

**CITY COUNCIL MONTHLY MEETING CALENDAR**

November-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 HB Thompson	Planning Comm 7pm	2 Red Cross Blood Drive 1pm - 6pm - Comm Aud CCI 5:30pm Election Day	3 Municipal Court	4 ODOT Open House Pacific Ave & Quince Imps 5pm - Comm Aud EDC Noon	5 S&CC 1st Friday	6 CFC Workshop 9am Verboort Event 10am
Nyuzen Student Delegation Departs		NLC Conference - Nashville				
8 HB Lowe	9 CITY COUNCIL 5:30 PM - TVCTV COUNCIL HOLIDAY GREETING 5:45 PM - JT WORK SESSION (w/Planning Comm) 7:00 PM - REGULAR MEETING 7:45 PM - WORK SESSION (Marijuana Activities) COMMUNITY AUDITORIUM	10 PERS Mlg 9:30am Library 6:30pm	11 CITY OFFICES CLOSED	12 PAC 5pm	13 WC Mayors	14 FGSCC Flea Mkt 9am
15	16 Chamber Luncheon - Prime Time FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	17 Fernhill Wetlands 5:30pm	18 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	19 Sustainability 6pm TBA Food Film 7:30pm	20	21
22	23 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	24 HLB 7:15pm	25 PSAC 7:30am MPAC 5pm	26 CITY OFFICES CLOSED WEA Breakfast Sustainability Moved to 19th	27 CITY OFFICES CLOSED Tree Lighting - 6pm Chamber	28 Shop Small Business
29	30					
December-15						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CCI 5:30pm	2 Municipal Court	3 EDC Noon	4 LOC Board Mlg - 9am Salem S&CC 1st Friday	5 Holiday In The Grove Holiday Light Parade 5pm
6	7 Planning Comm 7pm	8 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	9 Employee Luncheon 11:30 am - 2pm - Comm Aud SC Food Waste Composting 6:30pm - Comm Aud MPAC 5pm	10 PAC 5pm	11	12 FGSCC Flea Mkt 9am
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Fernhill Wetlands 5:30pm	16 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	17 Sustainability 6pm TBA Food Film 7:30pm	18 WC Mayors	19
20	21 Chamber Luncheon FGS&CC Bd Mtg 6:30pm Planning Comm 7pm	22 HLB 7:15pm	23 PSAC 7:30am MPAC 5pm	24 WEA Breakfast Sustainability Moved to 17th	25 CITY OFFICES CLOSED	26
27	28 NO CITY COUNCIL MEETING	29	30	31		
Jan-16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 S&CC 1st Friday CITY OFFICES CLOSED	2
3	4 Planning Comm 7pm	5 CCI 5:30pm	6 Municipal Court	7 Western WA County Cities Joint Legislative Session 5:30 pm - TBD EDC Noon	8	9
10	11 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12 Red Cross Blood Drive 1pm - 6pm - Comm Aud Library 6:30pm	13 Beaverton City Address 7:30pm MPAC 5pm	14 Mercy Corps 4pm, Fire St PAC 5pm	15 WC Mayors	16
17	18 FGS&CC Bd Mtg 6:30pm CITY OFFICES CLOSED	19 Fernhill Wetlands 5:30pm	20 Municipal Court P&R 7am CFC 5:15pm CAO 5pm CWAC 5:30pm	21 B&C Recognition Reception 5:30 pm - TBD Mercy Corps 4pm, Fire St Food Film 7:30pm	22	23
24	25 Chamber Luncheon CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	26 HLB 7:15pm	27 PSAC 7:30am MPAC 5pm Tualatin City Address 8pm	28 WEA Breakfast Mercy Corps 4pm, Fire St Sustainability 6pm Hillsboro City Address 7pm	29	30 Annual Town Meeting 8am - Comm Aud
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# FOREST GROVE CITY COUNCIL

## Monday, November 9, 2015

### Meeting Agenda

5:30 PM – City Council Holiday Greeting  
5:45 PM – Joint Work Session (w/Planning Commission)  
7:00 PM – Regular Meeting  
7:45 PM – Work Session (Marijuana-Related Activities)

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.



**FOREST GROVE CITY COUNCIL AGENDA  
NOVEMBER 9, 2015  
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Anna Ruggles, City Recorder Jesse VanderZanden, City Manager	<b><u>5:30</u></b>	<b><u>CITY COUNCIL HOLIDAY GREETING</u></b> The City Council will convene in the Community Auditorium; TVCTV will record Forest Grove's City Council Holiday Greeting.
<hr/>		
Jon Holan, Community Development Director Jesse VanderZanden, City Manager	<b><u>5:45</u></b>	<b><u>JOINT WORK SESSION: CITY COUNCIL AND PLANNING COMMISSION (PROPOSED AMENDMENTS TO DEVELOPMENT CODE; DESIGN GUIDELINES; AND OFFICIAL ZONING MAP)</u></b> The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council and Planning Commission will take no formal action during the work session(s).
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Michael Kinkade, Fire Chief	<b><u>7:00</u></b>	<b>1. <u>REGULAR MEETING:</u></b> Roll Call and Pledge of Allegiance <b>1. A. <u>AWARD PRESENTATIONS:</u></b> <ul style="list-style-type: none"><li>• <i>Cardiopulmonary resuscitation (CPR) Lifesaving Citizen Awards</i></li></ul> <b>2. <u>CITIZEN COMMUNICATIONS:</u></b> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. <b>3. <u>CONSENT AGENDA:</u></b> See Page 3 <b>4. <u>ADDITIONS/DELETIONS:</u></b> <b>5. <u>PRESENTATIONS:</u></b>
George Cress, Light and Power Director Jesse VanderZanden, City Manager	<b>7:15</b>	<b>5. A.</b> <ul style="list-style-type: none"><li>• <i>Light and Power Substation Transformers</i></li></ul>
Paul Downey, Administrative Services Director Jesse VanderZanden, City Manager	<b>7:30</b>	<b>5. B.</b> <ul style="list-style-type: none"><li>• <i>Quarterly Financial Report for Periods Ending June 30 and September 30, 2015</i></li></ul>
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Jon Holan, Community Development Director J. F. Schutz, Police Chief Jesse VanderZanden, City Manager	<b><u>7:45</u></b>	<b>6. <u>WORK SESSION: MARIJUANA-RELATED ACTIVITIES (PROPOSED AMENDMENTS TO CITY CODE)</u></b> The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).

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	8:45	7. <u>CITY COUNCIL COMMUNICATIONS:</u>
Jesse VanderZanden, City Manager	9:00	8. <u>CITY MANAGER'S REPORT:</u>
Peter Truax, Mayor	9:10	9. <u>MAYOR'S REPORT:</u>
	9:00	10. <u>ADJOURNMENT:</u>

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

- A. Approve City Council Special Meeting Minutes of October 30, 2015.
  - B. Accept Community Forestry Commission Meeting Minutes of June 17, 2015.
  - C. Accept Historic Landmarks Board Meeting Minutes of September 22, 2015.
  - D. Accept Parks and Recreation Commission Meeting Minutes of September 16, 2015.
  - E. Accept Planning Commission Meeting Minutes of September 21, 2015.
  - F. Accept Public Safety Advisory Commission Meeting Minutes of September 23, 2015.
  - G. Community Development Department Monthly Building Activity Informational Report for October 2015.
  - H. **ENDORSE NEW LIQUOR LICENSE APPLICATION (FULL-ON PREMISES), FOREST GROVE EVENT CENTER/BANQUET ROOM, 2032 PACIFIC AVENUE (APPLICANT: TANA LOERA).**
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## Code Update Work Session

City Council/Planning Commission Work Session  
November 9, 2015

## Work Session Purpose

- Brief City Council and Planning Commission on a package of proposed amendments to the:
  - Forest Grove Development Code;
  - Forest Grove Design Guidelines;
  - Comprehensive Plan Map; and
  - Official Zoning Map
- Necessary to Implement the 2014 Forest Grove Comprehensive Plan

## Background

- City Council adopted the Comprehensive Plan in early 2014
- The Oregon Department of Land Conservation and Development (DLCD) approved the Comprehensive Plan in June 2014
- DLCD Awarded the City a grant to implement provisions contained in the Comp. Plan
- The grant funded consulting assistance to prepare the package of amendments
- Public Involvement
  - Stakeholder Interviews
  - Direct mail to over 500 addresses
  - Project Page on City Website
  - Two Community Meetings
  - Open House
  - Three Work Sessions with Planning Commission

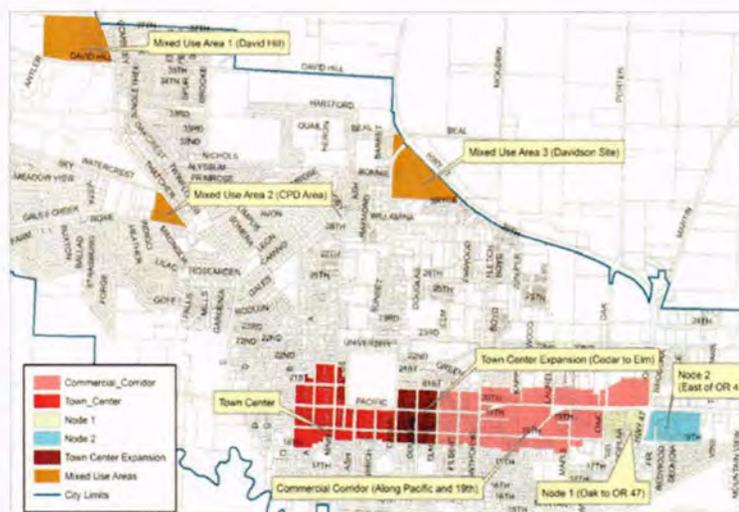
## Overview of Amendments

- Development Code Amendments
  - *Article 3 (Zoning Districts)*
    - Establish new Neighborhood Mixed Use (NMU) Zone
    - Consolidate Town Center Support and Town Center Transition
  - *Article 4 (Overlay Zones)*
    - Create review process for mixed-use development in the NMU zone (Mixed Use Planned Development "MUPD")
  - *Article 7 (Miscellaneous Provisions)*
  - *Article 8 (General Development Standards)*
  - *Article 12 (Definitions)*

## Overview of Amendments

- Comprehensive Plan Amendment
  - Apply the Town Center Transition Zone Comp. Plan Designation to areas designated Town Center Support
- Zoning Map Amendment
  - Apply the NMU Zone to three mixed use areas:
    - Davidson Site (Sunset Drive and Hwy. 47)
    - David Hill Road and Thatcher Road (2.9 acres)
    - Gales Creek Road and Thatcher Road
  - Consolidate Town Center Support and Town Center Transition Zones into one district
  - Apply the Town Center Transition Zone to the area currently Zoned Community Commercial between Cedar Street and Elm Street and ½ block south of 19<sup>th</sup> Avenue to 21<sup>st</sup> Avenue

## Overview of Amendments



# Policy Considerations

- Whether the proposed Maximum density in the Town Center is acceptable
  - Increase from 20.28 units/net acre to 40 units/net acre by right
  - Allow for up to 100 units per net acre (4 stories) with additional review and approval by Planning Commission and integration of project amenities:
    - Bicycle amenities (parking and repair)
    - Energy efficiency
    - “Green Materials”
    - Low Impact Design
    - Ground Floor Retail
    - Residential Gardening, Rooftop Garden, Eco-Roof
    - Public plaza, outdoor patio, seating area
    - Structured Parking
    - LEED Certification
    - Other Amenity Approved by Planning Commission

# Policy Considerations

- Whether the proposed MUPD process is acceptable
- Whether commercial and institutional uses in the NMU zone be located in a “village center” and whether the existing Town Center Transition design standards should apply to village centers.
- Whether the proposed residential densities and commercial requirements in NMU areas are acceptable:

NMU Zoned Area	Minimum Res. Density	Target Res. Density	Maximum Res. Density
Area 1 - David Hill	9.6 units/net acre	12 units/net acre	13.8 units/net acre
Area 2 - Gales Creek	6.97 units/net acre	8.71 units/net acre	10.02 units/net acre
Area 3 - Davidson	9.6 units/net acre	12 units/net acre	13.8 units/net acre

NMU Zoned Area	Minimum Commercial/Inst. Square Footage	Maximum Commercial/Inst. Square Footage
Area 1 - David Hill	None	15,000 SF Gross Floor Area
Area 2 - Gales Creek	None	25,000 SF Gross Floor Area
Area 3 - Davidson	25,000 SF Gross Floor Area	130,000 SF Gross Floor Area

## Policy Considerations

- Whether to allow continuation of uses that would otherwise become nonconforming by the amendments
  - Chevron Station at Douglas Street and Pacific Avenue
  - Auto repair businesses at Gales Creek Road and Thatcher Road
- Whether the amount of proposed required off-street parking for multifamily in the Town Center is acceptable. Currently there is no required off-street parking in the Town Center.

- Multifamily Units (outside of Town Center)	DU<500 sq ft: 1.0 / DU
	1. bedroom: 1.25 / DU
	2. bedroom: 1.50 / DU
	3. bedroom: 1.75 / DU
- Multifamily Units (within in the Town Center)	DU<500 sq ft: 0.5 / DU
	1. bedroom: 0.75 / DU
	2. bedroom: 1.25 / DU
	3. bedroom: 1.75 / DU
	4. bedroom: 1.50 / DU
	bedroom: 1.75 / DU

## Policy Considerations

- Whether the proposal to apply the Town Center Transition zoning to the Community Commercial area along both sides of 19<sup>th</sup> Avenue between Cedar and Elm Street will adequately protect existing uses (especially residential) from incompatible development.

# Description of MU Areas

- David/Hill Thatcher Road



# Description of MU Areas

- Gales Creek Road/Thatcher Road



## Description of MU Areas

- Davidson Site



## Proposal Conformance with Comp. Plan

- Relevant Comprehensive Plan Policies
  - Housing
  - Commercial Land Use
  - Urbanization
  - Economic Development

## Next Steps

- Project Completion requires the following
  - Planning Commission Public Hearing
    - December 7, 2015 or January 4, 2016
  - City Council Public Hearing and Ordinance First Reading
    - January 25, 2016
  - City Council Public Hearing and Ordinance First Reading
    - February 8, 2016
  - Effective Date of Ordinance
    - March 9, 2016

Date: November 9, 2015

To: City Council  
Planning Commission

From: Daniel Riordan, Senior Planner  
James Reitz, Senior Planner  
Jon Holan, Community Development Director

Re: Work Session on Code Update Public Hearing Draft Related to  
Implementation of the Forest Grove Comprehensive Plan

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## **Purpose**

This purpose of this work session is to brief City Council and the Planning Commission on a package of proposed amendments to the Forest Grove Development Code, Comprehensive Plan Map and Official Zoning Map to implement the 2014 Comprehensive Plan.

This memo is divided into the following main sections:

- Background;
- Overview of Proposed Amendments
- Discussion of Proposed Amendments and Policy Considerations;
- Description of Mixed Use Areas Identified on the Comp. Plan Map;
- Indication of How the Proposed Amendments implement the 2014 Comprehensive Plan; and
- Next Steps

## **Background**

On January 27, 2014, City Council adopted the revised Forest Grove Comprehensive Plan. The Oregon Department of Land Conservation and Development approved the Comprehensive Plan in June 2014. The Oregon Department of Land Conservation and Development awarded the City with a code assistance grant to fund consulting assistance necessary to prepare amendments to the Forest Grove Development Code and Official Zoning Map to implement key provisions of the Comprehensive Plan. The grant was formerly executed in November 2014. The consulting team selected for this project includes Angelo Planning Group, Crandall Arambula Architects and SCJ Alliance for traffic analysis.

This project included a robust public outreach and involvement program. This included stakeholder interviews, direct mail to over 500 addresses, a project page on the City's website, two community meetings, an open house, and three work sessions with the Planning Commission.

### Overview of Proposed Amendments

Staff identified the following amendments to the Forest Grove Development Code, Comprehensive Plan Map and Official Zoning Map as being necessary to implement the Comprehensive Plan:

#### Development Code Amendments

- *Article 3 (Zoning Districts)* establish a new Neighborhood Mixed Use (NMU) zoning district including allowed uses and density standards;
- *Article 3 (Zoning Districts)* consolidate the Town Center Support (TCS) zone and Town Center Transition (TCT) zones;
- *Article 3 (Zoning Districts)* increase the target density in the Community Commercial zone from 20.28 units per net acre to 30 units per net acre;
- *Article 4 (Overlay Zones)* establish a review process for mixed use developments in the new NMU zone;
- *Article 4 (Overlay Zones)* establish density ranges for three mixed-use areas;
- *Article 4 (Overlay Zones)* establish minimum and maximum commercial square footage ranges for the three mixed use areas;
- *Article 7 (Miscellaneous Provisions)* establish a list project amenities required for residential and mixed use projects in the Town Center exceeding a target density of 40 units per net acre.
- *Article 7 (Miscellaneous Provisions)* update graphics depicting development standards as necessary;
- *Article 8 (General Development Standards)* establish minimum off-street parking requirements for multifamily residential units in the Town Center where none exist today;
- *Article 8 (General Development Standards)* update graphics as needed;
- *Article 12 (Definitions)* revise the definition of "net density" for consistency with other jurisdictions in the region;
- Amend the *Design Guideline Handbook* for consistency with the proposed Development Code changes and update graphics as necessary.

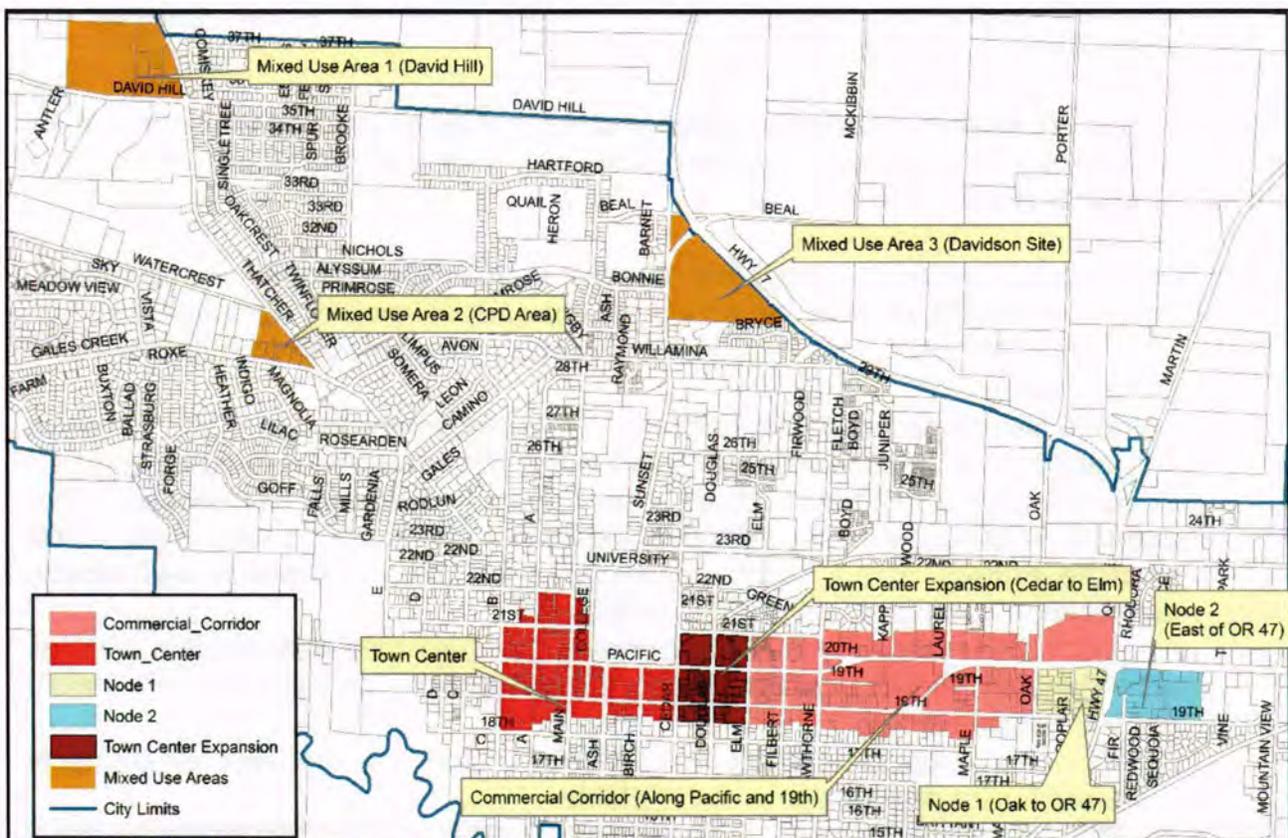
#### Comprehensive Plan Map Amendment

- Amend the Comprehensive Plan Map to apply the Town Center Transition zone to the Town Center Expansion area as intended in the Comp. Plan update.

## Zoning Map Amendments

- Apply the NMU zoning to three mixed use areas identified in the Comprehensive Plan:
  - Davidson Site (Sunset Drive and Hwy. 47) currently General Industrial.
  - David Hill Road and Thatcher Road (portion of area identified on Comprehensive Plan map).
  - Gales Creek Road and Thatcher Road (area identified as Commercial Planned Development).
- Consolidate the Town Center Support and Town Center Transition zone by changing area zoned Town Center Support to Town Center Transition. There are approximately 23 acres of land designated Town Center Support on the comprehensive plan map.
- Apply the Town Center Transition zoning to area zoned Community Commercial between Cedar Street and Elm Street and ½ block south of 19<sup>th</sup> Avenue to 21<sup>st</sup> Avenue.

For reference, and to provide context for discussion during the work session, the map below shows the area affected by the Development Code and Official Zoning Map amendments:



## **Discussion of Proposed Amendments and Policy Considerations**

The draft code amendments affect both the Forest Grove Development Code (Attachment A) and Forest Grove Design Handbook (Attachment B). The amendments are presented in a two column format. The first column shows potential amendments to the code. Additions to the code identified on the attachments are shown in double-underline and deletions are shown in strike-through. The second column provides commentary about the proposed code change for context and discussion.

In summary, these amendments are intended to accomplish the following:

- Establish a new Neighborhood Mixed Use (NMU) zone and Mixed Use Planned Development (MUPD) standards to implement the mixed use designation of the Comprehensive Plan;
- Consolidate the Town Center Support (TCS) zone into the Town Center Transition (TCT) zone and make minor adjustments to the TCT zone;
- Increase the maximum residential density from 20.28 to 40 housing units per net acre in both the TCC and TCT zones and provide a residential density bonus up to 100 dwelling units per acre through building amenity and affordable housing incentives;
- Increase the maximum residential density in the Community Commercial (CC) zone from 20.28 to 30 dwelling units per acre;
- Amend the definition of 'Net Acres' to be more consistent with other jurisdictions in the region. This change will reduce the amount of land "netted out"; thus potentially increasing the amount of buildable land on a site available for development.

The proposed amendments raise a number of policy issues for consideration by Council and the Planning Commission. The work session provides an opportunity to discuss these policy considerations:

- Whether the proposed maximum density in the Town Center is acceptable (increase from 20 units per net acre to 40 units per net acre by right and up to 100 units per net acre with additional review and approval by the Planning Commission);
- Whether the proposed review process for development in the NMU zones is acceptable. As proposed, development within the NMU zone would be required to go through a proposed Mixed Use Planned Development process. The purpose is to ensure that individual developments relate to one other. For example provide and/or retain opportunities for good pedestrian and bicycle connections minimizing out of direction travel;
- Whether commercial and institutional uses in the NMU zone be located in a village center and whether the existing Town Center Transition design standards should apply to village centers;
- Whether the proposed residential densities and commercial requirements proposed for the NMU areas are acceptable:

**Residential Density**

<u>NMU Zoned Area</u>	<u>Minimum Density</u>	<u>Target Density</u>	<u>Maximum Density</u>
Area 1 - David Hill	9.6 units/net acre	12 units/net acre	13.8 units/net acre
Area 2 - Gales Creek	6.97 units/net acre	8.71 units/net acre	10.02 units/net acre
Area 3 - Davidson	9.6 units/net acre	12 units/net acre	13.8 units/net acre

**Commercial/Institutional Uses within Village Center**

<u>NMU Zoned Area</u>	<u>Minimum Square Footage</u>	<u>Maximum Square Footage</u>
Area 1 - David Hill	None	15,000 SF Gross Floor Area
Area 2 - Gales Creek	None	25,000 SF Gross Floor Area
Area 3 - Davidson	25,000 SF Gross Floor Area	130,000 SF Gross Floor Area

- Whether to allow the continuation of uses (Chevron station at Douglas and Pacific and existing auto repair shops at Gales Creek Road and Thatcher Road) that would otherwise become nonconforming by the proposed Development Code amendments;
- Whether the amount of proposed required parking for multifamily development in the Town Center is acceptable. Currently no off-street parking is required in the Town Center;

- Multifamily Units ( <u>outside of Town Center</u> )	DU<500 sq. ft.: 1.0 / DU 1 bedroom: 1.25 / DU 2 bedroom: 1.50 / DU 3 bedroom: 1.75 / DU
- Multifamily Units ( <u>within in the Town Center</u> )	DU<500 sq. ft.: 0.5 / DU 1 bedroom: 0.75 / DU 2 bedroom: 1.25 / DU 3 bedroom: 1.75 / DU

- Whether the proposal to apply the Town Center Transition zoning designation to the Community Commercial area along both sides of 19<sup>th</sup> Avenue between Cedar and Elm Street adequately protects existing uses (especially residential) from incompatible development.

**Description of Mixed Use Areas**

The proposed amendments also include rezoning areas shown on the Comprehensive Plan map for neighborhood mixed-use development. To provide context for the zoning recommendation additional information about the basis for designating the mixed use areas on the Comprehensive Plan Map is provided below.

David Hill Road/Thatcher Road (Mixed Use 1) – Mixed Use Area 1 is approximately 28.6 gross acres in area. There are approximately 8.5 gross acres of land within Mixed-Use Area 1 east of the drainage way and west of Thatcher Road. Of this amount, approximately 2.9 acres is developable. It is the 2.9 acre (shown below) that is proposed for rezoning to Neighborhood Mixed Use. The remaining area will be look at further as part of the companion West Side Planning Project.

#### David Hill/Thatcher Road Mixed Use Area



Historically, the area around Mixed Use Area 1 has been planned for residential uses. No neighborhood serving retail and service areas were identified. The update to the Forest Grove Comprehensive Plan remedied this situation by identify a mixed-use area at the northwest quadrant of David Hill Road and Thatcher Road. This area was identified as mixed use to encourage small scale retail and service uses meeting the needs to nearby neighborhoods and perhaps Thatcher Park users. Under the proposal, retail development is limited to 15,000 square feet. This is enough for a pizza place, coffee shop, daycare, professional office, brewpub or similar use.

The scale of development envisioned is represented by the images below. The images show a restaurant/café and small medical office.

**Context Sensitive Retail/Office Uses**



Another possibility for commercial development at Mixed Use Area 1 is shown below. The image represents typical retail and office development at a neighborhood scale.

**Commercial Retail/Office Development**



Gales Creek Road/Thatcher Road (Mixed Use Area 2) – The Gales Creek Road/Thatcher Road mixed use area is located north of David Hill Road and west of Thatcher Road. The area is approximately 6.4 gross acres in area. The area is partially developed as shown below. Historically, this area has been designated Commercial Planned Development. The expectation was that an integrated shopping center would be developed serving the immediate needs of nearby neighborhoods. Although this concept has merits it has been problematic. A reason for this is property within the CPD area is owned by multiple property owners. Another reason is the area has some development precluding development a truly integrated shopping center. The mixed-use designation as proposed allows for the continuation of the existing commercial uses and allows for residential development at a target density of 8.71 units per net acre (5,000 square foot lots).

**Gales Creek Road/Thatcher Road Mixed Use Area**



Davidson Site (Mixed Use Area 3) – This site was identified as a mixed use site as part of the comprehensive plan update in 2014. This site is 23.5 gross acres with about 18.8 acres net developable area. The mixed use designation for this area is intended to promote a complete neighborhood where retail, services, limited institutional uses and a variety of housing types are allowed near one another. The idea is to promote a complete neighborhood similar to a small scale version of Orenco Station or Villebois in Wilsonville.

**Davidson Site Today**



**Villebois Development in Wilsonville**



**Indication of How Proposed Amendments Implement the 2014 Comprehensive Plan**

The code update project is intended to implement key aspects of the recently updated Forest Grove Comprehensive Plan. The code project specifically addresses the following Comprehensive Plan goals, objectives and policies. Detailed finds will be prepared demonstrating compliance as part of the public hearing process.

Housing Policy 3.1: Identify locations on the Comprehensive Plan and Zoning maps for mixed-use development opportunities. Establish standards for residential and commercial densities, desired building mix, and building design for mixed-use areas.

Housing Policy 6.1: Designate small-scale neighborhood-oriented commercial areas within walking distance of residential areas.

Commercial Land Use Objective 1: Distribute commercial activity throughout the city to serve existing and planned residential or employment areas.

Commercial Land Use Objective 12: The Comprehensive Plan Map and corresponding zoning standards shall provide for commercial development opportunities serving newly developing area in the City.

Urbanization Goal 4: Implement policies to create complete neighborhoods in areas undergoing urbanization.

Urbanization Goal 10: The City of Forest Grove will continue to promote the efficient use of land within the Forest Grove Town Center and any areas designated as transit station communities on the Forest Grove Comprehensive Plan Map.

Economic Development Policy 5.3: Promote opportunities for mixed use development, including near major transportation intersections (nodes) within the City including the Forest Grove Town Center.

Economic Development Policy 5.4: Adopt development standards to encourage the creation of commercial areas at a scale proportionate for meeting the daily needs of nearby residents.

Economic Development Policy 7.10: Amend development standards to increase minimum development densities in the Town Center to improve the economic investment climate for residential construction and encourage a variety of housing types.

The code update project also addresses the following statewide planning goals:

Statewide Planning Goal 1 (Citizen Involvement): Opportunities for citizen involvement were provided during preparation of the Comprehensive Plan and during preparation of the code update proposals.

Statewide Planning Goal 9 (Economic Development): The code update amendments provide opportunities for establishment of new businesses.

Statewide Planning Goal 10 (Housing): The code update amendments provide opportunities for a variety of housing types throughout the City.

Statewide Planning Goal 12 (Transportation): The code update amendments are consistent with the 2014 Transportation System Plan and projected increase in traffic to the year 2035. According to the 2014 Transportation System Plan, traffic is expected to increase by 58% by the year 2035. Implementation of the mixed use zoning designation also provides an opportunity to establish a land use pattern supportive of a balanced transportation including facilities for walking and bicycling. Implementation of the mixed use concept and increasing density in the Town Center and along the Pacific Avenue/19<sup>th</sup> Avenue corridor will also promote higher transit use.

Statewide Planning Goal 14 (Urbanization): Implementation of the code update amendments promotes efficient use of land within the Forest Grove city limits. This will help decrease the demand for housing outside of the urban growth boundary and help preserve land for forest and agricultural uses.

### **Next Steps**

Completion of this project includes the following next steps:

- Planning Commission Public Hearing (December 7, 2015 or January 4, 2016)
- City Council Public Hearing and First Reading of Ordinance (January 25, 2016)
- City Council Public Hearing and Second Reading of Ordinance (February 8, 2016)
- Effective Date of Ordinance (March 9, 2016)

### **Attachments**

Attachment A: Draft Code Revisions  
Attachment B: Draft Design Handbook Revisions

City of Forest Grove Development Code – Draft Amendments	Commentary																											
<p><b>Article 1 INTRODUCTION &amp; PROCEDURES</b></p> <p><b>10.1.000 HOW TO USE THIS CODE</b></p> <p>This Development Code (Code) is organized as a reference document and is not intended to be read from cover to cover. Instead, it is organized so you may look up only the parts you need. The list of articles in the table of contents is very important, as are the section listings at the beginning of each article. Tables and charts are used in many places to summarize information.</p> <p>The Code is divided into nine articles, with each article containing related information. Note that numbers 9 – 11 are held for future articles:</p> <table border="0"> <tr> <td>Article 1</td> <td>-</td> <td>Introduction &amp; Procedures</td> </tr> <tr> <td>Article 2</td> <td>-</td> <td>Land Use Reviews</td> </tr> <tr> <td>Article 3</td> <td>-</td> <td>Zoning Districts</td> </tr> <tr> <td>Article 4</td> <td>-</td> <td>Overlay Districts</td> </tr> <tr> <td>Article 5</td> <td>-</td> <td>Special Provisions</td> </tr> <tr> <td>Article 6</td> <td>-</td> <td>Land Divisions</td> </tr> <tr> <td>Article 7</td> <td>-</td> <td>Miscellaneous Provisions</td> </tr> <tr> <td>Article 8</td> <td>-</td> <td>General Development Standards</td> </tr> <tr> <td>Article 12</td> <td>-</td> <td>Use Categories &amp; Definitions</td> </tr> </table> <p><b>Article 1</b> provides basic information on the purpose and legal framework of the Code and describes how land use permits are classified for review under four different categories of procedure (Type I – Type IV). Information on application requirements, application review, public notice, public hearings and appeals are included in this article along with general provisions on administering the Code.</p> <p><b>Article 2</b> describes the various land use reviews and assigns decision authority. Some reviews may be applied for at the discretion of the applicant, such as a conditional use or adjustment request. Other reviews are mandatory in certain situations, such as design review. Article 2 includes the approval criteria for the land use reviews and cross-references the applicable procedures from Article 1.</p> <p><b>Article 3</b> contains the standards for the different zoning districts. The districts are grouped into the following categories:</p> <ul style="list-style-type: none"> <li>• Residential Zones</li> <li>• Institutional Zone</li> <li>• Commercial <u>and Mixed Use</u> Zones</li> <li>• Town Center Zones</li> <li>• Industrial Zones</li> </ul> <p><b>Article 3</b> states which uses are permitted in each district, which uses are allowed in limited situations, which are conditional uses, and which are prohibited. The general development standards for each district are also included in Article 3. The development standards include requirements such as maximum building heights and setbacks.</p> <p><b>Article 4</b> contains the standards for overlay districts. Overlay districts consist of regulations that address specific subjects that may be applicable in a variety of areas in the City. The Code includes <del>two</del> <u>three</u> overlay districts:</p>	Article 1	-	Introduction & Procedures	Article 2	-	Land Use Reviews	Article 3	-	Zoning Districts	Article 4	-	Overlay Districts	Article 5	-	Special Provisions	Article 6	-	Land Divisions	Article 7	-	Miscellaneous Provisions	Article 8	-	General Development Standards	Article 12	-	Use Categories & Definitions	<p>No changes are proposed to Articles 1 and 2.</p> <p>In Article 3 a new mixed use zone has been added to the Commercial Zones and amendments to consolidate the Town Center Transition (TCT) and Town Center Support (TCS) zones.</p>
Article 1	-	Introduction & Procedures																										
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<ul style="list-style-type: none"> <li>• Master Plan</li> <li>• Planned Developments</li> <li>• <u>Mixed Use Planned Developments</u></li> </ul> <p>Overlay districts apply in conjunction with the base zoning district and can modify the regulations and standards of the base district. The Official Zoning Map identifies the location of the zoning districts and overlay districts.</p> <p><b>Article 5</b> establishes the Natural Resource Areas process to protect environmentally sensitive areas. Special provisions and standards for historic landmarks, manufactured home parks and tree protection are also included in this Article:</p> <ul style="list-style-type: none"> <li>• Natural Resource Areas</li> <li>• Historic Landmarks</li> <li>• Tree Protection</li> <li>• Manufactured Dwelling Parks</li> <li>• Solar Access</li> <li>• Recreational Vehicle Parks</li> </ul> <p>Review procedures, approval criteria and development and design standards for special provisions are cross-referenced or included in this article.</p> <p><b>Article 6</b> deals with land divisions. This article describes submittal requirements, approval criteria and design standards for lot line adjustments, partitions and subdivisions. Article 1 procedures for review of land divisions are cross-referenced. Article 8 standards for public improvements are also cross-referenced.</p> <p><b>Article 7</b> contains the regulations for specific uses (such as home occupations and accessory structures) that may be developed in several zoning districts. The regulations in Article 7 generally supplement the regulations of the Article 3 zoning districts.</p> <p><b>Article 8</b> describes the general development standards that are applicable to all new development or intensification of existing development (including land divisions and development on existing lots). This article includes standards for parking, landscaping, public improvements, signs, and other topics. The general development standards are grouped in Article 8 to provide consolidated information and less repetition in code language.</p> <p><b>Articles 9 – 11</b> are held for future topics.</p> <p><b>Article 12</b> describes the framework for the classification of individual uses into broad land use categories. This article also includes definitions of words that are not in common use or that have a specific meaning in the Code.</p>	<p>A new overlay district is proposed to be included in Article 4.</p> <p>A new density bonus section is proposed for Article 7. Alternatively, this section could be included in Article 3. Also 10.7.300 (cell towers) has been amended to include NMU.</p> <p>Article 8 has been amended to address parking for MF in the Town Center.</p> <p>Article 12 has been amended to add a definition of Car-Share Organization and modify definition of Net Density</p>

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Article 2 LAND USE REVIEWS	No changes																																																				
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<p><b>10.3.010 CLASSIFICATION OF ZONES</b></p> <p>All areas within the corporate limits of the City of Forest Grove are divided into the following zones:</p> <p style="text-align: center;"><b>Table 3-1 Zoning Districts</b></p> <table border="1" data-bbox="365 623 1013 1879"> <thead> <tr> <th><b><u>Zoning District</u></b></th> <th><b><u>Map Symbol</u></b></th> </tr> </thead> <tbody> <tr><td>Single-Family Residential</td><td>R-5</td></tr> <tr><td>Single-Family Residential</td><td>R-7</td></tr> <tr><td>Single-Family Residential</td><td>R-10</td></tr> <tr><td>Suburban Residential</td><td>SR</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Multi-Unit (Low) Residential</td><td>RML</td></tr> <tr><td>Multi-Unit (High) Residential</td><td>RMH</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Institutional</td><td>INST</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Community Commercial</td><td>CC</td></tr> <tr><td>Commercial – Neighborhood</td><td>NC</td></tr> <tr><td><u>Neighborhood Mixed Use</u></td><td><u>NMU</u></td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Town Center Core</td><td>TCC</td></tr> <tr><td><del>Town Center Support</del></td><td><del>TCS</del></td></tr> <tr><td>Town Center Transition</td><td>TCT</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Light Industrial</td><td>LI</td></tr> <tr><td>General Industrial</td><td>GI</td></tr> <tr><td colspan="2"> </td></tr> <tr> <th><b><u>Overlay District (Article 4)</u></b></th> <th><b><u>Map Symbol</u></b></th> </tr> <tr><td>Master Plan</td><td>MP</td></tr> <tr><td>Planned Development</td><td>PD</td></tr> <tr><td><u>Mixed Use Planned Development</u></td><td><u>MUPD</u></td></tr> </tbody> </table>	<b><u>Zoning District</u></b>	<b><u>Map Symbol</u></b>	Single-Family Residential	R-5	Single-Family Residential	R-7	Single-Family Residential	R-10	Suburban Residential	SR			Multi-Unit (Low) Residential	RML	Multi-Unit (High) Residential	RMH			Institutional	INST			Community Commercial	CC	Commercial – Neighborhood	NC	<u>Neighborhood Mixed Use</u>	<u>NMU</u>			Town Center Core	TCC	<del>Town Center Support</del>	<del>TCS</del>	Town Center Transition	TCT			Light Industrial	LI	General Industrial	GI			<b><u>Overlay District (Article 4)</u></b>	<b><u>Map Symbol</u></b>	Master Plan	MP	Planned Development	PD	<u>Mixed Use Planned Development</u>	<u>MUPD</u>	<p>New Neighborhood Mixed Use zone added to table.</p> <p>TCS zone deleted as part of consolidation of Town Center zones.</p>
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<p><b>COMMERCIAL AND MIXED USE ZONES</b></p> <p><b>10.3.300 PURPOSE</b></p> <p>The City of Forest Grove has established two commercial zones to implement the Commercial designation of the Comprehensive Plan <u>and one zone to implement the Mixed Use designation of the Comprehensive Plan</u>. The Neighborhood Commercial zone provides for limited commercial activities at a neighborhood scale. The Community Commercial zone is established to accommodate commercial uses with a community market focus and promote a concentration of mixed uses along the regional transit corridor. <u>The Neighborhood Mixed Use zone is established to encourage the development of pedestrian-friendly mixed use neighborhoods</u>. Additional commercial development opportunities are provided in the Town Center Zones.</p>	<p>A new mixed use zone is proposed to be added to the Commercial Zones section of the code.</p>
<p><b>10.3.310 LIST OF COMMERCIAL AND MIXED USE ZONES</b></p> <p>A. <u>Neighborhood Commercial (NC)</u></p> <p>The NC zone is established to provide for small to medium sized shopping and service facilities adjacent to residential neighborhoods. The district is intended to meet the convenience shopping and service needs of the immediate neighborhood and to have minimal negative impacts on surrounding residential uses. NC zones should be located on arterial or collector streets, preferably at an intersection. NC zones should be spaced at approximately one-half (½) mile intervals and each zoned area should be limited to a total size of approximately two (2) acres.</p> <p>B. <u>Community Commercial (CC)</u></p> <p>The CC zone is established to promote a concentration of mixed uses – including retail, service, office and residential uses – along the regional transit corridor. The link between land use and transit is intended to result in an efficient development pattern that supports the regional transit system and makes progress in reducing traffic congestion and air pollution. The location, mix and configuration of land uses are designed to encourage convenient alternatives to the auto, a safe and attractive streetscape, and a more livable community.</p> <p>C. <u>Neighborhood Mixed Use (NMU)</u></p> <p><u>The Neighborhood Mixed Use zone is established to support the development of pedestrian-friendly mixed use neighborhoods with a diversity in the mix of housing types and neighborhood-scale retail sales and service, office, civic or recreational uses. Most non-residential uses must be located within a “Village Center”. The Village Center is intended to serve as the center of the neighborhood providing convenient access to goods and services as well as “third places” where residents can gather. The NMU zone implements the Comprehensive Plan’s Mixed Use designation. Mixed Use Planned Development approval is required in the NMU zone in order to ensure that the objectives of the Comprehensive Plan are addressed.</u></p>	<p>Purpose statement for the NMU zone emphasizes mixed use and pedestrian orientation.</p>
<p><b>10.3.320 USE REGULATIONS</b></p> <p>Refer to Article 12 for information on the characteristics of uses included in each of the Use Categories.</p> <p>A. <u>Permitted Uses</u>. Uses allowed in the Commercial zones are listed in Table 3-10 with a “P”. These uses are allowed if they comply with the development standards and other regulations of this Code.</p> <p>B. <u>Limited Uses</u>. Uses that are allowed subject to specific limitations are listed in Table 3-10 with an “L”. These uses are allowed if they comply with the limitations listed in the footnotes to the table</p>	

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and the development standards and other regulations of this Code.

- C. **Conditional Uses.** Uses that are allowed if approved through the conditional use process are listed in Table 3-10 with a “C”. These uses are allowed provided they comply with the conditional use approval criteria, the development standards, and other regulations of this Code. Section 10.2.200 contains the conditional use process and approval criteria.
- D. **Not Permitted Uses.** Uses listed in Table 3-10 with an “N” are not permitted or prohibited. Existing uses may be subject to the regulations of Section 10.7.100, Nonconforming Development.
- E. **Accessory Uses.** Uses that are accessory to a primary use are allowed if they comply with specific regulations for accessory uses and all development standards.

**TABLE 3-10 Commercial and Mixed Use Zones Use Table**

USE CATEGORY	NC	CC	NMU
<u>RESIDENTIAL</u>	L <sup>[1]</sup>	L <sup>[2]</sup>	<u>P/L</u> <sup>[13]</sup>
Household Living			
Group Living	N	P	<u>N</u>
Transitional Housing	N	C	<u>N</u>
Home Occupation	L <sup>[3]</sup>	L <sup>[3]</sup>	<u>L</u> <sup>[3]</sup>
Bed and Breakfast	L <sup>[4]</sup>	P	<u>L</u> <sup>[4]</sup>
<u>CIVIC / INSTITUTIONAL</u>			
Basic Utilities	P	P	<u>P</u>
Major Utility Transmission Facilities	C	C	<u>C</u>
Colleges	N	C	<u>N</u>
Community Recreation	N	P	<u>L</u> <sup>[14]</sup>
Cultural Institutions	P	P	<u>L</u> <sup>[14]</sup>
Day Care	P	P	<u>L</u> <sup>[13]</sup>
Emergency Services	C	C	<u>L</u> <sup>[14]</sup>
Postal Services	C	P	<u>L</u> <sup>[14]</sup>
Religious Institutions	C	P	<u>L</u> <sup>[14]</sup>
Schools	C	C	<u>L</u> <sup>[14]</sup>
Social/ Fraternal Clubs / Lodges	C	P	<u>L</u> <sup>[14]</sup>
<u>COMMERCIAL</u>			
Commercial Lodging	N	L <sup>[5]</sup>	<u>L</u> <sup>[14]</sup>
Eating and Drinking Establishments	L <sup>[6]</sup>	P	<u>L</u> <sup>[14]</sup>
Entertainment – Oriented:			
- Major Event Entertainment	N	N	<u>N</u>
- Outdoor Entertainment	N	N	<u>N</u>
- Indoor Entertainment	N	P	<u>L</u> <sup>[14]</sup>
General Retail:			

New NMU allows a wide range of uses with an approved MUPD.

Those uses with footnote 13 are allowed anywhere within the MUPD.

Those uses with footnote 14 are only allowed within a Village Center.

Those uses with footnote 15 are restricted to uses existing as of the date of the ordinance is adopted (i.e., no new uses).

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- Sales – Oriented	P	P	<u>L<sup>[14]</sup></u>	
- Personal Services	P	P	<u>L<sup>[14]</sup></u>	
- Repair – Oriented	P	P	<u>L<sup>[14]</sup></u>	
- Bulk Sales	N	P	<u>N</u>	
- Outdoor Sales	L <sup>[7]</sup>	L <sup>[7]</sup>	<u>L<sup>[14]</sup></u>	
- Animal – Related	N	P		
Medical Centers	N	P	<u>N</u>	
Motor Vehicle Related:		L <sup>[8]</sup>	<u>N</u>	
- Motor Vehicles Sale / Rental	N			
- Motor Vehicle Servicing / Repair	N	P	<u>L<sup>[15]</sup></u>	
- Motor Vehicle Fuel Sales	P <sup>[9]</sup>	P	<u>N</u>	
Non-Accessory Parking	N	P	<u>N</u>	
Office	P	P	<u>L<sup>[14]</sup></u>	
Self-Service Storage	N	C	<u>N</u>	
<b>INDUSTRIAL</b>				
Industrial Services	N	N	<u>N</u>	
Manufacturing and Production:		C <sup>[10]</sup>	<u>N</u>	
- Light Industrial	N			
- General Industrial	N	N	<u>N</u>	
Railroad Yards	N	N	<u>N</u>	
Research and Development	N	N	<u>N</u>	
Warehouse / Freight Movement	N	N	<u>N</u>	
Waste – Related	N	N	<u>N</u>	
Wholesale Sales	N	N	<u>N</u>	
<b>OTHER</b>				
Agriculture / Horticulture	L <sup>[12]</sup>	L <sup>[12]</sup>	<u>L<sup>[12]</sup></u>	
Cemeteries	N	N	<u>N</u>	
Detention Facilities	N	N	<u>N</u>	
Mining	N	N	<u>N</u>	
Wireless Communication Facilities	L <sup>[11]</sup>	L <sup>[11]</sup>	<u>L<sup>[12]</sup></u>	

P=Permitted L=Limited C=Conditional Use N=Not Permitted

**Footnotes:**

- [1] Residential units are permitted in conjunction with a mixed-use development in the NC zone, at a minimum density of 3.48 and a maximum density of 4.35 dwelling units/net acre.
- [2] Residential units are permitted as a stand-alone use or as part of a mixed-use development in the CC zone, at a minimum density of 16.22 units/net acre and a maximum density of ~~20.28~~ 30 units/net acre. Stand-alone residential projects shall have a minimum density of 16.22 units/net acre. There is no minimum density requirement when residential units are constructed over first floor commercial uses.
- [3] Home occupations permitted as an accessory use to residential development, subject to compliance with the home occupation standards in Article 7.
- [4] Bed & breakfast inn limited to three (3) guest rooms in the NC zone, subject to compliance with the bed & breakfast inn standards in Article 7.
- [5] Recreational Vehicle Parks require obtaining a conditional use permit and compliance with the

The proposed amendment to Footnote 2 increases the density in the CC zone from 20.28 to 30 units/net acre.

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<p>requirements of Section 10.5.500 et. seq. All other commercial lodging uses are permitted.</p> <p>[6] Restaurants are permitted in the NC zone (drive-through service is prohibited).</p> <p>[7] Outdoor sales in the NC zone are limited to plants and produce. Outdoor sales areas in the CC zone must be set back at least ten (10) feet from street lot lines and lot lines abutting residential zones and the setback area must be landscaped.</p> <p>[8] Cleaning, sales and repair of motor vehicles and light equipment is permitted outright in the CC zone; sales and rental of heavy vehicles and farm equipment and/or storage of recreational vehicles and boats permitted with conditional use approval.</p> <p>[9] Automobile service station in the NC zone is limited to fuel sales and incidental repair service. [10] As a conditional use pursuant to Section 10.2.200 et. seq., light industrial uses limited within a building no larger than 5,000 square feet in size with no visible emissions or odor outside the building, and with the added criteria that such use does not detract from the commercial viability of the area.</p> <p>[11] Wireless communication facilities are regulated by the standards in Article 7.</p> <p>[12] Domesticated fowl are allowed in conjunction with existing single-family uses and primarily for personal use. Domesticated fowl are allowed subject to these conditions.</p> <ul style="list-style-type: none"> <li>a. Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.</li> <li>b. No roosters shall be permitted.</li> <li>c. Animal waste matter shall not be allowed to accumulate.</li> <li>d. All animal food shall be stored in metal or other rodent-proof containers.</li> <li>e. Fencing shall be designed and constructed to confine all animals to the owner’s property.</li> <li>f. All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner’s).</li> <li>g. All structures that house fowl shall be located at least 5 feet from any side or rear property line.</li> </ul> <p>[13] <u>Residential and day care uses – Existing uses are permitted outright. New uses are permitted within a Mixed Use Planned Development approved in accordance with Section 10.4.300. Residential density shall be established in the Mixed Use Planned Development.</u></p> <p>[14] <u>Use is only permitted within the Village Center of a Mixed Use Planned Development approved in accordance with Section 10.4.300.</u></p> <p>[15] <u>Restricted to uses existing as of [DATE OF ADOPTED ORDINANCE]</u></p>	<p>Those uses with footnote 13 are allowed anywhere within the MUPD.</p> <p>Those uses with footnote 14 are only allowed within a Village Center.</p> <p>Those uses with footnote 15 are restricted to uses existing as of the date of the ordinance is adopted (i.e., no new uses).</p>

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**10.3.330 COMMERCIAL AND MIXED USE ZONE DEVELOPMENT STANDARDS**

**A. Purpose**

The development standards for the commercial and mixed use zones are intended to promote efficient site planning, control the overall scale of buildings, and promote streetscapes that are consistent with the desired character of the ~~two~~ zones.

**B. Development Standards**

Development standards for the NC, ~~and~~ CC and NMU zones are summarized below:

**TABLE 3-11  
Commercial and Mixed Use Zones: Dimensional Requirements**

<b>STANDARD</b>	<b>NC</b>	<b>CC</b>	<b>NMU</b>
Maximum Use Size <sup>[1]</sup>	2,000 square feet	No maximum	<u>No maximum</u> <sup>[5]</sup>
Minimum Lot Size	5,000 square feet	5,000 square feet	<u>No minimum</u> <sup>[5]</sup>
Minimum Lot Width	50 feet	50 feet	<u>No minimum</u> <sup>[5]</sup>
Minimum Lot Depth	100 feet	None	<u>No minimum</u> <sup>[5]</sup>
Minimum Setbacks <sup>[2]</sup>			
- Front	14 feet	None	<u>No minimum</u> <sup>[5]</sup>
- Interior Side	5 feet	None	<u>No minimum</u> <sup>[5]</sup>
- Corner (street side)	14 feet	None	<u>No minimum</u> <sup>[5]</sup>
- Rear	15 feet	None	<u>No minimum</u> <sup>[5]</sup>
Maximum Setback	20 feet	See footnote [3]	<u>No minimum</u> <sup>[5]</sup>
Maximum Building Height <sup>[4]</sup>	35 feet	45 feet	<u>35 feet</u> <u>45 feet</u> <sup>[6]</sup>
Minimum Landscaped Area	15% of site	15% of site	<u>No minimum</u> <sup>[5]</sup>

As noted in footnote 5, Development standards will be established through the MUPD process.

Footnote 6 provides alternative height restriction for buildings in Village Center with MUPD approval.

**Footnotes:**

[1] Individual uses in the NC zone are limited to a maximum gross floor area of 2,000 square feet by right. Uses larger than 2,000 square feet required conditional use permit approval.

[2] New development in the NC and CC zones is subject to Design Review and the Screening & Buffering standards in Article 8. Side or rear yard setbacks may be required where the CC zone abuts a Residential zone. The need for a side or rear yard setback to provide privacy, access to sunlight and a transition between zones shall be evaluated in the Design Review Process.

[3] To ensure that new development is oriented to the street, maximum building setback standards are established in the CC zone, as follows:

a) For sites with one building, a minimum of twenty feet or 50% of the face of the

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<p>building, whichever is greater, shall not exceed the maximum front yard setback of 30 feet. The primary entrance shall be contained within that portion of the building meeting the maximum setback requirement.</p> <p>b) For sites with more than one building, the primary entrance of the building with the largest square footage shall be set back no more that 10% of the depth of the average depth of the lot or 50 feet, whichever is lesser. Satellite buildings shall comply with the setback requirement of (a) above.</p> <p>c) There is no maximum setback for the area east of Oak Street.</p> <p>[4] A step-down in building heights may be required when a new commercial building in the CC zone is proposed within twenty (20) feet of a lower density residential zone (SR, R-10, R-7, and R-5). The need for a step-down in building heights to provide privacy, access to sunlight and a transition between zones shall be evaluated in the Design Review Process. The screening and buffering standards in Article 8 will be used as a guideline.</p> <p>[5] <u>New development in the NMU zone requires approval of a Mixed Use Planned Development (MUPD) in accordance with Section 10.4.300. Development standards are established through the MUPD process.</u></p> <p>[6] <u>Maximum 45 feet building height only within Village Center with approved MUPD.</u></p>	
<p><b>10.3.340 COMMERCIAL ZONE DESIGN STANDARDS &amp; GUIDELINES</b></p> <p>Commercial development in the NC and CC zones is subject to the design review process in Article 2 and standards in Article 8.</p>	
<p><b>10.3.400 PURPOSE</b></p> <p>The purpose of the Town Center zones is to implement the Forest Grove Town Center Plan and to reinforce the historic role of the downtown as the civic, financial and business center. <del>Three</del> <u>Two</u> Town Center zones are adopted to reflect the distinctions between different areas of the Town Center and to focus pedestrian-oriented retail uses to the traditional downtown core along Main Street. Specific development and design standards are adopted for the Town Center zones to reflect the established storefront character of the area and to enhance an active and attractive pedestrian environment for shoppers, employees and residents.</p>	
<p><b>10.3.410 LIST OF TOWN CENTER ZONES</b></p> <p>A. <u>Town Center Core (TCC)</u></p> <p>The Town Center Core zone encompasses the traditional downtown core along Main Street. The purpose of this zone is to provide a concentration of retail and office uses in a defined area. Retail, service uses are required on the ground floor, with an emphasis on those uses that serve a walk-in clientele. Office and/or residential uses are allowed on upper floors. The design standards for this zone require a continuous storefront facade featuring streetscape amenities for the pedestrian.</p> <p>B. <u>Town Center Transition (TCT)</u></p> <p>The Town Center Transition zone is established to increase employment and housing opportunities in close proximity to the Town Center Core. A mix of retail, office, light industrial and residential uses are allowed in the TCT zone, but ground floor retail uses are permitted but not required. Consistent streetscape improvements such as street lighting, street trees and sidewalks will link the Town Center Transition zone with the Town Center Core.</p>	<p>Proposed amendments delete TCS in favor of TCT and make some changes to TCT to accommodate the consolidation of TCS and TCT zoned lands.</p>

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~~C. Town Center Support (TCS)~~

~~The Town Center Support zone is established to increase employment and housing opportunities that support the Town Center Core. A mix of office, light industrial and residential uses are allowed in the TCS zone. Ground floor retail uses are permitted but not required. Pedestrian and bicycle improvements will link the Town Center Support zone with the Town Center Core.~~

**10.3.420 USE REGULATIONS**

Refer to Article 12 for characteristics of uses included in each of the Use Categories.

- A. Permitted Uses. Uses allowed in the Town Center zones are listed in Table 3-12 with a “P”. These uses are allowed if they comply with the development standards and other regulations of this Code.
- B. Limited Uses. Uses that are allowed subject to specific limitations are listed in Table 3-12 with an “L”. These uses are allowed if they comply with the limitations listed in the footnotes to the table and the development standards and other regulations of this Code.
- C. Conditional Uses. Uses that are allowed if approved through the conditional use process are listed in Table 3-12 with a “C”. These uses are allowed provided they comply with the conditional use approval criteria, the development standards, and other regulations of this Code. The conditional use process and approval criteria are stated in Section 10.2.200.
- D. Not Permitted Uses. Uses listed in Table 3-12 with an “N” are not permitted. Existing uses may be subject to Section 10.7.100, Nonconforming Development.
- E. Accessory Uses. Uses that are accessory to a primary use are allowed if they comply with specific regulations for accessory uses and all development standards.

**TABLE 3-12  
Town Center Zones: Use Table**

USE CATEGORY	TC-Core	TC-Transition	<del>TC-Support</del>
<u>RESIDENTIAL</u>			
Household Living	L <sup>[1]</sup>	L <sup>[1]</sup>	<del>L<sup>[1]</sup></del>
Group Living	P <sup>[1]</sup>	P	<del>P</del>
Transitional Housing	N	C	<del>C</del>
Home Occupation	L <sup>[2]</sup>	L <sup>[2]</sup>	<del>L<sup>[2]</sup></del>
Bed and Breakfast	C <sup>[2]</sup>	P	<del>P</del>
<b>CIVIC / INSTITUTIONAL</b>			
Basic Utilities	P	P	<del>P</del>
Major Utility Transmission Facilities	C	C	<del>C</del>
Colleges	C	C	<del>C</del>
Community Recreation	N	P	<del>P</del>
Cultural Institutions	P	P	<del>P</del>
Day Care	P	P	<del>P</del>

Proposed amendments delete TC Support (TCS) and consolidate with TC Transition (TCT).

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Emergency Services	C	C	€	<p>Proposed amendments split footnote 3 into 3 and 4 and renumbered all subsequent footnotes.</p> <p>Clarified that footnote 5 which prohibits drive through service from restaurants applies in TCT. This requirement when applied to the expanded TCT area may create some non-conforming uses. This issue should be discussed.</p>
Postal Services	C	P	P	
Religious Institutions	C	P	P	
Schools	C	C	€	
Social/ Fraternal Clubs / Lodges	C	P	P	
<u>COMMERCIAL</u>				
Commercial Lodging	L <sup>[3 4]</sup>	L <sup>[3 4]</sup>	L <sup>[3]</sup>	
Eating and Drinking Establishments	P <sup>[4][5]</sup>	P <sup>[4][5]</sup>	P	
Entertainment – Oriented:				
- Major Event Entertainment	N	<del>N</del> C	€	
- Outdoor Entertainment	N	N	<del>N</del>	
- Indoor Entertainment	P	P	P	
General Retail:				
- Sales – Oriented	P	P	P	
- Personal Services	P	P	P	
- Repair – Oriented	P	P	P	
- Bulk Sales	L <sup>[5 6]</sup>	L <sup>[5 6]</sup>	L <sup>[5]</sup>	
- Outdoor Sales	N	N	<del>N</del>	
- Animal – Related	N	N	<del>N</del>	
Medical Centers	N	C	€	
Motor Vehicle Related:				
- Motor Vehicles Sale / Rental	N	<del>N</del> P/C <sup>[12]</sup>	<del>N</del>	
- Motor Vehicle Servicing / Repair	N	<del>N</del> C <sup>[13]</sup>	<del>N</del>	
- Motor Vehicle Fuel Sales	N	<del>N</del> C <sup>[14]</sup>	<del>N</del>	
Non-Accessory Parking	N	C	€	
Office	L <sup>[3]</sup>	P	P	
Self-Service Storage	N	N	<del>N</del>	
<u>INDUSTRIAL</u>				
Industrial Services	N	N	<del>N</del>	
Manufacturing and Production:				
- Light Industrial	N	C	€	
- General Industrial	N	N	<del>N</del>	
Call Centers	L <sup>[6][7][8]</sup>	L <sup>[6 7]</sup>	L <sup>[6]</sup>	
Railroad Yards	N	N	<del>N</del>	
Research and Development	N	<del>N</del> C	P	
Warehouse / Freight Movement	N	N	<del>N</del>	
Waste – Related	N	N	<del>N</del>	
Wholesale Sales	N	N	<del>N</del>	
<u>OTHER</u>				
Agriculture / Horticulture	N	N	<del>N</del>	
Cemeteries	N	N	<del>N</del>	
Detention Facilities	N	N	<del>N</del>	
Mining	N	N	<del>N</del>	

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Wireless Communication Facilities	L <sup>[8 9]</sup>	L <sup>[8 9]</sup>	L <sup>[8]</sup>	
Information	L <sup>[9][10]</sup> [11]	L <sup>[9 10]</sup>	L <sup>[9]</sup>	
<p>P=Permitted    L=Limited    C=Conditional Use    N=Not Permitted</p> <p><b>Footnotes:</b></p> <p>[1] New dwellings in the TCC zone are only permitted on or above the 2nd floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT <u>zone</u> and TCS zones new dwellings are permitted as “stand-alone” developments or as part of mixed-use developments, but must meet density requirements.</p> <p>[2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.</p> <p>[3] Offices only permitted as part of a ground-floor retail or personal service use or as a stand-alone use above the first floor in the TC-Core zone. <del>Recreational vehicle parks are prohibited in all districts.</del></p> <p>[4] <u>Recreational vehicle parks are prohibited in all districts.</u></p> <p>[4-5] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.</p> <p>[5 6] Bulk sales stores with ground floor building footprint small than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.</p> <p>[6 7] Permitted where there are no off premise impacts and no product is transported from the site. Centers with any offsite impacts or transport products from the site are to be located in either Light or General Industrial districts.</p> <p>[7 8] Call Centers shall not be allowed on the ground floor in the TC-Core Zone District.</p> <p>[8 9] Wireless communication facilities are regulated by the standards in Article 7.</p> <p>[9 10] Permitted where there are no off premise impacts.</p> <p>[40 11] Information business is not allowed on the ground floor in the TC-Core Zone District.</p> <p>[12] <u>Motor Vehicles Sales/Rental uses may be allowed as a conditional use if conducted entirely indoors.</u></p> <p>[13] <u>Motor Vehicle Servicing/Repair uses existing as of [DATE OF ADOPTED ORDINANCE] are allowed to continue and may expand within the boundaries of the existing lots 1N436B002900, 1N436B002901, 1N436B003000 with conditional use approval. All other Motor Vehicle Servicing/Repair uses are prohibited.</u></p> <p>[14] <u>Motor Vehicle Fuel Sales uses existing as of [DATE OF ADOPTED ORDINANCE] are allowed to continue and may expand within the boundaries of the existing lot 1S306BA01300 with conditional use approval. All other Motor Vehicle Fuel Sales uses are prohibited.</u></p>				
				<p>Split footnote 3 into 3 and 4 and renumbered all subsequent footnotes.</p> <p>Currently, Footnote 5 (now #6) is not applied to the TCT (or TCS) zone in the table; however, the text of the footnote references TCT. Proposed amendment would make it clear that the prohibition on drive-through service restaurants applies in TCT.</p> <p>Footnotes 13 and 14 allow the continuation and expansion of the existing gas station and auto repair on their existing lots.</p>

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**10.3.430 TOWN CENTER ZONE DEVELOPMENT STANDARDS**

**A. Purpose**

The development standards are intended to promote efficient use of land and more intensive development. The standards establish minimum and maximum building heights and maximum building setbacks to reinforce the scale and storefront character of existing historic buildings and to support a pedestrian-oriented environment.

**B. Development Standards**

Development standards for the Town Center Core (TCC); and Town Center Transition (TCT) and ~~Town Center Support (TCS)~~ zones are summarized below.

**TABLE 3-13  
Town Center Zones: Dimensional Requirements**

STANDARD	TCC	TCT	TCS
Floor Area Ratio <sup>[1]</sup> - Minimum - Maximum	1:1 <del>3:1</del> <u>4:1</u>	<del>0.75-0.5:1</del> <del>3:1</del> <u>4:1</u>	<del>0.5:1</del> <del>3:1</del>
Building Height (all parts) - Minimum - Maximum	2 stories 4 stories	16 feet 4 stories	<del>16 feet</del> <del>4 stories</del>
Residential Density <sup>[2]</sup> - Minimum - Maximum	None <del>20.28</del> <u>40</u> units /acre <sup>[7]</sup>	16.22 units / acre <del>20.28</del> <u>40</u> units / acre <sup>[7]</sup>	<del>16.22 units /acre</del> <del>20.28 units /acre</del>
Front Setback <sup>[3]</sup> - Minimum - Maximum	0 15 feet	0 15 feet	<del>0</del> <del>15 feet</del>
Side and Rear Setback <sup>[4]</sup>	0	0	<del>0</del>
Parking <sup>[5]</sup>	Exempt	Exempt	<del>Exempt</del>
Landscaping <sup>[6]</sup>	5 % of lot	5 % of lot	<del>5 % of lot</del>

TCS deleted from the table.

Maximum FAR increased from 3:1 to 4:1 for TCC and TCT. Minimum FAR for TCT reduced to 0.5:1.

Base residential density increased 40 du/net ac.

Minimum residential density in TCT proposed to be retained at the current requirement of 16.22 units/acre

**Footnotes:**

[1] Floor area ratio is defined as the ratio of building square footage to gross site square footage. For example, a 5,000 square foot building is required on a 5,000 square foot site (FAR of 1:1); a ~~15,000~~ 20,000 square foot building is allowed (FAR of ~~3:1~~ 4:1).

[2] All densities are based on net acres.

[3] A larger front yard setback may be approved through Design Review if the setback area incorporates enhanced pedestrian spaces and amenities such as plazas, arcades, courtyards, outdoor cafes, widened sidewalks, benches, shelters, street furniture, public art, or kiosks. No parking is allowed between building and public right-of-way.

[4] Side and rear yard setbacks may be required through Design Review when needed to provide a transition

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<p>between zones or different land uses. The screening and buffering standards in Article 8 will be used as a guideline.</p> <p>[5] <u>Except for multifamily residential uses, off-street</u> <del>Off-street</del> parking is not required in <del>any of the three</del> Town Center Zones. When off-street parking is provided, it shall be located to the side or rear of buildings, in shared parking lots or in parking structures. Parking and/or maneuvering areas shall not be located between the front facade of the building and the street/sidewalk. <u>Parking for multifamily residential uses shall be provided in accordance with Table 8-5 in Section 10.8.515</u></p> <p>[6] Required landscaping in the Town Center zones may include planters, hanging baskets, and architectural features such as benches and water fountains that are supportive of the Town Center pedestrian environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design.</p> <p>[7] <u>Residential density may be increased above the maximum in accordance with the density incentives in Section 10.7.400. Minimum density does not apply to projects on sites which are less than ½ acres in in net area or which include a mix of uses.</u></p>	<p>Footnote 5 amended to specify that off-street parking will be required for MF residential uses in the TC zones.</p> <p>Footnote 7 references new density bonus section.</p>
<p><b>10.3.440 TOWN CENTER ZONE DESIGN STANDARDS AND GUIDELINES</b></p> <p>Development in all Town Center Zones is subject to the design review process provided in Article 2 and standards provided in Article 8.</p>	
<p><b>ARTICLE 4 OVERLAY DISTRICTS</b></p>	
<p><b>10.4.000 OVERVIEW OF ARTICLE 4</b></p>	
<p>This Article includes procedures and requirements related to zoning overlay districts. Properties with an overlay designation will also have an underlying zoning. Provision of the overlay district may add or modify requirements of the underlying zoning district. Forest Grove has two overlay districts:</p> <ul style="list-style-type: none"> <li>▪ Master Plan</li> <li>▪ Planned Developments</li> <li>▪ <u>Mixed Use Planned Developments</u></li> </ul> <p>The purpose of the Master Plan Zone is to promote and facilitate the coordinated development of larger-scale institutional facilities through adoption of a master plan. This Article also includes procedures and standards for Planned Developments (PD). The PD procedures are established to provide greater flexibility in the development of land for residential, commercial or industrial purposes than allowed outright by the base zones. <u>The Mixed Use Planned Development procedures are similar to the PD, but are specifically intended for use within the Neighborhood Mixed Use Zone.</u></p> <p><b><u>MIXED USE PLANNED DEVELOPMENT</u></b></p> <p><u>10.4.300 PURPOSE</u></p> <p><u>The purpose of the Mixed Use Planned Development is to ensure that sites zoned Neighborhood Mixed Use are developed into pedestrian-friendly mixed use neighborhoods. In order to accomplish that, Mixed Use Planned Developments need to provide:</u></p> <p>A. <u>Diversity in the mix of housing types including single family houses, apartments, row houses,</u></p>	

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<p><u>cottages, senior housing, and residential units above commercial or office space;</u></p> <p><u>B. Pedestrian-orientation in the arrangement and placement of buildings, parking and circulation systems, land uses, and utilities;</u></p> <p><u>C. Pedestrian and bicycle access to, and through, the site and provide connectivity to adjacent areas for motorized and non-motorized modes of transportation;</u></p> <p><u>D. Neighborhood-scale retail sales and service, office, civic or recreational uses conveniently located for neighborhood access, thereby contributing to the livability of the area by reducing the amount of vehicle miles traveled to reach goods and services;</u></p> <p><u>E. Coordinated architectural styles, landscaping building forms and building relationships which help establish a cohesive sense of place;</u></p> <p><b><u>F. An urban form that emphasizes the efficient use of land and compact urban form;</u></b></p> <p><u>G. The applicant with reasonable assurance of ultimate approval before requiring detailed design and engineering, while providing the City with assurances that the project will retain the character envisioned at the time of approval; and</u></p> <p><u>H. A basis for discretionary review of an overall plan of development that can subsequently be developed in phases over time with administrative approval.</u></p>	<p>be required for all development within the new NMU Zone.</p> <p>New purpose statement emphasizes pedestrian oriented mixed use.</p>
<p><u>10.4.305 PROCEDURES</u></p> <p><u>A Mixed Use Planned Development (MUPD) is reviewed through a two-step process.</u></p> <p><u>A. Preliminary plan. The preliminary plan is reviewed under Type III procedures. The preliminary plan review examines the MUPD with respect to items such as the mix of uses; density, including the number, type, and location of dwelling units; the location and amount of non-residential uses; parking; impacts on surrounding areas; adequacy of services; and conceptual plan for service improvements. Preliminary plan approval will only be granted when there is a reasonable certainty that the MUPD will fulfill all applicable requirements of the City Codes.</u></p> <p><u>B. Final plan. The final plan for the MUPD is reviewed under Type I administrative procedures. The applicant must submit the detailed and technical information necessary to demonstrate that all applicable City standards, requirements, and conditions have been met. Approval will only be granted if the final plan is in substantial conformance with the preliminary plan.</u></p> <p><u>C. Concurrent land division. A MUPD may be filed and processed concurrently with a partition or subdivision application; however, no land division shall be approved unless it is found to be consistent with the applicable MUPD. All of the submittal requirements and review standards of Article 6 will apply to a concurrent MUPD/land division request. The tentative plat will be combined with the preliminary MUPD review and the final plat will be combined with the final MUPD review.</u></p> <p><u>D. Site development/design review. The MUPD approval shall remove the requirement for subsequent site development or design review of individual buildings, if the MUPD includes building elevations and sufficient information to demonstrate compliance with the applicable site development/design review standards. The MUPD decision shall expressly state whether individual buildings within the MUPD (such as commercial or multifamily buildings) shall require subsequent site development or design review approval.</u></p>	<p>Proposed procedures are generally comparable to current PD requirements.</p>

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<p><b>10.4.310 PROFESSIONAL DESIGN TEAM REQUIRED</b></p> <p><u>For MUPDs over three (3) gross acres in size, the MUPD applicant must certify, in writing, that a member of each of the following professions will be used in the planning and design process for the proposed MUPD:</u></p> <p>A. <u>A licensed architect or professional urban designer approved by the Planning Director.</u></p> <p>B. <u>A licensed landscape architect, a certified nurseryman, or landscape designer approved by the Director.</u></p> <p>C. <u>A registered civil engineer or land surveyor.</u></p> <p><u>One of the above professionals shall be designated by the applicant to act as a liaison between the Community Development Department, the design team, and the applicant during the two-step MUPD review process. The Planning Commission or City Council may require the expertise of other professionals on the design team if it is determined that the site merits special consideration to unique or adverse features or conditions.</u></p>	<p>Proposed requirement is comparable to PD. As drafted, this requirement would only apply to MUPDs over 3 acres in size.</p>																
<p><b>10.4.315 MUPD DEVELOPMENT STANDARDS</b></p> <p>A. <u>Base Zone Standards. The development standards of the base zone apply unless they are superseded by the standards of this section or an MUPD approval.</u></p> <p>B. <u>Site Size. There are no minimum or maximum size limitations for a MUPD.</u></p> <p>C. <u>Residential Density.</u></p> <p><u>1. The target, minimum and maximum residential density for each of the NMU zoned area is shown in Table 4-1. Dwelling units may be transferred between parcels as part of an approved MUPD provided the average density within the MUPD meets the standards in Table 4-1.</u></p> <p style="text-align: center;"><b><u>TABLE 4-1</u></b> <b><u>Residential Density</u></b></p> <table border="1" data-bbox="126 1412 1205 1591"> <thead> <tr> <th><u>NMU Zoned Area</u></th> <th><u>Minimum Density</u></th> <th><u>Target Density</u></th> <th><u>Maximum Density</u></th> </tr> </thead> <tbody> <tr> <td>Area 1 - David Hill</td> <td>9.6 units/net acre</td> <td>12 units/net acre</td> <td>13.8 units/net acre</td> </tr> <tr> <td>Area 2 - Gales Creek</td> <td>6.97 units/net acre</td> <td>8.71 units/net acre</td> <td>10.02 units/net acre</td> </tr> <tr> <td>Area 3 - Davidson</td> <td>9.6 units/net acre</td> <td>12 units/net acre</td> <td>13.8 units/net acre</td> </tr> </tbody> </table> <p>D. <u>Lot Sizes. There are no required minimum lot sizes.</u></p> <p>E. <u>Housing Types Allowed. All housing types are permitted. For MUPDs over three (3) gross acres in size, a mix of housing types is required unless otherwise approved by the Planning Commission. Multi-unit buildings shall be subject to Multi-Unit Residential Focus Area standards unless standards are modified through an approved MUPD.</u></p> <p>F. <u>Village Center. Commercial Uses and Institutional Uses (other than Basic Utilities, Major Utilities Transmission Facilities, Daycare, Home Occupations and Community Recreation) shall be located within a</u></p>	<u>NMU Zoned Area</u>	<u>Minimum Density</u>	<u>Target Density</u>	<u>Maximum Density</u>	Area 1 - David Hill	9.6 units/net acre	12 units/net acre	13.8 units/net acre	Area 2 - Gales Creek	6.97 units/net acre	8.71 units/net acre	10.02 units/net acre	Area 3 - Davidson	9.6 units/net acre	12 units/net acre	13.8 units/net acre	<p>Base zone standards are included in the new MUPD zone.</p> <p>An MUPD would be required prior to development in NMU Zone. There are both large and small sites in the areas designated on the CP map for Mixed Use. Standards need to be scalable.</p> <p>The TCT standards and guidelines will apply to Village Centers and the MF standards and guidelines will apply to multi-unit developments.</p>
<u>NMU Zoned Area</u>	<u>Minimum Density</u>	<u>Target Density</u>	<u>Maximum Density</u>														
Area 1 - David Hill	9.6 units/net acre	12 units/net acre	13.8 units/net acre														
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<p><u>Village Center.</u></p> <p>1. <u>The applicant shall propose designs for the Village Center that provide services at a neighborhood scale within a compact, pedestrian-friendly environment. The Design and Development Standards and/or Design Guidelines applicable to the Town Center Transition (TCT) zone shall be used as a basis for development within the Village Center unless modified through an approved MUPD.</u></p> <p>2. <u>The minimum and maximum floor area of commercial or institutional uses permitted within the Village Center is shown in Table 4-2.</u></p> <p>3. <u>The total area of the Village Center shall not exceed 50% of the buildable land within the MUPD or three (3) acres, whichever is greater. For the purposes of this calculation the area of the Village Center shall include the contiguous areas dedicated to commercial and institutional uses and related parking. Streets and open space shall not be included in the Village Center area calculations.</u></p> <p>4. <u>Only one (1) Village Center is permitted within each of the NMU Zoned Areas.</u></p> <p>5. <u>Institutional uses shall not exceed 10% of the maximum allowed square footage within the Village Center.</u></p> <p>6. <u>The maximum building footprint shall not exceed 40,000 square feet.</u></p>	<p>However, standards can be modified through the MUPD approval.</p> <p>F. In order to avoid scatter or strip development or multiple lots, the proposed language allows commercial and civic uses only in a Village Center and allows only one Village Center in each of the Areas. Also, in order to keep the Village Centers relatively compact, they are limited to a maximum size of 50% of the buildable land or 3 acres whichever is greater.</p>												
<p><b>TABLE 4-2</b>  <b><u>Commercial/Institutional Uses within the Village Center</u></b></p> <table border="1" data-bbox="181 1161 1245 1342"> <thead> <tr> <th><u>NMU Zoned Area</u></th> <th><u>Minimum Square Footage</u></th> <th><u>Maximum Square Footage</u></th> </tr> </thead> <tbody> <tr> <td><u>Area 1 - David Hill</u></td> <td><u>None</u></td> <td><u>15,000 SF Gross Floor Area</u></td> </tr> <tr> <td><u>Area 2 - Gales Creek</u></td> <td><u>None</u></td> <td><u>25,000 SF Gross Floor Area</u></td> </tr> <tr> <td><u>Area 3 - Davidson</u></td> <td><u>25,000 SF Gross Floor Area</u></td> <td><u>130,000 SF Gross Floor Area</u></td> </tr> </tbody> </table>	<u>NMU Zoned Area</u>	<u>Minimum Square Footage</u>	<u>Maximum Square Footage</u>	<u>Area 1 - David Hill</u>	<u>None</u>	<u>15,000 SF Gross Floor Area</u>	<u>Area 2 - Gales Creek</u>	<u>None</u>	<u>25,000 SF Gross Floor Area</u>	<u>Area 3 - Davidson</u>	<u>25,000 SF Gross Floor Area</u>	<u>130,000 SF Gross Floor Area</u>	
<u>NMU Zoned Area</u>	<u>Minimum Square Footage</u>	<u>Maximum Square Footage</u>											
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<u>Area 2 - Gales Creek</u>	<u>None</u>	<u>25,000 SF Gross Floor Area</u>											
<u>Area 3 - Davidson</u>	<u>25,000 SF Gross Floor Area</u>	<u>130,000 SF Gross Floor Area</u>											
<p>G. <u>Height. The height limits of the base zone apply.</u></p> <p>H. <u>Building Setbacks. Building setbacks are established as part of the preliminary development plans approval.</u></p> <p>I. <u>Open Space. A MUPD shall include a minimum of 20% usable common open space, landscaped areas, and/or protected natural areas.</u></p> <p>J. <u>Pedestrian-Orientation and Circulation. A MUPD shall include a transportation system that emphasizes pedestrian mobility and accessibility, and demonstrates an effective and convenient system of pedestrian facilities that provides connectivity throughout the MUPD and to adjacent properties. The transportation system shall identify existing and proposed pedestrian connections and may include a combination of sidewalks, multi-use pathways and trails.</u></p> <p>K. <u>Parking. The base zone parking requirements apply except that shared parking is encouraged within the MUPD. Where the MUPD abuts land zoned for single family residential development, common parking</u></p>	<p>K. In order to ensure a pedestrian friendly environment, parking must be located to the rear or side of non-residential buildings and residential developments are required to have alley</p>												

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<p><u>and maneuvering areas must be set back at least twenty (20) feet from the lot line. No parking or vehicular circulation areas shall be located between the building and the street. Garages and off-street parking areas for residential developments shall be accessed by alleys unless otherwise approved by the Planning Commission</u></p> <p><u>L. Water Features. Water features such as streams or ponds must be left in a natural state unless altered to improve the natural values of the water feature or to improve stormwater drainage. Water features and their buffers should be kept in common ownership.</u></p> <p><u>M. Facilities and Services. It is the responsibility of the applicant to provide all service facilities necessary for the functioning of the MUPD. Service facilities such as streets, water supply facilities, sanitary sewers, and storm water detention facilities must be dedicated to the public if they are to provide service to any property not included in the MUPD. However, the review body may approve private service facilities with the consent of the appropriate service provider.</u></p> <p><u>N. Underground Utilities. All service facilities must be placed underground except those that by their nature must be on or above ground, such as fire hydrants and open water courses. The applicant is responsible for making the necessary arrangements with utility companies and other appropriate entities when installing all service facilities.</u></p> <p><u>O. Construction to Standards. All service facilities dedicated to the public must be constructed to City standards. All private service facilities must be designed by a qualified civil engineer to City standards or comparable design life as determined by the City Engineer.</u></p>	<p>access</p>
<p><u>10.4.320 PRELIMINARY PLAN REVIEW</u></p> <p><u>A. Procedure. Preliminary plan reviews are processed through a Type III procedure.</u></p> <p><u>B. Submittal Requirements. Applications for a preliminary plan review must contain the information stated below in addition to that required by Section 10.1.325.</u></p> <p><u>1. General statement. A statement of how the purpose of Section 10.4.300 will be achieved by the proposed MUPD. The statement should include sketches or illustrations of the proposed character of the development, a description of how the MUPD will relate to surrounding land uses and whether other land use reviews are requested.</u></p> <p><u>2. Summary report. A summary report identifying the different land uses, including the amount of land for housing, Village Center (if any) and other non-residential uses, open areas, streets and parking; the number and type of housing units; and a statement of how necessary services will be provided and whether the services will be publicly or privately owned and operated.</u></p> <p><u>3. Drawings of existing site conditions. A drawing or drawings must be submitted which display and inventory existing site conditions including the items listed below.</u></p> <p><u>a. Ground elevations shown with contour lines at two (2) -foot intervals or less.</u></p> <p><u>b. Areas of moderate or severe landslide potential, as identified on City maps or documented by an engineering geologist or geotechnical engineer.</u></p> <p><u>c. General soil types as identified on City maps or as documented by an engineering geologist of soils engineer.</u></p>	<p>Proposed requirements are generally comparable to current PD requirements.</p>

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<p>d. <u>Existing natural features, including rock outcroppings, trees and tree groves, fish and wildlife habitats, ponds, wetlands, and watercourses.</u></p> <p>e. <u>Existing on-site or abutting sanitary sewage, storm drainage, and water supply facilities. If such facilities are not on or abutting the site, indicate the direction and distance to the nearest ones.</u></p> <p>f. <u>Width, location, and purpose of all existing easements of record on or abutting the site.</u></p> <p>g. <u>A description of the traffic circulation system for all modes on or abutting the site, including street sizes, level of improvements, and condition of the streets.</u></p> <p>h. <u>A description of areas abutting the MUPD, indicating zoning districts, land uses, densities, circulation systems, public service facilities, natural features, and approximate locations of nearby structures.</u></p> <p>i. <u>Any additional information about existing site conditions required for a concurrent subdivision application.</u></p> <p>4. <u>MUPD Site Plan. The site plan must include the information stated below.</u></p> <p>a. <u>Setbacks and orientation to the street all buildings.</u></p> <p>b. <u>The traffic circulation system for all modes, including connections to existing public rights-of-way, off-street parking, and the ownership of streets, street trees and street lighting.</u></p> <p>c. <u>The general location of parking areas, identify ingress and egress locations, and the number of spaces to be provided.</u></p> <p>d. <u>Conceptual plans for pedestrian and bicycle circulation systems.</u></p> <p>e. <u>Conceptual plans for all necessary services, including their location and whether the services will be publicly or privately owned and maintained.</u></p> <p>f. <u>Conceptual plans for all facilities for the control and disposal of storm water and groundwater.</u></p> <p>g. <u>Conceptual plans for the location and design of public and private open areas or structures.</u></p> <p>h. <u>Treatment proposed for the periphery of the site, including the approximate amount, location, and type of any required landscaping.</u></p> <p>5. <u>Drawings. Drawings showing the existing site conditions and the proposed site plan must be at a reasonable size and scale to clearly show all required information. The drawings must display the following:</u></p> <p>a. <u>Name of the proposed PD;</u></p>	

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<p>b. <u>Date, north arrow, and scale of the drawing;</u></p> <p>c. <u>Legal description of the PD sufficient to define its location and boundaries;</u></p> <p>d. <u>Names, addresses, and telephone numbers of the owner, applicant, and design team;</u></p> <p>e. <u>Appropriate identification of the drawing as a preliminary plan.</u></p> <p>6. <u>Building Elevations or Design Guidebook. The application shall include sample elevations for detached single family dwellings and specific elevations for all other buildings. In lieu of providing detailed elevations for each building, the application may include a Design Guidebook, created by a qualified architect or urban designer, which outlines the design standards that will be applicable to all development within the MUPD including architectural features for all building types and identify proposed color palates, materials and typical elevations.</u></p> <p>7. <u>Phased MUPDs. If the project will be built in phases, a Development Phasing Plan is required. The Development Phasing Plan shall:</u></p> <p>a. <u>Demonstrate how the required mix of uses will be provided through phasing, including the approximate locations, amount in square footage of non-residential uses (a size range may be provided), number of residential dwelling units, and phasing schedule of each use;</u></p> <p>b. <u>Demonstrate how on-site circulation, parking, landscaping and tree planting, lighting and other on-site improvements will function, after the completion of each phase and following complete buildout of the development site;</u></p> <p>c. <u>Identify the timeframe, in what order and how proposed public utilities, public facilities and other improvements and amenities necessary to support the project will be constructed, dedicated or reserved; and</u></p> <p>C. <u>Approval Criteria. The preliminary plan will be approved if the review body finds that the applicant has shown that all of the following approval criteria are met:</u></p> <p>1. <u>The plan fulfills the purpose for MUPDs stated in Section 10.4.300;</u></p> <p>2. <u>The plan meets the submittal requirements of Section 10.4.320 B;</u></p> <p>3. <u>Adequate public services exist or can be provided to serve the proposed MUPD; and</u></p> <p>4. <u>Where a tentative subdivision plat is requested, the requirements of Article 8 are met.</u></p> <p>D. <u>Time Limit. Preliminary plan approval is valid for three (3) years and may not be extended. The three (3)-year period will not begin until any appeals beyond the jurisdiction of the City are completed. Within the three (3) year time period, the applicant must submit a final development plan for the entire site, or for the first phase if the MUPD has been approved for phased development. The applicant must submit final development plans for any subsequent phases within the time limit specified for the phases.</u></p>	<p>6. The allowance for a Design Guidebook is unique to this MUPD process. It is intended to allow developers who are doing phased developments to delay preparing all of the building elevations.</p>

<b>City of Forest Grove Development Code – Draft Amendments</b>		<b>Commentary</b>
<p><u>10.4.325 FINAL PLAN REVIEW</u></p> <p><u>A. Final Plan Submittal. The applicant must present detailed plans, which meet the public facility standards of the City. The applicant must present other plans or studies required by the preliminary approval, such as a grading plan, soils engineer report, or detailed landscaping plans.</u></p> <p><u>B. Procedure. The final plan is reviewed under Type I procedures.</u></p> <p><u>C. Requirements. The final development plan will be approved if it meets the requirements stated below and is in substantial conformance with the approved preliminary plan and any conditions of the approval.</u></p> <p><u>1. Drawing quality. The final development plan must be drawn clearly and legibly at a size and scale that clearly shows all required information. The plan must be identified as the final MUPD plan.</u></p> <p><u>2. Additional information on the final plan. In addition to the information required on preliminary drawings or otherwise specified by law, the following information must be shown:</u></p> <p style="padding-left: 40px;"><u>a. Reference points of identified existing surveys by distances and bearings, and referenced to field book or map, including stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the MUPD;</u></p> <p style="padding-left: 40px;"><u>b. The location and width of streets and easements intercepting the boundary of the MUPD;</u></p> <p style="padding-left: 40px;"><u>c. Easements and stormwater drainage reserves must be clearly identified and, if already of record, their recorded reference. The width of the easement, its length and bearing, and sufficient ties to locate the easement within the MUPD must be shown. If the easement is being dedicated by the plan, it must be properly referenced in the owner’s certificates of dedication; and</u></p> <p style="padding-left: 40px;"><u>d. Identification of land to be dedicated to the public.</u></p> <p><u>3. Additional certificates or drawings. The items stated below may be combined where appropriate.</u></p> <p style="padding-left: 40px;"><u>a. A certificate signed and acknowledged by all parties having any recorded title interest in the land and consenting to the preparation and recording of the MUPD.</u></p> <p style="padding-left: 40px;"><u>b. A certificate signed and acknowledged as above, dedicating the land intended for public use, if any.</u></p> <p style="padding-left: 40px;"><u>c. A title report issued by the title insurance company verifying ownership by the applicant of real property that is to be dedicated to the public.</u></p> <p style="padding-left: 40px;"><u>d. A certificate with the seal of, and signed by, the surveyor responsible for the survey.</u></p> <p style="padding-left: 40px;"><u>e. Other certificates required by law.</u></p> <p style="padding-left: 40px;"><u>f. A copy of any deed restrictions applicable to the MUPD.</u></p>	<p>Proposed requirements are generally comparable to current PD requirements.</p>	

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<p>4. <u>Detailed design plan for the MUPD site. A detailed design plan for the MUPD is required and must include the items stated below.</u></p> <p>a. <u>The location of proposed buildings and structures, parking areas and, where applicable, the location of allowable building areas of individual lots.</u></p> <p>b. <u>All building setback lines and height limits that are to be made part of the MUPD restrictions.</u></p> <p>c. <u>The location and type of proposed buildings, structures, or improvements in common open areas.</u></p> <p>d. <u>The location and design information for all proposed streets as required by Article 8.</u></p> <p>e. <u>A plan for water mains and fire hydrants.</u></p> <p>f. <u>A plan for sanitary sewage disposal.</u></p> <p>g. <u>A plan for storm water drainage.</u></p> <p>h. <u>A plan for additional improvements such as walkways and street lighting.</u></p> <p>i. <u>Required solar-related information if the MUPD is also subject to the solar regulations for new subdivisions.</u></p> <p>5. <u>Landscaping. A landscaping plan for common open areas, the perimeter of the MUPD, and other landscaped areas is required.</u></p> <p>a. <u>The plan must show areas that the applicant proposes to retain in natural vegetation. The plan must show the areas, sizes, numbers, and types of plant and other materials to be used for all landscaped areas.</u></p> <p>b. <u>The plan must address the revegetation of common open areas and perimeter areas disturbed during construction.</u></p> <p>c. <u>The plan must include a proposed schedule for required perimeter landscaping. A performance guarantee is required if the landscaping cannot be completed prior to the occupancy of buildings, or cannot be completed when required by the conditions of approval.</u></p> <p>6. <u>Geotechnical engineer’s report. A geotechnical engineer’s report consistent with the requirements of Section 10.8.310 must be submitted if the MUPD is in a moderate or severe landslide area, or if the report was required as a part of the preliminary approval. The City Engineer or the Building Official must approve the report.</u></p> <p>7. <u>CC &amp; Rs. The Declaration of Covenants, Conditions, and Restrictions (CC &amp; Rs) for the MUPD must be submitted. In addition, any other legal instruments for the protection and maintenance of common open areas, private streets, and private utilities if any, must be submitted. These legal instruments must be approved by the City Attorney to ensure that the City’s interests are protected.</u></p>	

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<p><u>8. Concurrent subdivision approval. Simultaneous final plat approval is permitted.</u></p>																																										
<p>ARTICLE 5 SPECIAL PROVISIONS</p>	<p>No changes</p>																																									
<p>ARTICLE 6 LAND DIVISIONS</p>	<p>No changes</p>																																									
<p>ARTICLE 7 MISCELLANEOUS PROVISIONS</p>																																										
<p><b>10.7.000 OVERVIEW OF ARTICLE 7</b>                      This Article includes miscellaneous provisions for special uses or exceptions that are not addressed elsewhere in the Code. The following list summarizes topics covered in this Article:</p> <ul style="list-style-type: none"> <li>• Accessory Dwelling Units</li> <li>• Accessory Structures</li> <li>• Bed &amp; Breakfast Inn</li> <li>• Fences</li> <li>• General Exceptions</li> <li>• Home Occupations</li> <li>• Manufactured Homes on Lots</li> <li>• Nonconforming Development</li> <li>• Solid Waste &amp; Recycling Storage</li> <li>• Wireless Communication Facilities</li> <li>• <u>Residential Density Incentives</u></li> </ul> <p>These headings can assist the user in locating information. The table of contents contains a complete list of the material included in this Article.</p>																																										
<p><b>WIRELESS COMMUNICATION FACILITIES</b></p> <p><b>10.7.310 PROCEDURE</b>                      Table 6-1 describes the type of wireless communication facility and review procedure by zone. The placement, construction, and/or modification of wireless communication facilities are subject to review and approval as indicated below. The two options for review are a Type I administrative decision or a Type III conditional use permit. NP indicates that the type of antenna or support structure is not permitted in that zone at that height.</p> <p style="text-align: center;"><b>TABLE 7-1: WIRELESS FACILITY TYPES AND REVIEW PROCEDURES</b></p> <table border="1" data-bbox="56 1670 1331 1947"> <thead> <tr> <th rowspan="2">ANTENNA OR SUPPORT STRUCTURE</th> <th colspan="6">ZONE</th> </tr> <tr> <th>R</th> <th>Inst</th> <th>C</th> <th>TC</th> <th>I</th> <th><u>NMU</u></th> </tr> </thead> <tbody> <tr> <td>Antenna attached to existing structure (i.e., buildings, towers, grain elevators, or other structures)</td> <td>AA</td> <td>AA</td> <td>AA</td> <td>AA</td> <td>AA</td> <td><u>AA</u></td> </tr> <tr> <td>Monopoles – maximum height of 35 feet</td> <td>CU</td> <td>AA</td> <td>AA</td> <td>CU</td> <td>AA</td> <td><u>AA</u></td> </tr> <tr> <td>Monopoles – 36 feet to 70 feet in height</td> <td>NP</td> <td>NP</td> <td>CU</td> <td>CU</td> <td>AA</td> <td><u>NP</u></td> </tr> <tr> <td>Monopoles – greater than 70 feet</td> <td>NP</td> <td>NP</td> <td>CU</td> <td>NP</td> <td>AA</td> <td><u>NP</u></td> </tr> </tbody> </table>	ANTENNA OR SUPPORT STRUCTURE	ZONE						R	Inst	C	TC	I	<u>NMU</u>	Antenna attached to existing structure (i.e., buildings, towers, grain elevators, or other structures)	AA	AA	AA	AA	AA	<u>AA</u>	Monopoles – maximum height of 35 feet	CU	AA	AA	CU	AA	<u>AA</u>	Monopoles – 36 feet to 70 feet in height	NP	NP	CU	CU	AA	<u>NP</u>	Monopoles – greater than 70 feet	NP	NP	CU	NP	AA	<u>NP</u>	<p>The new NMU zone has been added to the Table 7-1. NMU is subject to the same standards as Residential.</p>
ANTENNA OR SUPPORT STRUCTURE		ZONE																																								
	R	Inst	C	TC	I	<u>NMU</u>																																				
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**Footnotes:**

- |                                      |   |
|--------------------------------------|---|
| R: Residential Zones                 | AA: Administrative Action – Type I Process    |
| C: Commercial Zones (except for NMU) | CU: Conditional Use Permit – Type III Process |
| TC: Town Center Zones                | NP: Not Permitted                             |
| I: Industrial Zones                  |   |
| Inst: Institutional Zones            |   |
| NMU: Neighborhood Mixed Use Zones    |   |

**RESIDENTIAL DENSITY INCENTIVE ABOVE BASE REQUIREMENT**

**10.7.400 PURPOSE**

The residential density incentive is intended to allow significantly higher densities within the Town Center, while ensuring that livability is preserved and sustainability is encouraged. Projects which receive density incentives are expected to exceed the City’s design standards.

**10.7.405 APPLICABILITY**

For proposed mixed use and multifamily residential developments within the Town Center, the Planning Commission may consider the request for a density incentive as part of Design Review at the applicant’s request.

**10.7.410 STANDARDS**

Available density incentives are described in Table 7-2. However, in no case shall the total density on a site exceed 100 units per net acre. In addition, the City may limit the total number and/or type of density incentives for which the property may qualify based on the following:

- A. Availability of adequate public facilities and services, including public water, sanitary sewer, storm drainage, police and fire protections
- B. Traffic impacts. Applicants may be required to provide a traffic impact analysis, prepared by a licensed traffic engineer, which includes appropriate mitigation measures.
- C. Compatibility with adjacent single-family residential zonings districts.

**TABLE 7-2**  
**DENSITY INCENTIVES**

<b><u>Tier 1: Density Incentives for Project Amenities</u></b>		
<u>Tier 1 density incentives are earned when a developer provides the project amenities listed in Table 7-3 to earn the number of points required for the density increases shown in this table.</u>	<u>Minimum Points Required</u>	<u>Density Increase</u>
<u>In order to qualify for a density incentive the proposed improvements must provide an amenity which is not otherwise required by the Development Code. Where a qualifying amenity requires that a minimum amount of area be provided, the same square footage may not be counted towards other amenities. The property owner may be required to execute a covenant with the City ensuring continuation and</u>	<u>8 points</u>	<u>10 units/acre</u>
	<u>11 points</u>	<u>20 units/acre</u>
	<u>14 points</u>	<u>30 units/acre</u>
	<u>17 points</u>	<u>40 units/acre</u>
	<u>20 points</u>	<u>60 units/acre</u>

New density incentive (bonus) section. As written would only apply to Town Center zones, but in the future the City could consider applying to Community Commercial (CC) zone or Residential Multifamily. Maximum density permitted with incentives is 100 units/net acre.

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<p><u>maintenance of the qualifying amenity by the property owner. Projects cannot qualify for multiple point values in the same amenity category.</u></p>			<p>Maximum density of 100 du/net acre within the TC zones. The base density in the Town Center is proposed to be increased to 40 du/ac so the bonus would allow an increase of up to 60 additional du/ac.</p>
<p><b><u>Tier 2: Density Incentives for Affordable Housing</u></b></p> <p><u>Tier 2 density incentives are earned when 20% of units are set aside for renters or purchasers earning no more than 80% of median income and paying no more than 30% of total household income in rent or mortgage.</u></p> <p><u>Such units shall be developed by a developer with experience undertaking market and non-profit low-income housing developments.</u></p> <p><u>This density bonus does not apply to institutional housing</u></p>		<p><u>20 units/acre</u></p>	
<p><b><u>TABLE 7-3</u></b> <b><u>AMENITY CATEGORIES AND VALUES</u></b></p>			
<u>Amenity Category</u>	<u>Value</u>	<u>Description</u>	<p>Table 7-3 identifies the type and amount of each improvement required to qualify for points.</p>
<u>Bicycle Amenities</u>	<u>1 point</u>	<u>Provide residents with enhanced bicycle amenities (parking and repair area). The area dedicated to long-term bicycle parking shall be sized to accommodate 0.5 bicycles per unit and must be covered and secure. The area dedicated to bicycle repair shall be a minimum of 50 square feet in area and designed and equipped to facilitate bicycle maintenance.</u>	
<u>Energy Efficiency</u>	<u>2 points</u>	<u>Energy efficiency improvements compliant with Energy Trust of Oregon. Projects must enroll in the Energy Trust’s Design Assistance program during schematic design or earlier and commit to exceeding Oregon code requirements by a minimum of five percent.</u>	
	<u>2 points</u>	<u>Achieve an Energy Star score of 7 or better, as calculated by the EPA online tool.</u>	
	<u>3 points</u>	<u>Project designed to Net Zero Energy Certification.</u>	
<u>“Green” Materials</u>	<u>2 points</u>	<u>Use environmentally sensitive (“Green”) materials on at least 50% of the building’s interior surfaces including:</u> <ul style="list-style-type: none"> <li>• <u>Wall and Ceiling Latex Paint: Low-VOC</u></li> <li>• <u>Paint with recycled content: minimum 50% post-consumer</u></li> <li>• <u>Countertop with recycled content: 25% Post-consumer content</u></li> <li>• <u>Carpet with post-consumer recycled content (+50%)</u></li> <li>• <u>Renewable flooring materials: Linoleum, Cork, Bamboo, or Wool</u> <ul style="list-style-type: none"> <li>• <u>Forest Stewardship Council certified wood Reclaimed Wood</u></li> </ul> </li> </ul>	
	<u>3 points</u>	<u>Use of “Green Material” on at least 75% of the building’s interior.</u>	
<u>Low Impact Design</u>	<u>1 point</u>	<u>Manage all stormwater from the site using low impact design techniques from <i>Clean Water Services Low Impact Development Handbook for the Tualatin Basin</i></u>	
<u>Ground Floor Retail</u>	<u>3 points</u>	<u>Provide at least 5,000 square feet of retail or space which is designed to be convertible to ground level retail. A density bonus for this amenity is available in the TCT zone only.</u>	
<u>Residential Gardening</u>	<u>2 points</u>	<u>Provide a community garden for use by residents. The garden must include raised beds (minimum size 3’ by 5’) with improved soil and a</u>	

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		<u>water source for irrigation. The garden may be at grade or rooftop, but must be located in an area with adequate sunlight (minimum 6 hours/day). The area dedicated to the community garden shall be sized to accommodate 0.3 raised beds per unit plus walkways.</u>	
<u>Rooftop Garden or Eco-Roof</u>	<u>2 points</u>	<u>Provide a rooftop garden or an eco-roof. The rooftop garden or eco-roof must cover at least 50 percent of the roof area of the building. Rooftop gardens must be accessible to residents and at least 30 percent of the garden area must contain plants. The remaining area must include seating areas and other amenities. Eco-roofs must be designed to reduce stormwater and be entirely covered with vegetation.</u>	
<u>Public Plaza/Outdoor Patio/Seating Area</u>	<u>2 points</u>	<u>Where ground floor retail is planned, provide a patio area for outdoor seating between the retail and the primary public street frontage which is designed to activate the street frontage. The patio and seating area must extend along at least 20 feet of the frontage and be at least 10 feet deep.</u>	
	<u>3 points</u>	<u>Provide a public plaza with a minimum area of 2,000 square feet. Seating areas and landscape plantings are required amenities. Water features are encouraged. To promote a sense of openness and safety, public plazas shall be completely visible from an adjacent street frontage.</u>	
<u>Structured Parking</u>	<u>10 points</u>	<u>At least 80% of the required parking is provided in a parking structure. Structures may be at- or below grade.</u>	
<u>LEED Certification</u>	<u>Silver: 8 points</u> <u>Gold: 10 points</u> <u>Platinum: 12 points</u>	<u>Project designed to achieve LEED Silver, Gold, or Platinum certification. Project features required to qualify for LEED certification cannot be used to qualify for points in other amenity categories.</u>	
<u>Other</u>	<u>TBD</u>	<u>Other amenity approved by Planning Commission</u>	

**ARTICLE 8 GENERAL DEVELOPMENT STANDARDS**

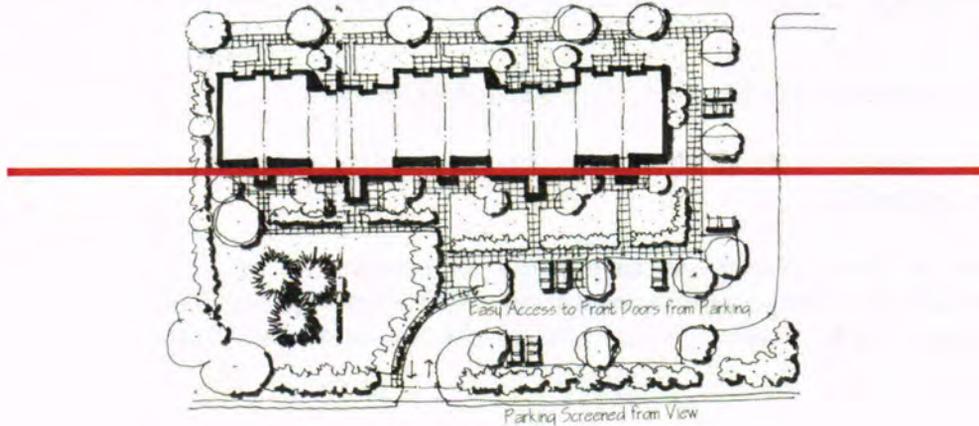
**ACCESS AND CIRCULATION**

**10.8.140 SPECIFIC SITE ACCESS AND CIRCULATION STANDARDS**

The following access and circulation standards apply specifically to certain types of development or apply within certain locations within the community.

- A. Multi-Unit Development. A functional and safe environment for vehicles and pedestrians is important within residential areas. Multi-unit development should be visual appealing from the adjacent street right-of-way and be functionally and aesthetically tied to adjacent residential neighborhoods.
  - 1. Circulation
    - a. A continuous pedestrian connection shall be provided from the front door of all residential buildings to the public sidewalk.
    - b. Separate pathways from dwellings a minimum distance of ten (10) feet. The separation is measured from the pathway edge closest to any dwelling unit.
    - c. On-site pedestrian walkways are required to be a minimum width of five (5) feet connecting dwelling units to parking/open space/recreation areas.
  - 2. Parking Areas
    - a. Separate physically and visually parking areas greater than 10,000 square feet in area with landscape planter bays at least eighteen feet in width. Individual parking areas may be connected by a driveway.
    - b. The sidewalk system shall connect the front door of all residential buildings to parking area(s).
  - 3. Pedestrian Environment
    - a. Residential doors which face a public right-of-way shall be setback a minimum of ~~2 feet~~ 3 feet plus any additional width needed to meet the minimum sidewalk requirements (where applicable) from a public sidewalk.
    - b. The following types of doors shall not provide the primary entrance into a dwelling unit: sliding glass or solid metal doors without glazing.
    - c. Residential stoops, porches or terraces shall be raised a maximum of 3 feet above grade at the adjacent right-of-way.
    - d. Residences with entry porches or terraces shall have a minimum area of ~~60-40~~ square feet.
    - e. Residential entries shall be lowered a maximum of 4 feet below grade measured at adjacent right-of-way.

**Figure 8-2: Example Site Layout for Multi-Unit Development**



Existing Figure 8-2 to be deleted and replaced.



Updated Figure 8-2: Example Site Layout for Multi-Unit Development

**Figure 8-3: Pedestrian Environment for Multi-Unit Development**



A new Figure 8-3 has been added illustrating setback requirements

4. Screening/Service Areas

- a. All mechanical equipment shall be screened from view by an opaque fence or solid landscape screen 8 feet high.
- b. Service/refuse collection areas shall not be located within 20 feet of public rights-of-way.
- c. All development of two or more stories in height shall be required to provide screening of garbage collection and storage areas from above.
- d. All roof mounted mechanical equipment other than vents shall be screened from ground level view. The screening shall be as high as the height of the equipment and shall be integrated with the exterior building façade

5. Landscaping

- a. At least 75% of required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover.
- b. A maximum of 25% of required landscaped area may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, rock groupings, ~~bark dust~~, decorative hard paving and gravel areas interspersed with planting areas.

b. Bark dust is proposed to be deleted as a possible landscaped cover.

6. Crime Prevention Through Environmental Design (CPTED)

- a. No landscaping, fences, walls or plant materials greater than 5 feet in height shall be installed which obstruct the visibility of a dwelling entry from a public street.
- b. A minimum of 25 square feet of window area shall be provided within each dwelling unit facing a common open space, pedestrian path or parking lot to allow visual surveillance.
- c. A clear line of site between all front building entries and the public sidewalk or parking areas shall be maintained.
- d. Lighting shall be provided at all exterior dwelling unit entrances.
- e. Guard or a keyed variation of gated residential development is prohibited.
- f. Motion activated security lighting is prohibited along public rights-of- way.

B. Commercial Development. Commercial development should accommodate automobiles, mass transit, bicycles and pedestrians in a safe, functional and visually appealing manner.

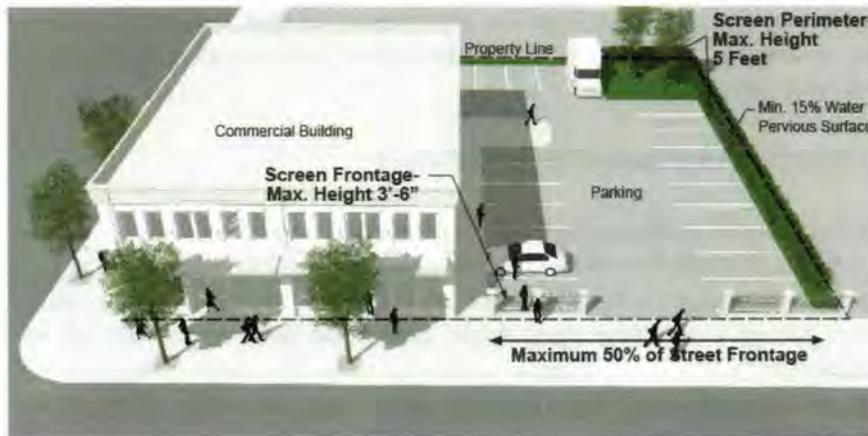
1. Circulation

- a. Auto/truck access to parking shall be from a local or collector street, an adjacent development, alley, or existing driveways along arterial roads.
- b. Where buildings are setback from right-of-ways, a continuous and direct sidewalk with a 12-foot minimum width shall be provided between the public sidewalk and the front door to all buildings on site.
- c. All roadways or drives shall include sidewalks on both sides of travel lanes with the exception of vehicle facilities that provide access to loading and service areas.

2. Parking

- a. Construct off-street surface parking that does not occupy more than 50% of the street frontage. Where a site has frontage along a side street a surface parking lot may occupy more than 50% of the side street frontage.
- b. Screen parking with solid perimeter wall, decorative welded metal (wrought iron) fencing and columns, earthen berm or evergreen hedge (or a combination of) at a minimum spacing of 3 feet and a maximum of 5 feet in height. The maximum height of screening shall be five (5) feet except along the street frontage where the maximum height shall be three (3) feet six (6) inches.
- c. Provide a minimum of 15% of parking lot as water pervious surface – either paving or landscaped retention areas.
- d. Development sites shall not consist of paved parking areas of more than 50% of the entire site area.

**Figure 8-4: Parking for Commercial Development**



3. Pedestrian Environment

- a. The sidewalk system shall connect all customer entrances to the public sidewalk.
- b. Minimum sidewalk width 10 feet. Sidewalks shall meet American with Disabilities Act (ADA) requirements and may include landscaped areas, benches and other pedestrian amenities.
- c. Plazas, squares or courts shall be fronted by commercial building facades with 75% or more transparency/window opening of first 15 feet of building.
- d. All development shall provide a sheltered entry area at the entrance to each commercial establishment with a minimum area of fifty (50) square feet and a minimum dimension of six (6) feet.

4. Screening of Service Areas

- a. All loading areas shall be physically separated from customer pedestrian and residential areas with a solid 5-foot tall fence, evergreen hedge, arbor, berm or a combination of these elements.
- b. All ground level and roof-top mechanical equipment shall be screened from view with landscaping, fencing and or walls. The height of the screen shall equal or

2b. Amendments intended to clarify current code language.

A new Figure 8-4 has been added to illustrate parking for commercial development.

exceed the height of the equipment, and include screening from views from above when visible from adjacent inhabited buildings.

5. Landscaping

- a. Landscaping standards vary depending on zoning, use, adjacent zoning, and existing site conditions.
- b. A landscaped strip at least ten (10) feet in width shall be provided abutting any property line facing a street. The landscape strip shall be appropriately landscaped with ground cover, planted berm, shrubbery and/or trees.
- c. At least 75% of required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover.
- d. A maximum of 25% of required landscaped area may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, rock groupings, ~~bark dust~~, decorative hard paving and gravel areas interspersed with planting areas.

d. Bark dust is proposed to be deleted as a possible landscaped cover.

C. Town Center Districts. The intent of the following standards is to provide a functional and safe environment for vehicles and pedestrians, where the needs of pedestrian are emphasized. The Town Center should have a clear separation between pedestrian and vehicular areas and should be comfortable and safe in all seasons and hours of the day.

1. Building Orientation

- a. TCC: Building facades shall be built along at least 80% of the primary building frontage line.
- b. TCT: Building facades shall be built along at least 75% of the primary building frontage line.
- ~~c. TCS: Building facades shall be built along at least 50% of the primary building frontage line.~~
- d. One (1) entrance shall be provided for each building façade. When building is located on a corner, one entrance at the corner is permitted.
- e. If a building is setback from right-of-way, it shall be a minimum of four feet (4') in depth and include plazas, forecourts or other paved areas for public seating, artwork and landscaped planting beds.
- f. If a building is setback from the right-of-way, mechanical units, meters or other above grade or wall mounted utilities shall not be located in the front setback area.

Deleted TCS building façade frontage requirement in 10.8.140.C(1)(c)

2. Pedestrian Connections

- a. When provided on-site, parking shall not be located between the front façade and the front property line.
- b. Where walkways are parallel and adjacent to a driveway or street (public or private), they shall be raised 6 inches and curbed or separated from the driveway/street with bollards and/or a 3-foot minimum landscape barrier.
- c. Where pathways cross a parking area, driveway or street ("crosswalk"), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping. If painted striping is used, it shall consist of thermo-plastic striping or similar type of durable application.
- d. All mechanical equipment, outdoor storage, and manufacturing and service and

delivery areas shall be screened from view from pedestrian sidewalks. Screening shall be provided by one or more of the following: decorative wall (masonry or similar quality material, evergreen hedge, wood fence - non-see through).

3. Site Amenities. Every development shall provide at least one of the “pedestrian amenities” listed below:
- a. A plaza, courtyard next to the building entrance a minimum of 4 feet in depth for residential food, beverage or entertainment establishments only or, for other uses, an area with public art which incorporates seating (e.g. a fountain).
  - b. Public seating areas (chairs, tables, benches)
  - c. Building canopy, awning or similar weather protection across 75% of façade projecting a minimum of four feet over the sidewalk.

**CLEAR VISION AREA**

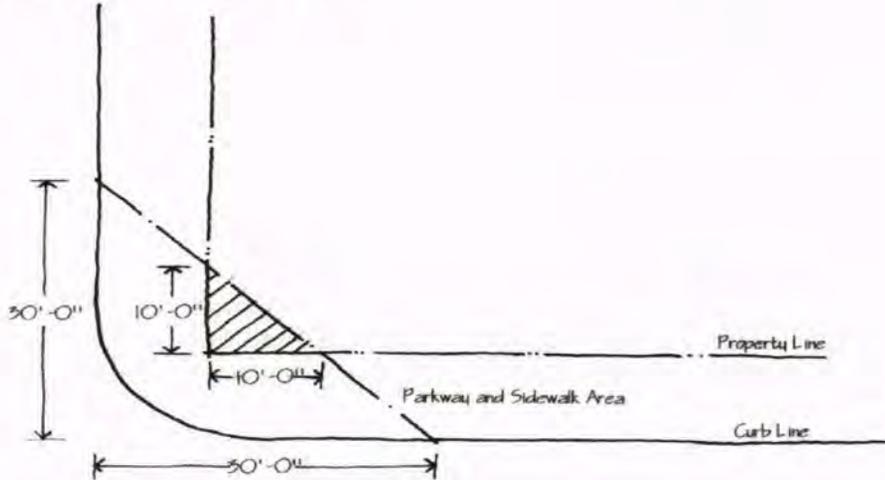
**10.8.155 STANDARDS**

Except in the Town Center ~~zones~~ ~~Core zone~~, a clear vision area shall be maintained on the corners of all property adjacent to the intersection of two streets, a street and a railroad, or a driveway providing vehicular access to a public street, excluding alleys.

- A. On Corner Lots, no vehicle, fence, wall, hedge or other planting or structure shall be parked, erected, planted, placed, located or maintained, except for occasional tree trunks or poles, so as to impede visibility within the greater of the two clear vision areas defined below (see Figure 8-3):
  - 1. The triangular area formed by the curb lines along such lots and a straight line joining said curb lines at points which are 30 feet distant from the intersection of the curb lines and measured along such lines; or
  - 2. The triangular area formed by the property lines of such lots and a straight line joining said property lines at points which are 10 feet distant from the intersection of the property lines and measured along such lines.
- B. A Private Access shall be treated as a public street for the purpose of this section. The edge of the paved surface area of the private access, be it roadway, curb or sidewalk, shall be treated as the curb line in determining the vision clearance area.
- C. The vision clearance area for all commercial, industrial, institutional, and multi-family uses shall be determined in the manner set forth in subsection (A)(1) above.
- D. The vision clearance area for single-family homes and duplexes shall be determined in the manner set forth in subsection (A)(2) above.
- E. Any obstruction maintained in violation of this section shall be deemed in violation of the Development Code and shall be abated pursuant to Section 10.1.400 enforcement procedures.

The TCT zone requires building facades be built along at least 75% of the primary building frontage line. This may be difficult to accomplish with the clear vision triangle. This section was amended so that the exemption applies to all TC zones.

**Figure 8-3 5: Clear Vision Area**



Updated Figure numbering. No graphic change.

**OPEN SPACE, RECREATIONAL FACILITIES AND COMMON AREAS**

**10.8.205 STANDARDS**

- A. Open space areas may be required to avoid placing structures or other improvements either in identified hazard or resource areas as required by Section 10.5.005 et. seq. and Section 10.8.300 et. seq.
- B. Areas retained to comply with Clean Water Services (CWS) water quality sensitive area and vegetative corridor requirements of the Design and Construction Standards or surface water quality or quantity facilities requiring over 100 square feet of area shall be considered open space but not be considered a recreational area unless so designed as to be integrated with a development’s site design and available for access for residents in the development.
- C. For land divisions:
  - 1. Each open space and recreational facility shall be placed in separate tracts.
  - 2. Having a net density of at least 9.60 units per acre, 20% of the entire site in open space with at least one recreational tract having minimum dimension of sufficient size to accommodate play equipment targeted for preschool and elementary aged children plus table(s) and bench(es) for passive recreation.
- D. Except for developments in TCC or TCT zones, any For development not involved in a division of land, open space and recreation areas shall be held in common for residential condominiums or by the primary land owner for apartment complexes or non-residential development. The area shall be placed within an easement unless waived by the Director for minor recreation facilities or recreation facilities that are integrated with the developed portion of the project. Developments within the NMU zone may modify the standards below through an approved MUPD.
  - 1. Residential projects in the Residential Multifamily Low (RML) and Residential

C2 may affect developments within NMU zone; however, it is consistent with the 20% open space required for MUPDs.

D1, which requires 20% OS, is specific to RML and RMH, so it does not affect TC or NMU zones.

D2 – D7 are not limited to RML and RMH. The amendments would exempt the TC zones. For NMU,

<p>Multifamily High (RMH) districts shall provide the following: All condominium, two-family dwellings, multi-family dwellings, residential care facilities, residential care institutions, and nursing or convalescent homes shall provide 20% of the lot area in open space, excluding that area designated in the site plan and improved for off-street parking and driveways. All dwelling units shall be immediately accessible to a minimum of 600 square feet of open space.</p> <ol style="list-style-type: none"> <li>2. All condominium, two-family dwellings and multi-family dwellings of 20 units or more, residential care facilities, residential care institutions, and nursing or convalescent homes shall improve 1/2 of the required open space as recreation space. Recreation space shall be planted in grass and/or improved for recreational use, and have a minimum area of 870 square feet and a minimum dimension of 20 feet. For two-family and multi-family dwellings, the recreational area shall include a children’s play area. A fence shall be installed that is a minimum of thirty (30) inches in height to separate a parking lot, street, or driveway from any children’s play area.</li> <li>3. For the development of condominiums, two-family and multi-family dwellings of 20 units or more, residential care facilities and residential care institutions, individual private open space (patio or balcony) shall be provided for each dwelling unit. All private open space shall be directly accessible from the dwelling unit through a doorway. Patios and balconies shall be at least 48 square feet in size with a minimum width dimension of four (4) feet.</li> <li>4. Floor area of ground floor patios and all balconies for individual units can be used to meet no more than 1/2 of the recreational land area requirement. Private open space shall be separated from common open space through the use of perimeter landscaping, fencing or a change in vertical grade (e.g. second floor balconies).</li> <li>5. Where a proposed condominium, multi-family development, residential care facility, residential care institution, or nursing or convalescent home will abut an existing or proposed public park or open space, the development shall integrate into its design the adjoining park or open space to maximize its benefits to development residents.</li> <li>6. No less than 75% of all open space areas excluding recreational space shall be landscaped with living ground cover, shrubs or trees.</li> <li>7. State law and administrative codes pertaining to residential care facilities, assisted care and nursing facilities shall supersede the provisions of this section where there is a conflict.</li> </ol> <p>E. Areas and tracts of land to be held in common, shall meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. Common areas shall be held in ownership by either a homeowners association or operator of a multi-family development, residential care facility, residential care institution, or nursing or convalescent home.</li> <li>2. To ensure adequate maintenance of common areas within the land division, the applicant shall provide maintenance provisions in Covenants, Conditions and Requirements (CC&amp;Rs) when to be maintained by a homeowners association or another method an operator of a multi-family development, residential care facility, residential care institution, or nursing or convalescent home.</li> </ol> <p>F. A development shall include proposed dedication of open space or recreational facilities to the City</p>	<p>applicants could modify standards with MUPD.</p>
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<p>or reserve such areas for acquisition by the City based on the following requirements:</p> <ol style="list-style-type: none"> <li>1. The dedication or reservation shall be approved by the Parks and Recreation Commission prior to any acceptance of the reservation or dedication by the City. The Parks and Recreation Commission shall only consider any dedication or reservation if found:             <ol style="list-style-type: none"> <li>a. Consistent with the Parks, Recreation and Open Space Master Plan in terms of location, size, shape and purpose of the facility or area;</li> <li>b. Adequate recreational elements for active and/or passive recreational needs (e.g. trails, benches, play equipment, ball fields, etc.) are provided;</li> <li>c. Open space areas provide connectivity with other open space or recreational areas as shown on the Parks, Recreation and Open Space Master Plan;</li> <li>d. Adequate services and facilities are available to maintain the dedication or reservation; and</li> <li>e. For reservations, that acquisition of the property has been programmed in the most recently adopted capital improvement program or otherwise authorized by the City Council.</li> </ol> </li> <li>2. Where the City will accept a dedication pursuant to paragraph (1) above, no more than 50% of the System Development Charges (SDC) for a project can be waived by the Community Development Director upon consultation with the Parks and Recreation Director. The amount of the waiver shall be based on the completeness of the recreational elements and maintenance facilities provided, and the importance of the property to the completion of the Park, Recreation and Open Space Master Plan. There shall be no waiver of park SDC for any reservation of an open space area or recreational facility.</li> <li>3. If the developer is required to reserve land area for a park, playground, or other public use, such land shall be acquired by the appropriate public agency within eighteen (18) months following final land use approval including but not limited to final plat, site plan, conditional use or design review approvals. The price shall be agreed upon prior to final approval or such reservation shall be released to the subdivider.</li> </ol> <p>G. Where it is determined by the Director that to achieve a greater sense of open space of an area, open space that is proposed for two adjoining developments shall be located adjacent to each other.</p>	
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Figure 8-4 6: Parking Lot Landscaping

Updated Figure numbering. No graphic change

<b>HAZARDS AND RESOURCES</b>	No change to this section
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<b>LANDSCAPING, SCREENING &amp; BUFFERING</b>	
<p><b>10.8.420 LANDSCAPING REQUIREMENTS BY ZONE</b></p> <ol style="list-style-type: none"> <li>A. <u>Landscaping Required In The Neighborhood Commercial Zone.</u> All required yards (exclusive of accessways and other permitted intrusions) adjacent to a public or private street shall be landscaped.</li> <li>B. <u>Landscaping Required In The Community Commercial Zones.</u> A landscaped strip at least ten (10) feet in width shall be provided abutting any property line facing a street. The landscape strip shall be appropriately landscaped with ground cover, planted berm, shrubbery and/or trees.</li> </ol>	C. Proposed amendments

<p>C. <u>Landscaping Required In The Town Center Zones.</u> All new commercial and residential developments in the Town Center <u>Transition Zones</u> shall landscape no less than 5% of the lot area using appropriate native plant materials and/or architectural features such as benches, planters, and water fountains which are suitable and supportive of the downtown commercial environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design within the Town Center. <u>The City may choose to waive this requirement for developments that provide streetscape amenities within the public right-of-way.</u> <u>New development in the Town Center Core zone is exempt from the minimum landscaping requirement.</u></p> <p>D. <u>Landscaping Required in the Institutional Zone.</u> Landscaping shall be in context with the use and surrounding zones. For institutional uses that consist of primarily open space, such as a park or playground, the landscaped area shall be defined by the site plan and include a landscaped strip at least ten (10) feet in width abutting any property line facing a street. For institutional uses in which the site is primarily devoted to non-open space, the landscaping requirements shall match the zone district immediately adjacent to the use. Where there are no landscaping requirements for the adjoining zone, the landscaping requirements shall meet the requirements of subsection (B) <i>Community Commercial</i> above.</p> <p>E. <u>75% Coverage.</u> <u>Except in the Town Center Core Zone,</u> At least 75% of the required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover. The required 75% coverage shall be based on the size of the plant material within a specified time as follows:</p> <ol style="list-style-type: none"> <li>1. Trees – within five (5) years from the date of final inspection by the Building Official.</li> <li>2. Shrubs – within two (2) years from the date of final inspection by the building Official.</li> <li>3. Ground covers – at the time of final inspection by the Building Official.</li> </ol> <p>F. <u>25% Architectural Features.</u> <u>Except in the Town Center Core Zone,</u> Landscaped areas as required by this article may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, fences, rock groupings, <del>bark dust</del>, decorative hard paving and gravel areas, interspersed with planting areas. The exposed area developed with such features shall not exceed 25 percent of the required landscaped area. Artificial plants are prohibited in any required landscaped area.</p>	<p>would eliminate the 5% landscape requirement in TCC and allow City the option of eliminating it in TCT for developments that provide streetscape improvements in the public ROW.</p> <p>F. Bark dust is proposed to be deleted as a possible landscaped cover.</p>
<p><b>10.8.425      BUFFERING AND SCREENING STANDARDS</b></p>	
<p>A. <u>General Provisions</u></p> <ol style="list-style-type: none"> <li>1. It is the intent that these requirements shall provide for privacy and protection and reduce or eliminate the adverse impacts of visual or noise pollution at a development site, without unduly interfering with the view from neighboring properties or jeopardizing the safety of pedestrians and vehicles;</li> <li>2. Buffering and screening is required to reduce the impacts on adjacent uses which are of a different type in accordance with the matrices in this chapter (Tables 8-2, 8-3 and 8-4). The owner of each proposed development is responsible for the installation and effective maintenance of buffering and screening.</li> <li>3. In lieu of these standards, a detailed buffer area landscaping and screening plan may</li> </ol>	

be submitted for the Director's approval as an alternative to the standards, provided it affords the same degree of buffering and screening as required by this code.

**B. Buffering and Screening Requirements**

1. A buffer consists of an area within a required setback adjacent to a property line and having a depth equal to the amount specified in the buffering and screening matrix and containing a length equal to the length of the property line of the abutting use or uses.
2. Utilities, screening, sidewalks and bikeways, and landscaping may only occupy a buffer area. No buildings, accessways or parking areas shall be allowed in a buffer area except where an accessway has been approved by the City.
3. The minimum improvements within a buffer area shall consist of combinations for landscaping and screening as specified in Tables 8-2, 8-3 and 8-4. In addition, improvements shall meet the following specifications:
  - a. At least one (1) row of trees shall be planted. They shall have a minimum caliper of two (2) inches at four (4) feet in height above grade for deciduous trees and a minimum height of five (5) feet high for evergreen trees at the time of planting. Spacing for trees shall be as follows:
    1. Small or narrow-stature trees, less than twenty-five (25) feet tall or less than sixteen (16) feet wide at maturity shall be spaced no further than twenty (20) feet apart;
    2. Medium-sized trees between twenty-five to forty (25-40) feet tall and with sixteen to thirty-five (16-35) feet wide branching at maturity shall be spaced no greater than thirty (30) feet apart;
    3. Large trees, over forty (40) feet tall and with more than thirty-five (35) feet wide branching at maturity, shall be spaced no greater than forty (40) feet apart.
  - b. In addition, at least ten (10) five-gallon shrubs or twenty (20) one-gallon shrubs shall be planted for each 1,000 square feet of required buffer area;
  - c. The remaining area shall be planted in lawn or other living ground cover.
4. Where screening is required the following standards shall apply in addition to those required for buffering:
  - a. A hedge of narrow or broad leaf evergreen shrubs shall be planted which will form a four (4)-foot continuous screen of the height specified in Table 8-3 within two (2) years of planting; or
  - b. An earthen berm planted with evergreen plant materials shall be provided which will form a continuous screen of the height specified in Table 8-3 within two (2) years; or
  - c. A fence or wall of the height specified in Table 8-3 shall be constructed to provide a continuous sight-obscuring screen.
5. Buffering and screening provisions shall be superseded by the clear vision area requirements as set forth in Section 10.8.150.

6. When the use to be screened is downhill from the adjoining zone or use, the prescribed heights of required fences, walls, or landscape screening shall be measured from the actual grade of the adjoining property. In this case, fences and walls may exceed the permitted six (6)-foot height at the discretion of the Director as a condition of approval. When the grades are so steep so as to make the installation of walls, fences or landscaping to the required height impractical, a detailed landscape/screening plan shall be submitted for approval.
7. Fences and Walls:
  - a. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood, stone, rock or brick, or otherwise acceptable by the Director;
  - b. Such fence or wall construction shall be in compliance with other City regulations;
  - c. Walls shall be a minimum of six (6) inches thick; and
  - d. Chain link fences with slats shall qualify for screening. However, chain link fences without slats shall require the planting of a continuous evergreen hedge to be considered screening.

C. Screening: Special Provisions

1. Screening and Landscaping Of Parking and Loading Areas. Screening and landscaping of parking and loading areas is required as provided in this Article.
2. Screening of Service Facilities. Except for one-family and two-family dwellings, any service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area shall be screened from view by placement of a solid wood fence or masonry wall between five and eight (5-8) feet in height.
3. Screening of Refuse Containers. Except for one- and two-family dwellings, any refuse container or refuse collection area which would be visible from a public street, parking lot, residential or commercial area, or any public facility such as a school or park shall be screened or enclosed from view by placement of a solid wood fence, masonry wall or evergreen hedge. All refuse shall be contained within the screened area.
4. Screening of Swimming Pools. All swimming pools shall be enclosed as required by City of Forest Grove Building Code.

D. Buffer Matrix

1. The Buffer Matrices contained in Tables 8-2, 8-3 and 8-4 shall be used in calculating widths of buffering/screening and required improvements to be installed between proposed uses and abutting uses or zoning districts.
2. An application for an adjustment or variance to the standards required in Tables 8-2, 8-3 and 8-4 shall be processed as a Type I, II or III procedure, as regulated by Article 2 provisions for Adjustments and Variances.

**TABLE 8-2: BUFFER MATRIX PROPOSED USE**

DEVELOPMENT SITE → ABUTTING USE	Single Units, Detached; Manufactured Units	Attached Single Units and Multifamily, 1-5 Units; Duplexes	Attached Single Units and Multifamily, 5+ Units	Commercial and Institutional Zones (NC, CC, INST)	Town Center Zones (TCC, TCS, TCT)	Industrial Zones (LI, GI)
Detached Single Units; Manufactured Units	--	A	C	D	C	E
Attached Single Units and Multifamily, 1-5 Units, Duplexes	A	--	B	D	C	E
Attached Single Units and Multifamily, 5+ Units	A	A	--	D	C	E
Commercial Zones (NC, CC)	C	C	C	--	A==	D
Town Center Zones (TCC, TCS, TCT)	C	C	C	A==	--	D
Industrial Zones (LI, GI)	D	D	D	B	A==	--

Table 8-2: Eliminated buffer requirements between Town Center zones and CC zone.

Eliminated TCS from Table 8-2

Note: See Table 8-3 for alternative combinations for meeting these screening requirements.

**TABLE 8-3  
BUFFER COMBINATIONS FOR LANDSCAPING AND SCREENING [1]**

	Options	Minimum Width	Trees (per linear feet of buffer)	Shrubs or Groundcover	Screening
A	--	10	--	Lawn / living	--
B	--	10	20' min / 30' max	Lawn / living	--
C	1	10	15' min / 30' max spacing	Shrubs	4' hedges
	2	8		Shrubs	5' fence
	3	6		Shrubs	6' wall
D	1	20	10' min / 20' max spacing	Shrubs	6' hedge
	2	15		Shrubs	6' fence
	3	10		Shrubs	6' wall
E	1	30	10' min / 20' max spacing	Shrubs	6' hedge or fence
	2	25		Shrubs	5' earthen berm or wall

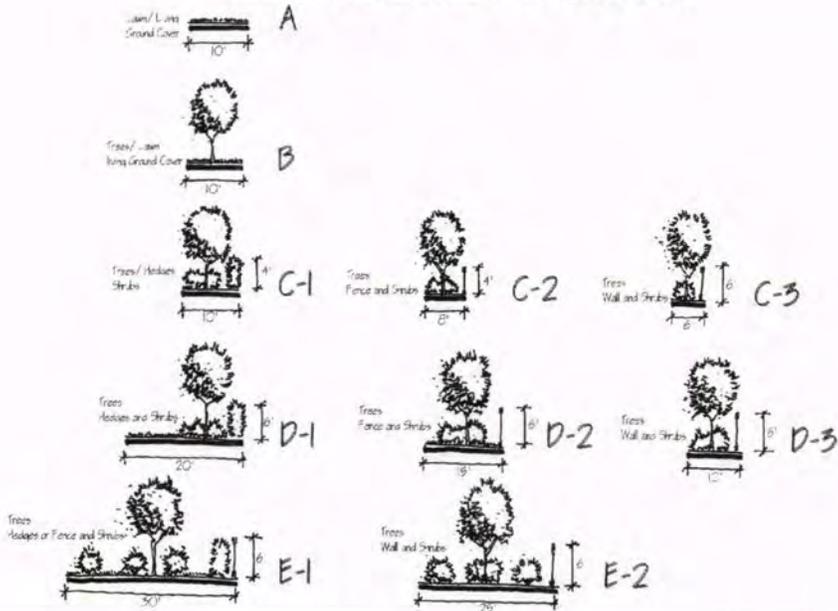
[1] Buffers are not required between abutting uses that are not of a different type when the uses are separated by a street. Adjustments from these requirements can be obtained; see Article 2.

**Figure 8-5 7**  
**Buffer Example – Between Single-Family and Multi-Family**



Updated Figure numbering. No graphic change

**TABLE 8-4**  
**BUFFER COMBINATIONS FOR**  
**LANDSCAPING AND SCREENING**



**OFF-STREET PARKING AND LOADING**  
**10.8.505 APPLICABILITY**

- A. New Construction. At the time of the erection of a new structure within any residential, commercial, institutional, and industrial zoning district, off-street vehicle parking shall be provided in accordance with this section. Except as specified in subsection D, below, uses ~~Uses~~ in the Town Center zones are exempt from the requirement to provide off-street parking.
- B. Expansion of Existing Use. At the time of an enlargement of a structure, which increases the on-site vehicle parking requirement, off-street vehicle parking shall be provided in accordance with this section, subject to the following:
  - 1. On the date of adoption of this code, the number of vehicle parking and loading spaces required shall be based only on floor area or capacity of such enlargement.
- C. Change of Use. When an existing structure is changed from one use to another as listed in this section, the following provisions shall apply:
  - 1. If the parking requirements for each use are the same, no additional vehicle parking shall be required;
  - 2. Where a change results in an intensification of use in terms of the number of vehicle parking spaces required, additional vehicle parking spaces shall be provided in an amount equal to the difference between the number of spaces required for the existing use and the number of spaces required for the more intensive use;
  - 3. Where the change results in a decrease in intensity of use, the applicant may eliminate excess vehicle parking spaces in an amount equal to the difference between the number of spaces required for the existing use and the number of spaces required for the less intensive use.
- D. Parking Exemption for the Town Center Zones.
  - 1. Except for new multifamily dwelling units, all AH development in the Town Center zones shall be exempt from off-street parking requirements for new construction, expansion of existing use and change of use. New multifamily or mixed use developments (residential portion only) shall provide the minimum required spaces in accordance with Table 8-5 except that:
    - a. In order to encourage the preservation and reuse of historic buildings, no parking shall be required for new or existing multifamily units above the ground floor in buildings built before 1950.
    - c. A 25% reduction in the minimum number of parking spaces required is allowed for age-restricted senior housing.
    - d. A reduction of three (3) parking spaces is allowed for every one (1) dedicated car-share space provided.

Change exemption to allow for new parking requirement for MF.

D. Amendments address new parking requirement for new MF units in the TC zones.

**TABLE 8-5: Parking Requirements**

LAND USE	MINIMUM PARKING REQUIRED	MAXIMUM PARKING ALLOWED	
		Parking Zone	Parking Zone B
<b>RESIDENTIAL</b>			
Household Living - Single Units, Attached	See Multifamily	None	None
- Single Units, Detached	1.0 / DU	None	None
- Accessory Units	1.0 / DU	None	None
- Duplexes	1.0 / DU	None	None
- Multifamily Units (outside of Town Center)	DU<500 sq ft: 1.0 / DU 1 bedroom: 1.25 / DU 2 bedroom: 1.50 / DU 3 bedroom: 1.75 / DU	None	None
- Multifamily Units (within in the Town Center)	DU<500 sq ft: 0.5 / DU 1 bedroom: 0.75 / DU 2 bedroom: 1.25 / DU 3 bedroom: 1.75 / DU	None	None
- Manufactured Units	1.0 / DU	None	None
- Mobile Home Parks	1.0 / DU	None	None
Group Living	1.0 /room 1.0 / 2.5 beds	None 2.7 / 1000[2]	None
Transitional Housing	1.0 / 2.5 beds	None	None
Home Occupation	None	None	None
<b>CIVIC</b>			
Basic Utilities	None	None	None
Colleges	1.0 / 5 students / staff	1.0 / 3.3 students / staff	1.0 / 3.3 students / staff
Community Recreation	2.0 / 1,000[2]	2.5 / 1,000[2]	4.0 / 1,000[2]
Cultural Institutions	2.5 / 1,000[2]	3.5 / 1,000[2]	4.5 / 1000[2]
Day Care - Home	None	None	None
- Commercial	2.0 / classroom	2.7 / 1,000[2]	3.2 / 1,000[2]
Emergency Services	3.0 / 1,000[2]	3.5 / 1,000[2]	4.5 / 1,000[2]
Postal Services	2.5 / 1,000[2]	3.0 / 1,000[2]	4.5 / 1,000[2]
Religious Institutions	1.0 / 4 seats in main assembly area	1.0 / 1.7 seats in main assembly	1.0 / 1.3 seats in main assembly area
Schools			
- Preschool	5.0 + 1 / classroom	7.0 + 1 / classroom	10.0 + 1 / classroom
- K-8	2.0 / classroom	2.5 / classroom	3.5 / classroom
- 9-12	1.0 / 5 students / staff	1.0 / 3.3 students / staff	1.0 / 3.3 students / staff
Social / Fraternal Clubs / Lodges	10.0 / 1,000[2] main assembly area	12.0 / 1,000[2] main	14.0 / 1,000[2] main assembly area

Proposed amendment to the parking table would require parking for MF in the TC, but at somewhat reduced rate relative to the rest of the city. I

<p style="text-align: center;">Figure 8-6 <del>8</del>: Parking Stall Dimensions</p> <p style="text-align: center;">Figure 8-7 <del>9</del>: Parking Stall and Aisle Dimensions</p>	<p>Updated Figure numbering. No graphic change</p>
<p><b>PUBLIC IMPROVEMENTS</b></p>	<p>No change to this section.</p>
<p><b>BUILDING DESIGN AND DEVELOPMENT STANDARDS</b></p> <p><b>10.8.710 STANDARDS</b></p> <p>A. Building Design Standards for Multi-Unit Development <u>except within Town Center Zones.</u></p> <p>1. Massing and Form</p> <p>a. On lots with an average cross slope of 15% or more, no more than 60% of the site shall be re-graded.</p> <p>b. No building shall have a dimension greater than one-hundred and fifty (150) feet without a minimum three (3) feet off-set of the exterior wall.</p> <p>c. At a minimum, every two dwelling units shall be offset from the next dwelling unit by at least four (4) feet in depth.</p> <p>d. All habitable rooms shall incorporate at least one window when facing parking lots and common areas.</p> <p>2. Compatibility</p> <p>a. All buildings shall incorporate a porch or architecturally defined entry space for each ground level dwelling unit with a minimum area of 16 square feet per dwelling unit, with no dimension less than 4 feet.</p> <p>b. Shared porches or entry spaces are permitted. All grade level porches shall include hand-railing, half-walls, or shrubs to define their outside perimeter.</p> <p><del>e. Common entrances shall not serve more than four (4) dwelling units.</del></p> <p>3. Privacy</p> <p>a. Front entryways into dwelling units shall be separated vertically or horizontally a minimum of three feet from sidewalks used by more than one dwelling unit.</p> <p>b. Bedroom and bathroom windows shall be offset a minimum of four (4) feet from windows on adjacent buildings (unless window glazing is frosted, diffused or glass block)</p>	<p>Some of these standards (e.g. subsection 2a, 2c, 4b) appear to be contrary to the goals of the Town Center zones to have higher density buildings. The TC zones already have their own standards. Proposed amendments make it clear that TC zones are exempt from these zones.</p> <p>Deleted common entrance requirement due to not being practical with buildings served by elevators.</p>

**Figure 8-8 10: Examples of Private Multi-Family Open Space**

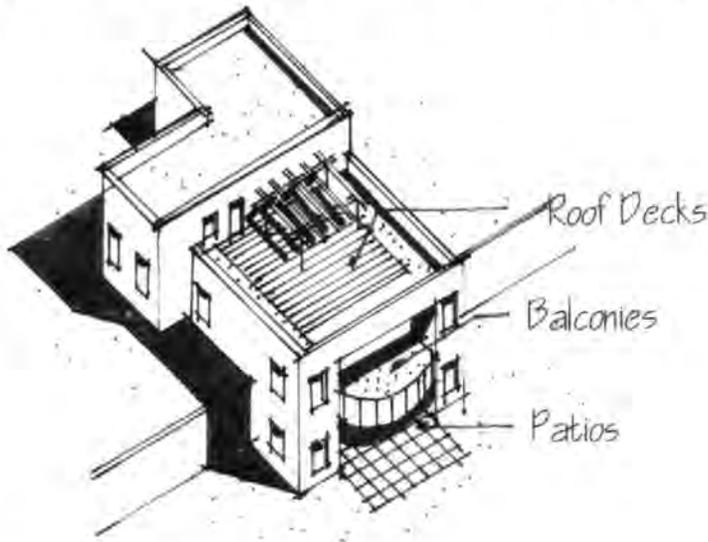


Figure 8-8:  
Updated Figure  
numbering. No  
change to  
graphic.

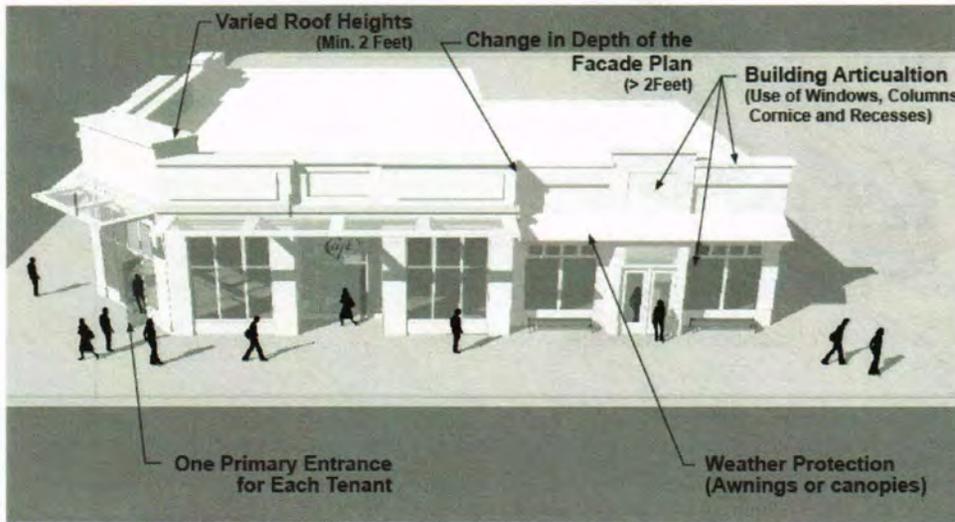
4. Building Relationship with Adjacent Arterials
  - a. Buildings shall be setback at least 10 feet from arterials.
  - b. Buildings shall be oriented away from arterials and no front or main entries shall be facing the arterials.
  - c. The setback area shall be landscaped consistent with the buffering requirements of Section 10.8.425 except that chain link fence shall not be allowed.

**B. Building Design Standards for Commercial Development except within Town Center or Mixed Use zones.**

1. Building Orientation
  - a. Design and construct buildings so that at least one façade is within sixty (60) feet of a dedicated public street right-of-way line.
  - b. Design and construct a minimum of one primary building entrance for each building ground floor use or tenant along a public right-of-way or internal roadway built to City public street engineering standards.
2. Massing and Form
  - a. Provide changes in the depth of the façade plane in excess of two (2) feet for all building walls more than 75 feet in length.
  - b. Maximum length of building facades shall be 200 feet.
  - c. Roofline heights must be varied a minimum of 2 feet for building facades greater than 75 feet in length.
  - d. Provide vertical partitioning of facades by using columns, pilasters and other vertical elements a minimum of every twenty-five (25) feet.
  - e. Articulation of building fronts through changes in depth or building relief (e.g. windows, doors, cornices, columns, change in materials) shall occur a minimum of every fifteen (15) feet in the horizontal or vertical dimensions.

The TC zones already have their own standards and NMU will be subject to a MUPD. Proposed amendments make it clear that these zones are exempt from this section.

**Figure 8-11: Commercial Development Massing and Form**



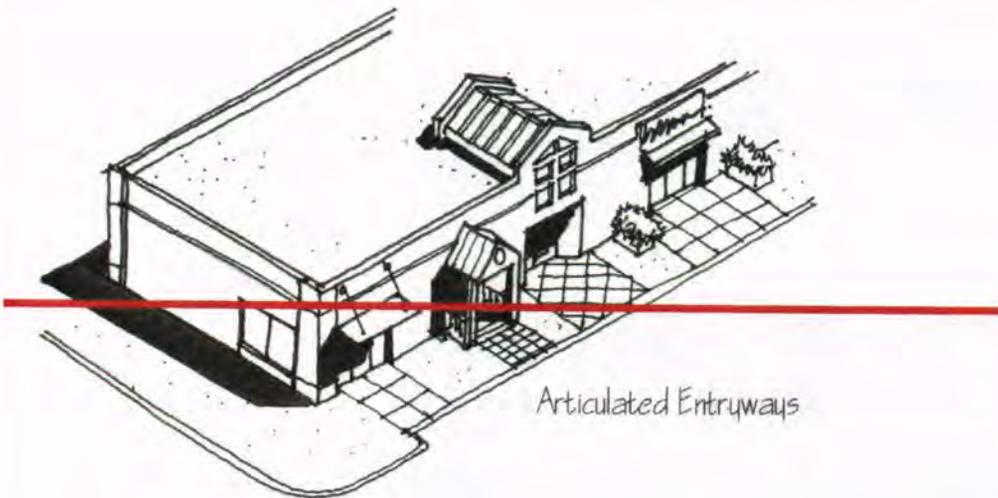
New figure added Figure 8-11: Massing and Form

**Figure 8-9 12: Example of Building Design Elements**



Replaced Figure 8-9 and renumbered to Figure 8-12

Delete existing  
Figure 8-9.



3. Design Elements
  - a. Every building elevation adjacent to a street with a horizontal dimension of more than 100 feet shall have a building entrance.
  - b. Building facades adjacent to sidewalks or pedestrian connections must include weather protection canopies or awnings along at least 75% of the length of the ground floor façade.
  - c. Incorporate a minimum of 50% transparency/window openings on the ground floor facades of buildings that are 5,000 square feet or less, or 20% transparency/window openings for buildings greater than 5,000 ~~square~~ square feet facing the public right-of-way. For a building that faces two streets, the requirement shall apply to the predominant street or as determined by the Director where both streets are considered similar.
  - d. Windows shall not be reflective, tinted or treated in such a way as to block views into or out of windows unless for energy or security purposes.
  - e. Windows must be recessed a minimum of 4 inches from building facades.
  - f. Materials such as synthetic stucco (EIFS, Dryvit, etc.) are prohibited at ground floor.
  - g. Vinyl cladding of building façade is prohibited at ground floor.
4. Compatibility
  - a. Any building or portion of a building that is less than 50 feet from existing residential dwellings must not be higher than 15 feet above the top of the roofline of the nearest existing dwelling.
  - b. When adjacent to existing residential development, all commercial structures with floor areas less than 20,000 square feet of total building area must provide a gabled element to the parapet or roof.
5. Safety
  - a. Security gates or bars on windows or doors are prohibited along ground floors of commercial buildings, excluding loading and storage areas.
  - b. Motion activated security lighting is prohibited along building facades that front onto public rights-of-way.
  - c. Public access shall be provided to all commercial uses that provide plazas, squares, or courts intended for food, beverage or entertainment uses.
  - d. Parking lots or roadways shall not be gated or secured excluding loading and storage areas or residential parking areas.

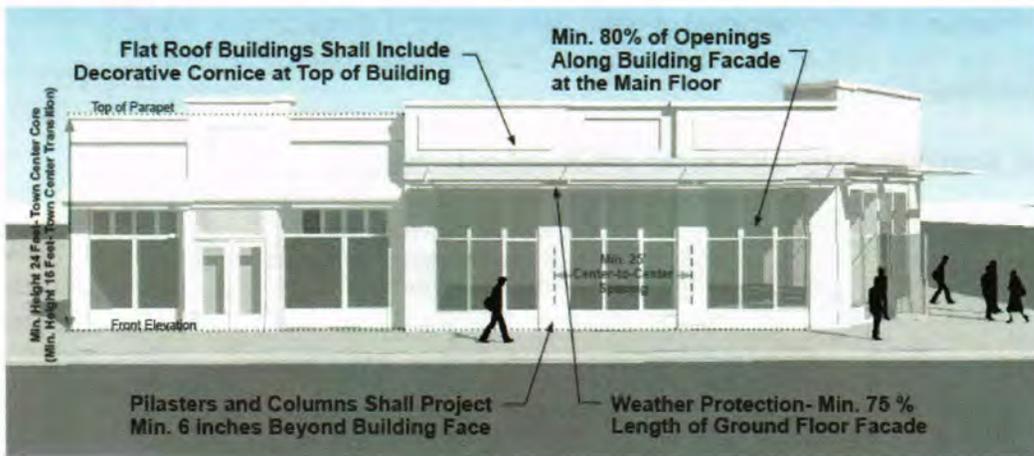
C. Building Design Standards within Town Center Districts

1. Building Form

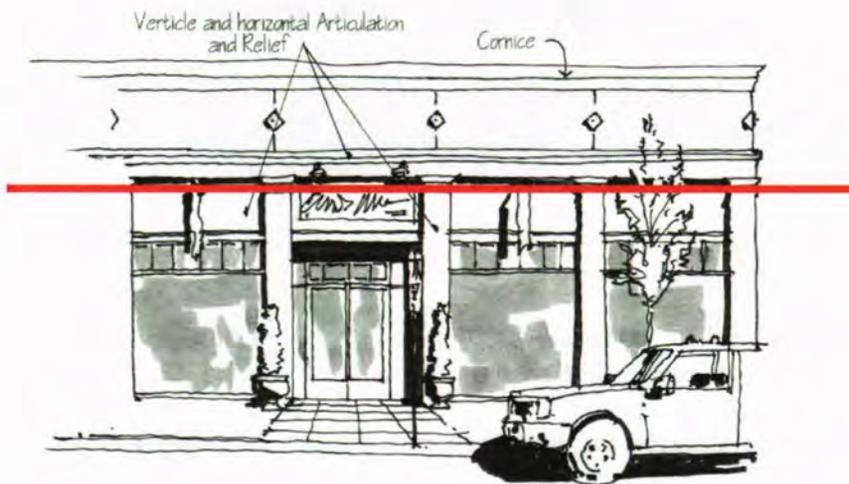
- a. All new structures shall be a minimum of two-stories in height in the TCC zone or a minimum height of ~~24 feet~~ 16 feet in the TCT zone measured at the front elevation to top of parapet or eave line of lowest point of facade.
- b. All flat-roofed buildings shall have a decorative cornice at top of building (parapet)
- c. Exterior pilasters and columns shall project a minimum of 6 inches beyond building face.
- d. All rooftop mechanical equipment shall be screened by a solid wall from view of the public right-of-way and pedestrian routes.

Section C Amended for consistency with development standards table in zone.

**Figure 8-10 13: Retail Storefront Details-Town Center Districts Building Form**



Updated Figure 8-10 with new graphic and renumbered to 8-13

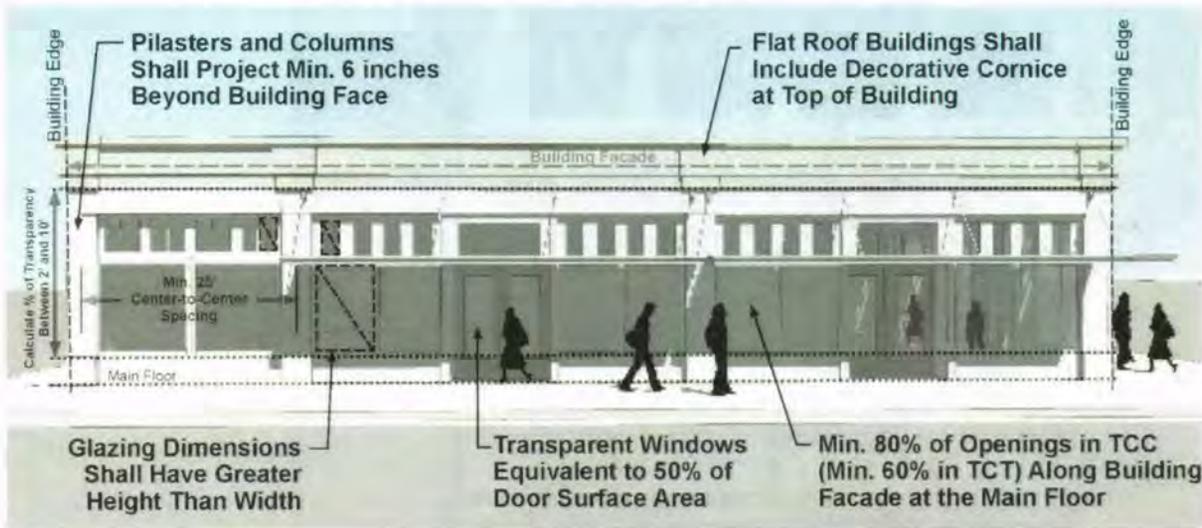


2. Retail Storefronts

- a. ~~Ground floor storefront glazing along the primary public façade shall comprise a minimum percentage of the main floor's exterior wall area, as follows: TCC—80%; TCT & TCS—50%.~~
  - a. ~~b.~~ First floor vertical elements such as columns or pilasters shall be provided and spaced center-to-center at a maximum of 25 feet apart.
  - b. ~~e.~~ Doors on the main floor façade facing a street shall contain windows equivalent in size to 50% of door surface area.
  - c. ~~d.~~ Storefront glazing must be transparent. Reflective, tinted, glazed or techniques that obscure more than 20% of glazed surfaces shall be prohibited.
  - d. ~~e.~~ Glazing dimensions shall have a greater height than width.
  - e. ~~f.~~ Storefront glazing with divided lights shall be limited to transom windows only.
  - f. ~~g.~~ All window frames shall be painted.
  - g. ~~h.~~ Awnings shall be constructed of metal, glass or natural canvas fabrics. Vinyl, synthetic fabric, plastic or backlit awnings are prohibited. ~~Signage or lettering on awnings is prohibited.~~

Subsection 2a is redundant to Subsection 5 below. Proposed amendments delete 2a in favor of subsection 5.

**Figure 8-14: Town Center Districts Retail and Storefronts Details**



New Figure 8-14: Town Center Districts Retail and Storefronts Details graphic

3. Commercial Entries

- a. The entry enclosure shall be offset a minimum of 2 feet from the building façade.
- b. Windows and door in exterior wall shall be surrounded with trim of 2-1/2 inches minimum width.
- c. At least 25% of all primary entry doors shall contain transparent glazing.
- d. Unpainted metal frames are prohibited.
- e. Reflective, opaque or tinted glazing is prohibited.

4a. Require that residential entries be setback at least 3 feet. In some cases additional setback may be needed to accommodate sidewalk

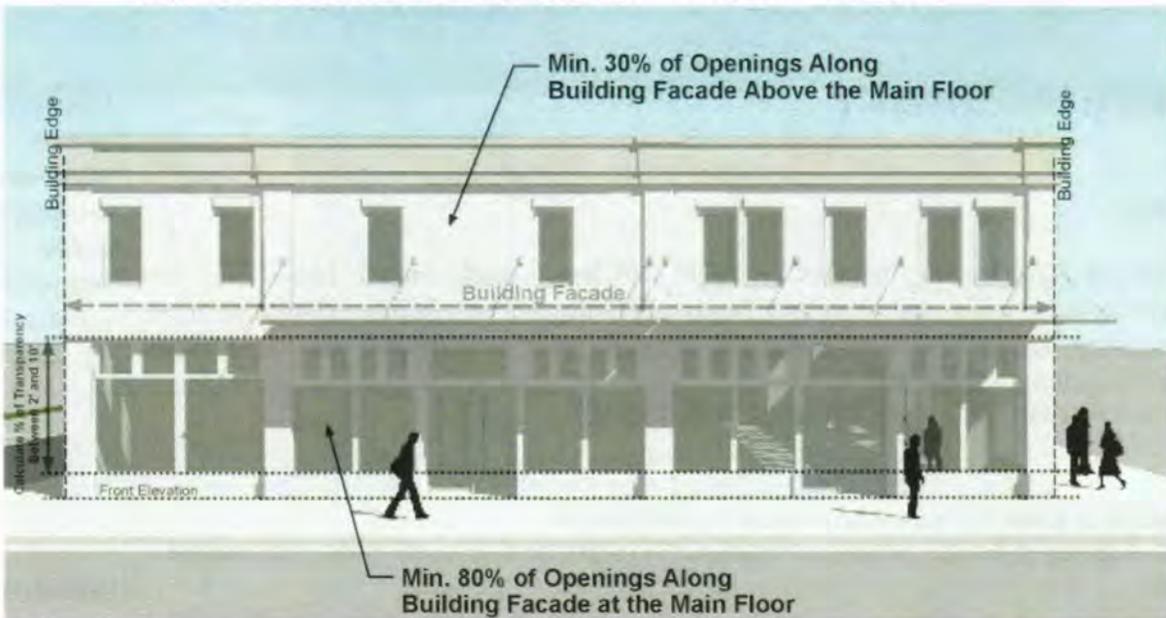
4. Residential Entries

- a. Residential doors which face a public right-of-way shall be setback a minimum of

<p><u>2-foot-3 feet</u> from a public sidewalk <u>plus any additional setback needed to meet the minimum sidewalk requirements (where applicable).</u></p> <p>b. The following types of doors shall not provide the primary entrance into a dwelling unit: sliding glass or solid metal doors without glazing.</p> <p>c. Residential stoops, porches or terraces shall be raised no higher than <u>34</u> feet above grade at the adjacent right of way.</p> <p>d. Residences with entry porches or terraces shall have a minimum area of 60 square feet.</p> <p>e. Residential entries shall be no lower than 4 feet below grade measured at adjacent right-of-way.</p>	<p>requirements downtown.</p> <p>4c increase the permissible height of stoops, etc.</p>
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<p>5. <u>Windows and doors</u></p> <p>a. <u>Window and door openings</u> shall comprise the following minimum portions of the front building facades at the main floor <u>measured between 2 feet above sidewalk to 10 feet above sidewalk</u>: TCC - 80%; <del>TCS - 30%</del>; TCT - <del>60%</del> <u>50%</u>.</p> <p>b. <u>Window and door openings</u> shall comprise the following minimum portions of the front building façade above the main floor <u>measured between 2 feet above sidewalk to 10 feet above sidewalk</u>: TCC - 30%; <del>TCS - 20%</del>; TCT - 30%.</p> <p>c. Clear or transparent glazing is required for windows fronting the public rights-of-way.</p> <p>d. Glass shall be recessed a minimum of 1-1/2 inches from the surrounding exterior wall surface.</p> <p>e. Spandrel, glass curtain-wall or any window wall glazing that creates an opaque, flat or featureless, or reflective surface shall not be used at ground floor.</p>	<p>5a/5b Removed TCS reference. Allow doors to be included. Change from 60% to 50% for consistency with Subsection 2.</p>
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**Figure 8-15: Town Center Districts Window and Door Openings**



New Figure 8-15: Town Center Districts Window and Door Openings graphic

<p>6. <u>Exterior Walls</u></p> <p>f. Vinyl, plastic or metal siding are prohibited the all Town Center zones.</p> <p>g. Synthetic Stucco (EIFS, Dryvit, etc.) insulating cladding materials along the first floor of facades that front public rights-of-way are prohibited.</p>	
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<p>h.</p> <p>i.</p> <p>j.</p> <p>7.</p> <p>k.</p> <p>l.</p>	<p>Flagstone or other stone veneer along the first floor of facades that front public rights-of-way are prohibited.</p> <p>Simulated or cultured stonework are prohibited for commercial uses.</p> <p>Wood, asphalt or cement shingles are prohibited at first floor for commercial uses.</p> <p><b>Walls and Fences</b></p> <p>Plastic and/or chain-link fences are prohibited in all Town Center zones.</p> <p>All wood fences shall be painted.</p>	
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**ARTICLE 12 USE CATEGORIES & DEFINITIONS**

**10.12.100 CLASSIFICATION OF USES**

Uses are assigned to the category whose description most closely describes the nature of the primary uses. When all the primary uses of a development fall within one use category, then the development is assigned to that category. When the primary uses of a development fall within different use categories, each primary use is classified in the applicable category and is subject to the regulations for that category.

**10.12.105 LISTING OF USE CATEGORIES**

All uses are classified into one or more of the following use categories. In order of listing in this section, they are: Residential, Civic, Commercial, Industrial and Other. Use types listed within each category are presented in alphabetical order.

In addition to use categories, the Code defines residential building types. Residential building types are listed in each zoning district that permits residential use from least intensive to most intensive (for example, “Single Detached” is listed above “Single Attached”, and both of these building types are listed above “Multi-Family”).

**10.12.130 COMMERCIAL USE CATEGORY**

...

F. Motor Vehicle Related

l. Motor Vehicle Sales/Rental: Includes car, light and heavy truck, mobile home, boat and recreation vehicle sales, rental and services. Parking facilities for car sharing vehicles by a car sharing organization are regulated as accessory parking to the use where the parking is located and are not classified as motor vehicle rental.

Modified Motor Vehicle Sales/Rental use category to clarify relationship to car-sharing.

**10.12.210 MEANING OF SPECIFIC WORDS AND TERMS**

...

C1. Caliper. The diameter of a tree trunk measured at a prescribed height.

C2. Carpool/Vanpool. A group of two (2) or more commuters who share the ride to and from work, school, and other destinations.

C3. Car-Share Organization. A car-share organization” is any public or private entity that provides a membership-based car-share service to the public and manages, maintains, and insures motor vehicles for shared use by individuals and group members.

~~C4.~~ ~~C3.~~ Change of Use. Any use that differs from the previous use as defined in the Section 10.12.005, Use Categories.

~~C5.~~ ~~C4.~~ City. The area within the territorial limits of the City of Forest Grove.

~~C6.~~ ~~C5.~~ City Engineer. The person assigned the title of City Engineer for the City of Forest Grove, Oregon,

Added new definition of Car-Share Organization

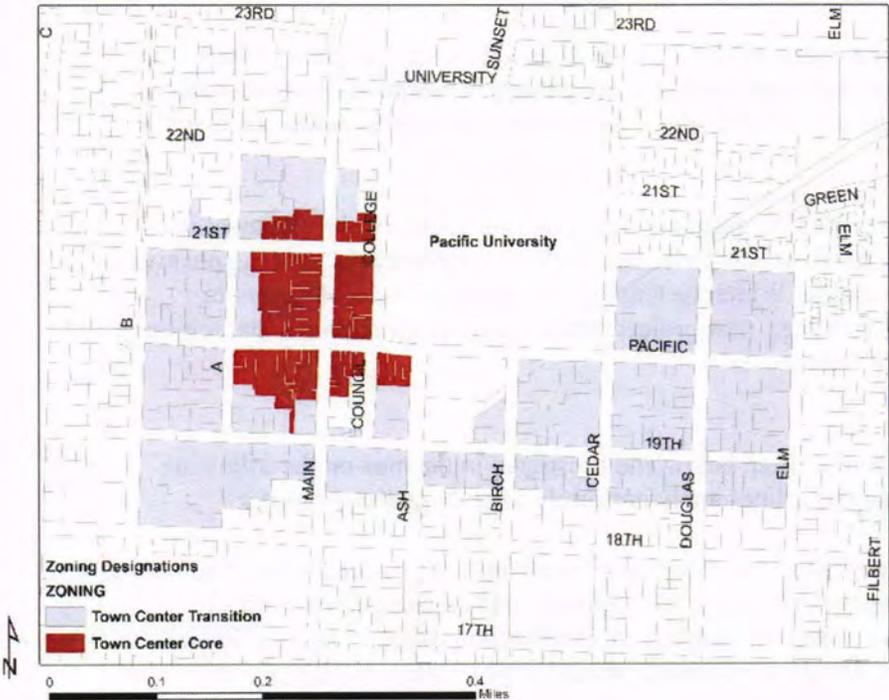
<p>or designee.</p> <p><del>C7, C6</del>. City of Forest Grove. The governing structure for the municipality of Forest Grove, Oregon.</p> <p><del>C8, C7</del>. Clear Vision Area. A triangular area located at the intersection of two (2) streets, a street and a railroad, or a street and driveway; defined by a line across the corners, the ends of which are on the street or alley lines, an equal and specified distance from the corner.</p> <p><del>C9, C8</del>. Complex. A structure or group of structures developed on one (1) or more contiguous lots of record and developed as part of an overall development plan.</p> <p><del>C10, C9</del>. Comprehensive Plan. The generalized, coordinated land use map and policy statement of the governing body of the City of Forest Grove that interrelates all functional and natural systems and activities relating to the use of land, including, but not limited to: sewer and water systems, transportation systems, educational facilities, natural resources, and air and water quality management systems.</p> <p><del>C11, C10</del>. Conditional Use. A use which may be permitted by the approval authority following a public hearing, upon findings by the authority that the approval criteria have been met or will be met upon satisfaction of conditions of approval.</p> <p><del>C12, C11</del>. Contiguous. See "Abutting."</p>	
<p>D4. <u>Density</u>. The intensity of residential land uses, usually stated as the number of housing units per net acre.</p> <ul style="list-style-type: none"> <li>a. <u>Gross Density</u>. The number of residential dwelling units per acre based on the area of the site found inside the parcel boundary. This includes the building lots, parking and driving areas, sidewalks, public right-of-ways, public and private streets and common driveways, public and private open space areas, and other tracts intended for public use.</li> <li>b. <u>Net Density</u>. The number of dwelling units per acre based on the net site acreage, which does not include <del>sidewalks, public right-of ways, public and private streets, common driveways, public and private open space areas, and other tracts intended for common use rights-of-way through or on the edge of the site, environmentally constrained areas, or land intended for public ownership such park and open spaces uses.</del></li> <li>c. <u>Bonus Density</u>. Density bonuses <u>either</u> are granted by the Planning Commission and/or City Council to the developer, to have an overall ratio of dwelling units to the planned development site area greater than would be allowed for a conventional development in the same location; <u>or are applied pursuant to 10.7.400.</u></li> </ul>	<p>Updated definition is more consistent with regional standards.</p>
<p style="text-align: center;">Figure 8-<del>11</del> <u>16</u>: Signs in the Town Center</p> <p style="text-align: center;">Figure 8-<del>12-17</del>: Visual Surveillance Standard</p>	<p>Updated Figure numbering. No graphic change</p>

Design Guideline Handbook Amendments	Commentary
<p><b>FOCUS AREA 1 – TOWN CENTER GUIDELINES</b></p> <p><b>Overview</b>                      Forest Grove began as a small farming community with a small downtown and a quality educational institution (now Pacific University) at its center. Since the community’s inception, the town center has been important and still maintains much of its turn of the century charm with numerous intact historic buildings.</p> <p>This section, Focus Area I, establishes specific design review guidelines for new development in the Town Center. The primary intent of the Town Center Focus Area is to reinforce the existing positive qualities of the architecture and streetscape. While the City is not seeking new development to replicate the architecture of existing buildings, new projects should use design elements that reinforce or enhance the character of the Town Center.</p> <p><b>Applicability</b>                      The City has <del>three</del> <u>two</u> town center zones, listed below and illustrated in the map on the following page (Unless otherwise noted, Design Guidelines apply uniformly to <u>both</u> <del>the three</del> zones.)</p> <ul style="list-style-type: none"> <li>• <u>Town Center Core (TCC)</u> provides for a concentration of retail and office needs in the core commercial area of the city. Retail or office uses are required on the ground floor, with an emphasis on those uses that serve a walk-in clientele. A combination of office and residential uses are allowed on upper floors. Design components should work together to form a unified district. Architectural elements should form a continuous and interesting storefront façade featuring streetscape amenities for the pedestrian shopper.</li> <li>• <u>Town Center Transition (TCT)</u> is similar in form and specific street front characteristics to the TCC with the primary difference being that retail uses are not required on the ground floor, and therefore the vibrant streetscape may also include residential or office activities.</li> <li>• <del>Town Center Support (TCS) creates an area with a mix of office, light industrial and residential and some retail uses as a continuation of the Town Center compact urban form concept. Ground floor retail uses are allowed on the ground floor, but not required. A varied and attractive streetscape is desired in this zone.</del></li> </ul> <p>In cases where a development falls into both the Town Center Focus Area and another Focus Area, both sets of guidelines may apply, but where they conflict the guidelines for the Town Center take precedence.</p> <p>The following section is divided into four general categories:</p> <ul style="list-style-type: none"> <li>• Site</li> <li>• Building</li> <li>• Lighting</li> <li>• Signs</li> </ul> <p>Each category has a set of corresponding design objectives, guidelines and standards, and is further divided into sub-categories as necessary.</p>	<p>Consolidated TC zones, delete TCS.</p>

Design Guideline Handbook Amendments

Commentary

Town Center Map



Map updated to reflect consolidation of Town Center zones and expansion of the Town Center boundary east to Elm St, south 1/2 from block from 19th and north to 21<sup>st</sup>

**SITE – BUILDING ORIENTATION**

**Guideline** – Design and construct buildings oriented to a public street right-of-way to create safe, pleasant and active pedestrian environments.

**Description** – Development in the town center area should create a well-defined, safe, attractive and active pedestrian environment. Zero lot line development should be encouraged in all town center zones, particularly the Town Center Core. Parking should be behind or to the side of buildings, so as to not obstruct pedestrian pathways to the front door of buildings. If buildings are setback from the sidewalk, the area in front of the building should be well landscaped and or used as an expanded sidewalk area or a pedestrian plaza.

**Track 2 – Design Guidelines**

Recommended

- Minimize building setbacks from any public street right-of-way. Zero lot line buildings along the public street right-of-way are encouraged to maintain an inviting and continuous storefront presentation.
- Design and construct a primary building entrance for each building façade. If a building has frontage on more than one public street, a single building entrance on the corner is acceptable.
- Use the area between the right-of-way and building to create a plaza court, planter area, bicycle parking or another amenity.
- Main entrance should be oriented to the street.

Not Recommended

- Parking located between the building façade and the street.
- Excessive front setbacks (greater than 10 feet).
- Storage in front of building façade.

**Track 1 – Development Standards**

Related Code Standards

- TCC: Building facades shall be built along at least 80% of the primary building frontage line.
- TCT: Building facades shall be built along at least 75% of the primary building frontage line.
- ~~TCS: Building facades shall be built along at least 50% of the primary building frontage line.~~
- One (1) entrance shall be provided for each building façade. When a building is located on a corner, one entrance at the corner is permitted.
- If a building is setback from right-of-way, it shall be a minimum of four (4) feet in depth and include plazas, forecourts or other paved areas for public seating, artwork and landscaped planting beds.
- If a building is setback from the right-of-way, mechanical units, meters or other above grade or wall mounted utilities shall not be located in the front setback area.

Suggest modifying last sentence in description by changing “and” to “or”.

As a result of consolidating TC zones, delete TCS.



Recommended: zero setbacks at sidewalk

**SITE – AMENITIES**

**Guideline** – Protect pedestrians from wind, sun and rain and provide courtyards or other outdoor spaces to create a comfortable environment for meeting and sitting.

**Description** – Pedestrians should be protected from the elements, to encourage use of the Town Center during inclement weather. The design of awnings and canopies should be integral and well proportioned to the facades of buildings. Street furniture, such as benches, lamps and landscape planters should be provided.

**Track 2 – Design Guidelines**

Recommended

- Provide weather protection above sidewalks in the form of awnings or other building elements appropriate to the design of the structure.
- Canvas fixed or retractable awnings or horizontal metal canopies.
- Seating areas near retail establishments.
- Courtyards, squares, forecourts, and plazas with active adjacent ground-floor uses.

Not Recommended

- Awnings with vinyl or synthetic fabrics, plastic, backlit, or with oversized lettering.
- Seating areas adjacent to loading, service bays or storage areas.
- Seating areas that are hidden, secluded, dark or unsecured spaces behind or on the side of buildings.

**Track 1 – Development Standards**

Related Code Standards

- Every development shall provide 2 or more of the “pedestrian amenities” listed below:
  - a. A plaza, courtyard next to the building entrance a minimum of four (4) feet in depth for residential food, beverage or entertainment establishments only.
  - b. Seating areas (chairs, tables, benches)
  - c. Building canopy, awning or similar weather protection across 75% of façade projecting a minimum of four feet over the sidewalk.
  - d. Public art ~~which~~ that incorporates seating (e.g., fountain).
- Awnings shall be constructed of metal, glass or natural canvas fabrics. Vinyl, synthetic fabric, plastic or backlit awnings are prohibited. ~~Signage or lettering on awnings is prohibited.~~

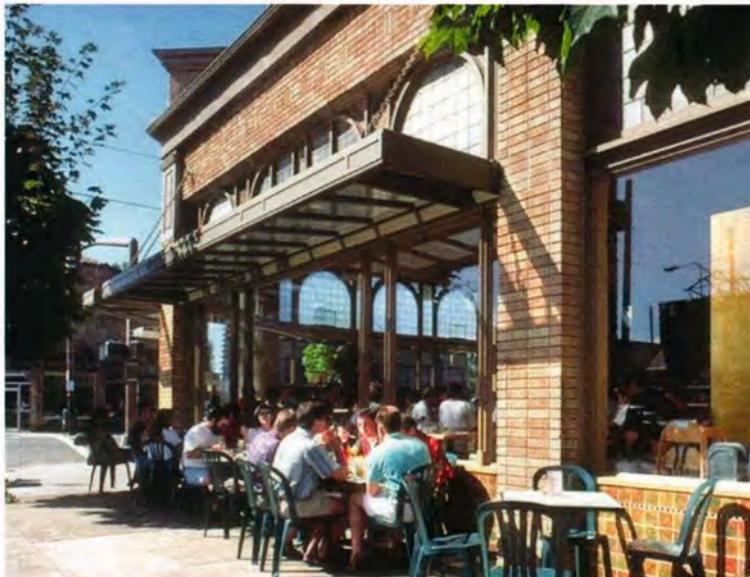
Proposed amendment allows signage on awnings. The current graphic illustrating this code requirement includes signage.

Example: Desirable Weather Protection-Canvas Fabric Awning



Existing graphic with new caption.

Example: Desirable Weather Protection – Metal and Glass Awning



New graphic showing metal and glass awning

<p><b>BUILDING – FACADES</b></p> <p><b>Guideline</b> – All buildings shall contribute to the storefront character and visual relatedness of town center buildings</p> <p><b>Description</b> – Facades should define a continuous street edge, while adding visual interest and variety for the pedestrian. Building frontages should provide a sense of continuity and enclosure to the street, creating a human-scale “street wall.”</p> <p><b>Track 2 – Design Guidelines</b></p> <p><i>Recommended</i></p> <ul style="list-style-type: none"> <li>• Walls that have a comfortable rhythm of bays, columns, pilasters or other articulations.</li> <li>• Facades should be taller than one-story to create a sense of enclosure along the sidewalk.</li> <li>• Architectural elements such as towers, roof parapets.</li> <li>• Well-detailed cornices of significant proportions to create visual interest and shadow lines.</li> <li>• Vertical elements which <u>that</u> break up long, monolithic building facades along the street.</li> <li>• Regularly spaced and similar-shaped windows with window trim on all building stories.</li> <li>• Bay windows on second story or higher floor levels.</li> <li>• Screen mechanical equipment.</li> </ul> <p><i>Not Recommended</i></p> <ul style="list-style-type: none"> <li>• Blank walls at street level.</li> <li>• Unarticulated rooflines.</li> <li>• Exposed rooftop mechanical equipment, electrical units or telecommunication equipment.</li> </ul>	<p><b>Track 1 – Development Standards</b></p> <p><i>Related Code Standards</i></p> <ul style="list-style-type: none"> <li>• All new <u>structures buildings in the TCC zone shall be a minimum of two-stories in height or a minimum height of 24 feet. All new buildings in the TCT zone shall be a minimum of 16 feet in height. Building height shall be measured at the front elevation to top of parapet or eave line of lowest point of facade.</u></li> <li>• All flat-roofed buildings shall have a decorative cornice at top of building (parapet)</li> <li>• Exterior pilasters and columns shall project a minimum of 6 inches beyond building face.</li> <li>• All rooftop mechanical equipment shall be screened by a solid wall from view of the public right-of-way and pedestrian routes.</li> </ul>	<p>The minimum height in the TCC zone is two stories. The minimum height in TCT and TCS is 16’. The minimum height requirement should apply to buildings only, not all structures (e.g., fences, walls, poles, etc. should not be subject to minimum height).</p>
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Examples: Desirable Building Façade and Design Elements



New graphic showing newer building with desired façade elements.

Updated caption.



Delete existing graphic.

**Recommended: Façade articulation**

**BUILDING – RETAIL STOREFRONTS**

**Guideline** – Storefronts should appear open, inviting and engaging to the passerby.

**Description** – Retail and other commercial establishments should provide windows and doors offering views in and out of the building so passersby may see activity within buildings.

**Track 2 – Design Guidelines**

*Recommended*

- Storefronts should be designed to encourage a lively streetscape with clear windows, window displays.
- Clerestory or transom windows above storefronts are recommended.
- Entryways with multiple doors, windows, architecture details and ornate hardware.
- Sliding, overhead or other operable windows for restaurants or other active uses.

*Not Recommended*

- Blank walls.
- Windows which that are too small to provide views in and out.
- Tinted, opaque or reflective glazing on windows or doors.
- Solid metal or wood doors with small or no windows.
- Featureless entryways (doors flush with building facades, no architectural details, etc.)
- Windows with residential-type multiple lites or divisions.
- Windows that have a greater horizontal than vertical dimension.

**Track 1 – Development Standards**

*Related Code Standards*

- Ground floor storefront glazing along the primary public façade shall comprise a minimum percentage of the main floor’s exterior wall area (measured between 2 feet above sidewalk to 10 feet above sidewalk) as follows:
  - TCC: 80%
  - TCT & TCS: 50%
- First floor vertical elements such as columns or pilasters shall be provided and spaced center-to-center at a maximum of 25 feet apart.
- Doors on the main floor façade facing a street shall contain windows equivalent in size to 50% of door surface area.
- Storefront glazing must be transparent. Reflective, tinted, glazed or techniques that obscure more than 20% of glazed surfaces shall be prohibited.
- Glazing dimensions shall have a greater height than width
- Storefront glazing with divided lites shall be limited to transom windows only.
- All window frames shall be painted.

Proposed amendments delete TCS zone. As noted in Development Code the methodology has been clarified.

Examples: Retail Storefront Windows and Active Streetscape



Added new graphics with caption

<p><b>BUILDING – COMPATIBILITY</b></p>		
<p><b>Guideline</b> - Encourage design which <u>that</u> provides visual linkages between proposed development and adjoining existing buildings.</p>		
<p><b>Description</b> - Much of the land zoned for multi-unit development is currently occupied by single-family homes. New multi-unit development should “fit” by relating to surrounding architecture through use of common elements of scale, color, rhythm and proportion in similar ways as existing buildings.</p>		
<p><b>Track 2- Design Guidelines</b></p>	<p><b>Task 1 – Development Standards</b></p>	
<p><u>Recommended</u></p> <ul style="list-style-type: none"> <li>• Design buildings to provide an appropriate transition between new buildings and adjacent buildings.</li> <li>• Use architectural elements and façade materials consistently throughout the site.</li> <li>• Locate and treat entries similar to that of existing adjacent or neighborhood buildings (for example, providing roof, awning, or portico)</li> <li>• Use similar landscaping, setback, spacing and orientation of buildings that strengthens and contributes to character and identity of the neighborhood.</li> <li>• Use similar façade materials, colors and treatments of existing buildings.</li> <li>• Repeat, strengthen and expand upon building elements that create a unified street edge – i.e., window placement, belt coursings, etc.</li> </ul>	<p><u>Related Code Standards</u></p> <ul style="list-style-type: none"> <li>• Setback requirements vary by building height (see Section 10.3.035 et al)</li> <li>• All buildings shall incorporate a porch or architecturally defined entry space for each ground level dwelling unit with a minimum area of 16 square feet per dwelling unit, with no dimension less than 4 feet. Shared porches or entry spaces are permitted. All grade level porches shall include hand-railing, half-walls, or shrubs to define their outside perimeter.</li> <li>• <del>Common entrances shall not serve more than four (4) dwelling units.</del></li> </ul>	<p>Deleted common entrance requirement due to not being practical with buildings served by elevators.</p>
<p><u>Not Recommended</u></p> <ul style="list-style-type: none"> <li>• Literal interpretation of existing buildings.</li> <li>• Surface materials, building textures or color that vary greatly with nearby development.</li> <li>• Proportions of windows, doorways, bays and other features that vary greatly with nearby development.</li> </ul>		

**SITE – LANDSCAPING**

**Guideline** – Use landscaping to enhance character and visual quality of residential developments.

**Description** – Landscaping can help provide a quality environment for residents and help achieve compatibility with surrounding land uses. A mix of landscaping treatments and techniques can provide appropriate separation between adjacent properties, screen objectionable views, provide visual relief, and create weather protection.

**Track 2- Design Guidelines**

Recommended

- Plant landscaping to define and accentuate entry-ways.
- Provide landscape elements along all exterior walls to soften the visual impact of the building and promote residential character of the site.
- Use landscaping and/or fencing to buffer multi-unit development from abutting properties and enhance privacy of dwelling units, especially by landscaping setback areas.
- Distribute canopy trees along roadways; provide landscape buffers along edges of developed areas and throughout parking areas.
- Large species street trees should be planted to provide shade and emphasize the residential character of the site.

Not Recommended

- Removing significant trees.
- Landscaping that creates a pedestrian physical barrier between walkways, gathering areas and building entries.
- Use of non-native-incompatible, noxious or invasive plant materials.
- Parking lot landscaping that creates pedestrian physical or visual barriers between walkways and building entries
- ~~Canopy trees that drop excessive amounts of seeds, fruit or leaves onto cars and walkways.~~

**Track 1- Development Standards**

Related Code Standards (Section ~~40.7.055~~)

- Landscaping standards vary depending on zoning, use, adjacent zoning, and existing site conditions.
- At least 75% of required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover.
- A maximum of 25 % of required landscaped area may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, rock groupings, ~~bark dust~~, decorative hard paving and gravel areas interspersed with planting areas.
- Buffering and screening is required as specified in Section ~~40.7.075~~ 10.8.425.

Delete bark dust as a permissible landscape coverage material.

Recommend deleting last bullet. Unless the tree is within the public right-of-way, staff recommends it be left to the property owner to decide type of tree to plant.

Example: Residential Entries Oriented to Sidewalk and Transitions



New graphic with caption.

**SITE – SCREENING/SERVICE AREAS**

**Guideline** - Screen “objectionable views” from residential dwellings, adjacent properties and public rights-of-way.

**Description** – Residential developments should create a pleasant visual environment. One way to accomplish this is to screen views of loading areas, mechanical/electrical equipment and dumpster and recycling collection areas from both within the site and off-site.

No changes.

**Track 2 – Design Guidelines**

Recommended

- Incorporate screening - including landscaping, fences and walls - as an integral part of the design of the building and site.
- Locate loading and service areas for easy truck access and maneuvering and to minimize conflict with on-site parking, and vehicular and pedestrian circulation activities.
- Locate loading and service areas away from residential units, for instance on alleyways.
- Screen ground level and roof-top equipment from view.
- Locate ground-mounted mechanical units away from pedestrian areas.

Not Recommended

- Screens consisting of chain link security fencing.

**Track 1 – Development Standards**

Related Code Standards (Section 10.7.130)

- All mechanical equipment shall be screened from view by an opaque fence or solid landscape screen 8 feet high.
- Service/refuse collection areas shall not be located within 20 feet of public rights-of-way.
- *Also see Section 10.6.115- Size, Location and Access Standards for Storage Areas C) Design Standards 3) Sight-obscuring Fence*
- All development of two or more stories in height shall be required to provide screening of garbage collection and storage areas from above.
- All roof mounted mechanical equipment other than vents shall be screened from ground level view. The screening shall be as high as the height of the equipment and shall be integrated with the exterior building façade.

**SITE – PEDESTRIAN ENVIRONMENT**

**Guideline** – Create safe, pleasant and active streets and public spaces.

**Description** – Pedestrian areas should be functional and inviting, providing the multi-unit residential development with amenities. These areas should enhance the feeling of community and increase the ability for neighbors to meet. Development of public courts, plazas and squares is encouraged.

**Track 2 – Design Guidelines**

Recommended

- Provide pedestrian amenities such as benches for a pleasant and inviting place to sit, rest, linger and meet.
- Safely separate pedestrian areas from vehicle traffic by providing street trees along sidewalks as buffers.
- Provide an active ground floor environment along all pedestrian streets and public courts, plazas and squares. That is, design buildings with transparent windows and doors.
- Develop public spaces – plazas, squares or other open spaces that are “activated” by building entries and locate uses that encourage foottraffic.

Not Recommended

- Pedestrian-only streets or corridors.
- Indirect pedestrian routes.
- Pedestrian routes blocked by obstructions or barriers including mechanical units or utility, sign or light poles.
- Public spaces that are not “outdoor rooms” –i.e., that are not enclosed by building edges and landscaping on all sides.
- Public plazas or squares in parking lots.
- Pedestrian-inhospitable areas such as public plazas or squares at intersections of arterial roadways.
- Use of public spaces primarily as

**Track 1 – Development Standards**

Related Code Standards (Section 10.8.140(A)(3))

- Residential doors ~~which that~~ face a public right-of- way shall be setback a minimum of ~~2 feet~~ 3 feet from a public sidewalk plus any additional width needed to meet the minimum sidewalk requirements (where applicable).
- The following types of doors shall not provide the primary entrance into a dwelling unit: sliding glass or solid metal doors without glazing.
- Residential stoops, porches or terraces shall be no higher than raised a maximum of 34 feet above grade measured at the adjacent right-of-way.
- Residences with entry porches or terraces shall have a minimum area of 60 40 square feet.
- Residential entries shall be no lower than lowered a maximum of 4 feet below grade measured at adjacent right- of-way.

Proposed amendments for consistency with amendments to Dev Code.

Amendments allow greater flexibility by allowing a higher maximum for the porch or stoop and a smaller minimum for a smaller entry porch.

**SITE - PARKING**

**Guideline** - Create parking areas ~~which that~~ are efficient and function well for automobiles yet minimize the negative impact on buildings on site or in adjacent neighborhoods.

**Description** – Parking should be located to provide convenient and safe access to residential units while minimizing views from the street right-of-way and adjacent existing development. Landscaping or other well-designed screening devices should be used to buffer views of parking lots from street right-of-way and adjacent properties.

Minor code clarifications.

**Track 2 – Design Guidelines**

Recommended

- Minimize the expanse of continuous blocks of parking spaces.
- Screen parking areas with landscaping, landscaped berms, low walls and fences or a combination of these.
- Locate parking to minimize views of parking areas from the public right-of-way.
- Provide pedestrian pathways within parking areas.
- Break up larger areas of parking with canopy trees and planting beds.
- Use landscaping to provide a separation of pedestrian pathways from moving vehicles.
- Minimize surface parking lots adjacent to the public sidewalks to allow buildings to be located close to the sidewalk and street.
- Use parking lot areas for water run-off retention and water quality improvement where appropriate.
- Use water permeable paving materials to reduce run-off where appropriate.

Not Recommended

- Parking lots located between the front of buildings and public sidewalks and streets.

**Track 1 – Development Standards**

Related Code Standards (Section 10.7.020)

Note: In addition to the design standards below, all residential development will be required to meet the minimum parking requirements provided in (Section 10.7.100 see Table 7-4)

- ~~Separate~~ Physically and visually separate parking areas greater than 10,000 square feet in area with landscape planter bays at least ~~eighteen~~ 18 feet in width. Individual parking areas may be connected by a driveway.
- The sidewalk system shall connect the front door of all residential buildings to parking area(s).

**SITE - CIRCULATION**

**Guideline** - Encourage aesthetically pleasing and functional site design, which minimizes vehicle, bicycle and pedestrian conflicts and creates a safe environment for all users.

**Description** - A functional vehicle circulation system should be emphasized, as well as pedestrian safety. Vehicle circulation and parking areas should be separated from pedestrian areas where possible.

**Track 2 – Design Guidelines**

Recommended

- Vehicles should access site from collector or local roadways. Where arterials are used for access, driveway should be combined with adjacent developments.
- Access parking lots or structures from alleys or common driveways when appropriate.
- Interconnect the vehicular and pedestrian circulation systems of adjacent developments.
- Consolidate vehicular access points serving adjacent sites, thus minimizing curb cuts along the public streets.
- Provide comprehensive, pleasant and direct pedestrian pathways linking buildings, open space and parking areas.
- Clearly and directly link public right of way – streets and sidewalks – to building front doors with a minimum of vehicular crossings.
- Use traffic calming elements to reduce traffic speed. Elements should be compatible with the site’s landscape plan.
- Provide adequate circulation for services (garbage collection, etc.) to avoid excessive turning or backing up of vehicles.

Not Recommended

- Confusing, meandering vehicle routes.
- Vehicular road design that allows and/or encourages high vehicle speed.

**Track 1 – Development Standards**

Related Code Standards (Section 10.8.140)

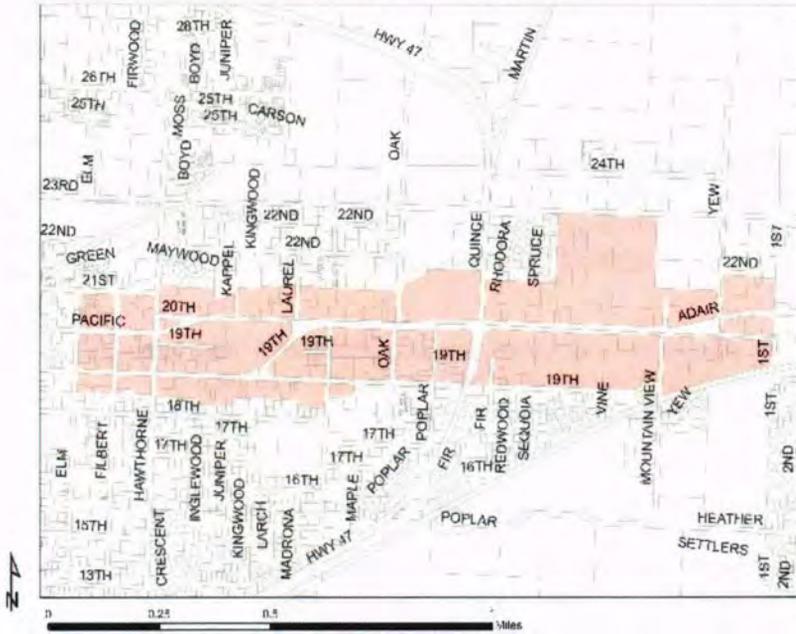
- A continuous pedestrian connection shall be provided from the front door of all residential buildings to the public sidewalk.
- Separate pathways from dwellings a minimum distance of ten (10) feet. The separation is measured from the pathway edge closest to any dwelling unit.
- On-site pedestrian walkways are required to be a minimum width of five (5) feet (5<sup>2</sup>) ~~connection~~ connecting dwelling units to parking/open space/recreation areas (Section ~~10.7.020~~10.8.140).

Minor code clarifications.

<p><b>Section III Multi-Unit Residential Focus Area</b></p>	
<p><b>Applicability</b>                  The City has a variety of areas <del>which that</del> are designated for multi-unit housing. Primarily, <del>M</del>-multi-unit housing is focused on land zoned either:</p> <ul style="list-style-type: none"> <li>• Residential Multi-unit Low (RML).</li> <li>• Residential Multi-unit High (RMH).</li> </ul> <p>Land zoned Community Commercial (CC) <del>and Neighborhood Mixed-Use (NMU)</del> also allows multi-unit development. The design standards and guidelines in this section apply to multi-unit development in these <del>three</del> <u>four</u> districts, with multi-unit being defined as buildings <del>which that</del> include at least three dwelling units. <u>However, within the NMU zone, these standards may be modified through an approved Mixed-Use Plan Development (MUPD).</u></p> <p>While multi-unit residential development is also allowed in Town Center zones, its character in those areas can be significantly different from that of the Commercial Corridor and residential zoning districts, but is not subject to the standards in this section. Therefore, residential development in the Town Center is subject to the Town Center guidelines found in Section I.</p> <p>In the RML, RMH, <del>and CC, and NMU</del> zones, these multi-unit residential design guidelines apply to the multi-unit types as follows:</p> <ul style="list-style-type: none"> <li>• Single-family attached developments with three or more units (i.e. townhouse, courtyard).</li> <li>• Duplex developments with at least two duplexes (i.e. courtyard/loft/urban housing).</li> <li>• Apartment buildings with three or more units (i.e. courtyard/loft/urban housing).</li> </ul> <p>The following guidelines section is divided into four categories, with sub-categories provided as necessary within each. Each category has a set of corresponding design objectives, guidelines and standards:</p> <ul style="list-style-type: none"> <li>• Site</li> <li>• Building</li> <li>• Lighting</li> <li>• Signs</li> </ul>	<p>The proposed amendments assume that MF within NMU zone will occur as part of a MUPD. The standards and guidelines in this section are the "default" if MUPD applicants do not want to develop their own Guidebook.</p>
<p><b>Map of Zones which Allow Multi-Unit Residential Development</b></p>	<p>Map reference deleted, previous section outlines which zones are subject to the guidelines.</p>

Section II – Commercial Corridor Focus Area

Commercial Zoning Map



Commercial Corridor map added. Map shows proposed western boundary at Elm Street, which reflects the rezoning of the Town Center Expansion Area from CC to TCT.

No other changes to the Commercial Corridor Guidelines proposed.

<p><b>BUILDING – EXTERIOR WALLS</b></p> <p>Guideline – Use materials which <u>that</u> are compatible with the character of Forest Grove and create a sense of permanence.</p> <p>Description – Materials used should be consistent with the existing buildings in the Town Center. Quality wall materials provide a sense of permanence and should be applied to create a sense of substance and mass.</p>		
<p><b>Track 2 – Design Guidelines</b></p> <p><u>Recommended</u></p> <ul style="list-style-type: none"> <li>Quality materials such as brick, stone and natural wood.</li> <li>Applications which <u>that</u> create depth, such as recessed windows and doors.</li> <li>Establish a single clearly dominant exterior wall material and finish.</li> <li>Belt courses and medallions.</li> <li>Consider the following materials: TCC: Brick or stone masonry. TCT &amp; TCS: Brick or stone masonry; cement-based stucco; lap siding; board and batten siding; shingles and shakes.</li> </ul> <p><u>Not Recommended</u></p> <ul style="list-style-type: none"> <li>Brick or stone veneer</li> <li>Vinyl or metal siding.</li> <li>Flagstone, simulated river rock or other similar veneer cladding.</li> <li>Simulated stucco cladding (such as EIFS/Dryvit) at ground level.</li> <li>Concrete masonry block at ground level.</li> </ul>	<p><b>Track 1 – Development Standards</b></p> <p><u>Related Code Standards</u></p> <ul style="list-style-type: none"> <li>Vinyl, plastic or metal siding are prohibited the all Town Center zones.</li> <li>Synthetic Stucco (EIFS, Dryvit, etc.) insulating cladding materials along the first floor of facades that front public rights-of-way are prohibited.</li> <li>Flagstone or other stone veneer along the first floor of facades that front public rights-of-way are prohibited.</li> <li>Simulated or cultured stonework are prohibited for commercial uses.</li> <li>Wood, asphalt or cement shingles are prohibited at first floor for commercial uses.</li> </ul>	<p>Amended to delete TCS zone.</p>

**BUILDING – WINDOWS**

Guideline – Use windows to create an open and inviting atmosphere.

Description - Retail uses should provide windows that create visual interest and encourage people to visit restaurants and shops. Blank walls should be avoided.

**Track 2 – Design Guidelines**

Recommended

- The majority of the ground floor building façade should contain windows.
- Multiple windows should be provided on the front façade above the main floor in a uniform pattern.
- Window should be oriented vertically with rectangular shapes.
- Frame openings with trim around windows and doors.
- If used, door and window shutters should be sized to cover the entire window.
- “Punched” window openings recessed rather than flush with the building façade.

Not Recommended

- Tinted or reflective glass and glass block.
- Spandrel or other contemporary glazing (i.e., glass surface smoothly and uniformly covering structural elements).

**Track 1 – Development Standards**

Related Code Standards

- Window openings shall comprise the following portions of the front building facades at the main floor:  
 TCC: Minimum 80%  
 TCS: ~~Minimum 30%~~  
 TCT: Minimum ~~60%~~ 50%
- Window openings shall comprise the following portions of the front building façade above the main floor:  
 TCC: Minimum 30%, maximum 80%  
 TCS: ~~Minimum 20%, maximum 80%~~  
 TCT: Minimum 30%, maximum 80%
- Clear or transparent glazing is required for windows fronting the public rights-of-way.
- Glass shall be recessed a minimum of 1-1/2 inches from the surrounding exterior wall surface.
- Spandrel, glass curtain-wall or any window wall glazing that creates an opaque, flat or featureless, or reflective surface shall not be used at ground floor.

Amended to delete TCS zone.

TCT amended to be consistent with 50% required by “Building – Retail Storefronts”)

Example: Inviting Ground Floor Retail and Upper Floor Windows



New graphic and caption added.

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**FOREST GROVE CITY COUNCIL SPECIAL MEETING  
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*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 9:03 a.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing and Malynda Wenzl, excused. **STAFF PRESENT:** Jesse VanderZanden, City Manager; George Cress, Light and Power Director; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Brenda Camilli, Human Resources Manager; Linda Christensen, Administrative Services Manager; Mindy Laird-Garcia, Utility Worker II; Tom Gamble, Parks and Recreation Director (in the audience); J. F. Schutz, Police Chief (in the audience); Jeff King, Economic Development Manager (in the audience); and Anna Ruggles, City Recorder.

**1. A. WELCOME HONORARY GUESTS:**

Mayor Truax stood to introduce honored guests Mayor Haruhito Sasajima, Town of Nyuzen, Japan, and Mr. Shinya Ida, Town Official of Nyuzen, Japan, noting Nyuzen has been Forest Grove's Sister City for over 26 years and Toyama Prefecture is Oregon's Sister State. Mayor Truax reported the Nyuzen Student Delegation has various activities planned during their stay in Forest Grove, noting the student delegation consists of Mayor Sasajima, two town officials, one junior high school teacher, two high school students and eight junior high school students. Mayor Sasajima read a thank-you speech commending Mayor Truax, Councilmembers, staff, Sister Cities Committee and all host families for generously hosting the 2015 Nyuzen Student Delegation. Mayor Truax also introduced Dr. Kazuko Ikeda, who serves on the Sister Cities Committee and who attended to assist the delegation with Japanese language translation services.

**1. B. PROCLAMATION:**

Mayor Truax read a special proclamation in honor of Clifford Clark, who served as Forest Grove's 41<sup>st</sup> mayor from 1986 to 1993 and who passed away on August 30, 2015, noting among the list of Mayor Clark's many accomplishments during his tenure, Mayor Clark was instrumental in establishing the Sister City Affiliation between Forest Grove and Town of Nyuzen, Japan. Mayor Truax reported Mayor Clark signed the Sister City Covenant on May 12, 1989, with a firm belief that such relationship would

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enhance goodwill and deepen mutual respect for the people of Forest Grove and Nyuzen. Mayor Truax noted he would formally present the proclamation to Mayor Clark's wife, Theresa, at this evening's welcome reception for the Nyuzen Student Delegation.

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 (Marijuana Requirements Part II) Meeting Minutes of September 14, 2015.
  - B. Approve City Council Work Session (Police Station Next Steps) Meeting Minutes of September 28, 2015.
  - C. Approve Council Executive Session (Labor Negotiations) Meeting Minutes of October 12, 2015.
  - D. Approve City Council Work Session (Food Waste Composting) Meeting Minutes of October 12, 2015.
  - E. Approve City Council Regular Meeting Minutes of October 12, 2015.
  - F. Accept Economic Development Commission Meeting Minutes of June 4, July 9, and September 10, 2015.
  - G. Accept Library Commission Meeting Minutes of September 15, 2015.
  - H. Accept Public Safety Advisory Commission Meeting Minutes of July 15 and August 26, 2015.
  - I. Accept Public Arts Commission Resignation (Yasmine Weil-Pourfard, Student Advisory, Term Expiring December 31, 2015).
  - J. Community Development Department Monthly Building Activity Informational Report for September 2015.
  - K. Library Department Quarterly Statistics Report for July, August and September 2015.

**MOTION**: Councilor Kidd moved, seconded by Councilor Lowe, to approve the Consent Agenda as presented. **ABSENT**: Councilors

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Uhing and Wenzl. MOTION CARRIED 5-0 by voice vote.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. Report on City of Forest Grove Utility Billing Procedures to Assist Customers in Avoiding Termination of Utility Services for Non-Payment as required by House Bill 2599:

Christensen, Downey and Cress presented the above-noted report, noting HB2599 requires each municipal utility providing electric or natural gas to submit a report to the Oregon Department of Energy by November 1, 2015, on processes to mitigate service terminations during winter heating season or periods of extreme heat or cold weather for residential customers who belong to a protected class (i.e., low income senior citizens; active duty members of the U. S. Military; households with a seriously ill individual, a person with a disability or a child under age of 12 months; and/or households where the primary earner has died or lost a job in the past six months). Christensen and Downey outlined the City's utility billing procedures and referenced Code Section 4.210, which provides the City's delinquent utility accounts and shut-off procedures, noting staff works with customers to help avoid added fees and disconnection of services. Christensen, Downey and Cress addressed various Council inquiries, noting the City bills for electric, water, sewer, surface water management, and other non-metered fees and offers energy assistance through Community Action Organization/LIHEAP (Low Income Home Energy Assistance Program) and the City's CAPE (Customer Assistance Program for Energy). Cress reported the City budgets \$75,000 annually in its Light and Power CAPE Fund.

5. B. Employee Recognition:

Mayor Truax presented a Certificate of Appreciation honoring Linda Christensen, Administrative Services Manager, for 30 years of dedicated service to the City.

5. C. 2015 Watershed Timber Harvest Update:

Foster introduced Laird-Garcia and Scott Ferguson, Watershed Management Consultant, who presented a PowerPoint presentation showing slides of this year's activities conducted at the watershed, which included an owl survey, rare plant survey, slope stabilization, invasive weed management and tree planting. In conclusion of the above-noted

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presentation, Foster advised staff will report to Council at a later date on the 2015 watershed timber harvest logging-related activities.

**5. D. Metro Quarterly Exchange Update:**

Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation highlighting District 4 Quarterly Exchange Report. Harrington reported on Metro's Storefront Grants; Nature in Neighborhoods Grants; Community Planning Grants; 2015 Growth Management Decision; Corridor Work; Regional Equity; Oregon Zoo; various upcoming community events; and distributed various handouts.

**6. RESOLUTION NO. 2015-75 AUTHORIZING THE CITY OF FOREST GROVE TO COMMENCE NEGOTIATIONS TO PARTICIPATE IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) FOR NEWLY HIRED POLICE OFFICERS AND FIREFIGHTERS**

**Staff Report:**

Camilli and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City to commence negotiations to participate in the Public Employees Retirement System (PERS) for newly hired sworn police officers and firefighters hired after the effective date of a negotiated PERS coverage agreement. Camilli and Downey reported the City has reached agreement with Forest Grove Police Association (FGPA) to put newly hired police officers into PERS and is negotiating with the International Association of Firefighters Local No. 1660 (IAFF) to put newly hired firefighters into PERS. Downey reported the agreement with PERS includes both associations, noting if an agreement is not reached with IAFF, firefighters will be removed from the proposed coverage agreement. In addition, Downey advised the City's participation in PERS is permanent and irrevocable once the coverage agreement goes into effect, noting by putting new police officers and firefighters into PERS, the City no longer will be required to do an equal-to-or-better than PERS test. In conclusion of the above-noted staff report, Downey advised PERS requires formal Council approval to begin the negotiating process and also requires designating a contact person with PERS, noting the proposed resolution designates the Administrative Services Director as the contact person on the City's behalf.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-75.

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VanderZanden read Resolution No. 2015-75 by title.

**MOTION: Councilor Kidd moved, seconded by Council President Johnston, to adopt Resolution No. 2015-75 Authorizing the City of Forest Grove to Commence Negotiations to Participate in the Public Employees Retirement System (PERS) for newly hired Police Officers and Firefighters.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to overseeing multiple retirement plans, Downey advised staff currently oversees two retirement plans, noting adding one more plan will require minimal staff time.

In response to Council President Johnston's inquiry pertaining to other vested PERS City employees wanting to join PERS, Downey advised the City is not looking to switch to PERS for all its employees at this time, noting the proposed resolution is only to authorize staff to start negotiations with PERS for sworn personnel.

Mayor Truax reported the Council began discussions about joining PERS in 2003, noting he is pleased the proposal is in front of Council again for formal consideration.

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors Uhing and Wenzl. MOTION CARRIED 5-0.**

7. **RESOLUTION NO. 2015-76 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE POLICE ASSOCIATION (FGPA), EFFECTIVE JULY 1, 2015, AND EXPIRING JUNE 30, 2018**

**Staff Report:**

Camilli and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is requesting authorization to execute a new labor agreement between the City and the Forest Grove Police Association (FGPA), effective July 1, 2015, through June 30, 2018. Camilli reported staff met with FGPA and negotiated a new labor

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agreement, noting language modifications to the agreement include the following:

- Cost-of-living adjustments (COLA):  
All classifications covered within the agreement at the following COLA rates: 3.0 percent (3%), effective July 1, 2015; 2.7 percent (2.7%), effective July 1, 2016; and 2.3 percent (2.3%), effective July 1, 2017. Additionally, spot adjustments of an additional 1.0 percent (1%) will be made to Police Records Specialist position and 0.5 percent (.05%) for Property and Evidence Specialist position (non-sworn positions), effective July 1, 2015, and July 1, 2016.
- Retirement:  
(1) All regular, full-time employees hired into sworn peace officer positions on or after the effective date of the Public Employees Retirement System (PERS) coverage agreement shall be enrolled into PERS. The City shall pay 6.0 percent (6.0%) Individual Account Plan (IAP) contribution on applicable employees' behalf. All other terms and conditions will be in accordance with PERS.  
(2) All regular, part-time (20 or more hours per week) employees shall be eligible to enroll in the City's Defined Contribution Plan under the terms and conditions of the current plan, effective January 1, 2016.
- Health and Welfare:  
Effective January 1, 2016, the medical and dental plan caps will be separated out as follows:  
(1) The City shall pay 95 percent (95%) of the medical plan premium and 95 percent (95%) of the Dental II dental premium; and  
(2) Effective January 1, 2017, the City shall pay 95 percent (95%) of the Blue Cross medical plan premium and 93 percent (93%) of the Kaiser medical plan premium.
- Incentive and Premium Pay:  
Effective upon the approval of the agreement, designated Detective Sergeant will receive an increase from 2.5 percent (2.5%) premium pay to 5.0 percent (5.0%) premium pay.
- Term: Extends the term of the labor agreement for three years, expiring June 30, 2018.

In conclusion of the above-noted staff report, Camilli advised the costs to implement the labor agreement are within the parameters set by Council

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and funds have been identified in the 2015-16 budget and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-76.

VanderZanden read Resolution No. 2015-76 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Kidd, to adopt Resolution No. 2015-76 Authorizing Execution of a Labor Agreement between the City of Forest Grove and the Forest Grove Police Association (FGPA) Effective July 1, 2015, and Expiring June 30, 2018.**

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilors Uhing and Wenzl. MOTION CARRIED 5-0.**

**8. COUNCIL COMMUNICATIONS:**

Council President Johnston reported the November 16, 2015, Chamber of Commerce luncheon will be held at Prime Time Restaurant. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmarks Board-related meeting and activities. Kidd reported attending the City's Watershed tour and attending the Mayor's Annual Ball. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on Sustainability Commission-related meeting and activities. Lowe reported Pacific NW Clean Water Association presented Fernhill Wetlands with its 2015 Sustainability Award. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported on Community Forestry Commission (CFC)-related meeting and activities. Thompson reported Forest Grove Senior and

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Community Center plans to seek input from city engineers about its parking lot repaving project. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Wenzl was absent.

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

VanderZanden deferred his comments due to the time and referenced the City Manager's Report, which was emailed to Council in advance and outlined various attended meetings and updates on various City department-related activities, projects, and upcoming city-wide events.

**10. MAYOR'S REPORT:**

Mayor Truax announced dates of various upcoming activities, events and meetings as noted in the Council Calendar. Mayor Truax reminded voters to drop off their ballots in the curbside ballot box by 8:00 p.m., Tuesday, November 3, 2015, election day. In addition, Mayor Truax reported on other various local, regional, Metro, and Washington County meetings he attended, upcoming community-related events, and upcoming meetings he was planning to attend.

**11. ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 10:56 a.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder



# APPROVED

**COMMUNITY FORESTRY COMMISSION  
CITY AUDITORIUM  
MAIN STREET, FOREST GROVE, OR  
June 17, 2015**

**Meeting called to order at 5:38:17. President Jen Warren in Chair.**

**Members Present** – Jen Warren, Dale Wiley,  
Bruce Countryman, Lance Schamberger, Mark Nakajima

**Members Absent** – Lance Schamberger, Mark Nakajima, David Hunter

Not being a quorum present, but with items needing discussion, the meeting in an informal meeting with notes and not minutes taken. The minutes from the May meeting will still need official approval. Those minutes were reviewed and will be presented to the full body in September. Consensus was the minutes were in order.

**Staff Present:** Dan Riordan

**Council Liaison:** Ron Thompson

**Meeting Minutes Approval:** N/A

**Citizen Communication:** None

## **OLD BUSINESS**

**URBAN FORESTRY MANAGEMENT PLAN SURVEY** – Bruce went to CCI meeting and discussed CFC portion of the Urban Forestry Management plan. There were approximately 260 responses from the utility billing survey. There appears to be no need to hold any public meetings on the Urban Forestry Management plan. Possible meetings with Power and Light and Parks and Recreation. Also discussed meetings with various City staff in regards to this proposal. Discussion on the possibility of having an Urban Forestry component written into the new Parks Crew Chief position so that when Steve retires there will be some process for having a certified arborist on City staff, as well has the possibility of having that or another position with a dedicated amount of time allocated to the Urban Forestry program.

**FIRST WEDNESDAY** – CFC will share space in the City booth at the July and August Framers markets. Dan will be there in July as part of the City presence and Jen will be there in August.

**COMMUNITY ENHANCEMENT GRANTS** - Jen presented what she spoke about at the CEP City Council meeting ,and we discussed what possible we might want for next year's grants, given the larger amounts of grant monies available.

**NEW BUSINESS** – None at this time.

**PROJECT REPORTS**

None at this time.

**NEXT MEETING**

Next meeting will be September 17<sup>th</sup> at the Community Auditorium at 5:30 pm.

**MEETING ADJOURNMENT**

David moved and Lance seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 6:19:16 pm.

Respectfully submitted,

Dale Wiley  
CFC Secretary



**APPROVED**

**COMMUNITY FORESTRY COMMISSION  
CITY AUDITORIUM  
MAIN STREET, FOREST GROVE, OR  
September 16, 2015**

**Meeting called to order at 5:37:45. President Jen Warren in Chair.**

**Members Present** – Jen Warren, Dale Wiley, David Hunter  
Bruce Countryman, Mark Nakajima

**Members Absent** –

Not being a quorum present, but with items needing discussion, the meeting in an informal meeting with notes and not minutes taken. The notes were reviewed and will be presented to the full body in September. Consensus was the minutes were in order.

**Staff Present:** Dan Riordan

**Council Liaison:** Ron Thompson

**Meeting Minutes Approval:** N/A

**Citizen Communication:** None

## **OLD BUSINESS**

### **URBAN FORESTRY MANAGEMENT PLAN**

Bruce discussed the UFMP. CFC members went to the August Farmers Market. Members reviewed the results of the survey as far as the interest of local citizens and how should get there. Survey results were discussed with how we could shape our education and out reach to the community. Results of the survey were confirming of the data and materials in the UFMP.

Discussion on the tree root issues at the sidewalk project on B Street and some damage and sub - standard work that was performed as far as proper and recommended ways for cutting roots and dealing with root intrusion in the root zone.

Discussion on submitting the plan to the public for comment online and making the public aware with contact information to give feedback. This not mean that the comments are going to be changed, but acknowledged and forwarded to Council for evaluation.

Steve noted that the Parks and Recreation Commission meeting that Tom Gamble had looked at the document and found it well written and suggested inclusion with the City Parks Master Plan currently under preparation, with anticipated finish date of February 2016.

## **NEW BUSINESS –**

Document to Planning regarding root zone work on sidewalk projects.

Discussion on developing a document to communicate the development of at least 3 checkpoints in the construction specifications for future projects.

### **Tree Inspection of the six Oregon White Oaks at 2318 15<sup>th</sup> Avenue.**

Discussion on the permit regarding the arborist evaluation lead the CFC to allow the continuation of the removal of the subject tree.

### **Schedule a Fall Tree Pruning Workshop**

November 7<sup>th</sup> at Tailsman Park. 9 am to 10 am. David Hunter presenting.

Suggested posting notification on Fire Department reader board. Banner across the street at the Chamber.

Ron is attending the National Foresters Conference to receive a 50 year member award in Baton Rouge November 7<sup>th</sup>. Congratulations to Ron !!

## **PROJECT REPORTS**

None at this time.

## **NEXT MEETING**

Next meeting will be October 21<sup>st</sup>,2015 at the Community Auditorium at 5:30 pm.

## **MEETING ADJOURNMENT**

David moved and Mark seconded to adjourn the meeting. Unanimous affirmative vote adjourned the meeting. Meeting was adjourned at 7:04:56 pm.

Respectfully submitted,

Dale Wiley

CFC Secretary

June

Farmers Market misspelled  
Next meeting

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**APPROVED**

Forest Grove Historic Landmarks Board  
Community Auditorium, 1915 Main Street  
September 22, 2015 -- 7:15 P.M. Page 1 of 2

**Members Present:** Jennifer Brent, George Cushing, Kaylene Toews (arrived 7:30), Holly Tsur (03 vacancies)  
**Staff Present:** James Reitz  
**Council Liaison:** Richard Kidd  
**Citizens Present:** 02

1. **Call to Order:** Tsur opened the meeting at 7:23 p.m. **The meeting minutes of August 18, 2015 were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

**A. Renovation Grant Request: E. A. Jerome House at 2033 18<sup>th</sup> Avenue (Washington County Tax Lot 1S3 6BB-12001). Applicant: Jonny Garrett. File Number: 311-15-000016 PLNG.** The request was for materials only. Mr. Garrett explained that he is planning extensive work to prepare the home for painting. He has already power washed the home, and is doing extensive scraping and minor rot repair. He noted that he has a lead paint abatement certificate and that he is following proper procedures. He said there are some areas of the house that will require extensive rot repair and that he will be delaying that until some future time.

He noted the home used a rather unusual construction technique: the upright wall studs were installed on edge and then 1x tongue-and-groove boards were installed as siding with no intermediate layer. Because of that he plans to do extensive caulking with extremely high-quality caulk and up to a 55-year life. He will use a higher quality of primer called "Peel Bond" that acts as a binding agent for original paint to prevent it from peeling. He will then use two coats of top coat paint. It will be done in three different colors. After deliberation by the Board **Cushing/Brent to approve a \$360 grant. Motion carried unanimously.**

**B. Fire Department Open House:** Cushing reported that no seismic upgrade contractors would be participating because of their tremendous work load at this time. The State Geology Board does not have anyone they could send. Northwest Natural Gas has provided some swag and information on shutting off gas lines, but there will be no physical participation. He was not able to find any retailers of emergency kits in the local area. He did get a local insurance agent to commit to participating.

He will host a table at the open house and give out the NWNG information and also copies of the most recent HLB newsletter concerning earthquakes. It was suggested that we also have copies of our recruitment letter and some renovation grant applications available. Brent and Toews said they would help host. Cushing said he would advise the insurance agent as well as the fire department of this action. He will contact Neil Poulsen to retrieve the HLB display board.

4. **Old Business/New Business:**

- Council Liaison Report: Kidd updated the Board on various items of interest, noting that the new city manager has begun working, and that the demolition of the Times Litho building has begun. He further advised that 495 squares were used in the sidewalk chalk art festival, a new record.
- Staff update: Reitz reported that the building permits were in for the Anderson Building remodel previously reviewed and approved by the Board.
- Strategic Plan: Reitz reported that he received four responses from consultants that had all worked with the Board in the past. The responses are being vetted by staff. Once the

initial review is done, interviews will be scheduled; he'll try to ensure the participation of at least one Board member. He also requested that the Board start thinking about the questions we would like to include in the community survey to be conducted with this effort.

- Annual Notice: Toews and Reitz have completed work on the annual notice; it will be mailed out shortly, just as soon as the mailing lists are updated.
- Recruitment Letter: Tsur has completed the letter. Reitz reported that he sent a follow-up email to the FGSD about recruiting one of their history teachers for one of the vacant Board positions.
- Reitz requested that Board members start thinking about when or if to allow fiberglass sashes as an acceptable option if original wood sashes were damaged beyond repair and high-quality replacement wood sashes were not available.

**5. Adjournment:** The September 22, 2015 meeting adjourned at 8:23 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

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PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, SEPTEMBER 16, 2015  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 1 OF 4

- 1) **ROLL CALL:**
  - a) Commissioners – Brad Bafaro, Ralph Brown, Quinn Johnson, Howard Sullivan, Susan Taylor, Jeremiah Toews, Glenn VanBlarcom, Paul Waterstreet and Todd Winter.
  - b) Council Liaison – Tom Johnston
  - c) Staff – Tom Gamble, Steve Huffman and Cindy Donovan.
  
- 2) **CITIZEN COMMUNICATIONS:** None
  
- 3) **APPROVAL OF MINUTES:** The minutes of the August 19, 2015 meeting were approved.
  
- 4) **ADDITION/DELETIONS:** None
  
- 5) **INTRODUCTIONS:** Welcome Brad Bafaro to the Recreation Commission.
  
- 6) **OLD BUSINESS:**
  - a) **C.E.P. Grant**
    - i) The quote for 2000 8½ x 11 brochures was less than expected, so we are now getting a quote for a better quality of paper. The quote includes the design layout.
    - ii) Waiting for the next draft to see how much space we have to work with for photos and information.
    - iii) Also checking to see if there is some type of map sourcing we could utilize that might give us a better local map.
    - iv) It was suggested that with the extra money perhaps we could print poster size copies to place in the parks.
  
  - b) **Master Plan Progress Report**
    - i) The on-line survey will close this Friday. So far there have been over 500 surveys taken.
    - ii) The Citizen Advisory Committee is in the process of scheduling their next meeting for the end of September or the beginning of October.
      - 1) Develop instrument for the community center phone survey.
      - 2) The consultants will discuss the survey results and the findings from the stake holders (Pacific University, Forest Grove School District, Clean Water Services and the YMCA) meeting and the sports group meeting.
    - iii) The Latino group meeting has not yet taken place. The organizers have had a difficult time trying to get the meeting set up.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, SEPTEMBER 16, 2015  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 2 OF 4**

- iv) After the survey results are in, the process will go to design specifics.
- v) The study should be completed by the beginning of the year. Then it will go through the recommendation process, from the Recreation Commission to the City Council.

**c) Eagle Scout Projects**

- i) Tanner Nelson –Thatcher Dog Park shade shelters, completed 9/12.
- ii) Din Bacher – Thatcher Field 2, paver bleacher pad, completed 9/12.
- iii) Kyle Jones- Bard Park, install BBQ with pad and a wooden table.
- iv) David Richtenburg-Solar phone chargers for the sun shelters at Thatcher Dog Park.
- v) Kyle Lyman- Landscaping at the Senior Center.
- vi) Tyler Tweete- Lower Forest Glen wall ball map, flag and table.
- vii) Nischal Mali- Install pole barriers at Gales Creek Bridge turn out.
- viii) Niraj Mali- Lincoln Park, remove sand from pit and install play equipment.
- ix) Dean Ellingson- Concrete and landscaping at the fire department.
- x) Elleott Callies- Safety fencing at Hazel Sills Park.

**d) By-Laws Development**

- i) Glenn and Todd volunteered to work on this.
- ii) When they are completed, the Recreation Commission must approve them and then they will go to the City Council to be approved by resolution.

**e) Old Town Loop Trail Report**

- i) This trail, which will be on both City and County property, is in the design development stage.
- ii) Type 2 application, EFU (exclusive farm use), which means all the farms within a 2 mile radius had to be contacted to see if the plan would affect their farming.
- iii) All the houses within in a quarter mile radius were sent invitations to a planning meeting. From those approximately 300 invites about 25 people showed up. Of those about 5 felt positive about the plan.
- iv) We have asked Metro for a 50 foot wide easement through the property.
- v) GPS locations have been taken. There are areas with fences and trees and a wetland crossing. One area comes close behind 4 houses.
- vi) It takes 120 days to get a construction permit from Washington County.
- vii) Work should start in July, with completion expected about this time next year. The grants for the project run out in mid-October 2016.
- viii) It was suggested that mileage markers would be a good addition to the trail.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, SEPTEMBER 16, 2015  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 3 OF 4**

**7) NEW BUSINESS:**

**a) Urban Forest Master Plan**

- i) The Forestry Commission is revising the plan.
- ii) There are some park related items, so the Recreation Commission should take a look at it.

**8) COMMISSIONER'S REPORTS:**

**a) Howard:**

- i) The Corn Roast is this Saturday, September 19 from noon to 5:00 p.m. They have ordered 3000 pounds of corn.

**b) Susan:**

- i) There will be a Rotary Club gathering at the pool on September 29 at 7:00 a.m. to dedicate the "Dave Easton Memorial" display case. There will be light refreshments.

**c) Paul:**

- i) We need to get nominations for the Volunteer Recognition awards. Tom will send out forms to everyone.

**d) Glenn:**

- i) The new City Manager will attend our meeting next month.

**e) Todd:**

- i) A culvert was put around the 10.3 mile perimeter of the Hagg Lake.
- ii) The numbers were up at Hagg Lake this summer. The lifejacket kiosks have been well received, along with the "whistle" bracelets and the safety hand-outs. The goal is to educate people to be responsible.
- iii) Fishing is available all year long at the lake.
- iv) Hagg Lake has qualified for a FLAP (Federal Land Access Plan) grant which will allow them to repave the roads and fix the slide areas. This will require a small closure some time in 2017.
- v) 180 acres across from the lake were donated for forestry research. The area will include a 5 mile equestrian/bike trail.
- vi) The R.V. park near the Hillsboro fairgrounds is in the plan development stage.

**PARKS AND RECREATION COMMISSION REGULAR MEETING  
WEDNESDAY, SEPTEMBER 16, 2015  
COMMUNITY AUDITORIUM CONFERENCE ROOM  
PAGE 4 OF 4**

**9) COUNCIL LIAISON REPORT:**

**a) T.J.:**

- i) Saturday will be a busy day with the Lyons Run, the Corn Roast, the Chalk Art Festival, the unveiling of the fire station mural and a Pacific football game.
- ii) The Times/Litho property development deal is still underway. The developer has 120 days to submit 80% of the drawings for the plan.
- iii) As part of the 911 ceremony, a slab was poured to support a modular home. This is a joint effort with the rural fire board that will be used by fire fighters in the Gales Creek area.
- iv) Forest Grove is now one of ten city's in Oregon that is recognized as a Purple Heart City. A plaque will be displayed to recognize those who went above and beyond the call of duty.

**10) STAFF REPORTS:**

**a) Tom:**

- i) The new scoreboard at Pacific looks great. The barber pole has been painted and a new sign about its' history has been installed.
- ii) The Attendance/Revenue report shows that we had a good summer at the Aquatic Center. Swim lessons account for about 30 to 40% of our revenue. We staff to at least the minimum state standards.
- iii) The City Council puts money aside for facility repair and maintenance. This is what paid for the pool projects: New LED lighting, tiling in the family changing rooms, a new roof on the activity pool and some patching in the parking lot.

**b) Steve:**

- i) Two silver maples at Joseph Gale were taken out because the trees were brittle and dying.
- ii) The parking lot at the north end of Lincoln Park was repaved and the Barber Pole lot got new overlay.

**11) ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, October 21 at 7:00 a.m.

**12) ADJOURNMENT:** The meeting was adjourned at 8:19 a.m.

APPROVED

1. CALL TO ORDER:

Vice Chair Nakajima called the meeting to order at 7:00 p.m.

**Planning Commission Present:** Sebastian B. Lawler, Lisa Nakajima, Dale Smith, Phil Ruder and Hugo Rojas.

**Absent:** Tom Beck, Carolyn Hymes

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

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2. PUBLIC MEETING:

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

2.2 PUBLIC HEARING:

**A. SPA-15-00946 - Site plan approval and design review of a proposed 8-unit apartment building located at 4300 Pacific Avenue (Washington County Tax Lot 1S3 4BB-500).**

Vice Chair Nakajima opened the public hearing at 7:02, read the hearing procedures, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were none from the other Commissioners. Vice Chair Nakajima said she has known the applicant, John Crosley, for more than 30 years and he is a frequent customer at Ace Hardware, but believed she could be fair and objective. Nakajima called for the staff report.

Mr. Reitz gave a brief description of the location of the proposed building, and explained that the site has been substantially developed with three apartment buildings totaling 20 units (two 8-unit buildings and 1-four unit building) and parking. He stated that this request is for an additional building that would house 8-units. Reitz said the applicant intends to erect another 8-unit building in the future.

Mr. Reitz showed photographs of the site. He indicated where the sign for the Eaglecrest Apartments had been taken down during construction of the adjacent PrimeTime Restaurant, and was never replaced. He also indicated where the curb along the pedestrian walkway next to the Pacific Avenue driveway is broken, which poses a safety hazard. Reitz explained that this walkway is only 3-feet wide with neglected landscaping that needs to be addressed. Reitz said staff is recommending the walkway be increased to 5-feet in width. He said a tenant suggested this walkway be extended along the side of the existing apartment building to the back parking lot, and staff is making this suggestion. Mr. Reitz pointed out the onsite trees that need to be removed, in particular the City's Light and Power Department has recommended the fir near the transformer be removed as it is lifting the transformer. Mr. Reitz explained that all of the buildings have north facing stairwells, and pointed out how dark the stairways are. He said staff suggests a lighter treatment.

Vice Chair Nakajima asked about the gravel parking area.

Mr. Reitz explained that before the old PrimeTime restaurant burned, the applicant installed gravel along the east side of the Pacific Avenue driveway to provide for overflow restaurant parking. He explained that as this was never permitted and is not needed to comply with on-site parking demand, Staff is proposing a condition to remove the gravel, to relandscape the area, and to install a curb to prevent vehicular encroachment. Reitz said the applicant wants to keep some of this parking area and has the option to put in more parking than is required. Reitz said staff agrees as long as it is brought up to City standards and does not encroach further into the wetland area.

Mr. Reitz reviewed the Conditions of Approval. He said Conditions #1-#3 are standard, but Condition # 4 states that the applicant will need to provide the City with a signed private water quality facility maintenance agreement with proof that the water quality facility done for the new PrimeTime site is large enough to serve this site also. Reitz said Condition # 5 addresses landscaping. He indicated the burned hedge along the west side of the Pacific Avenue driveway, and said staff was not sure if the recommended evergreen hedge should go on the old PrimeTime site or on this site. He said staff recommends the existing 3-foot walkway along this driveway be widened to 5-feet and the curb be made more substantial for pedestrian safety.

Mr. Reitz indicated several locations for the proposed children's play area, and stated that the more central location between the buildings is preferred.

The Commissioners agreed this would make the play area more centrally located, more visible and away from the railroad tracks.

Mr. Holan stated that typically the new building needs more building articulation. He said the existing buildings are very monochromatic and lack articulation. Holan said in this case there needs to be a compromise between the look of the new building and the existing structures to maintain a visual connection with all the buildings. He said there are various examples for articulating the new building including trimming out the windows which could be applied, but maintain the same overall approach.

Commissioner Lawler asked about Condition # 7 the gravel parking area.

Mr. Reitz said the gravel area would have to be paved and curbed and all runoff directed to the water quality facility. He said this could potentially provide an additional 8-10 parking spaces.

Commissioner Ruder commented that no parking could be allowed along the existing driveway.

**APPLICANT:**

**John Crosley, 3225 Lavina Dr., Forest Grove, OR.** Mr. Crosley gave a brief summary of the proposed application. He said when interest rates go up again, many will not be able to afford a house. Crosley said his plan is to build with near condo quality, and with super sound control so this building would be like an apartment home.

PLANNING COMMISSION MEETING MINUTES  
FOREST GROVE COMMUNITY AUDITORIUM

September 21, 2015-7:00 P.M.

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Mr. Crosley commended staff on the proposed Conditions of Approval, but there were three things with which he did not agree. Crosley said he objected to the conditions about the hedge along the west side driveway. He said the old burned hedge is on the old Primetime site not on his property, with utilities running through this very narrow area which would interfere with installation of a hedge on his side of the property line. Crosley said he will clean up the burned hedge.

Mr. Crosley referred to Condition # 6, and stated that there is not much foot traffic along the walkway so he would like to change the existing width from 3-feet to 4-feet so it will not encroach into the utility easement.

In response to a question from Commissioner Ruder, Mr. Crosley said a new curb could be installed with rebar, and he would paint the curb to show separation from the driveway.

Mr. Crosley said if you only have the minimum amount of parking required by Code, it is not enough. He said the gravel area would provide for overflow parking.

Vice Chair Nakajima asked Mr. Crosley if he was agreeable to pave and curb the gravel parking area. Mr. Crosley was agreeable.

Vice Chair asked for Mr. Crosley's thoughts on the play area.

Mr. Crosley said he would put the play area wherever the Commission wants it.

In response to staff's recommendation that the windows be trimmed, Mr. Crosley explained that when a window is trimmed out the nails go through the membrane that prevents water leakage. He said trimming out the windows might make it too dissimilar to the existing buildings. Crosley said he is hiring a professional designer, and asked if the Commission would be willing to have staff work with the designer to come up with a plan.

Commissioner Ruder said it sounded like it is in the applicant's best interest to show this building as the upscale one. He suggested eliminating Condition # 12 and stating that whatever the design professional comes up with must be approved by staff.

Mr. Holan suggested rephrasing Condition # 12 to say exterior window enhancement approved by the Community Development Director.

**PROPONENTS:** None.

**OPPONENTS:** None.

**REBUTTAL:** None.

**COMMISSION DISCUSSION:**

In response to a question from Commissioner Lawler, Mr. Crosley said the utility easement is 1 ½ feet from the existing walkway.

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

September 21, 2015-7:00 P.M.

**PAGE 4 of 5**

Commissioner Ruder said the burned hedge on the old PrimeTime property, the walkway and the utility easement are very close there, so he would agree to delete the evergreen hedge.

The Commission agreed to strike the evergreen hedge on Condition # 5.

Vice Chair Nakajima asked for input from the Commissioners on a 4-foot instead of a 5-foot sidewalk along the Pacific Avenue driveway.

Commissioner Lawler said it was only a one foot difference and it is pretty close quarters in that area, so he would be agreeable to a 4-foot sidewalk and having the applicant clean up the landscaping.

The Commission agreed to change Condition # 6 from a walkway 5-feet in width to a walkway 4-feet in width.

Vice Chair Nakajima asked the Commissioners for input on the gravel parking area.

Commissioner Lawler said he was agreeable to overflow visitor parking, but his only hesitancy was environmental protection - so the area needs to be paved and graded away from the wetland.

Mr. Holan suggested changing Condition # 7 to read, install a curb to prevent encroachment into the wetland and runoff must be directed to the water quality facility.

Commissioner Ruder suggested that instead of saying remove the gravel, Condition # 7 should say improve gravel parking area to City standards adjacent to the Pacific Avenue driveway and direct runoff to the water quality facility.

Mr. Crosley said as long as he is in a position to not have to improve the whole gravel area along the Pacific Avenue driveway with this application. He agreed to remove the gravel on the remaining portion and dig a ditch to direct runoff.

Mr. Holan said staff's concern is what the applicant does not do, such as gravel removal and ground cover, but staff agrees that we can work with what we have.

The Commission agreed on the central location for the play area.

Commissioner Ruder made a motion to approve with modifications as stated SPA-15-00946 - site plan approval and design review of a proposed 8-unit apartment building located at 4300 Pacific Avenue. Commissioner Smith seconded. Motion passed 5-0.

**2.3 ACTION ITEMS:** None.

**2.4 WORK SESSION ITEMS:** None.

**3.0 BUSINESS MEETING:**

**3.1 APPROVAL OF MINUTES:** Commissioner Smith made a motion to approve the minutes from the September 9, 2015 meeting. Commissioner Rojas seconded. Motion passed 5-0.

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

**3.3 DIRECTOR'S REPORT:**

Mr. Holan reported that there was interest in establishing a Buddhist Temple west of the Sake plant, but there was a fire there recently and the building was damaged, so it is not known if they will proceed.

Mr. Holan said staff is moving forward on the Code update and Westside Planning Project. He said there has been a separate discussion amongst staff about funding a new water reservoir in the David Hill area. Mr. Holan said a joint work session with the City Council is planned for 6 p.m. on November 9<sup>th</sup> with the public hearing on December 7<sup>th</sup>. Holan said staff does not anticipate any other Planning Commission meetings this year unless the Hayworth property moves forward, and there has been discussion on a property in the UGB, but not inside the City limits, with an expansion of an industrial use – so it would have to be annexed into the City.

**3.4 ANNOUNCEMENT OF NEXT MEETING:** A work session with the City Council at 6 p.m. on November 9, 2015.

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

Respectfully submitted by:  
Marcia Phillips  
Assistant Recorder

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APPROVED

PUBLIC SAFETY ADVISORY COMMISSION  
Forest Grove Police Department  
2102 Pacific Avenue  
September 23, 2015  
Page 1 of 5

*Approved by the Public Safety Advisory Commission on October 28, 2015*

**1. ROLL CALL**

Meeting called to order by Nathan Seable at 7:33 am

**Members Present:**

Nathan Seable, Tim Rippe, Glenn VanBlarcom and Anne Niven

**Members Absent:** Martin Goldman, Robert Mills and Drue Garrison

**Liaisons Non-Voting Representatives Present:**

Councilor Ron Thompson

**Liaisons Non-Voting Representatives Absent:**

Guy Storms

**Others Present:**

Police Chief Janie Schutz, City Manager Jesse VanderZanden, Newstimes reporter Travis Loose and Sharon Cox.

**2. INTRODUCTIONS**

Self-introductions were made.

**3. CITIZEN COMMUNICATIONS**

None

**4. APPROVAL OF MINUTES**

There was a motion by Tim Rippe and a second by Glenn VanBlarcom to approve the amended minutes from July 15, 2015.

There was a motion by Glenn VanBlarcom and a second by Tim Rippe to approve the minutes from August 26, 2015 as emailed.

**Motions Carried 4-0** Goldman, Garrison & Mills absent

**5. ADDITIONS/DELETIONS**

Note - Tim Rippe asked when Chief Kinkade would be discussing the next steps of Cooperative Services Study. Nathan Seable said that he knew the Mayor wanted the PSAC to weigh in on this discussion. Sharon Cox said that he was waiting for the new City Manager to arrive and fire season to end before scheduling the meetings with the various groups to discuss the next steps.

New business item – Review PSAC Strategic Plan was deferred to the October meeting.

6. **STAFF REPORTS**

**Police Department** – Chief Schutz mentioned that the Chapter 5 Municipal Code review/changes will be presented to the Council on September 28, 2015.

She thanked PSAC for their commitment and support for National Night Out this year. It was a grand event and the Police Department couldn't have done it without them.

Two (2) new officers were sworn in on September 14, 2015. She said they still have 2 openings to be filled.

Chief Schutz said the classes at DPSST are filling up instantly and she is in talks with the OACP President and are going to band with Oregon Sheriffs Association and DPSST to put a work group together to discuss the possibilities of changing the police academy. She would like to be able to hire an officer that is already certified. Many other states do this already. The new officers just hired will not get into the next academy until January so this is the issue.

The department has hired a Community Outreach Specialist and a Records Specialist.

They have four (4) candidates for Reserve Officer positions that are currently in background checks.

Officer Maslen has been promoted to Sergeant effective January 1, 2016. Officer Lazenby began his Detective assignment on September 8, 2015.

The department bought a 3<sup>rd</sup> body camera (the 2 they have now were purchased with grant funds). They are in the final month of their body worn camera pilot program.

Reserve Officers attended the Summer Fiesta at St. Anthony's church on September 13, 2015.

**PUBLIC SAFETY ADVISORY COMMISSION**  
**Forest Grove Police Department**  
**2102 Pacific Avenue**  
**September 23, 2015**  
**Page 3 of 5**

Chief Schutz said she was a guest speaker along with Chaplain Dexter Danielson at the Public Safety Chaplaincy recognition event. She was recently appointed to this board.

Nathan Seable mentioned the article in the NewsTimes regarding the feasibility study for a new police building. City Manager VanderZanden said there will be a Council work session on September 28<sup>th</sup> at 6:15 pm.

Chief Schutz said they were notified 2 days ago that they have received a COPS Grant for 2 officers effective September 1, 2015. It is for 36 months with a match amount that the City will have to pay. She did not think they would get it and they will have to work with the City on the logistics of paying for them.

City Manager VanderZanden complimented Chief Schutz for her comments and remarks at the recent swearing in ceremony.

There was discussion regarding the upcoming Public Service Open House on October 10 from 10:00 am to 2 pm. The PD will try to have at least 2 people at the event. They discussed having a PSAC table/booth as well. Glenn VanBlarcom and Nathan Seable said they would attend for PSAC.

**Fire Department** – Chief Kinkade was unable to attend the meeting. No comments regarding the Fire Department report.

**City Council** – Councilor Thompson reported the Council held their second work session on the new marijuana laws. There will be more work sessions in the near future. There are no marijuana dispensary applications at this time.

He reported the city employee handbook has been updated and approved by Council.

He updated the PSAC on the Public Works projects currently in progress. B Street sidewalk project is complete. There are just a few contractor items that need to be removed from the job site.

University Avenue is in process and will near completion by the end of October.

Firwood Lane sewer project is getting ready to begin.

Oakcrest Drive is a private drive and they will be working with property owners before they are able to proceed with any project.

The timber harvest is still in progress and will be finishing up soon.

Nathan Seable left at 8:14 am.

7. **OLD BUSINESS**

**National Night Out Recap**– Tim Rippe said that an after action review was conducted on August 10, 2015.

He highlighted some of the comments that were received:

- Food Vendors asked to be located on the same side of the street.
- Light & Power bucket truck was in between the event and the food vendors which made a barrier.
- The sign pointing to the Food Court kept blowing down from wind.
- Good variety of food and friendly vendors.
- Need to start planning as early as next month
- Need to get all PSAC members involved in the planning – most of it was done by Tim, Anne and Nathan.
- Use the ICS structure for the planning and execution of the event.
- Develop a specific task list for each member (done)
- Need a better understanding of donors earlier
- Decide if they want it to be a Citywide event
- Decide if they want to change the date/time (not first Tuesday)
- Include Adelante Mujeres earlier in the process
- Include the Forest Grove School District somehow
- Rethink the layout
- Good mix of exhibitors (thanks Anne)
- Do they want to allow commercial entities?
- Great to have the inmate crews to help setup and cleanup
- Street closures did not work

City Manager left at 8:28 am.

Glenn VanBlarcom added that when holding it on the actual NNO date it creates problems with getting vendors to attend because they are already designated for another NNO event.

Anne Niven said that other communities do not hold their NNO events on the actual date. They are held usually within a 2 week period during the month of August.

**PUBLIC SAFETY ADVISORY COMMISSION**  
**Forest Grove Police Department**  
**2102 Pacific Avenue**  
**September 23, 2015**  
**Page 5 of 5**

Glenn VanBlarcom said that these discussion items will be better served in a committee review while they begin to plan for next years event. He said he would be happy to be on the committee to discuss these items.

Chief Schutz suggested picking a date and time to delve into this review when most of the members can attend. She would like the school district involved with NNO due to the number of kids that attend. She said everyone should have a project and it would be great to fill the vacant positions on the Commission.

Anne Niven said that she feels the mission critical question is who owns the event – the Police Department or all city departments and how big do we go.

Tim Rippe said the detailed task list he put together has all of these questions laid out. It starts with a committee meeting in October to decide the date, time, venue and theme. By November they would decide who is in charge of each area. He recommended that he would get in touch with Captain Mike Herb and the new Community Outreach Specialist to schedule a meeting for late October.

There are 2 vacancies for the Commission. Councilor Thompson said people apply and are interviewed all the time. Chief Schutz suggested “advertising” on the department Facebook pages. Anne Niven said that a great place to recruit members would be from the citizen academy. She also suggested recruiting from the fire department volunteers.

8. **NEW BUSINESS**  
Nothing at this time.
9. **ANNOUNCEMENT OF NEXT MEETING** – The next meeting will be October 28, 2015.
10. **ADJOURN**  
The meeting was adjourned at 8:47 am.

Recorded & submitted by Sharon Cox, Administrative Assistant

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# Monthly Building Activity Report

October-15

2015-2016

Category	Period: October-14		Period: October-15	
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1			
Sing-Family New	5	\$ 1,255,894.84	10	\$ 2,382,910.74
SFR Addition & Alt/Repair	4	\$ 71,248.40	4	\$ 11,399.35
Mult. Fam. New/At			1	\$ 25,800.00
Group Care Facility				
Commercial New	1	\$ 901,460.00		
Commerical Addition	2	\$ 75,564.00		
Commercial Alt/Repair	8	\$ 3,611,809.00	5	\$ 602,500.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	1	\$ 11,452.00		
Signs			2	\$ 2,515.00
Grading	1			
Demolitions				
<b>Total</b>	<b>23</b>	<b>\$5,927,428</b>	<b>22</b>	<b>\$ 3,025,125.09</b>

### Fiscal Year-to-Date

2014-2015		2015-2016	
Permits	Value	Permits	Value
107	\$17,409,967	110	\$16,411,827

City of Forest Grove  
Building Division  
Monthly Report for October 2015

Permits	This Month Totals	State Surcharge	Same Month Last Year	Fiscal Year to Date	Calender Year to Date 2015	Calendar YTD 2014
Building	20		21	99	217	231
Valuation	\$3,022,610.09		\$5,927,428.24	16,409,312.20	33,271,291.70	47,530,152.19
Permit Fees	21,436.65	2,527.77	30,743.30	114,864.00	230,534.20	289,243.59
Investigative Fees				219.75	0.00	0.00
Mobile Homes			1	0	0	1
Permit Fees			180.25	0.00	0.00	180.25
Signs	2			2	4	10
Valuation	2,515.00			2,515.00	15,115.00	35,547.84
Permit Fees	27.30	3.28		27.30	260.90	694.65
Demolition				5	13	4
Permit Fees				500.00	1,300.00	400.00
Excavation/Grading			1	4	7	7
Permit Fees			329.15	834.00	2,522.80	3,360.61
<b>Total Number</b>	<b>22</b>		<b>23</b>	<b>110</b>	<b>241</b>	<b>251</b>
<b>Valuation</b>	<b>\$3,025,125.09</b>		<b>\$5,927,428.24</b>	<b>16,411,827.20</b>	<b>33,286,206.70</b>	<b>47,565,700.03</b>
<b>Permit Fees</b>	<b>21,436.65</b>	<b>2,531.05</b>	<b>31,252.70</b>	<b>116,105.40</b>	<b>233,053.50</b>	<b>293,879.10</b>
Plumbing	24		17	124	343	272
Permit Fees	4,733.42	568.01	3,293.20	27,507.67	63,727.39	59,826.18
Investigative Fees				0.00	0.00	0.00
Mechanical	32		24	160	333	299
Permit Fees	2,788.50	334.62	1,699.05	10,987.99	21,783.51	24,478.23
Investigative Fees				0.00	0.00	0.00
Sewer				0.00	0.00	2.00
Permit Fees				0.00	0.00	92.70
Water				0	0	1
Permit Fees				57,927.95	57,927.95	27.80
Total Surcharge		3,433.68		18,374.00	37,935.32	0.00
Metro Construction Excise Tax		2,771.47		15,710.52	32,478.77	0.00
Fire/Life Safety	154.60		7,047.92	3,520.26	10,301.20	32,255.06
Struct. Plan Review	19,622.77		19,250.60	66,412.05	134,167.87	176,812.33
Plumbing Plan Rev.	-			607.14	1,363.66	966.98
Mech. Plan Review	436.14		308.63	1,721.05	3,289.63	4,589.96
School CET		19,454.00		107,526.00	212,539.75	0.00

Permits Issued



Total Bldg = 5  
 Plmg = 4  
 Mech = 6

## Permits Issued- October 2015

### Permit Issued, Building, Commercial, Plumbing

RECORD ID	ADDR FULL LINE#	DATE STATUS	JOB VALUE
197-15-000059-PLM	170 N 10TH, CORNELIUS, OR 97113	10/21/2015	\$0.00
197-15-000060-PLM	170 N 10TH, CORNELIUS, OR 97113	10/16/2015	\$0.00
197-15-000093-PLM	425 N 13TH AVE, FOREST GOVE, OR 97113	10/14/2015	\$0.00

### Permit Issued, Building, Commercial, Structural

RECORD ID	ADDR FULL LINE#	DATE STATUS	JOB VALUE
197-15-000086-STR	1882 BASELINE ST, CORNELIUS, OR 97113	10/7/2015	\$17,500.00
197-15-000097-STR	230 BASELINE, CORNELIUS, OR 97113	10/27/2015	\$2,300.00

### Permit Issued, Building, Residential, Mechanical

RECORD ID	ADDR FULL LINE#	DATE STATUS	JOB VALUE
197-15-000094-MECH	898 S 4TH, CORNELIUS, OR 97113	10/15/2015	\$2,243.00
197-15-000095-MECH	328 N 15TH, CORNELIUS, OR 97113	10/15/2015	\$1,389.00
197-15-000096-MECH	570 N 10TH AVE, CORNELIUS, OR 97113	10/16/2015	\$4,900.00
197-15-000098-MECH	507 N 19TH, #99, CORNELIUS, OR 97113	10/20/2015	\$0.00
197-15-000100-MECH	570 N 10TH AVE, CORNELIUS, OR 97113	10/29/2015	\$0.00

### Permit Issued, Building, Residential, Structural

RECORD ID	ADDR FULL LINE#	DATE STATUS	JOB VALUE
197-15-000082-STR	911 N 28TH, CORNELIUS, OR 97113	10/16/2015	\$0.00
197-15-000087-STR	508 N DAVIS, STE 104, CORNELIUS, OR 97113	10/28/2015	\$0.00
197-BLD-15-00933	1670 N DAVIS ST, CORNELIUS, OR 97113-8701	10/9/2015	\$39,427.50



Cornelius - Oregon's Family Town

www.ci.cornelius.or.us

## FEE PAYMENT BY ACCOUNT SUMMARY

10/1/2015 00:00:00 to 10/31/2015 23:59:59

CITY OF CORNELIUS  
1924 Council St.  
Forest Grove, OR 97116  
Phone: 503-992-3229

cd@forestgrove-or.gov

Account Number	Current Period Amount	YTD Amount
01-1050-3420 <i>Cornelius CET</i>	100.00	100.00
01-1050-3480	351.96	351.96
01-1050-3483	350.00	350.00
205-32-10-450074 <i>Building Permit Fee</i>	1,201.07	1,201.07
205-32-10-450078 <i>Plumbing Permit Fee</i>	2,955.95	2,955.95
205-32-10-450080 <i>Mechanical Permit Fee</i>	163.80	163.80
205-32-10-450082 <i>Building State Surcharge</i>	136.92	136.92
205-32-10-450086 <i>Plumbing State Surcharge</i>	354.72	354.72
205-32-10-450088 <i>Mechanical State surcharge</i>	19.68	19.68
205-32-10-450106 <i>Building Plan Review</i>	2,132.27	2,132.27
205-32-10-450108 <i>Plumbing Plan Review</i>	725.22	725.22
205-32-10-450110 <i>Mech. Plan Review</i>	6.83	6.83
<b>Totals:</b>	<b>\$8,498.42</b>	<b>\$8,498.42</b>



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  
\$ 22.60 Special Event  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

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## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Forest Grove Event Center/Banquet Room  
Applicant: Aza Grill, Inc., Tana Loera  
**APPLICANT/BUSINESS ADDRESS:** 2032 Pacific Avenue, Forest Grove  
**LIQUOR LICENSE TYPE:** Full On-Premises Sales  
**CITY BUSINESS LICENSE:** 3L-001913

**TYPE OF LICENSE REQUESTED:**

Application is being made for

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>New Application</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.  <input type="checkbox"/> <b>BREWERY - PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.
<input checked="" 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 checked="" 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

10/25/2015  
Date



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

### LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
  - Commercial Establishment
  - Caterer
  - Passenger Carrier
  - Other Public Location
  - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
  - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: \_\_\_\_\_

### ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other \_\_\_\_\_

### 90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

### APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

### CITY AND COUNTY USE ONLY

Date application received: \_\_\_\_\_

The City Council or County Commission:

\_\_\_\_\_ (name of city or county)

recommends that this license be:

- Granted
- Denied

By: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### OLCC USE ONLY

Application Rec'd by: \_\_\_\_\_

Date: OCT 21 2015

90-day authority:  Yes  No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

- ① AZAGRILL INC. ③ \_\_\_\_\_
- ② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): Forest Grove event center / Banquets Room

3. Business Location: 2032 Pacific Ave Forest Grove OR 97116  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: SAME  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (503) 840-5260  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC?  Yes  No

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

9. Will you have a manager?  Yes  No Name: \_\_\_\_\_  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Forest Grove  
(name of city or county)

11. Contact person for this application: Tana Loera (503) 840-5260  
(name) (phone number(s))

[Redacted] sheridan OR-97378 [Redacted]  
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

- ① [Signature] Date 9-15-15 ③ \_\_\_\_\_ Date 10-25-15
- ② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Azagrill INC. Phone: 503 840-5260

Trade Name (dba): Forest Grove event/Banquets Room

Business Location Address: 2037 Pacific Ave

City: Forest Grove OR. ZIP Code: 97116

### DAYS AND HOURS OF OPERATION

#### Business Hours:

Sunday 3 PM to 2:30 AM  
 Monday closed to \_\_\_\_\_  
 Tuesday closed to \_\_\_\_\_  
 Wednesday closed to \_\_\_\_\_  
 Thursday closed to \_\_\_\_\_  
 Friday 3 PM to 2:30 AM  
 Saturday 3 PM to 2:30 AM

#### Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
 Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday \_\_\_\_\_ to \_\_\_\_\_  
 Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

- Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

### ENTERTAINMENT

Check all that apply:

- Live Music  Karaoke  
 Recorded Music  Coin-operated Games  
 DJ Music  Video Lottery Machines  
 Dancing  Social Gaming  
 Nude Entertainers  Pool Tables  
 Other: \_\_\_\_\_

### DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday 9 PM to 2:30 AM  
 Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday 9 PM to 2:30 AM  
 Saturday 9 PM to 2:30 AM

### SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
 Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
 Banquet: \_\_\_\_\_ Total Seating: \_\_\_\_\_

**OLCC USE ONLY**

Investigator Verified Seating: \_\_\_\_\_(Y) \_\_\_\_\_(N)  
 Investigator Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 10-25-15



# OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: AZAGRILL INC. Year Incorporated: 2013

Trade Name (dba): Forest Grove Event Center/Banquets Room

Business Location Address: 2032 Pacific Ave

City: Forest Grove ZIP Code: 97116

### List Corporate Officers:

Tana Loera (name) Owner (title)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### List Board of Directors:

Tana Loera (name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:	Number of Shares Held:	Number of Stock Shares:
<u>Tana Loera</u>	<u>100</u>	Issued: <u>100</u>
_____	_____	Unissued: _____
_____	_____	Total Shares Authorized to Issue: <u>100</u>
_____	_____	

Server Education Designee: Tana Loera DOB: 12-27-67  
(See Liquor License Application Guide for more information)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

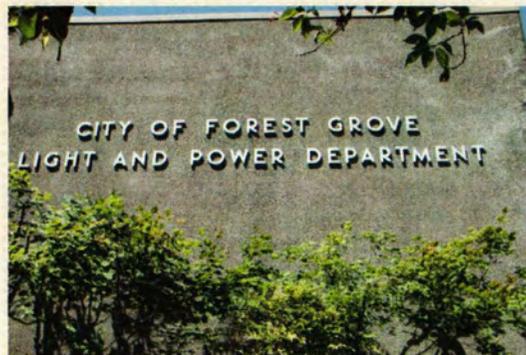
Officer's Signature: [Signature] (name) Owner (title) Date: 10-25-15



# Substation Transformer Replacement Project (2015-18)

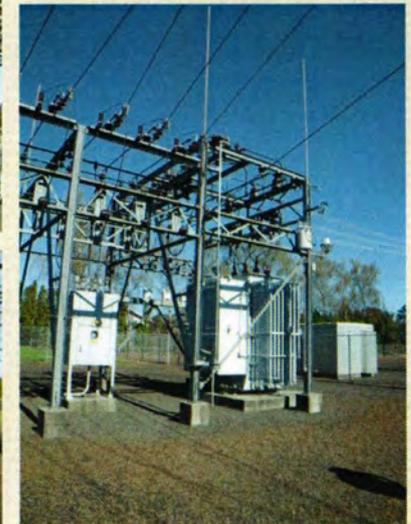
George Cress, Director  
Light & Power Department

November 9, 2015



# Substations

- Thatcher-Junction
- Forest Grove
- Filbert
- 2013 Electric System Master Plan: Developed as a guideline for a staged replacement for aging major power equipment while providing capacity for reasonable load growth to accommodate future City service expansion.



# Replacement Projects

- **Thatcher Junction Substation (1959):**

(2015-16) Purchase and install one electric transformer, control house, circuit switcher and relays. Installed and energized November, 2015. The existing transformer was replaced with a new transformer manufactured by the Virginia Transformer Corporation located in Pocatello, Idaho. The new transformer will provide winter capacity increase of approximately 45%.

## Replacement Projects (continued)

- **Forest Grove Substation (1968)**

(2015-18)- Purchase and install two electric transformers, control house, circuit switcher and relays. Purchased and delivered Fall 2015; install and energize scheduled for Fall/Spring 2016-17. Two existing transformers will be replaced with two new transformers manufactured by the Virginia Transformer Corporation located in Pocatello, Idaho. The new transformers will provide winter capacity increase of approximately 45%.

# Overall Financial Information

## Capital Improvement Program 2015-2018

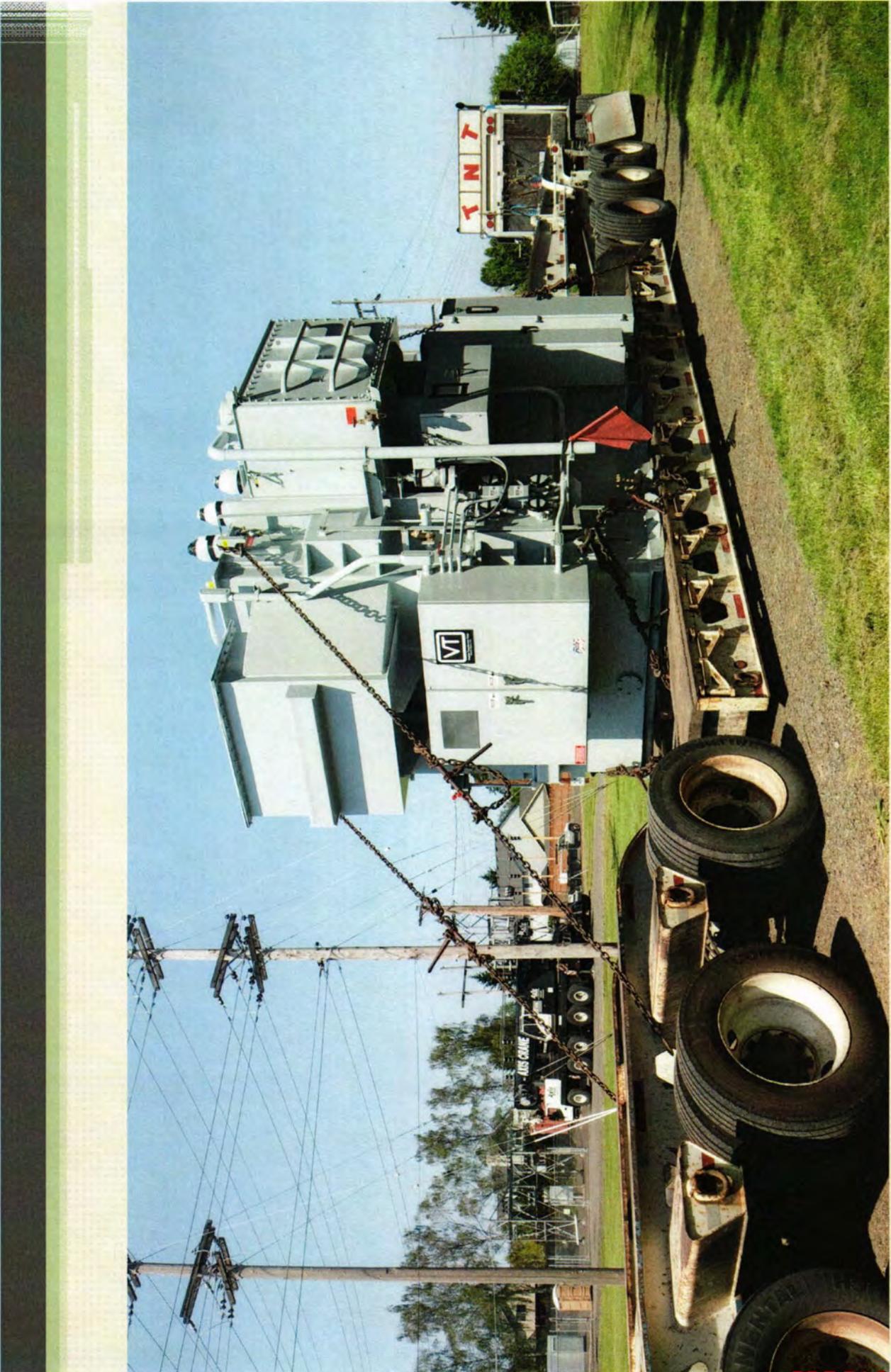
- Expenditures:

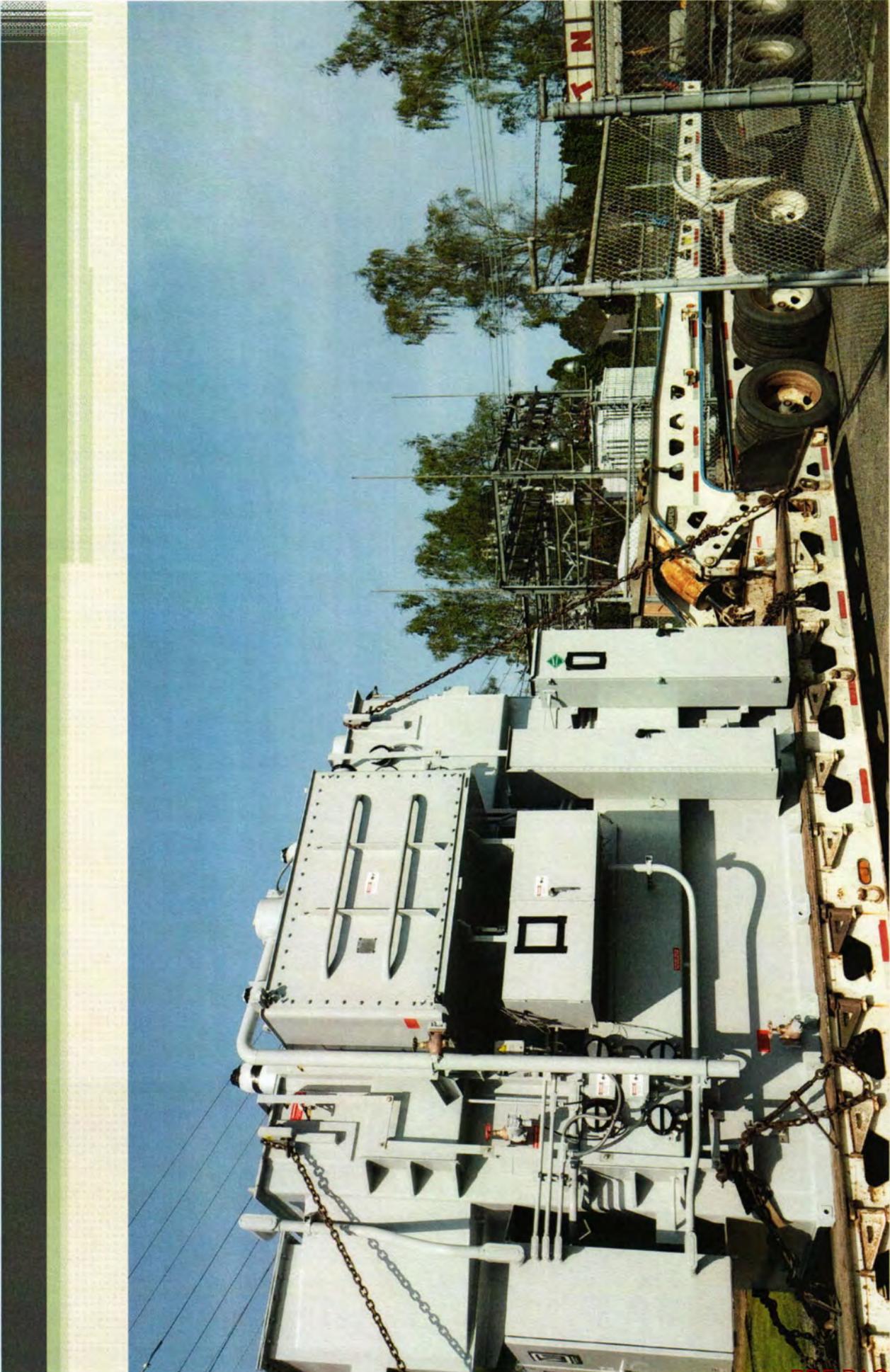
▫ Design/Engineering	\$ 215,000
▫ Site Prep	\$ 177,000
▫ Construction	\$ 500,000
▫ Equipment	<u>\$2,900,000</u>
▫ Total	\$3,792,000

- Resources:

- Light & Power Fund







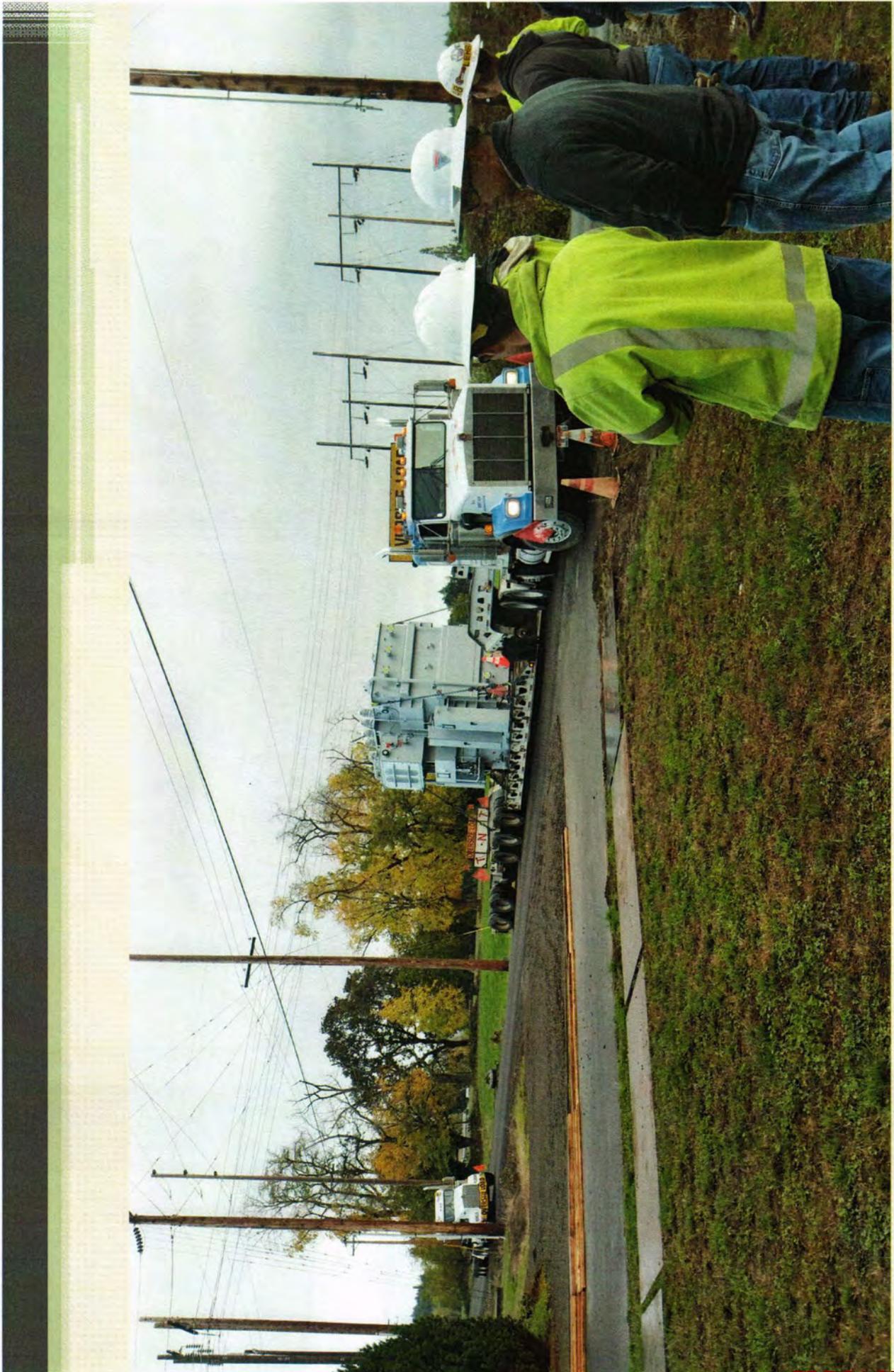


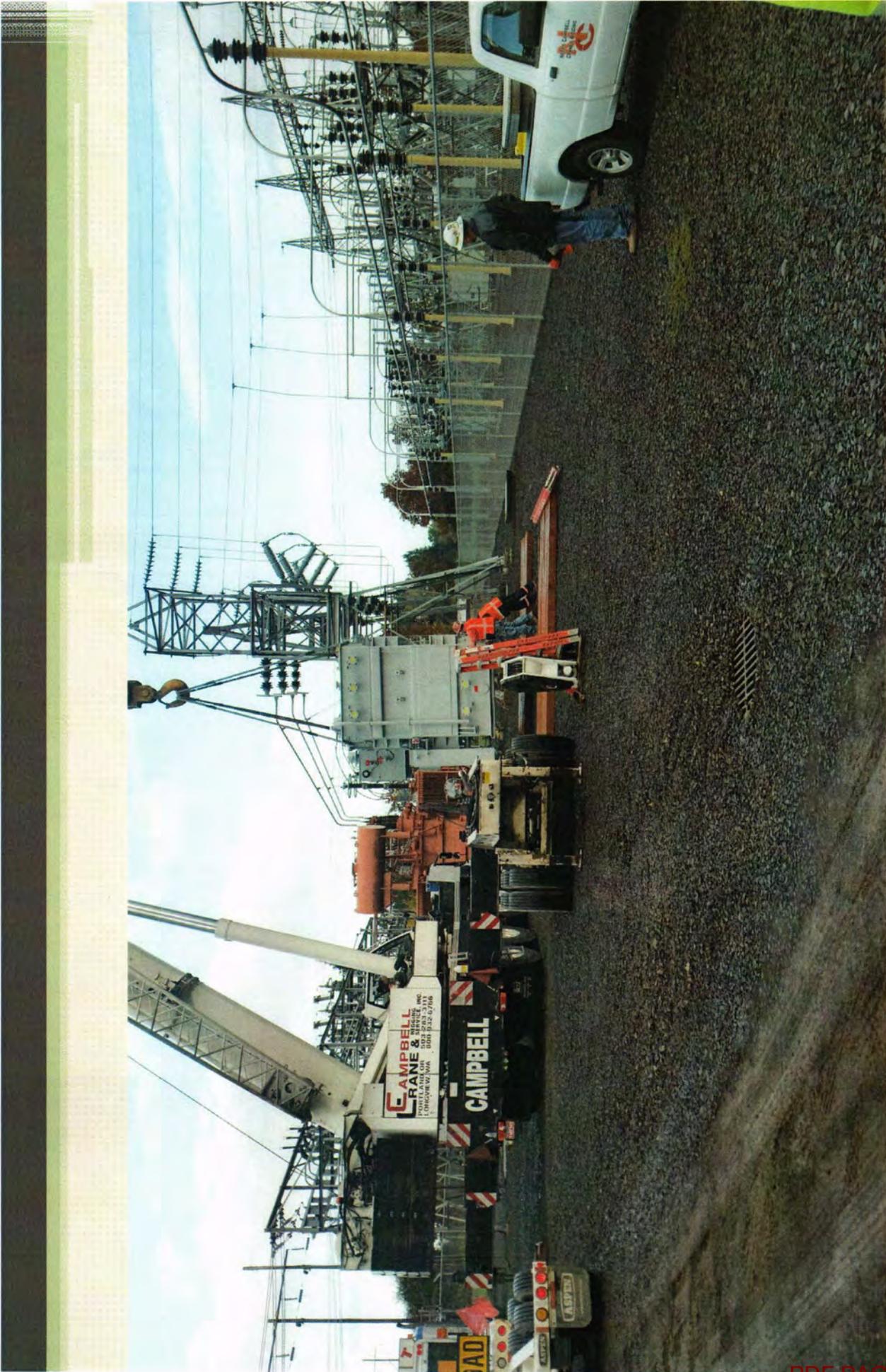


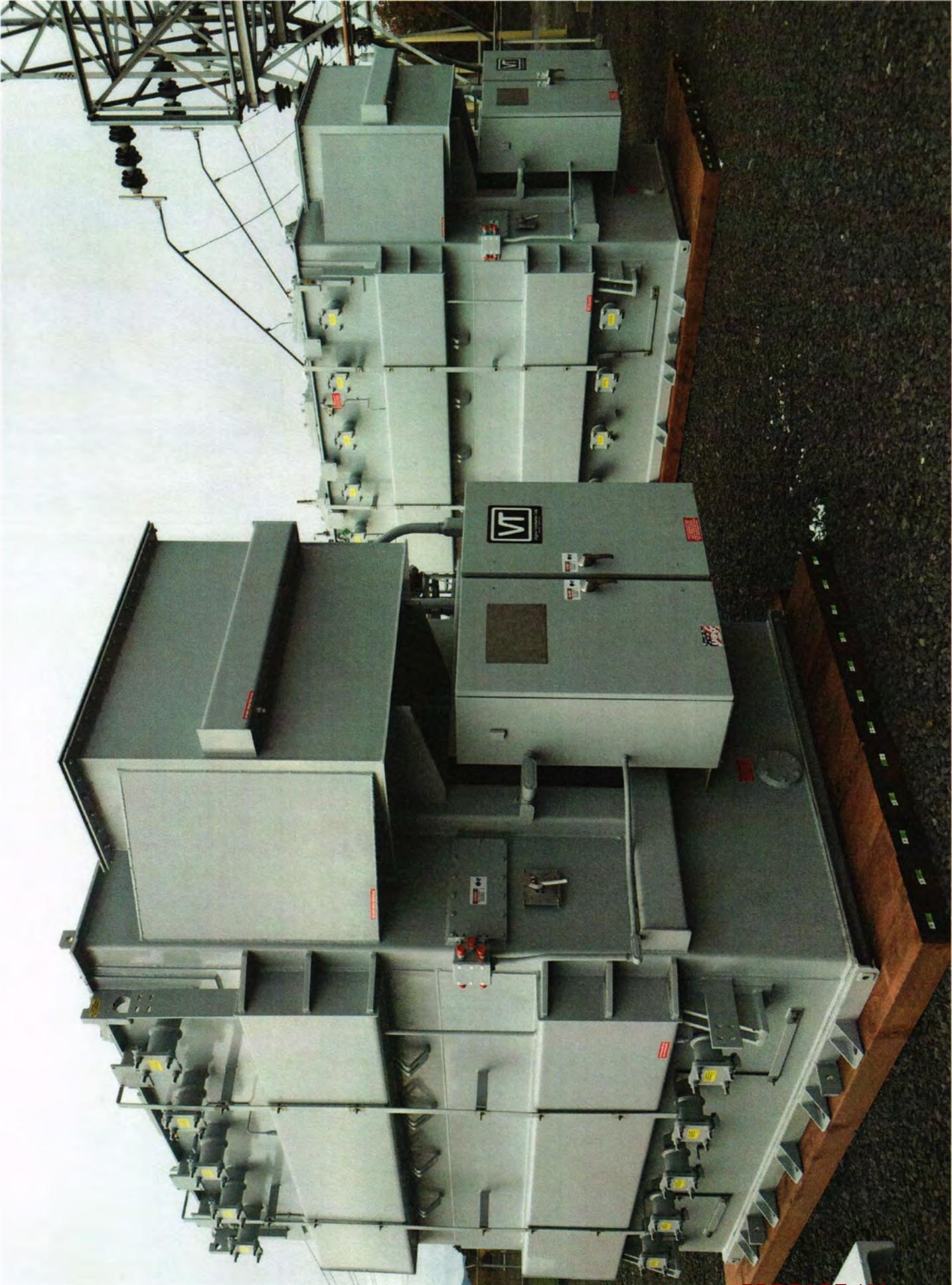


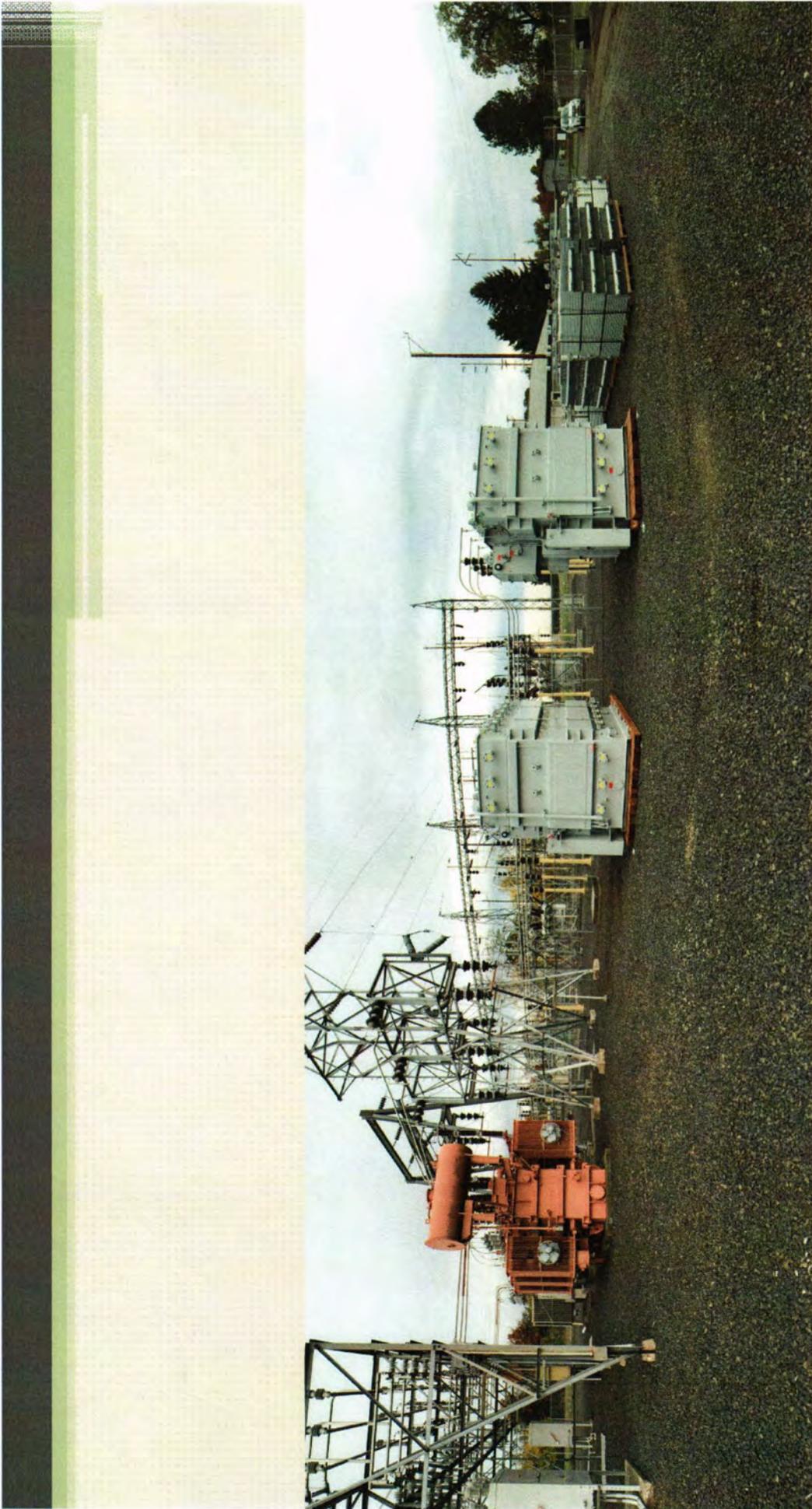




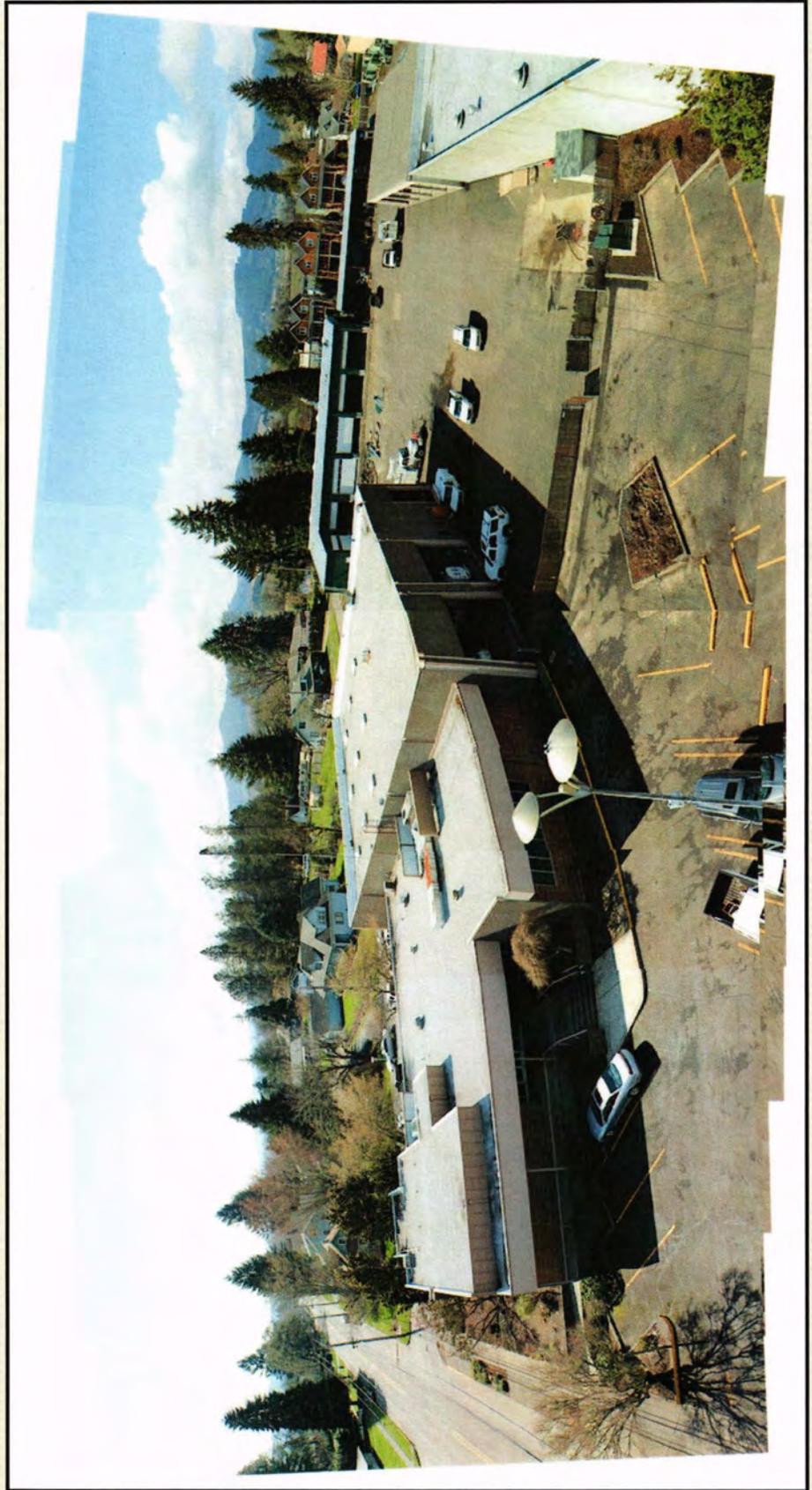








Questions?





# CITY OF FOREST GROVE

## Financial Report For The Quarter Ending June 30, 2015

This is the quarterly financial report for the quarter ending June 30, 2015. This is the 4<sup>th</sup> 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 100% received or spent at June 30, 2015.

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.

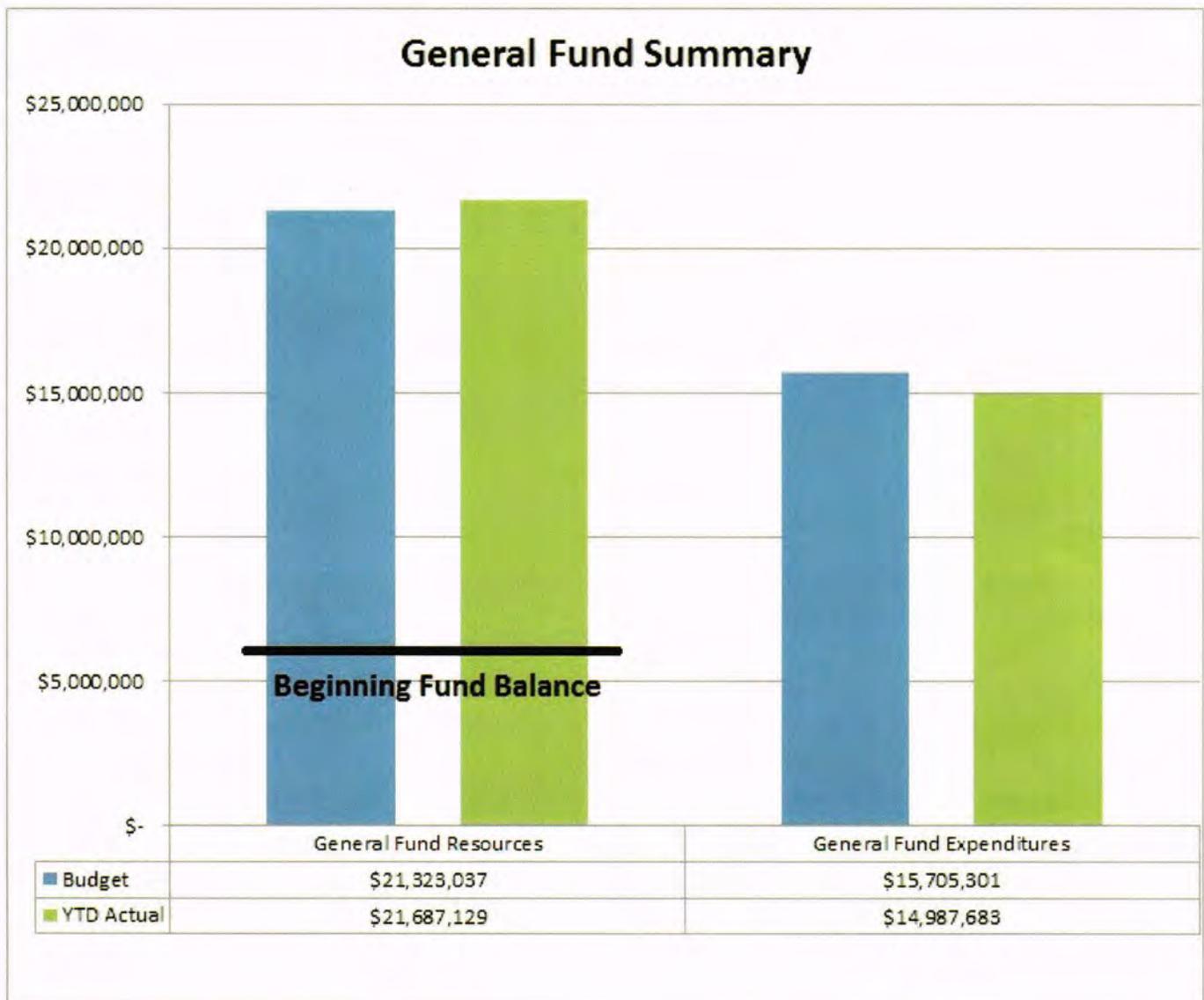
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<u>Page</u>	<u>Description</u>
02	General Fund Summary of Revenue & Expenditures
03	General Fund Revenue (categorized by type)
04 – 06	General Fund Expenditures Individual Departments
07	Building Permits Fund
08	Information Systems Fund & Light Fund
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 fourth 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. Resources are over budgeted expectations and overall expenses are under what was budgeted.



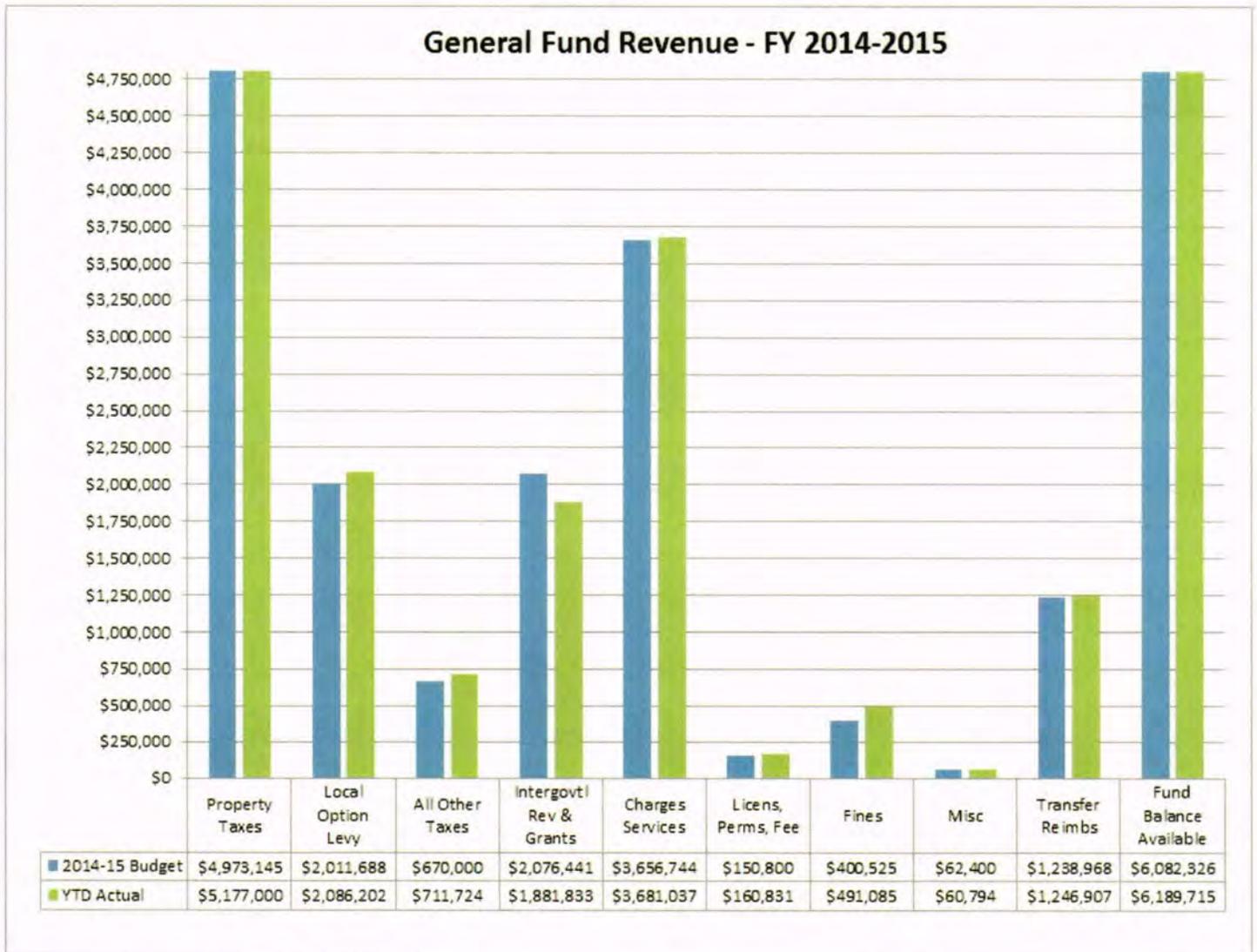
## General Fund Revenue

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 tax 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%.

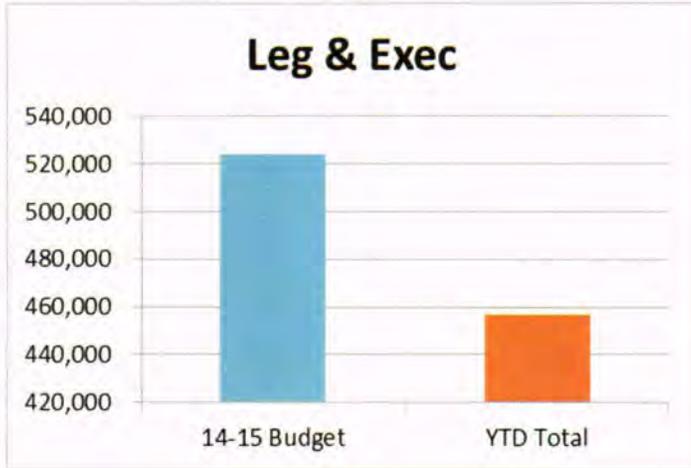
As noted in the summary, the Audited Beginning Fund balance is stated as \$6,189,715 giving the City of Forest Grove a healthy starting point for the fiscal year and higher than originally budgeted.

The largest discrepancy is Intergovernmental Revenue & Grants. The reason for the difference is because the City did not receive as much in Grants as it had budgeted originally in the year due to some grant-funded planning projects in the Planning Department not being done.



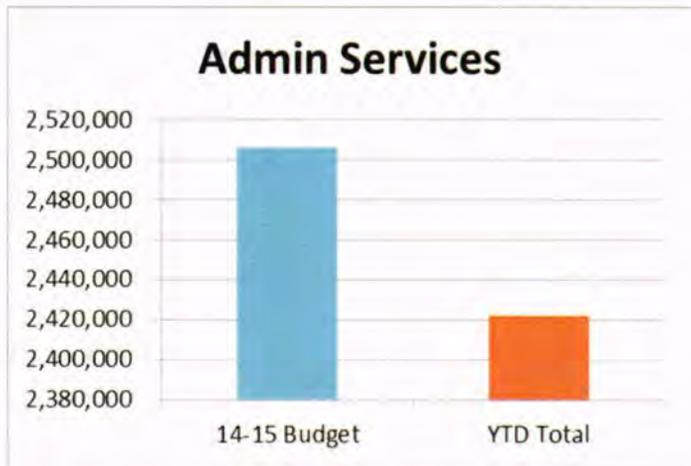
## General Fund Expenditures

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



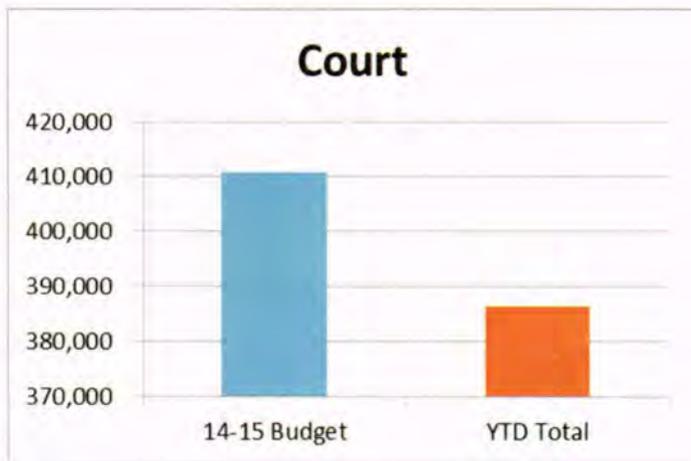
The Legislative and Executive Department expenditures are currently spent at 87% of the annual budgeted amount. This department will be below budget at the end of the year due to the vacancy in the City Manager position. The majority of the City Manager Pro-Tem salary is being charged to the Parks Department as the Parks and Recreation Director was appointed to that position.

This Dept. is \$67,000 under budget.



Administrative Services Department expenditures are on track and currently spent at 97% of the annual budgeted amount. A few items appear to be tracking higher than budgeted, however expenditures for many other line items are well under the budgeted amount.

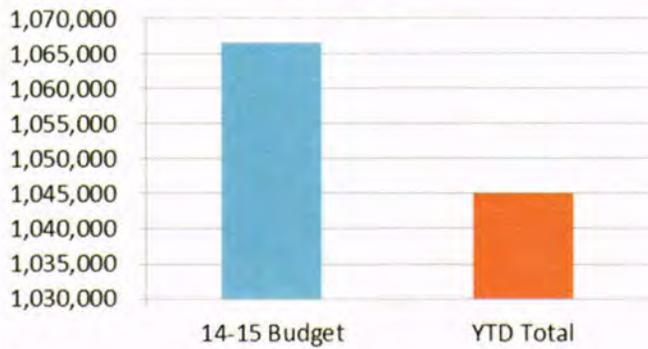
This Dept. is \$84,000 under budget.



Municipal Court expenditures are on track and currently spent at 94% of the annual budgeted amount.

This Dept. is \$24,000 under budget.

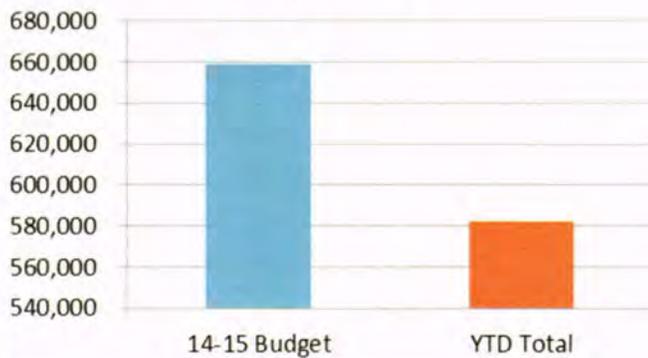
## Library



Library expenditures are on track and currently spent at 98% of the annual budgeted amount.

This Dept. is \$21,000 under budget.

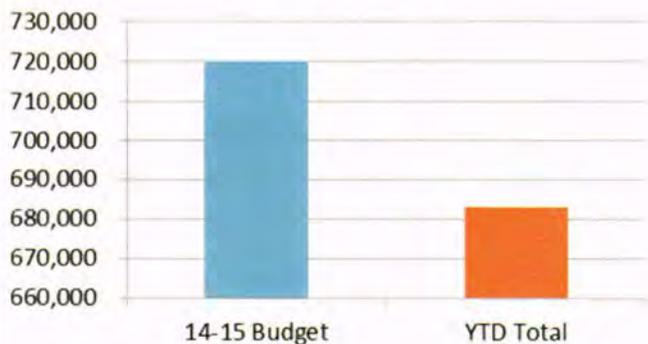
## Aquatics



Aquatic Department expenditures are on track and currently spent at 88% of the annual budgeted amount.

This Dept. is \$76,000 under budget mostly due to part-time wages, health and dental benefits, and utility expenses being underspent.

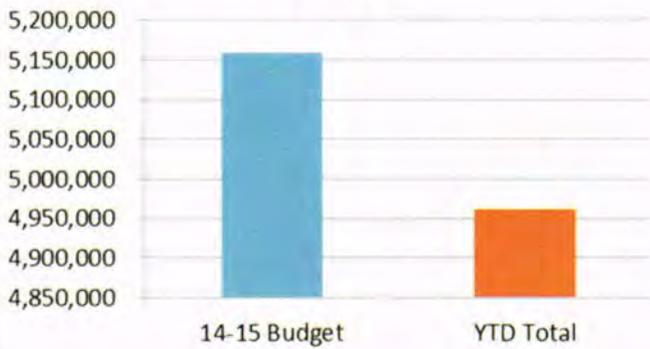
## Parks & Rec



Parks and Recreation expenditures are on track and currently spent at 95% of the annual budgeted amount.

This Dept. is \$37,000 under budget.

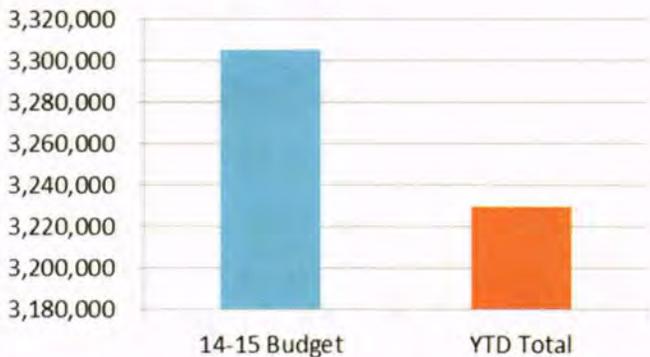
## Police



Police Department expenditures are on track and currently spent at 96% of the annual budgeted amount. Health Reimbursement Arrangement (HRA) is over budget due to how holiday pay is paid to the officers.

This Dept. is \$197,000 under budget principally due to Personnel Services being underspent.

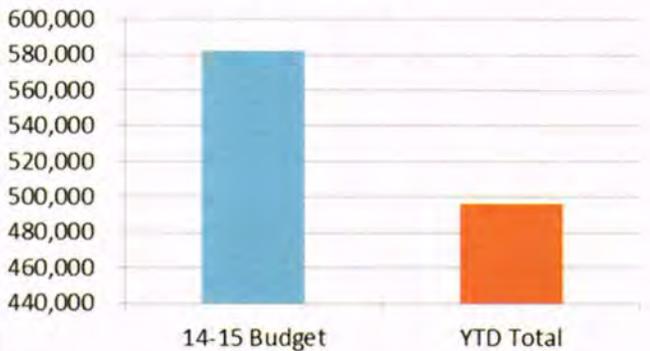
## Fire



Fire Department expenditures are on track and currently spent at 98% of the annual budgeted amount. Overtime and Contracts for Services are overspent for the year. Excess overtime has been reimbursed by the State through fire conflagration payments.

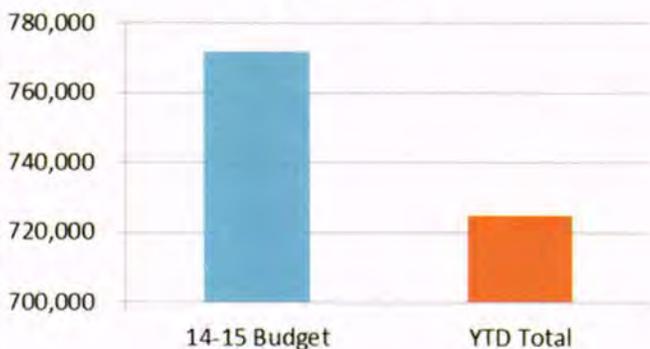
This Dept. is \$121,000 under budget due to \$105,000 in Contingency transfers at year-end that was not ultimately needed.

## Planning



Planning Department expenditures are under spent at only 85% of the annual budgeted amounts due to some planning projects that were to be funded by grants not being done.

## Engineering



Engineering Department expenditures are under spent at only 94% of the annual budgeted amounts.

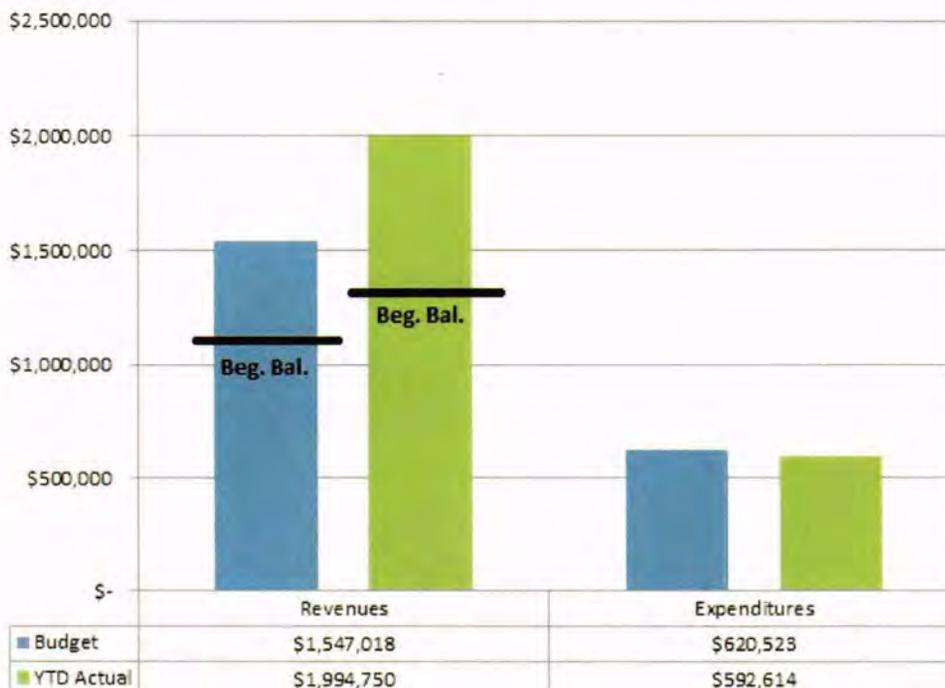
This Dept. is \$47,000 under budget.

## Building Permits Fund

Single Family New Permits Issued  
By Fiscal Year; July 1 through June 30

	2008- 09	2009- 10	2010- 11	2011- 12	2012- 13	2013- 14	2014- 15
July	2	5	5	6	6	5	16
August	4	1	3	6	6	7	7
September	6	6	3	11	11	5	17
<b>Q3 Total</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>23</b>	<b>23</b>	<b>17</b>	<b>40</b>
October	3	5	5	8	8	13	5
November	0	5	5	5	5	8	8
December	0	9	7	8	8	6	1
<b>Q4 Total</b>	<b>3</b>	<b>19</b>	<b>17</b>	<b>21</b>	<b>21</b>	<b>27</b>	<b>14</b>
January	0	9	5	12	10	10	3
February	1	6	7	5	23	5	2
March	6	16	6	7	17	2	11
<b>Q1 Total</b>	<b>7</b>	<b>31</b>	<b>18</b>	<b>24</b>	<b>50</b>	<b>17</b>	<b>16</b>
April	3	15	7	8	23	14	14
May	11	3	7	9	22	9	8
June	9	12	4	8	23	15	10
<b>Q2 Total</b>	<b>23</b>	<b>30</b>	<b>18</b>	<b>25</b>	<b>68</b>	<b>38</b>	<b>32</b>
<b>Grand Total =</b>	<b>45</b>	<b>92</b>	<b>64</b>	<b>93</b>	<b>162</b>	<b>99</b>	<b>102</b>

## Building Services Fund

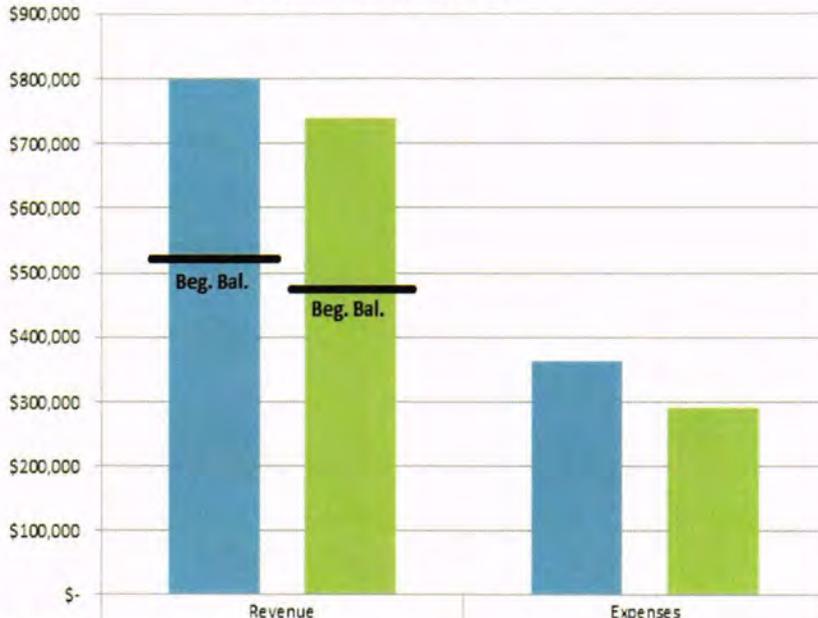


Building Permits Fund remains in a strong financial position.

The department expenditures were spent at 96%. Revenues came in about 29% over budget.

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

### Information System Fund



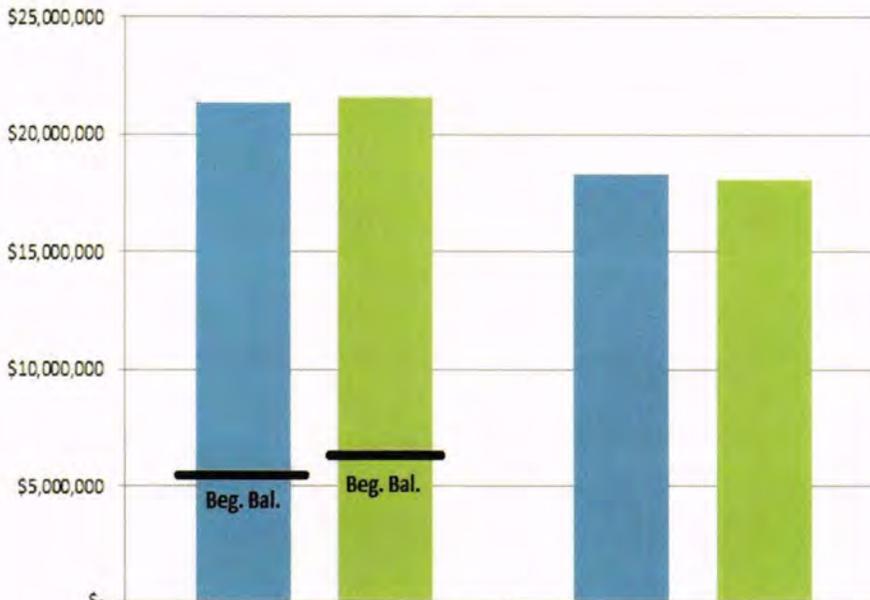
	Revenue	Expenses
Budget	\$798,794	\$363,795
YTD Activity	\$738,810	\$291,673

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

Revenues come in as anticipated since this is an internal fund and the revenue comes from other City Funds. Expenses came in at 80% of what was budgeted.

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



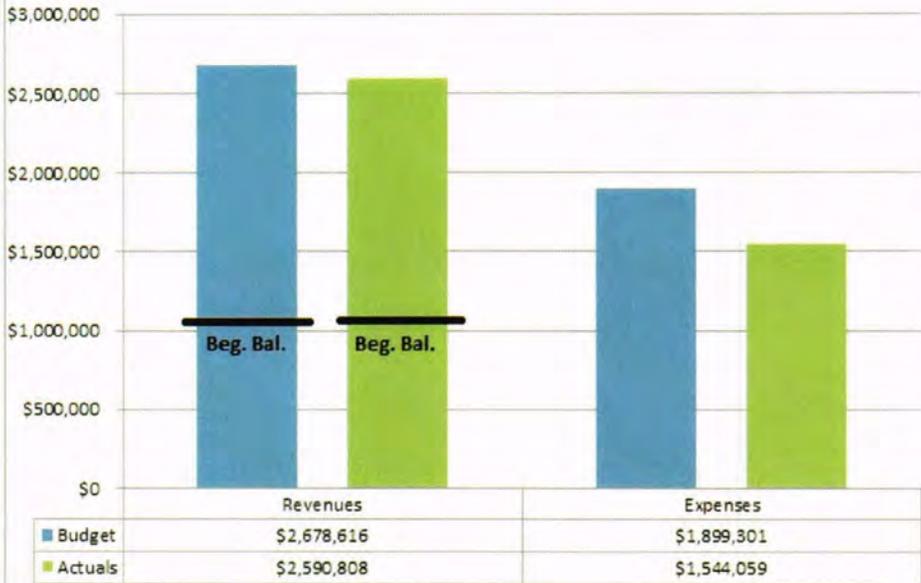
	Revenues	Expenses
Budget	\$21,357,017	\$18,283,434
YTD Activity	\$21,547,447	\$18,075,503

On the revenue side of the Light Fund, connection charges are significantly higher than budgeted due to construction of the homes permitted over the last year.

Revenues for the year came in at 101% of budget and expenses were spent at 99% of budget. Revenue from power sales were slightly below the budgeted 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



Revenues came in at 97% of Budget and Expenses were at 81% of budget.

The Audited Beginning Fund Balance decreased about \$21k.

### Surface Water Fund

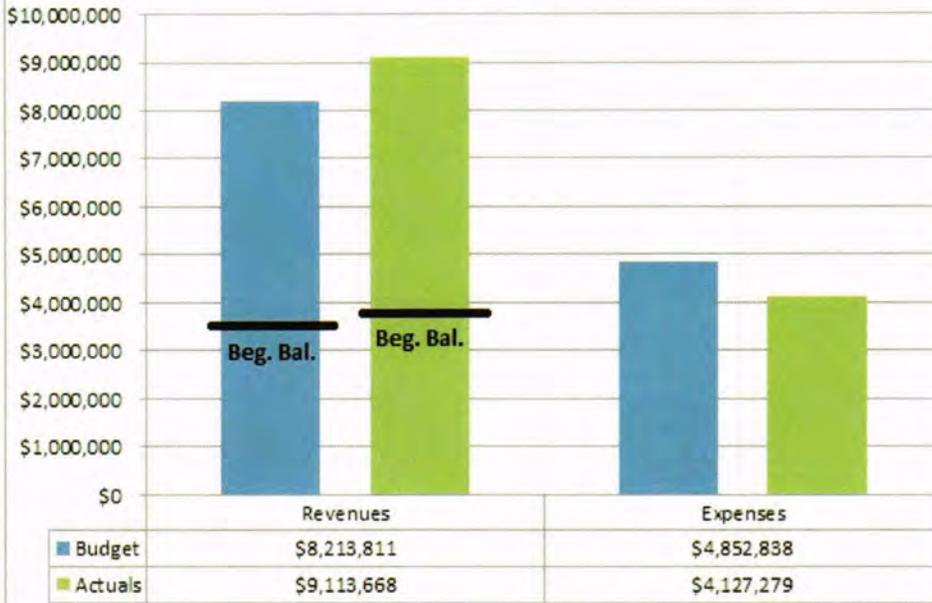


Surface Water Management fund has collected 106% of the budgeted revenue.

Expenses were spent at 91% of the budget.

The Audited Beginning Fund Balance increased \$44k.

## Water Fund

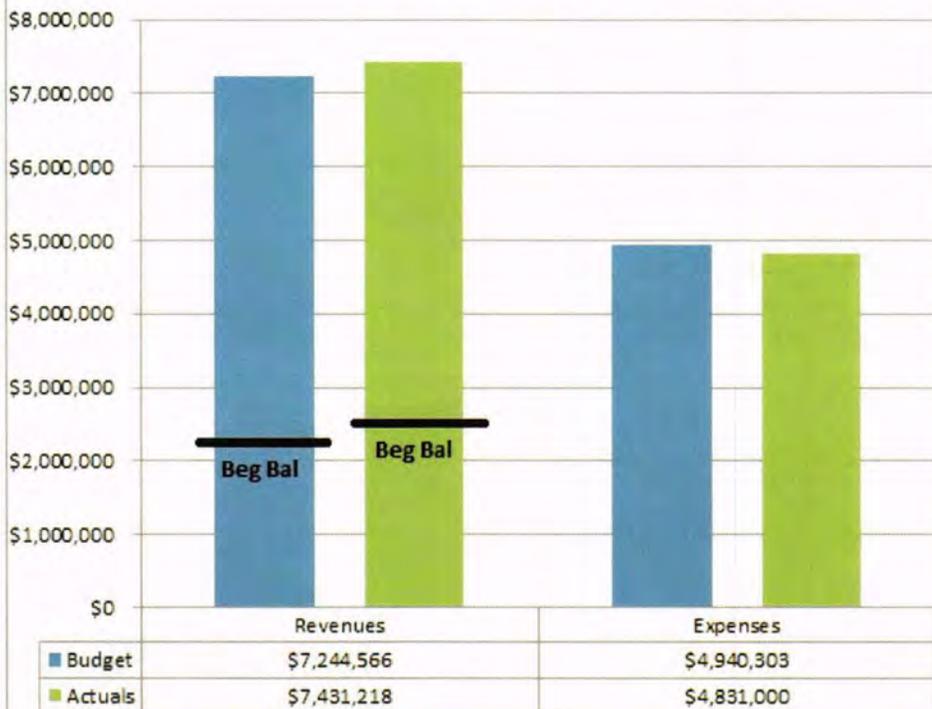


Water Fund revenues are above expectations showing a collection of 111% of the original budget.

The expenditures were spent at 85% of the overall budget.

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

## Sewer Fund

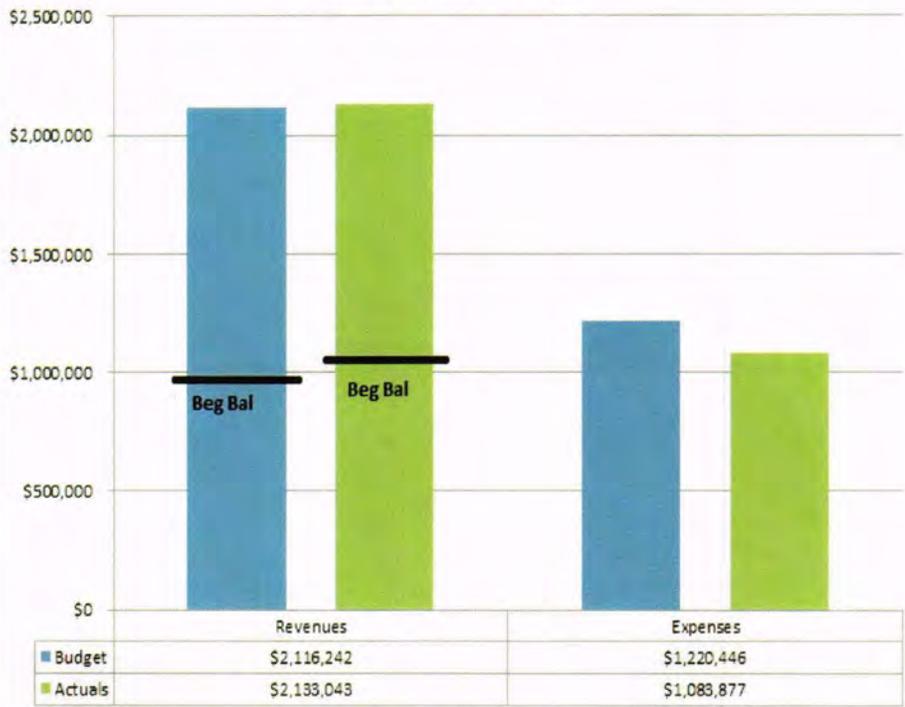


Sewer Fund shows revenue actuals at 103% of the original budget.

Expenditures for the fund were spent at 98% of the budget.

The Audited Beginning Fund Balance increased \$74k.

### Equipment Fund



Equipment Fund comes from other internal city funds through transfers.

Expenditures were spent at 89% of the original budget and revenues were right on track at 101% of the original budget.

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

## **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. The combination of the remaining budget balance in revenues and expenditures for each fund will equal the Beginning Fund Balance for each fund for the next 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: June, 2015

Budget Year Elapsed → 100%

<i>G/L Account #</i>	<i>Account Name</i>	<i>Budget</i>	<i>YTD Activity</i>	<i>Balance</i>	<i>% Used</i>
<b>REVENUES</b>					
440025	Copy Service	29	0	(29)	0%
440029	General Fund Spt Svc (522023)	344,105	344,105	0	100%
	<b>REVENUES TOTAL</b>	<b>344,134</b>	<b>344,105</b>	<b>(29)</b>	<b>100%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(290,028)	(246,876)	43,152	85%
511010	Part-Time Employee Wages	(10,680)	(9,070)	1,610	85%
512005	Health & Dental Benefits	(58,893)	(49,407)	9,486	84%
512008	Health Reimb Arrangement	(2,806)	(2,170)	636	77%
512010	Retirement	(63,985)	(51,136)	12,849	80%
512015	FICA	(23,004)	(15,957)	7,047	69%
512020	Workers Comp	(262)	(262)	0	100%
512025	Other Benefits	(1,807)	(5,746)	(3,939)	318%
512030	Other Payroll Taxes	(2,265)	(2,207)	58	97%
520110	Operating Supplies	(750)	(1,435)	(685)	191%
520120	Organization Business Expense	(8,000)	(8,357)	(357)	104%
520180	Subscriptions & Books	(100)	(28)	72	28%
520503	Printing	(2,300)	(2,719)	(419)	118%
520506	Postage	(500)	(286)	214	57%
520509	Telephone	(452)	(403)	49	89%
520521	Public Information	(9,250)	(10,094)	(844)	109%
520524	Publications	(110)	0	110	0%
520530	Memberships	(5,016)	(3,037)	1,979	61%
520533	Recruiting Expenses	0	(3,952)	(3,952)	0%
520563	Sister City Contribution	(5,400)	(12,966)	(7,566)	240%
520578	Insurance & Bonds	(989)	(989)	0	100%
521003	Training/Conferences	(9,825)	(6,494)	3,331	66%
521004	Legislative Conferences & Trainin	(22,700)	(19,983)	2,717	88%
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)	(695)	0	100%
522022	Information Systems Fund Charge	(1,809)	(1,809)	0	100%
	<b>EXPENDITURES TOTAL</b>	<b>(523,826)</b>	<b>(456,594)</b>	<b>67,232</b>	<b>87%</b>
	<b>Department Net Totals</b>	<b>(179,692)</b>	<b>(112,489)</b>		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430455	Metro Cleanup Grant	833	793	(40)	95%
440022	Lien Searches	13,000	16,457	3,457	127%
440025	Copy Service	278	406	128	146%
440028	Passport Execution Fee	7,200	10,150	2,950	141%
440029	General Fund Spt Svc (522023)	2,005,959	2,005,959	0	100%
440030	Reserved Parking	980	1,365	385	139%
440040	New Account Set-Up Fee	26,000	28,579	2,579	110%
440042	Door Hanger Fee	25,000	31,704	6,704	127%
440044	Online Phone Pymt Convenience	0	357	357	0%
440046	Failed Payment Arrangement Fee	0	4,249	4,249	0%
440501	Bond Issuance Fees	0	6,190	6,190	0%
450055	Business License Late Fees	0	30	30	0%
450056	Business License	39,000	35,975	(3,026)	92%
450057	Other	500	0	(500)	0%
472005	Miscellaneous	4,500	1,080	(3,420)	24%
480006	Reimbursements	10,000	1,462	(8,538)	15%
	<b>REVENUES TOTAL</b>	<b>2,133,250</b>	<b>2,144,755</b>	<b>11,505</b>	<b>101%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(974,154)	(947,996)	26,158	97%
511010	Part-Time Employee Wages	(127,475)	(150,338)	(22,863)	118%
511015	Overtime	(2,000)	0	2,000	0%
511020	Temporary Employee Wages	(9,000)	0	9,000	0%
512005	Health & Dental Benefits	(366,901)	(354,800)	12,101	97%
512008	Health Reimb Arrangement	(12,006)	(11,716)	290	98%
512010	Retirement	(205,147)	(201,684)	3,463	98%
512015	FICA	(85,116)	(83,277)	1,839	98%
512020	Workers Comp	(5,180)	(5,180)	0	100%
512025	Other Benefits	(6,527)	(7,733)	(1,206)	118%
512030	Other Payroll Taxes	(8,563)	(8,500)	63	99%
520110	Operating Supplies	(6,600)	(6,500)	100	98%
520120	Organization Business Expense	(3,600)	(4,311)	(711)	120%
520150	Utilities	(11,427)	(12,839)	(1,412)	112%
520180	Subscriptions & Books	(500)	(934)	(434)	187%
520190	Computer Software	0	(3,370)	(3,370)	0%
520200	Computer Software Maintenance	(66,554)	(63,972)	2,582	96%
520210	Computer Supplies	0	(141)	(141)	0%
520220	Small Equipment	(1,600)	(1,564)	36	98%
520503	Printing	(19,200)	(23,279)	(4,079)	121%
520506	Postage	(70,000)	(66,881)	3,119	96%
520509	Telephone	(4,950)	(4,928)	22	100%
520521	Public Information	(2,500)	(984)	1,516	39%
520524	Publications	(1,297)	(467)	830	36%
520530	Memberships	(21,139)	(21,265)	(126)	101%
520533	Recruiting Expenses	(3,000)	(3,843)	(843)	128%
520557	Intergovernmental Services	(4,175)	(4,326)	(151)	104%
520560	Senior Center	(37,500)	(51,483)	(13,983)	137%
520578	Insurance & Bonds	(10,483)	(10,819)	(336)	103%
521003	Training/Conferences	(28,450)	(10,576)	17,874	37%
521006	Travel	(1,950)	(1,998)	(48)	102%
521113	Attorney Services	(54,500)	(48,560)	5,940	89%
521150	Professional Services	(63,400)	(54,216)	9,184	86%

**100 - General Fund**

**Department #12 - Administration Services**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
521165	Contracts for Services	(6,000)	(7,445)	(1,445)	124%
521171	Financial Services, Auditing, Invest	(30,725)	(30,320)	405	99%
521172	Bank Service Fees	(1,570)	(1,725)	(155)	110%
522003	Equipment Maint & Oper Supplies	(38,680)	(24,320)	14,360	63%
522009	Vehicle Maint & Oper Supplies	0	(145)	(145)	0%
522021	Equipment Fund Charges	(5,754)	(5,754)	0	100%
522022	Information Systems Fund Charge	(78,461)	(78,461)	0	100%
522303	Custodial	(5,000)	(4,396)	604	88%
522306	Rents & Leases	(1,300)	(68)	1,232	5%
522309	Building/Facility Rental	(21,860)	(21,860)	0	100%
522312	Facility Maintenance Supplies	(12,300)	(12,180)	120	99%
522315	Facility Mnt/Repairs	(89,500)	(66,845)	22,655	75%
	<b>EXPENDITURES TOTAL</b>	<b>(2,506,044)</b>	<b>(2,422,000)</b>	<b>84,044</b>	<b>97%</b>
	<b>Department Net Totals</b>	<b>(372,794)</b>	<b>(277,245)</b>		

**100 - General Fund**

**Department #13 - Municipal Court**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
460115	Parking Fines (PK)	13,250	8,360	(4,891)	63%
460120	Traffic Fines (TR)	203,450	223,661	20,211	110%
460121	Cornelius Court Revenue	112,560	176,044	63,484	156%
460125	PD Ordinance Fines	1,850	1,397	(453)	76%
460130	Marijuana Fines/Fees (ML)	4,590	4,297	(293)	94%
460135	Minor in Possession Fines/Fees (I)	5,825	7,168	1,343	123%
472005	Miscellaneous	0	55	55	0%
480006	Reimbursements	2,067	4,134	2,067	200%
	<b>REVENUES TOTAL</b>	<b>343,592</b>	<b>425,116</b>	<b>81,524</b>	<b>124%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(102,611)	(102,044)	567	99%
511010	Part-Time Employee Wages	(17,952)	(9,760)	8,192	54%
512005	Health & Dental Benefits	(44,126)	(37,132)	6,994	84%
512008	Health Reimb Arrangement	(1,272)	(1,287)	(15)	101%
512010	Retirement	(18,806)	(18,788)	18	100%
512015	Fica	(9,223)	(8,342)	881	90%
512020	Workers Comp	(112)	(112)	0	100%
512025	Other Benefits	(639)	(882)	(243)	138%
512030	Other Payroll Taxes	(931)	(870)	61	93%
520110	Operating Supplies	(1,000)	(342)	658	34%
520120	Organization Business Expense	(200)	(19)	181	9%
520190	Computer Software	(22,138)	(27,441)	(5,303)	124%
520200	Computer Software Maintenance	(6,813)	(3,761)	3,052	55%
520220	Small Equipment	(200)	(435)	(235)	217%
520503	Printing	(400)	(46)	354	11%
520506	Postage	(1,320)	(1,483)	(163)	112%
520509	Telephone	(250)	(135)	115	54%
520521	Public Information	(100)	0	100	0%
520524	Publications	(500)	(35)	465	7%
520530	Memberships	(195)	(200)	(5)	103%
520539	Assessment - County	(33,130)	(27,431)	5,700	83%
520557	Intergovernmental Services	(50,700)	(46,845)	3,855	92%
520566	Assessment - State	(81,130)	(85,540)	(4,410)	105%
520578	Insurance & Bonds	(527)	(527)	0	100%
521003	Training/Conferences	(2,600)	(1,344)	1,256	52%
521150	Professional Services	(6,900)	(3,870)	3,030	56%
521172	Bank Service Fees	(1,750)	(2,412)	(662)	138%
522022	Information Systems Fund Charge	(4,562)	(4,562)	0	100%
522309	Building/Facility Rental	(784)	(784)	0	100%
	<b>EXPENDITURES TOTAL</b>	<b>(410,871)</b>	<b>(386,429)</b>	<b>24,442</b>	<b>94%</b>
	<b>Department Net Totals</b>	<b>(67,279)</b>	<b>38,687</b>		

**100 - General Fund**

**Department #14 - Library**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420035	W.C.C.L.S.	713,098	716,592	3,494	100%
430601	Public Library Support Grant	3,000	3,817	817	127%
440019	WCCLS Collection Agency Chrg	750	720	(30)	96%
440021	Library Charges	4,400	5,334	934	121%
440023	Print Fees	3,000	3,348	348	112%
440025	Copy Service	1,226	1,631	405	133%
440301	Rental Income	1,100	1,375	275	125%
450057	Other	0	440	440	0%
460500	Library Late Fines	24,000	25,217	1,217	105%
471020	Unrestricted Donations	0	91	91	0%
471021	Donations	200	0	(200)	0%
471022	Restricted Library Memorials	500	765	265	153%
	<b>REVENUES TOTAL</b>	<b>751,274</b>	<b>759,330</b>	<b>8,056</b>	<b>101%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(364,042)	(366,337)	(2,295)	101%
511010	Part-Time Employee Wages	(255,042)	(257,321)	(2,279)	101%
511015	Overtime	0	(43)	(43)	0%
511020	Temporary Employee Wages	(15,420)	(13,184)	2,236	85%
512005	Health & Dental Benefits	(111,255)	(95,990)	15,265	86%
512008	Health Reimb Arrangement	(6,213)	(5,264)	949	85%
512010	Retirement	(102,010)	(97,205)	4,805	95%
512015	FICA	(48,540)	(47,121)	1,419	97%
512020	Workers Comp	(572)	(572)	0	100%
512025	Other Benefits	(3,453)	(2,975)	478	86%
512030	Other Payroll Taxes	(4,922)	(4,958)	(36)	101%
520110	Operating Supplies	(5,500)	(6,979)	(1,479)	127%
520120	Organization Business Expense	(300)	(312)	(12)	104%
520140	Library Materials	(84,850)	(86,250)	(1,400)	102%
520150	Utilities	(1,943)	(2,790)	(847)	144%
520220	Small Equipment	(500)	0	500	0%
520503	Printing	0	0	0	0%
520506	Postage	(1,500)	(1,462)	38	97%
520509	Telephone	(1,320)	(1,361)	(41)	103%
520521	Public Information	(800)	(696)	105	87%
520530	Memberships	(750)	(520)	230	69%
520557	Intergovernmental Services	(3,100)	(3,179)	(79)	103%
520578	Insurance & Bonds	(5,664)	(5,664)	0	100%
521003	Training/Conferences	(2,250)	(115)	2,135	5%
521006	Travel	(1,500)	0	1,500	0%
521150	Professional Services	0	0	0	0%
521165	Contracts for Services	(4,400)	(4,217)	183	96%
521172	Bank Service Fees	(840)	(1,175)	(335)	140%
522003	Equipment Maint & Oper Supplies	(5,810)	(5,332)	478	92%
522021	Equipment Fund Charges	(695)	(695)	0	100%
522022	Information Systems Fund Chrg	(21,911)	(21,911)	0	100%
522312	Facility Maintenance Supplies	(4,400)	(5,495)	(1,095)	125%
522315	Facility Mnt/Repairs	(7,100)	(5,816)	1,284	82%
	<b>EXPENDITURES TOTAL</b>	<b>(1,066,602)</b>	<b>(1,044,938)</b>	<b>21,664</b>	<b>98%</b>
	<b>Department Net Totals</b>	<b>(315,328)</b>	<b>(285,609)</b>		

**100 - General Fund**

**Department #15 - Aquatics**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
440004	Swimming Pool	310,000	313,336	3,336	101%
440010	Lockers/Vending Machines	12,000	10,880	(1,120)	91%
	<b>REVENUES TOTAL</b>	<b>322,000</b>	<b>324,215</b>	<b>2,215</b>	<b>101%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(138,800)	(138,743)	57	100%
511010	Part-Time Employee Wages	(207,460)	(186,534)	20,926	90%
511015	Overtime	0	(6)	(6)	0%
512005	Health & Dental Benefits	(47,190)	(35,937)	11,253	76%
512008	Health Reimb Arrangement	(2,015)	(2,085)	(70)	103%
512010	Retirement	(37,263)	(37,564)	(301)	101%
512015	FICA	(26,489)	(24,029)	2,460	91%
512020	Workers Comp	(5,191)	(5,191)	0	100%
512025	Other Benefits	(1,835)	(1,477)	358	80%
512030	Other Payroll Taxes	(2,795)	(2,647)	148	95%
520110	Operating Supplies	(29,750)	(21,633)	8,117	73%
520120	Organization Business Expense	(400)	(266)	134	66%
520130	Personnel Uniforms & Equipment	(500)	(780)	(280)	156%
520150	Utilities	(90,000)	(62,541)	27,459	69%
520190	Computer Software	0	(80)	(80)	0%
520220	Small Equipment	(5,450)	(881)	4,569	16%
520503	Printing	(2,700)	(2,146)	554	79%
520506	Postage	(500)	(375)	125	75%
520509	Telephone	(600)	(833)	(233)	139%
520521	Public Information	(1,700)	(1,913)	(213)	113%
520530	Memberships	(250)	(815)	(565)	326%
520557	Intergovernmental Services	(1,300)	(1,271)	29	98%
520578	Insurance & Bonds	(4,694)	(4,694)	0	100%
521003	Training/Conferences	(1,950)	(1,355)	595	70%
521150	Professional Services	(1,000)	(1,028)	(28)	103%
521172	Bank Service Fees	0	(3,234)	(3,234)	0%
522003	Equipment Maint & Oper Supplies	(1,550)	(45)	1,505	3%
522021	Equipment Fund Charges	(695)	(695)	0	100%
522022	Information Systems Fund Charge	(4,993)	(4,993)	0	100%
522312	Facility Maintenance Supplies	(12,500)	(11,379)	1,121	91%
522315	Facility Mnt/Repairs	(29,750)	(27,285)	2,465	92%
	<b>EXPENDITURES TOTAL</b>	<b>(659,320)</b>	<b>(582,457)</b>	<b>76,863</b>	<b>88%</b>
	<b>Department Net Totals</b>	<b>(337,320)</b>	<b>(258,242)</b>		

**100 - General Fund**

**Department #16 - Parks & Recreation**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440007	Recreation User Fees	40,000	32,553	(7,447)	81%
440029	General Fund Spt Svc (522023)	124,737	124,737	0	100%
471020	Unrestricted Donations	1,200	0	(1,200)	0%
	<b>REVENUES TOTAL</b>	<b>165,937</b>	<b>157,290</b>	<b>(8,647)</b>	<b>95%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(320,359)	(320,322)	37	100%
511015	Overtime	0	(112)	(112)	0%
511020	Temporary Employee Wages	(40,363)	(29,688)	10,675	74%
511021	Unemployment Compensation	0	(3,201)	(3,201)	0%
512005	Health & Dental Benefits	(80,831)	(70,045)	10,786	87%
512008	Health Reimb Arrangement	(3,586)	(3,960)	(374)	110%
512010	Retirement	(65,673)	(68,593)	(2,920)	104%
512015	FICA	(27,595)	(26,625)	970	96%
512020	Workers Comp	(5,250)	(5,250)	0	100%
512025	Other Benefits	(1,700)	(2,379)	(679)	140%
512030	Other Payroll Taxes	(2,771)	(2,735)	36	99%
520110	Operating Supplies	(2,600)	(804)	1,796	31%
520120	Organization Business Expense	(100)	(186)	(86)	186%
520130	Personnel Uniforms & Equipment	(2,000)	(2,683)	(683)	134%
520150	Utilities	(6,540)	(10,456)	(3,916)	160%
520220	Small Equipment	(10,500)	(8,959)	1,541	85%
520506	Postage	(150)	0	150	0%
520509	Telephone	(2,750)	(784)	1,966	29%
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)	(1,360)	865	61%
521150	Professional Services	(12,300)	(8,240)	4,060	67%
521168	Misc Medical Services	0	(737)	(737)	0%
522003	Equipment Maint & Oper Supplies	(3,000)	(644)	2,356	21%
522012	Fuel/Oil	(500)	(719)	(219)	144%
522021	Equipment Fund Charges	(75,804)	(75,804)	0	100%
522022	Information Systems Fund Charge	(2,077)	(2,077)	0	100%
522306	Rents & Leases	(500)	0	500	0%
522312	Facility Maintenance Supplies	(25,000)	(22,995)	2,005	92%
522315	Facility Mnt/Repairs	(20,000)	(8,857)	11,143	44%
	<b>EXPENDITURES TOTAL</b>	<b>(720,138)</b>	<b>(682,872)</b>	<b>37,266</b>	<b>95%</b>
	<b>Department Net Totals</b>	<b>(554,201)</b>	<b>(525,582)</b>		

**100 - General Fund**

**Department #18 - Non-Departmental**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	4,973,145	5,177,000	203,855	104%
411010	Local Option Levy	2,011,688	2,086,202	74,514	104%
411150	Property Tax Prior Years	120,000	143,838	23,838	120%
413001	Franchise Tax	550,000	569,041	19,041	103%
420020	State Revenue Sharing	222,842	218,329	(4,514)	98%
420055	Metro Construction Excise Tax	2,400	1,634	(766)	68%
422045	Transient Room Tax	70,000	97,304	27,304	139%
422055	SD15 Construction Excise Tax	10,000	8,428	(1,572)	84%
470105	Interest	56,000	46,349	(9,651)	83%
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%
	<b>REVENUES TOTAL</b>	<b>15,206,078</b>	<b>15,645,516</b>	<b>439,438</b>	<b>103%</b>
<b>EXPENDITURES</b>					
570127	Transfer to Other Funds	(615,000)	(615,000)	0	100%
580206	Contingency	(1,075,000)	0	1,075,000	0%
590304	Unapp Fund Balance	(3,822,736)	0	3,822,736	0%
	<b>EXPENDITURES TOTAL</b>	<b>(5,512,736)</b>	<b>(615,000)</b>	<b>4,897,736</b>	<b>11%</b>
	<b>Department Net Totals</b>	<b>9,693,342</b>	<b>15,030,516</b>		

**100 - General Fund**

Department #21 - Police

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420005	Alcoholic Beverages	318,345	324,959	6,614	102%
430329	SPF SIG Grant	0	6,766	6,766	0%
430335	DEC/DUII Police Grant	3,000	9,365	6,365	312%
440025	Copy Service	3,541	3,502	(39)	99%
450050	Liquor Licenses	2,500	2,911	411	116%
450051	Police Permits	100	35	(66)	35%
450057	Other	0	1,865	1,865	0%
450225	Impound Fees	200	179	(21)	90%
450230	Abatement Cost Billed	0	431	431	0%
460105	State Court Fines	35,000	44,942	9,942	128%
471021	Donations	0	2,981	2,981	0%
472005	Miscellaneous	0	101	101	0%
480006	Reimbursements	0	11,546	11,546	0%
480010	SRO Reimbursement	64,713	64,713	0	100%
480011	Overtime Reimbursement	0	300	300	0%
	<b>REVENUES TOTAL</b>	<b>427,399</b>	<b>474,594</b>	<b>47,195</b>	<b>111%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(2,730,596)	(2,559,046)	171,550	94%
511010	Part-Time Employee Wages	(27,156)	(27,973)	(817)	103%
511015	Overtime	(155,478)	(157,842)	(2,364)	102%
511021	Unemployment Compensation	0	(3,344)	(3,344)	0%
512005	Health & Dental Benefits	(602,557)	(571,776)	30,781	95%
512008	Health Reimb Arrangement	(24,413)	(55,990)	(31,577)	229%
512010	Retirement	(533,523)	(506,335)	27,188	95%
512015	FICA	(222,862)	(208,263)	14,599	93%
512020	Workers Comp	(47,968)	(47,969)	(1)	100%
512025	Other Benefits	(16,340)	(20,786)	(4,446)	127%
512030	Other Payroll Taxes	(22,238)	(20,952)	1,286	94%
520110	Operating Supplies	(46,035)	(46,817)	(782)	102%
520120	Organization Business Expense	(2,705)	(7,191)	(4,486)	266%
520130	Personnel Uniforms & Equipment	(24,860)	(29,367)	(4,507)	118%
520150	Utilities	(3,000)	(3,946)	(946)	132%
520190	Computer Software	(1,800)	(3,632)	(1,832)	202%
520220	Small Equipment	(21,514)	(17,079)	4,435	79%
520225	Reserve Officer Expenses	(9,000)	(2,588)	6,412	29%
520270	Miscellaneous	(500)	(859)	(359)	172%
520274	Hands and Words Project	(3,273)	(400)	2,873	12%
520503	Printing	(3,150)	(3,631)	(481)	115%
520506	Postage	(2,000)	(3,195)	(1,195)	160%
520509	Telephone	(15,825)	(23,759)	(7,934)	150%
520518	Volunteer Reimbursable Expenses	(300)	(146)	154	49%
520521	Public Information	(3,525)	(4,746)	(1,221)	135%
520524	Publications	(1,825)	(180)	1,646	10%
520530	Memberships	(2,100)	(860)	1,240	41%
520557	Intergovernmental Services	(14,975)	(10,286)	4,689	69%
520558	WCCCA	(200,214)	(202,297)	(2,083)	101%
520578	Insurance & Bonds	(53,118)	(53,118)	0	100%
521003	Training/Conferences	(29,075)	(27,985)	1,090	96%
521150	Professional Services	(9,385)	(7,802)	1,583	83%
521168	Misc Medical Services	(2,950)	(6,541)	(3,591)	222%
522003	Equipment Maint & Oper Supplies	(2,350)	(3,137)	(787)	133%

**100 - General Fund**

**Department #21 - Police**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522009	Vehicle Maint & Oper Supplies	(950)	(4,834)	(3,884)	509%
522010	Vehicle Maint External	(600)	(273)	328	45%
522012	Fuel/Oil	(100)	(668)	(568)	668%
522021	Equipment Fund Charges	(229,666)	(229,666)	0	100%
522022	Information Systems Fund Charge	(28,462)	(28,462)	0	100%
522306	Rents & Leases	(6,060)	0	6,060	0%
522312	Facility Maintenance Supplies	(1,600)	(2,799)	(1,199)	175%
522315	Facility Mnt/Repairs	(9,876)	(12,040)	(2,164)	122%
550181	Major Tools & Work Equipment	(44,618)	(42,555)	2,063	95%
	<b>EXPENDITURES TOTAL</b>	<b>(5,158,542)</b>	<b>(4,961,135)</b>	<b>197,407</b>	<b>96%</b>
	<b>Department Net Totals</b>	<b>(4,731,143)</b>	<b>(4,486,541)</b>		

**100 - General Fund**

**Department #22 - Fire**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420015	Cigarette	27,925	30,150	2,225	108%
420050	Rural Fire District	484,698	472,242	(12,456)	97%
420065	State Fire Conflagration Reimburs	0	36,066	36,066	0%
430214	Homeland Security Grant	40,300	10,000	(30,300)	25%
440025	Copy Service	130	158	28	121%
446010	Transport Revenue	0	2,855	2,855	0%
472005	Miscellaneous	0	9,373	9,373	0%
480008	Cornelius Fire Chief Reimburseme	48,011	45,333	(2,678)	94%
480015	Fire Dept Reimbursement	6,500	11,743	5,243	181%
	<b>REVENUES TOTAL</b>	<b>607,564</b>	<b>617,919</b>	<b>10,355</b>	<b>102%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(1,626,117)	(1,532,384)	93,733	94%
511010	Part-Time Employee Wages	(19,473)	(20,010)	(537)	103%
511015	Overtime	(146,696)	(139,558)	7,138	95%
511019	Volunteer Firefighter Stipend	(62,880)	(70,856)	(7,976)	113%
511020	Temporary Employee Wages	(20,000)	(15,900)	4,100	80%
511021	Unemployment Compensation	0	(25)	(25)	0%
512005	Health & Dental Benefits	(341,132)	(349,755)	(8,623)	103%
512008	Health Reimb Arrangement	(13,617)	(15,728)	(2,111)	116%
512010	Retirement	(343,522)	(321,669)	21,853	94%
512015	FICA	(133,820)	(131,948)	1,872	99%
512020	Workers Comp	(35,852)	(35,852)	0	100%
512025	Other Benefits	(9,272)	(13,854)	(4,582)	149%
512030	Other Payroll Taxes	(13,681)	(13,583)	98	99%
512035	Volunteer Fringe Benefits	(2,646)	(3,064)	(418)	116%
520110	Operating Supplies	(17,000)	(16,567)	433	97%
520120	Organization Business Expense	(4,300)	(2,964)	1,336	69%
520130	Personnel Uniforms & Equipment	(15,000)	(12,364)	2,636	82%
520150	Utilities	(28,828)	(16,959)	11,869	59%
520200	Computer Software Maintenance	0	(875)	(875)	0%
520220	Small Equipment	(9,000)	(14,301)	(5,301)	159%
520230	Tools- 50/50	(89,000)	(79,958)	9,042	90%
520300	Emergency Operations Center	(3,100)	(3,893)	(793)	126%
520503	Printing	(500)	(70)	430	14%
520506	Postage	(700)	(333)	367	48%
520509	Telephone	(4,500)	(7,284)	(2,784)	162%
520521	Public Information	(1,800)	(1,536)	264	85%
520524	Publications	(1,600)	(1,727)	(127)	108%
520530	Memberships	(1,184)	(1,317)	(133)	111%
520557	Intergovernmental Services	(1,400)	(1,216)	184	87%
520558	WCCCA	(170,504)	(170,064)	440	100%
520578	Insurance & Bonds	(30,824)	(30,824)	0	100%
521003	Training/Conferences	(27,000)	(20,456)	6,544	76%
521150	Professional Services	(69,340)	(48,167)	21,173	69%
521165	Contracts for Services	0	(9,674)	(9,674)	0%
521168	Misc Medical Services	(29,000)	(16,047)	12,953	55%
522003	Equipment Maint & Oper Supplies	(7,000)	(10,296)	(3,296)	147%
522009	Vehicle Maint & Oper Supplies	(50,000)	(78,104)	(28,104)	156%
522012	Fuel/Oil	(32,610)	(27,358)	5,252	84%
522021	Equipment Fund Charges	(4,342)	(4,342)	0	100%
522022	Information Systems Fund Charge	(28,462)	(26,033)	2,429	91%

100 - General Fund

Department #22 - Fire

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522303	Custodial	(1,500)	0	1,500	0%
522312	Facility Maintenance Supplies	(3,500)	(4,741)	(1,241)	135%
522315	Facility Mnt/Repairs	(10,000)	(17,329)	(7,329)	173%
	<b>EXPENDITURES TOTAL</b>	<b>(3,410,702)</b>	<b>(3,288,983)</b>	<b>121,719</b>	<b>96%</b>
	<b>Department Net Totals</b>	<b>(2,803,138)</b>	<b>(2,671,064)</b>		

**100 - General Fund**

**Department #31 - Planning**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430460	SHPO Grant	12,000	12,800	800	107%
430587	Grant Match - Other Agencies	168,000	60,759	(107,241)	36%
440020	Code Enforcement Revenue	1,500	2,646	1,146	176%
440025	Copy Service	84	55	(29)	66%
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	62,256	7,256	113%
	<b>REVENUES TOTAL</b>	<b>323,489</b>	<b>224,112</b>	<b>(99,377)</b>	<b>69%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(227,125)	(232,406)	(5,281)	102%
511010	Part-Time Employee Wages	0	(1,806)	(1,806)	0%
512005	Health & Dental Benefits	(35,688)	(34,571)	1,117	97%
512008	Health Reimb Arrangement	(2,025)	(2,126)	(101)	105%
512010	Retirement	(51,374)	(52,896)	(1,522)	103%
512015	FICA	(17,374)	(17,604)	(230)	101%
512020	Workers Comp	(215)	(215)	0	100%
512025	Other Benefits	(1,250)	(1,647)	(397)	132%
512030	Other Payroll Taxes	(1,723)	(1,786)	(63)	104%
520110	Operating Supplies	(1,912)	(347)	1,565	18%
520120	Organization Business Expense	(1,400)	(2,150)	(750)	154%
520170	Code Enforcement Expenditures	(4,500)	(4,856)	(356)	108%
520190	Computer Software	(3,000)	0	3,000	0%
520200	Computer Software Maintenance	0	(2,875)	(2,875)	0%
520503	Printing	(3,450)	(1,890)	1,560	55%
520506	Postage	(2,400)	(3,084)	(684)	129%
520509	Telephone	(850)	(536)	314	63%
520521	Public Information	(1,200)	(3,429)	(2,229)	286%
520524	Publications	(800)	(833)	(33)	104%
520530	Memberships	(2,850)	(1,650)	1,200	58%
520557	Intergovernmental Services	(1,200)	(568)	632	47%
520578	Insurance & Bonds	(721)	(721)	0	100%
521003	Training/Conferences	(2,300)	(349)	1,951	15%
521113	Attorney Services	(10,000)	(21,002)	(11,002)	210%
521150	Professional Services	(185,700)	(97,014)	88,686	52%
522003	Equipment Maint & Oper Supplies	(4,140)	(2,166)	1,974	52%
522021	Equipment Fund Charges	(1,806)	(1,806)	0	100%
522022	Information Systems Fund Charge	(3,972)	(3,972)	0	100%
522309	Building/Facility Rental	(1,573)	(1,573)	0	100%
523006	SHPO Grant Expense	(12,000)	(550)	11,450	5%
	<b>EXPENDITURES TOTAL</b>	<b>(582,548)</b>	<b>(496,427)</b>	<b>86,121</b>	<b>85%</b>
	<b>Department Net Totals</b>	<b>(259,059)</b>	<b>(272,315)</b>		

**100 - General Fund**

**Department #51 - Engineering**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
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	44,520	4,520	111%
	<b>REVENUES TOTAL</b>	<b>698,320</b>	<b>701,348</b>	<b>3,028</b>	<b>100%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(418,763)	(398,855)	19,908	95%
511010	Part-Time Employee Wages	(44,979)	(42,805)	2,174	95%
511020	Temporary Employee Wages	0	(1,500)	(1,500)	0%
512005	Health & Dental Benefits	(88,487)	(82,580)	5,907	93%
512008	Health Reimb Arrangement	(4,171)	(4,065)	106	97%
512010	Retirement	(84,981)	(84,234)	747	99%
512015	FICA	(35,476)	(33,729)	1,747	95%
512020	Workers Comp	(2,992)	(2,992)	0	100%
512025	Other Benefits	(2,728)	(5,106)	(2,378)	187%
512030	Other Payroll Taxes	(3,526)	(3,391)	135	96%
520110	Operating Supplies	(3,250)	(3,001)	249	92%
520120	Organization Business Expense	(250)	(563)	(313)	225%
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)	(1,691)	1,609	51%
520503	Printing	(2,500)	(1,075)	1,425	43%
520506	Postage	(550)	(880)	(330)	160%
520509	Telephone	(2,550)	(804)	1,746	32%
520521	Public Information	(500)	0	500	0%
520524	Publications	(1,045)	(50)	995	5%
520530	Memberships	(2,156)	(2,873)	(717)	133%
520557	Intergovernmental Services	(650)	(194)	456	30%
520578	Insurance & Bonds	(1,778)	(1,778)	0	100%
521003	Training/Conferences	(3,550)	(3,722)	(172)	105%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(25,520)	(13,101)	12,419	51%
522003	Equipment Maint & Oper Supplies	(3,440)	(3,201)	239	93%
522021	Equipment Fund Charges	(17,433)	(17,433)	0	100%
522022	Information Systems Fund Charge	(9,783)	(9,783)	0	100%
522306	Rents & Leases	(100)	0	100	0%
522312	Facility Maintenance Supplies	0	(347)	(347)	0%
522315	Facility Mnt/Repairs	0	(437)	(437)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(771,708)</b>	<b>(724,659)</b>	<b>47,049</b>	<b>94%</b>
	<b>Department Net Totals</b>	<b>(73,388)</b>	<b>(23,311)</b>		

100 - General Fund

Department #51 - Engineering

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	21,323,037	21,818,300		
	Fund Total Expenditures	(21,323,037)	(15,661,494)		
	Fund Net	0	6,156,805		

**100 - General Fund**

**Department #51 - Engineering**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

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G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
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**205 - Building Permits Fund**  
**Department #32 - Building Services**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	0	245	245	0%
450074	Structural Building Permits	140,775	275,717	134,942	196%
450076	Manufactured Home Permits	360	1,051	691	292%
450078	Plumbing Permits	35,020	74,389	39,369	212%
450080	Mechanical Permits	12,057	26,139	14,082	217%
450082	Structural State Surcharge	15,580	31,732	16,152	204%
450084	Manuf. Housing State Surcharge	43	108	65	252%
450086	Plumbing State Surcharge	13,925	8,846	(5,079)	64%
450088	Mechanical Plans St. Surcharge	2,610	3,159	549	121%
450106	Structural Plan Review Fees	83,330	178,437	95,107	214%
450108	Plumbing Plan Review Fees	260	1,527	1,267	587%
450110	Mechanical Plan Review Fees	874	4,163	3,289	476%
450112	FL&S Plan Review Fees	2,000	25,754	23,754	1,288%
450124	Erosion Control Fees	22,000	35,288	13,288	160%
450126	Misc - Reinspect & Invstg Fee	800	669	(131)	84%
450130	Cornelius Permit Revenue	31,870	0	(31,870)	0%
470105	Interest	5,000	6,503	1,503	130%
495005	Fund Bal Avail. for Approp.	1,180,514	1,321,023	140,509	112%
	<b>REVENUES TOTAL</b>	<b>1,547,018</b>	<b>1,994,750</b>	<b>447,732</b>	<b>129%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(311,683)	(294,913)	16,770	95%
511010	Part-Time Employee Wages	0	(3,612)	(3,612)	0%
511015	Overtime	0	(21)	(21)	0%
512005	Health & Dental Benefits	(69,956)	(56,088)	13,868	80%
512008	Health Reimb Arrangement	(3,341)	(3,238)	103	97%
512010	Retirement	(53,482)	(51,084)	2,398	96%
512015	FICA	(23,844)	(22,506)	1,338	94%
512020	Workers Comp	(1,842)	(1,842)	0	100%
512025	Other Benefits	(1,654)	(2,365)	(711)	143%
512030	Other Payroll Taxes	(2,431)	(2,300)	131	95%
520110	Operating Supplies	(975)	(411)	564	42%
520120	Organization Business Expense	(400)	(824)	(424)	206%
520130	Personnel Uniforms & Equipment	0	(696)	(696)	0%
520190	Computer Software	(3,200)	0	3,200	0%
520220	Small Equipment	(1,000)	(4,083)	(3,083)	408%
520503	Printing	(1,000)	(1,185)	(185)	118%
520506	Postage	0	(401)	(401)	0%
520509	Telephone	(1,300)	(2,245)	(945)	173%
520521	Public Information	(150)	(82)	68	55%
520524	Publications	(2,000)	(924)	1,076	46%
520530	Memberships	(950)	(1,338)	(388)	141%
520533	Recruiting Expenses	0	(77)	(77)	0%
520557	Intergovernmental Services	(40,569)	(46,467)	(5,898)	115%
520578	Insurance & Bonds	(1,016)	(1,016)	0	100%
521003	Training/Conferences	(4,250)	(2,588)	1,662	61%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(24,250)	(25,031)	(781)	103%
521172	Bank Service Fees	(150)	(102)	48	68%
522003	Equipment Maint & Oper Supplies	(900)	0	900	0%
522021	Equipment Fund Charges	(9,839)	(9,839)	0	100%

**205 - Building Permits Fund**  
**Department #32 - Building Services**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522022	Information Systems Fund Charge	(5,527)	(5,527)	0	100%
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%
	<b>EXPENDITURES TOTAL</b>	<b>(1,547,018)</b>	<b>(592,614)</b>	<b>954,404</b>	<b>38%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,402,136</b>		
	<b>Fund Total Revenues</b>	<b>1,547,018</b>	<b>1,994,750</b>		
	<b>Fund Total Expenditures</b>	<b>(1,547,018)</b>	<b>(592,614)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,402,136</b>		

**210 - Street Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422015	State Gas Tax	1,286,744	1,268,283	(18,461)	99%
422025	County Gas Tax	82,177	83,288	1,111	101%
440172	Streetlight Fee	140,000	152,843	12,843	109%
440190	External Work Performed	1,000	0	(1,000)	0%
450057	Other	0	10,562	10,562	0%
450100	Street Improv Fee-N Central Proje	0	18,550	18,550	0%
450114	Street Improv Fee-Pac Cross-SG	0	840	840	0%
470105	Interest	3,650	3,373	(277)	92%
470131	Sidewalk Program Interest	0	1,213	1,213	0%
470132	Sidewalk Program Principal	0	14,162	14,162	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%
	<b>REVENUES TOTAL</b>	<b>2,678,616</b>	<b>2,596,840</b>	<b>(81,776)</b>	<b>97%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(178,064)	(198,280)	(20,216)	111%
511015	Overtime	(7,094)	(1,350)	5,745	19%
512005	Health & Dental Benefits	(59,357)	(57,967)	1,390	98%
512008	Health Reimb Arrangement	(2,162)	(2,186)	(24)	101%
512010	Retirement	(36,295)	(41,891)	(5,596)	115%
512015	FICA	(14,165)	(15,211)	(1,046)	107%
512020	Workers Comp	(4,906)	(4,906)	0	100%
512025	Other Benefits	(981)	(1,391)	(410)	142%
512030	Other Payroll Taxes	(1,441)	(1,418)	23	98%
520110	Operating Supplies	(3,000)	(872)	2,128	29%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(3,000)	(3,191)	(191)	106%
520150	Utilities	(78,000)	(86,448)	(8,448)	111%
520190	Computer Software	(3,000)	(1,604)	1,396	53%
520220	Small Equipment	(3,500)	(2,765)	735	79%
520240	Construction Supplies	(62,000)	(58,858)	3,142	95%
520280	Street Light Maint. (610-440170)	(80,000)	(73,286)	6,714	92%
520503	Printing	(500)	(177)	323	35%
520506	Postage	(200)	(11)	189	6%
520509	Telephone	(800)	(789)	11	99%
520521	Public Information	(500)	(159)	341	32%
520524	Publications	(300)	0	300	0%
520530	Memberships	(100)	(37)	64	37%
520557	Intergovernmental Services	(22,000)	(15,900)	6,100	72%
520578	Insurance & Bonds	(4,191)	(4,191)	0	100%
521003	Training/Conferences	(2,000)	(709)	1,291	35%
521150	Professional Services	(1,500)	(1,221)	279	81%
521168	Misc Medical Services	(250)	(576)	(326)	230%
521172	Bank Service Fees	(800)	(817)	(17)	102%
522003	Equipment Maint & Oper Supplies	(1,650)	(2,856)	(1,206)	173%
522012	Fuel/Oil	(1,000)	(958)	42	96%
522021	Equipment Fund Charges	(65,624)	(65,624)	0	100%
522022	Information Systems Fund Charge	(2,537)	(2,537)	0	100%
522023	General Fund Admin Services	(481,983)	(481,983)	0	100%
522306	Rents & Leases	(10,000)	(7,600)	2,400	76%

**210 - Street Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522309	Building/Facility Rental	(3,132)	(3,132)	0	100%
522312	Facility Maintenance Supplies	0	(256)	(256)	0%
522315	Facility Mnt/Repairs	(1,000)	0	1,000	0%
550181	Major Tools & Work Equipment	(15,000)	(13,580)	1,420	91%
550563	Construction Maintenance	(392,650)	(328,763)	63,887	84%
550575	Street Construction	(204,469)	(5,395)	199,074	3%
550580	Sidewalk Program	(100,000)	(123)	99,877	0%
551066	Safe Routes to School	(50,000)	(55,043)	(5,043)	110%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(679,315)	0	679,315	0%
<b>EXPENDITURES TOTAL</b>		<b>(2,678,616)</b>	<b>(1,544,059)</b>	<b>1,134,557</b>	<b>58%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>1,052,781</b>		
<b>Fund Total Revenues</b>		<b>2,678,616</b>	<b>2,596,840</b>		
<b>Fund Total Expenditures</b>		<b>(2,678,616)</b>	<b>(1,544,059)</b>		
<b>Fund Net</b>		<b>0</b>	<b>1,052,781</b>		

**212 - Street Tree Fund**

Department #31 - Planning

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
450140	Tree Planting Fees	40,000	28,720	(11,280)	72%
470105	Interest	75	25	(50)	34%
495005	Fund Bal Avail. for Approp.	12,676	25,553	12,877	202%
	<b>REVENUES TOTAL</b>	<b>52,751</b>	<b>54,299</b>	<b>1,548</b>	<b>103%</b>
<b>EXPENDITURES</b>					
520290	Street Tree Planting	(46,001)	(37,582)	8,419	82%
570103	Transfer to General Fund	(6,750)	(6,750)	0	100%
	<b>EXPENDITURES TOTAL</b>	<b>(52,751)</b>	<b>(44,332)</b>	<b>8,419</b>	<b>84%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>9,967</b>		
	<b>Fund Total Revenues</b>	<b>52,751</b>	<b>54,299</b>		
	<b>Fund Total Expenditures</b>	<b>(52,751)</b>	<b>(44,332)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>9,967</b>		

**225 - Fire Equipment Repl. Fund**  
**Department #23 - Fire Equipment Repl Fund**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420010	Rural District Share	195,500	187,312	(8,188)	96%
420065	State Fire Conflagration Reimburs	0	14,615	14,615	0%
445015	Sale of Equipment	40,000	6,375	(33,625)	16%
470105	Interest	2,000	1,449	(551)	72%
481005	Transfer from Other Funds	167,000	167,000	0	100%
495005	Fund Bal Avail. for Approp.	443,180	443,664	484	100%
	<b>REVENUES TOTAL</b>	<b>847,680</b>	<b>820,415</b>	<b>(27,265)</b>	<b>97%</b>
<b>EXPENDITURES</b>					
550181	Major Tools & Work Equipment	(71,250)	(59,760)	11,490	84%
551261	Equipment Replacement	(326,000)	(329,480)	(3,480)	101%
580206	Contingency	(70,275)	0	70,275	0%
590304	Unapp Fund Balance	(380,155)	0	380,155	0%
	<b>EXPENDITURES TOTAL</b>	<b>(847,680)</b>	<b>(389,240)</b>	<b>458,440</b>	<b>46%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>431,175</b>		
	<b>Fund Total Revenues</b>	<b>847,680</b>	<b>820,415</b>		
	<b>Fund Total Expenditures</b>	<b>(847,680)</b>	<b>(389,240)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>431,175</b>		

**226 - Fire SAFER Grant Fund**

Department #22 - Fire

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430214	Homeland Security Grant	284,503	214,119	(70,384)	75%
495005	Fund Bal Avail. for Approp.	0	1,774	1,774	0%
	<b>REVENUES TOTAL</b>	<b>284,503</b>	<b>215,893</b>	<b>(68,610)</b>	<b>76%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(176,200)	(131,172)	45,028	74%
511015	Overtime	0	0	0	0%
512005	Health & Dental Benefits	(43,275)	(35,368)	7,907	82%
512008	Health Reimb Arrangement	(1,582)	0	1,582	0%
512010	Retirement	(40,174)	(30,532)	9,642	76%
512015	Fica	(13,479)	(11,133)	2,346	83%
512020	Workers Comp	(3,345)	(3,345)	0	100%
512025	Other Benefits	(1,114)	(1,134)	(20)	102%
512030	Other Payroll Taxes	(1,334)	(1,137)	197	85%
520110	Operating Supplies	(4,000)	(936)	3,064	23%
	<b>EXPENDITURES TOTAL</b>	<b>(284,503)</b>	<b>(214,757)</b>	<b>69,746</b>	<b>75%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,136</b>		
	<b>Fund Total Revenues</b>	<b>284,503</b>	<b>215,893</b>		
	<b>Fund Total Expenditures</b>	<b>(284,503)</b>	<b>(214,757)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,136</b>		

**240 - Bikeway Development Fund**

Department #52 - Streets & Traffic

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422015	State Gas Tax	12,586	12,811	225	102%
480006	Reimbursements	43	6,304	6,261	#####%
495005	Fund Bal Avail. for Approp.	8,536	8,035	(501)	94%
	<b>REVENUES TOTAL</b>	<b>21,165</b>	<b>27,150</b>	<b>5,985</b>	<b>128%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(21,165)	(6,026)	15,139	28%
	<b>EXPENDITURES TOTAL</b>	<b>(21,165)</b>	<b>(6,026)</b>	<b>15,139</b>	<b>28%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>21,124</b>		
	<b>Fund Total Revenues</b>	<b>21,165</b>	<b>27,150</b>		
	<b>Fund Total Expenditures</b>	<b>(21,165)</b>	<b>(6,026)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>21,124</b>		

**265 - Transportation Services Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: June, 2015

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
430725	DHS Transportation Grant	570,000	406,267	(163,733)	71%
	<b>REVENUES TOTAL</b>	<b>570,000</b>	<b>406,267</b>	<b>(163,733)</b>	<b>71%</b>
<b>EXPENDITURES</b>					
523015	Transportation Grant	(570,000)	(335,021)	234,979	59%
	<b>EXPENDITURES TOTAL</b>	<b>(570,000)</b>	<b>(335,021)</b>	<b>234,979</b>	<b>59%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>71,246</b>		
	<b>Fund Total Revenues</b>	<b>570,000</b>	<b>406,267</b>		
	<b>Fund Total Expenditures</b>	<b>(570,000)</b>	<b>(335,021)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>71,246</b>		

**270 - Facility Major Maintenance Fund**  
**Department #12 - Administration Services**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420050	Rural Fire District	32,500	23,666	(8,834)	73%
470105	Interest	3,500	3,901	401	111%
481007	Transfer from General Fund	500,000	500,000	0	100%
495005	Fund Bal Avail. for Approp.	618,738	607,691	(11,047)	98%
	<b>REVENUES TOTAL</b>	<b>1,154,738</b>	<b>1,135,259</b>	<b>(19,479)</b>	<b>98%</b>
<b>EXPENDITURES</b>					
550166	Building Improvements	(500,000)	(20,203)	479,797	4%
550170	Capital Projects - Support Service	0	(15,735)	(15,735)	0%
550171	Capital Projects - Public Safety	0	(74,514)	(74,514)	0%
550173	Capital Projects - Aquatic Center	0	(238,359)	(238,359)	0%
590304	Unapp Fund Balance	(654,738)	0	654,738	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,154,738)</b>	<b>(348,812)</b>	<b>805,926</b>	<b>30%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>786,447</b>		
	<b>Fund Total Revenues</b>	<b>1,154,738</b>	<b>1,135,259</b>		
	<b>Fund Total Expenditures</b>	<b>(1,154,738)</b>	<b>(348,812)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>786,447</b>		

**275 - Community Enhancement Fund**  
**Department #12 - Administration Services**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
420025	Metro Enhancement Fee	53,800	56,965	3,165	106%
431001	Repayment of Grants	0	75	75	0%
495005	Fund Bal Avail. for Approp.	16,297	13,526	(2,771)	83%
	<b>REVENUES TOTAL</b>	<b>70,097</b>	<b>70,565</b>	<b>468</b>	<b>101%</b>
<b>EXPENDITURES</b>					
523003	Comm Enhancement Grants	(56,604)	(47,680)	8,924	84%
523004	CEP Carryover	(5,082)	(1,871)	3,211	37%
590304	Unapp Fund Balance	(8,411)	0	8,411	0%
	<b>EXPENDITURES TOTAL</b>	<b>(70,097)</b>	<b>(49,551)</b>	<b>20,546</b>	<b>71%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>21,014</b>		
	<b>Fund Total Revenues</b>	<b>70,097</b>	<b>70,565</b>		
	<b>Fund Total Expenditures</b>	<b>(70,097)</b>	<b>(49,551)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>21,014</b>		

**280 - Public Arts Fund**

Department #11 - Legislative & Executive

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	80	39	(41)	49%
471025	Public Arts Comm. Donations	2,000	1,565	(435)	78%
495005	Fund Bal Avail. for Approp.	14,705	13,231	(1,474)	90%
	<b>REVENUES TOTAL</b>	<b>16,785</b>	<b>14,836</b>	<b>(1,949)</b>	<b>88%</b>
<b>EXPENDITURES</b>					
520564	Public Arts Comm. Expenditures	(16,785)	(5,928)	10,857	35%
	<b>EXPENDITURES TOTAL</b>	<b>(16,785)</b>	<b>(5,928)</b>	<b>10,857</b>	<b>35%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>8,908</b>		
	<b>Fund Total Revenues</b>	<b>16,785</b>	<b>14,836</b>		
	<b>Fund Total Expenditures</b>	<b>(16,785)</b>	<b>(5,928)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>8,908</b>		

**310 - Traffic Impact Fund**  
**Department #52 - Streets & Traffic**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
470105	Interest	16,036	14,875	(1,161)	93%
495005	Fund Bal Avail. for Approp.	3,136,505	3,135,108	(1,397)	100%
	<b>REVENUES TOTAL</b>	<b>3,152,541</b>	<b>3,149,983</b>	<b>(2,558)</b>	<b>100%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(3,152,541)	0	3,152,541	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,152,541)</b>	<b>0</b>	<b>3,152,541</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,149,983</b>		
	<b>Fund Total Revenues</b>	<b>3,152,541</b>	<b>3,149,983</b>		
	<b>Fund Total Expenditures</b>	<b>(3,152,541)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>3,149,983</b>		

**311 - Transportation Development Tax Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451070	Transportation Development Tax	533,200	986,970	453,770	185%
470105	Interest	15,880	20,243	4,363	127%
495005	Fund Bal Avail. for Approp.	3,251,145	3,392,358	141,213	104%
	<b>REVENUES TOTAL</b>	<b>3,800,225</b>	<b>4,399,571</b>	<b>599,346</b>	<b>116%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(3,800,225)	0	3,800,225	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,800,225)</b>	<b>0</b>	<b>3,800,225</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>4,399,571</b>		
	<b>Fund Total Revenues</b>	<b>3,800,225</b>	<b>4,399,571</b>		
	<b>Fund Total Expenditures</b>	<b>(3,800,225)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>4,399,571</b>		

**320 - Park Acq. & Dev Fund**  
**Department #16 - Parks & Recreation**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
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	309,000	(51,000)	86%
470105	Interest	8,000	7,252	(748)	91%
495005	Fund Bal Avail. for Approp.	1,316,528	1,354,581	38,053	103%
	<b>REVENUES TOTAL</b>	<b>2,080,028</b>	<b>1,770,834</b>	<b>(309,194)</b>	<b>85%</b>
<b>EXPENDITURES</b>					
521150	Professional Services	(200,000)	(47,832)	152,168	24%
550200	Parks Projects - General	(1,446,778)	(261,656)	1,185,122	18%
550248	Trails and Greenways	(433,250)	(3,255)	429,995	1%
	<b>EXPENDITURES TOTAL</b>	<b>(2,080,028)</b>	<b>(312,743)</b>	<b>1,767,285</b>	<b>15%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,458,090</b>		
	<b>Fund Total Revenues</b>	<b>2,080,028</b>	<b>1,770,834</b>		
	<b>Fund Total Expenditures</b>	<b>(2,080,028)</b>	<b>(312,743)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,458,090</b>		

**330 - Capital Projects Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	8,500	8,198	(302)	96%
495005	Fund Bal Avail. for Approp.	1,827,680	1,570,033	(257,647)	86%
	<b>REVENUES TOTAL</b>	<b>1,836,180</b>	<b>1,578,231</b>	<b>(257,949)</b>	<b>86%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(1,836,180)	0	1,836,180	0%
550188	Times Litho Site	0	(4,700)	(4,700)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,836,180)</b>	<b>(4,700)</b>	<b>1,831,480</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,573,531</b>		
	<b>Fund Total Revenues</b>	<b>1,836,180</b>	<b>1,578,231</b>		
	<b>Fund Total Expenditures</b>	<b>(1,836,180)</b>	<b>(4,700)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,573,531</b>		

**350 - CIP Excise Tax Fund**

**Department #12 - Administration Services**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
450200	C.I.P. Fees	294,000	342,765	48,765	117%
470105	Interest	750	438	(312)	58%
495005	Fund Bal Avail. for Approp.	149,761	169,309	19,548	113%
	<b>REVENUES TOTAL</b>	<b>444,511</b>	<b>512,512</b>	<b>68,001</b>	<b>115%</b>
<b>EXPENDITURES</b>					
550170	Capital Projects - Support Service	(88,123)	(21,320)	66,803	24%
550171	Capital Projects - Public Safety	(80,002)	(73,134)	6,868	91%
570127	Transfer to Other Funds	(276,386)	(276,386)	0	100%
	<b>EXPENDITURES TOTAL</b>	<b>(444,511)</b>	<b>(370,840)</b>	<b>73,671</b>	<b>83%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>141,671</b>		
	<b>Fund Total Revenues</b>	<b>444,511</b>	<b>512,512</b>		
	<b>Fund Total Expenditures</b>	<b>(444,511)</b>	<b>(370,840)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>141,671</b>		

**410 - General Debt Service Fund**

Department #19 -

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	494,500	499,383	4,883	101%
411150	Property Tax Prior Years	9,500	10,537	1,037	111%
470105	Interest	1,100	1,479	379	134%
495005	Fund Bal Avail. for Approp.	48,834	47,372	(1,462)	97%
	<b>REVENUES TOTAL</b>	<b>553,934</b>	<b>558,771</b>	<b>4,837</b>	<b>101%</b>
<b>EXPENDITURES</b>					
562008	Principal - 2010 Series	(480,000)	(480,000)	0	100%
562048	Interest - 2010 Series	(31,600)	(31,600)	0	100%
590304	Unapp Fund Balance	(42,334)	0	42,334	0%
	<b>EXPENDITURES TOTAL</b>	<b>(553,934)</b>	<b>(511,600)</b>	<b>42,334</b>	<b>92%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>47,171</b>		
	<b>Fund Total Revenues</b>	<b>553,934</b>	<b>558,771</b>		
	<b>Fund Total Expenditures</b>	<b>(553,934)</b>	<b>(511,600)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>47,171</b>		

**430 - SPWF-Debt Service Fund**

Department #19 -

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
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%
	<b>REVENUES TOTAL</b>	<b>37,235</b>	<b>37,236</b>	<b>1</b>	<b>100%</b>
<b>EXPENDITURES</b>					
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%
	<b>EXPENDITURES TOTAL</b>	<b>(37,235)</b>	<b>(26,118)</b>	<b>11,117</b>	<b>70%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>11,118</b>		
	<b>Fund Total Revenues</b>	<b>37,235</b>	<b>37,236</b>		
	<b>Fund Total Expenditures</b>	<b>(37,235)</b>	<b>(26,118)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>11,118</b>		

**505 - Library Endowment Fund**  
**Department #14 - Library**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	210	206	(4)	98%
495005	Fund Bal Avail. for Approp.	0	283	283	0%
495006	Restricted Fund Balance	41,452	41,186	(266)	99%
	<b>REVENUES TOTAL</b>	<b>41,662</b>	<b>41,676</b>	<b>14</b>	<b>100%</b>
<b>EXPENDITURES</b>					
520220	Small Equipment	(475)	0	475	0%
590304	Unapp Fund Balance	(41,187)	0	41,187	0%
	<b>EXPENDITURES TOTAL</b>	<b>(41,662)</b>	<b>0</b>	<b>41,662</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>41,676</b>		
	<b>Fund Total Revenues</b>	<b>41,662</b>	<b>41,676</b>		
	<b>Fund Total Expenditures</b>	<b>(41,662)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>41,676</b>		

**610 - Light Fund**

**Department #41 - Light & Power**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440035	NSF Handling Charge	1,500	2,079	579	139%
440105	Residential Sales	7,637,739	7,333,566	(304,173)	96%
440110	General Service - 1 ph Sales	671,270	648,921	(22,349)	97%
440112	General Service - 3 ph Sales	668,449	763,224	94,775	114%
440120	Industrial Service - Special Contra	1,847,896	1,821,922	(25,974)	99%
440125	Large Commercial Industrial	3,981,429	3,990,054	8,625	100%
440130	Public Street Lighting Sales	68,875	82,154	13,279	119%
440135	Rental Lights	105,295	99,569	(5,726)	95%
440140	Irrigation Service	5,927	4,887	(1,040)	82%
440150	Green Power Units	10,800	7,944	(2,856)	74%
440165	Connection Charges	60,000	210,291	150,291	350%
440170	Street Light Maint. (210-520280)	73,000	73,000	0	100%
440175	Disconnect/Reconnect Charges	22,500	21,764	(736)	97%
440180	Pole Rental	21,749	21,440	(309)	99%
440302	Auditorium Rental	24,142	26,038	1,896	108%
445005	Sale of Scrap	15,000	13,996	(1,004)	93%
445010	Sale of Materials	2,500	0	(2,500)	0%
445015	Sale of Equipment	3,000	0	(3,000)	0%
450057	Other	30,000	45,478	15,478	152%
470105	Interest	31,020	13,729	(17,291)	44%
480006	Reimbursements	0	10	10	0%
480020	Conservation Incentive Reimburse	200,000	266,029	66,029	133%
495005	Fund Bal Avail. for Approp.	5,874,926	6,080,395	205,469	103%
	<b>REVENUES TOTAL</b>	<b>21,357,017</b>	<b>21,526,491</b>	<b>169,474</b>	<b>101%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(2,036,656)	(1,971,755)	64,901	97%
511010	Part-Time Employee Wages	(7,800)	(32,709)	(24,909)	419%
511015	Overtime	(97,920)	(73,894)	24,026	75%
511020	Temporary Employee Wages	(28,000)	(18,819)	9,181	67%
512005	Health & Dental Benefits	(433,426)	(370,417)	63,009	85%
512008	Health Reimb Arrangement	(21,244)	(20,027)	1,217	94%
512010	Retirement	(429,060)	(419,797)	9,263	98%
512015	Fica	(166,034)	(156,219)	9,815	94%
512020	Workers Comp	(26,911)	(26,911)	0	100%
512025	Other Benefits	(11,503)	(11,756)	(253)	102%
512030	Other Payroll Taxes	(16,451)	(15,940)	511	97%
520110	Operating Supplies	(12,000)	(13,445)	(1,445)	112%
520120	Organization Business Expense	(15,650)	(10,701)	4,949	68%
520130	Personnel Uniforms & Equipment	(31,200)	(30,953)	247	99%
520150	Utilities	(30,968)	(27,595)	3,373	89%
520180	Subscriptions & Books	(1,000)	(487)	513	49%
520190	Computer Software	(12,500)	(10,677)	1,823	85%
520200	Computer Software Maintenance	(6,800)	(4,674)	2,126	69%
520220	Small Equipment	(40,000)	(39,136)	864	98%
520240	Construction Supplies	(720,000)	(829,081)	(109,081)	115%
520260	Purchased Power	(9,170,003)	(8,942,399)	227,604	98%
520270	Miscellaneous	(1,000)	(423)	577	42%
520503	Printing	(2,000)	(2,131)	(131)	107%
520506	Postage	(3,000)	(902)	2,098	30%
520509	Telephone	(10,000)	(8,041)	1,959	80%

**610 - Light Fund**

**Department #41 - Light & Power**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
520521	Public Information	(42,000)	(28,807)	13,193	69%
520524	Publications	(2,150)	(379)	1,771	18%
520530	Memberships	(105,932)	(90,936)	14,996	86%
520533	Recruiting Expenses	(3,500)	(195)	3,305	6%
520542	Bill Paying Assistance Program	(75,000)	(73,342)	1,658	98%
520554	Conservation Incentives	(50,000)	(5,227)	44,773	10%
520555	Industrial Conservation Augmenta	(200,000)	(276,022)	(76,022)	138%
520556	Green Power Info & Promotion	(2,000)	0	2,000	0%
520557	Intergovernmental Services	(16,500)	(13,514)	2,986	82%
520578	Insurance & Bonds	(43,116)	(42,780)	336	99%
521003	Training/Conferences	(48,200)	(26,438)	21,762	55%
521113	Attorney Services	(5,000)	0	5,000	0%
521150	Professional Services	(59,800)	(62,885)	(3,085)	105%
521162	Consultants	(38,000)	0	38,000	0%
521165	Contracts for Services	(95,000)	(71,129)	23,871	75%
521168	Misc Medical Services	(3,850)	(2,430)	1,420	63%
521172	Bank Service Fees	(45,000)	(66,988)	(21,988)	149%
522003	Equipment Maint & Oper Supplies	(30,000)	(24,194)	5,806	81%
522006	Equipment/Vehicle Rental	(5,000)	(4,661)	339	93%
522009	Vehicle Maint & Oper Supplies	(39,500)	(40,344)	(844)	102%
522010	Vehicle Maint External	(22,000)	(33,948)	(11,948)	154%
522012	Fuel/Oil	(41,355)	(40,802)	553	99%
522022	Information Systems Fund Charge	(21,472)	(21,472)	0	100%
522023	General Fund Admin Services	(1,184,807)	(1,184,807)	0	100%
522306	Rents & Leases	(14,650)	(5,289)	9,361	36%
522312	Facility Maintenance Supplies	(10,700)	(5,801)	4,899	54%
522315	Facility Mnt/Repairs	(12,500)	(12,711)	(211)	102%
550166	Building Improvements	(183,000)	(191,374)	(8,374)	105%
550181	Major Tools & Work Equipment	(50,000)	(27,109)	22,891	54%
550959	Substation Improvements	(1,250,000)	(1,329,844)	(79,844)	106%
550962	System Additions & Upgrades	(25,000)	(289)	24,711	1%
551260	Vehicle Replacement	(175,000)	(490,669)	(315,669)	280%
551261	Equipment Replacement	(145,000)	(116,268)	28,732	80%
570127	Transfer to Other Funds	(136,757)	(135,759)	998	99%
570130	In-Lieu of Tax	(770,519)	(770,519)	0	100%
580206	Contingency	(850,000)	0	850,000	0%
590304	Unapp Fund Balance	(2,223,583)	0	2,223,583	0%
<b>EXPENDITURES TOTAL</b>		<b>(21,357,017)</b>	<b>(18,235,824)</b>	<b>3,121,193</b>	<b>85%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>3,290,667</b>		
<b>Fund Total Revenues</b>		<b>21,357,017</b>	<b>21,526,491</b>		
<b>Fund Total Expenditures</b>		<b>(21,357,017)</b>	<b>(18,235,824)</b>		
<b>Fund Net</b>		<b>0</b>	<b>3,290,667</b>		

**620 - Sewer Fund**

**Department #54 - Sewer**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440105	Residential Sales	3,772,999	3,708,154	(64,845)	98%
440106	Commercial Sales	849,973	1,007,292	157,319	119%
440120	Industrial Service - Special Contr	212,425	227,433	15,008	107%
445010	Sale of Materials	0	546	546	0%
450057	Other	800	659	(141)	82%
451040	Sewer Laterals	2,000	4,140	2,140	207%
470105	Interest	11,978	10,680	(1,298)	89%
495005	Fund Bal Avail. for Approp.	2,394,391	2,468,589	74,198	103%
	<b>REVENUES TOTAL</b>	<b>7,244,566</b>	<b>7,427,494</b>	<b>182,928</b>	<b>103%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(217,058)	(162,315)	54,743	75%
511015	Overtime	(2,069)	(1,789)	280	86%
512005	Health & Dental Benefits	(68,299)	(67,377)	922	99%
512008	Health Reimb Arrangement	(2,530)	(2,568)	(38)	101%
512010	Retirement	(45,434)	(34,170)	11,264	75%
512015	FICA	(16,798)	(12,580)	4,218	75%
512020	Workers Comp	(6,399)	(6,399)	0	100%
512025	Other Benefits	(1,164)	(1,693)	(529)	145%
512030	Other Payroll Taxes	(1,700)	(1,683)	17	99%
520110	Operating Supplies	(3,000)	(1,507)	1,493	50%
520120	Organization Business Expense	(150)	(62)	88	41%
520130	Personnel Uniforms & Equipment	(3,250)	(3,542)	(292)	109%
520150	Utilities	(2,200)	(2,196)	4	100%
520190	Computer Software	(4,900)	(3,172)	1,728	65%
520220	Small Equipment	(6,000)	(4,498)	1,502	75%
520240	Construction Supplies	(7,000)	(3,792)	3,208	54%
520503	Printing	(200)	(27)	173	13%
520506	Postage	(400)	(60)	340	15%
520509	Telephone	(800)	(438)	362	55%
520521	Public Information	(200)	(76)	124	38%
520524	Publications	(300)	0	300	0%
520530	Memberships	(700)	(1,117)	(417)	160%
520557	Intergovernmental Services	(3,670,791)	(3,718,304)	(47,513)	101%
520578	Insurance & Bonds	(25,145)	(25,145)	0	100%
521003	Training/Conferences	(2,825)	(2,164)	661	77%
521150	Professional Services	(3,500)	(3,967)	(467)	113%
521168	Misc Medical Services	(500)	(296)	204	59%
521172	Bank Service Fees	(23,000)	(22,321)	679	97%
522003	Equipment Maint & Oper Supplies	(1,900)	(2,722)	(822)	143%
522012	Fuel/Oil	(100)	(13)	87	13%
522021	Equipment Fund Charges	(110,799)	(110,799)	0	100%
522022	Information Systems Fund Charge	(2,541)	(2,541)	0	100%
522023	General Fund Admin Services	(473,345)	(473,345)	0	100%
522306	Rents & Leases	(500)	(966)	(466)	193%
522309	Building/Facility Rental	(6,264)	(6,264)	0	100%
522312	Facility Maintenance Supplies	(300)	(331)	(31)	110%
522315	Facility Mnt/Repairs	(500)	(519)	(19)	104%
550181	Major Tools & Work Equipment	(2,500)	(5,000)	(2,500)	200%
550763	Sewer Construction	(30,000)	0	30,000	0%
562001	Principal-CWS/City Phase III Reh	(88,115)	(86,489)	1,626	98%

**620 - Sewer Fund**

**Department #54 - Sewer**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
562041	Interest - CWS/City Phase III Reh	(5,890)	(7,515)	(1,625)	128%
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%
	<b>EXPENDITURES TOTAL</b>	<b>(7,244,566)</b>	<b>(4,831,000)</b>	<b>2,413,566</b>	<b>67%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>2,596,495</b>		
	<b>Fund Total Revenues</b>	<b>7,244,566</b>	<b>7,427,494</b>		
	<b>Fund Total Expenditures</b>	<b>(7,244,566)</b>	<b>(4,831,000)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>2,596,495</b>		

**622 - Sewer SDC Fund**

Department #54 - Sewer

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451005	System Development Charge	784,000	524,259	(259,741)	67%
451042	Sunset Sewer Connection Fee	1,000	0	(1,000)	0%
470105	Interest	2,274	5,294	3,020	233%
495005	Fund Bal Avail. for Approp.	909,718	1,224,873	315,155	135%
	<b>REVENUES TOTAL</b>	<b>1,696,992</b>	<b>1,754,426</b>	<b>57,434</b>	<b>103%</b>
<b>EXPENDITURES</b>					
520557	Intergovernmental Services	(727,200)	(419,407)	307,793	58%
550760	Construction Projects	(396,000)	(4,516)	391,484	1%
562002	Principal-CWS/City Sunset Drive	(104,478)	(104,478)	0	100%
562042	Interest - CWS/City Sunset Drive	(17,516)	(17,516)	0	100%
580206	Contingency	(300,000)	0	300,000	0%
590304	Unapp Fund Balance	(151,798)	0	151,798	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,696,992)</b>	<b>(545,918)</b>	<b>1,151,074</b>	<b>32%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,208,508</b>		
	<b>Fund Total Revenues</b>	<b>1,696,992</b>	<b>1,754,426</b>		
	<b>Fund Total Expenditures</b>	<b>(1,696,992)</b>	<b>(545,918)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,208,508</b>		

**630 - Water Fund**

**Department #53 - Water**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440105	Residential Sales	2,314,641	2,521,223	206,582	109%
440106	Commercial Sales	687,947	799,702	111,755	116%
440118	Multi-Family Sales	387,468	393,197	5,729	101%
440120	Industrial Service - Special Contra	300,361	323,429	23,068	108%
440160	Non-Metered Sales	34,901	31,581	(3,320)	90%
440165	Connection Charges	22,880	61,382	38,502	268%
440190	External Work Performed	0	667	667	0%
440305	Building Rental Income	35,928	35,928	0	100%
445025	Timber Sales - Even Fiscal Years	937,500	0	(937,500)	0%
445026	Timber Sales - Odd Fiscal Years	0	933,656	933,656	0%
450057	Other	5,000	3,890	(1,110)	78%
470105	Interest	17,362	20,102	2,740	116%
480006	Reimbursements	0	16,820	16,820	0%
495005	Fund Bal Avail. for Approp.	3,469,823	3,967,502	497,679	114%
	<b>REVENUES TOTAL</b>	<b>8,213,811</b>	<b>9,109,079</b>	<b>895,268</b>	<b>111%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(557,288)	(554,366)	2,922	99%
511015	Overtime	(29,560)	(33,826)	(4,266)	114%
512005	Health & Dental Benefits	(166,925)	(144,786)	22,139	87%
512008	Health Reimb Arrangement	(6,561)	(6,116)	445	93%
512010	Retirement	(119,881)	(116,875)	3,006	97%
512015	FICA	(44,894)	(44,737)	157	100%
512020	Workers Comp	(14,326)	(14,326)	0	100%
512025	Other Benefits	(3,111)	(3,832)	(721)	123%
512030	Other Payroll Taxes	(4,554)	(4,354)	200	96%
520110	Operating Supplies	(101,700)	(55,492)	46,208	55%
520120	Organization Business Expense	(250)	(3)	247	1%
520130	Personnel Uniforms & Equipment	(5,900)	(4,799)	1,101	81%
520150	Utilities	(82,468)	(74,445)	8,023	90%
520190	Computer Software	(4,200)	(3,229)	971	77%
520220	Small Equipment	(16,000)	(6,134)	9,867	38%
520240	Construction Supplies	(182,000)	(189,031)	(7,031)	104%
520250	JWC Water Purchases	(250,000)	(343,876)	(93,876)	138%
520503	Printing	(2,500)	(753)	1,747	30%
520506	Postage	(1,050)	(907)	143	86%
520509	Telephone	(6,198)	(5,635)	563	91%
520521	Public Information	(250)	(186)	64	74%
520524	Publications	(532)	(47)	485	9%
520530	Memberships	(1,258)	(642)	617	51%
520533	Recruiting Expenses	0	(2,278)	(2,278)	0%
520548	Watershed Management	(10,000)	(18,503)	(8,503)	185%
520550	Watershed Maintenance	(20,000)	(80)	19,920	0%
520551	Timber Harvesting - Odd Fiscal Ye	(377,000)	(261,915)	115,085	69%
520552	Timber Harvesting - Even Fiscal Y	0	(589)	(589)	0%
520557	Intergovernmental Services	(79,207)	(56,260)	22,947	71%
520578	Insurance & Bonds	(23,762)	(23,762)	0	100%
521003	Training/Conferences	(7,600)	(2,103)	5,497	28%
521113	Attorney Services	(6,500)	0	6,500	0%
521150	Professional Services	(57,750)	(50,956)	6,794	88%
521168	Misc Medical Services	0	(1,245)	(1,245)	0%

**630 - Water Fund**

**Department #53 - Water**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
521172	Bank Service Fees	(20,000)	(20,169)	(169)	101%
522003	Equipment Maint & Oper Supplies	(6,600)	(15,888)	(9,288)	241%
522012	Fuel/Oil	(200)	(88)	112	44%
522021	Equipment Fund Charges	(139,125)	(139,125)	0	100%
522022	Information Systems Fund Charge	(10,455)	(10,455)	0	100%
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)	(9,804)	4,896	67%
522315	Facility Mnt/Repairs	(27,000)	(14,575)	12,425	54%
550181	Major Tools & Work Equipment	(63,500)	(23,762)	39,738	37%
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)	(150,405)	88,185	63%
550666	Water Line Extension	(300,000)	(1,061)	298,939	0%
550669	Water Treatment Plant Equip	(188,000)	(192,491)	(4,491)	102%
550672	Watershed Capital	(20,000)	(14,026)	5,974	70%
550760	Construction Projects	(15,000)	(1,027)	13,973	7%
562011	2013 Refunding FFCO - Principal	(285,000)	(285,000)	0	100%
562030	Principal - Scoggins Reservoir	(34,153)	(34,154)	(1)	100%
562046	2013 Refunding FFCO - Interest	(78,090)	(78,090)	0	100%
562070	Interest - Scoggins Reservoir	(38,645)	(38,643)	2	100%
570127	Transfer to Other Funds	(54,886)	(54,886)	0	100%
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%
<b>EXPENDITURES TOTAL</b>		<b>(8,213,811)</b>	<b>(4,130,954)</b>	<b>4,082,857</b>	<b>50%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>4,978,125</b>		
<b>Fund Total Revenues</b>		<b>8,213,811</b>	<b>9,109,079</b>		
<b>Fund Total Expenditures</b>		<b>(8,213,811)</b>	<b>(4,130,954)</b>		
<b>Fund Net</b>		<b>0</b>	<b>4,978,125</b>		

**632 - Water SDC Fund**

**Department #53 - Water**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451005	System Development Charge	376,591	510,780	134,189	136%
470105	Interest	16,605	18,499	1,894	111%
495005	Fund Bal Avail. for Approp.	3,169,827	3,477,975	308,148	110%
	<b>REVENUES TOTAL</b>	<b>3,563,023</b>	<b>4,007,253</b>	<b>444,230</b>	<b>112%</b>
<b>EXPENDITURES</b>					
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%
	<b>EXPENDITURES TOTAL</b>	<b>(3,563,023)</b>	<b>(5,000)</b>	<b>3,558,023</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>4,002,253</b>		
	<b>Fund Total Revenues</b>	<b>3,563,023</b>	<b>4,007,253</b>		
	<b>Fund Total Expenditures</b>	<b>(3,563,023)</b>	<b>(5,000)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>4,002,253</b>		

**640 - Surface Water Management Fund**

**Department #55 - Surf Water Mgmt**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440101	Surface Water Management Fees	1,117,846	1,161,501	43,655	104%
450057	Other	0	788	788	0%
470105	Interest	1,741	593	(1,148)	34%
495005	Fund Bal Avail. for Approp.	348,215	392,771	44,556	113%
<b>REVENUES TOTAL</b>		<b>1,467,802</b>	<b>1,555,652</b>	<b>87,850</b>	<b>106%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(216,770)	(229,855)	(13,085)	106%
511015	Overtime	(1,000)	(1,560)	(560)	156%
512005	Health & Dental Benefits	(72,431)	(71,100)	1,331	98%
512008	Health Reimb Arrangement	(2,661)	(2,710)	(49)	102%
512010	Retirement	(44,225)	(47,218)	(2,993)	107%
512015	FICA	(16,583)	(17,632)	(1,049)	106%
512020	Workers Comp	(6,023)	(6,023)	0	100%
512025	Other Benefits	(1,149)	(1,633)	(484)	142%
512030	Other Payroll Taxes	(1,685)	(1,739)	(54)	103%
520110	Operating Supplies	(2,000)	(438)	1,562	22%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(4,000)	(3,623)	377	91%
520150	Utilities	(1,050)	0	1,050	0%
520190	Computer Software	(3,300)	(3,298)	2	100%
520220	Small Equipment	(3,000)	(4,034)	(1,034)	134%
520240	Construction Supplies	(6,000)	(7,534)	(1,534)	126%
520503	Printing	(250)	(167)	83	67%
520506	Postage	(50)	0	50	0%
520509	Telephone	(600)	(151)	449	25%
520521	Public Information	(2,000)	(1,530)	471	76%
520524	Publications	(300)	0	300	0%
520530	Memberships	(200)	(237)	(37)	118%
520557	Intergovernmental Services	(253,388)	(252,104)	1,284	99%
520578	Insurance & Bonds	(9,914)	(9,914)	0	100%
521003	Training/Conferences	(2,000)	(753)	1,247	38%
521150	Professional Services	(55,000)	(24,469)	30,531	44%
521168	Misc Medical Services	(500)	(351)	149	70%
521172	Bank Service Fees	(4,000)	(4,593)	(593)	115%
522003	Equipment Maint & Oper Supplies	(2,000)	(1,649)	351	82%
522012	Fuel/Oil	(100)	(17)	83	17%
522021	Equipment Fund Charges	(139,108)	(139,108)	0	100%
522022	Information Systems Fund Charge	(1,138)	(1,138)	0	100%
522023	General Fund Admin Services	(170,040)	(170,040)	0	100%
522306	Rents & Leases	(400)	0	400	0%
522309	Building/Facility Rental	(3,132)	(3,132)	0	100%
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%
<b>EXPENDITURES TOTAL</b>		<b>(1,467,802)</b>	<b>(1,064,096)</b>	<b>403,706</b>	<b>72%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>491,556</b>		

**640 - Surface Water Management Fund**

Department #55 - Surf Water Mgmt

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	1,467,802	1,555,652		
	Fund Total Expenditures	(1,467,802)	(1,064,096)		
	Fund Net	0	491,556		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451006	SWM SDC Quality	18,000	240	(17,761)	1%
451007	SWM SDC Quantity	22,000	28,122	6,122	128%
470105	Interest	1,916	2,033	117	106%
495005	Fund Bal Avail. for Approp.	383,160	394,026	10,866	103%
	<b>REVENUES TOTAL</b>	<b>425,076</b>	<b>424,420</b>	<b>(656)</b>	<b>100%</b>
<b>EXPENDITURES</b>					
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%
	<b>EXPENDITURES TOTAL</b>	<b>(425,076)</b>	<b>0</b>	<b>425,076</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>424,420</b>		
	<b>Fund Total Revenues</b>	<b>425,076</b>	<b>424,420</b>		
	<b>Fund Total Expenditures</b>	<b>(425,076)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>424,420</b>		

**710 - Information Systems Fund**  
**Department #12 - Administration Services**  
For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430651	MACC PCN Connection Grant	40,000	40,000	0	100%
440225	Equipment Charges	229,076	229,077	1	100%
470105	Interest	3,000	1,944	(1,056)	65%
495005	Fund Bal Avail. for Approp.	526,718	467,788	(58,930)	89%
<b>REVENUES TOTAL</b>		<b>798,794</b>	<b>738,810</b>	<b>(59,984)</b>	<b>92%</b>
<b>EXPENDITURES</b>					
520110	Operating Supplies	(500)	(788)	(288)	158%
520190	Computer Software	(5,950)	(13,115)	(7,165)	220%
520200	Computer Software Maintenance	(59,826)	(58,448)	1,378	98%
520210	Computer Supplies	(17,500)	(19,299)	(1,799)	110%
520220	Small Equipment	(49,462)	(25,815)	23,647	52%
520506	Postage	0	(29)	(29)	0%
520530	Memberships	0	(100)	(100)	0%
520557	Intergovernmental Services	(10,329)	(9,177)	1,152	89%
521003	Training/Conferences	(7,500)	(12)	7,488	0%
521150	Professional Services	(6,000)	(6,493)	(493)	108%
522003	Equipment Maint & Oper Supplies	(8,028)	(8,028)	0	100%
550051	Office Equipment & Furniture	(155,700)	(67,370)	88,330	43%
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%
<b>EXPENDITURES TOTAL</b>		<b>(798,794)</b>	<b>(291,673)</b>	<b>507,121</b>	<b>37%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>447,137</b>		
<b>Fund Total Revenues</b>		<b>798,794</b>	<b>738,810</b>		
<b>Fund Total Expenditures</b>		<b>(798,794)</b>	<b>(291,673)</b>		
<b>Fund Net</b>		<b>0</b>	<b>447,137</b>		

**720 - Equipment Fund**

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

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440190	External Work Performed	1,000	0	(1,000)	0%
440220	Equipment Rental	551,181	551,181	0	100%
440221	City Hall Vehicle Replacement	18,891	18,891	0	100%
440222	Parks Veh & Equipment Replacem	28,800	28,800	0	100%
440224	Public Works Veh & Equipment R	202,513	202,513	0	100%
440227	Light/Fire Maintenance	30,000	56,669	26,669	189%
440228	Sale of Gas & Oil	66,000	69,088	3,088	105%
445015	Sale of Equipment	10,000	54,044	44,044	540%
450057	Other	0	20,485	20,485	0%
470105	Interest	4,000	5,419	1,419	135%
481005	Transfer from Other Funds	209,386	109,386	(100,000)	52%
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%
	<b>REVENUES TOTAL</b>	<b>2,116,242</b>	<b>2,133,043</b>	<b>16,801</b>	<b>101%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(139,839)	(139,313)	526	100%
511015	Overtime	(2,069)	0	2,069	0%
512005	Health & Dental Benefits	(43,860)	(43,864)	(4)	100%
512008	Health Reimb Arrangement	(1,587)	(1,604)	(17)	101%
512010	Retirement	(25,357)	(25,457)	(100)	100%
512015	FICA	(10,856)	(10,561)	295	97%
512020	Workers Comp	(2,653)	(2,653)	0	100%
512025	Other Benefits	(840)	(1,299)	(459)	155%
512030	Other Payroll Taxes	(1,099)	(1,078)	21	98%
520110	Operating Supplies	(1,500)	(850)	650	57%
520120	Organization Business Expense	0	(10)	(10)	0%
520130	Personnel Uniforms & Equipment	(1,000)	(275)	725	27%
520190	Computer Software	(5,750)	(4,906)	844	85%
520220	Small Equipment	(2,500)	(1,603)	897	64%
520503	Printing	(100)	0	100	0%
520506	Postage	(1,000)	(95)	905	9%
520509	Telephone	(350)	(301)	49	86%
520557	Intergovernmental Services	(1,000)	(359)	641	36%
520578	Insurance & Bonds	(27,792)	(28,292)	(500)	102%
521003	Training/Conferences	(2,000)	(2,290)	(290)	115%
521150	Professional Services	(3,000)	(2,034)	966	68%
521168	Misc Medical Services	0	(184)	(184)	0%
521172	Bank Service Fees	(250)	(204)	46	82%
522003	Equipment Maint & Oper Supplies	(1,600)	(532)	1,068	33%
522009	Vehicle Maint & Oper Supplies	(68,000)	(60,167)	7,833	88%
522010	Vehicle Maint External	(27,000)	(4,598)	22,402	17%
522012	Fuel/Oil	(250,000)	(190,355)	59,645	76%
522022	Information Systems Fund Charge	(3,344)	(3,344)	0	100%
522306	Rents & Leases	(200)	(98)	102	49%
522309	Building/Facility Rental	(23,400)	(23,400)	0	100%
551262	City Hall Veh Replacement	(25,000)	(21,524)	3,476	86%
551263	Parks Veh & Equipmnt Replacem	(45,500)	(38,498)	7,002	85%

**720 - Equipment Fund**

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

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
551264	Police Veh & Equipmnt Replacem	(102,000)	(100,876)	1,124	99%
551265	Public Works Veh & Equipmnt Re	(400,000)	(373,252)	26,748	93%
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(645,796)	0	645,796	0%
	<b>EXPENDITURES TOTAL</b>	<b>(2,116,242)</b>	<b>(1,083,877)</b>	<b>1,032,365</b>	<b>51%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,049,166</b>		
	<b>Fund Total Revenues</b>	<b>2,116,242</b>	<b>2,133,043</b>		
	<b>Fund Total Expenditures</b>	<b>(2,116,242)</b>	<b>(1,083,877)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,049,166</b>		

**730 - City Utility Fund**

**Department #12 - Administration Services**

For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
481005	Transfer from Other Funds	136,757	135,759	(998)	99%
481010	Transfer from Water Fund	53,888	54,886	998	102%
	<b>REVENUES TOTAL</b>	<b>190,645</b>	<b>190,645</b>	<b>0</b>	<b>100%</b>
<b>EXPENDITURES</b>					
520151	City Hall Utilities	(28,500)	(27,708)	792	97%
520152	Library Utilities	(30,000)	(27,900)	2,100	93%
520153	Aquatics Utilities	(40,000)	(39,541)	459	99%
520154	Parks Utilities	(53,000)	(57,804)	(4,804)	109%
520155	Police Utilities	(21,200)	(21,588)	(388)	102%
520156	Fire Utilities	(14,945)	(13,716)	1,229	92%
520157	Engineering Building Utilities	(3,000)	(2,389)	611	80%
	<b>EXPENDITURES TOTAL</b>	<b>(190,645)</b>	<b>(190,645)</b>	<b>0</b>	<b>100%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>190,645</b>	<b>190,645</b>		
	<b>Fund Total Expenditures</b>	<b>(190,645)</b>	<b>(190,645)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

**740 - Risk Management Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: June, 2015

Budget Year Elapsed → 100%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
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	2,609	(891)	75%
471035	SAIF Dividend	0	71,338	71,338	0%
472005	Miscellaneous	0	11,792	11,792	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%
	<b>REVENUES TOTAL</b>	<b>1,051,083</b>	<b>1,123,056</b>	<b>71,973</b>	<b>107%</b>
<b>EXPENDITURES</b>					
520585	Property/Liability Premiums	(257,350)	(267,286)	(9,936)	104%
520586	P/L Claims - General Fund	(5,000)	0	5,000	0%
520589	Risk Management Activities	(14,118)	(361)	13,757	3%
520590	Worker's Compensation Premium	(210,000)	(209,112)	888	100%
520591	WC Claims - General Fund	(10,000)	(2,919)	7,081	29%
520593	WC Claims - Light & Power Fund	0	(5,122)	(5,122)	0%
570103	Transfer to General Fund	(40,000)	(40,000)	0	100%
580206	Contingency	(35,000)	0	35,000	0%
590303	Reserved Fund Balance	(479,615)	0	479,615	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,051,083)</b>	<b>(524,799)</b>	<b>526,284</b>	<b>50%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>598,257</b>		
	<b>Fund Total Revenues</b>	<b>1,051,083</b>	<b>1,123,056</b>		
	<b>Fund Total Expenditures</b>	<b>(1,051,083)</b>	<b>(524,799)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>598,257</b>		

# CITY OF FOREST GROVE

## Financial Report For The Quarter Ending Sept 30, 2015

This is the quarterly financial report for the quarter ending Sept 30, 2015. This is the 1st quarter of the City's fiscal year ending June 30, 2016. If revenues and expenditures were received and spent evenly throughout the year, they would be at 25% received or spent at September 30, 2015.

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 detailed section, the beginning fund balances were not included in the revenue as those balances were not posted to the accounting system until October 2015. The revenues on the charts include the beginning fund balance so the revenue on the charts and the detail reports will not agree. These reports will agree on the next quarterly report.

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

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

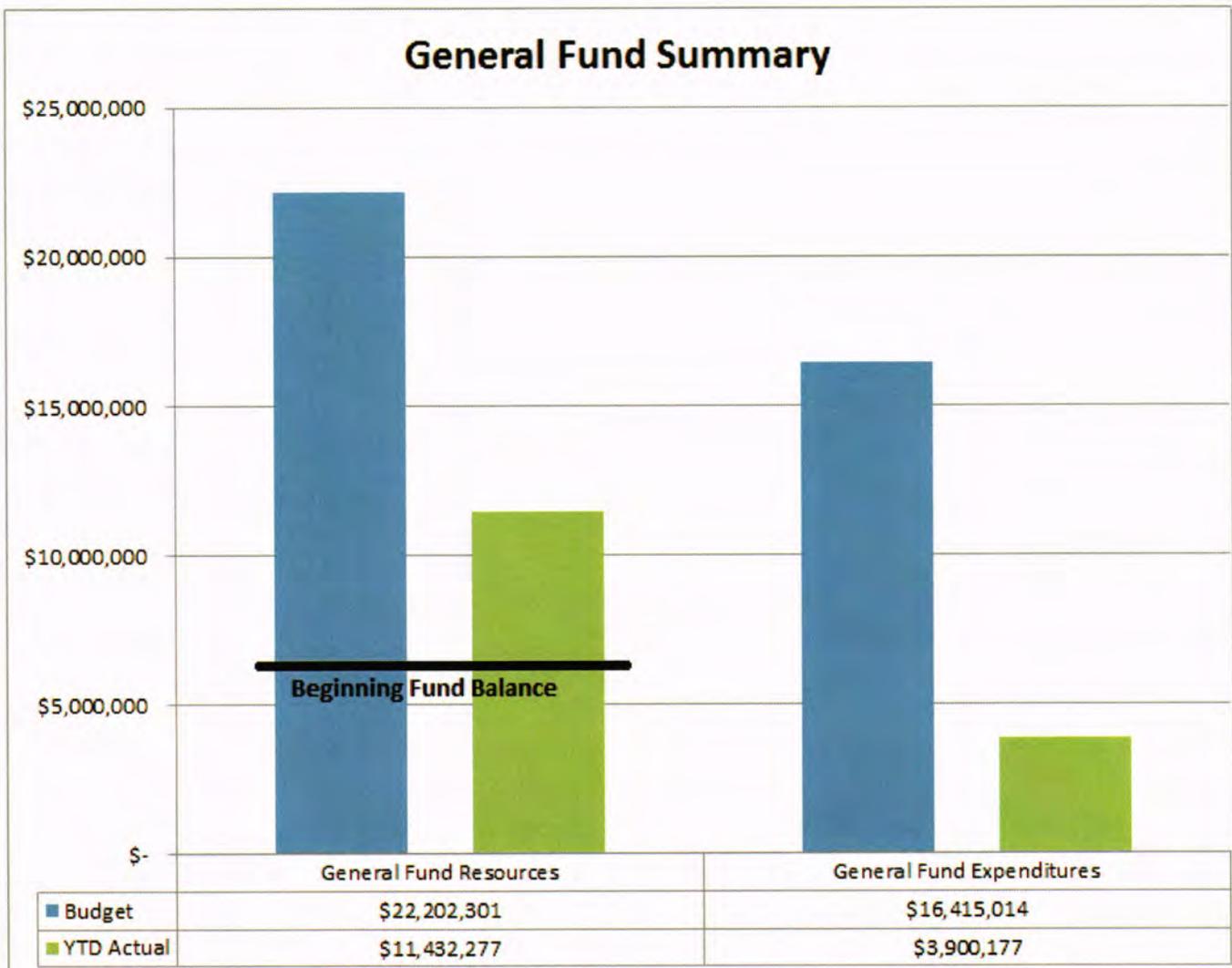
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<u>Page</u>	<u>Description</u>
02	General Fund Summary of Revenue & Expenditures
03	General Fund Revenue (categorized by type)
04 – 06	General Fund Individual Departments
07	Building Services Fund
08	Information Systems Fund & Light Fund
09	Street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

## General Fund

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

The General Fund is healthy through the beginning quarter of FY 2015-16. The Beginning Fund Balance for FY 2015-16 is just over \$6.15 Million which is \$214,000 over what the five-year financial forecast estimated the balance would be for FY 2015-16. Generally most revenues seen early in the year are inter-city transfers/payments from other funds/departments, which is the majority of the resources listed in the YTD Actuals and shown by the revenue detail on the next page.

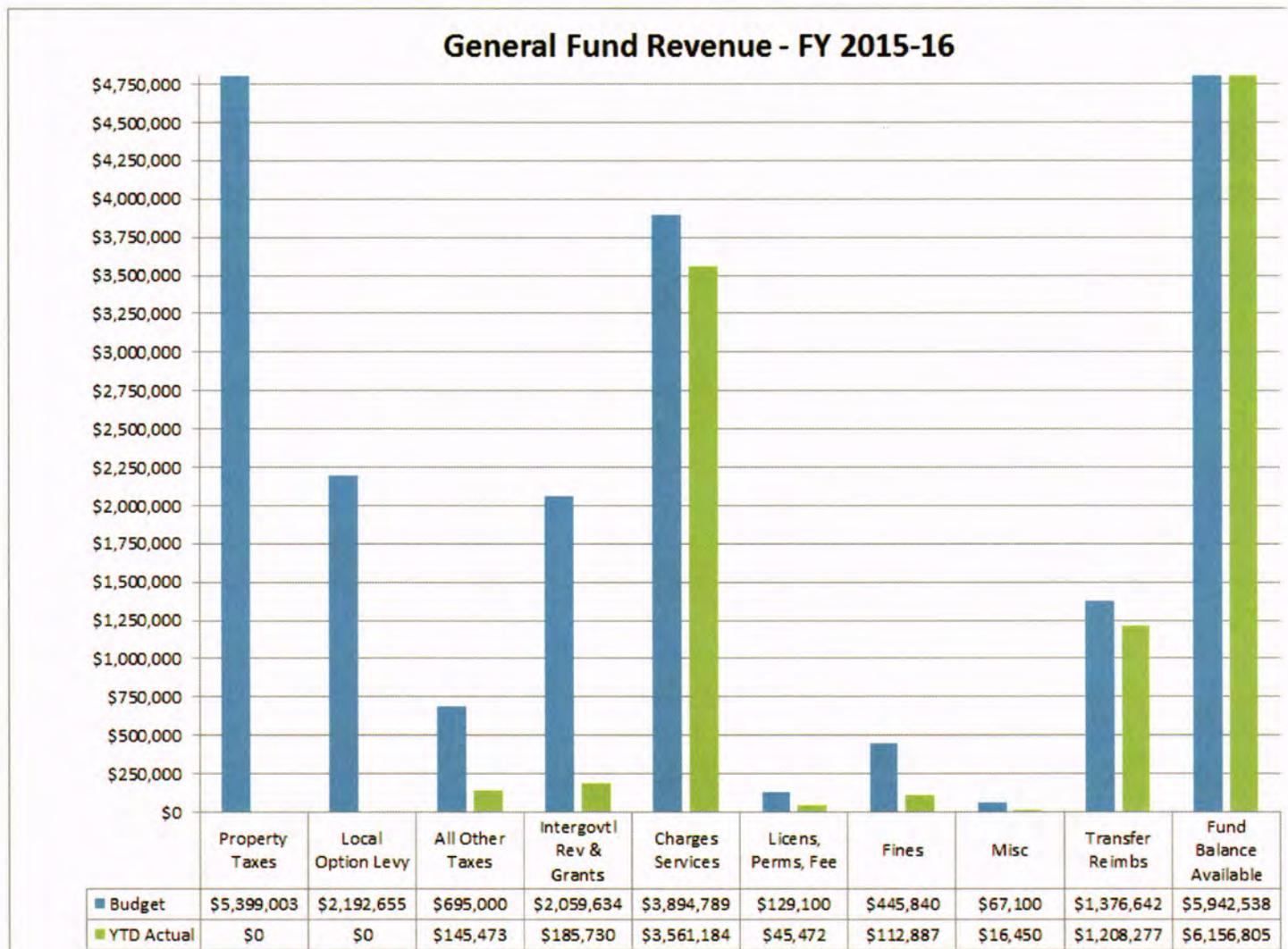


## General Fund Revenue

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

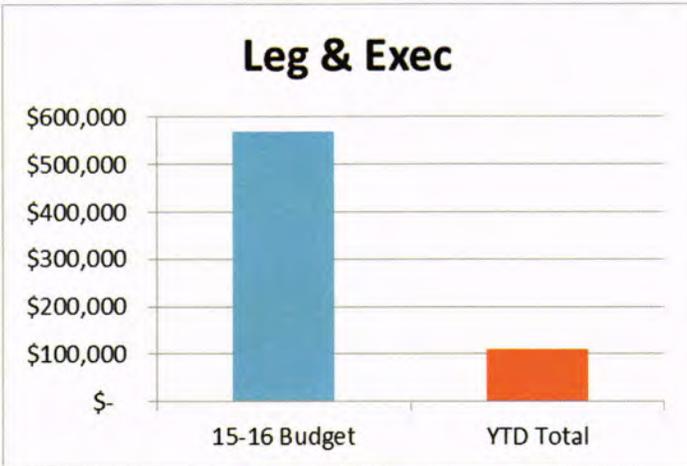
Property taxes revenues are received mostly in the second quarter of the fiscal year. Charges for Services and Transfers/Reimbursement categories are shown as almost achieving their budgeted amounts. This is mainly because the majority of revenues come from transfers from other funds and departments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

As noted in the summary, the Unaudited Beginning Fund balance is stated as \$6,156,805 giving the City of Forest Grove a healthy starting point for the fiscal year.

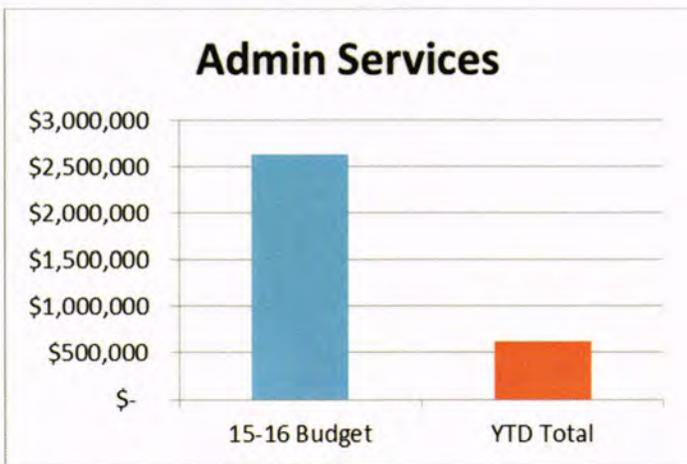


## General Fund Expenditures

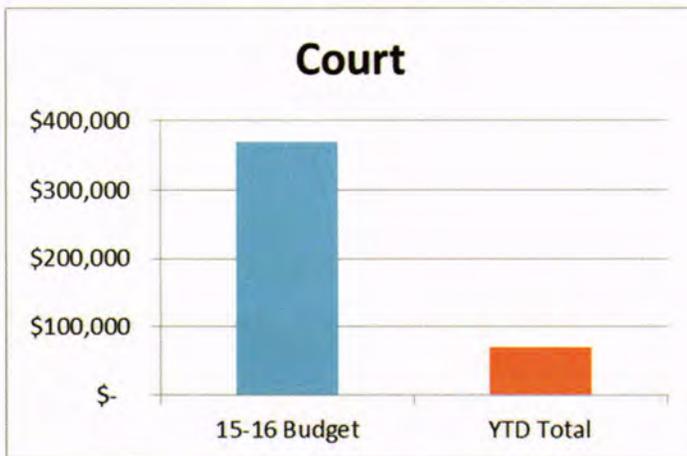
The following charts display each General Fund Department. Brief comments are included with each department. Expenditures are tracking as expected in the General Fund.



The Legislative and Executive Department expenditures are on track and currently spent at 19% of the annual budgeted amount. No accounts are spent over-budget.

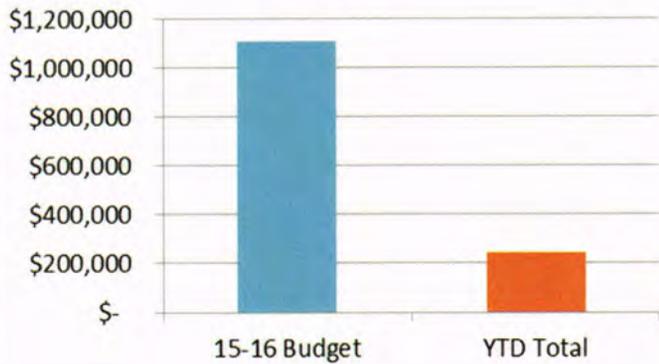


Administrative Services Department expenditures are on track and currently spent at 24% of the annual budgeted amount.



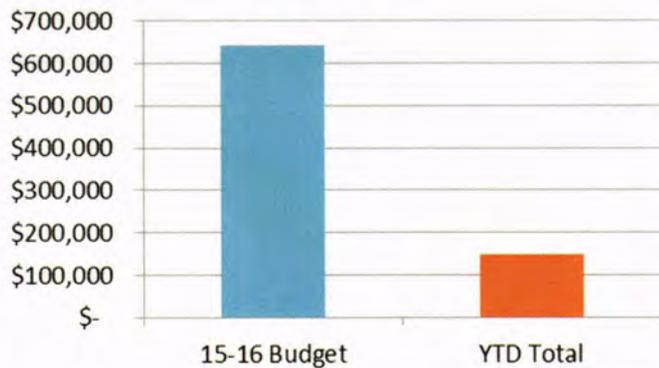
Municipal Court expenditures are on track and currently spent at 19% of the annual budgeted amount.

## Library



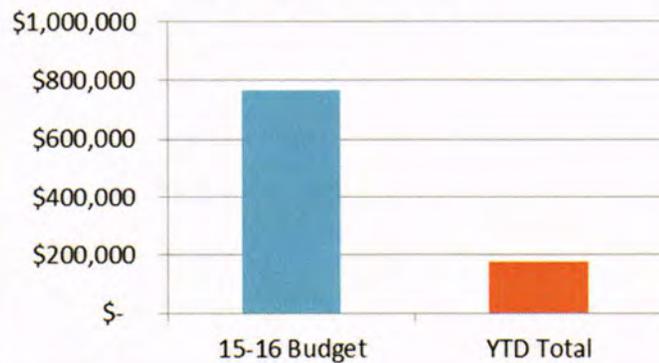
Library Department expenditures are on track and currently spent at 22% of the annual budgeted amount. No accounts are spent over-budget.

## Aquatics



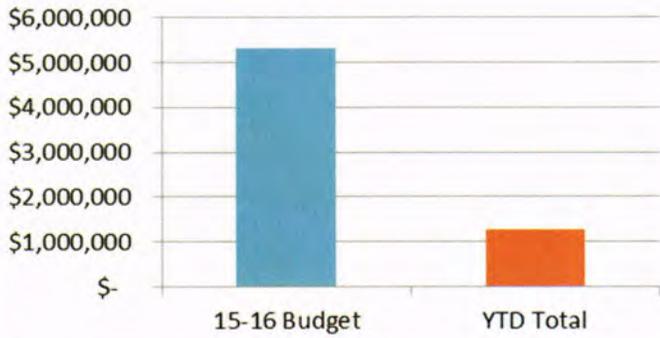
Aquatic Department expenditures are on track and currently spent at 23% of the annual budgeted amount.

## Parks & Rec



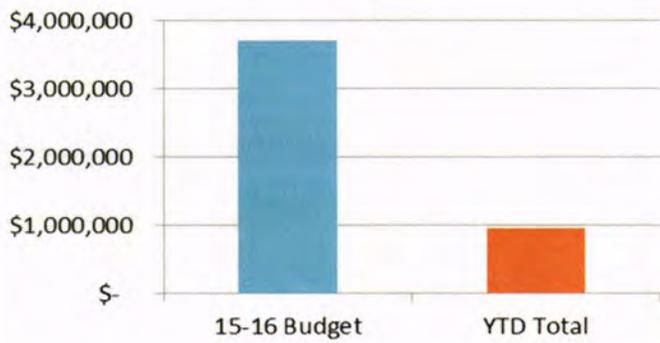
Parks and Recreation expenditures are on track and currently spent at 24% of the annual budgeted amount.

## Police



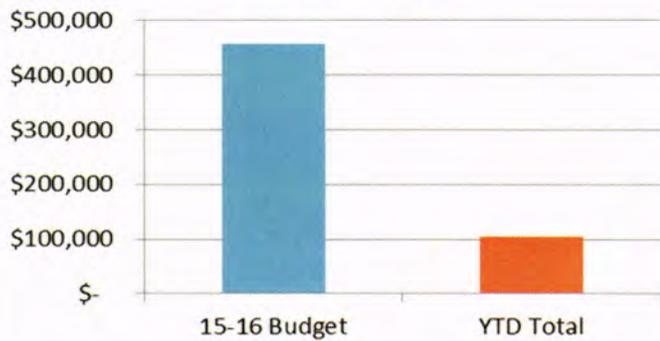
Police Department expenditures are on track and currently spent at 24% of the annual budgeted amount.

## Fire



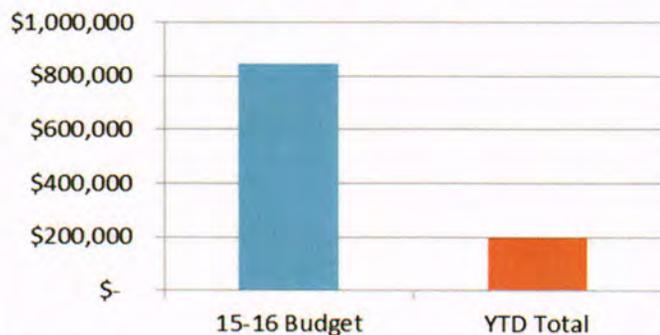
Fire Department expenditures are on track and currently spent at 25% of the annual budgeted amount. No accounts are over-spent.

## Planning



Planning Department expenditures spent under anticipated at only 23% of the annual budgeted amounts. No accounts are over-spent.

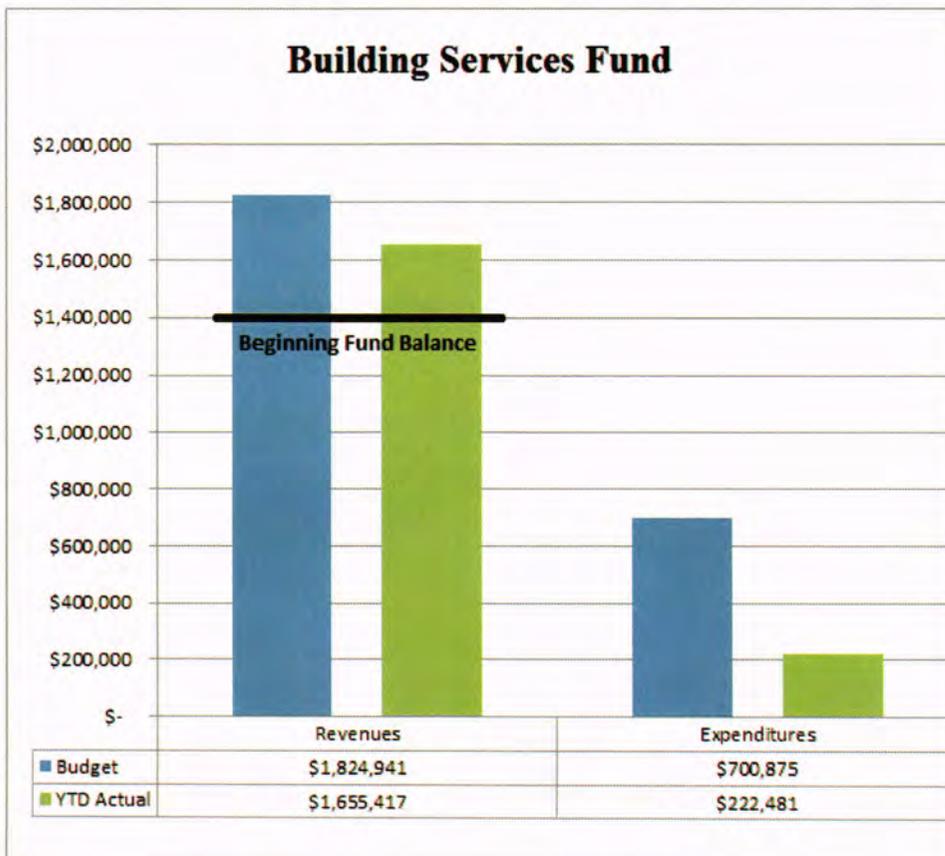
## Engineering



Engineering Department expenditures are spent under anticipated at only 23% of the annual budgeted amounts. No accounts are over-spent.

## Building Services Fund

Single Family New Permits Issued By Fiscal Year; July 1 through June 30						
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
July	5	6	6	5	16	3
August	3	6	6	7	7	19
September	3	11	11	5	17	19
Q3 Total	11	23	23	17	40	41
October	5	8	8	13	5	
November	5	5	5	8	8	
December	7	8	8	6	1	
Q4 Total	17	21	21	27	14	0
January	5	12	10	10	3	
February	7	5	23	5	2	
March	6	7	17	2	11	
Q1 Total	18	24	50	17	16	0
April	7	8	23	14	14	
May	7	9	22	9	8	
June	4	8	23	15	10	
Q2 Total	18	25	68	38	32	0
Grand Total =	64	93	162	99	102	41

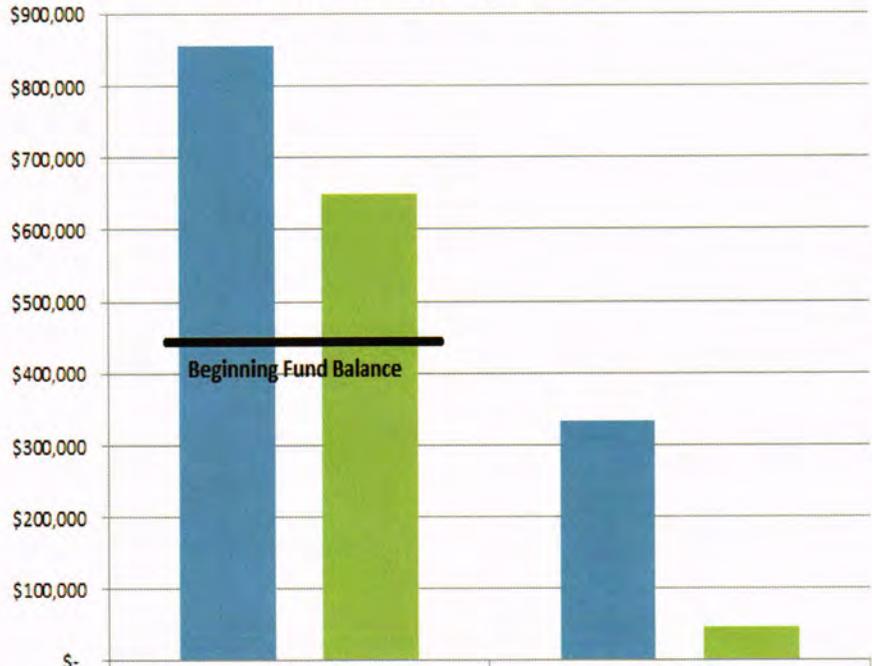


As you can see from the table above, first quarter permit activity in FY 2015-16 was the highest for all years listed on the chart.

The department expenditures are 32% spent through the end of the first quarter.

The un-audited beginning fund balance is \$1,402,136.

### Information System Fund



	Revenue	Expenses
Budget	\$856,112	\$334,231
YTD Activity	\$649,573	\$48,134

The department expenditures are 14% spent through the end of the first quarter.

The un-audited beginning fund balance is \$447,137.

### Light Fund



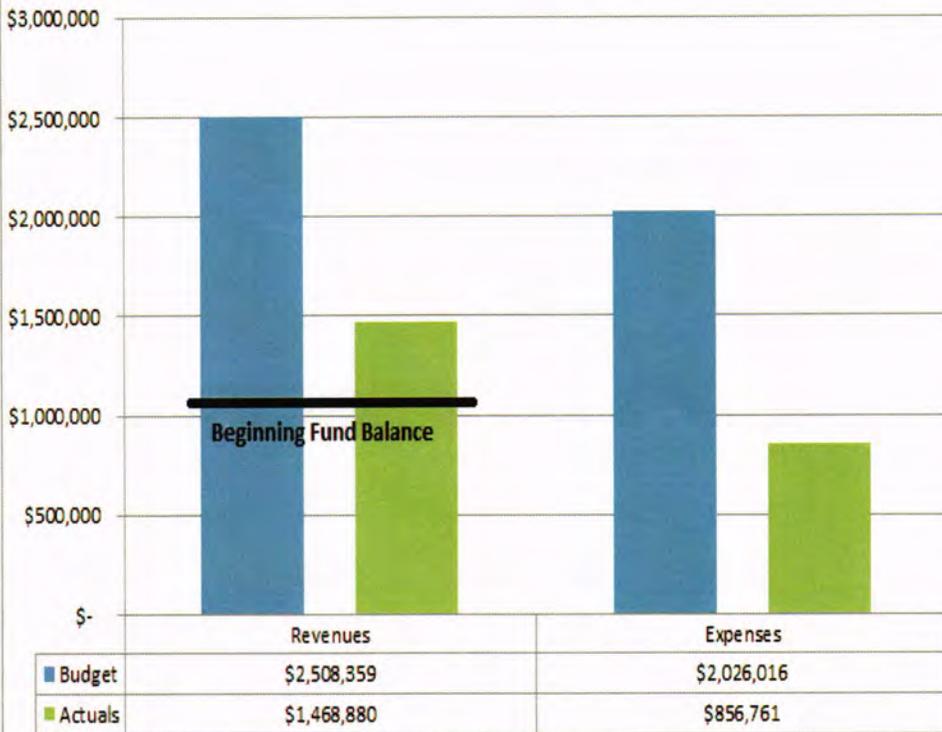
	Revenues	Expenses
Budget	\$23,008,006	\$18,433,613
YTD Activity	\$6,371,755	\$4,008,643

Charges for Services (power sales) are as expected for the first quarter. Revenues look low on the chart because budgeted revenue includes borrowing \$3.8 Million during FY 2015-16 and that loan was not finalized until October 2015.

The department expenditures are 22% spent through the end of the first quarter.

The un-audited beginning fund balance is \$3,290,667.

## Street Fund

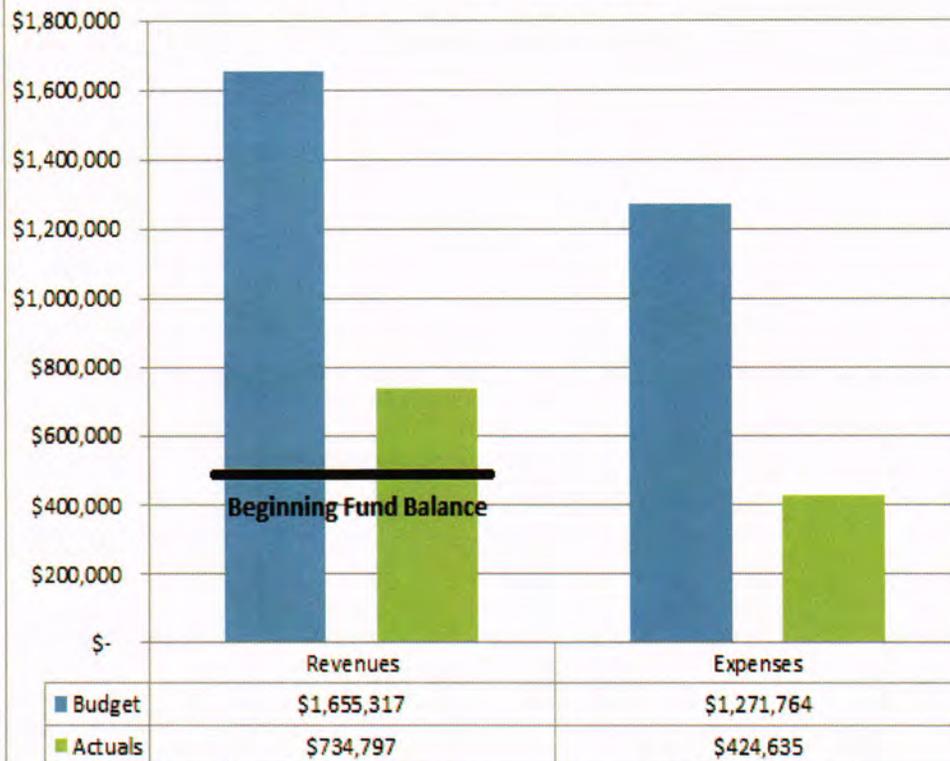


The department expenditures are 42% spent through the end of the first quarter. Completion of overlays is part of the reason for the percent spent.

The un-audited beginning fund balance is \$1,052,781.

Note: Expenditures in the Street, Surface Water, Water, and Sewer Funds appear high in the first quarter because the General Fund overhead, and in-lieu of taxes (where applicable) are charged for the full fiscal year in the first quarter.

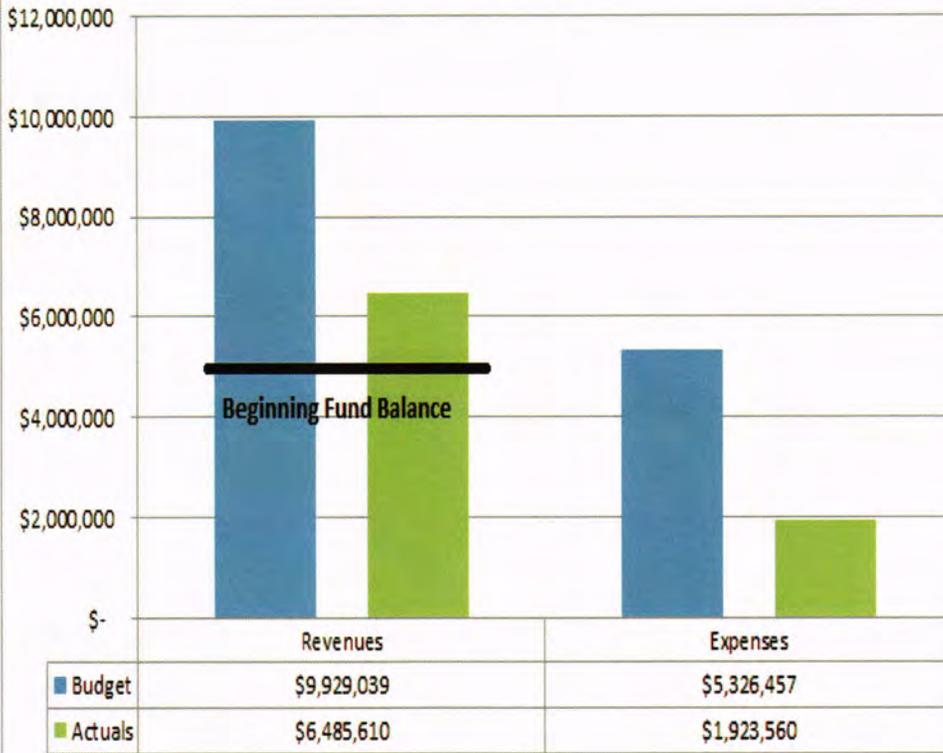
## Surface Water Fund



The department expenditures are 33% spent through the end of the first quarter.

The un-audited beginning fund balance is \$491,556.

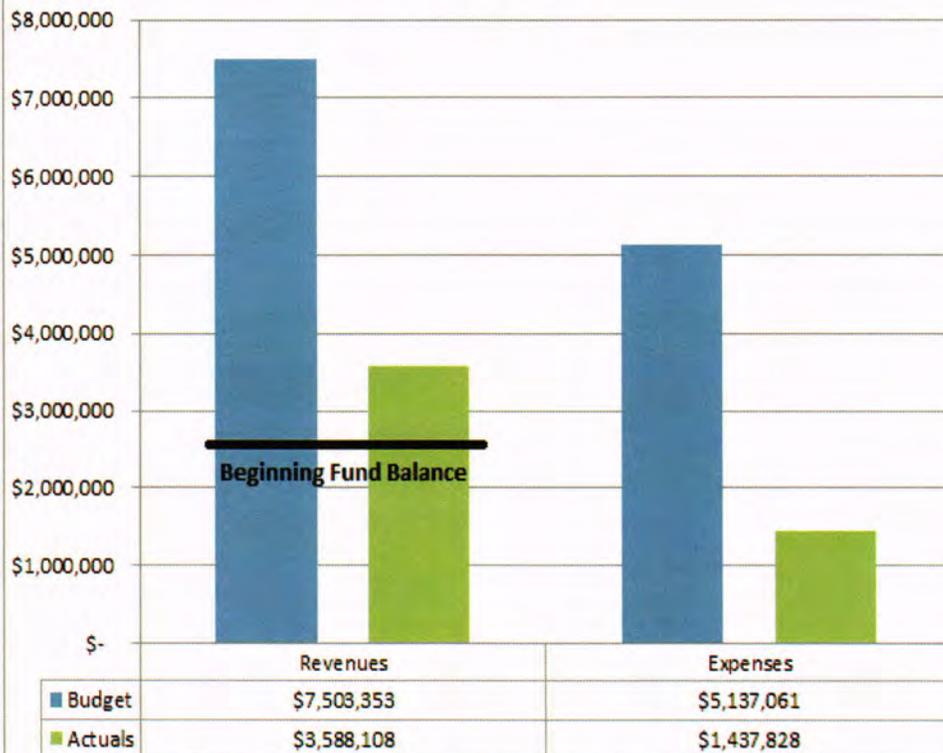
## Water Fund



The department expenditures are 36% spent through the end of the first quarter.

The un-audited beginning fund balance is \$4,978,125.

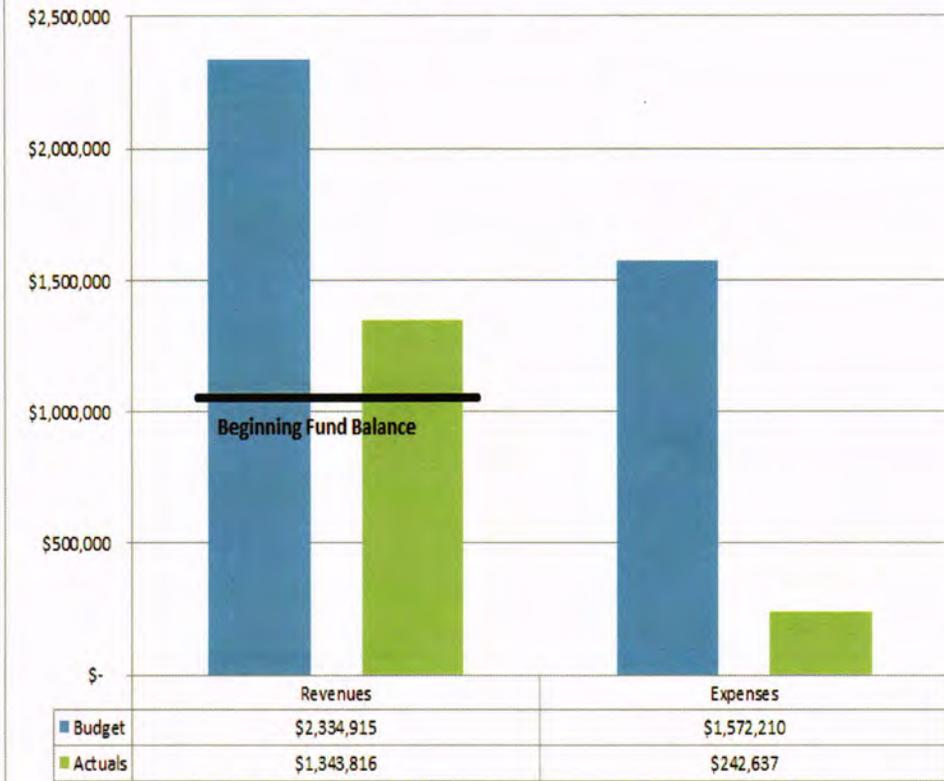
## Sewer Fund



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

The un-audited beginning fund balance is \$2,596,495.

## Equipment Fund



The department expenditures are 15% spent through the end of the first quarter.

The un-audited beginning fund balance is \$1,049,166.

## Other Funds

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

### System Development Funds

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

**100 - General Fund**

**Department #11 - Legislative & Executive**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	30	0	(30)	0%
440029	General Fund Spt Svc (522023)	370,888	370,618	(270)	100%
	<b>REVENUES TOTAL</b>	<b>370,918</b>	<b>370,618</b>	<b>(300)</b>	<b>100%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(294,202)	(45,957)	248,245	16%
511010	Part-Time Employee Wages	(10,680)	(2,004)	8,676	19%
512005	Health & Dental Benefits	(61,056)	(10,948)	50,108	18%
512008	Health Reimb Arrangement	(2,848)	(601)	2,247	21%
512010	Retirement	(69,200)	(9,227)	59,973	13%
512015	FICA	(23,324)	(3,565)	19,759	15%
512020	Workers Comp	(248)	(248)	0	100%
512025	Other Benefits	(358)	(861)	(503)	241%
512030	Other Payroll Taxes	(5,572)	(419)	5,153	8%
520110	Operating Supplies	(750)	(163)	588	22%
520120	Organization Business Expense	(8,000)	(1,558)	6,442	19%
520180	Subscriptions & Books	(100)	0	100	0%
520220	Small Equipment	(5,430)	0	5,430	0%
520503	Printing	(3,000)	(809)	2,191	27%
520506	Postage	(500)	(43)	457	9%
520509	Telephone	(452)	(102)	350	23%
520521	Public Information	(9,250)	(1,515)	7,735	16%
520524	Publications	(110)	0	110	0%
520530	Memberships	(5,016)	(609)	4,407	12%
520533	Recruiting Expenses	(10,000)	(17,099)	(7,099)	171%
520563	Sister City Contribution	(8,900)	(2,453)	6,447	28%
520578	Insurance & Bonds	(1,485)	(1,485)	0	100%
521003	Training/Conferences	(9,825)	(1,505)	8,320	15%
521004	Legislative Conferences & Trainin	(31,700)	(6,745)	24,955	21%
521006	Travel	(200)	0	200	0%
521150	Professional Services	(1,500)	0	1,500	0%
522003	Equipment Maint & Oper Supplies	(500)	0	500	0%
522021	Equipment Fund Charges	(3,218)	(806)	2,412	25%
522022	Information Systems Fund Charge	(1,835)	(918)	917	50%
	<b>EXPENDITURES TOTAL</b>	<b>(569,259)</b>	<b>(109,640)</b>	<b>459,619</b>	<b>19%</b>
	<b>Department Net Totals</b>	<b>(198,341)</b>	<b>260,978</b>		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430455	Metro Cleanup Grant	833	0	(833)	0%
432280	Healthy Benefits Grant	0	500	500	0%
440022	Lien Searches	14,500	5,523	(8,977)	38%
440025	Copy Service	2,550	0	(2,550)	0%
440028	Passport Execution Fee	8,750	2,150	(6,600)	25%
440029	General Fund Spt Svc (522023)	2,104,657	2,104,657	0	100%
440030	Reserved Parking	1,280	423	(857)	33%
440040	New Account Set-Up Fee	27,500	9,211	(18,289)	33%
440042	Door Hanger Fee	30,000	8,230	(21,770)	27%
440044	Online Phone Pymt Convenience	0	121	121	0%
440046	Failed Payment Arrangement Fee	3,600	1,287	(2,313)	36%
440048	UT Account Transfer Fees	0	350	350	0%
450056	Business License	37,000	11,050	(25,950)	30%
471021	Donations	1,500	0	(1,500)	0%
472005	Miscellaneous	0	692	692	0%
480006	Reimbursements	12,500	0	(12,500)	0%
<b>REVENUES TOTAL</b>		<b>2,244,670</b>	<b>2,144,195</b>	<b>(100,475)</b>	<b>96%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(1,053,091)	(223,191)	829,900	21%
511010	Part-Time Employee Wages	(120,845)	(32,061)	88,784	27%
511015	Overtime	(2,000)	(418)	1,582	21%
512005	Health & Dental Benefits	(382,553)	(87,721)	294,832	23%
512008	Health Reimb Arrangement	(13,443)	(2,982)	10,461	22%
512010	Retirement	(223,200)	(47,866)	175,334	21%
512015	FICA	(89,959)	(19,479)	70,480	22%
512020	Workers Comp	(5,611)	(5,611)	0	100%
512025	Other Benefits	(12,851)	(1,736)	11,115	14%
512030	Other Payroll Taxes	(9,031)	(1,972)	7,059	22%
520110	Operating Supplies	(6,600)	(504)	6,096	8%
520120	Organization Business Expense	(4,000)	(285)	3,715	7%
520150	Utilities	(12,000)	(3,082)	8,918	26%
520180	Subscriptions & Books	(500)	(48)	452	10%
520190	Computer Software	(250)	(129)	121	52%
520200	Computer Software Maintenance	(64,969)	(29,740)	35,229	46%
520220	Small Equipment	(1,600)	(30)	1,570	2%
520503	Printing	(21,100)	(11,070)	10,030	52%
520506	Postage	(72,000)	(22,238)	49,762	31%
520509	Telephone	(6,600)	(1,238)	5,362	19%
520521	Public Information	(2,500)	(124)	2,376	5%
520524	Publications	(1,202)	(207)	995	17%
520530	Memberships	(21,715)	(19,275)	2,440	89%
520533	Recruiting Expenses	(3,000)	(733)	2,267	24%
520557	Intergovernmental Services	(4,180)	(2,217)	1,963	53%
520560	Senior Center	(44,000)	(257)	43,743	1%
520578	Insurance & Bonds	(16,365)	(16,365)	0	100%
521003	Training/Conferences	(35,400)	(1,107)	34,293	3%
521006	Travel	(2,000)	0	2,000	0%
521113	Attorney Services	(57,000)	(7,384)	49,616	13%
521150	Professional Services	(34,900)	(11,536)	23,364	33%
521165	Contracts for Services	(6,000)	(1,350)	4,650	23%
521171	Financial Services, Auditing, Inves	(40,250)	0	40,250	0%

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

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
521172	Bank Service Fees	(1,570)	(414)	1,156	26%
522003	Equipment Maint & Oper Supplies	(37,060)	(6,201)	30,859	17%
522021	Equipment Fund Charges	(8,919)	(2,232)	6,687	25%
522022	Information Systems Fund Charge	(85,324)	(42,662)	42,662	50%
522303	Custodial	(6,000)	(1,560)	4,440	26%
522306	Rents & Leases	(1,475)	0	1,475	0%
522309	Building/Facility Rental	(21,860)	(5,462)	16,398	25%
522312	Facility Maintenance Supplies	(12,600)	(871)	11,729	7%
522315	Facility Mnt/Repairs	(88,455)	(12,431)	76,024	14%
	<b>EXPENDITURES TOTAL</b>	<b>(2,633,978)</b>	<b>(623,788)</b>	<b>2,010,190</b>	<b>24%</b>
	<b>Department Net Totals</b>	<b>(389,308)</b>	<b>1,520,407</b>		

100 - General Fund

Department #13 - Municipal Court

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
460115	Parking Fines (PK)	8,900	3,848	(5,053)	43%
460120	Traffic Fines (TR)	203,450	53,589	(149,861)	26%
460121	Cornelius Court Revenue	160,250	34,394	(125,856)	21%
460125	PD Ordinance Fines	1,250	125	(1,125)	10%
460130	Marijuana Fines/Fees (ML)	860	270	(590)	31%
460135	Minor in Possession Fines/Fees (I)	5,130	306	(4,824)	6%
472005	Miscellaneous	0	61	61	0%
480006	Reimbursements	2,160	784	(1,376)	36%
	<b>REVENUES TOTAL</b>	<b>382,000</b>	<b>93,376</b>	<b>(288,624)</b>	<b>24%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(107,834)	(23,521)	84,313	22%
511010	Part-Time Employee Wages	(17,952)	(1,720)	16,232	10%
512005	Health & Dental Benefits	(38,475)	(9,589)	28,886	25%
512008	Health Reimb Arrangement	(1,299)	(320)	979	25%
512010	Retirement	(20,684)	(4,582)	16,102	22%
512015	Fica	(9,623)	(1,886)	7,737	20%
512020	Workers Comp	(149)	(149)	0	100%
512025	Other Benefits	(1,329)	(183)	1,146	14%
512030	Other Payroll Taxes	(969)	(196)	773	20%
520110	Operating Supplies	(1,000)	(76)	924	8%
520120	Organization Business Expense	(200)	(20)	180	10%
520200	Computer Software Maintenance	(7,360)	(5,987)	1,373	81%
520220	Small Equipment	(2,738)	0	2,738	0%
520503	Printing	(400)	(23)	377	6%
520506	Postage	(1,665)	(374)	1,291	22%
520509	Telephone	(250)	(34)	216	14%
520521	Public Information	(100)	0	100	0%
520524	Publications	(500)	0	500	0%
520530	Memberships	(195)	0	195	0%
520539	Assessment - County	(26,050)	(3,705)	22,345	14%
520557	Intergovernmental Services	(30,800)	37	30,837	0%
520566	Assessment - State	(81,675)	(12,507)	69,168	15%
520578	Insurance & Bonds	(640)	(640)	0	100%
521003	Training/Conferences	(2,600)	(310)	2,290	12%
521150	Professional Services	(7,184)	(820)	6,364	11%
521172	Bank Service Fees	(2,950)	(344)	2,606	12%
522022	Information Systems Fund Charge	(4,971)	(2,486)	2,485	50%
522309	Building/Facility Rental	(784)	(199)	585	25%
	<b>EXPENDITURES TOTAL</b>	<b>(370,376)</b>	<b>(69,635)</b>	<b>300,741</b>	<b>19%</b>
	<b>Department Net Totals</b>	<b>11,624</b>	<b>23,741</b>		

**100 - General Fund**

**Department #14 - Library**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420035	W.C.C.L.S.	742,491	8,000	(734,491)	1%
430601	Public Library Support Grant	3,500	0	(3,500)	0%
440019	WCCLS Collection Agency Charg	750	160	(590)	21%
440021	Library Charges	5,500	1,780	(3,720)	32%
440023	Print Fees	3,200	927	(2,273)	29%
440025	Copy Service	1,020	371	(649)	36%
440301	Rental Income	1,300	434	(866)	33%
450057	Other	0	110	110	0%
460500	Library Late Fines	24,000	6,231	(17,769)	26%
471020	Unrestricted Donations	100	25	(75)	25%
471022	Restricted Library Memorials	500	100	(400)	20%
	<b>REVENUES TOTAL</b>	<b>782,361</b>	<b>18,138</b>	<b>(764,223)</b>	<b>2%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(392,397)	(86,288)	306,109	22%
511010	Part-Time Employee Wages	(262,042)	(52,091)	209,951	20%
511020	Temporary Employee Wages	(5,000)	(4,127)	873	83%
512005	Health & Dental Benefits	(103,359)	(24,882)	78,477	24%
512008	Health Reimb Arrangement	(6,465)	(1,379)	5,086	21%
512010	Retirement	(108,920)	(22,854)	86,066	21%
512015	FICA	(50,447)	(10,522)	39,925	21%
512020	Workers Comp	(524)	(524)	0	100%
512025	Other Benefits	(6,379)	(625)	5,754	10%
512030	Other Payroll Taxes	(5,114)	(1,107)	4,007	22%
520110	Operating Supplies	(5,500)	(340)	5,160	6%
520120	Organization Business Expense	(500)	0	500	0%
520140	Library Materials	(88,950)	(16,984)	71,966	19%
520150	Utilities	(2,050)	(469)	1,581	23%
520220	Small Equipment	(6,500)	(411)	6,089	6%
520506	Postage	(1,650)	(276)	1,374	17%
520509	Telephone	(1,360)	(297)	1,063	22%
520521	Public Information	(800)	(194)	606	24%
520530	Memberships	(750)	0	750	0%
520557	Intergovernmental Services	(2,520)	(237)	2,283	9%
520578	Insurance & Bonds	(7,818)	(7,818)	0	100%
521003	Training/Conferences	(4,000)	0	4,000	0%
521006	Travel	(750)	0	750	0%
521150	Professional Services	(3,000)	0	3,000	0%
521165	Contracts for Services	(3,500)	(10)	3,490	0%
521172	Bank Service Fees	(1,010)	(170)	840	17%
522003	Equipment Maint & Oper Supplies	(4,550)	(265)	4,285	6%
522021	Equipment Fund Charges	(663)	(168)	495	25%
522022	Information Systems Fund Charge	(23,872)	(11,936)	11,936	50%
522312	Facility Maintenance Supplies	(4,400)	(439)	3,961	10%
522315	Facility Mnt/Repairs	(6,700)	(2,263)	4,437	34%
	<b>EXPENDITURES TOTAL</b>	<b>(1,111,490)</b>	<b>(246,677)</b>	<b>864,813</b>	<b>22%</b>
	<b>Department Net Totals</b>	<b>(329,129)</b>	<b>(228,539)</b>		

**100 - General Fund**

**Department #15 - Aquatics**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440004	Swimming Pool	319,000	104,552	(214,448)	33%
440010	Lockers/Vending Machines	13,000	4,475	(8,525)	34%
	<b>REVENUES TOTAL</b>	<b>332,000</b>	<b>109,027</b>	<b>(222,973)</b>	<b>33%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(142,155)	(30,740)	111,415	22%
511010	Part-Time Employee Wages	(199,117)	(51,918)	147,199	26%
511015	Overtime	0	(24)	(24)	0%
512005	Health & Dental Benefits	(40,892)	(8,691)	32,201	21%
512008	Health Reimb Arrangement	(2,231)	(506)	1,725	23%
512010	Retirement	(40,283)	(8,684)	31,599	22%
512015	FICA	(26,107)	(6,174)	19,933	24%
512020	Workers Comp	(5,059)	(5,059)	0	100%
512025	Other Benefits	(3,762)	(295)	3,467	8%
512030	Other Payroll Taxes	(2,759)	(677)	2,082	25%
520110	Operating Supplies	(30,000)	(7,144)	22,856	24%
520120	Organization Business Expense	(400)	(75)	325	19%
520130	Personnel Uniforms & Equipment	(400)	0	400	0%
520150	Utilities	(75,000)	(7,181)	67,819	10%
520220	Small Equipment	(5,600)	(533)	5,067	10%
520503	Printing	(2,800)	(691)	2,109	25%
520506	Postage	(550)	(50)	500	9%
520509	Telephone	(600)	(212)	388	35%
520521	Public Information	(1,800)	(590)	1,210	33%
520530	Memberships	(400)	0	400	0%
520557	Intergovernmental Services	(1,350)	0	1,350	0%
520578	Insurance & Bonds	(6,152)	(6,152)	0	100%
521003	Training/Conferences	(2,000)	(175)	1,825	9%
521150	Professional Services	(1,000)	0	1,000	0%
521168	Misc Medical Services	0	(126)	(126)	0%
521172	Bank Service Fees	(2,200)	(1,106)	1,094	50%
522003	Equipment Maint & Oper Supplies	(1,500)	(23)	1,477	2%
522021	Equipment Fund Charges	(663)	(168)	495	25%
522022	Information Systems Fund Charge	(5,645)	(2,823)	2,822	50%
522312	Facility Maintenance Supplies	(13,000)	(2,109)	10,891	16%
522315	Facility Mnt/Repairs	(29,900)	(5,551)	24,349	19%
	<b>EXPENDITURES TOTAL</b>	<b>(643,325)</b>	<b>(147,479)</b>	<b>495,846</b>	<b>23%</b>
	<b>Department Net Totals</b>	<b>(311,325)</b>	<b>(38,452)</b>		

**100 - General Fund**

**Department #16 - Parks & Recreation**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440007	Recreation User Fees	43,000	6,734	(36,266)	16%
440029	General Fund Spt Svc (522023)	128,397	128,397	0	100%
	<b>REVENUES TOTAL</b>	<b>171,397</b>	<b>135,131</b>	<b>(36,266)</b>	<b>79%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(331,006)	(72,695)	258,311	22%
511020	Temporary Employee Wages	(41,171)	(9,449)	31,722	23%
512005	Health & Dental Benefits	(96,186)	(18,248)	77,938	19%
512008	Health Reimb Arrangement	(4,051)	(973)	3,078	24%
512010	Retirement	(74,501)	(16,535)	57,966	22%
512015	FICA	(28,471)	(6,302)	22,169	22%
512020	Workers Comp	(6,569)	(6,569)	0	100%
512025	Other Benefits	(3,257)	(481)	2,776	15%
512030	Other Payroll Taxes	(2,854)	(628)	2,226	22%
520110	Operating Supplies	(2,800)	0	2,800	0%
520120	Organization Business Expense	(100)	(21)	79	21%
520130	Personnel Uniforms & Equipment	(2,000)	(1,027)	973	51%
520150	Utilities	(9,000)	(1,556)	7,444	17%
520220	Small Equipment	(10,000)	0	10,000	0%
520506	Postage	(150)	0	150	0%
520509	Telephone	(2,800)	(163)	2,637	6%
520521	Public Information	(200)	0	200	0%
520530	Memberships	(1,800)	(199)	1,601	11%
520557	Intergovernmental Services	(400)	0	400	0%
520578	Insurance & Bonds	(4,382)	(4,382)	0	100%
521003	Training/Conferences	(2,500)	0	2,500	0%
521150	Professional Services	(12,000)	(6,795)	5,205	57%
521168	Misc Medical Services	0	(96)	(96)	0%
522003	Equipment Maint & Oper Supplies	(3,000)	(164)	2,836	5%
522012	Fuel/Oil	(600)	(168)	432	28%
522021	Equipment Fund Charges	(83,027)	(20,756)	62,271	25%
522022	Information Systems Fund Charge	(1,140)	(570)	570	50%
522306	Rents & Leases	(500)	0	500	0%
522312	Facility Maintenance Supplies	(24,000)	(5,140)	18,860	21%
522315	Facility Mnt/Repairs	(20,000)	(1,074)	18,926	5%
	<b>EXPENDITURES TOTAL</b>	<b>(768,465)</b>	<b>(173,990)</b>	<b>594,475</b>	<b>23%</b>
	<b>Department Net Totals</b>	<b>(597,068)</b>	<b>(38,859)</b>		

**100 - General Fund**

**Department #18 - Non-Departmental**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	5,399,003	0	(5,399,003)	0%
411010	Local Option Levy	2,192,655	0	(2,192,655)	0%
411150	Property Tax Prior Years	125,000	63,501	(61,499)	51%
413001	Franchise Tax	570,000	81,972	(488,028)	14%
420020	State Revenue Sharing	249,857	53,726	(196,131)	22%
420055	Metro Construction Excise Tax	1,500	704	(796)	47%
422045	Transient Room Tax	85,000	31,525	(53,475)	37%
422055	SD15 Construction Excise Tax	7,200	3,615	(3,585)	50%
470105	Interest	65,000	13,390	(51,610)	21%
480050	In-Lieu of Tax	1,128,831	1,128,831	0	100%
481005	Transfer from Other Funds	76,063	76,063	0	100%
495005	Fund Bal Avail. for Approp.	5,942,538	0	(5,942,538)	0%
	<b>REVENUES TOTAL</b>	<b>15,842,647</b>	<b>1,453,326</b>	<b>(14,389,321)</b>	<b>9%</b>
<b>EXPENDITURES</b>					
570127	Transfer to Other Funds	(457,500)	0	457,500	0%
580206	Contingency	(750,000)	0	750,000	0%
590304	Unapp Fund Balance	(4,579,697)	0	4,579,697	0%
	<b>EXPENDITURES TOTAL</b>	<b>(5,787,197)</b>	<b>0</b>	<b>5,787,197</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>10,055,450</b>	<b>1,453,326</b>		

100 - General Fund

Department #21 - Police

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420005	Alcoholic Beverages	356,939	56,553	(300,386)	16%
430329	SPF SIG Grant	4,500	0	(4,500)	0%
430335	DEC/DUII Police Grant	3,600	88	(3,512)	2%
440025	Copy Service	3,100	490	(2,610)	16%
450050	Liquor Licenses	2,250	516	(1,734)	23%
450051	Police Permits	100	666	566	666%
450057	Other	0	162	162	0%
450225	Impound Fees	100	0	(100)	0%
450230	Abatement Cost Billed	150	0	(150)	0%
460105	State Court Fines	42,000	14,124	(27,876)	34%
472005	Miscellaneous	0	438	438	0%
480006	Reimbursements	0	20	20	0%
480010	SRO Reimbursement	66,225	0	(66,225)	0%
480011	Overtime Reimbursement	0	910	910	0%
<b>REVENUES TOTAL</b>		<b>478,964</b>	<b>73,967</b>	<b>(404,997)</b>	<b>15%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(2,778,768)	(535,090)	2,243,678	19%
511010	Part-Time Employee Wages	(27,699)	(1,381)	26,318	5%
511015	Overtime	(158,294)	(37,408)	120,886	24%
512005	Health & Dental Benefits	(584,127)	(135,419)	448,708	23%
512008	Health Reimb Arrangement	(24,435)	(12,185)	12,250	50%
512010	Retirement	(565,063)	(116,271)	448,792	21%
512015	FICA	(226,804)	(43,615)	183,189	19%
512020	Workers Comp	(49,443)	(49,443)	0	100%
512025	Other Benefits	(36,813)	(3,914)	32,899	11%
512030	Other Payroll Taxes	(22,581)	(4,381)	18,200	19%
520110	Operating Supplies	(53,475)	(2,127)	51,348	4%
520120	Organization Business Expense	(4,255)	(1,213)	3,042	28%
520130	Personnel Uniforms & Equipment	(23,660)	(2,932)	20,728	12%
520150	Utilities	(3,000)	(821)	2,179	27%
520190	Computer Software	(4,390)	(4,896)	(506)	112%
520220	Small Equipment	(7,000)	(3,274)	3,726	47%
520225	Reserve Officer Expenses	(9,000)	(85)	8,915	1%
520270	Miscellaneous	(500)	0	500	0%
520274	Hands and Words Project	(3,273)	0	3,273	0%
520503	Printing	(3,650)	(470)	3,180	13%
520506	Postage	(2,000)	(581)	1,419	29%
520509	Telephone	(17,745)	(2,393)	15,352	13%
520518	Volunteer Reimbursable Expens	(300)	0	300	0%
520521	Public Information	(4,775)	(4,157)	618	87%
520524	Publications	(2,025)	(190)	1,835	9%
520530	Memberships	(1,500)	0	1,500	0%
520557	Intergovernmental Services	(23,140)	(22,018)	1,123	95%
520558	WCCCA	(264,378)	(130,197)	134,181	49%
520578	Insurance & Bonds	(64,580)	(64,580)	0	100%
521003	Training/Conferences	(29,675)	(8,007)	21,668	27%
521150	Professional Services	(14,135)	(195)	13,940	1%
521168	Misc Medical Services	(3,075)	(3,736)	(661)	122%
522003	Equipment Maint & Oper Supplies	(6,310)	(623)	5,687	10%
522009	Vehicle Maint & Oper Supplies	(1,800)	(231)	1,569	13%
522010	Vehicle Maint External	(700)	(111)	590	16%

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

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
522012	Fuel/Oil	(100)	(89)	11	89%
522021	Equipment Fund Charges	(200,727)	(50,184)	150,543	25%
522022	Information Systems Fund Charge	(50,801)	(25,401)	25,400	50%
522306	Rents & Leases	(6,060)	0	6,060	0%
522312	Facility Maintenance Supplies	(1,600)	(224)	1,376	14%
522315	Facility Mnt/Repairs	(3,520)	(1,197)	2,323	34%
550181	Major Tools & Work Equipment	(25,000)	(2,426)	22,574	10%
	<b>EXPENDITURES TOTAL</b>	<b>(5,310,176)</b>	<b>(1,271,466)</b>	<b>4,038,710</b>	<b>24%</b>
	<b>Department Net Totals</b>	<b>(4,831,212)</b>	<b>(1,197,499)</b>		

**100 - General Fund**

**Department #22 - Fire**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420015	Cigarette	26,577	8,069	(18,508)	30%
420050	Rural Fire District	559,637	0	(559,637)	0%
430214	Homeland Security Grant	0	14,300	14,300	0%
440025	Copy Service	100	40	(61)	40%
446010	Transport Revenue	2,500	2,373	(127)	95%
472005	Miscellaneous	0	1,744	1,744	0%
480008	Cornelius Fire Chief Reimbursemen	82,863	0	(82,863)	0%
480015	Fire Dept Reimbursement	8,000	1,669	(6,331)	21%
	<b>REVENUES TOTAL</b>	<b>679,677</b>	<b>28,194</b>	<b>(651,483)</b>	<b>4%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(1,714,594)	(364,254)	1,350,340	21%
511010	Part-Time Employee Wages	(20,658)	(4,483)	16,175	22%
511015	Overtime	(111,696)	(50,843)	60,853	46%
511019	Volunteer Firefighter Stipend	(62,880)	(15,981)	46,899	25%
511020	Temporary Employee Wages	(20,000)	(13,638)	6,362	68%
512005	Health & Dental Benefits	(406,282)	(99,929)	306,353	25%
512008	Health Reimb Arrangement	(15,917)	(3,834)	12,083	24%
512010	Retirement	(409,480)	(79,958)	329,522	20%
512015	FICA	(147,564)	(33,649)	113,915	23%
512020	Workers Comp	(46,812)	(46,812)	0	100%
512025	Other Benefits	(21,399)	(2,895)	18,504	14%
512030	Other Payroll Taxes	(15,234)	(3,470)	11,764	23%
512035	Volunteer Fringe Benefits	(3,064)	0	3,064	0%
520110	Operating Supplies	(18,000)	(6,476)	11,524	36%
520120	Organization Business Expense	(4,300)	(1,715)	2,585	40%
520130	Personnel Uniforms & Equipment	(15,000)	(4,690)	10,310	31%
520150	Utilities	(28,881)	(2,498)	26,383	9%
520190	Computer Software	(3,500)	0	3,500	0%
520220	Small Equipment	(10,000)	(3,487)	6,513	35%
520230	Tools- 50/50	(182,900)	(29,361)	153,539	16%
520300	Emergency Operations Center	(3,500)	(118)	3,382	3%
520503	Printing	(500)	0	500	0%
520506	Postage	(700)	(32)	668	5%
520509	Telephone	(5,000)	(1,317)	3,683	26%
520521	Public Information	(1,800)	(92)	1,708	5%
520524	Publications	(1,600)	(1,305)	295	82%
520530	Memberships	(1,184)	(786)	398	66%
520557	Intergovernmental Services	(1,400)	(340)	1,061	24%
520558	WCCCA	(164,469)	(81,794)	82,676	50%
520578	Insurance & Bonds	(37,626)	(37,626)	0	100%
521003	Training/Conferences	(27,000)	(5,733)	21,267	21%
521150	Professional Services	(29,040)	(8,484)	20,556	29%
521168	Misc Medical Services	(29,000)	(7,224)	21,776	25%
522003	Equipment Maint & Oper Supplies	(9,000)	(4,465)	4,535	50%
522009	Vehicle Maint & Oper Supplies	(55,000)	(17,326)	37,674	32%
522012	Fuel/Oil	(32,000)	(7,458)	24,542	23%
522021	Equipment Fund Charges	(3,658)	(913)	2,745	25%
522022	Information Systems Fund Charge	(28,575)	(14,288)	14,287	50%
522303	Custodial	(1,500)	0	1,500	0%
522312	Facility Maintenance Supplies	(3,500)	(300)	3,200	9%
522315	Facility Mnt/Repairs	(12,000)	(1,685)	10,315	14%

100 - General Fund

Department #22 - Fire

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	EXPENDITURES TOTAL	(3,706,213)	(959,259)	2,746,954	26%
	Department Net Totals	(3,026,536)	(931,065)		

**100 - General Fund**

**Department #31 - Planning**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420070	Payment from FG Urban Renewal	5,000	0	(5,000)	0%
430460	SHPO Grant	13,000	0	(13,000)	0%
430587	Grant Match - Other Agencies	0	8,650	8,650	0%
440020	Code Enforcement Revenue	1,800	503	(1,297)	28%
440025	Copy Service	100	7	(93)	7%
440029	General Fund Spt Svc (522023)	77,921	77,921	0	100%
450054	Metro Business License	12,000	13,937	1,937	116%
450101	Planning Fees	37,500	17,295	(20,205)	46%
	<b>REVENUES TOTAL</b>	<b>147,321</b>	<b>118,313</b>	<b>(29,008)</b>	<b>80%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(240,869)	(52,480)	188,389	22%
511010	Part-Time Employee Wages	(4,541)	(994)	3,547	22%
512005	Health & Dental Benefits	(40,924)	(8,710)	32,214	21%
512008	Health Reimb Arrangement	(2,129)	(532)	1,597	25%
512010	Retirement	(57,042)	(12,825)	44,217	22%
512015	FICA	(18,774)	(4,028)	14,746	21%
512020	Workers Comp	(205)	(205)	0	100%
512025	Other Benefits	(2,396)	(326)	2,070	14%
512030	Other Payroll Taxes	(1,864)	(407)	1,457	22%
520110	Operating Supplies	(1,912)	(134)	1,778	7%
520120	Organization Business Expense	(2,000)	(49)	1,952	2%
520170	Code Enforcement Expenditures	(4,500)	(814)	3,686	18%
520190	Computer Software	(3,150)	0	3,150	0%
520200	Computer Software Maintenance	0	(124)	(124)	0%
520220	Small Equipment	(900)	0	900	0%
520503	Printing	(2,100)	0	2,100	0%
520506	Postage	(2,400)	(893)	1,507	37%
520509	Telephone	(800)	(136)	664	17%
520521	Public Information	(1,800)	(242)	1,558	13%
520524	Publications	(800)	0	800	0%
520530	Memberships	(2,700)	(1,545)	1,155	57%
520557	Intergovernmental Services	(1,200)	(40)	1,160	3%
520578	Insurance & Bonds	(1,098)	(1,098)	0	100%
521003	Training/Conferences	(2,300)	0	2,300	0%
521113	Attorney Services	(10,000)	(8,284)	1,716	83%
521150	Professional Services	(22,000)	(171)	21,829	1%
522003	Equipment Maint & Oper Supplies	(4,140)	(573)	3,567	14%
522021	Equipment Fund Charges	(1,591)	(394)	1,197	25%
522022	Information Systems Fund Charge	(17,525)	(8,763)	8,762	50%
522309	Building/Facility Rental	(1,573)	(394)	1,179	25%
523006	SHPO Grant Expense	(3,000)	0	3,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(456,233)</b>	<b>(104,161)</b>	<b>352,072</b>	<b>23%</b>
	<b>Department Net Totals</b>	<b>(308,912)</b>	<b>14,151</b>		

**100 - General Fund**

**Department #51 - Engineering**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	1,400	504	(896)	36%
440029	General Fund Spt Svc (522023)	728,946	728,946	0	100%
450122	Engineering Inspection Fees	40,000	1,737	(38,263)	4%
	<b>REVENUES TOTAL</b>	<b>770,346</b>	<b>731,187</b>	<b>(39,159)</b>	<b>95%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(431,993)	(93,685)	338,308	22%
511010	Part-Time Employee Wages	(45,879)	(9,406)	36,473	21%
512005	Health & Dental Benefits	(96,664)	(21,579)	75,085	22%
512008	Health Reimb Arrangement	(4,290)	(1,002)	3,288	23%
512010	Retirement	(98,103)	(21,662)	76,441	22%
512015	FICA	(36,557)	(7,852)	28,705	21%
512020	Workers Comp	(4,034)	(4,034)	0	100%
512025	Other Benefits	(5,460)	(1,142)	4,318	21%
512030	Other Payroll Taxes	(3,643)	(787)	2,856	22%
520110	Operating Supplies	(3,250)	(583)	2,667	18%
520120	Organization Business Expense	(250)	(38)	212	15%
520130	Personnel Uniforms & Equipment	(500)	0	500	0%
520190	Computer Software	(750)	0	750	0%
520200	Computer Software Maintenance	(3,000)	0	3,000	0%
520220	Small Equipment	(3,300)	(138)	3,162	4%
520503	Printing	(2,500)	(175)	2,326	7%
520506	Postage	(550)	(67)	483	12%
520509	Telephone	(2,350)	(204)	2,146	9%
520521	Public Information	(500)	0	500	0%
520524	Publications	(1,300)	(139)	1,162	11%
520530	Memberships	(2,530)	(270)	2,260	11%
520557	Intergovernmental Services	(650)	(143)	507	22%
520578	Insurance & Bonds	(2,775)	(2,775)	0	100%
521003	Training/Conferences	(6,050)	(110)	5,940	2%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(10,520)	(505)	10,015	5%
522003	Equipment Maint & Oper Supplies	(3,440)	(202)	3,238	6%
522021	Equipment Fund Charges	(15,685)	(3,922)	11,763	25%
522022	Information Systems Fund Charge	(46,442)	(23,221)	23,221	50%
522306	Rents & Leases	(9,624)	0	9,624	0%
522315	Facility Mnt/Repairs	0	(443)	(443)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(845,589)</b>	<b>(194,082)</b>	<b>651,507</b>	<b>23%</b>
	<b>Department Net Totals</b>	<b>(75,243)</b>	<b>537,105</b>		

100 - General Fund

Department #51 - Engineering

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	22,202,301	5,275,472		
	Fund Total Expenditures	(22,202,301)	(3,900,178)		
	Fund Net	0	1,375,294		

**100 - General Fund**

**Department #51 - Engineering**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

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

**Department #32 - Building Services**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	0	199	199	0%
450074	Structural Building Permits	177,675	113,787	(63,888)	64%
450076	Manufactured Home Permits	329	0	(329)	0%
450078	Plumbing Permits	46,394	22,343	(24,051)	48%
450080	Mechanical Permits	14,320	9,786	(4,534)	68%
450082	Structural State Surcharge	26,143	13,526	(12,617)	52%
450084	Manuf. Housing State Surcharge	39	0	(39)	0%
450086	Plumbing State Surcharge	6,663	2,654	(4,009)	40%
450088	Mechanical Plans St. Surcharge	1,718	1,170	(548)	68%
450106	Structural Plan Review Fees	102,004	64,682	(37,322)	63%
450108	Plumbing Plan Review Fees	572	607	35	106%
450110	Mechanical Plan Review Fees	2,605	1,604	(1,001)	62%
450112	FL&S Plan Review Fees	12,971	8,045	(4,926)	62%
450124	Erosion Control Fees	22,000	13,260	(8,740)	60%
450126	Misc - Reinspect & Invstg Fee	600	37	(563)	6%
450130	Cornelius Permit Revenue	40,000	0	(40,000)	0%
470105	Interest	4,500	1,580	(2,920)	35%
495005	Fund Bal Avail. for Approp.	1,366,408	0	(1,366,408)	0%
	<b>REVENUES TOTAL</b>	<b>1,824,941</b>	<b>253,281</b>	<b>(1,571,660)</b>	<b>14%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(321,284)	(67,548)	253,736	21%
511010	Part-Time Employee Wages	(9,771)	(1,989)	7,783	20%
512005	Health & Dental Benefits	(61,689)	(13,983)	47,706	23%
512008	Health Reimb Arrangement	(3,441)	(792)	2,649	23%
512010	Retirement	(62,228)	(13,191)	49,037	21%
512015	FICA	(25,326)	(5,289)	20,037	21%
512020	Workers Comp	(2,056)	(2,056)	0	100%
512025	Other Benefits	(3,363)	(471)	2,892	14%
512030	Other Payroll Taxes	(6,489)	(537)	5,952	8%
520110	Operating Supplies	(975)	(134)	841	14%
520120	Organization Business Expense	(400)	0	400	0%
520130	Personnel Uniforms & Equipment	(500)	(514)	(14)	103%
520200	Computer Software Maintenance	0	(187)	(187)	0%
520220	Small Equipment	(5,130)	0	5,130	0%
520503	Printing	(1,500)	(83)	1,417	6%
520506	Postage	(420)	(140)	280	33%
520509	Telephone	(1,770)	(334)	1,436	19%
520521	Public Information	(150)	(156)	(6)	104%
520530	Memberships	(950)	0	950	0%
520557	Intergovernmental Services	(44,564)	(10,307)	34,257	23%
520578	Insurance & Bonds	(1,394)	(1,394)	0	100%
521003	Training/Conferences	(4,250)	(471)	3,779	11%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(25,500)	(3,732)	21,768	15%
521172	Bank Service Fees	(150)	(704)	(554)	470%
522003	Equipment Maint & Oper Supplies	(1,100)	0	1,100	0%
522021	Equipment Fund Charges	(10,655)	(2,663)	7,992	25%
522022	Information Systems Fund Charge	(14,027)	(7,014)	7,013	50%
522023	General Fund Admin Services	(55,130)	(55,130)	0	100%
570103	Transfer to General Fund	(33,663)	(33,663)	0	100%

**205 - Building Permits Fund**

**Department #32 - Building Services**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(874,066)	0	874,066	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,824,941)</b>	<b>(222,481)</b>	<b>1,602,460</b>	<b>12%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>30,800</b>		
	<b>Fund Total Revenues</b>	<b>1,824,941</b>	<b>253,281</b>		
	<b>Fund Total Expenditures</b>	<b>(1,824,941)</b>	<b>(222,481)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>30,800</b>		

## 210 - Street Fund

### Department #52 - Streets & Traffic

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422015	State Gas Tax	1,296,653	343,141	(953,512)	26%
422025	County Gas Tax	84,000	21,551	(62,449)	26%
440172	Streetlight Fee	146,400	37,194	(109,206)	25%
450057	Other	0	635	635	0%
450100	Street Improv Fee-N Central Proje	0	8,400	8,400	0%
450114	Street Improv Fee-Pac Cross-SG	0	900	900	0%
470105	Interest	3,500	477	(3,023)	14%
470131	Sidewalk Program Interest	0	187	187	0%
470132	Sidewalk Program Principal	23,100	3,616	(19,485)	16%
470133	Sidewalk Program Pymt in Full	100,000	0	(100,000)	0%
495005	Fund Bal Avail. for Approp.	845,581	0	(845,581)	0%
495006	Restricted Fund Balance	9,125	0	(9,125)	0%
	<b>REVENUES TOTAL</b>	<b>2,508,359</b>	<b>416,100</b>	<b>(2,092,259)</b>	<b>17%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(186,575)	(58,078)	128,497	31%
511015	Overtime	(7,094)	(203)	6,891	3%
512005	Health & Dental Benefits	(59,853)	(14,335)	45,518	24%
512008	Health Reimb Arrangement	(2,175)	(548)	1,627	25%
512010	Retirement	(40,206)	(12,671)	27,535	32%
512015	FICA	(14,816)	(4,463)	10,353	30%
512020	Workers Comp	(4,677)	(4,677)	0	100%
512025	Other Benefits	(1,871)	(286)	1,585	15%
512030	Other Payroll Taxes	(1,502)	(335)	1,167	22%
520110	Operating Supplies	(2,000)	(315)	1,685	16%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(3,000)	(798)	2,202	27%
520150	Utilities	(70,000)	(16,315)	53,685	23%
520190	Computer Software	(3,000)	(802)	2,198	27%
520220	Small Equipment	(3,500)	(439)	3,061	13%
520240	Construction Supplies	(68,000)	(26,199)	41,801	39%
520280	Street Light Maint. (610-440170)	(88,350)	0	88,350	0%
520503	Printing	(400)	(194)	206	49%
520506	Postage	(200)	(49)	151	25%
520509	Telephone	(1,100)	(76)	1,024	7%
520521	Public Information	(300)	0	300	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(100)	0	100	0%
520557	Intergovernmental Services	(22,000)	(1,130)	20,870	5%
520578	Insurance & Bonds	(3,699)	(3,699)	0	100%
521003	Training/Conferences	(2,000)	(247)	1,754	12%
521150	Professional Services	(83,900)	(300)	83,600	0%
521168	Misc Medical Services	(300)	(116)	184	39%
521172	Bank Service Fees	(700)	(249)	451	36%
522003	Equipment Maint & Oper Supplies	(1,700)	(1,911)	(211)	112%
522012	Fuel/Oil	(500)	(224)	276	45%
522021	Equipment Fund Charges	(61,101)	(15,273)	45,828	25%
522022	Information Systems Fund Charge	(3,618)	(1,809)	1,809	50%
522023	General Fund Admin Services	(515,365)	(515,365)	0	100%
522306	Rents & Leases	(10,000)	(4,500)	5,500	45%
522309	Building/Facility Rental	(3,150)	(783)	2,367	25%

**210 - Street Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
522315	Facility Mnt/Repairs	(500)	0	500	0%
550181	Major Tools & Work Equipment	(10,000)	(4,309)	5,692	43%
550563	Construction Maintenance	(385,000)	(162,519)	222,481	42%
550575	Street Construction	(198,314)	(3,503)	194,811	2%
550580	Sidewalk Program	(100,000)	(41)	99,959	0%
551066	Safe Routes to School	(65,000)	0	65,000	0%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(382,343)	0	382,343	0%
<b>EXPENDITURES TOTAL</b>		<b>(2,508,359)</b>	<b>(856,761)</b>	<b>1,651,598</b>	<b>34%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>(440,661)</b>		
<b>Fund Total Revenues</b>		<b>2,508,359</b>	<b>416,100</b>		
<b>Fund Total Expenditures</b>		<b>(2,508,359)</b>	<b>(856,761)</b>		
<b>Fund Net</b>		<b>0</b>	<b>(440,661)</b>		

**212 - Street Tree Fund**

**Department #31 - Planning**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
450140	Tree Planting Fees	40,000	7,194	(32,806)	18%
470105	Interest	30	5	(25)	17%
495005	Fund Bal Avail. for Approp.	8,550	0	(8,550)	0%
	<b>REVENUES TOTAL</b>	<b>48,580</b>	<b>7,199</b>	<b>(41,381)</b>	<b>15%</b>
<b>EXPENDITURES</b>					
520290	Street Tree Planting	(47,380)	0	47,380	0%
570103	Transfer to General Fund	(1,200)	(1,200)	0	100%
	<b>EXPENDITURES TOTAL</b>	<b>(48,580)</b>	<b>(1,200)</b>	<b>47,380</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>5,999</b>		
	<b>Fund Total Revenues</b>	<b>48,580</b>	<b>7,199</b>		
	<b>Fund Total Expenditures</b>	<b>(48,580)</b>	<b>(1,200)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>5,999</b>		

220 - Forfeiture Sharing Fund

Department #21 - Police

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
460150	Forfeiture Sharing Revenue	0	3,341	3,341	0%
	<b>REVENUES TOTAL</b>	<b>0</b>	<b>3,341</b>	<b>3,341</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,341</b>		
	<b>Fund Total Revenues</b>	<b>0</b>	<b>3,341</b>		
	<b>Fund Total Expenditures</b>				
	<b>Fund Net</b>	<b>0</b>	<b>3,341</b>		

**225 - Fire Equipment Repl. Fund**  
**Department #23 - Fire Equipment Repl Fund**  
 For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420010	Rural District Share	177,500	34,592	(142,908)	19%
445015	Sale of Equipment	12,500	12,500	0	100%
470105	Interest	2,000	244	(1,756)	12%
481005	Transfer from Other Funds	167,000	41,750	(125,250)	25%
495005	Fund Bal Avail. for Approp.	472,388	0	(472,388)	0%
	<b>REVENUES TOTAL</b>	<b>831,388</b>	<b>89,087</b>	<b>(742,301)</b>	<b>11%</b>
<b>EXPENDITURES</b>					
550166	Building Improvements	(160,000)	(115,990)	44,010	72%
550181	Major Tools & Work Equipment	(65,000)	776	65,776	-1%
551261	Equipment Replacement	(130,000)	(32,820)	97,180	25%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(376,388)	0	376,388	0%
	<b>EXPENDITURES TOTAL</b>	<b>(831,388)</b>	<b>(148,034)</b>	<b>683,354</b>	<b>18%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(58,947)</b>		
	<b>Fund Total Revenues</b>	<b>831,388</b>	<b>89,087</b>		
	<b>Fund Total Expenditures</b>	<b>(831,388)</b>	<b>(148,034)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(58,947)</b>		

**226 - Fire SAFER Grant Fund**

**Department #22 - Fire**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430214	Homeland Security Grant	94,993	0	(94,993)	0%
	<b>REVENUES TOTAL</b>	<b>94,993</b>	<b>0</b>	<b>(94,993)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(54,739)	(19,908)	34,831	36%
512005	Health & Dental Benefits	(13,176)	(5,326)	7,850	40%
512008	Health Reimb Arrangement	(489)	0	489	0%
512010	Retirement	(13,302)	(4,312)	8,990	32%
512015	Fica	(4,188)	(1,460)	2,728	35%
512020	Workers Comp	(1,138)	(1,138)	0	100%
512025	Other Benefits	(396)	(140)	256	35%
512030	Other Payroll Taxes	(734)	(154)	580	21%
520110	Operating Supplies	(6,831)	(99)	6,732	1%
	<b>EXPENDITURES TOTAL</b>	<b>(94,993)</b>	<b>(32,537)</b>	<b>62,456</b>	<b>34%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(32,537)</b>		
	<b>Fund Total Revenues</b>	<b>94,993</b>	<b>0</b>		
	<b>Fund Total Expenditures</b>	<b>(94,993)</b>	<b>(32,537)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(32,537)</b>		

**240 - Bikeway Development Fund**  
**Department #52 - Streets & Traffic**  
 For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422015	State Gas Tax	13,100	3,466	(9,634)	26%
470105	Interest	60	0	(60)	0%
495005	Fund Bal Avail. for Approp.	20,939	0	(20,939)	0%
	<b>REVENUES TOTAL</b>	<b>34,099</b>	<b>3,466</b>	<b>(30,633)</b>	<b>10%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(34,099)	0	34,099	0%
	<b>EXPENDITURES TOTAL</b>	<b>(34,099)</b>	<b>0</b>	<b>34,099</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,466</b>		
	<b>Fund Total Revenues</b>	<b>34,099</b>	<b>3,466</b>		
	<b>Fund Total Expenditures</b>	<b>(34,099)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>3,466</b>		

**265 - Transportation Services Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430725	DHS Transportation Grant	500,000	0	(500,000)	0%
	<b>REVENUES TOTAL</b>	<b>500,000</b>	<b>0</b>	<b>(500,000)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
523015	Transportation Grant	(500,000)	0	500,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(500,000)</b>	<b>0</b>	<b>500,000</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>500,000</b>	<b>0</b>		
	<b>Fund Total Expenditures</b>	<b>(500,000)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

**270 - Facility Major Maintenance Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	3,200	1,011	(2,189)	32%
481007	Transfer from General Fund	450,000	0	(450,000)	0%
495005	Fund Bal Avail. for Approp.	808,209	0	(808,209)	0%
	<b>REVENUES TOTAL</b>	<b>1,261,409</b>	<b>1,011</b>	<b>(1,260,398)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
550166	Building Improvements	(511,409)	(2,164)	509,245	0%
550173	Capital Projects - Aquatic Center	0	(79,341)	(79,341)	0%
590304	Unapp Fund Balance	(750,000)	0	750,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,261,409)</b>	<b>(81,505)</b>	<b>1,179,904</b>	<b>6%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(80,494)</b>		
	<b>Fund Total Revenues</b>	<b>1,261,409</b>	<b>1,011</b>		
	<b>Fund Total Expenditures</b>	<b>(1,261,409)</b>	<b>(81,505)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(80,494)</b>		

**275 - Community Enhancement Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420025	Metro Enhancement Fee	104,741	14,893	(89,848)	14%
495005	Fund Bal Avail. for Approp.	13,589	0	(13,589)	0%
	<b>REVENUES TOTAL</b>	<b>118,330</b>	<b>14,893</b>	<b>(103,437)</b>	<b>13%</b>
<b>EXPENDITURES</b>					
523003	Comm Enhancement Grants	(100,000)	(54,086)	45,914	54%
523004	CEP Carryover	(7,434)	(80)	7,354	1%
523005	Funding Not Allocated	(10,396)	0	10,396	0%
570103	Transfer to General Fund	(500)	0	500	0%
	<b>EXPENDITURES TOTAL</b>	<b>(118,330)</b>	<b>(54,166)</b>	<b>64,164</b>	<b>46%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(39,272)</b>		
	<b>Fund Total Revenues</b>	<b>118,330</b>	<b>14,893</b>		
	<b>Fund Total Expenditures</b>	<b>(118,330)</b>	<b>(54,166)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(39,272)</b>		

**280 - Public Arts Fund**

**Department #11 - Legislative & Executive**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
470105	Interest	90	10	(80)	12%
471025	Public Arts Comm. Donations	2,000	1,295	(705)	65%
495005	Fund Bal Avail. for Approp.	10,625	0	(10,625)	0%
	<b>REVENUES TOTAL</b>	<b>12,715</b>	<b>1,305</b>	<b>(11,410)</b>	<b>10%</b>
<b>EXPENDITURES</b>					
520564	Public Arts Comm. Expenditures	(12,715)	(289)	12,426	2%
	<b>EXPENDITURES TOTAL</b>	<b>(12,715)</b>	<b>(289)</b>	<b>12,426</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,016</b>		
	<b>Fund Total Revenues</b>	<b>12,715</b>	<b>1,305</b>		
	<b>Fund Total Expenditures</b>	<b>(12,715)</b>	<b>(289)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,016</b>		

**310 - Traffic Impact Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
470105	Interest	15,000	3,890	(11,110)	26%
495005	Fund Bal Avail. for Approp.	3,151,107	0	(3,151,107)	0%
	<b>REVENUES TOTAL</b>	<b>3,166,107</b>	<b>3,890</b>	<b>(3,162,217)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(3,166,107)	0	3,166,107	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,166,107)</b>	<b>0</b>	<b>3,166,107</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,890</b>		
	<b>Fund Total Revenues</b>	<b>3,166,107</b>	<b>3,890</b>		
	<b>Fund Total Expenditures</b>	<b>(3,166,107)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>3,890</b>		

**311 - Transportation Development Tax Fund**

**Department #52 - Streets & Traffic**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451070	Transportation Development Tax	675,000	379,116	(295,884)	56%
470105	Interest	16,500	5,842	(10,658)	35%
495005	Fund Bal Avail. for Approp.	4,207,857	0	(4,207,857)	0%
	<b>REVENUES TOTAL</b>	<b>4,899,357</b>	<b>384,958</b>	<b>(4,514,399)</b>	<b>8%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(4,899,357)	0	4,899,357	0%
	<b>EXPENDITURES TOTAL</b>	<b>(4,899,357)</b>	<b>0</b>	<b>4,899,357</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>384,958</b>		
	<b>Fund Total Revenues</b>	<b>4,899,357</b>	<b>384,958</b>		
	<b>Fund Total Expenditures</b>	<b>(4,899,357)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>384,958</b>		

**320 - Park Acq. & Dev Fund**

**Department #16 - Parks & Recreation**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430708	State Parks Grant	250,000	0	(250,000)	0%
451009	Parks SDC	270,000	153,000	(117,000)	57%
470105	Interest	9,000	1,854	(7,146)	21%
495005	Fund Bal Avail. for Approp.	1,370,116	0	(1,370,116)	0%
	<b>REVENUES TOTAL</b>	<b>1,899,116</b>	<b>154,854</b>	<b>(1,744,262)</b>	<b>8%</b>
<b>EXPENDITURES</b>					
521150	Professional Services	(250,000)	(5,894)	244,106	2%
550200	Parks Projects - General	(1,329,116)	0	1,329,116	0%
550248	Trails and Greenways	(320,000)	(40,539)	279,461	13%
	<b>EXPENDITURES TOTAL</b>	<b>(1,899,116)</b>	<b>(46,433)</b>	<b>1,852,683</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>108,422</b>		
	<b>Fund Total Revenues</b>	<b>1,899,116</b>	<b>154,854</b>		
	<b>Fund Total Expenditures</b>	<b>(1,899,116)</b>	<b>(46,433)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>108,422</b>		

**330 - Capital Projects Fund**

Department #12 - Administration Services

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	8,500	2,453	(6,047)	29%
481005	Transfer from Other Funds	261,803	261,803	0	100%
495005	Fund Bal Avail. for Approp.	1,578,378	0	(1,578,378)	0%
	<b>REVENUES TOTAL</b>	<b>1,848,681</b>	<b>264,256</b>	<b>(1,584,425)</b>	<b>14%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(1,491,481)	0	1,491,481	0%
550188	Times Litho Site	(357,200)	(51,502)	305,698	14%
	<b>EXPENDITURES TOTAL</b>	<b>(1,848,681)</b>	<b>(51,502)</b>	<b>1,797,179</b>	<b>3%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>212,754</b>		
	<b>Fund Total Revenues</b>	<b>1,848,681</b>	<b>264,256</b>		
	<b>Fund Total Expenditures</b>	<b>(1,848,681)</b>	<b>(51,502)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>212,754</b>		

**350 - CIP Excise Tax Fund**

**Department #12 - Administration Services**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
450200	C.I.P. Fees	330,000	84,643	(245,357)	26%
470105	Interest	475	48	(427)	10%
495005	Fund Bal Avail. for Approp.	131,253	0	(131,253)	0%
	<b>REVENUES TOTAL</b>	<b>461,728</b>	<b>84,690</b>	<b>(377,038)</b>	<b>18%</b>
<b>EXPENDITURES</b>					
550170	Capital Projects - Support Service	(99,198)	(9,256)	89,942	9%
550171	Capital Projects - Public Safety	(67,350)	0	67,350	0%
570127	Transfer to Other Funds	(295,180)	(94,877)	200,303	32%
	<b>EXPENDITURES TOTAL</b>	<b>(461,728)</b>	<b>(104,132)</b>	<b>357,596</b>	<b>23%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(19,442)</b>		
	<b>Fund Total Revenues</b>	<b>461,728</b>	<b>84,690</b>		
	<b>Fund Total Expenditures</b>	<b>(461,728)</b>	<b>(104,132)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(19,442)</b>		

**410 - General Debt Service Fund**

Department #19 -

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	468,528	0	(468,528)	0%
411150	Property Tax Prior Years	9,500	4,492	(5,008)	47%
470105	Interest	500	37	(463)	7%
495005	Fund Bal Avail. for Approp.	44,672	0	(44,672)	0%
<b>REVENUES TOTAL</b>		<b>523,200</b>	<b>4,530</b>	<b>(518,670)</b>	<b>1%</b>
<b>EXPENDITURES</b>					
562008	Principal - 2010 Series	(505,000)	0	505,000	0%
562048	Interest - 2010 Series	(18,200)	0	18,200	0%
<b>EXPENDITURES TOTAL</b>		<b>(523,200)</b>	<b>0</b>	<b>523,200</b>	<b>0%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>4,530</b>		
<b>Fund Total Revenues</b>		<b>523,200</b>	<b>4,530</b>		
<b>Fund Total Expenditures</b>		<b>(523,200)</b>	<b>0</b>		
<b>Fund Net</b>		<b>0</b>	<b>4,530</b>		

**430 - SPWF-Debt Service Fund**

**Department #19 -**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451200	Assessment Charges	5,507	0	(5,507)	0%
470130	Interest - Assessments	1,509	0	(1,509)	0%
481007	Transfer from General Fund	7,500	0	(7,500)	0%
495005	Fund Bal Avail. for Approp.	11,118	0	(11,118)	0%
	<b>REVENUES TOTAL</b>	<b>25,634</b>	<b>0</b>	<b>(25,634)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
562020	Principal - 95 S.P.W.F. Loan	(23,610)	0	23,610	0%
562055	Interest - 95 S.P.W.F. Loan	(1,358)	0	1,358	0%
590304	Unapp Fund Balance	(666)	0	666	0%
	<b>EXPENDITURES TOTAL</b>	<b>(25,634)</b>	<b>0</b>	<b>25,634</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>25,634</b>	<b>0</b>		
	<b>Fund Total Expenditures</b>	<b>(25,634)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

**505 - Library Endowment Fund**

**Department #14 - Library**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	225	57	(168)	25%
495005	Fund Bal Avail. for Approp.	486	0	(486)	0%
495006	Restricted Fund Balance	41,187	0	(41,187)	0%
	<b>REVENUES TOTAL</b>	<b>41,898</b>	<b>57</b>	<b>(41,841)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
520220	Small Equipment	(711)	0	711	0%
590304	Unapp Fund Balance	(41,187)	0	41,187	0%
	<b>EXPENDITURES TOTAL</b>	<b>(41,898)</b>	<b>0</b>	<b>41,898</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>57</b>		
	<b>Fund Total Revenues</b>	<b>41,898</b>	<b>57</b>		
	<b>Fund Total Expenditures</b>	<b>(41,898)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>57</b>		

**610 - Light Fund**

**Department #41 - Light & Power**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440035	NSF Handling Charge	1,500	308	(1,192)	21%
440105	Residential Sales	7,935,730	1,391,846	(6,543,884)	18%
440110	General Service - 1 ph Sales	697,727	123,776	(573,951)	18%
440112	General Service - 3 ph Sales	698,107	167,666	(530,441)	24%
440120	Industrial Service - Special Contra	1,901,673	338,790	(1,562,883)	18%
440125	Large Commercial Industrial	4,086,782	909,644	(3,177,138)	22%
440130	Public Street Lighting Sales	68,875	8,690	(60,185)	13%
440135	Rental Lights	105,295	19,382	(85,913)	18%
440140	Irrigation Service	5,927	412	(5,515)	7%
440150	Green Power Units	10,800	1,400	(9,400)	13%
440165	Connection Charges	60,000	82,939	22,939	138%
440170	Street Light Maint. (210-520280)	73,000	0	(73,000)	0%
440175	Disconnect/Reconnect Charges	22,500	4,254	(18,246)	19%
440180	Pole Rental	21,748	0	(21,748)	0%
440302	Auditorium Rental	24,142	6,285	(17,857)	26%
445005	Sale of Scrap	15,000	2,879	(12,121)	19%
445010	Sale of Materials	2,500	0	(2,500)	0%
445015	Sale of Equipment	3,000	21,917	18,917	731%
450057	Other	30,000	159	(29,841)	1%
470003	Proceeds from Debt Issuance	3,800,000	0	(3,800,000)	0%
470105	Interest	31,020	742	(30,278)	2%
480020	Conservation Incentive Reimburs	300,000	0	(300,000)	0%
495005	Fund Bal Avail. for Approp.	3,112,680	0	(3,112,680)	0%
	<b>REVENUES TOTAL</b>	<b>23,008,006</b>	<b>3,081,088</b>	<b>(19,926,918)</b>	<b>13%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(2,102,285)	(453,251)	1,649,034	22%
511010	Part-Time Employee Wages	(32,685)	(8,858)	23,827	27%
511015	Overtime	(99,878)	(5,435)	94,443	5%
511020	Temporary Employee Wages	0	(3,828)	(3,828)	0%
512005	Health & Dental Benefits	(399,876)	(95,130)	304,746	24%
512008	Health Reimb Arrangement	(21,879)	(1,641)	20,238	7%
512010	Retirement	(463,021)	(102,537)	360,484	22%
512015	Fica	(170,966)	(35,270)	135,696	21%
512020	Workers Comp	(19,461)	(19,461)	0	100%
512025	Other Benefits	(21,463)	(2,358)	19,105	11%
512030	Other Payroll Taxes	(16,938)	(3,577)	13,361	21%
520110	Operating Supplies	(12,000)	(1,941)	10,059	16%
520120	Organization Business Expense	(15,650)	(2,335)	13,315	15%
520130	Personnel Uniforms & Equipment	(32,500)	(4,324)	28,176	13%
520150	Utilities	(33,136)	(5,732)	27,404	17%
520180	Subscriptions & Books	(1,000)	(120)	880	12%
520190	Computer Software	(12,500)	(2,176)	10,324	17%
520200	Computer Software Maintenance	(6,800)	0	6,800	0%
520220	Small Equipment	(25,000)	(7,756)	17,244	31%
520240	Construction Supplies	(205,000)	(37,565)	167,435	18%
520260	Purchased Power	(8,835,330)	(2,235,541)	6,599,789	25%
520270	Miscellaneous	(1,000)	0	1,000	0%
520503	Printing	(2,000)	(156)	1,844	8%
520506	Postage	(3,000)	(202)	2,798	7%
520509	Telephone	(9,000)	(987)	8,013	11%

**610 - Light Fund**

**Department #41 - Light & Power**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
520521	Public Information	(37,000)	(1,350)	35,650	4%
520524	Publications	(2,150)	0	2,150	0%
520530	Memberships	(99,821)	(5,741)	94,080	6%
520533	Recruiting Expenses	(3,500)	(375)	3,125	11%
520542	Bill Paying Assistance Program	(75,000)	(252)	74,748	0%
520554	Conservation Incentives	(50,000)	0	50,000	0%
520555	Industrial Conservation Augmenta	(300,000)	(40,523)	259,477	14%
520556	Green Power Info & Promotion	(2,000)	0	2,000	0%
520557	Intergovernmental Services	(16,500)	(16,928)	(428)	103%
520578	Insurance & Bonds	(43,006)	(43,006)	0	100%
521003	Training/Conferences	(38,400)	(4,562)	33,838	12%
521113	Attorney Services	(5,000)	0	5,000	0%
521150	Professional Services	(18,800)	(1,934)	16,866	10%
521162	Consultants	(20,000)	0	20,000	0%
521165	Contracts for Services	(95,000)	(14,264)	80,736	15%
521168	Misc Medical Services	(3,850)	(424)	3,426	11%
521172	Bank Service Fees	(42,000)	(9,382)	32,618	22%
522003	Equipment Maint & Oper Supplies	(30,000)	(9,683)	20,317	32%
522006	Equipment/Vehicle Rental	(5,000)	0	5,000	0%
522009	Vehicle Maint & Oper Supplies	(39,500)	(11,365)	28,135	29%
522010	Vehicle Maint External	(24,000)	(4,533)	19,467	19%
522012	Fuel/Oil	(41,355)	(9,290)	32,065	22%
522022	Information Systems Fund Charge	(96,813)	(48,407)	48,406	50%
522023	General Fund Admin Services	(1,246,421)	(311,609)	934,812	25%
522306	Rents & Leases	(14,650)	(30)	14,620	0%
522312	Facility Maintenance Supplies	(10,700)	(820)	9,880	8%
522315	Facility Mnt/Repairs	(12,500)	(4,755)	7,745	38%
550166	Building Improvements	(10,000)	0	10,000	0%
550181	Major Tools & Work Equipment	(223,000)	(80,132)	142,868	36%
550959	Substation Improvements	(2,063,500)	(127,225)	1,936,275	6%
550962	System Additions & Upgrades	(50,000)	0	50,000	0%
551260	Vehicle Replacement	(165,000)	0	165,000	0%
562075	Interest - Substation Improvement	(60,000)	0	60,000	0%
570127	Transfer to Other Funds	(150,598)	(32,824)	117,774	22%
570130	In-Lieu of Tax	(796,181)	(199,049)	597,132	25%
580206	Contingency	(1,000,000)	0	1,000,000	0%
590304	Unapp Fund Balance	(3,574,393)	0	3,574,393	0%
<b>EXPENDITURES TOTAL</b>		<b>(23,008,006)</b>	<b>(4,008,643)</b>	<b>18,999,363</b>	<b>17%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>(927,555)</b>		
<b>Fund Total Revenues</b>		<b>23,008,006</b>	<b>3,081,088</b>		
<b>Fund Total Expenditures</b>		<b>(23,008,006)</b>	<b>(4,008,643)</b>		
<b>Fund Net</b>		<b>0</b>	<b>(927,555)</b>		

**620 - Sewer Fund**

**Department #54 - Sewer**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440105	Residential Sales	3,809,900	737,571	(3,072,329)	19%
440106	Commercial Sales	943,700	195,556	(748,144)	21%
440120	Industrial Service - Special Contr	219,300	51,157	(168,143)	23%
450057	Other	0	3,673	3,673	0%
451040	Sewer Laterals	2,000	1,000	(1,000)	50%
470105	Interest	11,500	2,657	(8,843)	23%
495005	Fund Bal Avail. for Approp.	2,516,953	0	(2,516,953)	0%
	<b>REVENUES TOTAL</b>	<b>7,503,353</b>	<b>991,613</b>	<b>(6,511,740)</b>	<b>13%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(226,584)	(30,942)	195,642	14%
511015	Overtime	(2,069)	(364)	1,705	18%
512005	Health & Dental Benefits	(68,883)	(16,767)	52,116	24%
512008	Health Reimb Arrangement	(2,552)	(605)	1,947	24%
512010	Retirement	(50,119)	(6,845)	43,274	14%
512015	FICA	(17,492)	(2,429)	15,063	14%
512020	Workers Comp	(5,351)	(5,351)	0	100%
512025	Other Benefits	(2,262)	(337)	1,925	15%
512030	Other Payroll Taxes	(1,766)	(383)	1,383	22%
520110	Operating Supplies	(3,000)	(565)	2,435	19%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(3,000)	(851)	2,149	28%
520150	Utilities	(2,100)	(571)	1,529	27%
520190	Computer Software	(4,900)	(802)	4,098	16%
520220	Small Equipment	(9,000)	(697)	8,303	8%
520240	Construction Supplies	(10,000)	(1,249)	8,751	12%
520503	Printing	(100)	(29)	71	29%
520506	Postage	(400)	0	400	0%
520509	Telephone	(1,200)	(56)	1,144	5%
520521	Public Information	(200)	0	200	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(1,000)	0	1,000	0%
520557	Intergovernmental Services	(3,788,550)	(683,696)	3,104,854	18%
520578	Insurance & Bonds	(26,255)	(26,255)	0	100%
521003	Training/Conferences	(2,700)	(50)	2,650	2%
521150	Professional Services	(3,500)	(50)	3,450	1%
521168	Misc Medical Services	(500)	(332)	168	66%
521172	Bank Service Fees	(20,000)	(3,352)	16,648	17%
522003	Equipment Maint & Oper Supplies	(1,900)	(61)	1,839	3%
522012	Fuel/Oil	(100)	(13)	87	13%
522021	Equipment Fund Charges	(87,497)	(21,878)	65,619	25%
522022	Information Systems Fund Charge	(3,617)	(1,809)	1,808	50%
522023	General Fund Admin Services	(507,080)	(507,080)	0	100%
522306	Rents & Leases	(1,000)	0	1,000	0%
522309	Building/Facility Rental	(6,300)	(1,575)	4,725	25%
522312	Facility Maintenance Supplies	(300)	0	300	0%
522315	Facility Mnt/Repairs	(500)	0	500	0%
550763	Sewer Construction	(30,000)	0	30,000	0%
562001	Principal-CWS/City Phase III Reh	(89,780)	(44,477)	45,303	50%
562041	Interest - CWS/City Phase III Reh	(4,224)	(2,525)	1,699	60%
570127	Transfer to Other Funds	(75,000)	0	75,000	0%

**620 - Sewer Fund**

**Department #54 - Sewer**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
570130	In-Lieu of Tax	(75,830)	(75,830)	0	100%
580206	Contingency	(750,000)	0	750,000	0%
590304	Unapp Fund Balance	(1,616,292)	0	1,616,292	0%
	<b>EXPENDITURES TOTAL</b>	<b>(7,503,353)</b>	<b>(1,437,828)</b>	<b>6,065,526</b>	<b>19%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(446,214)</b>		
	<b>Fund Total Revenues</b>	<b>7,503,353</b>	<b>991,613</b>		
	<b>Fund Total Expenditures</b>	<b>(7,503,353)</b>	<b>(1,437,828)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(446,214)</b>		

**622 - Sewer SDC Fund**

**Department #54 - Sewer**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
430706	CDBG Grant	240,000	0	(240,000)	0%
451005	System Development Charge	555,650	249,300	(306,350)	45%
451042	Sunset Sewer Connection Fee	1,000	0	(1,000)	0%
470105	Interest	5,000	753	(4,247)	15%
495005	Fund Bal Avail. for Approp.	1,179,962	0	(1,179,962)	0%
	<b>REVENUES TOTAL</b>	<b>1,981,612</b>	<b>250,053</b>	<b>(1,731,559)</b>	<b>13%</b>
<b>EXPENDITURES</b>					
520557	Intergovernmental Services	(444,520)	(199,440)	245,080	45%
550760	Construction Projects	(836,000)	(637)	835,363	0%
562002	Principal-CWS/City Sunset Drive	(108,912)	(53,873)	55,039	49%
562042	Interest - CWS/City Sunset Drive	(13,082)	(7,125)	5,957	54%
570127	Transfer to Other Funds	(261,803)	(261,803)	0	100%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(217,295)	0	217,295	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,981,612)</b>	<b>(522,878)</b>	<b>1,458,734</b>	<b>26%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(272,825)</b>		
	<b>Fund Total Revenues</b>	<b>1,981,612</b>	<b>250,053</b>		
	<b>Fund Total Expenditures</b>	<b>(1,981,612)</b>	<b>(522,878)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(272,825)</b>		

**630 - Water Fund**

**Department #53 - Water**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440105	Residential Sales	2,530,488	781,126	(1,749,362)	31%
440106	Commercial Sales	797,582	254,404	(543,178)	32%
440118	Multi-Family Sales	379,455	103,387	(276,068)	27%
440120	Industrial Service - Special Contr	309,384	72,972	(236,412)	24%
440160	Non-Metered Sales	39,669	1,497	(38,172)	4%
440165	Connection Charges	46,305	15,565	(30,740)	34%
440190	External Work Performed	0	172	172	0%
440305	Building Rental Income	48,862	9,005	(39,857)	18%
445025	Timber Sales - Even Fiscal Years	1,245,000	257,570	(987,431)	21%
450057	Other	5,000	6,710	1,710	134%
470105	Interest	18,500	5,078	(13,422)	27%
495005	Fund Bal Avail. for Approp.	4,508,794	0	(4,508,794)	0%
	<b>REVENUES TOTAL</b>	<b>9,929,039</b>	<b>1,507,485</b>	<b>(8,421,554)</b>	<b>15%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(555,123)	(119,851)	435,272	22%
511015	Overtime	(29,560)	(5,939)	23,621	20%
512005	Health & Dental Benefits	(165,192)	(38,762)	126,430	23%
512008	Health Reimb Arrangement	(6,351)	(1,539)	4,812	24%
512010	Retirement	(115,817)	(24,415)	91,402	21%
512015	FICA	(44,728)	(9,669)	35,059	22%
512020	Workers Comp	(13,101)	(13,101)	0	100%
512025	Other Benefits	(5,646)	(956)	4,690	17%
512030	Other Payroll Taxes	(4,536)	(987)	3,549	22%
520110	Operating Supplies	(105,850)	(4,455)	101,395	4%
520120	Organization Business Expense	(250)	(20)	230	8%
520130	Personnel Uniforms & Equipment	(8,200)	(1,909)	6,291	23%
520150	Utilities	(87,415)	(19,733)	67,682	23%
520190	Computer Software	(4,400)	(934)	3,466	21%
520220	Small Equipment	(19,200)	(7,696)	11,504	40%
520240	Construction Supplies	(86,700)	(35,744)	50,956	41%
520250	JWC Water Purchases	(250,000)	(56,702)	193,298	23%
520503	Printing	(2,800)	(29)	2,771	1%
520506	Postage	(1,100)	(371)	729	34%
520509	Telephone	(5,186)	(1,136)	4,050	22%
520521	Public Information	(250)	0	250	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(4,220)	0	4,220	0%
520533	Recruiting Expenses	0	(1,000)	(1,000)	0%
520548	Watershed Management	(26,300)	(5,549)	20,751	21%
520550	Watershed Maintenance	(20,000)	(500)	19,500	3%
520551	Timber Harvesting - Odd Fiscal Ye	(500,000)	(84,741)	415,259	17%
520557	Intergovernmental Services	(82,307)	(13,879)	68,428	17%
520578	Insurance & Bonds	(28,361)	(28,361)	0	100%
521003	Training/Conferences	(8,700)	(50)	8,650	1%
521113	Attorney Services	(6,500)	(478)	6,023	7%
521150	Professional Services	(249,100)	(8,197)	240,903	3%
521165	Contracts for Services	(20,000)	0	20,000	0%
521168	Misc Medical Services	0	(115)	(115)	0%
521172	Bank Service Fees	(18,000)	(3,962)	14,038	22%
522003	Equipment Maint & Oper Supplies	(7,600)	(1,239)	6,361	16%

**630 - Water Fund**

**Department #53 - Water**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522012	Fuel/Oil	(200)	(89)	111	44%
522021	Equipment Fund Charges	(157,881)	(39,468)	118,413	25%
522022	Information Systems Fund Charge	(14,699)	(7,350)	7,349	50%
522023	General Fund Admin Services	(906,075)	(906,075)	0	100%
522303	Custodial	(800)	0	800	0%
522306	Rents & Leases	(3,000)	0	3,000	0%
522312	Facility Maintenance Supplies	(14,700)	(4,023)	10,677	27%
522315	Facility Mnt/Repairs	(27,000)	(1,880)	25,120	7%
550181	Major Tools & Work Equipment	(415,000)	(156,932)	258,068	38%
550660	Joint - Capital Equipment	(142,941)	0	142,941	0%
550663	JWC - Other Projects	0	(6,703)	(6,703)	0%
550666	Water Line Extension	(100,000)	0	100,000	0%
550669	Water Treatment Plant Equip	(219,000)	(13,001)	205,999	6%
550672	Watershed Capital	(130,000)	0	130,000	0%
562011	2013 Refunding FFCO - Principal	(290,000)	0	290,000	0%
562030	Principal - Scoggins Reservoir	(35,348)	0	35,348	0%
562046	2013 Refunding FFCO - Interest	(70,281)	(35,141)	35,141	50%
562070	Interest - Scoggins Reservoir	(37,449)	0	37,449	0%
570127	Transfer to Other Funds	(58,199)	(39,784)	18,415	68%
570130	In-Lieu of Tax	(221,091)	(221,091)	0	100%
580203	JWC - Contingency	(333,250)	0	333,250	0%
580206	Contingency	(450,000)	0	450,000	0%
580212	Debt Service Contingency	(440,000)	0	440,000	0%
590304	Unapp Fund Balance	(3,379,332)	0	3,379,332	0%
<b>EXPENDITURES TOTAL</b>		<b>(9,929,039)</b>	<b>(1,923,560)</b>	<b>8,005,479</b>	<b>19%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>(416,076)</b>		
<b>Fund Total Revenues</b>		<b>9,929,039</b>	<b>1,507,485</b>		
<b>Fund Total Expenditures</b>		<b>(9,929,039)</b>	<b>(1,923,560)</b>		
<b>Fund Net</b>		<b>0</b>	<b>(416,076)</b>		

**632 - Water SDC Fund**

**Department #53 - Water**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451005	System Development Charge	395,000	222,116	(172,884)	56%
470105	Interest	17,000	5,203	(11,797)	31%
495005	Fund Bal Avail. for Approp.	3,911,523	0	(3,911,523)	0%
	<b>REVENUES TOTAL</b>	<b>4,323,523</b>	<b>227,319</b>	<b>(4,096,204)</b>	<b>5%</b>
<b>EXPENDITURES</b>					
550760	Construction Projects	(388,000)	0	388,000	0%
570103	Transfer to General Fund	(1,200)	(1,200)	0	100%
580206	Contingency	(100,000)	0	100,000	0%
590304	Unapp Fund Balance	(3,834,323)	0	3,834,323	0%
	<b>EXPENDITURES TOTAL</b>	<b>(4,323,523)</b>	<b>(1,200)</b>	<b>4,322,323</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>226,119</b>		
	<b>Fund Total Revenues</b>	<b>4,323,523</b>	<b>227,319</b>		
	<b>Fund Total Expenditures</b>	<b>(4,323,523)</b>	<b>(1,200)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>226,119</b>		

**640 - Surface Water Management Fund**

**Department #55 - Surf Water Mgmt**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440101	Surface Water Management Fees	1,246,000	243,166	(1,002,834)	20%
470105	Interest	1,700	76	(1,624)	4%
495005	Fund Bal Avail. for Approp.	407,617	0	(407,617)	0%
	<b>REVENUES TOTAL</b>	<b>1,655,317</b>	<b>243,242</b>	<b>(1,412,075)</b>	<b>15%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(227,370)	(53,248)	174,122	23%
511015	Overtime	0	(282)	(282)	0%
512005	Health & Dental Benefits	(72,978)	(17,563)	55,415	24%
512008	Health Reimb Arrangement	(2,674)	(661)	2,013	25%
512010	Retirement	(49,045)	(11,790)	37,255	24%
512015	FICA	(17,394)	(4,126)	13,268	24%
512020	Workers Comp	(7,744)	(7,744)	0	100%
512025	Other Benefits	(2,151)	(323)	1,828	15%
512030	Other Payroll Taxes	(1,761)	(401)	1,360	23%
520110	Operating Supplies	(2,000)	(256)	1,744	13%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(3,000)	(1,189)	1,811	40%
520190	Computer Software	(3,300)	(802)	2,498	24%
520220	Small Equipment	(6,000)	(351)	5,649	6%
520240	Construction Supplies	(12,000)	(1,133)	10,867	9%
520503	Printing	(250)	(29)	221	12%
520506	Postage	(50)	0	50	0%
520509	Telephone	(800)	(21)	779	3%
520521	Public Information	(2,000)	0	2,000	0%
520524	Publications	(300)	0	300	0%
520530	Memberships	(200)	0	200	0%
520557	Intergovernmental Services	(274,976)	(48,982)	225,994	18%
520578	Insurance & Bonds	(10,768)	(10,768)	0	100%
521003	Training/Conferences	(2,000)	(170)	1,830	9%
521150	Professional Services	(55,000)	(415)	54,585	1%
521168	Misc Medical Services	(500)	(156)	344	31%
521172	Bank Service Fees	(3,800)	(654)	3,146	17%
522003	Equipment Maint & Oper Supplies	(2,000)	(72)	1,928	4%
522012	Fuel/Oil	(100)	(78)	22	78%
522021	Equipment Fund Charges	(183,095)	(45,773)	137,322	25%
522022	Information Systems Fund Charge	(1,311)	(656)	655	50%
522023	General Fund Admin Services	(180,468)	(180,468)	0	100%
522306	Rents & Leases	(400)	0	400	0%
522309	Building/Facility Rental	(3,200)	(797)	2,403	25%
522312	Facility Maintenance Supplies	(500)	0	500	0%
550863	Storm Sewer Construction	(81,750)	0	81,750	0%
570127	Transfer to Other Funds	(25,000)	0	25,000	0%
570130	In-Lieu of Tax	(35,729)	(35,729)	0	100%
580206	Contingency	(60,000)	0	60,000	0%
590304	Unapp Fund Balance	(323,553)	0	323,553	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,655,317)</b>	<b>(424,635)</b>	<b>1,230,682</b>	<b>26%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(181,393)</b>		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	1,655,317	243,242		
	Fund Total Expenditures	(1,655,317)	(424,635)		
	Fund Net	0	(181,393)		

**642 - SWM SDC Fund**

**Department #55 - Surf Water Mgmt**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
<b>REVENUES</b>					
451007	SWM SDC Quantity	21,000	11,723	(9,277)	56%
470105	Interest	2,000	544	(1,456)	27%
495005	Fund Bal Avail. for Approp.	417,803	0	(417,803)	0%
	<b>REVENUES TOTAL</b>	<b>440,803</b>	<b>12,268</b>	<b>(428,535)</b>	<b>3%</b>
<b>EXPENDITURES</b>					
550860	Quantity System Improvements	(75,000)	0	75,000	0%
550861	Quality System Improvements	(75,000)	0	75,000	0%
550863	Storm Sewer Construction	(161,750)	0	161,750	0%
580207	SWM SDC Cont. Quality	(89,053)	0	89,053	0%
580208	SWM SDC Cont. Quantity	(40,000)	0	40,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(440,803)</b>	<b>0</b>	<b>440,803</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>12,268</b>		
	<b>Fund Total Revenues</b>	<b>440,803</b>	<b>12,268</b>		
	<b>Fund Total Expenditures</b>	<b>(440,803)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>12,268</b>		

**710 - Information Systems Fund**  
**Department #12 - Administration Services**  
 For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440225	Equipment Charges	403,986	201,999	(201,987)	50%
470105	Interest	2,000	437	(1,563)	22%
495005	Fund Bal Avail. for Approp.	450,126	0	(450,126)	0%
	<b>REVENUES TOTAL</b>	<b>856,112</b>	<b>202,436</b>	<b>(653,676)</b>	<b>24%</b>
<b>EXPENDITURES</b>					
520110	Operating Supplies	(500)	(378)	122	76%
520190	Computer Software	(62,900)	(144)	62,756	0%
520200	Computer Software Maintenance	(59,921)	(30,749)	29,172	51%
520210	Computer Supplies	(28,000)	(743)	27,257	3%
520220	Small Equipment	(46,243)	(9,089)	37,154	20%
520509	Telephone	(3,000)	0	3,000	0%
520557	Intergovernmental Services	(9,939)	0	9,939	0%
521150	Professional Services	(70,000)	(300)	69,700	0%
522003	Equipment Maint & Oper Supplies	(8,028)	0	8,028	0%
550051	Office Equipment & Furniture	(45,700)	(6,732)	38,968	15%
580206	Contingency	(40,000)	0	40,000	0%
590304	Unapp Fund Balance	(481,881)	0	481,881	0%
	<b>EXPENDITURES TOTAL</b>	<b>(856,112)</b>	<b>(48,134)</b>	<b>807,978</b>	<b>6%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>154,302</b>		
	<b>Fund Total Revenues</b>	<b>856,112</b>	<b>202,436</b>		
	<b>Fund Total Expenditures</b>	<b>(856,112)</b>	<b>(48,134)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>154,302</b>		

## 720 - Equipment Fund

### Department #56 - Equipment Rental & Repl

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440190	External Work Performed	1,000	0	(1,000)	0%
440220	Equipment Rental	553,127	138,283	(414,844)	25%
440221	City Hall Vehicle Replacement	19,500	4,875	(14,625)	25%
440222	Parks Veh & Equipment Replacen	29,633	7,412	(22,221)	25%
440224	Public Works Veh & Equipment R	265,251	54,028	(211,223)	20%
440227	Light/Fire Maintenance	50,000	15,891	(34,109)	32%
440228	Sale of Gas & Oil	66,000	16,661	(49,339)	25%
445015	Sale of Equipment	10,000	2,924	(7,076)	29%
470105	Interest	4,000	1,450	(2,550)	36%
481005	Transfer from Other Funds	228,180	53,127	(175,053)	23%
495005	Fund Bal Avail. for Approp.	1,108,224	0	(1,108,224)	0%
<b>REVENUES TOTAL</b>		<b>2,334,915</b>	<b>294,650</b>	<b>(2,040,265)</b>	<b>13%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(144,540)	(32,094)	112,446	22%
511015	Overtime	(2,069)	0	2,069	0%
512005	Health & Dental Benefits	(45,186)	(11,147)	34,039	25%
512008	Health Reimb Arrangement	(1,605)	(449)	1,156	28%
512010	Retirement	(27,343)	(6,082)	21,261	22%
512015	FICA	(11,216)	(2,434)	8,782	22%
512020	Workers Comp	(3,207)	(3,207)	0	100%
512025	Other Benefits	(1,604)	(262)	1,342	16%
512030	Other Payroll Taxes	(1,133)	(248)	885	22%
520110	Operating Supplies	(1,500)	(145)	1,355	10%
520130	Personnel Uniforms & Equipment	(1,000)	(10)	990	1%
520190	Computer Software	(7,000)	(831)	6,169	12%
520220	Small Equipment	(2,000)	(46)	1,954	2%
520503	Printing	(100)	(29)	71	29%
520506	Postage	(1,000)	(10)	990	1%
520509	Telephone	(350)	(55)	295	16%
520557	Intergovernmental Services	(1,000)	(172)	828	17%
520578	Insurance & Bonds	(28,686)	(28,936)	(250)	101%
521003	Training/Conferences	(1,000)	288	1,288	-29%
521150	Professional Services	(3,000)	(367)	2,633	12%
521168	Misc Medical Services	0	(38)	(38)	0%
521172	Bank Service Fees	(200)	(62)	138	31%
522003	Equipment Maint & Oper Supplies	(1,600)	0	1,600	0%
522009	Vehicle Maint & Oper Supplies	(68,000)	(10,575)	57,425	16%
522010	Vehicle Maint External	(25,000)	(1,645)	23,355	7%
522012	Fuel/Oil	(250,000)	(31,681)	218,319	13%
522022	Information Systems Fund Charge	(3,771)	(1,886)	1,885	50%
522306	Rents & Leases	(200)	0	200	0%
522309	Building/Facility Rental	(23,400)	(5,850)	17,550	25%
550181	Major Tools & Work Equipment	(14,000)	(94)	13,906	1%
551262	City Hall Veh Replacement	(50,000)	0	50,000	0%
551263	Parks Veh & Equipmnt Replacem	(72,500)	0	72,500	0%
551264	Police Veh & Equipmnt Replacem	(154,000)	0	154,000	0%
551265	Public Works Veh & Equipmnt Re	(625,000)	(104,569)	520,431	17%
580206	Contingency	(250,000)	0	250,000	0%
590304	Unapp Fund Balance	(463,572)	0	463,572	0%
<b>EXPENDITURES TOTAL</b>		<b>(2,285,782)</b>	<b>(242,637)</b>	<b>2,043,145</b>	<b>11%</b>

**720 - Equipment Fund**

Department #56 - Equipment Rental & Repl

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

<b>G/L Account #</b>	<b>Account Name</b>	<b>Budget</b>	<b>YTD Activity</b>	<b>Balance</b>	<b>% Used</b>
	Department Net Totals	49,133	52,014		
	Fund Total Revenues	2,334,915	294,650		
	Fund Total Expenditures	(2,285,782)	(242,637)		
	Fund Net	49,133	52,014		

**730 - City Utility Fund**

**Department #12 - Administration Services**

For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
481005	Transfer from Other Funds	150,598	32,824	(117,774)	22%
481010	Transfer from Water Fund	58,199	39,784	(18,415)	68%
	<b>REVENUES TOTAL</b>	<b>208,797</b>	<b>72,609</b>	<b>(136,188)</b>	<b>35%</b>
<b>EXPENDITURES</b>					
520151	City Hall Utilities	(30,750)	(6,294)	24,456	20%
520152	Library Utilities	(32,250)	(7,807)	24,443	24%
520153	Aquatics Utilities	(46,000)	(13,509)	32,491	29%
520154	Parks Utilities	(57,000)	(36,179)	20,821	63%
520155	Police Utilities	(23,100)	(4,246)	18,854	18%
520156	Fire Utilities	(16,097)	(4,021)	12,076	25%
520157	Engineering Building Utilities	(3,600)	(552)	3,048	15%
	<b>EXPENDITURES TOTAL</b>	<b>(208,797)</b>	<b>(72,609)</b>	<b>136,188</b>	<b>35%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>208,797</b>	<b>72,609</b>		
	<b>Fund Total Expenditures</b>	<b>(208,797)</b>	<b>(72,609)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

**740 - Risk Management Fund**  
**Department #12 - Administration Services**  
For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
444126	P/L Insurance - General Fund	142,921	142,921	0	100%
444127	P/L Insurance - Other Funds	142,169	142,169	0	100%
444128	WC Insurance - General Fund	117,900	118,654	754	101%
444129	WC Insurance - Other Funds	61,475	56,735	(4,740)	92%
470105	Interest	2,525	618	(1,907)	24%
495005	Fund Bal Avail. for Approp.	600,053	0	(600,053)	0%
	<b>REVENUES TOTAL</b>	<b>1,067,043</b>	<b>461,097</b>	<b>(605,946)</b>	<b>43%</b>
<b>EXPENDITURES</b>					
520585	Property/Liability Premiums	(288,762)	(292,219)	(3,457)	101%
520586	P/L Claims - General Fund	(5,000)	(368)	4,632	7%
520589	Risk Management Activities	(14,234)	0	14,234	0%
520590	Worker's Compensation Premium	(181,065)	(188,633)	(7,568)	104%
520591	WC Claims - General Fund	(6,000)	0	6,000	0%
550460	Accounting System	(344,437)	0	344,437	0%
570103	Transfer to General Fund	(40,000)	(40,000)	0	100%
580206	Contingency	(50,000)	0	50,000	0%
590303	Reserved Fund Balance	(137,545)	0	137,545	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,067,043)</b>	<b>(521,220)</b>	<b>545,823</b>	<b>49%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(60,123)</b>		
	<b>Fund Total Revenues</b>	<b>1,067,043</b>	<b>461,097</b>		
	<b>Fund Total Expenditures</b>	<b>(1,067,043)</b>	<b>(521,220)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(60,123)</b>		

**850 - Forest Grove Urban Renewal Agency**  
**Department #85 - Forest Grove Urban Renewal Agency**  
 For the Period Ending: September, 2015

Budget Year Elapsed → 25%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	43,021	0	(43,021)	0%
470105	Interest	50	0	(50)	0%
	<b>REVENUES TOTAL</b>	<b>43,071</b>	<b>0</b>	<b>(43,071)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
520110	Operating Supplies	(250)	0	250	0%
520270	Miscellaneous	(6,446)	0	6,446	0%
520530	Memberships	(250)	0	250	0%
520557	Intergovernmental Services	(5,000)	0	5,000	0%
521113	Attorney Services	(8,000)	0	8,000	0%
521171	Financial Services, Auditing, Inves	(2,500)	0	2,500	0%
562085	Interest - Forest Grove Urban Rer	(20,625)	0	20,625	0%
	<b>EXPENDITURES TOTAL</b>	<b>(43,071)</b>	<b>0</b>	<b>43,071</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>43,071</b>	<b>0</b>		
	<b>Fund Total Expenditures</b>	<b>(43,071)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

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# Memorandum

**To:** City Council  
**From:** Jon Holan, Community Development Director  
Janie Schutz, Police Chief  
Jesse VanderZanden, City Manager  
**Date:** November 9, 2015  
**Re:** Summary of Possible Marijuana Amendments

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**Request:** Provide further direction for possible code amendments addressing marijuana related activities.

**Background:** Seven separate marijuana related activities are addressed by State law. The City approved Development and City code amendments on one of those activities: medical marijuana dispensaries. On September 14<sup>th</sup> the City Council held a work session to discuss further direction on the other marijuana related activities. At that time, the Council gave direction that marijuana related facilities should not be banned in the City but should be properly placed in the community. They clarified that direction by agreeing that commercial related marijuana activities should not be allowed in residential districts.

Given that direction, staff has prepared a set of potential code amendments as well as possible options. Rather than further discussing the issues with various policy level questions, staff believes these questions would be easier to discuss through reviewing proposed code approaches with options.

The attachment contains those possible amendments with options. To facilitate the review, the following is a summary of that attachment:

## **Locational Options**

Prohibit marijuana activities as a home occupation.

Commercial Retail Marijuana Facilities

- Propose similar location as medical marijuana dispensaries: allow in the Community Commercial zone district and prohibit in residential districts, Neighborhood Commercial and Town Center districts.

- Commercial Retail Options:
  - Allow commercial retail marijuana sales in all commercial zone districts including:
    - Neighborhood Commercial
    - Town Center districts
    - Community Commercial

#### Commercial Grow Sites

- Propose to prohibit grow sites (both for medical and recreational purposes) in all residential districts. They would still remain permitted in the industrial districts.
- Grow Site Options:
  - Allow all marijuana grow sites in residential districts
  - Allow medical marijuana grow sites in residential districts
  - Prohibit all grow site operations in the industrial districts
  - Prohibit grow sites regulated by the OLCC in industrial districts (which would continue to allow grow sites for medical marijuana)

#### Marijuana Processors and Wholesale Operations

- No proposed change – allow in industrial districts
- Processor and Wholesale Options:
  - Allow processors and/or warehousing in:
    - Town Center districts
    - Community Commercial district

### Development Requirements

#### Spacing

- Propose to apply spacing requirements for dispensaries (1000 foot separation between dispensaries) to Commercial Retail (see below)
- Options
  - Reduce the distance for the spacing requirement:
    - No requirement
    - 100 feet
    - 500 feet
    - Some other specific distance
  - Apply spacing requirements to other marijuana related activities:
    - Processors
    - Wholesalers
    - Grow Operations

#### Other Development Requirements

- Propose to apply Marijuana Dispensaries Development Requirements to Other Marijuana Activities as follows:
  - Apply same requirements to Commercial Retail Marijuana facilities plus include 1000 foot separation between dispensaries and/or retail facilities unless on the same site
  - Apply modified requirements to other marijuana activities (processors, wholesale and grow sites)

- Compliance with state law
- Entrances and off-street parking areas be well-lit and not visually obscured from public view/right-of-way
- Located in permanent buildings with the exception of outdoor grow facilities
- The facility must provide for secure disposal or render impotent marijuana remnants or by-products, or items with marijuana residue of any kind.
- Marijuana facilities shall be separated by 1,000 feet from other marijuana related facilities unless at the same site.
- For processing, indoor grow facilities and outdoor grow facilities involving greenhouses, require filtration on air exhaust systems to control odor.
- Options –
  - Require 100 foot setback from residential districts for processing and grow activities as part of odor control.
  - For processors, identify the type of products to be processed, a description of equipment to be used, including any solvent, gases, chemicals or other compounds use to create extracts or concentrates (from proposed OLCC Rules)
  - The exterior appearance of the structure is compatible with the exterior appearance of structures already constructed or under construction within the immediate area (from San Mateo County)
  - Interior building lighting, exterior building lighting and parking area lighting will be of sufficient foot-candles and color rendition, so as to allow the ready identification of any individual committing a crime on site at a distance of no less than forty (40) feet (from San Mateo County)
  - Where windows secured with bars on the windows so as to prevent unauthorized entry, the bars shall be equipped with latches that may be released quickly from the inside to allow exit in the event of emergency (from San Mateo County)
  - For wholesale, processing and growing activities, absolutely no advertising of marijuana is allowed at any time; (from San Mateo County)
  - For wholesale, processing and growing activities, exterior signage is limited to site addressing only; (from San Mateo County)

### **Operational Requirements – City Code**

- Apply requirements adopted for medical marijuana dispensaries. The adopted requirements are as follows:
  - A. A medical marijuana dispensary must comply with all applicable requirements of State law.
  - B. A medical marijuana dispensary must obtain a City Business License pursuant to Code Sections 7.000 to 7.070 prior to opening.

C. A medical marijuana dispensary may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.

D. All products and paraphernalia must be enclosed in an opaque bag or container upon exiting the facility.

E. A medical marijuana dispensary must provide secure disposal or render impotent marijuana remnants or by-products, including any item with marijuana residue.

- Apply appropriate requirements to:
  - Commercial retail facilities (all of the above requirements)
  - Wholesale (Items A, B and E of the above requirements)
  - Processors (Items A, B and E of the above requirements)
  - Grow Sites (Items A, B and E of the above requirements)
  - All marijuana related facilities
- Options:
  - Require all personal and commercial grow activities indoors (from San Mateo County)
  - Properties shall be maintained so as to prevent blight or deterioration, or substantial diminishment or impairment of property values within the immediate area. (from San Mateo County)
  - Establish other operational requirements as yet not identified

## **Sales Tax**

It must be at 3% and must be approved by voters in a jurisdiction before it can be imposed. It can't be applied to either early sales of recreational marijuana at medical dispensaries or to any sales generate from medical marijuana related activities (sales, processing, wholesale and grow). However, the State is imposing a 25% sales tax on early sales which will be shared with local jurisdictions initially based on population (this will be reduced to 17% after early sales). If the City is to impose a sales tax, the following modifications need to be made with previously adopted Forest Grove Sales Tax Ordinance (Ordinance Number 2014-09) as follows:

- Change tax from 10% to 3%
- Exempt taxes on all medical marijuana related activities (dispensaries, processing, wholesale and grow)
- Specifically apply the tax on all recreation marijuana related activities (retail, processing, wholesale and grow)

Once adopted, the City will need to submit the ordinance for voter approval at the appropriate general election.

# Attachment

## Marijuana Activities

### Proposed Development Code Amendments with Options

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The City Council at their meeting on September 14, 2015 held a work session on marijuana activities. While there were a number of questions raised for discussion, the primary direction of the Council was not to ban marijuana activities but the control their location. Further, the Council expressed concern about allowing marijuana activities in residential areas. This has given staff sufficient direction to pose several possible Development Code amendments along with identifying other policy options for Council to discuss. Taking this approach will allow a more focused discussion while moving forward on developing potential code amendments.

The focus of these amendments relate to commercially oriented marijuana activities which are regulated by either the Oregon Health Authority (medical marijuana) or Oregon Liquor Control Commission (recreational marijuana). At the September 14<sup>th</sup> work session, there was discussion about private activities associated with marijuana (e.g. processing and growing). It was determined that the Police Department would work with the City Attorney on those matters and is not addressed here.

There are seven marijuana related activities identified in state legislation as follows:

- Medical marijuana dispensaries (which the City has already adopted code provisions in April, 2015);
- Commercial marijuana retailers;
- Medical and commercial marijuana processors (preparing edibles, skin and hair products, concentrates and extracts);
- Medical and commercial marijuana producers (growers); and
- Commercial marijuana wholesalers.

In addition, there is the marijuana tax the City has previously adopted.

Based on a code analysis performed by staff, the Development Code as currently written allows these activities as follows:

- Medical Marijuana Dispensaries: Community Commercial District
- Commercial Marijuana Retailers: Neighborhood and Community Commercial districts, and all Town Center districts (note: due to the buffer requirements around primary and secondary schools, no retailers could locate in any of the current Town Center districts). Likely in all residential districts except Suburban Residential.
- Medical and Commercial Marijuana Processors: General Industrial District
- Commercial Marijuana Wholesalers: General and Light Industrial districts
- Grow Operations: All residential districts except RMH (reduced number of mature plants per grow site) and General and Light Industrial districts.

One element unclear in the Development Code is the status of marijuana activities as a home occupation. Several cities are addressing this issue and should at least be considered.

Given the Council direction, staff is focusing in the possible Development Code amendments to control location for two activities, Commercial Marijuana Retailers and Grow Operations. Subsequently, possible development and operational requirements will be discussed followed by a discussion of the local marijuana sales tax.

### *Locational Options*

#### **Home Occupation:**

Amend Section 10.7.065, Standards to prohibit marijuana related activities as follows:

- 10.7.065 STANDARDS

The home occupation shall not change the residential character of the dwelling and shall meet all of the following standards and limitations:

- A. Any product produced on-site for sale must be hand manufactured or grown using only hand tools or domestic mechanical equipment. Such domestic mechanical equipment shall not exceed horsepower or other measurements of power, which would typically be used by a residential homeowner.
- B. There shall be no outdoor storage of material or products on the premises. Indoor storage of material or products shall not exceed the limitations imposed by the Building, Fire, Health and Housing Codes.
- C. The home occupation shall not generate vehicular traffic measurably in excess of that normally associated with single-family uses.
- D. No more than 20% of the floor area of the dwelling shall be used for the home occupation.
- E. One sign shall be permitted, not exceeding six (6) square feet in area, non-illuminated and professionally prepared.
- F. The home occupation shall not cause the elimination of required off-street parking.
- G. The home occupation shall not cause any external effects such as increased noise, excessive lighting, or excessive odor that is incompatible with the characteristics of the residential zone, or in violation of any applicable government code.
- H. There shall be no more than two (2) outside paid employees.
- I. A business occupancy permit is required for the home occupation.

J. All marijuana related activities are prohibited as a home occupation.

**Commercial Retailers:**

There are two aspects to location of commercial retailers: appropriate zone districts and separation requirements between retailers.

*Appropriate Zone Districts* – The following possible zoning amendments follow that implemented for medical marijuana dispensaries; allow retail operators only in the Community Commercial (CC) zone district. This would require prohibiting potential locations in residential districts, Neighborhood Commercial Districts and Town Center Districts. It should be noted that for the current Town Center districts, commercial retail is prohibited because of the presence of schools in the area.

*Residential Districts:* Development Code amendment (Section 10.12.210 N1) to revise definition of "neighborhood store" to not allow retailers to locate in residential districts as follows:

- N1 Neighborhood Store. A commercial structure of 2,000 square feet or less providing goods and services to a neighborhood area. Such store is intended to provide convenience items to reduce the need for longer trips, and is not intended to provide goods and services which would encourage trips from throughout the community. Stores for marijuana retail use is not included in the definition of neighborhood store.

To make this further explicit, Footnote 10 from Table 3-2 – Residential Zones: Use Table, could also be amended. Footnote 10 pertains to General Retail Sales – Oriented use in the Residential Zone Districts including R-10, R-7, R-5, RML and RMH. The amendment would be as follows:

- [10] A neighborhood store, limited to a size of 2,000 square feet, is permitted with approval of a conditional use permit. Any retail outlet regulated by the Oregon Liquor Control Commission other than operating under an Off-Premises Sales License is not allowed in any residential zone district. Stores must be located along a collector street.

Off-Premises Sales License pertains to the sale of sealed malt beverages, wine and cider. This amendment would prohibit any retail outlet for marijuana or hard liquor in residential areas (in the event an initiative is approved to allow hard liquor sales in stores) while allowing typical convenience store items such as beer, wine and cider.

*Neighborhood and Town Center Districts:* Amend the respective use tables to prohibit commercial retail sales of marijuana (this does not apply to medical marijuana dispensaries because these facilities have been defined as a "medical center"). Table 3-10, Commercial Zones Use Table and Table 3-12, Town Center Zones: Use Table would be amended as follows:

- For Table 3-10 for Neighborhood Commercial, revise General Retail – Sales – Oriented from "P" (for permitted use) to "L<sup>[7]</sup>" and add *new* Footnote 7 as follows (and renumber other footnotes accordingly):

[7] Commercial retail sales of marijuana is prohibited.

- For Table 3-12 for Town Center Commercial, revise General Retail – Sales – Oriented from “P” to “L<sup>[5]</sup>” and add *new* Footnote 5 as follows (and renumber other footnotes accordingly):

[5] Commercial retail sales of marijuana is prohibited.

To avoid misinterpretation and possible confusion by trying to claim that such facilities are personal services, revise the definition of “General Retail – Sales – Oriented” as follows:

- Sales-Oriented: Establishments which engage in consumer-oriented sales, leasing and rental of consumer, home and business goods. Examples include retail sales of marijuana as regulated by OLCC, sales, leasing and rental of art supplies, bicycles, clothing, dry goods, electronic equipment, fabric, gifts, groceries, hardware, household products, jewelry, pets and pet products, pharmaceuticals, plants, printed materials, stationary and videos. The sales-oriented category excludes large-scale consumer products (see 10.12.025 D(5), Bulk Sales) and those sold primarily outdoors (see 10.12.025 D(5), Outdoor Sales).

#### Commercial Retail Options

- Allow commercial retail marijuana sales in all commercial zone districts including:
  - Neighborhood Commercial
  - Town Center districts
  - Community Commercial

#### **Grow Operations:**

Grow operations can pertain to either medical marijuana or recreational marijuana. While state law does not allow cities to ban medical marijuana grow operations, there is authority under Home Rule for a community to establish appropriate prohibitions. It is recommended by the City Attorney that the greater area of the prohibition, the more at risk the City is being successfully challenged.

Based on the Council’s direction at the September 14<sup>th</sup> work session, the intent is to prohibit commercial grow operations (either for medical or recreational purposes) in residential areas. (Note: grow operations would still be allowed in the industrial districts.) It is not the intent of the possible amendments to regulate personal growing of marijuana. That would be addressed, if appropriate, by any amendments developed by the Police Department with the City Attorney. With such a prohibition of commercial activities in residential districts, grow operations would still be authorized in a Light or General Industrial district.

*Residential Districts:* Amend Footnote 11 on Table 3-2, Residential Zones: Use Tables to prohibit grow sites as follows:

- [11] Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses including but not limited to marijuana grow site for commercial or medical purposes and buildings and the keeping of livestock and poultry (other than

ordinary household pets, and domesticated fowl as identified in footnote (11)) are not permitted}.

#### Grow Site Options

- Allow all marijuana grow sites in residential districts
- Allow medical marijuana grow sites in residential districts
- Prohibit all grow site operations in the industrial districts
- Prohibit grow sites regulated by the OLCC in industrial districts (which would continue to allow grow sites for medical marijuana)

#### **Marijuana Processors and Wholesale Operations:**

Currently, the Development Code restricts these operations to the industrial districts. No amendments are proposed. Options could include:

- Allow processors and/or warehousing in:
  - Town Center districts
  - Community Commercial district

Staff is not recommending such amendments because of potential compatibility issues (e.g. significant heavy truck operations and potential hazardous operations) in commercial districts. It also creates opportunity costs for other commercial uses to locate in commercial districts because these marijuana activities would use potential sites. Further, it would establish a potential precedent to allow other types of processors and/or warehousing operations (non-marijuana related) into commercial districts which can result in potential compatibility issues.

#### Development Options

#### **Spacing Requirements:**

Commercial Marijuana Retailers - State law does not restrict the proximity of commercial marijuana retailers between each other. Medical marijuana dispensaries on the other hand are required to be located a distance of 1,000 feet from each other. State law does allow local jurisdictions the authority to impose a distance restriction not to exceed the 1000 foot distance. Staff is recommending such a spacing requirement. Other options with spacing requirements are as follows:

Options:

- Reduce the distance for the spacing requirement:
  - No requirement
  - 100 feet
  - 500 feet
  - Some other specific distance
- Apply spacing requirements to other marijuana related activities:
  - Processors
  - Wholesalers
  - Grow Operations

Other Development Requirements:

Part of regulations adopted for medical marijuana dispensaries were a set of development requirements. Staff is proposing amendment to Section 10.8.1100 Medical Marijuana Dispensaries to apply these requirements to commercial retail activities as follows:

**MEDICAL MARIJUANA DISPENSARIES AND COMMERCIAL MARIJUANA RETAIL SALES**

**10.8.1100 MEDICAL MARIJUANA DISPENSARIES AND COMMERCIAL MARIJUANA RETAIL SALES**

A medical marijuana dispensary and commercial marijuana retail activities shall comply with the following design standards and operational requirements in addition to all other applicable City requirements:

- A. The application shall demonstrate compliance with the locational requirements of State law and must maintain State certification at all times.
- B. ~~A medical marijuana dispensary~~ May not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.
- C. Entrances and off-street parking areas ~~for the medical marijuana facility~~ shall be well-lit and not visually obscured from public view / right-of-way.
- D. The facility must be located in a permanent building and may not locate in a trailer, cargo container, or motor vehicle. Outdoor storage of merchandise, raw materials, or other material associated with the facility is prohibited.
- E. Any modification to the site or the exterior of the building housing the facility must be consistent with the Design Standards of Section 10.8.700 et. seq. Security bars or grates on windows and doors are prohibited unless integrated into the design.
- F. The dispensary or retail operation may not have facilities for drive-up use.
- G. The dispensary must provide for secure disposal or render impotent marijuana remnants or by-products, or items with marijuana residue of any kind.
- H. Dispensaries and retail operations shall be separated by 1,000 feet unless within the same facility.

**10.8.1110 OTHER MARIJUANA FACILITIES** (Rename title from "Medical Marijuana Dispensaries and Commercial Marijuana Retail Sales" to "Marijuana Facilities" if development requirements for other marijuana facilities is included in the amendments.)

The following requirements to marijuana related warehouse, processing and grow facilities.

- A. The application shall demonstrate compliance with the locational requirements of State law and must maintain State certification at all times.
- B. Entrances and off-street parking areas shall be well-lit and not visually obscured from public view / right-of-way.
- C. With the exception of outdoor grow operations, the facility must be located in a permanent building and may not locate in a trailer, cargo container, or motor vehicle. Outdoor storage of merchandise, raw materials, or other material associated with the facility is prohibited.
- D. The facility must provide for secure disposal or render impotent marijuana remnants or by-products, or items with marijuana residue of any kind.
- E. Marijuana facilities shall be separated by 1,000 feet from other marijuana related facilities unless at the same site.
- F. All processors, indoor grow operations and outdoor grow operations with greenhouses shall provide a charcoal air filtration system to minimize the release of odors.

Options:

- For grow operations and processors, require 100 foot setback from residential districts as part of odor control
- For processors, identify the type of products to be processed, a description of equipment to be used, including any solvent, gases, chemicals or other compounds use to create extracts or concentrates (from proposed OLCC Rules)
- The exterior appearance of the structure is compatible with the exterior appearance of structures already constructed or under construction within the immediate area (from San Mateo County)
- Interior building lighting, exterior building lighting and parking area lighting will be of sufficient foot-candles and color rendition, so as to allow the ready identification of any individual committing a crime on site at a distance of no less than forty (40) feet (from San Mateo County)
- Where windows secured with bars on the windows so as to prevent unauthorized entry, the bars shall be equipped with latches that may be released quickly from the inside to allow exit in the event of emergency (from San Mateo County)
- For wholesale, processing and growing activities, absolutely no advertising of marijuana is allowed at any time; (from San Mateo County)
- For wholesale, processing and growing activities, exterior signage is limited to site addressing only; (from San Mateo County)

### Operational Requirements - City Code

The code changes for marijuana medical dispensaries also included operational requirements for these dispensaries contained in the City Code. Should these requirements be revised to

address other commercial marijuana facilities? The current requirements for dispensaries include:

#### 7.860 License Requirements.

A. A medical marijuana dispensary must comply with all applicable requirements of State law.

B. A medical marijuana dispensary must obtain a City Business License pursuant to Code Sections 7.000 to 7.070 prior to opening.

C. A medical marijuana dispensary may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.

D. All products and paraphernalia must be enclosed in an opaque bag or container upon exiting the facility.

E. A medical marijuana dispensary must provide secure disposal or render impotent marijuana remnants or by-products, including any item with marijuana residue.

- Apply appropriate requirements to:
  - Commercial retail facilities (all of the above requirements)
  - Wholesale (Items A, B and E of the above requirements)
  - Processors (Items A, B and E of the above requirements)
  - Grow Sites (Items A, B and E of the above requirements)
  - All marijuana related facilities
- Options:
  - Require all personal and commercial grow activities indoors (from San Mateo County)
  - Properties shall be maintained so as to prevent blight or deterioration, or substantial diminishment or impairment of property values within the immediate area. (from San Mateo County)
  - Establish other operational requirements as yet not identified

### Local Marijuana Sales Tax

The City adopted Ordinance Number 2014-09 in September 2014 to establish a place holder to allow the City to impose a sales tax. The tax was established at 10% of the sales of marijuana and marijuana-infused products. HB 3400, Section 34a, allows a city to impose a sales tax not to exceed 3%. To do so, the governing body must submit an adopted ordinance to the voters for approval at the next statewide general election. (Note: Marijuana items are defined by state law (HB 3400, Section 1(16)) as marijuana, cannabinoid products, cannabinoid concentrates or cannabinoid extracts.) If a city prohibits any of the seven marijuana related activities, a local jurisdiction does not have the authority under state law to impose a sales tax. Since the City is not intending to prohibit any activity, this is not an issue.

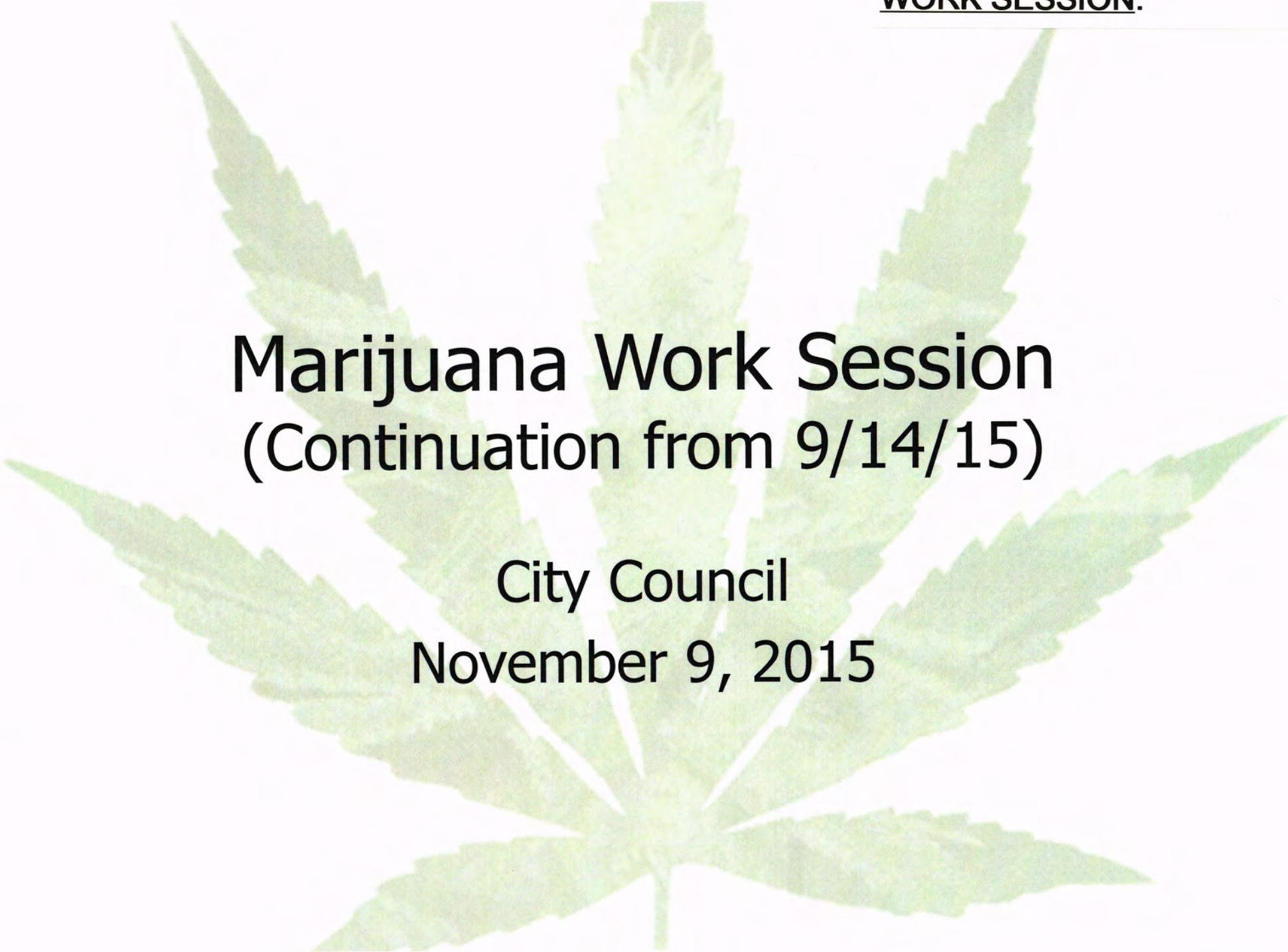
*LOC raises several questions with regards to the local sales tax. First, can the City continue to impose the sales tax established by Ordinance 2014-09 since it was adopted prior to the Legislature adopted HB 3400? There are two notable differences between the state provision and the City's:*

- The tax authorized by the state is 3% tax on production, processing or sale of marijuana items. It is limited to commercial operations and not medical operations. The City's ordinance is 10% of the sale of marijuana items (excluding medical marijuana sales) and specifically does not apply a tax on production or processing.
- The state law requires a vote on the tax at the next general election while the City Ordinance has not had voter approval.

*The City Attorney indicates that in his opinion the 10% sales tax is unenforceable. Based on this opinion, it is suggested that if the City Council wishes to establish a sales tax, a new ordinance with the 3% sales tax would be the appropriate option and then submitted for voter approval at the next general election.*

*Second question raised by LOC is whether a sales tax can be imposed on medical marijuana? The City Attorney's advice on this question is that the City does not have authority to impose a tax on the production, processing or sale of medical marijuana. *While the previous City ordinance exempted sales tax on the sale of medical marijuana, any new ordinance should also explicitly exclude sales tax on production and processing of medical marijuana.**

*The final tax question raised by LOC relates to imposing a tax on early sales of recreational marijuana at medical dispensaries. Can the City impose a tax on those early sales of recreational marijuana at dispensaries? There is a corollary question if only a local sales tax authorized by HB 3400 is allowed, then would such a tax be in effect prior to a local vote has been obtained to establish the tax? According to the City Attorney, the tax can only be applied to licensed operators. Since there would not be any licensed sellers during this early sales time, the tax could not be applied. However, the state sales tax is increased to 25% during this period of time which would increase revenues to local jurisdictions.*



# Marijuana Work Session (Continuation from 9/14/15)

City Council  
November 9, 2015

# Last Work Session

- Decided not to ban any marijuana related activities (previous voter information confirmed)
- Avoid activities in residential areas
- Based on that direction, staff has prepared potential amendments in four areas:
  - Location
  - Development Requirements
  - Operational Requirements
  - Sales Tax

# Location

- Commercial Retail (i.e. recreational) Sales
  - Restrict to Community Commercial District - Same as Marijuana Dispensaries
  - Options:
    - Allow in Town Center (only affects expansion area)
- Grow Sites (Medical and Commercial)
  - Industrial locations – currently allowed
  - Options
    - Prohibit in Residential Districts (currently allowed)



# Location

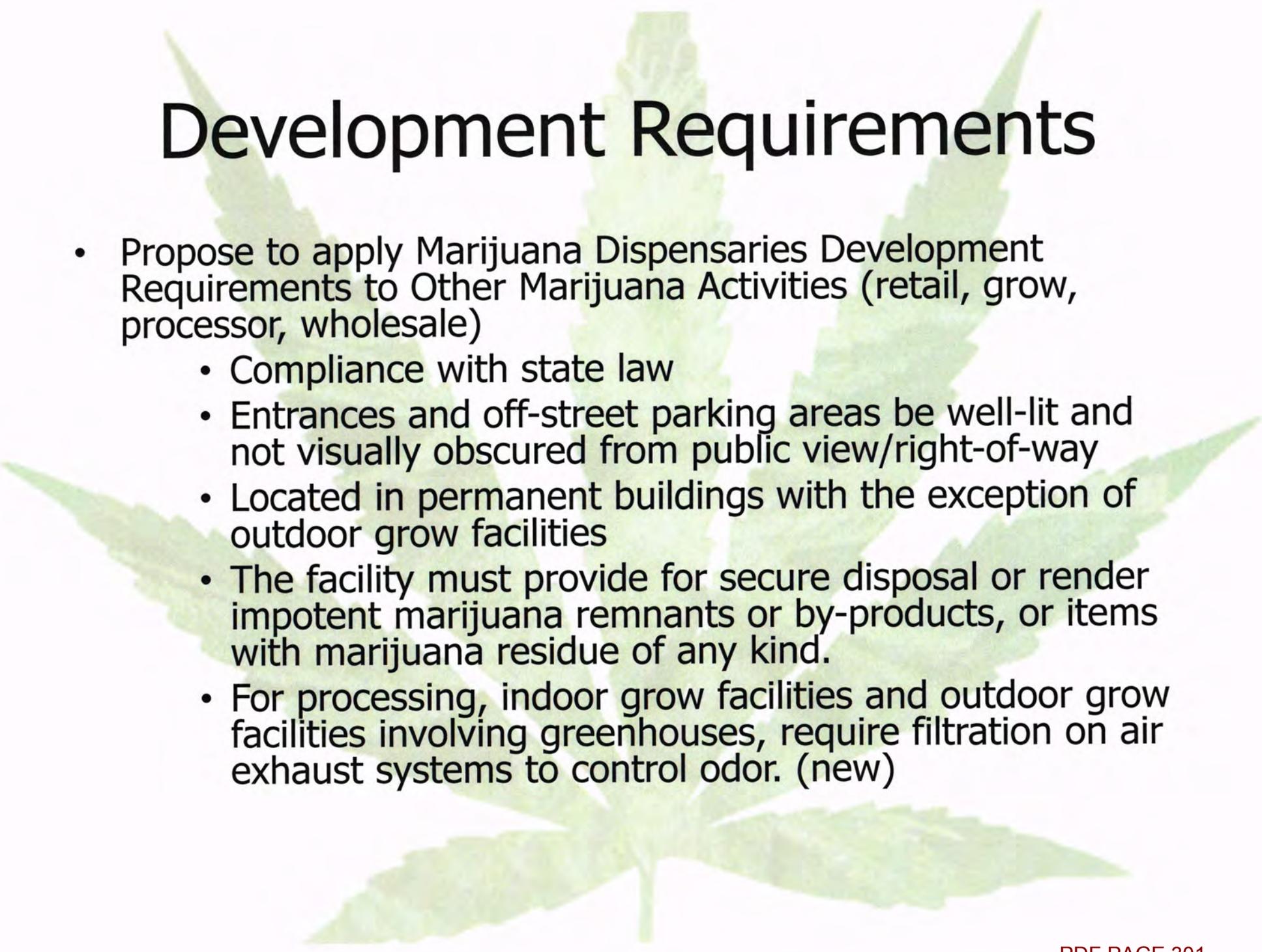
- Marijuana Processors and Wholesale Operations
  - No proposed change – allow in industrial districts
  - Processor and Wholesale Options (not recommended due to use type):
    - Allow processors and/or warehousing in:
      - Town Center districts
      - Community Commercial district

# Development Requirements



- Spacing (State law only pertains to Dispensaries)
  - Apply 1000 foot spacing to:
    - Commercial Retail
    - Grow Sites
    - Processors
    - Wholesale
    - All activities
  - Type
    - Separation from all others
    - Separation from similar activities
  - Extent
    - 100 feet
    - 500 feet
    - Some other specific distance

# Development Requirements



- Propose to apply Marijuana Dispensaries Development Requirements to Other Marijuana Activities (retail, grow, processor, wholesale)
  - Compliance with state law
  - Entrances and off-street parking areas be well-lit and not visually obscured from public view/right-of-way
  - Located in permanent buildings with the exception of outdoor grow facilities
  - The facility must provide for secure disposal or render impotent marijuana remnants or by-products, or items with marijuana residue of any kind.
  - For processing, indoor grow facilities and outdoor grow facilities involving greenhouses, require filtration on air exhaust systems to control odor. (new)

# Development Requirements

- Options –
  - Require 100 foot setback from residential districts for processing and grow activities as part of odor control.
  - For processors, identify the type of products to be processed, a description of equipment to be used, including any solvent, gases, chemicals or other compounds use to create extracts or concentrates (from proposed OLCC Rules)
  - The exterior appearance of the structure is compatible with the exterior appearance of structures already constructed or under construction within the immediate area (from San Mateo County)
  - Interior building lighting, exterior building lighting and parking area lighting will be of sufficient foot-candles and color rendition, so as to allow the ready identification of any individual committing a crime on site at a distance of no less than forty (40) feet (from San Mateo County)
  - Where windows secured with bars on the windows so as to prevent unauthorized entry, the bars shall be equipped with latches that may be released quickly from the inside to allow exit in the event of emergency (from San Mateo County)
  - For wholesale, processing and growing activities, absolutely no advertising of marijuana is allowed at any time; (from San Mateo County)
  - For wholesale, processing and growing activities, exterior signage is limited to site addressing only; (from San Mateo County)

# Operational Requirements

- The adopted requirements for Dispensaries are as follows:
  - A. A medical marijuana dispensary must comply with all applicable requirements of State law.
  - B. A medical marijuana dispensary must obtain a City Business License pursuant to Code Sections 7.000 to 7.070 prior to opening.
  - C. A medical marijuana dispensary may not be open to the public between the hours of 10:00 p.m. and 8:00 a.m.
  - D. All products and paraphernalia must be enclosed in an opaque bag or container upon exiting the facility.
  - E. A medical marijuana dispensary must provide secure disposal or render impotent marijuana remnants or by-products, including any item with marijuana residue.
- Apply appropriate requirements to:
  - Commercial retail facilities (all of the above requirements)
  - Wholesale (Items A, B and E of the above requirements)
  - Processors (Items A, B and E of the above requirements)
  - Grow Sites (Items A, B and E of the above requirements)
  - All marijuana related facilities
- No other options identified

# Sales Tax

- Modifications needed to be made with previously adopted Forest Grove Sales Tax Ordinance (Ordinance Number 2014-09) as follows:
  - Change tax from 10% to 3%
  - Exempt taxes on all medical marijuana related activities (dispensaries, processing, wholesale and grow)
  - Specifically apply the tax on all recreation marijuana related activities (retail, processing, wholesale and grow)
- Once adopted, the City will need to submit the ordinance for voter approval at the appropriate general election.

**CITY MANAGER'S REPORT TO COUNCIL**  
**November 9, 2015**

**Dates to Remember:**

- Nov 5:** ODOT Open House, 5 to 7 pm, Community Auditorium
- Nov 27:** Tree Lighting, 6 pm, Chamber followed by reception at FGS&CC
- Dec 1:** Friends Cultural Series: Coffees of the World, 7 pm, Library Rogers Room
- Dec 5:** Holiday in the Grove, all day activities, downtown
- Dec 5:** Celebrity Bell Ringing Competition, 2 to 3 pm, Main Street
- Dec 5:** Holiday Light Parade, 5 pm, Main Street
- Dec 6:** Winter Farmers Market, Noon to 4 pm, Elks Lodge
- Dec 9:** Employee Holiday Buffet, 11:30 to 1:30, Community Auditorium
- Dec 9:** Food Waste Composting Public Forum, 6:30 to 8 pm, Community Auditorium
- Dec 9:** Christmas with the Trail Band, 7 pm, FGHS

**2016 – Mark your calendars**

- Jan 7:** Western Washington County Cities' Legislative Joint Session, 5:30 pm, Location TBA
- Jan 21:** B&C Annual Recognition Dinner, 5:30 pm, Location TBA
- Jan 30:** Annual Town Meeting, 9 am to noon, Community Auditorium
- Feb 20:** Council Goal-Setting Retreat, 8:30 am, location TBA
- Feb 22:** State of the City Address, noon, Chamber Luncheon

**CITY MANAGER:**

- Following staff reports is a DRAFT Activity Report. A big thanks to Matt Brown, Senior Administrative Analyst, for helping compose it. The intent is to provide the Council a quick 5-year visual reference for common city activities being tracked and listed within the budget. The frequency will be monthly or quarterly, mindful that all activities, not just these, will be reported on annually. Comments from the Council are most welcome on the usefulness of this tool and how improve it.
- Clean Water Services (CWS): CWS is holding a hearing on their EPA-required and Oregon DEQ-administered National Pollution Discharge Elimination System (NPDES) permit on November 11<sup>th</sup>. This permit governs all of CWS's waste and storm water operations. The Homebuilders are expected to voice concern over increased surface requirements for storm water which translates into less developable area. The permit is expected to be approved in early 2016.

**ADMINISTRATIVE SERVICES:**

- **Property Taxes FY 2015-16:** The City received its property information from Washington County. Assessed value (AV) for the City increased by 5.2% to \$1,436,928,614. Staff had estimated a 4% increase in assessed value so the City's General Fund will receive more property taxes in FY 2015-16 than originally estimated by staff.
- For the Urban Renewal Agency, City staff had estimated the City would receive \$43,021 in property taxes in FY 2015-16 while the County informed the City that it would receive \$27,917 in urban renewal property taxes for FY 2015-16. The assessed value incremental increase was less than 3% over the frozen AV base. City staff will be working with the Assessor's Office to determine the reason for the lower than expected increase in the incremental AV.
- **Times Litho:** Demolition is completed. Staff is discussing how to restrict access to the site while waiting for development to start. Contaminated soil was found on the site in the area where the printer presses were located. Six dump trucks of soil were removed and taken to the Hillsboro landfill. The contamination was limited to an area around three footings but had gone deeper than expected. The environmental consultant thought the petroleum distillates had pooled around the footings. The total cost of assessing and removing the soil was \$16,429.70.

### **PARKS and AQUATICS:**

- Swim meet season is approaching with the aquatic center hosting three teams and the associated meets. Pacific hosted the first of 8 meets this season last Friday evening. Meets are held both weekdays and weekends depending on which team is hosting. The 48th Annual Forest Grove Invitational will be held the first weekend in December. Over 20 teams from around the state attend hosting over 400 swimmers and their families coming to town.
- Staff hosted the second of two open houses designed to inform citizens about the design and location for the Old Town Loop Trail. The meeting was held last Thursday evening at the Light and Power conference room.
- Swimming lesson registration for the winter session begins Monday, November 9, at 9 am at the aquatic center. The winter session begins January 11, 2016.

### **POLICE:**

- Community Outreach Specialist handed out candy and orange flashers for the downtown trick-or-treat. A volunteer dressed up as McGruff the Crime Dog.
- The department has completed the 6-month body-worn camera pilot program. Statistics and data will be reviewed and compiled into a report in the coming months.
- The department conducted Career Day with area high school students this week which included a mock crime scene for the participants to investigate.
- Detectives are busy with several cases, one of them being extensive work on the local missing person case in the media of late.
- Staffing issues: Considering alternative shift schedules to help cover the shortage of patrol officers due to open positions, illness, injuries, and light duty assignments. Officer Troy Maslen was promoted to Sergeant effective November 1. Officer Andrew Colasurdo has completed his training program and is able to solo patrol.

### **LIBRARY:**

- While Tuesday's election results have not yet been certified, the current results show that the WCCLS levy is passing with 64% yes votes and 36% no votes. Approximately one third of the county's registered voters (96,800) cast a ballot. Results of individual precincts will not be available for 21 days.
- New furniture has been ordered for the Storytime and Early Literacy areas of the library. The funding, approximately \$15,000, will be provided by the Forest Grove Library Foundation.
- Tech sessions are again available. These are 1-on-1 computer classes and technology assistance sessions. Reservations may be made by contacting the Reference Desk.
- The Friends of the Library Book Sale raised over \$5600. This does not include the revenue from the donation of the "leftovers" to Better World Books, an online bookseller.
- The next program in the Friends Cultural Series will be "Coffees of the World" with roaster Nathan Palmer. It will be held on Tuesday, December 1, at 7 PM in the Rogers Room.

### **LIGHT & POWER:**

- The Thatcher Junction Substation transformer replacement project is moving along swiftly while consuming the majority of staff's time. The new transformer has been set in place and energized, ground grid at the transformer modified, bus has been welded and the Load Tap Changer (LTC) commissioning has begun.
- The Parry Tree Farm / David Hill Road Cell Towers high voltage underground cable replacement work order has been completed. This replaces portions of cable that have experienced numerous failures.
- Work has begun on replacing the high voltage underground cable that failed on Ballad Way.
- Repairs have begun on a pole that was struck by a car in the 3900 block of 24<sup>th</sup> Ave.

**ECONOMIC DEVELOPMENT:**

- Brought on two short term interns from Pacific University School of Business to research urban renewal practices in similar sized Oregon cities.
- Working on early stage lead for Food and Beverage processor.
- Issued press release on small business services and programs available to assist Forest Grove businesses and entrepreneurs.
- Making progress assisting two property owners of large lot industrial land in the UGB to improve marketability and bring sites into city.
- Continued work on downtown Forest Grove Holiday in the Grove and Light Parade events to attract visitors and residents to downtown.

**ENGINEERING / PUBLIC WORKS:**

- This year’s street re-surfacing program left a little money after all work was completed. This money was used to pave Gales Way from Tara Ct. to the north end. In addition the pavement on 19<sup>th</sup> Avenue, near the Safeway shopping center where the broken water main damage occurred, was repaved.
- Water Treatment Plant: Repair work continues at the plant. The underdrains should be installed this week and the filter media placed in the filter next week. We are targeting the plant start up for November 11<sup>th</sup>.
- We have been notified by the State watermaster that both Forest Grove’s Clear Creek water right and the JWC water rights in the Tualatin River are all available for appropriation and pumping. The reports indicate Hagg Lake is in the positive and is filling due to recent rains. All seems good.
- Leaf Pickup Program: The annual leaf pickup program is on schedule and currently servicing Area 4. An interactive map is available on the City’s web page.
- Catch Basin Cleaning: City crews are working on annual catch basin cleaning. Our Stormwater Permit from DEQ requires that the catch basins are cleaned once per year, and the pipes are inspected once every 8 years and cleaned once every 6 years.
- Firwood Sewer: The Engineering Department is communicating with the homeowners on Firwood to determine which ones will take advantage of the project and connect to the new sewer line, and pay the sewer System Development Charge \$5,100.
- Equipment Fund: The following is an update on the equipment replacement for FY 15-16.

*PW Vehicles:*

302	3/4T pickup	ordered 9/22/15
313	Dumptruck	not ordered but have (1) quote
317	Vactor	ordered 10/21/15
320	Escape	ordered 8/25/15
324	Loader	ordered and delivered

*Police Vehicles:*

530	Charger	ordered 10/27/15
531	Charger	ordered 10/27/15
532	Explorer	ordered 8/25/15
533	Explorer	ordered 8/25/15

*Parks Vehicles:*

600	3/4T pickup	ordered 8/4/15 (should be delivered 11/4)
603	3/4T pickup	ordered 8/4/15
615	mower	will order in the spring

*City Hall vehicles:*

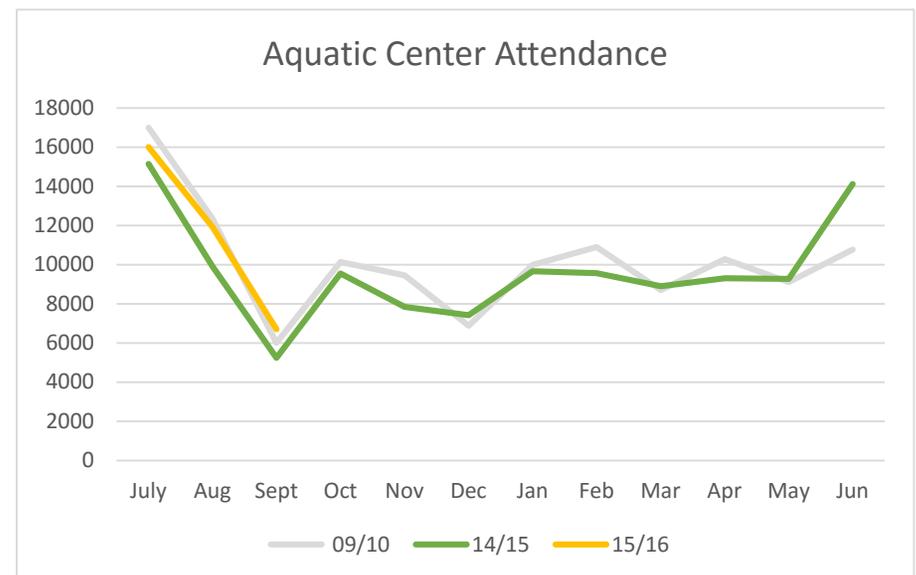
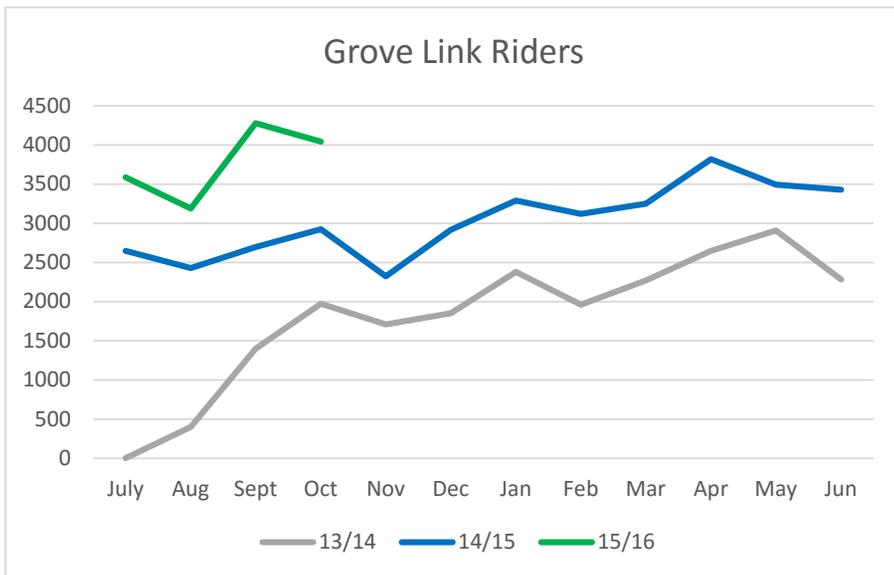
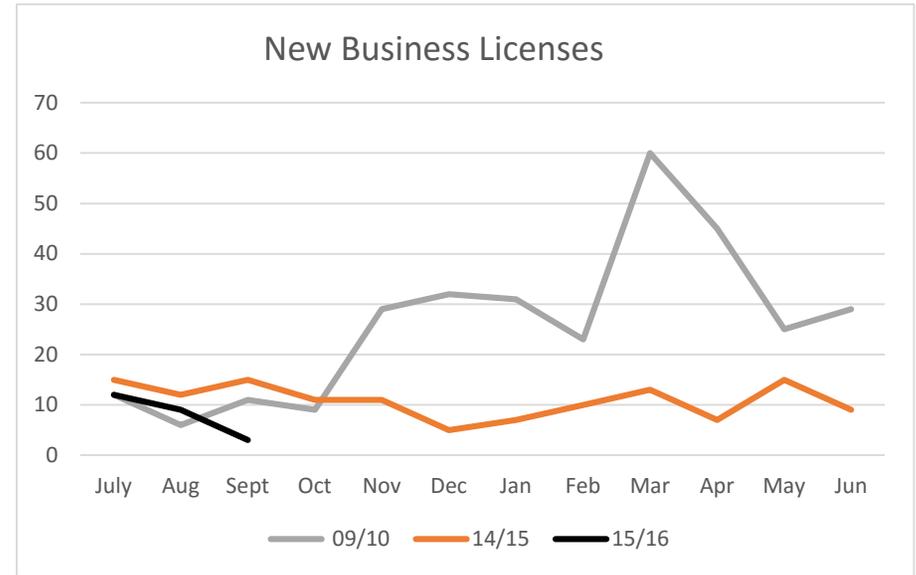
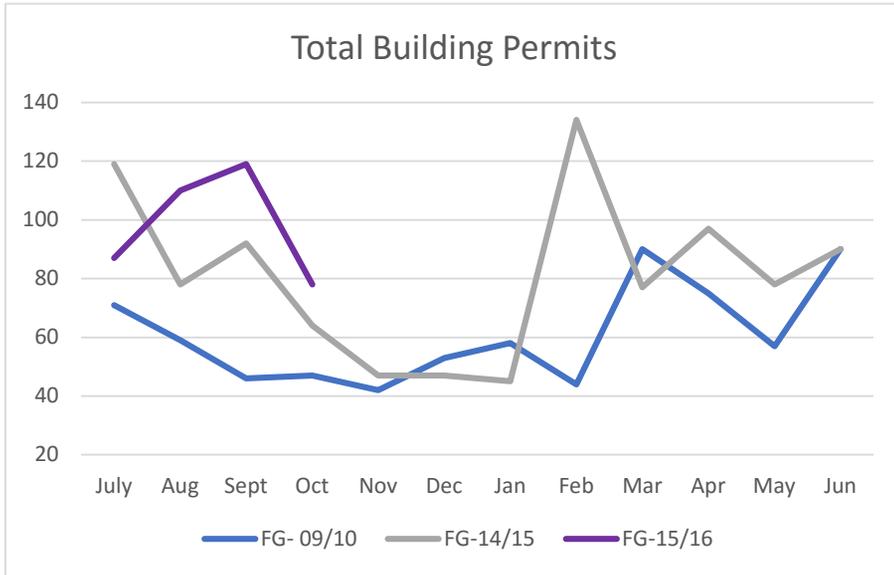
705	CM Fusion	ordered and delivered
712	Eng-Transit	ordered 7/23/15

- Also in the Equipment Fund, new equipment was installed on the City’s fueling station. The equipment is used to better record vehicle mileage and operation hours, and for the police vehicles it will record engine error codes. This will help the mechanics schedule vehicle maintenance.

- Pacific Crossing Phase 3: All utilities have been installed and tested (water, sewer, drainage). Street paving started this week.

**COMMUNITY DEVELOPMENT:**

- Periodic Review/Code Update: finalizing public hearing draft of the proposed amendment. Next steps include joint work session with City Council and Planning Commission on November 9<sup>th</sup>, Planning Commission public hearing in December, and City Council public hearing in January, 2016.
- Westside Planning Project: Staff is reviewing consultant's infrastructure analysis for the David Hill and Purdin Road areas. Next step is to complete staff reviews, inform the consultant of any needed changes and hold a Technical Advisory Committee meeting.
- Sustainability Commission: As part of the follow-up to the Latino Community Summit, a subcommittee of the Commission has been meeting to prepare a summary of the Summit and to identify future actions. That report has been reviewed by the Commission and will be forwarded to the City Council. The Commission will present their findings to the Council at the November 23<sup>rd</sup> meeting.
- Food Compost proposal: The Council directed staff to continue developing the program. On December 9<sup>th</sup> at 6:30 pm, CCI and the Sustainability Commission will sponsor a program on the food compost proposal. In addition, a citizen survey on the acceptability of the program will be on the City's website. The program and the survey have been announced in the City's November utility billing insert.

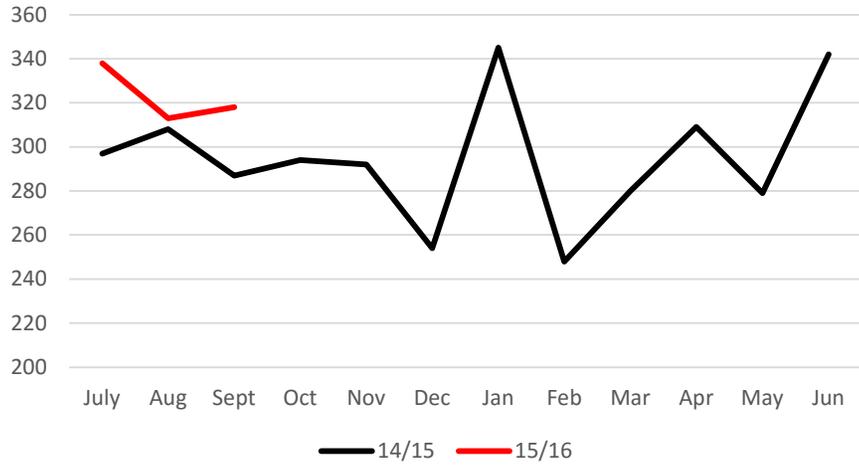




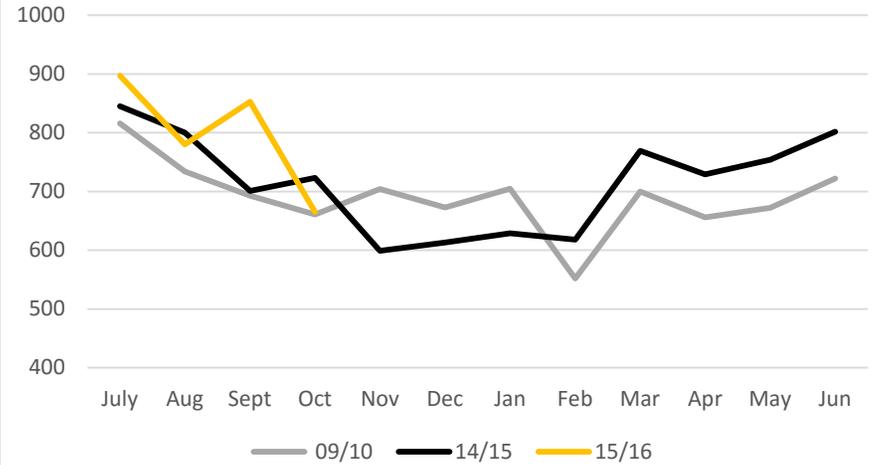
# Activity Report

DRAFT

### Fire Department Calls



### Police Dispatch Calls



### Library Walk-Ins

