services that it makes available to its constituents. Cooperation between the City and Gaston will facilitate firefighter safety, administration and operations and make the provision of fire services more cost effective and efficient; and

WHEREAS, The IGA provides for certain conditions that both parties agreed were necessary for the City of Forest Grove to provide a pilot evaluation program for leadership and administrative services for the Gaston Rural Fire Protection District.

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

Section 1. That the City Council hereby approves and authorizes the City Manager Pro Tem to endorse the Intergovernmental Agreement (Exhibit A), between the City of Forest Grove and Gaston Rural Fire Protection District for Fire Administrative Services.

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

PRESENTED AND PASSED this 23rd day of February, 2015.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of February, 2015.

Peter B. Truax, Mayor

This page is intentionally blank.

**GASTON RURAL FIRE PROTECTION DISTRICT
– CITY OF FOREST GROVE
INTERGOVERNMENTAL FIRE DEPARTMENT SERVICES AGREEMENT**

This Agreement is between the Gaston Rural Fire Protection District (Gaston RFPD) and the City of Forest Grove (Forest Grove), each a legal governmental agency operating under the laws of the State of Oregon.

The purpose of this Agreement is to promote and ensure the efficient coordination and provision of fire and rescue service to the patrons of each agency while maximizing the use of local financial resources.

FINDINGS

- a. This Agreement is made under ORS Chapter 190 that permits local government units to enter agreements to further economy and efficiency.
- b. This Agreement provides a structure for collaboration of the fire department services through cooperative administration.
- c. Each agency provides fire and rescue services to their citizens. Residents of each community have frequent contacts in the other community. Each agency provides mutual aid on a regular basis for fire and emergency services to each other.
- d. Forest Grove and Gaston intend to continue the nature and extent of the fire department services that it makes available to its constituents. Cooperation between the agencies will facilitate firefighter safety, administration and operations and make the provision of fire services more cost effective and efficient.
- e. Each department will continue to rely upon a combination of paid staff, volunteers and interns in the provision of services.

AGREEMENT

1. Management

The Gaston RFPD Fire Chief is retiring soon. Gaston RFPD needs experienced, capable and progressive management. Such management resources are available at Forest Grove and Forest Grove is willing to provide them to Gaston RFPD at a reasonable cost.

The management services provided include consultation, problem-solving, budget guidance, mentoring and supervision for Gaston fire personnel. Forest Grove will monitor the Gaston staff and assist with the monitoring and enhancement of the standard operating guidelines and operational procedures. Gaston fire employees may attend Forest Grove Fire staff development and training sessions.

The Forest Grove Fire Chief or his designee will attend and represent the Gaston RFPD at Washington County Fire Defense Board meetings and meetings of the Gaston Rural Fire Protection District and other meetings as needed, estimated to be approximately 5-7 hours per week.

2. Leadership

Forest Grove will assist Gaston RFPD with fire department structure and management issues and evaluate the cost and benefits of this. Related issues may include:

- a. Command and organizational options within the management structure and practices
- b. Fire department strategic planning including staffing patterns, response times and future ISO challenges and opportunities such as fire prevention and community risk reduction programs
- c. Emergency management
- d. Financial planning and budgeting
- e. Coordinated delivery between both agencies.
- f. Training, safety, medical surveillance and fitness programs
- g. Volunteer and intern programs, focusing on recruitment, retention and incentive programs
- h. Fleet maintenance program

3. Compensation

- a. The total amount paid by Gaston Rural Fire Protection District for services for the period of this Agreement will be \$33,000. This compensation will include any professional development, travel or incidental expenses of the Forest Grove necessary for the implementation of this agreement.
- b. Gaston RFPD will budget for these expenditures and reimburse Forest Grove each quarter for the costs of such services. Forest Grove will invoice Gaston RFPD within 30 days of the end of the calendar quarter and Gaston RFPD will pay the invoice within 30 days of receipt.

4. Gaston RFPD Operations

- a. Gaston RFPD employees will remain employees of that district, and will be supervised by the Forest Grove Fire Chief. The Gaston RFPD employee will report to the Forest Grove Fire Chief or his designee.
- b. Gaston RFPD will continue to operate the fire department and pay all costs associated with them.
- c. All Gaston RFPD real and personal property will remain owned and controlled by Gaston RFPD.

5. Records

Each agency will maintain fiscal records relating to this Agreement in accordance with state law and generally accepted public accounting principles. Each agency agrees that the other agency and its representatives will have access to such records and to other books, documents, papers, plans and writings of the other city that relate to this Agreement to perform examinations and audits, and to make excerpts and transcripts.

6. Waiver

The failure of either agency to enforce any provision of this Agreement does not constitute a waiver of it or any provision.

7. Compliance with Laws

Gaston RFPD and Forest Grove will comply with all applicable laws in performing their obligations under this Agreement.

8. Hold Harmless and Indemnification

- a. Gaston RFPD and Forest Grove are each responsible for the acts of their employees and agents under this agreement.
- b. Gaston RFPD and Forest Grove each agree to defend, indemnify and hold harmless the other, and its volunteers, officers, employees, and agents against any and all claims or legal actions that may arise from any act relating to the provision of this Agreement.

9. Dispute Resolution

Gaston RFPD and Forest Grove agree to make good faith efforts to informally resolve any dispute relating to this Agreement. If any dispute is not resolved informally, the districts agree that the dispute will be exclusively settled by arbitration under Oregon law.

10. Term, Review and Amendment

This agreement is effective as soon as it is approved by the governing body of each agency. It contains all the agreements of Gaston RFPD and Forest Grove on this subject. Either agency may at any time request a meeting with the other within 30 days of the request to discuss any provision. This contract automatically cancels 12 months after approval unless extended by mutual agreement by both governing bodies. Any amendment to this Agreement must be in writing and signed by any authorized

representative of each city. This Agreement may be terminated prior to expiration by either party upon 30 days notice. Upon such early termination, the compensation provided for in Section 3 shall be prorated.

Performance of the parties under this agreement will be reviewed according to the following, non-exclusive criteria:

- a) Affect on management staff and communications between the two departments
- b) Ability to meet or exceed response service level standards
- c) Perceived effectiveness by the elected officials.

Signatures:

FOR THE CITY OF FOREST GROVE

**FOR THE GASTON RURAL FIRE
PROTECTION DISTRICT**

Tom E. Gamble, City Manager Pro Tem

TBD, Chairperson

ATTEST:

Anna D. Ruggles, City Recorder