

CITY COUNCIL MONTHLY MEETING CALENDAR

September-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CITY OFFICES CLOSED	3 CCI moved to 09/24 Planning Comm 7pm (Canceled)	4 Red Cross Blood Drive 1pm-6pm, Comm Aud FG Rural Fire Board Mtg	5 EDC Moved 09/12 Fire Awards Banquet 6pm	6 FGS&CC 1st Friday	7
8	9 CITY COUNCIL 5:00 PM - URA WORK SESSION (Interviews) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	10 Complete Count Committee 6pm, Cornelius Public Library Library Foundation Bites Dine Donate	11 Municipal Court 9-11 Flag Ceremony 10am Sister Cities 4:45pm	12 EDC Noon PAC 5pm	13	14
15	16 Chamber Luncheon Planning Comm 7pm	17 Western WC Fire Task TBD Library Comm 6:30pm	18 P&R 7am CFC 5:15pm	19 PAC moved 09/12 Sustainability 6pm	20 WEA Bike Tour	21 PAC Art Bizarre Corn Roast Sidewalk Art
22	23 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	24 CCI 5:30 pm HLB 6:30pm	25 Municipal Court PSAC 7:30am LOC & OMA Board Mtg	26	27	28
29	30 Red Cross Blood Drive (TOM JOHNSTON) 1pm-6pm, Comm Aud					

Oct-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CCI 5:30pm	2 FG Rural Fire Board Mtg	3 EDC Noon	4 FGS&CC 1st Friday	5 Sister Cities' Japanese Festival, 10am
6	7 Planning Comm 7pm	8 Library Comm 6:30pm	9 Municipal Court	10	11	12 Public Services Open House 10am-2pm
13	14 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	15 Western WC Fire Task TBD Library Friends & Family 5pm	16 P&R 7am CFC 5:15pm	17 Red Cross Blood Drive 1pm-6pm, Comm Aud PAC 5pm	18	19
20	21 Chamber Luncheon Planning Comm 7pm	22 HLB 6:30pm	23 Municipal Court PSAC 7:30am	24 Sustainability 6pm	25 ODF 8am	26 Nyuzen arrives
27	28 CITY COUNCIL 5:30 PM - JOINT WORK SESSION FG, Cornelius & School Board 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	29 Council please RSVP: Nyuzen Delegation Sayonara Dinner 6pm - Comm Aud HLB 6:30pm	30	31		
Nyuzen Student Delegation Visit - October 26 - 30			Nyuzen Departs			

Nov-19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday	2 Mayor's Ball FGS&CC 6pm
3	4 Planning Comm 7pm	5 CCI 5:30pm	6 Municipal Court FG Rural Fire Board Mtg	7 EDC Noon	8	9
10	11 CITY OFFICES CLOSED	12 CITY COUNCIL 5:30 PM - WORK SESSION(s) 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM Library Comm 6:30pm	13 Red Cross Blood Drive 1pm-6pm, Comm Aud	14	15	16
17	18 Chamber Luncheon Planning Comm 7pm	19 Western WC Fire Task TBD	20 Municipal Court P&R 7am CFC 5:15pm	21 PAC 5pm Sustainability 6pm	22	23
24	25 CITY COUNCIL 5:30 PM - WORK SESSION(s) 6:45 PM - Council Holiday Greeting 7:00 PM - REGULAR COUNCIL MEETING COMMUNITY AUDITORIUM	26 HLB 6:30pm	27 PSAC moved to 12/4	28 CITY OFFICES CLOSED	29 CITY OFFICES CLOSED	30

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**CITY COUNCIL MEETING AGENDA**

**MONDAY, SEPTEMBER 9, 2019  
COMMUNITY AUDITORIUM  
1915 MAIN STREET**

**5:00 PM URBAN RENEWAL AGENCY WORK SESSION (URAC Applicant Interviews)  
7:00 PM CITY COUNCIL REGULAR MEETING**

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PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President  
Timothy A. Rippe  
Ronald C. Thompson

Elena Uhing  
Adolph "Val" Valfre, Jr.  
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, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 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, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

**5:00**

**URBAN RENEWAL AGENCY WORK SESSION:**

The Urban Renewal Agency Board will convene in the Community Auditorium – Conference Room to conduct the following work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Board will take no formal action during the work session. *(Refer to separate agenda)*

- ***Urban Renewal Advisory Committee (URAC) Applicant Interviews (7 Applicants/15 Minutes each)***

**7:00**

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

(PowerPoint Presentation)  
 Tom Gamble, Parks and Recreation  
 Director

7:10

5. A.
  - *Parks Facilities Schematic Design Update*

(PowerPoint Presentation)  
 Jeff King, Economic Development  
 Manager

7:25

5. B.
  - *Oregon Main Street Program*

Bryan Pohl, Community  
 Development Director

(PowerPoint & Video Presentation)  
 J. F. Schutz, Police Chief

7:35

5. C.
  - *Police Station Outreach*

Paul Downey, Administrative  
 Services Director

(PowerPoint Presentation)  
 Paul Downey, Administrative  
 Services Director

7:45

5. D.
  - *Year-End Financial Report Ending June 30, 2019*

James Reitz, Senior Planner  
 Bryan Pohl, Community  
 Development Director

7:55

6. **ORDER NO. 2019-04 OVERTURNING THE PLANNING COMMISSION'S APPROVAL OF THE SITE PLAN AND BUILDING DESIGN OF A NEW DOLLAR GENERAL STORE, 1121 GALES CREEK ROAD, WASHINGTON COUNTY TAX LOT 1N436B003100; FILE NO. 311-19-000006-PLNG**

Jesse VanderZanden, City Manager

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- |  |                    |  |
|--|--------------------|--|
| Paul Downey, Administrative Services Director<br>Jesse VanderZanden, City Manager  | 8:05               | 7. <b><u>CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2019-09 AMENDING FOREST GROVE CODE OF ORDINANCES ADOPTING TITLE XI (BUSINESS REGULATION), CHAPTER 111 (§ 111.065), TITLED FOOD WASTE REQUIREMENT</u></b>  |
| (PowerPoint Presentation)<br>James Reitz, Senior Planner<br>Bryan Pohl, Community Development Director<br>Jesse VanderZanden, City Manager | 8:10               | 8. A. <b><u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-10 AMENDING DEVELOPMENT CODE ARTICLE 2 LAND USE, ARTICLE 3 ZONING DISTRICTS, ARTICLE 5 SPECIAL PROVISIONS, AND ARTICLE 12 USE CATEGORIES AND DEFINITIONS, TO PERMIT SEASONAL SHELTERS IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT) AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS; FILE NO. 311-19-000017-PLNG</u></b> |
| (PowerPoint Presentation)<br>James Reitz, Senior Planner<br>Bryan Pohl, Community Development Director<br>Jesse VanderZanden, City Manager | 8:30               | 8. B. <b><u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-11 AMENDING FOREST GROVE CODE OF ORDINANCES ADOPTING TITLE III, (ADMINISTRATION), CHAPTER 38 (§ 38.01 THROUGH § 38.04), TITLED SEVERE WEATHER SHELTERS IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT) AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS; FILE NO. 311-19-000017-PLNG</u></b>                                |
| Dan Riordan, Senior Planner<br>Bryan Pohl, Community Development Director<br>Jesse VanderZanden, City Manager                              | 8:40               | 9. <b><u>RESOLUTION NO. 2019-41 ACCEPTING TOWN CENTER STREET TREE INVENTORY AND ASSESSMENT REPORT</u></b>  |
| (PowerPoint Presentation)<br>Jeff King, Economic Development Manager<br>Jesse VanderZanden, City Manager                                   | 8:50               | 10. <b><u>RESOLUTION NO. 2019-42 ADOPTING CITY OF FOREST GROVE 2020 ECONOMIC DEVELOPMENT STRATEGIC PLAN</u></b>  |
| City Councilors  | 9:00               | 11. <b><u>CITY COUNCIL COMMUNICATIONS:</u></b>   |
| Jesse VanderZanden, City Manager   | 9:20               | 12. <b><u>CITY MANAGER'S REPORT:</u></b>   |
| Peter Truax, Mayor   | 9:25               | 13. <b><u>MAYOR'S REPORT:</u></b>  |
|  | <b><u>9:30</u></b> | 14. <b><u>ADJOURNMENT:</u></b>   |

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 remaining Consent Agenda item(s).
- A. Approve City Council Work Session (Forest Grove 2040) Meeting Minutes of August 12, 2019.
  - B. Approve City Council Regular Meeting Minutes of August 12, 2019.
  - C. Accept Historic Landmarks Board Meeting Minutes of July 23, 2019.
  - D. Accept Library Commission Meeting Minutes of July 22, 2019.
  - E. Accept Planning Commission Meeting Minutes of July 1, 2019.
  - F. Accept Public Arts Commission Meeting Minutes of July 11, 2019.
  - G. Accept Resignation on Community Forestry Commission (Dale Wiley, Appointed 02/2006, Term Expiring December 31, 2019).
  - H. Community Development Department Monthly Building Activity Informational Report for August 2019.

**Minutes are unofficial until approved by Council.**

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 4:02 p.m.

**ROLL CALL: COUNCIL PRESENT:** Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Gregory Robertson, Public Works Director; and Anna Ruggles, City Recorder.

**2. WORK SESSION: FOREST GROVE 2040 (HOUSING, DEVELOPMENT AND TRANSPORTATION)**

Pohl, Robertson and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide a holistic view of housing, development and transportation issues in Forest Grove and to help establish a framework for determining future resources, policies and projects. Pohl and Robertson presented a PowerPoint presentation overview on the following three 2019 Council Objectives: 1) Objective 1.2, Develop Oak Street Area Concept Plan; 2) Objective 1.7, Partner to Increase Affordable Housing; and 3) Objective 2.13, Prioritize Transportation Development Tax Projects. Pohl and Robertson provided updates on slides titled: The Hierarchy of Development Regulations; City's Role; Planning Process; Planning Documents; Development Approval and Permitting; Approved Projects; Development Review Team; Planning Commission's Quasi-Judicial Functions; Council's Legislative Functions and Quasi-Judicial Hearings; Land Use Projects; Housing Needs Analysis; Economic Opportunities Analysis; Key Factors; 2011 Transit-Oriented Development Plan and Implementation Strategy; West Side Planning Area and Buildout; Comprehensive Plan and Zoning; Transportation Funding Sources; How Projects Get Funded; Prioritization; City Transportation Development Tax Project Map; House Bills 2001 and 2003; and Metro Bond.

**RECESSED: Mayor Truax recessed for a break at 5:39 p.m. and reconvened the work session at 5:55 p.m.**

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Pohl, Robertson and VanderZanden responded to various Council inquiries and scenarios pertaining to the above-noted three topics, i.e., completing Oak Street Area Concept Plan; implementing a

3A

“sliding scale” for system development charges for accessory dwellings; completing the housing needs analysis; and being creative when thinking about mixed-use and affordable housing options, i.e., cottage clusters and tiny houses. In conclusion of the above-noted discussion, VanderZanden advised staff will continue working on the key points relating to the above-noted three topics.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:54 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

3B



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Monday, August 12, 2019

**City Council Regular Meeting Minutes**

7:00 p.m., Community Auditorium

**Minutes are unofficial until approved by Council.**

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

Mayor Peter Truax called the regular City Council meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

**ROLL CALL: COUNCIL PRESENT:** Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused.

**STAFF PRESENT:** Jesse VanderZanden, City Manager; Spencer Parsons, City Attorney; Paul Downey, Administrative Services Director; Keith Hormann, Light and Power Director; Michael Kinkade, Fire Chief; Bryan Pohl, Community Development Director; James Reitz, Senior Planner; and Anna Ruggles, City Recorder.

**1. A. PROCLAMATION:**

Fill-The-Boot for Muscular Dystrophy Association (MDA)

Mayor Truax publicly read the Proclamation declaring August 21, 2019, as "Fill-The-Boot" for MDA, in Forest Grove.

**2. CITIZEN COMMUNICATIONS:**

Victoria Lowe, Forest Grove, addressed Council regarding the need to protect federal regulations, such as the Clean Air Act and Clean Water Act, and objected to the lack of food.

**3. CONSENT AGENDA:**

Items under the Consent Agenda are considered routine and are 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 remaining Consent Agenda item(s).

- A. Approve City Council Work Session (Town Center Parking Study) Meeting Minutes of June 10, 2019.
- B. Approve City Council Work Session (Federal Grant Feasibility Analysis) Meeting Minutes of June 10, 2019.

- C. Approve City Council Work Session (Economic Development Strategic Plan) Meeting Minutes of June 24, 2019.
- D. Approve City Council Regular Meeting Minutes of June 24, 2019.
- E. Approve City Council Work Session (Proposed Police Station Concept Design Review) Meeting Minutes of July 8, 2019.
- F. Approve City Council Regular Meeting Minutes of July 8, 2019.
- G. Approve City Council Executive Session (City Manager Performance Evaluation) Meeting Minutes of July 8, 2019.
- H. Accept Historic Landmarks Board Meeting Minutes of June 11, 2019.
- I. Accept Library Commission Meeting Minutes of June 11, 2019.
- J. Accept Parks and Recreation Commission Meeting Minutes of June 19, 2019.
- K. Accept Planning Commission Meeting Minutes of June 17, 2019.
- L. Accept Public Arts Commission Meeting Minutes of June 13, 2019.
- M. Community Development Department Monthly Building Activity Informational Report for July 2019.

**MOTION:** Councilor Wenzl moved, seconded by Councilor Rippe, to approve the Consent Agenda as presented. **ABSENT:** Council President Johnston.  
**MOTION CARRIED 6-0 by voice vote.**

**4. ADDITIONS/DELETIONS:**

VanderZanden rescheduled Agenda Items No. 8 and No. 9 to the next meeting of September 9, 2019, to which Council collectively concurred. In addition, VanderZanden advised Council may consider rescheduling Agenda Items No. 17-19 at its discretion depending upon agenda time constraints.

**5. PRESENTATIONS: None.**

**6. PUBLIC HEARING OF AN APPEAL OF THE PLANNING COMMISSION'S APPROVAL OF SITE PLAN AND DESIGN REVIEW FOR DOLLAR GENERAL, 1121 GALES CREEK ROAD (WASHINGTON COUNTY TAX LOT 1N436B003100); FILE NO. 311-19-000006-PLNG**

**Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:**

Rippe declared no influence on his decision, noting he resides in the west end of town and he has walked the proposed area. Rippe disclosed having a conversation with the Forest Grove/Cornelius Chamber of Commerce Executive Director regarding sending correspondence to the applicant. Rippe also reported initiating concerns to the City Manager regarding traffic/pedestrian/bicycle safety.

Thompson declared no influence on his decision, noting he resides within four miles from the proposed site. Thompson recalled being appointed to the Planning Commission when the decision regarding the proposed site was made.

Uhing declared no influence on her decision, noting she received e-mail and in person contacts, which she declined and instead she invited them to attend this evening's hearing.

Valfre declared no concern or bias on his decision, noting he resides near the proposed area. Valfre disclosed he has been asked his opinion and he is aware of the traffic issues.

Wenzl declared no influence on her decision, noting she resides within one mile from the proposed site. Wenzl disclosed receiving e-mail from three individuals, which she declined to engage.

Mayor Truax declared no bias on his decision, noting he resides near the proposed area. Mayor Truax disclosed receiving e-mail, which he forwarded to the City Recorder.

**Challenges from Parties:**

None declared.

**Staff Report:**

Reitz and Pohl presented the staff report, noting the appellant has filed an appeal of the Planning Commission's Approval of the Site Plan and Design Review for a new Dollar General, located at 1121 Gales Creek Road (Washington County Tax Lot 1N436B003100); File No. 311-19-000006-PLNG. Reitz referenced an aerial photo of the subject site and zoning map showing the area zoned as Neighborhood Mixed Use (NMU), noting this is the first application submitted for the "Gales Creek" NMU zoned area (approximately 6.68 acres). The application currently is a stand-alone, noting no other applications have been submitted within this NMU zone. All the other parcels within this NMU zone are individually owned (9 property owners). Reitz referenced the architectural plan of the building, sidewalk/parking lot/landscape plans and intersection improvement plan, and referenced Attachment 1, Appellant's Materials; Attachment 2, Correspondence received; Attachment 3, Planning Commission Decision Number 2019-08 and Attachment 4-5, Planning Commission staff report and minutes. In addition, Reitz presented a PowerPoint presentation overview addressing the appeal, noting the appellant must "identify the specific issues being appealed" and "on the record" means "issues in the record, whether raised in writing or orally".

**Basis of Appeal**

1. The use would not be located in a Village Center pursuant to Development Code §17.3.320; and
2. The use would not comply with the purpose of the NMU zone, pursuant to Development Code §17.3.310.

**Questions Raised by the Appeal**

1. Is the Mixed Use Planned Development (MUPD) preliminary plan approval process the exclusive process available for designating a "Village Center"? Or does the City have the authority and flexibility under the Development Code to designate a "Village Center" outside of the MUPD process?
2. Is the purpose statement of the NMU zoning district a criterion that must be satisfied in order to approve a project?

In addition, Reitz and Pohl addressed the Traffic Impact Analysis, noting Washington County Transportation engineering staff reviewed the application for traffic impacts and concluded that "the trips are low" (emphasis added) and thus a traffic impact analysis was not warranted. As noted in the staff report, the Transportation System Plan has information on Crash History at the Gales Creek / Thatcher Road intersection. Because of the small increase in traffic and the low documented collision rate, no further safety investigation was warranted. Pedestrian access and safety were discussed by the Planning Commission (PC). During the PC hearing, it was noted that sidewalks are installed concurrent with development. An applicant can be required to extend sidewalks off-site, but only if there is a clear nexus that the use would generate significant pedestrian traffic and that the condition to require off-site sidewalks was proportional to the increase in pedestrian traffic. Based on the small scale of this project, that nexus does not exist. All three legs of the Gales Creek Road / Thatcher Road "Y" intersection are owned by Washington County. A Concept Design has been prepared to improve pedestrian safety at this intersection (Slide 16). In conclusion of the above-noted staff report, Reitz and Pohl advised:

- If the Council determines that the MUPD preliminary plan approval process is the only means by which a "Village Center" may be established in the NMU zoning district, then the Council would be obligated to uphold the appeal.
- If the Council determines that the MUPD preliminary plan approval process is not the only means by which the Council can designate a "Village Center" then it would need to designate the subject property as a "Village Center" as part of this process in order to approve the application.

The Council has the following three options for consideration:

1. Deny the appeal and approve the application with the conditions imposed by the Planning Commission; OR
2. Deny the appeal and approve the application with modifications to the conditions imposed by the Planning Commission; OR
3. Sustain the appeal and deny the application.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained the hearing procedures.

Mayor Truax asked Council whether to limit discussion to the appeal issues only, or discuss any other "on the record" issues, to which the following motion was made.

**MOTION REGARDING SCOPE:** Councilor Rippe moved, seconded by Councilor

**Thompson, to hear the appeal issues and include only “on the record” traffic and pedestrian issues.**

Council Discussion on the Motion Regarding Scope:

Mayor Truax voiced concern of not hearing any traffic and pedestrian safety issues beyond those raised at the Planning Commission hearing, to which the following motion to amend was made.

**MOTION REGARDING SCOPE AS AMENDED: Councilor Rippe moved, seconded by Councilor Valfre, to hear the appeal issues and include traffic and pedestrian safety issues.**

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote on the above-noted motion as amended.

**ROLL CALL VOTE REGARDING SCOPE AS AMENDED: AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.**

**Additional Written Testimony Received:**

Karen Reynolds, Forest Grove, submitted an e-mail, dated August 12, 2019, 2:46 p.m., asking the Dollar General store to change their location due to pedestrian and traffic safety concerns and there being three schools within the walking area.

No additional written testimony was received.

**Proponents:**

Steve Powell, “Applicant”/developer/property owner, 1410 Main Street, Suite C, Ramona, CA, 92065, reported Dollar General is not the applicant but is the tenant for the property, noting the site was selected based on demographics and commercially underserved areas. Powell addressed facts pertaining to their proposed development and applicable Development Code provisions that were set forth in their written correspondence dated July 31, 2019, and which pertained to the proposed Dollar General retail store on the property located at 1211 Gales Creek Road, and their interpretation of the Village Center requirement set forth in the code provision. Powell introduced Michael Connors, Applicant’s Attorney, Hathway Larson, Portland, OR 97209, who addressed the appeal issues, noting they disagreed with the Appellant’s interpretation and argued that an individual commercial development can be approved within the NMU zoned area as long as it complies with the Village Center requirement set forth in the code provision. Connors reported the Gales Creek NMU area is owned by multiple property owners (9) and it would be virtually impossible and highly unlikely this area will ever be developed if it can only be developed as a single, large, mixed-use development. Next, Connors addressed the traffic impact analysis, noting they met with city staff and Washington County Transportation on several occasions and

both entities concluded the thresholds were too low (trips generated by 9,100 square foot store) to warrant a traffic study (further supported by the City's Transportation System Plan (2014)) and because of small increase in trips and the low documented collision rate, no further safety investigation was warranted. Connors addressed pedestrian safety, noting the Gales Creek Road frontage improvements include curbs, gutters and sidewalks as a condition of approval, noting sidewalks are installed concurrent with development, thus, improving pedestrian connectivity and safety along Gales Creek Road. Connors added the Dollar General is a neighborhood-scale retail store as well as pedestrian-friendly and is well below the maximum size restriction imposed on commercial uses. In conclusion of their testimony, Powell and Connors urged Council to deny the appeal and affirm the Planning Commission's decision and conditions of approval.

**Opponents:**

Christopher Wilmeth, Forest Grove, Appellant, (Exhibit A, Appellant's Material, date stamped July 2, 2019), summarized the reasons of his appeal as follows: 1) The proposed store is not within the Village Center pursuant to Code §17.3.320, and 2) the proposed development does not comply with the purpose of the NMU zone pursuant to Code §17.3.310. In conclusion of his testimony, Wilmeth urged Council to reject the application until the applicant can at the very least submit a design for the Village Center requirement.

David Smith, Forest Grove, testified in support of upholding the appeal, voicing concerns pertaining to traffic safety and current zoning and the type of business not fitting the type of development for Village Center.

Phil Ruder, Forest Grove, Planning Commissioner, submitted written testimony, dated August 12, 2019, recapping his reasons of why he voted no at the Planning Commission hearing. Ruder voiced concerns that approving an individual application would effectively turn the area into a commercial zone, noting if that is the case, an application should not be allowed until such a zone change can be deliberated.

Devon Downeysmith, Forest Grove, testified in support of upholding the appeal, voicing concerns pertaining to the current zoning and the type of business not fitting the type of development for Village Center. Downeysmith urged taking the necessary time and steps to consider if the area is zoned correctly.

Tom Waddingham, Forest Grove, testified in support of upholding the appeal, voicing concerns pertaining to the type of business at the site location and pedestrian and traffic safety, i.e., delivery trucks turning around.

Kate Grandusky, Gales Creek, testified in support of upholding the appeal, voicing concerns pertaining to the type of business at the site location and pedestrian and student safety.

Charlene Murdock, Forest Grove, testified in support of upholding the appeal, noting her concerns have been heard.

Victoria Lowe, Forest Grove, former Planning Commissioner and City Councilor, voiced concerns pertaining to the need for conducting traffic impact studies, reducing traffic speeds and providing safe routes to school as well as reviewing processes and code regulations.

Richard White, Forest Grove, testified in support of upholding the appeal, voicing concerns pertaining to the type of business at the site location and the code needing to be revised and updated.

**Others:**

No one else testified and no written comments were received.

**Appellant's Rebuttal:**

Powell and Connors addressed the testimony heard, rebutting that the Development Code allows commercial uses to be located within a multi-use Village Center, and it does not require the City to "designate" the Village Center before any individual commercial use can be approved. General retail uses, such as the proposed Dollar General retail store, are allowed in the NMU zone. Connors argued if the City intended the Village Center to be designated and all potential commercial uses approved as a single development proposal before any commercial development could occur, the City would have expressly stated so in Development Code §17.4.315(F). Connors recapped the pre-application meetings with staff recommending conditional approval, noting they have not at any time disregarded the City's code requirements. Connors recapped the Planning Commission's discussion and conditions of approval listed in the Planning Commission's Decision. In addition, Connors reported truck deliveries will occur once a week, noting at the request of the County, they shifted the design to allow access and sufficient room for delivery trucks to turn around on the site. Connors advised if Council upholds the appeal, it would not only preclude this project but it would also make it extremely difficult to develop the Gales Creek NMU zoned area as one lot, i.e., all property owners wanting to develop, or any other NMU zoned areas in the City. Further, Connors recognized the stretch of Gales Creek Road being challenging even without the Dollar General store, noting the City could use system development charges and taxes it would collect from the development to improve pedestrian safety in the area. Connors advised requiring an applicant to extend improvements to the entire NMU zoned would be unconstitutional, noting new development does facilitate solutions towards much needed public improvements. Lastly, Connors recapped the costs they have invested on the proposed project.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Staff Response to Testimony:**

Staff had nothing to add.

**Questions of Staff:**

In response to Wenzl's inquiry pertaining to what staff envisioned when Village Center was designated, recognizing parcels were individually owned, Reitz explained staff concurs the designation would not be pre-established but adopted through the application review process. In response to Wenzl's inquiry pertaining to other municipalities with similar designation, staff was unable to provide information without researching. In response to Wenzl's inquiry pertaining to if the applicant would need to reapply if the area was rezoned, Reitz advised once new code amendments are adopted, applicants would need to comply with the current code amendments. Pohl reminded Council of the quasi-judicial hearing and noting Council must make a decision on the appeal this evening.

In response to Rippe's inquiry pertaining to if Village Center needed to be designated within the NMU zone, Reitz clarified Village Center would be addressed through the legislative process as a component on a site plan versus a designation.

In response to Valfre's inquiry pertaining to the scale of a business, i.e., 9,100 square-foot building, in a Village Center, Reitz clarified it is about function and not scale. In response to Valfre's inquiry pertaining to staff's interpretation of third-places, staff was unable to cite a code definition. In response to Valfre's inquiry pertaining to staff's opinion regarding future development of the zoning area, staff could not provide its opinion, but agreed that development of individual parcels within one zoning district, such as NMU zoning districts, could be problematic.

Hearing no further questions from the Council, Mayor Truax recapped the scope, noting Council agreed to hear the appeal issues, including traffic and pedestrian safety issues. Parsons recapped the following two options for Council's determination:

- If the Council determines that the MUPD preliminary plan approval process is the only means by which a "Village Center" may be established in the NMU zoning district, then the Council would be obligated to uphold the appeal.
- If the Council determines that the MUPD preliminary plan approval process is not the only means by which the Council can designate a "Village Center" then it would need to designate the subject property as a "Village Center" as part of this process in order to approve the application.

**Council Discussion:**

Rippe referenced §17.3.320(E), Table 3.10[16], "*Use is only permitted within a Village Center of a Mixed Use Planned Development approved in accordance with §17.4.300.*", noting he does not feel that process (requirement) has been completed.

Rippe indicated he does not believe the Council has done its due diligence, noting he supports moving ahead with a Council work session to review the code.

Wenzl concurred that Mixed Use Planned Development has to occur, noting this statement is clear in the above-referenced code section. Wenzl also concurred moving ahead with a Council work session to review the code.

Thompson was in favor of approving the application, noting he supports the legislative history regarding the purpose behind the zoning and development of this area. Thompson recalled the area being proposed for a store when it was rezoned, noting this an opportunity as the City moves forward with the west side area.

Valfre commending the applicant for doing a good faith effort to work with the City and County, noting it has been a very difficult decision. Valfre indicated he is not in favor of approving the application, noting he is very concerned that the traffic study is outdated. Valfre noted there needs to be consistency, clarity and a better planning vision and no ambiguity.

Uhing indicated she finds it very difficult when there is ambiguity, noting her concerns are the traffic study is outdated and the project does not warrant the intent of Village Center. Uhing concurred moving ahead with a Council work session to review the code.

Hearing no further concerns from the Council, Mayor Truax asked for a motion.

**MOTION: Councilor Rippe moved, seconded by Councilor Wenzl, to Sustain the Appeal and Deny the Application (Site Plan and Design Review for Dollar General, 1121 Gales Creek Road (Washington County Tax Lot 1N436B003100); File No. 311-19-000006-PLNG).**

Mayor Truax voiced his disappointment that the code did not provide a definition for Village Center, noting the Council has ability to fix errors and to ensure certainty.

Hearing no further concerns from the Council, Mayor Truax asked for a roll call vote the above-noted motion.

**ROLL CALL VOTE: AYES: Councilors Rippe, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: Councilor Thompson. ABSENT: Council President Johnston. MOTION CARRIED 5-1.**

Mayor Truax advised staff will prepare an Order formalizing the Council's decision for adoption at the next meeting of September 9, 2019.

**RECESSED: Mayor Truax recessed for a break at 9:59 p.m. and reconvened the**

regular meeting at 10:05 p.m.

7. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2019-09 AMENDING FOREST GROVE CODE OF ORDINANCES, ADOPTING TITLE XI (BUSINESS REGULATION), CHAPTER 111 (§ 111.065), TITLED FOOD WASTE REQUIREMENT**

**Staff Report:**

Downey presented the above-proposed ordinance for first reading, noting the proposed ordinance is adopting Code of Ordinances, Title XI (Business Regulations), Chapter 111, §111.065, Food Waste Requirement. Downey reported Metro established a business food waste recycling requirement, effective July 1, 2019, which mandates local jurisdictions to require businesses to separate and recover food waste. Downey referenced Attachment A, letter from Metro, dated August 2, 2019, granting an extension to the City to have its ordinance in place by October 31, 2019. Downey referenced Attachment B, list of businesses by group, noting approximately 38 businesses will be affected. The businesses will be phased-in over a four-year period in three groups depending on amount of waste generated. Downey reported the Sustainability Committee reviewed the proposed ordinance on July 25, 2019, noting Metro's responses to the Committee's questions are outlined in the staff report. Downey advised staff does not anticipate the Community Enhancement Program revenue to decline as a result of the above-noted program, noting Metro is capping the waste at the Forest Grove Transfer Station from the current 125,000 ton limit to 75,000 tons per year. In conclusion of the above-noted staff report, Downey advised staff is recommending Council approve the proposed ordinance, as outlined in Exhibit A, noting once the ordinance is adopted, the affected businesses will be notified. The City will work with Washington County Solid Waste and Recycling to implement education and outreach as part of the cooperative program. Metro is providing funding assistance to implement the above-noted program. In addition, Downey advised other aspects of implementation is working with Waste Management (WM) on the collection process and determining a rate, noting staff will have more information from WM at a later date.

**Questions of Staff:**

In response to various Council concerns pertaining to enforcement and fine structure, Downey advised if a covered business does not cure a violation within the time specified in the citation, it may be subject to the general fine of up to \$1,000, noting enforcement will first focus on education and assistance for compliance, similar with the Business Recycling Requirement that is also adopted in City Code.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2019-09 for first reading.

VanderZanden read Ordinance No. 2019-09 by title for first reading.

**MOTION:** Councilor Wenzl moved, seconded by Councilor Uhing, to adopt Ordinance No. 2019-09 amending Forest Grove Code of Ordinances, adopting Title XI (Business Regulation), Chapter 111 (§ 111.065), titled Food Waste Requirement.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Continued:**

Hearing no further concerns from the Council, Mayor Truax continued the Public Hearing to September 9, 2019.

**8. RESOLUTION NO. 2019-41 ACCEPTING TOWN CENTER STREET TREE INVENTORY AND ASSESSMENT REPORT**

Due to limited agenda time, VanderZanden rescheduled the above-noted agenda item to the next meeting of September 9, 2019.

**9. RESOLUTION NO. 2019-42 ADOPTING CITY OF FOREST GROVE 2020 ECONOMIC DEVELOPMENT STRATEGIC PLAN**

Due to limited agenda time, VanderZanden rescheduled the above-noted agenda item to the next meeting of September 9, 2019.

**10. RESOLUTION NO. 2019-43 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT FORMING AN EMS ALLIANCE IN WASHINGTON COUNTY**

**Staff Report:**

Fire Chief Kinkade presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute an Intergovernmental Agreement to form an Emergency Medical Services (EMS) Alliance in Washington County. Kinkade reported the Participants include

Washington County, City of Forest Grove, City of Hillsboro, Banks Fire District and Tualatin Valley Fire and Rescue, noting the EMS system will be integrated more effectively with a new governance model that includes a unified decision-making body and an EMS Plan that ensures a single, transparent system from dispatch to transport. In conclusion of the above-noted staff report, Kinkade advised staff is recommending Council adopt the attached resolution as outlined in Exhibit A.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-43.

VanderZanden read Resolution No. 2019-43 by title.

**MOTION:** Councilor Valfre moved, seconded by Councilor Uhing, to adopt Resolution No. 2019-43 Authorizing City Manager to Execute an Intergovernmental Agreement Forming an EMS Alliance in Washington County.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.

**11. RESOLUTION NO. 2019-44 RESTRICTING FUND BALANCE WITHIN THE LIGHT AND POWER FUND FOR NON-FEDERAL POWER PURCHASE CREDIT SUPPORT RESERVES**

**Staff Report:**

Hormann and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is restricting fund balance within the Light and Power Fund for Non-Federal Power Purchase Credit Support Reserves. Downey reported the City has agreed to purchase 1 megawatt (MW) of non-federal power in both Fiscal Years 2019 and 2020 (October 1 through September 30) through Northwest Energy Supply Cooperative (NIES) to meet its commitment to the Bonneville Power Administration (BPA) of purchasing power above the BPA established high-water mark from non-federal sources. Downey reported the contract with NIES requires that the City establish Credit Support Reserves for the power purchases based on a percentage of the remaining purchase obligation, noting the resolution is setting aside: 1) as of October 1, 2019, \$53,646; 2) as of June 30, 2020, \$32,603; and 3) as of September 1, 2020, \$27,955, which cannot be used for any other purpose while this resolution is in effect. In conclusion of the above-noted staff report, Hormann and Downey advised staff is recommending Council adopt the attached resolution as outlined in Exhibit A, noting there is minimal fiscal impact as

only about one percent of the L&P Fund balance will be restricted.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-44.

VanderZanden read Resolution No. 2019-44 by title.

**MOTION:** Councilor Uhing moved, seconded by Councilor Wenzl, to adopt Resolution No. 2019-44 Restricting Fund Balance within the Light and Power Fund for Non-Federal Power Purchase Credit Support Reserves.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.

12. **RESOLUTION NO. 2019-45 AUTHORIZING CITY MANAGER TO EXECUTE THE MASTER RESOURCE AGREEMENT BETWEEN CITY OF FOREST GROVE AND NORTHWEST INTERGOVERNMENTAL ENERGY SERVICES (NIES) FOR MARKET PURCHASES THROUGH FISCAL YEAR 2021**

**Staff Report:**

Hormann and Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute the Master Resource Agreement between the City and Northwest Intergovernmental Energy Services (NIES) for market purchases through Fiscal Year 2021. Downey reported the City has a projected need of 1 aMW of Tier II power in both Fiscal Years 2020 and 2021 (October 1 through September 30) to fulfill its obligation under the Bonneville Power Administration (BPA) purchase contract. Downey advised the current electric power market prices are below Tier I prices, noting the City has an opportunity to purchase non-federal power along with other NIES public utilities at or below projected Tier I rates. In conclusion of the above-noted staff report, Hormann and Downey advised staff is recommending Council adopt the attached resolution as outlined in Exhibit A, noting the agreement is for the purpose of purchasing Tier II power in 2020 and 2021.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-45.

VanderZanden read Resolution No. 2019-45 by title.

**MOTION:** Councilor Valfre moved, seconded by Councilor Rippe, to adopt Resolution No. 2019-45 Authorizing City Manager to Execute the Master Resource Agreement between City of Forest Grove and Northwest Intergovernmental Energy Services (NIES) for Market Purchases through Fiscal Year 2021.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.

13. **RESOLUTION NO. 2019-46 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN CITY OF FOREST GROVE AND CLEAN WATER SERVICES FOR CONSTRUCTION OF 19<sup>TH</sup> AVENUE AND MAPLE STREET INFLOW AND INFILTRATION REHABILITATION PROJECT NO. 6962**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute an Intergovernmental Agreement (IGA) between the City and Clean Water Services (CWS) for construction of 19<sup>th</sup> Avenue and Maple Street Inflow and Infiltration (I&I) Rehabilitation Project No. 6962. Downey reported the City has agreed to participate 50/50 on the first of up to three I&I projects, noting the projects are designed to replace sewer pipes and laterals in areas of the City where significant amount of surface water (inflow) and/or groundwater (infiltration) is getting into the sewer system. Downey referenced a map showing the Project Location Area, noting CWS has identified three areas and is proposing to do each separately. If the first two projects reduce I&I to an acceptable level, CWS will propose not doing the third project. Downey reported total estimated cost of the first project is \$2,495,000 (50/50 split), noting CWS has agreed to pay all costs of the first project up front so the City does not significantly depleting its reserves. Downey advised pursuant to the proposed IGA, the City will pay CWS back for its share of costs over a 10-year period with semi-annual payments, plus interest at 2.07 percent, similar to I&I project in 2008. The City will use Sanitary Sewer System Development Charges (SDC) funds to pay the debt service on the first project and future debt service payments on any subsequent projects will be paid from the Sewer Fund. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the attached resolution as outlined in Exhibit A, noting the City will enter into a subsequent IGA for allocating Sewer SDC through June 30, 2023 (refer to Agenda Item 14).

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-46.

VanderZanden read Resolution No. 2019-46 by title.

**MOTION:** Councilor Uhing moved, seconded by Councilor Valfre, to adopt Resolution No. 2019-46 Authorizing City Manager to Execute an Intergovernmental Agreement between City of Forest Grove and Clean Water Services for Construction of 19th Avenue and Maple Street Inflow and Infiltration Rehabilitation Project No. 6962.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.

14. **RESOLUTION NO. 2019-47 AUTHORIZING CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN CITY OF FOREST GROVE AND CLEAN WATER SERVICES FOR ALLOCATION OF SANITARY SEWER SYSTEM DEVELOPMENT CHARGES**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution is authorizing the City Manager to execute an Intergovernmental Agreement (IGA) between the City and Clean Water Services (CWS) for allocation of Sanitary Sewer System Development Charges (SDC).

Downey reported the City has agreed to participate 50/50 on the construction of 19<sup>th</sup> Avenue and Maple Street Inflow and Infiltration (I&I) Rehabilitation Project No. 6962. Downey advised CWS is allowing the City to continue to retain 20 percent (Local Portion) and CWS retain 80 percent of the Sewer SDC collected, and the City is responsible for funding sewer line project under 24 inches in diameter. In conclusion of the above-noted staff report, Downey advised staff is recommending Council adopt the attached resolution as outlined in Exhibit A, noting the 20/80 split of Sewer SDC collected will remain unchanged through June 30, 2023.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-47.

VanderZanden read Resolution No. 2019-47 by title.

**MOTION:** Councilor Rippe moved, seconded by Councilor Wenzl, to adopt Resolution No. 2019-47 Authorizing City Manager to Execute an Intergovernmental Agreement between City of Forest Grove and Clean Water Services for Allocation of Sanitary Sewer System Development Charges.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.

15. **RESOLUTION NO. 2019-48 OF THE CITY COUNCIL ACCEPTING CITY MANAGER'S ANNUAL PERFORMANCE REVIEW**

**Staff Report:**

Mayor Truax presented the above-proposed resolution for Council consideration, noting Council heard the City Manager's self-evaluation on May 28 and held an Executive Session on June 24 and July 8, 2019, to complete the review and present the annual performance review to the City Manager. Mayor Truax gave a brief recap of the City Manager's performance, noting Council found the City Manager's performance meritorious. In conclusion of the above-noted report, Mayor Truax advised Council must evaluate the City Manager's performance at least once a year and must authorize by resolution the City Manager's annual base salary upon conclusion of the annual performance review in accordance with City Manager's Employment Agreement, Sections 5 and 6.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2019-48.

Mayor Truax read Resolution No. 2019-48 by title.

**MOTION:** Councilor Valfre moved, seconded by Councilor Wenzl, to adopt Resolution No. 2019-48 of the City Council Accepting City Manager's Annual Performance Review dated July 8, 2019.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.

**16. RESOLUTION NO. 2019-49 OF THE CITY COUNCIL AUTHORIZING COMPENSATION FOR CITY MANAGER FOR FISCAL YEAR 2019-20, AND REPEALING RESOLUTION NO. 2018-71**

Mayor Truax presented the above-proposed resolution for Council consideration, noting Council adopted Resolution No. 2019-48, refer to Item 15 above, accepting the City Manager's Annual Performance Review. In conclusion of the above-noted report, Mayor Truax advised Council must authorize by resolution the City Manager's annual base salary upon conclusion of the annual performance review, noting Council is proposing a 3.5 percent increase for Fiscal Year 2019-20.

Mayor Truax read Resolution No. 2019-49 by title.

**MOTION:** Councilor Wenzl moved, seconded by Councilor Rippe, to adopt Resolution No. 2019-49 of the City Council Authorizing Compensation for City Manager for Fiscal Year 2019-20: Section 1. The City Manager's base salary shall be as follows, effective July 1, 2019 through June 30, 2020: \$12,918.87/monthly; \$155,026.44/annually (3.5% increase); and Section 2. The City Manager's vehicle allowance in lieu of the City providing the use of a city-owned vehicle shall be as follows, effective July 1, 2019 through June 30, 2020: \$258.75/monthly; \$3,105.00/annually (3.5% increase), and Repealing Resolution No. 2018-71.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors Rippe, Thompson, Uhing, Valfre, Wenzl, and Mayor Truax. NOES: None. ABSENT: Council President Johnston. MOTION CARRIED 6-0.

**17. CITY COUNCIL COMMUNICATIONS:**

Due to limited agenda time, Mayor Truax postponed Council Communications to the next meeting of September 9, 2019.

**18. City Manager's Report:**

Due to limited agenda time, VanderZanden postponed his report to the next meeting of September 9, 2019.

**19. MAYOR'S REPORT:**

Due to limited agenda time, Mayor Truax postponed his report to the next meeting of September 9, 2019.

20. **ADJOURNMENT:**

Mayor Truax adjourned the regular Council meeting at 10:27 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

# APPROVED

Forest Grove Historic Landmarks Board  
Community Auditorium, 1915 Main Street  
July 23, 2019 -- 6:30 P.M. Page 1 of 2

30

**Members Present:** George Cushing, Mark Fischer, Holly Tsur (via phone), Bill Youngs  
**Members Excused:** Jennifer Brent, Larissa Whalen Garfias, Kelsey Trostle  
**Staff Present:** James Reitz  
**Council Liaison:** Tom Johnston was excused.  
**Citizens Present:** 04 (Marc and Alejandra Morenco, Gary Eddings, Melody Haveluck)

1. **Call to Order:** Youngs opened the meeting at 6:34 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

- A. **Preservation Grant Request: Beal-Toplin House at 2417 18<sup>th</sup> Avenue (Washington County Tax Lot 1S306AB12000). Applicant: Marc Morenco. File Number 311-19-000015-PLNG.** Mr. Morenco described the project to repair the back porch including two sets of stairs and the roof, all of which were severely deteriorated due to rot. He said that he was planning to use a contractor he had worked with before and felt they could work very well together on the repairs. When the repairs are complete, the porch will be repainted in similar colors.

Board members recommended that care be taken with any lead paint removal according to legal requirements. It was also noted that this project would probably require a building permit.

**Cushing / Fischer to approve a \$1,000 grant. Motion carried unanimously.**

- B. **National Night Out Planning (August 6):** As Whalen Garfias was excused from tonight's meeting, Youngs volunteered to check with her to verify that all was proceeding as planned for the Board's participation in this event.
- C. **Chalk Art Festival Planning (September 21):** The Board decided to participate in the Chalk Art Festival, Quake Up and Corn Roast events, but postponed discussion of costs and other concerns to the August meeting. Gary Eddings of the Friends of Historic Forest Grove said that they voted to participate with the Board in those events.
- D. **Funding Sources:** Tsur provided a list of potential sources of grant funding to the Board. She suggested that we start contacting them to see what they might have available and learn about their grant application processes. Fischer recommended that we apply for any grants possible and let the sources decide if we qualify, rather than pre-judging probabilities for success. Youngs said he would contact some of the possible sources with which he was familiar. He also mentioned that although Tsur was not able to take the lead on this project she would be able to review applications; Tsur agreed she could do that.

Youngs and Fischer agreed to form a subcommittee to start researching grants and will report back on their findings at the next meeting.

Cushing said that he had met Court Carrier (the new Forest Grove Tourism Director) and that Mr. Carrier was very much interested in meeting with us because he feels that historic preservation is very important in his efforts to promote tourism. Cushing stated that Mr. Carrier has much experience in preparing grants and has many contacts, and he was looking forward to extending his expertise to the Board.

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

- A. Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of June 25, 2019 were approved with minor corrections.**
- B. Council Liaison Report. None, as Councilor Johnston was excused.
- C. FHFG Report. Gary Eddings said that the Friends are planning a yard sale next year as a fundraiser. They are also planning a heritage festival at the A. T. Smith house this year, on September 28<sup>th</sup> and 29<sup>th</sup>. He reported that some siding on the house is being repaired, and that the house will be repainted.
- D. Staff Update. Reitz reported that the contract with Painter Preservation had been signed and he would start working with Diana Painter to develop a timetable. He had also been in contact with HPNW (the other bidder for the downtown district nomination project) and while they expressed disappointment at not getting the contract, they indicated that they are currently quite busy and so it might have been for the best.  
  
Reitz also reported that the new print run of Clark District brochures had been received.
- E. August Agenda: Chalk Art Festival planning, Public Safety Open House planning, funding alternatives.

**5. Adjournment:** The July 23, 2019 meeting adjourned at 7:35 p.m.

These minutes respectively submitted by George Cushing, Secretary

*Library Commission approved minutes as presented on Aug 22, 2019*

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

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30PM on Monday July 22, 2019.

**Members Present:** Pamela Bailey, Chair; Kathleen Poulsen, Vice-Chair; Elizabeth Beechwood; Jon Youngberg; Nickie Augustine; Matthew Hampton, Student;

**Members Absent:** Kirsten Beier (excused); Valyrie Ingram (excused);

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Adolph "Val" Valfre

**Others:** None.

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

**3. APPROVE LIBRARY COMMISSION MEETING MINUTES OF June 11, 2019:**

**MOTION:** Nickie moved, seconded by Elizabeth, to approve the June 11, 2019 minutes as amended. **MOTION CARRIED** by all.

**4. CITIZEN COMMUNICATIONS:** None.

**5. INFORMATIONAL ITEMS:**

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

**a)** The Foundation board continued efforts related to the **Memorial Garden Project** and the **Ginsburg Memorial**. Dedication ceremony is planned for late afternoon of Fri Oct 11, 2019. Has plant list. Planting people will be hired. Plan for all steps is ready. Will be a plaque for the Ginsburg Memorial. A nice event will be held inside the library after the dedication.

**b)** A large bequest has been left to the Foundation from a library patron. (The Memorial Garden project will be completed before decisions will be made on how this bequest will be used). Might be used to work on "Sense of Arrival" feature for the Children's portion of the library. Want a vision, plan, and big ideas, rather than making small changes to the library.

**c)** See the Library Foundation of Forest Grove's web site at: [www.fglf.org](http://www.fglf.org).

- 5b. **FRIENDS REPORT:** Colleen Winters shared comments about the activities of the Friends of the Forest Grove Library:
- a) The Friends Board does not meet during summer months.
  - b) The Friends have paid for **Book Club Kits** (multiple copies of a book, in a container). Already on shelves.
  - c) **Binge Boxes** are almost ready to go onto shelves. Containers have 6 to 8 movies on a theme.
  - d) The Friends web site is at: [fglibraryfriends.org](http://fglibraryfriends.org).
- 5c. **COUNCIL LIAISON REPORT:** Adolph “Val” Valfre shared comments about the recent activities of the Forest Grove City Council:
- a) Dollar General appeal to council, at next meeting.
  - b) Housing policy review
  - c) Washington County Economic Advisory
  - d) Metro Transportation Plan
  - e) Concourse de Elegance event
  - f) State Housing council.
- 5d. **LIBRARY DIRECTOR’S REPORT:** Colleen Winters reported these items:
- a) Recruitment for Jim J's old position has started.
  - b) Looking at **Better Angels**. Volunteers offer workshops on how to help people listen to each other better. They offer three workshops (listening skills, dealing with people you don't agree with, etc.) Which to attend, or order?
6. **DISCUSSION OF ITEMS:**
- a) **110<sup>th</sup> Anniversary of the founding of the Forest Grove City Library in 2019.** A month-long birthday party for our library in October 2019. The Friends have offered to pay expenses.
    - First week: Local Oregon author Willy Vlautin will appear at a reception and author event Thurs Oct 3, 2019. An invitation-only reception?
    - Second week: Memorial Garden and Ginsburg Memorial dedication. This will be held Oct 11, 2019 at perhaps 4pm.
    - Third week: Fall Used Book Sale – Oct 21 thru Oct 26, 2019.
    - Fourth week: Tues Oct 29 – Cultural series talk William Sullivan (hiking), and same night new podium dedication will be held.
  - Fourth week: **2-hr Anniversary Party with various events planned – to be held Sat Oct 26, 2019** (is also last day of used book sale). Community can

participate during the party: contests, events, activities, etc. Colleen wants the Library Commission to do something. Ideas discussed:

- (1) Historic figures – “actors” dressed up.
- (2) 2-hr party like annual Wassail Party – with goodies and music too.
- (3) Art activities
- (4) Children's activities, what kind of games?
- (5) Old cookbook recipes
- (6) Elizabeth mentioned idea of an “interactive timeline display” of Library and Forest Grove History.
- (7) Kathleen mentioned making bookmarks. (A) Contest to come up with unique and interesting bookmarks. (B) Anniversary Bookmark – visitors can make their own with a hand-printer (or hand press).
- (8) Colleen said it would be nice if visitors would have something from the party to take home. Pamela said that previously completed Anniversary Bookmarks could be ready to give out.

Colleen suggested that the August Library Commission meeting be mostly concerned with planning the Anniversary Party.

**b) Study Room Reservation system.** Plan is all decided, set, and ready to start in the next month. Patrons are informed. Has been increased demand for study rooms. Needed way to manage the demand. Aug 1 start for plan. Look on Facebook for more information.

**c) Teens and Tweens Area Update. Youth Services Update – Nathan.**

**Summer Reading** has steady numbers of participants, but more the last three years – 1174 signups. Continued outreach has made a difference. 7 to 12-year-olds are the biggest sign-up group. Prizes, prize levels, 5-hr reading and 16-hr reading prize levels.

**Oregon Battle of Books (OBOB)** reading list. Have Kindles with OBOB books.

**Move, Dance, Play.** Toys, structured play and movements. Once a week. Under 6-yr-olds. Even better during bad weather months, as it is held inside library.

**Non-morning Storytime.** Different families attend than for morning events.

**Spanish language Storytime.** More needed. More outreach needed.

From last year's survey know that more **upper elementary programs** (3<sup>rd</sup> to 6<sup>th</sup> grades) are needed and desired. After-school crafts. Maybe arts & STEM-related.

Working with schools more, including with an “early-learning person” from the school district.

200 “**Welcome**” bags handed out to incoming young students.

**d) Teens and Tweens Area Update. Youth Services Update – Jillian C** (works with teens and tweens).

(Colleen says that consistently get 130 to 150 attendees at Summer Reading

programs for kids.)

**Summer Reading** – has had higher attendance at events this summer. All programs have some learning experience. Want event attendees to be digital and tech smart with ability to use.

**Harry Potter Scavenger Hunt** – find cards, library and H.P. knowledge to learn more about sections of the library & the Dewey Decimal system.

**This Fall** – new and old events will continue. Escape Rooms. Lots of programs.

**Social media presence.** Want to be present but not annoying. Google calendar with programs, and fun events. Facebook page has 5500 people watching, with more interaction.

**Teen and Tween area** – want them to “own” their area.

**Teen Council** – 9 students – meet more than once a month. Plan programs, then do fun things, choose games. Up to 12 hard-working student attendees. They want to plan another large program (they did the latest Star Wars event).

**Mini-Golf program** to be held inside the library soon.

7. **ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tuesday August 20, 2019 at 6:30PM, in the Library’s Rogers Room.

8. **ADJOURNMENT:**

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

Minutes respectfully submitted by:

Colleen Winters, Library Director  
Jon Youngberg, minute-taker

3E



*A place where families and businesses thrive.*

**Planning Commission  
Community Auditorium  
1915 Main Street, Forest Grove, OR  
Monday, July 1<sup>st</sup>, 2019, 7:00 pm**

**1. CALL TO ORDER:**

Vice Chair Phil Ruder called the meeting to order at 7:00 p.m. Roll Call:

**Planning Commission Present:** Phil Ruder, Vice Chair; Commissioners Lisa Nakajima, Ginny Sanderson, Sebastian Bannister Lawler, Hugo Rojas, and Dale Smith.

**Planning Commission Excused:** Tom Beck, Chair.

**Staff Present:** James Reitz, Senior Planner; Bryan Pohl, Community Development Director; Cassi Bergstrom, Planning Commission Coordinator

**2. PUBLIC MEETING:**

**A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

**B. PUBLIC HEARING:**

**(1.) File No. 311-19-000011-PLNG –Variance to fence height in a residential zone located at 3402 Ivy Crest Court**

Vice Chair Ruder opened the quasi-judicial public hearing at 7:02 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. Vice Chair Ruder stated he lives nearby the property but has had no contact with anyone involved. There were no challenges from the audience.

Mr. Reitz gave a presentation, showing the applicant’s retaining wall with the fence located on the top, as well as the neighboring property’s gate as a point of egress. Building code requires a barrier from a greater than 30” drop be located at the point of egress for an extension of six feet. The remainder of the fence on top of the retaining wall is not required. The fence is taller from point of grade than the 42” allowed in the front yard, and also poses a vision clearance obscurity. For these reasons, staff is recommending a denial of both variances requested with a requirement to remove the fencing within 15 days.

**CORRESPONDENCE:**

Mr. Reitz informed the Commission that a letter of testimony was received earlier in the day from a chairperson of the Architecture Control Committee, and the letter was given out as a hard copy as well as emailed out to Commissioners.

**APPLICANT:**

**Maris Graube, 3402 Ivy Crest Ct, Forest Grove, OR 97116:**

Mr. Maris Graube came forward, stating he purchased the property to build a one-story house on the lot. Mr. Graube gave the history of the dispute between the neighbor and himself, which is the reasoning behind the necessity of having a fence located atop the retaining wall. A variance is requested due to the falling hazard from the top of the retaining wall onto his driveway, preventing a possible lawsuit.

Mr. Graube also noted that the pedestrian traffic is low in the cul-de-sac, and having the barrier fence removed poses a greater hazard. Mr. Graube referenced numerous visibility violations within the neighborhood and noted they are not all uniformly enforced.

**PROPONENTS:**

**Dan Duyck, 3701 SE Milwaukee Ave, Portland, OR 97202:**

Mr. Dan Duyck came to the front, stating he represents Maris Graube as his attorney. Mr. Duyck gave the history of the dispute between the two neighbors, and is afraid if the fence is removed it will result in someone falling off the "cut". Mr. Duyck noted safety hazards to the children of the neighborhood as well as Mr. Graube, displaying pictures as evidence.

Commissioner questioned if the same purpose of the fence would be served by a fence meeting the 42 inch criteria. Mr. Duyck responded that the highest fence in this situation will be best.

**OPPONENTS:**

**John Hengeveld, 3434 Ivy Crest Ct, Forest Grove, OR 97116:**

Mr. John Hengeveld came to the front, reading the letter of correspondence he submitted as part of the record. His concerns are the fence impeding the visibility when a car is pulling out of the driveway as well as the aesthetics. Mr. Hengeveld is the current Architecture Control Committee Chair for the Summit Pointe neighborhood, and the CCRs do not allow fencing in the front yard unless required by the city. The fence in this case was never approved and would not be allowed based upon the CCR for the neighborhood.

Vice Chair Ruder wondered about the mechanism of enforcing the CCR of the neighborhood, and Mr. Hengeveld stated that the committee can't override a city's requirement but anything not required can be enforced and is waiting for the city's interpretation of the fence variance. Mr. Reitz reiterated that the first 6 feet of the fence is required by building code as a barrier, but the remainder of the front fence is not.

Commissioner Nakajima stated her concern regarding the retaining wall lip as a possible trip hazard. Mr. Hengeveld is more concerned about someone backing out of the Graube driveway with the inability to see kids playing due to the fence height and restriction of visibility.

**Jason & Suzi Jewett, 3403 Ivy Crest Ct, Forest Grove, OR 97116:**

Mr. and Mrs. Jewett came to the front, giving a presentation in opposition of the fence height variance with the vision clearance being the main concern, showing pictures and a video of the children playing in the cul-de-sac as well as the fence visibility safety concern.

Mr. and Mrs. Jewett also circulated a petition to houses located in Summit Pointe development, and 20 homeowners were against the front yard fence with more homeowners predicted to sign the petition in opposition of the fence. The CCR states no fences in the front yard, but the contractor continued to build the fence.

Ms. Jewett asked Commissioners to require the fence to be removed if the application is appealed due to the safety risk of the children until a final decision is made.

Clarification regarding the vision clearance requirements was requested from Mr. Jewett, and Vice Chair Ruder reminded them that the variance is requested for the fence only and is the only item to be discussed. City Attorney Chris Crean clarified that the land use application for a variance to a height limit of a fence filed from the applicant is to be discussed tonight, not the complaint filed prior.

**Don & Dawn Jones, 3407 Ivy Crest Ct, Forest Grove, OR 97116:**

Mr. and Mrs. Jones came to the front, voicing that their main concern is regarding the vision clearance and reducing the fence 42 inches is not enough to help the visibility. There are a lot of children who play in the cul-de-sac which poses a great risk with a fence being built there.

**OTHER:**

None.

**REBUTTAL:**

None.

Vice Chair Ruder closed the public hearing at 8:03 p.m.

**COMMISSIONER DISCUSSION:**

Commissioners discussed the staff recommendation to deny the request and bringing the fence into compliance based on the Development Code and building code requirements based on the vision clearance concerns.

**Commissioner Bannister Lawler moved to deny file number 311-19-000011-PLNG –Variance to fence height in a residential zone located at 3402 Ivy Crest Court.**

**Roll Call Vote on Motion: AYES: Vice Chair Ruder; Commissioners Bannister Lawler, Sanderson, Rojas, Nakajima, and Smith. NOES: None. ABSENT: Chair Beck. MOTION CARRIED 6-0.**

**C. ACTION ITEMS:**  
None.

**D. WORK SESSION ITEMS:**  
None.

**3. BUSINESS MEETING:**

**A. APPROVAL OF MINUTES:**  
Commissioner Rojas moved to approve the minutes of the June 17<sup>th</sup>, 2019 meeting. Commissioner Bannister Lawler seconded. Motion passed 6-0.

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

**C. DIRECTOR'S REPORT:**  
Community Development Director Bryan Pohl gave an update on the next meeting's agenda items being the Housing Needs Analysis and code amendments for Seasonal Homeless Shelters.

Mr. Pohl updated the Commission on the two House Bills, 2001 and 2003, for affordable housing in the single family residential zoning which will require the city to amend the Comprehensive Plan to bring it up to compliance with the state laws.

**D. ANNOUNCEMENT OF NEXT MEETING:**  
The next meeting is scheduled for August 19<sup>th</sup>, 2019.

**E. ADJOURNMENT:**  
The meeting was adjourned at 8:19 p.m.

Respectfully submitted by:

**Cassi Bergstrom**  
Digitally signed by Cassi Bergstrom  
DN: c=US, o=City of Falmouth, ou=City of Falmouth, email=Cassi.Bergstrom@ci.falmouth.me.us  
Reason: I am the author of this document  
Location: near signing (as above)  
Date: 2019.08.22.08:55:57  
Firm: FalmouthPDF version 2.0.2

Cassi Bergstrom  
Planning Commission Coordinator

3F

APPROVED

PUBLIC ARTS COMMISSION

Thursday, July 11, 2019

Library Rogers Room

2114 Pacific Avenue

Page 1

MINUTES APPROVED BY THE PAC ON AUGUST 8, 2019

**Commission Members Present:** Linda Taylor, Amy Tracewell, Emily Lux, Dana Eytzen, Michael Goetzke, Pat Truax. **Excused:** Kathy Broom, Laura Frye and Kathleen Leatham. **Staff:** Colleen Winters, present, and Tom Gamble, excused. **Council Liaison:** Tom Johnston, excused.

**Guest(s):** Kristin Ling

**1. CALL TO ORDER:** By Dana Eytzen at 5:05 pm.

**2. CITIZEN COMMUNICATION:** Kristin Ling-TLT Tourism Advisory Committee Member-There are grants available for events that encourage visitors from 50+ miles away to stay overnight, or multiple nights, in Forest Grove. Court Carrier will be invited to a future meeting to discuss these opportunities further. It is a good idea to consider collaboration across multiple organizations when planning events, to increase the potential of attendance, multiple-day stays, and attracting out of town visitors and/or new populations. This is much more effective with advanced facilitation and communication, as opposed to operating "in a silo" per organization. A new social media campaign is ready to launch, as well as a website titled DiscoverForestGrove.org, which will be in operation soon. There are many exciting opportunities coming up that could be strengthened by city-wide collaboration between organizations, businesses, and individuals who are often competing to attract the same populations of visitors.

**3. APPROVAL OF PAC MEETING MINUTES:** Pat motioned to approve the June meeting minutes as amended, Mike seconded. Motion carried, unanimously.

**4. ADDITIONS/DELETIONS:** Additions: 5C.b. Advertising campaign, 6D. Urban Renewal Agency

**5. DISCUSSION/DECISION ITEMS:**

**A. Arts Guide Calendar of Events for next quarter:** The Arts Guide deadline is August 5 which will cover the months of September, October, and November. Ad prices recently increased. The PAC will not submit an ad at this time, but will submit information about the Art Bizarre to the free calendar listing.

**B. Tualatin Valley River Keepers Mural Project:** Tualatin River Keepers have a funding source allowing them to work with cities to create murals on city storm drains, as they have in other cities in the surrounding area. The Public Arts Commissions of each city has acted as the facilitator of the calls for art and selection process. The purpose of these projects is to help the public understand the impact of putting toxic potentially damaging materials down storm drains. Nothing will move forward until September. Questions include the number of mural locations, and number of artists to be involved. More information to come.

**C. Strategic Plan Objectives Updates:**

**a. Volunteer Management-**An idea was presented regarding using students in need of volunteer hours to help with PAC tasks and events. There will need to be an organized list of tasks, dates, volunteers, contact info, and coordination plan. Friends of the Library have had a great deal of success working with high school students.

**b. Advertising Campaign-Discussion:** Should the PAC continue with the community contest discussed at last month's meeting, or hire a professional to create the graphic to go with PAC's mission statement? Conclusion: The graphic should be designed by a professional, but to keep the community spirit of the contest, the public will be invited to respond to the

new design and mission statement with their own artistic interpretation. Submissions will be displayed in the library display case, likely in January. Submission size restrictions and contest guidelines will be clarified by subcommittee prior to the call. We can share the invitation to participate on social media, through the utility bill, and by advertising to local schools. PAC will jury the submissions, and hold a public reception to celebrate participants and award prizes. Pat motioned to issue first, second, and third place cash prizes in the amounts of \$150, \$75, and \$50, respectively, to be taken from discretionary funds. Emily seconded. Motion carried, unanimously. The design will need to be completed prior to September, when the contest will be announced. Emily will create and donate the graphic. We will no longer be present at the farmer's market booth, contrary to last month's discussion.

**6. INFORMATION ITEMS:**

- A. Finance Report:** The new CEP is now included in the finance report. Discretionary included three booth payments and CAST funds dispersal. Arlie press did not respond to requests for final receipts, so their funds will not be issued.
- B. Historic Photo Displays:** The winning photograph will be displayed to the public in the library and then rotated to the history room or the community auditorium/city hall. This is intended to be an annual contest.
- C. Meet the Artist Dinner Updates:** The upcoming meet the artist event is nearly sold out (15 out of 18 tickets), and the August 3rd event still has several tickets available. It will be advertised again via social media, and possibly at the ECE.
- D. URA Update:** According to Brian Pohl with the URA, there is \$20,000 available at this time to be used towards the acquisition of public art. These funds need to be spent by June 30, 2020, and will not likely roll over. Potential spending could include the creation of the outdoor pedestals for the rotating sculpture gallery. Other possibilities will be discussed at the next meeting.

**7. COMMISSIONER COMMUNICATIONS:** Linda-Voices from the West Plains, 9/28/-9/29, at the A.T. Smith House, sponsored by the Friends of Historic Forest Grove and a living history conference sponsored by ALHFAM will be held in Forest Grove 10/16-10/18.

**8. STAFF COMMUNICATIONS:** There are currently 1,100 children participating in the summer reading program, which is a record number for this time of the summer.

**9. COUNCIL LIAISON COMMUNICATIONS:** N/A

**10. ADJOURNMENT:** Dana Eytzen adjourned the meeting at 6:30 pm.

Respectfully Submitted by Emily Lux.



## Anna Ruggles

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**Subject:** FW: CFC Resignation

**From:** Dale Wiley [mailto: ]  
**Sent:** Thursday, August 8, 2019 10:08 AM  
**To:** Anna Ruggles <[aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)>  
**Cc:** Daniel Riordan <[driordan@forestgrove-or.gov](mailto:driordan@forestgrove-or.gov)>  
**Subject:** Re: City Council Packet for Monday, August 12, 2019, is posted

Hi Anna:

I have moved from the area and am no longer going to be on the Forestry Commission. You can probably delete my e mail address from your list.

Thank you,

Dale Wiley

# CERTIFICATE OF APPRECIATION

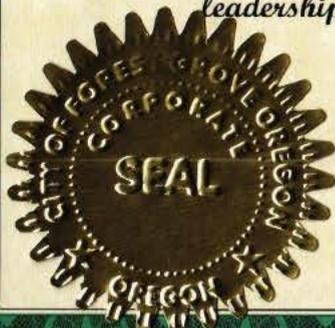
*Awarded to*

*Dale Wiley*

*Forest Grove Community Forestry Commission  
2006 ~ 2019*

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

*The Forest Grove City Council sincerely thanks you for your dedicated service and exceptional leadership you exemplified on the City of Forest Grove Community Forestry Commission.*



*A place where families and businesses thrive.*

*Peter B. Truax, Mayor*  
*Forest Grove City Council*  
*September 9, 2019*

3H

## Monthly Building Activity Report August-19 2019-2020

Category	Period: August-18		Period: August-19	
	# of Permits	Value	# of Permits	Value
Man. Home Setup			1	
Sing-Family New	20	\$ 5,265,401.42	23	\$ 5,016,017.00
SFR Addition & Alt/Repair	4	\$ 56,349.00	5	\$ 94,442.00
MultiFamily New				
Multi Family Alterations/Repair/Additions				
Group Care Facility Alt/Repair				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	7	\$ 1,266,223.00	1	\$ 21,535.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair	5	\$ 208,725.00	4	\$ 330,152.00
Gov/Pub/Inst (new/add)			2	\$ 9,219.00
Signs	2	\$ 8,000.00	2	\$ 6,700.00
Grading	1			
Demolitions				
<b>Total</b>	<b>39</b>	<b>\$6,804,698</b>	<b>38</b>	<b>\$5,478,065</b>

### Fiscal Year-to-Date

2018-2019		2019-2020	
Permits	Value	Permits	Value
85	\$14,549,844	62	\$9,391,195



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	5. A.
	08/12/2019
MEETING DATE:	09/09/2019
FINAL ACTION:	

**CITY COUNCIL STAFF MEMORANDUM**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Tom Gamble, Director, Parks and Recreation*

**MEETING DATE:** *September 9, 2019 (carried over from August 12, 2019)*

**SUBJECT TITLE:** *Update on Parks Schematic Design and Aquatic Center Needs Study*

**ACTION REQUESTED:**

	Ordinance	Order	Resolution	Motion	x	Informational
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*X all that apply*

**BACKGROUND:** At the April 22<sup>nd</sup> 2019 City Council meeting, staff presented the Scope of Services and timeline for the Parks Schematic Design and Aquatic Center Needs Study. Since that time, numerous elements of the project have been completed for the A.T. Smith Park, Lincoln Park North, Stites Nature Park and the Aquatic Center, all of which were included in the scope of the project.

These completed elements include: (a) Review and understanding of the 2016 Parks Master Plan, (b) Facility and Site assessment and analysis from programming and engineering perspectives, and (c) Development of 2/3 concept designs for each site based on Master Plan elements and feedback from current community and user group input.

Importantly, staff and the consulting team (PLACE) have engaged the public and user groups in several outreach efforts. These efforts include: 1) user group work sessions with Friends of Historic Forest Grove, Forest Grove Community Garden, Forest Grove Swim Club, Forest Grove School District, Pacific University, and general public Aquatic Center users; 2) First Wednesday Market booth; 3) a Community Open House on July 16 attended by 40 members of the public and 4) a Parks and Recreation Commission work session. Each of these outreach opportunities gave participants the chance to offer feedback on site development and programming elements based on the 2016 Master Plan. The project has received over 300 comments and suggestions as a result of these efforts. All outreach efforts have been conducted in both Spanish and English.

The project team is refining the concepts based on the public’s feedback. Staff expects the schematic design process to be complete early November 2019. Once complete, the design will be considered by the Parks and Recreation Commission with a recommendation to City Council in December, 2019.

**ATTACHMENT(s):** PowerPoint Presentation

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# PARK FACILITIES SCHEMATIC DESIGN & WATER SPACE NEEDS STUDY

TOM GAMBLE, DIRECTOR  
PARKS & RECREATION

# SCOPE OF WORK

## Council Goal 1.3: Implement Parks Master Plan

- The scope of services will include three parks – Lincoln Park, A.T. Smith Property, and Stites Nature Park – and a facility assessment/water space needs study for the Forest Grove Aquatic Center.
- Work with consultant team to review and analyze the feasibility for an east side park.

# PROJECT PROGRESS AS OF AUGUST 12, 2019

- Review and Understanding of the 2016 Master Plan
- Facility assessment: programming and engineering
- Concept Designs (2 designs for each park facility)

# AQUATIC CENTER WATER SPACE NEEDS STUDY

- Parking, mechanical systems, pool systems, staff needs.
- Drawings for building and site.
- Deliverables include thus far:
  - Recommendations for pool systems repairs, replacement, or restoration.
  - Existing and proposed program options.
  - Space needs.
  - Three concept site plans, including parking and concept building plans.

# PUBLIC ENGAGEMENT

- User Group Meetings (FOHFG, FGCGO, FGSC, FGSD, PU, and Aquatic Users)
- First Wednesday Booth (June 5<sup>th</sup>)  
Conducted in English and Spanish
- Community Open House (July 16<sup>th</sup>)  
Conducted in English and Spanish
- Recreation Commission Work Session (July 30<sup>th</sup>)
  - Have Received 300+ comments

# SCHEMATIC DESIGN

- Develop concepts for each of the 3 parks based on the assessments and public input.
- Deliverables include:
  - Schematic Design Submittal for each of the 3 parks.
  - Sections/elevations/illustrations and renderings as needed to describe the project.
  - Written narratives, plant and materials lists.
- PLACE will work with City of Forest Grove to present final projects to City Council.



CONCEPT DESIGN | JULY 16, 2019

# FOREST GROVE PARK FACILITIES SCHEMATIC DESIGN + WATER SPACE NEEDS STUDY

# PROJECT SITE LOCATIONS





CONCEPT DESIGN | JULY 16, 2019

# AQUATIC CENTER



# SITE UNDERSTANDING EXISTING SITE



## AQUATIC CENTER FUN AND FITNESS FOR ALL

**Dedicated 25 yd, 8-lane competition pool**

**Dedicated recreation and activity pool**

**More family locker rooms**

**Locker room improvements**

**Outdoor pools, with 4 lane pool for training, family water slides and interactive play**

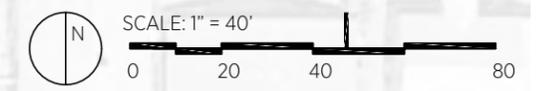
**Increased lawn space and seating for summer activities and picnics**

**Dry land fitness space**

**Outdoor covered areas**

**Accessible parking improvements**

**Parking/vehicular flow improvements**



# SITE UNDERSTANDING COMMUNITY FEEDBACK



## **SURVEY FEEDBACK - 35 RESPONSES:**

- **User groups**

- Competition

- Recreation/Instruction

- Wellness/Therapy

- **Programs used**

- Lap Swim

- Swim Lessons

- Swim Team

- Aerobics

- Recreation

- **Outdoor amenities**

- Site parking, Pickup/drop off Area, Recreation and Waterplay all needed improvement

- Would like to see outdoor pool, more spray features, outdoor shade/picnic areas

- **Lap Lanes, bench seating, separate kids pool, warm water spa and sauna were all required elements in a new/renovated design**

- **Indoor Spaces**

- Locker rooms need updating

- More swim meet seating

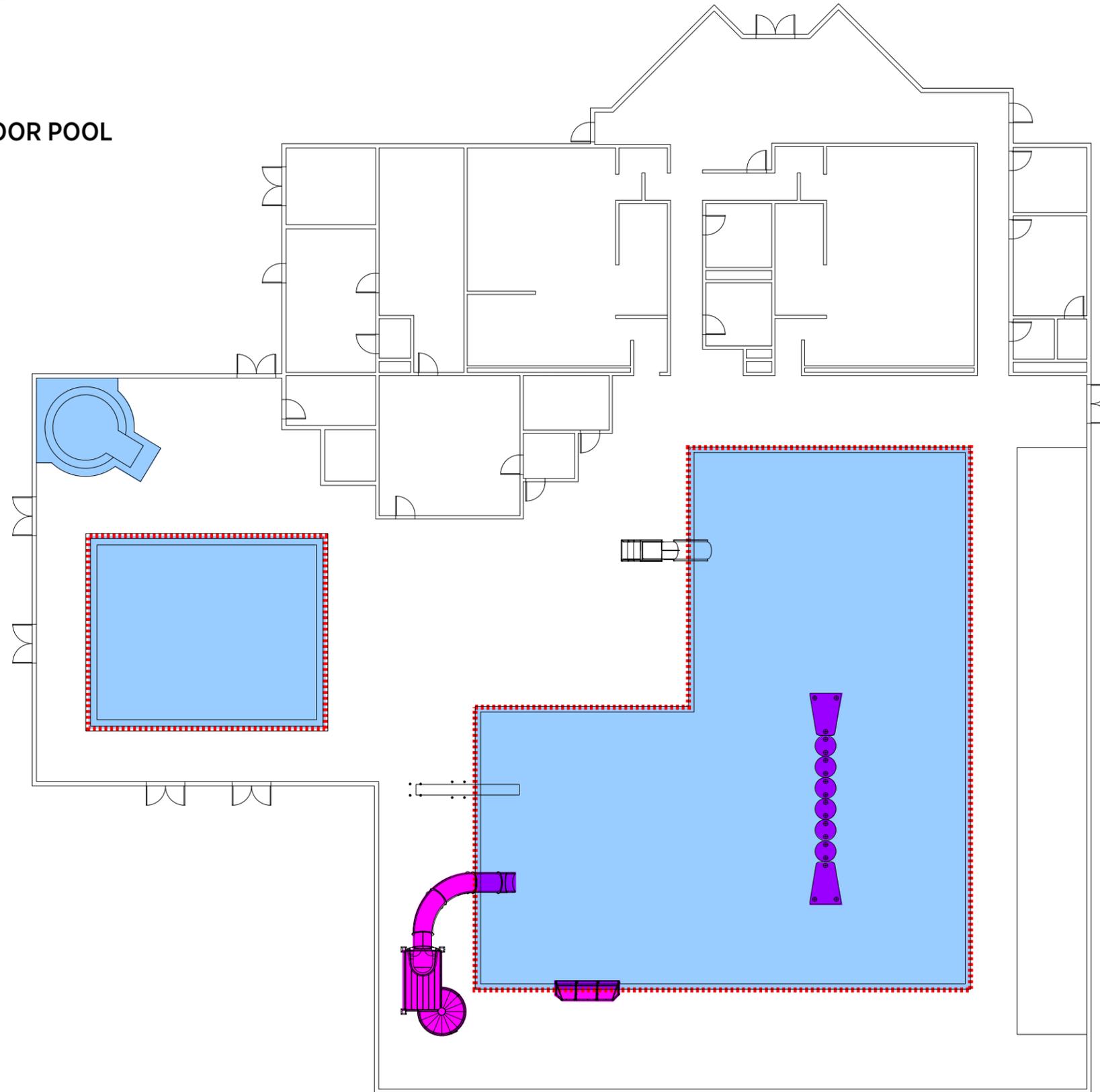
- Party rooms/meet rooms



# CONCEPT OPTION 1 - CONCEPT PLAN

## OPTION 1 INCLUDES:

- INDOOR POOL REPAIRS
- NEW RECREATIONAL FEATURES AT INDOOR POOL
- RENOVATED OUTDOOR SPRAY PARK
- ENHANCED PICNIC AMENITIES



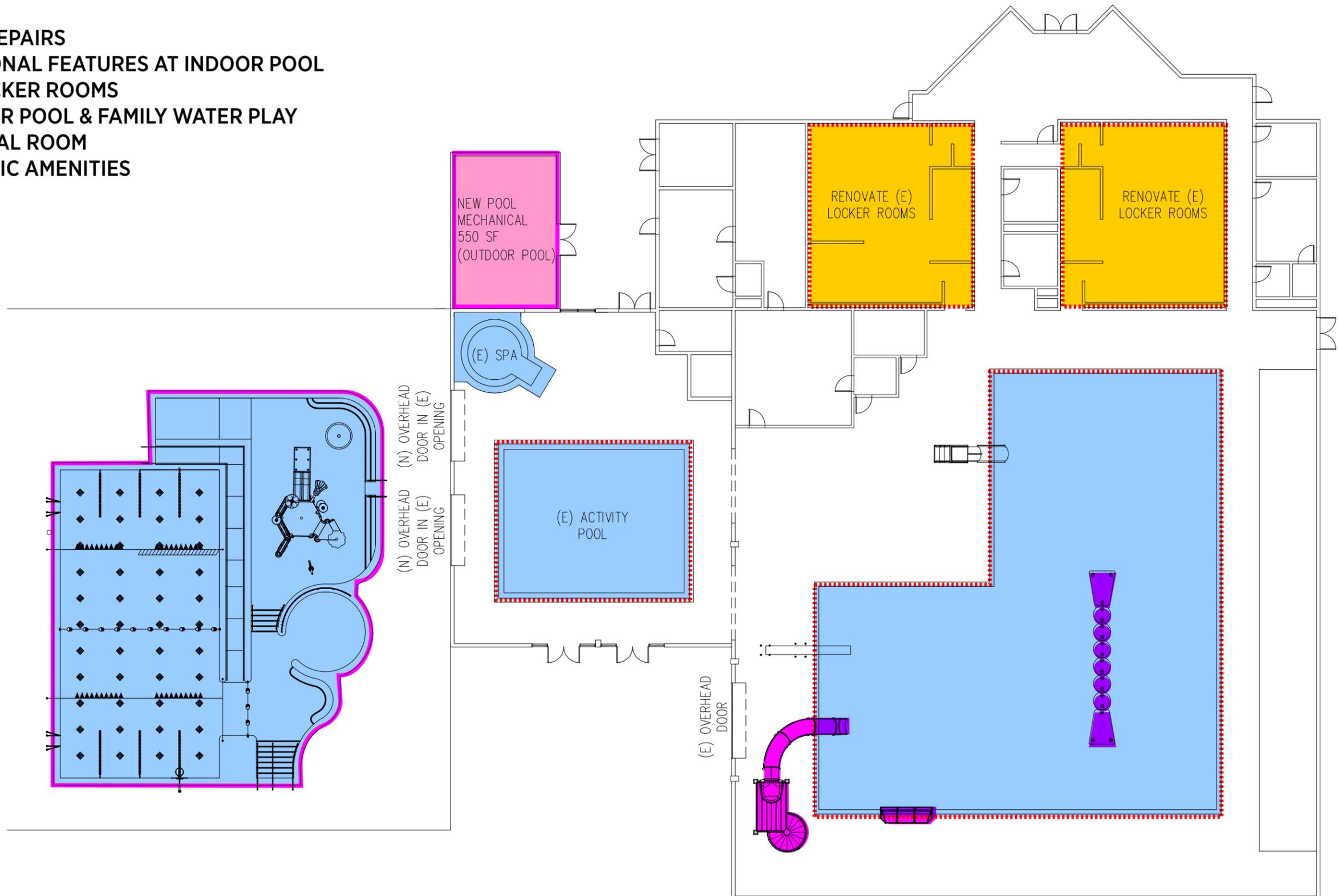
# CONCEPT OPTION 1 - CONCEPT PLAN



# CONCEPT OPTION 2 - CONCEPT PLAN

## OPTION 2 INCLUDES:

- INDOOR POOL REPAIRS
- NEW RECREATIONAL FEATURES AT INDOOR POOL
- RENOVATED LOCKER ROOMS
- 4 LANE OUTDOOR POOL & FAMILY WATER PLAY
- NEW MECHANICAL ROOM
- ENHANCED PICNIC AMENITIES



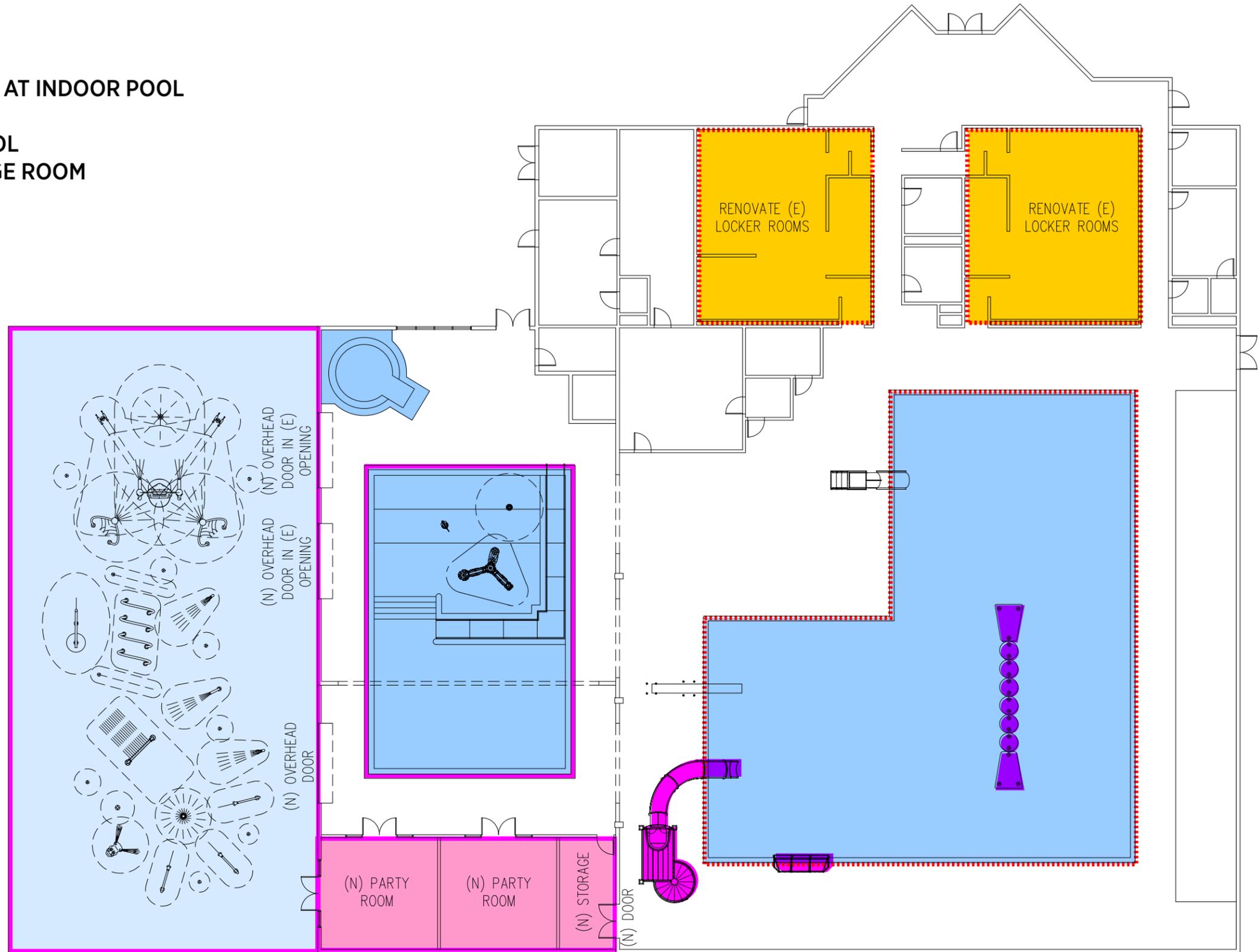
# CONCEPT OPTION 2 - CONCEPT PLAN



# CONCEPT OPTION 3 - CONCEPT PLAN

## OPTION 3 INCLUDES:

- INDOOR POOL REPAIRS
- NEW RECREATIONAL FEATURES AT INDOOR POOL
- RENOVATED LOCKER ROOMS
- NEW / EXPANDED ACTIVITY POOL
- NEW PARTY ROOM(S) & STORAGE ROOM
- NEW OUTDOOR SPRAY PARK
- ENHANCED PICNIC AMENITIES



# CONCEPT OPTION 3 - CONCEPT PLAN





CONCEPT DESIGN | JULY 16, 2019

# LINCOLN PARK NORTH

# SITE UNDERSTANDING EXISTING SITE



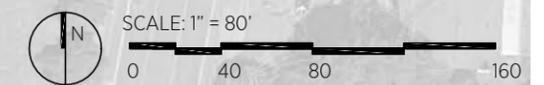
## LINCOLN PARK NORTH OUR OUTDOOR LIVING ROOM

**Improve lighting, safety, access**  
**New entry and parking off Sunset Drive**  
**Pedestrian and bike paths**  
**Water play / Splash Pad**

**Reservable community gathering spaces**  
**Covered pavilion**  
**Informal activity spaces / Flexible play**  
**Recreation**

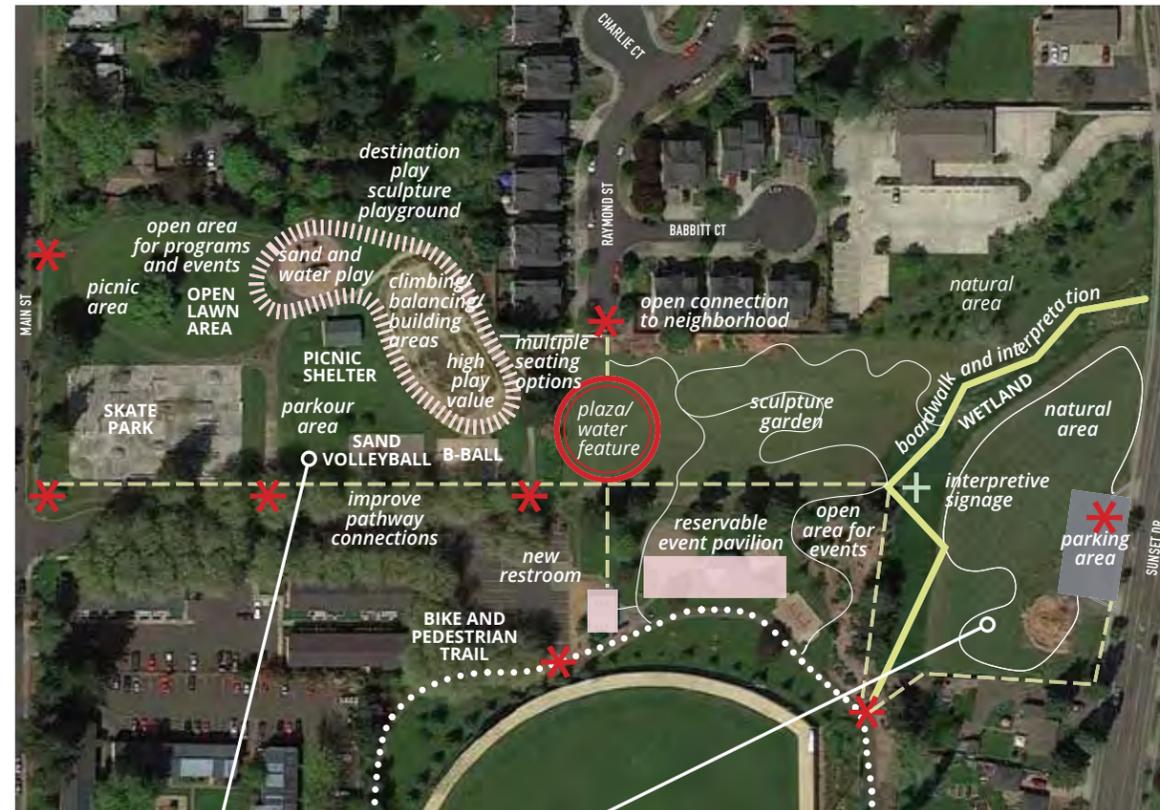
**Sculptural play area**  
**Public Art Sculpture Park**  
**Natural area**  
**Boardwalk or paths at wetlands**

**Larger detention area for storm water outflow**  
**Interpretive signage**  
**Seating and picnic tables**  
**Move BMX track to Kyle Rec Area**



## LINCOLN PARK

### SITE ANALYSIS



### EXISTING CONDITIONS

**SIZE**  
25.8 acres (entire park)  
8.75 acres (northern portion)

**SITE DESCRIPTION**  
Lincoln Park is a large community park located in the center of Forest Grove, just north of the Aquatics Center and Pacific University. The park can be accessed from Main Street, Sunset Drive, Pacific University, and Raymond Street to the north.

The northwest part of the park contains a skate park, a BMX park, a small playground, a picnic shelter, an open lawn area with a large weeping willow tree, a basketball court, a sand volleyball court, and a paved loop trail that connects the various elements to each other and the rest of the park. The south central portion of this area contains a restroom, a small shelter, two swing sets, and a walking/biking path. The north central/east portions are undeveloped and contain open, sweeping fields of tall grass, and a 3.2 acre wetland area.

### NEEDS AND OUTREACH FEEDBACK

- SITE-SPECIFIC IDEAS**
- The site provides access to recreation facilities in central and east Forest Grove
  - Improved lighting, safety, and access

- COMMUNITY-WIDE IDEAS**
- Improvements for parking, pedestrians, and bicycles
  - Additional sports fields
  - Water play
  - Reservable community gathering spaces for cultural/social/special activities and events
  - Non-reservable community gathering spaces for families and informal activities
  - Enhanced play areas and play structures, especially for younger children
  - Greater variety of programs and facilities to serve all ages
  - Increased recreation programming
  - Revenue generating opportunities

### PROPOSED PARK DESIGN APPROACH

The northern end of Lincoln Park has the opportunity to function as the outdoor living room for all of Forest Grove. With a wide variety of engaging outdoor amenities, this park could become the public gathering space for everyday activities and special events.

This approach recommends moving the BMX Park to the Kyle Recreation Area and adding a destination sculptural play area in its place. It also recommends adding a new parkour practice area geared towards teens and adults, a hardscape plaza/gathering space that doubles as a playful water feature on warm days, an outdoor sculpture park that showcases new and exciting works in a public space, and an open connection to the adjacent neighborhood to the north. The natural area is enhanced with a boardwalk over the wetland, interpretive panels, and soft surface paths through the meadow area. This approach also recommends adding a small parking lot, upgrading the existing bathroom, and replacing the central small shelter with a rentable open-air pavilion for large events and weddings.

#### NEW FACILITIES + FEATURES

- Plaza/Community Gathering Space/Water Feature
- Reservable Event Pavilion w/ Community Table
- Public Art Sculpture Park
- Destination Sculpture Playground
- Water Play
- Parkour Area/Park Games/Courts
- Wetland Boardwalk and Interpretive Signage
- Seatwalls/Benches/Picnic Tables
- Paved Walkways/Soft Surface Trails
- Small Parking Area

#### PROGRAMS

- Arts and Culture Events and Programs
- Environmental Education
- Health and Wellness Classes
- Pop-Up Play
- Small Recurring/Everyday Events
- Summer Camps/Art Camps/Sports Camps
- Social Groups and Gathering Events
- Pacific University Athletics
- Recreational Sports

APPENDIX D | D-19

# SITE UNDERSTANDING COMMUNITY FEEDBACK



**WATER PLAY / SPLASH PAD**

**42**



**PEDESTRIAN + BIKE TRAILS**

**31**



**SCULPTURAL PLAY AREA**

**25**



**NATURAL AREA + BOARDWALK**

**25**



**INFORMAL ACTIVITIES + RECREATION**

**10**



**SEATING + PICNIC TABLES**

**10**



**PUBLIC ART SCULPTURE PARK**

**7**



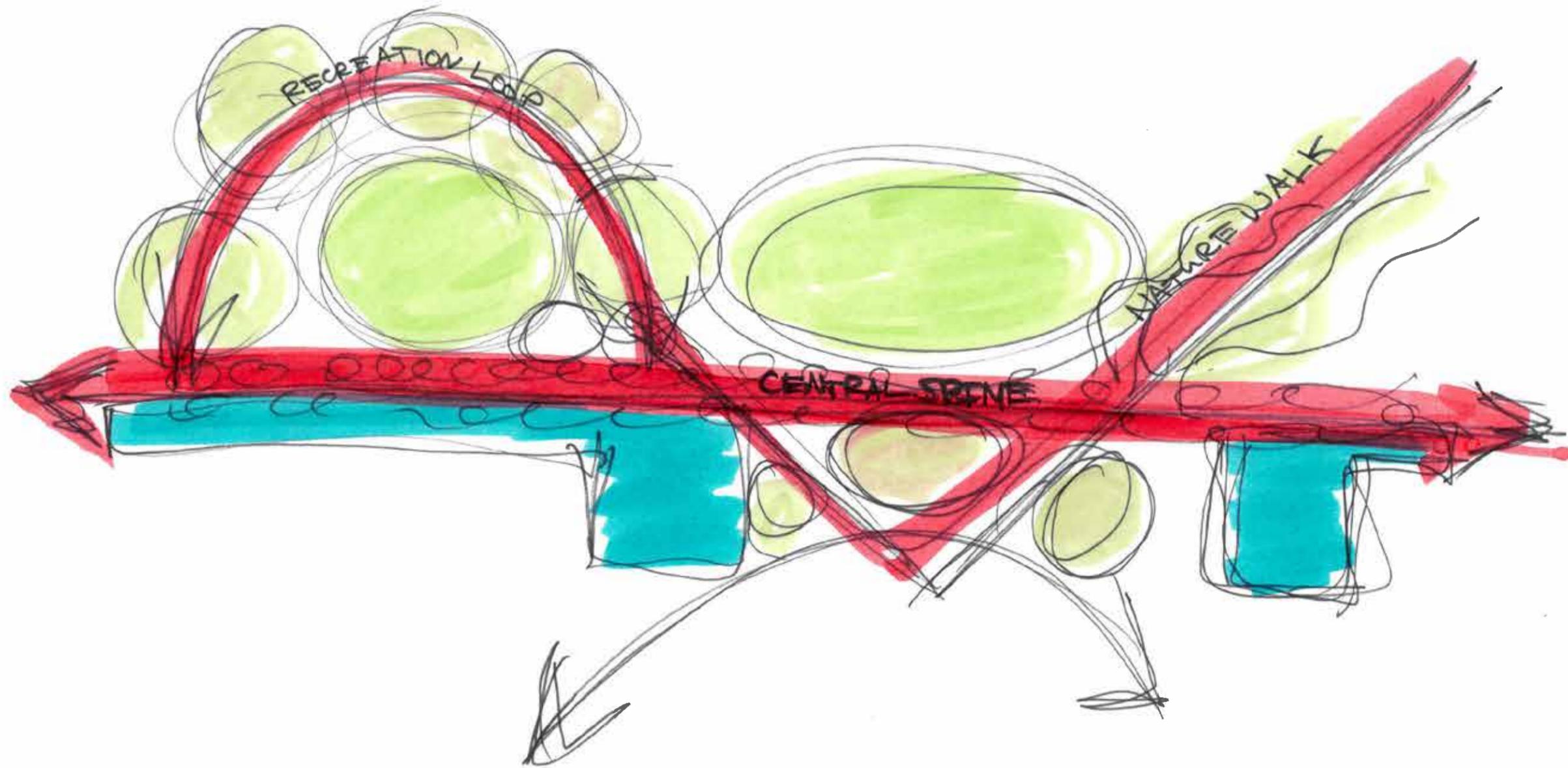
**STORMWATER DETENTION**

**6**



**GATHERING + COVERED PAVILION**

**3**



# CONCEPT BIG MOVES



# CONCEPT OPTION 1 - PROGRAM AND CIRCULATION



# CONCEPT OPTION 2 - PROGRAM AND CIRCULATION





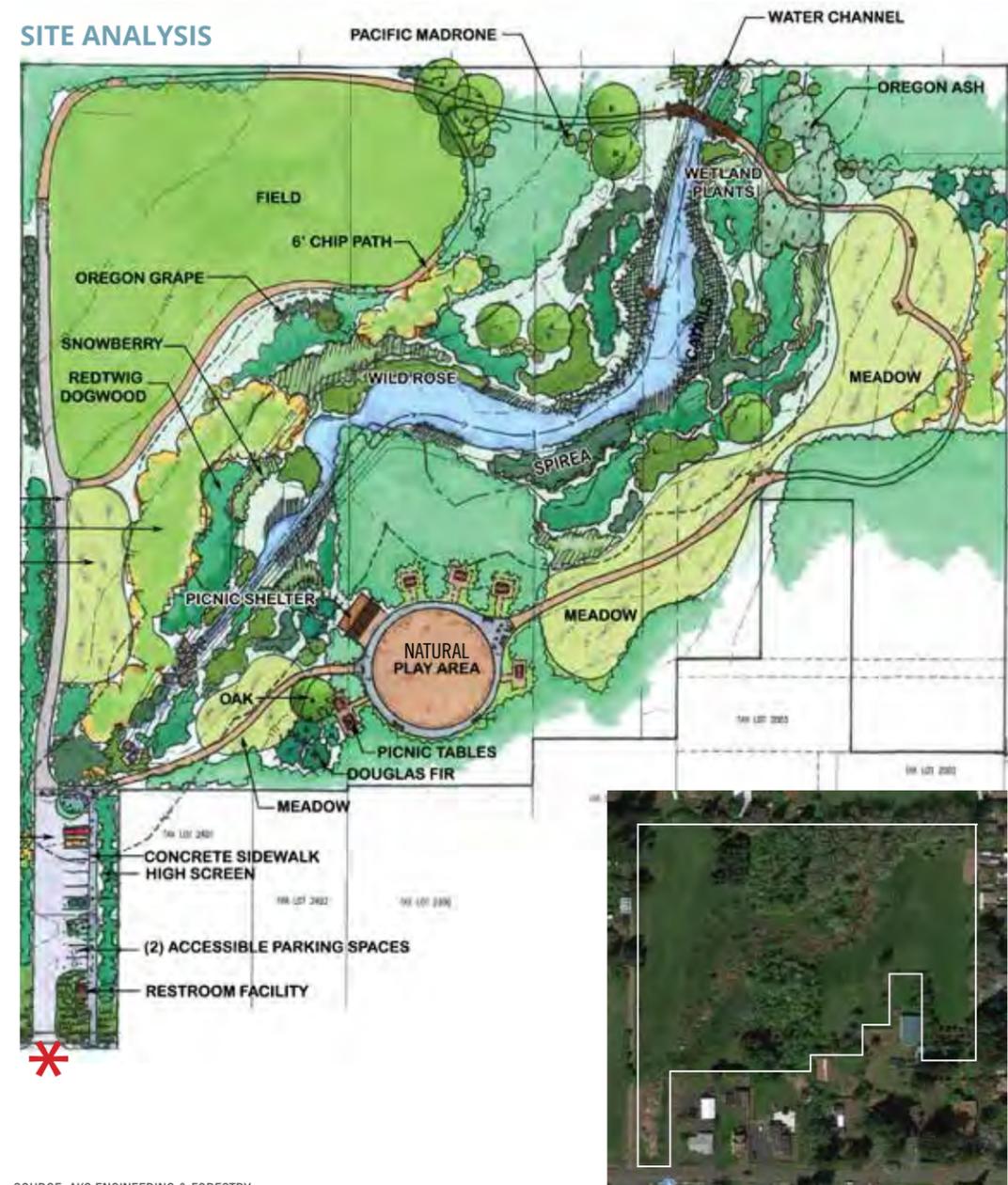
CONCEPT DESIGN | JULY 16, 2019

# STITES NATURE PARK

# SITE UNDERSTANDING EXISTING SITE



## STITES NATURE PARK



SOURCE: AKS ENGINEERING & FORESTRY

### EXISTING CONDITIONS

**SIZE**  
10.9 acres

#### SITE DESCRIPTION

Stites Nature Park is currently a large, undeveloped piece of land set behind the residential properties that border 26th Avenue, Firwood Lane, and Willamina Avenue. The site is characterized by an intermittent water channel, open lawn areas, and stands of deciduous trees. At this time, the only way to access the site from public property is at its southwest corner along 26th Avenue.

### NEEDS AND OUTREACH FEEDBACK

#### SITE-SPECIFIC IDEAS

- This park could be developed to address unmet needs in nearby underserved areas
- Group covered shelter
- Space for overnight for outdoor science education camp
- Interpretive flora/fauna signage

#### COMMUNITY-WIDE IDEAS

- Improvements for parking, pedestrians, and bicycles
- Better coordination with School District on park use for educational opportunities
- Reservable community gathering spaces for cultural/social/special activities and events
- More multi-use trails that connect community destinations and nature
- Enhanced play areas and play structures, especially for younger children
- Greater variety of programs and facilities to serve all ages
- Revenue generating opportunities through facility rentals and programming

### PROPOSED PARK DESIGN APPROACH

The City has developed a master plan for the Stites site, which takes advantage of the sites natural feature and bolsters it with some essential park amenities.

The new plan (shown to the left) includes a 12-stall parking area at the park's main entrance with a permanent restroom and an informational kiosk. The larger park is divided into two main sections, one on the east side of the water channel and one on the west side. The east side is more developed and consists of walking paths, a reservable picnic shelter, picnic areas, a natural play area, open swaths of meadow, plants from an ash forest wetland plant community, viewpoints and overlooks, and interpretive signage. The west side of the park contains walking paths, fields of open grass, plants from an oak woodland plant community, riparian habitat, rock outcroppings, and views to the water. The two sides of the park are connected by a raised boardwalk and bridge that cross the water and provide places to sit and learn about the natural resources on the site.

#### NEW FACILITIES + FEATURES

- Parking Area
- Informational Kiosk
- Restroom
- Reservable Picnic Shelter
- Natural Play Area
- Walking Paths
- Native Plantings
- Open Field
- Interpretive Features

#### PROGRAMS

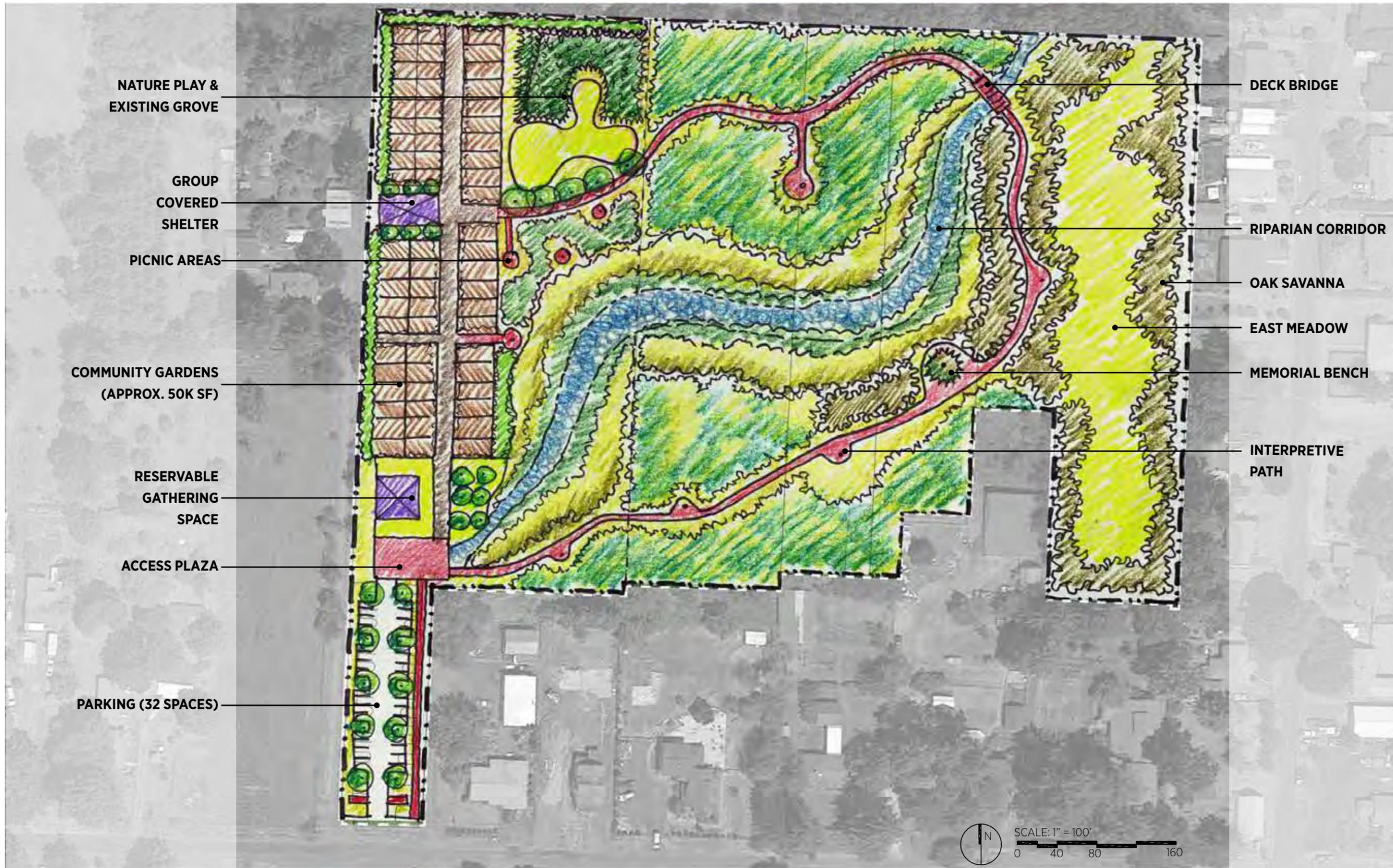
- Environmental Education
- Outdoor Skills
- Plant Identification
- Summer Camps

# SITE UNDERSTANDING COMMUNITY FEEDBACK





# CONCEPT OPTION 1 - PROGRAM AND CIRCULATION



# CONCEPT OPTION 2 - PROGRAM AND CIRCULATION





CONCEPT DESIGN | JULY 16, 2019

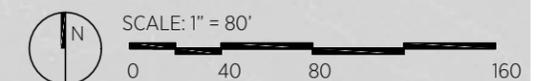
# A.T. SMITH PARK

# SITE UNDERSTANDING EXISTING SITE



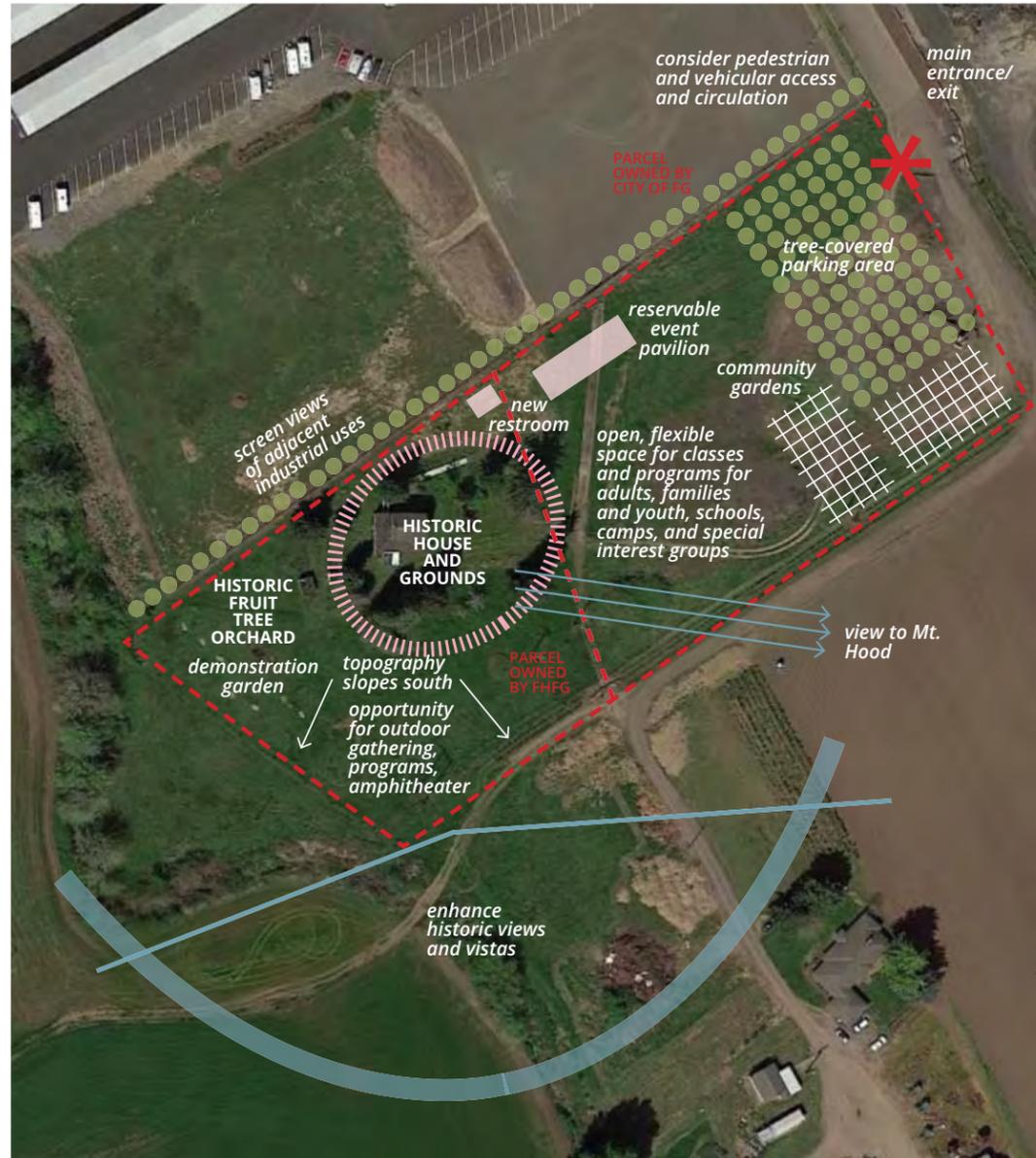
## A.T. SMITH PARK CONNECTING TO OUR HISTORY

- Retain view of Mount Hood**
- Historic conservation of Territorial Road**
- Parking (minimum 9 spots, including 1 ADA accessible per zoning code)**
- Recreational Trails for pedestrians and bikes**
- Restrooms (minimum 3 WC and 2 lavatories per building code)**
- Picnic areas**
- Facility storage**
- Educational opportunities**
- Reservable gathering space**
- Community events**
- Revenue generating activities**
- Orchard and heritage demonstration gardens**
- Amphitheater**



## A.T. SMITH PARK

### SITE ANALYSIS



### EXISTING CONDITIONS

#### SIZE

5.4 acres  
 (3.2 owned by the City of Forest Grove)  
 (2.2 owned by the Friends of Historic Forest Grove (FHFG))

#### SITE DESCRIPTION

The A.T. Smith House and its surrounding landscape are located at the southern end of Forest Grove in the Carnation neighborhood. Bordered by industrial businesses to the north and agricultural land to the east, west, and south, this property contains a two-story, Greek Revival-style house that was built in 1854. The A.T. Smith House is the second oldest building in Forest Grove and in 1974 it was added to the National Register of Historic Places. The house and the 2.2 acres that surround it are owned by the Friends of Historic Grove, while the adjacent 3.2 acres of land is owned by the City of Forest Grove.

### NEEDS AND OUTREACH FEEDBACK

#### SITE-SPECIFIC IDEAS

- Restroom facilities
- Parking
- Picnic areas

#### COMMUNITY-WIDE IDEAS

- Access improvements for parking, pedestrian and bicycles
- Coordination with School District and University on park use for educational opportunities
- Reservable community gathering spaces for cultural/social/special activities and events
- Greater variety of programs and facilities to serve all ages
- Increased recreation programming (summer camps, after-school, community events, concerts, and movies in the park)
- Revenue generating opportunities through facility rentals and programming

### PROPOSED PARK DESIGN APPROACH

The A.T. Smith Historic Park has the potential to be an historic oasis that connects visitors to this site's past. With a variety of possible attractions such as an historic home, heritage orchards, community gardens, outdoor gathering spaces, a natural play area, an open-air shelter, and supporting outbuildings and furnishings, this park could provide local and visiting guests with a place to learn, play, grow, work, and celebrate.

#### NEW FACILITIES + FEATURES

- House Museum/Education Center
- Community Gathering Space
- Large Event Pavilion
- Fruit Tree Orchard
- Community Gardens
- Heritage Demonstration Gardens
- Amphitheater

#### PROGRAMS

- Museum and Park Tours
- Special Events
- Facility Rentals
- Environmental Education
- Historic Education and Interpretation
- Historical Re-enactments
- Pioneer Days
- Native American History Program
- Craft Programs and Demonstrations
- Outdoor Skills Program

# SITE UNDERSTANDING COMMUNITY FEEDBACK



# CONCEPT OPTION 1 BIG MOVES



# CONCEPT OPTION 1 CONCEPT PLAN



SCREENING PLANTS

MOUNDED TOPOGRAPHY

PEDESTRIAN AND CYCLING PATHS

EVENT LAWN

COVERED PAVILION , NATURE PLAY  
+ RESTROOMS

HISTORIC HOME

OVERFLOW PARKING

FORESTED PARKING

GATHERING MEADOW

ENTRY PROMENADE + SERVICE DRIVE

PICNIC AREA

HERITAGE ENTRY GARDEN + PROMENADE

DEMONSTRATION GARDEN

AMPHITHEATER

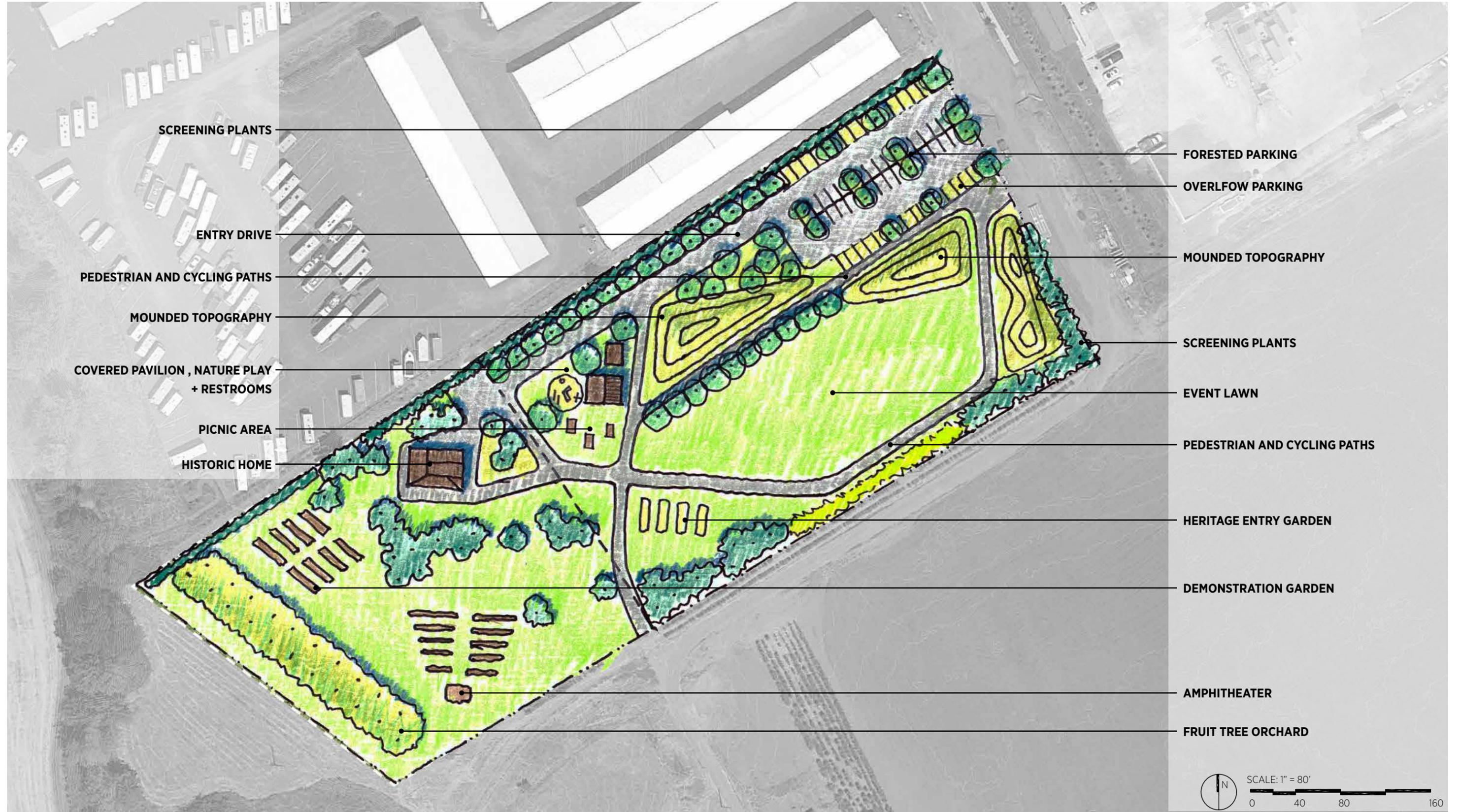
FRUIT TREE ORCHARD



# CONCEPT OPTION 2 BIG MOVES



# CONCEPT OPTION 2 CONCEPT PLAN





# Oregon Main Street Program

Jeffrey King  
Economic Development  
Manager

Bryan Pohl, Community  
Development Director

# Purpose

- Provide an overview of the Oregon Main Street Program.
- Receive Council feedback to determine interest in participating at the Exploring Main Street level.

# Forest Grove Downtown

- Diverse businesses including restaurants, retail, beverages are moving into downtown
- Investments such as the Jesse Quinn are stimulating the downtown
- Public and private physical improvements are adding to the downtown attractiveness

# Forest Grove Downtown

- User and pedestrian activity is increasing and later into the evening
- With new entrepreneurs, unique events and investments, Forest Grove downtown is being discovered
- Yet, this change and growth is fragile. New approaches are needed to build organizational capacity, marketing and communication

# Main Street Program

- Program provides assistance, training and technical services to communities who want to preserve and revitalize historic downtown commercial districts
- Supported by National Main Street Center. In Oregon, Main Street Programs are part of Heritage Program in Oregon Parks and Recreation
- The Main Street Program has been implemented in over 2,200 cities in 40 states, including 82 Oregon communities; five in Washington County.

# Main Street Program

Based on Integrating Four Points into a Comprehensive Management Strategy:

- **Organization:** helps insure adequate people and financial resources are available to implement projects and activities.
- **Promotion:** creates excitement in the downtown. Involves marketing an enticing image to shoppers, investors and visitors.

# Main Street Approach

- **Design** works to enhance the attractiveness of the business district. These improve the physical image of the downtown as a quality place to shop, work, walk, invest and live.
- **Economic Vitality** involves analyzing current market forces to develop long-term solutions.

# Levels of Assistance

## Four Levels of Oregon Main Street Participation

- **Associate:** for communities who wish to be connected to Oregon Main Street but aren't ready to use the Program.
- **Exploring:** for communities just starting out and who want to use the Program . Emphasis is on building community partnerships to implement the Program.
- **Transforming:** using the Program but need technical assistance to take them to the next level.
- **Performing:** successfully using the Program and eligible for National Accreditation.

# Exploring Downtown Level

**Staff is recommending initiating participation at the Exploring Downtown Level.**

At this level, communities agree to:

- Provide a local contact
- Work toward building a downtown organization
- Send a representative to at least one in-state Oregon Main Street training per year.
- Take time to learn about the Main Street Approach

# Exploring Downtown Level

**In exchange, Oregon Main Street agrees to:**

- Invitation and notification of all statewide Oregon workshops and conferences.
- Introduction to the Main Street Program community presentation.
- Board Work Plan Retreat.
- Reconnaissance level historic building surveys.
- Telephone consultations.
- Eligibility for the “Excellence in Downtown Revitalization Awards” and the OMS Revitalization Grant.



# QUESTIONS?

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# POLICE STATION OUTREACH PROGRAM

PAUL DOWNEY  
JANIE SCHUTZ

# POLICE STATION OUTREACH PROGRAM

## *update*

### Accomplishments

- Public Outreach Events
- Community Events
- FYI “Did You Know”
- Collateral
  - Rack Cards
  - Posters
- Police Station Webpage
  - Dedicated page
  - Link to page on main page
  - Police Station video added, bilingual Spanish subtitles to be included
  - FAQs to be included, based on public feedback

# VIDEO

*to be shown at the Council Meeting*



The video can be found at: [www.forestgrove-or.gov/station](http://www.forestgrove-or.gov/station)

CD5 Page 101

# COLLATERAL

*update*

# RACK CARD

*English*

## FOREST GROVE POLICE STATION

*A glimpse into our current police station*

The City is considering building a new police station. Forest Grove has grown from 11,000 residents in 1978 to over 24,000, increasing the needs of the community and the burdens placed on the police station.

### PAST, PRESENT, FUTURE

**1978**

The current station was built. It no longer adequately serves the needs of our community.

**2019**

The department has doubled in size, resulting in substandard and overcrowded working conditions.

**2059**

The new station would be double the current station's size and enable a more productive environment for police to protect our community.

### CHALLENGES

The department stores 6,000+ items of evidence, including drugs and firearms. Space is limited, so much of the evidence is stored in outdoor areas with no climate control.

**6K**

**1** The station has one interview room. The same room designed for interviewing criminal suspects is undesirable for interviewing citizens disclosing personal information, including children and victims of domestic violence and sexual assault.

The station does not have an appropriate place to hold juvenile offenders. Minors are placed in open areas and conference rooms, hampering police productivity and interrupting operations. It is also difficult to separate juvenile offenders from adult offenders.

**0**



It is common for the lobby to be occupied by victims, offenders, and individuals seeking assistance. A victim reporting a crime may be overheard by an offender who is picking up property or updating their registration.



The patrol room — where officers write reports, perform briefings, conduct follow up interviews, investigate crime — only has four workstations in an area that may be occupied with as many as 10 officers. This impedes productivity and could result in delays resolving cases.



The new police station would require a general obligation bond to pay for it, approved by City Council and the residents of Forest Grove.

To learn more about this project, please visit us at [www.forestgrove-or.gov/station](http://www.forestgrove-or.gov/station)

1924 Council Street  
Forest Grove, Oregon 97116  
503.992.3200



# RACK CARD

*Spanish*

## ESTACIÓN DE POLICÍA DE FOREST GROVE

*Un vistazo a nuestra actual estación de policía*

La ciudad está considerando construir una nueva estación de policía. Forest Grove ha crecido de 11,000 residentes en 1978 a más de 24,000, incrementando las necesidades de la comunidad y la carga de trabajo en la estación de policía.

### PASADO, PRESENTE, FUTURO

**1978**   **2019**   **2059**

En este año se construyó la estación actual. Ya no satisface adecuadamente las necesidades de nuestra comunidad.

El departamento ha duplicado su tamaño, dando como resultado condiciones de trabajo deficientes y sobrecargadas.

La nueva estación duplicaría el tamaño de la estación actual y permitiría un entorno más productivo para que la policía pueda proteger a nuestra comunidad.

### DESAFÍOS

El departamento almacena más de 6,000 piezas de evidencia, incluyendo drogas y armas de fuego. El espacio es limitado, por lo que gran parte de la evidencia se almacena en áreas al aire libre sin control de temperatura.

**6K**

La estación tiene sólo una sala de interrogatorios.

**1**

La misma sala diseñada para interrogar a sospechosos de un crimen no es adecuada para entrevistar a ciudadanos que comparten información personal, ni para niños, víctimas de violencia doméstica o asalto sexual.

La estación no cuenta con un lugar adecuado para alojar a los delincuentes juveniles. Los menores se ubican en áreas abiertas y salas de juntas, lo que dificulta la productividad de la policía e interrumpe las operaciones. También es difícil separar a los delincuentes juveniles de los delincuentes adultos.

**0**



Es común que el vestíbulo esté ocupado por víctimas, delincuentes e individuos que buscan asistencia. Una víctima que denuncia un delito puede ser escuchada por un delincuente que está recogiendo algo de su propiedad o actualizando su registro.



La sala de patrulla, donde los oficiales escriben informes, realizan reuniones informativas, hacen entrevistas de seguimiento e investigan crímenes, sólo tiene cuatro estaciones de trabajo en un área que puede estar ocupada por hasta 10 oficiales. Esto reduce la productividad y puede dar lugar a retrasos en la solución de casos.



La nueva estación de policía requeriría un bono obligatorio general para cubrir su costo, aprobado por el Concejo Municipal. Los residentes de Forest Groves

Para obtener más información sobre este proyecto, visítenos en [www.forestgrove-or.gov/station](http://www.forestgrove-or.gov/station)

1924 Council Street  
Forest Grove, OR 97116  
503.992.3200



# POSTER

*English*

# FOREST GROVE POLICE STATION

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## PAST, PRESENT, FUTURE

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The department has doubled in size, resulting in substandard and overcrowded working conditions.

The new station would be double the current station's size and enable a more productive environment for police to protect our community.



## VISIT US TO LEARN MORE:

[www.forestgrove-or.gov/station](http://www.forestgrove-or.gov/station)

Forest Grove Police Department  
2102 Pacific Avenue  
Forest Grove, Oregon 97116



# POSTER

*Spanish*

## ESTACION DE POLICIA DE FOREST GROVE

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**PARA OBTENER MÁS INFORMACIÓN SOBRE ESTE PROYECTO, VISÍTENOS EN:**

[www.forestgrove-or.gov/station](http://www.forestgrove-or.gov/station)

Forest Grove Police Department  
2102 Pacific Avenue  
Forest Grove, Oregon 97116



# NEXT STEPS

- Open House/ Coffee with a Cop – Oct. 5
- Open House in November
- Continued Community Events
  - Quake Up – Sept. 18
  - Corn Roast – Sept. 21
  - CPO Meeting – Sept. 25
  - First Wednesday – Oct. 2
- Internal Education Opportunities
  - Chief and staff to discuss with all departments
  - Collateral to be distributed internally

# QUESTIONS?



CONCEPT DESIGN | JULY 16, 2019

THANK YOU

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# CITY OF FOREST GROVE

## Financial Report For The Twelve Months Ending June 30, 2019

This is the financial report for the twelve months ending June 30, 2019. This is the fourth quarter of the City's fiscal year ending June 30, 2019.

The report compares the budget to the year-to-date revenues and expenditures. The revenues and expenditures presented are prior to any further year-end adjustments made by staff or audit adjustments the auditors may propose. Typically, revenues and expenditures change very little during the audit. The detailed line item reports are attached to this report. Staff does not plan on discussing the detail reports but will address any questions concerning the detail.

The revenues include Beginning Fund Balances for each Fund. For the expenditures, 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 Fund Balance for each fund which are not included with the expenditures.

<b><u>PAGE</u></b>	<b><u>DESCRIPTION</u></b>
2	General Fund Overview
3	General Fund Revenues
4-6	General Fund Specific Department Breakdowns
7	Building Fund
8	Light and Power Fund
8	Street Fund
9	Sewer Fund
9	Water Fund
10	Surface Water Management Fund
10	Information Systems Fund
11	Equipment Fund
11	SDC Funds

## General Fund



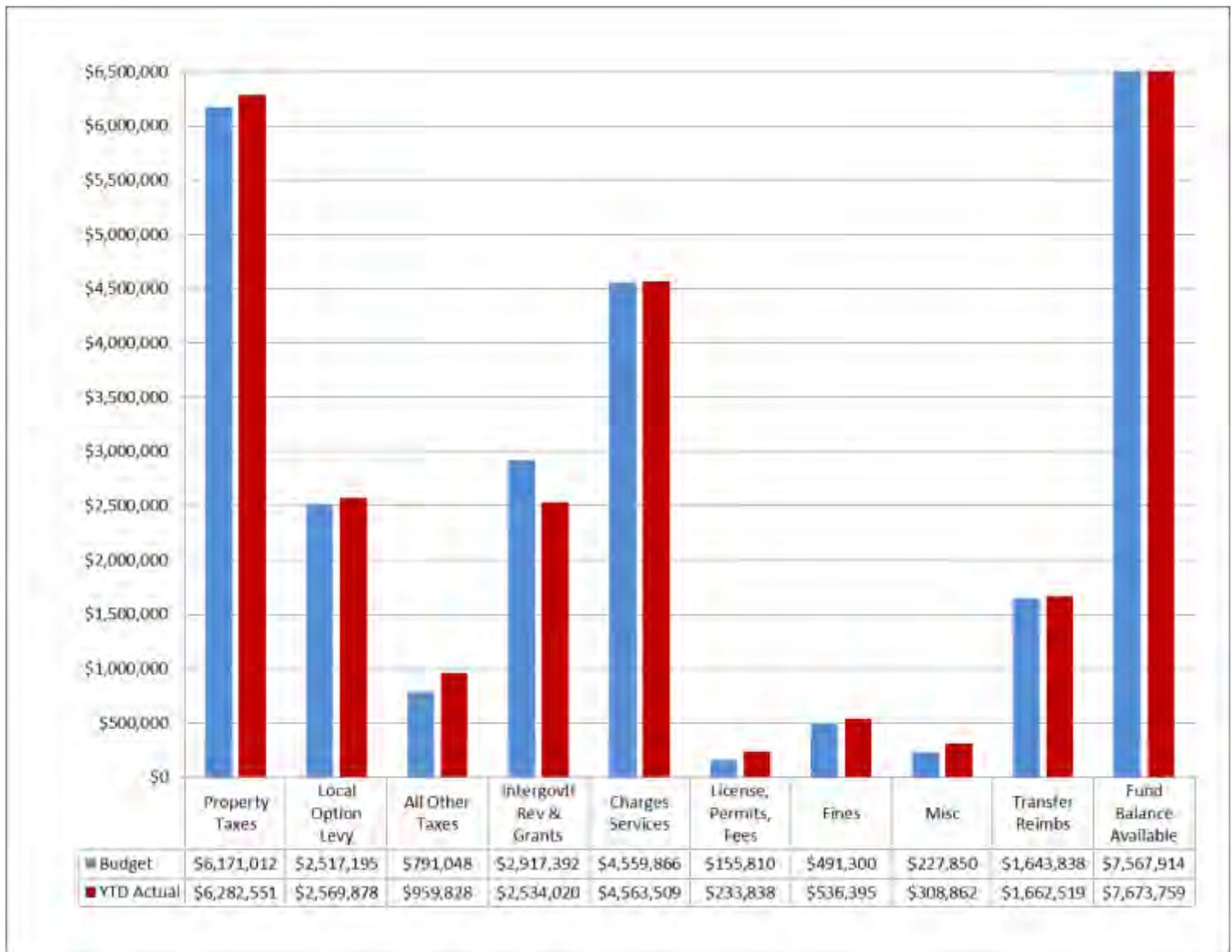
The General Fund receives the most focus throughout the year and during the budget cycle. The General Fund houses the service areas funded by property taxes and other unrestricted revenue – police, fire, parks, aquatics and the library, in addition to administrative and planning functions. Above is a 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's financial position is good through the final quarter of FY 2018-19. Actual revenue was generally received as expected in FY 2018-19. The Beginning Fund Balance for FY 2018-19 is just over \$7.6 Million. Overall revenues were higher than budgeted and several departments did not spend their budgeted funds in FY 2018-19. Staff will provide FY 2018-19 beginning balances for each fund after the year-end financial statements including potential adjustments are completed.

## General Fund Revenues

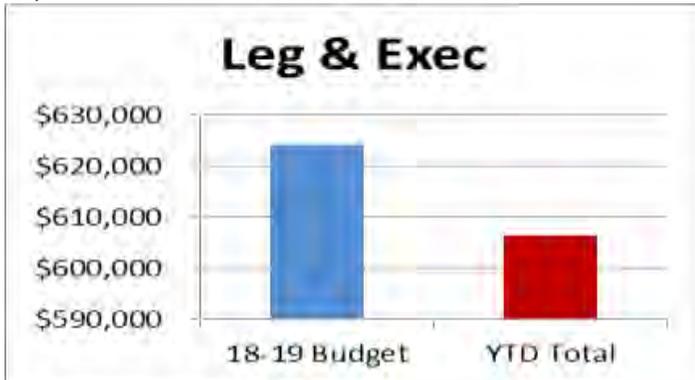
The following graph displays the General Fund Revenue broken out into separate revenue categories. Budgeted Amounts are shown in BLUE and the Year to Date Actuals are shown in RED. Actual revenue was received as expected in FY 2018-19.

- Property tax revenues received, including the Local Option Levy, were higher than budgeted as the actual assessed value increase was higher than budgeted as assessed value from growth was higher than estimated.
- All Other Taxes is higher than budgeted due to the receipt of a large prior year property tax settlement from Comcast and the receipt of City Marijuana Taxes.
- Intergovernmental Revenues and Grants is lower than budgeted as the revenue estimates for fire conflagration system were overestimated when the supplemental budget was prepared.



## General Fund Expenditures

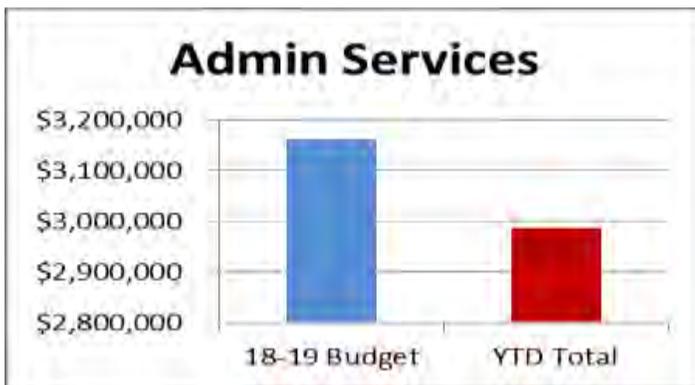
The following charts display each General Fund Department Expenditures. Brief comments are included with each department.



### Legislative and Executive

Percentage of Budgeted Expenses Spent: 97%

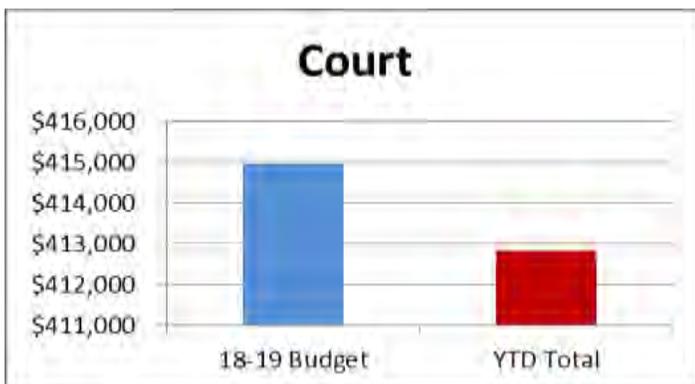
Expenditures were spent as expected with personnel and staff training expenses accounting for most of the remaining unspent funds.



### Administrative Services

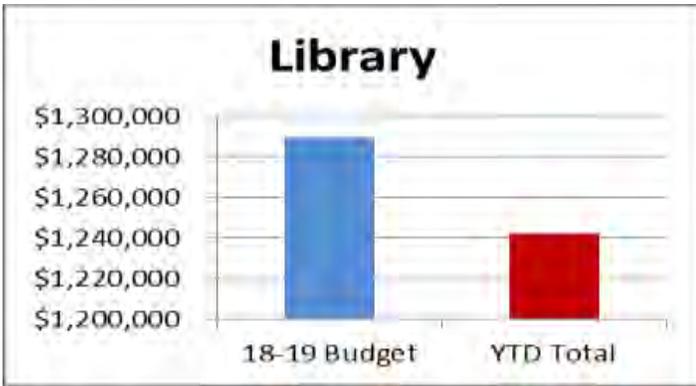
Percentage of Budgeted Expenses Spent: 94%

Expenditures are tracking as expected with personnel expenditures and attorney fees accounting for most of the remaining unspent funds.



### Court

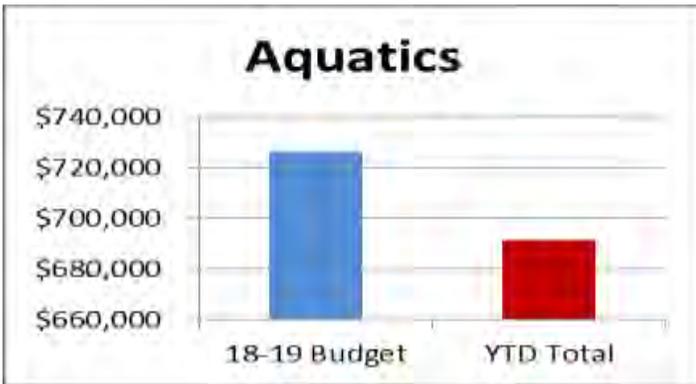
Percentage of Budgeted Expenses Spent: 99%



**Library**

Percentage of Budgeted Expenses Spent: 96%

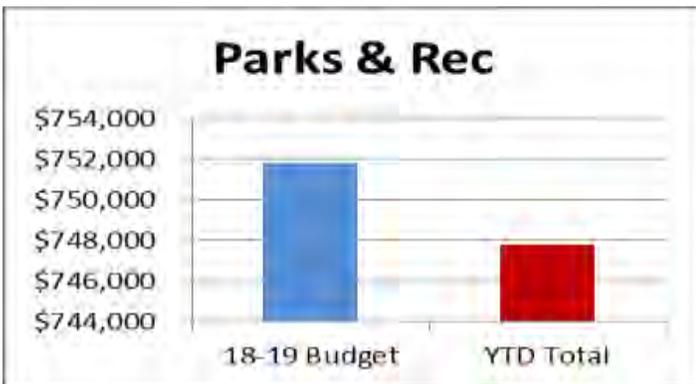
Library expenditures are tracking on budget for this year. Personnel services, due to vacancies, and unspent Pool 2 funds accounted for most of the remaining unspent funds.



**Aquatics**

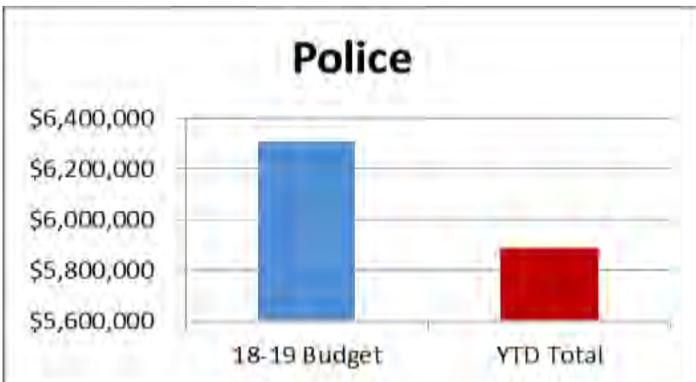
Percentage of Budgeted Expenses Spent: 95%

Intermittent wages for lifeguards and unspent small maintenance funds accounted for most of the remaining unspent funds. Repairs at the Aquatic Center were required but some of them were paid out of the Major Maintenance Fund.



**Parks and Recreation**

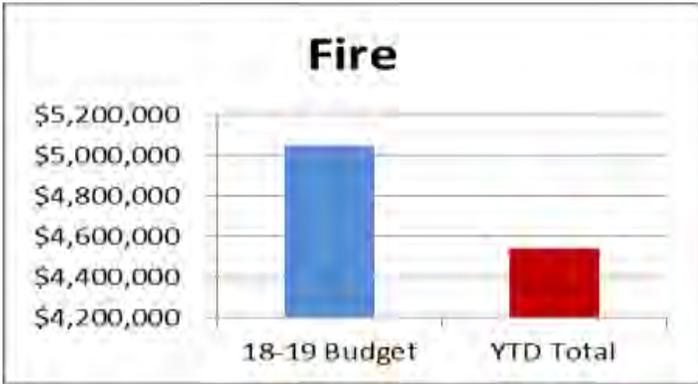
Percentage of Budgeted Expenses Spent: 99%



**Police**

Percentage of Budgeted Expenses Spent: 93%

Personnel services, due to numerous vacancies, accounted for most of the remaining unspent funds. All authorized positions are currently filled. Other areas with unspent funds were staff training and capital outlay due to the ticket report writing software not being purchased as budgeted.



**Fire**

Percentage of Budgeted Expenses Spent: 90%

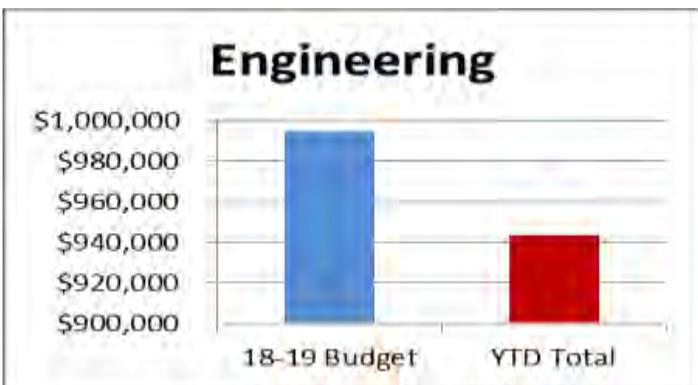
Fire expenditures are at 90% of budget due to a budget adjustment for estimated conflagration reimbursement of expenditures. The actual conflagration expenses were significantly lower than the initial estimate used for the budget adjustment. If actual conflagration reimbursements would have been used for the budget adjustment, Fire would have been about 97% spent.



**Planning**

Percentage of Budgeted Expenses Spent: 90%

This budget is underspent due to a budgeted Planning Intern not being hired and the completion of the parking study was later than expected.



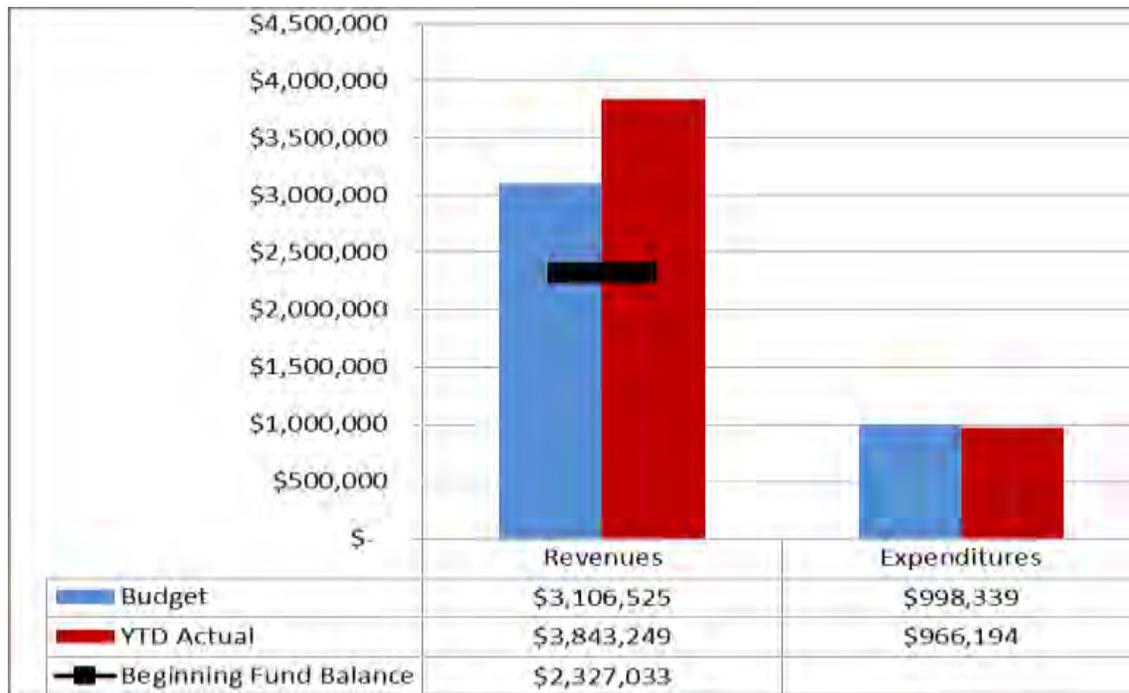
**Engineering**

Percentage of Budgeted Expenses Spent: 95%

Remaining personnel services and professional services, for outside inspection services, accounted for most of the remaining unspent funds.

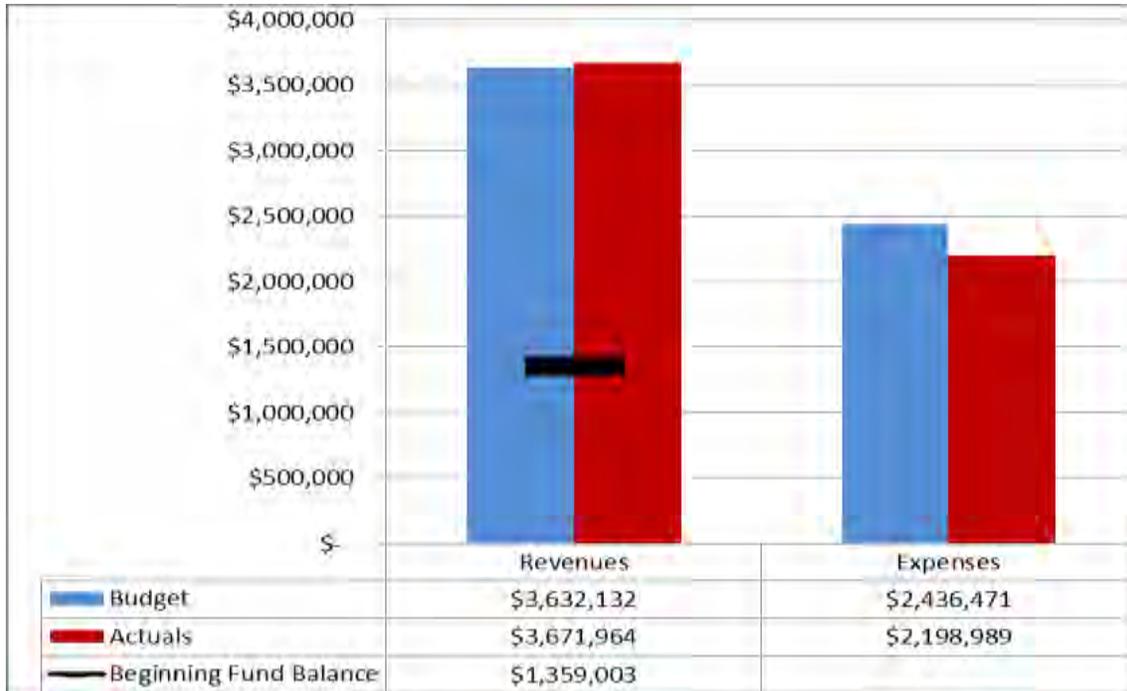
## Building Fund

SINGLE FAMILY NEW PERMITS ISSUED							Prior Years Avg.
<i>By Fiscal Year; July 1 through June 30</i>							
	13/14	14/15	15/16	16/17	17/18	18/19	
July	5	16	3	1	5	20	
August	7	7	19	11	6	20	
September	5	17	19	3	14	11	
<b>Q3 Total</b>	<b>17</b>	<b>40</b>	<b>41</b>	<b>15</b>	<b>25</b>	<b>51</b>	<b>28</b>
October	13	5	10	4	7	5	
November	8	8	7	5	8	15	
December	6	1	7	4	7	4	
<b>Q4 Total</b>	<b>27</b>	<b>14</b>	<b>24</b>	<b>13</b>	<b>22</b>	<b>24</b>	<b>20</b>
January	10	3	10	2	14	8	
February	5	2	9	8	10	5	
March	2	11	8	9	13	6	
<b>Q1 Total</b>	<b>17</b>	<b>16</b>	<b>27</b>	<b>19</b>	<b>37</b>	<b>19</b>	<b>23</b>
April	14	14	8	6	17	5	
May	9	8	6	8	33	9	
June	15	10	4	10	9	7	
<b>Q2 Total</b>	<b>38</b>	<b>32</b>	<b>18</b>	<b>24</b>	<b>59</b>	<b>21</b>	<b>34</b>
<b>Grand Total =</b>	<b>99</b>	<b>102</b>	<b>110</b>	<b>71</b>	<b>143</b>	<b>115</b>	



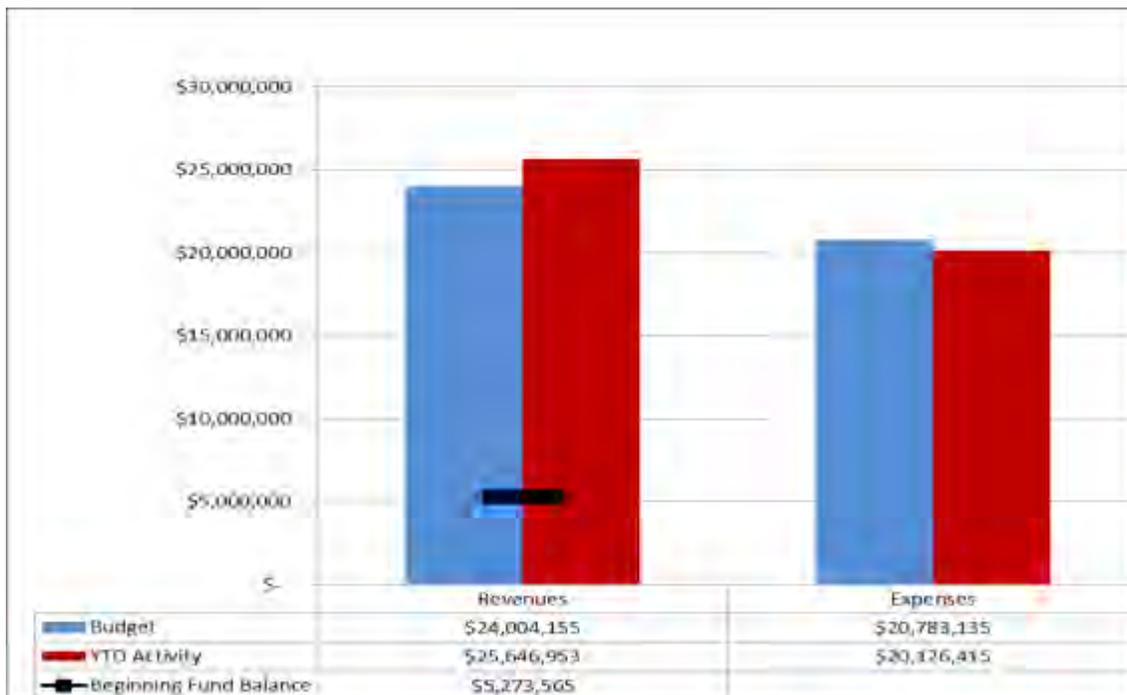
As of June 2019, this fund received 124% of the Budgeted Revenue. This fund spent 97% of Budgeted Expenses. Single family residential (SFR) permits issued in FY 2018-19 were above average for the year but below the 143 permits issued in FY 2017-18. The fiscal outlook for this Fund is good as permits for Cornelius SFR are increasing due to development in Cornelius. This Fund also has very strong reserves.

## Street Fund



As of June 2019, this fund received 101% of the Budgeted Revenue. This fund spent 90% of Budgeted Expenses. The funds budgeted in FY 2018-19 for the downtown intersection improvement project that was moved to FY 2019-20 is the principal reason for the unspent funds in the Street Fund.

## Light Fund



As of June 2019, this fund received 107% of the Budgeted Revenue. This fund spent 97% of budgeted expenses with a vacant position remaining unfilled and not needing as much outside design consulting services being the main reasons for the unspent funds.

## Sewer Fund



As of June 2019, this fund received 116% of the Budgeted Revenue. This fund spent 81% of Budgeted Expenses with personnel services and a delay in the doing the sewer master plan update as the principal reasons for the unspent funds.

## Water Fund



As of June 2019, this fund received 105% of the Budgeted Revenue. This fund spent 84% of Budgeted Expenses with personnel services, timing of consultants' work, and capital outlay being expensed to the Water SDC Fund instead of the Water Fund as the reasons for the unspent funds.

## Surface Water Management Fund



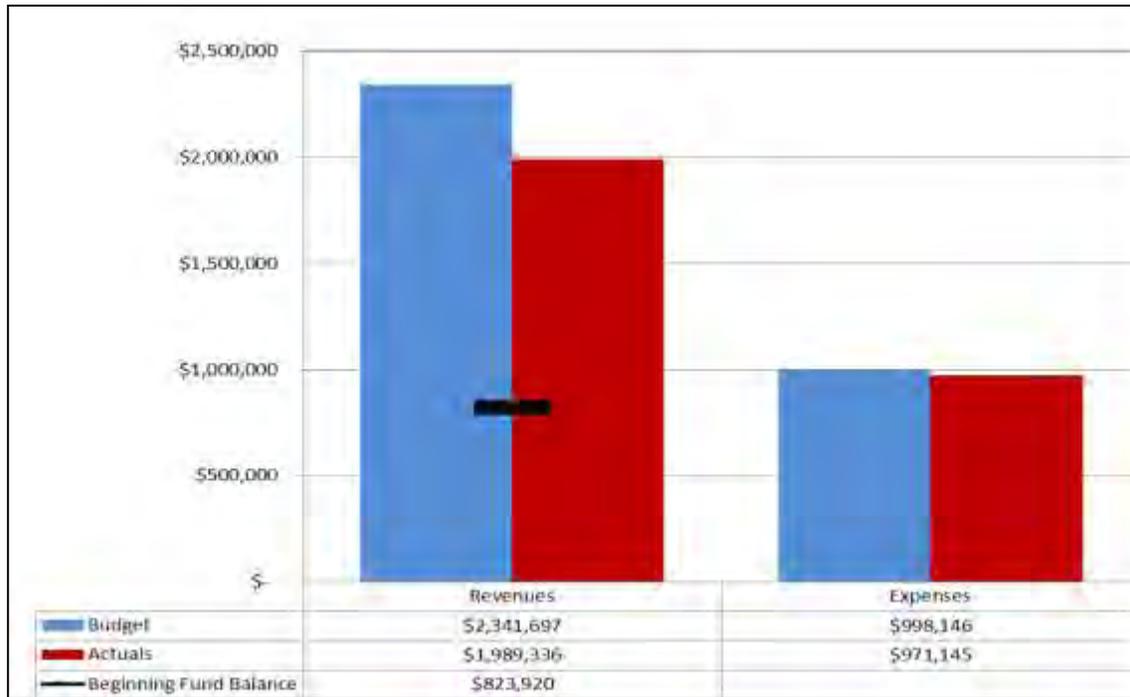
As of June 2019, this fund received 95% of the Budgeted Revenue and spent 70% of Budgeted Expenses. A delay in the Forest Glen Park and Hawthorne Street projects to July through September 2019 is the reason for the unspent funds.

## Information Systems Fund



As of June 2019, this fund received 104% of the Budgeted Revenue and spent 86% of Budgeted Expenses. This fund accounts for replacement of the City IT hardware and reserves are on track to replace equipment as needed. Most of the unspent funds are due to the actual timing of replacements versus the planned timing for replacements.

## Equipment Fund



As of June 2019, this fund received 85% of the Budgeted Revenue and spent 97% of Budgeted Expenses. This fund accounts for replacement of City vehicles except for Fire and Light & Power vehicles. Reserves are being accumulated as expected to allow for the scheduled replacement of vehicles. A delay in the replacement of a budgeted vehicle is the reason for the unspent funds.

## SDC Funds

The City has system development charges (SDC) funds for water, sewer, surface water management, transportation, and parks. With the volume of multi-family housing currently under construction, revenue for some of the SDC funds is well above budgeted amounts.

	<u>Budgeted Revenue</u>	<u>Revenue through 6/30/19</u>
Transportation Dev. Tax	\$1,099,540	\$1,370,901
Parks SDC	\$400,000	\$523,315
Sewer SDC	\$143,000	\$175,717
Water SDC	\$783,640	\$850,796
SWM SDC	\$34,500	\$70,827

The fund balances in the SDC Funds appear to be healthy except for the SWM SDC Fund. However, the projected costs for the long-term projects for each fund is greater than the fund balance and anticipated future revenue for each SDC fund.

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
11 Legislative & Executive							
<hr/>							
44 Charges for Services							
<hr/>							
1001100 4415 Copy Service	-120	0	-120	.00		-120.00	.0%
1001100 4417 General Fund Admin Serv (6370)	-408,078	0	-408,078	-408,077.00		-1.00	100.0%
TOTAL Charges for Services	-408,198	0	-408,198	-408,077.00		-121.00	%
50 Personnel Services							
<hr/>							
1001100 5000 Regular Employee Wages	313,102	0	313,102	305,164.13		7,937.87	97.5%
1001100 5100 Part-Time Employee Wages	10,200	0	10,200	10,723.60		-523.60	105.1%
1001100 5500 Health & Dental Benefits	69,379	0	69,379	70,357.98		-978.98	101.4%
1001100 5550 Health Reimb Arrangement	4,771	0	4,771	5,023.13		-252.13	105.3%
1001100 5600 Retirement (Defined Ben Plan)	72,509	0	72,509	72,647.83		-138.83	100.2%
1001100 5650 Defined Contribution Plan	18,648	0	18,648	18,018.24		629.76	96.6%
1001100 5700 FICA/Medicare	24,733	0	24,733	22,370.02		2,362.98	90.4%
1001100 5750 Workers Comp	249	0	249	249.00		.00	100.0%
1001100 5800 Other Benefits	3,535	0	3,535	7,656.53		-4,121.53	216.6%
1001100 5850 Other Payroll Taxes	2,508	0	2,508	2,696.24		-188.24	107.5%
TOTAL Personnel Services	519,634	0	519,634	514,906.70		4,727.30	%
60 Materials & Services							
<hr/>							
1001100 6000 Operating Supplies	1,000	0	1,000	1,431.32		-431.32	143.1%
1001100 6005 Organization Business Expense	13,000	0	13,000	15,189.55		-2,189.55	116.8%
1001100 6030 Subscriptions & Books	100	0	100	276.00		-176.00	276.0%
1001100 6105 Printing	3,000	0	3,000	746.34		2,253.66	24.9%
1001100 6110 Postage	350	0	350	237.24		112.76	67.8%
1001100 6115 Telecommunications	450	0	450	449.94		.06	100.0%
1001100 6125 Public Information	11,900	0	11,900	11,584.24		315.76	97.3%
1001100 6130 Publications	110	0	110	.00		110.00	.0%
1001100 6135 Memberships	6,300	0	6,300	6,654.92		-354.92	105.6%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
1001100 6215 Sister City Contribution	14,900	0	14,900	15,984.93		-1,084.93	107.3%
1001100 6230 Insurance & Bonds	1,688	0	1,688	1,688.00		.00	100.0%
1001100 6280 Training/Conferences	9,850	0	9,850	1,287.17		8,562.83	13.1%
1001100 6285 Legislative Conf & Training	33,700	0	33,700	29,876.79		3,823.21	88.7%
1001100 6290 Travel	200	0	200	6.00		194.00	3.0%
1001100 6305 Professional Services	1,500	0	1,500	.00		1,500.00	.0%
1001100 6335 Equipment Maint & Oper Supplie	500	0	500	.00		500.00	.0%
1001100 6360 Equipment Fund Charges	3,956	0	3,956	3,956.00		.00	100.0%
1001100 6365 Information System Fund Chgs	2,130	0	2,130	2,130.00		.00	100.0%
TOTAL Materials & Services	104,634	0	104,634	91,498.44		13,135.56	%
TOTAL Legislative & Executive	216,070	0	216,070	198,328.14		17,741.86	%
<hr/>							
12 Administrative Services							
<hr/>							
42 Grants							
1001200 4260 Metro Cleanup Grant	-897	0	-897	-961.00		64.00	107.1%
TOTAL Grants	-897	0	-897	-961.00		64.00	%
<hr/>							
44 Charges for Services							
1001200 4413 Lien Searches	-17,250	0	-17,250	-17,375.25		125.25	100.7%
1001200 4415 Copy Service	-343	0	-343	-497.53		154.53	145.1%
1001200 4416 Passport Execution Fee	-12,500	0	-12,500	-19,565.00		7,065.00	156.5%
1001200 4417 General Fund Admin Serv (6370	-2,563,165	0	-2,563,165	-2,563,165.00		.00	100.0%
1001200 4418 Reserved Parking	-1,835	0	-1,835	-1,770.00		-65.00	96.5%
1001200 4420 New Account Set-Up Fee	-23,800	0	-23,800	-30,274.56		6,474.56	127.2%
1001200 4421 Door Hanger Fee	-33,500	0	-33,500	-35,461.68		1,961.68	105.9%
1001200 4422 Online Phone Pymt Conven Fee	-1,000	0	-1,000	-2,066.87		1,066.87	206.7%
1001200 4423 Failed Payment Arrangement Fe	-4,950	0	-4,950	-4,529.89		-420.11	91.5%
1001200 4424 UT Account Transfer Fees	-2,750	0	-2,750	-3,755.50		1,005.50	136.6%
TOTAL Charges for Services	-2,661,093	0	-2,661,093	-2,678,461.28		17,368.28	%
<hr/>							
45 License Permit Fees							
1001200 4504 Business License Late Fees	-20	0	-20	.00		-20.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1001200 4505 Business License	-39,500	0	-39,500	-48,107.23		8,607.23	121.8%
1001200 4510 Misc-Licenses-Permits & Fees	0	0	0	-3,988.24		3,988.24	.0%
TOTAL License Permit Fees	-39,520	0	-39,520	-52,095.47		12,575.47	%
<hr/> 47 Miscellaneous <hr/>							
1001200 4760 Miscellaneous Revenue	-1,000	0	-1,000	-7,749.81		6,749.81	775.0%
TOTAL Miscellaneous	-1,000	0	-1,000	-7,749.81		6,749.81	%
<hr/> 48 Reimb & Transfers <hr/>							
1001200 4800 Reimbursements	-100	0	-100	-772.69		672.69	772.7%
1001200 4855 Transfer from Other Funds	-48,000	0	-48,000	-48,000.00		.00	100.0%
TOTAL Reimb & Transfers	-48,100	0	-48,100	-48,772.69		672.69	%
<hr/> 50 Personnel Services <hr/>							
1001200 5000 Regular Employee Wages	1,264,119	0	1,264,119	1,206,148.40		57,970.60	95.4%
1001200 5100 Part-Time Employee Wages	135,352	0	135,352	131,665.64		3,686.36	97.3%
1001200 5300 Overtime	2,000	0	2,000	2,461.83		-461.83	123.1%
1001200 5400 Unemployment Compensation	0	0	0	400.14		-400.14	.0%
1001200 5500 Health & Dental Benefits	467,019	0	467,019	481,971.58		-14,952.58	103.2%
1001200 5550 Health Reimb Arrangement	22,249	0	22,249	20,262.55		1,986.45	91.1%
1001200 5600 Retirement (Defined Ben Plan)	285,494	0	285,494	288,922.78		-3,428.78	101.2%
1001200 5650 Defined Contribution Plan	96,707	0	96,707	69,624.40		27,082.60	72.0%
1001200 5700 FICA/Medicare	107,213	0	107,213	100,517.17		6,695.83	93.8%
1001200 5750 Workers Comp	5,257	0	5,257	5,257.00		.00	100.0%
1001200 5800 Other Benefits	15,958	0	15,958	11,896.21		4,061.79	74.5%
1001200 5850 Other Payroll Taxes	11,085	0	11,085	10,666.84		418.16	96.2%
TOTAL Personnel Services	2,412,453	0	2,412,453	2,329,794.54		82,658.46	%
<hr/> 60 Materials & Services <hr/>							
1001200 6000 Operating Supplies	6,300	0	6,300	7,150.74		-850.74	113.5%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
1001200 6005 Organization Business Expense	4,700	0	4,700	5,161.26		-461.26	109.8%
1001200 6010 Personnel Uniforms & Equipmen	0	0	0	258.75		-258.75	.0%
1001200 6020 Utilities	14,175	0	14,175	18,179.47		-4,004.47	128.3%
1001200 6030 Subscriptions & Books	900	0	900	1,255.00		-355.00	139.4%
1001200 6035 Computer Software	250	0	250	169.94		80.06	68.0%
1001200 6040 Computer Software Maintenance	91,116	0	91,116	85,430.21		5,685.79	93.8%
1001200 6045 Computer Supplies	200	0	200	.00		200.00	.0%
1001200 6050 Small Equipment	3,000	0	3,000	4,497.36		-1,497.36	149.9%
1001200 6105 Printing	21,947	0	21,947	20,607.30		1,339.70	93.9%
1001200 6110 Postage	74,000	0	74,000	76,437.09		-2,437.09	103.3%
1001200 6115 Telecommunications	11,000	0	11,000	10,130.86		869.14	92.1%
1001200 6125 Public Information	2,800	0	2,800	3,040.67		-240.67	108.6%
1001200 6130 Publications	1,230	0	1,230	50.00		1,180.00	4.1%
1001200 6135 Memberships	21,634	0	21,634	21,218.17		415.83	98.1%
1001200 6140 Recruiting Expenses	3,500	0	3,500	3,504.37		-4.37	100.1%
1001200 6200 Intergovernmental Services	5,520	0	5,520	4,796.29		723.71	86.9%
1001200 6210 Senior Center Maintenance	35,000	0	35,000	32,595.97		2,404.03	93.1%
1001200 6230 Insurance & Bonds	15,468	0	15,468	15,468.00		.00	100.0%
1001200 6280 Training/Conferences	34,000	0	34,000	14,504.17		19,495.83	42.7%
1001200 6290 Travel	2,200	0	2,200	2,740.23		-540.23	124.6%
1001200 6295 Attorney Services	70,000	0	70,000	19,902.34		50,097.66	28.4%
1001200 6305 Professional Services	20,700	0	20,700	9,652.87		11,047.13	46.6%
1001200 6315 Contracts for Services	8,000	0	8,000	7,569.00		431.00	94.6%
1001200 6325 Financial Ser-Auditing-Inv	39,900	0	39,900	41,063.13		-1,163.13	102.9%
1001200 6330 Bank Service Fees	1,570	0	1,570	1,534.69		35.31	97.8%
1001200 6335 Equipment Maint & Oper Supplie	33,310	0	33,310	29,772.46		3,537.54	89.4%
1001200 6360 Equipment Fund Charges	7,104	0	7,104	7,104.00		.00	100.0%
1001200 6365 Information System Fund Chgs	88,925	0	88,925	88,925.00		.00	100.0%
1001200 6375 Custodial	6,000	0	6,000	10,360.00		-4,360.00	172.7%
1001200 6380 Rents & Leases	1,400	0	1,400	1,380.00		20.00	98.6%
1001200 6385 Building/Facility Rental	21,860	0	21,860	21,860.00		.00	100.0%
1001200 6390 Facility Maintenance Supplies	12,600	0	12,600	12,957.19		-357.19	102.8%
1001200 6395 Facility Mnt/Repairs	89,875	0	89,875	77,237.27		12,637.73	85.9%
TOTAL Materials & Services	750,184	0	750,184	656,513.80		93,670.20	%
TOTAL Administrative Services	412,027	0	412,027	198,268.09		213,758.91	%

13 Municipal Court

46 Fines & Forfeitures

1001300 4605 Parking Fines (PK)	-11,400	0	-11,400	-23,258.29		11,858.29	204.0%
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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
1001300 4615 Traffic Fines (TR)	-277,400	0	-277,400	-320,784.44		43,384.44	115.6%
1001300 4625 PD Ordinance Fines	-1,250	0	-1,250	-3,611.98		2,361.98	289.0%
1001300 4635 Marijuana Fines/Fees (ML)	-2,250	0	-2,250	-3,223.96		973.96	143.3%
1001300 4640 Minor in Poss Fines/Fees (MP)	-4,750	0	-4,750	-1,305.79		-3,444.21	27.5%
1001315 4620 Cornelius Court Revenue	-148,750	0	-148,750	-135,126.67		-13,623.33	90.8%
TOTAL Fines & Forfeitures	-445,800	0	-445,800	-487,311.13		41,511.13	%
47 Miscellaneous							
1001300 4700 Interest	0	0	0	-5,219.98		5,219.98	.0%
1001315 4700 Interest	0	0	0	-1,465.39		1,465.39	.0%
TOTAL Miscellaneous	0	0	0	-6,685.37		6,685.37	.0%
48 Reimb & Transfers							
1001300 4800 Reimbursements	-1,800	0	-1,800	-3,530.92		1,730.92	196.2%
1001315 4800 Reimbursements	0	0	0	-880.75		880.75	.0%
TOTAL Reimb & Transfers	-1,800	0	-1,800	-4,411.67		2,611.67	%
50 Personnel Services							
1001300 5000 Regular Employee Wages	120,747	0	120,747	121,774.69		-1,027.69	100.9%
1001300 5100 Part-Time Employee Wages	19,074	0	19,074	.00		19,074.00	.0%
1001300 5150 Intermittent Employee Wages	0	0	0	8,993.20		-8,993.20	.0%
1001300 5500 Health & Dental Benefits	43,351	0	43,351	40,955.09		2,395.91	94.5%
1001300 5550 Health Reimb Arrangement	1,363	0	1,363	1,901.62		-538.62	139.5%
1001300 5600 Retirement (Defined Ben Plan)	32,066	0	32,066	32,121.84		-55.84	100.2%
1001300 5650 Defined Contribution Plan	6,178	0	6,178	6,080.23		97.77	98.4%
1001300 5700 FICA/Medicare	10,696	0	10,696	9,638.70		1,057.30	90.1%
1001300 5750 Workers Comp	111	0	111	111.00		.00	100.0%
1001300 5800 Other Benefits	1,599	0	1,599	863.00		736.00	54.0%
1001300 5850 Other Payroll Taxes	1,105	0	1,105	1,039.42		65.58	94.1%
TOTAL Personnel Services	236,290	0	236,290	223,478.79		12,811.21	%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
60 Materials & Services							
1001300 6000 Operating Supplies	1,000	0	1,000	489.15		510.85	48.9%
1001300 6005 Organization Business Expense	200	0	200	39.56		160.44	19.8%
1001300 6040 Computer Software Maintenance	7,935	0	7,935	8,001.35		-66.35	100.8%
1001300 6050 Small Equipment	200	0	200	225.99		-25.99	113.0%
1001300 6105 Printing	400	0	400	294.61		105.39	73.7%
1001300 6110 Postage	1,630	0	1,630	1,939.58		-309.58	119.0%
1001300 6115 Telecommunications	250	0	250	150.67		99.33	60.3%
1001300 6125 Public Information	100	0	100	.00		100.00	.0%
1001300 6130 Publications	500	0	500	35.00		465.00	7.0%
1001300 6135 Memberships	250	0	250	275.00		-25.00	110.0%
1001300 6145 Assessment - County	26,320	0	26,320	20,072.41		6,247.59	76.3%
1001300 6200 Intergovernmental Services	38,523	0	38,523	2,036.50		36,486.50	5.3%
1001300 6225 Assessment - State	85,830	0	85,830	67,703.34		18,126.66	78.9%
1001300 6230 Insurance & Bonds	811	0	811	811.00		.00	100.0%
1001300 6280 Training/Conferences	2,600	0	2,600	1,562.27		1,037.73	60.1%
1001300 6305 Professional Services	5,080	0	5,080	5,609.49		-529.49	110.4%
1001300 6330 Bank Service Fees	1,935	0	1,935	1,855.49		79.51	95.9%
1001300 6365 Information System Fund Chgs	4,310	0	4,310	4,310.00		.00	100.0%
1001300 6385 Building/Facility Rental	784	0	784	784.00		.00	100.0%
1001315 6145 Assessment - County	0	0	0	9,087.00		-9,087.00	.0%
1001315 6200 Intergovernmental Services	0	0	0	34,047.09		-34,047.09	.0%
1001315 6225 Assessment - State	0	0	0	30,023.96		-30,023.96	.0%
TOTAL Materials & Services	178,658	0	178,658	189,353.46		-10,695.46	%
TOTAL Municipal Court	-32,652	0	-32,652	-85,575.92		52,923.92	%
<hr/>							
14 Library							
<hr/>							
41 Intergovernmental							
1001400 4140 W.C.C.L.S.	-850,928	0	-850,928	-862,021.00		11,093.00	101.3%
TOTAL Intergovernmental	-850,928	0	-850,928	-862,021.00		11,093.00	%
<hr/>							
42 Grants							
1001400 4242 Public Library Support Grant	-3,600	0	-3,600	-3,866.00		266.00	107.4%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Grants	-3,600	0	-3,600	-3,866.00		266.00	%
<u>44 Charges for Services</u>							
1001400 4410 WCCLS Collection Agency Charg	-750	0	-750	-529.18		-220.82	70.6%
1001400 4412 Library Charges	-5,500	0	-5,500	-3,708.95		-1,791.05	67.4%
1001400 4414 Print Fees	-4,000	0	-4,000	-3,370.53		-629.47	84.3%
1001400 4415 Copy Service	-2,363	0	-2,363	-2,151.30		-211.70	91.0%
1001400 4470 Rental Income	-1,500	0	-1,500	-1,595.27		95.27	106.4%
TOTAL Charges for Services	-14,113	0	-14,113	-11,355.23		-2,757.77	%
<u>45 License Permit Fees</u>							
1001400 4510 Misc-Licenses-Permits & Fees	0	0	0	-570.00		570.00	.0%
TOTAL License Permit Fees	0	0	0	-570.00		570.00	.0%
<u>46 Fines &amp; Forfeitures</u>							
1001400 4645 Library Late Fines	-18,000	0	-18,000	-14,501.04		-3,498.96	80.6%
TOTAL Fines & Forfeitures	-18,000	0	-18,000	-14,501.04		-3,498.96	%
<u>47 Miscellaneous</u>							
1001400 4742 Unrestricted Donations	-50	0	-50	-269.85		219.85	539.7%
1001400 4746 Restricted Library Memorials	-250	0	-250	.00		-250.00	.0%
TOTAL Miscellaneous	-300	0	-300	-269.85		-30.15	%
<u>50 Personnel Services</u>							
1001400 5000 Regular Employee Wages	461,896	0	461,896	506,999.45		-45,103.45	109.8%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
1001400 5100 Part-Time Employee Wages	262,797	0	262,797	223,415.30		39,381.70	85.0%
1001400 5150 Intermittent Employee Wages	0	0	0	4,399.26		-4,399.26	.0%
1001400 5200 Temporary Employee Wages	5,000	0	5,000	.00		5,000.00	.0%
1001400 5500 Health & Dental Benefits	138,534	0	138,534	110,097.00		28,437.00	79.5%
1001400 5550 Health Reimb Arrangement	10,327	0	10,327	10,093.37		233.63	97.7%
1001400 5600 Retirement (Defined Ben Plan)	112,521	0	112,521	112,724.02		-203.02	100.2%
1001400 5650 Defined Contribution Plan	55,102	0	55,102	47,993.76		7,108.24	87.1%
1001400 5700 FICA/Medicare	56,394	0	56,394	54,757.16		1,636.84	97.1%
1001400 5750 Workers Comp	584	0	584	584.00		.00	100.0%
1001400 5800 Other Benefits	7,146	0	7,146	3,802.34		3,343.66	53.2%
1001400 5850 Other Payroll Taxes	5,803	0	5,803	5,881.19		-78.19	101.3%
TOTAL Personnel Services	1,116,104	0	1,116,104	1,080,746.85		35,357.15	%
60 Materials & Services							
1001400 6000 Operating Supplies	5,500	0	5,500	4,599.10		900.90	83.6%
1001400 6005 Organization Business Expense	400	0	400	354.77		45.23	88.7%
1001400 6015 Library Materials	88,950	0	88,950	89,196.89		-246.89	100.3%
1001400 6020 Utilities	2,405	0	2,405	3,546.15		-1,141.15	147.4%
1001400 6110 Postage	820	0	820	788.06		31.94	96.1%
1001400 6115 Telecommunications	1,500	0	1,500	1,525.91		-25.91	101.7%
1001400 6125 Public Information	1,000	0	1,000	960.27		39.73	96.0%
1001400 6135 Memberships	400	0	400	647.00		-247.00	161.8%
1001400 6200 Intergovernmental Services	2,300	0	2,300	1,292.60		1,007.40	56.2%
1001400 6230 Insurance & Bonds	9,762	0	9,762	9,762.00		.00	100.0%
1001400 6280 Training/Conferences	3,000	0	3,000	801.61		2,198.39	26.7%
1001400 6315 Contracts for Services	4,250	0	4,250	4,187.54		62.46	98.5%
1001400 6330 Bank Service Fees	750	0	750	783.47		-33.47	104.5%
1001400 6335 Equipment Maint & Oper Supplie	1,800	0	1,800	2,199.62		-399.62	122.2%
1001400 6360 Equipment Fund Charges	654	0	654	654.00		.00	100.0%
1001400 6365 Information System Fund Chgs	25,570	0	25,570	25,570.00		.00	100.0%
1001400 6390 Facility Maintenance Supplies	4,000	0	4,000	4,728.19		-728.19	118.2%
1001400 6395 Facility Mnt/Repairs	6,800	0	6,800	6,626.85		173.15	97.5%
TOTAL Materials & Services	159,861	0	159,861	158,224.03		1,636.97	%
70 Capital Outlay							
1001400 7000 Office Equipment & Furniture	14,073	0	14,073	3,537.95		10,535.05	25.1%

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TOTAL Capital Outlay	14,073	0	14,073	3,537.95		10,535.05	%
TOTAL Library	403,097	0	403,097	349,925.71		53,171.29	%
<hr/> 15 Aquatics <hr/>							
<hr/> 44 Charges for Services <hr/>							
1001500 4400 Swimming Pool	-349,000	0	-349,000	-341,059.50		-7,940.50	97.7%
1001500 4404 Lockers/Vending Machines	-13,000	0	-13,000	-11,044.67		-1,955.33	85.0%
TOTAL Charges for Services	-362,000	0	-362,000	-352,104.17		-9,895.83	%
<hr/> 50 Personnel Services <hr/>							
1001500 5000 Regular Employee Wages	152,400	0	152,400	150,663.75		1,736.25	98.9%
1001500 5100 Part-Time Employee Wages	238,563	0	238,563	55,319.55		183,243.45	23.2%
1001500 5150 Intermittent Employee Wages	0	0	0	168,337.40		-168,337.40	.0%
1001500 5500 Health & Dental Benefits	47,396	0	47,396	49,499.59		-2,103.59	104.4%
1001500 5550 Health Reimb Arrangement	4,180	0	4,180	3,177.97		1,002.03	76.0%
1001500 5600 Retirement (Defined Ben Plan)	70,225	0	70,225	70,350.70		-125.70	100.2%
1001500 5650 Defined Contribution Plan	6,913	0	6,913	5,840.76		1,072.24	84.5%
1001500 5700 FICA/Medicare	29,909	0	29,909	28,090.76		1,818.24	93.9%
1001500 5750 Workers Comp	5,897	0	5,897	5,897.00		.00	100.0%
1001500 5800 Other Benefits	4,412	0	4,412	1,495.61		2,916.39	33.9%
1001500 5850 Other Payroll Taxes	3,217	0	3,217	3,066.64		150.36	95.3%
TOTAL Personnel Services	563,112	0	563,112	541,739.73		21,372.27	%
<hr/> 60 Materials & Services <hr/>							
1001500 6000 Operating Supplies	30,700	0	30,700	24,256.80		6,443.20	79.0%
1001500 6005 Organization Business Expense	400	0	400	140.43		259.57	35.1%
1001500 6010 Personnel Uniforms & Equipmen	500	0	500	563.75		-63.75	112.8%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
1001500 6020 Utilities	59,300	0	59,300	55,673.56		3,626.44	93.9%
1001500 6050 Small Equipment	4,400	0	4,400	5,339.97		-939.97	121.4%
1001500 6105 Printing	3,075	0	3,075	3,037.47		37.53	98.8%
1001500 6110 Postage	500	0	500	331.26		168.74	66.3%
1001500 6115 Telecommunications	600	0	600	947.40		-347.40	157.9%
1001500 6125 Public Information	3,150	0	3,150	2,140.10		1,009.90	67.9%
1001500 6135 Memberships	500	0	500	.00		500.00	.0%
1001500 6200 Intergovernmental Services	1,650	0	1,650	1,427.00		223.00	86.5%
1001500 6230 Insurance & Bonds	7,383	0	7,383	7,383.00		.00	100.0%
1001500 6280 Training/Conferences	2,100	0	2,100	1,101.06		998.94	52.4%
1001500 6305 Professional Services	1,000	0	1,000	50.00		950.00	5.0%
1001500 6330 Bank Service Fees	4,800	0	4,800	5,888.40		-1,088.40	122.7%
1001500 6335 Equipment Maint & Oper Supplie	1,500	0	1,500	823.27		676.73	54.9%
1001500 6360 Equipment Fund Charges	654	0	654	654.00		.00	100.0%
1001500 6365 Information System Fund Chgs	7,263	0	7,263	7,263.00		.00	100.0%
1001500 6390 Facility Maintenance Supplies	13,000	0	13,000	7,005.98		5,994.02	53.9%
1001500 6395 Facility Mnt/Repairs	21,000	0	21,000	25,372.98		-4,372.98	120.8%
TOTAL Materials & Services	163,475	0	163,475	149,399.43		14,075.57	%
TOTAL Aquatics	364,587	0	364,587	339,034.99		25,552.01	%
16 Park & Recreation							
44 Charges for Services							
1001600 4402 Recreation User Fees	-45,000	0	-45,000	-31,712.73		-13,287.27	70.5%
1001600 4417 General Fund Admin Serv (6370)	-96,066	0	-96,066	-96,066.00		.00	100.0%
TOTAL Charges for Services	-141,066	0	-141,066	-127,778.73		-13,287.27	%
45 License Permit Fees							
1001600 4510 Misc-Licenses-Permits & Fees	-100	0	-100	-1,073.50		973.50	%
TOTAL License Permit Fees	-100	0	-100	-1,073.50		973.50	%
47 Miscellaneous							
1001600 4742 Unrestricted Donations	-100	0	-100	-4,734.25		4,634.25	%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Miscellaneous	-100	0	-100	-4,734.25		4,634.25	%
<u>50 Personnel Services</u>							
1001600 5000 Regular Employee Wages	326,719	5,000	331,719	333,970.30		-2,251.30	100.7%
1001600 5100 Part-Time Employee Wages	21,278	0	21,278	21,144.81		133.19	99.4%
1001600 5300 Overtime	0	0	0	17.87		-17.87	.0%
1001600 5500 Health & Dental Benefits	106,717	0	106,717	111,508.34		-4,791.34	104.5%
1001600 5550 Health Reimb Arrangement	4,529	0	4,529	5,114.52		-585.52	112.9%
1001600 5600 Retirement (Defined Ben Plan)	54,000	0	54,000	54,116.16		-116.16	100.2%
1001600 5650 Defined Contribution Plan	26,766	0	26,766	25,864.20		901.80	96.6%
1001600 5700 FICA/Medicare	26,621	0	26,621	26,707.08		-86.08	100.3%
1001600 5750 Workers Comp	7,097	0	7,097	7,137.01		-40.01	100.6%
1001600 5800 Other Benefits	3,513	0	3,513	2,674.84		838.16	76.1%
1001600 5850 Other Payroll Taxes	2,781	0	2,781	2,847.19		-66.19	102.4%
TOTAL Personnel Services	580,021	5,000	585,021	591,102.32		-6,081.32	%
<u>60 Materials &amp; Services</u>							
1001600 6000 Operating Supplies	3,000	0	3,000	2,595.65		404.35	86.5%
1001600 6005 Organization Business Expense	100	0	100	111.42		-11.42	111.4%
1001600 6010 Personnel Uniforms & Equipmen	2,250	0	2,250	3,162.27		-912.27	140.5%
1001600 6020 Utilities	12,200	0	12,200	14,878.64		-2,678.64	122.0%
1001600 6050 Small Equipment	12,000	0	12,000	6,478.19		5,521.81	54.0%
1001600 6105 Printing	200	0	200	.00		200.00	.0%
1001600 6110 Postage	150	0	150	38.07		111.93	25.4%
1001600 6115 Telecommunications	1,500	0	1,500	1,364.18		135.82	90.9%
1001600 6125 Public Information	200	0	200	224.00		-24.00	112.0%
1001600 6135 Memberships	1,650	0	1,650	1,225.00		425.00	74.2%
1001600 6200 Intergovernmental Services	250	0	250	.00		250.00	.0%
1001600 6230 Insurance & Bonds	5,617	0	5,617	5,617.00		.00	100.0%
1001600 6280 Training/Conferences	4,400	0	4,400	3,584.24		815.76	81.5%
1001600 6305 Professional Services	5,000	0	5,000	13,594.75		-8,594.75	271.9%
1001600 6320 Misc Medical Services	100	0	100	120.22		-20.22	120.2%
1001600 6335 Equipment Maint & Oper Supplie	3,000	0	3,000	2,564.36		435.64	85.5%
1001600 6345 Vehicle Maint & Oper Supplies	0	0	0	330.65		-330.65	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1001600 6355 Fuel/Oil	600	0	600	522.60		77.40	87.1%
1001600 6360 Equipment Fund Charges	73,714	0	73,714	73,714.00		.00	100.0%
1001600 6365 Information System Fund Chgs	1,739	0	1,739	1,739.00		.00	100.0%
1001600 6380 Rents & Leases	1,000	0	1,000	119.77		880.23	12.0%
1001600 6390 Facility Maintenance Supplies	22,100	0	22,100	16,378.88		5,721.12	74.1%
1001600 6395 Facility Mnt/Repairs	16,000	0	16,000	8,353.02		7,646.98	52.2%
TOTAL Materials & Services	166,770	0	166,770	156,715.91		10,054.09	%
TOTAL Park & Recreation	605,525	5,000	610,525	614,231.75		-3,706.75	%
<hr/>							
18 Non-Departmental							
<hr/>							
40 Taxes							
<hr/>							
1001800 4000 Property Taxes	-6,171,012	0	-6,171,012	-6,282,550.66		111,538.66	101.8%
1001800 4010 Local Option Levy	-2,517,195	0	-2,517,195	-2,569,877.63		52,682.63	102.1%
1001800 4020 Property Tax Prior Years	-120,000	0	-120,000	-311,393.73		191,393.73	259.5%
1001800 4050 City Marijuana Tax	0	0	0	-122,130.81		122,130.81	.0%
1001800 4060 Franchise Tax	-671,048	0	-671,048	-648,434.35		-22,613.65	96.6%
TOTAL Taxes	-9,479,255	0	-9,479,255	-9,934,387.18		455,132.18	%
<hr/>							
41 Intergovernmental							
<hr/>							
1001800 4120 State Revenue Sharing	-289,913	0	-289,913	-258,121.34		-31,791.66	89.0%
1001800 4165 Metro Construction Excise Tax	-2,000	0	-2,000	-3,589.40		1,589.40	179.5%
1001800 4184 Transient Room Tax	-113,000	0	-113,000	-114,047.26		1,047.26	100.9%
1001800 4186 SD15 Construction Excise Tax	-12,500	0	-12,500	-10,974.72		-1,525.28	87.8%
1001800 4190 State Marijuana Tax	-59,123	0	-59,123	-80,796.17		21,673.17	136.7%
TOTAL Intergovernmental	-476,536	0	-476,536	-467,528.89		-9,007.11	%
<hr/>							
47 Miscellaneous							
<hr/>							
1001800 4700 Interest	-225,000	0	-225,000	-275,694.30		50,694.30	122.5%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1001800 4730 Enterprise Zone Fees	0	0	0	-400.00		400.00	.0%
TOTAL Miscellaneous	-225,000	0	-225,000	-276,094.30		51,094.30	%
<u>48 Reimb &amp; Transfers</u>							
1001800 4850 In-Lieu of Tax	-1,359,703	0	-1,359,703	-1,359,703.00		.00	100.0%
1001800 4855 Transfer from Other Funds	-3,504	0	-3,504	-3,253.63		-250.37	92.9%
TOTAL Reimb & Transfers	-1,363,207	0	-1,363,207	-1,362,956.63		-250.37	%
<u>49 Fund Balance</u>							
1001800 4900 Fund Bal Avail. for Approp.	-7,567,914	0	-7,567,914	-7,673,758.62		105,844.62	101.4%
TOTAL Fund Balance	-7,567,914	0	-7,567,914	-7,673,758.62		105,844.62	%
<u>82 Transfers</u>							
1001800 8250 Transfer to Other Funds	1,250,000	0	1,250,000	1,250,000.00		.00	100.0%
TOTAL Transfers	1,250,000	0	1,250,000	1,250,000.00		.00	%
<u>83 Contingency</u>							
1001800 8300 Contingency	1,000,000	-5,000	995,000	.00		995,000.00	.0%
TOTAL Contingency	1,000,000	-5,000	995,000	.00		995,000.00	%
<u>84 Unapprop Fund Bal</u>							
1001800 8450 Unapp Fund Balance	4,981,199	0	4,981,199	.00		4,981,199.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Unapprop Fund Bal	4,981,199	0	4,981,199	.00		4,981,199.00	%
TOTAL Non-Departmental	-11,880,713	-5,000	-11,885,713	-18,464,725.62		6,579,012.62	%
<hr/> 21 Police <hr/>							
41 Intergovernmental <hr/>							
1002100 4105 Alcoholic Beverages	-432,705	0	-432,705	-419,151.46		-13,553.54	96.9%
TOTAL Intergovernmental	-432,705	0	-432,705	-419,151.46		-13,553.54	%
<hr/> 42 Grants <hr/>							
1002100 4204 Bulletproof Vest Grant	-2,500	0	-2,500	-3,000.77		500.77	120.0%
1002100 4208 DEC/DUII Police Grant	-3,000	0	-3,000	-1,420.96		-1,579.04	47.4%
TOTAL Grants	-5,500	0	-5,500	-4,421.73		-1,078.27	%
<hr/> 44 Charges for Services <hr/>							
1002100 4415 Copy Service	-2,295	0	-2,295	-5,030.70		2,735.70	219.2%
TOTAL Charges for Services	-2,295	0	-2,295	-5,030.70		2,735.70	%
<hr/> 45 License Permit Fees <hr/>							
1002100 4500 Liquor Licenses	-3,000	0	-3,000	-3,322.90		322.90	110.8%
1002100 4501 Police Permits	-190	0	-190	-2,149.72		1,959.72	%
1002100 4510 Misc-Licenses-Permits & Fees	0	0	0	-1,475.10		1,475.10	.0%
1002100 4554 Impound Fees	0	0	0	-1,276.95		1,276.95	.0%
TOTAL License Permit Fees	-3,190	0	-3,190	-8,224.67		5,034.67	%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
46 Fines & Forfeitures							
1002100 4600 State Court Fines	-27,500	0	-27,500	-34,066.39		6,566.39	123.9%
1002100 4610 Immobilization Fees	0	0	0	-516.00		516.00	.0%
TOTAL Fines & Forfeitures	-27,500	0	-27,500	-34,582.39		7,082.39	%
<hr/>							
47 Miscellaneous							
1002100 4744 Donations	-50	0	-50	-7,336.98		7,286.98	%
1002100 4760 Miscellaneous Revenue	-1,400	0	-1,400	-5,991.78		4,591.78	428.0%
TOTAL Miscellaneous	-1,450	0	-1,450	-13,328.76		11,878.76	%
<hr/>							
48 Reimb & Transfers							
1002100 4800 Reimbursements	-1,100	0	-1,100	-816.00		-284.00	74.2%
1002100 4815 SRO Reimbursement	-78,866	0	-78,866	-78,866.00		.00	100.0%
1002100 4820 Overtime Reimbursement	0	0	0	-8,606.86		8,606.86	.0%
TOTAL Reimb & Transfers	-79,966	0	-79,966	-88,288.86		8,322.86	%
<hr/>							
50 Personnel Services							
1002100 5000 Regular Employee Wages	3,014,838	0	3,014,838	2,715,201.06		299,636.94	90.1%
1002100 5100 Part-Time Employee Wages	26,888	0	26,888	28,041.98		-1,153.98	104.3%
1002100 5150 Intermittent Employee Wages	0	0	0	337.11		-337.11	.0%
1002100 5300 Overtime	156,000	0	156,000	187,801.04		-31,801.04	120.4%
1002100 5500 Health & Dental Benefits	636,074	0	636,074	597,475.98		38,598.02	93.9%
1002100 5550 Health Reimb Arrangement	30,091	0	30,091	64,686.80		-34,595.80	215.0%
1002100 5600 Retirement (Defined Ben Plan)	937,904	0	937,904	937,643.27		260.73	100.0%
1002100 5650 Defined Contribution Plan	29,446	0	29,446	29,455.59		-9.59	100.0%
1002100 5660 PERS	160,443	0	160,443	132,764.31		27,678.69	82.7%
1002100 5700 FICA/Medicare	244,626	0	244,626	220,637.93		23,988.07	90.2%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1002100 5750 Workers Comp	50,237	0	50,237	50,388.20		-151.20	100.3%
1002100 5800 Other Benefits	36,450	0	36,450	20,554.70		15,895.30	56.4%
1002100 5850 Other Payroll Taxes	25,038	0	25,038	23,122.24		1,915.76	92.3%
TOTAL Personnel Services	5,348,035	0	5,348,035	5,008,110.21		339,924.79	%
<u>60 Materials &amp; Services</u>							
1002100 6000 Operating Supplies	54,365	0	54,365	23,055.32		31,309.68	42.4%
1002100 6005 Organization Business Expense	5,300	0	5,300	5,753.26		-453.26	108.6%
1002100 6010 Personnel Uniforms & Equipmen	23,660	0	23,660	21,668.41		1,991.59	91.6%
1002100 6020 Utilities	3,000	0	3,000	4,555.54		-1,555.54	151.9%
1002100 6035 Computer Software	3,262	0	3,262	15,205.00		-11,943.00	466.1%
1002100 6040 Computer Software Maintenance	0	0	0	1,832.41		-1,832.41	.0%
1002100 6050 Small Equipment	3,550	0	3,550	6,591.55		-3,041.55	185.7%
1002100 6055 Reserve Officer Expenses	9,000	0	9,000	970.16		8,029.84	10.8%
1002100 6080 Miscellaneous Expenditures	0	0	0	611.63		-611.63	.0%
1002100 6085 Hands and Words Project	800	0	800	.00		800.00	.0%
1002100 6086 NNO Dontation Expenses	0	0	0	516.00		-516.00	.0%
1002100 6105 Printing	4,150	0	4,150	2,795.86		1,354.14	67.4%
1002100 6110 Postage	2,000	0	2,000	1,595.82		404.18	79.8%
1002100 6115 Telecommunications	34,407	0	34,407	30,736.65		3,670.35	89.3%
1002100 6120 Volunteer Reimburseable Exp	300	0	300	.00		300.00	.0%
1002100 6125 Public Information	5,575	0	5,575	4,265.06		1,309.94	76.5%
1002100 6130 Publications	2,850	0	2,850	919.00		1,931.00	32.2%
1002100 6135 Memberships	1,650	0	1,650	1,637.50		12.50	99.2%
1002100 6200 Intergovernmental Services	27,160	0	27,160	13,725.90		13,434.10	50.5%
1002100 6205 WCCCA	315,810	0	315,810	316,479.94		-669.94	100.2%
1002100 6230 Insurance & Bonds	78,651	0	78,651	78,651.00		.00	100.0%
1002100 6280 Training/Conferences	34,100	0	34,100	19,009.73		15,090.27	55.7%
1002100 6300 Code Enforcement Expenditures	4,500	0	4,500	1,425.00		3,075.00	31.7%
1002100 6305 Professional Services	40,930	0	40,930	35,085.92		5,844.08	85.7%
1002100 6320 Misc Medical Services	4,500	0	4,500	4,268.62		231.38	94.9%
1002100 6335 Equipment Maint & Oper Supplie	2,850	0	2,850	6,757.93		-8,907.93	412.6%
1002100 6345 Vehicle Maint & Oper Supplies	2,000	0	2,000	555.21		1,444.79	27.8%
1002100 6350 Vehicle Maint External	700	0	700	121.50		578.50	17.4%
1002100 6355 Fuel/Oil	100	0	100	161.53		-61.53	161.5%
1002100 6360 Equipment Fund Charges	206,134	0	206,134	206,134.00		.00	100.0%
1002100 6365 Information System Fund Chgs	49,552	0	49,552	49,552.00		.00	100.0%
1002100 6380 Rents & Leases	6,060	0	6,060	446.60		5,613.40	7.4%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1002100 6390 Facility Maintenance Supplies	1,600	0	1,600	2,320.42		-720.42	145.0%
1002100 6395 Facility Mnt/Repairs	4,620	0	4,620	17,984.15		-13,364.15	389.3%
TOTAL Materials & Services	933,136	0	933,136	875,388.62		52,747.38	%
<hr/>							
70 Capital Outlay							
1002100 7035 Major Tools & Work Equipment	25,000	0	25,000	7,709.42		17,290.58	30.8%
TOTAL Capital Outlay	25,000	0	25,000	7,709.42		17,290.58	%
TOTAL Police	5,753,565	0	5,753,565	5,318,179.68		430,385.32	%
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22 Fire							
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41 Intergovernmental							
1002200 4115 Cigarette	-28,502	0	-28,502	-27,298.94		-1,203.06	95.8%
1002200 4160 Rural Fire District	-595,108	0	-595,108	-268,391.00		-326,717.00	45.1%
1002200 4170 St Fire Conflagration Reimb	0	-508,616	-508,616	-167,740.16		-340,875.84	33.0%
TOTAL Intergovernmental	-623,610	-508,616	-1,132,226	-463,430.10		-668,795.90	%
<hr/>							
44 Charges for Services							
1002200 4415 Copy Service	-135	0	-135	-79.30		-55.70	58.7%
1002200 4495 Transport Revenue	-1,000	0	-1,000	-7,054.08		6,054.08	705.4%
1002200 4496 CPR Training Revenue	-8,500	0	-8,500	-11,622.00		3,122.00	136.7%
TOTAL Charges for Services	-9,635	0	-9,635	-18,755.38		9,120.38	%
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45 License Permit Fees							
1002200 4510 Misc-Licenses-Permits & Fees	0	0	0	-10.00		10.00	.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL License Permit Fees	0	0	0	-10.00		10.00	.0%
<u>48 Reimb &amp; Transfers</u>							
1002200 4800 Reimbursements	0	0	0	-7,513.66		7,513.66	.0%
1002200 4805 Fire Chief Reimbursement	-97,765	0	-97,765	-99,237.27		1,472.27	101.5%
1002200 4825 Fire Dept Reimbursement	-2,000	0	-2,000	-337.74		-1,662.26	16.9%
1002200 4855 Transfer from Other Funds	-51,000	0	-51,000	-51,000.00		.00	100.0%
TOTAL Reimb & Transfers	-150,765	0	-150,765	-158,088.67		7,323.67	%
<u>50 Personnel Services</u>							
1002200 5000 Regular Employee Wages	2,017,732	72,404	2,090,136	2,023,378.62		66,757.38	96.8%
1002200 5100 Part-Time Employee Wages	22,818	0	22,818	22,393.50		424.50	98.1%
1002200 5200 Temporary Employee Wages	20,000	0	20,000	4,493.56		15,506.44	22.5%
1002200 5250 Volunteer Firefighter Stipend	72,880	0	72,880	66,330.18		6,549.82	91.0%
1002200 5300 Overtime	110,000	398,998	508,998	204,704.31		304,293.69	40.2%
1002200 5400 Unemployment Compensation	0	0	0	13.77		-13.77	.0%
1002200 5500 Health & Dental Benefits	471,867	0	471,867	417,464.73		54,402.27	88.5%
1002200 5550 Health Reimb Arrangement	23,090	0	23,090	52,703.31		-29,613.31	228.3%
1002200 5600 Retirement (Defined Ben Plan)	764,096	0	764,096	765,387.81		-1,291.81	100.2%
1002200 5650 Defined Contribution Plan	9,456	0	9,456	9,497.00		-41.00	100.4%
1002200 5660 PERS	84,167	0	84,167	87,574.37		-3,407.37	104.0%
1002200 5700 FICA/Medicare	171,555	0	171,555	174,159.84		-2,604.84	101.5%
1002200 5750 Workers Comp	51,722	0	51,722	51,722.00		.00	100.0%
1002200 5800 Other Benefits	25,179	0	25,179	15,787.52		9,391.48	62.7%
1002200 5850 Other Payroll Taxes	17,477	0	17,477	18,355.25		-878.25	105.0%
1002200 5900 Volunteer Fringe Benefits	4,000	0	4,000	4,297.15		-297.15	107.4%
TOTAL Personnel Services	3,866,039	471,402	4,337,441	3,918,262.92		419,178.08	%
<u>60 Materials &amp; Services</u>							
1002200 6000 Operating Supplies	25,000	0	25,000	30,320.61		-5,320.61	121.3%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
1002200 6005 Organization Business Expense	5,500	0	5,500	6,911.13		-1,411.13	125.7%
1002200 6010 Personnel Uniforms & Equipmen	15,000	0	15,000	15,480.86		-480.86	103.2%
1002200 6020 Utilities	32,645	0	32,645	22,648.05		9,996.95	69.4%
1002200 6035 Computer Software	6,500	0	6,500	349.00		6,151.00	5.4%
1002200 6050 Small Equipment	10,000	0	10,000	12,506.42		-2,743.67	127.4%
1002200 6060 Tools- 50/50	87,350	0	87,350	55,314.56		32,035.44	63.3%
1002200 6100 Emergency Operations Center	3,500	0	3,500	1,047.09		2,452.91	29.9%
1002200 6105 Printing	500	0	500	.00		500.00	.0%
1002200 6110 Postage	700	0	700	376.82		323.18	53.8%
1002200 6115 Telecommunications	7,900	0	7,900	10,442.51		-2,542.51	132.2%
1002200 6125 Public Information	1,800	0	1,800	4,740.43		-2,940.43	263.4%
1002200 6130 Publications	1,600	0	1,600	967.00		633.00	60.4%
1002200 6135 Memberships	1,889	0	1,889	2,514.25		-625.25	133.1%
1002200 6200 Intergovernmental Services	1,000	0	1,000	80.00		920.00	8.0%
1002200 6205 WCCCA	174,335	0	174,335	176,733.99		-2,398.99	101.4%
1002200 6230 Insurance & Bonds	44,299	0	44,299	44,299.00		.00	100.0%
1002200 6280 Training/Conferences	30,000	0	30,000	23,048.64		6,951.36	76.8%
1002200 6295 Attorney Services	0	0	0	4,539.76		-4,539.76	.0%
1002200 6305 Professional Services	34,000	0	34,000	28,370.59		5,629.41	83.4%
1002200 6320 Misc Medical Services	30,500	0	30,500	13,435.74		17,064.26	44.1%
1002200 6335 Equipment Maint & Oper Supplie	8,000	0	8,000	13,919.50		-5,919.50	174.0%
1002200 6345 Vehicle Maint & Oper Supplies	63,000	37,214	100,214	86,645.09		13,488.91	86.5%
1002200 6355 Fuel/Oil	32,000	0	32,000	24,788.72		7,211.28	77.5%
1002200 6360 Equipment Fund Charges	3,631	0	3,631	3,631.00		.00	100.0%
1002200 6365 Information System Fund Chgs	21,659	0	21,659	21,659.00		.00	100.0%
1002200 6375 Custodial	1,500	0	1,500	.00		1,500.00	.0%
1002200 6390 Facility Maintenance Supplies	3,605	0	3,605	5,043.28		-1,438.28	139.9%
1002200 6395 Facility Mnt/Repairs	23,950	0	23,950	15,099.74		8,850.26	63.0%
TOTAL Materials & Services	671,363	37,214	708,577	624,912.78		83,346.97	%
TOTAL Fire	3,753,392	0	3,753,392	3,902,891.55		-149,816.80	%
31 Planning							
41 Intergovernmental							
1003100 4175 Pymt FG Urban Renewal Agency	-5,000	0	-5,000	-5,000.00		.00	100.0%
TOTAL Intergovernmental	-5,000	0	-5,000	-5,000.00		.00	%

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42 Grants							
1003100 4240 SHPO Grant	-10,000	0	-10,000	-10,000.00		.00	100.0%
1003100 4280 Grant Match - Other Agencies	0	0	0	500.00		-500.00	.0%
TOTAL Grants	-10,000	0	-10,000	-9,500.00		-500.00	%
<hr/>							
44 Charges for Services							
1003100 4411 Code Enforcement Revenue	0	0	0	-994.05		994.05	.0%
1003100 4415 Copy Service	-144	0	-144	-140.30		-3.70	97.4%
1003100 4417 General Fund Admin Serv (6370)	-81,711	0	-81,711	-81,711.00		.00	100.0%
TOTAL Charges for Services	-81,855	0	-81,855	-82,845.35		990.35	%
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45 License Permit Fees							
1003100 4503 Metro Business License	-18,000	0	-18,000	-36,305.25		18,305.25	201.7%
1003100 4541 Planning Fees	-55,000	0	-55,000	-87,043.46		32,043.46	158.3%
TOTAL License Permit Fees	-73,000	0	-73,000	-123,348.71		50,348.71	%
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50 Personnel Services							
1003100 5000 Regular Employee Wages	232,348	0	232,348	238,290.03		-5,942.03	102.6%
1003100 5200 Temporary Employee Wages	11,340	0	11,340	.00		11,340.00	.0%
1003100 5500 Health & Dental Benefits	43,628	0	43,628	37,888.44		5,739.56	86.8%
1003100 5550 Health Reimb Arrangement	2,171	0	2,171	3,072.03		-901.03	141.5%
1003100 5600 Retirement (Defined Ben Plan)	79,239	0	79,239	79,367.82		-128.82	100.2%
1003100 5650 Defined Contribution Plan	7,632	0	7,632	8,291.11		-659.11	108.6%
1003100 5700 FICA/Medicare	18,642	0	18,642	17,909.09		732.91	96.1%
1003100 5750 Workers Comp	203	0	203	203.00		.00	100.0%
1003100 5800 Other Benefits	2,529	0	2,529	1,626.15		902.85	64.3%
1003100 5850 Other Payroll Taxes	1,933	0	1,933	1,875.51		57.49	97.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Personnel Services	399,665	0	399,665	388,523.18		11,141.82	%
<u>60 Materials &amp; Services</u>							
1003100 6000 Operating Supplies	2,112	0	2,112	960.27		1,151.73	45.5%
1003100 6005 Organization Business Expense	2,550	0	2,550	1,345.04		1,204.96	52.7%
1003100 6035 Computer Software	1,500	0	1,500	.00		1,500.00	.0%
1003100 6040 Computer Software Maintenance	2,500	0	2,500	.00		2,500.00	.0%
1003100 6080 Miscellaneous Expenditures	500	0	500	100.00		400.00	20.0%
1003100 6105 Printing	1,300	0	1,300	10.14		1,289.86	.8%
1003100 6110 Postage	2,500	0	2,500	2,423.86		76.14	97.0%
1003100 6115 Telecommunications	800	0	800	598.56		201.44	74.8%
1003100 6125 Public Information	2,250	0	2,250	3,533.36		-1,283.36	157.0%
1003100 6130 Publications	650	0	650	.00		650.00	.0%
1003100 6135 Memberships	2,800	0	2,800	908.00		1,892.00	32.4%
1003100 6200 Intergovernmental Services	1,200	0	1,200	122.00		1,078.00	10.2%
1003100 6230 Insurance & Bonds	1,359	0	1,359	1,359.00		.00	100.0%
1003100 6280 Training/Conferences	2,800	0	2,800	2,605.76		194.24	93.1%
1003100 6295 Attorney Services	15,000	0	15,000	14,836.84		163.16	98.9%
1003100 6305 Professional Services	26,500	0	26,500	9,897.38		16,602.62	37.3%
1003100 6335 Equipment Maint & Oper Supplie	4,140	0	4,140	3,349.57		790.43	80.9%
1003100 6360 Equipment Fund Charges	1,570	0	1,570	1,570.00		.00	100.0%
1003100 6365 Information System Fund Chgs	16,672	0	16,672	16,672.00		.00	100.0%
1003100 6385 Building/Facility Rental	1,568	0	1,568	1,568.00		.00	100.0%
1003100 6415 SHPO Grant Expense	10,000	0	10,000	.00		10,000.00	.0%
TOTAL Materials & Services	100,271	0	100,271	61,859.78		38,411.22	%
TOTAL Planning	330,081	0	330,081	229,688.90		100,392.10	%
<u>51 Engineering</u>							
<u>44 Charges for Services</u>							
1005100 4415 Copy Service	-1,350	0	-1,350	-840.00		-510.00	62.2%
1005100 4417 General Fund Admin Serv (6370)	-878,261	0	-878,261	-878,261.00		.00	100.0%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Charges for Services	-879,611	0	-879,611	-879,101.00		-510.00	%
<u>45 License Permit Fees</u>							
1005100 4548 Engineering Inspection Fees	-40,000	0	-40,000	-48,305.65		8,305.65	120.8%
1005100 4557 Recording Fees	0	0	0	-210.00		210.00	.0%
TOTAL License Permit Fees	-40,000	0	-40,000	-48,515.65		8,515.65	%
<u>50 Personnel Services</u>							
1005100 5000 Regular Employee Wages	469,193	0	469,193	459,306.49		9,886.51	97.9%
1005100 5100 Part-Time Employee Wages	60,623	0	60,623	46,337.11		14,285.89	76.4%
1005100 5200 Temporary Employee Wages	0	0	0	11,141.64		-11,141.64	.0%
1005100 5500 Health & Dental Benefits	102,094	0	102,094	92,079.76		10,014.24	90.2%
1005100 5550 Health Reimb Arrangement	8,730	0	8,730	6,593.51		2,136.49	75.5%
1005100 5600 Retirement (Defined Ben Plan)	169,467	0	169,467	169,660.11		-193.11	100.1%
1005100 5650 Defined Contribution Plan	17,391	0	17,391	17,451.85		-60.85	100.3%
1005100 5700 FICA/Medicare	40,531	0	40,531	39,079.06		1,451.94	96.4%
1005100 5750 Workers Comp	5,487	0	5,487	5,487.00		.00	100.0%
1005100 5800 Other Benefits	5,699	0	5,699	5,181.49		517.51	90.9%
1005100 5850 Other Payroll Taxes	4,165	0	4,165	4,075.20		89.80	97.8%
TOTAL Personnel Services	883,380	0	883,380	856,393.22		26,986.78	%
<u>60 Materials &amp; Services</u>							
1005100 6000 Operating Supplies	2,800	0	2,800	633.21		2,166.79	22.6%
1005100 6005 Organization Business Expense	600	0	600	281.04		318.96	46.8%
1005100 6040 Computer Software Maintenance	4,000	0	4,000	5,553.46		-1,553.46	138.8%
1005100 6050 Small Equipment	3,000	0	3,000	1,803.64		1,196.36	60.1%
1005100 6105 Printing	2,200	0	2,200	102.99		2,097.01	4.7%
1005100 6110 Postage	500	0	500	144.42		355.58	28.9%
1005100 6115 Telecommunications	1,000	0	1,000	897.84		102.16	89.8%
1005100 6125 Public Information	0	0	0	1,524.75		-1,524.75	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
1005100 6130 Publications	700	0	700	159.63		540.37	22.8%
1005100 6135 Memberships	3,370	0	3,370	2,740.00		630.00	81.3%
1005100 6200 Intergovernmental Services	1,000	0	1,000	399.00		601.00	39.9%
1005100 6230 Insurance & Bonds	3,355	0	3,355	3,355.00		.00	100.0%
1005100 6280 Training/Conferences	7,400	0	7,400	3,806.10		3,593.90	51.4%
1005100 6295 Attorney Services	3,000	0	3,000	.00		3,000.00	.0%
1005100 6305 Professional Services	10,000	0	10,000	70.00		9,930.00	.7%
1005100 6335 Equipment Maint & Oper Supplie	5,100	0	5,100	2,744.01		2,355.99	53.8%
1005100 6360 Equipment Fund Charges	15,598	0	15,598	15,598.00		.00	100.0%
1005100 6365 Information System Fund Chgs	45,629	0	45,629	45,629.00		.00	100.0%
1005100 6380 Rents & Leases	500	0	500	.00		500.00	.0%
1005100 6390 Facility Maintenance Supplies	1,000	0	1,000	454.38		545.62	45.4%
1005100 6395 Facility Mnt/Repairs	500	0	500	993.28		-493.28	198.7%
TOTAL Materials & Services	111,252	0	111,252	86,889.75		24,362.25	%
TOTAL Engineering	75,021	0	75,021	15,666.32		59,354.68	%
TOTAL General Fund	0	0	0	-7,384,086.41		7,378,769.16	.0%
TOTAL REVENUES	-26,534,609	-508,616	-27,043,225	-27,149,148.24		105,923.24	
TOTAL EXPENSES	26,534,609	508,616	27,043,225	19,765,061.83		7,272,845.92	

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
205 Building Permits Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
32 Building Services							
<hr/>							
44 Charges for Services							
<hr/>							
2053200 4415 Copy Service	-300	0	-300	-403.99		103.99	134.7%
TOTAL Charges for Services	-300	0	-300	-403.99		103.99	%
<hr/>							
45 License Permit Fees							
<hr/>							
2053200 4517 Structural Building Permits	-369,374	0	-369,374	-617,979.13		248,605.13	167.3%
2053200 4518 Manufactured Home Permits	-360	0	-360	-1,682.00		1,322.00	467.2%
2053200 4519 Plumbing Permits	-71,551	0	-71,551	-126,960.74		55,409.74	177.4%
2053200 4520 Mechanical Permits	-25,000	0	-25,000	-51,019.34		26,019.34	204.1%
2053200 4521 Structural State Surcharge	-44,324	0	-44,324	-74,436.43		30,112.43	167.9%
2053200 4522 Manuf. Housing State Surcharg	-43	0	-43	-173.04		130.04	402.4%
2053200 4523 Plumbing State Surcharge	-7,440	0	-7,440	-15,070.75		7,630.75	202.6%
2053200 4524 Mechanical Plans St. Surcharg	-3,000	0	-3,000	-6,129.99		3,129.99	204.3%
2053200 4542 Structural Plan Review Fees	-240,093	0	-240,093	-428,329.54		188,236.54	178.4%
2053200 4543 Plumbing Plan Review Fees	-1,000	0	-1,000	-4,441.28		3,441.28	444.1%
2053200 4544 Mechanical Plan Review Fees	-5,000	0	-5,000	-9,570.52		4,570.52	191.4%
2053200 4545 FL&S Plan Review Fees	-20,000	0	-20,000	-56,925.28		36,925.28	284.6%
2053200 4549 Erosion Control Fees	-40,000	0	-40,000	-62,543.90		22,543.90	156.4%
2053200 4550 Misc - Reinspect & Invstg Fee	-164	0	-164	.00		-164.00	.0%
2053200 4551 Cornelius Permit Revenue	-290,922	0	-290,922	.00		-290,922.00	.0%
2053200 4556 Cornelius State Surcharge	-34,911	0	-34,911	.00		-34,911.00	.0%
TOTAL License Permit Fees	-1,153,182	0	-1,153,182	-1,455,261.94		302,079.94	%
<hr/>							
47 Miscellaneous							
<hr/>							
2053200 4700 Interest	-25,000	0	-25,000	-58,175.92		33,175.92	232.7%
TOTAL Miscellaneous	-25,000	0	-25,000	-58,175.92		33,175.92	%
<hr/>							
48 Reimb & Transfers							
<hr/>							
2053200 4800 Reimbursements	0	0	0	-2,373.64		2,373.64	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
205 Building Permits Fund							
TOTAL Reimb & Transfers	0	0	0	-2,373.64		2,373.64	.0%
<u>49 Fund Balance</u>							
2053200 4900 Fund Bal Avail. for Approp.	-1,928,043	0	-1,928,043	-2,327,033.25		398,990.25	120.7%
TOTAL Fund Balance	-1,928,043	0	-1,928,043	-2,327,033.25		398,990.25	%
<u>50 Personnel Services</u>							
2053200 5000 Regular Employee Wages	374,985	0	374,985	392,198.82		-17,213.82	104.6%
2053200 5100 Part-Time Employee Wages	39,228	0	39,228	15,577.74		23,650.26	39.7%
2053200 5300 Overtime	0	0	0	27.53		-27.53	.0%
2053200 5400 Unemployment Compensation	0	0	0	705.00		-705.00	.0%
2053200 5500 Health & Dental Benefits	105,102	0	105,102	89,652.47		15,449.53	85.3%
2053200 5550 Health Reimb Arrangement	4,993	0	4,993	4,710.65		282.35	94.3%
2053200 5600 Retirement (Defined Ben Plan)	44,598	0	44,598	44,685.45		-87.45	100.2%
2053200 5650 Defined Contribution Plan	34,225	0	34,225	35,513.09		-1,288.09	103.8%
2053200 5700 FICA/Medicare	31,687	0	31,687	30,890.49		796.51	97.5%
2053200 5750 Workers Comp	2,089	0	2,089	2,089.00		.00	100.0%
2053200 5800 Other Benefits	4,053	0	4,053	2,945.11		1,107.89	72.7%
2053200 5850 Other Payroll Taxes	3,274	0	3,274	3,237.99		36.01	98.9%
TOTAL Personnel Services	644,234	0	644,234	622,233.34		22,000.66	%
<u>60 Materials &amp; Services</u>							
2053200 6000 Operating Supplies	1,225	0	1,225	1,024.19		200.81	83.6%
2053200 6005 Organization Business Expense	550	0	550	1,809.40		-1,259.40	329.0%
2053200 6010 Personnel Uniforms & Equipmen	750	0	750	975.00		-225.00	130.0%
2053200 6040 Computer Software Maintenance	1,920	0	1,920	.00		1,920.00	.0%
2053200 6105 Printing	800	0	800	626.56		173.44	78.3%
2053200 6110 Postage	420	0	420	391.73		28.27	93.3%
2053200 6115 Telecommunications	3,321	0	3,321	3,705.17		-384.17	111.6%
2053200 6125 Public Information	150	0	150	.00		150.00	.0%

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ACCOUNTS FOR:  
205 Building Permits Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2053200 6130 Publications	2,500	0	2,500	.00		2,500.00	.0%
2053200 6135 Memberships	950	0	950	730.00		220.00	76.8%
2053200 6140 Recruiting Expenses	500	0	500	.00		500.00	.0%
2053200 6200 Intergovernmental Services	15,000	80,000	95,000	96,117.54		-1,117.54	101.2%
2053200 6230 Insurance & Bonds	2,025	0	2,025	2,025.00		.00	100.0%
2053200 6280 Training/Conferences	5,050	0	5,050	5,414.16		-364.16	107.2%
2053200 6295 Attorney Services	3,000	0	3,000	8,778.09		-5,778.09	292.6%
2053200 6300 Code Enforcement Expenditures	5,000	0	5,000	.00		5,000.00	.0%
2053200 6305 Professional Services	43,000	40,000	83,000	75,292.23		7,707.77	90.7%
2053200 6330 Bank Service Fees	3,500	0	3,500	3,727.65		-227.65	106.5%
2053200 6335 Equipment Maint & Oper Supplie	1,100	0	1,100	.00		1,100.00	.0%
2053200 6360 Equipment Fund Charges	11,922	0	11,922	11,922.00		.00	100.0%
2053200 6365 Information System Fund Chgs	12,813	0	12,813	12,813.00		.00	100.0%
2053200 6370 General Fund Admin Serv (4417	67,636	0	67,636	67,636.00		.00	100.0%
TOTAL Materials & Services	183,132	120,000	303,132	292,987.72		10,144.28	%
<hr/>							
82 Transfers							
2053200 8200 Transfer to General Fund	50,973	0	50,973	50,973.00		.00	100.0%
TOTAL Transfers	50,973	0	50,973	50,973.00		.00	%
<hr/>							
83 Contingency							
2053200 8300 Contingency	120,000	-120,000	0	.00		.00	.0%
TOTAL Contingency	120,000	-120,000	0	.00		.00	.0%
<hr/>							
84 Unapprop Fund Bal							
2053200 8450 Unapp Fund Balance	2,108,186	0	2,108,186	.00		2,108,186.00	.0%
TOTAL Unapprop Fund Bal	2,108,186	0	2,108,186	.00		2,108,186.00	%
TOTAL Building Services	0	0	0	-2,877,054.68		2,877,054.68	.0%

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ACCOUNTS FOR:  
205 Building Permits Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Building Permits Fund	0	0	0	-2,877,054.68		2,877,054.68	.0%
TOTAL REVENUES	-3,106,525	0	-3,106,525	-3,843,248.74		736,723.74	
TOTAL EXPENSES	3,106,525	0	3,106,525	966,194.06		2,140,330.94	

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ACCOUNTS FOR: 210 Street Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
52 Streets & Traffic							
<hr/>							
41 Intergovernmental							
<hr/>							
2105200 4179 Vehicle Registration Tax	0	0	0	-319,523.97		319,523.97	.0%
2105200 4180 State Gas Tax	-1,706,904	0	-1,706,904	-1,717,996.86		11,092.86	100.6%
2105200 4182 County Gas Tax	-390,000	0	-390,000	-86,694.62		-303,305.38	22.2%
TOTAL Intergovernmental	-2,096,904	0	-2,096,904	-2,124,215.45		27,311.45	%
<hr/>							
44 Charges for Services							
<hr/>							
2105200 4447 Streetlight Fee	-150,000	0	-150,000	-158,176.49		8,176.49	105.5%
2105200 4450 External Work Performed	0	0	0	-1,660.08		1,660.08	.0%
2105200 4480 Sale of Equipment & Materials	0	0	0	-294.07		294.07	.0%
TOTAL Charges for Services	-150,000	0	-150,000	-160,130.64		10,130.64	%
<hr/>							
45 License Permit Fees							
<hr/>							
2105200 4510 Misc-Licenses-Permits & Fees	0	0	0	-3,383.64		3,383.64	.0%
TOTAL License Permit Fees	0	0	0	-3,383.64		3,383.64	.0%
<hr/>							
47 Miscellaneous							
<hr/>							
2105200 4700 Interest	-12,000	0	-12,000	-25,230.99		13,230.99	210.3%
TOTAL Miscellaneous	-12,000	0	-12,000	-25,230.99		13,230.99	%
<hr/>							
49 Fund Balance							
<hr/>							
2105200 4900 Fund Bal Avail. for Approp.	-1,336,253	0	-1,336,253	-1,349,878.26		13,625.26	101.0%

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ACCOUNTS FOR: 210 Street Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2105200 4910 Restricted Fund Balance	-36,975	0	-36,975	-9,125.00		-27,850.00	24.7%
TOTAL Fund Balance	-1,373,228	0	-1,373,228	-1,359,003.26		-14,224.74	%
<u>50 Personnel Services</u>							
2105210 5000 Regular Employee Wages	198,167	0	198,167	230,649.46		-32,482.46	116.4%
2105210 5300 Overtime	0	0	0	767.17		-767.17	.0%
2105210 5500 Health & Dental Benefits	64,193	0	64,193	71,715.44		-7,522.44	111.7%
2105210 5550 Health Reimb Arrangement	3,063	0	3,063	3,245.44		-182.44	106.0%
2105210 5600 Retirement (Defined Ben Plan)	62,457	0	62,457	62,855.28		-398.28	100.6%
2105210 5650 Defined Contribution Plan	7,213	0	7,213	6,960.85		252.15	96.5%
2105210 5700 FICA/Medicare	15,160	0	15,160	17,444.66		-2,284.66	115.1%
2105210 5750 Workers Comp	14,340	0	14,340	14,340.00		.00	100.0%
2105210 5800 Other Benefits	1,904	0	1,904	1,642.75		261.25	86.3%
2105210 5850 Other Payroll Taxes	1,580	0	1,580	1,845.99		-265.99	116.8%
TOTAL Personnel Services	368,077	0	368,077	411,467.04		-43,390.04	%
<u>60 Materials &amp; Services</u>							
2105200 6065 Construction Supplies	68,000	0	68,000	.00		68,000.00	.0%
2105200 6140 Recruiting Expenses	0	0	0	760.95		-760.95	.0%
2105200 6295 Attorney Services	0	0	0	172.00		-172.00	.0%
2105200 6365 Information System Fund Chgs	2,949	0	2,949	2,949.00		.00	100.0%
2105200 6370 General Fund Admin Serv (4417	608,706	0	608,706	608,706.00		.00	100.0%
2105210 6000 Operating Supplies	2,000	0	2,000	1,101.56		898.44	55.1%
2105210 6005 Organization Business Expense	200	0	200	42.00		158.00	21.0%
2105210 6010 Personnel Uniforms & Equipmen	4,100	0	4,100	1,251.78		2,848.22	30.5%
2105210 6020 Utilities	95,000	0	95,000	104,094.44		-9,094.44	109.6%
2105210 6035 Computer Software	3,000	0	3,000	1,696.51		1,303.49	56.6%
2105210 6050 Small Equipment	6,000	0	6,000	4,947.55		1,052.45	82.5%
2105210 6065 Construction Supplies	0	0	0	27,330.13		-27,330.13	.0%
2105210 6090 Street Light Maint. (610-4446	55,000	0	55,000	55,434.62		-434.62	100.8%
2105210 6105 Printing	500	0	500	33.00		467.00	6.6%
2105210 6110 Postage	200	0	200	.00		200.00	.0%
2105210 6115 Telecommunications	1,300	0	1,300	1,180.18		119.82	90.8%
2105210 6125 Public Information	300	0	300	.00		300.00	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210 Street Fund							
2105210 6130 Publications	300	0	300	.00		300.00	.0%
2105210 6135 Memberships	300	0	300	275.00		25.00	91.7%
2105210 6200 Intergovernmental Services	22,000	0	22,000	17,336.00		4,664.00	78.8%
2105210 6230 Insurance & Bonds	4,371	0	4,371	4,371.00		.00	100.0%
2105210 6280 Training/Conferences	2,000	0	2,000	200.00		1,800.00	10.0%
2105210 6305 Professional Services	24,100	0	24,100	33,038.43		-8,938.43	137.1%
2105210 6320 Misc Medical Services	300	0	300	299.34		.66	99.8%
2105210 6330 Bank Service Fees	800	0	800	340.59		459.41	42.6%
2105210 6335 Equipment Maint & Oper Supplie	3,000	0	3,000	2,804.07		195.93	93.5%
2105210 6355 Fuel/Oil	500	0	500	1,433.72		-933.72	286.7%
2105210 6360 Equipment Fund Charges	53,818	0	53,818	53,818.00		.00	100.0%
2105210 6380 Rents & Leases	10,000	0	10,000	3,000.00		7,000.00	30.0%
2105210 6385 Building/Facility Rental	3,150	0	3,150	3,150.00		.00	100.0%
2105210 6390 Facility Maintenance Supplies	500	0	500	.00		500.00	.0%
TOTAL Materials & Services	972,394	0	972,394	929,765.87		42,628.13	%
70 Capital Outlay							
2105200 7035 Major Tools & Work Equipment	28,000	0	28,000	12,848.75		15,151.25	45.9%
2105200 7070 Construction Maintenance	1,048,000	0	1,048,000	810,352.12		195,879.53	81.3%
2105200 7080 Street Construction	20,000	0	20,000	61,884.96		-41,884.96	309.4%
TOTAL Capital Outlay	1,096,000	0	1,096,000	885,085.83		169,145.82	%
83 Contingency							
2105200 8300 Contingency	100,000	0	100,000	.00		100,000.00	.0%
TOTAL Contingency	100,000	0	100,000	.00		100,000.00	%
84 Unapprop Fund Bal							
2105200 8450 Unapp Fund Balance	1,095,661	0	1,095,661	.00		1,095,661.00	.0%
TOTAL Unapprop Fund Bal	1,095,661	0	1,095,661	.00		1,095,661.00	%
TOTAL Streets & Traffic	0	0	0	-1,445,645.24		1,403,876.89	.0%

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ACCOUNTS FOR:  
210 Street Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Street Fund	0	0	0	-1,445,645.24		1,403,876.89	.0%
TOTAL REVENUES	-3,632,132	0	-3,632,132	-3,671,963.98		39,831.98	
TOTAL EXPENSES	3,632,132	0	3,632,132	2,226,318.74		1,364,044.91	

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ACCOUNTS FOR: 212 Street Tree Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
31 Planning							
<hr/>							
45 License Permit Fees							
<hr/>							
2123100 4552 Tree Planting Fees	-25,410	0	-25,410	-39,911.00		14,501.00	157.1%
TOTAL License Permit Fees	-25,410	0	-25,410	-39,911.00		14,501.00	%
<hr/>							
47 Miscellaneous							
<hr/>							
2123100 4700 Interest	-30	0	-30	-46.44		16.44	154.8%
TOTAL Miscellaneous	-30	0	-30	-46.44		16.44	%
<hr/>							
49 Fund Balance							
<hr/>							
2123100 4900 Fund Bal Avail. for Approp.	-19,104	0	-19,104	-55,538.36		36,434.36	290.7%
TOTAL Fund Balance	-19,104	0	-19,104	-55,538.36		36,434.36	%
<hr/>							
60 Materials & Services							
<hr/>							
2123100 6095 Street Tree Planting	43,544	250	43,794	43,759.75		34.25	99.9%
TOTAL Materials & Services	43,544	250	43,794	43,759.75		34.25	%
<hr/>							
82 Transfers							
<hr/>							
2123100 8200 Transfer to General Fund	1,000	-250	750	750.00		.00	100.0%
TOTAL Transfers	1,000	-250	750	750.00		.00	%
TOTAL Planning	0	0	0	-50,986.05		50,986.05	.0%

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ACCOUNTS FOR:  
212 Street Tree Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Street Tree Fund	0	0	0	-50,986.05		50,986.05	.0%
TOTAL REVENUES	-44,544	0	-44,544	-95,495.80		50,951.80	
TOTAL EXPENSES	44,544	0	44,544	44,509.75		34.25	

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ACCOUNTS FOR:  
220 Forfeiture Sharing Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
21 Police							
<hr/>							
49 Fund Balance							
<hr/>							
2202100 4900 Fund Bal Avail. for Approp.	-4,733	0	-4,733	-4,637.82		-95.18	98.0%
TOTAL Fund Balance	-4,733	0	-4,733	-4,637.82		-95.18	%
<hr/>							
60 Materials & Services							
<hr/>							
2202100 6000 Operating Supplies	4,733	0	4,733	4,637.82		95.18	98.0%
TOTAL Materials & Services	4,733	0	4,733	4,637.82		95.18	%
TOTAL Police	0	0	0	.00		.00	.0%
TOTAL Forfeiture Sharing Fund	0	0	0	.00		.00	.0%
TOTAL REVENUES	-4,733	0	-4,733	-4,637.82		-95.18	
TOTAL EXPENSES	4,733	0	4,733	4,637.82		95.18	

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ACCOUNTS FOR: 260 Trail System Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
16 Park & Recreation							
<hr/>							
47 Miscellaneous							
<hr/>							
2601610 4774 WM Trail Sponsorship	-25,385	0	-25,385	.00		-25,385.00	.0%
TOTAL Miscellaneous	-25,385	0	-25,385	.00		-25,385.00	%
<hr/>							
49 Fund Balance							
<hr/>							
2601600 4900 Fund Bal Avail. for Approp.	0	0	0	-26,694.00		26,694.00	.0%
TOTAL Fund Balance	0	0	0	-26,694.00		26,694.00	.0%
<hr/>							
60 Materials & Services							
<hr/>							
2601610 6510 Trail Maintenance	25,385	0	25,385	25,385.00		.00	100.0%
TOTAL Materials & Services	25,385	0	25,385	25,385.00		.00	%
TOTAL Park & Recreation	0	0	0	-1,309.00		1,309.00	.0%
TOTAL Trail System Fund	0	0	0	-1,309.00		1,309.00	.0%
TOTAL REVENUES	-25,385	0	-25,385	-26,694.00		1,309.00	
TOTAL EXPENSES	25,385	0	25,385	25,385.00		.00	

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ACCOUNTS FOR: 265 Transportation Services Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12 Administrative Services							
<hr/>							
42 Grants							
<hr/>							
2651200 4248 DHS Transportation Grant	-500,000	0	-500,000	-496,384.64		-3,615.36	99.3%
TOTAL Grants	-500,000	0	-500,000	-496,384.64		-3,615.36	%
<hr/>							
60 Materials & Services							
<hr/>							
2651200 6420 Transportation Grant	500,000	0	500,000	428,008.39		71,991.61	85.6%
TOTAL Materials & Services	500,000	0	500,000	428,008.39		71,991.61	%
TOTAL Administrative Services	0	0	0	-68,376.25		68,376.25	.0%
TOTAL Transportation Services Fund	0	0	0	-68,376.25		68,376.25	.0%
TOTAL REVENUES	-500,000	0	-500,000	-496,384.64		-3,615.36	
TOTAL EXPENSES	500,000	0	500,000	428,008.39		71,991.61	

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ACCOUNTS FOR: 275 Community Enhancement Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12 Administrative Services							
<hr/>							
41 Intergovernmental							
<hr/>							
2751200 4130 Metro Enhancement Fee	-125,000	0	-125,000	-124,081.82		-918.18	99.3%
TOTAL Intergovernmental	-125,000	0	-125,000	-124,081.82		-918.18	%
<hr/>							
42 Grants							
<hr/>							
2751200 4290 Repayment of Grants	0	0	0	-1,600.00		1,600.00	.0%
TOTAL Grants	0	0	0	-1,600.00		1,600.00	.0%
<hr/>							
49 Fund Balance							
<hr/>							
2751200 4900 Fund Bal Avail. for Approp.	-57,157	0	-57,157	-52,937.48		-4,219.52	92.6%
TOTAL Fund Balance	-57,157	0	-57,157	-52,937.48		-4,219.52	%
<hr/>							
60 Materials & Services							
<hr/>							
2751200 6400 Comm Enhancement Grants	128,709	0	128,709	127,645.76		1,063.24	99.2%
2751200 6405 CEP Carryover	10,320	0	10,320	228.00		10,092.00	2.2%
TOTAL Materials & Services	139,029	0	139,029	127,873.76		11,155.24	%
<hr/>							
82 Transfers							
<hr/>							
2751200 8200 Transfer to General Fund	8,000	0	8,000	8,000.00		.00	100.0%
TOTAL Transfers	8,000	0	8,000	8,000.00		.00	%

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ACCOUNTS FOR:  
275 Community Enhancement Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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84 Unapprop Fund Bal

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2751200 8450 Unapp Fund Balance	35,128	0	35,128	.00	35,128.00	.0%
TOTAL Unapprop Fund Bal	35,128	0	35,128	.00	35,128.00	%
TOTAL Administrative Services	0	0	0	-42,745.54	42,745.54	.0%
TOTAL Community Enhancement Fund	0	0	0	-42,745.54	42,745.54	.0%
TOTAL REVENUES	-182,157	0	-182,157	-178,619.30	-3,537.70	
TOTAL EXPENSES	182,157	0	182,157	135,873.76	46,283.24	

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ACCOUNTS FOR:  
280 Public Arts Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
11 Legislative & Executive	<hr/>						
47 Miscellaneous	<hr/>						
2801100 4700 Interest	-25	0	-25	-.44		-24.56	1.8%
2801100 4748 Public Arts Comm. Donations	-7,500	0	-7,500	-3,965.90		-3,534.10	52.9%
TOTAL Miscellaneous	-7,525	0	-7,525	-3,966.34		-3,558.66	%
49 Fund Balance	<hr/>						
2801100 4900 Fund Bal Avail. for Approp.	-11,651	0	-11,651	-13,261.71		1,610.71	113.8%
TOTAL Fund Balance	-11,651	0	-11,651	-13,261.71		1,610.71	%
60 Materials & Services	<hr/>						
2801100 6220 Public Arts Comm. Expenditure	19,176	0	19,176	.00		19,176.00	.0%
TOTAL Materials & Services	19,176	0	19,176	.00		19,176.00	%
TOTAL Legislative & Executive	0	0	0	-17,228.05		17,228.05	.0%
TOTAL Public Arts Fund	0	0	0	-17,228.05		17,228.05	.0%
TOTAL REVENUES	-19,176	0	-19,176	-17,228.05		-1,947.95	
TOTAL EXPENSES	19,176	0	19,176	.00		19,176.00	

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ACCOUNTS FOR: 285 City Transient Lodging TaxFund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12 Administrative Services	<hr/>						
41 Intergovernmental	<hr/>						
2851200 4184 Transient Room Tax	-115,000	0	-115,000	-117,441.83		2,441.83	102.1%
TOTAL Intergovernmental	-115,000	0	-115,000	-117,441.83		2,441.83	%
47 Miscellaneous	<hr/>						
2851200 4700 Interest	-500	0	-500	-2,446.94		1,946.94	489.4%
TOTAL Miscellaneous	-500	0	-500	-2,446.94		1,946.94	%
49 Fund Balance	<hr/>						
2851200 4900 Fund Bal Avail. for Approp.	-37,500	0	-37,500	-42,741.03		5,241.03	114.0%
TOTAL Fund Balance	-37,500	0	-37,500	-42,741.03		5,241.03	%
60 Materials & Services	<hr/>						
2851200 6000 Operating Supplies	0	0	0	6,660.16		-6,660.16	.0%
2851200 6305 Professional Services	0	0	0	10,840.54		-10,840.54	.0%
2851200 6380 Rents & Leases	0	0	0	1,500.00		-1,500.00	.0%
2851200 6520 Marketing Expenditures	93,100	0	93,100	10,836.80		82,263.20	11.6%
TOTAL Materials & Services	93,100	0	93,100	29,837.50		63,262.50	%
70 Capital Outlay	<hr/>						
2851200 7010 General Capital Outlay	39,900	0	39,900	.00		39,900.00	.0%

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ACCOUNTS FOR: 285 City Transient Lodging TaxFund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Capital Outlay	39,900	0	39,900	.00		39,900.00	%
<hr/>							
84 Unapprop Fund Bal							
2851200 8450 Unapp Fund Balance	20,000	0	20,000	.00		20,000.00	.0%
TOTAL Unapprop Fund Bal	20,000	0	20,000	.00		20,000.00	%
TOTAL Administrative Services	0	0	0	-132,792.30		132,792.30	.0%
TOTAL City Transient Lodging TaxFund	0	0	0	-132,792.30		132,792.30	.0%
TOTAL REVENUES	-153,000	0	-153,000	-162,629.80		9,629.80	
TOTAL EXPENSES	153,000	0	153,000	29,837.50		123,162.50	

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ACCOUNTS FOR: 310 Traffic Impact Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
52 Streets & Traffic							
<hr/>							
47 Miscellaneous							
<hr/>							
3105200 4700 Interest	-43,697	0	-43,697	-72,471.28		28,774.28	165.8%
TOTAL Miscellaneous	-43,697	0	-43,697	-72,471.28		28,774.28	%
<hr/>							
49 Fund Balance							
<hr/>							
3105200 4900 Fund Bal Avail. for Approp.	-3,186,627	0	-3,186,627	-3,135,518.83		-51,108.17	98.4%
TOTAL Fund Balance	-3,186,627	0	-3,186,627	-3,135,518.83		-51,108.17	%
<hr/>							
70 Capital Outlay							
<hr/>							
3105200 7010 General Capital Outlay	3,230,324	0	3,230,324	415,787.84		2,570,604.11	20.4%
TOTAL Capital Outlay	3,230,324	0	3,230,324	415,787.84		2,570,604.11	%
TOTAL Streets & Traffic	0	0	0	-2,792,202.27		2,548,270.22	.0%
TOTAL Traffic Impact Fund	0	0	0	-2,792,202.27		2,548,270.22	.0%
TOTAL REVENUES	-3,230,324	0	-3,230,324	-3,207,990.11		-22,333.89	
TOTAL EXPENSES	3,230,324	0	3,230,324	415,787.84		2,570,604.11	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
311 Transportation Dev Tax Fund							
<hr/>							
52 Streets & Traffic							
<hr/>							
45 License Permit Fees							
<hr/>							
3115200 4577 Transportation Development Ta	-1,099,540	0	-1,099,540	-1,370,901.06		271,361.06	124.7%
TOTAL License Permit Fees	-1,099,540	0	-1,099,540	-1,370,901.06		271,361.06	%
<hr/>							
47 Miscellaneous							
<hr/>							
3115200 4700 Interest	-100,000	0	-100,000	-121,451.85		21,451.85	121.5%
TOTAL Miscellaneous	-100,000	0	-100,000	-121,451.85		21,451.85	%
<hr/>							
49 Fund Balance							
<hr/>							
3115200 4900 Fund Bal Avail. for Approp.	-8,710,962	0	-8,710,962	-9,145,906.83		434,944.83	105.0%
TOTAL Fund Balance	-8,710,962	0	-8,710,962	-9,145,906.83		434,944.83	%
<hr/>							
70 Capital Outlay							
<hr/>							
3115200 7010 General Capital Outlay	9,910,502	0	9,910,502	.00		9,910,502.00	.0%
TOTAL Capital Outlay	9,910,502	0	9,910,502	.00		9,910,502.00	%
TOTAL Streets & Traffic	0	0	0	-10,638,259.74		10,638,259.74	.0%
TOTAL Transportation Dev Tax Fund	0	0	0	-10,638,259.74		10,638,259.74	.0%
TOTAL REVENUES	-9,910,502	0	-9,910,502	-10,638,259.74		727,757.74	
TOTAL EXPENSES	9,910,502	0	9,910,502	.00		9,910,502.00	

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ACCOUNTS FOR: 315 Bikeway Development Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
52 Streets & Traffic							
<hr/>							
41 Intergovernmental							
<hr/>							
3155200 4180 State Gas Tax	-17,000	0	-17,000	-17,353.51		353.51	102.1%
TOTAL Intergovernmental	-17,000	0	-17,000	-17,353.51		353.51	%
<hr/>							
49 Fund Balance							
<hr/>							
3155200 4900 Fund Bal Avail. for Approp.	-61,351	0	-61,351	-61,848.82		497.82	100.8%
TOTAL Fund Balance	-61,351	0	-61,351	-61,848.82		497.82	%
<hr/>							
70 Capital Outlay							
<hr/>							
3155200 7010 General Capital Outlay	78,351	0	78,351	72,380.94		5,635.27	92.8%
TOTAL Capital Outlay	78,351	0	78,351	72,380.94		5,635.27	%
TOTAL Streets & Traffic	0	0	0	-6,821.39		6,486.60	.0%
TOTAL Bikeway Development Fund	0	0	0	-6,821.39		6,486.60	.0%
TOTAL REVENUES	-78,351	0	-78,351	-79,202.33		851.33	
TOTAL EXPENSES	78,351	0	78,351	72,380.94		5,635.27	

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ACCOUNTS FOR: 320 Park Acq. & Dev Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
16 Park & Recreation	<hr/>						
45 License Permit Fees	<hr/>						
3201600 4570 System Development Charge	-400,000	0	-400,000	-523,315.04		123,315.04	130.8%
TOTAL License Permit Fees	-400,000	0	-400,000	-523,315.04		123,315.04	%
47 Miscellaneous	<hr/>						
3201600 4700 Interest	-30,000	0	-30,000	-77,419.99		47,419.99	258.1%
TOTAL Miscellaneous	-30,000	0	-30,000	-77,419.99		47,419.99	%
49 Fund Balance	<hr/>						
3201600 4900 Fund Bal Avail. for Approp.	-2,720,271	0	-2,720,271	-3,009,913.73		289,642.73	110.6%
TOTAL Fund Balance	-2,720,271	0	-2,720,271	-3,009,913.73		289,642.73	%
60 Materials & Services	<hr/>						
3201600 6125 Public Information	0	0	0	294.26		-294.26	.0%
3201600 6305 Professional Services	150,000	0	150,000	.00		150,000.00	.0%
TOTAL Materials & Services	150,000	0	150,000	294.26		149,705.74	%
70 Capital Outlay	<hr/>						
3201600 7055 Parks Projects - General	3,000,271	0	3,000,271	308,921.82		2,691,349.18	10.3%
TOTAL Capital Outlay	3,000,271	0	3,000,271	308,921.82		2,691,349.18	%
TOTAL Park & Recreation	0	0	0	-3,301,432.68		3,301,432.68	.0%

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ACCOUNTS FOR:  
320 Park Acq. & Dev Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Park Acq. & Dev Fund	0	0	0	-3,301,432.68		3,301,432.68	.0%
TOTAL REVENUES	-3,150,271	0	-3,150,271	-3,610,648.76		460,377.76	
TOTAL EXPENSES	3,150,271	0	3,150,271	309,216.08		2,841,054.92	

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ACCOUNTS FOR:  
330 Capital Projects Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12 Administrative Services

42 Grants

3301200 4210 CDBG Grant	-349,980	0	-349,980	-349,269.88	-710.12	99.8%
TOTAL Grants	-349,980	0	-349,980	-349,269.88	-710.12	%

47 Miscellaneous

3301200 4700 Interest	-45,252	0	-45,252	-51,282.01	6,030.01	113.3%
3301200 4744 Donations	0	0	0	-1,937.99	1,937.99	.0%
3301200 4750 Anna & Abby's Yard Donation	-77,229	0	-77,229	-75,473.78	-1,755.22	97.7%
3301200 4760 Miscellaneous Revenue	-25,000	0	-25,000	-38,473.83	13,473.83	153.9%
TOTAL Miscellaneous	-147,481	0	-147,481	-167,167.61	19,686.61	%

48 Reimb & Transfers

3301200 4855 Transfer from Other Funds	-150,000	0	-150,000	-150,000.00	.00	100.0%
TOTAL Reimb & Transfers	-150,000	0	-150,000	-150,000.00	.00	%

49 Fund Balance

3301200 4900 Fund Bal Avail. for Approp.	-515,874	0	-515,874	-531,349.89	15,475.89	103.0%
TOTAL Fund Balance	-515,874	0	-515,874	-531,349.89	15,475.89	%

60 Materials & Services

3301200 6305 Professional Services	125,000	0	125,000	205.00	124,795.00	.2%
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ACCOUNTS FOR:  
330 Capital Projects Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Materials & Services	125,000	0	125,000	205.00		124,795.00	%
<hr/>							
70 Capital Outlay							
3301200 7010 General Capital Outlay	164,705	0	164,705	237.00		164,468.00	.1%
3301200 7041 Senior Center Renovation	300,000	0	300,000	687,844.70		-387,844.70	229.3%
3301200 7045 Police Facility	72,150	0	72,150	120,074.63		-47,924.63	166.4%
3301200 7050 CDBG Projects	349,980	0	349,980	.00		349,980.00	.0%
3301200 7200 Park Renovations	151,500	0	151,500	.00		151,500.00	.0%
TOTAL Capital Outlay	1,038,335	0	1,038,335	808,156.33		230,178.67	%
TOTAL Administrative Services	0	0	0	-389,426.05		389,426.05	.0%
TOTAL Capital Projects Fund	0	0	0	-389,426.05		389,426.05	.0%
TOTAL REVENUES	-1,163,335	0	-1,163,335	-1,197,787.38		34,452.38	
TOTAL EXPENSES	1,163,335	0	1,163,335	808,361.33		354,973.67	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12 Administrative Services							
<hr/>							
47 Miscellaneous							
<hr/>							
3401200 4700 Interest	-10,000	0	-10,000	-23,072.68		13,072.68	230.7%
TOTAL Miscellaneous	-10,000	0	-10,000	-23,072.68		13,072.68	%
<hr/>							
48 Reimb & Transfers							
<hr/>							
3401200 4855 Transfer from Other Funds	-950,000	0	-950,000	-950,000.00		.00	100.0%
TOTAL Reimb & Transfers	-950,000	0	-950,000	-950,000.00		.00	%
<hr/>							
49 Fund Balance							
<hr/>							
3401200 4900 Fund Bal Avail. for Approp.	-682,733	0	-682,733	-690,153.36		7,420.36	101.1%
TOTAL Fund Balance	-682,733	0	-682,733	-690,153.36		7,420.36	%
<hr/>							
70 Capital Outlay							
<hr/>							
3401200 7005 Building Improvements	842,733	0	842,733	155,567.03		687,165.97	18.5%
3401200 7015 Capital Projects - Admin Serv	0	0	0	25,807.65		-25,807.65	.0%
3401200 7020 Capital Projects - Publ Safet	0	0	0	13,630.67		-13,630.67	.0%
TOTAL Capital Outlay	842,733	0	842,733	195,005.35		647,727.65	%
<hr/>							
84 Unapprop Fund Bal							
<hr/>							
3401200 8450 Unapp Fund Balance	800,000	0	800,000	.00		800,000.00	.0%

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ACCOUNTS FOR:  
340 Facility Mjr Maintenance Fund

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Unapprop Fund Bal	800,000	0	800,000	.00		800,000.00	%
TOTAL Administrative Services	0	0	0	-1,468,220.69		1,468,220.69	.0%
TOTAL Facility Mjr Maintenance Fund	0	0	0	-1,468,220.69		1,468,220.69	.0%
TOTAL REVENUES	-1,642,733	0	-1,642,733	-1,663,226.04		20,493.04	
TOTAL EXPENSES	1,642,733	0	1,642,733	195,005.35		1,447,727.65	

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ACCOUNTS FOR:  
350 CIP Excise Tax Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12 Administrative Services

45 License Permit Fees

3501200 4553 C.I.P. Fees	-352,500	0	-352,500	-358,914.26	6,414.26	101.8%
TOTAL License Permit Fees	-352,500	0	-352,500	-358,914.26	6,414.26	%

47 Miscellaneous

3501200 4700 Interest	-550	0	-550	-930.66	380.66	169.2%
TOTAL Miscellaneous	-550	0	-550	-930.66	380.66	%

49 Fund Balance

3501200 4900 Fund Bal Avail. for Approp.	-221,355	0	-221,355	-216,760.11	-4,594.89	97.9%
TOTAL Fund Balance	-221,355	0	-221,355	-216,760.11	-4,594.89	%

70 Capital Outlay

3501200 7015 Capital Projects - Admin Serv	163,640	0	163,640	8,224.74	155,415.26	5.0%
3501200 7020 Capital Projects - Publ Safet	130,005	0	130,005	22,853.85	107,151.15	17.6%
TOTAL Capital Outlay	293,645	0	293,645	31,078.59	262,566.41	%

82 Transfers

3501200 8250 Transfer to Other Funds	280,760	0	280,760	280,760.00	.00	100.0%
TOTAL Transfers	280,760	0	280,760	280,760.00	.00	%
TOTAL Administrative Services	0	0	0	-264,766.44	264,766.44	.0%

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ACCOUNTS FOR:  
350 CIP Excise Tax Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CIP Excise Tax Fund	0	0	0	-264,766.44		264,766.44	.0%
TOTAL REVENUES	-574,405	0	-574,405	-576,605.03		2,200.03	
TOTAL EXPENSES	574,405	0	574,405	311,838.59		262,566.41	

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ACCOUNTS FOR:  
355 Fire Equipment Repl Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
23 Fire Equipment Repl							
<hr/>							
41 Intergovernmental							
<hr/>							
3552300 4110 Rural District Share	-146,550	-6,500	-153,050	-6,588.00		-146,462.00	4.3%
3552300 4170 St Fire Conflagration Reimb	0	0	0	-26,343.22		26,343.22	.0%
TOTAL Intergovernmental	-146,550	-6,500	-153,050	-32,931.22		-120,118.78	%
<hr/>							
42 Grants							
<hr/>							
3552300 4200 Homeland Security Grant	0	-130,000	-130,000	.00		-130,000.00	.0%
TOTAL Grants	0	-130,000	-130,000	.00		-130,000.00	%
<hr/>							
44 Charges for Services							
<hr/>							
3552300 4480 Sale of Equipment & Materials	-50,000	0	-50,000	-135,000.00		85,000.00	270.0%
TOTAL Charges for Services	-50,000	0	-50,000	-135,000.00		85,000.00	%
<hr/>							
47 Miscellaneous							
<hr/>							
3552300 4700 Interest	-2,500	0	-2,500	-3,470.47		970.47	138.8%
TOTAL Miscellaneous	-2,500	0	-2,500	-3,470.47		970.47	%
<hr/>							
48 Reimb & Transfers							
<hr/>							
3552300 4855 Transfer from Other Funds	-167,000	0	-167,000	-167,000.00		.00	100.0%
TOTAL Reimb & Transfers	-167,000	0	-167,000	-167,000.00		.00	%

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ACCOUNTS FOR: 355 Fire Equipment Repl Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
49 Fund Balance	<hr/>						
3552300 4900 Fund Bal Avail. for Approp.	-348,572	0	-348,572	-348,917.55		345.55	100.1%
TOTAL Fund Balance	-348,572	0	-348,572	-348,917.55		345.55	%
70 Capital Outlay	<hr/>						
3552300 7005 Building Improvements	57,000	136,500	193,500	17,501.59		170,303.41	12.0%
3552300 7035 Major Tools & Work Equipment	0	51,000	51,000	51,476.50		-476.50	100.9%
3552300 7170 Equipment Replacement	293,100	0	293,100	277,599.09		15,500.91	94.7%
TOTAL Capital Outlay	350,100	187,500	537,600	346,577.18		185,327.82	%
83 Contingency	<hr/>						
3552300 8300 Contingency	60,000	-51,000	9,000	.00		9,000.00	.0%
TOTAL Contingency	60,000	-51,000	9,000	.00		9,000.00	%
84 Unapprop Fund Bal	<hr/>						
3552300 8450 Unapp Fund Balance	304,522	0	304,522	.00		304,522.00	.0%
TOTAL Unapprop Fund Bal	304,522	0	304,522	.00		304,522.00	%
TOTAL Fire Equipment Repl	0	0	0	-340,742.06		335,047.06	.0%
TOTAL Fire Equipment Repl Fund	0	0	0	-340,742.06		335,047.06	.0%
TOTAL REVENUES	-714,622	-136,500	-851,122	-687,319.24		-163,802.76	
TOTAL EXPENSES	714,622	136,500	851,122	346,577.18		498,849.82	

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ACCOUNTS FOR: 430 SPWF - Debt Service Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
19 Debt Service							
<hr/>							
45 License Permit Fees							
<hr/>							
4301900 4578 Assessment Charges	-1,067	0	-1,067	-1,066.63		-.37	100.0%
TOTAL License Permit Fees	-1,067	0	-1,067	-1,066.63		-.37	%
<hr/>							
47 Miscellaneous							
<hr/>							
4301900 4701 Interest - Assessments	-64	0	-64	-64.00		.00	100.0%
TOTAL Miscellaneous	-64	0	-64	-64.00		.00	%
<hr/>							
82 Transfers							
<hr/>							
4301900 8200 Transfer to General Fund	1,131	0	1,131	1,130.63		.37	100.0%
TOTAL Transfers	1,131	0	1,131	1,130.63		.37	%
TOTAL Debt Service	0	0	0	.00		.00	.0%
TOTAL SPWF - Debt Service Fund	0	0	0	.00		.00	.0%
TOTAL REVENUES	-1,131	0	-1,131	-1,130.63		-.37	
TOTAL EXPENSES	1,131	0	1,131	1,130.63		.37	

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ACCOUNTS FOR:  
505 Library Endowment Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
14 Library							
<hr/>							
47 Miscellaneous							
<hr/>							
5051400 4700 Interest	-400	0	-400	-1,109.81		709.81	277.5%
TOTAL Miscellaneous	-400	0	-400	-1,109.81		709.81	%
<hr/>							
49 Fund Balance							
<hr/>							
5051400 4900 Fund Bal Avail. for Approp.	-1,134	0	-1,134	-1,947.59		813.59	171.7%
5051400 4910 Restricted Fund Balance	-41,187	0	-41,187	-41,186.39		-.61	100.0%
TOTAL Fund Balance	-42,321	0	-42,321	-43,133.98		812.98	%
<hr/>							
60 Materials & Services							
<hr/>							
5051400 6050 Small Equipment	1,534	0	1,534	.00		1,534.00	.0%
TOTAL Materials & Services	1,534	0	1,534	.00		1,534.00	%
<hr/>							
84 Unapprop Fund Bal							
<hr/>							
5051400 8450 Unapp Fund Balance	41,187	0	41,187	.00		41,187.00	.0%
TOTAL Unapprop Fund Bal	41,187	0	41,187	.00		41,187.00	%
TOTAL Library	0	0	0	-44,243.79		44,243.79	.0%
TOTAL Library Endowment Fund	0	0	0	-44,243.79		44,243.79	.0%
TOTAL REVENUES	-42,721	0	-42,721	-44,243.79		1,522.79	
TOTAL EXPENSES	42,721	0	42,721	.00		42,721.00	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
41 Light & Power							
<hr/>							
44 Charges for Services							
<hr/>							
6104100 4419 NSF/Returned Item Charge	-1,500	0	-1,500	-1,470.00		-30.00	98.0%
6104100 4431 Residential Sales	-9,270,690	0	-9,270,690	-9,472,198.19		201,508.19	102.2%
6104100 4433 General Service - 1 ph Sales	-776,682	0	-776,682	-785,707.71		9,025.71	101.2%
6104100 4434 General Service - 3 ph Sales	-915,712	0	-915,712	-1,051,284.04		135,572.04	114.8%
6104100 4436 Industrial Service-Spec Contr	-1,673,750	0	-1,673,750	-2,465,287.86		791,537.86	147.3%
6104100 4437 Large Commercial Industrial	-4,976,072	0	-4,976,072	-5,048,006.79		71,934.79	101.4%
6104100 4439 Public Street Lighting Sales	-98,046	0	-98,046	-97,392.33		-653.67	99.3%
6104100 4440 Rental Lights	-109,444	0	-109,444	-112,443.59		2,999.59	102.7%
6104100 4441 Irrigation Service	-5,100	0	-5,100	-5,920.92		820.92	116.1%
6104100 4442 Green Power Units	-6,500	0	-6,500	-6,380.00		-120.00	98.2%
6104100 4445 Connection Charges	-100,000	0	-100,000	-322,081.19		222,081.19	322.1%
6104100 4446 Street Light Maint-(210-6090)	-55,000	0	-55,000	-55,000.00		.00	100.0%
6104100 4448 Disconnect/Reconnect Charges	-20,000	0	-20,000	-18,965.90		-1,034.10	94.8%
6104100 4449 Pole Rental	-21,500	0	-21,500	-24,509.46		3,009.46	114.0%
6104100 4450 External Work Performed	0	-263,115	-263,115	-261,116.61		-1,998.39	99.2%
6104100 4471 Auditorium Rental	-25,500	0	-25,500	-25,018.45		-481.55	98.1%
6104100 4480 Sale of Equipment & Materials	-22,300	0	-22,300	-53,709.69		31,409.69	240.9%
TOTAL Charges for Services	-18,077,796	-263,115	-18,340,911	-19,806,492.73		1,465,581.73	%
<hr/>							
45 License Permit Fees							
<hr/>							
6104100 4510 Misc-Licenses-Permits & Fees	-50,000	0	-50,000	-59,028.30		9,028.30	118.1%
TOTAL License Permit Fees	-50,000	0	-50,000	-59,028.30		9,028.30	%
<hr/>							
47 Miscellaneous							
<hr/>							
6104100 4700 Interest	-27,100	0	-27,100	-73,542.28		46,442.28	271.4%
TOTAL Miscellaneous	-27,100	0	-27,100	-73,542.28		46,442.28	%
<hr/>							
48 Reimb & Transfers							

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
610 Light & Power Fund							
6104100 4800 Reimbursements	0	0	0	-12,000.00		12,000.00	.0%
6104100 4835 Conservation Incentive Reimb	-268,650	0	-268,650	-422,324.57		153,674.57	157.2%
TOTAL Reimb & Transfers	-268,650	0	-268,650	-434,324.57		165,674.57	%
<u>49 Fund Balance</u>							
6104100 4900 Fund Bal Avail. for Approp.	-5,317,494	0	-5,317,494	-5,273,565.32		-43,928.68	99.2%
TOTAL Fund Balance	-5,317,494	0	-5,317,494	-5,273,565.32		-43,928.68	%
<u>50 Personnel Services</u>							
6104110 5000 Regular Employee Wages	2,053,618	0	2,053,618	1,949,182.59		104,435.41	94.9%
6104110 5200 Temporary Employee Wages	0	0	0	548.19		-548.19	.0%
6104110 5300 Overtime	100,000	263,115	363,115	209,265.15		153,849.85	57.6%
6104110 5500 Health & Dental Benefits	418,194	0	418,194	416,541.44		1,652.56	99.6%
6104110 5550 Health Reimb Arrangement	27,851	0	27,851	26,653.05		1,197.95	95.7%
6104110 5600 Retirement (Defined Ben Plan)	771,605	0	771,605	774,733.60		-3,128.60	100.4%
6104110 5650 Defined Contribution Plan	27,996	0	27,996	14,599.84		13,396.16	52.1%
6104110 5700 FICA/Medicare	164,537	0	164,537	161,132.24		3,404.76	97.9%
6104110 5750 Workers Comp	22,673	0	22,673	22,673.00		.00	100.0%
6104110 5800 Other Benefits	21,947	0	21,947	10,084.63		11,862.37	45.9%
6104110 5850 Other Payroll Taxes	16,875	0	16,875	16,923.69		-48.69	100.3%
6104140 5000 Regular Employee Wages	84,372	0	84,372	84,599.05		-227.05	100.3%
6104140 5100 Part-Time Employee Wages	8,000	0	8,000	.00		8,000.00	.0%
6104140 5200 Temporary Employee Wages	0	0	0	5,782.02		-5,782.02	.0%
6104140 5500 Health & Dental Benefits	7,831	0	7,831	7,918.85		-87.85	101.1%
6104140 5550 Health Reimb Arrangement	844	0	844	780.00		64.00	92.4%
6104140 5600 Retirement (Defined Ben Plan)	39,621	0	39,621	38,146.44		1,474.56	96.3%
6104140 5700 FICA/Medicare	7,281	0	7,281	6,858.29		422.71	94.2%
6104140 5750 Workers Comp	716	0	716	716.00		.00	100.0%
6104140 5800 Other Benefits	746	0	746	488.77		257.23	65.5%
6104140 5850 Other Payroll Taxes	632	0	632	714.52		-82.52	113.1%
TOTAL Personnel Services	3,775,339	263,115	4,038,454	3,748,341.36		290,112.64	%
<u>60 Materials &amp; Services</u>							
6104100 6230 Insurance & Bonds	51,239	0	51,239	51,239.00		.00	100.0%

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ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		ENCUMBRANCES	AVAILABLE	PCT
610 Light & Power Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS		BUDGET	USED
6104100 6370 General Fund Admin Serv (4417		1,465,810	0	1,465,810	1,465,810.00		.00	100.0%
6104110 6000 Operating Supplies		13,150	0	13,150	18,432.74		-5,282.74	140.2%
6104110 6005 Organization Business Expense		12,500	0	12,500	6,781.57		5,718.43	54.3%
6104110 6010 Personnel Uniforms & Equipmen		36,000	0	36,000	33,262.76		2,621.58	92.7%
6104110 6020 Utilities		30,300	0	30,300	31,217.99		-917.99	103.0%
6104110 6030 Subscriptions & Books		800	0	800	.00		800.00	.0%
6104110 6035 Computer Software		12,500	0	12,500	16,318.03		-3,818.03	130.5%
6104110 6040 Computer Software Maintenance		10,500	0	10,500	8,492.00		2,008.00	80.9%
6104110 6045 Computer Supplies		1,500	0	1,500	2,642.97		-1,142.97	176.2%
6104110 6050 Small Equipment		30,250	0	30,250	29,614.87		383.88	98.7%
6104110 6065 Construction Supplies		540,000	0	540,000	484,632.95		-31,330.51	105.8%
6104110 6075 Purchased Power	10,202,916		700,000	10,902,916	10,885,036.32		17,879.68	99.8%
6104110 6080 Miscellaneous Expenditures		1,000	0	1,000	478.00		522.00	47.8%
6104110 6105 Printing		1,500	0	1,500	1,432.96		67.04	95.5%
6104110 6110 Postage		1,500	0	1,500	596.75		903.25	39.8%
6104110 6115 Telecommunications		12,300	0	12,300	10,368.25		1,931.75	84.3%
6104110 6125 Public Information		0	0	0	1,492.00		-1,492.00	.0%
6104110 6130 Publications		1,400	0	1,400	430.73		969.27	30.8%
6104110 6135 Memberships		95,675	0	95,675	95,468.43		206.57	99.8%
6104110 6140 Recruiting Expenses		3,000	0	3,000	76.00		2,924.00	2.5%
6104110 6150 Bill Paying Assistance Progra		75,000	0	75,000	67,100.21		7,899.79	89.5%
6104110 6200 Intergovernmental Services		25,500	0	25,500	2,252.60		23,247.40	8.8%
6104110 6280 Training/Conferences		26,200	0	26,200	21,950.53		4,249.47	83.8%
6104110 6295 Attorney Services		5,000	0	5,000	1,741.50		3,258.50	34.8%
6104110 6305 Professional Services		136,800	0	136,800	74,730.20		62,069.80	54.6%
6104110 6310 Consultants		202,000	0	202,000	14,005.00		182,000.00	9.9%
6104110 6315 Contracts for Services		89,800	0	89,800	102,656.75		-12,856.75	114.3%
6104110 6320 Misc Medical Services		3,000	0	3,000	2,191.11		808.89	73.0%
6104110 6330 Bank Service Fees		80,000	0	80,000	87,878.00		-7,878.00	109.8%
6104110 6335 Equipment Maint & Oper Supplie		29,500	0	29,500	17,530.99		11,969.01	59.4%
6104110 6340 Equipment/Vehicle Rental		5,000	0	5,000	3,039.24		1,680.76	66.4%
6104110 6345 Vehicle Maint & Oper Supplies		55,000	0	55,000	64,557.56		-9,557.56	117.4%
6104110 6350 Vehicle Maint External		35,000	0	35,000	36,400.09		-1,400.09	104.0%
6104110 6355 Fuel/Oil		40,000	0	40,000	37,864.27		2,135.73	94.7%
6104110 6365 Information System Fund Chgs		59,904	0	59,904	59,904.00		.00	100.0%
6104110 6380 Rents & Leases		8,500	0	8,500	7,996.59		503.41	94.1%
6104110 6390 Facility Maintenance Supplies		10,700	0	10,700	5,446.31		5,253.69	50.9%
6104110 6395 Facility Mnt/Repairs		12,500	0	12,500	26,422.89		-13,922.89	211.4%
6104140 6000 Operating Supplies		0	0	0	71.47		-71.47	.0%
6104140 6005 Organization Business Expense		3,000	0	3,000	3,144.00		-144.00	104.8%
6104140 6030 Subscriptions & Books		0	0	0	341.50		-341.50	.0%
6104140 6125 Public Information		37,000	0	37,000	33,987.66		3,012.34	91.9%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>610 Light &amp; Power Fund</b>							
6104140 6130 Publications	750	0	750	95.00		655.00	12.7%
6104140 6135 Memberships	7,250	0	7,250	7,215.50		34.50	99.5%
6104140 6280 Training/Conferences	2,500	0	2,500	1,906.08		593.92	76.2%
6104140 6290 Travel	0	0	0	14.40		-14.40	.0%
6104140 6305 Professional Services	0	0	0	4,500.00		-4,500.00	.0%
6104142 6185 Conservation Incentives	70,000	0	70,000	71,500.00		-1,500.00	102.1%
6104142 6190 Ind Conservation Augmentation	228,650	0	228,650	228,921.93		-271.93	100.1%
6104142 6195 Green Power Info & Promotion	1,000	0	1,000	200.00		800.00	20.0%
TOTAL Materials & Services	13,773,394	700,000	14,473,394	14,129,389.70		250,664.83	%
<b>70 Capital Outlay</b>							
6104100 7000 Office Equipment & Furniture	5,000	0	5,000	2,281.18		2,718.82	45.6%
6104100 7005 Building Improvements	125,000	0	125,000	107,818.88		10,228.12	91.8%
6104100 7035 Major Tools & Work Equipment	60,000	0	60,000	45,750.77		14,249.23	76.3%
6104100 7165 Vehicle Replacement	220,000	0	220,000	186,907.00		33,093.00	85.0%
6104110 7142 FG Substation Improvements	0	0	0	31,571.16		-31,571.16	.0%
6104110 7143 Thatcher Substation Improv	0	0	0	27,232.66		-27,232.66	.0%
6104110 7144 Filbert Substation Improv	0	0	0	2,185.07		-2,185.07	.0%
6104110 7145 Substation Improvements	175,000	0	175,000	113,189.35		56,083.16	68.0%
6104110 7147 LED Streetlight Replacement	150,000	0	150,000	218,966.20		-227,134.30	251.4%
6104110 7150 System Additions & Upgrades	100,000	0	100,000	92,572.25		7,427.75	92.6%
TOTAL Capital Outlay	835,000	0	835,000	828,474.52		-164,323.11	%
<b>80 Debt Service</b>							
6104100 8012 Principal - Substations	224,000	0	224,000	224,000.00		.00	100.0%
6104100 8112 Interest - Substations	71,975	11,000	82,975	81,975.00		1,000.00	98.8%
TOTAL Debt Service	295,975	11,000	306,975	305,975.00		1,000.00	%
<b>82 Transfers</b>							
6104100 8250 Transfer to Other Funds	155,612	0	155,612	155,612.00		.00	100.0%

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ACCOUNTS FOR: 610 Light & Power Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6104100 8275 In-Lieu of Tax	973,700	0	973,700	973,700.00		.00	100.0%
TOTAL Transfers	1,129,312	0	1,129,312	1,129,312.00		.00	%
<hr/>							
83 Contingency							
6104100 8300 Contingency	1,000,000	-711,000	289,000	.00		289,000.00	.0%
TOTAL Contingency	1,000,000	-711,000	289,000	.00		289,000.00	%
<hr/>							
84 Unapprop Fund Bal							
6104100 8450 Unapp Fund Balance	2,932,020	0	2,932,020	.00		2,932,020.00	.0%
TOTAL Unapprop Fund Bal	2,932,020	0	2,932,020	.00		2,932,020.00	%
TOTAL Light & Power	0	0	0	-5,505,460.62		5,241,272.56	.0%
TOTAL Light & Power Fund	0	0	0	-5,505,460.62		5,241,272.56	.0%
TOTAL REVENUES	-23,741,040	-263,115	-24,004,155	-25,646,953.20		1,642,798.20	
TOTAL EXPENSES	23,741,040	263,115	24,004,155	20,141,492.58		3,598,474.36	

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ACCOUNTS FOR: 620 Sewer Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
54 Sewer							
<hr/>							
44 Charges for Services							
<hr/>							
6205400 4431 Residential Sales	-1,091,204	0	-1,091,204	-1,170,593.01		79,389.01	107.3%
6205400 4432 Commercial Sales	-295,093	0	-295,093	-286,801.80		-8,291.20	97.2%
6205400 4436 Industrial Service-Spec Contr	-65,725	0	-65,725	-107,309.96		41,584.96	163.3%
TOTAL Charges for Services	-1,452,022	0	-1,452,022	-1,564,704.77		112,682.77	%
<hr/>							
45 License Permit Fees							
<hr/>							
6205400 4575 Sewer Laterals	-10,000	0	-10,000	-12,321.54		2,321.54	123.2%
TOTAL License Permit Fees	-10,000	0	-10,000	-12,321.54		2,321.54	%
<hr/>							
47 Miscellaneous							
<hr/>							
6205400 4700 Interest	-25,000	0	-25,000	-75,984.59		50,984.59	303.9%
TOTAL Miscellaneous	-25,000	0	-25,000	-75,984.59		50,984.59	%
<hr/>							
49 Fund Balance							
<hr/>							
6205400 4900 Fund Bal Avail. for Approp.	-2,934,252	0	-2,934,252	-3,467,384.88		533,132.88	118.2%
TOTAL Fund Balance	-2,934,252	0	-2,934,252	-3,467,384.88		533,132.88	%
<hr/>							
50 Personnel Services							
<hr/>							
6205410 5000 Regular Employee Wages	240,929	0	240,929	163,274.27		77,654.73	67.8%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
620 Sewer Fund							
6205410 5300 Overtime	0	0	0	1,092.55		-1,092.55	.0%
6205410 5500 Health & Dental Benefits	72,132	0	72,132	43,005.09		29,126.91	59.6%
6205410 5550 Health Reimb Arrangement	3,536	0	3,536	2,376.63		1,159.37	67.2%
6205410 5600 Retirement (Defined Ben Plan)	81,021	0	81,021	81,112.18		-91.18	100.1%
6205410 5650 Defined Contribution Plan	7,210	0	7,210	6,688.37		521.63	92.8%
6205410 5700 FICA/Medicare	18,431	0	18,431	12,407.24		6,023.76	67.3%
6205410 5750 Workers Comp	5,795	0	5,795	5,795.00		.00	100.0%
6205410 5800 Other Benefits	2,220	0	2,220	1,114.56		1,105.44	50.2%
6205410 5850 Other Payroll Taxes	1,921	0	1,921	1,306.77		614.23	68.0%
TOTAL Personnel Services	433,195	0	433,195	318,172.66		115,022.34	%
60 Materials & Services							
6205400 6140 Recruiting Expenses	0	0	0	3,638.33		-3,638.33	.0%
6205400 6230 Insurance & Bonds	28,000	0	28,000	28,000.00		.00	100.0%
6205400 6365 Information System Fund Chgs	6,055	0	6,055	6,055.00		.00	100.0%
6205400 6370 General Fund Admin Serv (4417	597,366	0	597,366	597,366.00		.00	100.0%
6205410 6000 Operating Supplies	3,000	0	3,000	2,612.37		387.63	87.1%
6205410 6005 Organization Business Expense	100	0	100	.00		100.00	.0%
6205410 6010 Personnel Uniforms & Equipmen	4,000	0	4,000	2,437.78		1,562.22	60.9%
6205410 6020 Utilities	3,000	0	3,000	2,828.76		171.24	94.3%
6205410 6035 Computer Software	5,000	0	5,000	3,649.01		1,350.99	73.0%
6205410 6050 Small Equipment	14,000	0	14,000	8,907.41		5,092.59	63.6%
6205410 6065 Construction Supplies	13,000	0	13,000	7,140.27		5,859.73	54.9%
6205410 6105 Printing	200	0	200	33.00		167.00	16.5%
6205410 6110 Postage	400	0	400	.47		399.53	.1%
6205410 6115 Telecommunications	1,100	0	1,100	725.92		374.08	66.0%
6205410 6125 Public Information	200	0	200	.00		200.00	.0%
6205410 6130 Publications	300	0	300	224.49		75.51	74.8%
6205410 6135 Memberships	1,200	0	1,200	1,440.00		-240.00	120.0%
6205410 6280 Training/Conferences	3,300	0	3,300	2,300.45		999.55	69.7%
6205410 6305 Professional Services	93,500	0	93,500	1,989.00		91,511.00	2.1%
6205410 6320 Misc Medical Services	500	0	500	205.12		294.88	41.0%
6205410 6330 Bank Service Fees	23,500	0	23,500	27,942.77		-4,442.77	118.9%
6205410 6335 Equipment Maint & Oper Supplie	2,500	0	2,500	425.58		2,074.42	17.0%
6205410 6355 Fuel/Oil	100	0	100	9.60		90.40	9.6%
6205410 6360 Equipment Fund Charges	84,795	0	84,795	84,795.00		.00	100.0%
6205410 6380 Rents & Leases	1,000	0	1,000	.00		1,000.00	.0%
6205410 6385 Building/Facility Rental	6,300	0	6,300	6,300.00		.00	100.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
620 Sewer Fund							
6205410 6390 Facility Maintenance Supplies	300	0	300	.00		300.00	.0%
6205410 6395 Facility Mnt/Repairs	500	0	500	635.00		-135.00	127.0%
TOTAL Materials & Services	893,216	0	893,216	789,661.33		103,554.67	%
70 Capital Outlay							
6205410 7035 Major Tools & Work Equipment	18,000	0	18,000	12,848.75		5,151.25	71.4%
6205410 7125 Sewer Construction	105,000	0	105,000	38,460.75		66,539.25	36.6%
TOTAL Capital Outlay	123,000	0	123,000	51,309.50		71,690.50	%
82 Transfers							
6205400 8275 In-Lieu of Tax	80,874	0	80,874	80,874.00		.00	100.0%
TOTAL Transfers	80,874	0	80,874	80,874.00		.00	%
83 Contingency							
6205400 8300 Contingency	750,000	0	750,000	.00		750,000.00	.0%
TOTAL Contingency	750,000	0	750,000	.00		750,000.00	%
84 Unapprop Fund Bal							
6205400 8450 Unapp Fund Balance	2,140,989	0	2,140,989	.00		2,140,989.00	.0%
TOTAL Unapprop Fund Bal	2,140,989	0	2,140,989	.00		2,140,989.00	%
TOTAL Sewer	0	0	0	-3,880,378.29		3,880,378.29	.0%
TOTAL Sewer Fund	0	0	0	-3,880,378.29		3,880,378.29	.0%
TOTAL REVENUES	-4,421,274	0	-4,421,274	-5,120,395.78		699,121.78	
TOTAL EXPENSES	4,421,274	0	4,421,274	1,240,017.49		3,181,256.51	

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ACCOUNTS FOR: 622 Sewer SDC Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
54 Sewer							
<hr/>							
45 License Permit Fees							
<hr/>							
6225400 4570 System Development Charge	-143,000	0	-143,000	-175,716.92		32,716.92	122.9%
6225400 4576 Sewer Connection Fee	-5,000	0	-5,000	1,027.56		-6,027.56	20.6%
TOTAL License Permit Fees	-148,000	0	-148,000	-174,689.36		26,689.36	%
<hr/>							
47 Miscellaneous							
<hr/>							
6225400 4700 Interest	-4,981	0	-4,981	-14,409.47		9,428.47	289.3%
TOTAL Miscellaneous	-4,981	0	-4,981	-14,409.47		9,428.47	%
<hr/>							
49 Fund Balance							
<hr/>							
6225400 4900 Fund Bal Avail. for Approp.	-705,916	0	-705,916	-777,904.56		71,988.56	110.2%
TOTAL Fund Balance	-705,916	0	-705,916	-777,904.56		71,988.56	%
<hr/>							
60 Materials & Services							
<hr/>							
6225410 6305 Professional Services	75,000	0	75,000	.00		75,000.00	.0%
TOTAL Materials & Services	75,000	0	75,000	.00		75,000.00	%
<hr/>							
70 Capital Outlay							
<hr/>							
6225410 7120 Construction Projects	70,000	0	70,000	.00		70,000.00	.0%
TOTAL Capital Outlay	70,000	0	70,000	.00		70,000.00	%

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ACCOUNTS FOR:  
622 Sewer SDC Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
83 Contingency							
6225400 8300 Contingency	100,000	0	100,000	.00		100,000.00	.0%
TOTAL Contingency	100,000	0	100,000	.00		100,000.00	%
84 Unapprop Fund Bal							
6225400 8450 Unapp Fund Balance	613,897	0	613,897	.00		613,897.00	.0%
TOTAL Unapprop Fund Bal	613,897	0	613,897	.00		613,897.00	%
TOTAL Sewer	0	0	0	-967,003.39		967,003.39	.0%
TOTAL Sewer SDC Fund	0	0	0	-967,003.39		967,003.39	.0%
TOTAL REVENUES	-858,897	0	-858,897	-967,003.39		108,106.39	
TOTAL EXPENSES	858,897	0	858,897	.00		858,897.00	

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
630 Water Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
53 Water							
<hr/>							
44 Charges for Services							
<hr/>							
6305300 4431 Residential Sales	-2,872,332	0	-2,872,332	-3,136,719.42		264,387.42	109.2%
6305300 4432 Commercial Sales	-923,627	0	-923,627	-984,027.88		60,400.88	106.5%
6305300 4435 Multi-Family Sales	-446,258	0	-446,258	-489,499.16		43,241.16	109.7%
6305300 4436 Industrial Service-Spec Contr	-324,319	0	-324,319	-311,842.15		-12,476.85	96.2%
6305300 4444 Non-Metered Sales	-8,000	0	-8,000	-14,074.71		6,074.71	175.9%
6305300 4445 Connection Charges	-58,926	0	-58,926	-76,048.33		17,122.33	129.1%
6305300 4472 Building Rental Income	-36,050	0	-36,050	-36,050.00		.00	100.0%
6305300 4480 Sale of Equipment & Materials	0	0	0	-1,297.14		1,297.14	.0%
6305300 4484 Raw Water Sales	-102,050	0	-102,050	.00		-102,050.00	.0%
6305300 4485 Timber Sales- Odd Fiscal Year	-1,000,000	0	-1,000,000	-1,344,925.55		344,925.55	134.5%
6305300 4486 Timber Sales-Even Fiscal Year	0	0	0	-5,656.90		5,656.90	.0%
TOTAL Charges for Services	-5,771,562	0	-5,771,562	-6,400,141.24		628,579.24	%
<hr/>							
45 License Permit Fees							
<hr/>							
6305300 4510 Misc-Licenses-Permits & Fees	-5,000	0	-5,000	-4,799.92		-200.08	96.0%
TOTAL License Permit Fees	-5,000	0	-5,000	-4,799.92		-200.08	%
<hr/>							
47 Miscellaneous							
<hr/>							
6305300 4700 Interest	-45,000	0	-45,000	-232,305.24		187,305.24	516.2%
6305300 4760 Miscellaneous Revenue	0	0	0	-1,340.00		1,340.00	.0%
TOTAL Miscellaneous	-45,000	0	-45,000	-233,645.24		188,645.24	%
<hr/>							
49 Fund Balance							
<hr/>							
6305300 4900 Fund Bal Avail. for Approp.	-8,621,462	0	-8,621,462	-8,580,626.25		-40,835.75	99.5%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
630 Water Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
TOTAL Fund Balance	-8,621,462	0	-8,621,462	-8,580,626.25		-40,835.75	%
50 Personnel Services							
6305310 5000 Regular Employee Wages	412,744	0	412,744	352,027.13		60,716.87	85.3%
6305310 5300 Overtime	5,100	0	5,100	12,183.96		-7,083.96	238.9%
6305310 5500 Health & Dental Benefits	129,847	0	129,847	106,557.26		23,289.74	82.1%
6305310 5550 Health Reimb Arrangement	6,354	0	6,354	7,497.14		-1,143.14	118.0%
6305310 5600 Retirement (Defined Ben Plan)	129,173	0	129,173	116,422.28		12,750.72	90.1%
6305310 5650 Defined Contribution Plan	24,151	0	24,151	11,764.40		12,386.60	48.7%
6305310 5700 FICA/Medicare	33,566	0	33,566	27,875.85		5,690.15	83.0%
6305310 5750 Workers Comp	3,631	0	3,631	3,631.00		.00	100.0%
6305310 5800 Other Benefits	4,202	0	4,202	2,406.92		1,795.08	57.3%
6305310 5850 Other Payroll Taxes	3,481	0	3,481	2,922.37		558.63	84.0%
6305330 5000 Regular Employee Wages	177,797	0	177,797	180,612.86		-2,815.86	101.6%
6305330 5300 Overtime	24,000	0	24,000	26,954.45		-2,954.45	112.3%
6305330 5500 Health & Dental Benefits	52,325	0	52,325	48,392.00		3,933.00	92.5%
6305330 5550 Health Reimb Arrangement	2,561	0	2,561	2,727.84		-166.84	106.5%
6305330 5600 Retirement (Defined Ben Plan)	52,055	0	52,055	50,562.21		1,492.79	97.1%
6305330 5650 Defined Contribution Plan	9,733	0	9,733	7,556.89		2,176.11	77.6%
6305330 5700 FICA/Medicare	13,527	0	13,527	15,747.95		-2,220.95	116.4%
6305330 5750 Workers Comp	1,464	0	1,464	1,464.00		.00	100.0%
6305330 5800 Other Benefits	1,693	0	1,693	1,411.72		281.28	83.4%
6305330 5850 Other Payroll Taxes	1,402	0	1,402	1,651.88		-249.88	117.8%
6305332 5000 Regular Employee Wages	38,099	0	38,099	27,233.73		10,865.27	71.5%
6305332 5300 Overtime	900	0	900	602.44		297.56	66.9%
6305332 5500 Health & Dental Benefits	9,690	0	9,690	5,817.83		3,872.17	60.0%
6305332 5550 Health Reimb Arrangement	474	0	474	344.89		129.11	72.8%
6305332 5600 Retirement (Defined Ben Plan)	9,640	0	9,640	21,591.73		-11,951.73	224.0%
6305332 5650 Defined Contribution Plan	1,802	0	1,802	337.07		1,464.93	18.7%
6305332 5700 FICA/Medicare	2,505	0	2,505	2,111.71		393.29	84.3%
6305332 5750 Workers Comp	271	0	271	271.00		.00	100.0%
6305332 5800 Other Benefits	314	0	314	201.20		112.80	64.1%
6305332 5850 Other Payroll Taxes	260	0	260	219.06		40.94	84.3%
6305334 5000 Regular Employee Wages	6,350	0	6,350	8,407.21		-2,057.21	132.4%
6305334 5500 Health & Dental Benefits	1,938	0	1,938	1,652.54		285.46	85.3%
6305334 5550 Health Reimb Arrangement	95	0	95	85.55		9.45	90.1%
6305334 5600 Retirement (Defined Ben Plan)	1,928	0	1,928	4,009.67		-2,081.67	208.0%
6305334 5650 Defined Contribution Plan	360	0	360	.00		360.00	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
630 Water Fund							
6305334 5700 FICA/Medicare	501	0	501	638.25		-137.25	127.4%
6305334 5750 Workers Comp	54	0	54	54.00		.00	100.0%
6305334 5800 Other Benefits	63	0	63	50.48		12.52	80.1%
6305334 5850 Other Payroll Taxes	52	0	52	66.01		-14.01	126.9%
TOTAL Personnel Services	1,164,102	0	1,164,102	1,054,064.48		110,037.52	%
60 Materials & Services							
6305300 6035 Computer Software	550	0	550	446.50		103.50	81.2%
6305300 6140 Recruiting Expenses	0	0	0	4,064.74		-4,064.74	.0%
6305300 6175 Timber Harvesting - Odd FYs	400,000	0	400,000	404,177.77		-4,177.77	101.0%
6305300 6200 Intergovernmental Services	65,000	0	65,000	54,852.14		10,147.86	84.4%
6305300 6230 Insurance & Bonds	34,552	0	34,552	34,552.00		.00	100.0%
6305300 6295 Attorney Services	0	0	0	6,391.18		-6,391.18	.0%
6305300 6305 Professional Services	78,130	0	78,130	1,500.00		76,630.00	1.9%
6305300 6330 Bank Service Fees	22,000	0	22,000	.00		22,000.00	.0%
6305300 6365 Information System Fund Chgs	15,070	0	15,070	15,070.00		.00	100.0%
6305300 6370 General Fund Admin Serv (4417	1,075,558	0	1,075,558	1,075,558.00		.00	100.0%
6305300 6530 Water Conservation	0	0	0	525.00		-525.00	.0%
6305310 6000 Operating Supplies	4,800	0	4,800	2,686.60		2,113.40	56.0%
6305310 6005 Organization Business Expense	200	0	200	.00		200.00	.0%
6305310 6010 Personnel Uniforms & Equipmen	8,200	0	8,200	6,215.12		1,984.88	75.8%
6305310 6020 Utilities	32,500	0	32,500	33,103.66		-603.66	101.9%
6305310 6030 Subscriptions & Books	500	0	500	.00		500.00	.0%
6305310 6035 Computer Software	4,000	0	4,000	2,464.01		1,535.99	61.6%
6305310 6050 Small Equipment	15,000	0	15,000	11,932.00		3,068.00	79.5%
6305310 6065 Construction Supplies	100,000	0	100,000	98,050.34		1,949.66	98.1%
6305310 6105 Printing	1,000	0	1,000	263.00		737.00	26.3%
6305310 6110 Postage	1,000	0	1,000	1,208.54		-208.54	120.9%
6305310 6115 Telecommunications	6,155	0	6,155	5,498.93		656.07	89.3%
6305310 6125 Public Information	200	0	200	.00		200.00	.0%
6305310 6130 Publications	300	0	300	.00		300.00	.0%
6305310 6135 Memberships	1,750	0	1,750	825.00		925.00	47.1%
6305310 6200 Intergovernmental Services	0	0	0	200.00		-200.00	.0%
6305310 6280 Training/Conferences	4,000	0	4,000	2,626.72		1,373.28	65.7%
6305310 6305 Professional Services	37,000	0	37,000	63,210.84		-26,210.84	170.8%
6305310 6320 Misc Medical Services	1,000	0	1,000	992.37		7.63	99.2%
6305310 6330 Bank Service Fees	0	0	0	23,119.03		-23,119.03	.0%
6305310 6335 Equipment Maint & Oper Supplie	6,000	0	6,000	2,708.21		3,291.79	45.1%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
630 Water Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
6305310 6355 Fuel/Oil	200	0	200	362.24		-162.24	181.1%
6305310 6360 Equipment Fund Charges	151,526	0	151,526	151,526.00		.00	100.0%
6305310 6375 Custodial	1,000	0	1,000	.00		1,000.00	.0%
6305310 6380 Rents & Leases	6,000	0	6,000	192.53		5,807.47	3.2%
6305310 6390 Facility Maintenance Supplies	4,000	0	4,000	2,825.81		1,174.19	70.6%
6305310 6395 Facility Mnt/Repairs	20,000	0	20,000	19,234.11		765.89	96.2%
6305330 6000 Operating Supplies	83,600	0	83,600	64,871.73		5,346.56	93.6%
6305330 6005 Organization Business Expense	200	0	200	.00		200.00	.0%
6305330 6010 Personnel Uniforms & Equipmen	2,200	0	2,200	1,991.34		208.66	90.5%
6305330 6020 Utilities	52,500	0	52,500	59,166.76		-6,666.76	112.7%
6305330 6030 Subscriptions & Books	300	0	300	.00		300.00	.0%
6305330 6035 Computer Software	500	0	500	.00		500.00	.0%
6305330 6050 Small Equipment	27,800	0	27,800	8,508.73		19,291.27	30.6%
6305330 6105 Printing	1,000	0	1,000	1,024.45		-24.45	102.4%
6305330 6110 Postage	100	0	100	8.61		91.39	8.6%
6305330 6115 Telecommunications	0	0	0	1,268.70		-1,268.70	.0%
6305330 6135 Memberships	1,000	0	1,000	574.00		426.00	57.4%
6305330 6160 Watershed Management	0	0	0	960.00		-960.00	.0%
6305330 6200 Intergovernmental Services	0	0	0	388.00		-388.00	.0%
6305330 6280 Training/Conferences	3,200	0	3,200	1,710.00		1,490.00	53.4%
6305330 6305 Professional Services	170,201	0	170,201	141,439.14		-50,405.90	129.6%
6305330 6320 Misc Medical Services	500	0	500	.00		500.00	.0%
6305330 6335 Equipment Maint & Oper Supplie	11,250	0	11,250	6,422.89		4,827.11	57.1%
6305330 6355 Fuel/Oil	150	0	150	697.04		-547.04	464.7%
6305330 6375 Custodial	700	0	700	.00		700.00	.0%
6305330 6380 Rents & Leases	2,000	0	2,000	295.14		1,704.86	14.8%
6305330 6390 Facility Maintenance Supplies	20,700	0	20,700	13,549.13		7,150.87	65.5%
6305330 6395 Facility Mnt/Repairs	6,000	0	6,000	17,205.33		-18,003.33	400.1%
6305332 6160 Watershed Management	30,000	0	30,000	7,002.75		22,997.25	23.3%
6305332 6170 Watershed Maintenance	37,500	0	37,500	972.24		36,527.76	2.6%
6305332 6200 Intergovernmental Services	13,000	0	13,000	12,757.50		242.50	98.1%
6305334 6070 JWC Water Purchases	251,000	0	251,000	230,591.77		20,408.23	91.9%
TOTAL Materials & Services	2,812,592	0	2,812,592	2,597,787.64		115,456.89	%
70 Capital Outlay							
6305310 7035 Major Tools & Work Equipment	103,000	0	103,000	59,850.22		43,149.78	58.1%
6305310 7090 Water Projects	100,000	0	100,000	23,684.29		76,315.71	23.7%
6305310 7105 Water Line Extension	100,000	0	100,000	.00		100,000.00	.0%

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ACCOUNTS FOR:  
630 Water Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6305310 7120 Construction Projects	220,000	0	220,000	1,677.27		218,322.73	.8%
6305330 7110 Water Treatment Plant Equip	41,000	0	41,000	62,947.07		-21,993.77	153.6%
6305332 7115 Watershed Capital	20,000	0	20,000	.00		20,000.00	.0%
6305334 7095 Joint - Capital Equipment	23,727	0	23,727	.00		23,727.00	.0%
TOTAL Capital Outlay	607,727	0	607,727	148,158.85		459,521.45	%
<hr/>							
80 Debt Service							
6305300 8006 Principal - 2013 RefundingFFC	315,000	0	315,000	315,000.00		.00	100.0%
6305300 8010 Principal - Scoggins Reservo	39,191	0	39,191	37,866.89		1,324.11	96.6%
6305300 8106 Interest - 2013 Refunding FFC	45,578	0	45,578	45,758.00		-180.00	100.4%
6305300 8110 Interest - Scoggins Reservoir	33,607	400	34,007	34,929.98		-922.98	102.7%
TOTAL Debt Service	433,376	400	433,776	433,554.87		221.13	%
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82 Transfers							
6305300 8250 Transfer to Other Funds	66,783	0	66,783	66,783.00		.00	100.0%
6305300 8275 In-Lieu of Tax	249,534	0	249,534	249,534.00		.00	100.0%
TOTAL Transfers	316,317	0	316,317	316,317.00		.00	%
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83 Contingency							
6305300 8300 Contingency	600,000	-400	599,600	.00		599,600.00	.0%
6305300 8310 JWC - Contingency	333,250	0	333,250	.00		333,250.00	.0%
6305300 8340 Debt Service Contingency	343,000	0	343,000	.00		343,000.00	.0%
TOTAL Contingency	1,276,250	-400	1,275,850	.00		1,275,850.00	%
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84 Unapprop Fund Bal							
6305300 8450 Unapp Fund Balance	7,832,660	0	7,832,660	.00		7,832,660.00	.0%

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ACCOUNTS FOR:  
630 Water Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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TOTAL Unapprop Fund Bal	7,832,660	0	7,832,660	.00	7,832,660.00	%
TOTAL Water	0	0	0	-10,669,329.81	10,569,935.64	.0%
TOTAL Water Fund	0	0	0	-10,669,329.81	10,569,935.64	.0%
TOTAL REVENUES	-14,443,024	0	-14,443,024	-15,219,212.65	776,188.65	
TOTAL EXPENSES	14,443,024	0	14,443,024	4,549,882.84	9,793,746.99	

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ACCOUNTS FOR:  
632 Water SDC Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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53 Water

45 License Permit Fees

6325300 4570 System Development Charge	-783,640	0	-783,640	-850,796.00	67,156.00	108.6%
TOTAL License Permit Fees	-783,640	0	-783,640	-850,796.00	67,156.00	%

47 Miscellaneous

6325300 4700 Interest	-78,364	0	-78,364	-104,931.15	26,567.15	133.9%
TOTAL Miscellaneous	-78,364	0	-78,364	-104,931.15	26,567.15	%

49 Fund Balance

6325300 4900 Fund Bal Avail. for Approp.	-5,254,268	0	-5,254,268	-6,276,041.28	1,021,773.28	119.4%
TOTAL Fund Balance	-5,254,268	0	-5,254,268	-6,276,041.28	1,021,773.28	%

60 Materials & Services

6325300 6305 Professional Services	100,000	0	100,000	56,671.53	25,576.21	74.4%
TOTAL Materials & Services	100,000	0	100,000	56,671.53	25,576.21	%

70 Capital Outlay

6325300 7100 JWC - Other Projects	992,352	0	992,352	686,780.07	305,571.93	69.2%
6325300 7120 Construction Projects	480,000	0	480,000	.00	480,000.00	.0%
TOTAL Capital Outlay	1,472,352	0	1,472,352	686,780.07	785,571.93	%

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ACCOUNTS FOR: 632 Water SDC Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
82 Transfers							
6325300 8200 Transfer to General Fund	1,400	0	1,400	1,400.00		.00	100.0%
TOTAL Transfers	1,400	0	1,400	1,400.00		.00	%
<hr/>							
83 Contingency							
6325300 8300 Contingency	150,000	0	150,000	.00		150,000.00	.0%
TOTAL Contingency	150,000	0	150,000	.00		150,000.00	%
<hr/>							
84 Unapprop Fund Bal							
6325300 8450 Unapp Fund Balance	4,392,520	0	4,392,520	.00		4,392,520.00	.0%
TOTAL Unapprop Fund Bal	4,392,520	0	4,392,520	.00		4,392,520.00	%
TOTAL Water	0	0	0	-6,486,916.83		6,469,164.57	.0%
TOTAL Water SDC Fund	0	0	0	-6,486,916.83		6,469,164.57	.0%
TOTAL REVENUES	-6,116,272	0	-6,116,272	-7,231,768.43		1,115,496.43	
TOTAL EXPENSES	6,116,272	0	6,116,272	744,851.60		5,353,668.14	

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ACCOUNTS FOR: 640 Surface Water Mgmt Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
55 Surface Water Management	<hr/>						
44 Charges for Services	<hr/>						
6405500 4430 Surface Water Management Fees	-1,171,673	0	-1,171,673	-1,182,809.31		11,136.31	101.0%
TOTAL Charges for Services	-1,171,673	0	-1,171,673	-1,182,809.31		11,136.31	%
45 License Permit Fees	<hr/>						
6405500 4510 Misc-Licenses-Permits & Fees	0	0	0	-2,082.99		2,082.99	.0%
TOTAL License Permit Fees	0	0	0	-2,082.99		2,082.99	.0%
47 Miscellaneous	<hr/>						
6405500 4700 Interest	-3,000	0	-3,000	-3,241.56		241.56	108.1%
TOTAL Miscellaneous	-3,000	0	-3,000	-3,241.56		241.56	%
48 Reimb & Transfers	<hr/>						
6405500 4860 Transfer from General Fund	-150,000	0	-150,000	-150,000.00		.00	100.0%
TOTAL Reimb & Transfers	-150,000	0	-150,000	-150,000.00		.00	%
49 Fund Balance	<hr/>						
6405500 4900 Fund Bal Avail. for Approp.	-881,501	0	-881,501	-758,823.63		-122,677.37	86.1%
TOTAL Fund Balance	-881,501	0	-881,501	-758,823.63		-122,677.37	%
50 Personnel Services	<hr/>						

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
640 Surface Water Mgmt Fund							
6405510 5000 Regular Employee Wages	235,122	0	235,122	315,653.71		-80,531.71	134.3%
6405510 5300 Overtime	0	0	0	1,165.42		-1,165.42	.0%
6405510 5500 Health & Dental Benefits	74,614	0	74,614	89,787.16		-15,173.16	120.3%
6405510 5550 Health Reimb Arrangement	3,432	0	3,432	4,569.79		-1,137.79	133.2%
6405510 5600 Retirement (Defined Ben Plan)	74,664	0	74,664	74,437.63		226.37	99.7%
6405510 5650 Defined Contribution Plan	8,339	0	8,339	11,880.08		-3,541.08	142.5%
6405510 5700 FICA/Medicare	17,987	0	17,987	23,896.35		-5,909.35	132.9%
6405510 5750 Workers Comp	6,763	0	6,763	6,763.00		.00	100.0%
6405510 5800 Other Benefits	2,210	0	2,210	2,162.24		47.76	97.8%
6405510 5850 Other Payroll Taxes	1,876	0	1,876	2,545.87		-669.87	135.7%
TOTAL Personnel Services	425,007	0	425,007	532,861.25		-107,854.25	%
60 Materials & Services							
6405500 6140 Recruiting Expenses	0	0	0	2,199.65		-2,199.65	.0%
6405500 6230 Insurance & Bonds	13,649	0	13,649	13,649.00		.00	100.0%
6405500 6295 Attorney Services	0	0	0	935.00		-935.00	.0%
6405500 6370 General Fund Admin Serv (4417	212,204	0	212,204	212,204.00		.00	100.0%
6405510 6000 Operating Supplies	2,000	0	2,000	1,536.11		463.89	76.8%
6405510 6005 Organization Business Expense	200	0	200	.00		200.00	.0%
6405510 6010 Personnel Uniforms & Equipmen	4,300	0	4,300	1,273.32		3,026.68	29.6%
6405510 6035 Computer Software	3,300	0	3,300	2,486.51		813.49	75.3%
6405510 6050 Small Equipment	13,000	0	13,000	7,972.77		5,027.23	61.3%
6405510 6065 Construction Supplies	15,000	0	15,000	10,292.62		4,707.38	68.6%
6405510 6105 Printing	300	0	300	33.00		267.00	11.0%
6405510 6110 Postage	100	0	100	86.79		13.21	86.8%
6405510 6115 Telecommunications	0	0	0	504.86		-504.86	.0%
6405510 6125 Public Information	2,000	0	2,000	1,416.00		584.00	70.8%
6405510 6130 Publications	300	0	300	.00		300.00	.0%
6405510 6135 Memberships	100	0	100	.00		100.00	.0%
6405510 6200 Intergovernmental Services	1,500	0	1,500	.00		1,500.00	.0%
6405510 6280 Training/Conferences	2,000	0	2,000	1,247.75		752.25	62.4%
6405510 6305 Professional Services	99,700	0	99,700	16,980.69		82,719.31	17.0%
6405510 6320 Misc Medical Services	500	0	500	413.56		86.44	82.7%
6405510 6330 Bank Service Fees	5,300	0	5,300	6,212.25		-912.25	117.2%
6405510 6335 Equipment Maint & Oper Supplie	2,000	0	2,000	1,284.19		715.81	64.2%
6405510 6355 Fuel/Oil	300	0	300	171.61		128.39	57.2%
6405510 6360 Equipment Fund Charges	181,103	0	181,103	181,103.00		.00	100.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
640 Surface Water Mgmt Fund							
6405510 6365 Information System Fund Chgs	2,066	0	2,066	2,066.00		.00	100.0%
6405510 6380 Rents & Leases	1,000	0	1,000	.00		1,000.00	.0%
6405510 6385 Building/Facility Rental	3,200	0	3,200	3,200.00		.00	100.0%
6405510 6390 Facility Maintenance Supplies	500	0	500	500.70		-.70	100.1%
TOTAL Materials & Services	565,622	0	565,622	467,769.38		97,852.62	%
70 Capital Outlay							
6405510 7035 Major Tools & Work Equipment	6,000	0	6,000	.00		6,000.00	.0%
6405510 7140 Storm Sewer Construction	580,000	0	580,000	88,203.09		479,226.71	17.4%
TOTAL Capital Outlay	586,000	0	586,000	88,203.09		485,226.71	%
82 Transfers							
6405500 8275 In-Lieu of Tax	55,595	0	55,595	55,595.00		.00	100.0%
TOTAL Transfers	55,595	0	55,595	55,595.00		.00	%
83 Contingency							
6405500 8300 Contingency	150,000	0	150,000	.00		150,000.00	.0%
TOTAL Contingency	150,000	0	150,000	.00		150,000.00	%
84 Unapprop Fund Bal							
6405500 8450 Unapp Fund Balance	423,950	0	423,950	.00		423,950.00	.0%
TOTAL Unapprop Fund Bal	423,950	0	423,950	.00		423,950.00	%
TOTAL Surface Water Management	0	0	0	-952,528.77		939,958.57	.0%
TOTAL Surface Water Mgmt Fund	0	0	0	-952,528.77		939,958.57	.0%
TOTAL REVENUES	-2,206,174	0	-2,206,174	-2,096,957.49		-109,216.51	
TOTAL EXPENSES	2,206,174	0	2,206,174	1,144,428.72		1,049,175.08	

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ACCOUNTS FOR:  
642 SWM SDC Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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55 Surface Water Management

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45 License Permit Fees

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6425500 4571 SWM SDC Quality	-2,000	0	-2,000	-3,445.00	1,445.00	172.3%
6425500 4572 SWM SDC Quantity	-32,500	0	-32,500	-67,382.26	34,882.26	207.3%
TOTAL License Permit Fees	-34,500	0	-34,500	-70,827.26	36,327.26	%

47 Miscellaneous

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6425500 4700 Interest	-1,900	0	-1,900	-10,594.69	8,694.69	557.6%
TOTAL Miscellaneous	-1,900	0	-1,900	-10,594.69	8,694.69	%

49 Fund Balance

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6425500 4900 Fund Bal Avail. for Approp.	-494,269	0	-494,269	-510,213.66	15,944.66	103.2%
TOTAL Fund Balance	-494,269	0	-494,269	-510,213.66	15,944.66	%

60 Materials & Services

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6425510 6305 Professional Services	75,000	0	75,000	.00	75,000.00	.0%
TOTAL Materials & Services	75,000	0	75,000	.00	75,000.00	%

70 Capital Outlay

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6425510 7130 Quantity System Improvements	75,000	0	75,000	.00	75,000.00	.0%
6425510 7135 Quality System Improvements	75,000	0	75,000	.00	75,000.00	.0%

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ACCOUNTS FOR:  
642 SWM SDC Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6425510 7140 Storm Sewer Construction	150,000	0	150,000	43,007.15		106,992.85	28.7%
TOTAL Capital Outlay	300,000	0	300,000	43,007.15		256,992.85	%
83 Contingency							
6425500 8300 Contingency	15,000	0	15,000	.00		15,000.00	.0%
6425500 8320 SWM SDC Cont. Quality	100,000	0	100,000	.00		100,000.00	.0%
TOTAL Contingency	115,000	0	115,000	.00		115,000.00	%
84 Unapprop Fund Bal							
6425500 8450 Unapp Fund Balance	40,669	0	40,669	.00		40,669.00	.0%
TOTAL Unapprop Fund Bal	40,669	0	40,669	.00		40,669.00	%
TOTAL Surface Water Management	0	0	0	-548,628.46		548,628.46	.0%
TOTAL SWM SDC Fund	0	0	0	-548,628.46		548,628.46	.0%
TOTAL REVENUES	-530,669	0	-530,669	-591,635.61		60,966.61	
TOTAL EXPENSES	530,669	0	530,669	43,007.15		487,661.85	

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ACCOUNTS FOR: 710 Information Systems Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12 Administrative Services	<hr/>						
44 Charges for Services	<hr/>						
7101200 4465 Equipment Charges	-365,100	0	-365,100	-365,100.00		.00	100.0%
TOTAL Charges for Services	-365,100	0	-365,100	-365,100.00		.00	%
45 License Permit Fees	<hr/>						
7101200 4510 Misc-Licenses-Permits & Fees	0	0	0	-745.00		745.00	.0%
TOTAL License Permit Fees	0	0	0	-745.00		745.00	.0%
47 Miscellaneous	<hr/>						
7101200 4700 Interest	-8,800	0	-8,800	-15,104.60		6,304.60	171.6%
7101200 4760 Miscellaneous Revenue	0	0	0	-805.00		805.00	.0%
TOTAL Miscellaneous	-8,800	0	-8,800	-15,909.60		7,109.60	%
49 Fund Balance	<hr/>						
7101200 4900 Fund Bal Avail. for Approp.	-745,537	0	-745,537	-781,279.25		35,742.25	104.8%
TOTAL Fund Balance	-745,537	0	-745,537	-781,279.25		35,742.25	%
60 Materials & Services	<hr/>						
7101200 6000 Operating Supplies	1,200	0	1,200	1,213.82		-13.82	101.2%
7101200 6035 Computer Software	7,800	0	7,800	3,381.52		-8,760.56	212.3%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
710 Information Systems Fund							
7101200 6040 Computer Software Maintenance	102,147	0	102,147	113,544.53		-67,355.28	165.9%
7101200 6045 Computer Supplies	28,000	0	28,000	24,525.20		3,474.80	87.6%
7101200 6050 Small Equipment	167,275	0	167,275	197,545.70		-110,548.77	166.1%
7101200 6110 Postage	250	0	250	72.66		177.34	29.1%
7101200 6115 Telecommunications	3,000	0	3,000	.00		3,000.00	.0%
7101200 6135 Memberships	300	0	300	219.00		81.00	73.0%
7101200 6200 Intergovernmental Services	15,459	0	15,459	19,844.83		-4,385.83	128.4%
7101200 6280 Training/Conferences	6,000	0	6,000	10,452.07		-4,452.07	174.2%
7101200 6305 Professional Services	65,000	0	65,000	18,547.79		37,452.21	42.4%
7101200 6335 Equipment Maint & Oper Supplie	0	0	0	108.00		-108.00	.0%
TOTAL Materials & Services	396,431	0	396,431	389,455.12		-151,438.98	%
<hr/>							
70 Capital Outlay							
7101200 7000 Office Equipment & Furniture	254,220	0	254,220	180,591.89		73,628.11	71.0%
7101200 7065 Accounting System	15,000	0	15,000	.00		15,000.00	.0%
TOTAL Capital Outlay	269,220	0	269,220	180,591.89		88,628.11	%
<hr/>							
83 Contingency							
7101200 8300 Contingency	35,000	0	35,000	.00		35,000.00	.0%
TOTAL Contingency	35,000	0	35,000	.00		35,000.00	%
<hr/>							
84 Unapprop Fund Bal							
7101200 8450 Unapp Fund Balance	418,786	0	418,786	.00		418,786.00	.0%
TOTAL Unapprop Fund Bal	418,786	0	418,786	.00		418,786.00	%
TOTAL Administrative Services	0	0	0	-592,986.84		434,571.98	.0%
TOTAL Information Systems Fund	0	0	0	-592,986.84		434,571.98	.0%
TOTAL REVENUES	-1,119,437	0	-1,119,437	-1,163,033.85		43,596.85	
TOTAL EXPENSES	1,119,437	0	1,119,437	570,047.01		390,975.13	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
56 Equipment Rental & Replacement							
<hr/>							
44 Charges for Services							
<hr/>							
7205600 4450 External Work Performed	-1,000	0	-1,000	.00		-1,000.00	.0%
7205600 4460 Equipment Rental	-515,900	0	-515,900	-515,900.00		.00	100.0%
7205600 4461 City Hall Vehicle Replacement	-18,450	0	-18,450	-18,450.00		.00	100.0%
7205600 4464 Public Works Veh & Equip Repl	-231,329	0	-231,329	-235,099.00		3,770.00	101.6%
7205600 4466 Light/Fire Maintenance	-60,000	0	-60,000	-74,180.52		14,180.52	123.6%
7205600 4467 Sale of Gas & Oil	-50,000	0	-50,000	-64,887.33		14,887.33	129.8%
7205600 4480 Sale of Equipment & Materials	-39,000	0	-39,000	-79,609.00		40,609.00	204.1%
7205610 4462 Parks Veh & Equipment Repl	-26,730	0	-26,730	-26,730.00		.00	100.0%
TOTAL Charges for Services	-942,409	0	-942,409	-1,014,855.85		72,446.85	%
<hr/>							
45 License Permit Fees							
<hr/>							
7205600 4510 Misc-Licenses-Permits & Fees	0	0	0	-10,759.49		10,759.49	.0%
TOTAL License Permit Fees	0	0	0	-10,759.49		10,759.49	.0%
<hr/>							
47 Miscellaneous							
<hr/>							
7205600 4700 Interest	-15,000	0	-15,000	-26,040.38		11,040.38	173.6%
TOTAL Miscellaneous	-15,000	0	-15,000	-26,040.38		11,040.38	%
<hr/>							
48 Reimb & Transfers							
<hr/>							
7205600 4855 Transfer from Other Funds	-113,760	0	-113,760	-113,760.00		.00	100.0%
TOTAL Reimb & Transfers	-113,760	0	-113,760	-113,760.00		.00	%
<hr/>							
49 Fund Balance							
<hr/>							
7205600 4900 Fund Bal Avail. for Approp.	-1,270,528	0	-1,270,528	-823,920.48		-446,607.52	64.8%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
720 Equipment Fund							
7205600 4920 City Hall Veh Fund Bal Avail	0	0	0	-67,268.24		67,268.24	.0%
7205600 4930 Parks Veh Fund Bal Avail	0	0	0	-42,168.12		42,168.12	.0%
7205600 4940 Police Veh Fund Bal Avail	0	0	0	-160,965.14		160,965.14	.0%
7205600 4950 PW Veh Fund Bal Avail	0	0	0	-192,887.79		192,887.79	.0%
TOTAL Fund Balance	-1,270,528	0	-1,270,528	-1,287,209.77		16,681.77	%
50 Personnel Services							
7205610 5000 Regular Employee Wages	146,285	0	146,285	146,247.38		37.62	100.0%
7205610 5300 Overtime	2,500	0	2,500	1,139.26		1,360.74	45.6%
7205610 5500 Health & Dental Benefits	40,167	0	40,167	37,195.36		2,971.64	92.6%
7205610 5550 Health Reimb Arrangement	2,211	0	2,211	2,122.05		88.95	96.0%
7205610 5600 Retirement (Defined Ben Plan)	8,718	0	8,718	8,734.95		-16.95	100.2%
7205610 5650 Defined Contribution Plan	15,284	0	15,284	15,325.21		-41.21	100.3%
7205610 5700 FICA/Medicare	11,382	0	11,382	11,084.74		297.26	97.4%
7205610 5750 Workers Comp	2,444	0	2,444	2,444.00		.00	100.0%
7205610 5800 Other Benefits	1,516	0	1,516	1,030.43		485.57	68.0%
7205610 5850 Other Payroll Taxes	1,184	0	1,184	1,175.48		8.52	99.3%
TOTAL Personnel Services	231,691	0	231,691	226,498.86		5,192.14	%
60 Materials & Services							
7205610 6000 Operating Supplies	2,500	0	2,500	2,832.99		-332.99	113.3%
7205610 6010 Personnel Uniforms & Equipmen	1,000	0	1,000	285.91		714.09	28.6%
7205610 6035 Computer Software	7,000	0	7,000	5,887.84		1,112.16	84.1%
7205610 6050 Small Equipment	8,000	0	8,000	3,404.32		4,595.68	42.6%
7205610 6105 Printing	200	0	200	434.27		-234.27	217.1%
7205610 6110 Postage	1,000	0	1,000	49.79		950.21	5.0%
7205610 6115 Telecommunications	1,700	0	1,700	650.58		1,049.42	38.3%
7205610 6135 Memberships	200	0	200	.00		200.00	.0%
7205610 6200 Intergovernmental Services	1,000	0	1,000	2,077.50		-1,077.50	207.8%
7205610 6230 Insurance & Bonds	33,951	0	33,951	34,401.00		-450.00	101.3%
7205610 6280 Training/Conferences	3,000	0	3,000	2,579.52		420.48	86.0%
7205610 6305 Professional Services	3,000	0	3,000	4,783.23		-1,783.23	159.4%
7205610 6320 Misc Medical Services	300	0	300	320.22		-20.22	106.7%
7205610 6330 Bank Service Fees	210	0	210	85.15		124.85	40.5%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
720 Equipment Fund							
7205610 6335 Equipment Maint & Oper Supplie	3,000	0	3,000	1,115.82		1,884.18	37.2%
7205610 6345 Vehicle Maint & Oper Supplies	70,000	0	70,000	87,556.21		-17,556.21	125.1%
7205610 6350 Vehicle Maint External	25,000	0	25,000	27,625.62		-2,625.62	110.5%
7205610 6355 Fuel/Oil	200,000	0	200,000	186,444.13		13,555.87	93.2%
7205610 6365 Information System Fund Chgs	2,794	0	2,794	2,794.00		.00	100.0%
7205610 6380 Rents & Leases	200	0	200	.00		200.00	.0%
7205610 6385 Building/Facility Rental	23,400	0	23,400	23,400.00		.00	100.0%
TOTAL Materials & Services	387,455	0	387,455	386,728.10		726.90	%
<hr/>							
70 Capital Outlay							
7205610 7175 City Hall Veh Replacement	25,000	0	25,000	.00		25,000.00	.0%
7205610 7185 Police Veh & Equipment Repl	99,000	0	99,000	110,260.66		-12,311.51	112.4%
7205610 7190 PW Veh & Equipment Repl	255,000	0	255,000	247,657.08		-5,470.29	102.1%
TOTAL Capital Outlay	379,000	0	379,000	357,917.74		7,218.20	%
<hr/>							
83 Contingency							
7205600 8300 Contingency	250,000	0	250,000	.00		250,000.00	.0%
TOTAL Contingency	250,000	0	250,000	.00		250,000.00	%
<hr/>							
84 Unapprop Fund Bal							
7205600 8450 Unapp Fund Balance	1,093,551	0	1,093,551	.00		1,093,551.00	.0%
TOTAL Unapprop Fund Bal	1,093,551	0	1,093,551	.00		1,093,551.00	%
TOTAL Equipment Rental & Replacement	0	0	0	-1,481,480.79		1,467,616.73	.0%
TOTAL Equipment Fund	0	0	0	-1,481,480.79		1,467,616.73	.0%
TOTAL REVENUES	-2,341,697	0	-2,341,697	-2,452,625.49		110,928.49	
TOTAL EXPENSES	2,341,697	0	2,341,697	971,144.70		1,356,688.24	

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ACCOUNTS FOR: 730 City Utility Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12 Administrative Services	<hr/>						
48 Reimb & Transfers	<hr/>						
7301200 4855 Transfer from Other Funds	-155,612	0	-155,612	-155,612.00		.00	100.0%
7301200 4865 Transfer from Water Fund	-66,783	0	-66,783	-66,783.00		.00	100.0%
TOTAL Reimb & Transfers	-222,395	0	-222,395	-222,395.00		.00	%
<hr/>							
60 Materials & Services	<hr/>						
7301200 6021 City Hall Utilities	26,057	0	26,057	37,789.03		-11,732.03	145.0%
7301200 6022 Library Utilities	36,154	0	36,154	36,024.63		129.37	99.6%
7301200 6023 Aquatics Utilities	49,583	0	49,583	43,544.16		6,038.34	87.8%
7301200 6024 Parks Utilities	66,111	0	66,111	64,543.39		1,567.11	97.6%
7301200 6025 Police Utilities	24,864	0	24,864	24,777.95		86.05	99.7%
7301200 6026 Fire Utilities	16,528	0	16,528	12,777.92		3,750.08	77.3%
7301200 6027 Engineering Building Utilitie	3,099	0	3,099	2,937.92		161.08	94.8%
TOTAL Materials & Services	222,395	0	222,395	222,395.00		.00	%
TOTAL Administrative Services	0	0	0	.00		.00	.0%
TOTAL City Utility Fund	0	0	0	.00		.00	.0%
TOTAL REVENUES	-222,395	0	-222,395	-222,395.00		.00	
TOTAL EXPENSES	222,395	0	222,395	222,395.00		.00	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>740 Risk Management Fund</b>							
<hr/>							
12 Administrative Services							
<hr/>							
44 Charges for Services							
<hr/>							
7401200 4491 P/L Insurance - General Fund	-168,392	0	-168,392	-168,393.00		1.00	100.0%
7401200 4492 P/L Insurance - Other Funds	-167,686	0	-167,686	-167,787.00		101.00	100.1%
7401200 4493 WC Insurance - General Fund	-126,894	0	-126,894	-126,844.00		-50.00	100.0%
7401200 4494 WC Insurance - Other Funds	-60,239	0	-60,239	-60,240.00		1.00	100.0%
TOTAL Charges for Services	-523,211	0	-523,211	-523,264.00		53.00	%
<hr/>							
47 Miscellaneous							
<hr/>							
7401200 4700 Interest	-2,500	0	-2,500	-9,154.95		6,654.95	366.2%
7401200 4760 Miscellaneous Revenue	0	0	0	-7,071.76		7,071.76	.0%
7401200 4766 SAIF Dividend	0	0	0	-71,042.00		71,042.00	.0%
TOTAL Miscellaneous	-2,500	0	-2,500	-87,268.71		84,768.71	%
<hr/>							
49 Fund Balance							
<hr/>							
7401200 4900 Fund Bal Avail. for Approp.	-307,351	0	-307,351	-306,538.61		-812.39	99.7%
TOTAL Fund Balance	-307,351	0	-307,351	-306,538.61		-812.39	%
<hr/>							
60 Materials & Services							
<hr/>							
7401200 6235 Property/Liability Premiums	336,078	0	336,078	316,646.11		19,431.89	94.2%
7401200 6240 P/L Claims - General Fund	0	0	0	25,376.83		-25,376.83	.0%
7401200 6255 Risk Management Activities	14,450	0	14,450	.00		14,450.00	.0%
7401200 6260 Worker's Compensation Premium	181,191	0	181,191	129,905.00		51,286.00	71.7%
7401200 6265 WC Claims - General Fund	13,000	0	13,000	7,380.31		5,619.69	56.8%
TOTAL Materials & Services	544,719	0	544,719	479,308.25		65,410.75	%

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FROM 2019 01 TO 2019 13

ACCOUNTS FOR: 740 Risk Management Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
70 Capital Outlay	<hr/>						
7401200 7065 Accounting System	120,000	0	120,000	48,956.92		71,043.08	40.8%
TOTAL Capital Outlay	120,000	0	120,000	48,956.92		71,043.08	%
82 Transfers	<hr/>						
7401200 8200 Transfer to General Fund	40,000	0	40,000	40,000.00		.00	100.0%
TOTAL Transfers	40,000	0	40,000	40,000.00		.00	%
83 Contingency	<hr/>						
7401200 8300 Contingency	40,000	0	40,000	.00		40,000.00	.0%
TOTAL Contingency	40,000	0	40,000	.00		40,000.00	%
84 Unapprop Fund Bal	<hr/>						
7401200 8450 Unapp Fund Balance	88,343	0	88,343	.00		88,343.00	.0%
TOTAL Unapprop Fund Bal	88,343	0	88,343	.00		88,343.00	%
TOTAL Administrative Services	0	0	0	-348,806.15		348,806.15	.0%
TOTAL Risk Management Fund	0	0	0	-348,806.15		348,806.15	.0%
TOTAL REVENUES	-833,062	0	-833,062	-917,071.32		84,009.32	
TOTAL EXPENSES	833,062	0	833,062	568,265.17		264,796.83	

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City of Forest Grove, OR - Prod 11.3  
REVENUE/EXPENDITURE REPORT-ALL FUNDS  
SUMMARY-FY 2018-2019

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glflxrpt

FROM 2019 01 TO 2019 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>850 FG Urban Renewal Agency Fund</b>							
<hr/>							
85 FG Urban Renewal Agency							
<hr/>							
40 Taxes							
<hr/>							
8508500 4000 Property Taxes	-210,874	0	-210,874	-236,545.55		25,671.55	112.2%
8508500 4020 Property Tax Prior Years	-1,000	0	-1,000	-2,460.24		1,460.24	246.0%
TOTAL Taxes	-211,874	0	-211,874	-239,005.79		27,131.79	%
<hr/>							
47 Miscellaneous							
<hr/>							
8508500 4700 Interest	-3,000	0	-3,000	-7,433.08		4,433.08	247.8%
TOTAL Miscellaneous	-3,000	0	-3,000	-7,433.08		4,433.08	%
<hr/>							
49 Fund Balance							
<hr/>							
8508500 4900 Fund Bal Avail. for Approp.	-185,308	0	-185,308	-190,461.10		5,153.10	102.8%
TOTAL Fund Balance	-185,308	0	-185,308	-190,461.10		5,153.10	%
<hr/>							
60 Materials & Services							
<hr/>							
8508500 6125 Public Information	0	0	0	197.44		-197.44	.0%
8508500 6135 Memberships	250	0	250	.00		250.00	.0%
8508500 6200 Intergovernmental Services	5,238	0	5,238	5,078.01		159.99	96.9%
8508500 6295 Attorney Services	6,000	0	6,000	.00		6,000.00	.0%
8508500 6305 Professional Services	4,000	0	4,000	3,300.00		700.00	82.5%
8508500 6325 Financial Ser-Auditing-Inv	3,300	0	3,300	3,622.05		-322.05	109.8%
8508500 6425 Storefront Improvement Grants	98,155	0	98,155	36,757.85		61,397.15	37.4%
8508500 6430 Undesignated Projects	241,987	0	241,987	689.00		241,298.00	.3%
TOTAL Materials & Services	358,930	0	358,930	49,644.35		309,285.65	%
<hr/>							
80 Debt Service							
<hr/>							

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16:07:35

City of Forest Grove, OR - Prod 11.3  
REVENUE/EXPENDITURE REPORT-ALL FUNDS  
SUMMARY-FY 2018-2019

PAGE 89  
glflxrpt

FROM 2019 01 TO 2019 13

ACCOUNTS FOR: 850 FG Urban Renewal Agency Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8508500 8114 Interest - FG Urban Renewal	41,252	0	41,252	41,252.00		.00	100.0%
TOTAL Debt Service	41,252	0	41,252	41,252.00		.00	%
TOTAL FG Urban Renewal Agency	0	0	0	-346,003.62		346,003.62	.0%
TOTAL FG Urban Renewal Agency Fund	0	0	0	-346,003.62		346,003.62	.0%
TOTAL REVENUES	-400,182	0	-400,182	-436,899.97		36,717.97	
TOTAL EXPENSES	400,182	0	400,182	90,896.35		309,285.65	

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*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>6.</u>
MEETING DATE:	<u>09/09/2019</u>
FINAL ACTION:	<u>Order No. 2019-04</u>

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**PROJECT TEAM:** *Bryan Pohl, Community Development Director  
Spencer Parsons, City Attorney  
James Reitz (AICP), Senior Planner*

**MEETING DATE:** *September 9, 2019*

**SUBJECT TITLE:** Motion for Adoption of Order No. 2019-04  
File No. 311-19-000006-PLNG

**ACTION REQUESTED:**

<input type="checkbox"/>	Ordinance	<input checked="" type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input checked="" type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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*X all that apply*

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**BACKGROUND:** At the August 12, 2019, City Council meeting, the Council voted to deny site plan approval for the proposed Dollar General store at 1121 Gales Creek Road. The Council directed staff to prepare an Order memorializing this decision. The City Attorney and staff have prepared the attached Order and Findings for adoption.

**STAFF RECOMMENDATION:** Staff recommends that the City Council adopt Order Number 2019-04.

**ATTACHMENTS:** Order Number 2019-04 and Exhibit A “Findings.”

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6-

**ORDER NO. 2019-04**

**ORDER OVERTURNING THE PLANNING COMMISSION'S APPROVAL OF THE  
SITE PLAN AND BUILDING DESIGN OF A NEW DOLLAR GENERAL STORE  
AT 1121 GALES CREEK ROAD; WASHINGTON COUNTY TAX LOT 1N436B003100;  
FILE NUMBER 311-19-000006-PLNG**

**WHEREAS**, an application (the "Application") for site plan and building design approval was submitted on April 19, 2019 for a new Dollar General store at 1121 Gales Creek Road;

**WHEREAS**, City planning staff ("Staff") deemed the application complete on May 15, 2019;

**WHEREAS**, the Planning Commission held a duly-noticed public hearing on June 24, 2019, and voted 5-2 to approve the application;

**WHEREAS**, Christopher Wilmeth filed a timely appeal of the Planning Commission decision on July 2, 2019;

**WHEREAS**, the City Council held a duly-noticed Public Hearing on August 12, 2019, to consider an appeal of the Planning Commission's decision;

**WHEREAS**, the City Council heard testimony from project supporters, project opponents, and staff, and carefully considered the different interpretations of the Forest Grove Development Code offered; and

**WHEREAS**, the City Council closed the Public Hearing and voted 5-1 to overturn the Planning Commission's decision to approve the application.

**NOW, THEREFORE, THE CITY OF FOREST GROVE ORDERS AS FOLLOWS:**

**Section 1.** The City of Forest Grove City Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as Exhibit A.

**Section 2.** Based on the evidence in the record, and the Findings of Fact and Conclusions of Law included in Exhibit A, the City Council hereby sustains the appeal of the Planning Commission's approval of the Site Plan and Building Design Development Review to allow a new Dollar General store at 1121 Gales Creek Road. Accordingly, the Application is **DENIED**.

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

**PRESENTED AND PASSED** the 9<sup>th</sup> day of September, 2019.

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Anna D. Ruggles, City Recorder

**APPROVED BY THE MAYOR** the 9<sup>th</sup> day of September, 2019.

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Peter B. Truax, Mayor

**EXHIBIT A**  
**Order No. 2019-04**  
**Findings of Fact and Conclusions of Law**

These Findings of Fact and Conclusions of Law are based on the evidence in the record, including, without limitation, the application materials, public comments, staff reports and deliberations of the City Council.

Finding: The site of the proposed project is 1121 Gales Creek Road. The site is located in the “Gales Creek” Neighborhood Mixed Use (NMU) zoning district as identified in Development Code §17.4.315.

Finding: Development Code §17.3.310(C) Neighborhood Mixed Use (NMU) describes the zone as follows: *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.*

Finding: Section 17.12.130.D.1 of the Development Code defines General Retail - Sales Oriented as *“Establishments which engage in consumer-oriented sales, leasing and rental of consumer, home and business goods. Examples include 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 §17.12.130(D)(4) Bulk Sales) and those sold primarily outdoors (see §17.12.130 (D)(5), Outdoor Sales).”* Dollar General is a variety store with multiple product lines. Because it engages in consumer-oriented sales, the proposed use would fall within the General Retail – Sales Oriented definition.

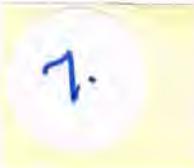
Finding: The application is for a site and design review permit to allow for a new retail store. Development Code §17.3.320 Table 3-10 *Commercial and Mixed Use Zones – Use Table* lists General Retail – Sales Oriented as a Limited use in the Neighborhood Mixed Use zoning district. Development Code §17.3.320, Table 3-10, Footnote No.16 imposes a single limitation on General Retail – Sales Oriented uses proposed in the NMU zone, that the **“Use is only permitted within a Village Center of a Mixed Use Planned Development approved pursuant to §17.4.300”** (emphasis added).

Finding: Additionally, while the Development Code does not provide a definition of a “Village Center”, § 17.3.310.C provides the following description: “Most non-residential uses [in the NMU zone] 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 in 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**” (emphasis added).

Finding: Development Code §17.3.320, Table 3-10, Footnote No. 16, and 17.3.310.C, together require designation of a Village Center through the approval of a Mixed Use Planned Development to site a General Retail - Sales Oriented use in the NMU zone.

Finding: A Village Center has not yet been established in the Gales Creek NMU zoning district. Until such time as a Village Center is duly established pursuant to §17.4.300 et seq., as required by Development Code §17.3.320, Table 3-10, Footnote No. 16, and §17.3.310.C, a new General Retail - Sales Oriented use may not be approved in the Gales Creek NMU zoning district.

Conclusion: Because the proposal is for a new General Retail - Sales Oriented use, and because it is proposed to be sited in the Gales Creek NMU zoning district, the use must be sited in a Village Center. Because Development Code §17.3.320 Table 3-10 Footnote No. 16 and §17.3.310.C require that Sales-Oriented Retail uses be located only within a Village Center approved as part of a Mixed Use Planned Development, and because no Village Center location has been established by that process in the Gales Creek NMU zoning district, the application for a Dollar General store at 1121 Gales Creek Road must be denied.



**ORDINANCE NO. 2019-09**

**AMENDING FOREST GROVE CODE OF ORDINANCES  
ADOPTING TITLE XI (BUSINESS REGULATIONS), CHAPTER 111,  
§ 111.065, TITLED FOOD WASTE REQUIREMENT**

**WHEREAS**, the City of Forest Grove is within Metro’s jurisdiction for Solid Waste Management; and

**WHEREAS**, Metro regulates solid waste generated within the Metro region pursuant to Metro’s constitutional, statutory, and charter authority and as set forth in the Metro Code; and

**WHEREAS**, Metro has mandated the City adopt Business Food Waste Requirements effective July 31, 2019; and

**WHEREAS**, although the City does not recognize that Metro has the legal authority to require the City Council to legislatively enact the Business Food Waste Requirements, the City nevertheless finds it is in the public interest to adopt these requirements; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance on August 12, 2019, and continued the hearing on September 9, 2019.

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

**Section 1:** The City Council hereby amends Forest Grove Code of Ordinances adopting Title XI (Business Regulations), Chapter 111, § 111.065, titled Food Waste Requirement, as set forth in Exhibit A.

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

**PRESENTED AND PASSED** the first reading this 12<sup>th</sup> day of August, 2019.

**PASSED** the second reading this 9<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
Peter B. Truax, Mayor

## Exhibit A

### TITLE XI BUSINESS REGULATIONS

#### § 111.065 FOOD WASTE REQUIREMENT

(A) Applicability. This section applies to all covered businesses.

(B) Covered Businesses. A **COVERED BUSINESS** is a business that cooks, assembles, processes, serves, or sells food or does so as service providers for other enterprises.

Covered businesses subject to the business food waste requirement include but are not limited to:

Cafeterias & buffets	Grocery retail
Caterers	Grocery wholesale
Colleges & universities*	Hospitals*
Correctional facilities	Hotels*
Drinking places*	Limited service restaurants
Elementary and secondary schools*	Nursing & residential care*
Food product manufacturing	Retirement & assisted living*
Food service contractors	Specialty food markets
Full service restaurants	Warehouse clubs

\* Only those with full-service restaurants or on-site food preparation or service are subject to this requirement.

(C) Business Food Waste Requirement.

(1) Covered businesses must separate food waste from all other solid waste for collection. Food waste means solid waste from fruits, vegetables, meats, dairy products, fish, shellfish, nuts, seeds, grains, coffee grounds, and other food that results from the distribution, storage, preparation, cooking, handling, selling or serving of food for human consumption. Food waste includes but is not limited to excess, spoiled or unusable food and includes inedible parts commonly associated with food preparation such as pits, shells, bones, and peels. Food waste does not include liquids or large amounts of oils and meats which are collected for rendering, fuel production or other non-disposal applications, or any food fit for human consumption that has been set aside, stored properly and is accepted for donation by a charitable organization and any food collected to feed animals in compliance with applicable regulations.

(2) Covered businesses must collect food waste that is controlled by the business, agents, and employees. This requirement does not apply to food wastes controlled by customers or the public. At its discretion, a business may also collect food

waste from customers or the public but must ensure that food wastes are free of non-food items. K-12 schools may also include student-generated food waste from school cafeteria meals but must ensure that food wastes are free of non-food items.

(3) Covered businesses must have correctly-labeled and easily-identifiable receptacles for internal maintenance or work areas where food waste may be collected, stored, or both.

(4) Covered businesses must post accurate signs where food waste is collected, stored, or both that identify the materials that the covered business must source separate.

(5) Owners or managers of single or multi-tenant buildings containing covered businesses must allow or otherwise enable the provision of food waste collection service to lessees or occupants subject to the business food waste requirement.

(D) Compliance Timeline.

Covered Businesses must comply with the food waste requirement as determined by the quantity of food waste they generate per week, on average. Implementation will begin with Business Group 1 and progress to the other groups according to the dates noted below. Covered Businesses that demonstrate they generate less than 250 pounds per week of food waste are not subject to this requirement.

1. Business Group 1  
March 31, 2020-March 31, 2021  
≥0.5 ton (1,000 pounds) per week food waste generated
2. Business Group 2  
March 31, 2021-Sept. 30, 2022  
≥0.25 ton (500 pounds) per week food waste generated
3. Business Group 3  
Sept. 30, 2022-Sept. 30, 2023  
≥0.125 ton (250 pounds) per week food waste generated  
and elementary and secondary schools

(E) Temporary Compliance Waivers to Covered Businesses.

A covered business may seek a temporary (12 month) waiver from the business food waste requirement by providing access to a recycling specialist for a site visit and demonstrating that the covered business cannot comply with the business food waste requirement. Businesses must agree to periodic waiver verification site visits to determine if conditions that warrant the waiver are still in place and cannot be remedied in accordance with waiver criteria.

(F) Enforcement of the Business Food Waste Requirement.

(1) A covered business that does not comply with the business food waste requirement may receive a written notice of noncompliance. The notice shall describe:

- (a) The violation;

(b) Provide the covered business an opportunity to cure the violation within the time specified in the notice; and

(c) An offer of assistance with compliance.

(2) A covered business that does not cure a violation within the time specified in the notice of noncompliance may receive a written citation. The citation will provide an additional opportunity to cure the violation within the time specified in the citation and will notify the covered business that it may be subject to a fine.

(3) A covered business that does not cure a violation within the time specified in the citation may be subject to a fine. The general penalty of violation is punishable under the provisions of § [10.99](#).

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	Item 8. A.
MEETING DATE:	09/09/2019
FINAL ACTION:	First Reading ORD 2019-10

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *September 9, 2019*

**PROJECT TEAM:** *James Reitz (AICP), Senior Planner  
 Dan Riordan, Senior Planner  
 Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Public Hearing and Ordinance First Reading to Amend the Development Code to Permit Seasonal Shelters in the Town Center and Community Commercial Zoning Districts*

**ACTION REQUESTED:**

<input checked="" type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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*X all that apply*

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**ISSUE STATEMENT:** At present, no legally-sanctioned seasonal shelter is permitted in the city. The proposed ordinance would allow seasonal shelters for the five-month period between November 1 and March 31.

**BACKGROUND:** For the past several years, some local religious institutions have opened their doors once or twice a week to provide shelter to the homeless over the November through March period. However, the City does not at present have any code defining what constitutes a seasonal shelter and under what circumstances such a shelter should be allowed.

The proposed ordinance would create a new Development Code land use review process for *Temporary Uses*. They would be defined as “seasonal or short-term in nature” and would be processed using a Type I procedure. A seasonal shelter would be one such temporary use. Shelters would be allowed in both Town Center zoning districts (TCC and TCT) and the Community Commercial (CC) zoning district. The City would have authority to impose conditions to address potential impacts on adjoining properties.

At the August 19 Planning Commission hearing, two people spoke in favor of the amendments (see draft minutes, attached). No one spoke in opposition. As a result of the testimony, several changes were incorporated into the proposed ordinance. These include:

1. Changing the host organization from “religious institution” to “501(c)(3) charitable organization”. This revision would allow additional organizations to potentially host seasonal shelters. In addition to the four religious institutions located in the TCC, TCT and CC zoning districts, this revision could

allow Pacific University to host a shelter on one of its Town Center-zoned properties, although if the university wished to do so, an amendment to the Campus Master Plan would first be required.

Other charitable organizations that are tax exempt and located in the TCC, TCT or CC zoning districts include the Holbrook Lodge on Main Street, the American Legion on 21<sup>st</sup> Avenue, and the Elks Lodge on Pacific Avenue. These are Fraternal Societies and are tax exempt under IRS code 501(c)(8) or 501(c)(10). The Forest Grove Grange on "B" Street is an agricultural organization and is tax exempt under IRS code 501(c)(5). As these are not 501(c)(3) tax exempt, they would not be eligible to host shelters under the proposed ordinance.

2. Extending the overall timeframe from the start of November to the end of March. The original draft included a November 15 - March 15 period. The testimony received at the Planning Commission hearing was that the inclement weather period can begin earlier and extend later than the time frame in the original proposal.
3. Eliminating the cap on the number of days per week a shelter could be open. The testimony received at the Planning Commission hearing was that host facilities are periodically unavailable due to their regularly-scheduled activities. To make up for that shortfall, other facilities might need to be available for greater than the usual 1-2 days per week they would normally be open.
4. Extending the number of days any one shelter could be open to 45 days. The original draft had a 35-day cap, but if the overall period is extended, then a higher cap would be logical. If a shelter were open two days a week, it would be open 42 days over the November through March period.

Recognizing that extreme weather events can occur outside the winter season, a separate ordinance has been developed to adopt code for severe weather shelters. This code would be placed in Forest Grove Code Title III and is described in a separate memo.

**FISCAL IMPACT:** Adoption of the ordinance will have no fiscal impact on the City.

**STAFF RECOMMENDATION:** Staff recommends adoption of the attached ordinance to amend the Forest Grove Development Code.

**ATTACHMENTS:**

- Ordinance to Amend Forest Grove Development Code
- Planning Commission Findings and Decision #2019-11
- Planning Commission Meeting Minutes (draft) of August 19, 2019
- Planning Commission Staff Report dated August 19, 2019

## NOTICE OF PUBLIC HEARINGS FOREST GROVE CITY COUNCIL

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on **Monday, September 9, 2019, 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider enacting the following proposals. The proposed ordinances, if enacted by the City Council, would take effect 30 days immediately after enactment unless City Council declares an emergency; **File No. 311-19-000017-PLNG**

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- ORDINANCE TO AMEND DEVELOPMENT CODE ARTICLE 3 ZONING DISTRICTS, ARTICLE 5 SPECIAL PROVISIONS, AND ARTICLE 12 USE CATEGORIES AND DEFINITIONS TO PERMIT SEASONAL SHELTERS IN THE TOWN CENTER AND COMMUNITY COMMERCIAL ZONING DISTRICTS

The City Council will consider this proposal and base its decision on the following review criteria. Comments in response to this proposal must address these specific review criteria:

Development Code Text Amendments (DC §17.2.630)

- A. The text amendment is consistent with the relevant goals and policies of the Forest Grove Comprehensive Plan.
  - B. The text amendment is consistent with the relevant statewide and regional planning goals, program and rules.
- 

- ORDINANCE TO AMEND FOREST GROVE CODE TITLE III ADMINISTRATION TO ADOPT NEW CHAPTER 38 SEVERE WEATHER SHELTERS. SEVERE WEATHER SHELTERS WOULD BE PERMITTED IN THE TOWN CENTER AND COMMUNITY COMMERCIAL ZONING DISTRICTS
- 

The hearings are open to the public and interested parties are encouraged to attend. A copy of the staff report and proposed ordinances are available for inspection seven days prior to the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. Information pertaining to these proposals may be obtained from Senior Planner James Reitz, Community Development Department, 1924 Council Street, (503) 992-3233, between 9 a.m. and 5 p.m. ([jreitz@forestgrove-or.gov](mailto:jreitz@forestgrove-or.gov)).

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

**FG NewsTimes 09/04/2019**

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# Seasonal and Severe Weather Shelter Code Amendments

James Reitz, AICP  
Senior Planner

# BACKGROUND

- Some religious institutions have been operating shelters once or twice a week from November through March.
- City code does not define “seasonal shelter” or define where and under what circumstances such a shelter should be allowed.
- To address this issue, two ordinances are proposed:
  - A seasonal shelter ordinance; and
  - A severe weather shelter ordinance.

# SEASONAL SHELTER ORDINANCE

- The seasonal shelter ordinance would allow seasonal shelters in the Town Center (TCC & TCT) and Community Commercial zoning districts.
- Each shelter could be open for up to 45 days during the 5-month period between November 1 and March 31.
- Shelters would be operated by charitable organizations.
- At present, four sites in the TCC, TCT and CC zoning districts could host a shelter. Additional sites are possible if they meet the criteria.
- An annual Temporary Use Permit would be required.
- Permits would be issued under a Type I process.
- The City could impose conditions to address potential issues including parking, signage, and fire/life safety codes.

# SEVERE WEATHER SHELTER ORDINANCE

- The severe weather shelter ordinance would define what constitutes a severe weather event based on temperature (hot and cold) and snowfall.
- Severe weather shelters would be allowed in the Town Center and Community Commercial zoning districts.
- They would be open as needed year-round.
- Shelters would be operated by charitable organizations.
- Operators would pre-register with the City so that the shelters could open immediately upon a severe weather declaration.

# PLANNING COMMISSION RECOMMENDATION

- The Planning Commission reviewed the proposals on August 19, 2019.
- Two people testified, both in favor of the proposals.
- The Planning Commission voted unanimously to recommend approval of the proposed amendments.

# RECOMMENDATION

Adopt both ordinances as recommended by the Planning Commission and staff.

**ORDINANCE NO. 2019-10****ORDINANCE AMENDING DEVELOPMENT CODE ARTICLE 2 LAND USE, ARTICLE 3 ZONING DISTRICTS, ARTICLE 5 SPECIAL PROVISIONS, AND ARTICLE 12 USE CATEGORIES AND DEFINITIONS, TO PERMIT SEASONAL SHELTERS IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT) AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS  
FILE NUMBER 311-19-000017-PLNG**

**WHEREAS**, the City recognizes that providing opportunities for shelter and services to persons experiencing homelessness within Washington County requires a high level of coordination between services, facilities, policies, and enforcement; and

**WHEREAS**, the City is committed to providing support for individuals experiencing homelessness to help ensure their safety and well-being; and

**WHEREAS**, no legally-sanctioned seasonal shelter is currently permitted in the city; and

**WHEREAS**, notice of the proposed amendments was provided to the Department of Land Conservation and Development on July 9, 2019; and

**WHEREAS**, the Planning Commission held a Public Hearing on the proposed amendments on August 19, 2019; and

**WHEREAS**, the Planning Commission adopted Planning Commission Findings and Decision Number 2019-11 recommending approval of the proposed amendments; and

**WHEREAS**, notice of the proposed amendments were published in the *Forest Grove News Times* on September 4, 2019; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance on September 9 and continued the hearing on September 23, 2019.

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

**Section 1:** The City Council of the City of Forest Grove hereby adopts the text amendments to Development Code Article 2 *Land Use Reviews*, Article 3 *Zoning Districts*, Article 5 *Special Provisions*, and Article 12 *Use Categories and Definitions* as set forth in Exhibit A.

**Section 2:** The City Council hereby finds that the proposed amendments are consistent with and meet the provisions of Development Code §17.2.630 *Zoning Text Amendment Review Criteria* to as set forth in Exhibit B.

**Section 3:** This ordinance is effective 30 days following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading this 9<sup>th</sup> day of September, 2019.

**PASSED** the second reading this 23<sup>rd</sup> day of September, 2019.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 23<sup>rd</sup> day of September, 2019.

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Peter B. Truax, Mayor

EXHIBIT A  
ORDINANCE NO. 2019-10

CITY OF FOREST GROVE DEVELOPMENT CODE

ARTICLE 2: LAND USE REVIEWS

TEMPORARY USE PERMITS

**§ 17.2.900 PURPOSE.** Temporary uses are short-term or seasonal in nature and do not make permanent changes to a site. Temporary uses are subject to review because they may have adverse effects or create nuisances. The temporary use review provides an opportunity to allow the use when there are minimal impacts, but impose conditions to address identified concerns, or to deny the use if the concerns cannot be resolved.

**§ 17.2.905 PROCEDURE.** A request for a temporary use permit shall follow a Type I process.

**§ 17.2.910 SUBMITTAL REQUIREMENTS.** The application must be submitted at least ten (10) days before the requested date for beginning the temporary use. The following plans and information are required for a temporary use permit review. The Director may waive specific submittal requirements, if warranted.

An application for a temporary use permit shall include the following:

- A. A written description of the proposed temporary use, including but not limited to an overview of the project, reason for use, duration, and day(s) and hour(s) of operation.
- B. A project site plan including the location of the temporary use, access and parking, all temporary signage, and project equipment and materials.
- C. If located within a building, a floor plan showing the location of the temporary use.
- D. The application must include the signature of the property owner, or a letter of authorization from the property owner.
- E. Additional information as determined by the Director.

**§ 17.2.920 REVIEW CRITERIA.** The Director shall review and approve, conditionally approve, or deny an application for a temporary use based on the following criteria:

- A. The temporary use complies with applicable clear and objective standards of the base zoning district and any overlay district.
- B. The temporary use complies with the Access and Circulation, Off-Street Parking and Loading, and Sign standards of Article 8.
- C. The temporary use complies with applicable fire and life safety building codes.

## EXHIBIT B – ZONING TEXT AMENDMENT REVIEW CRITERIA

Development Code §17.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

**A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and**

No specific Comprehensive Plans goals or policies pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

**Forest Grove Comprehensive Plan - Community Sustainability Goals and Policies**

Community Sustainability Goal #21: Promote efforts to improve access to housing meeting household needs.

Community Sustainability Policy Measure #11: Ensure that needed housing for all segments of the population in the community is met through land use policy.

Finding: Providing a seasonal shelter would provide short-term temporary housing to those in need due to economic or other circumstances.

**Forest Grove Comprehensive Plan - Housing Goals and Policies**

Housing Goal #4: Provide and maintain an adequate supply of affordable housing opportunities.

Policy 4.2: Promote the provision of housing assistance to low- and moderate-income individuals in Forest Grove through the Washington County Community Development Block Grant and HOME Investment Partnership programs.

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.

**B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.**

No specific statewide and regional planning goals, programs or rules pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

**Statewide Planning Goal 10 Housing – To provide for the housing needs of citizens of the state.**

**Metro Regional Framework Plan Policy 1.3 Housing Choices and Opportunities**

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.

**§ 17.2.925 CONDITIONS OF APPROVAL.**

- A. The Director may impose conditions to ensure land use compatibility and to minimize the adverse effects on nearby uses, including requirements for hours of operation, frequency of use, parking, traffic circulation, screening, enclosure, and cleanup.
- B. The use shall be required to be removed and the site restored to its original condition following expiration of the permit.

**ARTICLE 3: ZONING DISTRICTS**

**COMMERCIAL AND MIXED USE ZONES**

**§ 17.3.320 USE REGULATIONS**

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

<i>USE CATEGORY</i>	<i>NC</i>	<i>CC</i>	<i>NMU</i>
RESIDENTIAL			
CIVIC / INSTITUTIONAL			
Basic Utilities	P	P	P
Major Utility Transmission Facilities	C	C	C
Colleges	N	C	N
Community Recreation	N	P	L <sup>[16]</sup>
Cultural Institutions	P	P	L <sup>[16]</sup>
Day Care	P	P	L <sup>[16]</sup>
Emergency Services	C	C	L <sup>[16]</sup>
Postal Services	C	P	L <sup>[16]</sup>
Religious Institutions	C	P	L <sup>[16]</sup>
Schools	C	C	L <sup>[16]</sup>
Seasonal Shelters	<u>N</u>	<u>L<sup>[19]</sup></u>	<u>N</u>
Social/ Fraternal Clubs / Lodges	C	P	L <sup>[16]</sup>
COMMERCIAL			
INDUSTRIAL			
OTHER			

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

Footnotes:

[19] Seasonal Shelters must be located consistent with the provisions of § 17.2.900 et. seq. and §17.5.600 et. seq. of this Code.

**TOWN CENTER ZONES**

**§ 17.3.420 USE REGULATIONS**

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

<i>USE CATEGORY</i>	<i>TC – Core</i>	<i>TC – Transition</i>
RESIDENTIAL		
CIVIC / INSTITUTIONAL		
Basic Utilities	P	P
Major Utility Transmission Facilities	C	C
Colleges	C	C
Community Recreation	N	P
Cultural Institutions	P	P
Day Care	P	P
Emergency Services	C	C
Postal Services	C	P
Religious Institutions	C	P
Schools	C	C
<u>Seasonal Shelters</u>	<u>L</u> <sup>[9]</sup>	<u>L</u> <sup>[9]</sup>
Social/ Fraternal Clubs / Lodges	C	P
COMMERCIAL		
INDUSTRIAL		
OTHER		

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

Footnotes:

[9] Seasonal Shelters must be located consistent with the provisions of § 17.2.900 et. seq. and § 17.5.600 et. seq. of this Code.

**ARTICLE 5: SPECIAL PROVISIONS**

**SEASONAL SHELTERS**

**§ 17.5.600 INTENT.**

The purpose of this Code is to allow charitable organizations in the TCC, TCT and CC zoning districts to operate seasonal shelters.

**§ 17.5.605 PERMITTING OF SEASONAL SHELTERS**

- A. A seasonal shelter may be open from November 1 through March 31.
- B. A seasonal shelter may be open not more than an annual maximum of 45 days.
- C. A temporary use permit is required before operating a seasonal shelter. The Director is authorized to issue a temporary use permit. Operation of a seasonal shelter shall not extend beyond the time period specified in the permit.
- D. Notice of a temporary use permit issuance for a seasonal shelter shall be provided to emergency service providers such as the Washington County Department of Housing Services, police and fire departments, other emergency response agencies and social service organizations serving the homeless at the City's discretion.

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**ARTICLE 12: USE CATEGORIES AND DEFINITIONS**

**§ 17.12.120 CIVIC USE CATEGORY.**

The civic use category includes utility, educational, recreational, cultural, protective, governmental, and other uses strongly vested with public or social importance.

- A. *Basic Utilities:*
- B. *Major Utilities Transmission Facilities:*
- C. Charitable Organization: A 501(c)(3) non-profit organization whose primary objectives are philanthropy and social well-being (e.g. charitable, educational, religious or other activities serving the public interest or common good.
- ~~C.~~ D. *Colleges:*
- ~~D.~~ E. *Community Recreation:*
- ~~E.~~ F. *Cultural Institutions:*
- ~~F.~~ G. *Day Care:*
- ~~G.~~ H. *Emergency Services:* Facilities that provide protection to a district or entity, together with the incidental storage and maintenance of necessary vehicles. Typical uses include fire stations, police stations and ambulance services.
- ~~H.~~ I. *Postal Service:*
- ~~I.~~ J. *Religious Institutions:* Places of religious worship such as synagogues, temples, mosques, meeting houses, churches and other nonresidential places of worship<sup>1</sup>. They may include related accessory uses such as offices, classrooms, auditoriums, social halls, gym-nasiums,

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<sup>1</sup>Consistent with ORS 215.441(1)

meal programs, child care, affordable housing or space for affordable housing in a building that is detached from the place of worship as defined by ORS 215.441(1)(A), provided the housing or space for housing complies with the applicable land use regulations and meets the standards and criteria for residential development in the underlying zone.

~~J.~~ K. Seasonal Shelter. A building or portion thereof operated for the purpose of providing temporary shelter for people experiencing homelessness.

~~J.~~ L. Schools:

~~K.~~ M. Social/Fraternal Clubs/Lodges: Typical uses include meeting places for civic clubs, lodges, or fraternal or veteran organizations.

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### § 17.12.210 MEANING OF SPECIFIC WORDS AND TERMS.

T1. **TEMPORARY USE.** A use that is: 1) seasonal or directed toward a specific event; 2) occasioned by an unforeseen event; or 3) sales offices and model homes for the sale of homes.

T2. **TEMPORARY USE PERMIT.** A permit for a use that is temporary in nature. Temporary Use Permits are required for uses such as seasonal shelters and seasonal businesses (including Christmas tree lots and firework stands).

~~T2.~~ T3. **TRANSIT STREET.**

~~T3.~~ T4. **TRANSIT-ORIENTED USES.**

~~T4.~~ T5. **TREE-RELATED DEFINITIONS.**

## EXHIBIT B

Planning Commission Findings and Decision #2019-11

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**Planning Commission Findings and Decision Number 2019-11  
To Recommend Approval of an Ordinance to Amend Forest Grove  
Development Code Article 3 *Zoning Districts*, Article 5 *Special Provisions*, and  
Article 12 *Use Categories and Definitions* to Permit Seasonal Shelters in the Town  
Center and Community Commercial Zoning Districts**

File Number 311-19-000017-PLNG

**WHEREAS**, the City recognizes that providing opportunities for shelter and services to persons experiencing homelessness within Washington County requires a high level of coordination between services, facilities, policies, and enforcement; and

**WHEREAS**, the City is committed to providing support for individuals experiencing homelessness to help ensure their safety and well-being; and

**WHEREAS**, no legally-sanctioned seasonal shelter is currently permitted in the city; and

**WHEREAS**, notice of the proposed Development Code amendments were provided to the Department of Land Conservation and Development (DLCD) on July 9, 2019; and

**WHEREAS**, notice of the Planning Commission hearing on this ordinance was published in the *Forest Grove News-Times* on August 14, 2019; and

**WHEREAS**, the Planning Commission held a public hearing on the proposed amendments on August 19, 2019; and

The City of Forest Grove Planning Commission does hereby recommend to the City Council approval of the Development Code amendments as provided in Exhibit A, making the following specific findings in support of this decision:

Development Code §17.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

**A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and**

No specific Comprehensive Plans goals or policies pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

**Forest Grove Comprehensive Plan - Community Sustainability Goals and Policies**

Community Sustainability Goal #21: Promote efforts to improve access to housing meeting household needs.

Community Sustainability Policy Measure #11: Ensure that needed housing for all segments of the population in the community is met through land use policy.

Finding: Providing a seasonal shelter would provide short-term temporary housing to those in need due to economic or other circumstances.

**Forest Grove Comprehensive Plan - Housing Goals and Policies**

Housing Goal #4: Provide and maintain an adequate supply of affordable housing opportunities.

Policy 4.2: Promote the provision of housing assistance to low- and moderate-income individuals in Forest Grove through the Washington County Community Development Block Grant and HOME Investment Partnership programs.

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.

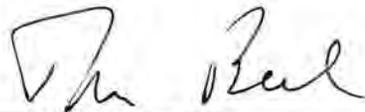
**B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.**

No specific statewide and regional planning goals, programs or rules pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

*Statewide Planning Goal 10 Housing – To provide for the housing needs of citizens of the state.*

*Metro Regional Framework Plan Policy 1.3 Housing Choices and Opportunities*

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.



TOM BECK, Chair

8-21-17

Date

EXHIBIT C

Planning Commission Meeting Minutes  
(draft) of August 19, 2019

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*A place where families and businesses thrive.*

**Planning Commission  
Community Auditorium  
1915 Main Street, Forest Grove, OR  
Monday, August 19<sup>th</sup>, 2019, 7:00 pm**

**1. CALL TO ORDER:**

Chair Tom Beck called the meeting to order at 7:00 p.m. Roll Call:

**Planning Commission Present:** Tom Beck, Chair; Commissioners Lisa Nakajima, Ginny Sanderson, and Dale Smith.

**Planning Commission Excused:** Phil Ruder, Vice Chair; Commissioners Sebastian Bannister Lawler and Hugo Rojas.

**Staff Present:** James Reitz, Senior Planner; Dan Riordan, Long Range Planner; Bryan Pohl, Community Development Director; Cassi Bergstrom, Planning Commission Coordinator

**2. PUBLIC MEETING:**

**A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:**

None.

**B. PUBLIC HEARING:**

**(1.) File No. 311-19-000017-PLNG – Amendment to Development Code Article 3 Zoning Districts, Article 5 Special Provisions, and Article 12 Use Categories and Definitions to permit Seasonal Shelters in the Town Center and Community Commercial zoning districts**

Chair Beck opened the legislative public hearing at 7:00 p.m., calling for the staff report.

Senior Planner James Reitz gave the staff report, informing the Commissioners that City Council has directed staff to prepare an ordinance to regulate temporary seasonal shelters as currently there is no Development Code to regulate and define temporary uses and seasonal shelters specifically. Severe weather shelters are not incorporated into the Development Code, but will be drafted and prepared to be defined and regulated within the Forest Grove City Code for the City Manager's review. The City's goal is to make the permitting process for the shelter as simple and timely as possible.

Mr. Reitz went over the submittal requirements for the temporary use permits. Review criteria include parking, access/circulation, compliance with fire life safety building codes, and located within the Community Commercial (CC) or Town Center (TC) zoning districts. These temporary use permits are applicable to stands as well, such as Christmas tree stands, firework stands, etc. Seasonal shelters exclusively will be defined as to their intent and permitting conditions within Article 5 and 12 of the Development Code for clarity.

Chair Tom Beck questioned the definition of seasonal shelters, the time limit suggested, and the limited zoning districts the City was imposing due to the fact that some churches are not located within the allowable zoning districts. Community Development Director Bryan Pohl explained that staff has been directed by City Council to allow temporary use permits in the TC and CC zoning districts.

Commissioner Nakajima commented that a seasonal shelter has the risk of operating for profit as it is currently defined. Commissioners discussed the civic use category and including a condition of being non-profit.

Chair Beck suggested similar language for conditional use permits be used regarding returning the condition of the site back to its original use.

**CORRESPONDENCE:**

A handout was received at the meeting with information regarding the West Washington County Winter Shelter.

**PROPONENTS:**

**Michael Terhorst, Cherry Grove, OR:**

Mr. Michael Terhorst came to the front, informing the Commission that he is the Site Coordinator for the United Church of Christ in Forest Grove. Mr. Terhorst is very grateful for this review process of the ministry. The suggestion of running the seasonal shelters to the end of the month would be helpful, as well as increasing the annual maximum of days from 35 to 40 days. Sometimes there is a conflict with events happening at the shelter locations, and the various churches will substitute for one another. The permitting condition stating "a seasonal shelter may be open not more than two (2) days per week" could provide a barrier to the ministry they are providing. Having seasonal shelters available will benefit everyone in the community, with a broader focus being affordable housing and working towards a solution.

Commissioner Nakajima asked Mr. Terhorst to explain the 'Family Promise' organization. Mr. Terhorst explained that it is an organization with a focus on family that can stay for up to a week at a time with roots in Community Action.

Commissioner Sanderson asked Mr. Terhorst if he had any comments on the permitting process the City is proposing, and Mr. Terhorst responded that they can do it rather easily.

**Celeste Goulding, Gaston, OR:**

Ms. Celeste Goulding came to the front, explaining that she is the manager for seasonal shelters in the western Washington County area. Ms. Goulding agrees with all of Mr. Terhorst's suggestions and comments. Ms. Goulding gave her background, explaining she is a Masters level social worker.

Ms. Goulding explained that most of the staff for seasonal shelters are volunteers, and having more options available to host the shelters would be the most humane action. The 'Family Promise' organization would not fall under the temporary seasonal shelter ordinance.

**OPPONENTS:**

None.

**OTHER:**

None.

Chair Beck closed the public hearing at 7:44 p.m.

**COMMISSIONER DISCUSSION:**

Chair Beck questioned the City as to why a temporary shelter only qualifies during the winter and not the rest of the year.

Director Bryan Pohl explained that the City Council has directed staff to focus on the seasonal shelters and their locations. There are other avenues to address year-round sheltering for homelessness.

Commissioner Nakajima suggested omitting the two day limitation, and extending the maximum number of days to 45 days. Commissioners discussed the location of the temporary seasonal shelters, and the limitation of the zoning. Commissioners had Ms. Celeste Goulding come forward and explain the release procedure. Ms. Goulding explained they do "sweeps" within 2-4 blocks of the shelter to make sure the homeless population are not gathering in residential areas. It is almost never a problem as the homeless head straight to the transit lines, and transit lines need to be close by for their homeless guests with disabilities and difficulties walking.

Commissioners discussed the options and concluded amending these conditions:

- Extend the maximum number of days for a seasonal shelter to be open to 45 days;
- Omit the limitation of two (2) days per week a shelter can be open in one location;
- Change the open dates to November 1 – March 31<sup>st</sup>;
- Include language from conditional use permit to restore site to its original condition when the temporary use ends;

- To include all 501(c)3 charitable organizations for allowance to operate seasonal shelters

**Commissioner Sanderson moved a motion to recommend to City Council with the discussed amendments for file number 311-19-000017-PLNG – Amendment to Development Code Article 3 *Zoning Districts*, Article 5 *Special Provisions*, and Article 12 *Use Categories and Definitions* to permit seasonal shelters in the Town Center and Community Commercial zoning districts. Commissioner Nakajima seconded the motion.**

**Roll Call Vote on Motion: AYES: Chair Beck; Commissioners Nakajima, Sanderson, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioners Bannister-Lawler and Rojas. MOTION CARRIED 4-0.**

**(2.) File No. 311-19-000016-PLNG – Comprehensive Plan text amendment to add the 2019 Housing Needs Analysis Update as a technical appendix**

Long Range Planner Dan Riordan gave a staff report using a Power Point presentation, explaining the purpose of having a public hearing for the update to the Housing Needs Analysis (HNA) that was adopted in 2009. The City was provided funding for a consultant with expertise to prepare the HNA update, and tonight the Planning Commission will make a recommendation whether City Council should accept the update.

Mr. Riordan gave the background of the project and the participants selected for the advisory committee. An inventory of the housing types and demand projections was provided, and the HNA update covers the period from 2019 to 2039. The population in Forest Grove is expected to increase by about 9,600 people over the next 20 years, making an additional 3,400 housing units needed for the expected growth. Overall, the UGB appears adequate to address housing needs during the 20 year planning period.

Currently, expanding the supply of approved subdivision lots is constrained by the lack and cost of infrastructure needed to serve the areas, as well as the lack of desire for property owners to annex into the City. Mr. Riordan went over some policy considerations to help promote needed housing. Policy considerations include establishing a Construction Excise Tax to incentivize affordable housing, revising System Development Charge methodology, cottage/cluster housing development standards, reduce parking requirements, and reduce the cost of development. Director Bryan Pohl explained the calculation of the Construction Excise Tax and how it is utilized.

Staff recommends the Planning Commission approve a motion recommending City Council acceptance of the HNA update and Council adopt an ordinance amending the Forest Grove Comprehensive Plan to include the HNA update as a technical appendix. Commissioner Nakajima recommended the City address within the HNA

the new apartment units that were built in 2017-2018 with a footnote.

**Commissioner Nakajima moved a motion to recommend to City Council for file number 311-19-000016-PLNG – Acceptance of the Housing Needs Analysis update with the edit in the footnote and Council adopt ordinance for amendment of the Comprehensive Plan text to add the 2019 Housing Needs Analysis Update as a technical appendix. Commissioner Sanderson seconded the motion.**

**Roll Call Vote on Motion: AYES: Chair Beck; Commissioners Nakajima, Sanderson, and Smith. NOES: None. ABSENT: Vice Chair Ruder; Commissioners Bannister-Lawler and Rojas. MOTION CARRIED 4-0.**

**C. ACTION ITEMS:**

None.

**D. WORK SESSION ITEMS:**

None.

**3. BUSINESS MEETING:**

**A. APPROVAL OF MINUTES:**

Commissioner Smith moved to approve the minutes of the July 1<sup>st</sup>, 2019 meeting. Commissioner Nakajima seconded. Motion passed 4-0.

**B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:**

None.

**C. DIRECTOR'S REPORT:**

Director Bryan Pohl gave an update from the City Council meeting on August 12<sup>th</sup> regarding the appeal of the Dollar General. The appeal was upheld, and in speaking with the applicant they will not be appealing the decision. City Council has indicated to staff that the Neighborhood Mixed Use zoning definition needs to be clarified as far as a Village Center. There will be a work session held on September 23<sup>rd</sup> to discuss next steps.

Chair Beck suggested the Council think about what the City can do when a project might result in greater pedestrian traffic is applied for, but the street is not within City jurisdiction. The City needs to allocate funds for a solution to the pedestrian traffic.

James Reitz gave an update on the fence variance at Ivy Crest Court, stating the issue is resolved.

Mr. Reitz informed the Commission that there is a pre-application meeting scheduled regarding a proposed subdivision at Thatcher Road/Watercrest Road. Staff is not sure if this will be a subdivision or a planned development as of yet.

**D. ANNOUNCEMENT OF NEXT MEETING:**

The next meeting is to be determined.

**E. ADJOURNMENT:**

The meeting was adjourned at 8:39 p.m.

Respectfully submitted by:

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Cassi Bergstrom  
Planning Commission Coordinator

EXHIBIT D

Planning Commission Staff Report dated August 19, 2019



# Development Code Text Amendments Staff Report and Recommendation

Community Development Department, Planning Division

**REPORT DATE:** August 9, 2019

**HEARING DATE:** August 19, 2019

**REQUEST:** Legislative amendments to the Forest Grove Development Code To Permit Seasonal Shelters in the Town Center and Community Commercial Zoning Districts

**FILE NUMBER:** 311-19-000017-PLNG

**PROPERTY LOCATION:** Not applicable

**LEGAL DESCRIPTION:** Not applicable

**APPLICANT:** City of Forest Grove

**APPLICABLE STANDARDS AND CRITERIA:** City of Forest Grove Development Code:  
§17.1.700 et. seq. *Legislative Land Use Decision*  
§17.2.600 et. seq. *Development Code Text Amendment*

**REVIEWING STAFF:** James Reitz, AICP, Senior Planner  
Dan Riordan, Senior Planner  
Bryan Pohl, Community Development Director

**RECOMMENDATION:** Staff recommends approval of the proposed amendments listed in the attached Exhibit A, as well as any revisions found appropriate by the Planning Commission.

## I. BACKGROUND

For the past several years, some local religious institutions have regularly opened their doors once or twice a week to provide shelter to the homeless over the November through March period. However, the City does not at present have any code defining what constitutes a seasonal shelter and under what circumstances such a shelter should be allowed.

The proposed ordinance would create a new land use review process for Temporary Uses. They would be defined as "seasonal or short-term in nature" and would be processed using a Type I procedure.

A seasonal shelter would be one such temporary use. The proposed ordinance would also allow shelters hosted by religious institutions in both Town Center zoning districts and the Community Commercial zoning district, for a four-month period between November 15 and March 15.

Public notice of this proposal was provided to the Department of Land Conservation and Development (DLCD) on July 9, 2019, and was published in the *News Times* on August 14, 2019. As of the date of this report, DLCD staff has not commented, and no comments have been received from the public.

## II. PROPOSED AMENDMENTS

Proposed new text in attached Exhibit A is underlined, while text proposed to be deleted is ~~struck through~~.

In summary, the proposed Development Code amendments would:

1. Create a new Land Use Review process in Article 2 for *Temporary Uses*. They would be processed using a Type I procedure.
2. Submittal Requirements and Review Criteria would be established. The Director would have authority to impose conditions to minimize adverse effects.
3. Temporary Uses would be defined in Article 12 as "a use that is temporary in nature..." Examples include seasonal shelters and seasonal businesses. The City has long issued permits for seasonal businesses (such as fireworks stands and Christmas tree vendors) without having a formal process in place to do so.
4. Seasonal Shelters hosted by religious institutions would be Limited Uses in the Town Center and Community Commercial zoning districts. In addition to the Land Use Review process, shelters would have to comply with new §17.5.600 *Seasonal Shelters*. They could only be open two days a week between November 15 and March 15, for a maximum of 35 days annually. At present, there are four religious institutions in the TCC, TCT and CC zoning districts where a seasonal shelter could locate under this proposal.

Recognizing that extreme weather events can occur outside the November 15 - March 15 period, additional language has been proposed to amend the Forest Grove Code (FGC) to provide for severe weather shelters. These would be open only on an as-needed basis, during both extreme cold and hot weather events, and would not be restricted to use by the homeless (e.g., during a heat wave a shelter could offer relief to anyone without home air conditioning). Due to their very limited duration, and because the City's approval action would need to be taken quickly, this code would not be included in the Development Code, but would instead become new FGC Title IX Chapter 94 *Severe Weather Shelters*. As the Planning Commission does not make recommendations regarding the FGC, the proposed text is included in Exhibit B only for reference purposes.

## III. APPROVAL CRITERIA AND FINDINGS

Development Code §17.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

- A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and**

No specific Comprehensive Plans goals or policies pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

**Forest Grove Comprehensive Plan - Community Sustainability Goals and Policies**

Community Sustainability Goal #21: Promote efforts to improve access to housing meeting household needs.

Community Sustainability Policy Measure #11: Ensure that needed housing for all segments of the population in the community is met through land use policy.

Finding: Providing a seasonal shelter would provide short-term temporary housing to those in need due to economic or other circumstances.

**Forest Grove Comprehensive Plan - Housing Goals and Policies**

Housing Goal #4: Provide and maintain an adequate supply of affordable housing opportunities.

Policy 4.2: Promote the provision of housing assistance to low- and moderate-income individuals in Forest Grove through the Washington County Community Development Block Grant and HOME Investment Partnership programs.

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.

**B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.**

As above, no specific statewide and regional planning goals, programs or rules pertain directly to the provision of seasonal shelters. The following goals and policies tangentially apply.

**Statewide Planning Goal 10 Housing – To provide for the housing needs of citizens of the state.**

**Metro Regional Framework Plan Policy 1.3 Housing Choices and Opportunities**

Finding: Providing a seasonal shelter in Forest Grove would, in combination with shelters provided by other Washington County cities, provide short-term temporary housing assistance to low-income individuals.

**IV. ALTERNATIVES**

The Planning Commission may recommend that the City Council approve the proposal as submitted, approve it with modifications, deny it, or the Commission may continue deliberations to a date certain.

## **V. RECOMMENDATION**

Based on the findings above, staff recommends approval of the proposed amendments listed in attached Exhibit A as well as any revisions found appropriate by the Planning Commission.

## **VI. LIST OF EXHIBITS**

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

- |                  |  |
|------------------|--|
| <b>Exhibit A</b> | Proposed Development Code Text Amendments                    |
| <b>Exhibit B</b> | Proposed Severe Weather Shelter Forest Grove Code Amendments |

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	Item 8. B.
MEETING DATE:	09/09/2019
FINAL ACTION:	First Reading ORD 2019-11

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *September 9, 2019*

**PROJECT TEAM:** *James Reitz (AICP), Senior Planner  
Dan Riordan, Senior Planner  
Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Public Hearing and Ordinance First Reading to Amend Forest Grove Code Title III Administration to Permit Severe Weather Shelters in the Town Center and Community Commercial Zoning Districts*

**ACTION REQUESTED:**

<input checked="" type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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*X all that apply*

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**ISSUE STATEMENT:** At present, no legally-sanctioned severe weather shelter is permitted in the city. The proposed ordinance would define what constitutes a severe weather event and under what circumstances a severe weather shelter would be allowed.

**BACKGROUND:** For the past several years, some local religious institutions have opened their doors to the homeless during severe weather events; this in time has evolved to providing shelter 1-2 days a week over the winter season regardless of weather conditions. To address that issue, amendments to the Development Code have been proposed to regulate seasonal shelters, which are discussed in another memo. But there can also be severe weather events not during the winter season when most seasonal shelters are operating. For example, during particularly hot weather, anyone without air conditioning – including homeowners or other residents – could find respite in a severe weather shelter.

The proposed code would create new Title III Administration Chapter 38 *Severe Weather Shelters*. This code would reside in the Forest Grove Municipal Code (versus the Development Code) because a) severe weather events would be infrequent and of very limited duration; b) processing time must be kept to a minimum to be effective; and c) the duration would be so short as to not be a land use issue.

The proposed code would allow charitable organizations in the Town Center (TCC and TCT) and Community Commercial zoning districts to operate severe weather shelters. The proposed ordinance would define the terms “severe weather” and “severe weather shelter”, and describes the process whereby such shelters would be allowed to operate. Each charitable organization intending to operate a shelter would pre-register with the City. The purpose of the pre-registration process (versus

requiring a temporary use permit) would be to a) allow the City to inspect the site beforehand to ensure it meets building code requirements, and b) allow the charitable organization to open a shelter immediately upon a severe weather declaration.

**FISCAL IMPACT:** Adoption of the ordinance will have no fiscal impact on the City.

**STAFF RECOMMENDATION:** Staff recommends adoption of the ordinance to amend the Forest Grove Code as set forth in Exhibit A.

**ATTACHMENT:** Ordinance to Adopt Code Chapter 38, Severe Weather Shelters

**ORDINANCE NO. 2019-11**

**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES  
ADOPTING TITLE III, (ADMINISTRATION), CHAPTER 38  
(§ 38.01 THROUGH § 38.04), TITLED SEVERE WEATHER SHELTERS  
IN THE TOWN CENTER CORE (TCC), TOWN CENTER TRANSITION (TCT)  
AND COMMUNITY COMMERCIAL (CC) ZONING DISTRICTS  
FILE NUMBER 311-19-000017-PLNG**

**WHEREAS**, no legally-sanctioned severe weather shelter is currently permitted in the city; and

**WHEREAS**, the City recognizes that providing opportunities for shelter and services requires a high level of coordination between services, facilities, policies, and enforcement; and

**WHEREAS**, notice of the proposed amendments were published in the *Forest Grove News Times* on September 4, 2019; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance on September 9 and continued the hearing on September 23, 2019.

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

**Section 1:** The City Council hereby amends Forest Grove Code of Ordinances adopting Title III (Administration), Chapter 38 (§ 38.01 through § 38.04), titled Severe Weather Shelters as set forth in Exhibit A.

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

**PRESENTED AND PASSED** this 9<sup>th</sup> day of September, 2019.

**PASSED** the second reading this 23<sup>rd</sup> day of September, 2019.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 23<sup>rd</sup> day of September, 2019.

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Peter B. Truax, Mayor

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## Exhibit A

### CHAPTER 38: SEVERE WEATHER SHELTERS

Section

38.01 Intent

38.02 Definitions

38.03 Determination of a Severe Weather Event

38.04 Permitting of Severe Weather Shelters

#### **§ 38.01 INTENT**

The purpose of Chapter 38 is to allow charitable organizations in the Town Center Core (TCC), Town Center Transition (TCT) and Community Commercial (CC) Zoning Districts to operate on-site severe weather shelters.

#### **§ 38.02 DEFINITIONS**

The following terms shall apply to this Chapter unless the context indicates or requires a different meaning.

**CHARITABLE ORGANIZATION.** A 501(c)(3) non-profit organization whose primary objective is philanthropy and social well-being (e.g. charitable, educational, religious or other activities serving the public interest or common good).

#### **SEVERE WEATHER.**

(A) A period of two or more days where temperatures are forecasted by the National Weather Service (National Oceanic and Atmospheric Administration) or actually reach 32 degrees Fahrenheit or below;

(B) Snow accumulation exceeding or expected to exceed three inches in depth;

(C) A heat index of 95 degrees or above; or

(D) Other conditions deemed severe enough to present a substantial threat to life or health.

**SEVERE WEATHER SHELTER.** A building or portion thereof that is operated by a charitable organization and that provides temporary shelter during a severe weather event.

#### **§ 38.03 DETERMINATION OF A SEVERE WEATHER EVENT.**

The City Manager, or designee, is responsible for determining a severe weather event as defined in § 38.02. The City Manager, or designee, shall consult with the Washington County Department of Housing Services when determining a severe weather

event. The City Manager, or designee, is also responsible for determining when a severe weather event has concluded. The City Manager, or designee, shall immediately notify the City Council, city police department, fire department and Washington County Department of Housing Services upon making a determination of a severe weather event and shall include a list of known severe weather shelters.

**§ 38.04 SEVERE WEATHER SHELTER REGISTRATION.**

- A. A charitable organization that seeks to provide an emergency weather shelter shall register with the city on forms provided by the city. The City Manager, or designee, shall maintain a current list of registered charitable organizations. The City Manager may limit the duration of the registration or require periodic updating or re-registration in order to ensure the list remains reasonably accurate.
- B. A charitable organization that is registered as a severe weather shelter may operate a severe weather shelter during the time of the severe weather event as determined by the City Manager under § 38.03. At such time as the City Manager, or designee, determines the severe weather event has concluded, the charitable organization shall cease providing the shelter services.
- C. The city shall provide the list of registered charitable organizations to emergency service providers, such as the Washington County Department of Housing Services, police and fire departments, other emergency response agencies and to social service organizations serving the homeless as identified by the City.



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	9.
MEETING DATE:	08/12/2019 09/09/2019
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *September 9, 2019 (carried over from August 12, 2019)*

**PROJECT TEAM:** *Daniel Riordan, Senior Planner, Bryan Pohl, Community Development Director*

**SUBJECT TITLE:** *Resolution Accepting Town Center Street Tree Inventory and Assessment Report*

**ACTION REQUESTED:**

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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*X all that apply*

**ISSUE STATEMENT:** On April 8, 2019, City Council adopted Objective 1.4 “Implement Town Center Program” including an action item to “complete [a] street trees assessment and develop policy recommendations.” The Community Forestry Commission applied for and received a Community Enhancement Program (CEP) grant award to hire a consulting arborist to conduct a visual tree assessment of the street trees in the area bounded by 21<sup>st</sup> Avenue, College Way, Pacific Avenue, Cedar Street, 19<sup>th</sup> Avenue, and B Street. The work performed by the arborist partially fulfills Council Goal Objective 1.4.

The arborist’s findings, conclusions, and recommendations are summarized in the attached PowerPoint presentation presented to Council on May 28, 2019 (Attachment A). The complete report is attached to the resolution (Attachment B) that’s the subject of this Council agenda item. Staff is requesting City Council adopt the resolution formally accepting the Town Center Street Tree Inventory and Assessment.

**BACKGROUND:** Many of the street trees in the Town Center were planted in the 1990s as part of a broader enhanced streetscape project. Many of the trees have grown quite large resulting in conflicts with sidewalks, buildings and signs. A consulting arborist was retained to develop a baseline of information documenting the current situation. The arborist inventoried over 200 trees in the Town Center. Key findings from the inventory and assessment include:

- 24 trees are causing conflicts with streets, sidewalk or parking lot clearance;
- 8 trees were noted has having recent cuts to roots or tree base and/or damage from surrounding tree grates;
- 4 trees were identified as being in need of upper crown and/or structural pruning;
- 30 trees are affected by compacted soil resulting in exposed or girdled roots; and

- 8 trees are recommended for removal:
  - One maple tree on Main Street adjacent to the Adelante Mujeres office;
  - One maple tree on B Street adjacent to the Urban Renewal Agency's Site B property;
  - 4 flowering plum trees along the south side of Pacific Avenue east of Ash Street;
  - One Maple on the west side of Ash Street between Pacific Avenue and 19<sup>th</sup> Avenue; and
  - One maple on Council Street near the City Hall parking lot.

The arborist's report indicates a need for street tree management and maintenance policies to guide future actions including appropriate trees to plant in the Town Center and clear expectations for ongoing tree care. Currently, City Code places responsibility for street tree care on adjacent property owners throughout the City including the Town Center. Unlike other areas of the City however, the street trees in the Town Center were planted by the City as part of the enhanced streetscape project. Also unlike other areas of the City, when street trees are not consistently maintained, problems tend to be more noticeable and may cause greater safety concerns due to higher levels of pedestrian activity in the Town Center. This points to a need for a proactive approach to street tree management in the Town Center and possibly dedicated funding for street tree management in the Town Center. Funding to allow for proactive monitoring and care of street trees in the Town Center to minimize future conflicts and possible damage to trees and infrastructure will be considered during the FY 20-21 budget process.

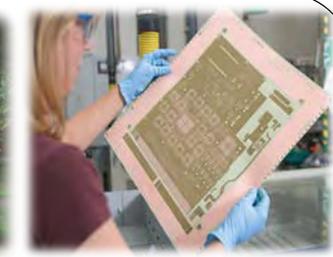
On May 15, 2019, the Community Forestry Commission unanimously approved a motion to accept the Town Center Street Tree Inventory and Assessment Report. The Community Forestry Commission also unanimously approved a motion to recommend the City budget for and hire a design consultant to recommend best methods to Town Center tree hazards and prepare a 20-year vision for planting in the Town Center. This work could potentially be added to the Town Center festival street design project.

**FISCAL IMPACT:** Accepting the arborist's report results in no fiscal impact on the City. Implementing recommendations for tree removal and replanting, and preparing best management recommendations and a 20-year vision for planting in the Town Center as recommended by the Community Forestry Commission, would have a fiscal impact on the City. Costs and funding sources for these initiatives will be considered in the FY 20-21 budget.

**STAFF RECOMMENDATION:** Staff recommends City Council adopt the accompanying resolution accepting the Town Center Street Tree Inventory and Assessment Report.

**ATTACHMENT(s):**

- A. PowerPoint Presentation, May 28, 2019
- B. Resolution Accepting Town Center Tree Inventory and Assessment prepared by Oregon Tree Care, April 23, 2019



# Town Center Tree Inventory and Assessment

City Council Work Session  
May 28, 2019

# Purpose

- The purpose of this presentation is to:
  - Brief Council on key findings from the recently completed Town Center Tree Inventory and Assessment.
  - Highlight conclusions drawn from the data; and
  - Identify possible next steps.
- This work is part of the broader Town Center initiative discussed by Council focusing on streetscape, crosswalk enhancements, parklets, public art and street trees.
- Seven presentations and work sessions with City Council or Urban Renewal Agency Board on the Town Center occurred between July 2018 through April 2019.

# Background



Street Tree  
Inventory and Assessment  
Project Area

# Background

- To complement the Town Center work, the Community Forestry Commission applied for and was awarded a Community Enhancement Program grant (\$4,500) to look at issues related to street trees in the Town Center.
- Grant funds were used to hire a certified arborist to conduct an inventory and assessment of the street trees in the Town Center using accepted industry standards.
- The arborist inventoried over 200 trees in the Town Center including about 25 trees in City owned parking lots.



Professional and ethical tree care focused on community and preservation.

# Background

- Many street trees in the Town Center were planted more than twenty or thirty years ago.
- Some trees have grown quite large and have caused damage to sidewalks and infrastructure.
- A number of trees have been constrained by tree grates causing damage to the trees.



# Background

- In some cases the grates were being lifted creating a tripping hazard.
- Public Works addressed this issue:
  - 96 tree grates were inventoried by Public Works;
  - 65 needed attention because of inadequate area for the tree trunk or lifting;
  - 5% (5 of 96) were causing damage to the tree; and
  - Some grates were altered or removed.



# Findings

- Over 200 Street Trees Inventoried by Arborist.
- Trees adjacent to Pacific U. campus were not inventoried as they are subject to requirements of the Pacific U. Master Plan.
- The University is preparing a tree management plan and seeking Tree Campus USA designation from the Arbor Day Foundation.
- The arborist used a visual tree assessment method to evaluate tree characteristics:
  - Size;
  - Health;
  - Structure; and
  - Root System
- Seventeen different tree species were identified.
  - Red maple is the most common species.



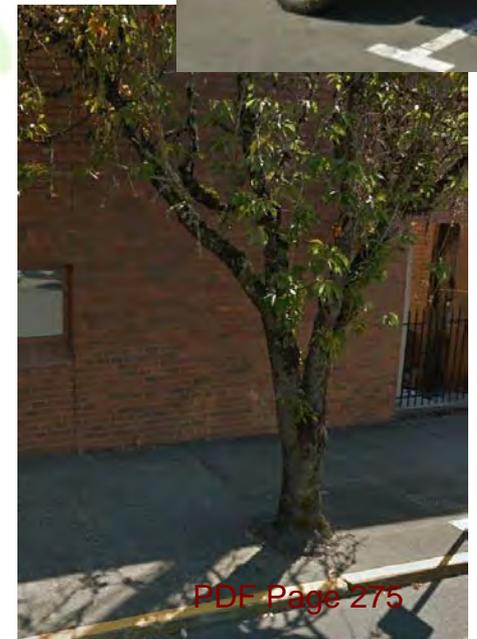
# Findings

- 24 trees are causing conflicts with streets, sidewalk or parking lot clearance and need pruning.
- 8 trees are noted as having recent cuts to roots or tree base and/or damage from surrounding tree grates. Public Works recently attended to the grates to prevent further damage.
- 4 trees were identified as being in need of upper crown and/or structural pruning.
- 30 trees are affected by compacted soil resulting in exposed or girdled roots.



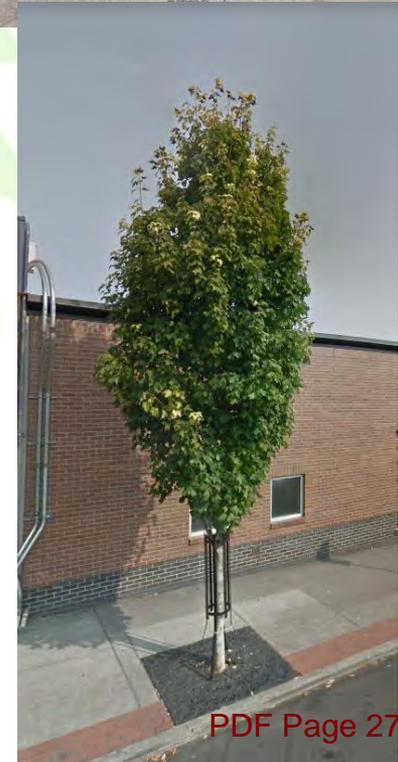
# Findings

- Eight trees are recommended for removal:
  - (1) Maple on Main Street adjacent to the Adelante Mujeres office. This tree was damaged when the oak near the UCC recently fell. Tree replacement is a condition of approval for Adelante's construction project.
  - (1) Maple on B Street adjacent to Site B.
  - (2) Flowering plum on Pacific Avenue adjacent to Library.
  - (1) Flowering plum on Pacific Avenue near Post Office.
  - (1) Flowering plum on Ash Street adjacent to PD.
  - (1) Maple on Ash Street north of City Hall parking lot.
  - (1) Maple on Council near City Hall parking lot.



# Main Street Trees

- 22 maple trees exist on Main Street between 19<sup>th</sup> & 22<sup>nd</sup> Ave.
- 2 large maple trees were removed last year on Main Street south of 21<sup>st</sup> Avenue due to sidewalk damage.
- 7 trees require attention due to decay, pruning, and damage caused by metal guards intended to protect the trees from pedestrians after replanting.



# Conclusions

- The street tree assessment indicates a need for street tree management and maintenance policies to guide future actions.
- The assessment also demonstrates a need for dedicated resources to conduct proactive monitoring and care of the street trees to minimize future conflicts and damage to trees and infrastructure.
- Data suggests a need to remove and replace some trees in the Town Center. An approach should be developed for removal and replacement of trees if desired.

# Next Steps

- The Community Forestry Commission (CFC) discussed the arborist's report and findings at length during their May 15<sup>th</sup> meeting.
- The CFC accepted the arborist's report and began a discussion about a comprehensive street tree management plan based on the data and findings contained in the report.
- The CFC also discussed the need to have a conversation with property and business owners about tree planting, care and replanting when warranted.

# Next Steps

- The comprehensive management plan could address for Council consideration:
  - Types of trees appropriate for planting in the Town Center.
  - Best practices for tree planting.
  - Policies for management and maintenance.
  - Identification of possible funding sources.
  - Approach for tree replacement.
  - Other issues or concerns Council may direct to the CFC to address.



Questions?



**RESOLUTION NO. 2019-41**

**RESOLUTION ACCEPTING TOWN CENTER  
STREET TREE INVENTORY AND ASSESSMENT REPORT**

**WHEREAS**, on April 8, 2019, City Council adopted Resolution 2019-13 including Goal Objective 1.4 “Implement Town Center Program”; and action item “complete street trees assessment and develop policy recommendations; and

**WHEREAS**, the Community Forestry Commission applied for and received a Community Enhancement Program (CEP) grant award in 2018 to prepare an inventory and assessment of street trees in the Town Center; and

**WHEREAS**, grant funds were used to retain a certified consulting arborist with expertise in performing visual tree assessments; and

**WHEREAS**, the consulting arborist prepared a report summarizing findings, conclusions, and recommendations for further action based on information gathered from the tree inventory and assessment; and

**WHEREAS**, the work performed by the consulting arborist partially fulfills Council Goal Objective 1.4; and

**WHEREAS**, on May 15, 2019, the Community Forestry Commission unanimously approved a motion to accept the Town Center Street Tree Inventory and Assessment Report.

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

**Section 1.** That the City Council hereby accepts the Town Center Street Tree Inventory and Assessment Report (Exhibit A).

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

**PRESENTED AND PASSED** this 9<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
Peter B. Truax, Mayor

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# Tree Inventory & Assessment

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The City of Forest Grove  
Forest Grove, OR

Prepared for:  
The City of Forest Grove  
1924 Council Street  
PO Box 326  
Forest Grove, OR 97116

Prepared by:  
Oregon Tree Care  
PO Box 13068  
Portland, OR 97213

April 23, 2019



**RE** Tree assessment and inventory for trees located on designated streets in Forest Grove, Oregon.

**Date** April 16, 2019

**Attention** Daniel Riordan, Senior Planner, City of Forest Grove

**Site Address** Forest Grove, OR 97116

## **Contents**

Assignment & Scope of Report

Limits of Assignment

Methods

Observations & Statements

- General Information
- Recommendations

Appendix A – Site Plans & Inventory

- Inventory Site Plan
- Tree Inventory

Appendix B – Project Documentation

Appendix C – Assumptions & Limiting Conditions

Appendix D – Bibliography & Glossary

## Assignment & Scope of Work

We were contacted on November 20, 2018 by Daniel Riordan, on behalf of the City of Forest Grove to offer our Certified Arborist consulting/reporting services. Following a response to the RFP, Oregon Tree Care and Damien Carré were awarded the contract to fulfill the requests detailed in the RFP (refer to Appendix B). Oregon Tree Care (OTC) then conducted a site visit to the property on March 4, 2019, March 14, 2019 and April 12, 2019. A visual assessment of 202 trees total was conducted that included identification, DBH measurement, inventory mapping, inspection of roots for any existing concerns to surrounding hardscape and structures. The data collected is summarized in this Report.

## Limits of Assignment

Unless stated otherwise: 1) Information contained in this report covers only those trees that were examined and reflects the condition of those trees at the time of inspection; and 2) The inspection is limited to visual examination of the subject trees without dissection, probing, or coring unless explicitly specified. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the subject trees may not arise in the future. Additional Assumptions and Limiting Conditions can be found in Appendix C.

## Methods

We used a Visual Tree Assessment (VTA) method to evaluate tree health, structure and root system at ground level. VTA is based on the outward indications of tree stress and growth, as indicated by the formation of new tree parts, the shape of the new wood and the amount of live tissue. Trees adapt to current and past stress by growing wood to support themselves in an upright condition. This type of assessment is facilitated by our personal knowledge of tree growth as it relates to structural integrity. We used a diameter tape marked in inches on one side and with diameter calculations on the opposite for measuring tree diameter.

## Observations & Statements

Based on the described scope of work and after the initial site visit to walk through the property, an inventory was completed to include mapping to match identification numbers for the 202 trees during the site visit. Seventeen different tree species were identified, but red maple (*Acer rubrum*) is most the common, accounting for 133 (65.8%) of the inventoried trees.

86 trees (42.5%) are surrounded by tree grates.

## Recommendations

4 trees were identified as being in need of upper crown and/or structural pruning:

ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
20	maple	<i>Acer macrophyllum</i>	35	A		pruning, deadwood mitigation
167	oak	<i>Quercus rubra</i>	19	A		upper crown pruning
168	oak	<i>Quercus rubra</i>	26	A		upper crown pruning
169	oak	<i>Quercus rubra</i>	28	A	small girdled root	upper crown pruning
199	oak	<i>Quercus garryana</i>	43	A	no evidence of prior pruning	structural pruning

24 trees are in need of clearance for street, sidewalk or parking lot clearance.

ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
10	maple	<i>Acer rubrum</i>	14	A		street clearance
11	maple	<i>Acer rubrum</i>	12	A		street clearance
12	maple	<i>Acer rubrum</i>	11	A		street clearance
13	maple	<i>Acer rubrum</i>	10	A		street clearance
14	maple	<i>Acer rubrum</i>	10	P	Column of decay on lower trunk	Monitor yearly, street clearance
33	maple	<i>Acer rubrum</i>	13	A	compacted soil	street light clearance
39	cherry	<i>Prunus serulata</i>	19	A	compacted soil, restricted root space	Monitor grating, street clearance
40	cherry	<i>Prunus serulata</i>	14	A	compacted roots, girdling, restricted root space	Monitor grating, street clearance
41	cherry	<i>Prunus serulata</i>	17	A	compacted soil, restricted root space	Monitor grating, street clearance
42	cherry	<i>Prunus serulata</i>	12	P	compacted soil, restricted root space	Monitor grating, street clearance
43	cherry	<i>Prunus serulata</i>	13	A	compacted soil, restricted root space	Monitor grating, street clearance
44	cherry	<i>Prunus serulata</i>	13	A	compacted soil, restricted root space	Monitor grating, street clearance
54	cherry	<i>Prunus serulata</i>	14	A	girdled roots	street and sidewalk clearance pruning
55	cherry	<i>Prunus serulata</i>	15	A		street and sidewalk clearance pruning
56	cherry	<i>Prunus serulata</i>	13	A		street and sidewalk clearance pruning
65	maple	<i>Acer rubrum</i>	2	A		parking lot clearance
66	maple	<i>Acer rubrum</i>	3	A		parking lot clearance
67	maple	<i>Acer rubrum</i>	15	A		parking lot clearance
68	maple	<i>Acer rubrum</i>	10	A		parking lot clearance
69	maple	<i>Acer rubrum</i>	18	A		parking lot clearance
70	maple	<i>Acer rubrum</i>	21	A		parking lot clearance
71	maple	<i>Acer rubrum</i>	19	A		parking lot clearance
95	Katsura	<i>Cercidiphyllum</i>	18	A		street and sidewalk clearance pruning, Monitor grating

8 trees are noted as having recent cuts to roots or tree base and/or damage from surrounding tree grates. These trees should be monitored or mitigated accordingly:

ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
26	maple	<i>Acer rubrum</i>	6	A	girdling roots, damage from steel grate	mitigate grate
38	maple	<i>Acer rubrum</i>	8	A	compacted soil, grate damaging roots	mitigate grate, monitor decay annually
110	maple	<i>Acer rubrum</i>	11	A	recent cuts to root collar	Monitor grating, monitor annually
120	maple	<i>Acer rubrum</i>	6	A	roots pruned at base	Monitor grating, monitor annually
145	maple	<i>Acer rubrum</i>	6	A	cuts at base of tree	Monitor grating, monitor annually
179	maple	<i>Acer rubrum</i>	9	A	cuts at base of tree	Monitor grating, monitor annually
187	maple	<i>Acer rubrum</i>	8	A	cuts at base of tree	Monitor grating, monitor annually
188	maple	<i>Acer rubrum</i>	6	A	cuts at base of tree	Monitor grating, monitor annually

8 trees have been recommended for removal based on poor vigor rating and visible signs of severe decay. These trees are listed below:

ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
19	maple	<i>Acer platanoides</i>	4	P		removal
47	cherry	<i>Prunus serulata</i>	10	P	vertical column of decay	removal
48	cherry	<i>Prunus serulata</i>	6	P	vertical column of decay	removal
53	maple	<i>Acer rubrum</i>	3	P	vertical column of decay	removal
61	cherry	<i>Prunus serulata</i>	20	P	girdled roots, compacted soil, restricted roots	removal
64	maple	<i>Acer rubrum</i>	3	P	vertical column of decay near base	removal
94	maple	<i>Acer rubrum</i>	8	P	severe column of decay at base	removal
180	maple	<i>Acer rubrum</i>	4	P	vertical column of decay all the way up trunk	removal

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT DATE:** 3/14/2019, 4/12/2019      Condition rating key: A- Average, P- Poor



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
1	pear	<i>Pyrus calleryana</i>	12	A		
2	pear	<i>Pyrus calleryana</i>	10	A		
3	pear	<i>Pyrus calleryana</i>	13	A		
4	pear	<i>Pyrus calleryana</i>	14	A		
5	maple	<i>Acer rubrum</i>	9	A		
6	maple	<i>Acer rubrum</i>	11	A	Compacted soil, exposed roots	
7	maple	<i>Acer rubrum</i>	13	A	Compacted soil, exposed roots	
8	maple	<i>Acer rubrum</i>	13	A	Compacted soil, exposed roots	
9	maple	<i>Acer rubrum</i>	13	A	Compacted soil, exposed roots	
10	maple	<i>Acer rubrum</i>	14	A		street clearance
11	maple	<i>Acer rubrum</i>	12	A		street clearance
12	maple	<i>Acer rubrum</i>	11	A		street clearance
13	maple	<i>Acer rubrum</i>	10	A		street clearance
14	maple	<i>Acer rubrum</i>	10	P	Column of decay on lower trunk	Monitor annually, street clearance
15	cherry	<i>Prunus serulata</i>	5	A		
16	maple	<i>Acer rubrum</i>	14	A	Compacted soil, exposed roots	

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT DATE:** 3/14/2019, 4/12/2019      Condition rating key: A- Average, P- Poor



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
17	maple	<i>Acer rubrum</i>	8	A	Compacted soil, exposed roots	
18	maple	<i>Acer platanoides</i>	5	A		
19	maple	<i>Acer platanoides</i>	4	P		removal
20	maple	<i>Acer macrophyllum</i>	35	A		structural pruning, deadwood mitigation
21	maple	<i>Acer platanoides</i>	7	A		
22	ash	<i>Fraxinus pennsylvanica</i>	8	A		
23	maple	<i>Acer rubrum</i>	6	A		Monitor grating
24	maple	<i>Acer rubrum</i>	6	A	compacted soil	Monitor grating
25	maple	<i>Acer rubrum</i>	6	A	vertical column of decay at base	monitor decay annually, Monitor grating
26	maple	<i>Acer rubrum</i>	6	A	girdling roots, damage from steel grate	mitigate grate
27	maple	<i>Acer rubrum</i>	3	A		
28	maple	<i>Acer rubrum</i>	4	A		Monitor grating
29	maple	<i>Acer rubrum</i>	3	A		Monitor grating
30	maple	<i>Acer rubrum</i>	10	A	compacted soil, exposed trunk collar	
31	maple	<i>Acer rubrum</i>	8	A	compacted soil, exposed trunk collar	
32	maple	<i>Acer rubrum</i>	12	A	compacted soil, girdling roots	

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT DATE:** 3/14/2019, 4/12/2019      Condition rating key: A- Average, P- Poor



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
33	maple	<i>Acer rubrum</i>	13	A	compacted soil	street light clearance
34	maple	<i>Acer rubrum</i>	5	A		Monitor grating
35	maple	<i>Acer rubrum</i>	2	A		Monitor grating
36	maple	<i>Acer rubrum</i>	3	A		Monitor grating
37	maple	<i>Acer rubrum</i>	5	A	vertical column of decay at base, grate damaging roots	mitigate grate, monitor decay annually
38	maple	<i>Acer rubrum</i>	8	A	compacted soil, grate damaging roots	mitigate grate, monitor decay annually
39	cherry	<i>Prunus serulata</i>	19	A	compacted soil, restricted root space	Monitor grating, street clearance
40	cherry	<i>Prunus serulata</i>	14	A	compacted roots, girdling, restricted root space	Monitor grating, street clearance
41	cherry	<i>Prunus serulata</i>	17	A	compacted soil, restricted root space	Monitor grating, street clearance
42	cherry	<i>Prunus serulata</i>	12	P	compacted soil, restricted root space	Monitor grating, street clearance
43	cherry	<i>Prunus serulata</i>	13	A	compacted soil, restricted root space	Monitor grating, street clearance
44	cherry	<i>Prunus serulata</i>	13	A	compacted soil, restricted root space	Monitor grating, street clearance
45	cherry	<i>Prunus serulata</i>	11	P	compacted soil	
46	cherry	<i>Prunus serulata</i>	13	A	compacted soil	
47	cherry	<i>Prunus serulata</i>	10	P	vertical column of decay	removal
48	cherry	<i>Prunus serulata</i>	6	P	vertical column of decay	removal

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT DATE:** 3/14/2019, 4/12/2019      Condition rating key: A- Average, P- Poor



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
49	cherry	<i>Prunus serulata</i>	8	A	compacted soil	
50	cherry	<i>Prunus serulata</i>	7	A	compacted soil	
51	maple	<i>Acer rubrum</i>	6	A	will conflict with power lines and streetlight in the future	monitor
52	maple	<i>Acer rubrum</i>	5	A	will conflict with power lines and streetlight in the future	monitor
53	maple	<i>Acer rubrum</i>	3	P	vertical column of decay	removal
54	cherry	<i>Prunus serulata</i>	14	A	girdled roots	street and sidewalk clearance pruning
55	cherry	<i>Prunus serulata</i>	15	A		street and sidewalk clearance pruning
56	cherry	<i>Prunus serulata</i>	13	A		street and sidewalk clearance pruning
57	pear	<i>Pyrus calleryana</i>	8	A		
58	snowbell	<i>Styrax japonicus</i>	6	A		
59	snowbell	<i>Styrax japonicus</i>	6	A		
60	cherry	<i>Prunus serulata</i>	8	A	compacted soil	
61	cherry	<i>Prunus serulata</i>	20	P	girdled roots, compacted soil, restricted roots	removal
62	maple	<i>Acer rubrum</i>	5	A		Monitor grating
63	maple	<i>Acer rubrum</i>	3	A		
64	maple	<i>Acer rubrum</i>	3	P	vertical column of decay near base	removal

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT DATE:** 3/14/2019, 4/12/2019      Condition rating key: A- Average, P- Poor



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
65	maple	<i>Acer rubrum</i>	2	A		parking lot clearance
66	maple	<i>Acer rubrum</i>	3	A		parking lot clearance
67	maple	<i>Acer rubrum</i>	15	A		parking lot clearance
68	maple	<i>Acer rubrum</i>	10	A		parking lot clearance
69	maple	<i>Acer rubrum</i>	18	A		parking lot clearance
70	maple	<i>Acer rubrum</i>	21	A		parking lot clearance
71	maple	<i>Acer rubrum</i>	19	A		parking lot clearance
72	London planetree	<i>Platanus x acerifolia</i>	29	A	restricted root space, raising pavement	
73	London planetree	<i>Platanus x acerifolia</i>	20	A	restricted root space, raising pavement	
74	cherry	<i>Prunus serulata</i>	11	A	restricted root space, raising pavement	
75	London planetree	<i>Platanus x acerifolia</i>	19	A	restricted root space, raising pavement	
76	London planetree	<i>Platanus x acerifolia</i>	21	A	restricted root space, raising pavement	
77	maple	<i>Acer rubrum</i>	7	A	exposed roots	
78	pear	<i>Pyrus calleryana</i>	5	A		
79	pear	<i>Pyrus calleryana</i>	6	A	vertical column of decay	monitor decay annually
80	pear	<i>Pyrus calleryana</i>	7	A		

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED**  
**ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
81	cherry	<i>Prunus serulata</i>	10	A		
82	hornbeam	<i>Carpinus</i>	5	A		
83	maple	<i>Acer rubrum</i>	2	A		
84	maple	<i>Acer rubrum</i>	2	A		
85	hornbeam	<i>Carpinus</i>	8	A		
86	hornbeam	<i>Carpinus</i>	2	P	vertical column of decay near base	monitor decay annually
87	hornbeam	<i>Carpinus</i>	2	A	vertical column of decay at breast height	monitor decay annually
88	hornbeam	<i>Carpinus</i>	4	A		
89	maple	<i>Acer rubrum</i>	7	A		
90	maple	<i>Acer rubrum</i>	8	A		
91	maple	<i>Acer rubrum</i>	2	A		
92	maple	<i>Acer rubrum</i>	2	A		
93	maple	<i>Acer rubrum</i>	8	A		
94	maple	<i>Acer rubrum</i>	8	P	severe column of decay at base	removal
95	katsura	<i>Cercidiphyllum</i>	18	A		street and sidewalk clearance pruning, Monitor grating
96	maple	<i>Acer rubrum</i>	4	A		Monitor grating

**OREGON TREE CARE . TREE INVENTORY**

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**SITE VISIT DATE:** 3/14/2019, 4/12/2019      Condition rating key: A- Average, P- Poor



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
97	ash	<i>Fraxinus pennsylvanica</i>	10	A		
98	ash	<i>Fraxinus pennsylvanica</i>	2	A		
99	ash	<i>Fraxinus pennsylvanica</i>	4	A		
100	ash	<i>Fraxinus pennsylvanica</i>	6	A		
101	maple	<i>Acer griseum</i>	10	A		
102	maple	<i>Acer griseum</i>	9	A		
103	ash	<i>Fraxinus pennsylvanica</i>	10	A		
104	ash	<i>Fraxinus pennsylvanica</i>	8	A		
105	ash	<i>Fraxinus pennsylvanica</i>	5	A		
106	maple	<i>Acer rubrum</i>	10	A		Monitor grating
107	maple	<i>Acer rubrum</i>	4	A		Monitor grating
108	maple	<i>Acer rubrum</i>	6	A		Monitor grating
109	maple	<i>Acer rubrum</i>	8	A		Monitor grating
110	maple	<i>Acer rubrum</i>	11	A	recent cuts to root collar	Monitor grating, monitor annually
111	maple	<i>Acer rubrum</i>	4	A		Monitor grating

**OREGON TREE CARE . TREE INVENTORY**

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**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
112	maple	<i>Acer rubrum</i>	6	A		Monitor grating
113	maple	<i>Acer rubrum</i>	3	A		Monitor grating
114	maple	<i>Acer rubrum</i>	3	A		
115	maple	<i>Acer rubrum</i>	4	A	lowest whorl of lateral branches being damaged by metal brace surrounding tree	Monitor grating, remove brace
116	maple	<i>Acer rubrum</i>	3	A	lowest whorl of lateral branches being damaged by metal brace surrounding tree	Monitor grating, remove brace
117	maple	<i>Acer rubrum</i>	3	A		Monitor grating
118	maple	<i>Acer rubrum</i>	4	A		Monitor grating
119	maple	<i>Acer rubrum</i>	4	A		Monitor grating
120	maple	<i>Acer rubrum</i>	6	A	roots pruned at base	Monitor grating, monitor annually
121	maple	<i>Acer rubrum</i>	4	A		Monitor grating, topsoil/mulch/gravel recommended
122	maple	<i>Acer rubrum</i>	4	A		Monitor grating
123	maple	<i>Acer rubrum</i>	6	A		Monitor grating
124	maple	<i>Acer rubrum</i>	4	A		Monitor grating
125	maple	<i>Acer rubrum</i>	5	A		Monitor grating

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED**  
**ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
126	maple	<i>Acer rubrum</i>	3	A		Monitor grating
127	maple	<i>Acer rubrum</i>	15	A	restricted root space, raising pavement	monitor
128	maple	<i>Acer rubrum</i>	16	A	restricted root space, raising pavement	monitor
129	maple	<i>Acer rubrum</i>	4	A		Monitor grating
130	maple	<i>Acer rubrum</i>	3	A		Monitor grating
131	maple	<i>Acer rubrum</i>	5	A		Monitor grating
132	maple	<i>Acer rubrum</i>	4	A		Monitor grating
133	maple	<i>Acer rubrum</i>	5	A		Monitor grating
134	maple	<i>Acer rubrum</i>	5	A		Monitor grating
135	maple	<i>Acer rubrum</i>	4	A		Monitor grating
136	maple	<i>Acer rubrum</i>	4	A		Monitor grating
137	maple	<i>Acer rubrum</i>	5	A		Monitor grating
138	maple	<i>Acer rubrum</i>	3	A		Monitor grating
139	maple	<i>Acer rubrum</i>	2	A	bike chain @ base of tree, future issue with girdling	Monitor grating, remove bike chain

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED**  
**ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
140	maple	<i>Acer rubrum</i>	2	A		Monitor grating
141	maple	<i>Acer rubrum</i>	4	A		Monitor grating
142	maple	<i>Acer rubrum</i>	4	A		Monitor grating
143	maple	<i>Acer rubrum</i>	2	A		Monitor grating
144	maple	<i>Acer rubrum</i>	3	A		Monitor grating
145	maple	<i>Acer rubrum</i>	6	A	cuts at base of tree	Monitor grating, monitor annually
146	maple	<i>Acer rubrum</i>	4	A		Monitor grating
147	maple	<i>Acer rubrum</i>	6	A		Monitor grating
148	maple	<i>Acer rubrum</i>	6	A		Monitor grating
149	maple	<i>Acer rubrum</i>	8	A		Monitor grating
150	maple	<i>Acer rubrum</i>	2	A		Monitor grating
151	sweetgum	<i>Liquidambar styraciflua</i>	27	A	compacted soil, exposed root flare	
152	sweetgum	<i>Liquidambar styraciflua</i>	50	A	compacted soil, exposed root flare, girdled root, no evidence of prior pruning	root prune recommended to mitigate girdled root, full structural pruning recommended
153	maple	<i>Acer rubrum</i>	1.5	A		Monitor grating

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED**  
**ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
154	maple	<i>Acer rubrum</i>	4	A	vertical column of decay	Monitor grating, monitor decay annually
155	maple	<i>Acer rubrum</i>	4	A		Monitor grating
156	maple	<i>Acer rubrum</i>	6	A	wound at base of tree	Monitor grating, monitor annually
157	maple	<i>Acer rubrum</i>	2	A		
158	maple	<i>Acer rubrum</i>	2	A		
159	maple	<i>Acer rubrum</i>	2	A		
160	maple	<i>Acer rubrum</i>	2	A		
161	maple	<i>Acer rubrum</i>	2	A		
162	maple	<i>Acer rubrum</i>	2	A		
163	maple	<i>Acer rubrum</i>	2	A		
164	maple	<i>Acer rubrum</i>	7	A		Monitor grating
165	maple	<i>Acer rubrum</i>	6	A		Monitor grating
166	maple	<i>Acer rubrum</i>	8	A		Monitor grating
167	oak	<i>Quercus rubra</i>	19	A		upper crown pruning

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED**  
**ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
168	oak	<i>Quercus rubra</i>	26	A		upper crown pruning
169	oak	<i>Quercus rubra</i>	28	A	small girdled root	upper crown pruning
170	maple	<i>Acer rubrum</i>	5	A		Monitor grating
171	maple	<i>Acer rubrum</i>	4	A		Monitor grating
172	maple	<i>Acer rubrum</i>	4	P		Monitor grating, monitor annually
173	maple	<i>Acer rubrum</i>	4	A		Monitor grating
174	maple	<i>Acer rubrum</i>	4	A		Monitor grating
175	maple	<i>Acer rubrum</i>	4	A		Monitor grating
176	maple	<i>Acer rubrum</i>	10	A		Monitor grating
177	maple	<i>Acer rubrum</i>	8	A		Monitor grating
178	maple	<i>Acer rubrum</i>	9	A		Monitor grating
179	maple	<i>Acer rubrum</i>	9	A	cuts at base of tree	Monitor grating, monitor annually
180	maple	<i>Acer rubrum</i>	4	P	vertical column of decay all the way up trunk	removal
181	maple	<i>Acer rubrum</i>	6	A		Monitor grating

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED**  
**ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



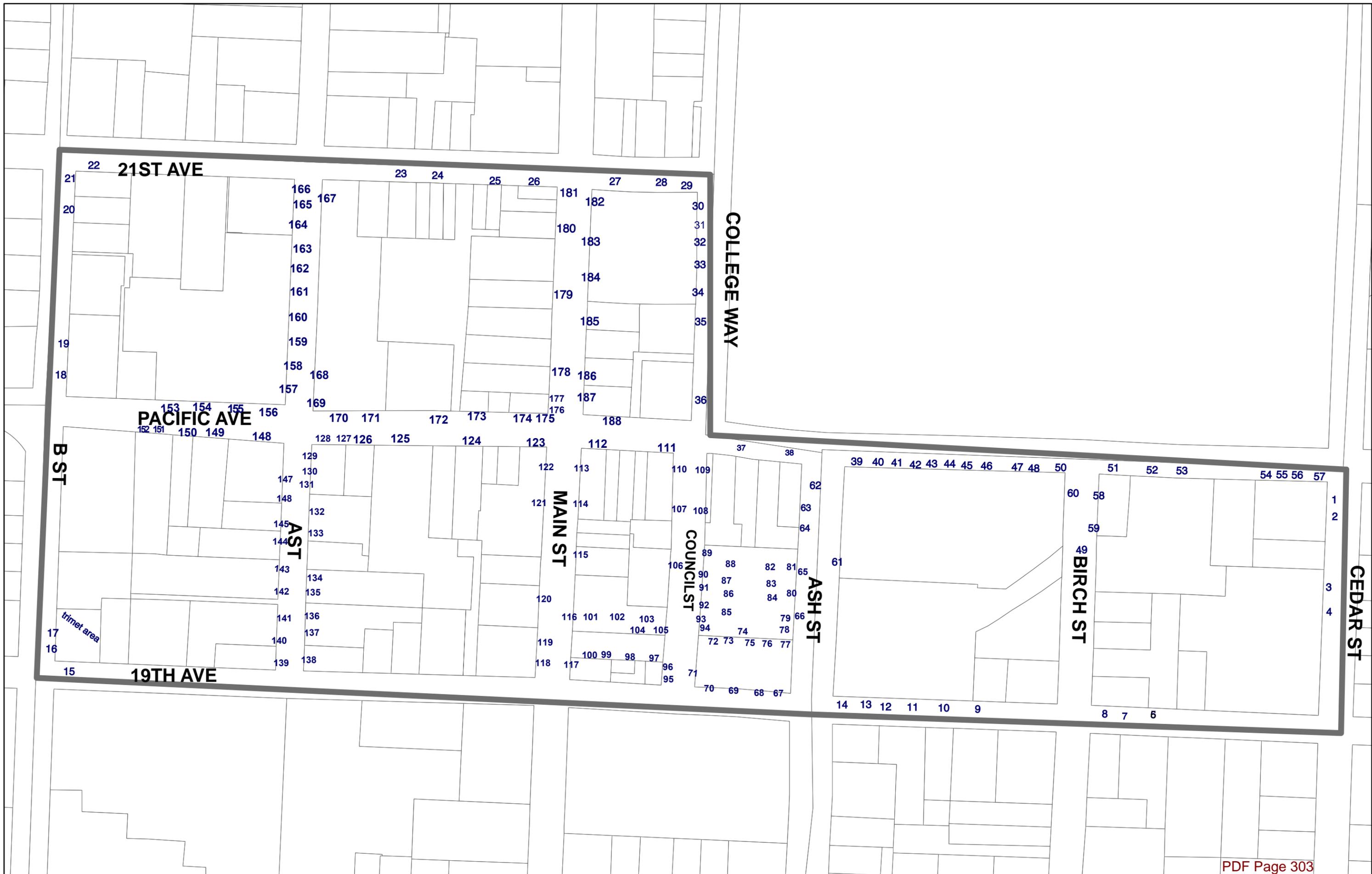
ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
182	maple	<i>Acer rubrum</i>	10	A		Monitor grating
183	maple	<i>Acer rubrum</i>	9	A		Monitor grating
184	maple	<i>Acer rubrum</i>	5	A	vertical column of decay at base	Monitor grating, monitor decay annually
185	maple	<i>Acer rubrum</i>	8	A		Monitor grating
186	maple	<i>Acer rubrum</i>	8	A		Monitor grating
187	maple	<i>Acer rubrum</i>	8	A	cuts at base of tree	Monitor grating, monitor annually
188	maple	<i>Acer rubrum</i>	6	A	cuts at base of tree	Monitor grating, monitor annually
189	maple	<i>Acer rubrum</i>	10	A	compacted soil	
190	maple	<i>Acer rubrum</i>	15	A	compacted soil	
191	pine	<i>Pinus jeffreyi</i>	12	A		
192	fir	<i>Pseudotsuga menziesii</i>	13	A		
193	fir	<i>Pseudotsuga menziesii</i>	10	A		
194	plum	<i>Prunus cerasifera</i>	10	A		
195	plum	<i>Prunus cerasifera</i>	10	A		

**OREGON TREE CARE . TREE INVENTORY**

**LOCATION:** City of Forest Grove      **CERTIFIED**  
**ARBORIST:** Damien Carre . PN-6405A  
**SITE VISIT**      Condition rating key: A- Average, P- Poor  
**DATE:** 3/14/2019, 4/12/2019



ID Number	Tree Type	Tree Species	Size in inches (dbh)	Vigor	Comments	Recommendation
196	fir	<i>Pseudotsuga menziesii</i>	8	A		
197	fir	<i>Pseudotsuga menziesii</i>	13	A		
198	maple	<i>Acer rubrum</i>	10	A	compacted soil, exposed roots	
199	oak	<i>Quercus garryana</i>	43	A	no evidence of prior pruning	structural pruning
200	plum	<i>Prunus cerasifera</i>	12	A	compacted soil	
201	plum	<i>Prunus cerasifera</i>	10	A	compacted soil	
202	maple	<i>Acer rubrum</i>	8	A	compacted soil	



COLLEGE WAY

21ST AVE

PACIFIC AVE

19TH AVE

MAIN ST

COUNCIL ST

ASH ST

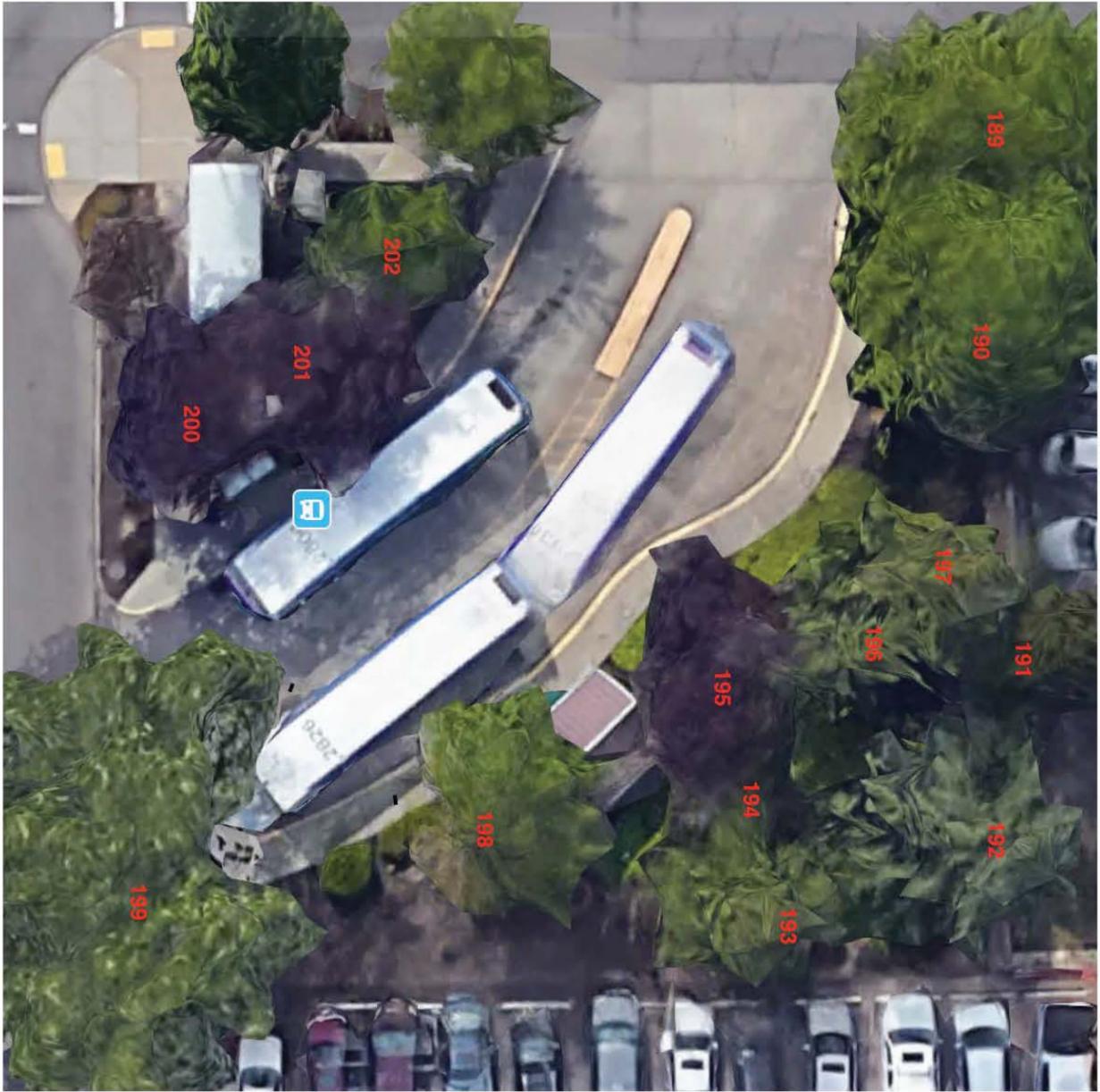
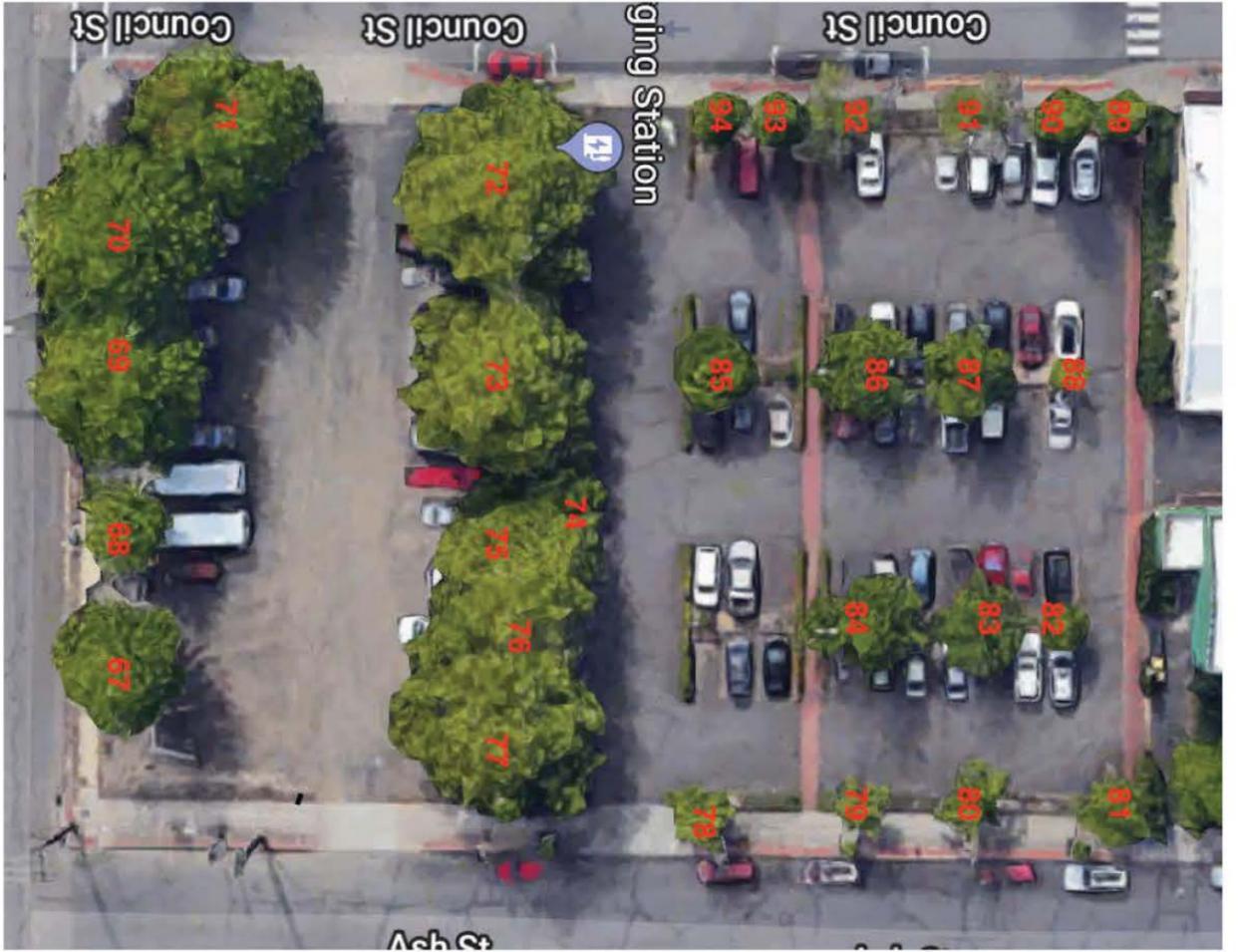
BIRCH ST

CEDAR ST

B ST

AS ST

trimet area





## Town Center Street Tree Inventory and Assessment Request for Letters of Interest

**Submittal Deadline: Friday, October 12, 2018, 4:30 pm Pacific Daylight Time.**

### Introduction and Project Objectives

The City of Forest Grove is soliciting letters of interest from certified consulting arborist interested in preparing a street tree inventory and assessment for the Forest Grove Town Center. The street trees downtown were planted decades ago. Over time problems with conflicts between street trees, sidewalks, signs and buildings have occurred. In some cases pedestrian safety has been compromised due to sidewalk damage causing tripping hazards. This is most notable along Main Street which is a high pedestrian area. Adjacent property owners have generally not kept up with maintenance of the street trees. As a result several trees have grown too large and roots have caused damage to sidewalks, sewer and water lines.

A baseline of information is needed to fully assess the situation and to serve as basis for preparing recommendations for managing street trees in the downtown. At a minimum, information is needed about street tree location, tree type, height, size, condition and presence of conflicts with buildings, sidewalks and signs if any.

Assessment of conditions requires expertise by trained professionals certified in performing visual tree assessments based on generally accepted practices sanctioned by the organizations such as the International Society of Arboriculture.

Information gathered by the consultant will be entered in the City's GIS and used to develop policy recommendations for management of the downtown street trees for consideration by the Community Forestry Commission and City Council. Recommendations will address appropriate tree varieties to plant in a downtown environment, locations for additional tree planting, location of trees recommended for removal based on the tree assessment and policies for ongoing maintenance and shared responsibility for tree care between the City, property and business owners. The City is also interested in recommendations for locations where new street trees could be planted.

A map of the study area is provided on the next page. The project area includes approximately 150 street trees. The maximum budget for this project is \$4,800.

In response to this solicitation the following items must be included in a letter of interest:

- **Qualifications:** Provide a brief description of firm qualifications and experience successfully completing similar projects. Please briefly describe experience conducting urban forest tree inventories and urban forest management recommendations for governmental agencies. Also, please describe any experience using Geographic Information System (GIS) software for tree inventories and analysis.
- **Personnel:** name and contact information for project manager and indication of personnel assigned to the project.
- **Scope of Services:** summarize the services you will provide, approach to the scope of work and recommendations for changes, if any.
- **Timeline:** Estimate of project duration expressed in number of days after receiving the City's notice to proceed. Please include a statement confirming the consultant is available and has the time and resources necessary to complete the project within the specified timeline.
- **Cost:** Hourly rate for assigned personnel, anticipated time allocation/budget for assigned personnel and lump sum fee proposal.

Consultant selection will include review of letters of interest by the City of Forest Grove Community Forestry Commission. The Commission may request additional information and may conduct interviews prior to selecting the project consultant.

For any questions contact:

- Dan Riordan, Community Forestry Commission staff liaison at (503) 992-3226 or [driordan@forestgrove-or.gov](mailto:driordan@forestgrove-or.gov).

Mail submittals to:

City of Forest Grove  
Community Development Department  
PO Box 326  
Forest Grove, OR 97116

In person submittals to:

City of Forest Grove  
Community Development Department  
1924 Council Street

**Submittal deadline: Friday, October 12, 2018, 4:30 pm Pacific Daylight Time,**

## Appendix C - Assumptions & Limiting Conditions

1. Consultant assumes that any legal description provided to Consultant is correct and that title to property is good and marketable. Consultant assumes no responsibility for legal matters. Consultant assumes all property appraised or evaluated is free and clear, and is under responsible ownership and competent management.
2. Consultant assumes that the property and its use do not violate applicable codes, ordinances, statutes or regulations.
3. Although Consultant has taken care to obtain all information from reliable sources and to verify the data insofar as possible, Consultant does not guarantee and is not responsible for the accuracy of information provided by others.
4. Client may not require Consultant to testify or attend court by reason of any report unless mutually satisfactory contractual arrangements are made, including payment of an additional fee for such Services.
5. Unless otherwise required by law, possession of this report does not imply right of publication or use for any purpose by any person other than the person to whom it is addressed, without the prior express written consent of the Consultant.
6. Unless otherwise required by law, no part of this report shall be conveyed by any person, including the Client, the public through advertising, public relations, news, sales or other media without the Consultant's prior express written consent.
7. This report and any values expressed herein represent the opinion of the Consultant, and the Consultant's fee is in no way contingent upon the reporting of a specific value, a stipulated result, the occurrence of a subsequent event or upon any finding to be reported.
8. Sketches, drawings and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys. The reproduction of any information generated by architects, engineers or other consultants and any sketches, drawings or photographs is for the express purpose of coordination and ease of reference only. Inclusion of such information on any drawings or other documents does not constitute a representation by Consultant as to the sufficiency or accuracy of the information.
9. Unless otherwise agreed, (1) information contained in this report covers only the items examined and reflects the condition of the those items at the time of inspection; and (2) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, climbing, or coring. Consultant makes no warranty or guarantee, express or implied that the problems or deficiencies of the plans or property in question may not arise in the future.
10. Loss or alteration of any part of this Agreement invalidates the entire report.

## Appendix D – Bibliography & Glossary

### Partial Glossary of Terms

**DBH:** Diameter at Breast Height, typically measured at four and a half feet from ground level.

**Girdling:** A root that grows around the trunk of the tree thus tending to strangle the tree.

**Pruning:** The act of sawing or cutting branches from a living tree generally involving thinning, deadwood removal and weight reduction to improve the overall health of a tree. The species and size/age of the tree will determine the proper amount of reduction and type of cuts performed.

**Risk:** Likelihood or probability that something will happen. Usually associated with negative consequences. In tree management, the likelihood that a tree or tree part will fall and cause injury or damage.

**Root flare:** the area at the base of the trunk that swells out to become buttress roots entering the soil.

**Vigor:** A measure of the increase in plant growth or foliage volume through time after planting.

## OTC Cares

Caring for our environment stems from a deep knowledge of trees. How they work, what keeps them healthy, and knowing when to remove a hazard tree is all part of our training. The International Society of Arboriculture (ISA) sets the industry standard for proper care. Our Certified Arborists are tested and approved by the ISA. With annual education requirements, we stay current in our knowledge and qualifications.

**Respectfully Submitted,**

A handwritten signature in black ink that reads "Damien Carré". The signature is written in a cursive, flowing style.

Damien Carré – Owner

- Certified Arborist, ISA (PN-6405A)
- Certified Tree Risk Assessor (CTRA 1717)
- Over 20 years' experience in the arboriculture industry
- ISA, PNW-ISA Member, TCIA Member
- PNW-ISA Arborist of The Year 2016
- Ascending the Giants, Board Member; non-profit documenting the champion trees in the Pacific Northwest
- PNW-ISA, member representative for course design and setup to the Local, Regional, National and International Climbing Championships

## Disclaimer

Arborists are specialists in tree management and care who use their education, knowledge, training and experience to inspect and assess tree health and condition, recommend measures that are likely to enhance the health and beauty of trees, and attempt to identify measures that reduce risk of personal injury or property damage from trees exhibiting defects. Clients may choose to accept or disregard the recommendation of the arborist, or to seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure or decline in health of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time.

Likewise, the response to any remedial treatments, like any medicine, cannot be guaranteed. Treatment, pruning or removal of trees may involve considerations beyond the scope of the Arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the Arborist. An Arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

In order to accomplish a full assessment and to produce the best information, historical data on each tree (from past observations and reporting) should be provided in accordance with standard systematic tree assessment practices. OTC sincerely has the interest of not only the tree and the environment in mind, but also the residents.

-END-



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	10.
MEETING DATE:	08/12/2019 09/09/2019
FINAL ACTION:	

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *September 9, 2019 (carried over from August 12, 2019)*

**PROJECT TEAM:** *Jeff King, Economic Development Manager*

**SUBJECT TITLE:** *Economic Development Strategic Plan*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

---

**PURPOSE:**

To present the Forest Grove Economic Development Strategic Plan for potential adoption by the City Council.

**BACKGROUND:**

In 2009, the Economic Development Commission (EDC) developed a Strategic Plan (Plan) to guide economic development programs and efforts within the City. A new Plan was developed in 2015 which was intended for three years through 2018.

Recognizing the Plan needed an update, the City Council passed Objective 3.17 in 2019 which states, "Update Economic Development Strategic Plan." In furtherance of this goal, staff worked closely with EDC to conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, solicit public input, and review, revise and update the 2015 Plan.

The EDC approved the draft Plan at their June 6, 2109 meeting. The draft Plan differs from the 2015 Plan in the following ways: 1) It is an economic development plan for the City of Forest Grove, not just the Economic Development Commission, 2) It includes a Vision Statement, 3) It consolidates 19 previous goals into 7 goals, 4) It contains a list of key external partners to aid in the accomplishment of each goal; 5) It highlights and adds Equity as a key component of the Plan; and 6) It contains measurements to help determine the success of the Plan and make possible amendments in the future to improve it.

The draft Plan was presented to City Council at a work session on June, 24, 2019. The City Council suggested several revisions that were incorporated into the final Plan that is appended to this memo. The revisions that were incorporated include:

- Vision Statement: The word *foster* replaced the word *provides*.

- Goal #1: The word *retention* was added.
- Goal #3: The word *retention* was added.
- Measures: The measures were previously aggregated and listed in the appendix of the draft Plan. The measures in the final Plan were moved to the Goal in which they most closely applied. The general measures which applied to all goals remain in the appendix.
- Measures: The wording of several measures were refined or added to increase clarity.
- Appendix: The local economic indicators of Forest Grove were added to the appendix.
- Appendix: A summary of the SWOT analysis was added to the appendix.

**STAFF RECOMMENDATION:**

Staff recommends City Council approve the resolution adopting the Forest Grove Economic Development Strategic Plan.

**ATTACHMENTS:**

- A) Final Economic Development Strategic Plan
- B) Resolution
- C) PowerPoint



# ECONOMIC DEVELOPMENT STRATEGIC PLAN

Council Meeting  
JEFFREY KING, ECONOMIC DEVELOPMENT MANAGER

# Purpose

- **Presentation of Forest Grove Economic Development Strategic Plan (Plan)**
- **Council consideration and possible adoption of the Plan**

# Background

- Economic Development Commission (EDC) passed a Strategic Plan in 2009 and a three-year update in 2015.
- City Council passed Objective 3.17 in 2019 which states: “Update Economic Development Strategic Plan.”
- EDC approved a Draft Strategic Plan on June 6 and forwarded to Council for consideration.

# Background

- The Council held a Work Session on the draft Strategic Plan on June 24, 2019.
- The Strategic Plan presented tonight has been updated to reflect Council comments.

# Background

The major changes to the Strategic Plan that resulted from the Work Session include:

- Vision Statement: Replaced ‘provides’ with “fosters”
- The word *retention* was added to Goals 1 and 3.
- A “Definitions” section was added.
- Several measures were refined.
- Measures pertaining to a specific Goal were placed under that Goal.
- An Appendix was added that includes 1) General measurements, 2) Annual Economic Indicators, and 3) a SWOT analysis previously done by EDC.

# Background

This Plan differs from the previous Plan as follows:

1. Adds a Vision Statement
2. Consolidates 19 goals into 7
3. Lists key external partners for each goal
4. Adds equity elements
5. Adds measurements to track success

# Vision

A strong, sustainable, local economy that fosters opportunity and prosperity for the whole community.

# Mission

We foster a vibrant economic climate that encourages and attracts sustainable and equitable business development through strategically focused policies and programs, collaboration and partnerships.

# Definitions

- Short Term – Less than two years.
- Long Term – More than two years.
- Measurements – Metrics that reflect the success of the Strategic Plan. The metrics will be compiled into a report that is given to the Economic Development Commission and City Council on an annual basis.
- Annually – a calendar year unless otherwise specified.

# Goals

1. Support Industrial and Commercial Business Growth and Retention
2. Expand Opportunities for Entrepreneurship and Innovation
3. Support Small Business Development and Retention
4. Assist in the Development of a Prosperous Downtown
5. Expand the Economic Impact of Tourism
6. Foster a Competitive Business Climate That Supports Economic Growth
7. Expand Partnership, Outreach, and Equity Efforts

# Objectives

## External Partners

## Measurements

To assure a successful Plan, each are listed under every Goal.

# Appendix

- General Measurements. These measurements apply to the overall Plan.
- Annual Forest Grove Economic Indicators. These indicate the status and trend of the economy.
- SWOT Analysis Summary. This was done by the Economic Development Commission.

# Questions?

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**RESOLUTION NO. 2019-42**

**RESOLUTION ADOPTING THE CITY OF FOREST GROVE  
2020 ECONOMIC DEVELOPMENT STRATEGIC PLAN**

**WHEREAS**, Resolution No. 2007-45 provided for an Economic Development Commission (EDC) to advise and make recommendations to City Council on economic development policy and issues and to support advancing the economy and prosperity of Forest Grove; and

**WHEREAS**, Economic growth and prosperity are important to the overall quality of life for the community of Forest Grove; and

**WHEREAS**, The City Council, as part of their 2019 Goals and Objectives Plan, passed Objective 3.17 which states, "Update Economic Development Strategic Plan"; and

**WHEREAS**, The Forest Grove Economic Development Commission (EDC) reviewed past strategic plans, current and past economic trends and indicators, performed a SWOT analysis, and received public input; and

**WHEREAS**, the EDC approved a draft Economic Development Strategic Plan (Plan) on June 6, 2019, and recommended approval to the City Council; and

**WHEREAS**, the City Council held a work session to review the draft Plan on June 24, 2019, and recommended several changes; all of which have been incorporated into the final Plan (Exhibit A).

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

**Section 1.** The City Council hereby adopts the 2020 Forest Grove Economic Development Strategic Plan (Exhibit A).

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

**PRESENTED AND PASSED** this 9<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
Peter B. Truax, Mayor

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**WELCOME TO FOREST GROVE**  
Home of Pacific University

# ECONOMIC DEVELOPMENT STRATEGIC PLAN

Forest Grove, Oregon  
1924 Council Street  
Forest Grove, OR 97116  
[www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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# ECONOMIC DEVELOPMENT STRATEGIC PLAN

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## VISION STATEMENT

A strong, sustainable, local economy that fosters opportunity and prosperity for the whole community.

## MISSION STATEMENT

We foster a vibrant economic climate that encourages and attracts sustainable and equitable business development through strategically focused policies and programs, collaboration and partnerships.

## DEFINITIONS

Short Term – Less than two years.

Long Term – More than two years.

Measurements – Metrics that reflect the success of the Strategic Plan. The metrics will be compiled into a report that is given to the Economic Development Commission and City Council on an annual basis.

Annually – A calendar year unless otherwise specified.

# **GOAL 1. SUPPORT INDUSTRIAL AND COMMERCIAL BUSINESS GROWTH AND RETENTION**

## **OBJECTIVES**

### **SHORT TERM**

- Provide direct assistance and high quality customer service to help new companies navigate the permitting process and access program resources.
- Proactively work to identify a 20-year supply of employment lands and target initiatives to increase market-ready certified sites.
- Evaluate and refine permitting process, where needed, to increase efficiencies and predictability and ensure a user-friendly experience.
- Review Forest Grove's competitive advantages and ensure that these are on the City's website and part of advertising and marketing collateral.
- Maintain and market an inventory of available sites and buildings, socio-economic data, program resources and incentives.
- Complete Oak Street Area Concept Plan.

### **LONG TERM**

- Implement business attraction strategies for both traded sector and larger commercial businesses tailored to their specific needs.
- Respond, in collaboration with partners, to business leads and companies whose targets include Forest Grove.
- Maintain and manage business retention and expansion program.
- Prioritize marketing to targeted traded sector key industry clusters such as Advanced Manufacturing and those identified in the Economic Opportunity Analysis. Maintain an incentive toolkit.

- Convene local industry clusters to build networks, understand needs and address priorities.

## **MEASUREMENTS**

- Total assessed value – industrial.
- Total assessed value – commercial.
- Total square footage – industrial.
- Total square footage – commercial.
- Industrial square footage vacancy rate.
- Commercial square footage vacancy rate.
- Number of Business Enterprise Zone applications.

## **STRATEGIC EXTERNAL PARTNERS**

Forest Grove-Cornelius Chamber of Commerce, Business Oregon, Forest Grove EDC, Greater Portland Inc., Westside Economic Alliance, Commercial Brokers, and Site Selectors.

# **GOAL 2. EXPAND OPPORTUNITIES FOR ENTREPRENEURSHIP AND INNOVATION**

## **OBJECTIVES**

### **SHORT TERM**

- Study opportunities with partners to establish an accelerator, incubator, or maker space to support entrepreneurship and innovation.
- Host and participate in conferences, workshops, and training that promote innovation and entrepreneurial development.

## **LONG TERM**

- Establish and maintain stronger ties with Pacific University School of Business and related institutes, Forest Grove High School, and emerging Clean Water Services environmental and wetland technologies and concepts to encourage innovation and entrepreneurship opportunities.
- Disseminate information on efforts to encourage start-ups and innovation strategies in Forest Grove.

## **MEASUREMENTS**

- Prepare a report on the potential to establish innovation/entrepreneurship initiatives, including a center in Forest Grove.

## **STRATEGIC EXTERNAL PARTNERS**

Pacific University-School of Business, Forest Grove High School, Portland Community College, Clean Water Services, Oregon Entrepreneurs Network, PCC Small Business Development Center, SCORE.

# **GOAL 3. SUPPORT SMALL BUSINESS DEVELOPMENT AND RETENTION**

## **OBJECTIVES**

### **SHORT TERM**

- Disseminate and maintain information, technical assistance, programs, initiatives, and incentives that support small business growth and operations.
- Work to identify and address the challenges and barriers faced by Latino businesses and other groups in an effort to support a more diverse and inclusionary business community.

## **LONG TERM**

- Convene resource partners and small businesses to better understand existing resources and the needs and challenges faced by small business.

## **MEASUREMENTS**

- Number of Marketlink Market Analysis Reports completed.
- Number of Business Program applications completed.

## **STRATEGIC EXTERNAL PARTNERS**

Forest Grove-Cornelius Chamber of Commerce, Pacific University- School of Business, PCC Small Business Development Center, Columbia-Pacific Economic Development District, Adelante Mujeres, Micro-Enterprise Services of Oregon, Mercy Corps NW, SCORE, Local and Regional Banks, Commercial Brokers.

# **GOAL 4. ASSIST IN THE DEVELOPMENT OF A PROSPEROUS DOWNTOWN**

## **OBJECTIVES**

### **SHORT TERM**

- Partner with the private sector to improve the attractiveness of downtown through implementation of the Town Center Plan.
- Work with partners to enhance organizational capacity to better promote downtown events, activities, and the interests of downtown. Research the possibility of a Main Street program.

### **LONG TERM**

- Continue to work with property owners and brokers with site development and vacant space reduction while seeking a diverse mix of businesses.

- Support and promote a vibrant and active City Center through unique, colorful, and family-friendly events that draw new visitors.

## **MEASUREMENTS**

- Number of Storefront Façade Program projects completed.
- Number of net new businesses.
- Reach decision on Main Street Program.

## **STRATEGIC EXTERNAL PARTNERS**

City Club of Forest Grove, Forest Grove -Cornelius Chamber of Commerce, Small Business Development Centers, Micro-Enterprise Services of Oregon, Oregon Main Street, Commercial Brokers, Property Owners.

# **GOAL 5. EXPAND THE ECONOMIC IMPACT OF TOURISM**

## **OBJECTIVES**

### **SHORT TERM**

- Serve on the tourism advisory committee (TAC) to increase support and awareness of tourism strategies.

### **LONG TERM**

- Develop strategies for marketing, branding, capital projects, and event development through contracted services.
- Enhance and strengthen collaborations with tourism amenity operators and opportunities: local wineries, Hagg Lake, bicycling trails, and regional parks and forests.

## **MEASUREMENTS**

- Overnight lodging stays per year.
- Transit Lodging Tax revenues per year.

## **STRATEGIC EXTERNAL PARTNERS**

Washington County Visitors Association, Forest Grove Tourism Services Contractor, Forest Grove-Cornelius Chamber of Commerce, Travel Portland, Travel Oregon, Washington County Parks & Recreation (Hagg Lake), Oregon Forestry Department (Tillamook Forest), Oregon Parks & Recreation, North Willamette Vintners Assoc., Local Tourism Amenity Operators.

# **GOAL 6. FOSTER A COMPETITIVE BUSINESS CLIMATE THAT SUPPORTS ECONOMIC GROWTH**

## **OBJECTIVES**

### **SHORT TERM**

- Support transportation investments that enhance freight mobility and access, community livability, connectivity, congestion reduction, and public transit options.
- Maintain adequate supply of water, wastewater capacity, and power and telecommunication utilities to support planned business growth.
- Maintain affordable power as a competitive advantage for Forest Grove.
- In collaboration with the Forest Grove-Cornelius Chamber of Commerce, Forest Grove High School and Pacific University, Increase local employment opportunities through the establishment of a local job board: employee-employer job match platform.

## **LONG TERM**

- Work with businesses to enhance understanding, access, and use of workforce programs.
- Coordinate K-12 and higher education institutions with local companies to better understand current and future needs of business, enhance workforce skills, and identify employment opportunities.

## **MEASUREMENTS**

- Power price benchmarked against providers in the region.
- Water price benchmarked against providers in the region.
- Number of broadband infrastructure companies providing service in Forest Grove benchmarked against companies providing services in the region.

## **STRATEGIC EXTERNAL PARTNERS**

Portland Community College, Pacific University , Forest Grove High School, Oregon Work Source Centers, Work system, Inc. Frontier, Electric Light Wave, Comcast, Washington County Land Use and Transportation. Oregon Department of Transportation, Metro, Tri-Met, Forest Grove Light and Power, Clean Water Services.

# **GOAL 7. EXPAND PARTNERSHIP, OUTREACH, AND EQUITY EFFORTS**

## **OBJECTIVES**

### **SHORT TERM**

- Work to understand and reduce barriers that Latinos and other diverse populations face in starting and operating businesses.
- Proactively coordinate with regulatory agencies to reduce delays and barriers to development.

## **LONG TERM**

- Work to increase access and utilization of services to diverse members of community.
- Collaborate locally and regionally to establish strategic relationships in support of economic development priorities.
- Represent Forest Grove’s economic development interests and needs externally in the region and state by increasing visibility and engagement.
- Develop outreach strategies to educate the public about the City’s economic development strategies.
- In coordination with the leadership of the Forest Grove –Cornelius Chamber, celebrate business achievements and consider an annual awards program.

## **MEASUREMENTS**

- Completion of equity research study identifying barriers for Latino small businesses.
- Increase understanding and reduce barriers for minority-owned start-ups.
- Assure minority representation on EDC through outreach efforts.
- Number of regional/partners organizations participated in.
- Number of minority or economically disadvantaged persons/businesses assisted.

## **STRATEGIC EXTERNAL PARTNERS**

Pacific University, Forest Grove-Cornelius Chamber of Commerce, City Club of Forest Grove, Adelante Mujeres, Business Oregon, Greater Portland Inc., Portland Community College, Work Source/Oregon Employment Department, Metro, Washington County Visitors Association, Micro Enterprise Services of Oregon, PCC Small Business Development Center.

# APPENDIX A

## STRATEGIC PLAN GENERAL MEASUREMENTS

- Number of jobs created.
- Number of leads generated.
- Number of impressions.
- Number of businesses provided assistance.
- Number of businesses accessing workforce services.

## ANNUAL FOREST GROVE ECONOMIC INDICATORS

- Population and growth rate.
- Unemployment rate.
- Median household income.
- Average wage.
- Total employment.
- Forest Grove employment sectors.
- Education attainment.
- Poverty rate.

## STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (SWOT) ANALYSIS

# S

- Great Downtown
  - Tourism draw
- Low power/utility rates
- Full Service City – utilities, infrastructure, etc.
- Fiber optics
- Quality of Life
- Pacific University
  - Academic conferences attract attendees from around the world – global exposure; they spend dollars on local eateries, hotels
- Clean, Cheap water
  - Public ownership - “we control our fate”
  - Stable – we have a back-up source
- 3 Tier One large lot industrial sites (Tier One = development-ready)
- Wineries
- Tremendous nearby recreational assets – Fern Hill Reservoir; Hagg lake; trails
- Farmers’ Market Great Events – Concours d’Elegance; Sidewalk Art Festival
- Historic Districts – 3 residential; DT HD in the works
- Hollywood has discovered us – university, other “sets” for films/tv/ads
- Business Friendly City administration
  - Entitlements – parallel path rather than sequential, allows for quicker process timelines
  - Collaborative spirit
  - Supportive, encouraging staff
  - Facilitates engagement with other regulatory entities – e.g. CWS
- Tools
  - Urban Renewal
  - Enterprise Zone
  - E Commerce
  - Business Incentive program
- Urban Renewal Area (formed 2014)
- Jesse Quinn – new mixed use development
- McMenamin’s/Grand Lodge
- Business Diversity
- Local ownership of business
- Agricultural Identity
  - Our roots & heritage – sense of place – character – not a generic suburb
  - Where we come from; who we are
  - Advantage of being on the edge of the Portland region – “I can breathe”; livability
- Agriculture not just about the past – new Ag business is growing; Example: nursery, organics
- History – oldest City in the County
- Strong working relationships with nearby communities, e.g. Cornelius
- Latino business assistance
  - Adelante Mujeres
  - Centro Cultural
- Forest Grove HS – high AP class percentage; lots of extra-curriculars; hosts sporting events-expands exposure.
- City has a good bond rating (but see discussion in weaknesses re: need to diversify the tax base

# W

- Distance from highways (26)
  - Long travel times to PDX, DT Portland
- Industrial Areas have challenging access – narrow streets, difficult for trucks to navigate
- Workforce “daily exodus”
  - 83% of working residents commute to jobs in other jurisdictions
  - Higher wages in Hillsboro, Beaverton, Portland – tough for local companies to compete for FG workers
- “End of the line” – no pass-through customers
- Commute patterns bypass commercial areas – lost opportunity to capture customers
- Logjam east of Highway 47; Cornelius has Fred Meyer, Walmart because it is easier to access
- Limited transit options
- Only one grocery store
- Challenge in attracting/retaining skilled workforce – more work, better pay in Hillsboro and points east
  - A person can make more money in construction in Portland than a manufacturing job in FG
- Schools – flat growth projected for the next twenty years
- School funding (however – Forest Grove was the only place in Oregon during the recession to approve a bond)
- Schools are “adequate”; particularly given the funding
- Kids are going to other schools – transferring to other districts (i.e. Gaston) or private
- Some industrial lots are Tier 3 (difficult to develop due to infrastructure capacity, transportation deficiencies)
- Perception of distance from Portland; perception that Forest Grove is “on the coast” or close to it
- Property tax revenue base imbalanced – too much residential (a tax “taker”) and not enough industrial (a tax “giver”)
- Tax base needs to be more diversified – bond counsel tells us our rating would be stronger if the tax base were more diverse
- Rising rents – making housing (workforce in particular) less affordable
- Dearth of hotel rooms – need more hotels, particularly upper end/4 star
- Lack of parking downtown – holding us back
- Lack of a hospital, only urgent care clinic



- Trails in the region (Salmonberry, Council Creek, Yamhalis) – Forest Grove not connected, but could be the hub – attract Eco-tourists, generate more demand for hotels, restaurants
- Metro Open Space bond – could help address prior point
- Wine Country – could Forest Grove get a resort hotel like the Allison in Newberg?
- WCVA – how might we tap into their resources and energy more
- TLT – do a strategic plan to guide our efforts; deploy these dollars strategically/intentionally
- Craft breweries – let's attract one or several – give people a local option rather than have to go to DT Portland, etc.
- Downtown parking study (underway) – opportunity to strengthen business district
- Town Center Plan (underway) – opportunity to guide future UR and other investments in bolstering DT
- Clusters to build on: tech; food including ag tech
  - Opportunity to diversify our economy
- Connections between our businesses and local farmers (e.g. distillery, bakery) for our businesses
- High Tech – opportunity to attract more suppliers to Intel, etc.; spin-offs; Example: MGC
- Ag – same – opportunity to attract more suppliers, spin-offs
- Strengthen ties between schools and businesses tied to vocational training; Schools have a new hire in Food Services
- FG has a disproportionately high percentage of seniors opportunity to expand medical service businesses/cluster
  - Maple Street Clinic is increasing its services; they've had a huge spike in number of customers. The Clinic's residents stay there for two years – many will remain in the community
  - Dialysis unit – High water usage. Our high quality/stable water supply an advantage/op.
- Business Retention focus
- Pacific's new business school – op to integrate with our efforts.
  - Mutually beneficial; our businesses will benefit from Pacific's engagement in business planning, analysis; and the students get real world experience
  - Plus – a pipeline of workers as students get to know our businesses and our community
  - Plus – supplement City Ec Dev staff and Chamber
- Business "exit interviews" – interview people who have gone through entitlement process. Opportunity to expand this. Create stronger feedback loop on "how we're doing"
- Developer roundtable – op for developers, others who go through the process to weigh in on code, policy, permitting, fee issues
- Clean Water Service purchase of TTM office building. Opportunity for R & D Center, accelerator, incubator.
- Build a hospital in Forest Grove. Expand medical services from current status.



- Diminishing supply of industrial land
  - If recent absorption patterns (last 3-4 years) continue, we may not have a 20 year supply of market ready employment land as called for in State land use law
- Metro's restrictions on UGB expansion
  - "Grand Bargain" removed our long term "Urban Reserve" supply of employment land
- Limited resources for business retention/recruitment. Jeff doing a great job but there's only so much band width and funding.
  - The challenge is exacerbated by the increasing complexity of Ec Dev – e.g., E-commerce.
- "Public should do its business; private sector should do its business" – in other words, public sector should "set the table" and then get out of the way
- High senior population – is Forest Grove convenient/accessible for seniors.
- Low unemployment – hard to keep people here – tough for small business.
  - Tough to compete with smaller communities out of the region, where there is a lower minimum wage – i.e. we have higher labor costs than some of our competition.



*A place where families and businesses thrive*

## **CITY MANAGER'S REPORT TO COUNCIL**

**September 9, 2019**

### **UPCOMING EVENTS:**

- Now – Sept 22:** Aquatic Center Maintenance Closure
- September 10:** Dine & Donate for Library Foundation, 11 am to 8:30 pm, Bites Restaurant
- September 20:** Westside Economic Alliance Bike Tour of Forest Grove/Cornelius, Noon-4 pm, starts and ends at Fernhill Wetlands.
- September 21:** Annual Chalk Art Festival, 8 am to 4 pm, Main Street  
Annual Corn Roast, 11 am to 5 pm, Pacific University (College Street)
- Library:** September 10, 4-6 pm: Hispanic Heritage Month/Mes de la Herencia Hispana. Crafts and sweet treats for families.  
September 19, 3-5 pm: Hispanic Heritage Month/Mes de la Herencia Hispana  
October 3, 6:30: An Evening with Author Willy Vlautin  
October 4, 8-9 AM: Friends of the Library host Chamber Rise and Shine  
October 11, 5:30 PM: Ginsburg Garden Dedication  
October 21 – 26: Friends of the Library Book Sale  
October 26, 1-4 PM: 110<sup>th</sup> Anniversary party hosted by Library Commission

### **CITY MANAGER:**

- Forest Grove and Cornelius will host the Westside Economic Alliance bike tour on September 20<sup>th</sup>. The tour attracts upwards of 50 elected officials and will start and end at Fernhill Wetlands with stops in Forest Grove and Cornelius.
- Washington County plans to place two levy's on the May, 2020 ballot: a renewal of the WCCLS Library levy and an increase in the public safety police levy. The current levy amounts are .22/1,000 and .42/1,000, respectively. It is unknown at this time what the increase in the public safety will be.
- Attended the Chamber of Commerce Retreat. The Mayor gave an update on city issues and there was some discussion about the upcoming tourism plan, succession planning, and ongoing tourism operations.
- A Joint Work Session / Dinner with the Forest Grove School District and Cornelius City Council is scheduled for October 28, 2019 from 5:30-7:00. The current thought is to hold another work session in six months, depending upon current issues, with each entity sharing in the responsibility. The initial work session is slated to include updates on the Student Success Act and how each entity can collaborate on shared interests. The second work session is likely to focus on demographics, growth, and working together to achieve common objectives.
- Sara Wilson of SSW Consulting, who has done visioning, values, and strategic plans for many local area municipalities, has been contracted to facilitate a Work Session on September 23<sup>rd</sup> to help Council develop a scope and process for Council Objective 3.14: Develop Core Values and Update Vision Statement.

### **ADMINISTRATIVE SERVICES:**

- Grant Consulting Assistance: The Request For Information (RFI) for federal grant consulting assistance was issued on September 6, 2019. Consultants, who expressed interest in providing the service, received the RFI and the RFI was advertised in the Daily Journal of Commerce. The responses are due

on October 16, 2019. A work session is planned with the City Council later this year to determine if the Council wants to issue a contract for this service.

- Solid Waste: Staff met with Waste Management to discuss the collection and rate development process for the business food waste recycling program set to start in March 2020 for the Tier 1 businesses. City staff has also met with Washington County Solid Waste to discuss the notification and education process to implement business food waste recycling as Washington County Solid Waste will be receiving funding from Metro for the implementation process.
- Police Facility: Schematic design works continues. Staff and the architects focused on the exterior at the first meeting and the architects are refining their proposed concepts. Weekly meetings with the architects will continue to complete the schematic design over the next two months. Staff will be also working on combining the tax lots for the Station.

### **COMMUNITY DEVELOPMENT/URBAN RENEWAL AGENCY:**

- TV Highway Improvement Plan: ODOT, the City, and Jacobs staff have and will attend numerous community events including the Farmers Market, Taquiza, Corn Roast and more. The consultant plans to gather community feedback from these events to get a sense of what the community believes are the problem areas along the corridor, as well as potential solutions. A survey link was also included in the September FYI Forest Grove insert in English and Spanish.
- Temporary Seasonal Shelter Development Code amendments and the Housing Needs Analysis will be in front of the City Council on September 9 for consideration.
- CCI will meet on September 24 with special guest, Police Chief Janie Schutz, to discuss the theme for the Annual Town Meeting in 2020, which will focus on a potential new police facility.
- At the September 23 City Council meeting, staff will unveil an exciting new program that will help customers prepare for the permit process by allowing them to input basic parameters about their project to which the system will show which permits are needed and what specific plans need to be prepared for permit issuance. This system, named Camino, is in use in about 20 jurisdictions nationwide, and Forest Grove is the first city in Oregon to implement the system. Staff's goal is to improve the reliability and consistency of information that customers receive, as well as to reduce the number of trips back and forth to the Department of Community Development and Engineering. Camino staff will be on hand to provide a demonstration of the product.
- Staff is drafting an ordinance that would allow deferral of water and parks SDC's (these are the only SDC's that are under the City's jurisdiction) until certificate of occupancy for regulated affordable housing projects. This does not change the amount of the SDC; it simply defers the time SDC's are paid from issuance of a construction permit to issuance of an occupancy permit. This "tool" is common and allows providers of affordable housing improved financing means with no impact on overall SDC collections.

### **ECONOMIC DEVELOPMENT:**

- Working with Belladonna's Bistro and Patisserie which is slated to open in November in the former Maggie's Buns location offering breakfast, lunch, desserts and cakes and a second business called Mercantile is a gift store opening midblock Main Street next to the former Paterson's Furniture store.
- Working with two more commercial opportunities: One in the downtown and another on Pacific Avenue across from McMenamins.
- Working with Court Carrier on a grant application for WCVA funds.
- Met with Oregon Technology Business Center in Beaverton. Partnering with OTBC to offer an online course called Virtual Incubation Center for Forest Grove area entrepreneurs.

- Met with Portland metro area Small Business Development Center (SBDC) to discuss regional delivery of small business services in the area.
- Evers Industrial site on NW Martin Avenue is a pre-certified site and now is on the market for sale and is listed on Oregon Prospector.
- Met with owners of 36-acre Haworth certified industrial site; discussed listing site with a broker for sale.
- Working with two industrial projects: A flooring company purchasing a former Oregon Roses building on 24<sup>th</sup> Avenue and Old Trapper planning additional expansion.
- Working on three Downtown Storefront Improvement Program projects: Improvement to Forest Grove Dance Academy is underway; design concepts for former Forest Grove News Times building has begun; and met with owners of Rudy's Barber Shop building to discuss storefront improvements with plans to begin design work soon.
- Summer/Fall edition of Portland Relocation Guide has been published and being distributed. Contains two-page ad promoting Forest Grove.
- 2019 Forest Grove Dining Guide has been printed and is being distributed.

### **ENGINEERING AND PUBLIC WORKS:**

- 23<sup>rd</sup>/Goff/E Street - Crosswalk upgrades: The City received a number of requests in 2018 to improve this intersection. The concerns expressed by citizens were the speeds on E Street vs. the high number of pedestrians. After review, it was decided to install rapid flashing beacons (RFBs) at the intersection, which are highly effective in alerting motorists that pedestrians/bicyclists are present in the intersection. This was discussed with Washington County and the RFBs will be installed about the same time as the upgrades to the intersection of David Hill Road/Thatcher Road.
- David Hill Road/Thatcher Road Intersection: Staff met with Washington County this week and the County reaffirmed its intention to move forward with a four way stop at David Hill Road/Thatcher Road. They anticipate installation in October.
- Wauna Credit Union: Construction is continuing. Extension of public sanitary and storm sewers to the site is complete. Anticipating improvements to the Pacific Ave. frontage, including eastbound right turn lane, happening toward the end of September, depending on ODOT final approval. Repaving of Poplar Street will be take place mid-September.
- MCG Pure: Under construction. Working to finalize service connections and public improvement work (water, sewer, street and storm).
- Martin Rd. and Highway 47 Intersection Improvements: Washington County hosted an Open House on July 31 at the Forest Grove Community Auditorium. Comments received from the public in attendance were positive. City staff have reviewed the 50 percent design documents and returned comments back to the County. It appears that ODOT will be able to cover the shortfall in funding to construct the roundabout, but staff is still waiting for the official confirmation.
- Highway 47 at Maple St./Fern Hill Rd. Intersection Improvements: Washington County's consultant has completed the Draft Alternatives Analysis Report, which was reviewed by City staff. Plans are being made to have Washington County present a project update to the City Council on November 12.
- Thatcher Rd. and Gales Creek Rd. Intersection Improvements: The County has decided to perform in-house design with their engineers with some contracted services such as geotechnical, environmental and survey work. Drawings at 30% can be expected by the end of the year, at which time they will develop an updated cost estimate. An IGA between the City and County will be required at some point this year to partner on this project. Some project details such as curb/sidewalk extensions were discussed to better serve the area and will be worked into the scope, dependent on funding. Currently, this project is pending until the County creates a work order to get the ball rolling.

- Council Creek Regional Trail: Every three years, the Joint Policy Advisory Committee on Transportation (JPACT) and Metro Council decide how to spend the region's allotment of federal transportation money, known locally as the Regional Flexible Funds Allocation (RFFA). Regional partners are supporting a proposal to seek approximately \$1.5M for preliminary design of the Council Creek Trail. Forest Grove prepared an application, which was submitted to the WCCC Transportation Advisory Committee in late June. The funding is to support the engineering and design for the Master Plan segment alignment between Hillsboro and Forest Grove (with consideration of future High Capacity Transit). Washington County is supporting the project with a 10% match using MSTIP Opportunity Funds. Final selection occurs in January 2020 and if successfully awarded, the funds will be available in 2022, which gives the regional partners time to find resolution on current railroad ROW and operations.
- All Roads Transportation Safety Program (ARTS): This program will add reflectorized back plates to all of the signals along the City's couplet and replace the existing pedestrian signals with pedestrian countdown signal heads. ODOT has recommended to the City that the federal funds for this project be exchanged for state funds via the State Funded Local Program (SLFP). The Engineering Division would manage, design, and deliver the project using this approach and would receive reimbursement from ODOT for the project. City staff have reviewed a new IGA for the SLFP and submitted comments to ODOT. It is anticipated that a Resolution to execute the IGA will be on the agenda for the September 23, 2019 Council meeting.
- Annual Paving and Curb Ramp Improvements: Curb ramp construction work has started and paving is expected to start in September.
- ADA Barrier Removal Request Implementation: As part of the Annual Paving and Curb Ramp Improvements project, Engineering is addressing two ADA barrier removal requests from the Forest Grove School District's (FGSD) Transition Program, located at the corner of 21<sup>st</sup> and Douglas. FGSD students enrolled in the Transition Program, travel along 21<sup>st</sup> Avenue to the Aquatic Center, Pacific University, FGSD Cedar House, Bi-Mart, Bottle Drop, Safeway, Goodwill, and the Dollar Tree. In places, individuals using mobility devices are forced onto 21<sup>st</sup> Avenue. When Pacific University is in session, 21<sup>st</sup> Avenue becomes even more congested, with street parking and traffic. The overlay program project contractor will be installing 55 feet of sidewalk and 2 curb ramps so that there is a continuous path of travel along the south side of 21<sup>st</sup> Avenue from Cedar Street to Hawthorne Street.
- Road improvements:
  - 19<sup>th</sup> Avenue: Finalizing design and preparing to bid for construction, with anticipation to start in October.
  - 26<sup>th</sup> Avenue: Issued notice to proceed to consultant to complete final design of 26<sup>th</sup> Ave. improvements.
  - Hawthorne Drainage Improvements: Construction has reached substantial completion. Hawthorne Street was re-opened Friday, August 30.
  - Pacific Avenue – Safeway/Goodwill Access Study: Staff is currently investigating alternatives to address congestion, improper turn movements and improving safety of Pacific Avenue in the vicinity of the Safeway and Goodwill entrances. A review of the accident history for this area shows 31 accidents, 17 of which involved injuries and 4 involving pedestrians.
- 10<sup>th</sup> Avenue Water Distribution Flow Control Facility Improvements: The JWC water enters the Forest Grove water distribution system at this flow control point. The facility consists of flow control valves, monitoring equipment, fluoride injection system, and flow meter. Currently, we are designing improvements to the flow metering, including rebuilding the flow control valves.
- Watershed: The 2019 Timber Harvest and the culvert survey are complete, as well as the annual fish survey, completed by Jeremy Lees of Bio-Surveys.
- CWS Sanitary Sewer Rehab: Clean Water Services will be working throughout the city on their Sanitary Sewer Rehabilitation project. The project will involve pipe lining and replacement by bursting or open trench excavation, to eliminate ground water infiltration into sanitary sewer lines.

- Forest Glen Park Slide and Sewer Repair: Contractor started on the three repair areas downstream of the park in order to finish the work before the Dept. of State Lands permit expires.

### **POLICE:**

- Officer McGann is in the process of completing Phase II of the Field Training and Evaluation Program with Officer McGrew. Officer McGann will begin the Police Academy on September 9 and will graduate on January 17, 2020.
- Officer Shafer joined the department on August 12 and was a three-year officer with the Vernonia Police Department. Officer Shafer is in the initial stages of his Phase I Field Training and Evaluation Program. Officers Garvin, Plumeau, Scott and Huson joined the department on August 26. All come to the department from the private sector. Huson has completed the Basic Police Academy that will shorten his training period by four months. Garvin, Plumeau and Scott will begin the Police Academy on October 7 and will graduate on February 14, 2020. Department instructors, in many disciplines, have been providing a wealth of training to several new hires over the last several weeks.
- Officer McGrew attended a two-day Less Lethal Instructor Development Course Refresher. This instructor position teaches and recertifies officers within the department to deploy 40mm less lethal projectiles against threats.
- Community Outreach: COS Quinsland continues preparation for hosting the Washington County Crisis Intervention Training in September; attended First Wednesday; conducted a scam workshop at The Homestead for over 55 people; assisted with Pacific University freshmen orientation; and continues community outreach work for the police facility project.
- Code Enforcement: Issued 43 parking citations; 2 vehicles impounded; 1 in-process abatement; 4 Reports / 4 supplemental reports; 7 warnings for City Ordinance violations and 3 City Ordinance citations.

### **PARKS, AQUATICS AND RECREATION:**

- The Aquatic Center finished its 10-week summer program August 23. The center remained open for Public and Fitness Swims until August 30. The Aquatic Center is now closed for its annual maintenance shutdown and will remain closed until September 23, when it will reopen for Public and Fitness Swims. The regular fall program will begin Sept. 30. During the closure, maintenance items include: locker room repairs including new flooring, painting and general cleaning; the Activity Pool bottom and gutters will be refinished; and several valves will be replaced in the mechanical room of the main pool.
- Forest Glen Park will be closed to stabilize the erosion that has occurred in several areas in the "canyon" and repair the slide area in the upper park. Contractors expect the work to take several weeks.
- The B Street Trail is closed for public access. Contractors hired by CWS are working to stabilize banks along Gales Creek that have seen significant erosion during recent high water events. This work is expected to last two weeks. The trail will reopen once the project is complete.
- On September 9, the goats will return to Forest Glen Park for two weeks of invasive clearing. The work will be done along the edge of Gales Creek Road and homes that border the open space in the area. The work (unlike the past two years) will not be able to be seen by the general public. This work is primarily being done to reduce fire fuels in the area without the use of mechanical equipment and sprays.
- Registration for all fall swimming classes is underway. The front desk at the aquatic center will be open from 9 am to 6 pm during the maintenance closure period.

## **LIBRARY:**

### Summer Reading:

- The Library's Summer Reading Incentive Program reached 1,270 youth participants this year. This represents 4,909 hours of reading. Thank you to the Forest Grove Aquatic Center for their support of our Reading Incentive Program (pool passes for readers).
- 2,452 people attended library programs between June through August. Thank you to the Parks and Recreation Department for their assistance setting up for our Leapin' Louie park program on July 20, and for everyone's patience with the parking situation on those really busy days at the library this summer.

### Library-Forest Grove School District Partnerships:

- Our Youth Services Librarians have been busy scheduling class tours and visits to the library. This week alone, they've scheduled 36 such visits for the coming school year. They will likely finalize 40 or more additional visits in the next few weeks.
- Our Youth Services Librarian was recently invited to attend a presentation at Forest Grove School District, given by the State Library of Oregon's School Library Consultant. Afterwards attendees discussed Makerspaces, Inter-Library Loans, and digital K-12 resources provided by the State Library of Oregon.
- The Library has been awarded an Oregon Battle of the Books (OBOB) grant. The grant provides free books to Oregon libraries in support of the OBOB program. The Oregon Battle of the Books is "a statewide voluntary reading motivation and comprehension program sponsored by the Oregon Association of School Libraries in conjunction with a Library Services and Technology Act grant." The library has been preparing its collection to support local teachers, parent volunteers, and students in their quest for a winning year 2019 OBOB competitions in local schools. For the past few years the Middle School has had several teams of competitors and the district is planning to expand participation.

### Staff:

- Adriana Vasquez has been selected to go to the Guadalajara Book Fair in Guadalajara, Jalisco, Mexico. Adriana will purchase items for the Forest Grove library and several other Washington County libraries. Funding is provided by the American Library Association and WCCLS.
- Bob Abbey has been selected to fill the vacant full-time Adult Services Library position. Bob has been with the library since July 2016, first as on-call and then as a part-time Adult Services Librarian.

## **LIGHT & POWER:**

- Crews are continuing work on replacing poles and upgrading conductor in the 1800 & 1900 blocks of D Street. This line is being upgraded as it will be the incoming feeder circuit for the new Gales Creek Terrace Subdivision.
- Due to tree issues in multiple spans of wire in the 45000 block of NW Buckley Road, crews are replacing the overhead lines with underground cables. This will eliminate the persistent problems we are seeing with tree / power line contacts in this area.
- On August 22 at approximately 8:07 am, customers who are fed from our Thatcher Substation experienced a momentary outage due to a fault condition on the BPA Forest Grove/Tillamook transmission line. The fault was located 34.5 miles west of Forest Grove. It was not obvious what caused the problem and BPA is investigating.
- On September 3 at approximately 6:30 am, customers who are fed from our Filbert Substation experienced a momentary outage due to a fault condition on the BPA Forest Grove/McMinnville transmission line. At this point the cause of this fault has not been determined, BPA is investigating.
- On August 27 at approximately 6:30 pm, a large oak limb overhanging a main circuit line in the 1800 block of Ash Street broke and fell onto the conductors. Approximately 550 customers lost power in the southwest corner of the City for 47 minutes while crews removed the branch and restored service.

**COUNTY-WIDE:****WCCLS:** No update.**JWC:** No update.**WCCCA:** No update.**CONSTRUCTION PROJECTS IN FOREST GROVE:**

<b>NAME</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>LAND USE PERMIT STATUS</b>	<b>BLDG PERMIT STATUS</b>	<b>CONST. STATUS</b>
Kidd Court	22 <sup>nd</sup> Place	Subdivision 7 units	Approved	4 permits issued	Under Construction
Silverstone	David Hill Rd	Subdivision (200 lots)	Approved	182 lots issued	Under construction
Gales Creek Terrace	Pacific Ave/19 <sup>th</sup> Ave	Subdivision (197 lots)	Approved	N/A	In grading
Green Grove	Thatcher Rd	Co-Housing (9 lots)	Approved	3 lots issued	Under construction
Smith Orchard	Gales Way and B Street	Subdivision (8 lots)	Approved	N/A	In grading
Sunset Crossing	Sunset Ave	Subdivision (32 lots)	Approved	25 lots issued	Under Construction
MGC Pure Chemicals of America	Elm St	Industrial New (45,817 sf total)	Approved	Permits issued (Tank Yard; Building 1 & 2; Guardhouse)	In review; Under construction
Bank of America at Stonewood Center	Pacific Ave	Commercial Tenant Improvement	Approved	Revisions completed; Permit issued	Under construction
Wauna Credit Union	Pacific/Hwy 47	Commercial New	Approved	Permit Issued	Under construction
Nectar Marijuana Dispensary	Pacific Ave/Oak Street	Commercial/Tenant Improvement	Approved	Permit Issued	Under construction
Inserta Tee Storage Building	24 <sup>th</sup> Ave	Industrial New	Approved	Permit issued	Completed
Rose Grove Park Expansion	Pacific Ave	Manufactured Home Park	Approved by CC – awaiting findings adoption	In review for grading/public improvements	N/A
Adelante Mujeres	Main St	Commercial/Tenant Improvement	Approved	Permit issued	Under construction
Dollar General Store	Gales Creek Rd/ Thatcher Rd	Commercial New (9,100 sf)	Planning Commission Approved; Appealed to City Council	N/A	N/A
Green Apartments	19 <sup>th</sup> Ave	Apartments (9 units)	Approved	N/A	N/A
Rainbow Lanes	19 <sup>th</sup> Avenue	Commercial Tenant Improvement	N/A	Permit Issued	Under construction



**URBAN RENEWAL AGENCY WORK SESSION AGENDA      MONDAY, SEPTEMBER 9, 2019**  
**COMMUNITY AUDITORIUM**  
**1915 MAIN STREET**

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**5:00 PM    URBAN RENEWAL AGENCY WORK SESSION (URAC Applicant Interviews)**

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair  
Timothy A. Rippe  
Ronald C. Thompson

Elena Uhing  
**Adolph “Val” Valfre, Jr.**  
Malynda H. Wenzl

All meetings of the Urban Renewal Agency Board 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 Urban Renewal Agency Board 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 Board, 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 Board action.

➔ **Citizen Communications** – Anyone wishing to address the Board 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 Board, 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 Urban Renewal Agency Board, please contact the City Recorder, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235.

All 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, [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

**FOREST GROVE URBAN RENEWAL AGENCY AGENDA**  
**September 9, 2019**  
**Page 2 of 2**

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Anna Ruggles, City Recorder  
Jesse VanderZanden, City Manager

**5:00**

1. **URBAN RENEWAL AGENCY (URA) WORK SESSION:**  
**(URAC Applicant Interviews)**

The Urban Renewal Agency will convene in the Community Auditorium – Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Urban Renewal Agency Board of Directors will take no formal action during the work session.

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5:00

1. *Maribel De Leon*

5:15

2. *Claudia Yakos*

5:30

3. *Mark Nakajima*

5:45

4. *Rod Fuiten*

6:00

5. *Kelsey Trostle*

6:15

6. *Sue Rubin*

6:30

7. *Charlene Murdock*

6:45

**BOARD DELIBERATIONS:**

**6:55**

**ADJOURNMENT:**



CITY RECORDER USE ONLY:

AGENDA ITEM #: Work Session

MEETING DATE: 09/09/2019

FINAL ACTION: \_\_\_\_\_

**URBAN RENEWAL AGENCY STAFF REPORT** **WORK SESSION:**

**TO:** *Urban Renewal Agency Board of Directors*

**FROM:** *Jesse VanderZanden, Executive Director, Anna Ruggles, City Recorder*

**MEETING DATE:** *September 9, 2019*

**SUBJECT TITLE:** *Urban Renewal Advisory Committee (URAC) Interviews*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational  
*X all that apply*

**ISSUE STATEMENT:**

On May 13, 2019, the Board adopted Resolution 2019-04, establishing an Urban Renewal Advisory Committee (URAC). This memo outlines the URAC’s purpose, membership, tentative meeting schedule, and recommends an interview process and questions.

**BACKGROUND:**

URAC Purpose

Resolution 2019-04 states the URAC is advisory to the Board and serves to:

- Provide for public discussion on implementation of the urban renewal plan (Plan);
- Make recommendations regarding urban renewal policies, projects and program budgets;
- Review and propose Plan amendments for consideration by the Board; and
- Conduct studies and prepare reports at the request of the Board.

URAC Membership

The resolution establishing the URAC specified the membership be limited to seven voting members, including:

- EDC and/or a member of the Forest Grove-Cornelius Chamber of Commerce;
- Representative from a non-profit organization located within the Plan area;
- Professional representing finance, banking, or lending industry;
- Professional representing real estate, development, or construction industry;
- At-large resident living adjacent to or within one mile of the Plan area;
- Two commercial property and/or business owners in the Plan area;

### Interview Process

The Board will interview seven candidates for the URAC. Interviews are slated for fifteen minutes per candidate which allows for 15 minutes of Board discussion after interviews are complete. The Board may fill all or some of the positions listed above at this time. At least four members should be appointed for purposes of establishing a quorum.

In an effort to gain applicants' perspective about the URA's purpose and objectives, staff recommends each candidate be asked the attached three questions (Attachment A). One possible scenario is the Chair facilitates the meeting while three Board members alternate asking questions of each candidate. Staff estimates each question will take 5 minutes to answer.

### Tentative URAC Meeting Schedule

A tentative URAC meeting schedule is provided below. Initially, monthly meetings are anticipated. Tentative meeting topics for the first six months include:

<b>Month</b>	<b>Tentative Topic</b>
<i>October 2019</i>	<ul style="list-style-type: none"><li>• Adopt URAC bylaws/procedures</li><li>• Introduction to the Urban Renewal Plan</li></ul>
<i>November 2019</i>	<ul style="list-style-type: none"><li>• Review and discuss the URA's five-year strategic plan and annual report</li><li>• Site B redevelopment discussion</li></ul>
<i>December 2019</i>	<ul style="list-style-type: none"><li>• Site B redevelopment discussion</li><li>• Election of officers</li></ul>
<i>January 2020</i>	<ul style="list-style-type: none"><li>• Site B discussion, if needed</li></ul>
<i>February-March 2020</i>	<ul style="list-style-type: none"><li>• Discuss FY 2020-2021 budget priorities for Agency Board consideration.</li></ul>

### **ATTACHMENT(s):**

A. URAC Applicant Questions

## **ATTACHMENT A**

### **URAC Applicant Interview Questions**

1. The main purpose of an urban renewal district is to increase the assessed value of property through urban renewal projects so that when the district expires, the tax base for essential services is larger than it otherwise would be. What projects do you think would improve the assessed value of the urban renewal area?
2. The Urban Renewal Agency is a separate legal entity from the City with its own Plan, budget, Board of Directors, programs and policies. The Urban Renewal Advisory Committee will advise the Board on programs and policies. One of the main programs the Board has adopted is the Town Center Program, which includes the storefront façade program, parklets, art improvements, and a festival street. What ideas do you have to catalyze and improve downtown?
3. The Urban Renewal Agency may do certain things, such as purchase or sell property for re-development, improve public areas, and promote voluntary building repair. What do you envision is the main role of the Urban Renewal Agency and in what way do you see yourself contributing?

**Urban Renewal Advisory Committee  
Appointment Interviews**

# of Board Vacancies:					Position 1	Position 2	Position 3	Position 4	Position 5	Position 6 & 7
Members must reside within Plan Area:					EDC / Chamber	Non-Profit	Finance / Banking	Real Estate / Construction Development	At-Large Resident Adjacent or within 1-mile	Business / Property Owner
Term Expires:					12/30/2021	12/31/2021	12/31/2023	12/30/2022	12/30/2023	12/20/2022 12/30/2023
Interview Time:		Applicants:								
1	5:00 PM	Maribel	De Leon	Adelante Mujeres, Director of Microenterprise	X					
2	5:15 PM	Claudia	Yakos	Owner Cima Language Services						X
3	5:30 PM	Mark	Nakajima	Owner Ace Hardware						X
4	5:45 PM	Rod	Fuiten	Property Management / Real Estate				X		
5	6:00 PM	Kelsey	Trostle	PGE, Real Property Services Specialist					X	
6	6:15 PM	Sue	Rubin	Adelante Mujeres, Director of Finance CPA			X			
7	6:30 PM	Charlene	Murdock	Owner Nana Cardoon		X				
* 6:45 PM - Board Deliberations										

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[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) [1]  
Submitted by Visitor (not verified)  
Thu, 07/25/2019 - 12:03pm  
50.39.105.28

**First & Last Name**

Maribel De Leon

**Home Address**

██████ NW Nightshade Dr (outside of city)

**Mailing Address, if different**

**City, State and Zip Code**

Portland

**E-Mail Address**

██

**Telephone/Cell Phone Number**

████████████████████

**Employer**

Adelante Mujeres Chamber Rep

**Work Telephone Number**

████████████████████

**Occupation/Profession**

Director of Microenterprise Programs

**Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.**

No

**If so, which grade level and school do you attend?**

**Do you reside within the City limits?**

No

**Years residing in Forest Grove.**

0

**How did you hear of this opportunity?**

Forest Grove Cornelius Chamber of Commerce/ City Manager/ City Council

**Please rate the City's performance.**

Good

**What ideas do you have for improving "Fair" or "Poor" performance?****Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

I am interested in supporting the Urban Renewal Board with their vision of Forest Grove's Urban Renewal project along with other projects related to the growth of downtown and other areas in the city. As a representative of the Forest Grove Cornelius Chamber of Commerce, I plan to serve as the voice for the board and the members of the chamber; updating them on the progress of the initiative. In addition, as part of the senior leadership of Adelante Mujeres, I also plan on being the voice for the community we serve in Forest Grove; ensuring that the estimated 17% of the Latino population in the city is also represented and aware of community projects identified by the Urban Renewal Board.

**What contributions do you hope to bring to the board?**

I have over 13 years of experience in business and community advocacy. I am currently the Director of Microenterprise Programs for Adelante Mujeres, a non-profit based in Forest Grove. In my role, I lead the strategic planning and oversight of our entrepreneurial and leadership programming. This includes Small Business Development, Sustainable Agriculture, Forest Grove Farmers Market, and the Washington County Civic Leaders Project.

My key skills and attributes are the following:

Project Management (creative development & implementation)

Entrepreneurial Mindset (start-up & sustainable success)

Budgeting & Finance (ensure compliance)

Cross-Cultural & Interpersonal Communication (fluent in English & Spanish)

Community & Business Leadership (influencer & advocate)

Training Facilitation & Presentations (public speaking & relationship building )

**List your educational experience:**

Education:

BBA, International Business Management | Northwood University | Cedar Hill, Texas

Licenses and Certifications:

Senior Business Development Specialist ( SBDS) | America's SBDC

Economic Development Finance Professional (EDFP) | National Development Council

Certified Global Business Professional ( CGBP) | NASBITE International

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Current:

Co-Lead and Co-Facilitate: Washington County Civic Leaders Project  
Board Member: Forest Grove Cornelius Chamber of Commerce  
Project Advisory Committee: Cornelius Town Center

**Past:**

Council Member: Mayor's Star Council | Dallas, Texas  
Vice President: Alumni Leadership Council Northwood University | Cedar Hill, Texas  
Secretary of the Board: DFW International Community Alliance | Dallas- Fort Worth, Texas

**If not appointed at this time, may we keep your application on file?**

Yes

**Please type your name below as a signature.**

Maribel De Leon

**Date**

Thu, 07/25/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/8641>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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**URAC Interview**  
**09/09/2019**  
**5:15 pm**

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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**Submission information**

Form: [Boards and Commissions Application](#) [1]  
Submitted by Visitor (not verified)  
Tue, 07/23/2019 - 11:03am  
76.115.89.36

**First & Last Name**

Claudia P. Yakos

**Home Address**

Summit Pointe Court

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove, OR 97116

**E-Mail Address**

**Telephone/Cell Phone Number**

**Employer**

Cima Services, Inc.  
2004 Pacific Ave

**Work Telephone Number**

**Occupation/Profession**

Owner and President of Cima Services, Inc. Language Service Company. Translation and Interpretations

**Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.**

**If so, which grade level and school do you attend?**

**Do you reside within the City limits?**

Yes

**Years residing in Forest Grove.**

12

**How did you hear of this opportunity?**

Chamber Board

**Please rate the City's performance.**

Good

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

Assist in community planning, engagement and increase communication with non English speakers.

**Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

Make recommendations to the Urban Renewal Board of Directors regarding Urban Renewal in downtown Forest Grove.

**What contributions do you hope to bring to the board?**

- Out of the box thinker
- Team player
- Creativity
- Follow through
- Great understanding of the FG/Cornelius communities
- Bi-lingual

**List your educational experience:**

University of New Mexico - BA

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Past Rotary President  
 Rotary Board member  
 Rotary District 5100 Membership Chair  
 Rotary District 5100 Conference Chair  
 FG/Cornelius Chamber board member  
 Tuality Health Foundation board member

**If not appointed at this time, may we keep your application on file?**

Yes

**Please type your name below as a signature.**

Claudia P. Yakos

**Date**

Tue, 07/23/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/8611>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

**URAC Interview**  
**09/09/2019**  
**5:30 pm**

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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**Submission information**

Form: [Boards and Commissions Application](#) [1]  
Submitted by Visitor (not verified)  
Wed, 06/26/2019 - 6:19pm  
184.12.135.78

**First & Last Name**

Mark Nakajima

**Home Address**

██████ SW Reeher Place *(outside of city limits)*

**Mailing Address, if different**

PO Box 308

**City, State and Zip Code**

Forest Grove, OR 97116

**E-Mail Address**

████████████████████

**Telephone/Cell Phone Number**

██████████ 7

**Employer**

Ace Hardware Forest Grove

**Work Telephone Number**

██████████

**Occupation/Profession**

Manager

**Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.**

No

**If so, which grade level and school do you attend?**

**Do you reside within the City limits?**

No

**Years residing in Forest Grove.**

30+ years

**How did you hear of this opportunity?**

email announcement

**Please rate the City's performance.**

Good

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

Forest Grove will always be subject state funding rules and land use laws. It is difficult to develop a unique way of managing the city because of this.

**Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

I am part of a business that is within the district. I participated in a committee that reviewed the financial impacts to the city prior to establishing the district. I have an interest in what the district does in the future.

**What contributions do you hope to bring to the board?**

I am a long time resident and part of the ownership of a business. I was the chair of the CAC for the highway 47 bypass completion. I participated in TAC meetings for the project. I have been on transportation planning committees for the city.

I have a history and perspective of the city for a 30 year period.

I believe I have a vested interest in what impact the district will have on the city.

**List your educational experience:**

Bachelors degree in business.

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Past member of the Forest Grove School District budget committee. Charter member of the Community Forestry Commission. Second term as a member of the EDC. Member of Rotary.

**If not appointed at this time, may we keep your application on file?**

Yes

**Please type your name below as a signature.**

Mark Nakajima

**Date**

Wed, 06/26/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/8311>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

**URAC Interview**  
**09/09/2019**  
**5:45 pm**

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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**Submission information**

Form: [Boards and Commissions Application](#) [1]  
Submitted by Visitor (not verified)  
Tue, 06/25/2019 - 3:53pm  
107.77.205.109

**First & Last Name**

Rod Fuiten

**Home Address**

■ Jessica Drive

**Mailing Address, if different**

**City, State and Zip Code**

Forest Grove OR 97116

**E-Mail Address**

■

**Telephone/Cell Phone Number**

■

**Employer**

self

**Work Telephone Number**

■

**Occupation/Profession**

property management

**Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.**

**If so, which grade level and school do you attend?**

**Do you reside within the City limits?**

Yes

**Years residing in Forest Grove.**

70

**How did you hear of this opportunity?**

Jeff King parking advisory committee

**Please rate the City's performance.**

Good

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

**Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

Town Center development

**What contributions do you hope to bring to the board?**

As a longtime downtown business and property owner I would like to bring a small business and taxpayer perspective. Also, having served in City Government for many years, I think I understand some of the underlying policies that are driving the process and would take a cooperative approach to Urban Renewal.

**List your educational experience:**

Graduate FGUHS 1967

Bachelor of Science University of Oregon 1971

Juris Doctor University of Oregon 1978

**List any community involvement, appointed offices, elected offices and/or affiliations:**

City Council 1992-2004

Budget Committee 198?-2018

JWC 199?-present

Forest Grove Library Foundation 200?- present

**If not appointed at this time, may we keep your application on file?**

Yes

**Please type your name below as a signature.**

Roderick L Fuiten

**Date**

Tue, 06/25/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/8301>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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**Submission information**

Form: [Boards and Commissions Application](#) [1]  
Submitted by Visitor (not verified)  
Fri, 05/31/2019 - 11:00am  
147.79.224.113

**First & Last Name**

Kelsey Trostle

**Home Address**

████ PRINCETON PL

**Mailing Address, if different**

**City, State and Zip Code**

FOREST GROVE

**E-Mail Address**

████████████████████

**Telephone/Cell Phone Number**

██████████

**Employer**

Portland General Electric

**Work Telephone Number**

**Occupation/Profession**

Real Property Services Specialist

**Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.**

**If so, which grade level and school do you attend?**

**Do you reside within the City limits?**

Yes

**Years residing in Forest Grove.**

5

**How did you hear of this opportunity?**

Boards Meeting

**Please rate the City's performance.**

Excellent

**What ideas do you have for improving "Fair" or "Poor" performance?****Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

I am passionate about the downtown revitalization and building an active core of Historic Forest Grove. The elimination of blight and the promotion of job creation will keep our population from spending time and money in the surrounding suburbs. The encouragement of private and public development will trigger an active economic boom and activate Forest Grove. I want to be apart of the dream that is making Forest Grove an amazing destination to visit, to live, and to work that we have all wanted for so long.

**What contributions do you hope to bring to the board?**

I believe my education and experiences on the HLB, as well as my Capstone project working with many stakeholders, would be a great contribution to the budding board.

**List your educational experience:**

Portland State University

Master's degree, Master of Real Estate Development · (2016 - 2018)

Portland Community College

Building Construction Technology- Construction Management · (2015 - 2015)

Bowling Green State University

Bachelor's degree, Bachelor of Liberal Studies focus in  
Communication · (2012 - 2014)

Bowling Green State University

Associate's Degree, Associate of Science · (2009 - 2012)

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Historic Landmarks Board

**If not appointed at this time, may we keep your application on file?**

Yes

**Please type your name below as a signature.**

Kelsey Trostle

**Date**

Fri, 05/31/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/8131>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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**URAC Interview**  
**09/09/2019**  
**6:15 pm**

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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**Submission information**

Form: [Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Thu, 05/30/2019 - 8:31am

96.79.97.157

**First & Last Name**

Sue Rubin

**Home Address**

██████████ Hawthorne Street, Apt 4

**Mailing Address, if different**

████████████████████

**City, State and Zip Code**

Forest Grove

**E-Mail Address**

██

**Telephone/Cell Phone Number**

████████████████

**Employer**

Adelante Mujeres

**Work Telephone Number**

████████████████

**Occupation/Profession**

Director of Finance/CPA

**Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.**

**If so, which grade level and school do you attend?**

**Do you reside within the City limits?**

Yes

**Years residing in Forest Grove.**

3

**How did you hear of this opportunity?**

received notice

**Please rate the City's performance.**

Good

**What ideas do you have for improving "Fair" or "Poor" performance?****Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

As a non-profit stakeholder and person involved with and aware of complicated issues of inclusivity issues, I want to be sure our and the broader community issues are taken into consideration. I grew up in a rural community and lived in inner-city Portland for most of my adult life so also

**What contributions do you hope to bring to the board?**

Non-Profit stakeholder and perspective, downtown main street presence, represent latino and lower income non-white interests and inclusivity and equity considerations and perspective, interests of resident of Forest Grove and perspective of individual with financial and fiscal control expertise and background.

**List your educational experience:**

BA in English and Communications, MBA from UofO, CPA

**List any community involvement, appointed offices, elected offices and/or affiliations:**

Chair of HOA for Hawthorne Manor HOA, Treasurer of Art4Life non-profit, attend many commission and other community meetings, past member of Reach Community Development Board and Project Access Now Finance Committee, member of OSCPA and AICPA, member of OSCPA Bridge Committee

**If not appointed at this time, may we keep your application on file?**

Yes

**Please type your name below as a signature.**

Sue Rubin

**Date**

Thu, 05/30/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/8111>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>



Several City Committees

**Please rate the City's performance.**

Fair

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

Improve support to independently owned businesses in Forest Grove. Improve inclusion of locally grown and produced agricultural products in locally owned businesses.

**Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

**What specific topics interest you that relate to the board?**

I am interested in building relationships between our city and surrounding farms by supporting value added Beverage, Produce. And business which promote sustainable farmland use and relationship with our city.

**What contributions do you hope to bring to the board?**

Lifelong involvement in food sustainable systems. 25 year professional career maneuvering specialty foods into market channels in the Pacific Northwest. Director or a local Non Profit working on local farm and Mentoring Initiatives. Highly involved with Adelante Mujeres.

**List your educational experience:**

Attended 3 Years of college: PSU, U of O, and the Sorbonne in Paris, France.  
Professionally Bibliographic Librarian of Romance Language Text Books.

**List any community involvement, appointed offices, elected offices and/or affiliations:**

I currently serve on the CCI Committed and The Tourism Advisory Board . I am the Director of FoodwaysatNanaCardoon.org.

**If not appointed at this time, may we keep your application on file?**

Yes

**Please type your name below as a signature.**

Charlène Murdock

**Date**

Fri, 08/02/2019

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/8711>

**Links**

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>